



City Council

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

**Monday, February 11, 2019
7:00 p.m.**

Pg. # ITEM

MINUTES

1. *Motion to:*

- CNCL-15** (1) *adopt the minutes of the Regular Council meeting held on January 28, 2019; and*
- CNCL-33** (2) *receive for information the Metro Vancouver 'Board in Brief' dated January 25, 2019.*



AGENDA ADDITIONS & DELETIONS

PRESENTATION

- CNCL-39** Heather Kulyk McDonald, Richmond Family and Youth Court Committee, to present the 2018 Annual Report.

COMMITTEE OF THE WHOLE

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



3. Delegations from the floor on Agenda items.

PLEASE NOTE THAT FOR LEGAL REASONS, DELEGATIONS ARE NOT PERMITTED ON ZONING OR OCP AMENDMENT BYLAWS WHICH ARE TO BE ADOPTED OR ON DEVELOPMENT PERMITS/DEVELOPMENT VARIANCE PERMITS – ITEM NO. 25.

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
- Award of Contract 6318P - Delivery of Advanced Lifeguarding, Lifesaving and First Aid Instructional and Recertification Courses (Advanced Aquatic Courses)
- Award of Contract 6333Q – Supply and Delivery of Pool Chemicals
- Health Canada Questionnaire on Cannabis Edibles, Extracts and Topicals
- Richmond Seniors Advisory Committee 2018 Annual Report and 2019 Work Program
- Child Care Development Advisory Committee 2018 Annual Report and 2019 Work Program
- Housing Agreement Bylaw No. 9955 to Permit the City of Richmond to Secure Affordable Housing Units at 23200 Gilley Road
- 2019 Operating and Capital Budgets for Richmond Public Library
- Land use application for first reading (to be further considered at the Public Hearing on March 18, 2019):
 - 8600, 8620, 8640 and 8660 Francis Road – Rezone from RS1/E to RTL4 (Eric Stine Architect Inc. – applicant)

5. *Motion to adopt Items No. 6 through No. 14 by general consent.*



Consent
Agenda
Item

6. COMMITTEE MINUTES

That the minutes of:

- CNCL-53 (1) the **Parks, Recreation and Cultural Services Committee** meeting held on January 29, 2019;
- CNCL-61 (2) the **General Purposes Committee** meeting held on February 4, 2019;
- CNCL-80 (3) the **Finance Committee** meeting held on February 4, 2019; and
- CNCL-95 (4) the **Planning Committee** meeting held on February 5, 2019;
- be received for information.*



Consent
Agenda
Item

7. AWARD OF CONTRACT 6318P - DELIVERY OF ADVANCED LIFEGUARDING, LIFESAVING AND FIRST AID INSTRUCTIONAL AND RECERTIFICATION COURSES (ADVANCED AQUATIC COURSES)

(File Ref. No. 11-7143-01) (REDMS No. 6056728 v. 17)

CNCL-100

See Page CNCL-100 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

- (1) *That staff be authorized to award a contract with LIT First Aid and Lifeguard Training for the delivery of advanced lifeguarding, lifesaving and first aid instructional and recertification courses, as outlined in the staff report titled “Award of Contract 6318P – Delivery of Advanced Lifeguarding, Lifesaving and First Aid Instructional and Recertification Courses (Advanced Aquatic Courses)” dated January 10, 2019 from the Director, Recreation Services;*
- (2) *That the Chief Administrative Officer and the General Manager, Community Services be authorized to execute, on behalf of the City, an agreement for the delivery of advanced lifeguarding, lifesaving and first aid instructional and recertification courses, as outlined in the staff report, with LIT First Aid and Lifeguard Training; and*
- (3) *That staff be authorized to extend the current contract with LIT First Aid and Lifeguard Training for up to an additional six-month period to provide continuity of services until a new contract is executed.*



Pg. # ITEM

Consent
Agenda
Item

8. **AWARD OF CONTRACT 6333Q – SUPPLY AND DELIVERY OF POOL CHEMICALS**

(File Ref. No. 11-7140-20-MCAL1) (REDMS No. 6024861 v. 21)

CNCL-104

See Page CNCL-104 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

- (1) *That staff be authorized to award a contract to Brenntag, ClearTech and DB Perks & Associates, for the supply and delivery of pool chemicals, as outlined in the staff report titled “Award of Contract 6333Q – Supply and Delivery of Pool Chemicals” dated January 8, 2019 from the Director, Recreation Services; and*
- (2) *That the Chief Administrative Officer and the General Manager, Community Services be authorized to execute, on behalf of the City, an agreement for the delivery of pool chemicals, as outlined in the staff report, with Brenntag, ClearTech and DB Perks & Associates.*



Consent
Agenda
Item

9. **HEALTH CANADA QUESTIONNAIRE ON CANNABIS EDIBLES, EXTRACTS AND TOPICALS**

(File Ref. No. 09-500-01) (REDMS No. 6105948 v. 4)

CNCL-108

See Page CNCL-108 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

That the responses summarized in the staff report titled "Health Canada Questionnaire on Cannabis Edibles, Extracts and Topicals", dated January 22, 2019, from the General Manager, Community Safety be approved for submission to Health Canada.



Consent
Agenda
Item

10. **RICHMOND SENIORS ADVISORY COMMITTEE 2018 ANNUAL REPORT AND 2019 WORK PROGRAM**

(File Ref. No. 01-0100-30-SADV1-01) (REDMS No. 6076734 v. 2)

CNCL-116

See Page CNCL-116 for full report

PLANNING COMMITTEE RECOMMENDATION

That the staff report titled “Richmond Seniors Advisory Committee 2018 Annual Report and 2019 Work Program,” dated January 18, 2019, from the Manager, Community Social Development, be approved.



Consent
Agenda
Item

11. **CHILD CARE DEVELOPMENT ADVISORY COMMITTEE 2018 ANNUAL REPORT AND 2019 WORK PROGRAM**

(File Ref. No. 07-3070-01) (REDMS No. 6068581 v. 4)

CNCL-127

See Page CNCL-127 for full report

PLANNING COMMITTEE RECOMMENDATION

That the Child Care Development Advisory Committee's 2018 Annual Report and 2019 Work Program, as outlined in the staff report titled, "Child Care Development Advisory Committee 2018 Annual Report and 2019 Work Program," dated January 10, 2019, from the Manager of Community Social Development, be approved.



Consent
Agenda
Item

12. **HOUSING AGREEMENT BYLAW NO. 9955 TO PERMIT THE CITY OF RICHMOND TO SECURE AFFORDABLE HOUSING UNITS AT 23200 GILLEY ROAD**

(File Ref. No. 08-4057-05) (REDMS No. 6044155 v. 2)

CNCL-140

See Page CNCL-140 for full report

PLANNING COMMITTEE RECOMMENDATION

That Housing Agreement (23200 Gilley Road) Bylaw No. 9955 be introduced and given first, second and third readings to permit the City to enter into a Housing Agreement substantially in the form attached hereto, in accordance with the requirements of section 483 of the Local Government Act, to secure the Affordable Housing Units required by the Rezoning Application RZ16-754305.



Consent
Agenda
Item

13. **APPLICATION BY ERIC STINE ARCHITECT INC. FOR REZONING AT 8600, 8620, 8640 AND 8660 FRANCIS ROAD FROM "SINGLE DETACHED (RS1/E)" ZONE TO "LOW DENSITY TOWNHOUSES (RTL4)" ZONE**

(File Ref. No. 12-8060-20-009986; RZ 18-814702) (REDMS No. 6077908)

CNCL-168

See Page CNCL-168 for full report

PLANNING COMMITTEE RECOMMENDATION

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9986, for the rezoning of 8600, 8620, 8640 and 8660 Francis Road from "Single Detached (RS1/E)" zone to "Low Density Townhouses (RTL4)" zone, to permit the development of 18 townhouse units with vehicle access from Francis Road, be introduced and given first reading.



Consent
Agenda
Item

14. **2019 OPERATING AND CAPITAL BUDGETS FOR RICHMOND PUBLIC LIBRARY**

(File Ref. No.) (REDMS No. 6087962)

CNCL-206

See Page CNCL-206 for full report

FINANCE COMMITTEE RECOMMENDATION

January 14, 2019

That the 2019 Richmond Public Library Operating and Capital budgets as presented in this report dated January 10, 2019 from the Chief Librarian and Secretary to the Board be approved with a same level of service municipal contribution of \$9,710,500, representing a 3.90% increase.



CONSIDERATION OF MATTERS REMOVED FROM THE
CONSENT AGENDA

NON-CONSENT AGENDA ITEMS

REGULAR (CLOSED) COUNCIL

15. **COUNTERING ORGANIZED CRIME, MONEY LAUNDERING AND ILLICIT GAMING**

(File Ref. No. 09-5350-05-06) (REDMS No. 6059050)

CNCL-214

See Page CNCL-214 for full report

STAFF RECOMMENDATION

- (1) *That the City write a letter to the Minister of Public Safety and Solicitor General, the Minister of Attorney General, the Minister of Border Security and Organized Crime Reduction and Mr. German to advocate the need for the Province:*

- (a) *to reinstate and increase senior government funding including funding for local government for enforcement of organized crime, money laundering, and illicit gaming;*
 - (b) *to develop, in consultation with the federal and local governments, a comprehensive organized crime policing plan that will establish key enforcement targets and outcomes; and*
 - (c) *to expand training for provincial gaming services employees; and*
 - (d) *emphasize the need for the sharing of information and responsibilities between federal, provincial and local governments;*
- (2) *That the City write a letter to the federal Minister of Finance and the provincial Expert Panel on money laundering and the BC Minister of Finance for which the purpose is to assert the need for legislative reforms that will create transparency around beneficial ownership of corporations and land;*
- (3) *That the City write to the British Columbia Lottery Corporation (BCLC) and request that a limit be placed on casino purchases;*
- (4) *That the City write a letter to the Federal Office of the Superintendent of Financial Institutions and the Provincial Minister requesting that they mandate that all Canadian financial institutions ensure that the name of the remitter be identified on all drafts and that drafts be drawn only from existing accounts;*
- (5) *That the City put forward a resolution to the UBCM requesting legislative reform to create transparency around beneficial ownership of corporations and land;*
- (6) *That staff bring forward amendments to Business Regulation Bylaw No. 7538 to include criminal record checks and other regulations for operators of money exchange businesses;*
- (7) *That a copy of the staff report be sent to Mr. Peter German;*
- (8) *That Great Canadian be invited to present to General Purposes Committee; and*
- (9) *That copies of the letters be sent local Members of Parliament and Members of the Legislative Assembly.*



PARKS, RECREATION AND CULTURAL SERVICES
COMMITTEE

Councillor Harold Steves, Chair

16. **BENCH AND PICNIC TABLE DEDICATIONS**

(File Ref. No. 11-7200-01) (REDMS No. 6034574, 6034668, 6034889, 6092830)

CNCL-224

See Page CNCL-224 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE
RECOMMENDATION

That a moratorium be put on the Tree, Bench, and Picnic Table Dedication Program pending staff review of Policy 7019.



GENERAL PURPOSES COMMITTEE

Mayor Malcolm D. Brodie, Chair

17. **CLIMATE EMERGENCY**

(File Ref. No.)

GENERAL PURPOSES COMMITTEE RECOMMENDATION

Opposed to Part (1): Cllrs. Au and Loo

That the City of Richmond declare a climate emergency as climate change is a serious and urgent threat.



18. **VIABILITY OF REPURPOSING MINORU AQUATIC CENTRE –
LOW COST OPTIONS**

(File Ref. No. 06-2052-55-02-01) (REDMS No. 6119659)

CNCL-229

See Page CNCL-229 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

Opposed: Mayor Brodie, Cllrs. Loo, McPhail and McNulty

(1) That the Minoru Aquatics Centre Demolition (\$3,392,000) be removed from the proposed 2019 Capital Budget;

- (2) *That the Minoru Aquatics Centre not be demolished; and*
- (3) *That Option 1 – Infill Only (allows for only very limited programming use) as per the staff report titled “Viability of Repurposing Minoru Aquatic Centre – Low Cost Options” dated February 1, 2019 from the Senior Manager, Capital Buildings Project Development be referred to staff for consideration and various groups be invited to make submissions on how to possibly use the Minoru Aquatics Centre.*



FINANCE COMMITTEE

Mayor Malcolm D. Brodie, Chair

19. 2019 CAPITAL BUDGET

(File Ref. No. 03-0970-01) (REDMS No. 6094831 v. 2)

CNCL-246

See Page CNCL-246 for full report

FINANCE COMMITTEE RECOMMENDATION

Opposed to Parts (2) and (3): Cllrs. Day and Greene

- (1) *That the staff report titled “Additional Information on the 2019 Capital Budget” from the Director, Finance dated January 28, 2019 be received for information;*
- (2) *That the 2019 Capital Budget as presented in Appendix 3 of the staff report titled “2019 Capital Budget” from the Director, Finance dated January 11, 2019 totaling \$112,932,202 (including the removal of \$200,000 for the Terra Nova Rural Park Viewpoint Seating Area and the use of the Capital Building and Infrastructure Reserve to fund \$975,000 for the RCMP Exhibit Compound) be approved and staff authorized to commence the 2019 Capital Projects; and*
- (3) *That the 2019 Capital Budget totaling \$112,932,202 and the 2020-2023 Capital Projects be included in the Consolidated 5 Year Financial Plan (2019-2023).*



20. **2019 ONE-TIME EXPENDITURES**

(File Ref. No. 03-0970-01) (REDMS No. 6121598)

RECOMMENDATION to be forwarded from the February 11, 2019 Special Finance Committee meeting.



21. **2019 OPERATING BUDGET**

(File Ref. No. 03-0970-01) (REDMS No. 6101097 v. 3)

CNCL-444

See Page **CNCL-444** for full report submitted to February 4, 2019 Finance Committee meeting

CNCL-461

See Page **CNCL-461** for full report submitted to January 14, 2019 Special Finance Committee meeting

FINANCE COMMITTEE RECOMMENDATION

Opposed to Part (1) (d): Cllrs. Day and Wolfe

Opposed to Part (1) (i): Cllrs. Au, Day, Greene, and McNulty

Opposed to Part (1) (k): Cllrs. Au, Greene, Steves and Wolfe

(1) *That the 2019 Operating Budget as presented in Table 8 of the staff report titled 2019 Proposed Operating Budget – Referral Response be approved as follows:*

(a) **Recommendation on same level service budget increase to be forwarded from the February 11, 2019 Special Finance Committee Meeting.**

(b) *Non-discretionary external senior government related increases of \$2,987,000 with a tax increase of 1.38% be approved; and*

(c) *Ongoing funding for expenditures previously approved by Council totaling \$1,112,825 for the following items: an Emergency Program Neighbourhood Preparedness Program Assistant, Richmond Public Library Expanded Senior Services, Minoru Centre for Active Living operating budget impact phase-in, and operating budget impact of developer contributed assets with a tax increase of 0.51% be approved; and*

(d) *Pursuant to Council's Safe Community Priority program, provide funding for 36 additional firefighters in the amount of \$6,023,898 with a three-year phase in plan, resulting in a tax increase of 0.93% in 2019, 0.93% in 2020 and 0.93% in 2021 be approved; and*

- (e) *Pursuant to Council's Safe Community Priority program, the capital and one-time costs for the additional 36 firefighters in the amount of \$2,541,276 be approved with funding from the Rate Stabilization Account; and*
- (f) *Pursuant to Council's Safe Community Priority program, provide funding for 51 RCMP officers and 20 municipal employees to support the RCMP Detachment in the amount of \$8,844,350 with a three-year phase-in plan, resulting in a tax increase of 2.62% in 2019, 0.73% in 2020 and 0.73% in 2021 be approved; and*
- (g) *Pursuant to Council's Safe Community Priority program, the capital and one-time costs for the additional 35 RCMP officers and 17 municipal employees to support the RCMP Detachment in the amount of \$839,519 be approved with funding from the Rate Stabilization Account; and*
- (h) *Operating budget impact of the 2019 Capital Budget totaling \$1,208,320 with a three-year phase-in plan, resulting in a tax increase of 0.18% in 2019, 0.18% in 2020 and 0.18% in 2021 be approved; and*
- (i) *Transfer to reserves for community facilities infrastructure needs as per Council's Long Term Financial Management Strategy in the amount of \$1,083,517 with a tax increase of 0.5% be approved; and*
- (j) *City-wide additional levels in the amount of \$149,828 as presented in Attachment 1, with a tax increase of 0.07% be approved; and*
- (k) *The Rate Stabilization Account be used to reduce the overall impact of additional operating costs for a total of \$5,135,868 resulting in a tax decrease of 2.37 % be approved; and*
- (2) Recommendation on 2019 Operating Budget overall tax increase to be forwarded from the February 11, 2019 Special Finance Committee Meeting.**
- (3) Recommendation on the Operating Budget being included in the 5 Year Financial Plan to be forwarded from the February 11, 2019 Special Finance Committee Meeting.**



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22. **CONSOLIDATED 5 YEAR FINANCIAL PLAN (2019-2023) BYLAW NO. 9979**

(File Ref. No. 12-8060-20-009979) (REDMS No. 6121102)

RECOMMENDATION to be forwarded from the February 11, 2019 Special Finance Committee meeting.

☐

PUBLIC DELEGATION ON NON-AGENDA ITEM

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

☐

CNCL-536

De Whalen and Don Creamer, Richmond Poverty Response Committee, to present on the [#All On Board Transit Campaign](#).

24. *Motion to rise and report.*

☐

RATIFICATION OF COMMITTEE ACTION

☐

PUBLIC ANNOUNCEMENTS AND EVENTS

NEW BUSINESS

BYLAWS FOR ADOPTION

- | | | |
|-----------------|--|--------------------------|
| CNCL-597 | City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 9947
Opposed at 1 st /2 nd /3 rd Readings – None. | <input type="checkbox"/> |
| CNCL-600 | Housing Agreement (6560, 6600, 6640 and 6700 No. 3 Road) Bylaw No. 9959
Opposed at 1 st /2 nd /3 rd Readings – None. | <input type="checkbox"/> |
| CNCL-624 | Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9684
(10140 and 10160 Finlayson Drive, RZ 15-713737)
Opposed at 1 st Reading – None.
Opposed at 2 nd /3 rd Readings – None. | <input type="checkbox"/> |
| CNCL-626 | Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9878
(8071/8091 Park Road, RZ 17-779229)
Opposed at 1 st Reading – None.
Opposed at 2 nd /3 rd Readings – None. | <input type="checkbox"/> |
| CNCL-632 | Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9918
(11480 and 11482 King Road, RZ 17-785443)
Opposed at 1 st Reading – None.
Opposed at 2 nd /3 rd Readings – None. | <input type="checkbox"/> |

DEVELOPMENT PERMIT PANEL

25. RECOMMENDATION

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

- | | |
|-----------------|---|
| CNCL-634 | (1) <i>That the minutes of the Development Permit Panel meeting held on January 30, 2019, and the Chair's report for the Development Permit Panel meetings held on January 16, 2019 be received for information; and</i> |
|-----------------|---|

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ITEM

CNCL-640

- (2) *That the recommendation of the Panel to authorize the issuance of a Development Permit (DP 18-832285) for the property at 8140 Garden City Road be endorsed, and the Permit so issued.*

☐

ADJOURNMENT

☐



Regular Council

Monday, January 28, 2019

Place: Council Chambers
Richmond City Hall

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

Corporate Officer – David Weber

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

RES NO. ITEM

MINUTES

- R19/2-1 1. It was moved and seconded
That:
- (1) *the minutes of the Regular Council meeting held on January 14, 2019, be adopted as circulated;*
 - (2) *the minutes of the Special Council meeting held on January 14, 2019, be adopted as circulated; and*
 - (3) *the minutes of the Regular Council meeting for Public Hearings held on January 21, 2019, be adopted as circulated;*
- be received for information.*

CARRIED



Regular Council
Monday, January 28, 2019

PRESENTATION

With the aid of a PowerPoint presentation (copy on-file, City Clerk's Office) John Watson, Chair, Gateway Theatre Board, Camilla Tibbs, Executive Director, Gateway Theatre, and Jovanni Sy, Artistic Director, Gateway Theatre, briefed Council on the Gateway Theatre's 2018 and 2019 activities, operations and finances, and thanked the City for its support.

It was noted that Mr. Sy will be leaving his position as Artistic Director and Council commended Mr. Sy for his service and commended the Gateway Theatre for their contributions to the community.

COMMITTEE OF THE WHOLE

- R19/2-2 2. It was moved and seconded
That Council resolve into Committee of the Whole to hear delegations on agenda items (7:13 p.m.).

CARRIED

3. Delegations from the floor on Agenda items
Item No. 16 – Recycling Depot – Potential Eco Centre Upgrade Options
Sam McCulligh, Richmond resident, commented on the report and expressed that he is in favour of the implementation of Option 3 – development of an Eco Centre Facility for expanded range of materials/services. Also, he suggested that the City promote awareness of recyclable materials and develop initiatives to increase the amount of waste diverted for recycling.

- R19/2-3 4. It was moved and seconded
That Committee rise and report (7:15 p.m.).

CARRIED



Regular Council
Monday, January 28, 2019

CONSENT AGENDA

- R19/2-4 5. It was moved and seconded
*That Items No. 6 through No. 14 and Items No. 16 and No. 17 be adopted
by general consent.*

CARRIED

6. **COMMITTEE MINUTES**

That the minutes of:

- (1) *the special Finance Committee meeting held on January 14, 2019;*
- (2) *the Community Safety Committee meeting held on January 15, 2019;*
- (3) *the General Purposes Committee meeting held on January 21, 2019;*
- (4) *the Planning Committee meeting held on January 22, 2019; and*
- (5) *the Public Works and Transportation Committee meeting held on
January 23, 2019;*

be received for information.

ADOPTED ON CONSENT

7. **INVESTING IN CANADA INFRASTRUCTURE PROGRAM
COMMUNITY, CULTURE AND RECREATION STREAM**

(File Ref. No. 06-2052-25-SCCR1; 03-1087-19-03) (REDMS No. 6067220 v. 13)

- (1) *That the submission to the Investing in Canada Infrastructure
Program Community, Culture and Recreation Stream requesting
funding of up to \$10 million for the Steveston Community Centre and
Branch Library replacement project, as outlined in the report titled,
“Investing in Canada Infrastructure Program Community, Culture
and Recreation Stream,” dated January 7, 2019, from the Director,
Recreation and Sport Services, be endorsed;*



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- (2) *That the Chief Administrative Officer and General Manager, Community Services be authorized to enter into funding agreements with the government for the aforementioned project should it be approved for funding, as outlined in the report titled, "Investing in Canada Infrastructure Program Community, Culture and Recreation Stream," dated January 7, 2019, from the Director, Recreation and Sport Services;*
- (3) *That the Consolidated 5-Year Financial Plan (2019-2023) be amended accordingly should the aforementioned project be approved for funding as outlined in the report titled, "Investing in Canada Infrastructure Program Community, Culture and Recreation Stream," dated January 7, 2019, from the Director, Recreation and Sport Services; and*
- (4) *That copies of the submission to the Investing in Canada Infrastructure Program Community, Culture and Recreation Stream be sent to Richmond Members of Parliament.*

ADOPTED ON CONSENT

8. CITY CENTRE DISTRICT ENERGY UTILITY BYLAW NO. 9895, AMENDMENT BYLAW NO. 9947

(File Ref. No. 12-8060-20-009947) (REDMS No. 5992483 v. 7; 5992897)

That the City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 9947 presented in the "City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 9947" report dated December 20, 2018, from Director, Engineering be introduced and given first, second, and third readings.

ADOPTED ON CONSENT



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Monday, January 28, 2019

9. **HOUSING AGREEMENT BYLAW NO. 9959 TO PERMIT THE CITY OF RICHMOND TO SECURE AFFORDABLE HOUSING UNITS AT 6560, 6600, 6640 AND 6700 NO. 3 ROAD (BENE RICHMOND DEVELOPMENT LTD.)**

(File Ref. No. 08-4057-05; 12-8060-20-009959) (REDMS No. 6016667 v. 2; 6016383 v. 2)

That Housing Agreement (6560, 6600, 6640 and 6700 No. 3 Road) Bylaw No. 9959 be introduced and given first, second and third readings to permit the City to enter into a Housing Agreement substantially in the form attached hereto, in accordance with the requirements of section 483 of the Local Government Act, to secure the Affordable Housing Units required by the Rezoning Application RZ 15-694855.

ADOPTED ON CONSENT

10. **RICHMOND COMMUNITY SERVICES ADVISORY COMMITTEE (RCSAC) 2018 ANNUAL REPORT AND 2019 WORK PLAN**

(File Ref. No. 01-0100-30-RCSAC1-01) (REDMS No. 6041373 v. 2; 6061385; 6061576; 6061926; 5276844)

That the staff report titled "Richmond Community Services Advisory Committee (RCSAC) 2018 Annual Report and 2019 Work Plan," dated January 2, 2019, from the Manager, Community Social Development, be approved.

ADOPTED ON CONSENT

11. **APPLICATION BY WENSLEY ARCHITECTURE LTD. FOR A ZONING TEXT AMENDMENT TO THE "INDUSTRIAL BUSINESS PARK (IB1)" ZONE TO PERMIT A DRIVE-THROUGH RESTAURANT AT 13020 DELF PLACE**

(File Ref. No. 12-8060-20-009956; ZT 18-801900) (REDMS No. 5954610; 6035880)

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9956, for a Zoning Text Amendment to the "Industrial Business Park (IB1)" zone in order to permit "restaurant, drive-through", limited to one establishment and a maximum floor area of 300 m², at 13020 Delf Place, be introduced and given first reading.

ADOPTED ON CONSENT



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Monday, January 28, 2019**

12. APPLICATION BY LANDCRAFT HOMES LTD. FOR REZONING AT 5751 FRANCIS ROAD FROM “SINGLE DETACHED (RS1/E)” ZONE TO “ARTERIAL ROAD THREE-UNIT DWELLINGS (RTA)” ZONE

(File Ref. No. 12-8060-20-009974/009976; RZ 17-768762) (REDMS No. 6043629 v. 2; 6057070; 6036607)

- (1) That Richmond Zoning Bylaw 8500, Amendment Bylaw 9976 to create the “Arterial Road Three-Unit Dwellings (RTA)” zone, be introduced and given first reading; and*
- (2) That Richmond Zoning Bylaw 8500, Amendment Bylaw 9974, for the rezoning of 5751 Francis Road from “Single Detached (RS1/E)” zone to “Arterial Road Three-Unit Dwellings (RTA)” zone, be introduced and given first reading.*

ADOPTED ON CONSENT

13. APPLICATION BY CHRISTOPHER BOZYK ARCHITECTS LTD. FOR A ZONING TEXT AMENDMENT TO THE “VEHICLE SALES (CV)” ZONE TO ALLOW AN INCREASE IN FLOOR AREA RATIO AT 5660 PARKWOOD WAY

(File Ref. No. 12-8060-20-009981; ZT 18-818164) (REDMS No. 5855389; 6054363; 6080535)

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9981, for a Zoning Text Amendment to the “Vehicle Sales (CV)” Zone to increase the maximum permitted Floor Area Ratio (FAR) to 0.84 for the property located at 5660 Parkwood Way, be introduced and given first reading.

ADOPTED ON CONSENT

14. 2019/2020 BIKEBC PROGRAM SUBMISSION

(File Ref. No. 01-0150-20-THIG1; 03-1000-18-071) (REDMS No. 6054370 v. 2)

- (1) That the submission for cost-sharing to the Province of BC 2019/2020 BikeBC Program for the Westminster Highway multi-use pathway, as described in the report, titled “2019/2020 BikeBC Program Submission” dated December 14, 2018, from the Director, Transportation, be endorsed;*



Regular Council
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- (2) *That, should the above application be successful, the Chief Administrative Officer and the General Manager, Planning and Development, be authorized to execute the funding agreement; and*
- (3) *That the Consolidated 5 Year Financial Plan (2019-2023) be updated accordingly.*

ADOPTED ON CONSENT

15. RICHMOND ACTIVE TRANSPORTATION COMMITTEE – PROPOSED 2019 INITIATIVES

(File Ref. No. 01-0100-20-RCYC1) (REDMS No. 6042766 v. 3)

Please see Page 8 for action on this item.

16. RECYCLING DEPOT – POTENTIAL ECO CENTRE UPGRADE OPTIONS

(File Ref. No. 10-6370-04-01) (REDMS No. 5968841 v. 8)

- (1) *That Option 2 of the staff reported titled, “Recycling Depot – Potential Eco Centre Upgrade Options” from the Director, Public Works Operations dated January 16, 2019, be endorsed; and*
- (2) *That the City’s Consolidated 5 Year Financial Plan (2019-2023) be amended to include \$1,226,000 for the Recycling Depot – potential eco centre upgrade as presented under Option 2 of the staff report entitled “Recycling Depot – Potential Eco Centre Upgrade Options”, funded from the Sanitation and Recycling provision.*

ADOPTED ON CONSENT

17. FUEL PURCHASES AGREEMENT – SUNCOR ENERGY PRODUCTS PARTNERSHIP

(File Ref. No. 03-1000-02-198) (REDMS No. 6073610)

- (1) *That the City enter into an agreement, as outlined in the staff report titled “Fuel Purchases Agreement – Suncor Energy Products Partnership” dated January 3, 2019 from the Director, Public Works Operations;*



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- (2) *That the Chief Administrative Officer and General Manager, Engineering & Public Works, be authorized to negotiate and execute a fuel supply and delivery contract with Suncor Energy Products Partnership on the contemplated terms and conditions of the fuel consortium contract as outlined in City of Vancouver Request for Proposals No. PS20180305 Supply and Delivery of Fuels; and*
- (3) *That the current fuel purchase contract with Parkland Fuel Corporation under BCPPBG Contract No. PS11122 be extended until such time as the fuel supply and delivery contract with Suncor Energy Products Partnerships is executed and fuel delivery commences under the agreement with Suncor Energy Products Partnerships.*

ADOPTED ON CONSENT

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

**15. RICHMOND ACTIVE TRANSPORTATION COMMITTEE –
PROPOSED 2019 INITIATIVES**

(File Ref. No. 01-0100-20-RCYC1) (REDMS No. 6042766 v. 3)

R19/2-5

It was moved and seconded

- (1) *That the proposed 2019 initiatives of the Richmond Active Transportation Committee, as outlined in the staff report titled “Richmond Active Transportation Committee - Proposed 2019 Initiatives” dated December 13, 2018 from the Director, Transportation, be endorsed; and*
- (2) *That a copy of the report titled “Richmond Active Transportation Committee – Proposed 2019 Initiatives” be forwarded to the Richmond Council-School Board Liaison Committee for information.*

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



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R19/2-6

It was moved and seconded

That the references to the proposed Steveston Highway (Shell Road-Mortfield Gate) Pathway and the No. 6 Road Multi-Use Pathway be removed from the staff report.

The question on the amendment motion was not called as it was noted that the proposed pathway projects on Steveston Highway (Shell-Mortfield Gate) and No. 6 Road referenced in the staff report was related to feedback submitted by the Richmond Active Transportation Committee. Staff advised that the proposed projects will be reviewed by Transportation staff and will be presented to Council through the capital budget process.

The question on the amendment motion was then called and it was **DEFEATED** with all members of Council opposed.

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

NON-CONSENT AGENDA ITEMS

PLANNING COMMITTEE

Councillor Linda McPhail, Chair

18. APPLICATION BY LANDCRAFT HOMES LTD. FOR REZONING AT 4226 WILLIAMS ROAD FROM SINGLE DETACHED (RS1/E) TO ARTERIAL ROAD TWO-UNIT DWELLINGS (RDA)

(File Ref. No. 12-8060-20-009973/009975; RZ 17-768134) (REDMS No. 6040432 v. 2; 6042671; 5845266)

R19/2-7

It was moved and seconded

- (1) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9975 to create the "Arterial Road Two-Unit Dwellings (RDA)" zone, be introduced and given first reading; and*
- (2) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9973, for the rezoning of 4226 Williams Road from "Single Detached (RS1/E)" to "Arterial Road Two-Unit Dwellings (RDA)", be introduced and given first reading.*



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The question on the motion was not called as discussion ensued with regard to the parking design layout and the proposed number of parking spaces on-site.

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

PUBLIC WORKS AND TRANSPORTATION COMMITTEE
Councillor Chak Au, Chair

19. GEORGE MASSEY CROSSING – FINDINGS OF INDEPENDENT TECHNICAL REVIEW

(File Ref. No. 01-0150-20-THIG1; 10-6350-05-08) (REDMS No. 5920748 v. 7)

R19/2-8

It was moved and seconded

That a letter requesting the Ministry of Transportation and Infrastructure:

- (1) pursue short-term strategic improvements to the Steveston Highway interchange and expedite the completion of a business case for Highway 99 crossing improvements, as detailed in the staff report titled “George Massey Crossing – Findings of Independent Technical Review” dated December 21, 2018 from the Director, Transportation;*
- (2) work with the Vancouver Fraser Port Authority to limit port traffic from using the George Massey Tunnel Crossing during peak hours; and*
- (3) request that TransLink and the Ministry of Transportation review increasing bus capacity for routes along the George Massey Tunnel Crossing;*

be endorsed; and

- (4) that copies of the letter be sent to Richmond Members of the Legislative Assembly.*

Cllr. Wolfe left the meeting (8:13 p.m.) and returned (8:16 p.m.).



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The question on the motion was not called as discussion ensued with regard to proposed (i) potential Rice Mill Road extension, (ii) improvements to the Steveston Highway interchange, and (iii) restrictions to truck traffic through the George Massey Tunnel during peak hours.

A historical Provincial press release announcing transit improvements on Highway 99 and George Massey Tunnel was distributed (attached to and forming part of these minutes as Schedule 1). Staff were directed to include Schedule 1 along with the letter.

There was agreement to deal with Parts (1), (3) and (4) separately.

The question on Parts (1), (3) and (4) of Resolution R19/2-8 was then called and it was **CARRIED**.

The question on Part (2) of Resolution R19/2-8 was then called and it was **CARRIED** with Cllr. Loo opposed.

PUBLIC ANNOUNCEMENTS AND EVENTS

Mayor Brodie announced that Heather Larson has been appointed as the Board of Education liaison to the Richmond Child Care Development Advisory Committee for a one-year term to expire on December 31, 2019, with Norman Goldstein as alternate.

Mayor Brodie also noted that the Mayor's Annual Address will take place at the Richmond Chamber of Commerce's luncheon at the Executive Hotel Vancouver Airport on February 28, 2019 and that tickets are available from the Richmond Chamber of Commerce.

BYLAWS FOR ADOPTION

R19/2-9

It was moved and seconded

That the following bylaws be adopted:

Housing Agreement (6551 No. 3 Road) Bylaw No. 9952

Market Rental Agreement (Housing Agreement) (6551 No. 3 Road) Bylaw No. 9980



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Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9752

Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9753

CARRIED

R19/2-10

It was moved and seconded

That Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9758 be adopted

CARRIED

Opposed: Cllrs. Day
Greene

DEVELOPMENT PERMIT PANEL

R19/2-11

20. It was moved and seconded

(1) *That the minutes of the Development Permit Panel meeting held on January 16, 2019, and the Chair's report for the Development Permit Panel meetings held on May 16, 2018, be received for information; and*

(2) *That the recommendation of the Panel to authorize the issuance of a Development Permit (DP 15-715522) for the property at 9251/9271 Beckwith Road be endorsed, and the Permit so issued.*

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

R19/2-12

It was moved and seconded

That the Development Permit (DP 15-715522) application for the property at 9251/9271 Beckwith Road be referred to the Regular Council meeting scheduled on February 25, 2019 and that staff report back on:

(1) *opportunities to receive feedback from the Advisory Committee on the Environment (ACE) regarding the Environmentally Sensitive Areas (ESAs) of the subject site;*

(2) *options to relocate homeless individuals who may be living on the subject site;*



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- (3) *progress made to address the unsightliness of the premises and working with property owner to clean up the site;*
- (4) *the remaining Environmentally Sensitive Areas considered old fields and shrub land;*
- (5) *options to work with the applicant to work within the minimum 3.0 metre setback instead of the requested variance of zero; and*
- (6) *options to increase plant coverage on-site.*

The question on the referral motion was not called as staff responded to queries from Council, noting that (i) a third-party environmental assessment of the subject site was undertaken, (ii) approximately 345m² of ESA on-site and 400m² of ESA on City-owned property along the Bridgeport Trail will be enhanced, (iii) the City is coordinating with the property owner, along with the Richmond RCMP Vulnerable Persons Unit and a Provincial outreach worker to address homeless individuals sheltering on-site, (iv) clearing of the site may take place once all individuals sheltering on-site are relocated, and (v) the Advisory Committee on the Environment does not review applications unless directed by Council.

The question on the referral motion was then called and it was **CARRIED** with Mayor Brodie and Cllrs. Au and Loo opposed.

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

ADJOURNMENT

R19/2-13

It was moved and seconded
That the meeting adjourn (8:41 p.m.).

CARRIED



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Certified a true and correct copy of the Minutes of the Regular meeting of the Council of the City of Richmond held on Monday, January 28, 2019.

Mayor (Malcolm D. Brodie)

Corporate Officer (David Weber)



Twinned tunnel part of Victoria's long-term plan

The provincial government's long-term road-building plans include a second mega-project on the scale of the \$3-billion Gateway Program, studies done for the Gateway plan show.

BY THE VANCOUVER SUN FEBRUARY 16, 2006

The provincial government's long-term road-building plans include a second mega-project on the scale of the \$3-billion Gateway Program, studies done for the Gateway plan show.

The second project would include twinning the George Massey Tunnel under the south arm of the Fraser River between Richmond and Delta, expanding Highway 99 on both sides of the tunnel from four lanes to six, and building a new four-lane expressway to connect Highway 99 with the Trans-Canada Highway.

However, there are no immediate plans to build it.

The Gateway Program calls for the Port Mann Bridge over the Fraser to be twinned, widening of the Trans-Canada Highway on both sides of the bridge and building new truck routes on both shores of the river.

The longer-term plan -- dubbed "the H99 project" by British transportation consultants Steer Davies Gleave, who did the major studies for the Gateway plan -- "is still in the early stages of development for possible future long-term implementation," their report notes.

The report -- not yet public but obtained by The Vancouver Sun -- says the H99 project is similar to the Gateway plan "in that it assumes a widening of both the Fraser River crossing, in this case the new bore next to the existing George Massey (Deas) Tunnel, and widening of a length of the existing highway to both the north and south of the crossing."

The project is on the back burner in part because it would put pressure on traffic bottlenecks to the north, requiring expansion of the Oak Street and Knight Street bridges into Vancouver or a new bridge into Burnaby.

Gateway Program executive director Mike Proudfoot said Wednesday the Highway 99 plan is one of many proposals for the region.

"That would be part of our longer-term strategy," he said. "The Gateway Program corridors are the priority ones."

The Steer Davies Gleave report is one of several "companion documents" to the Gateway plan. It is the only major document not yet posted on the Gateway Program's website, Proudfoot said.

and getting worse, and the lack of freeway space seems like the obvious culprit. For many of them, the Gateway program — winning the Port Mann Bridge, widening the Trans-Canada Highway, building a new truck route along the south shore of the Fraser River and piecing together another truck route on the river's north shore, complete with a new Pitt River Bridge — is a gift from heaven.

Bob Wilds, for one, is pretty happy this week. Wilds is the long-time director of the Greater Vancouver Gateway Council, which represents the ports and other major transportation industries.

For many years, the council has been pestering governments for more infrastructure — specially road, bridge and rail — to move the goods that enter our ports to destinations all over North America.

It is no longer a voice in the wilderness. The provincial Liberal government has embraced trade and transportation as the core of its economic vision, the federal government has jumped on board, and Wilds is pleased.

"The Gateway program that was just announced is pretty much in line with the projects that we had identified," he said.

Our list of projects included the RAV Line, the Trans-Canada Highway, the Port Mann, south and north Fraser perimeter roads, the Pitt River Bridge, the Golden Ears Bridge. Those are all key projects in our priority list that had to be addressed for the goods-movement sector and tourism."

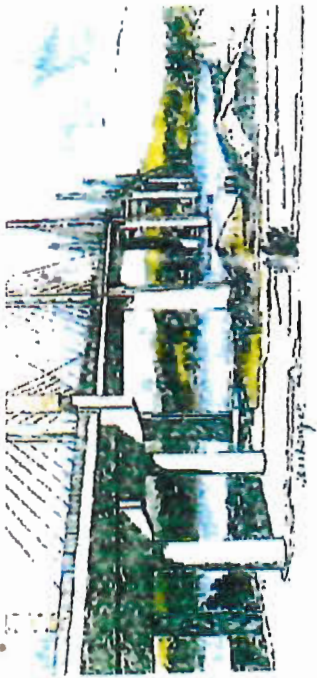
There will be demands for more. The new truck route south of the Fraser will have to connect to Richmond and its fast-growing industrial parks, and to Highway 99.

Once 99 is tied into the new truck route, there will be pressure to expand or replace another bottleneck: the Massey Tunnel. That will encourage more traffic to and from Vancouver and we'll need a bigger bridge at Oak Street or Knight Street or both.

Wilds said we may also want to tie the highway network to "short sea-shipping" terminals, so containers can be moved by barge from deep-sea terminals to points along the Fraser River, where they can be loaded on to trucks. "We've got to think of this as multi-modal," he said. "It's not all road."

Things will change in the northwest corner of Greater Vancouver too, where West Vancouver has fought a losing battle against the province's expansion of the northern portion of Highway 99, the Sea to Sky Highway to Whistler.

Former Vancouver councillor Gordon Price, now a lecturer on urban planning, notes the expanded corridor from West Van to Whistler



Golden Ears bridge

TransLink is building an \$800 million, six-lane toll bridge across the Fraser River between Maple Ridge-Pitt Meadows and Langley. The bridge will open in 2009, saving 20 to 30 minutes compared to a trip on Albion ferry — at a price approaching \$3 per crossing.



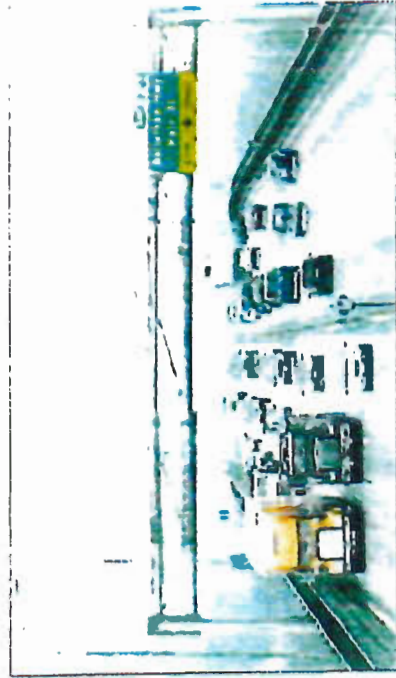
IAN LUTZMAN / VANCOUVER SUN FILES

is about to experience a tourism and development boom, generating more traffic — much more, perhaps — through West Vancouver. Much of it will head for the Lions Gate Bridge and downtown Vancouver, which means West Vancouverites will spend even more time fighting for their share of the congested road space on Taylor Way and Marine Drive.

That may have implications for the three-lane Lions Gate, which Vancouver planners have deliberately used as a traffic management tool to limit the number of vehicles entering the downtown.

Look for another third-crossing debate to break out before long.

Rail infrastructure also will need upgrading.



WARD PERKINS / VANCOUVER SUN

Second Narrows expansion

District of North Vancouver has sought \$400 million in federal infrastructure funding towards upgrades on the jam-packed Ironworkers Memorial Bridge, seeking relief for transit users. Council envisioned a bridge widening project that would facilitate installation of priority lanes for buses.

Massey Tunnel improvements

Gateway council advocates \$700 million for Highway 99 corridor at Massey Tunnel crossing of Fraser River, a major choke point. Two extra lanes under river and extension of HOV lanes from King George Highway to Westminster Highway are sought.

CN and CP announced a deal just a week ago to handle train movement through the region cooperatively, and that's one of the ways to increase the volume of containers streaming out of the ports.

But some new construction will be needed, to keep the trains rolling and to aid road traffic on either side of the tracks.

"There's additional sidings required if we are to achieve the level of throughput ... to just meet the tremendous growth to and from Asia," Wilds said.

All along the rail line from Deltaport through the Fraser Valley, there is pressure to build overpasses and underpasses. North-south road traffic stops dead when trains pass level crossings, and the trains will be longer and more frequent.

Overpass construction has begun at 204th Street in Langley and there will be others.

"We are going to participate in a comprehensive study of that entire rail line out to Deltaport from Mission," Wilds said, "that going to look at all of the level-crossing issues."

The Gateway Council now has much of what it wanted, at least on paper.

"I think there is now general agreement between ourselves, the regional transportation authority, the province and the federal government," Wilds said.

"The real question is funding, and getting the public to understand the need to have this done."

Review - News briefs July 15, 2004

Province to spend millions on seismic upgrade for the Massey Tunnel

Work will begin next month on ensuring the George Massey Tunnel doesn't collapse in the event of an earthquake.

Kenaidan Contracting has been awarded the \$22.2 million contract to improve the tunnel's safety, reinforcing the structure in order to avoid a collapse and reduce structural damage should the big one hit the West Coast. The project is expected to wrap up in March 2006.

"These improvements are designed to make the tunnel safer in the event of a major earthquake," Transportation Minister Kevin Falcon said.

The upgrading work will include the tunnel's pumping system, pipes and emergency power supply, which is designed to remove large volumes of water in the event of flooding inside the tunnel.

The scope of the work also includes Rice Mill Road Bridge, which will have its concrete surfaces repaired and cleaned, while deck joints will be retrofitted.

New lights will also be installed in the tunnel.

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NEWS RELEASE

For Immediate Release
2008TRAN0097-001880
Dec. 11, 2008

Ministry of Transportation and Infrastructure

BUS LANE WILL SPEED TRANSIT COMMUTE ALONG HIGHWAY 99

RICHMOND – Transportation and Infrastructure Minister Kevin Falcon, along with Richmond East MLA Linda Reid, officially broke ground today on the shoulder bus lane project along Highway 99 in Richmond, which will eventually carry transit commuters from White Rock to the Canada Line.

“This dedicated bus lane will move transit riders past rush-hour congestion on one of the busiest stretches of Highway 99 northbound,” said Falcon. “When we provide transit options like this that are quicker and more convenient than the single-occupant vehicle, we’ll get people out of their cars and reduce greenhouse gas emissions.”

“Transportation infrastructure projects like this bus-only lane will give commuters more reasons to take transit,” said Reid. “With this new bus lane, and the Canada Line’s estimated 100,000 riders daily, improved transit connections to and through Richmond will provide tremendous benefits to our local economy.”

The shoulder of Highway 99 northbound from Westminster Highway to Bridgeport Road, a distance of 2.8 km, will be widened to create a bus-only lane. Warning signals at on-ramps along the route will be automatically activated to provide priority for bus transit. The lane will be used by current northbound transit service, and will also be used by RapidBus BC service, once in operation, to carry commuters to the Canada Line’s Bridgeport Station.

“The new bus lane will offer superior travel time reliability for south of Fraser commuters connecting to the Canada Line and we appreciate the province’s initiative to move quickly on this project,” said Tom Prendergast, CEO of TransLink. “There’s no doubt that motorists will notice how well the bus-only lanes help our highway coaches avoid the heavy traffic line-ups and we expect this is going to entice quite a few more Vancouver-bound commuters onto transit.”

RapidBus BC is a key pillar of the Provincial Transit Plan. Commuters riding RapidBus BC will get high quality, point-to-point service with minimal stops along a number of high-profile corridors in the Lower Mainland, including Highway 99 in both directions between White Rock and Richmond.

-more-

For Metro Vancouver meetings on Friday, January 25, 2019

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

Metro Vancouver Regional District

Overview of Metro Vancouver's Methods in Projecting Regional Growth

RECEIVED

The Board received for information a report with an overview of Metro Vancouver's role and methods for monitoring and projecting regional growth, primarily for population, housing, employment and land use activity.

Metro Vancouver's projections are updated on a regular basis, as new sources of data become available and as the Census is undertaken. Keeping the projections up-to-date is critical to utility, transportation, housing and other forms of long range planning in the region. Metro Vancouver continues to work closely with member jurisdictions, other regional agencies and key stakeholders to provide and share data to build accurate and consistent population, housing and employment projections.

City of Burnaby's Regional Context Statement – 5 Year Review

APPROVED

The City of Burnaby has requested continued acceptance of its 2013 Regional Context Statement. In accordance with the provisions of the Local Government Act, each member jurisdiction's regional context statement must be reviewed at least every five years, giving the local government an opportunity to consider whether any recent municipal planning studies or changes to its OCP trigger changes to its regional context statement.

The City's 2013 Regional Context Statement remains generally consistent with the goals, strategies and actions in Metro 2040.

The Board accepted the City of Burnaby's Regional Context Statement as submitted on November 20, 2018.

2019 Budgets and the 2019-2023 Financial Plan Requests for Information

RECEIVED

This report provides responses to requests for information arising out of the Metro Vancouver Regional District Board's Special Meeting held on November 30, 2018 and reconvened and completed on December 7, 2018.

1. Process and methodology of determining population numbers and projected growth
2. Annual budgets for the previous 10 years
3. Exempt employee list and roles within Metro Vancouver

4. List of budgeted and actual costs associated with completed regional capital projects over the last four years
5. Communication materials to assist member municipalities in explaining the increase in fees and taxes in the context of capital projects, aging infrastructure, upgrades to accommodate climate change initiatives, regulatory requirements, utility system demands, and grants received from senior levels of government
6.
 - a) Optimal amortization period versus pay-as-you-go financial approach
 - b) Background on debt-service ratio scenarios and reserves
7. Details in the five-year capital plan for MVHC
8. Options for pursuing GVWD develop cost charges to offset household impact of increasing water rate
9. Information regarding the increasing volume of organics in the region versus declining number of processing facilities to handle organics
10. Information regarding a comparison of the volume of waste diverted relative to population growth
11. Information regarding potential opportunities to increase Metro Vancouver Housing Corporation revenue
12. Information regarding the total cost of developing the odour management framework and measurement of odour units
13. Information regarding the particulates and pollutant data collected at the Vancouver Portside Air Mapping location
14. Background on the Regional Prosperity Initiative
15. How costs are allocated to members in the Labour Relations Function
16. List of mandated federal and provincial capital projects, and projects that can be delayed

Amendment to the Metro Vancouver 2019 Appointment to E-Comm

APPROVED

Metro Vancouver received correspondence from E-Comm, which noted that Metro Vancouver's representative for the 2018-2019 term has resigned, leaving a vacancy to be filled. The Board appointed Bill Dingwall, Pitt Meadows, as the nominee to the E-Comm Board of Directors to complete the 2018-2019 term. Director Dingwall was previously nominated for the 2019-2020 term.

Delegations Received at Committee - January 2019**RECEIVED**

The Board received a summary of the following delegations to committees:

- Roderick Louis – Regional Planning Committee - January 11, 2019
- Roderick Louis – Finance and Intergovernment Committee – January 16, 2019

NOTICE OF MOTION**REFERRED**

Director Booth provided the following Notice of Motion on December 7, 2018 for consideration at the January 25, 2019 regular board meeting:

2019 – 2023 Financial Plan for the Aboriginal Relations Committee

Review the Aboriginal Relations 2019-2023 Financial Plan, dated September 19, 2018, regarding an increase of \$193,035 that includes a new staff position of Program Manager.

The Board referred Director Booth's motion to the Aboriginal Relations Committee for consideration.

NOTICE OF MOTION**REFERRED/
OUT OF ORDER**

Director Jackson provided the following Notice of Motion on December 7, 2018 for consideration at the January 25, 2019 regular board meeting:

2019 Budget

That the MVRD Board abandon the Regional Prosperity Initiative included in the 2019 budget.

Request staff to bring back a budget that reflects an overall increase of under 3%.

The first portion of the motion was referred to the Finance and Intergovernment Committee.

The second portion was ruled out of order by the Chair.

NOTICE OF MOTION

Director De Genova provided a Notice of Motion on January 25, 2019 for consideration at the next regular board meeting, paraphrased below:

That the MVRD Board refer to the Mayor's Committee to consider the possibility of regional initiatives to deter and prevent money laundering and the business of organized crime in local government, and furthermore, that the committee report back to the MVRD Board with a report for information, and/or any possible recommendations.

Greater Vancouver Water District

2019 GVWD Capital Projects

RECEIVED

The Board received for information a high level overview of the capital programs and projects for 2019, as approved by the Board on October 26, 2018.

Greater Vancouver Sewage and Drainage District

2017 Annual Recycling and Solid Waste Management Summary

RECEIVED

The Board received for information the annual update on the reduction, recycling and disposal of solid waste from the Metro Vancouver region for the calendar year 2017. In 2017, the waste diversion rate for the region was estimated to be 63%, up slightly from 62% in 2016. Metro Vancouver's per capita waste disposal in 2017 was 0.51 tonnes per person, up from 0.49 tonnes in 2016.

Per capita waste disposal in 2017 was 0.51 tonnes per person, up from 0.49 tonnes in 2016. Other communities both in British Columbia and around North America are seeing a flattening of reductions in per capita waste disposal. Per capita disposal in Metro Vancouver continues to be well below the national average of 0.71 tonnes per person per year.

2018 Regional Food Scraps Recycling Campaign Results

RECEIVED

The Board received for information a report with a summary of the results of the 2018 regional "Food Scraps Recycling" campaign.

The regional "Food Scraps Recycling" campaign supports the organics disposal ban and objectives established in the Integrated Solid Waste Resource Management Plan.

Overall, just over eight-in-ten (83%) residents typically use the food scraps bin or compost for one or more of the types of waste presented in the survey, an increase of six percentage points from 2017.

Fifty-eight per cent of residents who recalled the ads said they are now more likely to use the food scraps bin to dispose of food soiled paper. The remaining four-in-ten (41%) say they are about as likely.

North Shore Wastewater Treatment Plant Project Status Update

RECEIVED

The Board received for information a status update on the North Shore Wastewater Treatment Plant Project.

As identified in Metro Vancouver's Integrated Liquid Waste and Resource Management Plan, approved by the BC Ministry of Environment in May 2011, and consistent with the federally mandated

Wastewater Systems Effluent Regulations, the Lions Gate Wastewater Treatment Plant is to be upgraded to secondary treatment no later than December 31, 2020.

The 60% design for the NSWWTP has been submitted and reviewed. The 90% design is expected to be submitted early in 2019 and the final detailed design of the entire facility is scheduled to be submitted in October of 2019.

In terms of construction, Acciona, the project contractor, has so far focused on establishment of the project office, relocation of the existing storm sewer, site remediation and ground improvements. Over 3,700 stone columns were installed to densify the soil for improved seismic performance. With installation of the stone columns complete, Acciona proceeded with preloading the site. Acciona is currently moving the preload material from the initial preload area and will progressively treat the site from west to east. By releasing the preload, deep excavations and construction of the permanent facility can begin on the western portion of the site in 2019. With respect to the project timeline, Acciona is contracted to deliver the project on the timeline approved by the Board.

The approved budget for the NSWWTP project is \$777.9 million. This includes a \$30 million contingency to account for unforeseen items associated with the NSWWTP and Conveyance projects. The updated project costs have been assessed with respect to the GVS&DD Board endorsed in the five-year financial plan.

Iona Island Wastewater Treatment Plant – Project Definition Update

RECEIVED

The Board received an update on the work underway to complete the Project Definition Phase for the new Iona Island Wastewater Treatment Plant.

In May 2011, Metro Vancouver's Integrated Liquid Waste and Resource Management Plan was approved by the BC Minister of Environment. The plan requires that the Iona Island Wastewater Treatment Plant upgrade should be completed within 20 years.

The Iona Island Wastewater Treatment Plant is underway with completion of the first of eight integrated design workshops. The second workshop, held on January 21 and 22, 2019, will develop the plant design objectives hierarchy and evaluation process. Stakeholder and First Nations engagement is also underway. The first community workshop was held January 9, 2019, and other engagement activities will continue throughout 2019 and 2020.

2019 Liquid Waste Capital Projects

RECEIVED

The Board received a report about the liquid waste capital projects under its purview for 2019, as approved by the Board on October 26, 2018.

Financial information for the projects within the liquid waste capital budget are to be provided to the Committee and Board in the fall of each year as part of the annual budget and five-year financial planning process.

Delegations Received at Committee - January 2019**RECEIVED**

The Board received a summary of the following delegation to committee:

- Josh JansenVandoorn, Waste Management Association of British Columbia: Zero Waste Committee - January 10, 2019



City of
Richmond

Family & Youth Court Committee

Annual Report

2018

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2018 Membership

Heather McDonald, Chair
Lorne Brandt, Vice-Chair
Anna Chan
Kenny Chiu
Sana Ghanbari
Helen (Heng Yu) Huang
Lisa Picotte-Li
Emmett Mark
Kathleen Muir
Catherine Nelson
Judith Nixon
Timothy Osiowy
Cynthia Zhou

Council Liaison
Councillor Carol Day

Background Information

The Family and Youth Court Committee is provided for in law under the *Provincial Court Act* and the *Youth Criminal Justice Act*.

The Committee is community-based and is accountable to the Mayor and City Councillors, as well as to the Attorney-General of British Columbia. The Richmond Family and Youth Court Committee is the longest established Committee with continuous service in the Province since its establishment in 1964.

The Committee gathers information with respect to issues raised by the Court, its officers, clients and by the community. The Committee draws upon the support of the community and advocates for improvements in the justice system. Examples of presentations with relevant programs include: Youth Criminal Justice Act, Restorative Justice Program, Legal Services Society, the B.C. Law Society, Victim Assistance Program, Family Maintenance Enforcement Programs, etc.

The Richmond Family and Youth Court Committee makes submissions to the Attorney-General and other Ministers on proposed changes in legislation and administrative practices, which may have an effect on the delivery of Youth and Family Court services. The Committee may also provide information and recommendations to the Chief Justice of the Provincial Court. The Richmond Family and Youth Court Committee works as a liaison with other Family Court Committees on issues of mutual concern. We encourage Committee members to attend conferences to further their knowledge about best practices on issues facing their community and the Family and Youth justice system.

To achieve the volunteer-based Committee's mandate of "understanding and monitoring the legislation and administrative practises relating to the justice system," members of the Committee regularly attend family proceedings in Richmond Provincial Court, and attend youth proceedings in that same Court when practical to do so. As impartial observers, they view cases involving applications made under the *Family Law Act*, *Interjurisdictional Support Orders Act*, *Family Maintenance Enforcement Act*, *Child Family and Community Services Act*, and the *Youth Criminal Justice Act*.

With respect to the Committee's role in "Court Watch", the number of cases our Committee members can observe is determined by the availability of members to attend court on any specific day of the week. Thursdays are usually scheduled for proceedings in Richmond Provincial Court, Family Division.

Members' issues and concerns arising from Court watch activities are reported to the Committee as a whole at monthly meetings for follow-up action to effect improvements. These may include identified gaps in service, lack of adequate resources, or concerns regarding courtroom process. Court watch volunteers record, on Observation Sheets, objective observations about courtroom procedures, while respecting and maintaining the privacy of individuals involved in the proceedings.

Chair's Report

Membership Overview

The Committee commenced 2018 with fifteen (15) members. Due to illness and changes of residence, there were several resignations and by the end of the year, Committee membership was reduced to eleven (11) members. Most Committee members made time to regularly attend monthly Committee meetings and several were regular attendees of Richmond Provincial Court proceedings. The Committee is a “working” Committee and all members are expected to regularly attend monthly meetings and to regularly participate as Court Watch observers.

Activities in 2018

1. Report and Recommendations to Mayor & City Council; Office of the Chief Judge, Provincial Court of British Columbia; Offices of the Attorney-General and Deputy Attorney-General

Over three years spanning 2014 through to 2017, the Committee's court observation gave rise to numerous concerns about the operations of the Richmond Provincial Court, Family Division, together with more general concerns about the provincial family justice system. The Committee drafted a letter to the Honourable David Eby, Attorney General of British Columbia as well as to Mr. Richard Fyfe, Deputy Attorney General and Deputy Minister, Justice. That letter formed an Appendix to the Committee's 2017 Annual Report.

On February 26, 2018, the Committee's Chair, Heather Kulyk McDonald, presented the Committee's 2017 Annual Report to the Mayor and City Council at a public Council meeting. She reviewed the Annual Report, described the Committee's concerns about the Provincial family justice system and in particular, focused on Committee's opinion that Richmond Provincial courthouse needs upgrading or replacement and explained the Committee's view that the building is no longer appropriate as the seat of Provincial justice in Richmond.

Ms. McDonald concluded her presentation by requesting that the City strike a task force to work with provincial Government representatives towards establishing a new Courthouse in the City. Mayor Brodie responded with the suggestion that the City wait for a response to the Committee's letter from the Attorney General and deputy Attorney General.

The Committee then finalized its draft letter. In early March 2018 the Committee sent the letter to the Attorney General, deputy Attorney General and, given the concerns expressed in the letter about the Provincial court justice system, also to the Chief Judge, Provincial Court. The letter requested that representatives of the Attorney General meet with Committee representatives to discuss the concerns expressed therein.

The Office of the Attorney General responded to the Committee's letter with an invitation to a meeting scheduled in Victoria, BC on May 15, 2018.

On May 15, 2018, in Victoria, Committee Chair Heather Kulyk McDonald, Vice-Chair Lorne Brandt attended the meeting, together with the City's Senior Manager, Real Estate, Kirk Taylor. Provincial government representatives at the meeting were the Honourable David Eby, Attorney General; Mr. Richard Fyfe, the Deputy Attorney General and Deputy Minister, Justice; Ms. Linda Cavanaugh, Assistant Deputy Minister, Ministry of Justice, Court Services; and Mr. Derrick Harder, senior Ministerial assistant to Minister Eby.

The Provincial government representatives gave a respectful audience to the Committee's concerns and recommendations. They responded by explaining numerous government initiatives to improve the family justice system and Provincial Court operations, including significantly increased funding to the Legal Services Society so that more persons with family law problems may receive low-cost or no-cost legal assistance.

The City's senior manager, real estate, Kirk Taylor, noted that the lease for Richmond's Courthouse was up for renewal in the late autumn 2018. Ms. Cavanaugh advised that the Richmond Courthouse is part of an ongoing Provincial government capital asset review which includes all courthouses in the province. She noted that in addition to the Richmond Courthouse, there is another Courthouse in British Columbia that is also of concern as part of the capital asset review. Ms. Cavanaugh also indicated that problems with lack of Wi-Fi and poor signage in Richmond's Courthouse were problems that could and would be rectified in the near future.

The meeting concluded with an invitation to the Committee to include it in the Provincial government's ongoing consultation process to revise the Family Court Rules. This project includes initiatives such as encouraging more mediation to resolve family disputes, rather than litigious processes. The Committee accepted that invitation.

Mr. Harder also advised that he would provide the Committee with the contact information for other Family and Youth Court Committees in British Columbia, so that the Committee could explore working with those other groups on issues of mutual concern.

Mr. Taylor, Ms. McDonald and Mr. Brandt expressed the City's desire to cooperate and assist the Provincial government with its initiatives to improve British Columbia's justice system.

2. Speakers and Presentations at monthly Committee meetings

In 2018 the Committee benefitted from presentations by five community representatives who, at different monthly meetings, shared their expertise and knowledge in specific fields affected by the province's family and youth justice system:

March 7, 2018 Committee meeting – Haroon Bajwa, Coordinator, Richmond Restorative Justice Program, Touchstone Family Association. Mr. Bajwa described the restorative justice program as a community justice forum that is a highly successful alternative to traditional litigation as a

means of resolving criminal matters, in particular youth offences. He explained the referral criteria and the Program's excellent working relationship with the RCMP.

April 4, 2018 Committee meeting – Lisa Alexander, a family law lawyer and member of the Collaborative Divorce Team, explained the relatively new program known as “collaborative divorce” in which professionals with a variety of skills (lawyers, counsellors, psychologists) work with divorcing couples toward a peaceful resolution of divorce issues, avoiding expensive and stressful litigation. This non-adversarial approach to divorce works well where both spouses are committed to a peaceful, civil resolution to end their marriage.

May 2, 2018 Committee meeting – Salima Samnani, a family law and administrative law lawyer, spoke about jurisdictional and other issues involving Provincial Family and Youth Court. As well, she commented on the Committee's recommendations to the Attorney General in its March 2018 letter. She encouraged a vision of a provincial justice system that employed non-traditional, rather than litigious, resolutions of legal disputes involving family and youth issues.

September 5, 2018 Committee meeting – Dave MacDonald, Executive Director of Pathways Clubhouse, and Mike Tibbles, Clubhouse member, gave a presentation about Clubhouse operations. As well, they discussed the interface between persons with mental illnesses and the Provincial family and youth justice system.

November 7, 2018 – Danny Taylor, Prevention Team, Richmond Addiction Services Society, gave a presentation explaining the operations of the Society as well as the interface between persons with addictions and the Provincial family and youth justice system.

3. Efforts to Liaise with other Family Court and Youth Justice Committees in British Columbia

The office of the Attorney General provided the Committee with contact information for two other similar committees ostensibly operating in British Columbia. It is noteworthy that although every city which has a Provincial Family Court may have a Family and Youth Court committee, only two other cities in British Columbia have apparently established similar committees: the City of Vancouver and the City of Victoria.

Our Committee hoped to meet with other British Columbia committees to discuss activities and whether there might be areas of mutual concern that we could address through joint efforts. Although efforts were made, through email, telephone messages and a Canada Post letter, to contact Colwood Councillor Cynthia Day, the chair of the Victoria Family Court and Youth Justice Committee, we received no response from her or anyone else associated with the Victoria committee. The Victoria committee has a website at www.victoriafamilycourt.ca indicating that the last committee meeting was held in January 2015. The evidence indicates that although Victoria has established a committee under the relevant legislation, that committee has not been active for approximately four years.

Our Committee also made efforts to contact the chair of the Vancouver committee which is known as the Children, Youth and Families Advisory Committee. The City of Vancouver website indicates that “if requested by the Provincial Court”, its committee is also mandated as a family court committee and a youth justice committee. Gillian Guilmant-Smith, formerly acting chair and now staff liaison for the Vancouver committee, advised us that to the best of her knowledge, the Vancouver committee has not ever been asked to function as a family court committee or a youth justice committee. The scope of their committee’s operation is to advise the City of Vancouver on general issues involving children, youth and families.

The evidence is, therefore, that the City of Richmond is the only city in British Columbia which has an active family court and youth justice committee established under the Provincial Court Act and the Youth Criminal Justice Act.

Although we failed in our efforts to find and work with another British Columbia committee with a role similar to our Committee, we submit that the City of Richmond should take pride in being the first city in British Columbia to take the initiative in establishing such a committee in 1964. Further, the City of Richmond should also take pride in the fact that its Committee has continuously operated since 1964 and is, as of the date of this Report, the only active committee of its kind in British Columbia.

4. City of Richmond Diversity Symposium – November 2, 2018

Together with numerous other community groups, the Committee participated in the City of Richmond’s Diversity Symposium held on November 2, 2018 at Richmond City Hall. Committee members who registered and attended the symposium were Heather Kulyk McDonald, Judith Nixon, Helen Huang and Timothy Osiowy.

The Committee developed a very brief survey for participants to complete, to describe their experiences with the Richmond Family and Youth Court. Several people took the survey away with them to complete. Committee members staffing the information table at the symposium spoke to numerous attendees to explain the Committee’s role. The response from the attendees was positive, with most expressing an interest in learning more about the Committee’s activities and its role as a community advisory body. See photo below of Committee members who staffed the Committee’s information table:



From left to right: Helen Huang, Heather Kulyk McDonald, Judith Nixon

Past Achievements and Future Goals

The Committee is well aware that its role is an advisory one, limited to gathering information and providing advice and recommendations to the City of Richmond as well as the Attorney General's Ministry. We measure our success, therefore, in terms of doing our best to raise awareness about issues related to Provincial Court Family and Youth operations.

- (i) The May 2018 meeting with representatives from the Ministry of the Attorney General was a respectful one. The Committee's concerns were validated on many points. The Committee also learned of the following significant initiatives by the provincial government which address some of the Committee's concerns: increased funding for legal aid services, particularly for family law; increased funding to improve services to Indigenous persons in the provincial judicial system; appointment of several new provincial court judges; plans for new and improved delivery of justice, such as legal technicians and other non-lawyers who can assist with legal services; more administrative court clerks to be appointed to smooth administrative processes; transfer back from Richmond Court to Surrey Court the traffic violations with Surrey jurisdiction – this will free up Richmond Court time.
- (ii) The Committee accepted the Ministry's invitation to participate in the consultative process involved in the revision of the Family Court Rules. The status of the Family Court Rules revision Project, as of the date of this Report, is that the Ministry is currently involved in drafting suggested revisions which will be circulated to participants in the consultative process for their comments and recommendations. The Committee expects to receive a package from the Ministry sometime in the first half of 2019. The Committee will then strike a sub-committee to work on reviewing the draft amendments to the Rules, and prepare written submissions to the Ministry.
- (iii) It was evident from the May 2018 meeting with Ministry representatives that the state of the Richmond Courthouse is a live issue with the Ministry. The City of Richmond's senior real estate manager is currently working with the Ministry on Courthouse issues. Although we were expecting to hear final status by the end of 2018, the Committee now understands that this deadline has been extended while the parties work on outstanding matters – we expect to hear more by the end of June 2019.
- (iv) The Committee received a request for assistance from one of the duty counsel regularly scheduled at Richmond Courthouse. This request concerns the need for a computer, with Internet access, and a printer in the Duty Counsel office, so that duty counsel may better be able to assist litigants by giving them printed advice, and by searching law via the Internet as part of the advisory process. The Committee is working on this request and hopes that the Ministry and the Legal Services Society will work together to accommodate duty counsel's request. Until Wi-Fi is installed in Richmond Courthouse, however, Internet access will not be achieved.

- (v) The Committee intends to continue extending invitations to persons involved in community outreach programs and in the legal field, to better educate our members about family law, the provincial justice system, and issues that impact on these areas. In early 2019, we hope to have Dia Montgomery, a Vancouver family law lawyer, come to speak to us, as well as a Legal Services Society lawyer, Rhaea Bailey, who specializes in Indigenous law, including family law.
- (vi) For some years, the Committee has appointed one of its members to be a representative on the Richmond Community Services Advisory Committee. The Committee will be considering, in 2019, whether it is advisable to continue sending a representative to the Community Services Advisory Committee. Our Committee member Judith Nixon, the 2018 appointee from our Committee has provided her summary of the 2018 activities of the Community Services Advisory Committee. Although networking is valuable, a member's time may be better spent on activities such as the Family Court Rules Revision Project's consultation process.
- (vii) Court observation activities form the foundation of the Committee's activities because it is from these observations that we fulfil our mandate to develop advice and recommendations to the City, the Court and the Attorney General. Court observations will continue in 2019.
- (viii) One goal is to develop, with the City's assistance and perhaps as part of the City's website, a website page or part of the City's website page that comprehensively explains the Committee's mandate and activities. It would be helpful if a website page would give contact information, perhaps in the form of a website submission area, so that citizens could easily contact Committee representatives.

Committee's Budget for 2018

The Committee receives and is grateful to the City for its annual \$2500 budget. The Table below accounts for Committee expenditures in 2018:

Date	Type of Expense	Amount
Jan-18	Catering for Meeting (drinks and snacks)	\$53.65
Feb-18	Catering for Meeting (drinks and snacks)	\$53.65
Mar-18	Catering for Meeting (drinks and snacks)	\$53.65
Apr-18	Catering for Meeting (drinks and snacks)	\$53.65
May-18	Catering for Meeting (drinks and snacks)	\$53.65
Jun-18	Catering for Meeting (drinks and snacks)	\$53.65
Jul-18	Gift Cards/Coffee & Trip to Victoria to Meet AG	\$291.21
Sep-18	Catering for Meeting (drinks and snacks)	\$53.65
Nov-18	Gift Cards/Banner & Pamphlets for FYCC	\$250.70
Dec-18	Year End Committee Dinner & Meeting	\$502.77
	2018 Total Expenses	\$1,420.23

Conclusion

As Committee chair for the 2018 year, I would like to thank all members of the 2018 Committee for their work and commitment during the year, and also to welcome new members for the 2019 year.

The Committee thanks Mayor Malcolm Brodie, the City Councillors and our Councillor liaison Carol Day, for supporting us with a place to meet and an annual budget. We also thank all of them for listening respectfully and thoughtfully to our observations and recommendations. We thank the City staff, in particular Cecilia Achiam and Kirk Taylor who, with the support of the Mayor and Council, worked cooperatively with our Committee and the Ministry of the Attorney General to further the administration of the provincial justice system in British Columbia.

We extend a special thank you to the City Clerk's Office for their continued guidance and support to our Committee. We particularly thank Legislative Services Coordinator Sarah Goddard for her generous and valuable assistance throughout the year.

Respectfully submitted,

Heather Kulyk McDonald

Chair, 2018 Family & Youth Court Committee

Report of the Committee's representative to the Richmond Community Services Advisory Committee

The Richmond Service Advisory Committee (RCSAC) has two objectives: to educate and to share information regarding social, health and community matters.

I took on the responsibility when the initial volunteer was not able to continue. My tenure commenced in May, 2018.

Attending the RCSAC are members from thirty-one agencies, two citizen appointees, one individual member, a City of Richmond council liaison and a City staff liaison. This is very large group gathers around an extremely large collection of tables to share their committee reports.

While I was aware of the existence of the RCSAC, and somewhat aware of its purpose, I soon found that in order to benefit from the committee itself, I should have started in January, as had the other members, most of whom had been members for more than one year. All sub-committees were set and for the two meetings I attended prior to the summer break, I presented one report of our committee's work in May and in June I attended the workshop set up for the RCSAC to discuss possible changes to improve and streamline the work of said committee.

I am not aware of the changes implemented, as there is no email communication between the members or any of the staff liaison members. I take full responsibility for this failure as I assumed that the RCSAC was run in the same way as the FYCC, with an Agenda e-mailed out a week in advance of each meeting in order that the members might refresh their memory of the prior meeting and spot any errors and/or omissions.

I know quite well the representatives of two of the other committees and believe that were I able to take on this position in 2019, the results would be quite different and the Family & Youth Court Committee would benefit from a renewed relationship with the Richmond Service Advisory Committee.

Respectfully submitted,

Judith Nixon, member, Richmond Family and Youth Court Committee



Parks, Recreation and Cultural Services Committee

Date: Tuesday, January 29, 2019

Place: Anderson Room
Richmond City Hall

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

Also Present: Councillor Carol Day

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

MINUTES

It was moved and seconded

That the minutes of the meeting of the Parks, Recreation and Cultural Services Committee held on December 19, 2018, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

February 26, 2019, (tentative date) at 4:00 p.m. in the Anderson Room

COUNCILLOR HAROLD STEVES

In accordance with Section 100 of the *Community Charter*, Councillor Linda McPhail declared a conflict of interest as her husband's family owns a memorial bench, and Councillor Linda McPhail left the meeting – 4:01 p.m.

In accordance with Section 100 of the *Community Charter*, Councillor Harold Steves declared a conflict of interest as his family owns a memorial bench, and Councillor Harold Steves left the meeting – 4:01 p.m.

Councillor Chak Au assumed the role of Vice-Chair.

Parks, Recreation & Cultural Services Committee
Tuesday, January 29, 2019

1. **BENCH AND PICNIC TABLE DEDICATIONS**

(File Ref. No. 11-7200-01) (REDMS No. 6034574; 6034668; 6034889; 6092830)

Discussion took place on examining the bench and picnic table dedications policy including (i) the historical implementation and evolution of the program (ii) removing the 10-year dedication period restriction, (iii) expanding the maximum number of plaques on each picnic table and bench, and (iv) emphasising the memorial significance.

In response to questions from Committee, Paul Brar, Manager, Parks Programs, offered the following information:

- payment plans are being established for renewals for those unable to pay within the six month period;
- every attempt is made to contact donors and their families for renewals, however it is the responsibility of the donor keep their address updated;
- of the 343 for up for 10-year renewal, staff have been unable to contact 75 donors and will continue trying to reach them however, if after a six month period there has been no contact, the plaque will be removed with the space to remain vacant for one year;
- there is a waiting list primarily for park benches in popular locations such as along the Dyke Trail and Garry Point Park however there are new park spaces coming online including at Garden City Lands and the waterfront park and new park bench space will become available;
- 32 donors have advised the City that they will not be renewing; and
- staff found three different variations of the dedication forms however none speak to maintenance costs or mention the program being in perpetuity.

James Clowes spoke in opposition to the renewal fee for bench and picnic table dedications and noted that his family has two benches. Materials relating to Mr. Clowes' initial application were distributed to Committee (copy on file, City Clerk's Office). Mr. Clowes expressed further concern that he had not been contacted by the City since initially purchasing the benches and that he had not been notified of the removal of his benches due to renovations along the dyke. He further remarked that he was of the opinion that the purchase of the benches was in perpetuity.

Mr. Clowes, in response to queries from Committee, noted he was of the opinion that dedications purchased prior to the adoption of the renewal policy should be grandfathered and the dedication granted in perpetuity and any plaque removal should be put on hold until more effort is made to contact donors or their families.

Parks, Recreation & Cultural Services Committee

Tuesday, January 29, 2019

Loretta Byrnes expressed concern regarding the 10-year renewal policy, noting that her family has owned a bench at Garry Point Park for 22 years. Ms. Byrnes further commented that her family utilized the bench as a memorial place and was of the understanding that the bench dedication was to be in perpetuity. She also remarked that her family had requested a third plaque be placed on the bench however the request was denied.

Frances Lorenz, Richmond resident, spoke on her family's purchase of a bench 30 years prior, noting that has been used as a memorial site. Ms. Lorenz further commented that she was of the opinion that the bench was the family's purchased property and they have allowed public use of the bench. She further noted opposition to the 10-year renewal policy.

Bryan Caron, Richmond resident, commented that he purchased a bench with two plaques in 1999 in Minoru Park in honour of his mother, noting that he understood the purchase to be in perpetuity. Mr. Caron expressed concern regarding the financial impact of the renewal fees on families and remarked that others may not have been contacted by the City. He further stated that this program is a way for Richmond residents to memorialize family.

In response to questions from Committee, Mr. Caron expressed concern regarding the implementation of the new renewal system and was of the opinion that it was merely a new method to generate funds for the City.

Discussion further ensued regarding the option to provide maintenance funding for the program and placing a moratorium on bench dedication renewals.

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

It was moved and seconded

- (1) *That a moratorium be put on the Tree, Bench, and Picnic Table Dedication Program pending staff review of Policy 7019; and*
- (2) *That the Tree, Bench, and Picnic Table Dedication Policy 7019 be referred back to staff, and in particular to (i) review the 10-year dedication period restriction, (ii) examine increasing the maximum number of plaques allowed, and (iii) review budget options.*

The question on the motion was not called as, in response to queries from Committee, Mr. Brar remarked that of the 32 donors who indicated they will not renew, some have indicated cost as the reason and others have left Richmond and expressed interest in taking the plaque.

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

Councillor McPhail and Councillor Steves returned to the meeting – 4:57 p.m.

Councillor Steves resumed the role of Chair.

Parks, Recreation & Cultural Services Committee
Tuesday, January 29, 2019

COMMUNITY SERVICES DIVISION

2. 2019 FARM FEST AT GARDEN CITY LANDS UPDATE

(File Ref. No. 11-7200-01) (REDMS No. 6066225 v. 7; 6076849)

Discussion took place on delaying the consideration of the 2019 Farm Fest event at Garden City Lands until after the 2019 budget discussions and in response to questions from Committee, Mr. Brar advised that there would be no financial impact resulting from a delay. He further remarked that an application for non-farm use to the Agricultural Land Commission would be required and would be the only timing consideration.

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

It was moved and seconded

That consideration of the 2019 Farm Fest at Garden City Lands be deferred until after approval of the 2019 budgets.

CARRIED

3. MINORU CENTRE FOR ACTIVE LIVING PROGRAM UPDATE

(File Ref. No. 06-2052-55-08-01) (REDMS No. 5854882 v. 36)

John Woolgar, Manager, Aquatic and Arena Services, provided Committee with an update to the program for the Minoru Centre for Active Living (MCAL), highlighting the involvement of key stakeholders and delivery partners including the Minoru Senior's Society (Society), Richmond Fitness and Wellness Association, Aquatic Services Board, and Richmond Sports Council. He further commented that the Society was responsible for the programs and services within the seniors' centre, operation of the cafeteria and bistro, and providing vital outreach services to vulnerable seniors in the community.

In response to questions from Committee, Mr. Woolgar advised that regulatory signage is required by the health authority and the *Public Health Act* and that additional etiquette signage using symbols are planned in English and Chinese simplified.

It was moved and seconded

That the staff report titled "Minoru Centre for Active Living Program Update," dated January 7, 2019, from the Director, Recreation Services, be received for information.

CARRIED

4. AWARD OF CONTRACT 6318P - DELIVERY OF ADVANCED AQUATIC COURSES

(File Ref. No. 11-7143-01) (REDMS No. 6056728 v. 17)

Parks, Recreation & Cultural Services Committee
Tuesday, January 29, 2019

It was moved and seconded

- (1) *That staff be authorized to award a contract with LIT First Aid and Lifeguard Training for the delivery of advanced lifeguarding, lifesaving and first aid instructional and recertification courses, as outlined in the staff report titled "Award of Contract 6318P – Delivery of Advanced Lifeguarding, Lifesaving and First Aid Instructional and Recertification Courses (Advanced Aquatic Courses)" dated January 10, 2019 from the Director, Recreation Services;*
- (2) *That the Chief Administrative Officer and the General Manager, Community Services be authorized to execute, on behalf of the City, an agreement for the delivery of advanced lifeguarding, lifesaving and first aid instructional and recertification courses, as outlined in the staff report, with LIT First Aid and Lifeguard Training; and*
- (3) *That staff be authorized to extend the current contract with LIT First Aid and Lifeguard Training for up to an additional six-month period to provide continuity of services until a new contract is executed.*

CARRIED

5. AWARD OF CONTRACT 6333Q - SUPPLY AND DELIVERY OF POOL CHEMICALS

(File Ref. No. 11-7140-20-MCAL1) (REDMS No. 6024861 v. 21)

It was moved and seconded

- (1) *That staff be authorized to award a contract to Brenntag, ClearTech and DB Perks & Associates, for the supply and delivery of pool chemicals, as outlined in the staff report titled "Award of Contract 6333Q – Supply and Delivery of Pool Chemicals" dated January 8, 2019 from the Director, Recreation Services; and*
- (2) *That the Chief Administrative Officer and the General Manager, Community Services be authorized to execute, on behalf of the City, an agreement for the delivery of pool chemicals, as outlined in the staff report, with Brenntag, ClearTech and DB Perks & Associates.*

CARRIED

6. BLUE DOT CAMPAIGN

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

Materials relating to the Blue Dot Campaign were distributed on table (attached to and forming part of these minutes as Schedule 1) as well as a copy of the Blue Dot Municipal Toolkit (copy on file, City Clerk's Office.)

Parks, Recreation & Cultural Services Committee

Tuesday, January 29, 2019

Discussion then took place on the potential of staff to prepare an updated report on the status of the environment and climate change to meet the five-year reporting requirement of the Blue Dot Campaign, including an opportunity to consult with the Advisory Committee on the Environment and residents.

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

It was moved and seconded

That staff report back by fall of 2019 with a State of the Environment report, encompassing all the City's environmental sustainability initiatives including a review on the City's objectives, targets, timelines, and actions.

CARRIED

7. **MANAGER'S REPORT**

None.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:11 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, January 29, 2019.

Councillor Harold Steves
Chair

Amanda Welby
Legislative Services Coordinator

Councillor Chak Au
Vice-Chair (Item 1 Exclusively)

BLUE DOT

passed October 14, 2014

Model Municipal Declaration The Right To A Healthy Environment

Whereas the Municipality of Richmond understands that people are part of the environment, and that a healthy environment is inextricably linked to the well-being of our community;

The Municipality of Richmond finds and declares that:

1. All people have the right to live in a healthy environment, including:

The right to breathe clean air

The right to drink clean water.

The right to consume safe food.

The right to access nature

The right to know about pollutants and contaminants released into the local environment.

The right to participate in decision-making that will affect the environment

2. The Municipality of Richmond has the responsibility, within its jurisdiction, to respect, protect, fulfill and promote these rights.
3. The Municipality of Richmond shall apply the precautionary principle: where threats of serious or irreversible damage to human health or the environment exist, the MUNICIPALITY shall take cost effective measures to prevent the degradation of the environment and protect the health of its citizens. Lack of full scientific certainty shall not be viewed as sufficient reason for the MUNICIPALITY to postpone such measures
4. The Municipality of Richmond shall apply full cost accounting: when evaluating reasonably foreseeable costs of proposed actions and alternatives, the MUNICIPALITY will consider costs to human health and the environment.
5. By Dec 31st, 2015, the Municipality of Richmond shall specify objectives, targets and timelines and actions the Municipality of Richmond will take, within its jurisdiction, to fulfill residents' right to a healthy environment, including priority actions to:
 - a. Ensure equitable distribution of environmental benefits and burdens within the municipality, preventing the development of pollution "hot spots";
 - b. Ensure infrastructure and development projects protect the environment, including air quality;

- c. Address climate change by reducing greenhouse gas emissions and implementing adaptation measures;
- d. Responsibly increase density;
- e. Prioritize walking, cycling and public transit as preferred modes of transportation;
- f. Ensure adequate infrastructure for the provision of safe and accessible drinking water;
- g. Promote the availability of safe foods;
- h. Reduce solid waste and promote recycling and composting;
- i. Establish and maintain accessible green spaces in all residential neighbourhoods.

The Municipality of Richmond shall review the objectives, targets, timelines and actions every five (5) years, and evaluate progress towards fulfilling this declaration.

The Municipality of Richmond shall consult with residents as part of this process.



General Purposes Committee

Date: Monday, February 4, 2019

Place: Anderson Room
Richmond City Hall

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

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

AGENDA ADDITION

It was moved and seconded

That Chinese Canadian Museum be added to the Agenda as Item No. 6.

CARRIED

MINUTES

It was moved and seconded

That the minutes of the meeting of the General Purposes Committee held on January 21, 2019, be adopted as circulated.

CARRIED

General Purposes Committee
Monday, February 4, 2019

COUNCILLOR MICHAEL WOLFE

1. CLIMATE EMERGENCY

(File Ref. No.)

Councillor Wolfe provided background information and spoke on the need to declare a climate emergency.

It was moved and seconded

That the City of Richmond declare a climate emergency as climate change is a serious and urgent threat.

As staff review our commitment to the Blue Dot initiative, that, a report be prepared within six months with respect to our municipal climate action plan so that it will be updated with strategies and actions with respect to the climate emergency as outlined by the U.N. Intergovernmental Panel on Climate Change in their October 2018 report. Richmond City Council will take leadership as our municipality faces immediate threats from sea level rise and coastal weather extremes. Food insecurity, low elevation geography, proximity to earthquake faults, and reliance on energy demanding pump-stations, are a few notable vulnerabilities. It is time to go beyond acknowledgement.

Direction to staff will include:

- (1) accelerated emissions targets to shorten our timeline of reducing greenhouse gas emissions.*
- (2) recommendations to achieve a whole city that is net zero carbon emissions, net zero waste, food self-sufficient and a rapid transition to an energy self-sufficient future.*
- (3) collaboration with the cities of Vancouver, Halifax, London, and Los Angeles, who have recently passed similar declarations of climate emergency.*

It was moved and seconded

That the motion on Climate Emergency be referred to staff.

Councillor Steves reviewed and distributed materials titled “Richmond State of the Environment Report” (attached to and forming part of these Minutes as Schedule 1), and referenced a referral motion made at the January 29, 2019 Parks, Recreation and Cultural Services Committee, noting that it be coordinated with the Climate Emergency referral.

General Purposes Committee

Monday, February 4, 2019

Discussion took place on the difference between the referral motion made at the Parks, Recreation and Cultural Services Committee and the need to consider the Climate Emergency declaration separately.

There was agreement to revise the scope of the referral motion to include only the portion starting at “As staff review our commitment to the Blue Dot initiative...” as follows:

That the following be referred to staff:

As staff review our commitment to the Blue Dot initiative, that, a report be prepared within six months with respect to our municipal climate action plan so that it will be updated with strategies and actions with respect to the climate emergency as outlined by the U.N. Intergovernmental Panel on Climate Change in their October 2018 report. Richmond City Council will take leadership as our municipality faces immediate threats from sea level rise and coastal weather extremes. Food insecurity, low elevation geography, proximity to earthquake faults, and reliance on energy demanding pump-stations, are a few notable vulnerabilities. It is time to go beyond acknowledgement.

Direction to staff will include:

- (1) accelerated emissions targets to shorten our timeline of reducing greenhouse gas emissions.*
- (2) recommendations to achieve a whole city that is net zero carbon emissions, net zero waste, food self-sufficient and a rapid transition to an energy self-sufficient future.*
- (3) collaboration with the cities of Vancouver, Halifax, London, and Los Angeles, who have recently passed similar declarations of climate emergency.*

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

Discussion further took place on the motion to declare a climate emergency and it was noted that additional information and time is needed to make an informed decision – one which is robust and not simply symbolic in nature.

The Chair remarked that Richmond has a long history of leading on all facets of sustainability, climate action, environmental protection and so forth, referencing a staff memorandum titled “City of Richmond’s Action on Climate Change” dated January 31, 2019 (copy on file, City Clerk’s Office).

The question, which now reads,

That the City of Richmond declare a climate emergency as climate change is a serious and urgent threat.

was then called and it was **CARRIED** with Cllrs. Au and Loo opposed.

General Purposes Committee
Monday, February 4, 2019

Discussion took place on the timeline of reporting back and the Chair directed staff to provide a status update in six weeks.

COUNCILLOR CAROL DAY

2. **AGENDA PRODUCTION**

(File Ref. No.)

It was moved and seconded

That staff be requested to review the current agenda production process and report back with options for earlier distribution of agenda packages.

CARRIED

COMMUNITY SERVICES DIVISION

3. **MINORU PARK VISION PLAN UPDATE**

(File Ref. No. 06-2345-20-MINO1) (REDMS No. 5785945 v. 18)

With the aid of a PowerPoint presentation (copy on file, City Clerk's Office), Jamie Esko, Manager, Parks Planning, Design and Construction and Miriam Plishka, Park Planner, provided an update to the Minoru Park Vision Plan.

Councillor Steves distributed material regarding the Minoru Park Plan and City Hall precinct (attached to and forming part of these Minutes as Schedule 2). He commented on past planning studies for the area, referring to potential locations for new tall buildings, mixed-use development combining residential and commercial uses, seniors housing, a museum, art gallery and other recreational facilities. Councillor Steves then remarked that, prior to any decisions on the citation of buildings around Minoru Park, the area comprised of the Minoru Aquatic Centre, the Minoru Place Activity Centre, the Brighthouse Library, the former RCMP building, the City Hall parking lot and School District Office should be examined in its entirety as a City Precinct study area.

Discussion took place and the following comments from Committee were noted:

- health and environmental concerns related to the Minoru Lakes have not been adequately addressed;
- cyclists and pedestrians cannot share pathways and therefore cycling through Minoru Park cannot be supported;
- alternate sites, such as the Garden City Lands, for the relocation of the cricket pitch should be examined;

General Purposes Committee

Monday, February 4, 2019

- the Gateway Theatre's parking should be noted as an alternate parking site for park users considering peak park use is in the daytime and not in the evening when the Theatre has shows;
- it is premature to consider the Minoru Park Vision Plan as a whole when there are unanswered questions such as the relocation of the cricket pitch, the use of the Minoru Aquatic Centre and so forth;
- the level of density adjacent to the Park necessitates that cycling be permitted throughout the Park, particularly for children;
- any additional buildings on the park grounds would take away from the essence of the Park and its open space;
- the Garden City Lands is agricultural land and not parkland; and
- Minoru Park should remain a park and additional buildings should not be considered; instead, in keeping with the City Centre Area Plan, sites identified in north Richmond should be further examined for cultural activities.

In reply to queries from Committee, staff advised that (i) active bike use throughout the entirety of a park is currently not permitted in any other City park, (ii) the fountain currently located at the Library / Cultural Centre's plaza is proposed to be removed to improve the functionality of the plaza, (iii) signage and thoughtful design are some ways to manage the movement of cyclists, and (iv) cycling groups were not consulted as part of staff's review.

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

It was moved and seconded

That the Minoru Park Vision Plan, as detailed in the staff report titled "Minoru Park Vision Plan Update," dated January 14, 2019, from the Director, Parks Services, be referred back to staff.

The question on the referral motion was not called as staff was directed to consider Committee's comments with regard to the Minoru Park Vision Plan under advisement. Also, it was noted that many of the existing buildings in the Minoru Park precinct have large footprints and perhaps their relocation could be examined in an effort to increase green space.

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

General Purposes Committee
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ENGINEERING AND PUBLIC WORKS DIVISION

4. VIABILITY OF REPURPOSING MINORU AQUATIC CENTRE – LOW COST OPTIONS

(File Ref. No. 06-2052-55-02-01) (REDMS No. 6119659)

Correspondence related to the repurposing of the Minoru Aquatic Centre was distributed on table (copy on file, City Clerk's Office).

In reply to queries from Committee, Jim Young, Senior Manager, Capital Buildings Project Development, and Elizabeth Ayers, Director, Recreation and Sport Services, advised that (i) at the time of writing the staff report, staff had not received cost related information on the potential conversion of the Minoru Aquatic Centre, (ii) should the conversion be approved, the project would go through to the City's procurement process, and (iii) costs have been estimated utilizing quantity surveyors.

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

It was moved and seconded

- (1) That the Minoru Aquatics Centre Demolition (\$3,392,000) be removed from the proposed 2019 Capital Budget;**
- (2) That the Minoru Aquatics Centre not be demolished; and**
- (3) That Option 1 – Infill Only (allows for only very limited programming use) as per the staff report titled "Viability of Repurposing Minoru Aquatic Centre – Low Cost Options" dated February 1, 2019 from the Senior Manager, Capital Buildings Project Development be referred to staff for consideration and various groups be invited to make submissions on how to possibly use the Minoru Aquatics Centre.**

The question on the motion was not called as in reply to queries from Committee, Mr. Young advised that if the pool were to be infilled, a geotechnical or structural specialist would be retained. He commented on the cost of mould and asbestos abatement, and stated that asbestos poses health risks when disturbed; therefore, if the building were to be converted, features of the building like accessibility would be examined; for instance, if a new ramp were required, mould and asbestos abatement would be required in the areas disturbed by the construction of the new ramp.

Discussion ensued on the potential to repurpose the Minoru Aquatics Centre and Ms. Ayers advised that a call to various community groups could be placed in an effort to solicit proposals for the use of space; however, she stated that a converted space would not be conducive to vigorous activities like dance; instead, the converted space would be best suited for passive activities.

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

COMMUNITY SAFETY DIVISION

5. **HEALTH CANADA QUESTIONNAIRE ON CANNABIS EDIBLES, EXTRACTS AND TOPICALS**

(File Ref. No. 09-500-01) (REDMS No. 6105948 v. 4)

It was moved and seconded

That the responses summarized in the staff report titled "Health Canada Questionnaire on Cannabis Edibles, Extracts and Topicals", dated January 22, 2019, from the General Manager, Community Safety be approved for submission to Health Canada.

CARRIED

6. **CHINESE CANADIAN MUSEUM**

(File Ref. No.)

Councillor McPhail distributed a flyer titled "Preserving Chinese Canadian Cultural Heritage in B.C." (attached to and forming part of these Minutes as Schedule 3). She provided background information, noting that the Province of British Columbia and the City of Vancouver are working together to have Vancouver's Chinatown designated a United Nations Education, Scientific and Cultural Organization (UNESCO) World Heritage site.

Councillor McPhail then remarked that the preliminary vision includes a hub in Vancouver's Chinatown and spokes across B.C.; ideally Richmond could be one of those spokes.

As a results, the following **referral motion** was introduced:

It was moved and seconded

That staff analyze and report back on opportunities to work with the Province regarding the Chinese Canadian Museum.

CARRIED

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:39 p.m.).

CARRIED

General Purposes Committee
Monday, February 4, 2019

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, February 4, 2019.

Mayor Malcolm D. Brodie
Chair

Hanieh Berg
Legislative Services Coordinator

TO: Mayor and Councillors

FROM: Councillor Harold Steves

Date: Feb. 4, 2019-02-04

RE: Richmond State Of The Environment Report

At Parks Committee, Jan. 26, 2019 a referral was approved to prepare a "State Of The Environment Report" to meet the five year requirement of the Blue Dot programme which was adopted at Parks committee Sept. 24, 2014. And adopted by council Oct. 14, 2014 (1)

The first State of the Environment Report was prepared by the Advisory Committee on the Environment (ACE) and the City in 1998 (2) It was to be updated every five years.

The 2005 State of the Environment Report added climate change and Richmond's greenhouse gas emissions and recommended a programme to measure them (3)

In 2014 the State Of The Environment Report was called the "Sustainability Progress Report" and the main emphasis was on Richmond's "Climate and Energy Action" to compensate for human-caused greenhouse gas emissions (4) At the same time additional reports were prepared on Richmond's Ecological Network Strategy (2015), district energy, and many other issues. Dyking and sea berm plans to compensate for sea level rise were completed with the assistance of Dutch scientists.

RECOMMENDED:

That copies of various reports on the environment and climate change over the past few years be provided to council and Councillor Wolfes recommendations be adopted as amendments to the referral already approved by Parks Committee.

BLUE DOT

(1)

passed October 14, 2014

Model Municipal Declaration The Right To A Healthy Environment

Whereas the Municipality of Richmond understands that people are part of the environment, and that a healthy environment is inextricably linked to the well-being of our community;

The Municipality of Richmond finds and declares that:

1. All people have the right to live in a healthy environment, including:

The right to breathe clean air

The right to drink clean water.

The right to consume safe food.

The right to access nature

The right to know about pollutants and contaminants released into the local environment.

The right to participate in decision-making that will affect the environment

2. The Municipality of Richmond has the responsibility, within its jurisdiction, to respect, protect, fulfill and promote these rights.
3. The Municipality of Richmond shall apply the precautionary principle: where threats of serious or irreversible damage to human health or the environment exist, the MUNICIPALITY shall take cost effective measures to prevent the degradation of the environment and protect the health of its citizens. Lack of full scientific certainty shall not be viewed as sufficient reason for the MUNICIPALITY to postpone such measures
4. The Municipality of Richmond shall apply full cost accounting: when evaluating reasonably foreseeable costs of proposed actions and alternatives, the MUNICIPALITY will consider costs to human health and the environment.
5. By Dec 31st, 2015, the Municipality of Richmond shall specify objectives, targets and timelines and actions the Municipality of Richmond will take, within its jurisdiction, to fulfill residents' right to a healthy environment, including priority actions to:
 - a. Ensure equitable distribution of environmental benefits and burdens within the municipality, preventing the development of pollution "hot spots";
 - b. Ensure infrastructure and development projects protect the environment, including air quality;

- c. Address climate change by reducing greenhouse gas emissions and implementing adaptation measures;
- d. Responsibly increase density;
- e. Prioritize walking, cycling and public transit as preferred modes of transportation;
- f. Ensure adequate infrastructure for the provision of safe and accessible drinking water;
- g. Promote the availability of safe foods;
- h. Reduce solid waste and promote recycling and composting;
- i. Establish and maintain accessible green spaces in all residential neighbourhoods.

The Municipality of Richmond shall review the objectives, targets, timelines and actions every five (5) years, and evaluate progress towards fulfilling this declaration.

The Municipality of Richmond shall consult with residents as part of this process.

Introduction and Overview

This section covers three issues:

- Why a State of the Environment Report was written;
- How the report was written; and
- A summary of what we found.

1. Why the Report Was Written

Richmond has an attractive natural setting, surrounded by the sea, the Fraser River, and mountains. It includes some of Canada's most productive farmland and habitat for millions of migrating birds. Richmond also offers a high calibre of amenities for its human residents, including a quality network of parks and trails. Yet as more people settle in the Lower Mainland, our resources and quality of life could come under pressure—if we fail to change our consumption patterns. We need solutions to reduce this pressure and protect the things we value. *A State of the Environment Report can help us develop these solutions.*

Richmond City Council and the Advisory Committee on the Environment recognize the value of State of the Environment (SOE)

reporting in monitoring Richmond's environmental health. They have provided the resources and time required to create this report. But this report is just the beginning—it forms part of a broader environmental management system that will be developed over time.

As more people settle in the Lower Mainland, our resources and quality of life could come under pressure — if we fail to change our consumption patterns.

How the Report Fits Into the Environmental Management System

The first step in developing this system involves *clarifying our general priorities* for protecting those resources and reducing pressure on them. The second step is to *quantify the status of those resources and pressure points / stressors*. Both steps one and two were completed in creating this report (see Section 2 of this introduction for further detail).

The third step is to *set targets*, or describe an ideal scenario for our environment. The State of the

Environment Report prepares us for Step #3 by pointing out any targets we are already using, along with targets used in other cities. But more work is required to create a complete set of meaningful, achievable targets for Richmond. The fourth step involves *developing actions* to get us there. Some actions which will help us improve environmental management are already underway;

but once targets have been confirmed, new actions may be required to help us achieve them. The fifth step involves *monitoring the effectiveness of those actions*. If monitoring tells us the actions are working, we should continue them. But if the actions don't work, we can adjust them and then test them with further monitoring.

RRC-5: Greenhouse Gas Emissions

Why is this Indicator Important?

Greenhouse gas (GHG) emissions can accelerate the natural 'greenhouse effect' (which keeps heat in the earth's atmosphere) and result in global climate change. Global climate change is expected to have serious impacts on our weather, meteorological and ecological support systems. Potential impacts of climate change include:

- sea level rise and increased flooding risk;
 - more extreme weather events like storms, floods, and droughts;
 - diminished water supplies;
 - diminished fishery resources as a result of warmer oceans and rivers; and,
 - diminished forestry resources as a result of increased incident of fire, insect outbreaks and disease.
- ~ The major sources of greenhouse gases are from combustion of fossil fuels such as oil, natural gas or coal, and from the decomposition of organic wastes in landfills. Within Richmond, the primary GHG sources are the burning of natural gas and petroleum.

What is Being Measured?

No indicator was measured for this report as there is currently no reportable data available for Richmond. As Richmond develops its emissions baseline and forecast, there will be information with which to track GHG emissions in future years.

What is Being Done?

- Canada has committed in the Kyoto Protocol (which came into effect in 2004) to reduce total greenhouse gas emissions to 6% less than 1990 levels by 2012. The federal government has been developing actions and program funding to help industries, communities and individuals reduce their emissions.
- Municipalities have an important role to play as much of the GHG emissions are related to vehicles and housing - which can be influenced by municipal actions. In 2001, the City of Richmond joined the Federation of Canadian Municipalities' Partners for Climate Protection Program. This program is a five milestone framework to define an emissions baseline, establish a forecast of future emissions, define a reduction target, and develop community plans to manage these emissions. Richmond is working to define a baseline emissions inventory and the information from this will be used to help create a forecast and reduction targets.

Summary

Status:

There is currently no complete indicator data of greenhouse gas (GHG) emissions for Richmond. The City is working to develop its GHG emissions baseline as part of the Partners for Climate Protection program.

Trend:

No trend data on GHG emissions in Richmond is currently available, but the growth in the population and associated increases in vehicle traffic, housing and commercial activities have likely resulted in increased total GHG emissions over the past several decades.

Outlook:

Unknown.

CITY TARGETS

Reduce community GHG emissions
33% below 2007 levels by
2020, and 80% by 2050.
Reduce community energy use
10% by 2020 below 2007 levels.

KEY DOCUMENTS:

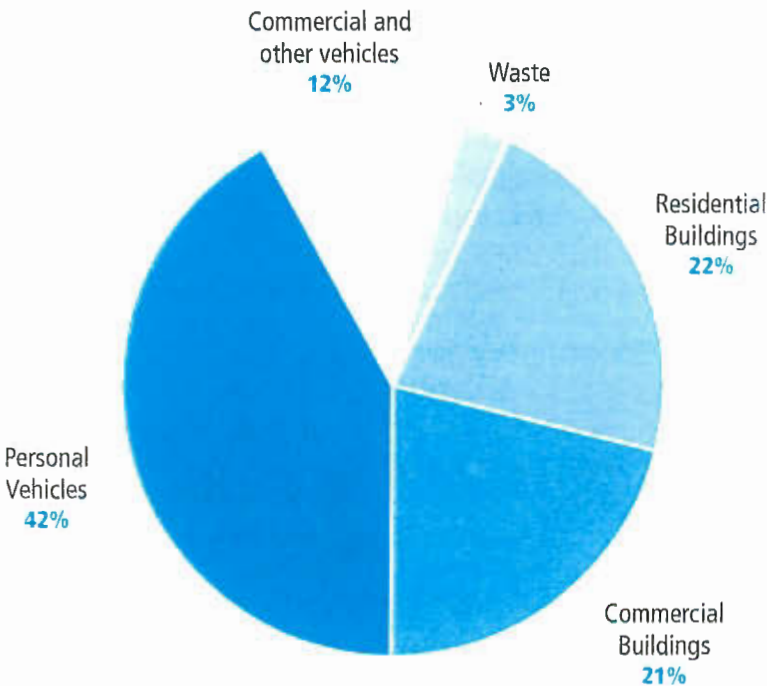
- 2041 Official Community Plan
- Community Energy & Emissions Plan
- Flood Protection Management Strategy

Climate & Energy Action

Human-caused greenhouse gas (GHG) emissions are changing our climate. Communities around the world are acting to reduce the impact of climate change while anticipating and adapting to a changing climate.

Richmond's 2041 Official Community Plan commits the City to aggressive GHG and energy reduction targets. Encouragingly, the energy actions the City is taking to address climate change will also improve Richmond's quality of life – moving away from fossil fuels to low carbon alternative sources of energy will make the air we breathe cleaner and our streets quieter and more pleasant. Designing walkable, bike and transit friendly neighbourhoods will support healthier lifestyles, and great neighbourhoods with convenient access to amenities. Improving our buildings' energy use can provide healthier indoor spaces and lowering households' and businesses' energy costs. Climate action is a team effort, creating a range of new opportunities for Richmond enterprises.

Richmond 2010 Community Emissions



ACHIEVEMENTS

2008	2012
City signs Climate Action Charter committing to carbon neutrality in corporate operations	Launch of Alexandria District Energy
2008–2031 Flood Protection Management Strategy	Energy and emissions targets adopted in OCP

TO: Mayor and Councillors

FROM: Councillor Harold Steves

Date: Feb. 4, 2019-02-04

Minoru Park Plan AND City Hall Precinct. With such short notice I haven't been able to find previous studies. However, until recently a Museum was a priority for the site and an Art Gallery after that.

Years ago we had an architectural study done that combined the cultural centre/library, seniors centre, pool, museum, art gallery, etc on the west side of Minoru Boulevard with the City Hall and School Board on the east side as one City Hall precinct.

On the east side there were supposed to be new tall buildings on the former RCMP building site and the City Hall parking lot with residential or office uses in the upper floors. In a later proposal towers were suggested for the west side for seniors housing with the museum, art gallery and other recreational facilities on the lower floors.

On the east side, city use of the former RCMP building (condemned by the RCMP) was supposed to be short term use. On the west side, some councillors and public were opposed to residential use on city property so nothing happened. One of the most important reasons for keeping the pool is to keep the pool and former seniors centre available for future development similar to keeping the former RCMP building for the same reason.

The Elmbridge building rented to the province is also a holding property and if I remember right we spent \$5 million upgrading it in 1996 (\$25 million now)

Metro Vancouver has shown the way with their Metrotown office tower.

I suggest referring back to staff the area comprised of the pool, former seniors centre, library, former RCMP building and City Hall parking lot, a City Precinct study area, with a full architectural study by a consultant. It could also include the school board building.

TO: Mayor and Council

FROM: Councillor Harold Steves

Richmond Museum Requirements;

DATE: Jan. 19. 2005

In the long term list of priorities a museum was to be constructed after the Gateway Theatre. The museum has been a priority in Richmond longer than the field house proposed for the Olympic Oval, new fire halls or a new police station.

1989 report

After other sports and recreational facilities and the Gateway Theatre had been constructed Richmond Council approved the construction an 8,000 sq. ft. Richmond Museum in the new Cultural Centre at a cost of \$2 million. Construction of the museum was postponed when the \$12 million Arts Centre went \$2 million over budget. That was 15 years ago.

1991 report

In 1991 city staff implored that there was an "urgent need for 5,700 sq. ft. of space". Important artifacts were being turned down, some artifacts transferred to other museums, and some artifacts were outdoors under plastic tarps at Works Yard.

1992 report

In 1992 staff reiterated the need stating that an 8,000 sq. ft. resource centre was required in addition to the 1800 sq. ft. provided at the Art Centre.

"Staff are not acquiring or seeking acquisitions as there is no space." There remains significant gaps in the collection of Richmond's history as staff have not had the time nor the space to secure the required artefacts." The collection gaps include ... textiles...agriculture...food processing...furniture....transportation...industrial objects, etc.

The "resource centre" would be the "hub of activity for museum services", volunteer training, meeting space, exhibit space and "open" storage open for viewing, exhibit preparation, etc.

2005

In 2005 the need is far greater than it was in 1989 and the area needed is much greater than 8,000 sq. ft.. Staffing has been restructured to better curate the collection and preserve the artifacts. Donations have increased and there are substantial fishing industry artifacts from BC Packers. Presently the Richmond Museum is in storage with little opportunity for the public to ever see items in the collection on display, even once, over the next 25 years.



City of Richmond

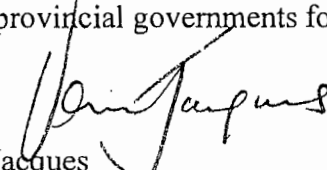
Report to Committee

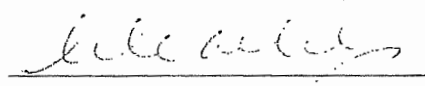
To: Parks, Recreation & Cultural Services Committee **Date:** February 10, 2009
From: Vern Jacques
Acting Director, Recreation & Cultural Services **File:** 06-2055-20-INBOX/Vol 01
Re: **Richmond Museum Feasibility Study**

Staff Recommendation

That:

1. The Draft Richmond Museum Feasibility Study (included as **Attachment 1** in the report dated February 10 2009, from Acting Director, Recreation & Cultural Services) be endorsed.
2. The Funding Framework (as included in the report dated February 10 2009, from Acting Director, Recreation & Cultural Services), be endorsed.
3. Funding for a Museum Development Plan be considered within the 2010 Capital Budget program.
4. A submission be included in the 5-year Capital Budget program for a new destination Richmond Museum, with the provision that external funding be required prior to consideration for approval.
5. An advocacy strategy be developed for federal and provincial capital and operational funding for a new destination museum.
6. Staff support the Richmond Museum Society capital fundraising campaign for a new destination museum.
7. Upon endorsement, this report be forwarded to the appropriate ministries of the federal and provincial governments for information.


Vern Jacques
Acting Director, Recreation and Cultural Services
(604-247-4930)

FOR ORIGINATING DEPARTMENT USE ONLY					
ROUTED TO:		CONCURRENCE		CONCURRENCE OF GENERAL MANAGER	
Budgets		Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>		
Facility Management		Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>		
CPMG		Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>		
REVIEWED BY TAG		YES	NO	REVIEWED BY CAO	
		<input checked="" type="checkbox"/> <i>JK</i>	<input type="checkbox"/>	YES <input checked="" type="checkbox"/> <i>Adony</i> NO <input type="checkbox"/>	

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From: Councillor Linda McPhail

RE: Chinese Canadian Museum

Referral to Staff

Analyze and report back on the opportunities to work with the Province

Preserving Chinese Canadian Cultural Heritage in B.C.

Share your ideas on the design and creation of British Columbia's first

Chinese Canadian Museum

The Ministry of Tourism, Arts and Culture invites you to share your ideas, stories and experiences about Chinese history and culture, both past and present, in B.C. to help us in the design, creation and content that will be the foundation of this museum experience.

Join the online discussion or attend a community meeting

engage.gov.bc.ca/chinesecanadianmuseum

Feedback will be summarized and used as input into establishing a Chinese Canadian Museum.

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BRITISH
COLUMBIA



Finance Committee

Date: Monday, February 4, 2019

Place: Anderson Room
Richmond City Hall

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

Call to Order: The Chair called the meeting to order at 5:40 p.m.

MINUTES

1. It was moved and seconded
That the minutes of the meeting of the Finance Committee held on January 14, 2019, be adopted as circulated.

CARRIED

FINANCE AND CORPORATE SERVICES DIVISION

2. **ADDITIONAL INFORMATION ON THE 2019 CAPITAL BUDGET**
(File Ref. No. 03-0970-01) (REDMS No. 6094831 v. 2)

Andrew Nazareth, General Manager, Finance and Corporate Services, accompanied by Jerry Chong, Director, Finance, advised that with the removal of the Minoru Aquatic Centre Demolition – Submission ID 6245, the proposed 2019 Capital budget is \$113,132,202.

Finance Committee
Monday, February 4, 2019

It was moved and seconded

- (1) *That the staff report titled "Additional Information on the 2019 Capital Budget" from the Director, Finance dated January 28, 2019 be received for information;*
- (2) *That the 2019 Capital Budget as presented in Appendix 3 of the staff report titled "2019 Capital Budget" from the Director, Finance dated January 11, 2019 totaling \$113,132,202 be approved and staff authorized to commence the 2019 Capital Projects; and*
- (3) *That the 2019 Capital Budget totaling \$113,132,202 and the 2020-2023 Capital Projects be included in the Consolidated 5 Year Financial Plan (2019-2023).*

Councillor Greene distributed material regarding the proposed 2019 Capital budget (attached to and forming part of these Minutes as Schedule 1).

The question on the motion was not called as discussion took place on the necessity of various Capital budget submissions and as a result, the following **amendment motions** were introduced:

It was moved and seconded

That the Terra Nova Rural Park Viewpoint Seating Area (Submission ID 6371) be removed.

The question on the amendment motion was not called as discussion took place and the following Committee comments were noted:

- the proposed seating does not complement the rustic character of the Park;
- the proposed seating would be funded through Parks Development Cost Charges;
- there have been requests from the public for seating at the Park;
- the mound at the Park is a result of excavation to create a slough for spawning salmon; should this no longer be feasible, the dirt from the mound should be returned;
- any proposal in relation to the mound should be delayed until after staff report back in late spring / early summer on the status of the slough; and
- appropriate seating for all park users, including those with limited mobility, is important.

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

Finance Committee
Monday, February 4, 2019

It was moved and seconded

That the concession area renovation, in the amount of \$102,000, from the Gateway Theatre Infrastructure Replacements Phase 2 (Submission ID 6366) be removed.

The question on the amendment motion was not called as in reply to queries from Committee, Serena Lusk, General Manager, Community Services, advised that in consultation with the Gateway Theatre's Board of Directors, the proposed renovation is intended to increase accessibility and provide a service level to patrons that is equivalent to that of other theatres.

John Watson, Chair, Gateway Theatre Board of Directors, stated that the proposed renovation would allow for the Level 2 concession to be as functional as the Level 1 concession; therefore, patrons seated on Level 2 would no longer have to travel down to Level 1 for their concession needs.

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

It was moved and seconded

That the Minoru Arena Systems Renewals (Submission ID 5518) be capped at \$2.5 million.

The question on the amendment motion was not called as discussion took place on various items that would be removed from the submission in order to scale down the scope of work; it was noted that interior upgrades could be examined as renovations as would likely be more cost effective than replacements.

In reply to queries from Committee, Robert Gonzalez, General Manager, Engineering and Public Works, and Jim Young, Senior Manager, Capital Buildings Project Development, advised that safety matters are of utmost priority however staff also examine other works that may be due soon or are past due in an effort to maximize cost efficiencies and to reduce any potential program disruptions. Also, it was noted that the proposed works would significantly improve the life of the Minoru Arenas.

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

Finance Committee
Monday, February 4, 2019

It was moved and seconded

That the Minoru Place Activity Centre Program – Implementation (Submission ID 6394) be capped at \$1.7 million.

DEFEATED

Opposed: Mayor Brodie
Cllrs. Au
Loo
McPhail
McNulty
Steves
Wolfe

It was moved and seconded

That \$75,000 for the fitness centre flooring be removed from the Watermania Aging Mechanical and Building Envelope Infrastructure Replacement Phase 2 (Submission ID 6368).

DEFEATED

Opposed: Mayor Brodie
Cllrs. Au
Loo
McPhail
McNulty
Steves
Wolfe

Discussion took place on the potential to evaluate and expand on vehicle tracking and it was suggested that this matter be considered at a Public Works and Transportation Committee meeting.

It was moved and seconded

That the Arterial Roadway Improvement Program (Submission ID 5459) be removed.

The question on the amendment motion was not called as discussion took place on the proposed improvements and Committee commented that (i) the proposed improvements fail to physically reduce a cyclist's speed, (ii) similar improvements have proven effective in other areas of the city such as on Garden City Road at Saunders Road, and (iii) those on mobility scooters often cannot navigate around traditional physical obstacles.

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

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It was moved and seconded

That the Neighbourhood Walkway Program (Submission ID 5454) be removed.

The question on the amendment motion was not called as discussion took place on the need for a walkway along the west side of No. 6 Road, between Bridgeport Road and Cambie Road.

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

It was moved and seconded

That the Budget Planning and Monitoring Solution (Submission ID 6359) be removed.

The question on the amendment motion was not called as in reply to queries from Committee, Grant Fengstad, Director, Information Technology, spoke to the City's current budget planning practices, noting that the software utilized is no longer supported and the process is very time consuming and labour intensive.

The question on the amendment motion was then called and it was **DEFEATED** with Mayor Brodie, Cllrs. Loo, McPhail, McNulty, Steves and Wolfe opposed.

It was moved and seconded

That the Contract Life Cycle Management (Submission ID 6355) be removed.

The question on the amendment motion was not called as in reply to queries from Committee, Mr. Fengstad remarked that the current process is manual and that there is no mechanism to file contracts appropriately or to evaluate vendors. The proposed solution would manage the overall effectiveness of the City's procurement process.

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

It was moved and seconded

That the Steveston Highway Multi-Use Pathway, Shell Road to Mortfield Gate (Submission ID 6451) be removed.

The question on the amendment motion was not called as in reply to queries from Committee, Lloyd Bie, Director, Transportation, advised that any potential physical limitations on the proposed pathway would be addressed through detailed engineering design. Also, Mr. Bie remarked that as per the City's Official Community Plan, the proposed multi-use pathway is envisioned to extend to Steveston Village.

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The Chair directed staff to provide a memorandum prior to the next Council meeting with regard to road allowance along Steveston Highway to accommodate the proposed multi-use pathway.

The question on the amendment motion was then called and it was **DEFEATED** with Mayor Brodie, Cllrs. Au, Loo, McPhail, McNulty, Steves and Wolfe opposed.

It was moved and seconded

That the Minoru Bowling Green Artificial Turf Replacement (Submission ID 6337) be removed.

DEFEATED

Opposed: Mayor Brodie
Cllrs. Au
Loo
McPhail
McNulty
Steves

It was moved and seconded

That the Minoru Lakes Renewal (Submission ID 5948) be removed.

The question on the amendment motion was not called as in reply to Committee's comments, Ms. Lusk advised that failing infrastructure necessitates immediate action on this project.

As a result, there was agreement that the amendment motion be **WITHDRAWN**.

It was moved and seconded

That \$975,000 for the RCMP Exhibit Compound (part of Submission ID 6367) be funded from the Capital Building and Infrastructure Reserve instead of the Rate Stabilization Account.

The question on the amendment motion was not called as in reply to queries from Committee, Mr. Nazareth advised that the Capital Building and Infrastructure Reserve was not selected as a funding source for this project in anticipation of its use for upcoming significant Capital projects such as the Steveston Community Centre and Branch Library.

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

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In reply to queries from Committee, Fire Chief Tim Wilkinson, Richmond Fire-Rescue (RFR), spoke to the Fire Vehicle Replacement Reserve Purchases (Submission ID 5411). He noted that it is proposed that the Hazmat Response Vehicle be replaced as the current vehicle, which was purchased used, is 20 years old and is at the end of its life. Fire Chief Wilkinson then commented on the various substances that move through the city, noting that the vehicle allows for RFR to safely mitigate risks of hazardous materials.

The Chair summarized the various amendments passed by Committee: (i) the removal of the Terra Nova Rural Park Viewpoint Seating Area (Submission ID 6371) and (ii) the use of the Capital Building and Infrastructure Reserve to fund \$975,000 for the RCMP Exhibit Compound (part of Submission ID 6367).

There was agreement to consider Parts (1) to (3) of the main motion separately.

The main motion, which now reads as follows:

- “(1) That the staff report titled “Additional Information on the 2019 Capital Budget” from the Director, Finance dated January 28, 2019 be received for information;*
- (2) That the 2019 Capital Budget as presented in Appendix 3 of the staff report titled “2019 Capital Budget” from the Director, Finance dated January 11, 2019 totaling \$112,932,202 (including the removal of \$200,000 for the Terra Nova Rural Park Viewpoint Seating Area and the use of the Capital Building and Infrastructure Reserve to fund \$975,000 for the RCMP Exhibit Compound) be approved and staff authorized to commence the 2019 Capital Projects; and*
- (3) That the 2019 Capital Budget totaling \$112,932,202 and the 2020-2023 Capital Projects be included in the Consolidated 5 Year Financial Plan (2019-2023).”*

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

The question on Part (2) of the main motion was then called and it was **CARRIED** with Cllrs. Day and Greene opposed.

The question on Part (3) of the main motion was then called and it was **CARRIED** with Cllrs. Day and Greene opposed.

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3. **ADDITIONAL INFORMATION ON THE 2019 ONE-TIME EXPENDITURES**

(File Ref. No. 03-0970-01) (REDMS No. 6095085 v. 3)

It was moved and seconded

- (1) *That the staff report titled "Additional Information on the 2019 One-Time Expenditures" from the Director, Finance dated January 28, 2019 be received for information; and*
- (2) *That the recommended one-time expenditures totaling \$1,315,909 as outlined in Table 1, be approved with funding from the Rate Stabilization Account and included in the Consolidated 5 Year Financial Plan (2019-2023).*

The question on the motion was not called as discussion took place to not consider any of the proposed 2019 one-time expenditures in an effort to reduce the proposed tax impact. Discussion further took place and it was noted that many of the recommended and not recommended 2019 one-time expenditures are important such as the Automatic External Defibrillator renewal, the Post Office software update, the library book vending technology at the Minoru Centre for Active Living, the Steveston Tram building signage and so forth to name a few.

In reply to a query from Committee, Mr. Chong advised that the use of the Council Community Initiatives account is at Council's discretion and there is approximately \$852,000 in the account.

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

It was moved and seconded

That staff report back on alternative funding sources for the 2019 One-Time Expenditures at a Special Finance Committee meeting scheduled for February 11, 2019.

The question on the referral motion was not called as discussion took place on the lack of coordination in regards to various projects taking place in Steveston Village and it was suggested that the matter be brought before the Parks, Recreation and Cultural Services Committee for consideration.

Discussion then took place on the use of the Rate Stabilization Account and the need to move away from the current practice of utilizing the account to fund items that may be more appropriately funded through other sources.

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

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4. 2019 PROPOSED OPERATING BUDGET – REFERRAL RESPONSE
(File Ref. No. 03-0970-01) (REDMS No. 6101097 v. 3)

It was moved and seconded

(1) That the 2019 Operating Budget as presented in Table 8 of the staff report titled 2019 Proposed Operating Budget – Referral Response be approved as follows:

- (a) A same level of service budget increase, after tax growth, of \$3,249,703 with a tax increase of 1.50% before additional levels of service be approved; and*
- (b) Non-discretionary external senior government related increases of \$2,987,000 with a tax increase of 1.38% be approved; and*
- (c) Ongoing funding for expenditures previously approved by Council totaling \$1,112,825 for the following items: an Emergency Program Neighbourhood Preparedness Program Assistant, Richmond Public Library Expanded Senior Services, Minoru Centre for Active Living operating budget impact phase-in, and operating budget impact of developer contributed assets with a tax increase of 0.51% be approved; and*
- (d) Pursuant to Council's Safe Community Priority program, provide funding for 36 additional firefighters in the amount of \$6,023,898 with a three-year phase in plan, resulting in a tax increase of 0.93% in 2019, 0.93% in 2020 and 0.93% in 2021 be approved; and*
- (e) Pursuant to Council's Safe Community Priority program, the capital and one-time costs for the additional 36 firefighters in the amount of \$2,541,276 be approved with funding from the Rate Stabilization Account; and*
- (f) Pursuant to Council's Safe Community Priority program, provide funding for 51 RCMP officers and 20 municipal employees to support the RCMP Detachment in the amount of \$8,844,350 with a three-year phase-in plan, resulting in a tax increase of 2.62% in 2019, 0.73% in 2020 and 0.73% in 2021 be approved; and*
- (g) Pursuant to Council's Safe Community Priority program, the capital and one-time costs for the additional 35 RCMP officers and 17 municipal employees to support the RCMP Detachment in the amount of \$839,519 be approved with funding from the Rate Stabilization Account; and*

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- (h) Operating budget impact of the 2019 Capital Budget totaling \$1,208,320 with a three-year phase-in plan, resulting in a tax increase of 0.18% in 2019, 0.18% in 2020 and 0.18% in 2021 be approved; and*
- (i) Transfer to reserves for community facilities infrastructure needs as per Council's Long Term Financial Management Strategy in the amount of \$2,167,033 with a tax increase of 1.00% be approved; and*
- (j) City-wide additional levels in the amount of \$149,828 as presented in Attachment 1, with a tax increase of 0.07% be approved; and*
- (k) The Rate Stabilization Account be used to reduce the overall impact of additional operating costs for a total of \$2,968,835 resulting in a tax decrease of 1.37% be approved; and*
- (2) That the 2019 Operating Budget overall tax increase of 6.82% as listed in staff recommendation 1 above be approved; and*
- (3) That the 2019 Operating Budget of 6.82% be included in the Consolidated 5 Year Financial Plan (2019-2023).*

The question on the motion was not called as in reply to queries from Committee, Mr. Nazareth and Mr. Chong advised that the proposed Operating budget includes the addition of RCMP and Richmond Fire-Rescue personnel as approved by Finance Committee on January 14, 2019.

Discussion further ensued on the financial implications of phasing-in the additional RCMP and Richmond Fire-Rescue personnel and it was noted that ultimately the budget will be notably impacted, whether it is at the beginning or end of the phase-in process.

Discussion then took place on reducing the tax increase to 0.75% for the same level of service budget increase and the Chair remarked that a same level of service cannot be achieved with a decrease to the proposed tax increase.

In reply to a query from the Chair, George Duncan, Chief Administrative Officer, stated that service level reviews are carried out continuously and resources from efficiencies are utilized to fund services in an effort to not impact budgets. Mr. Duncan further commented that due to the nature of business of a municipality, which is labour-based, cuts to positions are where significant financial impacts are realized; however, such cuts result in a reduction in service levels and / or programs.

The question on Part (1) (i) of the motion was then called and it was **DEFEATED** with Mayor Brodie, Cllrs. Au, Day, Green, McNulty, McPhail and Steves opposed.

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The following **amendment motions** were introduced:

It was moved and seconded

That a transfer to reserves for community facilities infrastructure needs as per Council's Long Term Financial Management Strategy in the amount of \$1,083,517 with a tax increase of 0.5% be approved.

