



City Council

Council Chambers, City Hall
6911 No. 3 Road

Tuesday, February 12, 2013
7:00 p.m.

Pg. #

ITEM

MINUTES

1. *Motion to adopt:*

(1) *the minutes of the Regular Council Meeting held on Monday, January 28, 2013 (distributed previously); and*

CNCL-13

to receive for information the Metro Vancouver 'Board in Brief' dated January 25, 2013.



AGENDA ADDITIONS & DELETIONS

COMMITTEE OF THE WHOLE

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



3. Delegations from the floor on Agenda items.

(PLEASE NOTE THAT FOR LEGAL REASONS, DELEGATIONS ARE NOT PERMITTED ON ZONING OR OCP AMENDMENT BYLAWS WHICH ARE TO BE ADOPTED; OR ON DEVELOPMENT PERMITS/DEVELOPMENT VARIANCE PERMITS - ITEM NO. 21.)

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
- 2012 Audit Engagement
- 5 Year Financial Plan (2013-2017) Bylaw 8990
- Cambie Road / Mueller Development Park Concept Plan
- River Green Village Parks & Open Space Plan
- Art In Unexpected Places 2013 Community Public Art Projects
- Urban Wildlife Management Framework
- 2013 Maritime-Themed Summer Festivals
- Kwantlen Farm School
- 2012 Annual Report & 2013 Work Programs for the
 - (i) Richmond Intercultural Advisory Committee,
 - (ii) Richmond Community Services Advisory Committee, and
 - (iii) Child Care Development Advisory Committee
- 2013 Child Care Grants
- Land use applications for first reading (to be further considered at the Public Hearing on Monday, March 18, 2013):
 - 8540 River Road – Application for a Temporary Commercial Use Permit (Dunbar Equipment Ltd. – applicant)
- Proposed Revisions to the Coach House Zone Along Arterial Roads

5. *Motion to adopt Items 6 through 19 by general consent.*



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Consent
Agenda
Item

6. COMMITTEE MINUTES

That the minutes of:

- CNCL-16 (1) *the Finance Committee meeting held on Monday, February 4, 2013;*
 CNCL-21 (2) *the Parks, Recreation & Cultural Services Committee meeting held on Tuesday, January 29, 2013;*
 CNCL-28 (3) *the Planning Committee meeting held on Tuesday, February 5, 2013; be received for information.*



Consent
Agenda
Item

7. 2012 AUDIT ENGAGEMENT

(File Ref. No. 03-0950-03/2013-Vol 01) (REDMS No. 3767882)

CNCL-35

See Page CNCL-35 for full report

FINANCE COMMITTEE RECOMMENDATION

- (1) *Richmond City Council provides effective oversight of management's process for identifying and responding to fraud risks, including program and controls to prevent, detect and deter fraud and ensure compliance with regulatory requirements by:*
- (a) *having established a Finance Committee, which is responsible for oversight and includes all members of Council;*
 - (b) *Directing, reviewing and approving the annual operating, capital and utility budget individually, which form the basis of the 5 Year Financial Plan and expenditure bylaw;*
 - (c) *approving the 5 Year Financial Plan and the bylaw which sets the expenditure limits and the amounts to be collected from taxation;*
 - (d) *approving the tax rate bylaw, which sets the amount that the City collects from each respective taxation class;*
 - (e) *receiving reports which require Council approval concerning any real estate purchases or disposals and any award of contracts that are in excess of \$500,000;*
 - (f) *establishing policies that govern procurement, budget amendments, budget and 5 Year Financial Plan, financial signing authorities and investments, specifically the following:*
 - (i) *3001 - Budget Amendment Policy;*
 - (ii) *3104 - Procurement Policy;*
 - (iii) *3105 - Construction Management Projects;*

- (iv) *3703 - Investment Policy;*
 - (v) *3707 – Long Term Financial Management Strategy;*
 - (vi) *3708.01 - Expense Reimbursement Procedures; and*
 - (vii) *3709 - Financial Signing Authorities (spending authority);*
- (g) *creating the Administration and Compliance Division, which includes Business Advisory and Compliance sections and strengthens internal controls;*
- (h) *through Council's Planning Committee, reviewing all planning matters, including development agreements, re-zoning applications and any monetary exchanges or negotiated consideration (density bonus, land exchanges etc.);*
- (i) *receiving financial information reports each quarter, which include information on:*
 - (i) *procurement activity, awards and contracts over \$25,000;*
 - (ii) *the current investment balance and the amounts placed with respective financial institutions and information as to whether Council's investment policy has been adhered to;*
 - (iii) *the City's actual financial results by department in comparison to the amounts budgeted, which includes explanations concerning significant variances;*
 - (iv) *the amounts of revenues received through development applications, building permits, business license, gaming and developer contributions;*
 - (v) *the current reserve balances; and*
 - (vi) *the amounts spent with respect to capital projects;*
- (j) *receiving the City's annual audited financial statements which are prepared in accordance with generally accepted accounting principles established by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants (CICA) and which are reviewed by the City's external auditor. Upon presentation of the audited financial statements, the City's external auditors communicate any issues that arise concerning fraud and non-compliance with laws and regulations, internal control deficiencies, any significant accumulated uncorrected misstatements, and any significant difficulties encountered during the audit;*

- (k) *receiving on an annual basis the Statement of Financial Information (SOFI), which must be prepared in accordance with the Financial Information Act. The SOFI is made available for public viewing by June 30 each year and is accessible for the following three years. Information contained within the SOFI includes Council remuneration and expenses, employee remuneration in excess of \$75,000 and expenses and schedule of suppliers and goods in excess of \$25,000; and*
- (l) *receiving the City's Annual Report, which includes the City's goals and objectives for the coming year and progress with regard to the preceding year's goals and objectives. The report also includes a set of the audited financial statements. The report is presented at a public meeting before June 29th in each year and is made available for public inspection at least 14 days prior to that meeting; and*
- (2) *Richmond City Council is not aware of any instances of actual, suspected or alleged fraud within the current fiscal year, including misconduct or unethical behaviour related to financial reporting or misappropriation of assets.*



Consent
Agenda
Item

8. **5 YEAR FINANCIAL PLAN (2013 - 2017) BYLAW 8990**
(File Ref. No. 12-8060-20-8990) (REDMS No. 3761056-v7)

CNCL-43

See Page CNCL-43 for full report

FINANCE COMMITTEE RECOMMENDATION

That:

- (1) *the 5 Year Financial Plan (2013 – 2017) as presented in the staff report titled 5 Year Financial Plan (2013 – 2017) Bylaw 8990 dated February 4, 2013 by the Director, Finance, be approved;*
- (2) *the 5 Year Financial Plan (2013–2017) Bylaw No. 8990 be introduced and given, first, second, and third readings; and*
- (3) *staff undertake a process of public consultation as required in Section 166 of the Community Charter.*



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Consent
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Item

9. **CAMBIE ROAD/MUELLER DEVELOPMENT PARK CONCEPT PLAN**
(File Ref. No. 06-2345-01) (REDMS No. 3567201)

CNCL-142

See Page **CNCL-142** for full report

PARKS, RECREATION & CULTURAL SERVICES COMMITTEE
RECOMMENDATION

That:

- (1) *the design concept and proposed program of the Cambie Road/Mueller Development Park, as described in Attachment 1 of the staff report dated January 16, 2013, from the Senior Manager, Parks, be received for information; and*
- (2) *staff seek public input on the proposed Cambie Road/Mueller Development Park Concept plan as described in the staff report, dated January 16, 2013, from the Senior Manager, Parks.*



Consent
Agenda
Item

10. **RIVER GREEN VILLAGE PARKS AND OPEN SPACE PLAN**
(File Ref. No. 06-2345-01) (REDMS No. 3731188)

CNCL-156

See Page **CNCL-156** for full report

PARKS, RECREATION & CULTURAL SERVICES COMMITTEE
RECOMMENDATION

That the conceptual designs for the River Green Village's waterfront park, Gilbert Greenway and public mews as detailed in the staff report titled River Green Village Parks and Open Space Plan from the Senior Manager, Parks, dated January 9, 2013, be endorsed.



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Consent
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Item

11. **ART IN UNEXPECTED PLACES 2012 COMMUNITY PUBLIC ART PROJECTS**

(File Ref. No. 11-7000-09-20-145) (REDMS No. 3711084)

CNCL-166

See Page **CNCL-166** for full report

PARKS, RECREATION & CULTURAL SERVICES COMMITTEE
RECOMMENDATION

That the concept proposals for the Art in Unexpected Places 2012 Community Public Art Projects as presented in the staff report from the Director, Arts, Culture & Heritage Services dated December 17, 2012, be endorsed.



Consent
Agenda
Item

12. **URBAN WILDLIFE MANAGEMENT FRAMEWORK**

(File Ref. No. 11-7200-01) (REDMS No. 3702483 v.3)

CNCL-181

See Page **CNCL-181** for full report

PARKS, RECREATION & CULTURAL SERVICES COMMITTEE
RECOMMENDATION

That:

- (1) the Urban Wildlife Management Framework as described in the staff report titled Urban Wildlife Management Framework, dated January 16, 2013 from the Senior Manager, Parks be received for information; and*
- (2) the staff report titled Urban Wildlife Management Framework, dated January 16, 2013 from the Senior Manager, Parks be forward to the Richmond Board of Education for information.*



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Consent
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Item

13. **2013 MARITIME-THEMED SUMMER FESTIVALS**
(File Ref. No. 11-7000-01) (REDMS No. 3752705 v.6)

CNCL-186

See Page CNCL-186 for full report

PARKS, RECREATION & CULTURAL SERVICES COMMITTEE
RECOMMENDATION

- (1) *That the transfer of up to \$345,000 be authorized from the Major Events Provisional Fund to the Ships to Shore account and the Maritime Festival account to provide funding in support of the 2013 Ship to Shore program, the 2013 Tall Ship Recruitment program, and the 2013 Maritime Festival as outlined in the staff report dated January 12, 2013 from the Director, Arts, Culture and Heritage Services and the Senior Manager, Parks;*
- (2) *That any revenues realized from sponsorship for Ships to Shore and public sail trips be used to offset the City contribution to this event and those funds be returned to the Major Events Provisional Fund for future festival development;*
- (3) *That any grants awarded to the Maritime Festival 2013 be used to offset the City contribution to this event and those funds be returned to the Major Events Provisional Fund for future festival development; and*
- (4) *That the City's budget for the 2013 Ships to Shore and 2013 Maritime Festival be included in the 5 Year Financial Plan (2013-2017).*



Consent
Agenda
Item

14. **KWANTLEN FARM SCHOOL**
(File Ref. No.)

CNCL-26

See Page CNCL-26 for details

(Parks, Recreation & Cultural Services Committee minutes of January 29, 2013)

PARKS, RECREATION & CULTURAL SERVICES COMMITTEE
RECOMMENDATION

That as part of the Garden City Lands planning process, staff consider temporary and / or permanent options at the Garden City Lands or other locations in the City of Richmond for the Kwantlen Polytechnic University Agricultural Program.



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15. **2012 ANNUAL REPORT AND 2013 WORK PROGRAM: RICHMOND INTERCULTURAL ADVISORY COMMITTEE**

(File Ref. No. 01-100-20-RIAD1-01) (REDMS No. 3737959)

CNCL-197

See Page **CNCL-197** for full report

PLANNING COMMITTEE RECOMMENDATION

That the Richmond Intercultural Advisory Committee's 2012 Annual Report and 2013 Work Program (as presented in Attachment 1 of the staff report dated January 8, 2013 from the General Manager, Community Services) be approved.



Consent
Agenda
Item

16. **RICHMOND COMMUNITY SERVICES ADVISORY COMMITTEE 2012 ANNUAL REPORT AND 2013 WORK PROGRAM**

(File Ref. No. 01-100-20-RCSA1-01) (REDMS No. 3754997)

CNCL-210

See Page **CNCL-210** for full report

PLANNING COMMITTEE RECOMMENDATION

That the Richmond Community Services Advisory Committee's 2013 Work Program be approved with the deletion of the action under Council Term Goal 2.4 that "RCSAC will host a provincial all candidates meeting prior to the provincial election".

CNCL-237

NOTE: The Richmond Community Services Advisory Committee's 2013 Work Program report has been revised as per Committee's direction.



Consent
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17. **CHILD CARE DEVELOPMENT ADVISORY COMMITTEE 2012 ANNUAL REPORT AND 2013 WORK PROGRAM**

(File Ref. No. 01-100-20-CCDE1-01) (REDMS No. 3749043)

CNCL-241

See Page **CNCL-241** for full report

PLANNING COMMITTEE RECOMMENDATION

That the Child Care Development Advisory Committee's 2013 Work Program be approved.



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18. **2013 CHILD CARE GRANTS**
(File Ref. No.) (REDMS No. 3744108)

CNCL-250

See Page **CNCL-250** for full report

PLANNING COMMITTEE RECOMMENDATION

That, as per the staff report dated January 9, 2013 from the General Manager, Community Services, Child Care Grants be awarded as follows:

- (1) Child Care Capital Grants be awarded for the recommended amounts, and cheques disbursed for a total of \$49,998.53, and*
- (2) Child Care Professional and Program Development Grants be awarded for the recommended amounts, and cheques disbursed for a total of \$15,000.*



Consent
Agenda
Item

19. **APPLICATION BY DUNBAR EQUIPMENT LTD. (DOING BUSINESS AS DON DICKEY SUPPLIES) FOR A TEMPORARY COMMERCIAL USE PERMIT AT 8540 RIVER ROAD**
(File Ref. No. TU 12-614858) (REDMS No. 3705887)

CNCL-259

See Page **CNCL-259** for full report

PLANNING COMMITTEE RECOMMENDATION

- (1) That the application by Dunbar Equipment Ltd. (doing business as Don Dickey Supplies) for a Temporary Commercial Use Permit for property at 8540 River Road be considered at the March 18, 2013 Public Hearing at 7:00 pm in the Council Chambers of Richmond City Hall; and*
- (2) that the following recommendation be forwarded to that meeting for consideration,*

“That a Temporary Commercial Use Permit be issued to Dunbar Equipment Ltd (doing business as Don Dickey Supplies) to allow the retail sale of outdoor power equipment as an accessory use at 8540 River Road.”



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Consent
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20. **PROPOSED REVISIONS TO THE COACH HOUSE ZONE ALONG ARTERIAL ROADS**

(File Ref. No. 12-8060-20-8987) (REDMS No. 3730295)

CNCL-272

See Page **CNCL-272** for full report

PLANNING COMMITTEE RECOMMENDATION

- (1) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 8987 (Coach House Zone Amendment for Arterial Roads), be introduced and given first reading; and*
- (2) *That, if Richmond Zoning Bylaw 8500, Amendment Bylaw 8987 (Coach House Zone Amendment for Arterial Roads) is adopted, staff review the experience of the proposed new RCH1 zone in one year or when some coach houses are built under this new zone, and report back to Planning Committee.*



CONSIDERATION OF MATTERS REMOVED FROM THE
CONSENT AGENDA

PUBLIC ANNOUNCEMENTS AND EVENTS

NEW BUSINESS

BYLAWS FOR ADOPTION

CNCL-283

Waterworks and Water Rates Bylaw No. 5637, Amendment **Bylaw No. 8909**
Opposed at 1st/2nd/3rd Readings – None.

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CNCL-289

Richmond Zoning Bylaw No. 8500, Amendment **Bylaw No. 8689**
(7251 St. Albans Road, RZ 10-528329)
Opposed at 1st Reading – None.
Opposed at 2nd/3rd Readings – None.

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CNCL-291

Richmond Zoning Bylaw No. 8500, Amendment **Bylaw No. 8931**
(10471 No. 1 Road, RZ 12-610097)
Opposed at 1st Reading – None.
Opposed at 2nd/3rd Readings – None.

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DEVELOPMENT PERMIT PANEL

21. RECOMMENDATION

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

CNCL-293

CNCL-298

- (1) *That the minutes of the Development Permit Panel meeting held on Wednesday, January 30, 2013, and the Chair's report for the Development Permit Panel meeting held on November 16, 2011, be received for information; and*
- (2) *That the recommendations of the Panel to authorize the issuance of a Development Permit (DP 11-573871) for the property at 7251 St. Albans Road, be endorsed, and the Permits so issued.*

☐

ADJOURNMENT

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For Metro Vancouver meetings on Friday, January 25, 2013

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 either:

Bill Morrell, 604-451-6107, Bill.Morrell@metrovanancouver.org or

Glenn Bohn, 604-451-6697, Glenn.Bohn@metrovanancouver.org

Greater Vancouver Regional District

Matsqui Trail Regional Park Management Plan

Approved

A management plan outlines a linear park along the Fraser River with river connection points, new trails, park nodes and strategic landscape interventions designed to preserve parkland, create and enhance habitat, and support agriculture.

2013 Action Plan

Approved

Based on priorities established by the Metro Vancouver Board of Directors and the work of its standing committees, this document highlights key 2013 and long-term actions.

Metro Vancouver Appointments to External Agencies – 2013

Approved

Agricultural Advisory Committee - Harold Steves, Richmond

Sasamat Volunteer Fire Department - Michael Wright, Port Coquitlam

Delta Heritage Airpark Management Committee - Scott Hamilton, Delta

E-Comm Emergency Communications for Southwest British Columbia Incorporated -
Gayle Martin, Langley City

Experience the Fraser - Lower Fraser River Corridor Project Steering Committee -
Heather Deal, Vancouver, and Gayle Martin, Langley City

Flood Control and River Management Committee of the Lower Mainland

Local Government Association - Linda Barnes, Richmond, Gayle Martin, Langley City, and
Mae Reid, Coquitlam

Fraser Basin Council - Barbara Steele, Surrey, Richard Walton, North Vancouver District (Alternate)

Fraser Valley Regional Library Board – Gayle Martin, Langley City, and Brad West, Port Coquitlam (Alternate)

Lower Mainland Local Government Association - Raymond Louie, Vancouver

Municipal Finance Authority – (10 representatives and 10 alternates):

Malcolm Brodie, Richmond and Harold Steves, Richmond

Derek Corrigan, Burnaby, and Colleen Jordan, Burnaby (alternate)

Mae Reid, Coquitlam, and Wayne Baldwin, White Rock (alternate)

Darrell Mussatto, North Vancouver City and Jack Froese, Langley, (alternate)

Mike Clay, Port Moody, and Richard Stewart, Coquitlam, (alternate)

Raymond Louie, Vancouver, and Tim Stevenson, Vancouver, (alternate)

Richard Walton, North Vancouver District, and Michael Smith, West Vancouver (alternate)

Marvin Hunt, Surrey, and Judy Villeneuve, Surrey, (alternate)

Wayne Wright, New Westminster, and Lois Jackson, Delta (alternate)

Greg Moore, Port Coquitlam, and Linda Hepner, Surrey (alternate)

Pacific Parklands Foundation - Barbara Steele, Surrey

Regional Parks Forum - Gayle Martin, Langley City

Sustainable Cities International - Derek Corrigan, Burnaby

Western Transportation Advisory Council (WESTAC) - Greg Moore, Port Coquitlam, and Raymond Louie, Vancouver (Alternate)

Resignation and Appointment of Electoral Area A Alternate Director

Received

Director Maria Harris has appointed William Holmes as the alternate director for the remainder of the term, through to 2015, when the next general election will be held. Former alternate director Gary Gibson resigned on January 18, 2013.

Greater Vancouver Regional District Board and Committee Remuneration Amending Bylaw Number 1183, 2013

Approved

The Board approved bylaw changes for establishing mayors' gross salary and authorization for members travel and payment of expenses.

Lower Mainland Regional Coordination of Emergency Preparedness

Referred

The Board referred the following draft resolution to the Mayors Committee:



THEREFORE BE IT RESOLVED that the subject of Lower Mainland Regional Coordination of emergency preparedness be referred to the Mayors Committee for discussion to ascertain our collective strengths and weaknesses should such a major regional disaster event come to pass.

Opposition to the Burnco Aggregate Mine Proposal at McNab Creek

Referred

The Board referred the following draft resolution to the Intergovernmental Committee:

The Greater Vancouver Regional District Board supports the Village of Lions Bay in its opposition to the BURNCO Aggregate Mine proposal at McNab Creek in Howe Sound, and further, support Land Use Planning consistent with the 'Principles For Cooperation' set out in the Howe Sound Community Forum document and support the "Statement of Purpose: To provide a forum for local governments, Regional Districts and First Nations discussion to maintain and enhance the economic, environmental and social well being of the Howe Sound for the benefit of present and future generations."



Finance Committee

Date: Monday, February 4, 2013

Place: Anderson Room
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au
Councillor Derek Dang
Councillor Ken Johnston
Councillor Bill McNulty

Absent: Councillor Linda Barnes
Councillor Evelina Halsey-Brandt
Councillor Linda McPhail
Councillor Harold Steves

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 Finance Committee held on Monday, February 4, 2013, be adopted as circulated.

CARRIED

1. **2012 AUDIT ENGAGEMENT**
(File Ref. No. 03-0950-03/2013-Vol 01) (REDMS No. 3767882)

Andrew Nazareth, General Manager, Finance and Corporate Services, joined by Jerry Chong, Director, Finance, made reference to two questions, posed by the City's auditor, in connection to the City's Management's process for identifying and responding to fraud risks and explained how the new Canadian Auditing Standards require the auditor to ask these questions directly to City Council rather than staff as in past practices.

Finance Committee
Monday, February 4, 2013

It was moved and seconded

- (1) *Richmond City Council provides effective oversight of management's process for identifying and responding to fraud risks, including program and controls to prevent, detect and deter fraud and ensure compliance with regulatory requirements by:*
- (a) *having established a Finance Committee, which is responsible for oversight and includes all members of Council;*
 - (b) *Directing, reviewing and approving the annual operating, capital and utility budget individually, which form the basis of the 5 Year Financial Plan and expenditure bylaw;*
 - (c) *approving the 5 Year Financial Plan and the bylaw which sets the expenditure limits and the amounts to be collected from taxation;*
 - (d) *approving the tax rate bylaw, which sets the amount that the City collects from each respective taxation class;*
 - (e) *receiving reports which require Council approval concerning any real estate purchases or disposals and any award of contracts that are in excess of \$500,000;*
 - (f) *establishing policies that govern procurement, budget amendments, budget and 5 Year Financial Plan, financial signing authorities and investments, specifically the following:*
 - (i) *3001 - Budget Amendment Policy;*
 - (ii) *3104 - Procurement Policy;*
 - (iii) *3105 - Construction Management Projects;*
 - (iv) *3703 - Investment Policy;*
 - (v) *3707 - Long Term Financial Management Strategy;*
 - (vi) *3708.01 - Expense Reimbursement Procedures; and*
 - (vii) *3709 - Financial Signing Authorities (spending authority);*
 - (g) *creating the Administration and Compliance Division, which includes Business Advisory and Compliance sections and strengthens internal controls;*
 - (h) *through Council's Planning Committee, reviewing all planning matters, including development agreements, re-zoning applications and any monetary exchanges or negotiated consideration (density bonus, land exchanges etc.);*

Finance Committee
Monday, February 4, 2013

- (i) receiving financial information reports each quarter, which include information on:
 - (i) procurement activity, awards and contracts over \$25,000;*
 - (ii) the current investment balance and the amounts placed with respective financial institutions and information as to whether Council's investment policy has been adhered to;*
 - (iii) the City's actual financial results by department in comparison to the amounts budgeted, which includes explanations concerning significant variances;*
 - (iv) the amounts of revenues received through development applications, building permits, business license, gaming and developer contributions;*
 - (v) the current reserve balances; and*
 - (vi) the amounts spent with respect to capital projects;**
- (j) receiving the City's annual audited financial statements which are prepared in accordance with generally accepted accounting principles established by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants (CICA) and which are reviewed by the City's external auditor. Upon presentation of the audited financial statements, the City's external auditors communicate any issues that arise concerning fraud and non-compliance with laws and regulations, internal control deficiencies, any significant accumulated uncorrected misstatements, and any significant difficulties encountered during the audit;*
- (k) receiving on an annual basis the Statement of Financial Information (SOFI), which must be prepared in accordance with the Financial Information Act. The SOFI is made available for public viewing by June 30 each year and is accessible for the following three years. Information contained within the SOFI includes Council remuneration and expenses, employee remuneration in excess of \$75,000 and expenses and schedule of suppliers and goods in excess of \$25,000; and*
- (l) receiving the City's Annual Report, which includes the City's goals and objectives for the coming year and progress with regard to the preceding year's goals and objectives. The report also includes a set of the audited financial statements. The report is presented at a public meeting before June 29th in each year and is made available for public inspection at least 14 days prior to that meeting; and*

Finance Committee
Monday, February 4, 2013

- (2) *Richmond City Council is not aware of any instances of actual, suspected or alleged fraud within the current fiscal year, including misconduct or unethical behaviour related to financial reporting or misappropriation of assets.*

The question on the motion was not called, as a discussion ensued about an incident of fraud that took place at a City community centre in 2011. Staff noted that subsequent to the incident, the City and its internal auditor have been involved in drafting procedures and an educational program which will be extended to the associations, and pointed out that the motion on the floor applied to the current fiscal year.

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

2. **5 YEAR FINANCIAL PLAN (2013 - 2017) BYLAW 8990**
(File Ref. No. 12-8060-20-8990) (REDMS No. 3761056-v7)

Andrew Nazareth, General Manager, Finance and Corporate Services, noted that the 5 Year Financial Plan incorporates the 2013 Operating, Capital, and Utilities Budgets, as well as one-time expenditures as previously approved by Council. He further noted that the Corporate Facilities Program is not included in the 5 Year Financial Plan as that program will be considered separately.

A discussion then ensued about:

- various sources of revenue, including restrictions on the use of, and past uses of funds from Gaming Revenue;
- the City of Richmond in comparison to the rest of the province in terms of Gross Domestic Product (GDP);
- the future economic impact in the event that there is a decrease in immigration; and
- the City's economic development in terms of business licensing.

It was moved and seconded

That:

- (1) *the 5 Year Financial Plan (2013 – 2017) as presented in the staff report titled 5 Year Financial Plan (2013 – 2017) Bylaw 8990 dated February 4, 2013 by the Director, Finance, be approved;*
- (2) *the 5 Year Financial Plan (2013–2017) Bylaw No. 8990 be introduced and given, first, second, and third readings; and*
- (3) *staff undertake a process of public consultation as required in Section 166 of the Community Charter.*

CARRIED

Finance Committee
Monday, February 4, 2013

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:17 p.m.).

CARRIED

Certified a true and correct copy of the
Minutes of the meeting of the Finance
Committee of the Council of the City of
Richmond held on Monday, February 4,
2013.

Mayor Malcolm D. Brodie
Chair

Shanan Sarbjit Dhaliwal
Executive Assistant
City Clerk's Office



Parks, Recreation & Cultural Services Committee

Date: Tuesday, January 29, 2013

Place: Anderson Room
Richmond City Hall

Present: Councillor Harold Steves, Chair
Councillor Bill McNulty
Mayor Malcolm Brodie

Absent: Councillor Ken Johnston
Councillor Linda Barnes
Councillor Evelina Halsey-Brandt

Also Present: Councillor Chak Au
Councillor Linda McPhail

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 Tuesday, November 27, 2012, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

Tuesday, February 26, 2013 (tentative date) at 4:00 p.m. in the Anderson Room

The Chair advised that 'Kwantlen Farm School' and 'Off-Leash Dog Area at Iona Beach Regional Park' would be added to the agenda.

COMMUNITY SERVICES DEPARTMENT

1. CAMBIE ROAD/MUELLER DEVELOPMENT PARK CONCEPT PLAN
(File Ref. No. 06-2345-01) (REDMS No. 3567201)

Mike Redpath, Senior Manager, Parks, provided background information and introduced Peter Kreuk, Landscape Architect, Durante Kreuk.

With the aid of artist renderings, Mr. Kreuk reviewed the proposed Cambie Road / Mueller Development Park Concept Plan and the following information was highlighted:

- the park will be located at Cambie Road and Hazelbridge Way and as such, the proposed park concept plan relates to the adjacent commercial precinct;
- an urban plaza will lend itself well as the centre of action for community events; this plaza will include a sheltered stage, public washrooms and a concession area;
- the proposed park concept plan aims to integrate into the City's overall parks and open space systems and street network; it will connect with the Middle Arm waterfront to the west, and link together with adjacent Aberdeen and Bridgeport Villages via streets, greenways and green links;
- a Great Lawn will be developed to accommodate a wide variety of activities and it will be sited adjacent to the urban plaza to extend the possible range of activities;
- an off-leash dog area will be enclosed by a fence and will be situated at the north-west corner of the proposed park; and
- play features will include traditional playground equipment, and more natural and informal play structures.

In reply to a query from the Chair, Mr. Redpath commented on the proposed park's storm water management system. The Chair remarked that information regarding local sustainable storm water management systems would be appreciated.

In reply to queries from Committee, Mr. Redpath and Clarence Sihoe, Park Planner, commented on unique features of the proposed park, noting that it will be the first urban park in the City Centre area. Also, it was noted that the total cost of the proposed park is estimated at \$4.2 million.

Parks, Recreation & Cultural Services Committee
Tuesday, January 29, 2013

Discussion ensued and it was noted that although the staff report is not directly seeking funds for the proposed park, the staff report should reflect future financial implications under the 'Financial Impact' heading. Also, it was noted that the City does not currently own the land for the proposed park and as such, this information should be clearly stated in the staff report.

Peter Mitchell, 6271 Nanika Crescent, spoke in favour of the proposed Cambie Road / Mueller Development Park Concept Plan, noting that it would act as a pioneer for future urban parks in Richmond. Mr. Mitchell commented on past community events at Lang Park and suggested that the proposed park include a hard surface in an effort to increase utility by accommodating various activities. Also, he spoke of opportunities to connect the proposed park with the Middle Arm of the waterfront.

It was moved and seconded

That:

- (1) the design concept and proposed program of the Cambie Road/Mueller Development Park, as described in Attachment 1 of the staff report dated January 16, 2013, from the Senior Manager, Parks, be received for information; and*
- (2) staff seek public input on the proposed Cambie Road/Mueller Development Park Concept plan as described in the staff report, dated January 16, 2013, from the Senior Manager, Parks.*

CARRIED

2. RIVER GREEN VILLAGE PARKS AND OPEN SPACE PLAN

(File Ref. No. 06-2345-01) (REDMS No. 3731188)

With the aid of artist renderings (copy on file, City Clerk's Office), Chris Phillips, Landscape Architect, Phillips Farevaag Smallerberg, reviewed the proposed River Green Village Parks and Open Space Plan and the following information was highlighted:

- the closure and relocation of River Road enables the creation of a waterfront park along the Middle Arm of the Fraser River;
- the Hollybridge Way Plaza and future pier mark the intersection of the park and will be the park's defining feature;
- the Hollybridge Way Plaza is composed of an upper area set on top of the dike;
- the Hollybridge Way Plaza is intended to act a gathering spot along the waterfront, and to provide access to the future pier;
- the Gilbert Greenway will connect the waterfront with the future new River Road;

3.

Parks, Recreation & Cultural Services Committee
Tuesday, January 29, 2013

- environmental and heritage resources are being conserved and enhanced in an effort to provide future park users with the opportunity to learn about the Brighthouse family while minimizing impacts to the surrounding environment;
- a paver strip on top of the dike will act as a pathway separator for pedestrians and cyclists; and
- three promontories provide seating and viewing opportunities of the Middle Arm, and each promontory connects the dike pathway to internal north / south street ends and pedestrian routes.

In reply to a query from Committee, Mr. Phillips advised that the future pier's floating walkway is intended to provide transient moorage for boaters to visit the park.

Discussion ensued and it was agreed that any reference to boating activity along the proposed park's waterfront would be removed.

It was moved and seconded

That the conceptual designs for the River Green Village's waterfront park, Gilbert Greenway and public mews as detailed in the staff report titled River Green Village Parks and Open Space Plan from the Senior Manager, Parks, dated January 9, 2013, be endorsed.

CARRIED

3. ART IN UNEXPECTED PLACES 2012 COMMUNITY PUBLIC ART PROJECTS

(File Ref. No. 11-7000-09-20-145) (REDMS No. 3711084)

Eric Fiss, Public Art Planner, provided background information and introduced Artists Leah Weinstein and Silvia Grace Borda.

It was moved and seconded

That the concept proposals for the Art in Unexpected Places 2012 Community Public Art Projects as presented in the staff report from the Director, Arts, Culture & Heritage Services dated December 17, 2012, be endorsed.

CARRIED

4. URBAN WILDLIFE MANAGEMENT FRAMEWORK

(File Ref. No. 11-7200-01) (REDMS No. 3702483 v.3)

In reply to queries from Committee, Serena Lusk, Manager, Parks Programs, advised that (i) rabbits are not included under the proposed framework as rabbits are considered domestic, and as such different legislation applies to them; and (ii) staff have a strong working relationship with Canadian Wildlife Services and the Vancouver Airport Authority.

4.

Parks, Recreation & Cultural Services Committee
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Also, Ms. Lusk commented on the proposed framework's education pillar, noting that the number of calls logged from residents requesting assistance regarding wildlife has decreased.

It was moved and seconded

That:

- (1) the Urban Wildlife Management Framework as described in the staff report titled Urban Wildlife Management Framework, dated January 16, 2013 from the Senior Manager, Parks be received for information; and*
- (2) the staff report titled Urban Wildlife Management Framework, dated January 16, 2013 from the Senior Manager, Parks be forward to the Richmond Board of Education for information.*

CARRIED

5. 2013 MARITIME-THEMED SUMMER FESTIVALS

(File Ref. No. 11-7000-01) (REDMS No. 3752705 v.6)

Discussion ensued and Committee commented that future summer festivals should be spread over several weeks, with the possibility of introducing a different attraction or event each week. Also, Committee encouraged staff to better utilize volunteers.

It was moved and seconded

- (1) That the transfer of up to \$345,000 be authorized from the Major Events Provisional Fund to the Ships to Shore account and the Maritime Festival account to provide funding in support of the 2013 Ship to Shore program, the 2013 Tall Ship Recruitment program, and the 2013 Maritime Festival as outlined in the staff report dated January 12, 2013 from the Director, Arts, Culture and Heritage Services and the Senior Manager, Parks;*
- (2) That any revenues realized from sponsorship for Ships to Shore and public sail trips be used to offset the City contribution to this event and those funds be returned to the Major Events Provisional Fund for future festival development;*
- (3) That any grants awarded to the Maritime Festival 2013 be used to offset the City contribution to this event and those funds be returned to the Major Events Provisional Fund for future festival development; and*
- (4) That the City's budget for the 2013 Ships to Shore and 2013 Maritime Festival be included in the 5 Year Financial Plan (2013-2017).*

CARRIED

Parks, Recreation & Cultural Services Committee
Tuesday, January 29, 2013

KWANTLEN FARM SCHOOL

(File Ref. No.)

The Chair provided background information regarding the Kwantlen Farm School, noting that a decision on its location is anticipated by April 2013.

Discussion ensued and it was noted that various locations, including but not limited to the Garden City Lands and backlands along No. 5 Road, should be considered as temporary and / or permanent options for the school.

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

It was moved and seconded

That as part of the Garden City Lands planning process, staff consider temporary and / or permanent options at the Garden City Lands or other locations in the City of Richmond for the Kwantlen Polytechnic University Agricultural Program.

CARRIED

OFF-LEASH DOG AREA AT IONA BEACH REGIONAL PARK

(File Ref. No.)

The Chair advised that Metro Vancouver has recently designated a dog off-leash area at the Iona Beach Regional Park. In light of this new area, the Chair requested that staff examine modifying the use of McDonald Beach.

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

It was moved and seconded

That staff consider other use options, including a dog off-leash use, at McDonald Beach and report back.

CARRIED

6. MANAGER'S REPORT

Trees at Minoru Park

With the aid of an aerial map, Ted deCrom, Manager, Parks Operations, commented on the integrity of trees throughout Minoru Park and adjacent areas.

Mayor Brodie left the meeting (5:03 p.m.) and did not return.

At this point, the meeting was without a quorum and therefore the meeting ended at 5:04 p.m.

Parks, Recreation & Cultural Services Committee
Tuesday, January 29, 2013

Certified a true and correct copy of the Minutes of the meeting of the Parks, Recreation & Cultural Services Committee of the Council of the City of Richmond held on Tuesday, January 29, 2013.

Councillor Harold Steves
Chair

Hanieh Berg
Committee Clerk



Planning Committee

Date: Tuesday, February 5, 2013

Place: Anderson Room
Richmond City Hall

Present: Councillor Bill McNulty, Chair
Councillor Chak Au
Mayor Malcolm Brodie

Absent: Councillor Linda Barnes
Councillor Evelina Halsey-Brandt
Councillor Harold Steves

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

MINUTES

It was moved and seconded

That the minutes of the meeting of the Planning Committee held on Tuesday, January 22, 2013, be adopted as circulated.

CARRIED

COMMUNITY SERVICES DEPARTMENT

1. **2012 ANNUAL REPORT AND 2013 WORK PROGRAM: RICHMOND INTERCULTURAL ADVISORY COMMITTEE**
(File Ref. No. 01-100-20-RLAD1-01) (REDMS No. 3737959)

Planning Committee
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Joe Greenholtz, past Chair, Richmond Intercultural Advisory Committee (RIAC), spoke concerning the Day of Dialogue, a Civic Engagement Committee initiative to engage citizens who normally do not participate in intercultural dialogues. He noted that the Day of Dialogue provided citizens with an opportunity to air their concerns about how changes to Richmond's cultural dynamic are affecting them. He further noted that the event was held on January 19th 2013 with sessions in English, Punjabi, Cantonese and Mandarin, and that RIAC will be hosting a major Citizen's Forum in March to provide further opportunity for dialogue.

In response to an inquiry, Alan Hill, Cultural Diversity Coordinator, stated that: (i) a report relating to the Citizen's Forum will be presented to Council in the fall of 2013; and (ii) that it would be possible to recirculate RIAC's Sign Audit to Council.

It was moved and seconded

That the Richmond Intercultural Advisory Committee's 2012 Annual Report and 2013 Work Program (as presented in Attachment 1 of the staff report dated January 8, 2013 from the General Manager, Community Services) be approved.

CARRIED

**2. RICHMOND COMMUNITY SERVICES ADVISORY COMMITTEE
2012 ANNUAL REPORT AND 2013 WORK PROGRAM**

(File Ref. No. 01-100-20-RCSA1-01) (REDMS No. 3754997)

Lesley Sherlock, Social Planner, and Rick Dubras, Richmond Community Services Advisory Committee (RCSAC) Co-Chair, were present to answer questions.

Reference was made to the "2013 RCSAC Work Plan", and in particular to the "Actions" under "Council Term Goal 2.4". Committee directed staff to delete the following action "RCSAC will host a provincial all candidates meeting prior to the provincial election."

It was moved and seconded

That the Richmond Community Services Advisory Committee's 2013 Work Program be approved with the deletion of the action under Council Term Goal 2.4 that "RCSAC will host a provincial all candidates meeting prior to the provincial election".

CARRIED

Planning Committee
Tuesday, February 5, 2013

3. **CHILD CARE DEVELOPMENT ADVISORY COMMITTEE 2012 ANNUAL REPORT AND 2013 WORK PROGRAM**

(File Ref. No. 01-100-20-CCDEI-01) (REDMS No. 3749043)

Ms. Sherlock and Linda Shirley, CCDAC Chair, were available to answer any queries from the Committee.

It was moved and seconded

That the Child Care Development Advisory Committee's 2013 Work Program be approved.

CARRIED

4. **2013 CHILD CARE GRANTS**

(File Ref. No.) (REDMS No. 3744108)

Ms. Sherlock introduced Coralys Cuthbert, Child Care Coordinator, to the Committee.

In answer to questions about the rationale for the request for \$10,000, Ms. Sherlock provided the following information: (i) Volunteer Richmond has requested \$5,000.00 for ongoing professional development that is offered through the Chapter Resource and Referral Services; (ii) an additional \$5,000.00 was requested for the Circles of Caring Conference which is organized by a group of child care providers within the community to enhance their skills and knowledge; (iii) as a result of limited resources the group of providers have previously hosted the conference using their own operating resources limiting the venue resulting in an extensive waiting list; and (iv) the grant would allow the group to secure a larger venue and provide opportunity for greater attendance at the Conference, which is open to all child care providers.

It was moved and seconded

That, as per the staff report dated January 9, 2013 from the General Manager, Community Services, Child Care grants be awarded as follows:

- (1) Child Care Capital Grants be awarded for the recommended amounts, and cheques disbursed for a total of \$49,998.53, and*
- (2) Child Care Professional and Program Development Grants be awarded for the recommended amounts and cheques disbursed for a total of \$15,000.*

CARRIED

PLANNING & DEVELOPMENT DEPARTMENT

5. APPLICATION BY DUNBAR EQUIPMENT LTD. (DOING BUSINESS AS DON DICKEY SUPPLIES) FOR A TEMPORARY COMMERCIAL USE PERMIT AT 8540 RIVER ROAD

(File Ref. No. TU 12-614858) (REDMS No. 3705887)

Mr. Wayne Craig, Director of Development, advised that a two-year Temporary Use Permit for 8540 River Road was approved on November 19, 2007. The permit was not renewed by the applicant.

In reply to queries Mr. Craig stated that the application, if approved, would be for a three-year term, which may be renewed for an additional three years. The applicant could then re-apply for a new permit upon the expiration of the combined six-year term. It is hoped that the business would either find an alternative location or seek rezoning. A rezoning application was not pursued at this time as the amount of off-site work required to bring this site up to current City standards would be an onerous undertaking for this single business. The applicant is actively pursuing other space but has been unsuccessful in finding a suitable location.

It was moved and seconded

(1) *That the application by Dunbar Equipment Ltd. (doing business as Don Dickey Supplies) for a Temporary Commercial Use Permit for property at 8540 River Road be considered at the March 18, 2013 Public Hearing at 7:00 pm in the Council Chambers of Richmond City Hall; and*

(2) *that the following recommendation be forwarded to that meeting for consideration,*

“That a Temporary Commercial Use Permit be issued to Dunbar Equipment Ltd (doing business as Don Dickey Supplies) to allow the retail sale of outdoor power equipment as an accessory use at 8540 River Road.”

CARRIED

6. PROPOSED REVISIONS TO THE COACH HOUSE ZONE ALONG ARTERIAL ROADS

(File Ref. No. 12-8060-20-8987) (REDMS No. 3730295)

Holger Burke, Development Coordinator, provided a brief summary of the proposed revisions to the existing Coach House Zone; the key points being:

- to create a new sub zone (RCH1). It was noted that the current application in-stream and any future applications for Coach House would go through the new sub-zone;

Planning Committee
Tuesday, February 5, 2013

- that the new sub-zone is modelled similarly to the Edgemere zoning, previously approved by Council;
- the proposed zoning will not permit an attached coach house;
- the proposed zoning will reduce the allowable height of the Coach House from 7.4 metres to 6 metres;
- the proposed zoning will increase the setback between the single-family residence to the Coach House from 3 metres to 4.5 metres;
- the proposed zoning will increase the minimum lot depth and area to address concerns with shallower lots being allowed to rezone to permit a Coach House; and
- that staff considered implementing a requirement for a Development Permit as a condition to rezone but after consultation with small builders have not recommended proceeding with this requirement.

In reply to an enquiry Mr. Burke advised that drawings, such as those submitted with a Building Permit application, would be requested as a condition of any rezoning application.

Joe Erceg, General Manager, Planning and Development, stated that it is not the intent of the new sub-zone to pre-zone any lands, therefore any public consultation would occur through the rezoning process, including a Public Hearing, at which time more design detail would also be provided.

Mr. Juan Miguez, 6011 Comstock Rd, spoke in support of the proposed new zoning but expressed concern with asphalt laneways being used to access the coach house units and suggested exploring other access options.

Mr. Miguez also raised concerns regarding a Coach House application on No. 2 Road and was directed to speak with staff regarding the matter.

It was moved and seconded

- (1) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 8987 (Coach House Zone Amendment for Arterial Roads), be introduced and given first reading; and*
- (2) *That, if Richmond Zoning Bylaw 8500, Amendment Bylaw 8987 (Coach House Zone Amendment for Arterial Roads) is adopted, staff review the experience of the proposed new RCH1 zone in one year or when some coach houses are built under this new zone, and report back to Planning Committee.*

CARRIED

7. MANAGER'S REPORT

(a) *Hamilton Area Plan Update*

Mr. Erceg provided an update stating that staff were reviewing the June 2012 Hamilton Open House Survey findings and the implications of the three options. Through general discussion, there were concerns identified with: (i) some densities being too high; (ii) the need to secure amenities; (iii) the re-configuration of existing parks; and (iv) the perception that City staff are not 'leading' the process. Staff indicated that another open house may be needed. Mr. Erceg advised that a report would likely come forward in April 2013.

(b) *International School Application*

Mr. Craig confirmed that the City has received an application for an International school complete with a dormitory. The application will be reviewed to ensure compliance with the Aircraft Noise Policy within the Official Community Plan and an interim update memo will be circulated to Council.

(c) *Linygen Mountain Temple*

Mr. Erceg stated that the City has not received a formal application from Linygen Mountain Temple but staff are aware that the Temple is undertaking pre-application consultation with the community.

(d) *City Centre Building Height*

Mr. Erceg advised that a developer is interested in submitting an application for additional building height. Staff will bring forward a report to address how such an application could be considered.

(e) *Smart Centre Application*

Mr. Erceg gave a brief update specifying that Smart Centre has indicated that they will make a new effort to contact and acquire the five properties in question with respect to the road right-of-way.

ADJOURNMENT

It was moved and seconded
That the meeting adjourn (4:24 p.m.).

CARRIED

Planning Committee
Tuesday, February 5, 2013

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, 2013.

Councillor Bill McNulty
Chair

Heather Howey
Acting Committee Clerk



City of Richmond

Report to Committee

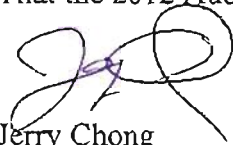
To FIN - FEB 4 2013.




To: Finance Committee
From: Jerry Chong
Director, Finance
Re: 2012 Audit Engagement

Date: January 15, 2013
File: 03-0950-03/2013-Vol
01

Staff Recommendation

That the 2012 Audit Engagement report dated January 15, 2013 be received for information.


Jerry Chong
Director, Finance
(604-276-4064)

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY SMT SUBCOMMITTEE	INITIALS: 
REVIEWED BY CAO	INITIALS: 

Staff Report

Origin

Pursuant to Sub-section 169 (1) of the Community Charter, a Council must appoint an auditor for the municipality (municipal auditor). Under Sub-section 169 (3), a municipal auditor has the power and duty to conduct the examinations necessary to prepare the required reports.

Section 171 of the Community Charter directs that, the municipal auditor must report to council on the annual financial statements of the municipality. The report must be in accordance with the form and the reporting standards recommended by the Canadian Institute of Chartered Accountants.

The following report outlines the terms of the audit engagement for the period ending December 31, 2012.

Analysis

At the November 13, 2012 Council meeting, KPMG, LLP (KPMG) was re-appointed as the City's auditor for the years 2012 to 2017. The annual contract fee for the audit services is \$74,500 plus applicable taxes. The fee distribution is as follows:

City's consolidated financial statements	\$68,000
Library's financial statements	\$6,500
	<u>\$74,500</u>

The engagement is subject to a satisfactory annual performance evaluation and an inflationary adjustment to the annual fee over subsequent years, if applicable.

KPMG's audit approach, scope of the audit work for the City of Richmond and the Library for the 2012 fiscal year is provided in their communication on Audit Planning for the year ended December 31, 2012 (Attachment 1).

The scope of the audit engagement includes:

- Audit of the City's consolidated financial statements
- Audit of the Library's financial statements
- Audit of the Home Owner Grant
- Audit of the City's compliance with subsections 2 and 3 of section 124 of Part 8 of the School Act

The Auditor's responsibilities regarding the audit of the financial statements include:

- To express an opinion on whether the financial statements, are, in all material respects, in accordance with the Canadian public sector accounting standards.
- To report on the City's consolidated financial statements and the Library's financial statements.

KPMG plans and performs the audit to:

- Identify and assess risks of material misstatement, whether due to fraud or error, based on an understanding of the City and its environment, including internal control.
- Obtain sufficient appropriate audit evidence about whether material misstatement exists, through designing and implementing appropriate responses to the assessed risks.
- Form an opinion on the financial statements based on conclusions drawn from the audit evidence obtained.
- Communicate matters required by professional standards to the appropriate level of management, those charged with governance and/or the board of directors.

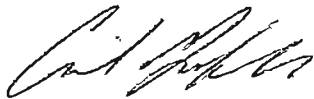
The audit year-end field work is scheduled for February 25 to March 8, 2013. The audit findings will be presented to Committee prior to the May 15th deadline.

Financial Impact

There is no financial impact. The audit fee is provided for within the City's 2013 Operating Budget.

Conclusion

KPMG has been engaged to perform the audit for the year ended December 31, 2012. Their Audit Plan communicates KPMG's overall audit responsibilities and audit approach in accordance with Canadian generally accepted auditing standards. The 2012 audit standards continue to focus the audit on areas where there is greater risk of misstatement.



Cindy Gilfillan
Manager, Financial Reporting
(604-276-4077)

CG:cg



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AUDIT PLANNING LETTER

PRIVATE & CONFIDENTIAL

Chair and Members of the Finance Committee
City of Richmond
6911 No. 3 Road
Richmond BC V6Y 2C1

November 23, 2012

To the Chair and Members of the Finance Committee of the City of Richmond

We are pleased to provide for your review the following information relating to the planned scope and timing for the audit of the consolidated financial statements of the City of Richmond (the "City") for the year ended December 31, 2012.

We would be pleased to receive any comments or suggestions you may have with respect to the planned audit scope or timing. If you have any specific areas of concerns or other issues you would like addressed in the audit, please contact me at 604-527-3635. We appreciate the opportunity to serve you and look forward to our continuing relationship.

This letter is for the use of the Finance Committee for the purposes of carrying out and discharging its responsibilities and should not be used for any other purpose. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this document has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.

Yours very truly

C.J. James, CA
Engagement Partner
604-527-3635

Archie G. Johnston, MBA, FCA, CA-CIA
Client Relationship and Quality Review Partner
604-527-3757

CC: Mr. George Duncan, Chief Administrative Officer
Mr. Andrew Nazareth, General Manager, Finance & Corporate Services
Mr. Jerry Chong, Director of Finance

Enclosures:

Appendix 1 – Engagement letter



SCOPE AND TIMING OF THE AUDIT

Our responsibilities are described in our engagement letter in Appendix 1.

Scope - Materiality

We determine materiality to:

- plan and perform the audit
- evaluate the effect of identified misstatements on the audit and of uncorrected misstatements, if any, on the financial statements.

For the current year, materiality of \$6,200,000 has been determined. We will reassess materiality at year-end to confirm whether \$6,200,000 remains appropriate prior to evaluating the effect of uncorrected misstatements.

We will communicate to you corrected and uncorrected misstatements identified by us during the audit, other than those that are clearly trivial. Should uncorrected misstatements remain, we will:

- in accordance with professional standards, request that all uncorrected misstatements be corrected, and
- communicate the effect that uncorrected misstatements, individually or in aggregate, may have on the opinion in the audit report on the financial statements.

Scope – Significant risks of material misstatement, including risks of fraud

The focus of our audit will be on the following area:

<i>Significant account and disclosures:</i>	<i>Summary of planned audit approach:</i>
Risk of inappropriate journal entry processing was identified as a financial statement level risk	<ul style="list-style-type: none">• Evaluation of the design and implementation over processes in recording and posting of manual journal entries.• Perform test of details over manual journal entries recorded.• Perform test of details over consolidation entries.

Timing of audit and deliverables

<i>Topic:</i>	<i>Date(s):</i>
Conduct interim field work	November 5 – 9, 2012
Conduct year-end field work	February 25 – March 8, 2013
Present the audit findings to Finance Committee	Date to be determined
Provide audit opinion on financial statements	Upon acceptance by Council of the financial statements



OVERVIEW OF FRAUD RISKS

Canadian Auditing Standards require that we ask you the following questions in connection with your oversight of management's process for identifying and responding to the risks of fraud:

- How do you provide effective oversight of management's process for identifying and responding to fraud risks, including programs and controls to prevent, detect and deter fraud and/or ensure compliance with regulatory requirements?
- Are you aware of any instances of actual, suspected or alleged fraud, including misconduct or unethical behaviour related to financial reporting or misappropriation of assets? If so, how have the allegations been addressed?

CURRENT DEVELOPMENTS

Government Transfers

- New Accounting Standard, PS3410 *Government Transfers* has been approved by the Public Sector Accounting Standards Board ("PSAB") and is effective for years commencing on or after April 1, 2012. Early adoption is encouraged.
- Government transfers (e.g. grants, contributions, in-kind) are recognized as revenue in the period that the transfer is authorized by the transferring government, and eligibility criteria, if any, have been met by the recipient, except when and to the extent that the transfer gives rise to a liability under PS3200. If a liability is created, then the corresponding amount is recorded as a liability (e.g. deferred revenue/contributions) and is recognized as revenue when and in proportion to how the liability is settled, through the transfer or use of assets, or the provision of goods or services.
- Applies to both operating and capital transfers.
- Application of this Section will require significant professional judgment by management.

Liability for Contaminated Sites

- New Accounting Standard, PS3260 *Liability for Contaminated Sites* has been approved by PSAB and is effective for years commencing on or after January 1, 2014. Early adoption is encouraged.
- Governments will be required to recognize a liability for contaminated sites when the government is responsible for, or accepts responsibility for, the contamination, and the contamination exceeds existing environmental standards. The amount recorded as a liability must be reasonably estimable and would include costs directly related to the remediation activities and post-remediation costs that are an integral part of the remediation strategy. Costs related to asset purchases to be used in remediation would be included in the liability to the extent that the assets have no alternative use.



Financial Instruments and Foreign Currency Translation

- New Accounting Standards, PS3450 *Financial Instruments* and PS2601 *Foreign Currency Translation* have been approved by PSAB and are effective for years commencing on or after April 1, 2015 for governments. Early adoption is permitted.
- Equity instruments quoted in an active market and free-standing derivatives are to be carried at fair value. All other financial instruments, including bonds can be carried at cost or fair value depending on the government's choice and this choice must be made on initial recognition of the financial instrument and is irrevocable.
- Hedge accounting is not permitted.
- A new statement, the Statement of Re-measurement Gains and Losses, will be included in the financial statements. Unrealized gains and losses incurred on fair value accounted financial instruments will be presented in this statement. Realized gains and losses will continue to be presented in the statement of operations.

Related Party Transactions

- The PSA Handbook currently has no specific accounting standards relating to Related Party Transactions. PSAB has issued an exposure draft for a new standard on related party transactions. New standards are expected to be approved in Spring 2013. The exposure draft contains the following proposed recommendations:
 - Related parties include entities that control or are controlled by a reporting entity, entities that are under common control and entities that have shared control over or that are subject to shared control of a reporting entity.
 - Individuals that are members of key management personnel and close members of their family are related parties. Disclosure of key management personnel compensation arrangements, expense allowances and other similar payments routinely paid in exchange for services rendered is not required.
 - Determining which related party transactions to disclose is a matter of judgment based on assessment of:
 - the terms and conditions underlying the transactions;
 - the financial significance of the transactions;
 - the relevance of the information; and
 - the need for the information to enable users' understanding of the financial statements and for making comparisons.
 - A related party transaction, with the exception of contributed goods and services, should normally be recognized by both a provider organization and a recipient organization on a gross basis.



- A reporting entity may either:
 - disclose information about contributed goods and services; or
 - recognize a revenue and expense if those goods and services would otherwise have been purchased.
- Related party transactions, if recognized, should be recorded at the exchange amount. A public sector entity's policy, budget practices or accountability structures may dictate that the exchange amount is the carrying amount, consideration paid or received or fair value.
- It may not be necessary or practical for the provider organization or recipient organization to disclose information about transactions undertaken by an entity as part of its operations.

Appropriations

- PSAB has issued an exposure draft for a new standard on the use of appropriations. New standards are expected to be approved in Spring 2013. At this time, we do not expect there to be any impact on the City's financial reporting as a result of this standard.



City of Richmond

Report to Committee

TO FIN-FEB 4 2013

To: Finance Committee

Date: February 4, 2013

From: Jerry Chong
Director, Finance

File: 03-0970-20-01/2013-
Vol 01

Re: 5 Year Financial Plan (2013 - 2017) Bylaw 8990

Staff Recommendation

It is recommended that:

1. The 5 Year Financial Plan (2013 –2017) be approved as presented by the Manager, Budgets & Accounting,
2. The 5 Year Financial Plan (2013 –2017) Bylaw No. 8990 be introduced and given first, second, and third readings and
3. Staff undertake a process of public consultation as required in Section 166 of the Community Charter.

Jerry Chong
Director, Finance
(604-276-4064)

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY SMT SUBCOMMITTEE	INITIALS:
REVIEWED BY CAO	INITIALS:

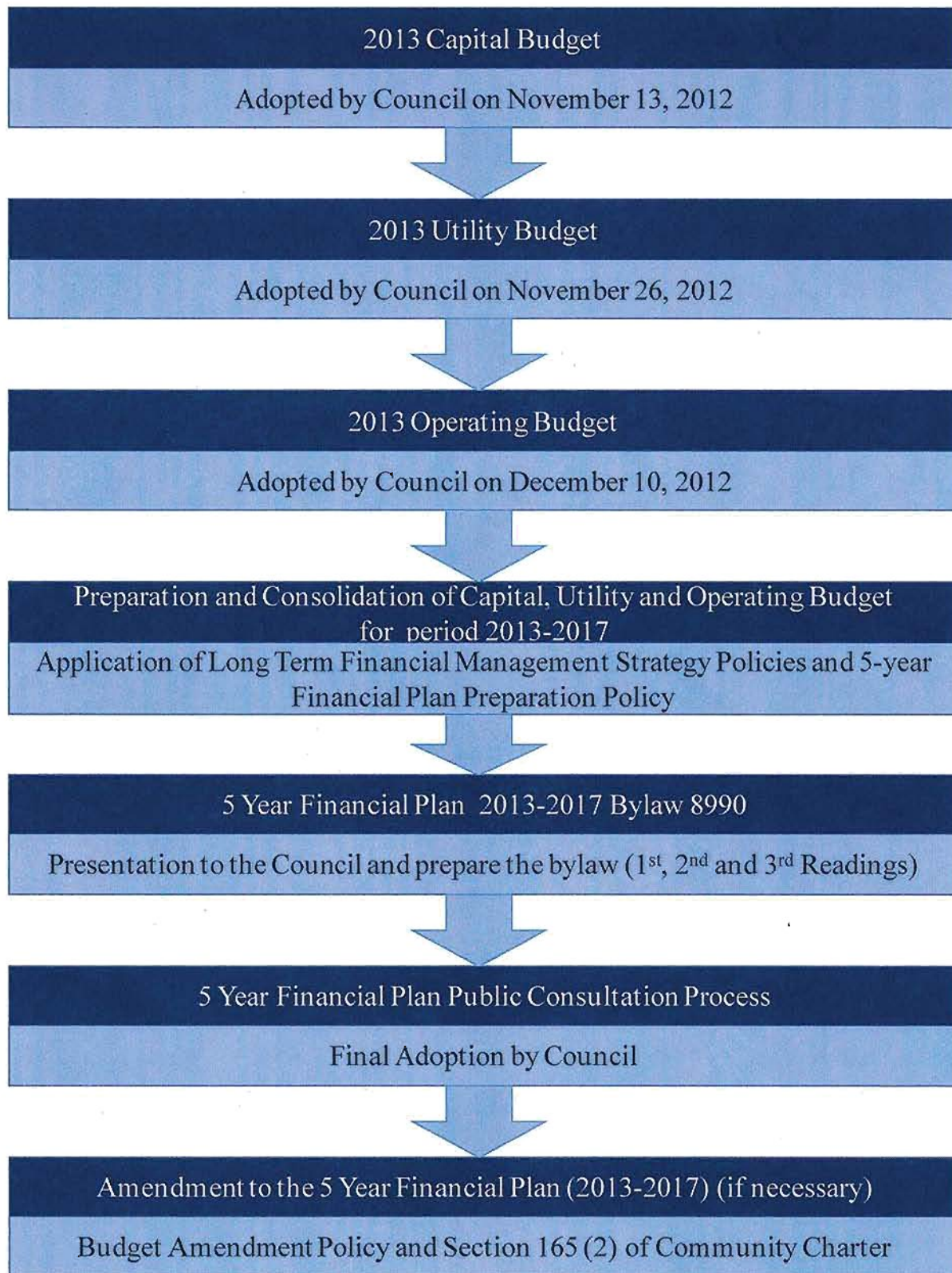
Staff Report

Origin

Subsection 165(1) of the Community Charter requires the City to adopt a 5 Year Financial Plan (5YFP) Bylaw on or before May 15th of each year. However early adoption is encouraged in order for all users to be aware of bylaws and rates in place. Included in the 5 Year Financial Plan are the 2013 Operating, Capital and Utility Budgets and estimates for the remainder of the five-year program. The 2013 5YFP Bylaw provides the City with the authority to proceed with spending to the limits as outlined in the bylaw. The following outlines the process and timeline behind the 2013 – 2017 Financial Plan:

Timeline	Operating	Capital	Utility
June 2012	<ul style="list-style-type: none"> • Research, prepare, assumptions for the Operating Budget • Direction of Budget provided by CAO/SMT based on Council Policy 	<ul style="list-style-type: none"> • Review Capital Budget Process and identify focus areas • Publish guidelines for the preparation of Capital Submissions 	<ul style="list-style-type: none"> • Liaise with external agencies for external input (Metro Vancouver and Regional District)
August 2012	<ul style="list-style-type: none"> • Council endorse 2013 assumptions for Operating Budget • Reviews commence with 2013 Operating Budget with individual departments 	<ul style="list-style-type: none"> • Prepare and submit capital submissions and Operating Budget Impact on Capital Projects 	<ul style="list-style-type: none"> • Prepare the Utility Budget based on initial assumptions received from Agencies
September 2012	<ul style="list-style-type: none"> • Budget reviews continue 	<ul style="list-style-type: none"> • Rank 2013-2017 Capital Submissions • Review by Directors Leadership Group 	<ul style="list-style-type: none"> • Continue Utility Budget preparation
October 2012	<ul style="list-style-type: none"> • Prepare and consolidate the 2013 Operating Budget • Leadership Directors Group Operating Budget Review 	<ul style="list-style-type: none"> • Present preliminary 2013 Capital Budget to SMT for review and direction • SMT review of 2013-2017 Capital Budget and recommendation finalized 	<ul style="list-style-type: none"> • Obtain finalized rates from agencies and finalize the Utility Budget • Finance/SMT review of the Utility Budget
November 2012	<ul style="list-style-type: none"> • CAO/SMT Operating Budget Review 	<ul style="list-style-type: none"> • Present 2013 Capital Budget to Finance Committee and Council 	<ul style="list-style-type: none"> • Present the 2013 Utility Budget to Finance Committee and Council
December 2012	<ul style="list-style-type: none"> • Present 2013 Operating Budget to Finance Committee and Council 		
January 2013	<ul style="list-style-type: none"> • Consolidate 2013 Capital, Operating and Utility Budget • Prepare Financial Plan 2013-2017 presentation to Council for Approval 		

Council approval process:



The 2013 – 2017 Financial Plan incorporates the operating budget, capital budget and utility budget. The following table provides a five year summary of revenues and expenditures and projected tax increases:

Table 1 – 5 Year Financial Plan (2013 – 2017)

CITY OF RICHMOND 5 YEAR FINANCIAL PLAN (2013 - 2017) (IN \$000'S)					
	2013	2014	2015	2016	2017
Revenues					
Property Taxes	174,825	181,481	188,176	194,641	201,023
Transfer from Capital Equity	43,185	43,085	43,161	43,539	44,819
Utilities	90,940	97,101	103,095	108,625	113,876
Transfer from Capital Equity	6,621	6,504	6,387	6,310	6,219
Fees and Charges	26,738	27,080	27,479	27,889	28,311
Investment Income	16,199	16,280	16,361	16,443	16,525
Grant-in-lieu	13,199	13,199	13,199	13,199	13,199
Gaming Revenue	12,364	12,394	12,436	12,475	12,516
Grants	4,556	4,556	4,556	4,556	4,556
Penalties and Interest on Taxes	990	1,010	1,030	1,051	1,072
Miscellaneous Fiscal Earnings	25,191	22,286	22,224	22,568	23,023
Capital Plan					
Transfer from DCC Reserve	20,125	15,159	13,566	11,431	14,501
Transfer from Other Funds and Reserves	47,265	41,362	38,424	43,771	41,491
External Contributions	4,378	650	170	195	195
Carryforward Prior Years	97,522	54,142	37,206	32,411	31,009
TOTAL REVENUES	\$ 584,096	\$ 536,288	\$ 527,470	\$ 539,103	\$ 552,336
Expenditures					
Utilities	97,561	103,605	109,482	114,934	120,095
Law & Community Safety	85,041	87,218	89,568	91,945	94,328
Community Services	66,702	68,224	69,934	71,658	73,661
Engineering & Public Works	61,609	63,001	64,027	65,159	67,055
Finance and Corporate Services	24,330	24,075	24,447	24,828	25,221
Planning & Development	12,513	12,561	12,789	13,025	13,262
Fiscal	23,292	23,422	24,474	24,360	24,064
Transfer to Funds: Statutory Reserves	32,207	33,955	35,770	37,652	39,598
Corporate Administration	8,082	7,493	7,612	7,733	7,856
Municipal Debt					
Debt Interest	1,114	366	-	-	-
Debt Principal	2,355	1,056	-	-	-
Capital Plan					
Current Year Capital Expenditures	71,768	57,170	52,160	55,397	56,187
Carryforward Prior Years	97,522	54,142	37,206	32,411	31,009
TOTAL EXPENDITURES	\$ 584,096	\$ 536,288	\$ 527,470	\$ 539,103	\$ 552,336
Proposed Property Tax Increase*	2.98%	2.95%	2.86%	2.90%	2.97%

Note: * Including additional 1% transfer to reserves for infrastructure replacements

Analysis

The key inputs into the 5-year plan (2013-2017) are the Operating, Capital and Utility budgets. The 2013 Capital Budget was approved by Council on November 13, 2012, the 2013 Utility Budget was approved by Council on November 26, 2012, and the 2013 Operating Budget was approved by Council on December 10, 2012. These key inputs have been incorporated in the 5YFP (2013 – 2017) which is an important tool in achieving the goals of the Long Term Financial Management Strategy (LTFMS), while providing for the current and future needs of the community. Under the City's LTFMS, the City is committed to financial planning that maintains existing levels of service to the community, while limiting the impact on property taxes.

