



## City Council

Council Chambers, City Hall  
6911 No. 3 Road

Monday, February 27, 2012  
7:00 p.m.

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ITEM

### MINUTES

1. *Motion to adopt:*

(1) *the minutes of the Regular Council Meeting held on Monday, February 13, 2012 (distributed previously); and*

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(2) *the minutes of the Regular Council Meeting for Public Hearings held on Monday, February 20, 2012.*



### AGENDA ADDITIONS & DELETIONS

### PRESENTATION

2012 Street Banner Unveiling - Paul Brar, Coordinator, Parks Programs to introduce the winning designs.

### COMMITTEE OF THE WHOLE

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



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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. 28.)**

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
- 2012/2013 RCMP Annual Performance Plan - Community Priorities
- Chauffeurs' Permits
- 2012 Health, Social & Safety Grants
- 2012 Parks, Recreation & Community Events Grants
- Establishment of the Capstan Station Capital Reserve Fund
- Housing Agreement Bylaw No. 8853
- Land use applications for first reading (to be further considered at the Public Hearing on Monday, March 19, 2012):
  - 9780 Alberta Road – Rezone from (RS1/F) to (ZT60) (Jaing Zhu – applicant)
  - 10180/10200 Finlayson Drive – Rezone from (RD1) to (RS2/B) (Balbir Randhawa & Sarbjit Randhawa – applicants)
  - 8631 Francis Road – Rezone from (RS1/E) to (RCH) (Harbinder Bahd – applicant)
  - 9500, 9520 and 9540 Granville Avenue – Rezone from (RS1/F) to (RTM2) (Khalid Hasan – applicant)
  - 4771 Duncliffe Road – Rezone from (RS1/E) to (RS2/A) (Pacific Coastal Homes Ltd. – applicant)
- Application by Bastion Development Corporation for Richmond Island

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- Form & Character Guidelines for Granny Flats & Coach Houses in Burkeville & Edgemere (2041 OCP Update)
- No. 1 Road North Drainage Pump Station Upgrade
- Toilet Rebate Program
- Sustainable Green Fleet Policy 2020
- Public Spaces Recycling Pilot Program - Results
- 4252Q - Award of Contract for Battery-Powered Ice Resurfacers

5. *Motion to adopt Items 6 through 24 by general consent.*



Consent  
Agenda  
Item

6. **COMMITTEE MINUTES**

*That the minutes of:*

- CNCL-29 (1) *the Community Safety Committee meeting held on Tuesday, February 14, 2012;*
- CNCL-37 (2) *the General Purposes Committee meeting held on Monday, February 20, 2012;*
- CNCL-43 (3) *the Planning Committee meeting held on Tuesday, February 21, 2012;*
- CNCL-53 (4) *the Public Works & Transportation Committee meeting held on Wednesday, February 22, 2012;*

*be received for information.*



Consent  
Agenda  
Item

7. **2012/2013 RCMP ANNUAL PERFORMANCE PLAN – COMMUNITY PRIORITIES**

(File No. 09-5000-01)(REDMS No. 3459169)

CS-57

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

**COMMUNITY SAFETY COMMITTEE RECOMMENDATION**

*That the two Community Objectives be selected, as identified in the staff report dated January 24, 2012 from the Officer In Charge, Richmond RCMP Detachment, for inclusion in the 2012/2013 Annual Performance Plan.*



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Consent  
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8. **CHAUFFEURS' PERMITS**  
(File No. 09-5000-01)

**CS-85**

See Page **CS-85** for full report

**COMMUNITY SAFETY COMMITTEE RECOMMENDATION**

*That the requirement for the renewal of Chauffeurs' Permits be changed from an annual to a biennial basis beginning January 1, 2013 as outlined in the staff report dated January 31, 2012 from the OIC, RCMP Richmond Detachment.*



Consent  
Agenda  
Item

9. **2012 HEALTH, SOCIAL AND SAFETY GRANTS**  
(File Ref. No.) (REDMS No. 3468541)

**GP-9**

See Page **GP-9** for full report

**GENERAL PURPOSES COMMITTEE RECOMMENDATION**

*That, as per the report from the General Manager of Community Services, dated January 27, 2012, with an additional \$400 to the Family Integration and Resource Support Team (FIRST):*

- (1) *Health, Social and Safety Services Grants be awarded for the recommended amounts, and cheques disbursed for a total of \$530,637 (additional \$400 included); and*
- (2) *The following applicants be recommended for the first year of a three-year funding cycle, based on Council approval of each subsequent year of funding:*
  - (a) *Big Sisters of the Lower Mainland;*
  - (b) *Canadian Mental Health Association – Richmond Branch;*
  - (c) *CHIMO Crisis Services;*
  - (d) *Family Services of Greater Vancouver;*
  - (e) *Richmond Addiction Services;*
  - (f) *Richmond Family Place;*
  - (g) *Richmond Multicultural Community Services;*
  - (h) *Richmond Youth Service Agency; and*
  - (i) *Volunteer Richmond Information Services Society.*

**CNCL-61**

**NOTE:** See the updated Multicultural Helping House Society 2012 Grant Application Summary Sheet which incorporates additional staff comments as per Committee direction.



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Consent  
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Item

10. **2012 PARKS, RECREATION AND COMMUNITY EVENTS GRANTS**  
(File Ref. No. 03-1085-01/2012-Vol 01) (REDMS No. 3467295)

GP-79

See Page **GP-79** for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

(1) *That:*

- (a) *the Richmond Agricultural and Industrial Society be awarded a total grant amount of \$7,250;*
- (b) *KidSport - Richmond Chapter be awarded a total grant amount of \$6,250;*
- (c) *an additional grant of \$500 be awarded to the Richmond Rockets Speed Skating Club;*

*for a total additional increase of \$541;*

- (2) *That Parks, Recreation and Community Events Grants be allocated and cheques disbursed for a total of \$94,765 (additional \$541 grants included); as identified in attachment 2 of the report, Parks, Recreation and Community Events City Grants dated February 2<sup>nd</sup> 2012, from the Senior Manager, Parks and the Acting Director, Recreation; and*
- (3) *That the Richmond Summer Programs be recommended for the first year of a three-year funding cycle, based on Council approval of each subsequent year of funding.*



Consent  
Agenda  
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11. **ESTABLISHMENT OF THE CAPSTAN STATION CAPITAL RESERVE FUND**

(File Ref. No.: 12-8060-01/2011-Vol 01) (REDMS No. 342845)

GP-111

See Page **GP-111** for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

*That Capstan Station Capital Reserve Fund Establishment Bylaw No. 8854 be introduced and given first, second and third reading.*



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12. **HOUSING AGREEMENT (LEGACY PARK LANDS LIMITED) BYLAW NO. 8853 - TO SECURE MARKET RENTAL HOUSING UNITS LOCATED IN 14000 AND 14088 RIVERPORT WAY**  
(File Ref. No. 12-8060-20-8853) (REDMS No. 3424066)

PLN-13

See Page PLN-13 for full report

PLANNING COMMITTEE RECOMMENDATION

*That Bylaw No. 8853 be introduced and given first, second, and third readings to permit the City, once Bylaw No. 8853 has been adopted, to enter into a Housing Agreement substantially in the form attached hereto, in accordance with the requirements of s. 905 of the Local Government Act, to secure the market rental housing units required by Zoning Text Amendment Application No. 11-565675.*



Consent  
Agenda  
Item

13. **JAING ZHU HAS APPLIED TO THE CITY OF RICHMOND FOR PERMISSION TO REZONE 9780 ALBERTA ROAD FROM SINGLE DETACHED (RS1/F) TO TOWN HOUSING (ZT60) – NORTH MCLENNAN (CITY CENTRE) IN ORDER TO CREATE SIX (6) TOWNHOUSE UNITS.**  
(File Ref. No. 12-8060-20-8812, RZ 11-566870) (REDMS No. 3315070)

PLN-33

See Page PLN-33 for full report

PLANNING COMMITTEE RECOMMENDATION

*That Bylaw 8812, for the rezoning of 9780 Alberta Road from “Single Detached (RS1/F)” to “Town Housing (ZT60) – North McLennan (City Centre)”. be introduced and given first reading.*



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14. **APPLICATION BY YASEEN GREWAL, BALBIR RANDHAWA AND SARBJIT RANDHAWA FOR REZONING AT 10180/10200 FINLAYSON DRIVE FROM TWO-UNIT DWELLINGS (RD1) TO SINGLE DETACHED (RS2/B)**  
(File Ref. No. 12-8060-20-8863, RZ 11-594451) (REDMS No. 3455139)

PLN-57

See Page PLN-57 for full report

PLANNING COMMITTEE RECOMMENDATION

*That Bylaw No. 8863, for the rezoning of 10180/10200 Finlayson Drive from “Two-Unit Dwellings (RD1)” to “Single Detached (RS2/B)”, be introduced and given first reading.*



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15. **APPLICATION BY HARBINDER BAHD FOR REZONING AT 8631 FRANCIS ROAD FROM SINGLE DETACHED (RS1/E) TO COACH HOUSES (RCH)**

(File Ref. No. 12-8060-20-8866, **RZ 11-587257**) (REDMS No. 345727)

PLN-71

See Page **PLN-71** for full report

PLANNING COMMITTEE RECOMMENDATION

*That Bylaw No. 8866, for the rezoning of 8631 Francis Road from “Single Detached (RS1/E)” to “Coach Houses (RCH)”, be introduced and given first reading.*



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16. **KHALID HASAN HAS APPLIED TO THE CITY OF RICHMOND FOR PERMISSION TO REZONE 9500, 9520 AND 9540 GRANVILLE AVENUE FROM “SINGLE DETACHED (RS1/F)” TO “MEDIUM DENSITY TOWNHOUSES (RTM2)” IN ORDER TO DEVELOP A 16 UNIT 2 STOREY TOWNHOUSE DEVELOPMENT**

(File Ref. No. 12-8060-20-8868, **RZ 11-581552**) (REDMS No. 3465853)

PLN-83

See Page **PLN-83** for full report

PLANNING COMMITTEE RECOMMENDATION

*That Bylaw No. 8868 for the rezoning of 9500, 9520 and 9540 Granville Avenue from “Single Detached, (RS1/F)” to “Medium Density Townhouses (RTM2)”, be introduced and given first reading.*



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17. **APPLICATION BY PACIFIC COASTAL HOMES LTD. FOR REZONING AT 4771 DUNCLIFFE ROAD FROM SINGLE DETACHED (RS1/E) TO SINGLE DETACHED (RS2/A)**

(File Ref. No. 12-8060-20-8869, **RZ 11-577322**) (REDMS No. 3444628)

PLN-103

See Page **PLN-103** for full report

PLANNING COMMITTEE RECOMMENDATION

*That Bylaw No. 8869, for the rezoning of 4771 Dunccliffe Road from “Single Detached (RS1/E)” to “Single Detached (RS2/A)”, be introduced and given first reading.*



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**18. APPLICATION BY BASTION DEVELOPMENT CORPORATION FOR RICHMOND ISLAND**

(File Ref. No. 12-8060-20-8861) (REDMS No. 3428095)

**PLN-165**

See Page **PLN-165** for full report

**PLANNING COMMITTEE RECOMMENDATION**

*That:*

- (1) *Water Service to Richmond Island Bylaw No. 8861, authorizing the Service Agreement for the provision of water service by the City of Vancouver to lands commonly known as Richmond Island and legally described as PID: 025-409-018, Parcel A Section 17 and 18 Block 5 North Range 6 West NWD Plan LMP53748 (“Richmond Island”), be introduced and given first, second and third readings;*
- (2) *The Chief Administrative Officer and General Manager, Engineering & Public Works be authorized to negotiate and execute an indemnification agreement with North Fraser Terminals Inc. and Milltown Marina & Boatyard Ltd. relating to possible flooding and/or erosion on Richmond Island;*
- (3) *Staff be directed to work with FREMP and Port Metro Vancouver to amend the FREMP Richmond Area Designation agreement in keeping with the proposed marina use at Richmond Island; and*
- (4) *Staff be directed to advise the BC Environmental Assessment Office that on the basis of the additional work undertaken by the proponent, the City of Richmond has no further objections to the proposed “waive out” from the BC Environmental Assessment review.*