CARRIED

Opposed: Cllrs. Au
Day
Greene
McNulty

It was moved and seconded

That the Rate Stabilization Account be used to reduce the overall impact of additional operating costs for a total of \$7,302,901 resulting in a tax decrease of 3.37 %.

DEFEATED

Opposed: Mayor Brodie
Cllrs. Day
Greene
Loo
Steves
Wolfe

It was moved and seconded

That the Rate Stabilization Account be used to reduce the overall impact of additional operating costs for a total of \$5,135,868 resulting in a tax decrease of 2.37 %.

CARRIED

Opposed: Cllrs. Au
Greene
Steves
Wolfe

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

The question on Part (1) (c) of the motion was then called and it was **CARRIED**. Also, the Chair directed staff to reassess the items listed in Part (1) (c) in one year.

The question on Part (1) (d) of the motion was then called and it was **CARRIED** with Cllrs. Day and Wolfe opposed.

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

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

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

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

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

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

It was moved and seconded

(1) *That Part (1) (a) – “A same level of service budget increase, after tax growth, of \$3,249,703 with a tax increase of 1.50% before additional levels of service” be referred back to staff to reduce the overall tax increase by 0.5% and examine special events, and report back at a Special Finance Committee meeting scheduled for February 11, 2019; and*

(2) *That Parts (2) and (3) of the main motion be referred back to staff.*

CARRIED

5. **CONSOLIDATED 5 YEAR FINANCIAL PLAN (2019-2023) BYLAW NO. 9979**

(File Ref. No. 03-0970-25-2019, 12-8060-20-009979) (REDMS No. 6106877)

It was moved and seconded

That the staff report titled “Consolidated 5 Year Financial Plan (2019-2023) Bylaw No. 9979” dated January 28, 2019 be referred to the Special Finance Committee meeting scheduled for February 11, 2019.

CARRIED

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (8:15 p.m.).

CARRIED

Finance Committee
Monday, February 4, 2019

Certified a true and correct copy of the Minutes of the meeting of the Finance Committee of the Council of the City of Richmond held on Monday, February 4, 2019.

Mayor Malcolm D. Brodie
Chair

Hanieh Berg
Legislative Services Coordinator

Finance Committee - February 4, 2019

Page	Item	Cancel/Amend/Defer	Comment/Question	Capital	Savings	OBI savings
18/124	Minoru Aquatic Demolition	Defer	Does \$ return to rate stabilization	\$ 3,392,000		\$ -
20/142	Terra Nova Seating	Cancel	Does \$ return to Parks DCC	\$ 200,000	\$ 200,000	\$ 110,000
22/120	Gateway Infrastructure	Amend	No to \$120k concession	\$ 102,000	\$ 102,000	
23-24/125	Minoru Arena Systems Renewals	Amend	Scale down, cap \$2.5M	\$ 800,000	\$ 800,000	
25-26/126	Minoru Place Activity Centre	Amend	Scale down, cap \$1.7M	\$ 811,000	\$ 811,000	\$ 50,000
26-28/128	Watermania Mechanical/Infrastructure	Amend	Scale down, cap \$1.191M	\$ 150,000	\$ 150,000	
28-30/156/272	Vehicle & Equipment Purchases		5 year \$15,235M; 10 year replacement cycle; does not apply to everything; scale down capital purchases, increase maintenance			
28-30/156/272	Vehicle & Equipment Purchases	Comment	No speaker system	?	?	
28-30/156/272	Vehicle & Equipment Purchases	Amend	Staff to evaluate costs and benefits of expansion of Vehicle Tracking to Entire Fleet			
31/72	Arterial Roadway Improvement	Referral	Without physical methods of slowing bikes at intersections, it's a waste of \$.	\$ 225,000	\$ 225,000	
31-32/77	Neighbourhood Walkway Program	Cancel	Low pedestrian volume, no transit, shuttered warehouses.	\$ 500,000	\$ 500,000	\$ 22,992
33/118	City Hall Upgrades	Cancel	Very concerned 'disaster rated' building needs structural repairs under no stress. 2020 upgrades of \$11.1M, two year total \$12.08M.			
33/161	Budget Planning & Monitoring	Comment	No	\$ 1,000,000	\$ 1,000,000	\$ 50,000
37-39/162	Contract Life Cycle Management	Cancel	No	\$ 622,994	\$ 622,994	\$ 80,384
	Capital Budget by Program		Very concerned there are no capital affordable housing plans in the next 5 years. Current year \$0.75M spent and no housing.			
51		Comment	To direct staff to include affordable and/or seniors housing in all CoR buildings that are not industrial/infrastructure/heritage.			
		Referral	Physical barrier (mansion) on part 2 of the Steveston Hwy program. Do not proceed with part 1 until verified solution to part 2.			
80	Steveston MUP	Cancel	Does unspent \$ remain in capital acct or go to rate stabilization?	\$ 1,000,000	\$ 1,000,000	\$ 24,666
43/149	Land Acquisition	Comment				
46	Animal Shelter	Defer	On referral, remove	\$10M		
47	Lawn Bowling	Defer	On referral, remove	\$8M		
47	Phoenix Net Loft	Comment	Find revenue streams	\$4M		
47	Steveston Community Centre	Defer	On referral, remove	\$90M		
48/185	Police Office	Comment	Confirm this is 100% developer \$.			
62/188	Roof Replacements (3)	Recommend	Ensure cost avoidance.	\$ 277,000	\$ 277,000	
110	Public Works Minor Capital Roads	Comment	Source funds from Roads Capital, not Rate Stabilization			
113	Public Works Minor Capital Traffic	Comment	Source funds from Roads Capital, not Rate Stabilization			
			Only 9 years old, with light use compared to 15 year old Boyd turf.			
135	Lawn Bowling Turf	Cancel	Hold until Master Plan adopted	\$ 1,750,000	\$ 350,000	
136	Minoru Lakes Renewal	Defer	Are these for CoR fleet only?	\$ 521,700		
155	Fleet Electrical Charging Stations	Comment				

Schedule 1 to the Minutes of the Finance Committee meeting of Richmond City Council held on Monday, February 4, 2019.



Planning Committee

Date: Tuesday, February 5, 2019

Place: Anderson Room
Richmond City Hall

Present: Councillor Linda McPhail, Chair
Councillor Bill McNulty
Councillor Carol Day
Councillor Alexa Loo
Councillor Harold Steves

Also Present: Councillor Michael Wolfe

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

AGENDA ADDITIONS

It was moved and seconded
That Affordable Housing be added to agenda as Item No. 4A.

CARRIED

MINUTES

It was moved and seconded
That the minutes of the meeting of the Planning Committee held on January 22, 2019, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

February 20, 2019, (tentative date) at 4:00 p.m. in the Anderson Room

COMMUNITY SERVICES DIVISION

1. RICHMOND SENIORS ADVISORY COMMITTEE 2018 ANNUAL REPORT AND 2019 WORK PROGRAM

(File Ref. No. 01-0100-30-SADV1-01) (REDMS No. 6076734 v. 2)

Discussion ensued with regard to opportunities to develop affordable housing projects for seniors and activities of the RSAC's subcommittees.

Committee thanked the RSAC for their service to community.

It was moved and seconded

That the staff report titled "Richmond Seniors Advisory Committee 2018 Annual Report and 2019 Work Program," dated January 18, 2019, from the Manager, Community Social Development, be approved.

CARRIED

2. CHILD CARE DEVELOPMENT ADVISORY COMMITTEE 2018 ANNUAL REPORT AND 2019 WORK PROGRAM

(File Ref. No. 07-3070-01) (REDMS No. 6068581 v. 4)

Discussion ensued with regard to (i) activities of the CCDAC's subcommittees, (ii) available childcare funding from senior levels of government, (iii) available childcare spaces for school-aged children and toddlers, and (iv) potential Provincial modifications to licensing regulations related to outdoor childcare programs.

Committee thanked the CCDAC for their service to community.

It was moved and seconded

That the Child Care Development Advisory Committee's 2018 Annual Report and 2019 Work Program, as outlined in the staff report titled, "Child Care Development Advisory Committee 2018 Annual Report and 2019 Work Program," dated January 10, 2019, from the Manager of Community Social Development, be approved.

CARRIED

3. **HOUSING AGREEMENT BYLAW NO. 9955 TO PERMIT THE CITY OF RICHMOND TO SECURE AFFORDABLE HOUSING UNITS AT 23200 GILLEY ROAD**

(File Ref. No. 08-4057-05) (REDMS No. 6044155 v. 2)

It was moved and seconded

That Housing Agreement (23200 Gilley Road) Bylaw No. 9955 be introduced and given first, second and third readings to permit the City to enter into a Housing Agreement substantially in the form attached hereto, in accordance with the requirements of section 483 of the Local Government Act, to secure the Affordable Housing Units required by the Rezoning Application RZ16-754305.

CARRIED

PLANNING AND DEVELOPMENT DIVISION

4. **APPLICATION BY ERIC STINE ARCHITECT INC. FOR REZONING AT 8600, 8620, 8640 AND 8660 FRANCIS ROAD FROM “SINGLE DETACHED (RS1/E)” ZONE TO “LOW DENSITY TOWNHOUSES (RTL4)” ZONE**

(File Ref. No. 12-8060-20-009986; RZ 18-814702) (REDMS No. 6077908)

Staff reviewed the application noting that (i) the proposed development complies with the City’s Arterial Road Policy, (ii) the applicant is proposing to provide a cash-in-lieu contribution to the City’s Affordable Housing Fund, (iii) the proposed development will include convertible units, (iv) the proposed parking layout is consistent with the City’s parking regulations and the proposed driveway will allow for the full movement of vehicles onto the site, and (v) the proposed development will be built to achieve BC Energy Step Code 3.

Discussion ensued regarding improvements to the intersection of Francis Road and Garden City Road, and as a result of the discussion staff were directed to provide Council with information related to improvements to the Francis Road and Garden City Road intersection and the ultimate design of Francis Road.

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9986, for the rezoning of 8600, 8620, 8640 and 8660 Francis Road from “Single Detached (RS1/E)” zone to “Low Density Townhouses (RTL4)” zone, to permit the development of 18 townhouse units with vehicle access from Francis Road, be introduced and given first reading.

CARRIED

Planning Committee
Tuesday, February 5, 2019

4A. **AFFORDABLE HOUSING**

(File Ref. No.)

It was moved and seconded

That staff be directed to review all future city projects to assess if they are compatible with senior and or affordable housing units using the airspace above the projects. Furthermore staff to report back on the option of creating a policy that makes the creation of affordable housing a priority whenever possible in the future City projects and to actively look for partners with Richmond, Provincial and Federal stakeholders.

The question on the **referral motion** was not called as discussion ensued with regard to (i) the need for Provincial and Federal subsidies for non-market affordable housing projects, (ii) the development of seniors housing on parkland in other municipalities, and (iii) utilizing cash-in-lieu affordable housing contributions from developments towards affordable housing projects.

In reply to queries from Committee, staff noted that some City sites may not be appropriate for seniors housing or affordable housing and any modifications to the City's Official Community Plan would require considerable public consultation. Also, staff noted that information on funding available in the City's Affordable Housing Fund can be provided to Council.

As a result of the discussion, the referral motion was restated as follows:

It was moved and seconded

That the following referral motion be incorporated into an existing referral examining Senior's Housing:

That staff be directed to review all future city projects to assess if they are compatible with senior and or affordable housing units using the airspace above the projects. Furthermore staff to report back on the option of creating a policy that makes the creation of affordable housing a priority whenever possible in the future City projects and to actively look for partners with Richmond, Provincial and Federal stakeholders.

CARRIED

Planning Committee
Tuesday, February 5, 2019

5. **MANAGER'S REPORT**

Underlying Zoning - Land Use Contracts

Wayne Craig, Director, Development, briefed Committee on the process to introduce underlying zoning for commercial, industrial and multi-family lots governed by Land Use Contracts in East Richmond. He added that information letters will be sent to affected property owners and tenants. Also, he noted that the letters will include a Frequently Asked Questions about introducing underlying zoning and City contact information, should anyone want additional information. Furthermore, Mr. Craig noted that a copy of the letter can be distributed to Council.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:43 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, February 5, 2019.

Councillor Linda McPhail
Chair

Evangel Biason
Legislative Services Coordinator



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services Committee
From: Elizabeth Ayers
Director, Recreation and Sport Services
Date: January 10, 2019
File: 11-7143-01/2018-Vol 01
Re: **Award of Contract 6318P – Delivery of Advanced Lifeguarding, Lifesaving and First Aid Instructional and Recertification Courses (Advanced Aquatic Courses)**

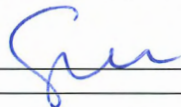

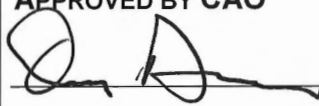
Staff Recommendation

That:

1. Staff be authorized to award a contract with LIT First Aid and Lifeguard Training for the delivery of advanced lifeguarding, lifesaving and first aid instructional and recertification courses, as outlined in the staff report titled "Award of Contract 6318P – Delivery of Advanced Lifeguarding, Lifesaving and First Aid Instructional and Recertification Courses (Advanced Aquatic Courses)" dated January 10, 2019 from the Director, Recreation Services;
2. The Chief Administrative Officer and the General Manager, Community Services be authorized to execute, on behalf of the City, an agreement for the delivery of advanced lifeguarding, lifesaving and first aid instructional and recertification courses, as outlined in the staff report, with LIT First Aid and Lifeguard Training.
3. Staff be authorized to extend the current contract with LIT First Aid and Lifeguard Training for up to an additional six-month period to provide continuity of services until a new contract is executed.

BAyers

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

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

Staff Report

Origin

Richmond's Aquatic Services requires Council's approval to enter into a contract with a service provider for the provision of lifeguarding, lifesaving, advanced instructional, first aid instructional and recertification programs, collectively referred to as Advanced Aquatic Courses. The current five-year agreement with LIT First Aid and Lifeguard Training ended in December of 2018.

Aquatic Services requires approval to both negotiate a new contract and to extend the current contract for up to six months while a new agreement is being negotiated, to ensure continuity of programming to the public.

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

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

1.2. Program and service enhancements that improve community safety services in the City.

1.3. Improved perception of Richmond as a safe community.

This report supports Council's 2014-2018 Term Goal #5 Partnerships and Collaboration:

Continue development and utilization of collaborative approaches and partnerships with intergovernmental and other agencies to help meet the needs of the Richmond community.

5.2. Strengthened strategic partnerships that help advance City priorities.

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

Maintain the City's strong financial position through effective budget processes, the efficient and effective use of financial resources, and the prudent leveraging of economic and financial opportunities to increase current and long-term financial sustainability.

7.4. Strategic financial opportunities are optimized.

Background

The City's Aquatic Services offers Advanced Aquatic Courses at four aquatic facilities: Watermania, South Arm Outdoor Pool, Steveston Outdoor Pool and Minoru Aquatic Centre. Each year over 2,500 individuals take part in these training courses to grow as current or future leaders in aquatics and support the delivery of important recreation services to the community. In addition, many of these courses support individuals working in Parks, Fire Rescue, Community Recreation, as well as the general public.

The City's current contract with the service provider is a revenue-sharing agreement with the City earning approximately \$82,000 in net revenue for 2018.

Public Request for Proposal Process

The City issued Request for Proposal 6318P – Delivery of Advanced Lifeguarding, Lifesaving and First Aid Instructional and Recertification Courses to the BC Bid website on August 15, 2018. Two submissions were received by the closing time on September 7, 2018. The results of the Request for Proposal (RFP) process are summarized in Table 1 below.

Table 1: Summary of RFP 6318P Bid Results

Company	Revenue Sharing Option		
	Revenue Amount	Provider's Share	City's Share
LIT First Aid and Lifeguard Training	Up to \$22,000	65%	35%
	\$22,000–\$52,000	70%	30%
	Greater than \$52,000	75%	25%
St. John Ambulance	A flat rate cost of \$450–\$1,600 per class.		
	Rates are set per class. Revenue would be realized by the City once 11 or more participants are enrolled. Each enrollment after 11 is proposed to increase revenue by 10% of the cost paid to the Service Provider.		

LIT First Aid and Lifeguard Training's submission includes the entire scope of the proposal while St. John Ambulance's proposal provides first aid courses only.

Proposal Evaluation

Consideration was given to the proposed revenue sharing, capacity and competence to provide the necessary services, experience and references, qualifications of personnel, and ability to work with the City to fulfill all aspects of the contract.

After evaluation of the two submissions, it was determined that the proposal from LIT First Aid and Lifeguard Training offers the best value to the City as the proposed revenue sharing model generates higher revenue than the St. John Ambulance proposal.

LIT First Aid and Lifeguard Training was also evaluated to be more than capable of providing the equipment and staffing needed to fulfill all programming within the RFP.

LIT First Aid and Lifeguard Training has over 25 years of experience and operates in a variety of lower mainland locations with various municipalities and businesses. They are an industry leader with a solid reputation for providing high quality courses throughout the Lower Mainland and have access to a large pool of highly qualified instructors that can fulfill all required programming.

Staff also feel that one single provider of advanced aquatic courses provides the course participants with a consistent experience and allows City staff to be more efficient in program delivery.

Table 2: Estimated Revenue of Partnership Contract in 2019

Aquatics Services Facility	Estimated Net Revenue to the City of Richmond
Minoru Centre for Active Living	\$36,750
Watermania	\$54,000
South Arm Outdoor Pool	\$ 6,000
Steveston Outdoor Pool	\$ 750
Total Net Revenue to the City of Richmond	\$97,500

Financial Impact

The revenue associated with the delivery of the advanced courses is included in the 2019 Operating Budget.

The anticipated revenues to the City are outlined in Table 2 below. Final negotiations for the 2019-2023 contract may provide minor alterations to the totals, however they are not anticipated to change very much, if at all.

Conclusion

Richmond Aquatic Services' previous contract for the delivery of Advanced Aquatic Courses, expired at the end of 2018 and a new contract is required. Staff recommend awarding RFP 6318P to LIT First Aid and Lifeguard Training, as it represents the best value to the City in terms of revenue sharing, experience and capacity to deliver the Advanced Aquatic Courses.

The process followed to procure a provider of the services is in compliance with the City's procurement policy.

The length of the contract would be for a three-year initial term, with the option to renew two additional one-year terms at a total estimated annual tender amount of \$229,000 exclusive of GST and PST.



Grant Nishi
Coordinator, Leisure Services
(604-448-5382)



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services
Committee

Date: January 8, 2019

From: Elizabeth Ayers
Director, Recreation Services

File: 11-7140-20-
MCAL1/Vol 01

Re: Award of Contract 6333Q - Supply and Delivery of Pool Chemicals

Staff Recommendation

1. That staff be authorized to award a contract to Brenntag, ClearTech and DB Perks & Associates, for the supply and delivery of pool chemicals, as outlined in the staff report titled "Award of Contract 6333Q – Supply and Delivery of Pool Chemicals" dated January 8, 2019 from the Director, Recreation Services; and
2. That the Chief Administrative Officer and the General Manager, Community Services be authorized to execute, on behalf of the City, an agreement for the delivery of pool chemicals, as outlined in the staff report, with Brenntag, ClearTech and DB Perks & Associates.

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

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

Staff Report

Origin

The City's previous contract with the pool chemical suppliers, Brenntag, ClearTech and DB Perks & Associates, expired at the end of August 2018. This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.

2.3. Outstanding places, programs and services that support active living, wellness and a sense of belonging.

This report supports Council's 2014-2018 Term Goal #4 Leadership in Sustainability:

Continue advancement of the City's sustainability framework and initiatives to improve the short and long term livability of our City, and that maintain Richmond's position as a leader in sustainable programs, practices and innovations.

4.2. Innovative projects and initiatives to advance sustainability.

Background and Analysis

For over 10 years, the City's Aquatic Services Department has been part of a co-operative purchasing arrangement with several other Lower Mainland Municipalities for the procurement of pool chemicals. In anticipation of the contract ending in 2018, staff researched prices for pool chemicals and determined that the City could get better pricing by issuing its own Request for Quotation (RFQ).

The City issued a request for quotation (RFQ) 6333Q – Supply of Pool Chemicals on August 15, 2018, and received four respondents. The contract terms are indicated as a three-year, renewable for up to an additional two, one-year periods to a maximum of five years, upon agreement of both the City and the contractor.

Bidders were requested to provide a quotation based on required product mix and service capability to efficiently and cost-effectively supply quality products as per the requirements. Bids were assessed on experience, pricing, capacity, systems, customer service and sustainability, as well as City requirements per RFQ 6333Q. As a result of the analysis, Brenntag, ClearTech and DB Perks & Associates are the preferred suppliers.

ClearTech provided the lowest price for chlorine and balancing chemicals, and are the only supplier to provide a WorkSafe Spill Response Procedure for bulk chemicals. DB Perks and ClearTech, in combination, are able to supply all stabilizing chemicals. Neither supplier is able to provide all the required chemicals on their own. Brenntag is the only supplier of Celaperl Filter Media and DB Perks is the only supplier able to provide Taylor Water Test Reagents.

Together, Brenntag, ClearTech and DB Perks provide the best value to the City. Table 1 outlines a summary of responses to RFQ 6333Q.

Table 1: Summary of Suppliers' Proposals to RFQ 6333Q

	Brenntag	ClearTech	DB Perks	Wood Wyant
Bulk Chlorine and Balancing Chemicals	\$145,441.00	\$135,484.00*	Not Included	Not included
Stabilizing Chemicals	Not Included	\$16,571.34* (partial)	\$38,398.90* (partial)	\$50,876.25 (partial)
Celaperl Filter Media	\$6,148.00*	Not Included	Not Included	Not Included
Taylor Water Test Reagents	Not Included	Not Included	\$15,000.00*	Not Included
Transportation	Included	No Charge	\$1,225.00*	No Charge
Emergency Spill Response Plan for Bulk Chlorine	Not Included	Included	NA	NA
Delivery Lead Time	Does not meet requirements	Meets Requirement	Meets Requirement	Meets Requirement
Total Cost of required products from each supplier.	\$6,148.00	\$152,055.34	\$54,623.90	\$0.00

*Recommended supplier of the product category.

Financial Analysis

Pricing will be fixed for the initial one-year period, with an annual review occurring at each one-year period with the contractor and City to justify any price increase. A price increase will be a mutual decision between the City and the contractor with any increase or decrease in price supported by supplier documentation or market indexes. In the past five years, pool chemical contracts have shown an approximate three per cent annual increase. The approximate amount of the five-year contract is \$1.22 million. This is based on an average annual cost for pool chemicals and related supplies of \$212,000 for the past three years, plus a 15 percent increase to account for the larger pools at the Minoru Centre for Active Living.

Financial Impact

Funding is available and will be accommodated within the Annual Aquatics Operating Budget.

Conclusion

Staff recommend that contract 6333Q for the Supply and Delivery of Pool Chemicals be awarded to Brenntag, ClearTech and DB Perks & Associates as the successful bidders. The initial term would be for a period of three years with the possibility to extend for an additional two, one-year terms, to a maximum of five years upon mutual consent of both parties. This is for an estimated total value of \$1.22 million. If required, the contract may be extended beyond the five-year term on a month-by-month basis until such time that a new contract can be advertised and awarded.



Sean Dyer
Aquatic Maintenance Supervisor, Aquatic Services
(604-448-5365)



City of Richmond

Report to Committee

To: General Purposes Committee
From: Cecilia Achiam
General Manager, Community Safety
Date: January 22, 2019
File: 09-5000-01/2019-Vol
01
Re: Health Canada Questionnaire on Cannabis Edibles, Extracts and Topicals

Staff Recommendation

That the responses summarized in the staff report titled "Health Canada Questionnaire on Cannabis Edibles, Extracts and Topicals", dated January 22, 2019, from the General Manager, Community Safety be approved for submission to Health Canada.

Cecilia Achiam
General Manager, Community Safety
(604-276-4122)

Att. 2

REPORT CONCURRENCE	
ROUTED TO:	CONCURRENCE
Community Bylaws	<input checked="" type="checkbox"/>
RCMP	<input checked="" type="checkbox"/>
Policy Planning	<input checked="" type="checkbox"/>
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS:
APPROVED BY CAO 	

Staff Report

Origin

On December 20, 2018, Health Canada launched a 60 day public consultation campaign on edible cannabis, cannabis extracts and cannabis topicals including draft regulations (attachment 1) and a background document (attachment 2). These cannabis products are scheduled to be permitted for sale under the *Cannabis Act* by October 17, 2019. This outreach effort consists of an online questionnaire of 13 questions which must be completed by February 20, 2019.

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

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

1.4. Effective interagency relationships and partnerships.

Analysis

As a result of previous Council direction and research by staff, the following are proposed answers to the questionnaire from Health Canada. Following Council approval, or amendments, these answers will be submitted on behalf of the City of Richmond.

Health Canada Consultation Questionnaire

1. What do you think about the proposed THC limits for the new classes of cannabis products?

The proposed "hard cap" of 10 mg of THC in a single package/container of an edible or beverage based cannabis product is of concern to the City given that there is no rationale or explanation for this limit. While Colorado State uses the 10 mg limit, Health Canada has not provided any of its own evidence or even scientific research to substantiate the health efficacy of this limit. Given that users will likely consume more than 10mg or a single edible unit dose, there should be a warning on the overall amount of THC that will likely lead to either impairment and or a life threatening overdose.

2. Do you think the proposed new rules addressing the types of ingredients and additives that could be used in edible cannabis, cannabis extracts, and cannabis topicals appropriately address public health and safety risks while enabling sufficient product diversity?

The proposed new rules addressing additives are of concern to the City given that there is no restriction for sugars, artificial colours, or sweeteners for cannabis edibles and beverages. At the same time, there is an allowance for limited caffeine additives. The natural taste of THC is reported to be bitter, therefore, this taste is masked by the additives. However, the presence of these sweeteners and caffeine raise the risk that children and youth may consume these products despite proper age restrictive labeling. It is reasonable to assume that these products may accidentally or intentionally be consumed by minors or children given their predilection for sweetened and caffeine-based beverages and foods. Moreover a child of five years and older could easily open child-resistant protected packing.

3. Do you think that the proposed rules for other classes of cannabis will accommodate a variety of oil-based products for various intended uses, even though cannabis oil would no longer be a distinct class of cannabis?

The City is opposed to any additional products containing cannabis due to public health concerns.

4. What do you think about the proposed six-month transition period for cannabis oil? Is a six-month transition period sufficient?

The City views this period as too short and will not provide municipalities with adequate time to prepare for the societal, criminological and policy implications of this new regulatory regime. Neither the Provincial or Federal government have been allocated additional police resources to enforce these new regulations nor have municipal bylaw officers been delegated the authority of enforcement under the Cannabis Act.

5. What do you think about the proposed new rules for the packaging and labeling of the new classes of cannabis products?

While the City views the child-resistant packaging and plain packaging as necessary it will not prevent children above the age of five from accessing these products. As stated above, a major concern is that children or youth will be lured by the additives present in the products.

6. With respect to edible cannabis, what do you think about the requirement for all products to be labeled with a cannabis-specific nutrition facts table?

There should be warning labels, as found on cigarette packages, discussing the harmful effects of consumption. Moreover, independent studies have found discrepancies between what manufacturers identified on their labels and actual nutritional content found in their products. It is probable that there will be instances of mislabeled nutritional and THC content that will have a health impact on consumers.

7. What do you think about the proposal for the labeling of small containers and the option to display certain information on a peel-back or accordion panel?

The City considers that any labeling of small containers should be large enough to accommodate clearly legible warning labels (see question 6).

8. What do you think about the proposal that the standardized cannabis symbol would be required on vaping devices, vaping cartridges, and wrappers?

The City is concerned that the packaging on cannabis products, including edibles, would appeal to youth. The packaging of cannabis should be tamper-evident, child-resistant, prevent contamination and include a basic cannabis symbol and health warnings. The presentation of the cannabis packaging should be plain with standard font and size as well as include public safety and health warnings similar to that of tobacco products which also include photos.

9. Do you think that the proposed new good production practices, such as the requirement to have a Preventive Control Plan, appropriately address the risks associated with the production of cannabis, including the risk of product contamination and cross-contamination?

The City will continue to work with the local health authority, Vancouver Coastal Health, to review food handling procedures to ensure that businesses, specifically producing cannabis edibles, do not become a public health issue. The City recommends that the handling of food safety and prevention controls be reviewed after receiving input from health agencies across the country.

10. What do you think about the requirement that the production of edible cannabis could not occur in a building where conventional food is produced?

The City agrees that cannabis edible production should not be allowed where conventional food is produced. Maintaining a healthy food production sector within the City is of vital importance.

11. What do you think about the overall regulatory proposal?

The City has serious concerns surrounding edible products containing cannabis. The dosage level would be difficult to control and edibles may appeal to youth. In addition, edibles by appearance are indistinguishable from normal food products.

Youth must be discouraged and prevented from accessing cannabis. The proposed regulations should strictly regulate edible products to ensure the dosage is set at a minimum. The packaging of these cannabis products must plainly labeled and marketed towards adults. Public education and outreach on cannabis edibles must focus on restricting youth access to cannabis.

The proposed Cannabis Act regulation updates should also enable local governments to continue to maintain authority over regulation of land use and zoning as it pertains to all cannabis-related activities. There should be firmer controls on public consumption of cannabis, including edibles that match public tobacco and alcohol consumption regulations. Cannabis edibles should clearly be labeled with health warnings similar to cigarettes.

12. Are there any additional comments you would like to share on the proposed regulations for the new classes of cannabis?

Cannabis edibles present a serious risk in terms of encouraging youth consumption of cannabis. Extent edible products, albeit not yet legal in Canada, range from baked goods to processed treats such as chocolates, cotton candy, jelly beans or soft candy. These cannabis edibles are highly desirable and attractive to youth. There are already many cases reported in the media of children and pets admitted to the hospital due to unexpected consumption of cannabis edibles. The federal government needs to consider the public health and public safety perspectives and prescribe tight regulation, control and enforcement of cannabis edibles. In addition, public education should be a top priority and should focus both on communicating the harmful effects of cannabis and the need for proper handling and storage of cannabis edibles to reduce the risks of cross contamination and accidental ingestion. It is anticipated that the legalization of

commercial cannabis edibles will lead to an increase in the general consumption of cannabis that will inevitably impact the public health care system in Canada.

13. Are there any additional comments you would like to share regarding the legalization and strict regulation of cannabis in Canada? For example, are there measures the Government could take to support individuals to be in compliance with the public possession limits for cannabis (i.e. 30 grams of dried cannabis "or equivalent")? Do you have views on how to minimize environmental concerns associated with packaging, while maintaining key aspects, such as child resistant packaging, that help to prevent accidental consumption?

The City has concerns as to the role of municipalities in enforcing the Cannabis Act. Given that police officers are prioritized towards emergency calls and major crime investigations there is likely inadequate resourcing to enforce these new cannabis regulations. However, no new police resources have been allocated to enforce this new cannabis legislation. Moreover, neither federal nor provincial cannabis legislation grant local governments any power to set further restrictions on personal cultivation of non-medical cannabis.

In short, municipalities will bear the societal, health, and criminological costs of this new legislation without any compensation in terms of resourcing or any non-police officer authority to enforce the Cannabis Act.

Financial Impact

None.

Conclusion

Following direction from the General Purposes Committee, staff will submit the above responses to the questionnaire and continue to research the issues surrounding the Federal government's proposed regulatory regime for the *Cannabis Act* as well as the Province's *Cannabis Control and Licensing Act*.



Mark Corrado
Senior Manager, Community Safety Policy and Programs
(604-204-8673)

MC:mc

Att. 1: Proposed Regulations for Additional Cannabis Products

Att. 2: Health Canada Additional Cannabis Products Backgrounder



PROPOSED REGULATIONS FOR ADDITIONAL CANNABIS PRODUCTS

We want to hear from you! Have your say at [Canada.ca/Cannabis](https://canada.ca/Cannabis)

	EDIBLE CANNABIS (SOLID)	EDIBLE CANNABIS (BEVERAGE)	CANNABIS EXTRACT (INGESTED)	CANNABIS EXTRACT (INHALED)	CANNABIS EXTRACT (CONCENTRATED THC)	CANNABIS TOPICAL
THC LIMIT	► 10 mg of THC per package	► 10 mg of THC per container	► 10 mg of THC per unit (such as a capsule) or dispensed amount ► 1000 mg of THC per package	► 1000 mg of THC per package	► 1000 mg of THC per package	► 1000 mg of THC per package
PRODUCT RULES	► No added vitamins, minerals ► Limits on caffeine ► No added alcohol	► No added vitamins, minerals ► Limits on caffeine ► No added alcohol	► No added vitamins or minerals ► No sugars, colours or sweeteners ► No nicotine or caffeine	► No sugars, colours or sweeteners ► No nicotine or caffeine	► No sugars, colours or sweeteners ► No nicotine or caffeine	► For use on skin, hair and nails ► Only cosmetic grade ingredients ► Not for use in eyes or on damaged skin
PACKAGING	► Child-resistant ► Plain	► Child-resistant ► Plain	► Maximum package size of 90 mL for liquid extracts ► Child-resistant ► Plain ► Must have dispensing device if not in unit form	► Maximum package size of 90 mL for liquid extracts ► Child-resistant ► Plain	► Maximum package size of 7.5 g ► Child-resistant ► Plain	► Child-resistant ► Plain
LABEL	► Standardized cannabis symbol for products containing THC ► Health Warning Message ► THC/CBD content ► Ingredient list ► Allergens ► Nutrition Facts Table	► Standardized cannabis symbol for products containing THC ► Health Warning Message ► THC/CBD content ► Ingredient list ► Allergens ► Nutrition Facts Table	► Standardized cannabis symbol for products containing THC ► Health Warning Message ► THC/CBD content ► Ingredient list ► Allergens ► Intended Use	► Standardized cannabis symbol for products containing THC (on label and directly on the vape cartridge) ► Health Warning Message ► THC/CBD content ► Ingredient list ► Allergens ► Intended Use	► Standardized cannabis symbol for products containing THC ► Health Warning Message ► THC/CBD content ► Ingredient list ► Allergens ► Intended Use	► Standardized cannabis symbol for products containing THC ► Health Warning Message ► THC/CBD content ► Ingredient list ► Allergens ► Intended use ► Directions for use ► Warning statement about not swallowing or using on broken skin
OTHER	► Must not be appealing to kids ► No health or dietary claims ► No elements that would associate product with alcoholic beverages or brands of alcohol	► Must not be appealing to kids ► No health or dietary claims ► No elements that would associate product with alcoholic beverages or brands of alcohol	► Must not be appealing to kids ► No health claims ► No elements that would associate product with alcoholic beverages or brands of alcohol	► Must not be appealing to kids ► No health claims ► No elements that would associate product with alcoholic beverages or brands of alcohol	► Must not be appealing to kids ► No health claims ► No elements that would associate product with alcoholic beverages or brands of alcohol	► Must not be appealing to kids ► No health or cosmetic claims ► No elements that would associate product with alcoholic beverages or brands of alcohol

Disclaimer: This is not a complete list of proposed regulatory rules for each class of cannabis. It is also not a complete list of product examples. For more information on the proposed amendments to the Cannabis Regulations, please visit Canada.ca/Cannabis.

**Government
of Canada****Gouvernement
du Canada**[Home](#) → [Departments and agencies](#) → [Health Canada](#)

Backgrounder: Consultation on the strict regulation of additional cannabis products

From: [Health Canada](#)

Backgrounder

December 2018

Health Canada is launching a 60-day public consultation on draft regulations addressing additional cannabis products, namely edible cannabis, cannabis extracts and cannabis topicals.

The draft regulations are designed to better protect the health and safety of Canadians through strict regulatory controls and to enable the legal industry to displace the illegal market. These cannabis products will be permitted for legal sale under the Cannabis Act no later than October 17, 2019.

Stakeholders and Canadians who are interested in participating in the consultation are encouraged to review the draft regulations. This new consultation builds on the extensive consultations conducted by the Task Force on Cannabis Legalization and Regulation. Comments received from this consultation will be carefully reviewed, and the feedback will inform the development of the regulations. The online consultation will be open until February 20, 2019.

Edible cannabis

Draft regulations propose the following:

- Restricting the use of ingredients that could increase the appeal of edible cannabis to young persons, increase the risk of food-borne illness and accidental consumption, and encourage over-consumption.
- Placing a hard cap of 10 mg of THC on the amount of THC that could be in a package of edible cannabis.
- Requiring child-resistant and plain packaging for edible cannabis to lower the risk of accidental ingestion and making packages less appealing to young persons.
 - The label would need to display the standardized cannabis symbol and a health warning message.
 - It would be prohibited to make any claims respecting health benefits or nutrition on the label.
- Putting in place strict new manufacturing controls for the production of edible cannabis products to reduce the risk of food-borne illness; and

- Prohibiting the production of food and edible cannabis in the same facility to ensure the safety and integrity of Canada's food system.

Cannabis extracts

Draft regulations propose the following:

- Restricting the use of certain ingredients that could appeal to young persons, such as sweeteners and colourants, or ingredients that could encourage consumption, such as nicotine.
- Prohibiting certain flavours that are appealing to youth from being displayed on a product label, consistent with rules for other vaping products.
- Placing a hard cap on the amount of THC that could be in a unit of a cannabis extract—such as a capsule—of 10 mg of THC per unit. The total amount of THC in a package would be capped at 1,000 mg (e.g., 100 10-mg capsules).
- Requiring child-resistant and plain packaging for cannabis extracts. All packaging, as well as certain pre-filled accessories, such as a vape pen, would be required to display the standardized cannabis symbol.
- Prohibiting any claims respecting health benefits on the label.
- Putting in place strict new manufacturing controls for the production of cannabis extracts to control the quality of the products.

Cannabis topicals

Draft regulations propose the following:

- Like edible cannabis and cannabis extracts, restrictions would be placed on the types of ingredients that could be added to cannabis topicals.
- A hard cap of 1,000 mg of THC would be placed on each package of a cannabis topical.
- The packaging would need to be child-resistant and display the standardized cannabis symbol and a health warning message.
- Any claims respecting health benefits on the label would be prohibited.

Search for related information by keyword: [HE Health and Safety](#) | [Health Canada](#) | [Canada](#) | [Drug and health products](#) | [general public](#) | [backgrounders](#)

Date modified:

2019-01-10



City of Richmond

Report to Committee

To: Planning Committee **Date:** January 18, 2019
From: Kim Somerville **File:** 01-0100-30-SADV1-
Manager, Community Social Development 01/2019-Vol 01
Re: **Richmond Seniors Advisory Committee 2018 Annual Report and
2019 Work Program**

Staff Recommendation

That the staff report titled "Richmond Seniors Advisory Committee 2018 Annual Report and 2019 Work Program," dated January 18, 2019, from the Manager, Community Social Development, be approved.

Kim Somerville
Manager, Community Social Development
(604-247-4671)

Att. 2

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

Staff Report

Origin

The Richmond Seniors Advisory Committee (RSAC) was formed in 1991 to advise City Council regarding the concerns and future needs of Richmond seniors. The committee reviews a range of seniors matters and submits information and recommendations to Council if needed. The City supports the RSAC by providing an annual operating budget, a Council liaison and a staff liaison.

This report presents the RSAC 2018 Annual Report (Attachment 1) and proposed 2019 Work Program (Attachment 2).

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

2.2. Effective social service networks.

2.3 Outstanding places, programs and services that support active living, wellness and sense of belonging

This report supports the Social Development Strategy 2013–2022 Strategic Direction #3 Address the Needs of an Aging Population Action:

7.2 Expanding the volunteer base to serve the older adult population, as well as providing meaning volunteer opportunities for older adults.

This report supports the Seniors Services Plan 2015–2020 Direction #2: Responsive and Relevant Services Action:

2.8 Continue to implement and expand civic engagement opportunities to orient seniors to City operations.

This report also supports the Age Friendly Assessment and Action Plan 2015–2020 Action:

2.6 Civic Participation and Employment: Increasing opportunities to be involved in local government meetings and community matters.

Analysis

The mandate of the Richmond Seniors Advisory Committee is to consider and evaluate issues referred to it by City Council, City staff and members of the community. They also review matters deemed to be of concern to seniors and will submit information and recommendations to City Council as necessary and when requested. The City supports the RSAC by providing an annual operating budget, a Council liaison and a staff liaison.

2018 Annual Report

The RSAC 2018 Annual Report (Attachment 1) highlights the work of the committee during the past year. Highlights for 2018 include:

- The RSAC Promotions Sub-Committee connected with groups serving isolated and vulnerable seniors including Richmond Cares, Richmond Gives caregiver groups, Gilmore Gardens and Vancouver Coastal Health to increase awareness of their role. The sub-committee also delivered a presentation at Hamilton Community Centre and hosted an educational booth held at Richmond Centre Mall.
- RSAC members participated on the Dementia-Friendly Stakeholder Committee and Working Group as well as attended focus groups and a Community Forum to support the creation of a Dementia-Friendly Community Action Plan for Richmond.
- RSAC members kept updated on trends regarding seniors and were able to network with others in the aging field at the 27th Annual SFU John K. Friesen Gerontology Conference, "From Social Isolation to Inclusion."
- RSAC members worked closely with the City's Transportation Department to bring forth transportation service concerns of seniors in Richmond including HandyDART service delivery, walkways, street lighting, bus shelters and ramps. TransLink has since implemented a study group on HandyDART and bus routes as well as new stop lights and crossings, sidewalk improvements and alterations to existing bus routes to make it easier for seniors to move around Richmond.
- RSAC members continued their involvement with the community through participation on:
 - External committees: Community Health Advisory Committee, Council of Senior Citizens' Organizations of BC (COSCO), VCH – Falls Prevention Network and Minoru Seniors Society;
 - RSAC Sub-committees: Dementia-Friendly Stakeholder, Multicultural Issues, Promotions and Transportation; and
 - Council appointed Advisory Committees including Richmond Community Services Advisory Committee (RCSAC) and Richmond Intercultural Advisory Committee (RIAC).

2019 Work Program

RSAC will continue to provide City Council with suggestions and recommendations on matters affecting seniors in the community and will respond to Council's requests as they arise.

Highlights of the proposed RSAC 2019 Work Program (Attachment 2) include:

- Connect with seniors in Richmond through events and activities and target promotion to increase the awareness of the role of the Seniors Advisory Committee as well as be a resource to the public for seniors issues.

- Continue to keep up to date regarding affordable housing options for seniors especially for those vulnerable and at risk through communication with the City's Affordable Housing staff, guest speakers and research.
- Identify and monitor existing and emerging health care issues affecting seniors through monthly guest speakers, attendance at educational conferences and participation on committees related to seniors.
- Collaborate with the City's Transportation Department and TransLink to monitor issues of concern to seniors living in Richmond to ensure transportation services for seniors are age-friendly and they are able to continue to move around Richmond safely.

Financial Impact

None.

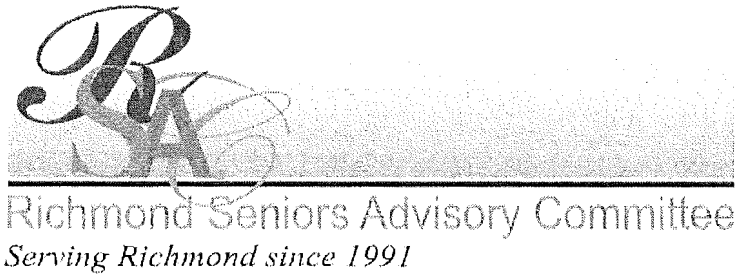
Conclusion

The Richmond Seniors Advisory Committee's 2018 Annual Report outlines the progress made and goals achieved in the previous year. The 2019 Work Program addresses and supports several actions in the Social Development Strategy 2013–2022, Seniors Services Plan 2015–2020 and Age-Friendly Plan 2015–2020 in addition to addressing current and emerging issues impacting seniors in Richmond. The RSAC will continue to advise City Council on matters of concern to seniors and be involved in activities and initiatives that improve the health and quality of life for seniors in Richmond. Staff recommend the Richmond Seniors Advisory Committee 2018 Annual Report and 2019 Work Program be approved.



Debbie Hertha
Seniors Coordinator
(604-276-4175)

- Att. 1: Richmond Seniors Advisory Committee 2018 Annual Report
2: Richmond Seniors Advisory Committee 2019 Work Program



Richmond Seniors Advisory Committee 2018 Annual Report

2018 Membership

Seemah Aaron, Yasmin Ali, Paul Cassidy, Peter Chan, Yvonne Chan, Sandra Gebhardt, Hans Havas (Chair), Joan Haws, Rachel King, Narcisa Llano, Shams Jilani, Jackie Shell, Becky Wong (Vice-chair)

City of Richmond Liaisons:

Councillor Ken Johnston – Council Liaison (January to October 2018)
Councillor Carol Day – Council Liaison (November to December 2018)
Debbie Hertha, Seniors Coordinator – Staff Liaison

Purpose:

The role of the Richmond Seniors Advisory Committee (RSAC) is to act as a resource and provide advice to City Council regarding senior's issues such as health, transportation and housing as they arise or are referred by City Council. The RSAC members help to identify concerns of seniors and work with various community organizations and agencies, including City staff, to obtain an understanding of the issues. Information, options and recommendations are then prepared and submitted to City Council for their consideration.

Membership:

The Richmond Seniors Advisory Committee consists of 15 members. A majority of members belong to one or more groups or organizations, and attend numerous forums and workshops throughout the year. Members also bring to the RSAC table additional information on a broad range of topics relevant to seniors, as illustrated in the attached report and work program.

Meetings:

The Richmond Seniors Advisory Committee meets 10 times a year on the second Wednesday of the month. All meetings are open to the public. Monthly guest speakers are primarily from non-profit organizations, local health service providers, City departments and representatives from programs and services serving seniors. Guest speakers provide committee members with insight into senior's issues as well as resources available to seniors and their families in the community. In turn, guest speakers are provided with information about the Seniors Advisory

Committee. Committee members would like to thank all guest presenters that took the time to provide us with a wealth of information about their organizations.

Membership with Committees and Groups

Members from the committee represented RSAC on various committees and groups by speaking on behalf of seniors issues and reporting back to the committee on what has been discussed within the other groups. Members were able to raise many issues affecting seniors in our community to these groups and some were successful in having their concerns addressed with initiatives and improvements to programs and services for seniors.

The transportation sub-committee, for example, worked closely with the City's Transportation Department to support the needs of seniors in Richmond. In 2018, issues with transportation services affecting seniors were forwarded to TransLink including crosswalks, traffic signals, street lighting, bus shelters and ramps. TransLink has since implemented a study group on HandyDART and bus routes as well as to alterations to existing bus routes making it easier for seniors to move around Richmond.

External Committees included: Community Health Advisory, Council of Senior Citizens' Organizations of B.C. (COSCO), Dementia-Friendly Stakeholder, Falls Prevention Network (VCH) and Minoru Seniors Society

RSAC Sub-Committees included: Multicultural Issues, Promotions and Transportation.

Council Appointed Advisory Committees included: Richmond Community Services Advisory (RCSAC) and Richmond Intercultural Advisory Committee (RIAC).

Issues addressed within the committees above included:

- Housing: Temporary Modular Housing for individuals experiencing homelessness in Richmond and affordable housing options for vulnerable and at risk seniors in Richmond.
- Health: Dementia-Friendly Community Action Plan for Richmond, Richmond Hospital upgrades, residential care upgrades and new Community Health Access Centre for Seniors, Canadian Universal PharmaCare program and integrated home care.
- Transportation: Bike share program, street lighting, bus stop signage, placement of crosswalks, traffic lights, HandyDART and bus routes.
- Income Support: Bill C-27 Pension Reform and poverty reduction.
- B.C. Seniors Advocate Issues: Housing, home supports, transportation, income supports, health care and elder abuse.
- General: Public Health and Social Policy, Civic Elections – services for at risk, vulnerable seniors, the City's role in cannabis regulation, food security and Food Asset mapping and non-profit organization space needs.

The City's Coordinator, Seniors Services, attends the monthly meetings keeping members informed on programs and services offered at Minoru Place Activity Centre as well as sharing information on issues and concerns of seniors in the community.

The Manager, Seniors Community Support Services from Richmond Cares, Richmond Gives is also in attendance at RSAC meetings bringing a perspective from seniors who volunteer in the community and those utilizing programs and services geared to at risk and vulnerable residents.

Guest Speakers for 2018

- Heather Cowie, Provincial Coordinator, Dementia-Friendly Communities, Advocacy and Education Department, Alzheimer Society of BC
- Hajira Hussain, Executive Director, Richmond Food Bank
- Monica Bennington, Affordable Housing Planner (City)
- Brian MacLeod, Community Relations Officer, Richmond Fire-Rescue
- Sheila Rooney and Kathleen Holmes, Advisory Committee Members, Diffusing Ageism through Education & Volunteerism (RCRG)
- Bernie Woods, Team Leader, BC Association of Community Response Networks (BCCRN)
- Dorothy Jo, Inclusion Coordinator, Community Social Development (City)
- Kim Somerville, Manager, Community Social Development (City)

RSAC Member Participation in Forums, Conferences and Special Events:

- TransLink Public Engagement Sessions – HandyDART services (1 member attended)
- SFU's 27th Annual John K. Friesen Gerontology Conference, "From Social Isolation to Inclusion" (3 members attended)
- Jennifer McKenzie CEO, Vancouver Coastal Health, Richmond, provided an update on current health initiatives and issues related to Richmond seniors (1 member attended)
- Advance Care Planning Workshop, Vancouver Coastal Health (1 member attended)
- Keeping Seniors Well Community Forum, Vancouver Coastal Health—new services in Richmond for Seniors (1 member attended)
- 16th Richmond Chinese Community Society (RCSS) Annual Luncheon (4 members attended)
- Canadian Association of Retired Persons (CARP) – 4th Annual Share Seniors Festival (2 members attended)
- Annual City of Richmond Diversity Symposium (1 member attended)
- Minoru Seniors Society Annual General Meeting (3 members attended)
- Annual Steveston Seniors Christmas Dinner, Steveston Rotary (5 members attended)

The Richmond Seniors Advisory Committee would like to extend thanks to Mayor Malcolm Brodie and City Councillors for their continued support of the Seniors Advisory Committee. The committee would also like to thank Council Liaison, Ken Johnston for keeping committee members updated on seniors issues arising at City Council.

Report submitted by:



Hans Havas, Chair
Richmond Seniors Advisory Committee



Richmond Seniors Advisory Committee 2019 Work Program

The purpose of the Richmond Seniors Advisory Committee (RSAC) is to consider and evaluate issues referred to it by City Council, City staff and members of the community and to review matters deemed to be of concern to seniors and submit information and recommendations to City Council as necessary and when requested.

This work program supports the Social Development Strategy 2013–2022, Seniors Services Plan 2015–2020 and Age Friendly Assessment and Action Plan 2015–2020 by setting actions that will inform RSAC members on current and ongoing issues facing seniors in Richmond allowing them to advise and make recommendations to Council as necessary. The needs of seniors in Richmond are considered making Richmond more age-friendly.

2018 Budget:

Meeting Expenses	\$1,000
Memberships and website	\$ 450
Events, conferences and workshops	\$ 900
<u>Misc. Expenses (e.g. name badges)</u>	<u>\$ 150</u>
Total	\$2,500

Topics monitored or addressed by the RSAC are outlined in the following table.

Richmond Seniors Advisory Committee (RSAC) 2019 Proposed Work Program		
Initiative	Actions	Outcome
Act as a resource to the City and general public for issues affecting seniors.	<ul style="list-style-type: none"> • Participate in consultation on City plans, updates, strategies, grants, projects, and new policies affecting seniors. • Engage in events and activities to connect with seniors in Richmond with an emphasis on reaching seniors who are less connected with others. • RSAC will respond to Council requests and will provide advice on issues that affect seniors in the community. 	Members will be able to identify issues raised by all seniors in the community and advise Council as needed.
Monitor and keep informed of existing and emerging seniors issues.	<ul style="list-style-type: none"> • Guest speakers will be scheduled each month to present on relevant topics related to seniors. • RSAC will attend conferences, forums and workshops on activities and issues affecting seniors. • RSAC members will circulate and share information about programs and services for seniors. 	<p>RSAC members will be well informed about issues affecting seniors as well as programs and services available to seniors in Richmond.</p> <p>RSAC members will be able to confidently speak to the public about seniors issues.</p>
Increase RSAC's awareness and knowledge of affordable housing options for seniors, especially those vulnerable and at risk.	<ul style="list-style-type: none"> • Keep informed about the range of affordable housing options in Richmond through contact with the City's Program Manager, Affordable Housing and member sharing of research, media and resource materials. • Explore opportunities for members to participate on community groups addressing affordable housing options for seniors. • Schedule guest speakers on topics/issues affecting vulnerable and at risk seniors. 	<p>RSAC knowledgeable and informed of the range of affordable housing options for seniors in Richmond and is able to inform the public as needed.</p> <p>RSAC informed of affordable housing issues affecting vulnerable and at risk seniors and will advise Council as necessary.</p>

Richmond Seniors Advisory Committee (RSAC) 2019 Proposed Work Program		
Initiative	Actions	Outcome
Participate on external committees, other Council appointed advisory committees and RSAC sub-committees addressing issues affecting seniors.	<p>RSAC members will continue to participate on the following external committees/boards:</p> <ul style="list-style-type: none"> • Community Health Advisory • Council of Senior Citizens' Organizations of BC (COSCO) • Dementia-Friendly Stakeholder • Minoru Seniors Society <p>Sub-Committees of RSAC:</p> <ul style="list-style-type: none"> • Elections • Promotions • Transportation <p>Other Council appointed Advisory Committees:</p> <ul style="list-style-type: none"> • Richmond Community Services Advisory Committee (RCSAC) • Richmond Intercultural Advisory Committee (RIAC) 	<p>Groups are aware of the role of RSAC and the committee's availability for on-going consultation.</p> <p>Issues affecting seniors raised by RSAC will be shared with outside committees and groups.</p> <p>Members are informed of other committee/group activities and are able to report back to RSAC.</p>
Partner and collaborate with groups to monitor health care issues affecting seniors.	<ul style="list-style-type: none"> • Schedule guest speakers to increase knowledge on health care topics including programs and services available for those living in the community (adult day care options and home support). • Liaise with community groups and organizations providing health care programs and services. 	<p>RSAC informed of and consulted about health programs and services available for seniors.</p> <p>Concerns about health care for seniors in Richmond are shared.</p>
Participate in any activities related to implementation of the Dementia-Friendly Community Action Plan in Richmond.	<ul style="list-style-type: none"> • Support the distribution and promotion of the Dementia-Friendly Community Action Plan report to key community partners and organizations in Richmond. 	<p>RSAC informed of and consulted about issues affecting those living with Dementia and their families in Richmond.</p>

Richmond Seniors Advisory Committee (RSAC) 2019 Proposed Work Program		
Initiative	Actions	Outcome
Collaborate with groups to monitor, identify and address issues and concerns regarding transportation services for seniors in Richmond.	<ul style="list-style-type: none"> • Continue communication with the City's Transportation Department regarding transportation service issues affecting seniors. • Continue to attend and be available for consultations regarding transportation services for seniors (HandyDART and TransLink). 	<p>RSAC aware of and consulted about issues regarding transportation for seniors in Richmond and will advise Council as necessary.</p> <p>Transportation programs and services in Richmond are more age-friendly.</p>



City of Richmond

Report to Committee

To: Planning Committee **Date:** January 10, 2019
From: Kim Somerville **File:** 07-3070-01/2019-Vol
Manager, Community Social Development 01
Re: **Child Care Development Advisory Committee 2018 Annual Report and 2019 Work Program**

Staff Recommendation

That the Child Care Development Advisory Committee's 2018 Annual Report and 2019 Work Program, as outlined in the staff report titled, "Child Care Development Advisory Committee 2018 Annual Report and 2019 Work Program," dated January 10, 2019, from the Manager of Community Social Development, be approved.

Kim Somerville
Manager, Community Social Development
(604-247-4671)

Att. 2

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

Staff Report

Origin

The City of Richmond recognizes that child care is an important service for its residents, is an essential need for working parents, and supports parents who are pursuing their education. A key goal of the City's commitment to child care is to promote the establishment and maintenance of a comprehensive child care system.

The Child Care Development Advisory Committee (CCDAC) was established to provide City Council with advice (e.g. information, options, analysis and recommendations) regarding the planning, development, support and promotion of a range of quality, affordable and accessible child care in Richmond. In addition, the CCDAC responds to Council requests as they arise.

This report supports the City's Social Development Strategy's Strategic Direction 4:

Help Richmond's Children, Youth and Families Thrive.

This report also supports the 2017–2022 Richmond Child Care Needs Assessment and Strategy:

Strategic Direction - Collaboration and Partnership: Action 22. Continue to support the work of the Child Care Development Advisory Committee with the view of building the capacity of the child care sector and parents understanding of child care options (e.g. host events to celebrate child care month, hold information sessions for parents on finding child care, organize networking events for child care providers, and support professional development opportunities for early childhood educators.

Strategic Direction – Policy and Planning: Action 6. Review and update the Terms of Reference for the Child Care Development Advisory Committee (CCDAC) to ensure the committee is fulfilling its role and mandate.

Analysis

The mandate of the CCDAC is to provide City Council with advice regarding the development of quality, affordable and accessible child care in Richmond. The City supports the CCDAC by providing an annual operating budget, a Council liaison and a staff liaison.

2018 Annual Report

Below are activities undertaken by the CCDAC and described in the 2018 Annual Report (Attachment 1). Highlights of their accomplishments are as follows:

- Provided feedback to staff throughout the year on new child care development proposals for future City-owned child care facilities.
- Participated in the annual May Child Care Dinner, which several committee members attended along with the Mayor and some members of City Council.

- Planned and hosted events for May Child Care Month including Child Care Centre Professional Development Tours; and two workshops for child care providers and early childhood educators.
- Wrote to City Council on two occasions. The first expressing concern about unregulated programs and services for children, such as trampoline parks, and the second outlining concerns regarding the shortage of qualified, quality early childhood educators in Richmond and the negative impacts this has on service delivery.
- Monitored senior levels of government announcements regarding child care initiatives. This included the Federal Multilateral Early Learning and Child Care Framework and the Provincial Child Care BC Plan and 2018 Provincial Budget to support the development of a comprehensive child care system in BC.
- Offered input to the CCDAC staff liaison on the strategies and actions being initiated from the 2017–2022 Richmond Child Care Needs Assessment and Strategy.
- Offered input into the updated CCDAC Terms of Reference which were approved by Council on November 13, 2018 and took effect January 1, 2019.
- Provided input into the planning and implementation of a Roundtable for Child Care Providers initiated by Minister of State for Child Care, Katrina Chen on November 15, 2018. Many members of CCDAC also attended and participated in the event by sharing personal and professional experiences as educators, operators and committee members.
- Reviewed and made recommendations on the 2018 and 2019 City Child Care Grants for inclusion in staff reports to the City's General Purposes Committee.

2019 Work Program

On January 9, 2019, the CCDAC approved the proposed 2019 Work Program (Attachment 2). This year the CCDAC will give priority to:

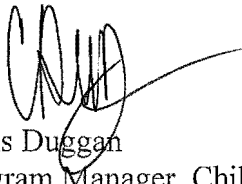
- Making recommendations to City Council regarding advocacy that could be undertaken with senior levels of government regarding the ongoing implementation of the Federal Multilateral Early Learning and Care Framework and the Provincial Child Care BC plan;
- Liaising with the Program Manager, Child Care (staff liaison) regarding issues related to child care that need further attention, action or clarification;
- Providing feedback to the City regarding the development of new child care centres and early childhood development hubs;
- Participating in the review of the City's Child Care Grants program to ensure it is meeting non-profit child care operators' needs;
- Proposing activities for Child Care Month in May 2019.

Financial Impact

There is no financial impact.

Conclusion

The Child Care Development Advisory Committee's 2018 Annual Report provides information on the activities undertaken by the Committee in the previous year. The 2019 Work Program outlines activities regarding the Committee's intention to monitor and address emerging issues affecting child care services in Richmond. Staff are recommending that the Child Care Development Advisory Committee 2018 Annual Report and 2019 Work Program be approved.



Chris Duggan
Program Manager, Child Care
(604-204-8621)

- Att. 1: Child Care Development Advisory Committee 2018 Annual Report
2: Child Care Development Advisory Committee 2019 Work Program

**City of Richmond Child Care Development Advisory Committee
2018 Annual Report**

Highlights of the Child Care Development Advisory Committee (CCDAC) meetings and events are outlined below:

1. Reported to the City's Planning Committee about the 2017 CCDAC Annual Report and 2018 Work Program.
2. Selected members for three active CCDAC subcommittees to support the work of the overall Committee: Advocacy, Child Care Month Event and Child Care Grants.
3. Provided feedback throughout the year on new child care development proposals for future City-owned child care facilities.
4. Participated in the annual May Child Care Dinner, which several committee members attended along with the Mayor and some members of City Council.
5. Planned and hosted events for May Child Care Month including Child Care Centre Professional Development Tours and two workshops for childcare providers and early childhood educators on Best Practices for Working with Children Who Have Experienced Trauma and Heart Mind Well-Being, outlining ways child caregivers can foster positive human qualities.
6. Wrote to City Council on two occasions. The first expressing concern about unregulated programs and services for children, such as trampoline parks, and the second outlining concerns regarding the shortage of qualified, quality early childhood educators in Richmond and the negative impacts this has on service delivery.
7. Monitored senior levels of government announcements regarding child care initiatives. These included the Federal Multilateral Early Learning and Child Care Framework Agreement and related transfer payments to the Provinces to create child care spaces and support operators; and Provincial announcements about the implementation of the Child Care BC Plan and 2018 Provincial Budget and the numerous initiatives that were included in this to support the development of a comprehensive child care system in BC.
8. Offered input to the CCDAC staff liaison on the strategies and actions being initiated from the 2017–2022 Richmond Child Care Needs Assessment and Strategy.

9. Offered input into the updated CCDAC Terms of Reference which were approved by Council on November 13, 2018 and took effect January 1, 2019. These changes were made to outline the Committee's advisory role and capacity, improve clarity and better reflect organizational and operational updates including the creation of the Program Manager, Child Care position.
10. Provided input into the planning and implementation of a Roundtable for Child Care Providers initiated by Minister of State for Child Care, Katrina Chen. Many members of CCDAC also attended and participated in the event by sharing personal and professional experiences as educators, operators and committee members.
11. Reviewed and made recommendations on the 2018 and 2019 City Child Care Grants for inclusion in staff reports to the City's General Purposes Committee.

Members of The 2018 Child Care Development Advisory Committee

Voting:

1. Linda Shirley (Chair)
2. Kathy Moncalieri (Vice Chair)
3. Maryam Bawa
4. Jarrod Connolly
5. Diana Ma
6. Heather Logan
7. Shyrose Nurmohamed
8. Ofra Sixto
9. Gordon Surgeson
10. Daan Kuar Matharu (January to August)
11. Lucia Rincon (January to February)
12. Adam Picotte (January to June)
13. Agnes Lee (June to December)

Non-voting:

1. Marcia MacKenzie (Richmond Child Care Resource and Referral, January to August)
2. Jocelyn Wong (Richmond Child Care Resource and Referral, September to December)

Council Representative (Non-Voting)

1. Councillor Alexa Loo (January to October)
2. Councillor Kelly Greene (November to December)

School Board Liaison (Non-Voting)

1. Trustee Jonathan Ho (School Board) (to January 2018)
2. Richard Steward (Director of Instruction – Learning Services) (February to December)

Staff Liaison (Non-Voting)

1. Coralys Cuthbert, Child Care Coordinator (January to June)
2. Chris Duggan, Program Manager, Child Care (July to December)

Recording Secretary (Non-Voting)

1. Jodi Allesia

2018 CCDAC Budget

CCDAC received an operating budget of \$5,000 for 2018. The funds were allocated as follows:

Item	Cost
Recording Secretary Salary	\$2,400.00
Meeting and Miscellaneous Expenses	\$1,600.00
Child Care Month Event	\$ 600.00
Child Care Month Dinner	\$400.00
Total	\$5000.00

Closing Comments

The Committee benefited from the participation and support of Councillors Alexa Loo and Kelly Greene, Trustee Jonathan Ho as the Council and School Board liaisons. Councillor Loo has regularly shared information and highlights on matters related to child care which were being dealt with by City Council. She also contributed valuable insights to discussions on child care issues, both from a professional perspective and as a parent of young children herself.

Councillor Greene joined the Committee in November 2018 and the Committee looks forward to working with her in 2019. It has been a great benefit to the Committee to have regular updates from the School Board particularly on the school district's plans for long-range facility planning, seismic upgrades to a number of schools and the potential impacts to child care operators located in these schools.

The Committee has a wide range of representation from both operators and providers of licensed child care; parents who use child care services in Richmond; teachers and service providers who support the provision of child care including Supported Child Development and Child Care Resource and Referral. The diversity of perspectives and experiences provided opportunities to problem solve, engage in debate and creatively identify ways to support the development of a comprehensive child care system in Richmond. Committee members shared that their experience over the past year was fulfilling both personally and professionally, they expressed pride in their involvement with the ongoing development of child care in Richmond, including celebrating the opening of Seasong and Garden's Child Care Centres, and appreciated the opportunity to share insights and perspectives as parents, educators, caregivers and operators.

Coralys Cuthbert, Staff Liaison, was a valuable resource for all committee members and her expertise and collaboration were appreciated until her retirement in July. Coralys was replaced by Chris Duggan who participated in meetings throughout the fall and who made the transition quite seamless.

A special thanks is also extended to Jodi Allesia for her excellent recording of our meetings. Jodi has also 'retired' from her position as recording secretary as she is now working full time as a teacher. The Committee has appreciated her support and detailed note taking for many years.

Following the implementation of standard term limits for all City Advisory Bodies and a grandfathering period, two long standing committee members reached their term limits at the end of this year. The CCDAC saw the departure of Shyrose Nurmohamed and Linda Shirley at the end of their terms in December. Over their many years of service they provided valuable insight, experience and support to the Committee.

Prepared by:

Linda Shirley. Chair, Child Care Development Advisory Committee, December 2018

Child Care Development Advisory Committee's 2019 Work Program

The proposed 2019 Work Program is consistent with the Child Care Development Advisory Committee's mandate to act as a resource and provide advice to City Council regarding the planning, development, support and promotion of a range of quality, affordable and accessible child care in Richmond.

It supports the City's Social Development Strategy's Strategic Direction 4:

- *Help Richmond's Children, Youth and Families Thrive.*

It also supports the 2017–2022 Richmond Child Care Needs Assessment and Strategy:

- *Strategic Direction - Collaboration and Partnership: Action 22. Continue to support the work of the Child Care Development Advisory Committee with the view of building the capacity of the child care sector and parents understanding of child care options (e.g. host events to celebrate child care month, hold information sessions for parents on finding child care, organize networking events for child care providers, and support professional development opportunities for early childhood educators.*
- *Strategic Direction – Policy and Planning: Action 6. Review and update the Terms of Reference for the Child Care Development Advisory Committee (CCDAC) to ensure the committee is fulfilling its role and mandate.*

2019 CCDAC Budget

CCDAC annually receives an operating budget of \$5,000.

2019 CCDAC Work Program

Initiative	CCDAC Action/Steps	Expected Outcome	Indicator of Success	Partners
Advocacy				
Make recommendations to City Council regarding advocacy that could be undertaken with senior levels of government regarding the ongoing implementation of the Federal Multilateral Early Learning and Care Framework and the Provincial Child Care BC plan (including funding, changing policies, and licensing issues for child care providers)	<ul style="list-style-type: none"> • Monitor child care issues and emerging trends • Monitor senior government announcements and changes re: child care policy and funds for creating new child care spaces • Discuss, consider roles, and summarize issues that come to the CCDAC's attention • Pass motions or resolutions • Prepare letters and briefs • Submit advice to City Council through Staff Liaison 	<ul style="list-style-type: none"> • Council will be informed about child care issues it may wish to pursue with senior levels of government 	<ul style="list-style-type: none"> • Improved funding, implementation of a new Provincial child care plan and child care licensing 	<ul style="list-style-type: none"> • City Council • Child Care Licensing (VCH) • Federal Govt. • Provincial Govt.
Liaise with the Program Manager, Child Care regarding issues that need further attention, action or clarification	<ul style="list-style-type: none"> • At monthly meetings, provide the Program Manager, Child Care with information and CCDAC's perspective on key child care issues impacting Richmond operators, providers and families • Participate in actions noted in the 2017-2022 Richmond Child Care Needs Assessment and Strategy that are identified as needing CCDAC involvement • Provide advice on the future City of Richmond child care initiatives • Provide ideas for communication materials that will assist child care operators and parents • Respond to Council referrals through the Program Manager, Child Care 	<ul style="list-style-type: none"> • The Program Manager, Child Care, as the staff liaison to CCDAC, will be informed regarding CCDAC's perspective on key child care issues 	<ul style="list-style-type: none"> • The Program Manager, Child Care working with CCDAC's advice and under City Council's direction addresses priority child care issues for Richmond • Liaising with CCDAC assists the Program Manager, Child Care to successfully address the City's objectives 	<ul style="list-style-type: none"> • City Council • Stakeholders • Child care providers and early childhood educators

Initiative	CCDAC Action/Steps	Expected Outcome	Indicator of Success	Partners
Advocacy (continued)				
Participate in City consultations	<ul style="list-style-type: none"> Continue to participate in discussions about the implementation of the City's Social Development Strategy and the 2017-2022 Richmond Child Care Needs Assessment and Strategy Provide input into other City consultation processes as they relate to the CCDAC's mandate (e.g. City Budget, Affordable Housing Update) 	<ul style="list-style-type: none"> Implementation of actions in the City's Social Development Strategy and the 2017-2022 Richmond Child Care Needs Assessment and Strategy incorporates CCDAC's perspective CCDAC's advice is provided to City consultation processes that are relevant to its mandate 	<ul style="list-style-type: none"> Plans for future growth will address the need for quality, affordable childcare 	<ul style="list-style-type: none"> City Council Stakeholders Child care providers and early childhood educators
Advise the City regarding the development of new child care centres and early childhood development hubs	<ul style="list-style-type: none"> CCDAC to be consulted at the earliest point possible in the development process Review proposals for City-owned child care facilities and early childhood development hubs. 	<ul style="list-style-type: none"> CCDAC is consulted regarding the planning and development of new City child care facilities secured through rezoning processes 	<ul style="list-style-type: none"> Child care facilities and early childhood development hubs are well designed and meet community needs regarding size, location, and programs offered 	<ul style="list-style-type: none"> City Council City Planners Developers Stakeholders Childcare operators
Identify and provide information to CCDAC members on community advocacy initiatives that impact children and families	<ul style="list-style-type: none"> At monthly meetings, or as relevant, share information with CCDAC regarding key, related community advocacy initiatives impacting Richmond child care operators, providers and families 	<ul style="list-style-type: none"> CCDAC will be informed about community advocacy issues related to children and families. 	<ul style="list-style-type: none"> CCDAC members have better access to information on advocacy initiatives related to child care, children and families 	<ul style="list-style-type: none"> Stakeholders

Initiative	CCDAC Action/Steps	Expected Outcome	Indicator of Success	Partners
Child Care Grants				
Recommend Child Care Grant Allocations	<ul style="list-style-type: none"> Review child care grant applications Make grant recommendations to Council 	<ul style="list-style-type: none"> Council endorses CCDAC's recommendations and allocates grants to non-profit societies so these organizations will be able to undertake capital projects to improve the quality of their furnishings, equipment and physical space Richmond's early childhood educators will receive training opportunities as a result of City Council's allocation of Professional and Program Development Grants 	<ul style="list-style-type: none"> The quality and capacity of child care programs will be enhanced as a result of the City's Child Care Grants Program 	<ul style="list-style-type: none"> City Council Stakeholders Child care operators
Child Care Month				
Propose and implement activities for Child Care Month in May	<ul style="list-style-type: none"> Plan for an annual event to occur in Richmond during May Child Care Month which will include professional development opportunities for Richmond child care providers and/or exhibitions to showcase the work of Richmond's child care providers. Participate in the Annual Child Care Month Dinner held in May 	<ul style="list-style-type: none"> Richmond residents will learn about child care services in their community Richmond child care providers will have an opportunity to receive useful information for professional development Richmond child care providers will be supported and celebrated for their work 	<ul style="list-style-type: none"> May Child Care Month activities enhance the work of child care professionals in Richmond 	<ul style="list-style-type: none"> Stakeholders Child care providers and early childhood educators

Initiative	CCDAC Action/Steps	Expected Outcome	Indicator of Success	Partners
2017 – 2022 Richmond Child Care Needs Assessment and Strategy - Implementation Actions				
Assist with the implementation of actions noted in the 2017-2022 Richmond Child Care Strategy	<ul style="list-style-type: none"> • Action 3 – participate in the review of the Child Care Grants program to ensure it is meeting non-profit child care operators' needs (e.g. timing, number of grant cycles per year, budget). Review the Child Care Grant Program guidelines eligibility criteria for organizations and types of projects) • Action 19 – with input from other organizations such as Vancouver Coastal Health, School District 38, Richmond Child Care Resource and Referral, Richmond Children First etc. collaborate to improve availability of information to Richmond families on child care and family-related resources • Action 22 – continue to support the CCDAC in building the capacity of the child care sector and parents understanding of child care options (e.g. host events to celebrate child care month, hold information sessions for parents on finding child care, organize networking events for child care providers, and support professional development opportunities for early childhood educators) • Action 23 – facilitate and promote the delivery of professional development training for those employed licensed child care programs with the goal of maintaining and enhancing the quality of programs offered in Richmond • Provide advice on other actions related to the Strategy as requested by the Program Manager, Child Care 	<ul style="list-style-type: none"> • Short term actions noted in the Strategy are completed, particularly those identified as involving the CCDAC 	<ul style="list-style-type: none"> • The Child Care Grant Program is enhanced and better meets needs of applicants with clear eligibility criteria • Richmond families have better access to information on child care and other family-related resources • Richmond early childhood educators have more professional development opportunities and the quality of child care programs in Richmond is enhanced 	<ul style="list-style-type: none"> • Council • Stakeholders • Child care operators, providers and early childhood educators



City of Richmond

Report to Committee

To: Planning Committee **Date:** January 7, 2019
From: Kim Somerville
Manager, Community Social Development **File:** 08-4057-05/2018-Vol
01
Re: **Housing Agreement Bylaw No. 9955 to Permit the City of Richmond to Secure
Affordable Housing Units at 23200 Gilley Road**

Staff Recommendation

That Housing Agreement (23200 Gilley Road) Bylaw No. 9955 be introduced and given first, second and third readings to permit the City to enter into a Housing Agreement substantially in the form attached hereto, in accordance with the requirements of section 483 of the *Local Government Act*, to secure the Affordable Housing Units required by the Rezoning Application RZ16-754305.

Kim Somerville
Manager, Community Social Development
(604-247-4671)

Att. 1

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

Staff Report

Origin

The purpose of this report is to recommend that Council adopt Housing Agreement Bylaw No. 9955 to secure at least 959 m² (10,326 ft²) or 14 affordable housing units in the proposed development located at 23200 Gilley Road (Attachment 1).

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

Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.

This report and bylaw also supports Council's 2014-2018 Term Goal #3 A Well-Planned Community:

Adhere to effective planning and growth management practices to maintain and enhance the livability, sustainability and desirability of our City and its neighbourhoods, and to ensure the results match the intentions of our policies and bylaws.

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

Strategic Direction #1: Expand Housing Choices

This report and bylaw are consistent with the Richmond Affordable Housing Strategy, 2017–2027 adopted on March 12, 2018, which specifies the creation of affordable rental housing units as a key housing priority for the City. As the rezoning application was received prior to July 24, 2017, it is subject to grandfathering of the five per cent affordable housing contribution rate. This rezoning introduces the development of a total of approximately 223 residential units (RZ16-754305).

Rezoning Application RZ16-754305 was given second and third readings at the Public Hearing on June 18, 2018 for the redevelopment of 23200 Gilley Road. The registration of a Housing Agreement and Housing Covenant are conditions of the Rezoning Application, which secures 14 affordable housing units with maximum rental rates and tenant income as established by the City's Affordable Housing Strategy.

It is recommended that the proposed Housing Agreement Bylaw for the subject development (Bylaw No. 9955) be introduced and given first, second and third readings. Following adoption of the Bylaw, the City will be able to execute the Housing Agreement and arrange for notice of the agreement to be filed in the Land Title Office.

Analysis

The 14 affordable housing units proposed represent approximately five per cent of the total residential floor area and six of these units will be family-friendly two bedroom units. Ten of the 14 units have been designed to Basic Universal Housing standards. The 14 affordable housing units will be dispersed over levels two, three and four in Building A and Building B of the development.

The subject development application involves a development consisting of approximately 223 residential units including 14 affordable rental housing units. The affordable housing units anticipated to be delivered are as follows:

Unit Type	Affordable Housing Strategy Requirements			Project Targets
	Min. Permitted Unit Area	Max. Monthly Unit Rent*	Total Max. Household Income*	# of Units
1-BR	50 m ² (535 ft ²)	\$975	\$38,250 or less	6
1-BR + Den	50 m ² (535 ft ²)	\$975	\$38,250 or less	2
2-BR	69 m ² (741 ft ²)	\$1,218	\$46,800 or less	1
2-BR + Den	69 m ² (741 ft ²)	\$1,218	\$46,800 or less	5
TOTAL	959 m2 (10,326 ft2)	Varies	Varies	14

*To be adjusted annually based on the terms of the Housing Agreement.

The Housing Agreement restricts the annual household incomes and maximum rents for eligible occupants and specifies that the units must be made available at affordable rental housing rates in perpetuity. The Agreement includes provisions for annual adjustment of the maximum annual housing incomes and rental rates in accordance with City requirements.

In addition, the Agreement restricts the owner from imposing any age-based restrictions on the tenants of the affordable housing units. The Agreement specifies that occupants of the affordable rental housing units shall have unlimited access to all required residential indoor and outdoor amenity spaces as well as all required affordable housing parking spaces and associated shared facilities (e.g. visitor parking, bike storage, bike maintenance and loading) in the development. Affordable housing tenants will also not be charged additional costs (i.e. move in/move out fees).

The applicant has agreed to the terms and conditions of the Housing Agreement and to register notice of the Housing Agreement on title to secure the 14 affordable rental units.

Financial Impact

None.

Conclusion

In accordance with the *Local Government Act* (Section 483), adoption of Bylaw No. 9955 is required to permit the City to enter into a Housing Agreement which together with the housing covenant will act to secure 14 affordable rental units that are proposed in association with Rezoning Application RZ16-754305.



Cody Spencer
Program Manager, Affordable Housing
(604-247-4916)

Att. 1: Map of 23200 Gilley Road



City of Richmond

Bylaw 9955

Housing Agreement (23200 Gilley Road) Bylaw No. 9955

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:

PID: 006-722-911 Lot 1, Section 1, Block 4, North Range 4 West New Westminster
District Plan 73888

This Bylaw is cited as **Housing Agreement (23200 Gilley Road) Bylaw No. 9955**

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept. <i>BD</i>
APPROVED for legality by Solicitor <i>LR</i>

MAYOR

CORPORATE OFFICER

Schedule A

To Housing Agreement (23200 Gilley Road) Bylaw No. 9955

HOUSING AGREEMENT BETWEEN ELASHI DEVELOPMENTS LTD. AND AMANA
DEVELOPMENTS LTD. AND THE CITY OF RICHMOND

HOUSING AGREEMENT
(Section 483 *Local Government Act*)

THIS AGREEMENT is dated for reference the _____, day of December, 2018,

BETWEEN:

ELASHI DEVELOPMENTS LTD., (INC. NO. BC0207849), a company duly incorporated under the laws of the Province of British Columbia and having its registered office at 9837 Waller Court, Richmond, British Columbia, V7E 5S9

(“**Elashi**”)

AND:

AMANA DEVELOPMENTS LTD., (INC. NO. BC0116284), a company duly incorporated under the laws of the Province of British Columbia and having its registered office at 9837 Waller Court, Richmond, British Columbia, V7E 5S9

(“**Amana**” together with Elashi, the “**Owner**” as more fully defined in section 1.1 of this Agreement)

AND:

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

(the “**City**” as more fully defined in section 1.1 of this Agreement)

WHEREAS:

- A. 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;
- B. The Owner is the owner of the Lands (as hereinafter defined); and
- C. The Owner and the City wish to enter into this Agreement (as herein defined) to provide for affordable housing on the terms and conditions set out in this Agreement,

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23200 Gilley Road
Application No. RZ 16-754305 Bylaw 9764
Consideration No.15

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 adopted by the City on March 12, 2018, and containing a number of recommendations, policies, directions, priorities, definitions and annual targets for affordable housing, as may be amended or replaced from time to time;
- (b) **“Affordable Housing Unit”** means a Dwelling Unit or Dwelling Units designated as such in accordance with a building permit and/or development permit issued by the City and/or, if applicable, in accordance with any rezoning consideration applicable to the development on the Lands and includes, without limiting the generality of the foregoing, the Dwelling Unit charged by this 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 the Lands, or a portion thereof, including each air space parcel into which the Lands may be Subdivided from time to time. For greater certainty, each air space parcel will be a Building for the purpose of this Agreement;
- (e) **“Building Permit”** means the building permit authorizing construction on the Lands, or any portion(s) thereof;
- (f) **“City”** means the City of Richmond;
- (g) **“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;
- (h) **“Common Amenities”** means all indoor and outdoor areas, recreational facilities and amenities that are designated for common use of all residential occupants of the Development, or all Tenants of Affordable Housing Units in the Development, through the Development Permit process, including without limitation visitor parking, the required affordable housing parking and electric vehicle charging stations, loading bays, bicycle storage, fitness facilities, outdoor recreation facilities, and related access routes;

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- (i) **"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;
- (j) **"Daily Amount"** means \$100.00 per day as of January 1, 2009 adjusted annually thereafter by adding thereto an amount calculated by multiplying \$100.00 by the percentage change in the CPI since January 1, 2009, 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;
- (k) **"Development"** means the mixed-use residential and commercial development to be constructed on the Lands;
- (l) **"Development Permit"** means the development permit authorizing development on the Lands, or any portion(s) thereof;
- (m) **"Director of Development"** means the individual appointed to be the chief administrator from time to time of the Development Applications Division of the City and his or her designate;
- (n) **"Dwelling Unit"** means a residential dwelling unit or units located or to be located on the Lands whether those dwelling units are lots, strata lots or parcels, or parts or portions thereof, and includes single family detached dwellings, duplexes, townhouses, auxiliary residential dwelling units, rental apartments and strata lots in a building strata plan and includes, where the context permits, an Affordable Housing Unit;
- (o) **"Eligible Tenant"** means a Family having a cumulative annual income of:
 - (i) in respect to a studio unit, \$34,650.00 or less;
 - (ii) in respect to a one-bedroom unit, \$38,250.00 or less;
 - (iii) in respect to a two-bedroom unit, \$46,800.00 or less; or
 - (iv) in respect to a three or more bedroom unit, \$58,050.00 or less

provided that, commencing January 1, 2019, the annual incomes set-out above shall be adjusted annually on January 1st of each year this Agreement is in force and effect, 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. If there is a decrease in the CPI for the period January 1 to December 31 of the immediately preceding calendar year, the annual incomes set-out above for the subsequent year shall remain unchanged from the previous year. In the absence of obvious error or mistake, any calculation by the City of an Eligible Tenant's permitted income in any particular year shall be final and conclusive;

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- (p) **“Family”** means:
 - (i) a person;
 - (ii) two or more persons related by blood, marriage or adoption; or
 - (iii) a group of not more than 6 persons who are not related by blood, marriage or adoption
- (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 Lands from time to time, in respect to the use and transfer of the Affordable 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: 006-722-911, Lot 1 Section 1 Block 4 North Range 4 West NWD Plan 73888 as may be Subdivided from time to time, and including a Building or a portion of a Building;
- (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) **“LTO”** means the New Westminster Land Title Office or its successor;
- (x) **“Manager, Community Social Development”** means the individual appointed to be the Manager, Community Social Development from time to time of the Community Services Department of the City and his or her designate;
- (y) **“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;
- (z) **“Permitted Rent”** means no greater than:
 - (i) \$811.00 (exclusive of GST) a month for a studio unit;
 - (ii) \$975.00 (exclusive of GST) a month for a one-bedroom unit;

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- (iii) \$1,218.00 (exclusive of GST) a month for a two-bedroom unit; and
- (iv) \$1,480.00 (exclusive of GST) a month for a three (or more) bedroom unit,

provided that, commencing January 1, 2019, the rents set-out above shall be adjusted annually on January 1st of each year this Agreement is in force and effect, 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. In the event that, in applying the values set-out above, the rental increase is at any time greater than the rental increase permitted by the *Residential Tenancy Act*, then the increase will be reduced to the maximum amount permitted by the *Residential Tenancy Act*. If there is a decrease in the CPI for the period January 1 to December 31 of the immediately preceding calendar year, the permitted rents set-out above for the subsequent year shall remain unchanged from the previous year. 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;

- (aa) “**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;
- (bb) “**Residential Tenancy Act**” means the *Residential Tenancy Act*, S.B.C. 2002, Chapter 78, together with all amendments thereto and replacements thereof;
- (cc) “**Strata Property Act**” means the *Strata Property Act* S.B.C. 1998, Chapter 43, together with all amendments thereto and replacements thereof;
- (dd) “**Subdivide**” means to divide, apportion, consolidate or subdivide the Lands, or the ownership or right to possession or occupation of the Lands 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*;
- (ee) “**Tenancy Agreement**” means a tenancy agreement, lease, license or other agreement granting rights to occupy an Affordable Housing Unit; and
- (ff) “**Tenant**” means an occupant of an Affordable 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;

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- (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 one 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.

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- 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 Appendix 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 The Owner agrees that notwithstanding that the Owner may otherwise be entitled, the Owner will not:
- (a) be issued with a Development Permit unless the Development Permit includes the Affordable Housing Units;
 - (b) be issued with a Building Permit unless the Building Permit includes the Affordable Housing Units; and
 - (c) occupy, nor permit any person to occupy any Dwelling Unit or any portion of any building, in part or in whole, constructed on the Lands and the City will not be obligated to permit occupancy of any Dwelling Unit or building constructed on the Lands until all of the following conditions are satisfied:
 - (i) the Affordable Housing Units and related uses and areas have been constructed to the satisfaction of the City;
 - (ii) the Affordable Housing Units have received final building permit inspection granting occupancy; and
 - (iii) 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 development of the Lands.

ARTICLE 3

DISPOSITION AND ACQUISITION OF AFFORDABLE HOUSING UNITS

- 3.1 The Owner will not permit an Affordable Housing Unit Tenancy Agreement to be subleased or assigned.

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- 3.2 If this Housing Agreement encumbers more than one Affordable Housing Unit, then the Owner may not, without the prior written consent of the City Solicitor, sell or transfer less than all Affordable Housing Units located in the Development 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 the Affordable Housing Units located in the Development. Without limiting the foregoing, the Owner shall not Subdivide the Lands in a manner that creates one or more Affordable Housing Units into a separate air space parcel without the prior written consent of the City.
- 3.3 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 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 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 Tenant’s annual income once per calendar year;
 - (ii) number of occupants of the Affordable Housing Unit;
 - (iii) number of occupants of the Affordable Housing Unit under 18 years of age;
 - (iv) number of occupants of the Affordable Housing Unit over 65 years of age;
 - (v) a statement of before tax employment income for all occupants over 18 years of age; and
 - (vi) total income for all occupants of the Affordable Housing Unit;”
 - (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.
- 3.4 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.

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3.5 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 in the Development and will not Subdivide the Lands 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 parking, bicycle storage, electric vehicle charging stations or related facilities;
 - (v) extra charged for the use of sanitary sewer, storm sewer, or water; or
 - (vi) property or similar tax;

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

- (vii) providing cable television, telephone, other telecommunications, or electricity fees (including electricity fees and charges associated with the Tenant's use of electrical vehicle charging infrastructure); and
 - (viii) installing electric vehicle charging infrastructure (in excess of that pre-installed by the Owner at the time of construction of the Development), by or on behalf of the Tenant;
- (e) the Owner will attach a copy of this Agreement to every Tenancy Agreement;

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- (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(o) of this Agreement;
 - (iii) the Affordable Housing Unit is occupied by more than the number of people the City's building inspector 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,

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 3.5(g)(ii) of this Agreement [*Termination of Tenancy Agreement if Annual Income of Tenant rises above amount prescribed in section 1.1(o) of this Agreement*], the notice of termination shall provide that the termination of the tenancy shall be effective 30 days following the date of the notice of termination. In respect to section 3.5(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.

3.6 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.

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- 3.7 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.

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 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 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 the Lands or any Subdivided parcel of the Lands.
- 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 for the use of any Common Amenities, common property, limited common

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property or other common areas, facilities, or indoor or outdoor amenities of the strata corporation contrary to section 3.5(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 charging stations or related facilities contrary to section 3.5(d). Notwithstanding the foregoing, the strata corporation may levy such parking, bicycle storage, electric vehicle 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.
- 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.

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; 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 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 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.

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23200 Gilley Road
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Consideration No.15

**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, 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 Affordable Housing Units, then the City Solicitor shall be entitled, without further City Council approval, authorization or bylaw, to partially discharge this Agreement accordingly. The Owner acknowledges and agrees that notwithstanding a partial discharge of this Agreement, this Agreement shall be and remain in full force and effect and, but for the partial discharge, otherwise unamended. Further, the Owner acknowledges and agrees that in the event that the Affordable Housing Unit is in a strata corporation, this Agreement shall remain noted on the strata corporation's common property sheet.

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.

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7.4 Management

The Owner covenants and agrees that it will furnish 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 Lands. Notwithstanding the foregoing, 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 refusing to issue a development permit, building permit or refusing to permit occupancy of any building, or any portion thereof, constructed on the Lands;
- (c) the construction, maintenance, repair, ownership, lease, license, operation, management or financing of the Lands or any Affordable Housing Unit or the enforcement of any Tenancy Agreement; and/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 Lands or any Affordable Housing Unit under this Agreement;

- (b) the City refusing to issue a development permit, building permit or refusing to permit occupancy of any building, or any portion thereof, constructed on the Lands; and/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

And 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

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Consideration No.15

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 Owners 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.

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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 provided however that notwithstanding that the Owner is no longer the registered owner of the Lands, the Owner will remain liable for breaches of this Agreement that occurred while the Owner was the registered owner of the Lands.

[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.

ELASHI DEVELOPMENTS LTD. (INC. NO. BC0207849)

by its authorized signatory(ies):

Per: _____
Name:

Per: _____
Name:

AMANA DEVELOPMENTS LTD., (INC. NO. BC0116284)

by its authorized signatory(ies):

Per: _____
Name:

Per: _____
Name:

CITY OF RICHMOND

by its authorized signatory(ies):

Per: _____
Malcolm D. Brodie, Mayor

Per: _____
David Weber, Corporate Officer

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

Housing Agreement (Section 483 *Local Government Act*)
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Consideration No.15

Appendix 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)	(<i>street address</i>), 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 for each of the 12 months for the period from January 1, 20____ to December 31, 20____ (the "**Period**");
3. Continuously throughout the Period:
 - 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;

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4. 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 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*.

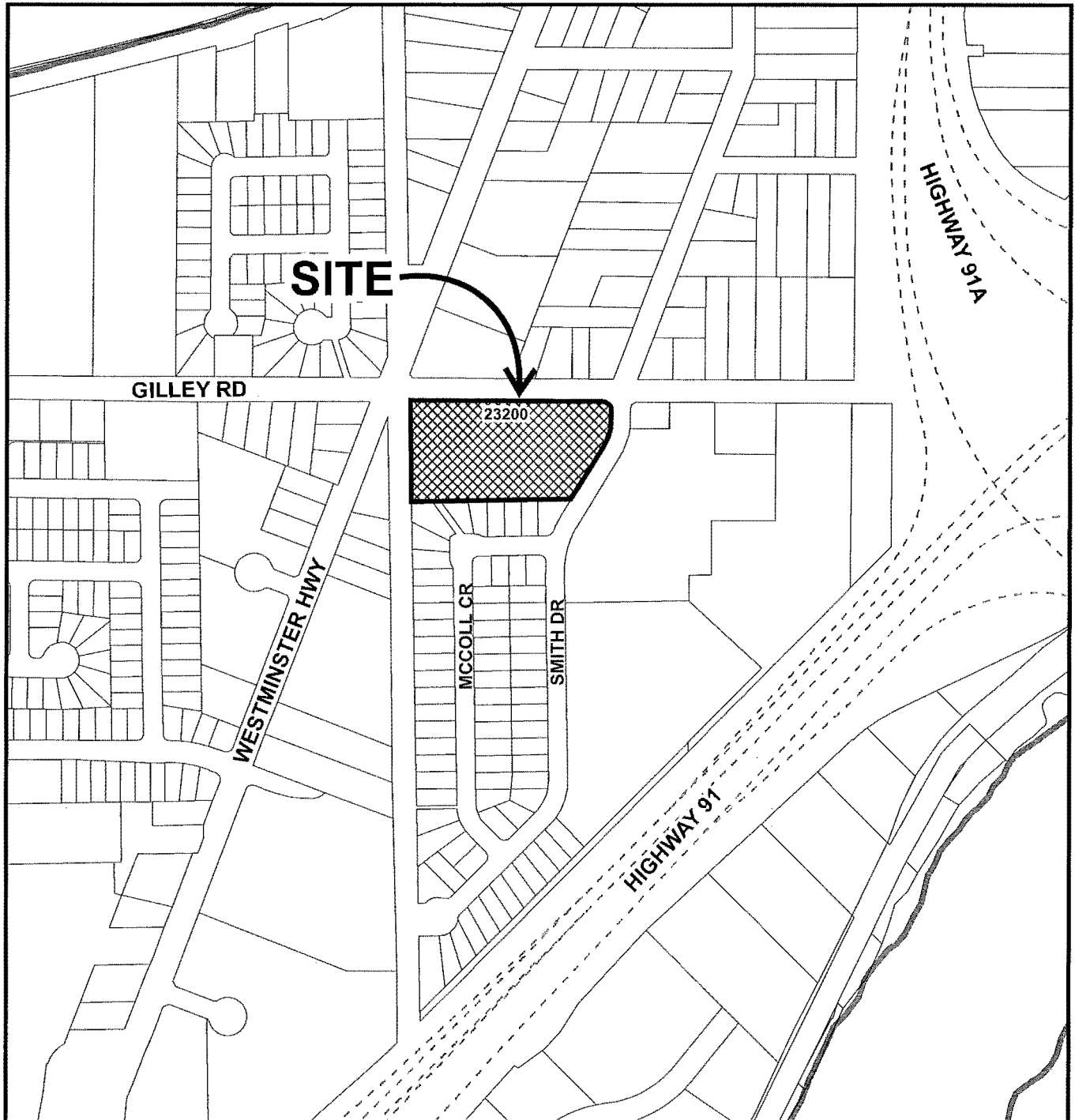
DECLARED BEFORE ME at _____)
 _____ in the)
 Province of British Columbia, Canada, this)
 _____ day of _____, 20____)
 _____)
 A Notary Public and a Commissioner for)
 taking Affidavits in and for the Province of)
 British Columbia)

 (Signature of Declarant)
 Name:

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



City of
Richmond



23200 Gilley Road

CNCL - 167

Original Date: 10/26/18

Revision Date:

Note: Dimensions are in METRES



City of Richmond

Report to Committee

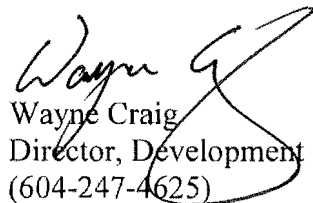
To: Planning Committee
From: Wayne Craig
Director, Development

Date: January 30, 2019
File: RZ 18-814702

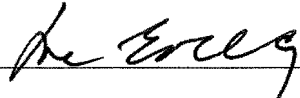
Re: Application by Eric Stine Architect Inc. for Rezoning at 8600, 8620, 8640 and 8660 Francis Road from "Single Detached (RS1/E)" Zone to "Low Density Townhouses (RTL4)" Zone

Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9986, for the rezoning of 8600, 8620, 8640 and 8660 Francis Road from "Single Detached (RS1/E)" zone to "Low Density Townhouses (RTL4)" zone, to permit the development of 18 townhouse units with vehicle access from Francis Road, be introduced and given First Reading.


Wayne Craig
Director, Development
(604-247-4625)

WC:jr
Att. 6

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Affordable Housing	<input checked="" type="checkbox"/>	

Staff Report

Origin

Eric Stine Architect Inc. has applied to the City of Richmond for permission to rezone 8600, 8620, 8640, and 8660 Francis Road from the “Single Detached (RS1/E)” zone to the “Low Density Townhouses (RTL4)” zone, to permit the development of 18 two-storey and three-storey townhouse units with vehicle access from Francis Road. A location map and aerial photo is provided in Attachment 1.

A Development Application Data Sheet providing details about the development proposal is provided in Attachment 2. Conceptual development plans are provided in Attachment 3.

Existing Condition and Site Context

The subject site is 3,668.28 m² (39,485 ft²) in size and is located on the south side of Francis Road, between Garden City Road and Wagner Gate. The existing dwellings are accessed via four driveway crossings to Francis Road.

Existing Housing Profile

The subject site currently consists of four lots; each containing a single-family dwelling. The applicant has indicated that all four of the dwellings were owner-occupied, and none contain a secondary suite. Each of the dwellings will be demolished at a future development stage.

Surrounding Development

Existing development immediately surrounding the subject site is as follows:

- To the North, across Francis Road, are four single-family dwellings with coach houses on lots zoned “Coach Houses (RCH)”, and a lot undergoing redevelopment to create two single-family dwellings with coach houses as per the adopted rezoning (RZ 11-587257).
- To the South, are single-family dwellings on lots zoned “Single Detached (RS1/E)”, with vehicle access from Wagner Drive.
- To the East and West, are single-family dwellings on lots zoned “Single Detached (RS1/E)”, with vehicle access from Francis Road. These lots are designated for townhouse development in the Arterial Road Policy.

Existing Legal Encumbrances

There is an existing 3.0 m wide statutory right-of-way (SRW) registered on Title of the properties for the sanitary sewer located in the rear yard. This SRW will not be impacted by the proposed rezoning or redevelopment. The applicant is aware that encroachment into the SRW is not permitted.

Related Policies & Studies

Official Community Plan

The subject site is located in the Broadmoor planning area, and is designated “Neighbourhood Residential” in the Official Community Plan (OCP), which permits single-family, duplex, and townhouse development (Attachment 4). The proposed rezoning is consistent with this designation.

Arterial Road Policy

The subject site is designated “Arterial Road Townhouse” in the Arterial Road Housing Development Map. The proposed rezoning is consistent with this designation.

Affordable Housing Strategy

As per the City’s Affordable Housing Strategy, townhouse rezoning applications are required to provide a cash-in-lieu contribution of \$8.50 per buildable square foot towards the City’s Affordable Housing Reserve Fund. The applicant proposes to make a cash-in-lieu contribution of \$201,373.50, which is consistent with the Affordable Housing Strategy.

Public Art Program Policy

The applicant will be participating in the City’s Public Art Program by making a voluntary contribution to the City’s Public Art Reserve fund for City-wide projects on City lands. Since this rezoning was received in 2018, the applicable rate for the contribution is \$0.85 per buildable square foot; for a total contribution in the amount of \$20,137.35. This voluntary contribution is required to be submitted to the City prior to final adoption of the rezoning bylaw.

Floodplain Management Implementation Strategy

The proposed redevelopment must meet the requirements of the Richmond Flood Plain Designation and Protection Bylaw 8204. Registration of a flood indemnity covenant on Title is required prior to final adoption of the rezoning bylaw.

Public Consultation

A rezoning sign has been installed on the subject property. Staff have not received any comments from the public about the rezoning application in response to the placement of the rezoning sign on the property.

Should the Planning Committee endorse this application and Council grant First Reading to the rezoning bylaw, the bylaw will be forwarded to a Public Hearing; where any area resident or interested party will have an opportunity to comment. Public notification for the Public Hearing will be provided as per the *Local Government Act*.

Analysis

Site Planning

The applicant proposes 8 three-storey townhouse units and 10 two-storey townhouse units arranged on a T-shaped central drive aisle. Conceptual development plans are included in Attachment 3.

The proposed site layout consists of:

- Two three-storey buildings, each containing four three-storey units and one two-storey unit, for a total of ten units, fronting Francis Road; and
- Six two-storey buildings, containing a total of eight units, along the south end of the site.

The units fronting Francis Road are arranged in two clusters, bisected by the entry drive aisle. Each cluster presents an articulated façade to Francis Road, including projecting gable ends over unit entrances and recessed second storey balconies. Private outdoor space is located in the front yard, and each unit has access to a second storey balcony for additional outdoor space. Building massing is stepped down to two storeys along each side yard interface to provide a transition between the townhouse development and existing single-family dwellings. Convertible units are proposed in these two-storey end units, for a total of two convertible units in the development.

The units along the south end of the site are two-storeys. Two duplex clusters and four stand-alone units are proposed. This arrangement suggests a collection of small single-family houses. Unit entrances are paired around a landscaped area containing a variety of shrubs, grasses, and trees. Living space is oriented toward the rear yard, and each unit includes a second storey balcony. Approximately half of the ground floor is set back 6.05 m from the rear lot line, with the remaining portions of the ground floor set back 5.45 m. The building face of the second storey is set back 7.64 m from the rear property line, and the balcony is set back 6.05 m. These setbacks are consistent with the requirements for arterial road townhouse development in relation to interface with single-family dwellings.

Amenity Space

The applicant is proposing a cash contribution in-lieu of providing the required indoor amenity space on-site, at a rate of \$1,600 per unit as per the OCP. The total cash contribution required for this 18-unit townhouse development is \$28,800.

A common outdoor amenity space is proposed between the unit clusters on the south end of the site, directly across from the entry drive aisle. This location is highly visible and centrally located. The proposal includes landscaping, bench seating, a ping pong table, and a play structure suitable for young children.

Further refinement of the site plan, architectural character, outdoor amenity space, and convertible unit features of the proposed development will occur through the Development Permit process.

Transportation and Site Access

Vehicle access is proposed via a single driveway crossing to Francis Road located in the middle of the site frontage. The proposed driveway is located approximately 100 m from Wagner Gate, which is consistent with the requirements for arterial road townhouse development.

The drive aisle is designed to provide vehicle access to future developments to the east and west of the site. Prior to final adoption of the rezoning bylaw, the applicant must register an SRW for public-rights-of-passage (PROP) across the entire driveway and drive aisle for this purpose.

Pedestrian access to the site is proposed via a walkway beside the driveway and a walkway on the west edge of the site.

Parking is provided on site for the townhouse units and visitors at rates consistent with Richmond Zoning Bylaw 8500. Each unit includes a garage with two parking spaces, for a total of 36 residential spaces. Parking spaces in the three-storey units are in a tandem arrangement, and the two-storey units feature side-by-side vehicle parking. Four visitor parking spaces are located at the ends of each arm of the drive aisle, including one larger accessible space.

Class 1 bicycle parking is provided in the garage of each three-storey unit, and in a bank of bike lockers on the west edge of the site along the pedestrian walkway. Class 2 bicycle parking is provided adjacent to the driveway.

Tree Retention and Replacement

The applicant has submitted a Certified Arborist's Report; which identifies on-site and off-site tree species, assesses tree structure and condition, and provides recommendations on tree retention and removal relative to the proposed development. The Report assesses 12 bylaw-sized trees and three hedges located on the subject site, and three trees located on neighbouring properties.

The City's Tree Preservation Coordinator has reviewed the Arborist's Report and supports the Arborist's findings, with the following comments:

- 12 trees (Tag # 6-10, 12- 18) located on the development site are either dead, dying, infected with Fungal Blight, or exhibit structural defects such as cavities at the main branch union and co-dominant stems with inclusions. As a result, these trees are not good candidates for retention and should be removed and replaced.
- Three hedges (Tag # 4, 5, and 11) located on-site are either in poor condition or low value. These hedges should be removed.
- Three trees (Tag # 1-3) located on adjacent neighbouring properties are identified to be retained and protected. Provide tree protection as per City of Richmond Tree Protection Information Bulletin Tree-03.
- Replacement trees should be specified at 2:1 ratio as per the Official Community Plan (OCP).

Tree Replacement

The applicant wishes to remove 12 on-site trees (Tag # 6-10, 12-18). The 2:1 replacement ratio would require a total of 24 replacement trees. The applicant has agreed to plant 24 replacement trees in the development. The required replacement trees are to be of the following minimum sizes, based on the size of the trees being removed as per Tree Protection Bylaw No. 8057.

No. of Replacement Trees	Minimum Caliper of Deciduous Replacement Tree	Minimum Height of Coniferous Replacement Tree
6	11 cm	6 m
8	10 cm	5.5 m
2	9 cm	5 m
4	8 cm	4 m
4	6 cm	3.5 m

Tree Protection

Three trees (Tag # 4, 5, and 11) on neighbouring properties are to be retained and protected. The applicant has submitted a tree protection plan showing the trees to be retained and the measures taken to protect them during development stage (Attachment 5). To ensure that the trees identified for retention are protected at development stage, the applicant is required to complete the following items:

- Prior to final adoption of the rezoning bylaw, submission to the City of a contract with a Certified Arborist for the supervision of all works conducted within or in close proximity to tree protection zones. The contract must include the scope of work required, the number of proposed monitoring inspections at specified stages of construction, any special measures required to ensure tree protection, and a provision for the arborist to submit a post-construction impact assessment to the City for review.
- Prior to demolition of the existing dwellings on the subject site, installation of tree protection fencing around all trees to be retained. Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin Tree-03 prior to any works being conducted on-site, and remain in place until construction and landscaping on-site is completed.

BC Energy Step Code

On July 26, 2018, Council adopted BC Energy Step Code requirements for all new residential developments. The proposed development consists of townhouses that staff anticipates would be designed and built in accordance with Part 9 of the BC Building Code. As such, this development would be expected to achieve Step 3 of the Energy Step Code for Part 9 construction (Climate Zone 4).

Site Servicing and Frontage Improvements

The applicant is required to enter into a Servicing Agreement at Building Permit stage for the design and construction of the required site servicing and frontage improvements, as described in Attachment 6. Frontage improvements include, but may not be limited to, the following:

- Removal and replacement of existing water and storm sewer lines in the property frontage.
- Undergrounding of existing overhead transmission lines.
- Removal of the existing sidewalk and boulevard and replacement with new 1.5 m wide concrete sidewalk at the property line, minimum 1.5 m wide landscaped boulevard with street trees and lighting, and 0.15 m concrete curb.
- Removal of the four existing driveways and replacement with frontage works as described above.
- Construction of a new driveway to the development site.

Development Permit Application

A Development Permit application is required to be processed to a satisfactory level prior to final adoption of the rezoning bylaw. Further refinements to architectural, landscape, and urban design will be completed as part of the Development Permit application review process, including, but not limited to, the following:

- Compliance with the Development Permit Guidelines for multi-family developments and arterial road townhouses in the OCP.
- Refinement of the proposed building form and architectural character to achieve an engaging streetscape along Francis Road.
- Review of the size and species of on-site trees to ensure bylaw compliance and to achieve a mix of coniferous and deciduous species.
- Design of the common outdoor amenity space, including choice of play equipment and other features to ensure a safe and vibrant environment for children's play and social interaction.
- Review of accessibility features, including aging-in-place features in all units, and the provision of two convertible units.
- Review of a sustainability strategy for the development proposal, including steps to achieve Step 3 of the Energy Step Code for Part 9 construction (Climate Zone 4).

Financial Impact

The rezoning application results in an insignificant Operational Budget Impact (OBI) for off-site City infrastructure (such as roadworks, waterworks, storm sewers, sanitary sewers, street lights, street trees and traffic signals).

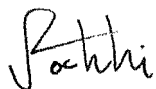
Conclusion

The purpose of this application is to rezone 8600, 8620, 8640, and 8660 Francis Road from the "Single Detached (RS1/E)" zone to the "Low Density Townhouses (RTL4)" zone, to permit the development of 18 two- and three-storey townhouse units with vehicle access from Francis Road.

The rezoning application complies with the land use designations and applicable policies contained within the OCP for the subject site. Further review of the project design will be completed as part of the Development Permit application review process.

The list of rezoning considerations is included in Attachment 6, which has been agreed to by the applicant (signed concurrence on file).

It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 9986 be introduced and given First Reading.



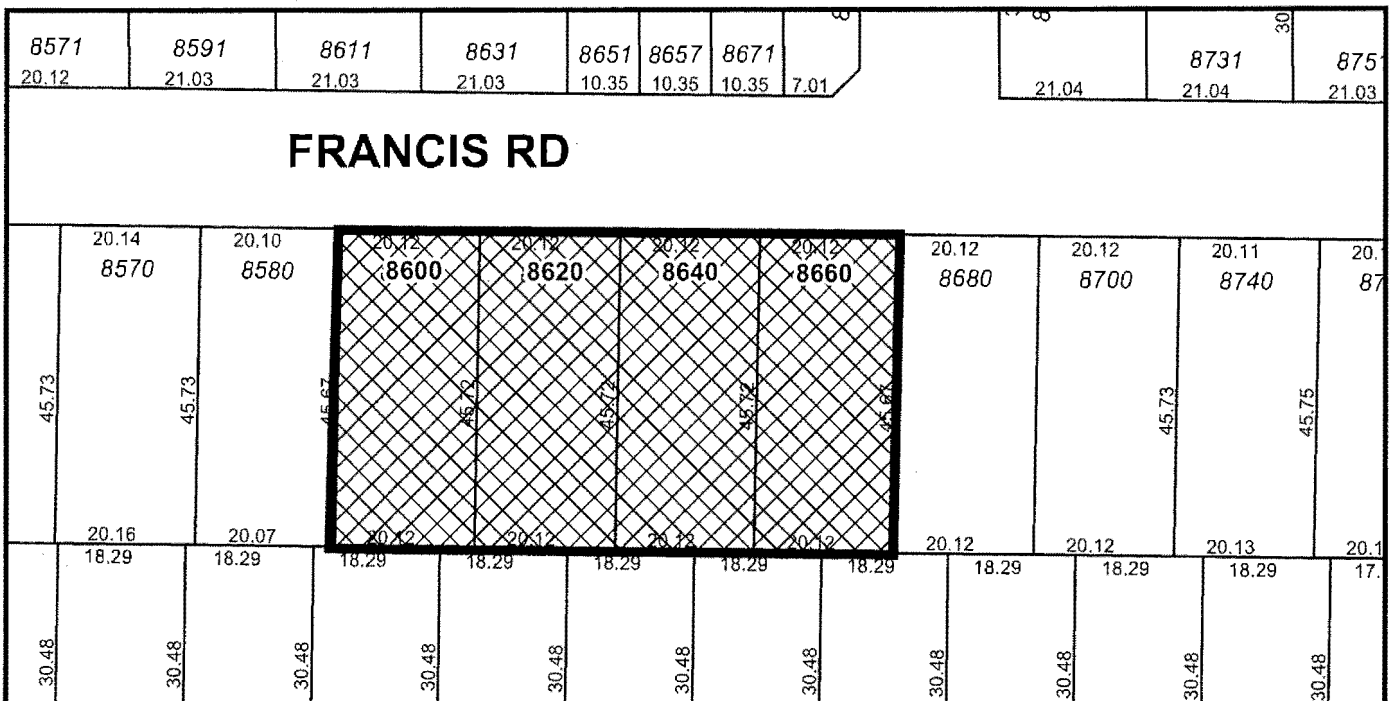
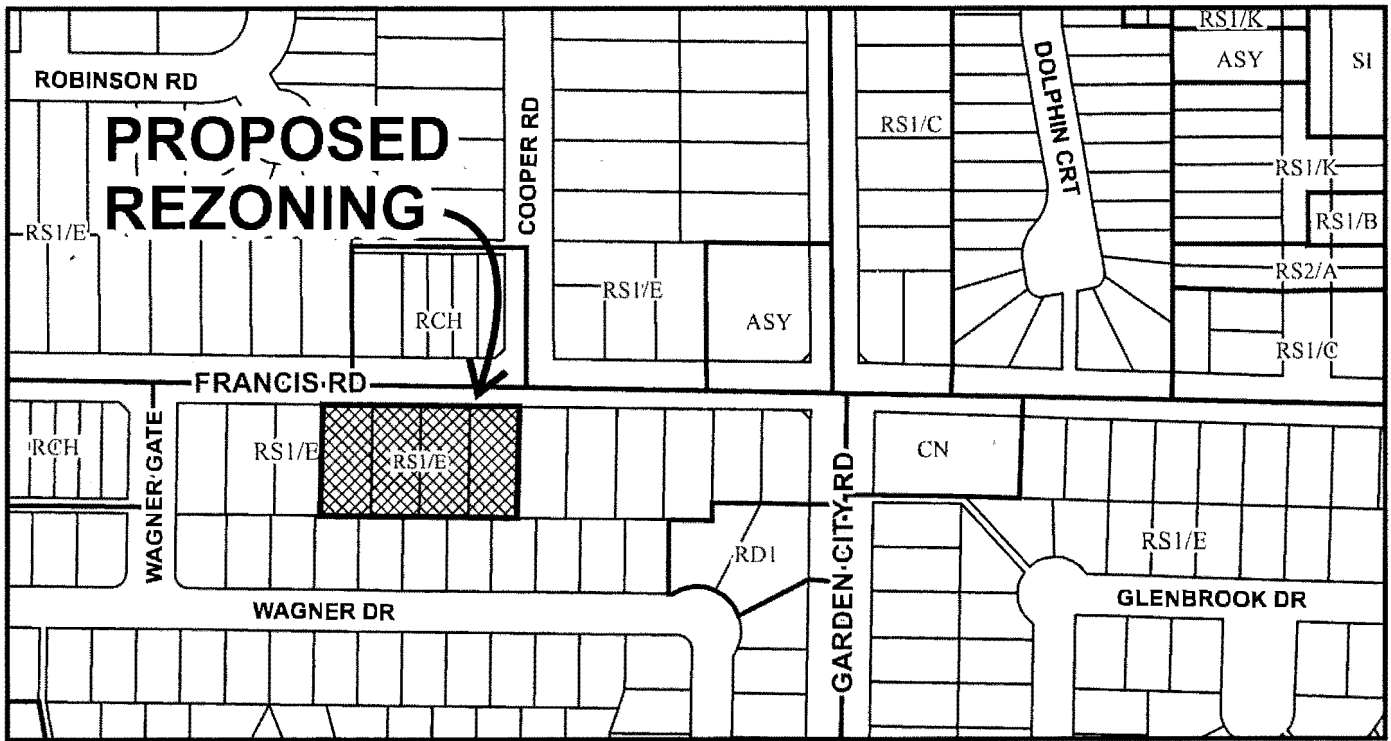
Jordan Rockerbie
Planning Technician
(604-276-4092)

JR:blg

- Attachment 1: Location Map and Aerial Photo
- Attachment 2: Development Application Data Sheet
- Attachment 3: Conceptual Development Plans
- Attachment 4: Broadmoor Neighbourhood Land Use Map
- Attachment 5: Tree Management Plan
- Attachment 6: Rezoning Considerations



City of
Richmond



RZ 18-814702

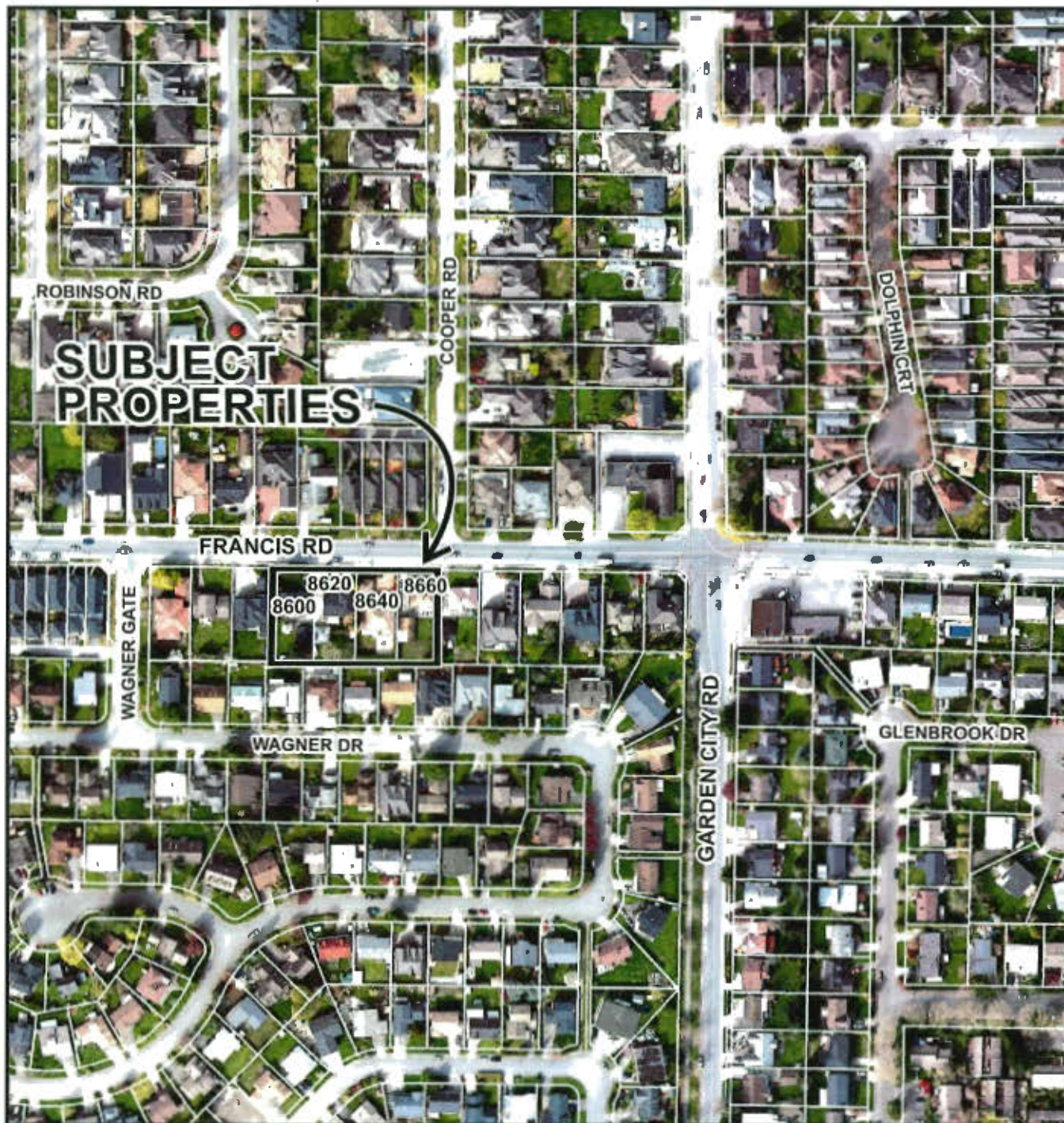
Original Date: 03/15/18

Revision Date: 01/14/19

Note: Dimensions are in METRES



City of Richmond



RZ 18-814702

Original Date: 03/19/18

Revision Date: 01/14/19

Note: Dimensions are in METRES



RZ 18-814702

Attachment 2

Address: 8600, 8620, 8640 and 8660 Francis Road

Applicant: Eric Stine Architect Inc.

Planning Area(s): Broadmoor

	Existing	Proposed
Owner:	Mavic Properties Ltd.	To be determined
Site Size (m²):	3,668.28 m ²	No change
Land Uses:	Single-family residential	Multiple-family residential
OCP Designation:	Neighbourhood Residential	No change
Zoning:	Single Detached (RS1/E)	Low Density Townhouses (RTL4)
Number of Units:	Four single detached dwellings	18 townhouse dwellings

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max. 0.60	0.60	none permitted
Buildable Floor Area (m ²):*	Max. 2,201 m ² (23,691 ft ²)	2,196.2 m ² (23,639.7 ft ²)	none permitted
Lot Coverage (% of lot area):	Building: Max. 40% Non-porous Surfaces: Max. 65% Landscaping: Min. 25%	Building: 35.9% Non-porous Surfaces: 62.2% Landscaping: Min. 25%	none
Lot Size:	N/A	3,668.28 m ²	none
Lot Dimensions (m):	Width: 50.0 m Depth: 35.0 m	Width: 80.42 m Depth: 45.72 m	none
Setbacks (m):	Front: Min. 6.0 m Rear: Min. 3.0 m Side: Min. 3.0 m	Front: 6.0 m Rear: 5.45 m West Side: 3.45 m East Side: 4.06 m	none
Height (m):	12.0 m (3 storeys)	11.97 m (3 storeys)	none
Off-street Parking Spaces – Regular (R) / Visitor (V):	2 (R) and 0.2 (V) per unit	2 (R) and 0.22 (V) per unit	none
Off-street Parking Spaces – Total:	36 (R) and 4 (V)	36 (R) and 4 (V)	none
Tandem Parking Spaces:	Permitted – Maximum of 50% of required residential spaces	16 (i.e. 44%)	none
Small Car Parking Spaces:	Permitted – Maximum of 50% of total required spaces	12 (i.e. 33 %)	none

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Bicycle Parking Spaces – Class 1:	1.25 per unit (i.e. 23)	26	none
Bicycle Parking Spaces – Class 2:	0.2 per unit (i.e. 4)	4	none
Amenity Space – Indoor:	Min. 50 m ² or \$1,600/unit cash-in-lieu (i.e. \$28,800)	\$28,800 cash-in-lieu	none
Amenity Space – Outdoor:	6 m ² per unit (i.e. 108 m ²)	136.2 m ²	none

Other: Tree replacement compensation required for loss of significant trees.

* Preliminary estimate; not inclusive of garage; exact building size to be determined through zoning bylaw compliance review at Building Permit stage.