A number of major trends were reviewed to provide the input into the 5-year plan as outlined in Attachment 1.

Operating Budget Comments for some of the Major City Services:

1. RCMP

The RCMP is committed to working in partnership with the citizens of Richmond to achieve the goal of "Safe Homes and Safe Communities". Through a consultative process with Council and others, the RCMP establishes policing priorities on an annual basis. In the period 2008-2011, the City of Richmond has lower than provincial rates per each of the categories monitored as presented in the table, except for the Controlled Drugs and Substances Act ("CDSA") offences, due to the fact that controlled substances seizures are executed at Vancouver International Airport, which is under the City's jurisdiction.

Table 2– Average Crime Rates City of Richmond vs. BC

2008-2011 Average Crime Rates (per '000 people)	Richmond	BC
Violent Crime Rates	9.3	16.0
Controlled Drugs and Substances Act Crime Rates	6.1	5.9
Property Crime Rate	42.2	53.6
Total Crime Code Offences Rate	62.3	87.2

Source: RCMP Crime Analyst

Consultation with the public through the strategic planning external survey and internal assessment of crime reports have identified a number community concerns for the upcoming fiscal year. The following Community Objectives were selected by Council as priorities for the RCMP fiscal year 2012/13:

- Pedestrian Safety – with a focus on reducing fatalities and severe bodily injuries
- The Community Police Station in the core is assisting in the overall crime prevention strategies within the City.

2. Fire Rescue

The rapidly changing community as well as the forecasted growth and increased population expectations within the community, will result in higher demands for services in prevention, education and emergency response. Richmond Fire Rescue delivers services and programs through an approach that balances prevention, education and emergency response.

3. Library

The Richmond Public Library is committed to working with Council, City staff, community partners and generous donors to achieve the five strategic goals:

- Support reading in our community
- Use technology to connect readers
- Develop collections to meet popular demand
- Offer programs that inform and inspire
- Create friendly, welcoming facilities

The Library will continue to provide items to satisfy public demand for its services (at over 4.5 million items annually), and enhance its online services, which are expected to over 9 million logins annually.

4. Community Services (Includes Community Social Development; Arts, Culture and Heritage; Parks and Recreation)

Community Services continues to work in partnership with the community to provide a variety of programs, services, places, spaces and other amenities which greatly enhance the quality of life for both current and future generations.

There will be continued emphasis on park development and programs, aquatic and arena services, recreation services for all ages, health and wellness programs as well as arts, culture and heritage programs and services. There will be an increase in services and operating expenditures for 2014 and 2015 due to the expected opening of the new City Centre Community Centre.

There will also be an emphasis on pursuing implementation of the Richmond Social Development Strategy: a strategy which identifies social development priorities requiring City attention over the next ten years. Services and initiatives related to our aging population, cultural diversity, child care and affordable housing are among the priorities.

5. Engineering and Public Works

Engineering and Public Works continues to provide essential services including the installation, maintenance and replacement of the City's infrastructure including roads, water, sewer, drainage, dikes and civic buildings. In addition, the department leads the City's sustainability efforts, including the district energy program. Roads and Construction provides various services and street infrastructure for citizens of Richmond. These services are required for public safety and include many areas such as: Snow and Ice Control over (316 kilometres annually), Street cleaning (4 to 6 times annually), asphalt maintenance (of over 595 kilometres) of roads, inspections and maintenance of 5 bridges, maintenance of street lights and maintenance of 44 kilometres of dikes.

The Project Development and Facility Services build and maintain owned and leased properties which are valued at \$ 249 million (net book value).

6. Utilities

The utility rates need to be established by December 31st every year in order to facilitate charging for the next calendar year. Home owners in the City are issued a utility bill annually or quarterly. The operating expenditure covers services for water supply, sewage collection and treatment, drainage, dike, solid waste, recycling, flood protection, grease management and environmental programs. The

major cost drivers are salaries, regional water rates, regional waste disposal tipping fee increases, regional operating costs for sewer treatment, contracts and new programs related to solid waste and recycling collection services.

Table 3 Infrastructure – Drainage, Sanitary Sewer and Water Mains (km)

	2007	2008	2009	2010	2011	2012
Drainage	603	609	613	613	620	622
Sewer	560	562	563	563	565	565
Water	626	626	624	624	630	642

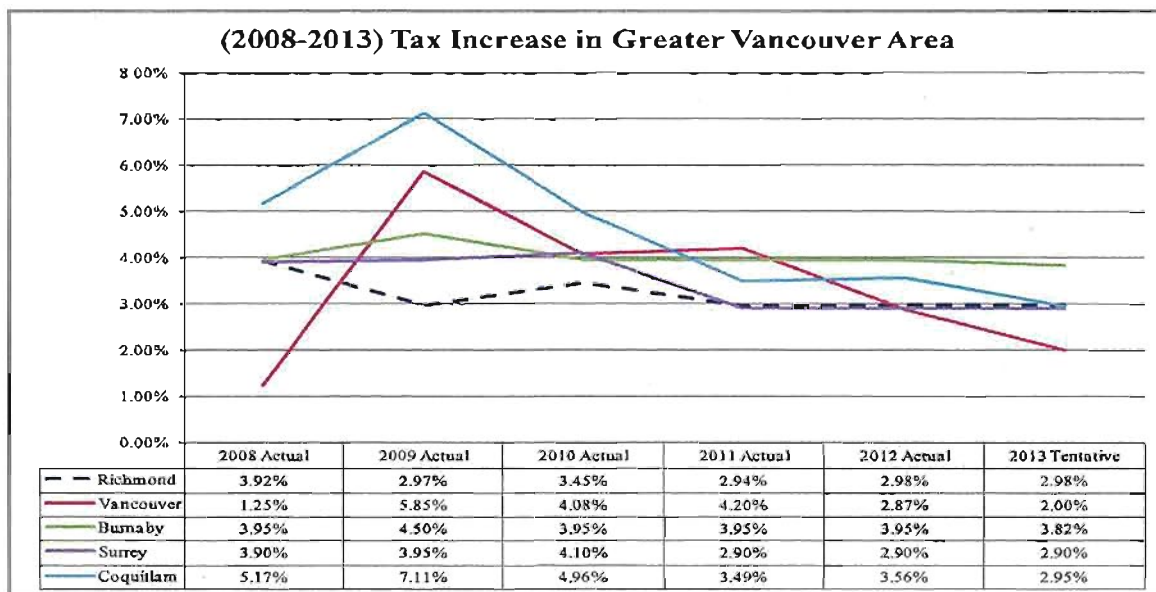
Source: City Engineering and Public Works Department

7. Consolidated Financial Summary

The 5YFP is a consolidation of the operating, capital and utility budgets. The projected increases in expenditures are offset against all projected non-tax revenues (refer to Table 1). All expenditures in excess of non-tax revenues result in the required tax levy. The average tax increase is calculated by taking the year over year change in the required tax levy less any projected growth in the tax base due to new construction. The average tax rate increase is then determined by dividing this resulting increase by the prior year's tax base.

Chart 1 below demonstrates the trends of tax increases in selected areas in the Greater Vancouver area for the period 2008-2013. As seen from the table, the City of Richmond has the lowest average rate with 3.21% average annual increase for the period 2008-2013.

Chart 1 - Average increase in tax rates in Greater Vancouver Area (2008-2013)



Note: Data for 2013, except for City of Richmond are tentative

Source of Data: Finance Department and Internet sites of the aforementioned GVA municipalities

The 2013 Operating and Capital Budgets were prepared with a particular awareness of moderate economic growth and recovery. During the economic downturn, the City of Richmond showed restraint and leadership by exercising responsible cost cutting measures in order to minimize the tax impact on our citizens while creating economic stimulus through investments in capital projects

The base budget is the total cost of maintaining current service levels provided by the City, and the additional level expenditures and operating budget impact are increases to the base level of service as a result of new or increased programs or assets. In preparation of the annual operating budget, staff ensured that the 1% towards infrastructure replacement needs is included based on the Long Term Financial Management Strategy.

Based on the proposed 5YFP (2013-2017), the average tax (\$) increase and the corresponding average tax rate (%) increases are as follows:

Table 4– Tax Rate Increases

(in \$'000s)	2013	2014	2015	2016	2017
Net expenditures before OBI and transfer to reserve	\$3,928	\$2,965	\$4,304	\$3,989	\$3,804
OBI*	609	1,543	176	194	232
Additional Level of Service	400	400	400	400	400
Total funding increase required	4,937	4,908	4,880	4,583	4,436
Growth from new construction	(1,600)	(1,500)	(1,500)	(1,000)	(600)
Proposed Property Tax increase (\$)	3,337	3,408	3,380	3,583	3,836
Net Tax rate before the 1% provision (%)	1.98%	1.95%	1.86%	1.90%	1.97%
Additional 1% infrastructure replacement	1,682	1,748	1,815	1,882	1,946
Total proposed tax rate (\$)	\$5,019	\$5,156	\$5,195	\$5,465	\$5,782
Proposed Property Tax increase (%)	2.98%	2.95%	2.86%	2.90%	2.97%

*: Operating Budget Impact (OBI)

For 2013, Attachment 2 shows the breakdown of where each tax dollar is spent by the City. The biggest areas are the services provided by the City to its citizens (e.g. Police, Fire, Parks and Recreations). The City of Richmond provides significant value to taxpayers by offering excellent services while maintains relatively low taxes.

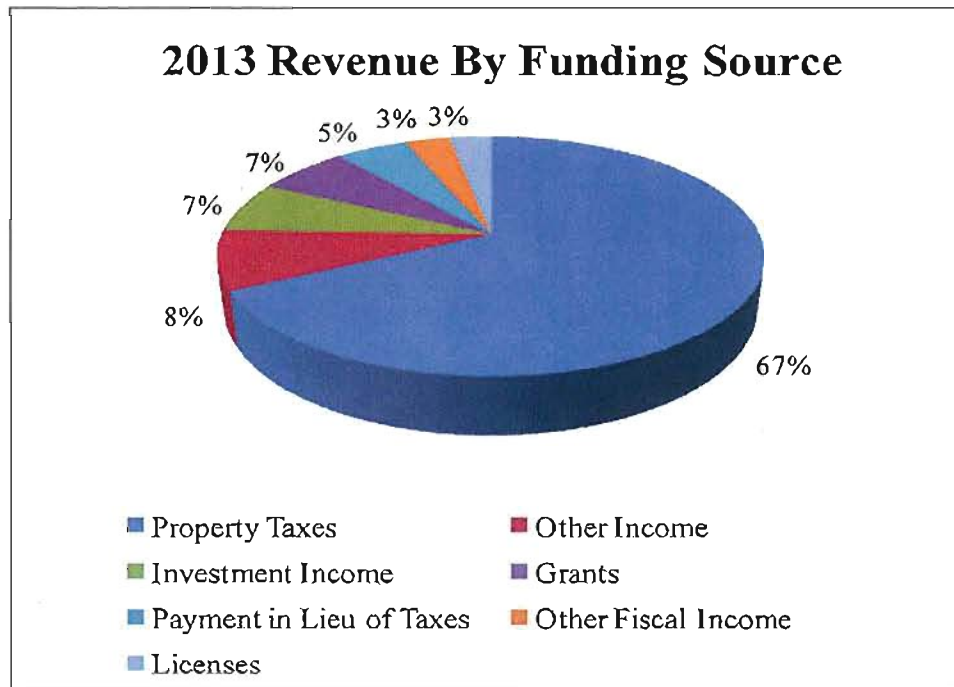
8. Permissive Exemption

Each year, Council passes a permissive exemption bylaw exempting certain properties from property tax. The property tax exemptions policy 3561 sets out the guidelines for permissive exemptions to churches, private schools, hospitals and charities as stated in Sections 220 and 224 of the Community Charter.

9. Major Funding Sources

The main funding received by the City is outlined by source in Chart 2 below. The distribution of revenues only includes amounts for the Operating Budget as Utility and Capital Funding have been removed from this analysis. As shown, the largest funding source for the City is property taxes. The next largest portion of funding is received from user fees and charges.

Chart 2– 2013 Revenue by funding source



The City must balance its budget each year. To prevent overburdening the taxpayers, Council has directed user fees increase by the CPI and has encouraged staff to find alternative funding sources for increased levels of service or to reduce the tax rate. (LTFMS)

The City has been fiscally responsible by seeking alternative revenues sources. For example, sponsorship revenues were utilized to fund some of the events and services such as the Media Lab at the Richmond Cultural Centre, Maritime Festival and Ships to Shore. In addition, the gaming revenue has been used to fund grant requests from community groups in the last few years. However, the cost of City expenditures has increased at a higher rate than the CPI. In short, non-tax revenue growth is not keeping up with costs and plant/population growth.

10. Tax Distribution

Revenue from property tax is collected from multiple classes of properties. The largest two contributors to property tax are the residential and business classes. Please see the Attachment 2 for more details.

11. 2013 Capital and Future Programs

The 2013-2017 5-Year Capital Plan addresses Richmond's aging infrastructure and rapid infrastructure expansion related with urban growth in the midst of fluctuating market conditions. The projects in the 2013-2017 Capital Budget maintain, improve and advance the City of Richmond's infrastructure inventory, provide the basic necessities for urban living and help fulfill Council's strategic goals for the City.

Under Council's direction and in accordance with Council Term Goals, the following are a summary of recommended projects to be undertaken for the next 5 years

- Enhance traffic capacity and safety and expand the cycling network.
- Laneway drainage and pavement improvements for better access for residents.
- Extensive water, drainage and sanitary sewer upgrades to maintain quality service.
- Upgrade and construct pump stations to ensure reliable service.
- Continued development of the City's trail and park systems, and replacement of playground equipment to create safe and engaging recreational environments.
- Increased public art to ensure our continued development as a vibrant cultural city.
- Development of childcare facilities that will provide much needed childcare to Richmond residents.
- Funding for affordable housing projects and initiatives to ensure affordable rental housing to Richmond residents

Major Facilities are not included in this plan as they will be considered separately in a report to Council.

Details of the 2013 Capital Budget, approved at the November 13, 2012 Council meeting, can be referenced in the 2013 Capital Budget Report.

http://www.richmond.ca/shared/assets/2013_Capital_Budget_CNCL_11131234129.pdf

In addition to the 2013 Capital Budget, there is \$98M of previously approved Capital Plans that remain unspent and are in progress, which requires inclusion in the expenditure bylaw.

The capital projects for years 2013-2017 are recommended based on existing priorities and current funding estimates. The projects and estimates for each of these successive years will be updated as more current and accurate information becomes available.

i) Capital Program

The 2013-2017 5 Year Financial Capital Plan by Program summary is located in Attachment 4 and the project details including the approved 2013 and recommended 2014-2017 are located in Attachment 5. A summary of the 2013-2017 Capital Program is as follows:

Table 5 – Capital Program (2013-2017)

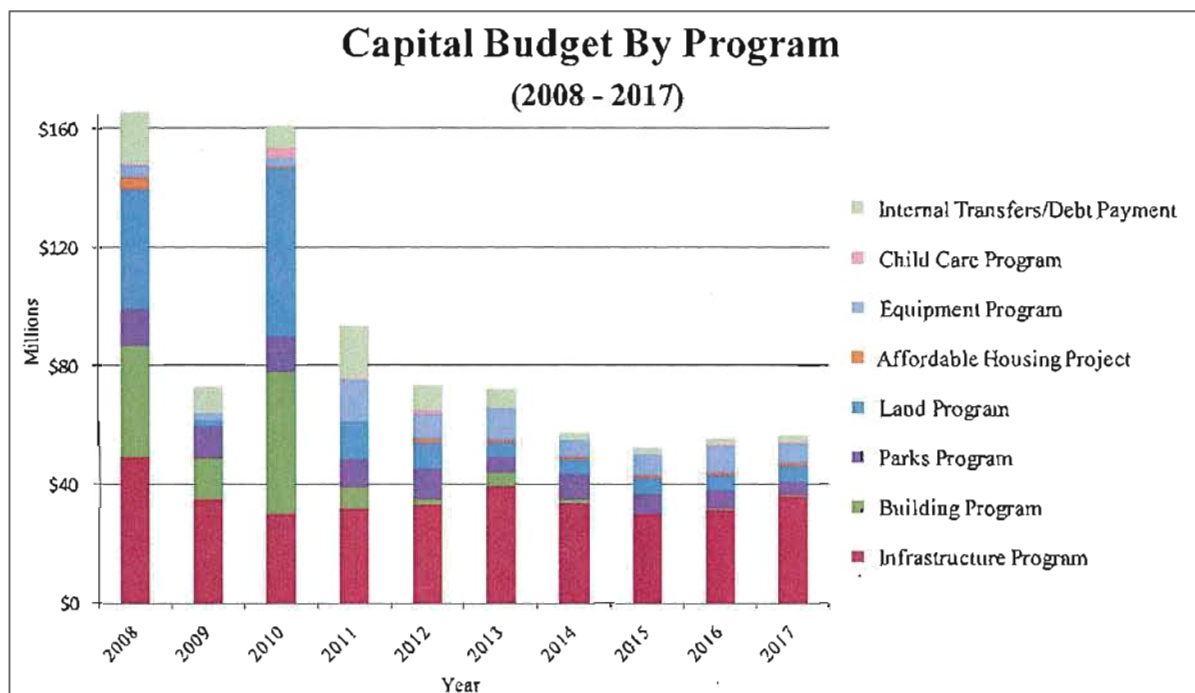
	2013	2014	2015	2016	2017
Infrastructure Program	\$39,367	\$33,780	\$29,838	\$31,389	\$35,958
Building Program*	4,640	1,377	250	250	250
Parks Program	5,186	8,250	6,800	6,300	4,754
Land Program ¹	5,000	5,000	5,000	5,000	5,000
Affordable Housing Program ¹	750	975	975	975	975
Equipment Program	10,817	5,451	7,182	8,961	6,953
Child Care Program ¹	50	275	275	275	50
Internal Transfers/Debt Payment	5,958	2,062	1,840	2,247	2,247
TOTAL CAPITAL PROGRAM	\$71,768	\$57,170	\$52,160	\$55,397	\$56,187

¹ The availability of funding for these programs is based on external factors such as contributions from development or proceeds on land disposition. The future programs are estimated based on forecasted market conditions.

*Does not include major facilities which will be the subject of another report

The 2013-2017 Capital Plan represents an annual basic capital program relative to previous years to reflect the current economic trends. The major differences are the Land and Building Programs that have had relatively large expenditures over the past few budget cycles due to the RCMP Building and the Garden City Lands acquisition.

Chart 3 Capital Budget by Program (2008-2017)



ii) Major Facilities Review

Significant items from the major facilities replacements have been deferred from the current 2013-2017 Capital Budget to allow further discussion and direction by Council. Once the review is completed and further discussed with Council, a report will be presented to Council, and the 5-year capital budget will be amended if necessary.

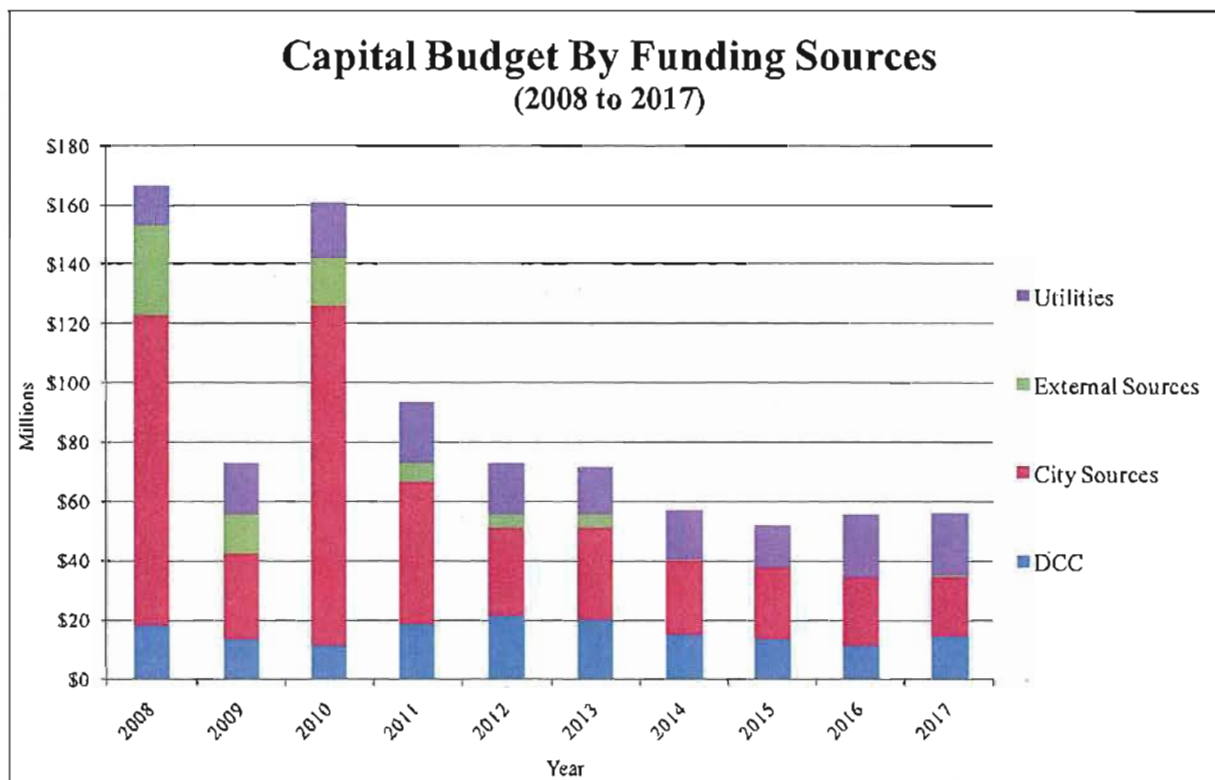
iii) Capital Budget Funding Sources

The capital budget uses a variety of funding sources which include:

- Development Cost Charges (DCC) – 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 cash contributions (other than DCCs) and other non-City related sources
- Utilities – these are funds collected through the utility bills and are specified for waterworks, sanitary sewer and drainage.
- City Sources – this includes all other sources of City funding such as statutory reserves, appropriated surplus (provisions) and general surplus.

The capital funding sources correspond to the nature of expenditure where external sources are the most restricted and City sources the most general. Council can direct the use of City Reserve funds in compliance with the Community Charter section 189.

Chart 4 Capital Budget by Funding Sources:



The detailed funding sources for the 5 Year Financial Capital Plan (2013-2017) are located in Attachment 4.

Financial Impact

The following proposed property tax increases for the 5 Year Financial Plan (2013 – 2017) Bylaw results in a tax increase of 2.86% to 2.98% in the next 5 years which includes an additional 1% levy for infrastructure replacement, Operating Budget Impact from the capital projects:

Table 6 – Tax Rate Increases

Year	Tax Increase before 1% provision (in \$000's)	Proposed Tax rate before 1% Provision (%)	1% Infrastructure Replacement (\$)	Total Tax Increase (\$)	Total Tax increase (%)
2013	\$3,337	1.98%	1,682	\$5,019	2.98%
2014	\$3,408	1.95%	1,748	\$5,156	2.95%
2015	\$3,380	1.86%	1,815	\$5,195	2.86%
2016	\$3,583	1.90%	1,882	\$5,465	2.90%
2017	\$3,836	1.97%	1,946	\$5,782	2.97%

Conclusion

The 5YFP outlines the current year's budget and provides projections for future years. It should be emphasized that the 5YFP beyond 2013 will change as more accurate and current information is obtained to update each successive year accordingly. Richmond is competitive in its municipal tax levy when compared with other municipalities in Metro Vancouver and continues to be a leader in providing quality services to its residents.

The City is required to undertake a process of public consultation as required in Section 166 of the Community Charter. This year, in addition to a public meeting, Staff will use the Let's Talk Richmond online discussion tool to enhance the public consultation process. This will provide greater opportunity for the public to access information about the 5YFP, pose questions to Staff and provide input and comment.



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Attachments

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Situational Analysis

1. Key Economic Drivers

Overall, Richmond is performing well in consideration of global and provincial economic trends. Gaming revenue and Development Cost Charges are increasing, and overall statistics indicate continuing strength in the Richmond economy.

Table 7 – Key Economic Drivers British Columbia

Key Economic Indicators	2013 (forecast)	2014 (forecast)	2015 (forecast)	2016 (forecast)	2017 (forecast)
Real GDP (% Change)	1.7	2.2	2.9	2.7	3.5
Employment (% Change)	1.7	1.4	1.9	1.9	2.0
Unemployment Rate (%)	7.0	6.7	6.1	5.6	5.1
Housing Starts ('000)	26.8	26.0	28.8	29.9	32.4
3-month Government of Canada T-Bill (%)	0.92	1.16	1.75	2.50	3.30
10-year-Government of Canada T-Bill (%)	2.65	3.00	3.75	4.30	4.75

Sources: Central 1 Economic Analysis of BC September 2012 issue.

It is expected that the BC economy will continue to gain momentum despite the softening in the housing market, consumers' high debt levels, fiscal pressures in the public sector and relatively high levels of unemployment.

A major source of growth is expected to be realized from lumber exports to the United States, as a result of the recovery of the American housing market and construction industry. Growth could also be generated from investments in the non-residential sectors as there are large projects in the transportation and commodities industries (mining, ore processing and electric power generation).

Growth is also affected by the consumers' high income-debt ratio (of over 160%), and by cost containment initiatives in the public sector at the provincial level (due to the lower than expected collected gas royalties).

The assumptions for the 5Year Financial Plan are contained in Attachment 3.

On a local basis, Richmond will be impacted by slow global economic growth. However, there are some positive indicators that will help boost Richmond's economic performance:

- *Continued strong development interest in Richmond particularly within the City Centre.* More than \$4 billion in development within the City Centre is currently being considered or undertaken. The popularity of transit-oriented development and the redevelopment opportunities created by the City Centre Area Plan, Canada Line and world class amenities such as the Richmond Olympic Oval will help offset overall market trends in

real estate. Development activity is expected to remain at existing levels throughout the duration of the 5-year Financial Plan

- *Vancouver International Airport is in the midst of a 10-year \$1.8 billion capital improvement plan.* This development will provide an ongoing lift to key economic sectors. Additional major capital projects within Richmond's Port Metro Vancouver lands, and by the City itself, will also help to spur economic activity.
- *Richmond's strong employment base of more than 100,000 jobs* provides a stabilizing influence that helps "cushion" the local economy against transitory economic shifts and employment fluctuations.

The City will also be provided with some increased flexibility in its operating and capital budget by the impending retirement of the City's remaining debt. The last remaining payments on the borrowing for the construction of the No.2 Road Bridge is expected to be made by the end of 2013 and debt incurred for Terra Nova Rural Park will be extinguished by the end of 2014. The City will have additional options including the additional capacity to incur debt in order to advance community infrastructure projects or reallocation of the funds which are currently utilized to service the debt.

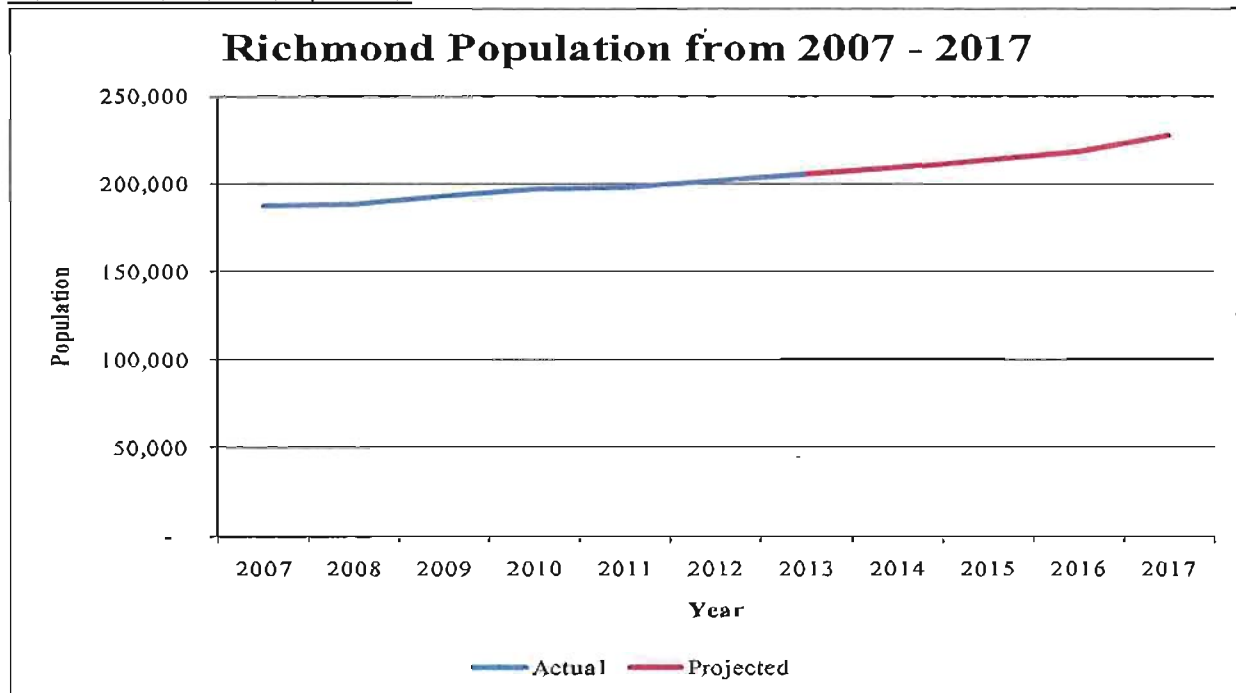
In addition, the City committed \$50 million, funded over 10 years, from its gaming revenues, towards the capital cost of the Richmond Olympic Oval. The \$50 million will be totally received and internal debt paid off in 2014, and at that time the City will have the opportunity to redirect a significant portion of its gaming revenues to other priorities. This additional capacity will be beneficial in financing the City's community infrastructure projects over the coming decade.

2. Population

Richmond has been growing at an average of 1.4% per year since 2007, following a period of rapid growth over the last 30 years during which the population doubled in size. It is projected that Richmond will grow to 280,000 people by 2041, an increase of 80,000 from 2012. Richmond is expected to expand approximately at the same rate as the rest of BC and will account for approximately 7% of Metro Vancouver's population.

More population growth is expected to occur in the City Centre (61%) than in the rest of Richmond. The City Centre will double its population by 2041 and increase its share of the City's population from 25% in 2011 to 36% in 2041. The following chart illustrates the population growth from 2007 to 2012 and the projection for the next five years:

Chart 5 – Richmond Population



Sources: Urban Futures Ltd

With a population that is growing at an average of 1.4% per year, including many newcomers to Canada from all over the world, the City faces challenges in creating the appropriate service mix to offer its residents.

Furthermore, with the fastest growing segment of Richmond's population being between the ages of 55 to 64 (28.2%) and with a majority of residents whose first language is not English (60%), the City continuously reviews its service levels based on the demographic trends and citizens' input.

3. Demand for City Services

The demand for City services has increased annually and this is reflected in the following statistics:

Table 8 – Demand for City Services

	2009	2010	2011	2012	2013*
Population Growth (% per annum)	2.30	1.70	1.10	1.20	1.80
Capital Construction Costs (\$mil)	\$63.90	\$152.95	\$75.16	\$63.69	\$70.42
Registration in Recreation Programs	113,396	128,622	122,784**	128,923	135,000
Public Works Calls for Services	13,134	13,865	13,332	12,347	12,300

*:2013 Estimate

** The implementation of the new system in 2010 and change in the registration process caused

Sources: BC Statistics, Department Data

The demand for City Services for the period 2013-2017 is projected using the existing service level.

4. Aging Population and Workforce

Similar to most communities, Richmond will experience an aging population which means increased demand for policies and services to improve aging-in-place, affordable housing accessibility and healthy communities.

Likewise, the demographic profile of the Canadian workforce will undergo a substantial shift as a larger number of older workers will be joined by relatively few new entrants to the labour force. As an increasing number of employees will be eligible to retire within the next five years, a systematic method for projecting critical resource gaps will be combined with effective hiring, development, and retention programs to fill these critical roles.

5. Employment Estimates

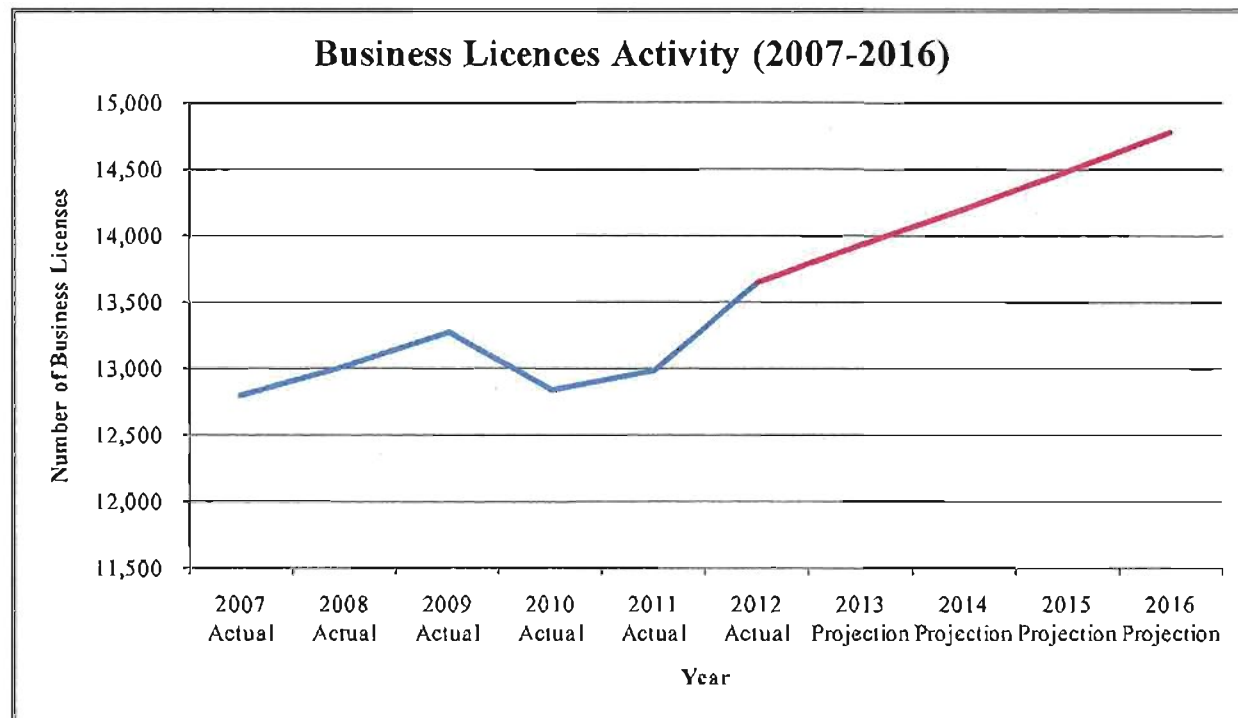
Richmond's anticipated employment growth to 2017 will not be as vigorous as its population growth or its housing growth because of an aging labour force and limited supply of land. Generally, core Lower Mainland municipalities such as Richmond, Vancouver, Burnaby and New Westminster will see faster growth in their seniors' population and hence have a smaller labour force. Richmond will continue to maintain its relatively high, jobs-to-labour-force ratio within the Lower Mainland (1.35 jobs per worker as of 2010). The City Centre, Sea Island and North/East Richmond will continue accommodating the greatest absolute and relative increase in employment between 2013 and 2017, reinforcing commercial and industrial sectors as the core employment sectors in Richmond.

An increase in home based businesses is expected in the short term, as a result of a softer labour market.

6. Business Licences

The business licenses in Richmond are steadily increasing. The table below shows a trend line of business licence activity in Richmond from the last five years. 97% of Richmond businesses are categorized as "small business" (less than 50 employees). Over 50% of the Richmond businesses are involved in sales and services and over 100,000 jobs have been created, of which 60% are full time positions.

Chart 6 – Business Licences Activity (2007 – 2016)



Source: City Finance Department

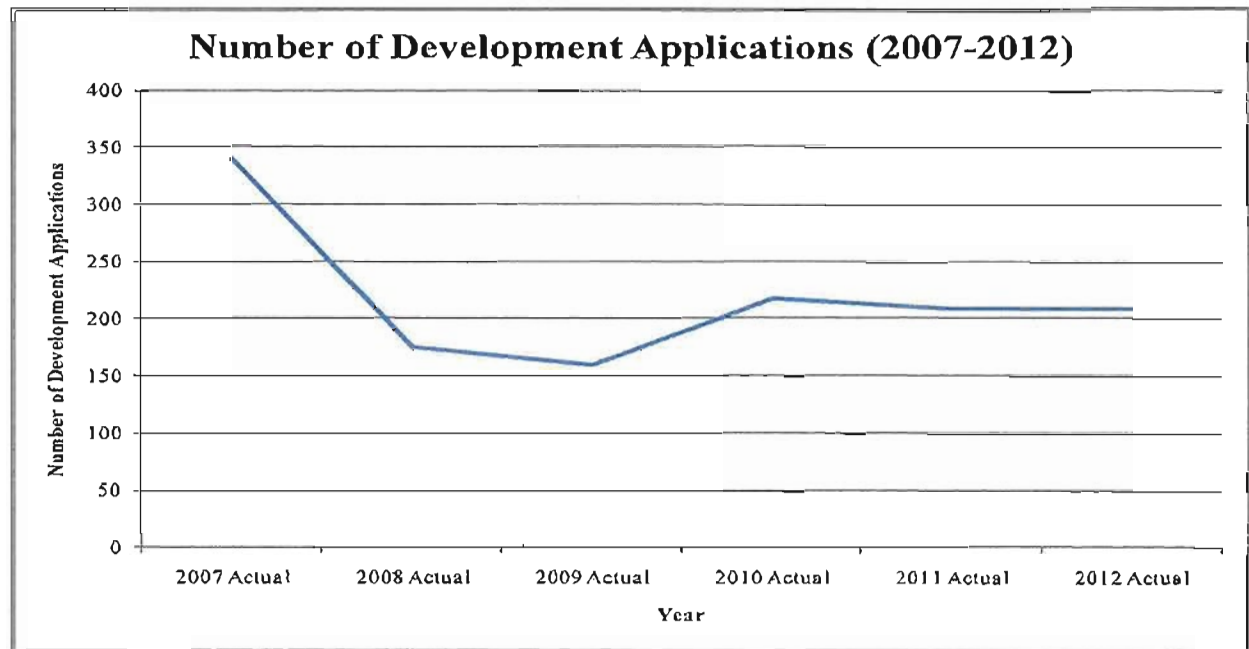
For 2013 to 2017, the increase in the number of business licences would mostly result from home based business (i.e. self-employed) and non-resident companies operating within the City.

7. Housing and Development

There has been a small correction in Richmond's residential assessment values as compared to the spikes of previous years. The average residential assessment value dropped by 2.58% as opposed to the 16.92% and 13.90% increases in 2011 and 2012, respectively. In the longer term, residential development is expected to plateau alongside interest rate increases. With the Province converting from HST back to PST, some purchasers may delay their decision to purchase new homes until April 1, 2013 in order to take advantage of the 7% tax savings.

Chart 3 shows the development activity in the City had a significant decrease from 2007 to 2008 as development reached historically high levels in the mid 2000s prior to the economic recession in 2008. However, in the period 2010-2011, there was a recovery and development stabilized in 2012 at approximately 200 development applications annually. The development activity in the City is forecasted to remain at a consistent level over the next five years. The City centre will continue to be a focal point for development activity in 2013-2017.

Chart 7 – Number of Development Applications



Source: City Planning and Development Department

8. Salaries

Salary increases for all employee groups have been estimated based on information currently available. Contract negotiations are in progress with the Canadian Union of Public Employees (CUPE) Locals 718 and 394 as both collective agreements having expired on December 31st, 2011. The City of Richmond Council ratified the collective agreement with the Richmond Firefighters Association (RFFA) Local 1286 on September 10, 2012 for a four year term commencing January 1, 2010 through December 31, 2013.

9. Climate Change Action

Increasing greenhouse gas (GHG) emissions from human activities are identified as major contributors to climate change and the resulting impacts, such as sea level rise, increased extreme weather events, decrease in agricultural viability, reduced energy and natural resources availability, adverse community health and other socio-economic effects, are likely to pose challenges now and in the future.

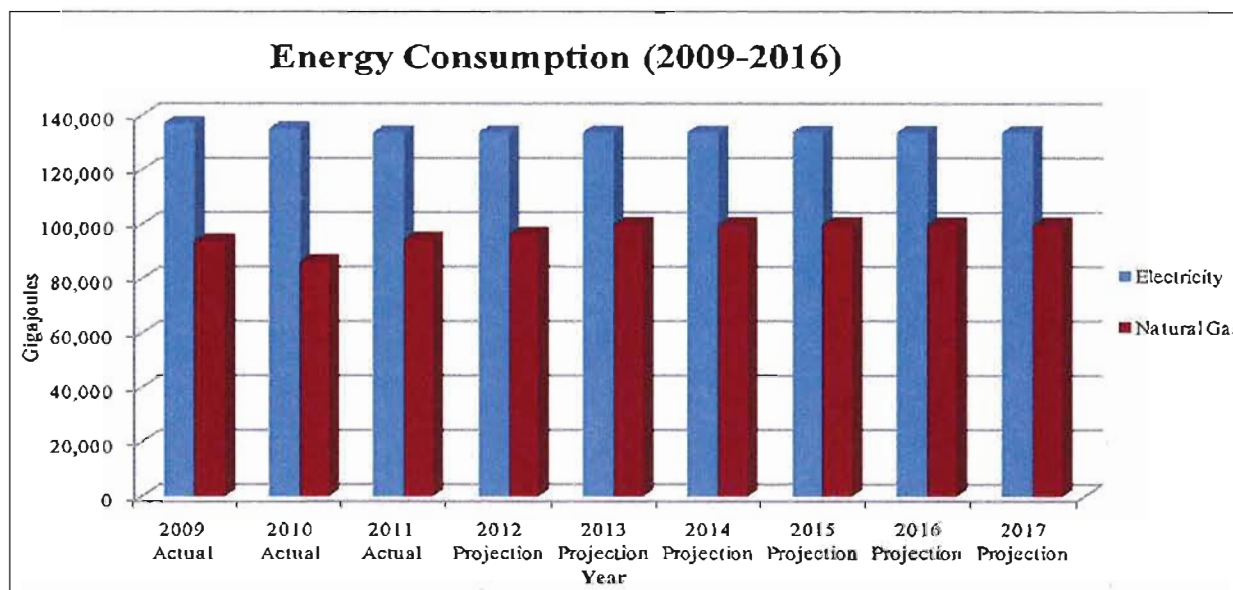
Local governments in BC are also facing increasing requirements to address climate change as a result of changes to provincial legislation and funding programs. Most notably, the City is required through provincial legislation to establish community-wide greenhouse gas emission targets and identify actions and policies for meeting reductions. In Richmond, approximately 52% of community-wide GHG emissions, as measured by the Province, are transportation-related and about 43% come from energy use in buildings. Solid waste accounts for approximately 5% of greenhouse gas emissions.

The City has also signed the Climate Action Charter, a collaborative initiative among local BC municipalities, the Union of British Columbia Municipalities (UBCM) and the Province of BC. Under this initiative, the City has committed to reduce greenhouse gas emissions and achieve carbon neutrality in its own corporate operations. To this end, the City measures and reports on its corporate greenhouse gas emissions, invests in initiatives to reduce corporate greenhouse gas emissions and invests in initiatives to compensate for unavoidable corporate emissions by reducing greenhouse gas emissions in the community.

10. Energy Cost

The most recent BC Hydro rate application was reviewed by the BC Utility Commission (BCUC) and annualized increases of 5.0% in 2013 and 2.0% in 2014 have been approved, for a total increase of 7.0% over the next two years. From 2015 to 2017 annual increases of 4.0% were used for budget estimation purposes. The graph below illustrates the 2009 to 2011 actual and projected energy consumption in Gigajoules (GJ).

Chart 8 – Energy Consumption from 2009 – 2017



Source: City Engineering and Public Works Department

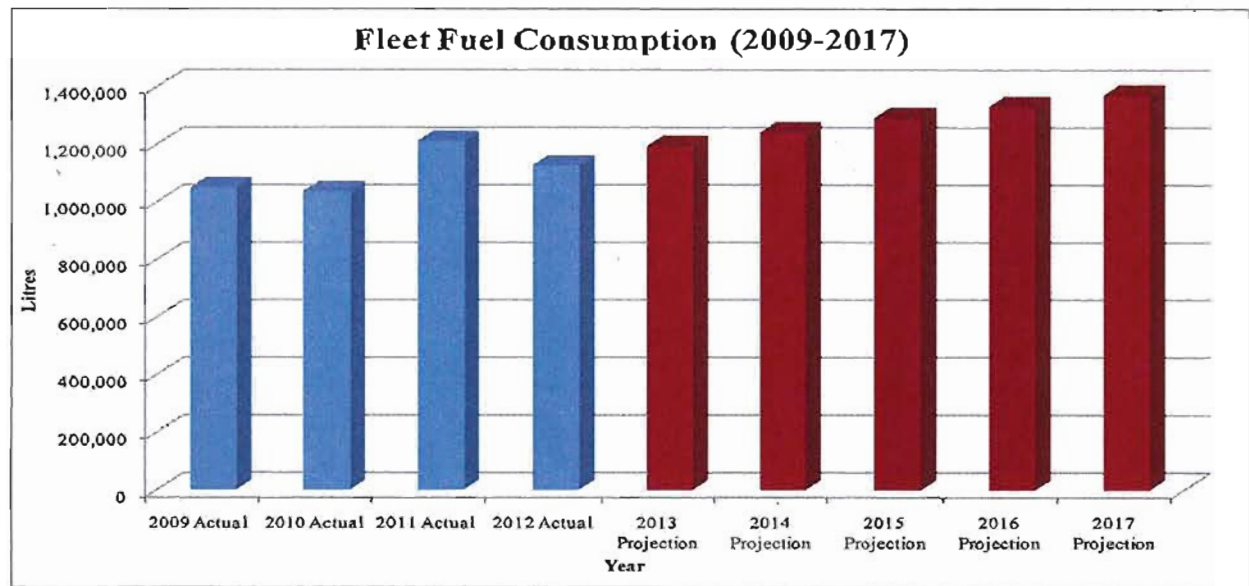
The top 10 City consuming facilities, for natural gas, are locked into a fixed rate until the end of 2013. Given that the contract is up for renewal at that time combined with the current low price of natural gas in the province, it is anticipated that corporate natural gas costs will decrease in 2014 by 2% and remain flat throughout 2015. Annual increases of 4% in natural gas prices are expected to occur in 2016-2017, but this growth is anticipated to be offset with lower consumption.

Through the continued effective integration of energy efficiency within the organization, the minimum goal of the Energy Management Program will be to keep corporate energy costs relatively stable even with the projected increase in civic infrastructure. This can potentially be

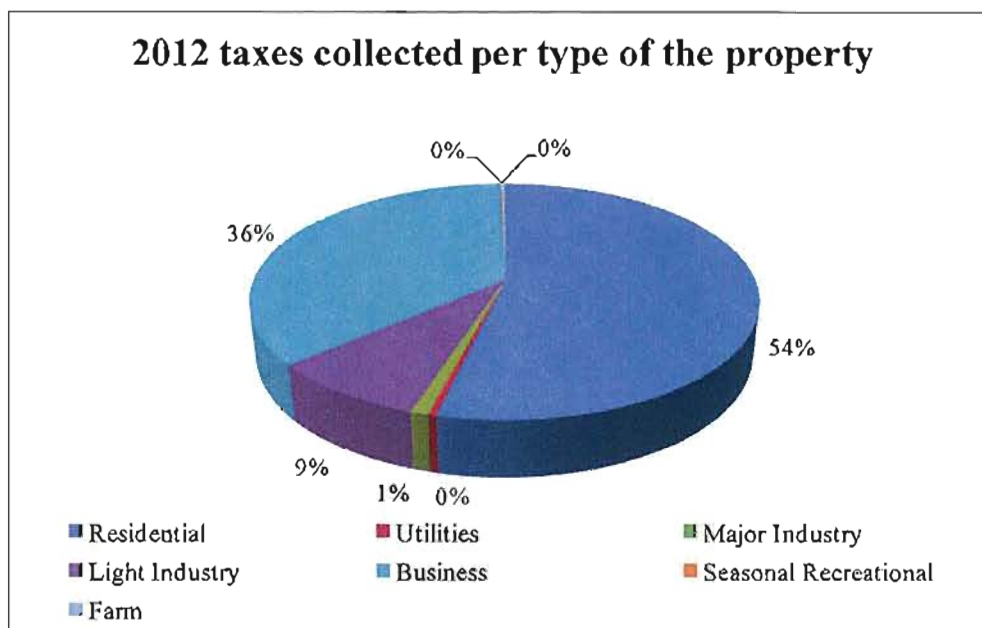
achieved through building energy retrofits, increased use of passive design techniques in new buildings, upgrading of energy using equipment, and incorporation of more renewable energy sources within our energy system.

The table below provides a forecast of the City's consumption of gasoline, marked diesel and bio diesel. The estimated consumption is an average of 4% per annum or total of 20% in the 2013-2017 period. In the same period, the cost of fuel is estimated to be increasing at 10% per annum given the increasing trend fuel prices experienced in the last 5 years.

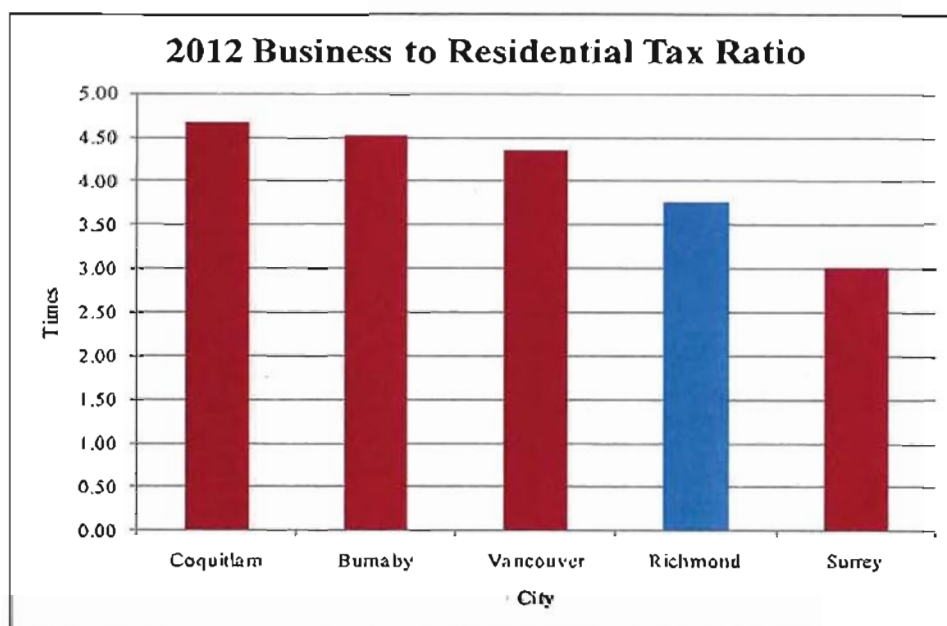
Chart 9 – Fuel Consumption City Fleet



Source: City Engineering and Public Works Department

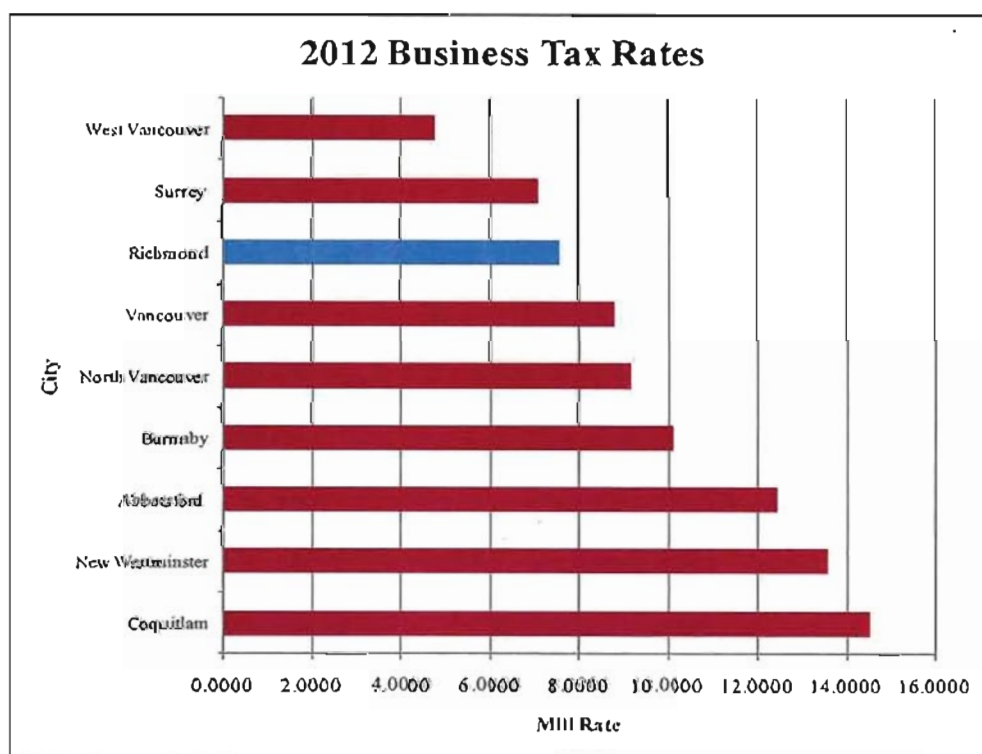
Tax DistributionChart 10–2012 Distribution of Property Tax by Class

In terms of property taxes, finding the right balance to ensure fairness and equity for all taxpayers, including small business has been Council's objective. To this end, Council has directed staff to regularly review and analyze the City's business to residential tax ratio, to ensure that it remains competitive and fair. In addition, Richmond is the only municipality to date to have successfully sought and obtained provincial support for the provision of temporary tax relief for a number of Richmond City Centre businesses impacted by large assessment increases.

Chart 11 – 2012 Business to Residential Tax Ratio Greater Vancouver Area

Source: Info received from municipalities in Greater Vancouver Area

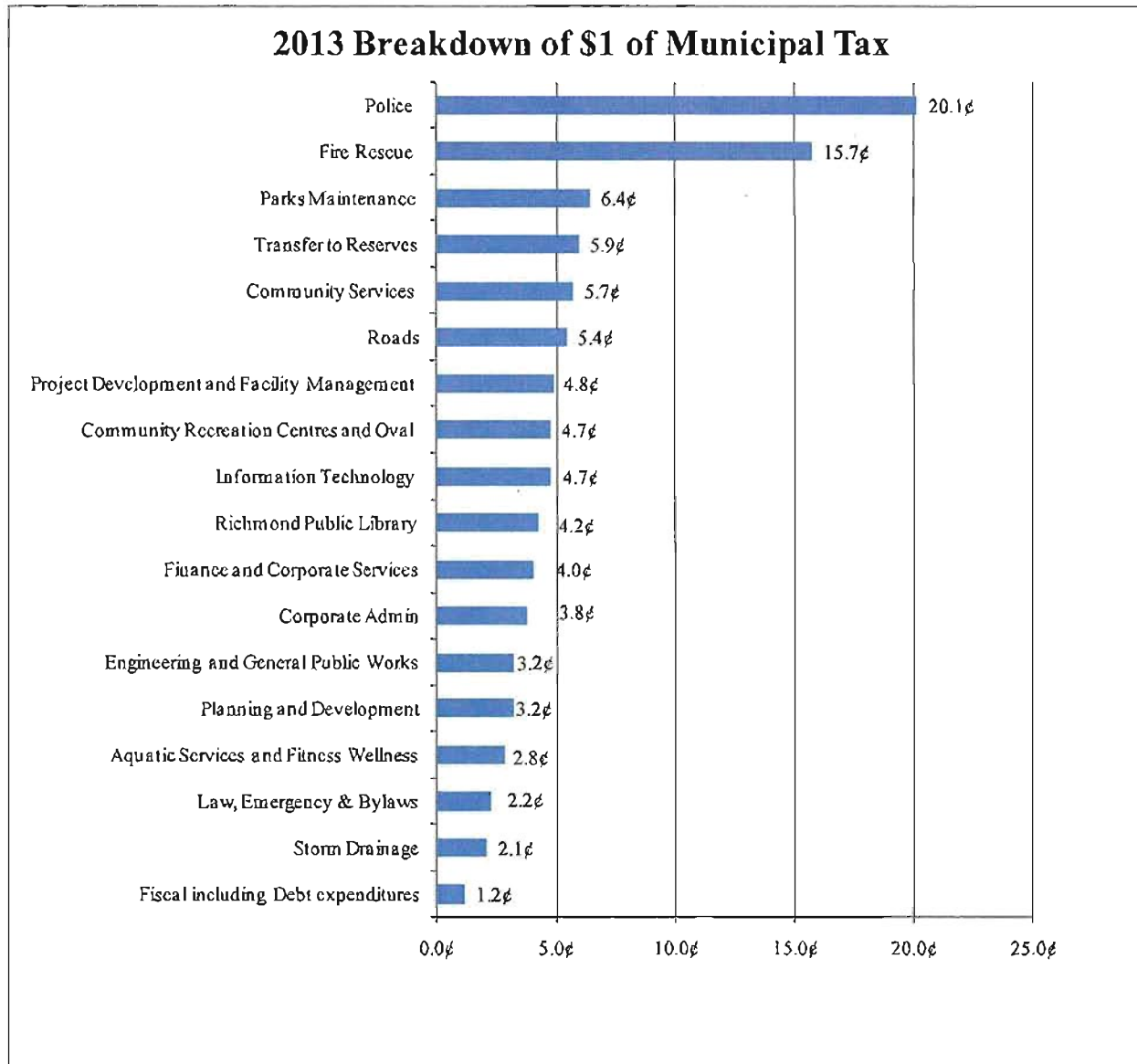
Chart 12 shows that Richmond has the 3rd lowest business property tax rate amongst comparative cities in the lower mainland.

Chart 12 – 2012 Business Tax Rate Greater Vancouver Area

Source: Info received from municipalities in Greater Vancouver Area

Council continues to develop policies in support of businesses, such as the creation of two commercial business districts as part of our City Centre Area Plan and ongoing protection of industrial lands. Further, through its Economic Development Office, the City continues to invest in programs that both support the growth and expansion of existing businesses and attract new businesses to the community.

Council continues to fund improvements to our transportation network, such as the Nelson Road/Highway 91 Interchange, to ensure access for businesses in the strategically important trade sector. Investing with Translink on the Canada Line and other transit improvements has been equally important to Council, in order to facilitate efficient access and connectivity to transportation. Regulation through our Business License Bylaw ensures businesses are treated in an equitable manner. Council continues to contribute significant funding towards community safety, thus providing a secure environment in which businesses can operate.