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**19. FORM AND CHARACTER GUIDELINES FOR GRANNY FLATS AND COACH HOUSES IN BURKEVILLE AND EDGEMERE (2041 OCP UPDATE)**

(File Ref. No. 08-4045-00) (REDMS No. 3440676)

**PLN-199**

See Page **PLN-199** for full report

**PLANNING COMMITTEE RECOMMENDATION**

*That the:*

- (1) *Proposed Form and Character Guidelines for Granny Flats and Coach Houses in Burkeville and Edgemere (Attachment 1); and*

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- (2) *Draft Single Detached Housing Zone with Granny Flats or Coach Houses in Burkeville and Edgemere (Attachment 2)*  
*be approved for public consultation in the Burkeville and Edgemere areas as part of the 2041 OCP Update.*

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Consent  
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20. **NO.1 ROAD NORTH DRAINAGE PUMP STATION UPGRADE**  
(File Ref. No. 10-6340-20-P.11314) (REDMS No. 3469687)

PWT-13

See Page **PWT-13** for full report

PUBLIC WORKS & TRANSPORTATION COMMITTEE  
RECOMMENDATION

*That the design concept for the No.1 Road North Drainage Pump Station Upgrade be endorsed.*

☐

Consent  
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21. **TOILET REBATE PROGRAM**  
(File Ref. No. 10-6650-02) (REDMS No. 3459822)

PWT-19

See Page **PWT-19** for full report

PUBLIC WORKS & TRANSPORTATION COMMITTEE  
RECOMMENDATION

*That \$100,000 be allocated from the water levy stabilization provision to increase total 2012 Toilet Rebate Program funding to \$200,000.*

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22. **SUSTAINABLE GREEN FLEET POLICY 2020**  
(File Ref. No. 10-6000-01) (REDMS No. 3358139)

PWT-23

See Page **PWT-23** for full report

PUBLIC WORKS & TRANSPORTATION COMMITTEE  
RECOMMENDATION

*That Green Fleet Policy 2020 be re-named "Sustainable Green Fleet Policy 2020" and that the policy be amended by replacing the text of the current policy with the text set out in Attachment 4 of the report dated February 7, 2012 from the Director, Public Works Operations.*

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23. **PUBLIC SPACES RECYCLING PILOT PROGRAM - RESULTS**(File  
(Ref. No. 10-6370-01) (REDMS No. 3459612)

PWT-39

See Page **PWT-39** for full report

PUBLIC WORKS & TRANSPORTATION COMMITTEE  
RECOMMENDATION

- (1) *That the pilot program model be used to further develop and expand public spaces recycling in a graduated manner to City facilities, at City events, and to other City properties, including streetscapes, open spaces and parks; and*
- (2) *That Nestlé Waters Canada be thanked for their sponsorship of the program and for the donation of the recycling containers to the City of Richmond.*



Consent  
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24. **4252Q - AWARD OF CONTRACT FOR BATTERY-POWERED ICE  
RESURFACERS**  
(File Ref. No. 10-6000-01) (REDMS No. 3442708)

PWT-79

See Page **PWT-79** for full report

PUBLIC WORKS & TRANSPORTATION COMMITTEE  
RECOMMENDATION

- (1) *That Contract 4252Q, for the Supply and Delivery of Five Battery-Powered Ice Resurfacers, be awarded to Vimar Equipment Ltd. at a total cost of \$453,430.00, plus applicable taxes and levies;*
- (2) *That the additional required funding of \$288,738.50 be approved with funding from the Public Works Equipment Reserve and that the 2012 Capital Budget and the 5-Year Financial Plan (2012-2016) be adjusted accordingly.*



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## CONSIDERATION OF MATTERS REMOVED FROM THE CONSENT AGENDA

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### NON-CONSENT AGENDA ITEMS

25. **RECISSION OF THE MOTION TO ADOPT ROAD CLOSURE AND  
REMOVAL OF ROAD DEDICATION BYLAW NO. 8845 (PORTION  
OF ROAD ADJACENT TO 3391 SEXSMITH ROAD)**  
(File Ref. No.: ) (REDMS No. 3439972, 3479747)

CNCL-63

See Page CNCL-63 for full report

#### STAFF RECOMMENDATION

*That Resolution No. R12/2-8 with respect to the adoption of Road Closure and Removal of Road Dedication Bylaw No. 8845 (Portion of Road Adjacent to 3391 Sexsmith Road), be rescinded.*

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### PUBLIC DELEGATIONS ON NON-AGENDA ITEMS

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

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CNCL-67

Richard Dubras, Richmond Addiction Services (RAS), to speak about the current level of funding received from the BC Responsible and Problem Gambling Program to support portions of RAS treatment and prevention programs.

27. *Motion to rise and report.*

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### RATIFICATION OF COMMITTEE ACTION

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## PUBLIC ANNOUNCEMENTS AND EVENTS

## NEW BUSINESS

## BYLAWS FOR ADOPTION

- |                |   |                          |
|----------------|---|--------------------------|
| <b>CNCL-75</b> | Public Health Protection Bylaw No. 6989, Amendment <b>Bylaw No. 8855</b><br>Opposed at 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> Readings – Cllr. Au.                       | <input type="checkbox"/> |
| <b>CNCL-77</b> | Noise Regulation <b>Bylaw No. 8856</b><br>Opposed at 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> Readings – Cllr. Au.   | <input type="checkbox"/> |
| <b>CNCL-93</b> | Municipal Ticket Authorization Bylaw No. 7321, Amendment <b>Bylaw No. 8857</b><br>Opposed at 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> Readings – Cllr. Au.                 | <input type="checkbox"/> |
| <b>CNCL-95</b> | Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment <b>Bylaw No. 8858</b><br>Opposed at 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> Readings – Cllr. Au. | <input type="checkbox"/> |

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**CNCL-97**      Richmond Zoning Bylaw No. 8500, Amendment **Bylaw No. 8597**  
(10071 Williams Road, RZ 07-379075)  
Opposed at 1<sup>st</sup> Reading – None.  
Opposed at 2<sup>nd</sup>/3<sup>rd</sup> Readings – None.



## DEVELOPMENT PERMIT PANEL

### 28. RECOMMENDATION

See DPP Plan Package (distributed separately) for full hardcopy plans  
or Page **CNCL-99** in the Council eAgenda

**CNCL-99**  
**CNCL-111**

- (1) *That the minutes of the Development Permit Panel meeting held on Wednesday, January 25, 2012, and the Chair's report for the Development Permit Panel meetings held on January 25, 2012, be received for information; and*
- (2) *That the recommendations of the Panel to authorize the issuance of a Development Permit (DP 11-584282) for the property at 9811 Ferndale Road (formerly 9791 & 9811 Ferndale Road and 6071, 6091 & 6131 No. 4 Road) be endorsed, and the Permits so issued.*



## ADJOURNMENT







## Regular Council Meeting for Public Hearings

Monday, February 20, 2012

Place: Council Chambers  
Richmond City Hall  
6911 No. 3 Road

Present: Mayor Malcolm D. Brodie  
Councillor Chak Au  
Councillor Linda Barnes  
Councillor Derek Dang  
Councillor Evelina Halsey-Brandt  
Councillor Ken Johnston  
Councillor Bill McNulty  
Councillor Linda McPhail  
Councillor Harold Steves

Gail Johnson, Acting Corporate Officer

Call to Order: Mayor Brodie opened the proceedings at 7:00 p.m.

**1. Official Community Plan Amendment Bylaw 8817 and Zoning Amendment Bylaw 8818 (RZ 09-466062)**

(Location: 6160 London Road & 13100, 13120, 13140, 13160 and 13200 No. 2 Road; Applicant: Oris Development (Kawaki) Corp.)

*Applicant's Comments:*

The applicant was available to answer questions.

*Written Submissions:*

- (a) Damian Gorman, #305-6077 London Road (Schedule 1)
- (b) Kathleen Beaumont, 6415 London Road (Schedule 2)



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*Submissions from the floor:*

Kathleen Beaumont, 6415 London Road stated that she is pleased with the overall concept of the proposed development but stated the following concerns: (i) there are few places in the neighbourhood where outdoor play can take place, and current residents are concerned that basketball games are played in laneways; (ii) there should be a reduction in the use of exposed concrete, as it gives the appearance of an industrial development, and this could be softened by the use of plant material; (iii) utility cables should be buried; (iv) a landscape plan that is well-defined and generous with trees and shrubs should be considered; and (v) streetscapes should have clear design guidelines, and should limit the use of bright white concrete surfaces.

PH12/2-1

It was moved and seconded

*That OCP Amendment Bylaw 8817 and Zoning Amendment Bylaw 8818 each be given second and third readings.*

**CARRIED**

**2A. Proposed Single-Family Lot Size Policy 5448 (Section 23-5-6)**

**2B. Zoning Amendment Bylaw 8836 (RZ 11-578325)**

(Location: 10131 Bridgeport Road; Applicant: Harpreet Johal)

*Applicant's Comments:*

The applicant was available to answer questions.

*Written Submissions:*

None.

*Submissions from the floor:*

None.



**Regular Council Meeting for Public Hearings**  
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PH12/2-2

It was moved and seconded

*That Single-Family Lot Size Policy 5448 for the area bounded by Bridgeport Road on the south, River Drive on the north, Shell Road on the east and No. 4 Road on the west (Section 23-5-6), adopted by Council on September 16, 1991, be amended to permit properties along Bridgeport Road between No. 4 Road and McKessock Avenue to rezone and subdivide in accordance with the provisions of Compact Single Detached (RC2) or Coach Houses (RCH) provided there is lane access.*

**CARRIED**

PH12/2-3

It was moved and seconded

*That Zoning Amendment Bylaw 8836 be given second and third readings.*

**CARRIED**

**3. Official Community Plan Amendment Bylaws 8837 (Capstan Station) & 8838 (RZ 06-349722) and Zoning Amendment Bylaws 8839 (Capstan Station) & 8840 (RZ 06-349722)**

(Location: 8800, 8820, 8840, 8880, 8900, 8920, 8940, and 8960 Patterson Road and 3240, 3260, 3280, 3320, and 3340 Sexsmith Road; Applicant: 0754999 BC Ltd.)

*Applicant's Comments:*

The applicant was available to answer questions.

*Written Submissions:*

- (a) Anne Murray, Vice President, Community and Environmental Affairs, Vancouver Airport Authority, Richmond (Schedule 3)
- (b) Dhama Sahota, 13890 Crescent Road, White Rock (Schedule 4)

*Submissions from the floor:*

None.

PH12/2-4

It was moved and seconded

*That OCP Amendment Bylaws 8837 and 8838 and Zoning Amendment Bylaws 8839 and 8840 each be given second and third readings.*

**CARRIED**



**Regular Council Meeting for Public Hearings**  
**Monday, February 20, 2012**

**4. Official Community Plan Amendment Bylaw 8841 and Zoning Amendment Bylaw 8842 (RZ 10-544729)**

(Location: 3391 and 3411 Sexsmith Road, together with a portion of unopened City lane on the north side of Capstan Way between Sexsmith Road and No. 3 Road; Applicant: Pinnacle International (Richmond) Plaza Inc.)

*Applicant's Comments:*

The applicant was available to answer questions.

