



City Council

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

**Monday, December 9, 2024
7:00 p.m.**

Pg. # ITEM

MINUTES

1. *Motion to:*
- CNCL-12 (1) *adopt the **minutes** of the Regular Council meeting held on November 25, 2024; and*
- (2) *adopt the minutes of the Special Council meeting held on November 25, 2024. (distributed separately)*



AGENDA ADDITIONS & DELETIONS

COMMITTEE OF THE WHOLE

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



Pg. # ITEM

3. Delegations from the floor on Agenda items.

PLEASE NOTE THAT FOR LEGAL REASONS, DELEGATIONS ARE NOT PERMITTED ON ZONING OR OCP AMENDMENT BYLAWS WHICH ARE TO BE ADOPTED OR ON DEVELOPMENT PERMITS/DEVELOPMENT VARIANCE PERMITS – ITEM NO. 18.

4. *Motion to rise and report.*



RATIFICATION OF COMMITTEE ACTION

CONSENT AGENDA

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

CONSENT AGENDA HIGHLIGHTS

- Receipt of Committee minutes
- Wharves Regulation Bylaw No. 10182 Update and Amendments
- Steveston Community Centre And Library Interior Artwork Terms Of Reference
- New Capstan Village Neighbourhood Park Public Artwork Concept
- 2025 Operating and Capital Budgets for Richmond Public Library
- 2025 One-Time Expenditures
- Response To Metro Vancouver's Referral: Metro 2050 Type 3 Amendment - Regional Affordable Rental Housing Target Implementation Guideline
- Housing Agreement (Affordable Housing) Bylaw No. 10569, And Housing Agreement (Market Rental Housing) Bylaw No. 10570 To Permit The City Of Richmond To Secure Low-End Market Rental (LEMR) Units, And Market Rental Units At 5300 No. 3 Road

Council Agenda – Monday, December 9, 2024

Pg. # ITEM

5. *Motion to adopt Items No. 6 through No. 13 by general consent.*

Consent
Agenda
Item

6. COMMITTEE MINUTES

That the minutes of:

- CNCL-26 (1) *the Parks, Recreation and Cultural Services Committee meeting held on November 26, 2024;*
- CNCL-30 (2) *the General Purposes Committee meeting held on December 2, 2024;*
(3) *the Finance Committee meeting held on December 2, 2024;*
(distributed separately) and
- CNCL-33 (4) *the Planning Committee meeting held on December 3, 2024; and*
- CNCL-36 (5) *the Council/School Board Liaison Committee meeting held on November 6, 2024;*

be received for information.

Consent
Agenda
Item

7. WHARVES REGULATION BYLAW NO. 10182 UPDATE AND AMENDMENTS

(File Ref. No. 06-2345-20-ILAN1) (REDMS No. 7786022)

CNCL-40

See Page CNCL-40 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

- (1) *That Wharves Regulation Bylaw No. 10182, Amendment Bylaw No. 10605, be introduced and given first, second and third reading; and*
- (2) *That Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10606, be introduced and given first, second and third readings.*

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Consent
Agenda
Item

8. **STEVESTON COMMUNITY CENTRE AND LIBRARY INTERIOR ARTWORK TERMS OF REFERENCE**
(File Ref. No. 11-7000-09-20-334) (REDMS No. 7807631)

CNCL-47

[See Page CNCL-47 for full report](#)

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

That the Terms of Reference for the Steveston Community Centre and Library Interior Artwork as presented in the report titled, “Steveston Community Centre and Library Interior Artwork Terms of Reference”, dated October 28, 2024, from the Director, Arts, Culture and Heritage Services, be approved.



Consent
Agenda
Item

9. **NEW CAPSTAN VILLAGE NEIGHBOURHOOD PARK PUBLIC ARTWORK CONCEPT**
(File Ref. No. 11-7000-09-20-335) (REDMS No. 7831155)

CNCL-62

[See Page CNCL-62 for full report](#)

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

That the concept for the New Capstan Village Neighbourhood Park public artwork The Potato Wars by artist Nathan Lee, as presented in the report titled “New Capstan Village Neighbourhood Park Public Artwork Concept”, dated October 24, 2024, from the Director, Arts, Culture and Heritage Services, be approved.



Consent
Agenda
Item

10. **2025 OPERATING AND CAPITAL BUDGETS FOR RICHMOND PUBLIC LIBRARY**
(File Ref. No. 03-0970-01) (REDMS No. 7866348)

CNCL-86

[See Page CNCL-86 for full report](#)

FINANCE COMMITTEE RECOMMENDATION

That the 2025 proposed Richmond Public Library budget with a municipal contribution of \$11,803,300 as presented in Attachment 1 from the Chief Librarian and the Secretary of the Board, be approved.



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Consent
Agenda
Item

11. **2025 ONE-TIME EXPENDITURES**
(File Ref. No. 03-0970-01) (REDMS No. 7833379)

CNCL-94

See Page CNCL-94 for full report

FINANCE COMMITTEE RECOMMENDATION

That the one-time expenditures totaling \$2,690,457 as outlined in Attachment 1 of the 2025 One-Time Expenditures staff report, be approved with funding from the Rate Stabilization Account and included in the Consolidated 5 Year Financial Plan (2025-2029).



Consent
Agenda
Item

12. **RESPONSE TO METRO VANCOUVER'S REFERRAL: METRO 2050 TYPE 3 AMENDMENT - REGIONAL AFFORDABLE RENTAL HOUSING TARGET IMPLEMENTATION GUIDELINE**
(File Ref. No. 01-0157-30-RGST1) (REDMS No. 7864976)

CNCL-100

See Page CNCL-100 for full report

PLANNING COMMITTEE RECOMMENDATION

That the Metro Vancouver Regional District Board be advised that the City of Richmond has no further comments or concerns on the proposed amendment to the Metro 2050 Regional Growth Strategy and that this recommendation and accompanying staff report titled "Response to Metro Vancouver's Referral: Metro 2050 Type 3 Amendment - Regional Affordable Rental Housing Target Implementation Guideline" dated November 18, 2024, from the Director, Policy Planning be provided to the Metro Vancouver Regional District Board.



Pg. # ITEM

Consent
Agenda
Item

- 13. **HOUSING AGREEMENT (AFFORDABLE HOUSING) BYLAW NO. 10569, AND HOUSING AGREEMENT (MARKET RENTAL HOUSING) BYLAW NO. 10570 TO PERMIT THE CITY OF RICHMOND TO SECURE LOW-END MARKET RENTAL (LEMR) UNITS, AND MARKET RENTAL UNITS AT 5300 NO. 3 ROAD**
(File Ref. No. 08-4057-05) (REDMS No. 7706013)

CNCL-126

See Page CNCL-126 for full report

PLANNING COMMITTEE RECOMMENDATION

- (1) *That Housing Agreement (Affordable Housing) (5300 No. 3 Road) Bylaw No. 10569 be introduced and given first, second and third readings to permit the City to enter into a Housing Agreement in accordance with the requirements of section 483 of the Local Government Act, to secure the Low-End Market Rental (LEMR) Units required by the Rezoning Application RZ 23- 011557; and*
- (2) *That Housing Agreement (Market Rental Housing) (5300 No. 3 Road) Bylaw No. 10570 be introduced and given first, second and third readings to permit the City to enter into a Housing Agreement in accordance with the requirements of section 483 of the Local Government Act, to secure the Market Rental Units required by the Rezoning Application RZ 23-011557.*



CONSIDERATION OF MATTERS REMOVED FROM THE
CONSENT AGENDA

NON-CONSENT AGENDA ITEMS

Pg. # ITEM

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE

Councillor Chak Au, Chair

14. ARRIVAL OF THE S.V. TITANIA MURAL CONDITION REPORT AND PROPOSED OPTIONS

(File Ref. No. 11-7000-09-20-228) (REDMS No. 7693480)

CNCL-180

See Page CNCL-180 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

That Option 3, replace the mural onsite, as described in the staff report titled, “Arrival of the S.V. Titania Mural Condition Report and Proposed Options”, dated October 24, 2024, from the Director, Arts, Culture and Heritage Services be approved.



GENERAL PURPOSES COMMITTEE

Mayor Malcolm D. Brodie, Chair

15. PHASING OPTIONS FOR THE PUBLIC SAFETY CAMERA SYSTEM

(File Ref. No. 10-6450-07-07) (REDMS No. 7862940)

CNCL-188

See Page CNCL-188 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION
Opposed: Cllrs. Gillanders and Wolfe

That:

- (1) Option 1 to implement the RCMP proposed Phase 1 for the Public Safety Camera System as outlined in the staff report “Phasing Options for the Public Safety Camera System”, dated November 18, 2024, from the General Manager, Law and Community Safety be endorsed; and*

- (2) *A capital submission for Option 1 to implement the RCMP proposed Phase 1 for the Public Safety Camera System, with an estimated value of \$2,493,794 and operating budget impact of \$181,600 be submitted for Council’s consideration as part of the 2025 budget process.*



FINANCE COMMITTEE
Mayor Malcolm D. Brodie, Chair

- 16. **2025 PROPOSED CAPITAL BUDGET**
(File Ref. No. 03-0970-25-2025-01) (REDMS No. 7775861))

CNCL-247

[See Page CNCL-247 for full report](#)

FINANCE COMMITTEE RECOMMENDATION

Opposed: Cllr. Wolfe

- (1) *That the 2025 Proposed Capital Budget as presented in Appendix 3 totaling \$152,581,457 be approved; and*
- (2) *That the 2025 Proposed Capital Budget as approved be included in the Consolidated 5 Year Financial Plan (2025-2029).*



- 17. **2025 PROPOSED OPERATING BUDGET**
(File Ref. No. 03-0970-01) (REDMS No. 7811426)

CNCL-390

[See Page CNCL-390 for full report](#)

FINANCE COMMITTEE RECOMMENDATION

Opposed: Cllrs. Au, Loo and Wolfe.

That:

- (1) *The 2025 Proposed Operating Budget as presented in Budget Option 1 for a total of 5.86% be approved as outlined below:*
 - (a) *A same level of service budget increase of \$6,115,400 after tax growth with a tax increase of 1.99% be approved; and*
 - (b) *Ongoing funding for expenditures previously approved by Council totaling \$5,675,000 as presented in Table 11 on page 22 with a tax increase of 1.85% be approved; and*

- (c) *Emerging organizational additional levels in the amount of \$2,647,135 as presented in Attachments 9, 10, 11, and 12 of the staff report titled 2025 Proposed Operating Budget with a tax increase of 0.86% be approved; and*
- (d) *The Rate Stabilization Account be used to pay for the one-time initial capital costs for the recommended additional levels from Attachment 11 and 12 totaling \$246,688 be approved; and*
- (e) *Transfer to reserves for Investment in Community Facilities as per Council’s Long Term Financial Management Strategy in the amount of \$3,066,765 with a tax increase of 1.00% be approved; and*
- (f) *Senior level government and other government agency increase of \$2,121,638 with a tax increase of 0.69% be approved; and*
- (g) *Use of reserves for program expenditures for Affordable Housing, Child Care and Public Art programs of \$1,442,191 as presented in Attachment 8 on page 59 be approved; and*
- (h) *Operating budget impacts totalling \$368,774 with a tax increase of 0.12% be approved; and*
- (i) *The Rate Stabilization Account be used to reduce the overall impact of additional operating costs for a total of \$2,000,000 resulting in a tax decrease of 0.65% be approved; and*
- (2) *The 2025 Operating Budget as approved be included in the Consolidated 5 Year Financial Plan (2025-2029).*



17A. **CONSOLIDATED 5 YEAR FINANCIAL PLAN (2025-2029) BYLAW NO. 10622**
(File Ref. No03-0970-25-2025-01) (REDMS No. 7859010)

CNCL-524

See Page CNCL-524 for full report

STAFF RECOMMENDATION

- (1) *That the Consolidated 5 Year Financial Plan (2025-2029) Bylaw No. 10622 be introduced and given first, second, and third readings.*
- (2) *That staff undertake a process of public consultation in accordance with Section 166 of the Community Charter.*



PUBLIC ANNOUNCEMENTS AND EVENTS

NEW BUSINESS

BYLAWS FOR ADOPTION

CNCL-468 Richmond Zoning Bylaw No. 8500, Amendment **Bylaw No. 10332**
(6531 Francis Road, RZ 19-878165)
Opposed at 1st Reading – Cllrs. Day and Wolfe
Opposed at 2nd/3rd Readings – Cllrs. Day and Wolfe

NOTE: *With the implementation of Bylaw No. 10573 (SSMUH) Bylaw, Bylaw No. 10332 is now rezoning from RSM/L to RDA zone.*

CNCL-470 Richmond Zoning Bylaw No. 8500, Amendment **Bylaw No. 10449**
(12260 Woodhead Road and a portion of 12288 Woodhead Road,
RZ 22-009404)
Opposed at 1st Reading – None.
Opposed at 2nd/3rd Readings – None.

NOTE: *With the implementation of Bylaw No. 10573 (SSMUH) Bylaw, Bylaw No. 10449 is now rezoning from RS2/B to RSM/M zone.*

CNCL-472 Richmond Heritage Commission Bylaw No. 7906, Amendment **Bylaw No. 10619**
Opposed at 1st/2nd/3rd Readings – None.

DEVELOPMENT PERMIT PANEL

18. RECOMMENDATION

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

CNCL-473

CNCL-518

CNCL-521

- (1) *That the minutes of the Development Permit Panel meeting held on November 27, 2024, and the Chair's report for the Development Permit Panel meetings held on, September 27, 2023 and November 14, 2024, be received for information;*
- (2) *That the recommendations of the Panel to authorize the issuance of Development Permit (DP 22-011557) for the property located at 6531 Francis Road, be endorsed and the Permit so issued; and*
- (3) *That the recommendations of the Panel to authorize the changes to the design of the Development Permit (DP 22-013200) issued for the property at 6011 River Road, be endorsed and the changes be deemed in General Compliance with the Permit.*

ADJOURNMENT



Regular Council

Monday, November 25, 2024

Place: Council Chambers
Richmond City Hall

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

Corporate Officer – Claudia Jesson

Absent: Councillor Carol Day

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

RES NO. ITEM

R24/20-1 It was moved and seconded
That Councillor Andy Hobbs be permitted to join the meeting electronically.

CARRIED

MINUTES

R24/20-2 1. It was moved and seconded
That:
(1) *the minutes of the Regular Council meeting held on November 12, 2024, be adopted as circulated; and*
(2) *the minutes of the Regular Council meeting for Public Hearings held*



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on March 18, 2024, be adopted as amended.

CARRIED

AGENDA ADDITIONS & DELETIONS

R24/20-3

It was moved and seconded

That a correction be made to Item 7 “Accepted Forms of Payment” replacing the motion with the following referral motion:

A referral to staff to consult with stakeholders and report back to advise Council on the nature, extent and context of the problems caused by the misuse of cash transactions such as the avoidance of tax, money laundering or otherwise and to provide potential solutions which could be implemented within the purview of local government. Consultation would include the Richmond Chamber of Commerce, other business groups, Provincial regulatory agencies relating to money laundering and the results of the Cullen Commission as well as applicable Federal agencies such as the CRA.

CARRIED

COMMITTEE OF THE WHOLE

R24/20-4

2. It was moved and seconded

That Council resolve into Committee of the Whole to hear delegations on agenda items (7:01 p.m.).

CARRIED



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3. Delegations from the floor on Agenda items

Item No. 13 – Application By Flat Architecture Inc. For Rezoning At 5300 Granville Avenue From “Small-Scale Multi-Unit Housing (RSM/L)” Zone To “Medium Density Townhouses (RTM3)” Zone And “School & Institutional Use (SI)” Zone

Alan Cheung, 7168 Lynnwood Drive, noted his concerns with regard to the trees on the development site being hazardous to surrounding property and residents.

Edward Loo, 7168 Lynnwood Drive, spoke to his concerns about parking in the area, and the proposed shared driveway.

Karen McDonald, 7111 Lynnwood Drive, expressed her concerns about the extension of Lynnwood Drive, and shortage of parking.

R24/20-5

It was moved and seconded

That the remote participants be permitted to enter the meeting via Zoom to speak on Item 13.

CARRIED

Fornia Lau, 7255 Lynnwood Drive, noted her concerns with respect to (i) shared driveway access, (ii) safety concerns with the removal of fencing, and (iii) loss of accessible space to accommodate the shared driveway.

Amy Chui, 7168 Lynnwood Drive, spoke to her concerns about the trees on the development site posing a potential hazard to the surrounding property and residents.

Jane Sun, 7255 Lynnwood Drive, noted her concerns regarding the impact the proposed development will have on the safety, privacy and value of her townhouse development.

R24/20-6

4. It was moved and seconded

That Committee rise and report (7:14 p.m.).

CARRIED



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CONSENT AGENDA

- R24/20-7 5. It was moved and seconded
That Items No. 6 through No. 17 be adopted by general consent.

CARRIED

6. COMMITTEE MINUTES

That the minutes of:

- (1) *the Community Safety Committee meeting held on November 13, 2024;*
- (2) *the General Purposes Committee meeting held on November 18, 2024;*
- (3) *the Planning Committee meeting held on November 19, 2024; and*
- (4) *the Public Works and Transportation Committee meeting held on November 20, 2024;*

be received for information.

ADOPTED ON CONSENT

7. **ACCEPTED FORMS OF PAYMENT**
(File Ref. No. 12-8000-05) (REDMS No. 7878445, 7878450)

COMMUNITY SAFETY COMMITTEE RECOMMENDATION

A referral to staff to consult with stakeholders and report back to advise Council on the nature, extent and context of the problems caused by the misuse of cash transactions such as the avoidance of tax, money laundering or otherwise and to provide potential solutions which could be implemented within the purview of local government. Consultation would include the Richmond Chamber of Commerce, other business groups, Provincial regulatory agencies relating to money laundering and the results of the Cullen Commission as well as applicable Federal agencies such as the CRA.



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ADOPTED ON CONSENT

8. INDIGENOUS RELATIONS STRATEGY – PROPOSED GUIDING PRINCIPLES AND FOCUS AREAS

(File Ref. No. 01-0152-01) (REDMS No. 7762260)

- (1) *That the Indigenous Relations Strategy proposed Guiding Principles and Focus Areas outlined in the staff report titled “Indigenous Relations Strategy – Proposed Guiding Principles and Focus Areas,” dated October 28, 2024, from the Director, Intergovernmental Relations and Corporate and Strategic Planning, be endorsed; and*
- (2) *That staff be directed to develop an Indigenous Relations Strategy and engage with Indigenous communities to seek collaboration into the development of the Strategy.*

ADOPTED ON CONSENT

9. ESTABLISHING A HOUSING PRIORITIES GRANT PROGRAM

(File Ref. No. 08-4057-05) (REDMS No. 7845004)

- (1) *That the proposed framework for a Housing Priorities Grant Program, as outlined in the report titled “Establishing a Housing Priorities Grant Program,” dated October 28, 2024, from the Director, Housing Office, be approved; and*
- (2) *That staff bring forward eligible applications received through the Housing Priorities Grant Program for Council consideration.*

ADOPTED ON CONSENT

10. STEVESTON VILLAGE LANE PARKING – UPDATE

(File Ref. No. 12-8060-20-01585) (REDMS No. 7861108)

That Option 2B as outlined in the report titled “Steveston Village Lane Parking – Update” dated November 14, 2024 from the Director, Transportation be endorsed.

ADOPTED ON CONSENT



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**11. FEASIBLE OPTIONS AND POLICY FOR COMMERCIAL TRUCK
PARKING IN RICHMOND**

(File Ref. No10-6455-01) (REDMS No. 7860576)

- (1) *That staff explore further locations beyond those previously identified in reports for potential truck parking areas in Richmond, assessing their feasibility based on a realistic evaluation;*
- (2) *That staff revise and/or create policies regarding land use, transportation, and agriculture to address the current demands and challenges associated with truck parking in Richmond; and*
- (3) *That updates on items 1 and 2 be presented to the Council within a three-month timeframe.*

ADOPTED ON CONSENT

**12. APPLICATION BY PONDA DEVELOPMENT LTD. FOR REZONING
AT 5120 AND 5140 WILLIAMS ROAD FROM THE “SMALL-SCALE
MULTI-UNIT HOUSING (RSM/L)” ZONE TO A NEW SITE
SPECIFIC “TWO-UNIT DWELLINGS (ZD9) – WILLIAMS ROAD
(STEVESTON)” ZONE**

(File Ref. No. 12-8060-20-010574, RZ 23-028712) (REDMS No. 7666516, 7760621)

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10574, to create the “Two-Unit Dwellings (ZD9) – Williams Road (Steveston)” zone and to rezone 5120 and 5140 Williams Road from the “Small-Scale Multi-Unit Housing (RSM/L)” zone to “Two-Unit Dwellings (ZD9) – Williams Road (Steveston)” zone, be introduced and given first, second and third reading.

ADOPTED ON CONSENT



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- 13. **APPLICATION BY FLAT ARCHITECTURE INC. FOR REZONING AT 5300 GRANVILLE AVENUE FROM “SMALL-SCALE MULTI-UNIT HOUSING (RSM/L)” ZONE TO “MEDIUM DENSITY TOWNHOUSES (RTM3)” ZONE AND “SCHOOL & INSTITUTIONAL USE (SI)” ZONE**

(File Ref. No. 12-8060-20-010614, RZ 21-936275) (REDMS No. 7810614, 5394058, 7813567, 7878643, 7878644)

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10614,

- (a) *for the rezoning of a portion of 5300 Granville Avenue from “Small-Scale Multi-Unit Housing (RSM/L)” zone to “Medium Density Townhouses (RTM3)” zone; and*
- (b) *for the rezoning of a portion of 5300 Granville Avenue from “Small-Scale Multi-Unit Housing (RSM/L)” zone to “School & Institutional Use (SI)” zone;*

be introduced and given first, second and third reading.

ADOPTED ON CONSENT

- 14. **RICHMOND HERITAGE COMMISSION BYLAW NO. 7906, AMENDMENT BYLAW NO. 10619**

(File Ref. No. 12-8060-20-010619; 01-0100-30-HCOM1-04) (REDMS No. 7837662, 7838374, 7837254)

That Richmond Heritage Commission Bylaw No. 7906, Amendment Bylaw 10619, to include term limits in alignment with the Appointments – Term Limits Policy 1020, be introduced and given first, second and third reading.

ADOPTED ON CONSENT

- 15. **CHANGES TO BC BUILDING CODE: SINGLE EXIT STAIR**

(File Ref. No. 12-8360-03-02-01) (REDMS No. 7808805)

That a letter outlining the City of Richmond's concerns regarding the BC Building Code changes to allow Single Exit Stair buildings, as outlined in the staff report titled "Changes to BC Building Code: Single Exit Stair" dated October 29, 2024, from the Director, Building Approvals and Fire Chief be sent to the following:

- (a) *Premier;*



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- (b) *Minister of Housing;*
- (c) *Minister of Public Safety and Solicitor General; and*
- (d) *Members of the Legislative Assembly for Richmond.*

ADOPTED ON CONSENT

**16. APPLICATION TO 2024/25 BC ACTIVE TRANSPORTATION
INFRASTRUCTURE GRANT PROGRAM**

(File Ref. No. 03-1087-19-02) (REDMS No. 7835948)

- (1) *That the submission for cost-sharing to the 2024/25 BC Active Transportation Infrastructure Grant Program as described in the staff report titled “Application to 2024/25 BC Active Transportation Infrastructure Grant Program” dated October 21, 2024, from the Director, Transportation be endorsed;*
- (2) *That, should the above application be successful, the Chief Administrative Officer and the General Manager, Engineering and Public Works, be authorized on behalf of the City to execute the funding agreement; and*
- (3) *That, should the grant application be successful, the grant amount will be included in the Consolidated 5 Year Financial Plan (2025-2029) accordingly.*

ADOPTED ON CONSENT

**17. PUBLIC ELECTRIC VEHICLE CHARGING NETWORK – DIRECT
CURRENT FAST CHARGING EXPANSION**

(File Ref. No. 10-6460-03) (REDMS No. 7738808)

- (1) *That the report titled “Public Electric Vehicle Charging Network – Direct Current Fast Charging Expansion”, from the Director, Climate & Environment and Director, Public Works Operations, dated October 24, 2024 be endorsed; and;*
- (2) *That a capital submission for the Electric Vehicle DC Fast Charging Station Installations be submitted for Council’s consideration as part of the 2025 budget process.*

ADOPTED ON CONSENT



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NON-CONSENT AGENDA ITEMS

GENERAL PURPOSES COMMITTEE

Mayor Malcolm D. Brodie, Chair

18. **RESPONSE TO REFERRAL - RICHMOND CELEBRATES FIFA WORLD CUP 26**

(File Ref. No. 11-7400-20-FIFA1) (REDMS No. 7808316)

R24/20-8

It was moved and seconded

- (1) *That the “New Campaign” option to celebrate the Fédération Internationale de Football Association (FIFA) World Cup 2026 (FIFA World Cup 26) in Richmond, as detailed in the staff report titled “Richmond Celebrates FIFA World Cup 26 – Response to Referral,” dated October 28, 2024, from the Director, Intergovernmental Relations and Corporate and Strategic Planning, be endorsed for the purposes of continuing with planning and partner engagement;*
- (2) *That one-time funding of the associated budget as outlined in the report be considered as part of the 2025 budget process;*
- (3) *That staff be directed to bring back the final schedule with all details including funding for each category by the end of 2025; and*
- (4) *That up to \$5,000 be allocated, within the existing budget, to each Community Centre to be taken from the Kickoff Events and the Community Events and Viewing Parties aspect of the budget and for the programming to be approved by the City.*

The question on the motion was not called as there was agreement to deal with Parts (1) (2) (3) and (4) separately.

The question on Parts (1) (2) and (3) of Resolution R24/20-8 was then called and it was **CARRIED** with Cllr. Heed opposed.



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The question on Part (4) of Resolution R24/20-8 was then called and it was **CARRIED**.

19. FIRE VEHICLE REPLACEMENT RESERVE PURCHASES (2021 TO 2024) BUDGET AMENDMENT AND ANNUAL FUNDING REQUIREMENT FOR EQUIPMENT REPLACEMENT RESERVE FUND - FIRE RESCUE VEHICLES RESERVE FUND

(File Ref. No. 03-1075-05) (REDMS No. 7670334)

R24/20-9

It was moved and seconded

- (1) *That a capital request for a one-time funding of \$5.0 million for Fire Vehicle Replacement Reserve Purchases be funded by Emergency Response Fuel Facility Provision (contribution from Vancouver Airport Fuel Facility Corporation), detailed in the staff report titled “Fire Vehicle Replacement Reserve Purchases (2021 to 2024) Budget Amendment and Annual Funding Requirement for Equipment Replacement Reserve Fund - Fire Rescue Vehicles Reserve Fund”, dated October 7, 2024, from the Fire Chief, be submitted through the 2025 budget process; and*
- (2) *That an additional level request to increase the annual contribution to the Vehicle and Equipment Reserve - Fire Rescue Vehicles by \$600,000 be submitted through the 2025 budget process to ensure solvency for identified future purchase needs.*

The question on the motion was not called as discussion ensued with respect to the Emergency Response Fuel Facility Provision, and hybrid fire vehicles.

The question on Resolution R24/20-9 was then called and it was **CARRIED** with Cllrs. Gillanders and Wolfe opposed.

PUBLIC ANNOUNCEMENTS AND EVENTS

Mayor Brodie announced that



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The following were appointed to the Child Care Development Advisory Committee:

- Kevin Ka Ho Ching;
- Tania Lam;
- Joyce Lin;
- Mei Kang;
- Kathy Moncalieri;
- Daniel Suen;
- Yanjie Zhao; and
- Chantelle Pereira.

Amy Choh has been appointed to the YVR Aeronautical Noise Management Committee.

The following were appointed to the Richmond Heritage Commission

- Brenda Clark; and
- Joseph Fry.

The following were appointed to the Food Security and Agricultural Advisory Committee

- Michael Bomford;
- Abu Hasan Jahangir;
- Cory May;
- William McKinney; and
- Leslie Williams.

The following were appointed to the Advisory Committee On The Environment



Regular Council
Monday, November 25, 2024

- Olivia Hui;
- Stephanie Sy;
- Amanda Bradshaw;
- Cathy Yan; and
- Rishika Selvakumar.

BYLAWS FOR ADOPTION

R24/20-10

It was moved and seconded

That the following bylaws be adopted:

Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 10416;

With the implementation of Bylaw No. 10573 (SSMUH) Bylaw, Bylaw No. 10416 is now rezoning from RSM/M to RSM/S zone.

Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 10593;

Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No. 10594;

City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 10595;

Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10601;

Flood Protection Bylaw No. 10426, Amendment Bylaw No. 10608;

Sanitary Sewer Bylaw No. 10427, Amendment Bylaw No. 10609;

Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 10610;

Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 10611;

Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10615; and



Regular Council
Monday, November 25, 2024

Development Application Fees Bylaw No. 8951, Amendment Bylaw No. 10617.

CARRIED

DEVELOPMENT PERMIT PANEL

- R24/20-11 20. It was moved and seconded
That the minutes for the Development Permit Panel meeting held on November 14, 2024 be received for information.

CARRIED

PUBLIC DELEGATIONS ON NON-AGENDA ITEMS

- R24/20-12 21. It was moved and seconded
That Council resolve into Committee of the Whole to hear delegations on non-agenda items (7:58 p.m.).

CARRIED

Aditya Chourasiya, spoke on behalf of diverse religious communities in Richmond regarding collaboration with and cultural training of law enforcement and proposed that a bylaw be created restricting protests near places of worship.

- R24/20-13 It was moved and seconded
That the presentation by Aditya Chourasiya regarding bylaws and measures to protect religious harmony and safety be referred to staff.

CARRIED

- R24/20-14 22. It was moved and seconded
That Committee rise and report (8:00 p.m.).

CARRIED



Regular Council
Monday, November 25, 2024

ADJOURNMENT

R24/20-15

It was moved and seconded
That the meeting adjourn (8:01 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, 2024.

Mayor (Malcolm D. Brodie)

Corporate Officer (Claudia Jesson)



Parks, Recreation and Cultural Services Committee

Date: Tuesday, November 26, 2024
Place: Anderson Room
Richmond City Hall
Present: Councillor Chak Au, Chair
Councillor Michael Wolfe
Councillor Laura Gillanders
Councillor Andy Hobbs
Councillor Bill McNulty
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 22, 2024, be adopted as circulated.

CARRIED

AGENDA ADDITION

The Chair advised that the Possibility of Creating a Book on the History of the Chinese Canadian Community in Richmond be added as Item 4A.

PARKS, RECREATION AND CULTURE DIVISION

1. **WHARVES REGULATION BYLAW NO. 10182 UPDATE AND AMENDMENTS**

(File Ref. No. 06-2345-20-ILAN1) (REDMS No. 7786022)

Discussion ensued regarding (i) the effectiveness of the bylaw thus far, (ii) the difference between programming-related inquiries and enforcement-related concerns, and (iii) management of rafting and unloading by boaters.

1.

Parks, Recreation & Cultural Services Committee
Tuesday, November 26, 2024

It was moved and seconded

- (1) *That Wharves Regulation Bylaw No. 10182, Amendment Bylaw No. 10605, be introduced and given first, second and third readings; and*
- (2) *That Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10606, be introduced and given first, second and third readings.*

CARRIED

2. ARRIVAL OF THE S.V. TITANIA MURAL CONDITION REPORT AND PROPOSED OPTIONS

(File Ref. No. 11-7000-09-20-228) (REDMS No. 7693480)

In response to queries from Committee, staff advised that (i) murals typically last more than five years, (ii) the estimated cost to remove the mural includes removing the paint safely and returning the wall to its original condition, and (iii) murals typically have an anti-graffiti coating.

Discussion ensued regarding (i) the possibility of commissioning another John M. Horton painting, (ii) the deterioration of the existing mural and possibilities to extend its life, and (iii) the City's five-year agreement with the Steveston Hotel owner, which expired on August 15, 2022, included responsibility for mural maintenance, and the owner's preference to see remediation due to the mural's deteriorated condition.

Staff were directed to look into finding another artist to paint a replacement mural, with funding coming from the Council Contingency Fund and discussion ensued regarding the potential costs of replacing the mural onsite

Further discussion ensued regarding (i) the existing mural location, (ii) the specialized painting technique required to recreate a similar painting, and (iii) challenges with the wall surface.

It was moved and seconded

That Option 3, replace the mural onsite, as described in the staff report titled, "Arrival of the S.V. Titania Mural Condition Report and Proposed Options", dated October 24, 2024, from the Director, Arts, Culture and Heritage Services be approved.

CARRIED

3. STEVESTON COMMUNITY CENTRE AND LIBRARY INTERIOR ARTWORK TERMS OF REFERENCE

(File Ref. No. 11-7000-09-20-334) (REDMS No. 7807631)

In response to a query from Committee, staff advised that the artwork for the outdoor plaza, made of long-lasting materials such as granite and metal, is intended to be a permanent outdoor art piece.

Parks, Recreation & Cultural Services Committee
Tuesday, November 26, 2024

It was moved and seconded

That the Terms of Reference for the Steveston Community Centre and Library Interior Artwork as presented in the report titled, “Steveston Community Centre and Library Interior Artwork Terms of Reference”, dated October 28, 2024, from the Director, Arts, Culture and Heritage Services, be approved.

CARRIED

4. **NEW CAPSTAN VILLAGE NEIGHBOURHOOD PARK PUBLIC ARTWORK CONCEPT**

(File Ref. No. 11-7000-09-20-335) (REDMS No. 7831155)

Discussion ensued regarding (i) the Servicing Agreement and detailed design for the new Capstan Village Neighbourhood Park, and (ii) managing invasive species in the park.

It was moved and seconded

That the concept for the New Capstan Village Neighbourhood Park public artwork The Potato Wars by artist Nathan Lee, as presented in the report titled “New Capstan Village Neighbourhood Park Public Artwork Concept”, dated October 24, 2024, from the Director, Arts, Culture and Heritage Services, be approved.

CARRIED

4A. **POSSIBILITY OF CREATING A BOOK ON THE HISTORY OF THE CHINESE CANADIAN COMMUNITY IN RICHMOND**

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

The following **referral motion** was introduced:

That staff explore the opportunity to develop a book on the history of the Chinese community in Richmond and report back.

The question on the referral motion was not called as discussion ensued regarding the history of the Chinese community in Richmond, including Chinese potato farmers, and the value of creating a book detailing the history.

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

5. **MANAGER’S REPORT**

(i) ***Request for Expression of Interest for Rabbit Management***

Staff advised that the Expression of Interest process for feral rabbit management has now closed, noting two potential service providers expressed interest and that staff are evaluating next steps, including a Request for Proposal process in 2025.

Parks, Recreation & Cultural Services Committee
Tuesday, November 26, 2024

(ii) Capstan Community Centre

Discussion ensued regarding the development of a new Community Association in 2025.

ADJOURNMENT

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

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Parks, Recreation and Cultural Services Committee of the Council of the City of Richmond held on Tuesday, November 26, 2024.

Councillor Chak Au
Chair

Shannon Unrau
Legislative Services Associate



General Purposes Committee

Date: Monday, December 2, 2024

Place: Anderson Room
Richmond City Hall

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

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

It was moved and seconded
That Councillor Day and Councillor Gillanders be permitted to join the meeting electronically.

CARRIED

MINUTES

It was moved and seconded
That the minutes of the meeting of the General Purposes Committee held on November 18, 2024, be adopted as circulated.

CARRIED

LAW AND COMMUNITY SAFETY DIVISION

1. PHASING OPTIONS FOR THE PUBLIC SAFETY CAMERA SYSTEM

(File Ref. No. 10-6450-07-07) (REDMS No. 7862940)

It was moved and seconded

That:

- (1) *Option 1 to implement the RCMP proposed Phase 1 for the Public Safety Camera System as outlined in the staff report “Phasing Options for the Public Safety Camera System”, dated November 18, 2024, from the General Manager, Law and Community Safety be endorsed; and*
- (2) *A capital submission for Option 1 to implement the RCMP proposed Phase 1 for the Public Safety Camera System, with an estimated value of \$2,493,794 and operating budget impact of \$181,600 be submitted for Council’s consideration as part of the 2025 budget process.*

The question on the motion was not called as discussion ensued with respect to signage, implementation costs and timeline.

In response to queries from Committee, staff noted (i) signage will be the same as current at all major intersections in the city which depict video recording is established at these intersections, (ii) the cost was revised based on manufacturer’s expert opinions and assessment based on software modelling noting that a minimum of four cameras per intersection, and approximately six cameras will be required for a more complex intersection, (iii) the angles will be set pointing in the direction of the road with the main objective to capture license plates and nearby pedestrians, (iv) Vancouver Airport Authority have their own security monitoring system, (v) Phase 1 will take approximately 12-18 months implementation time from procurement to operational phase, which is in addition to initial field testing, and (vi) East Richmond has been recommended by the Richmond RCMP under Phase 2; there will be 3 intersections covered under Phase 2.

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

ADJOURNMENT

It was moved and seconded
That the meeting adjourn (4:17 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Monday, December 2, 2024.

Mayor Malcolm D. Brodie
Chair

Lorraine Anderson
Legislative Services Associate



Planning Committee

Date: Tuesday, December 3, 2024
Place: Anderson Room
Richmond City Hall
Present: Councillor Bill McNulty, Chair
Councillor Alexa Loo
Councillor Chak Au
Councillor Andy Hobbs
Absent: Councillor Carol Day
Also Present: Councillor Michael Wolfe
Call to Order: The Chair called the meeting to order at 4:00 p.m.

MINUTES

It was moved and seconded
*That the minutes of the meeting of the Planning Committee held on
November 19, 2024, be adopted as circulated.*

CARRIED

PLANNING AND DEVELOPMENT DIVISION

1. **RESPONSE TO METRO VANCOUVER'S REFERRAL: METRO 2050
TYPE 3 AMENDMENT - REGIONAL AFFORDABLE RENTAL
HOUSING TARGET IMPLEMENTATION GUIDELINE**
(File Ref. No. 01-0157-30-RGST1) (REDMS No. 7864976)

Planning Committee
Tuesday, December 3, 2024

It was moved and seconded

That the Metro Vancouver Regional District Board be advised that the City of Richmond has no further comments or concerns on the proposed amendment to the Metro 2050 Regional Growth Strategy and that this recommendation and accompanying staff report titled “Response to Metro Vancouver's Referral: Metro 2050 Type 3 Amendment - Regional Affordable Rental Housing Target Implementation Guideline” dated November 18, 2024, from the Director, Policy Planning be provided to the Metro Vancouver Regional District Board.

CARRIED

DEPUTY CAO'S OFFICE

2. **HOUSING AGREEMENT (AFFORDABLE HOUSING) BYLAW NO. 10569, AND HOUSING AGREEMENT (MARKET RENTAL HOUSING) BYLAW NO. 10570 TO PERMIT THE CITY OF RICHMOND TO SECURE LOW-END MARKET RENTAL (LEMR) UNITS, AND MARKET RENTAL UNITS AT 5300 NO. 3 ROAD**

(File Ref. No. 08-4057-05) (REDMS No. 7706013)

It was moved and seconded

- (1) *That Housing Agreement (Affordable Housing) (5300 No. 3 Road) Bylaw No. 10569 be introduced and given first, second and third readings to permit the City to enter into a Housing Agreement in accordance with the requirements of section 483 of the Local Government Act, to secure the Low-End Market Rental (LEMR) Units required by the Rezoning Application RZ 23- 011557; and*
- (2) *That Housing Agreement (Market Rental Housing) (5300 No. 3 Road) Bylaw No. 10570 be introduced and given first, second and third readings to permit the City to enter into a Housing Agreement in accordance with the requirements of section 483 of the Local Government Act, to secure the Market Rental Units required by the Rezoning Application RZ 23-011557.*

CARRIED

Planning Committee
Tuesday, December 3, 2024

3. **MANAGER’S REPORT**

(i) Servicing Agreements Applications

Staff highlighted that in an ongoing effort to improve service delivery, a Servicing Agreement application can now be accepted through MyPermit, the City’s online application portal.

(ii) Official Community Plan Open Houses

Staff highlighted that the City hosted four in-person open houses at various locations in Richmond over the past two weeks, with approximately 150 people attending. The purpose of the open houses was to bring awareness to the Official Community Plan (OCP) review, with an online survey available from November 20 to December 22. A report summarizing results from the open houses and online survey, in addition to next steps in the OCP review, is forthcoming.

ADJOURNMENT

It was moved and seconded
That the meeting adjourn (4:02 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Planning Committee of the Council of the City of Richmond held on Tuesday, December 3, 2024.

Councillor Bill McNulty
Chair

Shannon Unrau
Legislative Services Associate



Council/School Board Liaison Committee

Date: Wednesday, November 6, 2024

Place: Electronic meeting by teleconference
Richmond City Hall

Present: Councillor Alexa Loo, Chair
Councillor Laura Gillanders
Trustee Ken Hamaguchi
Trustee Heather Larson
Trustee Donna Sargent

Also Present: Elizabeth Ayers, City of Richmond
Evangel Biason, City of Richmond
Wayne Craig, City of Richmond
Chris Duggan, City of Richmond
Todd Gross, City of Richmond
Liz Hayes-Brown, Richmond School District No. 38
Sonali Hingorani, City of Richmond
Rav Johal, Richmond School District No. 38
Keith Miller, City of Richmond
Maryam Naser, Richmond School District No. 38
David Sadler, Richmond School District No. 38
Braunwyn Thompson, Richmond School District No. 38
Shannon Unrau, City of Richmond
Christopher Usih, Richmond School District No. 38
Cindy Wang, Richmond School District No. 38
Trustee Alice Wong

Call to Order: The Chair called the meeting to order at 9:30 a.m.

AGENDA

It was moved and seconded
That the Council/School Board Liaison Committee agenda for the meeting of November 6, 2024, be adopted as circulated.

CARRIED

Council/School Board Liaison Committee

Wednesday, November 6, 2024

MINUTES

It was moved and seconded

That the minutes of the meeting of the Council/School Board Liaison Committee held on September 11, 2024, be adopted as circulated.

CARRIED

STANDING ITEMS

1. **TRAFFIC SAFETY ADVISORY COMMITTEE**

City staff briefed Committee on Traffic Safety Advisory Committee (TSAC) activities, noting (i) school zone safety has been a focus with the start of a new school year, (ii) safety and outreach included ICBC's province-wide campaign against distracted driving, which involved multiple agencies such as RCMP, community police, elementary schools, and volunteers, (iii) road safety enforcement is ongoing, with a focus around schools in September, and (iv) the inclusion safety-related campaigns and resources in future TSAC minutes.

The Chair provided brief traffic safety updates, noting (i) the Cambie and No. 5 Road intersection upgrades support road safety for pedestrians, cyclists, and vehicle traffic, especially near Mitchell Elementary School and (ii) construction of the No. 2 Road Multi-Use Pathway is scheduled to be completed by the end of 2024.

It was moved and seconded

That the verbal report on the Traffic Safety Advisory Committee be received for information.

CARRIED

2. **CHILD CARE UPDATE**

City staff provided a brief update, noting that following the final phase of public engagement over the summer, the Richmond Child Care Strategy 2024-2034 will be presented to Council for final endorsement before the end of 2024.

It was moved and seconded

That the verbal update on Child Care be received for information.

CARRIED

3. **JOINT CITY AND DISTRICT PROGRAM COMMITTEE**

City staff advised that minutes from the October committee meeting are forthcoming and will include updates on various programs and initiatives to support children and youth.

Council/School Board Liaison Committee

Wednesday, November 6, 2024

City staff highlighted that this year's Grade 5 Active! Pass program has launched, with information and promotional materials sent to schools. The pass provides grade 5 students in Richmond with free admission to public swimming, drop-in public skating, West Richmond Pitch & Putt, and various drop-in programs at local community centres.

City staff advised that the next Joint City and District Program Committee meeting is scheduled for January 16, 2025.

It was moved and seconded

That the verbal update on the Joint City and District Program Committee be received for information.

CARRIED

4. FUTURE AGENDA ITEMS

The Chair provided a brief overview of PreVenture, a prevention program for youth aged 12-18 to promote mental health and reduce the risk of substance use, noting it is supported by the Province of British Columbia.

Discussion ensued regarding (i) the importance of collaboration and how PreVenture could align with the current curriculum, (ii) the common goal of keeping youth safe, and (iii) the voluntary D.A.R.E. program offered by the Richmond School District and the City's role in the D.A.R.E. program.

It was moved and seconded

That the verbal report on the PreVenture program be received for information.

CARRIED

AGENDA ITEMS

5. PROPOSED 2025 MEETING DATES

The Chair advised that the proposed 2025 meeting dates, as noted below, are approved:

Wednesday, January 29, 2025;

Wednesday, April 30, 2025;

Wednesday, September 10, 2025; and

Wednesday, November 5, 2025.

It was moved and seconded

That the verbal report on the Proposed 2025 Meeting Dates be received for information.

CARRIED

Council/School Board Liaison Committee

Wednesday, November 6, 2024

NEXT COMMITTEE MEETING DATE

Wednesday, January 29, 2025 (tentative date) at 9:30 a.m. by Zoom.
The meetings in 2025 will be hosted by Richmond School District No. 38.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (9:57 a.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the City of Richmond Council/School Board Liaison Committee held on Wednesday, November 6, 2024.

Councillor Alexa Loo
Chair

Shannon Unrau
Legislative Services Associate
City Clerk's Office



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services Committee

Date: November 8, 2024

From: Todd Gross
Director, Parks Services

File: 06-2345-20-ILAN1/Vol 01

Mark Corrado
Director, Community Bylaws and Licencing

Re: Wharves Regulation Bylaw No. 10182 Update and Amendments

Staff Recommendations

1. That Wharves Regulation Bylaw No. 10182, Amendment Bylaw No. 10605, be introduced and given first, second and third readings; and
2. That Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10606, be introduced and given first, second and third readings.

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

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

| REPORT CONCURRENCE | | |
|-----------------------------------|-------------------------------------|---------------------------------------|
| ROUTED TO: | CONCURRENCE | CONCURRENCE OF GENERAL MANAGER |
| Community Bylaws | <input checked="" type="checkbox"/> | |
| Law | <input checked="" type="checkbox"/> | |
| Arts, Culture and Heritage | <input checked="" type="checkbox"/> | |
| SENIOR STAFF REPORT REVIEW | INITIALS: | APPROVED BY CAO |
| | | |

Staff Report

Origin

On July 24, 2023, Council adopted the Wharves Regulation Bylaw No. 10182 and the following amendment bylaws to effectively manage waterfront activities:

1. Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10286;
2. Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10285; and
3. Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No. 10306;

Staff was also directed to report back to Council in one year to provide a status update regarding the implementation and enforcement results following adoption of the Wharves Regulation Bylaw No. 10182.

This report provides an update on the bylaw status and enforcement activity following the first year of operation. This report also introduces a proposed amendment to Wharves Regulation Bylaw No. 10182 (the Bylaw) to include additional language to better manage transient moorage activities.

This report supports Council's Strategic Plan 2022–2026 Focus Area #3 A Safe and Prepared Community:

Community safety and preparedness through effective planning, strategic partnerships and proactive programs.

This report supports Council's Strategic Plan 2022–2026 Focus Area #4 Responsible Financial Management and Governance:

Responsible financial management and efficient use of public resources to meet the needs of the community.

This report supports Council's Strategic Plan 2022–2026 Focus Area #6 A Vibrant, Resilient and Active Community:

Vibrant, resilient and active communities supported by a wide variety of opportunities to get involved, build relationships and access resources.

Background

The Bylaw was adopted in July 2023 to effectively manage activities on the waterfront. The Bylaw only applies to City water lots, with its primary application having been applied to regulating activities at the Imperial Landing dock. The usage of the Imperial Landing remains primarily divided between seasonal recreational boaters and recreational fishing activities.

Analysis

Status Update

Since the Bylaw came into effect, programming-related inquiries have been managed by the Parks Department, while enforcement-related concerns are directed to Community Bylaws. The Bylaw introduced 60 potential fineable offenses for which Bylaw Officers may issue fines.

Since its adoption, the City has received 12 calls for service, which have been opened and investigated. The majority of these calls relate to vessels exceeding the maximum three-day stay permitted under the Bylaw. Each call required attendance to the wharf and contact to be made with vessel owner, as owners are not always on board multiple visits are often required. With a continued presence, the majority of vessels chose to depart with no further enforcement action needed. To date, two tickets were issued to the same boat owner pertaining to failure to pay moorage fee and failure to provide proof of ownership.

To date, there has been only one call regarding a purported derelict vessel. Following a joint investigation with Transport Canada and the Steveston Harbour Authority, the vessel's owner was located and subsequently removed the vessel from Imperial Landing. The introduction of the Bylaw has proven beneficial in regulating vessel moorage at Imperial Landing.

Recommended Bylaw Amendments

Staff have identified a need to add language to address "rafting" by boaters. Rafting is defined as two or more boats tying up to one another (akin to "double parking" for road vehicles). This activity is problematic because it obstructs access to and from Imperial Landing as well as obstructs the waterway. The current Bylaw does not include any prohibition of "rafting". The proposed amendment would prohibit this activity unless so authorised by staff, such as part of a special event or function.

In addition to this text amendment, staff are also recommending an update to the Notice to Bylaw Violation Dispute Adjunction Bylaw No. 8122, to introduce a fine for unauthorized rafting. This amendment is also included with this report.

Staff met with the Britannia Shipyards National Historic Site Society Moorage Committee to discuss the proposed bylaw amendment. The Britannia Shipyards National Historic Site Society Board endorsed the amendment at the November 7, 2024, meeting.

Financial Impact

None.

Conclusion

Since the Bylaw was adopted and put into effect in July 2023, staff have been provided the regulatory framework to effectively manage waterfront recreational activities in the community. The proposed amendments will enable staff to better enforce and regulate the Wharves Regulation Bylaw No. 10182.

November 8, 2024

- 4 -

Staff will continue to monitor activities through the course of their regular duties enforcing the Bylaw. Should additional revisions be required to more effectively manage activities, staff will bring forward the appropriate Amendments for Council's consideration as the need arises.



Alexander Kurnicki
Manager, Parks Programs
(604-276-4099)



Geoffrey Bramhill
Manager, Community Bylaws Operations
(604-276-4136)



Wharves Regulation Bylaw No. 10182
Amendment Bylaw No. 10605

The Council of the City of Richmond enacts as follows:

- 1. Wharves Regulation Bylaw No. 10182, as amended, is further amended by deleting in Subsection 2.3.1(q), line 4 the word "or".
2. Wharves Regulation Bylaw No. 10182, as amended, is further amended by deleting the "." at the end of the Subsection and replacing with "; or".
3. Wharves Regulation Bylaw No. 10182, as amended, is further amended by adding the following as Subsection 2.3.1(s) and appropriately re-lettering the remaining subsection: "(s) raft a vessel in a waterlot area."
4. Wharves Regulation Bylaw No. 10182, as amended, is further amended by adding the following definition in Section 8.1 in the appropriate alphabetical placing: "RAFT means when one or more vessels is secured to another vessel by means of lines or cables."
5. This Bylaw is cited as, "Wharves Regulation Bylaw No. 10182, Amendment Bylaw No. 10605".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

Four horizontal lines for signature or date entry.

Table with approval stamps: CITY OF RICHMOND, APPROVED for content by originating dept. (JC), APPROVED for legality by Solicitor (LB).

MAYOR

CORPORATE OFFICER



Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10606

The Council of the City of Richmond enacts as follows:

- 1. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended, is further amended by adding the content of the table in Schedule A attached to and forming part of this Bylaw, to Schedule A of Bylaw No. 8122 to modify "Schedule - Wharves Regulation Bylaw No. 10182".
2. This Bylaw is cited as "Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10606".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

Four horizontal lines for signature or initials.

Table with approval stamps: CITY OF RICHMOND, APPROVED for content by originating dept. (JC), APPROVED for legality by Solicitor (LB).

MAYOR

CORPORATE OFFICER

Schedule A to Bylaw No. 8122

| Schedule – Wharves Regulation Bylaw No. 10182 (2023) | | | | | | | |
|--|---|----------------|---------------------------------------|----------------|-----------------------------|----------------------------|--------------------------------------|
| Designated Bylaw Contraventions and Corresponding Penalties | | | | | | | |
| A1 | A2 | A3 | A4 | A5 | A6 | A7 | A8 |
| Bylaw | Description of Contravention | Section | Compliance Agreement Available | Penalty | Early Payment Option | Late Payment Amount | Compliance Agreement Discount |
| Wharves Regulation Bylaw No. 10182 | Period of Time from Receipt (inclusive) | | N/A | 29 to 60 days | 1 to 28 days | 61 days or more | N/A |
| | Prohibited rafting of vessel(s) | 2.3.1(s) | No | \$ 200.00 | \$ 150.00 | \$ 250.00 | N/A |



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services Committee **Date:** October 28, 2024

From: Marie Fenwick, Director, Arts, Culture and Heritage Services **File:** 11-7000-09-20-334/Vol 01

Re: **Steveston Community Centre and Library Interior Artwork Terms of Reference**

Staff Recommendation

That the Terms of Reference for the Steveston Community Centre and Library Interior Artwork as presented in the report titled, "Steveston Community Centre and Library Interior Artwork Terms of Reference", dated October 28, 2024, from the Director, Arts, Culture and Heritage Services, be approved.

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

Att. 1

| REPORT CONCURRENCE | | |
|-----------------------------------|-------------------------------------|--|
| ROUTED TO: | CONCURRENCE | CONCURRENCE OF GENERAL MANAGER |
| Finance Department | <input checked="" type="checkbox"/> | <i>EJF</i> |
| Recreation & Sport Services | <input checked="" type="checkbox"/> | |
| Facilities & Project Development | <input checked="" type="checkbox"/> | |
| Library Services | <input checked="" type="checkbox"/> | |
| SENIOR STAFF REPORT REVIEW | INITIALS: <i>CF</i> | APPROVED BY CAO <i>[Signature]</i> |

Staff Report

Origin

On September 23, 2019, Council approved the 60,350 square foot program for the Steveston Community Centre and Library. The new facility will host a wide range of recreation, sport, wellness and library programs as well as regional tournaments and events.

In accordance with the Public Art Program Policy No. 8703, the project budget includes an allocation of one percent of the construction budget for public art. The one percent public art contribution for the entire Steveston Community Centre and Library project is \$450,000. The budget for the interior artwork is \$100,000. \$250,000 has been designated to *Welcome* by Susan Point being installed at the outdoor plaza with the remainder budgeted for the community engaged interior artwork to be installed after the facility is completed.

On December 21, 2022, Council approved the Steveston Community Centre and Library Public Art Plan (the Plan). The Plan recommends a signature artwork to be installed at the outdoor plaza of the Steveston Community Centre and Library, an integrated artwork to be located in the interior of the facility, as well as artwork to be installed inside the facility after it is complete.

This report presents the proposed Terms of Reference for an interior artwork at Steveston Community Centre and Library for Council's consideration.

This report supports Council's Strategic Plan 2022-2026 Focus Area #6 A Vibrant, Resilient and Active Community:

Vibrant, resilient and active communities supported by a wide variety of opportunities to get involved, build relationships and access resources.

6.1 Advance a variety of program, services, and community amenities to support diverse needs and interests and activate the community.

6.3 Foster intercultural harmony, community belonging, and social connections.

Analysis

Steveston Community Centre and Library Background

The Steveston Community Centre and Library is envisioned to be the heart of the Steveston community, where residents will come to recreate, learn, play and connect in a welcoming and accessible environment. With the goal to serve the community into the future, the new 60,350 square foot three-storey facility will include: two gymnasiums, a fitness centre, community "living room," library and study areas, as well as several multipurpose rooms for community use.

The form and character of the building draws inspiration from various buildings and landmarks around the Steveston area, reflecting elements such as the docks at the Steveston waterfront, canopies and fascia trims from the Steveston Tram building, the traditional Japanese curved roof form of the Martial Arts Centre, as well as materials and patterns from the surrounding industrial

buildings. All these elements are cohesively incorporated to form a modern contemporary design.

Steveston Community Centre and Library Interior Artwork Opportunity

The artwork will be an integrated glass mosaic tile design located in the lobby of the Steveston Community Centre and Library that will aim to create a sense of arrival and welcome to the facility.

Staff worked with members of the Steveston Community Society and Richmond Public Library Board to inform the Terms of Reference for this public art opportunity. This group is in support of the proposed Terms of Reference.

The corresponding Terms of Reference for an Artist Call is provided in Attachment 1. It reflects the collective perspective of the community members who participated in the process.

The Public Art Advisory Committee endorsed the Terms of Reference at its meeting on October 15, 2024.

Proposed Location

The mosaic artwork will be integrated in the curved architectural element above the front desk reception area in the lobby of the Steveston Community Centre and Library. As a hub of visitor activity, this is a prominent location of high visibility from multiple directions.

The commissioned artist will be required to work with glass tile mosaic types specified by the City of Richmond to develop and create a unique design. The installation of the tiled artwork design will be carried out by City-contracted professionals.

Selection Process for Artists and Artworks

A two-stage artist selection process will be implemented and will follow the Richmond Public Art Program Policy guidelines as outlined in the Public Art Program Administrative Procedures Manual. The Artist Call will be open to artists residing in British Columbia.

Following the selection process, the preferred artwork concept proposal will be brought forward to Council for endorsement in the second quarter of 2025, in order to proceed with the detailed design and installation phases of the artwork in 2026.

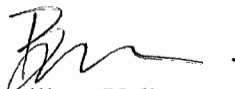
Financial Impact

The total budget for the Steveston Community Centre and Library interior artwork is \$100,000. The commissioned artist will be provided with an artist fee of \$15,000 out of this budget. The artist fee will include administration and coordination of meetings with City staff and City contractors, submission of a digital artwork file, and documentation photography. The remainder of the budget will be used for fabrication and installation of the artwork, administration and contingency.

The Steveston Community Centre and Library interior artwork is funded from the approved Steveston Community Centre and Library capital project. Any maintenance and repairs required for the artwork will be the responsibility of the Public Art Program and is included as part of the operating budget for the facility.

Conclusion

The Steveston Community Centre and Library Interior Artwork supports the approved Steveston Community Centre and Library Public Art Plan. The artwork will create a sense of arrival and welcome for community members, visitors and staff, and will enhance community connection to the facility.



Biliana Velkova
Public Art Planner
(604-247-4612)

Att. 1: Steveston Community Centre and Library Interior Artwork Terms of Reference

call to artists



Figure 1. Steveston Community Centre and Library Rendering

Steveston Community Centre and Library Interior Artwork City of Richmond

Request for Qualifications (RFQ)

October 2024

OPPORTUNITY

The Richmond Public Art Program is seeking an artist or artist team to propose an integrated mosaic tile artwork design for the new Steveston Community Centre and Library in Richmond, BC. The public artwork will be located in the lobby of the facility and will aim to create a sense of arrival and welcome to the facility. All information about the project is described below.

This is a two-stage, design-only open artist call. Following review of the submitted artists' statements of interest and their qualifications, up to five artists will be shortlisted by the selection panel. These artists will be invited to attend a project orientation in advance of preparing a concept proposal for presentation with an interview.

Budget: \$15,000 CAD

Eligibility Requirements: Open to professional artists and artist teams residing in British Columbia.

Deadline for Submissions: XXX

Installation: 2026

call to artists

BACKGROUND

The Steveston Community Centre and Library is envisioned to be the heart of the Steveston community, where residents will come to recreate, learn, play and connect in a welcoming and accessible environment. With the goal to serve the community into the future, the new 60,350 square-foot three-storey facility will include two gymnasiums, a fitness centre, community “living room”, library and study areas, as well as several multipurpose rooms for community use. In addition to community centre and library programs, the facility will host local and regional tournaments and events.

STEVESTON VILLAGE

Steveston is a historic fishing village located in the southwest corner of Richmond, BC. Known for its rich ecology at the mouth of the Fraser River, it was a place where Indigenous Peoples fished and gathered food for generations. Settled in the second half of the 1800s, early Steveston supported robust canning, fishing, and boatbuilding industries. Fishing industries drew workers from near and far, especially Indigenous Peoples of coastal BC, Japan, China, and Europe. After many prosperous years, Steveston was challenged by a number of tragic events—a drastic decline in salmon stocks, a devastating fire in the village, the Great Depression, and the internment of its large Japanese population in 1942. Despite these challenges, Steveston continued to thrive as a fishing village throughout the 20th century and is still home to the largest fishing harbour in Canada. In recent decades, Steveston has undergone significant growth and development, but retains its small town feel, historic character and fishing traditions.

STEVESTON COMMUNITY CENTRE AND LIBRARY BUILDING

The 60,350 square-foot facility -- with a 36,000 square-foot footprint -- will be a three-storey building with one level of underground parking. The design will follow a balanced approach where program synergies are realized, impacts on green space and trees are minimized, and views and connections to the park are achieved from many of the program spaces.

The form and character of the building draws inspiration from various buildings and landmarks around the Steveston area, reflecting elements such as the docks at the Steveston waterfront, canopies and fascia trims from the Steveston Tram building, the traditional Japanese curved roof form of the Martial Arts Centre, as well as materiality and patterns from the surrounding industrial buildings. All these elements are cohesively incorporated to form a modern contemporary design.

ARTIST OPPORTUNITY

Shortlisted artists will be invited to propose a unique mosaic tile design to be integrated into the curved architectural element above the front desk reception area in the main lobby. The tiles will be square vitreous glass mosaic tiles. More information regarding the type, size and colour options for the mosaic

call to artists

tiles will be provided to shortlisted artists during the second stage of the artist selection process. A \$1,500 artist honorarium will be provided to all shortlisted artists.

The commissioned artist will create and submit a digital artwork file and work with City staff and City contractors to implement their unique design to integrate into the curved element.

THEMES

Artists are encouraged to explore any of the following themes for the Steveston Community Centre and Library while ensuring room for artistic expression, enjoyment, play, colour and interactivity. The artwork should appeal to all ages and engage the community.

Indigenous Culture

For generations, Indigenous Peoples were drawn to the area's rich natural resources and used the area to harvest its bounty including fish, shellfish, berries and crab apples.

Steveston Fishing Industry

Fishing has been the central driver of settlement in the Steveston area, which has served as a base for fishers to collect and process their harvest for hundreds of years. It is also inherent to the long traditions of Indigenous Peoples fishing the Fraser River and Salish Sea. The early fishing industry served as the foundation upon which the community was built and it remains true for the more than 500 commercial vessels in Steveston Harbour today.

Japanese Canadian History

Canadians of Japanese descent have been fundamental to the development and growth of Steveston. In the early 20th century, Steveston was home to a vibrant Japanese Canadian (Nikkei) culture, which included the Steveston Japanese School, Japanese Hospital, boatworks buildings, kendo club and a significant wooden boat fishing fleet.

Fraser River and Local Ecology

Steveston exists in its current state in large part because of its physical and natural environment at the mouth of the Fraser River. Significant natural heritage can be found in the ecology of the tidal marshes, sloughs and mud flats. While many of the original natural features have been lost, traces of native vegetation, shoreline wildlife, marshes and sloughs are still present.

LOCATION

The mosaic artwork will be integrated in the curved architectural element above the front desk reception area in the lobby. As a hub of visitor activity, this is a prominent location of high visibility from multiple directions. See Figure 4 in Appendix 1.

call to artists

MATERIALS

The commissioned artist will be required to work with a specialist mosaic fabricator, contracted by the City of Richmond. The installation of the mosaic artwork design will be carried out by City contracted professionals.

BUDGET

An artist fee of \$15,000 CAD, inclusive of all applicable taxes, excluding GST, is available for this project. The artist fee will include administration and coordination meetings with City staff and City contractors, submission of a digital artwork file, and documentation photography. The artist or artist team will not be responsible for fabrication and installation costs of the mosaic tile artwork.

ARTIST ELIGIBILITY

This opportunity is open to artists or artist teams residing in British Columbia, Canada. Qualified artists will have proven experience developing artworks, specifically for civic projects. City of Richmond staff and its Public Art Advisory Committee members, selection panel members, project personnel, and immediate family members of all of the above are not eligible. Richmond-based and local Indigenous artists are urged to consider this opportunity.

Artists that are currently under contract with the City in a public art project are ineligible for other projects until the current contract is deemed complete.

SELECTION PROCESS

A selection panel will recommend the artist or artist team to City Council at the conclusion of a two-stage open call process.

A selection panel comprised of two art or design professionals and three representatives from the Steveston Community Society and Richmond Public Library Board will review the applicants' submissions. City staff will serve as advisors to the panel. Based on the selection criteria listed below, the panel will select up to five finalists to develop their concept proposals and attend an interview. A fee of \$1,500 will be paid to each of the shortlisted artists or artist teams.

Stage 1

- Artists to submit a written Statement of Interest as outlined in the Submission Requirements below.
- Selection Panel to shortlist up to five artists or artist teams for Stage 2.

Stage 2

- Artists to be provided with detailed site information and responses to any questions about the project from City staff.
- Shortlisted artists enter into an agreement with the City to prepare a Detailed Concept Proposal based on their initial submission.

call to artists

- Shortlisted artists to attend an interview (in-person or virtual) with the selection panel to present a Detailed Concept Proposal.
- Selection panel to recommend one artist or artist team to Council for endorsement. Selection panel reserves the right to make no recommendations from the submitted applications and artist interviews.

ARTIST SELECTION CRITERIA

Stage One: Selection Criteria

- Artistic merit of artist statement of interest.
- Experience in producing work that reflects community identity and assists in building meaningful cultural places.
- Understanding of the relevance of the site and its histories.
- Potential for making engaging artwork, suitable for multiple audiences.
- Demonstrated capacity to complete work within established project schedules and timelines.
- Demonstrated ability to work with multiple project stakeholders.

Stage Two: Selection Criteria

- Artistic merit of conceptual response to one or more of the themes for the Steveston Community Centre and Library.
- Ability of the artist visualizations, digital renderings or sketches to communicate the concept and how it responds to the existing character of the site by taking into account scale, colour, material, texture, content and the physical characteristics and design parameters of the location.
- Artist response to any feedback and follow-up questions from Selection Panel regarding artistic merit of the concept proposal in response to project opportunity.
- Appropriateness of the proposal to the City of Richmond's [Public Art Program Goals](#).

SUBMISSION REQUIREMENTS

Email all documentation as one (1) PDF document, not to exceed a file size of 5 MB to publicart@richmond.ca.

Stage One

- INFORMATION FORM:** please complete the information form attached to this document.
- STATEMENT OF INTEREST:** (Max. 300 words)
 - describe artist or creative practice
 - highlight relevant experience and skillsets in mosaics or similar transferable practices

call to artists

- identify themes or topics of interest you would like to explore for this opportunity. Please consider and reference the Stage One Selection Criteria (above) in your Statement.
 - **Please do not include descriptions of a concept proposal.** This information will not be accepted and will be removed by staff prior to review with the Selection Panel.
- ARTIST CV:** two-page maximum. If submitting as an artist team, please submit maximum one page per team member.
 - WORK SAMPLES:** up to ten (10) supporting image examples of previous work. Include examples of past mosaic-type work or similar transferable skillsets using other mediums. One image per page. Please include artist name(s), title, year, location and medium information to be on each image page.
 - REFERENCES:** three (3) references who can speak to your skills and experience. Please only provide the names, titles and Email and/or telephone contact information for each individual. Only references for shortlisted artists will be contacted.

Stage Two (shortlisted artists ONLY)

- CONCEPT PROPOSAL:** no more than 500 words describing concept, rationale in response to the public art opportunity.
- CONCEPT VISUALIZATION:** may include digital artist renderings, maquettes/models to fully communicate dimensions, scale, colour, viewer experience, materials and relationship to site features.

PRESENTATION/INTERVIEW: 15–20 minute artist presentation to the Selection Panel followed by a Q+A to present the concept proposal for consideration.

PROJECT TIMELINE

| | |
|--|------|
| Submission Deadline: | XXX |
| Shortlisted Artist Orientation: | XXX |
| Shortlisted Artist Interviews: | XXX |
| Installation: | 2026 |

*All applicants are asked to reserve this date on their calendars.

SOURCES FOR ADDITIONAL INFORMATION

[Richmond Public Art Program](#)

[City of Richmond Archives](#)

[Museums and Heritage Sites](#)

[Steveston Village Conservation Program](#)

[Steveston Community Centre and Library Public Art Plan](#)

call to artists

SUBMISSION GUIDELINES

1. All supporting documents must be complete and strictly adhere to these guidelines and submission requirements (above) or risk not being considered.
2. All submissions must be formatted to 8.5 x 11 inch pages, portrait format.
3. Submission files must be 5 MB or smaller.
4. If submitting as a team, the team should designate one representative to complete the entry form. Each team member must submit an individual resume/curriculum vitae. (See Submission Requirements)
5. All documents must be sent by email to: PublicArt@Richmond.ca

ADDITIONAL INFORMATION

1. Please be advised that the City and the selection panel are not obliged to accept any of the submissions and may reject all submissions. The City reserves the right to reissue the Artist Call as required.
3. All submissions to this Artist Call become the property of the City. All information provided under the submission is subject to the Freedom of Information and Protection of Privacy Act (BC) and shall only be withheld from release if an exemption from release is permitted by the Act. The artist shall retain copyright in the concept proposal. While every precaution will be taken to prevent the loss or damage of submissions, the City and its agents shall not be liable for any loss or damage, however caused.
4. Submissions must be received by XXX. Extensions to this deadline will not be granted under any circumstances. Submissions received after the deadline and those that are found to be incomplete will not be reviewed.
5. If an artist requires accessibility support, please contact the Richmond Public Art Program.

ACCESSIBILITY SUPPORT

The City of Richmond strives to create artist opportunities that are inclusive and accessible. If you require assistance in completing the written application for any reason, please contact: PublicArt@Richmond.ca or Tel: 604-247-4612

QUESTIONS

Please contact the Richmond Public Art Program:
PublicArt@Richmond.ca or Tel: 604-247-4612

SUBMISSION DEADLINE

XXX

SUBMISSION ADDRESS

PublicArt@Richmond.ca

call to artists

APPENDIX 1 STEVESTON COMMUNITY CENTRE AND LIBRARY LOCATION

Steveston has many significant human history and natural attractions that give the community a distinct sense of place, and the Steveston Community Centre and Library site is at the geographic centre of it all. The Gulf of Georgia Cannery, Garry Point Park, Imperial Landing Waterfront Park, and other major community amenities are within a short walking distance of Steveston Park. (Figure 2)



Figure 2. Steveston Context

call to artists

The Steveston Community Centre and Library is ideally located to be the epicentre of social life in Steveston. The site is within easy walking distance for most residents of Steveston. (Figure 3).

1. New Steveston Community Centre & Branch Library
2. Existing Steveston Community Centre & Branch Library (to be demolished)
3. 177 Surface Parking Stalls & Plaza
4. Steveston Martial Arts Centre
5. Net Shed Building
6. Steveston Outdoor Pool
7. Japanese Canadian Cultural Centre
8. Festival Storage
9. Caretaker Building
10. Community Police Station
11. Steveston Interurban Tram Building
12. Playground
13. Waterplay Area
14. Fast Pitch Diamond
15. Sherwood Forest
16. Off Leash Dog Area
17. Slow Pitch Diamond
18. Outdoor Tennis Courts
19. Lacrosse Box
20. Steveston Community Park Boundary Line



Figure 3. Steveston Community Centre and Library site plan

call to artists

The mosaic artwork will be integrated in the curved element above the front desk reception area. (Figure 4).

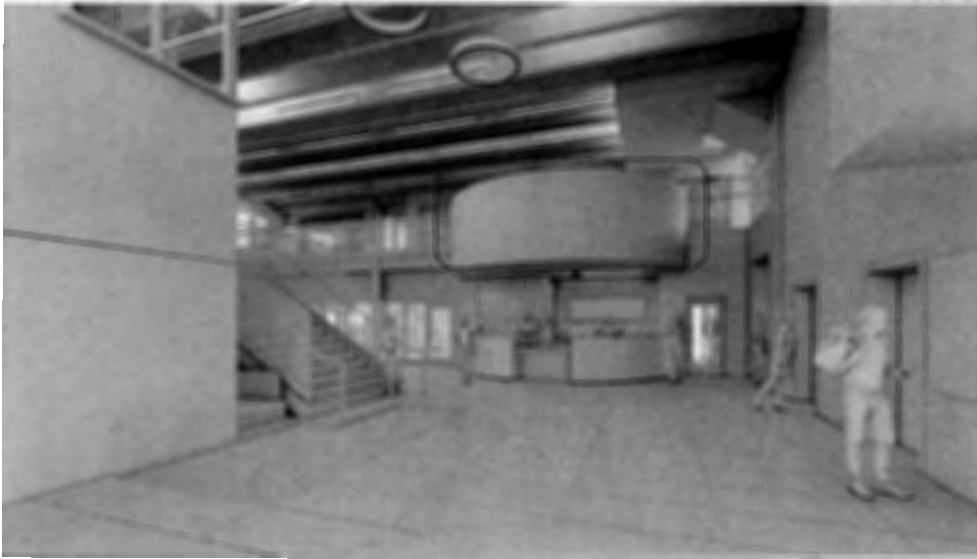


Figure 4. Steveston Community Centre and Library public artwork location

call to artists

PUBLIC ART
RICHMOND

RFQ: Steveston Community Centre and Library Interior Artwork

Attach one (1) copy of this form as the first page of the submission.

Name: _____

Address: _____

City: _____ Postal Code: _____

Primary Phone: _____ Secondary Phone: _____

Email: _____ Website: _____
(One website or blog only)

Incomplete submissions will not be accepted. Emailed submissions over 5 MB will not be accepted. Information beyond what is listed in the Submission Requirements will not be reviewed.

Optional: Do you self-identify as a member of an equity-seeking and/or underrepresented community? (examples: Indigenous, person of colour, LGBTQ2S+, mixed ability, newcomer, Deaf, hard of hearing, living with a disability, etc.) If so, please specify:

If applicable, please indicate additional members of your artist team:

Would you like to receive direct emails from the Richmond Public Art Program? Yes No

Signature: _____ **Date:** _____

Submit applications by email to: PublicArt@Richmond.ca

Additional Information

Please be advised that the City and the selection panel are not obliged to accept any of the submissions and may reject all submissions. The City reserves the right to reissue the EO/RFP, as required. All submissions to this EO/RFP become the property of the City. All information provided under the submission is subject to the Freedom of Information and Protection of Privacy Act (BC) and shall only be withheld from release if an exemption from release is permitted by the Act. The artist shall retain copyright of the submitted documents. While every precaution will be taken to prevent the loss or damage of submissions, the City and its agents shall not be liable for any loss or damage, however caused.



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services Committee **Date:** October 24, 2024

From: Marie Fenwick, Director, Arts, Culture and Heritage Services **File:** 11-7000-09-20-335/Vol 01

Re: **New Capstan Village Neighbourhood Park Public Artwork Concept**

Staff Recommendation

That the concept for the New Capstan Village Neighbourhood Park public artwork *The Potato Wars* by artist Nathan Lee, as presented in the report titled “New Capstan Village Neighbourhood Park Public Artwork Concept”, dated October 24, 2024, from the Director, Arts, Culture and Heritage Services, be approved.

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

Att. 2

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

Staff Report

Origin

The Terms of Reference for the New Capstan Village Neighbourhood Park Public Artwork was approved by Council on March 11, 2024. This report presents the recommended artist concept for the resulting public artwork opportunity for Council's approval.

This report supports Council's Strategic Plan 2022-2026 Focus Area #6

A Vibrant, Resilient and Active Community:

Vibrant, resilient and active communities supported by a wide variety of opportunities to get involved, build relationships and access resources.

6.1 Advance a variety of program, services, and community amenities to support diverse needs and interests and activate the community.

6.2 Enhance the City's network of parks, trails and open spaces.

6.3 Foster intercultural harmony, community belonging, and social connections.

Analysis

Background

The Polygon Talistar development is a four phase, mid-rise to high-rise, high-density, mixed-use project in the City Centre's Capstan Village. Council approved the development's rezoning application (RZ 18-836123) on June 12, 2023. As secured through the rezoning, the developer will be delivering a public artwork in the New Capstan Village Neighbourhood Park. The New Capstan Village Neighbourhood Park Concept Plan was approved by Council at the regular Council meeting on December 12, 2022. The detailed design process is currently underway with construction expected to take place in 2025.

Working in concert with the overall architecture and landscape design of the Talistar development, the New Capstan Village Neighbourhood Park will invite multi-generational social interaction, with a diversity of multi-purpose open spaces. Supporting lively community activity as well as moments of contemplation, the park will provide residents and visitors a place to play, gather and relax. Refer to Attachment 1 for the location map of the New Capstan Village Neighbourhood Park.

As per the Richmond Public Art Program Policy, the concept for the New Capstan Village Neighbourhood Park public artwork is being brought forward for Council approval because the artwork will be located on civic property and owned by the City. Maintenance will be the responsibility of the City's Public Art Program.

The Council-approved Terms of Reference included:

- Two potential locations - a large circular pathway in the centre of the park or at an outdoor pavilion to be located at the south entrance, off Cambie Road;
- In response to the guiding principles of the City Centre and Capstan Village Public Art Plans, the public artwork will have a strong visual presence to signal arrival and welcome to the new Capstan Village Neighbourhood Park; and
- Themes related to local ecology, sustainability, flora and fauna and were encouraged to explore contemporary forms of artistic expression to create an engaging and tranquil art experience for the area.

Public Art Selection Process

Following Council's approval of Polygon's Terms of Reference, a two-stage artist selection process was implemented and followed the Richmond Public Art Program Policy guidelines as outlined in the Public Art Program Administrative Procedures Manual. The artist call was open to artists residing in British Columbia.

Polygon posted the artist call on March 12, 2024 and closed on April 9, 2024. A total of 21 submissions by artists from across British Columbia were received during the first stage of the selection process. On June 13, 2024, a five-person selection panel comprised of professional artists, project stakeholders and community representatives reviewed the submissions.

City staff and the project team attended the selection panel meeting to provide project background for the selection panel and to address technical questions.

In reviewing the submissions, the selection panel considered how the proposal responded to the theme and objectives identified in the artist call and the potential to create a compelling signature outdoor work of art as evidenced in the samples of past projects provided by the applicants. Following discussion and deliberations, the panel shortlisted three artists to develop a concept proposal and presentation for the second stage of the selection process.

Following the Terms of Reference, the shortlisted finalists were invited to attend an artist orientation meeting with staff and the project design team on July 23, 2024. The meeting provided an opportunity for staff and the project team to share additional information about the site context and review the objectives and opportunities for this project. The artists also asked questions related to materials, installation parameters, schedule and budget.

On October 10, 2024, the selection panel convened to interview the shortlisted finalists. Each artist presented their concept proposal followed by a question and answer period. Following a lengthy and thoughtfully considered deliberation, the panel recommended the concept proposal *The Potato Wars* by artist Nathan Lee for the New Capstan Village Neighbourhood Park opportunity (Attachment 2).

The Richmond Public Art Advisory Committee endorsed the recommended concept proposal at their meeting on October 15, 2024.

Recommended Artist

Nathan Lee is a Vancouver-based artist who seeks to engage meaningful social and ecological concepts with a humor and whimsy, while celebrating overlooked natural and cultural narratives. By understanding the unique qualities of each site, his projects are on one hand, refined and richly laden with local meaning, and on the other hand, buildable, durable and responsive to the practical demands of public art.

Recommended Public Art Concept Proposal

The installation consists of a series of over-sized potatoes cast in pigmented concrete and distributed around the proposed entrance pavilion of the New Capstan Village Neighbourhood Park. Laid out in loose rows, their arrangement will mimic typical agricultural planting while also, in a subtle fashion, reference marching soldiers. As tree preservation is one of the key objectives for the park, the placement of the proposed artwork will be integrated with the tree management plan approved as part of the park planning process. The individual elements will not impede circulation, and will provide an integrated and immersive pedestrian experience and welcome interactive play, adding an additional layer of delight, depth, and curiosity to the site.

The artist describes the artwork as follows:

The Potato Wars is a whimsical but thoughtful exploration of local history. The installation is both a recognition of Richmond's proud agricultural history, and a celebration of resilience of a cultural community. It examines the structural inequalities of Richmond's settlement, and playfully explores how it relates to the neighbourhood's current cultural and culinary context. This work encourages curiosity and rewards discovery. It frames how we interpret place and history while delighting us in the experience.

In additional to the Public Art didactic panel, there is also an opportunity to add additional interpretive signage to inform park visitors about this lesser known part of Richmond's history.

Next Steps

Following Council endorsement of the concept proposal, Polygon Talistar will work with the artist to execute a contract and move into the development and fabrication phase with installation of the artwork in 2026.

Financial Impact

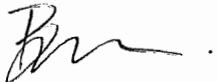
The amount allocated for the artwork is \$175,650. The artwork budget covers all costs associated with the creation of the artwork, including artist fee, artwork design, fabrication and installation. Polygon Talistar will be responsible for all base costs of the pavilion structure and concrete circular pathway.

An annual maintenance budget of \$2,000 will be required to maintain this artwork and will be included in the 2026 budget process when the artwork is expected to be installed.

Conclusion

Council approval of the New Capstan Village Neighbourhood Park Public Artwork will allow Polygon Talistar to move forward with the fabrication and installation of the public artwork at the New Capstan Village Neighbourhood Park.

The Richmond Arts Strategy: 2019-2024 recognizes that the arts are integral to vibrant communities. This public art project will play a significant role in creating inclusive spaces for all within Capstan Village and Richmond's rapidly growing and diverse urban core. By infusing creativity and imagination in our public spaces, residents and visitors alike can experience a greater sense of pride in our communities, contributing to quality of life, health and wellness, and community-building.



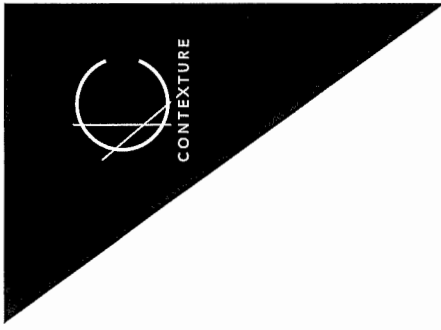
Biliana Velkova
Public Art Planner
(604-247-4612)

Att.1: New Capstan Village Neighbourhood Park Location Map

Att. 2: New Capstan Village Neighbourhood Park Public Artwork Concept – *The Potato Wars*
by Nathan Lee

NEW CAPSTAN VILLAGE NEIGHBOURHOOD PARK LOCATION MAP





POTATO WARS

CITY PARK AT TALISTAR

CNCL - 68

DATE:
SEPTEMBER 26, 2024

FROM:
CONTEXTURE DESIGN
NATHAN LEE
NL@CONTEXTURE.CA
604.729.2444
WWW.CONTEXTUR.CA

This work and its area of study are located on the unceded traditional territories of the Hul'q'umi'num' speaking peoples.

APPROACH

Public art is a unique medium. Unlike gallery art whose audience is self-selecting, public art is democratic and open to everyone. On one hand, it has the potential to playfully engage and enhance the public realm. On the other, it has the unique capacity to illuminate and challenge. Truly successful public art can do both. **It can frame how we interpret place and history while delighting us in the experience.**

My **"heavy but light"** creative approach seeks to engage meaningful social and ecological concepts with humour and whimsy, while celebrating overlooked natural and cultural systems. My projects are built on a **foundation of thorough research and richly layered with site-specific meaning.** The end result is relevant and playful, profound and engaging.



SITE HISTORY

Richmond's new City Park at Polygon's Talistar Park development is located within Capstan Village, a neighbourhood experiencing exceptional growth and development. Set within Richmond's ethnically diverse cultural context, this site is located in the heart of the "Golden Village," a unique district that boasts a high concentration of Asian shopping malls, stores, and restaurants. Aberdeen Centre, Continental Centre, Union Square, President Plaza, Yaohan Centre, and Alexandra Road (Food Street) all fall within this area. With hundreds of unique restaurants and an unrivaled reputation for culinary diversity, it's often said that this area serves up the best Asian dining outside of Asia. Make no mistake, **this place is all about food!**

From a historical perspective, this makes sense. **This place has always been about food.** The City of Richmond sits at the mouth of the Fraser River where Indigenous peoples harvested berries and roots, hunted deer and beaver, and fished for salmon and sturgeon. Indigenous peoples were drawn here by the richness of the land and continue to hold important connections to the area.



In P137, Women and children in dugout canoe on Fraser River, 1890

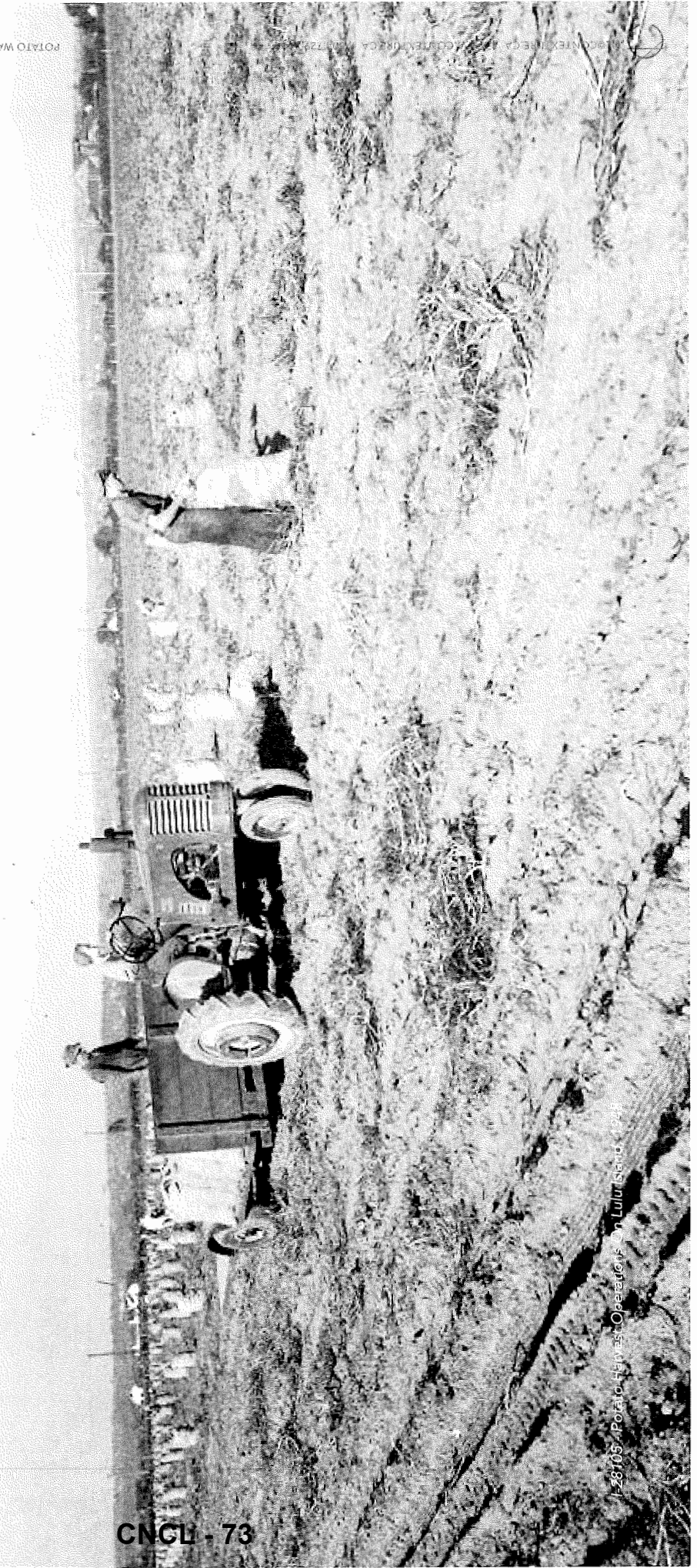


When Europeans arrived in the area, **they were also focused on food.** Agriculture dominated the early settler land use of the future City Park neighbourhood. By the early 1900's, Richmond was supplying food for the growing city of Vancouver, and the entire region.

THE HUMBLE POTATO

One of the many crops proudly grown in Richmond were potatoes. In fact, in 1944 Les Gilmore harvested 900 bushels per acre of "Netted Gem" potatoes, **the highest yield per acre in Canada!** It's no surprise that he was also the first president of the Columbia Growers Association.

CNGL - 73



1-28105 - Potato Harvest Operator in Lularien

In the 1920's potatoes were a part of everyday life in this neighbourhood.

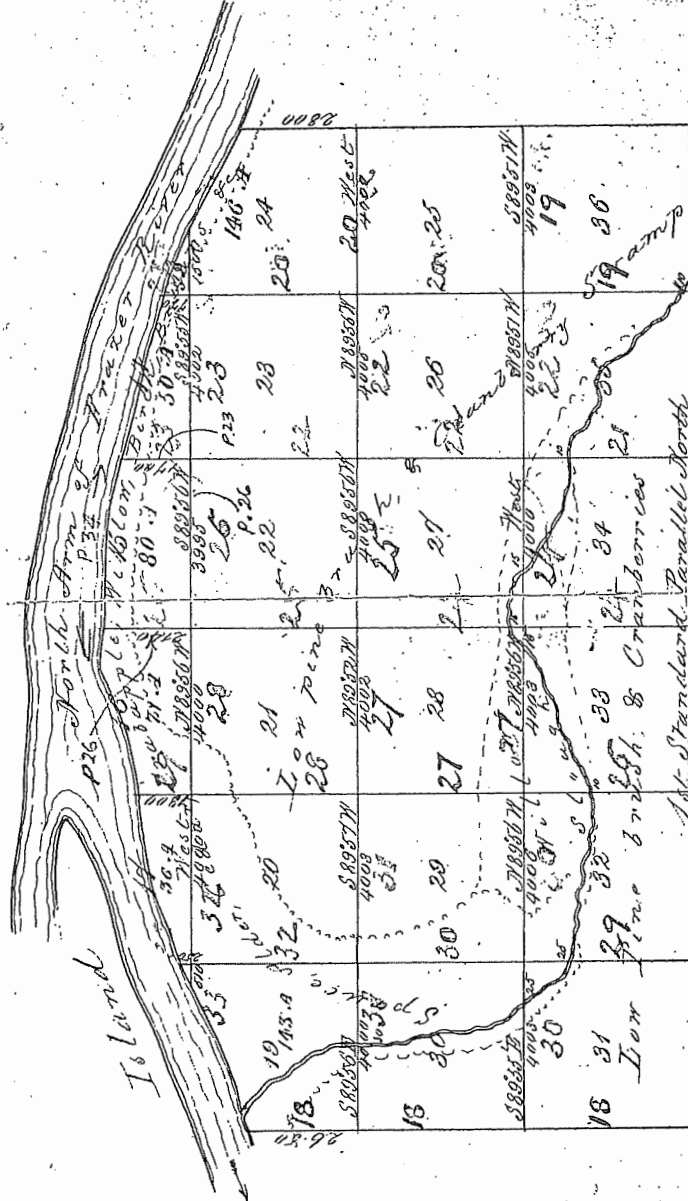
"Teenagers would sometimes steal potatoes from a farmer's field, light a fire behind the Alexandra Station, roast the potatoes and give them to the conductor and motorman."

B.C. Electric Railway's Cambie Station was located across the street from the project site. Alexandra was the next stop, less that 225 meters away.

B.C. Electric Railway Cambie Station, 1951
* The Sockeye Special: the story of the Steveston term and early Lulu Island, by Ron Hyde



Block 5 North Range 5 West Coast Merid



Truch Survey showing Pre-emption lots, 1859

CHINESE MARKET GARDENS

What isn't reflected in these charming archival stories of potatoes is the systemic inequality that existed in agriculture during Richmond's early settlement history. As settlers arrived in British Columbia, Crown land was distributed through Pre-emption, a process that displaced Indigenous people from their traditional territory. It also specifically excluded anyone of Chinese descent from owning land through this process. Despite this, **by the 1920's there were a substantial number of Chinese market farmers in Richmond**, most of whom worked or leased land from early settlers.

By 1921, 90% of BC's vegetables and 55% of potatoes were produced and distributed by Chinese immigrants. While some would consider the agricultural contributions of the early Chinese population an asset, others considered it a threat. In 1935 the BC Coast Vegetable Marketing Board was created, implementing a system of quotas and fixed pricing in order to avoid saturation of all natural goods, including potatoes. Farmers were required to be licensed and allow their product to be tagged in order to be sold in the Lower Mainland's largest produce market, Vancouver.

Farmers selling vegetables in produce warehouse, 1925

Interestingly, roadside stands (a common practice for white farmers) were exempt, but truck farmers and home delivery (a Chinese dominated method of distribution) were not.

After some initial compliance, Chinese farmers began to push back. **Eventually barricades were positioned on bridges from Richmond to Vancouver** to check produce. These were established first by police, and later by angry mobs.



1911-12 - Thousands of Chinese farmers gathered near Burrard Bridge and the Aqueduct, 1912

Bridges Guarded In "Potato War"

VANCOUVER, Aug. 31.—(Pressing)—Many ten-hour skirmishes ended the closure of B.C.'s main potato bridge today. The bridge was closed Friday in the event of the potato war.

Bootleg Potatoes Seized



Statistics of Order No. 81 which prohibit that any of the regulated products (including potatoes) being marketed, stored, transported, shipped, warehoused or stored contrary to laws enacted or made to be enforced by the board are liable to be seized by the board at the discretion of the board.

According to A. B. Peterson, secretary of the B. C. Board of Potato Marketing, Board, some of the inspectors visiting the premises visited by board inspectors was in possession of considerable quantities of bootleg potatoes, including board orders. The plants along "bootleg" potatoes being returned from one of the warehouses while inspectors keep

Police Take Over Bridges

Threats War' Pickets to Workdays

Business establishment of the bridge... (text continues)

POTATO TRUCK EVADES GUARD

Chinese Drives Past Police Stationed at Marpole Bridge.

On August 12, 1935, 14 Chinese farmers were arrested and beaten for allegedly transporting contraband potatoes into Vancouver. What followed were potato warehouse raids, the harassment of Chinese vegetable peddlers, a lengthy court battle, and civil unrest. The Chinese farmers would take their case to the Supreme Court and eventually lose, but in the process the Board would be audited for financial irregularities. As a result of the audit, the Board was dissolved in 1937, ending the year-and-a-half Potato Wars.

POTATO RUNNERS Face ARREST

MARKET BOARD PROSECUTIONS
TONS OF 'SPUDS' SEIZED

Vancouver, Aug. 31.—(Special)—The board of potato marketing has ordered the seizure of thousands of tons of potatoes...

17 Truck Escape In POTATO WAR

ASH THROUGH ICE BARRIER MARPOLE
CK DOWN STABLES

Inspected with the board...

RIOT AT BRIDGE IN POTATO WAR

Help for... (text continues)

Violence In Potato Deadlock

Chinese Beaten by Gang of Men on Fraser Bridge

Farmers Picket Span With Axes

MARKET BOARD MEN ARE ATTACKED

Chinese Gangster Is Sought in Warehouse

The... (text continues)

Despite this conflict and the abundance of legislative and social restrictions placed on the early Chinese Canadian community, they would endure and prosper. Along the way, **they would continue to feed a growing region.** Potatoes grown in Richmond Chinese market gardens could be found on green grocer shelves throughout the Lower Mainland, eventually ending on dinner plates in both Asian and European houses. Many of the wholesale and distribution networks that were established at this time still exist today, providing fresh and affordable food to the Lower Mainland's ever-growing population. Even after all this time, **it's still about the food.**



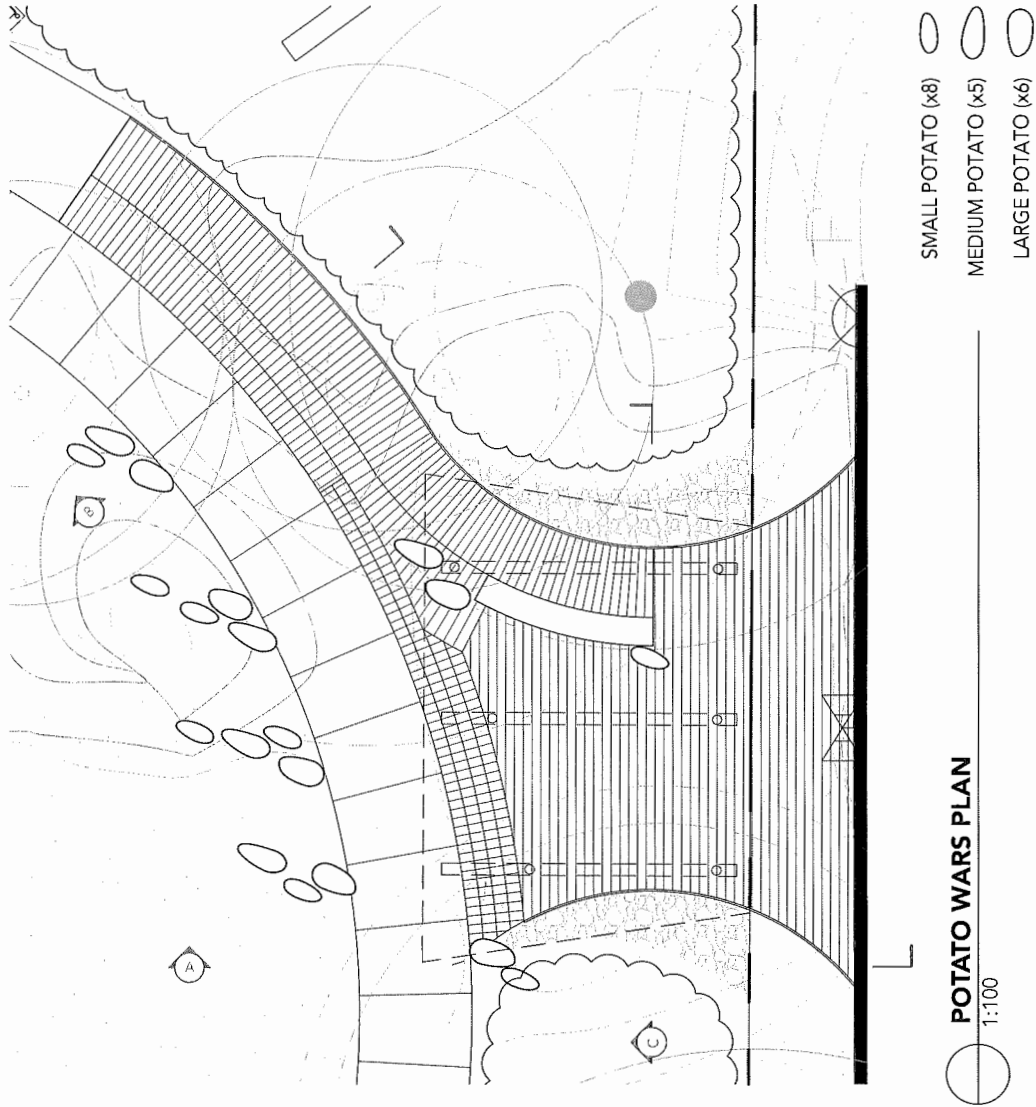


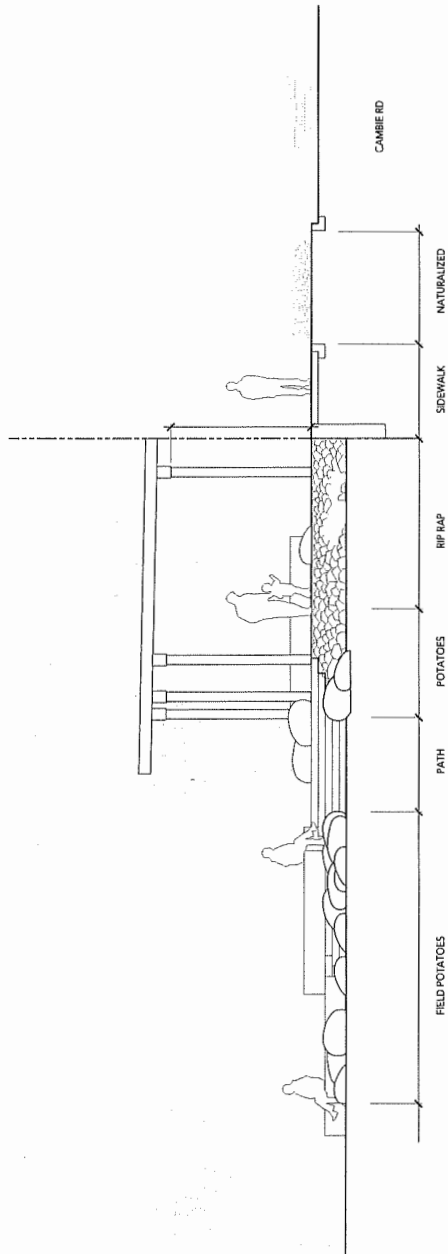
The Potato War is an overlooked historical event with profound significance. The presence of potato farming, and the known abundance of Chinese market gardens in the area make this event particularly relevant to this site. Consisting of a series of super-sized concrete potatoes, this public art installation unearths a forgotten nugget of local history and reintroduces it to the site.



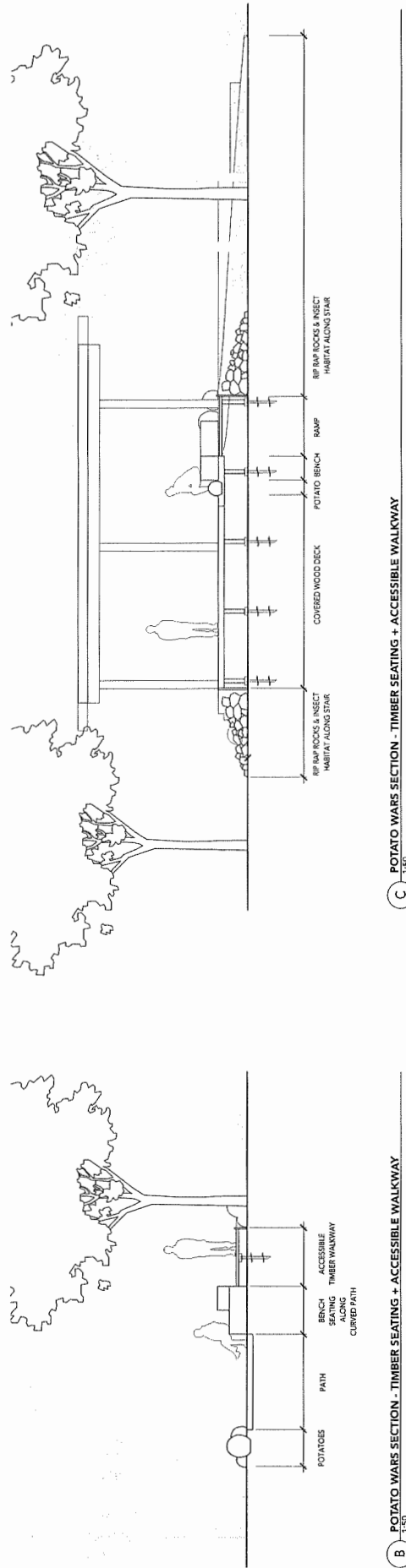


Potatoes will be cast in three sizes and carefully distributed around the proposed Entrance Pavilion of City Park. Laid out in loose rows, their arrangement mimics typical agricultural form while also referencing marching soldiers. The individual elements do not impede circulation, but **provide an integrated and immersive pedestrian experience, adding an additional layer of delight, depth, and curiosity to the site.**





A POTATO WARS SECTION - NORTH/SOUTH
1:30



B POTATO WARS SECTION - TIMBER SEATING + ACCESSIBLE WALKWAY
1:30

C POTATO WARS SECTION - TIMBER SEATING + ACCESSIBLE WALKWAY
1:50



POTATO INSTALLATION



TYPICAL

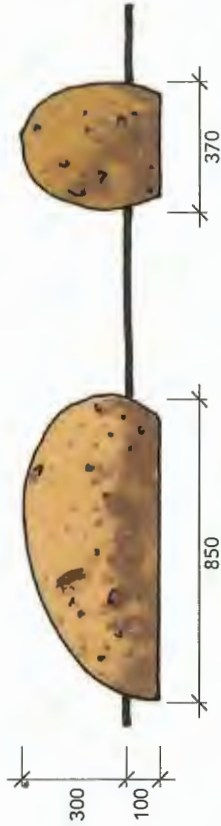


WITHIN CRITICAL ROOT ZONE

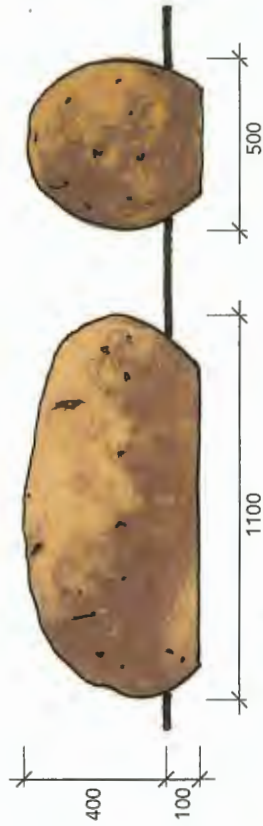


WITHIN PAVILION DECKING

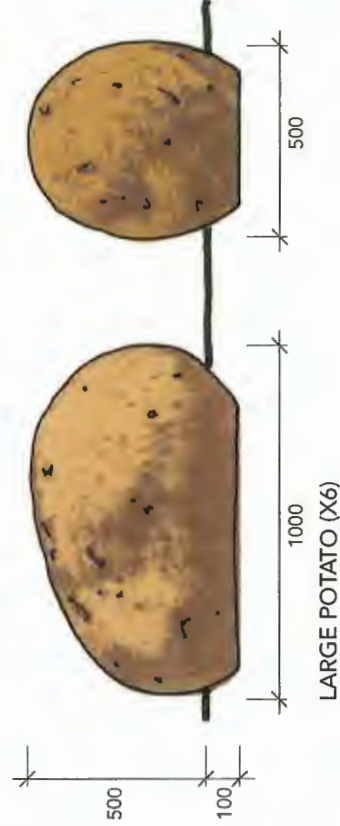
POTATO DETAIL



SMALL POTATO (X8)



MEDIUM POTATO (X5)



LARGE POTATO (X6)

Individual potatoes will be cast in pigmented concrete. The addition of a contrasting pigmented mortar topcoat will bring out the detail in the casting, providing the look of mottled potato skin. Installation will vary, but always be slight below the surface to give the effect of the potatoes being grounded.





Potato Wars is a whimsical but thoughtful exploration of local history. The installation is both a recognition of Richmond's proud agricultural history, and a celebration of resilience of a cultural community. It examines the structural inequalities of Richmond's settlement, and playfully explores how it relates to the neighbourhood's current cultural and culinary context. This work encourages curiosity and rewards discovery. **It frames how we interpret place and history while delighting us in the experience.**



APPENDIX

PRELIMINARY DRAFT BUDGET:

| | |
|-------------------|---------------------|
| Artist fee* (10%) | \$17,500.00 |
| Detailed Design | \$3,200 |
| Engineering | \$7,000 |
| Fabrication | \$93,000 |
| Installation | \$25,000 |
| Coordination | \$4,500 |
| Contingency (15%) | \$26,350.00 |
| TOTAL | \$176,550.00 |

Based on anticipated expenses

GST not included

* Includes studio overhead, administration, and insurance

Fabrication for Potato Wars will be carried out by **Sanderson Concrete**, North America's leading producer of custom architectural precast concrete and site furnishings. Working with engineers, architects, and contractors, Sanderson Concrete has built a reputation for providing **CONCRETE SOLUTIONS** to their clients. Sanderson Concrete and Contexture have executed a number of public art installation including Mee Creek and Hak Chu / Park Chu.

Potato Wars will be installed by **Fricia Construction**. For over 40 years Fricia Construction has been actively building commercial, industrial, institutional, and parks & landscape projects throughout the Lower Mainland. Building on three generations of expertise, integrity and fairness, Fricia Construction has a long standing reputation for being a top quality builder in the Fraser Valley. Fricia and Contexture have partnered on many public art projects including Hak Chu / Park Chu, Welcome to the Zoo, Fireside, and the Tugger.





City of Richmond

Report to Committee

To: Finance Committee

Date: November 12, 2024

From: Elizabeth Ayers
General Manager, Parks, Recreation and Culture

File: 03-0970-01/2024-Vol 01

Re: 2025 Operating and Capital Budgets for Richmond Public Library

Staff Recommendation

That the 2025 proposed Richmond Public Library budget with a municipal contribution of \$11,803,300 as presented in Attachment 1 from the Chief Librarian and the Secretary of the Board, be approved.

Elizabeth Ayers
General Manager, Parks, Recreation and Culture
(604-247-4669)

Att. 1

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

To: City of Richmond Finance Committee **Date:** September 23, 2024

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

Re: **2025 Operating and Capital Budgets for Richmond Public Library**

Staff Recommendation

1. That the 2025 Richmond Public Library budget including a municipal contribution of \$11,803,300 as presented in Attachment 1 from the Chief Librarian and the Secretary to the Board, be approved.



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

Att. 1

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, 2025. Council must approve the draft budget with or without amendment. This library staff report details the 2025 Operating and Capital Budgets, which were approved for submission to the City by the Library Board at its July 31, 2024 meeting.

This report supports Council Strategic Plan 2022 – 2026: #4 Responsible Financial Management and Governance:

Responsible financial management and efficient use of public resources to meet the needs of the community.

4.1 Ensure effective financial planning to support a sustainable future for the City.

4.2 Seek improvements and efficiencies in all aspects of City business.

4.3 Foster community trust through open, transparent and accountable budgeting practices and processes.

4.4 Work with all levels of governments for grant and funding opportunities.

Analysis

Strategic Plan

In 2024, the library concluded an extensive public engagement process to inform the development/creation of a comprehensive four-year strategic plan (2024-2028) that will guide the library's priorities in the coming years to realize its potential as an innovative and responsive organization. It will focus on delivering exceptional customer service, creating flexible and welcoming public spaces, and maintaining a strong commitment to resilience, reconciliation and accessibility – including easier access to information, space, services, and connecting community.

Statistical Analysis

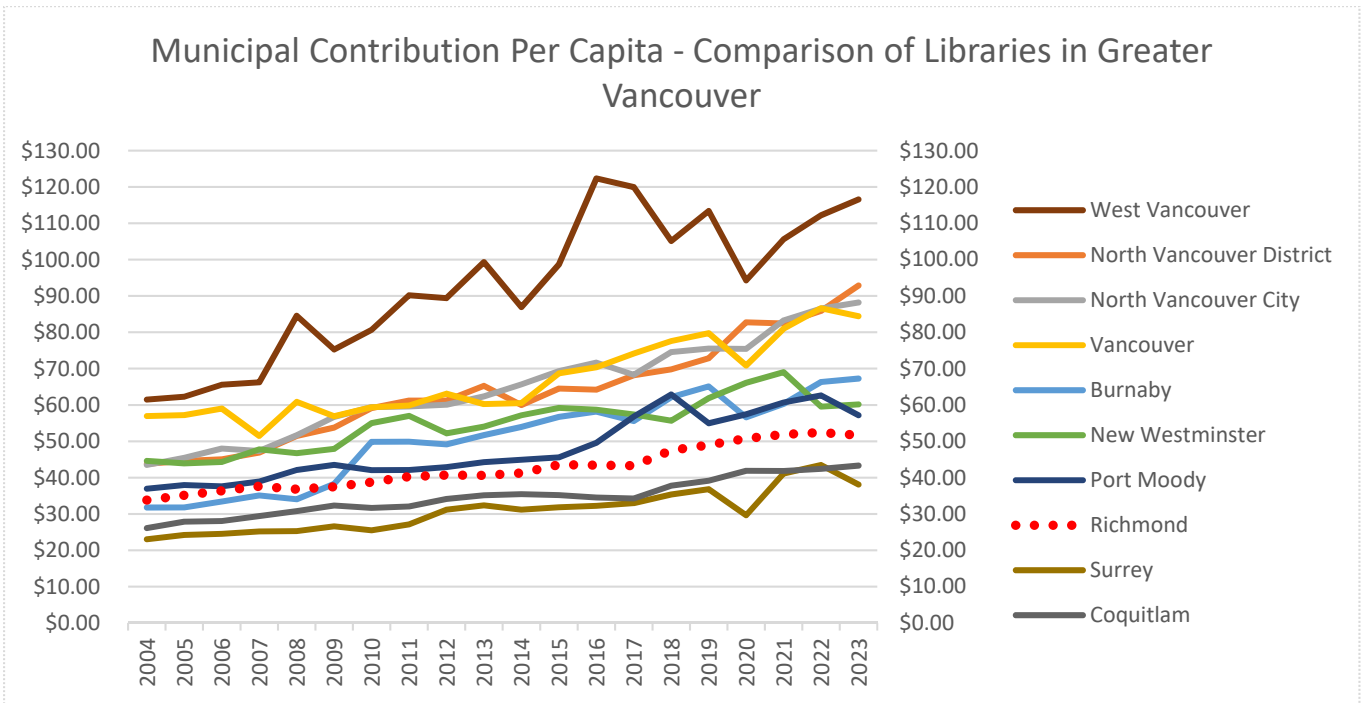
The municipal contribution per capita for the library has increased at a steady pace over the past 20 years, with an average increase of 1.7% increase in the past three years.

Richmond's municipal contribution per capita have consistently ranked 8th among other libraries in Greater Vancouver, with Coquitlam and Surrey ranking 9th and 10th, respectively. In general, Richmond's municipal contribution per capita has seen consistent and stable growth in the past 20 years when compared to other libraries. In 2023, Richmond's municipal contribution per capita was \$51.66, 26.2% lower than the average of \$69.97.

With the continued support of City Council, RPL offers the longest operating hours of any library in Greater Vancouver, reflecting a strong commitment to community investment. By extending access to essential services such as literacy programs, study spaces, and public internet, the library ensures that more residents can benefit from these vital resources.

It is important to note that this broader access is supported by a corresponding investment in staffing, aligning with the fact that labour costs constitutes the most significant component of the operating budget.

Figure 1: Municipal Contribution Per Capita – Comparison of Libraries in Greater Vancouver



2025 Same Level of Service Operating Budget

As the trajectory of inflation is expected to continue to decrease, the gap with actual increases in contract obligations continues to widen. Contract negotiations and its outcomes continue to remain a budget challenge as labour costs constitute the most significant component of the library’s overall operating budget.

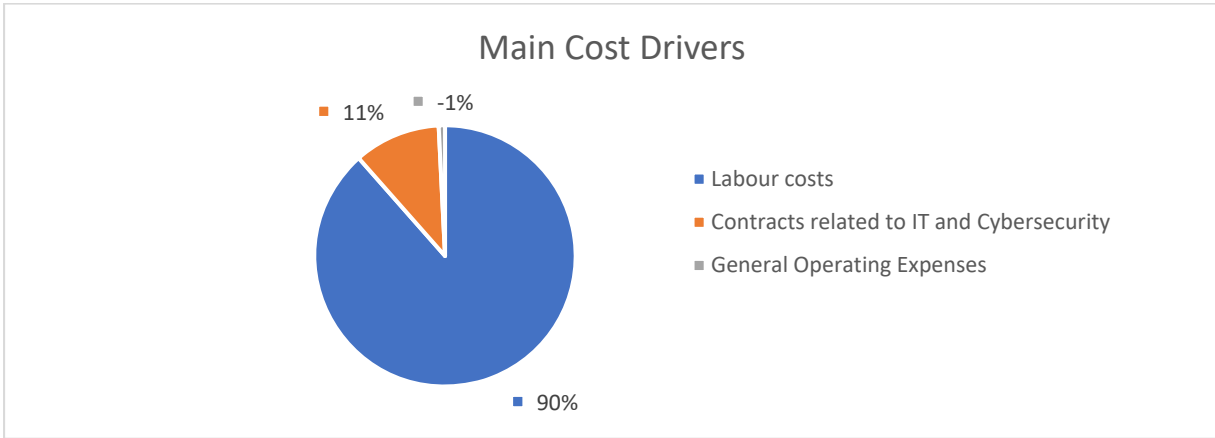
The 2025 operating budget presents the same level of service base budget resulting in a 4.39% municipal contribution increase for non-discretionary items. Including the continued gradual elimination of the transfer from Budget Stabilization from the previous year, the total municipal contribution increase is 4.59%.

Main cost drivers to provide the same level of service are summarized in Table 1 and Figure 2.