5 YEAR FINANCIAL PLAN (2013-2017)
ASSUMPTIONS
(in \$000's unless otherwise stated)

	2013	2014	2015	2016	2017
Consumer Price Index	2.0% ¹	1.95% ²	2.0% ³	2.0% ³	2.0% ³
Municipal Price Index (For comparative purposes only)	3.0%	3.4%	3.6%	3.4%	3.4%
Natural gas expense	3.0%	(2.0)%	0.0%	4.0%	4.0%
Electricity expense	3.0%	6.0%	2.0%	4.0%	4.0%
Material and Supplies	2.0%	2.0%	2.0%	2.0%	2.0%
Business Licences	2.0%	2.0%	2.0%	2.0%	2.0%
Fuel Cost	11.4%	10%	10%	10%	10%
User Fees	2.0%	2.0%	2.0%	2.0%	2.0%
Casino Funding					
Oval	\$5,000	\$5,000	-	-	-
Revolving Fund	\$2,256	\$2,256	\$7,256	\$7,256	\$7,256
Capital	\$600	\$600	\$600	\$600	\$600
Capital Building Infrastructure	\$1,761	\$1,761	\$1,761	\$1,761	\$1,761
Grants	\$748	\$765	\$782	\$803	\$824
Physical Plant	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400
Operating (RCMP)	\$599	\$615	\$641	\$665	\$690
Operating budget impact of capital budget (OBI) (in \$ thousands)	\$609	\$1,543	\$176	\$194	\$232
Insurance expense	4.0%	4.0%	4.0%	4.0%	4.0%
Growth (tax base)	1.0%	0.9%	0.8%	0.5%	0.3%
RCMP contract increases	4.0%	4.6%	4.8%	3.7%	3.7%
Metro Vancouver					
Water	1.2%	15.6%	11.4%	7.5%	5.7%
Liquid Waste	8.0%	9.0%	9.0%	9.0%	9.0%
Solid Waste	6.5%	3.0%	3.7%	4.6%	3.9%

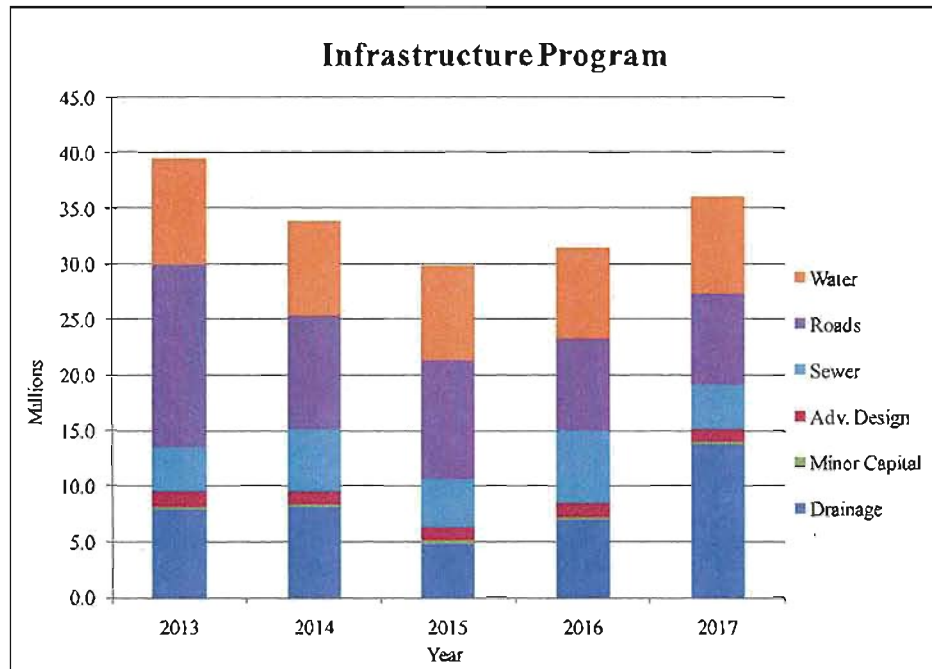
¹ The CPI Rate provided by the Stats Canada April 2012; ² The CPI rate was calculated as the average CPI rate for BC provided by following financial institutions: Credit 1, TD Economics, BMO, RBS; ³ Estimated rates of CPI for the period 2015-2017

CITY OF RICHMOND
5 YEAR CAPITAL PROGRAM (2013-2017)
(In \$000's)

	2013	2014	2015	2016	2017
Infrastructure Program					
Roads	16,393	10,131	10,620	8,254	8,114
Drainage	7,880	8,125	4,863	7,001	13,720
Water Main Replacement	9,463	8,480	8,580	8,120	8,680
Sanitary Sewer	3,970	5,600	4,340	6,580	4,010
Infrastructure Advanced Design & Land	1,411	1,194	1,184	1,184	1,184
Minor Public Works	250	250	250	250	250
Total Infrastructure Program	39,367	33,780	29,837	31,389	35,958
Building Program					
Major Building	4,390	1,377	250	250	250
Minor Building	250	-	-	-	-
Total Building Program	4,640	1,377	250	250	250
Parks Program					
Major Parks/Streetscapes	4,230	4,250	2,700	2,200	2,154
Minor Parks	700	500	600	600	600
Parkland Acquisition	-	3,500	3,500	3,500	2,000
Public Art	256	-	-	-	-
Total Parks Program	5,186	8,250	6,800	6,300	4,754
Land Program					
Total Land Program	5,000	5,000	5,000	5,000	5,000
Affordable Housing Project					
Total Affordable Housing Project	750	975	975	975	975
Equipment Program					
Annual Fleet Replacement	3,055	2,230	4,450	3,149	2,130
Computer Capital	1,597	597	341	330	330
Fire Dept Vehicles	84	1,173	891	1,432	892
Miscellaneous Equipment	5,217	1,101	1,101	3,601	3,601
Technology	864	350	400	450	-
Total Equipment Program	10,817	5,451	7,182	8,961	6,953
Child Care Program					
Total Child Care Program	50	275	275	275	50
Internal Transfers/Debt Payment					
Total Internal Transfers/Debt Payment	5,958	2,062	1,841	2,247	2,247
Total Capital Program	71,768	57,170	52,160	55,397	56,187

i) Infrastructure Program 2013-2017

The City's Infrastructure Program assets include: road, drainage and sanitary pump stations, drainage, water, and sanitary mains.



2013 Approved Infrastructure Road Program

Year	Project Name	Total Investment	Item	Pg. No.
2013	Active Transportation Improvement Program	\$ 340,000	8	34
2013	Annual Asphalt Re-Paving Program - MRN - Recurring	831,000	5	32
2013	Annual Asphalt Re-Paving Program - Non-MRN - Recurring	2,460,000	6	32
2013	Asphalt Re-Paving Program - Non-MRN Backlog Management	700,000	6	32
2013	Crosswalk Improvement Program	135,000	7	34
2013	Functional and Preliminary Design (Transportation)	12,000	9	35
2013	Interim Lansdowne Road Extension - Alderbridge Way to Minoru Blvd.	2,900,000	4	31
2013	Neighbourhood Traffic Safety Program	87,500	11	36
2013	Neighbourhood Walkways	175,000	12	36
2013	Nelson Road Improvements	1,809,367	1	31
2013	No. 6 Road Widening	566,667	2	31
2013	Pedestrian and Roadway Improvement Program	250,000	10	35
2013	Roads Minor Capital - Traffic	220,000	15	37
2013	Steveston Highway-Hwy 99 Area Road Improvements	372,610	16	37
2013	Street Light Security and Wire Theft Prevention	140,000	14	37
2013	Traffic Signal Program	400,000	13	36
2013	Westminster Hwy Widening: Nelson Rd to McMillan Way	4,994,333	3	31
Total 2013 Roads		\$ 16,393,477		

2014 – 2017 Recommended Infrastructure Road Program

Year	Project Name	Total Investment	Item	Pg. No.
2014	Active Transportation Improvement Program	\$ 289,000	8	34
2014	Annual Asphalt Re-Paving Program - MRN	831,000	5	32
2014	Annual Asphalt Re-Paving Program - Non-MRN	2,458,600	6	32
2014	Asphalt Re-Paving Program - Non-MRN Backlog Management	1,000,000	6	32
2014	Crosswalk Improvement Program	114,750	7	34
2014	Functional and Preliminary Design (Transportation)	12,000	9	35
2014	Neighbourhood Traffic Safety Program	456,876	11	36
2014	Neighbourhood Walkways	250,000	12	36
2014	Pedestrian and Roadway Program	216,250	10	35
2014	Roads Minor Capital - Traffic	250,000	15	37
2014	Steveston Highway-Hwy 99 Area Road Improvements	1,772,775	16	37
2014	Street Light Security and Wire Theft Prevention	140,000	14	37
2014	Traffic Signal Program	340,000	13	36
2014	Undergrounding - Garden City Rd	2,000,000	17	38
Total 2014		\$ 10,131,251		
2015	Active Transportation Improvement Program	\$ 289,000	8	34
2015	Annual Asphalt Re-Paving Program - MRN	831,000	5	32
2015	Annual Asphalt Re-Paving Program - Non-MRN	2,458,600	6	32
2015	Asphalt Re-Paving Program - Non-MRN Backlog Management	1,000,000	6	32
2015	Crosswalk Improvement Program	114,750	7	34
2015	Functional and Preliminary Design (Transportation)	12,000	9	35
2015	Neighbourhood Traffic Safety Program	541,876	11	36
2015	Neighbourhood Walkways	250,000	12	36
2015	Pedestrian and Roadway Program	216,250	10	35
2015	Roads Minor Capital - Traffic	250,000	15	37
2015	Steveston Highway-Hwy 99 Area Road Improvements	2,176,115	16	37
2015	Street Light Security and Wire Theft Prevention	140,000	14	37
2015	Traffic Signal Program	340,000	13	36
2015	Undergrounding - Lansdowne Rd	2,000,000	17	38
Total 2015		\$ 10,619,591		
2016	Active Transportation Improvement Program	\$ 340,000	8	34
2016	Annual Asphalt Re-Paving Program - MRN	831,000	5	32
2016	Annual Asphalt Re-Paving Program - Non-MRN	2,458,600	6	32
2016	Asphalt Re-Paving Program - Non-MRN Backlog Management	1,000,000	6	32
2016	Crosswalk Improvement Program	135,000	7	34
2016	Functional and Preliminary Design (Transportation)	12,000	9	35
2016	Neighbourhood Traffic Safety Program	187,500	11	36
2016	Neighbourhood Walkways	250,000	12	36
2016	Pedestrian and Roadway Program	250,000	10	35
2016	Roads Minor Capital - Traffic	250,000	15	37
2016	Street Light Security and Wire Theft Prevention	140,000	14	37
2016	Traffic Signal Program	400,000	13	36
2016	Undergrounding - Ferndale Rd	2,000,000	17	38
Total 2016		\$ 8,254,100		

Year	Project Name	Total Investment	Item	Pg. No.
2017	Active Transportation Improvement Program	\$ 340,000	8	34
2017	Annual Asphalt Re-Paving - Non-MRN	2,458,600	5	32
2017	Annual Asphalt Re-Paving Program - MRN	831,000	6	32
2017	Asphalt Re-Paving Program - Non-MRN Backlog Management	1,000,000	6	32
2017	Crosswalk Improvement Program	135,000	7	34
2017	Functional and Preliminary Design (Transportation)	12,000	9	35
2017	Neighbourhood Traffic Safety Program	187,500	11	36
2017	Neighbourhood Walkways	250,000	12	36
2017	Pedestrian and Roadway Program	250,000	10	35
2017	Roads Minor Capital - Traffic	250,000	15	37
2017	Traffic Signal Program	400,000	13	36
2017	Undergrounding - Alberta Rd	2,000,000	17	38
Total 2017		\$ 8,114,100		
Total 2013-2017 Roads		\$ 53,512,519		

Highlights of the 2013 – 2017 infrastructure road program include:

1. Nelson Road - \$1,809,367 for 2013

The purpose of this project is to widen Nelson Road to four lanes at the intersections. Signalization of the Blundell Road and Nelson Road intersection is part of the improvements. In addition, the existing traffic signal operation and intersection configuration at the Westminster Highway and Nelson Road intersection will be modified.

2. No. 6 Road Widening - \$566,667 for 2013

This project is phased over 3 years and this will be the final year. It involves the widening of the existing single northbound lane of No. 6 Road to two lanes from Commerce Parkway to Wireless Way. In addition, the project scope includes the construction of new off-road cycling/ pedestrian paths with curb and gutter and landscaped boulevard (where space permits).

3. Westminster Hwy Widening - \$4,994,333 for 2013

This project is phased over three years, is currently in its third year and involves the widening of Westminster Highway from two to four lanes, from Nelson Road to McMillan Way. Major components of the project include widening Westminster Highway, a provision of an off-road cycling/ pedestrian path, installing street lighting and constructing enclosed storm drainage on the south side of the roadway. Upgrading of the existing CN Rail crossing east of No. 9 Road will also occur.

4. Interim Lansdowne Road Extension - \$2,900,000 for the 2013

This project involves the construction of a new interim vehicular, pedestrian, and cycling connection along the Lansdowne corridor from Alderbridge Way to Minoru Boulevard.

Specifically, the work includes constructing a three-lane interim cross-section within the existing right-of-way with a shared pedestrian and bike path lane, left turn lanes, and curb and gutter.

5. Annual Asphalt– MRN - \$4,155,000 for the years 2013 - 2017

2013	2014	2015	2016	2017
\$ 831K	\$ 831K	\$ 831K	\$ 831K	\$ 831K

To re-pave Major Roads Network (MRN) (i.e owned by Province).

Preliminary Project locations:

Route	From	To
BRIDGEPORT RD	SWEDEN WAY	West end of Knight St. overpass bridge deck
STEVESTON HWY	No 5 RD	Start of MoT Jurisdiction
KNIGHT STREET	CAMBIE OVERPASS	BRIDGE DECK
NO 2 RD	WESTMINSTER HWY	GRANVILLE AVE
WESTMINSTER HWY	6000 BLOCK	6000 BLOCK
STEVESTON HWY	6000 BLOCK	6000 BLOCK

6. Annual Asphalt Program – Non-MRN - \$16,994,400 for the years 2013 - 2017

2013	2014	2015	2016	2017
\$ 3.16M	\$ 3.46M	\$ 3.46M	\$ 3.46M	\$ 3.46M

To re-pave City owned Non-MRN roads (major & minor roads and lanes.)

Preliminary Project locations:

Route	From	To
ALDERBRIDGE WAY	MINORU BLVD	NO 3 RD
ALDERBRIDGE WAY WBL	NO 3 RD	NO 3 RD + 122
BLUNDELL RD	GILBERT RD	GARDEN CITY RD
BLUNDELL RD	NO 4 RD	SIDAWAY RD
CAMBIE RD	NO 3 RD	GARDEN CITY RD
FRANCIS RD	NO 3 RD	GARDEN CITY RD
GARDEN CITY RD	BLUNDELL RD	GRANVILLE AVE
GARDEN CITY RD SBL	CAMBIE RD	ALDERBRIDGE WAY
GREAT CANADIAN WAY	BRIDGEPORT RD	BECKWITH RD
HORSESHOE WAY SBL	NO 5 RD	COPPERSMITH WAY
LANSDOWNE RD	COONEY RD	GARDEN CITY RD
LANSDOWNE RD WBL	COONEY RD	NO 3 RD
MILLER RD	JERICO AVE	WELLINGTON CR

Route	From	To
MINORU BLVD	BLUNDELL RD	GRANVILLE AVE
NO 4 RD	BLUNDELL RD	GRANVILLE AVE
NO 5 RD	BLUNDELL RD	GRANVILLE AVE
NO 5 RD SBL	STEVESTON HWY	Keg Driveway
NO 6 RD	WESTMINSTER HWY	HWY 91
NO 6 RD	BRIDGEPORT RD	BRIDGEPORT RD + 612
RIVER RD	McCALLAN RD	No 2 RD
SHELL RD	STEVESTON HWY + 50	RIVER RD
VIKING WAY	CAMBIE RD	BRIDGEPORT RD
WILLIAMS RD	RAILWAY AVE	No 2 RD
WILLIAMS RD	NO 3 RD	NO 4 RD
BOWCOCK RD	MOORE RD	VICEROY PL
CESSNA DR	RUSS BAKER WAY (EOP)	LYSANDER LANE
FINLAYSON DR	McLENNAN AVE (NORTH)	GAGNON PL @ GILMORE
FINN RD	NO 3 RD	GARDEN CITY RD
GARDEN CITY RD	FINN RD + (-628)	FINN RD
GEAL RD	WILLIAMS RD	GROAT AVE
GILMORE CR	McLENNAN AVE	GAGNON PL @ FINLAYSON
GRAYBAR RD	EOP + 62	WESTMINSTER HWY
LANCING RD	RAILWAY AVE SBL	LANGTON RD S
LANGTON RD	LANCING RD	LANGTREE AVE
LINDSAY RD	LANCING RD	LANCING RD
LITTLEMORE PL	YOUNGMORE RD	N EOP
McLENNAN AVE	BLUNDELL RD	EOP N BLUNDELL RD
McLENNAN AVE	McLENNAN PL	FINLAYSON DR
MCLEOD AVE	BRIDGEPORT RD	N END
MURCHISON RD	WEBSTER RD	TILTON RD
SMITH CR	GILLEY RD	WESTMINSTER HWY
TINMORE PL	W EOP	ALANMORE PL
UDY RD	NO 2 RD SBL	GRANDY RD
VICEROY PL	BURROWS RD	BURROWS RD + 105
VICKERS WAY	BRIDGEPORT RD	SWEDEN WAY
VIKING PL	VIKING WAY	VIKING WAY + 81
WALLACE RD	LASSAM RD	No 2 RD
WESTMINSTER HWY	KNIGHT STREET	NO 6 ROAD (INTERSECTION INCLUDED)
WESTMINSTER HWY NORTH	EOP (W)	GRAYBAR RD + 320

Route	From	To
WESTMINSTER HWY NORTH	FRASERWOOD PL + 180	MUIR DR + 248

7. Crosswalk Improvement Program- \$634,500 for the years 2013 - 2017

2013	2014	2015	2016	2017
\$135K	\$115K	\$115K	\$135K	\$135K

This program is the consolidation of two previous programs: 1) Arterial Road Crosswalk Improvement Program and 2) Enhanced Accessible Traffic Signal and Crosswalk Program.

To provide continual improvements for pedestrian safety at crosswalks on arterial roads, the City has been implementing enhanced crosswalks on arterial roads over the last few years. The general scope of work of the former Arterial Road Crosswalk Improvement Program involves the upgrade of existing crosswalks on arterial roads (typically four-lane arterials) to "special crosswalks" with overhead illuminated signs with amber flashers and pedestrian-controlled push buttons.

The implementation of the former Enhanced Accessible Traffic Signal and Crosswalk program supports the City's goal to becoming a community that is universally accessible for everyone as stated in the Official Community Plan (OCP). The general scope of this program includes the installation of accessible devices at signalized intersections, special crosswalks and pedestrian signals that meet the criteria for prioritized locations and that exhibit a "demonstrated need" as per the new guidelines published by the Transportation Association of Canada.

8. Active Transportation Improvements - \$1,598,000 for the years 2013 - 2017

2013	2014	2015	2016	2017
\$340K	\$289K	\$289K	\$340K	\$340K

This program is the consolidation and expansion of two previous programs: 1) Cycling Network Expansion Program and 2) Miscellaneous Cycling Safety Enhancements.

The general scope of this program involves implementing cycling and rolling 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.

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 Personal Mobility Devices (PMD) users.

The work pursued in this year's capital program is expected to start and end within the same capital program year. This project is proposed to be funded by the DCC program funding and is expected to be cost-shared (50/50 split) between the City and external agencies such as the provincial government, TransLink and/or ICBC.

9. Design - \$60,000 for the years 2013 - 2017

2013	2014	2015	2016	2017
\$12K	\$12K	\$12K	\$12K	\$12K

The purpose of the Functional and Preliminary Design program is prepare the functional and preliminary designs required for various transportation capital projects identified in the next year's capital program.

10. Pedestrian and Roadway Improvement Program - \$1,182,500 for the years 2013 - 2017

2013	2014	2015	2016	2017
\$250K	\$216K	\$216K	\$250K	\$250K

This program is the consolidation of three previous programs: 1) Sidewalk Expansion / Enhancement Program, 2) Miscellaneous Intersection Improvements and 3) Transit Related Infrastructure Improvements.

The general scope of the former Sidewalk Expansion/Enhancement program includes the installation of new and/or enhancement of existing sidewalks and pathways in the City. Priority would be given to sidewalks connecting locations with high pedestrian activities such as schools, neighbourhood service centres, bus stops, recreational services centres, shopping/retail centres, etc., that are along key roads, particularly arterial roads with high traffic volumes.

The general scope of the former Miscellaneous Intersection Improvements program includes the following typical intersection improvements:

- Installation of a turn lane;
- Improved channelization;
- Intersection signage enhancement;
- Installation of pedestrian safety enhancements at intersections; and
- Illuminated street name signs.

The general scope of the former Transit-Related Infrastructures program includes municipal road and traffic improvements that are required to support the introduction of

various transit service improvements as well as on-going enhancements to support existing transit infrastructure. The major cost components are expected to include the installation of new bus stop pads, minor road geometric improvements (e.g., intersection corner improvements), minor sidewalk construction, wheelchair ramps, upgrade of existing bus stops to accessible (wheelchair) standards, and other supplementary pedestrian amenity improvements required to facilitate pedestrian traffic generated by transit passengers.

11. Neighbourhood Traffic Safety - \$1,461,252 for the years 2013 - 2017

2013	2014	2015	2016	2017
\$ 88K	\$ 457K	\$ 542K	\$188K	\$188K

The general scope of this program involves retrofitting existing streets with traffic calming measures to address traffic safety concerns and maintain neighbourhood liveability. These concerns are typically raised by local residents and members of Council. Upon receipt of a public enquiry, a traffic safety review is conducted to determine the need and priority of implementation among candidate locations. The scope also includes the construction of minor walkways/sidewalk extensions in the City to provide continuity for pedestrian travel. Priority would be given to locations of high pedestrian activities, such as schools, neighbourhood service centres, bus stops, recreational/community centres, shopping/retail centres, etc.

12. Neighbourhood Walkways - \$1,175,000 for the years 2013 - 2017

2013	2014	2015	2016	2017
\$175K	\$250K	\$250K	\$250K	\$250K

The Neighbourhood Walkways program is aimed to provide an annual funding source to address the need for pedestrian and walkway improvements identified by the public and staff. For 2013, this program will address pedestrian safety issues on Ash Street from Williams Road to 44m north of Bakerview Drive. The proposed walkway will improve pedestrian access, particularly for children who attend Walter Lee Elementary School. The funding needs for additional local walkways near future neighbourhood service centres to support the recently approved OCP Update will be assessed as part of the upcoming review of the City's DCC Program.

13. Traffic Signal Program- \$1,880,000 for the years 2013 - 2017

2013	2014	2015	2016	2017
\$400K	\$340K	\$340K	\$400K	\$400K

This program is the consolidation of two previous programs: 1) New Traffic Signal Installation and 2) Traffic Detection Video Systems.

The general scope of this program involves 1) the installation/ upgrade of new and existing traffic signal hardware and 2) the installation of video monitoring/detection systems at selected signalized intersections and high-speed communications equipment to link with the Traffic Management Centre (TMC). The scope of the program includes installation of traffic controllers/cabinets, poles, bases, junction boxes, underground conduits, controller, detector loops, enhanced accessible devices, related wiring and pavement markings, and communications conduit and cable, and minor corner property acquisitions. In addition, projects contained in this program may also include minor curb cuts and boulevard modifications required to accommodate traffic signal poles and related hardware. The locations of new traffic signal installations will be determined based on public request, development patterns, traffic safety, engineering warrants, opportunities for improved efficiency, and capacity requirements.

14. Street Light Security and Wire Theft Prevention - \$560,000 – for the years 2013 - 2016

2013	2014	2015	2016
\$140K	\$140K	\$140K	\$140K

This project is the first year of a five year program, to be funded through general revenue.

The project includes removing approximately 2,000 existing street light access covers per year for five years and replacing them with reinforced access covers.

15. Roads Minor Capital - \$1,220,000 – for the years 2013 – 2016

2013	2014	2015	2016	2017
\$220K	\$250K	\$250K	\$250K	\$250K

These are minor upgrades to our Roads infrastructure that include, but are not limited to, small area roadway repair (i.e. local road failures in otherwise serviceable roadways), laneway improvements, sidewalks that have become uneven, and short sections of curb that have settled, and also responded to resident complaints that require site specific repairs.

16. Steveston Highway-Hwy 99 Area Road Improvements – \$4,321,500 for the years 2013 – 2015

2013	2014	2015
\$373K	\$1.73M	\$2.18M

Work will consist of planned roadway improvements in the area of Steveston Highway and Highway 99.

17. Undergrounding – \$8,000,000 for the years 2014 – 2017

2014	2015	2016	2017
\$2.0M	\$2.0M	\$2.0M	\$2.0M

This project is the continuation of the council approved annual undergrounding / beautification 10 year program aimed at ultimately eliminating all poles, overhead electrical and communication wires within the OCP City Centre area.

The scope of this program includes the removal of poles, overhead cables/wires and the placement of kiosks in rights-of-way at the following locations:

- 2014 – Garden City Rd from Lansdowne Rd to Cambie Rd
- 2015 – Lansdowne Rd from Alderbridge Way to Minoru Blvd
- 2016 – Ferndale Rd from Garden City Rd to No. 4 Rd
- 2017 – Alberta Rd from Garden City Rd to No 4 Rd

2013 Approved Infrastructure Drainage Program

Year	Project Name	Total Investment	Item	Pg. No.
2013	Ainsworth Crescent (West) Laneway Drainage and Pavement Upgrade	\$ 510,000	5	41
2013	Aintree Crescent (West) Laneway Drainage and Pavement Upgrade	540,000	5	41
2013	Aspin Drive and McBurney Drive Drainage and Trip Hazards	280,000	5	41
2013	Bath Slough Pump Station Upgrade	4,200,000	9	42
2013	Development Coordinated Works in Capital	750,000	2	40
2013	Drainage Minor Capital	300,000	7	41
2013	East Richmond Drainage and Irrigation Upgrades - Cambie Rd Ditch Improvement	450,000	1	40
2013	Emergency Flood Control Equipment	100,000	4	41
2013	No 7 Road North Pump Station Generator	120,000	8	41
2013	No. 3 Road and No. 8 Road Canal Stabilization	300,000	6	41
2013	Park Road 8000 Block Maintenance	160,000	5	41
2013	Saunders Road Ditch Infill and Culvert Crossing	170,000	3	40
Total 2013 Drainage		\$ 7,880,000		

2014-2017 Recommended Infrastructure Drainage Program

Year	Project Name	Total Investment	Item	Pg. No.
2014	11000 Blk Williams Road Laneway Drainage and Pavement Upgrade	262,600	5	41
2014	Dennis Crescent (East) Laneway Drainage and Pavement Upgrade	542,100	5	41
2014	Drainage Minor Capital	300,000	7	41
2014	Long Shaft Pump Replacement Program	450,000	12	42
2014	No 8 Road North Pump Station Generator	120,000	8	41
2014	No. 3 Road and No. 8 Road Canal Stabilization	300,000	6	41
2014	North Arm Dike Upgrade and Raise	2,800,000	10	42
2014	Williams Road 3000 Block Drainage Pipe Upgrade	3,350,000	11	42
2014 Drainage		\$ 8,124,700		
2015	Drainage Minor Capital	\$ 300,000	7	41
2015	Horseshoe Slough Pump Station Rebuild	2,000,000	9	42
2015	Long Shaft Pump Replacement Program	450,000	12	42
2015	Nelson Road South Pump Station Generator	120,000	8	41
2015	No. 3 Road and No. 8 Road Canal Stabilization	300,000	6	41
2015	Queens Road North Pump Station Generator	120,000	7	41
2015	Storm Sewer Upgrade	130,000	13	43
2015	Swinton Cr (West) Laneway Drainage and Pavement Upgrade	423,800	5	41
2015	Swinton Crescent (East) Laneway Drainage and Pavement Upgrade	399,100	5	41
2015	Williams Rd Storm Sewer Upgrades	620,000	13	43
2015 Drainage		\$ 4,862,900		

Year	Project Name	Total Investment	Item	Pg. No.
2016	Dennis Crescent West Laneway Drainage and Pavement Upgrade	440,600	5	41
2016	Drainage Minor Capital	300,000	7	41
2016	McCallan Rd North Pump Station Upgrade	3,100,000	9	42
2016	Miller Road Pump Station Generator Upgrade	120,000	8	41
2016	No 7 Road South Pump Station Upgrade	2,400,000	9	42
2016	No. 3 Road and No. 8 Road Canal Stabilization	300,000	6	41
2016	Williams Road Storm Sewer Upgrades	340,000	13	43
2016 Drainage		\$ 7,000,600		
2017	Drainage Minor Capital	\$ 300,000	7	41
2017	No 2 Road South Pump Station Upgrade	4,300,000	9	42
2017	No 6 Road South Pump Station Generator	120,000	8	41
2017	No. 3 Road South Drainage Pump Station	2,100,000	9	42
2017	Shell Road North Pump Station Upgrade	2,600,000	9	42
2017	Woodwards Slough Pump Station Rebuild	4,300,000	9	42
2017 Drainage		\$ 13,720,000		
Total 2013-2017 Drainage		\$ 33,708,200		

Highlights of the 2013 – 2017 infrastructure drainage program include:

1. East Richmond Drainage and Irrigation Upgrades Program - \$450,000 for 2013

For 2013, the Cambie Road ditch is identified as the next prioritized task. It is a major drainage conveyance, which collects and drains storm water run-off from the surrounding agricultural land in East Richmond. The local farming community depends on this drainage ditch as an inexpensive source of irrigation water. Improvements to this ditch are essential to ensuring that the drainage service and irrigation supply in the area continues to operate effectively. The Cambie Road ditch will be re-graded from No. 6 Road to Nelson Road, approximately 4000 lineal meters

2. Development Coordinated Works – \$750,000 for 2013

This project will enable the City to leverage private development over the next 3 years to design and construct drainage infrastructure outside of what would be required as part of their development.

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.

3. Saunders Road Ditch Infill and Culvert Crossing – \$170,000 for 2013

The focus of this project is to infill a watercourse on Saunders Road between Bakerview Drive and No. 4 Road to eliminate bank sloughing.

4. Emergency Flood Control Equipment –\$100,000 for 2013

This project is for the purchase of an Aquadam Flood Control Rapid Deployment Trailer. The trailer includes 15 30m long inflatable dam tubes (450 m total length) and associated installation equipment.

5. Laneway Drainage & Pavement Upgrade - \$3,558,200 for the years 2013 – 2016

2013	2014	2015	2016
\$1.49M	\$807K	\$823K	\$441K

These laneway drainage and pavement projects will resolve laneway drainage issues for residents living in specific locations and will improve access to the rear of each property. The scope will consist of drainage installation and pavement upgrade along the existing laneway. It does not include the addition of street lighting, curbs or gutters.

6. Canal Stabilization - \$1,200,000 for the years 2013 - 2016

2013	2014	2015	2016
\$300K	\$300K	\$300K	\$300K

This project over the years will stabilize the No. 3 Road Canal and No. 8 Road Canal walls to improve drainage, mitigate damage to the roadway, prevent damage to local infrastructure running parallel to the canals and maintain riparian management area conditions. One or more canal bank stabilization solutions will be implemented at various locations south of Steveston Highway. The scope will include partial re-profiling of the canal plus construction of a retaining wall or similar stabilization structure.

7. Drainage Minor Capital - \$1,500,000 for the years 2013 - 2017

2013	2014	2015	2016	2017
\$300K	\$300K	\$300K	\$300K	\$300K

This project funds the requests that staff receive from the public every year for minor, local and contingency-type projects related to drainage. Minor drainage infrastructure upgrade type work can include: minor upgrades to pump stations, improved operational efficiencies, changes to safety requirements, minor repairs to manholes or valve boxes, testing of new technologies to improve efficiencies, minor force main repairs and response to resident complaints that require site specific repairs.

8. Pump Station Generator - \$720,000 for the years 2013 - 2017

2013	2014	2015	2016	2017
\$120K	\$120K	\$240K	\$120K	\$120K

The project will provide a back-up power source for various pump stations to prevent flooding during a local BC Hydro power failure through the construction of a concrete pad with fenced surround and the purchase and installation of a generator and connection via an existing transfer switch. All drainage pump stations that do not have back-up power are vulnerable to power failure. This project is part of a larger strategy to add back-up generators to pump stations all around Lulu Island.

9. Pump Station Upgrade - \$25,000,000 for the years 2013 – 2017

2013	2014	2015	2016	2017
\$4.20M	\$0	\$2.0M	\$5.50M	\$13.3M

These pump station project upgrades will increase the capacity and effectiveness of various existing drainage pump stations. This requirement was identified by the 2041 OCP Drainage Model. These projects address the stations aging infrastructure replacement requirements as mechanical and electrical equipment are nearing the end of their useful service life. The Horseshoe Slough, No. 7 Road South, No. 2 Road North, Shell Road North, Woodward Slough and No. 3 Road south existing pump stations will be demolished and rebuilt to a modern standard thereby increasing pumping capacity.

10. North Arm Dike Upgrade and Raise – \$2,800,000 for 2014

This project will raise approximately 900m of Richmond's perimeter dike along the River Fraser's North Arm between McCallum Road and No.2 Road that is currently below the Provincial dike elevation requirement of 3.5m. Dikes will be raised to an elevation of 4.0m or greater.

11. Williams Road 3000 Block Drainage Pipe Upgrade – \$3,350,000 for 2014

This project will install 960m of 1200 mm diameter pipe to provide additional drainage capacity between the new Williams Road drainage pump station and the No. 1 Road box culvert. Installing one pipe eliminates the need to install various small pipes in this area.

12. Long Shaft Pump Replacement Program - \$900,000 for the years 2014 and 2015

2014	2015
\$450K	\$450K

To increase the reliability and efficiency of drainage pump stations by replacing aging long shaft pumps with new submersible pumps. Compared to submersible pumps, long shaft pumps are costly to maintain and challenging to service, especially in the event of blockage or failure. The locations for this four year phased program are Woodward Slough, Horseshoe Slough and No 7 Road South.

13. Storm Sewer Upgrade - \$1,090,000 for 2015 and 2016

2015	2016
\$750K	\$340K

These funds are needed to upgrade storm sewers so they can support the incoming capacity. For 2015 and 2016 the upgrades will focus on areas with small developments primarily along Williams Road and Sheridan Road where increased capacity is required.

2013 Approved Infrastructure Water Main Replacement Program

Year	Project Name	Total Investment	Item	Pg. No.
2013	Development Coordinated Works in Capital	\$ 750,000	1	44
2013	Lulu Island West Waterworks Area-Foster/McMath	380,000	4	45
2013	Lulu Island West Waterworks Area-Richmond Gardens	2,520,000	4	45
2013	Lulu Island West Waterworks Area-Steveston East	2,592,500	4	45
2013	Lulu Island West Waterworks Area-Steveston Townsite	660,000	4	45
2013	Lulu Island West Waterworks Area-Trites Road	660,000	4	45
2013	Minor Capital Waterworks Program	300,000	3	45
2013	Residential Water Metering	1,600,000	2	45
Total 2013 Waterworks		\$ 9,462,500		

2014-2017 Recommended Infrastructure Water Main Replacement Program

Year	Project Name	Total Investment	Item	Pg. No.
2014	Lulu Island West Waterworks Area	\$ 6,580,000	4	45
2014	Minor Capital Waterworks Program	300,000	3	45
2014	Residential Water Metering	1,600,000	2	45
Total 2014 Waterworks		\$ 8,480,000		
2015	Lulu Island East Waterworks Area	\$ 3,390,000	5	46
2015	Lulu Island North Waterworks Area	710,000	6	46
2015	Lulu Island West Waterworks Area	2,580,000	4	45
2015	Minor Capital Waterworks Program	300,000	3	45
2015	Residential Water Metering	1,600,000	2	45
Total 2015 Waterworks		\$ 8,580,000		
2016	Lulu North Waterworks Area	\$ 6,220,000	6	46
2016	Minor Capital Waterworks Program	300,000	3	45
2016	Residential Water Metering	1,600,000	2	45
Total 2016 Waterworks		\$ 8,120,000		
2017	Lulu Island West Waterworks Area	\$ 6,780,000	4	45
2017	Minor Capital Waterworks Program	300,000	3	45
2017	Residential Water Metering	1,600,000	2	45
Total 2017 Waterworks		\$ 8,680,000		
Total 2013-2017 Waterworks		\$ 43,322,500		

Highlights of the 2013 – 2017 infrastructure water main replacement program include:

1. Development Coordinated Works – \$750,000 for 2013

This project will enable the City to leverage private development over the next 3 years to design and construct drainage infrastructure outside of what would be required as part of their development.

2. Water Metering - \$8,000,000 for the years 2013 - 2017

2013	2014	2015	2016	2017
\$1.60M	\$1.60M	\$1.60M	\$1.60M	\$1.60M

The Volunteer Residential Water Meter program allows owners of single-family and multi-family dwellings in Richmond to take control of their water and sewer utility costs through water metering. Metered customers pay for the water/sewer they use as opposed to flat rate customers who pay one fixed fee for the services. Low water users have complained about the equity of the flat rate fee, as low water users subsidize high water users under the flat rate system. The Residential Water Meter program is in response to this request, offering users a user pay option. The program also promotes water conservation while increasing public awareness about water supply and consumption.

3. Minor Capital - \$1,200,000 for the years 2013 – 2017

2013	2014	2015	2016	2017
\$300K	\$300K	\$300K	\$300K	\$300K

This project funds the requests from the public that staff receive every year for minor, local and contingency-type projects related to water. Any upgrades are typically less than \$100K per project. The types of work can include; minor water main replacements, improved operational efficiencies, improved or changes to safety requirements, minor repairs to valves, testing of new technologies to improve efficiencies, minor leak repairs and site specific repairs in response to resident complaints. The scope of the project depends on what need arises.

4. Water Main Replacement: West - \$22,752,500 for the years 2013 - 2017

2013	2014	2015	2016	2017
\$6.81M	\$6.58M	\$2.58M	\$0	\$6.78M

This project will replace a certain amount of aging water main infrastructure in the Lulu West Waterworks area which is at the end of its service life and improve fire protection. This project is required to minimize operating cost due to water main breaks. The waterworks capital program is developed based on the City's long range infrastructure replacement strategy, water main break history, 2041 OCP Water Modelling Study and the proposed road paving program.

Preliminary Project locations greater than \$500K:

Route	From	To
King Rd	Kingcome Ave	No 5 Rd
Kingcome Ave	King Rd	Kingsbrook Rd

Route	From	To
Garry St	Railway Ave	4200 Garry St
Monteith Rd	No 2 Rd	Gilbert Rd
Ryan Road	Rosehill Dr.	Berry Rd
Loop McKenzie Rd to No.3 Rd	11500 McKenzie Rd	No.3 Road
Saunders Rd	No 3 Rd	Garden City Rd
Mowbray Rd	Pigott Rd	Garden City Rd
Pigott Rd	Mowbray Rd	Garden City Rd

5. Water Main Replacement: East - \$3,390,000 for 2015

This project will replace a certain amount of aging water main infrastructure in the Lulu East Waterworks area which is at the end of its service life, improve fire protection, and coordinate water main replacement with road paving program. This project is required to minimize operating cost due to water main breaks and to optimize resource utilization through coordinating water main replacement with paving programs. The waterworks capital program is developed based on the City's long range infrastructure replacement strategy, water main break history, 2041 OCP Water Modelling Study and the proposed road paving program.

Preliminary Project locations:

Route	From	To
No 7 Rd	Cambie Rd	River Rd
Cambie Rd	Kartner Rd	No 8 Rd
No 8 Rd	Cambie Rd	Hwy 91

6. Water Main Replacement: North - \$6,930,00 for the years 2015 and 2016

2015	2016
\$710K	\$6.22M

This project will replace a certain amount of aging water main infrastructure in the Lulu North Waterworks area which is at the end of its service life and improve fire protection. This project is required to minimize operating cost due to water main breaks. The waterworks capital program is developed based on the City's long range infrastructure replacement strategy, water main break history, 2041 OCP Water Modelling Study and the proposed road paving program.

Preliminary Project locations:

Route	From	To
Bowling Green Rd	Westminster Hwy	220 m south of Westminster Hwy

Attachment 5 – Capital Program Details - 47 -
Infrastructure Program – Waterworks

Route	From	To
Minoru Blvd	Westminster Hwy	300 m south of Westminster Hwy
Bird Rd	Shell Rd	No 5 Rd
Bath Rd	No 5 Rd	Barns Dr
Bath Rd	Flury Dr	50 m east of Flury Dr
Caithcart Rd	Bird Rd	Shell Rd
Beckwith Rd	Smith Rd	Gage Rd
Beckwith Rd	Gage Rd	East of Hwy 99
Gage Rd	Bridgeport Rd	Beckwith Rd
Barns Dr	Bath Rd	Bath Rd
Citation Dr	Granville Ave.	Garden City Rd
Cook Cres.	Spires Rd	Spires Rd
Cook Gate	Spires Rd	Cook Rd
Cook Rd	Cooney Rd	Garden City Rd
Cooney Rd	Westminster Hwy	Saba Rd
Cooney Rd	Saba Rd	Spires Gate
Park Rd	No 3 Rd	Cooney Rd
Pimlico Way	Cook Rd	Citation Dr
Spires Gate	Cooney Rd	Spires Rd

2013 Approved Infrastructure Sanitary Sewer Program

Year	Project Name	Total Investment	Item	Pg. No.
2013	Acheson Pump Station Forcemain Replacement	\$ 380,000	2	49
2013	Bennett West Pump Station Replacement	1,610,000	4	50
2013	Bridgeport Area Gravity Sewer Rehabilitation	370,000	3	49
2013	Development Coordinated Works in Capital	750,000	1	49
2013	Gravity Sewer Replacement in Steveston Sanitary Area	110,000	3	50
2013	Pump Station and Forcemain Assessment and Upgrade	750,000	5	52
Total 2013 Sanitary Sewer		\$ 3,970,000		

2014 – 2017 Recommended Infrastructure Sanitary Sewer Program

Year	Project Name	Total Investment	Item	Pg. No.
2014	City Center Sanitary Sewer Rehabilitation	\$ 200,000	6	52
2014	Hamilton Sanitary Sewer Phase 2	2,060,000	6	52
2014	Miscellaneous SCADA System Improvements	250,000	7	53
2014	Public Works Minor Capital - Sanitary	300,000	8	53
2014	Pump Station and Forcemain Assessment and Upgrade	750,000	5	52
2014	Steveston Sanitary Sewer Rehabilitation	360,000	6	52
2014	Walford Pump Station Replacement	1,680,000	4	51
Total 2014 Sanitary Sewer		\$ 5,600,000		
2015	Buswell St. Gravity Sewer Installation	\$ 450,000	3	50
2015	Hamilton Sanitary Sewer Phase 3	1,420,000	6	53
2015	Miscellaneous SCADA System Improvements	250,000	7	53
2015	Public Works Minor Capital - Sanitary	300,000	8	53
2015	Pump Station and Forcemain Assessment and Upgrade	750,000	5	52
2015	Vulcan Way Forcemain Replacement	1,170,000	2	49
Total 2015 Sanitary Sewer		\$ 4,340,000		
2016	Gravity Sanitary Sewer Upgrade - River Rd/Beckwith Rd/Charles St	\$ 2,500,000	3	50
2016	Miscellaneous SCADA System Improvements	250,000	7	53
2016	Public Works Minor Capital - Sanitary	300,000	8	53
2016	Pump Station and Forcemain Assessment and Upgrade	750,000	5	52
2016	Van Horne Pump Station Upgrade	2,780,000	4	51
Total 2016 Sanitary Sewer		\$ 6,580,000		
2017	Gravity Sewer Replacement -Shelmont Sanitary Area	\$ 180,000	3	50
2017	Leslie Pump Station Replacement	2,530,000	4	51
2017	Miscellaneous SCADA System Improvements	250,000	7	53
2017	Public Works Minor Capital-Sanitary	300,000	8	53
2017	Pump Station and Forcemain Assessment and Upgrade	750,000	5	52
Total 2017 Sanitary Sewer		\$ 4,010,000		
Total 2013-2017 Sanitary Sewer		\$ 24,500,000		

Highlights of the 2013 – 2017 Infrastructure Sanitary Sewer program include:

1. Development Coordinated Works – \$750,000 for 2013

This project will enable the City to leverage private development over the next 3 years to design and construct drainage infrastructure outside of what would be required as part of their development.

2. Force main Replacement - \$1,550,000 for the years 2013 and 2015

2013	2015
\$ 380K	\$ 1.17M

- 2013: Acheson Pump Station force main replacement ensures that the pump station catchment area is serviced properly, thereby reducing the risk associated with failures in the sanitary sewer infrastructure. The project includes construction of 260 metres of 250mm force main to replace the existing force main which is at the end of its useful life.
- 2015: Vulcan Way force main replacement. This project involves the replacement of the aging sanitary force main, which is at the end of its service life. This project reduces the risk of sanitary sewer overflows due to force main breaks. This project includes 1300 meters of 450mm diameter force main construction to replace the existing force main which is at the end of its useful life.

Major Cost Components:

- Force main pipe work
- Tie-ins to the existing sanitary infrastructure.

3. Gravity Sewer Replacement/ Upgrade - \$3,610,000 for the years 2013 - 2017

2013	2014	2015	2016	2017
\$ 480K	\$ 0	\$ 450K	\$ 2.5M	\$ 180K

These projects are required to:

- Replace aging infrastructure at the end of its service life
- Minimize risk of pipe failure
- Minimize maintenance cost due to an increased number of service requests
- Upgrade the existing sanitary sewer as identified by the 2041 OCP Sanitary Model.
- **Gravity Sanitary Rehabilitation – Bridgeport Area - \$370,000 for 2013**

This project includes the replacement and rehabilitation of sanitary sewer mains in various locations of the Bridgeport sanitary Sewer Area.

- **Gravity Sanitary Rehabilitation – Steveston Area - \$110,000 for 2013**

This project includes the replacement of 170 meters of 150mm diameter gravity sewer in the Steveston Area for sanitary sewer construction.

- **Buswell Street Gravity Sewer Installation - \$450,000 for 2015**

This project includes construction of 480m of 300mm diameter gravity pipe on Buswell Street from Granville Avenue to Buswell pump station.

This project is required to:

- Aid the re-development of the Richmond Center and Buswell pump stations catchment areas;
- Re-arrange the gravity sewer system lay-out by re-locating sewer pipes from laneways to the street to improve access to the sewer system for future maintenance;
- Improve the operation of the Richmond Center pump station by diverting increasing flows from Richmond Center pump station to higher capacity Buswell pump station;

- **Gravity Sanitary Sewer Upgrade on River Rd/ Beckwith Rd/ Charges St - \$2,500,000 for 2016**

The new sanitary sewer will be designed to service the projected 2041 OCP population in the area, which is currently undergoing rapid high-density re-development.

This project includes construction of 210 meters of 300mm diameter gravity sewer and 470 meters of 375mm diameter gravity sewer.

- **Gravity Sanitary Sewer Replacement – Shellmont Sanitary Area - \$180,000 for 2017**

This project includes construction of 210 meters of 250mm diameter gravity sewer.

4. Sanitary Pump Station - \$8,600,000 for years 2013 – 2017

2013	2014	2015	2016	2017
\$ 1.61M	\$ 1.68M	\$ 0	\$ 2.78M	\$ 2.53M

- **Bennett West Pump Station Replacement - \$1,610,000 for 2013**

This project includes construction of a new pump station including wet well, Variable Frequency Drives (VFD) pumps, electrical kiosk, approximately 90 meters of gravity pipe re-configuration and replacement; and 240 meters of 200mm force main replacement. This project will require land acquisition.

Major Cost Components:

- Land Acquisition
- Pump Station Supply and Installation
- Gravity Pipe Works
- Force main Pipe Works

• **Walford Pump Station Replacement** - \$1,680,000 for 2014

This project includes construction of a new pump station complete with wet well, VFD pumps, electrical kiosk, gravity pipe re-configuration and 330 meters of 200mm force main. This project will require land acquisition.

Major Cost Components:

- Land Acquisition
- Pump Station Supply and Installation
- Gravity Pipe work
- Force main Pipe work

• **Van Horne Pump Station Upgrade** - \$2,780,000 for 2016

This project includes construction of a new pump station including wet well, VFD pumps, electrical kiosk, 50 meters of 650mm diameter gravity pipe and 320 meters of 400mm force main. This project will require land acquisition.

Major Cost Components:

- Land Acquisition
- Pump Station Supply and Installation
- Gravity Pipe work
- Force main Pipe work

• **Leslie Pump Station Replacement** - \$2,530,000 for 2017

This project includes construction of a new pump station complete with wet well, VFD pumps, electrical kiosk, 350 meters of 350/450mm diameter gravity pipe and 430 meters of 400mm force main. This project may require land acquisition.

Major Cost Components:

- Land Acquisition
- Pump Station Supply and Installation
- Gravity Pipe work

- Force main Pipe work

5. Assessment and Upgrade - \$3,750,000 for years 2013 – 2017

2013	2014	2015	2016	2017
\$ 750K	\$ 750K	\$ 750K	\$750K	\$ 750K

This project will perform an assessment of sanitary pump stations and force mains and implement improvements based on the assessments. A critical part of the assessments will be a quantification of FOG issues in the force main system and a review of Fats, Oils and Grease (FOG) mitigation measures. Improvements will likely include:

- Installation of pressure monitors
- Installation of force main bypass and inspection assemblies
- Upgrade electrical, control and telemetry kiosks
- Improved pump station access and safety.

6. Sanitary Sewer Rehabilitation and Upgrade - \$4,040,000 for years 2014 & 2015

2014	2015
\$ 2.62M	\$ 1.42M

- **Hamilton Sanitary Sewer – Phase 2** – \$2,060,000 for 2014

This project involves construction of the Hamilton sanitary sewer pump station, gravity sewer and force main extension to service Hamilton area between Westminster Hwy and Highway 91 A to the north of Gilley Road. This area does not have existing sanitary sewer system and is currently serviced by individual septic tanks. The new pump station will be designed to service a significant portion of Hamilton area which will be undergoing through higher density re-development phase forecasted by 2041 OCP Bylaw.

This project includes construction of a new pump station including wet well, VFD pumps, electrical kiosk, 25 meters of 300mm diameter gravity pipe, 1560m of 150/200mm diameter gravity pipe and 150 meters of 200mm force main. This project may not require land acquisition because it could be constructed on City owned land.

- **City Centre Sanitary Sewer Rehabilitation** – \$200,000 for 2014

This project includes the rehabilitation of sanitary sewer mains and service connections in various locations of City Center sanitary sewer area.

- **Steveston SSA Rehabilitation and Upgrade** - \$360,000 for 2014

This project includes the rehabilitation and replacement of sanitary sewer mains at various locations in the Steveston sanitary area.

- **Hamilton Sanitary Sewer – Phase 3** – \$1,420,000 for 2015

This project is a continuation of the Hamilton Sanitary Sewer program and includes construction of a new pump station including wet well, VFD pumps, electrical kiosk, 700m of 150/200mm diameter gravity pipe and 60 meters of 150mm force main.

7. SCADA System Improvements - \$1,000,000 for the years 2014 – 2017

2014	2015	2015	2017
\$ 250K	\$ 250K	\$ 250K	\$ 250K

This project is required to upgrade and rehabilitate the existing Supervisory Control and Data Acquisition (SCADA) system to improve the operation of the sanitary sewer service in the area. In order to effectively monitor over two hundred sites within the City, continuous upgrades are required to maintain and upgrade the SCADA system to provide accurate information. This project will allow the City to remain current with emerging technologies and to react appropriately to security threats.

8. Minor Capital - \$1,200,000 for the years 2014 – 2017

2014	2015	2015	2017
\$ 300K	\$ 300K	\$ 300K	\$ 300K

These are minor upgrades to our sewage infrastructure that include but not limited to minor upgrades to pump stations, improved operational efficiencies, or changes to safety requirements, minor repairs to manholes or valve boxes, testing of new technologies to improve efficiencies, minor force main repairs and response to resident identified issues that require site specific repairs.

2013 - 2017 Approved (2013) and Recommended (2014-2017) Public Works Infrastructure Advanced Design

Year	Project Name	Total Investment	Item	Pg. No.
2013	City Centre District Energy	\$ 200,000	1	54
2013	PW Infrastructure Advanced Design	1,211,180	2	54
2014	PW Infrastructure Advanced Design	1,194,126	2	54
2015	PW Infrastructure Advanced Design	1,184,126	2	54
2016	PW Infrastructure Advanced Design	1,184,126	2	54
2017	PW Infrastructure Advanced Design	1,184,126	2	54
Total 2013-2017 PW Infrastructure Advanced Design		\$ 6,157,684		

1. City Centre District Energy – \$200,000 for 2013

This is for advanced design of district energy utility (DEU) ready developments in the City Centre neighbourhoods including DEU corridors. The project will include:

- The design of diversion chambers in the new Gilbert Trunk force main for the future sewer heat recovery system
- Coordinating with Corix due diligence phase
- Negotiation of infrastructure and business agreements
- Coordinating design with the incoming new developments.

2. Advanced Design - \$5,957,684 for the years 2013– 2017

2013	2014	2015	2016	2017
\$ 1.21M	\$ 1.19MK	\$ 1.18M	\$ 1.18M	\$ 1.18M

In order for civil infrastructure projects to be well managed and meet schedule, Engineering Design and Construction requires projects to be designed up to a year in advance. This enables project estimates to be completed in time for budgeting and construction to proceed in a timely manner.

**2013 - 2017 Approved (2013) and Recommended (2014-2017) Infrastructure Public Works
Minor Capital - Traffic Program**

Year	Project Name	Total Investment	Item	Pg. No.
2013	PW Minor Capital - Traffic	\$ 250,000	1	55
2014	PW Minor Capital - Traffic	250,000	1	55
2015	PW Minor Capital - Traffic	250,000	1	55
2016	PW Minor Capital - Traffic	250,000	1	55
2017	PW Minor Capital - Traffic	250,000	1	55
Total 2013-2017 PW Minor Capital - Traffic		\$ 1,250,000		

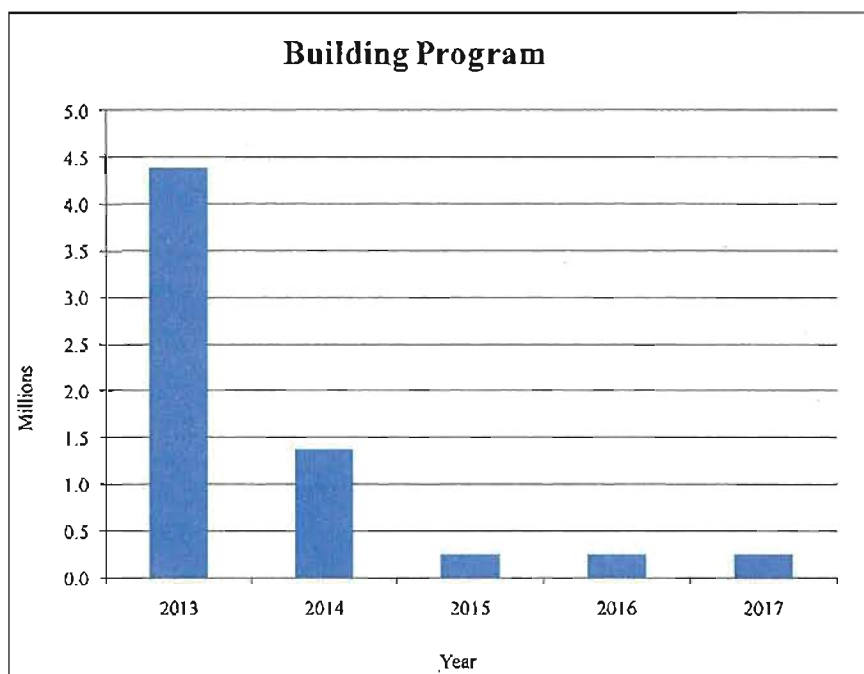
1. Minor Capital - \$1,250,000 for the years 2013 – 2017

The purpose of this annual recurring program is to carry out several minor ongoing system expansion and physical plant improvements including central signal system, emergency vehicle pre-emption systems, audible pedestrian systems, left turn arrows, crosswalk and bus stop improvements, etc.

The general scope of this program includes traffic improvements to minor crosswalks, bus stops, wheelchair ramps and signage/safety and traffic signal/communications network improvements such as: infrastructure renewal, physical plant upgrading, ongoing infrastructure development testing and communications network conduit/cable.

ii) Building Program 2013-2017

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.



Significant items from the major facilities replacements have been deferred from the current 2013-2017 Capital Budget to allow further discussion and direction by Council. Once the review is completed and further discussed with Council, a report will be presented to Council, and the 5-year capital budget will be amended if necessary.

2013 Approved Building Program

Year	Project Name	Total Investment	Item	Pg. No.
2013	Japanese House (restoration cost)	\$ 250,000	1	57
2013	Branscombe House Restoration (2013) (OBI)	1		
2013	Conservation Plans for Heritage Buildings	75,000	3	57
2013	Oval Conversion Phase 3	1,350,000	5	58
2013	Project Development Advanced Design	140,000	6	58
2013	RCMP - Community Safety Building (OBI)	1		
2013	Watermaina Retrofit	840,000	4	58
2013	West Richmond Community Centre Building Envelope Repair	1,985,000	2	57
Total 2013 Buildings		\$ 4,640,002		

Total 2014 - 2017 Recommended Buildings

Year	Project Name	Total Investment	Item	Pg. No.
2014	Britannia: 1st Nations Bunkhouse	\$ 754,000	7	58
2014	City Centre Community Centre (OBI)	1		
2014	Interurban Tram Restoration	372,600	8	59
2014	Project Development Advanced Design	250,000	6	58
Total 2014 Buildings		\$ 1,376,601		
2015	Project Development Advanced Design	\$ 250,000	6	58
2016	Project Development Advanced Design	250,000	6	58
2017	Project Development Advanced Design	250,000	6	58
Total 2013-2017 Buildings		\$ 6,766,603		

The 2013-2017 Building program includes:

1. Japanese House Restoration – \$250,000 for 2013

The funds are needed to rehabilitate Japanese Building for adaptive re-use as part of the Steveston Museum site. The Japanese House will be used as museum space for exhibits & programs that include, but are not necessarily limited to, the Japanese Canadian history in Steveston and the mix of cultures in the historic community. The exterior of the building will also be addressed to ensure building integrity (funding in place). The park will be reconfigures to enable a better use of the park area for programs & revenue-generating rental activities.

2. West Richmond Community Centre – Building Envelope Repair – \$1,985,000 for 2013

Significant, ongoing investment is required in major facilities to ensure that buildings and services are maintained. West Richmond Community Centre was built in 1993 around a 40 year old gymnasium. The building envelope has failed, there is water ingress and repairs are required. The funds will be used to replace the cladding of entire building, renew the roof deck off the second floor, replace all windows and sliding doors and replace gymnasium roof.

3. Conservation Plans for Heritage Buildings – \$75,000 for 2013

To complete Conservation Plans for all heritage buildings owned by the City. The Richmond Museum & Heritage Strategy, adopted by Council in 2007, identified the need to develop Conservation and Maintenance Plans for all buildings. These plans outline the maintenance and preservation needs of each building and guide the work required according to the National Guidelines for the Conservation of Historic Places in Canada.

Buildings included:

- London Heritage Farm House

- Steveston Museum
- Japanese Fishermen's Benevolent Society Building
- 10 buildings at Britannia
- 5 buildings at Terra Nova
- Branscombe House

4. Watermania Retrofit – \$840,000 for 2013

The City completed a Secondary Structural Review Report assessment of the Watermania facility and has an ongoing condition assessment of this facility through the VFA program. These processes identified upgrades needed in areas that are either at the end of their life expectancy or have developed significant deficiencies for their intended purpose including:

- Replacement of sound absorbing panels
- Fire alarm and annunciator upgrade/replacement
- Painting of secondary structural components (beams, columns and ceiling)
- Replacement of slide supports

All these components are subject to rapid deterioration in the corrosive pool environment and this work is required to keep Watermania in a safe operating condition. Beyond immediate safety risks, failure in any one of these elements can result in immediate closure of the pool.

5. Oval Conversion Phase 3 – \$1,350,000 for 2013

This Final Oval Legacy Conversion project was previously approved by Council and it includes a retail space, fitness space, children's play space, locker room Improvements and mezzanine expansion. The funding will include the contribution from the Oval Legacy Capital Reserve.

6. Project Development Advanced Design - \$1,140,000 for the years 2013-2017

2013	2014	2015	2016	2017
\$140K	\$250K	\$250K	\$250K	\$250K

Advanced design of projects is required to ensure that each project is well managed in regards to scope of work, costs and schedule. Engage the appropriate experts (i.e. architects, engineers, designers) for a variety of proposed facility projects to determine the feasibility of each project. The experts would develop conceptual plans and provide preliminary estimates and schedule for each proposed project.

7. Britannia 1st Nations Bunkhouse – \$754,000 for 2014

The completion of the restoration and interpretation of this building will complete the restoration of all the buildings on the Britannia site as per Council approved Britannia Business Plan and the Capital Development Plan.

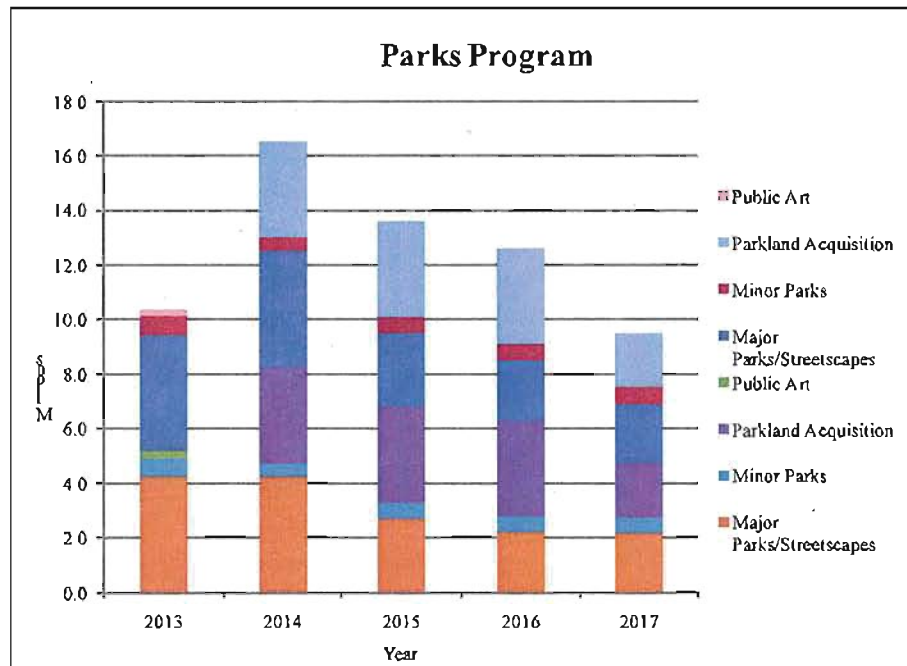
The restoration work includes structural upgrades, new fire safety systems, interior finishing and the design, installation and interpretation of exhibits.

8. Interurban Tram Restoration - \$372,600 for 2014

The building at 5671 No 3 Rd is already owned by the city and would require tenant improvements only to make it a workable location. The scope of the work involves paint, front counter, carpet and security as well as the purchase and installation of the information technology to make the office fully utilizable.

iii) Parks Program 2013-2017

Richmond is renowned for its high quality parks and recreation facilities. The City's park system has over 90 parks that total approximately 1,400 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 a 200-acre recreational trail system.