*Written Submissions:*

- (a) Anne Murray, Vice President, Community and Environmental Affairs, Vancouver Airport Authority, Richmond (Schedule 5)

*Submissions from the floor:*

Ms. Cushla Curtis, 9400 Patterson Road, queried: (i) if the pre-loading of the site would affect the water table within a kilometre of the proposed development; (ii) if pile driving would be done on the subject site; (iii) whether mature trees on site would be retained; (iv) if children who live on the site, and go to elementary school would have to cross Garden City Road, a busy artery; and (v) if there is space within the proposed development for a community garden.

PH12/2-5

It was moved and seconded

***That OCP Amendment Bylaw 8841 and Zoning Amendment Bylaw 8842 each be given second and third readings.***

**CARRIED**

**5. Zoning Amendment Bylaw 8850 (RZ 11-591646)**

(Location: 10380 Williams Road; Applicant: Rumi Eruchshaw Mistry)

*Applicant's Comments:*

The applicant was available to answer questions.

*Written Submissions:*

None.

*Submissions from the floor:*

None.



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PH12/2-6                    It was moved and seconded  
                                 *That Zoning Amendment Bylaw 8850 be given second and third readings.*  
                                 **CARRIED**

6.    **Zoning Amendment Bylaw 8851 (RZ 11-581922)**  
      (Location: 9271 Francis Road; Applicant: Ranjit Pooni)

*Applicant's Comments:*

The applicant was not present.

*Written Submissions:*

- (a)   Rajpal Johal, 8888 Heather Street (Schedule 6)

*Submissions from the floor:*

None.

PH12/2-7                    It was moved and seconded  
                                 *That Zoning Amendment Bylaw 8851 be given second and third readings.*  
                                 **CARRIED**

7.    **Zoning Amendment Bylaw 8860**  
      (Location: City-wide; Applicant: City of Richmond)

*Applicant's Comments:*

City staff was available to answer questions.

*Written Submissions:*

None.

*Submissions from the floor:*

None.

PH12/2-8                    It was moved and seconded  
                                 *That Zoning Amendment Bylaw 8860 be given second and third readings.*  
                                 **CARRIED**



**Regular Council Meeting for Public Hearings**  
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PH12/2-9                      *That Zoning Amendment Bylaw 8860 be adopted.*

**CARRIED**

**ADJOURNMENT**

PH12/2-10                      It was moved and seconded  
   *That the meeting adjourn (7:40 p.m.).*

**CARRIED**

Certified a true and correct copy of the  
Minutes of the Regular Meeting for Public  
Hearings of the City of Richmond held on  
Monday, February 20, 2012.

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Mayor (Malcolm D. Brodie)

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Acting Corporate Officer  
City Clerk's Office (Gail Johnson)

**MayorandCouncillors**

**From:** City of Richmond Website [webgraphics@richmond.ca]  
**Sent:** February 15, 2012 8:53 PM  
**To:** MayorandCouncillors  
**Subject:** Send a Submission Online (response #624)  
**Categories:** 12-8060-20-8817/8818

|                           |
|---------------------------|
| <b>To Public Hearing</b>  |
| Date: FEB 20, 2012        |
| Item # 1                  |
| Re: Bylaws 8817<br>+ 8818 |

**Schedule 1 to the Minutes of  
the Council Meeting for  
Public Hearing held on  
Monday, February 20, 2012.**

Send a Submission Online (response #624)

**Survey Information**

|                       |                                      |
|-----------------------|--------------------------------------|
| Site:                 | City Website                         |
| Page Title:           | Send a Submission Online             |
| URL:                  | http://cms.richmond.ca/Page1793.aspx |
| Submission Time/Date: | 2/15/2012 8:53:07 PM                 |

**Survey Response**

|   |  |
|---|--|
| Your Name:                                | Damian Gorman  |
| Your Address:                             | #305 6077 London Road Richmond BC V7E 0A7  |
| Subject Property Address OR Bylaw Number: | 8817 and 8818  |
| Comments:                                 | #1 When is the anticipated ground breaking date? #2 How long will construction take? #3 Is it anticipated the development will increase the residential property values? |



CNCL - 21

Kathleen Beaumont  
6415 London Rd  
Richmond  
V7E 6V5  
Saturday, September 24, 2011

**Schedule 2 to the Minutes of  
the Council Meeting for  
Public Hearing held on  
Monday, February 20, 2012.**

|                           |
|---------------------------|
| To Public Hearing         |
| date: FEB 20, 2012        |
| am # 1                    |
| Re: Bylaws 8817 &<br>8818 |

Re: Re zone application RZ-09-466062  
Attn: Francisco Molina

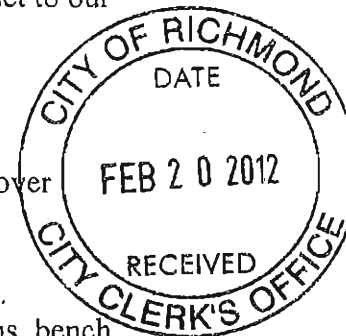
Dear Francisco,

Further to our telephone discussion last week on the proposed development at London Road, I would like to take this opportunity to summarize my comments in writing in order that you can add them to the development file. I also look forward to the opportunity of making a brief presentation at the public hearing in the near future.

In general I am pleased with the development concept and think it will be a great asset to our community.

Some of the more specific items I will be looking for in the final design will be:

1. Outdoor children's play areas.
2. Limited use of exposed concrete, with veneer stone where possible used to cover foundations and planters.
3. Buried Utility Cables
4. Well-defined and generous landscape plan including mature trees and shrubs.
5. Clear design guidelines for streetscapes including street lighting, garbage cans, bench seating, bike stalls and street pavement, with limited use of bright white concrete surfaces and the application of wood finishes wherever possible.



As discussed my biggest concern lies in the availability of recreational space.

Some of the Condo/ Townhouses developments on Princess Lane and London Rd have limited provision for play areas and those that are available are for very small children. Children who are a little more independent around the ages of 8-14 have no play areas at all. Narrow car-lanes between our tightly spaced homes have become their playgrounds. Strata Councils are continually challenged by noise complaints resulting from children playing basketball under the windows and balconies of the residents. Not only is this noise invasive and intolerable but also children playing in traffic laneways is also dangerous. Basketball hoops have become the biggest generator of noise and many Strata's are looking to prohibit them. We need an alternative for the children who are living in tightly packed neighborhoods without front or back yards to play in.

Densities have increased in the London and No 2 Rd areas but developers and the City have allowed for token amounts of breathing space between buildings. Just because we are within walk distance of the river and the dyke doesn't make it any more acceptable to be crammed into living spaces like sardines.

In contrast, a typical large subdivision blocks within the greater Richmond community has playing fields and game courts at the centre of each city block. As far as I am aware the community plan for South Steveston makes no such provision. The closest school playground is located at Tomekichi Homma Elementary near Britannia Heritage Shipyard, which is more than 1km from my neighbourhood.

Developments located in the London Rd, Princess Lane and South No 2 Road areas are all high density mixed use buildings. It would be interesting to look at the data to see what exactly the

density is for this area; I would speculate that it's generally higher than most neighborhoods. Overall, there exists a healthy mix of retired, middle age and young families in the neighborhood. More recent developments such as London Landing, Currents and now the proposed new development plan come with little no outdoor recreational space for children.

With an increasing population and densities in this area we have reached a point where we need to review our community plan and ask the question as to how we may accommodate play areas including a basketball court for active young people in the community.

Ideally I would like to see some provision made within the rezoning plan and development plan for RZ-09-46602

I am therefore requesting on behalf of my neighborhood that consideration be given to providing space with a basket ball court in the proposed plan.

Regards,

Kathleen Beaumont

VANCOUVER  
AIRPORT  
AUTHORITY

**Schedule 3 to the Minutes of  
the Council Meeting for  
Public Hearing held on  
Monday, February 20, 2012.**

|                          |                       |
|--------------------------|-----------------------|
| <b>To Public Hearing</b> |                       |
| Date:                    | FEB. 20, 2012         |
| Item #                   | 3                     |
| Re:                      | Bylaws 8837 +<br>8838 |

15 February 2012

Ms. Gail Johnson  
Manager – Legislative Services  
City Clerk's Office  
CITY OF RICHMOND  
6911 No. 3 Road  
Richmond, BC  
V6Y 2C1

Via Fax: 604-278-5139

Dear Ms. Johnson:

**RE: Proposed Official Community Amendment Bylaws 8837 and 8838**

This letter is in regard to Bylaws 8837 and 8838 that propose the rezoning of properties located at 8800, 8820, 8840, 8880, 8900, 8920, 8940 and 8960 Patterson Road and 3240, 3260, 3320 and 3340 Sexsmith Road from Single Detached (RS1/F) to High Rise Apartment and Artist Residential tenancy Studio Units (ZHR10).

These properties are located in an area that is deemed incompatible for new residential developments according to the Transport Canada land use recommendations due to high levels of aircraft noise.

Vancouver Airport Authority agrees with the Transport Canada recommendations and we do not support this rezoning application which would significantly increase the number of Richmond residents exposed to high levels of aircraft noise at their home. Aircraft arriving and departing from the existing runways at Vancouver International Airport (YVR) affect this area now, with the number of operations predicted to grow in the future.

We know the future success of Richmond and YVR are closely linked. There are 23,600 jobs at YVR. One quarter of the people who work at the airport live in Richmond and 7% of Richmond households are supported by direct employment at YVR. The Airport Authority is working hard to reduce community aircraft noise concerns and want to do so in continuing partnership with the City of Richmond.

Thank you for the opportunity to review and comment.

Sincerely yours,

Anne Murray  
Vice President  
Community & Environmental Affairs

P.O. BOX 23750  
AIRPORT POSTAL OUTLET  
RICHMOND, BC CANADA V7B 1Y7  
WWW.YVR.CA

TELEPHONE 604.276.6500  
FACSIMILE 604.276.6605

**CNCL - 24**

Attn: Director  
City Clerk's Office  
Re: 604-278-5139

To: Mayor and Councillors  
City of Richmond

|                   |                       |
|-------------------|-----------------------|
| To Public Hearing |                       |
| Date:             | FEB 20, 2012          |
| Item #            | 3                     |
| Re:               | Bylaws 8837 +<br>8838 |

Schedule 4 to the Minutes of  
the Council Meeting for  
Public Hearing held on  
Monday, February 20, 2012.

Public Hearing on February 20, 2012 Re:  
Official Community Plan Amendment Bylaws 8837 & 8838 and Zoning Amendment  
Bylaws 8839 & 8840. Properties on Sexsmith & Patterson Roads & Applicant 0754999  
BC. Ltd

I, Dhama Sahota, authorized signatory of Kaardaman Gurkicod Ltd, the registered owner of 3200 Sexsmith Road, Richmond, B.C. which is immediately adjacent and abutting the subject proposed development. I have owned the property at 3220 Sexsmith since 1973 and was a resident of Richmond until 1980.

In principle, I support the proposed development as the location and transportation network supports such a development, and provides for the much needed renewal of this area of Richmond while offering great economic benefits to the region.

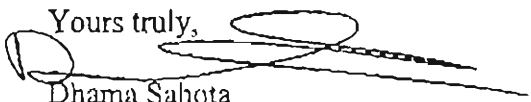
I do, however wish to voice the following concerns as this proposed development impacts my property most significantly:

1. My property at 3200 Sexsmith fronts on both Sexsmith and Patterson Roads, and the proposed development abuts my property on two sides. I would prefer if the applicant purchases my property and give their development a major added value and resolve some of the development issues. It is listed for sale on the MLS.
2. Should the applicant not purchase my property, and the proposed development is allowed my property's future development need to be protected firstly by way of facilitating similar building as proposed by the applicant on its lands, and secondly by registration of an easements/right of way on the applicants lands for a shared driveway for the future development of my property as described in the City Staff Report dated January 04, 2012.
3. I would like to ask for continued update on this development as it impacts my property most critically.