8600 / 8660 FRANCIS ROAD - REZONING



1 Aerial From Street



2 Aerial From Backyard

A REVIEWED FOR REZONING 19-11-09

1 FOR REZONING		19-11-09
DATE	BY	19-11-09
ERIC STINE ARCHITECT INC 1 HALL LANE VANCOUVER, BC V6V 1A1 TEL: (604) 731-1205 FAX: (604) 731-1401		
<small>The drawings are intended to provide a visual representation of the proposed development. The drawings are not to be used for any other purpose without the written consent of the architect. The drawings are the property of the architect and are to be kept confidential. The drawings are to be used for the purpose of obtaining zoning approval only. The drawings are not to be used for any other purpose without the written consent of the architect.</small>		
PROJECT	DATE	JULY 2009
NEW TOWNHOUSES REZONING 8600 / 8660 Francis Road VANCOUVER, BC V6V 1A1		
COVER PAGE		
SCALE		0.00
DRAWN BY		ERIC STINE

8600 / 8660 FRANCIS ROAD



3 Rear Buildings - Amenity Area Sideyard



8 Rear Building Backyards



9 Rear Building Entrances



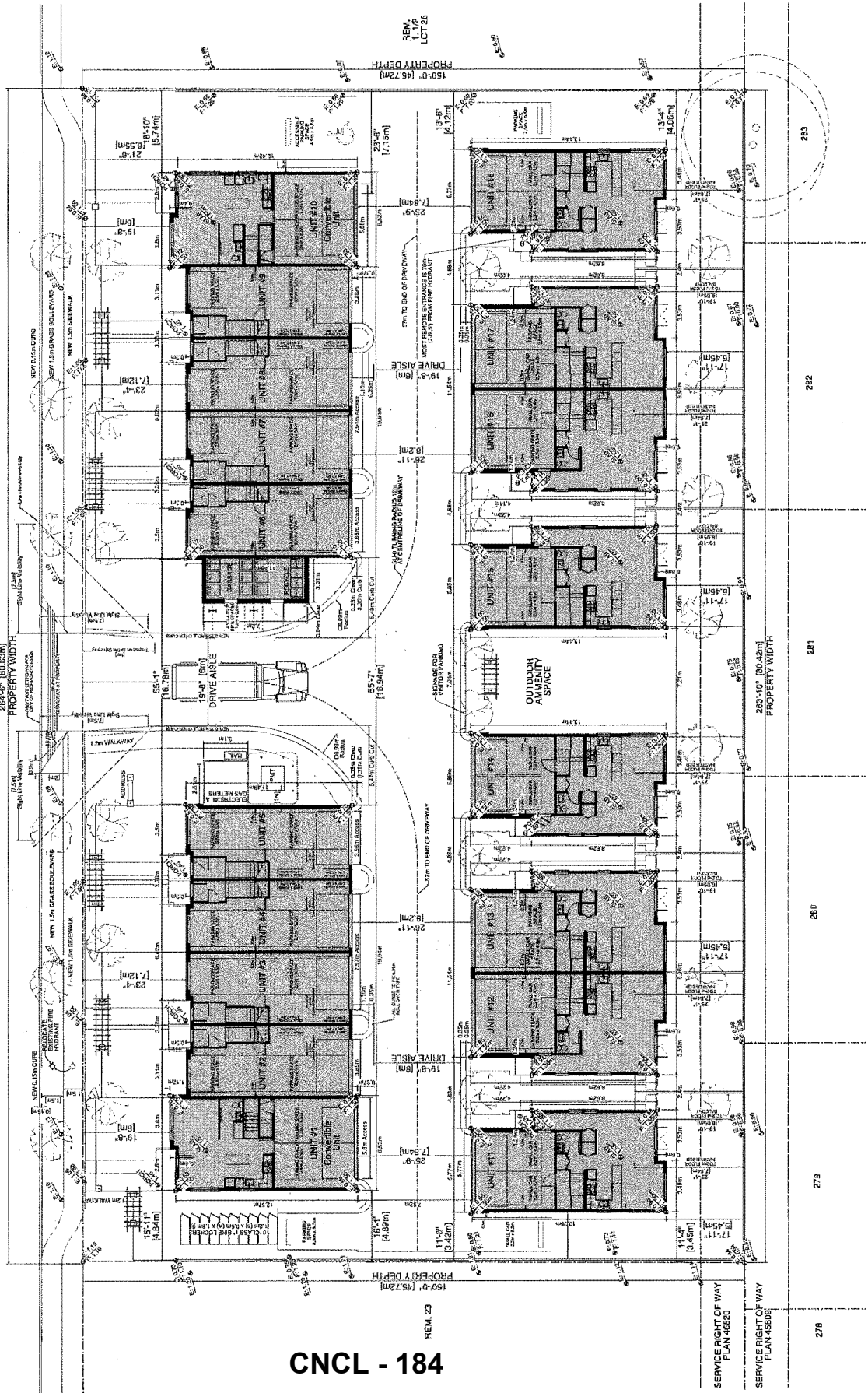
4 Rear Buildings - Drive Aisle

A REVIEWED FOR REDLINING 16-11-18

1 FOR REDLINING	16-11-18
NO DATE	NO DATE
ERIC STINE ARCHITECT INC 1-184 GLENVIEW AVE CANADAMARKET CANADA ONTARIO L4C 1P6 (416) 771-4010	
<small>The drawings are prepared for the client's use only. They are not to be used for any other purpose without the written consent of the architect. The architect is not responsible for any errors or omissions in the drawings or for any consequences arising therefrom. The client is responsible for obtaining all necessary permits and for ensuring that the drawings comply with all applicable laws and regulations. The architect is not responsible for any construction or for any damage to property or persons resulting from the use of the drawings.</small>	
DATE: 16-11-18	DATE: 16-11-18
BY: E. STINE	BY: E. STINE
NEW TOWNHOUSES REDLINING AT 8600 / 8660 FRANCIS ROAD CANADAMARKET, ONTARIO FOR REDLINING	
3D VIEWS	
0.02 REAL ESTATE ASSOCIATION	

8600 / 8660 FRANCIS ROAD

FRANCIS ROAD



CNCL - 184

ERIC STINE ARCHITECT INC. 1000 AVENUE VANCOUVER, BC CANADA V6J 1G6 TEL: (604) 278-1000 FAX: (604) 278-1000	
NEW TOWNHOUSES REZONING 8600 / 8660 Francis Road VANCOUVER, BC	
SITE PLAN - GROUND FLOOR PROJECT NO. 184 DRAWING NO. A0.1	

$$z -$$


1984-1985

1-1664 W. 1ST AVE.
VANCOUVER, BC
CANADA V6J 1G5
TEL: (604) 733-8548
FAX: (604) 734-0073

[illegible]

NEW TOWNHOUSES REZONING

8600 / 8660 Francis Road

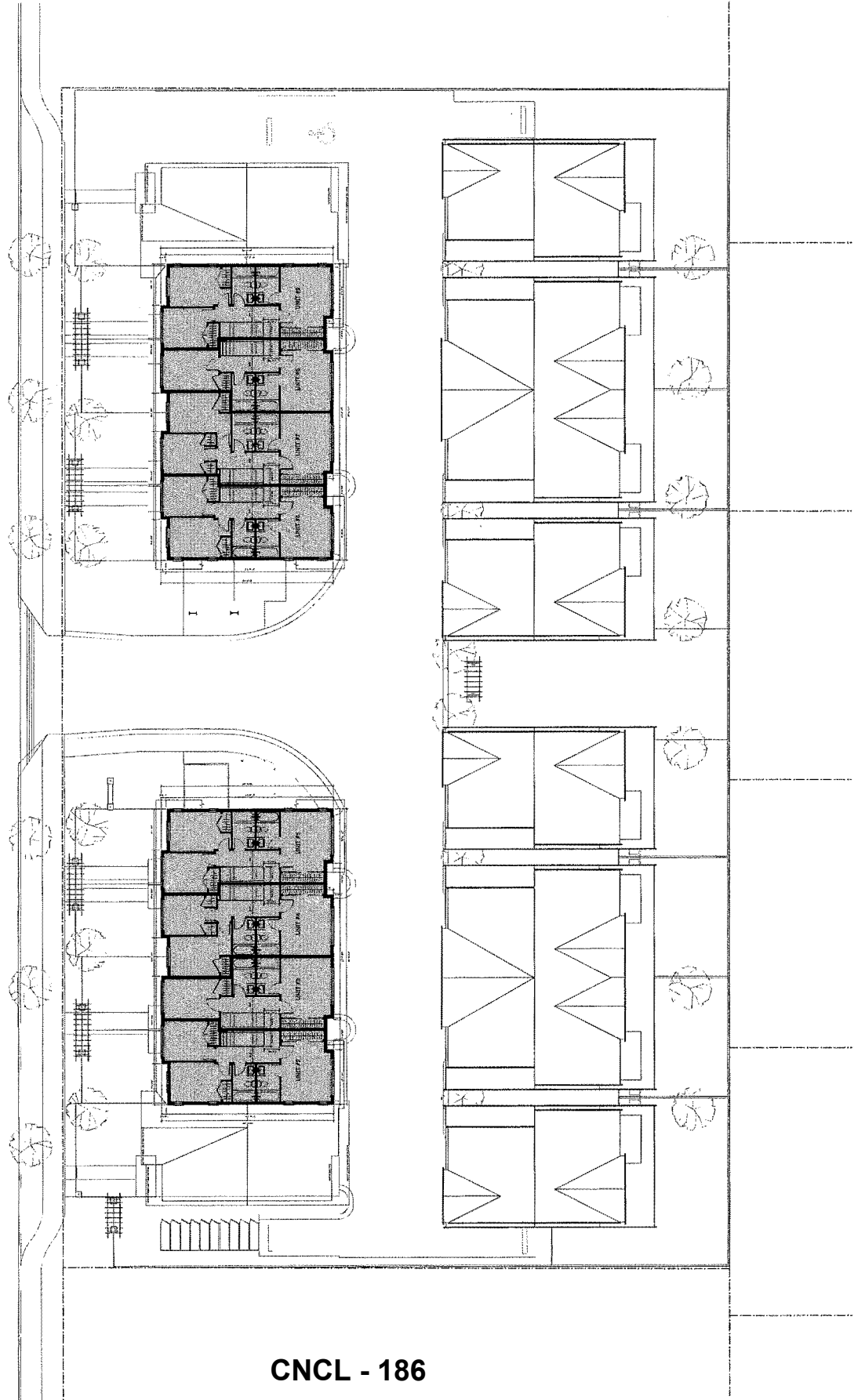
10/10/2013

SITE PLAN - SECOND FLOOR

1111

7.04

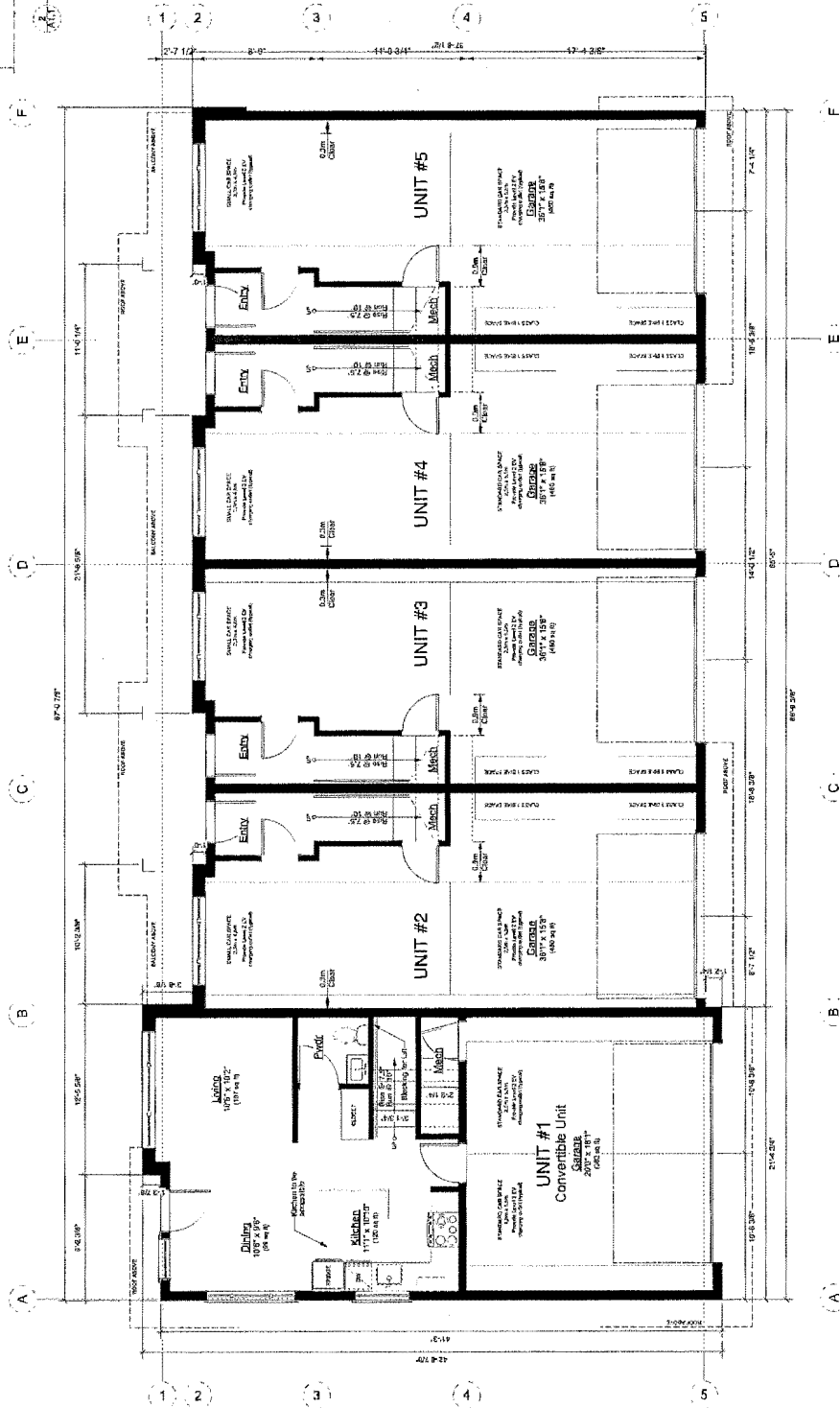
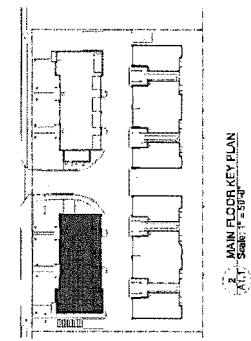
8600 / 8660 FRANCIS ROAD



CNCL - 186

A. REVISED FOR REDRAWN 15-11-19

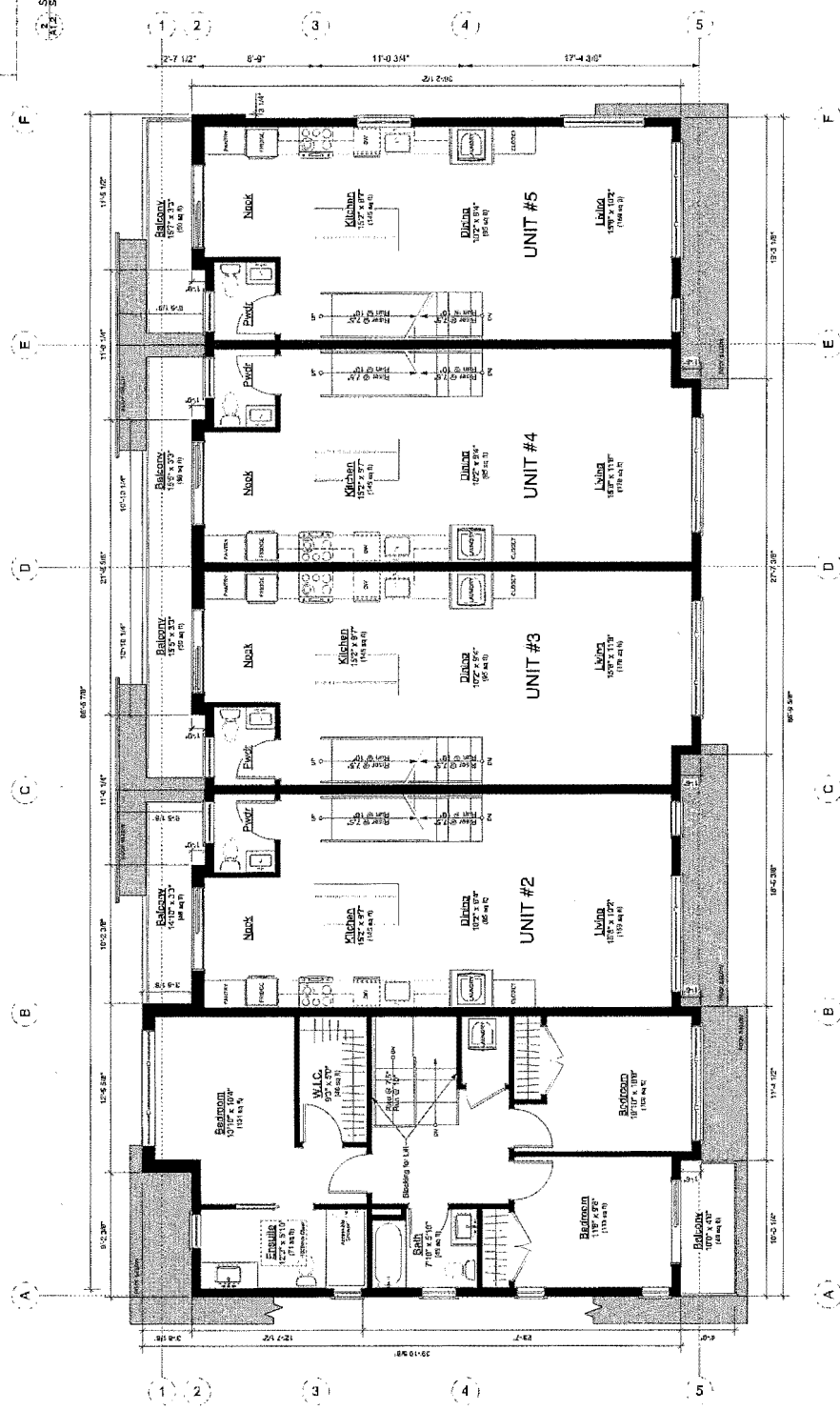
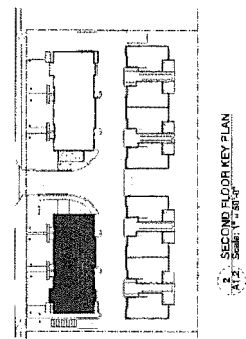
1. PERMITTING	DATE: 15-11-19
2. DESIGN	DATE: 15-11-19
3. CONSTRUCTION	DATE: 15-11-19
4. AS-BUILT	DATE: 15-11-19
5. FINAL	DATE: 15-11-19
6. ARCHITECT	DATE: 15-11-19
7. ENGINEER	DATE: 15-11-19
8. LANDSCAPE ARCHITECT	DATE: 15-11-19
9. CIVIL ENGINEER	DATE: 15-11-19
10. ELECTRICAL ENGINEER	DATE: 15-11-19
11. MECHANICAL ENGINEER	DATE: 15-11-19
12. PLUMBING ENGINEER	DATE: 15-11-19
13. FIRE ENGINEER	DATE: 15-11-19
14. HISTORIC PRESERVATION	DATE: 15-11-19
15. OTHER	DATE: 15-11-19
16. TOTAL	DATE: 15-11-19
17. COMMENTS	DATE: 15-11-19
18. APPROVED BY	DATE: 15-11-19
19. SIGNATURE	DATE: 15-11-19
20. SEAL	DATE: 15-11-19
21. SCALE	DATE: 15-11-19
22. TITLE	DATE: 15-11-19
23. PROJECT	DATE: 15-11-19
24. CLIENT	DATE: 15-11-19
25. LOCATION	DATE: 15-11-19
26. AREA	DATE: 15-11-19
27. VOLUME	DATE: 15-11-19
28. WEIGHT	DATE: 15-11-19
29. LENGTH	DATE: 15-11-19
30. WIDTH	DATE: 15-11-19
31. HEIGHT	DATE: 15-11-19
32. DEPTH	DATE: 15-11-19
33. TEMPERATURE	DATE: 15-11-19
34. HUMIDITY	DATE: 15-11-19
35. PRESSURE	DATE: 15-11-19
36. VELOCITY	DATE: 15-11-19
37. ACCELERATION	DATE: 15-11-19
38. FREQUENCY	DATE: 15-11-19
39. PERIOD	DATE: 15-11-19
40. PHASE	DATE: 15-11-19
41. AMPLITUDE	DATE: 15-11-19
42. DURATION	DATE: 15-11-19
43. INTENSITY	DATE: 15-11-19
44. MAGNITUDE	DATE: 15-11-19
45. QUANTITY	DATE: 15-11-19
46. QUALITY	DATE: 15-11-19
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95. QUANTITY	DATE: 15-11-19
96. QUALITY	DATE: 15-11-19
97. QUANTITY	DATE: 15-11-19
98. QUALITY	DATE: 15-11-19
99. QUANTITY	DATE: 15-11-19
100. QUALITY	DATE: 15-11-19



NOTE: UNITS 1-5 ARE MIRROR IMAGE

UNITS 1-5 - MAIN FLOOR
Scale: 1/4" = 1'-0"

1. PROJECT NAME		NEW TOWNHOUSES	
2. SITE		REZONING	
3. ARCHITECT		ERIC STINE ARCHITECT INC.	
4. PROJECT LOCATION		10000 N. 100th Ave. Edmonton, Alberta T6E 1A1	
5. PROJECT DESCRIPTION		2000 / 9160 Francis Road Edmonton, Alberta T6E 1A1	
6. PROJECT PHASE		UNITS 1-5 GROUND FLOOR	
7. PROJECT NUMBER		A1.1	
8. PROJECT DATE		JULY 2018	

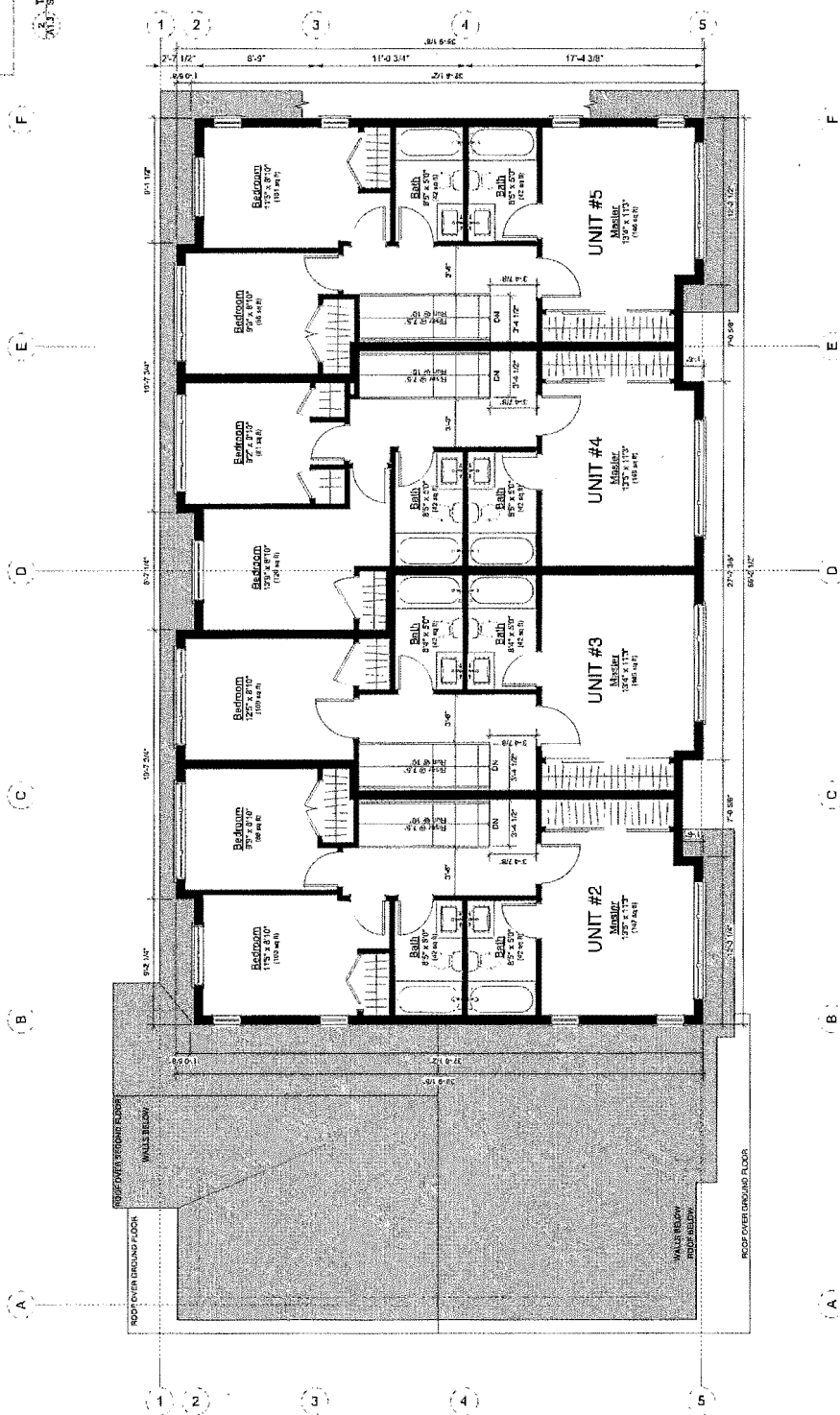
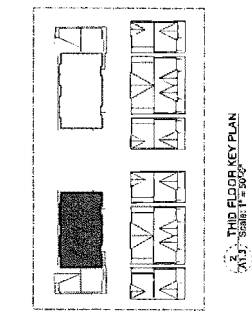


NOTE: UNITS 1-5 ARE MIRROR IMAGE

UNITS 1-5 - SECOND FLOOR
 SCALE: 1/8" = 1'-0"

A. PROJECT FOR REZONING 10-15-11

1. PROJECT NAME	NEW TOWNHOUSES
2. PROJECT ADDRESS	REZONING
3. PROJECT LOCATION	8800 / 18600 Franchi Road
4. PROJECT TYPE	REZONING
5. PROJECT STATUS	UNITS 1-5 SECOND FLOOR
6. PROJECT DATE	A1.2
7. PROJECT DRAWN BY	ERIC STINE
8. PROJECT CHECKED BY	ERIC STINE
9. PROJECT APPROVED BY	ERIC STINE
10. PROJECT SCALE	1/8" = 1'-0"
11. PROJECT SHEET NO.	A1.2
12. PROJECT SHEET TOTAL	1

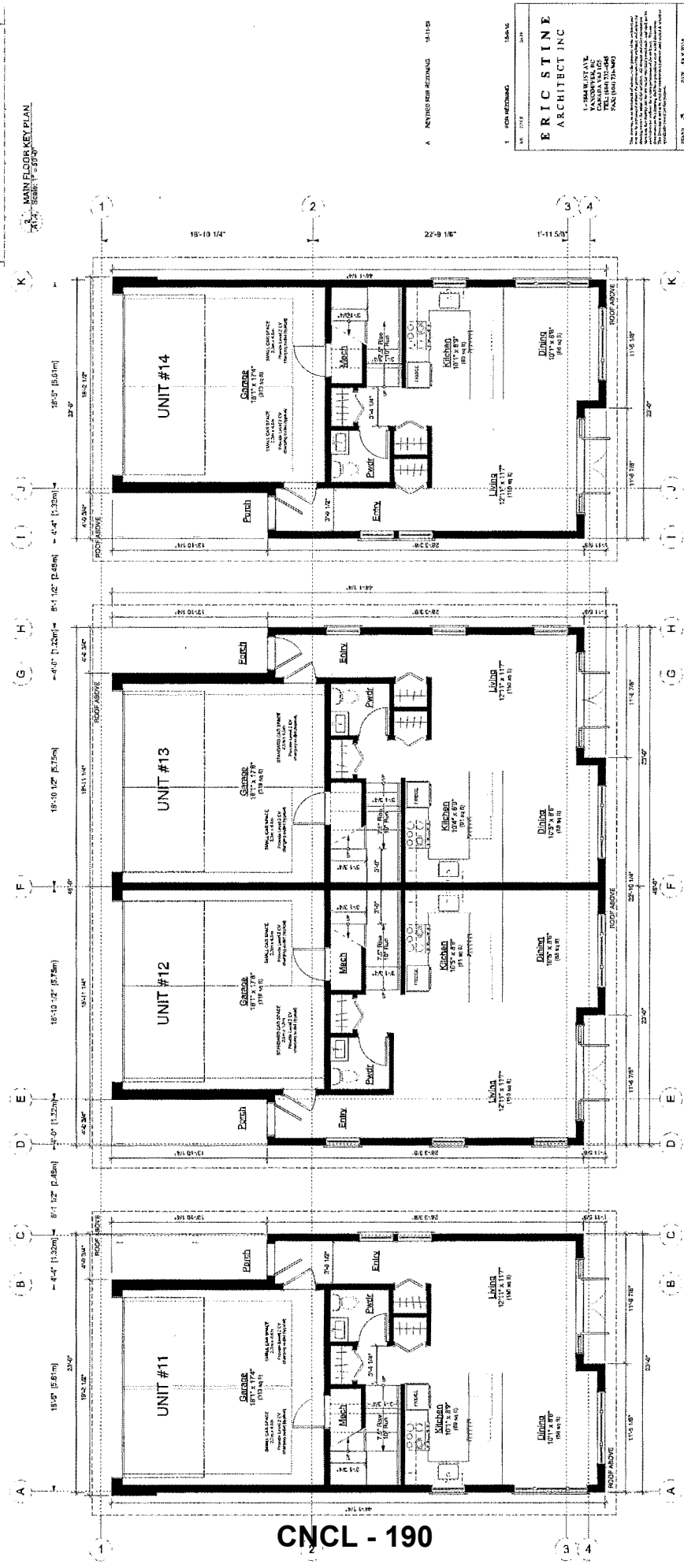
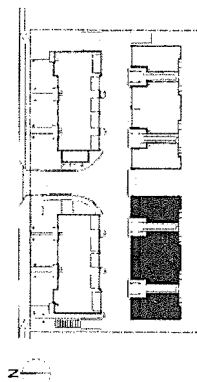


NOTES: UNITS 1-5 ARE MIRROR IMAGE

UNITS 1-5 - THIRD FLOOR
SCALE: 1/4" = 1'-0"

A. NEWPORT PARK TOWNHOMES 18-11-82

1. FOR RECORDING	18-11-82
2. DATE	18-11-82
3. PROJECT	NEW TOWNHOUSES
4. ARCHITECT	ERIC STINE ARCHITECT INC.
5. ADDRESS	1800 1968 Francis Road Newport Park, CA 92660 Tel: (714) 731-1182
6. DRAWN BY	ERIC STINE
7. CHECKED BY	ERIC STINE
8. DATE	18-11-82
9. SCALE	1/4" = 1'-0"
10. SHEET NO.	A1.3
11. TOTAL SHEETS	1



NOTE: UNITS 15-18 ARE IDENTICAL TO UNITS 11-14

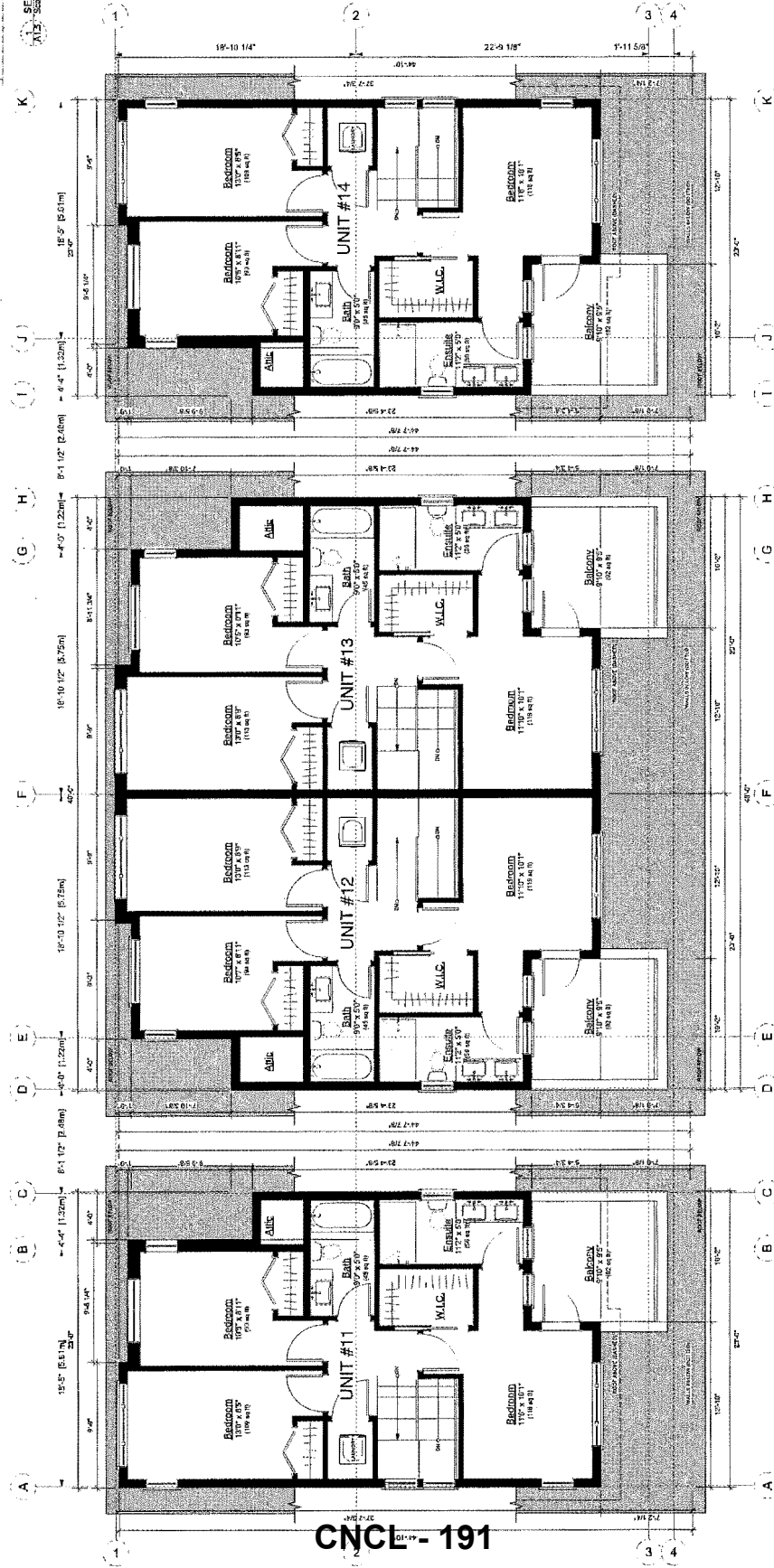
UNITS 11-14, 15-18 - GROUND FLOOR

CNCL - 190

1. NON-RESIDENTIAL		Scale:
DATE:	DATE:	DATE:
ERIC STINE ARCHITECT INC. 1000 W. 10th Ave. Anchorage, AK 99501 Phone: (907) 561-1100 Fax: (907) 561-1100		
The drawings are prepared for the construction of the project shown. The architect is not responsible for the construction of the project or for the accuracy of the information provided by others. The architect is not responsible for the construction of the project or for the accuracy of the information provided by others.		
NEW TOWNHOUSES REZONING AT 8600 / 8600 Francis Road ANCHORAGE, AK 99501		
UNITS 11-14 GROUND FLOOR		
PROJECT NO. 11-14		
A1.4		



1 SECOND FLOOR KEY PLAN
A13 Scale: 1" = 5'-0"



NOTE: UNITS 15-18 ARE IDENTICAL TO UNITS 13-14

2. UNITS 11-14 / 15-18 - SECOND FLOOR
A1.5 Scale: 1/4" = 1'-0"

A. SCHEDULE FOR RIZZANO

1. $\frac{1}{2} \log 2$

ERIC STINE
ARCHITECT INC

1-1866 BILST AVE.
VANCOUVER, BC
CANADA V6J 1C5
TEL: (604) 725-5595
FAX: (604) 725-5593

[illegible]

NEW TOWNHOUSES REZONING

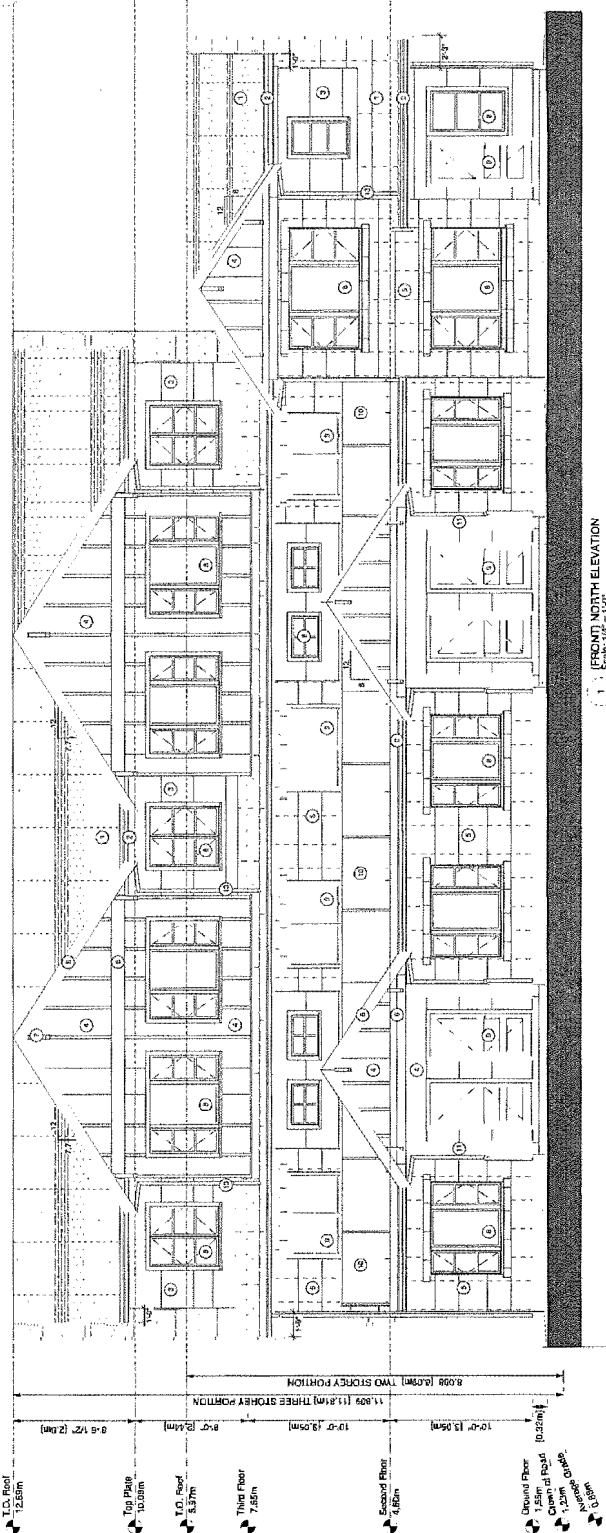
AT
3500 / 3560 Francis Road

SUPPLEMENTARY FIGURE 1

Supplemental Figure 1

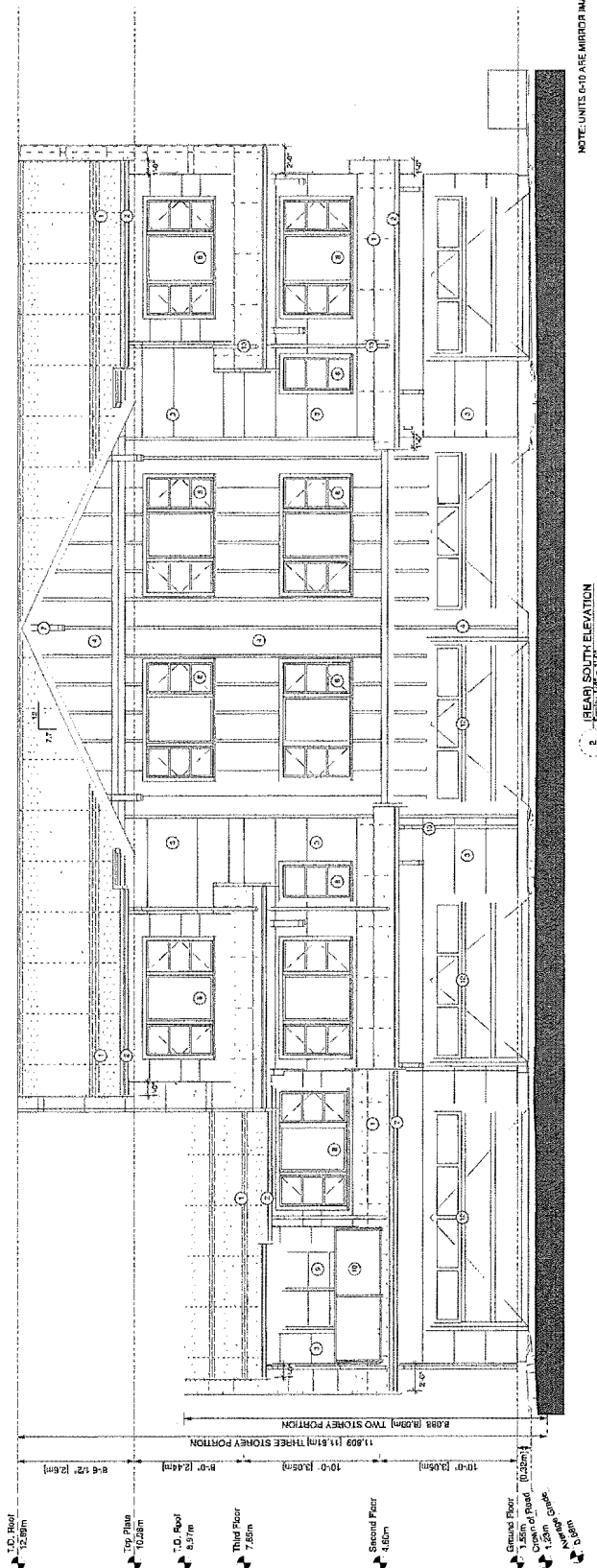
UNITS 11-14 SECOND FLOOR

A15



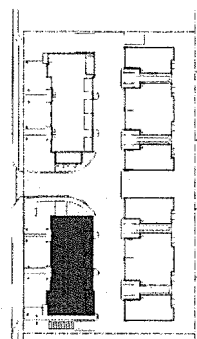
- 1 ASPHALT ROOFING SHINGLES
- 2 ALUMINUM GUTTER
- 3 PLANK CLADDING
- 4 OSBOK 5 BUTTER CLADDING
- 5 BRICK CLADDING
- 6 PAINTED TRIM & FASCIA BOARDS
- 7 PAINTED WOOD BRACKETS
- 8 VINYL WINDOWS
- 9 TRUE OVERLITES AND BALANCED SHAWES
- 10 EXTENSION DOORS
- 11 METAL AND GLASS RAILINGS
- 12 WOOD COLUMNS
- 13 GARAGE DOORS
- 14 RAIN WATER LEADER

APPROVED FOR RETURNING

[illegible]

NOTE: UNITS 6-10 ARE MIRROR IMAGE

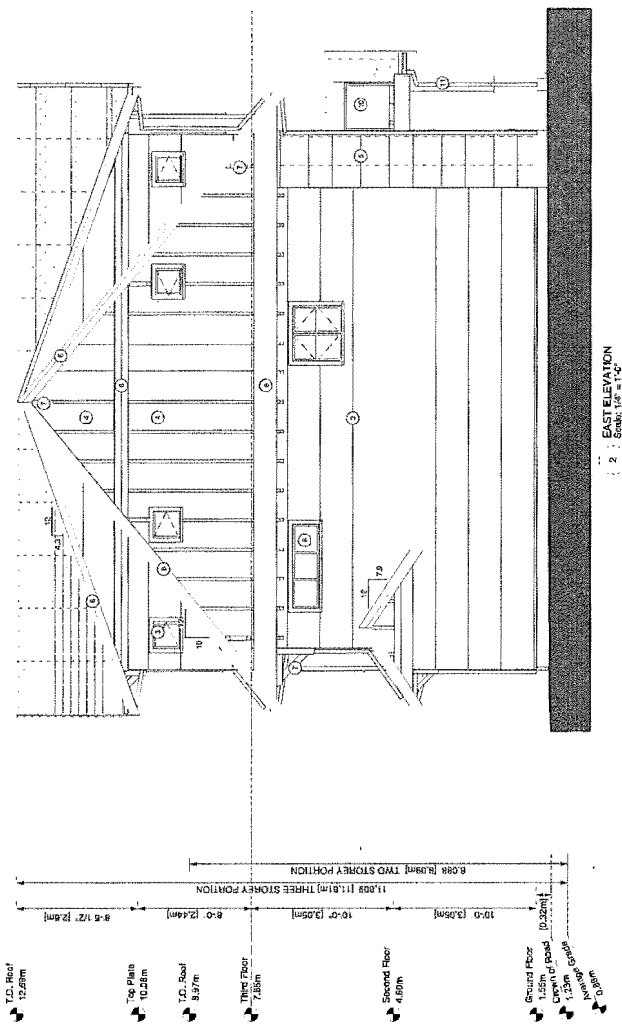
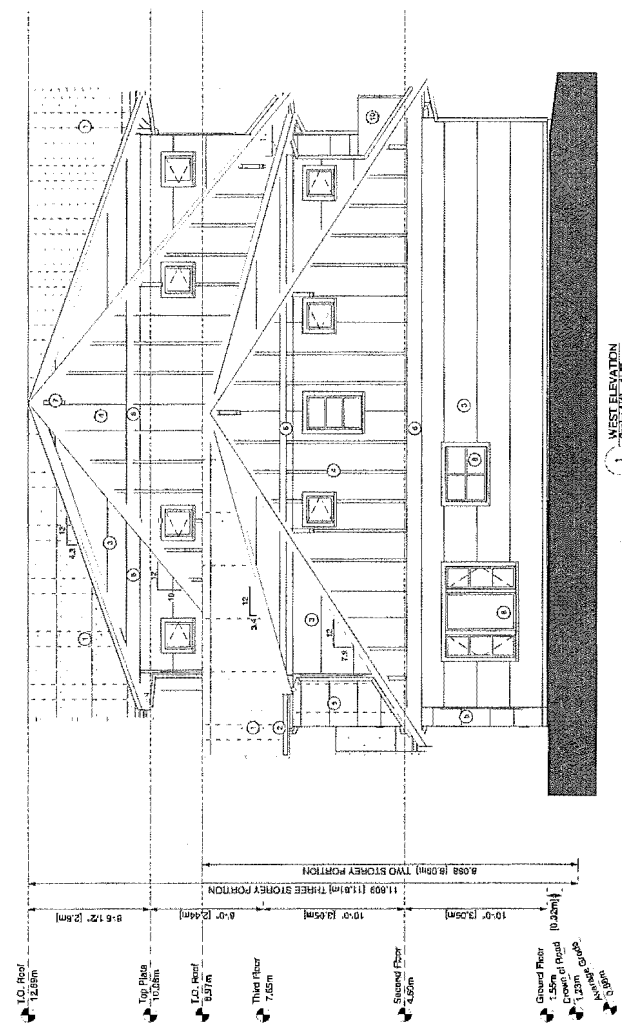
2 (REAR) SOUTH ELEVATION



MAIN FLOOR KEY PLAN
Scale: 1/4" = 1'-0"

EXTERIOR FINISHES

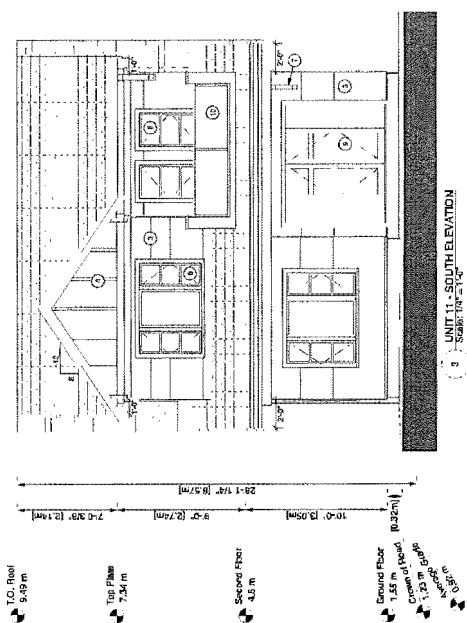
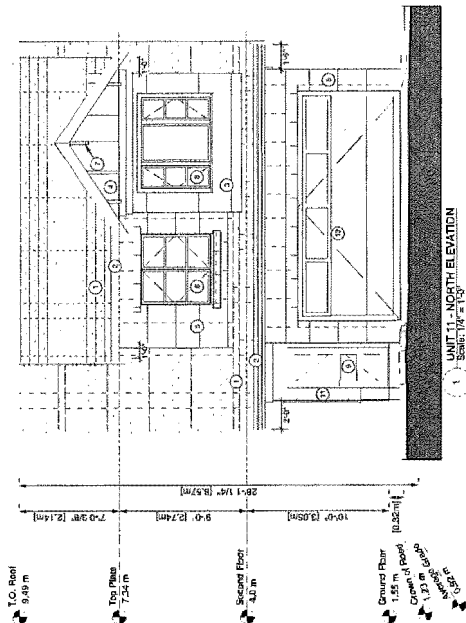
- 1 ASPHALT/FLYING SHINGLES
- 2 1/2" MIN. INSULATION
- 3 PLANK CLADDING
- 4 BARGE & RANTEN CLADDING
- 5 BRICK CLADDING
- 6 1/2" MIN. INSULATION
- 7 PAINTED WOOD SHOULDER
- 8 VINYL WINDOWS
- 9 ALUMINUM SIDING AND BALCONY RACKS
- 10 METAL AND GLASS RAILINGS
- 11 WOOD COLUMNS
- 12 1/2" MIN. INSULATION
- 13 PAINTED WOOD LEADER



A. NOTES FOR REZONING 14-1-02

1. FOR REZONING		NAME	
NO.	DATE	NO.	
ERIC STINE ARCHITECT INC.			
1. 1000 W. 10th Ave. 2. 1000 W. 10th Ave. 3. 1000 W. 10th Ave. 4. 1000 W. 10th Ave. 5. 1000 W. 10th Ave. 6. 1000 W. 10th Ave. 7. 1000 W. 10th Ave. 8. 1000 W. 10th Ave. 9. 1000 W. 10th Ave. 10. 1000 W. 10th Ave. 11. 1000 W. 10th Ave. 12. 1000 W. 10th Ave. 13. 1000 W. 10th Ave.			
NEW TOWNHOUSES REZONING AT 8800 / 8800 Francis Road P.O. Box 1000 P.O. Box 1000			
UNITS 1-3 - ELEVATIONS			
A2.1			

NOTE: UNITS 6-10 ARE MIRROR IMAGE



- UNIT 11 - WEST SIDE

UNIT 11 - NORTH ELEVATION

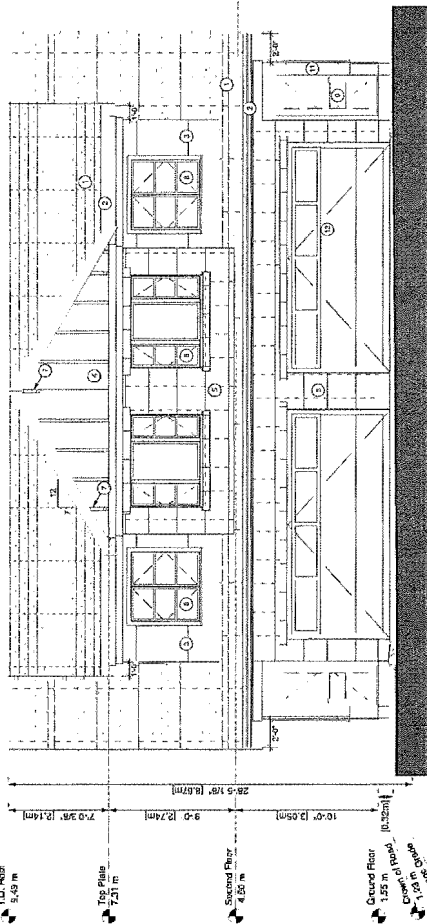
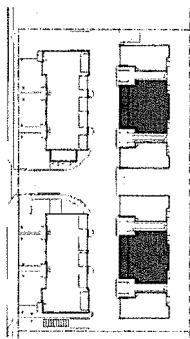
UNIT 11 - EAST SIDE ENTRY SIGN

INSTITUTE OF HEALTH SERVICES ADMINISTRATION

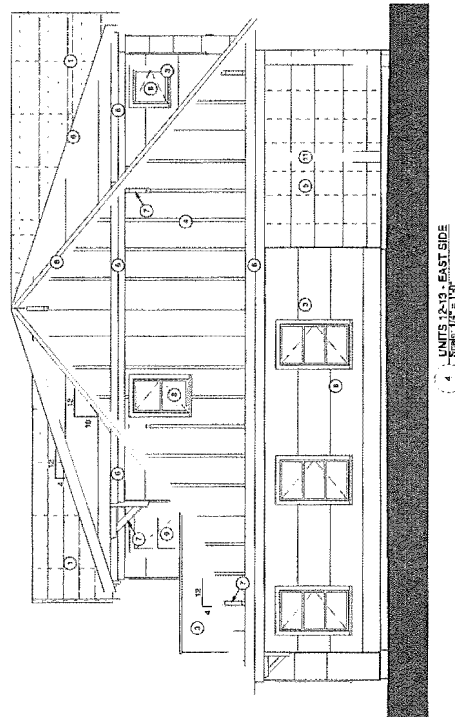
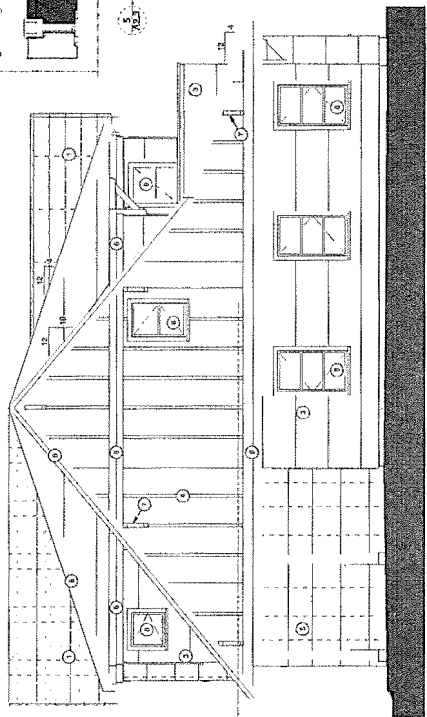
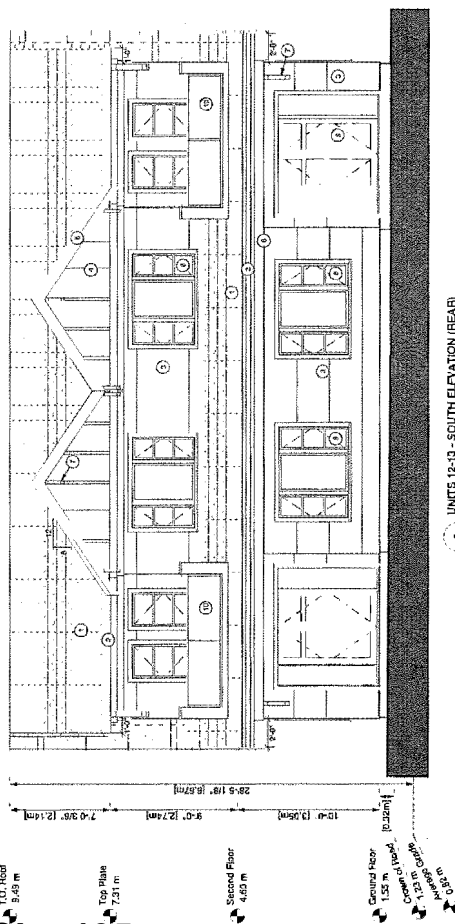
A REVIEWED FOR REZONING 16-11-29

1	NAME	ERIC STINE	156-16
2	TYPE	ARCHITECT INC	1610
3	ADDRESS	1-184 KUST AVE VANCOUVER BC CANADA V6K 1A6 TEL (604) 752-8868 FAX (604) 752-8868	1610
4	DATE	1997 JUN 27	1610
5	PROJECT	NEW TOWNHOUSES	1610
6	REMARKS	8610 / 8160 Francis Road VANCOUVER FOR VOUCHER	1610
7	UNIT 11 ELEVATIONS		1610
8	UNIT 12		1610
9	A2.2		1610

NOTE: UNITS 14, 15 AND 18 ARE IDENTICAL TO UNIT 11



CNCL - 195



A. NOTED DIMENSIONS IN 1/4"

1. TOP FLOORING		13-04-25
2. FLOORING		13-04-25
3. EXTERIOR FINISHES		13-04-25
4. INTERIOR FINISHES		13-04-25
5. MECHANICAL		13-04-25
6. ELECTRICAL		13-04-25
7. PLUMBING		13-04-25
8. PAINTING		13-04-25
9. LANDSCAPING		13-04-25
10. FURNITURE		13-04-25
11. APPLIANCES		13-04-25
12. ACCESSORIES		13-04-25
13. OTHER		13-04-25

ERIC STINE ARCHITECT INC.
11000 12th Ave. S.W.
Burien, WA 98148
TEL: (206) 835-1100
FAX: (206) 835-1101

NEW TOWNHOUSES
REZONING
8650 / 8660 Francis Road
Burien, WA 98148

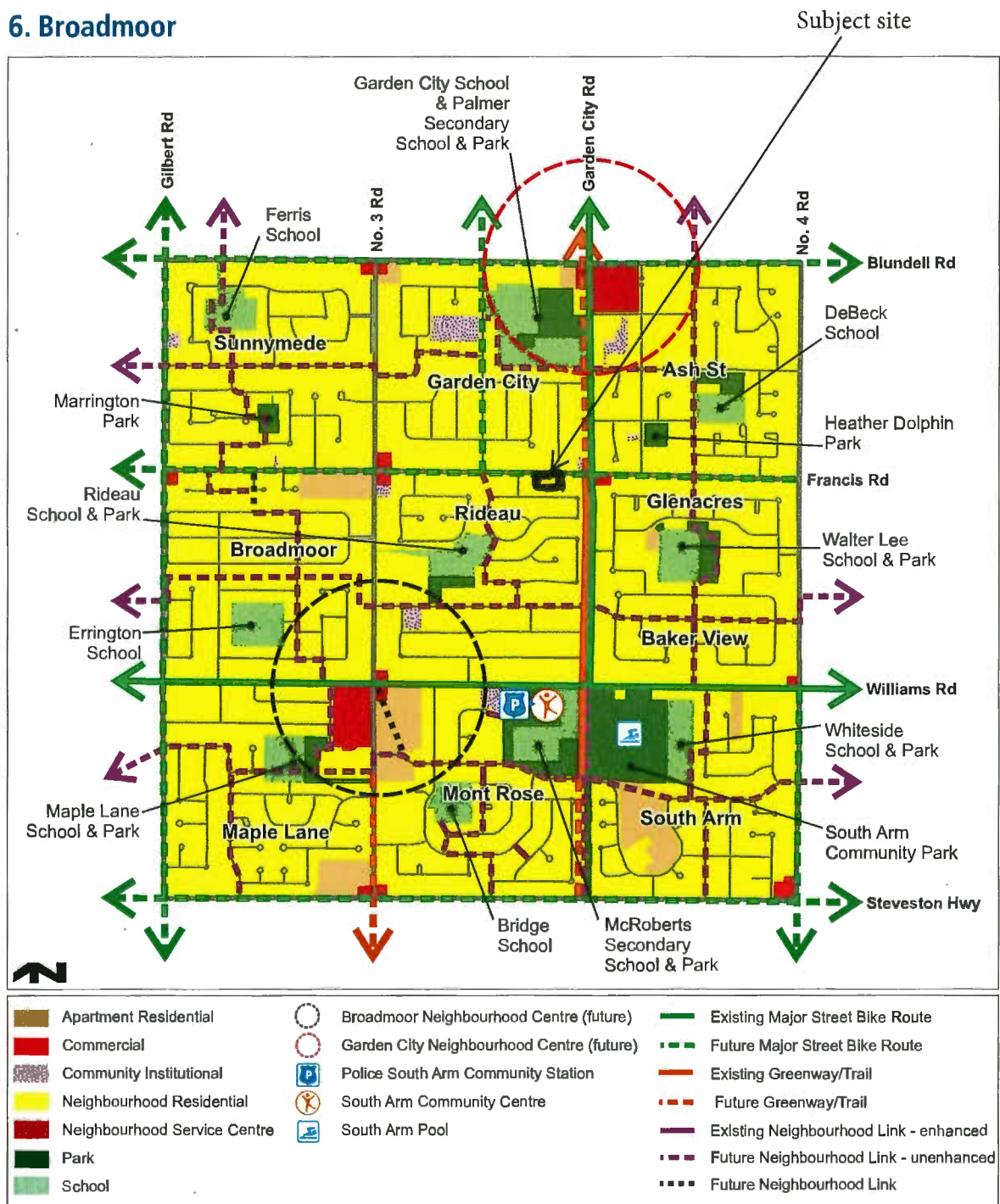
UNITS 12-13 ELEVATIONS

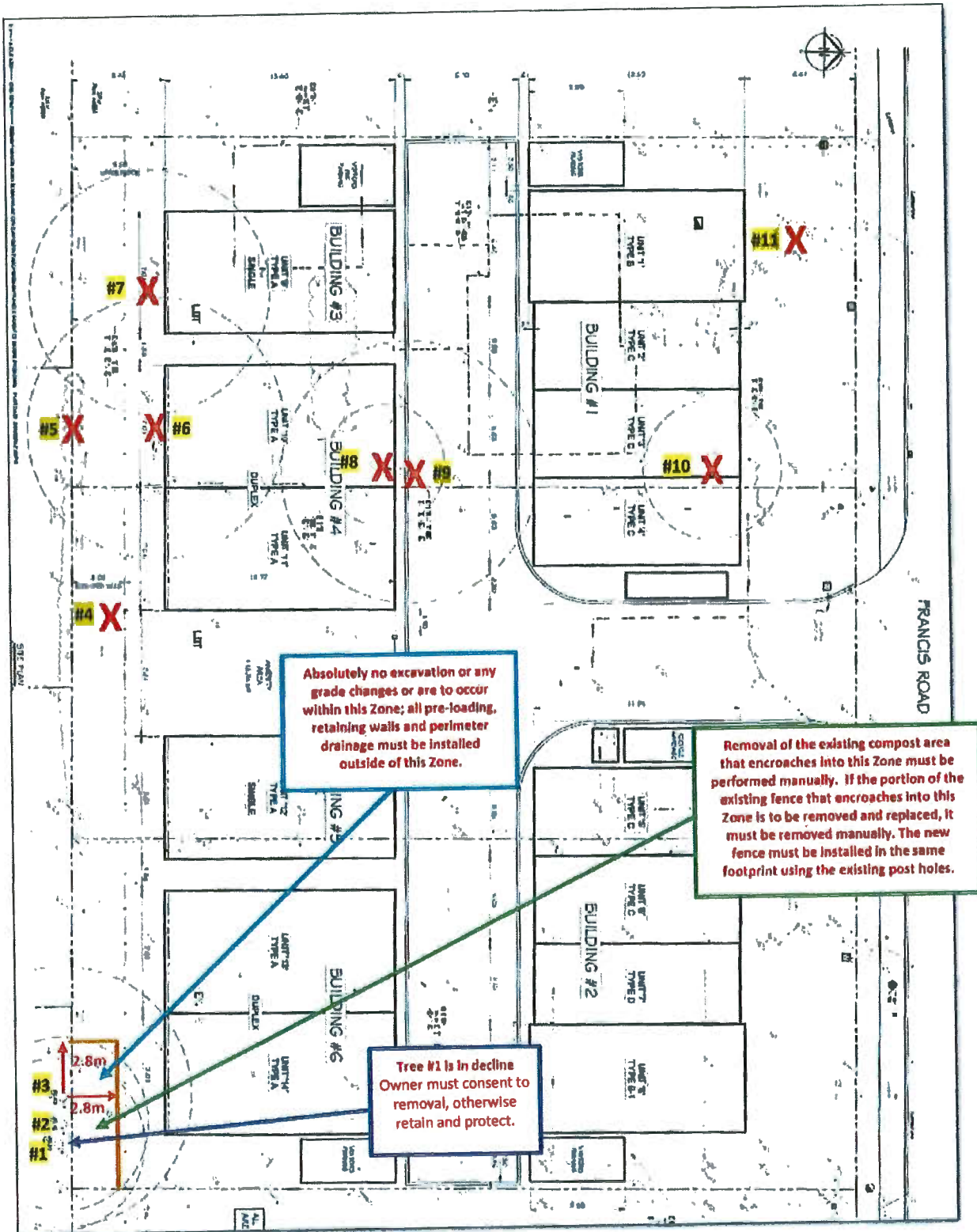
DATE: 12-13-13
DRAWN BY: A2.3
CHECKED BY: [Signature]
NOTED BY: [Signature]

NOTE: UNITS 16-17 IDENTICAL TO UNITS 12-13

102239-2 210

6. Broadmoor







Address: 8600, 8620, 8640, and 8660 Francis Road

File No.: RZ 18-814702

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9986, the developer is required to complete the following:

1. Consolidation of all the lots into one development parcel (which will require the demolition of the existing dwellings).
2. Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any on-site works conducted within the tree protection zone of the trees to be retained. The Contract should include the scope of work to be undertaken, including: the proposed number of site monitoring inspections, and a provision for the Arborist to submit a post-construction assessment report to the City for review.
3. Contribution of \$1,600 per dwelling unit (i.e. \$28,800) in-lieu of on-site indoor amenity space to go towards development of City facilities.
4. City acceptance of the developer's offer to voluntarily contribute \$8.50 per buildable square foot (i.e. \$201,373.50) to the City's Affordable Housing fund.
5. City acceptance of the developer's offer to voluntarily contribute \$0.85 per buildable square foot (i.e. \$20,137.35) to the City's Public fund.
6. Registration of a flood indemnity covenant on title.
7. Registration of a legal agreement on title prohibiting the conversion of tandem parking areas into habitable space.
8. Registration of a statutory right-of-way (SRW), and/or other legal agreements or measures, as determined to the satisfaction of the Director of Development, over the entire area of the proposed driveway entry from Francis Road and the internal drive aisle, in favour of future residential development to the east and west. Language should be included in the SRW document that the City will not be responsible for maintenance or liability within the SRW.
9. The submission and processing of a Development Permit* completed to a level deemed acceptable by the Director of Development.

Prior to a Development Permit* being forwarded to the Development Permit Panel for consideration, the developer is required to:

1. Submission of a Landscape Plan and cost estimate, prepared by a Registered Landscape Architect, to the satisfaction of the Director of Development, The Landscape Plan should:
 - comply with the guidelines of the OCP's Arterial Road Policy and should not include hedges along the front property line;
 - include a mix of coniferous and deciduous trees;
 - include the dimensions of tree protection fencing as illustrated on the Tree Retention Plan attached to this report; and
 - include the 24 required replacement trees with the following minimum sizes:

No. of Replacement Trees	Minimum Caliper of Deciduous Tree	Minimum Height of Coniferous Tree
6	11 cm	6 m
8	10 cm	5.5 m
2	9 cm	5 m
4	8 cm	4 m
4	6 cm	3.5 m

2. Complete a proposed townhouse energy efficiency report and recommendations prepared by a Certified Energy Advisor which demonstrates how the proposed construction will meet or exceed the required townhouse energy efficiency standards, in compliance with the City's Official Community Plan and BC Energy Step Code.

Prior to Development Permit* Issuance, the developer must complete the following requirements:

1. Submission of a Landscape Security based on 100% of the cost estimate provided by the Landscape Architect, including installation costs and a 10% contingency.

Prior to Building Permit Issuance, the developer must complete the following requirements:

1. Installation of appropriate tree protection fencing around all trees to be retained as part of the development prior to any construction activities, including building demolition, occurring on-site. Should the developer wish to begin site preparation work after third reading of the rezoning bylaw, but prior to final adoption of the rezoning bylaw and issuance of the Development Permit, the applicant will be required to obtain a Tree Removal Permit (Rezoning in Process – T3).
2. Submission of a Construction Parking and Traffic Management Plan to the Transportation Department. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.
3. Incorporation of accessibility measures in Building Permit (BP) plans as determined via the Rezoning and/or Development Permit processes.
4. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.
5. Enter into a Servicing Agreement* for the design and construction of engineering infrastructure improvements. A Letter of Credit or cash security for the value of the works, as determined by the City, will be required as part of entering into the Servicing Agreement. Works include, but may not be limited to, the following:

Water Works:

- Using the OCP Model, there is 483.0 L/s of water available at a 20 psi residual at the Francis Road frontage. Based on your proposed development, your site requires a minimum fire flow of 220 L/s.
- At Developer's cost, the Developer is required to:
 - Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage Building designs.
 - Replace approximately 90 m of 300 mm AC water main with PVC in the roadway on Francis Road, complete with fire hydrants per City spacing requirements.
 - Remove the existing AC water main and legally dispose offsite.
 - Provide a right-of-way for the water meter and meter chamber (unless meter is to be located in a mechanical room), at no cost to the City. Exact right-of-way dimensions to be finalized during the servicing agreement process.
- At Developer's cost, the City is to:
 - Reconnect all existing water service connections and hydrant leads to the new water main.
 - Cut, cap, and remove all existing water service connections and meters to the development site.
 - Install one new water service connection, meter to be located onsite in a right of way.
 - Complete all tie-ins for the proposed works to existing City infrastructure.

Storm Sewer Works:

- At Developer's cost, the Developer is required to:
 - Perform a capacity analysis to size the proposed storm sewer in Francis Road. The analysis shall consider both the existing condition and the 2041 OCP condition. Storm sewers shall be interconnected where possible. Minimum pipe size shall be 600 mm.

- Install approximately 95 m of new storm sewer in Francis Road, sized via the required capacity analysis. The new storm sewer shall be located in the roadway.
- Remove the existing 300 mm storm sewer.
- Install one new storm service connection, complete with inspection chamber. Inspection chamber to be located in a right-of-way onsite.
- Provide an erosion and sediment control plan for all on-site and off-site works, to be reviewed as part of the servicing agreement.
- At Developer's cost, the City is to:
 - Cut and cap all existing storm service connections to the development site and remove inspection chambers.
 - Reconnect all existing storm connections, catch basins, and lawn basins to the proposed storm sewer.
 - Complete all tie-ins for the proposed works to existing City infrastructure.

Sanitary Sewer Works

- At Developer's cost, the Developer is required to:
 - Not start onsite excavation or foundation construction prior to completion of rear-yard sanitary works by City crews.
- At Developer's cost, the City is to:
 - Install one new sanitary service connection, complete with inspection chamber.
 - Cut and cap all existing service connections to the development site, and remove inspection chambers.

Frontage Improvements:

- At Developer's cost, the Developer is required to:
 - Return the existing Hydro lease lights and replace with City standard street lighting.
 - Coordinate with BC Hydro, Telus and other private communication service providers:
 - To relocate/underground the existing overhead lines and poles to prevent conflict with the proposed sidewalk.
 - To underground overhead service lines.
 - To pre-duct for future hydro, telephone and cable utilities along all road frontages.
 - To locate all proposed underground structures (e.g. junction boxes, pull boxes, service boxes, etc.) outside of bike paths and sidewalks.
 - Before relocating/modifying any of the existing power poles and/or guy wires within the property frontages.
 - To locate/relocate all above ground utility cabinets and kiosks required to service the proposed development, and all above ground utility cabinets and kiosks located along the development's frontages, within the developments site (see list below for examples). A functional plan showing conceptual locations for such infrastructure shall be included in the development process design review. Please coordinate with the respective private utility companies and the project's lighting and traffic signal consultants to confirm the requirements (e.g., statutory right-of-way dimensions) and the locations for the aboveground structures. If a private utility company does not require an aboveground structure, that company shall confirm this via a letter to be submitted to the City. The following are examples of statutory right-of-ways that shall be shown on the functional plan and registered prior to SA design approval:
 - BC Hydro PMT – 4.0 x 5.0 m
 - BC Hydro LPT – 3.5 x 3.5 m
 - Street light kiosk – 1.5 x 1.5 m
 - Traffic signal kiosk – 1.0 x 1.0 m
 - Traffic signal UPS – 2.0 x 1.5 m
 - Shaw cable kiosk – 1.0 x 1.0 m
 - Telus FDH cabinet – 1.1 x 1.0 m

- Provide other frontage improvements as per Transportation's requirements, including
 - Removal of the existing sidewalk and boulevard and replacement with new 1.5 m wide concrete sidewalk at the property line, min. 1.5 m wide landscaped boulevard with street trees and lighting, and 0.15 concrete curb;
 - Removal of the four existing driveways and replacement with frontage works as described above;
 - Construction of a new driveway to the development site; and
 - All works to tie-in to existing condition to the east and west of the development site.

General Items:

- At Developer's cost, the Developer is required to:
 - Not encroach into the rear-yard sanitary right-of-way with proposed trees, retaining walls, non-removable fences, or other non-removable structures. No fill may be placed within the right-of-way without the City's review and approval.
 - Provide, prior to start of site preparation works or within the first servicing agreement submission, whichever comes first, a geotechnical assessment of preload and soil preparation impacts on the existing utilities fronting the development site and provide mitigation recommendations.
 - Provide a video inspection report of the existing storm and sanitary sewers along the development's frontages prior to start of site preparation works or within the first servicing agreement submission, whichever comes first. A follow-up video inspection report after site preparation works are complete (i.e. pre-load removal, completion of dewatering, etc.) is required to assess the condition of the existing utilities and provide recommendations. Any utilities damaged by the pre-load, de-watering, or other development-related activity shall be replaced at the Developer's cost.
 - Monitor the settlement at the adjacent utilities and structures during pre-loading, dewatering, and soil preparation works per a geotechnical engineer's recommendations, and report the settlement amounts to the City for approval.
 - Enter into, if required, additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering, including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.

Note:

- * This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends

that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

Signed

Date



**Richmond Zoning Bylaw 8500
Amendment Bylaw 9986 (RZ 18-814072)
8600, 8620, 8640, 8660 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 **"LOW DENSITY TOWNHOUSES (RTL4)"**.

P.I.D. 003-840-301

Lot 24 Except: Firstly: Part Subdivided by Plan 25175, Secondly: Part Subdivided by Plan 42395, Section 28 Block 4 North Range 6 West New Westminster District Plan 12559

P.I.D. 003-823-997

Lot 81 Section 28 Block 4 North Range 6 West New Westminster District Plan 25175

P.I.D. 000-474-011

Lot 79 Section 28 Block 4 North Range 6 West New Westminster District Plan 24547

P.I.D. 003-555-658

Lot 25 Except: Firstly: Part Subdivided by Plan 24547, Secondly: Part Subdivided by Plan 42395, Section 28 Block 4 North Range 6 West New Westminster District Plan 12559

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 9986"**.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 



City of Richmond

Report to Committee

To: Finance Committee
From: Serena Lusk
General Manager, Community Services

Date: January 11, 2019
File:

Re: 2019 Operating and Capital Budgets for Richmond Public Library

Staff Recommendation

That the 2019 Richmond Public Library budget of \$9,710,500 as presented in Attachment 1 from the Chief Librarian and the Secretary to the Board, has been reviewed by the Senior Management Team.

Serena Lusk
General Manager, Community Services
(604-233-3344)

Attach. 1

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

To: Finance Committee **Date:** January 10, 2019

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

Re: **2019 Operating and Capital Budgets for Richmond Public Library**

Staff Recommendation

1. That the 2019 Richmond Public Library Operating and Capital budgets as presented in this report dated January 10, 2019 from the Chief Librarian and Secretary to the Board be approved with a same level of service municipal contribution of \$9,710,500, representing a 3.90% increase.



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 Board must prepare and submit to City Council its annual budget for providing library services on or before March 1, 2019. Council must approve the draft budget with or without amendment. This library staff report details the 2019 Operating and Capital Budgets, which were approved for submission to the City by the Library Board at its September 26, 2018 meeting.

Analysis

The ever-changing needs of our community require that the library responds dynamically, balancing traditional and digital library services in addition to creating welcoming spaces for our diverse community to gather, share and learn together. With the success of the Launchpad service design and delivery, the Library Board allocated 2017 operating surplus funding for a minor renovation on the 2nd floor of the Brighthouse branch. With the support of Capital Buildings Project Development staff, this refreshed space opened in May 2018 and includes an improved service point for one-on-one support and instruction, better lighting, and comfortable seating for library users browsing second floor collections. Seating areas on the main floor will also be refreshed by December 2018 with matching funds from the Friends of the Library.

Strategic Plan

With the conclusion of the Strategic and Long Range Plan 2014-2018 imminent, the primary focus for the Library Board in 2018 has been the creation of a new 3-year strategic plan, which will guide library services through 2019-2021. Extensive and varied public consultation took place between February and June. Community feedback regarding future library services was solicited through:

- Short surveys conducted in-person at the Brighthouse and Steveston branches in collaboration with Kwantlen Polytechnic University
- Long surveys emailed to active library cardholders
- Brief surveys emailed to non-active library cardholders
- Open House with 9 interactive feedback stations
- Focus groups with 9 specific audience groups
- “Big Ideas” Let’s Talk Richmond online survey

Working with an external consultant, the Library Board and the Staff Action Committee are pleased and excited to be finalizing the library’s new strategic plan this month.

2019 Operating Budget

The 2019 operating budget report presents the same level of service base budget resulting in 3.90% municipal contribution increase.

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

Table 1 – Main Cost Drivers

Main Cost Drivers	Amount	Municipal contribution increase
Labour	224,200	2.40%
Janitorial Contract	23,400	0.33%
Lease	17,300	0.19%
Utilities	4,700	0.05%
Decrease in Provincial Grant	12,200	0.09%
Others	22,700	0.20%
Same Level of Service Increase	304,500	3.26%
One-time cost to transition from Medical Services Plan (MSP) To Employer Health Tax (EHT)	60,000	0.64%
Proposed Municipal Contribution Increase	364,500	3.90%

Revenues:

The 2018 Per Capita Operating Grant received from the province decreased by 4.55% due to the province using the 2016 Census Population Values for Richmond (198,309) provided by BC Stats. This is in contrast to 2017, when this grant was determined using the 2015 Estimate Population Values for Richmond (207,773) provided by BC Stats. The three smaller grants are projected to remain the same, but we are budgeting less for the per capita grant in 2019.

Fewer library materials are being used by non-residents and it is expected that the InterLINK reimbursement revenue for being a net library lender will continue to decrease in 2019.

Other revenue is projected to increase by \$17,500 due to endowment fund interest being accounted for as revenue. The annual interest from the library's endowment funds with Vancouver Foundation and the Richmond Community Foundation support new public furniture and equipment purchases annually.

Overall, revenue is expected to drop by \$8,300 or -1.19% to \$689,400.

Expenditures:

A budget adjustment of \$203,000 was approved in 2018 for an ongoing additional level request to support services to seniors.

Total salaries and benefits are anticipated to increase by \$284,200 or 3.85% to \$7,658,500. This increase reflects the impact of Employer Health Tax (EHT) and three contractual obligations: a 2% across-the-board-increase, planned step increments, and an increase to shift premiums based on contractual rates.

The BC Provincial Government announced that it would be replacing the current system of subsidizing the health care system through collecting individual Medical Services Plan (MSP) premiums with EHT effective January 2019.

The 1.95% EHT will take effect in January 2019. However, while MSP premiums were reduced by 50% commencing in January 2018, they will not be eliminated until January 1, 2020. Overall, there is a one-time net budget impact of \$60,000 for this transition.

Contracts increased due to the negotiation of a new external cleaning contract and increase holiday coverage hours for building service workers.

Leases for the Cambie and Ironwood branches are in the process of being renegotiated and are estimated to increase by \$17,300.

Funds were shifted to Professional Fees and Insurance.

Overall, operating expenses increase by \$72,000 or 4.07%.

Total expenses increased by \$356,200 or 3.55% to \$10,399,900.

2019 Capital Budget

Collection:

The transfer to Provision – Collection is \$1,274,400. Approximately \$382,000 is allocated for eBooks and digital collections and the remaining \$892,400 supports print collections.

Ongoing Additional Level Requests

Expanded Children and Family Services – \$164,252 ongoing:

Children and youth are the primary user groups of library services and have a significant impact on community dynamics and trends. Statistics Canada reports that 19.55% of Richmond's population is ages 0-19. It is recognized that the level of well-being during childhood and teen years are a strong predictor of a person's level of success as an adult.

Trends show increasing usage of children's and teen's materials from 2017 to 2018. During the summer of 2018, use of the children's collection increased by 0.48% and use of the teen's collection increased by 3.40%. Library services and materials for children and teens continue to be in high demand:

- children and teens materials make up over 46% of overall circulation
- 72% of library programming is aimed at children and teens

UBC Human Early Learning Partnership identified Richmond's child vulnerability rate as 35%, which is higher than the provincial rate of 32.2 %. The City's Youth Services Plan reports that youth (13-18 years) are experiencing a decreased sense of community and a lack of access to resources oriented to youth. An increasing number of Richmond children are experiencing challenges such as poverty, poor health and isolation and it is known that high levels of literacy are associated with reduced poverty and higher levels of wellness.

The ongoing additional level request for two specialized librarian positions will directly result in expanded services, both in the library and in the community where socially isolated and at-risk children and youth reside. These additional resources will support:

- participation in new library-specific services and programs to increase awareness and use of specialized collections and resources,
- solidifying the partnership with Richmond schools to ensure every child has a library card, and
- generating further opportunities with city staff and community service providers to provide collaborative services.

This 2019 request is one of three additional levels of service proposals that were included in the Staff Report, Referral Report on Borrowing Limits, Municipal Library Services and Impact of Increased Per Capita Funding, presented to the Finance Committee on October 28, 2016. Restoring Branch Hours and Expanded Service for Seniors received Council support during the 2017 and 2018 budget processes respectively.

Book Vending Technology – \$41,500 one-time:

The library provides seniors with access to specialized collections and programming at the Brighthouse Branch. With the City's seniors' centre moving to the new Minoru Centre for Active Living (MCAL) in late 2018, the Brighthouse branch will be less accessible for our older residents. Innovative library book vending technology is proving to be popular and easy to use in the Hamilton community and would provide convenient access to library collections where seniors are during all MCAL operational hours.

No additional funding for collections would be required as the library would reallocate existing collection resources and seek donor support for further developing this dispenser collection. Specialized seniors services library staff would ensure the book dispenser collection is regularly refreshed in addition to collaborating with MCAL staff to provide library services and programs on site and promote specialized library services for seniors.

Financial Impact

The 2019 library budget has a decrease in revenues of \$8,300 (-1.19%) and an increase in expenditures of \$356,200 (3.55%). A one-time expenditure of \$60,000 is required to cover transition from MSP to the Province's EHT in 2019.

Conclusion

This report recommends a same level of service budget with a municipal contribution of \$9,710,500 be approved. An ongoing additional level request for \$164,252 and a one-time additional level request for \$41,500 have been submitted to the City's 2019 Budget Process for Consideration.

A handwritten signature in black ink that reads "SWalters." The signature is written in a cursive style with a large, looped 'S' and a period at the end.

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

**Richmond Public Library
2019 Proposed Operating Budget**

	2018 Adjusted Base Budget¹	2019 Proposed Budget	Difference	% Difference from 2018 Approved Budget
REVENUES				
Provincial Grants	\$402,200	\$390,000	-\$12,200	-3.03%
Book Fines	\$156,300	\$149,900	-\$6,400	-4.09%
Interlink Reimbursement	\$50,700	\$44,000	-\$6,700	-13.21%
Printers & Photocopiers	\$39,100	\$39,100	\$0	0.00%
In House Book Sales	\$33,900	\$33,400	-\$500	-1.47%
Other Revenue	\$15,500	\$33,000	\$17,500	112.90%
Total Revenues	\$697,700	\$689,400	-\$8,300	-1.19%
EXPENDITURES				
Total Salaries and Benefits	\$7,374,300	\$7,658,500	\$284,200	3.04%
Contracts	446,600	\$470,000	\$23,400	5.24%
General and Administration	739,900	\$736,200	-\$3,700	-0.5%
Leases	240,100	\$257,400	\$17,300	7.21%
Utilities	133,200	\$137,900	\$4,700	3.53%
Supplies	114,000	\$114,000	\$0	0.00%
Equipment Purchases	72,200	\$87,500	\$15,300	21.19%
Professional Fees and Insurance	\$21,900	\$36,900	\$15,000	68.49%
Total Operating Expenses	\$1,767,900	\$1,839,900	\$72,000	4.07%
Transfer to Provision - Collection	\$892,400	\$892,400	\$0	0.00%
Transfer to Provision - Enterprise Fund	9,100	\$9,100	\$0	0.00%
TOTAL EXPENSES	\$10,043,700	\$10,399,900	\$356,200	3.55%
SUMMARY:				
REVENUE	\$697,700	\$689,400	-\$8,300	-1.19%
EXPENDITURE	\$10,043,700	\$10,399,900	\$356,200	3.55%
NET BUDGET (MUNICIPAL CONTRIBUTION)	\$9,346,000	\$9,710,500	\$364,500	3.90%

¹ Includes an ongoing additional level that was approved in 2018 for senior services expansion



To:	General Purposes Committee	Date:	December 19, 2018
From:	Cecilia Achiam General Manager, Community Safety	File:	09-5000-01/2018-Vol 01
Re:	Countering Organized Crime, Money Laundering and Elicit Gaming		

Staff Recommendation



That:

1. the City write a letter to the Minister of Public Safety and Solicitor General, the Minister of Attorney General and Mr. German to advocate the need for the Province:
 - i. to increase funding for enforcement of organized crime, money laundering, and illicit gaming;
 - ii. to develop, in consultation with the federal and local governments, a comprehensive organized crime policing plan that will establish key enforcement targets and outcomes; and
 - iii. to expand training for provincial gaming services employees;
2. the City write a letter to the federal Minister of Finance and the provincial Expert Panel on money laundering and the BC Minister of Finance for which the purpose is to assert the need for legislative reforms that will create transparency around beneficial ownership of corporations and land;
3. the City write to the British Columbia Lottery Corporation (BCLC) and request that a limit be placed on casino purchases;
4. the City write a letter to the Federal Office of the Superintendent of Financial Institutions requesting that it mandate that all Canadian banks ensure that the name of the remitter be identified on all bank drafts;
5. the City put forward a resolution to the UBCM requesting legislative reform to create transparency around beneficial ownership of corporations and land; and

6. Staff bring forward amendments to Business Regulation Bylaw No. 7538 to include criminal record checks and other regulations for operators of money exchange businesses.



Cecilia Achiam
General Manager, Community Safety
(604-276-4122)

REPORT CONCURRENCE	
ROUTED TO:	CONCURRENCE
Business Licencing RCMP Law	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 
APPROVED BY CAO 	

Staff Report

Statutory Closed Meeting Criteria:

This report meets the following statutory closed meeting criteria:

90(1)(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment

90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party

This report contains information and analysis derived from law enforcement agencies pertaining to ongoing investigative strategies and intergovernmental collaborative efforts and negotiations.

Recommendation on Disclosure

This report will be subject to routine review to determine whether the need for confidentiality has passed and will be brought forward to Council with a recommendation on disclosure when appropriate.

It is anticipated that this matter could be released publicly following the completion of intergovernmental outreach initiatives and investigative projects.

Origin

At the Closed General Purposes Committee on December 3, 2018, Superintendent Will Ng, Officer-in-Charge (OIC) provided a briefing on the issues of money laundering and organized in the City in response to a series of recent and high profile media reports.¹ Following the OIC's briefing, the Committee passed the following resolution:

That the matter be referred to staff to report back on effective steps to be taken in the City of Richmond in relation to money laundering, illicit gaming and related issues.

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

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

1.4. Effective interagency relationships and partnerships.

¹ <https://globalnews.ca/news/4658156/fentanyl-making-a-killing-introduction/>

Background

Federal and Provincial Organized Crime Resources

Federal Serious and Organized Crime (FSOC)

The RCMP's Federal Serious and Organized Crime (FSOC) works closely with international, national and municipal police forces and agencies to ensure the safety and security of Canadians and their institutions, at home and abroad. FSOC has resources located in RCMP "E" Division of British Columbia as well as throughout the country. Its mandate is broad and includes intelligence gathering and enforcement against: drug trafficking, human smuggling, investment frauds and scams, counterfeit currency and goods, terrorism and organized crime. FSOC is comprised of multi-disciplined groups or teams with expertise and training in national security, transnational organized crime, money laundering and border security.

Combined Forces Special Enforcement Unit (CFSEU)

The Combined Forces Special Enforcement Unit – British Columbia (CFSEU) is both a provincial and national anti-organized crime agency. It is an integrated unit that employs over 400 highly-specialized officers from fourteen separate federal, provincial and municipal agencies.²

Joint Illegal Gaming Investigation Team (JIGIT)

Operating within CFSEU, is the Joint Illegal Gaming Investigation Team (JIGIT) whose mandate is to disrupt organized crime and gang involvement in illegal gambling and prevent criminals from using B.C. gambling facilities to legalize the proceeds of crime. Formed in 2016, the JIGIT consists of 22 law enforcement personnel and five BC Gaming Policy and Enforcement Branch (GPEB) investigators. In addition to the Federal Criminal Code, the JIGIT enforces the *Gaming Control Act*.

Richmond Detachment Organized Crime Resources

Gangs and organized crime investigations in the City of Richmond are led by the Richmond RCMP Detachment's (the Detachment) Plainclothes Section. However, if the targets of those investigations have strong associations with or are identified by provincial and federal organized crime target lists, CFSEU becomes the lead investigative agency. The Detachment's Organized Crime Unit (OCU) targets street-level drug dealers and suppliers. The primary mandate of the OCU is to shut down as many "drug lines" as possible and prosecute suspects that are involved in drugs and organized crime.

Richmond General Duty investigators also form part of the organized crime strategy through bar, liquor and massage parlour checks. These checks have a threefold purpose: to deter high risk criminals from frequenting businesses; to gather criminal intelligence on gang-related activities; and to check for proper business practices, licencing and compliance with City bylaws and regulations.

² <http://www.cfseu.bc.ca/en/about-cfseu-bc>

The criminal intelligence that is gathered from the above checks is further processed and analyzed by in-house Crime Analysts who work closely with their regional and provincial counterparts to conduct network analysis of targets to see if there are any links between local targets and broader organized crime networks. This intelligence gathering operation is further fed by general investigative work, street checks by General Duty Members and human source development. Richmond RCMP also works with Richmond Fire-Rescue and Community Bylaws to inspect properties and business as well as shut down any clandestine labs and illegal cannabis grow operations.

Analysis

The scope of the problem of organized crime, illegal drugs and money laundering in Metro Vancouver exceeds the enforcement and prevention capacity of any one local police force. The scale of the problem necessitates that the Richmond RCMP use a strategy of integration with other provincial, national and international police units and agencies. Despite the array of resources dedicated to combat organized crime, Metro Vancouver continues to be identified as an international hub for money laundering, drug trafficking and illegal gambling. According to the media, who obtained an internal RCMP report, it is estimated that upwards of \$1 billion may have been laundered through Metro Vancouver Real Estate in 2016 and possibly \$5 billion since 2012.³

Federal and Provincial Organized Crime Unit Actions Richmond

FSOC's organized crime enforcement efforts in Richmond have received considerable media attention, recently, due to the Federal Crown's decision to stay charges involving the RCMP's E-Pirate investigation.⁴ E-pirate focused on organized crime groups that were alleged to have laundered \$220 million through BC casinos. Criminal charges were laid in 2017 against a money-transfer business, Silver International Investment (305-5811 Cooney Rd). Silver International Investment was alleged to have utilized a network of Richmond based underground "private money lenders" who lent cash to VIP gamblers. RCMP Inspector Bruce Ward stated that E-Pirate surveillance identified 40 different organizations linked to Asian, North American and South American organized crime groups who traffic illicit drugs.⁵ The media have reported that charges were stayed in E-pirate due to federal prosecutors mistakenly exposing the identity of a police informant whose life would be at risk if the case proceeded.⁶ BC Crown is seeking, through its civil forfeiture office, to seize a home and assets, associated with Silver International Investments that are valued at over \$4 million.⁷

E-pirate's investigation uncovered what money laundering expert John Langdale termed the "Vancouver Model" whereby transnational organized crime groups utilize sophisticated

³ <https://globalnews.ca/news/4658157/fentanyl-vancouver-real-estate-billion-money-laundering-police-study/>

⁴ <https://vancouver.sun.com/news/staff-blogs/real-scoop-no-details-yet-about-why-e-pirate-charges-stayed>

⁵ <https://www.timescolonist.com/news/b-c/charges-laid-in-probe-of-alleged-b-c-money-laundering-1.23068949>

⁶ <https://globalnews.ca/news/4816822/exclusive-epirate-crown-exposing-police-informant-killed-b-c-money-laundering-probe/>

⁷ <https://theprovince.com/news/local-news/company-laundered-up-to-220-million-b-c-civil-forfeiture-office-alleges/wcm/8d073b98-6098-4403-9ff1-37eec2f8dc73>

underground banks, casinos, real estate and luxury items to launder money between Asia and Vancouver. Staff consulted with Mr. Langdale who has warned governments and law enforcement agencies in Europe and Australia that the “Vancouver Model” is not limited to Vancouver but has been replicated in other regions throughout Europe, the Middle East and Australasia.

Canadian media have questioned whether the issue of money laundering was exacerbated by inadequate resourcing of provincial and federal organized crime units. In October 2014, over 300 RCMP investigations, largely targeting organized crime, and \$100 million in funding were diverted to national security following the terrorist attacks on Parliament in Ottawa. Public Safety Canada internal briefing notes from 2015 further noted that:

“Since the terrorist attacks in Canada in October, 2014, high-priority, national-security investigations have diverted resources away from organized-crime investigations, including those focused on major drug trafficking and money laundering...approximately 320 other federal investigations[are]being put on hold.”⁸

Richmond Detachment Organized Crime Actions

As per the “2018-2019 Richmond Detachment Annual Performance Plan” (APP)⁹, organized crime is a community policing priority. The Detachment’s strategy is two pronged: first, it focuses on prevention programs such as the Drug Abuse Resistance Education program (DARE) and the “Adopt-a-School” program; second, it features enforcement activities and gang unit patrols.

In 2018, there were 36 proactive gang unit patrols resulting in 454 business checks. The locations patrolled include various bars, restaurants, massage parlours, the night market, pool halls, internet gaming locations and the casino. A number of drug investigations and arrests have resulted from these enforcement activities. These checks serve as a visible reminder of police presence and help make Richmond an unwelcoming place for individuals involved in organized crime and drug trafficking. In the 2018, 604 drug files were created including possession, trafficking, importation and production—79 of these files resulted in criminal code charges.

In April 2016, Richmond General Duty police officers uncovered an illegal gaming and criminal enterprise operating at 8880 Sidaway Road after responding to a call that a hostage was being held at gunpoint. Police officers found gaming tables, casino chips, playing cards, money counters and table surveillance equipment.¹⁰ BC Civil Forfeiture applied to the BC Supreme Court to seize the residence and the \$2.4 million in net sale proceeds from a property transfer in May, 2018.

⁸ <https://www.theglobeandmail.com/news/national/mounties-put-hundreds-of-files-on-hold-in-shift-toward-anti-terrorism/article36285597/>

⁹ REDMS 6009495

¹⁰ <https://vancouversun.com/news/local-news/b-c-government-trying-to-seize-richmond-mansion-claiming-it-was-used-for-violent-crime-and-money-laundering>

While organized crime investigations are usually initiated on the basis of provincial criminal intelligence, the 2016 case demonstrates that detachment resources can play a pivotal role in identifying and disrupting gaming/money laundering operations. In the report titled “Richmond RCMP Detachment Three Year Resource Plan, 2019-2021”, the OIC has requested an increase of two police officers for the detachment’s organized crime section as well 14 general duty police officers, two property crime section police officers and one crime prevention police officer.

Richmond Bylaw and Business Licence Enforcement

The Business Regulation Bylaw No. 7538 includes specific requirements for categories of businesses which require additional oversight. This includes businesses such as massage parlours, bed and breakfasts, amusement centres, gas stations, animal grooming and boarding and adult entertainment. Money exchange businesses are not currently among the list of regulated business types. Although gaming and casinos are not within the City’s jurisdiction to regulate, other than through Zoning and Land Use, the Provincial government has acknowledged the need for regulatory reform. Community Bylaws and Business Licence staff will continue to execute joint-inspections/projects with the RCMP and JIGIT to disrupt illegal gaming operations.

Provincial Money Laundering Reviews

On March 31, 2018, the Ministry of the Attorney General released an independent review of money laundering and casinos in the Lower Mainland authored by Peter German. Mr. German’s report put forward a comprehensive list of 48 recommendations¹¹ of which nine have been implemented. The Provincial government endorsed Mr. German’s report and announced the formation of two parallel reviews: a review of money laundering in BC real estate, luxury car sales and horse racing by the Minister of Attorney General; and a review of ideas on how to strengthen legislative or regulatory protections against money laundering .

Recommendations

BC Minister of Public Safety and Solicitor General, the BC Minister of Attorney General and Mr. German

It is recommended that that the City write a letter to the Minister of Public Safety and Solicitor General, the Minister of Attorney General and Mr. German to advocate the need for the Province:

- i. to increase funding for enforcement of organized crime, money laundering, and illicit gaming;
- ii. to develop, in consultation with the federal and local governments, a comprehensive organized crime policing plan that will establish key enforcement targets and outcomes; and
- iii. to expand training for provincial gaming services employees;

¹¹ “Dirty Money: An Independent Review of Money Laundering in Lower Mainland Casinos conducted for the Attorney General of British Columbia,” pg.13. https://news.gov.bc.ca/files/Gaming_Final_Report.pdf

Addressing the issues surrounding organized crime and money laundering requires a sustained effort from all levels of government and a multi-agency approach. Given the scale of this problem and the recent impact of the *R. v. Jordan* decision on existing police resources, the Province should consider the adequacy of funding levels for CFSEU. Without a defined multi-year strategy and plan for provincial organized crime resources, there will continue to be a risk that police resources could be diverted away towards another priority. While JIGIT has provided training to BC Lottery Corporation (BCLC), the Gaming Policy and Enforcement Branch and Lower Mainland gaming service, this educational outreach should be expanded and enhanced province-wide. In particular, casino workers require regular training on identifying the latest tactics and signs of money laundering and when to notify the GPEB.

BC Minister of Finance, Provincial Expert Panel and Federal Minister of Finance

It is recommended that the City write a letter to the federal Minister of Finance and the provincial Expert Panel on money laundering and the BC Minister of Finance for which the purpose is to assert the need for legislative reforms that will create transparency around beneficial ownership of corporations and land. The BC Minister of Finance has acknowledged the need for legislative reform and has announced the need for a new *Land Owner Transparency Act*, which would establish a public registry regarding beneficial ownership of land. According to a BC government news release, “the registry would help give tax authorities and law enforcement the information they need to crack down on tax evasion, and identify tax fraud and money laundering”.¹² Similar changes could be made to the *Business Corporations Act* regarding the disclosure of beneficial owners of private companies. Prior to the introduction of section 49, the public and the media could easily obtain information on the ownership of companies.

Similar to the above provincial recommendations, there is a need for reform at the federal legislative level to corporate beneficial ownership and trusts. A study by Transparency International Canada, entitled “No Reason to Hide: Unmasking the Anonymous Owners of Canadian Companies and Trusts”, found that almost half of Metro Vancouver’s most valuable residencies were held through structures that hide their beneficial ownership. The same study found that almost “one-third of the properties were owned through shell companies, while 11% have a nominee listed on the title”. Transparency International Canada further recommended that:

“The Government of Canada should work with the provinces to establish a central registry of all companies and trusts in Canada, and their beneficial owners. The registry should be available to the public in an open data format. Corporate directors and trustees should be responsible for submitting beneficial ownership information and keeping it accurate and up to date.”¹³

¹² <https://www2.gov.bc.ca/gov/content/housing-tenancy/real-estate-bc/consultations/land-owner-transparency-act-consultation>

¹³ <http://www.transparencycanada.ca/wp-content/uploads/2017/05/TIC-BeneficialOwnershipReport-Interactive.pdf>

The intent of the above disclosure changes regarding business and land ownership would be to identify the person on whose behalf the company or registered holder of the title is acting. Transparency around beneficial ownership could lead to: increased tax revenue, enhanced economic analysis and planning; and enhanced law enforcement ability to target money laundering. Federal legislation could also be introduced to expedite the deportation of foreign residents who engage in money laundering.

British Columbia Lottery Corporation (BCLC)

As has been reported by the media¹⁴, VIP gamblers have been allowed to buy gambling chips in excess of \$500,000. While these VIPs will no longer be able to use cash without identifying the source of funds, it is recommended that the City write to the British Columbia Lottery Corporation (BCLC) and request that a limit be placed on casino purchases. Limiting the amount that VIPs could cash-in would reduce the incentive for them to be targeted by money launderers and organized crime. It is also important that the limit not be too restrictive so as to push VIP gamblers away from casinos into illegal gaming operations.

Federal Office of the Superintendent of Financial Institutions (FOSFI)

According to JIGIT investigators, following the implementation of a key recommendation of Mr. German's report¹⁵, there has been a decline in the number cash transactions and an increase in the use of bank drafts. Currently, only a few of Canada's banks require that the name of the person requesting the bank draft, known as the remitter, to be listed on the bank draft document. As a result, money launderers could use a nominee bank customer to request a bank draft to be made out to a casino of their choice. The nominee will then return the bank draft to the money launderer to be transacted at the casino. Although bank drafts often exceed the \$10,000 amount they are not subject to verification of the source of funds by the casino because it is assumed the necessary checks were performed by the bank.

JIGIT investigators have raised the above issue to major Canadian banks and some have proactively agreed to print the name of the person requesting the draft on the bank draft itself. This simple policy change will deter money launderers from exploiting bank drafts because only the original remitter would be able to utilize the draft at the casino. However, not all banks have agreed to implement this policy. It is, therefore, recommended that the City write a letter to the Federal Office of the Superintendent of Financial Institutions (FOSFI), the agency which oversees banks, requesting that it mandate that all Canadian banks ensure that the name of the remitter be identified on all bank drafts.

UBCM and Regional Policing Forums

¹⁴ <https://vancouversun.com/news/local-news/river-rock-vip-host-investigated-for-alleged-anti-money-laundering-violations>

¹⁵ The BC Minister of Attorney General announced in January, 2018 casino employees must now verify the source of patron funds if they seek to buy \$10,000 or more in chips within a 24-hour period at a casino in B.C. – whether they use cash, bank drafts or certified cheques. <https://www.theglobeandmail.com/news/british-columbia/bc-rolls-out-new-casino-rules-aimed-at-tackling-money-laundering/article37570414/>

It is recommended that the City put forward a resolution to the UBCM requesting legislative reform to create transparency around beneficial ownership of land and corporations. Given the province-wide reach of this issue, it is critical to explore how local governments can coordinate their enforcement and regulatory efforts against organized crime and the businesses that facilitate money laundering.

At the regional level, staff can consult with other municipal, provincial and RCMP partners to explore how to coordinate efforts against organized crime. These concerns could be tabled at the the CAO/Principle Policing Contact meetings. It is also possible for staff to raise the issue of the strategic deployment of the Lower Mainland Integrated Teams police resources to target organized crime. Staff could also raise these issues with the Integrated Teams Advisory Committee.

Richmond Bylaw and Business Licence Enforcement

It is recommended that the City amend Business Regulation Bylaw No. 7538 to include criminal record checks and other regulations for operators of money exchange businesses (criminal record checks for operators of massage businesses is already a bylaw requirement). Staff have consulted with JIGIT who has asserted that further regulation and scrutiny of money exchange businesses could have both a disruptive and deterrent effect on money laundering. Community Bylaws and Business Licence staff will report back to Council with recommendations on this matter.

Financial Impact

None.

Conclusion

The parallel reviews by the BC Ministry of Attorney General and BC Ministry of Finance present an opportunity for the City to ensure its concerns are documented in their final reports. It is important to note that the deadline for the public engagement/submission period for both reviews will conclude January 31, 2019 and their respective reports will be finalized in March 2019.



Will Ng
Superintendent, Officer in Charge
604-278-1212



Mark Corrado
Senior Manager, Community Safety Policy
and Programs
604-204-8673

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



City of
Richmond

Memorandum

Community Services Division
Parks Programs

To: Mayor and Councillors
From: Paul Brar
Manager, Parks Programs
Date: January 18, 2019
File: 11-7200-01/2019-Vol 01
Re: Bench and Picnic Table Dedications – Reference to November 21, 2018 Memo

In light of the recent inquiries and increased activity on social media around renewals for the Bench and Picnic Table Dedication Program, this memo is to provide Council with a reference to a program update that was sent out on November 21, 2018 (Attachment 1).

Should you require any further information on the dedication bench and picnic table renewals, please do not hesitate to contact Emily Sargent at 604-244-1250 or esargent@richmond.ca while I am away on vacation from Friday, January 18, 2019 to Monday, January 28, 2019. Upon my return, I am happy to answer any questions you may have or assist with any queries you may be receiving. I can be contacted at 604-244-1275 or pbrar@richmond.ca.

Paul Brar
Manager, Parks Programs

Att. 1

pc: SMT
Todd Gross, Manager, Parks Services
Ted Townsend, Director, Corporate Communications & Marketing

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CNCL - 224



City of Richmond

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

Memorandum Community Services Division Parks Programs

To: Mayor and Councillors
From: Paul Brar
Manager, Parks Programs
Date: November 21, 2018
File: 11-7200-01/2018-Vol 01
Re: Bench and Picnic Table Dedications - Update on Renewals

The purpose of this memo is to provide Council with an update on the renewal process for dedicated park benches and picnic tables.

The City's Tree, Bench and Picnic Table Dedication Program facilitates the recognition of individuals through the planting of trees or the placement of plaques on park benches and picnic tables. There are currently 496 dedicated benches and picnic tables in the parks furniture system, with 134 individuals on a wait list for popular areas such as the Dyke Trail and Garry Point Park.

As per Council Policy 7019 "Tree, Bench and Picnic Table Dedication" (Attachment 1), bench and picnic table dedications are valid for a 10-year period, at which point they can be renewed at the current rates for replacement and maintenance. The 10-year term has now passed for 357 participants of the program.

At the Council meeting held on March 12, 2018, Council approved the updating of Fee Schedule 7019.01 to reflect 2018 operating and maintenance costs for the bench and picnic table dedication program (Attachment 2). Since that time, renewal letters have been sent to the 357 dedicators that have benches or picnic tables up for renewal. Staff are following up with phone calls and working with each dedicator to facilitate the renewal process, or to return plaques to those who choose to discontinue participation in the program. Every effort is being made to ensure that financial barriers do not prevent individuals from renewing their dedications.

Should you require any further information on the dedicated bench and picnic table renewals, please do not hesitate to contact me at 604-244-1275 or pbrar@richmond.ca. I am also happy to answer any questions you may have at the upcoming Parks, Recreation, and Cultural Services Committee Meeting on November 27, 2018.

Paul Brar
Manager, Parks Programs

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Att. 2

pc: SMT



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Page 1 of 1	Tree, Bench and Picnic Table Dedication Adopted by Council: April 14, 2003 Amended by Council: March 12, 2018	Policy 7019
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POLICY 7019:

It is Council policy that:

1. The cost of the purchase and planting of the tree shall be charged to the dedicator. This is to be based on the average cost for purchase and installation by City forces of a seven-centimetre calliper tree, subject to annual review.
2. The City shall have final approval of the tree type and planting location. All requests for special tree species/varieties or particular planting areas shall be accommodated, whenever possible. Higher costs incurred by these requests shall be charged to the dedicator.
3. The City shall include the tree in its normal schedule of care or maintenance.
4. The cost of the purchase, installation and maintenance of the bench or picnic table shall be charged to the dedicator. This is to be based on the average cost for purchase, installation and maintenance by City forces of a standard City bench or picnic table for a 10-year period. City staff will review costs annually and will adjust accordingly. The maintenance funding is placed into a tree, bench, and picnic table reserve account.
5. City Staff will acknowledge the bench or picnic table dedication for a period of 10 years from the date of installation.
6. Dedicators will have the opportunity to continue their sponsorship of the bench or picnic table after the 10 year dedication period by paying the current fee for replacement of the bench or picnic table. If the dedicator is not interested in continuing the dedication or cannot be contacted (within six months of the 10-year term expiring), the plaque will be removed and the site will become available for a new dedication. It will be the responsibility of the dedicator to keep their contact information current with the City of Richmond.
7. The City shall have final approval of the location and style of the bench or picnic table.
8. The City shall have final approval of plaque size, style, and wording. A maximum of two plaques per bench is permitted.
9. The tree, bench and picnic table shall become City property. Staff reserves the right to relocate or remove the tree, bench, or picnic table whenever necessary. A reasonable effort shall be made to notify the dedicator if their tree, bench, or picnic table is affected.
10. A tree, bench, and picnic table dedication account shall be established for those unable to purchase a whole tree, bench, or picnic table, but who wish to contribute funds. No plaques shall be permitted in this case, but City recognition of some type shall be considered.
11. A City record will be established to record all commemorative trees and contributions.
12. Placement of memorial wreaths, flowers, or other items or any modifications to the tree, bench, or picnic table will not be permitted.



Page 1 of 2	Tree, Bench and Picnic Table Dedication	Fee Schedule 7019.01
	Approved by Council: April 14, 2003 Amended by Council: March 12, 2018	

FEE SCHEDULE 7019.01:

Tree, Bench and Picnic Table Dedication Charges Schedule

Effective February 2018, the following fee schedule will apply for City of Richmond Tree, Bench and Picnic Table Dedications:

- Dedication fees will be levied so as to recover all or a portion of overall operating costs.**
 - To ensure the dedicator pays all or a portion of the direct operating costs for tree, bench and picnic table installation and 10 years guaranteed maintenance.
 - All rates and charges will be adjusted to accommodate the changes in operating and maintenance costs and tree, bench and picnic table acquisition costs.
- The General Manager, Community Services or designate will have the authority to waive or reduce fees and alter fees for services for promotional purposes and to quickly establish fees for experimental services.**
 - To permit the General Manager, Community Services or designate to make allowances for unusual circumstances.
 - Unusual dedication requests for tree, bench or picnic table installations where a higher cost is involved will be considered on an individual basis, taking in to account the true cost of acquisition and installation, and maintenance costs.
- Dedication fees are as follows:**

Item	Includes	2018 Rate
Trees	Each dedication will recover the full cost of tree acquisition, site preparation, and planting of the tree to City of Richmond standards.	Full cost recovery.
Benches	The dedication amount for benches will be inclusive of installation, site preparation, plaque production and installation, and 10 years guaranteed maintenance.	\$3,500.00
Picnic Tables	This dedication amount will include the cost of picnic table manufacturing, site preparation, delivery, plaque production and installation, and 10 years guaranteed	\$4,000.00



Page 2 of 2	Tree, Bench and Picnic Table Dedication	Fee Schedule 7019.01
	Approved by Council: April 14, 2003 Amended by Council: March 12, 2018	

	maintenance.	
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4. Renewal fees for a 10-year dedication period are as follows:

Item	Includes	2018 Rate
Trees	Not applicable.	Not applicable.
Benches	The renewal amount will include the cost of bench refurbishing or manufacturing, installation, and 10 years guaranteed maintenance.	\$3,000.00
Picnic Tables	The renewal amount will include the cost of picnic table refurbishing or manufacturing, installation, and 10 years guaranteed maintenance.	\$3,500.00

5. Dedication fees for sharing a bench or picnic table are as follows:

Item	Includes	2018 Rate
Trees	Not applicable.	Not applicable.
Benches	The dedication fee will include the costs of bench manufacturing or refurbishing, site preparation, plaque production and installation, and 10 years guaranteed maintenance.	\$2,000.00
Picnic Tables	The dedication fee will include the costs of picnic table manufacturing or refurbishing, site preparation, plaque production and installation, and 10 years guaranteed maintenance	\$2,250.00



City of Richmond

Report to Committee

To: General Purposes Committee
From: Jim V. Young, P. Eng.
Senior Manager,
Capital Buildings Project Development

Date: February 1, 2019
File: 06-2052-55-02-
01/2017-Vol 01

Re: Viability of Repurposing Minoru Aquatic Centre – Low Cost Options

Staff Recommendation

That the staff report titled “Viability of Repurposing Minoru Aquatic Centre – Low Cost Options” dated February 1, 2019 from the Senior Manager, Capital Buildings Project Development, be received for information.

Jim V. Young, P. Eng.
Senior Manager, Capital Buildings Project Development
(604) 247-4610

Att: 2

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Recreation Services	<input checked="" type="checkbox"/>	
Real Estate Services	<input checked="" type="checkbox"/>	
Building Approvals	<input checked="" type="checkbox"/>	
Parks	<input checked="" type="checkbox"/>	
Facility Services	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

At the December 19, 2018, Parks, Recreation and Cultural Services Committee meeting, staff received the following referral, “Potential Conversion of Minoru Aquatic Centre”:

That staff investigate the costs of converting the pool at the Minoru Aquatic Centre for uses that do not require major changes and report back.

The purpose of this report is to respond to the referral.

Background

The Minoru Aquatic Centre was originally constructed in two stages, in 1958 and 1977.

On May 8, 2017 Council adopted the staff report on the “*Viability of Repurposing Minoru Aquatic Centre.*” This report reviewed the merits of repurposing the existing facility for community use or warehouse space suitable for open storage which was not recommended due to the high cost of conversion and operation. Council adopted the following recommendation.

That upon completion and opening of the new Minoru Centre for Active Living, the existing Minoru Aquatic Centre located at 7560 Minoru Gate in Minoru Park be decommissioned and demolished, and that the project be submitted for consideration in the 2018 capital budget as described in the staff report titled “Viability of Repurposing Minoru Aquatic Centre”, dated April 21, 2017, from the Senior Manager, Capital Buildings Project Development and the Senior Manager, Parks.

The following factors were considered in determining this recommendation:

- Facility condition
- Suitability of facility for other uses
- Cost of construction (new vs. repurpose)
- Ongoing operational costs and budget impact
- Impact on green space
- Impact on parking

The Report to Council to demolish the Minoru Aquatic Centre was adopted on May 8, 2017 and is included as Attachment 1. Should Council approve the 2019 Capital Program submission to complete demolition, the actual cost to complete the work will be determined through a public tendering process.

Staff engaged technical experts to review the current condition of the Minoru Aquatic Centre and to identify what improvements would be required in order for the facility to be repurposed. The findings of the assessment identified that major building elements such as envelope, mechanical and electrical systems have reached or surpassed their serviceable life cycle and would likely require either extensive replacement or full replacement in the near future, if the facility were to remain operational for long-term reuse.

Given Council's decision in 2013 to fund a new Minoru Centre for Active Living and the decision in 2017 to demolish the existing Minoru Aquatic Centre once the new facility is commissioned, staff have performed the minimum level of building maintenance work required to keep the facility operational. In this context, instead of replacing building components that have failed over the last several years, staff have applied temporary and minimal maintenance required to keep the building's programs operational. As a result of the temporary and minimal maintenance and given the age of the building, operational and maintenance costs will be high.

Staff are in the process of preparing the Minoru Park Vision Plan which is scheduled for presentation to the General Purposes Committee on February 4, 2019. The Minoru Aquatic Centre is located in the Special Study Area and it is anticipated that the Minoru Park Vision Plan report will make further recommendations on the future of this area.

Delegation

At the December 19, 2018, Parks, Recreation and Cultural Services Committee meeting, Bhullar Wrestling Club spoke to Committee regarding the practice of converting decommissioned swimming pools into wrestling spaces.

The delegation made reference to utilizing the existing Minoru Aquatic Centre for this purpose and suggested that converting to wrestling space would require infilling the pools with Styrofoam and capping them with concrete, as has been implemented at Cornell University and other locations. The delegation then noted that there was a contractor in the audience who could provide a price to complete the conversion of the Minoru Aquatic Centre, and the contractor acknowledged that a price could be provided.

As a result of the delegation, Committee made the referral for staff to investigate the costs of converting the pools at the Minoru Aquatic Centre for uses that do not require major changes and report back.

Staff made several contacts with the delegation for their input on the items they brought forward at the December 19, 2018 Committee meeting in order to:

- acquire the contact information for relevant staff at various universities who have undertaken similar projects in order for City staff to understand how the conversion was completed; and
- determine scope and costing from the contractor in the audience, identified by the delegation as someone who could complete the infill related work at a low cost.

Staff made contact with Cornell University where it was confirmed they completed a 2,340 ft² infill project plus heating/cooling additions and some electrical upgrades for \$120,000 (USD) 12 to 13 years ago. Sand was used as the infill material. The approximate equivalent cost in Canadian dollars in the year 2020 is \$340,000.

City staff reached out to the contacts provided by the delegation and a response was received only from Cornell University. At the time of writing this report the contractor identified by the delegation has not yet provided costing on the infill-related work.

Analysis

Staff completed a high level review of low cost options to create open space at the west pool (A-Frame) location (Attachment 2). Approximately 12,390 ft² of open space (pool infill of 4,150 ft² and 8,240 ft² of deck area) with a concrete floor can be created.

In 2017, staff engaged a specialist to complete a building assessment within the context of repurposing the facility to other uses. The assessment highlighted that:

- the building structure is in good condition, i.e. columns, beams, foundation;
- the mechanical system is past its life expectancy and needs to be replaced. Specifically, the air handling units, roof top units and plumbing distribution system were identified by the specialist as needing replacement;
- the electrical system is past its life expectancy and needs to be replaced. Specifically, the electrical service panels, main switches, main line distribution wiring and lighting were identified by the specialist as needing replacement; and
- there are architectural deficiencies that need to be addressed. Specifically, the exterior envelope, vapour barriers, miscellaneous roof repairs and general aesthetic maintenance (painting, power washing, etc.) were identified by the specialist as items to be completed.

It is a possibility once the Minoru Aquatic Centre is vacated that immediately thereafter, the lobby space areas could be used at a minimal cost for various activities. Under this scenario, it is envisioned that this space could be used as a community gathering space, meeting space, or for passive activities such as cards or discussion groups with no material changes to the facility. Building operation and programming related costs would still be incurred.

With all scenarios discussed in this report there remains the issues of mould and asbestos.

Testing for asbestos has not been completed given this facility was scheduled to be demolished. However, it was common practice in the timeframe the Minoru Aquatic Centre was constructed (1958 and 1977) that asbestos was extensively used as a building construction material and it is highly probable that it exists in the Minoru Aquatic Centre.

Mould is currently present in the Minoru Aquatic Centre. Given this facility was scheduled for demolition, the extent of mould has likely increased as building maintenance activities have been kept to a minimum.

The facility can continue to operate after move-out, however, it will likely be necessary to address mould and asbestos to maintain operational continuity. Should Council chose to repurpose the facility for any other use, staff will continue to monitor mould and asbestos in order to meet public health and safety standards. If a need to remediate mould and asbestos is identified, staff will seek additional funding as necessary. Asbestos and mould abatement together with restoration costs could range from \$500,000 to \$4,000,000.

With this information, staff have developed the following lowest cost options for open space, with associated costs summarized in Table 1. With Options 1 and 2, the remaining east portion of the building would remain empty. Accordingly, staff have included a cost allowance to keep this portion of the building in an acceptable condition.

Option 1 – Infill Only, Allows for only Very Limited Programming Use

The scope includes infilling the pool, estimated at \$293,000. Leveling of the deck area adjacent to the pool may be desired as it is tiled and sloped in various directions for drainage and is an additional cost estimated to be \$132,000.

As the City has unique ground conditions compared to most other municipalities, i.e., soft soils and a high ground water table, investigation will be required to identify the most appropriate fill material. Two quotes were received for Styrofoam, but it may be that Styrofoam is an inadequate material as its weight may not be sufficient to prevent uplift during high ground water situations.

If Option 1 is implemented, it is likely that mechanical, circulation and electrical replacements will be required in the short term, if the facility is to remain open. Accordingly, major capital requests (approximately up to \$960,000, 2019 dollars) may be included in future budgets for Council consideration should the need arise.

Option 2 – Nominal Improvement, Limited Programming Use

The scope includes infilling the pool, leveling the adjacent deck area, replacing major mechanical equipment, cleaning, replacing or repairing the air circulation systems, replacing the electrical panels, lighting upgrades plus preventative architectural upgrades and is estimated to cost \$1,945,000 as highlighted in Table 1. This option provides the same components as Option 1, as well as the following improvement items.

- Replacing major mechanical equipment (air handling units, boilers, plumbing distribution lines)
- Cleaning, replacing or repairing the air circulation systems
- Replacing major electrical components (main distribution cabling, electrical panels, lighting fixtures)
- Exterior envelope preventative maintenance repairs (cladding, painting, moisture barrier, windows, exterior doors, roofing)

Implementation of this option increases the probability of the open space portion of the facility being operational beyond a 10-year timeframe assuming regular maintenance is completed and addresses improvements to the building aesthetics and water tightness.

Option 3 – Premium, Open Warehouse or Community Space Use

The Premium option represents replacement of all the building components with exception of the structure, i.e., beams, columns and portions of the foundation. All building components will be replaced with new, modern materials. This level of upgrade is a reflection of the building condition as confirmed by assessment completed by the City's specialist consultant. The assessment was based on repurposing the facility to either open warehouse space or community use space. The estimated cost for this option ranges from \$21,800,000 to \$27,000,000.

A more detailed description of the conversion to warehouse or community use space is described in Attachment 1.

A summary of costs for each option is shown in Table 1 below. All options are order of magnitude as there is no confirmed program and no design has been completed to date. Cost estimates do not include program specific flooring, millwork, program specific needs nor furniture, fixtures or equipment that may be required by community groups that use the space nor parking improvements that may be required to accommodate the program. These costs can only be identified once a program is confirmed. It is intended to make use of the existing washrooms.

Costs

The OBI funding from the existing Minoru Aquatic Centre will be transferred to the new Minoru Centre for Active Living once it is in operation in 2019. Accordingly, the OBI associated with repurposing the Minoru Aquatic Centre will require a new funding source and have an associated tax impact.

- If only the west pool is repurposed, there will also be an upfront cost estimated to be \$16,000 to secure the remainder of the facility left vacant. This upfront cost includes items such as pool decommissioning, security installation, etc.
- If the building is not demolished and not used at all, there will be an annual operating cost of \$110,000 for items such as pest control, electricity, security related items, insurance, call-outs, complaints, etc.

If the west pool is infilled and programmed, facility operation related OBI is estimated to be \$155,000 annually and program related OBI is estimated to range from \$10,000 to \$150,000 annually. A range of costs has been provided for the program OBI because the actual cost depends on the confirmed program and the frequency of operation, i.e., how many days per week and how many hours per day the facility will be open for the selected program.

If the Premium option is implemented, the estimated range of annual operating cost is \$750,000 to \$1,500,000 as noted in Attachment 1.

Table 1 – Pool Infill Scope Options and Costs

	Option 1 – Infill Only, Allows for only Very Limited Programming Use	Option 2 – Nominal Improvement, Limited Programming Use	Option 3 – Premium, Open Warehouse or Community Space Use
Project Scope	12,390 ft ² deck and pool space. The washrooms adjacent to the west A-Frame will also be available for use (Building Code requirement).	12,390 ft ² deck and pool space. The washrooms adjacent to the west A-Frame will also be available for use (Building Code requirement). Replacing major mechanical equipment. Cleaning, replacing or repairing the air circulation systems. Replacing major electrical components. Envelope preventative maintenance repairs	37,812 ft ² of space. Only the building structural elements will remain, i.e., columns, beams and portions of the foundation. All other building components such as the walls, floors, roof, electrical, mechanical, hardscape, landscape, etc., will be replaced with new, modern materials.
Order of Magnitude Cost (2020 \$)	\$293,000 (pool infill only, no leveling) \$500,000 to \$4,000,000 potential mould and asbestos abatement	\$293,000 (pool infill) \$132,000 (leveling) \$512,000 (mechanical) \$48,000 (circulation) \$400,000 (electrical) \$560,000 (envelope repairs) <u>\$1,945,000</u> \$500,000 to \$4,000,000 potential mould and asbestos abatement	\$21,800,000 for open warehouse storage \$27,000,000 for Community Use Mould and asbestos abatement costs included above
Uses	Passive activities such as card games, meetings, and discussion groups. No impact sports such as table tennis, darts, and carpet bowling would also be appropriate. Storage, and use of existing administrative space.	Passive activities such as card games, meetings, and discussion groups. No impact sports such as table tennis, darts, and carpet bowling would also be appropriate. Martial arts, wrestling or other activities that utilize mats.	A full range of programs and services could be considered, including physical activity, arts, dance, fitness, sport, and general interest programs.

Operating Budget Impact (2020 \$)

- \$110,000 annual cost for ventilation, heating and electrical noted in the 2019 Capital Program, if the building is not demolished and is not used, to maintain the building in its current condition; or
- \$155,000 for annual building operation if the west A-Frame pool is filled and the remaining east portion of the building is left unused in Options 1 and 2.
- \$10,000 to \$150,000 annual costs for program implementation depending on operating model in Options 1 and 2.
- An annual operating cost of \$750,000 to \$1,500,000 (2017\$) is estimated for the Premium option for both building operations and program.
- A cost range of \$500,000 to \$4,000,000 is anticipated should mould or asbestos removal be required to accommodate other uses of the facility.

As implementation of Options 1 and 2 are considered tenant improvements and the use is intended to continue as community space, it is not a regulatory requirement to meet the current BC Building Code. While this will help keep costs to a minimum, implementation of Options 1 and 2 will not meet modern building standards, although staff would seek to achieve 2018 Building code standards for accessibility.

Subject to the program that may be implemented, there is also the possibility that creation of additional surface parking may be required which will also impact park space. The options considered in this report do not include allowances for additional parking that may be required or the associated cost.

Financial Impact

None.

Conclusion

From this review it is feasible to retain the building for the uses identified above, however, there are a number of prohibitive factors identified. The most notable being the required mould and asbestos abatement of \$500,000 to \$4,000,000 to address occupational health and public safety requirements, as well as the respective capital and maintenance costs of each option.



Jim V. Young, P. Eng.
Senior Manager,
Capital Buildings Project Development
(604 247-4610)

Att. 1: Report to Committee - Viability of Repurposing Minoru Aquatic Centre

Att. 2: Repurposed Area



City of Richmond

Report to Committee

To: General Purposes Committee
From: Jim V. Young, P. Eng.
 Senior Manager,
 Capital Buildings Project Development
 Mike Redpath
 Senior Manager, Parks
Re: Viability of Repurposing Minoru Aquatic Centre

Date: April 21, 2017
File: 06-2052-55-02-01/2017-Vol 01

Staff Recommendation

1. That upon completion and opening of the new Minoru Centre for Active Living, the existing Minoru Aquatic Centre located at 7560 Minoru Gate in Minoru Park be decommissioned and demolished, and that the project be submitted for consideration in the 2018 capital budget as described in the staff report titled "Viability of Repurposing Minoru Aquatic Centre," dated April 21, 2017, from the Senior Manager, Capital Buildings Project Development and the Senior Manager, Parks.
2. That any future use of the existing Minoru Aquatic Centre site located at 7560 Minoru Gate be considered as part of the Minoru Park Vision Plan and be subject to Council approval.

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 Project Development
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Mike Redpath
 Senior Manager, Parks
 (604) 247-4942

REPORT CONCURRENCE		
ROUTED TO: Recreation Services Real Estate Services	CONCURRENCE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO

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April 21, 2017

- 2 -

Staff Report

Origin

At the December 21, 2016, Parks, Recreation and Cultural Services Committee meeting, staff received the following referrals:

That the following recommendation (Part 1) stating:

That upon completion and opening of the new Minoru Complex (Minoru Aquatic Centre/Older Adult Centre) at the end of 2017, the existing Minoru Aquatic Centre located at 7560 Minoru Gate in Minoru Park be decommissioned, demolished, reverted back to open park space and that the project be submitted for consideration in the 2018 capital budget as described in the staff report titled "Minoru Park Vision Plan Phase One: Facilities Planning," dated December 1, 2016, from the Senior Manager, Parks;

be referred back to staff to analyze the viability of repurposing the existing Minoru Aquatic Center for other uses.

And,

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

And,

That staff research options for an open purpose storage museum at an existing location in Richmond in place of building a museum at this time.

The purpose of this report is to respond only to the first referral regarding the Minoru Aquatic Centre and to provide an analysis of the viability of repurposing the existing building for other uses. The two remaining referrals will be addressed in subsequent reports.

Analysis

In order to evaluate the viability of the existing Minoru Aquatic Centre for repurposing, a number of criteria were considered:

1. Facility Condition – assessment of the current condition of the building.
2. Facility Reuse Possibility – the possible type of reuse will determine the standard to which the building would be upgraded and indicate the types of adaptations that may be required. For the purposes of this report, Community Space and Warehouse has been assumed.
3. Capital Funding Implications – given the current condition, what are the costs of the upgrades and adaptations required in order to repurpose the building?

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4. Park Implications – what is the effect on the park of retaining the building footprint and adding new programming?
5. Parking Impacts – How is parking impacted by additional uses or reuses?
6. Facility Operations – what would the operational budget impact of repurposing the building be?

1. Facility Condition

Staff engaged technical experts to review the current condition of the Minoru Aquatic Centre and to identify what improvements would be required in order for the facility to be repurposed. A BC Building Code regulated condition of granting occupancy for a repurposed building is that it must be brought up to current building standards. Their findings identified the scope of work required to repurpose the building including the following:

- Extensive replacement of building envelope for thermal performance, appearance, impact of modifications to interior and added openings.
- Replacement of interior finish materials. Current materials are at the end of their lifespan, or are not appropriate as a finish material in a repurposed building.
- Extensive reconfiguration of partitions (non-structural).
- Extensive reconfiguration of partitions (structural).
- Rationalization of floor elevations. Currently, floor elevations are not consistent which adds complexity to planning. Rationalization would be beneficial to the extent possible with current exterior grading and structural configuration.
- Code upgrades to fire safety system, change in building occupant loading and exiting requirements and change in building classification.
- Foundation improvement requirements in some areas.
- Poor roofing condition requiring replacement.
- Infill of the pool basins and removal/replacement of the decks with level surfaces.
- Seismic capacity is a risk and requires further review.
- Electrical equipment has served a reasonable lifespan and should be replaced.
- Mechanical systems should be replaced.

Staff also reviewed the possibility of demolishing only a portion of the existing Minoru Aquatic Centre and leaving the remaining portion intact for repurposing. This possibility would be complicated as 'cutting in half' building mechanical and electrical systems that are linked may not be feasible. There would also be considerable and costly issues associated with the roofing, building envelope and other building systems that would need to be addressed. Given these complications and the sizeable risk that the remaining portion of the building is damaged during the demolition process, the possibility of demolishing part of the building and leaving a section intact is not considered viable.

2. Facility Reuse Possibilities

In order to demonstrate the feasibility of repurposing the facility, two options were considered:

- Option 1: Demolish the existing Minoru Aquatic Centre and determine the use of the area through the Minoru Park Vision Plan process. Under this option, staff would submit a 2019 Capital Program funding request (refer to Table 1 under Next Steps in this report) to implement the works per the Council-approved Minoru Park Vision Plan (scheduled for presentation to Council in December 2017).
- Option 2: Repurpose the existing Minoru Aquatic Centre for community use or open warehouse storage. As Options 1 and 2 consider the use of the same site (i.e., the existing Minoru Aquatic Centre site), land value has not been considered in the analysis.

The potential reuse type provides direction in determining how suitable the existing building configuration is for reuse and indicates the type of building system upgrades and additions that may be required. It also has implications related to building code and permitting requirements. These considerations have implications when calculating the cost of repurposing the facility.

3. Capital Funding Implications

To understand the capital funding requirements, the two facility reuse possibilities (demolish or repurpose) were considered again.

Option 1 – Demolish (Recommended)

Demolish the existing Minoru Aquatic Centre and determine the use of the area through the Minoru Park Vision Plan process. The total cost to decommission and demolish the existing building is estimated to be \$3M (2018 dollars). This cost is based on demolition proceeding according to Council Policy 2308, whereby building components are recycled or re-used such that 80% of the building by weight is targeted for diversion away from landfill.

Option 2 – Repurpose (Not Recommended)

In considering the repurposing of the existing Minoru Aquatic Centre for community use, the total cost to bring the existing building to current building standards and to complete tenant improvements for those uses is approximately \$27M (2017 dollars). This estimated cost was prepared by independent cost consultants and contractors.

To repurpose the building for open warehouse storage the total cost to bring the existing Minoru Aquatic Centre to current building standards (base building level) and to complete tenant improvements for those uses is estimated to be \$21.8M (2017 dollars). Similarly, the estimated cost was prepared by independent cost consultants and contractors.