2013 Approved Parks Program

Year	Project Name	Total Investment	Item	Pg. No.
2013	Aging Infrastructure Replacement	\$ 100,000	2	63
2013	Britannia Heritage Shipyards - Boardwalk	100,000	4	64
2013	Parks General Development	400,000	5	68
2013	Britannia Heritage Shipyards	513,000	4	64
2013	Garden City Lands OBI - Ground Maintenance	1		
2013	Hugh Boyd Oval Retrofit	100,000	3	63
2013	King George Park Masterplan - Phase 1	200,000	4	63
2013	New Pump Stations & Washrooms Maintenance OBI	1		
2013	Parks Advance Planning & Design	400,000	4	68
2013	Railway Avenue Greenway	2,000,000	4	64
2013	Terra Nova Park - Waterfront Development	500,000	4	63
2013	The Gardens Agricultural Park - Phase 2	216,700	4	65
2013	Thompson Youth Park Phase 3	300,000	4	64

Year	Project Name	Total Investment	Item	Pg. No.
2013	Tree Planting OBI - Developer planted trees	1	4	67
2013	West Cambie Neighbourhood Park	100,000	4	65
2013	Public Art Program	256,754	1	62
Total 2013 Parks		\$ 5,186,457		

2014-2017 Recommended Parks Program

Year	Project Name	Total Investment	Item	Pg. No.
2014	Parks Aging Infrastructure Retrofit Program	\$ 100,000	8	69
2014	Parks General Development	250,000	5	68
2014	Tree Planting Program	50,000	4	67
2014	Playground Equipment Replacement	100,000	7	69
2014	Cambie Mueller Park - Phase 2	750,000	4	66
2014	Characterization - Neighbourhood Parks	100,000	4	67
2014	Lang Park Redevelopment - Park Characterization	400,000	4	66
2014	Minoru Artificial Turf Retrofit - Minoru 2 field	600,000	4	65
2014	Minoru Park - Track Resurfacing	450,000	4	65
2014	ORA Development - Park OBI	1		
2014	Parks Advance Planning & Design	300,000	4	68
2014	Tait Elementary School Community Amenity Space	50,000	4	67
2014	The Gardens Agricultural Park	1,000,000	4	65
2014	Trails	100,000	4	67
2014	Waterfront Improvement Projects	250,000	4	66
2014	West Cambie Park	250,000	4	65
2014	Parkland Acquisition	3,500,000	6	69
Total 2014 Parks		\$ 8,250,001		
2015	Parks Aging Infrastructure Upgrade Program	\$ 100,000	8	69
2015	Parks General Development	250,000	5	68
2015	Tree Planting Program	50,000	4	67
2015	Playground Equipment Replacement Program	200,000	7	69
2015	Cambie Mueller Park - Phase 3	750,000	4	66
2015	Characterization - Neighbourhood Parks	100,000	4	67
2015	Parks Advance Planning & Design	250,000	4	68
2015	The Gardens Agricultural Park	1,500,000	4	65
2015	Trails	100,000	4	67
2015	Parkland Acquisition	3,500,000	6	69
Total 2015 Parks		\$ 6,800,000		
2016	Parks aging Infrastructure Replacement Program	\$ 100,000	8	69
2016	Parks General Development	250,000	5	68
2016	Tree Planting Program	50,000	4	67
2016	Playground Replacement Program	200,000	7	69

Year	Project Name	Total Investment	Item	Pg. No
2016	Cambie Mueller Park - Phase 4	750,000	4	66
2016	Characterization - Neighbourhood Parks	100,000	4	67
2016	Kawaki Development -OBI	1		
2016	Parks Advance Planning & Design	250,000	4	68
2016	River Green Village - Park OBI	1		
2016	The Gardens Agricultural Park	750,000	4	65
2016	Trails	100,000	4	67
2016	Waterfront Improvement Program	250,000	4	65
2016	Parkland Acquisition	3,500,000	6	69
Total 2016 Parks		\$ 6,300,002		
2017	Parks Aging Infrastructure Retrofit Program	\$ 100,000	8	69
2017	Parks General Development	250,000	5	68
2017	Tree Planting Program	50,000	4	67
2017	Playground Replacement Program	200,000	7	69
2017	Cambie Mueller Park - Phase 5	750,000	4	66
2017	Characterization - Neighbourhood Parks	100,000	4	67
2017	City Centre Urban Park - Phase 1	150,000	4	68
2017	Parks Advance Planning & Design	250,000	4	68
2017	The Gardens Agricultural Park	403,300	4	65
2017	Trails	250,000	4	67
2017	Waterfront Improvement Projects	250,000	4	66
2017	Parkland Acquisition Program	2,000,000	6	69
Total 2017 Parks		\$ 4,753,300		
Total 2013-2017 Parks		\$ 31,289,760		

The 2013-2017 parks capital program includes:

1. Public Art \$256,754 for 2013

The following are proposed projects 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:

- City streets, parks and buildings
- Community public art projects
- Community education and promotion of the public art program
- Collaboration on educational opportunities with the Richmond Art Gallery, Media Lab, Cultural Centre and Richmond Museum,
- Pursuing community public art partnerships, and Prepare public art opportunities as part of major City initiatives.

Public Art Reserve is funded through development activity. Timing of the projects is dependent upon the timing of the development projects.

2. Aging **Infrastructure Replacement – \$100,000 for 2013**

Parks Operations requires extra funds to replace aging park infrastructure that has deteriorated over time. This includes wooden walkways, fencing, surface drainage systems and playground equipment replacements.

- There are 80 locations where wood planking is used as a pedestrian treatment. Over the years many of these decks have been patched and re-patched for safety but in time need to be rebuilt.
- Surface drainage systems in Parks that were built with ceramic tile decades ago have been failing for several years. As they collapse and tree roots fill them and they must be replaced with 6" perforated PVC pipe.
- Parks maintains 55 playgrounds and some of the older playgrounds require the removal and replacement of CSA approved playground equipment.

3. **Hugh Boyd Oval Retrofit – \$100,000 for 2013**

Many of the amenities have not been replaced for up to 40 years and are in severe damaged conditions. Hugh Boyd Oval requires all of its timber boards replaced as well as outdoor bleachers and several other support structures in order to make them safe for use. Work will consist of:

- Timber board replacement
- Steel Frame replacement
- Asphalt repairs
- bleachers & bench replacement

4. **Major Parks \$15,553,005 for the years 2013-2017**

2013	2014	2015	2016	2017
\$4.23M	\$4.25M	\$2.70M	\$2.20M	\$2.15M

- **Terra Nova Park - \$500,000 for 2013**

For 2013, continued construction of Terra Nova Rural Park's waterfront edge into a destination park along the Middle Arm greenways with landscaping, new circulation paths, boardwalk and seating edges.

- **King George Park Master plan – Phase 1 - \$200,000 for 2013**

A Park Master Plan initiated by the community was completed in 2012 for King George Park outlining priority areas for new features and landscaping in the park to reflect community needs and to ensure safety of users.

For 2013, Phase 1 construction of some of these features may include landscaping, pathways, play ground development, social gathering areas, signage, and environmental and safety enhancements of the woodlot adjacent to the elementary school and natural area by the Cambie Community Centre.

- **Railway Avenue Greenway** - \$2,000,000 for 2013

In 2010, the City purchased the Canadian Pacific Railway (CPR) corridor adjacent to Railway Avenue between Granville Avenue and Garry Street. The goal to develop a trail/greenway for pedestrians, cyclists and other wheeled users along the 3.7 kilometre corridor was established in the original 1979 Trails Plan and the subsequent 2010 Trails Strategy adopted by Council.

For 2013 the project will consist of the construction of the 4.0 m wide two-way multi-use pathway with an asphalt surface along with connections to existing trails and bus stops on Railway Avenue.

- **Britannia Heritage Shipyards** – \$613,000 for 2013

The Britannia Heritage Shipyard houses two sets of rails and carriages (slipways) for the movement of vessels into and out of the water. In order for the slipway to be operational, the following work is required:

- Replacement of the crane support runners.
- Replacement of the timber decking
- Replacement of the cross head beams
- Replacement/remediation of timber piles

In addition to the slipway upgrades, approximately 400 feet of boardwalk along the heritage shipyard site will be replaced in order to address safety concerns with existing trails and boardwalks at the National Historic Site of the Britannia Heritage Shipyards. This will create a safe and accessible pathway that has linked to the overall Steveston Village waterfront experience.

- **Thompson Youth Park Phase 3** - \$300,000 for 2013

Thompson Youth Park is a unique park that currently features youth-oriented play structures, skate elements, and seating/gathering areas. Phase 3, the final phase, will include play equipment, land forming, additional gathering/seating areas, and plantings. Phase 3 detailed design work will begin in early 2013 and be completed in the fall of the same year.

For Phase 3, it is expected that the Thompson Community Association will match the City's capital funding in order to meet the project budget.

- **The Gardens Agricultural Park** - \$3,870,000 for the years 2013-2017

2013	2014	2015	2016	2017
\$217K	\$1.0M	\$1.5M	\$750K	\$403K

This project will be completed in phases for the development of the park. A park plan has been developed for the site that was approved by Council in January 2011. The development of the park will serve both local area and city wide functions. The Shellmont area has been identified as having a shortfall of park space in the DCC program and the area is continuing to experience growth. The additional population represented by the adjacent development will accelerate the projected shortfall. The park will provide recreational activities and a destination for local residents to walk and bike to.

Detailed design and construction are planned for 2013 - 2017.

- **West Cambie Park** - \$350,000 for the years 2013-2014

2013	2014
\$100K	\$250K

2013-2014 (Phase 2 and 3) - Construction will include demolishing old structures (on acquired properties); clearing and grubbing of parts of the land; grading and seeding of new landscaped areas; installing storm drainage; rejuvenating and enhancing existing stands of vegetation; constructing pathways and installing site furniture.

Funding for this project will come from the West Cambie Local Area DCC's

Future phases will be designed and implemented as the City continues to acquire adjacent properties.

- **Minoru Park – Track Resurfacing and Turf Field Replacement-** \$1,050,000 for 2014

Minoru Park is considered the City Centre Park and has evolved through its 50 year history but now requires many updates to meet the significant expansion of the City Centre's growth.

The running track has worn down over the years and requires a full replacement of rubber surfacing. The artificial turf on the field has exceeded its life expectancy and requires a replacement of the artificial turf.

- **Waterfront Improvement Program** - \$750,000 for 2014-2017

2014	2015	2016	2017
\$250K	\$0	\$250K	\$250K

In 2009, City Council adopted the Waterfront Strategy. Several of the City's best open space amenities are located along the waterfront edge such as Terra Nova, Garry Point Park, Middle Arm & the Oval, and the south & west dyke trails. This program assists in the funding of opportunistic waterfront improvements and the continuation of implementing the waterfront strategy.

- 2014: Projects include the retrofit of the infrastructure at McDonald Beach and the No. 2 Road Pier
 - 2016: Projects include the design and site preparation of the West Dyke Foreshore. The plan is to acquire and develop these significant properties adjacent to the existing west dyke trail
 - 2017: Projects include new infrastructure, new amenities and new programs along the waterfront.
- **Cambie Mueller Park Phases 2 to 5** - \$3,000,000 for the years 2014-2017

2014	2015	2016	2017
\$750K	\$750K	\$750K	\$750K

- 2014: Phase two will include plaza space, a children's play area, the intermittent stream, tree planting and landscaping
 - 2015: Phase three will include a plaza water feature, site lighting, tree planting and landscaping
 - 2016: Phase four will include a stage, washroom and storage, services and utilities, tree planting and landscaping
 - 2017: Phase five will include tree planting and landscaping
- **Lang Park Redevelopment - Park Characterization** - \$400,000 for the 2014

Lang Park is well used by numerous people, however there are several improvements are required to ensure residents can continue to use and enjoy the park.

For 2014, the scope of work will include:

- A consultation process that engages nearby residents, Lang Centre staff and program participants in workshops to identify priorities.
- Develop preliminary design ideas and cost estimates for review and discussion.
- Develop construction documentation and cost estimates.
- Finalize design and cost estimates for Council review.

- **Tait Elementary School – Community Amenity Space** - \$50,000 for the 2014

In order to address the lack of community facilities in the area, the developer has worked together with Planning and Parks, Recreation and Culture Services to address the needs of residents in the area.

- **Tree Planting** - \$200,000 for the years 2014-2017

2014	2015	2016	2017
\$50K	\$50K	\$50K	\$50K

This program will allow for the planting of trees in various sites within the City and providing a tree inventory for the City Nursery. Projects are both community and opportunity driven.

This is an ongoing program to plant trees and provide tree stewardship throughout the City in parks and open spaces, street medians natural areas, right-of-ways, along trails, and other public properties.

- **Characterization – Neighbourhood Parks** - \$400,000 for the years 2014-2017

2014	2015	2016	2017
\$100K	\$100K	\$100K	\$100K

The purpose of this program is to strengthen the overall function and character of existing neighbourhood parks within the City's Park and Open Space system. Designs are prepared and implemented in response to Community driven requests and concerns. The preliminary projects include:

- 2014 - McCallan Neighbourhood, Kartner/Fedoruk Neighbourhood Park.
- 2015 - Odlin Neighbourhood Park, Hamilton Neighbourhood Park.
- 2016 - Wowk Neighbourhood Park, Talmey Neighbourhood Park.
- 2017 – Ferris School/Neighbourhood Park, Terra Nova Neighbourhood Park.

- **Trails** - \$550,000 for the years 2014-2017

2014	2015	2016	2017
\$100K	\$100K	\$100K	\$250K

This ongoing program provides the implementation of Trails development around the City which connects people and places through a variety of creative design and construction practices. The Richmond Trail System is exceedingly popular year round. Each year the existing trails have either been upgraded or new trails have been constructed in keeping with the overall goal of creating a continuous trail system around the island. The preliminary projects include:

- 2014: A retrofit of the Steveston/South Dyke trails and connections
- 2015: Continuation of the trail development at the Steveston/South Dyke area to include signage and way finding.
- 2016: South Dyke area - The development of a preliminary trail through a 14 acre natural area acquired by the City in the early 2000's at the foot of Garden City Road. This will connect to the popular Steveston/South Dyke greenways.
- 2017: Preliminary project will see connections to the No. 9 Road/Graybar Road waterfront area

• **City Centre Urban Park – Phase 1 - \$150,000 for 2017**

Development of a new Urban Park in the City Centre located at 7300 Elmbridge Way. Construction would include soft and hard landscapes such as trees, passive green space, a concrete plaza, and benches. The project has the potential for development contributions depending on the selected site location.

Phase 1 will include demolition, site clean-up and preparation, perimeter drainage, grading, seeding and landscaping

- **Advanced Planning - \$1,450,000 for the years 2013-2017**

2013	2014	2015	2016	2017
\$400K	\$300K	\$250K	\$250K	\$250K

This annual program is to provide a source for ongoing planning, research, project management, and construction detailing of both immediate and future projects either in park construction or strategic open space planning. This program allows the City's Parks & Recreation Department to be prepared and efficient in managing the following capital construction years.

5. General Parks - \$1,400,000 for the years 2013-2017

2013	2014	2015	2016	2017
\$400K	\$250K	\$250K	\$250K	\$250K

This ongoing program addresses special opportunities, emergency requests, and safety driven concerns towards the ongoing improvements, repairs, and replacements of various park amenities and facilities that are not part of any larger park program. These funds are primarily used for unforeseen requests and preparation required for general development and allows the City flexibility and the ability to be responsive to Council and the public in a timely fashion.

This program includes a variety of construction, fabrication, and installation of Park components that includes building of community gardens, landscaping, pathways, benches, picnic tables, fencing, sports field upgrades, drainage & irrigation, gathering areas, signage and way-finding, etc.

6. Parkland Acquisition - \$12,500,000 for the years 2014-2017

2014	2015	2016	2017
\$3.5M	\$3.5M	\$3.5M	\$2.0M

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.

7. Playground Replacement – \$700,000 for the years 2014-2017

2014	2015	2016	2017
\$100K	\$200K	\$200K	\$200K

This program addresses safety issues for playgrounds located within the City's network of park and open space sites. Work will focus on fixing or replacing individual components of play equipment, removing or replacing outdated equipment, and/or upgrading the surfaces under play equipment. The preliminary projects include:

- 2014: McCallan Road ROW Neighbourhood Park, Kartner/Fedoruk Neighbourhood Park.
- 2015: Odlin Neighbourhood Park, Hamilton Neighbourhood Park.
- 2016: Wowk Neighbourhood Park, Talmey Neighbourhood Park.
- 2017: Garden City School Park, Dover Park.

8. Infrastructure Replacement – \$400,000 for the years 2014-2017

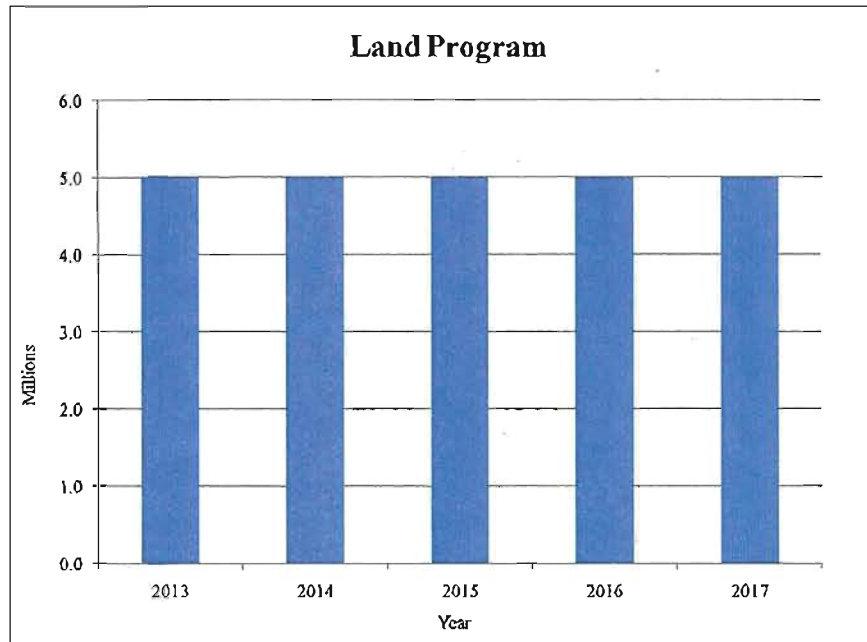
2014	2015	2016	2017
\$100K	\$100K	\$100K	\$100K

This program consists of a multi-year phased approach to replace failed hard surfaces, and parks and open space infrastructure. These include outdoor tennis, basketball, lacrosse, hockey courts, fencing, backstops, sports lighting fixtures, etc. and other amenities that cannot be funded through Parks DCCs. The preliminary projects include:

- 2014 – Brighthouse lacrosse/hockey court.
- 2015 – Minoru grandstand, spotlighting and backstop.
- 2016 – London Landing Pier (No. 2 Rd).
- 2017 – Steveston and Hugh Boyd baseball diamond backstops.

iv) Land Program 2013-2017

The land acquisition program relates to the acquisition and disposition of real property for the City, as approved by Council, for a variety of Council approved acquisitions.



2013 Approved Land Program

Year	Project Name	Total Investment	Item	Pg. No.
2013	Strategic Land Acquisition	\$ 5,000,000	1	72
Total 2013 Internal Transfers		\$ 5,000,000		

Total 2013-2017 Recommended Land Program

Year	Project Name	Total Investment	Item	Item
2014	Strategic Land Acquisition	\$ 5,000,000	1	72
2015	Strategic Land Acquisition	5,000,000	1	72
2016	Strategic Land Acquisition	5,000,000	1	72
2017	Strategic Land Acquisition	5,000,000	1	72
Total 2013-2017 Internal Transfers		\$ 25,000,000		

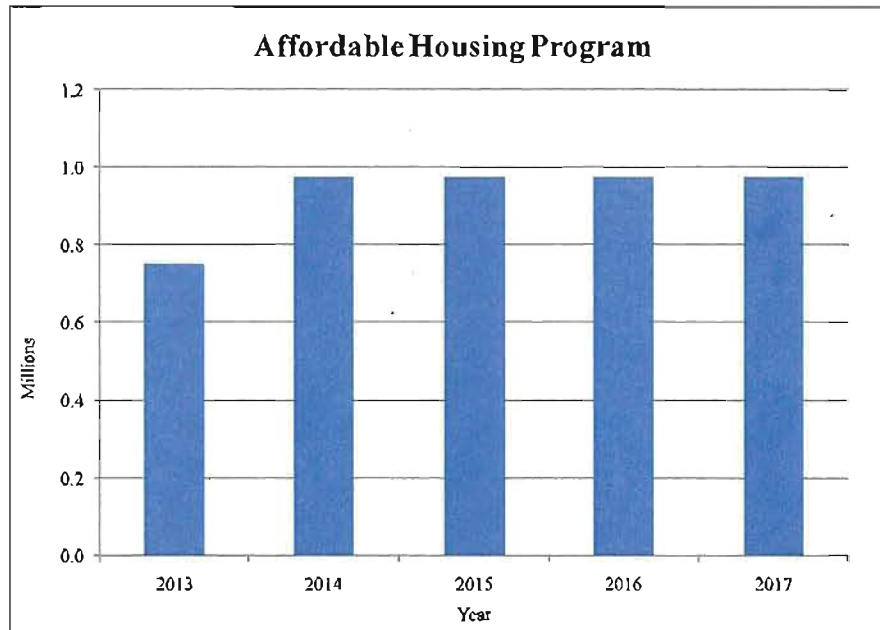
1. Land Acquisition \$25,000,000 for the years 2013-2017

2013	2014	2015	2016	2017
\$5.0M	\$5.0M	\$5.0M	\$5.0M	\$5.0M

The majority of funding for the land acquisition program comes from the proceeds on sale of existing City owned property.

v) Affordable Housing Program 2013-2017

Affordable Housing is responsible for coordinating the implementation of the Richmond Affordable Housing Strategy. This Strategy was adopted in 2007 and contains recommendations, policies, directions, priorities, definitions and annual targets for affordable housing in the City. The City is working with other levels of government, the non-profit sector, the private sector, local groups and the community in pursuit of the Strategy's goals.



2013 Approved Affordable Housing Program

Year	Project Name	Total Investment	Item	Pg. No
2013	Affordable Housing Projects- City Wide Development	\$ 750,000	1	74
Total 2013 Affordable Housing		\$ 750,000		

2014 – 2017 Recommended Affordable Housing Program

Year	Project Name	Total Investment	Item	Pg. No
2014	Affordable Housing Projects- City Wide	\$ 750,000	1	74
2014	Affordable Housing Projects- West Cambie	225,000	1	74
Total 2014 Affordable Housing		\$ 975,000		
2015	Affordable Housing Projects- City Wide	\$ 750,000	1	74
2015	Affordable Housing Projects- West Cambie	225,000	1	74
Total 2015 Affordable Housing		\$ 975,000		
2016	Affordable Housing Projects- City Wide	\$ 750,000	1	74
2016	Affordable Housing Projects- West Cambie	225,000	1	74
Total 2016 Affordable Housing		\$ 975,000		
2017	Affordable Housing Projects- City Wide	\$ 750,000	1	74
2017	Affordable Housing Projects- West Cambie	225,000	1	74
Total 2017 Affordable Housing		\$ 975,000		
Total 2013-2017 Affordable Housing		\$ 4,650,000		

1. Affordable Housing \$4,650,000 for the years 2013-2017

2013	2014	2015	2016	2017
\$750K	\$975K	\$975K	\$975K	\$975K

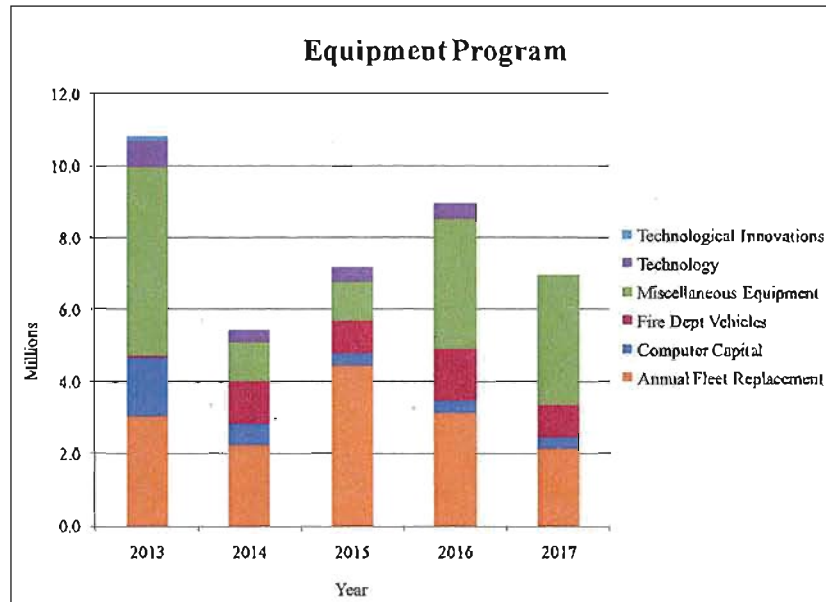
This funding is for the development of affordable housing which helps to ensure that Richmond is liveable and appealing. By investing in strategic land acquisition and related affordable housing development, the City will be able to effectively implement its Affordable Housing Strategy, and contribute to being a well-managed city.

The timing of the projects is dependent upon land acquisition opportunities as they arise and the receipt of affordable housing development proposals. Any expenditures are subject to Council approval.

Development activity funds the Affordable Housing Reserve Fund.

vi) Equipment Program 2013-2017

The equipment program includes machinery and vehicles for Public Works and Fire Rescue Services, computer hardware, software, library collections, and other miscellaneous equipment.



2013 Approved Equipment Program

Year	Project Name	Total Investment	Item	Pg. No.
2013	Vehicle and Equipment Reserve Purchases (PW and Corporate Fleet)	\$ 3,055,300	3	77
2013	Energy Management - 2013 Projects	483,500	7	80
2013	Energy Management - Infrastructure Energy Efficiency Upgrade	150,000	7	80
2013	Annual Existing Operational Desktop Computer Hardware	330,000	6	79
2013	Council Chambers Audio Visual Equipment Replacement	397,200	6	78
2013	Existing Operational Computer Services Infrastructure	23,439	6	78
2013	Fibre Optic Cabling to City Facilities- Phase 8	200,000	6	78
2013	ICT Infrastructure Replacement - Mandatory	370,600	6	78
2013	Museum Collections Management System	100,000	6	79
2013	PeopleSoft Financials 9.2 Technical Upgrade	142,000	6	78
2013	Phone Set Upgrades	134,000	6	78
2013	Tempest - Municipal Ticketing Module	75,000	6	79
2013	Tempest - Dog Licensing Module	55,000	6	79
2013	Fire Vehicle Replacement Reserve Purchases	83,649	5	77
2013	Annual Library Book Purchases	1,100,500	4	77
2013	Chinese Language Library Books	100,000	8	81
2013	Fire Equipment Replacement	318,182	5	77
2013	Fire Replacement Equipment Purchases	120,000	5	77
2013	Food Scraps/Organics Recycling Program Expansion	3,250,000	2	76
2013	Parking Meter Replacement (Pay-Station)	328,750	1	76
Total 2013 Equipment		\$ 10,817,120		

2014-2017 Recommended Equipment Program

Year	Project Name	Total Investment	Item	Item
2014	Vehicle and Equipment Reserve Purchases (PW and Corporate Fleet)	\$ 2,230,000	3	77
2014	Energy Management - Energy Audits and Building Optimization	350,000	7	80
2014	Existing Operational Computer Services Infrastructure	17,489	6	78
2014	Existing Operational Desktop Computer Hardware Funding	330,000	6	79
2014	Fibre Optic Cabling to City Facilities- Phase 9	100,000	6	78
2014	Richmond Fire I Mobiles	150,000	5	77
2014	Fire Equipment Replacement	318,182	5	77
2014	Fire Vehicle Replacement Reserve Purchases	855,225	5	77
2014	Library Book Purchases	1,100,500	4	77
Total 2014 Equipment		\$ 5,451,396		
2015	Vehicle and Equipment Reserve Purchases (PW and Corporate Fleet)	\$ 4,450,200	3	77
2015	Energy Management - Energy Audits and Building Optimization	400,000	7	80
2015	Existing Operational Computer Services Infrastructure	10,850	6	78
2015	Existing Operational Desktop Computer Hardware Funding	330,000	6	79
2015	Fire Equipment Replacement	16,396	5	77
2015	Fire Vehicle Replacement Reserve Purchases	874,167	5	77
2015	Library Book Purchases	1,100,500	4	77
Total 2015 Equipment		\$ 7,182,113		
2016	Vehicle and Equipment Reserve Purchases (PW and Corporate Fleet)	\$ 3,148,976	3	77
2016	Energy Management - Energy Audits and Building Optimization	450,000	7	80
2016	Existing Operational Desktop Computer Hardware Funding	330,000	6	79
2016	Fire Equipment Replacement	16,765	5	77
2016	Fire Vehicle Replacement Reserve Purchases	1,414,767	5	77
2016	Alexandra District Energy Utility Expansion	2,500,000	7	81
2016	Library Book Purchases	1,100,500	4	77
Total 2016 Equipment		\$ 8,961,008		
2017	Vehicle and Equipment Reserve Purchases (PW and Corporate Fleet)	\$ 2,130,120	3	77
2017	Existing Operational Desktop Computer Hardware Funding	330,000	6	79
2017	Fire Vehicle Replacement Reserve Purchase	891,956	5	77
2017	Alexandra District Energy Utility Expansion	2,500,000	7	81
2017	Library Book Purchases	1,100,500	4	77
Total 2017 Equipment		\$ 6,952,576		
Total 2013-2017 Equipment		\$ 39,364,214		

Highlights of the 2013 – 2017 Equipment program include:

1. Food Scraps/Organics Recycling Program Expansion – \$3,250,000 for 2013

This program will add a new level of service for food scraps and organics collection services using City-provided wheeled carts for all multi-family town-home residents currently receiving the City's blue box and/or garbage collection services. The City will provide wheeled carts to all residents in single-family households for the storage and weekly collection of food scraps and organic materials and provide kitchen containers for the temporary storage of food scraps/organics.

2. Parking Pay Station – Replacement - \$328,750 for 2013

This is the second year of a two year program to replace the City's full complement of pay stations (43), which are at the end of their useful life.

3. Public Works and Corporate Fleet \$15,041,596 for the years 2013-2017

2013	2014	2015	2016	2017
\$3.06M	\$2.23M	\$4.45M	\$3.15M	\$2.13M

Items in the identified scope require replacement due to vehicles reaching the end of their life cycle and increasing maintenance costs associated with their current condition. Vehicles/equipment which present safety concerns are also included in the scope.

- 2013 – 44 units. Notable: tandem dump, community bus, sweeper, grader and backhoe.
- 2014 – 44 units. Notable: dump crane, workhorse vans, cargo vans and pickups.
- 2015 – 90 units. Notable: tandem dump, workhorse vans, community bus, crane truck.
- 2016 – 48 units. Notable: flusher, generator, vactor, crane truck, dump truck, shredder
- 2017 – 46 units. Notable: 2 backhoes, tag trailer, single axle dump.

4. Library Book Purchases \$5,502,500 for the years 2013-2017

2013	2014	2015	2016	2017
\$1.10M	\$1.10M	\$1.10M	\$1.10M	\$1.10M

This project entails the purchasing, cataloguing and processing of books, DVDs, and CDs to get them shelf ready for customers to take it out.

5. Fire Rescue \$5,059,289 for the years 2013-2017

2013	2014	2015	2016	2017
\$522K	\$1.32M	\$891K	\$1.43M	\$892K

- 2013 – Replacement of Battalion Command vehicle, self contained breathing apparatus (SCBA) equipment, fire fighting hose, water rescue dry-suits and hydraulic hoses for auto extrication equipment.
- 2014 – Replacement of Pumper, fire fighting hose and SCBA equipment.
- 2015 – Replacement of Pumper and fire fighting hose.
- 2016 – Replacement of 1 emergency vehicle and 2 fire prevention vehicles and fire fighting hose.
- 2017 – Replacement of Pumper.

6. Information Technology \$3,045,579 for the years 2013-2017

2013	2014	2015	2016	2017
\$1.60M	\$447K	\$341K	\$330M	\$330M

- **PeopleSoft Financials 9.2 Technical Upgrade** – \$142,000 for 2013

Upgrade of General Ledger, Project Costing, Accounts Payables, Accounts Receivables, Billing, Purchasing, Inventory, and Asset Management modules from 9.0 to 9.2

- **Council Chambers Audio Visual Equipment Replacement** – \$397,200 for 2013

The existing audio visual equipment in Council Chambers was installed in 2000 and is currently past its useful life. This project will replace the existing equipment with equipment that will allow the City to take advantage of advances in A/V technologies and enable the City to provide new services such as the video streaming Council Meetings over the internet.

- **Telephone Set Upgrades** - \$134,000 for 2013

Existing digital telephone sets at City Hall are over 12 years old. Many are failing, and cannot be replaced as they are obsolete. This request is for replacement VoIP phone sets that use newer network technology.

- **Fibre Optic Cabling to City Facilities** - \$300,000 for the years 2013-2014

2013	2014
\$200K	\$100K

- 2013 – Replace the Telus fibre that currently runs to the Nature Park, Cambie and Britannia with city-owned fibre.
- 2014 – Replace the Telus fibre that currently runs to the Watermania and Richmond Ice Centre with city-owned fibre.

- **ICT Infrastructure** – \$370,600 for 2013

This program funds the replacement/upgrading of existing City computer infrastructure.

- **Existing Operational Computer Services Infrastructure** – \$51,779 for the years 2013-2015

2013	2014	2015
\$23K	\$17K	\$11K

This program funds the leases for the existing operational computer infrastructure and funds replacement for obsolescent equipment

- **Existing Operational Desktop Computer Hardware Funding - \$1,650,000 for the years 2013-2017**

2013	2014	2015	2016	2017
\$330K	\$330K	\$330K	\$330K	\$330k

This program funds the continuous replacement cycle of the existing City desktop computer hardware.

- **Museum Collections Management System – \$100,000 for 2013**

Implementation of a new Museum Collections Management System to consolidate the cultural assets for Richmond Museum, Art Gallery, Steveston Museum, Britannia Heritage Shipyard, London Heritage Farm and the Media Lab. The system provides intake of donations, cataloguing artifacts, loaning artifacts, creating exhibitions, insurance tracking, collection valuation and online presentation for the public (eMuseum).

- **Tempest Municipal Ticketing Module – \$75,000 for 2013**

Tempest Municipal Ticketing allows staff to manage the entire process from ticket issuance through collection and, if required, adjudication and/or prosecution. Tickets for all bylaw related fines are supported including bylaw type infractions, parking offences and false alarms. Tickets can be issued, recorded and paid in real-time quickly and conveniently via Tempest's web-enabled electronic commerce solution.

- **Tempest Dog Licensing Module and eCommerce functionality – \$55,000 for 2013**

Tempest Dog Licensing module allows staff to track dog licenses, owner information and allows for payment tracking, license generation and year end renewal of licenses. Key benefits allow for customers to renew their own dog licenses online, improved customer service by allowing multiple dogs per account and ability to issue tags directly once payment is made. Also integrates fully with Tempest Land module.

7. **Energy Management \$6,833,500 for the years 2013-2017**

2013	2014	2015	2016	2017
\$634K	\$350K	\$400K	\$2.95M	\$2.50M

- **Energy Management - Infrastructure Energy Efficiency Upgrade Funding – \$150,000 for 2013**

This project will provide general funding to support the increased energy efficiency upgrades to a building's energy using systems during project development. Projects will be chosen that are aligned with the work already being carried out by Project Development, and the highest priority will be given to the projects with the strongest business cases.

- **Energy Management - 2013 Projects – \$483,500 for 2013**

2013 projects include:

- Gateway Theatre – coupling replacement.
 - Building Envelope Sealing at City Hall, Cultural Centre, Gateway, and Richmond Ice Centre to reduce energy loss through conditioned air leakage.
 - Richmond Ice Centre – brine pump insulation to reduce brine pump energy use through reduced run-time.
 - Works Yards – ventilation and air-conditioning.
 - Lighting Retrofits – three to five lighting retrofit and upgrade projects at existing infrastructure and facilities, which will provide strong energy efficiency gains.
 - Advanced Energy Management Pre-Design Assessments – five to eight pre-design assessments for energy management projects, in order to ensure that potential energy management projects are well developed and designed.
- **Energy Management - Energy Audits and Building Optimization - \$1,200,000 for the years 2014-2016**

2014	2015	2016
\$350K	\$400K	\$450K

The purpose of this program is to reduce the energy used at City assets, through optimization of existing systems or incorporation of new technologies. This will involve conducting detailed energy audits at five selected City assets, each year, and implementing the recommended improvements that provide the best energy performance, maximizes the reduction of GHG emissions, and which can deliver the best return on investment.

- **Alexandra District Energy Utility Expansion** – \$2,500,000 for the years 2016-2017

2016	2017
\$2.5M	\$2.5M

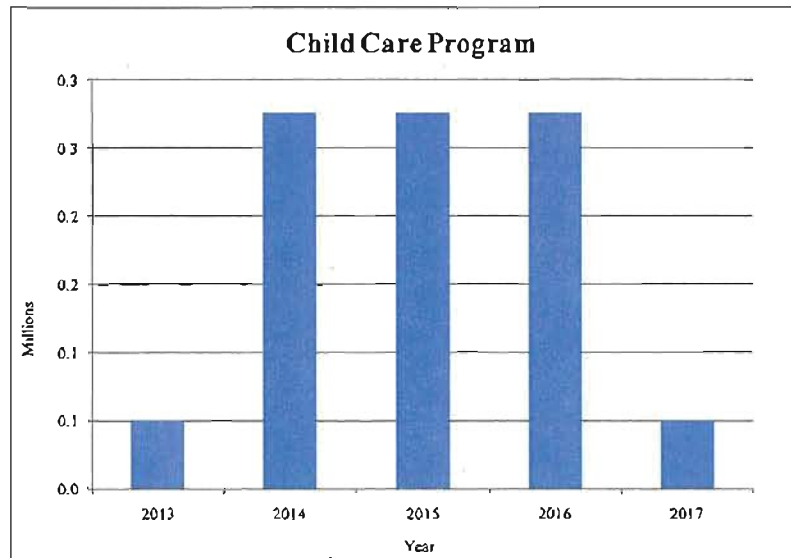
Expand the energy capacity and distribution network of the existing ADEU to meet the needs of development in the service area. As the developments in the area occur, additional boilers, fluid coolers and/or renewable energy sources, as well as the distribution piping will have to be supplied and installed to service these new developments. More detailed scope of work and timeframe will be available year or two prior to expense needed.

8. Chinese Language Library Books – \$100,000 for 2013

This program will fund the inventorying and preparation of donated materials into the Library's regular collection

vii) Child Care Program 2013-2017

To address child care need, the City will plan, partner and, as resources and budgets become available, support a range of quality, affordable child care including facilities and spaces.



2013 Approved Child Care Program

Year	Project Name	Total Investment	Item	Pg. No.
2013	Child Care Projects- City Wide	\$ 50,000	1	83
2013	Hamilton Child Care Facility (OBI)	1		
2013	West Cambie Child Care Facility (OBI)	1		
2013	West Cambie Child Care Facility (OBI)	1		
Total 2013 Child Care		\$ 50,003		

2014-2017 Recommended Child Care Program

Year	Project Name	Total Investment	Item	Pg. No.
2014	Bridgeport- Child Care Facility (OBI)	\$ 1		
2014	Child Care Projects- City Wide	50,000	1	83
2014	Hamilton Child Care Facility (OBI)	1		
2014	The Gardens- Child Care Facility (OBI)	1		
2014	West Cambie Child Care Facility	225,000	2	83
Total 2014 Child Care		\$ 275,003		
2015	Bridgeport- Child Care Facility (OBI)	\$ 1		
2015	Child Care Projects- City Wide	50,000	1	83
2015	Hamilton Child Care Facility (OBI)	1		
2015	River Green- Child Care Facility (OBI)	1		
2015	West Cambie Child Care Facility	225,000	2	83
Total 2015 Child Care		\$ 275,003		
2016	Bridgeport- Child Care Facility (OBI)	\$ 1		
2016	Child Care Projects- City Wide	50,000	1	83
2016	Hamilton Child Care Facility (OBI)	1		
2016	River Green- Child Care Facility (OBI)	1		
2016	West Cambie Child Care Facility	225,000	2	83
Total 2016 Child Care		\$ 275,003		
2017	Child Care Projects- City Wide	\$ 50,000	1	83
Total 2013-2017 Child Care		\$ 1,750,021		

1. City Wide Child Care Facility – \$250,000 for the years 2013-2017

2013	2014	2015	2016	2017
\$50K	\$50K	\$50K	\$50K	\$50K

The City is committed to facilitating the establishment of quality child care facilities in Richmond (e.g. furnishings and equipment and playground improvements/equipment). This funding request will help ensure sufficient funding is available to administer the City's Child Care grant program.

2. West Cambie Child Care Facility – \$675,000 for years 2014-2016

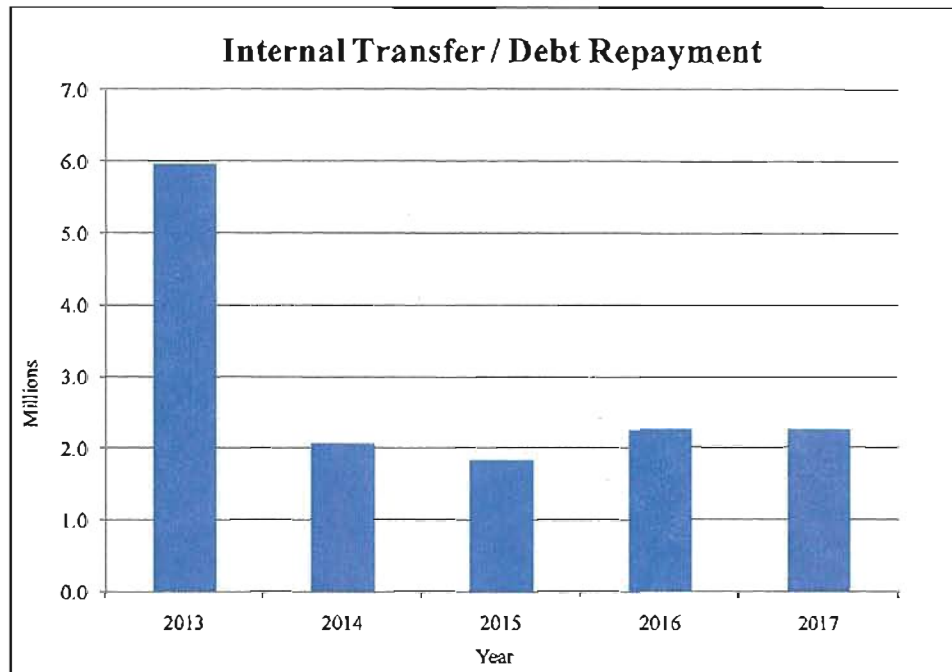
2014	2015	2016
\$225k	\$225k	\$225k

The purpose of this request is to transfer funds from the West Cambie Child Care Reserve Fund to Projects, thereby enabling the City to respond when opportunities arise for development of child care facilities in West Cambie (e.g. contributing to land acquisition costs, construction costs, or related expenses). This will ensure that sufficient

funding is available for the re-payment of the West Cambie Inter-fund transfer to cover the City's financial contribution towards the development of the child care in the Remy development.

viii) Internal Transfers/Debt Program 2013-2017

The internal transfers/debt program relates to the use of capital funding for items that do not result in tangible capital assets. This includes: the repayment of capital funds borrowed from other internal sources of funding, external debt repayment and transfers to the operating budget for items that do not meet the asset capitalization criteria.



2013 Approved Internal Transfer/Debt Program

Year	Project Name	Total Investment	Item	Pg. No.
2013	Parkland Acquisition	\$ 4,500,000	2	86
2013	River Rd/North Loop (2005) Repayment	100,000	2	87
2013	Shovel - Ready Grant (2009) Repayment	77,263	2	87
2013	T1368/1369 - No. 2 Road Bridge	1,280,300	1	86
Total 2013 Internal Transfers		\$ 5,957,563		

2014-2017 Recommended Internal Transfer/Debt Program

Year	Project Name	Total Investment	Item	Pg. No.
2014	Nelson Rd Interchange Repayment	\$ 385,098	2	87
2014	Oval Precinct Public Art Program	500,000	3	88
2014	Public Art Program	100,000	3	87
2014	River Rd/North Loop (2005) Repayment	1,000,000	2	86
2014	Shovel - Ready Grant (2009) Repayment	77,263	2	87
Total 2014 Internal Transfers		\$ 2,062,361		
2015	Nelson Rd Interchange Repayment	\$ 385,098	2	87
2015	Oval Precinct Public Art Program	278,000	3	88
2015	Public Art Program	100,000	3	87
2015	River Rd/North Loop (2005) Repayment	1,000,000	2	86
2015	Shovel - Ready Grant (2009) Repayment	77,263	2	87
Total 2015 Internal Transfers		\$ 1,840,361		
2016	Nelson Rd Interchange Repayment	\$ 385,098	2	87
2016	Public Art Program	100,000	3	87
2016	River Rd/North Loop (2005) Repayment	1,685,056	2	86
2016	Shovel - Ready Grant (2009) Repayment	77,263	2	87
Total 2016 Internal Transfers		\$ 2,247,417		
2017	Nelson Rd Interchange Repayment	\$ 385,098	2	87
2017	Public Art Program	100,000	3	87
2017	River Rd/North Loop (2005) Repayment	1,685,056	2	86
2017	Shovel - Ready Grant (2009) Repayment	77,263	2	87
Total 2017 Internal Transfers		\$ 2,247,417		
Total 2013-2017 Internal Transfers		\$ 14,355,119		

1. Debt Repayment \$1,280,000 for 2013

In 1994, \$17.6M of external debt was undertaken to finance the construction of the No. 2 Rd Bridge. This amount is being repaid over 20 years with the final payment in 2013.

2. Internal Repayment \$12,096,819 for the years 2013-2017

2013	2014	2015	2016	2017
\$4.68M	\$1.56M	\$1.56M	\$2.15M	\$2.15M

- **Parkland Acquisition - \$4,500,000 for 2013**

Repay the Industrial Use Reserve from City Wide Parkland Acquisition DCC funds for parkland acquired through the Strategic Land Acquisition projects.

- **River Rd/North Loop Repayment** - \$5,470, 112 for the years 2013-2017

2013	2014	2015	2016	2017
\$0.1M	\$1.00M	\$1.00M	\$1.69M	\$1.69M

In 2005, \$18M was borrowed from surplus for the acquisition of the CP rail land between No 2 and No 3 Rd and for the re-alignment of River Rd. This amount is to be repaid from the Road DCCs to surplus over 19 years with the final year being 2024.

- **Lansdowne Rd Extension Repayment** - \$386,315 for the years 2013-2017

2013	2014	2015	2016	2017
\$ 77K	\$ 77K	\$ 77K	\$ 77K	\$ 77K

In 2009, \$626,666 was borrowed from the Water Utility Reserve in order to secure \$1,333,334 in grant funding for the Lansdowne Rd Extension – Hollybridge to Gilbert. This amount is to be repaid from the Road DCCs to the Water Utility Reserve over 10 years ending in 2019.

- **Nelson Rd Interchange Repayment** - \$1,540,392 for the years 2014-2017

2014	2015	2016	2017
\$385K	\$385K	\$385K	\$385K

In 2010 an amount of \$2.13M was borrowed from surplus to fund the Highway 91 - Nelson Road Interchange project. This amount is to be repaid from Road DCCs over 8 years beginning in 2014 and ending in 2021.

3. **Non Tangible Capital Asset \$1,961,398 for the years 2013-2017**

These amounts represent items that are funded through the capital budget but that do not create assets that meet the capitalization criteria for accounting purposes. These amounts are transferred to the operating budget to match the expenses.

- **Public Art Program** - \$400,000 for the years 2013-2017

2014	2015	2016	2017
\$100K	\$100K	\$100K	\$100K

The following are proposed projects: City streets, parks and buildings, Community public art projects, Community education and promotion of the public art program, collaboration on educational opportunities with the Richmond Art Gallery, Media Lab, Cultural Centre and Richmond Museum, pursuing

community public art partnerships, and prepare public art opportunities as part of major City initiatives.

Public Art Reserve is funded through development activity. Timing of the projects is dependent upon the timing of the development projects.

- **Oval Precinct Public Art Program** - \$778,000 for the years 2014-2015

2014	2015
\$500K	\$278K

Council approved the Oval Precinct and Surrounding Area Public Art Plan in May 2006. Funding was received to develop the projects in phase 1, 2 and 3. Council endorsed the implementation of projects identified in the Richmond Oval Precinct Art Plan 2008 Update.

Phase 4 consists of 3 additional opportunities identified in the Oval Precinct Public Art Plan. The second of these opportunities is proposed for 2014, with additional request in 2014 and 2015 to complete the Oval Precinct Public Art Plan.

CITY OF RICHMOND
5 YEAR CAPITAL FUNDING SOURCES
(2013 – 2017)
(In \$000's)

	2013	2014	2015	2016	2017
<u>DCC Reserves</u>					
Drainage	\$2,918	\$1,344	\$644	\$97	\$4,199
Parks Acquisition	4,232	3,292	3,292	3,292	1,881
Parks Development	3,825	3,104	2,822	2,115	2,085
Roads	7,925	4,349	4,798	3,237	3,237
Sanitary Sewer	238	1,420	1,420	1,310	1,350
Water	987	1,650	590	1,380	1,750
Total DCC Reserves	\$20,125	\$15,159	\$13,566	\$11,431	\$14,502
<u>Reserves and Other Sources</u>					
<u>Statutory Reserves</u>					
Affordable Housing Reserve Fund	750	975	975	975	975
Capital Building and Infrastructure Reserve Fund	0	500	0	0	0
Capital Reserve Fund	9,751	12,590	10,780	10,099	9,857
Child Care Development Reserve Fund	50	275	275	275	50
Drainage Improvement Reserve Fund	4,791	6,743	4,172	7,071	9,936
Equipment Replacement Reserve Fund	2,423	3,216	4,022	4,280	2,777
Leisure Facilities Reserve Fund	0	50	0	0	0
Neighbourhood Improvement Reserve Fund	0	17	0	0	0
Public Art Program Reserve Fund	257	100	100	100	100
Sanitary Sewer Reserve Fund	4,048	4,015	3,235	5,585	2,975
Waterfront Improvement Reserve Fund	0	250	0	250	0
Watermain Replacement Reserve Fund	7,500	5,655	6,815	8,065	8,255
Total Reserves	\$29,570	\$34,386	\$30,374	\$36,700	\$34,925
<u>Other Sources</u>					
Appropriated Surplus	13,029	3,619	3,619	3,619	3,289
Enterprise	812	350	400	450	0
Utility Levy	1,153	305	1,329	301	575
Library Provision	1,101	1,101	1,101	1,101	1,101
Water Metering Provision	1,600	1,600	1,600	1,600	1,600
Grant, Developer and Comm. Contributions	4,378	650	170	195	195
Total Other Sources	\$22,073	\$7,625	\$8,219	\$7,266	\$6,760
TOTAL CAPITAL FUNDING	\$71,768	\$57,170	\$52,159	\$55,397	\$56,187

City of Richmond
2013-2017 Financial Plan
Statement of Policies and Objectives

Revenue Proportions By Funding Source

Property taxes are the largest portion of revenue for any municipality. Taxes provide a stable and consistent source of revenue for many services that are difficult or undesirable to fund on a user-pay basis. These include services such as community safety, general government, libraries and park maintenance.

Objective:

- Maintain revenue proportion from property taxes at current level or lower

Policies:

- Tax increases will be at CPI + 1%.
- Annually, review and increase user fee levels by consumer price index (CPI).
- Any increase in alternative revenues and economic development beyond all financial strategy targets can be utilized for increased levels of service or to reduce tax rate.

Table 1:

Revenue Source	% of Total Revenue*
Property Taxes	67.5%
User Fees & Charges	9.1%
Investment Income	6.7%
Grants in Lieu of Taxes	5.0%
Gaming Revenue	4.7%
Grants	1.8%
Other Sources	5.2%
Total	100.0%

**Total Revenue consists of general revenues*

Table 1 shows the proportion of total general revenue proposed to be raised from each funding source in 2013.

Distribution of Property Taxes

Table 2 provides the estimated 2013 distribution of property tax revenue among the property classes.

Objective:

- Maintain the City's business to residential tax ratio in the middle in comparison to other municipalities. This will ensure that the City will remain competitive with other municipalities in attracting and retaining businesses.

Policies:

- Regularly review and compare the City's tax ratio between residential property owners and business property owners relative to other municipalities in Metro Vancouver.
- Continue economic development initiatives to attract businesses to the City of Richmond.

Table 2: (based on the 2013 Completed Roll figures)

Property Class	% of Tax Burden
Residential (1)	53.9%
Business (6)	35.8%
Light Industry (5)	8.6%
Others (2,4,8 & 9)	1.7%
Total	100.0%

Permissive Tax Exemptions

Objective:

- Council passes the annual permissive exemption bylaw to exempt certain properties from property tax in accordance with guidelines set out by Council Policy and the Community Charter. There is no legal obligation to grant exemptions.
- Permissive exemptions are evaluated with consideration to minimizing the tax burden to be shifted to the general taxpayer.

Policy:

- Exemptions are reviewed on an annual basis and are granted to those organizations meeting the requirements as set out under Council Policy 3561 and Sections 220 and 224 of the Community Charter.



File Ref: 0970-03-01	Adopted by Council: September 22 nd , 2003	Policy 3707
	Long Term Financial Management Strategy	

Policy 3707:

It is Council Policy that:

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 will go directly to the capital reserves, the grants program and a community legacy project reserve.

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.



	Adopted by Council: September 22 nd , 2003	Policy 3707
File Ref: 0970-03-01	Long Term Financial Management Strategy	

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.



CITY OF RICHMOND

5 YEAR FINANCIAL PLAN (2013-2017)

BYLAW NO. 8990

EFFECTIVE DATE – February 25, 2013



City of
Richmond

Bylaw 8990

5 Year Financial Plan (2013-2017)

The Council of the City of Richmond enacts as follows:

1. Schedule "A", Schedule "B", Schedule "C" which are attached and form part of this bylaw, are adopted as the 5 Year Financial Plan (2013-2017)
2. 5 Year Financial Plan (2012 - 2016) Bylaw 8867 and all associated amendments are repealed.
3. This Bylaw is cited as "**5 Year Financial Plan (2013-2017) Bylaw 8990**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

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

CITY OF RICHMOND
5 YEAR FINANCIAL PLAN (2013-2017)
(In \$000's)

	2013	2014	2015	2016	2017
Revenues					
Property Taxes	174,825	181,481	188,176	194,641	201,023
Transfer from Capital Equity	43,185	43,085	43,161	43,539	44,819
Utilities	90,940	97,101	103,095	108,625	113,876
Transfer from Capital Equity	6,621	6,504	6,387	6,310	6,219
Fees and Charges	26,738	27,080	27,479	27,889	28,311
Investment Income	16,199	16,280	16,361	16,443	16,525
Grant-in-lieu	13,199	13,199	13,199	13,199	13,199
Gaming Revenue	12,364	12,394	12,436	12,475	12,516
Grants	4,556	4,556	4,556	4,556	4,556
Penalties and Interest on Taxes	990	1,010	1,030	1,051	1,072
Miscellaneous Fiscal Earnings	25,191	22,286	22,224	22,568	23,023
Capital Plan					
Transfer from DCC Reserve	20,125	15,159	13,566	11,431	14,501
Transfer from Other Funds and Reserves	47,265	41,362	38,424	43,771	41,491
External Contributions	4,378	650	170	195	195
Carryforward Prior Years	97,522	54,142	37,206	32,411	31,009
TOTAL REVENUES	\$ 584,096	\$ 536,288	\$ 527,470	\$ 539,103	\$ 552,336
Expenditures					
Utilities	97,561	103,605	109,482	114,934	120,095
Law & Community Safety	85,041	87,218	89,568	91,945	94,328
Community Services	66,702	68,224	69,934	71,658	73,661
Engineering & Public Works	61,609	63,001	64,027	65,159	67,055
Finance and Corporate Services	24,330	24,075	24,447	24,828	25,221
Planning & Development	12,513	12,561	12,789	13,025	13,262
Fiscal	23,292	23,422	24,474	24,360	24,064
Transfer to Funds: Statutory Reserves	32,207	33,955	35,770	37,652	39,598
Corporate Administration	8,082	7,493	7,612	7,733	7,856
Municipal Debt					
Debt Interest	1,114	366	-	-	-
Debt Principal	2,355	1,056	-	-	-
Capital Plan					
Current Year Capital Expenditures	71,768	57,170	52,160	55,397	56,187
Carryforward Prior Years	97,522	54,142	37,206	32,411	31,009
TOTAL EXPENDITURES	\$ 584,096	\$ 536,288	\$ 527,470	\$ 539,103	\$ 552,336
Proposed Property Tax Increase *	2.98%	2.95%	2.86%	2.90%	2.97%

Note: Including additional 1% for infrastructure replacements

CITY OF RICHMOND
5 YEAR CAPITAL PROGRAM (2013-2017)
(In \$000's)

	2013	2014	2015	2016	2017
Infrastructure Program					
Drainage	16,393	10,131	10,620	8,254	8,114
Infrastructure Advanced Design & Land	7,880	8,125	4,863	7,001	13,720
Minor Public Works	9,463	8,480	8,580	8,120	8,680
Roads	3,970	5,600	4,340	6,580	4,010
Sanitary Sewer	1,411	1,194	1,184	1,184	1,184
Water Main Replacement	250	250	250	250	250
Total Infrastructure Program	39,367	33,780	29,837	31,389	35,958
Building Program					
Major Building	4,390	1,377	250	250	250
Minor Building	250	-	-	-	-
Total Building Program	4,640	1,377	250	250	250
Parks Program					
Major Parks/Streetscapes	4,230	4,250	2,700	2,200	2,154
Minor Parks	700	500	600	600	600
Parkland Acquisition	-	3,500	3,500	3,500	2,000
Public Art	256	-	-	-	-
Total Parks Program	5,186	8,250	6,800	6,300	4,754
Land Program					
Land Acquisition	5,000	5,000	5,000	5,000	5,000
Total Land Program	5,000	5,000	5,000	5,000	5,000
Affordable Housing Project					
Affordable Housing Project	750	975	975	975	975
Total Affordable Housing Project	750	975	975	975	975
Equipment Program					
Annual Fleet Replacement	3,055	2,230	4,450	3,149	2,130
Computer Capital	1,597	597	341	330	330
Fire Dept Vehicles	84	1,173	891	1,432	892
Miscellaneous Equipment	5,217	1,101	1,101	3,601	3,601
Technology	864	350	400	450	-
Total Equipment Program	10,817	5,451	7,182	8,961	6,953
Child Care Program					
Child Care Program	50	275	275	275	50
Total Child Care Program	50	275	275	275	50
Internal Transfers/Debt Payment					
Internal Transfers/Debt Payment	5,958	2,062	1,840	2,247	2,247
Total Internal Transfers/Debt Payment	5,958	2,062	1,841	2,247	2,247
Total Capital Program	71,768	57,170	52,160	55,397	56,187

**City of Richmond
2013-2017 Financial Plan
Statement of Policies and Objectives**

Revenue Proportions By Funding Source

Property taxes are the largest portion of revenue for any municipality. Taxes provide a stable and consistent source of revenue for many services that are difficult or undesirable to fund on a user-pay basis. These include services such as community safety, general government, libraries and park maintenance.

Objective:

- Maintain revenue proportion from property taxes at current level or lower

Policies:

- Tax increases will be at CPI + 1%.
- Annually, review and increase user fee levels by consumer price index (CPI).
- Any increase in alternative revenues and economic development beyond all financial strategy targets can be utilized for increased levels of service or to reduce tax rate.

Table 1:

Revenue Source	% of Total Revenue*
Property Taxes	67.5%
User Fees & Charges	9.1%
Investment Income	6.7%
Grants in Lieu of Taxes	5.0%
Gaming Revenue	4.7%
Grants	1.8%
Other Sources	5.2%
Total	100.0%

**Total Revenue consists of general revenues*

Table 1 shows the proportion of total general revenue proposed to be raised from each funding source in 2013.

Distribution of Property Taxes

Table 2 provides the estimated 2013 distribution of property tax revenue among the property classes.

Objective:

- Maintain the City's business to residential tax ratio in the middle in comparison to other municipalities. This will ensure that the City will remain competitive with other municipalities in attracting and retaining businesses.

Policies:

- Regularly review and compare the City's tax ratio between residential property owners and business property owners relative to other municipalities in Metro Vancouver.
- Continue economic development initiatives to attract businesses to the City of Richmond.

Table 2: (based on the 2013 Completed Roll figures)

Property Class	% of Tax Burden
Residential (1)	53.9%
Business (6)	35.8%
Light Industry (5)	8.6%
Others (2,4,8 & 9)	1.7%
Total	100.0%

Permissive Tax Exemptions

Objective:

- Council passes the annual permissive exemption bylaw to exempt certain properties from property tax in accordance with guidelines set out by Council Policy and the Community Charter. There is no legal obligation to grant exemptions.
- Permissive exemptions are evaluated with consideration to minimizing the tax burden to be shifted to the general taxpayer.

Policy:

- Exemptions are reviewed on an annual basis and are granted to those organizations meeting the requirements as set out under Council Policy 3561 and Sections 220 and 224 of the Community Charter.



City of Richmond

Report to Committee

TO PRES - Jan. 29 2013

To: Parks, Recreation and Cultural Services
Committee

Date: January 16, 2013

From: Mike Redpath
Senior Manager, Parks

File: 06-2345-01/2012-Vol
01

Re: Cambie Road/Mueller Development Park Concept Plan

Staff Recommendation

That:

1. The design concept and proposed program of the Cambie Road/Mueller Development Park, as described in Attachment 1 of the report, dated January 16, 2013, from the Senior Manager, Parks, be received for information.
2. Staff seek public input on the proposed Cambie Road/Mueller Development Park Concept plan as described in the report, dated January 16, 2013, from the Senior Manager, Parks.

Mike Redpath
Senior Manager, Parks
(604-247-4942)

Att. 4

REPORT CONCURRENCE			
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER	
Arts, Culture & Heritage	<input checked="" type="checkbox"/>		
Development Applications	<input checked="" type="checkbox"/>		
Transportation	<input checked="" type="checkbox"/>		
REVIEWED BY SMT SUBCOMMITTEE	INITIALS: 	REVIEWED BY CAO	INITIALS:

Staff Report

Origin

An application for permission to rezone lands at 8311, 8331, 8351 and 8371 Cambie Road and 3651 Sexsmith Road, from single family detached and auto-oriented commercial uses to high rise apartments and school institutional use, was introduced and given first reading by City Council on December 18, 2012. One result of this rezoning will be the establishment of the Cambie Road/Mueller Development Park, designed and located to meet the needs of the Capstan Village's emerging residential community and commercial district in nearby Aberdeen Village.

Realization of this new park will strongly reflect a number of Council's term goals for 2011–2014. They are:

- #7—Managing Growth and Development: To ensure effective growth management for the City, including the adequate provision of facility, service and amenity requirements associated with growth;
- # 10.3—Create urban environments that support wellness and encourage physical activity; and
- #10.4—Continued emphasis on the development of the City's parks and trails system.

This report summarizes the proposed park plan and the next steps for park planning and implementation.

Analysis

The CCAP proposes that the neighbourhood park needs of Capstan Village's emerging resident, worker, and visitor populations are served via the establishment of a network of small parks (i.e., one within each quarter of a quarter-section), each of which is to have a distinct, yet complementary, program of uses and related features.

Cambie Road/Mueller Development Park—the park proposed as part of the subject rezoning—is, at 1.69 ha (4.187 ac) in size, the largest of Capstan Village's proposed neighbourhood parks. It will result from the sale of the existing City owned playing field to the developer for consolidation with adjacent lands to create the new residential project, and the new park site. This park will be located at Hazelbridge Way and Cambie Road—an important “gateway” to Aberdeen Village's busy commercial precinct and only one block from the Aberdeen Canada Line station, and thus will become one of Capstan Village's most prominent and an important venue for local and larger community events and celebrations (**Attachment 1**).

A series of important objectives emerged during the planning process for the site:

1. **Seeing the future; respecting the past:** The Capstan Village area is rapidly changing from its original suburban/agricultural setting into a vibrant urban place. This story of transformation is to be reflected in design of the park.
2. **Building on its surroundings:** The park must build on the activity on the adjacent streets in order to be drawn into the city fabric. A carefully considered blending of the park and its

surroundings will help ensure a steady flow of users to both. Multiple entrances to the park will allow for easy access.