Table 1: Main Cost Drivers

| Same Level of Service Increase | Amount | Municipal Contribution Increase |
|--|-------------------|---------------------------------|
| Labour costs | \$ 445,700 | 3.95% |
| Contracts related to IT and Cybersecurity | 54,100 | 0.48% |
| Others | (3,900) | (0.03%) |
| Same Level of Service Budget Increase | \$ 495,900 | 4.39% |
| Gradual elimination of one-time transfer of Budget Stabilization | 22,000 | 0.19% |
| Proposed 2025 Operating Budget Increase | \$ 517,900 | 4.59% |

Figure 2:



Labour expenses represent 90% of the main cost drivers, consistent with labour being the largest component of the operating budget.

A 2025 Proposed Operating and Capital Budget is detailed in Attachment 1.

Revenues:

Overall revenues have increased by \$24,200 mainly due to an expected increase in InterLINK reimbursement, and growing demand for printing and photocopying services as library visits continue to rise. Base provincial grant funding is expected to remain at the same level.

Expenditures:

Total labour costs are anticipated to increase by \$445,700. This increase includes an allowance for step increases, salary fringe increases, and for anticipated contract salary increases, which is currently under negotiation.

Contracts related to Information Technology (IT) will increase by \$54,100. In 2024, the library's IT team has successfully enhanced the library's cybersecurity framework and implemented a number of internal controls. One such control is the introduction of a managed endpoint detection and response solution with CrowdStrike's Falcon Complete service. The implementation was made possible by surplus funds the library has dedicated for this purpose. As such, approximately \$21,900 of the increase is to support ongoing cybersecurity measures, \$18,400 due to existing contractual increases, and remaining \$13,500 to support the onboarding of a new scheduling system, Ultimate Kronos Group (UKG). This will integrate the library's scheduling and payroll processes with the City's, ensuring greater operational alignment and efficiency by streamlining administrative workflows.

The library continues to strategically utilize the available surplus funds to support one-time service enhancement projects and optimization of library spaces. However, increases to existing contracts and evergreening of new projects are often associated with ongoing costs which create financial demands that cannot be met with surplus funds as they require annual operating budget.

Provincial Enhancement Grant

In 2023, the library received Enhancement Grants totaling \$628,813 that may be used over three years (2023-2025) to support local library service enhancement, including helping address shifting demands on services, collections, programs, and spaces. In 2024, as the BC Library Partners continues to advocate for increased funding for BC public libraries, the library has received an additional \$36,969 which can be utilized within the same time frame.

Over the past year, the Community Services Connectors program (Connectors program) has achieved significant success. This initiative trains individuals with lived and living experience to assist Richmond residents with low incomes by providing one-on-one, peer-led guidance on accessing social service benefits, affordable housing, employment resources and other essential community programs. The library offers a welcoming, low-barrier environment, fostering positive and enriching experiences. From January to July 2024, this program at Ironwood library has already supported nearly 300 community members. To sustain and expand this success in 2025, the library is reallocating funds within the Enhancement Grant to continue the Connectors program at Ironwood library and extend the service to Cambie library.

As the project to optimize the Ironwood and Cambie libraries progresses, adjustments in the project scope have required a reallocation of funding. This shift is necessary to ensure that the final spaces effectively meet the evolving needs of our communities.

The strategic use of this enhancement grant continues to minimize the need for one-time additional funding requests of City Council. Table 2 below summarizes the library's updated plan for the allocation of the Enhancement Grant.

Table 2: Enhancement Grant

| | 2023 | 2024* | 2025 | Total |
|--|----------------|------------------|------------------|------------------|
| Staffing | \$ - | \$138,000 | \$235,000 | \$373,000 |
| Community Services Connectors Program** | 1,500 | 13,500 | 30,000 | 45,000 |
| Space Optimization | - | 100,000 | 100,000 | 200,000 |
| Strategic Planning Initiatives | - | - | 47,782 | 47,782 |
| Total | \$1,500 | \$251,500 | \$412,782 | \$665,782 |

*2024 amounts represent the projected spending in 2024.

**Previously referred to as Peer-to-Peer navigation.

2025 Capital Budget

Over the past five years, the library has seen a steady rise in demand for eBooks and digital resources, leading to a gradual shift in our collections budget from a focus on physical materials to a more balanced allocation between physical and digital collections. While the demand for digital resources has grown, the demand for physical books has also been steadily increasing. Expanding our digital collections has required decreasing the investment in print materials.

To address this, the library has allocated \$150,000 from surplus funds specifically to enhance our print collections. This adjustment brings the total collections budget for 2025 to \$1,370,100. Of this, \$610,000 will be dedicated to eBooks and digital resources, while \$760,100 will strengthen our print collections. It's important to highlight that the municipal contribution to the capital budget remains unchanged at \$1,220,100.

A proposed Operating and Capital Budget is detailed in Attachment 1.

Financial Impact

In 2024 the approved municipal contribution was \$11,285,400. The proposed 2025 budget to maintain the same level of service and including the gradual elimination of the transfer from Budget Stabilization from the previous years requests a municipal contribution of \$11,803,300, which is a 4.59% increase over 2024's base contributions.

Conclusion

This report recommends a same level of service budget with a municipal contribution of \$11,803,300 be approved.



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

Att. 1: Richmond Public Library 2025 Proposed Operating and Capital Budget

Attachment 1

**Richmond Public Library
2025 Proposed Operating and Capital Budget**

| Description | 2024 Budget | 2025 Proposed Budget | Budget Variance | % |
|---|---------------------|----------------------|-------------------|--------------|
| Revenues | | | | |
| Provincial Grants | \$ 397,700 | \$ 397,700 | \$ - | 0.00% |
| Other Revenue | 57,000 | 80,000 | 23,000 | 40.35% |
| Investment Income | 18,800 | 20,000 | 1,200 | 6.38% |
| Total Revenues | \$ 473,500 | \$ 497,700 | \$ 24,200 | 5.11% |
| Expenses | | | | |
| Salaries and benefits * | \$ 9,174,100 | \$ 9,654,800 | \$ 480,700 | 5.24% |
| Library subscriptions and databases | 787,500 | 789,800 | 2,300 | 0.29% |
| Supplies and equipment services * | 492,600 | 519,300 | 26,700 | 5.42% |
| General and administration * | 482,000 | 542,300 | 60,300 | 12.51% |
| Building, leases and maintenance | 495,600 | 480,000 | (15,600) | (3.15%) |
| Utilities | 158,000 | 161,500 | 3,500 | 2.22% |
| Total Operating Expenses | \$11,589,800 | \$12,147,700 | \$ 557,900 | 4.81% |
| Transfer to Capital - Collections | \$610,100 | \$760,100 | \$150,000 | 24.59% |
| Transfer from Provision - Capital | - | (150,000) | (150,000) | 0.00% |
| Transfer from Enhancement Grant | (375,000) | (412,800) | (37,800) | 10.08% |
| One-time transfer from Budget Stabilization | (66,000) | (44,000) | 22,000 | (33.33%) |
| Total Expenses and Transfers | \$11,758,900 | \$12,301,000 | \$ 542,100 | 4.61% |
| Municipal Contribution | \$11,285,400 | \$11,803,300 | \$ 517,900 | 4.59% |

**Includes \$412,800 funded from Enhancement Grant: \$235,000 for Salaries and benefits, \$130,000 for Supplies and equipment services, and \$47,800 for General and administration.*



City of Richmond

Report to Committee

To: Finance Committee **Date:** November 19, 2024
From: Mike Ching, CPA, CMA **File:** 03-0970-01/2024-Vol 01
 Director, Finance
Re: 2025 One-Time Expenditures

Staff Recommendation

That the one-time expenditures totaling \$2,690,457 as outlined in Attachment 1 of the 2025 One-Time Expenditures staff report, be approved with funding from the Rate Stabilization Account and included in the Consolidated 5 Year Financial Plan (2025-2029).

Mike Ching, CPA, CMA
 Director, Finance
 (604-276-4137)

Att. 1

| | |
|---------------------------------------|------------------|
| REPORT CONCURRENCE | |
| CONCURRENCE OF GENERAL MANAGER | |
| | |
| REVIEWED BY SMT | INITIALS: |
| | |
| APPROVED BY CAO | |
| | |

Staff Report

Origin

One-time expenditure requests are typically non-recurring items over and above the base annual budget or items that are recurring in nature but are not required on an annual basis. Council established a Rate Stabilization Account (RSA) to provide funding for such requests. The RSA has also been used to defer the City's annual tax increase to a future year. Each year, once the City's accounts from the prior year are finalized, any resulting surplus is transferred into the RSA.

Any approved one-time expenditure requests will be included in the 2025-2029 Consolidated 5 Year Financial Plan (5YFP).

This report supports Council's Strategic Plan 2022-2026 #4 Responsible Financial Management and Governance:

Responsible financial management and efficient use of public resources to meet the needs of the community.

- 4.1 Ensure effective financial planning to support a sustainable future for the City.*
- 4.2 Seek improvements and efficiencies in all aspects of City business.*
- 4.3 Foster community trust through open, transparent and accountable budgeting practices and processes.*
- 4.4 Work with all levels of governments for grant and funding opportunities.*

Analysis

For 2025, there are eleven one-time expenditure requests totalling \$2,690,457. The Senior Management Team (SMT) appointed a Review Team to review each request using established ranking criteria. The prioritized requests were also reviewed by the CAO and SMT. There is no additional tax impact from any of the proposed requests as they will be funded from the RSA.

The RSA was approved by Council in 2013 in order to ensure that funding be available to help balance the budget for non-recurring items and smooth out tax increases. The establishment of an RSA for the operating budget was also based on past experience where external non-controllable events impacted the City's operating budget and there was no funding available to offset this "temporary condition".

The RSA has an unaudited balance of \$16,914,372 available as of October 31, 2024. While there is no additional tax impact from utilizing the RSA to fund one-time expenditure requests, the ability to fund such requests depends on the annual surplus.

The City has used RSA in a practical and effective manner and staff are careful in managing the usage to ensure that the RSA is not carried forward on an indefinite basis. The risk and downside

of utilizing RSA is that once it has been carried forward in this way, it must be maintained because the reduction or elimination of it will create pressure on the following year’s operating budget. The tax increase is not reduced but temporarily shifted.

The CAO and SMT have carefully reviewed all one-time expenditure requests to be funded from RSA. A description of the requests recommended by the CAO and SMT for funding in 2025 are included in Attachment 1.

Council may change any of the staff recommendations. The Consolidated 5 Year Financial Plan (2025-2029) will include the amounts as approved by Council.

One-Time Expenditure Requests

Table 1 shows the summary of the one-time expenditure requests:

Table 1 – One-Time Expenditure Requests Summary

| # of One-Time Expenditures Requested | Recommended Amount (In \$000s) |
|--------------------------------------|--------------------------------|
| 11 | \$2,690 |

Table 2 summarizes how the available RSA balance is proposed to be utilized as a result of the 2025 budget process:

Table 2 – Proposed RSA Utilization

| | | |
|---|--------------------|---------------------|
| RSA Balance Available as of October 31, 2024 | | \$16,914,372 |
| 2025 One-Time Expenditures - Recommended (Attachment 1) | (2,690,457) | |
| <i>From 2025 Proposed Operating Budget report:</i> | | |
| Proposed Rate Stabilization of the 2025 Operating Budget (Budget Option 1) | (2,000,000) | |
| 2025 Initial Capital Costs from Emerging Organizational Ongoing Additional Levels (Attachment 12) | (126,688) | |
| 2025 Initial Capital Costs from No Tax Impact Positions (Attachment 11) | (120,000) | |
| <i>From 2025 Proposed Capital Budget report:</i> | | |
| 2025 Capital Project funded by RSA (Appendix 7) | (2,339,500) | |
| Total 2025 Proposed RSA Utilization | | (7,276,645) |
| Remaining Balance After Proposed 2025 Utilization | | \$9,637,727 |

One-Time Initial Capital Costs Associated with Recommended Additional Level Expenditures Requests

The 2025 Proposed Operating Budget recommends approval of No Tax Impact positions and Emerging Organizational Additional Levels of service which require upfront costs for vehicles and equipment. This includes Short Term Rental Inspectors, Fire Safety Act Implementation, Police Officers and Police support staff. A total of \$246,688 is required and this one-time cost is

recommended to be funded from the Rate Stabilization Account. If Council approves a different amount of Emerging Organizational Additional Levels from what has been recommended by staff in the 2025 Proposed Operating Budget, the initial capital costs may need to be updated accordingly as outlined in each request for funding.

The 2025 Proposed Capital Budget recommends funding for one project to come from Rate Stabilization. If Council makes any changes to the recommendation this amount may need to be updated accordingly.

A total of \$2,000,000 from the RSA is proposed to be utilized to reduce the tax impact as presented in the 2025 Proposed Operating Budget (Budget Option 1).

Financial Impact

The recommended one-time expenditures totaling \$2,690,457 as outlined in Attachment 1 are proposed to be funded from the Rate Stabilization Account with no additional tax impact. The final amount approved by Council will be included in the Consolidated 5 Year Financial Plan (2025-2029).

Conclusion

One-time expenditure requests were carefully reviewed by the CAO and SMT. The high priority requests in the amount of \$2,690,457 as summarized in Attachment 1 are recommended to be approved and included in the Consolidated 5 Year Financial Plan (2025-2029).



Melissa Shiau, CPA, CA
Manager, Financial Planning and Analysis
(604-276-4231)

MS:gh

Att. 1: 2025 One-Time Expenditure Requests – RECOMMENDED

| 2025 One-Time Expenditure Requests – RECOMMENDED | | | |
|--|----------------------------|--|-----------|
| Ref | Category | Description | Amount |
| 1 | New Provincial Legislation | Fire Safety Act Implementation (One-time Training Budget) Due to recent regulatory changes, funding is requested to educate and train Richmond Fire-Rescue staff to meet the minimum competency requirements of the new regulations. | \$204,399 |
| 2 | Infrastructure Need | Contribution to the Fire Vehicle and Equipment Reserve At the General Purposes Committee meeting on November 18, 2024, the Committee endorsed increasing the annual transfer to the Fire Vehicle and Equipment Reserve by \$600,000 to ensure the reserve remains sustainable based on the current known market prices and conditions. Due to budget constraints, the request for ongoing funding could not be recommended in 2025; however, staff recommend a one-time transfer from Rate Stabilization for 2025, which will provide additional time to analyze options to be brought forward in the 2026 budget process. | \$600,000 |
| 3 | Council Strategic Plan | Recreation Fee Subsidy Program (RFSP) - Central Fund The RFSP requests Central Fund support as work on the Parks, Recreation and Culture Pricing Policy progresses. Funding contributions from Associations/Societies to support RFSP is on hold while the age of eligibility for seniors is revisited as directed by Council. | \$116,000 |
| 4 | Council Strategic Plan | City of Richmond Signature and Community Events Plan 2025-2029 This request is to fund the 2025 City events in alignment with the Guiding Principles for City Events, and as detailed in the City of Richmond Signature and Community Events Plan 2025-2029 Report to Committee, which was endorsed by Council on October 21, 2024. Events contribute to social and economic well-being, build community capacity and identity and raise Richmond's profile. | \$930,600 |
| 5 | Infrastructure Need | ArcGIS Desktop Transition to ArcGIS Pro Project ESRI Canada is the City of Richmond's geographic information system (GIS) software provider and City staff use GIS software (ArcGIS Desktop) to collect and analyze geographic data (such as data seen on Richmond Interactive Map). ESRI's ArcGIS Desktop Application will be retired in March of 2026 and replaced by ArcGIS Pro software application. To transition successfully, funding is requested to redevelop customizations. | \$60,000 |
| 6 | Council Strategic Plan | Richmond Celebrates FIFA 26 - Community Event Campaign The Richmond Celebrates FIFA 26 Community Event Campaign is a series of community-led events that emphasize grassroots programming and engagement. These events are designed to be inclusive, engage neighbourhoods across the City, and empower Richmond residents and organizations to host local celebrations that reflect the City's diverse cultures throughout FIFA World Cup 26. Tourism Richmond has confirmed their commitment as a funding partner for the event campaign. | \$200,000 |

2025 One-Time Expenditure Requests – RECOMMENDED – continued

| Ref | Category | Description | Amount |
|---|-------------------------------|--|--------------------|
| 7 | Council Strategic Plan | Volunteer Management Strategy Update An update to the 2018-2021 Volunteer Management Strategy is requested to provide direction in the delivery of volunteer opportunities for the betterment of Richmond's increasingly diverse community and changing landscape in volunteerism. | \$50,000 |
| 8 | Council Strategic Plan | Heritage Boat Restoration Pilot Program At the Regular Council meeting on July 8, 2024, Council endorsed, "That funding Option 1 – One-Time Additional Level to support a pilot Heritage Boat Restoration Program for 2025 and 2026, be considered as part of the 2025 budget process." This funding will support the Shipyard Operations Supervisor position and other program costs. | \$330,458 |
| 9 | Council Strategic Plan | Britannia Shipyards Park Concept Plan At the Regular Council meeting on July 8, 2024, Council endorsed, "That funding of \$80,000 to support the development of a site concept plan be considered as part of the 2025 budget process." A new concept plan will be developed that identifies heritage boat display locations and improves site operations and landscaping. | \$80,000 |
| 10 | Council Strategic Plan | Continuation of the Instructor/Lifeguard Subsidy Program The Instructor/Lifeguard Subsidy Program began as a one-year pilot in 2023 for low-income residents to pursue a career in aquatics. At the Regular Council meeting on May 13, 2024, Council endorsed the continuation of the program through 2025 and that a one-time additional level request be considered in the 2025 budget process. | \$45,000 |
| 11 | Infrastructure Need | Grants Intake Application System Replacement The custom-built Grant Intake Application System is in need of a replacement. The benefits of a replacement includes: an improved user experience for all (grant applicants, reviewers and administrators); ability to support multiple city grant seasons per year; on-time submissions, reviews, and reporting to allow Council to keep city grant awards on schedule. The replacement application will be similar to those used by other municipalities in the region. | \$74,000 |
| 2025 One-Time Expenditures Total – RECOMMENDED | | | \$2,690,457 |



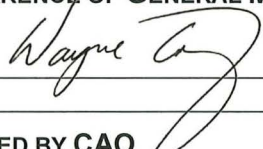

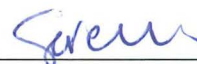
To: Planning Committee **Date:** November 18, 2024
From: John Hopkins **File:** 01-0157-30-
 Director, Policy Planning RGST1/2024-Vol 01
Re: **Response to Metro Vancouver's Referral: Metro 2050 Type 3 Amendment -
 Regional Affordable Rental Housing Target Implementation Guideline**

Staff Recommendation

That the Metro Vancouver Regional District Board be advised that the City of Richmond has no concerns on the proposed amendment to the Metro 2050 Regional Growth Strategy and that this recommendation and accompanying staff report titled "Response to Metro Vancouver's Referral: Metro 2050 Type 3 Amendment - Regional Affordable Rental Housing Target Implementation Guideline" dated November 18, 2024, from the Director, Policy Planning be provided to the Metro Vancouver Regional District Board.

John Hopkins
Director, Policy Planning
(604-276-4279)

Att. 2

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

Staff Report

Origin

The Metro Vancouver Regional District (MVRD) Board has initiated a process to amend the Metro 2050 Regional Growth Strategy (Metro 2050 RGS) in order to align the methodology of monitoring progress toward the regional affordable rental housing targets with the Regional Affordable Rental Housing Target Implementation Guideline, which was endorsed by the MVRD Board on July 26, 2024.

At its September 27, 2024 meeting, the Board of Directors of the Metro Vancouver Regional District (Metro Vancouver) adopted the following resolution:

That the MVRD Board:

- a) *initiate the Metro 2050 amendment process for the Metro 2050 Type 3 amendment to align Metro 2050 and the Regional Affordable Rental Housing Target Implementation Guideline;*
- b) *give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1398, 2024"; and*
- c) *direct staff to notify affected local governments as per section 6.4.2 of Metro 2050.*

As part of Metro Vancouver's notification process, the City of Richmond has been invited to provide written comments on the proposed amendments by December 23, 2024.

This report supports Council's Strategic Plan 2022-2026 Focus Area #1 Proactive in Stakeholder and Civic Engagement:

Proactive stakeholder and civic engagement to foster understanding and involvement and advance Richmond's interests.

1.1 Continue fostering effective and strategic relationships with other levels of government and Indigenous communities.

1.2 Advocate for the needs of Richmond in collaboration with partners and stakeholders.

Findings of Fact

The proposed amendment is a Type 3 amendment in accordance with the criteria and procedures contained in the Metro 2050 RGS, which requires that the amendment bylaw be passed by an affirmative 50% +1 weighted vote of the MVRD Board.

Background Information – Metro 2050 RGS

The Metro 2050 RGS was adopted on February 24, 2023 and includes a 15% regional affordable rental housing target for newly constructed housing in Urban Centres and Frequent Transit Development Areas. Metro 2050 RGS policies identify that regional affordable rental housing is to be located in transit oriented areas (designated Urban Centres and/or Frequent Transit Development Areas).

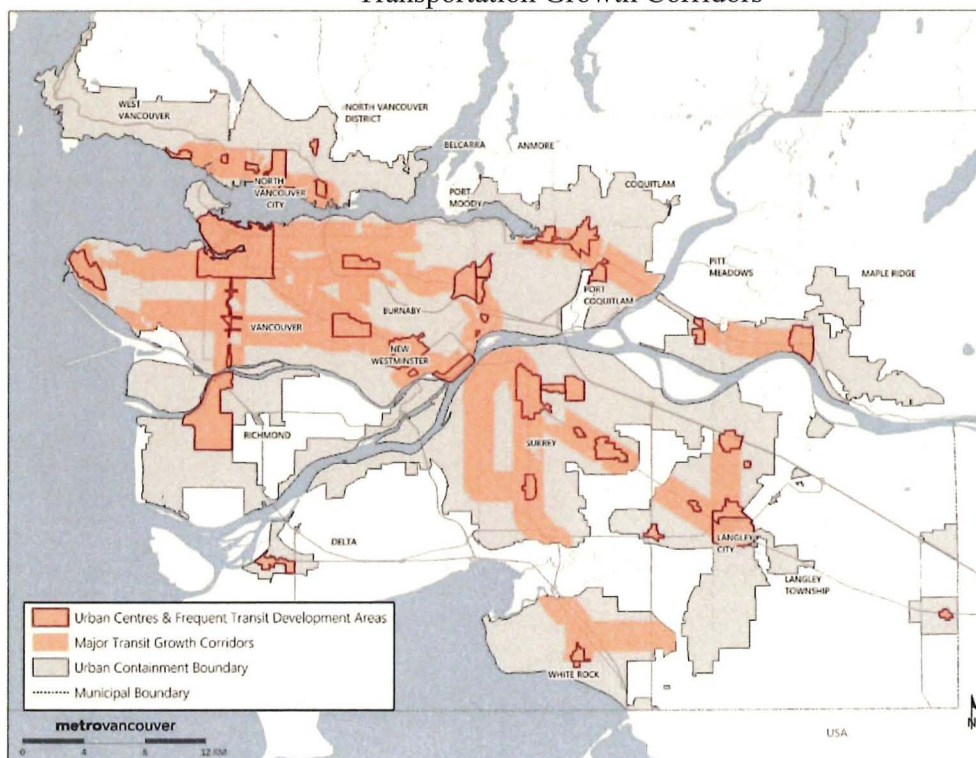
The City Centre Area Plan is a designated Urban Centre in the Metro 2050 RGS. The City’s approach of securing affordable housing (15% under the City’s Low End Market Rental – LEMR program in the City Centre Area Plan) and the rental housing incentive policies in the Official Community Plan (OCP) support the development of this housing in transit-oriented areas in accordance with the Metro 2050 RGS.

Summary of Proposed Amendments to Metro 2050 RGS

This section summarizes the proposed amendments to the Metro 2050 RGS based on the letter and accompanying report from Metro Vancouver that is contained in Attachment A.

- The Regional Affordable Rental Housing Target Implementation Guideline (Attachment B) was endorsed by the MVRD Board on July 26, 2024 and is a document that outlines the methodology used to monitor progress towards the regional affordable rental housing targets identified in the Metro 2050 RGS.
- In the development of the Regional Affordable Rental Housing Target Implementation Guideline, Major Transit Growth Corridors (MTGCs) were included as transit-oriented areas to be monitored in addition to the existing Urban Centres and Frequent Transit Development Areas. The combination of these three defined transit-oriented areas would be used to monitor regional affordable rental housing targets. Figure 1 shows a map of the Urban Centres, Frequent Transit Development Areas, and Major Transit Growth Corridors.

Figure 1 – Map of Urban Centres, Frequent Transit Development Areas, and Major Transportation Growth Corridors



- Metro Vancouver indicates that the proposed amendment is to ensure consistency between the endorsed Regional Affordable Rental Housing Target Implementation Guideline and the Metro 2050 RGS.
- Under current policies of the Metro 2050 RGS, only Urban Centres and Frequent Transit Development Areas are referenced as transit-oriented areas. The proposed amendment to the Metro 2050 RGS would add MTGCs as transit-oriented areas to be monitored and would allow affordable rental housing secured in these areas to be applied towards the achieving regional targets.
- No changes are proposed to the regional affordable rental housing targets identified in the Metro Vancouver 2050 RGS.

Analysis

City of Richmond Review of the Proposed Metro 2050 RGS Amendment

City staff have reviewed the proposed amendments to the Metro 2050 RGS and note the following:

- In Richmond, there are no Major Transit Growth Corridors identified under the proposed changes by Metro Vancouver. Furthermore, the defined and designated Urban Centre in Richmond remains the same geographic area corresponding with the OCP City Centre Area Plan. As a result, the proposed change to the Metro 2050 RGS will not have any impacts in Richmond.
- The proposed amendment will ensure consistency between the Metro 2050 RGS and MVRD Board endorsed Regional Affordable Rental Housing Target Implementation Guideline.
- No changes are proposed to the regional affordable rental housing target and focusing this housing in transit-oriented areas, outlined in the Metro Vancouver 2050 RGS. Further, Richmond's Low End Market Rental Program and supporting affordable housing policies in the OCP are aligned with and will help achieve the regional affordable rental housing targets identified in the Metro 2050 RGS.

Based on the above, staff recommend that the MVRD Board be advised that the City of Richmond has no concerns for the proposed amendments to the Metro 2050 RGS.

Financial Impact

None.

Conclusion

Metro Vancouver has provided information in relation to a proposed amendment to the methodology of monitoring progress toward the regional affordable rental housing target identified in Metro 2050 RGS and referred the proposed amendment to the Metro 2050 RGS to the City of Richmond for comment.

November 18, 2024

- 5 -

Based on this review, City staff recommend that the Metro Vancouver Regional District Board be advised that the City of Richmond has no concerns on the proposed amendment to the Metro 2050 Regional Growth Strategy and that this recommendation and accompanying staff report titled "Response to Metro Vancouver's Referral: Metro 2050 Type 3 Amendment - Regional Affordable Rental Housing Target Implementation Guideline" dated November 18, 2024, from the Director, Policy Planning be provided to the Metro Vancouver Regional District Board.



Kevin Eng
Planner 3
(604-247-4626)

KE:cas

Att. A: Metro Vancouver Letter and Report

B: Regional Affordable Rental Housing Target Implementation Guideline

Office of the Chair
Tel. 604-432-6215 or via Email
CAOAdministration@metrovancouver.org

November 7, 2024

File: CR-12-01
Ref: RD 2024 09 27

Mayor Malcolm Brodie and Council
City of Richmond
6911 No. 3 Rd
Richmond, BC V6Y 2C1
VIA EMAIL: mbrodie@richmond.ca; mayorandcouncillors@richmond.ca

Dear Mayor Malcolm Brodie and Council:

**Metro 2050 Type 3 Amendment – Regional Affordable Rental Housing Target
Implementation Guideline**

Metro 2050, the regional growth strategy, is the regional federation's plan for managing growth coming to Metro Vancouver that outlines the protection of important lands like agriculture, ecologically important and industrial lands; contains growth within an urban containment boundary and directs it to transit-oriented locations; and supports the efficient provision of utilities and transit. To support these objectives, *Metro 2050* includes several regional targets for all member jurisdictions to collectively work towards. *Metro 2050* outlines the process for proposed amendments to these targets.

Since *Metro 2050* was adopted on February 24, 2023, Metro Vancouver staff have worked on developing the methodology to measure each of the regional targets contained within the regional growth strategy. At its July 26, 2024 meeting, the Metro Vancouver Regional District (MVRD) Board endorsed the *Regional Affordable Rental Housing Target Implementation Guideline*, which defines the methodology for the *Regional Affordable Rental Housing Target*. In developing the methodology, staff recommended that Major Transit Growth Corridors (MTGCs) be included in the transit-oriented geographies being monitored in addition to Urban Centres and Frequent Transit Development Areas (FTDAs). The addition of MTGCs addresses challenges with data suppression and allows for newly completed affordable rental housing units added within a contiguous geography that is well-served by public transit to be monitored.

To ensure consistency between the endorsed *Regional Affordable Rental Housing Target Implementation Guideline* and *Metro 2050*, a Type 3 amendment to *Metro 2050* is required in three areas pertaining to the regional affordable rental housing target, to add MTGCs to the description of the target geography. The proposed revisions are administrative, and do not alter the policy intent of *Metro 2050*, which is to increase affordable rental housing in regionally significant, transit-oriented geographies.

71062570

At its September 27, 2024 regular meeting, the Board of Directors of the MVRD passed the following resolution:

That the MVRD Board:

- a) *initiate the Metro 2050 amendment process for the Metro 2050 Type 3 amendment to align Metro 2050 and the Regional Affordable Rental Housing Target Implementation Guideline;*
- b) *give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1398, 2024"; and*
- c) *direct staff to notify affected local governments as per section 6.4.2 of Metro 2050.*

The proposed amendment is a Type 3 amendment to *Metro 2050*, which requires that an amendment bylaw be passed by the MVRD Board by an affirmative 50% + 1 weighted vote. For more information on regional growth strategy amendment procedures, please refer to Sections 6.3 and 6.4 of *Metro 2050*. Enclosed is a Metro Vancouver staff report dated August 19, 2024, titled "*Metro 2050 Type 3 Amendment – Regional Affordable Rental Housing Target Implementation Guideline*" providing background information and an assessment of the proposed amendment regarding its consistency with *Metro 2050*.

You are invited to provide written comments on the proposed amendment. If you have questions or wish to comment with respect to the proposed amendment, please contact Jonathan Cote, Deputy General Manager, Regional Planning and Housing Development, by phone at 604-432-6391, or by email at jonathan.cote@metrovancover.org by **December 23, 2024**.

Yours sincerely,



Mike Hurley
Chair, Metro Vancouver Board

MH/JC/dj

cc: Serena Lusk, Chief Administrative Officer, City of Richmond
Jerry W. Dobrovolny, Commissioner/Chief Administrative Officer, Metro Vancouver
Heather McNell, Deputy Chief Administrative Officer, Policy and Planning, Metro Vancouver

Encl: [Metro Vancouver Board report dated August 19, 2024, titled "Metro 2050 Type 3 Amendment – Regional Affordable Rental Housing Target Implementation Guideline"\(page. 282\)](#)

71062570

To: Regional Planning Committee

From: Mikayla Tinsley, Senior Policy and Planning Analyst,
Regional Planning and Housing Services

Date: August 19, 2024

Meeting Date: September 6, 2024

Subject: **Metro 2050 Type 3 Amendment – Regional Affordable Rental Housing Target Implementation Guideline**

RECOMMENDATION

That the MVRD Board:

- a) initiate the *Metro 2050* amendment process for the *Metro 2050* Type 3 amendment to align *Metro 2050* and the Regional Affordable Rental Housing Target Implementation Guideline;
 - b) give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1398, 2024"; and
 - c) direct staff to notify affected local governments as per section 6.4.2 of *Metro 2050*.
-

EXECUTIVE SUMMARY

Metro Vancouver is developing and updating a suite of implementation guidelines to support the implementation of *Metro 2050*. An implementation guideline for the Regional Affordable Rental Housing Target was endorsed by the MVRD Board at its July 26, 2024 meeting. It defines and communicates the methodology that Metro Vancouver will use to monitor progress toward the regional affordable rental housing target described in *Metro 2050*.

In developing the methodology for the target, staff recommended that Major Transit Growth Corridors (MTCGs) be included in the transit-oriented geographies being monitored in addition to Urban Centres and Frequent Transit Development Areas (FTDAs). Adding MTCGs addresses challenges with data suppression and allows for newly completed affordable rental housing units added within a contiguous geography that is well-served by public transit to be monitored.

To ensure consistency between the endorsed Regional Affordable Rental Housing Target Implementation Guideline and *Metro 2050*, an amendment to *Metro 2050* is required to add MTCGs to the wording in three areas pertaining to the regional affordable rental housing target. The proposed revisions are administrative, and do not alter the policy intent of *Metro 2050*, which is to increase affordable rental housing in regionally significant, transit-oriented geographies. The proposed amendment is comprised of the following:

- Update the wording under Goal 4 Policies 4.2.3 and 4.2.7 a) to include Major Transit Growth Corridors; and,
- Update the wording under Section G Performance Monitoring to include Major Transit Growth Corridors for the affordable rental housing target.

This *Metro 2050* Type 3 amendment requires adoption through an amendment bylaw passed by an affirmative 50% + 1 weighted vote of the MVRD Board.

PURPOSE

To provide the Regional Planning Committee and MVRD Board with the opportunity to initiate the amendment process for *Metro 2050* to align with the endorsed methodology of the Regional Affordable Rental Housing Target Implementation Guideline through a *Metro 2050* Type 3 amendment.

BACKGROUND

At its July 26, 2024 meeting, the MVRD Board received a report titled “Metro 2050 Implementation Guideline – Regional Affordable Rental Housing Target”, outlining the proposed methodology for the Regional Affordable Rental Housing Target described in *Metro 2050* Policies 4.2.3 and 4.2.7 a), and endorsed the associated *Metro 2050* Implementation Guideline (Reference 1). The report identified minor wording changes that would be required to *Metro 2050* to implement the methodology, and that a Type 3 amendment to implement those wording changes would be put forward for MVRD Board consideration at a future meeting.

PROPOSED METRO 2050 AMENDMENT

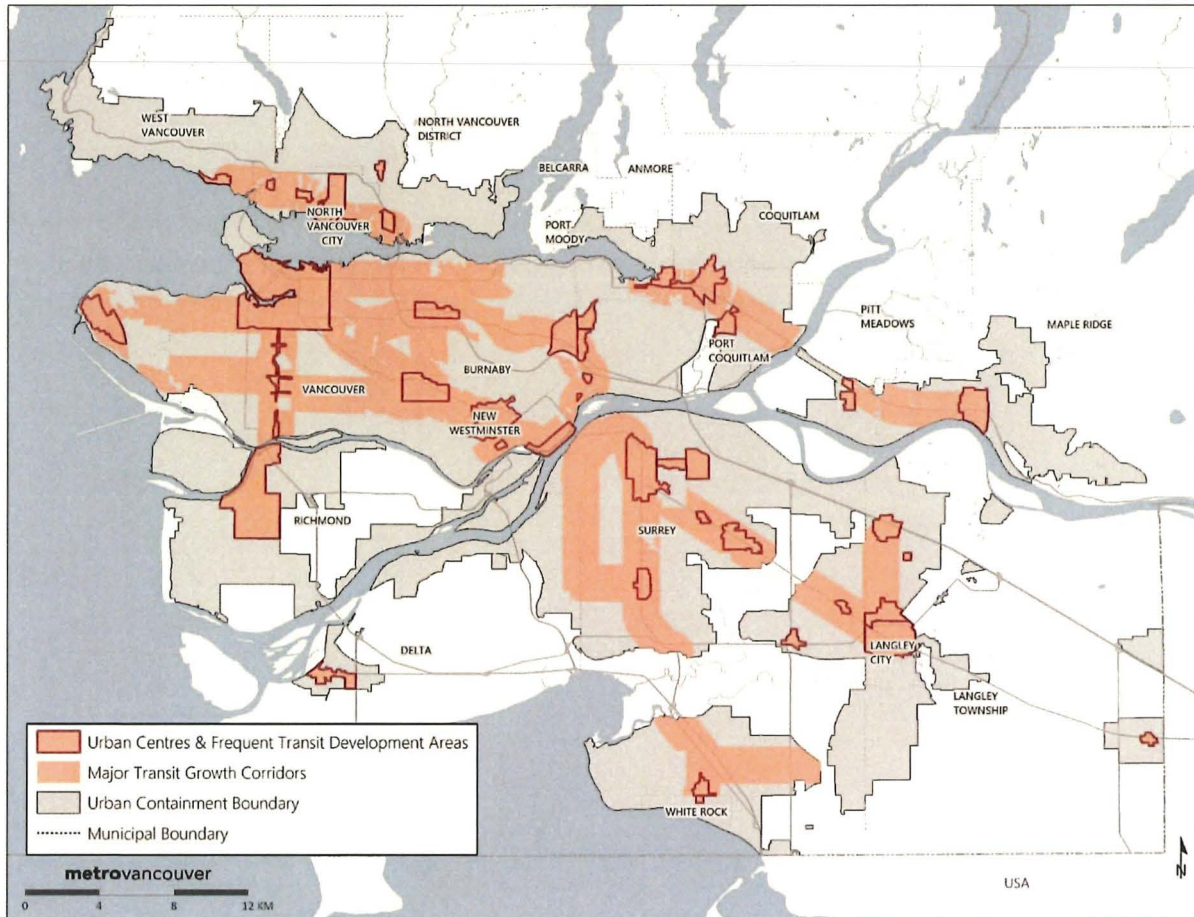
The regional affordable rental housing target in *Metro 2050* was designed to reflect the importance of affordable housing in regionally-significant areas that are well-served by public transportation, and therefore focused on monitoring target progress in Urban Centres and FTDA's. However, when developing the methodology for monitoring the regional affordable rental housing target, staff determined that the transit-oriented geographies included in the monitoring should be expanded to also include MTGCs. Adding MTGCs addresses challenges with data suppression, and allows for newly completed affordable rental housing units added within a contiguous geography that is well-served by public transit to be measured under the target. Additionally, it will make achieving target more feasible and meaningful, because it allows for more potential sites to locate affordable housing due to the expanded geography that now includes shoulder areas that may have more moderate land prices, but are still well-served by transit. These changes are consistent with original intent of the affordable housing target identified in *Metro 2050* and will provide a more relevant geography to measure the regions progress for its affordable housing target. These geographies are combined and shown in Map 1 below.

To align the Regional Affordable Rental Housing Target Implementation Guideline and *Metro 2050*, an amendment to *Metro 2050* is required to change the wording in three sections pertaining to the regional affordable rental housing target to reflect the inclusion of MTGCs in the geography. *Metro 2050* Policy 6.3.4 i) states “housekeeping amendments to figures, tables or maps, performance measures or any other items related to document structure that do not alter the intent of the regional growth strategy” or “all other amendments not identified in sections 6.3.1 or 6.3.3” are considered Type 3 amendments. Type 3 amendments require adoption through an amendment bylaw passed by an affirmative 50% + 1 weighted vote of the MVRD Board.

The proposed revisions do not alter the intent of *Metro 2050*. The intent of the policy is to measure the growth of affordable rental housing units in transit-oriented geographies. Urban Centres and FTDA's were selected as they are regionally-significant areas defined in *Metro 2050* that are generally well-served by transit. Adding MTGCs creates a contiguous geography, and still meets

the intent of the adopted policy, while increasing opportunities for member jurisdictions to contribute to the target.

Map 1: Urban Centres, Frequent Transit Development Areas, and Major Transit Growth Corridors



The proposed amendments include the following text amendments:

- Update the wording under Goal 4 Policies 4.2.3 and 4.2.7 a) to include Major Transit Growth Corridors; and,
- Update the wording under Section G Performance Monitoring to include Major Transit Growth Corridors for the affordable rental housing target.

METRO 2050 AMENDMENT PROCESS AND NEXT STEPS

If the amendment is initiated and the associated bylaw receives 1st, 2nd, and 3rd readings, it will then be referred to affected local governments, local First Nations, the Ministry of Transportation, and Translink, as well as posted on the Metro Vancouver website for a minimum of 45 days to provide an opportunity for comment. *Metro 2050* identifies additional public engagement opportunities that may be used at the discretion of the MVRD Board including: appearing as a delegation to the Regional Planning Committee or the MVRD Board when the amendment is being

considered. All comments received will be summarized and included in a report advancing the bylaw to the MVRD Board for consideration of final adoption.

ALTERNATIVES

1. That the MVRD Board:
 - a) initiate the *Metro 2050* amendment process for the *Metro 2050* Type 3 amendment to align *Metro 2050* and the Regional Affordable Rental Housing Target Implementation Guideline;
 - b) give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1398, 2024"; and
 - c) direct staff to notify affected local governments as per section 6.4.2 of *Metro 2050*.
2. That the MVRD Board receive for information the report dated August 19, 2024, titled "*Metro 2050* Type 3 Amendment – Wording Change for Regional Affordable Rental Housing Target Implementation Guideline".

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report. All work to develop implementation guidelines is within the Regional Planning work program and was considered as part of the 2023 and 2024 Board-approved budgets.

CONCLUSION

The Regional Affordable Rental Housing Target Implementation Guideline was created to support the interpretation and implementation of *Metro 2050* goals, strategies and actions. The new Implementation Guideline was endorsed by the MVRD Board at its July 26, 2024 meeting. The methodology outlined in the Regional Affordable Rental Housing Target Implementation Guideline expands the geographies mentioned for the target in *Metro 2050*, to include MTCGs, in addition to Urban Centres and FTDA's. Adjusting the target to include MTCGs allows additional areas that are well-served by transit to be monitored under the target, and solves challenges posed by data suppression. Staff are bringing forward a *Metro 2050* Type 3 amendment to adjust the target wording in *Metro 2050* to include MTCGs to ensure consistency between *Metro 2050* and the methodology of the recently adopted Implementation Guideline.

ATTACHMENTS

1. Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1398
2. Presentation re: Metro 2050 Type 3 Amendment – Regional Affordable Rental Housing Target Implementation Guideline

REFERENCES

1. [Regional Affordable Rental Housing Target Implementation Guideline](#)

68596313

**METRO VANCOUVER REGIONAL DISTRICT
BYLAW NO. 1398, 2024
A bylaw to amend “Metro Vancouver Regional District Regional Growth Strategy
Bylaw No. 1339, 2022”**

WHEREAS:

- A. The Metro Vancouver Regional District Board (the “Board”) adopted “Metro Vancouver Regional District Regional Growth Strategy Bylaw No. 1339, 2022” on February 24, 2023; and
- B. The Board wishes to amend “Metro Vancouver Regional District Regional Growth Strategy Bylaw No. 1339, 2022”.

NOW THEREFORE the Board of the Metro Vancouver Regional District enacts as follows:

Citation

- 1. The official citation of this bylaw is “Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1398, 2024”.

Amendment of Bylaw

- 2. “Metro Vancouver Regional District Regional Growth Strategy Bylaw No. 1339, 2022” is amended as follows:
 - (a) In section “E. Goals, Strategies, & Actions”, under the heading “Goal 4: Provide Diverse and Affordable Housing Choices”, under policy “4.2.3”, the words “Urban Centres and Frequent Transit Development Areas” are deleted and replaced with the “Urban Centres, Frequent Transit Development Areas, and Major Transit Growth Corridors”;
 - (b) In section “E. Goals, Strategies, & Actions”, under the heading “Goal 4: Provide Diverse and Affordable Housing Choices”, under policy “4.2.7 a)”, the words “Urban Centres and Frequent Transit Development Areas” are deleted and replaced with the “Urban Centres, Frequent Transit Development Areas, and Major Transit Growth Corridors”; and
 - (c) In section “G. Performance Monitoring”, under the heading “Goal 4: Provide Diverse and Affordable Housing Choices”, the words “Urban Centres and Frequent Transit Development Areas” are deleted and replaced with the “Urban Centres, Frequent Transit Development Areas, and Major Transit Growth Corridors”.

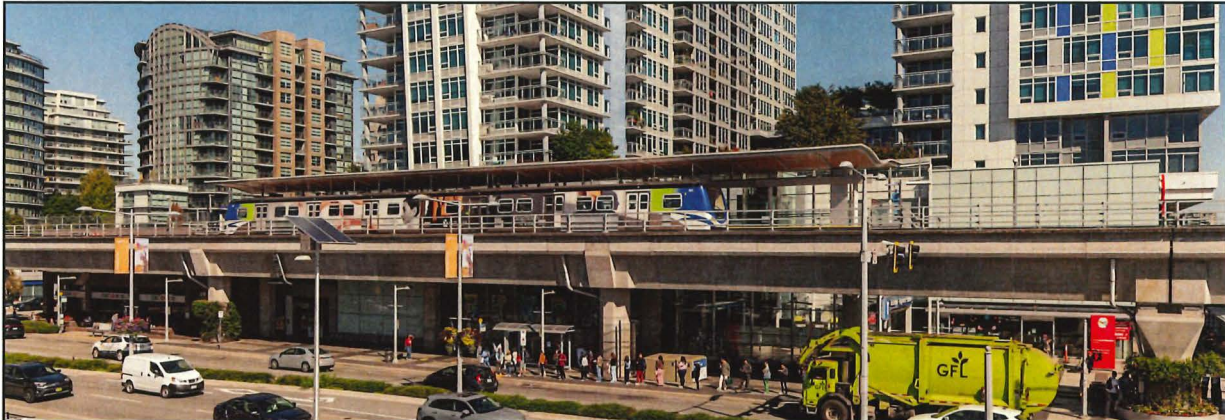
Read a first, second, and third time this _____ day of _____, _____.

Adopted this _____ day of _____, _____.

Mike Hurley, Chair

Dorothy Shermer, Corporate Officer

Attachment 2



Metro 2050 Type 3 Amendment
 REGIONAL AFFORDABLE RENTAL HOUSING TARGET

Mikayla Tinsley
 Senior Policy and Planning Analyst

Presentation to Regional Planning Committee – September 6, 2024

metrovancouver

**REGIONAL AFFORDABLE RENTAL HOUSING TARGET
 IMPLEMENTATION GUIDELINE**

- Defines and communicates the methodology for the regional affordable rental housing target in 4.2.3 and 4.2.7 a) of *Metro 2050*
- Endorsed by MVRD Board on July 26, 2024



**Regional Affordable
 Rental Housing Target**

Metro 2050 Implementation Guideline
 May 2024

302 of 414

metrovancouver

2

METRO 2050 POLICY LANGUAGE

Strategy 4.2 Protect tenants and expand, retain, and renew rental housing supply

Metro Vancouver will:

4.2.3 Set a regional target that at least 15% of newly completed housing units built within all Urban Centres and Frequent Transit Development Areas combined, by the year 2050, be affordable rental housing units. Metro Vancouver will monitor progress towards the target and review the target periodically.

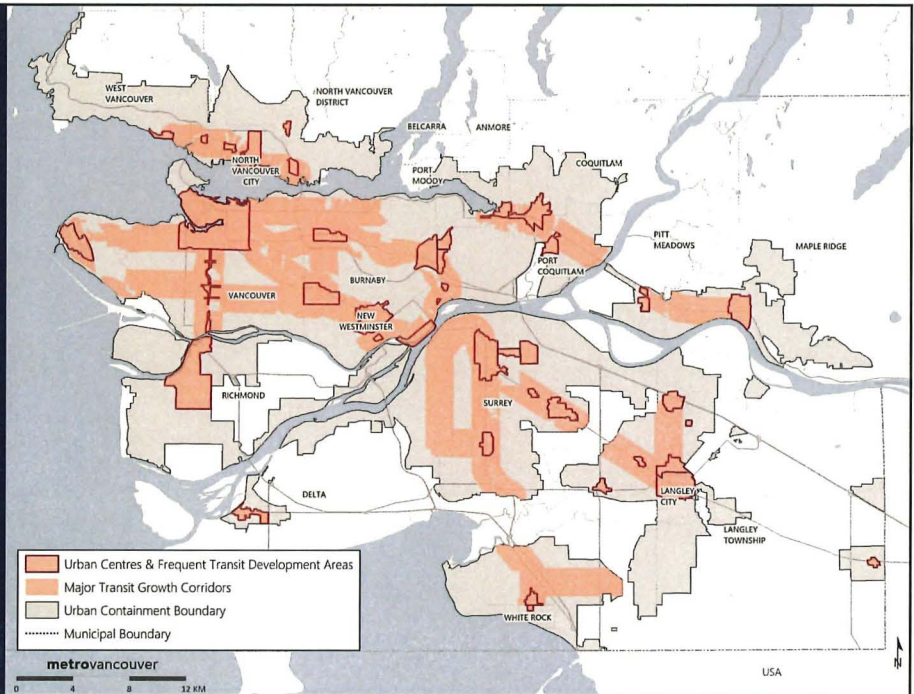
Member jurisdictions will:

4.2.7 Adopt Regional Context Statements that:

a) indicate how they will, within their local context, contribute toward the regional target of having at least 15% of newly completed housing units built within all Urban Centres and Frequent Transit Development Areas combined, to the year 2050, be affordable rental housing units (recognizing that developing affordable rental housing units in transit-oriented locations throughout the urban area is supported);

Adding Major Transit Growth Corridors

- Regionally-significant, transit-oriented geography
- Creates contiguous geography
- Eliminates data suppression issues
- Makes achieving target more feasible



METRO 2050 TYPE 3 AMENDMENT

Current

4.2.3 Set a regional target that at least 15% of newly completed housing units built within all **Urban Centres and Frequent Transit Development Areas** combined, by the year 2050, be affordable rental housing units.

Proposed

4.2.3 Set a regional target that at least 15% of newly completed housing units built within all **Urban Centres, Frequent Transit Development Areas, and Major Transit Growth Corridors** combined, by the year 2050, be affordable rental housing units.

Changes are required for:

- Goal 4 Policies 4.2.3 and 4.2.7 a)
- Section G Performance Monitoring

RECOMMENDATION

That the MVRD Board:

- initiate the Metro 2050 amendment process for the Metro 2050 Type 3 amendment to align Metro 2050 and the Regional Affordable Rental Housing Target Implementation Guideline;
- Give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1398, 2024"; and
- Direct staff to notify affected local governments as per section 6.4.2 of *Metro 2050*.



Thank You!

metrovancover

7



Regional Affordable Rental Housing Target

Metro 2050 Implementation Guideline
May 2024

Preamble

The successful implementation of [Metro 2050](#) depends on ongoing cooperation and collaboration between Metro Vancouver and member jurisdictions. *Metro 2050* represents consensus among member jurisdictions to work collaboratively on meeting five long-term regional planning goals:

1. Create a compact urban area
2. Support a sustainable economy
3. Protect the environment, address climate change, and respond to natural hazards
4. Provide diverse and affordable housing choices
5. Support sustainable transportation choices

The *Metro 2050* Regional Affordable Rental Housing Target Implementation Guideline outlines the methodology used to monitor progress towards this target:

At least 15% of newly completed housing units built within all Urban Centres, Frequent Transit Development Areas, and Major Transit Growth Corridors combined, by the year 2050, are affordable rental housing units.

This Implementation Guideline will inform discussions between member jurisdictions, the regional district, and other partners about the growth of affordable rental housing near transit across the region. In addition, this Implementation Guideline can serve as a resource for researchers, practitioners, and the public to provide an added level of transparency and accountability in the planning process.

This Implementation Guideline will be updated periodically to ensure the most current information is available to member jurisdictions. This guideline should be read in conjunction with *Metro 2050* and the [Local Government Act](#), and does not replace or supersede the requirements set out in those documents.

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| 5.0 | Monitoring and Reporting | 7 |

1.0 Metro 2050 Policies and Target

Metro 2050 Policies

Metro 2050 sets out the expectations for Metro Vancouver and its member jurisdictions with respect to increasing regional affordable rental housing in transit-oriented areas within the region, through policies 4.2.3 and 4.2.7:

Metro Vancouver will:

4.2.3 Set a regional target that at least 15% of newly completed housing units built within all Urban Centres, Frequent Transit Development Areas, and Major Transit Growth Corridors combined, by the year 2050, be affordable rental housing units. Metro Vancouver will monitor progress towards the target and review the target periodically.

Member jurisdictions will:

4.2.7 Adopt Regional Context Statements that:

a) indicate how they will, within their local context, contribute toward the regional target of having at least 15% of newly completed housing units built within all Urban Centres, Frequent Transit Development Areas, and Major Transit Growth Corridors combined, to the year 2050, be affordable rental housing units (recognizing that developing affordable rental housing units in transit-oriented locations throughout the urban area is supported);

Metro 2050 Target

The regional affordable rental housing target is included as a performance measure for Goal 4, as shown in Section G of *Metro 2050*:

Goal 4: Provide Diverse and Affordable Housing Choices

- Percentage of newly completed housing units built within Urban Centres, Frequent Transit Development Areas, and Major Transit Growth Corridors that are affordable rental housing units

Metro Vancouver produces annual reports on implementation of the regional growth strategy and progress towards its goals and targets. With regards to the regional affordable rental housing target, the following methodology and definitions will be used to monitor and report on progress.

2.0 Methodology

Based on the policy language in *Metro 2050*, the formula for the regional affordable rental housing target is:

$$\text{Formula} = \frac{\text{Affordable rental units that are newly completed within UCs, FTDAs, and MTGCs}}{\text{All newly completed housing units within UCs, FTDAs, and MTGCs}} \times 100$$

The purpose of this target is to encourage new affordable rental housing development near transit. For this reason, the geographies of Urban Centres (UCs), Frequent Transit Development Areas (FTDAs), and Major Transit Growth Corridors (MTGCs) are used. These are regionally-significant transit-oriented geographies as defined in the regional growth strategy, *Metro 2050*.

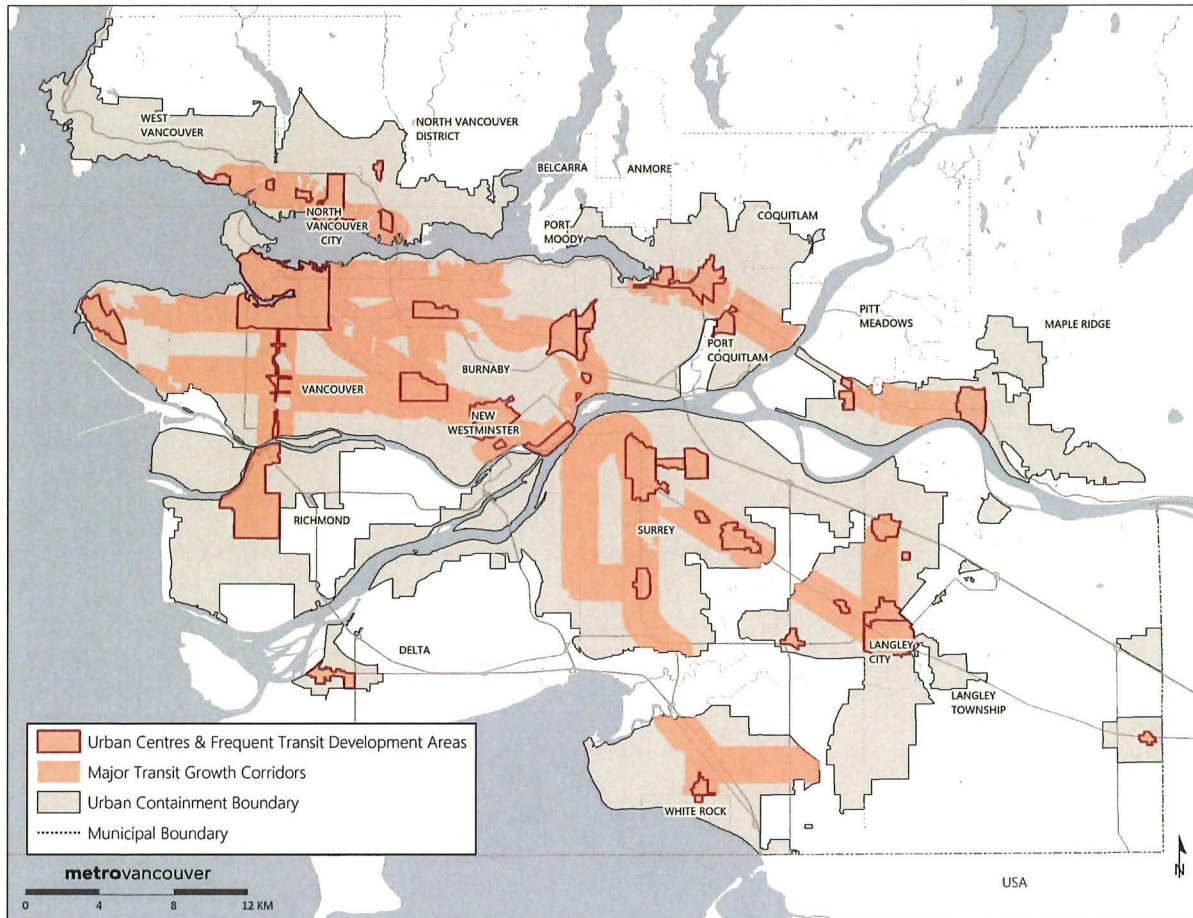
Urban Centres (UCs) are intended to be the region's primary focal points for concentrated growth and transit service. They are intended as priority locations for employment and services, higher density forms, mixed residential tenures, affordable housing options, commercial, cultural, entertainment, institutional, and mixed uses.

Frequent Transit Development Areas (FTDAs) are additional priority locations to accommodate concentrated growth in higher density forms of development. They are identified by member jurisdictions and located at appropriate locations within the Major Transit Growth Corridors. FTDAs complement the network of Urban Centres, and are characterized by higher density forms of residential, commercial, and mixed uses.

Major Transit Growth Corridors (MTGCs) are select areas along TransLink's Major Transit Network within which member jurisdictions, in consultation with Metro Vancouver and TransLink, may identify new FTDAs. These corridors extend approximately 1 kilometre from the roadway centreline in both directions and do not extend outside the Urban Containment Boundary. MTGCs enable monitoring of a contiguous transit-oriented geography when combined with UCs and FTDAs across the region for the purposes of the regional affordable rental housing target.

These geographies are combined and shown in Map 1 below.

Map 1. Urban Centres, Frequent Transit Development Areas, and Major Transit Growth Corridors



Definitions

At A Glance

Newly completed housing All residential units built within the past five years¹ (e.g. 2018 to 2023).

Affordable rental housing All social and non-market rental units²
+
Private rental units with affordable rents^{3,4}

Metro 2050 includes the following definition of affordable housing:

- housing that is affordable to households earning up to 120% of the Regional Median Household Income. In Canada, a general measure of housing affordability is the shelter-cost-to-income ratio, where no more than 30% of a household's gross income is spent on housing (including all housing-related costs like utilities).

¹ Source: Canada Mortgage and Housing Corporation, Starts and Completions Survey

² Source: Canada Mortgage and Housing Corporation, Social and Affordable Housing Survey

³ Affordable rents are based on 2021 Census median household income for the Vancouver region, by bedroom count, see table below.

⁴ Source: Canada Mortgage and Housing Corporation, Rental Market Survey

For the purposes of the regional affordable rental housing target **affordable rental housing** is defined as rental housing that includes all social and non-market rental housing units⁵, as well as private rental housing units in the primary rental market⁶ with affordable rents as defined in Table 1.

Affordable rents have been defined by bedroom size, based on the Regional Median Household Income. According to the 2021 Census, the median household income in the Vancouver region (Vancouver CMA) was \$90,000. The Regional Median Household Income of \$90,000 has been applied to the calculation of affordable rent for a 3 bedroom unit, and an income distribution similar to that used in BC Housing’s Housing Income Limits⁷ (HILs) has then been applied to generate the corresponding affordable rents by bedroom size.

Table 1: Affordable Rents Based on the 2021 Census Regional Median Household Income (RMHI)

| | 1 Bedroom or Less | 2 Bedrooms | 3 Bedrooms | 4+ Bedrooms |
|---|-------------------|------------|------------|-------------|
| Regional Median Household Income and Adjusted Household Incomes | \$60,700 | \$75,350 | \$90,000 | \$112,500 |
| Corresponding Affordable Rent | \$1,517 | \$1,884 | \$2,250 | \$2,813 |

Data source for Regional Median Household Income: Statistics Canada, 2021 Census of Population

These affordable rents are slightly higher than the rents that are considered to be affordable to households with incomes equal to or less than the HILs. This means that all new rental housing which is targeted to households earning up to the HILs will be included in this target.

Affordable rents will be updated as required when new Census data becomes available.

3.0 Data Sources

The Canada Mortgage and Housing Corporation (CMHC) collects a variety of housing data through several surveys, which are well-positioned to serve as the data sources for this target. These are:

- **Starts and Completions Survey** – provides data on all newly constructed housing
- **Social and Affordable Housing Survey** – provides data on government and non-profit-owned housing, by bedroom count.
- **Rental Market Survey** – provides data on privately-owned purpose-built rental housing (primary market only), by bedroom count.

Metro Vancouver will obtain custom data from CMHC for each of these surveys, using the custom geographies of UCs, FTDAs, and MTGCs, and the definition of affordable rental housing outlined above. Member jurisdictions will not be asked to contribute data or other resources to support monitoring of this target.

⁵ Source: Canada Mortgage and Housing Corporation, Social and Affordable Housing Survey

⁶ Source: Canada Mortgage and Housing Corporation, Rental Market Survey

⁷ BC Housing 2023 Housing Income Limits are updated from time to time and can be accessed here:

<https://www.bchousing.org/sites/default/files/media/documents/2023-Housing-Income-Limits-HILS-Effective-January-1-2023.pdf>

4.0 Limitations and Considerations

There are a number of limitations and considerations to keep in mind with this methodology:

- The secondary rental market (rental housing that is not purpose-built as rental housing, such as basement suites or rented condos) is not captured in this target. This is by design as well as due to a limitation in available data for one portion of the secondary rental market. The focus of this target is purpose-built rental housing due to the security of tenure that this type of housing provides to renters. CMHC collects and shares data on rented condos, which make up one portion of the secondary rental market, however, rented condos do not provide a secure form of rental housing, and are much less likely to be affordable compared to purpose-built rentals. For these reasons, the secondary rental market is excluded from this target.
- This target is designed to be regional in nature, monitoring regionally-significant transit-oriented geographies. Results cannot be broken down by municipality. Any attempt to apply the same methodology to an individual member jurisdiction would likely result in suppressed data, with the exception of possibly one or two of the largest municipalities.

5.0 Monitoring and Reporting

Annual Reporting

Annual progress towards the regional affordable rental housing target will be monitored and reported in the *Metro 2050* Annual Performance Monitoring Reports. These reports will include both the percentage and number of newly completed affordable rental housing units. This information will also be reported in the *Metro 2050* performance monitoring dashboard which will be published on the metrovancover.org website.

Comprehensive Reporting

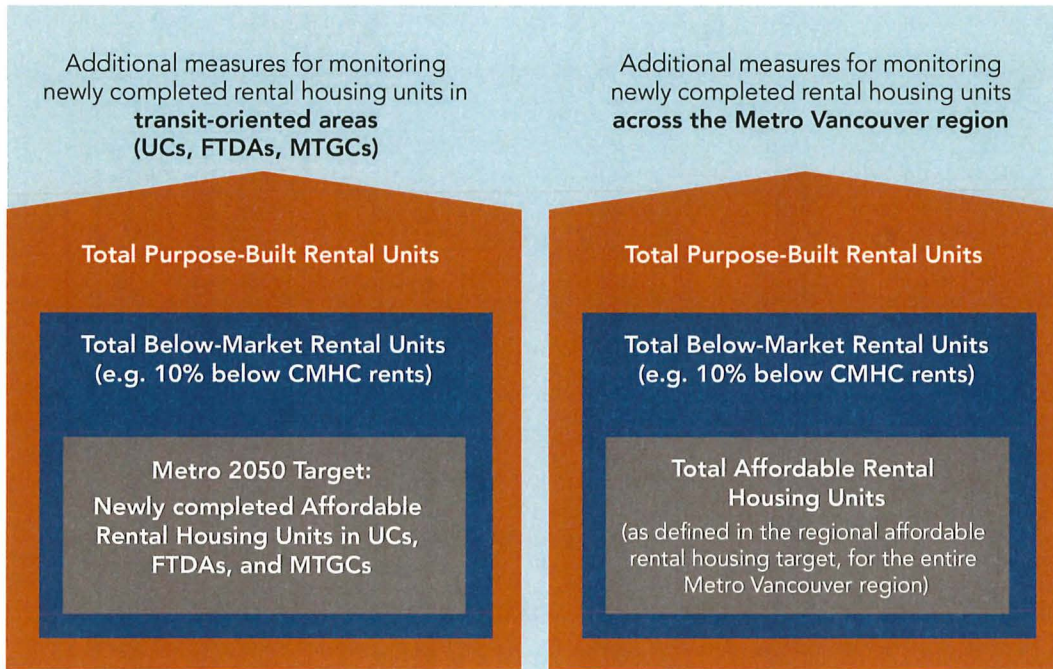
A more comprehensive report on the regional affordable rental housing target will be published every five years. This report will be aligned with the Census schedule of reports and will include revised affordable rents based on updated household income data from the latest Census. These reports will include both the percentage and number of newly completed affordable rental housing units for the latest 5-year period, alongside previous years' progress.

Other Contextual Reporting

In addition to the percentage and number of newly completed affordable rental housing units, Metro Vancouver will monitor several other contextual measures related to the regional affordable rental housing target as shown in Figure 1 below. The target and these contextual measures will be reviewed periodically and updated as required.

The timeline for achieving this target stretches to 2050, and all monitoring and reporting will take this into consideration. Progress will be measured annually and compared against a steady pace of growth required to reach the target by 2050.

Figure 1. Regional Affordable Rental Housing Target - Contextual Measures for Annual Monitoring





To: Planning Committee
From: Peter Russell
Director, Housing Office

Date: November 21, 2024
File: 08-4057-05/2024-Vol 01

Re: Housing Agreement (Affordable Housing) Bylaw No. 10569, and Housing Agreement (Market Rental Housing) Bylaw No. 10570 to Permit the City of Richmond to Secure Low-End Market Rental (LEMR) units, and Market Rental units at 5300 No. 3 Road

Staff Recommendations

1. That Housing Agreement (Affordable Housing) (5300 No. 3 Road) Bylaw No. 10569 be introduced and given first, second and third readings to permit the City to enter into a Housing Agreement in accordance with the requirements of section 483 of the *Local Government Act*, to secure the Low-End Market Rental (LEMR) Units required by the Rezoning Application RZ 23-011557; and
2. That Housing Agreement (Market Rental Housing) (5300 No. 3 Road) Bylaw No. 10570 be introduced and given first, second and third readings to permit the City to enter into a Housing Agreement in accordance with the requirements of section 483 of the *Local Government Act*, to secure the Market Rental Units required by the Rezoning Application RZ 23-011557.

Peter Russell
Director, Housing Office
(604-276-4130)

Att.1

| REPORT CONCURRENCE | | |
|-----------------------------------|--|----------------------------|
| ROUTED TO: | CONCURRENCE | CONCURRENCE OF DEPUTY CAO |
| Law Development Applications | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | |
| SENIOR STAFF REPORT REVIEW | INITIALS: | APPROVED BY CAO |

Staff Report

Origin

The purpose of this report is to recommend that City Council give first, second and third readings to Housing Agreement Bylaw No. 10569 and Housing Agreement Bylaw No. 10570 to secure 141 LEMR units and 160 market rental units at 5300 No. 3 Road (Attachment 1).

Vanprop Investments Ltd. (Inc. No. BC0270547) has applied to amend the City of Richmond Zoning Bylaw 8500 (RZ 23-011557) to permit the construction of 1,075 dwelling units with mixed levels of affordability. In addition to the LEMR and market rental units, the project includes 774 strata units. The project is the first phase (Phase 1A) of a master plan to redevelop the Lansdowne Centre, a 20-hectare shopping mall located in the City Centre. Council granted first reading to the zoning amendment bylaw on February 12, 2024. A public hearing for the amendment was held on March 18, 2024, following which Council granted second and third readings to the bylaw. Prior to Council's adoption of the zoning amendment bylaw, the applicant must register on Title two Housing Agreements in addition to two Housing Covenants to secure the 141 LEMR units and 160 market rental units as rental tenure in perpetuity.

This report supports Council's Strategic Plan 2022–2026 Focus Area #2 Strategic and Sustainable Community Growth:

Strategic and sustainable growth that supports long-term community needs and a well-planned and prosperous city.

2.2 Develop and implement innovative and proactive solutions that encourage a range of housing options and prioritize affordability.

This report supports Social Development Strategy Goal #1: Enhance Social Equity and Inclusion:

Strategic Direction #1: Expand Housing Choices

This report is also consistent with the City of Richmond's Affordable Housing Strategy 2017–2027, including:

Strategic Direction #1: Use regulatory tools to encourage a diverse range of housing types and tenures.

Analysis

Phase 1A of the Lansdowne Centre redevelopment involves the creation of three parcels of land in the northeast portion of the site fronting Alderbridge Way and Kwantlen Street; these parcels, being Parcels 2, 5, and 8. The project includes the construction of 390 strata units and ground floor commercial retail space in Parcel 2, 384 strata units in Parcel 5, and 141 LEMR units and 160 market rental units on Parcel 8. The project consists of an eight to fourteen-storey building over a shared two-level below-grade parkade on Parcels 2 and 5, and two six-storey buildings over a single level parkade on Parcel 8. The LEMR and market rental units would be included in the two six-storey buildings. Table 1 provides a summary of the proposed unit mix, minimum unit sizes, proportion of family-friendly units, and units with Basic Universal Housing design.

Table 1: Low- End Market Rental Units and Market Rental Unit Mix

| Unit Type | Low-End Market Rental Units | | | | Market Rental Units | | |
|--------------|-----------------------------|------------------------------|-----------------|-------------------------------|---------------------|-----------------|-------------------------------|
| | Units | Min. Size (ft ²) | Family Friendly | Basic Universal Housing (BUH) | Units | Family-Friendly | Basic Universal Housing (BUH) |
| Studio | 12 | 400 | N/A | 8% | 32 | N/A | 20% |
| 1- Bedroom | 32 | 535 | N/A | 23% | 57 | N/A | 36% |
| 2- Bedroom | 53 | 741 | 38% | 37% | 61 | 38% | 38% |
| 3- Bedroom | 44 | 980 | 31% | 26% | 10 | 6% | 6% |
| Total | 141 | - | 69% | 94% | 160 | 44% | 100% |

Low-End Market Rental Units

The total residential floor area of the 141 LEMR units will be approximately 10,701 m² (115,184 ft²) which makes up 15 per cent of the net residential floor area of the project. A Housing Covenant will be used to secure the total floor area of the LEMR units in addition to the minimum unit sizes, the location of the units, and the allocation of parking spaces to the units. Approximately 69 per cent of the LEMR units will be family-friendly and roughly 94 per cent will include a BUH design, supporting the ability of tenants to age-in-place. Overall, the number, sizes and mix of LEMR units uphold the objectives of the Affordable Housing Strategy and the OCP.

The 141 LEMR units will be clustered in one stand-alone building on Parcel 8. The clustering of units, as proposed, is supportable provided a non-profit operator is secured to manage the LEMR units. The applicant has provided that they are working to secure S.U.C.C.E.S.S. as the non-profit housing operator.

Low-End Market Rental (LEMR) Maximum Rents and Income Thresholds

On November 12, 2024, Council endorsed updates to LEMR Maximum Rents and Income Thresholds as recommended in the report titled “Updating the Low-End Market Rental (LEMR) Program to Support the Delivery of Affordable Housing”, dated October 16, 2024. Council also endorsed the application of the updated rates to projects for which Council has granted third reading of a zoning amendment bylaw but for which an associated housing agreement has yet to be executed. Phase 1 of the Lansdowne project is eligible for the use / application of the new LEMR rent rates and income thresholds.

Lansdowne Phase 1 – Affordable Housing Agreement

The newly endorsed maximum LEMR rent rates, or “Permitted Rent” as defined in the affordable housing agreement, are set at 10 per cent below the Canada Mortgage and Housing Corporation’s (CMHC) average market rent for the City of Richmond, published annually through the CMHC Market Rental Survey and specific to each unit type. Gross annual household income must be less than 3.3 times the annual Permitted Rent. The limits ensure LEMR units are made available to low and moderate-income households.

In the event that CMHC average rents decline, the corresponding income thresholds for any new tenancies would similarly decline. For existing tenants, income thresholds would remain fixed from the previous year with an inflationary adjustment based on any increase in the Consumer Price

Index (CPI). This will help ensure that tenant eligibility, verified at the time of any City-initiated statutory declaration process, is not compromised by a decrease in the income threshold.

The Housing Agreement will protect tenants from any age-based occupancy restrictions, limits on access to common indoor and outdoor amenity spaces, and the imposition of additional fees including parking fees, strata fees, amenity fees and move-in / move-out fees. The owner will not be able to charge fees for the use of any parking stalls dedicated to the affordable housing units unless explicitly permitted by way of Council-endorsed policy.

Market Rental Units

The City's Market Rental Policy provides that 15 per cent of the total net residential floor area, excluding the floor area allocated to the LEMR units, be set aside as market rental area. The project will include 160 market rental units with a total residential floor area of approximately 9,521 m² (102,483 ft²), which satisfies the area requirements of the Market Rental Policy. Further, the proposal upholds the policy target of securing 40 per cent of the units as family-friendly units having two or more bedrooms. All of the market rental units will include BUH features.

The Housing Agreement for the market rental units sets rent limits at an amount that a willing and reasonable landlord would charge for a comparable dwelling in a comparable location. In the context of any future stratification of the development, the Agreement provides that all market rental units must be maintained under a single ownership and that tenants are to be provided unrestricted access to common recreational amenities and common transportation facilities. There are no restrictions on the ability to charge for the use of parking stalls available to the tenants of the market rental units.

Financial Impact

None.

Conclusion

Housing Agreements are required as a means of securing the 141 LEMR units and 160 market rental units included in Phase 1 of the Lansdowne Centre redevelopment at 5300 No. 3 Road. Council's adoption of Housing Agreement (Affordable Housing) (5300 No. 3 Road) Bylaw No. 10569 and Housing Agreement (Market Rental) (5300 No. 3 Road) Bylaw No. 10570 will ensure that these rental units are held, in perpetuity, in accordance with the objectives of the City's Affordable Housing Strategy and the applicable policies of the Official Community Plan.

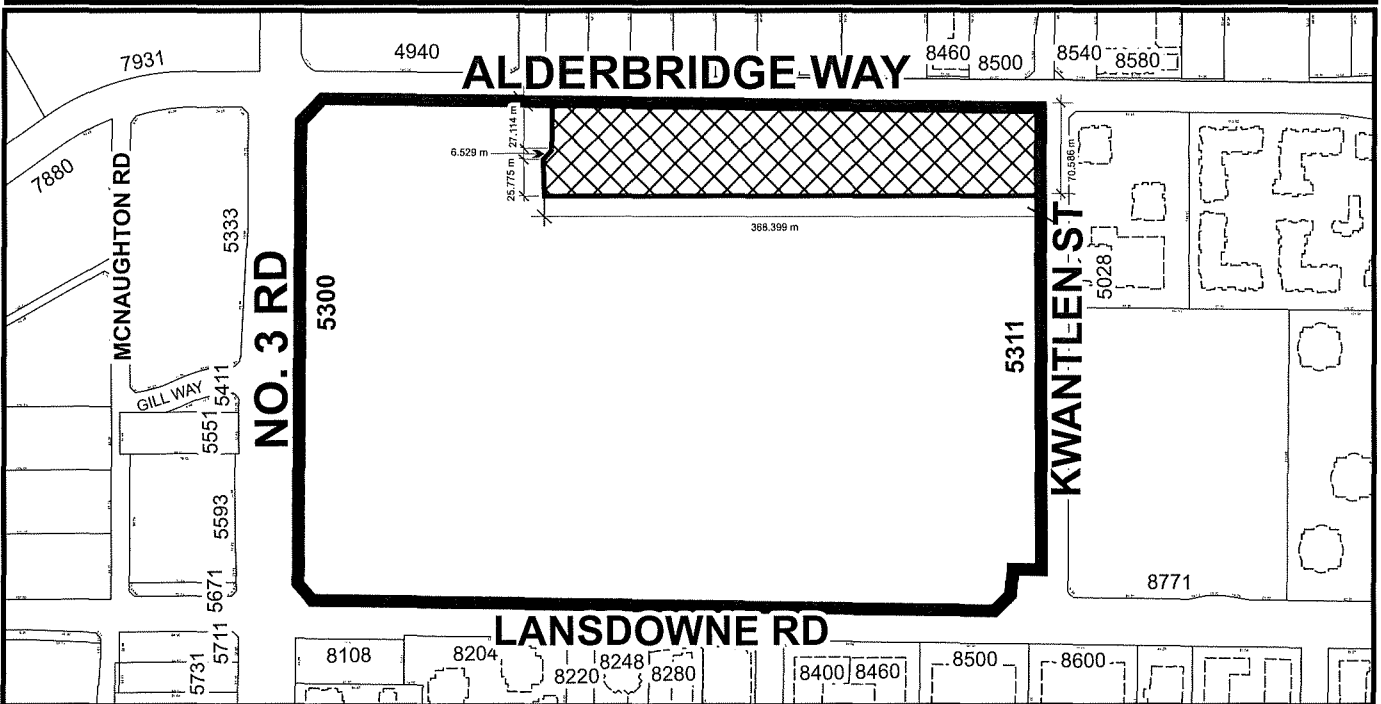
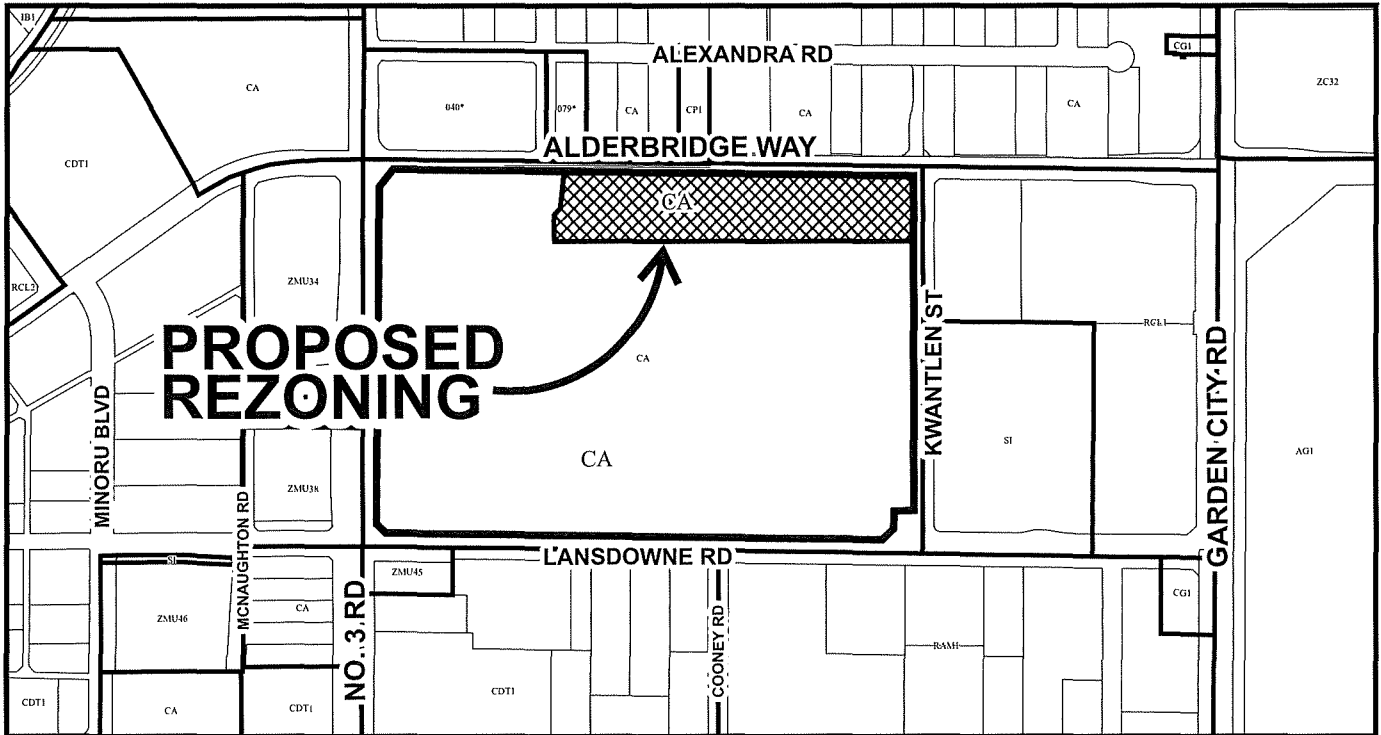


Laurel Eyton
Planner 1, Affordable Housing
(604-247-4944)

Att. 1: Map of 5300 No 3 Road



City of
Richmond



| | | |
|--|--------------------------|---|
| | <h1>5300 No. 3 Road</h1> | <p>Original Date: 03/14/23 Revision Date: 03/30/23 Note: Dimensions are in METRES</p> |
|--|--------------------------|---|



Housing Agreement (Affordable Housing) (5300 No. 3 Road) Bylaw No. 10569

The Council of the City of Richmond enacts as follows:

- 1. The Mayor and City Clerk for the City of Richmond are authorized to execute and deliver a housing agreement, substantially in the form set out as Schedule A to this Bylaw, with the owner of the lands legally described as:

P.I.D. 004-037-995
Lot 80 Sections 3 and 4 Block 4 North Range 6 West New Westminster District Plan NWP50405, except Plan LMP46129

- 2. This Bylaw is cited as "Housing Agreement (Affordable Housing) (5300 No. 3 Road) Bylaw No. 10569".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

Four horizontal lines for signatures

CITY OF RICHMOND
APPROVED for content by originating dept.
APPROVED for legality by Solicitor

MAYOR

CORPORATE OFFICER

Bylaw 10569

Schedule A

**To Housing Agreement (Affordable Housing)
(5300 No. 3 Rd) Bylaw No. 10569**

HOUSING AGREEMENT BETWEEN
VANPROP INVESTMENTS LTD. AND CITY OF RICHMOND

AFFORDABLE HOUSING AGREEMENT
(Section 483 *Local Government Act*)

THIS AGREEMENT is dated for reference _____ day of _____, 2024,

BETWEEN:

VANPROP INVESTMENTS LTD. (Inc. No. BC0270547), a company duly incorporated under the laws of the Province of British Columbia and having its registered offices at 1800 – 510 West Georgia Street, Vancouver, BC V6B 0M3

(the “Owner”)

AND:

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

(the “City”)

WHEREAS:

- A. Capitalized terms used in these Recitals and in this Agreement shall have the meanings ascribed in Section 1.1;
- B. The Owner is the owner of the Lands;
- C. Section 483 of the *Local Government Act* permits the City to enter into and, by legal notation on title, note on title to lands, housing agreements which may include, without limitation, conditions in respect to the form of tenure of housing units, availability of housing units to classes of persons, administration of housing units and rent which may be charged for housing units; and
- D. The Owner and the City wish to enter into this Agreement to provide for affordable housing, pursuant to the Affordable Housing Strategy, on the terms and conditions set out in this Agreement.

NOW THEREFORE in consideration of \$10.00 and other good and valuable consideration (the receipt and sufficiency of which is acknowledged by both parties), and in consideration of the promises exchanged below, the Owner and the City covenant and agree as follows:

ARTICLE 1
DEFINITIONS AND INTERPRETATION

1.1 In this Agreement the following words have the following meanings:

- (a) “**Affordable Housing Strategy**” means the Richmond Affordable Housing Strategy approved by the City on March 12, 2018, and containing a number of recommendations,

Affordable Housing Agreement (Section 483 *Local Government Act*)
5300 No. 3 Road
Application No. RZ 23-011557
Condition No. 16
V.8

policies, directions, priorities, definitions and annual targets for affordable housing, as may be amended or replaced from time to time;

- (b) **“Affordable Housing Parking”** means parking allocated for the exclusive use of any Affordable Housing Unit (pursuant to the Housing Covenant);
- (c) **“Affordable Housing Unit”** means a Dwelling Unit or Dwelling Units located or to be located on Lot 3 and designated as such in accordance with any Building Permit or Development Permit issued by the City or, if applicable, in accordance with any rezoning consideration applicable to the Development and includes, without limiting the generality of the foregoing, the Dwelling Units located or to be located on Lot 3 charged by this Agreement;
- (d) **“Agreement”** means this agreement together with all schedules, attachments and priority agreements attached hereto;
- (e) **“Building”** means any building constructed, or to be constructed, on the Lots, or a portion thereof, including each air space parcel into which the Lots may be Subdivided from time to time. For greater certainty, each air space parcel and remainder will be a Building for the purpose of this Agreement;
- (f) **“Building Permit”** means a building permit authorizing construction on the Lots, or any portion(s) thereof;
- (g) **“CCAP”** means the City of Richmond City Centre Area Plan, as may be amended or replaced from time to time;
- (h) **“City”** means the City of Richmond;
- (i) **“City Solicitor”** means the individual appointed from time to time to be the City Solicitor of the Law Division of the City, or his or her designate;
- (j) **“CMHC”** means the Canada Mortgage and Housing Corporation or its successor in function;
- (k) **“CMHC Average Rental Rates”** means the most recent CMHC average market rent, reported through the annual CMHC Rental Market Survey, for the City of Richmond and applicable to the unit type and number of bedrooms, based on the rates available at the time a Tenant enters into a Tenancy Agreement, provided that if the number of bedrooms in a unit exceeds three, then such CMHC average market rent applicable to “3 Bedroom +” shall apply;
- (l) **“Common Amenities”** means, together, the Common Recreational Facilities and the Common Transportation Facilities;
- (m) **“Common Recreational Facilities”** means all common space for the active or passive recreation, cultural and social enjoyment, including indoor and outdoor areas, recreational facilities and amenities, provided for the use of all residential occupants of Lot 3, including all Tenants, as required by the OCP, CCAP, any rezoning consideration applicable to Lot

Affordable Housing Agreement (Section 483 *Local Government Act*)
5300 No. 3 Road
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3, and the Development Permit process, including without limitation fitness facilities, and related access routes;

- (n) **“Common Transportation Facilities”** means all transportation facilities provided for the use of all residential occupants of Lot 3, including all Tenants, as required by the OCP, CCAP, any rezoning consideration applicable to Lot 3, and the Development Permit process, including without limitation visitor parking, any required affordable housing parking and electric vehicle charging stations, loading bays, bicycle storage and supporting bicycle maintenance facilities and related access routes;
- (o) **“CPI”** means the All-Items Consumer Price Index for Vancouver, B.C. published from time to time by Statistics Canada, or its successor in function;
- (p) **“Daily Amount”** means \$100.00 per day as of January 1, 2019 adjusted annually thereafter by adding thereto an amount calculated by multiplying \$100.00 by the percentage change in the CPI since January 1, 2019, to January 1 of the year that a written notice is delivered to the Owner by the City pursuant to Section 6.1 of this Agreement. In the absence of obvious error or mistake, any calculation by the City of the Daily Amount in any particular year shall be final and conclusive;
- (q) **“Development”** means the residential development to be constructed on the Lots;
- (r) **“Development Permit”** means the development permit authorizing development on the Lots, or any portion(s) thereof;
- (s) **“Dwelling Unit”** means a residential dwelling unit located or to be located on Lot 3 whether such dwelling unit is a lot, strata lot or parcel, or parts or portions thereof, and includes a single family detached dwelling, duplex, townhouse, auxiliary residential dwelling unit, rental apartment, and strata lot in a building strata plan and includes, where the context permits, an Affordable Housing Unit;
- (t) **“Eligible Tenant”** means a Family having a cumulative gross annual income equal to or less than the amount calculated, from time to time, by the following formula:

90% of the then current CMHC Average Rental Rate for the applicable number of bedrooms and unit type, multiplied by 12 and then divided by 0.30,

provided however that:

- (i) if there is a decrease in such then current CMHC Average Market Rental Rate following the commencement of a tenancy of an Affordable Housing Unit by such Family, such cumulative gross annual income for such Family shall be the cumulative gross annual income for such Family for the immediately preceding calendar year, adjusted on January 1st of the then current calendar year, by a percentage equal to the percentage of the increase in the CPI for the period January 1 to December 31 of the immediately preceding calendar year, provided that if there is a decrease in the CPI for the period January 1 to December 31 of the immediately preceding calendar year, the cumulative gross annual income for the subsequent year shall remain unchanged from the previous year; and

Affordable Housing Agreement (Section 483 *Local Government Act*)
5300 No. 3 Road
Application No. RZ 23-011557
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V.8

- (ii) in the absence of obvious error or mistake, any calculation by the City of an Eligible Tenant's permitted cumulative gross annual income in any particular year shall be final and conclusive;
- (u) **"Family"** means:
 - (i) a person;
 - (ii) two or more persons related by blood, marriage or adoption; or
 - (iii) a group of not more than six (6) persons who are not related by blood, marriage or adoption;
- (v) **"GST"** means the Goods and Services Tax levied pursuant to the *Excise Tax Act*, R.S.C., 1985, c. E-15, as may be replaced or amended from time to time;
- (w) **"Housing Covenant"** means the agreements, covenants and charges granted by the Owner to the City (which includes covenants pursuant to Section 219 of the *Land Title Act*) charging the Lots and/or Lot 3 from time to time, in respect to the construction, use and transfer of the Affordable Housing Units;
- (x) **"Interpretation Act"** means the *Interpretation Act*, R.S.B.C. 1996, Chapter 238, together with all amendments thereto and replacements thereof;
- (y) **"Land Title Act"** means the *Land Title Act*, R.S.B.C. 1996, Chapter 250, together with all amendments thereto and replacements thereof;
- (z) **"Lands"** means certain lands and premises legally described as PID: 004-037-995, Lot 80 Except: Part Road on Plan LMP46129, Sections 3 and 4 Block 4 North Range 6 West New Westminster District Plan 50405, as may be Subdivided from time to time;
- (aa) **"Local Government Act"** means the *Local Government Act*, R.S.B.C. 2015, Chapter 1, together with all amendments thereto and replacements thereof;
- (bb) **"Lot 1"** means those lands and premises intended to be Subdivided from the Lands following the filing of Subdivision Plan EPP127362, and which are anticipated to be legally described as Lot 1 Sections 3 and 4 Block 4 North Range 6 West New Westminister District Plan EPP127362, as may be further Subdivided from time to time, and including a Building or a portion of a Building;
- (cc) **"Lot 2"** means those lands and premises intended to be Subdivided from the Lands following the filing of Subdivision Plan EPP127362, and which are anticipated to be legally described as Lot 2 Sections 3 and 4 Block 4 North Range 6 West New Westminister District Plan EPP127362, as may be further Subdivided from time to time, and including a Building or a portion of a Building;
- (dd) **"Lot 3"** means those lands and premises intended to be Subdivided from the Lands following the filing of Subdivision Plan EPP127362, and which are anticipated to be legally described as Lot 3 Sections 3 and 4 Block 4 North Range 6 West New Westminister

District Plan EPP127362, as may be further Subdivided from time to time, and including a Building or a portion of a Building;

- (ee) “**Lots**” means, collectively, Lot 1, Lot 2 and Lot 3 and “**Lot**” means any one of them;
- (ff) “**LTO**” means the New Westminster Land Title Office or its successor;
- (gg) “**Occupancy Certificate**” means a certificate issued by a City building inspector permitting occupancy of a Building pursuant to the City’s Building Regulation Bylaw 7230, as may be amended or replaced;
- (hh) “**OCP**” means together the City of Richmond Official Community Plan Bylaw No. 7100 and Official Community Plan Bylaw No. 9000, as may be amended or replaced from time to time;
- (ii) “**Owner**” means the party described on page 1 of this Agreement as the Owner and any subsequent owner of the Lands or of any part into which the Lands are Subdivided, and includes any person who is a registered owner in fee simple of an Affordable Housing Unit from time to time;
- (jj) “**Parking Operator**” means one of (i) the Owner, or (ii) an owner of any air space parcel formed by the registration of an air space subdivision plan in respect of Lot 3 or (iii) any other company or entity, to whom the Owner grants a long-term lease, or other contractual right, over all (and not only some) of the parking spaces in the Building on Lot 3 which are designated for the use of the Tenants, in order to facilitate the use, operation and management of such parking spaces, and the Parking Operator may be related or unrelated to the Owner;
- (kk) “**Permitted Rent**” means an amount which does not exceed 90% of the then current CMHC Average Rental Rate, as of the time an Eligible Tenant enters into a Tenancy Agreement, provided that such amount may be adjusted by the maximum percentage rental increase permitted by the *Residential Tenancy Act* independent of any exemption status of the Owner (i.e. non-profit housing society) during the period of time that the applicable Affordable Housing Unit is occupied by the Eligible Tenant under the Tenancy Agreement. In the absence of obvious error or mistake, any calculation by the City of the Permitted Rent in any particular year shall be final and conclusive;
- (ll) “**Real Estate Development Marketing Act**” means the *Real Estate Development Marketing Act*, S.B.C. 2004, Chapter 41, together with all amendments thereto and replacements thereof;
- (mm) “**Residential Tenancy Act**” means the *Residential Tenancy Act*, S.B.C. 2002, Chapter 78, together with all amendments thereto and replacements thereof;
- (nn) “**Residential Tenancy Regulation**” means the *Residential Tenancy Regulation*, B.C. Reg. 477/2003, together with all amendments thereto and replacements thereof;

- (oo) “**Senior**” means an individual of the age defined by the City as a senior for the purposes of City programs, as may be amended from time to time and at the time of this Agreement being defined as 55 years of age and older;
- (pp) “**Strata Property Act**” means the *Strata Property Act* S.B.C. 1998, Chapter 43, together with all amendments thereto and replacements thereof;
- (qq) “**Subdivide**” means to divide, apportion, consolidate or subdivide the Lands or the Lots or a portion thereof, or the ownership or right to possession or occupation of the Lands, the Lots or a portion thereof into two or more lots, strata lots, parcels, parts, portions or shares, whether by plan, descriptive words or otherwise, under the *Land Title Act*, the *Strata Property Act*, or otherwise, and includes the creation, conversion, organization or development of “cooperative interests” or “shared interest in land” as defined in the *Real Estate Development Marketing Act*;
- (rr) “**Tenancy Agreement**” means a tenancy agreement, lease, license or other agreement granting rights to occupy an Affordable Housing Unit;
- (ss) “**Tenant**” means an occupant of an Affordable Housing Unit by way of a Tenancy Agreement; and
- (tt) “**Zoning Bylaw**” means Richmond Zoning Bylaw 8500, as may be amended or replaced from time to time.

1.2 In this Agreement:

- (a) reference to the singular includes a reference to the plural, and *vice versa*, unless the context requires otherwise;
- (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
- (c) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
- (d) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
- (e) any reference to any enactment is to the enactment in force on the date the Owner signs this Agreement, and to subsequent amendments to or replacements of the enactment;
- (f) the provisions of Section 25 of the *Interpretation Act* with respect to the calculation of time apply;
- (g) time is of the essence;
- (h) all provisions are to be interpreted as always speaking;

- (i) reference to a “party” is a reference to a party to this Agreement and to that party’s respective successors, assigns, trustees, administrators and receivers. Wherever the context so requires, reference to a “party” also includes an Eligible Tenant, agent, officer and invitee of the party;
- (j) reference to a “day”, “month”, “quarter” or “year” is a reference to a calendar day, calendar month, calendar quarter or calendar year, as the case may be, unless otherwise expressly provided;
- (k) where the word “including” is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word “including”; and
- (l) the terms “shall” and “will” are used interchangeably and both will be interpreted to express an obligation. The term “may” will be interpreted to express a permissible action.

**ARTICLE 2
USE AND OCCUPANCY OF AFFORDABLE HOUSING UNITS**

- 2.1 The Owner agrees that each Affordable Housing Unit may only be used as a permanent residence occupied by an Eligible Tenant. An Affordable Housing Unit must not be occupied by the Owner, the Owner’s family members (unless the Owner’s family members qualify as Eligible Tenants), or any tenant or guest of the Owner, other than an Eligible Tenant. For the purposes of this Article, “permanent residence” means that the Affordable Housing Unit is used as the usual, main, regular, habitual, principal residence, abode or home of the Eligible Tenant.
- 2.2 Within 30 days after receiving notice from the City, the Owner must, in respect of each Affordable Housing Unit, provide to the City a statutory declaration, substantially in the form (with, in the City Solicitor’s discretion, such further amendments or additions as deemed necessary) attached as Schedule A, sworn by the Owner, containing all of the information required to complete the statutory declaration. The City may request such statutory declaration in respect to each Affordable Housing Unit no more than once in any calendar year; provided, however, notwithstanding that the Owner may have already provided such statutory declaration in the particular calendar year, the City may request and the Owner shall provide to the City such further statutory declarations as requested by the City in respect to an Affordable Housing Unit if, in the City’s absolute determination, the City believes that the Owner is in breach of any of its obligations under this Agreement.
- 2.3 The Owner hereby irrevocably authorizes the City to make such inquiries as it considers necessary in order to confirm that the Owner is complying with this Agreement.
- 2.4 Notwithstanding that the Owner may otherwise be entitled, the Owner will, in respect of the Development:
 - (a) take no steps to compel the issuance of, and the City will not be obligated to issue, a Development Permit in respect of any of the Lots comprising the Development, unless and until the Owner has:

- (i) submitted to the City a Development Permit application that includes the Affordable Housing Units and all Common Amenities and other ancillary spaces assigned for the exclusive use of an Affordable Housing Unit; and
 - (ii) at its cost, executed and registered against title to Lot 3, or portion thereof, such additional legal agreements required by the City to facilitate the detailed design, construction, operation, and management of the Affordable Housing Units, and all ancillary and related spaces, uses, common areas, and features as determined by the City through the Development Permit approval process for Lot 3, or portion thereof;
- (b) take no steps to compel the issuance of, and the City will not be obligated to issue, a Building Permit in respect of any Building on any of the Lots comprising the Development, unless and until the Owner has submitted to the City a Building Permit application that includes the Affordable Housing Units, and all Common Amenities and other ancillary and related spaces, uses, common areas, and features, in accordance with the Development Permit for Lot 3;
- (c) not apply for an Occupancy Certificate in respect of the Development, nor take any action to compel issuance of an Occupancy Certificate, unless and until all of the following conditions are satisfied:
- (i) the Affordable Housing Units and related uses and areas, and the Building(s) in which the Affordable Housing Units are situated, have been constructed in accordance with this Agreement, the Housing Covenant, the Development Permit for Lot 3, the Building Permit for Lot 3, and any applicable City bylaws, rules or policies, to the satisfaction of the City;
 - (ii) the Owner is not otherwise in breach of any of its obligations under this Agreement or any other agreement between the City and the Owner in connection with the Affordable Housing Units, any facilities for the use of the Affordable Housing Units, including parking and any shared indoor or outdoor amenities; and
 - (iii) the Owner has delivered to the City, a letter of assurance, in form and content satisfactory to the City, from the Owner's architect for the Building in which the Affordable Housing Units are situated confirming that the Affordable Housing Units and the Building(s) in which the Affordable Housing Units are situated have been constructed in accordance with the Agreement;
- (d) not permit the Development or any portion thereof to be occupied, unless and until the Affordable Housing Units have received an Occupancy Certificate granting provisional or final occupancy of the Affordable Housing Units; and
- (e) not Subdivide the Affordable Housing Units into individual strata lots or air space parcels. The Owner acknowledges and agrees that if Lot 3 is subject to Subdivision by a Strata Plan or air space subdivision plan, that the Affordable Housing Units will together form no more than one (1) strata lot or air space parcel, as applicable.

**ARTICLE 3
DISPOSITION AND ACQUISITION OF AFFORDABLE HOUSING UNITS**

- 3.1 The Owner will not permit an Affordable Housing Unit or any Common Amenity assigned for the exclusive use of an Affordable Housing Unit to be subleased, or an Tenancy Agreement to be assigned, except as required under the *Residential Tenancy Act* and provided that for the avoidance of doubt, the Owner shall not exercise any discretion afforded to it under the *Residential Tenancy Act* to consent to any sublease or assignment which would result in the occupation or use of an Affordable Housing Unit or Common Amenity assigned for the exclusive use of an Affordable Housing Unit which is prohibited by or inconsistent with the terms and conditions of this Agreement or which would preclude the Owner from otherwise being able to comply with the terms and conditions of this Agreement.
- 3.2 The Owner will not permit an Affordable Housing Unit to be used for short term rental purposes (being rentals for periods shorter than 30 days), or any other purposes that do not constitute a “permanent residence” of a Tenant or an Eligible Tenant.
- 3.3 If this Housing Agreement encumbers more than one Affordable Housing Unit, the following will apply:
- (a) the Owner will not, without the prior written consent of the City, sell or transfer less than all of the Affordable Housing Units in a single or related series of transactions, with the result that when the purchaser or transferee of the Affordable Housing Units becomes the owner, the purchaser or transferee will be the legal and beneficial owner of not less than all of the Affordable Housing Units; and
 - (b) Lot 3 will not be Subdivided such that one or more Affordable Housing Units form their own air space parcel, separate from other Dwelling Units, without the prior written consent of the City.
- 3.4 Subject to the requirements of the *Residential Tenancy Act*, the Owner will ensure that each Tenancy Agreement:
- (a) includes the following provision:

“By entering into this Tenancy Agreement, the Tenant hereby consents and agrees to the collection of the below-listed personal information by the Landlord and/or any operator or manager engaged by the Landlord and the disclosure by the Landlord and/or any operator or manager engaged by the Landlord to the City of Richmond (the “City”) and/or the Landlord, as the case may be, of the following personal information which information will be used by the City to verify and ensure compliance by the Owner with the City’s Affordable Housing Strategy, policies and requirements with respect to the provision and administration of affordable housing within the municipality and for no other purpose, each month during the Tenant’s occupation of the Affordable Housing Unit:

 - (i) a statement of the total, gross annual income once per calendar year from all sources (including but not limited to employment, disability, retirement, and investment) of all members of the Tenant’s household who are 18 years of age and over and who reside in the Affordable Housing Unit;

- (ii) the number of occupants of the Affordable Housing Unit;
 - (iii) the number of occupants of the Affordable Housing Unit 18 years of age and under; and
 - (iv) the number of occupants of the Affordable Housing Unit who are Seniors.”;
- (b) defines the term “Landlord” as the Owner of the Affordable Housing Unit; and
- (c) includes a provision requiring the Tenant and each permitted occupant of the Affordable Housing Unit to comply with this Agreement.

3.5 At all times that this Agreement encumbers Lot 3, the Owner shall retain and maintain in place a non-profit organization qualified and experienced in the management of housing units similar to the Affordable Housing Units, to operate and manage all of the Affordable Housing Units in accordance with this Agreement and in accordance with the Housing Covenant. All Affordable Housing Units owned by the Owner must be managed and operated by one non-profit organization.

Without limiting the foregoing, the non-profit organization retained pursuant to this section 3.5 must have as one of its prime objectives the operation of affordable housing. At the request of the City, from time to time, the Owner shall deliver to the City a copy the agreement (fully signed and current) with the non-profit organization, to evidence the Owner’s compliance with this section 3.5.

3.6 If the Owner sells or transfers any Affordable Housing Units, the Owner will notify the City Solicitor of the sale or transfer within three (3) days of the effective date of sale or transfer.

3.7 The Owner must not rent, lease, license or otherwise permit occupancy of any Affordable Housing Unit except to an Eligible Tenant and except in accordance with the following additional conditions:

- (a) the Affordable Housing Unit will be used or occupied only pursuant to a Tenancy Agreement;
- (b) the monthly rent payable for the Affordable Housing Unit will not exceed the Permitted Rent applicable to that class of Affordable Housing Unit;
- (c) the Owner will allow the Tenant and any permitted occupant and visitor to have full access to and use and enjoy all Common Amenities and will not Subdivide Lot 3 unless all easements and rights of way are in place to secure such use;
- (d) the Owner will not require the Tenant or any permitted occupant to pay any of the following:
 - (i) move-in/move-out fees;
 - (ii) strata fees;
 - (iii) strata property contingency reserve fees;

- (iv) extra charges or fees for use of any Common Amenities, common property, limited common property, or other common areas, facilities or amenities, including without limitation Affordable Housing Parking, bicycle storage, electric vehicle and bicycle charging stations or related facilities;
- (v) extra charges for the use of sanitary sewer, storm sewer, or water; or
- (vi) property or similar tax,

provided, however, that if either the Affordable Housing Unit is a strata unit and the following costs are not part of strata or similar fees or the Affordable Housing Unit is not part of a strata unit, an Owner may charge the Tenant the Owner's cost, if any, of:

- (vii) providing cable television, telephone, other telecommunications, electricity (including electricity fees and charges associated with the Tenant's use of electrical vehicle and bicycle charging infrastructure) or district energy charges (including for heating, cooling or domestic hot water heating);
- (viii) installing electric vehicle charging infrastructure (in excess of that pre-installed by the Owner at the time of construction of the development on Lot 3), by or on behalf of the Tenant; and
- (ix) paying security fees for the use of guest suites (if any) or security and cleaning fees related to the use of any party or meeting room located on Lot 3 (if any) that are associated with the Tenant's use of such facilities, provided that such charges are the same as those payable by other residential occupants of Lot 3,

and notwithstanding Section 3.7(d)(iv) as it relates to Affordable Housing Parking, the Owner may require the Tenant or any permitted occupant to pay extra charges for Affordable Housing Parking if:

- (x) City Council, at its sole discretion, establishes a policy permitting extra monthly or annual parking charges for the use, by tenants or other permitted occupants of low-end market rental housing units, of those parking spaces required to be provided for the exclusive use of low-end market rental housing units pursuant to:
 - (A) the Zoning Bylaw; or
 - (B) agreements, covenants and charges granted to the City (including covenants pursuant to Section 219 of the *Land Title Act*) in respect of, *inter alia*, the construction and use of low-end market rental housing units and parking spaces; and
 - (xi) such charges payable are equal to or less than the charges payable by any other occupant of a Dwelling Unit at or below the prevailing market rates for rental properties in the City;
- (e) the Owner will attach a copy of this Agreement to every Tenancy Agreement;

- (f) the Owner will include in the Tenancy Agreement a clause requiring the Tenant and each permitted occupant of the Affordable Housing Unit to comply with this Agreement;
- (g) the Owner will include in the Tenancy Agreement a clause entitling the Owner to terminate the Tenancy Agreement if:
 - (i) an Affordable Housing Unit is occupied by a person or persons other than an Eligible Tenant;
 - (ii) the annual income of an Eligible Tenant rises above the applicable maximum amount specified in Section 1.1(t) of this Agreement;
 - (iii) the Affordable Housing Unit is occupied by more than the number of people the City determines can reside in the Affordable Housing Unit given the number and size of bedrooms in the Affordable Housing Unit and in light of any relevant standards set by the City in any bylaws of the City;
 - (iv) the Affordable Housing Unit remains vacant for three (3) consecutive months or longer, notwithstanding the timely payment of rent; and/or
 - (v) the Tenant subleases the Affordable Housing Unit or assigns the Tenancy Agreement in whole or in part, except as may be required by the *Residential Tenancy Act* and in such circumstance, the Tenant may not sublease the Affordable Housing Unit or assign the Tenancy Agreement (A) without the prior consent of the Owner, and (B) to anyone who is not an Eligible Tenant,

and in the case of each breach, the Owner hereby agrees with the City to forthwith provide to the Tenant a notice of termination. Except for Section 3.7(g)(ii) of this Agreement [*Termination of Tenancy Agreement if Annual Income of Tenant rises above amount prescribed in Section 1.1(t) "Eligible Tenant" of this Agreement*], the notice of termination shall provide that the termination of the tenancy shall be effective on the date that is the greater of 30 days following the date of the notice of termination and the minimum amount of notice required by the *Residential Tenancy Act*. In respect to Section 3.7(g)(ii) of this Agreement, termination shall be effective on the day that is six (6) months following the date that the Owner provided the notice of termination to the Tenant;

- (h) the Tenancy Agreement will identify all occupants of the Affordable Housing Unit and will stipulate that anyone not identified in the Tenancy Agreement will be prohibited from residing at the Affordable Housing Unit for more than 30 consecutive days or more than 45 days total in any calendar year; and
- (i) the Owner will forthwith deliver a certified true copy of the Tenancy Agreement to the City upon demand.

3.8 If the Owner has terminated the Tenancy Agreement, then the Owner shall use best efforts to cause the Tenant and all other persons that may be in occupation of the Affordable Housing Unit to vacate the Affordable Housing Unit on or before the effective date of termination.

- 3.9 The Owner shall not impose any age-based restrictions on Tenants of Affordable Housing Units, unless expressly permitted by the City in writing in advance.
- 3.10 The Owner acknowledges its duties not to discriminate with respect to tenancies and agrees to comply with the *Human Rights Code* (British Columbia) with respect to tenancy matters, including tenant selection for the Affordable Housing Units.

ARTICLE 4 DEMOLITION OF AFFORDABLE HOUSING UNIT

- 4.1 The Owner will not demolish an Affordable Housing Unit unless:
- (a) the Owner has obtained the written opinion of a professional engineer or architect who is at arm's length to the Owner that it is no longer reasonable or practical to repair or replace any structural component of the Affordable Housing Unit, and the Owner has delivered to the City a copy of the engineer's or architect's report; or
 - (b) the Owner has obtained the written opinion of a professional engineer or architect who is at arm's length to the Owner that the Affordable Housing Unit is damaged or destroyed, to the extent of 40% or more of its value above its foundations, as determined by the City in its sole discretion,

and, in each case, a demolition permit for the Affordable Housing Unit, as applicable, has been issued by the City and the Affordable Housing Unit has been demolished under that permit.

Following demolition, the Owner will use and occupy any replacement Dwelling Unit in compliance with this Agreement and the Housing Covenant both of which will apply to any replacement Dwelling Unit to the same extent and in the same manner as those agreements apply to the original Dwelling Unit, and the Dwelling Unit must be approved by the City as an Affordable Housing Unit in accordance with this Agreement.

ARTICLE 5 STRATA CORPORATION BYLAWS

- 5.1 This Agreement will be binding upon all strata corporations created upon the strata title Subdivision of Lot 3 or any Subdivided parcel of Lot 3.
- 5.2 Any strata corporation bylaw which prevents, restricts or abridges the right to use the Affordable Housing Units as rental accommodation, or imposes age-based restrictions on Tenants of Affordable Housing Units, will have no force and effect, unless expressly approved by the City in writing in advance.
- 5.3 No strata corporation shall pass any bylaws preventing, restricting or abridging the use of the Affordable Housing Units as rental accommodation.
- 5.4 No strata corporation shall pass any bylaw or approve any levies which would result in only the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit (and not include all the owners, tenants, or any other permitted occupants of all the strata lots in the applicable strata plan which are not Affordable Housing Units) paying any extra charges or fees

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for the use of any Common Amenities, common property, limited common property or other common areas, facilities, or indoor or outdoor amenities of the strata corporation contrary to Section 3.7(d).

- 5.5 No strata corporation shall pass any bylaws or approve any levies, charges or fees which would result in the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit paying for the use of parking, bicycle storage, electric vehicle and bicycle charging stations or related facilities contrary to Section 3.7(d). Notwithstanding the foregoing, the strata corporation may levy such parking, bicycle storage, electric vehicle and bicycle charging stations or other related facilities charges or fees on all the other owners, tenants, any other permitted occupants or visitors of all the strata lots in the applicable strata plan which are not Affordable Housing Units, provided however that the electricity fees, charges or rates for use of electric vehicle and bicycle charging stations are excluded from this provision.
- 5.6 The strata corporation shall not pass any bylaw or make any rule which would restrict the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit from using and enjoying any Common Amenities, common property, limited common property or other common areas, facilities or amenities of the strata corporation except on the same basis that governs the use and enjoyment of these facilities by all the owners, tenants, or any other permitted occupants of all the strata lots in the applicable strata plan which are not Affordable Housing Units.

ARTICLE 6 DEFAULT AND REMEDIES

- 6.1 The Owner agrees that, in addition to any other remedies available to the City under this Agreement or the Housing Covenant or at law or in equity, if:
- (a) an Affordable Housing Unit is used or occupied in breach of this Agreement;
 - (b) an Affordable Housing Unit is rented at a rate in excess of the Permitted Rent;
 - (c) an Affordable Housing Unit is operated and maintained by an entity that is not a non-profit organization acceptable to the City (as contemplated in section 3.5); or
 - (d) the Owner is otherwise in breach of any of its obligations under this Agreement or the Housing Covenant,

then the Owner will pay the Daily Amount to the City for every day that the breach continues after ten (10) days written notice from the City to the Owner stating the particulars of the breach. For greater certainty, the City is not entitled to give written notice with respect to any breach of the Agreement until any applicable cure period, if any, has expired. The Daily Amount is due and payable five (5) business days following receipt by the Owner of an invoice from the City for the same.

- 6.2 Notwithstanding Section 6.1:
- (a) if the breach arises solely as a result of an enactment of a strata bylaw by a strata corporation contrary to this Agreement, the City will not charge the Daily Amount to the

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registered owner of the Affordable Housing Units, except in their capacity as one of the owners of such strata corporation; and

- (b) if the default cannot be remedied within the applicable cure period, and the Owner has, to the satisfaction of the City:
 - (i) delivered to the City the method and schedule for remedying the default;
 - (ii) commenced remedying the default; and
 - (iii) been diligently and continuously proceeding to remedy the default within the estimated schedule,

the City will not charge the Owner with the Daily Amount with respect to the breach of the Agreement unless, in the City's opinion, the Owner has ceased to diligently and continuously work to remedy the default within the estimated schedule.

- 6.3 The Owner acknowledges and agrees that a default by the Owner of any of its promises, covenants, representations or warranties set-out in the Housing Covenant shall also constitute a default under this Agreement.

ARTICLE 7 MISCELLANEOUS

7.1 **Housing Agreement**

The Owner acknowledges and agrees that:

- (a) this Agreement includes a housing agreement entered into under Section 483 of the *Local Government Act*;
- (b) where an Affordable Housing Unit is a separate legal parcel the City may file notice of this Agreement in the LTO against the title to the Affordable Housing Unit and, in the case of a strata corporation, may note this Agreement on the common property sheet; and
- (c) where the Lands have not yet been Subdivided to create the separate parcels to be charged by this Agreement, the City may file a notice of this Agreement in the LTO against the title to the Lands. If this Agreement is filed in the LTO as a notice under Section 483 of the *Local Government Act* prior to the Lands having been Subdivided, then after the Lands are Subdivided and after partial or final occupancy has been granted for all Affordable Housing Units, this Agreement will secure only the legal parcels which contain the Affordable Housing Units and the City will partially release this Agreement accordingly, provided however that:
 - (i) the City has no obligation to execute the necessary documents for such release until a written request therefor from the Owner is received by the City, which request includes the registrable form of release (Form 17 (Cancellation of Charge, Notation or Filing));

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- (ii) the cost of the preparation of the aforesaid release, and the cost of registration of the same in the Land Title Office is paid by the Owner;
- (iii) the City has a reasonable time within which to execute such documents for the Form 17 (Cancellation of Charge, Notation or Filing) and return the same to the Owner for registration; and
- (iv) the Owner acknowledges that such release is without prejudice to the indemnity and release set forth in Sections 7.5 and 7.6.

The Owner acknowledges and agrees that notwithstanding a partial release of this Agreement, this Agreement will be and remain in full force and effect and, but for the partial release, otherwise unamended.

(d) If this Agreement is filed in the LTO as a notice under Section 483 of the *Local Government Act* prior to the Lands having been Subdivided by the filing of Subdivision Plan EPP127362, then after the Lands are so Subdivided, this Agreement will charge and secure only the Lots and the City will partially release this Agreement from any separate parcels created by the filing of Subdivision Plan EPP127362 other than the Lots, provided however that:

- (i) the City has no obligation to execute the necessary documents for such release until a written request therefor from the Owner is received by the City, which request includes the registrable form of release (Form 17 (Cancellation of Charge, Notation or Filing));
- (ii) the cost of the preparation of the aforesaid release, and the cost of registration of the same in the Land Title Office is paid by the Owner; and
- (iii) the City has a reasonable time within which to execute such documents for the Form 17 (Cancellation of Charge, Notation or Filing) and return the same to the Owner for registration.

For certainty, if the Agreement is partially released in accordance with this Section 7.1(d), the entirety of this Agreement, including Sections 7.5 and 7.6, shall be released from any separate parcels created by the filing of Subdivision Plan EPP127362 other than the Lots. The Owner acknowledges and agrees that notwithstanding a partial release of this Agreement, this Agreement will be and remain in full force and effect and, but for the partial release, otherwise unamended.