As a part of the review, a comparison was made between repurposing the existing facility and constructing a new facility of the same size (38,000 ft²) for community use. Significant

inefficiencies (design and systems) were identified with the conclusion that a new building is a more effective and efficient option if a facility reuse is considered. For comparison, the cost to construct a new community use facility of a similar square footage (38,000 square feet) is estimated to be approximately \$27.5M (2017 dollars). The estimated cost was also prepared by independent cost consultants and contractors.

Repurposing the Minoru Aquatic Centre will introduce new operating budget impacts for staffing, building operations and maintenance since all of the current operating funding has been allocated to the new Minoru Centre for Active Living as approved by Council. For example, if the potential future reuse includes public access to the building, a budget would be required for attendants, programming staff, building maintenance, supplies, technology, security and utilities among other things. The estimated range of annual operating costs for the reuses identified in Option 2 is \$750,000 to \$1.5M.

A review of costs for acquisition or leasing of warehouse space suitable for open warehouse storage indicates it would be a more cost effective approach than repurposing the existing Minoru Aquatic Centre. The current market value of an industrial building of approximately 38,000 square feet in Richmond ranges between \$9M and \$12.5M depending on the age and condition of the building, tenant improvements, the location of the property and the size of the land area. With the same caveats, net rental rates vary from approximately \$7.00 to \$9.50 per square foot or \$266,000 to \$361,000 per annum. Operating costs (i.e. maintenance and insurance net of property taxes and utilities) would add an additional \$1.50 to \$2.50 per square foot or \$57,000 to \$95,000 to the total gross cost per annum.

4. Park Implications

Given the many changes occurring within Minoru Park, including the additional facility footprint created by the new Minoru Centre for Active Living and in the surrounding neighbourhood, the need for a renewed vision was identified. A capital submission was approved for a master planning process within the Council-approved 2016 Financial Plan and is now underway. The outcome of that process will be the development of the Minoru Park Vision Plan for the park, to explore new opportunities and to address existing issues.

In consideration of the impact of the new facility footprint on the amount of open space in the park, the recommended option under consideration, demolition of the current Minoru Aquatic Centre, would allow for the development of new amenities and programming in a key location in the city. It would also enable greater openness and improve visibility of the park from Granville Avenue.

5. Parking Impacts

The parking plan included in the approved Minoru Complex Public Realm Concept Design did not contemplate a reuse of the existing Minoru Aquatic Centre. If the facility were to be repurposed, additional parking load would be added to the precinct which would need to be accommodated, further impacting the loss of park space. Any additional parking required by reuse of the existing Aquatic Centre would have to be located on existing green space and likely could not be accommodated in the south half of the park.

Pedestrian movement, parking and landscaping for the southern part of Minoru Park was contemplated in the Minoru Complex Public Realm Concept Design but was not included in the project funding. These elements need to be further studied and designed through the Minoru Park Vision Plan process and will be brought to Council for approval.

Analysis Results

While it is feasible to repurpose the existing Minoru Aquatic Centre, it is not recommended. Repurposing the facility is not considered economically or financially viable. The cost to upgrade the building systems to a functional level and then to adapt the building for reuse is comparable to that of constructing a brand new facility that would better meet operational needs and be more efficient to operate.

The cost to operate the building for any use (storage and public assembly) would also have to be considered since there is no funding allocated to it at present. In addition, the parking load in the Minoru precinct would be impacted and the amount of open space lost due to the construction of the new Minoru Centre for Active Living will not be re-gained.

Stakeholder and Technical Building Advisory Meeting

A joint meeting with the Stakeholder and Technical Building Advisory Committees was held on March 9, 2017, at which time the consultant's findings on the current condition and repurposing opportunity for the existing Minoru Aquatic Centre were presented. The Committees were asked to provide their advice on the following statement:

Do the Committees agree with the consultant's findings whereby it is recommended that the existing Minoru Aquatic Centre be demolished and converted to park space?

Following lengthy discussion, there was not a consensus response to the question. Instead, the following comments were offered by the Committee members:

- Use the space to maximize parking, in particular given the imminent opening of the new Minoru Centre for Active Living.
- Complete the Minoru Park Master Plan first to fully understand the existing Minoru Aquatic Centre site before taking any other action.
- Understand the need for the building before considering reuse.
- Do not repurpose the building as it is not part of the plan and it is very expensive.
- Complete a minimal (less expensive) upgrade to the existing building to preserve its use for storage purposes, in particular, for heritage related artifacts and/or similar items.

Minoru Park Vision Plan

The Minoru Park Vision Plan process, now underway, presents the opportunity to explore improvements and new programming opportunities for the whole park. The proposed Vision and Guiding Principles for the future of Minoru Park are scheduled to be presented to Council for approval in spring 2017. This report will summarise the public, stakeholder and staff input received to date.

The next steps in the process will be to generate concept options that reflect the approved Vision and Guiding Principles and conduct a public engagement process to receive input on the options. A final Minoru Park Vision Plan will then be developed and is targeted for Council approval at the end of 2017. At that time, staff will seek direction to undertake a detailed design study and cost estimating for the entire zone east of the track. This work can be completed before demolition of the existing Minoru Aquatic Centre begins.

Next Steps

Should Council choose the recommended option, staff will prepare a capital request for the 2018 capital budget process on the demolition of the existing Minoru Aquatic Centre and site for Council consideration. The estimated cost to demolish the existing building is \$3M (2018 dollars) which would leave a level, secured site ready for its next purpose. It is intended that building demolition would be scheduled and coordinated with the Minoru Park Vision Plan for this site following Council approval and following the opening of the new Minoru Centre for Active Living. The sequence of the proposed work is as follows:

Table 1 – Schedule

Date	Proposed Work
December 2017	Council approval of the Minoru Park Vision Plan.
January – May 2018	Prepare a detailed design and cost estimate for park development of the southeast corner of Minoru Park.
May 2018	Start demolition of the existing Minoru Aquatic Centre (following the opening of the new Minoru Centre for Active Living).
Fall 2018	Council approval of the capital request for implementation of park development.
Fall 2018	Complete demolition of the existing Minoru Aquatic Centre.
January 2019	Begin construction of works in the SE corner of Minoru Park.

Financial Impact

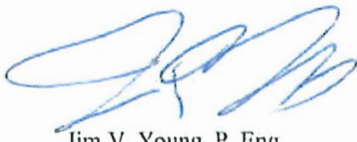
None.

April 21, 2017

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Conclusion

The recommended option following completion and opening of the new Minoru Centre for Active Living is to demolish the existing Minoru Aquatic Centre and consider the future use of the space in conjunction with the Minoru Park Vision Plan. Repurposing of the existing Minoru Aquatic Centre is not recommended because of the associated costs to bring to public use and to operate it. Completion of the Minoru Park Vision Plan will provide direction on how to move forward with the existing Minoru Aquatic Centre site.

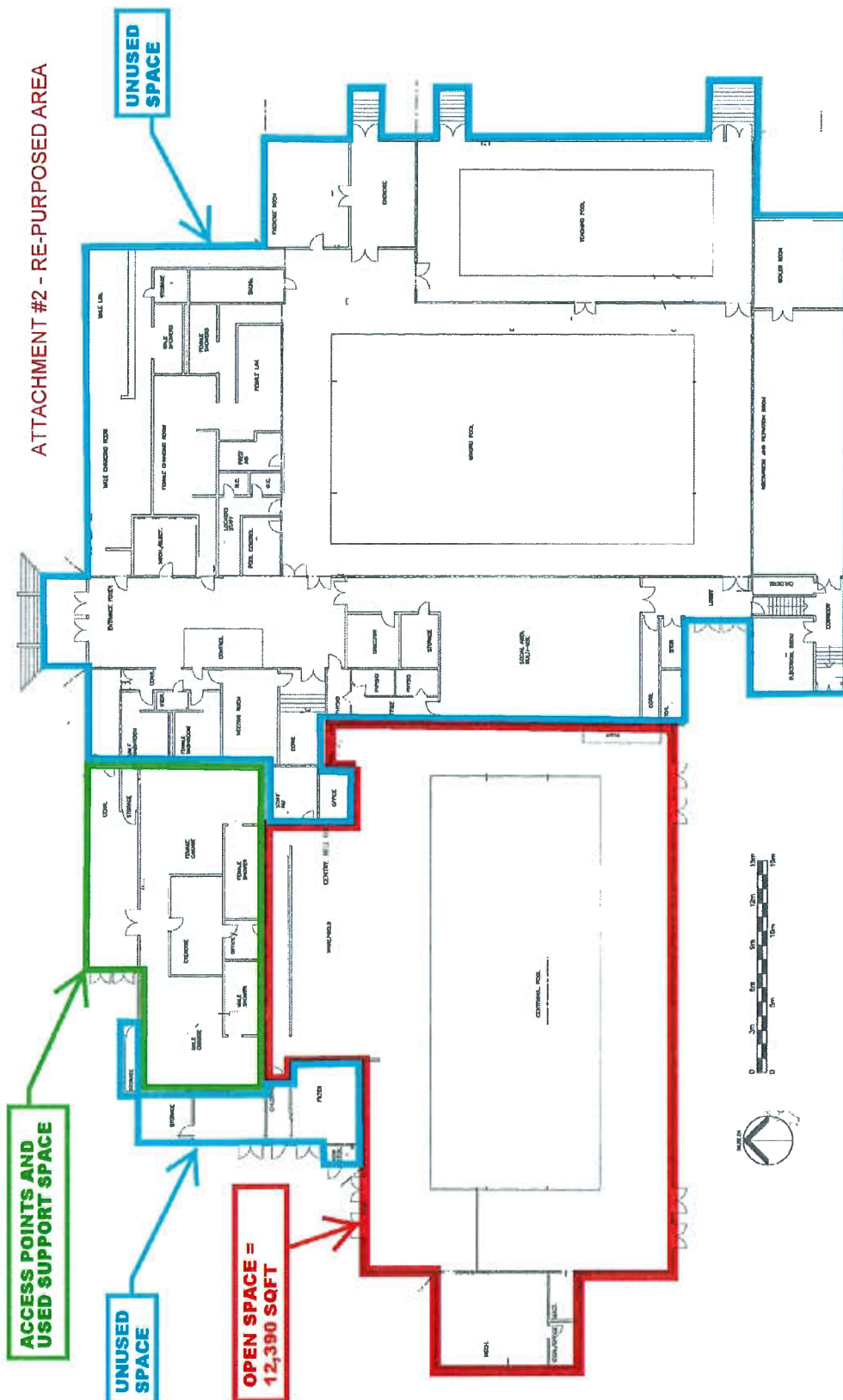


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City of Richmond

Report to Committee




To: Finance Committee
From: Jerry Chong, CPA, CA
Director, Finance
Date: January 28, 2019
File: 03-0970-01/2019-Vol
01
Re: Additional Information on the 2019 Capital Budget

Staff Recommendation

1. That the staff report titled "Additional Information on the 2019 Capital Budget" from the Director, Finance dated January 28, 2019 be received for information; and
2. That the 2019 Capital Budget as presented in Appendix 3 of the staff report titled "2019 Capital Budget" from the Director, Finance dated January 11, 2019 totaling \$116,524,202 be approved and staff authorized to commence the 2019 Capital Projects; and
3. That the 2019 Capital Budget totaling \$116,542,202 and the 2020-2023 Capital Projects be included in the Consolidated 5 Year Financial Plan (2019-2023).

Jerry Chong, CPA, CA
Director, Finance
(604-276-4064)

Att. 1

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
CONCURRENCE BY SMT	INITIALS: 
APPROVED BY CAO 	

Staff Report

Origin

At the Special Finance Committee Meeting on January 14, 2019, the 2019 Capital Budget from the Director, Finance dated January 11, 2019 was presented. Following discussion by the Committee, it was noted that additional time was needed to effectively review the Proposed 2019 Capital Budget. The following referral motion was carried:

That the 2019 Capital Budget as presented in the staff report titled "2019 Capital Budget" from the Director, Finance dated January 11, 2019 be referred back to staff for more information on the following:

- (a) Steveston Community Centre and Branch Library;*
- (b) Minoru Aquatic Centre Demolition (submission ID 6245);*
- (c) Garry Point Waterfront Floating Dock Construction (submission ID 6070);*
- (d) Terra Nova Rural Park Viewpoint Seating Area (submission ID 6371);*
- (e) Steveston Highway Multi-Use Pathway, Shell Road to Mortfield Gate (submission ID 6451);*
- (f) Gateway Theatre Infrastructure Replacements Phase 2 (submission ID 6366);*
- (g) Minoru Arena System Renewals (submission ID 5518);*
- (h) Minoru Place Activity Centre Program – Implementation (submission ID 6394);*
- (i) Watermania Aging Mechanical and Building Envelope Infrastructure Replacement Phase 2 (submission ID 6368)*
- (j) Vehicle and Equipment Reserve Purchases (Public Works and Corporate Fleet) (submission ID 5735);*
- (k) Arterial Roadway Improvement Program (submission ID 5459);*
- (l) Neighbourhood Walkway Program (submission ID 5454);*
- (m) Streetlight LED Upgrade Program (submission ID 5662);*
- (n) Traffic Signal Program (submission ID 576);*
- (o) City Hall Upgrades and Repairs (submission ID 6369);*
- (p) Parks Advance Planning and Design (submission ID 353);*
- (q) Budget Planning and Monitoring Solution (submission ID 6359);*
- (r) Contract Life Cycle Management (submission ID 6355); and*
- (s) Roofing and Infrastructure Replacements (submission ID 5519).*

The following report addresses this referral. This report will be distributed to Council one week in advance of the Finance Committee meeting which is scheduled for February 4, 2019.

Analysis

2019 Capital Process

Each division sets priorities specific to their area of expertise. A project submission is completed detailing the scope of work, review of alternatives, financial impact, and proposed funding sources. In addition, the submission is self-ranked using established criteria summarized in Appendix 1 of the original 2019 Capital Budget Report dated January 11, 2019 (included as Attachment 1). The process behind the 2019 - 2023 Capital Budget is illustrated in Appendix 2 of Attachment 1.

The Capital Review Committee (CRC) which is comprised of Directors/Managers from each City division reviewed and ranked each project submission. To ensure consistent application of the established ranking criteria, the CRC determines the final ranking for each submission giving consideration to strategic and master plans, policies and Council priorities.

The ranked projects are consolidated and the projects are recommended based on funding availability. Project funding recommendations are then reviewed by the Senior Management Team (SMT) and the CAO. The final recommendation is consolidated to form the 2019 Capital Budget presented to Finance Committee for review, approval and inclusion in the 5YFP (2019-2023).

Finance Committee Input

Appendix 3 (of Attachment 1) provides a list of the recommended projects. Appendix 4 (of Attachment 1) provides a list of those projects not recommended for funding. The projects not recommended total \$7.0M. This includes the Garry Point Waterfront Floating Dock Construction for \$4.2M, which was endorsed by Council to be considered in the budget process. Projects were ranked based on the established ranking system and based on funding availability, this project could not be recommended. The details of projects not recommended for funding are included in Appendix 9 (of Attachment 1).

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

Procurement Process

Once the Capital Budget is approved, staff are authorized to commence the projects. Pursuant to the City's purchasing guidelines and procedures, open, transparent competition in the marketplace through the bidding process is encouraged whenever possible to provide best value to the City in the form of:

- Reduced costs and increased value.
- Innovation and efficiencies.
- Fair selection criteria that focuses on best value.

For procurement of goods/services of \$75,000 and greater and construction of \$200,000 and greater, staff are required to contact Purchasing for direction. Purchasing has a variety of bidding processes available to use depending on a combination of variables unique to each individual procurement. The Purchasing bid toolbox includes the following types of processes:

- Request for Quotations (RFQ).
- Requests for Standing Offers (RFSO).
- Invitation to Tender (ITT).
- Request for Proposals (RFP).
- Requests for Expressions of Interest/Pre-qualifications (RFEOI/PQ).
- Notice of Intent to Contract (NOITC).

Purchasing utilizes a range of bidding processes when seeking competition from the marketplace for requirements. The acquisition method selected is dependent on a combination of a predetermined level of risk, the complexity of the requirement, lead time, supplier availability and the estimated cost of the good or service required.

The following table summarizes where additional information on the following projects is included.

	Project	Cost	Page
(a)	Steveston Community Centre and Branch Library (2020 Project preliminary estimate)	\$90,000,000	5
(b)	Minoru Aquatic Centre Demolition (Submission ID 6245)	3,392,000	6
(c)	Garry Point Waterfront Floating Dock Construction (Submission ID 6070)	4,200,000	7
(d)	Terra Nova Rural Park Viewpoint Seating Area (Submission ID 6371)	200,000	8
(e)	Steveston Highway Multi-Use Pathway, Shell Road to Mortfield Gate (Submission D 6451)	2,000,000	9
(f)	Gateway Theatre Infrastructure Replacements Phase 2 (Submission ID 6366)	3,700,000	10
(g)	Minoru Arena System Renewals (Submission ID 5518)	3,300,000	11
(h)	Minoru Place Activity Centre Program – Implementation (Submission ID 6394)	2,511,000	13
(i)	Watermania Aging Mechanical and Building Envelope Infrastructure Replacement Phase 2 (Submission ID 6368)	1,341,000	14
(j)	Vehicle and Equipment Reserve Purchases (Public Works and Corporate Fleet (Submission ID 5735)	3,740,662	16
(k)	Arterial Roadway Improvement Program (Submission ID 5459)	450,000	19
(l)	Neighbourhood Walkway Program (Submission ID 5454)	500,000	19

(m)	Streetlight LED Upgrade Program (Submission ID 5662)	430,000	20
(n)	Traffic Signal Program (Submission ID 576)	1,350,000	20
(o)	City Hall Upgrades and Repairs (Submission ID 6369)	980,000	20
(p)	Parks Advance Planning and Design (Submission ID 353)	400,000	22
(q)	Budget Planning and Monitoring Solution (Submission ID 6359)	1,000,000	24
(r)	Contract Life Cycle Management (Submission ID 6355)	622,994	25
(s)	Roofing and Infrastructure Replacements (Submission ID 5519)	277,000	27

Item (a) Steveston Community Centre and Branch Library

This project is included as a preliminary estimate for 2020 in the 2019-2023 5-Year Capital Plan. This project is at the very early stage of scope definition and currently does not have an approved program. Accordingly, it is expected that there will be cost estimate revisions as the scope is identified and refined through the consultation and design processes.

This is a replacement facility, which will both increase the capacity and modernize the facility and the operations, in order to address both current and future needs in the community. Staff have the following Council referral that asked staff to report back on various items beyond the base scope of replacing just the community centre and library.

Staff have the following Council referral dated November 26, 2018 and plan to respond in 2019:

That the staff report titled "Steveston Community Centre and Branch Library Program Update" dated November 1, 2018 be referred back to staff to work with the Steveston Community Centre Concept Design Building Committee to examine:

- (1) Options for meeting rooms;*
- (2) Options for child care space;*
- (3) Potential uses of the airspace parcel;*
- (4) A bus exchange;*
- (5) Multipurpose room space;*
- (6) Change rooms and washrooms for the Park; and*
- (7) Potential impacts on the Community Police Station.*

The November 1, 2018 staff report presented a base budget for community centre and library replacement of \$68M (GP – 21). The 2019 Capital Budget report presented to the Finance Committee on January 14, 2018 provided a cost of \$90M in 2020 (FIN – 178) which is the base budget (replacement of the community centre and library only) plus an assumption on items that might be added to the base scope. The base budget of \$68M in 2020 dollars has been escalated to \$73.9M in 2021 dollars.

Item (b) Minoru Aquatic Centre Demolition

This recommended project is included on page 84 of the 2019 Capital Budget report dated January 11, 2019. Additional information is provided here.

Demolition of the existing Minoru Aquatic Centre was endorsed by Council on May 8, 2017 as follows:

That upon completion and opening of the new Minoru Centre for Active Living, the existing Minoru Aquatic Centre located at 7560 Minoru Gate in Minoru Park be decommissioned and demolished, and that the project be submitted for consideration in the 2018 capital budget as described in the staff report titled "Viability of Repurposing Minoru Aquatic Centre," dated April 21, 2017, from the Senior Manager, Capital Buildings Project Development and the Senior Manager, Parks.

The cost estimate was based on demolition proceeding according to Council Policy 2308 (Management of Waste and Recyclable Materials from City Facilities Demolition and Construction Activities), whereby building components are recycled or re-used such that 80% of the building by weight is targeted for diversion to landfill.

Cost estimates were completed by the City's Construction Manager.

Minoru Aquatics Centre Demolition - Cost Breakdown	
Demolition of Existing Building Including Footings, Piles, Foundation, etc.	\$ 2,289,000
Site Demolition	233,000
Hazmat Removal and Disposal	310,000
Disconnect Services to Building to Make Safe for Demolition	26,000
X-ray or Ground Penetrating Radar Scanning of Concrete to Locate Underslab Utilities	12,000
Excavate Entire Building Footprint	170,000
Backfill Entire Building Footprint	352,000
TOTAL	\$ 3,392,000

Alternatives

If Council were to decide to consider re-purposing the current Minoru pool facility, the building would require additional annual operating budget impact funding of \$110,000 to maintain electrical, heating and ventilation systems operational in order for the building to not further deteriorate.

At the Parks, Recreation and Cultural Services Committee meeting held on December 19, 2016, staff received the following referral:

That staff investigate the costs of converting the pool at the Minoru Aquatic Centre for uses that do not require major changes and report back.

Staff are currently working on this referral.

Item (c) Garry Point Waterfront Floating Dock Construction

This project is included on page 150 of the 2019 Capital Budget report dated January 11, 2019 and is not recommended due to funding availability. Additional information is provided here.

At the November 14, 2017, Council Meeting, the report titled “2017 Garry Point Legacy Pier and Floating Dock” (REDMS 5445584 v.11), dated October 4, 2017, was adopted by Council with the following motion:

That Option 1: New 600 foot Breakwater Floating Dock as described in the staff report titled “2017 Garry Point Park Legacy Pier and Floating Dock”, dated October 4, 2017, from the Interim Director, Parks and Recreation, be selected to provide staff direction regarding future advanced planning, detailed design and Capital submissions and that the installation of a 300-foot permanent float on the City-owned waterlot portion, a 300-foot temporary float on the provincial waterlot and a removable section in between the permanent and temporary floats be included within the Option 1 concept.

The scope of work includes the design and construction of a 30 x 600 ft. floating dock and 10 ft. wide gangway ramps. This project will support both maritime and special events, allowing the public to access the water’s edge or recreationally fish at one of Richmond's most desirable riverfront locations. The structure will be engineered to accommodate vehicle access, large vessels and approach landing areas.

With consideration of its location in proximity to the open channel leading into the Strait of Georgia during the planning phase for this project, staff were directed to design a removable guard rail system around the perimeter of the dock to provide a limited safety barrier.

Garry Point Waterfront Floating Dock Construction – Cost Breakdown	
Float Construction	\$3,360,000
Pier Heads	640,000
Guard Rails	200,000
TOTAL	\$4,200,000

The January 14, 2019, Finance Committee meeting minutes captured the following comment:

There is an outstanding referral on Garry Point and therefore, the Garry Point Waterfront Floating Dock construction (submission ID 6070) should be first considered by the Parks, Recreation and Cultural Services Committee prior to its submission to the Capital program.

There are currently no outstanding referrals regarding Garry Point. This capital request was prepared as per the resolution passed by Council in November of 2017.

Alternatives

Status Quo – This involves the historic use of the piles at Garry Point for special maritime events where floats at Imperial Landing are towed towards Garry Point. That special event use could continue along with the operational costs associated with it.

Remove the Piles – From the report in November of 2017, it included the option to remove the existing steel piles. Preliminary investigation in that option showed that there could potentially be no cost to the City for the removal given the value of the steel piles.

Item (d) Terra Nova Rural Park Viewpoint Seating Area

This recommended project is included on page 102 of the 2019 Capital Budget report dated January 11, 2019. Additional information is provided here.

The mound at Terra Nova Rural Park is a key park feature and a unique viewpoint that offers extensive views of Sturgeon Banks and the Fraser River. In 2018, a temporary seating area was added at the top of the mound in response to requests from the community. This capital request is for development of a long-term seating area that would include approximately 40 metres of seat wall, designed to meet the curves of the mound, constructed of durable concrete bases with wood seating surfaces, and to provide improved access to the top of the mound and interpretive signage.

Terra Nova Rural Park Viewpoint Seating Area – Cost Breakdown	
Seat Walls and Signage	\$116,400
Gravel Pathways	36,800
Grading and Drainage	46,800
TOTAL	\$200,000

Alternatives

Status Quo – This involves continuing to provide temporary seating, and improved access and drainage. This would entail periodically (every three to five years) replacing the logs that were prepared for seating, improving the gravel pathways and drainage so that the area can be used year round. This alternative does not accommodate as many users as the proposed project; thus, it would not encourage the same degree of gathering and interaction.

Install Standard Park Benches – Four to five benches (wood and steel) be oriented toward the views with improved access and drainage. This alternative accommodates fewer seats as standard benches are normally placed with space in between to give people a sense of personal space. It reduces the option for groups to sit together and would not encourage gathering and interaction.

Item (e) Steveston Highway Multi-Use Pathway, Shell Road to Mortfield Gate

This recommended project is included on page 40 of the 2019 Capital Budget report dated January 11, 2019. Additional information is provided here.

Both the City's Official Community Plan (OCP) and TransLink's Southwest Area Plan identify Steveston Highway as a planned major bike route connecting Steveston Village and Ironwood Neighbourhood Centre. This segment is approximately 20% of the distance between Steveston and Ironwood and has connectivity to existing bike routes on Williams Road and Shell Road. As part of the overall TransLink cycling network, the project is eligible for TransLink funding of 50% to 75% of total cost and the project will not proceed without a minimum of 50% TransLink funding. The proposed project is a separated cycling facility with curb and a 1.5 m boulevard/buffer between Steveston Highway vehicle traffic and cyclists, which will provide a high level of cyclist safety.



Item (f) Gateway Theatre Infrastructure Replacements Phase 2

This recommended project is included on page 80 of the 2019 Capital Budget report dated January 11, 2019. Additional information is provided here.

Envelope:

Given that the building is 34 years old, an envelope assessment was conducted following observations of building envelope failure. The findings point out a systemic problem with water ingress and associated damage occurring at all elevations of the building and at a variety of locations. Hence, we recommend a comprehensive rehabilitation of walls, where necessary to address water ingress and propagation of mold, which is a public health issue.

Cost estimates were completed by an external quantity surveyor (cost estimators) organization.

Washrooms:

Gateway Theatre is currently very limited in its accessibility to both public and backstage facilities. There is no space for gender neutral public washrooms, and the backstage dressing rooms, washrooms and shower facilities are inadequate for children and adult performers or gender neutral identities. Trending best practices for these types of facilities is to have gender neutral washrooms.

Backstage facilities are also very limited for performers with physical disabilities. Studio facilities backstage are non-existing. At Gateway Theatre, the City of Richmond has an opportunity to take a leadership position with respect to accessibility across all communities.

Concession:

Gateway is working towards creating a better patron experience. Gateway has recently invested in a concession area point of sale system, equipped with credit card functionality as one step towards achieving this objective. This project will allow Gateway Theatre to more adequately serve our customers by providing a full service mid-level concession area, whereby patrons using the back half of the orchestra level and the third level balcony do not need to climb /descend up to two sets of stairs to conveniently access drinks and snacks. It will also alleviate strains on the

lower left entrance and ensure that we are able to remain compliant with occupancy load restrictions.

Gateway Theatre Infrastructure Replacements Phase 2 – Cost Breakdown	
Envelope	\$3,333,000
Washroom/Changing Room Upgrades	33,000
Second Floor Concession Area Renovation	102,000
WorkSafe BC Upgrade	195,000
Electrical Cables for Floodlighting 2nd Floor Room	24,000
Door Controls/Access Control	13,000
TOTAL	\$ 3,700,000

Item (g) Minoru Arena System Renewals

This recommended project is included on page 85 of the 2019 Capital Budget report dated January 11, 2019. Additional information is provided here.

Multiple building systems have reached the end of their life expectancy and will be replaced with modern, energy efficient systems where possible. This building is intended to provide service for the long term and as such, staff continue to maintain the building with long lasting components. The system renewals will include associated work to prolong the life of the building and ensure the health and safety of its users.

Cost estimates were completed by an external consultant (cost estimator) organization.

Exterior Doors, Automatic Entrance Door, Exterior Wall Finishes – Wood Elements:

The exterior doors are original and are heavy, difficult to operate and can slam shut which presents a worker and public safety concern. Parts are no longer available to complete door maintenance, therefore custom-made parts are required. The exterior automatic door is heavy and utilizes outdated, energy inefficient technology and presents a safety concern should the door close on a person. This door will be replaced with a lighter, energy efficient system. The remaining exterior doors are also heavy and present a safety concern of injury should the doors close unexpectedly. The remaining exterior doors will also be replaced with new, lighter doors.

Mezzanine Glass, Wood Wall Panelling/Drywall and Ceiling Replacement:

The mezzanine area is aging and showing signs of deterioration that could affect public safety. The louvered glass panels and connections are showing signs of failure and could fall on spectators. The glass panels are single pane and are becoming difficult to see through. Also, they are not as effective as modern systems in the prevention of heat transfer. The mezzanine wood paneling and drywall walls and ceiling are outdated and show significant signs of wear and tear.

Underfloor Heating Replacement:

The underfloor heating system is required to prevent the floor surfaces used by workers and spectators from freezing and causing a slipping hazard. The existing underfloor heaters are original and there have been incidents where ice formation has been observed in areas used by workers and the public.

Dehumidifier System Replacement, Condenser Water Pump Replacement:

The dehumidifiers and condenser water pump are fundamental components of the mechanical system necessary to provide acceptable ice surface quality. These components are showing signs of failure and need to be replaced proactively as opposed to waiting for failure resulting in increased costs and program disruption.

Arena Concrete Slab Replacement:

Replacement of the concrete slab underlying the ice surface on the Silver Rink is required to accommodate replacement of the brine lines that are approaching 40 years of service and have experienced leaks over the last few years. Replacement of the concrete slab under the Stadium rink was completed in the early 2000's. Continuation of leak repairs as opposed to replacement diminishes the reliability of maintaining an acceptable ice surface. Work Safe BC has required the City to take various actions related to the ammonia system. The brine lines are a fundamental connection to the ammonia plant system and if not replaced could result in a significant safety hazard to the workers and the public.

Change Rooms 1 and 2 Renovations:

Over the last several years, change room renovations at the Minoru Arenas have been completed due to their aging condition. Change Rooms 1 and 2 have significant deterioration of the floors, showers, walls and ceilings. There have been incidents of mold developing which is a public health issue. Renovations of Change Rooms 1 and 2 represent the final rooms to be renovated.

Player Bench and Asphalt Tiles:

The Players Benches have experienced significant wear and tear from skate blades hitting and damaging the metal support structure. Maintenance staff have repeatedly completed sanding and painting of the structure, which diminishes the structural capacity, resulting in a compromised condition. Structural failure can result in injury. The flooring has experienced excessive wear and tear over the years, is old technology and can damage the skate blade. The flooring will be replaced with new flooring more suitable for skates and similar traffic.

Minoru Arena Systems Renewals – Cost Breakdown	
Exterior Doors, Automatic Entrance Door, Exterior Wall Finishes – Wood Elements	\$ 386,000
Mezzanine Glass, Wood Wall Panelling/Drywall and Ceiling Replacement	497,000
Underfloor Heating Replacement	40,000
Dehumidifier System Replacement, Condenser Water Pump Replacement	125,000
Arena Floor Replacement	1,709,000
Change Rooms 1 and 2 Renovations	224,000
Player Bench and Asphalt Tiles	276,000
Renovate Skate Shop, First Aid and Concession Area	43,000
TOTAL	\$ 3,300,000

Item (h) Minoru Place Activity Centre Program – Implementation

This recommended project is included on page 86 of the 2019 Capital Budget report dated January 11, 2019. Additional information is provided here.

Since the Richmond Cultural Centre opened in 1993 with approximately 17,000 sq. ft., there has been no major capital investment for additional arts facilities. During this 25-year period, the City has experienced a 68% increase in population overall (with the highest percentage increase in the City Centre) and a significant shift in demographics. This has brought an increased need for (and higher expectations of) arts programs and spaces for arts activities. In 2017, the Richmond Arts Centre had 225 waitlisted participants for Dance and Performing Arts programs and over 100 waitlisted participants for children's pottery classes. Last year, Council received more than 40 letters from members of arts organizations requesting that the Minoru Place Activity Centre be repurposed as an interim arts facility as space for the Arts Centre is not sufficient to meet demand. With the requested tenant improvements, the building will allow Arts Services (particularly the Arts Centre) to maintain a level of service to better meet community need for the next 10 years.

At the Council meeting on November 13, 2018, Council approved the following:

- (1) *That the recommended option, Option 1: Community Arts Education and Program Space with Pottery and Culinary Arts Studio, be approved as the preferred program of the Minoru Place Activity Centre as detailed in the staff report titled "Minoru Place Activity Centre Program Options as Arts Education and Program Space," dated August 29, 2018, from the Director, Arts, Culture and Heritage; and*
- (2) *That a Capital request be considered during the 2019 budget process.*

This program responds to identified community need, taking into account the building's size, configuration, and condition, with the intention to minimize building and operational costs by maximizing existing features and realizing operational efficiencies.

This capital request is for the minimum work required to transition the facility from a seniors centre to an arts program space and deliver the Council approved program for arts programs and services. The funds requested do not include upgrades to the mechanical and electrical systems of the building.

Cost estimates were completed by an external Quantity Surveyor (Cost Estimator) organization.

Minoru Place Activity Centre Program-Implementation – Cost Breakdown	
Demolition and Asbestos Abatement	\$ 239,000
New Interior Walls and Partitions	202,000
Doors Replacements and Upgrades	124,000
Wall Finishes	195,000
Floor Finishes	214,000
Ceiling Finishes	207,000
Millwork	150,000
Specialty Items (signage, mirrors, lockers, etc.)	175,000
Plumbing and Drainage	40,000
Fire Protection	43,000
HVAC Modifications	48,000
Electrical Modifications	274,000
Furniture Fixtures and Equipment	600,000
TOTAL	\$ 2,511,000

Item (i) Watermania Aging Mechanical and Building Envelope Infrastructure Replacement Phase 2

This recommended project is included on page 88 of the 2019 Capital Budget report dated January 11, 2019. Additional information is provided here.

Through the lease agreement the City has an obligation to keep the facility in a good operable condition through March 2027. In this context, maintenance inspections are completed on a regular basis, deficiencies are noted and generally corrected through an annual major maintenance shutdown. The 2019 work program entails the following:

Mechanical:

Multiple HVAC system components are more than 20 years old. The corrosive nature of pools affects HVAC components, thereby shortening their lifespan. Staff recommend replacement prior

to failure to maintain pool operability. Last year, a lengthy shutdown was required due to the Waterslides Structural Repair. A similar shutdown would likely be required as HVAC components are critical to maintaining air quality standards. The work includes: air handling units, supply fans, wave pool air compressor, heat exchangers, chlorine sensors and pressure relief valve stations. The alternative of waiting for failure of the chlorine sensors can place workers and the public at risk of exposure to elevated levels of chlorine.

Pool Equipment:

The splash pool is currently leaking and will have its supply line replaced to prevent future leaking/damage to the facility. The current leak has damaged the walkway around the splash pools, eroded the walls in the mechanical room, eroded the drip pans in mechanical equipment and has required mold remediation in the mechanical room on several occasions.

UV – Install UV Unit for Main Pool

A new ultraviolet water treatment system (UV) will be installed for the 50 meter pool as Health Department standards are often not being met. UV systems significantly reduce the combined chlorine levels in pools, creating much improved water and air quality. The Health Department requires the combined chlorine levels to be 1.0 parts per million (ppm) or less. Currently Watermania often has combined chlorine levels of 1.0 to 1.5 ppm. Installation of a UV system is expected be instrumental in lowering the combined chlorine levels.

Interior Renovations:

The bleachers at Watermania are 12 years old and are showing significant signs of deterioration throughout their support structure. Repairs have been completed to keep the bleachers safe but are now at a point where sections need to be closed for public safety reasons.

Several areas where the bleacher seats are mounted have completely rusted away causing seats to simply fall off. New mounts for over 75 seats have been installed in the past to ensure public safety. The practice of replacing seat mounts has become a monthly occurrence as sections simply break away from the main rusted-out support structure.

There are several sections where 2x4's have been installed to support the floor boards as the support structure for the floor boards has completely rusted away. This is a temporary repair and will need complete replacement for the support structure during the 2019 shutdown.

The fitness centre flooring is 20 plus years old and is no longer available. The floor is chipped, gouged and has experienced significant wear and tear to the point where there can be tripping hazards.

Cost estimates were completed by an external Quantity Surveyor (Cost Estimator) organization.

Watermania Aging Mechanical and Building Envelope Infrastructure Replacement Phase 2 – Cost Breakdown	
Bleacher Replacement	\$ 176,000
Door Replacement, Front Desk Heat Curtain	31,000
System Renewal - Supply Fan	174,000
Splash Pool Repairs - Supply Line Replacement (red splash pool), Chlorine Sensor Replacement	193,000
UV - Install UV Unit for Main Pool	196,000
Exterior Walls - Evidence of Moisture Infiltration	96,000
South Filter Room - Air Handling Unit Replacement	86,000
Roof Access Upgrade, Cubby Hole Removal	20,000
Wave Pool - Air Compressor Replacement	11,000
Domestic Hot Water Heat Exchanger Replacement	37,000
Domestic Cold Water Pressure Reducing Valve Station Replacement	23,000
Fitness Centre Floor Replacement	75,000
Main Pool Heat Exchanger Replacement	100,000
Deck Sprinkler Head Replacement	73,000
Structural Inspections	50,000
TOTAL	\$ 1,341,000

Item (j) Vehicle and Equipment Reserve Purchases (Public Works and Corporate Fleet)

This recommended project is included on page 116 of the 2019 Capital Budget report dated January 11, 2019. Additional information is provided here.

The City's fleet has a replacement value of approximately \$34,000,000. The City's funding level allows for a 10 year replacement cycle. Vehicle and equipment are evaluated as described below. Additionally, Council has endorsed a Green Fleet Strategy to guide vehicle replacement. This submission includes 34 various vehicle/replacement units which make up the \$3,740,662 submission amount as detailed in the 2019 Capital Budget report. Although best practice maintenance has been applied to these units, the ongoing usage of them requires replacement as repair costs exceed the purchase of a replacement. Staff note that the listed units and estimated allocations remain fluid and may vary depending on competitive public tenders or quotations received throughout 2019. For example, if a vehicle engine fails or a vehicle is totalled in an accident, then priority adjustments are made, as required, to remain within the overall budget allocation.

Each acquisition will go through the public procurement process in accordance with City policies. Any funds remaining will be returned to the Public Works Equipment Reserve,

alternatively, should additional funding be required following public procurement, staff would report back to Council accordingly.

The general approach applied for identifying fleet vehicles for replacement include:

1. *Replacement Consideration List Generated from Faster*: The vehicle asset management system (Faster) is used to generate a replacement factor rating between 1 and 15 for existing units within the fleet. The rating factor applies conditions such as age, useful life, maintenance costs, etc. A rating of 1 indicates that the vehicle is in good condition and should not be considered for replacement, whereas a rating factor of 15 indicates the vehicle condition/maintenance costs have reached the point where replacement should be reviewed.
2. *Fleet Staff Vet Replacement Consideration List*: Fleet Operations staff review the consideration list and scale back or add to the list based on what is known about the vehicle's use, condition, maintenance issues, emissions/fuel consumption, suitability to the work performed, potential salvage value, departmental needs, etc. A modified replacement consideration list is produced.
3. *Departmental Input Sought*: Fleet Operations staff liaise with department representatives to review potential eligible replacements to further refine in relation to needs (is the unit still required), service level requirements (is the unit still suitable to the business need), replacement costs, etc.
4. *List of Anticipated Replacements Used to Develop Capital Submission Request*. The list of anticipated replacements is refined based on department input and used to prepare the annual capital submission. Staff note that the list of anticipated replacements remains 'draft' pending any issues which may arise that may require priority adjustments be made (e.g. accidents or mechanical/engine failures necessitating adjustments to the list of planned replacements).
5. *Best Value Assessment for Salvage of Replaced Units*: Fleet Operations staff will evaluate the most appropriate disposal method for replaced units in order to obtain best value (i.e. auction, trade-in, consignment). Funds from disposed units are applied to the Public Works Equipment Reserve.
6. *Acquisition Process*: Fleet Operations staff work with departmental representatives to develop replacement specifications and standard procurement methods are used.

Pictures of trailer units 1234, 250 and 356 are shown below. Additional pictures of units included in this 2019 Capital submission are also available on request.



GPS Pilot Program

The GPS pilot project has 64 vehicle/equipment units with GPS installed. These are the larger vehicles (dump trucks, vactors, etc.) which are more subject to liability claims. GPS has enabled the City to successfully defend against claims given the timely and factual information. In addition, we have other units with GPS for safety purposes to meet the City's due diligence obligations for worker safety (i.e. where staff work alone, such as litter vehicles). The GPS pilot has enabled staff to improve efficiency and productivity due to dispatching efficiencies.

The costs in this project are those fees required in 2019 to continue to support the project. This project has helped to reduce staff investigation for claims made against the City, particularly in relation to sanding/salting/snow response. This GPS system has resulted in cost avoidance as it has allowed the City to refute false claims.

Item (k) Arterial Roadway Improvement Program

This recommended project is included on page 32 of the 2019 Capital Budget report dated January 11, 2019. Additional information is provided here.

This project (Railway Greenway intersection upgrades) is largely oriented towards improvement on the street side which include curb and gutter, traffic signal pole relocation and landing areas. Improvements on the adjacent multi-use path are minor in nature, but include signage and pavement marking alerting cyclist of approaching intersections. This project is eligible for TransLink funding and will not proceed without a minimum 50% TransLink cost share.

At the approaches to each intersection at Francis, Williams and Steveston Hwy, the following additional measures to slow down cyclists will be installed (identical to what is already in place at Blundell Road as shown in the rendering below):

- Pavement markings to visually narrow the path and guide cyclists through a chicane; and
- Signage to remind cyclists to cross the intersection only when the walk sign is on.

*Item (l) Neighbourhood Walkway Program*

This recommended project is included on page 37 of the 2019 Capital Budget report dated January 11, 2019. Additional information is provided here.

No. 6 Rd. walkway was recommended by staff as there is no existing walkway on either side of this busy arterial roadway that has significant truck traffic. Staff have observed pedestrians walking in the roadway. There are existing walkways to the north and south and this project fills a gap in the walkway system and this segment provides pedestrian access to transit on Cambie and Bridgeport.

Item (m) Streetlight LED Upgrade Program

This recommended project is included on page 41 of the 2019 Capital Budget report dated January 11, 2019. Additional information is provided here.

To meet generally accepted wildlife and health recommendations, the City of Richmond's street light replacement program has been installing 3000K colour temperature Light-Emitting Diodes (LED) street light fixtures as replacements to its less efficient High Pressure Sodium (HPS) fixtures during the first two phases of this program (2016-2017). It is planned that this colour temperature be used for Phase 3 (capital submission - 5662) and Phase 4 (2020 capital submission). This colour temperature helps to reduce the amount of "blue" light that is emitted by the City's street lights in accordance with International Dark Sky Associations outdoor lighting recommendations. The installation of 3000K lighting is also in accordance with American Medical Association recommendations for improved human health outcomes. In addition, the City installs backlight blocking shields on new fixtures that are located next to natural areas and in locations where light may intrude into a residence, such as in a cul-de-sac.

Completing the replacement of aged HPS street lighting fixtures with LED fixtures typically reduces the associated electricity use by over 50%. With the two first phases of the replacement plan completed, the City is estimating that this will reduce street lighting electrical use by over 700,000 kWh or by approximately 10%. It is estimated that completing this planned Phase 3 capital project will further reduce street lighting electrical use by another 200,000 kWh, which will result in approximately \$25,000 in cost avoidance savings.

Item (n) Traffic Signal Program

This recommended project is included on page 44 of the 2019 Capital Budget report dated January 11, 2019. Additional information is provided here.

Countdown timers are currently utilized in Richmond at pedestrian traffic signals which have a fixed duration for pedestrian crossing time. All of the fully signalized intersections currently utilize changing signal timing based on vehicle and pedestrian actuation to improve the efficiency of traffic flow, however, this system is not compatible with countdown timers. Staff can opt for countdown timers at fully signalized intersections at Council's direction, however, this will have an impact on traffic congestion.

Item (o) City Hall Upgrades and Repairs

This recommended project is included on page 78 of the 2019 Capital Budget report dated January 11, 2019. Additional information is provided here.

The air conditioning unit in the electrical room is required to keep the space and its electrical equipment, including main transformer, at a safe operating temperature. Without air conditioning in the electrical room, the temperature of the equipment would quickly reach an unsafe level, causing the circuit breaker to trip, and this would result in power disruption to the entire City Hall building. The existing air conditioning unit is 19 years old and has already exceeded its life expectancy of 10 to 15 years. In conjunction with this work staff sought the advice of a mechanical engineering consultant on energy recovery opportunities given the significant run time and energy use of the air conditioning unit and were advised that heat be recovered through the addition of heat recovery unit costing \$70,000, which would achieve energy cost savings of \$12,500 annually (5.6 year simple payback). This is a commercial-grade mechanical unit that, like other major pieces of equipment in a building of this size, will require a crane to lift and transport on site. The unit recommended by the mechanical engineering consultant has a total weight of 2180lbs, and dimensions of 8.25 feet x 6 feet x 7.5 feet.

City Hall is a 19-year old building that is starting to show signs of deterioration in the building envelope. These indicators include cracks in the structure, staining in various areas caused by migration of fluids from the exterior, and roof leaks through the parking structure. As a result of the building age and several signs of deterioration, it is recommended that a building envelope condition assessment be performed, in order to determine the existing condition and to identify areas that need to be addressed, as well as a scope of work for any necessary repair work. If an assessment of the building envelope is not performed, deterioration could continue and amplify, which would result in greater long-term costs to the City as well as reduced service levels.

The parkade has multiple structural cracks in the ceiling, which has resulted in leaks. It is recommended that this issue be remediated with crack injection in order to mitigate further degradation. If this issue is not addressed, the condition of the cracks and associated leaks would continue and worsen.

City Hall Upgrades and Repairs – Cost Breakdown	
Mechanical	
• Electrical room air conditioning unit replacement, including associated energy management heat recovery works	\$878,000
Building Envelope	
• Building envelope assessment	34,000
Structure	
• Parkade structural crack remediation	68,000
TOTAL	\$980,000

Item (p) Parks Advance Planning and Design

This recommended project is included on page 97 of the 2019 Capital Budget report dated January 11, 2019. Additional information is provided here.

This annual project submission for Parks Advance Planning & Design provides internal and external resources for planning, research, public and stakeholder consultation, design and project management for a range of purposes, strategic planning projects, 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).

The purpose of these projects is to:

- Ensure the community is well informed about the parks and open space system, and are aware of any changes that are occurring;
- Meet regulatory requirements;
- Prepare for the construction of Parks capital projects so that accurate budgets and schedules can be completed;
- Bring the required technical expertise to projects that is outside of City staff expertise;
- Develop plans for managing complex sites that are unique within and to Richmond, especially ecologically sensitive lands (e.g., Terra Nova Rural Park and Natural Area, Richmond Nature Park);
- Allow the City to make long-term plans to guide large-scale and long-term initiatives (e.g., 2010 Trail Strategy); and
- Continuously update practices and standards to address changing community needs, changes in technology, in materials and construction methods.

Parks Advance Planning and Design – Cost Breakdown	
Park and Open Space Planning and Design – The cost includes staff time and external resources for various projects (e.g., preparation of Requests for Proposal, planning for future year's projects, providing advisory services to Community Associations);	\$165,000
Topographical Surveys (by Engineering and Public Works staff and by external surveyors for legal surveys);	15,000
Park Resource Management Planning (e.g. external technical expertise for the hydrological and biophysical analysis of the Nature Park, expertise required for various Provincial regulatory requirements such as the Water Sustainability Act);	100,000
Strategic planning projects (e.g., Lansdowne Mall Site Park and Public Open Space Programming and Operations Study);	95,000
Staff time and external resources for best practices research (e.g., public realm and streetscape standards, business case advisory services)	25,000
TOTAL	\$400,000

Alternatives:

Do Fewer Advanced Planning and Design Projects – The value of this capital request could be reduced if projects are cancelled or postponed to future years. This alternative may result in delayed completion, cancelled capital projects, potential construction project delays, cost overruns due to a lack of rigour regarding regulatory issues, the lack of the correct technical expertise or a combination of the above. Management of complex sites would not be improved and degradation of some park environments would continue (e.g., degradation of the bog ecosystem at the Nature Park).

Item (g) Budget Planning and Monitoring Solution

This recommended project is included on page 121 of the 2019 Capital Budget report dated January 11, 2019. Additional information is provided here.

The Budget and Capital Model the City is currently using is a collection of Microsoft Access and SQL databases with Microsoft Access front-end reports. It is used to manage Capital Planning for the City, the Operating Budget and 5 Year Financial Plan. Data is exported from these databases to Excel files to prepare information in a format that will facilitate the review by various levels of management, and to prepare the Reports to Committee and the 5 Year Financial Plan Bylaw. Additional changes to the data, particularly for the future years of the 5 Year Financial Plan, are captured in the Excel files that are later entered into the Access Database to capture the final budget which is uploaded into PeopleSoft Financials.

The following problems are encountered with the use of the current model.

1. The budget models are widely used within the organization and over the years requirements have increased resulting in information being requested and maintained outside of the model. Some information is input into the Access model, other information is input in Excel or Word documents, and there is some overlap between the various documents.
2. Significant manual effort is required to prepare budget review documents. Therefore there is an opportunity to improve efficiency and accuracy through better use of technology.
3. Budget details reside in the budget models and are not available in PeopleSoft. Users need to access the budget databases to understand the breakdown of the budget and the different funding sources.
4. Product Support is limited. Since the current Budget and Capital model is custom built by IT staff, it is difficult to find alternate support when IT resources are tied up with other priority projects.

The objective of this project is to acquire and implement a comprehensive budget solution, with integration of actual data from PeopleSoft, to incorporate the Operating and Utility Budgets, the Capital budget, the 5 Year Financial Plan and the 5 Year Financial Plan Amendment, and facilitate the preparation of the related Reports to Committee. This will also include a comprehensive document that is made available in the public consultation process of the 5-Year Financial Plan.

Alternatives:

Option 1. Planning & Budgeting Cloud – Planning, budgeting, and forecasting solution hosted by the vendor. Vendor is responsible for hardware, services, hosting and software updates.

Budget Planning and Monitoring Solution – Cost Breakdown	
Software Implementation	\$468,750
Professional Services	166,750
IT Project Manager	33,250
Staff Secondment	331,250
TOTAL	\$ 1,000,000

Staff secondment includes funding for Finance staff to be dedicated to the project to ensure proper planning and implementation in the most effective and efficient manner. Without staff dedicated to the project, current staff will continue to work on day-to-day priorities and will work on this project only as time permits. This will result in a deferred implementation date or will require overtime costs for a more reasonable implementation timeline.

Option 2. Planning & Budgeting On-Premise - Planning, budgeting, and forecasting solution hosted by the City. The City is responsible for hardware, services, hosting and software updates.

Option 3. Status Quo – Continue with the antiquated Access Budget and Capital model.

Item (r) Contract Life Cycle Management

This recommended project is included on page 122 of the 2019 Capital Budget report dated January 11, 2019. Additional information is provided here.

Under Policy 3104 – Procurement Section 1.2, Council requires the City to “ensure that through open, fair and transparent purchasing practices, best value is obtained by the City for all goods and services required.”

The Purchasing section currently responds to numerous and varied requests for assistance from client departments, ranging from simple tasks to complex and lengthy procurements that are ultimately approved by Council. More complex procurements will go through various phases of a lifecycle – from initial consultation with a client to determine a procurement strategy, developing a scope of work, drafting of a bid document (e.g. a Request for Proposal, Invitation to Tender etc.), managing the bid process, facilitating the evaluation process through to collaborating on the selection of a vendor and contract award memo, negotiating and executing contract terms and then ongoing contract management throughout the lifetime of the contract.

The objective of this request is to acquire and implement a Contract Life Cycle Management (CLCM) solution that will be an end to end solution for Purchasing to more effectively and efficiently manage contract activities. Key functionality of a CLCM would offer:

Tracking procurement lifecycle activities – currently there is no effective method to provide complete oversight of all procurement and contract-related activity. Procurement activity is

logged in a shared spreadsheet once a request for assistance is received. There is no systematic way of tracking progress of individual procurements through phases to ensure agreed timelines are being met and wider project goals are not delayed as a result of avoidable procurement delays.

KPIs (Key Performance Indicators) - The Section is unable to track and report meaningful KPIs that reflect Purchasing Department activity to SMT and Council. Key analytics captured in the form of a dashboard could provide performance-related data in a more transparent method to client departments. Key statistics such as spend with top suppliers, spend under contract, cycle times, savings, contracts with local suppliers etc. could inform future procurement activities, resourcing and continuous improvement.

Online bidding – Currently respondents are required to submit hard copies of bid documents and courier/mail them for the attention of Front of House and ensure they are received by a set closing time. Online bidding will provide bidders the opportunity to submit their bids seamlessly via a City of Richmond branded online portal. The risk of bids being lost or incorrectly routed would minimize disputes.

Proposal evaluations – Multiple paper copies of proposals are distributed to staff to review and score vendor submissions in response to RFPs etc. Online capability to forward electronic copies of bid documents to enable them to be evaluated electronically would streamline the process as opposed to individual spreadsheets being completed by staff and sent separately to one individual to then aggregate to document conclusions.

Contract Management – The Section does not have a comprehensive repository for logging, analysing and reporting on contracts. Executed contracts are currently logged as documents in REDMS – however key terms in contracts are unable to be identified due to the lack of a robust search functionality. Customer service to Client Departments would be enhanced benefit through greater visibility of their own contracts (e.g. receiving “alerts” when renewal and expiry dates become due), greater contract compliance and by being able to proactively plan activity in advance of key milestone dates.

Vendor Evaluation – the City does not have a systematic method for capturing vendor performance. A means to document all correspondence and agreed action plans will better support contract and vendor compliance. A contract close out process requiring a project manager to complete a simple evaluation of a vendor’s performance would create a documented record to influence future procurement activity e.g. targeting bid opportunities to the most capable vendors based on past performance.

Contract Life Cycle Management – Cost Breakdown	
CLCM Software Implementation	\$92,000
PeopleSoft Software Implementation	172,500
PeopleSoft Module License	106,552
Professional Services	146,107
IT Project Manager	34,535
Staff Secondment	63,250
PIA (Privacy Impact Assessment)	8,050
TOTAL	\$ 622,994

Item (s) Roofing and Infrastructure Replacements

This project is included on page 148 of the 2019 Capital Budget report dated January 11, 2019 and is not recommended due to funding availability. Additional information is provided here.

Roof maintenance is a fundamental on-going building maintenance program. Various roofing and infrastructure elements need fixing due to weather and regular wear. Their failure would risk damaging the facilities and affect programs. Staff rejected these projects given the limited capital funding available. Should an emergency replacement be required, staff would report back to Council accordingly.

Otherwise, these projects would be brought back to Council for consideration in future capital programs. Specifically for the South Arm Community Hall Roof project, as discussed at the Council meeting, numerous roof patches have been completed and thus the request for funds to replace the roof.

Financial Impact

The 2019 Capital Budget with a total value of \$116,524,202 will enable the City to maintain and advance the asset inventory that continues to provide necessities and benefits to the community. The OBI associated with these projects is \$1,229,320 and will be phased into the 2019 - 2023 5 Year Financial Plan over three years.

Conclusion

The recommended Capital budget for 2019 is \$116,524,202. The Capital Review Committee worked closely with SMT and the CAO to represent the interests of all stakeholders to ensure that the 2019 capital program addresses Council priorities and meets the needs of the community while effectively utilizing available funding.



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

Att. 1: 2019 Capital Budget dated January 11, 2019



City of Richmond

Report to Committee

To: Finance Committee **Date:** January 11, 2019
From: Jerry Chong, CPA, CA **File:** 03-0985-01/2019-Vol 01
 Director, Finance
Re: **2019 Capital Budget**

Staff Recommendation

1. That the 2019 Capital Budget as presented in Appendix 3 totalling \$116,524,202 be approved and staff authorized to commence the 2019 Capital Projects; and
2. That the 2019 Capital Budget totalling \$116,524,202 and the 2020 - 2023 Capital Projects be included in the Consolidated 5 Year Financial Plan (2019 - 2023).

Jerry Chong, CPA, CA
 Director, Finance
 (604-276-4064)

App. 14

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER <div style="text-align: center; margin-top: 10px;"> </div>	
CONCURRENCE BY SMT	INITIALS: <div style="text-align: center; margin-top: 10px;"> </div>
APPROVED BY CAO <div style="text-align: center; margin-top: 10px;"> </div>	

Executive Summary

Capital funds are directed towards infrastructure and asset management programs ranked based on the highest priority projects to respond to Council direction and provide services to the citizens of Richmond. The 2019 Capital Budget totaling \$116.5 million includes significant investment in infrastructure renewal to maintain community viability. A more detailed breakdown of each program is included in the appendices to this report.

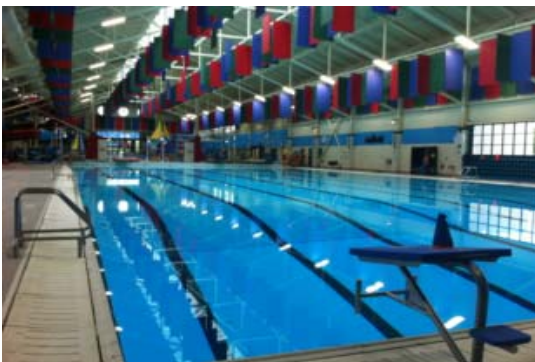
The following is an overview of selected program areas funded through the capital budget. The complete list of recommended projects are included in Appendix 3 starting on page 17.

Infrastructure – \$37.8M:



The City's Infrastructure Program includes: dikes, roads, drainage and sanitary pump stations, drainage, water, and sanitary mains (pages 17-18).

Building – \$20.9M:



The Building Program includes major building renovation projects as well as minor facility upgrades (page 18).

Parks – \$11.8M:



The Parks program includes development of parks and parkland acquisition (page 19).

Land – \$10.0M:



The Land program includes funding for land acquisition. This amount is to ensure funding is in place to act on opportunities as they arise with Council approval required for each specific acquisition (page 19).

Equipment – \$12.3M:



The Equipment Program includes Information Technology hardware and software, fleet and equipment, as well as fire vehicle and equipment replacement (page 20).

Staff Report

Origin

Subsection 165(1) of the *Community Charter* requires the City to adopt a 5 Year Financial Plan (5YFP) Bylaw. The 5YFP Bylaw includes operating, utility and capital budgets for year 2019 and provides estimates for the remaining years of the five-year program. The Consolidated 5YFP (2019 - 2023) Bylaw provides the City with the authority to proceed with spending as outlined in the Bylaw. The 5YFP must be balanced and therefore includes proposed funding sources. The 5YFP provides authorization for the use of certain funding sources such as Development Cost Charges (DCCs) and Statutory Reserves.

The Capital Budget is one of the main components of the 5YFP. The budget includes all expenditures that improve, replace and extend the useful life of the City's asset inventory, which currently has a net book value greater than \$2.2 billion. The Capital Budget allows the City to sustain existing civic infrastructure, while also adding new assets and services to serve the growing community.

The Long Term Financial Management Strategy (LTFMS - Policy 3707) is a set of principles created by Council to guide the financial planning process. As per item 5, it is Council policy and a key component of the LTFMS to “*ensure that long term capital funding for infrastructure (e.g. parks, trails, facilities, roads etc.) is in place in order to maintain community liveability and generate economic development.*”

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

Maintain the City's strong financial position through effective budget processes, the efficient and effective use of financial resources, and the prudent leveraging of economic and financial opportunities to increase current and long-term financial sustainability.

7.1. Relevant and effective budget processes and policies.

7.2. Well-informed and sustainable financial decision making.

7.3. Transparent financial decisions that are appropriately communicated to the public.

7.4. Strategic financial opportunities are optimized.

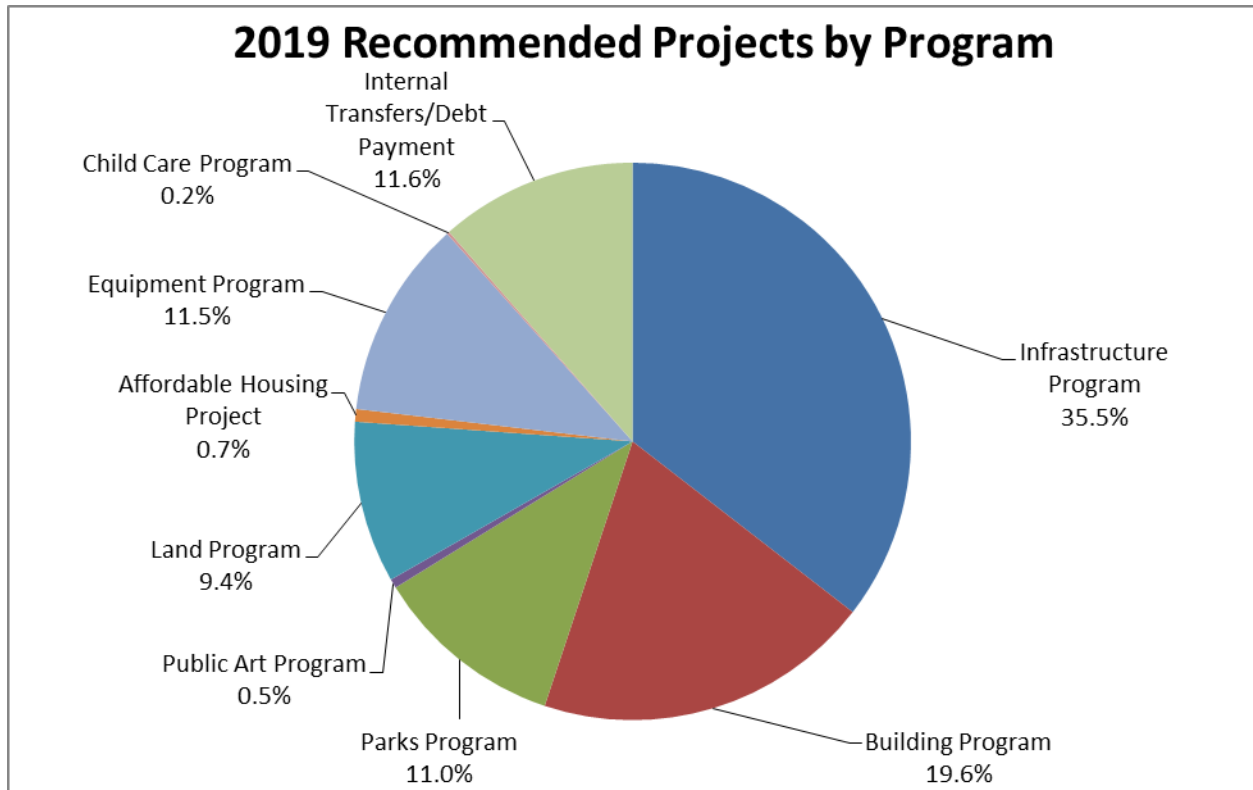
Analysis

This report presents the proposed 2019 Capital Budget and seeks Council review and approval on 2019 recommended projects and the operating expenditures associated with each respective project. The proposed Capital Budget for 2019 is \$116.5 million. This report also presents the projects currently planned for years 2020 - 2023 as required; however the projects will be subject to final approval in each subsequent year.

The City's Capital Budget ensures appropriate planning for required projects and their related funding to demonstrate the complete impact of major multi-year projects. Capital requirements are driven by many factors including growth, maintenance of current aging infrastructure and

ensuring that the City is consistently meeting industry standards as well as legislated, regulatory and safety requirements.

Figure 1 – 2019 Recommended Projects by Program



The City continues to see sustained population and economic growth. Significant additional growth is projected through 2041 under the Official Community Plan. This new growth requires expansion of City infrastructure in order to maintain the high level of civic services expected by new and current residents. As the City continues to mature, some of the existing infrastructure is nearing the end of its lifespan and/or capacity. Continuous, ongoing investment in replacement and maintenance of aging infrastructure is required to maintain service levels and protect civic assets. Capital investment allows the City to take advantage of new technology and building practices to improve operational efficiency and accrue environmental benefits from the use of more sustainable building practices and equipment. Finally, the Capital Budget also includes internal transfers and internal debt repayment to replenish reserve accounts used to provide interim funding for various projects.

2019 Capital Process

Each division sets priorities specific to their area of expertise. A project submission is completed detailing the scope of work, review of alternatives, financial impact, and proposed funding sources. In addition, the submission is self-ranked using established criteria summarized in Appendix 1. The process behind the 2019 - 2023 Capital Budget is illustrated in Appendix 2.

The Capital Review Committee (CRC) which is comprised of Directors/Managers from each City division reviewed and ranked each project submission. To ensure consistent application of

the established ranking criteria, the CRC determines the final ranking for each submission giving consideration to strategic and master plans, policies and Council priorities.

The ranked projects are consolidated and the projects are recommended based on funding availability. Project funding recommendations are then reviewed by the Senior Management Team (SMT) and the CAO. The final recommendation is consolidated to form the 2019 Capital Budget presented to Finance Committee for review, approval and inclusion in the 5YFP (2019-2023).

Finance Committee Input

Appendix 3 provides a list of the recommended projects. Appendix 4 provides a list of those projects not recommended for funding. The projects not recommended total \$7.0M. This includes the Garry Point Waterfront Floating Dock Construction for \$4.2M, which was endorsed by Council to be considered in the budget process. Projects were ranked based on the established ranking system and based on funding availability, this project could not be recommended. The details of projects not recommended for funding are included in Appendix 9.

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

The following is an overview with selected highlights of the recommended Capital program that supports new infrastructure needs compared to the replacement of existing infrastructure. The details of each recommended project is attached in Appendix 8.

Major Facilities Phase 2 Highlights

At the Council meeting on December 12, 2016, Council approved the priority list of major facility projects for the period 2016-2026:

- Richmond Animal Shelter;
- Lawn Bowling Clubhouse;
- Britannia Shipyards National Historic Site and Phoenix Net Loft;
- City Centre Community Centre North (Developer Funded); and
- Steveston Community Centre and Branch Library;

Richmond Animal Shelter (Council approved \$8.0 million in the 2018 budget)

The current Animal Shelter is located at No.5 Road. The one story 4,580 ft² facility was built in 1978. Since then, the population of Richmond has grown from approximately 80,000 in 1978 to the current population of over 200,000. This project is for a replacement facility which will both increase the shelter capacity and modernize the facility and operations in order to address both current and future needs in the community. It is anticipated that concept level design will be presented to Council for consideration in 2019 after which the capital budget and operating budget impact will be refined.

Lawn Bowling Clubhouse (Council approved \$4.0 million in the 2018 budget)

This project will replace the current lawn bowling clubhouse in Minoru Park to provide users an improved experience as well as help to attract more provincial and national caliber events as a result of improved amenities and more space. The Richmond Lawn Bowling Club has been actively fundraising to support this project. It is anticipated that concept level design will be presented to Council for consideration in 2019 after which the capital budget and operating budget impact will be refined.

Britannia Shipyards National Historic Site and Phoenix Net Loft (Council approved \$11.5 million in the 2018 budget)

The existing Phoenix Net Loft building is located at the Imperial Landing. This project will replace/retrofit the existing structural elements and codes to bring the building up to the same preservation standard as the Seine Net Loft.

City Centre Community Centre North (Developer Funded)

The developers will construct a turnkey two-storey community centre of 33,439 ft² at the Capstan Village location. As with any new facility development, funding is also required for furnishings, fixtures and equipment to support the programs and services within the building.

Steveston Community Centre and Branch Library (Preliminary Estimate of \$90.0 million included in the 2020 plan)

This project is for a replacement facility which will both increase the capacity and modernize the facility and operations in order to address both current and future needs in the community. For the past year, the construction market has experienced significant cost escalation. This is partly attributed to the tariffs on steel and aluminum, the impact of which is still unfolding in the trades marketplace. Another contributing factor is related to supply and demand locally. With so much work available, general contractors, trade contractors, and consultants are at overcapacity. As they are not actively pursuing new projects, the competition level in the marketplace is reduced. For the trades that are available with the capacity to bid, many of them decline to bid on “unusual” or “difficult” projects. Further compounding this labour shortage is the sheer number of skilled trade contractors in the industry who will be retiring over the next decade.

Many recent public sector capital projects have been tendered at well above estimated budgets. The City of New Westminster’s Animal Shelter, which is currently under construction, received only one bid and had a tender cost that was 40% over budget.

Staff have contacted local professional cost estimators in order to identify the trends for the upcoming years. It was identified that the escalation rate was approximately 7% for 2017 and 8% for 2018. Despite slower growth within the region and forecasts of a housing recession, the projection is for the escalation rate to continue to increase to approximately 9% for 2019 and 2020. The budget estimates for the Steveston Community Centre and Branch Library included in the 5YFP reflect these levels of cost escalation.

New 2019 Capital Costs

The new capital costs total \$54.2M (46.5%) of the 2019 Capital Budget, which includes:

- Steveston Highway Multi-Use Pathway, Shell Road to Mortfield Gate - \$2.0M (page 40)
- Flood Protection and Dike Improvements - \$5.1M (page 52)
- Steveston Highway and No. 3 Road Pump Station Upgrade - \$2.0M (page 57)
- Watermain Replacement Program - \$5.4M (page 61)
- Minoru Park Lakes Renewal - \$1.8M (page 96)
- Parkland Acquisition - \$4.0M (page 105)
- Strategic Land Acquisition - \$10.0M (page 109)

Replacement 2019 Capital Costs

The replacement capital costs total \$39.9M (34.3%) of the 2019 Capital Budget, which includes:

- Annual Asphalt Re-Paving Program – Non-MRN - \$3.1M (page 31)
- Gateway Theatre Infrastructure Replacements Phase 2 - \$3.7M (page 80)
- Minoru Arena System Renewals - \$3.3M (page 85)
- Minoru Place Activity Centre Program – Implementation - \$2.5M (page 86)
- Watermania Aging Mechanical and Building Envelope Infrastructure Replacement Phase 2 - \$1.3M (page 88)
- Works Yard Mechanical Replacements - \$1.7M (page 89)
- Hugh Boyd Artificial Turf Sports Field - Turf Replacement - \$1.8M (page 93)
- Vehicle and Equipment Reserve Purchases (Public Works and Corporate Fleet) - \$3.7M (page 116)
- Fire Vehicle Replacement Reserve Purchases - \$2.5M (page 118)

Other Items

Other items included in the capital budget amount to \$22.4M (19.2%) and do not fall into the new or replacement infrastructure categories.

Contingent External Contributions

Contingent External Contributions of \$10.0M (9.0%) (page 137) is an estimate of external grants that may be received throughout the year for various projects. Spending will only occur if funds are confirmed. Including an estimate in the Capital Budget will allow staff to request scope changes to existing projects without having to wait until the 5YFP Bylaw Amendment, which is typically in the fall of each year. It is unknown what contingent external contributions will be received and thus, not possible to determine if the project will be for new or replacement costs.

Internal Transfers and Debt Repayment

Internal Transfers and Debt Repayment total \$12.2M (10.0%) of the 2019 Capital Budget, including:

- 7080 River Road Repayment - \$2.3M (page 140)
- 9540 Alexandra Road and 9560 Odlin Road - \$2.1M (page 141)
- River Road/North Loop (2005) Repayment - \$1.7M (page 143)
- City Centre Community Police Office - \$5.1M (page 145)

This is an internal payment and therefore not applicable to classify as new or replacement.

Childcare Program

The childcare program of \$0.16M (0.2%) provides funding for grants and other childcare initiatives funded by statutory reserves and does not necessarily result in capital infrastructure.

2019 Capital Budget Funding Sources

The 2019 capital budget uses a variety of funding sources which include:

- Development Cost Charges (DCCs) – These contributions are made through development and are used for growth related projects.
- External Sources – These include grants awarded from Provincial and Federal Governments, developer contributions (other than DCCs) and other non-City related sources.
- Reserves – These are funds established by bylaws for specific purposes and are funded primarily by budgeted contributions from the Operating and Utility Budgets and developer contributions plus interest earned on fund balances.
- Appropriated Surplus – These are funds set aside for specific initiatives.
- Rate Stabilization Account (RSA) – This is a provision account established by Council and funded by prior year's surplus to provide funding to stabilize tax increases or for any one-time expenditure requests.

The funding of the recommended projects has been allocated while maintaining the long-term strategy of building reserve balances to fund future infrastructure replacement and improvements. Generally, projects are funded up to the annual amount transferred into each available reserve.

For information purposes, Appendix 5 summarizes the projects recommended for funding from the Revolving Fund. The Revolving Fund is used to fund a variety of general projects which do not have dedicated sources of funding and funds the assist factor for Roads and Parks DCC projects.

For 2019, there are 6 capital projects that were recommended by SMT and the CAO to be partially or fully funded from the Rate Stabilization Account. Appendix 6 summarizes the projects recommended for funding from the Rate Stabilization Account.

Appendix 7 summarizes all the 2019 recommended projects funded by Development Cost Charges, which are monies collected from developers to offset some of the infrastructure costs related to new growth. Under the *Local Government Act*, the City is required to fund the municipal assist factor portion for growth related projects; therefore, a project cannot be fully funded by DCCs.

The funding sources of the 2019 recommended projects are summarized in Table 1.

Table 1 – 2019 Funding Sources

Funding Sources	Amount
Reserves	\$65.9
Provisions	9.1
Rate Stabilization	5.7
<i>Subtotal - Internal</i>	<i>\$80.7</i>
DCCs	23.0
External Sources	12.8
<i>Subtotal - External</i>	<i>\$35.8</i>
Total 2019 Funding	\$116.5

Approximately \$80.7 million of this year's capital plan is funded by Reserves and Provisions, and \$35.8 million through external sources and DCCs, which are contributed by developers, significantly reducing the potential impact of these projects upon taxpayers.

Appendix 3 includes a legend which summarizes the funding sources for each project. Funding details of each individual submission are included in Appendix 8.

Recommended 2019 versus Historical (2015 - 2018) Capital Budget Analysis

Figure 2 provides analysis of the program types of the capital budget as amended for the past four years compared to the 2019 recommended capital plan. For the years 2015 - 2018, the Capital Budgets as amended averaged \$152.2 million.

In 2014, Council approved \$124.1 million for major facilities, of which \$50.0 million was financed through Municipal Finance Authority (MFA). This included funding for the Minoru Centre for Active Living, No.1 Brighthouse Fire Hall and City Centre Community Centre.

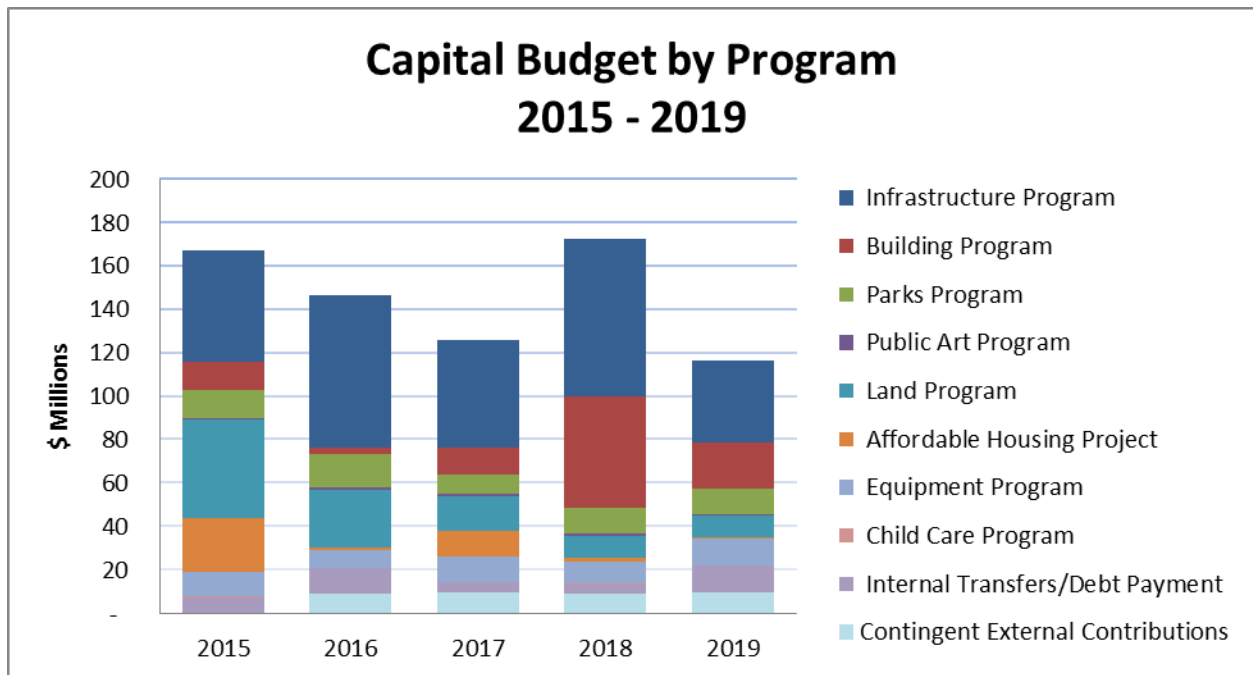
Figure 2 – Capital Budget by Program 2019 vs. Historical**Proposed 2019 - 2023 Capital Budget**

Figure 3 shows the 5 Year Capital Plan from 2019 to 2023, which proposes to continue to invest an average of \$121.7 million each year in the City's assets.

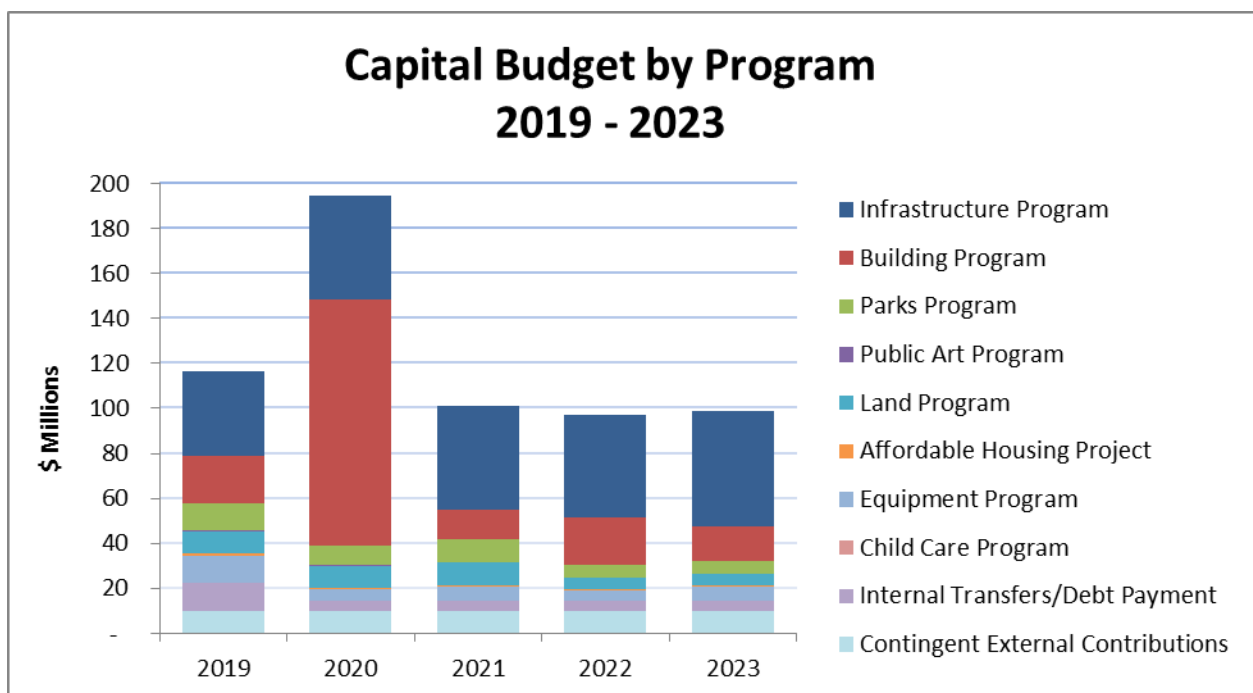
Figure 3 – Proposed 5 Year Capital Plan by Program 2019 to 2023

Table 2 presents a summary of the amount of proposed investment for Capital Projects for 2020 - 2023. A listing of the 2019 - 2023 Capital Projects is presented in Appendix 12. A summary of the 5 Year Capital Program presented in Appendix 10 and the Funding Sources are presented in Appendix 11. Highlights of the 2020 - 2023 projects are summarized in Appendix 13.

Table 2: Proposed 2020 to 2023 Capital Projects (in millions)

Year	Amount	OBI
2020	\$194.6	\$2.0
2021	\$101.4	\$2.4
2022	\$97.2	\$0.4
2023	\$98.8	\$0.4

2019 Operating Budget Impact

Upon completion of capital projects, new assets are added to the City's inventory. There are costs associated with maintaining these new assets. For example, a new building will require staffing, janitorial services, gas and hydro utility costs; a new park will include annual maintenance and labour costs. This ongoing maintenance cost is the Operating Budget Impact (OBI) associated with the new asset which is added to the operating budget.

OBIs were reviewed by the Capital Review Committee as part of the Capital submission review process. The total OBI relating to the 2019 recommended projects is \$1.23 million. \$0.02 million of the OBI is associated with water and sewer utility projects. If the respective projects are approved, these will be incorporated into the 2020 utility budget, and therefore be included in the 2020 utility rates. The 2019 utility rates were previously approved by Council on October 9, 2018. The remaining \$1.21 million is included in the operating budget. To minimize the budget impact, an OBI phase-in plan is adopted each year. For the recommended 2019 Capital Program, the OBI is proposed to be phased in over three years.

The following table summarizes the 2019 recommended Capital Budget by program and the associated OBI, including a breakdown of the labour costs and other expenses/revenue.

Infrastructure

Infrastructure OBI is mainly due to new Roads infrastructure, such as improved roadways and bike paths as well as street signs and traffic signals. It is also due to new drainage improvements, including maintenance of dike improvements and upgraded pump stations. This includes additional hours for labour, increased electricity and other maintenance costs.

Table 3: Recommended 2019 Capital and OBI by Program (in millions)

Program (in millions)	Amount	Labour	Other Expenses (Revenue)	Total OBI
Infrastructure Program	\$ 37.8	\$ 0.16	\$ 0.18	\$ 0.34
Building Program	20.9	0.54	(0.19)	0.35
Parks Program	11.8	0.10	0.09	0.19
Public Art Program	0.6	-	0.01	0.01
Land Program	10.0	-	-	-
Affordable Housing Project	0.8	-	-	-
Equipment Program	12.2	0.04	0.30	0.34
Child Care Program	0.2	-	-	-
Contingent External Contribution	10.0	-	-	-
Internal Transfers/Debt Payment	12.2	-	-	-
Total 2019 Capital and OBI	\$116.5	\$0.84	\$0.39	\$1.23

Building

The Building Program OBI is primarily due to the Minoru Place Activity Centre which is proposed to be programmed as a new arts space. At the Council Meeting held on November 13, 2018, the staff report titled “Minoru Place Activity Centre Program Options as Arts Education and Program Space” was presented and Council approved the following:

- (1) That the recommended option, Option 1: Community Arts Education and Program Space with Pottery and Culinary Arts Studio, be approved as the preferred program of the Minoru Place Activity Centre as detailed in the staff report titled “Minoru Place Activity Centre Program Options as Arts Education and Program Space,” dated August 29, 2018, from the Director, Arts, Culture and Heritage; and*
- (2) That a Capital request be considered during the 2019 budget process.*

As outlined in the staff report, the 2019 Capital Budget includes a capital project which includes a net OBI of \$0.3M.

There are seven regular status staff positions included in this OBI amount:

- One (1) RFT Facility Clerk
- One (1) RPT Attendant
- Two (2) Building Service Workers (one shared with Cultural Centre)
- Two (2) RFT Arts Leaders
- One (1) RPT Ceramics and Visual Arts Technician

In addition to the regular status staff, auxiliary staff are required to ensure proper staffing levels during the standard hours of operation for the facility. The total staffing costs for this facility amount to \$0.5M, plus facility expenses estimated at \$0.3M. This is offset by additional revenues that will be generated estimated at \$0.5M, resulting in a total operating budget impact of \$0.3M.

Parks

Parks OBI is for the maintenance of new parks or expanded park amenities. This includes additional hours for labour as well as materials and equipment for ongoing landscaping and playground maintenance.

Equipment

The equipment program OBI includes new technology and software, which has increased operating costs due to software licensing and maintenance contracts. The labour increase in the equipment program relates to additional mechanic hours for the maintenance of vehicles and equipment.

Financial Impact

The 2019 Capital Budget with a total value of \$116,524,202 will enable the City to maintain and advance the asset inventory that continues to provide necessities and benefits to the community. The OBI associated with these projects is \$1,229,320 and will be phased into the 2019 - 2023 5YFP.

Conclusion

The recommended Capital budget for 2019 is \$116,524,202. The Capital Review Committee worked closely with SMT and the CAO to represent the interests of all stakeholders to ensure that the 2019 capital program addresses Council priorities and meets the needs of the community while effectively utilizing available funding.



Melissa Shiao, CPA, CA
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(604-276-4231)

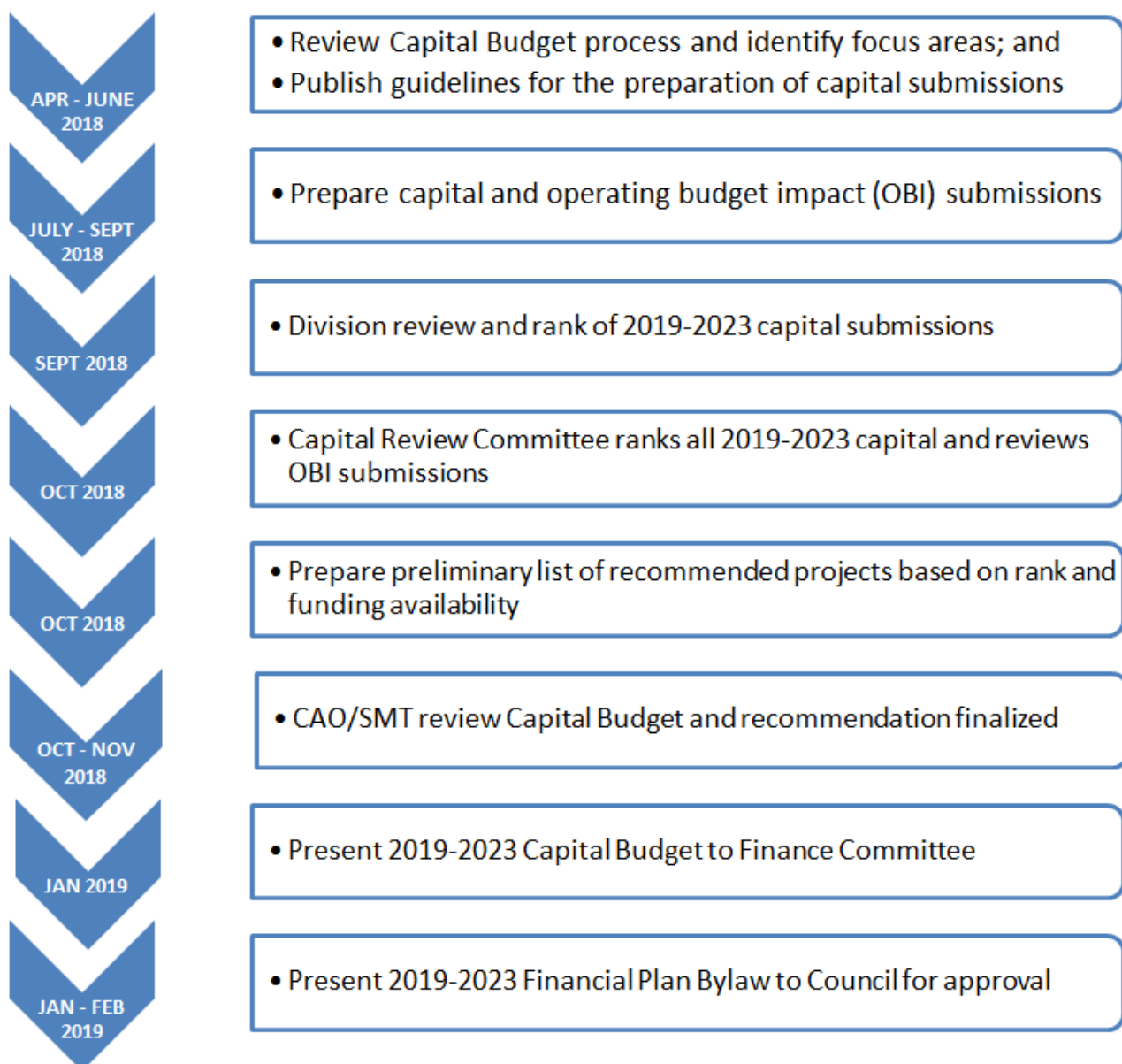
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- Appendix 1: Capital Ranking Criteria
- Appendix 2: 2019 Capital Budget Process
- Appendix 3: 2019 Summary of Capital Projects - RECOMMENDED
- Appendix 4: 2019 Summary of Capital Projects - NOT RECOMMENDED
- Appendix 5: 2019 Summary of Projects Funded by Revolving Fund
- Appendix 6: 2019 Summary of Projects Funded by Rate Stabilization Account
- Appendix 7: 2019 Summary of Projects Funded by Development Cost Charges
- Appendix 8: 2019 Details of Recommended Projects by Program
- Appendix 9: 2019 Details of Not Recommended Projects by Program
- Appendix 10: 5 Year Capital Plan Summary (2019 - 2023)
- Appendix 11: 5 Year Capital Plan by Funding Sources (2019 - 2023)
- Appendix 12: 5 Year Capital Plan by Program (2019 - 2023)
- Appendix 13: 2020 - 2023 Capital Plan Highlights
- Appendix 14: Glossary of Terms

Capital Ranking Criteria



2019 Capital Budget Process



Project Name	Funding Source	Total Investment	Total OBI	Ref
INFRASTRUCTURE PROGRAM				
Roads				
Accessible Pedestrian Signal Program	D/R	250,000	9,750	28
Active Transportation Improvement Program	D/R/E	1,000,000	24,851	29
Annual Asphalt Re-Paving Program - MRN	E	1,150,560	-	30
Annual Asphalt Re-Paving Program - Non-MRN	A	3,131,100	-	31
Arterial Roadway Improvement Program	D/R/E	450,000	10,796	32
Bridge Rehabilitation Program	R	300,000	-	33
City-wide Cycling Network Plan	D/R	150,000	-	34
Garden City Road Pedestrian and Cyclist Enhancements, Westminster				
Highway to Lansdowne Road	D/R/E	1,000,000	7,225	35
LED Street Name Sign Program	D/R	200,000	8,320	36
Neighbourhood Walkway Program	D/R	500,000	22,992	37
Road Weather Information System	R	260,000	30,000	38
Special Crosswalk Program	D/R	350,000	14,625	39
Steveston Highway Multi-Use Pathway, Shell Road to Mortfield Gate	D/R/E	2,000,000	24,666	40
Streetlight LED Upgrade Program	E	430,000	(25,000)	41
Traffic Calming Program	D/R	150,000	8,013	42
Traffic Signal Power Backup System (UPS)	D/R	100,000	4,160	43
Traffic Signal Program	D/R/E	1,350,000	31,000	44
Traffic Video and Communication Program	D/R	400,000	23,400	45
Transit-Related Amenity Improvement Program	D/R/E	50,000	10,026	46
Transit-Related Roadway Improvement Program	D/R/E	400,000	9,221	47
Transportation Planning, Functional and Preliminary Design	D/R	253,000	-	48
Westminster Highway Pedestrian and Cyclist Enhancements, Smith				
Crescent to Fraserside Gate	D/R/E	1,100,000	16,942	49
Total Roads		\$ 14,974,660	\$ 230,987	
Drainage				
Development Coordinated Works - Drainage	R	250,000	9,399	51
Flood Protection and Dike Improvements	R	5,100,000	30,000	52
Heather Street Improvement	D/R	1,757,000	4,000	53
Invasive Species Management	R	220,000	-	54
Laneway Drainage Upgrade - Afton Drive (North)	R	1,373,000	10,000	55
Laneway Drainage Upgrade - Herbert East Lane	R	542,000	5,000	56
Steveston Highway and No. 3 Road Pump Station Upgrade	D/R	2,000,000	20,000	57
Total Drainage		\$ 11,242,000	\$ 78,399	
Water				
Development Coordinated Works - Water	R	250,000	-	59
Emergency Water Supply	A	150,000	-	60
Watermain Replacement Program	D/R	5,394,500	-	61
Watermain Tie-in and Restoration	R	400,000	-	62
Total Water		\$ 6,194,500	-	

Legend: **A**=Appropriated Surplus; **D**=Development Cost Charges; **E**=External Sources; **R**=Reserves; **S**=Rate Stabilization;

Project Name	Funding Source	Total Investment	Total OBI	Ref
INFRASTRUCTURE PROGRAM				
<i>Sanitary Sewer</i>				
Burkeville Utility Upgrades	R	1,133,000	15,000	64
Development Coordinated Works - Sanitary	R	150,000	-	65
SCADA System Improvements	R	150,000	-	66
<i>Total Sanitary Sewer</i>		\$ 1,433,000	\$ 15,000	
<i>Infrastructure Advanced Design and Minor Public Works</i>				
Public Works Infrastructure Advanced Design	D/R	1,780,000	-	68
Public Works Minor Capital - Drainage	R	475,000	-	69
Public Works Minor Capital - Roads	S	250,000	-	70
Public Works Minor Capital - Sanitary	R	400,000	6,000	71
Public Works Minor Capital - Sanitation and Recycling	A	300,000	-	72
Public Works Minor Capital - Traffic	S	250,000	7,425	73
Public Works Minor Capital - Water	R	500,000	-	74
<i>Total Infrastructure Advanced Design and Minor Public Works</i>		\$ 3,955,000	\$ 13,425	
TOTAL INFRASTRUCTURE PROGRAM		\$ 37,799,160	\$ 337,811	
BUILDING PROGRAM				
<i>Building</i>				
2019 Capital Buildings Project Development Advanced Design	S	500,000	-	76
City Hall Annex Transformer Replacement	R	500,000	-	77
City Hall Upgrades and Repairs	R	980,000	-	78
East Richmond Community Hall Envelope and Mechanical System Renewals	R	402,000	-	79
Gateway Theatre Infrastructure Replacements Phase 2	R	3,700,000	-	80
Japanese Canadian Cultural Centre - Front Entry Accessibility Upgrade	R	258,000	-	81
Library Cultural Centre Conveyance Replacements	R	709,000	-	82
London Farm House Envelope Renewals	S	376,000	-	83
Minoru Aquatics Centre Demolition	S	3,392,000	-	84
Minoru Arena System Renewals	R	3,300,000	-	85
Minoru Place Activity Centre Program - Implementation	R	2,511,000	324,400	86
RCMP Exhibit Compound Interim Upgrades	S	975,000	24,692	87
Watermania Aging Mechanical and Building Envelope Infrastructure Replacement Phase 2	S	1,341,000	-	88
Works Yard Mechanical Replacements	R	1,707,000	-	89
Works Yard Salt Shed Repairs	R	266,000	-	90
<i>Total Building</i>		\$ 20,917,000	\$ 349,092	
TOTAL BUILDING PROGRAM		\$ 20,917,000	\$ 349,092	

Legend: **A**=Appropriated Surplus; **D**=Development Cost Charges; **E**=External Sources; **R**=Reserves; **S**=Rate Stabilization;

Project Name	Funding Source	Total Investment	Total OBI	Ref
PARKS PROGRAM				
<i>Parks</i>				
Aberdeen Park Phase 3	D/R	800,000	56,948	92
Hugh Boyd Artificial Turf Sports Field - Turf Replacement	R	1,800,000	-	93
London Steveston Park Phase 2	D/R	300,000	13,624	94
Minoru Bowling Green Artificial Turf Replacement	E	350,000	-	95
Minoru Park Lakes Renewal	D/R	1,750,000	44,756	96
Parks Advance Planning and Design	D/R	400,000	-	97
Parks Aging Infrastructure Replacement Program	R	550,000	-	98
Parks General Development	D/R	400,000	4,374	99
Parks Identity Signage Program	D/R	200,000	42,928	100
Paulik Park Development of New Lots	D/R	300,000	12,510	101
Terra Nova Rural Park Viewpoint Seating Area	D/R	200,000	-	102
West Cambie Park Phase 2	D/R	770,000	22,002	103
Total Parks		\$ 7,820,000	\$ 197,142	
<i>Parkland</i>				
Parkland Acquisition	D/R	4,000,000	-	105
Total Parkland		\$ 4,000,000	-	
TOTAL PARKS PROGRAM		\$ 11,820,000	\$ 197,142	
PUBLIC ART PROGRAM				
<i>Public Art</i>				
Public Art Program	R	562,722	10,000	107
TOTAL PUBLIC ART PROGRAM		\$ 562,722	\$ 10,000	
LAND PROGRAM				
<i>Land</i>				
Strategic Land Acquisition	R	10,000,000	-	109
TOTAL LAND PROGRAM		\$ 10,000,000	-	
AFFORDABLE HOUSING PROGRAM				
<i>Affordable Housing</i>				
Affordable Housing 2019 Operating Initiatives	R	350,000	-	111
Affordable Housing Projects - City-wide	R	200,000	-	112
Affordable Housing Projects - West Cambie	R	225,000	-	113
Total Affordable Housing		\$ 775,000	-	
TOTAL AFFORDABLE HOUSING PROGRAM		\$ 775,000	-	

Legend: **A**=Appropriated Surplus; **D**=Development Cost Charges; **E**=External Sources; **R**=Reserves; **S**=Rate Stabilization;

Project Name	Funding Source	Total Investment	Total OBI	Ref
EQUIPMENT PROGRAM				
<i>Vehicle</i>				
Fleet Electrical Charging Infrastructure Installations	R/A	521,700	22,000	115
Vehicle and Equipment Reserve Purchases (Public Works and Corporate Fleet)	R/A	3,740,662	38,023	116
Total Vehicle		\$ 4,262,362	\$ 60,023	
<i>Fire Dept Vehicles and Equipment</i>				
Fire Vehicle Replacement Reserve Purchases	R	2,521,532	-	118
Total Fire Dept Vehicles and Equipment		\$ 2,521,532	-	
<i>Information Technology</i>				
Annual Hardware Refresh	A	467,700	-	120
Budget Planning and Monitoring Solution	R/A	1,000,000	50,000	121
Contract Life Cycle Management	R	622,994	80,384	122
Digital Strategy Initiatives	R	900,000	25,000	123
IPS Mobility - Enterprise Deployment	R	507,054	51,293	124
Network Infrastructure Core Refresh	A	481,402	18,152	125
Office 2016 Licensing	A	494,909	6,573	126
Total Information Technology		\$ 4,474,059	\$ 231,402	
<i>Equipment</i>				
Digital Radio Hardware and Licensing	R	146,250	8,400	128
Energy Management Projects - Gas Equipment Replacement and Upgrade Phase 1	R/A	675,000	(19,800)	129
Fire Equipment Replacement - Auto Extrication Equipment	R	170,000	55,250	130
Fire Equipment Replacement - Fire Hose	R	27,325	-	131
Total Equipment		\$ 1,018,575	\$ 43,850	
TOTAL EQUIPMENT PROGRAM		\$ 12,276,528	\$ 335,275	
CHILD CARE PROGRAM				
<i>Child Care</i>				
Child Care - Administration	R	100,000	-	133
Child Care Projects - City-wide (Capital Grants)	R	50,000	-	134
Child Care Projects - City-wide (Non-Capital Grants)	R	10,000	-	135
TOTAL CHILD CARE PROGRAM		\$ 160,000	-	
CONTINGENT EXTERNAL CONTRIBUTION				
Contingent External Contribution	E	10,000,000	-	137
TOTAL CONTINGENT EXTERNAL CONTRIBUTION		\$ 10,000,000	-	

Legend: **A**=Appropriated Surplus; **D**=Development Cost Charges; **E**=External Sources; **R**=Reserves; **S**=Rate Stabilization;

Project Name	Funding Source	Total Investment	Total OBI	Ref
INTERNAL TRANSFERS/DEBT PAYMENT				
<i>Internal Transfers/Debt Payment</i>				
12040 Horseshoe Way Repayment	R	525,000	-	139
7080 River Road Repayment	D/R	2,341,384	-	140
9540 Alexandra Road and 9560 Odlin Road	D	2,100,000	-	141
Nelson Road Interchange Repayment	D	385,098	-	142
River Road/North Loop (2005) Repayment	D	1,685,056	-	143
Shovel - Ready Grant (2009) Repayment Lansdowne Road Extension	D	77,254	-	144
City Centre Community Police Office	R	5,100,000	-	145
TOTAL INTERNAL TRANSFERS/DEBT PAYMENT		\$ 12,213,792	-	

Total 2019 Capital Program	\$ 116,524,202	\$1,229,320
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OBI Type	
Operating OBI	\$ 1,208,320
Utility OBI	21,000
Total OBI	\$1,229,320

Legend: **A**=Appropriated Surplus; **D**=Development Cost Charges; **E**=External Sources; **R**=Reserves; **S**=Rate Stabilization;

Project Name	Funding Source	Total Investment	Revolving Fund	Total OBI	Ref
BUILDING PROGRAM					
Community Safety Building Heat Pump Replacement	R	459,000	459,000	-	147
Roofing and Infrastructure Replacements	R	277,000	277,000	-	148
TOTAL BUILDING PROGRAM		\$ 736,000	\$ 736,000	\$ -	
PARKS PROGRAM					
Garry Point Waterfront Floating Dock Construction	R	4,200,000	4,200,000	22,600	150
No. 3 Road Boulevard Beautification (Sunnymede Gate)	R	150,000	150,000	-	151
TOTAL PARKS PROGRAM		\$ 4,350,000	\$ 4,350,000	\$ 22,600	
EQUIPMENT PROGRAM					
Inter-Agency Command Vehicle Replacement	R	1,140,000	1,140,000	-	153
Triple Flail Mower Equipment Purchase	R	150,000	150,000	80,019	154
TOTAL EQUIPMENT PROGRAM		\$ 1,290,000	\$ 1,290,000	\$ 80,019	
INFORMATION TECHNOLOGY PROGRAM					
Business Continuity Remote Access	R	304,835	304,835	24,275	156
Production System Test Environment	R	368,000	368,000	25,500	157
TOTAL INFORMATION TECHNOLOGY PROGRAM		\$ 672,835	\$ 672,835	\$ 49,775	
Total 2019 Capital Program – Not Recommended		\$ 7,048,835	\$ 7,048,835	\$ 152,394	

Legend: *A*=Appropriated Surplus; *D*=Development Cost Charges; *E*=External Sources; *R*=Reserves; *S*=Rate Stabilization;

Each year, the Revolving Fund is utilized to fund various capital projects. This summary shows the 2019 capital projects and the corresponding amounts funded by the Revolving Fund.

Project Name	Total Investment	Revolving Fund	Total OBI	Ref
Roads				
Bridge Rehabilitation Program	300,000	300,000	-	33
Road Weather Information System	260,000	260,000	30,000	38
Total Infrastructure	\$560,000	\$560,000	\$30,000	
Building				
Japanese Canadian Cultural Centre – Front Entry Accessibility Upgrade	258,000	258,000	-	81
Total Building	\$258,000	\$258,000	-	
Parks				
Hugh Boyd Artificial Turf Sports Field – Turf Replacement	1,800,000	800,000	-	93
Parks Aging Infrastructure Replacement Program	550,000	550,000	-	98
Total Parks	\$2,350,000	\$1,350,000	-	
Information Technology				
Budget Planning and Monitoring Solution	1,000,000	250,000	50,000	121
Contract Life Cycle Management	622,994	622,994	80,384	122
Digital Strategy Initiatives	900,000	900,000	25,000	123
Equipment				
Energy Management Projects – Gas Equipment Replacement and Upgrade Phase 1	675,000	345,000	(19,800)	129
Total Equipment	\$3,197,994	\$2,117,994	\$135,584	
Total 2019 Projects Funded by Revolving Fund	\$6,365,994	\$4,285,994	\$165,584	
The City Assist Factor on Roads DCC and Parks DCC projects are also funded by the Revolving Fund.				
City Assist Factor on Parks Acquisition		\$377,312		
City Assist Factor on Parks Development		\$304,640		
City Assist Factor on Roads DCC		\$427,093		
Total Funding from Revolving Fund		\$5,395,039		

The Rate Stabilization Account is used to fund one-time expenditure requests or to minimize tax increases.

Project Name	Total Investment	Rate Stabilization	Total OBI	Ref
Infrastructure Advanced Design and Minor Public Works				
Public Works Minor Capital - Roads	250,000	250,000	-	70
Public Works Minor Capital - Traffic	250,000	250,000	7,425	73
Total Infrastructure Advanced Design and Minor Public Works	\$500,000	\$500,000	\$7,425	
Building				
2019 Capital Buildings Project Development Advanced Design	500,000	500,000	-	76
London Farm House Envelope Renewals	376,000	376,000	-	83
Minoru Aquatics Centre Demolition	3,392,000	3,392,000	-	84
RCMP Exhibit Compound Interim Upgrades	975,000	975,000	24,692	87
Total Building	\$5,243,000	\$5,243,000	\$24,692	
2019 Capital Projects – Rate Stabilization Account	\$5,743,000	\$5,743,000	\$32,117	
2019 One-Time Expenditures - Recommended		1,315,909		
Total Funding from Rate Stabilization Account		\$7,058,909		

Project Name	Total Investment	DCC Funding	Total OBI	Ref
Roads				
Accessible Pedestrian Signal Program	250,000	235,125	9,750	28
Active Transportation Improvement Program	1,000,000	775,912	24,851	29
Arterial Roadway Improvement Program	450,000	211,612	10,796	32
City-wide Cycling Network Plan	150,000	141,075	-	34
Garden City Road Pedestrian and Cyclist Enhancements, Westminster Highway to Lansdowne Road	1,000,000	470,250	7,225	35
LED Street Name Sign Program	200,000	188,100	8,320	36
Neighbourhood Walkway Program	500,000	470,250	22,992	37
Special Crosswalk Program	350,000	329,175	14,625	39
Steveston Highway Multi-Use Pathway, Shell Road to Mortfield Gate	2,000,000	940,500	24,666	40
Traffic Calming Program	150,000	141,075	8,013	42
Traffic Signal Power Backup System (UPS)	100,000	94,050	4,160	43
Traffic Signal Program	1,350,000	1,128,600	31,000	44
Traffic Video and Communication Program	400,000	376,200	23,400	45
Transit-Related Amenity Improvement Program	50,000	23,512	10,026	46
Transit-Related Roadway Improvement Program	400,000	282,150	9,221	47
Transportation Planning, Functional and Preliminary Design	253,000	237,946	-	48
Westminster Highway Pedestrian and Cyclist Enhancements, Smith Crescent to Fraserside Gate	1,100,000	517,275	16,942	49
Total Roads	\$9,703,000	\$6,562,807	\$225,987	
Drainage				
Heather Street Improvement	1,757,000	1,695	4,000	53
Steveston Highway and No. 3 Road Pump Station Upgrade	2,000,000	464,063	20,000	57
Total Drainage	\$3,757,000	\$465,758	\$24,000	
Water				
Watermain Replacement Program	5,394,500	708,330	-	61
Total Water	\$5,394,500	\$708,330	\$-	
Infrastructure Advanced Design and Minor Public Works				
Public Works Infrastructure Advanced Design	1,780,000	188,100	-	68
Total Infrastructure Advanced Design and Minor Public Works	\$1,780,000	\$188,100	\$-	
Parks				
Aberdeen Park Phase 3	800,000	752,400	56,948	92
London Steveston Park Phase 2	300,000	282,150	13,624	94
Minoru Park Lakes Renewal	1,750,000	1,645,875	44,756	96
Parks Advance Planning and Design	400,000	376,200	-	97
Parks General Development	400,000	376,200	4,374	99
Parks Identity Signage Program Phase 2	200,000	188,100	42,928	100
Paulik Park Development of New Lots	300,000	282,150	12,510	101
Terra Nova Rural Park Viewpoint Seating Area	200,000	188,100	-	102
West Cambie Park Phase 2	770,000	724,185	22,002	103
Total Parks	\$5,120,000	\$4,815,360	\$197,142	
Parkland				
Parkland Acquisition	4,000,000	3,762,000	-	105
Total Parkland	\$4,000,000	\$3,762,000	\$-	

Project Name	Total Investment	DCC Funding	Total OBI	Ref
<i>Internal Transfers/Debt Payment</i>				
7080 River Road Repayment	2,341,384	2,202,072	-	140
9540 Alexandra Road and 9560 Odlin Road	2,100,000	2,100,000	-	141
Nelson Road Interchange Repayment	385,098	385,098	-	142
River Road/North Loop (2005) Repayment	1,685,056	1,685,056	-	143
Shovel - Ready Grant (2009) Repayment Lansdowne Road Extension	77,254	77,254	-	144
Total Internal Transfers/Debt Payment	\$6,588,792	\$6,449,480	\$-	
Grand Total	\$36,343,292	\$22,951,835	\$447,129	

Infrastructure Program 2019

The City's Infrastructure Program assets include: road, drainage and sanitary pump stations, drainage, water, and sanitary mains.


2019 Recommended Infrastructure – Roads Program

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Westminster Highway Pedestrian and Cyclist Enhancements, Smith Crescent to Fraserside Gate	49


Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Accessible Pedestrian Signal Program	Submission ID:	5456


Location:	Various		
Cost:	\$250,000	OBI:	\$9,750
Funding Sources:	Roads DCC:	\$235,125	
	Roads City Assist:	\$14,875	
Scope:	<p>The general scope of work includes the installation of accessible devices at existing signalized intersections that exceed the minimum criteria for prioritized locations as per the 2008 guidelines published by the Transportation Association of Canada, by providing audible messaging, Braille signage, and other accessible friendly features. The proposed funding level and project locations are to allow the City to meet its target to outfit all existing city-owned traffic signals with Accessible Pedestrian Signal (APS) devices by year 2020. To date, all special crosswalks (102) and pedestrian signals (45) as well as 113 of 176 signalized intersections have been upgraded. The remaining signalized locations (63) are expected to be completed by the target year of 2020. The standard for all new traffic signals is to include APS.</p> <p>The program is proposed to be funded by the DCC program and may be eligible for external funding contributions from ICBC. Some locations may also be funded through development requirements of any relevant applications per Council direction (see report to Council on September 27, 2010 titled "Revised Implementation Strategy for Accessible Pedestrian Signal Devices."</p> <p>For 2019, approximately 15 to 32 existing signalized intersections are proposed for upgrade to Accessible Signal systems. The actual locations will be determined in early 2019. The exact scope of improvement may be refined due to factors such as priority review, availability of external funding and/or opportunity to pursue these improvements as part of development frontage improvements.</p>		





Program:	Infrastructure Program		Sub-program:	Roads
Project Name:	Active Transportation Improvement Program		Submission ID:	5457
Location:	Various Locations			
Cost:	\$1,000,000		OBI:	\$24,851
Funding Sources:	Roads DCC: \$775,912 Roads City Assist: \$49,088 Grant: \$175,000			
Scope:	<p>The general scope involves implementing cycling and rolling (e.g., wheelchairs and scooters) improvements included as part of the Council-approved Cycling Network Plan by supporting: 1) the expansion of various on-street cycling routes and off-street multi-use pathways; and 2) cycling and rolling initiatives and on-going enhancements to existing cycling and rolling infrastructure.</p> <p>Typical elements of the program include the construction of new on-street cycling facilities, off-street multi-use pathways primarily for transportation purposes, installation of bike racks, new signage, pavement markings, associated minor road geometric improvements, and other supplementary cycling and rolling amenity improvements required to facilitate the safe and efficient movement of cyclists and users of other wheeled devices.</p> <p>This project is proposed to be funded by the DCC program and may be eligible for funding from external agencies such as the Provincial Government, TransLink and ICBC.</p> <p>The following improvements are being planned for 2019 (subject to factors such as the completion of the detailed design, confirmation of external funding, outcome of public consultation, etc):</p> <ul style="list-style-type: none"> - Charles Street pathway, Sexsmith Road to pedestrian-cycling entrance to the Bridgeport Canada Line Station. Provision of a 3.0m paved pathway along the north side of Charles Street to form the continuation of a paved pathway to be constructed on Sexsmith Road to the south. - Neighbourhood Bike Routes: To provide/enhance the following bike routes with general scope of work including: minor sidewalk widening and/or upgrade of existing pathway where necessary, crossing treatments at arterial roads, pavement markings, and signage. <ol style="list-style-type: none"> 1) Crosstown Neighbourhood Bike Route: completion of route along Bowcock Road-Garden City Road-Dayton Avenue to connect to the Parkside Neighbourhood Bike Route. 2) Midtown Neighbourhood Bike Route from Francis Road to Granville Avenue. 3) Saunders-Woodwards Neighbourhood Bike Route. 			



Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Annual Asphalt Re-Paving Program - MRN	Submission ID:	5388
Location:	Various Locations		
Cost:	\$1,150,560	OBI:	\$ -
Funding Sources:	Other: \$1,150,560		
Scope:	<p>To re-pave MRN roads in alignment with the City's Ageing Infrastructure Strategy. Project list as intended in the Proposed 2019 Paving Program report.</p> <p>The project could also include the costs associated with ancillary work, including but not limited to, curb and gutter repairs, road base repair, asphalt parking re-paving, manhole and valve box adjustments, line painting, staff inspection time and similar.</p> <p>The project includes the pavement component of other water, sanitary and drainage upgrades in the Capital Program that are co-ordinated by the Engineering department as well as consultant/contractor fees related to bridge upgrades and the Pavement Management Plan.</p>		
			

Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Annual Asphalt Re-Paving Program - Non-MRN	Submission ID:	5389
Location:	City Wide		
Cost:	\$3,131,100	OBI:	\$ -
Funding Sources:	Other: \$3,131,100		
Scope:	<p>To re-pave City owned Non-MRN roads (major and minor roads and lanes) in alignment with the City's Ageing Infrastructure Strategy. Project list as intended in the Proposed 2019 Paving Program report.</p> <p>The project could also include the costs associated with ancillary work, including but not limited to, curb and gutter repairs, road base repair, asphalt parking re-paving, manhole and valve box adjustments, line painting, staff inspection time and similar.</p> <p>The project includes the pavement component of other water, sanitary and drainage upgrades in the Capital Program that are co-ordinated by the Engineering department as well consultant/contractor fees related to bridge upgrades and the Pavement Management Plan.</p>		
			

Program:	Infrastructure Program		Sub-program:	Roads
Project Name:	Arterial Roadway Improvement Program		Submission ID:	5459
Location:	Various Locations			
Cost:	\$450,000		OBI:	\$10,796
Funding Sources:	Roads DCC: \$211,612 Roads City Assist: \$13,388 Grant: \$225,000			
Scope:	<p>The general scope includes implementing pedestrian and traffic safety improvements along arterial roads and at arterial road intersections in order to respond in a timely basis to requests from the public and/or Council on issues related to pedestrian and traffic safety. Typical improvements include the construction of new and/or enhancement of turn lanes, improved channelization, intersection signage enhancement, and installation of pedestrian safety enhancements at intersections. For sidewalks/walkways along arterial roads, priority would be given to those connecting locations with high pedestrian activities, such as schools, neighbourhood service centres, bus stops, recreational service centres, shopping/retail centres, etc., that are along arterial roads with high traffic volumes.</p> <p>Projects from this program are proposed to be jointly funded by the City and external funding from TransLink and/or ICBC.</p> <p>The following list of improvements is currently being planned for 2019 (subject to factors such as the completion of the detailed design, confirmation of external funding, etc):</p> <ul style="list-style-type: none">- West side of Railway Avenue (Railway Greenway) at Francis Road, Blundell Road, and Williams Road: upgrade of intersections to enhance pedestrian and cyclist safety, operation with the provision of curb, gutter, landing area, ramps, tactile pavers, relocation of existing traffic signal poles, signage, and minor pathway and landscape enhancements approaching the intersections.			
				

Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Bridge Rehabilitation Program	Submission ID:	6180
Location:	City Wide		
Cost:	\$300,000	OBI:	\$ -
Funding Sources:	Capital Revolving: \$300,000		
Scope:	<p>In 2017, the City completed inspections on a number of road and pedestrian bridges throughout the City. The inspection identified a number of bridges that are in need of repair or replacement. Prioritized improvements identified through the inspection report include:</p> <ul style="list-style-type: none">- Repair or replacement of the West Dyke Trail Bridge, which may become a safety concern to pedestrians if deteriorating components are not repaired.- Rehabilitation of the Jacombs Road Overpass, Bird Road Bridge, and No. 8 Road Overpass, where minor repairs will prevent further structural deterioration and more costly repairs or replacement in the future. If these bridges were left to deteriorate, full replacement of the structures is estimated to cost \$7 million.- Inspection and minor repairs as required for the Cambie Road Overpass at Knight Street. <p>The scope of work for this project includes structural inspections, engineering design, and repair and replacement of bridge structures as recommended by the 2017 bridge inspection report, including any utility relocations, restoration, or ancillary works associated with the repair and replacement. This project will improve road user and pedestrian safety, and reduce the potential for unplanned maintenance that is unpredictable and costly through proactive management of aging infrastructure.</p>		
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Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	City-wide Cycling Network Plan	Submission ID:	6167

Location:

City Wide

Cost:

\$150,000

OBI:

\$ -

Funding Sources:

Roads DCC:

\$141,075

Roads City Assist:

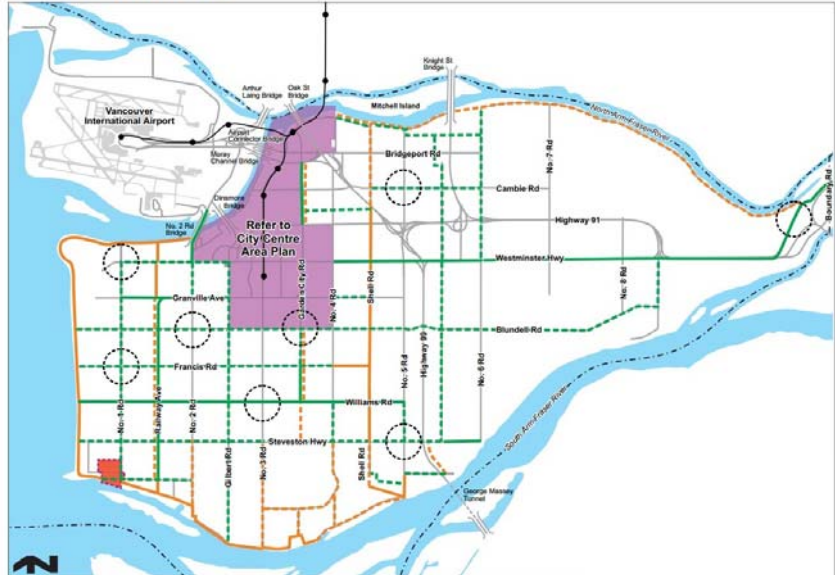
\$8,925

Scope:

The purpose of this project is to update the existing cycling plan as contained in the OCP to ensure it is reflective of the current needs and that it continues to support the long-term mobility objectives as identified in the OCP. An implementation strategy to advance the cycling network and cost estimates will also be included. In addition, this project will review and refine existing and/or develop new design concepts for different types of cycling infrastructure so that it is reflective of the latest industry standards. Accordingly, conceptual designs will be developed and associated high-level cost estimate will be prepared for each cycling facility.


This project will be integrated with the update of the City-Centre Cycling Network Plan that is currently underway (project funding was approved as part of the 2018 Capital Program and work is scheduled to be completed in 2019), to form a master plan for the cycling network for the entire City.

Cycling Network Map




See Section 3.5 (Specific Richmond Neighbourhoods) for more detail on planned cycling and rolling routes, including Neighbourhood Links.

Program:	Infrastructure Program		Sub-program:	Roads
Project Name:	Garden City Road Pedestrian and Cyclist Enhancements, Westminster Highway to Lansdowne Road		Submission ID:	6448
Location:	West Side of Garden City Road - Westminster Highway to Lansdowne Road			
Cost:	\$1,000,000		OBI:	\$7,225
Funding Sources:	Roads DCC: \$470,250 Roads City Assist: \$29,750 Grant: \$500,000			
Scope:	<p>The general scope includes the provision of a 1.8m wide paved bike lane and a 1.5m wide asphalt walkway (or equivalent) along the west side of Garden City Road, between Lansdowne Road and Westminster Highway. An extruded curb (or equivalent) would be provided along the entire length of the project, physically separating the proposed bike lane and walkway from motor vehicles.</p> <p>The proposed project would address on-going public requests/concerns regarding safety of pedestrians and cyclists as well as meeting the City’s long-term objective in providing physical separation between bike lanes and motor vehicles along arterial roads. Note that currently, there is a roadside shoulder (marked, but not physically protected) adjacent to traffic lanes that functions as an on-street bike lane and an area used by pedestrians.</p> <p>This project is proposed to be jointly funded by the City (up to \$500,000) and external funding from TransLink and ICBC. The external funding from TransLink would be part of 2019 allocated funding committed to projects in Richmond. Any additional available funding from ICBC would be used to offset the City’s portion (i.e., Roads DCC).</p>			





Program:	Infrastructure Program		Sub-program:	Roads
Project Name:	LED Street Name Sign Program		Submission ID:	6153

Location:	Various Locations		
Cost:	\$200,000	OBI:	\$8,320
Funding Sources:	Roads DCC: \$188,100 Roads City Assist: \$11,900		
Scope:	<p>The general scope of work includes the installation of LED street name signs at various signalized intersections to enhance overall intersection visibility and legibility, allowing drivers more time to plan their actions at intersections. The benefits of this program are especially valuable at major, gateway, high-volume intersections and in tourist areas with a large proportion of visiting drivers and accordingly, priority for implementation will be given to those locations.</p> <p>2018 was the first year of this dedicated program. Previous installations were funded through development and capital projects at new traffic signals. There are approximately 30 intersections completed to date. It is anticipated that the remaining major intersections (~154) in the City can be upgraded over the next 10-15 years, based on upgrading 10 to 15 locations per year.</p> <p>The program is proposed to be funded by the DCC program and may be eligible for external funding contributions from ICBC and TransLink. Some locations may also be funded through development requirements.</p> <p>The following is the preliminary list of potential locations identified for 2019. The exact scope of improvement may be refined due to factors such as priority review, availability of external funding and/or opportunity to pursue these improvements as part of development frontage improvements.</p> <ul style="list-style-type: none">- No. 2 Road: Williams Road, Blundell Road, and Granville Avenue- Shell Road: Bridgeport Road, Cambie Road, and Alderbridge Way- Alderbridge Way: Kwantlen Street, Hazelbridge Way- No. 4 Road / Cambie Road- Bridgeport Road: No. 5 Road, Simpson Road, and St. Edwards Road.		




Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Neighbourhood Walkway Program	Submission ID:	5454
Location:	Various Locations		
Cost:	\$500,000	OBI:	\$22,992
Funding Sources:	Roads DCC: \$470,250 Roads City Assist: \$29,750		
Scope:	<p>The general scope of this project includes the construction of new and/or enhancement of existing neighbourhood walkways/sidewalks in response to requests from the public and/or Council. Consistent with OCP goals to encourage the use of sustainable transportation modes, priority would be given to walkways/sidewalks connecting locations with high pedestrian activities such as schools, neighbourhood service centres, bus stops, recreational services centres, shopping/retail centres, etc., particularly roads with high traffic volumes/traffic conflicts. The major cost component of the program is the construction/upgrade of new/existing sidewalks, pathways, wheelchair ramps, minor curb cuts, boulevard modifications, and/or other supplementary improvements. Projects will be subject to neighbourhood residents' consultation, if applicable.</p> <p>The program is proposed to be funded by the DCC program and may be eligible for external funding contributions from TransLink and ICBC.</p> <p>The exact scope will be determined depending the request and feedback expected to be received by members of the public and Council, as well as subject to factors such as outcome of public consultation, availability of external funding, and/or opportunity to pursue these improvements as part of development frontage improvements.</p> <p>The following list of improvements is currently being planned for 2019 (subject to factors such as the completion of the detailed design, confirmation of external funding, outcome of public consultation, etc):</p> <ul style="list-style-type: none">- An interim 2.5 (min) to 3.0m (preferred) wide asphalt walkway along the west side of No. 6 Road, between Bridgeport Road and Cambie Road.		



Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Road Weather Information System	Submission ID:	6525
Location:	City Wide		
Cost:	\$260,000	OBI:	\$30,000
Funding Sources:	Capital Revolving: \$260,000		
Scope:	<p>This project includes the installation of a Road Weather Information System (RWIS) at strategic locations to provide an early warning system of freezing temperatures and poor road conditions. Temperatures and road conditions vary in different areas of Lulu Island due to micro-climates identified by a forensic meteorologist. The RWIS is able to send alerts, record and store information. The RWIS uses laser technology to detect road surface traction and temperature and can be outfitted for humidity, wind and current type of precipitation.</p> <p>The system can provide an immediate text message to specific staff when traction on the roadway at the sensor gets below a predetermined level. With this information, the City's snow and ice response will be able to immediately target those critical areas. This will result in more efficient and effective use of City resources. This warning system will allow City crews to respond to freezing conditions earlier and prevent potential car accidents due to snow and ice.</p> <p>With weather sensing technology at key locations in these micro-climates, Richmond will have accurate information of each micro-climate and be able to strategically target the critical areas earlier than using its current methods.</p> <p>Benefits of having accurate localized weather:</p> <ul style="list-style-type: none">- Provide accurate weather information for the various micro-climates within Richmond.- The City will be able to strategically target critical areas instead of blanketing the entire City.- Save on City resources:<ul style="list-style-type: none">o Labour costs (snow plow operators and support staff)o Truck and fuel costso Salt and brine material costs- The City will be able to address issues earlier and prevent potential vehicle accidents due to snow and ice. Otherwise, the road conditions will be addressed at the predetermined frequency.		
			


Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Special Crosswalk Program	Submission ID:	5455

Location:	Various Locations		
Cost:	\$350,000	OBI:	\$14,625
Funding Sources:	Roads DCC:	\$329,175	
	Roads City Assist:	\$20,825	
Scope:	<p>The general scope involves implementing new traffic control standards that have been endorsed by Council, at existing crosswalks on arterial roads. Typical elements of the program include the upgrade of existing crosswalks on arterial roads (typically four-lane arterials) to include overhead illuminated signs with amber flashers, pedestrian-controlled push buttons, as well as enhanced accessible devices. The upgrade would include hardware such as poles, bases, junction boxes, underground/ communication conduits, controller, enhanced accessible devices, related wiring, pavement markings, illuminated crosswalk signs, amber flashers, push buttons, etc.</p> <p>The program is proposed to be funded by the DCC program and may be eligible for external funding contributions from ICBC. Some locations may also include funding contribution from nearby developments.</p> <p>The following is the preliminary list of potential locations identified for 2019. The exact scope of improvement may be refined due to factors such as priority review, availability of external funding and/or opportunity to pursue these improvements as part of development frontage improvements.</p> <ul style="list-style-type: none">- Garden City Road and Saunders Road- Westminster Highway and Windsor Court- Williams Road and Leonard Road		



Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Steveston Highway Multi-Use Pathway, Shell Road to Mortfield Gate	Submission ID:	6451

Location:	South side of Steveston Highway, Shell Road to Mortfield Gate		
Cost:	\$2,000,000	OBI:	\$24,666
Funding Sources:	Roads DCC: \$940,500 Roads City Assist: \$59,500 Grant: \$1,000,000		
Scope:	<p>The general scope includes the provision of a 2.5m (minimum) to 3.0m (preferred) wide paved multi-use pathway along the south side of Steveston Highway, from Shell Road to Mortfield Gate, as there is no existing pathway at this location. The pathway is proposed to be built south of the existing two eastbound traffic lanes, with a treed/landscaped boulevard (where feasible within existing city right-of-way) and necessary street lighting. Crossing (pavement marking) enhancements along the south side of the No. 4 Road and Shell Road intersections are proposed as part of the project.</p> <p>The proposed facility would enhance the connectivity for pedestrians and cyclists to access the existing bicycle/pedestrian facilities along Shell Road to the east and north as well as major pedestrian generators including South Arm Community Centre and Park, McRoberts School, etc. to the west and north, which are accessible via Mortfield Gate. Ultimately, a new multi-use pathway or equivalent will be pursued to connect this project to No. 2 Road, establishing a new key east/west connection for cyclists and pedestrians in the city by connecting two major north/south cycling/pedestrian routes along Shell Road and the multi-use pathway currently being constructed along the east side of No. 2 Road south of Steveston Highway.</p> <p>This project is proposed to be jointly funded by the City and externally by TransLink and ICBC. This project would only commence if the City secures the required external funding from TransLink, with any additional available funding from ICBC used to offset City's portion (i.e., Roads DCC). Staff will submit this project to TransLink for its 2019 regional competitive funding to maximize the amount of external funding contribution (up to 75% of the project cost). If not successful, this project will be included as part of the TransLink's allocated funding in 2020 that is committed for projects in Richmond with a maximum TransLink contribution capped at 50% of the project cost.</p>		



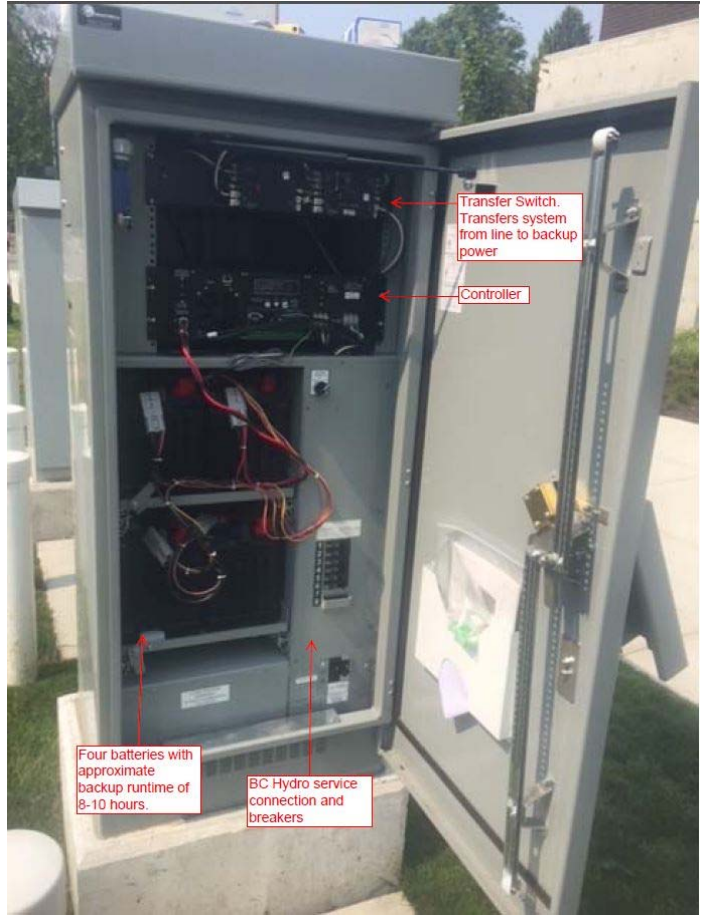
Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Streetlight LED Upgrade Program	Submission ID:	5662
Location:	City Wide		
Cost:	\$430,000	OBI:	(\$25,000)
Funding Sources:	Gas Tax: \$430,000		
Scope:	<p>The City has 3,780 aged HPS (High Pressure Sodium) light fixtures that are past the end of their useful life. Replacing HPS with LEDs (Light-Emitting Diodes) will improve energy efficiency by reducing energy consumption by ~800,000 kWh. This consumption reduction will result in over \$120,000 of cost avoidance savings.</p> <p>This project is phase 3 of 4 and will replace approximately 1,000 fixtures. The first two phases have resulted in replacement of approximately 2,200 fixtures. It is estimated that this phase of the project will reduce electricity use from the existing infrastructure by 200,000 kWh, which will equal approximately \$30,000 in cost avoidance savings.</p> <p>This project is recommended to be funded from the Gas Tax Provision and falls under the eligible project category "Community Energy Systems" as it is infrastructure that generates or increases the efficient usage of energy.</p>		
			


Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Traffic Calming Program	Submission ID:	5453

Location:	Various Locations		
Cost:	\$150,000	OBI:	\$8,013
Funding Sources:	Roads DCC:	\$141,075	
	Roads City Assist:	\$8,925	
Scope:	<p>The general scope involves the implementation of traffic control measures to address concerns regarding through (short-cutting) traffic and excessive speed on the City’s public roads. Specifically, these measures are intended to address concerns related to speed violations, neighbourhood through traffic intrusions and other traffic safety issues.</p> <p>Typical elements of the program include retrofitting existing streets with traffic calming measures to address traffic safety concerns and enhancing neighbourhood livability. The major cost component of the program is the installation of traffic calming related improvements that includes the construction of curb extensions, centre medians, extruded curbs, traffic circles, speed humps, delineated walkways, traffic signage and other traffic calming measures. In addition, projects contained in this program may also include supplementary streetscape improvements, i.e. planting of trees and other landscaping improvements to enhance the local pedestrian environment and overall street appearance.</p> <p>The exact scope will be determined pending the request and feedback received by members of public and Council, as well as subject to factors such as the availability of external funding, and/or opportunity to pursue these improvements as part of development frontage improvements.</p> <p>The program is proposed to be funded by the DCC program and may be eligible for external funding contributions from TransLink and ICBC.</p>		

Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Traffic Signal Power Backup System (UPS)	Submission ID:	6158

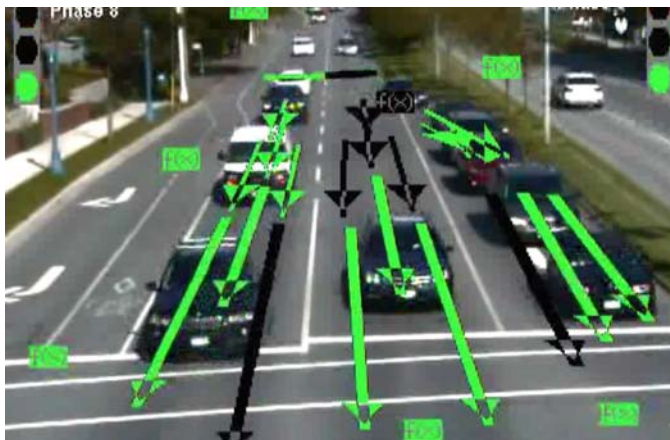
Location:	Various Locations		
Cost:	\$100,000	OBI:	\$4,160
Funding Sources:	Roads DCC:	\$94,050	
	Roads City Assist:	\$5,950	
Scope:	<p>This program involves the installation of Uninterruptible Power Supply (UPS) system at various signalized locations. Advantages of UPS systems include:</p> <ul style="list-style-type: none">- Provide continual power to traffic signals in the event of a power outage, sag or brown out until regular power is restored.- Condition and regulate the quality of the commercial power supply to the traffic signal system. Helps protect electronic hardware from power surge.- Keep traffic flowing and prevent or minimize severe accidents <p>2019 will be the first year of this dedicated program. Previous installations were funded through development and capital projects at new traffic signals. There are approximately 50 intersections completed to date. It is anticipated that the remaining major intersections (~134) in the City can be upgraded over the next 12-15 years, based on upgrading 10 locations per year.</p> <p>The program is proposed to be funded by the DCC program and may be eligible for external funding contributions from ICBC. Some locations may also include funding contribution from nearby developments.</p> <p>The following is the preliminary list of potential locations identified for 2019. The exact scope of improvement may be refined due to factors such as priority review, availability of external funding and/or opportunity to pursue these improvements as part of development frontage improvements.</p> <ul style="list-style-type: none">- Lynas Lane and Westminster Highway- Russ Baker Way and Cessna Drive- Russ Baker Way and Inglis Way- No. 2 Road and Granville Avenue- No. 2 Road and Blundell Road		



Program:	Infrastructure Program		Sub-program:	Roads
Project Name:	Traffic Signal Program		Submission ID:	576
Location:	Various Locations			
Cost:	\$1,350,000		OBI:	\$31,000
Funding Sources:	Roads DCC: \$1,128,600 Roads City Assist: \$71,400 Developer Contribution: \$150,000			
Scope:	<p>The general scope of work includes installation of new or upgrade of existing traffic signals to respond to growth in traffic and public requests, to better manage pedestrian, cycling, and vehicular movements and to address traffic safety concerns.</p> <p>The major cost component of the program is the installation of traffic controllers/cabinets, poles, bases, junction boxes, underground conduits, in ground and video detection systems, enhanced accessible devices, new signal heads and/or lenses, wiring and pavement markings, traffic signal communications, minor corner property acquisitions, minor curb cuts and boulevard modifications as necessary.</p> <p>The program is proposed to be funded by the DCC program and may be eligible for external funding from TransLink and ICBC.</p> <p>The exact scope and location will be determined pending requests from Council and members of the public, as well as subject to factors such as the availability of external funding, and/or opportunity to pursue these improvements as part of development frontage improvements.</p> <p>Currently, four potential sites have been identified for 2019 including:</p> <ul style="list-style-type: none">- Railway Avenue and Garry Street (upgrade to full traffic signal \$400k)- No. 5 Road and King Road (new traffic signal \$400k)- No. 5 Road and Vulcan Way (new traffic signal \$400k)- Park Road/Buswell Street (\$150k)			
				


Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Traffic Video and Communication Program	Submission ID:	5903

Location:	Various Locations		
Cost:	\$400,000	OBI:	\$23,400
Funding Sources:	Roads DCC: \$376,200 Roads City Assist: \$23,800		
Scope:	<p>The project includes the following two key components:</p> <p>1) Install video detection cameras at select signalized intersections to enhance the detection of vehicles and bicycles, optimize traffic operations, provide real time video of traffic conditions to the Traffic Management Centre (TMC) for observing and enhancing operations, and providing photos (in one minute intervals) of approach traffic conditions for public information access on the City website. Note: this program is different and separate from the RCMP security camera program; and</p> <p>2) Upgrade conduit and cable infrastructure to install higher capacity fibre optic cable and electronics for Ethernet (computer networking technology) to communicate with multiple remote programmable devices at traffic signals. Includes conduit, junction boxes, fibre optic cable and electronic communications switching equipment as required to link multiple traffic signal electronic components to the TMC such as controllers, electronic switches, video cameras, accessible pedestrian devices, intersection power back-up systems (UPS systems), etc.</p> <p>Status:</p> <p>- Video detection cameras: 73 locations have been upgraded and the remaining major intersections (~111) can be upgraded over next 20 years, based on upgrading 5 locations per year.</p> <p>- Communication conduits: Based on the current pace of upgrades, it is estimated the entire City can be upgraded over next 15-20 years.</p> <p>The program is proposed to be funded by the DCC program and may be eligible for external funding contribution from TransLink and ICBC.</p> <p>The exact scope will be determined by staff assessment of priority, requests from Council and public, as well as subject to factors such as the availability of external funding, and/or opportunity to pursue these improvements as part of development frontage improvements.</p>		



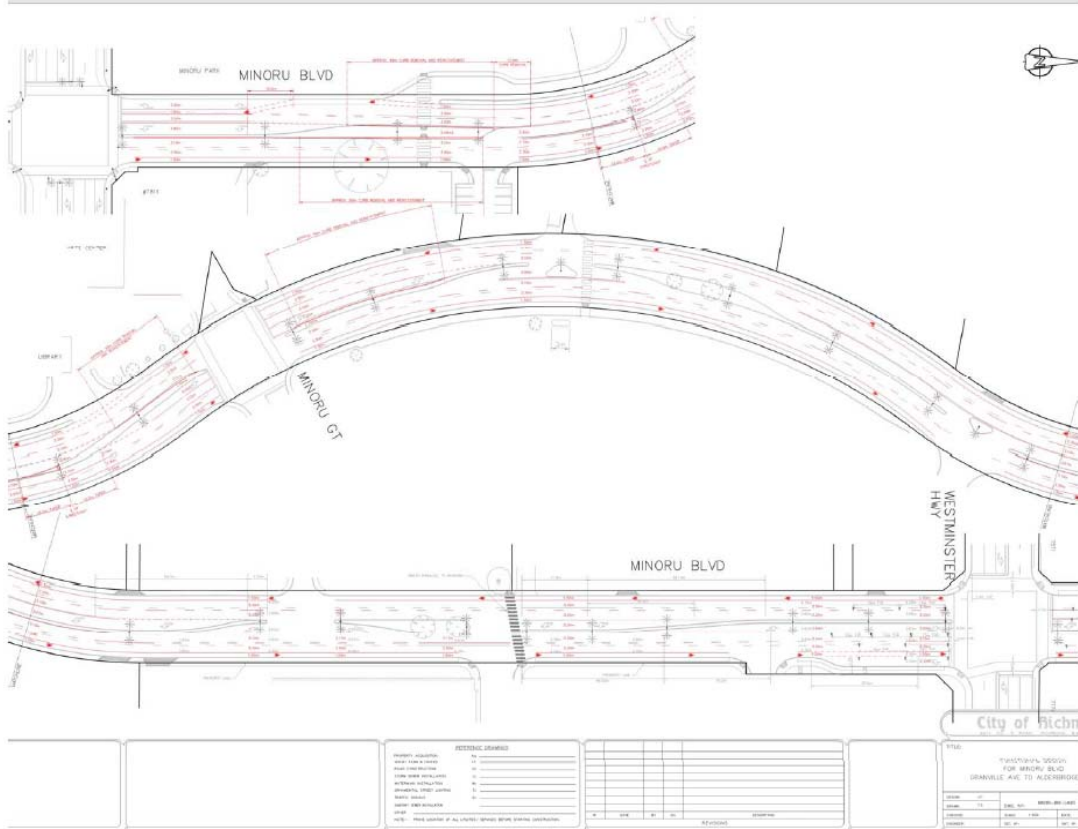
Program:	Infrastructure Program		Sub-program:	Roads
Project Name:	Transit-Related Amenity Improvement Program		Submission ID:	5452

Location:	Various Locations		
Cost:	\$50,000	OBI:	\$10,026
Funding Sources:	Roads DCC: \$23,512 Roads City Assist: \$1,488 Grant: \$25,000		
Scope:	<p>The general scope includes transit-related amenity improvements within municipal road right-of-way that are required to support the introduction of various transit service improvements as well as on-going enhancements to existing transit infrastructure. The major cost components are expected to include the installation of new non-advertising bus stop shelters, new benches along or near transit routes and other supplementary pedestrian amenity improvements required to facilitate pedestrian traffic generated by transit passengers.</p> <p>The program is proposed to be funded by the DCC program and may be eligible for external funding contributions from TransLink and ICBC. Some locations may also include funding contribution from nearby developments.</p> <p>Locations for bus stop shelters will be prioritized based on boarding activity and customer requests subject to sufficient availability of right-of-way. The exact scope of improvements may be refined subject to factors such as the completion of detailed design, availability of external funding, and/or opportunity to pursue these improvements as part of development frontage improvements.</p> <p>For 2019, approximately 20-25 bus stop locations would be proposed for upgrade. The actual locations will be determined in early 2019 in consultation with Pattison Outdoor, the City’s contractor.</p>		




Program:	Infrastructure Program		Sub-program:	Roads
Project Name:	Transit-Related Roadway Improvement Program		Submission ID:	5451
Location:	Various Locations			
Cost:	\$400,000		OBI:	\$9,221
Funding Sources:	Roads DCC: \$282,150 Roads City Assist: \$17,850 Grant: \$100,000			
Scope:	<p>The general scope includes road and traffic improvements that are required to support the introduction of transit service improvements as well as on-going enhancements to existing transit infrastructure. The major cost components typically include the installation of new bus stop pads for wheelchair accessibility, minor road geometric improvements (e.g. intersection corner improvements), minor sidewalk/walkway construction, wheelchair ramps, upgrade of bus stops to accessible (wheelchair) standards, etc., required to facilitate pedestrian traffic generated by transit. Currently, approximately 76% of 727 existing bus stops are accessible.</p> <p>The program is proposed to be funded by the DCC program and may be eligible for external funding contributions from TransLink and ICBC. Some locations may also include funding contribution from nearby developments.</p> <p>Locations for bus stop wheelchair accessible improvements will be prioritized based on boarding/alighting activity and customer requests subject to sufficient availability of right-of-way. The exact scope of improvement may be refined subject to factors such as the completion of detailed design, availability of external funding, and/or opportunity to pursue these improvements as part of development frontage improvements.</p> <p>Potential upgrade of bus stops to wheelchair accessible for 2019 include the following locations and approximately 5 additional locations based on priority locations to be identified in consultation with Coast Mountain Bus Company and through public feedback.</p> <ul style="list-style-type: none"> - Westbound near-side (NS) and Eastbound far-side (FS) Westminster Highway at No. 7 Road - Southbound (SB) Railway Ave FS at Linfield Gate, FS at Williams Road, FS at Lancing Road, FS at Maple Road - Eastbound (EB) Steveston Highway FS at 4th Avenue, FS at 2nd Avenue - Northbound (NB) 4th Avenue FS at Chatham Street - EB Bridgeport Road FS at Olafson Road - EB Blundell Road FS at Minoru Boulevard, mid-block at 6300 Block, FS at Minler Road - NB No. 4 Road FS at Williams Road - NB No. 2 Road FS at Spender Drive 			



Program:	Infrastructure Program	Sub-program:	Roads
Project Name:	Transportation Planning, Functional and Preliminary Design	Submission ID:	5458
Location:	Various		
Cost:	\$253,000	OBI:	\$ -
Funding Sources:	Roads DCC: \$237,946 Roads City Assist: \$15,054		
Scope:	<p>The project includes the following two key components:</p> <p>1. Project design (functional and preliminary design): Preparing the functional and preliminary designs and cost estimates required for various transportation capital projects identified within the Five-Year Capital Program. Specifically, the necessary functional road elements in horizontal alignment, cross-section, property impacts, etc. as well as high level cost estimates would be determined in order to carry out further detailed engineering design. A major component is for consultant and/or dedicated staff costs for design. The cost estimate is based on 5% of the cost estimate of capital projects included within annual capital programs that require functional designs; design funds for projects with more significant scope are included separately within those projects.</p> <p>2. Project planning and coordination: To assist in the development, leading, coordinating and administering the planning, engineering, and design work on transportation-related capital projects approved as part of the Five-Year Capital Program and off-site improvements for new developments. The cost estimate is based on dedicated staff costs in Transportation to carry out such tasks.</p>		
			

Program:	Infrastructure Program		Sub-program:	Roads
Project Name:	Westminster Highway Pedestrian and Cyclist Enhancements, Smith Crescent to Fraserside Gate		Submission ID:	6452
Location:	North/West Side of Westminster Highway, Smith Crescent to Fraserside Gate			
Cost:	\$1,100,000		OBI:	\$16,942
Funding Sources:	Roads DCC: \$517,275 Roads City Assist: \$32,725 Grant: \$550,000			
Scope:	<p>The general scope includes the provision of a 1.8m wide paved bike lane and a 1.5m wide asphalt walkway (or equivalent) along the west / north side of Westminster Highway, between Smith Crescent and Fraserside Gate, as there is no existing pathway at this location. A new physical separation (e.g., extruded curb or equivalent) would be provided along the entire length of the project, physically separating the proposed bike lane and walkway from motor vehicles. Crossing (pavement marking) enhancements along the west / north side of the River Road and Fraserside Gate intersections are proposed to be included as part of the project.</p> <p>The proposed facility would enhance connectivity for pedestrians and cyclists by filling in the missing gap that currently exists. Specifically, with this project, a continuous bicycle facility and pedestrian sidewalk/walkway will be provided along the entire length of Westminster Highway, from the Hamilton Interchange to Boundary Road.</p> <p>This project is proposed to be jointly funded by the City and externally by TransLink and ICBC. This project would only commence if the City secures the required external funding from TransLink, with any additional available funding from ICBC used to offset City's portion (i.e., Roads DCC). Staff will submit this project to TransLink for its 2019 regional competitive funding to maximize the amount of external funding contribution (up to 75% of the project cost). If not successful, this project will be included as part of the TransLink's allocated funding in 2020 that is committed for projects in Richmond with a maximum TransLink contribution capped at 50% of the project cost.</p>			



2019 Recommended Infrastructure – Drainage Program

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Program:	Infrastructure Program		Sub-program:	Drainage
Project Name:	Development Coordinated Works - Drainage		Submission ID:	5912
Location:	City Wide			
Cost:	\$250,000		OBI:	\$9,399
Funding Sources:	Drainage Utility:		\$250,000	
Scope:	<p>This project will enable the City to leverage development over the next year to design and construct drainage infrastructure outside of what would be required as part of their development.</p> <p>These are upgrades and replacement of aging infrastructure that the City would complete separately but economic and engineering efficiencies can be achieved by having the developer complete this work at the same time the development takes place.</p>			
				


Program:	Infrastructure Program	Sub-program:	Drainage
Project Name:	Flood Protection and Dike Improvements	Submission ID:	5908
Location:	City Wide		
Cost:	\$5,100,000	OBI:	\$30,000
Funding Sources:	Drainage Utility: \$5,100,000		
Scope:	<p>This project includes dike improvements in alignment with the City’s 2008-2031 Richmond Flood Protection Strategy and Dike Master Plan which is the City’s guiding framework for continual upgrades and improvement of the City’s dike and flood protection system in advance of sea level rise.</p> <p>In particular, this project includes dike construction adjacent to pump stations that is required to meet medium to long-term flood protection requirements and to accommodate local area needs such as the provision of basic recreation trails.</p> <p>This project also includes a microbial induced desaturation and precipitation field pilot to determine the effectiveness in increasing soil stability that has previously been confirmed through a desktop study and lab trial. A field pilot is the next step to determine effectiveness in Richmond.</p>		
			

Program:	Infrastructure Program	Sub-program:	Drainage
Project Name:	Heather Street Improvement	Submission ID:	6268

Location:	Heather Street		
Cost:	\$1,757,000	OBI:	\$4,000
Funding Sources:	Drainage Utility: \$782,288 Water Utility: \$789,000 Drainage DCC: \$1,695 Drainage City Assist: \$17 NIC: \$184,000		
Scope:	<p>This project upgrades water, drainage, and the roadway on Heather Street between Francis Road and Dayton Road. This project is partially funded through Neighbourhood Improvement Charges (NIC) that have been collected for the purpose of neighbourhood improvements.</p> <p>Subsequent development will be assessed for improvement costs at the time of development per Cost Recovery Bylaw 8752. Recovered funds will be credited to the sources utilized to fund this project.</p> <p>This project consists of watermain replacement, drainage upgrades and installation of curb and gutter along Heather Street. This includes:</p> <ul style="list-style-type: none">- replacement of 415m of 200mm watermain in alignment with the City's Ageing Infrastructure Replacement Strategy- Drainage improvements including removing existing private ditch infills, construction of one drainage main down the centre of the road and construction of the associated curb, gutter, catch basins, inspection chambers, and adjustment of existing lawn basins- roadway improvements include installation of new sidewalk, streetlights and landscaping		





Program:	Infrastructure Program	Sub-program:	Drainage
Project Name:	Invasive Species Management	Submission ID:	5928
Location:	City Wide		
Cost:	\$220,000	OBI:	\$ -
Funding Sources:	Drainage Utility: \$220,000		
Scope:	<p>The general scope includes the identification, mapping, research, removal and/or control of priority invasive species from the City drainage system and City lands, with a view to maintain the required performance of the drainage system. Typical activities will include control techniques to eliminate or minimize the spread of aggressive invasive species such as Parrot’s feather and purple loosestrife, mapping and control treatments for knotweed species which pose a threat to City infrastructure (i.e. pump stations) and biodiversity, and removal of wild chervil from roadside right-of-ways and City drainage infrastructure. The intent of this program is to reduce the spread of invasive species in order to reduce the impacts on the City drainage system.</p>		
			

Program:	Infrastructure Program		Sub-program:	Drainage
Project Name:	Laneway Drainage Upgrade - Afton Drive (North)		Submission ID:	5938
Location:	Broadmoor			
Cost:	\$1,373,000		OBI:	\$10,000
Funding Sources:	Drainage Utility:		\$1,373,000	
Scope:	<p>This project is to construct drainage improvements along 900m of laneway north of Afton Drive between 7951 Broadmoor Boulevard and 7171 Afton Drive. The project is estimated to take 2-3 months and be complete by October 2019.</p> <p>Costs will be recovered through City Bylaw 8752 as development occurs.</p>			
				

Program:	Infrastructure Program	Sub-program:	Drainage
Project Name:	Laneway Drainage Upgrade - Herbert East Lane	Submission ID:	6181

Location:	Herbert East Laneways		
Cost:	\$542,000	OBI:	\$5,000
Funding Sources:	Drainage Utility: \$542,000		
Scope:	<p>This project is to construct drainage improvements along 350m of laneway east of Herbert Drive between 7491 Bates Road and 9660 Herbert Road. The project is estimated to take 2-3 months and be complete by October 2019.</p> <p>Costs will be recovered through City Bylaw 8752 as development occurs.</p>		



Program:	Infrastructure Program		Sub-program:	Drainage								
Project Name:	Steveston Highway and No. 3 Road Pump Station Upgrade		Submission ID:	5387								
Location:	Steveston Highway and No. 3 Road											
Cost:	\$2,000,000		OBI:	\$20,000								
Funding Sources:	Drainage Utility: \$1,531,250 Drainage DCC: \$464,063 Drainage City Assist: \$4,687											
Scope:	<p>This project involves building a new drainage pump station at Steveston Highway and No. 3 Road. The pump station capacity will be increased as identified in the 2041 OCP Drainage Model.</p> <p>This pump station replacement is a part of a larger strategy to increase the City's drainage capacity, increase pump station reliability and reduce flooding.</p> <p>Major Pump Station Cost Components:</p> <table><tr><td>Civil (65%)</td><td>\$1,300,000</td></tr><tr><td>Mechanical (19%)</td><td>\$380,000</td></tr><tr><td>Electrical (16%)</td><td>\$320,000</td></tr><tr><td>Total</td><td><u>\$2,000,000</u></td></tr></table>				Civil (65%)	\$1,300,000	Mechanical (19%)	\$380,000	Electrical (16%)	\$320,000	Total	<u>\$2,000,000</u>
Civil (65%)	\$1,300,000											
Mechanical (19%)	\$380,000											
Electrical (16%)	\$320,000											
Total	<u>\$2,000,000</u>											
												

2019 Recommended Infrastructure – Water Program


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Program:	Infrastructure Program		Sub-program:	Water
Project Name:	Development Coordinated Works - Water		Submission ID:	5309
Location:	City Wide			
Cost:	\$250,000		OBI:	\$ -
Funding Sources:	Water Utility:		\$250,000	
Scope:	<p>This project will enable the City to leverage development over the next year to design and construct water infrastructure outside of what would be required as part of their development.</p> <p>These are upgrades and replacement of aging infrastructure that the City would complete separately but economic and engineering efficiencies can be achieved by having the developer complete this work at the same time the development takes place.</p>			
				


Program:	Infrastructure Program	Sub-program:	Water
Project Name:	Emergency Water Supply	Submission ID:	6555
Location:	Various Locations		
Cost:	\$150,000	OBI:	\$ -
Funding Sources:	Water Levy: \$150,000		
Scope:	<p>The City's Emergency Water Supply strategy, last updated in 2002, addresses the supply of potable and firefighting water in the case of emergencies such as significant seismic events. This project aims to improve emergency water supply for the City of Richmond, and may include:</p> <ul style="list-style-type: none">- An updated strategy that incorporates state of the art materials and technology to provide recommendations for improving the hazard resilience of the City's water distribution system or provides alternate sources of water in the case of emergencies;- Implementation of recommended strategies to improve water system resilience or provide alternate water supply;- Completion of pilot studies or projects to assess the feasibility of new innovations. <p>A compromised water supply system will not allow effective response during a major emergency; this project addresses a key hazard to the City's response and recovery from disasters by identifying potential water resources for use during emergencies.</p>		



Program:	Infrastructure Program	Sub-program:	Water
Project Name:	Watermain Replacement Program	Submission ID:	5422
Location:	Various Locations		
Cost:	\$5,394,500	OBI:	\$ -
Funding Sources:	Water Utility: \$4,646,062 Water DCC: \$708,330 Water City Assist: \$40,108		
Scope:	<p>This project replaces aging watermain that are at the end of their service life and is in alignment with the City's Ageing Infrastructure Replacement Strategy. Watermain replacement minimizes unplanned maintenance and improves fire protection.</p> <p>This project includes installation of 5,658m of 200mm diameter watermain to replace the existing aging infrastructure.</p> <p>The watermain replacement program is informed by watermain age, material and break history.</p>		



Program:	Infrastructure Program	Sub-program:	Water
Project Name:	Watermain Tie-in and Restoration	Submission ID:	5857
Location:	Various		
Cost:	\$400,000	OBI:	\$ -
Funding Sources:	Water Utility: \$400,000		
Scope:	This project involves tie-in and restoration work for watermain and water service installations, including tie-in and restoration of watermain replacements completed as part of prior years' capital programs and restoration of water utility cuts.		



2019 Recommended Infrastructure – Sanitary Sewer Program

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Program:	Infrastructure Program	Sub-program:	Sanitary Sewer
Project Name:	Burkeville Utility Upgrades	Submission ID:	5605

Location:	Burkeville Area		
Cost:	\$1,133,000	OBI:	\$15,000
Funding Sources:	Water Utility: \$333,000 Sanitary Utility: \$800,000		
Scope:	<p>Burkeville's sanitary sewer and water system was first constructed in 1950s. As the area is redeveloped, many aging sanitary sewer and water infrastructure needs to be upgraded and/or added. The current gravity sanitary sewer system, made up of vitrified clay, and approximately 333 meters of watermain requires replacement or rehabilitation.</p> <p>This project will coordinate the construction of the utilities to allow construction and engineering efficiencies to be achieved. Additionally, public disruptions will be minimized by coordinating the utility improvements.</p>		



Program:	Infrastructure Program		Sub-program:	Sanitary Sewer
Project Name:	Development Coordinated Works - Sanitary		Submission ID:	5636
Location:	City Wide			
Cost:	\$150,000		OBI:	\$ -
Funding Sources:	Sanitary Utility:		\$150,000	
Scope:	<p>This project will enable the City to leverage development over the next year to design and construct sanitary infrastructure outside of what would be required as part of their development.</p> <p>These are upgrades and replacement of aging infrastructure that the City would complete separately but economic and engineering efficiencies can be achieved by having the developer complete this work at the same time the development takes place.</p>			
				

Program:	Infrastructure Program	Sub-program:	Sanitary Sewer
Project Name:	SCADA System Improvements	Submission ID:	5370
Location:	City Wide		
Cost:	\$150,000	OBI:	\$ -
Funding Sources:	Sanitary Utility: \$150,000		
Scope:	<p>This project involves rehabilitating and upgrading computer, instrument and electrical installations throughout the SCADA network.</p> <p>Through its SCADA system, the City monitors and controls over 150 sanitary system sites that contain mechanical and electrical equipment. This project will maintain and improve sanitary sewer system operation, as well as maintain system security and technological viability.</p> <p>Failure to complete the work will result in increased risk of sanitary system failure, thereby reducing service levels and increasing cost and disruption of unplanned maintenance and emergency repairs.</p>		
			

2019 Recommended Infrastructure – Infrastructure Advanced Design and Minor Public Works Program

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Program:	Infrastructure Program		Sub-program:	Advanced Design
Project Name:	Public Works Infrastructure Advanced Design		Submission ID:	5433

Location:

Cost:

Funding Sources:

Scope:

City Wide

\$1,780,000

Drainage Utility:

Water Utility:

Sanitary Utility:

Roads DCC:

Roads City Assist:

\$1,000,000

\$430,000

\$150,000

\$188,100

\$11,900

The scope of work includes hiring consultants and contractors to plan and design future capital projects and deliver reports that define long-term infrastructure upgrades.

Drainage Project Design, Planning and System Modelling

Water Project Design and Planning

Water System Modelling

Roads

Sanitary Project Design and Planning

Sanitary System Modelling

Total

\$1,000,000

\$380,000

\$50,000

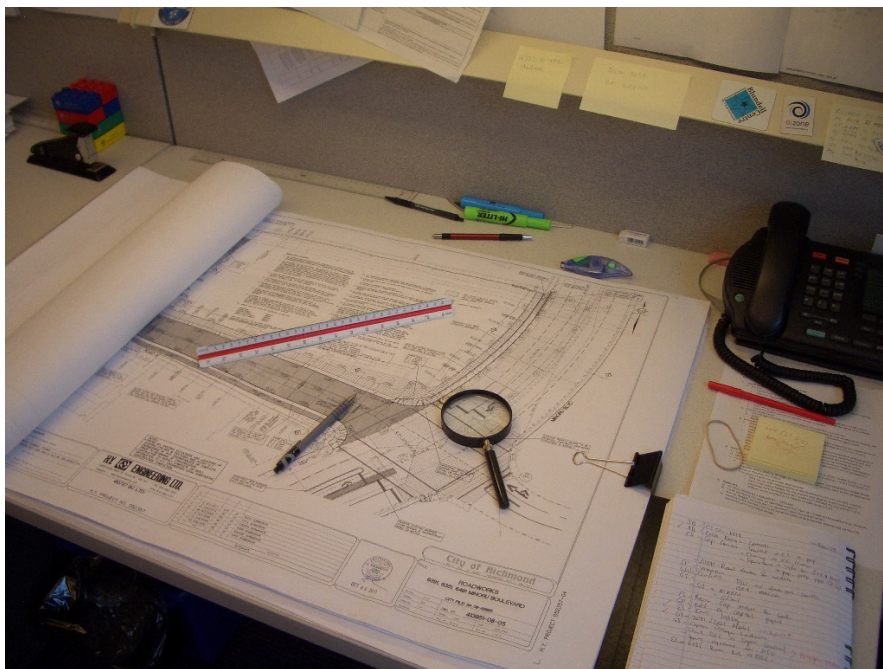
\$200,000

\$100,000


\$50,000

\$1,780,000


A photograph of a desk with engineering plans, a magnifying glass, a ruler, and a telephone. The plans are spread out on the desk, and a magnifying glass is resting on them. A ruler is also visible. A telephone is on the right side of the desk. There are some sticky notes and other items on the desk.




Program:	Infrastructure Program	Sub-program:	Minor Capital
Project Name:	Public Works Minor Capital - Drainage	Submission ID:	6550
Location:	City Wide		
Cost:	\$475,000	OBI:	\$ -
Funding Sources:	Drainage Utility: \$475,000		
Scope:	<p>This project involves minor work related to drainage infrastructure, including installation of inspection chambers, rehabilitation of sewer pipes and manholes, minor repair of pump stations, installation of monitoring equipment, safety upgrades, testing of new technologies to improve efficiencies, and responding to resident complaints that require site specific repairs. Additionally, this project involves environmental monitoring and restoration for the construction of new drainage infrastructure, and environmental restoration for completed projects as part of prior years capital programs.</p> <p>Every year, Engineering and Public Works receives a number of requests for minor projects. The infrastructure advanced design and minor public works program allows the department to respond to these requests in a timely and cost effective manner.</p>		




Program:	Infrastructure Program	Sub-program:	Minor Capital
Project Name:	Public Works Minor Capital - Roads	Submission ID:	5614
Location:	City Wide		
Cost:	\$250,000	OBI:	\$ -
Funding Sources:	Rate Stabilization: \$250,000		
Scope:	<p>This project includes 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 streetlights, and response to resident complaints that require site specific repairs.</p> <p>Every year, Engineering and Public Works receives a number of requests for minor projects. The infrastructure advanced design and minor public works program allows the department to respond to these requests in a timely and cost effective manner.</p>		





Program:	Infrastructure Program	Sub-program:	Minor Capital
Project Name:	Public Works Minor Capital - Sanitary	Submission ID:	5371
Location:	City Wide		
Cost:	\$400,000	OBI:	\$6,000
Funding Sources:	Sanitary Utility: \$400,000		
Scope:	<p>This project involves minor work related to the sanitary infrastructure, including pump station upgrades, sanitary pump replacements, modifications to improve operational efficiency and functionality, testing of new technologies, forcemain repairs, site-specific repairs in response to resident complaints, and manhole and valve box repairs.</p> <p>Every year, Engineering and Public Works receives a number of requests for minor projects. The infrastructure advanced design and minor public works program allows the department to respond to these requests in a timely and cost effective manner.</p>		
			

Program:	Infrastructure Program		Sub-program:	Minor Capital
Project Name:	Public Works Minor Capital - Sanitation and Recycling		Submission ID:	6001
Location:	City Wide			
Cost:	\$300,000		OBI:	\$ -
Funding Sources:	Solid Waste & Recycling: \$300,000			
Scope:	<p>To provide for Recycling Depot general site upgrades, expansion projects and funding for streetscape recycling containers in public spaces.</p> <p>To provide equipment/vehicle as required to support these program expansions as well as collection of overweight/heavy illegally dumped items.</p>			



Program:	Infrastructure Program	Sub-program:	Minor Capital
Project Name:	Public Works Minor Capital - Traffic	Submission ID:	5460
Location:	Various Locations		
Cost:	\$250,000	OBI:	\$7,425
Funding Sources:	Rate Stabilization: \$250,000		
Scope:	<p>The general scope of this program includes various improvements to traffic systems as required. The program includes the following major components:</p> <p>A. Traffic Improvements: for unforeseen capital improvements of a minor nature including wheelchair ramps, traffic signage, pavement markings and traffic safety improvements. These are separate from the programs which fund specific projects / locations.</p> <p>B. Traffic Signal/Communications Network: infrastructure renewal, physical plant upgrading, ongoing infrastructure development testing and communications network conduit/cable, installation of left turn arrows and related detection, controller upgrades, re-lamping of traffic signals, etc (whereas Roads DCC would fund new traffic signals).</p> <p>This program is an annual recurring program funded by the revenues from non-DCC sources such as general revenue. Funding assistance from ICBC and TransLink's MRN sources for some of these projects may be available and applications would be submitted to the appropriate agency.</p>		



Program:	Infrastructure Program	Sub-program:	Minor Capital
Project Name:	Public Works Minor Capital - Water	Submission ID:	4819
Location:	Various Locations		
Cost:	\$500,000	OBI:	\$ -
Funding Sources:	Water Utility: \$500,000		
Scope:	<p>This project includes minor work related to the water infrastructure, including minor watermain repairs and replacements, operational efficiencies, changes to safety requirements, testing of new technologies, and response to resident complaints that require minor upgrades.</p> <p>Every year, Engineering and Public Works receives a number of requests for minor projects. The infrastructure advanced design and minor public works program allows the department to respond to these requests in a timely and cost effective manner.</p>		
			

Building Program 2019


The building program includes major building construction and renovation projects as well as minor facility upgrades and repairs. The City's building assets include: arenas, pools, community centres, libraries, heritage buildings, police stations, fire halls and other government facilities.


2019 Recommended Building – Building Program

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Program:	Building Program	Sub-program:	Building
Project Name:	2019 Capital Buildings Project Development Advanced Design	Submission ID:	6367
Location:	City Wide		
Cost:	\$500,000	OBI:	\$ -
Funding Sources:	Rate Stabilization: \$500,000		
Scope:	<p>This funding will be used to provide feasibility and concept level consulting service required to complete the following:</p> <ul style="list-style-type: none">- To respond to requests for feasibility and concept level design and costing services added to the 2019 work plan. Throughout the course of 2017 and 2018 there were approximately 30 such requests, examples of which include Rod and Gun Club relocation investigation, Minoru Place Activity Centre re-purposing feasibility/concept level design, and the Britannia washroom. The same level of requests are anticipated for 2019.- Building and feasibility assessments required to develop the 2020 Capital Plan. Staff receive on average approximately 150 projects from User Groups on an annual basis by May of each year that require feasibility level review and costing in time for the Capital project process. Examples for the 2019 program include feasibility and costing for RCMP Exhibit Compound, Fleet Electrical Charging Installations, Japanese Canadian Cultural Centre Upgrade, Gateway Theatre Infrastructure Replacements, etc. <p>Without this funding, building improvement and infrastructure replacement projects have to be cancelled and funding reallocated to allow the feasibility and concept level design work to proceed.</p>		





Program:	Building Program	Sub-program:	Building
Project Name:	City Hall Annex Transformer Replacement	Submission ID:	6385
Location:	6900 Minoru Boulevard		
Cost:	\$500,000	OBI:	\$ -
Funding Sources:	Building and Infrastructure: \$500,000		
Scope:	<p>The electrical transformer in this facility, has been in operation since 1972, and has reached the end of its life expectancy. If not addressed, power interruption to the building may occur.</p> <p>This system renewal will also include associated miscellaneous items that will prolong the life of the building and ensure the health and safety of its occupants.</p>		
			


Program:	Building Program	Sub-program:	Building
Project Name:	City Hall Upgrades and Repairs	Submission ID:	6369


Location:	6911 No. 3 Road		
Cost:	\$980,000	OBI:	\$ -
Funding Sources:	Building and Infrastructure: \$980,000		
Scope:	<p>Multiple systems in this facility, which was constructed in 2000, have reached the end of their life expectancy. The aging infrastructure will be replaced with modern, energy-efficient systems (where feasible). These system renewals, outlined below, will also include associated miscellaneous items that will prolong the life of the building and ensure the health and safety of its occupants.</p> <p>Mechanical: The electrical room AC unit has exceeded its life of expectancy. This unit maintains the room and power equipment at an operable temperature. If not addressed, and the AC unit fails, power interruption to the building will occur.</p> <p>Building Envelope: The buildings exterior is showing signs of deterioration, such as leaks and a building assessment will be conducted to determine the existing condition and scope of work for any required repairs.</p> <p>Structural: The parkade has multiple structural cracks in the ceiling. These structural components are integral to the health and safety of the building and its occupants, and will be remediated through crack injection to prevent further degradation.</p>		



Program:	Building Program	Sub-program:	Building
Project Name:	East Richmond Community Hall Envelope and Mechanical System Renewals	Submission ID:	6393
Location:	12360 Cambie Road		
Cost:	\$402,000	OBI:	\$ -
Funding Sources:	Building and Infrastructure: \$402,000		
Scope:	<p>Multiple systems in this facility constructed in 1960 have reached the end of their life expectancy and will be replaced with modern energy efficient systems (where possible). These system renewals will also include associated miscellaneous items that will serve to prolong the life of the building and ensure the health and safety of its users / inhabitants.</p> <p>Mechanical</p> <p>The HVAC system, inclusive of the condensing units, heat and ventilation systems have all reached the end of their serviceable life cycle and will be replaced with new, modern, energy efficient units where possible.</p> <p>Envelope and Finishes</p> <p>The roof of this facility is well beyond its anticipated life cycle and will be replaced to prolong the life span of this building. Also, the interior flooring of the seniors room will be replaced to prevent a tripping hazard and ensure safe mobility for all occupants throughout the facility.</p>		
			

Program:	Building Program	Sub-program:	Building
Project Name:	Gateway Theatre Infrastructure Replacements Phase 2	Submission ID:	6366
Location:	6500 Gilbert Road		
Cost:	\$3,700,000	OBI:	\$ -
Funding Sources:	Building and Infrastructure: \$3,700,000		
Scope:	<p>Multiple systems in this facility constructed in 1985 have reached the end of their life expectancy and will be replaced with modern energy efficient systems (where possible). These system renewals will also include associated miscellaneous items that will serve to prolong the life of the building and ensure the health and safety of its users / inhabitants.</p> <p>Envelope: The building envelope as a whole is well past its life expectancy and showing signs of deterioration. Envelope repairs will be completed to respond to areas of advanced deterioration. Phase 1 is currently underway, this submission is for phase 2.</p> <p>Life / Safety: Currently there is no safe way to service the existing stage equipment and rigging systems. The proposed upgrades will significantly improve life safety for staff, performers, service personnel and patrons of the theatre.</p> <p>Interior Renovations: The washrooms will receive an upgrade in the form of autoflush toilets and electric hand dryers in order to reduce energy consumption and maintenance costs.</p> <p>Gateway staff have requested a concession area renovation to accommodate increased service levels to theatre patrons.</p> <p>Installation of dressing room dividers to provide additional accessibility and inclusion to performers.</p>		
			

Program:	Building Program	Sub-program:	Building
Project Name:	Japanese Canadian Cultural Centre - Front Entry Accessibility Upgrade	Submission ID:	6388
Location:	4255 Moncton Street		
Cost:	\$258,000	OBI:	\$ -
Funding Sources:	Capital Revolving: \$258,000		
Scope:	<p>This facility built in 1991 is not accessible to all members of the community and has an increasing need to provide accessible entry options to its patrons. These upgrades will also include associated miscellaneous items that will improve building accessibility, longevity and ensure the health and safety of its users / inhabitants.</p> <p>Exterior and Envelope: Remove and replace the deteriorating concrete front steps and wooden handrail with an accessible ramp, handrails and door opener into the facility. Alterations to landscaping and foliage as required.</p>		
			

Program:	Building Program	Sub-program:	Building
Project Name:	Library Cultural Centre Conveyance Replacements	Submission ID:	6387
Location:	7700 Minoru Boulevard		
Cost:	\$709,000	OBI:	\$ -
Funding Sources:	Building and Infrastructure: \$709,000		
Scope:	<p>Multiple systems in this facility, which was constructed in 1992, have reached the end of their life expectancy.</p> <p>Elevator / Loading Bay Lift:</p> <ul style="list-style-type: none">- Elevator upgrade loading bay lift replacement is required to ensure safe and reliable elevator operation.- Elevator upgrades include machines, motors, controllers, car and hall fixtures and associated equipment. <p>Roofing:</p> <p>A fall protection system will also be installed to improve life safety of staff and service personnel that need to access the roof.</p>		
			


Program:	Building Program	Sub-program:	Building
Project Name:	London Farm House Envelope Renewals	Submission ID:	6482


Location:	6511 Dyke Road		
Cost:	\$376,000	OBI:	\$ -
Funding Sources:	Rate Stabilization: \$376,000		
Scope:	<p>Multiple systems in this facility constructed in 1897 have reached the end of their life expectancy and will be replaced with modern energy efficient systems (where possible). These system renewals will also include associated miscellaneous items that will serve to prolong the life of the building and ensure the health and safety of its users / inhabitants.</p> <p>Roofing: The existing roofs and canopies have exceeded their serviceable life and will be replaced.</p> <p>Exterior Painting: The exterior walls and windows are all showing signs of paint degradation and will be replaced or repainted where needed.</p> <p>Building Operator Requests: London Farm Staff have requested lighting replacements to better match the heritage status of the building, as well as various upgrades to the barn supply room.</p> <p>In addition to the work at the main farm house, the addition of an enclosed space at the back of the barn is recommended to provide secure storage for supplies, improve pest management and preserve the aesthetic value of the site.</p>		




Program:	Building Program	Sub-program:	Building
Project Name:	Minoru Aquatics Centre Demolition	Submission ID:	6245


Location:	7560 Minoru Gate		
Cost:	\$3,392,000	OBI:	\$ -
Funding Sources:	Rate Stabilization: \$3,392,000		
Scope:	<p>Upon completion and opening of the new Minoru Centre for Active Living, the existing Minoru Aquatic Centre located at 7560 Minoru Gate in Minoru Park will be decommissioned and demolished as described in the Council approved staff report titled [Viability of Repurposing Minoru Aquatic Centre] dated April 21, 2017, from the Senior Manager, Capital Buildings Project Development and the Senior Manager, Parks.</p> <p>If Council were to decide to consider re-purposing the current Minoru pool facility, the building would require additional annual operating budget impact funding of \$110,000 to maintain electrical, heating and ventilation systems operational in order for the building to not further deteriorate.</p>		



Program:	Building Program	Sub-program:	Building
Project Name:	Minoru Arena System Renewals	Submission ID:	5518
Location:	7551 Minoru Gate		
Cost:	\$3,300,000	OBI:	\$ -
Funding Sources:	Building and Infrastructure: \$3,240,486 Mechanical Equipment: \$59,514		
Scope:	<p>Multiple building systems have reached the end of their life expectancy and will be replaced with modern energy efficient systems (where possible). These system renewals will also include associated miscellaneous items that will serve to prolong the life of the building and ensure the health and safety of its users / inhabitants.</p> <p>Stadium Arena: The exterior doors and wall finishes have exceeded their serviceable life span will be replaced as needed.</p> <p>Interior Upgrades: The mezzanine area, player change rooms and skate shop areas are all dated and past their serviceable life span. These areas will be renovated and updated to provide increased accessibility and useability to our patrons.</p> <p>Silver Arena: The arena floor and underfloor heating have both exceeded their serviceable life span and will be replaced.</p> <p>Additionally this arena has multiple HVAC components that have reached their expected life span and will be replaced.</p>		
			


Program:	Building Program	Sub-program:	Building
Project Name:	Minoru Place Activity Centre Program - Implementation	Submission ID:	6394
Location:	Minoru Park - Minoru Place Activity Centre		
Cost:	\$2,511,000	OBI:	\$324,400
Funding Sources:	Leisure Facilities: \$2,511,000		
Scope:	<p>This project implements the recommended program to repurpose the Minoru Place Activity Centre for Community Arts Program and Education Space.</p> <p>This includes renovation of interior spaces to accommodate programs including provision of two dance studios (with ancillary spaces), pottery studio, media arts studio, three multipurpose program rooms, flex lobby space and reception/admin offices. The existing commissary kitchen would remain in use and be part of a culinary arts program. With the exception of building upgrades required to reopen the building for arts program use, other upgrades would be done on an as-needed basis during the term of use.</p> <p>The OBI costs reflect efficiencies realized by coordination and combined supervision with the existing, nearby Cultural Centre and Arts Centre.</p> <p>The estimated Project dates are from Q2 2019 to Q1 2020.</p>		




Program:	Building Program	Sub-program:	Building
Project Name:	RCMP Exhibit Compound Interim Upgrades	Submission ID:	6479
Location:	Works Yard		
Cost:	\$975,000	OBI:	\$24,692
Funding Sources:	Rate Stabilization: \$975,000		
Scope:	<p>The current Physical Security Posture has many critical faults that also increase the vulnerability to the assets. There exists a significant threat of property crime, vandalism, loss or damage to RCMP exhibits. This vulnerability could significantly impact court proceedings.</p> <p>As a result an RCMP Departmental Security Section physical security review and the resultant report, critical updates were identified and must be addressed in order to maintain the integrity of the exhibits for court proceedings.</p>		
			

Program:	Building Program	Sub-program:	Building
Project Name:	Watermania Aging Mechanical and Building Envelope Infrastructure Replacement Phase 2	Submission ID:	6368
Location:	14300 Entertainment Boulevard		
Cost:	\$1,341,000	OBI:	\$ -
Funding Sources:	Building and Infrastructure: \$1,341,000		
Scope:	<p>Multiple systems in this facility constructed in 1997 have reached the end of their life expectancy and will be replaced with modern energy efficient systems (where possible). These renewals will also include associated miscellaneous items and structural inspections that will serve to prolong the life of the building and ensure the health and safety of its users / inhabitants.</p> <p>Roof: The roof has reached the end of its serviceable life span and will be replaced in 2 phases. Phase 1 was approved as part of the 2018 Capital Program and is underway. This submission is for Phase 2.</p> <p>Mechanical: Multiple HVAC system components have exceeded their serviceable life span and will be replaced. These include: air handling units, supply fans, wave pool air compressor, heat exchangers, chlorine sensors and pressure relief valve stations.</p> <p>Pool Equipment - The splash pool is currently leaking and will have its supply line replaced to prevent future leaking / damage to the facility.</p> <p>- A new ultraviolet water treatment system will be installed for the 50 meter pool and water slides to improve water quality and reduce chemical usage.</p> <p>Interior Renovations: The bleachers are aged, rusting and beyond their serviceable life span and will be replaced with a modern, more durable bleacher system.</p> <p>The fitness centre flooring has reached the end of its serviceable life span and will be replaced with durable flooring.</p> <p>End of Lease Term The lease for Watermania ends in 2026. At the expiration of the lease, we are obligated to return to the facility: the appurtenances, building systems and fixtures in good condition.</p>		



Program:	Building Program	Sub-program:	Building
Project Name:	Works Yard Mechanical Replacements	Submission ID:	6389
Location:	5599 Lynas Lane		
Cost:	\$1,707,000	OBI:	\$ -
Funding Sources:	Building and Infrastructure: \$1,707,000		
Scope:	<p>Multiple systems at the Works Yard have reached the end of their life expectancy. These system renewals, as outlined below, will also include associated miscellaneous items that will prolong the life of the building and ensure the health and safety of its occupants.</p> <p>Dispersal Building: Mechanical The unit heaters have exceeded life expectancy and replacement is required.</p> <p>Stores Warehouse: Mechanical The I.T. Server Room AC Unit has exceeded its life expectancy and if not addressed power interruption to the building and I.T. Server Room may occur. This unit runs 24/7/365.</p> <p>Conveyance Repairs and upgrades to the exterior of the building includings doors, awnings, gutters and dock levellers.</p>		
			

Program:	Building Program		Sub-program:	Building
Project Name:	Works Yard Salt Shed Repairs		Submission ID:	6391
Location:	5599 Lynas Lane			
Cost:	\$266,000		OBI:	\$ -
Funding Sources:	Building and Infrastructure: \$266,000			
Scope:	<p>Perform critical short-term repairs to the existing shed structure which houses the salt and brine for snow/ice response.</p> <p>The existing structure was assessed in early 2018 and it has been recommended to be replaced in the next 2-3 years. The structure was originally constructed in the 1970's and the structure is now in poor shape due to deterioration and corrosion from contact with the salt and brine kept within the structure. It is recommended that this project for short-term repairs be approved to reduce the risk of delays or impedance in snow/ice response caused by structural failure.</p>			
				

Parks Program 2019

Richmond is renowned for its high quality parks and recreation facilities. The City's park system has over 145 parks that total approximately 1,700 acres. Parks are unique places designed and developed for the enjoyment of all city residents as well as visitors to Richmond. These sites usually contain a wide variety of recreational and sports facilities, play equipment and other specialized facilities. In addition to parks, Richmond has 50 kilometers of recreational trails.

2019 Recommended Parks – Parks Program

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Program:	Parks Program	Sub-program:	Parks
Project Name:	Aberdeen Park Phase 3	Submission ID:	6151

Location:	8311 Cambie Road		
Cost:	\$800,000	OBI:	\$56,948
Funding Sources:	Parks Development DCC: \$752,400 Parks Development City Assist: \$47,600		
Scope:	<p>This submission pertains to Aberdeen Park - Phase 3, which will include the installation of a canopy to cover a portion of the park plaza and provide weather protection for daily activity and event use, and a public washroom facility. The canopy and washroom will serve to further activate the park and accommodate flexible programming and uses, which may include theatrical and musical performances, Tai Chi, yoga, food trucks, small markets, etc. This is the final phase of implementation of the park master plan that was approved by Council in 2013.</p> <p>This project supports:</p> <ul style="list-style-type: none">- Council Term Goal #2: A Vibrant, Active, and Connected City; Priority 2.3 - Outstanding places, programs, and services that support active living, wellness and a sense of belonging; and- Council Term Goal #3: A Well-Planned Community; Priority 3.2 - A strong emphasis on physical and urban design. This project also supports the City of Richmond Community Wellness Strategy.		



Program:	Parks Program	Sub-program:	Parks
Project Name:	Hugh Boyd Artificial Turf Sports Field - Turf Replacement	Submission ID:	5248

Location:	Francis Road and No.1 Road										
Cost:	\$1,800,000	OBI:	\$ -								
Funding Sources:	Capital Revolving:	\$800,000									
	Special Sports:	\$1,000,000									
Scope:	<p>The purpose of this project is to replace the artificial turf field surface at Hugh Boyd Community Park which was constructed in 2006. The projected lifespan of a synthetic sports field is between 8 and 15 years depending on the usage and maintenance of the field. It is typically booked for up to 155 hours per week during the peak fall/winter season. The field is tested annually for its shock attenuation performance and is currently reaching the limits of what is acceptable for safe operation of an artificial turf field. The operating and replacement costs of the field are partially offset by the user fees collected through the Sports User Fee program and there is no increase in operating costs generated by this request.</p> <p>The recommendation for the construction of the artificial turf field at Hugh Boyd Community Park was approved by Council in 2005. At the time of its construction, it was considered to be one the largest single synthetic sports fields built in Canada with the equivalent area of over three full size soccer fields. The facility now hosts annual major soccer tournaments such as the Nations Cup and the Provincial Finals and has become one of Richmond's premier fields for training and tournaments. It is used by over 15 soccer organizations as well as field lacrosse, field hockey, football and ultimate teams. Hugh Boyd Secondary also uses it for their physical activity programs during school hours.</p> <p>This project supports Council Term Goal #2: A Vibrant, Active, and Connected City and promotes sports, fitness, and a healthy lifestyle for our communities.</p> <p>Scope of Work includes:</p> <table><tr><td>Installation of the new turf layer</td><td>\$1,350,000</td></tr><tr><td>Removal and disposal of the existing turf layer</td><td>\$250,000</td></tr><tr><td>Drainage and sub base preparations</td><td>\$200,000</td></tr><tr><td>Estimated total</td><td><u>\$1,800,000</u></td></tr></table>			Installation of the new turf layer	\$1,350,000	Removal and disposal of the existing turf layer	\$250,000	Drainage and sub base preparations	\$200,000	Estimated total	<u>\$1,800,000</u>
Installation of the new turf layer	\$1,350,000										
Removal and disposal of the existing turf layer	\$250,000										
Drainage and sub base preparations	\$200,000										
Estimated total	<u>\$1,800,000</u>										



Program:	Parks Program	Sub-program:	Parks
Project Name:	London Steveston Park Phase 2	Submission ID:	6109

Location: London Steveston Park

Cost: \$300,000

OBI: \$13,624

Funding Sources: Parks Development DCC: \$282,150
Parks Development City Assist: \$17,850


Scope: The concept plan for London/Steveston Park, which was developed based on feedback received at a series of public open houses, was approved by Council in May 2015. The park plan will be implemented in phases. Phase One construction includes site grading, new trails and tree planting. Phase Two construction includes expansion of the playground and will address a strong desire by local residents to increase the range of play offered in this growing and densifying neighbourhood.


This project supports:





- Council's Term Goal #2: A Vibrant, Active, and Connected City: 2.3 Outstanding places, programs, and services that support active living, wellness and a sense of belonging; and
- Council's Term Goal #3: A Well-Planned Community: 3.2 A strong emphasis on physical and urban design.



Program:	Parks Program	Sub-program:	Parks
Project Name:	Minoru Bowling Green Artificial Turf Replacement	Submission ID:	6337
Location:	Minoru Park		
Cost:	\$350,000	OBI:	\$ -
Funding Sources:	Gas Tax: \$228,000 Community Contribution: \$122,000		
Scope:	<p>The Minoru Bowling Greens were originally constructed in 1966. In 2010, the natural grass greens were converted to a synthetic surfacing system which allowed for year-round use. Annual inspections and user feedback from the Club members suggest that the synthetic surfaces are near the end of useful life expectancy. Replacement of the Lawn Bowling Green support infrastructure will meet user needs, complement the proposed Lawn Bowling Clubhouse anticipated for construction in 2019-2020 and provide improved service for the 2020 55+ BC Games that the City of Richmond is hosting. There is an agreement with the Club for their contribution towards the replacement of the bowling greens. By 2019 the Club is projected to contribute approximately \$122,000 towards this project through its membership fees.</p>		




Program:	Parks Program	Sub-program:	Parks
Project Name:	Minoru Park Lakes Renewal	Submission ID:	5948
Location:	Minoru Park		
Cost:	\$1,750,000	OBI:	\$44,756
Funding Sources:	Parks Development DCC: \$1,645,875 Parks Development City Assist: \$104,125		
Scope:	<p>The renewal of the Lakes at Minoru Park is one of the key pieces of the Minoru Park Vision and Guiding Principles, approved by Council in May of 2017. The primary objective is to increase the capacity of the Lakes area for public use in response to an anticipated doubling of the current population living within 400 metres (5 minute walking distance) of Minoru Park by 2045. The project scope will include construction of new Lakes infrastructure that is more sustainable, with more robust materials and construction methods. It also includes new and more accommodating trails, and numerous seating and gathering spaces according to the majority of responses received during the community consultation process for improved access to the Lakes. Native planting and sustainability measures such as rainwater capture will satisfy the community desire for more opportunities to connect with nature.</p> <p>The Minoru Park Vision Plan public engagement process reinforced the value that the community places on Minoru Lakes Area as a place of peace, beauty and respite. Input received indicated a desire for Minoru Lakes to remain similar to their current size and configuration upon renewal.</p> <p>This project supports Council's Term Goal #2 A Vibrant, Active, and Connected City: 2.3 Outstanding places, programs, and services that support active living, wellness and a sense of belonging; and Goal #3 A Well-Planned Community: 3.2 A strong emphasis on physical and urban design.</p>		
			


Program:	Parks Program	Sub-program:	Parks
Project Name:	Parks Advance Planning and Design	Submission ID:	353
Location:	Various locations		
Cost:	\$400,000	OBI:	\$ -
Funding Sources:	Parks Development DCC: \$376,200 Parks Development City Assist: \$23,800		
Scope:	<p>This annual project submission for Parks Advance Planning and Design will provide resources for planning, research, public and stakeholder consultation, design and project management for a range of purposes, strategic planning projects, reports to City Council, meeting regulatory agency requirements (e.g., Vancouver Coastal Health, Provincial ministries), conceptual park design and technical reports for projects that require particular areas of expertise (e.g., environmental assessments).</p> <p>This program supports Council Term Goal #2 A Vibrant, Active, and Connected City: Priority 2.3 Outstanding places, programs and services that support active living, wellness, and a sense of belonging; and Goal #3 A Well-Planned Community: Priority 3.2 A strong emphasis on physical and urban design.</p>		
<div><div><p>Agriculture</p></div><div><p>Heritage</p></div><div>+</div><div><p>Ecology</p></div><div><p>Recreation</p></div></div>			

Program:	Parks Program	Sub-program:	Parks
Project Name:	Parks Aging Infrastructure Replacement Program	Submission ID:	303

Location:	Various Locations												
Cost:	\$550,000	OBI:	\$ -										
Funding Sources:	Capital Revolving:	\$550,000											
Scope:	<p>This program targets the replacement of aging parks and open space infrastructure. The types of infrastructure include waterparks, waterfront assets (e.g. piers, docks, moorage and boat launch facilities), trails and pathways, drainage systems, outdoor courts (e.g., tennis, basketball, lacrosse, and hockey), baseball backstops, sports lighting fixtures and other assets the replacement of which cannot be funded through the Parks Development Cost Charges program. Assets have been identified that have surpassed their respective life cycles resulting in the loss of structural and/or functional integrity due to wear and age and may present public safety issues. If not addressed these issues may lead to closure of some parks or park amenities and an increase in service requests to address safety concerns from the public and sports groups.</p> <p>At the July 24, 2017 Council Meeting, the Parks Ageing Infrastructure Plan - 2017 Update report was presented:</p> <p>The report outlined the high priority assets that require immediate attention and proposed the development of an Infrastructure Replacement Strategy and Financial Plan which is underway. The recommendations of the report were endorsed by Council.</p> <p>2019 Projects include:</p> <table><tr><td>Sandfields upgrades</td><td>\$300,000</td></tr><tr><td>King George Spray Park UV System</td><td>\$100,000</td></tr><tr><td>Fencing</td><td>\$50,000</td></tr><tr><td>Tennis Court Surfacing</td><td><u>\$100,000</u></td></tr><tr><td>Total</td><td><u><u>\$550,000</u></u></td></tr></table>			Sandfields upgrades	\$300,000	King George Spray Park UV System	\$100,000	Fencing	\$50,000	Tennis Court Surfacing	<u>\$100,000</u>	Total	<u><u>\$550,000</u></u>
Sandfields upgrades	\$300,000												
King George Spray Park UV System	\$100,000												
Fencing	\$50,000												
Tennis Court Surfacing	<u>\$100,000</u>												
Total	<u><u>\$550,000</u></u>												


This program supports the Council Term Goal #6 Quality Infrastructure Networks and Goal #1 A Safe Community.





Program:	Parks Program	Sub-program:	Parks
Project Name:	Parks General Development	Submission ID:	5466
Location:	Various Locations		
Cost:	\$400,000	OBI:	\$4,374
Funding Sources:	Parks Development DCC: \$376,200 Parks Development City Assist: \$23,800		
Scope:	<p>As the community grows, specific upgrades to existing parks are required to respond to ongoing growth in the community. This program funds improvements of various existing park amenities and facilities which are not part of other site specific park capital programs yet see increased use by residents as a result of an increasing population. This funding allows the City the ability to be responsive to Council direction and appropriate public requests which align with existing strategic plans as well. These discrete, site-specific park enhancements will address our community’s needs for ongoing park improvements to infrastructure, equipment and landscape amenities.</p> <p>Examples of projects that have been funded by the General Development program include new community gardens, new off-leash dog areas, walkways and pathways, benches and picnic tables and new drainage systems for flooded areas.</p> <p>This project supports:</p> <ul style="list-style-type: none">- Council Term Goal #1: A Safe Community; and- Council Term Goal #6: Quality Infrastructure Networks.		
			


Program:	Parks Program	Sub-program:	Parks
Project Name:	Parks Identity Signage Program Phase 2	Submission ID:	6353

Location:	Various Locations		
Cost:	\$200,000	OBI:	\$42,928
Funding Sources:	Parks Development DCC: \$188,100 Parks Development City Assist: \$11,900		
Scope:	<p>Completion of parks identification signage for 60+ neighbourhood parks as Phase 2 of an initiative started in 2018. The majority of the City's parks do not have signage to inform the public of the name of the park they are visiting, amenities within the park, or wayfinding in parks during special events. In order to adequately provide park identity, regulatory information and wayfinding for the public and community, Phase 2 of the signage fabrication and installation program needs to be completed to ensure an ongoing coordinated approach to site identity.</p> <p>The design/fabrication of parks and wayfinding signage takes into consideration the character, heritage and uniqueness of each park and trail. It also provides information about what each site has to offer, provides consistency in fabrication methods and materials, and takes into consideration the installation and ongoing maintenance of the signs.</p> <p>This project supports the following aspects of the Official Community Plan: Placemaking as a focus area, Special Places pillar, and the Unique Parks and Open Spaces outcome. This project also addresses the 2022 Parks and Open Space Strategy focus area of Connectivity: Linking People, Community and Nature - Outcome #2: The system is inviting, accessible, and safe, enabling residents and visitors to feel comfortable and connected to the community and the initiative to develop and implement a wayfinding and signage plan for the parks and open space system.</p> <p>The scope of work includes:</p> <ul style="list-style-type: none">- Designing and completing an analysis per park identification and wayfinding location,- Developing site plans for park identification deployment,- Coordinating with signage vendor and/or in-house services for the fabrications of the signs,- Coordinating installation deployment of Phase 2 with in-house services and;- Preparing a resource management plan for the OBI.		



Program:	Parks Program	Sub-program:	Parks
Project Name:	Paulik Park Development of New Lots	Submission ID:	6372
Location:	Paulik Neighbourhood Park (McLennan South Park)		
Cost:	\$300,000	OBI:	\$12,510
Funding Sources:	Parks Development DCC: \$282,150 Parks Development City Assist: \$17,850		
Scope:	<p>The City purchased 7531 and 7511 Ash Street via the Parkland Aquisition program in 2017 to be developed for park use and to further contribute to Paulik Park (previously named McLennan South Park). Upon demolition of the existing facilities, the sites received an interim treatment which included rough grading and grass seed. Further development of the sites would include finished grading, new pathways, a new park entry point, a flexible lawn area with picnic tables, edible native planting and improved integration with the surrounding park site.</p> <p>This project supports:</p> <ul style="list-style-type: none">- Council Term Goal #2: A Vibrant, Active, and Connected City, Priority 2.3 Outstanding places, programs, and services that support active living, wellness and a sense of belonging; and- Council Term Goal #3: A Well-Planned Community, Priority 3.2: A strong emphasis on physical and urban design.		
			


Program:	Parks Program	Sub-program:	Parks
Project Name:	Terra Nova Rural Park Viewpoint Seating Area	Submission ID:	6371
Location:	Terra Nova Rural Park		
Cost:	\$200,000	OBI:	\$ -
Funding Sources:	Parks Development DCC: \$188,100 Parks Development City Assist: \$11,900		
Scope:	<p>The mound at Terra Nova Rural Park is a key park feature and city-wide viewpoint that offers extensive views of Sturgeon Banks and the Fraser River. In 2018 a temporary seating area was added at the top of the mound in response to a request from the community. This capital request is for development of a long-term seating area that would include a concrete masonry unit and stone seat wall, improved access to the top of the mound and interpretive signage.</p> <p>This project supports:</p> <ul style="list-style-type: none">- Council's Term Goal #2: A Vibrant, Active, and Connected City, Priority 2.3 - Outstanding places, programs, and services that support active living, wellness and a sense of belonging; and- Council's Term Goal #3: A Well-Planned Community, Priority 3.2 - A strong emphasis on physical and urban design.		
			

Program:	Parks Program	Sub-program:	Parks
Project Name:	West Cambie Park Phase 2	Submission ID:	6224
Location:	West Cambie Planning Area		
Cost:	\$770,000	OBI:	\$22,002
Funding Sources:	Parks Development DCC: \$724,185 Parks Development City Assist: \$45,815		
Scope:	<p>This submission pertains to West Cambie Neighbourhood Park Phase 2, which will result in the addition of the following amenities:</p> <ul style="list-style-type: none">- a children's playground- a basketball court- an off-leash dog park- a rain garden feature- circulatory routes- ecological enhancements to improve habitat quality. <p>The park is being developed according to a Council-approved plan on March 12, 2018 that has been informed by public consultation, and will expand upon its range of opportunities for social interaction and recreational activities. The park is being constructed in phases in coordination with the expansion of the Alexandra District Energy Utility.</p> <p>This 6+ acre park currently contains a number of significant trees, pathways, and open lawn, in addition to the Alexandra District Energy Utility Centre building and geo-exchange field.</p> <p>The following additional work, funded under separate programs, will occur in the future and be coordinated with Parks efforts:</p> <ul style="list-style-type: none">- Pergola Garden: an interactive public art piece- Expansion of the District Energy Utility geo-exchange field <p>This project supports Council Term Goals (2014-2018), including Goal #2: A Vibrant, Active, and Connected City, Priority 2.3 - Outstanding places, programs, and services that support active living, wellness and a sense of belonging; Goal #3: A Well-Planned Community, Priority 3.2 - A strong emphasis on physical and urban design, and Priority 3.3 - Effective transportation and mobility networks; and Goal #4: Leadership in Sustainability, Priority 4.2 - Innovative projects and initiatives to advance sustainability.</p>		
			

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Program:	Parks Program	Sub-program:	Parkland
Project Name:	Parkland Acquisition	Submission ID:	5473
Location:	As per Parks DCC Land Acquisition Plan		
Cost:	\$4,000,000	OBI:	\$ -
Funding Sources:	Parks Acquisition DCC: \$3,762,000 Parks Acquisition City Assist: \$238,000		
Scope:	<p>The purpose of the Parkland Acquisition program is to acquire land for park requirements to address development and population growth. The program is based on the City's population projections as per the OCP with the objective of maintaining the parks provision standard of 7.66 acres/1000 population. The program is funded through Parkland Acquisition Developer Cost Charges (DCC's) and is guided by the Council approved 2009 Park Land Acquisition Strategy which provides the criteria for evaluating proposed acquisitions. Funding is required each year to allow the City to be strategic and responsive as properties become available thus avoiding the need to borrow the funding from other City sources or pass bylaws to release the funds for each acquisition.</p>		
			

Public Art Program 2019


The Public Art Program is a self-sustaining project funded by private development contributions to the Public Art Reserve. Council approved the updated policy (Policy 8703, adopted July 27, 2010) and the Program is supported by a Council appointed Public Art Advisory Committee. The Public Art Program also supports the initiatives expressed in the Richmond Art Strategy 2012 - 2017, which was presented to and supported by Council in September 2012. The above proposal assists in its annual implementation, which is necessary to its success. Private sector, private donations and community contributions are successfully sought and received.

The public art program contributes to the Council Term Goals for 2014 - 2018, for a vibrant, active and connected city through a commitment to strong urban design, investment in public art and place making.

2019 Recommended Public Art Program

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Program:	Public Art Program	Sub-program:	Public Art
Project Name:	Public Art Program	Submission ID:	5431
Location:	Various locations		
Cost:	\$562,722	OBI:	\$10,000
Funding Sources:	Public Art Program: \$562,722		
Scope:	<p>The scope of work consists of a variety of public art projects. The following are proposed projects (with estimated costs) which may change during the project's duration based on the Public Art Program's consideration of public art opportunities and priorities, and private development funding.</p> <p>Community Public Art Projects</p> <p>Funds from previously received contributions by private developers are proposed to be used as follows:</p> <ul style="list-style-type: none">- Community public art projects: \$50,000- Community education and promotion of the public art program: \$20,000- Collaboration on educational opportunities with other City cultural facilities and programs, such as the Richmond Art Gallery, Media Lab, Cultural Centre and Richmond Museum: \$20,000- Community public art partnerships: \$30,000- Community Mural Program: \$30,000 <p>Private Development Program</p> <p>Developer contributions were received and deposited to the Public Art Reserve for implementation of projects integrated with new development, on either private lands or City-controlled land, with the expectation that the majority will be on City-controlled sites (parks, streets, greenways) in the city centre. The cost was determined based on contributions received in 2016-2018, with the net of transfers to the Public Art Provision Reserve for program administration, \$412,722 total, as follows:</p> <ul style="list-style-type: none">- Ampar Ventures - 9451-9551 Bridgeport Road: \$125,769- Oris Development - Hamilton - Parcels 2 and 3: \$125,368- Park Riviera - 7691 River Road: \$125,800- Anthem Properties - 10475-10631 No. 5 Road: \$35,785		
			


Land Program 2019

The land acquisition program relates to the acquisition and disposition of real property for the City, as approved by Council.

2019 Recommended Land – Land Acquisition Program

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Strategic Land Acquisition..... 109

Program:	Land Program	Sub-program:	Land
Project Name:	Strategic Land Acquisition	Submission ID:	5415
Location:	Various		
Cost:	\$10,000,000	OBI:	\$ -
Funding Sources:	Capital Industrial: \$10,000,000		
Scope:	<p>Funds for land acquisition to meet the Council Approved Strategic Real Estate Investment Plan, other than DCC and other special reserve funded projects, are set aside in the Capital Reserve under the Industrial Use Fund. This capital budget submission is to use land acquisition monies from this fund as well as additional general funds approved by Council.</p> <p>\$10 million to be invested in investment class real estate.</p>		
			

Affordable Housing Program 2019

The City recognizes that a diverse range of housing choices for individuals and families of different incomes and circumstances is essential in creating a liveable community in Richmond. The purpose of the City’s Affordable Housing program is to address housing affordability concerns in partnership with senior governments, who have the primary responsibility, the private and non-profit sector. Through various programs and policies, the City has been successful in securing over 2,000 affordable housing units, including the following highlighted developments:

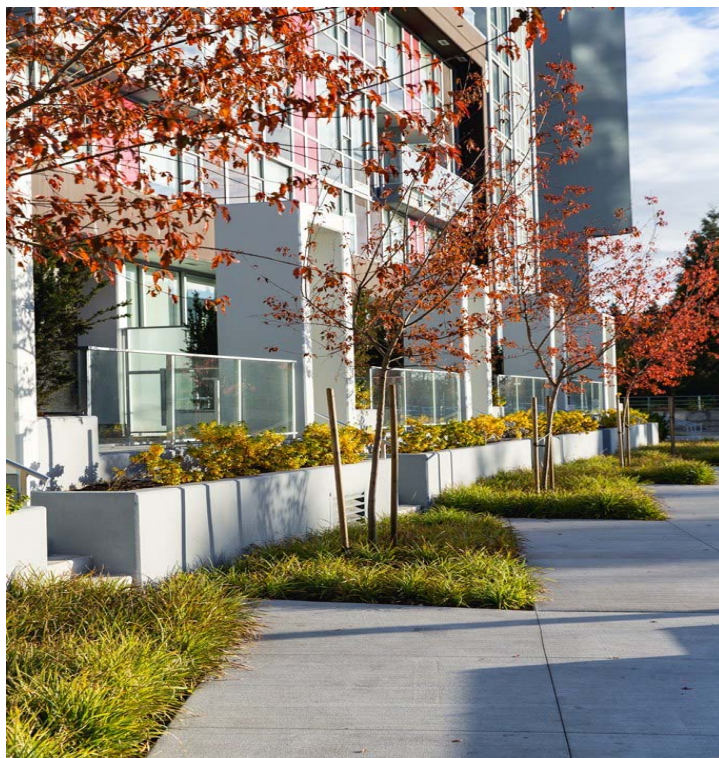
- The Kiwanis Towers, which provides 296 affordable rental units for low-income seniors;
- The Storeys, which provides 129 affordable rental units for Richmond residents at risk of homelessness; and
- The Richmond Temporary Modular Housing Project, which will provide 40 supportive housing units for residents experiencing homelessness.

2019 Recommended Affordable Housing Program


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Program:	Affordable Housing Project		Sub-program:	Affordable Housing
Project Name:	Affordable Housing 2019 Operating Initiatives		Submission ID:	6383
Location:	City Wide			
Cost:	\$350,000		OBI:	\$ -
Funding Sources:	Affordable Housing: \$350,000			
Scope:	<p>Six Affordable Housing Operating Initiatives are proposed to be funded by the Affordable Housing Operating Reserve Fund.</p> <ol style="list-style-type: none"> 1. Legal Fees (\$50,000) - To offset the costs associated with external legal services required with respect to affordable housing developments and review of operating and housing agreements to be negotiated/entered into. All external legal services will be at the direction of the City's Law department. 2. Printing, Publication, Media and Advertising (\$15,000) - To offset costs associated with printing and publications associated with implementing the Affordable Housing Strategy throughout the course of the year, including meeting traditional and social media needs as they arise. 3. Affordable Housing Economic Analysis (\$15,000) - Throughout the course of the year, the receipt of complex development applications and policy work may require a detailed economic analysis to ensure the City is getting the best value in terms of the provision of affordable housing units. Currently, staff do not have the necessary skill set to undertake detailed economic analysis of complex projects. 4. Rental Housing Inventory Maintenance (\$5,000) - Maintain the rental housing inventory as required (creation of the inventory was approved by Council in October 2016). This inventory was developed by Atira Women's Resource Society and completed in 2018. 5. Homelessness Support (\$15,000) - Continue supporting homelessness initiatives in the community. 6. Affordable Housing Strategy and Homelessness Strategy Administration/Implementation (\$200,000) - Support short-term actions identified in the Affordable Housing Strategy (approved by Council on March 12, 2018). Support actions identified in the Homelessness Strategy, once approved by Council in Q1 2019. 7. Communications and Public Engagement (\$50,000) - Support communication and community engagement (i.e. translation, professional facilitation, engagement consultants) for projects that require extensive public engagement/education. 			



Program:	Affordable Housing Project	Sub-program:	Affordable Housing
Project Name:	Affordable Housing Projects - City-wide	Submission ID:	5480
Location:	Various		
Cost:	\$200,000	OBI:	\$ -
Funding Sources:	Affordable Housing: \$200,000		
Scope:	<p>The City's Affordable Housing Strategy 2017 - 2027 and Social Development Strategy 2013 – 2022 outline actions for strategic land acquisition, capital investment and partnering opportunities to support the development of affordable housing projects for the priority groups in need. These groups are defined in the Affordable Housing Strategy and include: families; low-moderate income earners; low-moderate income seniors; persons with disabilities; and vulnerable populations. Specifically, the City will purchase land and financially contribute to various projects as future funding opportunities arise. Past examples of partnership include the Kiwanis Towers, the Storeys Project, the Pathways project, and the emergency shelter expansion and relocation.</p>		



Program:	Affordable Housing Project	Sub-program:	Affordable Housing
Project Name:	Affordable Housing Projects - West Cambie	Submission ID:	5537
Location:	West Cambie		
Cost:	\$225,000	OBI:	\$ -
Funding Sources:	Affordable Housing: \$225,000		
Scope:	To purchase land and financially contribute to various affordable housing projects in West Cambie as needs are identified, in accordance with the Council adopted Affordable Housing Strategy.		
			

Equipment Program 2019


The equipment program includes machinery and vehicles for Public Works, Fire Rescue Services, City Hall computer hardware, software, and other miscellaneous equipment.





2019 Recommended Equipment – Vehicle Program

Fleet Electrical Charging Infrastructure Installations..... 115

Vehicle and Equipment Reserve Purchases (Public Works and Corporate Fleet)..... 116

Program:	Equipment Program		Sub-program:	Vehicle
Project Name:	Fleet Electrical Charging Infrastructure Installations		Submission ID:	6390
Location:	City Wide			
Cost:	\$521,700		OBI:	\$22,000
Funding Sources:	Public Works Equipment: \$181,500 Gas Tax: \$340,200			
Scope:	This project is for the installation of electric vehicle (EV) charging infrastructure and charging stations at City facilities to support vehicle replacements through to 2022.			




Program:	Equipment Program	Sub-program:	Vehicle
Project Name:	Vehicle and Equipment Reserve Purchases (Public Works and Corporate Fleet)	Submission ID:	5735
Location:	Works Yard and Various City Departments		
Cost:	\$3,740,662	OBI:	\$38,023
Funding Sources:	Drainage Utility: \$150,000 Public Works Equipment: \$2,790,662 Sewer Levy: \$300,000 Water Levy: \$500,000		
Scope:	<p>This project involves meeting with user groups to establish needs and develop specifications for vehicle/equipment replacements. Bid documentation is then issued to the marketplace, with purchases combined where possible to achieve best value. Submissions are evaluated with user input, and awards are made accordingly. Scope also includes vehicle outfitting as required to coincide with individual user department needs. The work commences upon receiving Council approval, with timing dependent on delivery timeframes/availability of product from successful vendors.</p> <p>This project involves replacement of the following: 1 Flusher Truck, 4 heavy duty trucks with dump/flatdeck, 1 heavy duty work van, 3 trailers, 1 small equipment, 2 backhoes/excavators, 4 cars, 3 vans, 5 pickups, 2 buses, 1 utility vehicle, 3 ride on mowers, 1 tractor, 1 vactor, 1 speaker system for stage, 1 dual site control for redundancy backup at fuel pumps, GPS Pilot extension 1 year, salary for special vehicle/equipment related projects, related activities to ensure sound asset management for vehicle tracking (including system upgrades, consultant support, and business process improvements, and unallocated allowance for unplanned.</p>		
<div></div>			

2019 Recommended Equipment – Fire Vehicle Program

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Fire Vehicle Replacement Reserve Purchases 118

Program:	Equipment Program	Sub-program:	Fire vehicle
Project Name:	Fire Vehicle Replacement Reserve Purchases	Submission ID:	5411
Location:	City Wide		
Cost:	\$2,521,532	OBI:	\$ -
Funding Sources:	Fire Equipment: \$2,521,532		
Scope:	<p>Front line fire apparatus replacement follows a life cycle replacement schedule based on best practices and industry standards. In addition a condition inspection is conducted annually to evaluate the mechanical status of the vehicles to determine replacement need. To ensure we are able to provide fire services to the community, Richmond Fire-Rescue has a designated "Vehicle & Equipment Reserve". The replacement plan for all apparatus is funded through the reserve.</p> <p>This replacement plan for 2019 includes a front line quint (75 ft) budgeted at \$1,531,068.</p> <p>Additionally 4 support vehicles are being replaced at \$140,464, Hazmat Response Vehicle at \$650,000 and two operational support vehicles for \$200,000.</p>		
			

2019 Recommended Information Technology Program

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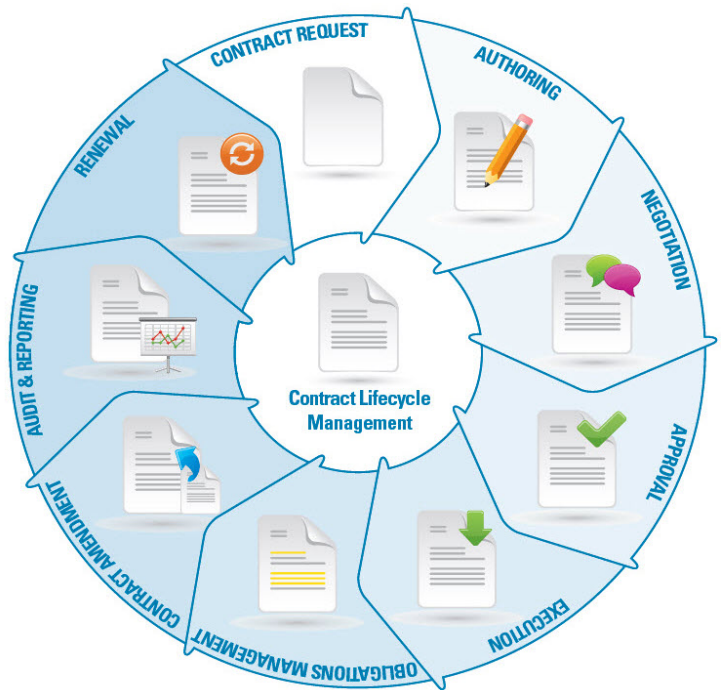
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Program:	Equipment Program	Sub-program:	Information Technology
Project Name:	Annual Hardware Refresh	Submission ID:	5477
Location:	City Hall		
Cost:	\$467,700	OBI:	\$ -
Funding Sources:	Hardware Upgrade:	\$467,700	
Scope:	This project scope is to perform the scheduled replacement of end-of-lifecycle City computer hardware, which includes computer desktops, laptops, backup printers, monitors, cellular phones and iPads.		
			


Program:	Equipment Program		Sub-program:	Information Technology
Project Name:	Budget Planning and Monitoring Solution		Submission ID:	6359
Location:	City Hall and Various City Departments			
Cost:	\$1,000,000		OBI:	\$50,000
Funding Sources:	Capital Revolving: \$250,000 Corporate: \$750,000			
Scope:	To acquire and implement a comprehensive budget solution, with integration of actual data from PeopleSoft. This will support the Operating, Utility, and Capital budgets, the 5 Year Financial Plan, the 5 Year Financial Plan Amendment, and facilitate the preparation of the related Reports to Committee, which includes the comprehensive document that is made available in the public consultation process of the Consolidated 5-Year Financial Plan.			



Program:	Equipment Program	Sub-program:	Information Technology
Project Name:	Contract Life Cycle Management	Submission ID:	6355
Location:	City Hall and Various City Departments		
Cost:	\$622,994	OBI:	\$80,384
Funding Sources:	Capital Revolving: \$622,994		
Scope:	<p>To acquire and implement a Contract Life Cycle Management (CLCM) solution that will be an end to end solution for Purchasing to more effectively and efficiently manage contract activities.</p> <p>Currently, the City does not have an efficient or effective system for administering and tracking procurement lifecycle activities or a single repository of contracts. All Request For Proposal (RFP) and contracts are maintained manually in various spreadsheets and documents.</p> <p>This project is for professional services and software implementation for a CLCM which will:</p> <ul style="list-style-type: none"> - Provide effective resource deployment and customer service - Provide key performance indicators (KPI's) and Reporting to identify bottlenecks, delays and opportunities for improvement in the procurement process. - Allow greater transparency of the organization's procurement activities - Streamline and automate time-consuming manual, error prone tasks to increase operational efficiency - Better mitigate organizational risk through a more systematic process of alerting both Purchasing and Business Units in advance of when contracts are due to expire or renewed. - Tighter management of contracts and compliance to contract, applicable policies and trade agreements. - Consolidate corporate spending by reducing duplication, encourage more City-wide collaboration while leveraging the organization's total spend, and enhance monitoring of contracted rates to ensure compliance to contract terms. - Allow the City to better engage with suppliers through online bidding, evaluations, debriefs and contract performance management. 		




Program:	Equipment Program	Sub-program:	Information Technology
Project Name:	Digital Strategy Initiatives	Submission ID:	6234
Location:	City Hall		
Cost:	\$900,000	OBI:	\$25,000
Funding Sources:	Capital Revolving:	\$900,000	
Scope:	<p>The 2019 implementation of the Digital Strategy approved by Council to support Council's Term Goal to "Continue to develop and provide programs and services that ensure the Richmond community is well-informed and engaged on City business and decision making". This implementation will build upon the current Digital Strategy foundation and bring on board:</p> <ul style="list-style-type: none">- MyRichmond Let's Talk and Target Content Notifications- MyRichmond Mobile Application <p>These initiatives will enhance the customer online portal and give residents access to their accounts and services by phone or tablet through the City's mobile apps. This will reduce volumes to other channels of contact, improve data analytics, and extend the reach of the City.</p>		




Program:	Equipment Program	Sub-program:	Information Technology
Project Name:	IPS Mobility - Enterprise Deployment	Submission ID:	6365

Location:	City Wide		
Cost:	\$507,054	OBI:	\$51,293
Funding Sources:	Computer Equipment: \$507,054		
Scope:	<p>The activities that this mobile solution will achieve have been outlined in a requirements gathering exercise.</p> <p>The scope of this project would provide the ability to view and update Infor Public Sector (IPS) related information in the field, such as:</p> <ul style="list-style-type: none">- Improving our responsiveness and communication to customer inquiries,- Increase the efficiency and accuracy when processing Service Requests, Work Orders, Preventative Maintenance and Asset Inspections- Empower staff with as much information that is necessary for them to complete scheduled and ad-hoc work activities- Enable field workers to stay on top of trends, innovation and technology		



Program:	Equipment Program	Sub-program:	Information Technology
Project Name:	Network Infrastructure Core Refresh	Submission ID:	6240
Location:	City Hall		
Cost:	\$481,402	OBI:	\$18,152
Funding Sources:	Hardware Upgrade: \$481,402		
Scope:	<p>New Network Core Switch technology and implementation of a new design that provides full network redundancy services to all locations on the City network, including City Hall and Works Yard. Network redundancy is a process through which additional or alternate instances of network devices, equipment and communication mediums are installed within network infrastructure. It is a method for ensuring network availability in case of a network device or path failure and unavailability.</p> <p>Existing edge switches located in floor wiring closets and at other facilities will be integrated to the new Network Core infrastructure.</p>		



Program:	Equipment Program	Sub-program:	Information Technology
Project Name:	Office 2016 Licensing	Submission ID:	6428
Location:	City Hall		
Cost:	\$494,909	OBI:	\$6,573
Funding Sources:	Software: \$494,909		
Scope:	To purchase Office 2016 licensing over a 2 year period for City staff requirements (single desktop user and users with more than 2 devices - desktop, tablet, cell phone etc).		



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Program:	Equipment Program	Sub-program:	Equipment
Project Name:	Digital Radio Hardware and Licensing	Submission ID:	6524
Location:	Emergency Programs		
Cost:	\$146,250	OBI:	\$8,400
Funding Sources:	Other Equipment: \$146,250		
Scope:	<p>Replacement of the handheld commercial radios acquired in 2010 for use during the Olympics to ensure inter-agency communications. Since then, the analog repeater has been replaced by a digital repeater. The current handheld radios are obsolete.</p> <p>Handheld radios are used by city community groups to ensure functionality of the system, but also become familiar with using radios for communications. With the increase in functional use of the commercial radios, 200 handheld radios are anticipated with growth in Community Preparedness and partnership with School District 38. Having functional hardware is the cornerstone of ensuring communications are established between partners, striving to meet Council Term Goal #5: Partnership and Collaboration.</p> <p>Commercial radio would supplement emergency communications as a tool during a response and recovery to ensure participating agencies are able to connect with the City.</p>		
			


Program:	Equipment Program		Sub-program:	Equipment
Project Name:	Energy Management Projects - Gas Equipment Replacement and Upgrade Phase 1		Submission ID:	6370
Location:	Various Locations			
Cost:	\$675,000		OBI:	(\$19,800)
Funding Sources:	Capital Revolving: \$345,000 Enterprise: \$180,000 Carbon Tax: \$150,000			
Scope:	<p>This project consists of replacing and upgrading natural gas using equipment at the select facilities listed below that is inefficient and/or near their end of servicable life. As well as some new efficiency measures to reduce corporate gas use.</p> <ol style="list-style-type: none"> 1. Britannia Heritage Complex - upgrade controls and heaters 2. City Hall - install exhaust heat recovery 3. South Arm Community Centre - install exhaust heat recovery 4. Steveston Tennis Shed - upgrade controls 5. Thompson Community Hall - heating equipment replacement 6. Works Yard - upgrade controls and heating equipment <p>Council set a target to reduce building related GHG emissions by 65% by 2020 from 2007 levels. These planned measures are anticipated to reduce GHG emissions by approximately 170 tonnes of CO₂e annually - equal to 4.0% of the corporate 2020 target, and are estimated to save \$20,000 annually in energy cost avoidance savings.</p> <p>As compared to the costs of replacing this equipment with similar efficiency gas using models, the estimated incremental costs to replace this equipment with higher efficient and less natural gas using equipment is \$270,000.</p> <p>The value of these emissions reductions to the City is at a minimum \$6,000 annually, at cost of \$35/tonne of GHG emissions. This value is expected to rise over the coming years, through increases to the Provincial carbon tax.</p> <p>In order to reduce the needed funding from the Capital Reserve - Revolving Fund, capital funding for this project is also being requested from Carbon Tax Provision (\$150,000) and the Enterprise Fund (\$180,000) accounts.</p>			



Program:	Equipment Program	Sub-program:	Equipment
Project Name:	Fire Equipment Replacement - Auto Extrication Equipment	Submission ID:	6523
Location:	Fire-Rescue		
Cost:	\$170,000	OBI:	\$55,250
Funding Sources:	Fire Equipment: \$170,000		
Scope:	<p>Richmond Fire-Rescue (RFR) provides emergency road rescue services to the community as a core service. As a component of road rescue services, RFR staff provide extrication services that require equipment capable of cutting the metal components of a vehicle damaged in a traffic accident away from a person who is trapped within a vehicle. In the past, RFR has used equipment that require hydraulic pumps, hoses and cord reels which are replaced on a seven year rotation. Currently there are 6 vehicles that have the hydraulic equipment as part of their inventory these units are several years past their normal end of life. RFR requires the replacement of Auto Extrication equipment on all 6 vehicles as this equipment works at high pressure and failure is a significant safety risk. RFR will replace the current equipment with the new industry standard which is battery powered (opposed to hydraulic) which is cost effective, operationally efficient and safer for both the public and responders.</p>		



Program:	Equipment Program	Sub-program:	Equipment
Project Name:	Fire Equipment Replacement - Fire Hose	Submission ID:	5412
Location:	Various Fire Halls		
Cost:	\$27,325	OBI:	\$ -
Funding Sources:	Fire Equipment: \$27,325		
Scope:	<p>Fire Hose is replaced using a multi faceted consideration criterion. The age of the hose, the use of the hose as well as testing results are used to determine the replacement of deteriorating fire hose. To ensure operational readiness based on these criteria, 30 lengths are required.</p> <p>To ensure we are able to provide fire services to the community, Richmond Fire-Rescue (RFR) maintains an inventory of hose. Hose Replacement is planned and funded by the Fire Equipment Reserve for 2019.</p>		



Child Care Program 2019

Child care is an important service for Richmond residents and an essential need for many parents. The 2017-2022 Richmond Child Care Needs Assessment and Strategy was adopted by City Council on July 24, 2017 and outlines the City's commitment to child care through the establishment and maintenance of a comprehensive child care system to help children and families thrive and to address the need for quality, affordable, accessible child care spaces in Richmond.

The City supports the creation of child care spaces by accepting voluntary contributions from developers in the form of built child care facilities or cash in lieu contributions to the Child Care Statutory Reserves. The City manages and maintains nine existing City-owned child care facilities and is in the process of developing two additional City-owned child care facilities and two Early Childhood Development Hubs. Dedicated City staff resources help to develop, maintain and support the child care system in Richmond. Child Care grants support the work of non-profit child care providers seeking to improve the quality or capacity of care in their facility, or non-profit societies supporting quality programming and/or providing professional development opportunities for the broader child care community in Richmond.

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Program:	Child Care Program	Sub-program:	Child Care
Project Name:	Child Care - Administration	Submission ID:	6398
Location:	City Hall		
Cost:	\$100,000	OBI:	\$ -
Funding Sources:	Child Care Development Reserve: \$100,000		
Scope:	<p>Child Care - Administration: A source of funding is required to assist the implementation of specific actions adopted by Council in the 2017-2022 Richmond Child Care Needs Assessment and Strategy. These funds will be used to pay for costs related to: expenses to support the child care work program; research; production of reports; consultant fees to provide additional advice for finalizing the City's updated child care design guidelines and developer resources; and to support the ongoing development of four new amenities under development including two Early Childhood Development (ECD) Hubs and two additional child care facilities.</p> <p>The Child Care Operating Reserve is an appropriate source of funding for such expenses. It was established to support grants, conduct research and fund expenses to support the development of quality child care within the City.</p>		



Program:	Child Care Program	Sub-program:	Child Care
Project Name:	Child Care Projects - City-wide (Capital Grants)	Submission ID:	5527
Location:	Various		
Cost:	\$50,000	OBI:	\$ -
Funding Sources:	Child Care Development Reserve: \$50,000		
Scope:	To ensure there is sufficient funding available to administer the City's Child Care Capital Grants Program.		



Program:	Child Care Program	Sub-program:	Child Care
Project Name:	Child Care Projects - City-wide (Non-Capital Grants)	Submission ID:	6142
Location:	Various		
Cost:	\$10,000	OBI:	\$ -
Funding Sources:	Child Care Development Reserve: \$10,000		
Scope:	To ensure there is sufficient funding to support the 2019 Child Care Professional and Program Development Grants (non-capital). Grants are advertised in September 2018 and with Council approval, awarded in February 2019.		



Contingent External Contributions 2019

Contingent external contributions is an estimate of external grants that may be received throughout the year for a variety of approved capital projects.

2019 Recommended Contingent External Contributions

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Contingent External Contribution 137

Program:	Internal Transfers/Debt Payment	Sub-program:	Internal Transfers/Debt Payment
Project Name:	Contingent External Contribution	Submission ID:	5811
Location:	City Wide		
Cost:	\$10,000,000	OBI:	\$ -
Funding Sources:	Grant: \$10,000,000		
Scope:	The Financial Plan includes an estimate for external grants that may be received throughout the year for various projects. Spending will only occur if the funds are confirmed. Including an estimate in the Financial Plan will allow staff to request scope changes to existing projects without having to wait until the Bylaw Amendment, which is typically adopted in the fall.		

Internal Transfers/Debt Payment Program 2019

The internal transfers/debt program relates to the use of capital funding for repayment of capital funds borrowed from other internal sources of funding.

2019 Recommended Internal Transfers/Debt Payment Program

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Program:	Internal Transfers/Debt Payment			Sub-program:	Internal Transfers/Debt Payment																																																																																																
Project Name:	12040 Horseshoe Way Repayment			Submission ID:	6322																																																																																																
Location:	12040 Horseshoe Way																																																																																																				
Cost:	\$525,000			OBI:	\$ -																																																																																																
Funding Sources:	Affordable Housing: \$525,000																																																																																																				
Scope:	<p>The purpose of this submission is to repay the Capital Reserve - Industrial Use Fund for the previous Affordable Housing acquisition of 12040 Horseshoe Way from the Affordable Housing Reserve.</p> <p>The 2019 payment of \$525,000 is the 2nd of 15 payments.</p> <table> <tr> <th>Payments</th><th>Year</th><th>Balance</th><th>Payment</th><th>Interest</th><th>Principal</th></tr> <tr><td>1</td><td>2018</td><td>6,250,000</td><td>(525,000)</td><td>187,500</td><td>337,500</td></tr> <tr><td>2</td><td>2019</td><td>5,912,500</td><td>(525,000)</td><td>177,375</td><td>347,625</td></tr> <tr><td>3</td><td>2020</td><td>5,564,875</td><td>(525,000)</td><td>166,946</td><td>358,054</td></tr> <tr><td>4</td><td>2021</td><td>5,206,821</td><td>(525,000)</td><td>156,205</td><td>368,795</td></tr> <tr><td>5</td><td>2022</td><td>4,838,026</td><td>(525,000)</td><td>145,141</td><td>379,859</td></tr> <tr><td>6</td><td>2023</td><td>4,458,167</td><td>(525,000)</td><td>133,745</td><td>391,255</td></tr> <tr><td>7</td><td>2024</td><td>4,066,912</td><td>(525,000)</td><td>122,007</td><td>402,993</td></tr> <tr><td>8</td><td>2025</td><td>3,663,919</td><td>(525,000)</td><td>109,918</td><td>415,082</td></tr> <tr><td>9</td><td>2026</td><td>3,248,837</td><td>(525,000)</td><td>97,465</td><td>427,535</td></tr> <tr><td>10</td><td>2027</td><td>2,821,302</td><td>(525,000)</td><td>84,639</td><td>440,361</td></tr> <tr><td>11</td><td>2028</td><td>2,380,941</td><td>(525,000)</td><td>71,428</td><td>453,572</td></tr> <tr><td>12</td><td>2029</td><td>1,927,369</td><td>(525,000)</td><td>57,821</td><td>467,179</td></tr> <tr><td>13</td><td>2030</td><td>1,460,190</td><td>(525,000)</td><td>43,806</td><td>481,194</td></tr> <tr><td>14</td><td>2031</td><td>978,996</td><td>(525,000)</td><td>29,370</td><td>495,630</td></tr> <tr><td>15</td><td>2032</td><td>483,366</td><td>(497,867)</td><td>14,501</td><td>483,366</td></tr> </table>					Payments	Year	Balance	Payment	Interest	Principal	1	2018	6,250,000	(525,000)	187,500	337,500	2	2019	5,912,500	(525,000)	177,375	347,625	3	2020	5,564,875	(525,000)	166,946	358,054	4	2021	5,206,821	(525,000)	156,205	368,795	5	2022	4,838,026	(525,000)	145,141	379,859	6	2023	4,458,167	(525,000)	133,745	391,255	7	2024	4,066,912	(525,000)	122,007	402,993	8	2025	3,663,919	(525,000)	109,918	415,082	9	2026	3,248,837	(525,000)	97,465	427,535	10	2027	2,821,302	(525,000)	84,639	440,361	11	2028	2,380,941	(525,000)	71,428	453,572	12	2029	1,927,369	(525,000)	57,821	467,179	13	2030	1,460,190	(525,000)	43,806	481,194	14	2031	978,996	(525,000)	29,370	495,630	15	2032	483,366	(497,867)	14,501	483,366
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Program:	Internal Transfers/Debt Payment			Sub-program:	Internal Transfers/Debt Payment	
Project Name:	7080 River Road Repayment			Submission ID:	6016	
Location:	7080 River Road					
Cost:	\$2,341,384			OBI:	\$ -	
Funding Sources:	Parks Acquisition DCC: \$2,202,072 Parks Acquisition City Assist: \$139,312					
Scope:	The purpose of this submission is to repay the Capital Reserve - Industrial Use Fund for previous Parkland Acquisitions from Parkland Acquisition Developer Cost Charges (DCC's).					
The 2019 payment of \$2,341,384 is the 3rd of 8 payments.						
	Payments	Year	Balance	Payment	Interest	Principal
	1	2017	15,763,942	(2,341,384)	630,558	1,710,826
	2	2018	14,053,116	(2,341,384)	562,125	1,779,259
	3	2019	12,273,857	(2,341,384)	490,954	1,850,430
	4	2020	10,423,427	(2,341,384)	416,937	1,924,447
	5	2021	8,498,980	(2,341,384)	339,959	2,001,425
	6	2022	6,497,555	(2,341,384)	259,902	2,081,482
	7	2023	4,416,073	(2,341,384)	176,643	2,164,741
	8	2024	2,251,332	(2,341,384)	90,052	2,251,332

Program:	Internal Transfers/Debt Payment		Sub-program:	Internal Transfers/Debt Payment
Project Name:	9540 Alexandra Road and 9560 Odlin Road		Submission ID:	6339
Location:	9540 Alexandra Road and 9560 Odlin Road			
Cost:	\$2,100,000		OBI:	\$ -
Funding Sources:	Parks Acquisition DCC: \$2,100,000			
Scope:	<p>The purpose of this submission is to repay the DCC Park Land Acquisition General Fund for the previous acquisition of 9540 Alexandra Road and 9560 Odlin Road from the DCC Park Land Acquisition West Cambie fund.</p> <p>The current balance outstanding as of 2018 is \$2,582,705 based on calculated interest. Outstanding amounts will vary dependant on repayment terms based on interest calculated.</p> <p>The 2019 payment will be \$2,100,000. The future actual payment amount is contingent on actual funds available in the DCC Park Land Acquisition West Cambie fund.</p>			

Program:	Internal Transfers/Debt Payment			Sub-program:	Internal Transfers/Debt Payment	
Project Name:	Nelson Road Interchange Repayment			Submission ID:	5498	
Location:	Finance					
Cost:	\$385,098			OBI:	\$ -	
Funding Sources:	Roads DCC: \$385,098					
Scope:	A total of \$2.54M is to be repaid from Roads DCC to Surplus over 8 years.					
The 2019 payment of \$385,098 is the 6th of 8 equal payments.						
	Payment	Year	Balance	Payment	Interest	Principal
	1	2014	\$2,540,065	\$(385,098)	114,303	270,795
	2	2015	\$2,269,270	\$(385,098)	102,117	282,981
	3	2016	\$1,986,289	\$(385,098)	89,383	295,715
	4	2017	\$1,690,574	\$(385,098)	76,076	309,022
	5	2018	\$1,381,552	\$(385,098)	62,170	322,928
	6	2019	\$1,058,624	\$(385,098)	47,638	337,460
	7	2020	\$ 721,164	\$(385,098)	32,452	352,646
	8	2021	\$ 368,518	\$(385,098)	16,583	368,515

Program:	Internal Transfers/Debt Payment				Sub-program:	Internal Transfers/Debt Payment
Project Name:	River Road/North Loop (2005) Repayment				Submission ID:	2344
Location:	Finance					
Cost:	\$1,685,056				OBI:	\$ -
Funding Sources:	Roads DCC: \$1,685,056					
Scope:	<p>In 2005, \$18.2M was borrowed from surplus for the acquisition of the CP Rail land between No. 2 and No. 3 Road and for the re-alignment of River Road.</p> <p>This \$18.2M was separated as \$17.1M borrowed in 2005 with repayments commencing in 2006 and a second amount of \$950,000 beginning repayment in 2008. A total of \$18.2M is to be repaid from Roads DCCs to Surplus over 18 years.</p> <p>The 2019 payment of \$1,685,056 is the 14th of 18 payments.</p>					
	Payments	Year	Balance	Payment	Interest	Principal
	1	2006	17,100,000	(1,769,576)	598,500	1,171,076
	2	2007	15,928,924	(1,200,000)	557,512	642,488
	3	2008	16,236,436	(1,867,000)	568,275	1,298,725
	4	2009	14,937,712	(1,867,000)	522,820	1,344,180
	5	2010	13,593,532	(468,210)	475,774	(7,564)
	6	2011	13,601,095	(300,000)	476,038	(176,038)
	7	2012	13,777,133	(200,000)	482,200	(282,200)
	8	2013	14,059,333	(1,939,202)	492,077	1,447,125
	9	2014	12,612,208	(1,317,000)	441,427	875,573
	10	2015	11,736,635	(1,685,056)	410,782	1,274,274
	11	2016	10,462,361	(1,685,056)	366,183	1,318,873
	12	2017	9,143,488	(1,685,056)	320,022	1,365,034
	13	2018	7,778,454	(1,685,056)	272,246	1,412,810
	14	2019	6,365,644	(1,685,056)	222,798	1,462,258
	15	2020	4,903,386	(1,334,953)	171,618	1,163,335
	16	2021	3,740,051	(1,334,953)	130,902	1,204,051
	17	2022	2,536,000	(1,334,953)	88,760	1,246,193
	18	2023	1,289,807	(1,334,950)	45,143	1,289,807

Program:	Internal Transfers/Debt Payment		Sub-program:	Internal Transfers/Debt Payment	
Project Name:	Shovel - Ready Grant (2009) Repayment Lansdowne Road Extension		Submission ID:	3784	
Location:	Finance				
Cost:	\$77,254		OBI:	\$ -	
Funding Sources:	Roads DCC: \$77,254				
Scope:	A total of \$626,666 is to be repaid from Roads DCC to the Watermain Replacement Reserve over 10 years.				
The 2019 payment of \$77,254 is the 10th of 10 equal payments					
The loan amortization schedule is:					
Payment	Year	Balance	Payment	Interest	Principal
1	2010	626,666	\$(77,263)	25,067	52,196
2	2011	574,470	\$(77,263)	22,979	54,284
3	2012	520,185	\$(77,263)	20,807	56,456
4	2013	463,730	\$(77,263)	18,549	58,714
5	2014	405,016	\$(77,263)	16,201	61,062
6	2015	343,954	\$(77,263)	13,758	63,505
7	2016	280,449	\$(77,263)	11,218	66,045
8	2017	214,404	\$(77,263)	8,576	68,687
9	2018	145,717	\$(77,263)	5,829	71,434
10	2019	74,283	\$(77,254)	2,971	74,283

Program:	Internal Transfers/Debt Payment	Sub-program:	Internal Transfers/Debt Payment
Project Name:	City Centre Community Police Office	Submission ID:	6583
Location:	City Centre		
Cost:	\$5,100,000	OBI:	\$ -
Funding Sources:	City Centre Facility: \$5,100,000		
Scope:	<p>At the Council meeting on September 24, 2018, Council approved the following:</p> <ol style="list-style-type: none"> (1) <i>That Council approve the Enhanced City Centre Community Police Office project in the amount of \$5.1 million, to be funded from the Capital Building and Infrastructure Reserve as outlined in the staff report titled "Temporary Funding for the Enhanced City Centre Community Police Office" from the General Manager, Community Safety, dated August 16, 2018; and</i> (2) <i>That the future repayment of the \$5.1 million and interest to the Capital Building and Infrastructure Reserve be funded from the voluntary developer amenity contributions and received from the developer of RZ 15-692485, at 7960 Alderbridge Way and 5333, 5411 No. 3 Road (South Street Development).</i> <p>The City received the cash-in-lieu contribution from the developer of RZ 15-692485 which was deposited to the City Centre Facility Development Fund.</p> <p>The 2019 payment will be \$5,100,000 from the City Centre Facility Development Fund to Capital Building and Infrastructure Reserve Fund.</p>		

Building Program 2019 – Not Recommended

Due to funding constraints and higher priority projects, the following building projects are not recommended for funding.

2019 Not Recommended Building – Building Program


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Community Safety Building Heat Pump Replacement	147
Roofing and Infrastructure Replacements	148

NOT RECOMMENDED

Program:	Building Program	Sub-program:	Building
Project Name:	Community Safety Building Heat Pump Replacement	Submission ID:	6386

Location:	11411 No. 5 Road		
Cost:	\$459,000	OBI:	\$ -
Funding Sources:	Capital Revolving: \$459,000		
Scope:	<p>The heat pump system in this facility has reached the end of its life expectancy. They are unreliable with frequent failures, and some components are not available locally. These system renewals will also include associated miscellaneous items that will extend the life of the building.</p> <p>This capital submission is for the replacement of Heat Pump #2.</p> <p>There are 4 heat pumps in total:</p> <ul style="list-style-type: none">- Heat Pump 4 was replaced in May 2018, funded through capital project.- Heat Pump 1 is scheduled to be replaced in December 2018, funded through Facility Services Operational Maintenance and Repair Budget.- Heat Pump 2 is proposed to be replaced in 2019 through capital.- Heat Pump 3 is proposed to be replaced in 2020 through capital. <p>If one of the heat pumps fail, the cooling system will not have the capacity to provide sufficient cooling to the building in the summer months.</p>		



Program:	Building Program	Sub-program:	Building
Project Name:	Roofing and Infrastructure Replacements	Submission ID:	5519
Location:	City Wide		
Cost:	\$277,000	OBI:	\$ -
Funding Sources:	Building and Infrastructure: \$277,000		
Scope:	<p>Multiple building systems 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 such as fall protection systems that will serve to prolong the life of the building and ensure the health and safety of its users / inhabitants.</p> <p>West Richmond Pitch and Putt (9751 Pendleton Road) - This facility was constructed in 1975 and following a building assessment, the roof is well past its life expectancy. The roof will be replaced as well as miscellaneous related building systems.</p> <p>Terra Nova South Caretaker Roof (2491 Westminister Hwy) - Parks Programs requested that the roof on this caretaker facility be replaced as it is over 30 years old and has reached the end of its serviceable life. The request was reviewed and confirmed by Facility Services. The existing roof will be removed and replaced with a new one.</p> <p>South Arm Community Hall Roof (9020 Williams Road) - This facility constructed in 1966 and the roof most recently replaced in 1983. This roof is past its serviceable life span and will be replaced with a new one.</p>		
			

Parks Program 2019 – Not Recommended

Due to funding constraints and higher priority projects, the following parks projects are not recommended for funding.

2019 Not Recommended Parks – Parks Program


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Garry Point Waterfront Floating Dock Construction.....	150
No. 3 Road Boulevard Beautification (Sunnymede Gate)	151

NOT RECOMMENDED

Program:	Parks Program	Sub-program:	Parks
Project Name:	Garry Point Waterfront Floating Dock Construction	Submission ID:	6070

Location:	Garry Point Park Waterfront Development								
Cost:	\$4,200,000	OBI:	\$22,600						
Funding Sources:	Capital Revolving: \$4,200,000								
Scope:	<p>At the November 14, 2017 Council Meeting, the report titled "2017 Garry Point Legacy Pier and Floating Dock" was adopted by Council. Staff was directed to proceed with the planning, design and capital submission for a new breakwater floating dock at Garry Point Park. Scope of work includes the design and construction of a 30 x 600-foot floating dock and 10-foot wide gangway ramps. This project will support both maritime and special events allowing the public to access the water's edge or recreationally fish at one of Richmond's most desirable riverfront locations. The structure will be engineered to accommodate vehicle access, large vessels and approach landing areas.</p> <p>During the planning phase for this project, with consideration of its location in proximity to the open channel leading into the Strait of Georgia, staff was directed to design a removable perimeter guard rail system around the dock that would provide a limited safety barrier.</p> <p>Estimated costs:</p> <table><tr><td>Float Construction</td><td>\$4,000,000</td></tr><tr><td>Design, engineering, permitting and contingencies</td><td>\$200,000</td></tr><tr><td>Total</td><td><u>\$4,200,000</u></td></tr></table> <p>This proposed legacy project is responsive to Council's adopted Steveston Waterfront Strategy vision of: "A world-class, internationally recognized maritime waterfront that respects the past and lives the future." The Steveston Waterfront area, with its working fishing harbour, historic village centre, active street life, festivals and beautiful riverfront setting, will be a unique and popular place to live, work and play, and a key visitor destination for the region.</p>			Float Construction	\$4,000,000	Design, engineering, permitting and contingencies	\$200,000	Total	<u>\$4,200,000</u>
Float Construction	\$4,000,000								
Design, engineering, permitting and contingencies	\$200,000								
Total	<u>\$4,200,000</u>								



Program:	Parks Program	Sub-program:	Parks								
Project Name:	No. 3 Road Boulevard Beautification (Sunnymede Gate)	Submission ID:	6402								
Location:	8000-8200 Block of No. 3 Road (west side)										
Cost:	\$150,000	OBI:	\$ -								
Funding Sources:	Capital Revolving: \$150,000										
Scope:	<p>The scope of work for this project includes the removal of approximately 260 lineal metres of hedge that has grown too large for its street side location and is in decline. The hedge is located on a median that separates a side road subsection of No. 3 Road, that provides access to the Sunnymede subdivision and the main travel lanes. The hedge has outgrown the median creating poor sightlines and has generated a number of complaints from nearby residents. The hedge will be replaced with a species of cedar shrub that is smaller and narrower at maturity. It will provide the same level of screening between the roads but will not become overgrown.</p> <p>Construction Estimate:</p> <table><tr><td>Labour, equipment and materials</td><td>\$70,000</td></tr><tr><td>Landscaping and tree planting</td><td>\$60,000</td></tr><tr><td>Contingency</td><td>\$20,000</td></tr><tr><td>Total</td><td>\$150,000</td></tr></table>			Labour, equipment and materials	\$70,000	Landscaping and tree planting	\$60,000	Contingency	\$20,000	Total	\$150,000
Labour, equipment and materials	\$70,000										
Landscaping and tree planting	\$60,000										
Contingency	\$20,000										
Total	\$150,000										
											

Equipment Program 2019 – Not Recommended

Due to funding constraints and higher priority projects, the following equipment projects are not recommended for funding.

2019 Not Recommended Equipment – Equipment Program


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Inter-Agency Command Vehicle Replacement.....	153
Triple Flail Mower Equipment Purchase	154

NOT RECOMMENDED

Program:	Equipment Program	Sub-program:	Equipment
Project Name:	Inter-Agency Command Vehicle Replacement	Submission ID:	6478

Location:	Various Locations		
Cost:	\$1,140,000	OBI:	\$ -
Funding Sources:	Capital Revolving: \$34,117 Other: \$1,105,883		
Scope:	<p>An Inter-Agency Command Vehicle is a mobile Incident Command Post for emergency response and support operations for use by Richmond Fire, RCMP, BC Ambulance Service, Public Works, Coast Guard and Emergency Programs.</p> <p>The vehicle operates as both a dispatch centre and a command centre to provide incident commanders with access to multiple communication systems in a fully integrated command centre.</p> <p>The City of Richmond utilized a 1997 Inter-Agency Command Vehicle that was years beyond the end of its expected life cycle. The vehicle had cracks in the exterior facade due to the age of the vehicle and exposure to the elements. These cracks were identified in 2014 as the source for the black mould that appeared in the main cabin and was ultimately taken out of service for this reason.</p> <p>Replacement of this vehicle is needed as the loss of the Inter-Agency Command Vehicle has impaired the City's ability to respond to emergencies or disasters in a coordinated manner resulting in potentially higher response costs and a poorer response.</p>		



Program:	Equipment Program	Sub-program:	Equipment
Project Name:	Triple Flail Mower Equipment Purchase	Submission ID:	6563
Location:	Various		
Cost:	\$150,000	OBI:	\$80,019
Funding Sources:	Capital Revolving: \$150,000		
Scope:	<p>Currently Parks Operations utilizes three long arm flail mowers which are designed to mow our dikes, ditches and small rough areas within the City, roadway and Parks systems. Over the last several years, parks asset areas have expanded and parks designs have changed incorporating large tracks of passive grass areas requiring different types of equipment to maintain these passive grass areas. These Parks include Terra Nova, Railway Greenway, Garden City Lands, traffic circle interfaces etc. With the replacement and upgrade of one of the existing flail units to a large surface triple flail mower, we can meet the demands of these large grass areas more efficiently.</p>		
			

Information Technology Program 2019 – Not Recommended

Due to funding constraints and higher priority projects, the following information technology projects are not recommended for funding.


2019 Not Recommended Information Technology – Information Technology Program

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Business Continuity Remote Access	156
Production System Test Environment.....	157

NOT RECOMMENDED

Program:	Equipment Program	Sub-program:	Information Technology
Project Name:	Business Continuity Remote Access	Submission ID:	6364
Location:	City Hall		
Cost:	\$304,835	OBI:	\$24,275
Funding Sources:	Capital Revolving:	\$304,835	
Scope:	<p>To support the City's business continuity planning by providing remote access to City business applications for staff who are unable to be physically onsite, during a serious incident or afterhours.</p> <p>This initiative will implement a remote access desktop environment which will be securely accessible by all employees offsite, enabling access to work files and applications remotely. The functionality will enable business continuity, increased security access, updated hardware, and improved disaster recovery capabilities.</p>		
			

Program:	Equipment Program		Sub-program:	Information Technology
Project Name:	Production System Test Environment		Submission ID:	6363
Location:	City Hall			
Cost:	\$368,000		OBI:	\$25,500
Funding Sources:	Capital Revolving:		\$368,000	
Scope:	To design and implement a full test environment to mimic the City's production environment which will allow testing of any system changes without impacting users.			
				