3. **Celebrating diversity:** A great diversity of people of different backgrounds and cultures will live, play, and work within this area of Richmond. The park will support and add to this rich, interesting and colourful mix.
4. **Creating identity:** Parks that are attractive to users, that have strong images, that encourage people to visit time and again, often become important centres of life for the communities they serve. There is great potential here for the park to assume this significant role within Capstan Village, and to foster a feeling of ownership and connectedness among the residents.
5. **Making connections:** Residents of Capstan Village will look beyond their neighbourhood for other recreational, social, and business opportunities. The park must therefore be well integrated into the overall parks and open space system, and the street network for Richmond's City Centre. It will connect with the Middle Arm waterfront to the west, and link together with the adjacent Aberdeen and Bridgeport Villages via various streets, greenways and greenlinks. The result will be a prosperous, healthy and livable urban scene.
6. **Providing for everyone and for every season:** Spaces within the park are to be designed to accommodate a great variety of activities at all times of the year. Activities may range from the quiet and passive, to highly active and energetic uses, from the spontaneous act with only a few people involved, to the highly organized, detailed and programmed public events that will draw very large crowds from throughout the district.
7. **Building in flexibility:** Flexibility of design of the spaces and features within the park will ensure programming opportunities at the park are maximized.
8. **Providing amenities and attractions:** A generous range of features will establish a friendly, welcoming, and neighbourly atmosphere at the park. It will become a place of great sociability, comfort, access, and activity.
9. **Introducing the natural landscape/environment:** The park design will incorporate aspects of the natural environment within its plan, allowing the park to act, in part, as a much needed oasis within the City Centre. This approach may be applied to landscape and play features, and will allow for efficient management and maintenance practices to occur.
10. **Demonstrating green technology:** Innovative ways to control storm drainage run-off within the park, and possibly from adjacent development, are to be incorporated with the design plan.
11. **Ensuring public safety:** A safe environment will add to the park's positive image with the community. Therefore, design of the park must satisfy Crime Prevention through Environmental Design (CPTED) principles and related public safety considerations.

The Park Concept Plan

The park concept plan (**Attachments 1 and 2**) was developed in a series of workshops and meetings between the applicant and consultant team, and City staff. Representatives from Parks, Planning, Transportation, Engineering, Recreation, and Sustainability participated in this project and provided valuable input and suggestions. Highlights of the plan include:

- a) **Urban plaza/square:** An urban square will form the core of a lively, exciting and cosmopolitan city space. It will function as the common ground for community celebration, expression, announcement and performance. It will be constructed of attractive and high quality yet practical and durable materials. It will be associated with a sheltered **stage**, both of which are supported by **public washrooms**, **mechanical room** and **storage space**, and a **concession**.
- b) **Lawn:** A Great Lawn will be developed for informal play and sunning. It will be large enough so that it may host a multitude of outdoor activities simultaneously, and will be sited adjacent the plaza to extend the range of activities and events.
- c) **Trees:** A mix of tree types will be planted to provide shade, colour, and seasonal interest. Some will be sited to act as focal points; others will be located to create space and contribute towards park character.
- d) **Landscape features:** These will include **earthworks and landforms**, **specimen trees**, **planting beds** and **grassy meadows**, and **urban water features** and **naturalistic intermittent streams** to add to the diversity of possible park experiences, and to enhance those parts of the park with a more natural and green character.
- e) **Pedestrian pathways and bicycle paths:** A hierarchy and network of pathways will be developed for walkers, joggers and cyclists to bring people in to, out from, and through the park.
- f) **Lighting:** Lighting will be installed to ensure public safety within the park, and to support programming opportunities within the plaza and throughout the site. Opportunities to create effects in the evening will be explored.
- g) **Site furniture:** The park will contain a variety of benches and seating edges, tables, and trash receptacles to support life within the park.
- h) **Play features:** Equipment ranging from traditional play to those freer, more natural and informal in character will be selected or constructed to create play environments of interest and fun.
- i) **Public art:** Works of public art will be commissioned and placed to enliven the park and contribute towards a sense of place, ownership, cultural identity and lasting memory for local residents and visitors.
- j) **Off-leash dog area:** An area of the park will be enclosed by a fence to provide for suitable furnishings (e.g., benches, water fountain), where responsible dog owners can exercise/socialize their dogs off-leash.
- k) **Infrastructure:** The plan will specify the entire infrastructure necessary for the efficient and effective operation and maintenance of the park including, but not limited to, irrigation, storm drainage, power, and water.

Public Input and Council Approval

The public will be given an opportunity to comment on the park concept plan at an Open House to be scheduled in March 2013. Based on the feedback received from the community, the plan will be revised, and brought back before Council for review and approval.

Implementation

The total cost of the park is estimated at \$4.2 million, plus \$200,000 for frontage works and \$358,000 for public art. Implementation of the park plan will occur in stages (for which further work is required to determine the phasing plan, schedule and park construction costs). Prior to rezoning adoption, the developer must enter into a Servicing Agreement for the detailed design and construction of the park's first phase (**Attachment 3**), which is proposed to include the plaza, landforming, lighting, tree planting and other landscaping, infrastructure, and related features as required to ensure that the park will be immediately attractive to and usable by local residents, workers, and visitors for general park activities.

The Operational Budget Impact (OBI) for the full build out of the park concept plan is estimated to be \$ 41,640 per year at the end of year 2017. Options will be explored for funding the operation of the future park as part of the funding strategy. The OBI will be submitted to the Parks Operations budget as each phase is completed, according to the phasing schedule.

Phase One Construction

The preliminary scope of work and related costing for the park's first phase of construction assumes the following:

- \$1.2 million for park construction, based on the subject development's total "park construction" DCCs payable;
- \$200,000 for frontage works (e.g., sidewalks, boulevards, street trees), to be constructed at the developer's sole cost; and
- 100% of the proposed public art budget (\$358,000).

Subsequent phases

Subsequent phases will involve the addition of special amenities (e.g., stage, water features) aimed at enhancing the park and its role in the community. To complete this park, a total amount of \$3.0 million has been proposed in the current Five Year Parks Capital Program from 2014 to 2017.

Temporary Sales Centre

Via the detailed design process for the first phase of the park, opportunities will be explored—through a licensing agreement—to potentially locate the developer's temporary sales centre on the park site, at the sole cost of the developer, together with the potential for repurposing the building to accommodate one or more of the park's future amenities (e.g., concession, storage, covered stage). Business terms with respect to potentially locating the sales centre on the park, would be developed as part of a separate licensing agreement

Financial Impact

None

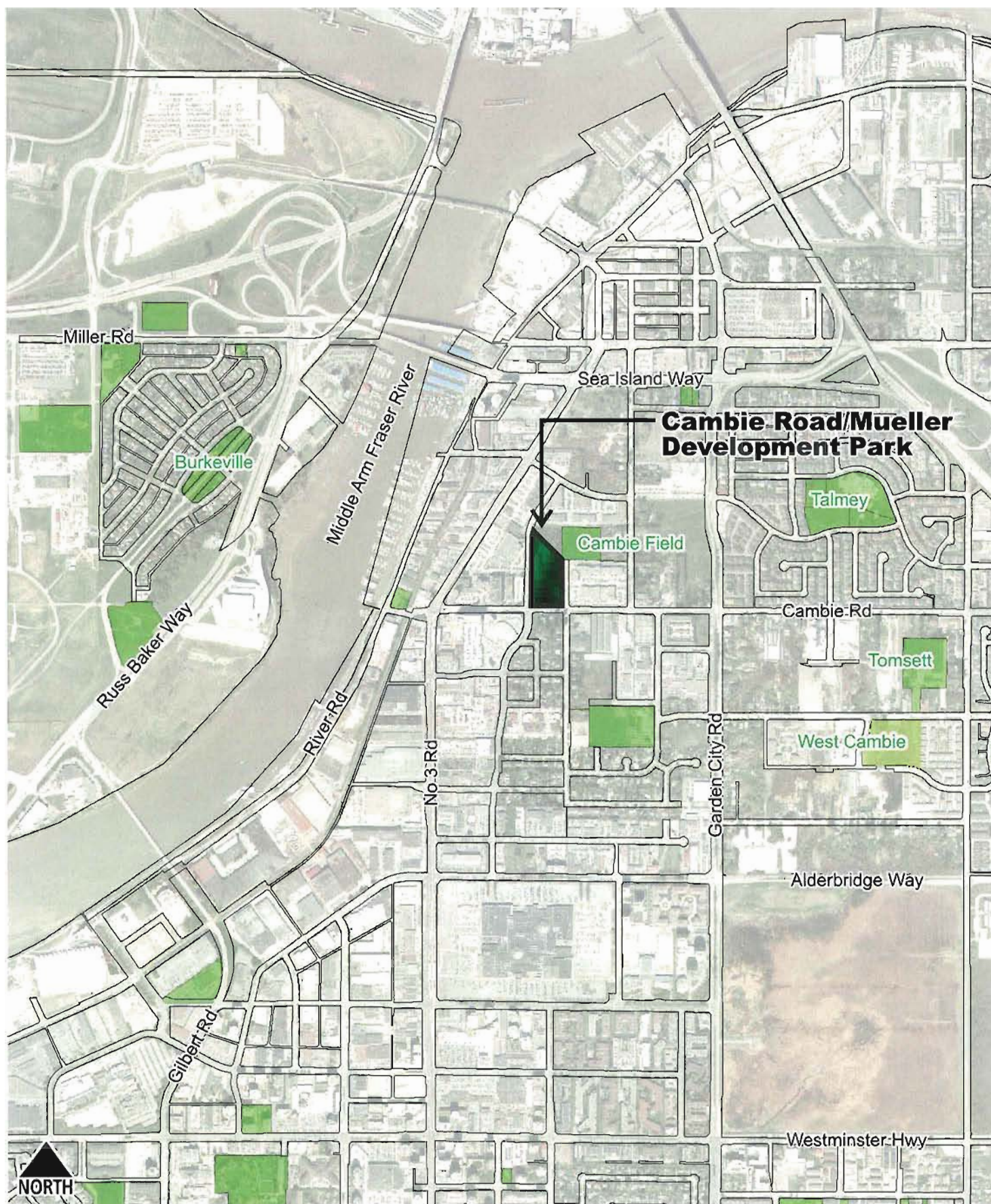
Conclusion

The Cambie Road/Mueller Development Park will play a vital role in helping the City establish a complete framework of parks and opens spaces for the City Centre, and will set the standard for a new type of park being planned for the downtown core.

The park is envisioned as the “living room” for the Capstan Village area of Richmond, serving as the home ground for the social, recreational, and business life of the local community. It will function both as a quiet sanctuary of neighbourhood green, and a public urban square, and will offer a diverse mixture of landscapes, programs, activities and amenities for all to experience and enjoy in a shared place. The park will provide something for everyone, and people will be welcome to visit at all times of the day and throughout the seasons. It will also become a destination, attracting visitors from across the city, the surrounding region, and from even more distant places. Approval of this report will advance the park concept to the public consultation phase.



Clarence Sihoe
Park Planner
(604-233-3311)



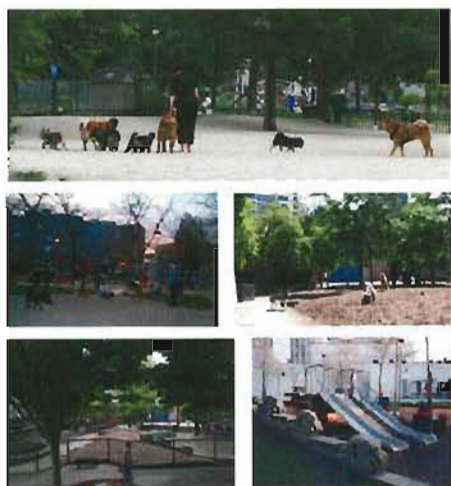


CNCL - 149

SITE PLAN MUELLER PARK



Winter Play Toboggan Hill



Dog Park Amenity



Public Plaza



Concession Pavillion

Project:
Mueller Park

Project No.:
11057

Scale: NTS

Date: Jun21-12

Title:
Image Board

Drawn: EN

CNCL - 150

LSK 4



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Vancouver BC V6J 1N5

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Places to Sit



Surface Stormwater Management



Art in the Park



Interpretive Signage

Project:
Mueller Park

Project No.:
11057

Scale: NTS

Date: Jun21-12

Drawn: EN

Title:
Image Board

Sheet No.:
CNCL - 151

LSK 5



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Adventure Play



Public space



Open Spaces & Paths



Art for Play

Project:
Mueller Park

Title:
Image Board

Project No.:
11057

Scale: NTS
Date: Jun21-12
Drawn: EN

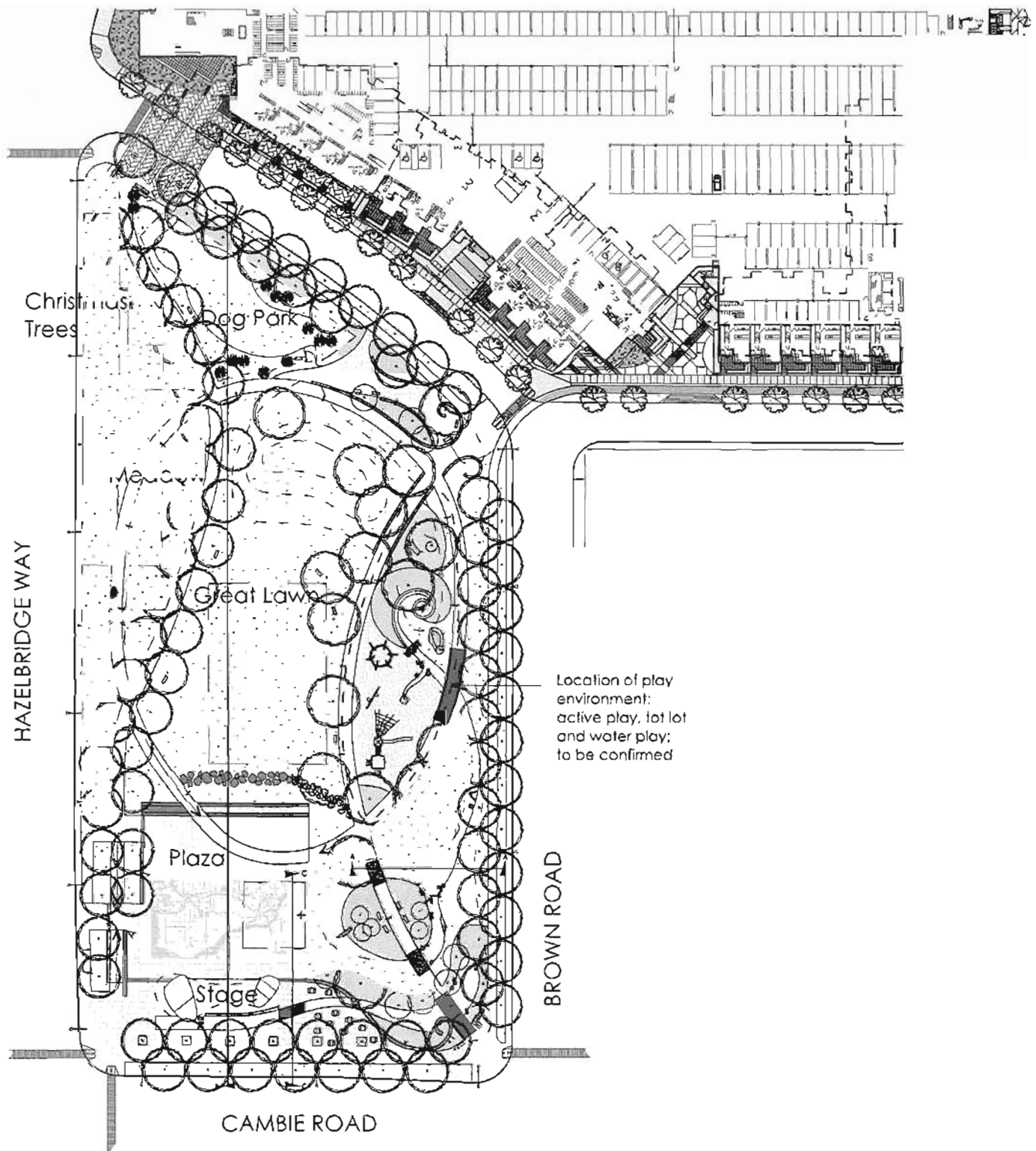
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LSK 6



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Project:
Mueller Park

Project No.:
11057

Scale: 1:1200

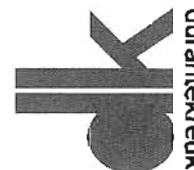
Date: Jun21-12

Title:
Site Plan

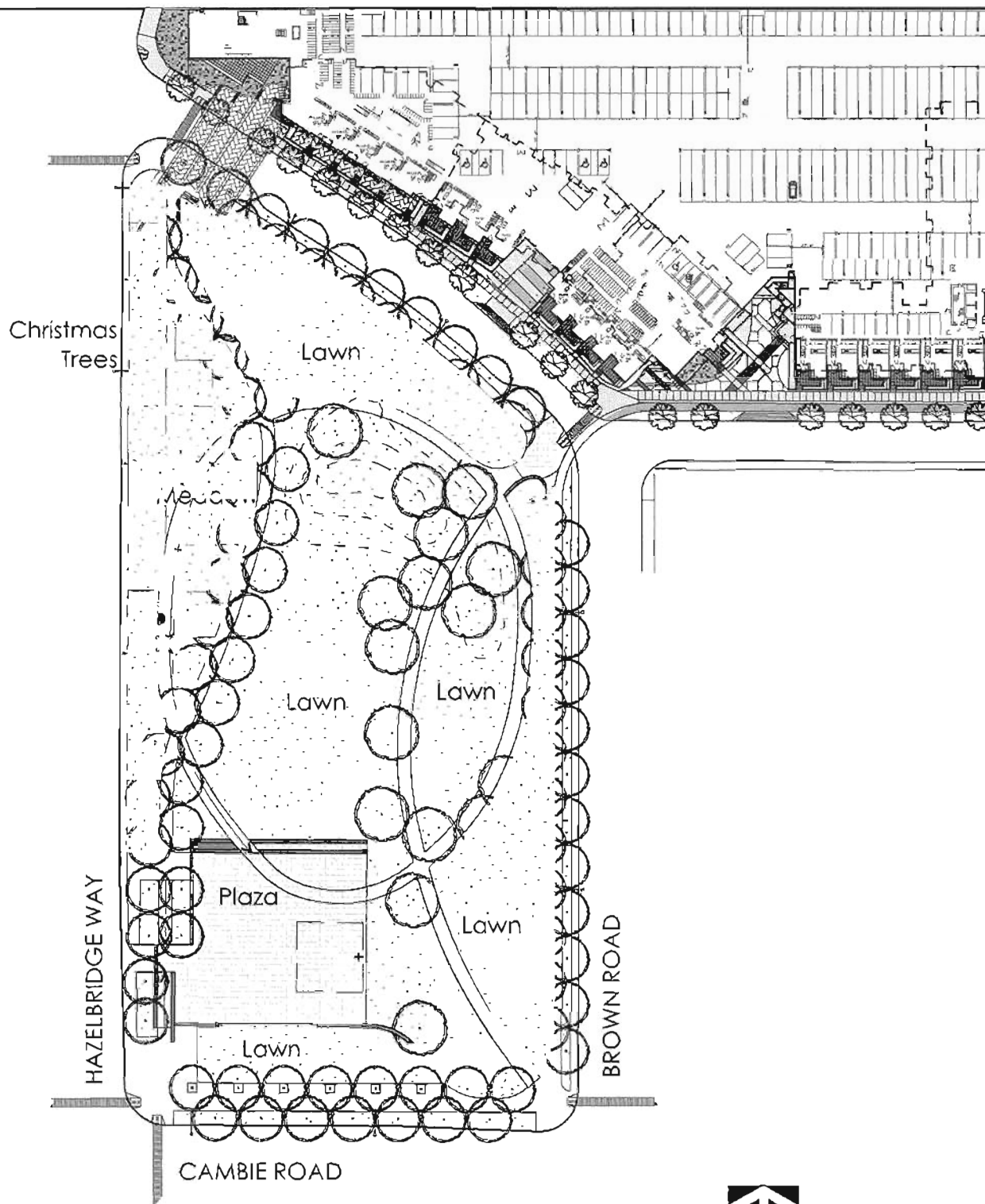
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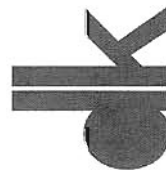
Project:
Mueller Park

Title:
Phase One Plan

Project No.:
11057

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Drawn: EN
Sheet No.:

CNCL - 154 LSK 2



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City of Richmond

Report to Committee

TO PREP: Jan 29 2013

To: Parks, Recreation & Cultural Services Committee **Date:** January 9, 2013
From: Mike Redpath
Senior Manager, Parks **File:** 06-2345-01/2012-Vol 01
Re: River Green Village Parks and Open Space Plan

Staff Recommendation

That the conceptual designs for the River Green Village's waterfront park, Gilbert Greenway and public mews as detailed in the report "River Green Village Parks and Open Space Plan" from the Senior Manager of Parks, dated January 9, 2013, be endorsed.

Mike Redpath
Senior Manager, Parks
(604-247-4942)

Att. 4

REPORT CONCURRENCE			
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER	
Finance Division	<input checked="" type="checkbox"/>		
Engineering	<input checked="" type="checkbox"/>		
Policy Planning	<input checked="" type="checkbox"/>		
Transportation	<input checked="" type="checkbox"/>		
Development Applications	<input checked="" type="checkbox"/>		
Environmental Sustainability	<input checked="" type="checkbox"/>		
Richmond Oval	<input checked="" type="checkbox"/>		
REVIEWED BY SMT SUBCOMMITTEE	INITIALS: 	REVIEWED BY CAO	INITIALS:

Staff Report

Origin

In October 2011 Council approved an Official Community Plan amendment (RZ 09-460462) to allow for the rezoning of 5200 Hollybridge Way; 6300, 6380 and 6500 River Road. Combined with the rezoning of a portion of 6900 River Road and the relocation of River Road between Hollybridge Way and Gilbert Road, to the south along the former Railway Corridor, Oval 8 Holdings Limited, (ASPAC Developments) was approved to construct River Green Village (Parcels 9–13), a high rise, high density mixed use development that includes new streets, parks and related amenities.

The purpose of this report is to provide an update on the design for the parks and open spaces at River Green Village for endorsement.

Analysis

CONTEXT

The River Green Village development will provide a variety of high quality park and open space features for those residing in the Oval Village, other Richmond residents and workers, and visitors to the City. The new park and open spaces (**Attachment 1**) will compliment other City parks along the Fraser River's Middle Arm, and help to reinforce the link between the Fraser River and the central city as envisioned in the City Centre Area Plan and Official Community Plan. In addition, the combination of foreshore and riparian zone enhancements, the Gilbert Greenway, and the use of the native plants throughout the development will help expand the City's emerging Ecological Network as described in the recent update of the Official Community Plan.

CONCEPT DESIGN

The parks and open spaces are organized around four key features:

1. Oval East Waterfront Park (Attachment 1)

The closure and relocation of River Road enables a new waterfront park - Oval East Waterfront Park - to be created along the Fraser River, between Hollybridge Way and the Dinsmore Bridge. It will extend the riverfront park network already established by the adjacent Middle Arm Greenway, the Richmond Oval waterfront plaza and Oval West Waterfront Park. The new park's conceptual design includes the following elements:

- **Hollybridge Way Plaza & Future Pier (Attachment 2)**

The Hollybridge Way Plaza and future pier mark the intersection of the park with the north end of Hollybridge Way and will be the park's defining feature. The plaza is composed of an upper area set on top of the dike and designed to provide a gathering spot beside the river, host community events and gatherings, and provide access to the pier once it is constructed. A lower area at Hollybridge Way provides a clearly defined entry

into the park. Linking the two plazas is a wide 'ceremonial' staircase that can also serve as an amphitheatre for community events when Hollybridge Way is temporarily closed. Barrier free access is provided, in part, by the adjacent dike maintenance service road.

A proposed pier will provide opportunities for people to move out onto the river for views up and down the river and back to land. The conceptual form of the pier and its floating walkway reflect currents in the river, and provides numerous edges to be 'on the river' for small and large groups. The dock and floating walkway will enable people to get down to the river, as well as providing transient moorage for boaters to visit the park and the River Green Village neighbourhood.

ASPAC has agreed to provide an amenity contribution towards the construction of the future pier totalling \$1,000,000. Subject to approval, the pier and floating walkway will be constructed in phases as part of the development and future year's civic capital programs, subject to available funding. It is estimated that the cost to construct the pier is \$1,400,000. If approved, advanced planning and detailed design of the pier would commence this year with construction of Hollybridge Plaza and pier completed by 2016. Other waterfront features (e.g. docks, ramps and floating walkway) will follow as the development and associated park phases are completed, and as funding allows.

- **Pedestrian and Bicycle Pathways (Attachment 1)**

Separate pathways for pedestrians and cyclists are set on top of the dike to provide safe circulation for the different modes of movement. A granite cobble paver strip separates the two pathways. The service road that provides dike access at Hollybridge can also serve as a future diversion of cyclists around the Hollybridge Way Plaza should the popularity of this area increase and conflicts arise between pedestrians and cyclists. Barrier free design standards will apply throughout the park including textured paving to demarcate gathering areas and separate pedestrian and cycle pathways, and gently sloped access pathways that connect the Oval Village with the park.

- **Promontories and Seating**

To the east of the Hollybridge Way Plaza are three promontories that provide seating and viewing opportunities of the Fraser River. Each promontory (**Attachment 2**) marks the intersection between the dike pathways, and internal north/south street ends and pedestrian routes (mews) within the development. The angular shape of each promontory echoes the shape of the wood decks on the edge of the dike in front of the Richmond Oval. The western most of the three promontories includes a long terraced seat wall and is designed to accommodate a ramp to service the future dock and floating walkway.

- **Children's Play (Attachment 3)**

In addition to numerous informal play opportunities within the park, a children's adventure playground will be set midway along the park's waterfront. It is expected the

play environment will be inspired by the site's cultural (e.g., Brighthouse Estate, First Nation) and natural history adjacent to the Fraser River.

- **Lighting (Attachment 3)**

Park lighting will continue the pole mounted light fixtures that have been already established along the Middle Arm Greenway and Oval West Waterfront Park. Additional accent lighting (e.g., illuminated bollards, wall mounted and stair lighting) will occur at the Hollybridge Plaza and promontories, and along the public mews.

- **Foreshore and Riparian Zones & Native Planting**

Extensive areas of native groundcovers, perennials and shrubs are added to the waterside of the dike as 'Ecobenching' to expand and enhance the biological diversity and wildlife habitat values of the neighbourhood. The majority of the park's planted areas south of the dike will employ native riparian plant communities to enhance the habitat values of the park, as well reinforce the experience of being at the edge of the Fraser River. These plants will be in addition to the 168 trees that will be planted on private property, within the River Green development to replace the 56 to be removed.

- **Dike Raising (Attachment 3)**

The entire length of dike within the project area will eventually be raised to 4.7 metre geodetic. However, as the Hollybridge Pump House is not scheduled to be replaced in the foreseeable future the western part of the dike will remain at its current 3.75 elevation. Meanwhile the eastern two thirds (2/3) of the dike will be raised to 4.7 metre from its current elevations of approximately 3.3 metre. Service vehicles will monitor dike integrity via service roads going up the dike at either end of the park. These service roads will also provide pedestrians and cyclists another option for accessing the waterfront park. The cost of raising the dike, which is not eligible for DCCs as per the rezoning, will be shared by ASPAC and the City.

2. Gilbert Greenway (Attachment 4)

The Gilbert Greenway connects the waterfront with the new River Road and holds important environmental and heritage resources that are being conserved and enhanced through two documents: the River Green Heritage Conservation & Management Plan, and the Environmental Conservation & Management Plan. An elevated 4 metre wide boardwalk within the greenway, along with benches and signage, will provide opportunities for people to learn about the Brighthouse family while minimizing disturbance of the more environmentally sensitive parts of the Greenway and providing access to the riverfront.

Parks and Environmental Sustainability Staff will ensure that the design within the Riparian Management Area is in compliance with the Riparian Area Regulations and other applicable legislation, including the provision of habitat compensation where required as part of the final design.

3. Public Mews (Attachment 4)

Two public pathways or ‘mews’ are located within the development sites, on axis with two of the promontories, to enable pedestrians to easily walk between the Fraser River, Pearson Way and the new River Road. The walkways in these mews will be lined with trees, be a minimum 3 metres in width, be well lit and include numerous seating opportunities.

PHASING

The parks and open spaces of River Green Village are expected to be constructed in three phases, in association with ASPACs development phases. While the phasing of each development site is subject to market conditions it is anticipated all parks and open spaces, along with all of the buildings will be completed by 2023.

Dates	Milestones
Phase 1	
Fall 2013	New River Road & interim road construction complete. Existing River Road closed. Lot 9 construction begins. Phase 1: Gilbert Greenway invasive plant removal & replanting with native plants complete.
Mid 2014	Phase 1 (Lot 9): Waterfront Park & Dike upgrade begins.
Spring 2016	Lot 9 Construction complete. Phase 1: Waterfront Park, Dike upgrade & pier (tentative) complete.
Phase 2	
Mid 2016	Existing building at 6500 River Rd (Lot 11) removed.
2018	Lot 10 construction begins.
2019	Phase 2 (Lot 10): Waterfront Park & Dike upgrade begins.
2021	Lot 10 construction complete. Phase 2: Waterfront Park & Dike upgrade complete.
Phase 3	
2021	Lot 11 construction begins.
2022	Phase 3 (Lot 11): Waterfront Park, Dike upgrade & final phase of Gilbert Greenway improvements begin.
2023	Lot 11 construction complete. Phase 3: Waterfront Park, Dike upgrade & Gilbert Greenway complete.

Financial Impact


The estimated cost to construct Oval East Waterfront Park and make improvements to the Gilbert Greenway is estimated to be approximately \$2.9 million dollars (2012 dollars, including 20% contingency) which will be fully funded by the developer in lieu of Park DCCs. As previously noted raising the elevation of the dike within the project area, between the North end of Hollybridge Way and the Dinsmore Bridge, is not eligible for DCCs, and will be funded jointly by the City and ASPAC.

Servicing Agreements will be developed with ASPAC in conjunction with each development phase to guide park and open space development as presented in this report.

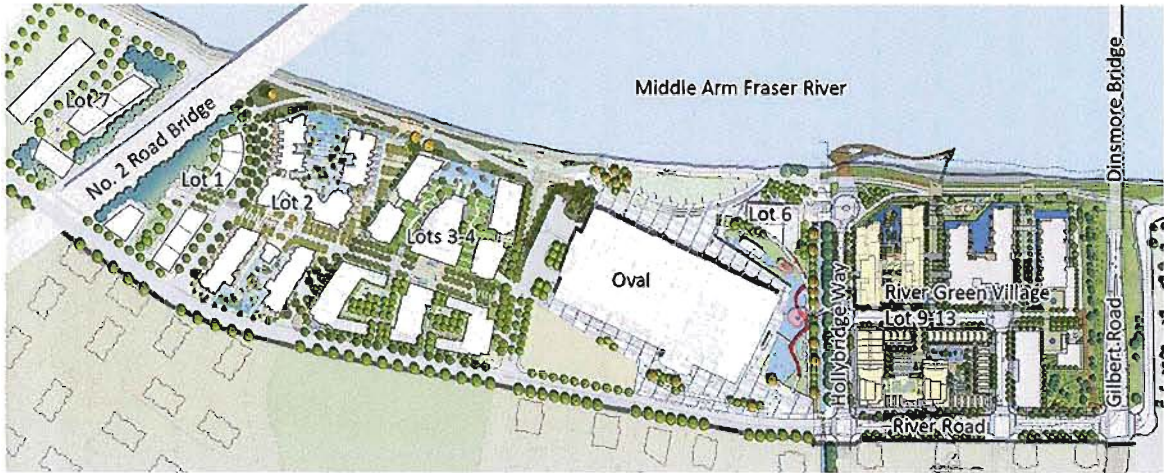
An Operating Budget Impact (OBI) Breakdown for Phase One of Oval East Waterfront Park was included in the 2012 Capital Project Submission (\$29,980) and is expected to come into effect in 2016. An OBI of \$5,000 for the pier would also come into effect in 2016. OBIs for future phases of River Green Village's parks and open space plan will be part of future capital submissions as development proceeds.

Conclusion

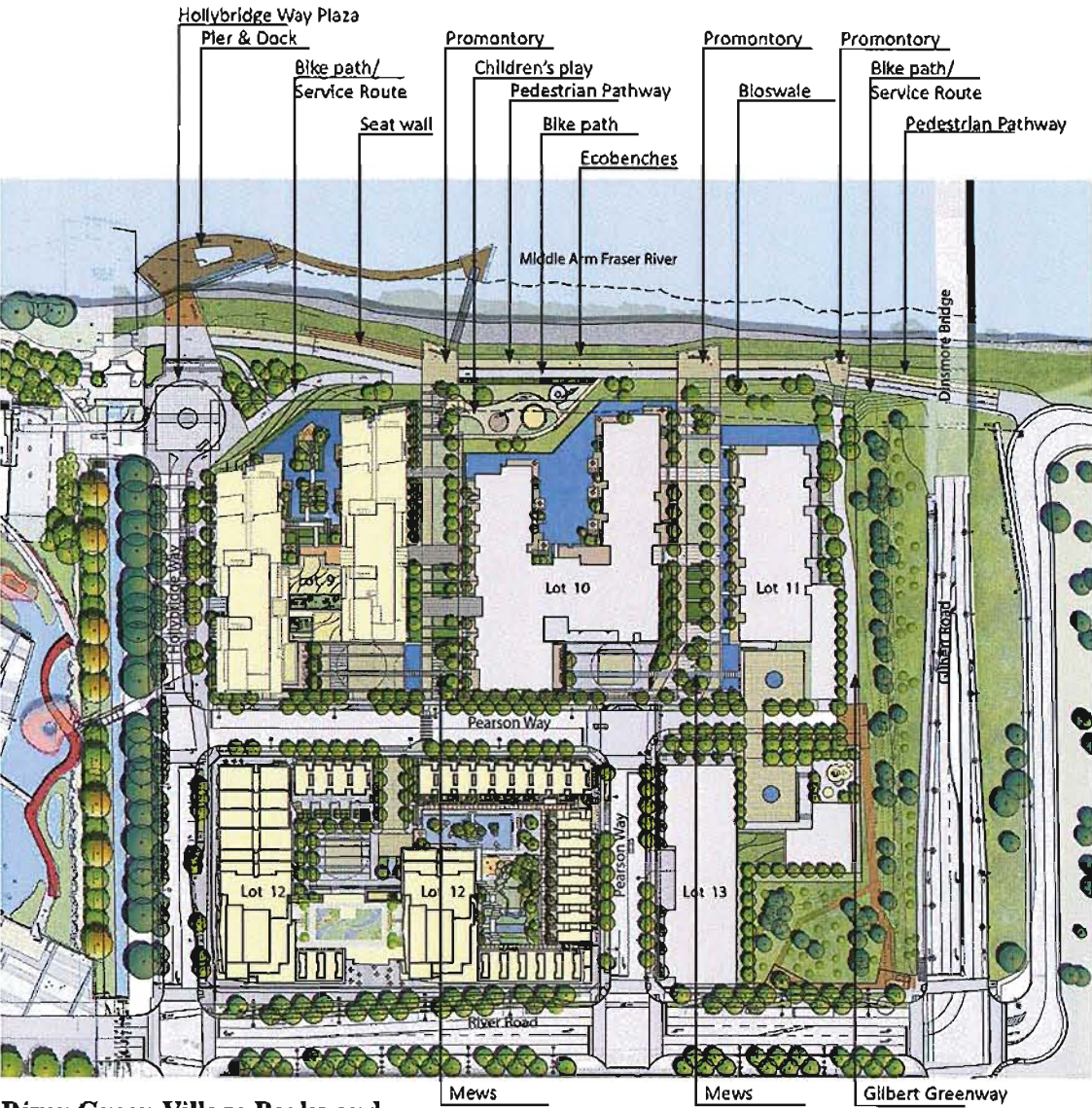
The updated designs of River Green Village's parks and open spaces are consistent with the original designs approved by Council as part of the rezoning approvals in 2011. These parks and open spaces will continue the ongoing development of high quality park and open spaces within the Oval Village, strengthen the City's relationship with the Fraser River, and enhance the City's livability for all Richmond residents and visitors.



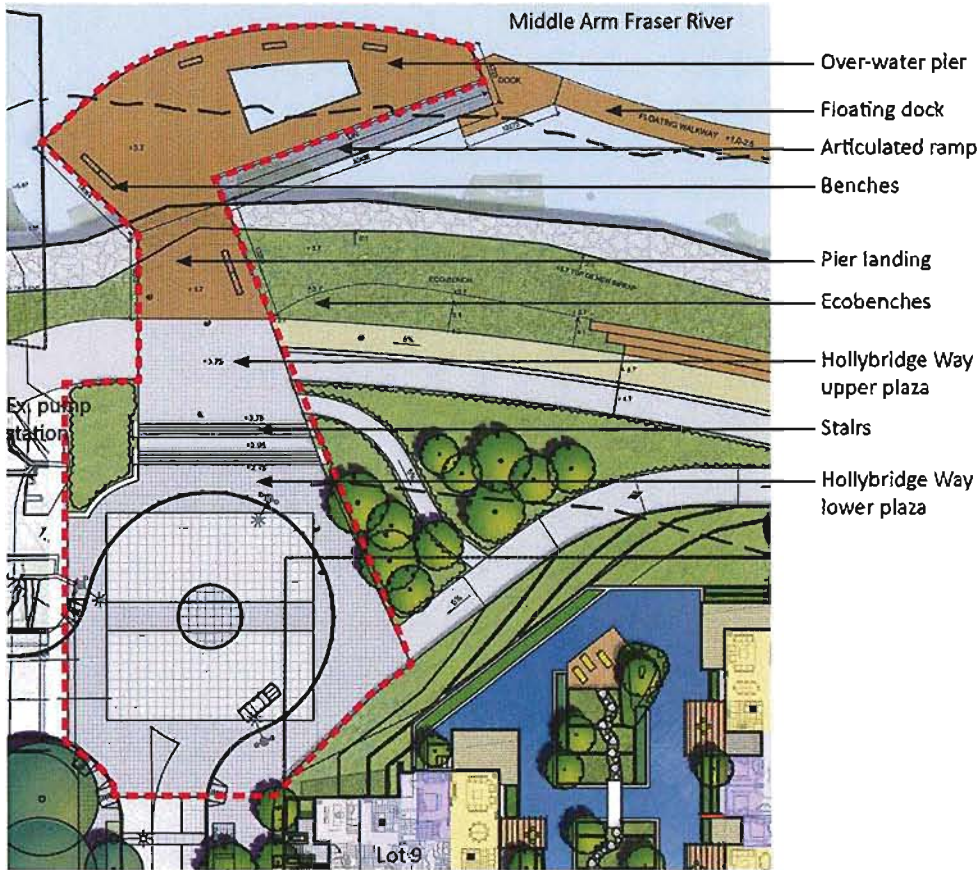
Kevin Connery
Park Planner
(604-247-4452)



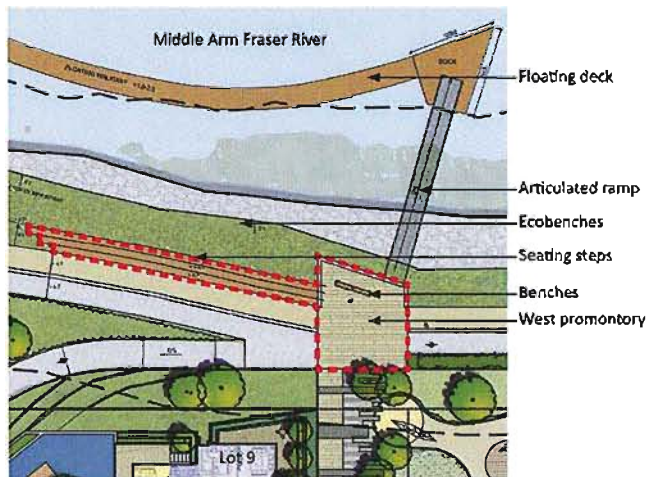
Context Plan



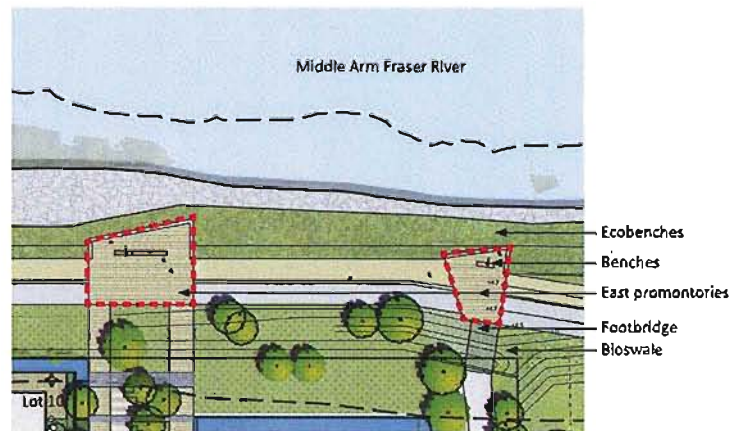
River Green Village Parks and
Open Space Plan



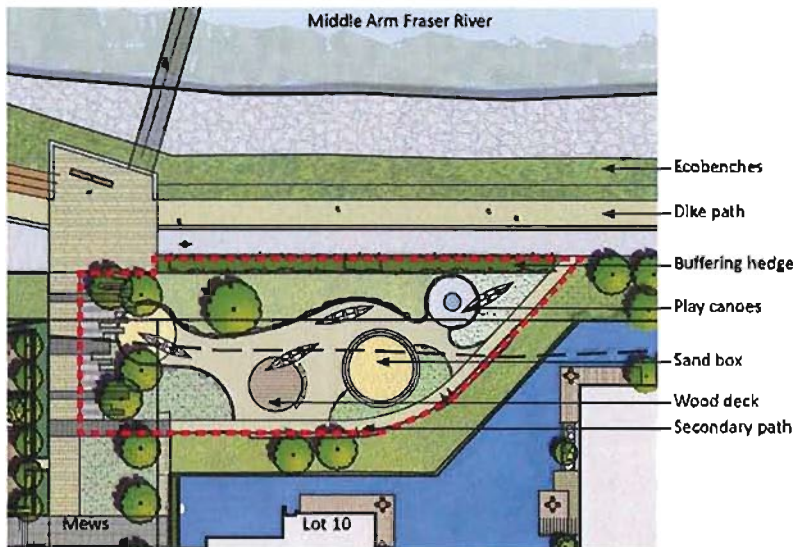
Hollybridge Way Plaza & Future Pier



West Promontory



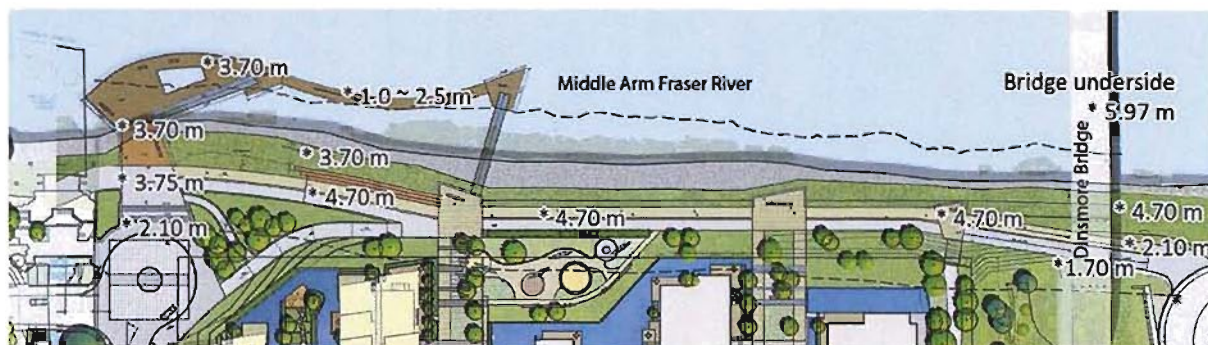
East Promontories



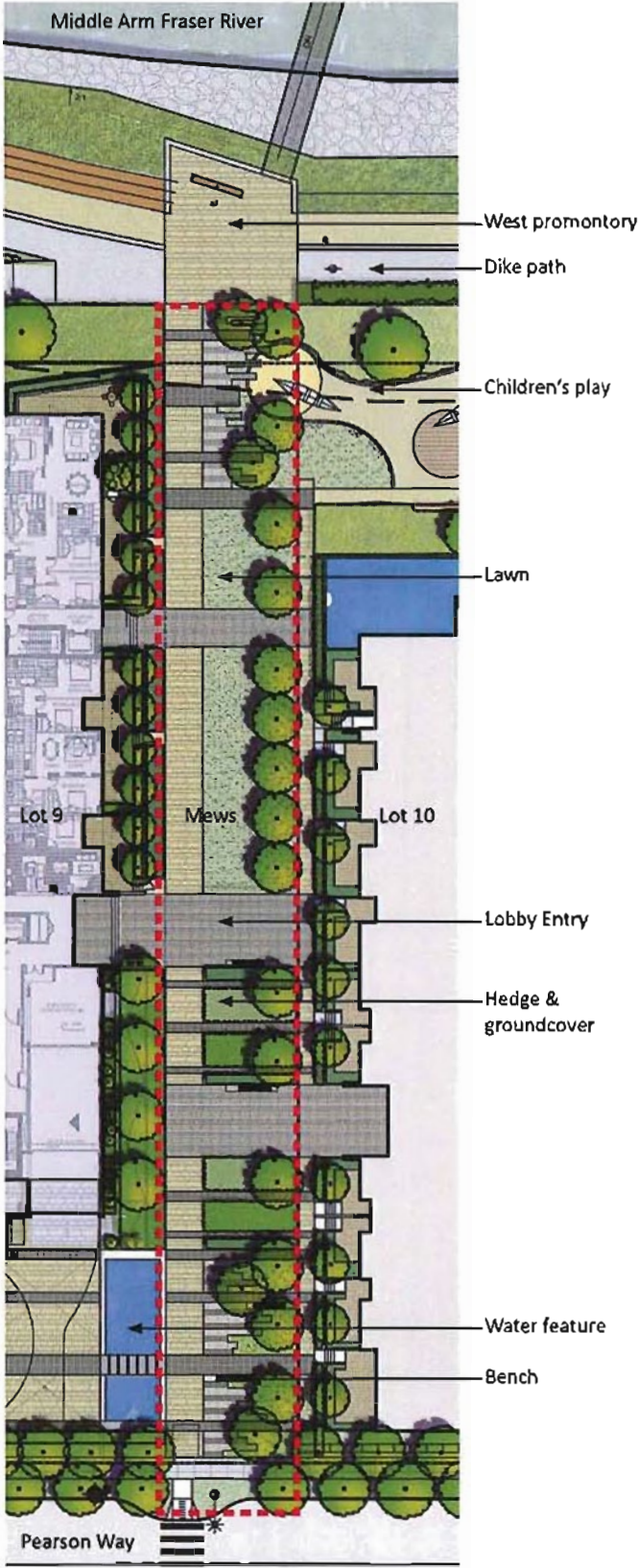
Childrens Play Area



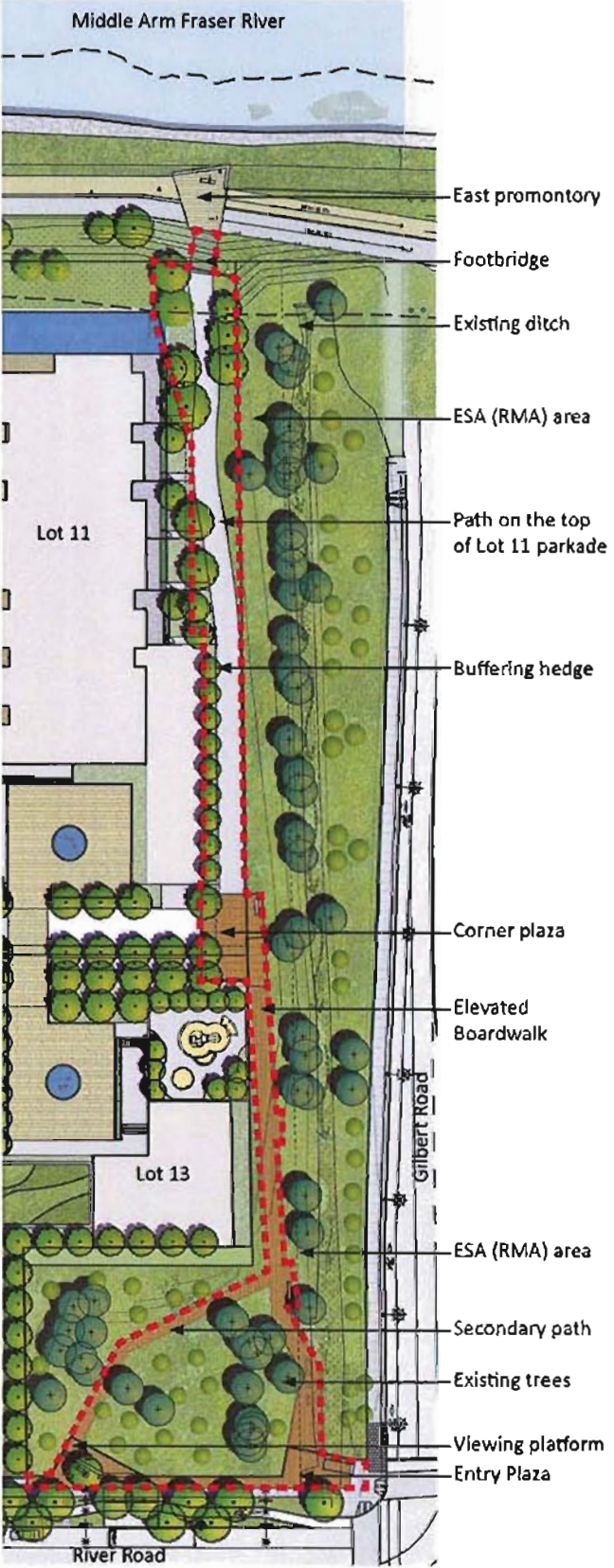
Lighting Plan



Dike Raising Elevations



West Mews - Between Lots 9 & 10



Gilbert Greenway



City of Richmond

Report to Committee

To: PROCS - Jan. 29 2013

To: Parks, Recreation and Cultural Services
Committee

Date: December 17, 2012

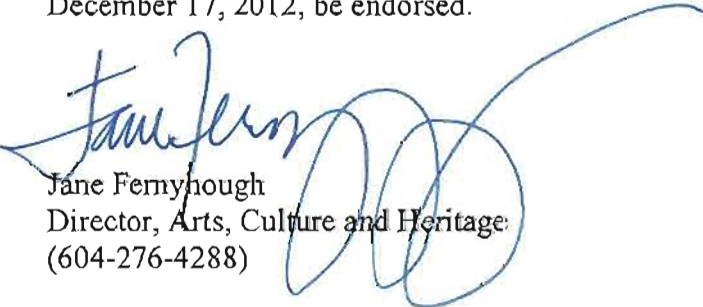
From: Jane Fernyhough
Director, Arts, Culture and Heritage

File: 11-7000-09-20-145/Vol
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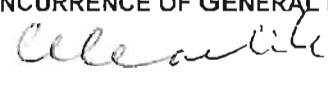


Re: Art in Unexpected Places 2012 Community Public Art Projects

Staff Recommendation

That the concept proposals for the *Art in Unexpected Places* 2012 Community Public Art Projects as presented in the report from the Director, Arts, Culture & Heritage Services dated December 17, 2012, be endorsed.


Jane Fernyhough
Director, Arts, Culture and Heritage
(604-276-4288)

Att. 2

REPORT CONCURRENCE			
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER	
Budgets	<input checked="" type="checkbox"/>		
REVIEWED BY SMT SUBCOMMITTEE	INITIALS: 	REVIEWED BY CAO	INITIALS: 

Staff Report

Origin

On July 27, 2010, Council adopted the updated Richmond Public Art Program to promote and facilitate the integration of public art throughout Richmond. Community public art is one of the key components of the Program. The *Art in Unexpected Places* 2012 Community Public Art Projects artist call, endorsed by the Public Art Advisory Committee, was developed to enhance public engagement with the arts and to provide new opportunities for exploration and experimentation by local artists.

This report brings forward for consideration the concept proposals proposed by the recommended artists.

This initiative is in line with Council Term Goal 9.1:

"Build culturally rich public spaces across Richmond through a commitment to strong urban design, investment in public art and place making."

Analysis

Terms of Reference – Community Public Art Selection Process

Under the terms of the administrative procedures for the Program, and following review and endorsement by the Public Art Advisory Committee, the Public Art Program issued a Call to Artists on June 4, 2012 and submissions closed on July 31, 2012 (**Attachment 1**). Thirty-nine (39) proposals were received.

In accordance with the City Public Art Program procedures for the community program, a selection panel reviewed the applications. The selection panel met on August 21, 2012, and included the following members:

- Thomas Cannell, Artist
- Lois Klassen, Artist
- Tracey Mack, Television Producer and Community Representative
- Marlene Madison, Artist and Curator
- Roberto Pacheco, Architect

Proposals were evaluated on the basis of artistic merit, appropriateness to the goals of the Program and the Terms of Reference, artist qualifications and feasibility. The panel was empowered to recommend up to \$60,000 in total funding, but elected only to recommend amounts totalling \$45,500.

Recommended Public Art Projects

Following review of the artists and their proposals, the panel recommended support for the following *Art in Unexpected Places* projects and a recommended budget for each project (**Attachment 2**):

- *Blossoming*, by Bonnie Leong, Kitty Leung, and Nicanor Santillan (\$10,900)
- *Chan's Cabinet of Curiosities*, by Vivian Chan (\$2,000)
- *Untitled podcast play*, by Richmond Gateway Theatre Society (\$7,600)
- *WELCOME: A Mobile Sculptural Performance*, by Leah Weinstein (\$9,800)
- *Untitled recycled glass mosaic*, by Elizabeth Wellburn (up to \$10,200)
- *Art House*, by Silvia Grace Borda and J. Keith Donnelly (\$5,000)

Following Council endorsement of the concept proposals, an interdepartmental staff team will work with the artists to develop the detailed designs and evaluate suitable locations for each project. Further information about the proposed art projects is provided in the attachments to this report.

Financial Impact

The Public Art Program has allocated a total of \$45,500 for these five *Art in Unexpected Places* community public art projects from existing funds in the approved 2012 Public Art Capital Project.

Conclusion

Richmond's Community Public Art Program creates opportunities for artists to enhance the public's engagement with the arts. The program is based on the belief that through the arts, communities can explore ideas, issues and concerns, voice community identity, express cultural spirit and create dialogue. The *Art in Unexpected Places* public art projects identified in this report embrace and explore these goals, and the Richmond Public Art Advisory Committee has enthusiastically endorsed the public art concepts.

If approved, the projects will move into the design phase, with implementation to be completed by autumn 2013.



Eric Fiss
Public Art Planner
(604-247-4612)

EF:ef



City of
Richmond

Public Art Program



Call to Artists

Community Public Art Program

Art in Unexpected Places

Request for Proposals for Artist Initiated Projects Richmond, BC

Terms of Reference

Artists and curators are invited to submit their proposal for a public art project of their choosing, emphasizing an unusual or unconventional location in Richmond. Works may be in any artistic medium or media, and should enhance public engagement with the arts. Richmond-based non-profit arts organizations, with or without an artist may also apply to do a special project.

Budget:

Total Budget for all selected projects is \$60,000

Deadline for Submissions:

Tuesday, July 31, 2012 by 2:00 pm

For more information, contact the Public Art Program:

Phone: Eric Fiss at 604-247-4612

or email: publicart@richmond.ca

Photo Credits:

"Script-Inside Outside" by Karen Kozmar and Todd Davies; photo by staff photographer
"Equestrian Troll" by Steve Baidine; "Art Mural, Dorina Walter, and Ross Whitehead; photo by City of Seattle staff
"The River" by Blake Williams; photo by A. Sirois

Program Description and Goals

The Richmond Community Public Art Program, through its Artist Initiated stream, creates opportunities for projects that enhance public engagement with the arts by providing art in unexpected places; by engaging new audiences; and by demonstrating the capacity of art to reflect, enhance, or transform our surroundings. The Artist Initiated stream emphasizes exploration and experimentation, allowing artists to apply their best practices to sites of their choosing in the public realm. Collaboration – among creators and between creators and communities – is encouraged. (A community can be broadly defined as a group of people brought together by any number of forces including a shared heritage, geography, tradition, history, mission, culture, lifestyle or interest.)

Eligibility

Artists and curators may submit their proposal for a public art project of their choosing, emphasizing an unusual or unconventional location in Richmond. Richmond-based non-profit arts organizations, with or without an artist may also apply to do a special project.

The Program is designed to be flexible, experimental and collaborative. The end product need not be a permanent artwork but could be a public event such as an exhibition or performance.

The type of projects that might develop could include (but are not limited to):

- Documentary artworks such as books, videos, or exhibitions
- Performances, plays, concerts, readings, or dances
- Site-specific artworks including sculptures, murals, and landscape art

Projects already underway are not eligible. Projects must allow public access at no cost, and must take into consideration factors of site use such as safety and pedestrian flow. Selected proposals may require a technical review by City staff and/or consultation with site stakeholders.

Budget

The maximum contribution from the Public Art Program for all selected projects is \$60,000 total. Requests may be made for any amount less than this total. Contributions from the Program will not exceed the project's total budget. Eligible costs may include (but are not limited to): artist fees, design, permitting as needed, engineering fees, production, installation, photography and insurance. Creators are encouraged to source additional funding and/or in-kind resources for their project. Ownership of permanent works may depend on factors such as where they are sited.

Schedule (subject to change)

RFP closes:	Tuesday, July 31, 2012 at 2:00 p.m.
Selection Process closes:	August 2012
Design Development:	2012 - 2013
Fabrication and Installation:	2012 - 2013
Unveiling:	2012 - 2013

Selection Panel & Process

A five-member panel will consist of art and design professionals and community members. The selection panel will convene to review all artist submissions. At the conclusion of the process, the panel may recommend one or more projects.

Selection Criteria

Submissions to the RFP will be reviewed and decisions made based on:

- Artist qualifications and proven capability to produce work of the highest quality;
- Artist's capacity to work with communities and other design professionals, where applicable;
- Appropriateness of the proposal to the terms of reference and Public Art Program goals;
- Artistic merit of the proposal;
- Degree to which the proposal is site and community responsive, and technically feasible;
- Probability of successful completion;
- Environmental sustainability of the proposed artwork; and
- Results of reference checks.
- Extra consideration may be given to proposals from artists and organizations who have not received Public Art commissions in the past three years.

Submission Guidelines

This RFP accepts paper submissions via mail or delivered in person. Electronic submissions are accepted and encouraged. Submissions must be complete and strictly adhere to these guidelines and Submission Requirements (above) or risk not being considered. Faxed submissions will not be accepted.

- All submissions (electronic and print) must be formatted to 8.5 x 11 inch pages. Do not send any models or maquettes.
- The Artist's (or Team's, or Organization's) name should appear in the right header of every page.
- Do not submit any original materials or files. Submission will not be returned.
- Do not bind, staple or use plastic cover sheets.

In addition, electronic submissions:

- Must be submitted in MS Word or PDF format. Do not submit materials that require plug-ins, extensions or other executables that need to be downloaded or installed. Do not compress (zip) files.
- Must be self-contained. Do not embed links to other websites or on-line documentation or media
- Must be contained in one single document. Do not submit multiple electronic documents
- Must be 10MB or smaller (if emailed). Submission over 10MB must be sent via PC-compatible CD

Submitting as a Team

The team should designate one representative to complete the entry form. Team submissions must adhere to the specific submission guidelines with the following exceptions:

- Each team member must submit an individual Resume/CV (See Submission Requirements)
- All Team Members must list their full names on the space provided on the Information Form

Submitting as an Organization

Anyone authorized to commit your organization may complete the entry form.

SUBMISSION REQUIREMENTS

All submissions should contain the following items and in the following order.

- Information Form (1 page)
 - A completed Information Form found on last page of this document.
- Letter of Interest (2 pages maximum)
 - A typed letter of interest, including the artist's intent, rationale and a preliminary description of approach for this particular public art project. The letter should address the Selection Criteria (above) and include a statement about your artistic discipline and practice. This letter should include information about your desired site.
- Concept Sketch (if relevant) (1 page)
 - Provide a concept sketch, maximum paper size 8.5 x 11 inches each.
- Project Budget (1 page)
 - Anticipated budget, including total fees paid to artists, and noting other anticipated funding sources if applicable
- Resume/Curriculum Vitae (2 pages maximum)
 - Outline your experience as an artist, including any public art commissions.
 - If you are submitting as a team, each member must provide a personal resume (each a maximum of 2 pages)
 - If you are submitting as an organization, please provide a brief history of your organization's artistic history, (2 pages maximum)
- Three References
 - Individuals who can speak to your art practice and interest and/or experience in public art projects. Please include; name, occupation, title, organization, address, primary phone number, email and a brief statement describing the nature of your working relationship to the reference listed.
 - Artist teams need only provide 3 references total.
- Other Support Documentation (Optional) (2 pages maximum)
 - This documentation may include (please properly cite all sources):
 - Recent reviews and news clippings
 - Excerpts from programs, catalogues and other publications that include examples of your work
- Images of Past Work (10 maximum)
 - One image per page (full size).
- Annotated List of Images of Past Work (1 page maximum)
 - Provide the following information for all images; title of work, medium, approx. dimensions, location and date and the image file name. Artists are also encouraged to include a brief description.

DEADLINE FOR SUBMISSIONS

Submissions must be received by **2:00 p.m. on Tuesday, July 31, 2012**. This is not a postmark date. Extensions to this deadline will not be granted under any circumstances. Submissions received after the deadline and those that are found to be incomplete will not be reviewed.

It is the applicant's responsibility to ensure the submission package reaches the City of Richmond by the deadline.

Email, mail or deliver submissions to:

Public Art Assistant
City of Richmond
6911 No.3 Road
Richmond, BC V6Y 2C1
604-204-8671
publicart@richmond.ca

For questions and additional information, contact

Eric Fiss, MAIBC, MCIP, LEED AP
Public Art Planner
City of Richmond
604-247-4612
efiss@richmond.ca

For any Public Art Program updates please check the web site at www.richmond.ca/publicart.

Additional Information

Please be advised that the City and the selection panel are not obliged to accept any of the submissions, and may reject all submissions. The City reserves the right to reissue the RFP as required.

All information provided under the submission shall be considered confidential and shall only be disseminated to City staff and partners for the purposes of the selection process. All submissions to this RFP become the property of the City and will be held in confidence as required by law. The artist shall retain copyright in the concept proposal.

While every precaution will be taken to prevent the loss or damage of submissions, the City and its agents shall not be liable for any loss or damage, however caused. Selected artist/artist teams/organizations will enter into a contract with the City.



Examples of Artist-Initiated works (City of Vancouver, "Mapping and Marking" public art projects): 1) Kingsway Luminaires by David MacWilliam. Photo: Scott Massey 2) Vancouver Vancouver Vancouver by Vanessa Kwan. 3) Monument for East Vancouver, by Ken Lum. Photo: Scott Massey

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

PLEASE NOTE: You can type your responses into this PDF document.

Name: _____

Team/Organization Name (if applicable): _____

Address: _____

City/Postal Code _____

Primary Phone: _____ Secondary Phone: _____

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

Submission Checklist

Please provide these items in the following order (As outlined in Submission Requirements):

- ☐ Information Form (this page)
- ☐ Letter of interest (max. 2 pages)
- ☐ Concept Sketch (if relevant) (max. 1 page)
- ☐ Project Budget (1 page)
- ☐ Resume/Curriculum vitae / Organization's History (max. 2 pages per team member, if applicable)
- ☐ Three References
- ☐ Other Support Documentation (Optional) (max. 2 pages)
- ☐ Ten Images of Past Work (max. 10 pages)
- ☐ Annotated List of Past Work (max. 1 page)

Incomplete or faxed submissions will not be accepted. Emailed submissions over 10MB will not be accepted.