7.2 No Compensation

The Owner acknowledges and agrees that no compensation is payable, and the Owner is not entitled to and will not claim any compensation from the City, for any decrease in the market value of the Lands or for any obligations on the part of the Owner and its successors in title which at any time may result directly or indirectly from the operation of this Agreement.

7.3 **Modification**

Subject to Section 7.1 of this Agreement, this Agreement may be modified or amended from time to time, by consent of the Owner and a bylaw duly passed by the Council of the City and thereafter if it is signed by the City and the Owner.

7.4 **Management**

The Owner covenants and agrees that it will ensure good and efficient management of the Affordable Housing Units and will permit representatives of the City to inspect the Affordable Housing Units at any reasonable time, subject to the notice provisions in the *Residential Tenancy Act*. The Owner further covenants and agrees that it will maintain the Affordable Housing Units in a good state of repair and fit for habitation and will comply with all laws, including health and safety standards applicable to the Lots, at no cost or charge to the Tenant.

If applicable, the Owner further covenants and agrees that it will vote:

- (a) as owner of the Affordable Housing Units, in any applicable annual general meetings or special general meetings of the strata corporation; and
- (b) as the owner of the air space parcel or remainder parcel containing the Affordable Housing Units at any applicable meetings of the owners of the other Subdivided parcels of the Lots or part thereof,

to ensure that the Common Amenities are maintained in a good state of repair by the strata corporation which includes the Affordable Housing Units and any of the Common Amenities, and the owner of the applicable air space parcel or remainder parcel which includes any of the Common Amenities, and/or the Parking Operator, as applicable.

If the Owner fails to ensure good and efficient management of the Affordable Housing Units or maintain the Affordable Housing Units as required by this Section 7.4, then, after applicable notice and cure periods, the Owner acknowledges and agrees that the City, in its absolute discretion, may require the Owner, at the Owner's expense, to hire a person or company with the skill and expertise to manage the Affordable Housing Units.

7.5 **Indemnity**

The Owner will indemnify and save harmless the City and each of its elected officials, officers, directors, and agents, and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, actions, loss, damage, costs and liabilities, which all or any of them will or may be liable for or suffer or incur or be put to by reason of or arising out of:

- (a) any negligent act or omission of the Owner, or its officers, directors, agents, contractors or other persons for whom at law the Owner is responsible relating to this Agreement;
- (b) the City's refusal to issue a Development Permit, Building Permit or Occupancy Certificate, or refusal to permit occupancy of any Building, or any portion thereof,

constructed on the Lots, arising out of or in connection, directly or indirectly, or that would not or could not have occurred “but for” this Agreement;

- (c) the construction, maintenance, repair, ownership, lease, license, operation, management or financing of the Lots or any Affordable Housing Unit or the enforcement of any Tenancy Agreement; or
- (d) without limitation, any legal or equitable wrong on the part of the Owner or any breach of this Agreement by the Owner.

7.6 Release

The Owner hereby releases and forever discharges the City and each of its elected officials, officers, directors, and agents, and its and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, damages, actions, or causes of action by reason of or arising out of or which would or could not occur but for the:

- (a) construction, maintenance, repair, ownership, lease, license, operation or management of the Lots or any Affordable Housing Unit under this Agreement;
- (b) the City’s refusal to issue a Development Permit, Building Permit or Occupancy Certificate, or refusal to permit occupancy of any Building, or any portion thereof, constructed on the Lots arising out of or in connection, directly or indirectly, or that would not or could not have occurred “but for” this Agreement; or
- (c) the exercise by the City of any of its rights under this Agreement or an enactment.

7.7 Survival

The obligations of the Owner set out in this Agreement, including but not limited to Sections 7.5 and 7.6 above, will survive termination or discharge of this Agreement.

7.8 Priority

The Owner will do everything necessary, at the Owner’s expense, to ensure that this Agreement, if required by the City Solicitor, will be noted against title to the Lands in priority to all financial charges and encumbrances which may have been registered or are pending registration against title to the Lands save and except those specifically approved in advance in writing by the City Solicitor or in favour of the City, and that a notice under Section 483(5) of the *Local Government Act* will be filed on the title to the Lands.

7.9 City’s Powers Unaffected

This Agreement does not:

- (a) affect or limit the discretion, rights, duties or powers of the City under any enactment or at common law, including in relation to the use or subdivision of the Lands;

- (b) impose on the City any legal duty or obligation, including any duty of care or contractual or other legal duty or obligation, to enforce this Agreement;
- (c) affect or limit any enactment relating to the use or subdivision of the Lands; or
- (d) relieve the Owner from complying with any enactment, including in relation to the use or subdivision of the Lands.

7.10 Agreement for Benefit of City Only

The Owner and the City agree that:

- (a) this Agreement is entered into only for the benefit of the City;
- (b) this Agreement is not intended to protect the interests of the Owner, any Tenant, or any future owner, lessee, occupier or user of the Lands or the building or any portion thereof, including any Affordable Housing Unit; and
- (c) the City may at any time execute a release and discharge of this Agreement, without liability to anyone for doing so, and without obtaining the consent of the Owner.

7.11 No Public Law Duty

Where the City is required or permitted by this Agreement to form an opinion, exercise a discretion, express satisfaction, make a determination or give its consent, the Owner agrees that the City is under no public law duty of fairness or natural justice in that regard and agrees that the City may do any of those things in the same manner as if it were a private party and not a public body.

7.12 Notice

Any notice required to be served or given to a party herein pursuant to this Agreement will be sufficiently served or given if delivered, to the postal address of the Owner set out in the records at the LTO, and in the case of the City addressed:

To: Clerk, City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

Copy to: City Solicitor
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

or to the most recent postal address provided in a written notice given by each of the parties to the other. Any notice which is delivered is to be considered to have been given on the first day after it is dispatched for delivery.

7.13 Enuring Effect

This Agreement will extend to and be binding upon and enure to the benefit of the parties hereto and their respective successors and permitted assigns.

7.14 Severability

If any provision of this Agreement is found to be invalid or unenforceable, such provision or any part thereof will be severed from this Agreement and the resultant remainder of this Agreement will remain in full force and effect.

7.15 Waiver

All remedies of the City will be cumulative and may be exercised by the City in any order or concurrently in case of any breach and each remedy may be exercised any number of times with respect to each breach. Waiver of or delay in the City exercising any or all remedies will not prevent the later exercise of any remedy for the same breach or any similar or different breach.

7.16 Sole Agreement

This Agreement, and any documents signed by the Owner contemplated by this Agreement (including, without limitation, the Housing Covenant), represent the whole agreement between the City and the Owner respecting the use and occupation of the Affordable Housing Units, and there are no warranties, representations, conditions or collateral agreements made by the City except as set forth in this Agreement. In the event of any conflict between this Agreement and the Housing Covenant, this Agreement shall, to the extent necessary to resolve such conflict, prevail.

7.17 Further Assurance

Upon request by the City the Owner will forthwith do such acts and execute such documents as may be reasonably necessary in the opinion of the City to give effect to this Agreement.

7.18 Covenant Runs with the Lands

This Agreement burdens and runs with the Lands and every parcel into which it is Subdivided in perpetuity. All of the covenants and agreements contained in this Agreement are made by the Owner for itself, its personal administrators, successors and assigns, and all persons who after the date of this Agreement, acquire an interest in the Lands.

7.19 Equitable Remedies

The Owner acknowledges and agrees that damages would be an inadequate remedy for the City for any breach of this Agreement and that the public interest strongly favours specific performance, injunctive relief (mandatory or otherwise), or other equitable relief, as the only adequate remedy for a default under this Agreement.

7.20 No Joint Venture

Nothing in this Agreement will constitute the Owner as the agent, joint venturer, or partner of the City or give the Owner any authority to bind the City in any way.

7.21 Applicable Law

Unless the context otherwise requires, the laws of British Columbia (including, without limitation, the *Residential Tenancy Act*) will apply to this Agreement and all statutes referred to herein are enactments of the Province of British Columbia.

7.22 Deed and Contract

By executing and delivering this Agreement the Owner intends to create both a contract and a deed executed and delivered under seal.

7.23 Joint and Several

If the Owner is comprised of more than one person, firm or body corporate, then the covenants, agreements and obligations of the Owner shall be joint and several.

7.23 Limitation on Owner's Obligations

The Owner is only liable for breaches of this Agreement that occur while the Owner is the registered owner of the Lands, or parts thereof, provided however that notwithstanding that the Owner is no longer the registered owner of the Lands, or parts thereof, the Owner will remain liable for breaches of this Agreement that occurred while the Owner was the registered owner of the Lands, or parts thereof. For the avoidance of doubt, the Owner shall only be liable for breaches of this Agreement as registered owner of those portions of the Lands from which this Agreement has not been discharged in accordance with and subject to Section 7.1.


7.24 Counterparts


This Agreement may be signed by the parties hereto in counterparts and by facsimile or pdf email transmission, each such counterpart, facsimile or pdf email transmission copy shall constitute an original document and such counterparts, taken together, shall constitute one and the same instrument and may be compiled for registration, if registration is required, as a single document.

[The Remainder of This Page is Intentionally Blank]

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

VANPROP INVESTMENTS LTD. (Inc. No. BC0270547) by its authorized signatory(ies):


Per: 
Name: RILEY BURR

Per: 
Name: DAVID R BAIN

CITY OF RICHMOND
by its authorized signatory(ies):

Per: _____
Malcolm D. Brodie, Mayor

Per: _____
Claudia Jesson, Corporate Officer

| |
|--|
| CITY OF RICHMOND |
| APPROVED for content by originating dept  |
| Legal Advice |
| DATE OF COUNCIL APPROVAL (if applicable) |

Schedule A to Housing Agreement

**STATUTORY DECLARATION
(Affordable Housing Units)**

)
) IN THE MATTER OF Unit Nos. _____ - _____
) (collectively, the “Affordable Housing Units”) located
CANADA) at
) _____,
PROVINCE OF BRITISH COLUMBIA) (*street address*), British Columbia, and Housing
) Agreement dated _____, 20____ (the
TO WIT:) “Housing Agreement”) between
) _____ and
) the City of Richmond (the “City”)
)

I, _____ (*full name*), of
_____ (*address*) in the Province of British
Columbia, DO SOLEMNLY DECLARE that:

1. I am the registered owner (the “Owner”) of the Affordable Housing Units;

or,

I am a director, officer, or an authorized signatory of the Owner and I have personal knowledge of the matters set out herein;
2. This declaration is made pursuant to the terms of the Housing Agreement in respect of the Affordable Housing Units and information as of the ____ day of _____, 20____;
3. To the best of my knowledge, continuously since the last Statutory Declaration process:
 - a) the Affordable Housing Units, if occupied, were occupied only by Eligible Tenants (as defined in the Housing Agreement); and
 - b) the Owner of the Affordable Housing Units complied with the Owner’s obligations under the Housing Agreement and any housing covenant(s) registered against title to the Affordable Housing Units;
4. To the best of my knowledge, the information set out in the table attached as Appendix A hereto (the “Information Table”) in respect of each of the Affordable Housing Units is current and accurate as of the date of this declaration; and
5. I obtained the prior written consent from each of the occupants of the Affordable Housing Units named in the Information Table to: (i) collect the information set out in the Information Table, as such

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information relates to the Affordable Housing Unit occupied by such occupant/resident; and
(ii) disclose such information to the City, for purposes of complying with the terms of the Housing Agreement.

And I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

DECLARED BEFORE ME at)
_____ in the)
Province of British Columbia, Canada, this)
_____ day of _____, 20____)
_____) *(Signature of Declarant)*
_____) Name:
_____)
A Notary Public and a Commissioner for taking)
Affidavits in and for the Province of British)
Columbia)

Declarations should be signed, stamped, and dated and witnessed by a lawyer, notary public, or commissioner for taking affidavits.

Appendix A to Statutory Declaration

| Building Name: | | Building Address: | | Property Manager Name: | | Property Manager Phone Number: | | | | | | | | | | | | |
|--------------------------------|--------|-------------------------|---------------------|--|--|---|--------------------------|--|-------------------------------------|------------------------------------|---------------------------------------|-----------------|--------------|-----------------------|--------------|--------------------|-------------------|--|
| Property Management Company: | | Property Manager Email: | | Fees Collected For any fees charged, provide details and explanation regarding the fees to the City together with the Statutory Declaration) | | | | | | | | | | | | | | |
| Unit and Household Information | | | | Income and Rent | | | | | | | | | | | | | | |
| Row # | Unit # | Unit Type | Number of Occupants | Related to Owner (Yes/No) | Number of Occupants 18 years and Under | Number of Occupants who are "Seniors" as defined in Housing Agreement | Starting Year of Tenancy | Before-tax Income of Occupants 18 years & Over (Provide one response per occupant) | | | Income Verification Received (Yes/No) | Rent (\$/Month) | Parking Fees | Move-in/Move-out Fees | Storage Fees | Amenity Usage Fees | Other Tenant Fees | |
| | | | | | | | | 3-Years Prior to Year of Stat. Dec. | 2-Years Prior to Year of Stat. Dec. | 1-Year Prior to Year of Stat. Dec. | | | | | | | | |
| 0 | 101 | 3 BR | 4 | No | 1 | 1 | 2022 | \$24,020 | \$28,005 | \$31,049 | Yes | \$ | \$ | \$ | \$ | \$ | \$ | |
| 1 | | | | No | | | | \$18,000 | \$19,500 | \$22,764 | Yes | | | | | | | |
| 2 | | | | No | | | | \$7,083 | \$7,825 | \$9,000 | Yes | | | | | | | |
| 5 | | | | No | | | | | | | | | | | | | | |

Continue rows as needed.

Affordable Housing Agreement (Section 483 Local Government Act)
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Housing Agreement (Market Rental) (5300 No. 3 Road) Bylaw No. 10570

The Council of the City of Richmond enacts as follows:

- 1. The Mayor and City Clerk for the City of Richmond are authorized to execute and deliver a housing agreement, substantially in the form set out as Schedule A to this Bylaw, with the owner of the lands legally described as:

P.I.D. 004-037-995
Lot 80 Sections 3 and 4 Block 4 North Range 6 West New Westminster District Plan NWP50405, except Plan LMP46129

- 2. This Bylaw is cited as "Housing Agreement (Market Rental) (5300 No. 3 Road) Bylaw No. 10570".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

Four horizontal lines for signatures

CITY OF RICHMOND
APPROVED for content by originating dept. [Signature]
APPROVED for legality by Solicitor [Signature]

MAYOR

CORPORATE OFFICER

Bylaw 10570

Schedule A

To **Housing Agreement (Market Rental)**
(5300 No. 3 Rd) Bylaw No. 10570

HOUSING AGREEMENT BETWEEN
VANPROP INVESTMENTS LTD. AND CITY OF RICHMOND

MARKET RENTAL HOUSING AGREEMENT
(Section 483 Local Government Act)

THIS AGREEMENT is dated for reference _____ day of _____, 2024,

BETWEEN:

VANPROP INVESTMENTS LTD. (Inc. No. BC0270547), a company duly incorporated under the laws of the Province of British Columbia and having its registered offices at 1800 – 510 West Georgia Street, Vancouver, BC V6B 0M3

(the “Owner”)

AND:

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

(the “City”)

WHEREAS:

- A. Capitalized terms used in these Recitals and in this Agreement shall have the meanings ascribed in Section 1.1;
- B. The Owner is the owner of the Lands;
- C. Section 483 of the *Local Government Act* permits the City to enter into and, by legal notation on title, note on title to lands, housing agreements which may include, without limitation, conditions in respect to the form of tenure of housing units, availability of housing units to classes of persons, administration of housing units and rent which may be charged for housing units; and
- D. The Owner and the City wish to enter into this Agreement to provide for market rental housing on the terms and conditions set out in this Agreement.

NOW THEREFORE in consideration of \$10.00 and other good and valuable consideration (the receipt and sufficiency of which is acknowledged by both parties), and in consideration of the promises exchanged below, the Owner and the City covenant and agree as follows:

ARTICLE 1
DEFINITIONS AND INTERPRETATION

1.1 In this Agreement the following words have the following meanings:

- (a) “**Affordable Housing Agreement**” means the agreement entered into between the Owner and the City pursuant to Section 483 of the *Local Government Act*, titled “Affordable Housing Agreement (Section 483 *Local Government Act*)” and noted or to be noted on the

Market Rental Housing Agreement (Section 483 *Local Government Act*)
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title to the Lands, or a Lot or portion thereof, as may be amended and supplemented from time to time;

- (b) **“Affordable Housing Unit”** means a Dwelling Unit or Dwelling Units located or to be located on Lot 3 and designated as such in accordance with any Building Permit or Development Permit issued by the City or, if applicable, in accordance with any rezoning consideration applicable to the Development and includes, without limiting the generality of the foregoing, the Dwelling Units located or to be located on Lot 3 charged by the Affordable Housing Agreement;
- (c) **“Agreement”** means this agreement together with all schedules, attachments and priority agreements attached hereto;
- (d) **“Building”** means any building constructed, or to be constructed, on Lots, or a portion thereof, including each air space parcel into which the Lots may be Subdivided from time to time. For greater certainty, each air space parcel and remainder will be a Building for the purpose of this Agreement;
- (e) **“Building Permit”** means a building permit authorizing construction on the Lots, or any portion(s) thereof;
- (f) **“CCAP”** means the City of Richmond City Centre Area Plan, as may be amended or replaced from time to time;
- (g) **“City”** means the City of Richmond;
- (h) **“City Solicitor”** means the individual appointed from time to time to be the City Solicitor of the Law Division of the City, or his or her designate;
- (i) **“Common Amenities”** means, together, the Common Recreational Amenities and the Common Transportation Facilities;
- (j) **“Common Recreational Amenities”** means all common space for the active or passive recreation, cultural and social enjoyment, including indoor and outdoor areas, recreational facilities and amenities that are provided for the use of all residential occupants of Lot 3, including all Tenants, as required by the OCP, CCAP, any rezoning consideration applicable to Lot 3, and the Development Permit process, including without limitation fitness facilities, and related access routes
- (k) **“Common Transportation Facilities”** means transportation facilities that are provided for the use of all residential occupants of Lot 3, including all Tenants, as required by the OCP, CCAP, any rezoning consideration applicable to Lot 3, and the Development Permit process, including without limitation visitor parking, any required market rental parking and electric vehicle charging stations, loading bays, bicycle storage and supporting bicycle maintenance facilities and related access routes;
- (l) **“CPI”** means the All-Items Consumer Price Index for Vancouver, B.C. published from time to time by Statistics Canada, or its successor in function;

Market Rental Housing Agreement (Section 483 *Local Government Act*)

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- (m) “**Daily Amount**” means \$100.00 per day as of January 1, 2019 adjusted annually thereafter by adding thereto an amount calculated by multiplying \$100.00 by the percentage change in the CPI since January 1, 2019, to January 1 of the year that a written notice is delivered to the Owner by the City pursuant to Section 6.1 of this Agreement. In the absence of obvious error or mistake, any calculation by the City of the Daily Amount in any particular year shall be final and conclusive;
- (n) “**Development**” means the residential development to be constructed on the Lots;
- (o) “**Development Permit**” means the development permit authorizing development on the Lots, or any portion(s) thereof;
- (p) “**Dwelling Unit**” means a residential dwelling unit located or to be located on Lot 3 whether such dwelling unit is a lot, strata lot or parcel, or parts or portions thereof, and includes a single family detached dwelling, duplex, townhouse, auxiliary residential dwelling unit, rental apartment, and strata lot in a building strata plan and includes, where the context permits, a Market Rental Housing Unit;
- (q) “**GST**” means the Goods and Services Tax levied pursuant to the *Excise Tax Act*, R.S.C., 1985, c. E-15, as may be replaced or amended from time to time;
- (r) “**Housing Covenant**” means the agreements, covenants and charges granted by the Owner to the City (which includes covenants pursuant to Section 219 of the *Land Title Act*) charging the Lots and/or Lot 3, from time to time, in respect to the construction, use and transfer of the Market Rental Housing Units;
- (s) “**Interpretation Act**” means the *Interpretation Act*, R.S.B.C. 1996, Chapter 238, together with all amendments thereto and replacements thereof;
- (t) “**Land Title Act**” means the *Land Title Act*, R.S.B.C. 1996, Chapter 250, together with all amendments thereto and replacements thereof;
- (u) “**Lands**” means certain lands and premises legally described as PID: 004-037-995, Lot 80 Except: Part Road on Plan LMP46129, Sections 3 and 4 Block 4 North Range 6 West New Westminster District Plan 50405, as may be Subdivided from time to time;
- (v) “**Local Government Act**” means the *Local Government Act*, R.S.B.C. 2015, Chapter 1, together with all amendments thereto and replacements thereof;
- (w) “**Lot 1**” means those lands and premises intended to be Subdivided from the Lands following the filing of Subdivision Plan EPP127362, and which are anticipated to be legally described as Lot 1 Sections 3 and 4 Block 4 North Range 6 West New Westminster District Plan EPP127362, as may be further Subdivided from time to time, and including a Building or a portion of a Building;
- (x) “**Lot 2**” means those lands and premises intended to be Subdivided from the Lands following the filing of Subdivision Plan EPP127362, and which are anticipated to be legally described as Lot 2 Sections 3 and 4 Block 4 North Range 6 West New Westminster

District Plan EPP127362, as may be further Subdivided from time to time, and including a Building or a portion of a Building;

- (y) “**Lot 3**” means those lands and premises intended to be Subdivided from the Lands following the filing of Subdivision Plan EPP127362, and which are anticipated to be legally described as Lot 3 Sections 3 and 4 Block 4 North Range 6 West New Westminster District Plan EPP127362, as may be further Subdivided from time to time, and including a Building or a portion of a Building;
- (z) “**Lots**” means, collectively, Lot 1, Lot 2 and Lot 3 and “**Lot**” means any one of them;
- (aa) “**LTO**” means the New Westminster Land Title Office or its successor;
- (bb) “**Market Rent**” means the amount of rent that a willing landlord would charge for the rental of a comparable dwelling unit in a comparable location for a comparable period of time;
- (cc) “**Market Rental Housing Unit**” means a Dwelling Unit or Dwelling Units located or to be located on Lot 3 designated as such in accordance with any Building Permit or Development Permit issued by the City or, if applicable, in accordance with any rezoning consideration applicable to the Development and includes, without limiting the generality of the foregoing, the Dwelling Units located or to be located on Lot 3 charged by this Agreement;
- (dd) “**Occupancy Certificate**” means a certificate issued by a City building inspector permitting occupancy of a Building pursuant to the City’s Building Regulation Bylaw 7230, as may be amended or replaced;
- (ee) “**OCP**” means together the City of Richmond Official Community Plan Bylaw No. 7100 and Official Community Plan Bylaw No. 9000, as may be amended or replaced from time to time;
- (ff) “**Owner**” means the party described on page 1 of this Agreement as the Owner and any subsequent owner of the Lands or of any part into which the Lands are Subdivided, and includes any person who is a registered owner in fee simple of a Market Rental Housing Unit from time to time;
- (gg) “**Parking Operator**” means one of (i) the Owner, or (ii) an owner of any air space parcel formed by the registration of an air space subdivision plan in respect of Lot 3 or (iii) any other company or entity, to whom the Owner grants a long-term lease, or other contractual right, over all (and not only some) of the parking spaces in the Building on Lot 3 which are designated for the use of the Tenants, in order to facilitate the use, operation and management of such parking spaces, and the Parking Operator may be related or unrelated to the Owner;
- (hh) “**Real Estate Development Marketing Act**” means the *Real Estate Development Marketing Act*, S.B.C. 2004, Chapter 41, together with all amendments thereto and replacements thereof;

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- (ii) “**Residential Tenancy Act**” means the *Residential Tenancy Act*, S.B.C. 2002, Chapter 78, together with all amendments thereto and replacements thereof;
- (jj) “**Senior**” means an individual of the age defined by the City as a senior for the purposes of City programs, as may be amended from time to time and at the time of this Agreement being defined as 55 years of age and older;
- (kk) “**Strata Property Act**” means the *Strata Property Act* S.B.C. 1998, Chapter 43, together with all amendments thereto and replacements thereof;
- (ll) “**Subdivide**” means to divide, apportion, consolidate or subdivide the Lands, the Lots or Lot 3, or a portion thereof, or the ownership or right to possession or occupation of the Lands, the Lots or Lot 3, or a portion thereof, into two or more lots, strata lots, parcels, parts, portions or shares, whether by plan, descriptive words or otherwise, under the *Land Title Act*, the *Strata Property Act*, or otherwise, and includes the creation, conversion, organization or development of “cooperative interests” or “shared interest in land” as defined in the *Real Estate Development Marketing Act*;
- (mm) “**Tenancy Agreement**” means a tenancy agreement, lease, license or other agreement granting rights to occupy a Market Rental Housing Unit; and
- (nn) “**Tenant**” means an occupant of a Market Rental Housing Unit by way of a Tenancy Agreement.

1.2 In this Agreement:

- (a) reference to the singular includes a reference to the plural, and *vice versa*, unless the context requires otherwise;
- (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
- (c) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
- (d) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
- (e) any reference to any enactment is to the enactment in force on the date the Owner signs this Agreement, and to subsequent amendments to or replacements of the enactment;
- (f) the provisions of Section 25 of the *Interpretation Act* with respect to the calculation of time apply;
- (g) time is of the essence;
- (h) all provisions are to be interpreted as always speaking;

- (i) reference to a “party” is a reference to a party to this Agreement and to that party’s respective successors, assigns, trustees, administrators and receivers. Wherever the context so requires, reference to a “party” also includes a Tenant, agent, officer and invitee of the party;
- (j) reference to a “day”, “month”, “quarter” or “year” is a reference to a calendar day, calendar month, calendar quarter or calendar year, as the case may be, unless otherwise expressly provided;
- (k) where the word “including” is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word “including”; and
- (l) the terms “shall” and “will” are used interchangeably and both will be interpreted to express an obligation. The term “may” will be interpreted to express a permissible action.

**ARTICLE 2
USE AND OCCUPANCY OF MARKET RENTAL HOUSING UNITS**

- 2.1 The Owner agrees that each Market Rental Housing Unit may only be used as a permanent residence occupied by a Tenant at or below Market Rent. A Market Rental Housing Unit must not be occupied by the Owner, the Owner’s family members (unless the Owner’s family members qualify as Tenants), or any tenant or guest of the Owner, other than a Tenant. For the purposes of this Article, “permanent residence” means that the Market Rental Housing Unit is used as the usual, main, regular, habitual, principal residence, abode or home of the Tenant.
- 2.2 Within 30 days after receiving notice from the City, the Owner must, in respect of each Market Rental Housing Unit, provide to the City a statutory declaration, substantially in the form (with, in the City Solicitor’s discretion, such further amendments or additions as deemed necessary) attached as Schedule A, sworn by the Owner, containing all of the information required to complete the statutory declaration. The City may request such statutory declaration in respect to each Market Rental Housing Unit no more than once in any calendar year; provided, however, notwithstanding that the Owner may have already provided such statutory declaration in the particular calendar year, the City may request and the Owner shall provide to the City such further statutory declarations as requested by the City in respect to a Market Rental Housing Unit if, in the City’s absolute determination, the City believes that the Owner is in breach of any of its obligations under this Agreement.
- 2.3 The Owner hereby irrevocably authorizes the City to make such inquiries as it considers necessary in order to confirm that the Owner is complying with this Agreement.
- 2.4 Notwithstanding that the Owner may otherwise be entitled, the Owner will, in respect of the Development:
 - (a) take no steps to compel the issuance of, and the City will not be obligated to issue, a Development Permit in respect of any of the Lots comprising the Development, unless and until the Owner has:
 - (i) submitted to the City a Development Permit application that includes the Market Rental Housing Units and all Common Amenities and other ancillary spaces; and

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- (ii) at its cost, executed and registered against title to Lot 3, or portion thereof, such additional legal agreements required by the City to facilitate the detailed design, construction, operation, and management of the Market Rental Housing Units, and all ancillary and related spaces, uses, common areas, and features as determined by the City through the Development Permit approval process for Lot 3, or portion thereof;
- (b) take no steps to compel the issuance of, and the City will not be obligated to issue, a Building Permit in respect of any Building on any of the Lots comprising the Development, unless and until the Owner has submitted to the City a Building Permit application that includes the Market Rental Housing Units, and all Common Amenities and other ancillary and related spaces, uses, common areas, and features, in accordance with the Development Permit for Lot 3;
- (c) not apply for an Occupancy Certificate in respect of the Development, nor take any action to compel issuance of an Occupancy Certificate, except for any Affordable Housing Unit and related uses and areas, unless and until all of the following conditions are satisfied:
 - (i) the Market Rental Housing Units and related uses and areas, and the Building(s) in which the Market Rental Housing Units are situated, have been constructed in accordance with this Agreement, the Housing Covenant, the Development Permit for Lot 3, the Building Permit for Lot 3, and any applicable City bylaws, rules or policies, to the satisfaction of the City;
 - (ii) the Owner is not otherwise in breach of any of its obligations under this Agreement or any other agreement between the City and the Owner in connection with the Market Rental Housing Units, any facilities for the use of the Market Rental Housing Units, including parking and any shared indoor or outdoor amenities; and
 - (iii) the Owner has delivered to the City, a letter of assurance, in form and content satisfactory to the City, from the Owner's architect for the Building in which the Market Rental Housing Units are situated confirming that the Market Rental Housing Units have been constructed in accordance with the Agreement;
- (d) not permit the Development or any portion thereof to be occupied, except for any Affordable Housing Unit and related uses and areas, unless and until the Market Rental Housing Units have received an Occupancy Certificate granting provisional or final occupancy of the Market Rental Housing Units; and
- (e) not Subdivide the Market Rental Housing Units within a Building into individual strata lots or air space parcels. The Owner acknowledges and agrees that if Lot 3 is subject to Subdivision by a Strata Plan or air space subdivision plan, that the Market Rental Housing Units in a Building will together form no more than one (1) strata lot or no more than one (1) air space parcel, as applicable.

ARTICLE 3
DISPOSITION AND ACQUISITION OF MARKET RENTAL HOUSING UNITS

- 3.1 Without limiting Section 2.1, the Owner will not permit a Market Rental Housing Unit to be used for short term rental purposes (being rentals for periods shorter than 30 days), or any other purposes that do not constitute a “permanent residence” of a Tenant (as contemplated in Section 2.1). Notwithstanding the foregoing, and for greater certainty, nothing in this Agreement will prevent renting of a Market Rental Housing Unit to a Tenant on a “month-to-month” basis.
- 3.2 If this Agreement encumbers more than one Market Rental Housing Unit, the following will apply:
- (a) the Owner will not, without the prior written consent of the City, sell or transfer less than all of the Market Rental Housing Units located in one Building in a single or related series of transactions, with the result that when the purchaser or transferee of the Market Rental Housing Units becomes the owner, the purchaser or transferee will be the legal and beneficial owner of not less than all of the Market Rental Housing Units in one Building;
 - (b) if the Development contains one or more air space parcels, then provided that all the Market Rental Housing Units in a Building are situate within a single air space parcel or the remainder, then such air space parcel will be a “Building” and the remainder will be a “Building” for the purpose of this Section 3.2; and
 - (c) Lot 3 will not be Subdivided such that one or more Market Rental Housing Units form their own air space parcel, separate from other Dwelling Units, without the prior written consent of the City.
- 3.3 If the Owner sells or transfers any Market Rental Housing Units, the Owner will notify the City Solicitor of the sale or transfer within three (3) days of the effective date of sale or transfer.
- 3.4 Subject to the requirements of the *Residential Tenancy Act*, the Owner will ensure that each Tenancy Agreement:
- (a) defines the term “Landlord” as the Owner of the Market Rental Housing Unit; and
 - (b) includes a provision requiring the Tenant and each permitted occupant of the Market Rental Housing Unit to comply with this Agreement.
- 3.5 Subject to the requirements of the *Residential Tenancy Act*, the Owner must not rent, lease, license or otherwise permit occupancy of any Market Rental Housing Unit except to a Tenant and except in accordance with the following additional conditions:
- (a) the Market Rental Housing Unit will be used or occupied only pursuant to a Tenancy Agreement;
 - (b) the monthly rent payable for the Market Rental Housing Unit will be at or below Market Rent;
 - (c) the Owner will allow the Tenant and any permitted occupant and visitor of the Market Rental Housing Units to have full access to and use and enjoy all on-site common indoor

and outdoor amenity spaces on Lot 3, subject to reasonable rules and regulations established by the Owner or the Owner's property manager consistent with good and efficient management of the Market Rental Housing Units and the standard of management of rental properties similar to the Market Rental Housing Units;

- (d) the Owner will allow the Tenant and any permitted occupant and visitor to have full access to and use and enjoy all Common Amenities and will not Subdivide Lot 3 unless all easements and rights of way are in place to secure such use;
- (e) the Owner will include in the Tenancy Agreement a clause entitling the Owner to terminate the Tenancy Agreement if:
 - (i) a Market Rental Housing Unit is occupied by a person or persons other than a Tenant;
 - (ii) the Market Rental Housing Unit is occupied by more than the number of people the City determines can reside in the Market Rental Housing Unit given the number and size of bedrooms in the Market Rental Housing Unit and in light of any relevant standards set by the City in any bylaws of the City;
 - (iii) the Market Rental Housing Unit remains vacant for three (3) consecutive months or longer, notwithstanding the timely payment of rent; and/or
 - (iv) the Tenant subleases the Market Rental Housing Unit or assigns the Tenancy Agreement in whole or in part,

and in the case of each breach, the Owner hereby agrees with the City to forthwith provide to the Tenant a notice of termination. The notice of termination shall provide that the termination of the tenancy shall be effective on the date that is the greater of 30 days following the date of the notice of termination and the minimum amount of notice required by the *Residential Tenancy Act*;

- (f) the Tenancy Agreement will identify all occupants of the Market Rental Housing Unit and will stipulate that anyone not identified in the Tenancy Agreement will be prohibited from residing at the Market Rental Housing Unit for more than 30 consecutive days or more than 45 days total in any calendar year; and
- (g) the Owner will forthwith deliver a certified true copy of the Tenancy Agreement to the City upon demand.

- 3.6 The Owner shall not impose any age-based restrictions on Tenants of Market Rental Housing Units.
- 3.7 The Owner acknowledges its duties not to discriminate with respect to tenancies and agrees to comply with the *Human Rights Code* (British Columbia) with respect to tenancy matters, including tenant selection.
- 3.8 The Owner will include in the Tenancy Agreement a clause requiring the Tenant and each permitted occupant of the Market Rental Housing Unit to comply with this Agreement.
- 3.9 The Owner will attach a copy of this Agreement to every Tenancy Agreement.
- 3.10 If the Owner has terminated the Tenancy Agreement, subject to the requirements of the *Residential Tenancy Act*, then the Owner shall use commercially reasonable efforts to cause the Tenant and all other persons that may be in occupation of the Market Rental Housing Unit, as applicable, to vacate the Market Rental Housing Unit, as applicable, on or before the effective date of termination.

ARTICLE 4 DEMOLITION OF MARKET RENTAL HOUSING UNIT

- 4.1 The Owner will not demolish a Market Rental Housing Unit unless:
 - (a) the Owner has obtained the written opinion of a professional engineer or architect who is at arm's length to the Owner that it is no longer reasonable or practical to repair or replace any structural component of the Market Rental Housing Unit, and the Owner has delivered to the City a copy of the engineer's or architect's report; or
 - (b) the Owner has obtained the written opinion of a professional engineer who is at arm's length to the Owner that the Market Rental Housing Unit is damaged or destroyed, to the extent of 40% or more of its value above its foundations, as determined by the City in its sole discretion,

and, in each case, a demolition permit for the Market Rental Housing Unit, as applicable, has been issued by the City and the Market Rental Housing Unit, as applicable, has been demolished under that permit.

Following demolition, the Owner will use and occupy any replacement Dwelling Unit in compliance with this Agreement and the Housing Covenant both of which will apply to any replacement Dwelling Unit to the same extent and in the same manner as those agreements apply to the original Dwelling Unit, and the Dwelling Unit must be approved by the City as a Market Rental Housing Unit, as applicable, in accordance with this Agreement.

**ARTICLE 5
STRATA CORPORATION BYLAWS**

- 5.1 This Agreement will be binding upon all strata corporations created upon the strata title Subdivision of Lot 3 or any Subdivided parcel of Lot 3.
- 5.2 Any strata corporation bylaw which prevents, restricts or abridges the right to use the Market Rental Housing Units as rental accommodation, or imposes age-based restrictions on Tenants of Market Rental Housing Units, will have no force and effect.
- 5.3 No strata corporation shall pass any bylaws preventing, restricting or abridging the use of the Market Rental Housing Unit, as applicable as rental accommodation.
- 5.4 The strata corporation shall not pass any bylaw or make any rule which would prohibit or restrict the Owner or the Tenant or any other permitted occupant of a Market Rental Housing Unit from using and enjoying any Common Amenities, common property, limited common property or other common areas, facilities or amenities of the strata corporation, including parking, bicycle storage, electric vehicle and bicycle charging stations or related facilities on Lot 3 intended for the use of the residential occupants, subject to reasonable rules and regulations established by the strata corporation or the strata manager consistent with good and efficient management of the strata corporation and the standard of management of similar strata properties in the City of Richmond.

**ARTICLE 6
DEFAULT AND REMEDIES**

- 6.1 The Owner agrees that, in addition to any other remedies available to the City under this Agreement or the Housing Covenant or at law or in equity, if:
- (a) a Market Rental Housing Unit is used or occupied in breach of this Agreement;
 - (b) a Market Rental Housing Unit is rented at a rate in excess of the Market Rent; or
 - (c) the Owner is otherwise in breach of any of its obligations under this Agreement or the Housing Covenant,

then the Owner will pay the Daily Amount to the City for every day that the breach continues after ten (10) days written notice from the City to the Owner stating the particulars of the breach. For greater certainty, the City is not entitled to give written notice with respect to any breach of the Agreement until any applicable cure period, if any, has expired. The Daily Amount is due and payable five (5) business days following receipt by the Owner of an invoice from the City for the same.

Market Rental Housing Agreement (Section 483 *Local Government Act*)
5300 No. 3 Road
Application No. RZ 23-011557
Condition No. 17
V.4

- 6.2 The Owner acknowledges and agrees that a default by the Owner of any of its promises, covenants, representations or warranties set-out in the Housing Covenant shall also constitute a default under this Agreement.

**ARTICLE 7
MISCELLANEOUS**

7.1 Housing Agreement

The Owner acknowledges and agrees that:

- (a) this Agreement includes a housing agreement entered into under Section 483 of the *Local Government Act*;
- (b) where the Market Rental Housing Units are a separate legal parcel the City may file notice of this Agreement in the LTO against the title to the Market Rental Housing Units and, in the case of a strata corporation, may note this Agreement on the common property sheet; and
- (c) where the Lands have not yet been Subdivided to create the separate parcels to be charged by this Agreement, the City may file a notice of this Agreement in the LTO against the title to the Lands. If this Agreement is filed in the LTO as a notice under Section 483 of the *Local Government Act* prior to the Lands having been Subdivided, and it is the intention that this Agreement is, once separate legal parcels are created and/or the Lands are subdivided, to charge and secure only the legal parcels or Subdivided Lands which contain the Market Rental Housing Units and the Common Amenities, then after the Lands are Subdivided and after partial or final occupancy has been granted for all Market Rental Housing Units, this Agreement will secure only the legal parcels which contain the Market Rental Housing Units. The City will partially release this Agreement accordingly, provided however that:
 - (i) the City has no obligation to execute the necessary documents for such release until a written request therefor from the Owner is received by the City, which request includes the registrable form of release (Form 17 (Cancellation of Charge, Notation or Filing));
 - (ii) the cost of the preparation of the aforesaid release, and the cost of registration of the same in the Land Title Office is paid by the Owners;
 - (iii) the City has a reasonable time within which to execute such documents for the Form 17 (Cancellation of Charge, Notation or Filing) and return the same to the Owner for registration; and
 - (iv) the Owner acknowledges that such release is without prejudice to the indemnity and release set forth in Sections 7.5 and 7.6.

The Owner acknowledges and agrees that notwithstanding a partial release of this Agreement, this Agreement will be and remain in full force and effect and, but for the partial release, otherwise unamended.

Market Rental Housing Agreement (Section 483 *Local Government Act*)
5300 No. 3 Road
Application No. RZ 23-011557
Condition No. 17
V.4

- (d) If this Agreement is filed in the LTO as a notice under Section 483 of the *Local Government Act* prior to the Lands having been Subdivided by the filing of Subdivision Plan EPP127362, then after the Lands are so Subdivided, this Agreement will charge and secure only the Lots and the City will partially release this Agreement from any separate parcels created by the filing of Subdivision Plan EPP127362 other than the Lots, provided however that:
- (i) the City has no obligation to execute the necessary documents for such release until a written request therefor from the Owner is received by the City, which request includes the registrable form of release (Form 17 (Cancellation of Charge, Notation or Filing));
 - (ii) the cost of the preparation of the aforesaid release, and the cost of registration of the same in the Land Title Office is paid by the Owner; and
 - (iii) the City has a reasonable time within which to execute such documents for the Form 17 (Cancellation of Charge, Notation or Filing) and return the same to the Owner for registration.

For certainty, if the Agreement is partially released in accordance with this Section 7.1(d), the entirety of this Agreement, including Sections 7.5 and 7.6, shall be released from any separate parcels created by the filing of Subdivision Plan EPP127362 other than the Lots. The Owner acknowledges and agrees that notwithstanding a partial release of this Agreement, this Agreement will be and remain in full force and effect and, but for the partial release, otherwise unamended.

7.2 No Compensation

The Owner acknowledges and agrees that no compensation is payable, and the Owner is not entitled to and will not claim any compensation from the City, for any decrease in the market value of the Lands or for any obligations on the part of the Owner and its successors in title which at any time may result directly or indirectly from the operation of this Agreement.

7.3 Modification

Subject to Section 7.1 of this Agreement, this Agreement may be modified or amended from time to time, by consent of the Owner and a bylaw duly passed by the Council of the City and thereafter if it is signed by the City and the Owner.

7.4 Management

The Owner covenants and agrees that it will ensure good and efficient management of the Market Rental Housing Units and will permit representatives of the City to inspect the Market Rental Housing Units at any reasonable time, subject to the notice provisions in the *Residential Tenancy Act*. The Owner further covenants and agrees that it will maintain the Market Rental Housing Units in a good state of repair and fit for habitation and will comply with all laws, including health and safety standards applicable to the Lots, at not cost or charge to the Tenant.

If applicable, the Owner further covenants and agrees that it will vote:

Market Rental Housing Agreement (Section 483 *Local Government Act*)
5300 No. 3 Road
Application No. RZ 23-011557
Condition No. 17
V.4

- (a) as owner of the Market Rental Housing Units, in any applicable annual general meetings or special general meetings of the strata corporation; and
- (b) as the owner of the air space parcel or strata lot containing the Market Rental Housing Units at any applicable meetings of the owners of the other Subdivided parcels of the Lots or part thereof,

to ensure that the Common Amenities are maintained in a good state of repair by the strata corporation which includes the Market Rental Housing Units and any of the Common Amenities, and the owner of the applicable air space parcel or remainder parcel which includes any of the Common Amenities, and/or the Parking Operator, as applicable.

If the Owner fails to ensure good and efficient management of the Market Rental Housing Units or maintain the Market Rental Housing Units as required by this Section 7.4, then, after applicable notice and cure periods, the Owner acknowledges and agrees that the City, in its absolute discretion, may require the Owner, at the Owner's expense, to hire a person or company with the skill and expertise to manage the Market Rental Housing Units.

7.5 **Indemnity**

The Owner will indemnify and save harmless the City and each of its elected officials, officers, directors, and agents, and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, actions, loss, damage, costs and liabilities, which all or any of them will or may be liable for or suffer or incur or be put to by reason of or arising out of:

- (a) any negligent act or omission of the Owner, or its officers, directors, agents, contractors or other persons for whom at law the Owner is responsible relating to this Agreement;
- (b) the City's refusal to issue a Development Permit, Building Permit or Occupancy Certificate, or refusal to permit occupancy of any Building, or any portion thereof, constructed on the Lots, arising out of or in connection, directly or indirectly, or that would not or could not have occurred "but for" this Agreement;
- (c) the construction, maintenance, repair, ownership, lease, license, operation, management or financing of the Lots or any Market Rental Housing Unit or the enforcement of any Tenancy Agreement; or
- (d) without limitation, any legal or equitable wrong on the part of the Owner or any breach of this Agreement by the Owner.

7.6 **Release**

The Owner hereby releases and forever discharges the City and each of its elected officials, officers, directors, and agents, and its and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, damages, actions, or causes of action by reason of or arising out of or which would or could not occur but for the:

- (a) construction, maintenance, repair, ownership, lease, license, operation or management of the Lots or any Market Rental Housing Unit under this Agreement;
- (b) the City's refusal to issue a Development Permit, Building Permit or Occupancy Certificate, or refusal to permit occupancy of any Building, or any portion thereof, constructed on the Lots arising out of or in connection, directly or indirectly, or that would not or could not have occurred "but for" this Agreement; or
- (c) the exercise by the City of any of its rights under this Agreement or an enactment.

7.7 Survival

The obligations of the Owner set out in Sections 7.5 and 7.6 above will survive termination or release of this Agreement.

7.8 Priority

The Owner will do everything necessary, at the Owner's expense, to ensure that this Agreement, if required by the City Solicitor, will be noted against title to the Lands in priority to all financial charges and encumbrances which may have been registered or are pending registration against title to the Lands save and except those specifically approved in advance in writing by the City Solicitor or in favour of the City, and that a notice under Section 483(5) of the *Local Government Act* will be filed on the title to the Lands.

7.9 City's Powers Unaffected

This Agreement does not:

- (a) affect or limit the discretion, rights, duties or powers of the City under any enactment or at common law, including in relation to the use or subdivision of the Lands;
- (b) impose on the City any legal duty or obligation, including any duty of care or contractual or other legal duty or obligation, to enforce this Agreement;
- (c) affect or limit any enactment relating to the use or subdivision of the Lands; or
- (d) relieve the Owner from complying with any enactment, including in relation to the use or subdivision of the Lands.

7.10 Agreement for Benefit of City Only

The Owner and the City agree that:

- (a) this Agreement is entered into only for the benefit of the City;
- (b) this Agreement is not intended to protect the interests of the Owner, any Tenant, or any future owner, lessee, occupier or user of the Lands or the building or any portion thereof, including any Market Rental Housing Unit; and

(c) the City may at any time execute a release and discharge of this Agreement, without liability to anyone for doing so, and without obtaining the consent of the Owner.

7.11 No Public Law Duty

Where the City is required or permitted by this Agreement to form an opinion, exercise a discretion, express satisfaction, make a determination or give its consent, the Owner agrees that the City is under no public law duty of fairness or natural justice in that regard and agrees that the City may do any of those things in the same manner as if it were a private party and not a public body.

7.12 Notice

Any notice required to be served or given to a party herein pursuant to this Agreement will be sufficiently served or given if delivered, to the postal address of the Owner set out in the records at the LTO, and in the case of the City addressed:

To: Clerk, City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

Copy to: City Solicitor
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

or to the most recent postal address provided in a written notice given by each of the parties to the other. Any notice which is delivered is to be considered to have been given on the first day after it is dispatched for delivery.

7.13 Enuring Effect

This Agreement will extend to and be binding upon and enure to the benefit of the parties hereto and their respective successors and permitted assigns.

7.14 Severability

If any provision of this Agreement is found to be invalid or unenforceable, such provision or any part thereof will be severed from this Agreement and the resultant remainder of this Agreement will remain in full force and effect.

7.15 Waiver

All remedies of the City will be cumulative and may be exercised by the City in any order or concurrently in case of any breach and each remedy may be exercised any number of times with respect to each breach. Waiver of or delay in the City exercising any or all remedies will not prevent the later exercise of any remedy for the same breach or any similar or different breach.

7.16 Sole Agreement

This Agreement, and any documents signed by the Owner contemplated by this Agreement (including, without limitation, the Housing Covenant), represent the whole agreement between the City and the Owner respecting the use and occupation of the Market Rental Housing Units, and there are no warranties, representations, conditions or collateral agreements made by the City except as set forth in this Agreement. In the event of any conflict between this Agreement and the Housing Covenant, this Agreement shall, to the extent necessary to resolve such conflict, prevail.

7.17 Further Assurance

Upon request by the City the Owner will forthwith do such acts and execute such documents as may be reasonably necessary in the opinion of the City to give effect to this Agreement.

7.18 Covenant Runs with the Lands

This Agreement burdens and runs with the Lands and every parcel into which it is Subdivided in perpetuity. All of the covenants and agreements contained in this Agreement are made by the Owner for itself, its personal administrators, successors and assigns, and all persons who after the date of this Agreement, acquire an interest in the Lands.

7.19 Equitable Remedies

The Owner acknowledges and agrees that damages would be an inadequate remedy for the City for any breach of this Agreement and that the public interest strongly favours specific performance, injunctive relief (mandatory or otherwise), or other equitable relief, as the only adequate remedy for a default under this Agreement.

7.20 No Joint Venture

Nothing in this Agreement will constitute the Owner as the agent, joint venturer, or partner of the City or give the Owner any authority to bind the City in any way.

7.21 Applicable Law

Unless the context otherwise requires, the laws of British Columbia (including, without limitation, the *Residential Tenancy Act*) will apply to this Agreement and all statutes referred to herein are enactments of the Province of British Columbia.

7.22 Deed and Contract

By executing and delivering this Agreement the Owner intends to create both a contract and a deed executed and delivered under seal.

7.23 Joint and Several

If the Owner is comprised of more than one person, firm or body corporate, then the covenants, agreements and obligations of the Owner shall be joint and several.

7.23 Limitation on Owner's Obligations

The Owner is only liable for breaches of this Agreement that occur while the Owner is the registered owner of the Lands, or parts thereof, provided however that notwithstanding that the Owner is no longer the registered owner of the Lands, or parts thereof, the Owner will remain liable for breaches of this Agreement that occurred while the Owner was the registered owner of the Lands or parts thereof. For the avoidance of doubt, the Owner shall only be liable for breaches of this Agreement as registered owner of those portions of the Lands from which this Agreement has not been discharged in accordance with and subject to Section 7.1.

7.24 Counterparts

This Agreement may be signed by the parties hereto in counterparts and by facsimile or pdf email transmission, each such counterpart, facsimile or pdf email transmission copy shall constitute an original document and such counterparts, taken together, shall constitute one and the same instrument and may be compiled for registration, if registration is required, as a single document.

[The Remainder of This Page is Intentionally Blank]

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

VANPROP INVESTMENTS LTD. (Inc. No. BC0270547) by its authorized signatory(ies):

Per: 
Name: RILEY BURR

Per: 
Name: DAVID R. BAIN

CITY OF RICHMOND
by its authorized signatory(ies):

Per: _____
Malcolm D. Brodie, Mayor

Per: _____
Claudia Jesson, Corporate Officer

| |
|--|
| CITY OF RICHMOND |
| APPROVED for content by originating dept  |
| Legal Advice |
| DATE OF COUNCIL APPROVAL (if applicable) |

Schedule A to Housing Agreement

STATUTORY DECLARATION
(Market Rental Housing Units)

CANADA)
) IN THE MATTER OF Unit Nos. _____ - _____
) (collectively, the "Market Rental Housing Units")
) located _____ at
PROVINCE OF BRITISH COLUMBIA) _____,
) (street address), British Columbia, and Housing
TO WIT:) Agreement dated _____, 20____ (the
) "Housing Agreement") between
) _____ and
) the City of Richmond (the "City")

I, _____ (full name), of
_____ (address) in the Province of British
Columbia, DO SOLEMNLY DECLARE that:

- 1. I am the owner or authorized signatory of the owner of the Market Rental Housing Units, and make this declaration to the best of my personal knowledge;
- 2. This declaration is made pursuant to the terms of the Housing Agreement in respect of the Market Rental Housing Units and information as of the ____ day of _____, 20____;
- 3. To the best of my knowledge, for the period from _____ to _____, the Market Rental Housing Units were used solely for the provision of rental housing for Tenants (as defined in the Housing Agreement) at or below Market Rent (as defined in the Housing Agreement).

And I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

DECLARED BEFORE ME at)
) _____ in the)
Province of British Columbia, Canada, this)
_____ day of _____, 20____)
) _____)
) (Signature of Declarant)
)
) Name:
A Notary Public and a Commissioner for taking)
Affidavits in and for the Province of British)
Columbia)

Declarations should be signed, stamped, and dated and witnessed by a lawyer, notary public, or commissioner for taking affidavits.



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services Committee **Date:** October 24, 2024

From: Marie Fenwick, Director, Arts, Culture and Heritage Services **File:** 11-7000-09-20-228/Vol 01

Re: ***Arrival of the S.V. Titania Mural Condition Report and Proposed Options***

Staff Recommendation

That Option 1, remove the mural by painting over it, as described in the staff report titled, “*Arrival of the S.V. Titania Mural Condition Report and Proposed Options*”, dated October 24, 2024, from the Director, Arts, Culture and Heritage Services be approved.

CM Fenwick

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

Att. 2

| REPORT CONCURRENCE | | |
|-----------------------------------|-------------------------------------|---------------------------------------|
| ROUTED TO: | CONCURRENCE | CONCURRENCE OF GENERAL MANAGER |
| Finance Department | <input checked="" type="checkbox"/> | <i>[Signature]</i> |
| SENIOR STAFF REPORT REVIEW | INITIALS: | APPROVED BY CAO |
| | <i>[Signature]</i> | <i>[Signature]</i> |

Staff Report

Origin

At the regular Council meeting on January 9, 2017, Council directed staff to commission a painting by John M. Horton to commemorate Canada's 150th anniversary of Confederation. Funded through the Council Provision, the painting depicts the first docking of the Hudson's Bay Company sailing ship, S.V. Titania at the Britannia Cannery wharf in 1889. The work was officially unveiled on May 23, 2017, and remains on display near the entrance to Council Chambers.

As part of this project, artists Dean and Christina Lauze were contracted as part of the Canada 150 Public Art Program to install a large-scale reproduction of the painting on the south façade of the Steveston Hotel that same year.

The mural has deteriorated beyond repair. This report provides Council with information regarding the mural's condition and seeks direction regarding next steps.

This report supports Council's Strategic Plan 2022-2026 Focus Area #6 A Vibrant, Resilient and Active Community:

Vibrant, resilient and active communities supported by a wide variety of opportunities to get involved, build relationships and access resources.

6.1 Advance a variety of program, services, and community amenities to support diverse needs and interests and activate the community.

6.2 Enhance the City's network of parks, trails and open spaces.

6.3 Foster intercultural harmony, community belonging, and social connections.

Analysis

Background

Following the City's purchase of the John M. Horton painting, the mural version of *Arrival of the S.V. Titania* was commissioned for painting on the Steveston Hotel in 2017, at a cost of \$25,000 funded by the Richmond Public Art Reserve Fund. The City entered into a five-year agreement with the owner of the Steveston Hotel that expired on August 15, 2022. The agreement outlines that the City is responsible for the maintenance of the mural for five years and has authority to remove it at any time, with 30 days notice to the property representative, if it is excessively damaged.

The mural was completed prior to the establishment of the City's Community Mural Program, which was established in 2019, and did not follow the processes that are now in place for that Program. In contrast, murals commissioned through the Community Mural Program obligate the property owner who applied to the program to keep and maintain their mural for minimum of

five years. Following this period, the property owner can continue to maintain the mural or remove it at their sole discretion and expense.

Current Condition

Staff received a complaint from a member of the public in regards to the condition of the mural. In response, staff reviewed the condition and determined that a condition assessment was warranted to determine if remediation of the mural was possible. The assessment determined that the artwork has deteriorated significantly and repair is not recommended (Attachment 1). The painted layer is delaminating and there are multiple patches of paint loss on the surface. The south-facing position of the wall exposes the mural to afternoon sun and heat, accelerating its decline. See photos in Attachment 2.

The property representative was consulted and has indicated that they would support the City either removing the mural by painting over it or replacing the mural onsite at the City's sole expense.

Options

As evidenced in the photos, the mural could be considered unsightly. Patching or repairing it to its original condition is not possible. Leaving it as-is to continue to deteriorate is not recommended. Staff are seeking direction to pursue one of three options:

1. Remove the mural by painting over it (Recommended). Under this option, following the terms of the agreement, staff would provide 30 days notice to the property representative and paint over the mural. The timing of this work is weather dependant. It would not be replicated elsewhere.
2. Remove the mural by painting over it, and explore options to have the *Arrival of the S.V. Titania* painting replicated elsewhere (Not Recommended). Under this option, the mural would be painted over as detailed in Option 1 and a staff report with a new location and costing options would be brought forward for consideration. The cost of a new mural of a similar size is estimated to be \$30,000 depending on a range of factors including the location and condition of the wall.
3. Replace the mural onsite (Not Recommended). Under this option, staff would seek permission of the property owner to replace the mural in the same location. Given the south-facing position of the wall and the exposure to elements, and the lack of interest from the property owner in contributing to a replacement mural, this option is not recommended. The estimated cost to replace the mural in this location is \$30,000, including prepping of the wall, materials and anti-graffiti coating.

Option 1 is recommended because:

- Should the City take no action, the mural will continue to deteriorate. This will be unsightly, may generate public complaints, and presents a reputational risk to the City.

- As part of the Canada 150 Public Art Program, the replication of the painting as a mural was commissioned with an agreement to remain in place for five years; like most murals, it is considered to be a temporary installation.
- The south-facing location, condition of the wall and deterioration of the mural's surface indicate that efforts to remediate the artwork will not be successful.
- Since the *Arrival of the S.V. Titania* mural commission, the City has developed and launched a robust Community Mural Program that has added an additional 28 murals throughout the City, including five in Steveston that depict Steveston's fishing industry, Japanese Canadian history as well as Fraser river ecology and local environmental themes. The Program continues to commission new murals that will activate the community and add vibrancy to the public realm.

Financial Impact

The estimated cost to remove the mural is \$5,250 and can be accommodated within the existing Public Art operating budget.

Conclusion

The *Arrival of the S.V. Titania* mural was one of the City's first mural commissions and is now at end of life. Since the commission, the City's active Community Mural Program has continued to add murals on an annual basis that add vibrancy to our public spaces, foster community identity and civic pride, engage youth and deter graffiti.

The creation of murals brings together artists, community groups, residents and local businesses to transform the places where we live, work and play into welcoming environments that invite interaction and appreciation of art and culture.



Biliana Velkova
Public Art Planner
(604-247-4612)

- Att. 1: *Arrival of the S.V. Titania* mural condition assessment
2: *Arrival of the S.V. Titania* mural current condition

Condition Report

Arrival of the S.V. Titania Mural

Artist: Dean and Christina Lauzé
Media: Acrylic paint on concrete block
Dimensions: H 10' x W 21'
Location: Steveston Hotel, 12111 Third Ave.
Installed: 2017

Catalogue Description Commissioned in honour of the 150th anniversary of Canada's confederation in 2017, the mural *Arrival of the S.V. Titania* is based on the oil painting of the same title by eminent marine artist, John M. Horton. The original painting is on display at City Hall.

Condition

Since the 2022 Condition Survey, the mural has further deteriorated from the action of heat due to sun exposure on the South-facing wall. Several additional losses to the paint are noted in scattered areas on the mural. The failure of adhesion of the paint to the concrete are due a combination of contributing factors:

- The action of heat exposure on the south-facing wall where the mural is located serving to exacerbate the above-mentioned points
- Incompatibility of the paint with the building's existing wall paint at the time of application and/or poor preparation or priming of the concrete substrate

Recommendations

It is not recommended that the mural is restored due to the continued paint loss that will occur due to inherently problematic location of the wall. It is recommended that the mural be removed.

In future, this location is not recommended for mural work without adequate research into the use of a primer and surface coating. It is not certain whether surface preparation could have guaranteed longevity of the artwork, given the high sun exposure, and this can only be determined by testing.

Report by: Sabina Sutherland, Conservator BFA, MAC

Date: August 8, 2024

Images



Condition of the Mural in 2022



Condition of the mural in 2024

Arrival of the S.V. Titania - mural current condition - May, 2024







City of Richmond

Report to Committee

To: General Purposes Committee **Date:** November 18, 2024
From: Anthony Capuccinello Iraci **File:** 10-6450-07-07/2024-Vol 01
 General Manager, Law & Community Safety
Re: **Phasing Options for the Public Safety Camera System**

Staff Recommendation

That:

- Option 1 to implement the RCMP proposed Phase 1 for the Public Safety Camera System as outlined in the staff report “*Phasing Options for the Public Safety Camera System*”, dated November 18, 2024, from the General Manager, Law and Community Safety be endorsed; and
- A capital submission for Option 1 to implement the RCMP proposed Phase 1 for the Public Safety Camera System, with an estimated value of \$2,493,794 and operating budget impact of \$181,600 be submitted for Council’s consideration as part of the 2025 budget process.

Anthony Capuccinello Iraci
 General Manager, Law & Community Safety
 (604-247-4636)

| REPORT CONCURRENCE | | |
|-----------------------------------|-------------------------------------|------------------------|
| ROUTED TO: | CONCURRENCE | |
| Transportation | <input checked="" type="checkbox"/> | |
| Information Technology | <input checked="" type="checkbox"/> | |
| Finance | <input checked="" type="checkbox"/> | |
| RCMP | <input checked="" type="checkbox"/> | |
| SENIOR STAFF REPORT REVIEW | INITIALS: | APPROVED BY CAO |
| | <i>AI</i> | <i>Seren</i> |

Staff Report

Origin

At its Closed Council Meeting on July 22, 2024, Council adopted the following resolution and authorized its disclosure:

The Council of the City of Richmond hereby resolves

- (a) to endorse the Public Safety Camera System Privacy Impact Assessment attached as Appendix 1 to this resolution (the "Privacy Impact Assessment"), and*
- (b) subject to final budget approval, to implement the Public Safety Camera System Program described in the Privacy Impact Assessment.*

Additionally, at its Regular Council Meeting on January 15, 2024, Council adopted the following resolution:

That:

- 1. a more detailed assessment of the costs associated with implementing the Proposed Public Safety Camera System, including phasing options and funding sources, as described in the report titled "Richmond Traffic Intersection Cameras and Proposed Public Safety Camera System" dated December 6, 2023 from the City Solicitor and General Manager, Community Safety be presented for Council's consideration in the future as part of the annual budget process;*
- 2. the feasibility of obtaining a Court declaration in advance of the expenditures associated with implementing the Proposed Public Safety Camera System, as described in the report titled "Richmond Traffic Intersection Cameras and Proposed Public Safety Camera System" dated December 6, 2023 from the City Solicitor and General Manager, Community Safety be explored;*
- 3. any necessary Privacy Impact Assessment for the Proposed Public Safety Camera System be undertaken to satisfy the requirements of the Freedom of Information and Privacy Act; and*
- 4. a copy of this report titled "Richmond Traffic Intersection Cameras and Proposed Public Safety Camera System" dated December 6, 2023 from the City Solicitor and General Manager, Community Safety be provided to the Office of the Information and Privacy Commissioner for British Columbia, Minister of Public Safety and Solicitor General, and Richmond Members of Parliament and Members of the Legislative Assembly.*

This report is in furtherance of paragraph (b) of the July 22, 2024 resolution and also responds to paragraph 1 of the January 15, 2024 resolution. The remaining paragraphs of the January 15, 2024 resolution have already been addressed by staff.

This report supports Council’s Strategic Plan 2022-2026 Focus Area #3 A Safe and Prepared Community:

Community safety and preparedness through effective planning, strategic partnerships and proactive programs.

3.2 Leverage strategic partnerships and community-based approaches for comprehensive safety services.

3.4 Ensure civic infrastructure, assets and resources are effectively maintained and continue to meet the needs of the community as it grows.

Analysis

In accordance with Council’s request, staff have undertaken a detailed assessment of the costs, including the phasing options and funding sources for Council’s consideration as part of the annual budget process.

Staff have conducted further research and a needs analysis of the camera hardware, management software, and associated technology infrastructure following Council’s endorsement of the Public Safety Camera System (PSCS). Three prominent camera manufacturers and two video management vendors were contacted to inquire about the appropriate camera system for law enforcement purposes. Based on the expert opinions of the camera manufacturers and input from the RCMP’s forensic video technician, it was determined that a combination of bullet, multi-sensor, and pan-tilt-roll-zoom (PTRZ) style cameras is recommended to capture the surroundings of an intersection, including vehicles, license plates, and images of persons as set out in the City’s Privacy Impact Assessment (PIA). The recommended cameras for the PSCS are 4K ultra-high-resolution and are environmentally protected at the IP67 level or higher.

Software modeling of camera requirements was also conducted to better understand the number of cameras, installation points, and coverage for various intersection designs. On average, four cameras are modeled for simple intersections¹ and six cameras for complex intersections². Therefore, the cost estimate for implementing the PSCS was revised upward due to the increased number of cameras needed at intersections, the camera models, and the additional hardware required to support fibre optic connectivity for the PSCS.

Based on the original scope outlined in the January 2024 report and the PSCS PIA, the capital cost for city-wide PSCS implementation is now estimated to be \$13,064,860, with an operating budget impact (OBI) of \$677,899, which is significantly higher than the initial preliminary cost estimate of approximately \$6.55 million.

The main drivers for the increase are the number of cameras required at an intersection and the

¹ A simple signalized intersection is a junction where two or more roads meet, with traffic flow controlled by traffic signals that assign right-of-way to vehicles and pedestrians in an alternating sequence.

² A complex signalized intersection is a multi-faceted junction featuring channelized right-turn lanes, dedicated left-turn lanes, dedicated right-turn lanes, multiple through lanes, elevated above ground rapid transit tracks, pedestrian crossings, and sometimes parallel or intersecting roads, all managed by coordinated traffic signals to handle high volumes of vehicles, cyclists, and pedestrians while minimising conflicts.

higher cost per camera to achieve the image quality needed for law enforcement and prosecution. The preliminary cost estimate was based on one PTRZ camera with a multi-sensor module containing four lenses, for a total of five lenses per intersection. However, following discussions with camera manufacturers and validation through software modeling, it was determined that each intersection require at least four ultra-high-definition cameras. This is because the PSCS is not actively monitored, and the quality of the video footage is highly dependent on camera placement, resolution, and the lenses attached to the camera model. Therefore, the original preliminary estimate for one PTRZ with multi-sensor does not provide sufficient coverage unless it is actively monitored.

Based on the software modeling, a typical intersection would require four cameras. For larger or more complex intersections, it may require no less than six cameras with additional one or two multi-sensor for perimeter coverage, bringing the total lenses from four to fourteen per intersection. Additionally, the increased number of cameras resulted in higher bandwidth, additional networking equipment, servers, and data storage requirements. The number of data storage days remained unchanged at 10 days.

Public Safety Camera System Phasing Options

Due to the high initial capital investment and the benefits of being able to assess and make potential adjustments through a phased approach, staff recommend a phased implementation plan. City staff consulted with the Richmond RCMP to determine priority locations and intersections for the initial rollout.

The Richmond RCMP proposed that priority locations include possible entry and exit routes for Richmond, areas with a high likelihood of capturing video footage of suspects and suspect vehicles, proximity to civic facilities (e.g., city hall, works yard, police detachment, community police office, community facilities), and major vehicle and transit corridors.

The phasing options do not include intersections on Sea Island, as it is under federal jurisdiction. The Vancouver Airport Authority is the principal owner of the signalized intersections on Sea Island, while the City maintains, repairs, and operates the traffic signals under contract with the Vancouver Airport Authority.

The City's PSCS PIA also describes a field testing phase prior to the implementation phase. The field testing allows the City to evaluate the effectiveness of the cameras and optimal camera placement. The field testing is expected to span six to twelve months to evaluate camera performance across the broadest possible range of weather conditions and lighting scenarios. Additionally, the testing will gather data on camera durability, enabling the City to refine maintenance and replacement schedule. The financial impact for the PSCS field testing can be funded from the existing operating budget with no tax impact and is estimated to cost between \$50,000 to \$75,000.

Option 1 – RCMP Proposed Phase 1 for the PSCS Implementation (Recommended)

The Richmond RCMP has identified two phases for PSCS implementation. Phase 1 is comprised of ten intersections for major entry and exit routes between Richmond and Sea Island, Knight Street Bridge and the Massey Tunnel. The ten priority intersections under Phase 1 are:

1. No. 5 Road & Steveston Highway*
2. Shell Road & Steveston Highway
3. No. 5 Road & 10700 Block
4. No. 5 Road & Horseshoe Way
5. Garden City Road & Sea Island Way*
6. Great Canadian Way & Bridgeport Road
7. Knight Street & Westminster Highway*
8. No. 6 Road & Westminster Highway
9. Jacombs Road & Westminster Highway*
10. Gilbert Road & River Road

Based on the assessment of the size and geography of the Phase 1 priority intersections, it was determined that a total of 48 PSCS cameras would be required. Four of the ten intersections assessed are large intersections with complex traffic patterns (marked with *), which require six PSCS cameras per intersection, while the remaining intersections average approximately four cameras per intersection. Maps indicating the phasing and intersection locations are provided in Attachment 2.

The cost for implementing Option 1 is \$2,493,794 in capital costs and \$181,600 in OBI. Option 1 has a higher average total cost per camera due to the fact that it includes the initial set up costs, which is comprised of the installation of information technology equipment and services to establish a brand-new segregated network dedicated to the PSCS. This segregated network is required for all options and is essential for ensuring the security, reliability, and integrity of the PSCS, as it operates independently from existing municipal networks. The cost breakdowns are provided in Attachment 1.

Option 1 is the recommended option because it offers a reduced initial financial investment in the PSCS while maintaining the critical benefits of a camera system for law enforcement. Implementing Phase 1 allows the City to focus resources on the most strategic locations, enhancing public safety where it is most needed. This phased approach provides an opportunity to assess the effectiveness of the PSCS in real-world conditions, particularly in providing evidence for prosecutions and deterring criminal activities, and it allows for the opportunity to make potential future adjustments as needed.

By collecting empirical data and assessing performance during this initial phase, the City can make informed adjustment decisions in relations to future expansions of the system. This strategy not only mitigates financial risk but also ensures that any additional investments are informed by proven results and are aligned with community safety objectives.

Option 2 – RCMP Proposed Phase 1 and Phase 2 (combined) for the PSCS Implementation (Not recommended)

Option 2 includes both Phase 1 and Phase 2 implementations occurring concurrently, with Phase 1 described in Option 1 and Phase 2 described below.

The Richmond RCMP proposed that Phase 2 is comprised of an additional ten intersections near civic facilities and public safety facilities. Phase 2 also provides additional entry and exit points in east Richmond near Highway 91 and Westminster Highway. The additional ten priority intersections under Phase 2 are:

1. No. 2 Road & Westminster Highway*
2. Westminster Highway & Gilley Road
3. Old Westminster Highway & New Westminster Highway
4. No. 8 Road & Westminster Highway
5. No. 3 Road & Granville Avenue
6. No. 3 Road & Westminster Highway*
7. No. 3 Road & Alderbridge Way*
8. Gilbert Road & Westminster Highway
9. Gilbert Road & Granville Avenue
10. No. 2 Road & Granville Avenue*

Based on the assessment of Phase 2 priority intersections, it was determined that an additional 48 PSCS cameras would be required. Four of the ten intersections assessed are large intersections with complex traffic patterns (marked with *), which require six PSCS cameras per intersection, while the remaining intersections average approximately four cameras per intersection. Maps indicating the phasing and intersection locations are provided in Attachment 2.

For Option 2 (Phase 1 and Phase 2 combined), the total requirement is 96 PSCS cameras for 20 intersections. The costs for implementing Option 2 are \$3,739,097 in capital costs and \$235,416 in OBI. The cost breakdowns are provided in Attachment 1.

Option 2 provides additional camera coverage in Richmond and can be implemented based on Council's consideration and direction. Option 2 would enhance the availability of usable video footage for law enforcement and evidence for prosecution. Additionally, Option 2 may offer an increased level of crime deterrence for civic facilities. However, Option 2 would entail additional capital investments of \$1,245,303 more than Option 1 and higher ongoing annual operating costs.

Staff believe that there are potential optimizations that may be realized based on the experience of implementing the smaller-scale Option 1 (Phase 1 only). By starting with Option 1, the City can evaluate the effectiveness and efficiency of the PSCS, identify any operational challenges, and make necessary adjustments before committing to a larger investment. Therefore, Option 2 is not recommended at this time.

Option 3 – City-wide Implementation of PSCS (Not recommended)

Option 3 involves city-wide implementation of 567 PSCS cameras at all signalized intersections with fibre optic connectivity. The financial impact for this comprehensive rollout is significant, with a capital cost of \$13,064,860 and OBI of \$677,899. While efficiency and optimization of camera coverage have been considered in this option, resulting in a lower cost per camera compared to Option 1 and Option 2, the overall implementation cost remains substantial due to the large number of ultra-high-definition cameras required and the supporting technology infrastructure needs.

Based on the substantial estimated cost and tax impact, implementing a public camera system of this scale, which is new to the City, presents considerable financial risk and does not allow any opportunity to evaluate the effectiveness and efficiency of the PSCS, identify any operational challenges, and make necessary adjustments before committing to a larger investment. Therefore, Option 3 is not recommended at this time.

Financial Impact

Staff recommend Option 1, which is the RCMP's proposed Phase 1 for the implementation of the PSCS with \$2,493,794 in capital costs and \$181,600 in OBI. A capital submission to implement the RCMP proposed Phase 1 of the PSCS, funded by Appropriate Surplus, will be submitted for Council's consideration as part of the 2025 budget process.

Conclusion

The importance of public safety cannot be overstated. The recommended Option 1 allows the City to phase the implementation the Public Safety Camera System (PSCS) to enhance public safety, and allow the opportunity to evaluate the effectiveness and efficiency of the PSCS, identify any operational challenges, and make necessary adjustments before committing to a larger investment. This phased approach will provide valuable insights into the operations and scalability of the PSCS, and allows for opportunities for future advancements in camera technology, which may lower costs, while mitigating financial and operational risks.

The use of the PSCS is strictly limited to law enforcement purposes and evidentiary support for prosecutions. The system will not be actively monitored in real time, and video footage retrieval will only be accessible through a production or Court order, ensuring that access is tightly controlled and legally justified. Technological safeguards will be in place, such as tightly controlled restricted access for authorized personnel only. Additionally, the PSCS will operate on its own segregated network to prevent cyberattacks and unauthorized access.

These restrictions and oversight mechanisms are designed to prevent misuse of the system and to adequately protect the privacy of individuals. By implementing robust security measures and adhering to legal requirements, the City aims to balance the benefits of enhanced public safety with the need to protect individual privacy rights. The City's Public Safety Camera System Privacy Impact Assessment, which was endorsed by Council on July 22, 2024, provides detailed information on these safeguards and is included in Attachment 3.



Anthony Capuccinello Iraci
General Manager, Law & Community Safety



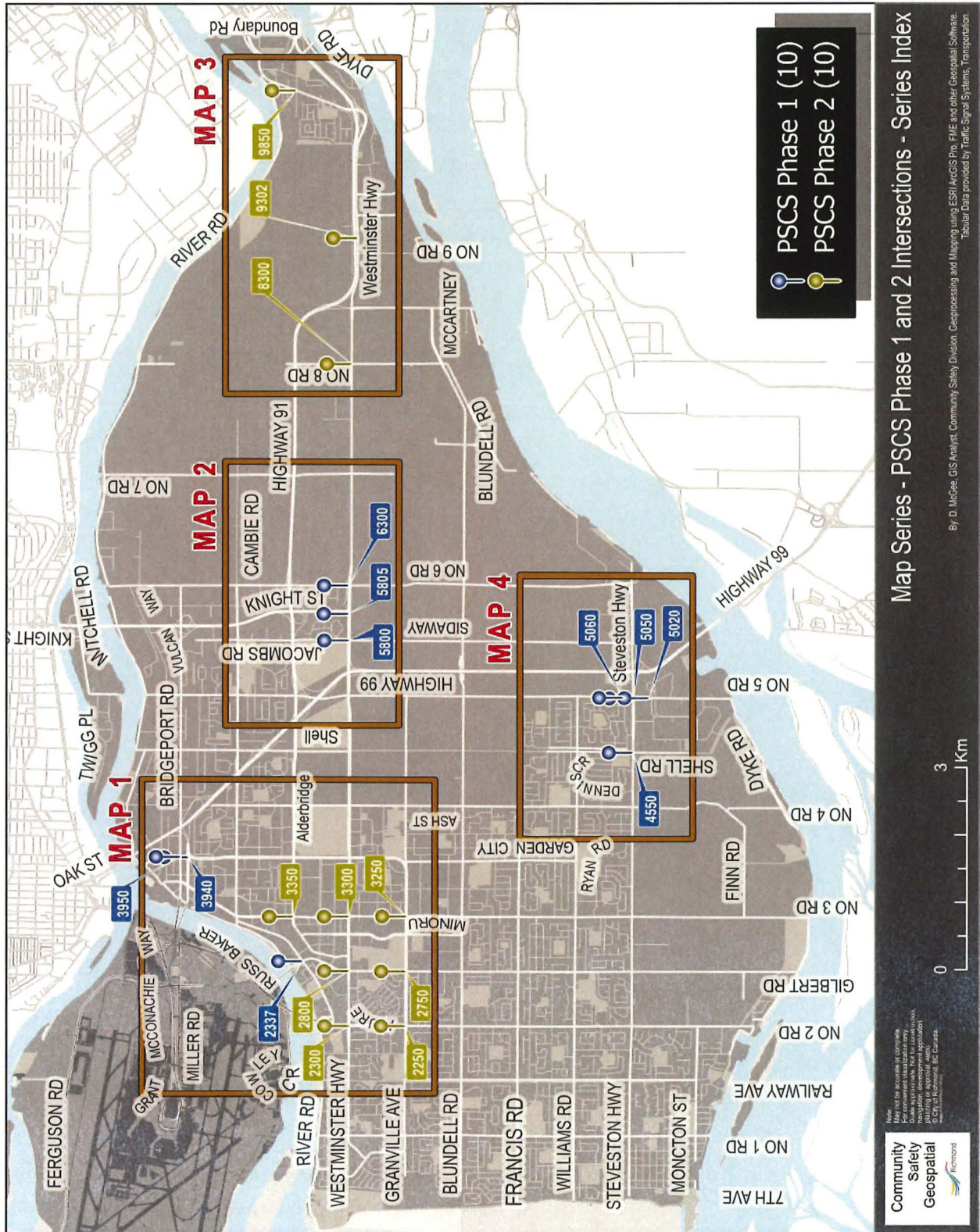
Douglas Liu
Manager, Community Safety Policy and Programs

- Att. 1: Public Safety Camera System - Revised Cost Estimate, September 2024
- 2: Phasing and Intersection Location Maps for the Implementation of the Public Safety Camera System
- 3: City Council endorsed Public Safety Camera System Privacy Impact Assessment

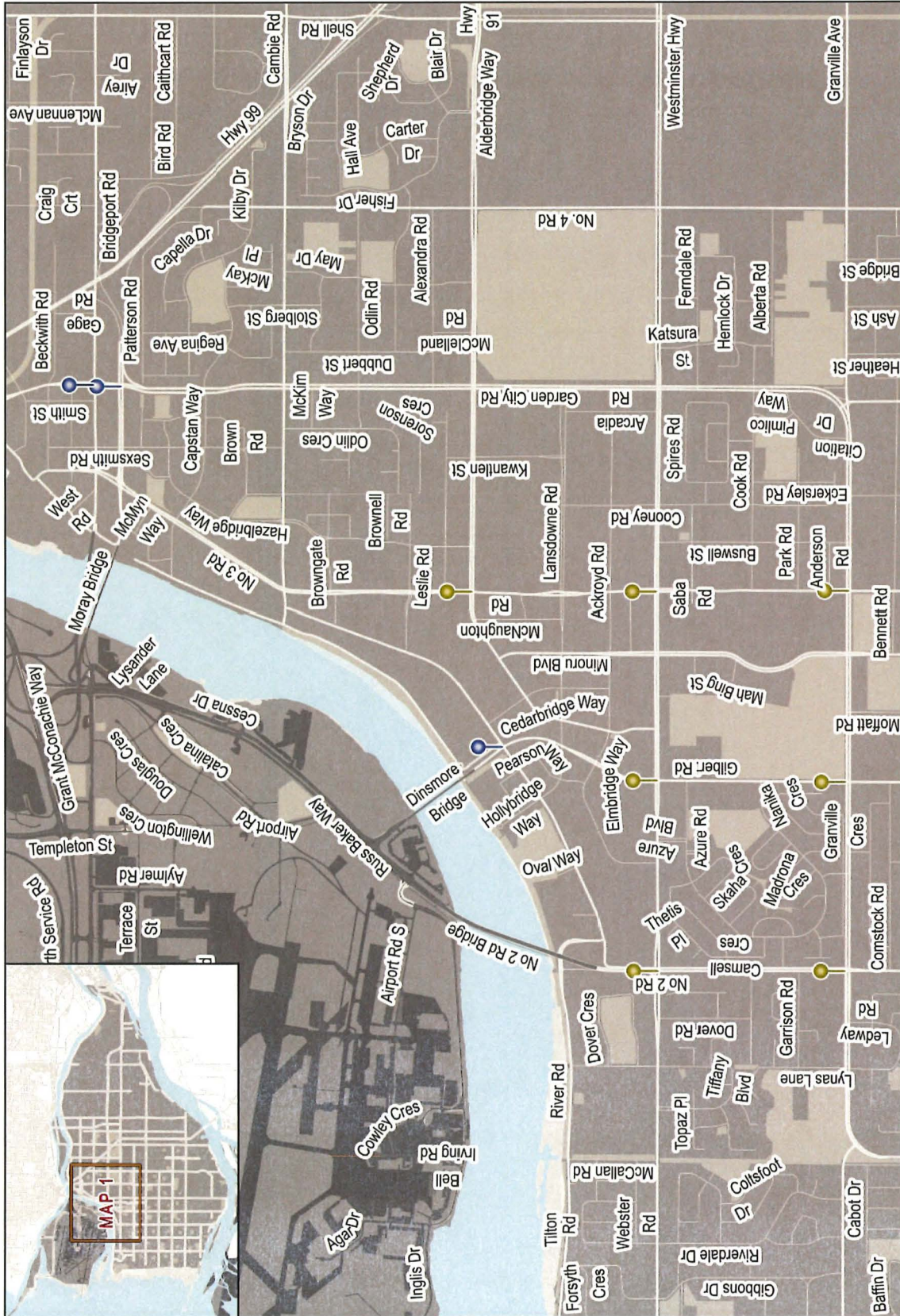
Public Safety Camera System (PSCS) - Revised Cost Estimate, September 2024

| | Option 1 (Recommended) | Option 2 | Option 3 |
|---|---|---|--|
| Description | RCMP Proposed Phase 1 | RCMP Proposed Phase 1 and 2 | City-wide Implementation |
| | <i>10 priority intersections 48 cameras</i> | <i>20 priority intersections 96 cameras</i> | <i>All fibre intersections 567 cameras</i> |
| PSCS Camera – Ultra High-definition All Weather | 528,000 | 1,056,000 | 3,937,500 |
| Labour – Installation of Cameras | 46,000 | 92,000 | 475,000 |
| Fibre Optic Network Isolation & Communication Cabinet | 116,000 | 232,000 | 1,475,000 |
| Camera Hardware Total | 690,000 | 1,380,000 | 5,887,500 |
| Camera Software Control/Monitor Licenses | 24,898 | 43,709 | 222,387 |
| Servers with Redundancy | 440,000 | 660,000 | 1,100,000 |
| IT Network Fibre | 53,264 | 82,205 | 1,967,496 |
| Data Storage with Redundancy (10 Days Ultra HD Storage) | 620,000 | 700,000 | 1,460,000 |
| Project Management | 250,000 | 250,000 | 250,000 |
| Data Storage and Monitoring Software Total | 1,388,162 | 1,735,914 | 4,999,883 |
| Contingency – 20% | 415,632 | 623,183 | 2,177,477 |
| Grand Total | 2,493,794 | 3,739,097 | 13,064,860 |
| | | <i>1,245,303 (50%) more than Phase 1</i> | <i>9,325,763 more than Phase 1 and 2</i> |
| Operating Budget Impact | Option 1 (Recommended) | Option 2 | Option 3 |
| Camera Maintenance and Testing of Installed Cameras | 40,187 | 63,706 | 263,422 |
| Camera Software Assurance | 4,413 | 8,709 | 44,477 |
| Server Maintenance | 32,000 | 48,000 | 80,000 |
| Data Storage Maintenance (OBI after 3 years) | 55,000 | 65,000 | 190,000 |
| Installation for New Signalized Intersections | - | - | 50,000 |
| Replacement Due to Camera Failures (OBI after 5 years) | 50,000 | 50,000 | 50,000 |
| Total Annual OBI | 181,600 | 235,415 | 677,899 |

Phasing and Intersection Location Maps for the Implementation of the Public Safety Camera System



7862940



Map Series - PSCS Phase 1 and 2 Intersections - MAP 1 of 4

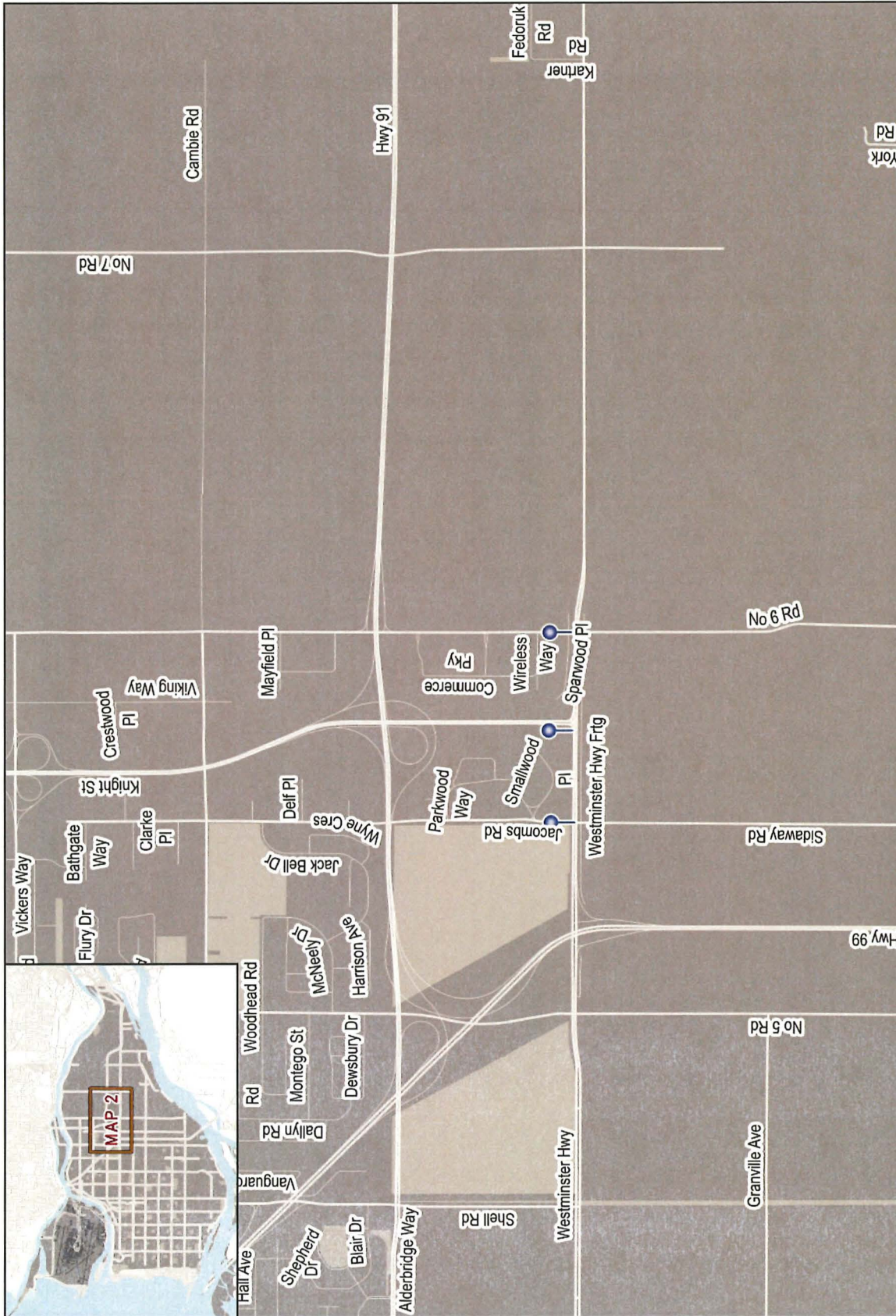
Notes:
 May not be accurate or complete.
 Created using ESRI ArcGIS Pro FME and other Geospatial Software.
 Navigation, development application
 Tabular Data provided by Traffic Signal Systems, Transportation.
 © City of Whitehorse, BC Canada.

By: D. McGee, GIS Analyst, Community Safety, Division, Geoprocessing and Mapping
 Mapping using ESRI ArcGIS Pro FME and other Geospatial Software.
 Navigation, development application
 Tabular Data provided by Traffic Signal Systems, Transportation.
 © City of Whitehorse, BC Canada.



PSCS Phase 1 PSCS Phase 2





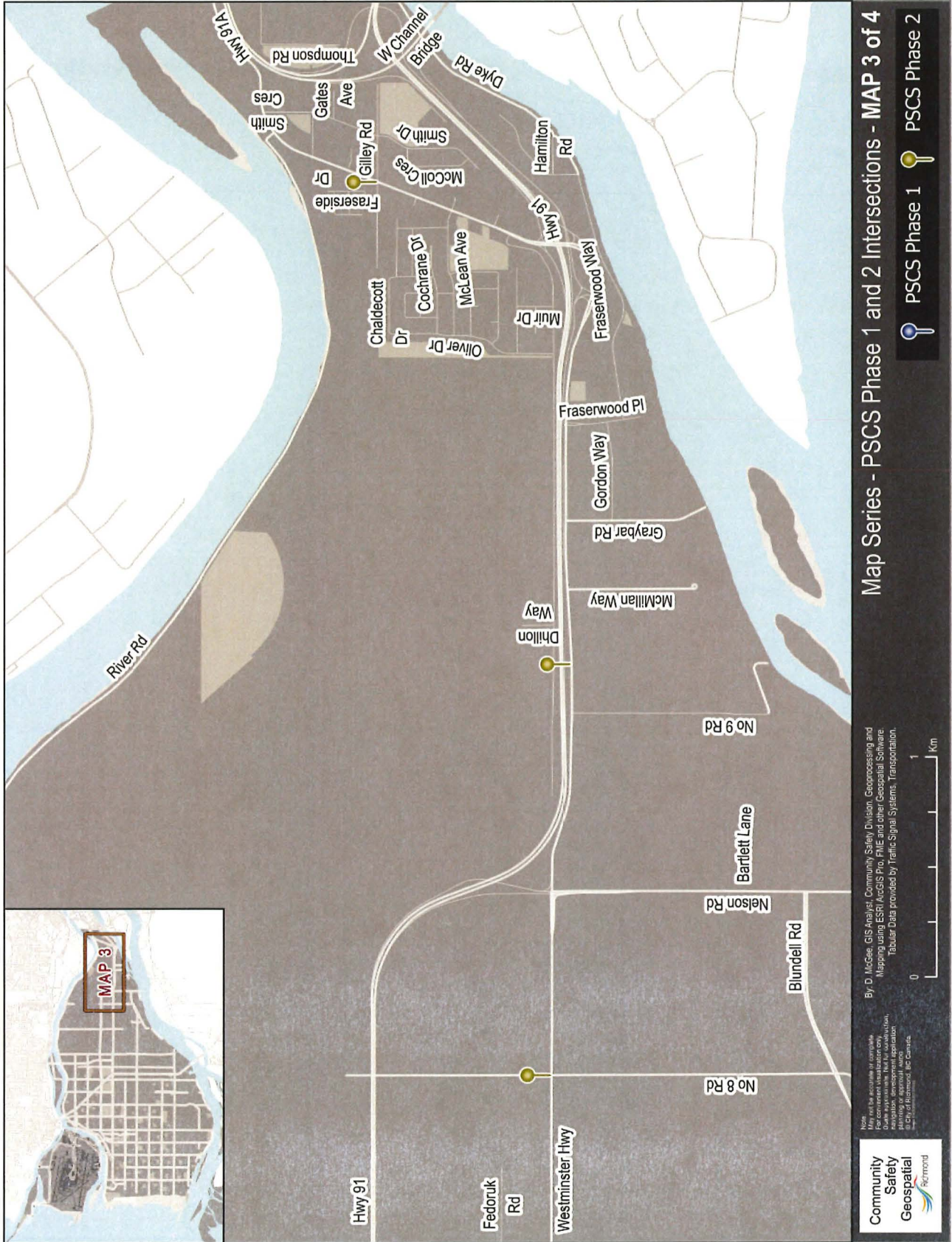
Map Series - PSCS Phase 1 and 2 Intersections - MAP 2 of 4

PSCS Phase 1 PSCS Phase 2

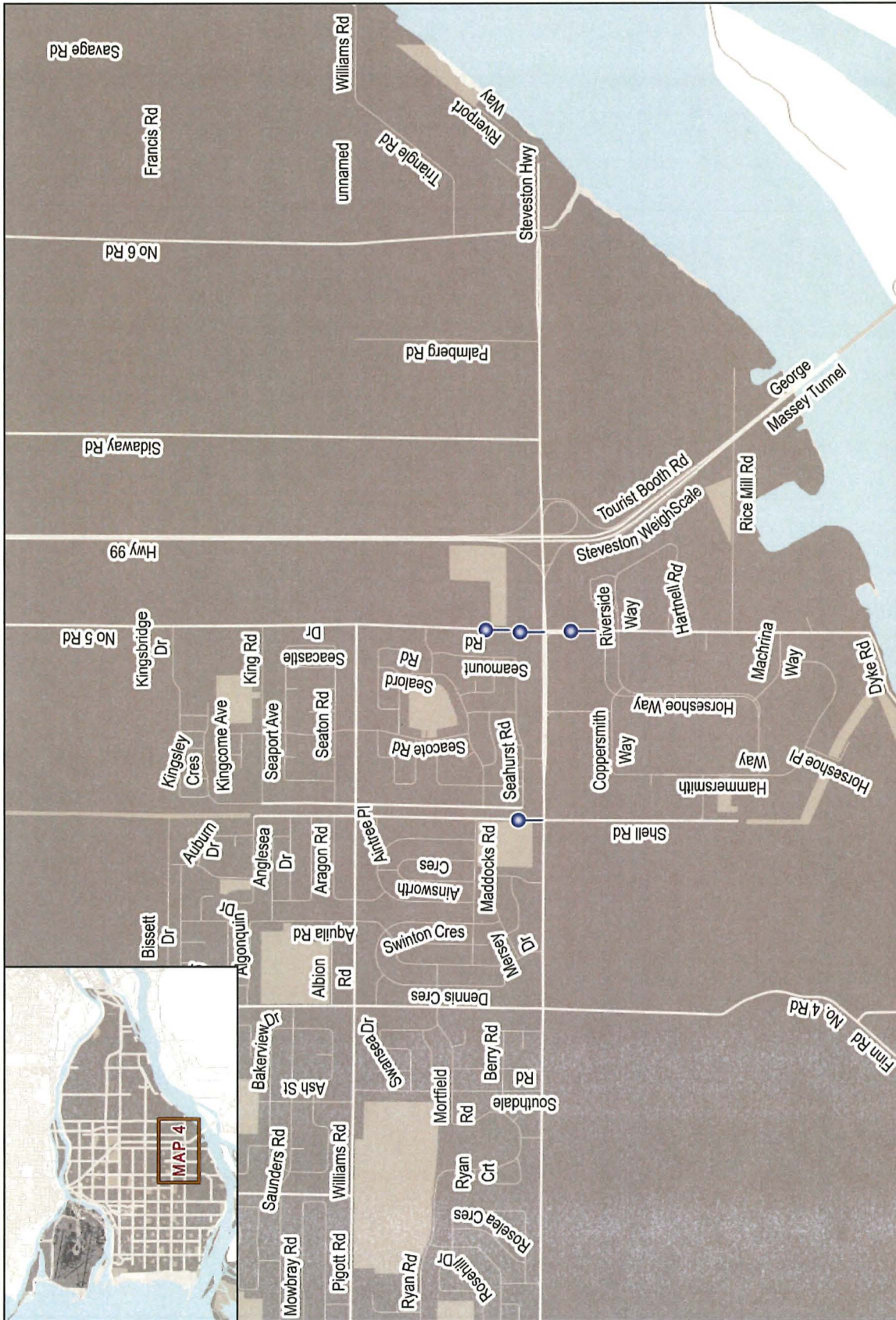
By: D. McGee, GIS Analyst, Community Safety Division, Geoprocessing and Mapping using ESRI ArcGIS Pro, FME and other Geospatial Software. Tabular Data provided by Traffic Signal Systems, Transportation.

Map not to be accurate or complete. For convenience only. Not for navigation, construction, application planning or approval. Also © 2019 Esri, DeLorme, Garmin





7862940



Map Series - PSCS Phase 1 and 2 Intersections - MAP 4 of 4

PSCS Phase 1 PSCS Phase 2

By: D. McGee, GIS Analyst, Community Safety Division, Geoprocessing and Mapping using ESRI ArcGIS Pro, FME and other Geospatial Software. Tabular Data provided by Traffic Signal Systems, Transportation.

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Privacy Impact Assessment for Non-Ministry Public Bodies

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Use this privacy impact assessment (PIA) template if you work for a service provider to a non-ministry public body in B.C. and are starting a new initiative or significantly changing an existing initiative.

Before you start

- If you are in a non-ministry public body, you may use this template to document a PIA. This template leads you through a complete PIA, but you are welcome to use another template or method for documenting your PIA
- An initiative is an enactment, system, project, program or activity
- Find information on the [PIA review process](#) and [question-by-question guidance](#)
- If you have any questions, email Privacy.Helpline@gov.bc.ca or phone [250 356-1851](tel:250-356-1851)

PART 1: GENERAL INFORMATION

PIA file number:

| | |
|--|--|
| Initiative title: | Richmond Public Safety Camera System |
| Organization: | The City of Richmond |
| Branch or unit: | Community Safety |
| Your name and title: | Douglas Liu Manager, Community Safety Policy and Programs |
| Your work phone: | 604-276-4004 |
| Your email: | dliu@richmond.ca |
| Initiative Lead name and title: | Cecilia Achiam General Manager, Community Safety |
| Initiative Lead phone: | 604-276-4122 |
| Initiative Lead email: | cachiam@richmond.ca |
| Privacy Officer: | Nicole Stocking |
| Privacy Officer phone: | 604-276-4156 |
| Privacy Officer email: | NStocking@richmond.ca |

General information about the PIA:

| |
|--|
| Is this initiative a data-linking program under FOIPPA? If this PIA addresses a data-linking program, you must submit this PIA to the Office of the Information and Privacy Commissioner. |
| No |
| Is this initiative a common or integrated program or activity? Under section FOIPPA 69 (5.4), you must submit this PIA to the Office of the Information and Privacy Commissioner. |
| No |
| Related PIAs, if any: |
| “Closed Circuit Television (CCTV) Cameras for Signalized Intersections in Richmond”, Privacy Risk Assessment, April 23, 2018. |

1. What is the initiative?

Describe your initiative in enough detail that a reader who knows nothing about your work will understand the purpose of your initiative and who your partners and other stakeholders are. Describe what you're doing, how it works, who is involved and when or how long your initiative runs.

Public Safety Camera System

This initiative involves the installation and implementation of a public safety camera system ("PSCS") in the City of Richmond (the "City"). The objective of the PSCS is to use high resolution cameras for law enforcement purposes, specifically for the purposes of criminal investigation and prosecution only. The PSCS will be comprised of a series of new ultra-high-definition cameras installed at 176 signalized intersections in the City. The PSCS will be installed on a segregated network, distinct from the City's existing traffic intersection camera system ("TICS"), and will be protected with its own safeguards in isolation from all other City information systems. The higher resolution cameras used in the PSCS will allow greater visual detail to be captured (namely vehicle licence plates and vehicle occupants' faces, and faces of people in public spaces) than what is observable in footage captured by the TICS.

On average, it is estimated that five cameras will be installed per signalized intersection for the PSCS in Richmond. The actual number of cameras will be determined based on findings from field testing (see section below). It is anticipated that the design of each intersection will dictate the required number of cameras. For example, a simple signalized intersection may need fewer than five cameras, while a complex, multi-lane intersection with multiple dedicated turn priorities may require more than five cameras. The PSCS will be networked with City-owned fibre optic infrastructure, which is necessary to transmit high-resolution video, and the storage of video and images of the PSCS will be stored with City information technology infrastructure located in Canada. The PSCS will be a standalone system within its own segregated network and restricted to a limited number of authorized staff identified below.

The PSCS will be used strictly for law enforcement purposes, and the release of the PSCS video and images must be prescribed with a production order for criminal investigations or Court order.

In order for the RCMP to access video footage from the City's PSCS, the following process will be followed:

- the RCMP must contact the City to request video footage, and complete a "Richmond RCMP Public Safety Camera System Video Request Form" (the "Request Form");
- the RCMP must provide a court authorized Production Order, pursuant to the *Criminal Code*, along with the Request Form;
- the City's legal department will review the Request Form and Production Order and provide authorization for the release of the video footage;
- the RCMP will provide a secure storage medium for the requested footage to be exported to; and
- if the request is approved, the City will export the requested footage to the RCMP's secure platform.

The PSCS will only be accessed by a limited number of authorized staff, including:

- Supervisor, Traffic Signal Systems;
- Traffic Signal Systems Technologist;
- PSCS Analyst;

for the purposes of fulfilling authorized RCMP requests, pursuant to the procedures outlined above, and in rare and limited circumstances by senior IT or operations staff if necessary for maintenance, repair, or upgrades of the PSCS. The PSCS will not be subject to active, ongoing monitoring by either the City or the RCMP, but recordings will be in effect 24/7.

Recordings made by the PSCS will be stored for 10 days. After the 10-day period has elapsed, the video footage recorded by the PSCS will be automatically and permanently deleted. Deleted footage will be non-recoverable. The PSCS is intended to be a permanent and ongoing initiative.

Initial Field Testing

Prior to installing the PSCS, the City plans to conduct initial field testing. The field testing will both ensure the prudent use of public funds and ensure that personal privacy will not be impacted beyond the intended scope of the PSCS.

The financial investment required for the PSCS is substantial, with the implementation costs estimated to range from \$3.29 million for partial deployment to \$6.55 million (2023 dollars) for City-wide deployment. The field testing aims to verify that the technical requirements are met, including the reliable capture of vehicle licence plates, vehicle occupants' faces, and faces of people in public spaces, but only in the intended and limited area of the intersection.

The field testing would entail the following:

1. Consulting with the Richmond RCMP on the acceptable standards for video footage required for law enforcement purposes;
2. Determining and identifying acceptable 'blind' areas;
3. Determining (make and model), configuring, and testing of PSCS cameras;
4. Determining up to ten intersections for testing, placement of the cameras at intersections, and determining the point of view coverage; and
5. Conducting field testing of the cameras under various weather conditions and various signalized intersection designs to ensure the PSCS is able to reliably capture video and images for law enforcement purposes only.

The anticipated timeframe for the field testing is expected to span six to twelve months. This period will allow for the evaluation of camera performance across the broadest possible range of weather conditions and lighting scenarios. Additionally, the testing will gather data on camera durability, enabling the City to establish a maintenance and replacement schedule.

The specific location for the field testing has yet to be determined; however, the testing process will initially involve deploying cameras at up to ten signalized intersections in Richmond. Should this initial testing on City property yield satisfactory results that meet the law enforcement objectives, the setup will then be extended to include both simple and complex signalized intersections in Richmond for further proof of concept testing. With this approach, the field testing is expected to

provide data to inform the decision on the number of cameras, and their make and model, as required for different intersection designs.

Specifically, for the field testing, the City will adopt the same deployment and implementation strategy as the PSCS, albeit on a much reduced scale. To illustrate this setup, the City plans to procure essential components specifically for PSCS field testing, including network servers, data storage solutions, ultra-high definition cameras, camera control software, networking equipment, and fiber optic equipment. Importantly, this field testing infrastructure will operate independently and segregated from any existing City information technology systems to ensure the PSCS field testing remains isolated and to maintain strict user access control, as intended.

As the primary goal of the PSCS field testing is to evaluate the cameras' performance under various lighting and weather conditions, the City will not disclose any images or video footage to the public or third parties, including law enforcement agencies. Images and videos from the field testing will be shared with selected internal City staff and members of the Richmond RCMP Detachment, however, to evaluate the PSCS's performance, ensuring the cameras meet their objective. While the PSCS field testing will not be actively monitored, recordings will be in place with a retention period of 48 hours. This 48-hour retention period is designed to provide adequate coverage for analysis, taking into account staff scheduling and availability. All video footage and images will be automatically deleted after 48 hours. Deleted footage for field testing will be non-recoverable.

2. What is the scope of the PIA?

Your initiative might be part of a larger one or might be rolled out in phases. What part of the initiative is covered by this PIA? What is out of scope of this PIA?

This PIA addresses the field testing, and the implementation and operations of the PSCS at 176 signalized intersections in the City.

3. What are the data or information elements involved in your initiative?

Please list all the elements of information or data that you might collect, use, store, disclose or access as part of your initiative. If your initiative involves large quantities of information or datasets, you can list categories or other groupings of personal information in a table below or in an appendix.

Continuously recorded video footage from the PSCS and field testing will capture information elements including:

- license plate numbers;
- images of vehicle occupants (drivers, passengers);
- images of pedestrians (at certain signalized intersections);
- vehicle make and model (associated with vehicle occupants); and
- geolocation data (date and time that certain vehicles, vehicle occupants and pedestrians were at certain locations).

3.1 Did you list personal information in question 3?

Personal information is any recorded information about an identifiable individual, other than business contact information. Personal information includes information that can be used to identify an individual through association or reference.

Type “yes” or “no” to indicate your response. **Yes**

- If yes, go to [Part 2](#)
- If no, answer [question 4](#) and submit questions 1 to 4 to your Privacy Officer. You do not need to complete the rest of the PIA template.

4. How will you reduce the risk of unintentionally collecting personal information?

Some initiatives that do not require personal information are at risk of collecting personal information inadvertently, which could result in an information incident.

N/A

PART 2: COLLECTION, USE AND DISCLOSURE

This section will help you identify the legal authority for collecting, using and disclosing personal information, and confirm that all personal information elements are necessary for the purpose of the initiative.

5. Collection, use and disclosure

Use column 2 to identify whether the action in column 1 is a collection, use or disclosure of personal information. Use columns 3 and 4 to identify the legal authority you have for the collection, use or disclosure.

| Use this column to describe the way personal information moves through your initiative step by step as if you were explaining it to someone who does not know about your initiative. | Collection, use or disclosure | FOIPPA authority | Other legal authority |
|--|-------------------------------|---|---|
| Step 1: Initial field-testing cameras record ongoing footage at up to 10 intersections in the City. | Collection | <p>Section 26(b) – the information is collected for the purposes of law enforcement.</p> <p>Section 26(c) – the information relates directly to and is necessary for a program or activity of the public body.</p> <p>Section 26(e) – the information is necessary for the purposes of planning or evaluating a program or activity of a public body.</p> | N/A |
| Step 2: PSCS cameras record ongoing footage at 176 signalized intersections in the City. | Collection | Section 26(b) – the information is collected for the purposes of law enforcement. | Section 3(2) of the <i>Police Act</i> requires the City to provide policing and law enforcement – the City has complied with this by entering into the Municipal Police Unit Agreement (MPUA) with the Province pursuant to s. 3(2)(b) of the <i>Police Act</i> . |

| Use this column to describe the way personal information moves through your initiative step by step as if you were explaining it to someone who does not know about your initiative. | Collection, use or disclosure | FOIPPA authority | Other legal authority |
|---|-------------------------------|--|---|
| | | | Further, the <i>Community Charter</i> provides that municipalities require “adequate powers and discretion to address existing and future community needs” (section 1(2)(a)). |
| Step 3: The City stores video footage captured by the PSCS for 10 days after it has been recorded. | Use | Section 32(a) – for the purpose for which the information was obtained or compiled, or for a use consistent with that purpose. | *Note that the use of personal information at this stage is solely for storage – no one at the City will actually view or use it* |
| Step 4: If a specific incident has been captured on camera, the RCMP may request footage of that incident by providing a Request Form to the City, along with an accompanying Production Order. | None | N/A | N/A |
| Step 5: Specified City staff, including the City Solicitor, and the City’s General Manager of Community Safety, will review the Request Form and Production Order. | None | N/A | N/A |
| Step 6: If a Production Order is approved per step 5 above (i.e., | Use | Section 32(a) – for the purpose for which the information was obtained | |

| Use this column to describe the way personal information moves through your initiative step by step as if you were explaining it to someone who does not know about your initiative. | Collection, use or disclosure | FOIPPA authority | Other legal authority |
|---|-------------------------------|--|--|
| where all required information has been included), the City will review and save the relevant PSCS footage (from the specified location and window of time, as provided by the RCMP). | | or compiled, or for a use consistent with that purpose (i.e., for the purposes of law enforcement). | |
| Step 7: The relevant video footage of the incident is disclosed to the RCMP. | Disclosure | <p>Section 33(3)(d) – a public body may disclose personal information [...] to a public body, or a law enforcement agency in Canada, to assist in a specific investigation:</p> <ul style="list-style-type: none"> (i) undertaken with a view to a law enforcement proceeding, or (ii) from which a law enforcement proceeding is likely to result; and <p>Section 33(2)(l) – to comply with a subpoena, warrant or order issued or made by a court or person in Canada with jurisdiction to compel the production of information in Canada.</p> | Production Order pursuant to section 487.014 of the <i>Criminal Code</i> |

Optional: Insert a drawing or flow diagram here or in an appendix if you think it will help to explain how each different part is connected.

6. Collection Notice

If you are collecting personal information directly from an individual the information is about, FOIPPA requires that you provide a collection notice (except in limited circumstances).

Review the [sample collection notice](#) and write your collection notice below. You can also attach the notice as an appendix.

N/A – pursuant to section 27(3)(a) of FOIPPA, a collection notice is not required where the information collected “is about law enforcement or anything referred to in section 15 (1) or (2)”, which is the case here.

PART 3: STORING PERSONAL INFORMATION

If you’re storing personal information outside of Canada, identify the sensitivity of the personal information and where and how it will be stored.

7. Is any personal information stored outside of Canada?

Type “yes” or “no” to indicate your response. **No**

8. Where are you storing the personal information involved in your initiative?

All images, video footage, and data pertaining to the PSCS will be hosted on City-owned information technology infrastructure at City Hall or at the City WorksYard.

9. Does your initiative involve [sensitive personal information](#)?

Type “yes” or “no” to indicate your response. **Yes** – While this is always a contextual analysis, geolocation data and licence plate numbers are highly likely to be considered sensitive information in this context.

- If yes, go to [question 10](#)
- If no, go to [Part 5](#)

10. Is the sensitive personal information being disclosed outside of Canada under [FOIPPA section 33\(2\)\(f\)](#)?

Type “yes” or “no” to indicate your response. **No**

- If yes, go to [Part 4](#)
- If no, go to [Part 5](#)

PART 4: ASSESSMENT FOR DISCLOSURES OUTSIDE OF CANADA

Complete this section if you are disclosing sensitive personal information to be stored outside of Canada. You may need help from your organization’s Privacy Officer. More help is available in the [Guidance on Disclosures Outside of Canada](#).

11. Is the sensitive personal information stored by a service provider?

Type “yes” or “no” to indicate your response.

- If yes, fill in the table below (add more rows if necessary) and go to [question 13](#)
- If no, go to [question 12](#)

| Name of service provider | Name of cloud infrastructure and/or platform provider(s) (if applicable) | Where is the sensitive personal information stored (including backups)? |
|--------------------------|--|---|
| | | |
| | | |

12. Provide details on the disclosure, including to whom it is disclosed and where the sensitive personal information is stored.

13. Does the contract you rely on include privacy-related terms?

Type “yes” or “no” to indicate your response.

- If yes, describe the contractual measures related to your initiative.

15. What controls are in place to prevent unauthorized access to sensitive personal information?

16. Provide details about how you will track access to sensitive personal information.

17. Describe the privacy risks for disclosure outside of Canada.

Use the table to indicate the privacy risks, potential impacts, likelihood of occurrence and level of privacy risk. For each privacy risk you identify describe a privacy risk response that is proportionate to the level of risk posed.

This may include reference to the measures to protect the sensitive personal information (contractual, technical, security, administrative and/or policy measures) you outlined. Add new rows if necessary.

| Privacy risk | Impact to individuals | Likelihood of unauthorized collection, use, disclosure or storage of the sensitive personal information (low, medium, high) | Level of privacy risk (low, medium, high, considering the impact and likelihood) | Risk response (this may include contractual mitigations, technical controls, and/or procedural and policy barriers) | Is there any outstanding risk? If yes, please describe. |
|--------------|-----------------------|---|--|---|---|
| | | | | | |
| | | | | | |

Outcome of Part 4

The outcome of Part 4 will be a **risk-based decision made by the head of the public body on whether to proceed with the initiative**, with consideration of the risks and risk responses, including consideration of the outstanding risks in question 17. **The public body may document the decision in an appropriate format as determined by the head of the public body or by using this PIA template.**

PART 5: SECURITY OF PERSONAL INFORMATION

In Part 5 you will share information about the privacy aspect of securing personal information. People, organizations or governments outside of your initiative should not be able to access the personal information you collect, use, store or disclose. You need to make sure that the personal information is safely secured in both physical and technical environments.

18. Does your initiative involve digital tools, databases or information systems?

Type “yes” or “no” to indicate your response. **Yes**

- For the implementation of the PSCS in the City of Richmond, the following equipment and infrastructure components are essential:
 - *Ultra-High-Definition Cameras:* The core component of the PSCS, these cameras are capable of capturing high-resolution video footage that can detail vehicle license plates and the faces of vehicle occupants and individuals in public spaces.
 - *Networking Equipment:* To ensure the seamless transmission of video data, robust networking equipment will be required. This includes switches, routers, and possibly dedicated hardware for encryption to secure the data transmission.
 - *Fiber Optic Infrastructure:* Utilizing the City-owned fiber optic network is crucial for transmitting high-resolution video. This infrastructure supports the bandwidth requirements of ultra-high-definition video data transmission.

- *Data Storage Solutions:* Given the high volume of high-resolution video data generated by the PSCS, ample data storage capacity is essential. This would likely involve both immediate short-term storage for field testing and longer-term storage systems, including storage redundancy, for the operation of the PSCS.
- *Camera Control Software:* To manage, control, and retrieve footage from the cameras, specialized software is required.
- *Segregated Network and User Access Systems:* To prevent unauthorized access and ensure data security, the PSCS will operate in a segregated network in isolation from all other City information systems. This requires separate dedicated server hardware and software to manage user access, authentication, and authorization.
- *Maintenance and Replacement Parts and Tools:* To ensure the continuity and reliability of the PSCS, tools and equipment for regular maintenance, as well as a system for the timely replacement of faulty or outdated components, are necessary.

18.1 Do you or will you have a security assessment to help you ensure the initiative meets the security requirements of [FOIPPA section 30](#)?

Type “yes” or “no” to indicate your response. **Yes**

- The security measures for the storage and access of recordings of the PSCS includes both physical and technical aspects to ensure data integrity and privacy.
- Physical security measures include server and storage rooms that are securely locked, with access restricted to specific staff members through a key card system or physical lock. Access to these restricted areas is logged and monitored to track staff access and to prevent unauthorized access. Moreover, stringent visitor management protocols will be enforced, including mandatory sign-ins and escorting, especially when third-party contractors are needed to service the servers or related infrastructure.
- Technical security measures include a segregated network exclusively for accessing and storing video recordings from the PSCS. The use of a segregated network ensures a highly secured and isolated environment for storing and retrieving PSCS data. Access to

this segregated network is strictly limited to pre-authorized devices and workstations, with distinct user credential, with permissions controlled by the City's Information Technology (IT) department. Access to the PSCS segregated network will only be provided to specific staff members, thereby enhancing the system's security integrity. To further safeguard the segregated PSCS network, there will be no internet connectivity and a network firewall will be implemented for additional protection.