CITY OF RICHMOND
5 YEAR CAPITAL PLAN SUMMARY (2019 - 2023)
(in \$000s)

	2019	2020	2021	2022	2023
Infrastructure Program					
Roads	14,975	10,299	11,591	9,936	9,595
Drainage	11,242	14,454	14,578	16,755	23,408
Water	6,194	7,318	9,000	8,665	8,445
Sanitary Sewer	1,433	10,353	7,250	6,390	6,250
Infrastructure Advanced Design and Minor Public Works	3,955	3,880	3,780	3,780	3,780
Total Infrastructure Program	\$ 37,799	\$ 46,304	\$ 46,199	\$ 45,526	\$ 51,478
Building Program					
Building	20,917	109,370	13,100	21,231	15,000
Total Building Program	\$ 20,917	\$109,370	\$ 13,100	\$ 21,231	\$ 15,000
Parks Program					
Parks	7,820	4,750	6,380	3,850	3,900
Parkland	4,000	4,000	4,000	2,000	2,000
Total Parks Program	\$ 11,820	\$ 8,750	\$ 10,380	\$ 5,850	\$ 5,900
Public Art Program	\$ 563	\$ 150	\$ 150	\$ 150	\$ 150
Land Program	\$ 10,000	\$ 10,000	\$ 10,000	\$ 5,000	\$ 5,000
Affordable Housing	\$ 775	\$ 625	\$ 625	\$ 625	\$ 625
Equipment Program					
Vehicle	4,262	2,637	2,528	2,334	3,995
Fire Vehicle	2,521	716	1,185	1,221	1,257
Information Technology	4,474	860	455	460	516
Equipment	1,019	578	2,099	580	581
Total Equipment Program	\$ 12,276	\$ 4,791	\$ 6,267	\$ 4,595	\$ 6,349
Child Care Program	\$ 160	\$ 60	\$ 60	\$ 60	\$ 60
Internal Transfers/Debt Payment	\$ 12,214	\$ 4,586	\$ 4,587	\$ 4,201	\$ 4,201
Contingent External Contributions	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Total Capital Program	\$ 116,524	\$194,636	\$101,368	\$97,238	\$98,763

CITY OF RICHMOND
5 YEAR CAPITAL PLAN BY FUNDING SOURCES (2019 - 2023)
(in \$000s)

	2019	2020	2021	2022	2023
DCC Reserves					
Drainage DCC	466	464	-	-	1,057
Park Development DCC	4,092	2,869	1,740	2,822	2,774
Park Development DCC – West Cambie	724	-	969	-	188
Park Land Acquisition DCC	8,064	5,964	5,964	4,083	4,083
Roads DCC	8,898	6,405	8,052	5,788	5,791
Sanitary DCC	-	1,175	1,428	149	-
Water DCC	708	138	1,798	812	-
Total DCC	\$22,952	\$17,015	\$19,951	\$13,654	\$13,893
Statutory Reserves					
Affordable Housing	1,300	1,150	1,150	1,150	1,150
Capital Building and Infrastructure	13,845	44,520	10,450	20,131	11,600
Capital Reserve	15,395	73,800	16,399	9,312	7,778
Child Care	160	60	60	60	60
Drainage Improvement	11,428	13,904	14,383	17,314	22,380
Equipment Replacement	6,404	2,832	3,392	3,310	4,833
Leisure Facilities	7,611	5,400	2,000	-	3,400
Neighbourhood Improvement	184	-	-	-	-
Public Art Program	563	150	150	150	150
Sanitary Sewer	1,650	10,477	7,022	6,791	7,500
Watermain Replacement	7,388	7,556	7,689	8,234	8,655
Total Statutory Reserves	\$65,928	\$159,849	\$62,695	\$66,452	\$67,506
Other Sources					
Enterprise Fund	180	550	550	550	550
Grant and Developer Contribution	12,847	10,125	10,125	10,125	10,125
Other Sources	7,624	4,957	4,587	4,592	4,649
Rate Stabilization	5,743	-	1,320	-	-
Sewer Levy	300	50	100	-	50
Solid Waste and Recycling	300	300	300	300	300
Water Levy	650	1,790	1,740	1,565	1,690
Total Other Sources	\$27,644	\$17,772	\$18,722	\$17,132	\$17,364
Total Capital Program	\$116,524	\$194,636	\$101,368	\$97,238	\$98,763

City of Richmond
5 Year Capital Plan by Program
(in \$000s)

	2019	2020	2021	2022	2023
Infrastructure Program					
Roads					
Accessible Pedestrian Signal Program	250	250	-	-	-
Active Transportation Improvement Program	1,000	600	600	600	600
Annual Asphalt Re-Paving Program - MRN	1,151	1,151	1,151	1,151	1,151
Annual Asphalt Re-Paving Program - Non-MRN	3,131	2,982	2,982	2,982	2,982
Arterial Roadway Improvement Program	450	350	350	350	350
Bridge Rehabilitation Program	300	300	300	643	300
City-wide Cycling Network Plan	150	-	-	-	-
Citywide Street Light Replacement and Sidewalk Repair Program	-	500	500	500	500
Francis Road Enhancements, from St. Albans Road to Garden City Road	-	-	2,000	-	-
Garden City Road Pedestrian and Cyclist Enhancements, Westminster Highway to Lansdowne Road	1,000	-	-	-	-
LED Street Name Sign Program	200	200	200	200	200
Neighbourhood Walkway Program	500	500	500	500	500
Road Weather Information System	260	-	-	-	-
Special Crosswalk Program	350	350	350	350	350
Steveston Highway Multi-Use Pathway, Shell Road to Mortfield Gate	2,000	-	-	-	-
Streetlight LED Upgrade Program	430	460	-	-	-
Traffic Calming Program	150	150	150	150	150
Traffic Signal Power Backup System (UPS)	100	100	100	100	100
Traffic Signal Pre-emption Program	-	100	100	100	100
Traffic Signal Program	1,350	1,200	1,200	1,200	1,200
Traffic Video and Communication Program	400	400	400	400	400
Transit-Related Amenity Improvement Program	50	50	50	50	50
Transit-Related Roadway Improvement Program	400	400	400	400	400
Transportation Planning, Functional and Preliminary Design	253	256	258	260	262
Westminster Highway Pedestrian and Cyclist Enhancements, Smith Crescent to Fraserside Gate	1,100	-	-	-	-
Total Roads	\$14,975	\$10,299	\$11,591	\$9,936	\$9,595
Drainage					
Aztec Street Drainage Upgrade	-	-	1,260	-	-
Box Culvert Repair	-	1,000	-	1,000	-
Burkeville Utility Upgrades	-	2,486	2,495	1,741	2,271
Canal Stabilization		2,375	-	-	-
Development Coordinated Works - Drainage	250	250	250	250	250
Drainage Pump Station Generator Upgrade	-	-	130	130	130
Drainage Pump Station Rehabilitation	-	250	250	250	250
East Richmond Drainage and Irrigation Upgrades	-	300	300	300	-

	2019	2020	2021	2022	2023
Ewen Road Pump Station Upgrade	-	-	-	-	8,520
Flood Protection and Dike Improvements	5,100	3,300	3,300	3,300	2,000
Headwall Replacement and Ditch Infills	-	300	-	-	-
Heather Street Improvement	1,757	-	-	-	-
Invasive Species Management	220	175	175	175	175
Laneway Drainage Upgrade - 10,000 Block No. 4 Road	-	-	-	-	374
Laneway Drainage Upgrade - Afton Drive (North)	1,373	-	-	-	-
Laneway Drainage Upgrade - Aintree Crescent (East)	-	-	-	-	578
Laneway Drainage Upgrade - Ashwood Drive/Francis Road	-	-	803	-	-
Laneway Drainage Upgrade - Bates Road - East Lane	-	-	740	-	-
Laneway Drainage Upgrade - Bates Road - South Lane	-	-	-	597	-
Laneway Drainage Upgrade - Greenlees East Lane	-	313	-	-	-
Laneway Drainage Upgrade - Herbert East Lane	542	-	-	-	-
Laneway Drainage Upgrade - Reeder Road	-	-	-	432	-
McCallan Road North Pump Station Upgrade	-	-	-	-	8,860
Montego Street Drainage Upgrades	-	1,575	-	-	-
No. 6 Road South Pump Station Upgrade	-	-	-	8,580	-
Steveston Highway and Gilbert Road Pump Station Upgrade	-	2,000	-	-	-
Steveston Highway and No. 3 Road Pump Station Upgrade	2,000	-	-	-	-
Williams Road 6000 Block Drainage Pipe Upgrade	-	-	500	-	-
Woodhead Road Drainage Upgrade	-	-	1,855	-	-
Drainage Pump Station Upgrade (Generator)	-	130	-	-	-
No. 9 Road and Westminster Highway Drainage (Dog Kennels) Pump Station	-	-	2,520	-	-
Total Drainage	\$11,242	\$14,454	\$14,578	\$16,755	\$23,408
Water					
Development Coordinated Works - Water	250	250	250	250	250
Emergency Water Supply	150	-	-	-	-
Pressure Reducing Valve Upgrades	-	-	-	1,000	-
Water Metering Program	-	1,890	1,890	1,890	1,890
Watermain Replacement Program	5,394	4,778	6,560	5,225	6,005
Watermain Tie-in and Restoration	400	400	300	300	300
Total Water	\$6,194	\$7,318	\$9,000	\$8,665	\$8,445
Sanitary Sewer					
Aquila Road Sanitary Sewer Replacement	-	-	-	160	-
Bennett West Pump Station Replacement	-	2,190	-	-	-
Burkeville Utility Upgrades	1,133	-	-	-	-
Development Coordinated Works - Sanitary	150	250	250	250	250
Fibre Reinforced Plastic Gravity Sewer Replacement	-	-	-	1,800	1,800
Gravity Sanitary Sewer Upgrade on River Road / Beckwith Road / Charles Street	-	-	2,500	-	-
Gravity Sewer Assessment and Upgrade Program	-	250	250	250	250
Hammersmith Forcemain Replacement	-	1,200	-	-	-

	2019	2020	2021	2022	2023
Leslie Pump Station Replacement	-	2,913	-	-	-
Leslie Road Forcemain Replacement	-	-	-	560	-
Manhole and Inspection Chamber Replacement Program	-	250	250	250	250
Sanitary Pump Station and Forcemain Assessment, Upgrade and Grease Management	-	600	600	600	600
Sanitary Pump Station Rehabilitation	-	300	300	300	300
Sanitary Sewer Tie-in and Restoration	-	150	150	150	150
SCADA System Improvements	150	150	150	150	150
Steveston and Broadmoor Forcemain Replacements	-	1,100	-	-	-
Steveston Gravity Sewer Replacement and Rehabilitation	-	1,000	-	-	-
Steveston Pump Station Replacement	-	-	-	-	2,500
Van Horne Pump Station Replacement	-	-	2,800	-	-
Williams Road Sanitary Forcemain Replacement	-	-	-	1,920	-
Total Sanitary Sewer Infrastructure Advanced Design and Minor Public Works	\$1,433	\$10,353	\$7,250	\$6,390	\$6,250
Public Works Infrastructure Advanced Design	1,780	1,780	1,780	1,780	1,780
Public Works Minor Capital - Drainage	475	400	300	300	300
Public Works Minor Capital - Roads	250	250	250	250	250
Public Works Minor Capital - Sanitary	400	400	400	400	400
Public Works Minor Capital - Sanitation and Recycling	300	300	300	300	300
Public Works Minor Capital - Traffic	250	250	250	250	250
Public Works Minor Capital - Water	500	500	500	500	500
Total Infrastructure Advanced Design and Minor Public Works	\$3,955	\$3,880	\$3,780	\$3,780	\$3,780
Total Infrastructure Program	\$37,799	\$46,304	\$46,199	\$45,526	\$51,478
Building Program					
Building					
2019 Capital Buildings Project Development Advanced Design	500	-	-	-	-
Britannia Shipyards Complex Rehabilitation	-	2,200	-	-	-
City Hall - Electrical and Interior Renovations	-	11,100	-	-	-
City Hall Annex Transformer Replacement	500	-	-	-	-
City Hall Upgrades and Repairs	980	-	-	-	-
City Hall Window and Flooring System Renewals	-	-	-	-	5,500
Citywide Caretaker Suite Renewals	-	-	-	-	2,500
East Richmond Community Hall Envelope and Mechanical System Renewals	402	-	-	-	-
Gateway Theatre Infrastructure Replacements Phase 2	3,700	-	-	-	-
Japanese Canadian Cultural Centre - Front Entry Accessibility Upgrade	258	-	-	-	-
Japanese Duplex and First Nations Bunkhouse Reconstruction and Exhibit Development	-	4,150	-	-	-
Library Cultural Centre Conveyance Replacements	709	-	-	-	-
London Farm House Envelope Renewals	376	-	-	-	-
Minoru Aquatics Centre Demolition	3,392	-	-	-	-

	2019	2020	2021	2022	2023
Minoru Arena System Renewals	3,300	-	-	-	-
Minoru Place Activity Centre Program - Implementation	2,511	-	-	-	-
RCMP Exhibit Compound Interim Upgrades	975	-	-	-	-
Watermania Aging Mechanical and Building Envelope Infrastructure Replacement Phase 2	1,341	-	-	-	-
Works Yard Mechanical Replacements	1,707	-	-	-	-
Works Yard Salt Shed Repairs	266	-	-	-	-
Community Safety Building Heat Pump Replacement	-	470	-	-	-
Sea Island Hall Exterior Envelope	-	350	-	-	-
Works Yard Building System Renewals	-	-	1,100	-	-
Gateway Theatre Mechanical and HVAC Renewals	-	-	5,500	-	-
West Richmond Community Centre - Envelope and Life Safety Renewals	-	-	1,400	-	-
Mechanical and HVAC Renewals	-	-	-	120	-
Fire Hall 7 Envelope Renewals	-	-	-	125	-
Kwantlen Courthouse - HVAC and Interior Finish Renewals	-	-	-	2,500	-
Library Cultural Centre - Envelope and Plumbing Renewals	-	-	-	1,600	-
East Richmond Library Interior Finish Renewals	-	-	-	186	-
Richmond Ice Centre - Refrigeration and Envelope Renewals	-	-	-	13,700	-
Thompson Community Centre - Interior Finish Renewals	-	-	-	1,100	-
South Arm Community Centre - Envelope and Interior Finish Renewals	-	-	-	800	-
Watermania Mechanical and Pool Equipment Renewals	-	-	-	1,100	-
Watermania Major Maintenance	-	1,100	1,100	-	3,000
Thompson Community Centre Major Maintenance	-	-	2,000	-	-
Richmond Ice Centre Major Maintenance	-	-	2,000	-	-
City Hall Major Maintenance	-	-	-	-	4,000
Steveston Community Centre and Branch Library	-	90,000	-	-	-
Total Building Program	\$20,917	\$109,370	\$13,100	\$21,231	\$15,000
Parks Program					
Parkland					
Parkland Acquisition	4,000	4,000	4,000	2,000	2,000
Total Parkland	\$4,000	\$4,000	\$4,000	\$2,000	\$2,000
Parks					
Aberdeen Park – Phase 3	800	-	-	-	-
Garden City Lands Phase 4	-	1,000	-	-	-
Garden City Lands Phase 5	-	-	500	-	-
Garden City Lands Phase 6	-	-	-	500	-
Garden City Lands Phase 7	-	-	-	-	750
Hollybridge Pier Phase 2	-	-	2,000	-	-
Hugh Boyd Artificial Turf Sports Field - Turf Replacement	1,800	-	-	-	-
King George Artificial Turf Sports Fields - Turf Replacement	-	-	750	-	-

	2019	2020	2021	2022	2023
Lang Park Completion	-	200	-	-	-
London/Steveston Park Dog Park Phase 3	-	150	-	-	-
London Steveston Park Phase 2	300	-	-	-	-
Lulu Island Park	-	-	500	1,000	1,000
Minoru Bowling Green Artificial Turf Replacement	350	-	-	-	-
Minoru Oval - Artificial Turf Replacement	-	750	-	-	-
Minoru Park Central Amenity Space Development and Advancement of Richmond Cultural Plaza Renewal	-	-	-	750	-
Minoru Park Lakes Renewal	1,750	-	-	-	-
Minoru Park Major Trail Upgrades	-	500	-	-	-
Park Characterization	-	-	-	-	200
Parks Advance Planning and Design	400	500	450	450	450
Parks Aging Infrastructure Replacement Program	550	350	350	350	350
Parks General Development	400	400	400	300	400
Parks Identity Signage Program	200	-	-	-	-
Paulik Park Development of New Lots	300	-	-	-	-
Playground Improvement Program	-	600	400	500	400
Steveston Community Park Playground Expansion	-	300	-	-	-
Terra Nova Rural Park Viewpoint Seating Area	200	-	-	-	-
Trails Network Enhancements	-	-	-	-	350
West Cambie Park – Phase 2	770	-	1,030	-	-
Total Parks	\$7,820	\$4,750	\$6,380	\$3,850	\$3,900
Total Parks Program	\$11,820	\$8,750	\$10,380	\$5,850	\$5,900
Public Art Program					
Public Art					
Public Art Program	563	150	150	150	150
Total Public Art Program	\$563	\$150	\$150	\$150	\$150
Land Program					
Land					
Strategic Land Acquisition	10,000	10,000	10,000	5,000	5,000
Total Land Program	\$10,000	\$10,000	\$10,000	\$5,000	\$5,000
Affordable Housing					
Affordable Housing 2019 Operating Initiatives	350	-	-	-	-
Affordable Housing Projects - City-wide	200	400	400	400	400
Affordable Housing Projects - West Cambie	225	225	225	225	225
Total Affordable Housing	\$775	\$625	\$625	\$625	\$625
Equipment Program					
Vehicle Replacement					
Fleet Electrical Charging Infrastructure Installations	521	-	-	-	-
Vehicle and Equipment Reserve Purchases (Public Works and Corporate Fleet)	3,741	2,637	2,528	2,334	3,995
Total Vehicle Replacement	\$4,262	\$2,637	\$2,528	\$2,334	\$3,995

	2019	2020	2021	2022	2023
Fire Vehicle					
Fire Vehicle Addition to Fleet	-	550	-	-	-
Fire Vehicle Replacement Reserve Purchases	2,521	166	1,185	1,221	1,257
Total Fire Vehicle	\$2,521	\$716	\$1,185	\$1,221	\$1,257
Information Technology					
Annual Hardware Refresh	468	365	455	460	516
Budget Planning and Monitoring Solution	1,000	-	-	-	-
Contract Life Cycle Management	623	-	-	-	-
Digital Strategy Initiatives	900	-	-	-	-
IPS Mobility - Enterprise Deployment	507	-	-	-	-
Network Infrastructure Core Refresh	481	-	-	-	-
Office 2016 Licensing	495	495	-	-	-
Total Information Technology	\$4,474	\$860	\$455	\$460	\$516
Equipment					
City Centre Community Centre North - Furniture, Fixtures and Equipment (FF&E) and OBI	-	-	1,320	-	-
Digital Radio Hardware and Licensing	147	-	-	-	-
Energy Management Projects	-	550	550	550	550
Energy Management Projects - Gas Equipment Replacement and Upgrade Phase 1	675	-	-	-	-
Fire Equipment Replacement - Auto Extrication Equipment	170	-	-	-	-
Fire Equipment Replacement - Fire Hose	27	28	29	30	31
Fire Equipment Replacement from Reserve - Self Contained Breathing Apparatus Equipment	-	-	200	-	-
Total Equipment	\$1,019	\$578	\$2,099	\$580	\$581
Total Equipment Program	\$12,276	\$4,791	\$6,267	\$4,595	\$6,349
Child Care Program					
Child Care					
Child Care - Administration	100	-	-	-	-
Child Care Projects - City-wide (Capital Grants)	50	50	50	50	50
Child Care Projects - City-wide Non-Capital Grants	10	10	10	10	10
Total Child Care Program	\$160	\$60	\$60	\$60	\$60
Internal Transfers/Debt Payment					
Internal Transfers/Debt Payment					
12040 Horseshoe Way Repayment	525	525	525	525	525
7080 River Road Repayment	2,341	2,341	2,341	2,341	2,341
9540 Alexandra Road and 9560 Odlin Road	2,100	-	-	-	-
Nelson Road Interchange Repayment	385	385	386	-	-
River Road/North Loop (2005) Repayment	1,685	1,335	1,335	1,335	1,335
Shovel - Ready Grant (2009) Repayment Lansdowne Road Extension	78	-	-	-	-
City Centre Community Police Office	5,100	-	-	-	-
Total Internal Transfers/Debt Payment	\$12,214	\$4,586	\$4,587	\$4,201	\$4,201

	2019	2020	2021	2022	2023
Contingent External Contribution					
Contingent External Contribution					
Contingent External Contribution	10,000	10,000	10,000	10,000	10,000
Total Contingent External Contribution	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Grand Total	\$116,524	\$194,636	\$101,368	\$97,238	\$98,763

The following is an overview of the major Capital programs proposed for the years 2020 to 2023.

INFRASTRUCTURE PROGRAM

- **Ewen Road Pump Station Upgrade (2023: \$8,520,000)**

This project includes demolishing the existing pump station at Ewen Road and rebuilding it to a modern standard. The project will increase pumping capacity, increase station resilience, make local dike upgrades and landscape the construction area. This project is part of a larger strategy to increase the City's drainage capacity, increase pump station reliability and reduce flooding in order to accommodate climate change and growth as outlined in the City's Official Community Plan.

The project is estimated to take 12-16 months. Construction will be scheduled for spring 2023.

Major Cost Components:

Civil (65%)	\$5,538,000
Mechanical (19%)	\$1,618,800
Electrical (16%)	<u>\$1,363,200</u>
Total	<u><u>\$8,520,000</u></u>

- **McCallan Road North Pump Station Upgrade (2023: \$8,860,000)**

This project includes demolishing the existing pump station at McCallan Road and rebuilding it to a modern standard. The project will increase pumping capacity, increase station resilience, make local dike upgrades and landscape the construction area. This project is part of a larger strategy to increase the City's drainage capacity, increase pump station reliability and reduce flooding in order to accommodate climate change and growth as outlined in the City's Official Community Plan.

The project is estimated to take 12-16 months. Construction will be scheduled for spring 2023.

Major Cost Components:

Civil (65%)	\$5,759,000
Mechanical (19%)	\$1,683,400
Electrical (16%)	<u>\$1,417,600</u>
Total	<u><u>\$8,860,000</u></u>

- **No. 6 Road South Pump Station Upgrade (2022: \$8,580,000)**

This project includes demolishing the existing pump station at No. 6 Road South and rebuilding it to a modern standard. The project will increase pumping capacity, increase station resilience, make local dike upgrades and landscape the construction area. This project is part of a larger strategy to increase the City's drainage capacity, increase pump station reliability and reduce flooding in order to accommodate climate change and growth as outlined in the City's Official Community Plan.

The project is estimated to take 12-16 months. Construction will be scheduled for spring 2022.

Major Cost Components:

Civil (65%)	\$5,577,000
Mechanical (19%)	\$1,630,200
Electrical (16%)	<u>\$1,372,800</u>
Total	<u><u>\$8,580,000</u></u>

BUILDING PROGRAM

- **City Hall – Electrical and Interior Renovations (2020: \$11,100,000)**

Multiple systems in this facility have reached the end of their life expectancy and will be replaced with modern energy efficient systems (where possible). These system renewals will also include associated miscellaneous items that will serve to prolong the life of the building and ensure the health and safety of its users / inhabitants.

Flooring replacement throughout the building; electrical load break switch and service distribution renewal

- **Richmond Ice Centre – Refrigeration and Envelope Renewals (2022: \$13,700,000)**

Multiple systems in this facility have reached the end of their life expectancy and will be replaced with modern energy efficient systems (where possible). These system renewals will also include associated miscellaneous items that will serve to prolong the life of the building and ensure the health and safety of its users / inhabitants.

Envelope, interior finishes, HVAC, refrigeration, electrical, rink equipment, life safety

- **Steveston Community Centre and Branch Library (2020: \$90,000,000)**

Estimated cost of new Steveston Community Centre and Branch Library as presented to Council on Nov 26, 2018. This report was referred back to staff and will be brought forward for further review. This submission will be revised accordingly in the 2020 - 2024 5 Year Financial Plan.

PARKS PROGRAM

- **Garden City Lands Phase 4 to 7 (2020 - 2023: \$2,750,000)**

The continuation of the development of the Garden City Lands will increase public access to the site and add a greater diversity of activities and experiences. Boardwalks and interpretive signage are planned to provide greater access and opportunities for interaction with the bog ecosystem while a network of trails, community gardens and gathering areas are planned to allow more people to access the western side of the site along with expansion of farm related uses and programs. All planned works will be subject to Council and Agricultural Land Commission approval and are consistent with the Council approved Legacy Landscape Plan.

- **Hollybridge Pier Phase 2 (2021: \$2,000,000)**

In 2013, Council approved the "River Green Village Parks and Open Space Plan" that included the development of a new pier within the Oval Village. The first phase of the Hollybridge Pier was to construct a new pier along the newly constructed River Green Waterfront Park (next to the Richmond Oval). Phase 2 proposes to construct approximately 80 meters of floating walkway, two floating docks, two 30 meter long pedestrian gangways and associated structural steel piles to secure the docks.

This investment would represent the second and final phase of the waterfront development adjacent to River Green Village, and would provide public access to the river's edge and opportunities for Richmond residents to launch kayaks, canoes and stand-up paddleboards. It is expected that the combination of Hollybridge Pier and floating walkway will become a landmark along the Middle Arm, and an integral part of the Oval Village's parks and open space system.

- **Playground Improvement Program (2020 - 2023: \$1,900,000)**

This Capital program addresses older playgrounds that do not meet the current safety guidelines (according to the industry standard, the Canadian Standards Association's "Children's Playspaces and Equipment"), or can no longer be maintained to meet the guidelines due to age, obsolescence or vandalism. The program is directed toward replacing all or part of a playground and includes replacement of playground equipment, playground infrastructure (e.g., resilient surfacing, borders, drainage) and landscape features.

- **Minoru Oval – Artificial Turf Replacement (2020: \$750,000)**

The purpose of this project is to replace the artificial turf field surface at Minoru Park which was installed in 2008. The projected lifespan of synthetic sports fields is between eight to twelve years depending on the usage and the maintenance of the fields. Minoru Oval field, one of the busiest artificial turf fields, is booked for up to 38 hours per week during the peak fall/winter season. The field is tested annually for its shock attenuation performance, known as the G-Max rating, and is currently reaching the limits of what is acceptable for safe operation of an artificial turf field. The operating and replacement costs of the field are partially offset by the user fees collected through the Sports User Fee program and there is no increase in operating costs generated by this request.

- **Minoru Park Major Trail Upgrades (2020: \$500,000)**

Concerns were received from the local community in 2017 during the Minoru Park Vision Plan process about the poor condition and inadequate width of the trails in Minoru Park. These concerns in combination with anticipated increased park use after the opening of the Minoru Centre for Active Living in early 2019 and an increase in residents living nearby make trail upgrades a high priority. Trail upgrade works to include replacement of primary east-west and north-south pathways and on the perimeter of the park. All pathways will be designed and constructed to be safe, accessible and will accommodate those with mobility challenges.

LAND PROGRAM

- **Strategic Land Acquisition (2020 - 2023: \$30,000,000)**

Funds for land acquisition to meet the Council Approved Strategic Real Estate Investment Plan. Availability of funds in the capital budget provides the ability to act quickly when necessary and avoid costs incurred to repay the Revolving Fund.

EQUIPMENT PROGRAM

- **Vehicle and Equipment Reserve Purchases (Public Works and Corporate Fleet) (2020-2023: \$11,494,000)**

Annual replacement of vehicles eligible due to age and condition in accordance with Sustainable Green Fleet Policy 2020.

Process for replacement of aging fleet is to establish needs and develop specifications for vehicle/equipment replacements. Send bid information out to the marketplace, evaluate submissions and award accordingly.

5YFP	5 Year Financial Plan
AC	Air Conditioning
APS	Accessible Pedestrian Signal
CLCM	Contract Life-Cycle Management
CPI	Consumer Price Index
DCC	Development Cost Charges
EV	Electrical Vehicle
GCL	Garden City Lands
GHG	Greenhouse Gas
GPS	Global Positioning System
HPS	High Pressure Sodium
HVAC	Heating, Ventilation, and Air Conditioning
ICBC	Insurance Corporation of British Columbia
IPS	Infor Public Sector
KPI	Key Performance Indicator
LED	Light-Emitting Diodes
MCAL	Minoru Centre for Active Living
MPI	Municipal Price Index
MRN	Major Road Network
NIC	Neighbourhood Improvement Charges
OBI	Operating Budget Impact
OCP	Official Community Plan
RCMP	Royal Canadian Mounted Police
RFP	Request for Proposal
RSA	Rate Stabilization Account
RWIS	Road Weather Information System
SCADA	Supervisory Control and Data Acquisition
TMC	Traffic Management Centre
UPS	Uninterruptable Power Supply



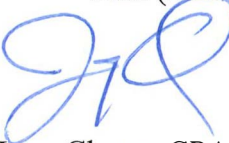
To:	Finance Committee	Date:	January 28, 2019
From:	Jerry Chong, CPA, CA Director, Finance	File:	03-0970-01/2019-Vol 01
Re:	2019 Proposed Operating Budget – Referral Response		

Staff Recommendation





That:

1. The 2019 Operating Budget as presented in Table 8 of the staff report titled 2019 Proposed Operating Budget – Referral Response be approved as follows:
 - a. A same level of service budget increase, after tax growth, of \$3,249,703 with a tax increase of 1.50% before additional levels of service be approved; and
 - b. Non-discretionary external senior government related increases of \$2,987,000 with a tax increase of 1.38% be approved; and
 - c. Ongoing funding for expenditures previously approved by Council totaling \$1,112,825 for the following items: an Emergency Program Neighbourhood Preparedness Program Assistant, Richmond Public Library Expanded Senior Services, Minoru Centre for Active Living operating budget impact phase-in, and operating budget impact of developer contributed assets with a tax increase of 0.51% be approved; and
 - d. Pursuant to Council's Safe Community Priority program, provide funding for 36 additional firefighters in the amount of \$6,023,898 with a three-year phase in plan, resulting in a tax increase of 0.93% in 2019, 0.93% in 2020 and 0.93% in 2021 be approved; and
 - e. Pursuant to Council's Safe Community Priority program, the capital and one-time costs for the additional 36 firefighters in the amount of \$2,541,276 be approved with funding from the Rate Stabilization Account; and
 - f. Pursuant to Council's Safe Community Priority program, provide funding for 51 RCMP officers and 20 municipal employees to support the RCMP Detachment in the amount of \$8,844,350 with a three-year phase-in plan, resulting in a tax increase of 2.62% in 2019, 0.73% in 2020 and 0.73% in 2021 be approved; and

- g. Pursuant to Council's Safe Community Priority program, the capital and one-time costs for the additional 35 RCMP officers and 17 municipal employees to support the RCMP Detachment in the amount of \$839,519 be approved with funding from the Rate Stabilization Account; and
 - h. Operating budget impact of the 2019 Capital Budget totaling \$1,208,320 with a three-year phase-in plan, resulting in a tax increase of 0.18% in 2019, 0.18% in 2020 and 0.18% in 2021 be approved; and
 - i. Transfer to reserves for community facilities infrastructure needs as per Council's Long Term Financial Management Strategy in the amount of \$2,167,033 with a tax increase of 1.00% be approved; and
 - j. City-wide additional levels in the amount of \$149,828 as presented in Attachment 1, with a tax increase of 0.07% be approved; and
 - k. The Rate Stabilization Account be used to reduce the overall impact of additional operating costs for a total of \$2,968,835 resulting in a tax decrease of 1.37% be approved; and
- 2. The 2019 Operating Budget overall tax increase of 6.82% as listed in staff recommendation 1 above be approved; and
 - 3. The 2019 Operating Budget of 6.82% be included in the Consolidated 5 Year Financial Plan (2019-2023).


 Jerry Chong, CPA, CA
 Director, Finance
 (604-276-4064)

Att. 2

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER	
	
CONCURRENCE BY SMT	INITIALS:
	
APPROVED BY CAO	
	

Staff Report

Origin

At the Special Finance Committee meeting on January 14, 2019, the 2019 Proposed Operating Budget from the Director, Finance dated January 3, 2019 was presented. All options included funding for 51 RCMP Officers, phased-in over three years. Options 1 and 2 included funding for 36 firefighters phased-in over three years, starting in 2019 and Options 3 and 4 included funding for 36 firefighters phased-in over seven years, starting in 2020. Staff recommended Option 4, which also included 1% for investment in community facilities infrastructure (transfer to reserves) and a 1.37% reduction using rate stabilization.

Following discussion on the 2019 Proposed Operating Budget, the Finance Committee referred the budget back to staff with the following direction:

- 1) That 36 additional firefighters with 12 in 2019, 12 in 2020, 12 in 2021 and zero in 2022 be approved; and*
- 2) That 51 RCMP officers and 20 municipal employees over three years (2019, 2020, 2021) with 19 RCMP officers designated for 2019 be approved; and*
- 3) That the "2019 Proposed Operating Budget" from the Director, Finance dated January 3 2019, be referred back to staff.*

This report details the impact of the additional levels described in items 1 and 2 above, combined with the rest of the operating budget items, forming a new budget option. All budget components are summarized in this report. For further details, please refer to the original 2019 Proposed Operating Budget report from the Director, Finance dated January 3, 2019.

Analysis

2019 Operating Budget Overview

The following table provides an overview the 2019 Proposed Operating Budget. There are two significant items that are included in the 2019 Operating Budget:

- External Senior Government Related Increases with a tax impact of 1.38% in 2019 (discussed on page 7), and
- Council's Safe Community Program with a tax impact of 3.55% in 2019 (summarized in Table 4 on page 6).

The combined tax impact of the mandatory external senior government related increases and the additional fire rescue and policing positions approved by Council is 4.93%, which accounts for most of the 2019 tax increase. Excluding these items, the tax impact would be 2.26%, before the additional 1% transfer to reserve for investment in community facilities infrastructure. The increase including the additional 1% transfer to reserves is 3.26%, which is in line with the

3.30% tax increase approved in 2018 and approximates the 2.99% estimated increase for 2019 that was included in the 5 Year Financial Plan (2018-2022).

Table 1 – 2019 Proposed Operating Budget

Budget Component	Amount (in \$'000s)	2019 Tax Impact
Proposed 2019 Operating Budget Increases before External Senior Government Related Increases and the Safe Community Program	4,915	2.26%
Investment in Community Facilities Infrastructure (Transfer to Reserves)	2,167	1.00%
External Senior Government Related Increases	2,987	1.38%
Safe Community Program – 51 RCMP officers, 20 municipal employees to support the RCMP Detachment, and 36 fire rescue positions, phased-in over three years	7,621	3.55%
Proposed 2019 Operating Budget Increases with External Senior Government Related Increases and the Safe Community Program	17,690	8.19%
Less: Rate stabilization	(2,969)	(1.37%)
2019 Proposed Operating Budget Increase with External Senior Government Related Increases and the Safe Community Program	\$14,721	6.82%

36 Additional Firefighters

The ongoing cost for 36 additional firefighters is \$6,023,898 with a capital and one-time cost of \$2,541,276. The capital and one-time costs are recommended to be funded from the Rate Stabilization Account (RSA).

Table 2 – Summary of Approved Fire Rescue Additional Resources

Location	Firefighters	Capital and One-Time Costs (in \$'000s)	Ongoing Amount (in \$'000s)
Steveston/Seafair ¹	12	\$780	\$1,951
City Centre/Brighthouse ²	24	1,761	4,073
Total Firefighters	36	\$2,541	\$6,024

1. An additional Rescue vehicle and staffing to service Steveston/Seafair is required by 2023.

Capital and one-time costs include:

- Minor capital upgrades to Steveston Fire Hall
- Purchase of vehicle including equipment
- Personal protective equipment

2. An additional Fire Engine vehicle and staffing to service City Centre/Brighthouse is required by 2027.

Capital and one-time costs include:

- Purchase of vehicle including equipment
- Personal protective equipment

Originally, staff recommended the 36 firefighters be phased-in over seven years resulting in a tax impact of 0.40% per year starting in 2020. As a result of accelerating the recruitment and funding over 3 years, starting in 2019, this approved expenditure adds \$2,007,966 to the 2019 budget, for a tax increase of 0.93% per year.

51 RCMP Officers & 20 Municipal Employees to Support the RCMP Detachment

The ongoing cost for 51 additional RCMP Officers and 20 municipal employees to support the RCMP Detachment is \$8,844,350 with a capital and one-time cost of \$839,519. The capital and one-time costs are recommended to be funded from the Rate Stabilization Account (RSA).

In the 2018 Budget, Council approved 16 additional RCMP Officers and 3 municipal employees to support the RCMP Detachment in the amount of \$2,276,483 with the tax impact fully offset by the RSA, thus deferring these costs to be funded in the future. These officers have been received at the RCMP Detachment and the municipal employees have been hired as of the end of the 2018 calendar year and therefore ongoing funding is required in the 2019 budget.

Table 3 – Summary of Approved RCMP Additional Resources 2018-2021

Year	Police Officers	Municipal Employees	Capital and One-Time Costs (in \$'000s)	Ongoing Amount (in \$'000s)
2018	16	3	\$-*	\$2,276*
2019	19	10	437	3,722
2020	12	5	284	2,105
2021	4	2	119	741
Total	51	20	\$840	\$8,844

*The capital, one-time and ongoing costs for the 16 RCMP Officers and 3 municipal employees to support the RCMP Detachment previously approved by Council were funded by the Rate Stabilization Account in 2018. The ongoing amount requires funding.

Originally, staff recommended to fund the previously approved expenditures of \$2,276,483 in the 2019 budget with a 1.05% tax increase. In addition, the new 35 officers and 17 municipal employees to support the RCMP Detachment requested over 2019-2021 were recommended to be funded straight-line over three years, for an additional tax increase of 1.01% per year. This would have funded 16 previously approved officers, plus approximately 11-12 additional officers per year.

Based on the Finance Committee's direction, 51 RCMP officers are approved, with 19 additional RCMP officers designated for 2019. The phase-in plan has been revised to align with the approved number of officers. The phase-in plan for the municipal employees to support the RCMP Detachment remains phased-in straight-line over three years.

The new phase-in plan is summarized in Table 4, resulting in a combined tax impact of 2.62% in 2019, 0.73% in 2020, and 0.73% in 2021 for the 51 RCMP officers and 20 municipal employees to support the RCMP Detachment.

Table 4 also summarizes the total tax increase for the 107 additional fire rescue and policing positions approved by Council for the Safe Community Program over the years 2019-2021. This constitutes a 3.55% tax increase in 2019, 1.66% in 2020 and 1.66% in 2021.

Table 4 – Funding Summary of the Approved Safe Community Program 2019-2021

Year	2019	2020	2021
Previously approved expenditures that require ongoing funding:			
16 police officers (approved in 2018, but not funded)	0.96%	-%	-%
3 municipal employees to support the RCMP (approved in 2018, but not funded)	0.09%	-%	-%
Total Previously Approved Expenditures (16 RCMP officers and 3 municipal employees to support the RCMP Detachment)	1.05%	-%	-%
Additional Level Expenditures:			
35 police officers (19 designated for 2019)	1.38%	0.54%	0.54%
17 municipal employees to support the RCMP	0.19%	0.19%	0.19%
Total Additional Expenditures – Policing: 35 RCMP officers and 17 municipal employees to support the RCMP Detachment	1.57%	0.73%	0.73%
Safe Community Program – Policing: 51 RCMP officers and 20 municipal employees to support the RCMP Detachment	2.62%	0.73%	0.73%
36 firefighters	0.93%	0.93%	0.93%
Safe Community Program – Fire Rescue: 36 fire rescue positions	0.93%	0.93%	0.93%
107 Positions – Safe Community Program: 51 RCMP officers, 20 municipal employees to support the RCMP Detachment, and 36 fire rescue positions	3.55%	1.66%	1.66%

Other items included in the proposed 2019 Operating Budget are summarized in the following table.

Table 5 – Summary of Proposed 2019 Operating Budget

Budget Component	Amount (in \$'000s)	Tax Impact
1. Same Level of Service Increase – meets LTFMS target	\$3,250	1.50%
2. External Senior Government Related Increases	2,987	1.38%
3. Previously Approved Expenditures	1,113	0.51%
4. Safe Community Program – 36 fire rescue positions phased-in over three years	2,008	0.93%
4. Safe Community Program – 51 RCMP officers and 20 municipal employees to support the RCMP Detachment phased-in over three years	5,613	2.62%
5. Operating Budget Impact from 2019 Capital Budget	402	0.18%
6. Investment in Community Facilities Infrastructure (Transfer to Reserves)	2,167	1.00%
7. City-wide Additional Levels	150	0.07%
8. Less: Rate Stabilization	(2,969)	(1.37%)
Proposed 2019 Operating Budget Increase	\$14,721	6.82%

1. Same Level of Service Increase

Council's Long Term Financial Management Strategy (LTFMS) policy is that "tax increases will be at Vancouver's CPI rate (to maintain current programs and maintain existing infrastructure at the same level of service) plus 1.0% towards infrastructure replacement needs." Vancouver's CPI forecast for 2019 is 2.20% and therefore this policy target is met as the proposed same level of service increase is 1.50%. The main cost driver for the 2019 increase across all City divisions is the salary and step increases in accordance with collective agreements. Another significant driver of the same level of service increase is the RCMP contract increase for the existing complement of RCMP officers.

2. External Senior Government Related Increases

The Provincial Government announced that it would be replacing the current system of subsidizing the health care system through collecting individual Medical Services Plan (MSP) premiums with a new Employer Health Tax (EHT), effective 2019. The estimated budget impact to the City is \$2.56M for a 1.18% tax impact.

The Federal Government announced enhancements to the Canada Pension Plan (CPP) which would be phased-in gradually starting in 2019 through 2025. The full impact through 2025 results in a budget increase of \$2.5M, with \$0.3M estimated for 2019 for a 0.14% tax impact.

Federal Government changes to the Municipal Officers' Expense Allowance take effect in 2019 which results in 1/3 of salaries and benefits for council members no longer being tax-free. The estimated budget impact as a result of this change is \$0.13M for a tax impact of 0.06%.

3. Previously Approved Expenditures

The amounts previously approved by Council that require funding in the 2019 budget include:

- An Emergency Program Neighbourhood Preparedness Program Assistant (approved in the 2018 Budget) - \$0.1M (0.05% tax impact)
- Richmond Public Library – Expanded Senior Services (approved in the 2018 Budget) - \$0.2M (0.09% tax impact)
- Minoru Centre for Active Living expanded programming (estimated amount approved in the 2014 Budget and detailed service levels approved by Council on November 14, 2016) - \$0.6M (0.27% tax impact)
- Operation and maintenance costs of developer contributed assets that will be transferred to the City in 2019 (approved by Council through various development and rezoning applications detailed in Attachment 9) - \$0.2M (0.10% tax impact)

4. Safe Community Program

Council's Safe Community Program includes 107 new police and fire personnel, including:

- 51 RCMP Officers and 20 municipal employees to support the RCMP Detachment, with funding to be phased-in over three years. Specifically this includes:
 - 16 RCMP Officers and 3 municipal employees to support the RCMP Detachment which were approved by Council in the 2018 budget, but funding was deferred to 2019 therefore this is included as part of the Safe Community Program.
 - 35 additional RCMP Officers and 17 additional municipal employees to support the RCMP Detachment.
- 36 firefighters, including 12 for Steveston / Seafair and 24 for City Centre/Brighthouse, with funding to be phased-in over three years.

As directed by the Finance Committee, staff have funded the 107 positions (51 RCMP Officers, 20 municipal employees to support the RCMP Detachment, and 36 Firefighters) over three years (2019-2021).

5. Operating Budget Impact from the 2019 Capital Budget

Operating Budget Impacts (OBI) from the 2019 Capital Budget in the amount of \$1,208,320 (excluding Utility projects) are proposed to be phased-in over three years, which amounts to \$0.4M or a 0.18% tax impact.

6. Investment in Community Facilities Infrastructure

Civic buildings, including recreation facilities, fire halls, community centres and other public amenities are important to ensure the safety, upkeep and well-being of the community.

Council's Long Term Financial Management Strategy (LTFMS) has a policy to increase 1% transfer to reserves to fund community infrastructure replacement needs. This reserve funds the replacement of buildings, such as Fire Hall 1 which opened in 2018. The Minoru Centre for Active Living is currently under construction and is anticipated to open in 2019. In 2018, Council approved Major Facilities Phase 2 which includes the Animal Shelter, Lawn Bowling Clubhouse, Phoenix Net Loft, and Steveston Community Centre and Branch Library. This

reserve fund is also largely utilized to fund major repairs for City owned or leased buildings, including Gateway Theatre and Watermania, to ensure community buildings remains safe and operational.

It is recommended to continue with Council's LTFMS and transfer an additional 1% into the capital reserves to replenish the funds spent on completed projects, as well as to bolster the funds available for required capital projects in the future years. It is important to recognize that a significant portion of reserve balances are committed to active projects. The reserve balances are drawn down on a cash basis (i.e. when spent), not as projects are approved. Therefore it is prudent to ensure funding is in place for future investments, such as the Steveston Community Centre and Branch Library.

If an additional 1% is not transferred into the reserves, this will have an impact on funding available for future year capital plans which may result in cancellation or deferral of planned projects. The 2019 Budget recommends funding \$5,743,000 from the Rate Stabilization Account because the current contributions into the reserves is not sufficient to fund the proposed capital program. It is expected that the level of required funding to maintain aging facilities will continue to exceed the current funding and therefore an increase to the funding is required.

7. City-Wide Additional Levels

Additional level submissions have been prioritized and reviewed by the Senior Management Team (SMT) and the CAO. Only high priority items are recommended to be added to the base budget. For 2019, 20 additional level submissions (excluding RCMP and Fire Rescue positions) have been received totaling \$1,298,595. After reviews and discussions, seven are recommended by SMT and the CAO with only two submissions having a tax impact of \$149,828. Both recommended additional levels with a tax impact were endorsed by Council to include in the budget, namely the OBI for the Council approved City Centre Police Office and to incorporate the Sister City Program, which has been funded through Rate Stabilization in recent years into the ongoing base budget. The remaining additional levels of service are funded through reallocations of existing resources or through an increase in program revenues, thus resulting in no tax impact.

Please refer to Attachment 1 for the list of recommended additional levels and Attachment 2 for the list of not recommended additional levels. The tax impact of the recommended additional levels is summarized in Table 6.

Table 6 – Tax Impact of Recommended City-Wide Additional Levels

Additional Level	Amount (in \$'000s)	Tax Impact
RCMP City Centre Community Police Office Operating Budget Impact	\$90	0.04%
Sister City Program	60	0.03%
Total Additional Levels (Attachment 1)	\$150	0.07%

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". In 2009-2010 the City felt the impacts of the economic recession and there were significant reductions in building activity which required staff to reduce the amounts budgeted for permit and development revenue. The City also froze the annual increase to business licenses to assist businesses. Due to these reductions in budgeted revenues the City had to appropriate surplus in order to balance the budget. Staff are starting to see a slowdown in building activity and have not reduced the current year budget partly based on the knowledge that the RSA is available.

The City has used RSA in a practical and effective manner and staff are careful in managing the usage to ensure that the RSA is not carried forward on an indefinite basis. The risk and downside of utilizing RSA is that once it has been carried forward in this way, it must be maintained because the reduction or elimination of it will create a pressure in the following year's operating budget. This would be reflected in the 2019 budget where RSA was used to offset the funding of 16 RCMP Officers and 3 municipal employees in the 2018 budget. While the RSA reduced the tax increase in 2018, the expenditure needs to be funded in 2019, therefore the tax increase is not reduced but temporarily shifted.

When taxpayers do not pay for what they receive and move these costs to the future then intergenerational inequity is created since today's taxpayers pay less than the full cost of the services they use today, and a future taxpayer will pay instead.

It is proposed to utilize the RSA to reduce the 2019 impact by 1.37%, which will gradually be phased-out over four years as shown in Table 7. This recommended amount includes \$810,000 for the one-time impact of the transition costs from the current Medical Services Plan premiums to the Employer Health Tax. In addition, 1% tax impact is proposed to temporarily stabilize the impacts of the 2019 budget increase. Staff recommend utilizing a four year period to phase-out the rate stabilization funding such that no tax impacts are deferred into the next Council term.

Utilizing more rate stabilization in the first year of the plan would decrease the 2019 tax increase, but will also result in a higher tax increase for the second and third year and so on until the rate stabilization is phased-out. Utilizing less rate stabilization in the first year would result in a higher increase in the 2019 year, but will result in lower tax increases in the second and third year.

Table 7 summarizes how the RSA balance is proposed to be utilized as a result of the 2019 Budget Process.

Table 7 – Proposed RSA Utilization

RSA Balance as of November 30, 2018		\$14,633,790
2019 Capital Projects funded by RSA	(5,743,000)	
2019 One-Time Expenditures (Table 1)	(1,315,909)	
Fire Rescue Capital and One-Time Costs for 36 Firefighters	(2,541,276)	
RCMP Capital and One-Time Costs for 51 RCMP Officers and 20 Municipal Employees to support the RCMP Detachment	(839,519)	
Proposed Rate Stabilization of the 2019 Operating Budget	(2,968,835)	
Total 2019 Proposed RSA Utilization		(13,408,539)
Balance After Proposed 2019 Utilization		\$1,225,251

Financial Impact

Based on direction from the Finance Committee, staff have prepared the 2019 Proposed Operating Budget as summarized in Table 8.

Table 8 – 2019 Proposed Operating Budget (in \$000s)

Budget Component	Amount (in \$'000s)	Tax Impact
Same Level of Service Increase (meets LTFMS target)	\$3,250	1.50%
External Senior Government Related Increases	2,987	1.38%
Previously Approved Expenditures	1,113	0.51%
Safe Community Program – 36 fire rescue positions phased-in over three years	2,008	0.93%
Safe Community Program – 51 RCMP officers and 20 municipal employees to support the RCMP Detachment phased-in over three years	5,613	2.62%
Operating Budget Impact from 2019 Capital Budget	402	0.18%
Investment in Community Facilities Infrastructure (Transfer to Reserves)	2,167	1.00%
City-Wide Additional Levels	150	0.07%
Less: Rate stabilization	(2,969)	(1.37%)
2019 Proposed Operating Budget Increase	\$14,721	6.82%

Conclusion

The 5 Year Financial Plan (2019-2023) is proposed to be built based on the summary in Table 9.

Table 9 – Proposed 2019 Budget and 5 Year Financial Plan

Budget Component	2019	2020	2021	2022	2023
Same Level of Service Increase	1.50%	1.50%	0.96%	1.49%	1.91%
External Senior Government Related Increases	1.38%	0.16%	0.16%	0.18%	0.18%
Previously Approved Expenditures	0.51%	1.26%	0.75%	0.38%	0.09%
Safe Community Program – 36 fire rescue positions	0.93%	0.93%	0.93%	-%	-%
Safe Community Program – 51 RCMP officers and 20 municipal employees to support the RCMP Detachment	2.62%	0.73%	0.73%	-%	-%
Operating Budget Impact from Capital Budget	0.18%	0.58%	0.74%	0.63%	0.56%
Investment in Community Infrastructure	1.00%	1.00%	1.00%	1.00%	1.00%
City-Wide Additional Levels	0.07%	0.23%	0.23%	0.23%	1.62%
Less: Rate stabilization	(1.37%)	(0.70)%	(0.30)%	-%	-%
Proposed Tax Increase – including 107 positions – Safe Community Program 51 RCMP officers, 20 municipal employees to support the RCMP Detachment, and 36 fire rescue positions	6.82%	5.69%	5.20%	3.91%	5.36%


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

MS:ms

Att: 1: 2019 Additional Level Expenditure Requests – RECOMMENDED

Att 2: 2019 Additional Level Expenditure Requests – NOT RECOMMENDED

1. 2019 Additional Level Expenditure Requests – RECOMMENDED

Ref	Requested By	Description	Net Requested Amount	Tax Impact
1	Community Safety	RCMP City Centre CPO increase to OBI Council has approved a 10,000 sq. ft. City-owned building at 6931 Granville Avenue for expanded police services (24 hour) in the City Centre, improving police response times, increasing police presence, enhancing public engagement and offering better customer service in this growing area.	\$89,828	0.04%
2	Community Safety	Sister City Program (SCP) In accordance with the SCP Objectives, the primary focus of the SCP activities is to foster activities with the Richmond community and its sister cities (Pierrefonds, Quebec, Wakayama, Japan, Xiamen, China) / friendship city (Qingdao, China) through projects and youth exchanges that promote cultural awareness and joint learning opportunities.	\$60,000	0.03%
3	Community Services	Increase to operations at Arts Centre with zero tax impact Demands and need for Arts Centre programs continue to increase with growing waitlists. As the only purpose built arts centre in the community with limited space, staff continue to maximize the use of space and provide new programs.	-	-%
4	Engineering and Public Works	IPS Coordinator - RFT A dedicated IPS Coordinator is required to direct the change management, training, administration, configuration, reporting, and support of the new IPS Mobility application, which expands the capabilities of the Asset and Work Management system outside of the office environment.	-	-%

Ref	Requested By	Description	Net Requested Amount	Tax Impact
5	Finance and Corporate Services	Conversion of Auxiliary to Accounts Payable Clerk – RFT Conversion of one auxiliary staff position to regular full-time based on review of historical utilization. Reallocation of resources will be used to offset the additional expenses.	-	-%
6	Planning and Development	2 Development Applications - Planner 1 - RFT City continues to experience high application volumes. Reoccurring temporary appointments have addressed workload pressures for past 2 years. Application volume is expected to remain high and review complexity intensifying due to new Council bylaws/policies, public consultation and referrals.	-	-%
7	Planning and Development	Policy Planning Coordinator - RFT Policy Planning is working at capacity. Council requested work includes: 702 Lot Size Policy review, Agricultural Viability Strategy, Infill / Laneway Housing in Burkeville, Heritage Updates in Steveston, Bridgeport Corridor Study. Without additional staff resources, the workplan cannot be delivered.	-	-%
2019 Ongoing Expenditures Total - RECOMMENDED			\$149,828	0.07%

2. 2019 Additional Level Expenditure Requests – NOT RECOMMENDED

Ref	Requested By	Description	Net Requested Amount	Tax Impact
1	Community Services	Affordable Housing - Planner 1 - RFT A RFT Planner 1 is required to support the current implementation of the Affordable Housing Strategy; including securing contributions, policy development, project coordination (i.e., emergency shelter), homelessness, working with stakeholders and public education regarding poverty.	\$109,447	0.05%
2	Community Services	Child Care Program - Planner 1 - RFT A Planner 1 position is required to support the current City's Child Care Program and to implement the 32 actions noted in the recently adopted 2017-2022 Richmond Child Care Needs Assessment and Strategy.	\$86,496	0.04%
3	Community Services	Curatorial Assistant Position - RFT The City has over 20,000 objects in its artefact collection and a growing demand to source and manage artefacts for both acquisition and loan. This work has been funded annually and conducted by auxiliary staff for five years and warrants the creation of a permanent full-time position.	\$80,874	0.04%
4	Community Services	Public Art Planner Base Budget Funding The Public Art Planner position is currently funded from developer contributions to the public art provision. This request is to have the position funded as part of the base operating budget.	\$103,712	0.05%
5	Community Services	City Centre Landscape Maintenance OBI In recent years, the City Centre area has grown causing an increase in park area use requiring raised maintenance levels. In addition, climate change conditions (summer drought/colder winters) are requiring increased staffing for water maintenance tasks and the replacement of dead plant materials.	\$98,749	0.05%

Ref	Requested By	Description	Net Requested Amount	Tax Impact
6	Community Safety	Richmond Fire Rescue Community Outreach and Program Development Coordinator - RFT Council endorsed Fire's Community Outreach and Public education Plan (COPEP). This position will provide capacity and expertise in outreach, program development, implementation and evaluation to ensure COPEP initiatives are achieved.	\$116,205	0.05%
7	Community Safety	Richmond Fire Rescue Fire and Life Safety Educator - RFT Fire's Community Outreach and Public Education Plan (COPEP) has been endorsed by Council. It outlines strategies and goals to dramatically increase RFR's public education delivery. This position is necessary to undertake those strategies and fulfill the goals.	\$97,361	0.04%
8	Community Safety	Richmond Fire Rescue Recruiting and Testing Costs Recruitment Costs including testing and outfitting that are required to fulfill staffing requirements. Portions of the testing is paid by applicants however, RFR still incurs costs during the hiring process.	\$35,000	0.02%
9	Corporate Administration	Applicant Tracking System Replacement Human Resources (HR) needs to select and implement a new Applicant Tracking System (ATS) to replace HireDesk, for which our current contract is set to expire January 2019.	\$45,000	0.02%
10	Finance and Corporate Services	Tax Clerk - RFT Since 2000, the number of properties in Richmond have increased by over 38% or almost 23,000 properties while staffing levels in the Tax Section have remained constant. A new Tax Clerk (PB 7) is needed to improve the current level of customer service to the growing number of taxpayers.	\$70,000	0.03%
11	Finance and Corporate Services	Tempest Mobile App * Initiative for Bylaw Officers to have access to Tempest while on the road performing their general duties. This would increase revenue and improve services to residents as more time can be given to proactive enforcement. Officer's safety is also increased with access to historical records.	\$12,000	0.01%

* In addition to the requested amount, there is an initial capital cost of \$5,000.

Ref	Requested By	Description	Net Requested Amount	Tax Impact
12	Finance and Corporate Services	IT Security Staff - RFT Increased public awareness and highly publicized data breaches of large companies and banks have increased the need for IT Security programs/dedicated staff. IT is working to improve corporate IT security hence additional expertise is required.	\$125,405	0.06%
13	Library	Expanded Children and Family Library Services 2 staff to expand services for vulnerable youth, and increase collaboration with city staff, schools and community service agencies. Request originates from the Referral Report on Borrowing Limits, Municipal Library Services and Impact of Increased Per Capita Funding (Finance Committee, Oct. 28/16)	\$168,518	0.08%
2019 Ongoing Expenditures Total - NOT RECOMMENDED			\$1,148,767	0.54%



To: Finance Committee

Date: January 3, 2019

From: Jerry Chong, CPA, CA
Director, Finance

File: 03-0985-01/2019-Vol
01


Re: 2019 Proposed Operating Budget

Staff Recommendation




That:

1. The 2019 Operating Budget as presented in Option 4 in Table 14 of the staff report titled 2019 Proposed Operating Budget be approved as follows:
 - a. A same level of service budget increase, after tax growth, of \$3,249,703 with a tax increase of 1.50% before additional levels of service be approved; and
 - b. Non-discretionary external senior government increase of \$2,987,000 with a tax increase of 1.38% be approved; and
 - c. Ongoing funding for expenditures previously approved by Council totaling \$3,389,308 for the following items: 16 RCMP Officers, 3 Municipal Employees to support the RCMP Detachment, an Emergency Program Neighbourhood Preparedness Program Assistant, Richmond Public Library Expanded Senior Services, Minoru Centre for Active Living operating budget impact phase-in, and operating budget impact of developer contributed assets with a tax increase of 1.56% be approved; and
 - d. Operating budget impact of the 2019 Capital Budget totaling \$1,208,320 with a three-year phase-in plan, resulting in a tax increase of 0.18% in 2019, 0.18% in 2020, and 0.18% in 2021 be approved; and
 - e. Transfer to reserves for community facilities infrastructure needs as per Council's Long Term Financial Management Strategy in the amount of \$2,167,033 with a tax increase of 1.00% be approved; and
 - f. City-wide additional levels in the amount of \$149,828 as presented in Attachment 10 of the staff report titled 2019 Proposed Operating Budget with a tax increase of 0.07% be approved; and
 - g. Pursuant to Council's Safe Community Priority program, provide 35 additional RCMP officers and 17 additional municipal employees to support the RCMP Detachment in the amount of \$6,567,867 as presented in Attachment 12 with a three-year phase-in plan, resulting in a tax increase of 1.01% in 2019, 1.01% in 2020, and 1.01% in 2021 be approved; and

- h. Pursuant to Council's Safe Community Priority program, the capital and one-time costs for the additional 35 RCMP officers and 17 municipal employees to support the RCMP Detachment in the amount of \$839,519 be approved with funding from the Rate Stabilization Account; and
 - i. Pursuant to Council's Safe Community Priority program, the capital and one-time costs for the additional 36 firefighters in the amount of \$2,541,276 be approved with funding from the Rate Stabilization Account; and
 - j. Pursuant to Council's Safe Community Priority program, provide 36 additional firefighters in the amount of \$6,023,898 as presented in Attachment 13 with a seven-year phase in plan, resulting in no tax increase in 2019 and a tax increase of 0.40% in years 2020 through 2026 be approved; and
 - k. The Rate Stabilization Account be used to reduce the overall impact of additional operating costs for a total of \$2,968,835 resulting in a tax decrease of 1.37% be approved; and
- 2. The 2019 Operating Budget overall tax increase of 5.33% as listed in staff recommendation 1 above be approved; and
 - 3. The 2019 Operating Budget of 5.33% be included in the Consolidated 5 Year Financial Plan (2019-2023).


Jerry Chong, CPA, CA
Director, Finance
(604-276-4064)

Att: 13

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
CONCURRENCE BY SMT	INITIALS: 
APPROVED BY CAO 	

Executive summary

As part of the 2019 budget process, there were significant requests for external senior government related increases and additional levels of service from police and fire rescue for this five year planning period that needed to be considered collectively, including:

- The Provincial Government's new Employer Health Tax,
- The Federal Government's enhancements to the Canada Pension Plan, and
- Council's Safe Community Program priority, including additional RCMP Officers, additional municipal staff to support the RCMP Detachment and additional firefighters.

The proposed 2019 budget includes the following components:

Budget Component	Amount (in \$'000s)	Tax Impact
1. Same Level of Service Increase – meets LTFMS target (pages 11-13)	\$3,250	1.50%
2. External Senior Government Related Increases (pages 13-14)	2,987	1.38%
3. Previously Approved Expenditures (pages 15-16)	1,113	0.51%
4. Operating Budget Impact from 2019 Capital Budget (pages 16-17)	402	0.18%
5. Investment in Community Facilities Infrastructure (Transfer to Reserves) (pages 17-18)	2,167	1.00%
6. City Wide Additional Levels (Attachment 10) (pages 18 and 68-69)	150	0.07%
7. Safe Community Program – 107 policing and fire rescue positions phased-in over three years (pages 18-20)	4,465	2.06%
8. Less: Rate Stabilization (page 21)	(2,969)	(1.37%)
Proposed 2019 Operating Budget Increase	\$11,565	5.33%

1. Same Level of Service Increase

Council's Long Term Financial Management Strategy (LTFMS) policy is that "tax increases will be at Vancouver's CPI rate (to maintain current programs and maintain existing infrastructure at the same level of service) plus 1.0% towards infrastructure replacement needs." Vancouver's CPI forecast for 2019 is 2.20% and therefore this policy target is met as the proposed same level of service increase is 1.50%. The main cost driver for the 2019 increase across all City divisions is the salary and step increases in accordance with collective agreements. Another significant driver of the same level of service increase is the RCMP contract increase for the existing complement of RCMP officers.

2. External Senior Government Related Increases

The Provincial Government announced that it would be replacing the current system of subsidizing the health care system through collecting individual Medical Services Plan (MSP) premiums with a new Employer Health Tax (EHT), effective 2019. The estimated budget impact to the City is \$2.56M for a 1.18% tax impact.

The Federal Government announced enhancements to the Canada Pension Plan (CPP) which would be phased-in gradually starting in 2019 through 2025. The full impact through 2025 results in a budget increase of \$2.5M, with \$0.3M estimated for 2019 for a 0.14% tax impact.

Federal Government changes to the Municipal Officers' Expense Allowance take effect in 2019 which results in 1/3 of salaries and benefits for council members no longer being tax-free. The estimated budget impact as a result of this change is \$0.13M for a tax impact of 0.06%.

3. Previously Approved Expenditures

In the 2018 Budget, Council approved 16 additional RCMP Officers and 3 municipal employees to support the RCMP Detachment with the tax impact fully offset by the Rate Stabilization Account (RSA), thus deferring the 1.05% tax impact to the future. These officers have been received at the RCMP Detachment and the municipal employees have been hired as of the end of the 2018 calendar year and therefore ongoing funding is required in the 2019 budget.

In summary, the amounts previously approved by Council that require funding in the 2019 budget include:

- 16 RCMP Officers and 3 Municipal Employees to support the RCMP Detachment (approved in the 2018 Budget) - \$2.28M (1.05% tax impact). This amount is included in the Safe Community Program under item 7.
- An Emergency Program Neighbourhood Preparedness Program Assistant (approved in the 2018 Budget) - \$0.1M (0.05% tax impact)
- Richmond Public Library – Expanded Senior Services (approved in the 2018 Budget) - \$0.2M (0.09% tax impact)
- Minoru Centre for Active Living expanded programming (estimated amount approved in the 2014 Budget and detailed service levels approved by Council on November 14, 2016) - \$0.6M (0.27% tax impact)
- Operation and maintenance costs of developer contributed assets that will be transferred to the City in 2019 (approved by Council through various development and rezoning applications detailed in Attachment 9) - \$0.2M (0.10% tax impact)

4. Operating Budget Impact from the 2019 Capital Budget

Operating Budget Impacts (OBI) from the 2019 Capital Budget in the amount of \$1,208,320 (excluding Utility projects) are proposed to be phased-in over three years, which amounts to \$0.4M or a 0.18% tax impact.

5. Investment in Community Facilities Infrastructure

Civic buildings, including recreation facilities, fire halls, community centres and other public amenities are important to ensure the safety, upkeep and well-being of the community.

Council's Long Term Financial Management Strategy (LTFMS) has a policy to increase 1% transfer to reserves to fund community infrastructure replacement needs. This reserve funds the replacement of buildings, such as Fire Hall 1 which opened in 2018. The Minoru Centre for Active Living is currently under construction and is anticipated to open in 2019. In 2018, Council approved Major Facilities Phase 2 which includes the Animal Shelter, Lawn Bowling Clubhouse, Phoenix Net Loft, and Steveston Community Centre and Branch Library. This

reserve fund is also largely utilized to fund major repairs for all City owned buildings, including Watermania and Gateway Theatre, to ensure community buildings remains safe and operational.

It is recommended to continue with Council's LTFMS and transfer an additional 1% into the capital reserves to replenish the funds spent on completed projects, as well as to bolster the funds available for required capital projects in the future years. It is important to recognize that a significant portion of reserve balances are committed to active projects. The reserve balances are drawn down on a cash basis (i.e. when spent), not as projects are approved. Therefore it is prudent to ensure funding is in place for future investments, such as the Steveston Community Centre and Branch Library.

6. City Wide Additional Levels

As summarized in Attachment 10 and the table below, only two additional levels requests have a tax impact, both of which were endorsed by Council to include in the budget, namely the OBI for the Council approved City Centre Police Office, and to incorporate the Sister City Program, which has been funded through Rate Stabilization in recent years, into the ongoing base budget. The remaining additional levels of service are funded through reallocations of existing resources or through an increase in program revenues, thus resulting in no tax impact.

Additional Level	Amount (in \$'000s)	Tax Impact
RCMP City Centre Community Police Office Operating Budget Impact	\$90	0.04%
Sister City Program	60	0.03%
Total Additional Levels (Attachment 10)	\$150	0.07%

7. Safe Community Program

Council's Safe Community Program includes 107 new police and fire personnel, including:

- 16 RCMP Officers and 3 Municipal Employees to support the RCMP Detachment which were approved by Council in the 2018 budget as mentioned in the Previously Approved Expenditures item, but funding was deferred to 2019 therefore this is included as part of the Safe Community Program.
- 35 additional RCMP Officers and 17 additional Municipal Employees to support the RCMP Detachment, with funding to be phased-in over three years (2019-2021).
- 36 firefighters, including 12 for Steveston / Seafair and 24 for City Centre/Brighthouse, with funding to be phased-in over seven years (2020-2026).

To enhance community safety, it is proposed to fund 107 positions (51 RCMP Officers, 20 municipal employees to support the RCMP Detachment, and 36 Firefighters).

8. Rate Stabilization

Recommended Budget Option 4 proposes to utilize the Rate Stabilization Account (RSA) to reduce the impact of the additional operating costs, which will gradually be phased out over four years.

Staff Report

Origin

Subsection 165(1) of the *Community Charter* requires the City to adopt a 5 Year Financial Plan (5YFP) Bylaw. The 2019 Operating Budget forms the basis of the City's 5YFP. Under the *Community Charter*, the City is prohibited from incurring any expenditure unless the expenditures have been included for that year in its financial plan, and the City is required to provide a balanced budget, with no projection of a deficit.

The proposed 2019 Operating Budget ("Budget") applies the principles of Council's Long Term Financial Management Strategy (LTFMS) (Policy 3707) (Attachment 6), 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 2014-2018 Term Goal #7 Strong Financial Stewardship:

Maintain the City's strong financial position through effective budget processes, the efficient and effective use of financial resources, and the prudent leveraging of economic and financial opportunities to increase current and long-term financial sustainability.

- 7.1. Relevant and effective budget processes and policies.*
- 7.2. Well-informed and sustainable financial decision making.*
- 7.3. Transparent financial decisions that are appropriately communicated to the public.*
- 7.4. Strategic financial opportunities are optimized.*

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

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

- 1.1. Policy and service models that reflect Richmond-specific needs.*
- 1.2. Program and service enhancements that improve community safety services in the City.*
- 1.3. Improved perception of Richmond as a safe community.*

Council's 2014-2018 Term Goals are summarized in Attachment 1.

The types of programs and services delivered by each division have been categorized as Core, Traditional or Discretionary as presented in Attachment 2.

Analysis

Budget Process

The proposed 2019 Budget presents a same level of service budget, with only non-discretionary increases that can be clearly identified and supported. Enhanced or new levels of service are identified separately as ongoing additional expenditure requests by the respective divisions for Council's consideration in accordance with Council's Budget & 5-Year Financial Plan Preparation Policy. Please refer to Attachment 3 for the 2019 Budget Cycle.

Environmental Scan

Economic Outlook

Overall, housing starts show nominal growth over the last five years, though the trend has been towards decreasing starts since a high of over 3,000 in 2014. A 48% year-to-date growth in housing starts in 2018 compared to 2017, suggests that housing market demand fundamentals remain solid in the near term. However, rising interest rates may offset such possible uptick in future demand.

An otherwise steady-state performance in building activity over the last five years is being transformed into an upward trend by a record nearly \$1 billion in construction value of building permits in 2015. While the year to date Q3 construction value of \$693 million is not quite as high as the 2015 value of \$750 million, it is well above last year's \$524 million, positioning 2018 to finish at par or higher than the \$712 million average annual construction activity over the previous five years.

Please refer to Attachment 4 for further information on the Economic Outlook.

Taxation

When compared to the 21 municipalities in Metro Vancouver, the 2018 average residential home in Richmond ranks as the 9th highest in average assessment value of \$1.094M while having the 5th lowest average municipal taxes of \$1,657. Approximately 50% of the tax bill comprises of levies collected for other taxing jurisdictions including Translink, School Board, Metro Vancouver, BC Assessment and Municipal Finance Authority. City Council has no control over the rate of increase of levies. Within the comparator group, Richmond continues to have the 2nd lowest municipal tax for the average residential assessment. Please refer to Attachment 5 for a comparison of all Metro Vancouver municipalities.

With significant increases in residential assessments in comparison to the moderate increases in business assessments in the region, overall residential tax rates across the Metro Vancouver municipalities decreased greater than business tax rates. As a result, business to residential tax ratios for 2018 are lower than the prior year. Richmond's business to residential tax ratio decreased from 3.57 in 2017 to 3.19 in 2018. Richmond's ranking improved by dropping from the 10th highest position in 2017 to the 13th highest in 2018, aligning with Council's goal of

being in the middle in comparison to other municipalities in this regard. However, Richmond is the lowest in business to residential tax ratio when compared to our comparator group.

Long Term Financial Management Strategy (LTFMS)

On March 23, 2015 Council approved a new Casino funding allocation model which took effect starting with the 2016 budget.

Table 1 summarizes the allocation of gaming revenue in comparison to the 2018 allocation.

Table 1 – Casino Funding Allocation (in \$000s)

Casino Funding	Allocation	2019 Budget	2018 Budget
Capital Reserve	30%	\$4,950	\$4,950
Grants	15%	2,475	2,475
Council Community Initiatives Account	2%	330	330
Debt Servicing	Fixed	5,000	5,000
Operating (RCMP)	4 Officers	706	687
Capital Building Infrastructure Reserve	Remainder	3,039	3,058
Total		\$16,500	\$16,500

Debt servicing relates to the \$50M debt to fund the Major Facilities Phase 1 which will be repaid over a 10 year term (2015 through 2024).

Grants funded by gaming revenue include:

- Gateway Theatre contribution
- Health, Social and Safety grants
- Arts, Culture and Heritage grants
- Parks and Recreation grants
- Richmond Centre for Disability contribution
- Richmond Therapeutic Equestrian Society contribution
- Various Youth Grants

The Council Community Initiatives Account provides funding for one-time expenditures that address social, environmental, recreation and sports, heritage, arts and culture, safety and security, or infrastructure needs.

Please refer to Attachment 6 for a full analysis of the LTFMS.

Financial Position

Vulnerability – In 2017, Senior Government level transfers amount to 5.0% of total revenue. Gaming revenue is the predominant source as the City receives 10% of River Rock's net gaming revenues from the Province. Only a small portion of gaming revenue is used in the operating

budget for policing and grants, therefore the City's vulnerability to potential fluctuations in this external source of funding is minimized.

Sustainability – In 2017, Richmond's financial assets (cash, investments, receivables, etc.) to liabilities ratio is 2.7 to 1.0 which indicates ability to cover existing liabilities. While this is a strong current position, long term planning is required in order to fund future infrastructure replacement costs. Options are to build up reserve balances, or to fund with external borrowing should interest rates remain low. There is also the option to delay replacement of aging infrastructure; however, this could result in repair/refurbishment costs that exceed the life cycle cost of replacing the aging assets.

Flexibility – Table 2 shows the 2017 Net Book Value of Capital Assets to Cost is 68.3% (56.3% excluding land) which indicates that the City's assets are aging and future replacement or increased repairs and maintenance will be required.

Table 2 – Net Book Value to Cost (in \$millions)

2017 Tangible Capital Assets	NBV	Cost	Ratio
Land	\$905	\$905	100.0%
Tangible Capital Assets (Excluding Land)	1,347	2,394	56.3%
Total Tangible Capital Assets	\$2,252	\$3,299	68.3%

Uncommitted Reserve Balances

As at November 30 2018, the City has \$297.9M in uncommitted reserves as shown in Table 3; however, many of these balances are designated for specific purposes.

Table 3 – Uncommitted Reserve Balances (in \$millions)

Statutory Reserve Funds	Balance at November 30, 2018 (in millions)
Building Reserves	\$60.0
General Reserve	73.8
Utility Reserves	94.5
Other specific purpose reserves	69.6
Total Uncommitted Reserve Balance	\$297.9

The uncommitted funding available in Building Reserves (Capital Building and Infrastructure Reserve and Leisure Facilities Reserve) is \$60.0M. Phase 1 of the Major Facilities Replacement Plan (including City Centre Community Centre, Fire Hall 1, Minoru Centre for Active Living) was \$124.1M and the funding from the building reserves has been fully allocated.

The General Reserve (i.e. Revolving and Industrial Use Fund) is utilized to fund land acquisitions, various programs across the City including street lights, playgrounds, minor building projects and it is also the funding source for the required City Assist Factor projects funded by Development Cost Charges. This reserve has also been relied upon to fund the Major

Facilities projects due to insufficient amounts in the Building Reserves, therefore, funding of other City programs are affected.

Development Cost Charges provide funding for Roads, Parks and Utility Infrastructure; however, this funding is prohibited for community facilities, fire halls and other civic buildings, which are the most visible assets provided to citizens. Therefore, the City must plan to invest in building infrastructure to provide for the needs of the growing community.

The Long Term Financial Management Strategy policy requirement is to add 1% transfer to the Capital Building and Infrastructure Reserve each year until the optimal annual level of reserve funding is reached. Council has successfully implemented this policy in the majority of years since the inception of the policy and has allowed the City to deliver replacement of facilities in Phase 1 of the Major Facilities Replacement Plan. In certain years the 1% transfer to reserve has been reduced or waived in order to maintain stable tax increases.

Budget Challenges

In addition to the already complex nature of municipal operations, which includes operation of fire halls, maintenance of roads, watermains, pump stations, storm and sanitary sewers, traffic lights, parks, arenas, pools, libraries, community centres, etc. Richmond has additional complexities with the diking system that is unique to our island city.

Funding is required for maintaining aging facilities and replacement of major facilities. In addition, for expanded or repurposed facilities, there is a tax impact from the associated OBI which may include additional heat and electricity to operate the building as well as additional staff to expand the current programs offered within the new facility.

There is also a significant demand for enhanced community safety including additional level requests Richmond Fire Rescue and from the RCMP for additional officers and municipal staff to support the RCMP Detachment.

The downloading of services previously provided by senior levels of government such as first responders, affordable housing, mental health services and child care has left the municipality to meet the needs of the community.

To address some of these challenges, the City undergoes a continuous review of its programs and services in order to identify further service improvements and cost reductions. Staff continually look for efficiencies and innovative ways to deliver services that would streamline business processes, contain costs and leverage the increased use of technology.

Organization Profile

The City's six corporate divisions include:

- Community Safety
- Community Services
- Corporate Administration
- Engineering and Public Works

- Finance and Corporate Services
- Planning and Development

Please refer to Attachment 7 for the Municipal Breakdown of \$1.

Operating Budget

The All Divisions summary included in Attachment 8 shows the City's base operating budget which totals \$321.1M. Since the City delivers a vast array of services and programs, labour is a significant component of the budget (47%). Contracts represent 22% of the base operating budget, which is largely due to the RCMP contract.

The base operating budget is primarily funded by property tax (70%). Community User Fees were increased by 2.2%, where possible through the Consolidated Fees Bylaw, effective January 1, 2019.

1. Same Level of Service Increase

Council's Long Term Financial Management Strategy (LTFMS) policy is that the tax increase to maintain current programs and maintain existing infrastructure at the same level of service will be at Vancouver's CPI rate. Preliminary Vancouver CPI forecasts from the Conference Board of Canada is estimated at 2.2% for 2019. In comparison, the Municipal Price Index is estimated at 4.5%. The same level of service increase as shown in Table 4 is 1.50%, therefore this policy target is met.

Table 4 presents the net base budget by department/division for 2018 and the proposed net base budget to deliver the same levels of service in 2019, before external senior government related increases. This includes non-discretionary increases only as supported by contracts and agreements and does not include any additional levels of service. Attachment 8 includes further details on each Division's same level of service budget.

Table 4 – Same Level of Service Base Budget (in \$000s)

Department/Division	2018 Adjusted Net Base Budget	2019 Proposed Net Base Budget	Amount Change	Per Cent Change	Tax Impact
Policing	\$48,077	\$50,149	\$2,072	4.31%	0.97%
Fire Rescue	35,473	36,732	1,259	3.55%	0.58%
Community Safety - Other	(1,020)	(985)	(35)	(3.33%)	0.02%
Community Safety Total	\$82,530	\$85,896	\$3,366	4.08%	1.56%
Community Services	41,441	42,319	878	2.12%	0.41%
Library	9,346	9,651	305	3.26%	0.14%
Community Services including Library	\$50,787	\$51,970	\$1,183	2.33%	0.55%
Engineering and Public Works	37,105	37,767	662	1.79%	0.31%
Finance and Corporate Services	23,815	24,223	408	1.71%	0.19%
Corporate Administration	10,166	10,366	200	1.97%	0.09%
Planning and Development	5,526	5,365	(161)	(2.90%)	(0.07%)
Fiscal	(209,929)	(209,837)	92	(0.04%)	0.04%
Same Level of Service Increase	\$-	\$5,750	\$5,750		2.65%
Less: Estimated 2019 New Tax Growth		(2,500)	(2,500)		(1.15%)
Same Level of Service Increase After Growth		\$3,250	\$3,250		1.50%

Key Financial Drivers

The largest cost driver of the same level of service budget is the RCMP contract increase to maintain the existing complement of RCMP officers.

Another cost driver for the 2019 increase across all City divisions is the salary and step increases in accordance with collective agreements. CUPE 718 and 394 collective agreements were ratified in 2017 and settled at 2.0% for 2019.

The Richmond Firefighters Association (RFFA) collective agreement is settled at 2.5% until 2019.

The combined costs for RCMP and Fire Rescue, including the E-Comm contract increase is \$3.4M.

Table 5 – 2019 Key Financial Drivers

Cost Breakdown	Amount (in 000's)
RCMP - Contract Increase ¹	\$2,076
Salaries and Benefits Increase – City-Wide ²	1,699
Salaries and Benefits – Fire Rescue ³	1,178
2018 OBI Year 2 of 2	495
E-Comm Contract increase	181
Other Increases	121
Net Budget Increase	\$5,750

Sources:

¹ RCMP E Division² CUPE 718 and 394 collective agreements³ RFFA, Local 1286

Tax Growth

New tax growth projections are based on “non-market change” figures provided by BC Assessment Authority. Non-market change is the term BC Assessment Authority uses for changes to the municipal roll value that is not a result of market conditions. Non-market change could include: changes in assessment class, exempt properties that become taxable in the following year or taxable properties that become exempt in the following year and developments under construction. With respect to developments under construction, assessors at BC Assessment Authority determine the value of all new developments under construction by the percentage of completion as of November 30th each calendar year. Increases in a property’s market value are not included in the non-market change figure. Therefore the development applications received during the year should have no impact on new growth for the coming year as actual construction on the property would not have taken place. The reported project value of the development may take up to three years to be fully reflected in the municipality’s assessment roll.

New tax growth for 2019 is estimated at \$2.5M.

2. External Senior Government Related Increases

Council Policy 3707 item 2 states:

“Any additional costs imposed on the City as a result of mandatory senior government policy changes should be identified and added to that particular year’s taxes above and beyond the CPI and infrastructure percentage contribution.”

In accordance with Council policy, these items are identified and included in the tax increase above and beyond the CPI target as summarized in Table 6.

Table 6 – External Senior Government Related Increases (in \$000s)

Legislating Body	Amount	Tax Impact
Provincial Government	\$2,560	1.18%
Federal Government	427	0.20%
Total	\$2,987	1.38%

Employer Health Tax

The Provincial Government announced that it would be replacing the current system of subsidizing the health care system through collecting individual Medical Services Plan (MSP) premiums with a new Employer Health Tax (EHT), effective January 2019.

Employer Health Tax of 1.95% takes effect in January 2019. However, while MSP premiums were reduced by 50 per cent commencing in January 2018, they will not be eliminated until January 1, 2020. As such, both MSP premiums and the EHT will be payable in 2019.

The estimated budget impact in 2019 for the new Employer Health Tax is \$2.56M or a 1.18% tax impact. The estimated amount of 2019 MSP Premiums for the City is \$0.75M and the Library is \$60k. As this is the final year for this premium, it is recommended to rate-stabilize the amount of \$0.8M.

Canada Pension Plan Enhancement

Starting in 2019, the Canada Pension Plan (CPP) will be gradually enhanced. This means the employee will receive higher benefits in exchange for making higher contributions. The CPP enhancement will only affect employees, as of 2019, that work and make contributions to the CPP.

Employers will pay the same increase in contributions as their employees. The estimated budget impact in 2019 is \$0.30M or a 0.14% tax impact. Future year impacts of this enhancement will continue through 2025 estimated to \$0.3-\$0.4M per year.

Municipal Officers' Expense Allowance

For 2019 and later tax years, non-accountable allowances paid to elected officers will be included in their income. This change was stated in the 2017 federal budget, which received royal assent on June 22, 2017 (Bill C-44).

This means that Council will no longer receive 1/3 of their salaries and benefits tax free effective January 2019. The reimbursement of employment expenses will remain a non-taxable benefit to the recipient.

The estimated budget impact in 2019 is \$127k or a 0.06% tax impact.

3. Previously Approved Expenditures

There are two types of previously approved amounts in Table 7 that are included in the 2019 budget:

- i. Amounts deferred or gradually phased-in to the budget
- ii. OBI of Developer Contributed Assets negotiated through development

Table 7 – 2019 Previously Approved Expenditures (in \$000s)

Previously Approved Expenditures	Amount	Tax Impact
Emergency Programs Assistant and Expanded Library Services	303	0.14%
Minoru Centre for Active Living – OBI Phase-in	600	0.27%
2019 Developer Contributed Assets OBI	210	0.10%
Subtotal	\$1,113	0.51%
Safe Community Program: 16 RCMP Officers and 3 Municipal Employees to support the RCMP Detachment	\$2,276	1.05%
Total including Safe Community Program	\$3,389	1.56%

Previously Approved RCMP Additional Level Requests

In the 2018 budget, 16 additional RCMP Officers and 3 Municipal Employees to support the RCMP Detachment were approved. Due to the time required to hire and train new officers, the tax impact was fully rate stabilized to align with the timing of when the officers were expected to be deployed. Therefore, the tax impact was deferred and needs to be funded in the 2019 Budget for \$2.2M or a 1.05% tax impact.

Previously Approved City-Wide Additional Level Requests

At the Council meeting held on December 11, 2017 the following resolution was passed for the 2018 budget:

The ongoing additional levels for the Emergency Program Neighbourhood Preparedness Program Assistant (\$100,125) and the Richmond Public Library – Expand Senior Services (\$203,004) for a total of \$303,129 be approved and that the Rate Stabilization Account be used to pay for those additional levels.

The funding required for the Emergency Program Neighbourhood Preparedness Program Assistant and the Richmond Public Library expanded senior services which was deferred is \$0.3M or a 0.14% tax impact.

Previously Approved Operating Budget Impacts of Major Facilities Phase 1

In the 2014 Budget, a Major Facilities Phase 1 Operating Budget Impact (OBI) phase-in plan was approved, resulting in \$600,000 incremental budget added each year until 2020 to provide funding for:

- the new City Centre Community Centre
- expanded Fire Halls 1 and 3, and
- the expanded replacement of the Older Adults Centre
- the expanded replacement of the Minoru Aquatics Centre.

This OBI phase-in plan was amended on November 14, 2016 through the Minoru Centre for Active Living service levels. The final years of this OBI phase-in plan relates to funding for expanded programming at the Minoru Centre for Active Living.

The 2019 amount for the Major Facilities OBI phase-in is \$0.6M for a 0.27% tax impact.

OBI Associated Developer Contributed Assets

Developer contributed assets that were previously approved by Council as part of development applications or rezoning approvals will be placed in service in 2019 and will require funding for ongoing operation and maintenance. These assets include road, water, sanitary and sewer infrastructure, traffic lights, and parks. As these assets become part of the City's inventory of assets to manage, additional operating budget funds are required to ensure the same level of service is maintained for the City's growing infrastructure.

2019 Developer Contributed Assets OBI amounts to \$0.2M or a 0.10% tax impact as detailed in Attachment 9.

4. Operating Budget Impact from the 2019 Capital Budget

The 2019 Capital Plan includes new and expanded infrastructure and equipment which also requires operating funds to maintain. The 2019 Capital Budget total is \$111,333,702. The OBI associated with the 2019 Capital program is \$1,229,320. Table 8 presents the 2019 OBI by Capital program. Of this amount \$21,000 is associated with utility projects and will be included in future utility budgets. These impacts will be phased in over three years to align with the expected completion of the projects.

2019 Capital OBI in the amount of \$1,208,320 is proposed to be phased-in over three years, which amounts to \$0.4M or a 0.18% tax impact as shown in Table 9.

Table 8 – Recommended 2019 Funding and OBI by Program (in \$ '000s)

Program	Amount	OBI	Tax Impact
Infrastructure	\$37,799	\$338	0.15%
Land	10,000	-	-
Parks	11,820	197	0.09%
Internal Transfers/Debt Payment	12,214	-	
Equipment	12,277	335	0.15%
Building	20,916	349	0.16%
Public Art	563	10	0.01%
Affordable Housing	775	-	-
Child Care	160	-	-
Contingent External Contribution	10,000	-	-
Total 2019 Capital Funding & OBI	\$116,524	\$1,229	0.56%
Less: Utility Budget Impact		(21)	(0.01%)
2019 OBI - to be phased in over 3 years		\$1,208	0.55%

On September 26, 2016 Council endorsed the City Centre Community Centre North facility which would require additional funds to be added to the operating budget. In the 2017 budget, a phase in plan was approved for the City Centre Community Centre North OBI estimated impact of \$1.42M minimizing the tax impact to approximately 0.18% each year until 2020. However, the facility is not expected to open until 2022 or later. Therefore, it is recommended to suspend the phase-in of this OBI as it can be completed over years 2020 through 2022.

Table 9 – Operating Budget Impact from 2019 Capital Budget (in \$000s)

Capital Operating Budget Impacts	Amount	Tax Impact
2019 Capital Program OBI Year 1 of 3	\$402	0.18%
City Centre Community Centre North OBI Phase-in	-	-%
Total	\$402	0.18%

5. Investment in Community Facilities Infrastructure (Transfer to Reserves)

Civic buildings, including recreation facilities, fire halls, community centres and other public amenities are important to ensure the safety, upkeep and well-being of the community.

Council's Long Term Financial Management Strategy (LTFMS) has a policy to increase 1% transfer to reserves to fund community infrastructure replacement needs. This reserve funds the replacement of buildings, such as Fire Hall 1 which opened in 2018. The Minoru Centre for Active Living is currently under construction and is anticipated to open in 2019. In 2018, Council approved Major Facilities Phase 2 which includes the Animal Shelter, Lawn Bowling Clubhouse, Phoenix Net Loft, and Steveston Community Centre and Branch Library. This reserve fund is also utilized to fund major repairs for all City owned buildings, including Watermania and Gateway Theatre, to ensure community buildings remains safe and operational.

It is recommended to continue with Council's LTFMS and transfer an additional 1% into the capital reserves to replenish the funds spent on completed projects, as well as to replenish the funds that are committed to approved capital projects which are in progress. It is important to recognize that a significant portion of reserve balances are committed to active projects. The reserve balances are drawn down on a cash basis, not as projects are approved. Therefore it is prudent to ensure funding is in place for future investments, such as the Steveston Community Centre and Branch Library.

6. City Wide Additional Levels

Additional level submissions have been prioritized and reviewed by the Senior Management Team (SMT) and the CAO. Only high priority items are recommended to be added to the base budget. For 2019, 20 additional level submissions (excluding RCMP and Fire Rescue positions) have been received totaling \$1,298,595. After reviews and discussions, seven are recommended by SMT and the CAO with only two submissions having a tax impact of \$149,828. Please refer to Attachment 10 for the list of recommended additional levels and Attachment 11 for the list of not recommended additional levels.

7. Safe Community Program

RCMP

Based on population, Richmond has fewer police officers than its peer group. Richmond currently has a police officer to population ratio of 1:970. According to the Municipal Police Statistics for 2015, Richmond has the lowest RCMP cost per capita compared to its peer group. RCMP has devised a 3 Year Resource Plan to take into account the current and future police resource challenges and demands.

In 2018, 16 additional officers and 3 municipal employees were added to directly support the RCMP Detachment, which was fully rate stabilized, thus deferring the tax impact to 2019.

Table 10 presents the RCMP additional level requests approved in 2018 and summarizes the Three Year Resource Plan for 2019-2021.

Table 10 – Summary of RCMP Additional Resource Requirements 2018-2021

Year	Police Officers	Municipal Employees	Amount (in \$'000s)	Tax Impact
2018	16	3	\$2,276	1.05%
2019	19	10	3,722	1.72%
2020	12	5	2,105	0.97%
2021	4	2	741	0.34%
Total	51	20	\$8,844	4.08%

Refer to Attachment 12 for further details of the RCMP Three Year Resource Plan.

The capital and one-time costs associated with the new positions amounts to \$839,519 and is proposed to be funded from the Rate Stabilization Account. This amount is for vehicles, equipment, and other one-time costs for 35 RCMP Officers and 17 Municipal Employees to support the RCMP Detachment. The one-time capital costs for the 16 RCMP Officers and 3 Municipal Employees approved in 2018 were funded by the Rate Stabilization Account in 2018.

Fire Rescue

On December 12, 2016, Council approved one-time funding for the Richmond Fire Rescue Plan Update. On May 23, 2017, it was announced that ORH Ltd was retained to conduct an Optimal Deployment Review for Richmond Fire-Rescue. Based on the consultant's report, in order to maintain the current levels of service a Rescue Company consisting of 12 firefighters will be required in the Steveston/Seafair area by 2023 and an Engine Company consisting of 24 firefighters in the City Centre/Brighthouse area will be required by 2027.

Therefore, Council directed staff to:

- Create a comprehensive and time sensitive implementation plan in time for the 2019 budget process
- Submit capital and operating budget requests for consideration by Council beginning in the year 2019 extended through the year 2024 budget cycles to add an additional rescue vehicle and staffing
- Analyze the needs and priorities for 36 more firefighters taking into account alternative implementation options for phasing in new firefighters

Refer to Attachment 13 for a summary of the RFR additional levels request.

Table 11 summarizes the full cost of the recommended additional level requests, before consideration of a phase-in plan.

Table 11 – Summary of Additional Level Expenditure Requests (in \$000s)

Additional Level Expenditure Requests		Tax Impact (%)
City Wide Additional Levels – Recommended (Attachment 10) (pages 66-67)	\$150	0.07%
35 Additional RCMP Officers	5,323	2.46%
17 Additional Municipal Employees to support RCMP	1,245	0.57%
36 Firefighters	6,024	2.78%
Total Additional Level Expenditures	\$12,742	5.88%

Phase-in Plan

As a result of Council's direction, various implementation options were considered for the deployment of 36 additional firefighters. Two phase-in options are brought forward for Council's consideration as part of the 2019 Proposed Operating Budget:

- i) An accelerated implementation plan which is 3-6 years ahead of demand (Budget Options 1 and 2 from Table 14)

Under Budget Options 1 and 2, funding for 36 additional firefighters is phased-in over three years (2019-2021).

- ii) Implementation aligned with timing of increased demand (Budget Options 3 and 4 from Table 14)

Under Budget Options 3 and 4, funding for 36 additional firefighters is phased-in over seven years, starting in 2020 through 2026. The budget options are discussed further under the header Budget Options on page 21.

Hiring will be the responsibility of the department to implement in the most effective manner for the operational area. The capital and one-time costs associated with the new positions amounts to \$2,541,276 and is proposed to be funded in 2019 from RSA to enable commencement of the procurement process. This amount is for fire rescue vehicles, personal protection equipment, minor renovations to Fire Hall 2 to accommodate additional firefighters, and other one-time costs.

It is proposed to phase-in funding for the Safe Community Program in 2019-2026 as follows:

- 51 RCMP officers and 20 municipal employees to support the RCMP Detachment phased-in over 3 years (2019-2021)
- 36 firefighters phased-in over 7 years (2020-2026)

Table 12 summarizes the 2019 funding requirement of the Safe Community Program in 2019.

Table 12 – Safe Community Program – 2019 Funding Requirement (in \$000s)

Safe Community Program		Tax Impact (%)
Ongoing costs:		
16 RCMP Officers and 3 MEs to support the RCMP (to fund in 2019)	\$2,276	1.05%
35 Additional RCMP Officers (Year 1 of 3)	1,774	0.82%
17 Additional Municipal Employees to support RCMP (Year 1 of 3)	415	0.19%
36 Firefighters (Phase-in period is 2020-2026)	-	-%
Total Additional Level Expenditures – Ongoing	\$4,465	2.06%
Capital and one-time costs:		
35 Additional RCMP Officers	605	0.28%
17 Additional Municipal Employees to support RCMP	234	0.11%
36 Firefighters	2,541	1.17%
Less: Rate Stabilization of capital and one-time costs	(3,380)	(1.56%)
Total Additional Level Expenditures – Ongoing and One-Time	\$4,465	2.06%

Council has the discretion to change the recommendation for funding any of the additional level requests with resulting tax impacts.

8. Rate Stabilization

Council established a Rate Stabilization Account (RSA) to accumulate surplus and use it to fund one-time costs and to offset any large spikes in the City's annual tax increase allowing for a smoothing of the tax rate in most years. Rate Stabilization is a temporary funding solution to stabilize the 2019 tax increase and therefore, defers the tax increase to future years.

Table 13 summarizes the proposed utilization of the RSA as presented in the following reports:

- 2019 One-time Expenditures
- 2019 Capital Budget
- 2019 Proposed Operating Budget (this report)

Table 13 –Proposed RSA Utilization (in \$000s)

RSA Balance as of November 30, 2018		\$14,633,790
2019 Capital Projects funded by RSA	(5,743,000)	
2019 One-Time Expenditures	(1,315,909)	
Fire Rescue Capital and One-Time Costs for 36 Firefighters	(2,541,276)	
RCMP Capital and One-Time Costs for 35 RCMP and 17 Municipal Staff to support the RCMP Detachment	(839,519)	
Proposed Rate Stabilization (Budget Option 4)	(2,968,835)	
Total 2019 Proposed RSA Utilization		(13,408,539)
Balance After Proposed 2019 Utilization		\$1,225,251

It is proposed to utilize \$3.4M from RSA to fund the capital and one-time costs of the Safe Community Program. If funding was not available to offset these increases, the proposed tax increase would have been higher to cover these required costs.

It is further proposed to utilize \$3.0M to reduce the impact of the 2019 Operating Budget, which results in a decrease in the tax impact of 1.37% as recommended in Budget Option 4, which is discussed in the following section. This would leave a remaining balance of \$1.2M in RSA for other one-time expenditures that may arise before the 2018 surplus is finalized and deposited into the RSA.

Budget Options

SMT and the CAO have done considerable work including conducting a significant number of reviews to achieve a same level of service budget of 1.50% which is below the CPI target of 2.2%, and to provide a recommendation on the requested additional levels of service.

Options 1-4 all include the following:

- 51 RCMP Officers, 20 Municipal Employees to support the RCMP detachment, phased-in over 3 years
- 36 Firefighters including 12 for Steveston/Seafair and 24 for City Centre/Brighthouse

- An increased investment in community infrastructure pursuant to Council's Long Term Financial Management Strategy of 1%.
- Rate stabilization of one-time costs for the transition from MSP to EHT at 0.37%.
- In addition, in 2023 allowance has been established for City wide additional levels.

What varies between the options are the following:

- a. The phase-in period for 36 additional firefighters (highlighted in purple in the following tables)
- b. The amount of additional rate stabilization utilized.(highlighted in green in the following tables)

Accelerated Deployment

Budget options 1 and 2 present the accelerated deployment of 36 additional firefighters, with a phase-in plan of three years from 2019-2021. This option phases-in funding earlier than is required to meet the increased service levels which are expected for Steveston/Seafair by 2023 and City Centre/Brighthouse by 2027.

Budget options 1 and 2 address Council's safety priorities all within this Council Term rather than deferring this to future Councils.

A 3 year phase-in plan would result in a tax impact of 0.94% in each year (2019-2021).

Deployment Aligned with Demand for Increased Service Levels

Budget options 3 and 4 present the deployment of 36 additional firefighters over seven years 2020-2026. Seven years most closely aligns with the timing of expected demand for increased services levels based on the consultant's report, which recommended 12 firefighters for Steveston/Seafair by 2023 and 24 firefighters for City Centre/Brighthouse by 2027. A longer phase-in plan results in a lower tax impact each year. It is recommended for the seven year phase-in period to start in 2020 and end in 2026, which allows time to recruit and train all of the firefighters to ensure readiness for active service by 2027.

Budget options 3 and 4 address Council's safety priorities, however this phase-in period extends into the next Council term, resulting in tax impacts being pre-approved that partially carry into the next term.

A 7 year phase-in plan would result in a tax impact of 0.40% in each year (2020-2026).

Additional Rate Stabilization

Each year that rate stabilization funding is used to offset ongoing expenditures, the amount is added to the subsequent year's "previously approved expenditures" to capture the amount that is deferred to the following year.

Table 14 summarizes the 2019 budget components under each of the four options.

Table 14 – 2019 Budget Options

	Option 1	Option 2	Option 3	Option 4 (recommended)
RCMP Officers / Phase-in period	51 RCMP / 3	51 RCMP / 3	51 RCMP / 3	51 RCMP / 3
Municipal Employees (MEs) / Phase-in period	20 MEs / 3	20 MEs / 3	20 MEs / 3	20 MEs / 3
Firefighters (RFR) / Phase-in period	36 RFR / 3	36 RFR / 3	36 RFR / 7*	36 RFR / 7*
Includes 1% Transfer to Reserves	1% Transfer	1% Transfer	1% Transfer	1% Transfer
Amount of additional rate stabilization (RSA)	None	1% RSA	None	1% RSA
Same Level of Service Increase	1.50%	1.50%	1.50%	1.50%
External Senior Government Related Increases	1.38%	1.38%	1.38%	1.38%
Previously Approved Items:				
Policing (16 Officers and 3 Municipal Employees to support the RCMP Detachment)	1.05%	1.05%	1.05%	1.05%
Others (Minoru Centre for Active Living OBI, Library Senior Services, Emergency Programs)	0.41%	0.41%	0.41%	0.41%
Operating Budget Impact from Developer Contributed Assets	0.10%	0.10%	0.10%	0.10%
Net Increase with Previously Approved Items	4.44%	4.44%	4.44%	4.44%
Operating Budget Impact from 2019 Capital	0.18%	0.18%	0.18%	0.18%
Investment in Community Facilities Infrastructure (Transfer to Reserves)	1.00%	1.00%	1.00%	1.00%
Additional Level Expenditures:				
City Wide	0.07%	0.07%	0.07%	0.07%
Policing Additional Level	1.01%	1.01%	1.01%	1.01%
Fire Rescue Additional Level	0.93%	0.93%	-	-
Less: Rate Stabilization – One-Time for MSP/EHT Transition	(0.37%)	(0.37%)	(0.37%)	(0.37%)
Less: Additional Rate Stabilization	-	(1.00%)	-	(1.00%)
Total Tax Impact	7.26%	6.26%	6.33%	5.33%

* The 7 year phase-in period for 36 additional firefighters begins in 2020 through 2026.

Budget Option 1 (not recommended)

Under this budget option, RCMP and Fire Rescue additional levels are phased-in over 3 years (2019-2021).

This budget option includes the full tax impact of 7.26% in 2019, with rate stabilization of one-time costs only. No additional rate stabilization funding is used in the first year. This would leave the remaining balance in the RSA for unanticipated costs that may arise before the 2018 surplus is finalized and deposited into the RSA. In subsequent years of the five year plan, rate stabilization funding is included at a rate of 1.00% in 2020 and increases to 1.50% in 2021. The rate stabilization funding is not phased out during this 5-year period, thus deferring 1.50% of the additional level impacts to years beyond 2023. This option would need to be reviewed annually, subject to funding available in the RSA.

Table 15 – Budget Option 1

Budget Option 1	2019	2020	2021	2022	2023
Same Level of Service Increase	1.50%	1.50%	0.96%	1.49%	1.91%
External Senior Government Related Increases	1.38%	0.16%	0.16%	0.18%	0.18%
Safe Community Program (3 years)	2.99%	1.94%	1.94%	-%	-%
City Wide Additional Levels	0.07%	0.23%	0.23%	0.23%	1.62%
Previously Approved Expenditures	0.51%	0.25%	1.05%	1.58%	1.59%
Operating Budget Impact from Capital Budget	0.18%	0.58%	0.74%	0.63%	0.56%
Investment in Community Infrastructure	1.00%	1.00%	1.00%	1.00%	1.00%
Less: Rate stabilization	(0.37%)	(1.00%)	(1.50%)	(1.50%)	(1.50%)
Proposed Tax Increase	7.26%	4.66%	4.58%	3.61%	5.36%

Budget Option 2 (not recommended)

Under this budget option, RCMP and Fire Rescue additional levels are phased-in over 3 years (2019-2021).

This budget option utilizes an additional 1.0% of rate stabilization, reducing the 2019 tax impact to 6.26%. This option leaves a balance of \$1.2M in the RSA for unanticipated expenditures that may arise before the 2018 surplus is finalized and deposited into the RSA. In subsequent years, this rate stabilization is gradually reduced until it is completely phased out in 2022, and therefore does not defer any tax impacts beyond the year 2022.

Table 16 – Budget Option 2

Budget Option 2	2019	2020	2021	2022	2023
Same Level of Service Increase	1.50%	1.50%	0.96%	1.49%	1.91%
External Senior Government Related Increases	1.38%	0.16%	0.16%	0.18%	0.18%
Safe Community Program (3 years)	2.99%	1.94%	1.94%	-%	-%
City Wide Additional Levels	0.07%	0.23%	0.23%	0.23%	1.62%
Previously Approved Expenditures	0.51%	1.26%	0.75%	0.38%	0.09%
Operating Budget Impact from Capital Budget	0.18%	0.58%	0.74%	0.63%	0.56%
Investment in Community Infrastructure	1.00%	1.00%	1.00%	1.00%	1.00%
Less: Rate stabilization	(1.37%)	(0.70%)	(0.30%)	-%	-%
Proposed Tax Increase	6.26%	5.97%	5.48%	3.91%	5.36%

Budget Option 3 (not recommended).

Under this budget option, RCMP additional levels are phased-in over 3 years (2019-2021) and Fire Rescue is phased-in over 7 years (2020-2026).

This budget option includes the full tax impact of 6.33% in 2019, with rate stabilization of one-time costs only. This would leave the remaining balance in the RSA for unanticipated costs that may arise before the 2018 surplus is finalized and deposited into the RSA. In subsequent years of the five year plan, the operating budget does not rely on RSA funding being available, rather it allows any RSA funding to be utilized for required one-time costs that fluctuate from year to year.

Table 17 – Budget Option 3

Budget Option 3	2019	2020	2021	2022	2023
Same Level of Service Increase	1.50%	1.50%	0.96%	1.49%	1.91%
External Senior Government Related Increases	1.38%	0.16%	0.16%	0.18%	0.18%
Safe Community Program (7 years)	2.06%	1.41%	1.41%	0.40%	0.40%
City Wide Additional Levels	0.07%	0.23%	0.23%	0.23%	1.62%
Previously Approved Expenditures	0.51%	0.26%	0.05%	0.08%	0.09%
Operating Budget Impact from Capital Budget	0.18%	0.58%	0.74%	0.63%	0.56%
Investment in Community Infrastructure	1.00%	1.00%	1.00%	1.00%	1.00%
Less: Rate stabilization	(0.37%)	-%	-%	-%	-%
Proposed Tax Increase	6.33%	5.14%	4.55%	4.01%	5.76%

Budget Option 4 (recommended).

Under this budget option, RCMP additional levels are phased-in over 3 years (2019-2021) and Fire Rescue is phased-in over 7 years (2020-2026).

This budget option utilizes an additional 1.0% of rate stabilization, reducing the 2019 tax impact to 5.33% and keeps the future year increase more stable as compared to budget option 3. This option leaves a balance of \$1.2M in the RSA for unanticipated expenditures that may arise before the 2018 surplus is finalized and deposited into the RSA. In subsequent years, this rate

stabilization is gradually reduced until it is completely phased out in 2022, and therefore does not defer any tax impacts beyond the year 2022.

This is the recommended option as it addresses Council's safety priorities, and does not defer any rate stabilization to years beyond 2022.

Table 18 – Budget Option 4

Budget Option 4	2019	2020	2021	2022	2023
Same Level of Service Increase	1.50%	1.50%	0.96%	1.49%	1.91%
External Senior Government Related Increases	1.38%	0.16%	0.16%	0.18%	0.18%
Safe Community Program (7 years)	2.06%	1.41%	1.41%	0.40%	0.40%
City Wide Additional Levels	0.07%	0.23%	0.23%	0.23%	1.62%
Previously Approved Expenditures	0.51%	1.26%	0.75%	0.38%	0.09%
Operating Budget Impact from Capital Budget	0.18%	0.58%	0.74%	0.63%	0.56%
Investment in Community Infrastructure	1.00%	1.00%	1.00%	1.00%	1.00%
Less: Rate stabilization	(1.37%)	(0.70)%	(0.30)%	-%	-%
Proposed Tax Increase	5.33%	5.44%	4.95%	4.31%	5.76%

Financial Impact

Staff recommend the proposed Budget Option 4 with a tax increase of 5.33% as summarized in Table 19.

Table 19 – 2019 Proposed Tax Increase (in \$000s)

Budget Component	Amount (in \$'000s)	Tax Impact
Same Level of Service Increase (meets LTFMS target)	\$3,250	1.50%
External Senior Government Related Increases	2,987	1.38%
Safe Community Program – 107 policing and fire rescue positions	4,465	2.06%
City Wide Additional Levels	150	0.07%
Previously Approved Expenditures	1,113	0.51%
Operating Budget Impact from 2019 Capital Budget	402	0.18%
Investment in Community Facilities Infrastructure (Transfer to Reserves)	2,167	1.00%
Less: Rate stabilization	(2,969)	(1.37%)
Proposed 2019 Operating Budget Increase	\$11,565	5.33%

Conclusion

The 5 Year Financial Plan (2019-2023) is proposed to be based on Budget Option 4 as presented in Table 19.

A handwritten signature in blue ink, appearing to read 'MS' or 'Shiao', is positioned above the printed name.

Melissa Shiao, CPA, CA
Manager, Financial Planning and Analysis
(604-276-4231)
MS:jg

2019 Proposed Operating Budgets

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1. Council Term Goals (2014-2018)



1. A Safe Community

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



2. A Vibrant, Active, and Connected City

Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.



3. A Well-Planned Community

Adhere to effective planning and growth management practices to maintain and enhance the livability, sustainability and desirability of our City and its neighbourhoods, and to ensure the results match the intentions of our policies and bylaws.



4. Leadership in Sustainability

Continue advancement of the City's sustainability framework and initiatives to improve the short and long term livability of our City, and that maintain Richmond's position as a leader in sustainable programs, practices and innovations.



5. Partnerships and Collaboration

Continue development and utilization of collaborative approaches and partnerships with intergovernmental and other agencies to help meet the needs of the Richmond community.



6. Quality Infrastructure Networks

Continue diligence towards the development of infrastructure networks that are safe, sustainable, and address the challenges associated with aging systems, population growth, and environmental impact.



7. Strong Financial Stewardship

Maintain the City's strong financial position through effective budget processes, the efficient and effective use of financial resources, and the prudent leveraging of economic and financial opportunities to increase current and long-term financial sustainability.



8. Supportive Economic Development Environment

Review, develop and implement plans, policies, programs and practices to increase business and visitor appeal and promote local economic growth and resiliency.

9. Well-Informed Citizenry

Continue to develop and provide programs and services that ensure the Richmond community is well-informed and engaged on City business and decision making.

2. Approved Types of Programs and Services

Division	Department/Sections/Work Units	Types of Service		
		Core	Traditional	Discretionary
CAO's Office (7)	CAO's Office			
	• Corporate Administration	√	√	
	• Administrative Support Services (including the Mayor's Office & Councillors' Office)		√	√
	• Intergovernmental Relations & Protocol Unit			√
	• Corporate Programs Management Group			√
	• Corporate Communications & Marketing		√	
	• Production			√
	• Corporate Planning & Programs		√	
Deputy CAO (4)	Human Resources			
	• Training & Development		√	
	• Employee & Labour Relations	√	√	
	• Compensation, Job Evaluation & Recognition	√	√	
	• Workplace Health, Safety & Wellness	√	√	

Division	Department/Sections/Work Units	Types of Service		
		Core	Traditional	Discretionary
Community Services (18)	Parks			
	<ul style="list-style-type: none"> Parks Operations (includes Asset Management, Construction & Maintenance, Turf Management, Horticulture, Urban Forestry) 		√	√
	<ul style="list-style-type: none"> Parks Programs (includes Nature Park) 		√	
	<ul style="list-style-type: none"> Parks Planning, Design & Construction 		√	√
	Recreation & Sport			
	<ul style="list-style-type: none"> Community Services Admin. 		√	√
	<ul style="list-style-type: none"> Community Recreation Services (includes community centres) 		√	√
	<ul style="list-style-type: none"> Aquatic, Arena & Fitness Services 		√	√
	<ul style="list-style-type: none"> Sport & Event Services (includes volunteer management) 			√
	<ul style="list-style-type: none"> Planning & Project Services 			√
	Arts, Culture, Heritage, Major Events & Film			
	<ul style="list-style-type: none"> Arts Services (includes Art Gallery, Art Centre, Cultural Centre, Major Events and Film) 			√
	<ul style="list-style-type: none"> Heritage Services 			√
	<ul style="list-style-type: none"> Major Events and Film 			√
	<ul style="list-style-type: none"> Britannia 			√
	Community Social Development			
	<ul style="list-style-type: none"> Social Planning 			√
	<ul style="list-style-type: none"> Affordable Housing 			√

Division	Department/Sections/Work Units	Types of Service		
		Core	Traditional	Discretionary
	<ul style="list-style-type: none"> Diversity & Cultural Services 			√
	<ul style="list-style-type: none"> Child Care Services 			√
	<ul style="list-style-type: none"> Youth Services 			√
	<ul style="list-style-type: none"> Senior Services 			√
Engineering & Public Works (14)	Engineering			
	<ul style="list-style-type: none"> Engineering – Planning 	√	√	
	<ul style="list-style-type: none"> Engineering – Design & Construction 	√	√	
	<ul style="list-style-type: none"> Facility Services 		√	
	<ul style="list-style-type: none"> Capital Building Project Development 			√
	<ul style="list-style-type: none"> Sustainability - District Energy 			√
	<ul style="list-style-type: none"> Sustainability - Corporate Energy 			√
	<ul style="list-style-type: none"> Sustainability - Environmental 			√
	Public Works			
	<ul style="list-style-type: none"> Public Works Administration 		√	√
	<ul style="list-style-type: none"> Health and Safety Program 	√		
	<ul style="list-style-type: none"> Fleet Operations 		√	√
	<ul style="list-style-type: none"> Environmental Programs 		√	√
	<ul style="list-style-type: none"> Roads & Construction Services 	√	√	
	<ul style="list-style-type: none"> Sewerage & Drainage 	√	√	
	<ul style="list-style-type: none"> Water Services 	√	√	

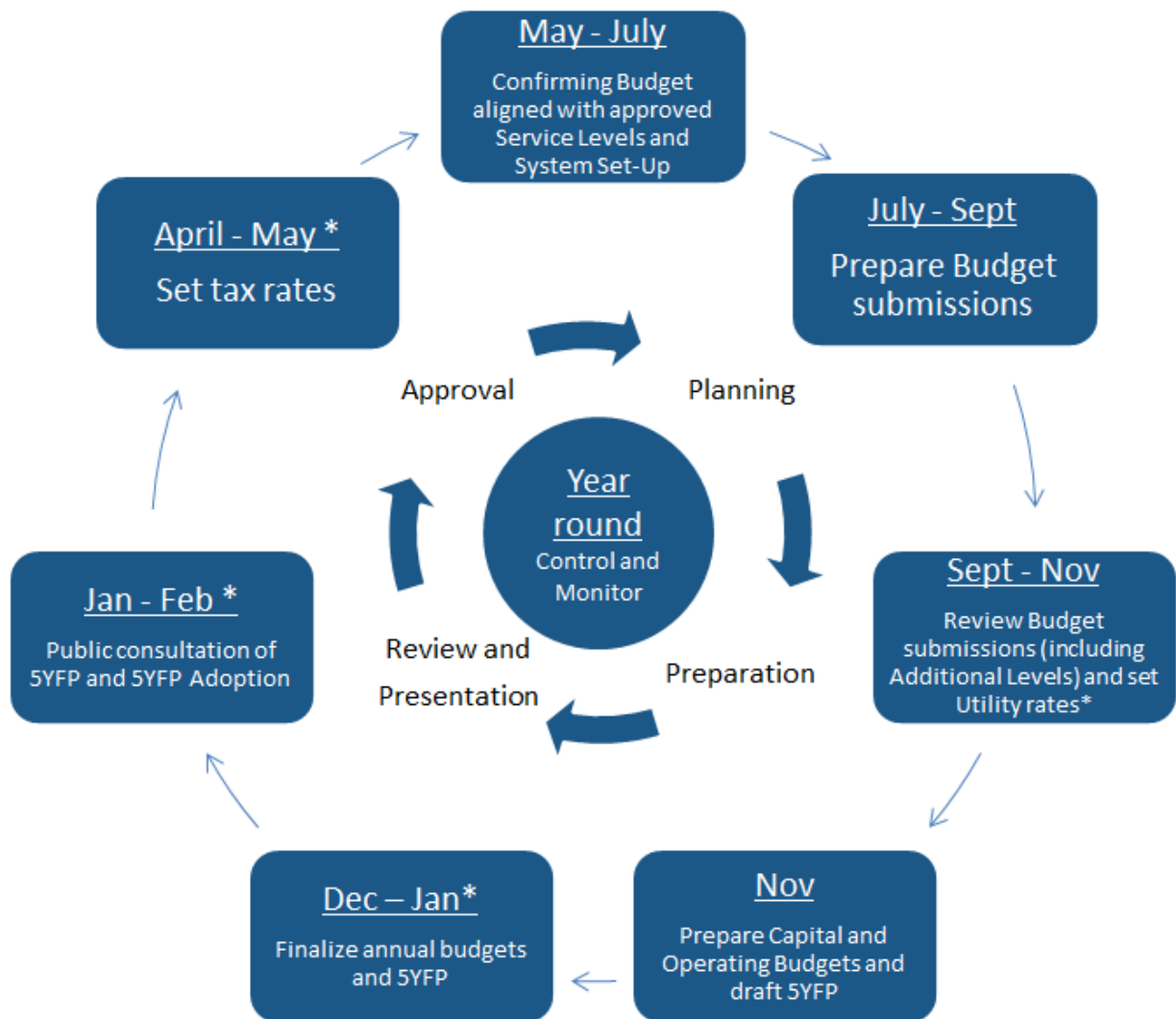
Division	Department/Sections/Work Units	Types of Service		
		Core	Traditional	Discretionary
Finance & Corporate Services (26)	Finance			
	• Finance Administration		√	√
	• Financial System and Support		√	√
	• Financial Reporting and Accounts Payable	√	√	√
	• Financial Planning & Analysis	√	√	√
	• Revenue/Taxation	√	√	√
	• Purchasing and Stores		√	√
	• Treasury & Financial Services (includes Accounts Receivable)	√	√	√
	• Payroll		√	√
	Information Technology			
	• IT Administration		√	√
	• Business & Enterprise Systems		√	√
	• Innovation			√
	• Infrastructure Services		√	√
	• GIS & Database Services		√	√
	• Customer Service Delivery		√	√
	City Clerk's Office			
	• Operations/Legislative Services	√	√	
	• Records & Information	√	√	
	• Richmond Archives		√	√

Division	Department/Sections/Work Units	Types of Service		
		Core	Traditional	Discretionary
	Corporate Business Service Solutions			
	• Business Advisory Services		√	√
	• Risk Management			√
	• Economic Development			√
	• Corporate Partnerships			√
	• Customer Service		√	√
	• Corporate Compliance			√
	• Corporate Performance			√
	Real Estate Services			√
	Law		√	√
Community Safety (9)	RCMP			
	• Administration (includes Telecommunications, Records, Crime Prevention, Information Technology, Victim Assistance, Finance, Risk Management, Court Liaison)	√	√	√
	Fire-Rescue			
	• Administration	√	√	√
	• Operations	√	√	√
	• Fire Prevention	√	√	√
	• Training and Education	√	√	√
	Community Bylaws		√	√
	Business Licences		√	√

Division	Department/Sections/Work Units	Types of Service		
		Core	Traditional	Discretionary
	Emergency Programs	√	√	√
	Community Safety Administration		√	√
Planning & Development (8)				
	Transportation			
	• Transportation Planning	√	√	
	• Traffic Operations		√	
	• Traffic Signal Systems		√	
	Building Approvals			
	• Plan Review	√	√	
	• Building, Plumbing & Gas Inspections	√	√	
	• Tree Preservation		√	√
	Development Applications			
	• Developments	√	√	√
	Policy Planning	√	√	
Total = 86		27	59	63

3. 2019 Budget Cycle

2019 Budget Cycle



* Council Involvement

4. Economic Outlook

Businesses contribute almost 45% of the City's property tax revenues and a healthy local economy can afford families and individuals exceptional levels of municipal services. Richmond is an open economy, subject to constantly changing global, regional and local economic trends. As part of its budget planning process, the City examines the current economic context and available forecasts to reduce exposure to short-term risks and advance long-term financial sustainability.

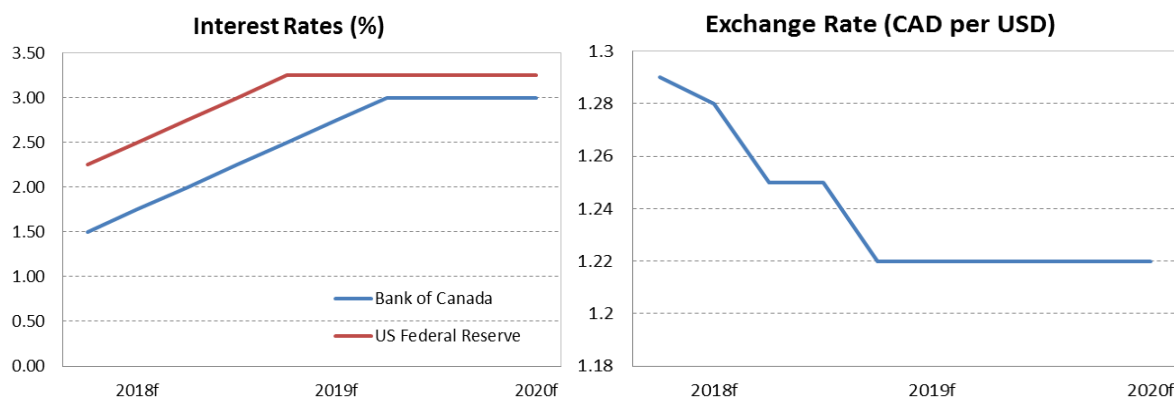
Global, National and Provincial Forecasts

With Richmond's advantageous location for global trade, market conditions in the world's major economies and the overall global trade climate have a significant impact on the local economy.

1. Global Forecast

Global growth for 2018–19 is projected to remain steady at its 2017 level of 3.7%, but its pace is less vigorous than projected earlier in the year. The downward revision reflects rising trade barriers and a weaker outlook for some key emerging markets. Beyond the next two years, as output gaps close and monetary policy settings begin to normalize, growth in most advanced economies is expected to decline to potential rates well below the averages reached before the global financial crisis of a decade ago.¹

2. Canadian Forecast²



Facing the build-up of excess demand and rising inflationary pressures, both the US Federal Reserve and the Bank of Canada are expected to gradually raise their policy rates toward 3.0% over the forecast period. Due to NAFTA uncertainty, the Canadian dollar is 7% weaker than its long-run equilibrium driven by the price of oil and the multilateral adjustment of the US dollar. The unwinding of uncertainty regarding NAFTA and global trade war, and a gradual convergence of Canadian interest rates towards the US rates should lead to an appreciation of the Canadian dollar from 1.29 to 1.22 over the forecast period.

¹ Source: International Monetary Fund, World Economic Outlook: Challenges to Steady Growth (October 2018)

² Source: Scotiabank, Forecast Tables (October 15, 2018)

Canadian Economic Indicators	2017	2018f	2019f	2020f
Real GDP	3.0	2.1	2.2	1.8
Consumer Price Index	1.6	2.6	2.4	2.0
Residential Investment	2.8	-0.2	0.6	0.9
Non-Residential Investment	2.7	6.4	2.7	6.2
Unemployment Rate (%)	6.3	5.9	5.8	5.8
Housing Starts (000s)	220	213	202	201

A strong US and global economy are supporting Canada's shift in growth from consumption and housing to investment and exports. Output capacity constraints are prompting Canadian firms to invest in a challenging business climate, with business investment projected to outperform substantially declining residential construction. Modest Canadian economic growth of 2.1% in 2018, 2.2% in 2019 and 1.8% in 2020 is forecast as a result of removal of NAFTA negotiations uncertainty and rising interest rates.

Rising wage pressures are beginning to reflect a constrained labour market, resulting in upward movement in the CPI by over 2% annually over the forecast period. Growth in business investment will continue to drive job creation up, with the unemployment rate declining to 5.8% over the forecast period.

Currently still-high house prices and still-low interest rates will support strong housing starts through 2018. With rising interest rates, housing start levels nation-wide will trend down over the forecast period, to their average level of 200,000 over the previous 5 years.

3. British Columbia Forecast³

British Columbia Indicators	2017	2018f	2019f	2020f
Real GDP	3.9	3.1	2.3	2.8
Consumer Price Index	2.1	2.7	2.0	2.1
Residential Investment	3.4	1.6	-4.6	-1.5
Business Investment ⁴	4.7	10.8	16.3	18.0
Unemployment Rate (%)	5.1	5.0	5.1	5.2
Housing Starts (000s)	43.5	40.5	35.4	34.8

Following four years of robust growth, B.C. GDP growth is expected to moderate below 3%, beginning in 2019. A modest but steady economic growth is expected through 2020, as robust business investment offsets a sharp decline in residential investment and housing starts.

Tight labour market conditions are expected to continue to contain the unemployment rate hovering at a nominal 5% throughout the forecast period. Hourly wages are forecast to climb at 3% annually, after a 4% increase last year.

Province-wide housing starts are past their peak, reflecting a drag from mortgage lending requirements, interest rates and government tax measures. A continuous decline is forecast

³ Source: Central 1 Credit Union, BC Economic Forecast (October 2018)

⁴ Includes both non-residential construction and machinery and equipment

through 2019 and a further decline in 2020 and beyond, with levels headed for their average of 30,000 per year over the last decade.

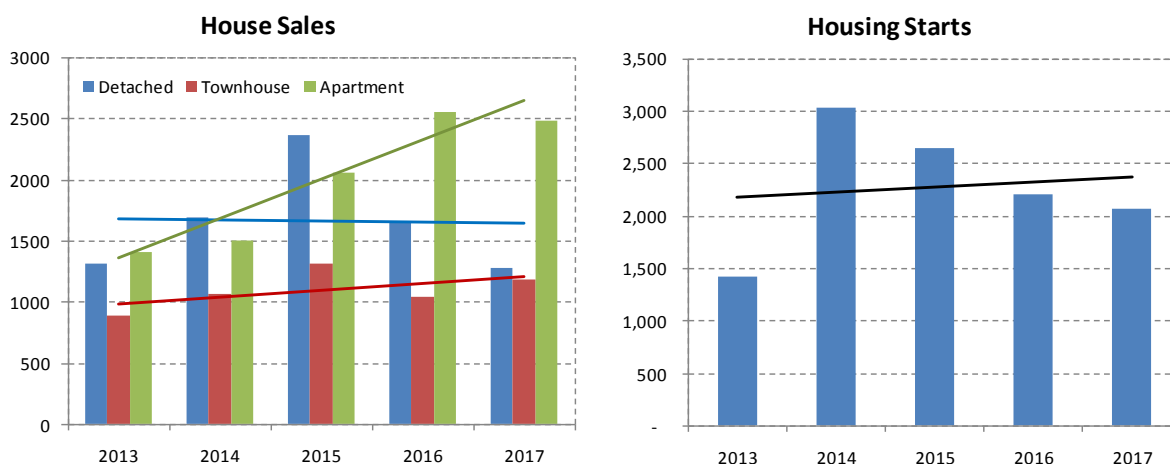
Local Trends⁵

Unlike the rest of Metro Vancouver, where population-serving jobs tend to outweigh population-serving industries, a larger share of Richmond's jobs (60%) are in sectors that comprise Richmond's economic base – sectors that drive the Richmond economy. Nearly 70% of Richmond's 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 the above industries, due to the presence of the port and airport.

After a tepid increase of 1.7% between 2006 and 2011, at 7.8%, Richmond job growth heated up between over the next five year census period and, at 7.8%, Richmond outpaced job growth elsewhere in the region, with the exception of Surrey⁶.

Richmond businesses in core economic sectors have performed well in the last few years, as demonstrated by the following key local economic performance indicators the City tracks on a monthly, quarterly and annual basis.

1. Housing Market



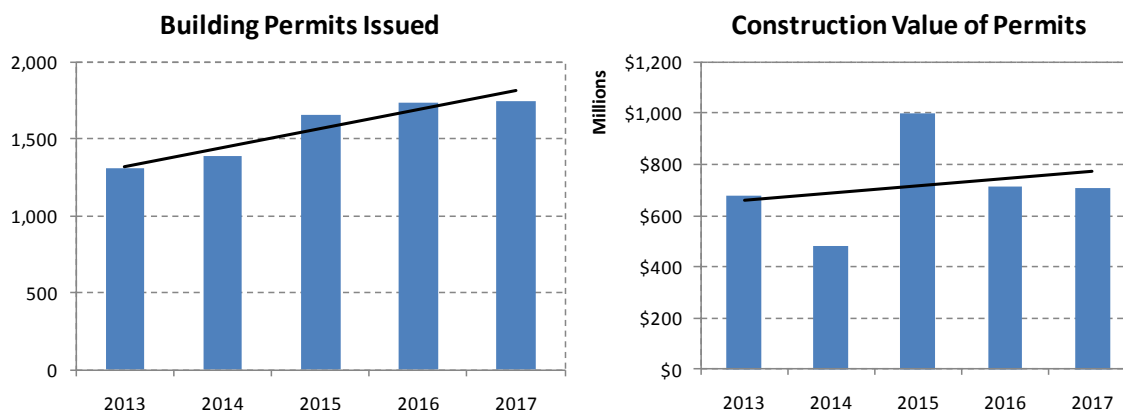
Sales activity has remained robust over the last five years, yet rising interest rates, tightening mortgage rules and government housing affordability measures are indicating a continued cooling in the residential market in the short term. Detached house sales registered a nominal decline in sales and townhouses have registered incremental growth in the last five years. Due to ongoing development in the City Centre, apartment sales have outperformed all other categories, yet tightening market conditions have caught up with this indicator which has begun slowing down in 2017. Year to date figures at the end of Q3 in 2018, compared to 2017, are significantly down (-40%) for detached, (-37%) for townhouses and (-30%) for apartments, indicating a continued downward pressure on house sales.

⁵ Source: Interactive Data, <http://www.businessinrichmond.ca/data-centre/> (unless stated otherwise)

⁶ Source: Statistics Canada, Census 2016

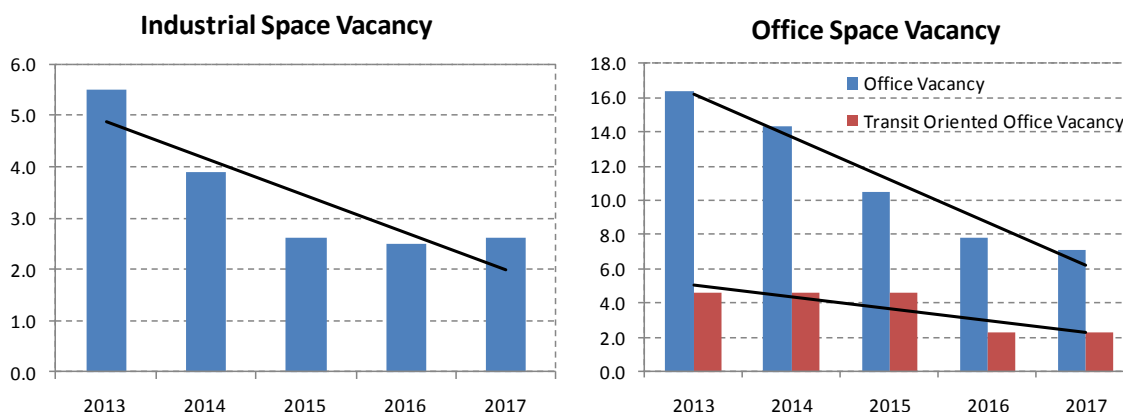
Overall, housing starts show nominal growth over the last five years, though the trend has been towards decreasing starts since a high of over 3,000 in 2014. A 48% year-to-date growth in housing starts in 2018 compared to 2017, suggests that housing market demand fundamentals remain solid in the near term. However, rising interest rates may offset such possible uptick in future demand.

2. Construction Activity



An otherwise steady-state performance in building activity over the last five years is being transformed into an upward trend by a record nearly \$1 billion in construction value of building permits in 2015. While the year to date Q3 construction value of \$693 million is not quite as high as the 2015 value of \$750 million, it is well above last year's \$524 million, positioning 2018 to finish at par or higher than the \$712 million average annual construction activity over the previous five years.

3. Commercial Space



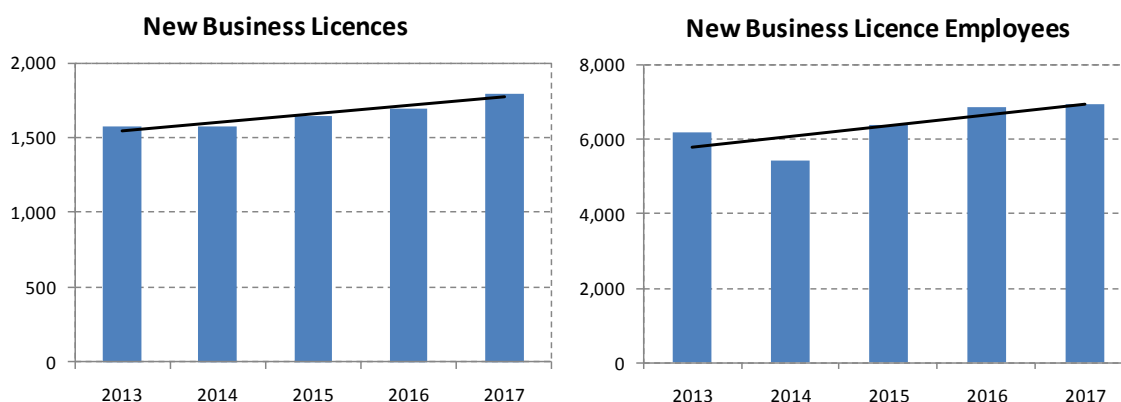
Both the industrial and the office space vacancy rates Richmond have registered a sharp overall decline in the last five years, suggesting substantial business growth and expansion.