List Team Member Names Here (Team Lead complete above portion):

Please let us know how you found out about this opportunity:

Would you like to receive direct emails from the Richmond Public Art Program? _____

Signature: _____ Date: _____

Submission Deadline: Tuesday, July 31, 2012 by 2:00 pm

Deliver to: City of Richmond, Public Art
6911 No. 3 Rd. Richmond, BC, V6Y 2C1

Or by email to:
publicart@richmond.ca

CNCL - 174

Recommended Projects

Blossoming, by Leong, Leung & Santillan (Richmond and Vancouver)



The cherry blossoms will create a sense of growth and flowering. The simplicity of the form evokes a natural, energetic response to enliven the pedestrian experience for locals and visitors alike.

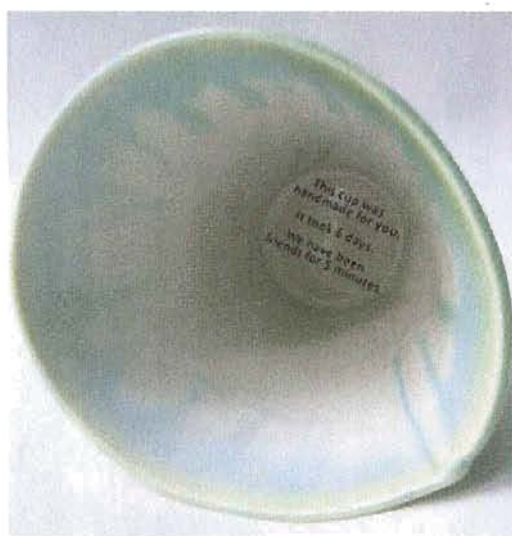
This work would be a colourful application of large-scale cherry blossom graphics, potentially applicable to several sites. The artists initially proposed that this work be installed at the Lansdowne Canada Line Station. Following discussion with staff it is proposed that the work be installed along the new Lansdowne Road greenway and art walk, enlivening blank building facades and new pavement. Further consultation with InTransit BC and Lansdowne Road property owners for permission to install this artwork will be required.

The panel expressed appreciation of the proposal's aesthetics and potential locations. The panel asked that the artists consider options other than painting (e.g. vinyl) for application, and noted that the piece need not be permanent. Staff will coordinate with the artists in order to confirm permission to install at the selected sites.

Chan's Cabinet of Curiosities, by Vivian Chan (Vancouver)

Chan's Cabinet of Curiosities is an art/social experiment that allows members of the public to modify an exhibit of ceramic objects by substituting a piece of their own, and sharing the story and history of that object

The panel felt that this project held the promise of strong public interaction. The budget, though modest, is appropriate to the scale of the project. The panel requested that staff assist the artist with confirming a venue (i.e., the Cultural Centre or Lansdowne Mall), and asked that the artist consider how the project will be promoted in advance.



Untitled podcast (audio) play, by Richmond Gateway Theatre Society (Richmond)

The podcast play will be available for download free of charge from the Gateway Theatre website. The play will be an original audio drama that will be commissioned from Richmond playwright Leanna Brodie.

The audio play will be experienced through any mp3 player (including iPods and all mp3 capable phones) as one walks from the Brighthouse Canada Line station through the Richmond Centre Mall, across Minoru Boulevard, and through Minoru Park, en route to the Gateway Theatre. The duration of the podcast play will be approximately 15 minutes.



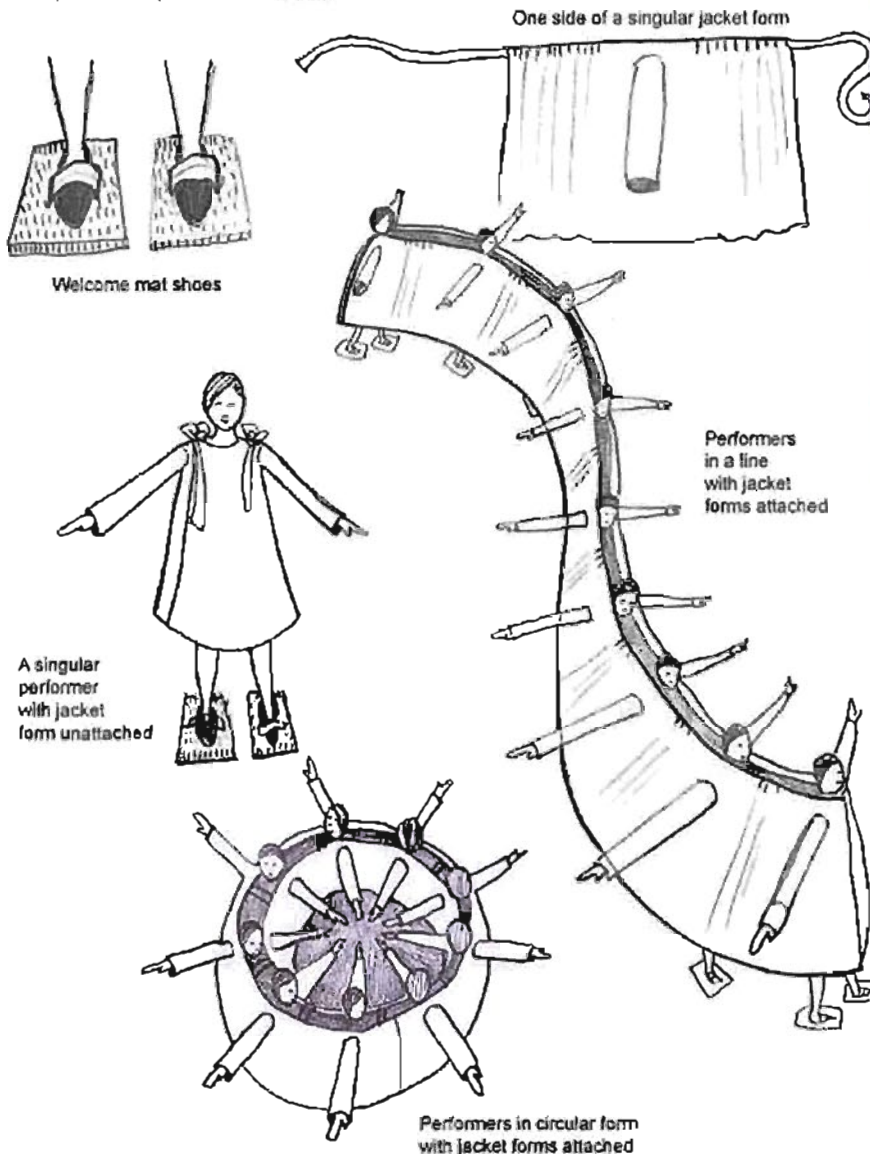
The art walk will offer the listener a microcosm of our city as a background for an original drama. We believe this could be the first of a series of original podcast plays, each showcasing a different Richmond writer.

Available not just to Gateway Theatre patrons, but to anyone with this common technology, the podcast play provides an opportunity to creatively reinterpret and re-imagine a piece of our public realm; it is strongly aligned with the City Centre Art Plan.

The panel asked that the artists consider how to promote the piece to a broader audience, including people who are not necessarily en route to a show at the Gateway Theatre. Possibilities mentioned included a launch event, signage at Brighthouse Station, and collaboration with Tourism Richmond. This project will also work during production with the Richmond Media Lab to provide mentoring opportunities for youth.

Welcome: A Mobile Sculptural Performance, by Leah Weinstein (Vancouver)

Components of possible works include:



"My work is informed by a history of textile performance within the urban environment..."

[in which] textile forms negotiate the space between body and architecture"

This piece will be developed through public participation exploring the theme of "welcome", keeping an awareness of how this theme relates to Richmond historically, geographically, and culturally.

Incorporating elements of sculpture, textile craft, and dance, this piece will include live public performances in unconventional settings. The panel noted that the proposal was clear, the artistic vision well-defined, and that the artist's relevant experience suggests a strong execution of the piece.

Untitled recycled glass mosaic, by Elizabeth Wellburn (Victoria)

Concept Sketch: My mosaics use this:



Using kiln-forming and mosaic techniques, this project will take glass sourced in Richmond and return it to the city in a new guise.

(Staff will work with the artist to confirm an appropriate site for the finished work.)

and this:

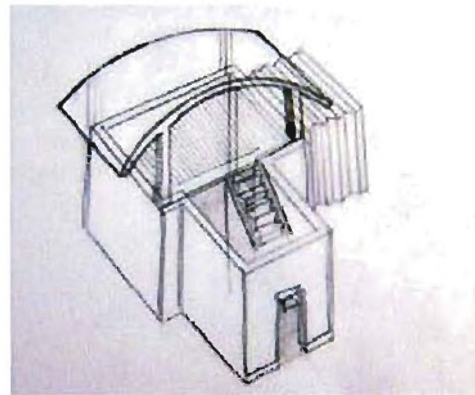
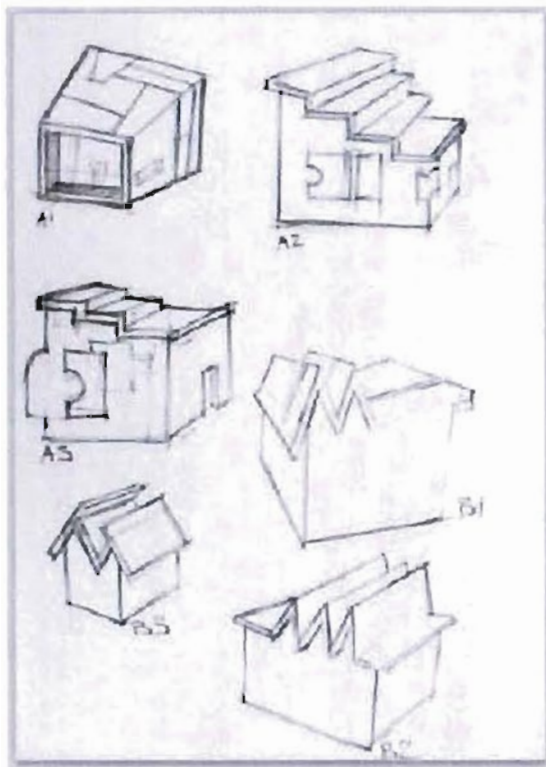


to create something like this:



Incorporating locally sourced glass fused in a kiln, the project will retain identifiable features of the original glass items, providing a context for both historical and aesthetic appreciation. The panel notes that the artist must still confirm a site, and that the cost may decrease if the selected site does not require the proposed maximum scale.

Staff are in discussions with Environmental Programs and Parks staff to determine an appropriate location. Transoms above doorways to public buildings, such as Parks washrooms, will be considered.

Art House, by Borda & Donnelly (Vancouver & Glasgow, UK)**Potential ART HOUSE dwelling forms**

Example of a proposed Art House (with expandable and collapsible rooms and roof)
Drawing © S. Ma Grace Borda & J. Keith Donnelly 2012

The *ART HOUSE* Project on completion will ideally represent plans for an artist-run, sustainable, multidisciplinary arts platform that is manifested as a physical dwelling to strengthen and bring local community together.

Proposing a new architectural structure as art, the *Art House* is a portable, inexpensive, expandable, experimental dwelling. The prototype would be used initially for arts education and exhibition.

The panel regarded the core idea of this proposal as “potentially huge”. However, they did question whether the budget, the architectural expertise, and the curatorial plans were sufficiently developed to support the project financially at this time. As the proposal identifies other potential funding sources, the panel opted to select the project and specify financial support towards project development and exhibition of the drawings and concept, noting that the express support of the City and assistance at a practical level will enable the artists to seek broader support from other funding sources.

The panel also recommended that, should a prototype be produced, staff assist the project with a possible temporary site (the plaza at the Richmond Cultural Centre being a key option).



City of Richmond

Report to Committee

To PROC - Jan. 29 2013

To: Parks, Recreation and Cultural Services
Committee

From: Mike Redpath
Senior Manager, Parks

Re: Urban Wildlife Management Framework

Date: January 16, 2013

File: 11-7200-01/2012-Vol
01

Staff Recommendation

That:

1. The Urban Wildlife Management Framework as described in the report, Urban Wildlife Management Framework, dated January 16, 2013 from the Senior Manager, Parks be received for information.
2. The report, Urban Wildlife Management Framework, dated January 16, 2013 from the Senior Manager, Parks be forward to the Richmond Board of Education for information.

Mike Redpath
Senior Manager, Parks
(604-247-4942)

REPORT CONCURRENCE			
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER	
Sustainability Environmental Services	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		
REVIEWED BY SMT SUBCOMMITTEE	INITIALS: 	REVIEWED BY CAO	INITIALS:

Staff Report

Origin

Interactions between Richmond residents, our urban environment and wildlife are frequent and, at times, challenging. A framework for considering and addressing these challenges is necessary in order for the City to respond appropriately. The purpose of this report is to present an urban wildlife management framework and to provide examples of species-specific proactive management efforts to be implemented between 2013 and 2015.

This report builds on the snow geese management plan presented to Council in 2010 and refines the City's approach to urban wildlife management as a whole. It was requested as a result of a discussion during the October 2012 Manager's report regarding snow geese.

Analysis

Urban wildlife management is a decision-making process to guide implementation of practices which purposefully influence interactions among people, wildlife and habitats. In British Columbia, all levels of government have a role in urban wildlife management.

In 2012, EBB Environmental Consulting, Inc. (EBB) worked with the City to provide information on managing urban wildlife in general and as well species specific information for Richmond. The information provided by EBB formed the basis for the development of the management framework.

Enabling Legislation:

Furbearing animals, including coyote, beaver, striped skunk and raccoon, are protected under the BC Wildlife Act and are regulated by open hunting seasons. Striped skunks and raccoons are classified as Schedule B Species, meaning that they may be trapped only within a designated open hunting season or when protecting property.

Migratory birds, including Canada Geese, Snow Geese, waterfowl, woodpeckers and seagulls are protected by the federal Migratory Birds Convention Act and Section 34 of the BC Wildlife Act. Management of these species that involves hazing or removal requires federal or provincial authorizations to be in place.

The effects of interactions among people, wildlife and habitats are often felt most strongly by the municipal government in the form of questions by local residents, impacts on private and public property and concerns for the well-being of residents and wildlife. Therefore, the local government has a role in setting local management guidelines and strategies within the applicable regulations and in conjunction with all stakeholders.

Urban Wildlife Management Framework for Richmond:

Since late 2007, Richmond has experienced a significant increase in the number of snow geese in the City and in particular, snow geese using parks and school fields as feeding grounds.

Working in conjunction with Canadian Wildlife Services and other impacted stakeholders such as YVR and the City of Delta, many efforts have been made to manage interactions among snow geese, people and their habitat. In 2010, staff proposed ongoing snow geese management practises which included hazing, the planting of cover crops to provide additional feeding grounds and educational initiatives. These efforts have provided the City experience and exposure to several management techniques. In 2011, there were 113 calls logged from residents requesting assistance regarding snow geese. In 2012, this number dropped to 76 although the overall population of snow geese in the area increased during that time.

Snow geese are not the only urban wildlife issue for the City. Interactions with other species can also create issues and concerns for residents. The framework below details a strategic and collaborative approach to addressing urban wildlife management concerns in the City. The framework is based on following key pillars:

- Education
- Habitat Preservation, Modification & Creation
- Scaled Intervention
- Monitoring & Research

Figure 1: Urban Wildlife Management Framework

	Description	Sample Methodologies
Education	Public communication and consultation to allow residents to better understand the ecology of urban wildlife while also listening to and responding to the concerns of residents where interactions occur.	Nature Park Programs, School Programs, Signage, Press Releases, public meetings, consultation and collaboration with stakeholder agencies.
Habitat Preservation, Modification and / or Creation	Preserving and protecting natural habitats which occur in areas where conflicts with residents are minimized; Altering landscapes to dissuade urban wildlife in environments where the impacts on residents are negative; creating suitable habitats where impacts to residents are likely to be lower than existing habitats.	Removing attractants, planting small shrubs and trees in manicured grass areas; implementing old-field management plans; participating in the Delta Farm and Wildlife Trust cover crop program.
Scaled Intervention	In conjunction with all stakeholders, and within regulatory frameworks, consider deterring wildlife through physical interventions. Each intervention is approached in a scalable manner and least invasive methods are implemented before more invasive methods.	Deterrents such as hazing, noise, lights; egg adding; relocation of species, removal of species.
Monitoring and Research	Ongoing monitoring of urban wildlife management issues and research developments.	Tracking of resident calls and concerns; collaboration with other levels of government on research and strategy development.

2013 – 2015 Species -Specific Urban Wildlife Management Methodology:

Snow Geese, Canada Geese and Raccoons are the most frequent sources of urban wildlife concerns by Richmond residents as reported to the City. The following table shows the planned management strategies for each of these three key species for the next three years.

Species	Education	Habitat	Scaled Intervention (subject to continued permission from Canadian Wildlife Services)	Monitoring and Research
Snow Geese	Nature Park Programs in Schools and Urban Wildlife display. Response to resident calls and concerns.	Support for winter crop overseeding at farms in south Richmond and Delta; modification of habitat on River Road where there the snow geese create a nuisance for residents and a hazard to YVR.	Hazing using dogs and lasers and scare tactics such as scare kites in areas where the geese impact the use of public spaces or where they pose a threat to public safety.	Collaboration with Lower Mainland Snow Goose steering Committee to develop a regional management plan; tracking of resident calls and concerns; working with YVR on alternative management techniques such as the use of raptors.
Canada Geese	Nature Park Programs and urban wildlife display; collaboration with Canadian Wildlife Services	Modification of specific habitats to reduce attractiveness to Canada geese in areas where there is a threat to airport safety.	Hazing using dogs and lasers and scare tactics such as scare kites in areas where the geese impact the use of public spaces or where they pose a threat to public safety.	Collaboration with YVR and other stakeholders on developing new management techniques.
Raccoons	Development of Raccoon 'fact sheet' for residents to assist them in reducing raccoon attractants and 'raccoon-proofing' their property; Nature Park urban wildlife display.	n/a	n/a	Increase tracking of raccoon concerns from residents to develop a better understanding of their impact.

Key to this urban wildlife management methodology is the monitoring and research component. It is expected that after a three-year implementation period, this framework will be readjusted based on the information collected in accordance with this pillar.

\$20,000 in the Parks annual operating budget currently supports the implementation of urban wildlife management. As well, there is approximately \$60,000 remaining from additional level

funding received in 2010 for snow goose management which will further support these activities through 2015. This additional level funding was originally intended for a comprehensive research study. However, staff found that working with others such as Canadian Wildlife Services and YVR to do most of the research was more cost-effective and the funds were not fully required.

Financial Impact

None.

Conclusion

The urban wildlife management framework will allow staff to respond to residents' questions and concerns while ensuring the City is working within the appropriate regulatory environment and respecting our city's unique ecology.



Serena Lusk
Manager, Parks Programs
(604-233-3344)



City of Richmond

Report to Committee

TO PRES - JUN 29 2013

To: Parks, Recreation and Cultural Services
Committee

Date: January 12, 2013

From: Jane Fernyhough
Director, Arts, Culture and Heritage

File: 11-7000-01/2013-Vol
01

Mike Redpath
Senior Manager, Parks

Re: 2013 Maritime-Themed Summer Festivals




Staff Recommendations

1. That the transfer of up to \$345,000 be authorized from the Major Events Provisional Fund to the Ships to Shore account and the Maritime Festival account to provide funding in support of the 2013 Ship to Shore program, the 2013 Tall Ship Recruitment program, and the 2013 Maritime Festival as outlined in the report from the Director, Arts, Culture and Heritage and the Senior Manager, Parks dated January 12, 2013;
2. That any revenues realized from sponsorship for Ships to Shore and public sail trips be used to offset the City contribution to this event and those funds be returned to the Major Events Provisional Fund for future festival development;
3. That any grants awarded to the Maritime Festival 2013 be used to offset the City contribution to this event and those funds be returned to the Major Events Provisional Fund for future festival development; and
4. That the City's budget for the 2013 Ships to Shore and 2013 Maritime Festival be included in the 5 Year Financial Plan (2013-2017)


Jane Fernyhough
Director, Arts, Culture and Heritage
(604-276-4288)


Mike Redpath
Senior Manager, Parks
(604-247-4942)

Att. 4

REPORT CONCURRENCE			
ROUTED TO: Communications Finance Division Sponsorship & Fund Development	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER	
	<input checked="" type="checkbox"/>		
	<input checked="" type="checkbox"/>		
REVIEWED BY SMT SUBCOMMITTEE	INITIALS: 	REVIEWED BY CAO	INITIALS: 

Staff Report

Origin

In 2011 Council approved two maritime-themed events: Ships to Shore and an enhanced Richmond Maritime Festival. Both events were very successful, popular, and held again in 2012. This report summarizes the 2012 events and recommends that the events be supported in 2013.

These events advance several Council Term Goals:

#3 – Economic Development: developing a “stay-cation” appeal for the City and region;

#9 – Arts and Culture: support the development of a thriving, resilient and diverse cultural sector in creating a vibrant City and promoting existing cultural activities to increase public awareness, enhance quality of place and engage citizens across generations; and

#12 – Place greater emphasis on protecting and enhancing the City's waterfront while successfully integrating a balance between urban development, public access and events, and a healthy river environment.

#12.1 – Enhance boating and sailing skill development opportunities.

Analysis

2012 Overview

The two maritime-themed summer festivals provided much benefit to the community. Highlights from 2012 include:

- An estimated 65,000 visits
- 30 vessels over the two festivals provided viewing and ship boarding
- Over 250 volunteers equaling 2855 volunteer hours
- Involvement of over 200 local Richmond artists, artisans and performers
- Collaboration with many local community organizations
- Over \$116,400 in cash sponsorship and \$40,000 in-kind sponsorship (non-media)
- Grant of \$59,900 from Department of Canadian Heritage through the Richmond Arts Coalition for Maritime Festival to engage local artists and performers
- Major media coverage, both local and national

More detailed information about each of the two 2012 events can be found in **Attachments 1** (Ships to Shore) and **2** (Maritime Festival).

Proposed for 2013

Ships to Shore

Given that Ships to Shore was successfully hosted in 2012 in conjunction with the Steveston Salmon Festival and that this timing facilitates strong ship recruitment opportunities, it is proposed that the 2013 event be planned for June 29 to July 1 with moorage for ships at Imperial Landing and Britannia Heritage Shipyard. The benefits of this event and the proposed timing are:

- adds value and a waterfront element to the Steveston Salmon Festival;
- continues the establishment of Richmond as a programmed maritime port on the West Coast;
- reduces financial implications in comparison to hosting an event at Garry Point (no need to move floats; critical mass of attendees from the Salmon Festival nearby);
- builds on the established volunteer base from past events and maintains trained volunteers for future ship related events; and
- supports the 2010 Waterfront Strategy; the 2007-2012 Major Event Strategy and the Council term goal of programming the waterfront thereby creating a dynamic destination waterfront.

Staff have been in contact with various ships to attend a June 29 – July 1, 2013 event and have received positive interest from an exciting mix of vessels. Subject to Council approval, staff will negotiate and confirm ship appearances.

The budget for the event has been estimated at \$147,000 which includes ship recruitment for future events. Funds of up to \$145,000 from the Major Events Provisional Fund are requested to ensure that project planning can proceed. Any sponsorship or day-sail trip revenue will be returned to the Major Event Provisional Fund, thereby reducing the City's contribution. See **Attachment 3** for a budget overview.

Maritime Festival

The Richmond Maritime Festival will celebrate its 10th anniversary in 2013. It has been growing and diversifying over the past two years with support from the federal government through grants, the City, and a growing number of sponsors. The 2013 event will build on the elements that have made it a success, such as the engagement of many Richmond artists, artisans, and performers; partnerships with heritage, community and cultural organizations; and the integration of sponsor activation into the festival programming. The proposed dates are August 9-11, 2013.

The benefits of hosting this event are:

- continues a popular and growing event in the summer which engages all ages;
- showcases local artists, artisans, performers and heritage organizations and provides opportunities for them to display, promote and sell creative products;
- engages over 170 volunteers;
- provides an opportunity for the public to view and board heritage vessels of all kinds and interact with the owners and crews;

- animates the waterfront with arts and crafts hands-on activities, demonstrations, performances, storytelling and ships of all types; and
- supports the 2010 Waterfront Strategy; the 2007-2012 Major Event Strategy; and the 2012 Arts Strategy and Council term goals of promoting existing cultural activities and programming the waterfront thereby creating a dynamic destination waterfront.

Federal and provincial grants are being pursued at this time; Staff do not anticipate notification on the outcome of these grants until March or April 2013.

The budget for the Richmond Maritime Festival is estimated at \$362,000 plus in-kind media coverage. Funds of up to \$200,000 from the Major Events Provisional Fund are requested. Any grant funding received would be returned to the Major Events Provisional Fund, thereby reducing the City's contribution. See **Attachment 4** for a budget overview.

Summer of Sail

Staff are proposing the Ships to Shore 2013 event be the catalyst for a broader "Summer of Sail" program. The "Summer of Sail" program will invite vessels that are not available to attend the Ships to Shore event to visit throughout the summer. This will provide an opportunity for Richmond residents and visitors to enjoy additional maritime experiences in Steveston. In addition to vessel visits, Britannia Heritage Shipyard will be offering a sail-training program. This program is designed to spark the imagination and foster an interest in science, leadership and the environment while on board a ship. The first program offered in 2013 will be on board the tall ship, the Adventuress. Funding for these visits and associated programming will be through existing operating budgets where possible. If opportunities arise requiring any additional City funds towards this event, staff will present such requests to Council for further consideration.

Richmond Summer Event Promotional Campaign

Staff are also developing, for Council's future consideration, a multi-media promotional campaign highlighting all Richmond summer events. This campaign will broaden awareness among residents and visitors and highlight Richmond as a destination.

Financial Impact

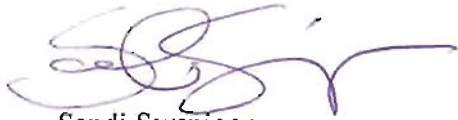
The financial cost for Ships to Shore 2013 is up to \$145,000. The financial cost for the 2013 Richmond Maritime Festival is up to \$200,000. The combined financial cost to the City for the summer maritime-themed festivals is up to \$345,000. Funds to cover the requested City contribution for the Ships to Shore 2013, future ship recruitment and the 2013 Maritime Festival are available in the Major Events Provisional Fund. Any Ships to Shore revenue from ship day-sail trips and sponsorship would be returned to the Major Events Provisional Fund. Any grant funding received in support of the Maritime Festival would be returned to the Major Event Provisional Fund. Both or either action would reduce the City's contribution.

January 12, 2013

- 5 -

Conclusion

Given the popularity and growth of the Ships to Shore event and the Richmond Maritime Festival over the past two years it is recommended that they be supported again in 2013. The two events have been identified as signature summertime destinations that attract residents and visitors, showcase Richmond's arts, culture and heritage, and create an active, vibrant Steveston waterfront.



Sandi Swanigan
Manager, Major Events and Film
(604-276-4320)



Serena Lusk
Manager, Parks Programs
(604-233-3344)

2012 Event Overview
Ships to Shore

June 29 – July 1 2012
Imperial Landing, Steveston, Richmond, British Columbia

Event Overview:

Ships to Shore 2012 was held in conjunction with the Steveston Salmon Festival. With a focus on ship boarding, sails and water safety education, the event hosted 8 Pacific Northwest ships at Imperial Landing: Hawaiian Chieftain, HMCS Oriole, Mallory Todd, SS Master, Juanita, Silver Ann, Grail Dancer, Steveston Lifeboat and two Royal Canadian Marine Search and Rescue Society boats. An additional Tall Ship, the Kaisei was originally scheduled to attend the Ships to Shore event but, due to weather conditions, participated in August in the 2012 Maritime Festival.

Event Management:

Both City staff and volunteers from Ships to Shore 2012 and the Steveston Salmon Festival jointly undertook event management including marketing and emergency protocol. This organizational structure was successful in engaging the Steveston community, provided additional resources for both events, and will serve as a good operating and safety-security model for future City events. Significant contributions to the event were also provided through relationships with the Steveston Community Society, the Gulf of Georgia Cannery, Britannia Heritage Shipyard, and local restaurants and merchants.

Volunteer Work Force:

Over 80 new and returning volunteers contributed 1355 volunteer hours to the Ships to Shore event. There are now 40 new volunteers trained with the resources and knowledge to lead and develop future water-based events.

Marketing and Communication Plan:

The event was marketed through the combined efforts of the City, the Steveston Salmon Festival and Tourism Richmond. Pre-event media coverage included news releases and event site visits by eight media outlets including News 1130, CKNW and Fairchild Radio. Additional published coverage occurred in the Richmond Review and the Richmond News, on the City's website and facebook page, and on posters distributed throughout Richmond. The final value of the media exposure received was estimated to be \$20,000 which resulted in the excellent promotional exposure needed to increase awareness and drive attendance to the event.

Safety and Security:

The event safety and security plan was developed jointly by the event coordinating committee, Steveston Community Society (Salmon Festival), Richmond RCMP, Richmond Fire-Rescue, TransLink, Royal Canadian Marine Search and Rescue Society, BC Ambulance, First Aid Responders and the City of Richmond Transportation, Emergency Services and Community

Services Departments. One plan was developed for both the Steveston Salmon Festival and the Ships to Shore events. This allowed for the efficient use of resources required to cover both events and provide the community with a safe environment.

Final Budget and Sponsorship:

The Ships to Shore 2012 event was funded from the Major Events Provisional Fund for a total of \$115,000 plus additional funding of \$35,000 for the visit of the Kaisei at the Maritime Festival. Through a combination of sponsorship and revenue from registered sails, the event was under budget and \$7,661 has been returned to the Major Events Provisional Fund. A successful sponsorship package was developed for the event. \$6,400 in cash and \$4,000 value-in-kind was raised with \$1,400 of the cash sponsorship going to the Salmon Festival in a joint marketing agreement. Sponsors for the event included: ONNI Group, Port Metro Vancouver, Save-On-Foods, Granville Island Brewing, Gold Seal–Canfisco, Van Houtte Coffee and several media outlets.

2012 Events Overview
Maritime Festival

August 10-12, 2012
Britannia Heritage Shipyard, Richmond, British Columbia

Event Overview

The 9th Annual Richmond Maritime Festival was held from August 10-12 at the Britannia Heritage Shipyard and drew over 35,000 participants and visitors. The Festival celebrates Steveston and Richmond's maritime and cultural heritage through a variety of land and seaside activities. The two-day and one-evening event animated the Britannia site and docks.

Event Management

City staff worked in partnership with the Richmond Arts Coalition and other community volunteers to produce the Maritime Festival. This approach to event production proved very successful as it engaged local community members and created a Steveston heritage focus. A variety of backgrounds and expertise came together in all aspects of planning. This approach has proven successful for the Maritime Festival and should be continued for 2013.

Programming

The 2012 Maritime Festival programming included 250 Richmond painters, wood carvers, potters, stilters, puppets, storytellers, dancers and other performers, artists and exhibitors. Site animation included interactive activities such as fish print flags, wish boats, mural box sculpture, giant jigsaw puzzles, demonstrations from the Richmond Sharing Farm, on-site installations such as waterslide sails, entrance gate sails, Words of Hope tree flags, exhibits and displays by community organizations and artisans, and performances by local youth and emerging actors. All programming tied into the maritime or cultural theme. This exciting mix of programming ensured a rich experience for visitors, whether they participated land-side, sea-side or both.

A total of 22 heritage vessels were on site: Eva, Ocean Guile, Silver Ann, Silver Dolphin, PT Boat, SS Master, Juanita, Iona, Eagle Rock, Penelope Isle, Dollars Aweigh, Merrilee II, Lady Allysha, Sea Maid, Sitka Spruce, RCMSAR, Raincoast Spirit, Pirate Mini Brigs, Brown Shoes, Pacific Yellowfin, Steveston Lifeboat and the Kaisei.

Volunteer Workforce

The 2012 Maritime Festival owes much of its success to the hard-working volunteers that were engaged in all aspects of planning and execution. Volunteers included the Britannia Heritage Shipyard Society, the Richmond Arts Coalition, and local merchants, residents and representatives from a variety of maritime-themed community groups. A total of 172 trained volunteers provided over 1500 hours of service in order to ensure that the event was successful.

Marketing and Communication Plan

The event was marketed through the efforts of the City, Maritime Festival sponsors and key media partners. The 2012 media partners included CTV, 24 Hours, 103.5 QMFM and the Richmond Review. The final value for media was estimated to be \$600,000. A special press event profiling the Kaisei and its environmental work drew extensive local, regional and national media coverage. (The Kaisei, originally scheduled for the Ships to Shore event, was a welcome addition to the Maritime Festival.) Festival media sponsors provided radio and television commercials for the festival, as well as newspaper advertising, and taped footage for newscasts and live broadcasting at the event itself. Non-media sponsored publicity included City press releases, information on the City's website and Facebook page, posters throughout the City, advertising in bus shelters, information on event sponsor websites and a dedicated event website. New digital media tools were also used to promote the event, including a mobile application.

Safety and Security

A safety and security plan was developed by the event producers with input from the Richmond RCMP, Richmond Fire Rescue, BC Ambulance, Translink and staff from the City's Emergency Programs and Transportation Departments. The plan was reviewed by the City's REACT committee to ensure that all required protocols were adhered to.

Final Budget and Sponsorship

The operating budget for the 9th Annual Maritime Festival was \$290,000 (not including value-in-kind). The City made an initial contribution of \$200,000. A Department of Canadian Heritage grant of \$59,900 was secured to support funding. These funds, along with those saved through efficiencies and value-in-kind contributions, resulted in \$101,000 being returned to the Major Events Development Fund, per Council resolution. The City's final contribution, therefore, was \$99,000.

The event drew 15 sponsors: Port Metro Vancouver (Presenting Sponsor), Vancouver Airport Authority, Canadian Western Bank, RE/MAX, Ricoh Canada, Fortis BC, BC Hydro, Coca-Cola, Coast Capital Savings, Urban Impact Recycling, Mustang Survival, River Rock Casino Resort, New Car Dealers Association of BC, Peller Estates Winery, and The Bread Garden resulting in a record \$110,000 in cash sponsorship. There were a total of 4 Media Partners: CTV, 24 Hours, 103.5 QM/FM and the Richmond Review.

Attachment 3

2013 Ships to Shore
Proposed Budget

Revenue Sources	Cash	In-Kind	Total
City	138,500		
Sponsors (non-media)	5,000	2,000	
Ship Sails	1,500		
TOTAL Cash + In-Kind	145,000	2,000	\$147,000

Expenses	
Ships	59,000
Program	7,000
Marketing and Promotion	15,000
Site Overlay and Production	36,000
Future Events and Ship Recruitment	30,000
TOTAL	\$147,000

January 12, 2013

- 11 -

Attachment 4

2013 Maritime Festival
Proposed Budget

Revenue Sources	Cash	In-Kind	
Sponsors (non-media)	108,000	19,000	
City*	200,000	35,000	
Total	308,000	54,000	
TOTAL Cash + In-Kind			\$ 362,000

Expenses	
Program	130,500
Marketing and Promotion	33,500
Site Overlay and Production	198,000
TOTAL	\$ 362,000

*Federal and provincial grants applied for. Any award will offset City Contribution.



City of Richmond

Report to Committee

To PLN - FEB. 5, 2013

To: Planning Committee
From: Cathryn Volkering Carlile
General Manager - Community Services
Re: 2012 Annual Report and 2013 Work Program:
Richmond Intercultural Advisory Committee

Date: January 8, 2013

File:

Staff Recommendation

That the "2012 Annual Report and 2013 Work Program: Richmond Intercultural Advisory Committee", the Richmond Intercultural Advisory Committee 2012 Annual Report and 2013 Work Program (**Attachment 1**) be approved.

Cathryn Volkering Carlile
General Manager - Community Services
(604-276-4068)

Att. 1

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY SMT SUBCOMMITTEE	INITIALS:
REVIEWED BY CAO	INITIALS:

Staff Report

Origin

This report presents the Richmond Intercultural Advisory Committee (RIAC) 2012 Annual Report to Council, describing RIAC activities and accomplishments for the year 2012, and the proposed RIAC 2013 Work Program and Budget. (**Attachment 1**)

Findings of Fact

1. RIAC 2012 Annual Report: The highlights of RIAC's 2012 activities are described in **Attachment 1**.
2. Proposed RIAC 2013 Work Program/Budget: The proposed RIAC 2012 Work Program and Budget are also described in **Attachment 1**.

Analysis

1. 2012 Annual Report

Highlights of RIAC's activities for 2012, as summarised in the Annual Report, include:

- The development and launch of the second edition of the Richmond Newcomers Guide with the development for the first time of a Tagalog version.
- The co-organising and hosting of a National Aboriginal Day event which brought different communities together to celebrate Aboriginal culture.
- The implementation of a community questionnaire on attitudes towards diversity and the organising of follow up workshops.
- The conducting of a sign audit to address issues around language specific signage in the Richmond City Centre area.

2. Proposed 2013 Work Program

RIAC has identified four strategic directions from the "2012 – 2015 Richmond Intercultural Strategic Plan and Work Program", and specific initiatives pertaining to each, to implement in 2013. Planned initiatives include:

- Contributing to City Planning Processes, with an initial priority being to provide comments on the draft Richmond Social Development Strategy.
- The production and launching of a Punjabi version of the Newcomers' Guide, and the ongoing search for sources of corporate sponsorship to develop future versions in other community languages.

- The ongoing organisation and facilitation of community forums and events in relation to the exploration and promotion of Richmond's intercultural vision and values. Examples of these events for 2013 include a) an interfaith bridging event in partnership with Richmond Museum and the Multi-faith Action Group b) a National Aboriginal Day event c) community dialogues exploring intercultural community relations in Richmond.

City staff will support the RIAC 2013 Work Program as City policies, work programs, staff time and resources permit.

Financial Impact

None

Conclusion

RIAC's 2013 Work Program presents steps to further achieve the Council approved vision for intercultural life in the City, "for Richmond to be the most welcoming, inclusive and harmonious community in Canada".

Staff recommends support for RIAC's 2012 Annual Report and proposed 2013 Work Program.



Alan Hill
Cultural Diversity Coordinator
(604-276-4391)

Richmond Intercultural Advisory Committee

2012 Annual Report 2013 Work Program and Budget

1. INTRODUCTION

Richmond City Council established the Richmond Intercultural Advisory Committee (RIAC) in February 2002 to assist the City in working toward its Corporate Vision of making Richmond the "most appealing, liveable, and well-managed city in Canada". The mandate of RIAC, as outlined in its terms of reference, is to "enhance intercultural harmony and strengthen intercultural co-operation in Richmond". In 2012 the RIAC continued to work to achieve its goals as laid out in the 2012 - 2015 Richmond Intercultural Strategic Plan and Work Program.

Throughout the year the Committee invited guest speakers who presented on current intercultural issues in our city and organized events and activities with the aim of assisting diverse cultures in integrating and assisting communication between communities and City of Richmond staff and elected officials. The Committee also engaged in a major strategic planning exercise to revisit its mandate and vision and review and update the 2004-2010 Strategic Plan to cover the 2012-2015 period.

Newly appointed members who replaced the outgoing members were welcomed and the collaboration between the new and the continuing members made 2012 a successful year.

In keeping with the committee's rotational system, Chairs and Vice-Chairs were elected in January 2012 for six-month terms.

2. RIAC's 2012 ACTIVITIES

2.1 Guest Speakers

2.1.1 January Guest Speaker Sarah Chung- Translink

Sarah belongs to Translink's "Access Transit Group". This group makes presentations to seniors, those living with disabilities and new immigrant groups. Sarah particularly came to the group to discuss the *'Travel Smart for New Immigrants'* program.

2.1.2 February Guest Speakers Arzeena Hamir- Richmond Food Security Society

Arzeena reported that she is aware of a lack of engagement in food security issues by the new immigrant communities and is hoping RIAC can pass on information about Richmond Food Security Society to the widest possible audience.

Alvin Lau- Department of Citizenship and Immigration (CIC)

Alvin briefed RIAC on CIC's providing funding through a grant program called 'Inter-Action' in order to support CIC's mandate and the *Canadian Multiculturalism Act* by assisting the socio-economic integration of individuals and communities and their contributions to building an integrated and socially cohesive society.

2.1.3 March Guest Speaker

Philip Hse - Greater Vancouver Society for Accelerated Integration (GVSSAI)

The Greater Vancouver Society of students for Accelerated Integration (GVSSAI) was founded in December 2011 and incorporated on January 13th, 2011. The goals and purposes of the GVSSAI, in compliance with the BC Society Act, are:

- To raise awareness concerning the importance of integration among immigrants
- To assist immigrants in integration through various programs and functions
- To ease racial tensions between immigrant communities and the mainstream society

2.1.4 May Guest Speakers

Lynn Moran and Lindsay March- Affiliation of Multicultural Societies and Service Agencies (AMSSA)

A presentation by AMSSA (Affiliation of Multicultural Societies and Service Agencies) on their mission, membership and programs across a range of areas including, multicultural health, and settlement and integration.

2.1.5 June Guest Speakers

British Columbia Model United Nations (BCMUN)

The BCMUN (British Columbia Model United Nations) explained the concept behind their program and asked for endorsement of their project and upcoming conference from the committee. They plan to hold a model United Nations youth conference at Richmond City Hall in October 2012 and are looking for sponsorship.

RIAC moved to offer its full endorsement to the work of the BCMUN and fully supported the idea of subsidised meeting space being made available at City hall to allow the 2012 BCMUN conference to take place.

2.1.6 November Guest Speaker

Liesl Jauk- Manager, City of Richmond Cultural Development.

Liesl briefed RIAC on the process for choosing participants for Arts-based cultural events supported by the City.

2.2 Major projects for 2012

2.2.1 Sign Audit

Members of RIAC walked the length and breadth of Richmond's downtown core to investigate the extent of Chinese-only signs, to address an issue that has been raised repeatedly by a small number of concerned citizens, by actually counting them. A total of 9 Chinese-only signs were found – less than 1% - indicating that the problem is more one of perception than fact.

2.2.2 National Aboriginal Day

The event was organised by the RIAC Youth Sub Committee in partnership with SD38, VCH, Pathways Aboriginal Project and the City of Richmond. More detail can be found in the subcommittee report below.

Goals/RIAC objectives:

- platform for promoting and laying the groundwork for youth involvement in RIAC's cross-community dialogue re: racism and inclusion
- dispelling cultural stereotypes
- programs focusing on commonality
- organization of cultural events
- more intercultural events at community centers and schools

General partner objectives:

- giving Aboriginal youth a public voice
- raising awareness regarding Aboriginal history in Richmond and SD38
- potential federal funding through Inter-Action, proposal deadline may have passed already
- cultural center booked for June 21
- targeting local SD38 elementary schools

2.2.3 Community Dialogue

The Civic Engagement Committee embarked on a process to engage citizens who normally don't participate in intercultural dialogues or other such events by providing them with an opportunity to air their concerns about how changes to Richmond's cultural dynamic are affecting them.

The process included a questionnaire intended to 'take the pulse' of Richmond's citizens with respect to diversity and Richmond's evolving cultural composition to be followed by a day of dialogue on January 19th 2013, with sessions in English, Punjabi, Cantonese and Mandarin, culminating in a major community event in the spring to be organised around input received both from the questionnaires and the dialogues.

2.2.4 Newcomers' Guide

A revised, version two, of Richmond's Newcomers' Guide has been published.

In December 2012 funding was secured for a Punjabi language version of the Newcomers Guide. It is planned that this version the Guide will be launched in the spring of 2013.

3. RIAC SUB-COMMITTEES

The following sub-committees are actively working on issues pertaining to their areas (please see sub-committee reports below):

- Newcomers Guide
- Civic Engagement/Intercultural Vision and Outreach
- Youth Integration

4. RIAC 2013 WORK PROGRAM

The 2013 work program is based on an extensive evaluation and review of the 2012-2015 RIAC Intercultural Plan, adopted by Council in February 2012. The main focus areas of this new plan are civic engagement and fulfilment of the RIAC intercultural vision and these priorities are reflected in the 2013 Work program.

5. RIAC 2013 Proposed Budget

RIAC is requesting an operating budget of \$2500 for 2013. This will cover costs incurred by meetings, forums, interpretation/translation of materials and consultant fees (should these be required) associated with the implementation of the 2013 Work Program.

6. Acknowledgements

I would like to take this opportunity to thank all RIAC members who have worked so diligently with great enthusiasm throughout the year, Mayor and Council for their ongoing support and Councillor Derek Dang (RIAC Council Liaison) for attending the meetings and supporting us. I would also like to extend our greatest appreciation to Alan Hill, Staff Liaison, for undertaking extensive work to ensure that committee needs are met and its goals reached.

Prepared by:
Joe Greenholtz
Chair, Richmond Intercultural Advisory Committee
December 2012

RIAC 2012 Membership

Citizen Appointees

Joe Greenholtz
Shawkat Hasan
Diane Jubinville
Lawrence Lim
Jake Pogson
Jamie Makutra
Christopher Chan
Mohinder Grewal

Organizational Representatives

Shashi Assanand, Ministry of Children & Family Development
David Purghart, RCMP Richmond Detachment
Juliana Leung, Richmond Community Services Advisory Committee
Shams Jilani, Richmond Seniors Advisory Committee
Diane Tijmam, School District #38
Nick Chopra, Richmond Community Services Advisory Committee
Parm Grewal, Richmond Community Services Advisory Committee
Diane Bissenden, Richmond Health Services
Jocelyn Wong, Richmond Community Services Advisory Committee
Viet Vu, Richmond Centre for Disability

RIAC 2012 SUBCOMMITTEE REPORTS

RIAC - Newcomer's Guide Sub-Committee

During 2012, we published the second edition of both the English and Mandarin editions of the Richmond Newcomer's Guide. We are also able to produce the first Tagalog edition of the Richmond Newcomer's Guide.

The second editions of the English and Mandarin Guide were finalized after updating and editing the original edition. We would like to thank City Staff for their effort in the revision of the draft. The membership of RIAC also reviewed the draft before the final copy was printed. Besides print editions all editions of the Richmond Newcomer's Guide have been made available on the City website.

We were pleased to collaborate with the City of Richmond in locating our new corporate sponsor, Western Union, which sponsored both the English and Tagalog publications. ASPAC Development continues their support of the Mandarin Edition.

The launch of the Newcomer's Guide was held at the City Hall, with media participation. The Mayor and some members of Council were there during the launch. Representatives from the corporate sponsors were also present.

Work Plan for 2013

We will continue to work towards keeping the 2nd edition up-to-date, in preparation for the 3rd edition in the future.

Our goal for 2013 is to launch a Punjabi Edition of the Richmond Newcomer's Guide and a launch event is planned for the spring.

Lawrence Lim
Chair, Newcomer's Guide Subcommittee

Youth Integration

The Youth Integration Committee resumed functioning in 2012 as Subcommittee members completed their contribution to the planning work for the 2012-2015 RIAC Strategic Plan. This year's major project was National Aboriginal Day, undertaken in conjunction with Richmond School District, Pathways Aboriginal Centre and Vancouver Coastal Health.

Diane Jubinville
Chair, Youth Integration Subcommittee

Civic Engagement/Intercultural Vision and Outreach

Community Dialogue

The Civic Engagement Committee worked on a process of engaging Richmond residents who normally don't participate in intercultural dialogues or other such events by providing them with an opportunity to air their concerns about how changes to Richmond's cultural dynamic are affecting them. This process will culminate in a series of dialogue events in 2013.

Shawkat Hasan

Chair, Civic Engagement/Intercultural Vision & Outreach Subcommittee

RIAC 2012 SUBCOMMITTEES

Committee/RIAC Actions	Members
Civic Engagement <i>Participation in governance:</i> <ul style="list-style-type: none"> - Advise RIAC re: research and information - Advise RIAC re: research initiatives - Advise Council as appropriate <i>Information re: rights and responsibilities:</i> <ul style="list-style-type: none"> - Advise RIAC and community partners re: existing awareness materials and information campaigns - Advise Council as appropriate 	<ul style="list-style-type: none"> - Shawkat Hasan* - Jake Pogson - Shashi Assanand - Nick Chopra - Lawrence Lim - Jamie Makutra - Joe Greenholtz - Stella Au (Community Volunteer)
Intercultural Vision and Outreach <ul style="list-style-type: none"> - Expand on civic engagement exercise in partnership with community civic groups - Annual meeting with Richmond newcomers - Annual meeting with help providers for newcomers in need in Richmond. Better statistical and evaluation processes will be encouraged. - Promote a more "open door" policy among community religious and ethnic groups - Direct community feedback to Council, recommendations as appropriate 	
Newcomer's Guide <ul style="list-style-type: none"> - Continue updating the Newcomers' Guide - Seek corporate sponsorship and governmental support for translation (e.g., Punjabi, Tagalog) - Seek corporate sponsorship and governmental support for 2nd edition of English and Chinese versions - Explore possible role for Volunteer Richmond Information Services (VRIS) and advise Council 	<ul style="list-style-type: none"> - Lawrence Lim* - Nick Chopra - Mohinder Grewal - Jocelyn Wong
Youth Integration <ul style="list-style-type: none"> - Continue to explore opportunities for youth to participate in open and respectful dialogue in a variety of venues - Support and promote access to information that addresses the understanding of intercultural issues in the community - Encourage access to cultural events for youth and their families - Advise Council as appropriate 	<ul style="list-style-type: none"> - Diane Jubinville* - Jocelyn Wong* - Parm Grewal - Lawrence Lim

***Sub Committee Chairs**

Proposed RIAC 2013 Work Program						
Strategy/Initiative	RIAC Actions/Steps	Expected Outcome of RIAC Actions	Indicator of RIAC Success	RIAC Lead/Sub-cte	Partners	Status
1. Address language and information and cultural barriers.						
The provision of training in public participation for all groups.	RIAC host a skills forum/workshop on public participation	Public participation enhanced	Number of Richmond residents who have a greater ability to participate in public life	Civic Engagement	Richmond Civic Engagement Network/City Community services	Ongoing
The continuing development, printing distribution translation and updating of the Richmond Newcomers Guide	Guide printed in Punjabi and a launch event held.	Immigrants informed and empowered	Number of newcomers to Richmond who know where to go to get information and assistance	Newcomers	City/ VCH/SD38 SUCCESS/RMCS	Punjabi version of the Guide produced and distributed.
The encouragement of dialogue and discussion with immigrants and longer term residents on involvement in civic life.	RIAC to devise and implement community dialogues on Interculturalism in Richmond	Intercultural perspective and vision explored and understood	Dialogue series devised and greater diversity of Richmond residents involved in civic life	Civic Engagement	City/VCH/SD38 SUCCESS/RMCS Richmond Civic Engagement Network	Ongoing- with the first dialogues to be held in January 2013.
The identification of barriers faced by newcomers- articulation of barriers and needs.	RIAC to work with partners to identify opportunities for an annual inter-agency new immigrants clinic	Barriers identified and delivery of City services enhanced	Barriers faced by newcomers identified and articulated	Civic Engagement	City/VCH/SD38 SUCCESS/RMCS Richmond Civic Engagement Network	Ongoing
2. Address racism and misconceptions.						
A dialogue on racism implemented with Richmond residents	RIAC to facilitate a dialogue on racism	Racism explored and perspectives incorporated into RIAC work plans	Dialogue report written with recommendations made	Civic Engagement	City/VCH/SD38 SUCCESS/RMCS RCMP	Ongoing- to be incorporated into general dialogues on interculturalism

Proposed RIAC 2013 Work Program						
Strategy/Initiative	RIAC Actions/Steps	Expected Outcome of RIAC Actions	Indicator of RIAC Success	RIAC Lead/Sub-cte	Partners	Status
The development of programs that focus on commonality rather than difference and the organizing of cultural events to eliminate silos between communities	RIAC to meet with City Parks and City Recreation programmers to discuss intercultural programming opportunities	Parks and Recreation programming reflecting RIAC intercultural Vision and values.	Number of intercultural programming opportunities identified	Civic Engagement	City/Arts Community/SD38	Ongoing
The support and implementation of Interfaith dialogues	RIAC to dialogue with partners to identify opportunities for creating Interfaith dialogue or supporting existing programs	Outcomes of interfaith dialogues incorporated into RIAC work plans	Workshop report produced and opportunities for inter faith dialogue identified	Civic Engagement	RMCS/SUCCESS/ RCSAC/VCH/SD38 /Richmond Museum/ Multi-faith Action Group	Dialogue and Interfaith networking event to be held during 'World Interfaith Harmony Week 2013'
More intercultural events at community centers and schools	Liaison with SD38 and non-profit partners to hold an annual National Aboriginal Day event	Stronger partnerships and understanding between RIAC/City /SD38 and immigrant groups around Aboriginal issues.	Number of youth participants Greater understanding between Aboriginal and new immigrant communities	Youth	City/SD38/Non Profit Partners.	Event held on National Aboriginal Day June 21 st 2013
3. Ensure that City & other governmental and stakeholder systems, policies and planning processes are aligned with the Intercultural Vision						
Review key City policies and procedures to ascertain if they are reflective of the Intercultural Vision.	RIAC review undertaken of key City policies and procedures.	Intercultural values influencing the development of City policies and procedures	Number of policies reviewed and incorporating intercultural vision and values.	Civic Engagement	City	Ongoing

Proposed RIAC 2013 Work Program						
Strategy/Initiative	RIAC Actions/Steps	Expected Outcome of RIAC Actions	Indicator of RIAC Success	RIAC Lead/Sub-cte	Partners	Status
Review and provide input on the draft Social Development Strategy	RIAC review and promote formal submission on the Social Development Strategy	Intercultural values and vision reflected in the Social Development Strategy.	Formal written submission provided by RIAC.	Civic Engagement	City	This work to be completed in the Spring of 2013.
4. To support the development and integration of Richmond's immigrants while doing this in a way that respects family and cultural traditions.						
The encouragement of cross-generational and intercultural programming (e.g.: the role of empathy	Explore the creation of a 'Richmond Day', an annual day event to celebrate diversity in the whole of Richmond.	Intercultural value and vision incorporated in City and partners major intercultural event planning.	Report written and submitted to Council	Youth	City/ SD38	Ongoing



City of Richmond

Report to Committee

TO PLN - FEB. 5, 2013

To: Planning Committee **Date:** January 14, 2013
From: Cathryn Volkering Carlile **File:**
General Manager, Community Services
Re: **Richmond Community Services Advisory Committee 2012 Annual Report and
2013 Work Program**

Staff Recommendation

That the Richmond Community Services Advisory Committee's 2013 Work Program be approved.

Cathryn Volkering Carlile
General Manager, Community Services

Att. 1

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY SMT SUBCOMMITTEE	INITIALS:
REVIEWED BY CAO	INITIALS:

Staff Report

Origin

The mandate of the Richmond Community Services Advisory Committee (RCSAC) is to encourage and promote social policies and community services that contribute to the well-being and quality of life of Richmond residents, and to develop the capacity of the community service sector.

While an advisory body, the RCSAC is not a City-appointed committee (i.e., only two citizen representatives are Council-appointed). The City supports the RCSAC by providing an annual operating budget, a Council Liaison and a Staff Liaison.

This report presents the RCSAC 2012 Annual Report and proposed 2013 Work Program (**Attachment 1**), which supports the following 2011 – 2014 Council Term Goals regarding Community Social Services:

- 2.1 Completion of the development and implementation of a clear social services strategy for the City that articulates the City's role, priorities and policies, as well as ensures these are effectively communicated to our advisory committees, community partners and the public in order to appropriately target resources and help manage expectations.
- 2.3 Clarification of the City's role with respect to providing or facilitating the securing of space for non-profit groups.
- 2.4 Initiation of a strategic discussion and ongoing dialogue with the City's MLAs and MPs to ensure better representation of Richmond's needs in Victoria and Ottawa for social services issues and the related effects of downloading.
- 2.5 Development of a clearer definition of affordable housing priorities and subsequent utilization of affordable housing funding.
- 2.7 Development of an updated youth strategy to address the needs and to build on the assets of youth in the community.

Analysis

1. 2012 Annual Report

In 2012, the RCSAC participated in consultations regarding the Official Community Plan and the Social Development Strategy. In addition, their Work Program focused on four key action areas: affordable housing; youth; addictions and mental health; and service development. A notable achievement is the development of an addictions and mental health service inventory, which will be circulated to Council shortly. A number of Communication Tools were also circulated to keep Council informed of community service issues and developments, including the one recently reviewed by Planning Committee regarding Richmond Children First (RCF) requests for City support of initiatives stemming from the RCF City Centre Early Child Development Report.

The RCSAC also completed a Community Social Services Survey regarding funding changes, which will be presented to Council with the 2013 Health, Social & Safety Grant Program.

2. 2013 Work Program

For 2013, the RCSAC noted duplication in the work of some of the RCSAC subcommittees with those in the community, and decided to reorganize by foregoing the subcommittee structure and instead using Council Term Goals as a Work Program framework. The RCSAC will stay informed of community committee activity through a reporting system, whereby community groups provide updates as appropriate to the RCSAC. Task forces, with specific mandates and time-frames, will be struck as the need arises.

In supporting Council Term Goals in 2013, key initiatives will be reviewing the draft Social Development Strategy and implementation programs, as well as participating in the Affordable Housing Strategy and Youth Service Plan Updates.

Financial Impact

None.

Conclusion

The RCSAC is to be commended for re-structuring to minimize duplication and enhance its ability to advise Council by using Council Term Goals as a 2013 Work Program framework.

In addition to advising Council, the RCSAC continues to strengthen the community service sector in Richmond by exploring members' funding status, encouraging mentorship, raising the profile of social and community service issues, and by facilitating information exchange and networking opportunities. Staff recommend that the proposed 2013 RCSAC Work Program be endorsed.



Lesley Sherlock
Social Planner
(604-276-4220)
LS:ls



RCSAC | **Richmond Community Services
Advisory Committee**

2012 Annual Report 2013 Work Plan and Budget

Approved by RCSAC Committee: January 17, 2013

Approved by Richmond City Council:

Executive Committee Report

2012 Executive Committee Membership:

Brenda L. Plant, Turning Point Recovery Society (1984)	Co-Chair
Rick Dubras, Richmond Addiction Services Society	Co-Chair
Lisa Whittaker, Family Services of Greater Vancouver	Treasurer
Richard Lee, Citizen Appointee	Member-at-Large
Belinda Boyd, Vancouver Coastal Health	Member-at-Large
Judy Valsonis, Touchstone Family Association	Member-at-Large
Councillor Linda McPhail	City Council Liaison
Lesley Sherlock	City Staff Liaison

Results of Executive Elections at the November 10, 2012 Annual General Meeting

As documented in the RCSAC Operating Policies and Procedures members on the executive, with the exception of the Co-Chair positions, hold their positions for a period of one year. Elections are held at the November Annual General Meeting (AGM) to elect/re-elect committee members to their respective executive roles. In order to accommodate additional Members-at-Large a motion was put forward at the 2012 AGM to increase the number of Members at Large from a minimum of 2 to a maximum of 4. A nominating committee was struck to fill vacant positions.

At the November 2012 AGM, after nominations were put forward, the following individuals were elected to executive positions:

Co-Chair	Rick Dubras, Richmond Addiction Services Society (2 nd year)
Co-Chair	Lisa Whittaker, Family Services of Greater Vancouver
Treasurer	Richard Lee, Citizen Appointee
Members-at-Large	Belinda Boyd, Vancouver Coastal Health
	Brenda Plant, Turning Point Recovery Society
	Pam Khinda, Richmond Youth Services Agency
	Parm Grewal, Richmond MultiCultural Community Services

Judy Valsonis (past Co-Chair) of Touchstone Family Association was acknowledged for 4 years of service as Co-Chair and Executive member.

The Executive Committee, on behalf of the membership, wishes to acknowledge and thank all exiting members of the Executive Committee for their dedication and leadership throughout 2012, as well as welcoming new members. The Executive Committee also acknowledges our City Staff Liaison, Lesley Sherlock, and our City Council Liaison, Linda McPhail, for their contributions and support while working with the RCSAC during 2012.

Executive Committee Summary of 2012 Activities:

Membership

- ❖ Membership was reduced by one member to 30. Two member agencies left the committee: Big Brothers of Vancouver and the Open Door. In November the BC Responsible and Problem Gambling Program Contractor joined the committee.
- ❖ There are two Citizen Appointee positions each with 2 year terms. The incumbents of these positions are: Richard Lee (appointed: December 2010), Hamid Ghanbari (appointed: March 2011). Both Citizen Appointees' terms were extended until fall 2014.

RCSAC Focus:

- The RCSAC identified the following hot topics and action groups in 2012 under the umbrella of existing sub-committees:
 - Affordable Housing – Rental Crunch in Richmond
 - Addictions and Mental Health–Identifying Gaps in Service and Accomplishments to Date
 - Service Development–Space and Premises Needs and the RCSAC website update

Communications with City of Richmond

At the request of the City of Richmond, the RCSAC submitted suggested recommendations to the grant program by:

Providing a review and recommendations to the 2012 City of Richmond Grants Program

- Led by executive committee member, Rebeca Avendano, an action group was formed to put forward a committee approved list of recommendations to the City of Richmond for their consideration.
- The Community Social Services survey was administered for a 2nd year. The 2011/2012 Community Social Services Survey results were compared by a task force resulting in a committee approved summary of key points from the survey. The summary will be submitted with the 2013 City of Richmond Grant Report.

Presentation Updates from the City of Richmond were provided as follows:

- Affordable Housing Strategy, Dena Kae Beno

- Affordable Housing Project at (8111 Granville Avenue/8080 Anderson Road), City of Richmond and Contracted Architects
- Official Community Plan, John Foster and June Christy
- Richmond InterCultural Advisory Committee, Strategic Plan, Alan Hill

Technology:

- The RCSAC website project was completed in 2012 which included an update to the 10 year old website platform resulting in a change to a local hosting company. The project has resulted in a more user friendly site along with updated functionality including a youth focussed webpage communicating youth activities, events and services in Richmond.

Financial

A 2012 financial report and proposed 2013 budget was drafted by the Treasurer and approved by the membership at the November AGM. Please refer to page 20 and 21 of this document for details regarding the 2012 financials and proposed 2013 budget.

2012 Reports and 2013 Work Plans

The completed 2012 Report details the work of the RCSAC sub-committees. Hot Topics have been identified along with their outcomes within the framework of the sub-committee reports. In particular the work plans outline the body of issues and concerns identified as relevant, the corresponding strategies / actions developed and the results of any actions undertaken.

Please note the 2013 Work Plans are documented in a new template making them easier to read and have been written to reflect and support the 2011-2014 Council Term Goals. The 2013 Work Plan was approved at the January 17, 2013 RCSAC General Meeting as a working document that will be revisited throughout the year and revised as necessary.



RCSAC | Richmond Community Services
Advisory Committee

2012 Annual Reports

RCSAC 2012 Work Plan - Affordable Housing Working Group

To encourage and promote those social policies and community services which contribute to the general health, welfare and quality of life of the residents of Richmond, and to increase inter-agency relations and cooperation in order to enhance community capacity.

Strategy/Initiative	Actions/Steps	Expected Outcome of Actions	Indicator of Success	Lead/Sub-Cte (RCSAC Members)	Partners (Open to All Interested Parties)	Status & Date Achieved
Collaborate with City of Richmond Affordable Housing Coordinator and Community Services Department to identify, advance, and support to completion, housing projects and programs that meet the spectrum of affordable housing needs.						
a. Work collaboratively with Richmond Homelessness Coalition – Homes for All (RHC) to identify and prioritize affordable and supportive housing initiatives in Richmond	<ul style="list-style-type: none"> - Work with RHC to determine scope of RHC - Identify priority areas and implement initiatives 	<p>Coordinated and focused effort to address affordable housing and related issues in Richmond</p> <p>The Coalition will provide opportunity to sustain a multi-sector partnership approach to:</p> <p>Respond to community identified needs and priorities.</p> <p>Engage stakeholders in opportunities to leverage resources, ideas, and the support required to generate action-oriented solutions to address and eliminate homelessness throughout the City, and</p> <p>Build community awareness and outreach efforts to promote learning, support, and knowledge sharing about the importance of the development of and access to affordable housing and appropriate community supports.</p>	Terms of Reference for Richmond Homelessness Coalition – Homes for All completed	<ul style="list-style-type: none"> - Turning Point Recovery Society (TPRS): Chair Brenda L. Plant - City of Richmond Affordable Housing Coordinator – Dena Kae Beno - Richmond Mental Health Consumers & Friends Society (RCFC) - VCH Richmond – Belinda Boyd - Richmond Poverty Response Committee (RPRC) – De Whalen - RPRC Affordable Housing Task Force – Lynda Brummitt - Richmond Seniors Advisory Committee – Aileen Cornack 	<ul style="list-style-type: none"> - RCSAC members - City of Richmond - Faith Housing Group - RPRC: Affordable Housing Task Force - Study Circles Affordable Housing Working Group - St. Alban's 	The Terms of Reference (TOR) for the RHC have been drafted and are currently under review with the Coalition. It is anticipated that the TOR will be completed at the January 2013 Coalition meeting

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RCSAC 2012 Work Plan - Affordable Housing Working Group

To encourage and promote those social policies and community services which contribute to the general health, welfare and quality of life of the residents of Richmond, and to increase inter-agency relations and cooperation in order to enhance community capacity.