May I respectfully request the Mayor and Council for ensuring reasonable future development of my property and incorporating safeguards for same prior to issuance of the development permits to the applicant.

Thank you for your kind consideration for my concerns.

Yours truly,



Dhama Sahota  
13890 Crescent Road, White Rock, B.C., V4P 1K8  
Cel: 604-614-1134  
Bus: 604-594-9700  
Fax: 604-594-8274



CNCL - 25

VANCOUVER  
AIRPORT  
AUTHORITY

**Schedule 5 to the Minutes of  
the Council Meeting for  
Public Hearing held on  
Monday, February 20, 2012.**

|                    |
|--------------------|
| To Public Hearing  |
| Date: FEB 20, 2012 |
| Item # 4           |
| Re: Bylaw 8841     |

15 February 2012

Ms. Gail Johnson  
Manager – Legislative Services  
City Clerk's Office  
CITY OF RICHMOND  
6911 No. 3 Road  
Richmond, BC  
V6Y 2C1

Via Fax: 604-278-5139

Dear Ms. Johnson:

**RE: Proposed Official Community Amendment Bylaw 8841**

This letter is regarding Amendment Bylaw 8841 that proposes the rezoning of properties located at 3391 and 3411 Sexsmith Road from Single Detached (RS1/F) to Residential/Limited Commercial (RCL4).

These properties are located in an area that is deemed incompatible for new residential developments according to the Transport Canada land use recommendations due to high levels of aircraft noise.

Vancouver Airport Authority agrees with the Transport Canada recommendations and we do not support this rezoning application. Aircraft arriving and departing from the existing runways at Vancouver International Airport (YVR) affect this area now, with the number of operations predicted to grow in the future.

We know the future success of Richmond and YVR are closely linked. There are 23,600 jobs at YVR. One quarter of the people who work at the airport live in Richmond and 7% of Richmond households are supported by direct employment at YVR. The Airport Authority is working hard to reduce community aircraft noise concerns and want to do so in continuing partnership with the City of Richmond.

Thank you for the opportunity to review and comment.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Anne Murray', is written over a horizontal line.

Anne Murray  
Vice President  
Community & Environmental Affairs

**MayorandCouncillors**

**From:** City of Richmond Website [webgraphics@richmond.ca]  
**Sent:** February 20, 2012 2:52 PM  
**To:** MayorandCouncillors  
**Subject:** Send a Submission Online (response #626)

|                           |
|---------------------------|
| <b>To Public Hearing</b>  |
| <b>Date:</b> FEB 20, 2012 |
| <b>Item #</b> 6           |
| <b>Re:</b> Bylaw 8851     |

**Schedule 6 to the Minutes of  
the Council Meeting for  
Public Hearing held on  
Monday, February 20, 2012.**

**Send a Submission Online (response #626)****Survey Information**

|                       |                                      |
|-----------------------|--------------------------------------|
| Site:                 | City Website                         |
| Page Title:           | Send a Submission Online             |
| URL:                  | http://cms.richmond.ca/Page1793.aspx |
| Submission Time/Date: | 2/20/2012 2:51:14 PM                 |

**Survey Response**

|  |  |
|--|--|
| <b>Your Name:</b>                                    | Rajpal Johal   |
| <b>Your Address:</b>                                 | 8888 Heather Street  |
| <b>Subject Property Address OR<br/>Bylaw Number:</b> | RZ 11-581922 9271 Francis Road   |
| <b>Comments:</b>                                     | I am in favor of the development, as long as a solid brick wall be constructed, at least 6 feet high and positioned on the north property line, reducing the noise to the abutting property from vehicles in the rear alley that is proposed. In addition, all exterior lights should be shielded from shinning into the abutting properties. Also, the ditch on the Heather street, abutting the project should be filled in and a sidewalk be added. We would oppose a multi family zoning if the applicant attempts to change their mind. Density in the neighborhood is a current issue. Thank you,<br>Rajpal Johal and Nina Johal |







## Community Safety Committee

Date: Tuesday February 14, 2012

Place: Anderson Room  
Richmond City Hall

Present: Councillor Derek Dang, Chair  
Councillor Linda McPhail, Vice-Chair  
Councillor Ken Johnston  
Councillor Evelina Halsey-Brandt  
Councillor Bill McNulty  
Mayor Malcolm Brodie (arrived at 4:45 p.m.)

Also Present: Councillor Chak Au

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 Community Safety Committee held on Tuesday, December 13, 2011, be adopted as circulated.*

**CARRIED**

### NEXT COMMITTEE MEETING DATE

Tuesday, March 13, 2012, (tentative date) at 4:00 p.m. in the Anderson Room

### LAW AND COMMUNITY SAFETY DEPARTMENT

#### 1. INTRODUCTION OF INSPECTOR SEAN MALONEY

Renny Nessel, OIC, Richmond RCMP, introduced Inspector Sean Maloney and spoke briefly about Inspector Maloney's 30 year service and past experience with the RCMP.

**Community Safety Committee**  
**Tuesday, February 14, 2012**

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2. **RCMP'S MONTHLY REPORT – NOVEMBER 2011 ACTIVITIES**  
(File Ref. No. 09-5000-01) (REDMS No. 3422437)

3. **RCMP'S MONTHLY REPORT – DECEMBER 2011 ACTIVITIES**  
(File Ref. No. 09-5000-01) (REDMS No. 3441114)

OIC Nessel reviewed the RCMP statistics for November and December of 2011 and advised that: (i) robberies had increased as a result of street level, or curbside, theft of cell phones and tablets; and (ii) break-and-enters in residential homes has increased.

Discussion ensued regarding pedestrian safety issues and auxiliary constables.

In reply to a query, Phyllis Carlyle, General Manager, Law & Community Safety, advised that she and OIC Nessel had met to discuss activities at the City's Community Police Offices, such as South Arm, and Steveston, and that staff will come back to Committee with further information.

In response to the Chair's query regarding the increase in sexual offences, OIC Nessel confirmed that, historically, sexual offences occur between acquaintances, not strangers.

It was moved and seconded

- (1) *That the OIC's report entitled "RCMP's Monthly Report – November 2011 Activities" dated December 1, 2011, be received for information; and*
- (2) *That the OIC's report entitled "RCMP's Monthly Report – December 2011 Activities" dated January 5, 2012, be received for information.*

**CARRIED**

4. **COMMUNITY BYLAWS – NOVEMBER 2011 ACTIVITY REPORT**  
(File Ref. No. 12-8060-01) (REDMS No. 3428370)

5. **COMMUNITY BYLAWS - DECEMBER 2011 ACTIVITY REPORT**  
(File Ref. No. 12-8060-01) (REDMS No. 3457416)

In reply to a query Wayne Mercer, Manager, Community Bylaws, noted that it was unusual that two parking meters had been stolen in November, though it is not unusual for parking meters to be vandalized. He added that the stolen meters were located in a deserted warehouse.

It was moved and seconded

- (1) *That the staff report entitled "Community Bylaws – November 2011 Activity Report" dated December 14, 2011, from the General Manager, Law & Community Safety, be received for information.*
- (2) *That the staff report entitled "Community Bylaws - December 2011 Activity Report" dated January 23, 2012, from the General Manager, Law & Community Safety, be received for information.*

**CARRIED**

**Community Safety Committee**  
**Tuesday, February 14, 2012**

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**6. 2012/2013 RCMP ANNUAL PERFORMANCE PLAN – COMMUNITY PRIORITIES**

(File No. 09-5000-01)(REDMS No. 3459169)

OIC Nasset provided background information and in response to comments made by Committee, he noted that pedestrian safety and the development of a community policing presence in the City Centre were identified as objectives for the 2012/2013 performance plan.

Discussion ensued, and in particular regarding: (i) the measured outcomes of success for the 2010/2011 performance plan will be forthcoming soon; (ii) police presence, patrolling on foot, in the City Centre will continue; (iii) besides the two identified objectives, the RCMP will work to abate property-related crimes, and will work on all objectives to attain desired outcomes.

The Chair noted that the D.A.R.E. (Drug Abuse Resistance Education) Program is valuable to the students who participate.

It was moved and seconded

*That the two Community Objectives be selected, as identified in the staff report dated January 24, 2012 from the Officer In Charge, Richmond RCMP Detachment, for inclusion in the 2012/2013 Annual Performance Plan.*

**CARRIED**

**7. 2011 FOURTH QUARTER REPORT – RICHMOND FIRE-RESCUE**

(File No.)(REDMS No. 3432651)

John McGowan, Fire Chief, Richmond Fire-Rescue (RFR), in response to a query, stated that when 911 receives a call for assistance for a victim of assault, usually the RCMP response first but RFR and ambulance services also attend. He added that there is good communication among the attending parties.

It was moved and seconded

*That the report on Fire-Rescue's operations from October 1 to December 31, 2011 be received for information.*

**CARRIED**

**Community Safety Committee**  
**Tuesday, February 14, 2012**

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**8. CANADIAN COAST GUARD AUXILIARY (STATION 10)  
PROPOSED BOATHOUSE LOCATION**

(File No. 06-2345-20-ILAN1)(REDMS No. 3355625)

Mayor Brodie entered the meeting (4:45 p.m.)

In response to a query regarding the consultation undertaken with the Scotch Pond Heritage Cooperative (SPHC) Serena Lusk, Manager, Parks Programs and Dave Semple, General Manager, Parks and Recreation, advised that the SPHC's Executive Committee has accepted, in principle, the relocation of the Station 10, Richmond Coast Guard Auxiliary to Scotch Pond. It was noted that the SPHC's Annual General Meeting takes place in March.

- staff worked with members of Station 10, Richmond Coast Guard Auxiliary to review a wide range of potential locations for Station 10 to moor its vessel, and those potential locations, including Imperial Landing, are listed in Attachment 3 of the staff report;
- staff would undertake more consultation, and would come back to Committee with any financial implications;
- after the SPHC's Executive Committee takes the idea to its membership at the March Annual General Meeting, staff would come back to Committee;
- the agreement for the moorage of the Station 10, Richmond Coast Guard Auxiliary is an agreement between the City and the Coast Guard; and
- SPHC operates Scotch Pond under a license from the City and whether the relocation of Station 10, Richmond Coast Guard Auxiliary to Scotch Pond would modify that license in any way.

Brian Hobbs, Coxswain, Station 10, Richmond Coast Guard Auxiliary advised that he was available to respond to questions Committee might have. He noted that Station 10 has waited five years for a relocation site, and that another few weeks, to accommodate the SPHC's Annual General Meeting would be fine.

Mr. Hobbs submitted a report that summarized: (i) the work conducted by volunteer search and rescue in the City; (ii) cost savings incurred at all levels of government; and (iii) current support of other volunteer search and rescue stations. (The report is on file in the City Clerk's Office).

In response to a query, Mr. Hobbs advised that Station 10, Richmond Coast Guard Auxiliary has not yet had an opportunity to address the SPHC.

The Chair noted that negotiations have been between the City and SPHC.

A brief discussion ensued and there was general agreement that further consultation with the membership of SPHC should be undertaken, especially in light of the Cooperative's impending Annual General Meeting.