- The secure transfer of video recordings to the RCMP for law enforcement purposes necessitates that the RCMP provides their own secured storage medium.
- The City's IT policy outlines the acceptable use of computing and technology resources, holding staff accountable for their actions while utilizing the City's equipment, software, and facilities. These policies ensure that staff are fully informed of their responsibilities in safeguarding all City information and data, including that of the PSCS, to maintain its integrity and confidentiality. All data storage and backup systems will be located within Canada. The City will utilize, where feasible, encryption at different stages of data transit and storage, and will apply encryption to the data where it is determined to be an appropriate and viable addition.

19. What technical and physical security do you have in place to protect personal information?

Describe where the digital records for your initiative are stored (e.g., on your organization's LAN, on your computer desktop, etc.) and the technical security measures in place to protect those records. Technical security measures include secure passwords, encryption, firewalls, etc. Physical security measures include restricted access to filing cabinets or server locations, locked doors, security guards, etc.

If you have completed a security assessment, you may want to append it to the PIA.

N/A – responded yes to question 18.1.

20. Controlling and tracking access

Please check each strategy that describes how you limit or restrict who can access personal information and how you keep track of who has accessed personal information in the past. Insert your own strategies if needed.

| | |
|---|---|
| Strategy | |
| We only allow employees in certain roles access to information | <input checked="" type="checkbox"/> |
| Employees that need standing or recurring access to personal information must be approved by executive lead | <input checked="" type="checkbox"/> |
| We use audit logs to see who accesses a file and when | <input checked="" type="checkbox"/> |
| Describe any additional controls: | <ul style="list-style-type: none"> - Request Form and Production Order from RCMP, reviewed and approved by the City’s legal department, required prior to disclosure to RCMP - Log maintained of Requests Forms submitted, and disclosure made (including to which officer, and when) - Implement and access the PSCS in a segregated network and storage servers. User access will include audit logging to capture logins, activities, and duration. - Data and video captured by the PSCS will be purged and made non-recoverable after their retention period has passed. |

PART 6: ACCURACY, CORRECTION AND RETENTION

In Part 6 you will demonstrate that you will make a reasonable effort to ensure the personal information that you have on file is accurate and complete.

21. How will you make sure that the personal information is accurate and complete?

[FOIPPA section 28](#) states that a public body must make every reasonable effort to ensure that an individual's personal information is accurate and complete.

N/A – video footage

22. Requests for correction

[FOIPPA](#) gives an individual the right to request correction of errors or omissions to their personal information. You must have a process in place to respond to these requests.

22.1 Do you have a process in place to correct personal information?

Type "yes" or "no" to indicate your response.

N/A – video footage

22.2 Sometimes it's not possible to correct the personal information. [FOIPPA](#) requires that you make a note on the record about the request for correction if you're not able to correct the record itself. Will you document the request to correct or annotate the record?

Type "yes" or "no" to indicate your response.

N/A – video footage

22.3 If you receive a request for correction from an individual and you know you disclosed their personal information in the last year, [FOIPPA](#) requires you to notify the other public body or third party of the request for correction. Will you ensure that you conduct these notifications when necessary?

Type "yes" or "no" to indicate your response.

N/A – video footage

23. Does your initiative use personal information to make decisions that directly affect an individual?

Type "yes" or "no" to indicate your response. **No**

- If yes, go to [question 24](#)

- If no, skip ahead to [Part 7](#)

24. Do you have an information schedule in place related to personal information used to make a decision?

FOIPPA requires that public bodies keep personal information for a minimum of one year after it is used to make a decision.

Type “yes” or “no” to indicate your response.

- If no, describe how you will ensure the information will be kept for a minimum of one year after it’s used to make a decision that directly affects an individual.

N/A – responded no to question 23.

PART 7: PERSONAL INFORMATION BANKS

A personal information bank (PIB) is a collection of personal information searchable by name or unique identifier.

25. Will your initiative result in a personal information bank?

Type “yes” or “no” to indicate your response. **No**

- If yes, please complete the table below.

| |
|---|
| Describe the type of information in the bank |
| |
| Name of main organization involved |
| |
| Any other ministries, agencies, public bodies or organizations involved |
| |
| Business contact title and phone number for person responsible for managing the Personal Information Bank |
| |

PART 8: ADDITIONAL RISKS

Part 8 asks that you reflect on the risks to personal information in your initiative and list any risks that have not already been addressed by the questions in the template.

26. Risk response

Describe any additional risks that arise from collecting, using, storing, accessing or disclosing personal information in your initiative that have not been addressed by the questions on the template.

| Risk Description | Risk Likelihood | Risk Consequence | Owner | Planned Steps to Address or Mitigate Risk |
|--|-----------------|------------------|--------------------------------------|--|
| <p><u>Contractual</u></p> <p>The contract with Vendor to install the PSCS camera upgrades has not been negotiated and thus privacy provisions are not yet documented.</p> | Low | Low | Program Manager, CIO, Privacy Office | PSCS vendor agreements or amendments will be reviewed for the security/privacy contractual provisions required to ensure compliance with FIPPA. |
| <p><u>Notification of initial field testing</u></p> <p>On-site notification will be posted of initial field testing cameras.</p> | Low | High | Program Manager | <p>Although not required, the City will post notification at all sites where PSCS cameras are installed during the initial field testing.</p> <p>The City will make information available to the public regarding the purpose of the PSCS on its website.</p> |
| <p><u>Security (FIPPA Section 30)</u></p> <p>Information in transit</p> | Low | High | CIO | Physical security will be strengthening to include segregated network, segregated data storage, access control through a key card system, segregated workspaces, and requirements for visitors to sign-in and be escorted on City premises where the PSCS is hosted. |

| Risk Description | Risk Likelihood | Risk Consequence | Owner | Planned Steps to Address or Mitigate Risk |
|--|-----------------|------------------|------------------------------------|---|
| | | | | The City's IT policy will be updated to further provide direction and define accountabilities for acceptable use of the City's computing and technology resources. |
| <p><u>Section 32 of FIPPA limits the purpose for which a public body can use personal information</u></p> <p>Public bodies should be prepared to demonstrate that the ways they use personal information meet the requirements of s. 32.</p> <p>Information collected through PSCS should not be used beyond the original purpose for the collection and any other purpose that is demonstrably consistent with this purpose.</p> | Low | High | Privacy Office, CIO | <p>A clear policy will be put in place prohibiting the use of the PSCS for purposes other than those stated, except as authorized by the appropriate person. This policy will be clearly communicated to all staff.</p> <p>All request forms and production orders from the RCMP will be reviewed and approved by the City's legal department prior to disclosure of PSCS video to the RCMP.</p> <p>The City's IT policy will outline the acceptable use of computing and technology resources, holding staff accountable for their actions while utilizing the City's equipment, software, and facilities.</p> |
| <p><u>Retention of Personal Information</u></p> <p>Personal information may not be retained for longer than necessary.</p> <p>The City will be responsible for ensuring that the personal information</p> | Low | Low | Records Mgmt., Privacy Office, CIO | <p>A policy will be established to identify PSCS data retention, amendments to retention, and the purging of PSCS data from the system. This policy should ensure that records retention and disposition schedules are in place.</p> <p>Data not used in the PSCS system be routinely and systematically destroyed or overwritten based on the</p> |

| Risk Description | Risk Likelihood | Risk Consequence | Owner | Planned Steps to Address or Mitigate Risk |
|--|-----------------|------------------|-----------------------|--|
| <p>stored on the PSCS is appropriately retained and destroyed.</p> | | | | <p>retention period. This is often accomplished with a setting in the server/storage device recorder for the PSCS system. Video data should not be destroyed earlier than prescribed by policy without a specific request to do so.</p> |
| <p><u>Governance</u></p> <p>Risk of absence or incomplete governance relating to government policies and procedures.</p> | <p>Low</p> | <p>High</p> | <p>Privacy Office</p> | <p>The City will develop any required policies, procedures, and training necessary to support the security and privacy governance of the PSCS systems, as recommended in the "Public Sector Video Surveillance Guidelines."</p> <p>Furthermore, audit processes will be established to ensure compliance with these policies and procedures.</p> <p>Security and privacy requirements will be communicated to relevant staff to support compliance. New employees will not have access to systems without undergoing privacy training and completing a policy review/sign-off.</p> |

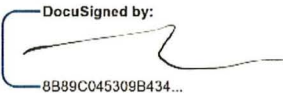
PART 9: SIGNATURES

You have completed a PIA. Submit the PIA to your Privacy Officer for review and comment, and then have the PIA signed by those responsible for the initiative.

Privacy Office Comments

Privacy Office Signatures

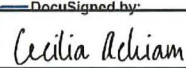



This PIA is based on a review of the material provided to the Privacy Office as of the date below.

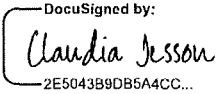
| Role | Name | Electronic signature | Date signed |
|---|------------------|---|-------------|
| Privacy Officer / Privacy Office Representative | Stocking, Nicole |  <p>DocuSigned by: 8B89C045309B434...</p> | 5/22/2024 |

Program Area Signatures

This PIA accurately documents the data elements and information flow at the time of signing. If there are any changes to the overall initiative, including to the way personal information is collected, used, stored or disclosed, the program area will engage with their Privacy Office and if necessary, complete a PIA update.

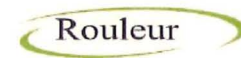
Program Area Comments:

| Role | Name | Electronic signature | Date signed |
|---|----------------|---|-------------|
| Initiative lead | Cecilia Achiam |  <p>DocuSigned by: 4A08F97F7DC942B...</p> | 5/22/2024 |
| Program/Department Manager | Douglas Liu |  <p>DocuSigned by: 38DE278CFE6A47D</p> | 5/23/2024 |
| Contact Responsible for Systems Maintenance and/or Security | Grant Fengstad |  <p>DocuSigned by: BCD7A0E9B78440D...</p> | 5/24/2024 |
| Only required if they have been involved in the PIA | Lloyd Bie |  <p>DocuSigned by: A93859F2CF014F7...</p> | 5/28/2024 |

| Role | Name | Electronic signature | Date signed |
|-----------------------------------|----------------|--|-------------|
| Head of public body, or designate | Claudia Jesson |  DocuSigned by: <i>Claudia Jesson</i> 2E5043B9DB5A4CC... | 5/31/2024 |

SCHEDULE A

April 23, 2018 Privacy Risk Assessment



Privacy Risk Assessment

| | |
|--|---|
| Organization: | City of Richmond |
| Initiative or Process in Scope: | Closed Circuit Television (CCTV) Cameras for Signalized Intersections in Richmond |
| Submission Date: | April 23, 2018 |
| Author: | Jay Loder, Rouleur Consulting |
| Project Contact: | Ed Warzel |
| Project Stage: | Pre-implementation |

Executive Summary

Rouleur Consulting Ltd. has been engaged by the City of Richmond (the City) to perform a Privacy Risk Assessment, also known as a Privacy Impact Assessment (PIA). The purpose of the Privacy Risk Assessment is to review compliance with the City's privacy obligations for installation of public-facing Closed-Circuit Television (CCTV) cameras as established under their policies, the privacy requirements under the *Freedom of Information and Protection of Privacy Act (FIPPA)*, and guidance as provided by the Office of the Information and Privacy Commissioner of British Columbia (OIPC) to determine identifiable risks and risk mitigation processes.

This Privacy Risk Assessment is not intended as a certification tool guaranteeing compliance with the City's statutory obligations under *FIPPA*, rather, it serves to identify possible areas of non-compliance that require attention by the organization, and adoption of accepted best practices.

Some of the recommendations have implications beyond privacy which is consistent with the nature of privacy protection as it is often interwoven with information security, records management, and other business processes.

Overview of the Privacy Risk Assessment Process

The Privacy Risk Assessment is a process that provides a review and evaluation of the risks and controls associated with privacy requirements. The Assessment can help organizations identify the most effective way to comply with their data protection obligations, meet expectations of privacy, and identify and rate privacy risks.

This report provides documentation of the risk assessment conducted regarding the equipment, software applications and services in consideration. It also provides the vendor, project team and stakeholders with better understanding as to how the data collection, storage and handling requirements of their software application and services relate to privacy requirements.

A Privacy Risk Assessment should be completed at the design stage of a new system or program, and



then revisited as program requirements and legal obligations change. Standard steps in the Assessment involve reviewing the proposal, the planning of the initiative, and the implementation. In many cases a post implementation review is conducted to ensure the initiative becomes operationalized as described.

Background

The City of Richmond is a local government that was incorporated as a municipality on November 10, 1879 and later designated as a City on December 3, 1990. With a population of over 218,000 people, the City is a mix of residential, and commercial property, agricultural lands, industrial parks, waterways and natural areas. Because of the geographic location of Richmond, it serves as a thoroughway for neighbouring cities to provide access to various transportation options. Richmond is connected to neighbouring Metro Vancouver cities by a series of bridges and a tunnel. There are two major freeways feeding into Richmond, a rapid transit line, and two railway lines. Richmond also has two international seaports. In addition, Vancouver International Airport is located in Richmond on Sea Island.

Currently there are 175 signalized intersections in Richmond, among which 60 intersections are equipped with non-recording traffic detection cameras. The existing traffic cameras function primarily to detect vehicles, manage traffic flow and respond to real-time traffic incidents. Each camera equipped intersection has four cameras to monitor traffic flow in each direction of the intersection. Existing traffic detection cameras have the capability of capturing live video feeds, but to date the recording function has not been equipped within existing hardware and software. In early 2018, Richmond City Council approved funding for a new initiative to install additional CCTV cameras, with recording capabilities, at 175 signalized intersections in Richmond. These cameras will enhance public safety by serving as an important investigatory tool for RCMP. This Privacy Risk Assessment analyses the privacy impacts for these additional cameras.

Responsibility for Privacy at the City of Richmond rests with the Head of the Public Body. Responsibility for day to day privacy compliance including PIA's at Richmond rests with the Privacy Officer designated in the City Clerk's office. The City Clerk's office also receives and processes requests for information under the *Freedom of Information and Protection of Privacy Act (FIPPA)*.

Objective

Rouleur Consulting Ltd. has been engaged by Richmond to perform a Privacy Risk Assessment. The purpose of this Privacy Risk Assessment is to review compliance with the privacy requirements under the *FIPPA*, and relevant Richmond policies to identify related risks and prescribe recommendations on compliance and risk mitigation. Recognized privacy protection best practices provided by Federal and Provincial government bodies were also considered in this assessment.

Introduction

This assessment report presents findings and recommendations arising from Rouleur's review at Richmond. We reviewed policies and procedures at the City that were relevant from the perspective of compliance with *FIPPA*. The review was conducted through Winter 2018. A draft final report was reviewed by the Privacy Officer and select senior staff in April 2018. This final report was prepared April 23, 2018.

Benefits of deploying CCTV cameras at traffic intersections have been described by the City as:

- Ability to retroactively observe specific traffic issues such as collisions, damaged equipment, safety concerns, and general signal operation.
- Assistance in law enforcement investigation and insurance matters or claims pertaining to motor vehicles and pedestrians.
- Data collection on traffic analysis for the improvement of traffic services.
- Providing real-time information for traffic management in disaster and emergency responses.
- Identify and proactively address safety concerns and hazards.

Scope

In early 2018, Richmond City Council approved funding for a new initiative to install additional CCTV cameras, with recording capabilities at 175 signalized intersections in Richmond. The intention of the cameras is to improve public safety by serving as an important investigative tool for the RCMP. This Assessment analyzes the privacy impacts for these additional cameras. The focus of the review was limited to CCTV cameras at traffic lights and intersections in the City of Richmond. Further Privacy Risk Assessments relating to CCTV cameras may be required in the future if they are not located at traffic intersections or installed for the same intended use.

CCTV camera capture a wide array of personal information including:

- Personal vehicle identifiers such as licence plates, stickers or other unique identifiers.
- Images of individuals in vehicles, on bikes or as pedestrians at the intersections.
- Any other personally identifiable information captured in the view of the cameras.

Therefore, installation and use of the CCTV cameras involves multiple areas of governance and privacy compliance that will be covered in this review, including:

- Operational and staff requirements
- Responsibilities of Richmond
- Access and role-based permissions to CCTV camera data

- Disclosure of CCTV camera data
- Retention of CCTV camera data
- Public notification and transparency
- Privacy breach mitigation
- Policy, procedure and auditing requirements

For the past several years, with the advent of low-cost and excellent-quality digital CCTV systems, police have been exploring local CCTV assets in investigating criminal activity, identifying suspects and apprehending criminals. Quality images of perpetrators and/or their vehicles has, when available, been reported to cut police investigational time and reduce policing costs. Cities with cameras have claimed success in reducing crime and increasing perceptions of public safety through deterrence and the quick apprehension and removal of dangerous individuals from the community.

Threats of violence and terrorism remain an existent threat not only in international locations but also domestically in Canadian cities. Cities with CCTV systems have claimed success in reducing crime and increasing perceptions of public safety through deterrence and the quick apprehension and removal of dangerous individuals from the community. Richmond feels it is prudent to be proactive in addressing potential threats to the City's community safety needs.

In the City of Richmond, the main purpose of installing CCTV cameras at traffic intersections is to enhance public safety in the City. CCTV cameras are proposed to be present at all 175 signalized intersections in Richmond. CCTV images are intended to be transmitted by wireless radios apart from locations where fiber optic cables exist. The system is not a real time surveillance system except in the case of emergency or disaster.

Related Privacy Impact Assessments (PIAs)

There are also related PIA or Privacy Risk Assessments completed by neighbouring communities which have been evaluated to compare to the CCTV cameras proposed in this review. The three comparative PIAs are:

- City of Surrey CCTV Television Traffic Management Program "CCTV Network System" (2012)
- City of Victoria, Johnson Street Bridge Webcam (2015)
- City of Vancouver Temporary Event Management & Public Safety (TEMPS) CCTV Program (2011)

The Province of British Columbia is currently conducting a PIA relating to a government proposal to expand its current intersection camera program.

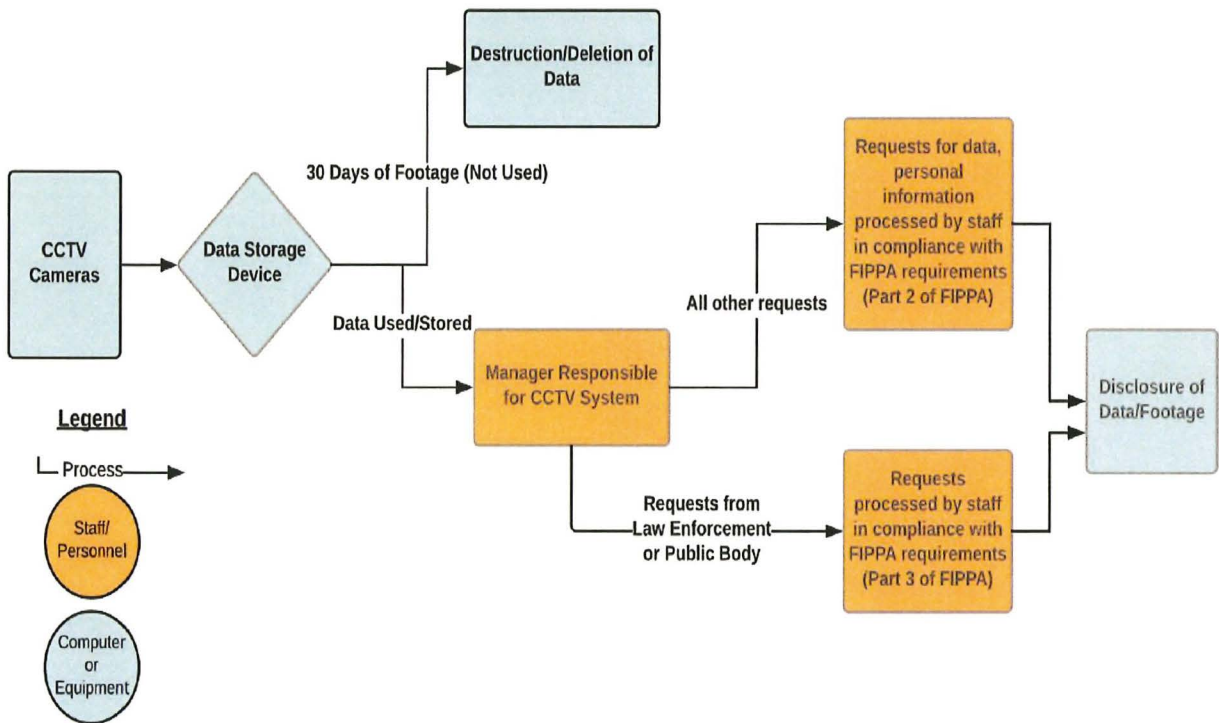
Further programs built or modifications to the CCTV cameras after Richmond installs them will require additional or addenda risk assessments to address privacy issues specific to the new programs or modifications.

Documentation Review

We reviewed several documents of relevance, chief among them Richmond’s Information Technology Security Policy, Privacy Policy and the *FIPPA* legislation. As well, the document “*Public Sector Surveillance Guidelines*” published by the OIPC (which sets out that Office’s privacy management guidance and expectations for surveillance by Public Bodies in British Columbia) was considered. A full listing of the documents reviewed may be found in the appendix to this report.

Data Flow

Images are captured by the cameras and stored and after 30 days the records are deleted. If the City is in receipt of a request for images, the manager responsible for the CCTV system will review the application and process the request in keeping with the City’s procedures for information requests.



Data and Personal Information Classification Matrix

The following table documents the data collected:

| | Data | Data Classification | Purpose | Data Steward |
|----|---|--|---|--|
| 1. | Employee contact information - includes user ID, organizational ID and basic user contact information (e.g. phone number or email address). | Contact Information (Exempt from FIPPA) | Employee contact information is information used to identify and differentiate users of the system. This information is used to confirm access permissions. Most employee contact information is considered either non-personal information, or "Business Contact Information" under FIPPA. | Manager responsible for setting permissions to access system |
| 2. | Personal information captured in video footage (e.g. likeness/face, licence plate, habits/routines of users of intersection.) | Personal Information, Section 22 of FIPPA | Personal information would not be used for any purpose other than the scope of the CCTV cameras program. For personal information to be released or disclosed, it would need to be subject to an existing disclosure process (law enforcement etc) or go through a formal FOI request to the City Clerk's Office. | City Clerk's Office and Manager of Department responsible for CCTV traffic cameras |

Findings and Recommendations

The nature of our review was not to identify every potential privacy risk; rather, it was to identify those issues and risks specific to the CCTV cameras program in scope. The specific risk findings and recommendations arise from our review of documentation and the meetings and discussions with staff. Although many topics were covered in those discussions, this section makes mention only of those topics that may give rise to measurable privacy risks or issues for the organization.

Our detailed findings for the proposed CCTV camera installation cover the following:

Operational and Staff Requirements

Cameras have resolutions that are high enough to capture the details of traffic flow for the proposed use of the data (example: the ability to zoom in to read licence plates on vehicles.) Additionally, cameras should be resilient to all types of weather, wind and general exposure to outside elements and

positioned high enough that there is very little way of tampering with the cameras. See Appendix 2 for more information on equipment and technology of CCTV camera systems.

The CCTV cameras should be positioned to view the centre of intersections, showing all approaches to the intersection. If possible, cameras should not be focused or capturing anything outside of day-to-day intersection operations. (Example: cameras should not face or see directly into office buildings or residential homes). While cameras may have the ability to move around and view areas outside of the intersection, they will not be used to meet the needs of nearby matters, such as fires or emergencies.

FIPPA requires that Richmond meet a high standard of compliance to the protection of personal information. Cameras collect multiple types of personal information, thereby risk management and due diligence becomes the responsibility of Richmond staff and camera operators.

Staff using the CCTV cameras should have a Terms of Use or similar policy that defines the system, including:

- The staff position responsible for the management of the system;
- Location of all areas monitored by cameras and notification signs that also disclose date/times of operation recordings;
- Staff location(s) where the video feed from the cameras may be monitored, saved and sent to other staff;
- Restrictions on camera position or field of view, if any;
- Restrictions on recording of information, if any;
- Proposed installation date, inspection and warranty dates, if any;
- Documentation requirements, including staff access logs and document destruction schedules, if applicable;
- Requirements and process for viewing recorded video information;
- The positions of the employee(s) with responsibility for the day-to-day operations of the systems;
- A description of how the public will be notified of the existence and use of the system;
- Operating procedures that minimize the system's potential impact on privacy, maximize transparency, and identify appropriate uses of the system; and,
- Other information specified in any procedures adopted pursuant to this policy.

Responsibilities of Richmond Employees

City Staff:

- Ensure all CCTV camera installations meet requirements of the program, policies and procedures and initiate new risk assessments for new installations or modifications to the CCTV systems.
- Review and approve installation and staff permissions who will have access to the system.
- Document the location of CCTV traffic cameras on a map, the capabilities of the equipment, life-span, warranties and schedule inspections/audits to ensure proper operations.
- Monitor performance of the CCTV traffic camera system and staff to ensure policy and *FIPPA* compliance.
- Ensure proper training is provided to all staff operating the CCTV camera system.
- Manage the storage and tracking of camera data, including the access logs of when data was copied, accessed or deleted.

- When requested by the Clerk's Office for an information request or law enforcement matter, ensure data is safely stored and delivered in a timely manner (Clerk's office will set deadlines).
- Draft, update and review policy and procedures in alignment with Richmond's review process, including training manuals and modules for new employees.
- Investigate, report and mitigate any privacy breaches with the City Clerk's office, as applicable.
- Review privacy breaches and plan mitigation and prevention processes, thereby preventing reoccurring breaches or risks.

Clerk's Office Staff:

- Review and approve all access requests for CCTV traffic camera data.
- Be responsible for the disclosure of CCTV camera data that include personal information or exempted information from disclosure in compliance with *FIPPA*.
- Provide privacy breach investigation support, mitigation and preventative risk management planning.
- Provide targeted privacy training ensuring employees are aware of *FIPPA* regulations when dealing with personal information contained in the video data.
- Ensure that any elected officials or senior leadership staff members who request access to information contained in the CCTV systems is on a need-to-know basis for completing their job duties. No access shall be given to employees who do not require the information outside of their responsibilities.

Contractors:

- Ensure contractors have provisions in service agreements or contracts to comply with all areas of *FIPPA*, specifically including: personal information, third party information, storage inside of Canada, retention and life-cycle process of sensitive data and secure destruction of data.

Access and Role-Based Permissions to CCTV Camera Data

Access to the CCTV traffic camera system should be in compliance with *FIPPA* and therefore granted on a need-to-know basis for those individuals who require the access to perform their work duties. Specific roles that may be given access to the data could be defined in policy to include:

- RCMP and other law enforcement personnel staff (through proper access to information processes in compliance with *FIPPA*).
- Emergency Operations (EOC) staff (in the event of an emergency).
- City Clerk's office (FOI, Privacy staff and support staff as needed).
- Traffic operations and roads staff, who operate, maintain and repair the system.

Disclosure of CCTV Camera Data

Individuals from the public or business organizations must submit a *FIPPA* request to access, in which all information exempted from disclosure would be redacted by City staff. Disclosure of CCTV camera data may be subject to fees as set out in *FIPPA* and the Richmond Fees and Service Bylaw.

Section 26(b) of *FIPPA* authorizes collection of personal information for the purposes of law enforcement. Schedule 1 of *FIPPA* defines "law enforcement" as: policing, including criminal intelligence

systems; investigations that lead, or could lead, to a penalty or sanction being imposed; or proceedings that lead, or could lead, to a penalty or sanction being imposed.

When a request for CCTV camera data has been received in writing that is part of a law enforcement investigation or authorized by another statute of BC, the data (redacted or un-redacted) can be released in the following circumstances:

- Law enforcement agencies for the purpose of an investigation (must contact City Clerk's office to initiate request process).
- Risk management in the course of injury or other investigations of damage/loss.
- Emergency services in connection with the investigation or accident.

When the CCTV camera data is disclosed it must be properly documented by the City Clerk's (Privacy and FOI) department. Responses to FOI requests will follow the City's existing FOI response process.

Retention of CCTV camera data

Recorded video images should be stored in secure location and should comply with the Richmond's records management policies and bylaws. The data becomes the custody and control of Richmond, unless the data is forwarded to other entities for law enforcement or loss investigation purposes (ex: The Fire Commissioners Office of BC will obtain the custody and control of the video data if it is submitted to them or required for a fire investigation which involved loss/damages).

Recorded video data should be set on a retention schedule, and not permanently stored (ex. 30 days). If footage is used for an investigation or law enforcement matter, it should be retained as long as required in accordance with Richmond's records management and retention policies.

Under *FIPPA* requirements, all recorded data and information should be stored and only accessed inside Canada.

Public Notification and Transparency

Richmond should exercise a high degree of care when using CCTV systems to ensure the protection of privacy rights. Because personal information may be collected in the camera footage, the public should be notified of the presence of cameras at intersections, as well as provided information online regarding the privacy notice. Privacy notice requirements in *FIPPA* regulations require that signage be placed in a conspicuous place that includes the following information:

- Notify the area/intersection/block is under video surveillance upon entry;
- What authority the City of Richmond has to collect the data (Section 26 of *FIPPA*);
- The manager responsible for the collection of the data; and
- The address or contact information of the manager or senior person responsible for the collection of the data.

It is recommended that an individual's personal contact information not be used in the notice, rather, that the role be posted, for example "please contact the City Clerk's office", or the manager responsible

for administering the program. Notification signage should be periodically audited to ensure notification is at all required sites.

See Appendix 4 for examples of CCTV camera notification signage.

Additionally, employees of Richmond who could be impacted by the installation of a CCTV camera should be given clear information, including:

- Intended use of the cameras;
- Objectives of the system including clarification that there is no relationship to employee performance monitoring;
- Areas and location covered by CCTV cameras;
- Contact information of manager who can provide additional information;
- Security over video records;
- Rights and process to access video footage of themselves; and
- Information regarding the storage and retention of the footage.

It is further recommended that the City make information publicly available to citizens on the purpose and benefits of the CCTV program, as they do with other services under the "Public Safety" tab on their City website.

Privacy Breach Mitigation

The manager responsible for the operation of the CCTV cameras should be required to report immediately any unauthorized collection, use or disclosure of personal information to the City Clerk's office.

The manager responsible for the operation of the CCTV cameras should monitor the use of the cameras to ensure policies related to the system are being followed and the risk of breaches occurring is mitigated. In partnership with the City Clerk's office, staff should perform privacy breach investigations as they occur, then draft conclusions of it to cover the facts, identifying causation or risks associated with the breach, create processes to prevent such breaches in the future and update CCTV camera policies as required.

Policy, Procedure and Auditing Requirements

As mentioned in the findings above, a CCTV camera policy, including procedures should be drafted by Richmond. The policy should include all the elements listed above. The policy should be updated on an as-needed basis and will become a requirement for all staff who have access to the CCTV camera system to read and acknowledge (sign) they have read and understood it.

As a point of reference for this review, the City of Surrey has published their CCTV camera footage policy "Policy and Procedures for the CCTV Traffic Camera Management System" online (see appendix).

The City of Vancouver's policy "CCTV Systems Corporate Policy" can be found here:

<http://policy.vancouver.ca/AE00302.pdf>

Risk mitigation recommendations based on the findings above appear in the table below. Recommendations that propose new or revised policy or procedures for Richmond will of course need to be approved via their existing approval processes.

Privacy Risk Register

| Risk Description | Risk Likelihood | Risk Consequence | Owner | Recommendation to Address or Mitigate Risk |
|---|-----------------|------------------|--------------------------------------|---|
| <p><u>Contractual</u></p> <p>The contract with Vendor to install the CCTV camera upgrades has not been negotiated and thus privacy provisions are not yet documented.</p> | Low | Low | Program Manager, CIO, Privacy Office | Recommendation - Agreements or amendments should be reviewed for security/privacy contractual provisions required in contract to ensure compliance with FIPPA. |
| <p><u>Collection of Personal Information (PI) - Section 26 FIPPA</u></p> <p>Public Bodies must only collect personal information (PI) as permitted in S.26. A public body must be prepared to demonstrate to the OIPC with specific evidence that S.26 authorizes the proposed or collection of PI by a surveillance system.¹</p> | High | High | Privacy Office | <p>Recommendation – the City should determine if the stated goals of the CCTV project can be achieved by less invasive privacy measures. If it is determined that the project can go forward, the following will be recommended:</p> <ul style="list-style-type: none"> - The City conduct research to determine if the deployment of CCTV at intersections will achieve the stated benefits of the project. - The City determines if there are less privacy sensitive ways to deploy CCTV throughout the City.² <p>Further recommendations:</p> <ul style="list-style-type: none"> - Position the CCTV cameras in such a way as to reduce the collection of individual images that are not the intended subjects (i.e. pedestrians). - Determine if the stated goal |

¹ OIPC - *Public-Sector Video Surveillance Guidelines (2014)* p.2

² OIPC - *Public-Sector Video Surveillance Guidelines (2014)* p.5

| | | | | can be accomplished with cameras being operational only at certain times of the day rather than 24 hours. ³ |
|--|------------------------|-------------------------|-----------------|--|
| Risk Description | Risk Likelihood | Risk Consequence | Owner | Recommendation to Address or Mitigate Risk |
| <p><u>Collection of PI - Section 27 FIPPA- notification</u></p> <p>Section 27(2) of FIPPA requires that individuals be notified of collection of personal information.</p> | Low | High | Program Manager | <p>It is recommended that to comply with S.26, the City should have notification at all sites where the cameras are installed (see Appendix 4 for examples). Further the City should create a process to periodically review notifications at all sites to ensure notifications are in place; for example this process could be linked to the periodic servicing of cameras, etc.</p> <p>The City should also make information available to the public regarding the purpose of the CCTV program on their website under the “Public Safety” tab.</p> |
| <p><u>Collection of PI - Section 26 – Law Enforcement Purpose</u></p> <p>The BC OIPC has determined in a number of Orders that an investigation must be underway at the time the PI is collected for s.26(b) to apply. A public body is not authorized to collect personal information about citizens, in the absence of an</p> | Low | High | Privacy Office | <p>The City has existing procedures for disclosure of personal information for law enforcement purposes.</p> <p>It is recommended the disclosure procedures for law enforcement purposes be reviewed to ensure they are in compliance with FIPPA requirements.</p> |

³ OIPC – *Using Overt Video Surveillance Guidance Document (2017) p. 2*

| <p>investigation; on the chance it may be useful in a future investigation. Similarly, for collection to be lawfully authorized, the proceeding must be ongoing at the time of collection.⁴</p> | | | | |
|--|-----------------------|------------------------|----------------------------|---|
| Risk Description | Risk Likelihood | Risk Consequence | Owner | Recommendation to Address or Mitigate Risk |
| <p><u>Security</u> (FIPPA Section 30)</p> <p>Information in transit</p> | <p>Low</p> <p>Low</p> | <p>High</p> <p>Low</p> | <p>CIO</p> <p>CIO</p> | <p>Physical security controls are in place and include, card access, segregated workspaces and requirements for visitors to sign in and be escorted through the building.</p> <p>Richmond's IT Policy provides direction and defines accountabilities for acceptable use of Richmond's computing and technological facilities.</p> <p>A decision has not been made regarding the network connection used between Richmond's CCTV network and where the data storage location will be, nor which employees will have access.</p> |
| <p><u>Protection of Personal Information</u></p> <p>Risk of</p> | <p>Low</p> | <p>Low</p> | <p>CIO, Privacy Office</p> | <p>If a third-party service provider is used for the network of the CCTV systems, they may not meet the requirements of S.30.1. This risk may be addressed through an additional risk assessment and</p> |

⁴OIPC - *Public-Sector Video Surveillance Guidelines (2014) p.4*

| | | | | |
|---|----------------------------|-----------------------------|-------------------|---|
| noncompliance FIPPA S.30.1 (Storage/Access outside of Canada). | | | | contractual provisions. Storage and access must stay within Canada, as well as backup systems. Where possible, encryption should be used for the data in transit and at rest. |
| <u>Protection of Personal Information</u> Risk of noncompliance FIPPA S.30.1 (Storage/Access outside of Canada). Risk that USA Freedom Act permits bodies under the Foreign Intelligence Surveillance Act (FISA) to issue a sealed order for access to an individual's data. | Low | Low | Privacy Office | When a foreign government requests access to video surveillance, section 30.1 "Obligation to report foreign demand for disclosure" must be followed. Recommendation : Create guidance that all requests of this nature must be referred to the Privacy Office. |
| Risk Description | Risk Likelihood | Risk Consequence | Owner | Recommendation to Address or Mitigate Risk |
| <u>Section 32 of FIPPA limits the purpose for which a public body can use personal information</u> Public bodies should be prepared to demonstrate that the ways they use personal information meet the requirements of s. 32. Information | Low | High | Privacy Office | It is recommended that a clear policy prohibiting the use of CCTV (except as authorized by the appropriate person) for purposes other than those stated be in place, and clearly communicated to all staff. |

| | | | | |
|--|-------------------------------|--------------------------------|-------------------------------------|--|
| <p>collected through video or audio surveillance should not be used beyond the original purpose for the collection and any other purpose that is demonstrably consistent with this purpose.</p> | | | | |
| <p><u>Accuracy, Correction, Retention of Personal Information</u></p> <p>Personal information may be retained for longer than necessary.</p> <p>Richmond will be responsible for ensuring that the personal information stored on their CCTV systems is appropriately retained and destroyed.</p> <p>Need to determine if any information is stored on cameras, if so what retention, destruction rules are in place.</p> | <p>Low</p> | <p>Low</p> | <p>Records Mgmt. Privacy Office</p> | <p>It is recommended that where required, data retention, accuracy and correction policies should be in place or created.</p> <p>Records retention and disposition schedules will ensure that personal information is kept for at least one year if used and directly affecting an individual.</p> <p>Data that is not used in the CCTV system should be routinely destroyed or overwritten every thirty (30) days. This is often accomplished with a setting in the server/storage device recorder for CCTV systems.</p> <p>Video data should not be destroyed any earlier than prescribed by policy without a specific request to do so.</p> |
| <p>Risk Description</p> | <p>Risk Likelihood</p> | <p>Risk Consequence</p> | <p>Owner</p> | <p>Recommendation to Address or Mitigate Risk</p> |
| <p><u>Governance</u></p> | <p>Low</p> | <p>High</p> | <p>Privacy</p> | <p>It is recommended that the City develop any required policies,</p> |

| | | | |
|---|--|--|--|
| <p>Risk of absence or incomplete governance relating to government policies and procedures.</p> | | | <p>Office</p> <p>procedures and training required to support security and privacy governance of the CCTV systems as recommended in the "Public Sector Video Surveillance Guidelines."⁵ Further, it is recommended that audit processes be in place to ensure compliance with policies and procedures.</p> <p>Security and privacy requirements should be communicated to relevant staff to support compliance. New employees should not have access to systems without privacy training and policy review/sign off.</p> |
|---|--|--|--|

Summary

"Installing surveillance equipment may seem like a logical decision for your organization, but collection and use of personal information through video surveillance may violate BC privacy law and could lead to other costly liabilities".⁶

While several municipalities in British Columbia have deployed CCTV processes similar to those contemplated by the City of Richmond, the Office of the Information and Privacy Commissioner has indicated several times that they have concerns about this method of collection and use of personal information. It is recommended that the City determine the benefits of deploying CCTV and explore if alternative methods are available to achieve the desired benefits.⁷

Further, the City has a reputational risk should the Office of the Privacy Commissioner investigate, audit or make public statements in the media regarding the City's CCTV initiative specifically, or the City's approach to privacy generally. These risks can be mitigated by the City addressing the risks as listed in this report's Risk Register, being transparent about the deployment of CCTV and the benefits to the community. Finally, as has been the City's intention, it is essential that the City consult with the OIPC prior to implementing CCTV to allow their office to provide feedback on the proposed initiative.

As mentioned, further PIA's or Risk Assessments may be required as new related services or modifications are considered, and through post implementation to ensure the programs delivered match those proposed.

⁵OIPC - *Public-Sector Video Surveillance Guidelines (2014)*

⁶OIPC – *Using Overt Video Surveillance Guidance Document (2017)* p. 1

⁷City of Richmond – *Report to Committee – Closed Circuit Television (CCTV) (Oc. 3, 2017)* p.4 "Benefits of Recording Capability for Traffic Cameras"

Appendix 1:

Freedom of Information and Protection of Privacy Act (FIPPA)

The purpose of *FIPPA* is to provide a right of access to information under the control of institutions in accordance with the principles that, information should be available to the public, necessary exemptions from the right of access should be limited and specific, and decisions on the disclosure of government information should be reviewed independently of government; and to protect the privacy of individuals with respect to personal information about themselves held by institutions and to provide individuals with a right of access to that information - <https://www.oipc.bc.ca/about/legislation/> .

The provisions of Part 3 of *FIPPA* apply to **personal information** – that is, recorded information about an identifiable individual – in the custody or under the control of a public body. "**Personal information**" means recorded information about an identifiable individual other than contact information. "**Contact information**" means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual. <https://www.oipc.bc.ca/about/legislation/>

Appendix 2:

Equipment and Software Security/Privacy Certifications

As no specific software programs or equipment and camera specifics have been identified in this review it is recommended that Richmond ensure that the purchased products meet industry standards and privacy requirements.

A security compliance framework is best designed by the Richmond IT Department for integration into current systems and specifications, incorporating full-cycle test and audit phases, security analytics, risk management best practices, and security benchmark analysis to achieve certificates and attestations of the software and equipment.

Appendix 3:

Documents Reviewed

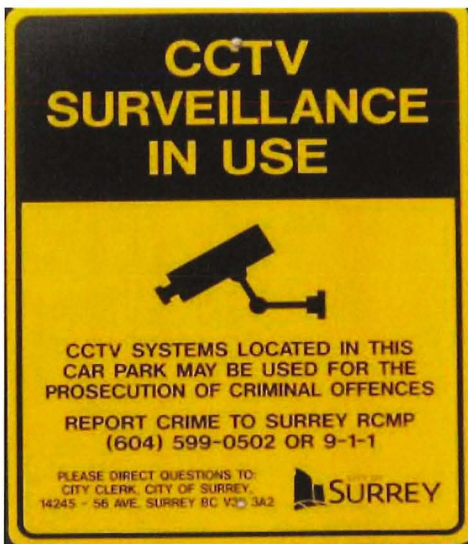
1. **City of Richmond Staff Report - "Closed Circuit Television (CCTV) for Signalized Intersections in Richmond" Report, October 2017.**
[https://www.richmond.ca/shared/assets/21 CCTV CNCL 12111749033.pdf](https://www.richmond.ca/shared/assets/21_CCTV_CNCL_12111749033.pdf)
2. **City of Surrey - Policy and Procedures for CCTV Traffic Camera System Traffic Management Centre (2014)**
3. **City of Surrey - CCTV Traffic Management Program "CCTV Network System" (2012)**
4. **City of Surrey - Public Safety Uses of the Traffic Camera Network (2016)**<http://www.surrey.ca/files/PublicSafetyUsesoftheTrafficCameraNetwork.pdf>
5. **City of Victoria - Johnson Street Bridge Webcam (2015)**
<http://www.victoria.ca/assets/Library/PIA%202011-001%20Updated%20JSB%20Webcam.pdf>
6. **City of Vancouver - Temporary Event Management & Public Safety (TEMPS) CCTV Program (2011)**<http://robwipond.com/wp-content/uploads/2012/05/City-of-Vancouver-CCTV-PIA.pdf>
7. **City of Vancouver - CCTV Systems Corporate Policy**
<http://policy.vancouver.ca/AE00302.pdf>
8. **City of Vancouver - Procedure for Public Realm CCTV Systems**
<http://policy.vancouver.ca/AE00302P1.pdf>
9. **City of Vancouver - CCTV Setup and Monitoring Policy**
<http://webftp.vancouver.ca/covfoi/Phase%201%20-%202011%20Stanley%20Cup%20Record%20Release%20-%20Proactive%20Disclosure/Emergency%20Management/EM-1%20Binder/EM-1%20Tab1-005%20CCTV%20Policies.pdf>
10. **Office of the Information and Privacy Commissioner's Office- Public-Sector Video Surveillance Guidelines (2014)**
<https://www.oipc.bc.ca/guidance-documents/1601>
11. **Office of the Information and Privacy Commissioner's Office – Guide to Using Overt Video Surveillance, October 2017**
12. **Office of the Information and Privacy Commissioner's Office – Audit and Compliance Report P16-01 - Over-collected and Over-exposed: Video Surveillance and Privacy Compliance in a Medical Clinic**
13. **Office of the Information and Privacy Commissioner - Use of Video Surveillance by Local Government** <https://www.oipc.bc.ca/public-comments/2128>

Appendix 4:

Sample Notification


“The City of Richmond's CCTV camera system is authorized to collect personal information under the authority of section 26 of the *Freedom of Information and Protection of Privacy Act*. Personal Information is collected for the purpose of, traffic management and planning, law enforcement and public safety. For questions regarding the collection of personal information, please contact the [title of manager], [department name] at [phone number] or {address of city hall}”.

Signage Examples






NOTICE


You have entered an area that may be monitored by Closed Circuit Video cameras. This program is a community initiative to reduce crime within the City of Belleville.



Legal Authority for collection of information is Section 29(1)(g) of the Ontario Municipal Freedom of Information and Protection of Privacy Act. If you have any questions or concerns about this program please contact the Belleville Police Service at 613-966-0882



Partners with the Community



PERSONAL INFORMATION (PHOTOGRAPH) IS COLLECTED UNDER THE AUTHORITY OF THE CITY OF TORONTO ACT 2006 AND THE CITY OF TORONTO MUNICIPAL CODE CHAPTER 545 AND WILL BE USED ONLY IN THE EVENT OF A CRIMINAL OFFENCE INVESTIGATION. QUESTIONS REGARDING THE COLLECTION OF THIS INFORMATION CAN BE DIRECTED TO:

DIRECTOR, INVESTIGATION SERVICES
MUNICIPAL LICENSING & STANDARDS
12E, CITY HALL, 100 QUEEN ST W, TORONTO, ONT M5H 2N2
1-877-TO TAXIS (1-877-888-2947)



City of Richmond

Report to Committee

To: Finance Committee
From: Mike Ching, CPA, CMA
 Director, Finance
Re: 2025 Proposed Capital Budget

Date: November 15, 2024
File: 03-0970-25-2025-01/2024-Vol 01

Staff Recommendation

1. That the 2025 Proposed Capital Budget as presented in Appendix 3 totaling \$152,581,457 be approved; and
2. That the 2025 Proposed Capital Budget as approved be included in the Consolidated 5 Year Financial Plan (2025-2029).

Mike Ching, CPA, CMA
 Director, Finance
 (604-276-4137)

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

Executive Summary

The City is responsible for providing and maintaining infrastructure, facilities and other capital assets to serve its residents and businesses. The capital budget outlines the planned expenditures for adding, improving, replacing and extending the useful life of these assets. During the 2025 Capital Budget process, the Review Team (RT) reviewed and ranked each project submission based on established capital ranking criteria, with Council's strategic plans, policies and priorities as the primary factors. The Senior Management Team (SMT) further reviewed the capital budget recommendations, and this report presents the final recommendation for the Finance Committee's consideration.

The 2025 Proposed Capital Budget recommends allocating \$152.6 million, representing 78 capital projects to replace or upgrade essential infrastructure and assets, renew community amenities, expand the Electric Vehicle (EV) charging network and implement the public safety camera system. The Infrastructure and Building programs make up 59.8 per cent of the proposed budget. The City continues to invest in the Accelerated Flood Protection Program to address climate change-induced sea level rise. As such, \$27.5 million is recommended for the Flood Protection program, which includes dike upgrade designs and dike improvements, drainage pump station and generator upgrade program, canal stabilization and utility improvements in the Burkeville neighbourhood. The Building program includes \$10.5 million to complete repairs, replacements and associated works to the Seine Net Loft building at Britannia Shipyards.

The Parks program amounts to \$4.7 million, comprising of \$1.5 million to renew the Hugh Boyd Community Park Playground, \$0.8 million to construct four pickleball courts in South Arm Community Park and \$0.4 million for the South Dyke Trail Enhancements (around Crown Packaging) project.

The Equipment program totals to \$20.6 million, of which \$5.3 million is related to the replacement of fire rescue vehicles, \$7.0 million for the installation of EV stations within the City and \$2.5 million for the implementation of the public safety camera system at 10 key intersections.

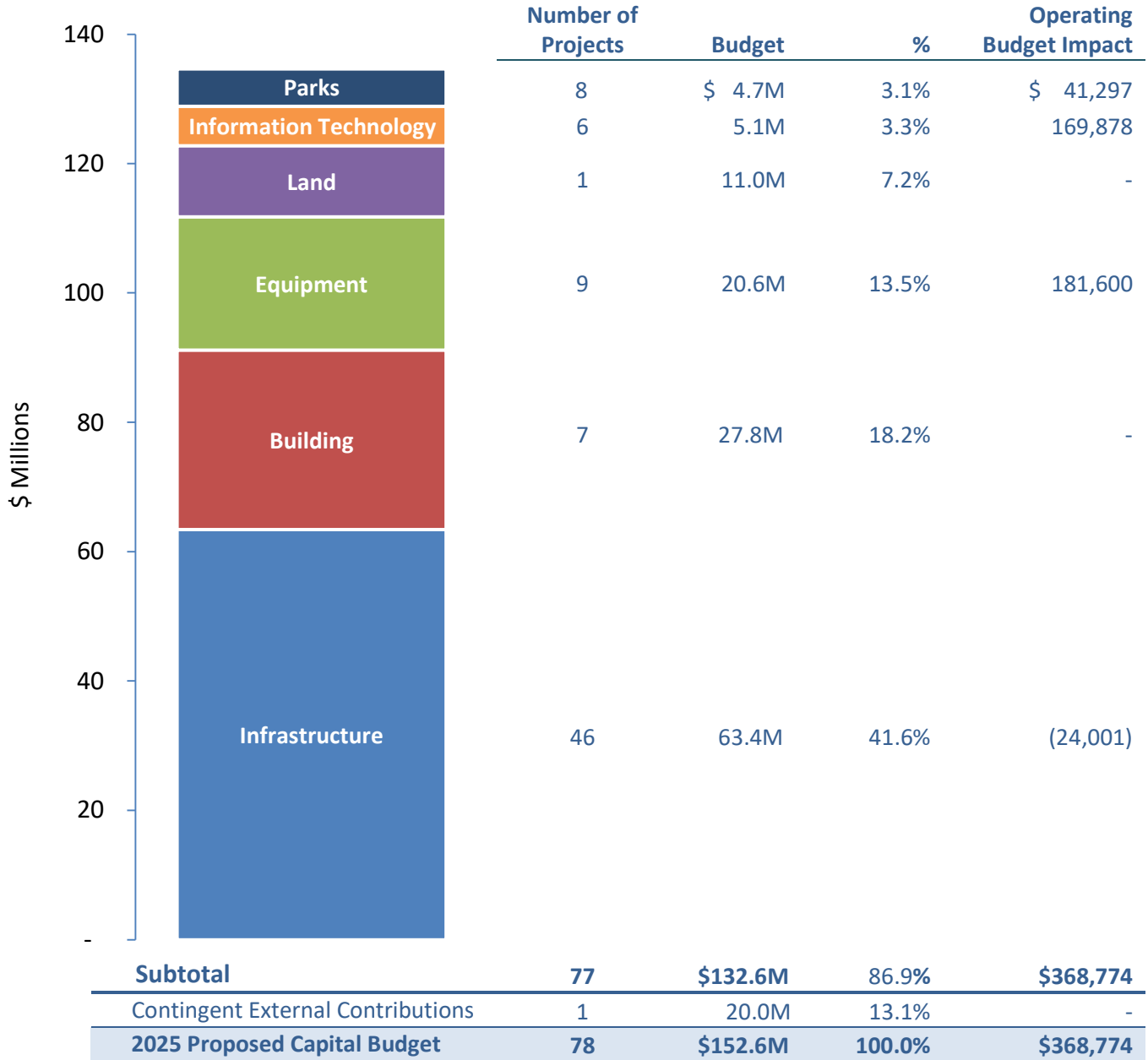
The Information Technology program includes \$3.4 million for the replacement of Richmond's Electronic Document Management Software (REDMS), the City's existing document and records management system, which has been in use for over 25 years. This update is necessary to ensure continued compliance with legislative requirements and to adopt modern record management practices.

The Land program includes \$10.0 million for strategic real estate acquisitions, along with \$1.0 million for land improvements on previously acquired property for potential future housing construction. Council approval is required for each real estate transaction.

The timing and availability of potential grant opportunities and developer contributions are uncertain during the budget process. To account for this, \$20.0 million has been allocated as a contingency for potential external capital funding that may become available but was not anticipated at the time of the budget process.

The 2025 Proposed Capital Budget is summarized in Figure 1 with the complete list of recommended projects included in Appendix 3.

Figure 1: 2025 Proposed Capital Budget



The 2025 Proposed Capital Budget totaling \$152,581,457 enables the City to maintain its ageing infrastructure and facilities, and advance new capital works which are both necessary to continuously meet community needs. The Operating Budget Impact (OBI) associated with these projects is \$368,774. The 2025 Proposed Capital Budget is recommended to be included in the Consolidated 5 Year Financial Plan (2025-2029).

Staff Report

Origin

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

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

This report supports Council's Strategic Plan 2022-2026 Strategy #4 Responsible Financial Management and Governance:

Responsible financial management and efficient use of public resources to meet the needs of the community.

4.1 Ensure effective financial planning to support a sustainable future for the City.

4.2 Seek improvements and efficiencies in all aspects of City business.

4.3 Foster community trust through open, transparent and accountable budgeting practices and processes.

4.4 Work with all levels of governments for grant and funding opportunities.

Analysis

This report presents the 2025 Proposed Capital Budget detailing the 2025 recommended projects and the associated Operating Budget Impacts (OBI). This report also includes the projects currently planned for years 2026-2029 as required; however, the projects will be subject to final approval in each subsequent year.

The City owns \$4.1 billion in assets (historical cost) and the asset portfolio is highly diversified. The City's infrastructure includes 634 km of water pipes, 567 km of sewer pipes, 154 sanitary sewer pump stations, 1,338 km of asphalt roads and other infrastructural assets. The City has one of the most comprehensive flood protection systems in British Columbia, including 49 km of dikes, 598 km of drainage pipes, 61 km of culverts and tunnels, 155 km of channelized watercourses and 39 pump stations to keep the City a safe place to live, work and play. The City's park system comprises of 140 parks totaling approximately 2,153 acres and more than 136 km of trails. Within the parks, there are parks improvement assets like sports fields, playgrounds, shelters and community gardens. In addition, the City is responsible for approximately 167 civic facilities including seven fire halls, four police stations, nine community centres and two arenas.

To avoid service disruptions to its residents and businesses, the City must ensure its assets are in optimal condition.

Each type of asset has a different asset life cycle, and there are multiple factors to determine whether it is necessary to renew or upgrade an existing asset at the end of its asset life, or to acquire new assets to meet the infrastructure needs of the City's growth. Council's priorities, asset conditions, ongoing maintenance costs, technological advancements, operational needs and regulatory compliance, and safety standards are some of the primary factors for asset investment consideration. A City's capital plan is required to provide a roadmap for the renewals of the existing capital assets and the development of new assets to satisfy the City's growth and demands, considering the financial constraints.

Capital Budget Process

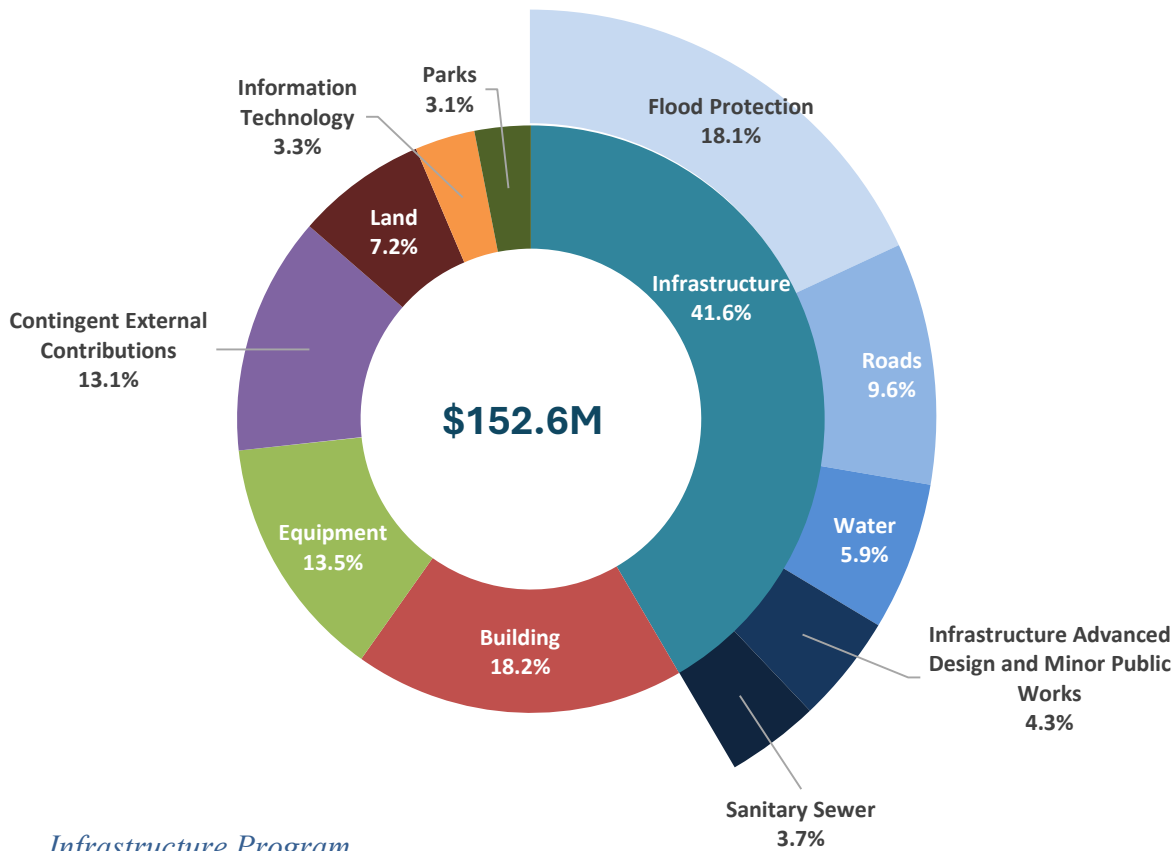
Each year, the City prepares a five-year capital plan, including an annual capital budget for Council's consideration. To formulate the City's proposed capital plan, staff goes through a rigorous capital budgeting process. This process begins in early summer, where each division prepares its capital submissions based on its area of expertise, needs assessment, Council priorities and funding availability. Each capital submission includes a detailed project scope and a business case where alternatives are reviewed. External funding opportunities are also considered at this stage. Each division self-ranks its submissions using the established criteria summarized in Appendix 1. An Operating Budget Impact (OBI) request is prepared if there is an ongoing operating and maintenance requirement. Each division reviews its operating budget and will only submit OBI requests if it cannot be absorbed within its existing operating budget. The general managers review and approve their divisional capital submissions before the Review Team (RT) evaluates them.

The RT is comprised of directors from each division, appointed by the Senior Management Team (SMT), to review and rank each capital request using the established ranking criteria. The recommendation is provided to SMT for review, discussion and recommendation. This final recommendation is included in the 2025 Proposed Capital Budget presented to the Finance Committee for review, approval and inclusion in the Consolidated 5 Year Financial Plan (2025-2029). The capital budget process is illustrated in Appendix 2.

2025 Proposed Capital Budget

The 2025 Proposed Capital Budget amounts to \$152.6 million of capital investment, focusing on infrastructure renewals, acceleration of the flood protection program, expansion of the Electric Vehicle (EV) Direct Current (DC) fast charging network and construction of new pickleball courts. The following graph (Figure 2) summarizes the 2025 Proposed Capital Budget by program.

Figure 2: 2025 Recommended Projects by Program



Infrastructure Program

The proposed capital budget for the Infrastructure program is \$63.4 million, with \$27.5 million allocated to the Flood Protection program and \$14.6 million to the Roads program. The City's Accelerated Flood Protection Program outlines a 50-year implementation plan to raise all 49 km of dikes surrounding the City to keep the City safe. To accelerate the Flood Protection program, the City plans to invest \$10.8 million in flood protection and dike improvements and \$6.0 million in dike upgrade designs. While the flood protection and dike improvements project emphasize flood protection improvements at priority locations to maintain or increase current flood protection service levels, the dike upgrade designs project will focus on planning, designing and providing detailed reports to facilitate the City's Accelerated Flood Protection Program. The City will also continue with the multi-year utility improvements project in the Burkeville neighbourhood.

Within the Roads program, a total of \$6.3 million is allocated for asphalt repaving within the City to maintain roadway service levels and support proactive roadway upgrades. The \$1.9 million arterial roadway improvement program includes a planned upgrade of the Cambie Road and Brown Road intersection to a signalized intersection.

Other key infrastructure projects include the Watermain Replacement and Upgrades Program, targeting to replace 4,900 m of watermain, and the Steveston Sanitary Sewer Rehabilitation Program, which is part of a multi-year program to assess, and rehabilitate or replace ageing gravity sewers in the Steveston area.

Building Program

The Building program proposes a \$27.8 million capital investment, comprising of \$10.5 million for the roof, envelope and structural renewals of the Seine Net Loft, and \$4.5 million for Richmond Ice Centre Interior Renewals. The capital request for the Seine Net Loft accounts for scope additions due to further deterioration of the structure and unforeseen conditions resulting from further building assessments.

Parks Program

The Parks program amounts to \$4.7 million, including \$1.5 million for the renewal of the Hugh Boyd Community Park Playground and \$0.8 million for the construction of pickleball courts. It is proposed to renew the Hugh Boyd Community Park Playground with a modern and inclusive playground for all community members, and construct four new pickleball courts in South Arm Community Park.

Land Program

The 2025 Proposed Capital Budget includes \$10.0 million allocated for future strategic real estate acquisition, and \$1.0 million for land improvement on previously acquired property for future housing construction. Any real estate acquisition must meet the Council Approved Strategic Real Estate Investment Plan, and a separate Council approval is required for each real estate acquisition transaction.

Equipment Program

The Equipment program amounts to \$20.6 million, representing 13.5 per cent of the proposed budget. Of this, \$7.0 million is allocated for Electric Vehicle DC Fast Charging Station Installations, addressing the growing demand for Direct Current Fast Chargers (DCFC) for electric vehicles. The project aims to install 24 to 30 DCFC within the City. Additionally, the Equipment program includes funding for the replacement of fire vehicles. Due to significant cost escalation, an additional \$5.0 million is required to fully fund the replacement of four front line fire vehicles previously approved by Council.

The Equipment program also includes the Public Safety Camera System (PSCS) – Phase 1 capital project. The first phase of the implementation is estimated to be \$2.5 million for the installation of the public safety camera systems at 10 key intersections, as identified by the Royal Canadian Mounted Police (RCMP). PSCS will be used strictly for law enforcement purposes to enhance public safety.

Information Technology Program

The Information Technology program amounts to \$5.1 million, including a \$3.4 million investment for the replacement of the Richmond's Electronic Document Management Software (REDMS). REDMS has been pivotal to records management and collaboration at the City for over 25 years. However, it is not optimized to support the City's current office software and modern collaboration tools. The replacement will ensure continued adherence to legislative requirements and records management best practices in creating and preserving authentic records, upholding security measures and preserving detailed metadata.

The 2025 recommended capital projects are listed in Appendix 3. Capital projects that are not recommended for funding are summarized in Appendix 8. Individual capital submission details can be found in Appendices 9 and 10.

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

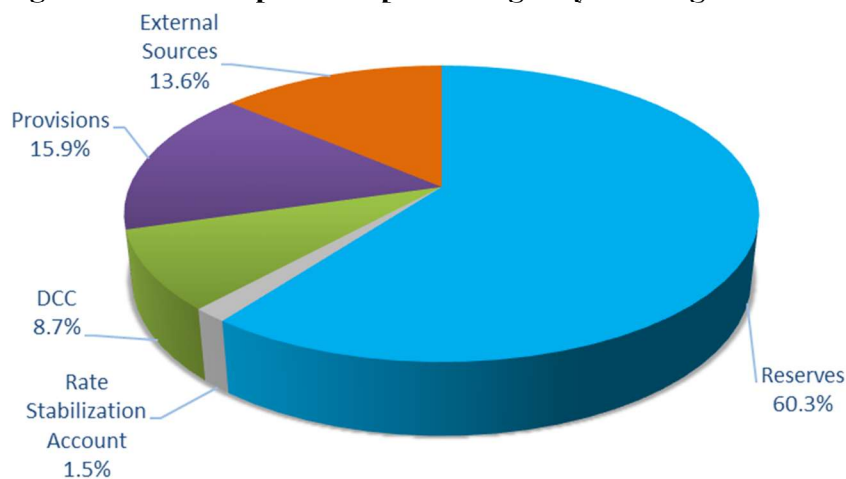
Capital Budget Funding Sources

A capital project benefits the City for multiple years, but the capital investment can be substantial. The City funds capital investments from a range of funding sources as summarized below:

- Development Cost Charges (DCC) - These are legislated levies placed on new developments that result in increased demands on the City’s infrastructure and may only be used to pay for capital costs relating to parkland acquisition and development, storm drainage, roads, sanitary sewer and water infrastructure.
- Reserves - These are funds established by bylaws for specific capital purposes and are funded primarily by contributions from the Operating and Utility Budgets and developer contributions.
- Provisions - These include funds from senior government’s funding programs and funds set aside for future commitments and obligations.
- Rate Stabilization Account - These are operating surplus set aside for one-time funding opportunities or for deferring the City’s tax increases to a future year.
- Debt - These include external borrowings to finance long-term capital projects.
- External sources - These include grants, developer contributions other than DCCs, and other non-City funding sources.

The 2025 Proposed Capital Budget by funding source is illustrated in Figure 3.

Figure 3: 2025 Proposed Capital Budget by funding source



Development Cost Charges (DCC)

While the City leverages new development to pay for growth-related infrastructure assets, only capital programs identified in the approved DCC plan can be funded from DCCs. The 2025 recommended capital projects that are funded from DCCs are listed in Appendix 6. In addition to growth, a DCC-funded capital project can also benefit the existing population. For the 2025 recommended capital projects, the benefit allocation to the existing population ranges from 0 to 75 per cent. In accordance with the *Local Government Act*, the City is responsible for paying for the portion of the total infrastructure cost that benefits the existing population, through tax or other funding sources, and the one per cent municipal assist factor to assist future growth in paying its share of the infrastructure costs. The City funding related to the Drainage, Water and Sanitary Sewer DCC programs will be funded from their corresponding utility reserves. The City funding for Roads, Parks Acquisition and Parks Development DCC programs will be funded from the Capital Reserve (Revolving Fund).

Capital Reserves

Being a fiscally responsible city, the City established various capital reserves to finance the majority of its capital renewal projects. The City collects funds through utility fees or property taxes to fund the reserves to pay for the infrastructure (water, sewer and flood protection) and building renewals, the replacement of fire vehicles, and equipment and hardware. The Capital Reserve (Industrial Use) is also funded through rental income, as well as proceeds from real estate disposition. The contributions to these reserves are built-in to the Utility and Operating budgets and any increase in the contribution will require Council approval. These annual contributions to the reserves strengthen the reserve balance, which is essential for major capital investments like the Accelerated Flood Protection Program and the replacement of ageing infrastructure.

Capital Building and Infrastructure (CBI) Reserve

In September 2003, Council approved the Long Term Financial Management Strategy (LTFMS - Policy 3707) directing a one per cent increase in transfer to reserves for infrastructure replacement needs. Since the establishment of this policy, the City has funded a number of major facility projects such as:

- Fire Hall No. 1
- Fire Hall No. 3
- First Nations Bunkhouse Reconstruction and Exhibit Development
- Minoru Centre for Active Living
- Phoenix Net Loft deconstruction
- Richmond Animal Shelter
- Bowling Green Community Activity Centre
- West Richmond Pavilion (formerly called Hugh Boyd Community Facility and Fieldhouse)
- Works Yard Replacement – Phase 1

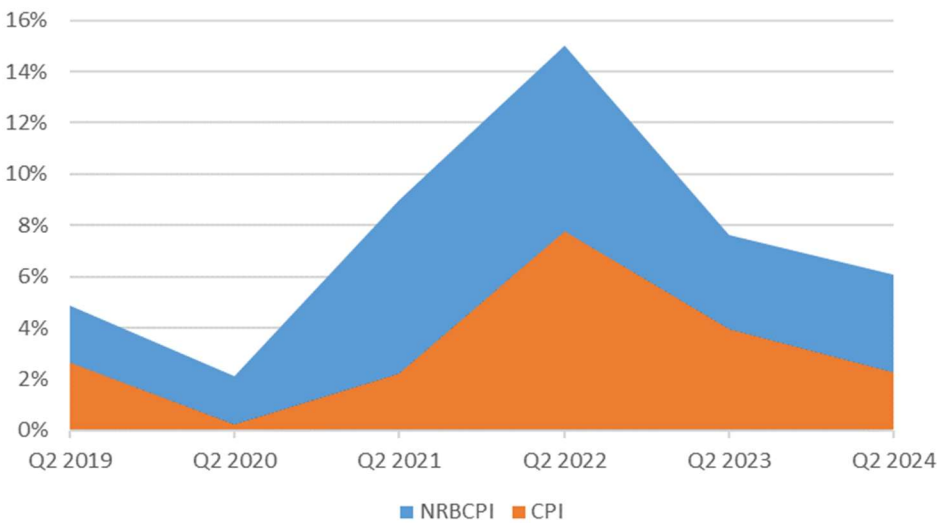
The Works Yard replacement project was estimated to be \$247.0 million (2023 dollars), and the project will be phased over 10 years. \$100.0 million has been approved thus far and \$80.0 million is included in the Proposed 5 Year Capital Plan (2025-2029). Other major upcoming facility projects include Britannia Shipyard - Seine Net Loft – Roof, Envelope and Structural

Renewals, Japanese Duplex Restoration and Fit Out and Phoenix Net Loft Program Implementation. A list of 2025 recommended capital projects funded by CBI are listed in Appendix 5.

The CBI Reserve is not only being used for replacement of major facilities, but also used to fund capital improvements for City-owned buildings. The City owns approximately 167 civic facilities, and a building assessment is conducted periodically on City-owned buildings to identify the potential capital work required. Feasibility level review and costing is then performed before submitting the capital requests to the budget process. Council priorities are considered when staff prepare the capital requests. Approximately \$165.1 million of CBI funding is estimated to be needed in the 5 Year Capital Plan (2025-2029) for the Building program.

The uncommitted balance of CBI as of December 31, 2023, is \$83.9 million and the 2024 contribution funded by tax revenue is \$26.2 million. Staff recommend maintaining the Council Policy LTFMS concerning the one per cent transfer to reserve to ensure there is sufficient funding in CBI for major facilities projects and the renewals of the City’s other ageing facilities such as the Richmond Ice Centre, the Gateway Theatre and the Community Safety Building. This also enables the City to keep pace with the rising construction costs driven by labour shortage, supply chain disruption, rising material prices and inflation. Figure 4 shows that the Non-Residential Building Construction Price Index (NRBCPI) has been increasing at a higher rate than the Consumer Price Index (CPI).

Figure 4: Non-Residential Building Construction Price Index (NRBCPI) vs. Consumer Price Index (CPI) - Vancouver



Capital Reserve (Revolving Fund)

There are new assets required to support Council's priorities, new programs and increasing demands that are not within the approved DCC plan, as well as existing asset renewals that do not have a designated capital reserve to fund its replacement. The Capital Reserve (Revolving Fund), mainly funded by taxes, was established to fund these capital costs. For 2025, there are 18 capital submissions competing for funding. Of this, 10 capital projects such as the Pickleball Court Construction and Hugh Boyd Community Park Playground Renewal are recommended, with a total funding request of \$5.1 million from the Revolving Fund. The 2025 recommended

projects funded by the Revolving Fund are listed in Appendix 4. Replacement of ageing infrastructure and responses to the sports facility needs assessment are considered priorities in 2025.

Provisions

Provisions include senior government funding received by the City, such as the Canada Community Building Fund, which supports the infrastructure and capacity-building projects with environmental outcomes and Translink's Operations, Maintenance and Rehabilitation (OMR) program for the rehabilitation of the major road network. These senior government programs provide funding to the following 2025 capital projects:

- Annual Asphalt Re-Paving Program - MRN
- Electric Vehicle DC Fast Charging Station Installations
- GHG and Energy Management Projects
- Street Light LED Upgrade Program

Rate Stabilization Account (RSA)

The Rate Stabilization Account (RSA) was approved by Council in 2013 to ensure that funding be available to help balance the budget for non-recurring items and level out tax increases. It can also be used to fund one-time capital expenditure requests. Each year, once the City's accounts from the prior year are finalized, any resulting surplus is transferred into the RSA. The RSA has an unaudited balance of \$16,914,372 available as of September 30, 2024. The combined RSA request from the one-time expenditure requests through the One-Time Expenditures Report and the 2025 Initial Capital Costs associated with Recommended Additional Level Expenditures Requests of the 2025 Proposed Operating Budget Report is \$2,937,145 (excluding the proposed Rate Stabilization of the 2025 Operating Budget). For the 2025 Proposed Capital Budget, \$2.3 million is also recommended to be funded from RSA, as shown in Appendix 7.

Debt

Debt financing is preserved for significant large-scale capital projects whenever it is practical based on internal funding levels and external market conditions. The City has secured a \$96.0 million capital loan for the Steveston Community Centre and Library capital project, with a repayment term of 20 years. The unaudited long term debt balance as of September 30, 2024, is \$89.1 million.

External Sources

External sources include grants, developer contributions, and external contributions. By securing these external resources, the City can optimize its capital investment by pursuing larger-scale and additional capital projects at a faster pace to support the City's initiatives and infrastructure development. The 2025 Proposed Capital Budget includes external funding for the following capital projects:

- Garden City Community Park Gathering Space
- Special Crosswalk Program
- Traffic Signal Program
- Transit-Related Amenity and Roadway Improvement Program
- Translink Bus Speed & Reliability Program 2025

The timing and availability of potential grant opportunities and developer contributions cannot always be anticipated at the time of the budget process. In 2024, the \$10 million Contingent External Contribution was fully allocated to various capital projects, of which the following are a few representative examples:

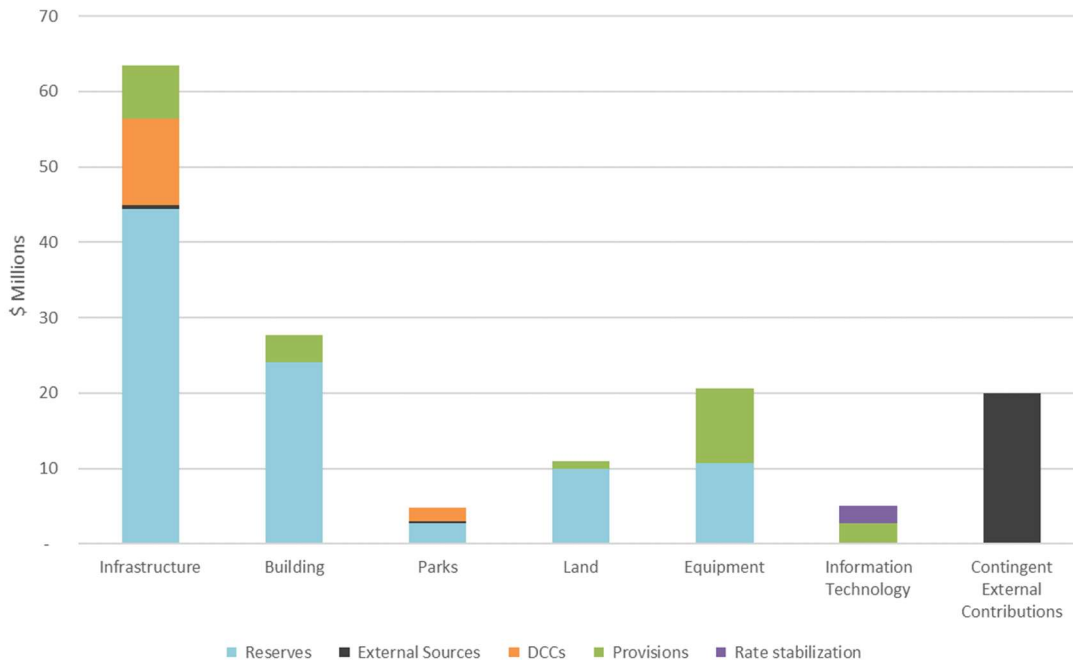
- No. 3 Road South Pump Station and Dike Upgrade
- Nature-Based Flood Protection Solutions Assessment
- Dike Rehabilitation
- Energy Management Projects - Gas Equipment Replacement and Upgrade Phase 1
- No. 2 Road Multi-Use Pathway, Steveston Highway to Williams Road
- Cambie Road/No. 5 Road- Intersection Improvements
- Arterial Roadway Improvement Program

Since the external funding confirmed in 2024 exceeded the \$10 million budget, the Contingent External Contributions for the 2025 Proposed Capital Budget has been increased to \$20 million.

Community contributions can enhance and demonstrate community support to the City's projects. Included in the 2025 Proposed Capital Budget is a \$300,000 contribution from the Rotary Club of Richmond Sunrise for the Garden City Community Park Gathering Space project, which is a community-based initiative to celebrate Richmond's cultural diversity within the park. This project aligns with the Council Strategic Plan 2022-2026 in fostering intercultural harmony, community belonging, and social connections.

The City balances the capital investments with various funding sources to maximize the value of its capital investment. The 2025 Proposed Capital Budget funding is summarized as follows:

Figure 5: 2025 Capital Program by Funding Source



2025 Operating Budget Impact (OBI)

Operating Budget Impacts (OBIs) are ongoing additional operating and maintenance costs associated with new, upgraded and contributed assets. Operating and maintenance costs can include labor, materials, utilities, equipment usage, annual software subscriptions and support contracts. These OBIs need to be added to the City’s operating budget to maintain the service level.

The total OBI relating to the 2025 recommended projects is \$368,774, with the following breakdown:

Table 1: 2025 Capital OBI

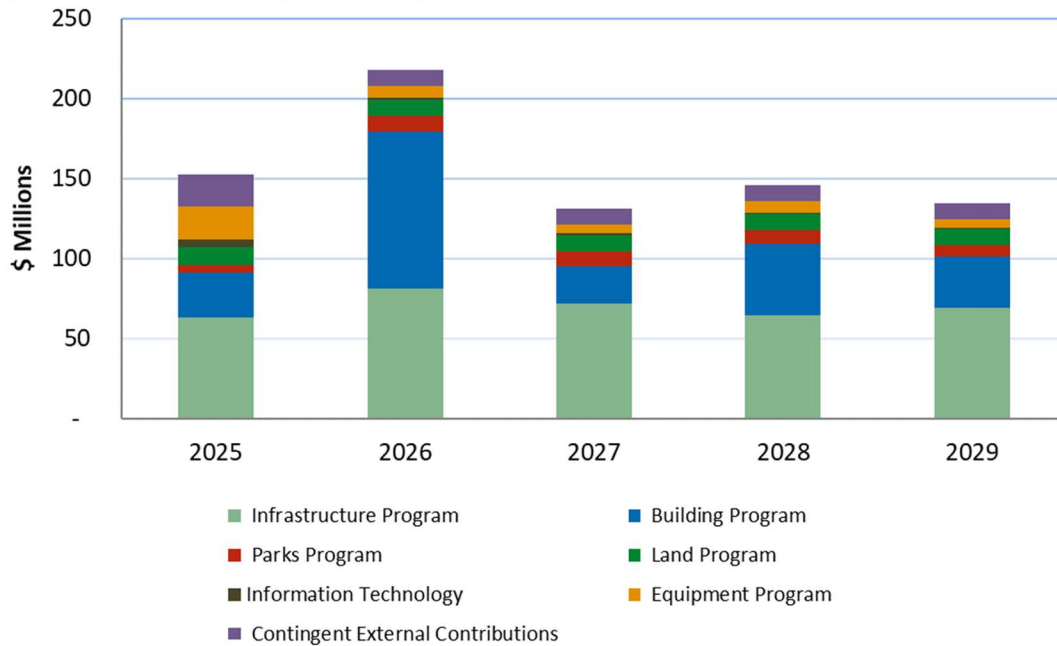
| 2025 Capital OBI Breakdown | Amount |
|--|------------------|
| Supplies and materials | \$ 574,414 |
| Contract services | 460,566 |
| Public works maintenance | 201,794 |
| Transfer to Reserve for internal borrowing repayment | 670,000 |
| Revenue | (1,538,000) |
| Total | \$368,774 |

The OBIs resulting from the approved capital projects will be added to the Operating Budget in the same year that the capital projects are approved by Council.

Proposed 2025 to 2029 Capital Plan

The Proposed 5 Year Capital Plan (Plan) emphasizes the renewal of critical infrastructure assets, investment in major facility replacements, conservation of the City’s heritage buildings and expansion of multi-use pathways. The City plans to maintain a consistent level of capital investment over the next five years, apart from a spike in 2026 for the Works Yard Replacement – Phase 2. The majority of the Plan is allocated to the Infrastructure program and the Building program, with the distribution of capital funding by program illustrated in Figure 6.

Figure 6: Capital Budget by Program (2025-2029)



Within the Infrastructure program, \$141.9 million is allocated to the Flood Protection program, and \$14.1 million is planned for the construction of multi-use pathways. The City will continue to invest \$80.0 million in the Works Yard Replacement project, \$20.5 million in Richmond Ice Centre building renewals, \$5.5 million for the Covered Lacrosse Box, and \$32.8 million for various heritage building initiatives. A summary of the 5 Year Capital Plan (2025-2029) is presented in Appendix 11 and the funding sources are presented in Appendix 12. A detailed listing of the 2025–2029 recommended capital projects by program is presented in Appendix 13, with highlights of the 2026–2029 projects summarized in Appendix 15.

Due to funding constraints, not all capital submissions for future years can be included in the Plan. A summary of submissions that are not recommended for funding is provided in Appendix 14. One of the key projects is Lulu Island Park, envisioned as the City’s premier waterfront park in the City Centre area. This park development will be funded through the Parks DCC Program. All necessary parkland acquisitions were completed in 2024, funding for the Park Master Plan has been secured, and \$2.75 million is allocated for detailed design work in the 5-Year Capital Plan. Construction will be phased, with capital cost estimates to be refined during the detailed design stage.

As the DCC funding depends on the timing of new developments, and future funding availability cannot be precisely determined, the City has adopted a conservative approach in projecting DCC funding for future years. Consequently, capital submissions for the construction of Lulu Island Park’s Phase 1 and Phase 2 in 2028 and 2029 are not included in the 5-Year Capital Plan due to funding availability. Any future capital submissions that are currently excluded from the Plan may be reconsidered and potentially recommended in future budget cycles, as priorities, asset conditions, cost escalations, and funding availability are continuously reviewed. All capital submissions will be subject to final approval in each subsequent year.

Financial Impact

The 2025 Proposed Capital Budget with a total value of \$152,581,457 will enable the City to maintain and advance the asset inventory in order to provide necessities and benefits to the community. It is recommended to include the 2025 Proposed Capital Budget and the Operating Budget Impact of \$368,774 in the Consolidated 5 Year Financial Plan (2025–2029).

Conclusion

The recommended capital budget for 2025 is \$152,581,457. The Review Team worked closely with the SMT to represent the interests of all stakeholders to ensure that the 2025 capital program addresses Council's strategic plans, policies and priorities and meets the needs of the community while effectively utilizing available funding.



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(604-276-4223)

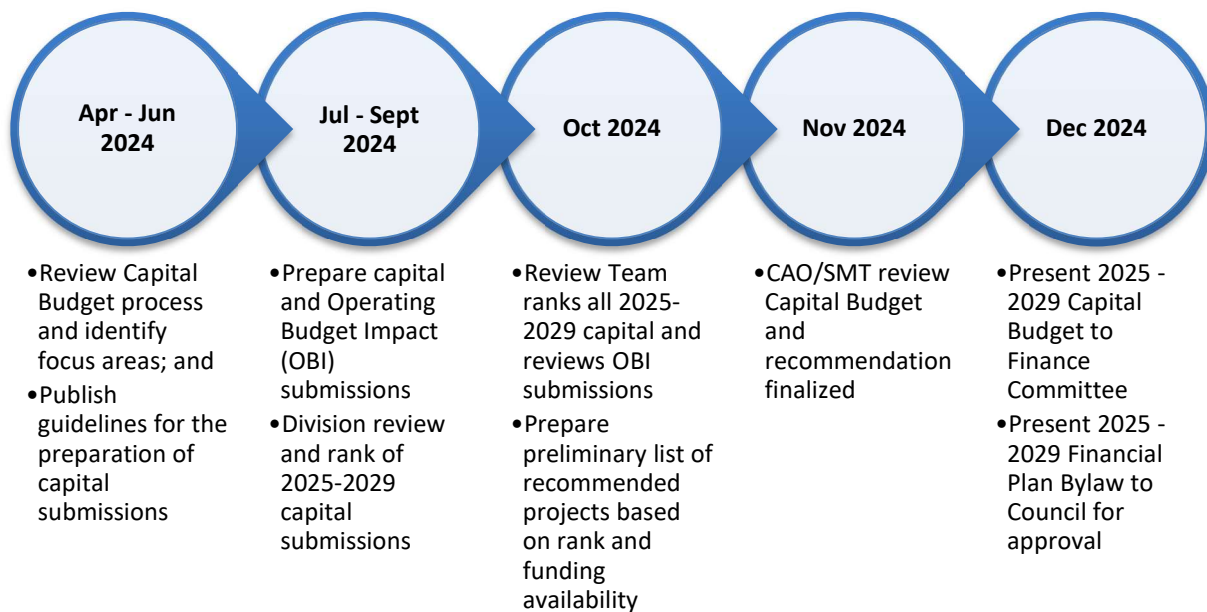
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- Appendix 1: Capital Ranking Criteria
- Appendix 2: 2025 Capital Budget Process
- Appendix 3: Summary of Capital Projects – Recommended for funding in 2025
- Appendix 4: 2025 Summary of Projects Funded by Revolving Fund
- Appendix 5: 2025 Summary of Projects Funded by Capital Building and Infrastructure Reserve
- Appendix 6: 2025 Summary of Projects Funded by Development Cost Charges
- Appendix 7: 2025 Summary of Projects Funded by Rate Stabilization Account
- Appendix 8: Summary of Capital Projects – Not Recommended for funding in 2025
- Appendix 9: Details of Projects Recommended for funding in 2025 by Program
- Appendix 10: Details of Projects Not Recommended for funding in 2025 by Program
- Appendix 11: 5 Year Capital Plan Summary (2025 - 2029)
- Appendix 12: 5 Year Capital Plan by Funding Sources (2025 - 2029)
- Appendix 13: 5 Year Capital Plan by Program (2025 - 2029) – Recommended
- Appendix 14: 5 Year Capital Plan by Program (2025 - 2029) – Not Recommended for funding
- Appendix 15: 2026 - 2029 Capital Plan Highlights
- Appendix 16: Glossary of Terms

Capital Ranking Criteria

| | |
|----------------------------|---|
| Alignment with City Vision | <ul style="list-style-type: none"> Does this support Council's Strategic Plan or an approved City strategy? |
| Risk Management | <ul style="list-style-type: none"> Is there a legal or regulatory compliance requirement and/or a risk that needs to be managed? |
| Social | <ul style="list-style-type: none"> Will this enhance social equity, vibrancy and/or health and wellness of the community? |
| Environmental | <ul style="list-style-type: none"> Will this improve environmental conditions or reduce waste? |
| Economic | <ul style="list-style-type: none"> Is there Operating Budget Impact (OBI) and external funding for the project? |
| Innovation & Efficiency | <ul style="list-style-type: none"> Is this innovative and does it increase productivity? (applicable only to IT related submissions) |

2025 Capital Budget Process



| Project Name | External Funding | City Funding | Total Investment | Total OBI | Ref |
|--|------------------|---------------------|---------------------|-------------------|-----|
| INFRASTRUCTURE PROGRAM | | | | | |
| Roads | | | | | |
| Active Transportation Improvement Program | - | 280,000 | 280,000 | - | 28 |
| Annual Asphalt Re-Paving Program - MRN | - | 1,771,825 | 1,771,825 | - | 29 |
| Annual Asphalt Re-Paving Program - Non-MRN | - | 4,136,685 | 4,136,685 | - | 30 |
| Arterial Roadway Improvement Program | - | 1,850,000 | 1,850,000 | 2,826 | 31 |
| Citywide Connector Walkway Improvement Program | - | 250,000 | 250,000 | - | 32 |
| Citywide Sidewalk and Street Light Replacement Program | - | 500,000 | 500,000 | - | 33 |
| Neighbourhood Walkway Program | - | 500,000 | 500,000 | - | 34 |
| Special Crosswalk Program | 10,000 | 340,000 | 350,000 | 5,347 | 35 |
| Street Light Condition Assessment - Phase 1 | - | 400,000 | 400,000 | - | 36 |
| Street Light LED Upgrade Program | - | 490,000 | 490,000 | (35,000) | 37 |
| Supplementary Asphalt Re-Paving Program - Non-MRN | - | 400,000 | 400,000 | - | 38 |
| Traffic Calming Program | - | 200,000 | 200,000 | - | 39 |
| Traffic Signal Power Backup System (UPS) Program | - | 400,000 | 400,000 | - | 40 |
| Traffic Signal Program | 203,606 | 846,394 | 1,050,000 | 2,826 | 41 |
| Traffic Video and Communication Program | - | 400,000 | 400,000 | - | 42 |
| Transit-Related Amenity and Roadway Improvement Program | 152,000 | 98,000 | 250,000 | - | 43 |
| Translink Bus Speed & Reliability Program 2025 | 150,000 | - | 150,000 | - | 44 |
| Transportation Planning, Functional and Preliminary Design | - | 1,250,000 | 1,250,000 | - | 45 |
| Total Roads | \$515,606 | \$14,112,904 | \$14,628,510 | (\$24,001) | |
| Flood Protection | | | | | |
| Box Culvert Repair | - | 1,500,000 | 1,500,000 | - | 47 |
| Burkeville Utility Improvements | - | 3,000,000 | 3,000,000 | - | 48 |
| Canal Stabilization and Drainage and Irrigation Upgrades | - | 2,400,000 | 2,400,000 | - | 49 |
| Development Coordinated Works - Flood Protection | - | 250,000 | 250,000 | - | 50 |
| Dike Upgrade Designs | - | 6,000,000 | 6,000,000 | - | 51 |
| Drainage Network Ecological Enhancement | - | 200,000 | 200,000 | - | 52 |
| Drainage Pump Station and Generator Upgrade Program | - | 500,000 | 500,000 | - | 53 |
| Flood Protection and Dike Improvements | - | 10,790,000 | 10,790,000 | - | 54 |
| Invasive Species Management | - | 300,000 | 300,000 | - | 55 |
| Laneway Drainage Upgrades | - | 1,816,000 | 1,816,000 | - | 56 |
| SCADA System Improvements | - | 350,000 | 350,000 | - | 57 |
| Watercourse Rehabilitation and Replacement | - | 400,000 | 400,000 | - | 58 |
| Total Flood Protection | - | \$27,506,000 | \$27,506,000 | - | |
| Water | | | | | |
| Development Coordinated Works - Water | - | 250,000 | 250,000 | - | 60 |
| Fire Hydrant Upgrades | - | 400,000 | 400,000 | - | 61 |
| Watermain Replacement and Upgrades Program | - | 8,106,000 | 8,106,000 | - | 62 |
| Watermain Tie-in and Restoration | - | 300,000 | 300,000 | - | 63 |
| Total Water | - | \$9,056,000 | \$9,056,000 | - | |

Summary of Capital Projects – Recommended for funding in 2025

| Project Name | External Funding | City Funding | Total Investment | Total OBI | Ref |
|---|------------------|---------------------|---------------------|-------------------|-----|
| INFRASTRUCTURE PROGRAM | | | | | |
| <i>Sanitary Sewer</i> | | | | | |
| Development Coordinated Works - Sanitary | - | 1,250,000 | 1,250,000 | - | 65 |
| Sanitary Pump Station and Forcemain Upgrades and Rehabilitation | - | 900,000 | 900,000 | - | 66 |
| Sanitary Sewer Gravity System Assessment and Rehabilitation | - | 1,370,000 | 1,370,000 | - | 67 |
| Sanitary Sewer Tie-in Program | - | 150,000 | 150,000 | - | 68 |
| Steveston Sanitary Sewer Rehabilitation Program | - | 2,000,000 | 2,000,000 | - | 69 |
| Total Sanitary Sewer | - | \$5,670,000 | \$5,670,000 | - | |
| <i>Infrastructure Advanced Design and Minor Public Works</i> | | | | | |
| Public Works Infrastructure Advanced Design | - | 3,517,500 | 3,517,500 | - | 71 |
| Public Works Minor Capital - Dikes | - | 400,000 | 400,000 | - | 72 |
| Public Works Minor Capital - Drainage | - | 500,000 | 500,000 | - | 73 |
| Public Works Minor Capital - Roads | - | 475,000 | 475,000 | - | 74 |
| Public Works Minor Capital - Sanitary | - | 600,000 | 600,000 | - | 75 |
| Public Works Minor Capital - Sanitation and Recycling | - | 400,000 | 400,000 | - | 76 |
| Public Works Minor Capital - Water | - | 650,000 | 650,000 | - | 77 |
| Total Infrastructure Advanced Design and Minor Public Works | - | \$6,542,500 | \$6,542,500 | - | |
| TOTAL INFRASTRUCTURE PROGRAM | \$515,606 | \$62,887,404 | \$63,403,010 | (\$24,001) | |
| BUILDING PROGRAM | | | | | |
| <i>Building</i> | | | | | |
| Annual Building Improvements | - | 3,700,000 | 3,700,000 | - | 79 |
| Annual Infrastructure Replacements | - | 3,000,000 | 3,000,000 | - | 80 |
| Capital Buildings Project Development Advanced Design | - | 1,500,000 | 1,500,000 | - | 81 |
| City Hall and City Hall Annex Security Upgrades | - | 550,000 | 550,000 | - | 82 |
| Richmond Curling Club Priority Repairs | - | 4,000,000 | 4,000,000 | - | 83 |
| Richmond Ice Centre Interior Renewals | - | 4,500,000 | 4,500,000 | - | 84 |
| Total Building | - | \$17,250,000 | \$17,250,000 | - | |
| <i>Heritage</i> | | | | | |
| Britannia Shipyards - Seine Net Loft - Roof, Envelope and Structural Renewals | - | 10,500,000 | 10,500,000 | - | 86 |
| Total Heritage | - | \$10,500,000 | \$10,500,000 | - | |
| TOTAL BUILDING PROGRAM | - | \$27,750,000 | \$27,750,000 | - | |
| PARKS PROGRAM | | | | | |
| <i>Parks</i> | | | | | |
| Garden City Community Park Gathering Space | 300,000 | - | 300,000 | 3,278 | 88 |
| Hugh Boyd Community Park Playground Renewal | - | 1,500,000 | 1,500,000 | 16,905 | 89 |
| Minoru Park Clement Track Assessment and Improvement Concept | - | 100,000 | 100,000 | - | 90 |
| Parks Advance Planning and Design | - | 600,000 | 600,000 | - | 91 |
| Parks Ageing Infrastructure Replacement Program | - | 400,000 | 400,000 | - | 92 |
| Parks General Development | - | 650,000 | 650,000 | 3,128 | 93 |
| Pickleball Court Construction | - | 800,000 | 800,000 | 12,650 | 94 |
| South Dyke Trail Enhancements (around Crown Packaging) | - | 400,000 | 400,000 | 5,336 | 95 |
| TOTAL PARKS PROGRAM | \$300,000 | \$4,450,000 | \$4,750,000 | \$41,297 | |

| Project Name | External Funding | City Funding | Total Investment | Total OBI | Ref |
|--|---------------------|----------------------|----------------------|------------------|-----|
| LAND PROGRAM | | | | | |
| <i>Land</i> | | | | | |
| Strategic Real Estate Acquisition | - | 11,000,000 | 11,000,000 | - | 97 |
| TOTAL LAND PROGRAM | - | \$11,000,000 | \$11,000,000 | - | |
| EQUIPMENT PROGRAM | | | | | |
| <i>Vehicle</i> | | | | | |
| Vehicle and Equipment Reserve Purchases (PW and Corporate Fleet) | - | 3,376,978 | 3,376,978 | - | 99 |
| Total Vehicle | - | \$3,376,978 | \$3,376,978 | - | |
| <i>Fire Vehicle</i> | | | | | |
| Fire Vehicle Replacement Reserve Purchases | - | 287,338 | 287,338 | - | 101 |
| Fire Vehicle Replacement Reserve Purchases - Additional Funding | - | 5,000,000 | 5,000,000 | - | 102 |
| Total Fire Vehicle | - | \$5,287,338 | \$5,287,338 | - | |
| <i>Equipment</i> | | | | | |
| CCTV Equipment | - | 600,000 | 600,000 | - | 104 |
| Electric Vehicle DC Fast Charging Station Installations | - | 7,000,000 | 7,000,000 | - | 105 |
| Fire Equipment Replacement from Reserve | - | 672,993 | 672,993 | - | 106 |
| GHG and Energy Management Projects | - | 550,000 | 550,000 | - | 107 |
| Parking Meter Replacement | - | 600,000 | 600,000 | - | 108 |
| Public Safety Camera System – Phase 1 | - | 2,493,794 | 2,493,794 | 181,600 | 109 |
| Total Equipment | - | \$11,916,787 | \$11,916,787 | \$181,600 | |
| TOTAL EQUIPMENT PROGRAM | - | \$20,581,103 | \$20,581,103 | \$181,600 | |
| INFORMATION TECHNOLOGY PROGRAM | | | | | |
| <i>Information Technology</i> | | | | | |
| Annual Hardware Refresh | - | 748,660 | 748,660 | - | 111 |
| City Hall Meeting Room AV Equipment Upgrades | - | 182,184 | 182,184 | 31,652 | 112 |
| Cross Connection Control Program Online Portal | - | 135,000 | 135,000 | (27,000) | 113 |
| Document and Records Management System Modernization | - | 3,439,500 | 3,439,500 | 108,876 | 114 |
| Oracle RAC Server Refresh | - | 442,000 | 442,000 | 56,350 | 115 |
| Server Replacement | - | 150,000 | 150,000 | - | 116 |
| TOTAL INFORMATION TECHNOLOGY PROGRAM | - | \$5,097,344 | \$5,097,344 | \$169,878 | |
| 2025 CAPITAL PROGRAM BEFORE CONTINGENT EXTERNAL CONTRIBUTIONS | \$815,606 | \$131,765,851 | \$132,581,457 | \$368,774 | |
| CONTINGENT EXTERNAL CONTRIBUTIONS | | | | | |
| Contingent External Contributions | 20,000,000 | - | 20,000,000 | - | 118 |
| TOTAL CONTINGENT EXTERNAL CONTRIBUTIONS | \$20,000,000 | - | \$20,000,000 | - | |
| TOTAL 2025 CAPITAL PROGRAM | \$20,815,606 | \$131,765,851 | \$152,581,457 | \$368,774 | |

The Revolving Fund is utilized to fund various capital projects and is funded from taxes.

| Project Name | Revolving Fund | Total Investment | Total OBI | Ref |
|---|-----------------------|-------------------------|------------------|------------|
| INFRASTRUCTURE PROGRAM | | | | |
| <i>Roads</i> | | | | |
| Citywide Connector Walkway Improvement Program | 250,000 | 250,000 | - | 32 |
| Citywide Sidewalk and Street Light Replacement Program | 500,000 | 500,000 | - | 33 |
| Street Light Condition Assessment – Phase 1 | 400,000 | 400,000 | - | 36 |
| Supplementary Asphalt Re-Paving Program - Non-MRN | 400,000 | 400,000 | - | 38 |
| Total Roads | \$1,550,000 | \$1,550,000 | - | |
| <i>Infrastructure Advanced Design and Minor Public Works</i> | | | | |
| Public Works Minor Capital - Roads | 300,000 | 475,000 | - | 74 |
| Total Infrastructure Advanced Design and Minor Public Works | \$300,000 | \$475,000 | - | |
| TOTAL INFRASTRUCTURE PROGRAM | \$1,850,000 | \$2,025,000 | - | |
| PARKS PROGRAM | | | | |
| <i>Parks</i> | | | | |
| Hugh Boyd Community Park Playground Renewal ¹ | 1,000,000 | 1,500,000 | 16,905 | 89 |
| Parks Ageing Infrastructure Replacement Program | 400,000 | 400,000 | - | 92 |
| Pickleball Court Construction | 800,000 | 800,000 | 12,650 | 94 |
| South Dyke Trail Enhancements (around Crown Packaging) | 400,000 | 400,000 | 5,336 | 95 |
| TOTAL PARKS PROGRAM | \$2,600,000 | \$3,100,000 | \$34,891 | |
| EQUIPMENT PROGRAM | | | | |
| <i>Equipment</i> | | | | |
| Parking Meter Replacement | 600,000 | 600,000 | - | 108 |
| TOTAL EQUIPMENT PROGRAM | \$600,000 | \$600,000 | - | |
| Total Projects Funded by Revolving Fund | \$5,050,000 | \$5,725,000 | \$34,891 | |
| The City funding related to Roads DCC and Parks DCC capital projects are also funded by the Revolving Fund. | | | | |
| City funding for Parks Acquisition DCC capital projects | - | | | |
| City funding for Parks Development DCC capital projects ² | 110,075 | | | |
| City funding for Roads DCC capital projects | 390,581 | | | |
| Total City Funding for DCC Capital Projects | \$500,656 | | | |
| TOTAL FUNDING FROM REVOLVING FUND | \$5,550,656 | | | |

¹ Hugh Boyd Community Park Playground Renewal is funded from both Parks Development DCC and Capital Reserve (Revolving Fund). The City funding related to the Parks Development DCC portion of the capital work is \$29,750, which is also funded from the Capital Reserve (Revolving Fund), and is separately included under the City funding for Parks Development DCC capital projects category. The combined funding from the Capital Reserve (Revolving Fund) for Hugh Boyd Community Park Playground Renewal is \$1,029,750.

² This includes \$29,750 of City funding for the Parks Development DCC portion of the capital work for Hugh Boyd Community Park Playground Renewal.

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

| Project Name | Capital Building and Infrastructure Fund | Total Investment | Total OBI | Ref |
|---|---|-----------------------------|----------------------|------------|
| BUILDING PROGRAM | | | | |
| <i>Building</i> | | | | |
| Annual Infrastructure Replacements | 3,000,000 | 3,000,000 | - | 80 |
| Capital Buildings Project Development Advanced Design | 1,500,000 | 1,500,000 | - | 81 |
| City Hall and City Hall Annex Security Upgrades | 550,000 | 550,000 | - | 82 |
| Richmond Curling Club Priority Repairs | 4,000,000 | 4,000,000 | - | 83 |
| Richmond Ice Centre Interior Renewals | 4,500,000 | 4,500,000 | - | 84 |
| <i>Total Building</i> | <i>\$13,550,000</i> | <i>\$13,550,000</i> | <i>-</i> | |
| <i>Heritage</i> | | | | |
| Britannia Shipyards – Seine Net Loft – Roof, Envelope and Structural Renewals | 10,500,000 | 10,500,000 | - | 86 |
| <i>Total Heritage</i> | <i>\$10,500,000</i> | <i>\$10,500,000</i> | <i>-</i> | |
| TOTAL BUILDING PROGRAM | \$24,050,000 | \$24,050,000 | - | |
| GRAND TOTAL | \$24,050,000 | \$24,050,000 | - | |

Development Cost Charges (DCC) are levies placed on new development that result in increased demands on City infrastructure and can be used on capital projects included in the approved DCC plan.

| Project Name | DCC Funding | City Funding¹ | Total Investment² | Total OBI | Ref |
|--|--------------------|---------------------------------|-------------------------------------|------------------|------------|
| ROADS DCC | | | | | |
| <i>Roads</i> | | | | | |
| Active Transportation Improvement Program | 263,340 | 16,660 | 280,000 | - | 28 |
| Arterial Roadway Improvement Program | 1,739,925 | 110,075 | 1,850,000 | 2,826 | 31 |
| Neighbourhood Walkway Program | 470,250 | 29,750 | 500,000 | - | 34 |
| Special Crosswalk Program | 319,770 | 20,230 | 350,000 | 5,347 | 35 |
| Traffic Calming Program | 188,100 | 11,900 | 200,000 | - | 39 |
| Traffic Signal Power Backup System (UPS) Program | 376,200 | 23,800 | 400,000 | - | 40 |
| Traffic Signal Program | 796,034 | 50,360 | 1,050,000 | 2,826 | 41 |
| Traffic Video and Communication Program | 376,200 | 23,800 | 400,000 | - | 42 |
| Transit-Related Amenity and Roadway Improvement Program | 92,169 | 5,831 | 250,000 | - | 43 |
| Transportation Planning, Functional and Preliminary Design | 893,475 | 56,525 | 1,250,000 | - | 45 |
| Total Roads | \$5,515,463 | \$348,931 | \$6,530,000 | \$10,999 | |
| <i>Infrastructure Advanced Design and Minor Public Works</i> | | | | | |
| Public Works Infrastructure Advanced Design ³ | 658,350 | 41,650 | 3,517,500 | - | 71 |
| Total Infrastructure Advanced Design and Minor Public Works | \$658,350 | \$41,650 | \$3,517,500 | - | |
| TOTAL ROADS DCC | \$6,173,813 | \$390,581 | \$10,047,500 | \$10,999 | |
| DRAINAGE DCC | | | | | |
| <i>Flood Protection</i> | | | | | |
| Dike Upgrade Designs | 3,597,165 | 36,335 | 6,000,000 | - | 51 |
| TOTAL DRAINAGE DCC | \$3,597,165 | \$36,335 | \$6,000,000 | - | |
| WATER DCC | | | | | |
| <i>Water</i> | | | | | |
| Watermain Replacement and Upgrades Program | 1,501,546 | 15,167 | 8,106,000 | - | 62 |
| TOTAL WATER | \$1,501,546 | \$15,167 | \$8,106,000 | - | |
| SANITARY SEWER DCC | | | | | |
| <i>Infrastructure Advanced Design and Minor Public Works</i> | | | | | |
| Public Works Infrastructure Advanced Design ³ | 207,281 | 5,219 | 3,517,500 | - | 71 |
| TOTAL SANITARY SEWER DCC | \$207,281 | \$5,219 | \$3,517,500 | - | |

¹ The City funding includes the funding for the portion of the DCC capital project that benefits the existing population and the municipal assist factor.

² The Total Investment includes all funding sources: External and City Funding, refer to Appendix 3.

³ This project is funded by multiple funding sources including Roads DCC and Sanitary Sewer DCC. The grand total of the total investment has been adjusted accordingly as the same project has been shown under multiple DCC categories.

| Project Name | DCC Funding | City Funding¹ | Total Investment² | Total OBI | Ref |
|--|---------------------|---------------------------------|-------------------------------------|------------------|------------|
| PARKS DEVELOPMENT DCC | | | | | |
| <i>Parks</i> | | | | | |
| Hugh Boyd Community Park Playground Renewal | 470,250 | 29,750 | 1,500,000 | 16,905 | 89 |
| Minoru Park Clement Track Assessment and Improvement Concept | 94,050 | 5,950 | 100,000 | - | 90 |
| Parks Advance Planning and Design | 564,300 | 35,700 | 600,000 | - | 91 |
| Parks General Development | 611,325 | 38,675 | 650,000 | 3,128 | 93 |
| TOTAL PARKS DEVELOPMENT DCC | \$1,739,925 | \$110,075 | \$2,850,000 | \$20,033 | |
| GRAND TOTAL | \$13,219,730 | \$557,377 | \$27,003,500 | \$31,032 | |

¹ The City funding includes the funding for the portion of the DCC capital project that benefits the existing population and the municipal assist factor.

² The Total Investment includes all funding sources: External and City Funding, refer to Appendix 3.

The Rate Stabilization Account (RSA) is used to fund one-time expenditure requests or to defer the City’s annual tax increase to future years. Each year, once the City’s accounts from the prior year are finalized, any resulting surplus is transferred into the RSA.

| Project Name | RSA | Total Investment | Total OBI | Ref |
|--|--------------------|-------------------------|------------------|------------|
| INFORMATION TECHNOLOGY PROGRAM | | | | |
| <i>Information Technology</i> | | | | |
| Document and Records Management System Modernization | 2,339,500 | 3,439,500 | 108,876 | 114 |
| TOTAL INFORMATION TECHNOLOGY PROGRAM | \$2,339,500 | \$3,439,500 | \$108,876 | |
| GRAND TOTAL | \$2,339,500 | \$3,439,500 | \$108,876 | |

| Project Name | External Funding | City Funding | Total Investment | Total OBI | Ref |
|---|------------------|--------------------|--------------------|-----------------|-----|
| INFRASTRUCTURE PROGRAM | | | | | |
| <i>Roads</i> | | | | | |
| Bridge Improvement Program | - | 300,000 | 300,000 | - | 120 |
| TOTAL INFRASTRUCTURE PROGRAM | - | \$300,000 | \$300,000 | - | |
| BUILDING PROGRAM | | | | | |
| <i>Building</i> | | | | | |
| UPS Replacement | - | 450,000 | 450,000 | 69,000 | 122 |
| TOTAL BUILDING PROGRAM | - | \$450,000 | \$450,000 | \$69,000 | |
| PARKS PROGRAM | | | | | |
| <i>Parks</i> | | | | | |
| McDonald Beach Boat Basin Dredging | - | 425,000 | 425,000 | - | 124 |
| Park Shelter and Shade Program | - | 500,000 | 500,000 | 4,881 | 125 |
| Trail Network Enhancements | - | 200,000 | 200,000 | 3,450 | 126 |
| TOTAL PARKS PROGRAM | - | \$1,125,000 | \$1,125,000 | \$8,331 | |
| INFORMATION TECHNOLOGY PROGRAM | | | | | |
| <i>Information Technology</i> | | | | | |
| Business Licencing Improvements | - | 139,500 | 139,500 | - | 128 |
| City Invoice Online Payment Solution | - | 311,601 | 311,601 | 22,051 | 129 |
| PeopleSoft nVision Report Assessment | - | 128,248 | 128,248 | - | 130 |
| TOTAL INFORMATION TECHNOLOGY PROGRAM | - | \$579,349 | \$579,349 | \$22,051 | |
| TOTAL 2025 CAPITAL PROGRAM – NOT RECOMMENDED FOR FUNDING | - | \$2,454,349 | \$2,454,349 | \$99,382 | |

Infrastructure Program

The City’s Infrastructure Program assets include: Road, Flood Protection, Water, and Sanitary Sewers.

Infrastructure – Roads Program

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

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| Neighbourhood Walkway Program | 34 |
| Special Crosswalk Program | 35 |
| Street Light Condition Assessment - Phase 1 | 36 |
| Street Light LED Upgrade Program | 37 |
| Supplementary Asphalt Re-Paving Program - Non-MRN | 38 |
| Traffic Calming Program | 39 |
| Traffic Signal Power Backup System (UPS) Program | 40 |
| Traffic Signal Program | 41 |
| Traffic Video and Communication Program | 42 |
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| | | | |
|----------------------|--|-----------------------|--------------|
| Program: | Infrastructure Program | Sub-program: | Roads |
| Project Name: | Active Transportation Improvement Program | Submission ID: | 6916 |

Location:

Various Locations

Cost:

\$280,000

Funding Sources:

Roads DCC:

\$263,340

Capital Reserve (Revolving Fund):

\$16,660

OBI:

\$ -



Scope:

This project involves improvements to walking, cycling and other modes of active transportation throughout the City. Projects may involve expansion of on-street cycling routes and off-street multi-use pathways, enhancements to existing infrastructure to improve safety, comfort and accessibility of vulnerable road users, installation of bicycle parking infrastructure, pavement markings, signage and associated roadway geometric improvements, and other active transportation initiatives such as education and outreach materials.

Projects planned for 2025 include:

- Installing bicycle parking in high traffic areas (e.g. Steveston) and other locations.
- Installing eco-counters along high-volume active transportation routes to monitor cyclist, pedestrian and scooter usage volumes.
- Enhancing the walking and cycling network at various locations through immediate improvements, such as upgrading signage, stencils and road markings for cycling corridors, installing curb ramps, widening pathways up to current standards, improving protection and connecting missing gaps for the walking and cycling network.

The project may have potential cost sharing opportunities from Translink and ICBC.

| | | | |
|----------------------|---|-----------------------|--------------|
| Program: | Infrastructure Program | Sub-program: | Roads |
| Project Name: | Annual Asphalt Re-Paving Program - MRN | Submission ID: | 6938 |

Location:
Various Locations

Cost:
\$1,771,825

Funding Sources:
MRN Rehabilitation:
\$1,771,825

OBI:
\$ -



Scope:

This project involves re-paving Major Road Network (MRN) roads in alignment with the City's 2022 Ageing Utility and Road Infrastructure Planning - Update and Pavement Management Plan. The project scope includes costs associated with ancillary work, including but not limited to, curb and gutter repairs, road base repair, asphalt parking re-paving, manhole and valve box adjustments, and line painting.

| | | | |
|----------------------|---|-----------------------|--------------|
| Program: | Infrastructure Program | Sub-program: | Roads |
| Project Name: | Annual Asphalt Re-Paving Program - Non-MRN | Submission ID: | 6939 |

Location:

Various Locations

Cost:

\$4,136,685

Funding Sources:

Asphalt Capping:

\$4,136,685

OBI:

\$ -



Scope:

This project involves re-paving City-owned Non-MRN roads in alignment with the City's 2022 Ageing Utility and Road Infrastructure Planning - Update and Pavement Management Plan.

The project scope includes costs associated with ancillary work, including but not limited to, curb and gutter repairs, road base repair, asphalt parking re-paving, manhole and valve box adjustments, and line painting. In addition, this project includes consultant fees to review and update the Pavement Management Plan.

| | | | |
|----------------------|---|-----------------------|--------------|
| Program: | Infrastructure Program | Sub-program: | Roads |
| Project Name: | Arterial Roadway Improvement Program | Submission ID: | 6915 |

Location:

Various Locations

Cost:

\$1,850,000

Funding Sources:

Roads DCC:

\$1,739,925

Capital Reserve (Revolving Fund):

\$110,075

OBI:

\$2,826



Scope:

This project involves implementation of pedestrian and traffic improvements along arterial roads and at arterial road intersections. The scope of work may include new or enhancement of turn lanes, implementation of traffic signal improvements, removal or modification of channelized right-turns, enhancement of traffic signages, construction of new or upgraded sidewalks or walkways, and other pedestrian enhancements. The location for improvements are prioritized based on traffic volumes, collision history and level of pedestrian activities.

Improvements planned for 2025 include:

- Upgrade of the Cambie Road and Brown Road intersection to a signalized intersection. This project will support the Council-approved cycling improvements along Brown Road by enhancing pedestrian and cyclist safety, and will improve traffic flow at this intersection. This project is in alignment with the City Centre Area Plan which identifies Brown Road as a major road.

The project may have potential cost sharing opportunities from Translink and ICBC.

| | | | |
|----------------------|---|-----------------------|--------------|
| Program: | Infrastructure Program | Sub-program: | Roads |
| Project Name: | Citywide Connector Walkway Improvement Program | Submission ID: | 7492 |

Location:

Various Locations

Cost:

\$250,000

Funding Sources:

Capital Reserve (Revolving Fund):
\$250,000

OBI:

\$ -



Scope:

Connector walkways are heavily used by pedestrians. This project involves the repair, replacement, or upgrade to connector walkways located in various neighbourhoods in Richmond. Assessments that have been conducted on these walkways indicate that the surface conditions have deteriorated over time due to tree root ingress and asphalt cracking. The scope of work for this project includes, but is not limited to, tree root pruning, resurfacing, widening, and other ancillary work.

This project would allow the City to enhance pedestrian safety and promote active modes of transportation.

| | | | |
|----------------------|---|-----------------------|--------------|
| Program: | Infrastructure Program | Sub-program: | Roads |
| Project Name: | Citywide Sidewalk and Street Light Replacement Program | Submission ID: | 6937 |

Location:

Various Locations

Cost:

\$500,000

Funding Sources:

Capital Reserve (Revolving Fund):
\$500,000

OBI:

\$ -



Scope:

Per the City's 2022 Ageing Utility and Road Infrastructure Planning - Update, several of the street lights and street light service panels are at or nearing the end of their design life and need to be replaced. Additionally, there are sidewalks throughout the City that have subsided, incurred damage from tree root ingress or have become misaligned. Improvements and replacement of these sidewalks will encourage active modes of transportation.