Strategy/Initiative	Actions/Steps	Expected Outcome of Actions	Indicator of Success	Lead/Sub-Cte (RCSAC Members)	Partners (Open to All Interested Parties)	Status & Date Achieved
b. Work collaboratively with Richmond housing organizations and advocates to craft regular communication, which highlights housing needs and projects, to city staff and council.	<ul style="list-style-type: none"> Work with RHC to review initiatives and develop a communication tool for joint submission to City staff and councillors about initiatives in Richmond 	<ul style="list-style-type: none"> Regular communication to city staff and council regarding affordable housing initiatives in Richmond 	<ul style="list-style-type: none"> Communication tool developed and implemented. City council and staff apprised regularly of ongoing initiatives and housing needs in Richmond 	As above	As above	<p>The Affordable Housing Coordinator of Richmond continues to advise city staff of the progress and work being completed by the subcommittee.</p> <p>Communication Tools regarding the work of the Affordable Housing Committee and important community issues specific to affordable and/or supportive housing are used as indicated to inform council.</p>
c. Develop a report of housing needs and current projects. Provide rationale for a proactive approach to implementing affordable housing. Use report to inform city staff, council, corporate and community.	<ul style="list-style-type: none"> Work with AHC, RHC, Community Services, and community partners to assemble information regarding housing continuum and needs in Richmond 	<ul style="list-style-type: none"> Materials will be available for use at presentations to city staff and council regarding AH in Richmond 	<ul style="list-style-type: none"> Power Point presentation and other informational materials completed and available for distribution to city staff, council and community at large 	As above	As above	<p>The RHC has scheduled an event in April 2013 that will include resource sharing and the compilation of materials that will be distributed to city staff, council and contributed to the Drop-in Center Library.</p>

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RCSAC 2012 Work Plan - Affordable Housing Working Group

To encourage and promote those social policies and community services which contribute to the general health, welfare and quality of life of the residents of Richmond, and to increase inter-agency relations and cooperation in order to enhance community capacity.

Strategy/Initiative	Actions/Steps	Expected Outcome of Actions	Indicator of Success	Lead/Sub-Cte (RCSAC Members)	Partners (Open to All Interested Parties)	Status & Date Achieved
d. Propose a link to the city website to include content on the continuum of housing, how to access housing, FAQ's etc.	<ul style="list-style-type: none"> Meet with AHC to identify updates required for the housing section on the city's web site. Work with city IT staff to implement recommended changes 	<ul style="list-style-type: none"> Community will have immediate access to information regarding housing and housing services via the city web site Increased community awareness of housing continuum in Richmond 	<ul style="list-style-type: none"> City's web site to have a link to RHC and other linkages to services and additional information 	As above	As above	The City web site on Affordable Housing has been updated.
e. Support and work collaboratively with AHC on the development of an Implementation Plan for Richmond's Affordable Housing Strategy	<ul style="list-style-type: none"> Meet with AHC quarterly to discuss plan and affordable housing initiatives in progress 	<ul style="list-style-type: none"> AH Working group will be aware of changes, revisions or developments regarding Affordable Housing Strategy and Implementation Plan 	<ul style="list-style-type: none"> AHC presents quarterly updates to RCSAC Affordable Housing Working Group 	As above	As above	<p>The AHC has reported monthly to the RCSAC AH Working group on updates, revisions and accomplishment of the City's AH Strategy. Two presentations were made to the General RCSAC membership during the year.</p> <p>The committee chair continues to meet with the AHC regularly to discuss and plan affordable housing initiatives in progress and in need of development in Richmond.</p>

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RCSAC 2012 Work Plan - Affordable Housing Working Group

To encourage and promote those social policies and community services which contribute to the general health, welfare and quality of life of the residents of Richmond, and to increase inter-agency relations and cooperation in order to enhance community capacity.

Strategy/Initiative	Actions/Steps	Expected Outcome of Actions	Indicator of Success	Lead/Sub-Cte (RCSAC Members)	Partners (Open to All Interested Parties)	Status & Date Achieved
f. Other noteworthy accomplishments during 2012	<p>To bring landlords and tenants together in Richmond through meetings and workshops.</p> <p>To collaborate with the RHC and other organizations in the 2012 to open a Drop-in Center in Richmond</p> <p>To collaborate with Metro Vancouver Homeless Secretariat, on homelessness and housing initiatives</p> <p>To collaborate with Metro Vancouver Homeless Secretariat, the RHC and other Richmond-based housing groups in organization and of the 2012 Homeless Connect Event</p> <p>Advocate for the development of affordable and supportive housing projects in Richmond</p>		<ul style="list-style-type: none"> - Establishment of Rental Connect - Workshops will be focused on the development of relationship building between landlords and tenants. - The Drop-in center will be opened. - enhanced relationship with Metro Vancouver Homeless Secretariat - Homeless Connect Event held annually - Support housing projects and other housing groups in Richmond 			<p>Rental Connect established by the Richmond Poverty Response Committee; several workshops held</p> <p>SL Alban's Drop-in Center opened in October 2012.</p> <p>Representatives from the Sleeping Committee and consultants form Metro Vancouver have worked with the AHWG members in the development and set up of RHC and other community based initiatives.</p> <p>Homeless Connect event held in October 2012 in conjunction with the opening of the new Drop-In Center. Summary Report attached.</p> <p>Members of the AHWG attended public hearing to support the Kiwanis project and have been vocally supportive of the KFC development</p>

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RCSAC 2012 Work Plan – Addictions and Mental Health

To encourage and promote those social policies and community services which contribute to the general health, welfare and quality of life of the residents of Richmond, and to increase inter-agency relations and cooperation in order to enhance community capacity.

Strategy/Initiative	Actions/Steps	Expected Outcome of Actions	Indicator of Success	Lead/Sub-Cte (RCSAC Members)	Partners (Open to All Interested Parties)	Status & Date Achieved
Addictions and Mental Health: To work in an advisory capacity to the City of Richmond on issues related to A&MH. To enhance the continuum of A&MH services in Richmond. To develop partnerships and identify funding sources for the implementation of A&MH working group's initiatives.						
a) To advocate for and support initiatives that provide for easy access to a comprehensive and appropriate range of services for individuals with addiction and mental health issues	<ul style="list-style-type: none"> work with Community Services Dept't. - City of Richmond and Vancouver Coastal Health (VCH) on the development and implementation of programs and services for residents wanting to access A&MH services in Richmond 	Community will know what services are available and how to access services along the A&MH continuum	An established range of services for A&MH that span the continuum of need as identified by Working Group and RICAS(1) will be in place	<p>Turning Point Recovery Society (TPRS): Brenda Plant – Chair</p> <p>Richmond Addiction Services Society (RASS): Rick Dubras</p> <p>VCH: Richmond Belinda Boyd, Natalie McCarthy, RCMP, FSGV, Touchstone, CHIMO, Heart of Richmond AIDS Society, Canadian Mental Health Association (CMHA)</p>	<ul style="list-style-type: none"> RCSAC members City 	Following the restructuring of subcommittees to encourage a focus on specific action items, the RCSAC AMH Subcommittee formed an Action Group for the purpose of completing a Gap Analysis on Mental Health and Addictions Support Services in Richmond. A final draft of the report is currently being reviewed by the survey respondents and RCSAC general membership. The final report will be Forwarded to Council in 2013

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<p>b) To support initiatives that seek to reduce barriers to treatment services</p>	<p>- work with community partners to deliver public information sessions about A&MH issues and services in the City of Richmond</p>	<p>Community will participate in a dialogue about addictions, including myths and misconceptions and treatment needs of people with addictions and mental illness</p>	<p>A Study Circles project on A&MH developed in partnership with VCH and other community stakeholders will be scheduled</p>	<p>As above</p>	<p>As above</p>	<p>Funding for this initiative has not yet been secured although there are several programs and initiatives currently operating in Richmond that address this goal including:</p> <ul style="list-style-type: none"> a. Supporting Families with Parental Mental Illness and Addictions Community groups for families and children b. RASS operated the following: <ul style="list-style-type: none"> • Quarterly Community Education Series • National Addiction Awareness Week Event • Hockey Day In Richmond <p>The committee has completed a tri-fold resource card to be widely distributed in the community that includes information on how to access services across the AMH continuum including housing.</p>
<p>c) To support prevention initiatives and provide education</p>	<p>- work with VCH, RASS, CMHA and other community partners to develop and/or update existing educational materials on A&MH for public distribution</p>	<p>Opportunities will be readily available for the community to access information on A&MH</p>	<p>Presentations to RCSAC, city staff, council and community regarding A&MH; materials widely distributed in community and on city web site</p>	<p>As above</p>	<p>As above</p>	<p>Materials are updated regularly by providers across the AMH service sector and upon review will be posted on the RCSAC web site. Committee members continue to discuss with city staff placing materials on city web site.</p>

d) To make recommendations that inform the development of a City response pertaining to addiction and mental health services in Richmond	<ul style="list-style-type: none"> - collect and submit data and statistics regarding A&MH in Richmond to aid in the development of City responses pertaining to A&MH 	The city will have established responses pertaining to A&MH services in Richmond	Responses will be posted on city web site with links to A&MH provider organizations	As above	As above	Committee members have been discussing the role of the RCSAC AMH committee with respect to informing a city response to AMH in Richmond. It is anticipated that the Gaps Analysis Report will be used to direct this process.
e) To support the coordinated development of an integrated addictions and mental health service delivery plan for Richmond	<ul style="list-style-type: none"> - work with VCH, RASS and other community partners to identify service and delivery needs for A&MH population in Richmond 	A service delivery plan will be developed and implemented	A status report regarding services and delivery will be presented to RCSAC	As above	As above	There are current initiatives within the Health Authority that are addressing this issue. The committee will continue to work with VCH and will contribute to the plan based on the findings of the Gap Analysis.
In conjunction with the RCSAC-Affordable Housing Sub Committee, City of Richmond Affordable Housing Coordinator (AHC), A&MH services providers and other Affordable Housing groups, ensure that the housing needs specific to this population are identified and supported	<ul style="list-style-type: none"> - work with AHC of the Community Services dept and VCH to identify housing needs of A&MH population, develop continuum of housing and identify areas of greatest need 	A&MH housing providers will know what opportunities are available in Richmond and how to access options	A&MH housing will be identified and accessible	As above	As above	Progress continues on the Richmond EOI project on Anderson and Granville that will provide over 75 units of affordable and supportive housing for individuals (many of whom have addictions and/or mental health issues). A member agency will be opening 11 units of affordable housing for individuals advanced in their recovery from addictions in April 2013.

*For the purposes of this plan VCH refers to Vancouver Coastal Health Richmond and includes the Mental Health & Addictions Coordinating Committee (MH&ACC)

(1) RICAS – Richmond Integrated Comprehensive Addiction Services: A project of VCH – Richmond Health Services, the mandate of RICAS was to develop and implement an integrated, comprehensive, collaborative and evidence-based, substance use and addiction system in Richmond that endorses a life stage approach; is gender and diversity sensitive, timely and accessible; and is backed up by an integrated client information system. RICAS was merged into the RCSAC Addictions and Mental Health Working Group in May 2009.

RCSAC 2012 Work Plan

To encourage and promote those social policies and community services which contribute to the general health, welfare and quality of life of the residents of Richmond, and to increase inter-agency relations and cooperation in order to enhance community capacity.

Strategy/Initiative	Actions/Steps	Expected Outcome of Actions	Indicator of Success	Lead/Sub-Cte (RCSAC Members)	Prospective Partners	Status & Date Achieved
Youth: Identify opportunities to support integrated youth service delivery models that accommodate the health, social, and recreational needs of Richmond youth.						
A. Create a comprehensive online resource manual for Richmond youth to access community information, services, and support that will increase and promote their well-being, health and success.	1. Pilot/launch 'Youth in Richmond' information based FACEBOOK page!	- Community information and resources will be made accessible to youth in Richmond across the continuum of care in web based access format.	- Number of youth that access the resources (hits); online feedback	Richmond Addiction Services (RASS): Danny Taylor: Chair Touchstone Family Association (TFA): Carol Hardie	Subcommittee members will take responsibility to complete RCSAC work plan.	- 4 youth (grade 10/11/12) from McMath Secondary volunteered to join the Youth Sub-Committee in January 2012.
B. Promote and profile new initiatives to the RCSAC as needed.	2. Extend committee membership to other stakeholders – RSB, Youth Probation, MCFD, Roving Leaders, Child and Youth Mental Health, RYSA, public health nurse and other interested parties; recruitment of youth for sub committee			Boys and Girls Club Delta/Richmond(BGCCS): Kristen Hamaoki Family Services of Greater Vancouver: Michelle Beech	Community partners will be requested once page is launched.	- Purchased domain name www.whatsuprichmond.ca in January 2012. Domain is not hosted as of yet.
C. Modification to original vision of website development – replaced with a 'youth specific – information only' Richmond community FACEBOOK page.	3. Solicit funding sources for in-kind support for page development and maintenance (RCSAC, corporate community, collaborative fund development) a. Provide 'letter of intent' to RCSAC for funding. 4. Propose partnership with Richmond community secondary and post-secondary schools – FACEBOOK page. 5. Promotion of resources to youth in community via RCSAC membership as well as		- Number of financial and in-kind contributions from RCSAC members and broader community. - Involvement and feedback from community stakeholders	City of Richmond-Roving Worker Team – Sunny Haer (TBD) Youth Representative – (TBA)		- Letter of intent provided to RCSAC for funding. Granted \$1000. - Using funding from the RCSAC, we had Jesse Miller, Social Media safety expert provide an in-service to committee. - Using RCSAC funding, via a collaborative process with 4 youth members of our Youth Sub-committee, and web developer Real Magic, we were able to design a WEBPAGE as part of the RCSAC website. www.rcsac.ca/youth

RCSAC 2012 Work Plan

To encourage and promote those social policies and community services which contribute to the general health, welfare and quality of life of the residents of Richmond, and to increase inter-agency relations and cooperation in order to enhance community capacity.

Strategy/Initiative	Actions/Steps	Expected Outcome of Actions	Indicator of Success	Lead/Sub-Cte (RCSAC Members)	Prospective Partners	Status & Date Achieved
	<p>local media outlets, community centers, high schools, non-profits, and others;</p> <p>6. Provide program information to the RCSAC membership.</p>					<p>- The page was updated through the summer and early fall 2012 by our youth.</p> <p>- RASS staff Danny Taylor was trained by web developer Real Magic on manual updating/changes to page Oct 2012.</p> <p>- WebPage put on hold when youth sub-committee was eliminated in Nov 2012.</p> <p>- Danny Taylor provided a report to the RCSAC on "Current Issues that may be Impacting Richmond Adolescents." Nov.2012</p> <p>2012 work plan.</p>

RCSAC 2012 Report

To encourage and promote those social policies and community services which contribute to the general health, welfare and quality of life of the residents of Richmond, and to increase inter-agency relations and cooperation in order to enhance community capacity.

Strategy/Initiative	Actions/Steps	Expected Outcome of Actions	Indicator of Success	Lead/Sub-Committee (RCSAC Members)	Partners (Open to All Interested Parties)	Status & Date Achieved
Service Development: Identify method of continually updating service needs for Richmond						
a) In conjunction with City staff establish method for ongoing identification of service needs based on feedback of RCSAC members and the ongoing utilization of these services	- Invite city staff to meetings of the RCSAC when member agencies are presenting on services	- timely identification of needs and issues - better informed planning - an established list of who can mentor and who requires mentoring from which connections can be made	- provision of services that are reflective of changing community needs - number of times the Communication Tool for Council was used - a tool that can easily reflect gains and losses of funding and related services to the community of Richmond - number of member agencies reporting that they gave or received mentoring in 2012 - number of general meetings at which a member agency presented	- Belinda Boyd – Chair, VCH Richmond - Committee: - Sandy McIntosh RCP - Brenda Plant TPRS	RCSAC City	City Staff provided presentations and asked for feedback from RCSAC members on: • Affordable Housing Strategy and updates on AH Projects • Social Development Strategy • Official Community Plan Administered Community Social Services Survey 2011/2012 survey results were reported on and trends /highlights compiled by a task group of the RCSAC The report was approved by the general committee and submitted as part of the 2013 Grant Report (view full survey results and report in appendix 1) 10 year old website
b) Strengthen links between RCSAC member agencies to increase the reach and capacity of all RCSAC member agencies	- Update and administer RCSAC Community Social Services Survey to gather data on impact (gains or losses) of services to Richmond	- new learning that expands capacity of agencies to meet growing demands for services				
c) Facilitation of knowledge transfer on processes, practices, and emerging issues	- Develop a mechanism to track and summarize financial gains / losses in program funding experienced by member					

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RCSAC 2012 Report

To encourage and promote those social policies and community services which contribute to the general health, welfare and quality of life of the residents of Richmond, and to increase inter-agency relations and cooperation in order to enhance community capacity.

Strategy/Initiative	Actions/Steps	Expected Outcome of Actions	Indicator of Success	Lead/Sub-Cte (RCSAC Members)	Partners (Open to All Interested Parties)	Status & Date Achieved
	agencies in the form of a graphic, like a scale that could be posted on the RCSAC website for agencies and Council to view.					Platform updated, moved to more user friendly administration software allowing for future updates including member updates on events and access to a log in members page, relocated website hosting to a local area company
	- Monthly reminders to members to utilize Communication tool to identify and communicate issues as they arise					5 Communication Tools were sent to City Council: 1) A Report from RASS on one client's use of Richmond service 2) Introduction of RCSAC Action /Task group 3) Richmond Children First on United Way Funding Change 4) Children's Charter endorsement 5) City Centre Early Childhood Development Report

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RCSAC 2012 Report

To encourage and promote those social policies and community services which contribute to the general health, welfare and quality of life of the residents of Richmond, and to increase inter-agency relations and cooperation in order to enhance community capacity.

Strategy/Initiative	Actions/Steps	Expected Outcome of Actions	Indicator of Success	Lead/Sub-Cte (RCSAC Members)	Partners (Open to All Interested Parties)	Status & Date Achieved
CNCL - 229	<ul style="list-style-type: none"> - Update Mentor tool annually to build capacity of agencies to gain assistance and build skills to support clients 					Previously administered Mentoring Survey will be deferred to 2013
	<ul style="list-style-type: none"> - Work with RCSAC Executive to ensure member agencies continue to present to RCSAC members on their agency mandate to share learning and best practice 					<p>Space Needs Update:</p> <ul style="list-style-type: none"> · A working group was created to develop a fair and transparent process in finding premises with the City of Richmond. · There were 2 meetings in the spring with interested organizations. · They reviewed the previous work done by the City and the RCSAC to address this issue which included: <p>Space Needs Survey (2008) Richmond 101 (2009) Redraft of Space Needs Survey (2009) 3 step process proposed by City but was felt to be too cumbersome (2010) Letter sent to Mayor and Council requesting an implementation strategy to allow for the creation of community service space for non-profits (2010)</p>

RCSAC 2012 Report

To encourage and promote those social policies and community services which contribute to the general health, welfare and quality of life of the residents of Richmond, and to increase inter-agency relations and cooperation in order to enhance community capacity.

Strategy/Initiative	Actions/Steps	Expected Outcome of Actions	Indicator of Success	Lead/Sub-Committee (RCSAC Members)	Partners (Open to All Interested Parties)	Status & Date Achieved
						The working group has ceased to meet at this time.

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RCSAC | **Richmond Community Services
Advisory Committee**

Membership and Budget Information

RCSAC Membership 2012

Organization	Representative(s)
BC Responsible and Problem Gambling	Jenn Fancy de Mena
Boys and Girls Club Comm. Services of Vancouver	Jason Lee
Canadian Mental Health Association (Richmond)	Dave MacDonald
CHIMO Crisis Services	Rebecca Avendano/Lisa Westermark
City Appointee	Richard Lee
City Appointee	Hamid Ghanbari
City Liaison (Non-Voting Member)	Lesley Sherlock
Council Liaison (Non-Voting Member)	Linda McPhail
Developmental Disabilities Association	Danielle White /Donna Cain
Family Services of Greater Vancouver	Lisa Whittaker / Kareen Hudson
Heart of Richmond AIDS Society	Carol White
Individual Member	Jennifer Larsen
RCMP Richmond	Heather Hall
Richmond Addictions Services Society	Rick Dubras, (Co-Chair)
Richmond Caring Place Society	Sandy McIntosh
Richmond Children First	Helen Davidson
Richmond Centre for Disability	Ella Huang/Eileen Kalshoven
Richmond Family and Youth Court Committee	MaryAnne Schulz
Richmond Family Place Society	Kim Winchell
Richmond Food Bank Society	Margaret Hewlett/Alex Nixon
Richmond Mental Health Consumer & Friends Society	Barb Bawlf
Richmond Multicultural Community Services	Parm Grewal
Richmond Poverty Response Committee	Lynda Brummitt
Richmond Seniors Advisory Committee	Corisande Percival-Smith
Richmond Society for Community Living	Janice Barr
Richmond Therapeutic Equestrian Society	Frances Clark
Richmond Women's Resource Centre	De Whalen/Florence Yau
Richmond Youth Service Agency	Pam Khinda
Salvation Army (Richmond)	Brad Smith
S.U.C.C.E.S.S.	Francis Li
Touchstone Family Services	Judy Valsonis
Turning Point Recovery Society	Brenda L. Plant
Vancouver Coastal Health	Belinda Boyd
Volunteer Richmond Information Services	Elizabeth Specht /Jocelyn Wong

RCSAC Financial Report and Statement 2012 as of November 10th, 2012

BUDGET	January	February	March	April	May	June	July	August	Sept	YTD ACTUAL	Q4 Projected	TOTAL 2012
\$3,500.00	\$4,776.74									\$4,776.74		
\$1,500.00		\$815.00	\$400.00		\$50.00			\$50.00		\$1,315.00		
\$11,000.00			\$11,000.00							\$11,000.00		
\$10.00	\$0.14	\$0.10	\$1.10	\$1.03	\$1.04	\$0.90	\$0.90	\$0.78	\$0.67	\$6.66	\$1.20	
\$0.00												
\$16,010.00	\$4,776.88	\$815.10	\$11,401.10	\$1.03	\$51.04	\$0.90	\$0.90	\$50.78	\$0.67	\$17,098.40	\$1.20	\$17,099.60
\$10,000.00	\$622.83	\$655.60	\$655.60	737.55	\$721.16	671.99	\$0.00	\$458.92	622.82	\$5,146.47	\$2,100.00	
\$500.00	\$8.39		\$121.93							\$130.32	\$300.00	
\$1,500.00	\$116.31	\$172.53	\$116.31	\$121.80	\$116.31	\$301.98			\$130.31	\$1,075.55	\$400.00	
\$1,000.00	\$5.54	\$5.54	\$5.62	\$5.62	\$5.54	\$89.54		\$1,741.60	\$5.54	\$1,864.54	\$400.00	
\$400.00	\$508.88									\$508.88		
								\$156.80		\$156.80		
\$2,000.00												
	\$1,000.00									\$1,000.00	\$0.00	
\$15,400.00	\$2,261.95	\$833.67	\$899.46	\$864.97	\$843.01	\$1,063.51	\$0.00	\$2,357.32	\$758.67	\$9,882.56	\$3,200.00	\$13,082.56
												\$4,017.04

Respectfully submitted,

Brenda L. Plant, Co-Chair

Rick Dubras, Co-Chair

RCSAC Budget for December 2012 to November 2013

	2013 Budget - January 1 - December 31
Balance Projected to be brought Forward December 31, 2012	\$3,500.00
Revenue	
City of Richmond	\$11,000.00
Membership Dues	\$1,200.00
Bank Interest	\$10.00
Sponsorship	\$0.00
Total Revenue	\$15,710.00
Expenses	
Admin Assistant	\$10,000.00
Admin Expenses	\$500.00
Forums/Meetings	\$1,500.00
Website + IT	\$1,000.00
Post Box Renewal	\$157.00
Volunteer Appreciation	\$500.00
Sub Committee	\$2,000.00
Total Expenses	\$15,657.00
Total Balance	\$53.00



RCSAC | **Richmond Community Services
Advisory Committee**

2013 Work Plan

2013 RCSAC Work Plan

For the 2013 year the RCSAC has chosen to link its annual work plan initiatives to the Richmond City 2011-2014 Council Term Goals. The 2013 Work Plan is designed to provide Council with advice to support Council's Goal Statement for Community Social Services:

To develop and implement an updated social services strategy that clearly articulates and communicates the City's roles, priorities and limitations with respect to social services issues and needs.

Within this goal statement, the RCSAC will focus on providing advice on Council's following priorities that are scheduled for implementation in 2013.

Council Term Goal 2.1

Completion of the development and Implementation of a clear social services strategy for the City that articulates the City's role, priorities and policies, as well as ensures these are effectively communicated to our advisory committees, community partners, and the public in order to appropriately target resources and help manage expectations.

Objectives:

- To support and provide input to the Social Development Strategy
- To advise City Council on Social Development Strategy implementation plans once adopted

Actions:

- Review Social Development Strategy and form Task Groups as needed
- With respect to addiction and mental health services, advise Council regarding
 - Addiction and Mental Health Services Gap Analysis outcomes and implementation plan
 - Housing needs for this population
 - Stakeholder roles and responsibilities to address gaps
 - Proposed City supports considering City's role, priorities and policies, including advocacy to senior levels of government
- Mental Health and Addictions Action Team continue, and others as required
- Continue to implement annual Social Services Survey to inform Council of changes in social service programs and corresponding funding structures that will impact the City
- Identify initiatives that reduce barriers to accessing services

Outcomes/Indicators of success:

- Provide comments on Social Development Strategy
- Social Services Survey and Report completed
- Communication Tools to Council as required
- Annual report on successful actions completed

Council Term Goal 2.3

Clarification of the City's role with respect to providing or facilitating the securing of space for non-profit groups.

Objective:

- Continue to identify changes in space needs by non-profit societies within Richmond

Action:

- Form action group if required, building on previous Space Needs Surveys and related correspondence

Outcomes/Indicators of Success:

- Communication Tools to Council as required
 - Annual report on successful outcomes completed
-

Council Term Goal 2.4

Initiation of a strategic discussion and ongoing dialogue with the City's MLAs and MPs to ensure better representation of Richmond's needs in Victoria and Ottawa for social services issues and the related effects of downloading.

Objective:

- To provide Council with information re: impact of provincial and federal funding decisions on social services agencies

Actions:

- Completion of annual Social Services Survey to provide information to Council on provincial and federal funding decisions affecting the delivery of social services
- Consider roles of senior governments in Addiction and Mental Health Services Gap Analysis results

Outcomes/Indicators of Success:

- Social Services Survey completed and report submitted to Council
- Communication Tools to Council as required, including requests for advocacy to senior levels of government
- Final report on successful outcomes completed

Council Term Goal 2.5

Development of a clearer definition of affordable housing priorities and subsequent utilization of affordable housing funding.

and

Council Term Goal 2.8

Development of a continuously updated catalogue of affordable housing projects coming on stream for easy reference.

Objective:

- Continue to support implementation of the Affordable Housing Strategy
- Participate in the 2013 Affordable Housing Strategy Update process
- Support the development of a catalogue of affordable housing projects

Actions:

- Work collaboratively with Richmond housing organizations, advocates and the City to identify, prioritize and highlight affordable and supportive housing needs and projects in Richmond
- Provide information as required for the catalogue
- Action Team formed if necessary
- Propose a housing page on the city website including content on the housing continuum , how to access, FAQ's etc.

Outcomes/Indicators of Success

- Stakeholders' report on housing needs, current projects and proactive approaches completed
- Communication Tools to Council as required
- RCSAC perspective incorporated into 2013 Affordable Housing Strategy Update
- Annual report on successful outcomes completed

Council Term Goal 2.6

Development of an updated youth strategy to address the needs and to build on the assets of youth in the community.

Objective:

- Support Council in the development of an updated Youth Strategy

Actions

- Continue to work with existing youth committees
- Form a Youth Action Team if required to provide input on the Youth Strategy Update
- Recommend the establishment of a Youth Page to provide one stop access to information, including a comprehensive, regularly updated online resource manual, and who should host

Objectives/Indicators of Success

- RCSAC perspective incorporated in the updated Youth Strategy
 - Youth website page established and resource manual completed
 - Communication Tools to Council as required
 - Annual report on successful outcomes completed
-

Council Term Goal 7.2 Develop a plan to ensure the provision of public facilities and services keeps up with the rate of growth and changing demographics of the community (families, older adults, increasing cultural diversity), particularly in the City Centre.

Objectives:

- Continue to support and work with the Richmond Children First (RCF) committee on their City Centre Early Childhood Development Report

Actions:

- Follow-up on Communication Tool sent to Council about the City Centre Report
- Review RCF progress reports

Outcomes/Indicators of Success:

- Regular RCF reports at RCSAC
 - Annual report on successful actions completed
-

Council Term Goal 8.2 Continue to advocate for a coordinated regional approach to enhance local food security for Richmond and the region through policy development initiatives such as community farms.

Objectives:

- Examine issues of food security in relation to community and social services in Richmond
- Support the City as it advocates for a coordinated regional approach to enhance local food security

Actions:

- Receive presentation related to food security and intersection with community and social services
- Action teams formed as necessary to meet objectives
- Potential gap analysis undertaken
- Communication Tool to Council as required

Outcomes/Indicators of Success:

- Communication Tools to Council as required
 - Annual report on successful actions completed
-

Additional RCSAC Workplan Activities**Objectives:**

- Increase connections within RCSAC members
- Increase information RCSAC members can access to plan and promote social service events and activities
- Increase administrative efficiency for RCSAC

Activities:

- Website developed so members can easily access calendar to post activities and events
- Create members log-in section on RCSAC website so members can access minutes, agendas, reports, etc.
- Support on-going updates to website

Outcomes/Indicators of Success

- Members-only log in page created
- Website utilization increased
- Increased number of events and program information posted to website
- Annual report on successful outcomes completed



City of Richmond

Report to Committee

TO PLN - FEB. 5, 2013

To: Planning Committee **Date:** January 11, 2013
From: Cathryn Volkering Carlile **File:**
General Manager, Community Services
Re: Child Care Development Advisory Committee 2012 Annual Report and 2013
Work Program

Staff Recommendation

That the Child Care Development Advisory Committee's 2013 Work Program be approved.

Cathryn Volkering Carlile
General Manager, Community Services

Att. 1

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY SMT SUBCOMMITTEE	INITIALS:
REVIEWED BY CAO	INITIALS:

Staff Report

Origin

The mandate of the Child Care Development Advisory Committee (CCDAC) is to provide Council with advice regarding the development of quality, affordable and accessible child care in Richmond.

This report presents the CCDAC 2012 Annual Report and proposed 2013 Work Program (**Attachment 1**), which supports the following 2011 - 2014 Council Term Goals regarding Community Social Services:

- 2.1 Completion of the development and implementation of a clear social services strategy for the City that articulates the City's role, priorities and policies, as well as ensures these are effectively communicated to our advisory committees, community partners, the public in order to appropriately target resources and help manage expectations.
- 2.4 Initiation of a strategic discussion and ongoing dialogue with the City's MLAs and MPs to ensure better representation of Richmond's needs in Victoria and Ottawa for social services issues and the related effects of downloading.

Analysis

1. 2012 Annual Report

The CCDAC 2012 Annual Report (**Attachment 1**) highlights the committee's advice to Council and undertakings to strengthen child care services during the past year.

The CCDAC, most significantly, continued to advocate for the creation of a staff Child Care Coordinator position, culminating in Council's establishment of a full-time, ongoing Child Care Coordinator, subject to a three-year review. Another significant achievement initiated by CCDAC advice to Council was the establishment of a Child Care Operating Reserve Fund to hold developer and other contributions to improve the quality of care in Richmond. As a result, applications for Child Care Professional and Program Grants, in addition to Child Care Capital Grants, were solicited for the first time in 2012. CCDAC grant recommendations will be presented to Council in the first quarter of 2013.

Also in 2012, the CCDAC contributed to the development of the Official Community Plan Update and the draft Social Development Strategy. Members continued to review and keep informed about City Planning Processes and the progress of City-owned facilities, pillars of the child care system, and Child Care Month Activities.

2. 2013 Work Program

In 2013, CCDAC will give priority to advising Council regarding 2011 – 2014 Council Term Goals, and particularly to review the draft Social Development Strategy, from which future CCDAC Work Programs may develop. Members will also participate in testing the on-line City Grant Application system under development to further enhance the accessibility and effectiveness of Child Care Grant Programs from both applicants' and reviewers' perspectives.

CCDAC will continue to explore advocacy opportunities, including providing advice to Council regarding the proposed Integrated Learning Framework, also known as the "\$10/day Plan", developed by the Early Childhood Educators of BC and the Coalition of Child Care Advocates of BC.

CCDAC is looking forward to working with the Child Care Coordinator as their Staff Liaison and will keep the Coordinator apprised of the CCDAC perspective on work program and other child care matters. Staff will support the CCDAC 2013 Work Program as City policies, work programs, staff time and resources permit.

Financial Impact

None.

Conclusion

CCDAC members are devoted to improving the availability and accessibility of quality child care in Richmond. In the coming year, CCDAC initiatives will focus on providing advice to Council and staff regarding Council Term Goals by reviewing the draft Social Development Strategy, proposing advocacy to senior levels of government, and reviewing Child Care Grant applications and processes. Staff recommend approval of the proposed CCDAC 2013 Work Program.



Lesley Sherlock
Social Planner
(604-276-4220)

LS:ls

CITY OF RICHMOND
CHILDCARE DEVELOPMENT ADVISORY COMMITTEE
2012 ANNUAL REPORT

The Childcare Development Advisory Committee (CCDAC) had a very busy and productive year in 2012. Meetings were stimulating and enjoyable, with a full membership and relatively good attendance at meetings. A summary of the highlights of our meetings and events is outlined below:

1. We began the year with two new citizen appointments to our committee: Ofra Sixto and Sue Sihota. Sue Sihota subsequently resigned in September 2011.
2. In March we enjoyed a presentation by Gavin Woo and Karen McDougall regarding Building Approval Procedures and Requirements for Child Care Centres. This helped to clarify policies and procedures when opening a new childcare facility.
3. At our September meeting John Foster hosted a discussion and information session on the 2011 surplus appropriation and our committee's request for a Child Care Coordinator's position.
4. Setting up a non-profit society workshop (facilitated by Anders Ourum, June 25) This workshop was organized to encourage the formation of non-profit societies so that additional childcare providers would be eligible to operate City-owned facilities.
5. Sharon Gregson, representing the Child Care Advocates of BC, was the guest speaker at our October meeting where a discussion and question period took place surrounding the \$10/Day plan for a Public System of Integrated Early Care and Learning in BC.
6. In May we hosted, in conjunction with the Richmond Childcare Alliance, a display of children's art work contributed by various childcare facilities. The event took place at The Caring Place. In addition, members of the committee attended the annual childcare dinner, held at the Richmond Curling Club.

The sub-committees formed during 2011 continued with their work throughout 2012, with only some minor adjustments made based on new membership. These committees were:

- Lobbying/Advocacy
- Child Care Month
- Childcare Grants
- City Planning Processes
- Pillars of the Child Care System

These sub-committees reported regularly to the Committee and a brief outline of their discussions is attached to this report.

There were a few topics that dominated our meetings throughout the year and which remain high on our priority list for 2013. These are: implementation of the new Child Care Coordinator's position; monitoring the Coalition of Childcare Advocates of BC's plan for a Public System of Integrated Early Care

and Learning and how it would affect existing providers; and contributing our input and recommendations regarding placement and size of new City-negotiated facilities.

2013 BUDGET

CCDAC received an operating budget of \$5000.00 for 2012. The proposed 2013 budget is as follows:

Meetings and Miscellaneous Expenses	\$3,000
Forums and Conventions	\$1,000
Child Care Month Expenses	<u>\$1,000</u>
Total	\$5,000

MEMBERS of the 2012 Childcare Development Advisory Committee

VOTING:

1. Linda Shirley (Chair)
2. Shyrose Nurmohamed (Vice Chair)
3. Janet Dhanani
4. Ofer Marom
5. Sonia Dhudwal
6. Gina Ho
7. Sushma Wadhwania
8. Alice Law
9. Lori Mountain
10. Harp Mundie
11. Ofra Sixto

NON-VOTING:

1. Marcia MacKenzie (Child Care Resource and Referral)
2. Kenny Chiu (School Board Liaison)

The work of our committee is greatly enhanced by the capable oversight of Lesley Sherlock (City Staff) and by the support, advice and advocacy of Cllr. Evelina Halsey-Brandt.

Prepared by

Linda Shirley
Chair, Child Care Development Advisory Committee
January 2013

ADDENDUM
REPORTS FROM WORK PROGRAM SUBCOMMITTEES

Advocacy

This sub-committee continued to review its recommendation and proposed job description of the Childcare Coordinator position, according to the budget decision made by Council. Eventually, with a most appreciated effort by our Council Liaison Evelina Halsey-Brandt and Staff Liaison Lesley Sherlock, the sub-committee recommendation resulted in an approved full time coordinator's position.

City Planning Process

CCDAC was pleased to provide advice to City staff regarding whether to negotiate a built facility or cash-in-lieu at the proposed Cressey development in the Oval village. The following motion was conveyed to City Planners:

That the Child Care Development Advisory Committee recommend negotiating a built facility instead of cash in lieu for the Cressey development.

This opportunity responds to a previous CCDAC request to provide advice about child care facility negotiations prior to finalization, and we appreciate Council's support of this request.

Pillars of the Child Care System

Following last year's review of quality and collaboration/partnership, this subcommittee reviewed affordability, minimized bureaucracy and central coordination. CCDAC will build on this work in 2013.

Childcare Grants

The Child Care Grant sub-committee's 2011 program recommendations have been incorporated into the 2013 child care grant process that now includes both Capital and Professional Development Grants. The grant terms also emphasize the principle of reaching as many children as possible with the funds, a principle that was a major component in the sub-committee decision making.

In 2012, the sub-committee reviewed applications and made recommendations on allocating the funds. We also hope to look at the mechanism of reviewing the use of the funds.

Child Care Month

On May 26-27th, the sub-committee co-hosted, along with the Richmond Child Care Alliance, a display of children's art work at Richmond Caring Place. The theme of the display was "Our World, Our Cultures", and centres were encouraged to contribute a group project along with documentation of the children's work. The event was a success with 17 Richmond child care centres contributing to the display.

Members of the two committees rotated through shifts in order to monitor the display and act as 'greeters' to the families who came in for viewing. It is estimated that over 200 people visited over the two day period.

CCDAC 2013 Work Program

This Work Program reflects the following 2011 - 2014 Council Term Goals regarding Community Social Services:

- 2.1. Completion of the development and implementation of a clear social services strategy for the City that articulates the City's role, priorities and policies, as well as ensures these are effectively communicated to our advisory committees, community partners and the public in order to appropriately target resources and help manage expectations.
- 2.3. Clarification of the City's role with respect to providing or facilitating the securing of space for non-profit groups.
- 2.4. Initiation of a strategic discussion and ongoing dialogue with the City's MLAs and MPs to ensure better representation of Richmond's needs in Victoria and Ottawa for social services issues and the related effects of downloading.

Initiative	CCDAC Action/Steps	Expected Outcome	Indicator of Success	Partners
Advocacy				
More effective advocacy to senior levels of government to address the funding, bureaucracy, changing policies, and licensing issues for child care providers	<ul style="list-style-type: none"> Monitor issues, emerging trends Discuss, consider roles, summarize issues Pass motions or resolutions Prepare letters/briefs Submit to Council through Staff Liaison 	Lobbying through Council to senior levels of government	Improved funding, policy and licensing programs	<ul style="list-style-type: none"> Federal Govt. Provincial Govt. Child Care Licensing (VCH)
Liaise with the Child Care Coordinator regarding past and present issues discussed at CCDAC meetings that need further attention, action or clarification.	<ul style="list-style-type: none"> Brief Child Care Coordinator on issues/concerns At monthly meetings, provide Child Care Coordinator with information and CCDAC perspective Present CCDAC advice on Council referrals through Child Care Coordinator 	<ul style="list-style-type: none"> Child Care Coordinator will be the Staff Liaison to CCDAC Child Care Coordinator informed regarding CCDAC's perspective 	<ul style="list-style-type: none"> Coordinator works with CCDAC advice and Council direction to address priority child care issues for Richmond Liaison with CCDAC assists the Child Care Coordinator to successfully address work program objectives 	<ul style="list-style-type: none"> Stakeholders Caregivers
Make recommendations to Council on merits or disadvantages of supporting the Integrated Learning Framework group and their proposal for a \$10 per day plan.	<ul style="list-style-type: none"> Discuss advantages and disadvantages of the proposal Document discussion into a report that can be used as a guideline for recommendations Discuss proposal with local caregivers to obtain opinions of the framework and how it could serve their needs 	Informed CCDAC members advocate through Council to the Provincial Government with recommendations and proposed changes to the framework	The proposal is established with guidelines and recommendations according to our local community	<ul style="list-style-type: none"> Stakeholders Caregivers

Initiative	CCDAC Action/Steps	Expected Outcome	Indicator of Success	Partners
City Planning Processes				
Participate in City consultations	<ul style="list-style-type: none"> Continue to participate in Social Development Strategy consultations 	Plans for future growth will address the need for quality, affordable childcare	Social Development Strategy incorporates CCDAC perspective	<ul style="list-style-type: none"> Stakeholders Caregivers
Advise the City regarding the development of new child care centres and service models.	<ul style="list-style-type: none"> CCDAC to be consulted at the earliest point possible in the development process Review guidelines for City-owned facilities, e.g., minimum size, location, when to prioritize monetary contributions Advise Council regarding establishing early childhood hubs 	<ul style="list-style-type: none"> Inclusion of CCDAC in planning new facilities and implementing guidelines Better planned child care facilities that address needs of the local community Explore opportunities for private operators to develop and own facilities Model centres with varied programs that may not be available elsewhere, catering to all age levels of children and perhaps even seniors 	<p>Guidelines adopted and CCDAC consulted regarding:</p> <ul style="list-style-type: none"> When/where to negotiate built facilities vs. cash contributions Built facilities are designed and cater to needs of community according to size, location, design, program offered When/where to prioritize hubs and ideal size, design, model Inclusion of CCDAC into the planning, developing and operating process of the facility 	<ul style="list-style-type: none"> City Planners Developers Stakeholders Caregivers
Terms of Reference Review				
Review Child Care Development Advisory Committee Terms of Reference	<ul style="list-style-type: none"> Establish subcommittee Recommend revisions 	Updated Terms of Reference adopted by Council	Terms of Reference provide effective framework for CCDAC proceedings	

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Initiative	CCDAC Action/Steps	Expected Outcome	Indicator of Success	Partners
Pillars of Child Care System				
Develop guidelines or targets to help establish high performance in the five pillars of the childcare system – quality, collaboration/ partnership, space, affordability, minimized bureaucracy, and central coordination. (Two of the pillars have been addressed, last three remaining.)	<ul style="list-style-type: none"> Develop guidelines or targets for high performance Discuss one topic at each meeting Streamline the discussion and format into a report for submission to City planners Request that above report be formed into a booklet that is available to serve as a general guideline for builders, planners and public for reference. quality control 	<ul style="list-style-type: none"> Improved quality, partnering, availability, efficiency and coordination Milestone: A booklet of recommendations that would provide guidelines that can be used in the future for quality programs and facilities 	Definitions, standards, guidelines and targets established with written references from CCDAC	<ul style="list-style-type: none"> Stakeholders Caregivers
Child Care Grants				
Recommend Child Care Grant allocations	<ul style="list-style-type: none"> Review applications Recommend grants to Council Review allocation of a portion of the grants to educational programs and workshops for caregivers Provide advice regarding the development of an on-line application system 	<ul style="list-style-type: none"> Caregivers will have opportunities to attend workshops, participate in professional development Application and review will be facilitated by the on-line application system 	<ul style="list-style-type: none"> Council endorses recommendations, allocates grants Quality and capacity of child care programs will be enhanced 	<ul style="list-style-type: none"> Stakeholders Caregivers
May is Child Care Month				
Propose activities for Child Care Month in May	<ul style="list-style-type: none"> Plan suggestions for activities that are multicultural and inclusive of all children in the community 	<ul style="list-style-type: none"> Enhance role of CCDAC Encourage participation from the community Celebrate 	Multicultural child-oriented festivities that celebrate all children and their families	<ul style="list-style-type: none"> Stakeholders Caregivers

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City of Richmond

Report to Committee

To PLN - FEB. 5, 2013

To: Planning Committee
From: Cathryn Volkering Carlile
General Manager, Community Services
Re: 2013 Child Care Grants

Date: January 9, 2013
File:

Staff Recommendation

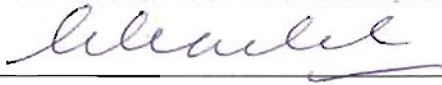

That, as per the report from the General Manager of Community Services, dated January 9, 2013, Child Care Grants be awarded as follows:

1. Child Care Capital Grants be awarded for the recommended amounts, and cheques disbursed for a total of \$49,998.53, and
2. Child Care Professional and Program Development Grants be awarded for the recommended amounts, and cheques disbursed for a total of \$15,000.

Cathryn Volkering Carlile
General Manager, Community Services

Att. 2

REPORT CONCURRENCE			
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER	
Budgets	<input checked="" type="checkbox"/>		
REVIEWED BY SMT SUBCOMMITTEE	INITIALS: 	REVIEWED BY CAO	INITIALS:

REPORT CONCURRENCE			
ROUTED TO: Budgets		CONCURRENCE <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER 
REVIEWED BY SMT SUBCOMMITTEE		INITIALS: 	REVIEWED BY CAO INITIALS:

Staff Report

Origin

The purpose of this report is to recommend the expenditure of \$64,998.53 for Child Care Grants.

This report supports the following Council Term Goal Statement regarding Community Social Services:

To develop and implement an updated social services strategy that clearly articulates and communicates the City's roles, priorities and limitations with respect to social services issues and needs.

Findings of Fact

The City has established two Child Care Reserve Funds:

- The Child Care Development Reserve Fund, established in 1994 for capital expenses including providing grants to non-profit societies for capital purchases and improvements, such as equipment, furnishings, renovations and playground development, and
- The Child Care Operating Reserve Fund, established in April 2012 to assist with non-capital expenses including grants to non-profit societies to support child care professional and program development within the City.

To offer both capital and non-capital grants this year, Council approved an expenditure of \$20,000 from the 2011 Surplus Appropriation for Professional and Program Development Grants as no funds had yet accrued in the newly established Child Care Operating Reserve Fund. Council had previously approved the expenditure of \$50,000 from the Child Care Development Reserve Fund for Capital Grants in the 2012 Capital Budget. Combined, a total of \$70,000 was made available for 2013 Child Care Grants.

In September 2012, a call for applications was posted on the City Page, City Website, and circulated by the Richmond Child Care Resource and Referral Centre, as well as Richmond Health Services Child Care Licensing, with a deadline for submissions of November 2, 2012. A total of 8 applications were received as outlined in **Attachment 1**.

Analysis

A Child Care Grants subcommittee was mandated by the Child Care Development Advisory Committee (CCDAC) to review applications. The subcommittee met to discuss the merits of each application and sought further information to clarify some of the requests, as well as to receive information regarding a previously awarded Child Care Grant.

At the January 2013 CCDAC meeting, the subcommittee report (**Attachment 2**) was reviewed and the recommendations endorsed. All applicants were recommended for a grant, and all except one were recommended to receive the full request.

Staff support the rationale and recommendations proposed by CCDAC.

Financial Impact

The recommended grants are within previously approved expenditure amounts, as outlined in Findings of Fact, above.

Conclusion

Staff recommend CCDAC's proposed expenditure of \$64,998.53 in Child Care Grants to support the provision of quality, affordable and accessible child care throughout Richmond.



Lesley Sherlock
Social Planner
(604-276-4220)

LS:ls

2013 Child Care Grant Applications

Summary Table

Applicant	Program	Purpose	Request	Recomm.
Capital Requests				
Brighthouse United Church Daycare and Nursery Preschool	35 Preschool and 25 Group Day Care (3 – 5 year-olds)	Painting interior walls of preschool (\$1,937.50) Replacing fluorescent lights and painting of daycare (\$3,031.00)	\$4,968.50	\$4,968.50
East Richmond Community Association	126 Preschool and 94 Out-of-School Care spaces	Outdoor Play Space Expansion	\$5,723.20	\$5,723.20
Hamilton Community Association	62 Out-of-School Care and 20 Preschool spaces	New Playground	\$20,000.00	\$20,000.00
Richmond Society for Community Living	25 Group Day Care (3 – 5 year-olds)	Laminate flooring for Treehouse	\$5,892.49	\$5,892.49
Society of Richmond Children's Centres	Projected: 12 Infant, 12 Toddler, 25 (3 – 5), 20 Preschool, 20 Out-of-School Care	Equipment for West Cambie infant/toddler program	\$5,104.34	\$5,104.34
Tapestry Christian Preschool Society	25 Group Day Care (3 – 5 year olds)	New flooring (\$11,250) Four tricycles (\$800)	\$12,050.00	\$8,310.00
Total Requested/Recomm.			\$53,738.53	\$49,998.53
Total Available				\$50,000.00
Remaining				\$1.47
Professional and Program Development Requests				
Richmond Society for Community Living	Supported Child Development Program for inclusion of children with disabilities in child care settings	"Supporting Children with Autism in Child Care Settings" Training Series for child care providers	\$5,000.00	\$5,000.00
Volunteer Richmond Information Services	Child Care Resource and Referral Services, providing training, resources and services for child care providers and parents	Child Care Resource and Referral Professional development and training (\$5,000) and Circles of Caring Conference (\$5,000)	\$10,000.00	\$10,000.00
Total Requested/Recomm.			\$15,000.00	\$15,000.00
Total Available				\$20,000.00
Remaining				\$5,000.00

2013 Child Care Reserve Fund Grants

CCDAC Recommended Allocations

Background

The Child Care Development Advisory Committee (CCDAC) Grants Sub-Committee reviewed the applications received in response to the 2012 call for applications. There were six applications requesting Capital Grants with a total requested amount of \$53,738.53. Two applications were submitted for Professional and Program Development Grants with a total of \$15,000.

Recommendations

There is \$50,000 allocated for Capital requests and \$20,000 allocated for the Professional and Program Development Requests for 2013 Child Care Grants. Most of the applications were well drafted and contained all of the required support materials. A few of the applicants were asked to clarify extra information in order to be eligible to receive the funds. These applicants were contacted and the clarification was obtained.

Prior to evaluating the applications, the CCDAC Grants Sub-Committee reviewed the principles that were recommended and supported by the CCDAC last year. These included:

- that the children in our City would be at the center of our decision making, and
- that priority would be given to applications that supported the broader childcare community.

At this time the CCDAC recommends that the City of Richmond release a total of \$64,998.53 of which \$50,000 is to support the six Capital Request applications received and \$15,000 is to support two Professional and Program Development Request applications received. Priority was given to applicants who fit the principles addressed above. Unlike past years, since the remaining applicant requests were only slightly over the allocated funds, the sub-committee is pleased to be able to support all applicants this year, almost all to the full amounts requested.

Capital Requests

Brighthouse United Church Daycare and Nursery Preschool

Funds requested: \$4,968.50 (\$1,937.50 for Painting interior walls of Nursery Preschool; \$3,031.00 to replace fluorescent lights and paint Interior walls of Daycare)

Recommended Allocation: \$4,968.50 as requested

Rationale: The center has requested funds to help paint the interior walls of their nursery preschool, as well as to paint and replace the fluorescent lights in the daycare. We have chosen to support this request because we believe children are happier when they are in a nicer environment and we believe that the appearance of the classrooms will be a noticeable improvement to their existing programs.

East Richmond Community Association

Funds requested: \$5,723.20 for Outdoor Play Space Expansion

Recommended Allocation: \$5,723.20 as requested

Rationale: The center has requested funds to help enhance their playground. We have chosen to support this request because this center serves children of all ages from several schools in its neighborhood, many of them from lower socio-economic levels.

As well, outdoor play space is very important in a child's development, therefore, we believe this is a good project to help fund.

Hamilton Community Association

Funds requested: \$20,000 for New Playground

Recommended Allocation: \$20,000 as requested

Rationale: The center has requested funds to help develop their new community playground. We have chosen to support this request because the center serves a broad community that is growing. As well, outdoor play space is very important in a child's development, therefore we believe this is a good project to help fund.

Richmond Society for Community Living

Funds requested: \$5,892.49 for laminate flooring for Treehouse Early Learning Centre

Recommended Allocation: \$5,892.49 as requested

Rationale: The center has requested funds to change the laminate flooring. We have chosen to support this request because we believe children are happier when they are in a nicer environment and we believe that the appearance of the classrooms will be a noticeable improvement to their existing programs.

Society of Richmond Children's Centers

Funds requested: \$5,104.34 for equipment for West Cambie Infant-Toddler program

Recommended Allocation: \$5,104.34 as requested

Rationale: The center has requested funds for equipment in their West Cambie infant-toddler program. We have chosen to support this request because creating warm, nurturing and beautiful spaces for children is important. In addition infant-toddler programs have been identified as a priority by the last Needs Assessment report. Therefore, to help with the newly built space is important.

Tapestry Christian Preschool Society

Funds requested: \$12,050.00 (\$11,250.00 for new flooring +\$800.00 for 4 tricycles)

Recommended Allocation: \$8,310.00 (\$7,510.00 for new flooring + \$800.00 for 4 tricycles)

Rationale: The center has requested funds for new floorings for their child care center and four heavy-use tricycles. We have chosen to partly support this request because we believe children are happier when they are in a nicer environment and we believe that the appearance of the classrooms will be a noticeable improvement to their existing programs.

However we have found the suggested flooring quote higher than similar requests, and were not able to support it with the full requested amount.

Therefore the \$7,510 grant money for the flooring will be recommended for the applicant, with the condition that it receives the rest of the amount from other sources, and finishes the project within one year of grant approval. Full funding (\$800) is recommended for the tricycles.

Professional and Program Development Requests

Richmond Society for Community Living

Funds requested: \$5,000.00 for Supporting Children with Autism In Child Care Settings Training Series

Recommended Allocation: \$5,000.00 as requested

Rationale: The CCDAC supports this application, as RSCL will be using these funds to provide training for members of the community who support children with Autism in a child care setting.

Volunteer Richmond Information Services

Funds requested: \$10,000 for Professional development/training workshops and Circles of Caring Conference.

Recommended Allocation: \$10,000 as requested (\$5,000 for workshops; \$5,000 for the Conference)

Rationale: The CCDAC supports this application, as the CCRR is providing childcare resource services to the entire child care community. The workshops and conference will be attended primarily by members of the community. The conference, for child care providers, is planned in partnership with the Richmond Child Care Training Committee. The funding will support the Keynote address and allow for a larger venue to accommodate more participants, as a lengthy waitlist developed last year.

Prepared by

CCDAC Child Care Grants Subcommittee

January 2013



City of Richmond

Report to Committee Planning and Development Department

TO PLN - FEB. 5, 2013

To: Planning Committee

Date: January 15, 2012

From: Wayne Craig
Director of Development

File: TU 12-614858

Re: Application by Dunbar Equipment Ltd. (doing business as Don Dickey Supplies)
for a Temporary Commercial Use Permit at 8540 River Road

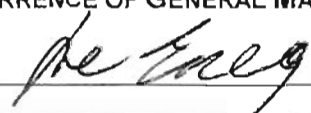
Staff Recommendation

1. That the application by Dunbar Equipment Ltd. (doing business as Don Dickey Supplies) for a Temporary Commercial Use Permit for property at 8540 River Road be considered at the February 18, 2013 Public Hearing at 7:00 pm in the Council Chambers of Richmond City Hall, and that the following recommendation be forwarded to that meeting for consideration.

"That a Temporary Commercial Use Permit be issued to Dunbar Equipment Ltd (doing business as Don Dickey Supplies) to allow the retail sale of outdoor power equipment as an accessory use at 8540 River Road."


Wayne Craig
Director of Development

CL:kt
Att.

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Business Licences	<input checked="" type="checkbox"/>	

Staff Report

Origin

Dunbar Equipment Ltd. (doing business as Don Dickey Supplies) has applied to the City of Richmond for a Temporary Commercial Use Permit (TCUP) to allow the retail sale of outdoor power equipment as an accessory use at 8540 River Road (**Attachment 1**).

Background

From 1969 until 2007, the applicant operated its business at 8611 Beckwith Road as an existing non-conforming use on a "Light Industrial (IL)" zoned lot. In 2007, due to a property acquisition arising from construction of the Canada Line, the applicant relocated to its current location at 8540 River Road [also zoned "Light Industrial (IL)"]. A TCUP was issued by Council on November 19, 2007 to allow the retail sale of outdoor power equipment at this site (TU 07-372359). The TCUP expired in 2009 and was inadvertently not renewed by the applicant.

The applicant wishes to continue to carry on business activities at the subject site, that, in addition to servicing outdoor power equipment, involve the wholesale and retail sale of parts and equipment including lawnmowers, trimmers, blowers, generators, chainsaws, and pressure washers. Servicing and wholesaling of equipment is in keeping with the existing zoning. Retail sales account for only a minor part of business operations, requiring only 25% of the total floor area, and making up an estimated 17 to 20% of the annual dollar volume of equipment sales.

The applicant indicates that every effort has been made to locate an appropriately-zoned site for the permanent operation of the business, but to-date no appropriate site has been identified. The applicant indicates that they have been working closely with Honda Canada to identify either a stand-alone or shared retail site that would be appropriate. The applicant has operated in Richmond for over 40 years.

The subject site is located in an area that is intended to redevelop from the existing industrial to commercial, consistent with the City Centre Area Plan. This application for a TCUP is being pursued as an interim use, as substantial off-site works would be required through rezoning. The Local Government Act allows Council to consider TCUP issuance on its own merits.

Findings of Fact

A Development Application Data Sheet providing details about the proposal is attached (**Attachment 2**).

Surrounding Development

The subject site is located in a transitioning area within the Bridgeport Village area of City Centre, which is currently characterized by industrial, commercial, hotel and entertainment uses. Development immediately surrounding the site is as follows:

- To the north and west, across River Road is Duck Island, a vacant site zoned "Light Industrial (IL)", formerly used for concrete manufacturing and distribution, and on which is proposed a commercial, office, hotel, and entertainment complex (RZ 12-598104). Duck Island is also the site of a TCUP for the Richmond Night Market issued by Council

in 2012, which is valid for another two (2) years (TU 11-595782). Also, further north is the River Rock Casino Resort fronting River Road on sites zoned “Casino Hotel Commercial (ZC17)”, “Marina (MA1)”, and “Auto-Oriented Commercial (CA)”.

- To the east and south, the adjacent “Light Industrial (IL)” zoned sites are warehouses fronting River Road with service access via the existing rear lane. Also, to the east across the existing rear lane, are several lots zoned “Light Industrial (IL)” fronting No. 3 Road on which the Canada Line guideway is located and on which is proposed a commercial development (RZ 11-566630).

Related Policies & Studies

2041 Official Community Plan (OCP)

The subject site is located in the Bridgeport Village of City Centre and is designated as “Commercial” on the 2041 OCP Land Use Map. The site is also designated as “Urban Centre T5” on the Bridgeport Village Specific Land Use Map, which provides for medium and high-density office, restaurant, arts, culture, entertainment, hospitality and various other land uses including retail sales and services.

The OCP allows TCUPs in areas designated “Industrial”, “Mixed Employment”, “Commercial”, “Neighbourhood Service Centre”, “Mixed Use”, “Limited Mixed Use”, and “Agricultural” (outside of the Agricultural Land Reserve), where deemed appropriate by Council and subject to conditions suitable to the proposed use and surrounding area.

The proposed temporary commercial use by Dunbar Equipment Ltd for retail sales of outdoor power equipment and parts is consistent with the land use designations and applicable policies in the OCP.

Aircraft Noise Sensitive Development Policy

The subject site is located within “Area 1A – Restricted Area” of the Aircraft Noise Sensitive Development Policy, where new Aircraft Noise Sensitive Land Uses are prohibited. An aircraft noise sensitive use covenant was registered on title prior to issuance of the initial TCUP in 2007, to address aircraft noise mitigation and public awareness.

The proposed temporary commercial use is consistent with the Aircraft Noise Sensitive Development Policy as no new Aircraft Noise Sensitive Land Uses are proposed at the site.

Flood Management

In accordance with the City’s Flood Management Strategy, a flood indemnity covenant was registered on title prior to issuance of the initial TCUP in 2007.

Local Government Act

The Local Government Act identifies that TCUPs are valid for a period of up to three (3) years from the date of issue and that an application for an extension to the permit may be made and issued for up to three (3) more years.

Staff Comments

Business Activities

As indicated previously, the applicant services and sells outdoor power equipment and parts to retail and wholesale customers throughout Richmond. Wholesale customers include government, industrial customers, lumber bills, and landscapers. The total floor area of the existing building at the subject site is approximately 319 m² (3,425 ft²), and is allocated to the various aspects of business activities as follows:

Main Floor: Showroom 79 m² (850 ft²) **2nd Floor:** Office/Storage 135 m² (1,445 ft²)
Parts/Service 65 m² (700 ft²)
Storage/Utilities 40 m² (430 ft²)

A majority of the space allocated in the existing building on-site is for office, service, and storage of parts and equipment (i.e. 240 m²), compared with the retail component of the business (i.e. showroom), which makes up approximately 25% of the total floor area.

The applicant indicates that equipment sales accounted for approximately 57% of the total annual dollar volume in 2012, of which 30% consisted of retail sales (or approximately 17 to 20% of total revenue).

Zoning

The subject site is zoned "Light Industrial (IL)", which provides for a range of general industrial and limited compatible uses and services, which must be wholly enclosed within a building. The zone permits wholesale distribution and servicing of materials, but does not permit retail sales and services to the general public.

The applicant's business activities include wholesale as well as retail sales and servicing of outdoor power equipment and parts, including lawnmowers, trimmers, blowers, generators, chainsaws, and pressure washers. As the retail sale and servicing of materials is not a permitted use in the "Light Industrial (IL)" zone, a TCUP application is being made to allow for the retail component of the business.

To support the application, documentation has been provided by the applicant to confirm zoning compliance in terms of required building setbacks, lot coverage, density, and building height. The attached Development Application Data Sheet (**Attachment 2**) provides a comparison of the existing development data with the relevant Zoning Bylaw requirements.

Parking

The subject site provides five (5) vehicle parking spaces at the front of the site, as well as four (4) vehicle parking spaces and a minimum of one (1) loading space at the rear of the site, off the rear lane. On-street parking is also permitted on the west side of River Road between No. 3 Road and West Road, opposite the subject site.