## Community Safety Committee

Tuesday, February 14, 2012

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

It was moved and seconded

*That:*

- (i) *the staff report entitled "Canadian Coast Guard Auxiliary (Station 10) Proposed Boathouse Location" be referred back to staff; and*
- (ii) *after further consultation with the Scotch Pond Heritage Cooperative, staff bring further information forward to the Community Safety Committee meeting, tentatively scheduled to take place on Wednesday, April 10, 2012.*

**CARRIED**

### 9. **CHAUFFEURS' PERMITS**

(File No. 09-5000-01)

Discussion ensued among OIC Nessel, Lainie Goddard, Manager, RCMP Administration, Ms. Carlyle and Committee regarding the process of Chauffeurs' Permits being renewed not on an annual basis, but on a biennial basis, and in particular on:

- what are the consequences to a person with a Chauffeurs' Permit who commits a criminal offence;
- the RCMP controls the issuance and approval of Chauffeur Permits;
- no fee is charged for the Chauffeurs' Permit, but a fee is charged for the Criminal Records Check required as part of the application process; and
- Chauffeurs' Permit processes at other municipalities.

In response to Committee's request that further information regarding the mechanism to cancel or suspend a Chauffeurs' Permit should the permit holder commit, and/or be charged with a criminal offence, OIC Nessel advised that: (i) further information will be furnished to Council before the Monday, February 27, 2012 Council meeting, and (ii) an oral report will be given by the OIC at the next meeting of the Community Safety Committee meeting, tentatively scheduled to take place on Tuesday, March 13, 2012.

It was moved and seconded

*That the requirement for the renewal of Chauffeurs' Permits be changed from an annual to a biennial basis beginning January 1, 2013 as outlined in the staff report dated January 31, 2012 from the OIC, RCMP Richmond Detachment.*

**CARRIED**

**Community Safety Committee**  
**Tuesday, February 14, 2012**

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**10. AIRCRAFT EMERGENCY RESPONSE WITHIN RICHMOND**

(File No.)(REDMS No. 3462128)

In response to a query Fire Chief McGowan, and Tim Wilkinson, Deputy Chief – Operations provided Committee with the following rationale for the viability of training RFR personnel to respond to aircraft emergencies: (i) a recognition of the need to educate RFR employees on specific hazards, and allow RFR personnel to understand the practices specific to aircraft emergency response and work more effectively with YVR emergency services personnel; and (ii) when incidents of aircraft emergency occur in the City, RFR staff will be able to manage these events with greater effectiveness and efficiency, thereby providing a safer community for residents.

Discussion ensued, and in particular with regard to: (i) RFR personnel remaining in Richmond, while external service and training providers would travel to Richmond to deliver the training; and (ii) RFR is working with YVR emergency services personnel to align training methods.

It was moved and seconded

*That the staff report entitled Aircraft Emergency Response Within Richmond, dated February 3, 2012 from the Fire Chief, be received for information.*

**CARRIED**

**11. FIRE CHIEF BRIEFING**

(Oral Report)

**(i) Pink Shirt Day, February 29, 2012**

Fire Chief McGowan reported that RFR personnel would wear pink T-shirts on February 29, 2012, in support of the Stop Bullying Campaign.

**(ii) CPR (Cardio Pulmonary Resuscitation) Saves Lives**

Deputy Chief Wilkinson noted that February is Heart Smart Month, and RFR supports programs that encourage the general public to get involved with CPR training. A media bulletin this month has reminded the public that CPR saves lives. He added that in the last year's last quarter, RFR responded to 24 cardiac-related calls.

**(iii) Pedestrian Safety Campaign – a joint initiative of RFR, RCMP, British Columbia Ambulance Service, ICBC, the City's Corporate Communications team, and Transportation**

## **Community Safety Committee**

### **Tuesday, February 14, 2012**

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OIC Nasset, Fire Chief McGowan, and Victor Wei, Director, Transportation, made a brief presentation to Committee and advised that: (i) the campaign is a joint initiative with full participation by many parties, including ICBC; (ii) on February 23, 2012, the campaign will have a presence at a selection of designated high traffic locations; and (iii) the initiative is Citywide, is ongoing, and will be directed at both pedestrians and drivers.

A brief discussion ensued during which comments were made that seniors are a vulnerable group of pedestrians, speeding vehicles within the City are a hazard, and an enforcement component is being explored.

#### **12. RCMP/OIC BRIEFING**

##### **(i) Downtown CPO - Regional IPREM Table Top**

OIC Nasset and Greg Scott, Director, Project Development provided an update on the progress of the Downtown Community Policing Office (CPO). Mr. Scott briefly noted that it is anticipated construction will be complete by the spring, the Office will then be furnished, and after that it will go into operation.

A comment was made that when RCMP headquarters moved out of the City Centre, residents could no longer drop into the centrally located building, but that the soon-to-be-completed Downtown CPO would provide the opportunity to drop in to speak with RCMP personnel.

##### **(ii) RCMP Deputy Commissioner Peter German**

OIC Nasset advised that Deputy Commissioner Peter German, a resident of Richmond, has announced his retirement from the force.

##### **(iii) Robberies of Cell Phones**

OIC Nasset advised that the RCMP is working on methods to dampen the market for stolen cell phones.

#### **13. MANAGER'S REPORT**

##### **(i) Mobile Medical – Temporary Placement at Gateway Theatre**

Deborah Procter, Manager, Emergency Programs, reported that British Columbia's Mobile Medical Unit, a 100 bed clinic and surgical unit, will be in Richmond, at the Gateway Theatre parking lot, during the week of February 27, 2012 for orientation and training of Richmond Hospital Staff.

Council is invited to tour the facility on Thursday, March 1, 2012.

**Community Safety Committee**  
**Tuesday, February 14, 2012**

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**(ii) Integrated Partnership for Regional Emergency Management**

Ms. Procter advised that 23 local authorities in Metro Vancouver have been invited to participate in an Integrated Partnership for a Regional Emergency Management tabletop exercise to examine regional emergency management issues.

The Thursday, February 16, 2012 event is a good opportunity for City staff to participate in the exercise that simulates the scenario of a 7.3 magnitude earthquake in the Georgia Strait.

**ADJOURNMENT**

It was moved and seconded

***That the meeting adjourn (5:40 p.m.).***

**CARRIED**

Certified a true and correct copy of the  
Minutes of the meeting of the Community  
Safety Committee of the Council of the  
City of Richmond held on Tuesday,  
February 14, 2012.

---

Councillor Derek Dang  
Chair

---

Sheila Johnston  
Committee Clerk



## General Purposes Committee

Date: Monday, February 20, 2012

Place: Anderson Room  
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair  
Councillor Chak Au  
Councillor Linda Barnes  
Councillor Derek Dang  
Councillor Evelina Halsey-Brandt  
Councillor Ken Johnston  
Councillor Bill McNulty  
Councillor Linda McPhail  
Councillor Harold Steves

Call to Order: The Chair called the meeting to order at 4:02 p.m.

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the General Purposes Committee held on Monday, February 6, 2012, be adopted as circulated.*

**CARRIED**

### COMMUNITY SERVICES DEPARTMENT

1. **2012 HEALTH, SOCIAL AND SAFETY GRANTS**  
(File Ref. No.) (REDMS No. 3468541)

A discussion took place between Lesley Sherlock, Social Planner, and Committee members, and the following was noted:

- applicants had responded favourably to the shorter application form for minor grants, as well as the availability of three-year funding;

## **General Purposes Committee**

**Monday, February 20, 2012**

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- figures are rounded-up to the nearest dollar as a result of the cost of living increase and other factors, therefore some figures may appear to be out of sync such as the \$1100 amount allocated to the Family Integration and Resource Support Team (FIRST). A suggestion was then made to round-up the grant amount to \$1500 for FIRST;
- 2012 was the first year in which the grant applicants were requested to fill out the Grant Application Summary Sheet, therefore certain pieces of information that have been available in previous years, when City staff filled out the summary sheets, may have been left out;
- a grant amount does not necessarily reflect the value of a group or its programs, the Grant Review Committee takes into consideration factors such as: (i) the length of time a group has been applying for grants, (ii) access to other sources of funding; and (iii) the consistency of community benefits realized by a group's services; and
- the Multicultural Helping House Society grant provides operating assistance for ongoing activities in partnership with the Chinese Mental Wellness Association of Canada. The Helping House Society no longer has an office located in Richmond, and the Society's Richmond services are not as widely available as previously, therefore the grant amount has been reduced accordingly.

With respect to future grant applications, staff was requested to review the applicants' comments provided in the Grant Application Summary Sheet, and provide staff comments in addition to those of the applicants'. It was also noted that it would be helpful if staff provided information relating to the number of people served by the programs offered by the groups as well as how many of those served are Richmond residents.

It was moved and seconded

***That, as per the report from the General Manager of Community Services, dated January 27, 2012, with an additional \$400 to the Family Integration and Resource Support Team (FIRST):***

- (1) ***Health, Social and Safety Services Grants be awarded for the recommended amounts, and cheques disbursed for a total of \$530,637 (additional \$400 included); and***
- (2) ***The following applicants be recommended for the first year of a three-year funding cycle, based on Council approval of each subsequent year of funding:***

## General Purposes Committee

Monday, February 20, 2012

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- (a) *Big Sisters of the Lower Mainland;*
- (b) *Canadian Mental Health Association – Richmond Branch;*
- (c) *CHIMO Crisis Services;*
- (d) *Family Services of Greater Vancouver;*
- (e) *Richmond Addiction Services;*
- (f) *Richmond Family Place;*
- (g) *Richmond Multicultural Community Services;*
- (h) *Richmond Youth Service Agency; and*
- (i) *Volunteer Richmond Information Services Society.*

The question on the motion was not called as comments were made about the benefits of the City Grant Program realized by the groups, how new groups are encouraged to seek partnerships, and funding responsibilities in other jurisdictions.

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

## PARKS & RECREATION DEPARTMENT

### 2. **2012 PARKS, RECREATION AND COMMUNITY EVENTS GRANTS** (File Ref. No. 03-1085-01/2012-Vol 01) (REDMS No. 3467295)

Serena Lusk, Manager, Parks Programs, circulated a revised version of attachment 2 of the report, attached as **Schedule 1**, and forming part of these minutes. Ms. Lusk noted that the figure under the *2012 Proposed Awards* for the *Total Parks, Recreation and Community Events Requests*, had changed to \$94,224.

A discussion then ensued about:

- the feasibility of changing the grant amounts allocated to: (i) the Richmond Agricultural and Industrial Society from \$7,247 to \$7,250; and (ii) KidSport - Richmond Chapter from \$6,212 to \$6,250;
- the feasibility of awarding a grant to the Richmond Rockets Speed Skating Club;
- the eligibility for a three-year funding cycle. It was noted that an applicant must have received a grant in each of the previous five years to be eligible;
- the proposed \$3000 grant award to the Steveston Community Society. It was noted that the funds would allow the Society to hire staff to plan and raise further funding for the Sockeye Spin road race; and

## General Purposes Committee

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- how the grant monies to KidSport are used for registration only. It was noted that KidSport receives support and contributions from other community organizations, including schools, the Rotary Club, and various sports teams.

It was moved and seconded

(1) *That:*

- (a) *the Richmond Agricultural and Industrial Society be awarded a total grant amount of \$7,250;*
- (b) *KidSport - Richmond Chapter be awarded a total grant amount of \$6,250;*
- (c) *an additional grant of \$500 be awarded to the Richmond Rockets Speed Skating Club;*

*for a total additional increase of \$541;*

- (2) *That Parks, Recreation and Community Events Grants be allocated and cheques disbursed for a total of \$94,765 (additional \$541 grants included); as identified in attachment 2 of the report, Parks, Recreation and Community Events City Grants dated February 2<sup>nd</sup> 2012, from the Senior Manager, Parks and the Acting Director, Recreation; and*
- (3) *That the Richmond Summer Programs be recommended for the first year of a three-year funding cycle, based on Council approval of each subsequent year of funding.*

**CARRIED**

## ENGINEERING & PUBLIC WORKS DEPARTMENT

### 3. **ESTABLISHMENT OF THE CAPSTAN STATION CAPITAL RESERVE FUND**

(File Ref. No.: 12-8060-01/2011-Vol 01) (REDMS No. 342845)

It was moved and seconded

*That Capstan Station Capital Reserve Fund Establishment Bylaw No. 8854 be introduced and given first, second and third reading.*

**CARRIED**

## General Purposes Committee

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### CHILDCARE DEVELOPMENT GRANTS

Councillor Evelina Halsey-Brandt inquired about the status of the follow-up on the new Terms of Reference for the Child Care Development Grant Program which was revised to expand their ability to recommend grants for more than minor capital expenses.