This project includes the replacement of ageing street lighting infrastructure and the repair of deteriorating sidewalks. Street light replacement includes, but is not limited to, replacement of street lighting poles, service panels and luminaires, and retrofitting of deteriorated concrete bases and associated ancillary work.

| | | | |
|----------------------|--------------------------------------|-----------------------|--------------|
| Program: | Infrastructure Program | Sub-program: | Roads |
| Project Name: | Neighbourhood Walkway Program | Submission ID: | 6906 |

Location:

Various Locations

Cost:

\$500,000

Funding Sources:

Roads DCC:

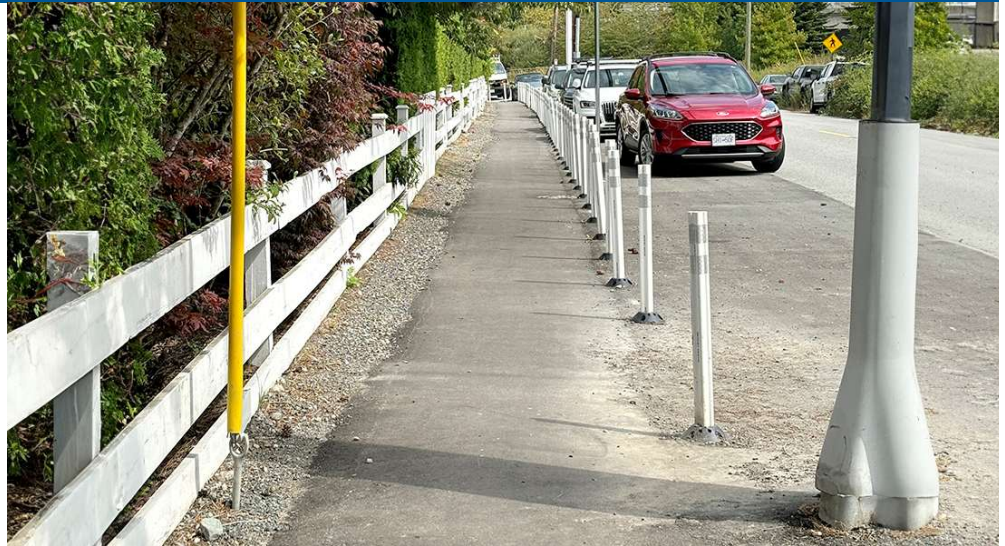
\$470,250

Capital Reserve (Revolving Fund):

\$29,750

OBI:

\$ -



Scope:

This project involves construction of new walkways and sidewalks or enhancement of existing walkways or sidewalks within neighbourhoods. Project scope includes construction of sidewalks or walkways, wheelchair ramps, curb and boulevard modifications, signage and road markings, and associated ancillary work such as design, survey, inspection and adjustment of existing infrastructure impacted by the works.

Project locations are prioritized based on the level of pedestrian activity, proximity to major attractions and amenities such as schools, bus stops, recreation centres, parks and retail centres and opportunities for traffic safety improvements. For 2025, it will include construction of a pedestrian pathway connecting the McLean neighbourhood in Hamilton to the adjacent bus stop and other walkway upgrades.

The project may have potential cost sharing opportunities from Translink and ICBC.

| | | | |
|----------------------|----------------------------------|-----------------------|--------------|
| Program: | Infrastructure Program | Sub-program: | Roads |
| Project Name: | Special Crosswalk Program | Submission ID: | 6908 |

Location:

Various Locations

Cost:

\$350,000

Funding Sources:

Roads DCC:

\$319,770

Capital Reserve (Revolving Fund):

\$20,230

Developer Contribution:

\$10,000

OBI:

\$5,347



Scope:

This project involves upgrading existing crosswalks with pedestrian-activated special crosswalk systems that aid pedestrians in crossing the road and by alerting motorists of crossing pedestrians. Council has supported the upgrade of all crosswalks on arterial roads to be special crosswalks. Upgrade of crosswalks on local or collector roads are assessed based on warrant studies. The scope of work includes completion of warrant studies where upgrades are requested.

The preliminary list of locations for 2025 include:

- Ash Street and Granville Avenue
- Francis Road and Newmond Road
- Others as prioritized by warrant studies

The project may have potential cost sharing opportunities from Translink and ICBC.

| | | | |
|----------------------|--|-----------------------|--------------|
| Program: | Infrastructure Program | Sub-program: | Roads |
| Project Name: | Street Light Condition Assessment - Phase 1 | Submission ID: | 7754 |

Location:

Various Locations

Cost:

\$400,000

Funding Sources:

Capital Reserve (Revolving Fund):
\$400,000

OBI:

\$ -



Scope:

The City has a network of approximately 12,000 streetlights, many of which are nearing the end of their service life. The scope of work for this project includes an assessment of the City’s streetlight assets and development of a streetlight upgrade plan to replace and maintain ageing streetlights. The assessment will include, but not be limited to, collecting streetlight structural, luminaire and electrical attributes, and performing streetlights inventory reconciliation. This project is anticipated to be completed in two phases over multiple years.

Completion of the first phase of the project will improve the City’s asset management inventory for street light infrastructure, inform future phases of the project, and optimize future budget requirements for street light upgrades.

| | | | |
|----------------------|---|-----------------------|--------------|
| Program: | Infrastructure Program | Sub-program: | Roads |
| Project Name: | Street Light LED Upgrade Program | Submission ID: | 6941 |

Location:

Various Locations

Cost:

\$490,000

Funding Sources:

Enterprise Fund:

\$190,000

Canada Community Building Fund

(Gas Tax):

\$300,000

OBI:

(\$35,000)



Scope:

This multi-year program includes replacing high-pressure sodium (HPS) light fixtures with LED light fixtures. It will also extend the City's street light network by integrating more LED street lights.

This phase of the project is estimated to reduce electricity use by 390,000 kWh, which translates to approximately \$35,000 in cost savings annually.

| | | | |
|----------------------|--|-----------------------|--------------|
| Program: | Infrastructure Program | Sub-program: | Roads |
| Project Name: | Supplementary Asphalt Re-Paving Program - Non-MRN | Submission ID: | 7753 |

Location:

Various Locations

Cost:

\$400,000

Funding Sources:

Capital Reserve (Revolving Fund):
\$400,000

OBI:

\$ -



Scope:

In accordance with the City's 2022 Ageing Utility and Road Infrastructure Planning Update, approximately \$3 million in additional annual funding beyond the Annual Asphalt Re-Paving Program - Non-MRN Capital Project is required to maintain roadway service levels and support proactive roadway upgrades. Addressing re-paving needs in a timely manner will result in an overall cost savings for the City.

The project scope includes costs associated with curb and gutter repairs, road base repair, asphalt parking re-paving, manhole and valve box adjustments, line painting, and ancillary work.

| | | | |
|----------------------|--------------------------------|-----------------------|--------------|
| Program: | Infrastructure Program | Sub-program: | Roads |
| Project Name: | Traffic Calming Program | Submission ID: | 6905 |

Location:

Various Locations

Cost:

\$200,000

Funding Sources:

Roads DCC:

\$188,100

Capital Reserve (Revolving Fund):

\$11,900

OBI:

\$ -



Scope:

This project involves the implementation of traffic calming measures to enhance safety and comfort for road users and livability for residents by reducing speed and deterring short-cutting traffic within neighbourhoods. These measures may include curb bulges, traffic circles, speed humps, delineated walkways, traffic signage, pavement markings and introduction of streetscape features, such as trees or other landscaping improvements.

The scope of work for the project includes conducting speed studies to determine neighbourhood support for traffic calming works.

The project may have potential cost sharing opportunities from Translink and ICBC.

| | | | |
|----------------------|---|-----------------------|--------------|
| Program: | Infrastructure Program | Sub-program: | Roads |
| Project Name: | Traffic Signal Power Backup System (UPS) Program | Submission ID: | 6909 |

Location:

Various Locations

Cost:

\$400,000

Funding Sources:

Roads DCC:

\$376,200

Capital Reserve (Revolving Fund):

\$23,800

OBI:

\$ -



Scope:

This project involves installation of Uninterruptible Power Supply (UPS) system at signalized intersections. UPS systems provide continuous power supply to maintain traffic signal operation during power outages. The project will install UPS cabinet and base, controllers, batteries, underground conduits, and complete any ancillary work and site restoration required at approximately sixteen locations.

The preliminary list of locations for 2025 include:

- Buswell Street and Granville Avenue
- St. Albans Road and Granville Avenue
- No. 4 Road and Williams Road
- No. 4 Road and Granville Avenue
- No. 4 Road and Odlin Road
- No. 4 Road and Blundell Road
- St. Edwards Road and Bridgeport Road
- Simpson Road and Bridgeport Road
- Alderbridge Way and Elmbridge Way
- Holybridge Way and Elmbridge Way
- Minoru Road and Blundell Road
- No. 3 Road and Saba Road
- No. 5 Road and Horseshoe Way
- Gilbert Road and Westminster Hwy
- Great Canadian Way and River Road
- No. 3 Road and Blundell Road

74 per cent of signalized intersections are currently equipped with a UPS system. Through this annual program, staff anticipate that all remaining signalized intersections will be equipped with a UPS system over the next four years.

The project may have potential cost sharing opportunities from Translink and ICBC.

| | | | |
|----------------------|-------------------------------|-----------------------|--------------|
| Program: | Infrastructure Program | Sub-program: | Roads |
| Project Name: | Traffic Signal Program | Submission ID: | 6910 |

Location:

Various Locations

Cost:

\$1,050,000

Funding Sources:

Roads DCC:
\$796,034

Capital Reserve (Revolving Fund):
\$50,360

Developer Contribution:
\$203,606

OBI:

\$2,826



Scope:

This project involves installation of new traffic signals or upgrade of existing traffic signals to accommodate traffic growth and improve traffic management and movement for all road users. The scope of work includes undertaking of traffic signal warrant studies, installation of traffic controllers, cabinets, poles, bases, junction boxes, underground conduit, in-ground and camera video detection, enhanced accessible pedestrian signals, traffic signal heads, intersection lighting, electrical wiring, traffic signal communication, LED street name signs, pavement markings, minor corner property acquisition to accommodate signal infrastructure, minor curb cuts, boulevard modifications and site restoration.

The preliminary list of locations for 2025 include:

- Traffic signal modifications at Cooney Road and Westminster Hwy.
- Traffic signal modifications at Knight Street and Westminster Hwy.
- Traffic signal modifications at Cambie Rd and Sexsmith Rd.
- Installation of left turn arrows at locations to be finalized pending traffic analysis.
- Installation of Audible Pedestrian Signals (APS) and LED lighting improvements at various sites funded via previous developer contributions.

In addition to the above, the project will also include a City-wide intersection lighting assessment to review existing lighting level at intersections within the City, and identify needs and priorities for upgrades.

The project may have potential cost sharing opportunities from Translink and ICBC.

| | | | |
|----------------------|--|-----------------------|--------------|
| Program: | Infrastructure Program | Sub-program: | Roads |
| Project Name: | Traffic Video and Communication Program | Submission ID: | 6911 |

Location:

Various Locations

Cost:

\$400,000

Funding Sources:

Roads DCC:

\$376,200

Capital Reserve (Revolving Fund):

\$23,800

OBI:

\$ -



Scope:

This project involves installing video detection cameras at signalized intersections to enhance cyclist and vehicle detection, optimize traffic operations, measure traffic speed, provide real time video of traffic conditions to the Traffic Management Centre (TMC) for observing and enhancing operations and provide photos of approach traffic conditions for public access on the City website. This program is separate from the Richmond RCMP security camera program.

By the end of 2025, 75 per cent of signalized intersections will be equipped with video detection camera technology. Installation of video detection cameras at remaining signalized intersections will require build-out of the fibre communications network prior to camera installation. The scope of work includes purchase and installation of video detection cameras, fibre optic cables, fibre splicing and underground enclosures and fibre network switches required to communicate with the Traffic Management Centre. Through this annual program, it is anticipated that all signalized intersections can be upgraded to have video detection technology over the next 8 to 12 years.

The preliminary list of project locations for 2025 include:

Traffic Video Camera Installation

- Shell Road and Cambie Road
- St. Edwards Drive and Cambie Road
- Garden City Road and Cook Road
- Garden City Road and Westminster Highway

Fibre communications cable and conduit installation/cleaning/upgrades

- Cambie Road - Between Barga Drive and St. Edwards Drive
- Granville Avenue - Between No. 3 Road to Garden City Road
- Garden City Road - Between Granville Avenue and Westminster Highway
- St. Albans Road - South to Bennett Road
- Granville Avenue - Between No. 1 Road and Railway Avenue
- Railway Avenue - Between Francis Road and Blundell Road
- Williams Road - Between No. 2 Road and Railway Avenue

The project may have potential cost sharing opportunities from Translink and ICBC.

| | | | |
|----------------------|--|-----------------------|--------------|
| Program: | Infrastructure Program | Sub-program: | Roads |
| Project Name: | Transit-Related Amenity and Roadway Improvement Program | Submission ID: | 6902 |

Location:

Various Locations

Cost:

\$250,000

Funding Sources:

Roads DCC:

\$92,169

Capital Reserve (Revolving Fund):

\$5,831

Developer Contribution:

\$52,000

Grant:

\$100,000

OBI:

\$ -



Scope:

This project involves infrastructure improvements to bus stop locations across the City. These upgrades include civil modifications to improve accessibility, and amenity improvements to improve rider experience and encourage transit use.

Typical accessibility works include construction of bus stop landing pads and ramps, geometric modification at intersections to improve maneuverability around corners and construction of walkways or sidewalks connecting to bus stops to facilitate transit user comfort and other modifications to improve bus stop accessibility. Typical amenity improvements include additions of transit shelters, benches, and associated civil modifications.

Locations are prioritized based on boarding and alighting activity and availability of right-of-way, and will be determined in early 2025 in conjunction with Coast Mountain Bus Company.

The project may have potential additional funding from TransLink, ICBC and Pattison Outdoor Advertising.

| | | | |
|----------------------|---|-----------------------|--------------|
| Program: | Infrastructure Program | Sub-program: | Roads |
| Project Name: | Translink Bus Speed & Reliability Program 2025 | Submission ID: | 7795 |

Location:

Various Locations

Cost:

\$150,000

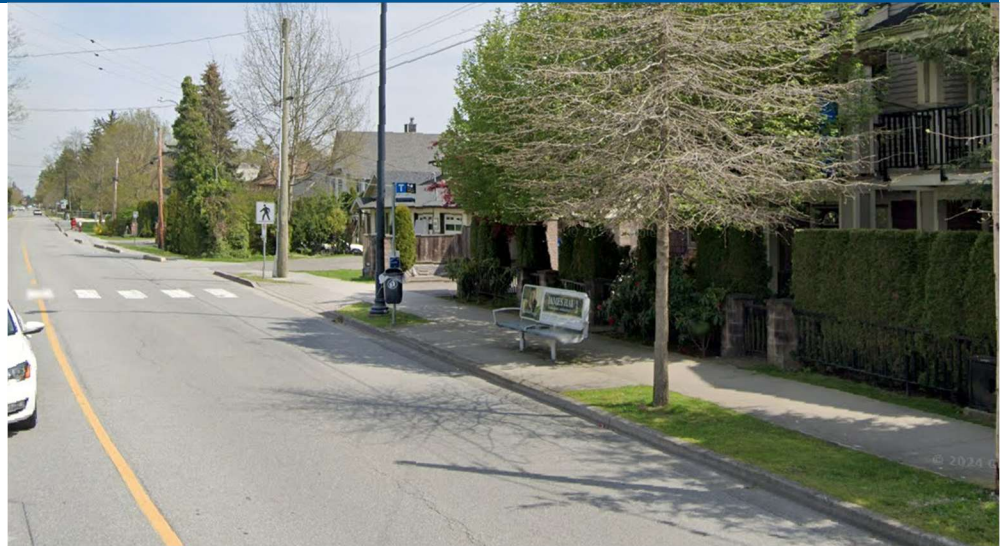
Funding Sources:

Grant:

\$150,000

OBI:

\$ -



Scope:

As part of its annual cost-sharing programs, Translink administers a Bus Speed & Reliability Program. This program funds both studies and capital upgrades to improve bus service in Lower Mainland municipalities. All projects are developed in tandem with Translink, which then provides grant funding for the entirety of costs once works have been completed.

In November 2023, the City applied for a grant to study potential improvements to bus speed and reliability at the intersection of Granville Avenue and Garden City Road. TransLink has approved \$150,000 for the study and functional design of improvements.

| | | | |
|----------------------|---|-----------------------|--------------|
| Program: | Infrastructure Program | Sub-program: | Roads |
| Project Name: | Transportation Planning, Functional and Preliminary Design | Submission ID: | 6914 |

Location:

Various Locations

Cost:

\$1,250,000

Funding Sources:

Roads DCC:

\$893,475

Capital Reserve (Revolving Fund):

\$56,525

Capstan Station:

\$300,000

OBI:

\$ -



Scope:

The scope of work includes the planning, administration and implementation of functional and preliminary design for potential transportation upgrades and traffic and transportation planning studies and assessments.

Potential projects for 2025 include:

- Functional design of Capstan Station Integration elements: This involves the development of functional designs for public realm elements at Capstan Station. Conceptual public realm elements are developed as part of the Council-approved Capstan Integration study. The functional designs of the public realm features will integrate priority elements identified through the study near the transit plaza. This project is funded from the Capstan Station Reserve Fund.
- Traffic assessments and functional design to support medium-term priorities identified within the City’s Cycling Network Plan.
- Advanced traffic data analytics: Utilization of big data to analyze vehicle speeds, traffic volumes and travel patterns throughout the City.
- Traffic assessments and functional design to support changes to the City’s Official Community Plan and potential changes to the City’s transportation network as a result of new provincial legislation.
- Development of conceptual designs for a shared street on Bayview Street, as recommended through the the staff report titled “Recommended Long-Term Steveston Streetscape Vision 2024.”

This project may have potential cost sharing opportunities from TransLink and ICBC.

Infrastructure – Flood Protection Program

The City’s Flood Protection Program supports the maintenance and upgrade of flood protection infrastructure. Projects within this program include improvements to the flood protection system, replacement of ageing infrastructure, and upgrade of flood protection infrastructure to meet the demands of population growth and climate change, including effects of sea level rise and increased rainfall intensities.

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| Program: | Infrastructure Program | Sub-program: | Flood Protection |
| Project Name: | Box Culvert Repair | Submission ID: | 6724 |

Location:

Various Locations

Cost:

\$1,500,000

Funding Sources:

Flood Protection:

\$1,500,000

OBI:

\$ -



Scope:

The City's Box Culvert Inspection Program identifies locations where settlement, cracking and infiltration occur due to failing box culverts.

The scope of work for this project includes the repair and rehabilitation of concrete storm box culverts throughout the city. Repair work will include, but is not limited to, patching, grouting and structural lining. In addition, this funding will be used to perform point repairs as identified by the Box Culvert Inspection Program throughout the year.

| | | | |
|----------------------|--|-----------------------|-------------------------|
| Program: | Infrastructure Program | Sub-program: | Flood Protection |
| Project Name: | Burkeville Utility Improvements | Submission ID: | 6996 |

Location:

Burkeville Area

Cost:

\$3,000,000

Funding Sources:

Flood Protection:

\$1,770,000

Watermain Replacement:

\$1,150,000

Sanitary Sewer:

\$80,000

OBI:

\$ -



Scope:

Burkeville's drainage system was initially designed using shallow ditches and small diameter road cross culverts. As the area is redeveloped, watercourse infills are becoming common. Watercourse infills change the nature of the drainage system in a way that may cause flooding. Therefore, a new drainage system with an increased capacity is required to accommodate these changes.

In addition, sanitary and water infrastructure will be upgraded where the scope of work overlaps with the upgrade of the drainage system to take advantage of construction efficiencies and minimize disruption to the residents. The current gravity sanitary sewer system is made up of vitrified clay and is approaching the end of its service life. Similarly, ageing watermains in the area require replacement. By coordinating the utility improvements, engineering and construction efficiencies will be achieved and public disruptions will be minimized.

This project is part of the overall multi-year utility improvements project in the Burkeville neighbourhood. This phase will include installation of new storm sewers, watermains, and sanitary sewers. The project will also include ancillary work to support utility installation, including environmental protection and road restoration.

| | | | |
|----------------------|---|-----------------------|-------------------------|
| Program: | Infrastructure Program | Sub-program: | Flood Protection |
| Project Name: | Canal Stabilization and Drainage and Irrigation Upgrades | Submission ID: | 6999 |

Location:

Various Locations

Cost:

\$2,400,000

Funding Sources:

Flood Protection:

\$2,400,000

OBI:

\$ -



Scope:

The objective of this project is to stabilize canal banks and upgrade drainage and irrigation infrastructure throughout the city. The scope of work for this project includes, but is not limited to, canal bank stabilization and associated road restoration, culvert and headwall upgrades, canal re-grading, and flap gate and sensor installations. This project will also allow staff to conduct required assessments and investigations that will further enhance the City's drainage and irrigation network.

| | | | |
|----------------------|---|-----------------------|-------------------------|
| Program: | Infrastructure Program | Sub-program: | Flood Protection |
| Project Name: | Development Coordinated Works - Flood Protection | Submission ID: | 7004 |

Location:

Various Locations

Cost:

\$250,000

Funding Sources:

Flood Protection:

\$250,000

OBI:

\$ -



Scope:

This project enables the City to leverage development to design and construct drainage infrastructure beyond what would be required as part of their development. These works include upgrades and replacement of ageing infrastructure that the City would complete, but economic and engineering efficiencies can be achieved by having the developer complete this work at the same time the development takes place.

| | | | |
|----------------------|-------------------------------|-----------------------|-------------------------|
| Program: | Infrastructure Program | Sub-program: | Flood Protection |
| Project Name: | Dike Upgrade Designs | Submission ID: | 7776 |

Location:

Various Locations

Cost:

\$6,000,000

Funding Sources:

Drainage DCC:

\$3,597,165

Drainage Improvement:

\$36,335

Flood Protection:

\$2,366,500

OBI:

\$ -



Scope:

To combat climate change-induced sea level rise, the City's Accelerated Flood Protection Program outlines a plan to raise all 49 km of dikes surrounding the City within 50 years. This project will support this initiative by developing dike upgrade designs that will prepare projects for future construction.

The scope of work for this project involves planning, designing and providing detailed reports to facilitate the City's Accelerated Flood Protection Program. This includes, but is not limited to, project design, field investigations, public engagement and planning studies.

| | | | |
|----------------------|--|-----------------------|-------------------------|
| Program: | Infrastructure Program | Sub-program: | Flood Protection |
| Project Name: | Drainage Network Ecological Enhancement | Submission ID: | 6717 |

Location:

Various Locations

Cost:

\$200,000

Funding Sources:

Flood Protection:

\$200,000

OBI:

\$ -



Scope:

The objective of this project is to assess, monitor, enhance and protect the City's ecological network, including the City's foreshore and riparian areas by identifying opportunities to improve ecosystem services on City-owned land. This project aims to increase the environmental resiliency and quality of the City's Ecological Network Management Strategy, the Integrated Rainwater Resource Management Plan, Riparian Response Strategy and various pollution prevention stewardship, enhancement and education opportunities.

| | | | |
|----------------------|--|-----------------------|-------------------------|
| Program: | Infrastructure Program | Sub-program: | Flood Protection |
| Project Name: | Drainage Pump Station and Generator Upgrade Program | Submission ID: | 6716 |

Location:

Various Locations

Cost:

\$500,000

Funding Sources:

Flood Protection:

\$500,000

OBI:

\$ -



Scope:

This project involves upgrading ageing drainage pump stations to extend their service life and improve efficiency. The scope of work for this project includes, but is not limited to, the following:

- Installation of new pumps and generators.
- Upgrade of existing pumps and generators.
- Installation of new cameras and associated security infrastructure.
- Replacement of electrical and mechanical pump station components.

| | | | |
|----------------------|---|-----------------------|-------------------------|
| Program: | Infrastructure Program | Sub-program: | Flood Protection |
| Project Name: | Flood Protection and Dike Improvements | Submission ID: | 6995 |

Location:

Various Locations

Cost:

\$10,790,000

Funding Sources:

Drainage Improvement:
\$4,471,370

Flood Protection:
\$6,318,630

OBI:

\$ -



Scope:

The City is protected from flooding by 49 km of perimeter dike and 39 drainage pump stations. This project includes flood protection improvements at priority locations to maintain or increase current flood protection service levels.

Dike improvements are required to meet medium to long-term flood protection needs and to accommodate local area objectives, such as the provision of basic recreation trails. This project involves dike construction work that includes dike raising, structural rehabilitation, re-grading, vegetation/critter management, tree removal and replacement, habitat and environmental compensation, and dike re-armouring at priority locations.

The scope of work for this project includes, but is not limited to, implementation of the City's Accelerated Flood Protection Program, preparation of planning studies and policies, and consulting services that support the Flood Protection Management Strategy and the City's flood protection improvement works. Subject to Council approval, additional land that is required to support dike upgrades will also be acquired through this project.

| | | | |
|----------------------|------------------------------------|-----------------------|-------------------------|
| Program: | Infrastructure Program | Sub-program: | Flood Protection |
| Project Name: | Invasive Species Management | Submission ID: | 7010 |

Location:

Various Locations

Cost:

\$300,000

Funding Sources:

Flood Protection:

\$300,000

OBI:

\$ -



Scope:

The purpose of this project is to reduce the spread of invasive species to minimize the impacts on the City’s flood protection system. The scope of work for this project includes the ongoing identification, mapping, research, removal, and/or control of priority invasive species, with the intention of maintaining the required performance of the flood protection system.

Typical activities include measures to eliminate or minimize the impacts that invasive species, such as parrot’s feather, wild chervil and knotweed have on City infrastructure and local biodiversity. Further research and efforts into the control of additional invasive species, disposal techniques and community based/citizen-science management will be explored as per the City’s Invasive Species Action Plan.

| | | | |
|----------------------|----------------------------------|-----------------------|-------------------------|
| Program: | Infrastructure Program | Sub-program: | Flood Protection |
| Project Name: | Laneway Drainage Upgrades | Submission ID: | 7005 |

Location:

Various Locations

Cost:

\$1,816,000

Funding Sources:

Flood Protection:

\$1,618,000

Sanitary Sewer:

\$198,000

OBI:

\$ -



Scope:

The planned scope of work for this project includes installation of drainage infrastructure in the Aintree Crescent Lane and Seagrave Lane. This does not include the addition of street lighting, curbs or gutters. To leverage construction efficiencies and minimize disruptions to the public, ageing sanitary sewers will also be rehabilitated where the scope of work overlaps with the laneway drainage upgrade.

| | | | |
|----------------------|----------------------------------|-----------------------|-------------------------|
| Program: | Infrastructure Program | Sub-program: | Flood Protection |
| Project Name: | SCADA System Improvements | Submission ID: | 7009 |

Location:

Various Locations

Cost:

\$350,000

Funding Sources:

Flood Protection:

\$150,000

Sanitary Sewer BL10401:

\$200,000

OBI:

\$ -



Scope:

Through its Supervisory Control and Data Acquisition (SCADA) system, the City monitors and controls various equipment for the sanitary sewer, flood protection and water networks. The objective of this project is to maintain and improve the sanitary sewer, flood protection and water network operation, as well as maintain system security and technological viability.

The scope of work for this project includes, but is not limited to, the following:

- Rehabilitating, upgrading and installing computers, instruments and electrical systems throughout the SCADA system.
- Installing cameras and other security features at sanitary pump stations.
- Developing software programs to improve SCADA reporting.

| | | | |
|----------------------|---|-----------------------|-------------------------|
| Program: | Infrastructure Program | Sub-program: | Flood Protection |
| Project Name: | Watercourse Rehabilitation and Replacement | Submission ID: | 7007 |

Location:

Various Locations

Cost:

\$400,000

Funding Sources:

Flood Protection:

\$400,000

OBI:

\$ -



Scope:

The objective of this project is to repair watercourses throughout the city. The scope of work for this project includes, but is not limited to, rehabilitating failed headwalls and culvert crossings, and watercourse banks.

In addition, this project involves the infilling of non-Riparian Management Area watercourses, extending lengths of existing watercourse infills, and assessing and replacing ageing wood stave and corrugated steel culverts.

Infrastructure – Water Program

The City’s Water Capital Program supports improvements to the water system, replaces ageing water infrastructure, completes infrastructure upgrades required to accommodate population growth and development, and promotes water conservation. Completion of these projects will support Council’s Strategic Goals of achieving a safe and resilient city while supporting strategic and well-planned growth.

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|----------------------|--|-----------------------|--------------|
| Program: | Infrastructure Program | Sub-program: | Water |
| Project Name: | Development Coordinated Works - Water | Submission ID: | 6969 |

Location:
Various Locations

Cost:
\$250,000

Funding Sources:
Watermain Replacement:
\$250,000

OBI:
\$ -



Scope:

This project enables the City to leverage development to design and construct water infrastructure beyond what would be required as part of their development. These works include upgrades and replacement of ageing infrastructure that the City would complete, but economic and engineering efficiencies can be achieved by having the developer complete this work at the same time the development takes place.

| | | | |
|----------------------|-------------------------------|-----------------------|--------------|
| Program: | Infrastructure Program | Sub-program: | Water |
| Project Name: | Fire Hydrant Upgrades | Submission ID: | 7701 |

Location:

Various Locations

Cost:

\$400,000

Funding Sources:

Watermain Replacement:
\$400,000

OBI:

\$ -



Scope:

This project involves replacing ageing slide gate-style fire hydrants with compression-style fire hydrants. Compression-style fire hydrants have a break-away flange that prevents them from leaking and aligns with the industry standard.

| | | | |
|----------------------|---|-----------------------|--------------|
| Program: | Infrastructure Program | Sub-program: | Water |
| Project Name: | Watermain Replacement and Upgrades Program | Submission ID: | 6965 |

Location:

Various Locations

Cost:

\$8,106,000

Funding Sources:

Watermain Replacement:

\$6,604,454

Water DCC:

\$1,501,546

OBI:

\$ -



Scope:

This project supports the City's 2022 Ageing Utility and Road Infrastructure Planning – Update by replacing ageing watermains that are approaching the end of their service life. Watermain replacement minimizes unplanned maintenance and improves the available water supply for fire protection.

This project consists of the installation of 4,900 meters of 200 to 300 mm diameter watermains to replace and abandon existing infrastructure.

The watermain replacement program is informed by watermain age, material and break history.

| | | | |
|----------------------|---|-----------------------|--------------|
| Program: | Infrastructure Program | Sub-program: | Water |
| Project Name: | Watermain Tie-in and Restoration | Submission ID: | 6966 |

Location:

Various Locations

Cost:

\$300,000

Funding Sources:

Watermain Replacement:
\$300,000

OBI:

\$ -



Scope:

This project involves tie-in and restoration work for watermain and water service installations, including restoration for watermain replacements completed as part of prior years' capital programs and restoration of water utility cuts.

Infrastructure – Sanitary Sewer Program

The City’s Sanitary Sewer Capital Program supports improvements to the sanitary sewer system, replaces ageing infrastructure, and completes infrastructure upgrades required to accommodate population growth and development. Completion of these projects will support Council’s Strategic Goals of achieving a safe and resilient city while supporting strategic and well-planned growth.

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| | | | |
|----------------------|---|-----------------------|-----------------------|
| Program: | Infrastructure Program | Sub-program: | Sanitary Sewer |
| Project Name: | Development Coordinated Works - Sanitary | Submission ID: | 6975 |

Location:

Various Locations

Cost:

\$1,250,000

Funding Sources:

Sanitary Sewer:

\$1,250,000

OBI:

\$ -



Scope:

This project enables the City to leverage development to design and construct sanitary infrastructure beyond what would be required as part of their development. These works include upgrades and replacement of ageing infrastructure that the City would complete, but economic and engineering efficiencies can be achieved by having the developer complete this work at the same time the development takes place.

| | | | |
|----------------------|--|-----------------------|-----------------------|
| Program: | Infrastructure Program | Sub-program: | Sanitary Sewer |
| Project Name: | Sanitary Pump Station and Forcemain Upgrades and Rehabilitation | Submission ID: | 6973 |

Location:

Various Locations

Cost:

\$900,000

Funding Sources:

Sanitary Sewer:
\$900,000

OBI:

\$ -



Scope:

This project involves the rehabilitation and upgrade of existing sanitary pump stations and force mains.

The scope of work for pump station upgrades and rehabilitation includes electrical kiosk replacement, power supply upgrade, new motor control center installation, pump rewinding and concrete slab and aluminum hatch installation. This work is required to continue providing required levels of sanitary sewer servicing.

The scope of work for force main upgrades and rehabilitation includes installation of valves, hatches and pigging chambers along the City’s force mains to improve access and replacement of sections of force main that are in poor condition. Installation of these appurtenances will allow for improved isolation and control of force mains in the event of breaks or tie-ins, and improve the ability to maintain and inspect the force mains.

| | | | |
|----------------------|--|-----------------------|-----------------------|
| Program: | Infrastructure Program | Sub-program: | Sanitary Sewer |
| Project Name: | Sanitary Sewer Gravity System Assessment and Rehabilitation | Submission ID: | 7218 |

Location:

Various Locations

Cost:

\$1,370,000

Funding Sources:

Sanitary Sewer:

\$1,370,000

OBI:

\$ -



Scope:

This project consists of the assessment and rehabilitation of the City’s gravity sanitary sewer system to meet the required levels of service. Assessments are required to determine infrastructure condition, identify defects, and fulfill Metro Vancouver’s requirement to assess all gravity sanitary sewers on a 20-year cycle. The project also includes ongoing flushing and grease cutting as a preventative maintenance measure, and sewer rehabilitation to address defects that are identified through the assessments.

| | | | |
|----------------------|--------------------------------------|-----------------------|-----------------------|
| Program: | Infrastructure Program | Sub-program: | Sanitary Sewer |
| Project Name: | Sanitary Sewer Tie-in Program | Submission ID: | 6974 |

Location:

Various Locations

Cost:

\$150,000

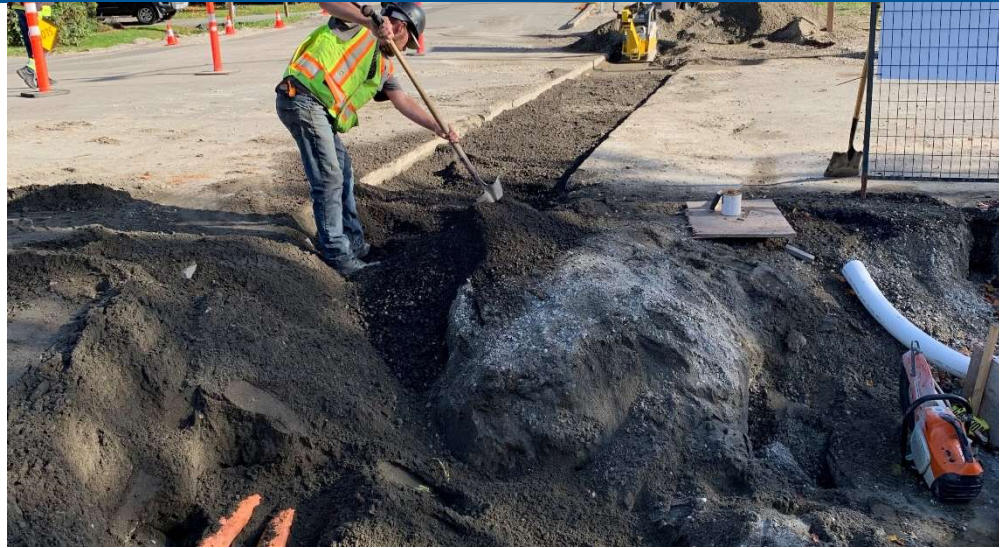
Funding Sources:

Sanitary Sewer:

\$150,000

OBI:

\$ -



Scope:

This project involves tie-in and restoration work for sanitary sewer projects completed as part of prior years' capital programs.

| | | | |
|----------------------|--|-----------------------|-----------------------|
| Program: | Infrastructure Program | Sub-program: | Sanitary Sewer |
| Project Name: | Steveston Sanitary Sewer Rehabilitation Program | Submission ID: | 7040 |

Location:

Various Locations

Cost:

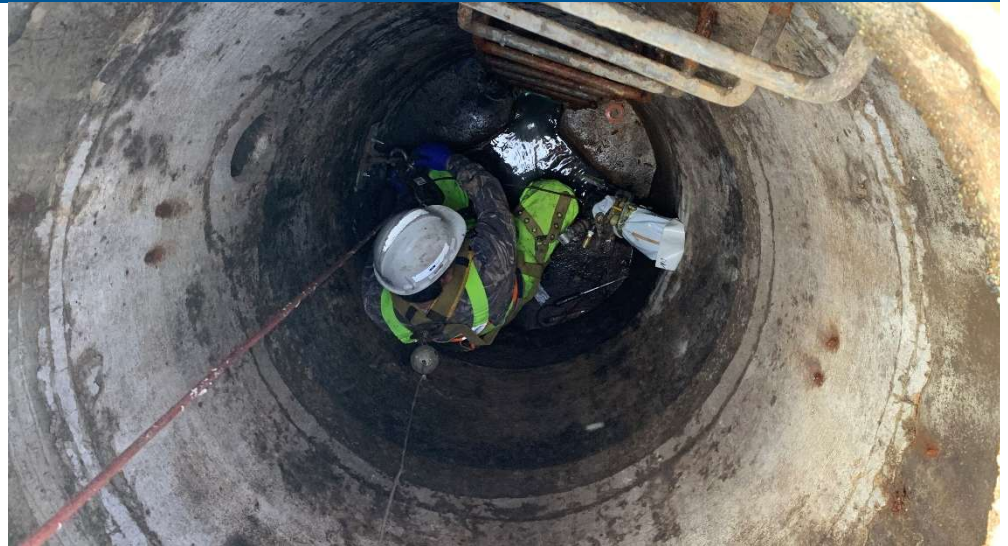
\$2,000,000

Funding Sources:

Sanitary Sewer:
\$2,000,000

OBI:

\$ -



Scope:

This project is part of a multi-year program to assess and rehabilitate or replace ageing gravity sewers in the Steveston area which are approaching the end of their service life.

Rehabilitation and replacement will mitigate risk of infrastructure failure, thereby maintaining a high level of service to sanitary customers. This project includes assessment, rehabilitation or replacement, and other activities required to facilitate sanitary system rehabilitation and replacement.

Infrastructure – Infrastructure Advanced Design and Minor Public Works Program

This program includes planning, investigations and design for future infrastructure upgrades and funds minor capital rehabilitation, replacement or improvement work for water, sewer, flood protection, and sanitation and recycling infrastructure.

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| | | | |
|----------------------|--|-----------------------|--|
| Program: | Infrastructure Program | Sub-program: | Infrastructure Advanced Design and Minor Public Works |
| Project Name: | Public Works Infrastructure Advanced Design | Submission ID: | 6946 |

Location:

Various Locations

Cost:

\$3,517,500

Funding Sources:

Flood Protection:

\$1,567,500

Water Supply:

\$450,000

Roads DCC:

\$658,350

Capital Reserve (Revolving Fund):

\$41,650

Sanitary Sewer DCC:

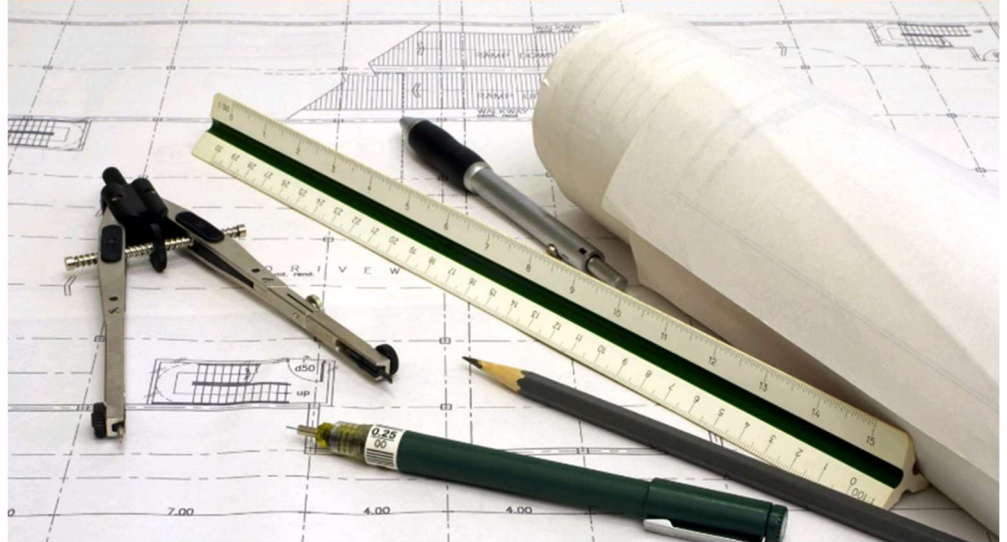
\$207,281

Sanitary Sewer BL10401:

\$592,719

OBI:

\$ -



Scope:

This project involves utilizing existing staff resources, and hiring consultants and contractors to plan and design future capital projects and deliver reports that define long-term infrastructure upgrades. The scope of work for this project includes, but is not limited to, project design, field investigations, public engagement, planning studies and infrastructure modelling. This project may also include equipment purchase that staff may require to perform the work.

| | |
|--|--------------------|
| Sanitary Project Design, Planning and System Modelling | \$800,000 |
| Water Project Design, Planning and System Modelling | \$450,000 |
| Flood Protection Project Design, Planning and System Modelling | \$1,567,500 |
| Roads | <u>\$700,000</u> |
| Total | <u>\$3,517,500</u> |

| | | | |
|----------------------|---|-----------------------|--|
| Program: | Infrastructure Program | Sub-program: | Infrastructure Advanced Design and Minor Public Works |
| Project Name: | Public Works Minor Capital - Dikes | Submission ID: | 6997 |

Location:

Various Locations

Cost:

\$400,000

Funding Sources:

Flood Protection:

\$400,000

OBI:

\$ -



Scope:

This project involves minor work related to flood protection infrastructure, including but not limited to, the following:

- Restoration of rip rap and erosion repairs for dikes.
- Management of high risk vegetation.
- Purchase of flood protection devices, safety equipment and emergency supplies.
- Testing and implementation of new technologies to improve efficiencies for flood protection infrastructure inspections and response to resident inquiries that require site specific repairs.

In addition, this project involves environmental monitoring and restoration for the construction of new flood protection infrastructure, and environmental restoration for completed projects as part of prior years' capital programs.

| | | | |
|----------------------|--|-----------------------|--|
| Program: | Infrastructure Program | Sub-program: | Infrastructure Advanced Design and Minor Public Works |
| Project Name: | Public Works Minor Capital - Drainage | Submission ID: | 7616 |

Location:

Various Locations

Cost:

\$500,000

Funding Sources:

Flood Protection:
\$500,000

OBI:

\$ -



Scope:

This project involves minor work related to flood protection infrastructure, including but not limited to, the following:

- Installation of drainage inspection chambers and rehabilitation of pipes and manholes.
- Installation of monitoring equipment, safety upgrades, testing of new technologies to improve efficiencies and minor repairs at drainage pump stations.
- Purchase of flood protection devices, safety equipment and emergency supplies.
- Testing and implementation of new technologies to improve efficiencies for flood protection infrastructure inspections and response to resident inquiries that require site specific repairs.

In addition, this project involves environmental monitoring and restoration for the construction of new flood protection infrastructure, and environmental restoration for completed projects as part of prior years' capital programs.

| | | | |
|----------------------|---|-----------------------|--|
| Program: | Infrastructure Program | Sub-program: | Infrastructure Advanced Design and Minor Public Works |
| Project Name: | Public Works Minor Capital - Roads | Submission ID: | 6945 |

Location:

Various Locations

Cost:

\$475,000

Funding Sources:

Capital Reserve (Revolving Fund):
\$300,000

Minor Capital:

\$175,000

OBI:

\$ -



Scope:

Each year, the City receives a number of requests for minor road-related projects. The minor capital program allows the City to respond to these requests in a timely and cost effective manner.

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 requests that require site specific repairs.

| | | | |
|----------------------|--|-----------------------|--|
| Program: | Infrastructure Program | Sub-program: | Infrastructure Advanced Design and Minor Public Works |
| Project Name: | Public Works Minor Capital - Sanitary | Submission ID: | 6971 |

Location:

Various Locations

Cost:

\$600,000

Funding Sources:

Sanitary Sewer BL10401:
\$600,000

OBI:

\$ -



Scope:

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 requests, as well as manhole and valve box repairs.

| | | | |
|----------------------|--|-----------------------|--|
| Program: | Infrastructure Program | Sub-program: | Infrastructure Advanced Design and Minor Public Works |
| Project Name: | Public Works Minor Capital - Sanitation and Recycling | Submission ID: | 7086 |

Location:

Various Locations

Cost:

\$400,000

Funding Sources:

General Solid Waste and Recycling:
\$400,000

OBI:

\$ -



Scope:

This project provides for Recycling Depot general site maintenance or repairs, expansion projects, funding for streetscape recycling containers in public spaces, and garbage and recycling cart replacements.

This project also includes equipment/vehicle purchases as required to support these program expansions as well as collection of overweight/heavy illegally dumped items.

This project is used to:

- 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.
- Undertake repairs or minor upgrades at the Recycling Depot. This could include building or acquiring small sheds, cages or structures to add material streams. This could also include the acquisition of new container types to enable addition of new materials for collection and undertake improvements to comply with safety, such as preparing and posting signs, installing barricades, and replacing concrete blocks that become damaged from equipment used to move large items as part of regular operations.
- Acquire equipment and vehicle items that may be needed to support operations, including stairs to assist safe drop off of items into taller recycling bins. It may also include items to support illegal dumping clean ups and clean up of homeless camps, including carrying aids (dollies, cutting tools, etc.).
- Acquire garbage and recycling carts to replace receptacles used by residents which are coming to the end of their expected life.

| | | | |
|----------------------|---|-----------------------|--|
| Program: | Infrastructure Program | Sub-program: | Infrastructure Advanced Design and Minor Public Works |
| Project Name: | Public Works Minor Capital - Water | Submission ID: | 6968 |

Location:

Various Locations

Cost:

\$650,000

Funding Sources:

Water Supply:
\$650,000

OBI:

\$ -



Scope:

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 requests that require minor upgrades.

Building Program

The Building Program encompasses major construction and renovation projects, along with minor facility upgrades and repairs. The City’s building assets include arenas, pools, community centres, libraries, heritage buildings, police stations, fire halls, and other municipal facilities.

Building – Building Program

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| Richmond Curling Club Priority Repairs | 83 |
| Richmond Ice Centre Interior Renewals | 84 |

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|----------------------|-------------------------------------|-----------------------|-----------------|
| Program: | Building Program | Sub-program: | Building |
| Project Name: | Annual Building Improvements | Submission ID: | 7319 |

Location:
Various Locations

Cost:
\$3,700,000

Funding Sources:
Corporate:
\$3,700,000

OBI:
\$ -



Scope:

The Annual Building Improvement project services approximately 167 facilities. This project includes equipment replacements of HVAC and mechanical components, interior renovations and refurbishments and building upgrades.

| | | | |
|----------------------|---|-----------------------|-----------------|
| Program: | Building Program | Sub-program: | Building |
| Project Name: | Annual Infrastructure Replacements | Submission ID: | 7806 |

Location:

Various Locations

Cost:

\$3,000,000

Funding Sources:

Building and Infrastructure:
\$3,000,000

OBI:

\$ -



Scope:

This project addresses the increased asset replacements needed for approximately 167 ageing facilities.

These replacements include equipment failures and emergency replacements, asset replacements exceeding standard maintenance, building upgrades to address accessibility concerns, and site specific conditions.

| | | | |
|----------------------|--|-----------------------|-----------------|
| Program: | Building Program | Sub-program: | Building |
| Project Name: | Capital Buildings Project Development Advanced Design | Submission ID: | 7475 |

Location:

Various Locations

Cost:

\$1,500,000

Funding Sources:

Building and Infrastructure:

\$1,500,000

OBI:

\$ -



Scope:

The scope of this project includes:

- Completing building and feasibility assessments, schematic design development and review required to develop the 2026 Capital Plan. Staff receive on average approximately 150 projects from user groups on an annual basis that require feasibility level review and costing in time for the budget process. Examples for the 2024 program include feasibility and costing for Britannia Shipyards Envelope System Renewals and City Hall Envelope Infrastructure Renewals.
- Responding to requests for feasibility and concept level design and costing services added to the 2025 work plan. Throughout the course of 2022 and 2023, there were approximately 34 such requests, examples of which include the renewals to the City Archives storage systems, Britannia Shipyards, Japanese Duplex and First Nations Bunkhouse design review and alterations, City Hall additional flag pole installation, and Richmond Curling Club accessibility upgrades for tournament participation. The same level of requests are anticipated for 2025.

| | | | |
|----------------------|--|-----------------------|-----------------|
| Program: | Building Program | Sub-program: | Building |
| Project Name: | City Hall and City Hall Annex Security Upgrades | Submission ID: | 7719 |

Location:

City Hall

Cost:

\$550,000

Funding Sources:

Building and Infrastructure:

\$550,000

OBI:

\$ -



Scope:

The objective of this project is to enhance the security at City Hall and City Hall Annex.

After a detailed external review of the existing security measures, it was recommended to replace and update multiple security system elements that are original to the buildings. These works include a new card access system, security door replacements and additions, additional plexiglass installation and signage upgrades.

| | | | |
|----------------------|---|-----------------------|-----------------|
| Program: | Building Program | Sub-program: | Building |
| Project Name: | Richmond Curling Club Priority Repairs | Submission ID: | 7158 |

Location:
5540 Hollybridge Way

Cost:
\$4,000,000

Funding Sources:
Building and Infrastructure:
\$4,000,000

OBI:
\$ -



Scope:

The scope of this project includes:

Foundations and Flooring:

The structural slab foundation of the facility was noted to have damage and deficiencies that need to be addressed, specifically liquefaction treatment and tying the slabs together. As this work will disturb existing floor systems, it will also include flooring renewals as needed throughout the facility.

Envelope and Glazing:

Doors, windows and glazing elements throughout this facility will be replaced with modern energy efficient versions to reduce energy loss, improve insulation as well as update the overall building efficiency and aesthetic.

HVAC replacements:

Secondary HVAC equipment including unit heaters, fans, distribution and circulation, as well as associated items will be replaced with energy efficient units to ensure continued facility operations.

Since taking over this facility in 2021, there have been multiple repair and renewal projects to bring the facility back to good condition. These ongoing projects have also identified a number of infrastructure renewals and building improvements that should be undertaken alongside them, which are addressed through this submission.

| | | | |
|----------------------|--|-----------------------|-----------------|
| Program: | Building Program | Sub-program: | Building |
| Project Name: | Richmond Ice Centre Interior Renewals | Submission ID: | 6589 |

Location:
14140 Triangle Road

Cost:
\$4,500,000

Funding Sources:
Building and Infrastructure:
\$4,500,000

OBI:
\$ -



Scope:

Structural, mechanical and interior finish systems 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.

Interior Finishes

Renovations include updates to all the washrooms and plumbing fixtures, as well as benching in the dressing/change rooms within the facility. Improvements to the skate rental shop include new and more durable millwork. This renovation also includes continuation and completion of the interior roof truss re-painting that has been completed in some, but not all rinks.

Building – Heritage Program

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Britannia Shipyards – Seine Net Loft – Roof, Envelope and Structural Renewals 86

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| Program: | Building Program | Sub-program: | Heritage |
| Project Name: | Britannia Shipyards – Seine Net Loft – Roof, Envelope and Structural Renewals | Submission ID: | 7614 |

Location:
5180 Westwater Drive

Cost:
\$10,500,000

Funding Sources:
Building and Infrastructure:
\$10,500,000

OBI:
\$ -



Scope:

This project is to complete repairs, replacements and associated works to the Seine Net Loft building. This project accounts for scope additions due to further deterioration of the structure, and unforeseen conditions resulting from further building assessments.

Envelope

The siding and overall envelope of the Seine Net Loft Building has been found to be in poor condition and can no longer be sufficiently repaired to the required standards. This system will be replaced alongside the previously approved roofing work with new and aesthetically similar systems to prolong the life of this facility.

Structural

The foundation piles and other structural elements of the Seine Net Loft Building continue to deteriorate due to the environmental conditions such as increased water levels, powderpost beetle infestations and age. Through existing on-site works, further deterioration has been noted. This requires additional foundation replacements and strengthening to the structural elements of this facility and area, as well as water protection and conservation efforts to be made.

Parks Program

Richmond is renowned for its high quality parks, trails, natural areas and its vibrant urban realm. The City’s park system consists of 140 parks that total approximately 2,153 acres serving the wellness and recreation needs of a diverse and growing community. More than 136 kilometres of trails support walking, rolling and cycling, bringing people to the City’s many iconic parks and waterfront destinations. The development of new parks and trails along with new amenities will ensure that the residents continue to receive excellent service and that the City continues to be a regional and tourism destination.

Parks – Parks Program

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|----------------------|---|-----------------------|--------------|
| Program: | Parks Program | Sub-program: | Parks |
| Project Name: | Garden City Community Park Gathering Space | Submission ID: | 7526 |

Location:
Garden City Community Park

Cost:
\$300,000

Funding Sources:
Community Contribution:
\$300,000

OBI:
\$3,278



Scope:

The Garden City Community Park Gathering Space is a community-based and Rotary Club of Richmond Sunrise’s initiative to celebrate Richmond’s cultural diversity within Garden City Community Park. The primary goal of the project, in alignment with the Council Strategic Plan 2022-2026, is to foster intercultural harmony, community belonging and social connections. This project includes a small plaza, benches, planting, shade trellis, fountain (rock bubbler) and signage that celebrates the City’s cultural diversity through incorporation of varied languages.

| | | | |
|----------------------|--|-----------------------|--------------|
| Program: | Parks Program | Sub-program: | Parks |
| Project Name: | Hugh Boyd Community Park Playground Renewal | Submission ID: | 7514 |

Location:

Hugh Boyd Community Park

Cost:

\$1,500,000

Funding Sources:

Parks Development DCC:
\$470,250

Capital Reserve (Revolving Fund):
\$1,029,750

OBI:

\$16,905



Scope:

The Hugh Boyd Community Park playground is a designated community playground, serving the greater surrounding area and acting as a significant destination for West Richmond. The majority of the play equipment and supporting infrastructures have reached the end of their life cycle.

The renewal of the Hugh Boyd Community Park playground is imperative to establish a more inclusive and captivating space for all community members. The project aims to develop a modern and inclusive playground that caters to the diverse needs of the community, which prioritizes quality of life, accessibility, and sustainability.

The proposed playground renewal design will be based on comprehensive public engagement feedback. The playground will include a new, universally accessible playground surfacing and equipment to cater to a wider range of age groups and physical skill levels. Additionally, the existing playground infrastructures, such as borders and drainage, will be refreshed to create an enjoyable and comfortable play environment.

| | | | |
|----------------------|---|-----------------------|--------------|
| Program: | Parks Program | Sub-program: | Parks |
| Project Name: | Minoru Park Clement Track Assessment and Improvement Concept | Submission ID: | 7724 |

Location:

Minoru Park

Cost:

\$100,000

Funding Sources:

Parks Development DCC:

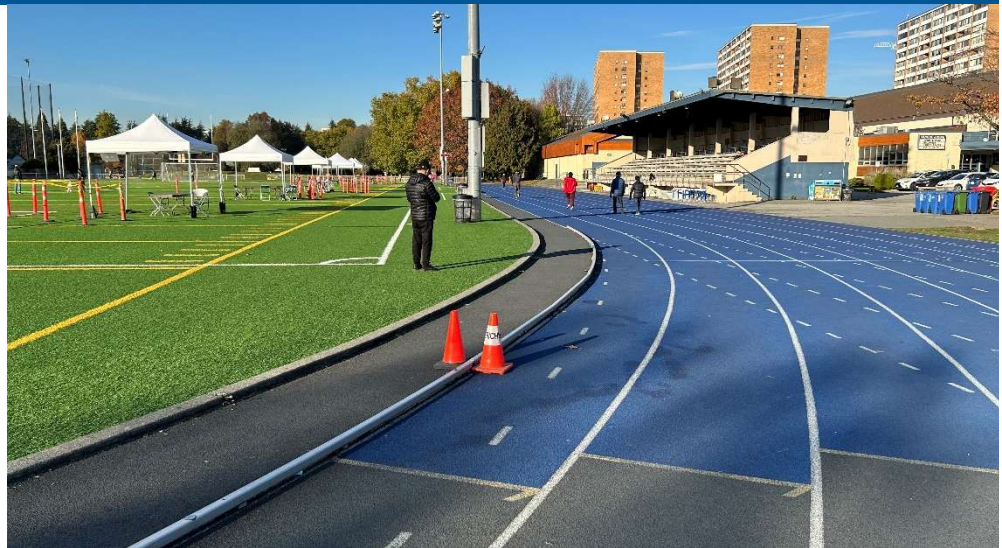
\$94,050

Capital Reserve (Revolving Fund):

\$5,950

OBI:

\$ -



Scope:

Clement Track is a competition sized, eight lane rubberized oval surface located in Minoru Park, between the Sports fields, Minoru Arena and the Minoru Centre for Active Living. The track is a popular amenity that services multiple user groups such as the Kajaks Track and Field Club and School District #38. The track is also popular with the general public for casual walking and running. There is an artificial turf field located in the centre of the track, and is regularly scheduled to local football, soccer, field lacrosse and ultimate sport organizations. Due to population growth, the volume of participants accessing this site has increased.

Staff are recommending that an assessment of the 'current state' of track usage be conducted to determine the types of upgrades that can be implemented to improve access and egress to the site. This project includes a site assessment, community engagement and consultation with aligning projects that take place concurrently (Wayfinding project). Outcomes may include recommended updates to the fencing, signage and spatial design of this amenity.

| | | | |
|----------------------|--|-----------------------|--------------|
| Program: | Parks Program | Sub-program: | Parks |
| Project Name: | Parks Advance Planning and Design | Submission ID: | 6381 |

Location:

Various Locations

Cost:

\$600,000

Funding Sources:

Parks Development DCC:
\$564,300

Capital Reserve (Revolving Fund):
\$35,700

OBI:

\$ -



Scope:

This project provides resources for planning, research, public and stakeholder consultation, design and project management for a range of purposes, strategic planning projects, reports to 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).

2025 planned projects include:

- King George/Cambie Community Park master plan
- Sport Courts & Fields Strategy
- Railway Greenway Lighting Study and Detailed Design
- Spray Park Mechanical Condition Assessments
- Trail Improvement Studies
- Conceptual park and open space planning for various sites
- Park characterization projects

The scope of work includes researching best practices, collecting data, topographical surveys and geographical information, and securing consultation for landscape architectural and engineering services as part of a planning and design process. The design process includes preparing and producing concept designs, reports, presentations and detailed construction drawings for upcoming major capital projects. Projects may be community initiated or support a redeveloping area of the City.

| | | | |
|----------------------|--|-----------------------|--------------|
| Program: | Parks Program | Sub-program: | Parks |
| Project Name: | Parks Ageing Infrastructure Replacement Program | Submission ID: | 6380 |

Location:

Various Locations

Cost:

\$400,000

Funding Sources:

Capital Reserve (Revolving Fund):
\$400,000

OBI:

\$ -



Scope:

This program targets the replacement of ageing parks and open space infrastructure, including courts, fencing, pavement and trails, furnishings, and engineered systems such as bridges, drain lines, mechanical components and lighting services. Park assets that are at their expected service life are prioritized for repairs or total replacement, subject to operational impact, accessibility, and asset conditions.

Priority projects identified for 2025 include:

- Electrical system maintenance: Light poles, fixtures, conductors, shields, and controls as prioritized through the park lighting condition assessments completed in 2024.
- Bridge structural improvements: Piles, framing, decks, rails, and approaches as prioritized through the park bridges condition assessments completed in 2023.
- Sport Court Repairs: Fencing, pavement, and furnishings as outlined through the condition assessments completed in 2023/2024.
- Trail repairs: Base compaction, asphalt re-paving, spot repairs, and root barrier installation.
- Nature play structure repair-replace-maintenance program.

| | | | |
|----------------------|----------------------------------|-----------------------|--------------|
| Program: | Parks Program | Sub-program: | Parks |
| Project Name: | Parks General Development | Submission ID: | 6379 |

Location:

Various Locations

Cost:

\$650,000

Funding Sources:

Parks Development DCC:
\$611,325

Capital Reserve (Reolving Fund):
\$38,675

OBI:

\$3,128



Scope:

Upgrades to existing parks are required to respond to ongoing growth in the community. This program funds improvements of existing park amenities and facilities that are not part of other park capital programs, yet are required to support the increased use as a result of an increasing resident population. These discrete and site-specific park enhancements address the community’s needs for ongoing park improvements to infrastructure, equipment and landscape amenities.

Examples of projects that have been supported by the Parks General Development program include new pathways, drinking fountains, gardens, dog off-leash areas, drainage systems, sport amenities, benches, other park furnishing and project contingencies. Specific projects will be identified and prioritized based on condition assessments carried out during the year.

| | | | |
|----------------------|--------------------------------------|-----------------------|--------------|
| Program: | Parks Program | Sub-program: | Parks |
| Project Name: | Pickleball Court Construction | Submission ID: | 7696 |

Location:

South Arm Community Park

Cost:

\$800,000

Funding Sources:

Capital Reserve (Revolving Fund):
\$800,000

OBI:

\$12,650



Scope:

In 2020, the City constructed nine new pickleball courts through renovation of underutilized spaces in Hugh Boyd Park and South Arm Community Park. As the only pickleball courts in the City, the courts are frequently full with users waiting for court time. Pickleball is the fastest growing sport in North America and demand is expected to continue to increase as the sport features a low barrier to entry and a highly social playing environment. This project is identified as a priority project through the Recreation Sports Facility Needs Assessment.

The project proposes the construction of four new pickleball courts inclusive of paving, coloured sport performance surfacing, perimeter fencing, drainage improvements and sport lighting at a concentrated location in South Arm Community Park. An acoustic engineer will be retained to improve noise performance of the amenity through site selection and design methodology.

Staff is in discussion with the community regarding a potential contribution to support this capital project. Any contributions received from the community will offset the City funding.

| | | | |
|----------------------|---|-----------------------|--------------|
| Program: | Parks Program | Sub-program: | Parks |
| Project Name: | South Dyke Trail Enhancements (around Crown Packaging) | Submission ID: | 7694 |

Location:

South Dyke Trail

Cost:

\$400,000

Funding Sources:

Capital Reserve (Revolving Fund):
\$400,000

OBI:

\$5,336



Scope:

The multi-use pathway surrounding the Crown Packaging site at 13911 Garden City Road is part of the South Dyke Trail system. It connects the No. 3 Road Bark Park with the riverside trails to the east. Currently, the trail is about 1.5 to 2.0 m wide and primarily composed of gravel. It serves a variety of users, including pedestrians, cyclists, rollerbladers, joggers, and dogs on leash.

Due to increased usage, the trail's current width falls short of the City's standard minimum width of 3.0 m for multi-use trails. The South Dyke Trail Enhancements (around Crown Packaging) project aims to address this issue by widening the trail and making other improvements to better accommodate all user groups. The scope of work includes widening the trail, regrading, improving drainage, installing new signage, and enhancing the surface. Additionally, the pathway will be upgraded to better connect to and align with adjacent pathways to the west and east, complementing the planned enhancements for the No. 3 Road Bark Park. Staff will collaborate closely with the property owner at 13800 No. 3 Road, where the trail right-of-way is located, to ensure their agreement with the proposed improvements.

Land Acquisition Program

The land acquisition program relates to the acquisition and disposition of real property for the City, as approved by Council.

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Strategic Real Estate Acquisition 97

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|----------------------|--|-----------------------|-------------|
| Program: | Land Program | Sub-program: | Land |
| Project Name: | Strategic Real Estate Acquisition | Submission ID: | 7083 |

Location:

Various Locations

Cost:

\$11,000,000

Funding Sources:

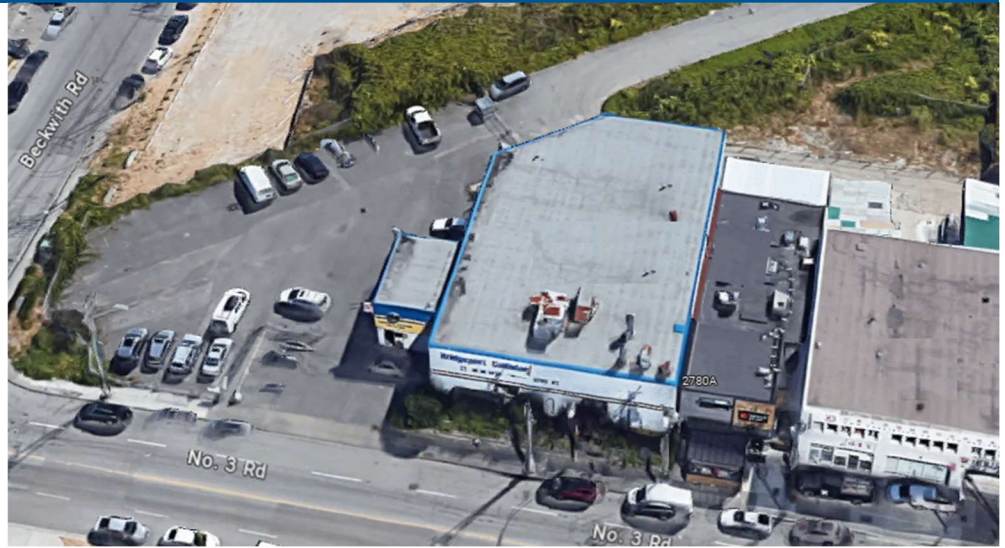
Capital Reserve (Industrial Use):
\$10,000,000

Property Costs:

\$1,000,000

OBI:

\$ -



Scope:

This capital budget submission utilizes funding from the Capital Reserve (Industrial Use) for land acquisition to meet the Council Approved Strategic Real Estate Investment Plan, excluding Development Cost Charges (DCC) and other special reserve funded projects. \$10 million is to be invested in investment-class real estate.

This capital submission also includes an estimate for the preloading cost on previously acquired property to improve soil bearing capacity and readiness for future housing construction.

Equipment Program

The equipment program includes machinery and vehicles for Public Works (PW), Fire Rescue Services and other equipment.

Equipment – Vehicle Program

Vehicle and Equipment Reserve Purchases (PW and Corporate Fleet) 99

| | | | |
|----------------------|---|-----------------------|----------------|
| Program: | Equipment Program | Sub-program: | Vehicle |
| Project Name: | Vehicle and Equipment Reserve Purchases (PW and Corporate Fleet) | Submission ID: | 7087 |

Location:

Works Yard and Various City Departments

Cost:

\$3,376,978

Funding Sources:

Equipment Replacement – Public Works Vehicles:

\$2,586,978

Sewer Levy Stabilization:

\$360,000

Water Levy Stabilization:

\$430,000

OBI:

\$ -



Scope:

In accordance with the Sustainable Green Fleet Policy 2020, vehicles and equipment are eligible for the annual replacement project based on their age and condition.

This project involves consultations with user groups to determine needs and develop specifications for vehicle and equipment replacements. Bid documentation is then issued to the marketplace, with purchases consolidated where possible to achieve optimal value. Submissions are evaluated with input from users, and awards are made accordingly. The scope also includes vehicle outfitting and infrastructure as required to meet the specific needs of individual user departments. The work commences upon receiving Council approval, with timing dependent on delivery timeframes and product availability from successful vendors.

The preliminary list of replacement vehicles and equipment includes, but is not limited to, the following: 1 Tandem Dump, 3 Heavy Duty Trucks, 8 Medium Duty Trucks, 3 Light Duty Trucks, 1 Heavy Duty Van with Aerial Lift, 2 Medium Duty Vans, 1 Light Duty Van, 2 Trailers, 1 Weed Control Trailer, 1 Road Paver, 2 Ride-on Mowers, 1 Car, 1 Misc. Small Equipment, 1 Topdresser Attachment, 1 Stump Cutter, 1 Sandblaster, 1 Air Compressor, plus an unallocated amount for unforeseen replacements, pricing adjustments, equipment failure, required vehicle infrastructure, fleet services equipment and upgrades etc.

Equipment – Fire Vehicle Program

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| Program: | Equipment Program | Sub-program: | Fire Vehicle |
| Project Name: | Fire Vehicle Replacement Reserve Purchases | Submission ID: | 7042 |

Location:

Various Locations

Cost:

\$287,338

Funding Sources:

Equipment Replacement - Fire
Rescue Vehicles:

\$287,338

OBI:

\$ -



Scope:

To ensure that Richmond Fire-Rescue (RFR) has robust, modern equipment to deliver Fire and Rescue services to the community, and adheres to the planned life span of the RFR equipment, RFR follows a replacement plan for its fire vehicles and equipment. Planned replacements for 2025 include a Fire Prevention Investigation Vehicle, which is a vehicle fully equipped to provide all fire investigation requirements, and a Battallion Chief Supervisory/Command vehicle.

| | | | |
|----------------------|--|-----------------------|---------------------|
| Program: | Equipment Program | Sub-program: | Fire Vehicle |
| Project Name: | Fire Vehicle Replacement Reserve Purchases - Additional Funding | Submission ID: | 7811 |

Location:

Various Locations

Cost:

\$5,000,000

Funding Sources:

Emergency Response Fuel Facility:
\$5,000,000

OBI:

\$ -



Scope:

Council has previously approved \$6,031,379 for the Fire Vehicle Replacement from Reserve capital projects from 2021 to 2024. The combined project scope is to replace four front line fire vehicles and a high flow industrial pumper.

Since the onset of the COVID pandemic, goods and services, including fire apparatus and equipment, have seen significant cost escalations beyond the control of the City. Most fire truck manufacturers were closed due to COVID for a period of time, and once reopened had experienced issues with staffing and getting back up to previous production capacity.

The market has experienced significant and rapid cost escalation without any foreseeable mitigating factors to curb this market trend. The trend is showing that replacement costs are currently doubled for a manufactured pumper or frontline heavy truck. The wait time between ordering and delivery has also increased from approximately 20 months to an estimated 36 months. The total replacement cost for the four front line fire vehicles, where one of them will have a high flow industrial pumper, is \$11.0 million. Additional funding of \$5.0 million is needed to complete the previous submissions due to recent price escalations.

Equipment – Equipment Program

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| | | | |
|----------------------|--------------------------|-----------------------|------------------|
| Program: | Equipment Program | Sub-program: | Equipment |
| Project Name: | CCTV Equipment | Submission ID: | 7730 |

Location:

Various Locations

Cost:

\$600,000

Funding Sources:

Sanitary Sewer BL10401:

\$500,000

Flood Protection:

\$100,000

OBI:

\$ -



Scope:

The City uses closed-circuit television (CCTV) equipment regularly to respond to service requests and inspect between 1,100 m to 1,800 m of sanitary and drainage piping as part of ongoing maintenance. The CCTV equipment has begun to experience significant downtime as it is approaching the end of its service life and is in need of replacement. The equipment is housed on a City-owned vehicle.

The scope of work for this project includes purchasing of new CCTV equipment to replace the existing ageing CCTV equipment and refurbishing the existing City-owned vehicle with modifications for the new CCTV equipment.

| | | | |
|----------------------|--|-----------------------|------------------|
| Program: | Equipment Program | Sub-program: | Equipment |
| Project Name: | Electric Vehicle DC Fast Charging Station Installations | Submission ID: | 7804 |

Location:

Various Locations

Cost:

\$7,000,000

Funding Sources:

Enterprise Fund:

\$4,000,000

Equipment Replacement - Public Works Vehicles:

\$2,000,000

Canada Community Building Fund (Gas Tax):

\$500,000

Local Government Climate Action Program (Carbon Tax):

\$500,000

OBI:

\$ -



Scope:

This project is for the installation of 24-30 Direct Current Fast Chargers (DCFC) at the Richmond Curling Club, South Arm Community Centre, and either Minoru Park or the Richmond Ice Centre. Each site will have 8-10 DCFC chargers installed. Alternative sites may be selected based on feasibility assessments. The scope includes purchasing the chargers, conducting site assessments, performing necessary electrical upgrades, and installing the chargers at each location. The project also involves coordinating with stakeholders to ensure the smooth integration of the charging stations and pursuing funding opportunities to enhance the project's capacity and reach.

\$6.0 million of this project will be funded through a combination of the Equipment Replacement Reserve Fund – Public Works Vehicles (\$2.0 million) and the Enterprise Fund (\$4.0 million).

| | | | |
|----------------------|--|-----------------------|------------------|
| Program: | Equipment Program | Sub-program: | Equipment |
| Project Name: | Fire Equipment Replacement from Reserve | Submission ID: | 7041 |

Location:
All Fire Halls

Cost:
\$672,993

Funding Sources:
Equipment Replacement - Fire
Rescue Vehicles:
\$672,993

OBI:
\$ -



Scope:

To ensure that Richmond Fire-Rescue (RFR) has robust, modern equipment to deliver Fire and Rescue services to the community, the planned replacements for 2025 include:

Self-Contained Breathing Apparatus (SCBA):

SCBA Equipment upgrades and replacement are planned and funded by the Equipment Replacement - Fire Rescue Vehicles Reserve. SCBA paks, and Cylinders are planned in this year’s replacement (\$231,855).

Lucas Device replacements:

Lucas Devices are automated chest compression devices which are utilized in most cardiac events. These devices reduce fatigue, and there is no longer a need for switching CPR providers every two minutes. They improve quality of chest compressions as well as being able to sustain life-saving circulation during prolonged resuscitation attempts. They are shown to be safe and effective and to save patients that would otherwise have been considered unrecoverable (\$288,938).

Personal Protective Gear Washers and Dryers in order to ensure the Protective Clothing Ensembles are clean and dry and prolong the life of the gear providing for a quicker maintenance turnaround for operational readiness (\$45,000).

High Rise Fire Attack Kits and Pump Operator Equipment, which allow staff to mitigate incidents at any of the cities high rise apartment buildings and allow us to be more efficient and effective in water distribution at a high floor (\$43,200).

Hydrant Kits which allow easy access to hydrants and maximize the usage of the Hydrant at any fire event (\$54,000), as well as 2 commercial ice machines and storage units to be strategically stationed at Fire Hall #3 and #5, to provide effective cooling services for staff at medium to long term field deployments (\$10,000).

| | | | |
|----------------------|------------------------------------|-----------------------|-----------|
| Program: | Equipment Program | Sub-program: | Equipment |
| Project Name: | GHG and Energy Management Projects | Submission ID: | 7090 |

Location:

Various Locations

Cost:

\$550,000

Funding Sources:

Canada Community Building Fund

(Gas Tax):

\$550,000

OBI:

\$ -



Scope:

Greenhouse gas (GHG) reduction, energy management and building mechanical projects (e.g. HVAC) as identified through the completion of the following ongoing studies: Low Carbon Electrification (BC Hydro), GHG Reduction Master Plan (FortisBC), and GHG Reduction Pathway Feasibility Study (Federation of Canadian Municipalities). The City is utilizing these studies to identify a variety of GHG emission reduction measures, as well as project phasing and funding pathways for a group of civic facilities that collectively represent over 50 per cent of annual natural gas consumption within the City’s corporate portfolio.

Key objectives for this project include significantly reducing operational greenhouse gas emissions through a combination of energy efficiency improvements, mechanical system electrification, and assessing how these measures can make these buildings more resilient to the negative effects of climate change.

| | | | |
|----------------------|----------------------------------|-----------------------|------------------|
| Program: | Equipment Program | Sub-program: | Equipment |
| Project Name: | Parking Meter Replacement | Submission ID: | 7797 |

Location:

Various Locations

Cost:

\$600,000

Funding Sources:

Capital Reserve (Revolving Fund):

\$600,000

OBI:

\$ -



Scope:

61 parking meters were originally installed in 2011 and have reached the end of their life expectancy. Phase 1 of the parking meter replacement project will replace 26 parking meters. There will be a submission for the budget year 2026 to replace the remaining parking meters. These meters are capable of managing both on-street and off-street parking. This project also addresses the urgent need for mobile pay options to enhance transaction security and reduce fraud-related risks. This will facilitate strengthened financial security, improve user experience and operational efficiency. This upgrade aligns with the adoption of new parking technologies and a trend of increased parking transactions.

| | | | |
|----------------------|--|-----------------------|------------------|
| Program: | Equipment Program | Sub-program: | Equipment |
| Project Name: | Public Safety Camera System – Phase 1 | Submission ID: | 7788 |

Location:

City Wide

Cost:

\$2,493,794

Funding Sources:

Policing:

\$2,493,794

OBI:

\$181,600



Scope:

The recommended Phase 1 of the Public Safety Camera System (PSCS) is \$2,493,794 with \$181,600 OBI. These costs include ultra-high-definition camera equipment, installation and hardware (e.g. fibre optic cables and traffic cabinets) at intersections, segregated secured network architecture, camera control software, data storage and system redundancy.

The Office of the Information and Privacy Commissioner (OIPC) previously raised concerns about a similar system, but legal analysis confirmed the City’s authority to proceed with appropriate safeguards. Council has resolved, subject to final budget approval, to implement the PSCS. Council has further directed that the PSCS, including phasing options, be considered through the budget process.

Following consultation with the Richmond Royal Canadian Mounted Police (RCMP), the ten priority intersections under Phase 1 are:

1. No. 5 Road & Steveston Highway*
2. Shell Road & Steveston Highway
3. No. 5 Road & 10700 Block
4. No. 5 Road & Horseshoe Way
5. Garden City Road & Sea Island Way*
6. Great Canadian Way & Bridgeport Road
7. Knight Street & Westminster Highway*
8. No. 6 Road & Westminster Highway
9. Jacombs Road & Westminster Highway*
10. Gilbert Road & River Road

Based on the assessment of the size and geography of the priority intersections, it was estimated that 48 PSCS cameras would be required. The majority of the intersections require approximately four PSCS cameras per intersection, except six PSCS cameras per intersections are required for four intersections which are assessed as large intersections with complex traffic patterns (marked with *).

Information Technology Program

The Information Technology Program is focused on delivering innovation and best-in-class services to staff and the public. We operate a multi-faceted portfolio that enables Council goals and provides benefits to the community while ensuring the integrity and ongoing operation of City systems through adoption of recognized best practices in IT Systems and Cybersecurity Management and a planned approach to address ageing infrastructure requirements.

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| | | | |
|----------------------|---------------------------------------|-----------------------|-------------------------------|
| Program: | Information Technology Program | Sub-program: | Information Technology |
| Project Name: | Annual Hardware Refresh | Submission ID: | 7036 |

Location:

City Hall

Cost:

\$748,660

Funding Sources:

Hardware Upgrade:

\$748,660

OBI:

\$ -



Scope:

The City maintains the best practice of replacing ageing computer hardware (including Macbooks and iMac computers) on a defined schedule to mitigate the effects of equipment failure. For the desktop and laptop environment, this schedule is based on a five-year refresh cycle. These assets are depreciated and written down after disposal approvals have been received. The City either trades in older assets or disposes them in a certified, environmentally sound manner.

This project scope is to perform the scheduled replacement of end-of-life computer hardware, with plans to include 230 desktops, 134 laptops, 232 smartphones and 32 iPads.

| | | | |
|----------------------|---|-----------------------|-------------------------------|
| Program: | Information Technology Program | Sub-program: | Information Technology |
| Project Name: | City Hall Meeting Room AV Equipment Upgrades | Submission ID: | 7799 |

Location:
City Hall

Cost:
\$182,184

Funding Sources:
Hardware Upgrade:
\$182,184

OBI:
\$31,652



Scope:

The primary objective of this project is to upgrade the Audiovisual (AV) equipment in City Hall Meeting House rooms (M.1.002 and M.2.004) to a modern, integrated system that supports hybrid meeting capabilities. Key drivers include:

- Growing demand for hybrid meetings due to demographic and technological changes.
- A need for accessible, efficient meeting spaces as the City continues to grow.

The current system suffers from:

- Frequent failures in projectors, audio, and control panels.
- Lack of video functionality and hybrid meeting capabilities.
- Extensive staff time required for troubleshooting, leading to increased costs.

Benefits of upgrading include:

- Enhanced communication and accessibility.
- Improved operational efficiency and reduced staff time for troubleshooting.
- Potential revenue from room rentals by external groups.
- Alignment with Council Strategic Priorities.

| | | | |
|----------------------|---|-----------------------|-------------------------------|
| Program: | Information Technology Program | Sub-program: | Information Technology |
| Project Name: | Cross Connection Control Program Online Portal | Submission ID: | 7796 |

Location:

City Hall

Cost:

\$135,000

Funding Sources:

Enterprise Fund:

\$135,000

OBI:

(\$27,000)



Scope:

This project aims to replace the existing Cross Connection Control system, Backflow Prevention Management Software (BPMS), with an AMANDA-based solution that includes an online portal for customers to access services. The scope of work involves extending AMANDA Case Management and Compliance System (AMANDA) to manage backflow device records and their annual test cycles, as well as enhancing the CitizenPortal to enable customers to submit and pay for test report submissions. The project will also include migrating data from the existing BPMS to AMANDA. It is scheduled to begin in the second quarter of 2025, with completion anticipated by the end of 2025, subject to project and resource planning.

| | | | |
|----------------------|---|-----------------------|-------------------------------|
| Program: | Information Technology Program | Sub-program: | Information Technology |
| Project Name: | Document and Records Management System Modernization | Submission ID: | 7787 |

Location:
City Hall

Cost:
\$3,439,500

Funding Sources:
Software:
\$1,100,000

Rate Stabilization Account:
\$2,339,500

OBI:
\$108,876



Scope:

This project will replace Richmond’s Electronic Document Management Software (REDMS). Digital records management fuels the engine of City productivity and innovation. Much of what we are able to achieve relies on accurate and timely access to information, and it is built into almost every business process at the City. REDMS has been a key part of records management and collaboration at the City of Richmond for over 25 years, but as the software it runs on is not optimized to support Microsoft 365 and modern collaboration tools, the City must shift to a new, modern system.

Records management is the keystone to a transparent and accountable government. A new product will ensure continued adherence to legislative requirements and records management best practices in creating and preserving authentic records, upholding security measures and preserving detailed metadata. Comprehensive records management is a key corporate service for staff productivity. Access to the City’s corporate memory – its history and past decisions – is crucial information for Council and senior management when making decisions. This project directly supports the City’s Digital Strategy and projects such as MyPermit and Automated Plan Review AI Software.

As REDMS is integrated with several other City applications, an important part of the project will be to migrate and enhance these existing workflows, including managing supplier invoices, city grants payments, business licenses and permits, and Work Order documents.

The project will begin with an evaluation and selection of a replacement system through the City’s purchasing process to meet the City’s future records management needs. Other project steps will include a migration for the nearly eight million records in REDMS, set up of records classification, retention, and indexing, staff training, and secure access control.

| | | | |
|----------------------|--------------------------------|-----------------------|------------------------|
| Program: | Information Technology Program | Sub-program: | Information Technology |
| Project Name: | Oracle RAC Server Refresh | Submission ID: | 7792 |

Location:

City Hall

Cost:

\$442,000

Funding Sources:

Hardware Upgrade:

\$442,000

OBI:

\$56,350



Scope:

Legacy Oracle servers deployed in development/test environment need to be refreshed to ensure that the Oracle RAC databases used in various applications are running in a stable and reliable environment. It is important that the backend servers are fully supported and have not reached end of life.

The City has two SPARC S7-2 servers that are 7.5 years old that host the Oracle RAC development/test environment. The servers need to be decommissioned as this environment has reached the end of its life span and replaced to match the production environment servers (SPARC T8-1 Model).

The existing version of Oracle 19c will be phased out and replaced with Oracle 23ai, the latest long-term Oracle release that provides deep integration of Artificial Intelligence (AI) technologies which is consistent with City's vision of enhancing the efficiency, intelligence and security of enterprise applications. The implementation of Oracle 23ai requires the creation of new zones in parallel to aid in the migration of production Oracle databases and relies on the availability of adequately sized development/test environment.

| | | | |
|----------------------|---------------------------------------|-----------------------|-------------------------------|
| Program: | Information Technology Program | Sub-program: | Information Technology |
| Project Name: | Server Replacement | Submission ID: | 7793 |

Location:

City Hall

Cost:

\$150,000

Funding Sources:

Hardware Upgrade:

\$150,000

OBI:

\$ -



Scope:

In 2012, the City strategically began replacing individual servers that provided support for specific applications with a server environment that enabled virtual servers to be defined utilizing a common platform and resources. This provided a massive reduction in the number of physical servers while continuing to maintain high service levels, and provided environmentally focused benefits such as reduced IT data center footprint, reduction of energy consumption and carbon emissions.

The virtualized host environment is the backbone of the City's virtualized infrastructure. It currently consists of 28 server hosts, procured and put in production at various dates, and some have reached or passed the end-of-life cycle. Planning to consolidate and gradually refresh this environment via an annual refresh process would allow alignment with an IT policy-dictated server farm life-cycle of seven years. The initial phase proposed via this project will replace nine server hosts procured between 2012 and 2016, with two modern and more capable servers. Subsequent refreshes will be planned in the following years for the remaining devices that will reach the end of their life cycles in the future years.

This request is to keep the environment up to date and under warranty, and thus minimize risks to all of the IT-provided systems.

Contingent External Contributions

Contingent external contributions is an estimate of external grants that may be received throughout the year for a variety of approved capital projects.

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Contingent External Contributions 118

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| Program: | Contingent External Contributions | Sub-program: | Contingent External Contributions |
| Project Name: | Contingent External Contributions | Submission ID: | 6898 |

Location:

City Wide

Cost:

\$20,000,000

Funding Sources:

Grant:

\$20,000,000

OBI:

\$ -

Scope:

The Capital Budget includes an estimate for external capital grants and contributions that are not currently foreseen or anticipated during the budget process. Spending will only be incurred if the funding is confirmed, and the budget will only be amended in accordance with the Budget Amendments Policy (Policy 3001). Including an estimate in the Consolidated 5 Year Financial Plan allows staff to request budget or scope changes to the Council approved capital projects without having to wait for the financial plan amendment, which is typically presented to Council in the fall each year.

Infrastructure Program – Not Recommended For Funding

Due to funding constraints and higher priority projects, the following infrastructure project is not recommended for funding.

Roads Program

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Bridge Improvement Program 120

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| Program: | Infrastructure Program | Sub-program: | Roads |
| Project Name: | Bridge Improvement Program | Submission ID: | 7755 |

Location:

Various Locations

Cost:

\$300,000

Funding Sources:

Capital Reserve (Revolving Fund):
\$300,000

OBI:

\$ -



Scope:

The scope of work for this project includes further structural inspections, engineering design, and repair or replacement of bridge structures and watercourse crossings. Specific areas include, but are not limited to, the Woodward Slough Bridge, Shell Road Pedestrian Bridge, 13871 No. 3 Road Bridge, Finn Road Bridge, No. 6 Road South Bridge and watercourse crossings throughout the City.

Repair or replacement work may include, but not be limited to, culvert installation, utility relocation, restoration, railing improvements, barrier installation, sidewalk repair, signage installation, expansion joint sealing and ancillary work associated with bridge and watercourse crossing repair or replacement.

Building Program – Not Recommended For Funding

Due to funding constraints and higher priority projects, the following building projects are not recommended for funding.

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|----------------------|-------------------------|-----------------------|-----------------|
| Program: | Building Program | Sub-program: | Building |
| Project Name: | UPS Replacement | Submission ID: | 7702 |

Location:

City Hall

Cost:

\$450,000

Funding Sources:

Capital Reserve (Revolving Fund):
\$450,000

OBI:

\$69,000



Scope:

Uninterruptible power supply (UPS) protect computers and other equipment from power surges and guarantee power in the event of an outage. The UPS at the City Hall and Works Yard is over 15 years. There are also several equipment communications rooms which do not have any UPS protection.

This project will replace the UPS systems in the City Hall and Works Yards data centres and provide individual UPS protection for 15 equipment communication rooms.

Parks Program – Not Recommended For Funding

Due to funding constraints and higher priority projects, the following park projects are not recommended for funding.

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| Trail Network Enhancements | 126 |

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|----------------------|---|-----------------------|--------------|
| Program: | Parks Program | Sub-program: | Parks |
| Project Name: | McDonald Beach Boat Basin Dredging | Submission ID: | 5244 |

Location:

McDonald Beach Park

Cost:

\$425,000

Funding Sources:

Capital Reserve (Revolving Fund):
\$397,500

Waterfront Improvement:
\$27,500

OBI:

\$ -



Scope:

This project is for the dredging and disposal of the dredgate materials at McDonald Beach Boat Basin. The sediment accumulation has gradually increased over the years to the point where vessels can only enter or exit during high tides, creating operational issues with the users of the facilities. McDonald Beach was last dredged in 2001.

In 2009, Council adopted the Waterfront Strategy and its vision that "Richmond will be a community that celebrates its rich past and recognizes the full potential of its island legacy - a dynamic, productive, and sustainable world class waterfront." This project contributes towards the City's Vision of being the most appealing and livable city in Canada.

| | | | |
|----------------------|---------------------------------------|-----------------------|--------------|
| Program: | Parks Program | Sub-program: | Parks |
| Project Name: | Park Shelter and Shade Program | Submission ID: | 7370 |

Location:

Various Locations

Cost:

\$500,000

Funding Sources:

Capital Reserve (Revolving Fund):
\$500,000

OBI:

\$4,881



Scope:

This project proposes to construct canopies and shades in parks to improve adaptation to climate change.

From 2021 to 2024, the City installed temporary pop-up park shelters which were well-received and emphasized the increasing demand for shade in the open space realm. The Parks Shelter and Shade Program will increase the availability of shade amenities in parks, which includes canopies and shade sails. The program will prioritize and implement new shade amenities at strategic locations in the built environment, such as playgrounds, plazas, and picnicking areas. Recently installed park shelters at McLean Neighbourhood Park, Dover Neighbourhood Park and Garden City Community Park have been enjoyed by the public.

| | | | |
|----------------------|-----------------------------------|-----------------------|--------------|
| Program: | Parks Program | Sub-program: | Parks |
| Project Name: | Trail Network Enhancements | Submission ID: | 6472 |

Location:

Various Locations

Cost:

\$200,000

Funding Sources:

Capital Reserve (Revolving Fund):
\$200,000

OBI:

\$3,450



Scope:

This project supports the enhancement of the trail network throughout the City, and allows collaboration with project partners to achieve goals outlined in the Council-endorsed 'Experience the Fraser' project. As part of the 2010 Richmond Trail Strategy (RTS), projects have been identified to improve neighbourhood connections, create accessible routes to major destinations, and ultimately complete a comprehensive trail system throughout the City. Projects are both community and opportunity driven. Further development of the trail system supports goals and actions under the 'Connectivity' focus area of the 2022 Parks and Open Space Strategy (POSS).

Each year, existing trails are upgraded and new trails are constructed to achieve goals outlined in the RTS and POSS. Widening and/or realignment of existing trails in community parks, such as South Arm Community Park, to improve accessibility and connectivity would be an effective use of dedicated funding. These projects encourage various forms of active transportation, recreation, and address community wellness objectives.

The design and construction of various trail projects includes both pervious (gravel, crushed stone, etc.) and impervious surfaces (concrete, asphalt, etc.), and associated landscape features and park amenities such as trees, shrubs, water fountains, seating, and picnic tables.

Information Technology Program – Not Recommended For Funding

Due to funding constraints and higher priority projects, the following information technology projects are not recommended for funding.

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|----------------------|---------------------------------|-----------------------|------------------------|
| Program: | Information Technology Program | Sub-program: | Information Technology |
| Project Name: | Business Licencing Improvements | Submission ID: | 7798 |

Location:

City Hall

Cost:

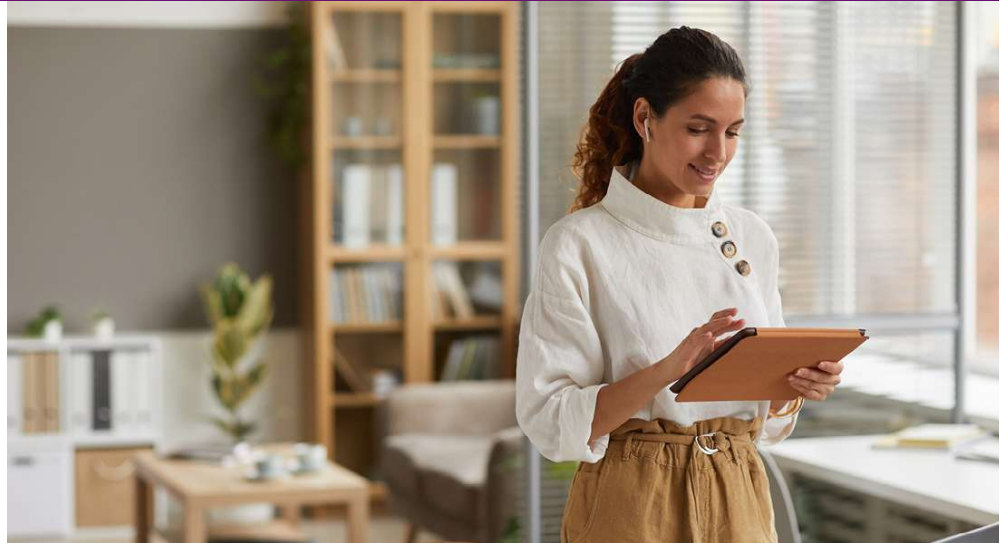
\$139,500

Funding Sources:

Capital Reserve (Revolving Fund):
\$139,500

OBI:

\$ -



Scope:

The MyBusiness Portal provides new and existing business owners with the convenience to apply for, update, and renew their licences online. While it has enabled customers to use the self-serve option, the processing time has increased due to an increase in the number of change applications (720 applications in 2023), compared to none prior to the launch, as MyBusiness encourages business owners to keep their licence up to date before they can renew.

This project aims to streamline the business licence application and renewal processes based on the licence type, the scope of changes required, and the necessity of manual review where domain expertise is required.

| | | | |
|----------------------|---|-----------------------|-------------------------------|
| Program: | Information Technology Program | Sub-program: | Information Technology |
| Project Name: | City Invoice Online Payment Solution | Submission ID: | 7800 |

Location:

City Hall

Cost:

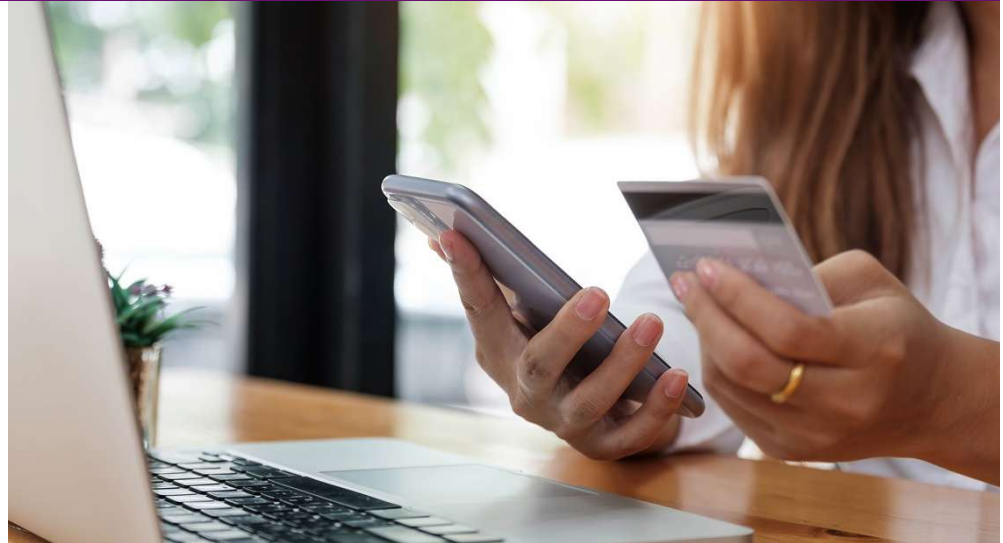
\$311,601

Funding Sources:

Capital Reserve (Revolving Fund):
\$311,601

OBI:

\$22,051



Scope:

The City’s current Accounts Receivable (AR) process is manual, involving multiple steps for processing payments, leading to errors and increased workload. Customers have requested an online payment option, which is currently unavailable. To address these issues, the project aims to implement the eBill module in PeopleSoft Financials. This will allow customers to view and pay their invoices online using a credit card, with payments automatically recorded and settled in the PeopleSoft Receivables module.

This project includes the following:

- Implementation of the eBill module within PeopleSoft Financials.
- Registration of customers login to PeopleSoft Financials.
- Implementation of the customer portal for reviewing invoices and payment history and performing online credit card payment on selected invoices with an added 2 per cent service charge.
- Integration to third party electronic payment vendor for credit card payment processing.
- Record and create receivable settlements automatically on successful credit card payment in PeopleSoft Financials.

| | | | |
|----------------------|--------------------------------------|-----------------------|------------------------|
| Program: | Information Technology Program | Sub-program: | Information Technology |
| Project Name: | PeopleSoft nVision Report Assessment | Submission ID: | 7789 |

Location:

City Hall

Cost:

\$128,248

Funding Sources:

Capital Reserve (Revolving Fund):

\$128,248

OBI:

\$ -



Scope:

The goal of this project is to evaluate the nVision Report Tool to determine if it meets the City’s needs and to identify opportunities for improvement or alternative replacements if necessary. The following activities will be carried out:

- Current State Assessment – This includes an inventory of City-owned reporting tools, analysis of current reports, usage analysis, and performance evaluation.
- Requirements Gathering – This involves collecting business requirements, technical requirements, and future needs.
- Gap Analysis – This step identifies gaps based on the results of the current state assessment and requirements gathering.
- Tool Evaluation and Recommendations – This includes researching City-owned reporting tools and other tools that may address the identified gaps, providing proof of concept where applicable, performing a cost-benefit analysis, and delivering a final recommendation.
- Implementation Planning – This involves developing a roadmap for implementing the recommended changes, including timelines, resource allocation, key milestones, change management, and risk assessment.

CITY OF RICHMOND
5 YEAR CAPITAL PLAN SUMMARY (2025 – 2029)
(in \$000s)

| | 2025 | 2026 | 2027 | 2028 | 2029 |
|---|------------------|------------------|------------------|------------------|------------------|
| Infrastructure Program | | | | | |
| Roads | 14,629 | 24,191 | 26,644 | 16,309 | 16,686 |
| Flood Protection | 27,506 | 36,020 | 24,156 | 26,885 | 27,304 |
| Water | 9,056 | 10,134 | 10,779 | 10,215 | 13,977 |
| Sanitary Sewer | 5,670 | 6,500 | 5,600 | 5,700 | 5,800 |
| Infrastructure Advanced Design and Minor Public Works | 6,543 | 4,370 | 4,666 | 5,135 | 5,514 |
| Total Infrastructure Program | \$63,404 | \$81,215 | \$71,845 | \$64,244 | \$69,281 |
| Building Program | | | | | |
| Building | 17,250 | 76,000 | 22,500 | 44,700 | 31,500 |
| Heritage | 10,500 | 21,800 | 500 | - | - |
| Total Building Program | \$27,750 | \$97,800 | \$23,000 | \$44,700 | \$31,500 |
| Parks | | | | | |
| Parkland | - | 5,000 | 5,000 | 5,000 | 4,000 |
| Parks | 4,750 | 4,800 | 4,550 | 3,830 | 3,600 |
| Total Parks Program | \$4,750 | \$9,800 | \$9,550 | \$8,830 | \$7,600 |
| Land Program | \$11,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 |
| Equipment Program | | | | | |
| Vehicle | 3,377 | 2,981 | 4,868 | 4,030 | 4,433 |
| Fire Vehicle | 5,287 | 3,005 | - | 97 | 302 |
| Equipment | 11,916 | 1,164 | 680 | 3,050 | 550 |
| Total Equipment Program | \$20,580 | \$7,150 | \$5,548 | \$7,177 | \$5,285 |
| Information Technology Program | \$5,097 | \$1,790 | \$1,304 | \$728 | \$420 |
| Contingent External Contributions | \$20,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 |
| Total Capital Program | \$152,581 | \$217,755 | \$131,247 | \$145,679 | \$134,086 |

CITY OF RICHMOND
5 YEAR CAPITAL PLAN BY FUNDING SOURCES (2025 – 2029)
(in \$000s)

| DCC Reserves | 2025 | 2026 | 2027 | 2028 | 2029 |
|-------------------------------------|------------------|------------------|------------------|------------------|------------------|
| Drainage DCC | 3,597 | 3,422 | 4,677 | 6,309 | 4,927 |
| Parks Acquisition DCC | - | 4,703 | 4,703 | 4,703 | 3,762 |
| Parks Development DCC | 1,740 | 3,057 | 1,740 | 1,082 | 1,599 |
| Roads DCC | 6,174 | 11,145 | 14,437 | 8,417 | 6,631 |
| Sanitary DCC | 207 | 658 | - | - | - |
| Water DCC | 1,502 | 1,425 | 505 | 351 | 1,461 |
| Total DCC | \$13,220 | \$24,410 | \$26,062 | \$20,862 | \$18,380 |
| Statutory Reserves | | | | | |
| Capital Building and Infrastructure | 24,050 | 69,800 | 19,226 | 25,150 | 27,500 |
| Capital Reserve | 15,551 | 23,010 | 14,895 | 19,228 | 14,959 |
| Capstan Station | 300 | 2,000 | - | - | - |
| Drainage Improvement | 4,508 | - | - | - | - |
| Equipment Replacement | 5,547 | 5,964 | 4,217 | 5,688 | 4,054 |
| Flood Protection | 20,341 | 28,430 | 20,715 | 22,261 | 24,441 |
| Sanitary Sewer | 5,948 | 5,987 | 5,830 | 5,126 | - |
| Sanitary Sewer BL10401 | 1,893 | 7,675 | 1,000 | 6,413 | 7,050 |
| Water Supply | 1,100 | 10,225 | 900 | 10,078 | 12,130 |
| Watermain Replacement | 8,704 | 8,923 | 8,988 | 5,811 | - |
| Total Statutory Reserves | \$87,942 | \$162,014 | \$75,771 | \$99,755 | \$90,134 |
| Other Sources | | | | | |
| Enterprise Fund | 4,325 | 490 | 490 | 490 | 490 |
| Grant and Developer Contribution | 20,816 | 16,644 | 15,186 | 10,100 | 10,100 |
| Other Sources | 22,748 | 11,888 | 11,372 | 11,947 | 12,715 |
| Rate Stabilization Account | 2,340 | - | - | - | - |
| Sewer Levy Stabilization | 360 | 268 | 300 | 311 | 381 |
| Solid Waste and Recycling | 400 | 300 | 300 | 300 | 300 |
| Water Levy Stabilization | 430 | 1,741 | 1,766 | 1,914 | 1,586 |
| Total Other Sources | \$51,419 | \$31,331 | \$29,414 | \$25,062 | \$25,572 |
| Total Capital Program | \$152,581 | \$217,755 | \$131,247 | \$145,679 | \$134,086 |

CITY OF RICHMOND
5 YEAR CAPITAL PLAN BY PROGRAM (2025 – 2029)
(in \$000s)

| | 2025 | 2026 | 2027 | 2028 | 2029 |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|
| Infrastructure Program | | | | | |
| Roads | | | | | |
| Active Transportation Improvement Program | 280 | 1,350 | 750 | 750 | 750 |
| Annual Asphalt Re-Paving Program - MRN | 1,772 | 1,807 | 1,843 | 1,880 | 1,918 |
| Annual Asphalt Re-Paving Program - Non-MRN | 4,137 | 4,344 | 4,561 | 4,789 | 5,028 |
| Arterial Roadway Improvement Program | 1,850 | 1,600 | 3,000 | 800 | 800 |
| Bridge Improvement Program | - | 300 | 300 | 300 | 300 |
| Capstan Station Integration Capital Works | - | 2,000 | - | - | - |
| Citywide Connector Walkway Improvement Program | 250 | 250 | - | - | - |
| Citywide Sidewalk and Street Light Replacement Program | 500 | 500 | 500 | 500 | 500 |
| Neighbourhood Walkway Program | 500 | 500 | 500 | 500 | 500 |
| Shell Road Multi-Use Pathway, Highway 99 to River Road | - | - | 8,400 | - | - |
| Special Crosswalk Program | 350 | 350 | 350 | 350 | 350 |
| Steveston Highway Multi-Use Pathway, Shell Road to No 5 Road | - | 5,700 | - | - | - |
| Street Light Condition Assessment - Phase 1 | 400 | - | - | - | - |
| Street Light Condition Assessment - Phase 2 | - | 400 | - | - | - |
| Street Light LED Upgrade Program | 490 | 490 | 490 | 490 | 490 |
| Supplementary Asphalt Re-Paving Program - Non-MRN | 400 | - | - | - | 2,000 |
| Top 20 Collision Prone Intersections-Implementation of Medium-/Long-term Improvements | - | 1,400 | 3,500 | 3,500 | 2,000 |
| Traffic Calming Program | 200 | 200 | 200 | 200 | 200 |
| Traffic Signal Power Backup System (UPS) Program | 400 | 400 | 400 | 400 | - |
| Traffic Signal Program | 1,050 | 600 | 600 | 600 | 600 |
| Traffic Video and Communication Program | 400 | 400 | 400 | 400 | 400 |
| Transit-Related Amenity and Roadway Improvement Program | 250 | 250 | 250 | 250 | 250 |
| Translink Bus Speed & Reliability Program 2025 | 150 | - | - | - | - |
| Transportation Planning, Functional and Preliminary Design | 1,250 | 600 | 600 | 600 | 600 |
| Williams Road Cycling Protections | - | 750 | - | - | - |
| Total Roads | \$14,629 | \$24,191 | \$26,644 | \$16,309 | \$16,686 |
| Flood Protection | | | | | |
| Box Culvert Repair | 1,500 | - | 250 | 250 | 250 |
| Burkeville Utility Improvements | 3,000 | 2,889 | 250 | - | - |
| Canal Stabilization and Drainage and Irrigation Upgrades | 2,400 | 5,964 | 250 | 1,955 | 700 |

| | 2025 | 2026 | 2027 | 2028 | 2029 |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|
| Development Coordinated Works - Flood Protection | 250 | 250 | 250 | 250 | 250 |
| Dike Upgrade Designs | 6,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| Disaster Mitigation and Adaptation Fund Infrastructure Upgrades | - | 13,234 | - | - | - |
| Drainage Network Ecological Enhancement | 200 | - | 150 | - | 150 |
| Drainage Pump Station and Generator Upgrade Program | 500 | 250 | 250 | 250 | 250 |
| Flood Protection and Dike Improvements | 10,790 | 6,427 | 5,985 | 10,480 | 6,170 |
| Habitat Offsetting | - | - | 1,500 | - | - |
| Invasive Species Management | 300 | 200 | 200 | 200 | 200 |
| Laneway Drainage Upgrades | 1,816 | 1,306 | 2,071 | 500 | 500 |
| North Dyke Upgrade | - | - | - | - | 13,334 |
| SCADA System Improvements | 350 | 350 | 350 | 350 | 350 |
| South Dyke Upgrade | - | - | 7,500 | 7,500 | - |
| Watercourse Rehabilitation and Replacement | 400 | 150 | 150 | 150 | 150 |
| Total Flood Protection | \$27,506 | \$36,020 | \$24,156 | \$26,885 | \$27,304 |
| Water | | | | | |
| Development Coordinated Works - Water | 250 | 250 | 250 | 250 | 250 |
| Fire Hydrant Upgrades | 400 | - | - | - | - |
| Water Metering Program | - | 1,700 | 1,700 | 1,700 | 1,700 |
| Watermain Replacement and Upgrades Program | 8,106 | 7,884 | 8,529 | 7,965 | 11,727 |
| Watermain Tie-in and Restoration | 300 | 300 | 300 | 300 | 300 |
| Total Water | \$9,056 | \$10,134 | \$10,779 | \$10,215 | \$13,977 |
| Sanitary Sewer | | | | | |
| Danube Sanitary Pump Station Upgrade | - | - | - | - | 1,800 |
| Development Coordinated Works - Sanitary | 1,250 | 250 | 250 | 250 | 250 |
| Richmond Park Sanitary Pump Station Upgrade | - | 1,500 | - | - | - |
| Sanitary Pump Station and Forcemain Upgrades and Rehabilitation | 900 | 900 | 900 | 900 | 900 |
| Sanitary Sewer Gravity System Assessment and Rehabilitation | 1,370 | 700 | 700 | 700 | 700 |
| Sanitary Sewer Tie-in Program | 150 | 150 | 150 | 150 | 150 |
| Steveston Sanitary Sewer Rehabilitation Program | 2,000 | 3,000 | 2,000 | 2,000 | 2,000 |
| Turner North Sanitary Pump Station Upgrade | - | - | 1,600 | - | - |
| Turner South Sanitary Pump Station Upgrade | - | - | - | 1,700 | - |
| Total Sanitary Sewer | \$5,670 | \$6,500 | \$5,600 | \$5,700 | \$5,800 |
| Infrastructure Advanced Design and Minor Public Works | | | | | |
| Public Works Infrastructure Advanced Design | 3,518 | 2,120 | 2,416 | 2,885 | 3,264 |
| Public Works Minor Capital - Dikes | 400 | 400 | 400 | 400 | 400 |
| Public Works Minor Capital - Drainage | 500 | 400 | 400 | 400 | 400 |
| Public Works Minor Capital - Roads | 475 | 300 | 300 | 300 | 300 |
| Public Works Minor Capital - Sanitary | 600 | 400 | 400 | 400 | 400 |
| Public Works Minor Capital - Sanitation and Recycling | 400 | 300 | 300 | 300 | 300 |

| | 2025 | 2026 | 2027 | 2028 | 2029 |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|
| Public Works Minor Capital - Water | 650 | 450 | 450 | 450 | 450 |
| Total Infrastructure Advanced Design and Minor Public Works | \$6,543 | \$4,370 | \$4,666 | \$5,135 | \$5,514 |
| Total Infrastructure Program | \$63,404 | \$81,215 | \$71,845 | \$64,244 | \$69,281 |
| Building Program | | | | | |
| Building | | | | | |
| Annual Building Improvements | 3,700 | 4,000 | 4,000 | 4,000 | 4,000 |
| Annual Infrastructure Replacements | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| Capital Buildings Project Development Advanced Design | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 |
| Caretaker Suite Infrastructure Renewals - Phase 2 | - | - | 2,000 | - | - |
| Childcare Facility Infrastructure Renewals | - | - | - | - | 1,000 |
| City Hall and City Hall Annex Security Upgrades | 550 | - | - | - | - |
| City Hall Envelope Infrastructure Renewals | - | 8,000 | - | - | - |
| Community Safety Building - Roof Replacement and Mechanical Renewals | - | - | 7,000 | - | - |
| Covered Lacrosse Box | - | 5,500 | - | - | - |
| Debeck House System and Envelope Renewals | - | - | 1,500 | - | - |
| East Richmond Hall Envelope and HVAC Renewals | - | - | 500 | - | - |
| Gateway Theatre Mechanical and HVAC Renewals | - | - | - | - | 11,000 |
| Hamilton Community Centre Infrastructure Renewals | - | - | - | 200 | - |
| Library Cultural Centre - System Replacements and Elevator Renewals | - | - | - | - | 5,000 |
| Library Cultural Centre Envelope System Renewals | - | - | 3,000 | - | - |
| Richmond Curling Club Priority Repairs | 4,000 | - | - | - | - |
| Richmond Ice Centre Building Improvements | - | 4,000 | - | - | - |
| Richmond Ice Centre Interior Renewals | 4,500 | - | - | - | - |
| Richmond Ice Centre Roof Replacement - North Roof | - | - | - | 6,000 | - |
| Richmond Ice Centre Roof Replacement - South Roof | - | - | - | - | 6,000 |
| Works Yard Replacement - Phase 2 | - | 50,000 | - | - | - |
| Works Yard Replacement - Phase 3 | - | - | - | 30,000 | - |
| Total Building | \$17,250 | \$76,000 | \$22,500 | \$44,700 | \$31,500 |
| Heritage | | | | | |
| Britannia Shipyards - Seine Net Loft - Roof, Envelope and Structural Renewals | 10,500 | - | - | - | - |
| Japanese Duplex Restoration and Fit Out | - | 5,800 | - | - | - |
| Phoenix Net Loft Program Implementation | - | 16,000 | - | - | - |
| Steveston Post Office and Museum Infrastructure Renewals | - | - | 500 | - | - |
| Total Heritage | \$10,500 | \$21,800 | \$500 | \$ - | \$ - |
| Total Building Program | \$27,750 | \$97,800 | \$23,000 | \$44,700 | \$31,500 |

| | 2025 | 2026 | 2027 | 2028 | 2029 |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|
| Parks Program | | | | | |
| Parkland | | | | | |
| Parkland Acquisition | - | 5,000 | 5,000 | 5,000 | 4,000 |
| Total Parkland | \$ - | \$5,000 | \$5,000 | \$5,000 | \$4,000 |
| Parks | | | | | |
| East Richmond Court Repairs | - | - | 750 | - | - |
| Garden City Community Park Gathering Space | 300 | - | - | - | - |
| Garden City Lands - Phase 4 | - | - | - | - | 1,000 |
| Hugh Boyd Community Park Playground Renewal | 1,500 | - | - | - | - |
| Lulu Island Park - Detailed Design Phase | - | 2,000 | 750 | - | - |
| Minoru Park Central Amenity Space: Phase One Construction | - | - | - | - | 500 |
| Minoru Park Clement Track Assessment and Improvement Concept | 100 | - | - | - | - |
| Minoru Park Clement Track Safety Improvements | - | 100 | - | - | - |
| Minoru Park Field 2 Synthetic Turf Replacement | - | - | 750 | - | - |
| Minoru Park Latrace Field Synthetic Turf Replacement | - | - | - | 1,580 | - |
| Minoru Park Tree Resilience Plan | - | 350 | - | - | - |
| Parks Advance Planning and Design | 600 | 600 | 600 | 500 | 500 |
| Parks Ageing Infrastructure Replacement Program | 400 | 500 | 600 | 500 | 500 |
| Parks General Development | 650 | 500 | 500 | 500 | 500 |
| Parks Identity and Wayfinding Signage Program | - | 150 | - | 150 | - |
| Pickleball Court Construction | 800 | - | - | - | - |
| Playground Replacement Program | - | 600 | 600 | 600 | 600 |
| South Dyke Trail Enhancements (around Crown Packaging) | 400 | - | - | - | - |
| Total Parks | \$4,750 | \$4,800 | \$4,550 | \$3,830 | \$3,600 |
| Total Parks Program | \$4,750 | \$9,800 | \$9,550 | \$8,830 | \$7,600 |
| Land Program | | | | | |
| Land | | | | | |
| Strategic Real Estate Acquisition | 11,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Total Land Program | \$11,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 |

| | 2025 | 2026 | 2027 | 2028 | 2029 |
|--|------------------|------------------|------------------|------------------|------------------|
| Equipment Program | | | | | |
| Vehicle Replacement | | | | | |
| Vehicle and Equipment Reserve Purchases (PW and Corporate Fleet) | 3,377 | 2,981 | 4,868 | 4,030 | 4,433 |
| Total Vehicle Replacement | \$3,377 | \$2,981 | \$4,868 | \$4,030 | \$4,433 |
| Fire Vehicle | | | | | |
| Fire Vehicle Replacement Reserve Purchases | 287 | 3,005 | - | 97 | 302 |
| Fire Vehicle Replacement Reserve Purchases - Additional Funding | 5,000 | - | - | - | - |
| Total Fire Vehicle | \$5,287 | \$3,005 | \$ - | \$97 | \$302 |
| Equipment | | | | | |
| CCTV Equipment | 600 | - | - | - | - |
| Electric Vehicle DC Fast Charging Station Installations | 7,000 | - | - | - | - |
| Fire Equipment Replacement from Reserve | 673 | - | 130 | 2,500 | - |
| GHG and Energy Management Projects | 550 | 550 | 550 | 550 | 550 |
| Parking Meter Replacement | 600 | 614 | - | - | - |
| Public Safety Camera System – Phase 1 | 2,493 | - | - | - | - |
| Total Equipment | \$11,916 | \$1,164 | \$680 | \$3,050 | \$550 |
| Total Equipment Program | \$20,580 | \$7,150 | \$5,548 | \$7,177 | \$5,285 |
| Information Technology Program | | | | | |
| Information Technology | | | | | |
| Annual Hardware Refresh | 748 | 1,090 | 418 | 728 | 420 |
| City Hall Meeting Room AV Equipment Upgrades | 182 | - | - | - | - |
| Cross Connection Control Program Online Portal | 135 | - | - | - | - |
| Document and Records Management System Modernization | 3,440 | - | - | - | - |
| Oracle RAC Server Refresh | 442 | - | - | - | - |
| Permit Optimization Project | - | - | 886 | - | - |
| Roads Asset Modelling - Phase 2 | - | 700 | - | - | - |
| Server Replacement | 150 | - | - | - | - |
| Total Information Technology Program | \$5,097 | \$1,790 | \$1,304 | \$728 | \$420 |
| Contingent External Contributions | | | | | |
| Contingent External Contributions | | | | | |
| Contingent External Contributions | 20,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Total Contingent External Contributions | \$20,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 |
| Grand Total | \$152,581 | \$217,755 | \$131,247 | \$145,679 | \$134,086 |

CITY OF RICHMOND
5 YEAR CAPITAL PLAN BY PROGRAM (2025 – 2029) NOT RECOMMENDED FOR FUNDING
(in \$000s)

| | 2025 | 2026 | 2027 | 2028 | 2029 |
|---|----------------|----------------|----------------|----------------|----------------|
| Infrastructure Program | | | | | |
| Roads | | | | | |
| Bridge Improvement Program | 300 | - | - | - | - |
| Citywide Connector Walkway Improvement Program | - | - | 250 | - | - |
| Supplementary Asphalt Re-Paving Program - Non-MRN | - | 2,000 | 2,000 | 2,000 | - |
| Total Roads | \$300 | \$2,000 | \$2,250 | \$2,000 | \$ - |
| Total Infrastructure Program | \$300 | \$2,000 | \$2,250 | \$2,000 | \$ - |
| Building Program | | | | | |
| UPS Replacement | 450 | - | - | - | - |
| Total Building Program | \$450 | \$ - | \$ - | \$ - | \$ - |
| Parks Program | | | | | |
| Cricket Amenities | - | 200 | - | - | - |
| London Steveston Softball Diamond Construction | - | - | - | 2,500 | - |
| Lulu Island Park – Phase 1 Construction | - | - | - | 5,000 | - |
| Lulu Island Park – Phase 2 Construction | - | - | - | - | 5,500 |
| McDonald Beach Boat Basin Dredging | 425 | - | - | - | - |
| Minoru Park Playground Construction Services | - | 2,000 | - | - | - |
| Park Shelter and Shade Program | 500 | - | 500 | - | 500 |
| Pickleball Court Construction | - | 1,200 | - | - | - |
| Richmond Nature Park Bog Restoration | - | 500 | - | - | - |
| Richmond Nature Park Enhancements | - | 500 | - | - | - |
| Synthetic Turf Multi-Sport Field | - | - | 4,300 | - | - |
| Terra Nova Slough Habitat Enhancement | - | - | 1,000 | - | - |
| Trail Network Enhancements | 200 | - | - | - | - |
| Total Parks Program | \$1,125 | \$4,400 | \$5,800 | \$7,500 | \$6,000 |
| Information Technology Program | | | | | |
| Business Licencing Improvements | 140 | - | - | - | - |
| City Invoice Online Payment Solution | 312 | - | - | - | - |
| PeopleSoft nVision Report Assessment | 128 | - | - | - | - |
| Total Information Technology Program | \$580 | \$ - | \$ - | \$ - | \$ - |
| Grand Total | \$2,455 | \$6,400 | \$8,050 | \$9,500 | \$6,000 |

The following is an overview of the major Capital programs proposed for the years 2026 to 2029.