Richmond has over 38.5 million square feet of industrial space, which, at 19%, represents the largest share of Metro Vancouver's regional industrial inventory. For the last three years, the industrial vacancy rate has hovered at an unhealthy 2.5% mark, despite a 2% inventory growth within the period. Severe industrial land supply shortages in Richmond and the region remains the number one obstacle for business expansion in the people and goods movement industries, which are sectors of competitive advantage for Richmond. As a result, Richmond has led the

Metro Vancouver region by initiating an industrial land intensification policy project, targeting better utilization and higher productivity of its existing industrial lands for industrial purposes.

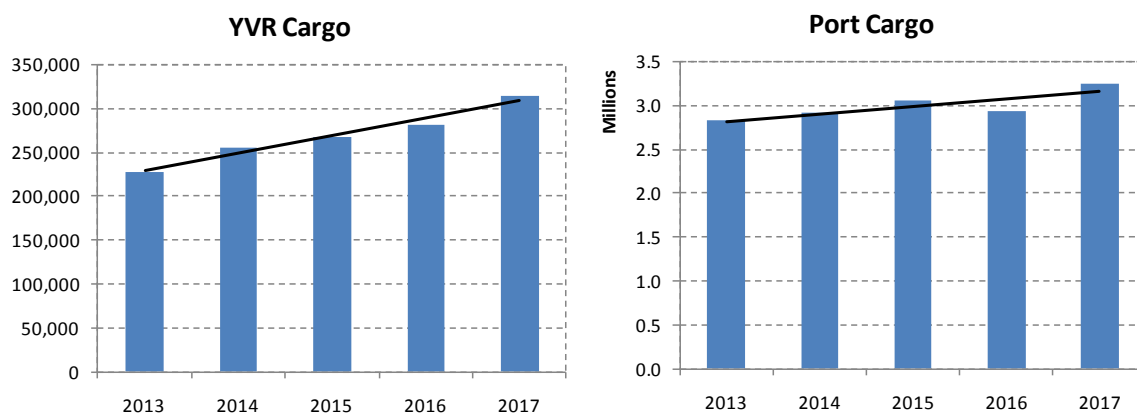
At 4.4 million square feet, Richmond's share of the regional office inventory is 8%, which is the fourth largest after Vancouver, Burnaby and Surrey. Increased leasing activity over the last five years has resulted in a 10% drop in the suburban office vacancies, with absorption attributed primarily to compression in the Vancouver market and organic growth in local businesses. Meanwhile, at 2.3% availability, transit-oriented office space in Richmond is virtually non-existent. Business and employment needs for rapid transit access and proximity to amenities continue to drive demand for office space along the Canada Line. With no office space added in the last 10 years anywhere in Richmond, including the Canada Line corridor, Richmond has eroded its ability to attract highly skilled and highly paid jobs in science, technology, the creative industries and other sectors of future growth.

4. Business Growth



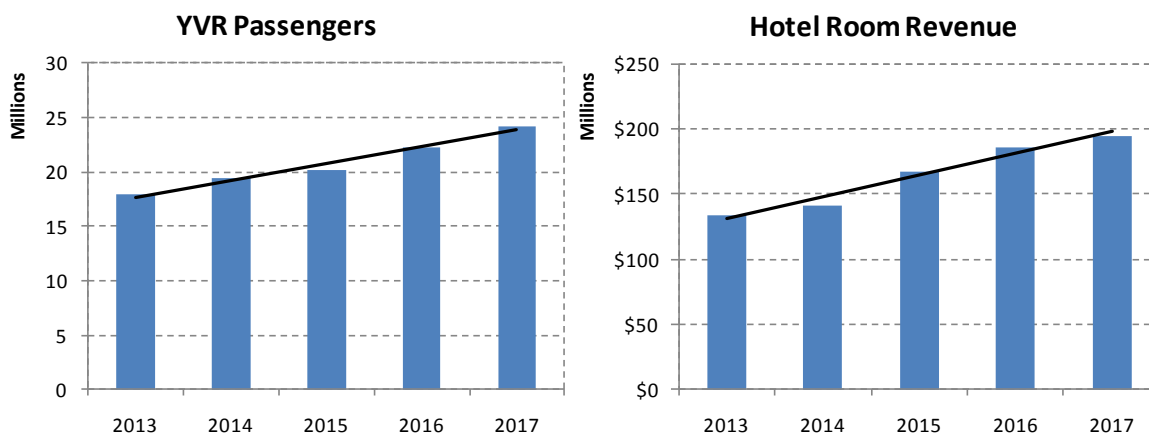
New business licences and associated employment have grown on average at 3.5% and 3.3%, respectively, over the last five years. At between 13,000 and 14,000, growth in total business licences has remained nominal in the last five years, registering an average annual growth rate of 1.6%. These two indicators combined reveal that a portion of Richmond's business growth is occurring through attrition (new businesses displacing businesses closing or leaving), with a small 1.6% uptick in overall business growth.

5. Trade



Responding to growth in global trade volumes, both Port of Vancouver and YVR cargo volumes registered sustained growth over the last five years. Ongoing expansion of services at YVR's Cargo Village in cargo flights and ground distribution facilities led to a healthy 8% average annual growth rate in cargo tonnes. Port of Vancouver cargo growth, as measured by twenty-foot-equivalent container movements, registered a nearly 4% annual average growth rate in the last five years. Both YVR and Port of Vancouver trade indicators are on track for an even better 2018, trending 10% up for YVR cargo and 4% up for the Port of Vancouver cargo, compared to the same year-to-date period in 2017. However, tariffs from the new trade agreement between Canada and the United States have not filtered into the marketplace yet and may impact trade BC's trade accounts if demand South of the border softens.

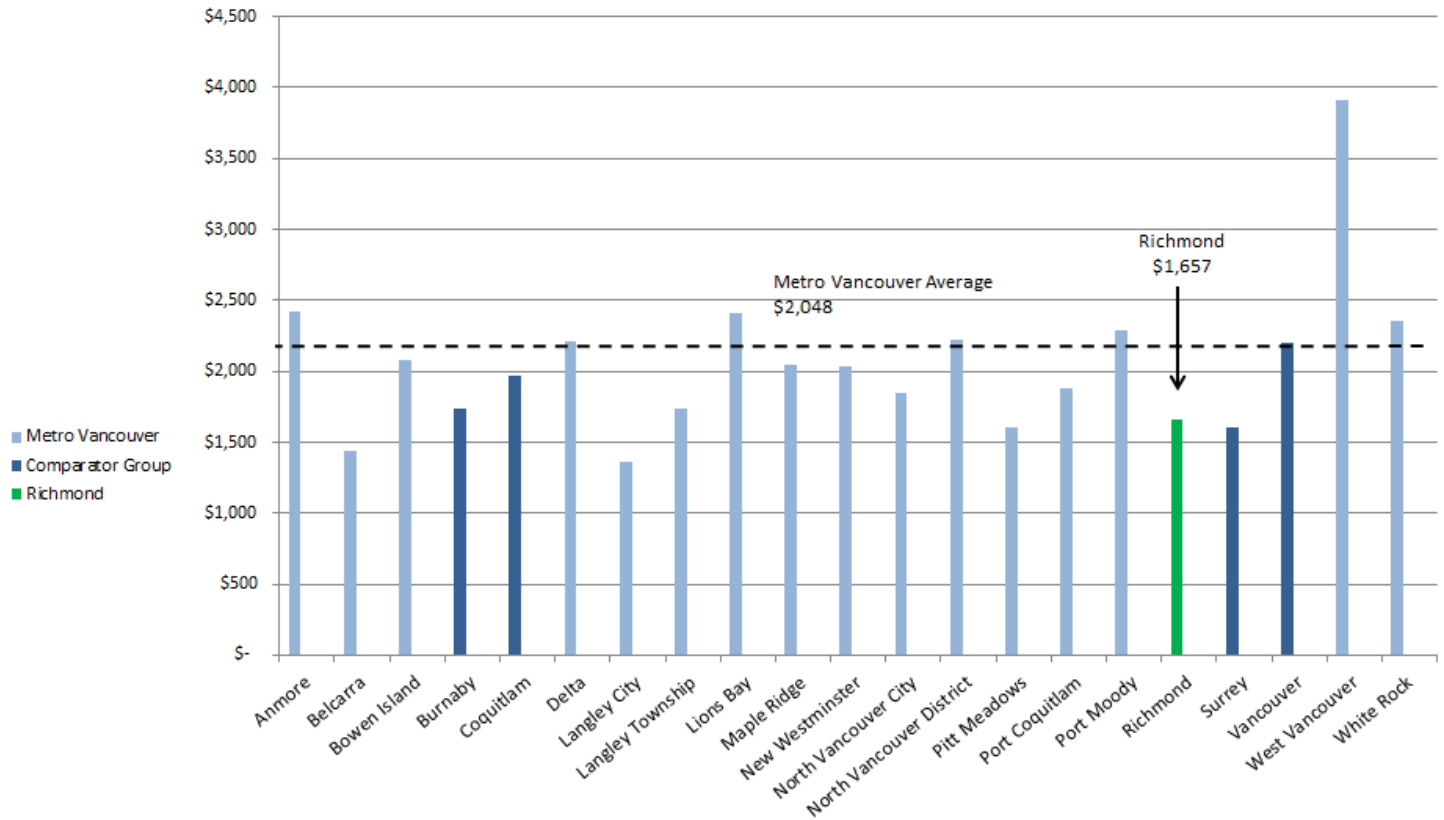
6. Tourism



A low Canadian dollar and global tourism growth of outpacing the global economy at 4.6% have created a fertile ground for tourism in Canada, BC and the region. Tourism has been the fastest growing sector of the Richmond economy as well, registering a 10% average annual growth, as measured by local hotel revenues. A 7% average annual growth in YVR passengers over the last five years is another indicator suggesting sustained and significant growth in travellers to the region. Both the Richmond hotel room revenue and the YVR passenger indicators are on a continued growth trajectory for 2018, with year to date values as of Q3 2018 up by 7% and 8%, respectively, compared to the same period last year.

5. 2018 Average Property Tax per Dwelling

2018 Average Property Tax per Dwelling

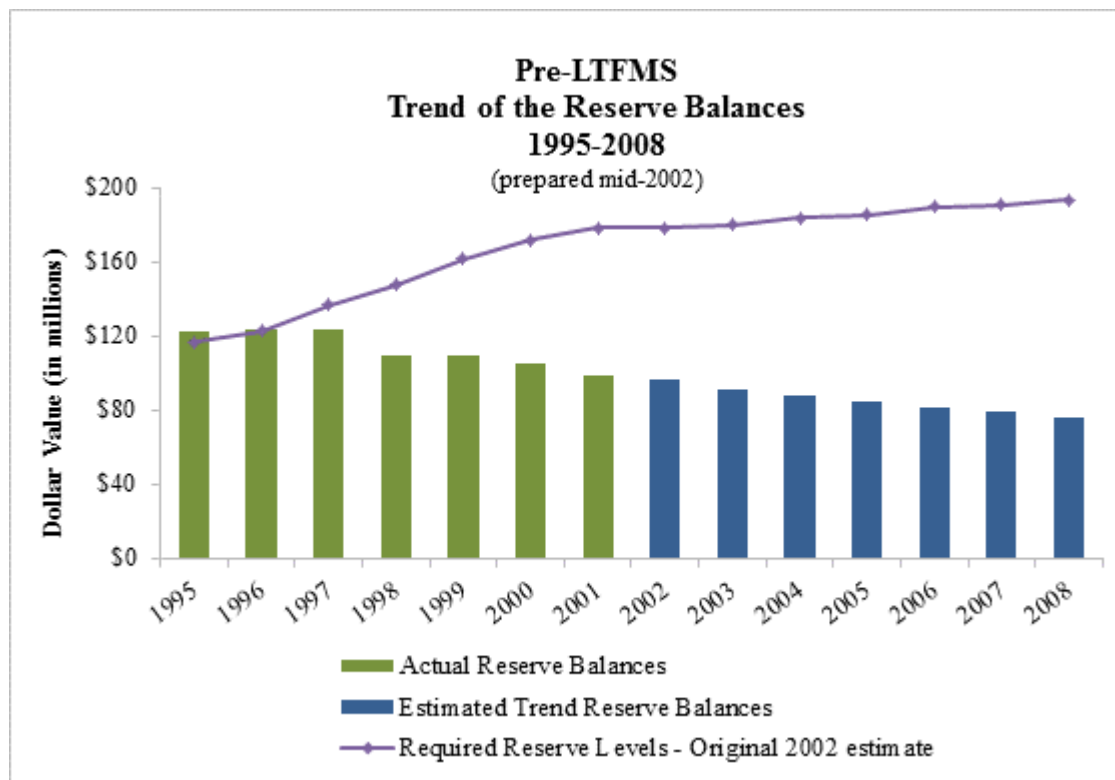


6. Long Term Financial Management Strategy Update

History - Where we have come from:









In mid-2002, after a review of the trend of the City's reserves (blue bars in *Figure 1*), the CAO directed staff to prepare a plan to address the long term financial sustainability of the City. Up to that point in time, the City's long term financial direction was driven by the annual budget decisions which in turn were driven by Council's desire to keep the tax impacts artificially low. In the mid to late 1990's for instance, the City absorbed approximately \$5.7 million in loss of grants from the Province, incurred debt, and absorbed growth, while keeping tax increases in the range of zero to 1.8%. The consequence was the gradual deterioration of the City's reserves (green bars in *Figure 1*). This path was clearly not sustainable and a more comprehensive financial strategy was required.

Figure 1 Original Reserve Trend Pre-LTFMS



To develop the vision, Council held a number of workshops to gain an understanding of the environmental factors that were impacting the City's financial position as well as 'gaps' reflected in the operating budgets, capital plans, aging infrastructure funding plans and reserve balances. The end result being that Council decided to focus on *'enhancing the City's economic well-being for present and future generations as part of the well managed component of the vision without sacrificing the overall liveability of the community'* and in September 2003, Council approved the Long Term Financial Management Strategy (LTFMS) with the following targets:

Figure 2 – 2003 LTFMS Targets

Tax Increase		CPI + 1.0% per year in the future to be transferred to the reserves.
Economic Development		1.5% per year
New Alternative Revenue		\$1 Mil per year by the 5 th year
Total Casino Revenue		\$10 Mil per year by the 2 nd year
Fire and Police Efficiencies		-0.2% per year starting in 3 rd year
Operating Efficiencies		-0.2% per year starting in 3 rd year
Service Level Reduction		No reduction
Capital Program Reduction		No reduction

Council went a step further in order to guide and protect the sustainability of the City's long term financial position and approved 10 supporting policies. From the time that LTFMS was adopted, Council has approved updates to the supporting policies. The ten supporting policies as currently adopted are as follows:

- 1. Tax Revenue** - Tax increases will be at Vancouver's CPI rate (to maintain current programs and maintain existing infrastructure at the same level of service) plus 1.0 % towards infrastructure replacement needs.
- 2. Gaming Revenue** - Gaming revenues are designated for the capital reserves, the major capital community facility replacement program, the grants program, the Council initiatives account, and towards the cost of policing relating to gaming activities.
- 3. Alternative Revenues & Economic Development** - Any increases in alternative revenues and economic development beyond all the financial strategy targets can be utilized for increased levels of service or to reduce the tax rate.
- 4. Changes to Senior Government Service Delivery** - 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.

5. **Capital Plan** - 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.
6. **Cost Containment** - Staff increases should be achieved administratively through existing departmental budgets, and no pre-approvals for additional programs or staff beyond existing budgets should be given, and that a continuous review be undertaken of the relevancy of the existing operating and capital costs to ensure that the services, programs and projects delivered continue to be the most effective means of achieving the desired outcomes of the City's vision.
7. **Efficiencies & Service Level Reductions** - Savings due to efficiencies or service level reductions identified in the strategy targets should be transferred to the capital reserves. Any savings due to efficiencies beyond the overall strategy targets can be utilized to reduce the tax rate or for increased levels of service.
8. **Land Management** – Sufficient proceeds from the sales of City land assets will be used to replenish or re-finance the City's land inventory. Any funds in excess of such proceeds may be used as directed by Council.
9. **Administrative** - As part of the annual budget process the following shall be undertaken:
 - all user fees will be automatically increased by CPI;
 - the financial model will be used and updated with current information, and
 - the budget will be presented in a manner that will highlight the financial strategy targets and indicate how the budget meets or exceed them.
10. **Debt Management** - Utilize a "pay as you go" approach rather than borrowing for financing infrastructure replacement unless unique circumstances exist that support borrowing.

These policies are integral to the financial decision making of the City in ensuring a long-term focus and financial sustainability.

Present state - Where we are now:

As a result of the LTFMS and other factors, the City is on the right path and in a stronger financial position as shown by the change in the City's financial position comparing December 31, 2002 to December 31, 2017.

Figure 3 –Financial Position Comparison

All dollar figures are expressed in \$000's

	2017	2002 ¹	Change \$	Change %
Financial Assets				
Cash and investments	\$1,020,650	\$229,549	\$791,101	345%
DCC receivable	22,376	7,042	15,334	218%
Other assets	71,460	40,435	31,025	77%
Total Assets	1,114,486	277,026	837,460	302%
Liabilities				
Accounts payable and accrued liabilities	99,036	42,740	56,296	132%
DCC levies	130,684	37,290	93,394	250%
Deposits and holdbacks	82,786	7,048	75,738	1,075%
Deferred revenue	66,287	11,313	54,974	486%
Long-term debt	37,603	42,709	(5,106)	(12%)
Total Liabilities	416,396	141,100	275,296	195%
Net financial assets	698,090	135,926	562,164	414%
Non-financial assets ²	2,258,039	922,940	1,335,099	145%
Accumulated Surplus	\$2,956,129	\$1,058,866	\$1,897,263	179%
Accumulated Surplus³				
Reserves	484,883	103,087	381,796	370%
Surplus/appropriated surplus/other ⁴	259,475	78,148	181,327	232%
Investment in tangible capital assets ⁵	2,211,771	877,631	1,334,140	152%
Total Accumulated Surplus	\$2,956,129	\$1,058,866	\$1,897,263	179%

¹ 2002 is used as the base year as the LTFMS was implemented during 2003.

² Non-financial assets includes tangible capital assets, inventory of material and supplies and prepaid expenses.

³ Accumulated Surplus includes committed amounts that are unspent at the reporting date.

⁴ Appropriated Surplus is amounts set aside for specific purposes, future commitments or potential obligations.

⁵ Investment in tangible capital assets represents the equity the City has in its assets. This is the depreciated value of assets less any outstanding obligations such as long term debt, capital lease or concession liability.

Highlights of changes in Financial Position December 31, 2002 to December 31, 2017:

- Cash and investments have increased by \$791.1 million (345%) to \$1.0 billion. The majority of this increase is attributable to:
 - Increase in reserves \$381.8 million (370%)
 - Increase in liabilities \$275.3 million (195%)
 - Increase in surplus/appropriated surplus \$181.3 million (232%)
- DCC receivable has increased by \$15.3 million (218%) which is also reflected in the increase in the DCC Levies of \$93.4 million (250%) due to increased development activity.
- Deposits and Holdbacks have increased by \$75.7 million (1,075%) mainly due to security deposits relating to development activity.
- Deferred revenue increased by \$55.0 million (486%) mainly due to tax and utility pre-payments and deferred permit fees.
- Long-term debt has decreased by \$5.1 million (12%) to \$37.6 million, previous debt for Terra Nova land acquisition, No. 2 Road bridge construction and sewer capital works was retired and new debt for the Minoru Centre for Active Living construction was obtained in 2014 due to the low interest rate environment.
- Net financial assets increased by \$562.2 million (414%) due to the net changes in assets and liabilities.
- Non-financial assets increased by \$1.3B (145%) mainly due to increases in tangible capital assets. Note that the accounting standard for reporting tangible capital assets changed in 2009.

The financial position is one measure of the impact of the LTFMS, however there are additional measures that align to the specific points of the strategy. A simple report card was developed to track the actual results of the LTFMS in a clear and concise manner, particularly, as they relate to the ten Council established policies and Council approved targets in 2003.

Performance Measurement

Figure 4 – LTFMS Performance Measurement Scorecard

Policy		Analysis						
<div>Target:</div> <div>CPI + 1.0% per year in the future to be transferred to the reserves.</div>		Year	CPI ¹	Base Increase	OBI	Additional Levels	Reserves	Total Increase
		2003	2.4%	2.49%	0.41%	0.45%	1.00%	4.35%
		2004	2.2%	2.25%	0.26%	0.76%	0.47%	3.74%
		2005	2.0%	1.03%	0.22%	0.73%	0.00%	1.98%
		2006	2.0%	1.75%	0.26%	0.97%	1.00%	3.98%
		2007	2.0%	1.39%	0.26%	1.18%	0.82%	3.65%
		2008	2.1%	1.67%	0.39%	1.86%	0.00%	3.92%
		2009	2.3%	2.19%	0.32%	0.46%	0.00%	2.97%
		2010	1.5%	3.34%	0.11%	0.00%	0.00%	3.45%
		2011	1.5%	2.63%	0.32%	0.00%	0.00%	2.95%
		2012	1.7%	1.70%	0.16%	0.12%	1.00%	2.98%
		2013	2.0%	1.39%	0.36%	0.23%	1.00%	2.98%
		2014	2.0%	1.53%	0.34%	0.09%	1.00%	2.96%
		2015	1.0%	1.45%	0.38%	0.06%	0.00%	1.89%
		2016	2.3%	0.57%	0.47%	1.07%	1.00%	3.11%
		2017	2.1%	0.69%	0.70%	0.56%	1.00%	2.95%
		2018	2.3%	1.88%	0.30%	0.12%	1.00%	3.30%

¹ CPI estimate used in the annual budget preparation.

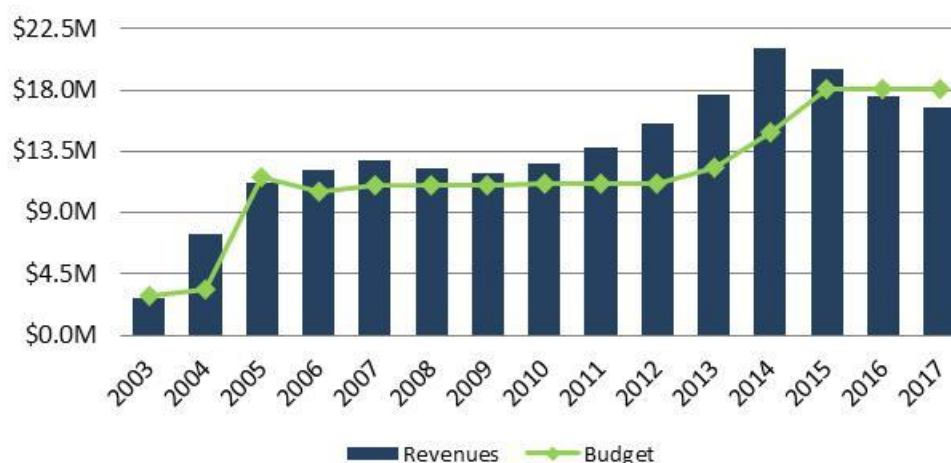
- Since the implementation of the LTFMS in 2003, the tax increases (net of the transfer to reserves) have approximated the budgeted CPI increase.
- The increase to reserves was fully met or had a partial increase in over half of the years since the implementation of the LTFMS.
- In 2008 - 2011, the 1% increase for transfer to reserves was replaced by the interest earned on the Community Legacy & Land Replacement Reserve Fund as approved by Council on July 23, 2007.
- In 2015, the 1% increase for transfer to reserves was replaced by a one-time infusion from surplus gaming revenue in lieu of the tax increase.
- In 2016, 12 additional RCMP officers were funded through a reduction in the base budget across all divisions.
- In 2017, 11 additional RCMP officers and 3 municipal employees to support the RCMP were funded through an additional level increase of 0.48% in 2017 and 0.51% in 2018. At the December 12, 2016 Council meeting, \$1.0M (0.50% reduction) from the rate stabilization was applied to the base level budget.
- In 2018, 16 additional RCMP officers and 3 municipal employees to support the RCMP were funded through an additional level increase of 1.10%. At the December 11, 2017 Council meeting, \$2.3M from the rate stabilization was applied to the base level budget.

Policy	Analysis
2. Gaming Revenue	<ul style="list-style-type: none"> - Gaming revenue met and has surpassed the \$10 million target since 2005, and in 2017 \$16.8 million was received, 526% greater than the 2003 figure. - Gaming Revenue is currently used to fund capital reserves, the major capital community facility replacement program, grants, the Council Community Initiatives Account and towards the cost of policing relating to gaming activities. - At the March 23, 2015 Council Meeting, Council approved an updated allocation model of gaming revenues effective for the 2016 budget year which included the creation of the Council Community Initiatives Account.

Target:

Total Casino Revenue - **\$10M** per year by the 2nd year

City of Richmond Gaming Revenues 2003-2017



Policy

Analysis

3. Alternative Revenues & Economic Development

Target:

Economic Development - 1.5% per year

Year	Tax Growth	Tax %
2003	1,628,493	1.63%
2004	2,648,500	2.51%
2005	1,657,392	1.50%
2006	2,296,582	2.95%
2007	3,346,530	3.04%
2008	3,750,000	2.91%
2009	3,200,000	2.28%
2010	1,800,000	1.22%
2011	2,000,000	1.29%
2012	2,364,594	1.47%
2013	1,600,000	0.95%
2014	2,300,000	1.32%
2015	2,500,000	1.36%
2016	2,276,000	1.20%
2017	2,700,000	1.36%
2018	3,400,000	1.65%

Target:

Economic Development - **1.5%** per year

- The tax base has shown growth each year since the inception of the LTFMS averaging approximately 1.8% each year over the period of 2003 – 2018.

Policy	Analysis
3. Alternative Revenues & Economic Development (continued) <div> Target: Alternative revenue - \$1M per year by the 5th year </div>	<ul style="list-style-type: none"> - There have been a number of expanded alternative revenues such as the following: <ul style="list-style-type: none"> - District energy utility revenue - Sports Field User Fees - Filming revenues - Expanded Pay Parking program to include street meters - RCMP service fees - Tax information fees - Developer fees for planning services - Sale of drawings/GIS data - Meeting room rental revenue - Rental/Lease revenue from bus shelters - New rental properties revenue - Microfilm revenue - Media Lab Program Fees - Sponsorship Revenue for major events

Policy	Analysis
4. Changes to Senior Government Service Delivery	<ul style="list-style-type: none"> - The RCMP contract has increased at rates greater than the LTFMS policy of CPI, and are highlighted within the annual budget presentations. - Example, the 2018 RCMP contract increased at 2.80% (before the additional 16 officers and 3 municipal support staff) compared to the City's tax increase before reserves of 2.30%.

Policy	Analysis																																		
5. Capital Plan <div> Target: No reduction </div>	<table> <tr> <th>Year</th><th>Capital Budget¹</th></tr> <tr><td>2003</td><td>39,438,000</td></tr> <tr><td>2004</td><td>45,380,000</td></tr> <tr><td>2005</td><td>115,558,000</td></tr> <tr><td>2006</td><td>113,021,000</td></tr> <tr><td>2007</td><td>172,203,000</td></tr> <tr><td>2008</td><td>166,188,000</td></tr> <tr><td>2009</td><td>72,798,000</td></tr> <tr><td>2010</td><td>160,526,000</td></tr> <tr><td>2011</td><td>93,372,000</td></tr> <tr><td>2012</td><td>88,964,000</td></tr> <tr><td>2013</td><td>139,681,000</td></tr> <tr><td>2014</td><td>204,259,000</td></tr> <tr><td>2015</td><td>167,217,000</td></tr> <tr><td>2016</td><td>146,349,000</td></tr> <tr><td>2017</td><td>122,659,000</td></tr> <tr><td>2018</td><td>160,064,000</td></tr> </table> <div> \$125.5 million Average Capital Budget 2003 – 2018 </div> <div> \$47.5 million Average Capital Budget 1992 – 2002 </div>	Year	Capital Budget ¹	2003	39,438,000	2004	45,380,000	2005	115,558,000	2006	113,021,000	2007	172,203,000	2008	166,188,000	2009	72,798,000	2010	160,526,000	2011	93,372,000	2012	88,964,000	2013	139,681,000	2014	204,259,000	2015	167,217,000	2016	146,349,000	2017	122,659,000	2018	160,064,000
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¹ Capital Budget represents the amended budget amount where applicable

- The capital budgets have fluctuated over this period due to major facility construction and significant land acquisition.

Policy	Analysis
6. Cost Containment	<ul style="list-style-type: none"> - The following are some examples of cost containment or cost recovery programs that have been implemented: <ul style="list-style-type: none"> - Energy retrofit projects to reduce electricity and natural gas usage - Attendance manager and attendance management system - Tree permit revenue to offset Tree Bylaw costs - Accessing Grants (Joint Emergency Preparedness Program, Stimulus funds, etc.) - RCMP Auxiliary Program - Fuel management system - Patroller First Responder program - Garbage/Recycling contract - Development of Sidaway disposal site - Road Cut Program to include private utility companies - Use of Trenchless technology for construction purposes - Fire Protection & Life Safety Bylaw with associated fees, fines and avenues for cost recovery - Delayed replacements / hirings - Operating expense reduction (i.e. Supplies, Contract, telephone etc.) - Service Level reviews

Policy	Analysis
7. Efficiencies & Service Level Reductions <div> <p>Target:</p> <p>-0.2% per year starting in 3rd year for operating, police & fire efficiencies.</p> <p>No reductions to level of service</p> </div>	<ul style="list-style-type: none"> - This area is addressed annually during the budget review process. The efficiencies and service level reductions have not been isolated and identified separately. - The following are some examples of efficiencies: <ul style="list-style-type: none"> - Retro-commissioning of existing buildings to optimize the energy use - Upgrade of direct digital control systems - Pump station power efficiencies - Traffic signal conversion to LED - Systems enhancements, AMANDA, PeopleSoft, HCM, etc. - Virtualizing computer servers - Use of real time hand held ticketing computers - Bylaw Adjudication System - LEED Fire halls - Scanning equipment in stores - Online event management system

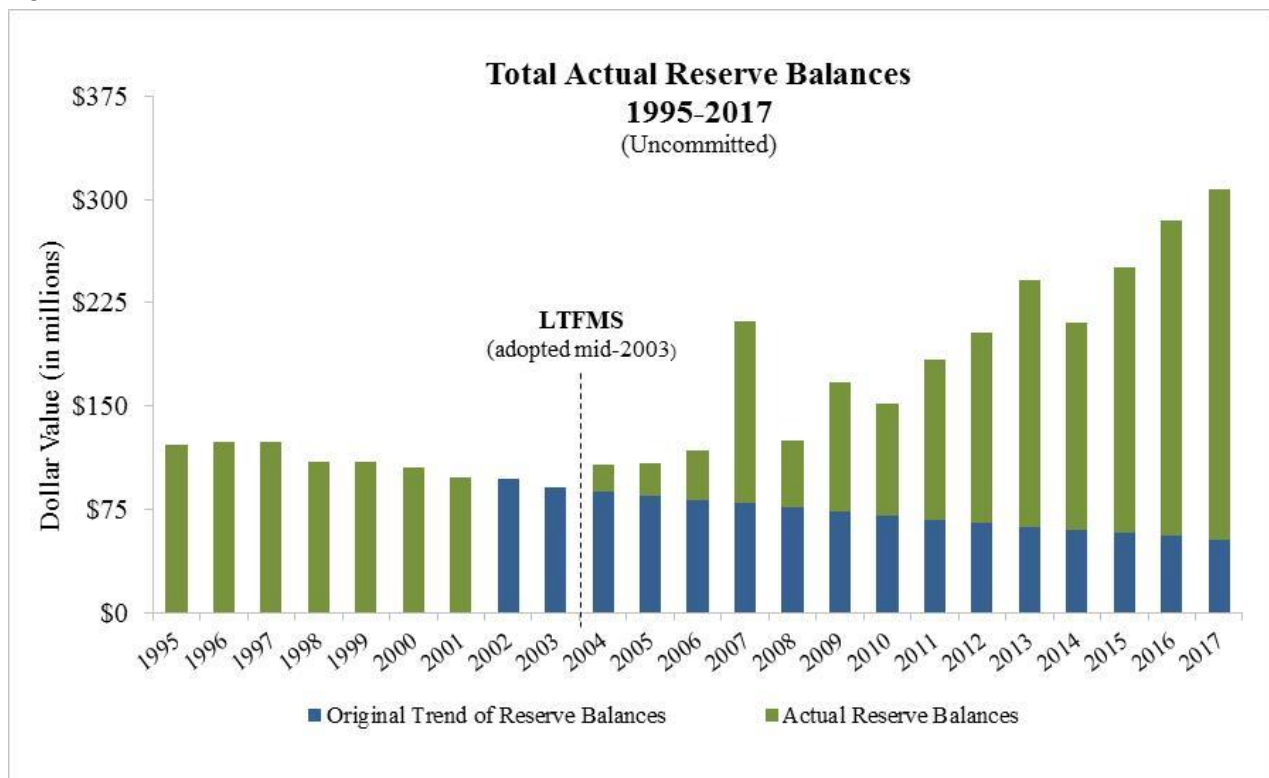
Policy	Analysis
8. Land Management	<ul style="list-style-type: none"> - The proceeds from land sales are returned to land related accounts to fund future land acquisitions. The City has been actively acquiring land over the past 10 years. - Since 2013, the City has been involved in over \$150 million in land transactions involving approximately 55 acres of land.

Policy	Analysis
9. Administrative	<ul style="list-style-type: none"> - Currently where possible user fees are automatically increased by CPI on January 1st of each year by Council through the Consolidated Fees Bylaw. - Every year, the 5YFP is prepared and addresses the tax increase, distribution of Gaming Revenue, isolation of additional levels of service and the capital plan funding sources.

Policy	Analysis
10. Debt Management	<ul style="list-style-type: none"> - During 2014, debt in the amounts of \$50.8M was strategically obtained for the construction of the Minoru Centre for Active Living to take advantage of the low interest rate environment. - The debt servicing costs for the new \$50.8M debt did not increase taxes as \$5M of annual gaming revenue (formerly used to repay for the construction of the Oval) and the portion of funding that had been used to pay for the now extinguished Terra Nova debt were used to finance these costs.

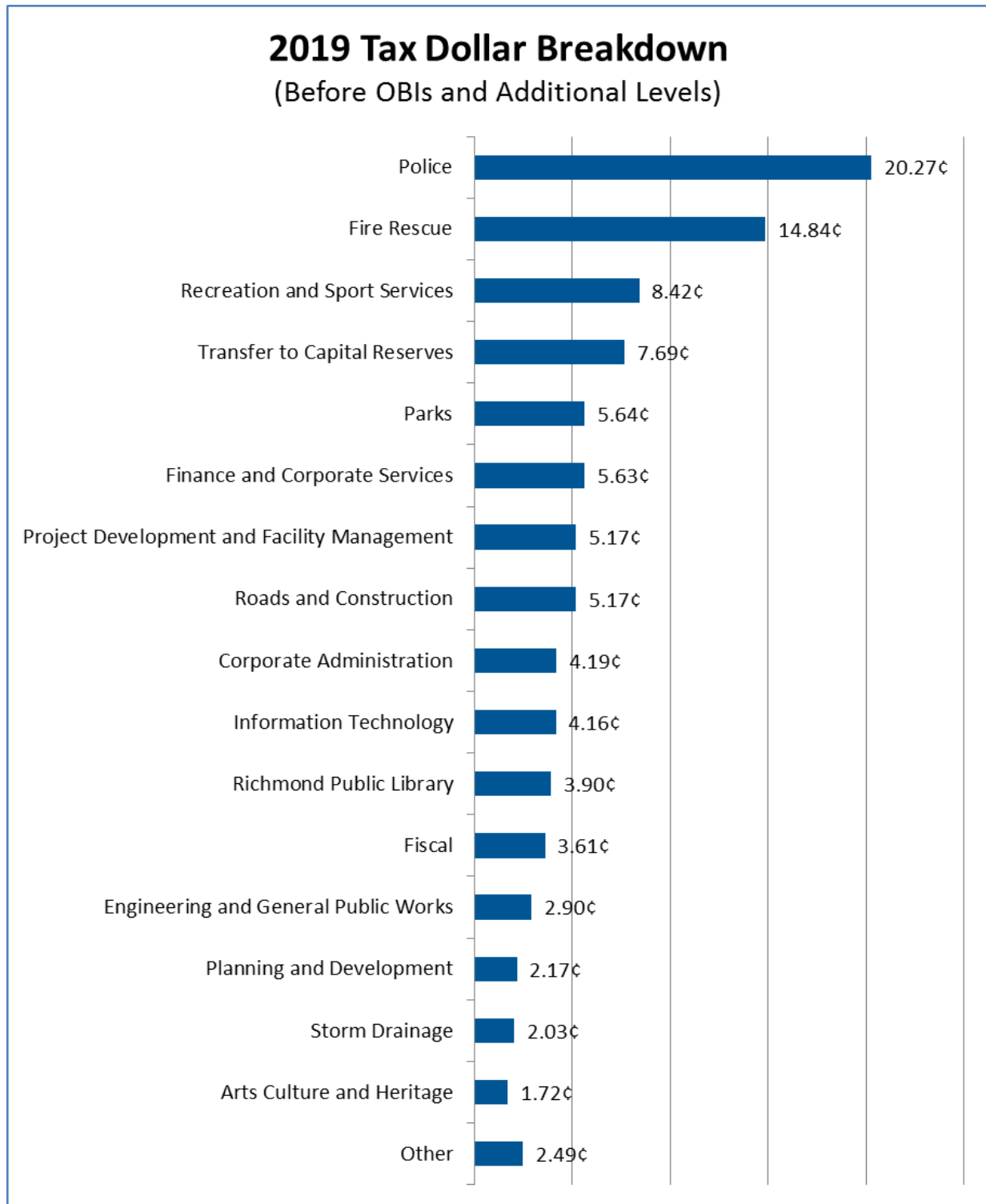
Overall, the City has met the requirements of the policies with the exception of alternative revenues and tax increase targets which have intermittently met the targets. Meeting the requirement of limiting tax increases to CPI (under policy 1) is beginning to place a burden on the organization as it is difficult without a corresponding reduction in services or service levels. This is particularly evident in current times with low inflation and continued escalation for community safety, infrastructure costs and committed labour agreements.

The progress that has been made to date due to the LTFMS can be measured by the increase to the reserves. The growing of the reserves was one of the initial drivers behind the creation of the LTFMS. Prior to the implementation of the LTFMS, the reserves were steadily declining as depicted by the green bars and the future reserve projections represented by the blue bars continued the decline. After the adoption of the LTFMS, the reserve balances have shown a steady increase.

Figure 5 – Actual Trend of the Reserves

The above chart shows an indication of the overall reserve balances and the increases since the adoption of the LTFMS. Though the overall reserves balances are growing, the Capital Building and Infrastructure Reserve (CBI) which is used to fund major capital facility replacement requires further review. The CBI reserve is the recipient of the 1% annual increase in transfer to reserves and has been utilized recently for partial funding towards Phase 1 of the Corporate Facilities Implementation Plan. The uncommitted balance in the Capital Building and Infrastructure Reserve (excluding the special sports sub-fund) at December 31, 2017 was \$58.1 million.

The reserves alone do not show the complete story; they must be reviewed in conjunction with asset condition ratings, aging infrastructure reports and long-term capital requirements. Staff is currently working on the facilities replacement plan which will be a key component to the required reserve analysis.

7. 2019 Municipal Tax Dollar

8. 2019 Same Level of Service Base Budget Details

All Divisions

Community Safety, Community Services (including Library), Engineering and Public Works (excluding Utilities), Finance and Corporate Services, Corporate Administration, Planning and Development, and Fiscal.

	2018 Adjusted Base Budget (Restated for Comparison)	2019 Proposed Base Budget	Change 2019 \$	Change 2019 %
Revenues	(312,126,000)	(315,340,000)	(3,214,000)	1.03%
Expenditures				
Labour	147,739,500	150,616,200	2,876,700	1.95%
Contract Services	71,233,000	73,345,600	2,112,600	2.97%
Operating Expenses	40,855,400	43,259,800	2,404,400	5.89%
Total Expenditures	259,827,900	267,221,600	7,393,700	2.85%
Fiscal Expenses	58,848,900	59,791,100	942,200	1.60%
Transfers	(6,550,800)	(5,922,600)	628,200	(9.59%)
Grand Total¹	\$-	\$5,750,100	\$5,750,100	

¹ 2019 Proposed Base Budget increase represents the same level of service before tax growth.

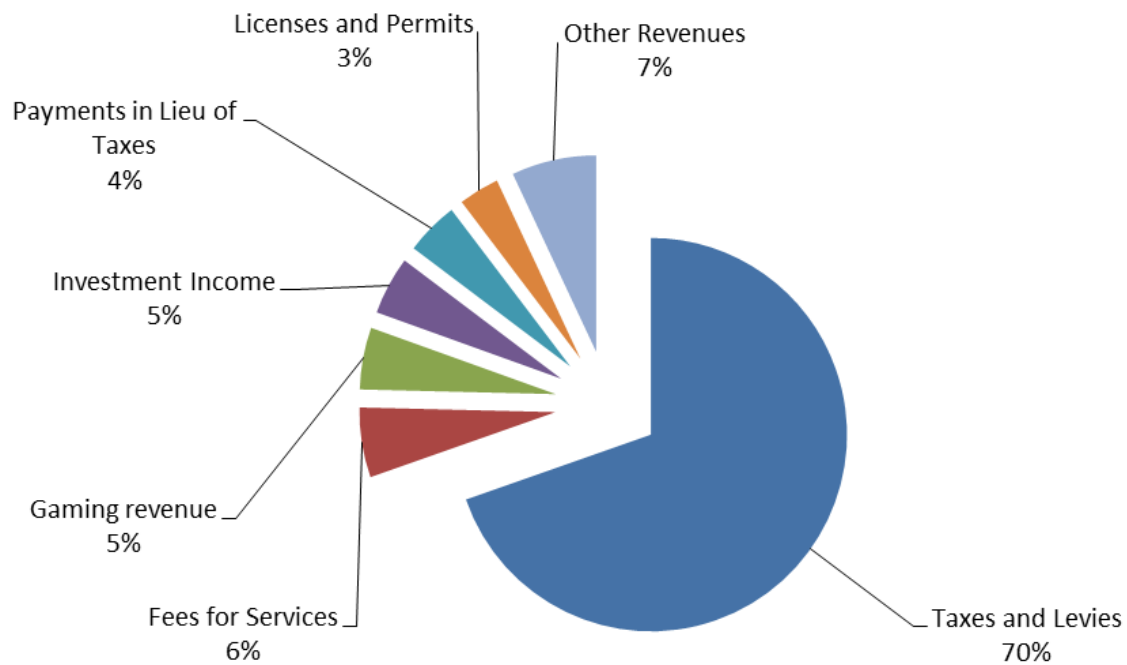
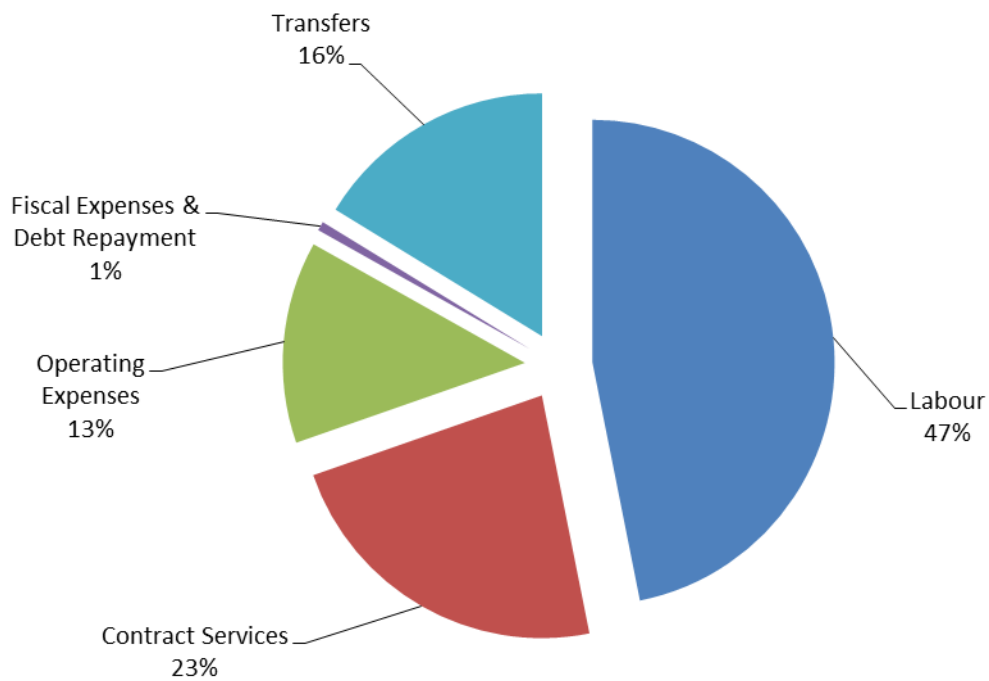
FTE Change

	2018 FTE ²	2019 FTE	Change 2019	Change 2019 %
Total	1,332.1	1,332.1	-	-%

² 2018 FTE for the same level of service base budget includes additional levels approved in 2018 and the operating budget impact (OBI) relating to previously approved capital submissions.

FTE Change - Library

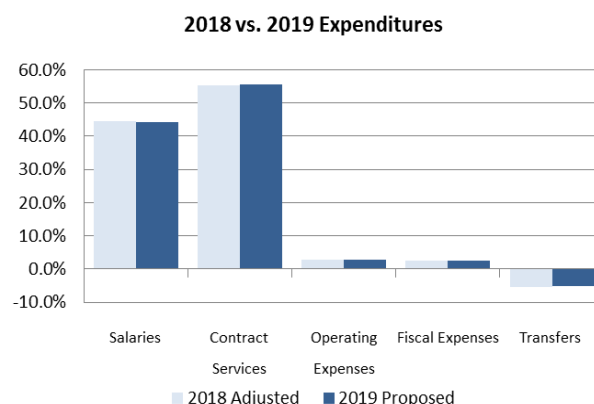
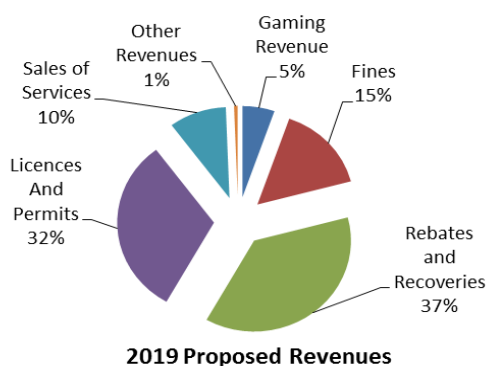
	2018 FTE	2019 FTE	Change 2019	Change 2019 %
Total	91.2	90.5	(0.7)	0.77%

**2019 Proposed Revenues****2019 Proposed Base Operating Budget Expenditures**

Community Safety

The City's primary community safety providers are Police (RCMP), Fire-Rescue, Emergency Programs, Business Licences, and Community Bylaws. The role of the Community Bylaws Department is to lead, assist or partner with others to ensure that the City's various bylaws are complied with for the overall benefit of the community.

	2018 Adjusted Base Budget (Restated for Comparison)	2019 Proposed Base Budget	Change 2019 \$	Change 2019 %
Revenues	(12,854,600)	(13,209,100)	(354,500)	2.76%
Expenditures				
Labour	42,440,800	43,743,400	1,302,600	3.07%
Contract Services	52,734,900	55,123,000	2,388,100	4.53%
Operating Expenses	2,707,300	2,731,700	24,400	0.90%
Total Expenditures	97,883,000	101,598,100	3,715,100	3.80%
Fiscal Expenses	2,533,400	2,607,400	74,000	2.92%
Transfers	(5,031,000)	(5,100,000)	(69,000)	1.37%
Grand Total	\$82,530,800	\$85,896,400	\$3,365,600	4.08%



FTE Change

	2018 FTE	2019 FTE	Change 2019
Total	361.7	361.7	-

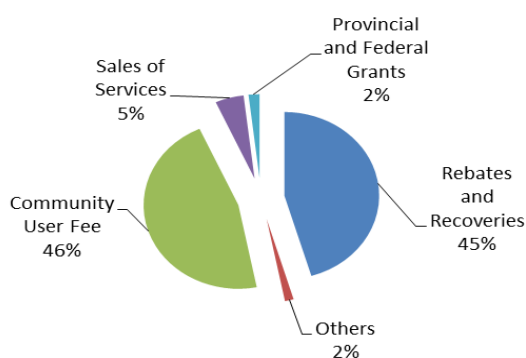
RCMP Contract Complement (Funded)

	2018 FTE	2019 FTE	Change 2019
Officers	239.0	239.0	-
Civilian Members	2.0	2.0	-
Less: Non-Budgeted	(11.0)	(11.0)	-
Municipal Policing	230.0	230.0	-
Integrated Teams including RTIC	17.7	17.7	-
Total	247.7	247.7	-

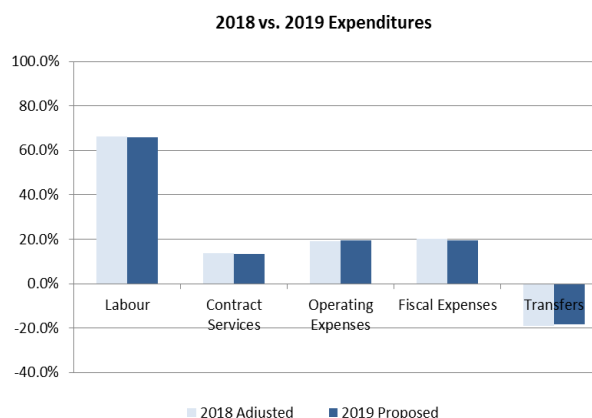
Community Services

Coordinates, supports and develops Richmond's community services including recreation, library, arts, heritage, sports, social planning, affordable housing, diversity, youth, childcare and older adult services. 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.

	2018 Adjusted Base Budget (Restated for Comparison)	2019 Proposed Base Budget	Change 2019 \$	Change 2019 %
Revenues	(11,378,300)	(11,539,400)	(161,100)	1.42%
Expenditures				
Labour	41,123,400	41,838,900	715,500	1.74%
Contract Services	8,441,500	8,542,100	100,600	1.19%
Operating Expenses	11,896,900	12,394,200	497,300	4.18%
Total Expenditures	61,461,800	62,775,200	1,313,400	2.14%
Fiscal Expenses	12,457,900	12,458,000	100	0.00%
Transfers	(11,754,400)	(11,723,400)	31,000	(0.26%)
Grand Total	\$50,787,000	\$51,970,400	\$1,183,400	2.33%



2019 Proposed Revenues



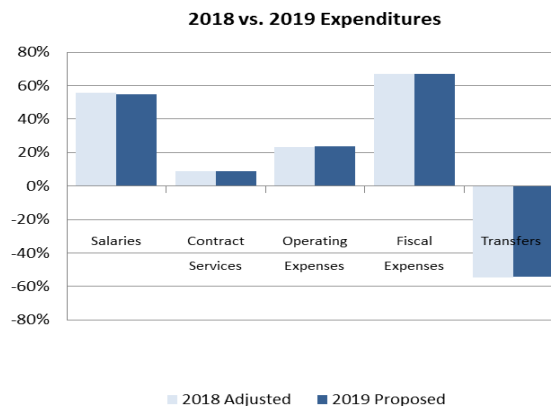
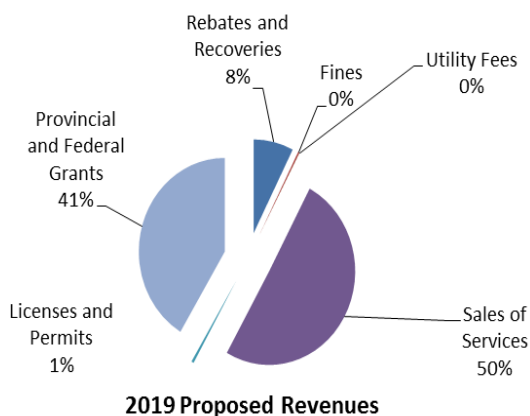
FTE Change

	2018 FTE	2019 FTE	Change 2019
Community Services	414.0	414.0	-
Library	91.2	90.5	(0.7)
Total	505.2	504.5	(0.7)

Engineering and Public Works (excluding Utilities)

Comprises engineering planning, design, construction and maintenance services for all utility and City building infrastructure. Responsible for dikes and irrigation system, roads and construction services, street lighting, corporate sustainability, corporate and community energy programs.

	2018 Adjusted Base Budget (Restated for Comparison)	2019 Proposed Base Budget	Change 2019 \$	Change 2019 %
Revenues	(6,738,300)	(6,827,900)	(89,600)	1.33%
Expenditures				
Labour	24,418,100	24,498,400	80,300	0.33%
Contract Services	3,846,200	3,883,800	37,600	0.98%
Operating Expenses	10,146,000	10,512,600	366,600	3.61%
Total Expenditures	38,410,300	38,894,800	484,500	1.26%
Fiscal Expenses	29,389,100	29,961,500	572,400	1.95%
Transfers	(23,956,600)	(24,261,500)	(304,900)	1.27%
Grand Total	\$37,104,500	\$37,766,900	\$662,400	1.79%



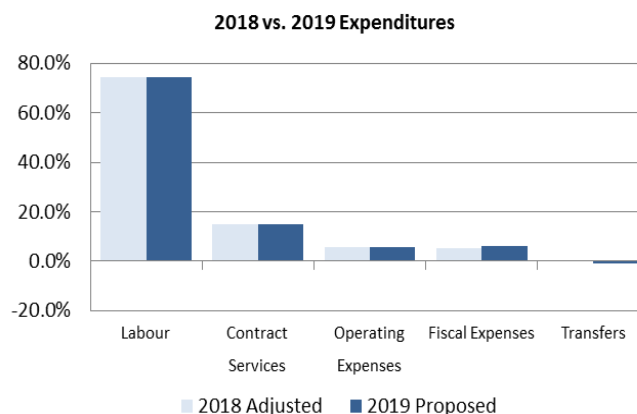
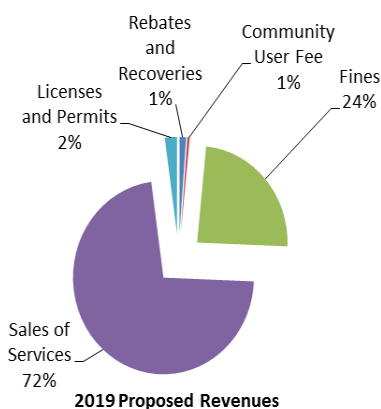
FTE Change

	2018 FTE	2019 FTE	Change 2019
Total	229.1	229.1	-

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, City Clerk, corporate business service solutions and law. The Law Department is responsible for providing advice to City Council and staff regarding the City's legal rights and obligations.

	2018 Adjusted Base Budget (Restated for Comparison)	2019 Proposed Base Budget	Change 2019 \$	Change 2019 %
Revenues	(688,600)	(712,400)	(23,800)	3.46%
Expenditures				
Labour	18,011,100	18,386,800	375,700	2.09%
Contract Services	3,630,200	3,681,800	51,600	1.42%
Operating Expenses	1,639,900	1,644,400	4,500	0.27%
Total Expenditures	23,281,200	23,713,000	431,800	1.85%
Fiscal Expenses	1,215,400	1,448,000	232,600	19.14%
Transfers	7,300	(225,300)	(232,600)	(3186.30%)
Grand Total	\$23,815,300	\$24,223,300	\$408,000	1.71%



FTE Change

	2018 FTE	2019 FTE	Change 2019
Total	163.1	163.1	-

Corporate Administration

The CAO's Office oversees the overall administration of the corporate body (business units/operations) of the City and employees. It is also home to the Corporate Planning and Programs Management Group (CPMG). CPMG and Intergovernmental Relations are responsible for research and development of corporate policy, strategic and corporate planning, intergovernmental relations, human resources, corporate communications, protocol, business advisory services, special projects and coordination of interdivisional projects and initiatives. This is also where the budget for Mayor and Councillors resides.

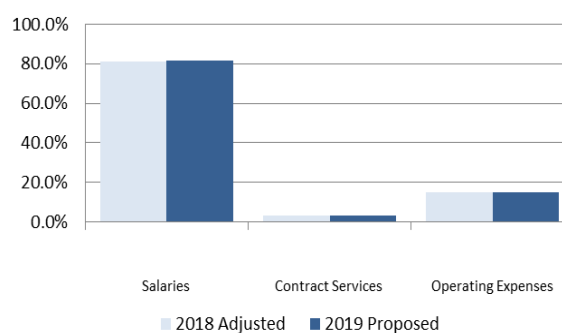
	2018 Adjusted Base Budget (Restated for Comparison)	2019 Proposed Base Budget	Change 2019 \$	Change 2019 %
Revenues	(5,000)	(5,000)	-	-%
Expenditures				
Labour	8,274,200	8,474,400	200,200	2.42%
Contract Services	345,100	345,100	-	-%
Operating Expenses	1,551,700	1,551,700	-	-%
Total Expenditures	10,171,000	10,371,200	200,200	1.97%
Transfers	-	-	-	-%
Grand Total	\$10,166,000	\$10,366,200	\$200,200	1.97%

Sales of
Services
100%



2019 Proposed Revenues

2018 vs. 2019 Expenditures



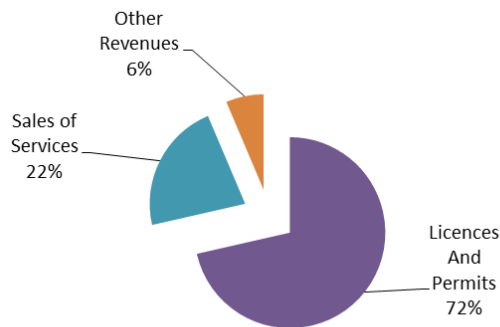
FTE Change

	2018 FTE	2019 FTE	Change 2019
Total	66.4	66.4	-

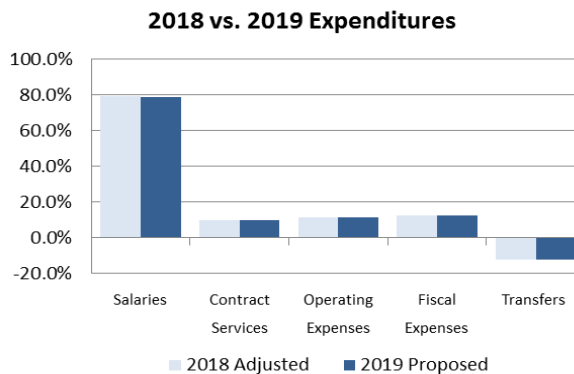
Planning and Development

Incorporates the policy planning, transportation planning, development applications and the building approvals departments. 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.

	2018 Adjusted Base Budget (Restated for Comparison)	2019 Proposed Base Budget	Change 2019 \$	Change 2019 %
Revenues	(9,091,800)	(9,313,500)	(221,700)	2.44%
Expenditures				
Labour	11,574,100	11,615,600	41,500	0.36%
Contract Services	1,388,800	1,413,500	24,700	1.78%
Operating Expenses	1,654,500	1,649,500	(5,000)	(0.30%)
Total Expenditures	14,617,400	14,678,600	61,200	0.42%
Fiscal Expenses	1,798,300	1,798,300	-	-%
Transfers	(1,798,300)	(1,798,300)	-	-%
Grand Total	\$5,525,600	\$5,365,100	(\$160,500)	(2.90%)



2019 Proposed Revenues

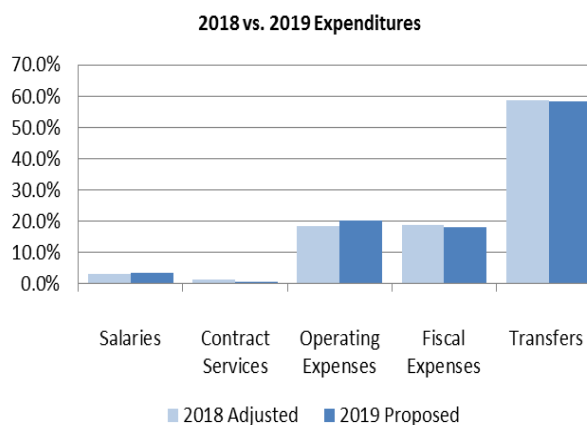
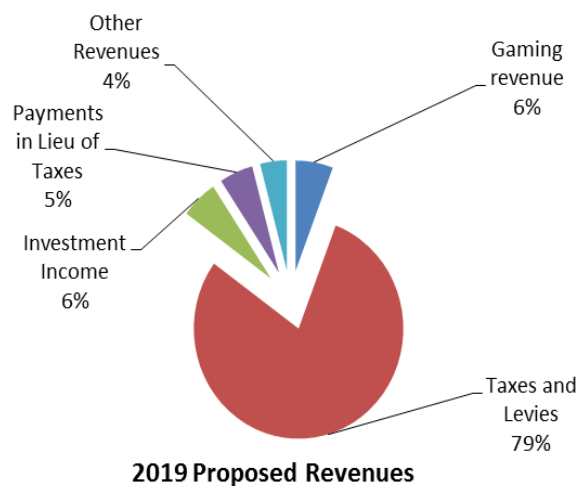


FTE Change

	2018 FTE	2019 FTE	Change 2019
Total	97.8	97.8	-

Fiscal

	2018 Adjusted Base Budget (Restated for Comparison)	2019 Proposed Base Budget	Change 2019 \$	Change 2019 %
Revenues	(\$271,369,400)	(\$273,732,700)	(\$2,363,300)	0.87%
Expenditures				
Labour	\$1,897,800	\$2,058,700	\$160,900	8.48%
Contract Services	\$846,300	\$356,300	(\$490,000)	(57.90%)
Operating Expenses	\$11,259,100	\$12,775,700	\$1,516,600	13.47%
Total Expenditures	\$14,003,200	\$15,190,700	\$1,187,500	8.48%
Fiscal Expenses	\$11,454,800	\$11,517,900	\$63,100	0.55%
Transfers	\$35,982,200	\$37,185,900	\$1,203,700	3.35%
Grand Total	(\$209,929,200)	(\$209,838,200)	\$91,000	(0.04%)



9. OBI Developer Contributed Assets

The following developer contributed assets that were previously approved by Council as part of rezoning approvals will be placed in service in 2019 and will require funding for ongoing operation and maintenance.

- Yuanheng Seaview Development Ltd. And Yuanheng Seaside Developments Ltd. (No. 3 Road, Capstan Way, River Road) OBI: \$55,497

As a result of the proposed development (RZ 12-603040), the City will take ownership of developer contributed infrastructure assets such as road works, waterworks, storm sewers, sanitary sewers, street lights, street trees and traffic signals.

- Capstan Village Park OBI: \$37,200

A new park, currently referred to as Capstan Village Park, will be completed in the fall of 2019. The park will be constructed for the City by a developer (Pinnacle) as per Park Servicing Agreement SA 14-671777. This park is the first phase of a multi-phase park which will be completed once the future Canada Line station has been built. Permanent park features include pedestrian level lighting, asphalt and concrete walkways, a water play element, a playground, a plaza with seating, lighting and trees, extensive tree and shrub plantings and open lawn areas.

This park (located at 3311 Carscallen Road) will ultimately be 0.84 acres and includes a fully completed portion on approximately half of the site; the remaining portion will be built to a temporary condition as it will be the future construction staging area during the Canada Line station's construction. Once complete, the park will become the central feature to this development and the open space network surrounding the future Canada Line Station.

- Bridgeport Child Care Facility OBI: \$35,454

Ongoing funds are required for capital maintenance costs for the future City-owned child care facility to be located at 10311 River Drive as approved in DP 16-721500. The facility will include up to 6,500 square feet of indoor area, an outdoor play area for the exclusive use of the child care, 7 dedicated child care parking spaces, access to 18 shared visitor/child care facility parking, shared loading space and shared bicycle parking. Projected completion and transfer to the City will be in mid- 2019.

- As a result of the following proposed developments, the City will take ownership of developer contributed infrastructure assets such as road works, waterworks, storm sewers, sanitary sewers, street lights, street trees and traffic signals. Ongoing funds are required for capital maintenance costs.

Developer	Address	Rezoning Number	OBI
Pinnacle International (Richmond) Plaza Inc.	No. 3 and Sexsmith Road	RZ 12-610011	\$22,859
Yamamoto Architecture Inc.	Bridge Street and No. 4 Road	RZ 12-605038	\$14,750
Concord Pacific	Capstan Way, No. 3 and Sexsmith Road	RZ 12-603040	\$11,536
0731649 BC Ltd.	Alexandra Road	RZ 16-734204	\$10,199
Oris Developments (Hamilton) Corp.	Westminster Highway and Gilley Road	RZ 14-660662/660663	\$9,225
Westmark Developments Ltd.	5400 Granville Avenue	RZ 13-644678	\$5,541

- Kingsley Estates Public Plaza OBI: \$5,120

Ongoing funds are required for the maintenance of a public plaza located near the Kingsley Estates residential development and City-acquired child care facility along No. 2 Road between Williams Road and Steveston Highway. The plaza provides a small informal seating node comprised of concrete paving and stone-block seats surrounded by lawn and shade trees. It is being constructed through a servicing agreement with the developer of the adjacent development. In 2019, the plaza will begin to be maintained by the City.

Transfer of this parcel (Parcel 2) for a child care/entry plaza was approved as part of the Rezoning Considerations (RZ 13-649524) and a Servicing Agreement (SA 15-695335) was entered into for the detailed design and construction of the plaza.

- Zylmans Way and Blundell Road (special crosswalk) OBI: \$2,334

The scope of work involves traffic-signal related improvements completed or anticipated to be completed in 2019 by the developer per DP 11-566011 Blundell Road

The total OBI related to these developer contributed assets is \$209,715.

10. 2019 Additional Level Expenditure Requests – RECOMMENDED

Ref	Requested By	Description	Net Requested Amount	Tax Impact
1	Community Safety	RCMP City Centre CPO increase to OBI Council has approved a 10,000 sq. ft. City-owned building at 6931 Granville Avenue for expanded police services (24 hour) in the City Centre, improving police response times, increasing police presence, enhancing public engagement and offering better customer service in this growing area.	\$89,828	0.04%
2	Community Safety	Sister City Program (SCP) In accordance with the SCP Objectives, the primary focus of the SCP activities is to foster activities with the Richmond community and its sister cities (Pierrefonds, Quebec, Wakayama, Japan, Xiamen, China) / friendship city (Qingdao, China) through projects and youth exchanges that promote cultural awareness and joint learning opportunities.	\$60,000	0.03%
3	Community Services	Increase to operations at Arts Centre with zero tax impact Demands and need for Arts Centre programs continue to increase with growing waitlists. As the only purpose built arts centre in the community with limited space, staff continue to maximize the use of space and provide new programs.	-	-%
4	Engineering and Public Works	IPS Coordinator - RFT A dedicated IPS Coordinator is required to direct the change management, training, administration, configuration, reporting, and support of the new IPS Mobility application, which expands the capabilities of the Asset and Work Management system outside of the office environment.	-	-%

Ref	Requested By	Description	Net Requested Amount	Tax Impact
5	Finance and Corporate Services	Conversion of Auxiliary to Accounts Payable Clerk – RFT Conversion of one auxiliary staff position to regular full-time based on review of historical utilization. Reallocation of resources will be used to offset the additional expenses.	-	-%
6	Planning and Development	2 Development Applications - Planner 1 - RFT City continues to experience high application volumes. Reoccurring temporary appointments have addressed workload pressures for past 2 years. Application volume is expected to remain high and review complexity intensifying due to new Council bylaws/policies, public consultation and referrals.	-	-%
7	Planning and Development	Policy Planning Coordinator - RFT Policy Planning is working at capacity. Council requested work includes: 702 Lot Size Policy review, Agricultural Viability Strategy, Infill / Laneway Housing in Burkeville, Heritage Updates in Steveston, Bridgeport Corridor Study. Without additional staff resources, the workplan cannot be delivered.	-	-%
2019 Ongoing Expenditures Total - RECOMMENDED			\$149,828	0.07%

11. 2019 Additional Level Expenditure Requests – NOT RECOMMENDED

Ref	Requested By	Description	Net Requested Amount	Tax Impact
1	Community Services	Affordable Housing - Planner 1 - RFT A RFT Planner 1 is required to support the current implementation of the Affordable Housing Strategy; including securing contributions, policy development, project coordination (i.e., emergency shelter), homelessness, working with stakeholders and public education regarding poverty.	\$109,447	0.05%
2	Community Services	Child Care Program - Planner 1 - RFT A Planner 1 position is required to support the current City's Child Care Program and to implement the 32 actions noted in the recently adopted 2017-2022 Richmond Child Care Needs Assessment and Strategy.	\$86,496	0.04%
3	Community Services	Curatorial Assistant Position - RFT The City has over 20,000 objects in its artefact collection and a growing demand to source and manage artefacts for both acquisition and loan. This work has been funded annually and conducted by auxiliary staff for five years and warrants the creation of a permanent full-time position.	\$80,874	0.04%
4	Community Services	Public Art Planner Base Budget Funding The Public Art Planner position is currently funded from developer contributions to the public art provision. This request is to have the position funded as part of the base operating budget.	\$103,712	0.05%
5	Community Services	City Centre Landscape Maintenance OBI In recent years, the City Centre area has grown causing an increase in park area use requiring raised maintenance levels. In addition, climate change conditions (summer drought/colder winters) are requiring increased staffing for water maintenance tasks and the replacement of dead plant materials.	\$98,749	0.05%

Ref	Requested By	Description	Net Requested Amount	Tax Impact
6	Community Safety	Richmond Fire Rescue Community Outreach and Program Development Coordinator - RFT Council endorsed Fire's Community Outreach and Public education Plan (COPEP). This position will provide capacity and expertise in outreach, program development, implementation and evaluation to ensure COPEP initiatives are achieved.	\$116,205	0.05%
7	Community Safety	Richmond Fire Rescue Fire and Life Safety Educator - RFT Fire's Community Outreach and Public Education Plan (COPEP) has been endorsed by Council. It outlines strategies and goals to dramatically increase RFR's public education delivery. This position is necessary to undertake those strategies and fulfill the goals.	\$97,361	0.04%
8	Community Safety	Richmond Fire Rescue Recruiting and Testing Costs Recruitment Costs including testing and outfitting that are required to fulfill staffing requirements. Portions of the testing is paid by applicants however, RFR still incurs costs during the hiring process.	\$35,000	0.02%
9	Corporate Administration	Applicant Tracking System Replacement Human Resources (HR) needs to select and implement a new Applicant Tracking System (ATS) to replace HireDesk, for which our current contract is set to expire January 2019.	\$45,000	0.02%
10	Finance and Corporate Services	Tax Clerk - RFT Since 2000, the number of properties in Richmond have increased by over 38% or almost 23,000 properties while staffing levels in the Tax Section have remained constant. A new Tax Clerk (PB 7) is needed to improve the current level of customer service to the growing number of taxpayers.	\$70,000	0.03%
11	Finance and Corporate Services	Tempest Mobile App * Initiative for Bylaw Officers to have access to Tempest while on the road performing their general duties. This would increase revenue and improve services to residents as more time can be given to proactive enforcement. Officer's safety is also increased with access to historical records.	\$12,000	0.01%

* In addition to the requested amount, there is an initial capital cost of \$77,000.

Ref	Requested By	Description	Net Requested Amount	Tax Impact
12	Finance and Corporate Services	IT Security Staff - RFT Increased public awareness and highly publicized data breaches of large companies and banks have increased the need for IT Security programs/dedicated staff. IT is working to improve corporate IT security hence additional expertise is required.	\$125,405	0.06%
13	Library	Expanded Children and Family Library Services 2 staff to expand services for vulnerable youth, and increase collaboration with city staff, schools and community service agencies. Request originates from the Referral Report on Borrowing Limits, Municipal Library Services and Impact of Increased Per Capita Funding (Finance Committee, Oct. 28/16)	\$168,518	0.08%
2019 Ongoing Expenditures Total - NOT RECOMMENDED			\$1,148,767	0.54%

12. Richmond RCMP Detachment Additional Level Request

	Number of Positions	RCMP Officers	Capital and One-Time Costs	Ongoing Amount
2018	16	Regular Members	\$-	\$2,084,950
2019	14	General Duty Officers	270,170	2,226,593
	2	Crime Reduction - Property Crime	22,224	287,656
	2	Organized Crime Unit	22,222	287,656
	1	Crime Prevention - Youth Section	11,111	167,309
2020	12	Regular Members	200,672	1,757,201
2021	4	Regular Members	78,931	596,419
Total – 51 RCMP Officers			\$605,330	\$7,407,784
Total Tax Impact				3.42%

	Number of Positions	Municipal Employee to Support the RCMP Detachment	Capital and One-Time Costs	Ongoing Amount
2018	3	Various roles	\$-	\$191,533
2019	2	Disclosure Clerk	22,222	146,512
	1	Prime Systems Clerk	11,111	78,898
	2	Crime Analyst	22,222	185,668
	1	Admin Support	11,111	61,843
	1	Stenographer	11,111	61,843
	1	Translator	11,111	71,815
	1	Court Liaison	11,111	73,256
	1	Court Liaison Clerk	11,111	73,256
2020	1	Fleet Coordinator	16,723	74,883
	1	General Duty Watch Clerk	16,723	63,721
	1	Translator	16,723	71,032
	1	Police Records Clerk	16,722	63,721
	1	PRIME Systems Clerk	16,722	73,991
2021	1	Hamilton Community Police Station Coordinator	19,733	79,599
	1	Police Records Clerk	19,733	64,995
Total – 20 Municipal Employees to support the RCMP			\$234,189	\$1,436,566
Total Tax Impact				0.66%

2018 – 19 positions	\$-	\$2,276,483
2019-2021 – 52 positions	\$839,519	\$6,567,867
Total – 71 positions	\$839,519	\$8,844,350

13. Richmond Fire Rescue Additional Level Request

Location	Firefighters	Capital and One-Time Costs	Ongoing Amount
Steveston/Seafair ¹	12	\$780,149	\$1,950,503
City Centre/Brighthouse ²	24	\$1,761,127	\$4,073,395
Total Firefighters	36	\$2,541,276	\$6,023,898

1. An additional Rescue vehicle and staffing to service Steveston/Seafair is required by 2023.

Capital and one-time costs include:

- Minor capital upgrades to Steveston Fire Hall
- Purchase of vehicle including equipment
- Personal protective equipment

2. An additional Fire Engine vehicle and staffing to service City Centre/Brighthouse is required by 2027.

Capital and one-time costs include:

- Purchase of vehicle including equipment
- Personal protective equipment

City of Richmond

Notice of Motion: #AllOnBoard Campaign

WHEREAS the City of Richmond has recognized and has demonstrated over the past years its commitment to the health and well-being of its residents, and lack of transportation is one of the most common reasons for missing medical appointments and a significant barrier to social inclusion and labour market inclusion for low income adults and youth; and

WHEREAS the #AllOnBoard campaign, concerned agencies in Vancouver and through-out Metro Vancouver, and directly impacted youth and adult community members have brought to the attention of the City of Richmond the direct harm that is brought to them through the bad credit ratings they develop due to fare evasion ticketing. Those living below the poverty line have brought forward that they cannot afford to pay the \$173 fines received individually, or the resulting accrued 'TransLink debt' from many unpaid fines; and

WHEREAS the City of Richmond and other municipalities contribute to charities and non-profits which then out of necessity subsidize transit tickets for those who cannot afford to access crucial social services provided by the City of Richmond and other municipalities, and sometimes pay off 'TransLink debt' and fare evasion fines to TransLink and external collection agencies;

BE IT RESOLVED THAT the City of Richmond endorse the #AllOnBoard Campaign; the City write a letter to the TransLink Mayors' Council on Regional Transportation, the Board of Directors of TransLink, the Ministry of Municipal Affairs and Housing and the Ministry of Social Development and Poverty Reduction asking TransLink to work with the provincial government to finalize and secure funding, and develop a plan that will provide free public transit for minors (aged 0-18), and reduced price transit based on a sliding scale using the Market Basket Measure for all low-income people regardless of their demographic profile as soon as possible; and

THAT the City write a separate letter to the Mayors' Council on Regional Transportation asking them to 1) require TransLink adopt a poverty reduction/equity mandate in order to address the outstanding issue of lack of affordability measures to ensure those who need public transit the most can access the essential service, and 2) to request the Mayors' Council on Regional Transportation and TransLink immediately and without delay amend existing by-laws and cease ticketing all minors for fare evasion as the first step towards the full implementation of free transit for children and youth 0-18, unlink ICBC from fare evasion for youth and adults, and introduce options, including allowing low-income adults to access community service as an alternative to the financial penalty of a fare evasion ticket; and lower the ticket price substantially; and

THAT the resolution regarding support for the #AllOnBoard Campaign be forwarded for consideration at the 2019 Lower Mainland Government Management Association of BC (LMGMA) convention and subsequent Union of BC Municipalities (UBCM) convention

AND THAT the #AllOnBoard forthcoming research report containing evidence and testimonies in support of the #AllonBoard Campaign be included in the submission to the LMGMA once available.

Research conducted by Peter Greenwell

Fare Evasion Fines and Enforcement: TriMet, Portland and King County Metro Transit, Seattle **CONFIDENTIAL**

Summary

In Metro Vancouver, we took fare evasion fines and enforcement out of the court system in 2012, through amendments to the South Coast Transportation Authority Act. The non-court based alternative enforcement mechanisms included: non-renewal of drivers' licenses, referral to debt collectors, and barring from the transit system. In 2016 the Province of Alberta fare evasion and jay walking fines were also removed from the criminal system. In 2015, in Alberta, a tragic situation occurred when Barry Stewart chose five days in jail instead of paying \$287 in fare evasion and jay walking tickets¹ and then died in remand. In 2018 both TriMet (Portland) and King County Metro Transit (Seattle)² decriminalized fare evasion. Importantly these two transit systems are also making significant changes to the level of fare evasion fines and the process and objectives of the enforcement mechanisms being implemented.

After the completion of audits³ on their fare evasion citation programs, considering effectiveness and cost-recovery, both TriMet and King County Metro Transit concluded their existing fare evasion and enforcement procedures were not cost-effective and, in addition, were punitive to particular population groups. The King County Audit said Metro Transit "cannot determine whether its model of fare enforcement makes sense, in terms of costs and outcomes, or identify ways to improve it." Both transit systems elected to establish, with extensive community discussions and research of approaches in other USA cities, programs that had multiple resolution options in a non-court based framework. Portland and Seattle, working under State and County policies on equity and social justice, are implementing reforms that TransLink is not currently considering. TriMet and Metro Transit's approaches are discussed below.

TriMet, Portland

Portland's regional transit system⁴, TriMet, has a seven member Board of Directors that is appointment by the Governor of Oregon. The General Manager answers to the Board of Directors. There is a necessary but indirect relationship with City of Portland and Tri-County governments. TriMet's electronic card is called the HOP Fastpass. Since 2010, TriMet has been going through a process of simplifying their fare structure, first by ending their zone system, and then re-setting fare levels at the same level for Honored Citizens (seniors, disabled and veterans) and youth.

TriMet issues approximately 20,000 fare evasion tickets per year⁵. The agency completes an annual fare evasion survey; and in 2017 the estimated fare evasion rate was 13.1 percent. This percentage is high compared with other transit systems and represented a challenge for TriMet fare enforcement.

¹ News article here: <https://www.cbc.ca/news/canada/edmonton/alberta-bill-proposes-end-to-arrests-for-transit-fare-jaywalking-scofflaws-1.3534395>

² Washington DC Council voted to support the *Fare Evasion Decriminalization Act 2018*, November 13, 2018 <http://lims.dccouncil.us/Download/38590/B22-0408-CommitteeReport1.pdf>

³ Portland had a third-party independent audit completed, and Seattle's was an internal audit

⁴ TriMet operates in three different counties and numerous cities: <https://trimet.org/pdfs/taxinfo/trimetdistrictboundary.pdf>

⁵ In a September, 2018 Appellate Court decision, not specifically related to fare evasion, but deemed to be applicable, the issue of checking for fares evasion without probable cause, was deemed unconstitutional, as the process lacked reasonable suspicion.

Research conducted by Peter Greenwell

Repeat violations (i.e. getting caught with either no fare or improper fare more than once in the two years of data) comprise 25.5% of all enforcement incidents.

In 2017 TriMet had a third-party independent review conducted which revealed a growing fare evasion rate, as well as a need for a fare enforcement regime that included both opportunities to make consequences less punitive, while maintaining an effective incentive for riders to pay fares. The independent review considered the fare enforcement practices used by other transit systems including Dallas, Los Angeles, Minneapolis, New York, Phoenix, Buffalo, and San Francisco.

Beginning July 1, 2018 TriMet rolled out, in conjunction with the implementation of a low-income fare program, a revised fare evasion enforcement plan. TriMet's previous fine was similar to TransLink's fare evasion ticket, with a \$175 fine per infraction. State legislation was enacted to allow TriMet to hold fare evasion citations for 90 days⁶, to allow for alternative dispute resolution, before the citation was registered with the Court. The new system is a hybrid system that provides adults, riding without a valid fare, with three options:

1. Fine
2. Community service
3. Enrollment in the Low income/Honored Citizen program

If completed within 90 days, the citation is not referred to the Court system. If it is not resolved, then it continues to be referred to Court.⁷ Currently, citations are issued on paper. TriMet is in the final stages of testing the filing of electronic citations. Currently, all citations are tracked in a database, but that information is manually entered from the citation form to a database.

It should be noted an appeal process, regarding proof of payment only, is available for citations issued for non-payment. Essentially a passenger is given a second chance to produce proof of payment (for example, when a monthly employee pass was paid for but forgotten and not shown at the time of the citation). There is no appeal for extenuating circumstances. If the citation is resolved within the 90 days, then administratively it is referred to the Court system.

Tiered fines

There were extensive discussions before fine levels were determined, to find a balance between effective deterrence without being punitive. This discussion was informed by empirical research undertaken by Dr. Brian Renauer, Criminal Justice Policy Research Institute, Portland State University, on

TriMet will modifying their fare checking process. The issue does not come up with non-police security. Full report here: <https://trimet.org/meetings/board/pdfs/2018-11-14/ord-351.pdf>

⁶ The violation statute (ORS 153.054) used to say that the citing officer "shall cause" the citation to be delivered to the court. Oregon changed the statute so now it says that except as provided in ORS 267.153 (which is where the administrative fine option is outlined). So TriMet has the clear authority to not file until after 90 days, and not file at all if the person resolved administratively. *Knight versus Spokane*, Washington State Court ruling from the 1970's, a ticket must be served within 3 days of issuance (this addressed graft issue with officers 'issuing' tickets, but paid to them directly, and then not filed with Court).

⁷ Los Angeles opted for an completely internal system for adjudicating citations, without referral to court system, and has had difficulties with compliance enforcement

Research conducted by Peter Greenwell

compliance results and efficacy of ‘get tough policies.’ The fine structure approved is tiered⁸ based on the number of fare evasion violations:⁹

- First offense: \$75
- Second offense: \$100
- Third offense: \$150
- Fourth offense and beyond: \$175 (no reduction options available)

Community Service

TriMet has developed relationships with five larger agencies that already had an established relationship with the Court system, for the completion of community service hours, see list here:

<https://trimet.org/citation/communityservice/>. A person that receives a citation must register with one of the five agencies, complete the required hours, and have the agency report back to TriMet within 90 days of the citation being issued, to avoid a referral of the citation to the Court system. An adult fare evader may have the option to complete community service in lieu of a fine:

- First offense: 4 hours (\$18.75/hour in-kind service)
- Second offense: 7 hours (\$14.28/hour in-kind service)
- Third offense: 12 hours (\$12.50/hour in-kind service)
- Fourth offense and beyond: 15 hours (\$11.66/hour in-kind service)

Low income/Honored Citizen Program enrollment

TriMet will waive the fare evasion citation if an adult rider meets ALL of the following criteria:

- Eligible for, but not enrolled in, TriMet’s low income fare program (July 2018) or the agency’s Honored Citizen program, <https://trimet.org/citation/programs/>
- Successfully enroll in the low income or Honored Citizen program during the 90-day stay period.
- Load a minimum of \$10 on their reloadable HOP Fastpass™ fare card during the 90-day stay period.

Qualification for the Honored Citizen HOP is handled through verification by third parties (non-profit agencies and other government departments/agencies). It is a two year qualification period, the same as Seattle’s Metro Transit. A person must go to the TriMet’s downtown ticket centre with the verification, to have their photo taken, and have a HOP card printed for them at that time. Resolution of a ticket through these options is only available to adults for fare evasion citations, and not when other violations (such as behavior) of the TriMet Code have been committed.

King County Metro Transit, Seattle

Fare enforcement on King County Metro Transit¹⁰ started in 2010. Currently, the RapidRide lines are the only bus lines in the Metro Transit system with fare enforcement¹¹. On the regular buses, much like in

⁸ Calgary Transit also has a tiered fine system, but at much higher rates, \$250 (1st fine), \$500 (2nd) and \$750 (3rd)

⁹ If paid during the 90-day stay period

¹⁰ Metro Transit has 1/3 of the County workforce, and is being elevated from a Division of the Transportation Department, to its own department.

¹¹ Starting March, 2019 no Metro Transit busses will run through the downtown transit tunnel, Sound Transit light rail only. Most busses will be rerouted onto the 3rd Street transit corridor, where all busses, including non-RapidRide, will be subject to proof of payment enforcement

Research conducted by Peter Greenwell

Metro Vancouver, operators may ask for proof of payment, but do not enforce payment and do not issue tickets for fare evasion¹².

King County Metro Transit contracts with Securitas, the same private company used by Sound Transit, for fare enforcement officers. Sound Transit runs the regional light rail system. Metro Transit adopted the same fare enforcement practices used on Sound Transit. Metro Transit operates in a different policy environment than TransLink; they have their own *Service Guidelines* – similar to TransLink’s *10-Year Vision* – and in addition they operate within the *King County 2016-2022 Equity and Social Justice Strategic Plan*, which outlines the need to consider the equity impacts of County services. Metro Vancouver’s *Metro 2040*, does not have explicit social equity or social sustainability goals.

In 2016 the Securitas enforcement officers checked almost 300,000 passengers, or about 1.4 percent of RapidRide ridership. Of those 300,000 checks, officers encountered 9,352 instances where riders could not show proof of payment. Depending on the number of times a person has been encountered by officers without valid proof of payment or deceitful behavior, officers can:

- issue a verbal warning
- a \$124 fine¹³, or
- recommend a misdemeanor to Metro Transit Police (adults only)

Almost 19,000 people received penalties between 2015 and 2017. Of those people, 99 individuals (0.5 percent) received a total of 1,589 penalties or six percent of all penalties in this time period. One person received 53 penalties over two years. The majority of this group are people of color, people who experienced housing instability during this time, or both. An Auditor’s report on the existing fare evasion system found that about 10% of people given warnings were homeless or experiencing housing instability, 25% of citations were given to this group of people, and nearly 30% of misdemeanors were to this category of people¹⁴.

The table below details the approximate cost of the past fare evasion ticket system for various activities¹⁵.

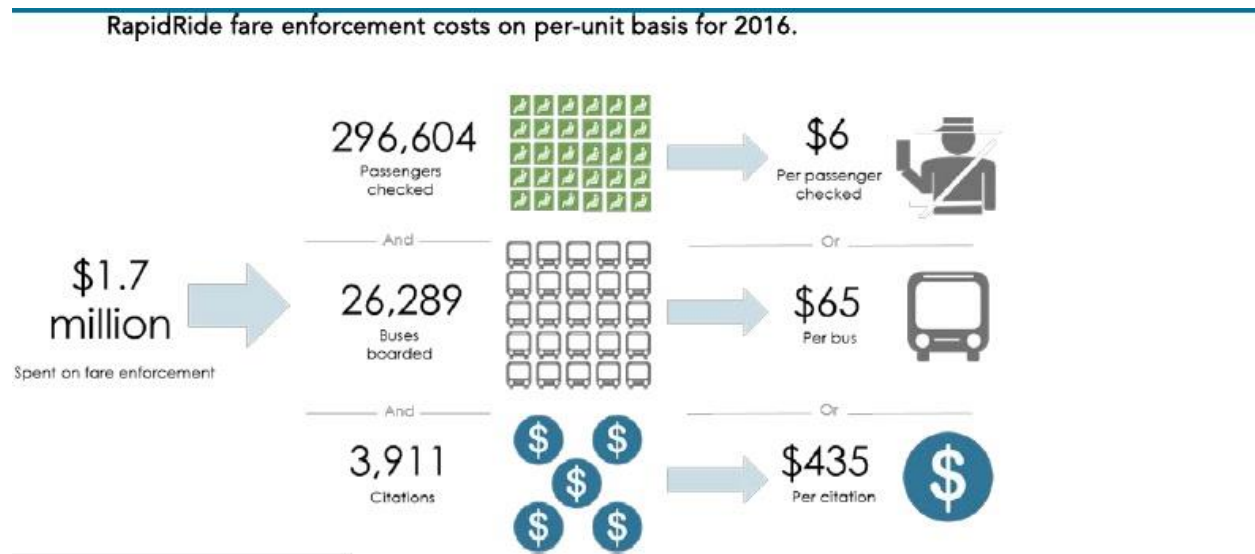
¹² Practice in Seattle, a bus operator might provide a transfer to a non-paying person, so that if a fare inspector is on the bus, the rider will have ‘proof of payment’ – to prevent situation where the rider says the bus driver let me on, but not having proof.

¹³ Under State Law, Theft in 3rd Degree (theft of services) which is a criminal gross misdemeanor, as there is a real value being stolen, and could be referred to the County Prosecutor

¹⁴ During interviews, officers stated they try to use their discretion in enforcement with individuals they encounter frequently or who may be experiencing housing instability, but their tools were limited and their primary task is fare evasion enforcement.

¹⁵ From staff report to King County Executive, September 8, 2018

Research conducted by Peter Greenwell



According to the King County Executive, the past process was intended to provide a deterrent to fare evasion, however, a King County Auditor's Office report found that most infractions went unresolved.

The District Court estimated that processing fare evasion tickets cost more than \$343,760 in staff time in 2016, with only \$4,338—about 1.3 percent— recovered in payments to the county. The District Court began charging Transit for the remainder of its ticket processing costs. With Metro Transit expanding fare enforcement to additional RapidRide lines, these costs were expected to increase. By 2025 Metro Transit has plans to increase the RapidRide bus lines from six lines to 19 lines, and 26 lines by 2040.

In early 2017 there was an internal review of fare enforcement. The fare evasion citation is a civil infraction such as a red light infraction. Reviewed infractions to look for trends with race, geography and looked at ways to address/prevent (for example, parking a police vehicle near a transit stop with frequent evasion boarding). Officers rotate through the system so everyone should have the same ticketing profile, couldn't find any statistically significant trends amongst the officers. The position of Quality Assurance Supervisor was created, to review all complaints, uses of force and look for any undesirable trends.

On September 8, 2018 the King County Council approved Ordinance 2018-0377 to amend the *King County Code*, to replace the existing infraction system for fare evasion on RapidRide buses and replace it with an alternative resolution process. The Ordinance directs the creation of an internal Metro Transit process, where customers will have several options for resolution of any fare violation. The intent is to provide offenders with an option to resolve the citation, outside of court, and not face debt collection and subsequent penalties. The new system will allow for several options for resolution—an opportunity to mitigate a fine by early payment, allow for community service in lieu of a fine, or provide for the ability to administratively cancel a fine. Estimated that January, 2019 will be when new tickets will be issued.¹⁶

¹⁶ In the transition period Metro Transit has stopped referring adult citations to prosecutor (youth citations have not been referred for two years with an additional warning given before ticketing). Currently doing a Title 6 check (compliance with the Civil Rights Act), which is why the program is likely not in place until January, 2019.

Research conducted by Peter Greenwell

The following transit fare evasion penalties and resolution for use by Metro King County Transit on the RapidRide busses have every step based on ‘a fresh start.’ Two people have been hired to administer the program, one person is responsible for outreach – job is to connect with violators and explain/work through the prevention and/or resolution steps. The proposed fines and resolutions are:

\$50 Infraction**WITHIN 30 DAYS**

- Paying infraction = fine halved

WITHIN 90 DAYS (TBD)

- LIFT enrollment the fine is waived
- 4 hours Community Service the fine is waived. On the back of the infraction form is a certification form to be filled out and signed by the agency where hours completed, a self-addressed stamped envelope is provided.
- Add \$25 stored value to ORCA Lift the fine is waived (limited to once per year)
- Add \$50 to ORCA the fine is waived (limited to once per year)
- Appealed to
 - 1st – Metro Adjudicator¹⁷
 - 2nd – Mitigation Panel¹⁸

IF UNRESOLVED AFTER 90 DAYS

The ticketed person’s name would be added to the “Pending Suspension” list. The next failure to pay, results in a 30 day suspension per unresolved infraction. After 30 days, the infraction is considered to be resolved. The link that is maintained to the Court system¹⁹ is that non-payment of a fare during a suspension could have transit police either issue a ticket for criminal trespass, ask the rider to deboard the bus (under the County Code’s *RideRight* can have civil or criminal charges depending on infraction) or take the person to jail. A 30 day suspension can be issued anytime during the 365 days.

¹⁷ The new position of Metro Adjudicator, within Transit Security, was created with the goal of engaging people in violation with resolution options.

¹⁸ The final step is an appeal to the Mitigation Panel (an existing process used for suspensions). The Mitigation Panel has five members representing: Transit Security, Operations, Diversity, Customer Service and ParaTransit.

¹⁹ Los Angeles Metro Transit brought both fare evasion/enforcement and parking tickets in-house: <https://www.metro.net/about/transit-court/>, including an inability to pay waiver, http://media.metro.net/about_us/transit_court/images/waiver_transitcourt_declaration_inability_to_pay.pdf

Affordable Transit Pass Programs for Low Income Individuals: Options and Recommendations for the City of Winnipeg

Markus Beveridge – Practicum Student

July 22, 2016



AFFORDABLE TRANSIT PASS PROGRAMS FOR LOW INCOME INDIVIDUALS:
OPTIONS AND RECOMMENDATIONS FOR THE CITY OF WINNIPEG

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AFFORDABLE TRANSIT PASS PROGRAMS FOR LOW INCOME INDIVIDUALS:
OPTIONS AND RECOMMENDATIONS FOR THE CITY OF WINNIPEG

INTRODUCTION

Accessible and affordable transportation for low-income individuals and families has been demonstrated to create economic and social benefits for not only those experiencing low income, but for society as a whole. A majority of Canadian cities have either fully implemented, or are piloting, affordable public transit passes for people living in low-income. Winnipeg currently has discount pass options for seniors and in September, 2016, will be implementing a UPASS program for students. These two discount programs recognize that cities can play an important role in meeting the transportation needs of people with fixed or lower incomes.

Winnipeg considered implementing an affordable transit pass (ATP) program in 2010. At the time, Transit Finance Manager Carrie Erickson wrote, “a transit system that is accessible to all Winnipeggers is an important contributor to employment and economic opportunity” (Kives, 2010). On March 24, 2010, Winnipeg City Council voted in favour of a motion to consider low income and off-peak passes, “after the implementation of Winnipeg Transit’s Fare Collection System Update Project to provide for the review and development of intergovernmental partnerships as well as technical, financial, and administrative support systems that may be necessary” (City of Winnipeg, 2010).

There are various types of affordable transit initiatives being employed in Canada and internationally. The two primary reasons that these are implemented are to increase public transit use and/or to make transit more affordable (Serebrisky et al., 2009). This report is concerned with the latter, focusing especially on initiatives targeted at helping low-income individuals and families. The current types of programs being used include indirectly and directly targeted discounts. Indirect programs such as family passes and off-peak passes are universal, but operate under the implicit assumption that these will be utilized most by those with low incomes. Direct programs have eligibility restricted to those with low incomes, such as reduced transit tickets and reduced monthly passes. Some jurisdictions even have free transit, which may be either universal or needs based.

Family passes, off-peak passes, and reduced ticket programs have undergone little research, but are generally considered impractical due to their significant limitations (Hardman, 2015; Taylor, 2014; Dempster, 2009). It is not advised that these be implemented as standalone programs, although they could perhaps be used to supplement other affordability initiatives. Universal system-wide free transit models are the theoretical ideal, but are typically considered unfeasible for a city with the size and dispersion of Winnipeg (Perone & Volinski, 2003; Volinski, 2012). Needs based free transit could work since it is essentially a subsidy program with a very deep discount, although there was no available research that could be found on such a model. As such, this report will focus on reduced cost monthly passes. These are the most common transit initiatives currently used in Canada to benefit those with low incomes, and they are steadily increasing in number across the nation.

METHODOLOGY & STRUCTURE

Nineteen national affordable transit pass (ATP) programs were found and are each briefly profiled in Appendix A. Fourteen of them are permanent and five are pilots. Fifteen of the programs are municipal (seven with provincial funding and eight without), three are regional, and one is provincial. Of the nineteen ATP programs, nine of them are analyzed in more depth below. Eight of these are permanent and one is a pilot; six are municipal (three with provincial

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funding, three without) and three are regional. A review of eight international programs has also been very recently conducted by Toronto Public Health (2015) and is therefore not repeated in this report, but can be found in the list of references.

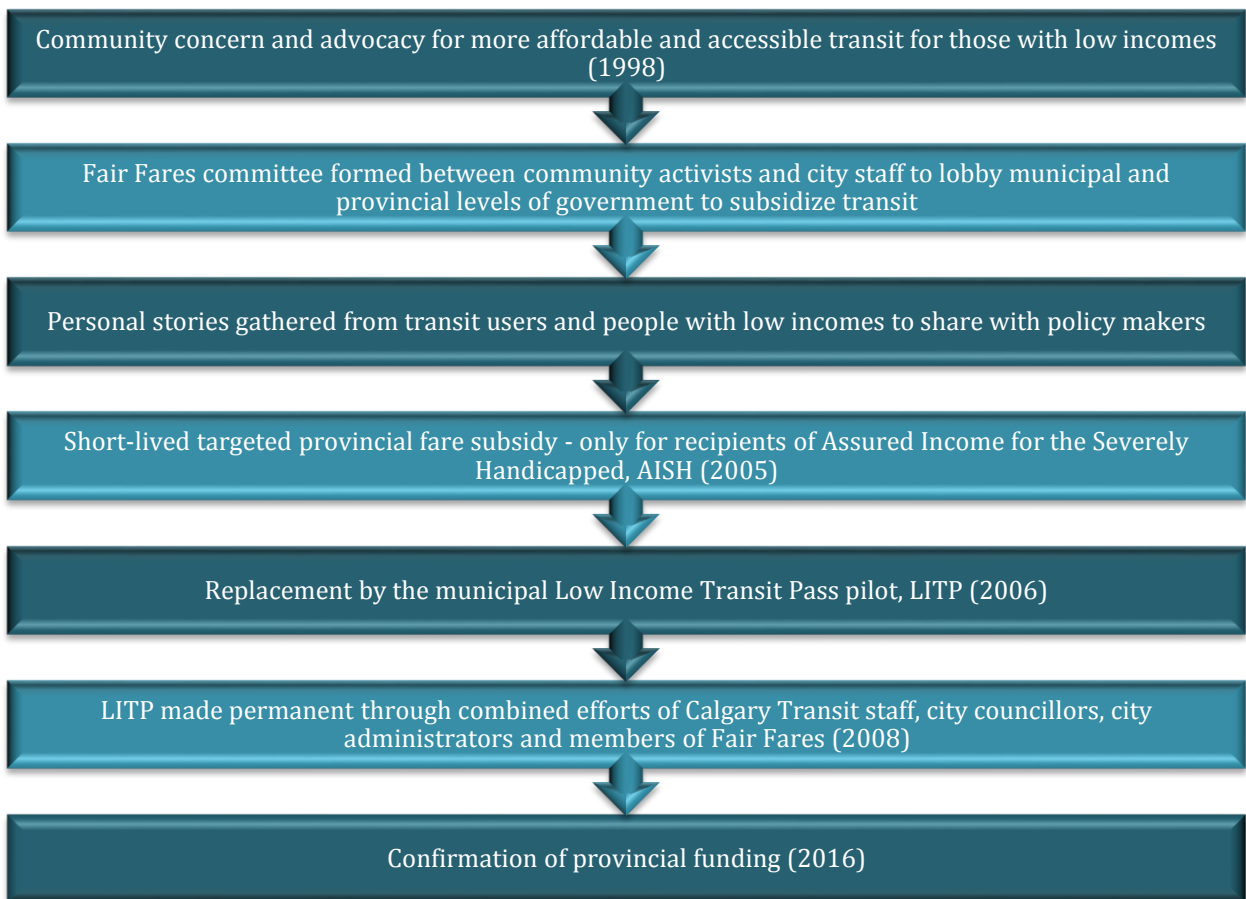
This paper reviews ATP program specifics in the following jurisdictions: City of Calgary, Region of Waterloo, Region of York, Region of Halton, City of Hamilton, City of Windsor, City of Kingston, City of Guelph, and City of Saskatoon. The establishment, funding, operation, challenges encountered, successful strategies, and impact are examined for each (much of which is adapted/updated from a 2012 review conducted by Dempster and Tucs for the City of Toronto). The paper then culminates in a final summary and comparison of all the programs profiled, out of which come brief options and recommendations for the City of Winnipeg.

Note: This review is not wholly comprehensive, it is comprised of all the information that was publicly available at the time of writing; it is meant to give a preliminary understanding of the types of programs already being implemented and a guide to what can be learned from them. For a list of all information sources used for each jurisdiction see Appendix B.

PROFILES: SELECTED CANADIAN ATP PROGRAMS

1. CITY OF CALGARY

1.1 Establishment



1.2 Funding

For the first years of operation the cost of the LITP program was covered by an anticipated surplus in the Calgary Transit budget. During this time, continuation of the program

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was reliant on a sustained surplus. When the LITP program was approved as a permanent program in 2008, the municipal tax levy began to cover costs through an allotment to Calgary Transit. The city covered the full \$20 million per year costs until 2016 when the Government of Alberta confirmed \$4.5 million of yearly provincial funding to help supplement the program.

1.3 Operation

Calgary Transit operates the program. Applications for the LITP are accepted at the main transit office. Registration is open to all residents of Calgary 18-64 years old who meet the low-income criteria. With their application, registrants must provide an Income Tax Notice of Assessment (NOA) for all family members 18 years or older in the household. Applicants who are recipients of AISH can provide a Health Benefits stub or a current copy of an official letter stating their eligibility. Patrons who meet the criteria receive a confirmation letter, which they may then use to purchase a pass at any one of four locations. To reduce risk of fraud, registrants' names are maintained in a database, LITP passes have patrons' names on them and are non-transferable, and patrons must reapply annually. The passes were initially priced at just under half the regular adult pass (44%), with eligibility available to those falling below 75% of the before-tax Low Income Cut-Off (LICO). Eligibility has since increased to 100% of before-tax LICO in 2014, and the recent provincial funding has been touted as an opportunity to implement a sliding scale up to 130% of the LICO.

1.4 Challenges Encountered

- Logistical: establishing a benchmark for eligibility
- Financial: determining how the city's cost would vary with different criteria and different pass prices
- Administrative: finding ways to mitigate potential for fraud while still remaining non-stigmatizing and easily accessible

1.5 Successful Strategies

- Long-term community advocacy and involvement; the Fair Fares group continues to play a role in an advisory capacity
- Personal stories from people with low incomes helped councillors and staff appreciate the importance of the program and the barriers that regular prices create
- Studies conducted to assess costs (how many people would switch to the new pass) and appropriate fees (from the perspective of potential clients)

1.6 Impact

AFFORDABLE TRANSIT PASS PROGRAMS FOR LOW INCOME INDIVIDUALS: OPTIONS AND RECOMMENDATIONS FOR THE CITY OF WINNIPEG

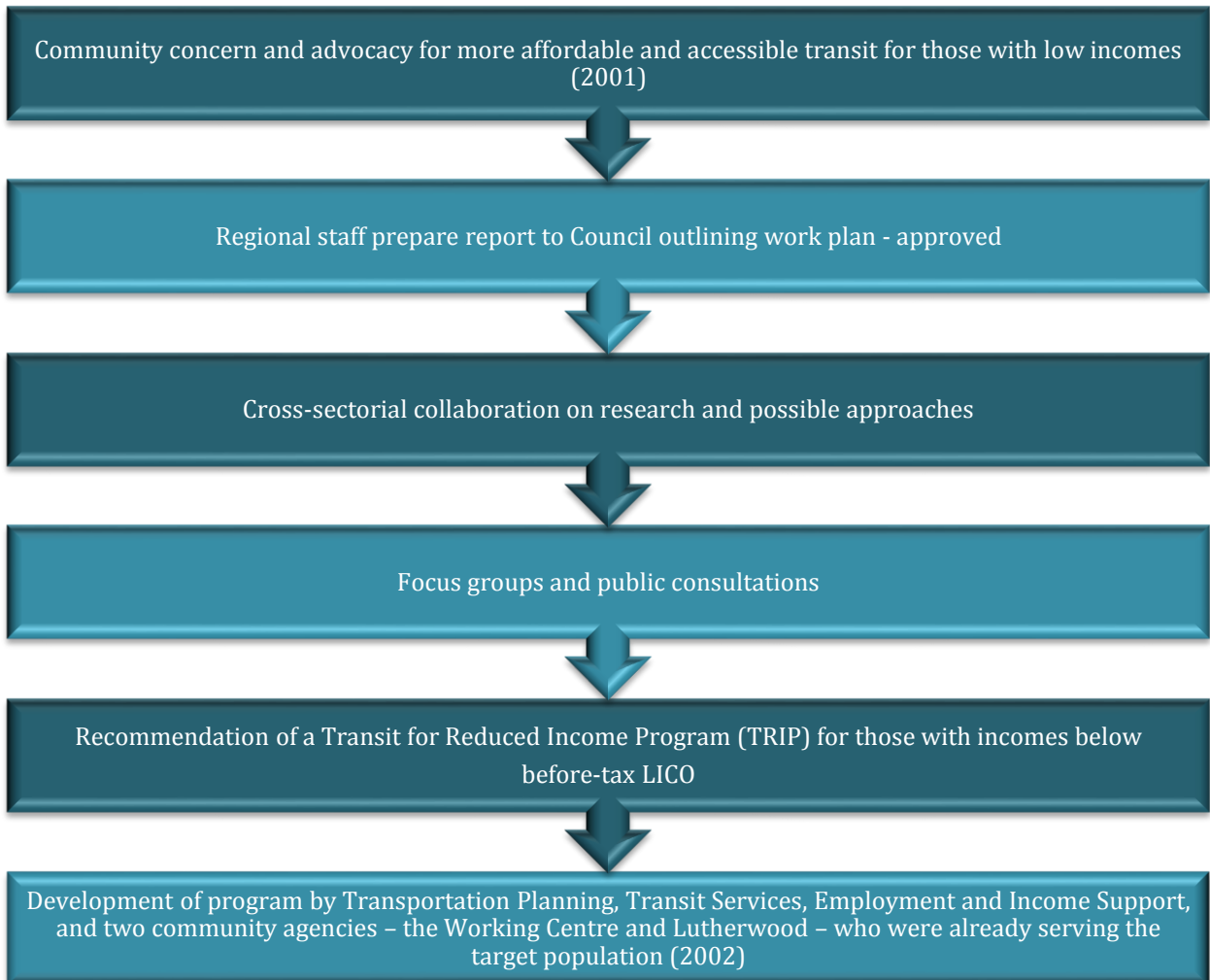
In 2007, the City and Fair Fares collaborated to assess the program impacts. The responses were strongly positive.

Positive	Negative
<ul style="list-style-type: none">•99% of respondents agreed that the pass was useful to them•97% agreed that life was better with a pass•55% pointed to financial benefits, 35% to increased mobility, 8% to general assistance, and 5% to reduced stress•90% had more money to buy things, 62% visited family and friends more often, 60% went to medical appointments more often, 59% were able to keep a job, 55% took more training/education classes, 49% found employment/better employment, and 48% volunteered more often	<ul style="list-style-type: none">•56% of respondents had previously bought a regular pass, 25% had purchased books of tickets, and new patrons only accounted for about 10%

AFFORDABLE TRANSIT PASS PROGRAMS FOR LOW INCOME INDIVIDUALS: OPTIONS AND RECOMMENDATIONS FOR THE CITY OF WINNIPEG

2. REGION OF WATERLOO

2.1 Establishment



2.2 Funding

TRIP funds are allocated to the Employment and Income Support department of Social Services and come from the municipal tax levy and the gas tax revenue allocated to municipalities. Payment is made to Grand River Transit based on the number of passes sold. Administration costs are covered by: Region of Waterloo's Employment and Income Support (general administration), Transportation Planning (usage and projections), Grand River Transit (sales and marketing), and two community agencies, The Working Centre and Lutherwood (application and renewal). The total annual cost of the program in 2015 was \$407,000.

2.3 Operation

The application for TRIP is an honour-based process managed by two community agencies in the region. Applicants do not necessarily need to provide proof of income, as that is left to the discretion of agency staff who regularly work with the targeted demographic and may be well acquainted with the applicants. The program is capped at 2300 patrons, and a ratio of

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40% employed to 60% unemployed is sought (although the ratio is quite flexible). Registrants receive a sticker on the back of their transit identification card, after which they can buy a regular adult pass at the discounted price at any main bus terminal. The stickers are valid for one year.

The TRIP price was originally the same as the reduced rate for seniors and students. After review the discount was increased to 44%, largely due to slow uptake and the realization that it was still too expensive for many. Initially restricted to people who were employed, TRIP was also expanded to include people in receipt of OW/ODSP or with other sources of income. TRIP has an advisory committee of those involved in management and administration of the program. Meetings occur every couple of months and provide an opportunity to make necessary changes. The committee also updates TRIP operating principles and procedures every two years.

2.4 Challenges Encountered

- Finding the right formula for price versus number of passes available
- Recognizing the importance of revenue from the fare box for the transit system
- Complexity of application process
- Dealing with the success of the program (ex. long wait lists due to rapidly increased interest)

2.5 Successful Strategies

- Cross-sectorial partnerships including community partners whose work and mandates complements the program
- Consistency in committee membership
- Recognizing the importance of accessibility as well as affordability
- Avoiding stigmatization
- Raising awareness of the necessity of transportation for people with low incomes

2.6 Impact

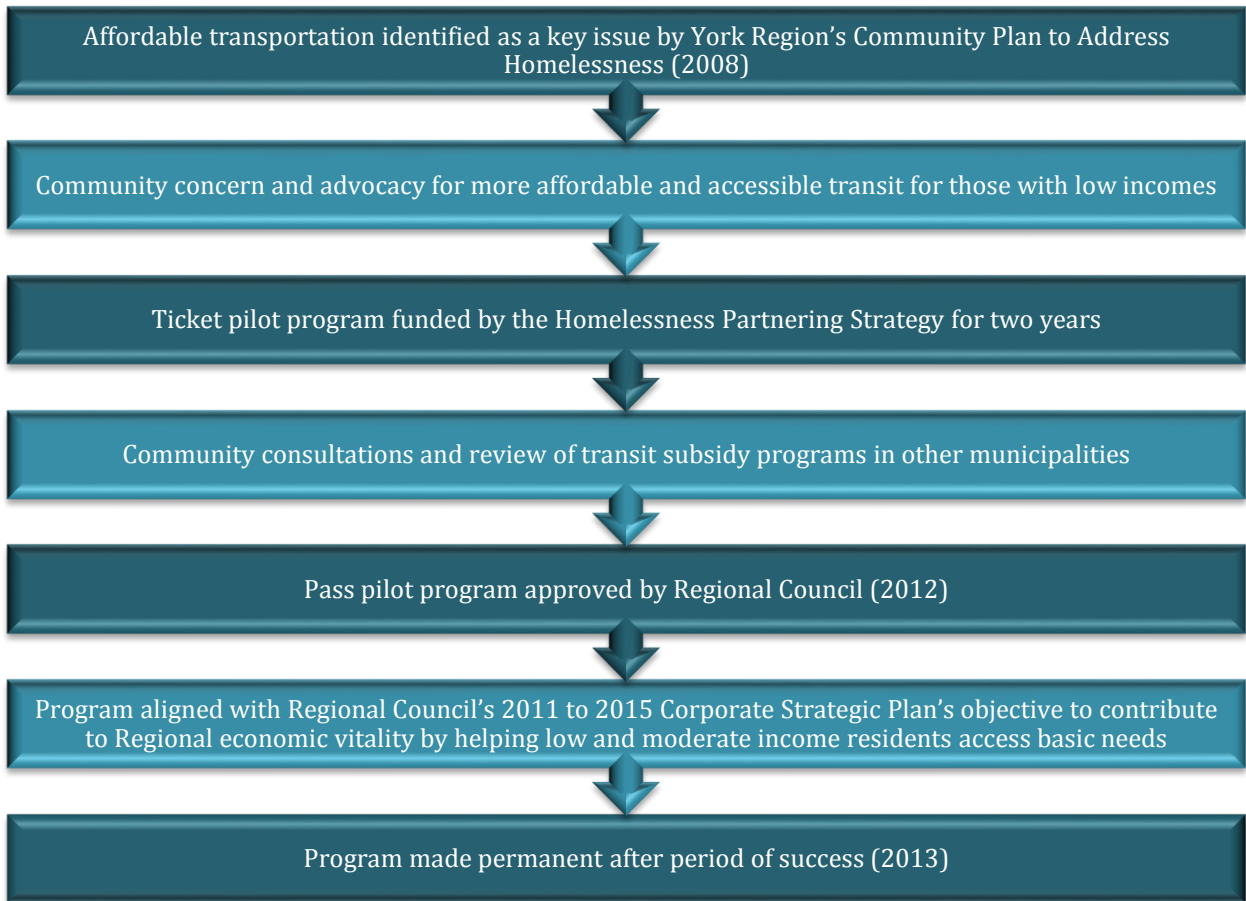
Evaluations of TRIP were undertaken in 2004 and 2013, showing that the program was well received and indicating continued benefits.

Positive	Negative	Recommendations
<ul style="list-style-type: none">•Almost all respondents saw public transit as vital and 99% said access to a reduced monthly pass made a positive difference in their life•Patrons reported increased community inclusion and socialization, as well as increased access to training, volunteer, and employment•62% of patrons purchased the TRIP pass every month•Patrons relied on the bus much more when they had a TRIP pass (96% of the time) than when they did not have a TRIP pass (41% of the time)	<ul style="list-style-type: none">•Many noted that availability of passes was limited, eligibility criteria excluded many that need assistance, and transit service was not always accessible or available•The price of the reduced bus pass is still a significant amount for individuals with low income•TRIP patrons commented that the barriers they face with regard to transportation are in relation to costs (of the bus pass and rising prices), the timing of buses, and the schedules and routes being inconvenient for their travels	<ul style="list-style-type: none">•Continue efforts to improve service, with particular attention to diversity and to the needs of people who rely heavily on public transit•Facilitate greater community involvement, specifically including low-income patrons in the design, planning and implementation

AFFORDABLE TRANSIT PASS PROGRAMS FOR LOW INCOME INDIVIDUALS: OPTIONS AND RECOMMENDATIONS FOR THE CITY OF WINNIPEG

3. REGION OF YORK

3.1 Establishment



3.2 Funding

The program had an initial budget of nearly \$1.33 million. With the majority allocated to passes (\$966,000), the remaining funds were allocated to tickets (\$250,000), to administrative expenses like staff and benefits (\$96,400), and to evaluation (\$15,000). The budget in 2014 went down to \$886,000. All the monies are paid to the Community and Health Services Department and are drawn from the York Region Social Assistance Reserve Fund, which is funded mainly through the municipal tax levy.

3.3 Operation

A working group comprised of regional staff members from the Community and Health Services Department (Social Services, Strategic Service Integration and Policy), the Transportation Services Department (Transit, Policy and Planning), and a provincial ODSP representative (York Region Office) was formed in the summer of 2011 to design program specifics. The working group identified a set of principles for the program and considered ways in which to provide support for their target group: OW/ODSP recipients with employment-related criteria.

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By focusing on recipients of OW/ODSP, eligibility determination is facilitated through regular OW/ODSP case management processes. Development of a new application process was not required. Patrons are able to purchase transit passes at a 75% discount, and up to 1400 passes are available through the program. Program registrants receive six-months worth of vouchers, to be redeemed at York Transit's main office. Enrolment after six months may be renewed if the registrant has not found a job.

3.4 Challenges Encountered

- Inconsistent funding

3.5 Successful Strategies

- Alignment with municipal and provincial strategic plans: responding to the transportation needs of all residents was part of Regional Government's broader strategic plan and the Community and Health Services Department's Multi-Year Plan.

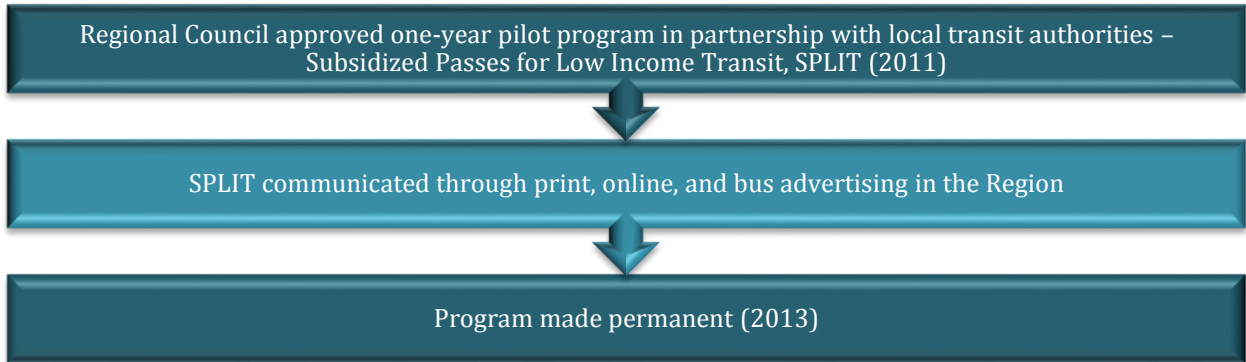
3.6 Impact

[Not available]

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4. REGION OF HALTON

4.1 Program Establishment



4.2 Program Funding

SPLIT is funded by regional social services but administered by the transit agencies, which have access to a database of eligible participants. Since inception the budget has more than doubled from \$300,000 to \$630,000 in 2014.

4.3 Program Operation

SPLIT covers 50% of monthly transit passes for seniors, students, and adults (including OW/ODSP recipients), respectively, who can demonstrate that their income is within 15% of the LICO (from most recent NOA). Individuals wishing to apply must contact the region by dialling 311 for an eligibility assessment. Upon approval, individuals can then purchase a pass from their local transit authority. Eligibility is reassessed annually.

4.4 Challenges Encountered

[Not available]

4.5 Successful Strategies

- Including para-transit/handi-transit programs and services
- Wide program outreach and communication
- Including both those receiving social assistance as well as those who are not
- Relating the program to municipal strategic plans/directions

4.6 Impact

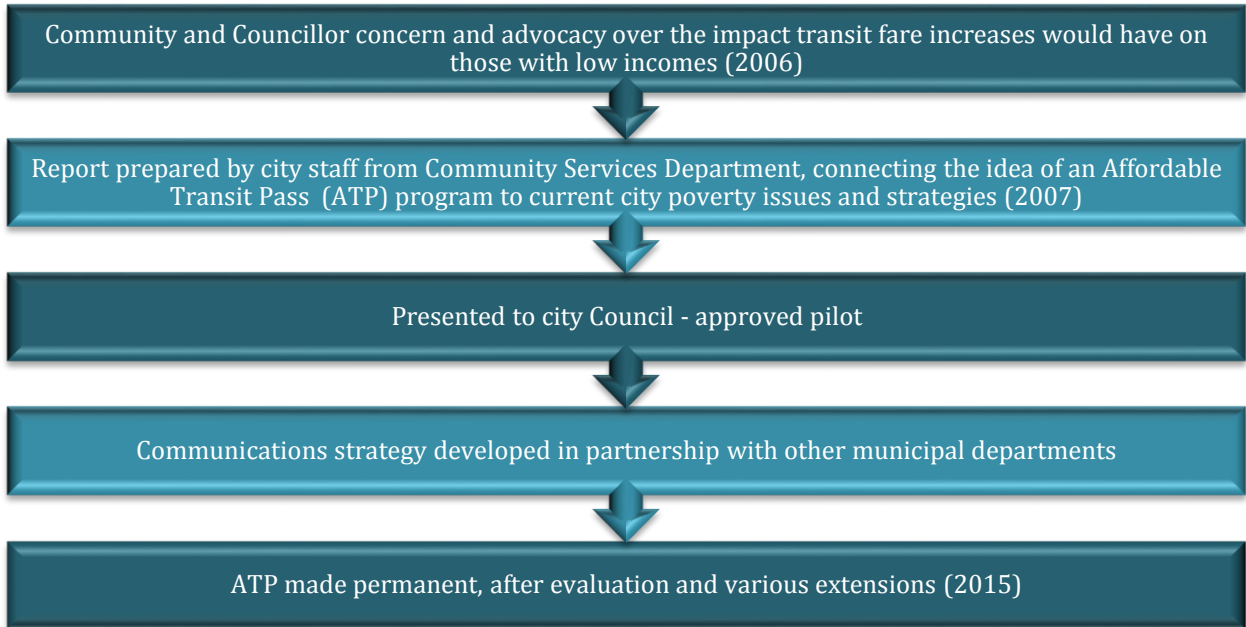
Upon completion of the SPLIT pilot, staff participated in a short assessment of the program.

Positive
<ul style="list-style-type: none">•The program has been successful in terms of garnering interest and participation from low-income households and individuals in the Region•Take-up has doubled since the program began

AFFORDABLE TRANSIT PASS PROGRAMS FOR LOW INCOME INDIVIDUALS: OPTIONS AND RECOMMENDATIONS FOR THE CITY OF WINNIPEG

5. CITY OF HAMILTON

5.1 Establishment



5.2 Funding

The report first recommending an ATP in Hamilton suggested that \$500,000 be taken from the Social Services Initiative Reserve to fund a one-year pilot project. That initial budget included monies for administration and staffing, assistance with communication, and program evaluation. Additionally, inclusion of OW/ODSP recipients laid the groundwork for a cost sharing agreement with the province subsidizing OW/ODSP patrons on an 80%-20% ratio (province-municipality). A proposal to make the ATP program more permanent was tabled in the 2011 budget negotiation. The proposal was successful.

For 2012, the ATP budget was approximately \$403,000, including administrative costs. Most of the budget is allocated to the Community Services Department for passes: \$261,000 (500 passes). The total amount includes a provincial contribution of \$102,900. That amount breaks down into \$64,800 for passes and covers half of the administrative costs in the Community Services Department (\$36,300 for staff and \$1,800 for other administration costs). The program budget also includes about \$65,000 allocated to Public Works – Hamilton Street Railway for a ticket agent and other administrative expenses. The total annual cost more recently went down to \$271,000 in 2015.

5.3 Operation

The ATP covers 50% of a regular monthly pass. To be eligible for the program one must be a working full-time, part-time, or casual (but not self-employed) with a family income that falls below after-tax LICO, or one must be a working recipient of OW/ODSP not receiving other transportation subsidies. An Income Tax NOA and four weeks' pay stubs are required with applications. Applications can be made through the Community Services Department and letters of approval are valid for six months. Patrons can purchase passes at the Hamilton Street Railway main ticket office by showing their letter of approval. Letters are signed each time that a pass is

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purchased to prevent anyone from purchasing additional passes. The City of Hamilton approves an average of around 600 applicants and the program has capacity for 500 monthly passes. When it does reach full capacity, the ATP program operates on a first-come, first-served basis.

5.4 Challenges Encountered

- Single downtown point of sale
- Slow uptake of program in the first few months

5.5 Successful Strategies

- Connecting the idea of an Affordable Transit Pass Program to municipal poverty issues and strategies
- Development of a communication strategy to increase program uptake
- Community-based poverty group provides periodic feedback and suggestions on the program, and members of the Public Works department are consulted occasionally with respect to program operation

5.6 Impact

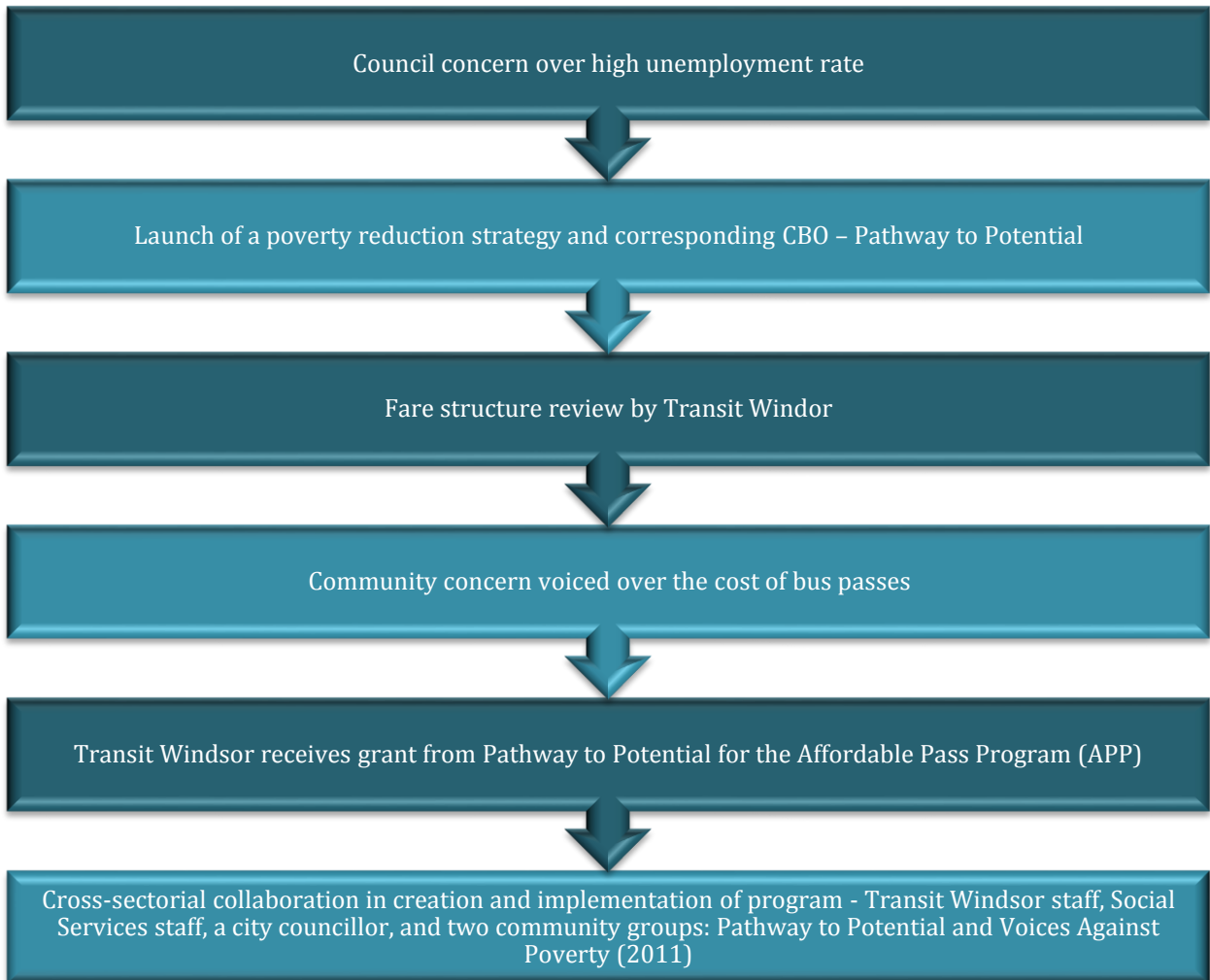
Six months into the program there was a telephone survey to evaluate the program.