Staff advised that the Childcare Statutory Reserve fund was originally established for capital expenses only, and that the matter must be reviewed to expand the uses of the fund. The process may involve a bylaw amendment. Staff also advised that a report on the matter is forthcoming to the March 6, 2012 Planning Committee meeting.

### DELEGATION

De Whalen, 13631 Blundell Road, stated that she was speaking on behalf of the Richmond Poverty Response Committee, and thanked the City for the \$5,000 grant. Ms. Whalen then spoke about the Rental Connect Project, noting that the Project's aim was to connect low income tenants with landlords with a social conscience. She also stated that there was a need to educate and engage landlords to address the gap in housing for low income tenants. Prior to conclusion, Ms. Whalen expressed concerns about how the Committee has had difficulties finding City venues at no charge to host workshops and educational seminars, and asked if it was possible for the City to provide venues for such events in-kind.

### ADJOURNMENT

It was moved and seconded

*That the meeting adjourn (4:53 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Monday, February 20, 2012.

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Mayor Malcolm D. Brodie  
Chair

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Shanan Dhaliwal  
Executive Assistant  
City Clerk's Office

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Parks, Recreation Community Events - Recommended Grant Allocation

Schedule 1 to the minutes of the  
General Purposes Committee  
meeting held on Monday, February  
20, 2012

ATTACHMENT 2

| APPLICANT  | 2011<br>AWARD* | 2012<br>REQUEST  | Major /<br>Minor / 3<br>year** | 2012<br>Proposed<br>Award | Comments   |
|--|----------------|------------------|--------------------------------|---------------------------|--|
| 1 East Richmond Community Association                          |                | \$1,500          | Minor                          | \$1,500                   | To support the Summer Fun Nights event   |
| 2 Hamilton Community Association                               | \$1,015        | \$1,500          | Minor                          | \$1,500                   | Increase from last year to support Hamilton Festival   |
| 3 The Kehila Society   | n/a            | \$5,000          | Minor                          | \$1,000                   | To support Jewish Film Festival in Richmond  |
| 4 KidSport - Richmond Chapter                                  | \$6,090        | \$10,000         | Major                          | \$6,212                   | Same level plus cost of living increase; to assist children in low-income families to access sport and recreation opportunities                                |
| 5 Richmond Agricultural & Industrial Society                   | \$7,105        | \$18,055         | Major / 3 years                | \$7,247                   | Same level plus cost of living increase; to support the Salmon Festival and Steveston Farmer's and Artisan's Market  |
| 6 Richmond Chinese Community Society                           | \$2,538        | \$33,500         | Major                          | \$3,000                   | Increase to support delivery of recreation programs.   |
| 7 Richmond City Centre Community Association                   | \$4,060        | \$14,900         | Major                          | \$10,000                  | Increase from last year to support delivery of after school program for low-asset children.  |
| 8 Richmond Fitness & Wellness Association                      | \$2,030        | \$10,000         | Major                          | \$9,000                   | Significant increase to support delivery of the Walk Richmond Program which helps meet the desired outcomes of both the Sport for Life and Wellness Strategies |
| 9 Richmond Rockets Speed Skating Club                          | n/a            | \$5,000          | Minor                          | \$0                       | Denied; A grant is not recommended for this group as no additional secured funding partners or working partnerships have been identified.                      |
| 10 Steveston Community Society                                 | \$1,015        | \$35,344         | Major / 3 years                | \$3,000                   | Increase to support the hiring of staff to deliver future Sockeye Spin road race   |
| 11 Richmond Summer Project c/o Steveston Community Society     | \$50,750       | \$50,000         | Major                          | \$51,765*                 | Same level plus cost of living increase; to support low cost summer programs   |
| <b>TOTAL Parks, Recreation &amp; Community Events Requests</b> |                | <b>\$184,799</b> |                                | <b>\$94,224</b>           |  |
| Total Funding Available  |                | \$96,587         |                                | \$96,587                  |  |
| GAP  |                | -\$88,212        |                                | <b>\$2,363</b>            |  |

\*includes cost of living increase

\*\*Minor = greater than \$5000; Major = greater than \$5000; 3 year = applicants receiving City Grants for a minimum of the five most recent consecutive cycles will have the option of applying for a maximum three-year funding cycle.



## Planning Committee

Date: Tuesday, February 21, 2012

Place: Anderson Room  
Richmond City Hall

Present: Councillor Bill McNulty, Chair  
Councillor Evelina Halsey-Brandt, Vice-Chair  
Councillor Chak Au  
Councillor Linda Barnes  
Councillor Harold Steves  
Mayor Malcolm Brodie (arrived at 4:32 p.m.)

Also Present: 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 Planning Committee held on Tuesday, February 7, 2012, be adopted as circulated.*

**CARRIED**

## NEXT COMMITTEE MEETING DATE

Tuesday, March 6, 2012, (tentative date) at 4:00 p.m. in the Anderson Room.

It was agreed that the Agenda would be varied and that Item 7. would be addressed after discussion of Items 1. through 6., and Items 8. and 9., but before the Manager's Report.

## COMMUNITY SERVICES DEPARTMENT

1. **HOUSING AGREEMENT (LEGACY PARK LANDS LIMITED)  
BYLAW NO. 8853 - TO SECURE MARKET RENTAL HOUSING  
UNITS LOCATED IN 14000 AND 14088 RIVERPORT WAY**  
(File Ref. No. 12-8060-20-8853) (REDMS No. 3424066)

In response to a query, Brian J. Jackson, Director of Development, stated that even if the building is sold to another owner, the market rental housing units remain as affordable housing units in perpetuity.

It was moved and seconded

*That Bylaw No. 8853 be introduced and given first, second, and third readings to permit the City, once Bylaw No. 8853 has been adopted, to enter into a Housing Agreement substantially in the form attached hereto, in accordance with the requirements of s. 905 of the Local Government Act, to secure the market rental housing units required by Zoning Text Amendment Application No. 11-565675.*

**CARRIED**

## PLANNING & DEVELOPMENT DEPARTMENT

2. **JAING ZHU HAS APPLIED TO THE CITY OF RICHMOND FOR  
PERMISSION TO REZONE 9780 ALBERTA ROAD FROM SINGLE  
DETACHED (RS1/F) TO TOWN HOUSING (ZT60) – NORTH  
MCLENNAN (CITY CENTRE) IN ORDER TO CREATE SIX (6)  
TOWNHOUSE UNITS.**  
(File Ref. No. 12-8060-20-8812, RZ 11-566870) (REDMS No. 3315070)

It was moved and seconded

*That Bylaw 8812, for the rezoning of 9780 Alberta Road from "Single Detached (RS1/F)" to "Town Housing (ZT60) – North McLennan (City Centre)". be introduced and given first reading.*

**CARRIED**

3. **APPLICATION BY YASEEN GREWAL, BALBIR RANDHAWA AND  
SARBJIT RANDHAWA FOR REZONING AT 10180/10200  
FINLAYSON DRIVE FROM TWO-UNIT DWELLINGS (RD1) TO  
SINGLE DETACHED (RS2/B)**  
(File Ref. No. 12-8060-20-8863, RZ 11-594451) (REDMS No. 3455139)

In response to a query, Mr. Jackson advised that the application met the 'fast track' criteria and that it was ready for consideration by Committee three months after the applicant submitted the complete application to the City.

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**Planning Committee**  
**Tuesday, February 21, 2012**

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It was moved and seconded

*That Bylaw No. 8863, for the rezoning of 10180/10200 Finlayson Drive from "Two-Unit Dwellings (RD1)" to "Single Detached (RS2/B)", be introduced and given first reading.*

**CARRIED**

**4. APPLICATION BY HARBINDER BAHD FOR REZONING AT 8631 FRANCIS ROAD FROM SINGLE DETACHED (RS1/E) TO COACH HOUSES (RCH)**

(File Ref. No. 12-8060-20-8866, RZ 11-587257) (REDMS No. 345727)

In response to queries, Mr. Jackson advised that:

- the required storm sewer extension along the entire frontage on Francis Road would result in the elimination of the ditch that is currently on that frontage; and
- the coach houses above the garages measure approximately 650 to 700 square feet.

In response to a further query, Mr. Jackson advised that staff could look into the rental rate for the market rental units.

A brief discussion took place between staff and Committee with regard to the number of affordable housing units in the City, and the following advice was provided by Joe Erceg, General Manager, Planning and Development: the City has 1,346 affordable units secured through the City's policies and this number includes: (i) 303 market rental units; (ii) 352 secondary suites; and (iii) 95 coach houses.

A suggestion was made that the Chair work with the Corporate Communications team to draft a newspaper article, and a press release regarding the City's inventory of affordable housing units.

It was moved and seconded

*That Bylaw No. 8866, for the rezoning of 8631 Francis Road from "Single Detached (RS1/E)" to "Coach Houses (RCH)", be introduced and given first reading.*

**CARRIED**

**Planning Committee**  
**Tuesday, February 21, 2012**

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5. **KHALID HASAN HAS APPLIED TO THE CITY OF RICHMOND FOR PERMISSION TO REZONE 9500, 9520 AND 9540 GRANVILLE AVENUE FROM "SINGLE DETACHED (RS1/F)" TO "MEDIUM DENSITY TOWNHOUSES (RTM2)" IN ORDER TO DEVELOP A 16 UNIT 2 STOREY TOWNHOUSE DEVELOPMENT**  
(File Ref. No. 12-8060-20-8868, RZ 11-581552) (REDMS No. 3465853)

Discussion ensued between staff and Committee and especially with regard to: (i) parking stalls are side-by-side, not tandem; (ii) .65 floor area ratio is being recommended; (iii) the crosswalk at Ash and Granville is being upgraded at an approximate cost of \$15,000; (iv) a trellis will cover the bicycle parking area; and (v) when a strata council can change the configuration of a "tot lot" play area without filing a development permit application, and when a strata council has to file a development permit application.

The Chair commented that the applicant might want to consider a softer surface than asphalt for the outdoor amenity area.

It was moved and seconded

*That Bylaw No. 8868 for the rezoning of 9500, 9520 and 9540 Granville Avenue from "Single Detached, (RS1/F)" to "Medium Density Townhouses (RTM2)", be introduced and given first reading.*

**CARRIED**

6. **APPLICATION BY PACIFIC COASTAL HOMES LTD. FOR REZONING AT 4771 DUNCLIFFE ROAD FROM SINGLE DETACHED (RS1/E) TO SINGLE DETACHED (RS2/A)**  
(File Ref. No. 12-8060-20-8869, RZ 11-577322) (REDMS No. 3444628)

It was moved and seconded

*That Bylaw No. 8869, for the rezoning of 4771 Duncliff Road from "Single Detached (RS1/E)" to "Single Detached (RS2/A)", be introduced and given first reading.*

**CARRIED**

8. **APPLICATION BY BASTION DEVELOPMENT CORPORATION FOR RICHMOND ISLAND**  
(File Ref. No. 12-8060-20-8861) (REDMS No. 3428095)

Mr. Jackson gave background information on the application by Bastion Development Corporation for water utility services by the City of Vancouver for a commercial marina development on Richmond Island, and the adjacent Richmond Slough in the North Arm of the Fraser River.