INFRASTRUCTURE PROGRAM

Flood Protection and Dike Improvements (2026–2029: \$29,062,100)

The City has 49 km of perimeter dike and 39 drainage pump stations that provide the City with flood protection from ocean storm surges and freshets. This project includes flood protection improvements at priority locations to maintain or increase current flood protection service levels. Dike construction works includes, but is not limited to, dike raising, structural rehabilitation, re-grading and dike re-armouring at priority locations.

Disaster Mitigation and Adaptation Fund Infrastructure Upgrades (2026: \$13,234,000)

The City invests in major disaster mitigation infrastructure to contribute to the Province of British Columbia and Canada's economic growth, public safety and ability to build a community more resilient to climate change. This project includes the design and construction of drainage pump station upgrades and perimeter dike raising included in the Disaster Mitigation and Adaptation Fund grant. The project will be completed in multiple phases, with all work to be completed by 2028.

Steveston Highway Multi-Use Pathway, Shell Road to No. 5 Road (2026 - \$5,700,000)

This project involves extension of cycling infrastructure east of the approved Steveston Highway MUP from Shell Road to No. 5 Road. This will connect the Ironwood village neighbourhood and the nearby residential development to over 15km of contiguous protected cycling facilities across the City.

Primary project works will include paving of the asphalt path and associated concrete works, pedestrian crossing enhancements, road paving, above-ground utility relocations and tree and landscaping modifications where required.

Richmond Park Sanitary Pump Station Upgrade (2026: \$1,500,000)

This project will upgrade the Richmond Park Sanitary Pump Station to support the potential for future local redevelopment. The scope of work for this project will include major upgrades of the station's ageing mechanical and electrical components. The pump station upgrade will be designed to service the projected 2041 OCP population in the catchment area, and the project requirements will be determined in a technical assessment to be carried out in 2025.

Turner North Sanitary Pump Station Upgrade (2027: \$1,600,000)

This project will upgrade the Turner North Sanitary Pump Station to extend its service life. The existing pump station is over 40 years old and will require major upgrades due to ageing mechanical and electrical systems, as well as differential settlements. The scope of the project will include major upgrades of the station's ageing mechanical and electrical components. Detailed project requirements will be determined in a technical assessment to be carried out in 2025.

BUILDING PROGRAM

Works Yard Replacement (2026–2028: \$80,000,000)

In July 2023, Council approved the existing Lynas Lane location as the site for the Works Yard Replacement project.

The Works Yard is critical to operations, emergency response and disaster recovery, supporting services, equipment, and materials that are fundamental for the operations and maintenance of the City's infrastructure. The existing Works Yard facilities and infrastructure do not meet modern building code standards, are not constructed to post-disaster standards and are constructed below current floodplain construction levels. These deficiencies will restrict or eliminate the City's ability to respond and recover from a significant seismic or flood event until the replacement facility is constructed.

In order to maintain existing operations at the Works Yard, the project will be delivered in multiple phases, over an estimated 7 to 10 years. The plan includes demolishing current structures, designing and constructing new buildings, storage facilities, and parking.

In July 2024, Council adopted Project Guiding Principles to support decision-making and provide overall direction for engagement and design development throughout the multi-phase project. These Guiding Principles and key design parameters will shape the project's iterative and progressive engagement plan.

PARKS PROGRAM

Lulu Island Park Design (2026–2027: \$2,750,000)

These capital requests follow the Park's master planning process beginning in 2025 and will allow the City to begin to secure funding for the future phases for Lulu Island Park. 2026 will see the commencement of design, detailed site assessments, site works and continuous preparation of a five-year budget.

The concept for Lulu Island Park was approved by Council in 2007 and was incorporated in the City Centre Area Plan in 2009. Lulu Island Park is envisioned as the City's premier downtown park and a crucial part of its waterfront, supporting formal and informal recreation, cultural events, enhanced ecological values and heritage interpretation. Sustained population growth in the City Centre demonstrates the need for this park, which is expected to serve as a catalyst for development in the adjacent commercial zone. To date, the City has fully completed the acquisition of all related properties that will make up the 37-acre park.

East Richmond Court Repairs (2027: 750,000)

The proposed project at Odlin Neighbourhood Park, Odlinwood Neighbourhood Park, and Hamilton Community Parks aims to enhance the community's recreational facilities by replacing the aging asphalt court surfaces. This includes localized base and crack repairs, installation of a new Plexipave acrylic coating, drainage improvements, and the potential addition of a tennis practice wall at Hamilton Community Park. New court accessories will also be installed to improve usability and overall experience.

LAND PROGRAM

Strategic Real Estate Acquisition (2026–2028: \$40,000,000)

Funds for land acquisition to meet the Council Approved Strategic Real Estate Investment Plan. Availability of funds in the capital budget provides the ability to act quickly when necessary, without having to wait for the financial plan amendment which is typically presented to Council in the fall of each year.

EQUIPMENT PROGRAM**Vehicle and Equipment Reserve Purchases (Public Works and Corporate Fleet) (2026–2029: \$16,312,121)**

In accordance with Sustainable Green Fleet Policy 2020, vehicles are eligible for the annual replacement project based on their age and condition. The replacement process of ageing fleet is to establish needs and develop specifications for vehicle/equipment replacements, send bid information out to the marketplace, evaluate submissions and award accordingly.

INFORMATION TECHNOLOGY PROGRAM**Annual Hardware Refresh (2026–2029: \$2,656,335)**

The City maintains the best practice of replacing ageing computer hardware on a defined schedule to mitigate the effects of equipment failure. For our desktop and laptop environment, this schedule is based on a five-year refresh cycle. These assets are depreciated and written off after disposal approvals have been received. The City either trades in older assets or disposes them in a certified, environmentally sound manner.

This project scope is to perform the scheduled replacement of end-of-life City computer hardware, which includes desktops, laptops, monitors (desktop and video conferencing enabled), docking stations, smart phones and iPads.

| Abbreviation | Full Form |
|---------------------|--|
| 5YFP | 5 Year Financial Plan |
| APS | Accessible Pedestrian Signal |
| AI | Artificial Intelligence |
| AMANDA | AMANDA Case Management and Compliance System |
| AR | Accounts Receivable |
| AV | Audiovisual |
| BPMS | Backflow Prevention Management Software |
| CBI | Capital Building and Infrastructure Reserve |
| CCTV | Closed Circuit Television |
| CPR | Cardiopulmonary Resuscitation |
| CPI | Consumer Price Index |
| DC | Direct Current |
| DCC | Development Cost Charges |
| DCFC | Direct Current Fast Chargers |
| EV | Electrical Vehicle |
| GHG | Greenhouse Gas |
| HPS | High Pressure Sodium |
| HVAC | Heating, Ventilation, and Air Conditioning |
| ICBC | Insurance Corporation of British Columbia |
| IT | Information Technology |
| LED | Light-Emitting Diodes |
| LTFMS | Long Term Financial Management Strategy |
| MRN | Major Road Network |
| MUP | Multi-Use Pathway |
| NRBCPI | Non-Residential Building Construction Price Index |
| OBI | Operating Budget Impact |
| OCP | Official Community Plan |
| OIC | Officer In Charge |
| OIPC | Office of the Information and Privacy Commissioner |
| OMR | Operations, Maintenance, and Rehabilitation |
| Oracle RAC | Oracle Real Application Clusters |
| Plan | The Proposed 5 Year Capital Plan |
| POSS | Parks and Open Space Strategy |
| PPE | Personal Protective Equipment |
| PSCS | Public Safety Camera System |
| PW | Public Works |
| RCMP | Royal Canadian Mounted Police |
| REDMS | Richmond's Electronic Document Management Software |

| Abbreviation | Full Form |
|---------------------|--|
| Revolving Fund | Capital Reserve (Revolving Fund) |
| RFR | Richmond Fire-Rescue |
| RPL | Richmond Public Library |
| RSA | Rate Stabilization Account |
| RT | Review Team |
| RTS | Richmond Trail Strategy |
| SCADA | Supervisory Control and Data Acquisition |
| SCBA | Self Contained Breathing Apparatus |
| SMT | Senior Management Team |
| TMC | Traffic Management Centre |
| UPS | Uninterruptable Power Supply |



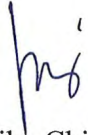
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|--------------|---|--------------|---------------------------|
| To: | Finance Committee | Date: | November 19, 2024 |
| From: | Mike Ching, CPA, CMA Director, Finance | File: | 03-0970-01/2024-Vol 01 |
| Re: | 2025 Proposed Operating Budget | | |

Staff Recommendations:


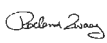

That:

1. The 2025 Proposed Operating Budget as presented in Budget Option 1 for a total of 5.86% be approved as outlined below:
 - a. A same level of service budget increase of \$6,115,400 after tax growth with a tax increase of 1.99% be approved; and
 - b. Ongoing funding for expenditures previously approved by Council totaling \$5,675,000 as presented in *Table 11* on page 22 with a tax increase of 1.85% be approved; and
 - c. Emerging organizational additional levels in the amount of \$2,647,135 as presented in Attachments 9, 10, 11, and 12 of the staff report titled 2025 Proposed Operating Budget with a tax increase of 0.86% be approved; and
 - d. The Rate Stabilization Account be used to pay for the one-time initial capital costs for the recommended additional levels from Attachment 11 and 12 totaling \$246,688 be approved; and
 - e. Transfer to reserves for Investment in Community Facilities as per Council's Long Term Financial Management Strategy in the amount of \$3,066,765 with a tax increase of 1.00% be approved; and
 - f. Senior level government and other government agency increase of \$2,121,638 with a tax increase of 0.69% be approved; and
 - g. Use of reserves for program expenditures for Affordable Housing, Child Care and Public Art programs of \$1,442,191 as presented in Attachment 8 on page 59 be approved; and
 - h. Operating budget impacts totalling \$368,774 with a tax increase of 0.12% be approved; and
 - i. The Rate Stabilization Account be used to reduce the overall impact of additional operating costs for a total of \$2,000,000 resulting in a tax decrease of 0.65% be approved; and

- 2. The 2025 Operating Budget as approved be included in the Consolidated 5 Year Financial Plan (2025-2029).



Mike Ching, CPA, CMA
Director, Finance
(604-276-4137)

| | |
|--|---|
| REPORT CONCURRENCE | |
| CONCURRENCE OF GENERAL MANAGER  | |
| REVIEWED BY SMT | INITIALS:  |
| APPROVED BY CAO  | |

Executive Summary

Subsection 165(1) of the *Community Charter* requires the City to adopt a 5 Year Financial Plan (5YFP) Bylaw. The 2025 Operating Budget forms the basis of the City's 5YFP. In preparing that plan, the City reviews market forces and cost pressures to develop a budget that reflects Council's strategic goal of Responsible Financial Management and the efficient use of public resources to meet community needs.

Staff is recommending a 2025 Proposed Operating Budget tax increase of 5.86% (*Table 1*). This will result in an increase of approximately \$128 in municipal taxes for an average residential property with an assessment value of \$1,306,478 (based on 2024 assessment value and tax rates).

The proposed budget increase is driven by several factors:

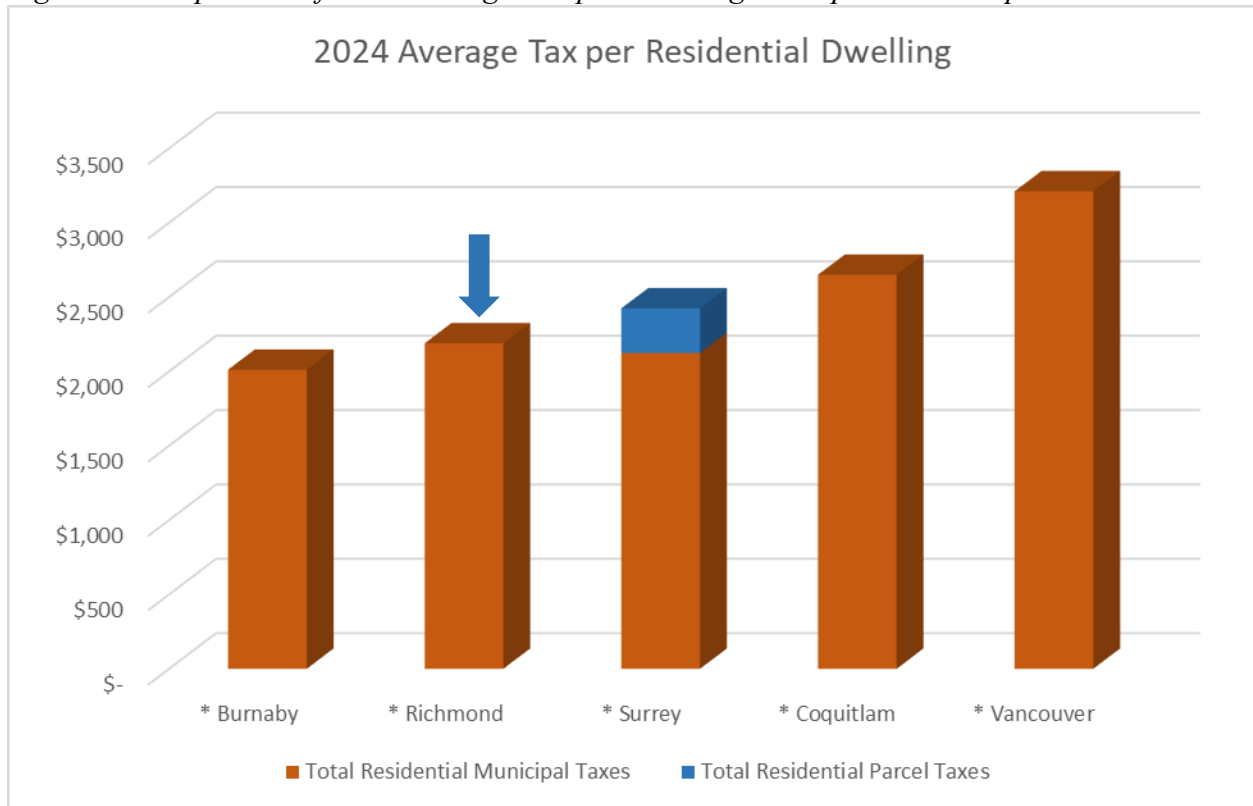
- Increases in labour costs due to negotiated collective agreements for 2024 and 2025.
- Changes in benefit obligations for union staff, as well as adjustments to auxiliary wages for Parks, Recreation and Culture, are also included in the proposed budget.
- Increased labour costs for Richmond RCMP detachment along with policing vehicles, equipment, supplies, training and the PRIMECorp System.
- An additional six RCMP officers and two municipal support staff for Richmond.
- Additional Fire Prevention Captains to comply with the new Fire Safety Act.
- Increase in E-Comm fees for the operation of the emergency 911 service.
- Utilization of the Rate Stabilization Fund to reduce the 2025 tax impact.
- 1.00% increase in community infrastructure investment in accordance with Council's Long Term Financial Management Strategy (LTFMS).

Table 1: 2025 Proposed Operating Budget

| | Budget Component | Total 2025 Operating Budget Increase (in '000s) | Tax Impact | Equivalent for Average Residential Property |
|--|---|---|--------------|---|
| 1 | Same Level of Service Increase (LTFMS target of 2.10%) (see page 18) - Includes reserve funded programs (see Attachment 8, page 59) | \$6,115 | 1.99% | \$43 |
| 2 | Previously Approved Expenditures (see page 22) - Impacts from the collective agreement for 2024 - Amounts deferred from the 2024 Operating Budget through utilization of Rate Stabilization Account - Auxiliary Rate Adjustment – PRC Division - Steveston Community Centre and Library Replacement OBI Phase-in (Year 3 of 4) | 5,675 | 1.85% | 40 |
| 3 | Emerging Organizational Additional Level Increases - Externally Funded Items (see Attachment 9, page 64) - OBI from Previously Approved Capital budget (see Attachment 10, page 71) - No Tax Impact Positions (see Attachment 11, page 72) - Recommended Emerging Organizational Additional Levels (see Attachment 12, page 74) | 2,647 | 0.86% | 19 |
| 4 | Investment in Community Facilities (Transfer to Reserves) (see page 23) | 3,067 | 1.00% | 22 |
| LTFMS Policy: Same Level of Service, Previously Approved Expenditures, Additional Levels, and 1% Infrastructure Replacement Needs | | 17,504 | 5.70% | 124 |
| 5 | External Senior Government Increases (see page 25): - Community Safety Cost-Sharing Obligations - Canada Pension Plan Enhancements - WorkSafeBC Rate Increases | 2,122 | 0.69% | 15 |
| 6 | Operating Budget Impacts (see page 26) - OBI from 2025 Capital Budget | 369 | 0.12% | 3 |
| 7 | - Proposed Rate Stabilization (see page 27) | (2,000) | (0.65%) | (14) |
| Subtotal of External Senior Government, Operating Budget impacts and Rate Stabilization | | \$491 | 0.16% | 4 |
| 2025 Proposed Operating Budget Increase | | \$17,995 | 5.86% | |
| Annual equivalent tax increase for average residential property | | | | \$128 |

The City has kept property taxes below the average amongst other Metro Vancouver municipalities (*Figure 1*).

Figure 1: Comparison of 2024 Average Tax per Dwelling - Comparator Group

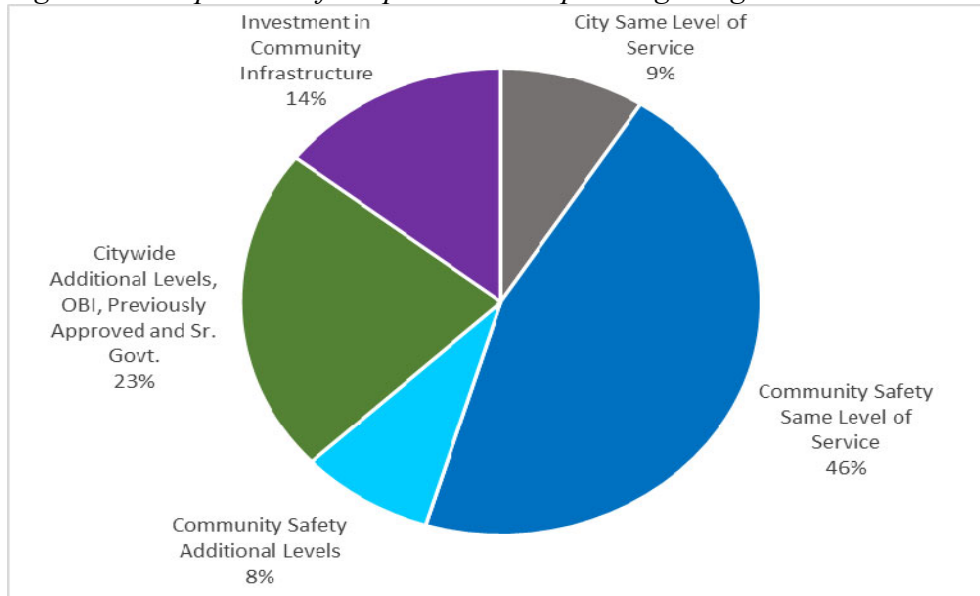


Council’s LTFMS policy is that the tax increase to maintain current programs and maintain existing infrastructure at the same level of service will be at Vancouver’s Consumer Price Index (CPI) rate. 2025 CPI forecasts for Vancouver are estimated at 2.10%. The City continually reviews its programs and services to identify service improvements and cost reductions, and ensure fees charged are in line with the current market. Staff were directed to identify opportunities to reduce the budget while maintaining service levels, increase revenue estimates where possible, and reallocate existing resources to reflect emerging needs. Staff also aggressively pursued external grant funding opportunities to offset increases in the operating budget. Attachment 9 (page 64) summarizes the applications awarded to the City.

Staff have prepared three budget options and recommend Council approve Budget Option 1, (*Figure 2*). Of the proposed budget:

- 53.95% supports Community Safety
- 31.60% reflects City wide operating budget increases
- 14.45% is allocated to investment in community infrastructure

Figure 2: Components of Proposed 2025 Operating Budget Increase



Labour cost, including the RCMP, represents approximately 80.66% of the City’s operating expense increase. Attachment 4 (page 48) summarizes the municipal tax dollar breakdown to maintain the same level of service (without proposed additional levels and OBI). Community Safety continues to be the largest component of the budget with approximately 40 cents of every municipal tax dollar collected spent on policing and Fire Rescue services.

For discussion of alternative budget options, refer to pages 27-31.

The 2025 Operating Budget, as approved by Council, will form the basis of the Consolidated 5 Year Financial Plan as required under the Community Charter. Based on preliminary assumptions, Table 2 provides estimated increases for the years 2026-2029. The estimates for 2026-2029 are based on information currently available and will be revised each budget year.

Table 2: Proposed 5 Year Financial Plan (2025-2029)

| Proposed 5 Year Financial Plan | 2025 Budget | 2026 Plan | 2027 Plan | 2028 Plan | 2029 Plan |
|---|--------------|--------------|--------------|--------------|--------------|
| Same Level of Service Before Transfer to Utility Budget | 2.26% | 2.00% | 2.00% | 2.10% | 2.10% |
| Less: Transfer to Utility Budget | (0.27%) | - | - | - | - |
| Same Level of Service Increase | 1.99% | 2.00% | 2.00% | 2.10% | 2.10% |
| Investment in Community Infrastructure | 1.00% | 1.00% | 1.00% | 1.00% | 1.00% |
| External Senior Government Related Increases | 0.69% | 0.55% | 0.38% | 0.40% | 0.37% |
| Emerging Organizational Additional Levels | 0.82% | 0.51% | 0.51% | 0.50% | 0.40% |
| Operating Budget Impact from Capital Budget | 0.16% | 0.20% | 0.18% | 0.18% | 0.18% |
| Council Previously Approved Expenditures | 1.85% | 0.69% | 0.55% | 0.39% | 0.12% |
| Less: Rate Stabilization | (0.65%) | (0.45%) | (0.30%) | (0.15%) | 0.00% |
| Proposed Operating Budget Increase | 5.86% | 4.50% | 4.32% | 4.42% | 4.17% |

Staff Report

Origin

Subsection 165(1) of the *Community Charter* requires the City to adopt a 5 Year Financial Plan (5YFP) Bylaw. The 2025 Operating Budget forms the basis of the City's 5YFP. Under the *Community Charter*, the City is prohibited from incurring any expenditure unless the expenditures have been included for that year in its financial plan, and the City is required to provide a balanced budget. Under section 165 of the *Community Charter*, the financial plan cannot plan for a deficit. In addition, any deficit that results from one year needs to be included in the financial plan the following year.

Pursuant to Council Policy 3016, the operating and capital budgets and the five year financial plan must be presented to Council by the first Council Meeting in January in which the annual budget is being prepared. It is also prudent to approve the budgets prior to the start of the budget year in order for staff to have clear direction on budget and spending authorization from the start of the fiscal year. External organizations that evaluate the fiscal management of Canadian municipalities have acknowledged Richmond's commitment to this best practice.

The 2025 Proposed Operating Budget ("Budget") applies the principles of Council's Long Term Financial Management Strategy (LTFMS) (Policy 3707), which was originally adopted in 2003: "*Tax increases will be at Vancouver CPI rate (to maintain current programs and maintain existing infrastructure at the same level of service) plus 1% towards infrastructure replacement needs.*"

This report supports Council's 2022-2026 Strategic Plan #4 Responsible Financial Management:

Responsible financial management and efficient use of public resources to meet the needs of the community.

4.1 Ensure effective financial planning to support a sustainable future for the City.

4.2 Seek improvements and efficiencies in all aspects of City business.

4.3 Foster community trust through open, transparent and accountable budgeting practices and processes.

4.4 Work with all levels of governments for grant and funding opportunities.

Council's 2022-2026 Strategic Plan is summarized in Attachment 1.

Analysis

Environmental Scan

Economic Outlook

Global growth is slow and relatively steady, with the notable absence of a recession.

In the context of the global forecast, Canada is aligned with the slowing growth observed and predicted to continue. Real Gross Domestic Product (GDP) is expected to remain stable at 1.2% in 2024 before rising to 2.1% in 2025. Household savings rates continue to be higher than pre-pandemic levels, and both home and vehicle sales have started to increase within the last few months. While the unemployment rate has also increased, this is related in part to population increases, which have, in turn, supported consumption through increased demand. Inflation in Canada is continuing to moderate and is expected to stabilize around the 2.00% target in the medium term.

British Columbia, like Canada, is facing slowing growth. Economic growth in the province is forecast at 1% for 2024, eventually increasing to 2% in 2025 and 2.3% in 2026. Inflation in B.C. is also following the national downward trajectory, with growth of the Consumer Price Index (CPI) expected to decrease to 2.7% year-over-year in 2024, 2.2% in 2025, and 2.2% in 2025. The primary downside risks to B.C.'s economic outlook include ongoing price pressures that could keep interest rates elevated for a longer period, while at the same time there is some risk of pent-up consumer demand driving inflation as interest rates decrease. Challenges related to the housing market also persist.

Metro Vancouver's GDP is anticipated to grow by 1.1% in 2024, before increasing to 2.5% in 2025 and 2.7% in 2026. This marks the smallest annual increase in growth since the pandemic but reflects the fact that the local economy is on par with the Canadian and provincial estimates. Inflation growth in Metro Vancouver is also anticipated to closely mirror national and provincial trends. Price growth has been easing, approaching the Bank of Canada's target rate of 2.00%. The CPI projection for Vancouver as published by the Conference Board of Canada in their autumn forecast is 2.10%.

In Richmond, the city benefits from a well-diversified economy, which supports resiliency and assists in navigating the current low growth environment. Businesses across sectors continue to face challenges including labour shortages, elevated capital costs and high input costs for both goods and services. That said, economic activity in Richmond continues to be strong, with a number of existing businesses looking to grow and others interested in setting up operations in the city. Industrial vacancy rates are starting to ease after a long period of record lows, while office vacancy rates are now closely aligned with the Metro Vancouver average. Slow but steady growth is anticipated in 2025, reflecting global and regional economic trends.

These external economic conditions influence the City's operations and financial situation. For example, the organization faces high costs for services and materials due to the extended period of inflationary pressures. Competition for labour remains challenging, especially for certain skillsets and amidst attractive private sector compensation packages. Contracted services, such as

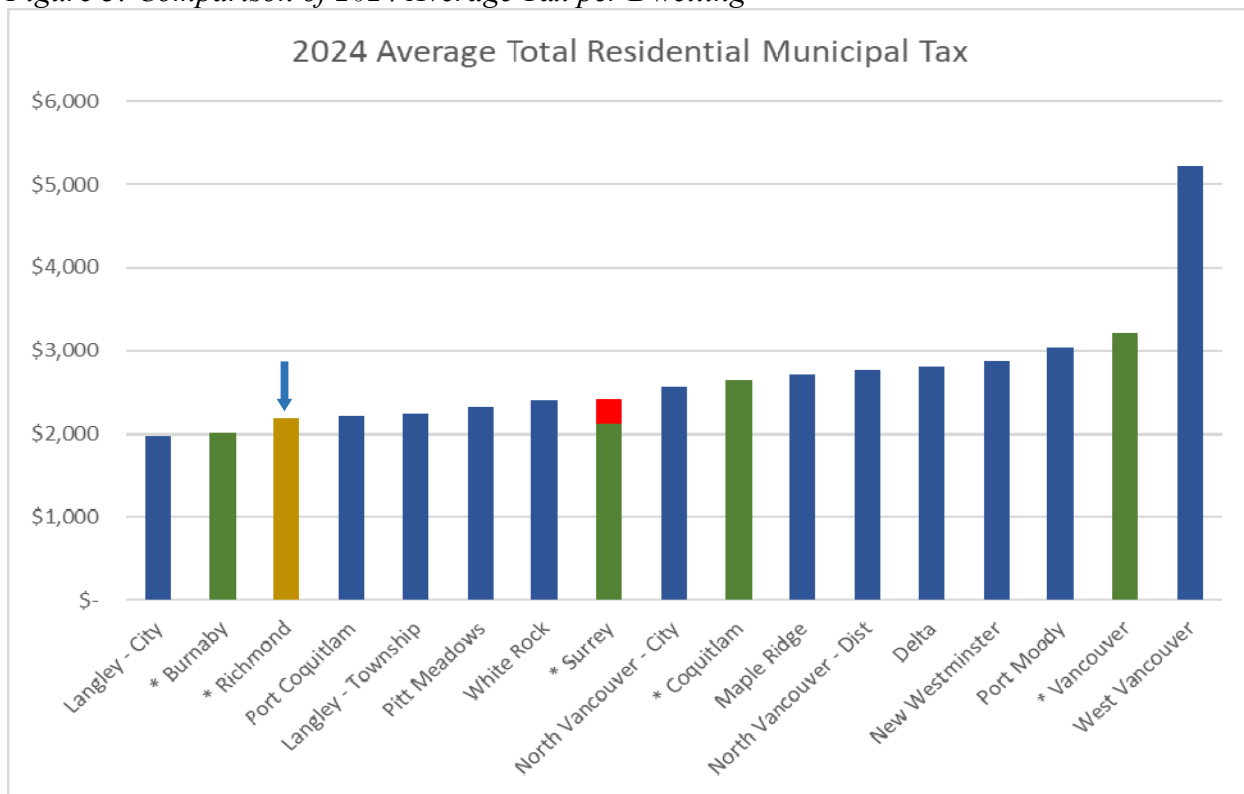
the RCMP, are also subject to cost increases outside of the City’s control. The factors discussed in this economic outlook were considered as part of the City’s 2025 budget preparation.

Please refer to Attachment 2 for further information on the Economic Outlook.

Taxation

The City has kept property taxes below the average amongst other Metro Vancouver municipalities. Compared to the 17 municipalities in Metro Vancouver, the 2024 average taxes per dwelling in Richmond ranks as the third lowest at \$2,189 annually. Within the comparator group of Vancouver, Coquitlam, Burnaby and Surrey, Richmond has the second lowest average tax per dwelling. *Figure 3* shows the comparison of all Metro Vancouver municipalities.

Figure 3: Comparison of 2024 Average Tax per Dwelling

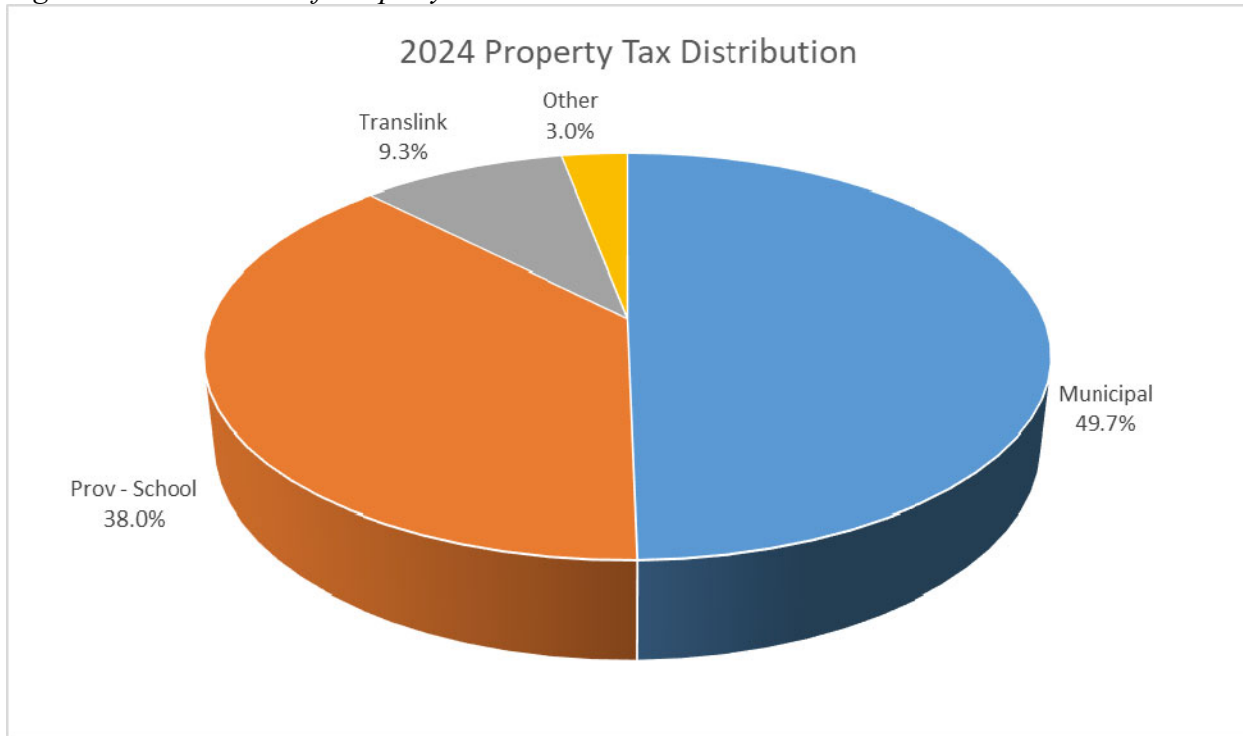


* Denotes Comparator group

Taxes Collected for Other Government Agencies

Over half of the property tax bill that is collected is on behalf of other agencies. Council has no control over these levies; the City is obligated to collect these and remit directly to the taxing authorities. *Figure 4* shows that in 2024, 50.31% of the residential tax bill was comprised of levies collected for other taxing jurisdictions including TransLink, School Board, Metro Vancouver, BC Assessment and Municipal Finance Authority.

Figure 4: Distribution of Property Taxes



Municipal Portion of Property Tax

Just under half of the property tax bill goes toward programs and services that are directly delivered or contracted by the City. In 2024, 49.69% of the residential tax bill was for municipal costs. Attachment 4 provides a breakdown of the 2025 municipal tax dollar – same level of service (without 2025 proposed OBIs and additional levels, which are subject to Council approval). Community Safety continues to be the largest component of the budget with approximately 40 cents of every municipal tax dollar collected spent on Policing and Fire rescue services. Over 13 cents is allocated toward Project Development and Facility Services in order to ensure facilities are adequately maintained, including community facility infrastructure replacement needs (refer to Investment in Community Facilities Infrastructure on page 23). All services are fundamental to the residents’ quality of life and to support the local economy and vibrancy within the community.

Transfer of Operations and Maintenance Costs to the Flood Protection Utility

Council approved the 2025 Utility Budget on November 12, 2024, which includes the Water Utility, Sanitary Sewer Utility, Flood Protection Utility and Sanitation and Recycling Utility.

In 2024, the Dike Brushing and Repair Program was included in Roads operations and maintenance expenditures within the Operating Budget. With program activities directly related to maintaining flood protection infrastructure, it is appropriate that this program is reorganized under the Flood Protection operations and maintenance budget. As referenced in the 2025 Utility Budget, there is a corresponding reduction of \$831,000 to the City’s 2025 Operating Budget as a result of moving this program to the Flood Protection Utility.

Long Term Financial Management Strategy (LTFMS)

External Debt

At its meeting on May 9, 2022, Council approved the final step in the process to borrow \$96.0 million with an interest rate of 4.09% in order to provide funding for the Steveston Community Centre and Library replacement project, with payments amortized over 20 years. The loan proceeds were received in September 2022 and annual debt payments of \$7.3 million commenced in 2023.

The City previously borrowed \$50.0 million at an interest rate of 3.30%, amortized over a 10-year term, which was utilized to partially fund the Minoru Centre for Active Living. The final debt payment on this loan was made in 2024.

During the period of time that debt servicing payments were required on both loans, funding from surplus was utilized in order to avoid any additional tax impact related to servicing the annual payments of \$7.3 million. \$6.4 million of the annual debt payment is funded from an allocation gaming revenue with the remainder of \$0.9 million funded by property taxes.

Gaming Revenue

As a host local government to the River Rock Casino, the City receives 10.00% of net casino revenue. The amount received is not within the City's control, however Council has full discretion over how to allocate these funds. In the 2024 Budget it was estimated that \$12.5 million revenue would be received. Actual receipts have trended slightly below this amount, therefore it is proposed to reduce the budget to \$11.5 million. *Table 3* summarizes the proposed allocation of gaming revenue in comparison to 2024, which continues to comply with Council's LTFMS.

Table 3: Casino Funding Allocation (in \$000s)

| Casino Funding | Allocation | 2025 Proposed Budget | 2024 Budget | Change |
|---------------------------------------|------------|----------------------------|-----------------|----------------|
| Debt Servicing | Fixed | \$6,400 | \$6,400 | - |
| Grants | 25.00% | 2,875 | 3,125 | (250) |
| Operating (RCMP) | 4 Officers | 979 | 914 | 65 |
| Council Community Initiatives Account | 2.00% | 230 | 250 | (20) |
| Capital Reserve | Remainder | 1,016 | 1,811 | (795) |
| Total | | \$11,500 | \$12,500 | (1,000) |

Grants

After adjusting the estimated gaming revenue budget, holding the allocation toward grants at 25.00% still provides sufficient funding for all grant contributions and programs in 2025. As the majority of grants are indexed to inflation, based on current CPI projections, this allocation amount would provide partial funding for the grants program for 2026; the remaining balance would be funded by the Grants Provision which has a balance of \$5.9 million as of October 31,

2024. This funding source would be drawn upon to supplement funding for the grants program until 2038. Due to the uncertainty in the amount of casino revenue that will be received each year, the grants may need to be funded by taxation sources in the future. *Table 4* summarizes the contributions and grants funded by Gaming Revenue.

Table 4: Grants Funded by Gaming Revenue (in \$000s)

| Grants Funded by Gaming Revenue | Amount |
|--|----------------|
| Approved Contributions: | |
| Gateway Theatre contribution | \$1,514 |
| Richmond Centre for Disability contribution | 204 |
| Richmond Therapeutic Equestrian Society contribution | 69 |
| Approved Contributions | \$1,787 |
| City Grants Program: | |
| Health, Social and Safety grants | 698 |
| Arts, Culture and Heritage grants | 130 |
| Parks and Recreation grants | 126 |
| Various Youth Grants | 59 |
| Community Environmental Enhancement | 38 |
| City Grants Program | \$1,051 |
| Grants Provision for Future Grants | 37 |
| Total | \$2,875 |

RCMP

Since 2007, a portion of gaming revenue has been allocated to contribute towards policing costs. At that time Council approved directing a portion of this new source of revenue toward the cost of policing within the City in order to reduce the tax impact. This allocation has remained fixed at funding the cost of four officers as originally approved, with the amount rising each year in accordance with the RCMP contract. There is no change to this portion of the allocation model; however, due to the uncertainty in the amount of casino revenue that will be received combined with rising RCMP contract costs, this may need to be funded by taxation sources in the future.

Council Community Initiatives

The Council Community Initiatives Account provides funding for one-time expenditures that address social, environmental, recreation and sports, heritage, arts and culture, safety and security, or infrastructure needs. No change is proposed to this portion of the allocation model. The Council Community Initiatives Account Provision has a balance of \$1.2 million as of October 31, 2024.

Capital Reserve

The remainder of casino revenue is allocated to the Capital Reserve. If the actual revenue received falls short of the budgeted estimate, or if the actual revenue exceeds the budget estimate, the transfer to the Capital Reserve will be adjusted accordingly.

Budget Challenges

Senior Government Downloading

In recognition of Federal and Provincial government responsibility of social equity issues such as homelessness, housing affordability, poverty and addiction, temporary grant funding is provided from time to time. While the temporary funding is helpful to address initial impacts, the impacts are downloaded to the City leaving Council to decide whether to fund a longer-term strategy when the senior government funding ends. The drop-in centre shower program is an example that was initially supported through external funding and the Council approved funding to continue the program through property taxation in the 2024 Operating Budget.

Significant funding toward housing initiatives has been received from both the Federal and Provincial governments, which the City has utilized in combination with the Affordable Housing program that Council had previously approved. Together, these resources establish the Housing Office department under the direction of the Deputy Chief Administrative Officer. It is proposed to begin phasing-in ongoing funding to facilitate the continuation of this broadened initiative beyond the term of the temporary grant funding.

Contractual Obligations

There are a number of known non-discretionary cost pressures affecting the 2025 proposed operating budget including:

- Wage and fringe benefit impacts negotiated for collective bargaining agreements
- Contractual cost increases, driven by other organizations collective bargaining agreements (RCMP, E-Comm)
- External Senior Government agency increases
- Operating Budget Impacts (OBI) from the Capital Budget
- Funding for investment in Community Facilities, including ageing facilities, recently acquired facilities, and new facilities

Costs have risen due to collective bargaining agreements that were settled at higher rates than were provided for in budget estimates, this applies to the City, RCMP and E-Comm.

Inflation

In 2024, the projected Vancouver CPI increase was 2.41% but the actual 12-month average Vancouver CPI for September 2024 is trending higher. However, staff have not adjusted the base budget for the difference between the actual CPI, and under the projection of the forecasted CPI from 2024, non-discretionary increases are budgeted only as specified in agreements. Expenses

impacted by inflation include asphalt, vehicle/equipment operating and future replacement costs, supplies and delivery charges.

CPI measures the basket of goods purchased by households; however, the basket of goods that the City needs to fund are vastly different. In comparison, the Municipal Price Index which includes funding community safety services, a unionized workforce and a complex infrastructure network is estimated at 4.09%.

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. Projected 2025 CPI forecasts for Vancouver are estimated at 2.10% by the Conference Board of Canada in their autumn forecast.

Budget Process

The 2025 Proposed Operating Budget presents a same level of service budget and only non-discretionary increases that can be clearly identified and supported are included. Inflationary increases are not automatically included in the budget without adequate supporting documentation, such as contract renewals that are in compliance with purchasing policies and guidelines. Where such contract renewals have led to budget reductions, these savings are already reflected within the base budget.

Enhanced or new levels of service are identified separately as ongoing additional expenditure requests by the respective divisions for Council's consideration in accordance with Council's Budget & 5-Year Financial Plan Preparation Policy (Policy 3016). Please refer to Attachment 3 for the 2025 Budget Cycle.

Operational Efficiencies

The City undergoes a continuous review of its programs and services in order to identify service improvements and cost reductions, and to ensure the fees we charge are in line with the current market. The City's operating expenditures are carefully managed, and considerable measures have been taken to minimize cost increases where possible. Staff continue to look for efficiencies and innovative ways to deliver services that streamline business processes, contain costs and leverage the increased use of technology. Below are examples of some of the efficiencies staff have achieved:

- Through data review and analysis, staff have increased asset utilization and improved route planning efficiencies. This is demonstrated by optimizing routes for sweeper operators, directing them to the nearest dump sites instead of returning to the Works Yard each time. Additionally, staff reviewed the Global Positioning System (GPS) data and determined parking a flail mower at Sidaway provides quicker access to operational routes in east Richmond thereby allowing more brush cutting to be completed.
- Automating traffic data collection which avoids having to send staff to capture traffic data information creating time efficiency for staff and enabling collection of broader set of data.
- The GPS /Automatic Vehicle Locating (AVL) system can notify staff about the battery capacity of plug-in hybrid electric vehicles. This functionality allows staff to better utilize the

electric system, reducing fuel consumption and primarily running the vehicle on battery power. For example, a vehicle previously consuming 10L per 100km can be reduced to 2L per 100km when properly charged.

- Standardizing forms for data requests by enhancing communication between requester and Geographic Information Systems Technicians as it minimizes numerous email exchanges.
- Researching fees charged by other municipalities for similar services to ensure rates are competitive; this resulted in a number of fees being increased in the Consolidated Fees Bylaw for 2025, some of which will be adjusted in a phased approach to gradually bring fees in alignment (e.g. Building record request fees).
- Introduction of new fees in line with other municipalities (e.g. Crane swing permit).
- Improved collection effort to reduce unpaid invoices and tickets.
- Bidders being requested to leverage channels that entitle the City to benefit from Federal or Provincial government approved discounts that limit the magnitude of price increases over the term of a contract. This strategy was recently highlighted in an award of contract for Data Encryption services.
- Negotiating long term contracts in return for more favourable pricing arrangements. Council have approved staff recommendations for long term agreements when appropriate (e.g. Contract 8054P - Telecommunications Services awarded to Telus for an initial 6-year agreement, which can be extended for a further 6 year term upon mutual agreement).
- Requiring bidders to agree to fixed prices over the initial term of a contract (typically 3 years).
- Ensuring future increases for renewal terms are in line with CPI per contractual agreements or at least negotiated whenever possible.
- Value engineering efforts – in cases where bids received are in excess of a Council approved budget the best value is negotiated to ensure projects remain within approved budgets. A recent example includes the contract for Steveston Community Playground Construction Services where reductions in scope were negotiated with the successful bidder through a value engineering effort to ensure the cost of the contract was within the pre-determined project budget. This was also the case when staff negotiated the contract for the re-construction of Minoru Lakes.
- Drafting bid and contract documents to ensure that the City can benefit from all available grants. City departments collaborate with suppliers to provide contract documents that are required to qualify for and obtain grant funding. This ensures an efficient audit of the grant expenditures can be completed when required.

Budget Assumptions

Table 5 summarizes the key financial indicators of the 2025 Operating Budget gathered as of November 2024. These rates are continuously monitored for any significant changes.

The City is subject to various contractual increases to deliver the same level of service. The majority of the contractual increases for 2025 are greater than the projected Consumer Price Index (CPI) of 2.10%, such as the RCMP Contract, collective agreements, E-Comm and natural gas and electricity.

Table 5: Key Financial Drivers / Indicators

| Key Financial Drivers / Indicators | 2025 | 2026 | 2027 | 2028 | 2029 |
|---|--------|--------|--------|--------|--------|
| Vancouver Consumer Price Index (CPI) ¹ | 2.10% | 2.00% | 2.00% | 2.10% | 2.10% |
| Richmond Municipal Price Index (MPI) ² | 4.09% | 3.22% | 3.22% | 3.14% | 3.25% |
| User Fees ³ | 2.00% | 2.00% | 2.00% | 2.10% | 2.10% |
| E-Comm ⁴ | 12.39% | 18.16% | 12.23% | 11.33% | 11.36% |
| RCMP Contract Increase ⁵ | 7.40% | 3.70% | 3.30% | 3.80% | 3.50% |
| Collective Bargaining Agreements ⁶ | 5.00% | 3.50% | 3.50% | TBD | TBD |
| Natural Gas ⁷ | 3.00% | 3.00% | 3.00% | 3.00% | 3.00% |
| Electricity ⁷ | 2.30% | 2.30% | 2.30% | 2.30% | 2.30% |
| Growth (Tax Base) ⁸ | 1.18% | 1.02% | 1.07% | 1.07% | 1.04% |

Sources:

¹ The Conference Board of Canada Major City Insights Autumn 2024; 2029 is projected based on 2028 forecasts;² Finance Department, City of Richmond;³ User fees are based on CPI. 2025 is based on the CPI projections of Conference Board of Canada in September 2024 which was used as the basis for the Consolidated Fees Bylaw which was introduced on October 7, 2024 and adopted on November 12, 2024.⁴ Based on estimates provided by E-Comm;⁵ Based on Multi-Year Financial Plan from RCMP E Division;⁶ Collective bargaining agreements only include CUPE 718 and 394. 2025 rate is inclusive of 1.00% rate differential from 2024 budget variance;⁷ Climate & Environment Department, City of Richmond;⁸ Finance Department, City of Richmond

The collecting bargaining process for CUPE 394 and 718 concluded in May 2024. The ratified agreement includes rates for 2024-2027. As the 2024 budget included only an estimate of the 2024 rates, the difference (1.00%) must be funded along with the 2025 rate increase of 4.00%.

The City's most recent collective agreement with the Richmond Firefighters' Association, Local 1286 covered the years 2020-2021. The Richmond Public Library's CUPE Local 3966 has merged with CUPE 718, with the most recent collective agreement covering the years 2020-2023. These collective agreements are under negotiation at the time of writing this report. *Table 6* provides a summary of the negotiated rate increases and those that are yet to be determined.

Table 6: Summary of Collective Bargaining Agreements

| Collective Agreements | 2024* | 2025 | 2026 | 2027 | 2028 |
|----------------------------|-------|-------|-------|-------|------|
| CUPE 718 (Inside Workers) | 4.50% | 4.00% | 3.50% | 3.50% | TBD |
| CUPE 394 (Outside Workers) | 4.50% | 4.00% | 3.50% | 3.50% | TBD |
| CUPE 718-05 (Library) | TBD | TBD | TBD | TBD | TBD |
| Firefighters (IAFF) 1286 | TBD | TBD | TBD | TBD | TBD |

*General wage increase only, excluding one-time inflationary support and retention payment

The 2025 Operating Budget includes preliminary estimates for rates that are not finalized. If negotiated rates differ from the estimates, an adjustment will be required in future budgets.

2025 Proposed Operating Budget

This section of the report discusses each component of the 2025 Proposed Operating Budget.

1. Same Level of Service Increase

To ensure effective delivery of all City programs and services, the Chief Administrative Officer has restructured the organization into the following divisions:

- Law and Community Safety
- Parks, Recreation and Culture
- Engineering and Public Works
- Finance and Corporate Services
- Corporate Administration
- Planning and Development

Attachment 5 presents the same level of service net budget by Division.

The All Divisions summary included in Attachment 6 shows the City's base operating budget to deliver the same level of service as last year, which totals \$439.2 million. Attachment 6 presents the net base budget by Division to deliver the same levels of service in 2025, before external senior government related increases and Council previously approved amounts.

Attachment 7 presents the same level of service budget for All Divisions by revenue and expense category. This includes programs funded by reserves for Affordable Housing, Child Care and Public Art programs, which are summarized in Attachment 8.

Main Cost Drivers

Labour and fringe benefit impacts and contract services, including RCMP, represent approximately 80.66% of the City's operating expense budget in order to maintain the same level of service. Therefore, the impacts of the new collective agreement have a significant impact on the same level of service budget for 2025. As shown in *Table 5*, salaries increased by 5.00% for 2025, including the amount required for 2024 which settled at a higher rate than was estimated in the 2024 budget. In addition, the 2025 budget includes enhanced benefit coverage and step progression increases as outlined in the collective agreement.

The RCMP contract increase is mainly due to increases in labour costs for the unionized workforce, overall administration allocated to the Richmond Detachment, as well as policing vehicles, equipment, supplies, increased costs for training and user service fee of the PRIMECorp System.

Increases in IT contract costs include infrastructure service agreements as well as annual subscription licenses for various software utilized across the City. Leveraging technology results in efficiencies gained through more accurate and efficient data processing. These costs are necessary to ensure staff have the appropriate tools to support service delivery functions.

The proposed increase of \$518K in the municipal contribution to the Richmond Public Library has been included in the City's same level of service budget, driven by anticipated impacts of the Library's collective agreement negotiations, increased fringe benefit rates mandated by Provincial and Senior governments and increased IT contract costs. The annual contribution to the Lulu Island Energy Company will continue to be funded from appropriated surplus resulting in no additional tax impact.

The same level of service increase as shown in *Table 7* is 1.99%, which is below the CPI target of 2.10%, in compliance with Council's LTFMS. Further details can be found in *Table 8-Table 10*.

Table 7: Same Level of Service Increase- Summary

| Expense and Revenue Summary | Amount (in '000s) | Tax Impact |
|--|------------------------------|-------------------------|
| Main Cost Drivers (Detailed in <i>Table 8</i>) | \$15,289 | 4.99% |
| Expenses decreases (Detailed in <i>Table 9</i>) | (1,896) | (0.62%) |
| Revenue increases (Detailed in <i>Table 10</i>) | (3,947) | (1.29%) |
| Subtotal | \$9,446 | 3.08% |
| Less: Transfer of Dike Maintenance to utility | (831) | (0.27%) |
| Less: Tax growth | (\$2,500) | (0.82%) |
| Same Level of Service Increase after tax growth | \$6,115 | 1.99% tax impact |

Table 8: Main Cost Drivers

| Main Cost Drivers | Amount (in '000s) | % of total increase |
|--|------------------------------|--------------------------------|
| Labour and fringe benefit impacts associated with collective agreements (general wage increase of 4.00% for 2025 from <i>Table 6</i>) | \$8,008 | 52.38% |
| RCMP contract | 4,326 | 28.29% |
| IT contracts | 747 | 4.89% |
| Municipal contribution increase – Richmond Public Library | 518 | 3.39% |
| Material and equipment | 682 | 4.46% |
| Contract others | 273 | 1.78% |
| Pool chemicals | 247 | 1.61% |
| Property insurance increase | 186 | 1.22% |
| Utilities increase (natural gas, electricity) | 174 | 1.14% |
| Vehicle charges | 128 | 0.84% |
| Total Main Cost Drivers | \$15,289 | 100.00% |

In 2024, Council appointed new members to the Richmond Olympic Oval Corporation Board of Directors. An estimate for the municipal contribution to the Oval has been included totaling \$3.57 million which is a proposed reduction of \$0.43 million from the contribution approved in the 2024 Operating Budget. This amount is subject to Board and Council approval.

Expense Reductions

Staff reviewed budgets for amounts that could be eliminated due to changes in service delivery methods such as increased use of technology, changes to specific agreements and operational changes. Traditional newspaper advertising has been eliminated and replaced by increased use of websites, social media platforms and public engagement tools. In addition, staff are increasing utilization of virtual meetings which has resulted in less office supplies, meeting expenses and reduced printing costs as materials are distributed through electronic means and less physical materials are printed.

Table 9: Same Level of Service Expense Decreases

| Expense Decreases | Amount (in '000s) | Mitigated Tax Impact % |
|---|------------------------------|-----------------------------------|
| Decrease in expenses due to cost recovery | (442) | (0.14%) |
| Estimated decrease in municipal contribution to Oval | (431) | (0.14%) |
| Reduction in various maintenance programs due to more efficient utilization of resources | (288) | (0.09%) |
| Completion of enterprise fund repayments for various building retrofit projects | (183) | (0.06%) |
| Reduction in the budget for temporary staff which is not operationally required | (161) | (0.05%) |
| Reduction in expense estimate (tax appeals, professional fees) | (130) | (0.04%) |
| Reduction in consulting and external contracts | (80) | (0.03%) |
| Traditional advertising expenses replaced with increased utilization of website and social media accounts | (78) | (0.03%) |
| Less supplies and meeting expenses due to shift to virtual meetings and on screen review | (53) | (0.02%) |
| Reduction in unpaid invoice write-offs due to more efficient collection efforts | (50) | (0.02%) |
| Total Expense Decreases | (\$1,896) | (0.62%) |

Revenue Increases

In addition to increasing user fees by CPI wherever possible, staff conducted market reviews to ensure fees are in line with other municipalities and proposed bylaw fee changes were appropriate through the Consolidated Fees Bylaw. Staff also reviewed revenues for consistent trends where amounts could be more aggressively estimated. The following table summarizes the revenue increases that help to mitigate the tax impact of non-discretionary budget increases.

Table 10: Same Level of Service Increase- Revenues

| Revenue Increases | Amount (in '000s) | Mitigated Tax Impact % |
|--|------------------------------|-----------------------------------|
| Increase in investment income due to adjustment in portfolio mix, term durations and interest rates | (1,000) | (0.33%) |
| Recreation revenue increase to align with increased participation and fee increases (Aquatics, arenas, etc.) | (829) | (0.27%) |
| Increase in penalties and interest on delinquent taxes due to increase in interest rates prescribed by the Provincial government and additional folios | (550) | (0.18%) |
| Building permit revenue to align with expected development activity | (500) | (0.16%) |
| Increase in other revenue estimates (Payment in lieu of taxes, School Tax Commission, ride-hailing, traffic management, Building Record request fees etc.) | (468) | (0.15%) |
| CPI increase for revenues | (448) | (0.15%) |
| Increase in revenue to offset revenue funded programs | (152) | (0.05%) |
| Total Revenue Increases | (\$3,947) | (1.29%) |

Tax Growth

New tax growth projections are based on “non-market change” figures provided by BC Assessment Authority. Non-market change is the term BC Assessment Authority uses for changes to the municipal roll value that is not a result of market conditions. Non-market change could include changes in assessment class, exempt properties that become taxable in the following year or taxable properties that become exempt in the following year and developments under construction. Based on preliminary data from BC Assessment Authority, new tax growth for 2025 is estimated at \$2.5 million.

2. Council Previously Approved Expenditures*Retroactive impacts of the CUPE 718 and 394 Collective Agreements*

The same level of service increase for labour and fringe benefits associated with the collective agreement presented in *Table 8* is for the 2025 rate increase of 4.00%. In addition to this, the new collective agreement includes retroactive increases that require ongoing funding.

Increase for 2024 Exceeded Estimates

When the 2024 budget was prepared, the estimated wage increase was 3.50%. Since the settled rate increase was 4.50%, the 2025 budget needs to be further increased to fund this 1.00% rate differential. In addition, changes to extended health benefits and other allowances (dirty pay, shift premiums, first aid attendants, tool allowance, etc.) were also approved as part of the new collective agreement. The total amount of these retroactive impacts is \$2.30 million.

Auxiliary Rate Adjustment – Parks, Recreation and Culture

Another outcome of the CUPE Collective Bargaining Agreement Memorandum of Agreement was a commitment to review various auxiliary positions within Parks, Recreation and Culture through external market wage rate analysis, retroactive to January 1, 2024. Metro Vancouver has recently submitted information on the external review and the Human Resources department is in the process of reviewing the data. The estimated impact of these adjustments is \$1.5 million.

Amounts Funded through Rate Stabilization in the 2024 Budget

As part of the 2024 Operating Budget, Council approved \$1.61 million from the Rate Stabilization Account to reduce the overall tax impact. In order to ensure ongoing funding for all approved programs and services, this amount needs to be funded as part of the 2025 Operating Budget. Each year, staff recommend a reasonable amount to fund from Rate Stabilization taking into account funding available, projected funding needs and ensuring that the amount that will require funding in future years will not become a burden to future tax payers.

Steveston Community Centre and Library OBI

On October 4, 2022, a groundbreaking ceremony was held, officially marking the start of construction for the new building, which is anticipated to be complete by 2026. Among the features of the new three-storey 5,607 square metre (60,350 square feet) facility will be:

- A community centre with a double gymnasium, fitness centre, active studio, and multipurpose and meeting rooms
- Gathering spaces and a shared community living room
- A library with enhanced collections, children's and youth spaces, educational program rooms and space for silent study

Starting with the 2023 Operating Budget, staff recommended phasing-in funds for the new facility, and this will continue over the years 2025-2026. In October 2024 the OBI estimate was revised from \$1.10 million to \$1.09 million with the phase in plan revised accordingly. An increase of \$268K is required in 2025 and 2026, or an estimated tax impact of 0.09% per year.

The previously approved expenditures are summarized in *Table 11* totaling \$5,675,000 or a tax impact of 1.85%.

Table 11: Previously Approved Expenditures

| Previously Approved Expenditures | Amount (in '000s) | Tax Impact |
|--|----------------------|--------------|
| Retroactive impacts of the collective agreement for 2024 (Rate differential of 1.00% and additional benefits) | \$2,295 | 0.75% |
| Rate Stabilization for 2024 Budget | 1,612 | 0.52% |
| Auxiliary Staff Adjustment - Parks, Recreation and Culture | 1,500 | 0.49% |
| OBI from Major Facilities Replacement Projects – Steveston Community Centre and Library (Year 3 of 4) | 268 | 0.09% |
| Total Previously Approved Expenditures | \$5,675 | 1.85% |

3. Externally Funded Programs

City staff work collaboratively with senior levels of government and external agencies to identify opportunities to apply for grant funding. Staff have aggressively pursued external grant funding opportunities which helps to offset increases in the operating budget.

Attachment 9 summarizes the successful applications that the City has been awarded. In order to have the authority to incur any expenditure, including those funded by external organizations, the amounts must be included in the City's 5 Year Financial Plan.

4. Emerging Organizational Additional Level of Service Requests

For 2025, 30 requests to meet growing demands for new services were considered totaling \$8.7 million. The Senior Management Team (SMT) appointed a Review Team comprised of Directors across the City to review each request using established ranking criteria. The prioritized requests were also carefully reviewed by the CAO and SMT.

Following the rigorous review process, a total of 17 additional level submissions are recommended for funding by the CAO and SMT, of which nine have a tax impact, and eight are funded through incremental revenue sources or reallocation of existing budgets. Requests for ongoing funding where a temporary funding source could be identified were not included but will be reconsidered in future years.

Please refer to Attachments 10, 11 and 12 for a description of the recommended emerging organization additional levels, and Attachment 13 for the description of those that could not be recommended for funding in 2025 due to budget constraints. The recommended totals are also summarized in *Table 12*.

Table 12: Emerging Organizational Additional Levels – Recommended for Funding in 2025

| Emerging Organizational Additional Levels | Amount (in '000s) | Tax Impact |
|--|------------------------------|-------------------|
| Attachment 10: OBI from Previously Approved Capital Project (1 RFT) | 130 | 0.04% |
| Attachment 11: No Tax Impact Positions – additional expenses - 7 RFTs are funded by revenue or reallocation of existing budgets - 2 TFTs are funded by external grants | 1,166 | 0.38% |
| Attachment 11: No Tax Impact Positions – offset by revenue, grants and reduction of operating expenses | (1,166) | (0.38%) |
| Attachment 12: Emerging Organizational Additional Levels (includes 7 RFT and 6 RCMP Officer positions) - Includes 6 RCMP Officers and 2 Municipal Employees to support the RCMP Detachment - 4 RFTs associated with new Provincial Legislation - 1 RFT Manager, Indigenous Relations - Phase in of Housing Accelerator Fund to base budget (Year 1 of 4) | 2,517 | 0.82% |
| Total Emerging Organizational Additional Levels | \$2,647 | 0.86% |

The proposed 2025 Operating Budget presented in Budget Option 1 includes recommended additional level requests totaling \$2.6 million a 0.86% tax impact. The Finance Committee has the discretion to change the recommendation for funding any of the emerging organizational additional level requests, with resulting tax impacts.

5. Investment in Community Facilities (Transfer to Reserves)

In September 2003, Council approved the Long Term Financial Management Strategy (LTFMS - Policy 3707) directing a one per cent increase in transfer to reserves for infrastructure replacement needs. Since the establishment of this policy, the City has funded a number of major facility projects such as:

- Fire Hall No. 1
- Fire Hall No. 3
- First Nations Bunkhouse Reconstruction and Exhibit Development
- Minoru Centre for Active Living
- Phoenix Net Loft deconstruction
- Richmond Animal Shelter
- Bowling Green Community Activity Centre
- West Richmond Pavilion (formerly named as Hugh Boyd Community Facility and Fieldhouse)
- Works Yard Replacement – Phase 1

The Works Yard replacement project was estimated to be \$247.0 million (2023 dollars), and the project will be phased over 10 years. \$100.0 million has been approved thus far and \$80.0 million is included in the Proposed 5 Year Capital Plan (2025-2029). Other major upcoming facility projects include Britannia Shipyard - Seine Net Loft – Roof, Envelope and Structural

Renewals, Japanese Duplex Restoration and Fit Out and Phoenix Net Loft Program Implementation.

Council's LTFMS policy is to transfer an additional 1.00% to reserves to fund community infrastructure replacement needs to ensure the safety and well-being of the community. As a result of this policy, the annual investment toward community infrastructure in 2024 was \$26.2 million. In particular, the Works Yard funding strategy is predicated on the continued implementation of this strategy. It is recommended to continue with Council's LTFMS and transfer an additional 1.00% into the Capital Building & Infrastructure reserve to fund the City's ageing building infrastructure program and future major building replacements.

The proposed 2025 Operating Budget includes \$3,066,765 in accordance with this Council policy, a 1.00% tax impact.

6. External Senior Government Related Increases

Council Policy 3707 item 2 states:

“Any additional costs imposed on the City as a result of mandatory senior government policy changes should be identified and added to that particular year's taxes above and beyond the CPI and infrastructure percentage contribution.”

Table 13 summarizes the items included in the 2025 budget increase that are mandated by the following senior government legislation:

- *Emergency Communications Corporations Act (Provincial)*
- *Police Act (Federal)*
- *Canada Pension Plan Act (Federal)*
- *Workers Compensation Act (Provincial)*

In accordance with Council policy, these items are identified and included in the tax increase above and beyond the CPI target.

Community Safety Cost Sharing Obligations

Emergency Communications 911:

The City is a shareholder in E-Comm and is required to share in the costs of operating Emergency Communications 911. Richmond's estimated portion of the 2025 E-Comm increase is \$0.8 million to fund these essential operations, which is a 12.39% increase over the 2024 budget.

The primary driver of the 2025 increase relates to increases associated with the collective agreement for CUPE 8911 which was ratified in May 2023 and additional staffing required to address increasing call volumes. Further drivers of the preliminary cost increase relates to E-Comm's multi-year Transformation Plan which was approved by E-Comm's Board of Directors in November 2022 to strengthen and renew the business, which includes initiatives to enhance cyber security, data and analytics. These transformation costs are projected to continue through at least 2028.

E-Comm's budget is scheduled to be reviewed by their Board in November 2024. E-Comm has engaged an independent advisor to undertake a governance review as a response to the evolving complexities and challenges that E-Comm is facing in serving their stakeholders.

Specialized RCMP Teams:

In addition to the complement of RCMP officers contracted by the City, there are additional costs associated with regional and provincial specialized teams which are allocated to each City. Richmond's incremental allocation of these costs are summarized in *Table 13*.

External Senior Government Impacts on Fringe Benefits

Associated with labour, there are mandatory costs paid to external government agencies which the City has no control over. The City takes on higher costs associated with enhancements to the Canada Pension Plan as outlined by the Federal Government and is obligated to pay WorkSafeBC rates.

CPP continues to increase based on the enhancements made by the Federal Government which has introduced additional tiers that will provide higher benefits and greater financial stability to pensioners.

WorkSafeBC rates have increased due to the collective industry classification for local government as there has been an upward trend in claims for this sector.

The estimated impacts of these changes are also summarized in *Table 13*. The total impact of all external senior government increases is \$2,121,638 a tax impact of 0.69%.

Table 13: External Senior Government Related Increases

| External Senior Government Increases | Amount (in '000s) | Tax Impact |
|--|------------------------------|-------------------|
| E-Comm Enhancements | \$832 | 0.27% |
| Integrated Teams and Real Time Intelligence Centre | 485 | 0.16% |
| Provincial Integrated Homicide Investigative Team RCMP | 95 | 0.03% |
| Community Safety Cost-Sharing Obligations | 1,412 | 0.46% |
| Canada Pension Plan (CPP) Enhancement | 460 | 0.15% |
| WorkSafeBC Rate Increases | 250 | 0.08% |
| Total External Senior Government Increases | \$2,122 | 0.69% |

7. Operating Budget Impact (OBI)

Operating Budget Impacts (OBI) are ongoing additional operating and maintenance costs associated with new assets, which are approved by Council through the capital budget process. It is important that OBI funding is included in the operating budget when these capital projects or contributed assets become operational, as the level of service is dependent on this funding.

Table 14: Operating Budget Impact

| OBI | OBI Amount (in '000s) | Tax Impact |
|---------------------------------------|--------------------------|--------------|
| OBI from 2025 Proposed Capital Budget | 369 | 0.12% |
| Total Operating Budget Impact | \$369 | 0.12% |

OBI from 2025 Proposed Capital Budget

Table 14 presents the OBI impact from the 2025 Proposed Capital Budget recommended by staff, which is \$368,548, or an estimated tax impact of 0.12%. If Council approves additional projects or removes any of the recommended projects, this amount may change.

8. Rate Stabilization

The City’s Rate Stabilization Account (RSA) was approved by Council in 2013 in order to ensure that funding be available to help balance the budget for non-recurring items and smooth out tax increases. The establishment of an RSA for the operating budget was also based on past experience where external non-controllable events impacted the City’s operating budget and there was no funding available to offset this “temporary condition”.

The City has used RSA in a practical and effective manner, and staff are careful in managing the usage to ensure that the RSA is not carried forward on an indefinite basis. The risk and downside of utilizing RSA is that once it has been carried forward in this way, it must be maintained because the reduction or elimination of it will create pressure on the following year’s operating budget. The tax increase is not reduced but temporarily shifted.

In the 2024 Operating Budget, the Rate Stabilization Account was utilized to reduce the tax impact by \$1.6 million. This amount was deferred to 2025 resulting in a tax impact of 0.56%.

Staff recommends using rate stabilization funding of \$2.0 million in the 2025 budget. This will reduce the 2025 tax impact by 0.65% and will gradually be phased into the budget within the five-year financial plan.

Utilizing more rate stabilization would decrease the 2025 tax increase but will also result in a higher tax increase for the following years. Table 15 summarizes how the RSA balance is proposed to be utilized as a result of the 2025 Budget Process.

Table 15: Proposed RSA Utilization

| | | |
|--|-------------|---------------------|
| RSA Balance as of October 31, 2024 | | \$16,914,372 |
| From 2025 One-Time Expenditures report: | | |
| 2025 One-Time Expenditures | (2,690,457) | |
| From 2025 Proposed Operating Budget report: | | |
| Proposed Rate Stabilization of the 2025 Operating Budget | (2,000,000) | |
| 2025 Initial Capital Costs from Emerging Organizational Additional Levels – Recommended for Funding in 2025 No Tax Impact Positions (Attachment 12) | (126,688) | |
| 2025 Initial Capital Costs from No Tax Impact Positions (Attachment 11) | (120,000) | |
| From 2025 Proposed Capital Budget report: | | |
| 2025 Capital Project funded by RSA | (2,339,500) | |
| Total 2025 Proposed RSA Utilization | | (7,276,645) |
| Balance After Proposed 2025 Utilization | | \$9,637,727 |

2025 Budget Options

Staff have prepared three budget options for Council’s consideration in order to provide resources for emerging organization needs.

All options include:

- Non-discretionary increases to maintain the same level of service, in compliance with Council’s LTFMS
- Investment in community facility infrastructure replacement needs, in accordance with Council’s LTFMS for planned capital projects
- Funding for the retroactive impacts of the Collective Bargaining Agreement for CUPE 718 and 394 including additional amounts for 2024, auxiliary rate adjustments for Parks, Recreation and Culture
- Mandatory Senior Government Increases
- Continued phase-in of OBI related to the new Steveston Community Centre and Library which is under construction
- Operating Budget Impacts from the Proposed Capital Budget

The options presented including varying amounts of:

- Recommended Emerging Operational Additional Levels
- Rate Stabilization Funding

Option 1 – Recommended Emerging Organizational Additional Levels with Rate Stabilization (Recommended)

Option 1 includes the same level of service non-discretionary increases, which have been offset by expense decreases, revenue increases and a transfer to the Utility Budget. It includes external senior government mandatory increases and the retroactive impacts of the collective bargaining agreements which were ratified in 2024. It continues to phase-in funding for the new Steveston

Community Centre and Library which is anticipated to be completed in 2026 and includes the OBI impact of the 2025 Proposed Capital Budget.

Option 1 also fully complies with the LTFMS policy to increase investment in community infrastructure by 1.00%, providing funding for future phases of approved capital projects.

The emerging organizational additional levels recommended in Budget Option 1 (as presented in Attachments 10, 11 and 12) provides funding for a number of high priority requests submitted for consideration in the budget process. There were many other important requests that were also reviewed but could not be recommended for funding in 2025 due to budget constraints (Attachment 13). 53.95% of the proposed budget increase under Budget Option 1 is for Community Safety.

Emerging Organizational Additional Levels (Budget Option 1)

The emerging organizational additional levels in Budget Option 1 includes:

- Ongoing funding for pilot initiatives that achieved successful results, as the temporary funding source has been fully utilized (Manager, Indigenous Relations).
- 6 RCMP officers and 2 municipal employees to support the RCMP Detachment (see Table 16).
- Additional resources required to comply with new provincial legislation (Fire Safety Act, Bill 16, Bill 44).
- Phase in of Housing Accelerator Fund to base budget over 4 years.

Table 16: Law and Community Safety Emerging Organizational Additional Levels (Budget Option 1)

| Law and Community Safety Emerging Organizational Additional Levels (Budget Option 1) | | | | | |
|---|---|---|---|--------------------------|-------------------|
| RCMP Officers | Municipal Employees to Support the RCMP Detachment | Fire Prevention Captains (Fire Safety Act) | Total Law and Community Safety Positions | Amount (in '000s) | Tax Impact |
| 6 | 2 | 2 | 10 | \$1,763 | 0.57% |
| Law and Community Safety Emerging Organizational Additional Levels (Budget Option 1) – 10 Community Safety Positions | | | | \$1,763 | 0.57% |

Council approved the Utility Budget on November 12, 2024, which includes significant increases mainly due to the North Shore Wastewater Treatment Plan which increases the financial burden for households. Recognizing these significant increases from Metro Vancouver which could not be avoided, staff are recommending a reduced amount of emerging organizational additional levels than would have otherwise been the case had it not been for this situation.

Option 1 proposes to include \$2.0 million of Rate Stabilization funding to reduce the 2025 tax impact. This is an optimal amount of rate stabilization which does not place too much pressure on future budgets and preserves a sufficient amount of rate stabilization funding for unknown future impacts.

Option 1 results in an overall tax impact of 5.86% and is the recommended option, which amounts to an increase of \$128 for an average residential property with an assessment value of \$1,306,478. This option is recommended by staff.

Option 2 – Increased Emerging Organizational Additional Levels

Budget Option 2 includes everything in Option 1 with additional amounts in the emerging organizational additional levels.

Emerging Organizational Additional Levels (Budget Option 2)

The emerging organizational additional levels included in Budget Option 2 are the same as Budget Option 1, with incremental positions highlighted in yellow in *Table 17*. Budget Option 2 includes a total of 10 RCMP officers and 6 municipal employees to support the RCMP Detachment which represents the full request submitted by the Officer In Charge of the RCMP Detachment.

Table 17: Law and Community Safety Emerging Organizational Additional Levels (Budget Option 2)

| Law and Community Safety Emerging Organizational Additional Levels (Budget Option 2) | | | | | |
|---|---|---|---|--------------------------|-------------------|
| RCMP Officers | Municipal Employees to Support the RCMP Detachment | Fire Prevention Captains (Fire Safety Act) | Total Law and Community Safety Positions | Amount (in '000s) | Tax Impact |
| 6 | 2 | 2 | 10 | \$1,763 | 0.57% |
| Law and Community Safety Emerging Organizational Additional Levels (Budget Option 1) – 10 Community Safety Positions | | | | \$1,763 | 0.57% |
| 4 | 4 | 0 | 8 | \$1,118 | 0.37% |
| 10 | 6 | 2 | 18 | \$2,881 | 0.94% |
| Law and Community Safety Emerging Organizational Additional Levels (Budget Option 2) – 18 Community Safety Positions | | | | \$2,881 | 0.94% |

There were many other important requests that were also reviewed but could not be recommended for funding in 2025 due to budget constraints (Attachment 13). 56.26% of the proposed budget increase under Budget Option 2 is for Community Safety.

Option 2 proposes to include \$2.0 million of Rate Stabilization funding to reduce the 2025 tax impact. This is an optimal amount of rate stabilization which does not place too much pressure on future budgets and preserves a sufficient amount of rate stabilization funding for unknown future impacts.

Option 2 results in an overall tax impact of 6.23%, which amounts to an increase of \$136 for an average residential property with an assessment value of \$1,306,478.

Option 3 – Increased Emerging Organizational Additional Levels and Preserve Rate Stabilization

Option 3 includes everything in Budget Option 2, however, it does not utilize any rate stabilization funding which recognizes the full impact of 2025 increases without deferral to future years. This allows preservation of the rate stabilization balance to fund future one-time initiatives and to offset future increases which are not fully known at this time.

Option 3 results in an overall tax impact of 6.88%, which amounts to an increase of \$150 for an average residential property with an assessment value of \$1,306,478.

Table 18 summarizes all three options, with the varying amounts highlighted in yellow.

Table 18: Proposed Budget Options (in \$000s)

| Budget Components | Option 1 | Option 2 | Option 3 |
|---|--|--|--|
| | <i>Recommended</i> | | |
| | Reduced Emerging Additional Levels with Rate Stabilization | Emerging Additional Levels with Rate Stabilization | Emerging Additional Levels with preservation of Rate Stabilization |
| Same Level of Service | 2.81% | 2.81% | 2.81% |
| Less: 2025 Tax Growth | (0.82%) | (0.82%) | (0.82%) |
| Same Level of Service after tax growth (below CPI target of 2.10%) - Table 7, page 18 | 1.99% | 1.99% | 1.99% |
| Previously Approved Expenditures Table 11, page 22 | 1.85% | 1.85% | 1.85% |
| Law and Community Safety Emerging Organizational Additional Level Increases - Budget Option 1 (Attachment 12, page 75) - Budget Option 2 and 3 (Attachment 12 + Attachment 13 # 1-4, page 76) | 0.57% | 0.94% | 0.94% |
| Citywide Emerging Organizational Additional Level Increases (Attachments 10, 11 and 12) | 0.29% | 0.29% | 0.29% |
| Investment in Infrastructure Replacement Needs (Transfer to Reserves) page 23 | 1.00% | 1.00% | 1.00% |
| LTFMS Policy: Same Level of Service + Previously Approved Expenditures + Emerging Organizational Additional Levels + 1.00% for Infrastructure Replacement Needs | 5.70% | 6.07% | 6.07% |
| Community Safety Cost-Sharing Obligations Table 13 page 25 | 0.46% | 0.46% | 0.46% |
| Canada Pension Plan Enhancements Table 13 page 25 | 0.15% | 0.15% | 0.15% |
| WorkSafeBC Rate Increases Table 13 page 25 | 0.08% | 0.08% | 0.08% |
| Senior Government Increases | 0.69% | 0.69% | 0.69% |
| Estimated OBI from 2025 Capital Budget Table 13 page 26 | 0.12% | 0.12% | 0.12% |
| Operating Budget Impacts | 0.12% | 0.12% | 0.12% |
| Rate Stabilization page 27 | (0.65%) | (0.65%) | - |
| Subtotal of Senior Government Increases, Operating Budget Impacts and Rate Stabilization | 0.16% | 0.16% | 0.81% |
| Preliminary 2025 Operating Budget Increase | 5.86% | 6.23% | 6.88% |
| Annual equivalent tax increase for average residential property | \$128 | \$136 | \$150 |

Financial Impact

The CAO and SMT have done considerable work including conducting significant reviews to achieve a combined same level of service budget of 1.99% which is below the CPI target of 2.10%. The Proposed Operating Budget Option 1 of 5.86% is recommended as presented in *Table 19*.

Table 19: 2025 Proposed Operating Budget Increase

| Items | Total 2025 Operating Budget Increase (in \$000s) | Tax Impact | Equivalent for Average Residential Property |
|--|--|--------------|---|
| Same Level of Service before tax growth | \$8,615 | 2.81% | \$61 |
| Less: 2025 Estimated Tax Growth | (2,500) | (0.82%) | (18) |
| Same Level of Service after tax growth (below CPI target of 2.10%) | 6,115 | 1.99% | 43 |
| Previously Approved Expenditures | 5,675 | 1.85% | 40 |
| Emerging Organizational Additional Level Increases | 2,647 | 0.86% | 19 |
| Investment in Infrastructure Replacement Needs (Transfer to Reserves) | 3,067 | 1.00% | 22 |
| LTFMS Policy: Same Level of Service + Previously Approved Expenditures + Emerging Organizational Additional Levels + 1.00% for Infrastructure Replacement Needs | 17,504 | 5.70% | 124 |
| Community Safety Cost-Sharing Obligations | 1,412 | 0.46% | 10 |
| Canada Pension Plan Enhancements | 460 | 0.15% | 3 |
| WorkSafeBC Rate Increases | 250 | 0.08% | 2 |
| External Senior Government Increases | 2,122 | 0.69% | 15 |
| Operating Budget Impacts | 369 | 0.12% | 3 |
| Less Proposed Rate Stabilization | (2,000) | (0.65%) | (14) |
| Subtotal of Senior Government Increases, Operating Budget Impacts and Rate Stabilization | 491 | 0.16% | 4 |
| Proposed 2025 Operating Budget Increase | \$17,995 | 5.86% | |
| Annual equivalent tax increase for average residential property | | | \$128 |

Conclusion

In keeping with Council's mandate as stipulated in the Long Term Financial Management Strategy policy, the 2025 recommended operating budget increase is 5.86%. The increase maintains the same level of service below CPI target and includes funding for emerging organizational additional levels, 1.00% transfer to reserves in support of funding for community facilities replacement needs, various senior government increases and operating budget impacts

from the Proposed Capital Budget and recommended One-Time Expenditures. Rate stabilization funding is utilized to partially offset the impacts.

The 2025 Operating Budget, as approved by Council, will form the basis of the Consolidated 5 Year Financial Plan, which is required under the *Community Charter*. Based on preliminary assumptions, *Table 20* provides estimated increases for the years 2026-2029. The Plan estimates for 2026-2029 are based on information currently available and will be revised with each respective budget year.

Table 20: Proposed 5 Year Financial Plan (2025-2029)

| Proposed 5 Year Financial Plan | 2025 Budget | 2026 Plan | 2027 Plan | 2028 Plan | 2029 Plan |
|---|--------------|--------------|--------------|--------------|--------------|
| Same Level of Service Before Transfer to Utility Budget | 2.26% | 2.00% | 2.00% | 2.10% | 2.10% |
| Less: Transfer to Utility Budget | (0.27%) | - | - | - | - |
| Same Level of Service Increase | 1.99% | 2.00% | 2.00% | 2.10% | 2.10% |
| Investment in Community Infrastructure | 1.00% | 1.00% | 1.00% | 1.00% | 1.00% |
| External Senior Government Related Increases | 0.69% | 0.55% | 0.38% | 0.40% | 0.37% |
| Emerging Organizational Additional Levels | 0.82% | 0.51% | 0.51% | 0.50% | 0.40% |
| Operating Budget Impact from Capital Budget | 0.16% | 0.20% | 0.18% | 0.18% | 0.18% |
| Council Previously Approved Expenditures | 1.85% | 0.69% | 0.55% | 0.39% | 0.12% |
| Less: Rate Stabilization | (0.65%) | (0.45%) | (0.30%) | (0.15%) | 0.00% |
| Proposed Operating Budget Increase | 5.86% | 4.50% | 4.32% | 4.42% | 4.17% |



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MS:mp

2025 Proposed Operating Budget

Index of Attachments

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1. Council Strategic Plan (2022-2026)

Council Strategic Plan 2022–2026



| | | | | | |
|--|--|--|--|--|---|
|  |  |  |  |  |  |
| Proactive in Stakeholder and Civic Engagement | Strategic and Sustainable Growth | A Safe and Prepared Community | Responsible Financial Management and Governance | A Leader in Environmental Sustainability | A Vibrant, Resilient and Active Community |
| Proactive stakeholder and civic engagement to foster understanding and involvement and advance Richmond's interests. | Strategic and sustainable growth that supports long-term community needs and a well-planned and prosperous city. | Community safety and preparedness through effective planning, strategic partnerships and proactive programs. | Responsible financial management and efficient use of public resources to meet the needs of the community. | Leadership in environmental sustainability through innovative, sustainable and proactive solutions that mitigate climate change and other environmental impacts. | Vibrant, resilient and active communities supported by a wide variety of opportunities to get involved, build relationships and access resources. |



2. Economic Outlook

Richmond continues to be a major employment centre for the region, with a strong and diverse economic base that positions the City well to weather economic challenges. Local businesses contribute over 40%¹ of the City's property tax revenues, resulting in the ability to provide residents with exceptional levels of municipal services while ensuring a reasonable allocation of taxation among property classes. Richmond's economy is subject to continually evolving 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

Global growth is slow and relatively steady, with the notable absence of a recession. The International Monetary Fund (IMF) is currently projecting a global growth rate of 3.2% in 2024 and 2025, with a five-year forecast of 3.1%. While the overall forecast has remained relatively similar since last spring, the outlook for various regions has shifted, with stronger growth observed in the U.S. and Asia, and downward revisions to the growth forecast for the Middle East, Central Asia and sub-Saharan Africa.²

A number of global shocks and ongoing uncertainty are impacting economic forecasts. Globally, the Russia-Ukraine war continues to weigh on the outlook, and as does the impact of ongoing violence in Israel and Gaza, and more broadly in the Middle East. Other factors impacting the global forecast include increasing geoeconomic fragmentation after decades of global integration, effects of monetary policy tightening required to reduce inflation, and extreme weather events. Weighing heavily on the forecast is the impact of the recent U.S. election and uncertainty related to global trade, depending on the policies implemented by the new administration.

In the context of the global forecast, Canada is aligned with the slowing growth observed and predicted to continue globally. That said, projections suggest an upward trend is in sight. Real GDP is expected to remain stable in 2024 before rising to 2.1% in 2025. Both headline and core consumer price inflation are also expected to stabilize around the 2% target in the medium term. A challenge over the short and medium term will be balancing the potential impact of pent-up consumer demand as interest rates fall to avoid a return to higher inflation. While there is some uncertainty in the shorter term, stabilization and growth are expected to slowly return in the longer term.

1. Global Forecast³

Global economic activity started to strengthen midway through 2024, driven notably by robust exports from Asia, particularly in the technology sector. The International Monetary Fund (IMF) is currently projecting a global growth rate of 3.2% in 2024 and 2025, with a five-year forecast of 3.1%.

¹ [City of Richmond, 2023 Annual Report](#), p. 60

² [International Monetary Fund, World Economic Outlook October 2024](#).

³ [International Monetary Fund, World Economic Outlook, July, 2024](#).

Notably, the U.S. growth forecast has strengthened, offsetting downgrades in other regions, including Europe. Downward revisions in the growth outlook for the Middle East, Central Asia and sub-Saharan Africa are related to production and shipping disruptions, as well as extreme weather events, civil unrest, and other conflicts. Yet in Asia, the picture is different, as significant global investments in artificial intelligence are driving strong demand for semiconductors and other electronics produced in the region.⁴ There is uncertainty in the forecast regarding the impact of the recent U.S. election and potential global trade and other economic impacts, depending on the policies implemented by the new administration.

Globally, inflation is now projected to reach 3.5% by the end of 2025, down from a peak of 9.4% year-over-year in the third quarter of 2022, and below the average of 3.6% between 2000 and 2019.⁵ Although inflation has generally decreased thanks to falling energy and goods prices, consistently high inflation in the services sector continues to pose challenges in reducing overall price pressures.

As global inflation returns to a more acceptable levels, central banks in advanced economies including the U.S. Federal Reserve have started to ease monetary policy. However, along with rising prices, prolonged high interest rates have put pressure on the economic outlook in many countries which has challenged policymakers seeking a balanced approach.

The IMF also points out the potential risk of escalating conflict in the Middle East, which could result in energy price shocks and increased global shipping costs, depending on a number of factors, including duration, continued severity, regional stability, and the broader geopolitical context of the conflict.

Current forecasts for economic growth and inflation reflect the continuing recovery from impacts of the COVID-19 pandemic, geopolitical tensions, and the cost-of-living crisis. Factors impacting the forecasts include increasing geoeconomic fragmentation after decades of global integration, uncertainty regarding trade following the recent U.S. election, effects of monetary policy tightening required to reduce inflation, withdrawal of fiscal supports, and extreme weather events.

2. Canadian Forecast⁶

In the context of the global forecast, Canada is aligned with the slowing growth observed and predicted to continue across advanced economies. After a period of slowdown in 2023 and early 2024, the Canadian economy is anticipated to start recovering in the second half of 2024 with expected improvements in both exports and household spending. Real GDP growth rates are expected to be 1.2% in 2024, followed by 2.1% in 2025. A key unknown in the forecast is the impact of potential trade policy changes in the U.S., which is Canada's largest trading partner. Anticipated tariffs and similar protectionist policies could have ramifications across industries and for consumers, affecting both inflation and economic growth.

⁴ [International Monetary Fund, World Economic Outlook, October 2024.](#)

⁵ [International Monetary Fund, World Economic Outlook, October 2024.](#)

⁶ [Scotiabank Global Economics \(September 10, 2024\); Scotiabank Global Economics \(October 18, 2024\); TD Economics, Canadian Quarterly Economic Forecast \(September 19, 2024\)](#)

The current outlook for Canadian consumers suggests that spending may remain modest, though there is some uncertainty around consumer behaviour as interest rates fall. Real consumer spending grew by 0.6% in the second quarter of 2024, and the third quarter is expected to show similar trends. The slight improvement in consumer spending growth is largely due to stronger-than-expected population growth and back-to-back interest rate cuts by the Bank of Canada.⁷

Consumer Price Index inflation in Canada is approaching the 2% target as monetary policy aims to alleviate price pressures and drivers of core inflation have decreased significantly. CPI is predicted to grow by 2.4% in 2024 and 2.0% in 2025. Wage growth remains strong, and inflation in services is proving to be persistent. Inflation in shelter prices also continues to be elevated, driven by still high rent and mortgage interest costs.

Canada's labour market has cooled significantly over the past year, with the growth in the labour force nearly outpacing the rate of hiring. The unemployment rate is forecast to be 6.3% in 2024, rising to 6.5% in 2025. The job market is especially challenging for youth, who represent over 40% of the increase in unemployment over the past year, despite making up only 14% of the labour force. Population growth is also expected to taper off in the coming years after recent increases, which will impact labour market dynamics.

| Canadian Economic Indicators | 2022 | 2023 | 2024f | 2025f | 2026f |
|-------------------------------------|-------------|-------------|--------------|--------------|--------------|
| Real GDP (% change) | 3.8 | 1.2 | 1.2 | 2.1 | N/A |
| Consumer Price Index (% change) | 6.8 | 3.9 | 2.4 | 2.0 | N/A |
| Residential Investment (% change) | -12.0 | -10.2 | -0.4 | 5.2 | N/A |
| Business Investment (% change) | 4.3 | -0.6 | -0.4 | 4.3 | N/A |
| Unemployment Rate (%) | 5.3 | 5.4 | 6.3 | 6.5 | N/A |
| Housing Starts (000s) | 262 | 240 | 242 | 253 | N/A |

[Source: Scotiabank Global Economics \(October 18, 2024\)](#)

⁷ Note: To date in 2024, the Bank of Canada (BoC) has announced three consecutive rate cuts of 25 basis points each, followed by a fourth cut of 50 basis points in October 2024. Inflation has been easing (from 8.1% in June 2022 to 2.7% in June 2024) in alignment with the Bank of Canada (BoC)'s interest rate decisions.

3. British Columbia Forecast⁸

B.C.'s economy is projected to grow at a rate below the national average this year, primarily due to the continued pressure on consumer spending from interest rate hikes in 2022-23.⁹ Additional factors contributing to this outlook include declining retail sales and exports in the first half of 2024, and one of the highest average household debt burdens across the country. As interest rates decline and these pressures ease, economic growth is anticipated to rebound in 2025, driven by a rise in investment, stronger consumer spending, and a recovery in exports.

The primary downside risks to B.C.'s economic outlook include ongoing price pressures and challenges in the housing market. Additional risks involve weaker global demand, the effects of climate change, the economic impacts of international geopolitical conflicts, and volatility in commodity markets. Despite persistent global economic uncertainty, the province's diverse economy positions it well to navigate ongoing global, national, and local economic challenges. Economic growth in the province is forecast at 1% for 2024, and eventually increasing to 2% in 2025 and 2.3% in 2026. Inflation in B.C. is also following the national downward trajectory, with the Consumer Price Index expected to slow its growth to 2.7% year-over-year in 2024, 2.2% in 2025, and 2.0% in 2026.

Over the next 12 to 18 months, consumer spending and home sales may strengthen, aligned with interest rate reductions by the Bank of Canada. Residential construction activity is expected to ease slightly from the high levels observed in 2022 and 2023, but it is projected to strengthen in the medium term, driven by lower borrowing costs and government housing policies designed to expand supply.

Employment has exceeded expectations this year, as a recession was previously anticipated, and B.C.'s labour market is projected to experience strong growth in the near term, driven by high population growth. However, this growth is expected to slow in 2025 and 2026 as the population increases moderate following federal government policy changes. The unemployment rate is expected to increase from the historically low levels seen in 2022 to 5.4% in both 2024 and 2025, before starting to trend down to 5.3% in 2026.

| British Columbia Indicators | 2022 | 2023 | 2024f | 2025f | 2026f |
|------------------------------------|-------------|-------------|--------------|--------------|--------------|
| Real GDP (% change) | 3.8 | 1.5 | 1.0 | 2.0 | 2.3 |
| Consumer Price Index (% change) | 6.9 | 3.9 | 2.7 | 2.2 | 2.0 |
| Population (% Change) | 2.5 | 3 | 3 | 1.2 | 1.2 |
| Retail Sales (% Change) | 3.1 | -0.1 | 1 | 2.5 | 3.5 |
| Unemployment Rate (%) | 4.6 | 5.2 | 5.4 | 5.4 | 5.3 |
| Housing Starts (000s) | 46.7 | 50.5 | 46.7 | 48.5 | 50.0 |

[Source: Government of BC. Taking Action For You, First Quarterly Report, September 2024.](#)

⁸ [Government of BC. Taking Action For You, First Quarterly Report, September 2024.](#) (data)

⁹ [TD Economics, Provincial Economic Forecast, September 19, 2024](#)

Local Trends

1. Metro Vancouver¹⁰

Metro Vancouver's GDP is anticipated to grow by 1.1% in 2024, before increasing to 2.5% in 2025 and 2.7% in 2026. This marks the smallest annual increase in growth since the pandemic but reflects the fact that the local economy is on par with the Canadian and provincial estimates. Inflation growth in Metro Vancouver is also anticipated to closely mirror national and provincial trends. Price growth has been easing, approaching the Bank of Canada's target rate of 2.00%. CPI is expected to be 2.6% in 2024, and then stabilize to 2.1% in 2025 and 2.0% in 2026.

Metro Vancouver housing starts are expected to drop by 10.5% in 2024 and by 9.4% in 2025 before stabilizing at around 26,000 units in the coming years. Affordability concerns and higher-than-anticipated interest rates present two risks to this forecast. With fewer projects scheduled to begin this year and a projected decrease in housing starts, a decline in construction output for 2024 is anticipated. However, the construction sector is expected to show positive results in the next couple of years, although growth will likely remain modest in 2025 and 2026.

Total employment is expected to continue to climb steadily, and Metro Vancouver's unemployment rates are forecasted to be lower than those of B.C. and Canada, reflecting a still tight local labour market. Unemployment is anticipated to decrease to 5.3% in 2024, 4.9% in 2025 and dip further to 4.7% in 2026. Closely related to both consumer demand and labour market strength, Metro Vancouver's population grew by 4.8% in 2023, and this is expected to continue though start to moderate to 3.5% in 2024 and 2.0% in 2025.

Over the next couple of years, the Metro Vancouver region is expected to benefit from hosting several major sporting events, including the Grey Cup in November 2024, the Invictus Games in 2025, and seven FIFA World Cup matches in 2026. These events are anticipated to bring large numbers of visitors to the region, supporting local businesses and the regional economy.

| Metro Vancouver Economic Indicators | 2022 | 2023 | 2024f | 2025f | 2026f |
|--|-------------|-------------|--------------|--------------|--------------|
| Real GDP (% Change) | 4.1 | 1.7 | 1.1 | 2.5 | 2.7 |
| Consumer Price Index (% Change) | 6.8 | 4.2 | 2.6 | 2.1 | 2.0 |
| Population (% Change) | 3.6 | 4.8 | 3.5 | 2.0 | 1.1 |
| Retail Sales (% Change) | 5.1 | 0.0 | 0.9 | 3.0 | 4.4 |
| Unemployment Rate (%) | 4.7 | 5.5 | 5.3 | 4.9 | 4.7 |
| Housing Starts (000s) | 26.0 | 33.2 | 29.8 | 27.0 | 26.8 |

[Source: Conference Board of Canada Major City Insights, Vancouver \(October 2024\)](#)

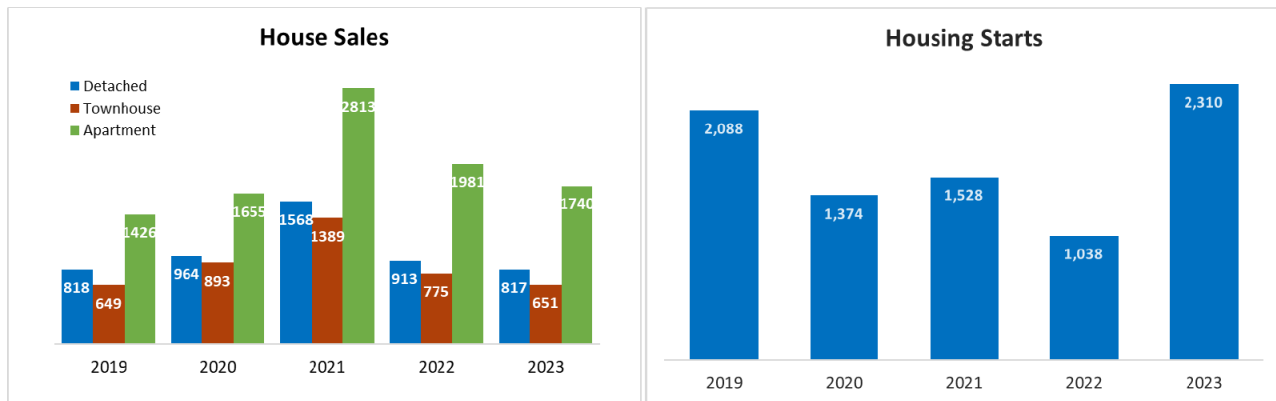
¹⁰ [Conference Board of Canada Major City Insights, Vancouver \(October 2024\)](#)

2. Richmond¹¹

Richmond benefits from a well-diversified economy and has key strengths across its multiple sectors. A healthy share of Richmond's jobs are community-oriented, serving local residents and other businesses, as well as those jobs that are export-oriented, serving national and international markets. Nearly 70% of these economic base jobs are in sectors linked to the city's role as a people and goods movement gateway, including transportation, warehousing and logistics, manufacturing, wholesale, and tourism. Richmond has a regional advantage in these industries due to the presence of the port and airport.

That said, businesses are grappling with challenges from the overall economic slowdown and inflation. These challenges include securing financing for complex projects, labour shortages, and high input costs. Industrial vacancy rates have begun to ease following a prolonged period of record lows, while office vacancy rates are now closely aligned with the Metro Vancouver average. Slow but steady growth is expected in 2025, in line with global and regional economic trends.

3. Housing Market



In 2023, sales of all types of housing decreased in Richmond, following a similar decreasing trend in 2022. However, these declines have been less pronounced than those observed between 2021 and 2022. This is aligned with the beginning of interest rate increases by the Bank of Canada starting March 2022 in their efforts to curb inflation, which continued through mid-2024.

Between 2022 and 2023, sales of detached homes decreased by 10.5%, with townhome and apartment sales declining by around 16% and 12.2% respectively. Sales made during the first two quarters of 2024 relative to the same period last year reflect a similar declining trend across all three types of housing, with a decrease of 12.6% for detached home sales, 8.9% for townhomes, and 14.3% for apartments. As further interest rate cuts are expected later in 2024, these dynamics may start to shift in 2025 as the cost of financing is reduced.

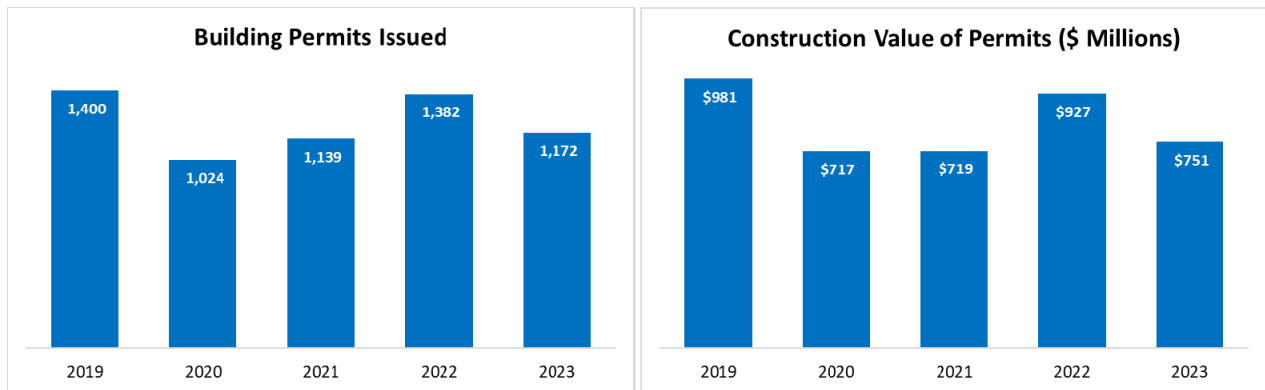
Housing starts in Richmond increased by 122.5% between 2022 and 2023 and further increased by 8.6% during the first two quarters of 2024 as compared to the same period in 2023. This recent trend in Richmond contrasts with the decline in housing starts across Metro Vancouver in 2024, although the overall direction may become more evident over a longer period. Multiple

¹¹ City of Richmond Interactive Data, <http://www.businessinrichmond.ca/data-centre/> (unless stated otherwise).

and complex dynamics are affecting housing starts, including population expansion leading to increased future demand, while at the same time, the high cost of capital and materials as well as labour shortages may be constraining factors.

| Housing Indicators | 2024 to Q2 | 2023 to Q2 | % Change |
|---------------------------|-------------------|-------------------|-----------------|
| Total Sales - Detached | 415 | 475 | -12.6% |
| Total Sales - Townhouse | 339 | 372 | -8.9% |
| Total Sales - Apartment | 803 | 937 | -14.3% |
| Housing Starts | 934 | 860 | 8.6% |

4. Construction Activity

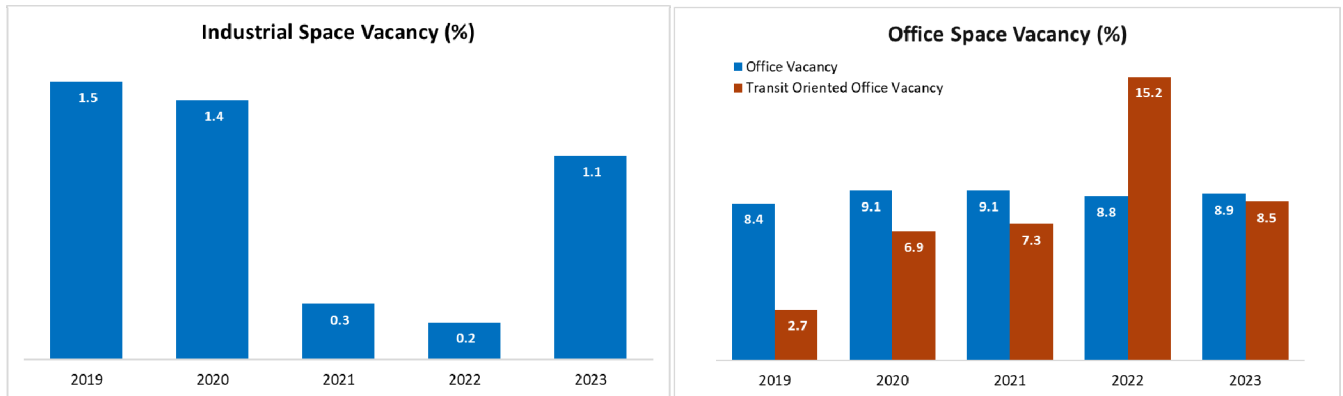


At the end of the second quarter of 2024, the construction value of building permits issued in Richmond had reached \$475 million, 13% higher than during the same period in 2023. At the same time, the number of building permits issued during the first six months of 2024 fell by 2% over the same period in 2023. Positive growth in the number of permits for commercial and institutional buildings partly offset the negative growth in the case of residential buildings, with industrial permits remaining unchanged.

An increase in construction value coupled with a decrease in the number of building permits issued can be attributed to fewer but larger and more complex developments with longer development cycles, including the multi-family developments taking place in the City Centre.

| Construction Indicators | 2024 to Q2 | 2023 to Q2 | % Change |
|----------------------------------|-------------------|-------------------|-----------------|
| Building Permits Issued | 619 | 633 | -2.2% |
| Construction Value (\$ millions) | 475 | 419 | 13% |

5. Commercial Space¹²



Richmond has over 45 million square feet of industrial space, which is one of the largest shares of Metro Vancouver’s regional industrial inventory (by any one municipality/ jurisdiction). The city’s industrial space vacancy has reflected a declining trend since 2018, dropping to a highly constrained 0.2% in 2022, before rising to 1.1% in 2023. It then rose to 1.4% in the first six months of 2024, a 180% increase from the same period last year. That said, Richmond’s industrial vacancy rate at the end of Q2 2024 was lower than the 2.7% vacancy rate in Metro Vancouver, which is indicative of constraints across the region.

Average net asking rent prices for industrial space in Richmond (\$19.61/sq ft) were also slightly lower than the Metro Vancouver average (\$20.16/ sq ft) as of Q2 2024, both of which are slightly lower than net asking rent prices at the same time last year.

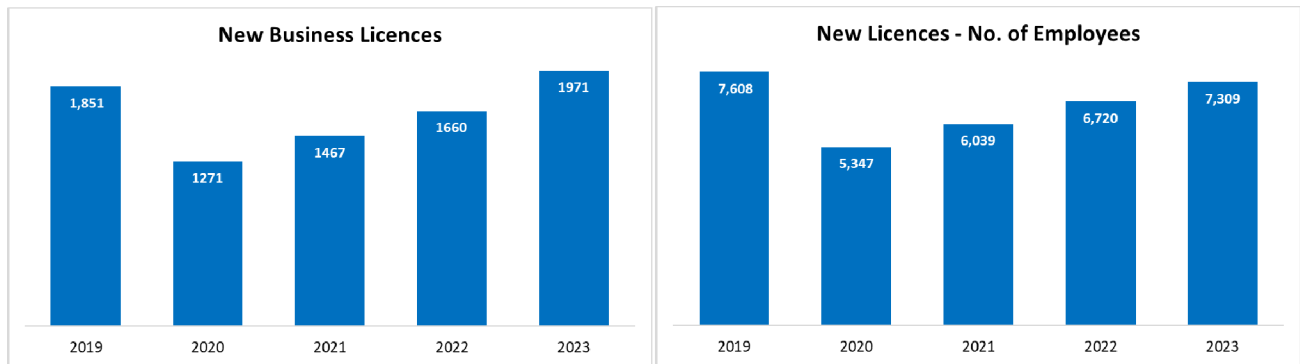
Office space vacancy has increased slightly in Richmond, though has remained relatively steady over the past several years. In 2021, the office vacancy rate was 9.1%, edging down to 8.8% in 2022 and then rising again to 8.9% in 2023. By the end of the second quarter in 2024, it had increased to 10.4%, similar to Metro Vancouver’s average of 10.3% and below downtown Vancouver’s 14.1% over the same period.

Due to limited financing availability and rising financing costs, along with the continuation of hybrid work and moderately improving economic conditions, tenant growth has remained limited with increasing construction costs as an additional factor. Sublease activity may continue as tenants reassess their real estate needs, capital expenditures, and occupancy costs.

¹² [Cushman & Wakefield Vancouver Office and Industrial Market Beat Reports \(Q2 2024\)](#). Note that the large increase in the transit-oriented office vacancy in 2022 was primarily driven by the Paramount development (6388 No. 3 Road) coming to market. Short-term fluctuations are expected as new supply is added. The definition of “transit-oriented office” is office space within 600 meters of a Skytrain station. As this definition includes a limited number of developments in the City Centre, any change (whether related to new inventory or absorption) may have a seemingly disproportionate impact on the data.

| Commercial Space Indicators | 2024 to Q2 | 2023 to Q2 | % Change |
|------------------------------------|-------------------|-------------------|-----------------|
| Industrial Inventory (million sf) | 46 | 45.43 | 1% |
| Industrial Vacancy Rate (%) | 1.4 | 0.5 | 180% |
| Office Inventory (million sf) | 5.09 | 5.04 | 1% |
| Office Vacancy Rate (%) | 10.4% | 9% | 16% |

6. Business Growth

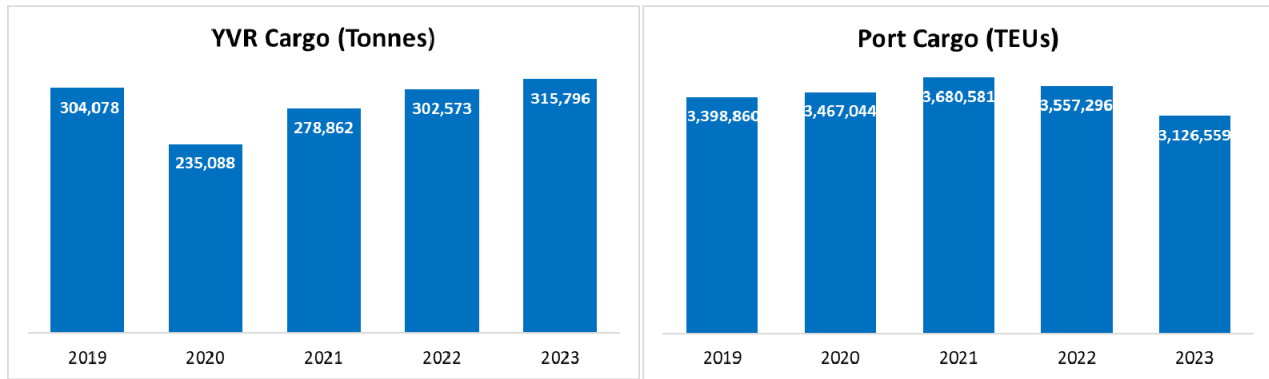


Economic activity in Richmond continues to be strong, and there has been a sustained increase in new business licenses and associated employment since 2020. The first half of 2024 saw a 17% rise in new business licenses compared to the same period in 2023, along with an 18% rise in employees associated with these new licenses.

At the end of the second quarter of 2024, the number of valid licenced businesses had increased by 6% as compared to the second quarter of 2023. The total number of valid business licences has remained relatively steady throughout the past 5+ years at between 13,000 and 14,500. This reflects a healthy balance in Richmond's business landscape, where the arrival of new businesses and the expansion of existing ones counterbalances closures and relocations.

| Local Business Activity | 2024 to Q2 | 2023 to Q2 | % Change |
|---------------------------------|-------------------|-------------------|-----------------|
| Valid Business Licences | 14,007 | 13,212 | 6% |
| New Business Licences | 1,071 | 912 | 17% |
| New Licences – No. of Employees | 4,023 | 3,405 | 18% |

7. Trade



YVR continues to experience a steady recovery in cargo volumes following the sharp decline caused by the COVID-19 pandemic. With a noteworthy increase of 4.3% between 2022 and 2023, 2023 cargo volumes surpassed their 2019 counterparts. This positive trend continued into the first half of 2024, with a 7% rise compared to the same period in 2023. In early 2024, the Government of Canada announced a \$75 million investment, which will be matched by YVR, to increase overall cargo handling capacity by more than 50% at YVR by 2027.¹³ This expansion is anticipated to further support cargo volumes in the medium to long term.

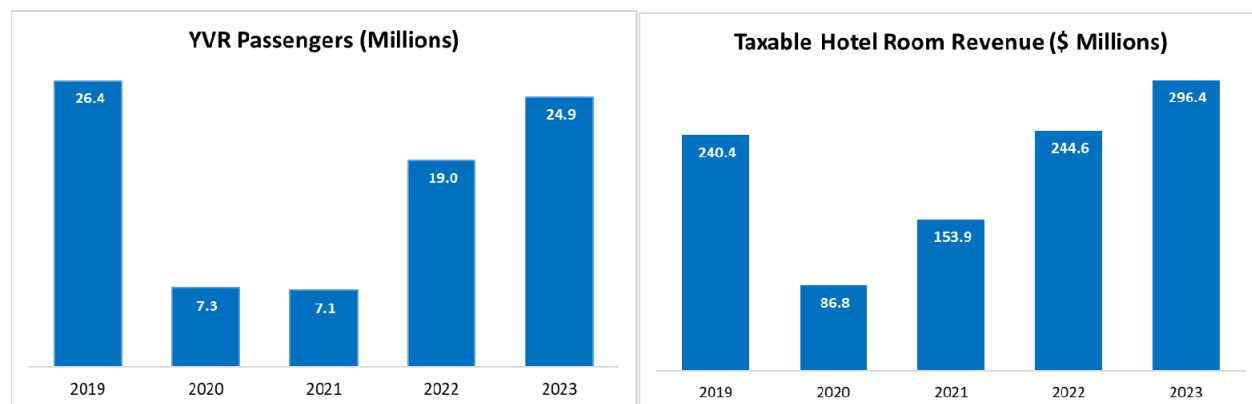
While cargo volumes moving through the Port of Vancouver have grown steadily in recent years, a decline of 12% was observed between 2022 and 2023. However, most recently, cargo volumes increased 14% in the first two quarters of 2024, relative to the same period in 2023. The previous decline in year-over-year container volumes is aligned with broader trends witnessed across the North American West Coast marked by slow global economic growth and the effect on imports by overstuffed retailer inventories, following supply chain constraints in earlier years¹⁴.

| Trade Indicators | 2024 to Q2 | 2023 to Q2 | % Change |
|--------------------|------------|------------|----------|
| YVR Cargo (tonnes) | 156,797 | 146,662 | 7% |
| PMV Cargo (TEUs) | 1,769,018 | 1,554,904 | 14% |

¹³ [YVR News, January 11, 2024.](#)

¹⁴ [Port of Vancouver, March 22, 2024.](#)

8. Tourism



Following severe declines in the tourism sector due to the COVID-19 pandemic, there has been significant positive growth in the last several years. Between 2022 and 2023, the number of passengers moving through YVR increased by around 31%, and this growth trajectory continued in the first two quarters of 2024, with passenger volumes reaching 12.6 million. This figure marks an increase of 7.4% from passenger volumes witnessed in the first half of 2023, second only to the record of 12.68 million passengers set in the first half of 2019.