Positive	Negative
<ul style="list-style-type: none">• ATP used most often to get to and from work (22%), grocery shopping/running errands etc. (20%) and personal appointments (19%)• Helped patrons feel more independent (97%)• Easier for them to get to work (95%)• Made a difference in the family's budget (91%)• Helped maintain a connection to family and friends (87%)• Easier for them to run errands, schedule appointments, etc. (84%)• Helped them to keep their job (75%)• Many would not have been able to purchase a monthly transit pass without the ATP (73%)	<ul style="list-style-type: none">• Only 5% increase in respondents who relied on public transit before versus after the registering in the program• When asked about administrative aspects of the program applicants said they would prefer something other than the single downtown point of sale

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6. CITY OF WINDSOR

6.1 Establishment



6.2 Funding

Grant funding from Pathway to Potential covers the fare subsidy and administration costs. The funds are allocated to Transit Windsor. In 2011 program costs were approximately \$125,000, and in 2014 the budget for the program was \$200,000. The hope is that increased ridership through uptake of the APP will offset lost revenue as a result of the pass being discounted; however, this is not the expectation. Since City Council has promised limited tax increases, revenue generation to cover the subsidy and administration of the APP was noted as being critical to its continuation.

6.3 Operation

The initial uptake was slow, as with other similar programs, but the number of applicants increased as awareness of the program rose among eligible applicants interested in taking part in the program. There were 2500 patrons of the program in 2014. Applications are available online and at the Windsor transit terminal and centre. Free assistance completing the application is also

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available. Eligibility is based on after-tax LICO and may last 6-12 months depending on the applicant's circumstances. Applicants must provide proof of their combined household income. The APP covers 50% of a regular monthly pass.

6.4 Challenges Encountered

- Slow uptake
- Revenue loss

6.5 Successful Strategies

- Non-confrontational communication between staff
- Exchange of information, knowledge, and experiences amongst stakeholders (inclusive of prospective pass users)

6.6 Impact

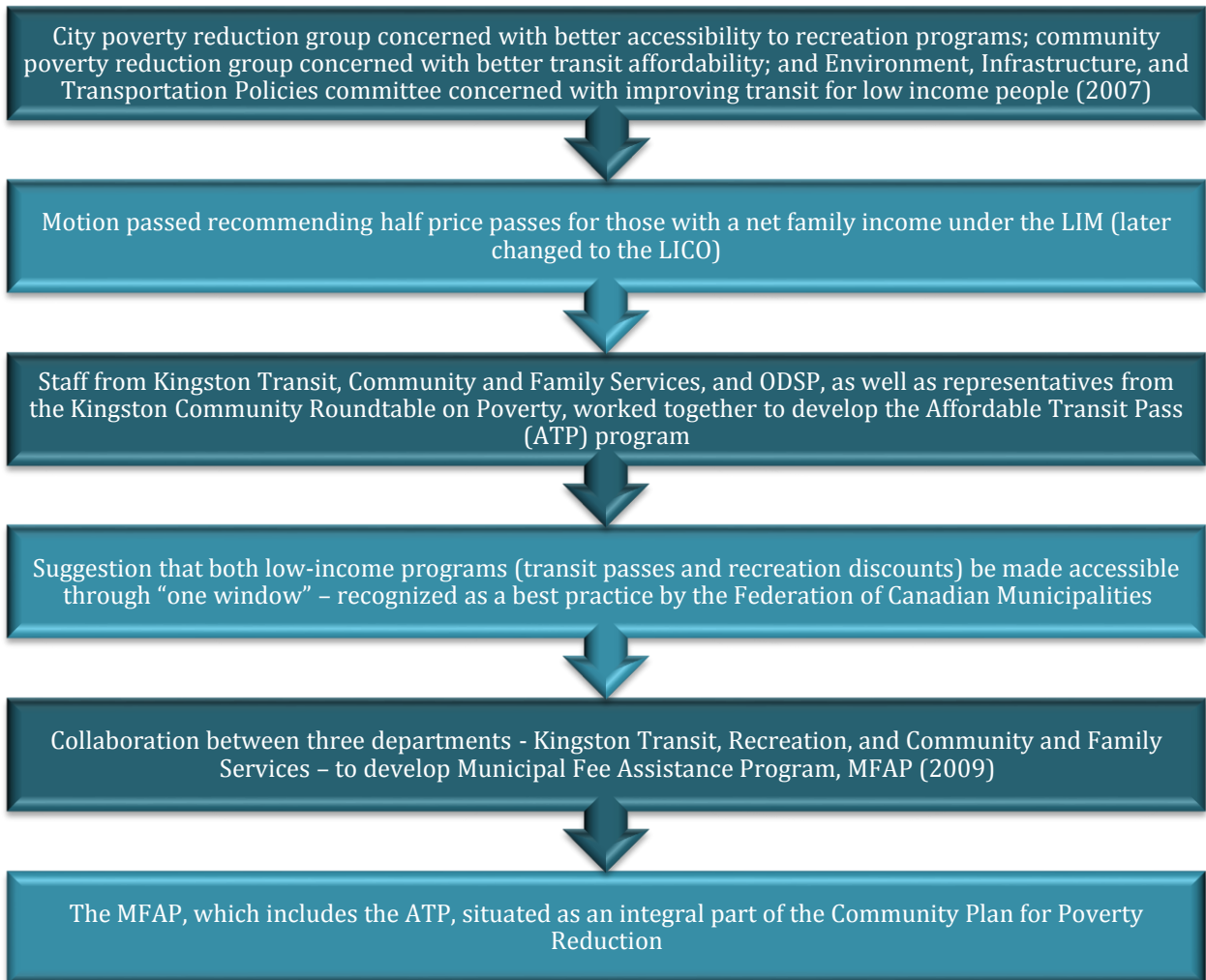
Pathway to Potential and Transit Windsor plan to continue to assess the impact of the APP. Anecdotally, impacts have been positive to date.

Positive	Negative	Recommendations
<ul style="list-style-type: none">•New fare box and electronic bus passes, combined with information collected at the time of application, allow for data and information collection that can be used to determine needs, transit deficits, and benefits	<ul style="list-style-type: none">•Transit Windsor is aware that fares have been and remain a barrier for some patrons	<ul style="list-style-type: none">•Provide quality service and increase the accessibility, affordability, and availability of transit services

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7. CITY OF KINGSTON

7.1 Establishment



7.2 Funding

The ATP program is funded through municipal taxation. Partners developing the program thought the loss in revenue resulting from the discounted fare might be recovered by increases in ridership. However, even though the program was more successful than anticipated, this cost recovery has still not occurred. The actual cost of the program in 2010 was \$165,000 instead of the estimated \$108,000. Kingston Transit absorbs the cost of the ATP program, other than costs related to administration. The Community and Family Services Department manages the administration costs.

7.3 Operation

The program provides a 35% discount off the price of a monthly transit pass for residents of Kingston, inclusive of adults, children, youth, and seniors in low income households, and OW/ODSP recipients, as measured by the after-tax LICO. The application process is friendly, quick, and simple. Application can be made on a drop-in basis at the Community and Family

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Services Department or at a number of alternative locations. There is no cap in regard to the number of passes issued. Eligibility is determined on the spot and reviewed yearly. Once registrants have obtained a card indicating their eligibility they can then purchase a photo ID card and monthly transit pass at City Hall. Subsequent passes can be purchased online, providing a more accessible option for those who have access to technology. Those receiving social assistance may be able to cover all or part of the cost of the reduced transit passes through OW discretionary benefits, depending on their individual circumstances.

7.4 Challenges Encountered

- Administrative approach for the MFAP is unique and entailed considerable learning
- Need to ensure quick implementation of the program and reduce applicants' stress or anxiety
- Municipal departments involved did not commonly work together

7.5 Successful Strategies

- Poverty was one of Council's top concerns, and the province was also concerned with poverty in Ontario
- Good communication across municipal departments – community services staff as bridge
- Access to quality research on best practices, and useful data on potential applicants
- Adapting processes, procedures, and tools developed by others
- Administrative process that is simple and unobtrusive
- Application procedures that can be easily implemented at any service/intake location
- Clear information sharing protocols
- Training for front line staff
- Invaluable input from the Kingston Community Roundtable on Poverty
- The one-window approach reduces the need for multiple applications, and the sharing of income information across several municipal departments.

7.6 Impact

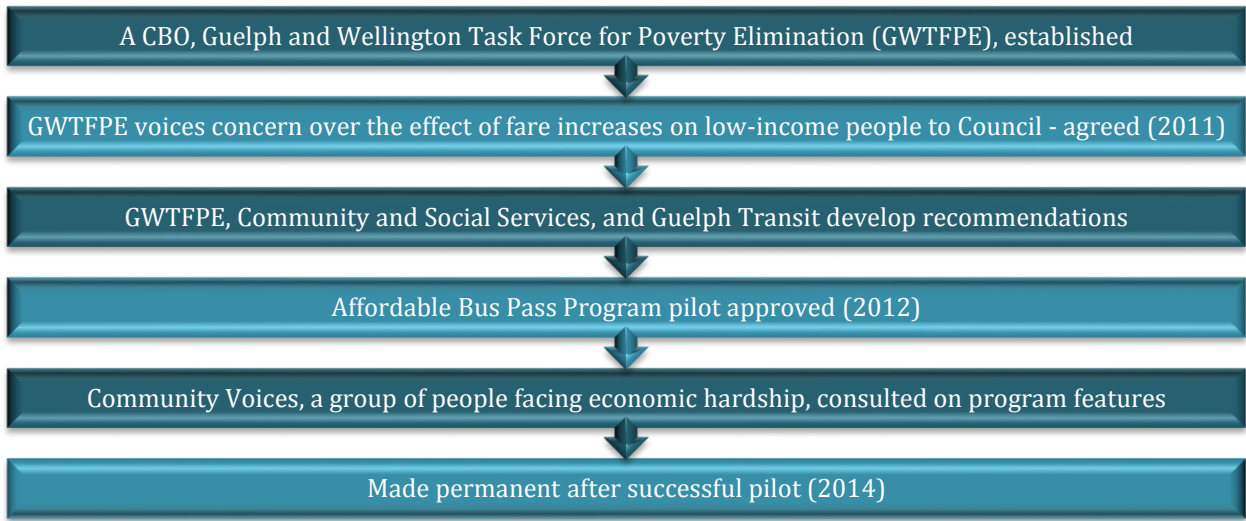
Approximately 2400 households completed MFAP applications during the first two years of operation.

Positive	Negative	Recommendations
<ul style="list-style-type: none">•80% of households accessing the program were on social assistance while the remaining 20% would be classified as "working poor"•Between Nov 2011 and the launch of the ATP program, 657 individuals purchased at least one monthly discounted transit pass•ATP riders average about 38 trips per month, which is consistent with the regular adult monthly pass riders	<ul style="list-style-type: none">•The point was raised that public transit does not always meet the need of city dwellers, inclusive of those who live in low-income households	<ul style="list-style-type: none">•People with low incomes may require something in addition to public transit (ex. a car or taxi) given challenges surrounding the accessibility and availability of public transit that may limit the utility of a discount bus pass

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8. CITY OF GUELPH

8.1 Establishment



8.2 Funding

The Affordable Bus Pass Program (ABPP) is covered through municipal taxes. In December 2011 City Council passed the next year's operating and capital budgets, also approving a 3.52% tax hike, the ABPP pilot, and reinstatement of bus service on some statutory holidays. The ABPP alone required a tax increase of over 3%, for implementation of the program mid-year. The cost of the program in 2012 was \$135,000.

8.3 Operation

Passes are priced at 50% of the regular bus pass for youth, adults and seniors, respectively. Residents of Guelph are eligible for the program if they are low income, based on the LICO, and experiencing barriers to accessing public transit. Patrons must reapply annually. To avoid a complicated and stressful application process, program designers first committed to developing a person-centred, transparent and reasonable application process. Applications are available at the various locations throughout the city: City Hall, Guelph Transit, Evergreen Seniors Community Centre, and West End Community Centre. Passes can be purchased at the same locations once an approval letter has been received. The program has no cap and had 1800 patrons in 2012.

8.4 Challenges Encountered

- Financial: difficulty estimating cost recovery/loss of revenue, increase in ridership, and change in service requirements
- Workload: no dedicated ABPP staff, more staff time required than was expected, program uptake exceeded forecasts
- Data collection: data collected by three very different means (application forms, sales data from all locations that sell affordable passes, and pass swipes on the buses used by transit to track ridership). Each of these databases is managed by a different team and organized in a different way.

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8.5 Successful Strategies

- According to those involved, the ABPP's establishment was without incident, in large part because of the commitment to poverty reduction among council, community organizations, and the public
- Public transit is seen as contributing to Guelph's sustainability
- Examining similar ATP programs in other municipalities
- Proactive marketing of the program to counteract the lag that has been noted in many ATP's between the launch of the program and the widespread use of the pass

8.6 Impact

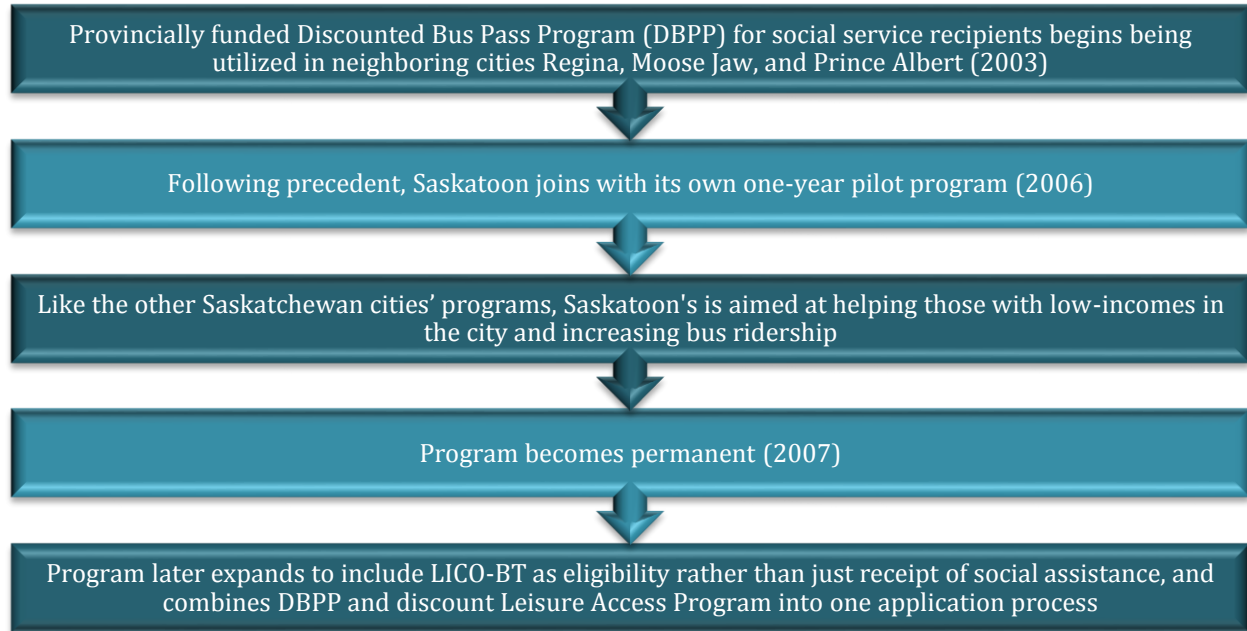
In 2013 an evaluation study was performed, indicating many positive results and recommending some areas for further improvements.

Positive	Negative	Recommendations
<ul style="list-style-type: none"> •An estimated 27% of people living below the Low Income Cut-off in Guelph have become users of the ABPP •It has built financial assets by reducing the cost of transit •It has built physical assets by enabling users to get to work, apply for jobs, and access the services they need more consistently •It has built social assets by enabling users to make more trips for a greater variety of reasons and in a more flexible way •Four primary program goals were met: <ul style="list-style-type: none"> •Enabling more residents living with a low income to purchase monthly transit passes •Making a positive impact on the budget of low-income residents •Improving perceptions of overall wellbeing •Improving sense of contribution to community 	<ul style="list-style-type: none"> •The total number of applications has exceeded the original estimate (of 1,800 applications) by 50% •Almost all affordable bus pass users (96%) had used Guelph Transit before entering the program: of the 910 re-applicants who stated that they were transit users prior to the ABPP, 47% were previous subsidized pass holders, 35% used cash and/or tickets, and 19% used a regular bus pass 	<ul style="list-style-type: none"> •Explore extending turn-around times for applications, while maintaining customer focus •Consolidate and rationalize the application and sales databases •Review and streamline the process for analyzing and reporting program data •Create a dedicated program manager position and simplify the program structure •Assign additional staff time to the Service Guelph desk on "Bus Pass Days" •Explore the possibility of having key partners play a larger role in selling passes •Consider an alternate approach to income verification for users who are on ODSP/OW or users whose income is in transition due to recent unemployment, immigration or transition from school to work •Provide a plain language summary of the eligibility criteria and the application process •Create a formalized, transparent appeals process

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9. CITY OF SASKATOON

9.1 Program Establishment



9.2 Program Funding

The DBPP is partially funded through the provincial government's Ministry of Social Services, with the remainder from municipal taxes. The province contributed a total of \$1.6 million to programs in the seven largest Saskatchewan cities in 2014: Saskatoon, Regina, Prince Albert, Moose Jaw, North Battleford, Swift Current, and Yorkton.

9.3 Program Operation

The DBPP allows low-income Saskatoon residents the opportunity to purchase a monthly bus pass at a reduced rate. It is part of the Low Income Pass, which combines the DBPP with the subsidized Leisure Access Program into one application process. Eligibility is based on falling below the before-tax LICO or receiving social assistance. If eligible, patrons receive a 22% discount on their monthly bus pass. For low-income residents, application forms are available at all City of Saskatoon leisure centres and at the Customer Service Centre. Applicants must include their NOA and mail the completed application to the Community Development Branch. For social assistance recipients, application forms are available at the Social Services office. The completed forms can be dropped off at Saskatoon Transit to purchase the reduced pass. Patrons are accepted to the program for one year at a time, after which they must be reassessed. The DBPP does not have any cap set on the number of patrons.

9.4 Challenges Encountered

[Not available]

9.5 Successful Strategies

- Similar programs had already been running in neighbouring cities for three years
- Combined low-income subsidies for transport and recreation into one application

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9.6 Impact

Since its inception the Saskatoon program has continued to expand.

Positive

- Now includes both receipt of social assistance and LICO-BT as eligibility, to include the "working poor"

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SUMMARY & COMPARISON

Program Establishment

The key factors that played a role in establishing the ATP programs profiled are: advocacy on the part of community groups and champions within government; awareness of the importance of transportation for those living on low incomes; and impending change that would make transit less affordable (Dempster & Tucs, 2012). Other important factors include an in-depth study of transportation options, development of committees to assist in operationalizing programs, inter-sectorial collaboration, and justifying the programs through existing municipal and provincial poverty reduction strategies. When analyzing the establishment process of the various programs profiled in this report there seems to be a typical linear trend that they followed. It may be summarized into four phases:

- Phase 1 Impetus & Advocacy – includes public concern and community involvement
- Phase 2 Research & Proposal – includes public consultations and review of similar initiatives
- Phase 3 Development & Implementation – includes multi-sectorial collaboration and a communications strategy
- Phase 4 Evaluation & Expansion – includes the switch from pilot to permanent programs as well as reducing rates/increasing caps/expanding eligibility

Program Funding

Many aspects of funding for affordable transit passes have been explored, such as how programs are funded, fund allocation, administrative costs, and revenue generation or loss. Primary funding for most programs comes from the municipal tax base. With just under half ($n=8$) of the 19 Canadian programs profiled receiving any form of provincial support, funding is an ongoing concern. In some jurisdictions the programs are operated by social service departments, while in others they are run directly by transit authorities. On the one hand, allocating funds to social services may be advantageous in that it allows for an appeal to the province for ongoing support; on the other hand, allocating funds to transit budgets may be advantageous due to reduced potential for caps and cuts (Dempster & Tucs, 2012). The administrative costs for the different programs profiled are variably carried by social services, transit authorities, community agencies, or some combination. Revenue generation or loss is the most difficult aspect to estimate with some communities reporting large increases in ridership (Kalinowski, 2014), and other communities reporting overall revenue loss (Tanasescu, 2007). The key question one must consider: is most of the target group already purchasing transit passes, or will providing the discount lead to increased sales that will offset the cost?

Program Operation

The most salient elements of program operation are the eligibility criteria, the application process, the sale of passes, and the partnerships involved. The most common ATP program eligibility is based on receipt of social assistance and/or falling below the LICO (either before- or after-tax). However, it is important to note that the former may exclude the “working poor” and the latter may be considered inadequate because it is too low and not based on the cost of living (Citizens for Public Justice, 2013). Pilot programs in three municipalities—Mississauga, Guelph, and Kingston—have suggested using the Low Income Measure (LIM) instead. An NOA is the

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most common way to assess eligibility, but this may be problematic for those who do not file income tax returns (eg. homeless individuals) and it does not necessarily reflect an individual's current circumstances. The Region of Waterloo has circumnavigated this issue by having community agencies already familiar with the clientele dole out passes through an honour-based system (Dempster, 2009). "One window" eligibility for recreation subsidies and discounted monthly transit passes has been recognized as a best practice as well (Federation of Canadian Municipalities, 2010), and is currently being used by Calgary's Fair Entry program, Kingston's Municipal Fee Assistance program, and Saskatoon's Low Income Pass program. In regards to the sale of passes, processes that are non-stigmatizing are overwhelmingly favoured, with passes that look exactly the same as regular passes. Central sales locations have been found to create accessibility barriers for patrons, but are also beneficial due to having qualified staff and central database systems. Throughout the entirety of program operation, partnerships and collaboration are vital. Consensus and a readiness among leading partners like city councils, transit authorities, social services, and community groups to work together facilitated establishing and continuing the operation of programs.

Challenges Encountered

Challenges encountered by the various programs profiled were logistical, administrative, or financial in nature. Logistical challenges were the most common, for instance establishing a benchmark for eligibility, finding way to mitigate potential for fraud while still remaining non-stigmatizing, and dealing with the complexity of the application process. Administrative challenges were also common, for example training and learning involved with the new program, no dedicated staff for the program, and dealing with long waitlists due to higher uptake than anticipated. Lastly, financial challenges were encountered, such as loss of revenue, inconsistent funding, and finding the right formula for price versus number of passes.

Successful Strategies

Many of the municipalities found creative ways to mitigate the challenges. Analysis reveals that in their establishment ATP programs are most likely to succeed with the support of long-term community advocacy and cross-sectorial partnerships. They were also aided by rigorous research and relevance to current poverty reduction strategies. Accessibility was improved through clear information sharing protocols and using a single, simple and unobtrusive application process. Quick program uptake was ensured through wide communication strategies, and exchange of information amongst stakeholders similarly improved results. Finally, many of the programs strove to be as inclusive as possible, extending eligibility to both those receiving social assistance and those who are not.

Program Impacts: Benefits and Weaknesses

Many pilot programs have developed into permanent programs due to their success. Four of the longer-term programs have undergone formal evaluation (Region of Waterloo, 2013; Taylor Newberry Consulting [Guelph], 2013; City of Hamilton, 2008; HarGroup Management Consultants [Calgary], 2007). In each case, results have been used to support program continuation and/or expansion. The clearest indicator of success is the rise in consistent use of public transit within the low-income population. This trend was seen throughout all jurisdictions profiled, and take-up has even doubled in some of them. Benefits can also be viewed from the perspective of patrons, who considered the programs vital and effective in creating a positive difference in their lives. With the passes, patrons had more money to buy other things, visited

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family and friends more often, went to medical appointments more often, took more training/education classes, found employment/better employment, and volunteered more often. Various low-income residents across Canada have had the opportunity to participate in ATP programs, including people on social assistance, people living with disabilities, youth, seniors, and the working poor. Each of these populations has gained valuable financial, physical, social, and quality of life assets as a result:

- Financial assets – reduced cost of transit resulted in more money to provide for other basic needs (eg. food and rent)
- Physical assets – increased mobility enabled users to get to work, apply for jobs, and access the services they need more consistently (eg. training/education and medical appointments)
- Social assets – users were able to make more trips for a greater variety of reasons and in a more flexible way; passes were used most often for getting to and from work, grocery shopping/running errands, and personal appointments, but could also be used to go out to events and community meetings more often
- Quality of Life assets – feeling more independent, improvements in family budget, maintaining connection to family and friends, greater sense of contribution to community, increased social inclusion, and reduced stress

While patrons and others celebrated the numerous benefits of the programs, they made several qualifications, too. Passes are still considered unaffordable for many, even at the reduced rates. Not enough passes are available in jurisdictions with caps, and restrictive eligibility criteria exclude many that require assistance. Furthermore, a greater diversity in types and points of sale is needed, rather than just one or a limited number. These barriers overlap with other limitations surrounding accessibility and availability of public transit. That is to say that the timing of buses and inconvenient schedules/routes can restrict the overall utility of an ATP program, regardless of the rate of discount.

It is important to try to broadly consider the full benefits of such discount transit programs. Most evaluations view the impact in narrow terms of direct benefits reaching only those involved in the programs. However, researchers suggest that a complete and comprehensive cost-benefit analysis considering the wider health, educational, economic, and social impacts of these programs would likely illustrate even greater value than they are currently credited with (Dempster & Tucs, 2012). Consider, for example, instances where vast amounts of money are being spent on social service programs, but the target population remains unable to access them because they lack the money required to take the bus. Such factors must also be addressed in evaluations going forward.

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CONCLUSION & RECOMMENDATIONS

Research has identified access to affordable transportation as a significant feature in reducing income inequalities and improving quality of life (Muntaner et al., 2012; Litman, 2012). The growing number of income-based Affordable Transit Pass programs across Canada in recent years attests to the veritable possibility of implementing, continuing, and expanding such programs. This brief review found that nineteen municipalities across Canada have ATP programs in place, and two more are seriously considering implementing soon (Peterborough and Halifax). With this number steadily increasing, clearly it is time for the City of Winnipeg to step up as well. Winnipeg is one of the only major cities in Western Canada that is not currently running a pilot or permanent ATP program. Additionally, all provinces west of Manitoba have some form of provincially subsidized ATP programs. The main recommendation of this report is for the City of Winnipeg to implement its own ATP program, ideally with provincial support and funding. Other key learning and unique recommendations for the development of this ATP are as follows:

- Although the LICO is most common in other jurisdictions, the LIM may be a more appropriate benchmark measure for the target population
- The NOA may not adequately reflect an individual's current circumstances and therefore may not be ideal as the standalone method for assessing eligibility; community agencies familiar with the target population could be given the flexibility to manually override
- All of these "affordable" subsidized programs (usually ~50% discount) still found in their evaluations that the cost is too high for many, so a sliding scale may be a useful addition; this was recently approved and will soon be implemented in the City of Calgary, with the proposed discount ranging from 50-95% off the cost of an adult monthly pass
- Combine the ATP application process with the Recreation Fee Subsidy Program that is already being offered in Winnipeg, as this has been identified as a national best practice
- All possible perspectives and partners (especially relevant community groups and individuals experiencing poverty) should be considered and involved when working out details of program design, planning, implementation, and evaluation
- Ensure that an evaluation plan is developed into the program design, gathering both quantitative and qualitative data from patrons; this has been integral in many of the programs profiled to show areas of success and drive continued improvements

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APPENDIX A: Brief Profile of All Canadian Affordable Transit Pass Programs

Location	Program Name	Discount	Eligibility	Funding	Started	Cost (year)	Cap (n=?)	Users (year)
Calgary	Low Income Monthly Pass	56%	LICO-BT	City & Province	2005	\$20,000,000 (2016)	No	25000 (2016)
Waterloo Region	Transit for Reduced Income Program	44%	LICO-BT, honour-based	City	2002	\$407,000 (2015)	Yes (n=2300)	2300 (2013)
York Region	Transit Fare Subsidies Program	75%	OW/ODSP and working	City	2012	\$886,000 (budget 2014)	Yes (n=1400)	623 (2014)
Halton Region	Subsidized Passes for Low Income Transit	50%	LICO-BT	City	2011	\$630,000 (budget 2014)	No	550 (2016)
Hamilton	Affordable Transit Pass Program	50%	LICO-AT, OW/ODSP, and working	City & Province	2008	\$271,000 (2015)	Yes (n=500)	500 (2012)
Kingston	Affordable Transit Pass	35%	LICO-AT	City	2009	\$165,000 (2010)	No	not found
Guelph	Affordable Bus Pass	50%	LICO	City	2012	\$135,000 (2012)	No	1800 (2012)
Saskatoon	Discounted Bus Pass Program	22%	LICO-BT or social assistance	City & Province	2006	not found	No	not found
Regina	Discounted Monthly Pass	70%	Social assistance	City & Province	2003	not found	No	2250 (2014)
Moose Jaw	Discounted Bus Pass	70%	Social assistance	City & Province	2006	\$54,000 (2014)	No	2400 (2014)
Prince Albert	Reduced Bus Pass	75%	Social assistance	City & Province	2006	\$190,000 (2014)	No	not found
Cornwall	Community Bus Pass	35%	OW/ODSP - first come, first served	City	2009	not found	Yes (n=150)	150 (2012)
Banff	ROAM Low Income Transit Pass	100%	LICO, AISH, or Alberta Seniors benefit	City	2007	not found	No	not found
British Columbia	BC Bus Pass Program	\$45/yr	Low-income seniors and persons with disabilities	Province	1967	not found	No	1200 (2012)
Windsor - Pilot	Affordable Pass Program	50%	LICO-BT, OW/ODSP	City	2011	\$200,000 (budget 2014)	No	2500 (2014)
Moncton - Pilot	Affordable Transit Program	50%	Subsidized tickets provided to community agencies	City	2016	\$22,000 (2016)	not found	not found
Sudbury - Pilot	Affordable Transit Pass Program	50%	LICO-BT, OW/ODSP, and working	City	2016	not found	not found	not found
Mississauga - Pilot	MiWay Affordable Transportation	50%	LIM-AT - first come, first served	City	2016	\$1,300,000 (budget 2016)	Yes (n=2500)	not found
Edmonton - Pilot	Low Income Transit Pass	60%	LICO	City & Province	2017	not found	not found	not found

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Jones, A; Goodman, A; Roberts, H; Steinbach, R; Green, J (2012)
Entitlement to concessionary public transport and wellbeing: A qual-
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Entitlement to concessionary public transport and wellbeing: a qualitative study of young people and older citizens in London, UK

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Note: this is a personal version, created by Anna Goodman, of the text of the accepted journal article. It reflects all changes made in the peer review process, but does not incorporate any minor modifications made at the proof stage. As of when the paper was first published online, the citation for the journal article is as follows [please click on DOI hyperlink to update with the date, journal volume and page numbers]:

- Jones A, Goodman A, Roberts H, Steinbach R, Green J. Entitlement to concessionary public transport and wellbeing: a qualitative study of young people and older citizens in London, UK. Social Science or Medicine. 2012 (published online).
- DOI: <http://dx.doi.org/10.1016/j.socscimed.2012.11.040>

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Abstract

Access to transport is an important determinant of health, and concessionary fares for public transport are one way to reduce the ‘transport exclusion’ that can limit access. This paper draws on qualitative data from two groups typically at risk of transport exclusion: young people (12-18 years of age, n=118) and older citizens (60+ years of age, n=46). The data were collected in London, UK, where young people and older citizens are currently entitled to concessionary bus travel. We focus on how this entitlement is understood and enacted, and how different sources of entitlement mediate the relationship between transport and wellbeing. Both groups felt that their formal entitlement to travel for free reflected their social worth and was, particularly for older citizens, relatively unproblematic. The provision of a concessionary transport entitlement also helped to combat feelings of social exclusion by enhancing recipients’ sense of belonging to the city and to a ‘community’. However, informal entitlements to particular spaces on the bus reflected less valued social attributes such as need or frailty. Thus in the course of travelling by bus the enactment of entitlements to space and seats entailed the negotiation of social differences and personal vulnerabilities, and this carried with it potential threats to wellbeing. We conclude that the process, as well as the substance, of entitlement can mediate wellbeing; and that where the basis for providing a given entitlement is widely understood and accepted, the risks to wellbeing associated with enacting that entitlement will be reduced.

Key words

UK; Entitlement; Public transport; Young people; Older citizens; Belonging; Social exclusion; Wellbeing

Research Highlights

- Young people (12-18 year-olds) and older people (over-60s) receive free bus travel in London, UK.
- The receipt and enactment of entitlement can contribute to wellbeing by fostering a sense of community belonging.
- Where an entitlement is perceived to be ‘earned,’ participants also reported that it improved their sense of self-worth.

Introduction

Recent years have seen growing recognition that access to transport is an important determinant of health, including in the UK NICE guidance (NICE, 2008), The Marmot Review (Marmot et al., 2010, pp. 134-136), and transport policy approaches in cities such as London (GLA, 2011, pp. 196-197). In general, however, the multiple connections between transport and health are still far from receiving the policy attention they merit. Transport is normally needed in order to access health services; the goods necessary for health; the work and education that are determinants of health and the social networks that foster a healthy life. Differential access to transport is one of the ways in which health inequalities between people and places are generated (Macintyre et al., 2008), and age is one social factor that influences the risk of 'transport exclusion'. In the UK, for instance, the Social Exclusion Unit (2003, p. 2) cited transport-related problems as restricting young people's capacity to take up education or training opportunities. Young people's exclusion from participation has been variously conceptualised as arising from immobility (Barker et al., 2009; Thomsen, 2004), disempowerment (L. Jones et al., 2000; Kearns & Collins, 2003) or dependency on adults for transport (Barker, 2009; Fotel & Thomsen, 2004; Kullman, 2010). Older people have also been described as particularly at risk of transport-based social exclusion (King & Grayling, 2001, p. 166) or 'transport disadvantage' (Hine & Mitchell, 2001) and consequently of becoming isolated (Titheridge et al., 2009; Wretstrand et al., 2009), with significant numbers of older people reported to face difficulties in getting to health centres, dentists and hospitals (Audit Commission, 2001, p. 30).

Within the London region, a number of policy initiatives have formed part of a broader transport agenda that has, at various points, been more or less explicitly oriented to public health as well as other social goals including reducing dependence on car travel and mitigating the health effects of transport exclusion (Mindell et al., 2004). Concessionary fares for public transport are one approach to addressing transport exclusion, and in London two specific policies relate directly to age-related transport exclusion through the provision of fare exemptions. First, free bus travel for 12-16 year-olds was introduced by the Greater London Authority in September 2005 (TfL, 2007). This concession was subsequently extended in 2006 to include 17 year-olds in full-time education (TfL, 2006, p. 7) and subsequently all 18 (and some 19) year-olds in full-time education or on a work-based learning scheme (TfL, 2010a, pp. 8-9). On its introduction the scheme was explicitly positioned as a way of addressing transport exclusion with a particular emphasis on improving access to education and jobs: as a means "to help young people to continue studying, improve employment prospects and promote the use of public transport" (TfL, 2006, p. 7). Second, the 'Freedom Pass', funded by the 33 local authorities that make up London, is provided to all of those over 65 (or over 60 if born before 1950), entitling them to free transport at any time of day on all bus, underground and tram services and to off-peak travel on many rail services in the Greater London area (London Councils, 2011).

There is a small but growing body of evidence on the positive impact of such concessions on health generally. For older residents, the Freedom Pass was reported to reduce transport exclusion and enhance mental health (Whitley & Prince, 2005), and concessionary bus travel for older people is associated with a reduced risk of obesity (Webb et al., 2011) and with increased likelihood of walking more frequently (Coronini-Cronberg et al., 2012). For young people, concessionary bus travel in London has been reported to contribute to reductions in transport poverty, gains in independence and opportunities for enhancing wellbeing (A. Jones

et al., 2012). In Canada, significant association between transport mobility benefits and quality of life for older Canadians have been identified (Spinney et al., 2009).

However, the relationship between transport and health is not based solely on access to transport. Beyond the instrumental functions of transport for accessing goods and services, which can be enhanced by offering concessionary fares, are the less tangible psycho-social impacts of access to, use of and entitlement to transport. These are mediated in part by the social meanings of particular modes. For instance, in the context of what has been called a ‘regime of automobility’, in which the private car dominates as the default mode of transport (Sheller & Urry, 2000), those without access to a car report adverse effects on wellbeing from using less-valued alternatives (Bostock, 2001). For older people, driving cessation or lack of access to a car has been widely reported as a threat to wellbeing (Adler & Rottunda, 2006; Davey, 2007). In the UK, as in many other high-income countries, private car use is reported to provide a number of benefits for users, including self-esteem and a sense of autonomy (Goodman et al., 2012; Hiscock et al., 2002). Currently, such benefits are not always provided by public transport access. Bus travel in particular is often positioned as a stigmatised ‘other’ mode (Ellaway et al., 2003), primarily for use by those with few other options (Root et al., 1996, p. 32).

In this paper, we discuss the relationship between entitlements to concessionary fares, mobility and wellbeing. We focus not on the direct effects of entitlement to concessionary public transport on ‘objective’ measures of health, illness and disease, but rather on the symbolic meanings of ‘entitlement’ to public transport, and the implications of this for people’s subjective perceptions of their wellbeing in one particular locality (London). Acknowledging that it “may be a somewhat slippery concept” (Cattell et al., 2008, p. 546), we understand ‘wellbeing’ here as a concept that captures understandings of health “which extend beyond a narrow bio-medically oriented definition of health as ‘the absence of disease’” (Airey, 2003, pp. 129-130). Importantly for the present analysis, it is a concept that emphasises the ways that people interpret their own circumstances or social contexts in ways that relate to health (Airey, 2003; Cattell et al., 2008). As Hiscock, Ellaway and colleagues have argued (Ellaway et al., 2003; Hiscock et al., 2002), if policies to wean people off car use are to succeed, the social and cultural associations of public transport need to be addressed. Reducing transport exclusion, and its damaging health effects, entails more than just increasing the provision of or access to transport. In order to optimise use, the mode provided needs to be culturally valued, and capable of enhancing autonomy, self-esteem and social inclusion; providing, in short, the kinds of psychosocial benefits associated typically with private car use. In London, with a relatively good public transport infrastructure, and a policy context in which private car use is actively discouraged, the meanings of public transport, particularly for older people, may be less devalued than has been reported for other settings.

Theoretically, ‘entitlement’ to a benefit of this kind provided explicitly to address transport exclusion could further stigmatise the groups targeted (Sen, 1995), thus off-setting health gains from concessionary transport with losses from the effects of loss of self-esteem or autonomy. This is likely to be particularly true if the benefit provides access to a mode of transport that is of low relative value. Alternatively, concessionary transport may be intrinsically good for ‘wellbeing’ simply because it enables participation: a theme echoed in social policy literature that has addressed participation (Jordan, 2012). As well as being a route to social participation, transport also provides a way of *enacting* participation – a theme taken up in recent literature on cycling in particular (Aldred, 2010; J. Green et al., 2012), but

less well addressed in relation to public transport. To explore the symbolic effects of transport entitlement on wellbeing in the context of public transport systems, we examine how two groups entitled to free bus transport in London – young people aged 12-18 and older citizens – understand and value their entitlements, and how this might mediate the relationships between mobility and wellbeing.

Methods

This paper draws on qualitative data collected as part of a larger study examining the public health implications of concessionary transport for young people. Older citizens were included in the study for two reasons. First, those aged 60+ are entitled to a public transport fares concession in London (as discussed above). Second, young people's entitlement to free bus use raised some concerns in the media about possible negative effects on older people's access to bus travel as a result of over-crowding or fear-based exclusion (TfL, 2008). Between February 2010 and April 2012 we spoke to 118 12-18 year-olds and 46 60+ year-olds living in London. Data were generated using a mix of individual, pair and group interviews in order both to access interactions about public transport and also to ensure more private settings. The latter was thought necessary in case participants found groups a difficult place to discuss more sensitive issues such as financial barriers to transport. In-depth interviews (individual, pair or triad interviews) were conducted with 62 young people and 28 older people. These interviews, and 13 focus groups (ten with younger people and three with older people), focussed on the everyday travel experiences of research participants, and their preferences for different modes of transport.

Both younger and older people were recruited primarily from four local areas across London, selected to include a range of public transport provision. Two were inner London areas ('Hammersmith & Fulham' and Islington), with typically denser housing and more abundant public transport options, and two outer London (Havering and Sutton), where public transport is both less abundant and less used (TfL, 2010b). Areas were sampled in this way in order to include accounts from a range of inner and outer London communities characterised by different levels of public transport provision. Within each area participants were recruited purposively to include a range of participants by age, gender, ethnicity, ability, socio-economic status and typical mode of transport, with recruitment continuing until saturation.

Younger participants were recruited primarily via education and activity-based settings (including schools, academies, youth clubs and a pupil referral unit) with 22 participants also recruited from among young Londoners engaged in the 'Young Scientists' programme at the institution leading the study.¹ Excerpts from these accounts are tagged with the identifier 'YS'. Older residents were recruited mainly via community groups, charitable organisations and a local authority event. Harder to reach individuals such as those with visual impairments or aged 90+ proved difficult to recruit, and in these cases (n=3) we used personal networks from within London but outside the local areas listed above. Excerpts from these accounts are tagged with the identifier 'Other'.

Analysis was largely inductive, drawing on principles of the constant comparative method (Strauss, 1987), but informed by concepts from theoretical literatures on entitlement and the determinants of wellbeing. The authors collectively developed coding frameworks and coded data for analysis. When quoting directly from the data we have anonymised all names and other potential identifiers and have tagged all extracts with an identifier for gender (M or F),

area (Inner London [I] or Outer London [O]) and age or age range. Where quotes from two or more participants in a given interview or focus group are given, numbered identifiers for gender (e.g. 'F1') are given before each quote to help the reader differentiate between the individual participants quoted. This study was approved by the LSHTM Ethics Committee.

Findings

Two sets of narratives around the theme of 'entitlement' were evident in the accounts that we generated. In the first set, which we term '*formal entitlements*', the narratives relate to the receipt of statutory "welfare benefit entitlements" (Moffatt & Higgs, 2007, p. 450) – in this instance the entitlement of young and older citizens in London to travel without charge on particular public transport modes. In relation to this theme, participants talked about how and why they considered themselves to be 'entitled' to concessionary use of public buses. In the other set of narratives, which we term '*informal or perceived entitlements*', respondents discussed an interrelated set of ideas relating to their own personal sense of entitlement. Entitlements of this kind have been conceptualised "as a stable and pervasive sense that one deserves more and is entitled to more than others" (Campbell et al., 2004, p. 31; see also Lessard et al., 2011, p. 521). In the present study participants described the ways they understood their and others' 'rights', for want of a better term, to occupy particular, contested spaces on the bus, such as the 'priority seating' areas or the space near the door. Accounts of informal or perceived entitlements were organised by participants primarily in a categorical way – in particular according to age, disability, pregnancy and being accompanied by young children.

The significance of concepts of entitlement to respondents, and the degree to which these were linked to facets of wellbeing, arose inductively from the analysis, rather than being anticipated as an effect of, or explanation for the effects of, free bus travel. The notion of formal entitlements emerged without prompting in interview and focus group discussions with older people as an *in vivo* code, whereas 'informal entitlements' was a useful analytical code to make sense of some otherwise contradictory accounts of the role of bus travel in wellbeing (such as experiencing a bus ride as socially inclusive, but also potentially generating conflict with other passengers). In this sense, 'entitlement' is an explanatory theme which helps make sense of some of the more direct effects of free bus travel reported by younger and older passengers, such as providing accessible transport, enhancing social participation and providing a space for social interaction (J Green et al., in press; A. Jones et al., 2012).

Formal entitlements earned: Older citizens' understandings of their right to free bus travel

Older study participants, discussing why they thought they received free bus travel via their 'Freedom Passes', gave clear and consistent explanations. These revolved around the 'dues' that older Londoners reasoned that they had paid over their lifetimes (cf. Moffatt & Higgs, 2007, p. 458), with free public transport in turn conceptualised as a 'repayment' of sorts. On occasion, this was explicitly framed as an entitlement. As one respondent put it succinctly:

[W]e're entitled to them. We've worked all our life. (F, I, 75-89)

Notably, the Freedom Pass was generally understood as something that older people rightfully 'deserved', even on the odd occasion where people reported feeling 'lucky' to have it:

I know we've paid...our taxes and our dues and all the rest of it, but I still think we're very lucky to have this pass. (F, I, 65-89)

The primary understanding that travel concessions were a return on previous societal contributions was evidenced in some participants' explanations of why others did not deserve the same entitlements. These explanations often mirrored those for why older people did get free travel, in that free bus travel was described as less justified when granted to those they felt had 'not paid their dues'. One group mentioned on occasion was recent immigrants to London (who are eligible for the scheme on the basis of their age):

F1: What I can't understand is...the people who come in [migrate], and they've not paid any of the taxes or insurances like we all have done during my years... And they get bus passes.

F2: Yeah, well that's what I'm against. That's not fair. (I, 75-89)

Criticisms by older respondents of the entitlement of young people to free bus travel were more implicitly articulated in terms of a lack of contribution. Sentiments that young people's concession is undeserved were framed either in terms of a generational unfairness (for example, older participants did not benefit from this concession when they were children themselves or when they were parents of young children) or in terms of the ways in which young people choose to use concessionary travel:

[A]ll my children had to...walk to and from school... I could have killed Ken [Livingstone, former Mayor of London] for giving kids the right to travel on the buses, really and truly... They [young people] do abuse it [free bus travel] they get on, they get off [the buses]. (F, I, 70-74)

Well I used to have to walk to school...now, they get on for two bus stops (F, I, 75-89)

In summary, therefore, older citizens shared a strong and coherent sense of entitlement in relation to their own receipt of free public transport, which was evident in an unproblematic acceptance of their rightful entitlement, and a consequent questioning of that of others. It was understood as part-and-parcel of a wider set of benefits to which they are entitled on the basis of the taxes, insurances and 'dues' that they have paid over the course of their lives.

Formal entitlements as conditional: Young people's understandings of their right to free bus travel

Young people offered a more disparate, and in general more tentative, set of explanations for why they felt they had been granted their free bus travel. For some, and dovetailing with the official rationale for the scheme (TfL, 2006, p. 7), it was about increasing young people's capacity to "stay in education longer" (F, I, 16) and to pursue "extra-curricular activities" (M, O, 14-18). However, there was less consensus across young people's accounts than among the older respondents, and a range of other explanations were given by young people as to why they thought they were granted free bus travel, including the scheme being a means to cut transport-related pollution and it coming into force to help relieve financial pressure on working mothers. The lack of consensus was overtly played out in many of the group discussions, with some explicitly debating both the rationale and the likely effects of the scheme:

M1: I think it [the granting of free travel] could be because some people are lazy, tired, if they're tired they won't go to school. So then the government try and encourage them to go in, and they've got free travel...

M2: But then wouldn't that...defeat the point of...the government fitness thing? Because if they're trying to encourage people to get fit, why encourage them to take the bus then?

M1: True. (I, 15)

Thus, unlike the explanations given by older people, those from young people as to why they are granted free travel were more varied and were offered with uncertainty, with young people challenging, debating and altering each others' assumptions about the rationale for the concessionary bus travel they received. In addition, nothing in the accounts of young people suggested that, like their older counterparts, they felt that they had *earned* the right to travel without charge. However, as a universal benefit (Goodman et al., in press), entitlement was still understood as *relatively* unproblematic, given it was legitimated largely through socially valued ends such as fostering access to education, rather than as a potentially stigmatised benefit for those in particular need. Young people thus displayed a weaker sense of being entitled to free travel – and did not once conceptualise it explicitly as an 'entitlement' in the way that older people did – but they valued it all the same, with accounts of its benefits universal across our data set.

The fragility of formal entitlements to travel

The weaker sense of entitlement articulated by young people is perhaps most evident in accounts of what happened when they did not have the pass with them because it had been stolen or confiscated (for breaches of the 'Behaviour Code' (TfL, 2010c) – a code of conduct linked to receipt of concessionary bus travel which applies to young people but not to older citizens). As this young man's account of a journey following the theft of his 'Oyster'ⁱⁱ travel pass implies, apart from the transport exclusion that results from a stolen card, there are social risks that can arise from negotiating their rather more fragile entitlement:

[T]he day I was robbed I lost my Oyster. I had a missing [glasses] lens, ...buttons ripped off my shirt and a bruise on my face. And then I tell him [the bus driver] I don't have my Oyster, I got robbed, and he's like 'I've heard all these excuses...' and he was actually swearing at me...and then he kicked me off (M, I, 15-16)

Enacting entitlement, as Sen (1995) describes, can be difficult, and in situations where participants were without their pass, entitlement to use the bus could not be assumed as a 'right', but had to be negotiated. As one respondent put it, if you "just lost it [your pass] that same day you'd have to find a nice caring bus driver or they'll just be like, sorry mate I can't help you" (M, O, 15).

Young people conveyed the fragility of their entitlement in accounts, therefore, in a manner that corresponds both to the conditionality of their particular entitlement (on 'good behaviour') and to the lesser extent to which they felt they had actively earned their passes. While the substance of the entitlement conferred to young people and older citizens is comparable (bus and public transport fare exemptions respectively), it is clear that the conditions in which these entitlements are conferred mediate the status of the entitlement (and how this is in turn enacted) for each group.

Affective formal entitlements: riding the bus and belonging in London

When entitlement was unproblematic, and users had the capabilities to enact that entitlement, a salutogenic function was conferred not just by the receipt of that right, but also the enactment of those rights. Entitlement to free bus travel not only brought an

understanding of the operation of entitlements to the fore for young and old people but also, in turn, this understanding impinged on the sense of belonging (to London as a community or polity) experienced by our participants. The concessions informed the place-based identities (or sense of belonging) that our study participants construct for themselves. Specifically, the concessions engendered an enhanced and significant sense of ‘being a Londoner’. As one older person put it:

I guess some other thing that is quite good [about the travel concession], it makes you feel a Londoner. For what it’s worth. (F, I, 70-74)

For younger users, often aware that their concession was unusual to their city, this sense of belonging to the city was often stronger, and more explicitly framed as having an effect on wellbeing through fostering pride:

It [the Zip Card scheme]...makes you feel proud [to be a Londoner] because you’re at the front of everyone, because you’re the ones who have brought in these new schemes that are working and making your life easier... (M, O, 15)

And also you have this mutual understanding of [being...] a Londoner, you’re the same as me now. ...And there’s...this sense of community in this huge, huge [city.] (F, O, 18)

In part, the enhanced sense of ‘being a Londoner’ that participants derived from concessionary access to public transport stemmed from the capacity these concessions afforded them to “get to know” (M, I, 12-13) or “learn about” (F, YS, 17) London by travelling widely in it. As one young person put it:

I like it [having the Zip Card] because you feel kind of unique..., and it’s only in London. [Y]ou can travel around London because you’re a kind of a Londoner, but other people can’t. (F, O, 17)

In this respect, many of the younger aged study participants, in particular from the outer London boroughs, recounted exploratory bus journeys they had conducted “up London” (M, O, 13-16) to “the West End” (F, O, 15-16) or even to destinations unknown on account of their being able to travel by bus without charge. Concessionary bus travel, therefore, affords young people a topographical engagement with their urban surroundings which enhances their familiarity with the city by rendering them “more aware of where you’re going, how to get to places” (F, O, 14-15).

Beyond evoking a feeling of belonging or a sense of community, the receipt of a transport concession was important to recipients because it indicated to them that they resided in an innovative polity – in a city that is “at the front of everyone” as the young man quoted earlier puts it. Some recipients valued the concession, that is, not only for the belongingness that it implies, but also because it indicated to them that they live in a progressive society:

I’ve just taken it [concessionary travel] for granted... That’s what a civilised society would do (M, Other, 90+)

On occasion, this distinctiveness of London was described in comparison to other settings, in particular by young people. For instance, one focus group participant described how her “cousin [who] lives really far away...just wishes she could have more buses and the free travel...to get around more” (F, O, 14-15). By contrast, for older passengers who shared concessionary fares with other older people in England (Department for Transport, 2012), the referent for ‘belonging’ was typically more generic than just the city, and instead encompassed a broader sense of societal belonging. Specifically, this was articulated in terms of entitlement to a Freedom Pass being a sign of ‘recognition’ from the wider polity, and as therefore a positive affirmation of social worth:

[I]t's like [being] an old army veteran or something, you sort of feel, oh, well, I've got a free pass and I'm recognised. [P]eople say, that people who are, women who are older are invisible. And there's a sort of thing, well, I'm being recognised, acknowledged. I'm not being shunted, for once I'm not being shunted I'm being acknowledged. So I think in this way it's...quite important... The Freedom Pass isn't just, I've got a free pass. It does mean a lot of things. (F, I, 70-74)

Thus, entitlement to concessionary bus travel, if understood as resulting from valued, or at least unproblematic, social attributes or needs has potentially beneficial effects on wellbeing through the positive symbolic meanings that attach to that entitlement. Entitlement can, that is, contribute to a user's sense of belonging to a place or society.

However, when entitlement is understood as deriving from less valued social attributes, its enactment may have less positive implications for a sense of self worth. One rare example from accounts of formal entitlement to concessionary public transport suggests this, describing the discomfort felt at times by a Freedom Pass user in the course of using the bus:

[Y]ou do get this impression, from people, that you haven't paid, so you don't deserve a space of your own, you know? I don't take it to heart, I really don't...I just pick that up as...you can see the look on their [other passengers'] faces (F, I, 70-74)

Although such accounts are rare, they do indicate that an understanding of how group-specific entitlements such as concessionary bus travel are perceived by others (and how in turn this shapes attitudes towards recipients) is crucial to the likely health promoting effects (or otherwise) of transport entitlements. Whether the entitlement is constructed as based on valued attributes (contribution to society, ability to take part in education) or on less valued attributes (such as not paying one's way) is likely to change the symbolic meaning of enacting that entitlement, and in turn the psycho-social implications of that enactment. To illustrate, we turn now to the category of less formal or perceived entitlements to particular spaces or seats on the buses discussed by the study participants, which were more likely than formal entitlements to be open to contested claims to legitimacy.

Informal entitlements: Contested claims to occupy space on the bus

Informal entitlements included those to sit at crowded times of day, or to sit in 'priority seats', or to board the bus ahead of others. For older participants, accounts often focussed on the normative expectations these participants hold about getting or being offered a seat on the bus, and on the Goffman-esque social interaction strategies (Goffman, 1966) they employed to signal that they were entitled to a seat:

[T]he schoolchildren.... They're so noisy and well they do give you your seat now because the look we give them, they decide they'd better give you the seat. (F, O, 80-84)

There was no straightforward and mutually-recognised hierarchy of spatial rights on public buses. Rather, a cross cutting hierarchy based on the one hand on 'needs', and on the other 'rights', was articulated through stories of contested claims and difficulties in identifying whose access should be prioritised. A number of scenarios were brought to our attention in which rights to seating and to other passenger space on buses (and here the term 'rights' was often explicitly used) were disputed. These accounts often pertained to the section of the bus opposite the rear (exit) doors where seats are not provided. This is a clear space that is usually occupied by standing passengers during peak travel periods, and by infant buggies, passengers in wheelchairs, pieces of luggage or stowed shopping trolleys belonging to older/less mobile passengers at other times of the day. It is at these non-peak times that

reported problems in terms of a clash of perceived entitlements to space on the bus were repeatedly reported to arise, as in the following example:

Because... people are so unsociable on buses I tend not to get on with my trolley.
...Not because I'm shy, but you get these mums, with their great big four-by-four [wheels] prams and I have been told, "that [her trolley] needs to go!" I have got a letter... from [TfL – London's transport authority] to say that I have as much right as them to be on the bus. (F, I, 70-74)

Given the policy concern that offering concessionary bus travel to young people would reduce older passengers' ability to use the bus, one somewhat surprising finding was that the most frequently reported tension when it came to competing rights claims on the bus was between mothers with buggies and others (including older people with shopping or mobility trolleys and those using wheelchairs) in need of non-seating space. The recourse to external legitimisation for a rights claim, as in the example above of the "letter from TfL", was rare, but it does illustrate the potentially contestable nature of the entitlement to such space. More typical as a way to negotiate disputed rights was a range of subtle gestures deployed by fellow bus passengers to communicate their perceived superior entitlement to space on the bus. While many young people talked about their willingness to offer their seats to "whoever is deserving" (M, I, 15), their accounts on occasion highlighted how the occupation of space on the bus could be a source of dispute. Thus, two young focus group participants described their experience of such interactions between passengers as follows:

F1: [I]t's when you're on the bus and you're sitting down and the old person comes along and they look at you expecting you to stand up.

F2: Yeah, they give you that dirty look.

F1: They give you the look...as if you're supposed to stand up for them. But sometimes you're tired. ...And if that little area...chosen for them [the priority seating area] is full up [then] they come to the back and then start expecting other people to get up.

F2: ...I feel old people feel they have the right to the whole bus. (O, 15-16)

Here again the language of rights, and rights that are perceived as applying in an unequal way, is used explicitly when disputes over space on the bus is discussed. In this instance it is clear that these young people do not share the view that older people should be offered a seat automatically if there is nowhere else to sit: the 'right' derived from a social attribute (age) does not necessarily trump that derived from a 'need' (being tired).

In the abstract, users could construct a hierarchy of claims to space on the bus. Thus, in one interview two of the interviewees articulated their understanding of the hierarchy of bus users that they would give their seat up for – old people, disabled people and pregnant women (M, I, 15) – and similar hierarchies were provided in other accounts. However, in discussions, and in accounts of actual experiences of contested claims, what becomes clear is that this hierarchy is mutable. For instance, in one discussion, some of the participants argued that they "don't feel like [an overweight person] should have a seat as much as...an elderly person or someone with a small child" (F, O, 14-18). At the same time, however, some of the young people we spoke to expressed how they felt very much *subject to* these entitlement claims, rather than in a position to assert their own claims.

The findings also suggested that where entitlement is based overtly on need (rather than rights), enactment of the informal right is recognised as carrying a certain risk of disrespect for either party involved in a given negotiation of space on the bus. For instance, as the discussion above shows, both older and younger respondents referred to the "look" that older

bus users would have to give on occasion in order for a young person to give up their seat. This bore the risk for the older person of having to assert themselves in public, but also for the younger person of having to defer to another passenger in front of their peers, in particular if they were not thanked for their actions:

F1: The elderly people completely disrespect somebody just because they're young. ... [A] lot of the time...there's no verbal abuse but you can just see them looking at people like, you're in my seat...

M1: And then what annoys me is you give up your seat and...they don't even say thank you... They believe they have the right to sit there, that you should just get off, in a sense. (O, 14-18)

Elsewhere, in a group interview conducted with young people, uncertainty around whether or not a fellow bus user was pregnant was described as a potential source of disrespect:

M1: When I do sit down I'll give it up for an old person, a... paralysed person, or disabled [person]

M2: And pregnant people ... because that's the issue. ...If they ask for it [the seat] I'd jump up straightaway but...if I see someone I think is pregnant, I just try and figure it out. ...I just try and study [the person's figure], if you know what I mean, to make sure I don't end up insulting someone. (I, 15-16)

The ambiguity of entitlements based on need and vulnerability implied above meant that less mobile study participants on occasion indicated the important role of outward signifiers of entitlement to their everyday use of public transport. For instance, in an exchange between two older study participants, both over 90, one of them described how:

[E]specially because I've got a walking stick, people are extremely kind, and the kids help you down if necessary, they certainly give way to you once you get on the bus. And ... I don't even have to show my pass sometimes, [even though] I'm supposed to (M, Other, 90+)

Our findings also suggest that the potential for negotiations of space on the bus to generate disrespect and disharmony on occasion became visible when hierarchies of social difference intersected with those of vulnerability, as in this discussion between older bus users in outer London:

F1: They will not move, they will not move.... They don't move, schoolchildren do not *move*...

F2: I've always found they will move....

F3: *I'd have thought* that they would move but it's interesting, I wonder if they would give it to a white woman but not to [a non-white woman]

F4: Yes that's it, that's it. (O, 65-89 [emphasis in speech])

These accounts demonstrate that buses, as a constituent part of the urban public realm, constitute important 'sites' for the enactment of citizenship (see Isin, 2009, p. 370). Within this, they show that a complex set of norms and informal dicta are deployed in the course of everyday bus travel as a means to try to negotiate competing attitudes towards entitlement to sit, or occupy particular spaces, on buses. Importantly, these norms and dicta are mutable and so are contested, with the risks incumbent to this, in the course of bus travel.

Discussion

It is increasingly well established that access to transport is an important determinant of health, and emerging research findings suggest that concessionary fares have a role to play in fostering wellbeing. In this paper, we have explored an important mediator of the relationship between concessionary fares and wellbeing, namely how entitlement to that benefit is understood. We also discuss the conceptual significance of entitlements in relation to public bus travel by younger and older people. In doing so, we have shown how these understandings and deployments of formal and perceived entitlements can be ‘affective’, by which we mean that they can impinge on recipients’ sense of wellbeing as broadly conceived.

Where entitlements are understood as arising from valued aspects of the self (such as contributions to society) they straightforwardly constitute a route to enacting ‘belonging’ and deriving a sense of self-worth. When the rationale for a given entitlement is less easily understood via recourse to societal contribution, and the enactment itself is more fragile (as with entitlements granted to young people), there are possibilities that enactment can be fraught with risks of ‘disrespect’. The main implication of this study is that concessionary public transport has a set of effects on wellbeing that go beyond its effects on levels of physical activity through the elimination and generation of ‘active travel’ journeys (e.g. Besser & Dannenberg, 2005; Webb et al., 2011) and its capacity to mitigate the social isolation that may result from transport exclusion (e.g. King & Grayling, 2001; Spinney et al., 2009; Whitley & Prince, 2005). Though hard to measure, this set of potential health effects warrants attention as it relates to the degree to which often-marginalised groups (here, older citizens and young people) hold and report a sense of belonging (to a place or society) and perceive themselves to be recognised as valued and deserving citizens.

Study participants reported that the entitlement they received was important to them not only because it provided concessionary travel (and in turn facilitated participation in a range of social activities) *but also for symbolic reasons*. Our research suggests that for young people and older citizens alike, receipt of fare concessions on public buses and on the wider public transport network in London respectively signified a belonging to a conurbation (London in this case) and to the citizenry of that conurbation. The concessions were seen to bolster any ‘sense of being a Londoner’ that the recipient might construct for her- or himself, and to contribute “to the strengthening of people’s belonging to and perception of place” (Kearns, 1991: 530).

At the same time, for older recipients, receipt of the concession also brought a valued sense of societal recognition. The concession was understood to be, and presented to us as, a reflection of the entitlement to which older London residents were due on the basis of the contribution that they had made to society over the course of their lives so far. Notably, this sense of earned entitlement was not shared by the younger cohort of study participants.

In terms of outcomes for wellbeing (and in turn health if we see these two concepts “as part of a continuum” (Cattell et al., 2008, p. 546), these two concepts, belonging (or ‘solidarity’) and recognition (or ‘significance’), are component parts of the psychological sense of community construct outlined by Clarke (1973) and reframed in the context of ‘wellbeing’ by Young et al (2004). As Young et al (2004, p. 2629) put it “[s]ense of solidarity refers to sentiments such as feelings of belonging, togetherness, cohesion, and identification

[and...s]ense of significance entails members feeling that they are appreciated as important contributors to the group, thereby developing a sense of achievement, fulfilment and worth.” More recently, both concepts have been identified as key indicators of wellbeing – for example in the New Economics Foundation’s (2009) *National Accounts of Well-being*, ‘trust and belonging’ is included as an indicator of social wellbeing while ‘self-esteem’ is included as an indicator of personal wellbeing.

Critically, what this paper suggests is that it is not only the *substance* of entitlements that generate health outcomes, as has previously been demonstrated in relation to concessionary travel schemes (Coronini-Cronberg et al., 2012; A. Jones et al., 2012; Webb et al., 2011). In addition, the very act of entitling (or being entitled to) benefits can shape feelings of wellbeing (that can determine health) in and of itself. The very process of entitling individuals and groups impinges upon the wellbeing of entitlement recipients. In this instance, then, we argue that public transport concessions not only mitigate the particular transport-related barriers to social inclusion faced by young and older people discussed in the introduction to this paper, but more broadly that the act of entitlement can serve to mitigate wider forces of social exclusion faced by these groups. In this way, entitlements directed towards younger and older members of the population can act to reduce the feelings of exclusion, disenfranchisement and isolation felt by these groups, and might also act to improve their sense of self-worth.

Conclusion

The provision of concessionary transport is identified as a policy intervention that can support wider strategies to tackle social exclusion. In the UK context this is understood to be primarily by ensuring “that bus travel, in particular, remains within the means of those on limited incomes and those who have mobility difficulties” (Department for Transport, 2012). If the effectiveness of a free bus transport scheme resides in (say) its ability to promote access to goods and services or social inclusion, we suggest that its ‘affectiveness’ relies on how far it shapes the meaning of access and entitlement for its users. Here, where entitlement was understood as based on rights, it could enhance wellbeing. Where it was based on needs and vulnerability, it was more problematic, with social risks of underlining social marginalisation rather than fostering inclusion.

In this paper, we have sought to understand, through qualitative enquiry, the ways that recipients of such transport concessions understand and value the entitlements that they receive. This has suggested that beyond the substance of the entitlements themselves, the process and conditions of entitlement are also important when it comes to considering the effects of a given entitlement on recipients’ wellbeing. In particular, we have found that the relationship between entitlements and wellbeing is mediated by the sense of belonging that receipt of an entitlement confers on the individual. This, in turn, is a function of the nature of a given entitlement: where the entitlement has an ontological fit with a sense of personal entitlement then wellbeing can be enhanced, but where the entitlement is conditional or based on needs, rather than rights, then the rationale behind it is negotiable, and a recipient’s sense of wellbeing can be marginalised in the process of trying to enact that entitlement. This finding suggests that to reduce the risks to wellbeing that can come with enacting entitlements, policy-makers should pay attention to communicating a cogent rationale for a given entitlement so that the wider public better understand why that entitlement has been conferred.

Conflict of interest

None

Acknowledgements

The 'On the buses' project is funded by the National Institute for Health Research Public Health Research programme (project number 09/3001/13). AG contributed to this project during a Post Doctoral Research Fellowship supported by the National Institute for Health Research. The views and opinions expressed in this paper are those of the authors and do not necessarily reflect those of the NIHR PHR programme or the Department of Health. We would like to thank: Phil Edwards, Paul Wilkinson, Mark Petticrew, Charlotte Kelly and John Nellthorp from the 'On the buses' team for input into this paper; Chris Lines, Suzanne Lutchmun, Alex Philips, Richard Jeremy and Steven Salmon from our Steering Committee for their support; three anonymous referees for helpful comments on earlier drafts; everyone who helped us with participant recruitment; and, most importantly, all the young people and older people who participated in our study.

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ⁱ The 'Young Scientists' programme offers work experience in an academic setting to young people aged 14-18 from schools in deprived parts of London. For further information see: <http://www.lshtm.ac.uk/aboutus/introducing/volunteering/ysp/index.html>.

ⁱⁱ 'Oyster' refers to the plastic card used to access London's transport system; as here, young people often used the term 'Oyster' to refer specifically to their free pass (the 'Zip Card').



**City Centre District Energy Utility Bylaw No. 9895
Amendment Bylaw No. 9947**

The Council of the City of Richmond enacts as follows:

1. The **City Centre District Energy Utility Bylaw No. 9895** is further amended:
 - (a) by deleting Schedule A (Boundaries of Service Area) in its entirety and replacing with a new Schedule A attached as Schedule A to this Amendment Bylaw; and
 - (b) by deleting Schedule E (Energy Generation Plant Designated Properties) in its entirety and replacing with a new Schedule E attached as Schedule B to this Amendment Bylaw.
2. This Bylaw is cited as “**City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 9947**”.

FIRST READING

JAN 28 2019

SECOND READING

JAN 28 2019

THIRD READING

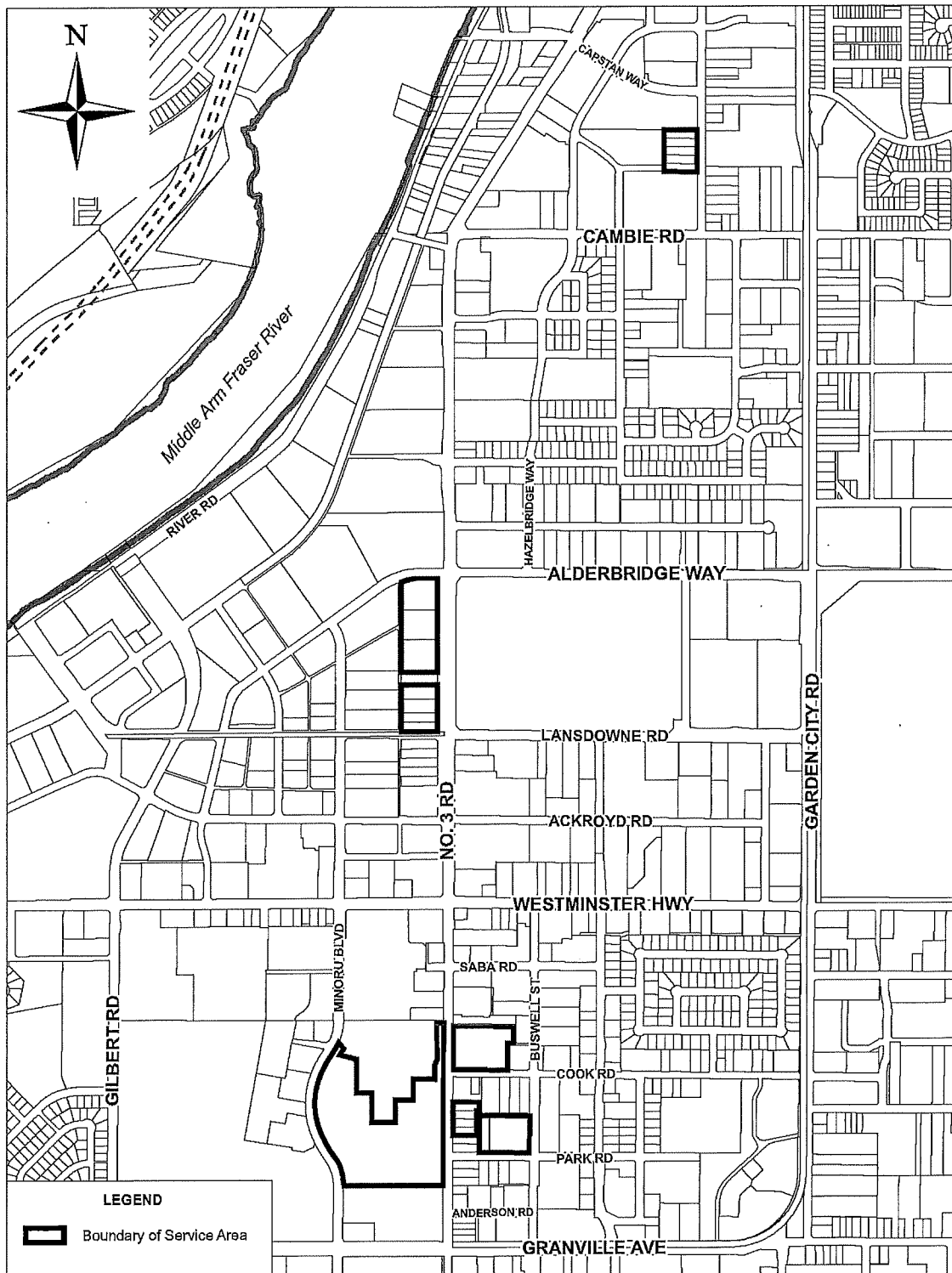
JAN 28 2019

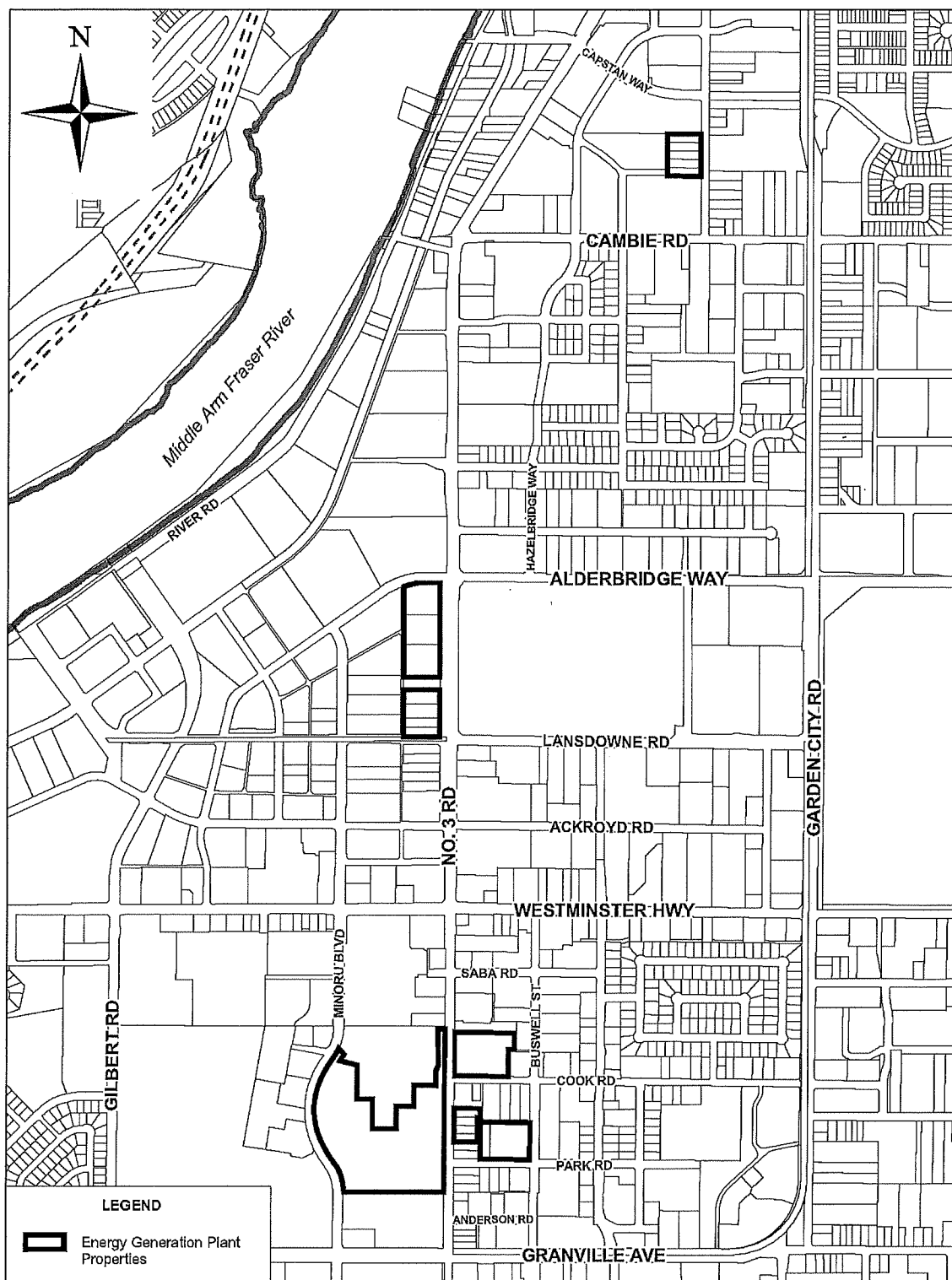
ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept. <i>KA</i>
APPROVED for legality by Solicitor <i>BRB</i>

MAYOR

CORPORATE OFFICER

Schedule A to Amendment Bylaw No. 9947***SCHEDULE A to BYLAW NO. 9895******Boundaries of Service Area*****CNCL - 598**

Schedule B to Amendment Bylaw No. 9947***SCHEDULE E to BYLAW NO. 9895******Energy Generation Plant Designated Properties*****CNCL - 599**



City of Richmond

Bylaw 9959

Housing Agreement (6560, 6600, 6640 and 6700 No. 3 Road) Bylaw No. 9959

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:

PID: 003-433-005 Lot 4 Section 9 Block 4 North Range 6 West New Westminster
District Plan 7312

PID: 003-420-418 Lot 129 Section 9 Block 4 North Range 6 West New Westminster
District Plan 25835

PID: 003-420-370 Lot 128 Section 9 Block 4 North Range 6 West New Westminster
District Plan 25835

PID: 001-468-375 Lot 127 Section 9 Block 4 North Range 6 West New Westminster
District Plan 25685

This Bylaw is cited as **Housing Agreement (6560, 6600, 6640 and 6700 No. 3 Road) Bylaw No. 9959**

FIRST READING

JAN 28 2019

SECOND READING

JAN 28 2019

THIRD READING

JAN 28 2019

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept. <i>LS</i>
APPROVED for legality by Solicitor <i>JH</i>

MAYOR

CORPORATE OFFICER

CNCL - 600

Schedule A

To Housing Agreement (6560, 6600, 6640 and 6700 No. 3 Road) Bylaw No. 9959

HOUSING AGREEMENT BETWEEN BENE RICHMOND DEVELOPMENT LTD. AND
THE CITY OF RICHMOND

HOUSING AGREEMENT
(Section 483 Local Government Act)

THIS AGREEMENT is dated for reference November _____, 2018,

BETWEEN:

BENE (RICHMOND) DEVELOPMENT LTD. (BC0974579), a
company duly incorporated under the laws of the Province of British
Columbia and having its registered office at 148 – 13071 Vanier Place,
Richmond BC V6V 2J1

(the “**Owner**” as more fully defined in section 1.1 of this
Agreement)

AND:

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

(the “**City**” as more fully defined in section 1.1 of this Agreement)

WHEREAS:

- A. 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;
- B. The Owner is the owner of the Lands (as hereinafter defined); and
- C. The Owner and the City wish to enter into this Agreement (as herein defined) to provide for affordable housing on the terms and conditions set out in this Agreement,

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, policies, directions, priorities, definitions and annual targets for affordable housing, as may be amended or replaced from time to time;
- (b) **"Affordable Housing Unit"** means a Dwelling Unit or Dwelling Units designated as such in accordance with a building permit and/or development permit issued by the City and/or, if applicable, in accordance with any rezoning consideration applicable to the development on the Lands and includes, without limiting the generality of the foregoing, the Dwelling Unit charged by this 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 the Lands, or a portion thereof, including each air space parcel into which the Lands may be Subdivided from time to time. For greater certainty, each air space parcel will be a Building for the purpose of this Agreement;
- (e) **"Building Permit"** means the building permit authorizing construction on the Lands, or any portion(s) thereof;
- (f) **"City"** means the City of Richmond;
- (g) **"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;
- (h) **"Common Amenities"** means all indoor and outdoor areas, recreational facilities and amenities that are designated for common use of all residential occupants of the Developments, or all Tenants of Affordable Housing Units in the Development, through the Development Permit process, including without limitation visitor parking, the required affordable housing parking, loading bays, bicycle storage, electric vehicle charging stations, fitness facilities, outdoor recreation facilities, and related access routes;
- (i) **"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;

- (j) **"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;
- (k) **"Development"** means the mixed-use residential, office and commercial development to be constructed on the Lands;
- (l) **"Development Permit"** means the development permit authorizing development on the Lands, or any portion(s) thereof;
- (m) **"Director of Development"** means the individual appointed to be the chief administrator from time to time of the Development Applications Division of the City and his or her designate;
- (n) **"Dwelling Unit"** means a residential dwelling unit or units located or to be located on the Lands whether those dwelling units are lots, strata lots or parcels, or parts or portions thereof, and includes single family detached dwellings, duplexes, townhouses, auxiliary residential dwelling units, rental apartments and strata lots in a building strata plan and includes, where the context permits, an Affordable Housing Unit;
- (o) **"Eligible Tenant"** means a Family having a cumulative gross annual income of:
 - (i) in respect to a studio unit, \$34,650.00 or less;
 - (ii) in respect to a one-bedroom unit, \$38,250.00 or less;
 - (iii) in respect to a two-bedroom unit, \$46,800.00 or less; or
 - (iv) in respect to a three or more bedroom unit, \$58,050.00 or less

provided that, commencing January 1, 2019, the annual incomes set-out above shall be adjusted annually on January 1st of each year this Agreement is in force and effect, 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. If there is a decrease in the CPI for the period January 1 to December 31 of the immediately preceding calendar year, the annual incomes set-out above for the subsequent year shall remain unchanged from the previous year. In the absence of obvious error or mistake, any calculation by the City of an Eligible Tenant's permitted income in any particular year shall be final and conclusive;

- (p) **"Family"** means:
 - (i) a person;

- (ii) two or more persons related by blood, marriage or adoption; or
- (iii) a group of not more than 6 persons who are not related by blood, marriage or adoption;
- (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 Lands from time to time, in respect to the use and transfer of the Affordable 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:
 - (i) PID: 003-433-005, Lot 4 Section 9 Block 4 North Range 6 West New Westminster District Plan 7312;
 - (ii) PID: 003-420-418, Lot 129 Section 9 Block 4 North Range 6 West New Westminster District Plan 25835;
 - (iii) PID: 003-420-370, Lot 128 Section 9 Block 4 North Range 6 West New Westminster District Plan 25835; and
 - (iv) PID: 001-468-375, Lot 127 Section 9 Block 4 North Range 6 West New Westminster District Plan 25685,
 as may be Subdivided from time to time, and including a Building or a portion of a Building;
- (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) **"LTO"** means the New Westminster Land Title Office or its successor;
- (x) **"Manager, Community Social Development"** means the individual appointed to be the Manager, Community Social Development from time to time of the Community Services Department of the City and his or her designate;
- (y) **"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;

(z) **"Permitted Rent"** means no greater than:

- (i) \$811.00 (exclusive of GST) a month for a studio unit;
- (ii) \$975.00 (exclusive of GST) a month for a one-bedroom unit;
- (iii) \$1,218.00 (exclusive of GST) a month for a two-bedroom unit; and
- (iv) \$1,480.00 (exclusive of GST) a month for a three (or more) bedroom unit,

provided that, commencing January 1, 2019, the rents set-out above shall be adjusted annually on January 1st of each year this Agreement is in force and effect, 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. In the event that, in applying the values set-out above, the rental increase is at any time greater than the rental increase permitted by the *Residential Tenancy Act*, then the increase will be reduced to the maximum amount permitted by the *Residential Tenancy Act*. If there is a decrease in the CPI for the period January 1 to December 31 of the immediately preceding calendar year, the permitted rents set-out above for the subsequent year shall remain unchanged from the previous year. 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;

- (aa) **"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;
- (bb) **"Residential Tenancy Act"** means the *Residential Tenancy Act*, S.B.C. 2002, Chapter 78, together with all amendments thereto and replacements thereof;
- (cc) **"Strata Property Act"** means the *Strata Property Act* S.B.C. 1998, Chapter 43, together with all amendments thereto and replacements thereof;
- (dd) **"Subdivide"** means to divide, apportion, consolidate or subdivide the Lands, or the ownership or right to possession or occupation of the Lands 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*;
- (ee) **"Tenancy Agreement"** means a tenancy agreement, lease, license or other agreement granting rights to occupy an Affordable Housing Unit; and

- (ff) **"Tenant"** means an occupant of an Affordable 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 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 one 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 Appendix 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 The Owner agrees that notwithstanding that the Owner may otherwise be entitled, the Owner will not:
- (a) be issued with a Development Permit unless the Development Permit includes the Affordable Housing Units;
 - (b) be issued with a Building Permit unless the Building Permit includes the Affordable Housing Units; and
 - (c) occupy, nor permit any person to occupy any Dwelling Unit or any portion of any Building, in part or in whole, constructed on the Lands and the City will not be obligated to permit occupancy of any Dwelling Unit or Building constructed on the Lands until all of the following conditions are satisfied:
 - (i) the Affordable Housing Units and related uses and areas have been constructed to the satisfaction of the City;
 - (ii) the Affordable Housing Units have received final building permit inspection granting occupancy; and

- (iii) 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 development of the Lands.

ARTICLE 3 DISPOSITION AND ACQUISITION OF AFFORDABLE HOUSING UNITS

- 3.1 The Owner will not permit an Affordable Housing Unit Tenancy Agreement to be subleased or assigned.
- 3.2 If this Housing Agreement encumbers more than one Affordable Housing Unit, then the Owner may not, without the prior written consent of the City Solicitor, sell or transfer less than all Affordable Housing Units located in the Development 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 the Affordable Housing Units located in the Development. Without limiting the foregoing, the Owner shall not Subdivide the Lands in a manner that creates one or more Affordable Housing Units into a separate air space parcel without the prior written consent of the City;
- 3.3 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 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 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 Tenant's annual income once per calendar year;
- (ii) number of occupants of the Affordable Housing Unit;
- (iii) number of occupants of the Affordable Housing Unit under 18 years of age;
- (iv) number of occupants of the Affordable Housing Unit over 65 years of age;
- (v) a statement of before tax employment income for all occupants over 18 years of age; and

- (vi) total income for all occupants of the Affordable Housing Unit;"
 - (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.
- 3.4 At all times that this Agreement encumbers the Lands, the Owner shall retain and maintain in place a non-profit organization acceptable to the City 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 must be managed and operated by one non-profit organization.
- Without limiting the foregoing, the non-profit organization retained pursuant to this section 3.4 must have as one of its prime objectives the operation of affordable housing within the City of Richmond. 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 3.4.
- 3.5 If the Owner sells or transfers any Affordable Housing Units, the Owner will notify the City Solicitor of the sale or transfer within 3 days of the effective date of sale or transfer.
- 3.6 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 in the Development and will not Subdivide the Lands 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

{00498523; 6 }

*Housing Agreement (Section 483 Local Government Act)
6560, 6600, 6640 and 6700 No. 3 Road
Application No. RZ 15-694855, Bylaw 9855
Rezoning Consideration No. 7*

amenities, including without limitation parking, bicycle storage, electric vehicle charging stations or related facilities;

- (v) extra charges or fees for the use of sanitary sewer, storm sewer, water; or
- (vi) property or similar tax;

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

- (vii) providing cable television, telephone, other telecommunications, or electricity fees (including electricity fees and charges associated with the Tenant's use of electrical vehicle charging infrastructure); and
 - (viii) installing electric vehicle charging infrastructure (in excess of that pre-installed by the Owner at the time of construction of the Development), by or on behalf of the Tenant;
- (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(o) of this Agreement;
 - (iii) the Affordable Housing Unit is occupied by more than the number of people the City's building inspector 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 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,

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 3.6(g)(ii) of this

{00498523; 6 }

*Housing Agreement (Section 483 Local Government Act)
6560, 6600, 6640 and 6700 No. 3 Road
Application No. RZ 15-694855 Bylaw 9855
Rezoning Consideration No. 7*

Agreement *[Termination of Tenancy Agreement if Annual Income of Tenant rises above amount prescribed in section 1.1(o) of this Agreement]*, the notice of termination shall provide that the termination of the tenancy shall be effective 30 days following the date of the notice of termination. In respect to section 3.6(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.
- 3.7 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.
- 3.8 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.

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 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 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 the Lands or any Subdivided parcel of the Lands.
- 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 permitted 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 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 3.6(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 charging stations or related facilities contrary to section 3.6(d). Notwithstanding the foregoing, the strata corporation may levy parking, bicycle storage, electric vehicle 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;
- 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.

**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;

{00498523; 6 }

*Housing Agreement (Section 483 Local Government Act)
6560, 6600, 6640 and 6700 No. 3 Road
Application No. RZ 15-694855 Bylaw 9855
Rezoning Consideration No. 7*

- (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 3.4); 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 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 business days following receipt by the Owner of an invoice from the City for the same.

- 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 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, 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 Affordable Housing Units, then the City Solicitor shall be entitled, without further City Council approval, authorization or bylaw, to partially discharge this Agreement accordingly. The Owner acknowledges and agrees that notwithstanding a partial discharge of this Agreement, this Agreement shall be and remain in full force and effect and, but for the partial discharge, otherwise un-amended. Further, the Owner acknowledges and agrees that in the event that the Affordable Housing Unit is in a strata corporation, this Agreement shall remain noted on the strata corporation's common property sheet.

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 furnish good and efficient management of the Affordable Housing Units in accordance with this Agreement 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 Lands. Notwithstanding the foregoing, and without limiting anything in this Agreement, 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 refusing to issue a development permit, building permit or refusing to permit occupancy of any Building, or any portion thereof, constructed on the Lands;
- (c) the construction, maintenance, repair, ownership, lease, license, operation, management or financing of the Lands or any Affordable Housing Unit or the enforcement of any Tenancy Agreement; and/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 Lands or any Affordable Housing Unit under this Agreement;
- (b) the City refusing to issue a development permit, building permit or refusing to permit occupancy of any Building, or any portion thereof, constructed on the Lands; and/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 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

And 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 Owners 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

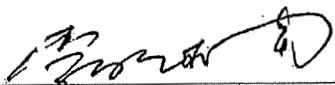
The Owner is only liable for breaches of this Agreement that occur while the Owner is the registered owner of the Lands provided however that notwithstanding that the Owner is no longer the registered owner of the Lands, the Owner will remain liable for breaches of this Agreement that occurred while the Owner was the registered owner of the Lands.

[Execution blocks follow]

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

BENE (RICHMOND) DEVELOPMENT LTD.

by its authorized signatory(ies):

Per: 
Name: Ming Nan Li

Per: _____
Name: _____

CITY OF RICHMOND

by its authorized signatory(ies):

Per: _____
Malcolm D. Brodie, Mayor

Per: _____
David Weber, Corporate Officer

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

Appendix 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 for each of the 12 months for the period from January 1, 20____ to December 31, 20____ (the "Period");
3. Continuously throughout the Period:
 - 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. 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 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____

A Notary Public and a Commissioner for
taking Affidavits in and for the Province of
British Columbia

(Signature of Declarant)
Name:

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

Example

	Unit #	Unit Type	# of Occupants	Related to owner	Total under age 18	Total over age 65	Before-tax Employment Income (if tenant is over age 18)	Other Income (if tenant is over age 18)	Income Verification Received	Total Income of all Tenants	Eligible Tenant? (Y/N)	Monthly Rent	Planned rent for next year (20)	Parking fee(s)	Move-In/Move-out fee(s)	Storage Fee(s)	Amenity Usage Fee(s)
1	805	2br	3	N N N	1	0	\$25,000 \$15,000 NA	NA NA NA	Y Y NA	\$40,000	Y	\$1,218	\$1,248	\$50/month	No	No	No
2																	
3																	
4																	
5																	
6																	



**Richmond Zoning Bylaw 8500
Amendment Bylaw 9684 (RZ 15-713737)
10140 and 10160 Finlayson Drive**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **"SINGLE DETACHED (RS2/B)"**.

P.I.D. 001-320-912

Lot 327 Section 23 Block 5 North Range 6 West New Westminster District Plan 46141

P.I.D. 003-690-768

Lot 328 Section 23 Block 5 North Range 6 West New Westminster District Plan 46141

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 9684"**.
FIRST READING

MAR 13 2017

A PUBLIC HEARING WAS HELD ON

APR 18 2017

SECOND READING

APR 18 2017

THIRD READING

APR 18 2017

MINISTRY OF TRANSPORTATION AND
INFRASTRUCTURE APPROVAL

MAY 24 2017

OTHER CONDITIONS SATISFIED

FEB 06 2019

ADOPTED

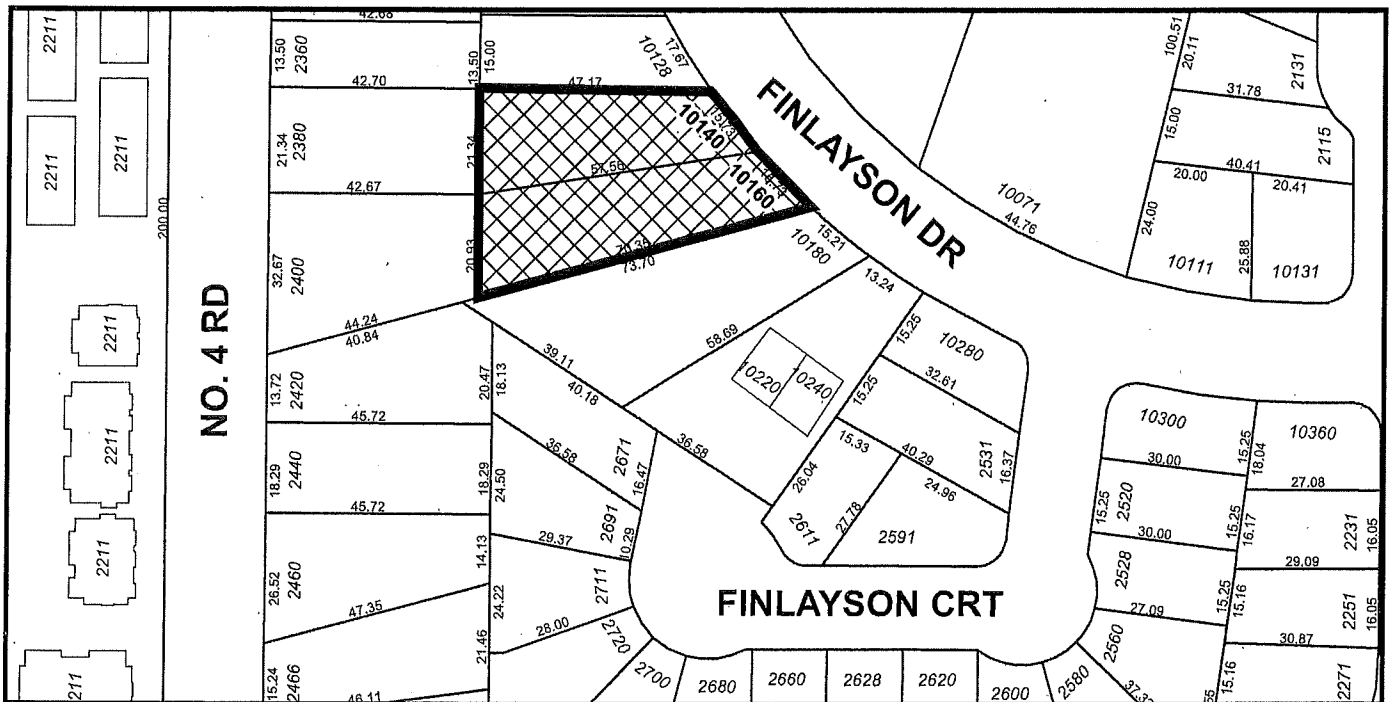
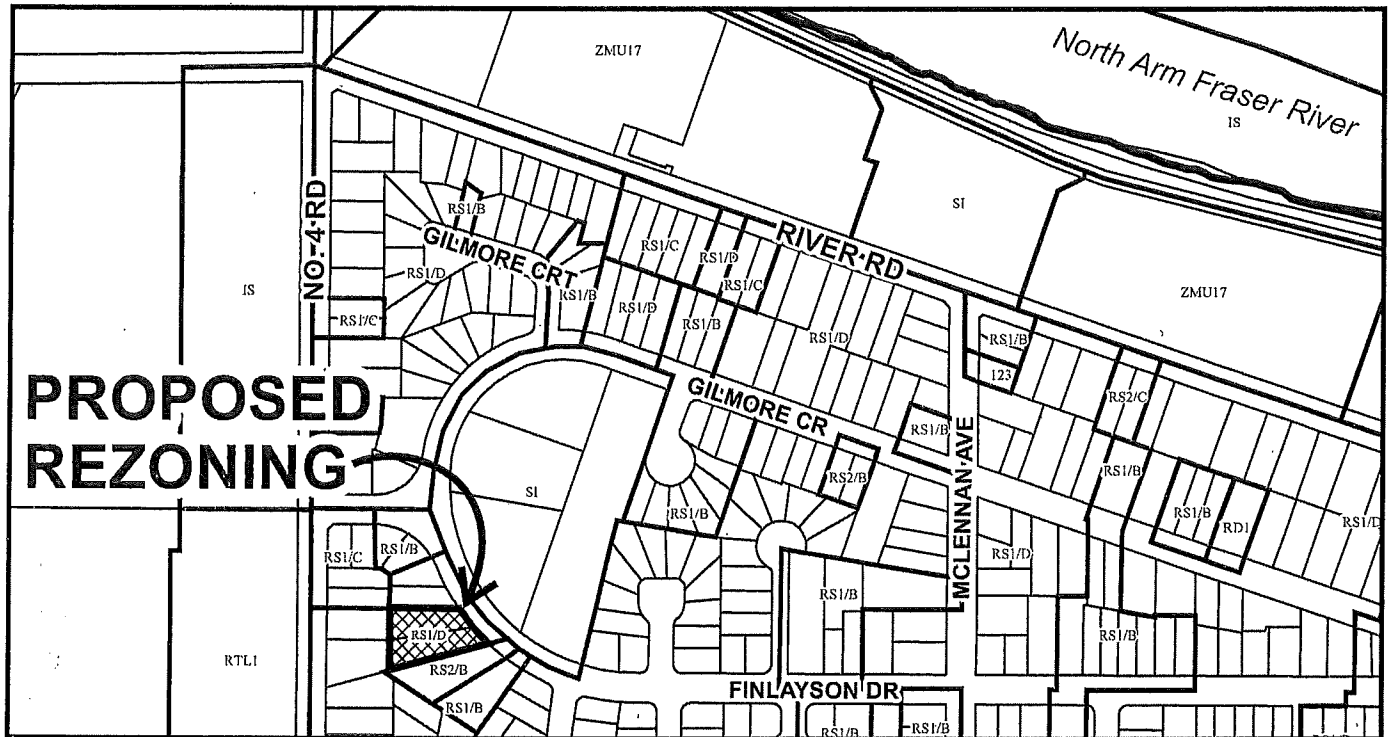
MAYOR

CORPORATE OFFICER





City of Richmond



RZ 15-713737

CNCL - 625

Original Date: 12/16/15

Revision Date:

Note: Dimensions are in METRES



**Richmond Zoning Bylaw 8500
Amendment Bylaw 9878 (RZ 17-779229)
8071/8091 Park Road**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. Richmond Zoning Bylaw 8500 is amended by inserting the following into Section 20 (Site Specific Mixed Use Zones), in numerical order:

“20.39 High Density Mixed Use (ZMU39) – Brighthouse Village (City Centre)

20.39.1 Purpose

The **zone** provides for a broad range of **commercial, office, service, entertainment and residential uses** typical of a **City Centre**. Additional **density** is provided to achieve, amongst other things, **City** objectives related to the **development of affordable housing units, office uses and community amenities**.

20.39.2 Permitted Uses

- amenity space, community
- animal day care
- animal grooming
- broadcasting studio
- child care
- community care facility, major
- community care facility, minor
- education
- education, commercial
- education, university
- emergency service
- entertainment, spectator
- government service
- health service, major
- health service, minor
- housing, apartment
- library and exhibit
- liquor primary establishment
- manufacturing, custom indoor
- microbrewery, winery and distillery
- neighbourhood public house
- office
- private club
- recreation, indoor
- religious assembly
- restaurant
- retail, convenience
- retail, general
- retail, second hand
- service, business support
- service, financial
- service, household repair
- service, personal
- studio

20.39.3 Secondary Uses

- **boarding and lodging**
- **home-based business**
- **home business**

20.39.4 Additional Uses

- **district energy utility**

20.39.5 Permitted Density

1. The maximum **floor area ratio** is 2.0 together with an additional:
 - a) 0.1 **floor area ratio** provided that the additional **floor area** is used entirely to accommodate indoor **amenity space**.
2. Notwithstanding Section 20.39.5.1, the reference to "2.0" is increased to a higher **floor area ratio** of "3.0" if, at the time **Council** adopts a zoning amendment bylaw to create the ZMU39 **zone** and include the **lot** in the **zone**, the **owner**:
 - a) agrees to provide not less than twenty one (21) **affordable housing units** on the **site** and the combined **habitable space** for the **affordable housing units** is not less than 5% of the total residential **floor area**;
 - b) enters into a **housing agreement** with respect to the **affordable housing units** and registers the **housing agreement** against title to the **lot** and files a notice in the Land Title Office; and
 - c) pays a sum to the **City (Child Care Reserve Fund)** based on 1% of the value of the total residential **floor area ratio** less the value of the **affordable housing unit floor area ratio** (i) multiplied by the "equivalent to construction value" rate of \$6,997/sq. m., if the payment is made within one year of third reading of the zoning amendment bylaw, or (ii) thereafter, multiplied by the "equivalent to construction value" rate of \$6,997/ m² adjusted by the cumulative applicable annual changes to the Statistics Canada "Non-residential Building Construction Price Index" for Vancouver, where such change is positive.
3. Notwithstanding Section 20.39.5.1 and Section 20.39.5.2, the **density** is increased by an additional **floor area ratio** of "1.0" if, at the time **Council** adopts a zoning amendment bylaw to create the ZMU39 **zone** and include the **lot** in the **zone**, the **owner**:
 - a) agrees to use the "1.0" additional **floor area ratio** for non-residential **uses** only; and
 - b) pays a sum to the **City (City Centre Facility Development Fund)** based on 5% of the "1.0" additional **floor area ratio**, calculated using the "equivalent to construction value" rate of \$6,997/ sq. m., if the payment is made within one year of third reading of the zoning

amendment bylaw, or (ii) thereafter, multiplied by the "equivalent to construction value" rate of \$6,997/ m² adjusted by the cumulative applicable annual changes to the Statistics Canada "Non-residential Building Construction Price Index" for Vancouver, where such change is positive.

20.39.6 Permitted Lot Coverage

1. The maximum **lot coverage** is 90% for **buildings**.

20.39.7 Yards & Setbacks

1. The minimum **setbacks** shall be:
 - a) for public **road setbacks**: 3.0 m, but this may be reduced to 2.2 m if:
 - i. a proper interface is provided at the sidewalk level as approved by the **City**;
 - ii. no driveways or loading areas are located along the public **road**.
 - b) for **side** and **rear yard**: 0 m.
 - c) for parts of a **building** situated below finished **grade**: 0 m.

20.39.8 Permitted Heights

1. The maximum **building height** for **principal buildings** is 47.0 m. geodetic.
2. The maximum **building height** for **accessory buildings** is 12.0 m.

20.39.9 Subdivision Provisions/Minimum Lot Size

1. The minimum **lot width** is 45.0 m.
2. The minimum **lot depth** is 40.0 m.
3. The minimum **lot area** is 4,000 m².

20.39.10 Landscaping & Screening

1. **Landscaping** and **screening** shall be provided according to the provisions of Section 6.0.

20.39.11 On-Site Parking and Loading

1. On-site **vehicle** and bicycle parking and loading shall be provided according to the standards set out in Section 7.0, including the **City Centre Parking Zone 1** standards set out in Section 7.9.
2. Notwithstanding Section 20.39.11.1:
 - a) the minimum number of truck loading spaces is 6.0 medium size truck spaces shared between non-residential and residential **uses**;
 - b) no large size truck spaces for residential **uses** and non-residential **uses** are permitted in this **zone**; and
 - c) the Class 2 bicycle parking requirement is:
 - i. Residential: 0.1/unit
 - ii. **General and Convenience Retail, Restaurant, Office**: 0.1 spaces per each 100.0 m² of gross leasable floor area greater than 100.0 m²

20.39.12 Other Regulations

1. Signage must comply with the City of Richmond's *Sign Bylaw 5560*, as it applies to **development** in the Downtown Commercial (CDT1) **zone**.
 2. **Telecommunication antenna** must be located a minimum 20.0 m above the ground (i.e., on a roof of a **building**).
 3. In addition to the regulations listed above, the General Development Regulations in Section 4.0 and the Specific Use Regulations in Section 5.0 apply."
2. 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 parcels and by designating them **HIGH DENSITY MIXED USE (ZMU39) – BRIGHOUSE VILLAGE (CITY CENTRE)**:
- P.I.D. 004-899-075
 LOT 125 EXCEPT: PART ON PLAN WITH BYLAW FILED A3889, SECTION 9 BLOCK 4 NORTH RANGE 6 WEST NEW WESTMINSTER DISTRICT PLAN 25523
- P.I.D. 003-680-398
 LOT 189 SECTION 9 BLOCK 4 NORTH RANGE 6 WEST NEW WESTMINSTER DISTRICT PLAN 55701
3. This Bylaw may be cited as "**Richmond Zoning Bylaw 8500, Amendment Bylaw 9878**".

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

JUN 11 2018

JUL 16 2018

JUL 16 2018

JUL 16 2018

FEB 05 2019

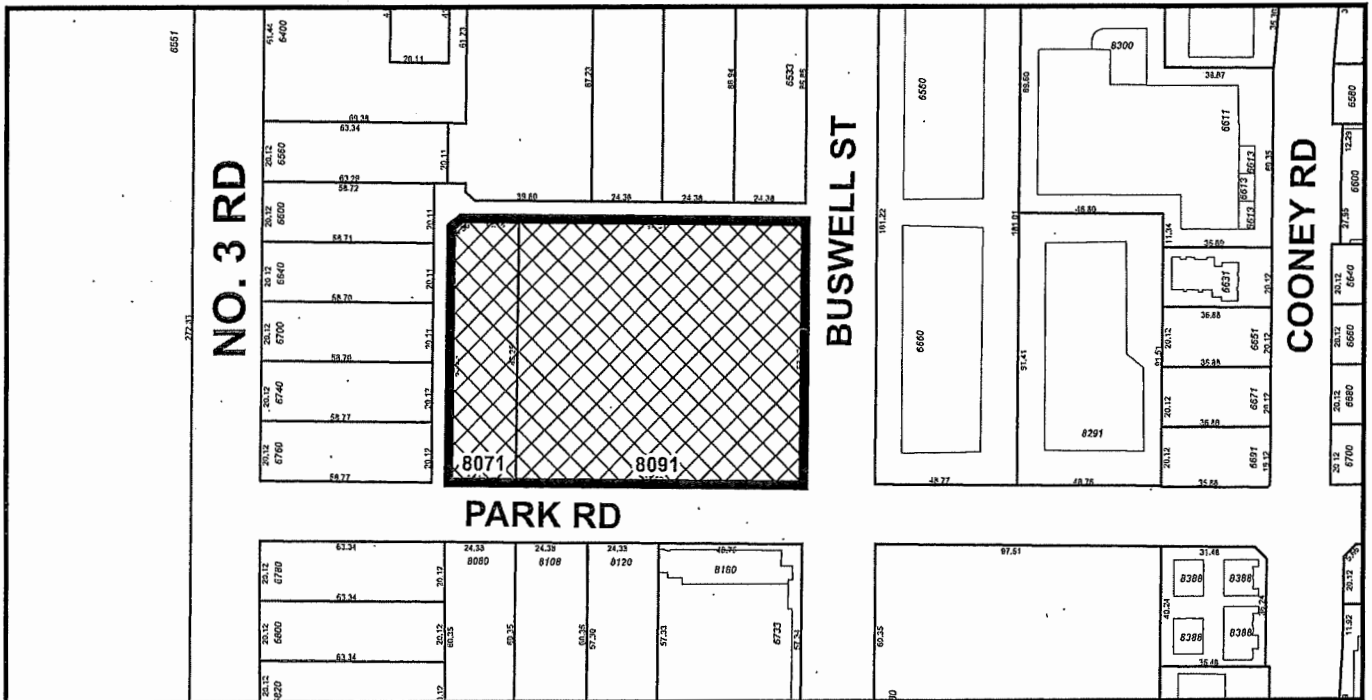
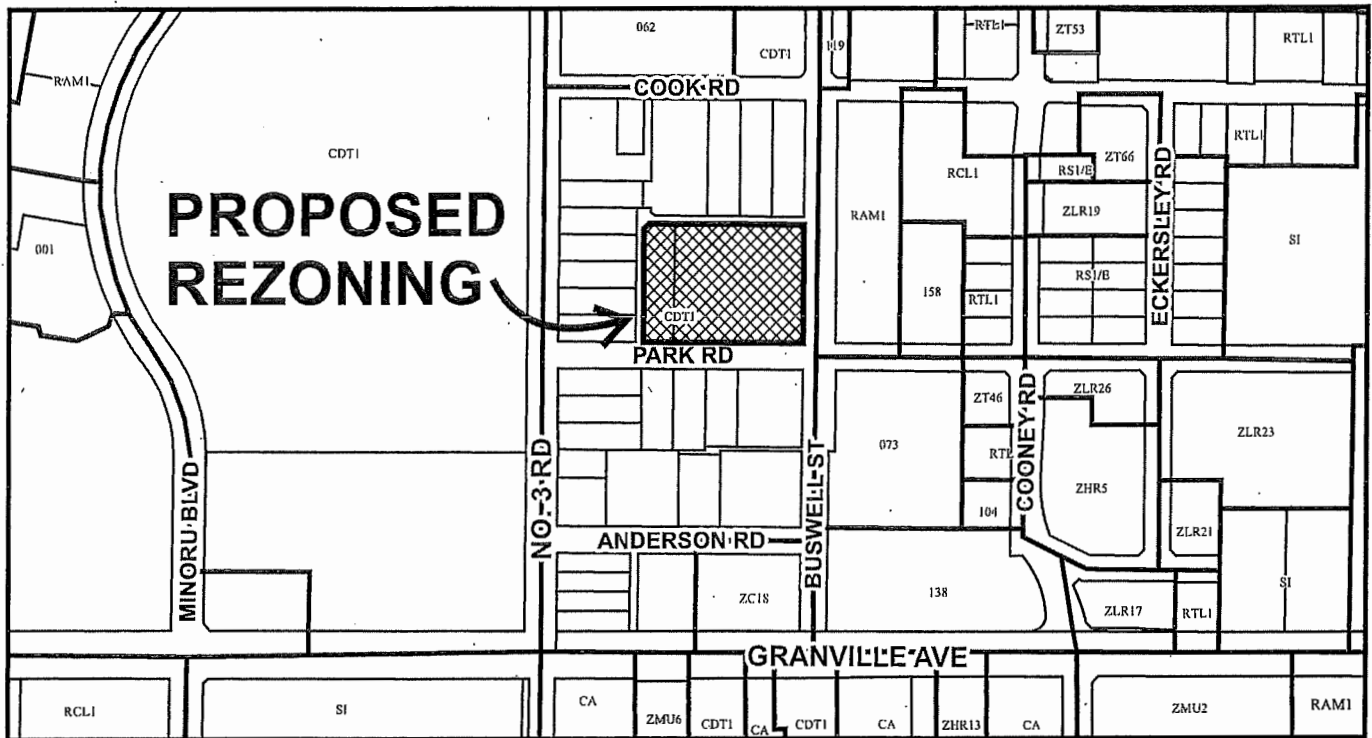
CITY OF RICHMOND
APPROVED by <i>DN</i>
APPROVED by Director or Solicitor <i>JA</i>

MAYOR

CORPORATE OFFICER



City of Richmond



RZ 17-779229

Original Date: 08/08/17

Revision Date:

Note: Dimensions are in METRES

CNCL - 631



**Richmond Zoning Bylaw 8500
Amendment Bylaw 9918 (RZ 17-785443)
11480 and 11482 King 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 **"TWO-UNIT DWELLINGS (RD1)"**.

P.I.D. 007-178-328

Lot 84 Section 25 Block 4 North Range 6 West New Westminster District Plan 35759

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 9918"**.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

SEP 10 2018

OCT 15 2018

OCT 15 2018

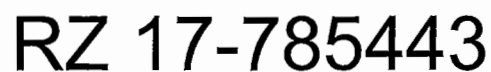
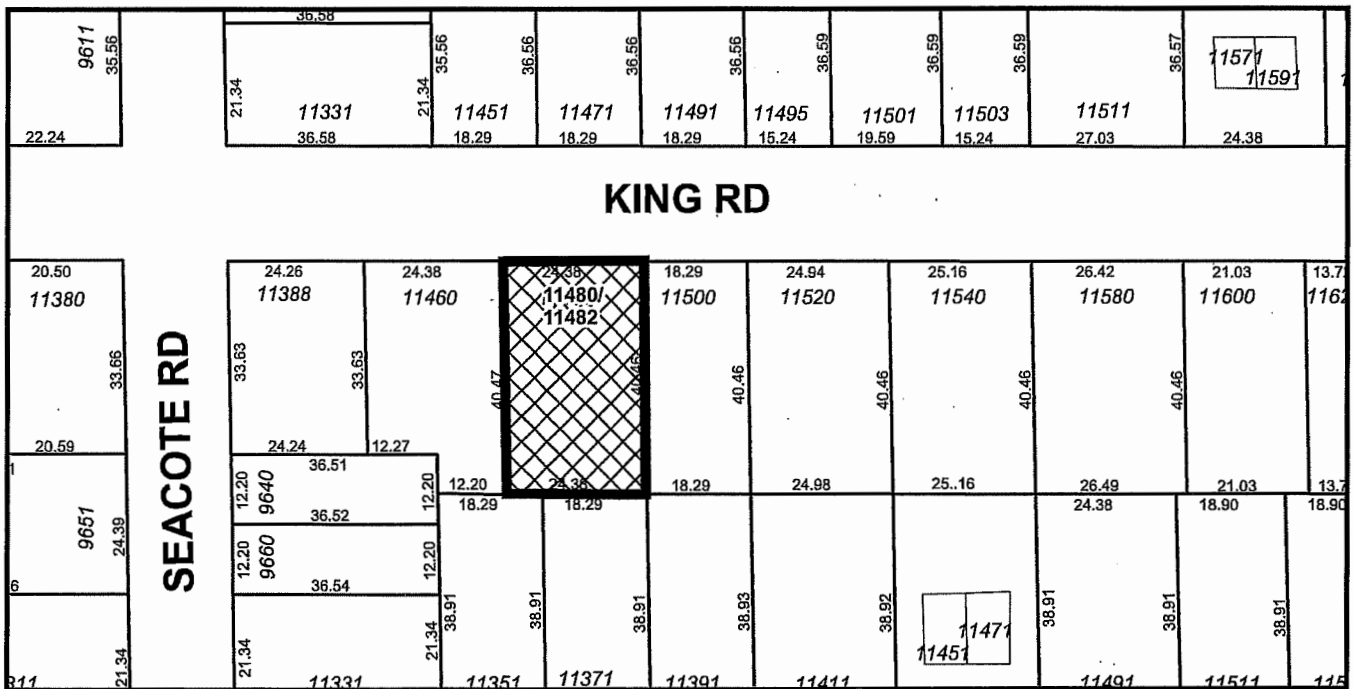
OCT 15 2018

FEB 05 2019



MAYOR

CORPORATE OFFICER



Note: Dimensions are in METRES

CNCL - 633



**Development Permit Panel
Wednesday, January 30, 2019**

Time: 3:30 p.m.
Place: Council Chambers
Richmond City Hall
Present: John Irving, Chair
Laurie Bachynski, Director, Corporate Business Service Solutions
Jane Fernyhough, Director, Arts, Culture and Heritage 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 January 16, 2019 be adopted.

CARRIED

1. DEVELOPMENT PERMIT 17-788728

(REDMS No. 6065449 v. 3)

APPLICANT: Parc Thompson Project Inc.

PROPERTY LOCATION: 4300, 4320, 4340 Thompson Road and 4291, 4331, 4431, 4451 Boundary Road

INTENT OF PERMIT:

1. Permit the construction of a 120-unit townhouse project at 4300, 4320, 4340 Thompson Road and 4291, 4331, 4431, 4451 Boundary Road on a site zoned "High Density Townhouses (RTH1)"; and
2. Vary the provisions of Richmond Zoning Bylaw 8500 to increase the height of an accessory building for a centrally-located indoor amenity space from 5.0 m (16.4 ft.) to 8.3 m (27.2 ft.).

Applicant's Comments

Taizo Yamamoto, Yamamoto Architecture, Inc., provided background information on the proposed development and highlighted the following:

1.

Development Permit Panel

Wednesday, January 30, 2019

- the site plan for the project is organized around the east-west and north-south pedestrian pathways/strollways intersecting in the middle of the site as well as the existing on-site trees to be retained;
- an indoor amenity building and an outdoor amenity area are located at the intersection of the east-west and north-south pedestrian strollways;
- children's play areas are located adjacent to the retained trees on the north side of the site and along the north-south pedestrian strollways;
- pedestrian entrances to townhouse units are located as much as possible off pedestrian pathways to activate the pedestrian realm and allow segregation from vehicular circulation;
- two subtly different colour schemes are proposed for townhouse units in the perimeter and interior of the site to provide differentiation and variety of units;
- six affordable housing units, 26 convertible units, and one fully accessible unit are provided;
- there are Environmentally Sensitive Area (ESA) compensation planting areas on site as well as off-site; and
- a Pressure Reducing Valve (PRV) station will be constructed on the subject site as a voluntary contribution by the applicant to the City.

Meredith Mitchell, M2 Landscape Architecture, briefed the Panel on the main landscaping features of the project, noting that (i) the overall landscape design complements the architectural design to create a single-family character to the townhouse units, e.g., with individual gate entries, yards, and patios, (ii) the proposed public pedestrian pathways create public interaction, visual interest and connectivity to the external community, (iii) passive and active children's play areas are proposed on the subject the site, (iv) ESA compensation areas are provided on-site, including contiguous on-site ESA compensation areas along the east-west strollway adjacent to the yards of units, (v) native materials for on-site ESA planting are chosen to provide habitat value and visual interest, (vi) six existing coniferous trees on the site will be retained and protected, (vii) private patios facing the public pathways are slightly elevated to provide separation between public and private realms, and (viii) off-site ESA compensation planting is proposed on the City's Hamilton Highway Park to the west of the subject site.

In reply to queries from the Panel, Ms. Mitchell noted that (i) native planting materials will be installed on the park for off-site ESA compensation, (ii) on-site ESA planting along the east-west public pathway is also part of the landscaping for the yards of townhouse units, and (iii) there are separate maintenance requirements for ESA and non-ESA planting on the site.

In addition, Mr. Yamamoto clarified that fencing along the east-west public pedestrian pathway is quite open so that the ESA planting could be stretched along the public pathway to provide visual interest to the residents and the public.

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In reply to a query from the Panel, Wayne Craig, Director, Development advised that on-site ESA compensation areas are subject to a legal agreement with the City which specifies maintenance and monitoring requirements for these areas.

Staff Comments

Mr. Craig noted that (i) there is a Servicing Agreement associated with the project for frontage works along the Boundary Road and Thompson Road frontages, (ii) the internal drive aisle and east-west strollway that connect Boundary Road and Thompson Road will be covered by a statutory right-of-way (SRW) allowing public access along the roadway and walkway; (iii) there is also a park Servicing Agreement for the off-site ESA planting within the City's Hamilton Highway Park which includes the removal of invasive species from a 5.45 acre area within the park and the planting of approximately 1,200 native trees and 6,500 shrubs within a 1.6 acre area of the park, (iv) the planting plan associated with the off-site ESA planting is included in the staff report, (v) the six affordable housing units have been secured by a housing agreement with the City, and (vi) the project will be designed to achieve LEED Silver equivalency and EnerGuide 82 rating for energy efficiency.

In reply to queries from the Panel, Mr. Craig confirmed that (i) the off-site ESA planting covered by a Servicing Agreement is a condition in the rezoning application of the subject site, and (ii) the environmental strategy for the project is detailed in the rezoning application which Council considered.

Panel Discussion

In reply to queries from the Panel, the design team acknowledged that (i) open picket fencing is provided along the yards of townhouse units facing the east-west strollway and is set back towards the units to allow for larger ESA planting areas along the strollway, (ii) there is limited planting along the internal drive aisles due to limited available planting areas and survivability concerns, (iii) proposed planting along the internal drive aisles includes columnar trees, (iv) pedestrian scale bollard lighting is proposed along the strollways to provide ambient light which is appropriate for ESA planting and addressing pedestrian safety, and (v) controlled architectural lights are provided in the porches of units along the strollways.

In reply to a query from the Panel, Mr. Craig advised that the (i) design of the publicly accessible east-west and north-south strollways will be further refined as part of the Servicing Agreements, (ii) bollard lighting details are included in the landscape plan, (iii) details for the proposed bollard lighting will be further refined through the Servicing Agreement process to ensure pedestrian safety during low light times of the day, (iv) low-level pedestrian scale bollard lighting and not overhead lighting is proposed along the strollways, and (v) lighting details for the porches of units will be reviewed through the Building Permit process to ensure that they will not negatively impact ESA planting along the strollways.

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The Chair advised that appropriate lighting for the project should be a condition of Development Permit to ensure that it will address both on-site ESA planting and pedestrian safety.

In reply to further queries from the Panel, the design team noted that (i) proposed on-site ESA planting includes native trees and non-ESA on-site planting includes non-native trees such as Japanese cherry trees, (ii) off-site ESA planting consists solely of native trees and plant materials, (iii) non-ESA on-site planting includes a mix of native and non-native plant materials, (iv) sunny and shaded areas are proposed in the outdoor amenity areas, (v) passive and active spaces for different age groups are proposed for the children's play areas using natural materials and manufactured play equipment, (vi) engineered wood fiber and rubber tile ground surfacing materials are proposed for the children's play area, (vii) the children's play areas adjacent to the strollways are publicly accessible, and (viii) irrigation is provided in the ESA and non-ESA planting areas.

In reply to a query from the Panel, Ms. Mitchell noted that the project's ESA enhancement and compensation planting scheme was reviewed by a Qualified Environmental Professional (QEP).

In reply to the same query from the Panel, Mr. Craig confirmed that (i) a third party QEP had conducted a baseline assessment of existing on-site ESA condition as part of the rezoning review, and (ii) the proposed on-site and off-site ESA compensation and enhancement scheme provides for a much higher value habitat in the area than currently exists.

Gallery Comments

A resident in a neighbouring property noted that the ground in the area has been sinking and that previous construction activities in the area have resulted in damage to her property. She expressed concern that construction activities on the subject site will cause further damage to her property. In addition, she also expressed concern regarding the potential negative impact of raising the grade of the subject site to neighbouring properties.

In response to the resident's concerns, the Chair advised that (i) the applicant coordinate with City staff regarding her concerns as they are outside the jurisdiction of the Panel, (ii) the developer/contractor is responsible for any damage to City or private property as a result of construction activities, (iii) the developers/contractors are expected to fully communicate with owners of neighbouring properties and address their concerns as provided in the City's Good Neighbour Policy, and (iv) she could likewise coordinate with City staff regarding her concerns on flooding.

In response to the resident's concern, Mr. Craig advised that (i) the Flood Construction Level for the subject site is 3.5 meters geodetic, (ii) the applicant is required to provide geotechnical reports to deal with foundation settlement as part of the Building Permit process, and (iii) the resident could work directly with the developer regarding her concerns.

Development Permit Panel

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Jimmy Dhillon, 23960 Thompson Gate, expressed concern regarding the proposed development's interface with his property which is located immediately adjacent to the north of the subject site, noting that his property's elevation is currently higher than the subject site's.

In response to Mr. Dhillon's concern, Mr. Yamamoto noted that (i) the existing grade of the subject site will be raised; however, the final grade will still be lower than Mr. Dhillon's property, (ii) the existing retaining wall adjacent to Mr. Dhillon's property will be retained, and (iii) the applicant's decision whether to install reinforcements to the existing retaining wall will be subject to a geotechnical analysis.

Mr. Dhillon asked for clarity regarding the proposed height variance for the project's indoor amenity building.

In response to Mr. Dhillon's query, Mr. Craig advised that with the proposed additional height, the final height of the indoor amenity building will still be lower than the height of the three-storey townhouse buildings in the proposed development.

Correspondence

None.

Panel Discussion

The Panel expressed support for the townhouse buildings' design and colour scheme, substantial off-site ESA compensation planting, and proposed pedestrian and vehicular circulation on the site; however, the applicant was encouraged to investigate opportunities for enhancing the proposed on-site ESA and non-ESA landscaping, particularly in the interior of the site.

Panel Decision

It was moved and seconded

That a Development Permit be issued which would:

1. *permit the construction of a 120-unit townhouse project at 4300, 4320, 4340 Thompson Road and 4291, 4331, 4431, 4451 Boundary Road on a site zoned "High Density Townhouses (RTH1)"; and*
2. *vary the provisions of Richmond Zoning Bylaw 8500 to increase the height of an accessory building for a centrally-located indoor amenity space from 5.0 m (16.4 ft.) to 8.3 m (27.2 ft.).*

CARRIED

2. **Date of Next Meeting: February 13, 2019**

Development Permit Panel
Wednesday, January 30, 2019

3. Adjournment

It was moved and seconded

That the meeting be adjourned at 4:25 p.m.

CARRIED

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, January 30, 2019.

John Irving
Chair

Rustico Agawin
Committee Clerk



City of Richmond

Report to Council

To: Richmond City Council

Date: February 4, 2019

From: John Irving, P.Eng. MPA
Chair, Development Permit Panel

File: 01-0100-20-DPER1-
01/2019-Vol 01

Re: Development Permit Panel Meeting Held on January 16, 2019

Staff Recommendation

That the recommendation of the Panel to authorize the issuance of a Development Permit (DP 18-832285) for the property at 8140 Garden City Road be endorsed, and the Permit so issued.

A handwritten signature in black ink, appearing to read 'John Irving', written over the printed name.

John Irving
Chair, Development Permit Panel
(604-276-4140)

Panel Report

The Development Permit Panel considered the following item at its meeting held on January 16, 2019.

DP 18-832285 – APLIN & MARTIN CONSULTANTS INC. – 8140 GARDEN CITY ROAD
(January 16, 2019)

The Panel considered a Development Permit application to permit exterior renovations to the existing drive-through restaurant on a site zoned “Community Commercial (CC).” No variances are included in the proposal.

Applicant Andrew Igel, of Aplin and Martin Consultants, Inc., provided a brief presentation, noting that the applicant is proposing to undertake exterior renovations to the existing drive-through restaurant to reflect the new corporate brand standard, including upgrades in materials, signage and lighting.

Noting the lack of presentation materials, the Chair advised the applicant of the Panel’s requirements for applicants making a presentation of their project to the Panel.

Staff noted that (i) the subject development permit application is relatively minor, (ii) the site has been reviewed for pedestrian connectivity, and (iii) staff conducted a visual inspection of the on-site landscaping approved through the previous Development Permit and determined that the landscaping has been maintained and is in good condition.

In reply to Panel queries, Mr. Igel confirmed that (i) the existing greenery on the site is in good condition, (ii) all existing landscaping will be maintained and any damage to the landscaping incurred during construction would be repaired or replaced, and (iii) modifications to the existing signage will be subject to a separate sign permit application.

The Chair noted that the existing mature trees around the subject site are not reflected in the applicant’s submission and advised staff to work with the applicant to include all existing trees on the site in the landscape plans. Subsequent to the Panel meeting, the applicant submitted a landscape plan illustrating existing landscaping. This landscape plan has been included in the Development Permit plan package.

In response to a Panel query, staff confirmed there is pre-existing free-standing signage on the subject site and any modifications to on-site signage would require a separate sign permit.

No correspondence was submitted to the Panel regarding the Development Permit application.

The Panel recommends the Permit be issued.