Mr. Jackson noted that the application has undergone a Federal Canadian Environmental Assessment review, and for that reason the Province may waive its environment assessment process.

Discussion ensued between staff and Committee, and especially regarding:

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- the applicant and staff have worked cooperatively with Port Metro Vancouver and the City of Vancouver to address each of the technical issues associated with the application;
- the average height of land on Richmond Island is six metres geodetic, which is higher than the typical height of land in Richmond;
- the applicant will pay Richmond taxes, with police and fire the only services provided in return; and
- no development permit will be filed for the proposed project.

A brief discussion ensued with regard to police and fire response, and advice was provided that discussions have been held with the RCMP, Richmond Fire Rescue and ECOMM, and it has been determined that the appropriate response time for emergencies is achievable.

Further discussion ensued with regard to the provision of a pump station for boaters and their vessels, and advice was provided that the applicant would provide that service to any boaters on the river by using a portable pump.

Matthew Cote of Milltown Marina and Boatyard Ltd. addressed Committee and in response to a query regarding archaeological digs on the site, advised that a complete archaeological study had been undertaken and the archaeological branch of the Provincial government was satisfied that there were no archaeological issues involved.

In response to further queries, he also advised that: (i) a full time caretaker, full time staff, and full time security would be located at the site; and (ii) plans for a public biking path, a public walking trail and an overlook park are in place, and that the general public is encouraged to visit the site and use these amenities.

It was moved and seconded

***That:***

- (1) *Water Service to Richmond Island Bylaw No. 8861, authorizing the Service Agreement for the provision of water service by the City of Vancouver to lands commonly known as Richmond Island and legally described as PID: 025-409-018, Parcel A Section 17 and 18 Block 5 North Range 6 West NWD Plan LMP53748 ("Richmond Island"), be introduced and given first, second and third readings;*
- (2) *The Chief Administrative Officer and General Manager, Engineering & Public Works be authorized to negotiate and execute an indemnification agreement with North Fraser Terminals Inc. and Milltown Marina & Boatyard Ltd. relating to possible flooding and/or erosion on Richmond Island;*

## Planning Committee

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- (3) *Staff be directed to work with FREMP and Port Metro Vancouver to amend the FREMP Richmond Area Designation agreement in keeping with the proposed marina use at Richmond Island; and*
- (4) *Staff be directed to advise the BC Environmental Assessment Office that on the basis of the additional work undertaken by the proponent, the City of Richmond has no further objections to the proposed "waive out" from the BC Environmental Assessment review.*

**CARRIED**

(Mayor Brodie arrived at 4:32 p.m.)

9. **FORM AND CHARACTER GUIDELINES FOR GRANNY FLATS AND COACH HOUSES IN BURKEVILLE AND EDMERE (2041 OCP UPDATE)**

(File Ref. No. 08-4045-00) (REDMS No. 3440676)

Discussion ensued among Committee, Terry Crowe, Manager, Policy Planning, and Holger Burke, Development Coordinator, regarding the draft guidelines and a proposed new granny flat and coach house zone for Burkeville and Edgemere neighbourhoods.

In response to queries, staff advised that:

- built coach houses would not be asked to meet the guidelines, but future coach houses and granny flat applicants would be required to meet the guidelines;
- every resident in the Burkeville and Edgemere neighbourhoods would receive information regarding the consultation process;
- the draft guidelines propose that each coach house should have some living space on the ground level, and not just on the upper level above a garage;
- pitched roof lines are recommended, and flat roofs are not recommended; and
- some yard space is recommended so that the primary home, and the coach house/granny flat, do not cover an entire site.

Joe Erceg, General Manager, Planning and Development, advised that Council could have more control over coach houses/granny flats if it chooses to modify the draft guidelines with, for example, variances.

A brief discussion took place, regarding: (i) design harmonization between the primary residential structure and the coach house/granny flat; and (ii) the maximum footprint of a coach house/granny flat.

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It was moved and seconded

*That the:*

- (1) Proposed Form and Character Guidelines for Granny Flats and Coach Houses in Burkeville and Edgemere (Attachment 1); and*
- (2) Draft Single Detached Housing Zone with Granny Flats or Coach Houses in Burkeville and Edgemere (Attachment 2)*

*be approved for public consultation in the Burkeville and Edgemere areas as part of the 2041 OCP Update.*

**CARRIED**

**7. APPLICATION BY FIREWORK PRODUCTIONS LTD. FOR A TEMPORARY COMMERCIAL USE PERMIT AT 8351 RIVER ROAD AND DUCK ISLAND (LOT 87 SECTION 21 BLOCK 5 NORTH RANGE 6 WEST PLAN 34592) FOR 2012, 2013 AND 2014**

(File Ref. No. TU 11-595782) (REDMS No. 3468443)

Addressing the application for a Temporary Commercial Use Permit at River Road and Duck Island, by Raymond Cheung, Firework Productions, to operate a seasonal night market event Fridays to Sundays, from May to October, for 2012, 2013 and 2014, Mr. Jackson stated that the applicant and staff had worked together on the components comprising the application.

Committee raised the following concerns:

- if the River Road/Duck Island location is a temporary one, a future location should be identified by the applicant before Committee considers granting the temporary location for the requested three year period;
- a lack of information regarding the neighbourhood consultation process undertaken by the event organizer, what the process was like, who was consulted, and the reliability of the results;
- access to the site; and the routing of vehicles to and from the site, and impacts on the traffic pattern in the area with the addition of vehicles carrying night market visitors to the proposed site when vehicles carrying casino visitors, as well as vehicles carrying shoppers destined for Bridgeport Road stores, are added to the road, and the possibility of congestion;
- of the 1,450 off street parking stalls to be maintained on the subject site, 500 of those are pay parking stalls, and drivers may avoid those pay parking stalls in favour of on-street parking in the surrounding streets or parking stalls at the parkades owned and operated by the nearby casino; and
- the lack of signage, such as “No Temporary Parking” or “Limited Parking” in the industrial area adjacent to the applicant’s “Parking Lot A”.

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## Planning Committee

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Discussion ensued between staff and Committee regarding the stated concerns and advice was provided regarding: (i) the Traffic Management Plan developed by City staff in conjunction with the applicant and their consultant; (ii) transportation requirements, including a 20% contingency fund that could be utilized to implement additional traffic control and monitoring; (iii) vehicle routing, operations and logistics; and (iv) a strategy to mitigate night market traffic and parking impacts on surrounding businesses.

Raymond Cheung addressed Committee and provided background information on the application. He remarked that the proposed site has the benefit of being located in close proximity to a Canada Line station, and that this public transit element has the potential to serve as a means of cutting down on the number of cars travelling to the proposed site.

Mr. Cheung further noted that: (i) he has undertaken a traffic impact study; and (ii) he will undertake a joint promotion with TransLink to encourage night market visitors use public transit.

Discussion ensued and Committee made the following comments:

- the applicant should try to provide free parking stalls, and eliminate the plan for 500 paid parking stalls;
- a redesign of the site could be undertaken;
- the “emergency staging” site is Port Metro Vancouver (PMV) land and the applicant could speak with PMV to create parking stalls to the west of the night market;
- if the applicant expects 14,000 visitors nightly, the number of vehicles travelling to the site would turn over more than once and traffic congestion could result; and
- the applicant should try to locate a permanent site for the night market.

Mr. Cheung responded to each comment, and reiterated that the proposed parking plan is sufficient.

Howard Blank, Vice-President, Great Canadian Gaming Corporation, addressed Committee, and stated concerns with the application. He noted that the applicant has not shared its traffic study with River Rock Casino, despite the casino having asked for the plan, and stated his concern that perhaps a minimum of 2,800 cars would try to access the night market site on any given evening. Mr. Blank stated other concerns, and in particular:

- of the 1,450 off street parking stalls cited, 300 are allocated to night market vendors and event staff, which further reduces the parking stalls for expected visitors to the night market;
- the proposed off street parking stalls are on compacted sand, not asphalt;

**Planning Committee**  
**Tuesday, February 21, 2012**

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- night market visitors who drive to the site will park in the casino parking lot, and desire any security measures undertaken by the applicant, the casino can only ticket, not tow, vehicles from its parkades;
- the casino primarily draws adults to its theatre shows, conventions, gaming rooms and dining facilities, with peak hours on the weekends that coincide with the hours that drivers will be trying to attend, and park at, the proposed night market, thereby directly impacting the casino's operations;
- the VIP guests the casino hosts would choose to drive to the New Westminster casino destination rather than queue in backed up traffic near the casino, creating a decline in gaming revenue during the months the night market operates; and
- even a 5% decline in revenue would translate into a \$1 million loss to the City.

Mr. Blank commented that he knows Mr. Cheung, and supports the idea of a night market, but he underscored the concerns his company has about the Casino's guests and the impact on the Casino's business, should the application move forward.

Discussion ensued among Committee members and a suggestion was made that the application be referred back to staff for clarification, and especially to further examine traffic issues, traffic management, and parking issues.

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

It was moved and seconded

*That the application of Firework Productions Ltd. for a Temporary Commercial Use Permit for property at 8351 River Road and Duck Island be referred to staff to examine:*

- (1) traffic issues as they apply to the application;*
- (2) traffic management in the 8351 River Road and Duck Island area;*  
*and*
- (3) parking issues as they relate to the proposed night market.*

**CARRIED**

OPPOSED: Cllrs. Evelina Halsey-Brandt  
Harold Steves

**Planning Committee**  
**Tuesday, February 21, 2012**

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**10. MANAGER'S REPORT**

**(a) *Building Height in the City Centre***

Mr. Crowe referred to the memo staff submitted to Council regarding the possibility of increasing building height in the City Centre.

**(b) *School Board Surplus Lands***

Mr. Crowe advised that he was attending a Tuesday, February 21, 2012 meeting at the School Board where the topic of surplus lands would be discussed, and would report back.

**(c) *Residential Accessory Structures on Agriculture Lands***

Mr. Jackson advised that staff is reviewing the height of residential accessory structures on agriculture lands.

**ADJOURNMENT**

It was moved and seconded

***That the meeting adjourn (6:17 p.m.).***

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the Planning Committee of the Council of the City of Richmond held on Tuesday, February 21, 2012.

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Councillor Bill McNulty  
Chair

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Sheila Johnston  
Committee Clerk



## Public Works & Transportation Committee

Date: Wednesday, February 22, 2012  
Place: Anderson Room  
Richmond City Hall  
Present: Councillor Linda Barnes, Chair  
Councillor Chak Au, Vice-Chair  
Councillor Linda McPhail  
Councillor Harold Steves  
Absent: Councillor Derek Dang  
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 Public Works & Transportation Committee held on Wednesday, January 18, 2012, be adopted as circulated.*

**CARRIED**

### NEXT COMMITTEE MEETING DATE

Wednesday, March 21, 2012 (tentative date) at 4:00 p.m. in the Anderson Room

### ENGINEERING AND PUBLIC WORKS DEPARTMENT

1. **NO. 1 ROAD NORTH DRAINAGE PUMP STATION UPGRADE**  
(File Ref. No. 10-6340-20-P.11314) (REDMS No. 3469687)

## Public Works & Transportation Committee

Wednesday, February 22, 2012

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With the aid of artist renderings, John Irving, Director, Engineering, accompanied by Milton Chan, Senior Project Engineer, reviewed the proposed pump station upgrade. Mr. Irving highlighted that the proposed pump station layout has been designed to keep as low a profile as possible in an effort to preserve view corridors. He commented on the various finishes and materials that may be used to enhance the proposed pump station. Also, Mr. Irving noted that the proposed pump station maintenance access would be appealing and complimentary to the existing trail system.