Similarly, hotel room revenues have also recovered strongly, with a 21.2% increase between 2022 and 2023, and a 9.2% increase in the first two quarters of 2024 as compared to the same period in 2023. While tourism and associated travel and accommodation demand from some international markets, including China, have not fully recovered, the sector is expected to benefit more broadly from upcoming sporting events in the next few years, including the Grey Cup in November 2024, the Invictus Games in 2025, and seven FIFA World Cup matches in 2026.¹⁵ Projections from Destination Vancouver highlight hotel capacity challenges in Metro Vancouver, with demand expected to surpass supply by 2026.¹⁶

The Municipal and Regional District Tax (MRDT) partnership model between the City of Richmond, the Richmond Hotel Association, and Tourism Richmond is expected to generate between \$25-35 million in funding over a five-year period (2022 – 2027) to support tourism sector growth through destination marketing and development initiatives. MRDT revenue collected during the first half of 2024 was 9% higher than the first half of 2023, and the near-term forecast anticipates continued strong revenues.

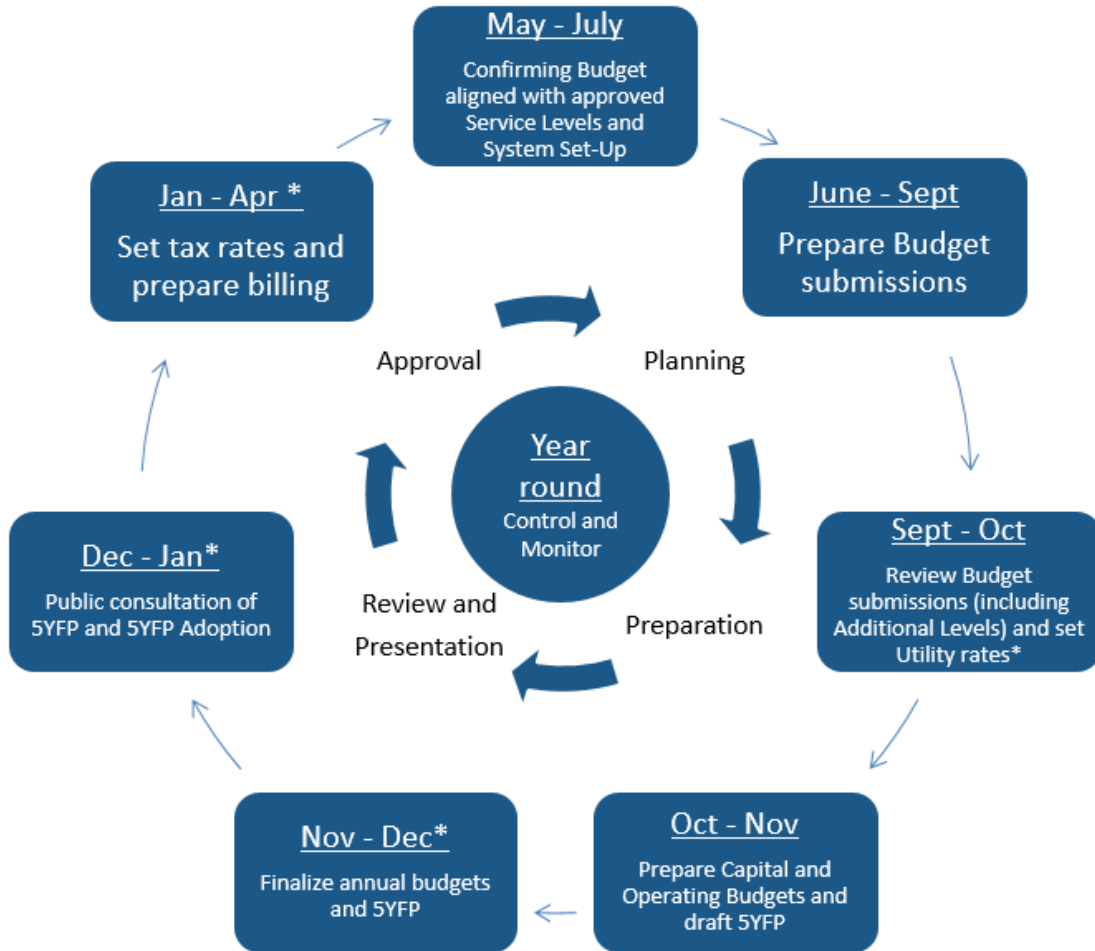
| Tourism Indicators | 2024 to Q2 | 2023 to Q2 | % Change |
|----------------------------------|------------|------------|----------|
| YVR Passengers (millions) | 12.6 | 11.7 | 7% |
| Hotel Room Revenue (\$ millions) | 147.8 | 135.3 | 9% |

¹⁵ [Conference Board of Canada Major City Insights, Vancouver \(October 2024\)](#)

¹⁶ Destination Vancouver, 2024 Economic and Tourism Outlook Forum (October 11, 2023); insights from YVR.

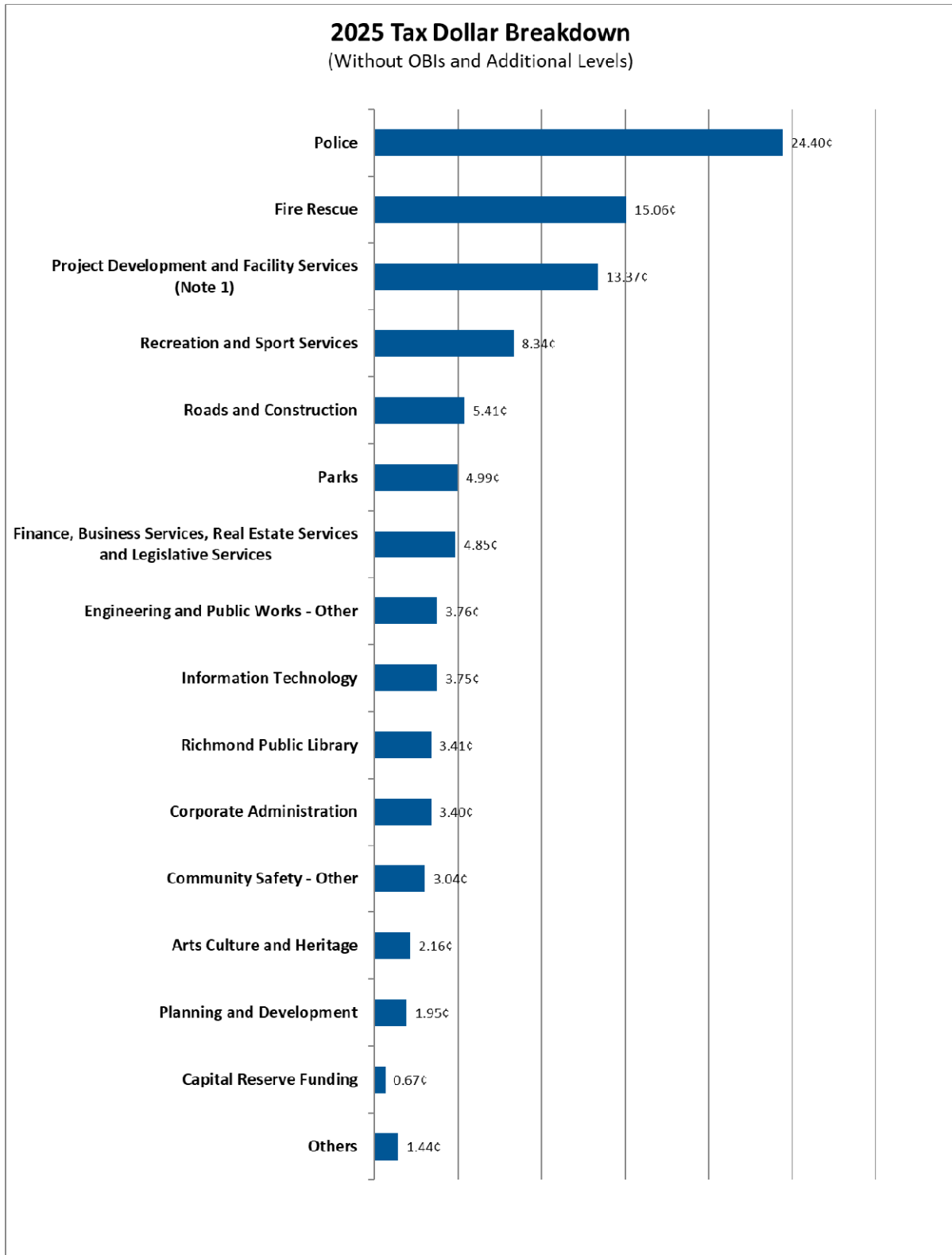
3. 2025 Budget Cycle

2025 Budget Cycle



* Council Involvement

4. 2025 Tax Dollar Breakdown



Note 1: Includes Investment in Community Facilities Infrastructure Replacement needs.

5. 2025 Same Level of Service Net Base Budget

| Department/Division | 2024 Adjusted Base Budget (in '000s) (Restated for Comparison) | 2025 Proposed Net Base Budget (in '000s) | Amount Change (in '000s) | Percent Change | Tax Impact |
|--|--|--|-----------------------------------|-------------------|----------------|
| Policing | \$78,094 | \$82,912 | \$4,818 | 6.17% | 1.57% |
| Fire Rescue | \$49,469 | \$51,255 | \$1,786 | 3.61% | 0.58% |
| Law and Community Safety - Other | \$5,570 | \$5,666 | \$96 | 1.72% | 0.03% |
| Law and Community Safety - Total | \$133,133 | \$139,833 | \$6,700 | 5.03% | 2.18% |
| Parks Recreation and Culture | \$49,457 | \$51,091 | \$1,634 | 3.30% | 0.53% |
| Library | \$11,285 | \$11,803 | \$518 | 4.59% | 0.17% |
| Parks Recreation and Culture including Library | \$60,742 | \$62,894 | \$2,152 | 3.54% | 0.70% |
| Engineering and Public Works | \$46,589 | \$48,222 | \$1,633 | 3.51% | 0.53% |
| Finance and Corporate Services | \$27,832 | \$29,379 | \$1,547 | 5.56% | 0.50% |
| Corporate Administration | \$11,020 | \$11,603 | \$583 | 5.29% | 0.19% |
| Planning and Development | \$6,623 | \$6,436 | (\$187) | (2.82%) | (0.06%) |
| Fiscal | (\$285,939) | (\$288,921) | (\$2,982) | 1.04% | (0.96%) |
| Same Level of Service Increase | \$0 | \$9,446 | \$9,446 | | 3.08% |
| Less: Estimated 2025 New Tax Growth | | (\$2,500) | (\$2,500) | | (0.82%) |
| Less: Transfer of Dike Maintenance to Utility | | (\$831) | (\$831) | | (0.27%) |
| Same Level of Service Increase After Tax Growth | \$0 | \$6,115 | \$6,115 | | 1.99% |

6. 2025 Same Level of Service Base Budget Details

All Divisions

All Divisions includes Law and Community Safety, Parks, Recreation and Culture (including Library), Engineering and Public Works (excluding Utilities), Finance and Corporate Services, Corporate Administration, Planning and Development, and Fiscal.

| | 2024 Adjusted Base Budget (Restated for Comparison) | 2025 Proposed Base Budget | Change 2025 \$ | Change 2025 % |
|---------------------------------|--|------------------------------|---------------------|-------------------|
| Revenues | (420,590,200) | (429,720,400) | (9,130,200) | 2.17% |
| Expenditures | | | | |
| Labour | 192,764,600 | 201,240,600 | 8,476,000 | 4.40% |
| Contract Services | 108,530,800 | 113,128,400 | 4,597,600 | 4.24% |
| Operating Expenses | 45,623,200 | 45,604,600 | (18,600) | (0.04%) |
| Total Operating Expenses | 346,918,600 | 359,973,600 | 13,055,000 | 3.76% |
| Fiscal Expenses | 73,614,200 | 62,743,800 | (10,870,400) | (14.77%) |
| Transfers | \$57,400 | 16,449,400 | 16,392,000 | 28,557.49% |
| Grand Total¹ | - | 9,446,400 | 9,446,400 | - |

¹ 2025 Proposed Base Budget increase represents the same level of service before Tax Growth. Each line consolidates All Divisions together with the Richmond Public Library amounts.

FTE

| | 2025 FTE |
|--------------|----------------|
| Total | 1,502.2 |

The same level of service Full-Time Equivalent (FTE) for 2025 includes positions approved by Council in the 2024 budget process (additional levels, budget amendments, etc.) and reflects the current organizational structure. This does not include emerging organizational additional levels that are proposed in the 2025 operating budget as these are subject to Council approval.

FTE – Library

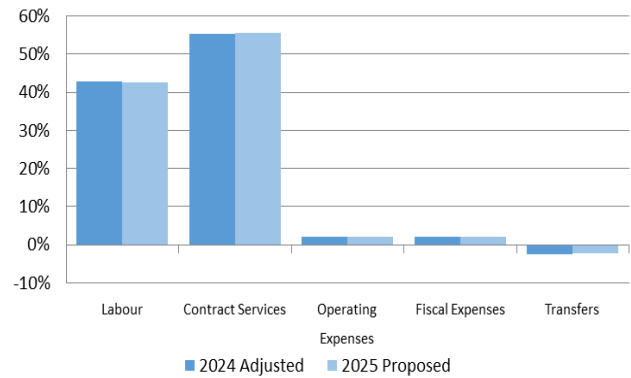
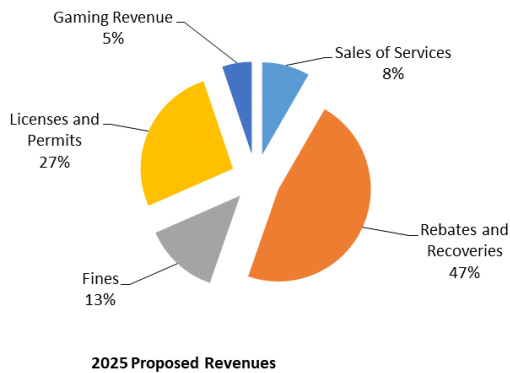
| | 2025 FTE |
|--------------|-------------|
| Total | 95.5 |

Law and Community Safety

Subsequent to the approval of the 2024 budget, the CAO announced a reorganization of the Community Safety Division and the Finance & Corporate Services Division. The Law department was moved from the Law and Legislative Services division to the Law and Community Safety division and the Legislative Services department is moved from the Law and Legislative Services division to the Finance and Corporate Services division. Law and Legislation Services as a separate division is dissolved and the Community Safety Division was renamed as the Law and Community Safety Division.

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. The Law department is responsible for providing advice to City Council and staff regarding the City’s legal rights and obligations.

| | 2024 Adjusted Base Budget (Restated for Comparison) | 2025 Proposed Base Budget | Change 2025 \$ | Change 2025 % |
|---------------------------|---|---------------------------------|--------------------|------------------|
| Revenues | (17,866,800) | (19,088,100) | (1,221,300) | 6.84% |
| Expenditures | | | | |
| Labour | 64,509,300 | 67,117,500 | 2,608,200 | 4.04% |
| Contract Services | 83,530,400 | 88,706,000 | 5,175,600 | 6.20% |
| Operating Expenses | 3,312,200 | 3,481,700 | 169,500 | 5.12% |
| Total Expenditures | 151,351,900 | 159,305,200 | 7,953,300 | 5.25% |
| Fiscal Expenses | 3,244,300 | 3,294,500 | 50,200 | 1.55% |
| Transfers | (3,596,000) | (3,678,200) | (82,200) | 2.29% |
| Grand Total | \$133,133,400 | \$139,833,400 | \$6,700,000 | 5.03% |



FTE

| | 2025 FTE |
|--------------|--------------|
| Total | 441.3 |

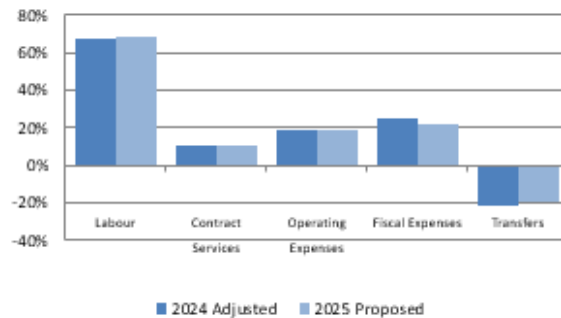
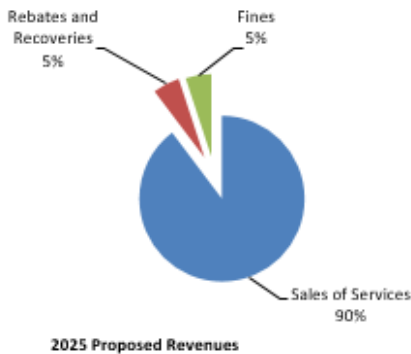
RCMP Contract Complement (Funded)

| | 2025 FTE |
|--|-----------------|
| Officers | 276.0 |
| Less: Non-Budgeted | (11.0) |
| Municipal Policing | 265.0 |
| Specialized Police Operations and Integrated Homicide Investigation Team | 15.1 |
| Total | 280.1 |

Parks, Recreation and Culture

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.

| | 2024 Adjusted Base Budget (Restated for Comparison) | 2025 Proposed Base Budget | Change 2025 \$ | Change 2025 % |
|---------------------------|--|----------------------------------|-----------------------|----------------------|
| Revenues | (13,095,200) | (13,949,000) | (853,800) | 6.52% |
| Expenditures | | | | |
| Labour | 50,698,400 | 53,127,600 | 2,429,200 | 4.79% |
| Contract Services | 7,274,200 | 7,608,500 | 334,300 | 4.60% |
| Operating Expenses | 13,470,100 | 13,706,200 | 236,100 | 1.75% |
| Total Expenditures | 71,442,700 | 74,442,300 | 2,999,600 | 4.20% |
| Fiscal Expenses | 16,202,600 | 15,059,000 | (1,143,600) | (7.06%) |
| Transfers | (13,808,000) | (12,658,300) | 1,149,700 | (8.33%) |
| Grand Total | \$60,742,100 | \$62,894,000 | \$2,151,900 | 3.54% |



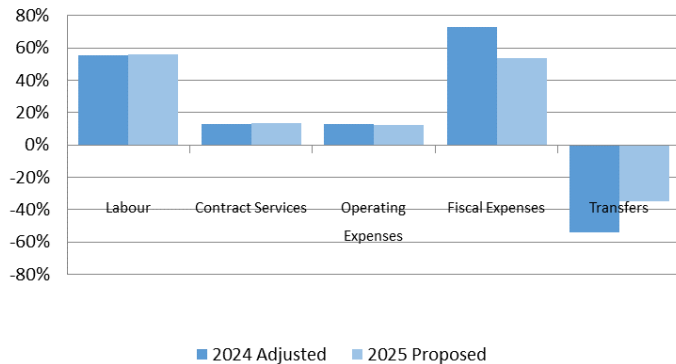
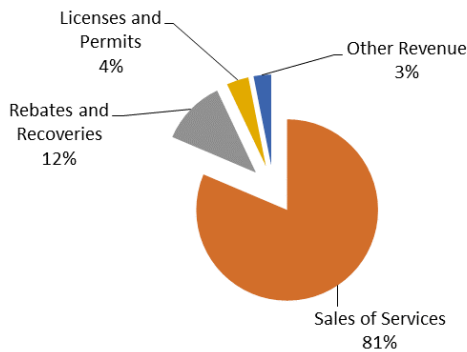
FTE

| | 2025 FTE |
|-------------------------------|-----------------|
| Parks, Recreation and Culture | 429.5 |
| Library | 95.5 |
| Total | 525.0 |

Engineering and Public Works (excluding Utilities)

Comprises engineering planning, design, construction and maintenance services for all utilities and City building infrastructure. Responsible for roads and construction services, transportation, street lighting, climate, environment, corporate and community energy programs. This division includes Project Development and Facility Services.

| | 2024 Adjusted Base Budget (Restated for Comparison) | 2025 Proposed Base Budget | Change 2025 \$ | Change 2025 % |
|---------------------------|---|---------------------------|--------------------|-----------------|
| Revenues | (4,203,900) | (4,970,700) | (766,800) | 18.24% |
| Expenditures | | | | |
| Labour | 27,978,000 | 29,469,100 | 1,491,100 | 5.33% |
| Contract Services | 6,541,500 | 7,399,900 | 858,400 | 13.12% |
| Operating Expenses | 6,749,400 | 6,500,000 | (249,400) | (3.70%) |
| Total Expenditures | 41,268,900 | 43,369,000 | 2,100,100 | 5.09% |
| Fiscal Expenses | 36,932,600 | 28,386,300 | (8,546,300) | (23.14%) |
| Transfers | (27,409,000) | (18,562,600) | 8,846,400 | (32.28%) |
| Grand Total | \$46,588,600 | \$48,222,000 | \$1,633,400 | 3.51% |



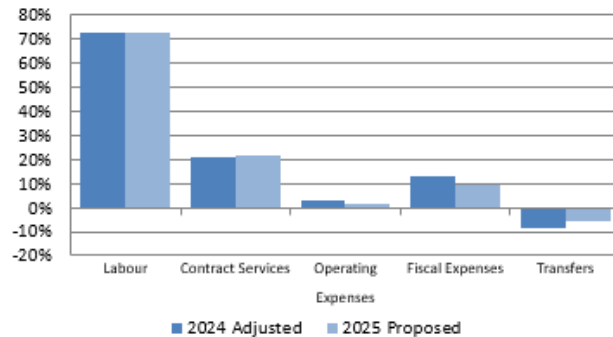
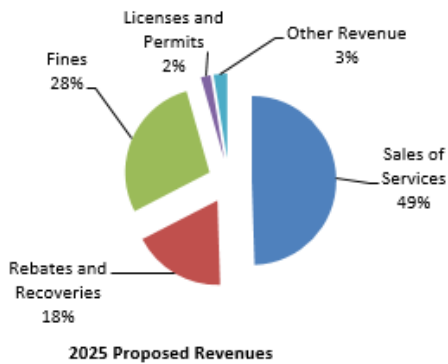
FTE

| | 2025 FTE |
|--------------|--------------|
| Total | 287.7 |

Finance and Corporate Services

Responsible for the financial well-being of the City, through the provision of financial advice, services and information to Council, staff and the public, as well as through the support and fostering of a viable business community. This division includes customer service, information technology, finance, economic development, real estate services, and business services. Following a reorganization in 2024, this division includes the City Clerk’s Office which serves as a secretariat for Council and its Committees performing functions including agenda preparation, recording of minutes, processing and certifying bylaws, and record management.

| | 2024 Adjusted Base Budget (Restated for Comparison) | 2025 Proposed Base Budget | Change 2025 \$ | Change 2025 % |
|---------------------------|--|------------------------------|--------------------|------------------|
| Revenues | (721,700) | (806,100) | (84,400) | 11.69% |
| Expenditures | | | | |
| Labour | 20,762,400 | 21,898,900 | 1,136,500 | 5.47% |
| Contract Services | 5,814,100 | 6,506,900 | 692,800 | 11.92% |
| Operating Expenses | 737,200 | 539,300 | (197,900) | (26.84%) |
| Total Expenditures | 27,313,700 | 28,945,100 | 1,631,400 | 5.97% |
| Fiscal Expenses | 3,729,900 | 2,907,400 | (822,500) | (22.05%) |
| Transfers | (2,489,900) | (1,667,300) | 822,600 | (33.04%) |
| Grand Total | \$27,832,000 | \$29,379,100 | \$1,547,100 | 5.56% |



FTE

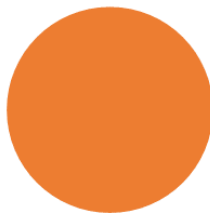
| | |
|--------------|---------------------------------|
| Total | 2025 FTE 169.0 |
|--------------|---------------------------------|

Corporate Administration

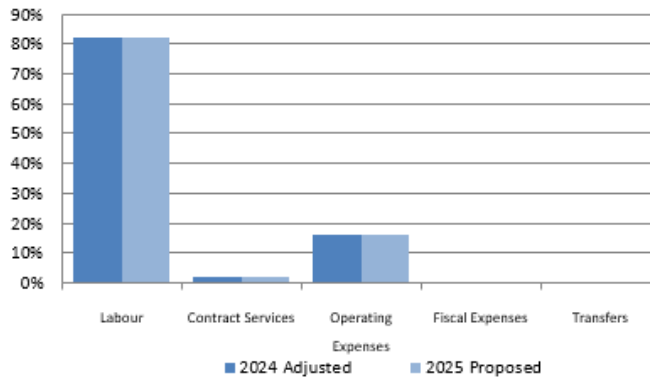
The CAO's Office oversees the overall administration of the corporate body (business units/operations) of the City and employees. Other departments and functions include, Deputy CAO Administration, human resources, corporate communications, production centre, intergovernmental relations, special projects and coordination of interdivisional projects and the Corporate Planning and Programs Management Group (CPMG). This is also where the budget for Mayor and Councillors resides.

| | 2024 Adjusted Base Budget (Restated for Comparison) | 2025 Proposed Base Budget | Change 2025 \$ | Change 2025 % |
|---------------------------|--|------------------------------|-------------------|------------------|
| Revenues | (5,000) | (5,000) | - | -% |
| Expenditures | | | | |
| Labour | 9,030,900 | 9,512,500 | 481,600 | 5.33% |
| Contract Services | 222,400 | 229,500 | 7,100 | 3.19% |
| Operating Expenses | 1,765,700 | 1,859,500 | 93,800 | 5.31% |
| Total Expenditures | 11,019,000 | 11,601,500 | 582,500 | 5.29% |
| Fiscal | 300 | 300 | - | -% |
| Transfers | 5,800 | 5,800 | - | -% |
| Grand Total | \$11,020,100 | \$11,602,600 | \$582,500 | 5.29% |

Sales of Services
100%



2025 Proposed Revenues



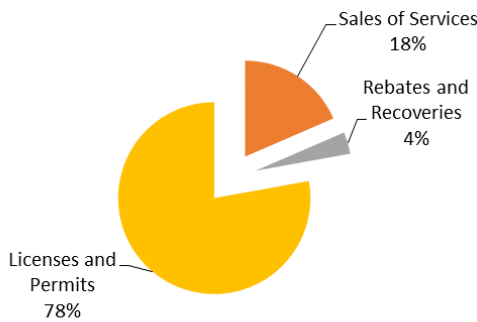
FTE

| | |
|--------------|--------------------------------|
| Total | 2025 FTE 60.5 |
|--------------|--------------------------------|

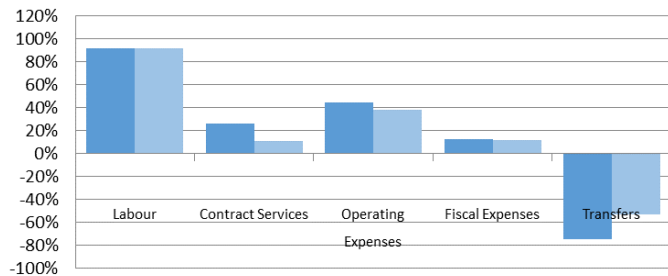
Planning and Development

Incorporates policy planning, development applications, building approvals, and community social development, which includes social planning, 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. The affordable housing program has moved to the newly established Housing Office which is overseen by the Deputy Chief Administrative Officer.

| | 2024 Adjusted Base Budget (Restated for Comparison) | 2025 Proposed Base Budget | Change 2025 \$ | Change 2025 % |
|---------------------------|--|------------------------------|--------------------|------------------|
| Revenues | (10,173,800) | (10,947,000) | (773,200) | 7.60% |
| Expenditures | | | | |
| Labour | 15,301,000 | 15,810,400 | 509,400 | 3.33% |
| Contract Services | 4,417,500 | 1,859,900 | (2,557,600) | (57.90%) |
| Operating Expenses | 7,510,800 | 6,749,200 | (761,600) | (10.14%) |
| Total Expenditures | 27,229,300 | 24,419,500 | (2,809,800) | (10.32%) |
| Fiscal Expenses | 2,118,400 | 2,049,400 | (69,000) | (3.26%) |
| Transfers | (12,551,100) | (9,085,800) | 3,465,300 | (27.61%) |
| Grand Total | \$6,622,800 | \$6,436,100 | (\$186,700) | (2.82%) |



2025 Proposed Revenues



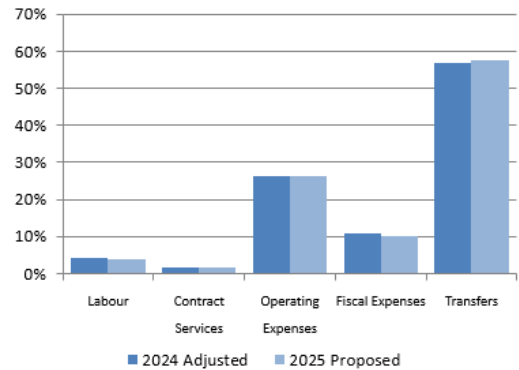
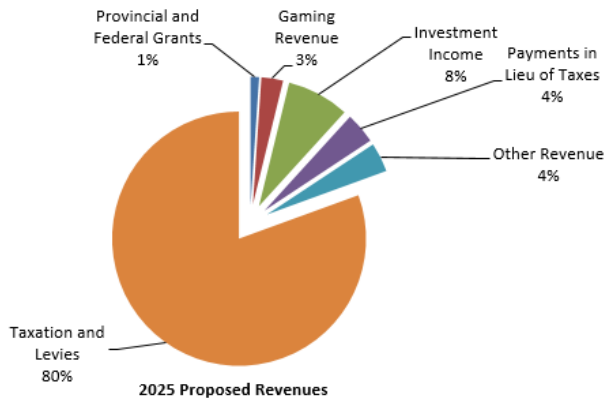
■ 2024 Adjusted ■ 2025 Proposed

FTE

| | 2025 FTE |
|--------------|--------------|
| Total | 114.2 |

Fiscal

| | 2024 Adjusted Base Budget (Restated for Comparison) | 2025 Proposed Base Budget | Change 2025 \$ | Change 2025 % |
|---------------------------|--|------------------------------|--------------------|------------------|
| Revenues | (374,523,800) | (379,954,500) | (5,430,700) | 1.45% |
| Expenditures | | | | |
| Labour | 4,484,500 | 4,304,600 | (179,900) | (4.01%) |
| Contract Services | 730,700 | 817,700 | 87,000 | 11.91% |
| Operating Expenses | 12,077,800 | 12,768,700 | 690,900 | 5.72% |
| Total Expenditures | 17,293,000 | 17,891,000 | 598,000 | 3.46% |
| Fiscal Expenses | 11,385,800 | 11,046,400 | (339,400) | (2.98%) |
| Transfers | 59,905,600 | 62,095,900 | 2,190,300 | 3.66% |
| Grand Total | (285,939,400) | (288,921,200) | (2,981,800) | 1.04% |



7. 2025 Same Level of Service Base Budget by Category (in \$000s)

| | 2024 Adjusted Base Budget (Restated for Comparison) | 2025 Proposed Base Budget | Change 2025 \$ | Change 2025 % |
|---|--|---------------------------------|-------------------|------------------|
| Revenues | | | | |
| Taxation and Levies | (\$306,677) | (\$306,677) | - | -% |
| Sales of Services | (39,488) | (44,445) | (4,957) | 12.55% |
| Investment Income – Statutory Reserves (requirement pursuant to the <i>Community Charter</i>) | (17,999) | (22,000) | (4,001) | 22.23% |
| Investment Income – General | (7,270) | (8,270) | (1,000) | 13.76% |
| Payment in Lieu of Taxes | (14,650) | (15,000) | (350) | 2.39% |
| Licenses and Permits | (12,832) | (13,683) | (851) | 6.63% |
| Gaming Revenues | (12,500) | (11,500) | 1,000 | (8.00%) |
| Other Revenue | (9,174) | (8,145) | 1,029 | (11.22%) |
| Total Revenues | (420,590) | (429,720) | (9,130) | 2.17% |
| Operating Expenses | | | | |
| Wages and salaries | 192,765 | 201,241 | 8,476 | 4.40% |
| RCMP Contract (City excluding YVR) | 60,808 | 65,134 | 4,326 | 7.11% |
| Contract Services (RCMP YVR Contract, E- Comm and Integrated Teams, IT licenses, maintenance, etc.) | 47,722 | 47,994 | 272 | 0.57% |
| Supplies and Materials | 45,623 | 45,604 | (19) | (0.04%) |
| Total Operating Expenses | 346,918 | 359,973 | 13,055 | 3.76% |
| Fiscal Expenses (Excluding Amortization and Transfers from Capital) | | | | |
| Interest and Financing (Interest on Long Term Debt and capital leases, bad debts) | 5,169 | 4,281 | (888) | (17.18%) |
| Total Fiscal Expenses (Excluding Amortization and Transfers from Capital) | 5,169 | 4,281 | (888) | (17.18%) |
| Transfers (Excluding Equity Amortization and Transfers from Capital) | | | | |
| Repayment of Debt | 9,610 | 3,707 | (5,903) | (61.43%) |
| Transfers to Statutory Reserves and Provisions | 58,893 | 71,205 | 12,312 | 20.91% |
| Total Transfers (Excluding Equity Amortization and Transfers from Capital) | 68,503 | 74,912 | 6,409 | 9.36% |
| Grand Total | - | \$9,446 | \$9,446 | |

Each line consolidates All Divisions together with the Richmond Public Library amounts. Amounts include estimates for fully recoverable expenses which have no tax impact. Base amounts include E-Comm. and integrated teams before external senior government increases. Base amounts exclude externally funded programs.

8. 2025 Program Expenditures Funded by Reserves

The Affordable Housing, Child Care, and Public Art programs are fully funded by their respective reserve funds, which receive contributions from development activity. The *Community Charter* requires that the funding source for all proposed expenditures be included in the City’s Consolidated 5 Year Financial Plan, and specifically those funded by statutory reserve funds. Accordingly, this attachment outlines the planned program expenditures and their specific reserve funding sources.

| Summary of Operating Programs Funded by Reserves | | |
|--|--------------------------------|--------------------|
| Project Name | Reserve Funding Source | 2025 |
| Affordable Housing Operating Initiatives | Affordable Housing Operating | \$400,000 |
| 12040 Horseshoe Way Repayment | Affordable Housing - City Wide | 525,000 |
| Affordable Housing Total | | 925,000 |
| Child Care - Administration | Child Care Operating | 100,000 |
| Child Care Projects - City-wide (Capital Grants) | Child Care Development | 50,000 |
| Child Care Projects - City-wide (Non-Capital Grants) | Child Care Operating | 10,000 |
| Child Care Total | | 160,000 |
| Public Art Program | Public Art Program | 357,191 |
| Public Art Total | | 357,191 |
| | | \$1,442,191 |

The proposed expenditures for 2025 and the planned expenditures for 2026-2029 are summarized in this attachment for each program.

Affordable Housing Program 2025

The City recognizes that a diverse range of housing choices for individuals and families of varying incomes is essential in creating a liveable community. In 2024, the City created a Housing Office to allow greater focus and resourcing to be dedicated to the delivery of housing options along a housing continuum. The purpose of the City’s Affordable Housing program is to support the creation of affordable housing in partnership with senior levels of government, non-profit organizations and the private sector. Through various programs and policies, the City has successfully secured over 1,700 affordable housing units since the City’s first Affordable Housing Strategy was adopted in 2007.

The following developments highlight the successes of the City in delivering housing to some of the most vulnerable members of the community:

- Kiwanis Towers, which provides 296 affordable rental units for low-income seniors.
- Storeys, which provides 129 affordable rental units for low-income households.
- Alderbridge Supportive Housing, which provides 40 units for residents experiencing homelessness.
- Aster Place (Bridgeport) Supportive Housing, which provides 40 units for residents experiencing homelessness.
- Forthcoming projects, including:

- Pathways development, which will provide 80 affordable rental units for low and moderate-income single people, families and seniors.
- Rapid Housing Initiative development, which will provide 25 affordable rental units for women and women with children who are homeless or at risk of becoming homeless.

| Affordable Housing Program (in '000s) | 2025 | 2026 | 2027 | 2028 | 2029 |
|---|---------------|---------------|---------------|---------------|---------------|
| Affordable Housing Operating Initiatives | \$ 400 | \$ 400 | \$ 400 | \$ 400 | \$ 400 |
| 12040 Horseshoe Way (Shelter) Repayment | \$ 525 | \$ 525 | \$ 525 | \$ 525 | \$ 525 |
| Total Affordable Housing Program | \$ 925 | \$ 925 | \$ 925 | \$ 925 | \$ 925 |
| Affordable Housing Funding Sources (in '000s) | | | | | |
| Affordable Housing Operating Reserve | \$ 400 | \$ 400 | \$ 400 | \$ 400 | \$ 400 |
| Affordable Housing City-Wide Reserve | \$ 525 | \$ 525 | \$ 525 | \$ 525 | \$ 525 |
| Total Affordable Housing Funding Sources | \$ 925 | \$ 925 | \$ 925 | \$ 925 | \$ 925 |

Affordable Housing Operating Initiatives

The Council-adopted Affordable Housing Strategy 2017–2027 and Homelessness Strategy 2019–2029 guide the City’s actions regarding affordable housing and homelessness service provision. The Affordable Housing program provides staff with the necessary resources to advance the implementation of these strategies. Examples include staff salaries, administration costs, and consulting services related to research, public engagement and economic analysis.

Internal Debt Payment

On December 21, 2016, Council approved a transfer of \$7 million from the Capital Reserve – Industrial Use Fund to the Affordable Housing Reserve to purchase land at 12040 Horseshoe Way in order to partner with BC Housing to build a new emergency shelter. Under the *Community Charter*, these funds must be repaid to the source reserve fund with interest. Internal repayments from the Affordable Housing Reserve are being made over 15 years (payments commenced in 2018 and will end in 2032) in installments of \$525,000.

Child Care Program 2025

Child care is an important service for Richmond residents and an essential need for many parents. The Draft 2024-2034 Richmond Child Care Strategy, endorsed for public consultation by City Council on June 24, 2024, and the 2021–2031 Richmond Child Care Action Plan, adopted by City Council on April 12, 2021, outline the City’s commitment to child care. The identified priorities include creating and maintaining child care spaces, supporting quality, inclusivity and accessibility, advocacy, collaboration and providing access to education and information to support educators, families and the community.

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 and other development related opportunities that may evolve over time. The

City manages and maintains 13 existing City-owned child care facilities including two Early Childhood Development Hubs.

Dedicated City staff resources help develop, maintain and support the child care system in Richmond. Child Care grants support the work of non-profit child care providers seeking to improve the quality or capacity of care in their facility, or non-profit societies supporting quality programming and/or providing professional development opportunities for the broader child care community in Richmond.

| Child Care Program (in '000s) | 2025 | 2026 | 2027 | 2028 | 2029 |
|---|---------------|--------------|--------------|--------------|--------------|
| Child Care - Administration | \$ 100 | \$- | \$- | \$- | \$- |
| Child Care - City-Wide (Capital Grants) | \$ 50 | \$ 50 | \$ 50 | \$ 50 | \$ 50 |
| Child Care - City-Wide (Non-Capital Grants) | \$ 10 | \$ 10 | \$ 10 | \$- | \$- |
| Total Child Care Program | \$ 160 | \$ 60 | \$ 60 | \$ 50 | \$ 50 |
| Child Care Funding Sources (in '000s) | | | | | |
| Child Care Operating Reserve | \$ 110 | \$ 10 | \$ 10 | \$- | \$- |
| Child Care City-Wide Reserve | \$ 50 | \$ 50 | \$ 50 | \$ 50 | \$ 50 |
| Total Child Care Funding Sources | \$ 160 | \$ 60 | \$ 60 | \$50 | \$ 50 |

Child Care - Administration

A source of funding is required to support the City's Child Care section and assist in implementing specific actions in the Council endorsed Draft 2024–2034 Richmond Child Care Strategy and the 2021–2031 Richmond Child Care Action Plan.

The Child Care Planner 2 position, which was created as an auxiliary position in 2017 and became a regular position in 2020, is funded through the Child Care Operating Reserve and plays an important role in supporting the ongoing collaboration with the operators of the 13 City-owned child care facilities and Early Childhood Development (ECD) Hubs, supporting the Richmond Child Care Grant Program and Child Care Development Advisory Committee and assisting with the planning, design and construction of new child care facilities secured as community amenity contributions. Specific job duties include working with developers, community members and child care operators to support the creation of new child care facilities and the stability, health and safety of existing child care facilities. Further work includes assisting with the planning and development of new child care facilities (including ECD Hubs), researching, developing and updating City publications and working documents, and responding to requests for information from the community, parents and child care providers.

In addition, any funds remaining after ensuring sufficient funding for the Child Care Planner 2 position may be used to pay for administrative costs related to: expenses to support the child care work program, research, production of reports, creation of developer resources, and to support the ongoing development of new amenities under development including ECD Hubs and child care facilities as necessary.

The Child Care Operating Reserve is an appropriate source of funding for such expenses. It was established to support grants, conduct research and fund expenses to support the development of

quality child care within the city. There is currently sufficient funding in the Child Care Operating Reserve to fund this request for 2025.

Child Care - City-Wide (Capital Grants)

Sufficient funding is required to administer the City's 2025 Child Care Capital Grants Program. These grants support non-profit child care operators with capital improvements to enhance their child care programs (e.g. minor renovations, outdoor playground upgrades and the purchase of equipment and furnishings). Grants will be advertised in September 2024 and with Council approval, be awarded in February or March 2025.

The Child Care City-Wide Reserve is an appropriate source of funding for this expense. It was established to fund capital expenses to support the development of quality child care within the city. There is currently sufficient funding in the Child Care City-Wide Reserve to fund this request for 2025.

Child Care - City-Wide (Non-Capital Grants)

Funding is required to enable the provision of the 2025 Child Care Professional and Program Development Grants (non-capital). These grants support non-profit organizations in Richmond to deliver professional development initiatives for Early Childhood Educators and child care providers. These grants may also support the purchase of toys, equipment and resources for lending libraries that are available to Richmond child care providers. Grants will be advertised in September 2024 and with Council approval, be awarded in February or March 2025.

The Child Care Operating Reserve is an appropriate source of funding for such expenses. It was established, in part, to fund grants to support the development of quality child care within the city. There is currently sufficient funding in the Child Care Operating Reserve to fund this request for 2025.

Public Art Program 2025

The Public Art Program is a self-sustaining project funded by private development contributions to the Public Art Reserve, guided by a Council-approved policy (Policy 8703 and supported by a Council-appointed Public Art Advisory Committee).

The Public Art Program contributes to Council’s Strategic Plan 2022 – 2026 *Vibrant, resilient and active communities supported by a wide variety of opportunities to get involved, build relationships and access resources*. The Public Art Program advances the Richmond Art Strategy 2019 - 2024, approved by Council in July 2019.

| Public Art Program (in '\$'000s) | 2025 | 2026 | 2027 | 2028 | 2029 |
|---|--------------|--------------|--------------|--------------|--------------|
| Public Art Program | 357 | 170 | 170 | 170 | 170 |
| Total Public Art Program | \$357 | \$170 | \$170 | \$170 | \$170 |
| Funding Source: | | | | | |
| Public Art Program Reserve | \$357 | \$170 | \$170 | \$170 | \$170 |
| Total Public Art Funding Source | \$357 | \$170 | \$170 | \$170 | \$170 |

The scope of work consists of \$357,191 of developer-funded public art projects as detailed below.

| Proposed Public Arts Projects 2025 | Estimated Costs |
|--|------------------------|
| Annual Community Public Art Programs - Urban Infrastructure Art Wrap Program, Engaging Artists in Community Program, Community Mural Program | \$90,000 |
| Community Public Art Projects - No. 3 Road Art Columns | \$40,000 |
| Community Education, Artists Professional Development and Mentorship, Public Art Bus Tours | \$10,000 |
| Collaboration with other City Partners - Capture Photography Festival, Children's Art Festival, Culture Days | \$30,000 |
| ORIS Development – 23200 Gilley Road – RZ49-754305 | \$187,191 |
| Total | \$357,191 |

9. Externally Funded Programs

City staff work collaboratively with senior levels of government and external agencies to identify opportunities to apply for grant funding. This attachment summarizes the successful applications that the City has been awarded. In order to have the authority to incur any expenditure, including those funded by external organizations, the amounts must be included in the City's 5 Year Financial Plan.

Each 5 Year Financial Plan is repealed upon adoption of the subsequent financial plan, and therefore external grants that have not been fully expended need to be included in the financial plan to retain expenditure authorization for unspent amounts. The amount included in the 2025 Budget is based on funding available from the external source and anticipated to be spent in 2025. If the funding remains unspent at the end of the year, it would be included again in the subsequent budget year, subject to the terms of the external agreement. There is no tax impact as a result of including these expenditures in the 5 Year Financial Plan.

| Externally Funded Programs(in \$000s) | Full Award Amount / Annual Contribution | 2025 Estimated Expenditures |
|--|---|-----------------------------|
| Housing Accelerator Fund (page 65) | \$35,932 | \$14,417 |
| Rapid Housing Initiative (page 65) | 9,117 | 207 |
| Major Road Network Program (page 66)* | 4,252 | 4,252 |
| Local Government Climate Action Program (page 67) | 2,791 | 622 |
| Richmond Building Safer Communities Fund (page 68) | 2,682 | 637 |
| Municipal and Regional District Tax* | 1,200 | 1,200 |
| Housing Capacity Funding (page 68) | 1,150 | 400 |
| Richmond Food Hub (page 69) | 1,000 | 214 |
| Japanese Canadian Legacies Society grant for Japanese Canadian Boat Building Exhibit | 400 | 150 |
| Richmond Boatbuilder Grant | 226 | 100 |
| City of Richmond GHG Reduction Pathways for City Owned Buildings | 200 | 200 |
| Municipal Insurance Association of British Columbia grant for Cybersecurity enhancements | 150 | 150 |
| Community Based FireSmart Education Grant | 100 | 50 |
| Richmond Circular City Strategy Material Flow Analysis Grant | 88 | 88 |
| Rick Hansen Foundation grant for accessibility upgrades of City Facilities | 82 | 82 |
| Richmond Youth Situation Table | 50 | 50 |
| Indigenous Engagement Grant | 48 | 48 |
| Next Gen 911 Grant | 45 | 45 |

| Externally Funded Programs(in \$000s) | Full Award Amount / Annual Contribution | 2025 Estimated Expenditures |
|---|---|-----------------------------|
| Other Grants | 220 | 220 |
| Total Externally Funded Programs | \$59,733 | \$23,132 |
| Total Grants/External Funding | (\$59,733) | (\$23,132) |
| Tax Impact of Including Externally Funded Programs | \$- | \$- |

*Estimated annual funding allocation

Housing Accelerator Fund

The City of Richmond was successful in its application for the Housing Accelerator Fund with the Canada Mortgage and Housing Corporation (CMHC).

The City of Richmond is working towards a number of new affordable housing initiatives for consideration in the coming months and through to 2025 and 2027. Initiatives will include a housing grant program, technology solutions to expedite the processing of permits, relaxed parking supply requirements, and enhanced opportunities to establish working partnerships with non-profit housing operators, housing cooperatives and other agencies engaged in delivering affordable housing.

| Housing Accelerator Fund (in \$000's) | 2024 Estimate | 2025 Plan | 2026 Plan | 2027 Plan | 2028 Plan | 2029 Plan | Total |
|---|----------------|-----------------|----------------|----------------|------------|------------|-----------------|
| Contribution Disbursement | \$3,549 | \$14,417 | \$8,983 | \$8,983 | \$0 | \$0 | \$35,932 |
| Total Housing Accelerator Fund (HAF) | \$3,549 | \$14,417 | \$8,983 | \$8,983 | \$0 | \$0 | \$35,932 |
| Funding Source: | | | | | | | |
| Grant from Federal Government | \$3,549 | \$14,417 | \$8,983 | \$8,983 | \$0 | \$0 | \$35,932 |
| Total HAF Funding Sources | \$3,549 | \$14,417 | \$8,983 | \$8,983 | \$0 | \$0 | \$35,932 |

Rapid Housing Initiative

The City of Richmond received \$9.1 million in funding from the Government of Canada's Rapid Housing Initiative's (RHI) city stream in 2023.

The City of Richmond has partnered with BC Housing and Turning Point Housing Society on a new 25-unit affordable rental housing development located at 4831 Steveston Highway for residents in need of safe and secure housing.

The project is currently under construction and targeted for completion no later than March 2025. To date, \$8.9 million has been disbursed and the remaining \$0.2 million is to be disbursed in 2025 upon substantial completion of the project.

| Rapid Housing Initiative (in \$000's) | 2023/2024 Estimate | 2025 Plan | 2026 Plan | 2027 Plan | 2028 Plan | 2029 Plan | Total |
|---|-----------------------|--------------|--------------|--------------|--------------|--------------|----------------|
| Contribution Disbursement | \$8,910 | \$207 | \$0 | \$0 | \$0 | \$0 | \$9,117 |
| Total Rapid Housing Initiative (RHI) | \$8,910 | \$207 | \$0 | \$0 | \$0 | \$0 | \$9,117 |
| Funding Sources: | | | | | | | |
| Grant from Federal Government | \$8,910 | \$207 | \$0 | \$0 | \$0 | \$0 | \$9,117 |
| Total RHI Funding Sources | \$8,910 | \$207 | \$0 | \$0 | \$0 | \$0 | \$9,117 |

Municipal and Regional District Tax

Enabled by regulation under Section 123 of the *Provincial Sales Tax Act*, the City applies to the Government of B.C. once every five years to be a designated recipient of the 3% Municipal and Regional District Tax (MRDT). The MRDT is applied to the sales of short-term accommodation, such as hotels, in participating areas of British Columbia. It is intended to help grow B.C. visitation and jobs and to amplify B.C.'s tourism marketing efforts in a competitive global marketplace. Applications are subject to provincial requirements including enacting a City bylaw, developing a 5-year strategic business plan, and obtaining the majority support of hoteliers who charge the tax on the purchase price of accommodation. The most recent application by the City of Richmond was approved for the period from July 1, 2022, to June 30, 2027.

MRDT funds are utilized in accordance with established strategic plans that are jointly developed by partners and approved by the Government of B.C., as well as legal agreements between the City, the Richmond Hotel Association and Tourism Richmond. The prescribed uses of the funds are as follows:

- Tourism marketing, programs and projects
- Sport hosting marketing, programs and projects
- Destination enhancement initiatives including investments in the operation of tourism attractions, major events, tourism product development and direct sales.

In addition, 100% of MRDT received from Online Accommodation Platforms (OAPs) is directed to the City's Affordable Housing Reserve Fund in accordance with the City bylaw. These amounts are not included in the below forecast.

MRDT revenue forecasts are highly variable and are subject to changing industry conditions, including major events that may attract visitors to the region as well as past situations such as travel restrictions related to the COVID-19 pandemic.

The following table summarizes the City's planned expenditures funded by MRDT, which may need to be revised should the actual amount received be different from current estimates. In particular, this provides funding for a temporary full-time Destination Development Coordinator position, a temporary full-time Tourism Development Liaison position and various auxiliary positions for enhanced hours. Any additional funds received are contributed toward Destination Enhancing Initiatives.

Although the current agreement ends in June 30, 2027, it is anticipated that the current program expenditure would continue to be funded through future agreements.

| Programs Funded by Municipal and Regional District Tax (in \$000's) | 2024 Estimate | 2025 Plan | 2026 Plan | 2027 Plan | 2028 Plan | 2029 Plan |
|--|----------------|----------------|----------------|----------------|----------------|----------------|
| Enhanced Hours and Programming for Steveston Heritage Sites | \$400 | \$400 | \$400 | \$400 | \$400 | \$400 |
| Sport Hosting | \$400 | \$400 | \$400 | \$400 | \$400 | \$400 |
| Economic Development Tourism Liaison | \$135 | \$135 | \$135 | \$135 | \$135 | \$135 |
| Destination Enhancing Initiatives | \$264 | \$264 | \$264 | \$264 | \$264 | \$264 |
| Total Programs Funded by Municipal and Regional District Tax (in \$000's) | \$1,200 | \$1,200 | \$1,200 | \$1,200 | \$1,200 | \$1,200 |

Local Government Climate Action Program (LGCAP)

The Government of British Columbia (the Province) announced the Local Government Climate Action Program (LGCAP) in May 2022 as a replacement to the previous Climate Action Revenue Incentive Program (CARIP), which was discontinued in 2021. LGCAP uses a revised approach for allocating funding to local governments and Modern Treaty First Nations. Through this revised approach, the City of Richmond receives funding from the Province for five fiscal years (2022 to 2026). Per Council direction from November 14, 2022, LGCAP funding is being allocated strategically each year to support community-wide program actions by the City that are key to achieving the 50% citywide greenhouse gas emission reduction target by 2030, as noted in the Community Energy & Emissions Plan (CEEP) 2050 and to source three temporary full time Senior Climate Action Specialists and one temporary full time Corporate Energy Manager positions.

In March 2024 the Province advanced the equivalent of three years of program funding totaling \$1,658,659, accordingly there will be no further disbursements through March 2027.

| Local Government Climate Action Program (LGCAP) (in \$000's) | 2022 - 2024 Estimate | 2025 Plan | 2026 Plan | 2027 Plan | 2028 Plan | 2029 Plan | Total |
|--|----------------------|--------------|--------------|--------------|--------------|------------|----------------|
| Estimated spending | \$644 | \$622 | \$622 | \$622 | \$281 | \$0 | \$2,791 |
| Local Government Climate Action Program (LGCAP) funding (in \$000's) | 2022 - 2024 Estimate | 2025 Plan | 2026 Plan | 2027 Plan | 2028 Plan | 2029 Plan | Total |
| Grant from Provincial Government | \$2,791 | \$0 | \$0 | TBD | TBD | TBD | \$2,791 |
| Total LGCAP Funding Sources | \$2,791 | \$0 | \$0 | TBD | TBD | TBD | \$2,791 |

Major Road Network Operation, Maintenance and Rehabilitation Program

The City of Richmond received \$4.17 million in funding in 2024 from the South Coast British Columbia Transportation Authority (TransLink) for operating, maintaining and rehabilitating the Major Road Network (MRN). There is an estimated 174 lane kilometers of MRN in the City of Richmond. It is estimated to increase annually by CPI.

| Major Road Network Program (in \$000's) | 2024 Estimate | 2025 Plan | 2026 Plan | 2027 Plan | 2028 Plan | 2029 Plan |
|---|----------------|----------------|----------------|----------------|----------------|----------------|
| Operations and Maintenance | \$2,432 | \$2,480 | \$2,530 | \$2,581 | \$2,633 | \$2,685 |
| Capital | \$1,737 | \$1,772 | \$1,807 | \$1,843 | \$1,880 | \$1,918 |
| Total Major Road Network Program | \$4,169 | \$4,252 | \$4,337 | \$4,424 | \$4,513 | \$4,603 |
| Grant from TransLink | \$4,169 | \$4,252 | \$4,337 | \$4,424 | \$4,513 | \$4,603 |
| Total MRN Funding Sources | \$4,169 | \$4,252 | \$4,337 | \$4,424 | \$4,513 | \$4,603 |

Richmond Building Safer Communities Fund

The City of Richmond was allocated a total of \$2.7 million from the Federal Building Safer Communities Fund (BSCF) over four years to implement prevention and intervention programming to address gun and gang violence among young people. The City will implement BSCF programs and initiatives that target at-risk youth. In 2025, the City will use the BSCF funds to establish a youth situation table, deliver targeted prevention and intervention programming, increase community awareness on youth gangs and violence, provide vocational training and job-related supports for at-risk youth, source a temporary full-time Coordinator position and provide professional development for staff. As the BSCF initiatives conclude in March 2026, evaluations will be conducted in the latter 2025 to assess their impact and effectiveness, and a sustainability plan will be developed for Council's consideration. There is a potential for an extension of BSCF programming if the federal government extends funding beyond March 31, 2026, or if new funding opportunities become available to the City.

| Building Safer Communities Fund (in \$000's) | 2023/2024 Estimate | 2025 Plan | 2026 Plan | 2027 Plan | 2028 Plan | 2029 Plan | Total |
|--|--------------------|--------------|--------------|------------|------------|------------|----------------|
| Program implementation | \$1,911 | \$637 | \$134 | \$0 | \$0 | \$0 | \$2,682 |
| Total Building Safer Communities Fund | \$1,911 | \$637 | \$134 | \$0 | \$0 | \$0 | \$2,682 |
| Funding Source: | | | | | | | |
| Grant from Federal Government | \$1,911 | \$637 | \$134 | \$0 | \$0 | \$0 | \$2,682 |
| Total BSCF Funding Sources | \$1,911 | \$637 | \$134 | \$0 | \$0 | \$0 | \$2,682 |

Housing Capacity Initiative

The City of Richmond received \$1.15 million in funding from the Province of British Columbia for capacity funding for local government implementation of the legislative changes to support housing initiatives in 2024. To date, \$0.3 million is projected to be disbursed in 2024, and the balance is planned to be disbursed in the coming years as per table below to cover the costs of

hiring consultants and staff related to the implementation of the housing bills (e.g., growth projections, economic analysis, designers/architects).

| Housing Capacity (in \$000's) | 2024 Estimate | 2025 Plan | 2026 Plan | 2027 Plan | 2028 Plan | 2029 Plan | Total |
|---|---------------|--------------|--------------|--------------|------------|------------|----------------|
| Contribution Disbursement | \$300 | \$400 | \$300 | \$150 | \$0 | \$0 | \$1,150 |
| Total Housing Capacity | \$300 | \$400 | \$300 | \$150 | \$0 | \$0 | \$1,150 |
| Funding Source: | | | | | | | |
| Grant from Federal Government | \$300 | \$400 | \$300 | \$150 | \$0 | \$0 | \$1,150 |
| Total Housing Capacity Funding Sources | \$300 | \$400 | \$300 | \$150 | \$0 | \$0 | \$1,150 |

Richmond Food Hub

Funded by a \$1 million grant from the Government of B.C., the City of Richmond is undertaking work to establish a commercially focused Richmond Food Hub as part of the B.C. Food Hub Network. Phase 1 of the initiative, which is currently in progress, is a gap analysis and needs assessment to better understand Richmond’s current strengths and identify how a Food Hub could respond to gaps and benefit the local economy through expanded access to key resources, information, equipment, tools and space.

Based on the results of Phase 1, and depending on Council direction and the ability to secure sufficient additional funding, the City could then proceed with Phases 2 and 3. This could include a competitive procurement approach to seek an entity (or partnering entities) to provide the location and/or facility to establish a Food Hub, and an associated business plan for its operations and governance structure. Phase 2 is anticipated to take place during spring 2026. Phase 3, the construction and/or redevelopment of the potential site with partners would follow, with a potential launch date in fall 2027.

Funds from the Government of B.C. are and will be used to support staff resourcing for a temporary full-time Project Lead-Economic Initiatives position, other resourcing costs, and Hub implementation costs related to advancing an identified site/facility toward launch. It is anticipated that approximately 34% of the grant will be spent in Phase 1 (spring 2024 – winter 2025-26), 2% in Phase 2 (spring 2026), and 64% in Phase 3 (summer 2026 – fall 2027).

| Richmond Food Hub (in \$000's) | 2024 Estimate | 2025 Plan | 2026 Plan | 2027 Plan | 2028 Plan | 2029 Plan | Total |
|--|---------------|--------------|--------------|--------------|------------|------------|----------------|
| Feasibility and implementation | \$74 | \$214 | \$113 | \$599 | \$0 | \$0 | \$1,000 |
| Total Richmond Food Hub | \$74 | \$214 | \$113 | \$599 | \$0 | \$0 | \$1,000 |
| Funding Sources: | | | | | | | |
| Grant from Provincial Government | \$74 | \$214 | \$113 | \$599 | \$0 | \$0 | \$1,000 |
| Total Richmond Food Hub Funding Sources | \$74 | \$214 | \$113 | \$599 | \$0 | \$0 | \$1,000 |

Contingent Grants

An estimate of \$2.0 million has been included in the budget for operating grants the City has applied for or will apply for in the future as funding programs are announced. Spending will only be incurred against this estimated budget in accordance with the approved funding agreement for the specific initiative. Approved funding will be transferred to the appropriate division's budget through the financial plan amendment, which is typically presented to Council in the fall each year.

10. OBI Previously Approved Capital Project

| 2025 OBI from Previously Approved Capital Project | | | | |
|--|------------------------------|--|------------------|-------------------|
| Ref | Requested By | Description | Amount | Tax Impact |
| 1 | Engineering and Public Works | Mini-Sweeper Operator (RFT) Staff are seeking Council approval to establish a regular cleaning schedule for bike lanes. By implementing this initiative using specialized equipment and dedicated labour funding, we can foster a more user friendly and accessible environment for cyclists. This measure is vital for strengthening community support for active mobility and preventing costly disruptions and complaints. Effective maintenance of our cycling infrastructure is essential to promote active transportation. | \$129,759 | 0.04% |
| 2025 Total OBI from Previously Approved Capital Project | | | \$129,759 | 0.04% |

11. No Tax Impact Positions

| 2025 No Tax Impact Positions | | | Funding Source |
|------------------------------|--------------------------|--|----------------------------------|
| Ref | Requested By | Description | |
| 1 | Law and Community Safety | <p>Conversion of Two Short Term Rental Inspectors from TFT to RFT (2 RFTs) Conversion of two existing Temporary Full Time (TFT) Short Term Rental Inspector positions that were previously approved by Council to be funded by the Rate Stabilization Account to Regular Full Time (RFT) positions. These positions will be funded by rental and business licence revenue. This submission requires \$120,000 initial capital cost for the purchase of two vehicles.</p> | Revenue Funded |
| 2 | Law and Community Safety | <p>Conversion of Soil Bylaw Enforcement Officer from TFT to RFT Conversion of an existing TFT Soil Bylaw Enforcement Officer position to a RFT. This position will be funded from volume fee and permit revenue.</p> | Revenue Funded |
| 3 | Law and Community Safety | <p>Conversion of Business License Inspector from TFT to RFT The TFT Business Licence Inspector be converted to RFT to sustain improved compliance, fee collection and operational efficiency. This position will be funded from increased fines revenue and collection of overdue fees.</p> | Revenue Funded |
| 4 | Deputy CAO's Office | <p>GIS Analyst, Housing Data & Analysis (TFT) A GIS Analyst is requested to help compile housing-related datasets and prepare area mapping to support consistent and informed affordable housing policy and programs, including: analysis; accessing and developing new data assets; creating maps; and compiling information sets to support policy. This position can temporarily be funded by the Housing Accelerator Fund grant.</p> | Grant Revenue Funded |
| 5 | Deputy CAO's Office | <p>Planner 2, Housing Policy (TFT) A Planner 2 is requested to develop consistent and informed policy, including detailed economic analysis, background research and engagement with interested parties. Current undertakings would progress initiatives related to Housing Accelerator Fund. This position can temporarily be funded by the Housing Accelerator Fund grant.</p> | Grant Revenue Funded |
| 6 | Law and Community Safety | <p>Coordinator - Business Licenses and Bylaw Enforcement (RFT) Current workload (e.g. recording standard operation procedures, analytics, performance reporting, staff scheduling and coordination across various enforcement units) has reached a critical point where efficiency and effectiveness are paramount for maintaining regulatory compliance. This position will be funded from increase in revenues.</p> | Revenue Funded |
| 7 | Corporate Administration | <p>Mental Health & Wellness Advisor (RFT) A dedicated asset to increase the Mental Health & Wellness of the organization that will mitigate existing risks, enhance service delivery, and support the department's long-term objectives. Growing staffing levels and new legislation continue to add layers and variables. This position will be funded by previously approved impacts from new infrastructure and growth.</p> | Reallocation of existing budgets |

| 2025 No Tax Impact Positions | | | |
|---|--------------------------------|--|----------------------------------|
| Ref | Requested By | Description | Funding Source |
| 8 | Finance and Corporate Services | Business Transformation Portfolio Manager (RFT) This role leads business transformation initiatives related to customer experience, operational efficiency and risk mitigation. This includes process re-engineering and other activities to successfully implement strategies and programs like the Digital Strategy and Permitting Optimization Project. | Reallocation of existing budgets |
| 2025 No Tax Impact Positions | | | Total |
| | | | \$1,166,038 |
| Initial Capital Cost associated with No Tax Impact Position | | | \$120,000 |

12. Emerging Organizational Additional Levels – Recommended for Funding in 2025

| Emerging Organizational Additional Levels - Recommended for Funding in 2025 | | | | |
|---|--------------------------|--|-------------|------------|
| Ref | Requested By | Description | Amount | Tax Impact |
| 1 | Corporate Administration | <p>Manager, Indigenous Relations (RFT) At the Council meeting on May 8, 2023, Council approved funding from the Rate Stabilization Account for a Manager, Indigenous Relations. This is a request to provide ongoing funding for the role.</p> | \$178,279 | 0.06% |
| 2 | Law and Community Safety | <p>RCMP Resource Plan Requests - 6 Additional Officers The RCMP requests 10 additional RCMP officers for 2025, as a result of community priorities, population growth and increases in the complexity of files and disclosure. This submission requires \$80,016 initial capital cost.</p> <p>Due to the tax impact and other increases that will impact tax payers, it is recommended to provide funding for 6 out of the requested 10 additional officers.</p> | \$1,199,766 | 0.39% |
| 3 | Law and Community Safety | <p>RCMP Resource Plan Requests – Enhanced Digital Field Technician (RFT) The RCMP requests an additional municipal employee to support the RCMP Detachment as a result of an increase in calls for service, population, police officer case load and increasing investigational complexities which also greatly affect municipal employee resources. This submission requires \$13,336 initial capital cost.</p> <p>Due to the tax impact and other increases that will impact tax payers, it is recommended to provide funding for a total of 2 out of the requested 6 additional municipal employees to support the RCMP Detachment.</p> | \$99,295 | 0.03% |
| 4 | Law and Community Safety | <p>RCMP Resource Plan Requests – Inventory Clerk (RFT) The RCMP requests an additional municipal employee to support the RCMP Detachment as a result of an increase in calls for service, population, police officer case load and increasing investigational complexities which also greatly affect municipal employee resources. This submission requires \$13,336 initial capital cost.</p> <p>Due to the tax impact and other increases that will impact tax payers, it is recommended to provide funding for a total of 2 out of the requested 6 additional municipal employees to support the RCMP Detachment.</p> | \$77,929 | 0.02% |

| Emerging Organizational Additional Levels - Recommended for Funding in 2025 | | | | |
|--|--|--|--------------------|-------------------|
| Ref | Requested By | Description | Amount | Tax Impact |
| 5 | Law and Community Safety | Fire Safety Act Implementation (Fire Prevention Captains 2 RFTs) Due to the implementation of the new Fire Safety Act, Richmond Fire Rescue is requesting 2 additional Fire Prevention Captains to comply with the new legislation. In addition an increase of \$33,125 is requested to the RFR training budget to ensure ongoing compliance with the legislation for the department. This submission requires \$20,000 initial capital cost. | \$386,369 | 0.13% |
| 6 | Engineering and Public Works | Traffic Technician 1 (RFT) This position will support development application transportation review as recent provincial legislation changes (Bill 16) allows road dedication and frontage upgrades through Building Permit applications. | \$97,036 | 0.03% |
| 7 | Engineering and Public Works | Engineering Technician (RFT) This position will support development application reviews associated with the new small-scale multi-unit housing under the province's Bill 44, and review frontage upgrades that can be secured through Building Permit Applications under the province's Bill 16. | \$109,762 | 0.04% |
| 8 | Planning and Development / Deputy CAO Office | Housing Accelerator Fund Phase In (Year 1 of 4) The Federal Housing Accelerator Fund is currently funding 8 RFT staff to advance long term affordable housing projects: Low-End Market Rental program, partnerships with senior governments for built projects, develop informed policy and acceleration of rental housing development applications. This request is to provide ongoing funding for these positions when the federal funding agreement ends in 2027. It is proposed to phase in funding for these 8 positions over 4 years aligned with the term of the federal funding. Phasing in this funding over the years 2025-2028 will enable the grant funding to be utilized to further advance Housing initiatives. | \$368,940 | 0.12% |
| 2025 Total Emerging Organizational Additional Levels - Recommended | | | \$2,517,376 | 0.82% |
| Law and Community Safety Emerging Organizational Additional Levels | | | \$1,763,359 | 0.57% |
| Citywide Emerging Organizational Additional Levels | | | \$754,017 | 0.25% |
| Initial Capital Cost associated with Recommended Emerging Organizational Additional levels recommended to be Funded by Rate Stabilization Account | | | \$126,688 | |

13. Emerging Organizational Additional Levels – Not Recommended for Funding in 2025

| Emerging Organizational Additional Levels – Not Recommended for Funding in 2025 | | | | |
|---|--------------------------|--|-----------|------------|
| Ref | Requested By | Description | Amount | Tax Impact |
| 1 | Law and Community Safety | <p>RCMP Resource Plan Requests – 4 additional officers The RCMP requests additional RCMP officers for 2025. This request is supported by the Richmond RCMP Detachment 3-year Resource Plan 2025-2027 as a result of community priorities, population growth and increases in the complexity of files and disclosure. This submission requires \$53,344 initial capital cost.</p> <p>Due to the tax impact and other increases that will impact tax payers, it is recommended to provide funding for 6 out of the requested 10 additional officers.</p> | \$799,844 | 0.26% |
| 2 | Law and Community Safety | <p>RCMP Resource Plan Requests – Inventory Clerk (2 RFTs) The RCMP requests additional municipal employees to support the RCMP Detachment as identified in the. Richmond RCMP Detachment 3-year Resource Plan 2025-2027, as a result of an increase in calls for service, population, police officer case load and increasing investigational complexities which also greatly affect municipal employee resources. This submission requires \$26,672 initial capital cost.</p> <p>Due to the tax impact and other increases that will impact tax payers, it is recommended to provide funding for a total of 2 out of the requested 6 additional municipal employees to support the RCMP Detachment.</p> | \$155,588 | 0.05% |
| 3 | Law and Community Safety | <p>RCMP Resource Plan Requests – Training Clerk (RFT) The RCMP requests an additional municipal employee to support the RCMP Detachment as identified in the. Richmond RCMP Detachment 3-year Resource Plan 2025-2027, as a result of an increase in calls for service, population, police officer case load and increasing investigational complexities which also greatly affect municipal employee resources. This submission requires \$13,336 initial capital cost.</p> <p>Due to the tax impact and other increases that will impact tax payers, it is recommended to provide funding for a total of 2 out of the requested 6 additional municipal employees to support the RCMP Detachment.</p> | \$74,821 | 0.03% |

| Emerging Organizational Additional Levels – Not Recommended for Funding in 2025 | | | | |
|---|------------------------------|--|-----------|------------|
| Ref | Requested By | Description | Amount | Tax Impact |
| 4 | Law and Community Safety | <p>RCMP Resource Plan Requests – Media Designer (RFT) The RCMP requests an additional municipal employee to support the RCMP Detachment as identified in the. Richmond RCMP Detachment 3-year Resource Plan 2025-2027, as a result of an increase in calls for service, population, police officer case load and increasing investigational complexities which also greatly affect municipal employee resources. This submission requires \$13,336 initial capital cost.</p> <p>Due to the tax impact and other increases that will impact tax payers, it is recommended to provide funding for a total of 2 out of the requested 6 additional municipal employees to support the RCMP Detachment.</p> | \$87,978 | 0.03% |
| 5 | Law and Community Safety | <p>Fire Prevention Captains Staff Increase (2 RFTs) The City of Richmond continues to grow in population and densification. Single family residential properties (non inspectable) are developed and expanded into developments that include multi family residential units/buildings, day cares, shops, parking garages and common areas (one inspectable property). This submission requires \$20,000 initial capital cost.</p> | \$353,244 | 0.12% |
| 6 | Parks Recreation and Culture | <p>Asset Management - Labourer 2 (RFT) Council approved Parks Capital Projects completed in 2022 and 2023 resulted in a growth in parks asset inventory, and has increased the requirement for labour to conduct maintenance. With the completion of Parks Capital Projects in 2024, the total labour OBI allocated for Asset Management now amounts to one full time staff.</p> | \$156,062 | 0.05% |
| 7 | Parks Recreation and Culture | <p>Urban Forestry - Labourer 2 (RFT) In 2022-2024, 3,787 new trees were planted through development, service agreements and compensation plantings. A new position is requested to provide all tree maintenance aspects such as: pruning, clearance, watering, health, mulching, infrastructure management, inspection and leaf control. This submission requires \$145,000 initial capital cost for vehicles.</p> | \$156,062 | 0.05% |
| 8 | Law and Community Safety | <p>Increase annual contribution to the Fire Vehicle and Equipment Reserve At the General Purposes Committee meeting on November 18, 2024, the Committee endorsed increasing the annual transfer to the Fire Vehicle and Equipment Reserve by \$600,000 to ensure the reserve remains sustainable based on the current known market prices and conditions.</p> <p>Due to the tax impact and other increases that will impact tax payers, the request for ongoing funding was not recommended in 2025; however, staff recommend a one-time transfer from Rate Stabilization for 2025, which will provide additional time to analyze options to be brought forward in the 2026 budget process.</p> | \$600,000 | 0.20% |

| Emerging Organizational Additional Levels – Not Recommended for Funding in 2025 | | | | |
|--|---|---|--------------------|--------------|
| Ref | Requested By | Description | Amount | Tax Impact |
| 9 | Finance and Corporate Services | <p>Microsoft Cloud Data Backup Solution Implementation of a comprehensive Microsoft Cloud Data Backup solution is requested to ensure the security, compliance, and availability of the City’s data stored within the Microsoft Cloud environment, which includes services like email, documents, and collaboration tools. This submission requires \$20,000 initial capital cost.</p> | \$115,575 | 0.04% |
| 10 | Engineering and Public Works | <p>Roads and Construction: Program Manager (RFT) Changes to accessibility and WorkSafeBC standards coupled with capital construction, increase resource demands impacting maintenance operations. Additional management support is requested to improve capacity for efficiency and performance.</p> | \$174,598 | 0.06% |
| 11 | Parks, Recreation and Culture/ Engineering and Public Works | <p>Blackberry Management: Natural Areas Technician Position (RFT) Climate & Environment Coordinator 2 (RFT) and Parks Labourer including a Truck Natural areas in Richmond incorporate native plants, mini forests and pollinator pasture meadows. These new position will require specialized knowledge and skills to maintain these areas with a focus on invasive plant management initiatives.</p> | | |
| | | <p>This request includes funding for labour dedicated to the eradication of blackberry in Richmond parks. This submission requires \$145,000 initial capital cost.</p> | \$534,431 | 0.17% |
| 12 | Corporate Administration | <p>Human Resources Advisor (RFT) A Human Resources Advisor to support the specific hiring needs of the Public Works department is requested to provide a consistent resource and service level.</p> | \$130,730 | 0.04% |
| 13 | Planning and Development | <p>Bill 46 - Benefit and Assist Factors – Transfer to Capital Reserve Impacts of Bill 46 legislation will require local governments to fund a mandatory minimum contribution toward new community amenities funded by the forthcoming Amenity Cost Charges Bylaw, in the form of assist and benefit factors. This bylaw is anticipated to be adopted in 2025; providing funding would ensure proposed projects can be funded when development contributions are received.</p> | \$1,533,383 | 0.50% |
| Total Emerging Organizational Additional Levels – Not Recommended for Funding in 2025 | | | \$4,872,316 | 1.60% |



Richmond Zoning Bylaw 8500
Amendment Bylaw 10332 (RZ 19-878165)
6531 Francis 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 "ARTERIAL ROAD TWO-UNIT DWELLINGS (RDA)".

P.I.D. 004-030-664
Lot 93 Section 19 Block 4 North Range 6 West New Westminster District Plan 48044

- 2. This Bylaw may be cited as "Richmond Zoning Bylaw 8500, Amendment Bylaw 10332".

FIRST READING

JAN 10 2022

A PUBLIC HEARING WAS HELD ON

FEB 22 2022

SECOND READING

FEB 22 2022

THIRD READING

FEB 22 2022

OTHER CONDITIONS SATISFIED

NOV 18 2024

ADOPTED

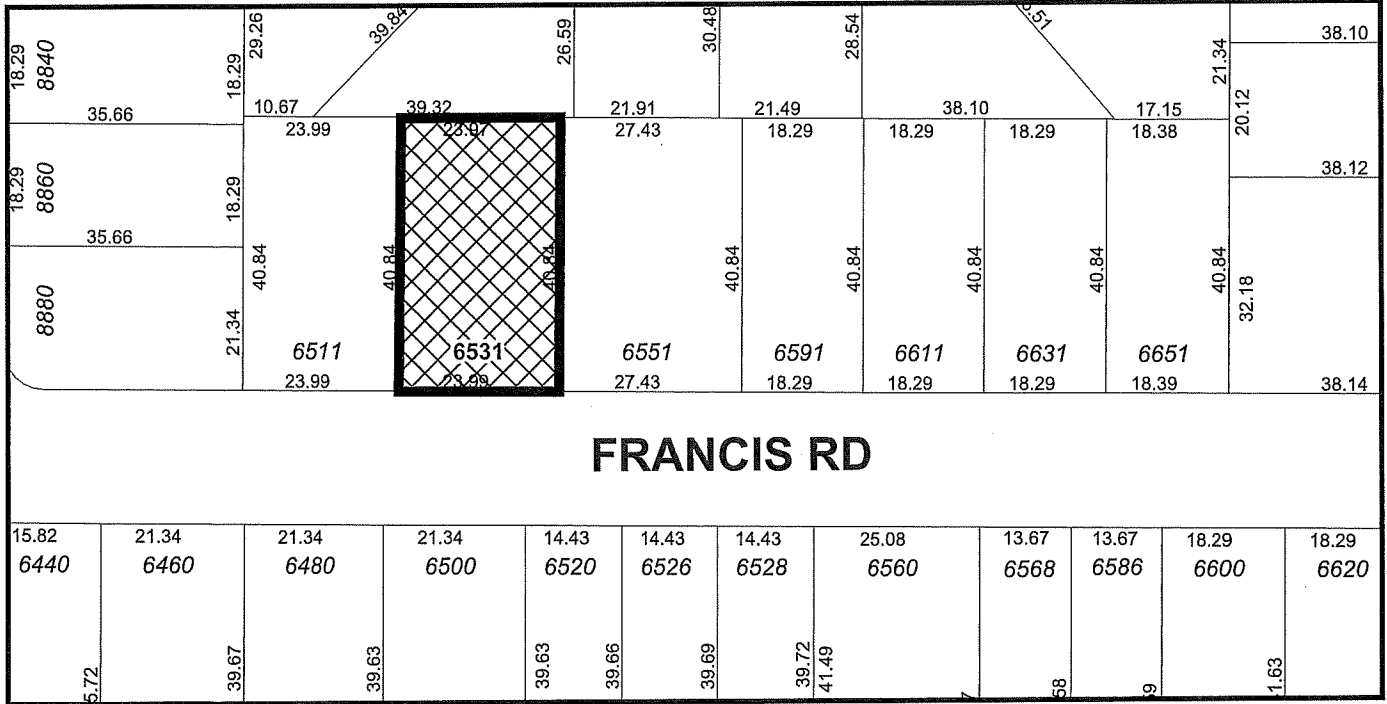
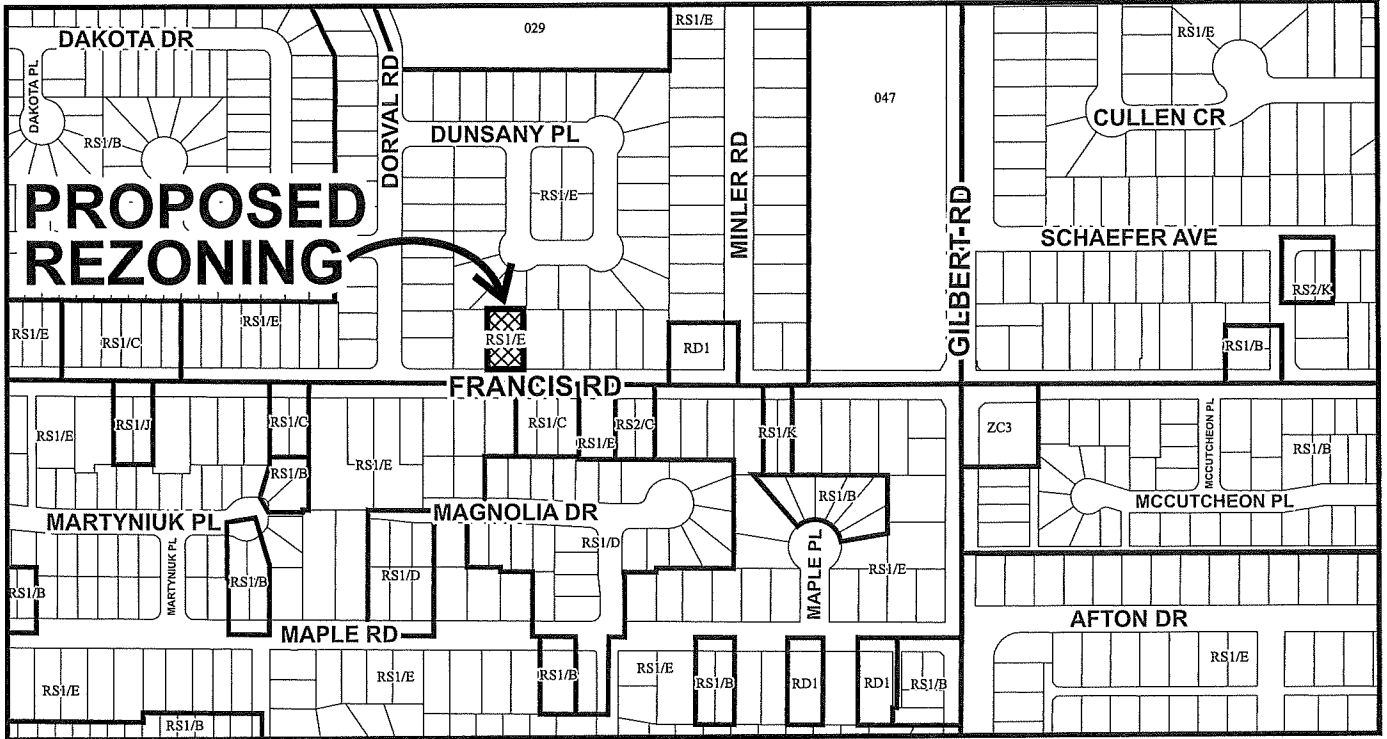



MAYOR

CORPORATE OFFICER



City of Richmond





RZ 19-878165

Original Date: 11/18/19

Revision Date:

Note: Dimensions are in METRES



**Richmond Zoning Bylaw 8500
Amendment Bylaw 10449 (RZ 22-009404)
12260 Woodhead Road and a portion of 12288 Woodhead 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)**”.

That area shown cross-hatched on “Schedule A attached to and forming part of Bylaw No. 10449”

2. This Bylaw may be cited as “**Richmond Zoning Bylaw 8500, Amendment Bylaw 10449**”.

FIRST READING

APR 11 2023

A PUBLIC HEARING WAS HELD ON

MAY 15 2023

SECOND READING

MAY 15 2023

THIRD READING

MAY 15 2023

ADOPTED

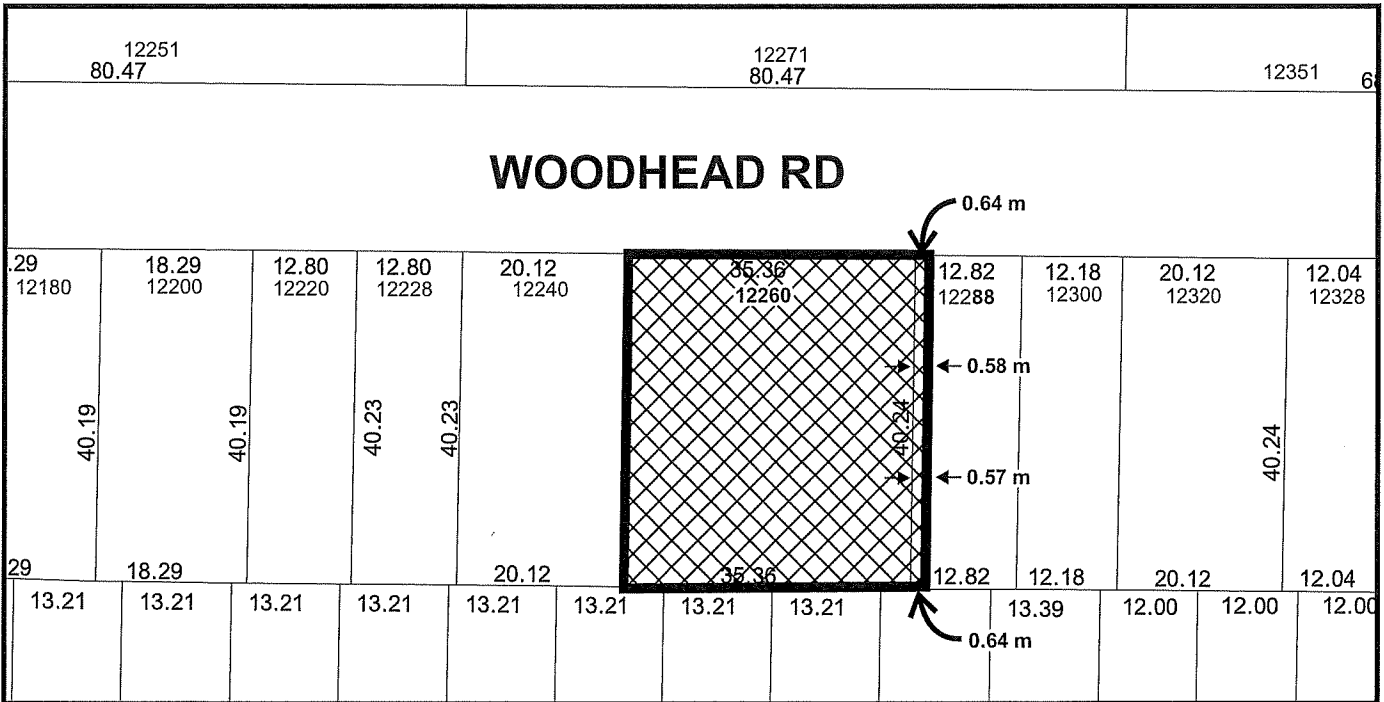
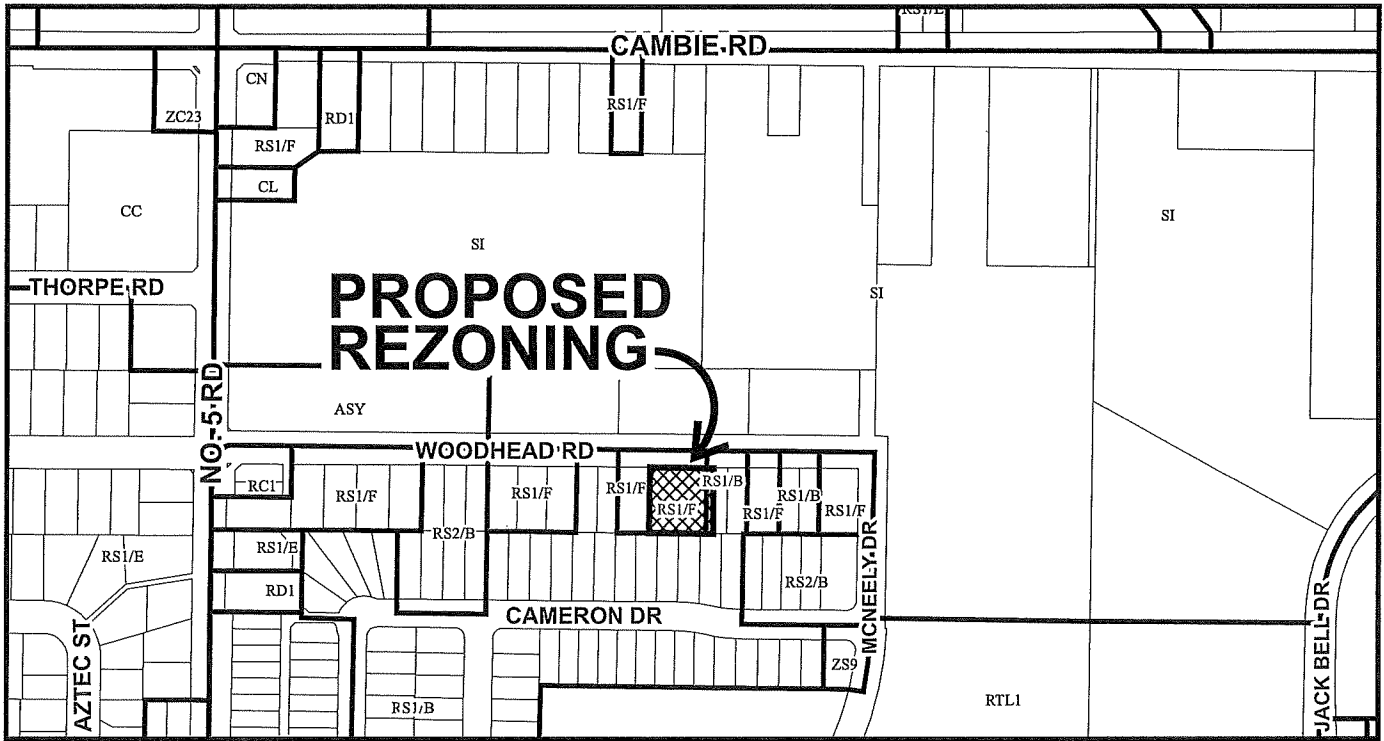


MAYOR

CORPORATE OFFICER



City of Richmond



RZ 22-009404

Original Date: 03/31/22

Revision Date: 03/02/23

Note: Dimensions are in METRES



Richmond Heritage Commission Bylaw No. 7906
Amendment Bylaw No. 10619

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

- 1. Richmond Heritage Commission Bylaw No. 7906 is amended by adding the following new subsection into section 4.1 – Appointment and Term of Office of Members, immediately after subsection 4.1.8:

“4.1.9 The appointment of each member is to be limited to three consecutive terms, or six consecutive years, whichever is shorter.

A member who has reached their term limit may apply for and return to the Commission after a one-term hiatus.

Council may, at its discretion, rescind or make appointments despite the term limit, particularly in instances where an inadequate number of applications are received in any given year or to fulfil the requirement for specific qualifications or representation on the Commission from specified sectors.

A current member of the Commission may complete their current two-year term despite exceeding the term limit.”

- 2. This Bylaw may be cited as “Richmond Heritage Commission Bylaw No. 7906, Amendment Bylaw 10619”.

Table with 2 columns: Reading/Condition and Date/Signature. Rows include First Reading, Second Reading, Third Reading, Other Conditions Satisfied, Adopted, Mayor, and Corporate Officer. A signature box on the right contains 'CITY OF RICHMOND', 'APPROVED by JM', and 'APPROVED by Director or Solicitor JH'.



**Development Permit Panel
Wednesday, November 27, 2024**

Time: 3:30 p.m.

Place: Remote (Zoom) Meeting

Present: Wayne Craig, General Manager, Planning and Development, Chair
Roeland Zwaag, General Manager, Engineering and Public Works
Kirk Taylor, Director, Real Estate Services

The meeting was called to order at 3:30 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the Development Permit Panel held on November 14, 2024 be adopted.

CARRIED

1. DEVELOPMENT PERMIT 17-772227
(REDMS No. 7782739)

APPLICANT: Enrich Cambie No. 5 Development Corp.

PROPERTY LOCATION: 11671 Cambie Road

INTENT OF PERMIT:

To consider the attached plans involving changes to on-site trees, building cladding, privacy fencing and other minor site features, be considered to be in General Compliance with the approved Development Permit (DP 17-772227).

Development Permit Panel **Wednesday, November 27, 2024**

Applicant's Comments

Ken Chow, Interface Architecture Inc., with the aid of a visual presentation (attached to and forming part of these minutes as Schedule 1), briefed the Panel on the changes to the approved Development Permit (DP 17-772227), noting that the changes were due to several factors, including, among others, changes to ownership of the subject property, delays and pauses in project activities due to the pandemic, tight project construction timelines due to the expiring permits, new ownership and marketing team decisions, and unforeseen as-built site conditions.

In addition, Mr. Chow noted that the changes to the Council issued Development Permit were done at the time of construction and highlighted the following:

- five fewer trees were planted on the site than originally proposed in the approved Development Permit but were replaced with two large trees;
- cladding changes were incorporated on townhouse buildings;
- speed bumps were installed on the site in-lieu of a slightly raised area on the internal drive aisle crossing as originally proposed in the approved Development Permit;
- the outdoor wooden privacy fencing extended past the entry canopies;
- the Canada Post mailbox kiosk was relocated; and
- some sections of pony wall were changed to aluminum guardrails at two duplex buildings.

Staff Comments

Joshua Reis, Director, Development noted that (i) the applicant has provided a comprehensive presentation of the changes to the approved Development Permit, (ii) the changes have been made on the site as indicated by the applicant, and (iii) the changes to the landscaping, cladding and other building features are generally consistent with the City's Official Community Plan (OCP) Development Permit Guidelines for Townhouses.

Panel Discussion

In reply to queries from the Panel, the applicant noted that (i) the subject development has been fully constructed and occupied, (ii) the changes to the approved Development Permit were not communicated to the City at the time the changes were made as they were being compiled by the applicant and were to be reported to the City at the appropriate time, (iii) the relocated mailbox is covered with trellis and sloping plexiglass material, (iv) the existing concrete retaining wall on the neighbouring property to the west slightly encroaches into the subject property and ultimately resulted in the proposed three trees not being planted along the internal drive aisle due to insufficient planting area and survivability concerns, and (v) there are no changes to shrub planting in the area where the three trees were proposed to be planted.

Development Permit Panel

Wednesday, November 27, 2024

Correspondence

None.

Gallery Comments

Cheery Chow, 1-11671 Cambie Road, informed the Panel that the developer had communicated with residents of the development regarding the changes done on the subject site. She added that members of the development's Strata Council have been discussing the residents' concerns and coordinating with the developer. Also, she noted that the condition of the speed bumps installed on the site has already deteriorated.

Panel Discussion

The Panel noted that (i) a number of changes have been made to the previously approved Development Permit, (ii) any changes to the approved Development Permit should have been communicated to City staff as soon as possible, (iii) fewer on-site trees were actually planted than originally proposed in the approved Development Permit, and (iv) the installation of speed bumps in lieu of the raised drive aisle crossing raised concerns regarding the durability and long-term maintenance of the speed bumps.

The Chair advised that the City is currently holding a landscape security to ensure that on-site landscaping is installed in accordance with the previously approved plans. He added that the City has a 10 percent hold back on the landscape security for a period of one year to ensure the maintenance and survival of the landscaping.

Due to concerns regarding changes to on-site landscaping and the maintenance of the speed bumps installed on the site, the Panel then directed staff to include the speed bumps in the landscape security and extend the period of the holdback on the security from one year to two years from inspection date for the purpose of ensuring that the speed bumps are retained and maintained in good condition as a condition for releasing the security.

Panel Decision

It was moved and seconded

That the attached plans involving changes to on-site trees, building cladding, privacy fencing and other minor site features, be considered to be in General Compliance with the approved Development Permit (DP 17-772227).

CARRIED

Development Permit Panel Wednesday, November 27, 2024

2. **DEVELOPMENT PERMIT 23-025993** (REDMS No. 7829165)

APPLICANT: Anthony Boni (Boni Maddison Architects)

PROPERTY LOCATION: 4831 Steveston Highway

INTENT OF PERMIT:

To consider the attached plans to apply art elements to the north and south façades of the development at 4831 Steveston Highway, be considered to be in General Compliance with Development Permit (DP 23-025993).

Applicant's Comments

Anthony Boni, of Boni-Maddison Architects, with the aid of a visual presentation (attached to and forming part of these minutes as Schedule 2), provided background information on the proposed changes to the approved Development Permit (DP 23-025993), highlighting the following:

- the subject building is currently under construction and scheduled to be completed early next year;
- the applicant considered installing public art on the building a year ago but was not able to confirm the artist and budget for the public art at that time;
- the applicant has commissioned an artist to design the murals which are proposed to be located on the north façade of the building facing the Railway Community Gardens and on the south facade of the building facing Steveston Highway;
- appropriate mounting structures have already been installed on the building to support the proposed murals; and
- the building operator has committed to maintain the murals in good condition.

Staff Comments

Mr. Reis noted that (i) the proposed public art has been provided voluntarily, (ii) the construction of the building is fully underway, (iii) the mural fabricator has provided maintenance instructions to the operator for the maintenance of the murals, and (iv) the expected lifespan of the murals is approximately 10 years.

Panel Discussion

In reply to a query from the Panel, the applicant confirmed that at the end of the lifespan of the murals that will be installed on the building façades, the murals and mounting structures will be removed and the original design and condition of the building façades will be restored.

Development Permit Panel
Wednesday, November 27, 2024

Correspondence

None.

Gallery Comments

None.

Panel Discussion

The Panel expressed support for the proposed installation of public art on the north and south façades of the building to enliven the building’s façades and reference the historic location.

Panel Decision

It was moved and seconded

That the attached plans to apply art elements to the north and south façades of the development at 4831 Steveston Highway, be considered to be in General Compliance with Development Permit (DP 23-025993).

CARRIED

3. DEVELOPMENT PERMIT 23-029220
(REDMS No. 7827537)

APPLICANT: Terra 8120 No. 1 Road Limited Partnership

PROPERTY LOCATION: 8120 and 8140 No. 1 Road

INTENT OF PERMIT:

1. Permit the construction of nine townhouse units at 8120 and 8140 No. 1 Road on a site zoned “Low Density Townhouses (RTL4)”; and
2. Vary the provisions of Richmond Zoning Bylaw 8500 to:
 - (a) Reduce the minimum required lot width from 50.0 m to 40.0 m.
 - (b) Allow five small vehicle parking spaces.

Applicant’s Comments

Eric Law, of Eric Law Architect, with the aid of a visual presentation (attached to and forming part of these minutes as Schedule 3), provided background information on the proposed development, highlighting the following:

5.

Development Permit Panel Wednesday, November 27, 2024

- the proposed development consists of nine townhouse units in one three-storey townhouse building at the front that steps down to two-storeys at the north end and two two-storey duplex buildings at the back to provide an appropriate interface with existing adjacent developments;
- the proposed vehicle access to the subject site and the common outdoor amenity area are proposed to be located on the south side of the site. The access has been designed to provide vehicle access for the adjacent property to the south should it redevelop in the future. The common outdoor amenity area could be combined and shared with the adjacent site should it redevelop in the future and subject to an agreement between the respective future stratas of the two developments;
- the modern architecture of the proposed development is consistent with the neighbouring townhouse development further to the south of the subject property;
- the project provides one convertible unit; and
- the proposed townhouse buildings have been designed and set back from adjacent developments to avoid potential overlook and privacy concerns from neighbouring developments.

Denitsa Dimitrova, PMG Landscape Architects, with the aid of the same visual presentation, briefed the Panel on the main landscape features of the project, noting that (i) existing trees at the northeast corner of the subject site will be retained and incorporated into the landscape design of the project, (ii) site grading on the tree protection zone will be maintained, (iii) no trees are proposed within the Statutory Right-of-Way along the site's east property line, (iv) each unit is provided with a landscaped private outdoor space, (v) wood and transparent aluminum fencing are proposed along the perimeter of the site, (vi) the children's play area includes, among others, play equipment designed for younger children age groups providing multiple play opportunities, (vii) permeable pavers are proposed at the main site entry, visitor parking stalls and other transition zones in the site, and (viii) a concept plan for the enlargement and shared use of the common outdoor amenity space has been developed for the area that currently provides for on-site vehicle turn around as this area would not be needed for vehicles in the future should the adjacent property to the south redevelop and use the subject property for vehicle access.

Development Permit Panel

Wednesday, November 27, 2024

Staff Comments

Mr. Reis noted that (i) the drive aisle for the proposed development is secured by a Statutory Right-of-Way required at the time of rezoning and has been designed to provide for future extension should the adjacent property to the north and/or south redevelop into a townhouse development in the future, (ii) appropriate signage is indicated on the landscape plans indicating that the drive aisle would be extended in the future to allow shared access to adjacent properties, (iii) the proposed development provides one convertible unit, (iv) the subject site is providing the required on-site outdoor amenity space, (v) should the future stratas of the subject site and the adjacent property to the south agree to combine their common outdoor amenity spaces for shared use, the decision to combine their outdoor amenity spaces would be a private agreement between the two future stratas and is not a City requirement, and (vi) there is a Servicing Agreement associated with the project that is required prior to Building Permit issuance that includes servicing connections and frontage improvements along No. 1 Road including new sidewalks and boulevards.

Panel Discussion

In reply to a query from the Panel, staff clarified that should the adjacent property to the south redevelop into a townhouse development in the future, the owner would have to provide their own on-site common outdoor amenity area in accordance with City guidelines and the shared use of the combined outdoor amenity space with the subject development would be a private agreement between the two future stratas.

In reply to queries from the Panel, the applicant noted that (i) on-site drainage is provided adjacent to the wooden retaining wall in the subject site, (ii) the small retaining wall at the southeast corner separates the children's play area and the private yard of the adjacent unit, (iii) bollard lighting is provided within the common outdoor amenity space, (iv) the heat pump condenser units are located at-grade in the recessed portions at the back of the front buildings along the internal drive aisle and in the backyards of the duplexes at the rear, and (v) the condenser units are proposed to be landscaped in front to provide screening.

With regard to on-site drainage, it was noted that there will be perimeter drainage around the entire site and which is required to be demonstrated prior to Building Permit issuance.

Correspondence

None.

Gallery Comments

None.

Development Permit Panel
Wednesday, November 27, 2024

Panel Discussion

The Panel expressed support for the project, noting the applicant's attention to detail and that the proposed lot grading is able to meet the required flood plain construction level while at the same time providing appropriate interfaces with adjacent properties given that the existing lot grading of the subject site is lower than its adjacent neighbours on No. 1 Road.

Panel Decision

It was moved and seconded

That a Development Permit be issued which would:

1. *permit the construction of nine townhouse units at 8120 and 8140 No. 1 Road on a site zoned "Low Density Townhouses (RTL4)"; and*
2. *vary the provisions of Richmond Zoning Bylaw 8500 to:*
 - (a) *reduce the minimum required lot width from 50.0 m to 40.0 m.*
 - (b) *allow five small vehicle parking spaces.*

CARRIED

4. New Business

None.

5. Date of Next Meeting: December 11, 2024

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:39 p.m.).

CARRIED

Development Permit Panel
Wednesday, November 27, 2024

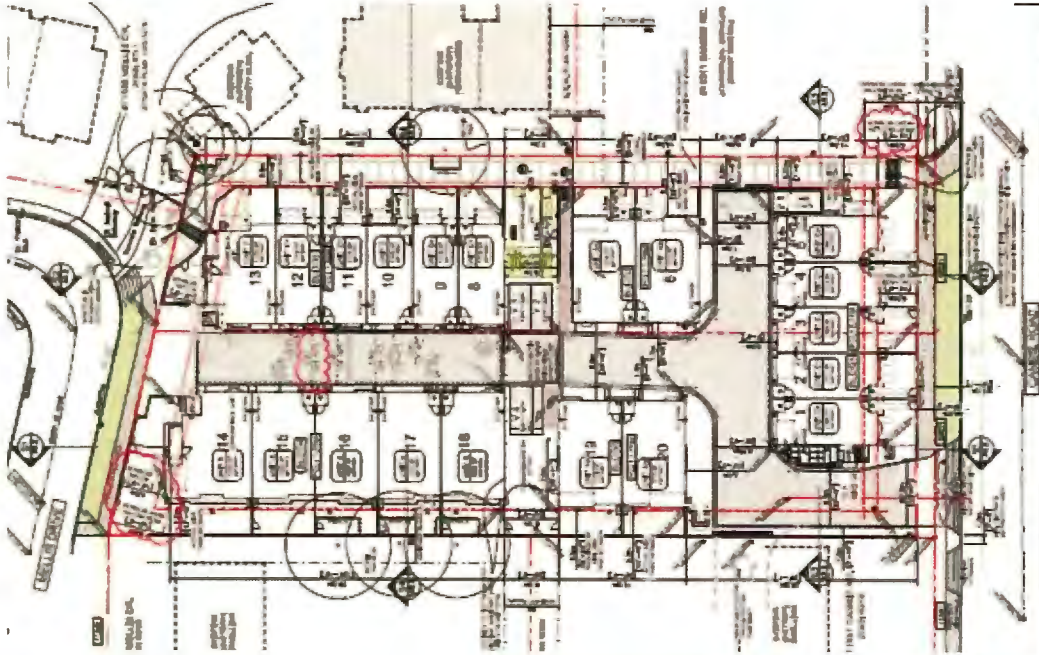
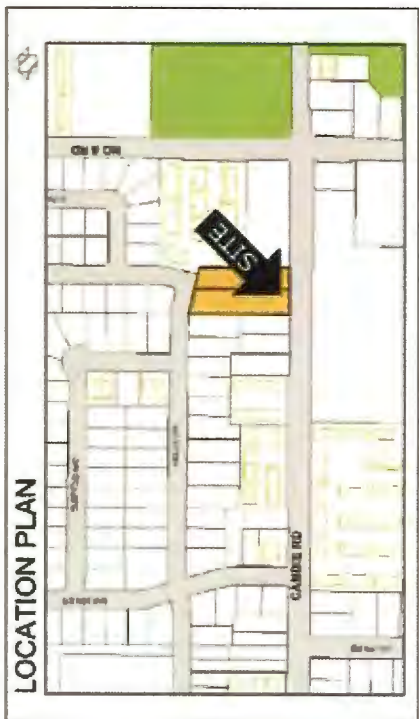
Certified a true and correct copy of the Minutes of the meeting of the Development Permit Panel of the Council of the City of Richmond held on Wednesday, November 27, 2024.

Wayne Craig
Chair

Rustico Agawin
Committee Clerk

Schedule 1 to the Minutes of the Development Permit Panel meeting held on Wednesday, November 27, 2024

General Compliance DPP Meeting – November 27, 2024, 3:30pm
Gladwyn Townhouses, 11671 Cambie Road, Richmond BC [DP 17-772227]



Project Milestones (dates approx)

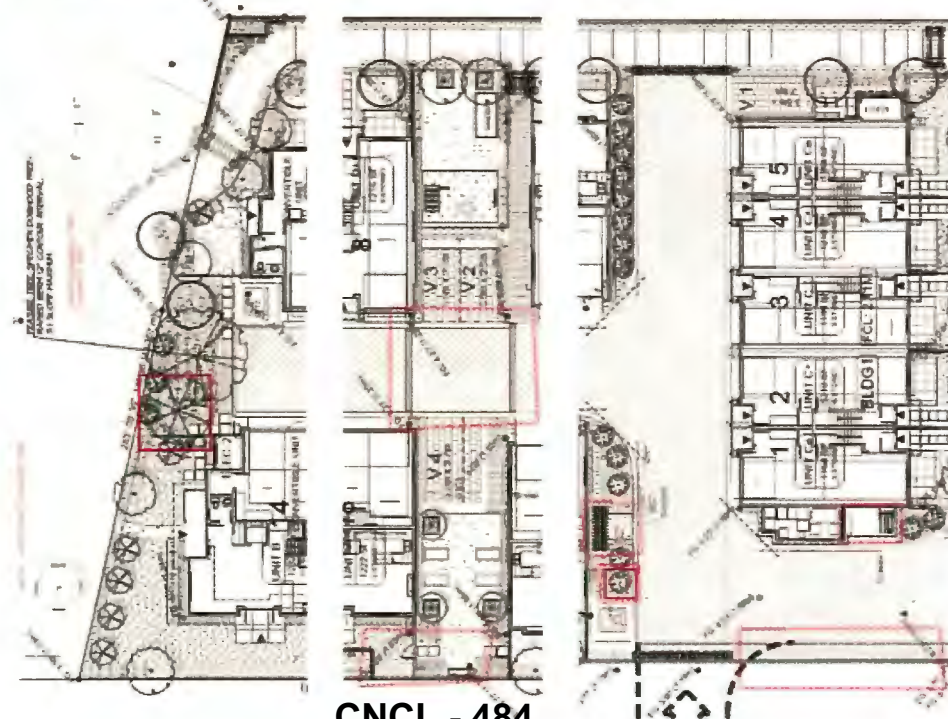
- * Jan 2014 – Owner 1
- * Aug 2014 – RZ application [RZ 14-670471]
- * Summer 2015 – New ownership 2
- * Mar 2016 – New ownership 3
- * May 2017 – DP application [DP 17-772227]
- * Jun 2018 – BP application [BP 18-828403]
- * 2020-2021 – Covid pause
- * Nov 2021 – New ownership 4 (Enrich)
- * Jan 2022 – Original BP approved at deadline
- * Feb 2022 – IFC drawings, construction underway
- * Jun 2024 – GC submission
- * Nov 2024 – DPP GC presentation

Overview - DP vs As-built Differences

- A.** Site installed 5 fewer trees than DP – replaced with 2 large trees
 - green strip at entry PL too narrow for 3 trees; 2 other trees were approved at SROW
 - 2 trees now planted with greater value (1 at Mellis berm, 1 at mailbox area)
- B.** Outdoor privacy screens extended past entry canopies
 - lattice wood screens at Cambie frontage now lowered from 6-ft to 4-ft
 - 6-ft solid wood screens at public PROP pedway still left at 6-ft height
- C.** Canada Post: advised would not install mailbox with manhole casting in front (hazard)
 - weather-protected mailbox relocated to acceptable location, landscaping revised
- D.** Drive aisle crossing was not raised – speed bumps added in lieu
 - not noted on the arch site plan, only on landscape plan
 - storm drainage was not designed with a raised section at the crossing
- E.** Revised some cladding materials to suit marketing team concerns
 - shingles > board & batten; white lapsiding > tan; red doors > muted red/brown
- F.** At 2 duplex buildings, some sections of pony wall were changed to alum guardrails



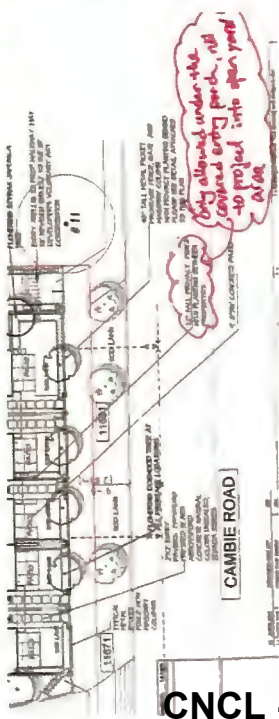
A. Site installed 5 fewer trees than DP – replaced with 2 large trees



CNCL - 484

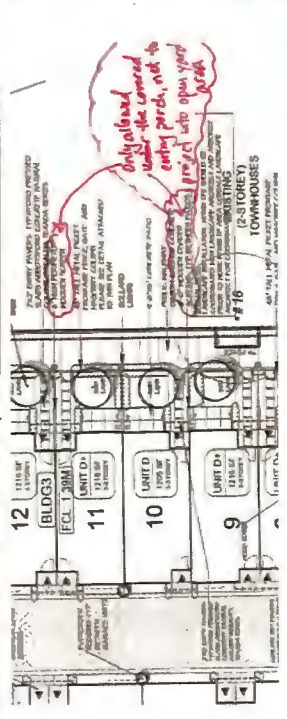
B. Outdoor privacy screens extended past entry canopies

The approved DP noted in red that the 72" privacy fences cannot project into the open yard past the covered entry porch. However, it was an oversight that the taller fences extended past the overhanging entry canopies. To rectify, the 6'h wood lattice dividers have been reduced to 4'h.



CNCL - 485

Similarly, along the Meliss Drive PROP pedway, the approved DP set notes that 6'h wooden dividers at Building 3 are only allowed under the covered entry porch, not to project into the open yard. Again, an oversight not working from this DP set, the 6'h wooden dividers do extend past the shallow canopies but help to visually screen the patios. They also provide a solid noise barrier for the condenser units in each yard. After city review, these are left at 6'h tall.

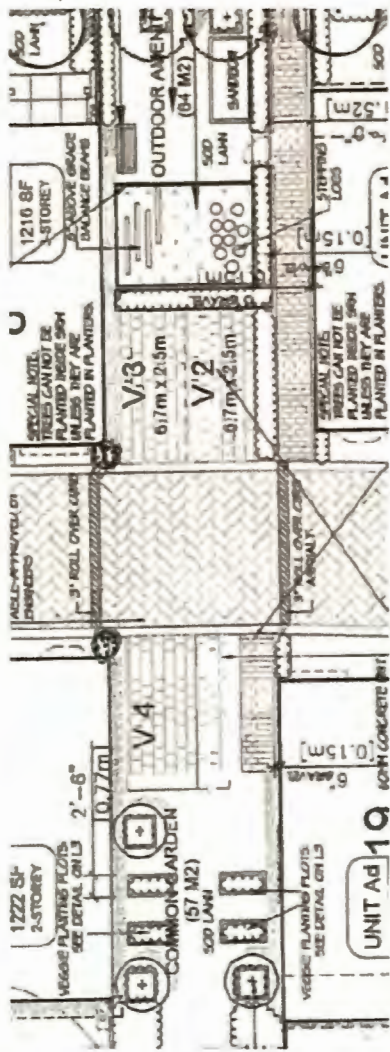


C. Canada Post: advised would not install mailbox with manhole casting in front (hazard)

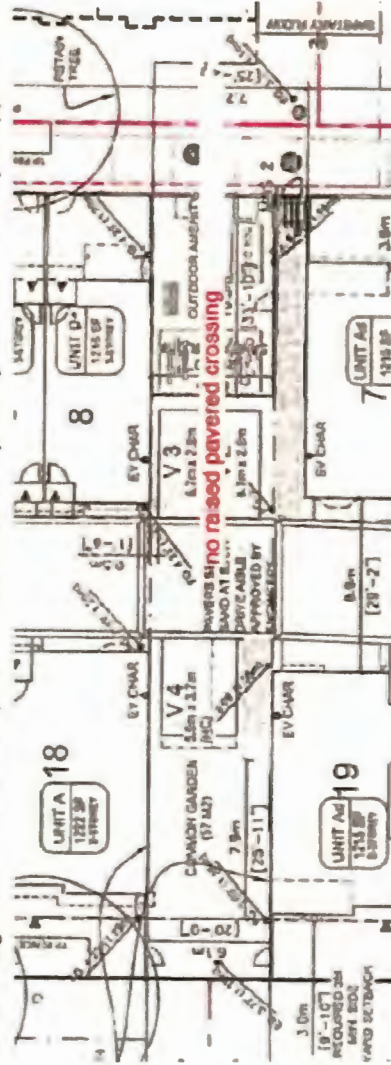
Canada Post required that the mailbox kiosk be relocated to the south of Building 5 from west of Building 1 – due to the presence of a manhole cover (accessing an underground pipe) at the proposed location. It was deemed a potential tripping hazard and not acceptable for mail workers. Consequently, the proposed live planting was relocated to other parts of the site.



D. Drive aisle crossing was not raised – speed bumps added in lieu



The approved DP landscape drawing correctly noted the 3" rollover curbs but the approved arch DP drawings do not. Somehow, the note for the raised pedway was inadvertently dropped.