The Zoning Bylaw allows existing on-site parking conditions that predate the current parking requirements to be maintained for existing buildings. Staff notes that the vehicle parking spaces

at the front of the subject site are located closer than 3 m to a lot line which abuts a road, and that the overall number of vehicle parking spaces on-site is slightly less than that required by the current regulations of the Zoning Bylaw (i.e. 10 vehicle parking spaces). Staff has no objection to the current parking arrangement on-site, considering:

- The existence of the building and parking arrangement on the site prior to the date of adoption of the Zoning Bylaw.
- The number of vehicle and loading spaces on-site and the availability of off-street parking on River Road are adequate to meet the parking demand of business operations on-site.

Landscaping

The subject site and surrounding industrial sites in the area consist mainly of buildings and asphalt surface parking and loading to assist with the volume of distribution and deliveries associated with business activities.

The Zoning Bylaw requires the portion of industrially-zoned lots that are within 3 m of a property line abutting a road to be planted and maintained with a combination of trees, shrubs, ornamental plants or lawn.

The existing surface area conditions at the subject site and surrounding sites were developed prior to the adoption of the Zoning Bylaw, therefore the 3 m landscaped road buffer is not applicable in this case. Given the temporary nature of business activities at the subject site and the transitioning surrounding area, Staff has no objection to the surface area conditions.

Analysis

As indicated previously, the applicant has operated business at two (2) light industrial-zoned properties within this neighbourhood since 1969 and wishes to continue to carry on business activities from the current location at 8540 River Road on an interim basis until they identify an appropriately-zoned site for the permanent operation of the business.

A TCUP at this site may be valid for a period of up to three (3) years from the date of issue, at which time an application for an extension to the permit may be made and issued for up to three (3) more years. The Local Government Act allows Council to consider TCUP issuance on its own merits.

The subject site is located in an area that is transitioning from light industrial uses to an area that is designated in the City Centre Area Plan to contain a mix of commercial uses and services. The proposed minor retail commercial use at this location is acceptable to staff on the basis that it is consistent with the land use designations in the OCP, and that it is temporary in nature until such time that the property redevelops or that a permanent site can be found for the operation of the business.

Financial Impact

None.

Conclusion

Dunbar Equipment Ltd. (doing business as Don Dickey Supplies) has applied to the City of Richmond for a Temporary Commercial Use Permit (TCUP) to allow the retail sale of outdoor power equipment as an accessory use at 8540 River Road, zoned "Light Industrial (IL)".

A TCUP was issued by Council in 2007 to allow the proposed use. The applicant wishes to continue to carry on wholesale and retail business activities at the subject site, while continuing to seek an appropriately-zoned site for the permanent operation of the business.

The proposed retail commercial use at this location is acceptable to staff on the basis that it is consistent with the land use designations in the OCP, and is temporary in nature.

Staff recommend that the attached Temporary Commercial Use Permit be issued to Dunbar Equipment Ltd. (doing business as Don Dickey Supplies), to allow the retail sale of outdoor power equipment as an accessory use at 8540 River Road.



Cynthia Lussier
Planning Technician

CL:kt

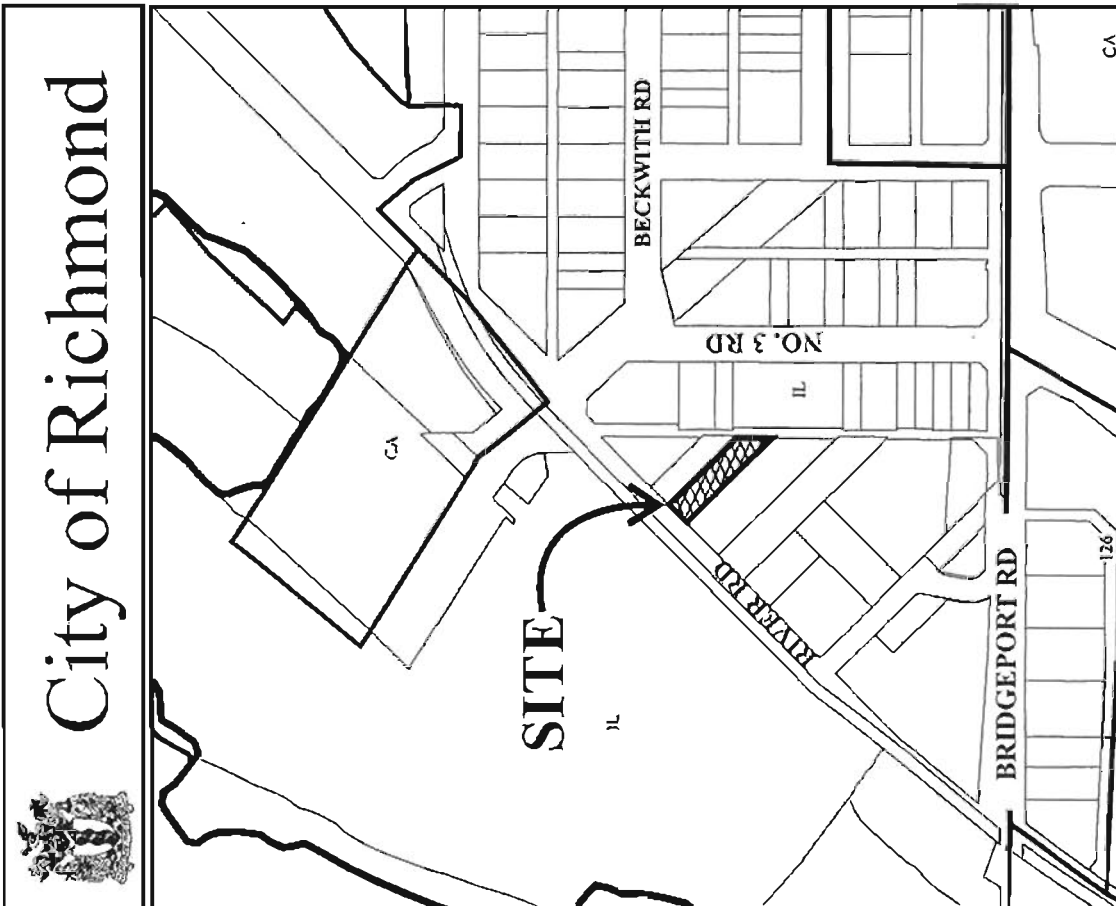
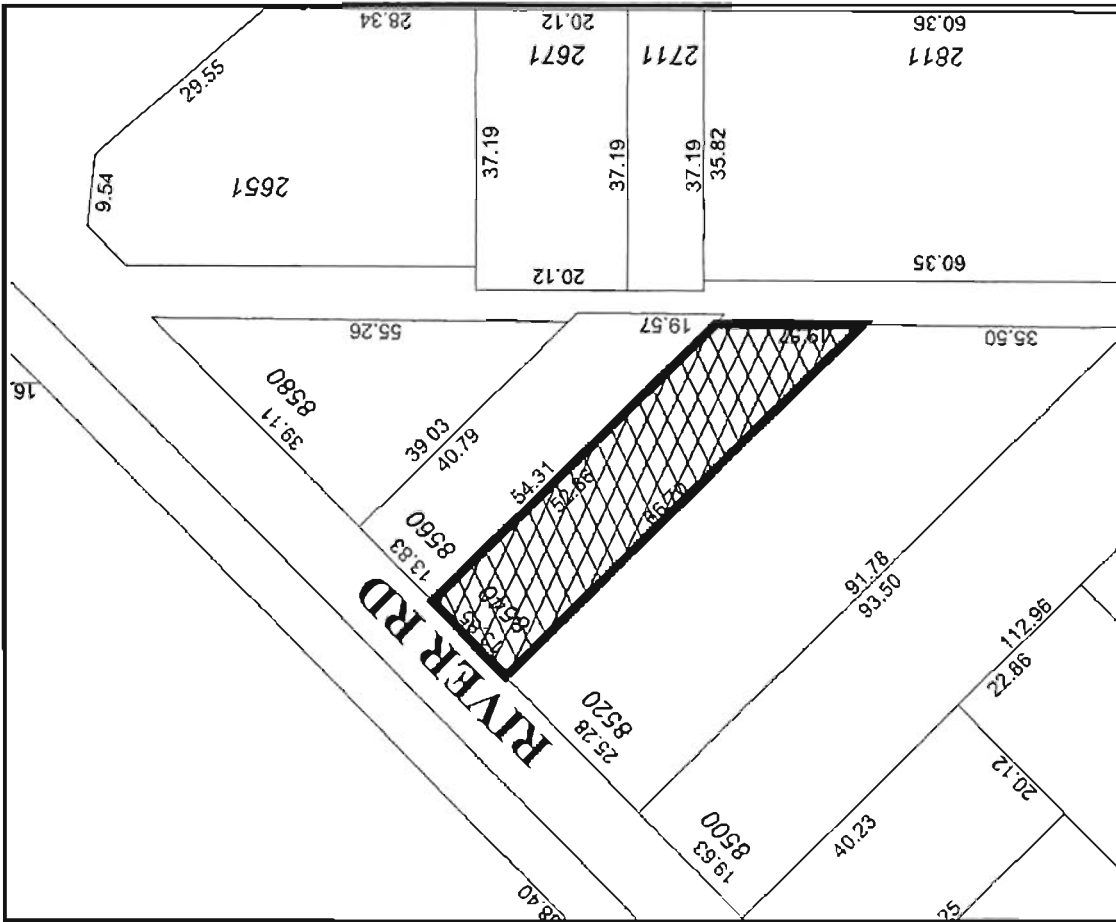
TU 12-614858

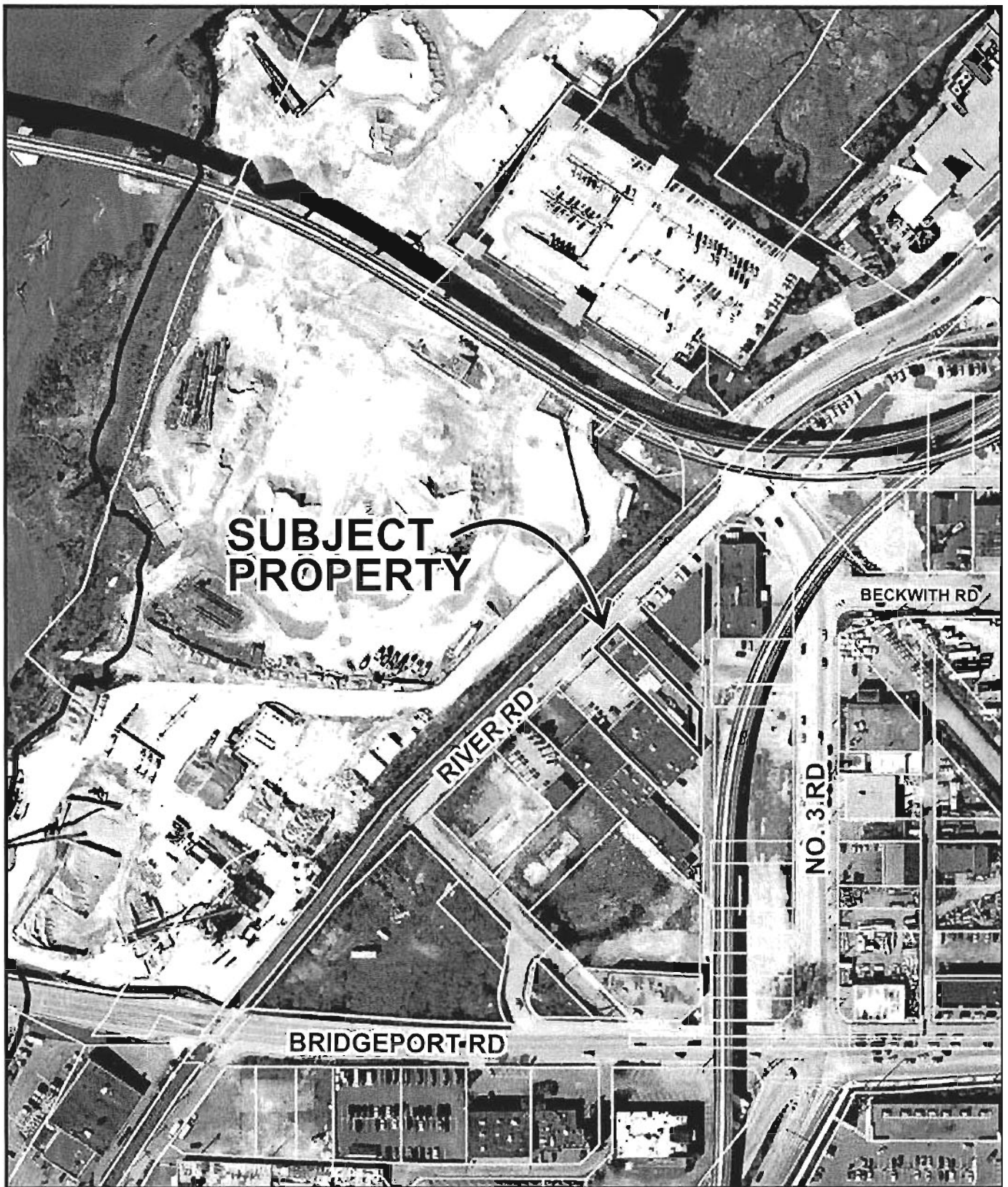


Original Date: 07/09/12

Revision Date:

Note: Dimensions are in METRES





TU 12-614858

Original Date: 07/09/12

Amended Date:

Note: Dimensions are in METRES



TU 12-614858

Attachment 2

Address: 8540 River Road

Applicant: Dunbar Equipment Ltd. (dba Don Dickey Supplies)

Planning Area(s): City Centre (Bridgeport Village)

	Existing	Proposed
Owner:	Opus Mobile Sound Ltd.	No change
Site Area:	827 m ²	No change
Land Uses:	Light Industrial	No change
OCP Designation:	Commercial	No change
Area Plan Designation:	Urban Centre T5	No change
Zoning:	Light Industrial (IL)	No change

	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max 1.2 in City Centre	0.38	none permitted
Lot Coverage:	Max. 80%	22%	none
Setback – Front Yard:	Min. 3.0 m	8.08 m	none
Setback – Side Yard:	None	Min. 0.04 m	none
Setback – Rear Yard:	None	31.0 m	none
Height (m):	Max. 15.0 m	5.87 m	none
Lot Size:	None	827 m ²	none
On-site parking spaces – Vehicle and Loading:	n/c	10	none
On-site parking spaces - Accessible:	n/c	none	none



City of Richmond

Temporary Commercial Use Permit

No. TU 12-614858

To the Holder: Dunbar Equipment Ltd. (doing business as Don Dickey Supplies)

Property Address: 8540 River Road
Richmond BC

Address: C/O Thomas Fairbrother
8540 River Road
Richmond BC V6X 1Y4

1. This Temporary Commercial Use Permit is issued subject to compliance with all of the Bylaws of the City applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Temporary Commercial Use Permit applies to and only to those lands shown cross-hatched on the attached Schedule "A" and any and all buildings, structures and other development thereon.
3. The subject property may be used for the following temporary Commercial uses:

Retail sale of outdoor power equipment as an accessory use.
4. Any temporary buildings, structures and signs shall be demolished or removed and the site and adjacent roads shall be maintained and restored to a condition satisfactory to the City of Richmond, upon the expiration of this permit or cessation of the use, whichever is sooner.
5. The land described herein shall be developed generally in accordance with the terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit which shall form a part hereof.
6. This Permit is valid for a maximum of three years from the date of issuance.

This Permit is not a Building Permit.

AUTHORIZING RESOLUTION NO.
DAY OF , .

ISSUED BY THE COUNCIL THE

DELIVERED THIS DAY OF , .

MAYOR

CORPORATE OFFICER



Original Date: 07/09/12

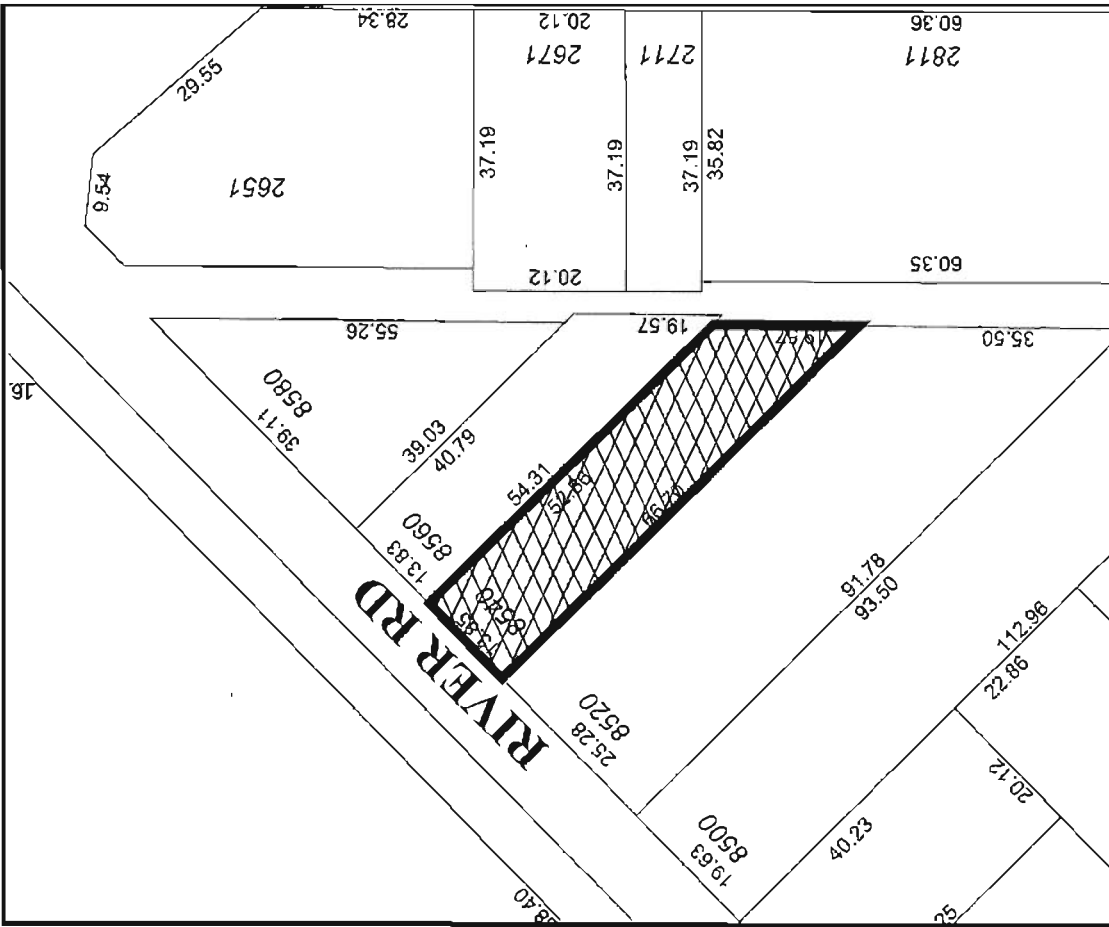
Revision Date:

Note: Dimensions are in METRES

TU 12-614858



City of Richmond



Schedule "B"

Undertaking

In consideration of the City of Richmond issuing the Temporary Commercial Use Permit, we the undersigned hereby agree to demolish or remove any temporary buildings, structures and signs; to restore the land described in Schedule A; and to maintain and restore adjacent roads, to a condition satisfactory to the City of Richmond upon the expiration of this Permit or cessation of the permitted use, whichever is sooner.

Dunbar Equipment Ltd.(doing business as Don Dickey Supplies)
by its authorized signatory

(signed original on file)

Thomas Fairbrother, President
Dunbar Equipment Ltd. dba Don Dickey Supplies



City of Richmond

Report to Committee

TO PLN - FEB. 5, 2013


To: Planning Committee
From: Wayne Craig
Director of Development

Date: January 23, 2013
File: 08-4430-03-01/2012-
Vol 01

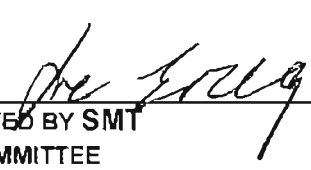


Re: Proposed Revisions to the Coach House Zone Along Arterial Roads

Staff Recommendation

1. That Richmond Zoning Bylaw 8500, Amendment Bylaw 8987 (Coach House Zone Amendment for Arterial Roads), be introduced and given first reading.
2. That, if Richmond Zoning Bylaw 8500, Amendment Bylaw 8987 (Coach House Zone Amendment for Arterial Roads) is adopted, City staff review the experience of the proposed new RCH1 zone in one year or when some coach houses are built under this new zone, and report back to Planning Committee.


Wayne Craig
Director of Development
(604-247-4625)

Att.

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER	
	
REVIEWED BY SMT SUBCOMMITTEE	INITIALS: 
REVIEWED BY CAO	INITIALS: 

Staff Report

Origin

The purpose of this report is to propose some revisions to the Coach House zone along arterial roads in response to the following motions from Planning Committee:

"That a moratorium will be placed on rezoning applications which include coach houses if staff is not satisfied that the applications: (i) meet the Zoning Bylaw and OCP requirements; and (ii) address height and design concerns." (September 18, 2012)

"That staff explore the feasibility and benefits of reducing the footprint of... (ii) coach house lot sizes, in exchange for a larger third storey." (November 22, 2011)

This report responds to these referral motions by recommending revisions to the Coach House (RCH) zone that are intended to improve the overall height and design of new coach houses.

Findings of Fact

There are currently around 97 Coach House (RCH) zoned lots in Richmond. Twenty six (26) of these are located in the Hamilton Area. The remaining 71 are located on arterial roads in Central Richmond that were permitted under the Official Community Plan's (OCP) Arterial Road Policy.

Another four (4) rezoning applications to the RCH zone are pending final reading. There is only one (1) coach house rezoning application on an arterial road in Central Richmond that has not been considered by Planning Committee. It will be processed based on the revisions to the Coach House zone and rezoning process approved by Council.

Analysis

The main concerns Planning Committee has expressed about the appearance of coach houses on arterial roads relate to:

- their height, massing and footprint;
- the lack of private on-site outdoor space;
- outside stairs and balconies that are highly visible or obtrusive;
- overlook and privacy concerns upon neighbouring properties;
- the provision of sufficient parking on-site and not on the arterial road; and
- their unattractive, box-like appearance.

City staff share these concerns, and in consultation with the Richmond small builders, are proposing the revisions noted in **Attachment 1** to the Coach House zone.

Many of these proposed revisions are based upon, and consistent with, the new Single Detached with Granny Flat or Coach House (RE) zone that Council recently approved for the Edgemere area.

All of these zoning changes have been agreed to by representatives from the Richmond small builders.

Staff do not recommend that the footprint of the single-family house be reduced in exchange for a larger third storey. Currently, all of the houses and coach houses in the RCH zone are 2 storeys and utilize the allowable maximum lot coverage of 45%. Without increasing the maximum permitted density (floor area ratio – FAR) of 0.60, there is no opportunity to accommodate any additional building area on a RCH lot having a minimum lot area of 315 m².

Furthermore, introducing a three (3) storey single-family house on some arterial road lots would likely result in increased neighbourhood concerns related to privacy, overlook and building massing.

The one item the Richmond small builders do not support is the idea of introducing Development Permit Guidelines in the OCP for coach houses on arterial roads and requiring them to go through the Development Permit process in order to address “form and character” issues and concerns.

The small builders’ position is that:

- the building height has been reduced to control the bulk mass of the coach house;
- 1st storey sloping roof, to give the coach houses a nicer look, reduces the bulky design;
- the stairs are enclosed into the building, to improve the aesthetics of the coach house;
- proper guest parking is provided; and
- other zoning changes address the City's concerns.

Once all of these new elements are incorporated in the Zoning Bylaw, the builders believe this will automatically improve the coach house and when the bylaw changes are followed it will also provide design certainty to all new coach house developments. The builders think a one year review process should be applied to all of the zoning changes and that staff monitor how the new changes look on the sites and get further feedback.

City staff recommend that Council accept the Richmond small builders position and not require a Development Permit for coach houses along arterial roads at this time for the following reasons:

- with the creation of the aforesaid RCH1 sub-zone and changes to the coach house requirements, many of the design concerns will be addressed and there may not be that much benefit to running the form and character of the coach house through the Development Permit process;
- there aren't that many lots left for the RCH1 zoning and by increasing the minimum lot depth and lot area requirements, the City is eliminating from the inventory of potential coach house sites many of the remaining lots along No. 1 Road and Williams Road which caused the concerns (i.e., it is estimated that there may be around 20 coach house rezoning applications in the future based on past development trends);
- the Development Permit requirement will lengthen the normal processing time for a rezoning application, subdivision approval and building permit and, unlike the Edgemere neighbourhood where the City pre-zoned the area, may serve as a deterrent to coach house rezoning applications; and
- similar to Edgemere, staff are prepared to give the proposed zoning changes a chance first and would prefer that Council review this matter in 1 year or so to see if there are still problems that warrant the need for a Development Permit.

Should Council accept this recommendation, it is proposed that all future rezoning applications, including the one (1) in-stream application, for coach houses on an arterial road in Central Richmond be:

- rezoned to the proposed, new RCH1 zone (not the RCH zone);
- required to submit building permit like drawings of the coach house to Planning Committee to ensure that Council is satisfied with the exterior design; and
- required to submit and have a building permit ready for issuance for the coach house as a condition of final reading for the rezoning application.

In doing so, it should be recognized that there is still the minor risk that the coach house may change after Council has approved the rezoning application. The only way to guarantee that Council controls the final design of the coach house is through a Development Permit.

Staff believe this risk is manageable because:

- the one (1) in-stream rezoning application is from the builder/owner of the property;
- the building permit requirements will discourage speculative rezoning applications;
- the Richmond small builders prefer this approach and believe the building permit plans will become part of any potential sales transaction;
- interior changes can be made after a rezoning application is adopted or a Development Permit is issued; and
- this approach will be monitored and reviewed in 1 year or when some new coach houses have been built under the proposed RCH1 zone.

Financial Impact

None.

Conclusion

This report proposes some revisions to the Coach House zone along arterial roads in response to two motions from Planning Committee. Staff have discussed these proposed revisions with the Richmond small builders and they are supportive of the proposed new RCH1 sub-zone and requirements.

However, the small builders prefer not to go through a Development Permit process for a coach house. Staff support foregoing the proposal to require a Development Permit for coach houses along arterial roads in Central Richmond at this time (subject to a review based on City's experience in 1 year or when some coach houses are built under the new RCH1 zone).



Holger Burke, MCIP
Development Coordinator
(604-276-4164)

HB:cas

ATTACHMENT 1

SUMMARY OF PROPOSED CHANGES TO COACH HOUSES ZONE RE: COACH HOUSES ONLY			
Zoning Section		Existing RCH	Proposed RCH1*
1	Purpose	No Change	
2	Permitted Uses	Coach house (attached or detached)	Coach house (detached only)
3	Secondary Uses	No Change	
4	Permitted Density	New	Unenclosed/uncovered balcony: - maximum area 8.0 m ² - face lane or side street
			Stairs enclosed within building area (no exterior stairs to 2 nd floor)
5	Permitted Lot Coverage	No Change	
6	Yards & Setbacks	Only one wall attached to house	(Not permitted – detached only)
		0.6 m interior side yard for detached coach house	0.6 m Interior side yard if lot width less than 10.0 m 1.2 m Interior side yard if lot width 10.0 m or more
		1.2 m rear yard for detached coach house	1.2 m to 10.0 m of rear lot line
		3.0 m building separation	4.5 m building separation space
		New	1.5 m rear lot line waste/recycling bins
			0.6 m side yard and rear yard projection sustainable building elements
7	Permitted Heights	No Change to Single Detached House	
		2 storeys or 7.4 m, whichever is less	2 storeys or 6.0 m above the highest elevation of the crown of the abutting lane, whichever is less
		New	3.7 m above grade eave 1 st storey with sloping roof
			4.0 m above grade top of roof facing building separation space
8	Subdivision Provisions/ Minimum Lot Size	24.0 m minimum lot depth	35.0 m minimum lot depth
		270.0 m ² minimum lot area	315.0 m ² minimum lot area
9	Landscaping & Screening	20.0 m ² private outdoor space	30.0 m ² private outdoor space
		New	Private outdoor space: - for coach house only - access from rear yard, lane or coach house - clearly defined and screened deck, balcony, porch or yard
			Landscape rear yard between coach house and lane
			Permeable driveway to parking spaces where the lane has curb & gutter
			High quality screening: - between lane and parallel parking - along lot line adjacent to surface parking if abutting a neighbouring lot
			Yard on corner lot between coach house and road to be designed and treated as front yard of coach house and not private outdoor space
			Vertical greening to improve privacy
			0.9 m wide permeable pathway from road to coach house
10	On-Site Parking	New	Coach house over maximum 2 parking spaces in detached garage
			Parking space and driveway for coach house must be unenclosed, uncovered and porous surfaces
11	Other Regulations	New	Coach house must be over detached garage
			Boarding & lodging and child care program not permitted in coach house

* Proposed RCH1 zone to be used for 1 in-stream rezoning application and future coach house rezonings



**Richmond Zoning Bylaw 8500, Amendment Bylaw 8987
(Coach House Zone Amendment for Arterial Roads)**

1. The Council of the City of Richmond enacts as follows:

- a) Richmond Zoning Bylaw 8500, as amended, is further amended by repealing the existing Section 8.3 Coach Houses (RCH) zone as amended and replacing it with the following new Section 8.3 Coach Houses (RCH; RCH1) zone:

“8.3 Coach Houses (RCH; RCH1)

8.3.1 Purpose

The **zone** provides for a **coach house** in conjunction with **single detached housing** where there is **vehicle access** to a rear **lane**.

8.3.2 Permitted Uses

- **housing, single detached, with:**
 - an attached or detached **coach house** in the RCH **zone**
 - only a detached **coach house** in the RCH1 **zone**

8.3.3 Secondary Uses

- **bed and breakfast**
- **boarding and lodging**
- **community care facility, minor**
- **home business**

8.3.4 Permitted Density

1. The maximum **density** is limited to one **principal dwelling unit** and one **coach house** per **lot**.
2. The maximum **floor area ratio** (FAR) is 0.6.
3. The **coach house** must have a minimum **floor area** of at least 33.0 m² and must not exceed a total **floor area** of 60.0 m².
4. For the purposes of this **zone** only, 10% of the **floor area** total calculated for the **lot** in question must be used exclusively for covered areas of the **single detached housing** or **coach house** which are open on two or more sides, with the maximum for the **coach house** being 6.0 m², and is not included in the calculations of the maximum **floor area ratio**.
5. An unenclosed and uncovered **balcony** of a detached **coach house** in the RCH1 **zone** shall have a maximum area of 8.0 m², and shall be located so as to face the **lane** on a mid block **lot** and the **lane** or side street on a **corner lot**.
6. Stairs to the upper level of a detached **coach house** in the RCH1 **zone** must be enclosed within the allowable **building area**.

8.3.5 Permitted Lot Coverage

1. The maximum **lot coverage** is 45% for **buildings**.
2. No more than 70% of a **lot** may be occupied by **buildings, structures and non-porous surfaces**.
3. 20% of the **lot area** is restricted to **landscaping** with live plant material.

8.3.6 Yards & Setbacks

1. The minimum **front yard** is 6.0 m, except that **accessory buildings, coach houses, carports, garages and parking spaces** must be **setback** a minimum of 15.0 m.
2. The minimum **interior side yard** is:
 - a) 1.2 m for a **principal building**;
 - b) 0.6 m for an **accessory building**, including a detached **coach house**, in the **RCH zone**;
 - c) 0.6 m for a **coach house** in the **RCH1 zone** where the **lot width** is less than 10.0 m; and
 - d) 1.2 m for a **coach house** in the **RCH1 zone** where the **lot width** is 10.0 m or more.
3. The minimum **exterior side yard** is 3.0 m.
4. The minimum **rear yard** is 6.0 m for the **single detached housing**, except for a **corner lot** where the **exterior side yard** is 6.0 m, in which case the **rear yard** is reduced to 1.2 m.
5. A detached **accessory building** of more than 10.0 m² in the **RCH zone** may be located in the **rear yard** but no closer than 3.0 m to a **lot line abutting a public road** or 1.2 m to any other **lot line**.
6. A **coach house** in the **RCH1 zone** shall be located within 1.2 m and 10.0 m of the **rear lot line**.
7. The minimum **building separation space** between the principal **single detached housing** unit and the **accessory building** containing:
 - a) a **coach house** in the **RCH zone** is 3.0 m; and
 - b) a **coach house** in the **RCH1 zone** is 4.5 m.
8. Only one wall of the **coach house** may be attached to the **single detached housing** in the **RCH zone**.
9. **Coach houses and accessory buildings** are not permitted in the **front yard**.
10. Waste and recycling bins for a **coach house** in the **RCH1 zone** shall be located within a **screened structure** that is **setback** a minimum of 1.5 m from the **rear lot line**.

11. **Building** elements in a **coach house** in the RCH1 **zone** that promote sustainability objectives such as solar panels, solar hot water heating systems and rainwater collection systems may project 0.6 m into the **side yard** and **rear yard**.

8.3.7 Permitted Heights

1. The maximum **height** for **single detached housing** is 2½ storeys or 9.0 m, whichever is less, but it shall not exceed the **residential vertical lot width envelope** and the **residential lot depth vertical envelope**.
2. The ridge line of a side roof dormer may project horizontally up to 0.91 m beyond the **residential vertical lot width envelope** but no further than the **setback** required for the **interior side yard** or the **exterior side yard**.
3. The ridge line of a front roof dormer may project horizontally up to 0.91 m beyond the **residential vertical lot depth envelope** but no further than the **setback** required for the **front yard**.
4. For the purpose of this **zone** only, **residential vertical lot depth envelope** means a vertical envelope located at the minimum **front yard setback** requirement for the **lot** in question.
5. The **residential vertical lot depth envelope** is:
 - a) calculated from the **finished site grade**; and
 - b) formed by a plane rising vertically 5.0 m to a point and then extending upward and away from the required **yard setback** at a rate of the two units of vertical rise for each single unit of horizontal run to the point at which the plane intersects to the maximum **building height**.
6. The maximum **height** for the **accessory buildings** is 5.0 m, except for the **accessory building** containing the **coach house**, in which case the maximum **height** shall be:
 - a) 2 storeys or 7.4 m, whichever is less, in the RCH **zone**; and
 - b) 2 storeys or 6.0 m above the highest elevation of the crown of the abutting **lane**, whichever is less, in the RCH1 **zone**.
7. The maximum **height** of the **eave** of the first storey of a **coach house** in the RCH1 **zone** with a sloping roof shall be 3.7 m above **grade**.
8. The maximum **height** to the top of the roof facing the **building separation space** between the **single detached housing** and the **coach house** in the RCH1 **zone** shall be 4.0 m above **grade**.
9. The maximum **height** for **accessory structures** is 9.0 m.

8.3.8 Subdivision Provisions/Minimum Lot Size

1. The minimum **lot** dimensions and areas are as follows, except that the minimum **lot width** for **corner lots** is an additional 2.0 m:

Zone	Minimum frontage	Minimum lot width	Minimum lot depth	Minimum lot area
RCH	6.0 m	9.0 m	24.0 m	270 m ²
RCH1	6.0 m	9.0 m	35.0 m	315 m ²

2. A **coach house** may not be **subdivided** from the **lot** on which it is located.

8.3.9 Landscaping & Screening

1. **Landscaping** and **screening** shall be provided in accordance with the provisions of Section 6.0, except that in the RCH and RCH1 **zone**:
 - a) **fences**, when located within 3.0 m of a **side lot lane abutting** a public road or 6.0 m of a **front lot line abutting** a public road, shall not exceed 1.2 m in **height**; and
 - b) **fences**, when located elsewhere within a required **yard**, shall not exceed 1.83 m in **height**.
2. A private outdoor space shall be provided on the **lot** zoned:
 - a) RCH with a minimum area of 20.0 m² and a minimum width and depth of 3.0 m; and
 - b) RCH1 with a minimum area of 30.0 m² and a minimum width and depth of 3.0 m.
3. All private outdoor space, regardless if it is in the RCH **zone** or RCH1 **zone** shall not be:
 - a) located in the **front yard**; and
 - b) occupied or obstructed by any **buildings, structures**, projections and on-site parking, except for **cantilevered roofs** and **balconies** which may project into the private outdoor space for a distance of not more than 0.6 m.
4. A private outdoor space in the RCH1 **zone**:
 - a) shall be for the benefit of the **coach house** only;
 - b) may include an open or covered deck, unenclosed **balcony, patio pavers, porch** or **fenced yard** space which is clearly defined and screened through the use of **landscaping**, planting or architectural features such as trellises, low **fencing** or planters, but not space used for parking purposes; and
 - c) shall be **accessed** from the **rear yard, lane** or **coach house**.
5. The **rear yard** between a **coach house** and the **lane** in the RCH1 **zone**, including the **building** entry to the **coach house**, must incorporate the planting of appropriate trees and other attractive soft **landscaping**, but not low ground cover so as to enhance the visual appearance of the **lane**, and high quality permeable materials where there is a driveway to **parking spaces** and where the **lane** has curb and gutter.

6. High quality **screening** shall be located between the **lane** and any **parking spaces** parallel to the **lane** and along the **lot line** adjacent to the surface **parking spaces** in the RCH1 **zone** if abutting a neighbouring **lot**. Where the space is constrained, a narrow area sufficient for the growth of the **screening** shall be provided at the base of the **screening, fence** or at the foot of the **coach house**.
7. The **yard** between the **coach house** and the **road** on a **corner lot** in the RCH1 **zone** shall be designed and treated as the **front yard** of the **coach house**, not be used as private outdoor space and have quality surface treatment, soft **landscaping** and attractive plant materials.
8. Where vertical greening is used in the RCH1 **zone** as a means to improve privacy, it may include **building** walls and/or the provision of **fences** and arbours as support structures for plants. In constrained areas, tall plantings may include varieties of bamboo for **screening** and **landscaping**.
9. A minimum 0.9 m wide, unobstructed, permeable pathway clearly leading from the **road** to the **coach house** shall be provided for emergency personnel, delivery agents and visitors in the RCH1 **zone**.

8.3.10 On-Site Parking and Loading

1. On-site **vehicle** parking shall be provided according to the standards set out in Section 7.0, except that the maximum driveway width shall be 6.0 m.
2. For the purpose of this **zone** only, a driveway is defined as any **non-porous surface** of the **lot** that is used to provide space for **vehicle** parking or **vehicle** access to or from a public **road** or **lane**.
3. In the RCH1 **zone**:
 - a) a **coach house** may not be located above more than a maximum of 2 **parking spaces** in the detached **garage** for the **single detached housing**; and
 - b) the required **parking space** and driveway for a **coach house** must be unenclosed or uncovered and must be made of porous surfaces such as permeable pavers, gravel, grasscrete or impermeable wheel paths surrounded by ground-cover planting.

8.3.11 Other Regulations

1. **Boarding and lodging** shall be located only in a **single detached housing** unit, and not in the **coach house**.
2. A **child care program** shall not be located in a **coach house**.
3. The **coach house** must be located above a detached **garage** in the RCH1 **zone**.
4. In addition to the regulations listed above, the General Development Regulations in Section 4.0 and Specific Use Regulations in Section 5.0 apply."

2. This Bylaw is cited as "Richmond Zoning Bylaw 8500, Amendment Bylaw 8987".

FIRST READING
PUBLIC HEARING
SECOND READING
THIRD READING
ADOPTED

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

MAYOR

CORPORATE OFFICER



**Waterworks and Water Rates Bylaw No. 5637
Amendment Bylaw No. 8909**

The Council of the City of Richmond enacts as follows:

1. The **Waterworks and Water Rates Bylaw No. 5637**, as amended, is further amended:

(a) by deleting the definition of **FARM** in Section 1 and substituting the following:

"FARM means any property classified as a farm under the Assessment Act."

(b) by deleting subsection 2(d) and substituting the following:

"(d) At the request of the property owner, a design plan or drawing referred to in subsection 2(a)(iii) may be prepared by the City for the fee specified in Section 2 of Schedule D."

(c) by adding the following after subsection 4(b):

"(c) Notwithstanding clause (b) of Section 4, the property owner may not be required to install a new water connection if the General Manager, Engineering & Public Works is satisfied that the number of fixtures in the dwelling are below the average number required for similar sized dwellings and that low flow fixtures have been utilized throughout the dwelling."

(d) by amending each of Sections 7, 13(c)(i), 22(b)(iii), 25B(a), 25B(c), 37(c) and 37.1(c) with the following:

- a. deleting phrase *"Schedule B"*
and replacing with phrase: *"Schedule B or C, as applicable"*

(e) by adding the following after Section 20:

"20A. Services to Ornamental Fountains

Where any customer has installed an ornamental water fountain, the property owner must have a water meter installed, if one does not exist, for the purpose of determining the quantity of water delivered to such fountain, and pay the water meter installation fee set-out in Schedule "D".

(f) by amending subsection 22B(a) with the following:

- a. deleting phrase: *"six litre or less"*
and replacing with phrase: *"4.8 litre or less or 4.1 litre/6 litre dual flush"*
- b. deleting subsection (iii) and substituting the following:
"(iii) the replacement toilet is approved by the Canadian Standards Association (CSA), the Warnock Hersey (WH) Mark or the Canadian Uniform Plumbing Code; and"

(g) by deleting subsection 25B(b) and substituting the following:

"(b) If the amount recorded by the water meter for the billing period in which the leak was discovered is greater than the average amount, or if the amount recorded by the water meter for the previous billing period is greater than the average amount, the customer will pay, for both the billing period in which the leak was discovered and the previous billing period:

- (i) the regular rate per cubic metre (in Schedule B or C, as applicable) for all amounts recorded up to the average amount; and*
- (ii) the undetected/underground leak rate per cubic metre (in Schedule B or C, as applicable) for all amounts recorded above the average amount."*

(h) by deleting subsection 29(b) and substituting the following:

"(b) All metered water service connections must be equipped with a backflow preventer. Notwithstanding the foregoing, in the case of an existing one-family dwelling or two-family dwelling, the General Manager, Engineering & Public Works may, if satisfied that existing plumbing infrastructure for such dwelling may not permit the installation of a backflow preventer or that adequate provision is made to prevent backflow into the City's water system, permit the water service connection without a backflow preventer."

(i) by deleting subsection 29(d)(ii) and substituting the following:

"(ii) give notice to the customer to correct the fault within 96 hours, or a specified lesser period, and if the customer fails to comply with such notice, the General Manager, Engineering & Public Works shall proceed in accordance with Subsection (i) of this Section. Without prejudicing the aforesaid, the General Manager, Engineering & Public Works may allow cross-connection control devices to be installed on the service pipe on City property. The device and installation is to be approved by the General Manager, Engineering & Public Works and installed "at cost", in accordance with Section 38 hereof."

(j) by amending section 33(a) with the following:

- a. deleting phrase: *"that no such a service shall be turned off"*
and replacing with phrase: *"that no such service shall be turned off"*
- b. deleting phrase: *"shall be sent by certified mail to such person or persons in accordance with Section 466 of the Municipal Act."*
and replacing with phrase: *"shall be sent by registered mail to such person or persons, or by a method of delivery that provides proof of delivery, to the person's actual or last known address."*

(k) by amending section 36 with the following:

- a. deleting the semi-colon punctuation at the end of subsection (iv) and replacing with a period.
- b. deleting subsection (v) including the punctuation.

(l) by adding the following at the end of subsection 37(a):

- a. *"The unauthorized use of a City fire hydrant is prohibited."*

(m) by adding the following at the end of subsection 37.1(a):

- a. *"The unauthorized use of a private fire hydrant is prohibited."*

(n) by amending section A of Schedule "A" with the following:

- a. deleting the phrase *"See Metered Rates - Schedule B"*
and replacing with phrase: *"See Metered Rates - Schedule B or C, as applicable"*

(o) by deleting Schedule "B", Page 1 of 2 (Metered Rates - Metered Commercial, Industrial and Institutional Properties and Multiple-Family and Strata Titled Properties) and Page 2 of 2 (Metered Rates - Metered Residential Properties) and substituting Schedule "B" attached hereto;

(p) by deleting Schedule "C" (Metered Rates - Farms) and substituting Schedule "C" attached hereto:

(q) by deleting section 2 of Schedule "D" and substituting the following:

"DESIGN PLAN PREPARED BY CITY

*Design plan prepared by City for one-family dwelling or two-family dwelling \$1000
each*

Design plan for all other buildings \$2,000"

2. This Bylaw is cited as "Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 8909".

FIRST READING

JAN 28 2013

SECOND READING

JAN 28 2013

THIRD READING

JAN 28 2013

ADOPTED

CITY OF RICHMOND
APPROVED for content by originaling dept. JS
APPROVED for legality by Solicitor D

MAYOR

CORPORATE OFFICER

**SCHEDULE "B" TO BYLAW NO. 5637
BYLAW YEAR 2012
METERED RATES**

**METERED COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL PROPERTIES
METERED MULTIPLE-FAMILY AND STRATA TITLED PROPERTIES
METERED FARMS**

1. RATES

All consumption per cubic metre:	\$1.1976
Minimum charge in any 3 month period (not applicable to Farms)	\$110.00
Undetected leak rate per cubic meter (per section 25B of this bylaw)	\$0.6727

2. RATES FOR EACH METER

Rent per **water meter** for each 3-month period:

Meter Size	Base Rate
16 mm to 25 mm (inclusive)	\$15
32 mm to 50 mm (inclusive)	\$30
75 mm	\$110
100 mm	\$150
150 mm	\$300
200 mm and larger	\$500

**SCHEDULE "C" TO BYLAW NO. 5637
BYLAW YEAR 2012
METERED RATES**

METERED RESIDENTIAL PROPERTIES

1. RATES

All consumption per cubic metre:	\$1.1976
Undetected leak rate per cubic meter (per section 25B of this bylaw)	\$0.6727

2. RATES FOR EACH METER

Rent per **water meter** for each 3-month period:

<u>Meter Size</u>	<u>Base Rate</u>
16 mm to 25 mm (inclusive)	\$12
32 mm to 50 mm (inclusive)	\$14
75 mm	\$110
100 mm	\$150
150 mm	\$300
200 mm and larger	\$500



**Richmond Zoning Bylaw 8500
Amendment Bylaw 8689 (RZ 10-528329)
7251 ST. ALBANS 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 **HIGH DENSITY TOWNHOUSES (RTH1)**.

P.I.D. 003-565-840

Lot 366 Section 16 Block 4 North Range 6 West New Westminster District Plan 49282

2. This Bylaw may be cited as "**Richmond Zoning Bylaw 8500, Amendment Bylaw 8689**".

FIRST READING

JAN 24 2011

A PUBLIC HEARING WAS HELD ON

FEB 21 2011

SECOND READING

FEB 21 2011

THIRD READING

FEB 21 2011

OTHER REQUIREMENTS SATISFIED

JAN 31 2013

ADOPTED

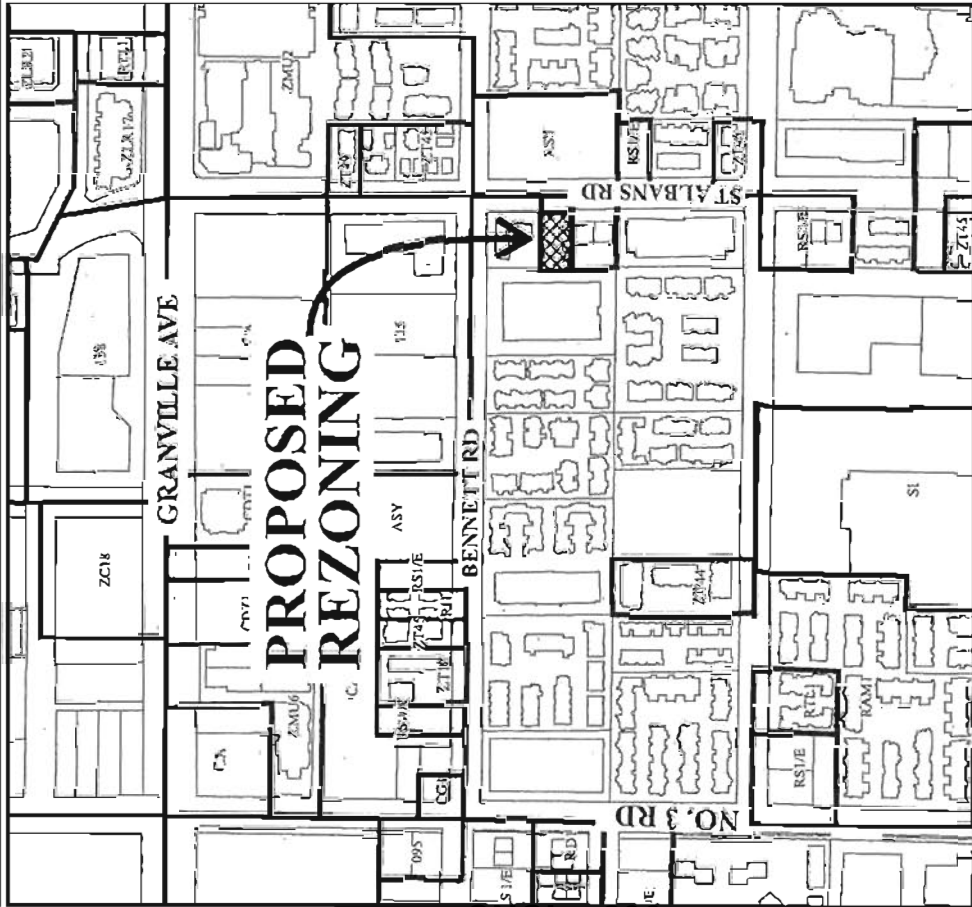


MAYOR

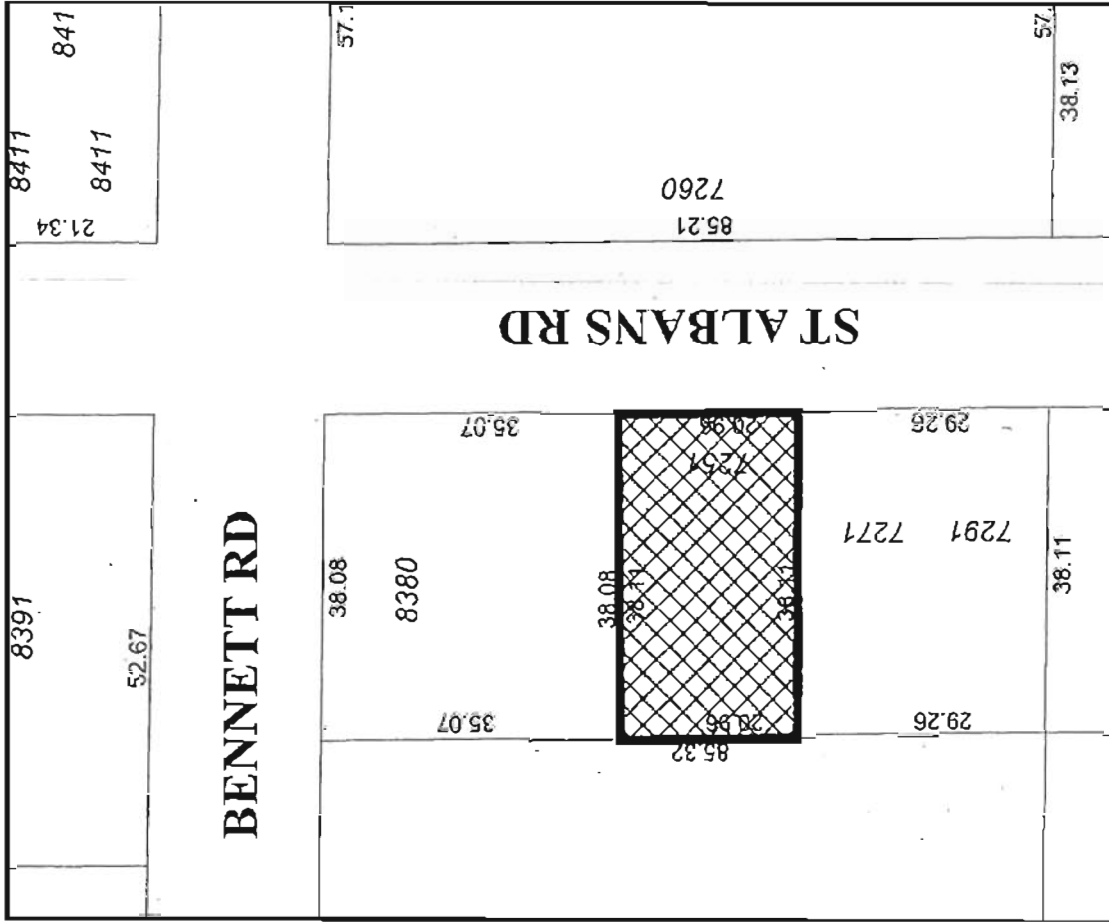
CORPORATE OFFICER



City of Richmond



CNCL - 290



RZ 10-528329

Original Date: 05/07/10

Revision Date:

Note: Dimensions are in METRES



Richmond Zoning Bylaw 8500
Amendment Bylaw 8931 (RZ 12-610097)
10471 No. 1 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 **COACH HOUSES (RCH)**.

P.I.D. 003-953-505

Lot 477 Section 34 Block 4 North Range 7 West New Westminster District Plan 40616

2. This Bylaw may be cited as “**Richmond Zoning Bylaw 8500, Amendment Bylaw 8931**”.

FIRST READING

SEP 10 2012

A PUBLIC HEARING WAS HELD ON

OCT 15 2012

SECOND READING

OCT 15 2012

THIRD READING

OCT 15 2012

OTHER REQUIREMENTS SATISFIED

FEB 07 2013

ADOPTED

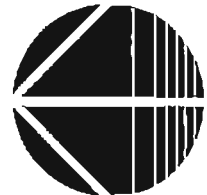


MAYOR

CORPORATE OFFICER



City of Richmond



RZ 12-610097

Original Date: 05/29/12

Revision Date:

Note: Dimensions are in METRES



**Development Permit Panel
Wednesday, January 30, 2013**

Time: 3:30 p.m.
Place: Council Chambers
Richmond City Hall
Present: Dave Semple, Chair
Robert Gonzalez, General Manager, Engineering and Public Works
John Irving, Director, Engineering

The meeting was called to order at 3:30 p.m.

1. Minutes

It was moved and seconded

That the minutes of the meeting of the Development Permit Panel held on Wednesday, January 16, 2013, be adopted.

CARRIED

2. Development Permit DP 12-604012

(File Ref. No.: DP 12-604012) (REDMS No. 3720814)

APPLICANT: Pinnacle International (Richmond) Plaza Inc.
PROPERTY LOCATION: 3391 and 3411 Sexsmith Road and a portion of unopened City lane
INTENT OF PERMIT: To permit the construction of a high-rise, multi-family project consisting of 200 dwelling units at 3391 and 3411 Sexsmith Road and a portion of unopened City lane on a site zoned "Residential/Limited Commercial (RCL4)".

Applicant's Comments

John Bingham, Bingham Hill Architects, provided the following information regarding the proposed development:

- the development is part of a larger rezoning that will follow;

Development Permit Panel

Wednesday, January 30, 2013

- the primary objective is to follow the City Centre Area Plan guidelines and to implement those on the site;
- major elements have been the stepping of the buildings, the varied setbacks to provide streetscape variation, greening of the roofs, the breaking of the length of the block to give greater visual interest, and public/private interface in terms of how the landscaping has been developed around Capstan, Sexsmith, and up the pedestrian pathway that will ultimately connect to Hazelbridge;
- the applicant has addressed Design Panel comments regarding elevation, depth of colour in the lower framework (selected a darker hue for more visual impact), plaza off Capstan (sloped green wall replacing waterfall), greater definition at the corner of Sexsmith and Capstan; and greater stepping back of the tower and the building as a whole to provide the elements described in the guidelines; and
- the vertical elements associated with individual townhouse entrances were designed to provide the framework for future artistic components including signage.

Peter Kreuk, Durante Kreuk Ltd. Landscape Architects, provided the following additional information:

- the proposed streetscapes are developed along Capstan with combination bikeway-pedestrian pathway to be part of a City-wide network. The walkway along the west of the site is, again, a combined bikeway/pedestrian pathway that will connect to the future park and transit station to the north. Sexsmith is developed primarily as a pedestrian route;
- programming of roof areas including common amenity area, garden amenity, private patios and green roofs;
- the proposed water feature on the Capstan frontage has been changed to a greenscape through a sloping green wall system that links the roof deck space with the ground plane;
- the main roof deck area includes the amenity space which consists of swimming pool, outdoor sunning spaces, kids play area, open lawn area (sized for a badminton court), and roof deck with private gardens;
- they have taken advantage of every roof and incorporated various functions including urban agricultural/gardening recreational facilities;
- along Sexsmith, which is a pedestrian zone, the residential patio spaces are above grade and separated by a guardrail screen with a hedge/planting at the lower edge providing an urban feel along the walkway and privacy for the outdoor uses; and
- the Capstan units are setback further from the street and separated from the pedestrian/bike way by granite sets. The edge condition along the base of the townhouse patios is essentially the same as along Sexsmith with a hedge at ground level adjacent to the patio space above.

Development Permit Panel

Wednesday, January 30, 2013

Panel Discussion

Mr. Bingham, in response to queries from the Panel, advised:

- the townhouse units do not have handicap accessibility from the street. The buildings have been designed to meet handicapped accessibility requirements to all units and to the roof top areas;
- in terms of facilitating the change in grade, between Hazelbridge and Sexsmith, there would be no concern with raising the grade if required;
- the proposed pathway along the western edge of the site will not extend northward beyond the edge of the subject property at this time;
- the amenity building has a swimming pool, an exercise room, a community room leading out to the play area, associated support areas (dressing/change rooms), and an outdoor children's play area to the east of the building;
- to meet a mid-point LEED silver equivalency on the energy points, the project is using a hot water system with air-conditioning, glazing to solid wall is a 60/40 relationship, insulation levels will be adjusted after an envelope review, 50-52% greening of the total roof space, will be built to hook-up to a DEU, and parking is in accordance with requirements for development within proximity of Capstan Station; and
- there is sufficient space to add additional area to the current recycling/garbage area, if required to accommodate organic composting in the future.

Mr. Kreuk, in response to queries from the Panel, advised:

- that in regards to the open space on the fourth floor there are several access points to the roof deck. Off the ends of buildings there are covered access routes to the amenity building. The overall roof deck has a pathway system that rings it and connects various program spaces;
- the proposed urban agricultural roof top spaces are accessible from the building core and are supported with garden tool storage, composting facilities, and water connection; and
- there is street level lighting, as well as, a level of pedestrian lighting proposed for the project which will define the public realm, entrances to the townhouse units will have lighting integrated into the individual unit stairways, and each lobby or main entrance will be well lit with canopies above.

Development Permit Panel

Wednesday, January 30, 2013

Staff Comments

Wayne Craig, Director of Development, stated that there will be 13 affordable housing units provided. In keeping with rezoning in the area, the project provides funding for the future Capstan Station as well as temporary offsite park provision within the neighbourhood. The project is part of a multi-phase approach to development within the area. The driveway currently shown to Sexsmith will be closed in the future upon redevelopment of the site to the north with the ultimate driveway access coming from the future Hazelbridge Way extension. Two public open spaces are being provided on the site, one along the western edge, which will form part of a pedestrian network within the neighbourhood, and the second being the public plaza in front of the green sloping green wall. Buildings are designed to mitigate aircraft noise in keeping with the City's Official Community Plan and the applicant has submitted an associated acoustics report.

Panel Discussion

In response to queries from the Panel, Mr. Craig advised:

- in terms of the grade change between individual townhouse unit patios and the adjacent ground level, the change in elevation is in keeping with the City Centre Area Plan guidelines and through the servicing agreement staff will continue to work with the applicant to minimize the change in grade along the walkway on the west side of the site; and
- with respect to the Capstan Station funding strategy, through the rezoning process, developers of the first +/- 3,250 dwelling units to be constructed in the area contribute to the funding initiative. The charge will be assessed at the building permit stage. The City maintains those funds and then those funds are turned over to Translink for the construction of the station. The construction of the station is anticipated to be triggered at approximately 50% build out of the area.

In reply to a query, Suzanne Carter-Huffnag, Senior Planner – Urban Design, advised that the Zoning Bylaw defines live-work as units that have designated commercial portions that are registered with covenants on them. In this particular case, what the Developer and Architects were proposing were units that would support home based business uses, which in the City Centre Area allows for Artists studios.

Correspondence

None.

Gallery Comments

None.

Development Permit Panel
Wednesday, January 30, 2013

Panel Discussion

The Panel commented that the development has been well thought out with impressive roof top design and progression from townhouse units to residential towers. The project will be an anchor for the area and has set the bar for future development within the City Centre area.

Panel Decision

It was moved and seconded

That a Development Permit be issued which would permit the construction of a high-rise, multi-family project consisting of 200 dwelling units at 3391 and 3411 Sexsmith Road and a portion of unopened City lane on a site zoned "Residential/Limited Commercial (RCL4)".

CARRIED

3. New Business

None.

4. Date Of Next Meeting: Wednesday, February 13, 2013

5. Adjournment

It was moved and seconded

That the meeting be adjourned at 4:02 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, 2013.

Dave Semple
Chair

Heather Howey
Acting Committee Clerk



City of Richmond

Report to Council

To: Richmond City Council
From: Joe Erceg, MCIP
Chair, Development Permit Panel

Date: February 5, 2013
File: 01-0100-20-DPER1-
01/2013-Vol 01

Re: **Development Permit Panel Meetings Held on November 16, 2011**

Staff Recommendation

That the recommendations of the Panel to authorize the issuance of:

- i. a Development Permit (DP 11-573871) for the property at 7251 St. Albans Road;
- be endorsed, and the Permit so issued.


Joe Erceg, MCIP
Chair, Development Permit Panel
SB:blg

Panel Report

The Development Permit Panel considered the following item at its meeting held on November 16, 2011.

DP 11-573871 – YAMAMOTO ARCHITECTURE INC. – 7251 ST. ALBANS ROAD
(November 16, 2011)

The Panel considered a Development Permit application to permit the construction of four (4) townhouse units on a site zoned High Density Townhouses (RTH1). No variances are included in the proposal.

Mr. Yoshi Mikamo, of Yamamoto Architecture Inc., and Landscape Architect, Masa Ito, of Ito Associates Landscape Architects, provided a brief presentation on the proposal, including:

- Two (2) on-site trees will be removed due to poor condition.
- Existing trees are being protected on adjacent properties to the north and south.
- Substantial landscaping is planned along the street frontage of St. Albans Road.
- Permeable paving visually extends the amenity area into the drive aisle.
- The children's play equipment is intended for social creative play, rather than physical play.

In response to Panel queries, Mr. Mikamo and Mr. Ito advised that:

- Holly trees at the eastern corner of the subject site are to be retained.
- The building forms include projections and recesses to create visual interest.
- Proposed neutral colours and earth tones are in keeping with existing residences in the area.
- The contemporary design optimizes interior living spaces and is in keeping with neighbouring townhouse and apartment complexes.
- There is one (1) convertible unit with conversion potential to accommodate a wheelchair.
- Energy efficient appliances are provided in order to conserve water and energy.
- The proposed design meets zoning and the Official Community Plan (OCP) guidelines.
- The children's play area is designed for social engagement of children and parents.
- A well-detailed fence is proposed for the north property line shared by a townhouse unit.
- Smaller tree species were chosen, which would not grow to excessive heights in the future.

Staff supported the Development Permit application and noted that the applicant had done his best architecturally on a narrow site.

Neighbour, Mr. Corrado Bujliarisi, addressed the Panel and expressed his concern that the fencing around the subject site is inadequate, unattractive, and incomplete.

In response to the concern, the Chair received advice that new replacement fencing will be erected and will be both attractive and effective.

No correspondence was submitted to the Panel regarding the Development Permit application.

The Panel recommends that the Permit be issued.