E. Revised some cladding materials to suit marketing team concerns

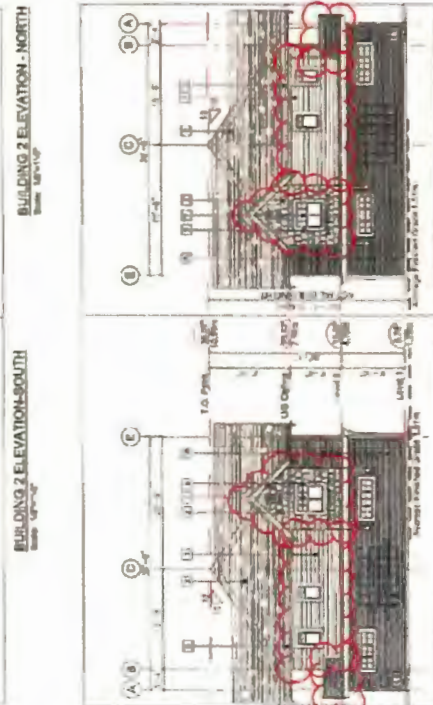
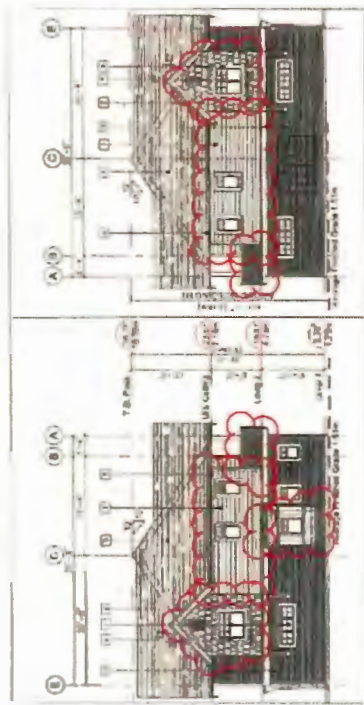
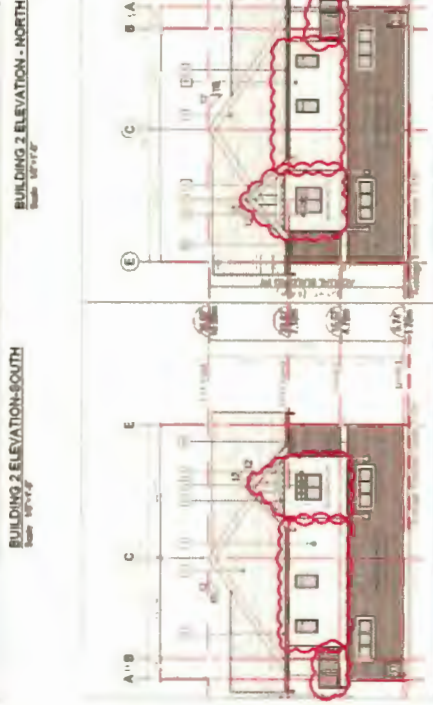
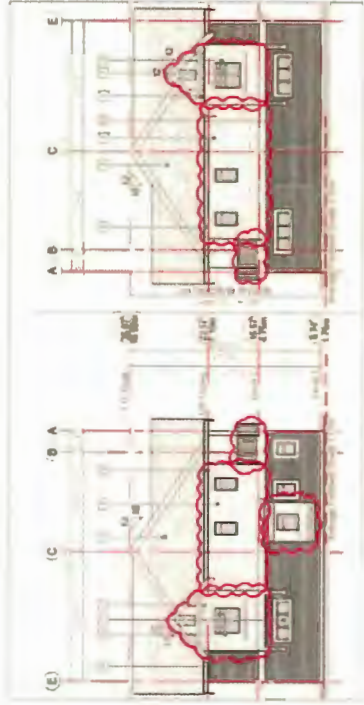
A few adjustments were made to the exterior materials that were proposed by the marketing team, but we also supported as improvements to the project:

- a) Change from fibre-cement shingles to board & batten.
- b) Colour change to minor sections of horizontal 8" Hardie plank siding from BM CC-80 (gray mist) to an off-white tan colour. The gray was deemed too dark for the market.
- c) Colour change of entry doors from bright red (BM CC124) to more muted darker red/brown.
- d) Building 2&5 balcony pony wall was changed to aluminum guard rails

These adjustments were also a product of the project delay resulting from changes in ownership and their marketing teams. We hope that these adjustments are acceptable and in general compliance with the approved 2019 DP.



F. At 2 duplex buildings, some sections of pony wall were changed to alum guardrails



Summary of Mitigating Factors

- * 3 ownership changes over 7 years
- * pauses in activity over Covid period
- * BP reached expiry date with no extension
- * Approved DP drawings not thoroughly vetted for IFC
- * New owner and marketing team
- * Expedited construction schedule
- * Unforeseen as-built site conditions

Adequacy of Compliance Solutions

- * The 2 replacement trees have greater value than the 5 unplanted trees
- * Recognized that 2 new trees approved in the existing sanitary SROW
- * The Cambie frontage screens have been lowered to comply with the DP
- * The PROP 6-ft tall screens, as is, approx extend to the front edges of the balconies
- * The mailbox location is acceptable to Canada Post (possibly better CPTED)
- * The 4 speed bumps provide similar pedestrian safety while allowing storm drainage
- * The exterior cladding changes only impact minor portions of the exterior design
- * The 4 short sections of pony walls (i.e. now picket railings) are not at street frontages

CNCL - 490



Schedule 2 to the Minutes of the Development Permit Panel meeting held on Wednesday, November 27, 2024

**4831 STEVESTON HWY
RICHMOND, BC
DP APPLICATION**

CONTACT LIST:

- Owner: Turning Point Housing Society
- Funding: BCHousing CMHC
- Housing Consultant: CPA Development Consultants
- Architects: Boni + Maddison Architects
- General Contractor: Bulltoon
- Structural Engineers: Weller Smith Bowers
- Mechanical Engineers: Rocky Point Engineering Ltd.
- Energy Consultants: Rocky Point Engineering Ltd.
- Electrical Engineer: Jarvis Engineering
- Landscape Architects: ETA Landscape Architecture
- Civil Engineers: CoreGroup Consultants
- Geotechnical Engineers: GeoPacific
- Building Envelope: Aqua-Coast Engineering Ltd.
- Arborist: Diamond Head Consulting
- Traffic Consultant: Built Engineering

REFERENCES:

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DRAWING LIST

- ARCHITECTURAL 30 SHEETS IN SET
- A00 COVER SHEET
- A01 CONTEXT PLAN
- A02 SITE PLAN
- A03 ELEVATIONS
- A04 DESIGN RATIONALE
- A05 SURVEY PLAN
- A06 SUBDIVISION PLAN
- A07 SITE PLAN
- A08 RETAINING WALL PLAN
- A09 SECOND FLOOR
- A10 GARAGE
- A11 ROOF PLAN
- A12 GARBAGE/RECYCLING/BIKES
- A13 WHEELCHAIR ACCESS PLAN
- A14 TYPICAL UNIT PLANS
- A15 SECTIONS
- A16 ELEVATIONS
- A17 MATERIALS SHEET
- A18 SUN STUDY
- A19 FAR OVERLAYS
- A20 FAR OVERLAYS
- A21 RENDERERS
- A22 RENDERERS
- A23 RENDERERS
- A24 FIRE ACCESS PLAN

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0 25-11-00 DP APPLICATION
 F 25-11-02 BPA REVIEW
 E 25-05-18 ADP SUBMISSION
 D 25-05-18 SCHEMATIC DESIGN
 C 25-07-31 DP SUBMISSION

By certifying this drawing, the Engineer certifies that it complies with the requirements of the applicable laws, regulations, codes and standards, and that the work was done in accordance with the standards of the profession. The Engineer is not responsible for the accuracy of the information provided to the Engineer, nor for the consequences of any errors or omissions in the drawing.

BONI + MADDISON Architects
 3732 West Broadway
 Vancouver, B.C., V6R 2C1
 Tel: 604.681.8888
 Fax: 604.681.8890
 E: info@bonimaddison.com

| | |
|-----------------------------|-------------|
| PROJECT: 4831 STEVESTON HWY | |
| DATE: 2023-05-18 | |
| SCALE: A0.0 | DATE: 23-01 |
| DATE: 2023-05-18 | DATE: 23-01 |

GENERAL FINISHES

1. FIBRE CEMENT TRIM AT PASCIA CORNERS
2. FIBRE CEMENT BOARD AND BATTERY CLADDING
3. FIBRE CEMENT HORIZONTAL LAPPED SIDING
4. REFINISHED ALUMINUM ENTRY DOORS
5. SHINGLED ROOF
6. DOORS & WINDOWS - DOUBLE GLAZED WHITE VINYL

December 14, 2023
 DP 23-025983
 DP Plan # 4

1. 23-05-10 REVISED LANDSCAPE PROVISIONS

G 23-11-14 DP APPLICATION
 F 23-11-03 80% REVIEW
 E 23-08-12 ADP SUBMISSION
 D 23-05-18 SCHEMATIC DESIGN
 C 23-07-31 DP SUBMISSION

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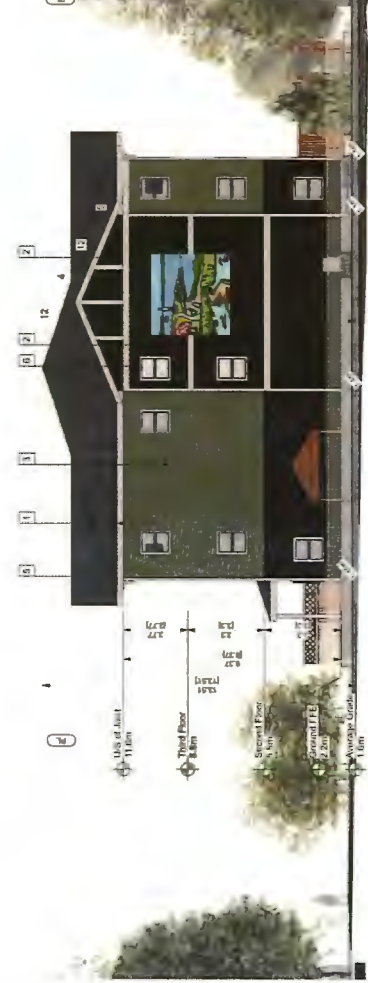
PROJECT: 4831 STEVESTON HWY

DATE: 2023-04-18

SCALE: 1/100
 SHEET: 23-01
 DRAWING NO: A4.1



North Elevation 8-5 Scale: 1/50



South Elevation 5-5 Scale: 1/50



West Elevation 7 Scale: 1/50



East Elevation 6 Scale: 1/50

(RAILWAY AVENUE)

*FENCES AND TREES GRAYED OUT FOR CLARITY

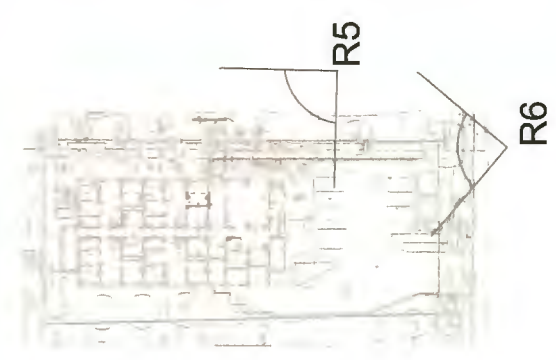
December 14, 2023
DP 23-025893
REFERENCE

D 23-1-05 DP APPLICATION
F 23-1-05 50% REVIEW
E 23-0-17 ADP SUBMISSION
D 23-0-18 SCHEMATIC DESIGN
C 23-0-21 DP SUBMISSION

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E: info@bonimaddison.com

RENDERERS
DATE: 2023-10-18
SCALE:
PROJECT: A7.3



December 14, 2023
 DP 23-025993
 REFERENCE

- G 23-11-01 DP APPLICATION
- F 23-11-01 BOB REVIEW
- E 23-05-17 ADP SUBMISSION
- D 23-05-18 SCHEMATIC DESIGN
- C 23-07-31 DP SUBMISSION

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 E: info@bonmaddison.com
 4101 STEVESTON HWY

RENDERS

DATE: 23-01
 SHEET: 2023.08.18
A7.1



R1: BUILDING AND EXIT PATH FROM RAILWAY GREENWAY



R2: BUILDING FROM ENTRY DRIVEWAY



December 14, 2023
DP 23-025993
REFERENCE

- 15-1-30 DP APPLICATION
- 25-1-05 50% REVIEW
- 25-05-12 ACP SUBMISSION
- 25-08-18 ARCHITECTURAL DESIGN
- 25-07-21 DP SUBMISSION

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RENDERERS
4031 STEVESTON HWY
DATE: 2023-12-14
SHEET: A7.2



R3: BUILDING FROM DRIVEWAY



R4: REAR BUILDING FROM RAILWAY GREENWAY





CNCL - 496



CNCL-497



CNCL - 498





Schedule 3 to the Minutes of the
Development Permit Panel
meeting held on Wednesday,
November 27, 2024

ERIC LAW ARCHITECT

2000 West Broadway, Suite 100
Vancouver, BC V6K 2B7
Tel: (604) 682-3399

CONTRACT NUMBER: 2024-011
PROJECT: 2024-011-001-001-001-001
DATE: 2024-11-27

1. 2024.10.27 FOR PRELIMINARY PERMIT APPLICATION
2. 2024.10.27 FOR PRELIMINARY PERMIT APPLICATION
3. 2024.10.27 FOR PRELIMINARY PERMIT APPLICATION
4. 2024.10.27 FOR PRELIMINARY PERMIT APPLICATION
5. 2024.10.27 FOR PRELIMINARY PERMIT APPLICATION
6. 2024.10.27 FOR PRELIMINARY PERMIT APPLICATION
7. 2024.10.27 FOR PRELIMINARY PERMIT APPLICATION
8. 2024.10.27 FOR PRELIMINARY PERMIT APPLICATION



2 STOREY NEIGHBOUR DUPLEX

1 STOREY NEIGHBOUR SINGLE FAMILY HOUSE

SITE VIEW FROM NO 1 ROAD

NEIGHBOUR TOWNHOUSE



SINGLE FAMILY HOUSES OPPOSITE OF NO 1 ROAD



AERIAL CONTEXT VIEW



NEIGHBOUR SINGLE FAMILY HOUSE



NEIGHBOUR TOWNHOUSE

TOWNHOUSE
AT 8120-8140
NO. 1 ROAD
RICHMOND BC
CONTEXT

PROJECT NUMBER: 21-11
ISSUED: 11/21/2024
DRAWN BY: EL
CHECKED BY: EL
FILENAME: 21-11_INV_241121-DPP-PROJECT



DP 23-029220

CONTEXT

DEVELOPMENT PERMIT

ERIC LAW ARCHITECT

2021/11/11
 1010 1010 MAIN FLOOR 1010 1010
 TEL: (604) 965-5099

CONTRACT NUMBER: 2021-11-11
 PROJECT NAME: MASSING PERMIT
 DRAWN BY: EL
 CHECKED BY: EL
 FILE NAME: 21-11_LING_24111-APP-PROCESU

| NO. | DESCRIPTION |
|-----|---|
| 1 | 2021/08/18 FOR DEVELOPMENT PERMIT APPLICATION |
| 2 | 2021/09/27 FOR CITY COUNCIL AND PAVEMENT |
| 3 | 2021/10/18 FOR CITY COUNCIL AND PAVEMENT |
| 4 | 2021/10/28 FOR CITY COUNCIL AND PAVEMENT |
| 5 | 2021/11/05 FOR CITY COUNCIL AND PAVEMENT |
| 6 | 2021/11/08 FOR CITY COUNCIL AND PAVEMENT |
| 7 | 2021/11/27 FOR APP PRESENTATION |

| NO. | DESCRIPTION |
|-----|---|
| 1 | 2021/11/08 FOR DEVELOPMENT PERMIT APPLICATION |
| 2 | 2021/11/27 FOR CITY COUNCIL AND PAVEMENT |
| 3 | 2021/12/05 FOR CITY COUNCIL AND PAVEMENT |
| 4 | 2021/12/15 FOR CITY COUNCIL AND PAVEMENT |
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TOWNHOUSE
AT 8120-8140
NO. 1 ROAD
RICHMOND BC
MASSING

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| PROJECT NUMBER: 21-11 |
| ISSUED: 11/21/2024 |
| DRAWN BY: EL |
| CHECKED BY: EL |
| FILE NAME: 21-11_LING_24111-APP-PROCESU |

MASSING
 DEVELOPMENT PERMIT



DP 23-029220

ERIC LAW ARCHITECT

200-750-1111
 1000 WEST 10TH AVENUE, SUITE 100
 VANCOUVER, BC V6H 2G6
 TEL: (604) 566-1111
 FAX: (604) 566-1111

OWNER: [REDACTED]
 PROJECT: [REDACTED]
 DATE: [REDACTED]

- 1. CONSULT WITH DEVELOPMENT PERMIT APPLICATION
- 2. CONSULT WITH THE CITY COMMAND AND REVIEW
- 3. CONSULT WITH THE CITY COMMAND AND REVIEW
- 4. CONSULT WITH THE CITY COMMAND AND REVIEW
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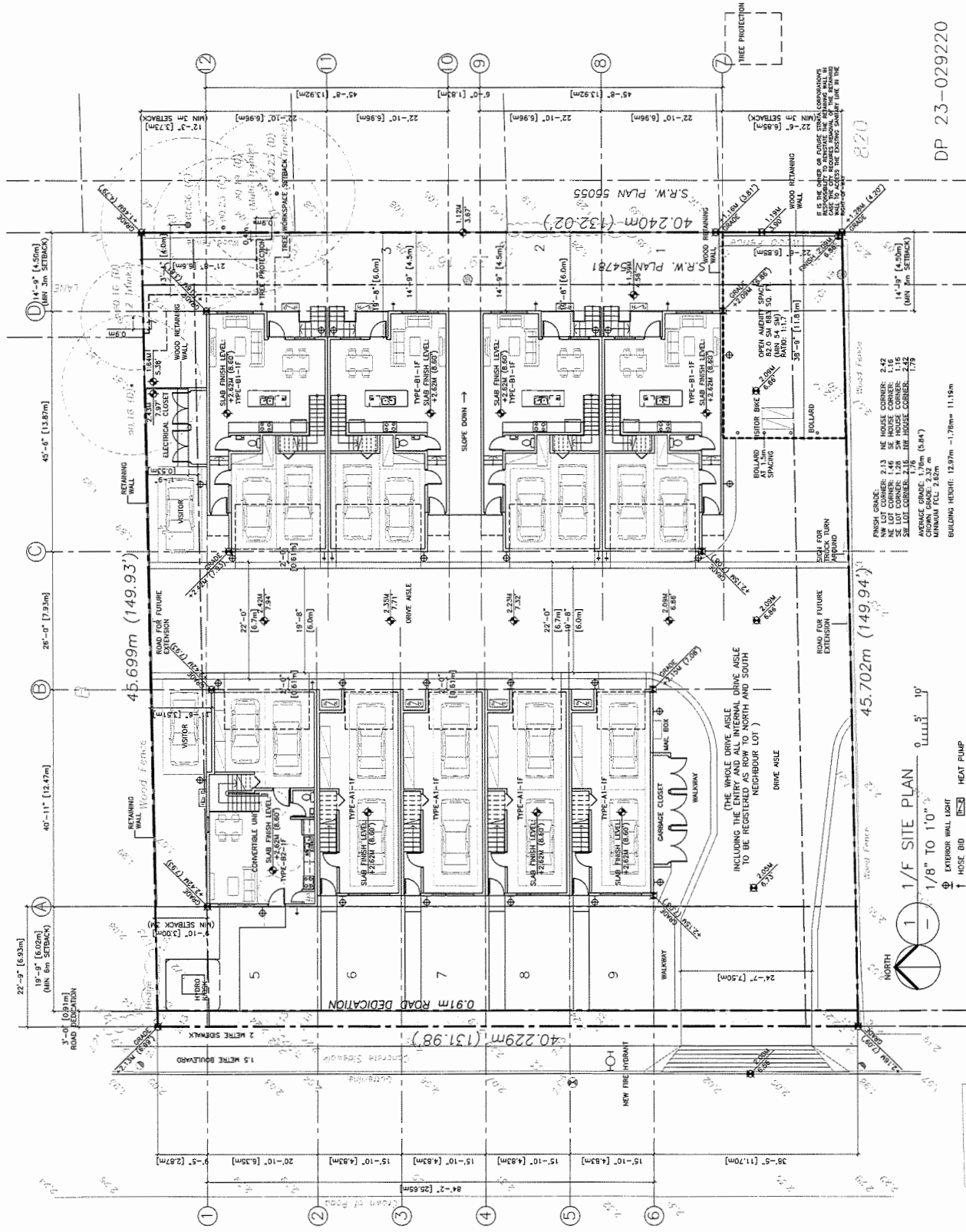
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TOWNHOUSE
AT 8120-8140
NO. 1 ROAD
RICHMOND BC
1/F SITE PLAN

PROJECT NUMBER: 21-11
 ISSUED: 11/21/2024
 DRAWN BY: EL
 CHECKED BY: EL
 FILENAME: 21-11_DRG_1111-1FP-PROG001

A2
 DEVELOPMENT PERMIT



DP 23-029220

ERIC LAW ARCHITECT

ERIC LAW ARCHITECT
 1010 1010 1010 1010 1010 1010
 TEL: (604) 945-5099

CONTRACT NO. 2024-01-01
 PROJECT NO. 2024-01-01
 DRAWING NO. 2024-01-01
 SHEET NO. 2024-01-01
 DATE: 11/21/2024

| NO. | DESCRIPTION |
|-----|--|
| 1 | 2024.01.18 FOR DEVELOPMENT FORM APPROVAL |
| 2 | 2024.01.27 FOR CITY COMMENT AND REVIEW |
| 3 | 2024.01.18 FOR CITY COMMENT AND REVIEW |
| 4 | 2024.01.23 FOR CITY COMMENT AND REVIEW |
| 5 | 2024.01.05 FOR CITY COMMENT AND REVIEW |
| 6 | 2024.01.05 FOR CITY COMMENT AND REVIEW |
| 7 | 2024.01.27 FOR CITY COMMENT AND REVIEW |

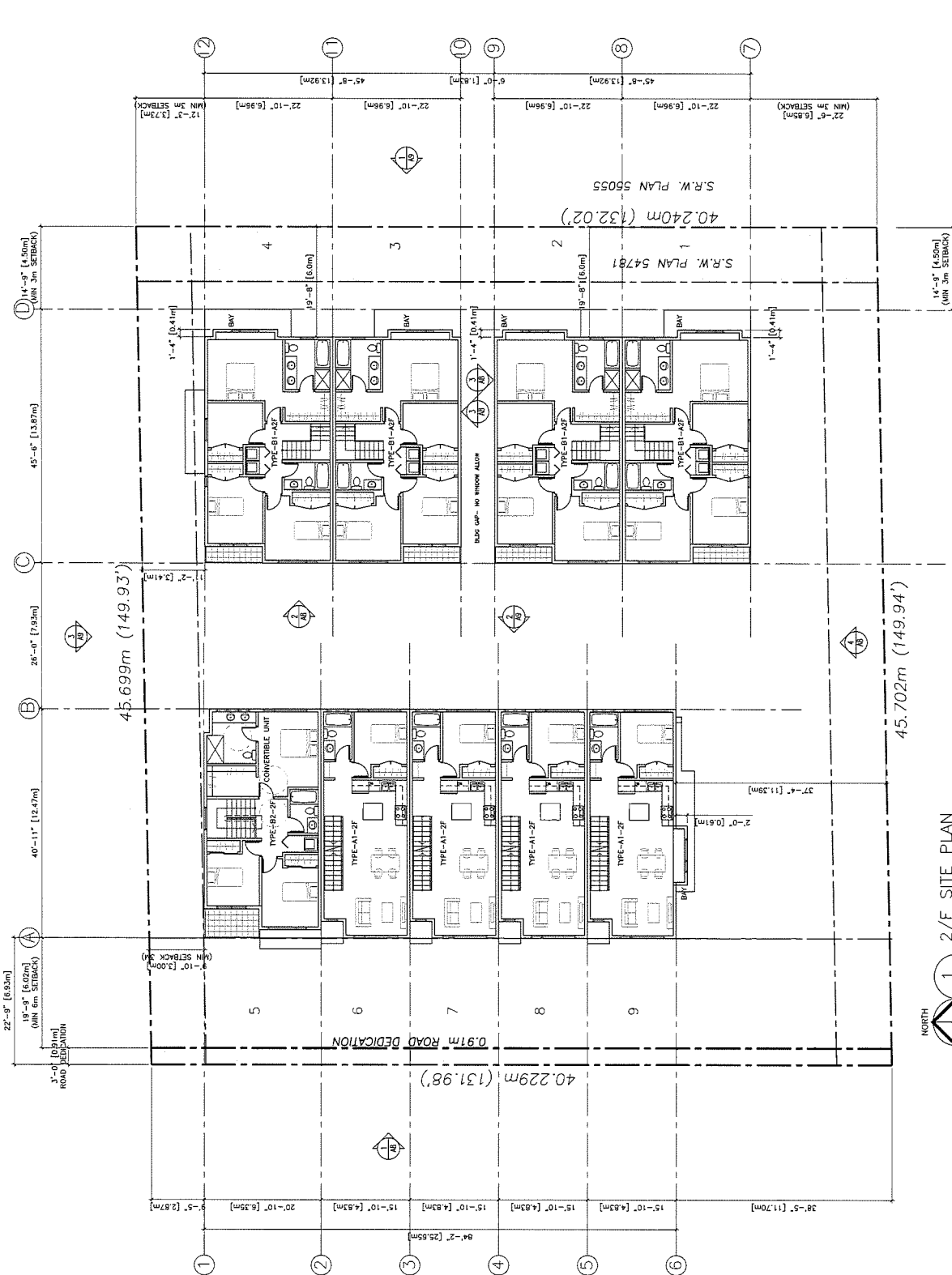
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| 5 | 2024.01.05 FOR CITY COMMENT AND REVIEW |
| 6 | 2024.01.05 FOR CITY COMMENT AND REVIEW |
| 7 | 2024.01.27 FOR CITY COMMENT AND REVIEW |

TOWNHOUSE
AT 8120-8140
NO.1 ROAD
RICHMOND BC
2/F SITE PLAN

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| PROJECT NUMBER: 21-11 |
| ISSUED: 11/21/2024 |
| DRAWN BY: EL |
| CHECKED BY: EL |
| FILENAME: 21-11_DWG_241121-00P-PRECOND |

A3

DEVELOPMENT PERMIT



DP 23-029220



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PROJECT
8 UNIT TOWNHOUSE DEVELOPMENT
8126-3140 NO. 1 ROAD
RICHMOND

DRAWING TITLE
LANDSCAPE PLAN

DATE: November 16, 2021
SCALE: 3/32"=1'-0"
DRAWN: DD
CHECKED: DD
CLIENT: PCMA
PROJECT NUMBER: 21-191

DATE: November 16, 2021
SCALE: 3/32"=1'-0"
DRAWN: DD
CHECKED: DD
CLIENT: PCMA
PROJECT NUMBER: 21-191

HARDSCAPE LEGEND

- Permeable pavers with 8" wide curb
- Natural color (60mm) Herringbone pattern by Basaltic concrete
- Cityscape concrete pavers Mission, Natural color (60mm) by Basaltic concrete
- FIBAR ON PLAYGROUND

FURNITURE LEGEND

SLIDE - J3-2031-B BY JAMBETTE BY PARKWORKS
NOTE: All category 18 months to 5 years old Maximum capacity: 8 children

MAGLIN BIKE RACK - HERSOOD

MAGLIN BENCH - SOCH TEOO

NOTE: -ALL FURNITURE TO BE INSTALLED TO MANUFACTURER'S SPECIFICATIONS
-ALL PARTS TO BE INSTALLED TO MANUFACTURER'S SPECIFICATIONS.

FENCE LEGEND

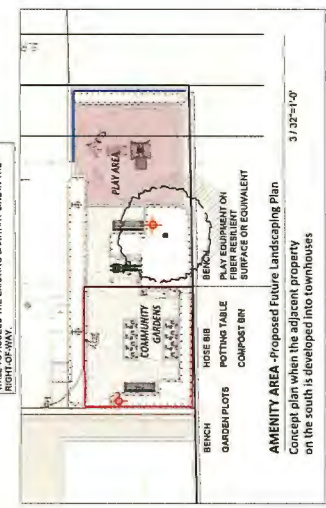
- 42" HT. ALUMINUM FENCING
- 6" HT. WOOD FENCING
- 4" HT. WOOD FENCING RETAINING AWALL

LIGHTING LEGEND

- SYMBOL: BOLLARD
- 40" HT. LITHONIA PACEAN LED BOLLARD
- UPLIGHT

PLANT SCHEDULE

| SYM | PLANT NAME | COMMON NAME | TYPE AND LOCATION BY CITY | AMOUNT | PLANT SCHEDULE NUMBER |
|-----|-------------|-------------|---------------------------|--------|-----------------------|
| 1 | STREET TREE | | | | 11.011 |
| 2 | STREET TREE | | | | 11.011 |
| 3 | STREET TREE | | | | 11.011 |
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| 49 | STREET TREE | | | | 11.011 |
| 50 | STREET TREE | | | | 11.011 |



REFERENCE

PROPOSED TOWNHOUSE DEVELOPMENT AT 8120-8140 NO. 1 ROAD, RICHMOND, BC

DEVELOPMENT DATA

(A) CMHC ADDRESS: 8120 & 8140 NO. 1 ROAD, RICHMOND, BC
 (B) LEGAL DESCRIPTION: LOT 308 PLAN 52748 AND LOT 105 PLAN 39706, BOTH OF SECTION 23, BLOCK 4 NORTH, RANGE 7 WEST, NWD BEFORE ROAD DEDICATION 1,838 SM (19,784 SF), AFTER ROAD DEDICATION: APPROX 1801.3 SM (19,389 SF)
 (C) LOT AREA: CURRENT: RS1/E, PROPOSED: RTL4
 (D) ZONING USE: (UNDER RS1/F ZONING)

PROPOSED REZONING
(RTL4)

PROPOSED DEVELOPMENT

(E) FLOOR AREA RATIO: 0.55 TO 454.5 SM
 0.3 TO REST OF SITE AREA
 0.60 TOTAL FAR FLOOR AREA
 0.60 X 1801.3 SM = 1080.7 SM
 (11,633 SF)

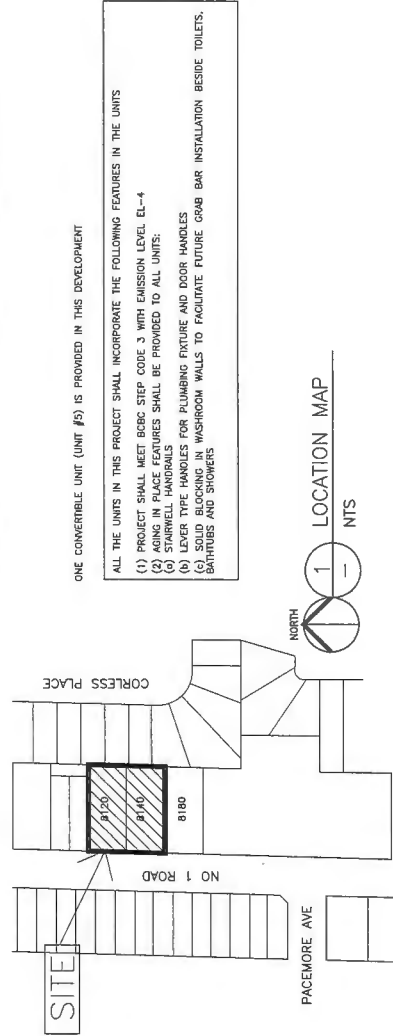
(F) LOT SIZE: 1 PER LOT
 (H) BUILDING COVERAGE: MAX - 45%
 MINIMUM 50M WIDE
 MAX - 40% (7842 SF)
 40.22M [VARIANCE REQUIRED]
 9 UNITS
 37.4% (673.0 SM 7246 SQ. FT.)

(I) BUILDING HEIGHT: MAX MAIN BUILDING HEIGHT - 12M
 (J) SETBACK: FRONT YARD - 6M
 SIDE YARD - 3M
 REAR YARD - 3M

(K) PARKING: 2 PER DWELLING UNIT
 0.2 VISITOR PARKING / UNIT X9 = 2
 TOTAL = 20 REQUIRED

(L) BICYCLE: 1.25 PER DWELLING UNIT X9=12
 0.2 PER DWELLING UNIT X9= 2 VISITOR
 VISITOR BIKE RACK 2

(M) OPEN SPACE: OPEN AMENITY SPACE= 6 SM PER UNIT
 X8 = 54 SM (561 SF)
 82.0 SM (863 SQ. FT.) PROVIDED:



ERIC LAW
ARCHITECT

2150 WESTERN FRASER WAY, RICHMOND BC
 V6V 1A7
 TEL: (604) 270-2099

DESIGNED BY: ERIC LAW ARCHITECT
 DRAWN BY: ERIC LAW ARCHITECT
 CHECKED BY: ERIC LAW ARCHITECT
 PROJECT NO: 2024-01-01
 DATE: 11/21/2024
 FILENAME: 21-1_LAW_241121-APP-PRESENT

| NO. | DESCRIPTION |
|-----|--|
| 1 | 2024.08.14 FOR REGULATORY PERMIT APPLICATION |
| 2 | 2024.08.27 FOR CITY COUNCIL AND REVIEW |
| 3 | 2024.09.18 FOR CITY COUNCIL AND REVIEW |
| 4 | 2024.09.28 FOR CITY COUNCIL AND REVIEW |
| 5 | 2024.11.09 FOR CITY COUNCIL AND REVIEW |
| 6 | 2024.11.28 FOR CITY COUNCIL AND REVIEW |
| 7 | 2024.12.17 FOR APP PRESENTATION |

| NO. | DESCRIPTION |
|-----|---|
| 8 | 2024.11.08 GROUP AND INTERNAL MEET DRAFTING |
| 9 | 2024.11.15 MEET WITH CITY ENGINEER AND REVIEW |
| 10 | 2024.11.27 MEET WITH CITY ENGINEER AND REVIEW |
| 11 | 2024.12.05 MEET WITH CITY ENGINEER AND REVIEW |
| 12 | 2024.12.17 MEET WITH CITY ENGINEER AND REVIEW |

TOWNHOUSE
AT 8120-8140
NO. 1 ROAD
RICHMOND BC

DEVELOPMENT SUMMARY

PROJECT NUMBER: 21-1
 ISSUED: 11/21/2024
 DRAWN BY: EL
 CHECKED BY: EL
 FILENAME: 21-1_LAW_241121-APP-PRESENT

A1

DEVELOPMENT PERMIT

DP 23-029220

1000 WEST 10TH AVENUE SUITE 100
 VANCOUVER, BC V6H 1T6
 TEL: (604) 566-5096
 WWW.ERICLAWARCHITECT.COM

- 1 2021.03.18 FOR EXISTING PERMIT APPROVAL
- 2 2021.03.27 FOR CITY COMMENT AND REVIEW
- 3 2021.04.16 FOR CITY COMMENT AND REVIEW
- 4 2021.04.29 FOR CITY COMMENT AND REVIEW
- 5 2021.05.14 FOR CITY COMMENT AND REVIEW
- 6 2021.05.21 FOR CITY COMMENT AND REVIEW
- 7 2021.05.21 FOR DPV APPROVAL

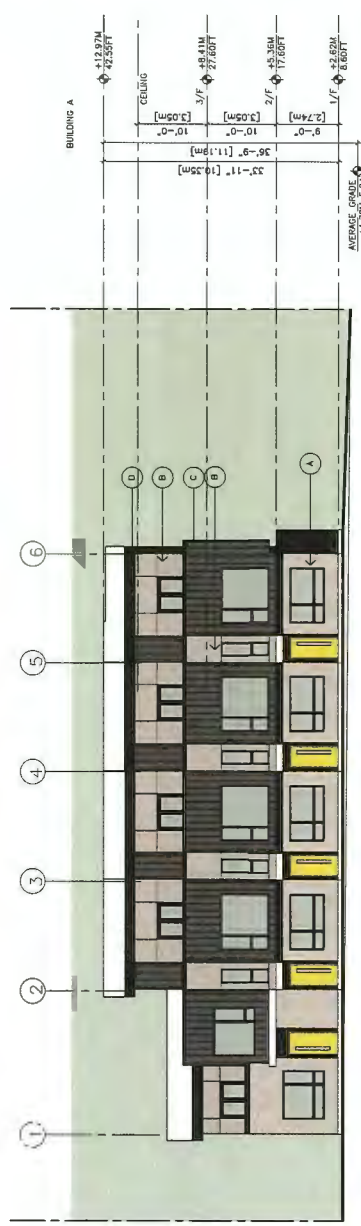
- 5 2021.06.04 FOR DPV APPROVAL
- 6 2021.06.11 FOR DPV APPROVAL
- 7 2021.06.18 FOR DPV APPROVAL
- 8 2021.06.25 FOR DPV APPROVAL
- 9 2021.07.02 FOR DPV APPROVAL
- 10 2021.07.09 FOR DPV APPROVAL
- 11 2021.07.16 FOR DPV APPROVAL
- 12 2021.07.23 FOR DPV APPROVAL

TOWNHOUSE
AT 8120-8140
NO. 1 ROAD
RICHMOND BC
COLOURS

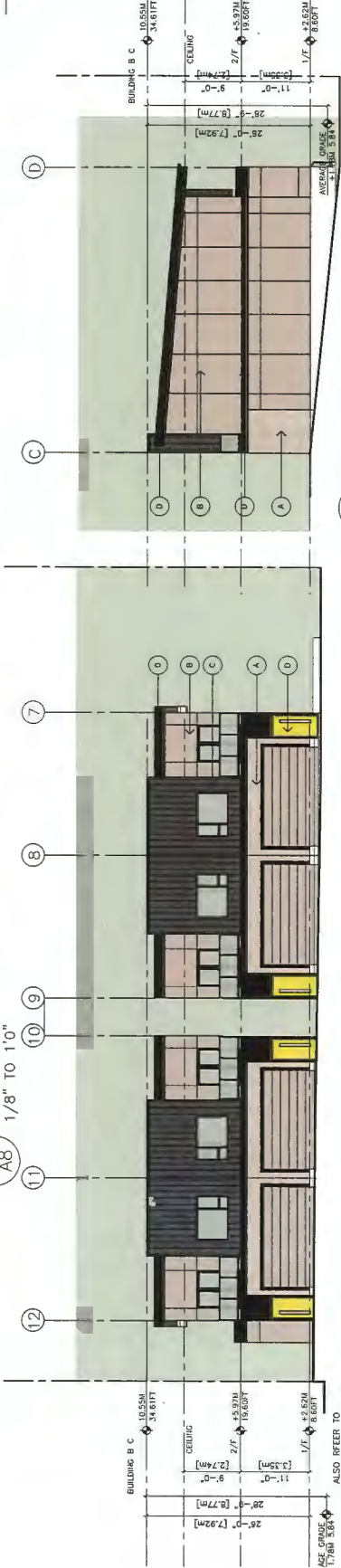
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 ISSUED: 11/21/2024
 DRAWN BY: EL
 CHECKED BY: EL
 FILENAME: 21-11_DWG_241121-DPV-PRESUB

A13

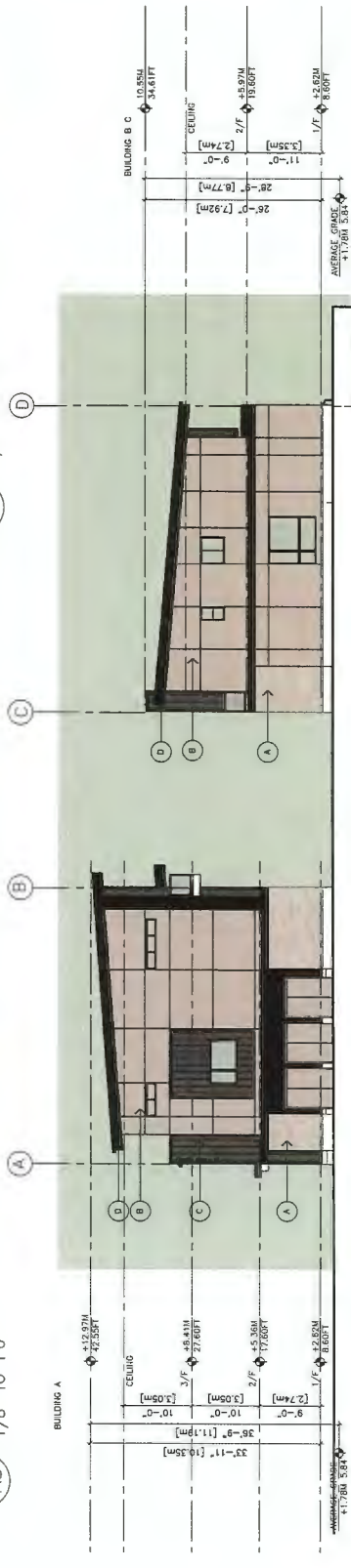
DEVELOPMENT PERMIT



1 SITE ELEVATION WEST (FACING NO. 1 ROAD)
 1/8" TO 1"0"



2 SITE INTERNAL ELEVATION WEST
 1/8" TO 1"0"



4 SITE ELEVATION SOUTH
 1/8" TO 1"0"

3 REAR BLDG SIDE ELEVATION
 1/8" TO 1"0"

- 1 TRICK VENEER FINISH
- 2 PLYWOOD BOARD PREFINISHED MEDIUM GREY - COLOUR GRAY SLATE
- 3 PLYWOOD BOARD PREFINISHED DARK GREY - COLOUR IRON GRAY
- 4 TRICK VENEER FINISH
- 5 TRICK VENEER FINISH
- 6 TRICK VENEER FINISH
- 7 TRICK VENEER FINISH
- 8 TRICK VENEER FINISH
- 9 TRICK VENEER FINISH
- 10 TRICK VENEER FINISH
- 11 TRICK VENEER FINISH
- 12 TRICK VENEER FINISH

ALL WINDOW AND DOOR TRIM - BLACK
 SYSTEM, REVEAL TO BE SAME COLOUR AS PANEL
 EXPOSED NAIL TO BE COVERED WITH FILL AND PAINTED TO MATCH
 PANEL COLOURS

ERIC LAW ARCHITECT

2000 WEST 10TH AVENUE SUITE 100
VANCOUVER, BC V6P 3E1
TEL: (604) 683-2000
WWW.ERICLAWARCHITECT.COM

PROJECT: 2024-01-15-2024-01-15-2024-01-15
DRAWN BY: EL
CHECKED BY: EL
FILENAME: 21-11-LING_241121-00P-PRESENT

- 1 BRICK VENEER FINISH
 - 2 PANDA BOARD PREFINISHED MEDIUM GREY - COLOUR GRAY SLATE
 - 3 PANDA BOARD PREFINISHED DARK GREY - COLOUR IRON GRAY
 - 4 BLACK / WHITE ON PANDA PANEL AND PANDA BOARD AS SHOWN
 - 5 FLOOR PAINT SHERWIN WILLIAMS SW 6008
- ALL WINDOW AND DOOR TRIM - BLACK
ALL WINDOW AND DOOR TRIM - BLACK
ALL WINDOW AND DOOR TRIM - BLACK
EXPOSED NAIL TO BE COVERED WITH FILL AND PAINTED TO MATCH PANEL COLOURS

| NO. | DESCRIPTION |
|-----|---|
| 1 | 2024.01.15 FOR PRELIMINARY PERMIT APPLICATION |
| 2 | 2024.01.15 FOR CITY CONSULT AND REVIEW |
| 3 | 2024.01.15 FOR CITY CONSULT AND REVIEW |
| 4 | 2024.01.15 FOR CITY CONSULT AND REVIEW |
| 5 | 2024.01.15 FOR CITY CONSULT AND REVIEW |
| 6 | 2024.01.15 FOR CITY CONSULT AND REVIEW |
| 7 | 2024.01.15 FOR CITY CONSULT AND REVIEW |

TOWNHOUSE
AT 8120-8140
NO.1 ROAD
RICHMOND BC
COLOURS

PROJECT NUMBER: 21-11
ISSUED: 11/21/2024
DRAWN BY: EL
CHECKED BY: EL
FILENAME: 21-11-LING_241121-00P-PRESENT

A14
DEVELOPMENT PERMIT



1 SITE ELEVATION EAST
1/8" TO 1/0"
ALSO REFER TO A9

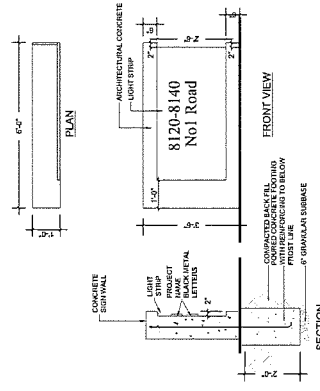


2 SITE INTERNAL ELEVATION EAST
1/8" TO 1/0"
ALSO REFER TO A9



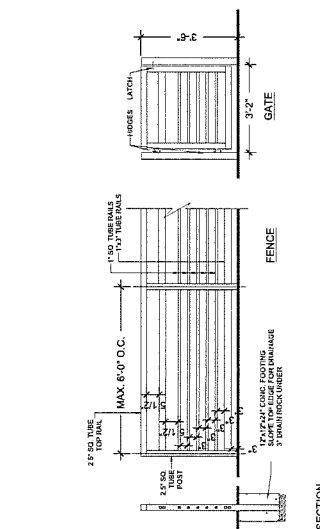
3 SITE ELEVATION NORTH
1/8" TO 1/0"
ALSO REFER TO A9

- NOTES:**
1. ALL WOOD PRESURE TREATED TO CSA STANDARDS FOR SERVICE CONDITIONS. DRILL HOLES WITH ALBERTA APPLICATION OF A SUITABLE MATCHING DRILL BIT. EACH THREE WITH GALVANIZED 1/2" SPIKES MAXIMUM 4" O.C.
 2. ALL OTHER MEMBERS TO BE CE24M #2 (CONSTRUCTION) GRADE MINIMUM
 3. ALL HARDWARE HOT DIPPED GALVANIZED.
 4. FINISH SELECTION AS APPROVED BY PROJECT ARCHITECT.
 5. ALL FENCES TO BE LEVEL. CHANGES IN GRADE TO BE IN 12" OR STEPS (MAX.). GAPS TO GRADE TO FOLLOW FINISH GRADE. GAP TO BE 3/4".



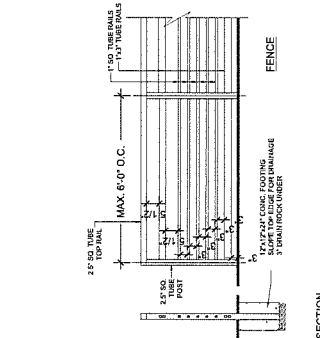
2 42HT SIGN WALL 12" x 12" SECTION

- NOTES:**
1. METAL GALVANIZED ALUMINUM PICKETS
 2. SMOOTHWELD ALL JOINTS
 3. ALL HARDWARE HOT DIPPED GALVANIZED WITH BLACK FINISH.
 4. ALL HARDWARE HOT DIPPED GALVANIZED



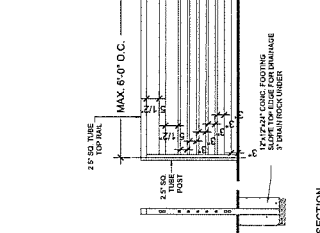
1 42HT ALUMINUM FENCE AND GATE 12" x 12" SECTION (frontage)

- NOTES:**
1. ALL WOOD PRESURE TREATED TO CSA STANDARDS FOR SERVICE CONDITIONS. DRILL HOLES WITH ALBERTA APPLICATION OF A SUITABLE MATCHING DRILL BIT. EACH THREE WITH GALVANIZED 1/2" SPIKES MAXIMUM 4" O.C.
 2. ALL OTHER MEMBERS TO BE CE24M #2 (CONSTRUCTION) GRADE MINIMUM
 3. ALL HARDWARE HOT DIPPED GALVANIZED
 4. APPLY 7 COATS EXTERIOR STAIN TO MANUFACTURERS SPECIFICATION
 5. FINISH SELECTION AS APPROVED BY PROJECT ARCHITECT.
 6. GAPS TO GRADE TO FOLLOW FINISH GRADE. GAP TO BE 3/4".



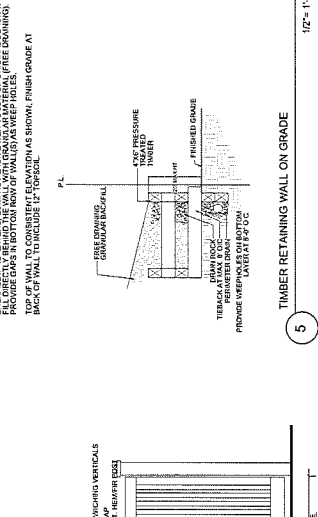
3 4'-0" HEIGHT WOOD FENCE 12" x 12" SECTION

- NOTES:**
1. ALL WOOD PRESURE TREATED TO CSA STANDARDS FOR SERVICE CONDITIONS. DRILL HOLES WITH ALBERTA APPLICATION OF A SUITABLE MATCHING DRILL BIT. EACH THREE WITH GALVANIZED 1/2" SPIKES MAXIMUM 4" O.C.
 2. ALL OTHER MEMBERS TO BE CE24M #2 (CONSTRUCTION) GRADE MINIMUM
 3. ALL HARDWARE HOT DIPPED GALVANIZED
 4. FINISH SELECTION AS APPROVED BY PROJECT ARCHITECT.
 5. GAPS TO GRADE TO FOLLOW FINISH GRADE. GAP TO BE 3/4".



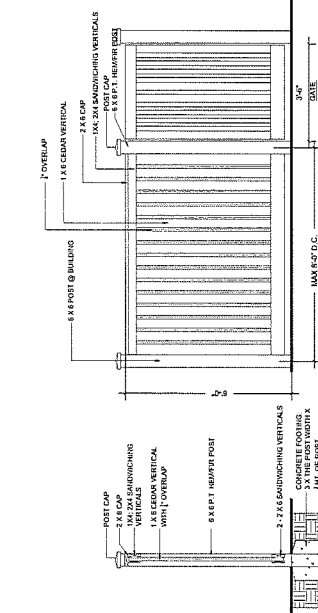
4 6'-0" HEIGHT WOOD FENCE AND GATE 12" x 12" SECTION

- NOTES:**
1. ALL WOOD PRESURE TREATED TO CSA STANDARDS FOR SERVICE CONDITIONS. DRILL HOLES WITH ALBERTA APPLICATION OF A SUITABLE MATCHING DRILL BIT. EACH THREE WITH GALVANIZED 1/2" SPIKES MAXIMUM 4" O.C.
 2. ALL OTHER MEMBERS TO BE CE24M #2 (CONSTRUCTION) GRADE MINIMUM
 3. ALL HARDWARE HOT DIPPED GALVANIZED
 4. FINISH SELECTION AS APPROVED BY PROJECT ARCHITECT.
 5. GAPS TO GRADE TO FOLLOW FINISH GRADE. GAP TO BE 3/4".



5 4'-0" HEIGHT WOOD FENCE AND GATE 12" x 12" SECTION

- NOTES:**
1. ALL WOOD PRESURE TREATED TO CSA STANDARDS FOR SERVICE CONDITIONS. DRILL HOLES WITH ALBERTA APPLICATION OF A SUITABLE MATCHING DRILL BIT. EACH THREE WITH GALVANIZED 1/2" SPIKES MAXIMUM 4" O.C.
 2. ALL OTHER MEMBERS TO BE CE24M #2 (CONSTRUCTION) GRADE MINIMUM
 3. ALL HARDWARE HOT DIPPED GALVANIZED
 4. FINISH SELECTION AS APPROVED BY PROJECT ARCHITECT.
 5. GAPS TO GRADE TO FOLLOW FINISH GRADE. GAP TO BE 3/4".



6 4'-0" HEIGHT WOOD FENCE AND GATE 12" x 12" SECTION

| NO. | DATE | REVISION DESCRIPTION | BY |
|-----|------------|----------------------|----|
| 1 | 11/14/2018 | ISSUE FOR PERMITS | DL |
| 2 | 11/14/2018 | ISSUE FOR PERMITS | DL |
| 3 | 11/14/2018 | ISSUE FOR PERMITS | DL |
| 4 | 11/14/2018 | ISSUE FOR PERMITS | DL |
| 5 | 11/14/2018 | ISSUE FOR PERMITS | DL |
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| 100 | 11/14/2018 | ISSUE FOR PERMITS | DL |

CLIENT: TERNA WEST PROPERTIES LTD.
WRM - ENCLAW ARCHITECT

PROJECT:
8 UNIT TOWNHOUSE DEVELOPMENT
8120-8140 NO. 1 ROAD
RICHMOND

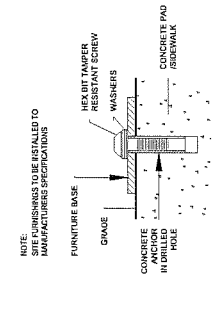
DRAWING TITLE:
**LANDSCAPE DETAILS
LIVE PLANT AREA**

DATE: November 16, 2021 DRAWING NUMBER:
L2
SCALE:
DRAWN BY:
DESIGNED BY:
CHECKED: PCHA

PAGE PROJECT NUMBER:
21-191

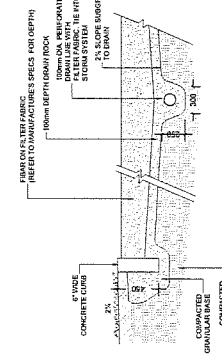
21-191-11-2P

7 PAVERS ON GRADE 1" x 12" SECTION



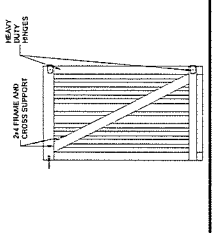
8 SITE FURNITURE MOUNTING NOS

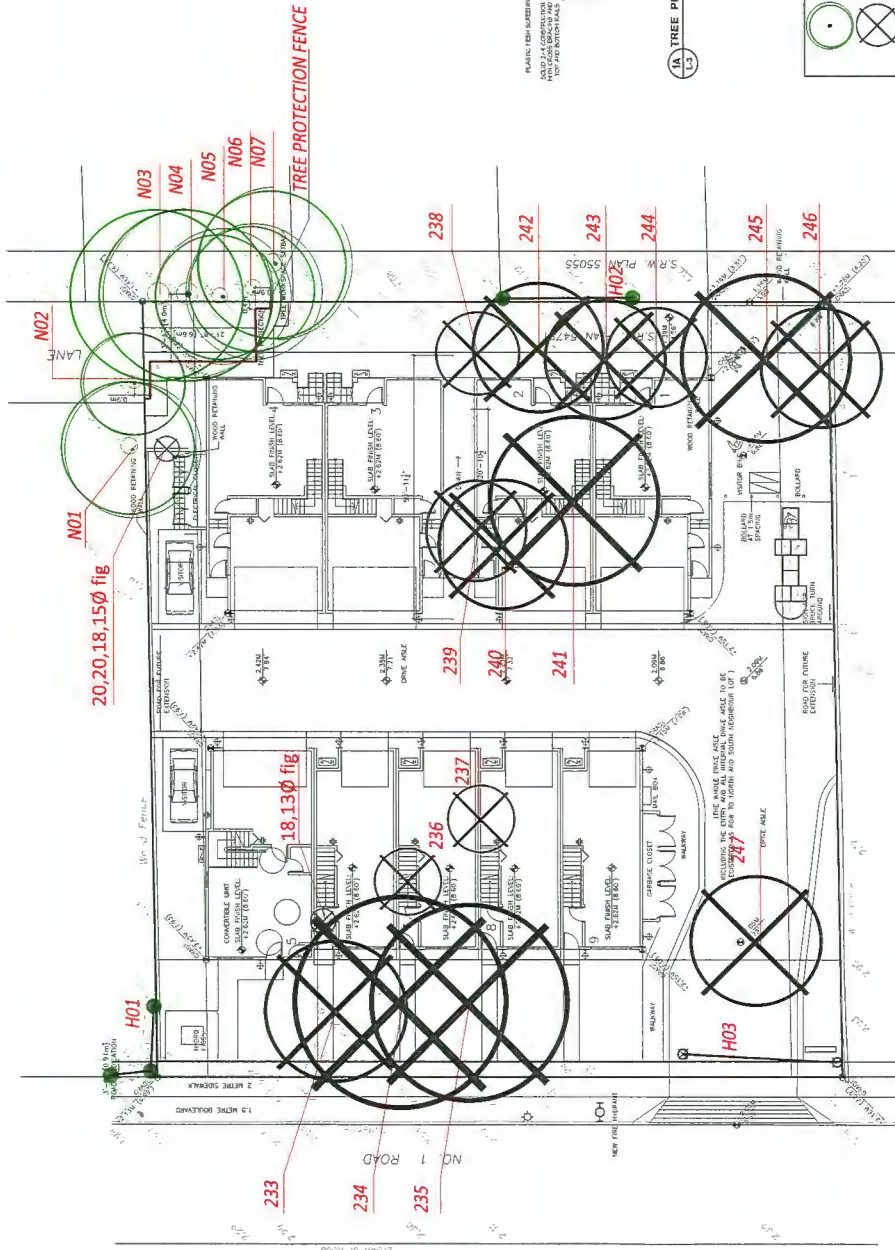
5 TIMBER RETAINING WALL ON GRADE 12" x 12" SECTION



6 PLAYGROUND SAFETY SURFACE 12" x 12" SECTION

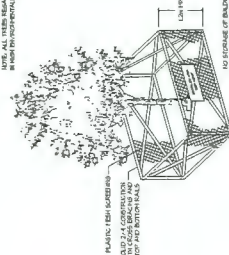
BACK OF GATE DETAIL





NOTE: ALL TREES REGARDLESS OF SIZE ARE PROTECTED UNDER ENVIRONMENTALLY SENSITIVE AREAS.

| TREE ID | TRUNK DBH (IN) | HEIGHT (FEET) | PROTECTIVE ZONE RADIUS (FEET) |
|---------|----------------|---------------|-------------------------------|
| N01 | 20 | 18 | 15 |
| N02 | 20 | 18 | 15 |
| N03 | 20 | 18 | 15 |
| N04 | 20 | 18 | 15 |
| N05 | 20 | 18 | 15 |
| N06 | 20 | 18 | 15 |
| N07 | 20 | 18 | 15 |



1A TREE PROTECTION BARRIER

LEGEND:

- TREE TO RETAIN
- TREE TO REMOVE
- TREE PROTECTION FENCE

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CLIENT: TERRA WEST PROPERTIES LTD.
WITH: ERIC LAM ARCHITECT

PROJECT:
8 UNIT TOWNHOUSE
DEVELOPMENT
8170-8140 NO. 1 ROAD
RICHMOND

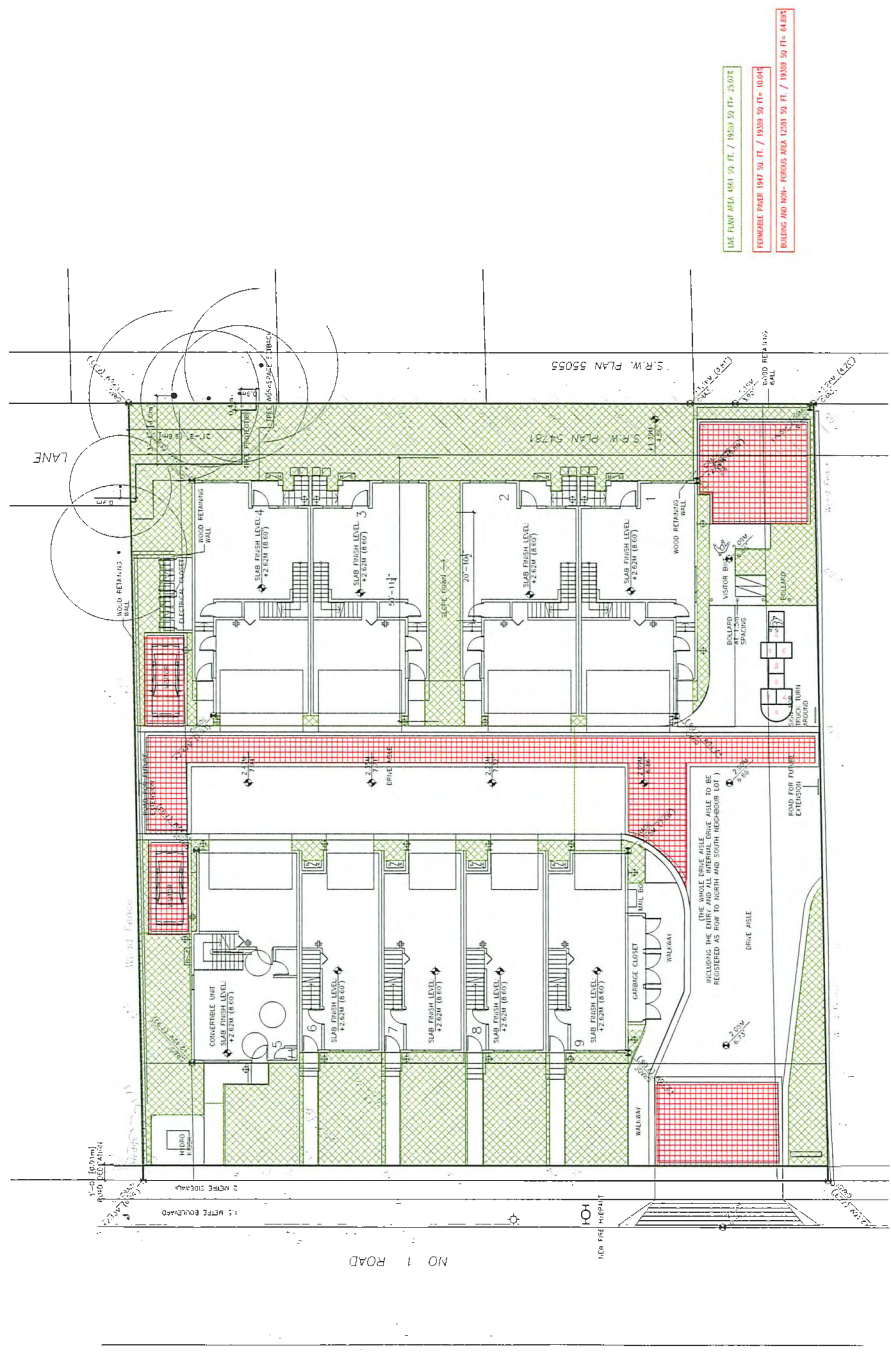
DRAWING TITLE:
TREE MANAGEMENT
PLAN

DATE: November 16, 2021 DRAWING NUMBER:
SCALE: 3/32"=1'-0" L3
DRAWN: DD
DESIGN: DD
CHECK: FCM
PROJECT NUMBER: 21-191
OF 4

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DMG
LANDSCAPE ARCHITECTS
Scale: C100 - 4185 S.W. Creek Drive
Portland, Oregon 97206
P: 503.248.4611 F: 503.254.7022

S&L



CNCL - 517

| NO. | DATE | REVISION DESCRIPTION | BY |
|-----|------------|----------------------|-----|
| 1 | 08/11/2011 | ISSUED FOR PERMITS | DMG |
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| 3 | 08/11/2011 | ISSUED FOR PERMITS | DMG |
| 4 | 08/11/2011 | ISSUED FOR PERMITS | DMG |
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PROJECT:
8 UNIT TOWNHOUSE DEVELOPMENT
8125-8140 NO. 1 ROAD
RICHMOND

DRAWING TITLE:
LOT COVERAGE PLAN

DATE: November 16, 2011 DRAWING NUMBER:
SCALE: 3/32"=1'-0"
DRAWN BY: DMG
DESIGN BY: DMG
CHECKED BY: PCA
P&S PROJECT NUMBER: 21-191
2119-112P

L4

OF 4



City of Richmond

Report to Council

To: Richmond City Council

Date: November 27, 2024

From: Peter Russell
Development Permit Panel

File: DP 22-011557

Re: **Development Permit Panel Meeting Held on September 27, 2023**

Staff Recommendation

That the recommendation of the Panel to authorize the issuance of Development Permit (DP 22-011557) for the property located at 6531 Francis Road, be endorsed and the Permit so issued.

Peter Russell
Development Permit Panel
(604-276-4130)

Panel Report

The Development Permit Panel considered the following item at its meeting held on September 27, 2023.

DP 22-011557 – JACKY HE – 6531 FRANCIS ROAD
(September 27, 2023)

The Panel considered a Development Permit (DP) application to Permit the construction of two front-to-back duplexes at 6531 Francis Road (one on each lot after subdivision) with shared vehicle access from Francis Road, on lots zoned “Arterial Road Two-Unit Dwellings (RDA)”.

The applicant's architect Jiang Zhu, Imperial Architecture, and the applicant's landscape architect, Eason Li, Homing Landscape Architecture, provided a brief visual presentation highlighting:

- The proposed development includes two front-to-back duplexes separated by a shared drive-aisle.
- The central courtyard in the middle of the shared drive-aisle fronting the garages will be used for vehicle manoeuvring.
- The appearance of each duplex building is distinguished through the use of different roof shapes and colour tones.
- Each unit is provided with two side-by-side resident parking spaces.
- Balconies are located on the second floor of the front units and face the internal drive-aisle.
- The project includes one convertible unit.
- Existing trees on the site will be retained and protected.
- One existing tree will be relocated on site.
- Permeable pavers for the shared drive-aisle and the pedestrian pathway are differentiated through the use of different colours.
- Each unit is provided with a private yard space.
- Wood decking is provided for the rear units to create outdoor patio spaces and in order to maintain the grade.
- Wood planters with trellises are proposed to separate the front and back units.
- The overall landscape design meets the porous surface area requirement for the project.

Staff noted that (i) there is a Servicing Agreement associated with the project for frontage improvements and site services, (ii) contracts with a certified arborist to supervise tree relocation and tree protection during construction are required, (iii) the project will achieve BC Energy Step Code Level 3 through the use of air source heat pumps, among others, and (iv) the air source heat pumps for heating and cooling have been designed and located to comply with the City's Noise Bylaw requirements.

Discussion ensued regarding potential landscaping treatments to break up the continuous wall along the west and east property lines. As a result of the discussion, the applicant was advised to work with staff to investigate opportunities to incorporate landscaping treatments, e.g. installing a high evergreen hedge on the central portion of the fencing to break up the continuous wall/fencing prior to the application moving forward for Council consideration.

Discussion ensued regarding the need for further differentiation of the front façade of each building. As a result of the discussion, the applicant was advised to work with staff to investigate further opportunities to differentiate the front façade of each duplex building.

Subsequent to the Panel meeting staff worked with the applicant to improve the street fronting façade of each duplex building by incorporating varied window styles as well as adding more material and colour differentiation. High evergreen hedges have been added on the central portions of the duplex buildings to break up the continuous walls.

The Panel recommends the Permit be issued.



City of Richmond

Report to Council

To: Richmond City Council

Date: November 27, 2024

From: Wayne Craig
Chair, Development Permit Panel

File: DP 22-013200

Re: **Development Permit Panel Meeting Held on November 14, 2024**

Staff Recommendation

That the recommendation of the Panel to authorize changes to the design of the Development Permit (DP 22-013200) issued for the property at 6011 River Road, be endorsed and the changes be deemed in General Compliance with the Permit.

Wayne Craig
General Manager, Planning and Development

Panel Report

The Development Permit Panel considered the following item at its meeting held on November 14, 2024.

DP 22-013200 – OVAL 1 HOLDINGS LTD. – 6011 RIVER ROAD
(November 14, 2024)

The Panel considered whether changes to the building elevations to incorporate additional balconies, wall system and cladding changes, landscape design as well as changes to parking, and bicycle facilities to be in General Compliance with the approved Development Permit (DP 22-013200).

The applicant's architect, Vance Harris, of Dialog, and the applicant's landscape architect Lin Lin, of PFS Studio, provided a brief visual presentation highlighting:

- There is a proposed change to the interior floorplan on level one at the southeast corner of Tower B from residential units to common indoor amenity space to provide a more central and accessible location for the residents' indoor amenity area.
- The common rooftop amenity space on the podium of Tower B would be replaced with residential units to provide a more efficient use of the space.
- Additional balconies are proposed on the west-facing elevations of Towers A, B and C to enhance the liveability of a number of residential units.
- Cladding on a portion of the three towers is proposed to be changed from spandrel glass to glossy metal panels to improve the overall appearance of the building through a more consistent colour match.
- A change of cladding material from a curtain wall to a window wall system is proposed on Level 9 of Tower A and Level 10 of Tower B to enhance visual interest.
- A minor change to the screening of the amenity pavilion on Tower C is proposed.
- As a result of the applicant finding more efficiency in the parkade design, the number of overall vehicle parking stalls and bicycle stalls will be increased.
- Improvements would be made to Tower A lobby planter walls to enhance the soft landscaping of the area and create a more welcoming experience for the residents.
- The planter at Tower B lobby entry would be extended to increase the planting area to enhance the arrival experience of residents and visitors and as a result, realignment of the pathway is also proposed to improve pedestrian accessibility.
- Level 1 planting under the amenity pavilion is proposed to be changed from climbing vines to cedar hedges to improve the survivability of planting, provide a more robust buffer and soften the building façade.
- The spa layout of Level 2 outdoor amenity area is proposed to be changed to reduce pool space and hardscape and introduce more plantings and create spaces for other outdoor activities.
- Improvements are proposed for Level 2 northeast edge planters, including associated changes, to soften the edge and provide more visual interest.
- There will be improvements to the rooftop amenity area of Tower A to create a garden that supports ecological diversity, creates a bird-friendly habitat and provides all-season interest.

Staff noted that (i) there is a Servicing Agreement secured as part of the project's original Development Permit issuance which includes, among others, utility works, frontage improvements to the subject site and surrounding road network, and the walkway adjacent to the No. 2 Road bridge, and (ii) the City continues to hold a cash security to ensure the proposed works, including the proposed landscaping, are completed to the satisfaction to the City.

In reply to queries from the Panel, the applicant noted that (i) the common outdoor amenity areas where proposed changes would occur are only for the use of residents and are not accessible to the public, (ii) the landscaping for the subject site is consistent with the adjacent earlier phase of the overall residential development, and (iii) 10 additional cedar trees/hedges will be planted on the subject site as a result of the proposed landscaping changes.

In reply to a query from the Panel, staff confirmed that a public walkway adjacent to the No. 2 Road bridge is being designed and constructed as part of the Servicing Agreement associated with the project.

Nial Duggan (405-5177 Brighthouse Way) submitted correspondence expressing concern regarding vehicle, bicycle and pedestrian traffic and safety in the area during and after construction of the development.

Staff noted that (i) there will be intersection improvements to the River Road/River Road intersection that will be carried out as part of the required Servicing Agreement works, (ii) staff have responded to Mr. Duggan's concerns regarding parking and traffic during construction, and (iii) the transportation-related concerns in the area have been forwarded to the City's Transportation Department for consideration. In addition, the Chair stated that the applicant is required to submit a Construction Traffic and Parking Management Plan approved by the City prior to Building Permit issuance.

The Panel expressed support for the project, noting the applicant's clear presentation of the proposed changes to the approved Development Permit.

The Panel recommends the Permit be issued.



City of Richmond

Report to Council

To: Richmond City Council **Date:** December 3, 2024
From: Jerry Chong, CPA, CA **File:** 03-0970-25-2025-01/2024-Vol 01
 General Manager, Finance and Corporate Services
Re: **Consolidated 5 Year Financial Plan (2025-2029) Bylaw No. 10622**

Staff Recommendation

1. That the Consolidated 5 Year Financial Plan (2025-2029) Bylaw No. 10622 be introduced and given first, second, and third readings.
2. That staff undertake a process of public consultation in accordance with Section 166 of the *Community Charter*.

Jerry Chong, CPA, CA
 General Manager, Finance and Corporate Services
 (604-276-4064)

| REPORT CONCURRENCE | | |
|------------------------|-------------------------------------|---------------------------------------|
| ROUTED TO: | CONCURRENCE | CONCURRENCE OF GENERAL MANAGER |
| Law | <input checked="" type="checkbox"/> | |
| REVIEWED BY SMT | INITIALS: | APPROVED BY CAO |
| | | |

Staff Report

Origin

Section 165 of the *Community Charter* requires the City to adopt a 5 Year Financial Plan (5YFP) Bylaw. Section 173 of the *Community Charter* states that a municipality must not make an expenditure other than one authorized in its annual financial plan. The 5YFP Bylaw provides the City with the authority to proceed with spending to the limits as outlined in the bylaw. The City is required under section 166 of the *Community Charter* to undertake a process of public consultation prior to adoption of the 5YFP.

The 5YFP Bylaw No. 10622 consolidates the budgets for Utility, Operating, Capital budgets and One-Time Expenditures. The key components of 5YFP Bylaw No. 10622 are as follows:

Table 1: Summary of Approval of the 2025 Budgets

| Budget Report | Approval Date | Council Resolution |
|---|-------------------|-----------------------|
| 2025 Utility Budgets and Rates | November 12, 2024 | Approved as presented |
| 2025 Operating and Capital Budgets for Richmond Public Library ¹ | December 2, 2024 | Approved as presented |
| 2025 Proposed Operating Budget ¹ | December 2, 2024 | Approved as presented |
| 2025 One-Time Expenditures ¹ | December 2, 2024 | Approved as presented |
| 2025 Proposed Capital Budget ¹ | December 2, 2024 | Approved as presented |

¹ As Approved by Finance Committee

The 2025 Utility rates were approved by Council on November 12, 2024 and the following bylaws were adopted on November 25, 2024:

- Flood Protection Bylaw No. 10426, Amendment Bylaw No. 10608
- Sanitary Sewer Bylaw No. 10427, Amendment Bylaw No. 10609
- Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 10610
- Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 10611

The Consolidated 5YFP includes the preliminary draft budget for the City’s wholly owned subsidiary Richmond Olympic Oval Corporation.

The Consolidated 5YFP does not include the budget for Lulu Island Energy Company (LIEC) since LIEC has been classified as a Government Business Enterprise and is required to apply International Financial Reporting Standards while the City is required to report under Public Sector Accounting Standards.

The Consolidated 5YFP Bylaw includes estimates for 2026-2029 based on information currently available and will be revised with the financial plan for each respective year. Inclusion in the financial plan for 2026 and beyond does not represent final approval.

Analysis

This report combines the Council approved 2025 budgets and additional items into a consolidated financial plan to provide expenditure authorization, allowing the City to formally proceed with delivering programs and services to the community. In addition, the 5YFP includes operating and capital carryforward amounts that have been approved in prior years, however, projects and programs are expected to be completed in 2025 and future years.

Adjustments with No Impact on Rates

Additional Amounts Funded by Reserves and Roads DCC

At the Council meeting on October 21, 2024, Council approved the following:

- (1) *That Option 1 be approved as presented in the staff report titled "Arterial Roadway Improvement Program (2021), Top 20 Collision Prone Intersections - Implementation of Medium/Long-term Improvements (2021), and Top 20 Collision Prone Intersections - Implementation of Medium/Long-term Improvements (2022) – Project Update" dated September 18, 2024, from the Director, Engineering and Director, Transportation; and*
- (2) *That the budget increase of \$3,750,000 funded by Roads Development Cost Charges (DCC) and Capital Reserve (Revolving Fund), as described in Table 4 of the attached report "Arterial Roadway Improvement Program (2021), Top 20 Collision Prone Intersections - Implementation of Medium/Long-term Improvements (2021), and Top 20 Collision Prone Intersections - Implementation of Medium/Long-term Improvements (2022) – Project Update" dated September 18, 2024, from the Director, Engineering and Director, Transportation, be included in the Consolidated 5 Year Financial Plan (2025-2029).*

The 2025 Capital Budget – Roads Program will be increased by \$3,750,000 funded by \$3,526,875 from Roads DCC and \$223,125 from Capital Reserve for the Arterial Roadway Improvement Program and Top 20 Collision Prone Intersections - Implementation of Medium/Long-term Improvements.

Prior Year Capital Carryforwards

The 5YFP includes amounts from previously approved and funded projects that are still in progress as capital projects may take several years to complete after Council approval. There is no tax impact as a result of including these amounts in the financial plan.

Prior Year Operating Carryforwards

The 5YFP includes amounts from previously approved and funded projects that are still in progress, including one-time expenditures and operating programs funded by previous budgets, which may take several years to complete after Council approval. There is no tax impact as a result of including these amounts in the financial plan.

Developer Contributed Assets

The 5YFP also includes an estimate for the value of negotiated developer contributed assets that the City will take ownership of as a result of rezoning approvals. This includes dedicated land under new road, infrastructure and building facilities contributed by developers. There is no cost to the City for building the initial infrastructure; however, it becomes part of the City’s inventory of assets to maintain and eventually replace. There are also Operating Budget Impacts (OBI) associated with developer contributed assets and the OBI’s will be included in the budget process for consideration when the assets are in service.

Operating Budget Impacts (OBI)

The 5YFP includes OBI estimates for approved capital projects where applicable.

Attachment 4 presents the breakdown of the 2025 Municipal Tax Dollar with approved OBI and Additional Levels.

Public Consultation

Section 166 of the *Community Charter* requires a process of public consultation prior to adoption of the 5YFP. In order to comply with this requirement, the following communication initiatives will include:

- preparing an information bulletin on the City website with a link to the budget and 5YFP reports;
- engaging a public forum on Let’s Talk Richmond scheduled to launch on January 6, 2025;
- utilizing social media to raise awareness of the public consultation period through Facebook and X accounts; and
- issuing a public notice on the City’s website regarding the ongoing public consultation.

Table 2 summarizes the results from the last public consultation for the Consolidated 5YFP (2024 – 2028).

Table 2: Results from Public Consultation for the Consolidated 5YFP (2024 – 2028)

| Public Consultation Statistics | Consolidated 5YFP (2024 - 2028) |
|--------------------------------|---------------------------------|
| Number of Engagements | 731 |
| Number of Comments Received | 36 |

In order to ensure that the 5YFP consultation is effective and efficient, staff will continue to conduct the process through Let’s Talk Richmond and social media.

The public consultation period will run until January 19, 2025 and staff will report the results to Council in advance of the meeting scheduled to give final reading to the 5YFP bylaw.

Financial Impact

The Consolidated 5YFP (2025-2029) has been prepared in accordance with Section 165 of the *Community Charter* and includes the proposed expenditures and funding sources which have been approved by Council. Table 3 summarizes the proposed 2025 tax increase of 5.86%, and estimates for 2026 through 2029. The estimated tax increase for the 5YFP includes a 1.00% increase for investment in community infrastructure each year in accordance with Council's Long Term Financial Management Strategy.

Table 3 – Proposed 5YFP 2025-2029 Summary

| Proposed 5 Year Financial Plan | 2025 Budget | 2026 Plan | 2027 Plan | 2028 Plan | 2029 Plan |
|---|--------------|--------------|--------------|--------------|--------------|
| Same Level of Service Before Transfer to Utility Budget | 2.26% | 2.00% | 2.00% | 2.10% | 2.10% |
| Less: Transfer to Utility Budget | (0.27%) | - | - | - | - |
| Same Level of Service Increase | 1.99% | 2.00% | 2.00% | 2.10% | 2.10% |
| Investment in Community Infrastructure | 1.00% | 1.00% | 1.00% | 1.00% | 1.00% |
| External Senior Government Related Increases | 0.69% | 0.55% | 0.38% | 0.40% | 0.37% |
| Emerging Organizational Additional Levels | 0.82% | 0.51% | 0.51% | 0.50% | 0.40% |
| Operating Budget Impact from Capital Budget | 0.16% | 0.20% | 0.18% | 0.18% | 0.18% |
| Council Previously Approved Expenditures | 1.85% | 0.69% | 0.55% | 0.39% | 0.12% |
| Less: Rate Stabilization | (0.65%) | (0.45%) | (0.30%) | (0.15%) | 0.00% |
| Proposed Operating Budget Increase | 5.86% | 4.50% | 4.32% | 4.42% | 4.17% |

Conclusion

Staff recommend that the Consolidated 5 Year Financial Plan Bylaw (2025-2029) No. 10622 be given first through third readings and undertake the public consultation process.



Mike Ching, CPA, CMA
Director, Finance
(604-276-4137)

MS:yc

- Att. 1: 5 Year Capital Plan by Program (2025-2029)
- 2: 5 Year Capital Plan Summary (2025-2029)
- 3: 5 Year Capital Plan Funding Sources (2025-2029)
- 4: 2025 Municipal Tax Dollar (With OBI and Additional Levels)
- 5: Consolidated 5 Year Financial Plan (2025-2029) Bylaw No. 10622

CITY OF RICHMOND
5 YEAR CAPITAL PLAN BY PROGRAM (2025-2029)
(in \$000s)

| | 2025 | 2026 | 2027 | 2028 | 2029 |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|
| Infrastructure Program | | | | | |
| Roads | | | | | |
| Active Transportation Improvement Program | 280 | 1,350 | 750 | 750 | 750 |
| Annual Asphalt Re-Paving Program - MRN | 1,772 | 1,807 | 1,843 | 1,880 | 1,918 |
| Annual Asphalt Re-Paving Program - Non-MRN | 4,137 | 4,344 | 4,561 | 4,789 | 5,028 |
| Arterial Roadway Improvement Program | 1,850 | 1,600 | 3,000 | 800 | 800 |
| Bridge Improvement Program | - | 300 | 300 | 300 | 300 |
| Capstan Station Integration Capital Works | - | 2,000 | - | - | - |
| Citywide Connector Walkway Improvement Program | 250 | 250 | - | - | - |
| Citywide Sidewalk and Street Light Replacement Program | 500 | 500 | 500 | 500 | 500 |
| Neighbourhood Walkway Program | 500 | 500 | 500 | 500 | 500 |
| Shell Road Multi-Use Pathway, Highway 99 to River Road | - | - | 8,400 | - | - |
| Special Crosswalk Program | 350 | 350 | 350 | 350 | 350 |
| Steveston Highway Multi-Use Pathway, Shell Road to No 5 Road | - | 5,700 | - | - | - |
| Street Light Condition Assessment - Phase 1 | 400 | - | - | - | - |
| Street Light Condition Assessment - Phase 2 | - | 400 | - | - | - |
| Street Light LED Upgrade Program | 490 | 490 | 490 | 490 | 490 |
| Supplementary Asphalt Re-Paving Program - Non-MRN | 400 | - | - | - | 2,000 |
| Top 20 Collision Prone Intersections- Implementation of Medium-/Long-term Improvements | - | 1,400 | 3,500 | 3,500 | 2,000 |
| Traffic Calming Program | 200 | 200 | 200 | 200 | 200 |
| Traffic Signal Power Backup System (UPS) Program | 400 | 400 | 400 | 400 | - |
| Traffic Signal Program | 1,050 | 600 | 600 | 600 | 600 |
| Traffic Video and Communication Program | 400 | 400 | 400 | 400 | 400 |
| Transit-Related Amenity and Roadway Improvement Program | 250 | 250 | 250 | 250 | 250 |
| Translink Bus Speed & Reliability Program 2025 | 150 | - | - | - | - |
| Transportation Planning, Functional and Preliminary Design | 1,250 | 600 | 600 | 600 | 600 |
| Williams Road Cycling Protections | - | 750 | - | - | - |
| Total Roads | \$14,629 | \$24,191 | \$26,644 | \$16,309 | \$16,686 |
| Flood Protection | | | | | |
| Box Culvert Repair | 1,500 | - | 250 | 250 | 250 |
| Burkeville Utility Improvements | 3,000 | 2,889 | 250 | - | - |
| Canal Stabilization and Drainage and Irrigation Upgrades | 2,400 | 5,964 | 250 | 1,955 | 700 |

| | 2025 | 2026 | 2027 | 2028 | 2029 |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|
| Development Coordinated Works - Flood Protection | 250 | 250 | 250 | 250 | 250 |
| Dike Upgrade Designs | 6,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| Disaster Mitigation and Adaptation Fund Infrastructure Upgrades | - | 13,234 | - | - | - |
| Drainage Network Ecological Enhancement | 200 | - | 150 | - | 150 |
| Drainage Pump Station and Generator Upgrade Program | 500 | 250 | 250 | 250 | 250 |
| Flood Protection and Dike Improvements | 10,790 | 6,427 | 5,985 | 10,480 | 6,170 |
| Habitat Offsetting | - | - | 1,500 | - | - |
| Invasive Species Management | 300 | 200 | 200 | 200 | 200 |
| Laneway Drainage Upgrades | 1,816 | 1,306 | 2,071 | 500 | 500 |
| North Dyke Upgrade | - | - | - | - | 13,334 |
| SCADA System Improvements | 350 | 350 | 350 | 350 | 350 |
| South Dyke Upgrade | - | - | 7,500 | 7,500 | - |
| Watercourse Rehabilitation and Replacement | 400 | 150 | 150 | 150 | 150 |
| Total Flood Protection | \$27,506 | \$36,020 | \$24,156 | \$26,885 | \$27,304 |
| Water | | | | | |
| Development Coordinated Works - Water | 250 | 250 | 250 | 250 | 250 |
| Fire Hydrant Upgrades | 400 | - | - | - | - |
| Water Metering Program | - | 1,700 | 1,700 | 1,700 | 1,700 |
| Watermain Replacement and Upgrades Program | 8,106 | 7,884 | 8,529 | 7,965 | 11,727 |
| Watermain Tie-in and Restoration | 300 | 300 | 300 | 300 | 300 |
| Total Water | \$9,056 | \$10,134 | \$10,779 | \$10,215 | \$13,977 |
| Sanitary Sewer | | | | | |
| Danube Sanitary Pump Station Upgrade | - | - | - | - | 1,800 |
| Development Coordinated Works - Sanitary | 1,250 | 250 | 250 | 250 | 250 |
| Richmond Park Sanitary Pump Station Upgrade | - | 1,500 | - | - | - |
| Sanitary Pump Station and Forcemain Upgrades and Rehabilitation | 900 | 900 | 900 | 900 | 900 |
| Sanitary Sewer Gravity System Assessment and Rehabilitation | 1,370 | 700 | 700 | 700 | 700 |
| Sanitary Sewer Tie-in Program | 150 | 150 | 150 | 150 | 150 |
| Steveston Sanitary Sewer Rehabilitation Program | 2,000 | 3,000 | 2,000 | 2,000 | 2,000 |
| Turner North Sanitary Pump Station Upgrade | - | - | 1,600 | - | - |
| Turner South Sanitary Pump Station Upgrade | - | - | - | 1,700 | - |
| Total Sanitary Sewer | \$5,670 | \$6,500 | \$5,600 | \$5,700 | \$5,800 |
| Infrastructure Advanced Design and Minor Public Works | | | | | |
| Public Works Infrastructure Advanced Design | 3,518 | 2,120 | 2,416 | 2,885 | 3,264 |
| Public Works Minor Capital - Dikes | 400 | 400 | 400 | 400 | 400 |
| Public Works Minor Capital - Drainage | 500 | 400 | 400 | 400 | 400 |
| Public Works Minor Capital - Roads | 475 | 300 | 300 | 300 | 300 |
| Public Works Minor Capital - Sanitary | 600 | 400 | 400 | 400 | 400 |
| Public Works Minor Capital - Sanitation and Recycling | 400 | 300 | 300 | 300 | 300 |

| | 2025 | 2026 | 2027 | 2028 | 2029 |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|
| Public Works Minor Capital - Water | 650 | 450 | 450 | 450 | 450 |
| Total Infrastructure Advanced Design and Minor Public Works | \$6,543 | \$4,370 | \$4,666 | \$5,135 | \$5,514 |
| Total Infrastructure Program | \$63,404 | \$81,215 | \$71,845 | \$64,244 | \$69,281 |
| Building Program | | | | | |
| Building | | | | | |
| Annual Building Improvements | 3,700 | 4,000 | 4,000 | 4,000 | 4,000 |
| Annual Infrastructure Replacements | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| Capital Buildings Project Development Advanced Design | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 |
| Caretaker Suite Infrastructure Renewals - Phase 2 | - | - | 2,000 | - | - |
| Childcare Facility Infrastructure Renewals | - | - | - | - | 1,000 |
| City Hall and City Hall Annex Security Upgrades | 550 | - | - | - | - |
| City Hall Envelope Infrastructure Renewals | - | 8,000 | - | - | - |
| Community Safety Building - Roof Replacement and Mechanical Renewals | - | - | 7,000 | - | - |
| Covered Lacrosse Box | - | 5,500 | - | - | - |
| Debeck House System and Envelope Renewals | - | - | 1,500 | - | - |
| East Richmond Hall Envelope and HVAC Renewals | - | - | 500 | - | - |
| Gateway Theatre Mechanical and HVAC Renewals | - | - | - | - | 11,000 |
| Hamilton Community Centre Infrastructure Renewals | - | - | - | 200 | - |
| Library Cultural Centre - System Replacements and Elevator Renewals | - | - | - | - | 5,000 |
| Library Cultural Centre Envelope System Renewals | - | - | 3,000 | - | - |
| Richmond Curling Club Priority Repairs | 4,000 | - | - | - | - |
| Richmond Ice Centre Building Improvements | - | 4,000 | - | - | - |
| Richmond Ice Centre Interior Renewals | 4,500 | - | - | - | - |
| Richmond Ice Centre Roof Replacement - North Roof | - | - | - | 6,000 | - |
| Richmond Ice Centre Roof Replacement - South Roof | - | - | - | - | 6,000 |
| Works Yard Replacement - Phase 2 | - | 50,000 | - | - | - |
| Works Yard Replacement - Phase 3 | - | - | - | 30,000 | - |
| Total Building | \$17,250 | \$76,000 | \$22,500 | \$44,700 | \$31,500 |
| Heritage | | | | | |
| Britannia Shipyards - Seine Net Loft - Roof, Envelope and Structural Renewals | 10,500 | - | - | - | - |
| Japanese Duplex Restoration and Fit Out | - | 5,800 | - | - | - |
| Phoenix Net Loft Program Implementation | - | 16,000 | - | - | - |
| Steveston Post Office and Museum Infrastructure Renewals | - | - | 500 | - | - |
| Total Heritage | \$10,500 | \$21,800 | \$500 | \$ - | \$ - |
| Total Building Program | \$27,750 | \$97,800 | \$23,000 | \$44,700 | \$31,500 |

| | 2025 | 2026 | 2027 | 2028 | 2029 |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|
| Parks Program | | | | | |
| Parkland | | | | | |
| Parkland Acquisition | - | 5,000 | 5,000 | 5,000 | 4,000 |
| Total Parkland | \$ - | \$5,000 | \$5,000 | \$5,000 | \$4,000 |
| Parks | | | | | |
| East Richmond Court Repairs | - | - | 750 | - | - |
| Garden City Community Park Gathering Space | 300 | - | - | - | - |
| Garden City Lands - Phase 4 | - | - | - | - | 1,000 |
| Hugh Boyd Community Park Playground Renewal | 1,500 | - | - | - | - |
| Lulu Island Park - Detailed Design Phase | - | 2,000 | 750 | - | - |
| Minoru Park Central Amenity Space: Phase One Construction | - | - | - | - | 500 |
| Minoru Park Clement Track Assessment and Improvement Concept | 100 | - | - | - | - |
| Minoru Park Clement Track Safety Improvements | - | 100 | - | - | - |
| Minoru Park Field 2 Synthetic Turf Replacement | - | - | 750 | - | - |
| Minoru Park Latrace Field Synthetic Turf Replacement | - | - | - | 1,580 | - |
| Minoru Park Tree Resilience Plan | - | 350 | - | - | - |
| Parks Advance Planning and Design | 600 | 600 | 600 | 500 | 500 |
| Parks Ageing Infrastructure Replacement Program | 400 | 500 | 600 | 500 | 500 |
| Parks General Development | 650 | 500 | 500 | 500 | 500 |
| Parks Identity and Wayfinding Signage Program | - | 150 | - | 150 | - |
| Pickleball Court Construction | 800 | - | - | - | - |
| Playground Replacement Program | - | 600 | 600 | 600 | 600 |
| South Dyke Trail Enhancements (around Crown Packaging) | 400 | - | - | - | - |
| Total Parks | \$4,750 | \$4,800 | \$4,550 | \$3,830 | \$3,600 |
| Total Parks Program | \$4,750 | \$9,800 | \$9,550 | \$8,830 | \$7,600 |
| Land Program | | | | | |
| Land | | | | | |
| Strategic Real Estate Acquisition | 11,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Total Land Program | \$11,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 |

| | 2025 | 2026 | 2027 | 2028 | 2029 |
|--|------------------|------------------|------------------|------------------|------------------|
| Equipment Program | | | | | |
| Vehicle | | | | | |
| Vehicle and Equipment Reserve Purchases (PW and Corporate Fleet) | 3,377 | 2,981 | 4,868 | 4,030 | 4,433 |
| Total Vehicle | \$3,377 | \$2,981 | \$4,868 | \$4,030 | \$4,433 |
| Fire Vehicle | | | | | |
| Fire Vehicle Replacement Reserve Purchases | 287 | 3,005 | - | 97 | 302 |
| Fire Vehicle Replacement Reserve Purchases - Additional Funding | 5,000 | - | - | - | - |
| Total Fire Vehicle | \$5,287 | \$3,005 | \$ - | \$97 | \$302 |
| Equipment | | | | | |
| CCTV Equipment | 600 | - | - | - | - |
| Electric Vehicle DC Fast Charging Station Installations | 7,000 | - | - | - | - |
| Fire Equipment Replacement from Reserve | 673 | - | 130 | 2,500 | - |
| GHG and Energy Management Projects | 550 | 550 | 550 | 550 | 550 |
| Parking Meter Replacement | 600 | 614 | - | - | - |
| Public Safety Camera System – Phase 1 | 2,493 | - | - | - | - |
| Total Equipment | \$11,916 | \$1,164 | \$680 | \$3,050 | \$550 |
| Total Equipment Program | \$20,580 | \$7,150 | \$5,548 | \$7,177 | \$5,285 |
| Information Technology Program | | | | | |
| Information Technology | | | | | |
| Annual Hardware Refresh | 748 | 1,090 | 418 | 728 | 420 |
| City Hall Meeting Room AV Equipment Upgrades | 182 | - | - | - | - |
| Cross Connection Control Program Online Portal | 135 | - | - | - | - |
| Document and Records Management System Modernization | 3,440 | - | - | - | - |
| Oracle RAC Server Refresh | 442 | - | - | - | - |
| Permit Optimization Project | - | - | 886 | - | - |
| Roads Asset Modelling - Phase 2 | - | 700 | - | - | - |
| Server Replacement | 150 | - | - | - | - |
| Total Information Technology Program | \$5,097 | \$1,790 | \$1,304 | \$728 | \$420 |
| Contingent External Contributions | | | | | |
| Contingent External Contributions | | | | | |
| Contingent External Contributions | 20,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Total Contingent External Contributions | \$20,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 |
| Total 2025 Capital Program as presented in the 2025 Proposed Capital Budget | \$152,581 | \$217,755 | \$131,247 | \$145,679 | \$134,086 |
| Increase to Vehicle Program | | | | | |
| Short Term Rental Inspector Vehicles | 120 | - | - | - | - |
| Total Increase to Vehicle Program | 120 | - | - | - | - |

| | 2025 | 2026 | 2027 | 2028 | 2029 |
|--|------------------|------------------|------------------|------------------|------------------|
| Increase to Roads Program | | | | | |
| Top 20 Collision Prone Intersections – Implementation of Medium/Long-Term Improvements | 1,500 | - | - | - | - |
| Arterial Roadway Improvement Program | 2,250 | - | - | - | - |
| Total Increase to Roads Program | 3,750 | - | - | - | - |
| Total 2025 Capital Program as Approved by Finance Committee on December 2, 2024 | \$156,451 | \$217,755 | \$131,247 | \$145,679 | \$134,086 |

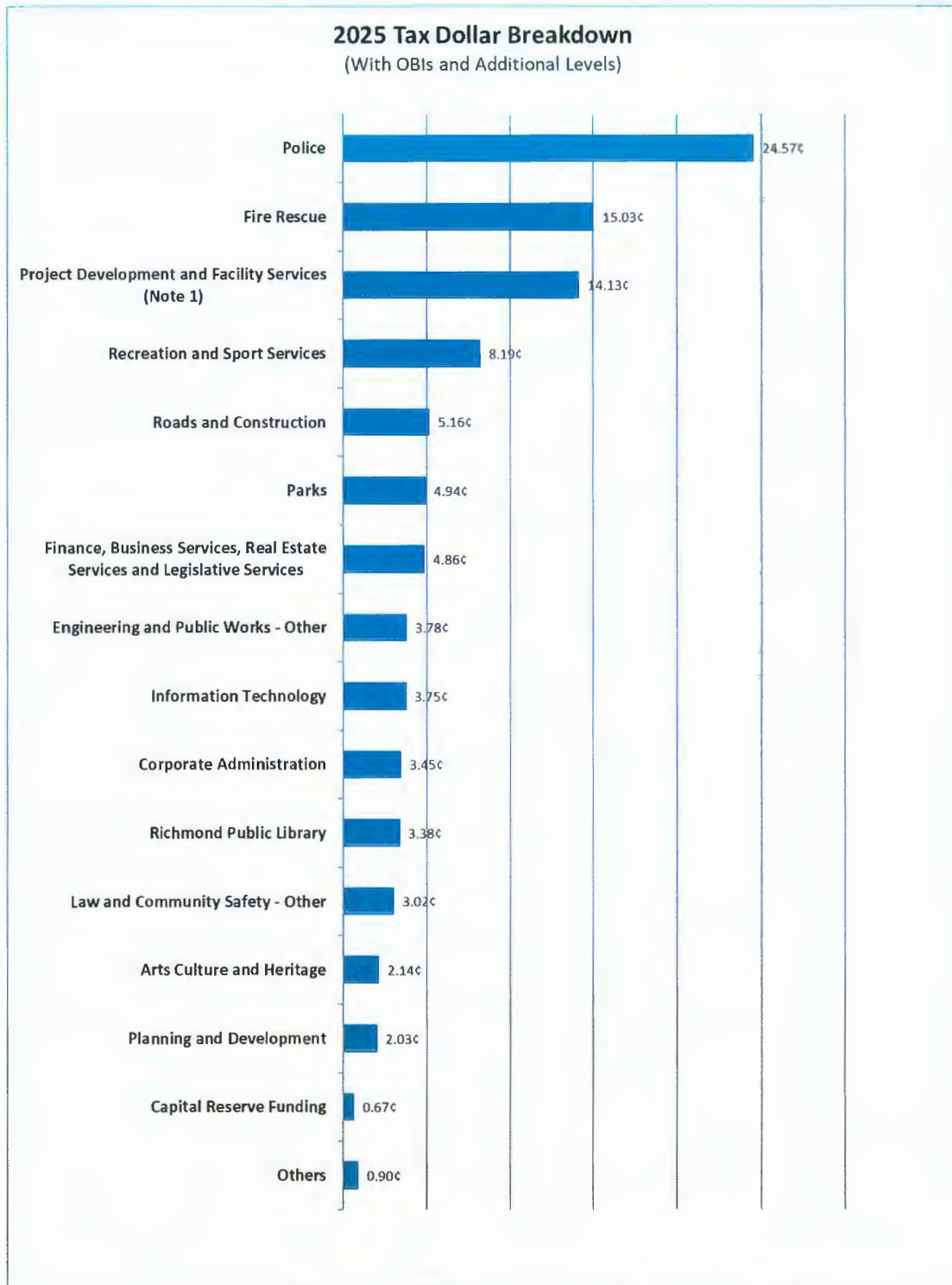
CITY OF RICHMOND
5 YEAR CAPITAL PLAN SUMMARY (2025 - 2029)
(in \$000s)

| | 2025 | 2026 | 2027 | 2028 | 2029 |
|--|------------------|------------------|------------------|------------------|------------------|
| Infrastructure Program | | | | | |
| Roads | 18,379 | 24,191 | 26,644 | 16,309 | 16,686 |
| Flood Protection | 27,506 | 36,020 | 24,156 | 26,885 | 27,304 |
| Water | 9,056 | 10,134 | 10,779 | 10,215 | 13,977 |
| Sanitary Sewer | 5,670 | 6,500 | 5,600 | 5,700 | 5,800 |
| Infrastructure Advanced Design and Minor Public Works | 6,543 | 4,370 | 4,666 | 5,135 | 5,514 |
| Total Infrastructure Program | \$67,154 | \$81,215 | \$71,845 | \$64,244 | \$69,281 |
| Building Program | | | | | |
| Building | 17,250 | 76,000 | 22,500 | 44,700 | 31,500 |
| Heritage | 10,500 | 21,800 | 500 | - | - |
| Total Building Program | \$27,750 | \$97,800 | \$23,000 | \$44,700 | \$31,500 |
| Parks | | | | | |
| Parkland | - | 5,000 | 5,000 | 5,000 | 4,000 |
| Parks | 4,750 | 4,800 | 4,550 | 3,830 | 3,600 |
| Total Parks Program | \$4,750 | \$9,800 | \$9,550 | \$8,830 | \$7,600 |
| Land Program | \$11,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 |
| Equipment Program | | | | | |
| Vehicle | 3,497 | 2,981 | 4,868 | 4,030 | 4,433 |
| Fire Vehicle | 5,287 | 3,005 | - | 97 | 302 |
| Equipment | 11,916 | 1,164 | 680 | 3,050 | 550 |
| Total Equipment Program | \$20,700 | \$7,150 | \$5,548 | \$7,177 | \$5,285 |
| Information Technology Program | \$5,097 | \$1,790 | \$1,304 | \$728 | \$420 |
| Contingent External Contributions | \$20,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 |
| Total 2025 Capital Program as Approved by Finance Committee on December 2, 2024 | \$156,451 | \$217,755 | \$131,247 | \$145,679 | \$134,086 |

**CITY OF RICHMOND
5 YEAR CAPITAL PLAN FUNDING SOURCES (2025-2029)
(In \$000's)**

| DCC Reserves | 2025 | 2026 | 2027 | 2028 | 2029 |
|-------------------------------------|------------------|------------------|------------------|------------------|------------------|
| Drainage DCC | 3,597 | 3,422 | 4,677 | 6,309 | 4,927 |
| Parks Acquisition DCC | - | 4,703 | 4,703 | 4,703 | 3,762 |
| Parks Development DCC | 1,740 | 3,057 | 1,740 | 1,082 | 1,599 |
| Roads DCC | 9,701 | 11,145 | 14,437 | 8,417 | 6,631 |
| Sanitary DCC | 207 | 658 | - | - | - |
| Water DCC | 1,502 | 1,425 | 505 | 351 | 1,461 |
| Total DCC | \$16,747 | \$24,410 | \$26,062 | \$20,862 | \$18,380 |
| Statutory Reserves | | | | | |
| Capital Building and Infrastructure | 24,050 | 69,800 | 19,226 | 25,150 | 27,500 |
| Capital Reserve | 15,774 | 23,010 | 14,895 | 19,228 | 14,959 |
| Capstan Station | 300 | 2,000 | - | - | - |
| Drainage Improvement | 4,508 | - | - | - | - |
| Equipment Replacement | 5,547 | 5,964 | 4,217 | 5,688 | 4,054 |
| Flood Protection | 20,341 | 28,430 | 20,715 | 22,261 | 24,441 |
| Sanitary Sewer | 5,948 | 5,987 | 5,830 | 5,126 | - |
| Sanitary Sewer BL10401 | 1,893 | 7,675 | 1,000 | 6,413 | 7,050 |
| Water Supply | 1,100 | 10,225 | 900 | 10,078 | 12,130 |
| Watermain Replacement | 8,704 | 8,923 | 8,988 | 5,811 | - |
| Total Statutory Reserves | \$88,165 | \$162,014 | \$75,771 | \$99,755 | \$90,134 |
| Other Sources | | | | | |
| Enterprise Fund | 4,325 | 490 | 490 | 490 | 490 |
| Grant and Developer Contribution | 20,816 | 16,644 | 15,186 | 10,100 | 10,100 |
| Other Sources | 22,748 | 11,888 | 11,372 | 11,947 | 12,715 |
| Rate Stabilization Account | 2,460 | - | - | - | - |
| Sewer Levy Stabilization | 360 | 268 | 300 | 311 | 381 |
| Solid Waste and Recycling | 400 | 300 | 300 | 300 | 300 |
| Water Levy Stabilization | 430 | 1,741 | 1,766 | 1,914 | 1,586 |
| Total Other Sources | \$51,539 | \$31,331 | \$29,414 | \$25,062 | \$25,572 |
| Total Capital Program | \$156,451 | \$217,755 | \$131,247 | \$145,679 | \$134,086 |

2025 MUNICIPAL TAX DOLLAR



Note 1: Includes Investment in Community Facilities Infrastructure Replacement needs.



Consolidated 5 Year Financial Plan (2025-2029) Bylaw No. 10622

The Council of the City of Richmond enacts as follows:

1. Schedule "A", Schedule "B" and Schedule "C" which are attached and form part of this bylaw, are adopted as the Consolidated 5 Year Financial Plan (2025-2029).
2. Consolidated 5 Year Financial Plan (2024-2028) Bylaw No. 10515 and all associated amendments are repealed.
3. This Bylaw is cited as **"Consolidated 5 Year Financial Plan (2025-2029) Bylaw No. 10622"**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

| |
|--|
| CITY OF RICHMOND |
| APPROVED for content by originating dept. <i>WE</i> |
| APPROVED for legality by Solicitor <i>JA</i> |

MAYOR

CORPORATE OFFICER

SCHEDULE A:

CITY OF RICHMOND
CONSOLIDATED 5 YEAR FINANCIAL PLAN (2025-2029)
REVENUE AND EXPENSES
(In \$000's)

| | 2025 Budget | 2026 Plan | 2027 Plan | 2028 Plan | 2029 Plan |
|-----------------------------------|------------------|------------------|------------------|------------------|------------------|
| Revenue: | | | | | |
| Taxation and Levies | 327,170 | 344,693 | 362,618 | 381,740 | 400,681 |
| Utility Fees | 172,472 | 180,055 | 187,852 | 196,058 | 204,573 |
| Sales of Services | 61,378 | 62,740 | 64,035 | 65,377 | 66,699 |
| Provincial and Federal Grants | 31,396 | 23,251 | 23,747 | 13,824 | 13,696 |
| Investment Income | 30,636 | 22,876 | 21,169 | 20,371 | 17,976 |
| Other Revenue | 16,528 | 16,600 | 16,805 | 16,945 | 17,089 |
| Payments In Lieu of Taxes | 15,001 | 15,451 | 15,914 | 16,407 | 16,916 |
| Licenses and Permits | 14,014 | 14,302 | 14,588 | 14,895 | 15,207 |
| Gaming Revenue | 11,500 | 11,500 | 11,500 | 11,500 | 11,500 |
| Developer Contributed Assets | 62,803 | 62,803 | 62,803 | 62,803 | 62,803 |
| Development Cost Charges | 16,747 | 24,410 | 26,062 | 20,862 | 18,380 |
| Other Capital Funding Sources | 20,816 | 16,644 | 15,186 | 10,100 | 10,100 |
| | \$780,461 | \$795,325 | \$822,279 | \$830,882 | \$855,620 |
| Expenses: | | | | | |
| Law and Community Safety | 171,545 | 175,447 | 182,904 | 191,307 | 199,810 |
| Parks, Recreation and Culture | 86,660 | 81,442 | 84,481 | 86,777 | 89,155 |
| Engineering and Public Works | 78,284 | 77,707 | 79,708 | 81,168 | 82,760 |
| Planning and Development Services | 44,179 | 31,071 | 31,989 | 23,854 | 24,525 |
| Finance and Corporate Services | 34,493 | 33,735 | 35,380 | 35,972 | 37,219 |
| Corporate Administration | 12,924 | 12,479 | 12,927 | 13,335 | 13,759 |
| Fiscal | 30,602 | 28,463 | 29,710 | 31,145 | 32,811 |
| Debt Interest | 3,931 | 3,931 | 3,931 | 3,931 | 3,931 |
| Utility Budget | | | | | |
| Sanitary Sewer Utility | 63,739 | 66,393 | 69,238 | 72,193 | 75,290 |
| Water Utility | 56,046 | 57,927 | 60,221 | 62,561 | 65,008 |
| Sanitation and Recycling | 26,685 | 26,740 | 27,394 | 28,343 | 29,329 |
| Flood Protection | 21,245 | 21,550 | 21,871 | 22,168 | 22,472 |
| Richmond Olympic Oval Corporation | 20,963 | 21,492 | 21,942 | 22,401 | 22,872 |
| Richmond Public Library | 13,058 | 12,979 | 13,750 | 14,089 | 14,437 |
| | \$664,354 | \$651,356 | \$675,446 | \$689,244 | \$713,378 |
| Annual Surplus | \$116,107 | \$143,969 | \$146,833 | \$141,638 | \$142,242 |

SCHEDULE A (CONT'D):

CITY OF RICHMOND
CONSOLIDATED 5 YEAR FINANCIAL PLAN (2025-2029)
TRANSFERS
(In \$000's)

| | 2025 Budget | 2026 Plan | 2027 Plan | 2028 Plan | 2029 Plan |
|--|------------------|------------------|------------------|------------------|------------------|
| Transfers: | | | | | |
| Debt Principal | 3,710 | 3,835 | 3,967 | 4,103 | 4,244 |
| Transfer To Reserves | 109,720 | 108,455 | 112,307 | 116,979 | 120,691 |
| Transfer from Reserves to fund Operating Reserve Programs: | | | | | |
| Bylaw 8206 | (400) | (400) | (400) | (400) | (400) |
| Bylaw 8877 | (110) | (10) | (10) | - | - |
| Bylaw 7812 S.1.1.1 (a) | (525) | (525) | (525) | (525) | (525) |
| Bylaw 7812 S.1.1.1 (d) | (50) | (50) | (50) | (50) | (50) |
| Bylaw 7812 S.1.1.1 (j) | (357) | (170) | (170) | (170) | (170) |
| Operating Reserves - Prior Years | (7,125) | - | - | - | - |
| Transfer To (From) Surplus | (6,363) | 11,110 | 9,798 | 10,078 | 9,314 |
| Capital Expenditures - Current Year | 156,451 | 217,755 | 131,247 | 145,679 | 134,086 |
| Capital Expenditures - Prior Years | 279,031 | 276,253 | 309,762 | 318,615 | 319,497 |
| Capital Expenditures - Developer Contributed Assets | 62,803 | 62,803 | 62,803 | 62,803 | 62,803 |
| Capital Expenditures - Richmond Public Library | 610 | 610 | 610 | 610 | 610 |
| Capital Funding | (481,288) | (535,697) | (482,506) | (516,084) | (507,858) |
| Transfers/Amortization offset: | \$116,107 | \$143,969 | \$146,833 | \$141,638 | \$142,242 |
| Balanced Budget | \$- | \$- | \$- | \$- | \$- |
| Tax Increase | 5.86% | 4.50% | 4.32% | 4.42% | 4.17% |

SCHEDULE B:
CITY OF RICHMOND
5 YEAR FINANCIAL PLAN
CAPITAL FUNDING SOURCES (2025-2029)
(In \$000's)

| DCC Reserves | 2025 | 2026 | 2027 | 2028 | 2029 |
|-------------------------------------|------------------|------------------|------------------|------------------|------------------|
| Drainage DCC | 3,597 | 3,422 | 4,677 | 6,309 | 4,927 |
| Parks Acquisition DCC | - | 4,703 | 4,703 | 4,703 | 3,762 |
| Parks Development DCC | 1,740 | 3,057 | 1,740 | 1,082 | 1,599 |
| Roads DCC | 9,701 | 11,145 | 14,437 | 8,417 | 6,631 |
| Sanitary DCC | 207 | 658 | - | - | - |
| Water DCC | 1,502 | 1,425 | 505 | 351 | 1,461 |
| Total DCC | \$16,747 | \$24,410 | \$26,062 | \$20,862 | \$18,380 |
| Statutory Reserves | | | | | |
| Capital Building and Infrastructure | 24,050 | 69,800 | 19,226 | 25,150 | 27,500 |
| Capital Reserve | 15,774 | 23,010 | 14,895 | 19,228 | 14,959 |
| Capstan Station | 300 | 2,000 | - | - | - |
| Drainage Improvement | 4,508 | - | - | - | - |
| Equipment Replacement | 5,547 | 5,964 | 4,217 | 5,688 | 4,054 |
| Flood Protection | 20,341 | 28,430 | 20,715 | 22,261 | 24,441 |
| Sanitary Sewer | 5,948 | 5,987 | 5,830 | 5,126 | - |
| Sanitary Sewer BL10401 | 1,893 | 7,675 | 1,000 | 6,413 | 7,050 |
| Water Supply | 1,100 | 10,225 | 900 | 10,078 | 12,130 |
| Watermain Replacement | 8,704 | 8,923 | 8,988 | 5,811 | - |
| Total Statutory Reserves | \$88,165 | \$162,014 | \$75,771 | \$99,755 | \$90,134 |
| Other Sources | | | | | |
| Enterprise Fund | 4,325 | 490 | 490 | 490 | 490 |
| Grant and Developer Contribution | 20,816 | 16,644 | 15,186 | 10,100 | 10,100 |
| Other Sources | 22,748 | 11,888 | 11,372 | 11,947 | 12,715 |
| Rate Stabilization Account | 2,460 | - | - | - | - |
| Sewer Levy Stabilization | 360 | 268 | 300 | 311 | 381 |
| Solid Waste and Recycling | 400 | 300 | 300 | 300 | 300 |
| Water Levy Stabilization | 430 | 1,741 | 1,766 | 1,914 | 1,586 |
| Total Other Sources | \$51,539 | \$31,331 | \$29,414 | \$25,062 | \$25,572 |
| Total Capital Program | \$156,451 | \$217,755 | \$131,247 | \$145,679 | \$134,086 |

SCHEDULE C:
CITY OF RICHMOND
CONSOLIDATED 5 YEAR FINANCIAL PLAN (2025-2029)
STATEMENT OF POLICIES AND OBJECTIVES

Revenue Proportions By Funding Source

Property taxes are the largest portion of revenue for any municipality. Taxes provide a stable and consistent source of revenue for many services that are difficult or undesirable to fund on a user-pay basis. These include services such as community safety, general government, libraries and park maintenance.

Objective:

- Maintain revenue proportion from property taxes at current level or lower

Policies:

- Tax increases will be at CPI + 1% for transfers to reserves
- Annually, review and increase user fee levels by consumer price index (CPI).
- Any increase in alternative revenues and economic development beyond all financial strategy targets can be utilized for increased levels of service or to reduce the tax rate.

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2025.

Table 1:

| Funding Source | % of Total Revenue |
|---|--------------------|
| Taxation and Levies | 48.1% |
| Utility Fees | 25.4% |
| Sales of Services | 9.0% |
| Provincial and Federal Grants | 4.6% |
| Investment Income | 4.5% |
| Payments In Lieu of Taxes | 2.2% |
| Licenses and Permits | 2.1% |
| Gaming Revenue | 1.7% |
| Other | 2.4% |
| Total Operating and Utility Funding Sources | 100.0% |

SCHEDULE C (CONT'D):

**CITY OF RICHMOND
 CONSOLIDATED 5 YEAR FINANCIAL PLAN (2025-2029)
 STATEMENT OF POLICIES AND OBJECTIVES**

Distribution of Property Taxes

Table 2 provides the 2024 distribution of property tax revenue among the property classes. 2025 Revised Roll figures will be received in late March 2025.

Objective:

- Maintain the City’s business to residential tax ratio in the middle in comparison to other municipalities. This will ensure that the City will remain competitive with other municipalities in attracting and retaining businesses.

Policies:

- Regularly review and compare the City’s tax ratio between residential property owners and business property owners relative to other municipalities in Metro Vancouver.

Table 2: (Based on the 2024 Revised Roll figures)

| Property Class | % of Tax Burden |
|-------------------------|------------------------|
| Residential (1) | 57.20% |
| Business (6) | 32.20% |
| Light Industry (5) | 8.62% |
| Others (2, 3, 4, 8 & 9) | 1.98% |
| Total | 100.0% |

Permissive Tax Exemptions

Objective:

- Council passes the annual permissive exemption bylaw to exempt certain properties from property tax in accordance with guidelines set out by Council Policy and the Community Charter. There is no legal obligation to grant exemptions.
- Permissive exemptions are evaluated with consideration to minimizing the tax burden to be shifted to the general taxpayer.

Policy:

- Exemptions are reviewed on an annual basis and are granted to those organizations meeting the requirements as set out under Council Policy 3561 and Sections 220 and 224 of the *Community Charter*.