In reply to queries from Committee, Mr. Irving and Mr. Chan provided the following information:

- the proposed pump functions at a higher efficiency and can pump higher volumes than the existing pump;
- staff are working with a landscape architect in an effort to minimize impact to the Fraser River; and
- the proposed pump station is significantly larger than the Williams Road pump station, however pump stations generally appear similar.

Discussion ensued regarding the potential to install wayfaring signage and Mr. Irving advised that interpretive signage could be accommodated.

It was moved and seconded

*That the design concept for the No.1 Road North Drainage Pump Station Upgrade be endorsed.*

**CARRIED**

2. **TOILET REBATE PROGRAM**  
(File Ref. No. 10-6650-02) (REDMS No. 3459822)

It was moved and seconded

*That \$100,000 be allocated from the water levy stabilization provision to increase total 2012 Toilet Rebate Program funding to \$200,000.*

**CARRIED**

3. **SUSTAINABLE GREEN FLEET POLICY 2020**  
(File Ref. No. 10-6000-01) (REDMS No. 3358139)

Suzanne Bycraft, Manager, Fleet & Environmental Programs, reviewed the financial aspect of the proposed policy amendment, noting that a funding gap was identified in the vehicle/equipment reserve. Staff are proposing several amendments to the Green Fleet Policy 2020 in an effort to minimize the financial impact to budgets, while simultaneously stabilizing the reserve.

Ms. Bycraft spoke of how vehicle usage is charged, noting that revenue from vehicles vary based on usage. The proposed policy amendment would allow that any revenue generated as a result of additional use of a vehicle, be populated back to the reserve fund to help offset the cost of that vehicle.

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## Public Works & Transportation Committee

Wednesday, February 22, 2012

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In reply to a query from the Committee, Ms. Bycraft advised that in accordance with the City's current Green Fleet Policy 2020, staff can review alternative acquisition strategies, such as leasing, for vehicles and equipment where it provides best value.

It was moved and seconded

*That Green Fleet Policy 2020 be re-named "Sustainable Green Fleet Policy 2020" and that the policy be amended by replacing the text of the current policy with the text set out in Attachment 4 of the report dated February 7, 2012 from the Director, Public Works Operations.*

CARRIED

#### 4. PUBLIC SPACES RECYCLING PILOT PROGRAM – RESULTS

(File Ref. No. 10-6370-01) (REDMS No. 3459612)

Ms. Bycraft highlighted that this project provided Richmond with the opportunity to host the first pilot public space recycling program in British Columbia.

In reply to queries from Committee, Ms. Bycraft advised that (i) scavenging remains an ongoing challenge as it often creates a mess, requiring additional time to tidy the area, and damages receptacles; and (ii) many receptacles have openings that can accommodate an arm reaching inside to remove something without damaging the structure.

Ms. Bycraft commented on the future of the public spaces recycling program and advised that staff are fine-tuning modifications to the containers and the instructional/promotional signage in an effort to maximize the program's overall effectiveness. Also, she noted that a full scale implementation of a public spaces recycling program, including both indoor and outdoor environments would have a significant financial impact, therefore a gradual implementation of the program is preferred.

Ms. Bycraft spoke of the development of a more formal recycling program for events such as easier check-in and check-out processes for event organizers. Also, she commented on creating visual consistency of the containers, so that the containers the City lends out for events are similar in appearance to those already in the public realm.

In reply to a query from Committee, Robert Gonzalez, General Manager, Engineering and Public Works, advised that an update on the public spaces recycling program would be incorporated in the annual recycling initiatives update.

Discussion ensued regarding staff implications of the program and Ms. Bycraft advised that it is difficult to determine whether additional staff resources would be required as the program grows. Also, in reply to a query from Committee, Ms. Bycraft advised that findings of the program are shared with other municipalities at the Metro Vancouver Board.

## Public Works & Transportation Committee

Wednesday, February 22, 2012

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Bruce Rozenhart, Richmond resident, advised that John Challinor, Director of Corporate Affairs, Nestlé Waters Canada, sends his regrets, as he could not attend the meeting. Mr. Rozenhart highlighted that this is the first pilot public space recycling program in British Columbia and he believes it attests to Richmond's commitment to the environment. He commented on Encorp Pacific Canada's future role in the program and noted that there is lots of interest in the program.

Loren Slye, Chair of the Steveston 20/20 Group (formerly the Steveston Group of 8), spoke in favour of the staff report and congratulated Nestlé Waters Canada for their generosity. In reply to a query from the Chair, Mr. Slye remarked that the pilot program was well received by the community and by merchants in Steveston.

It was moved and seconded

- (1) *That the pilot program model be used to further develop and expand public spaces recycling in a graduated manner to City facilities, at City events, and to other City properties, including streetscapes, open spaces and parks; and*
- (2) *That Nestlé Waters Canada be thanked for their sponsorship of the program and for the donation of the recycling containers to the City of Richmond.*

**CARRIED**

### 5. **4252Q – AWARD OF CONTRACT FOR BATTERY-POWERED ICE RESURFACERS**

(File Ref. No. 10-6000-01) (REDMS No. 3442708)

Ms. Bycraft spoke of the City's current practice for ice resurfacing, noting that one resurfacer is utilized for two sheets of ice and three resurfacers are utilized for six sheets of ice. She highlighted that the City has been very efficient with its equipment and noted that this arrangement is unusual as typically each sheet of ice has its own designated resurfacer.

In reply to queries from Committee, staff advised that the proposed new ice resurfacers would likely not require significant staff training. Also, it was noted that the Richmond Arenas Community Association did not participate in the facilitation of the proposed new ice resurfacers, however an interdepartmental staff team consisting of arena and fleet operations staff were actively involved throughout the entire process.

It was moved and seconded

- (1) *That Contract 4252Q, for the Supply and Delivery of Five Battery-Powered Ice Resurfacers, be awarded to Vimar Equipment Ltd. at a total cost of \$453,430.00, plus applicable taxes and levies; and*

## Public Works & Transportation Committee

Wednesday, February 22, 2012

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- (2) *That the additional required funding of \$288,738.50 be approved with funding from the Public Works Equipment Reserve and that the 2012 Capital Budget and the 5-Year Financial Plan (2012-2016) be adjusted accordingly.*

**CARRIED**

### 6A. OTHER ITEMS

(i) *Long-Term Steveston Harbour Plan*

In reply to a query from the Chair, Mr. Gonzalez provided an update on the long-term Steveston Harbour Plan, stating that staff have been actively meeting with the Steveston Harbour Authority and will be able to provide Council with an update in the upcoming months. Also, he stated that staff would be recommending some strategies to expedite the processes.

(ii) *Memorandum of Understanding with the Steveston Harbour Authority*

Mr. Gonzalez advised that a draft memorandum of understanding has been forwarded to the Steveston Harbour Authority and staff anticipate reporting on this matter in conjunction with the Long-Term Steveston Harbour Plan.

Discussion ensued regarding the pay-parking on Steveston Harbour Authority lots and the Chair advised that the Authority has agreed to defer further pay-parking measures on two of their other lots until May 1, 2012. The Chair urged that staff act in a timely manner on this topic, along with the long-term Steveston Harbour Plan. Also, it was noted that event parking be included in the long-term Steveston Harbour Plan.

(iii) *Fraser Basin Council*

The Chair requested that staff provide Council with an update on the Fraser Basin Council's recent activities.

(iv) *Emergency Preparedness*

The Chair made reference to a letter from a Richmond resident regarding earthquake preparedness and insurance (copy on file, City Clerk's Office). It was noted that the letter be forwarded to the Manager of Emergency Programs to provide the author of the letter with information on emergency preparedness.

## **Public Works & Transportation Committee**

**Wednesday, February 22, 2012**

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### **6. MANAGER'S REPORT**

#### ***(i) Pedestrian Safety Campaign***

Victor Wei, Director, Transportation, advised that ICBC, Richmond Fire-Rescue and Richmond RCMP will be launching a pedestrian safety campaign that will target four key locations in Richmond (No. 1 Road and Blundell Road, No. 3 Road and Cambie Road, No. 3 Road and Saba Road, and Lansdowne Road and Garden City Road) in an effort to educate pedestrians on road safety.

It was noted that pedestrian safety information be forwarded to the Richmond Community Cycling Committee.

#### ***(ii) Various Correspondence***

The Chair made reference to a letter from a Richmond resident regarding the safety of the intersection at No. 4 Road and Odlin Road (copy on file, City Clerk's Office). It was noted that information related to the road network of the West Cambie Area would be helpful.

The Chair made reference to a letter requesting a sidewalk that would run along Ash Street from Walter Lee Elementary School to Williams Road (copy on file, City Clerk's Office). Mr. Wei advised that although this request is a high priority, it would not be possible to complete the project in 2012 due to limited funding. However, he noted that the walkway request would be submitted for consideration as part of the 2013 capital budget process.

Discussion ensued regarding the City's protocol related to such requests and Mr. Wei advised that staff are in the process of developing an evaluation criteria to help determine priority.

#### ***(iii) BC Building Code Amendments***

The Chair commented on the recent amendments to the BC Building Code and it was noted that staff report to a future Planning Committee meeting what those changes were and how they impact Richmond.

### **ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (4:55 p.m.).*

**CARRIED**

**Public Works & Transportation Committee**  
**Wednesday, February 22, 2012**

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Certified a true and correct copy of the Minutes of the meeting of the Public Works & Transportation Committee of the Council of the City of Richmond held on Wednesday, February 22, 2012.

---

Councillor Linda Barnes  
Chair

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Hanieh Berg  
Committee Clerk





This Summary Sheet will be provided to City Council for consideration. Please type.

|     |  |  |                                |
|-----|--|--|--------------------------------|
| 1.  | <b>Organization:</b> Multicultural Helping House Society   |  |                                |
| 2.  | <b>Grant Request:</b> \$45,000   | <b>Proposal Title:</b> Health & Wellness Program for Seniors & LIC in Richmond |                                |
| 3.  | <b>Grant Program (apply to one only):</b> <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.  |  |                                |
| 4.  | <b>Purpose:</b> <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Program, Project, Event)  |  |                                |
| 5.  | <b>Duration:</b> <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:   |  |                                |
| 6.  | <b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements)<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, this is for year ____ of a ____ year cycle<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.  |  |                                |
| 7.  | <b>Summary of Request</b> (including proposed activities, target group(s), community benefit):<br>MHHS seeks funding for the innovative Health & Wellness Program for live-in caregivers and seniors in Richmond. A group The Society is very aggressive in targeting this population since we believe that the earlier a person is help, the more prepared and psychologically sound they will be in their efforts to combat isolation and loneliness. In partnership with Chinese Mental Wellness Association of Canada, it will provide individual counselling, peer support group, monthly mental health education, depression recovery workshop and 24/7 Wellness Line.<br>Health and Wellness program improves functioning and promotes successful living. It will likely lead in the reduction of seniors and live-in caregivers being hospitalized. Moreover, it will help decrease the incidence of mental illnesses which can be costly to the health care and welfare system of Canada. |  |                                |
| 8.  | <b>Non-Grant City Supports Currently Received</b> (e.g., facility use; permissive tax exemption):  |  |                                |
| 9.  | <b>Your Society's Total Budget</b>   | <b>Most Recent Completed Year</b><br>(e.g., Audited Financial Statement)       | <b>Budget for Current Year</b> |
|     | Total Revenue  | \$ 978,882.00  | \$ 1,009,646.00                |
|     | Total Expenses   | \$ 983,626.00  | \$ 1,007,149.00                |
|     | Annual Surplus or (Deficit)  | \$ (4,744.00)  | \$ 2,497.00                    |
|     | Accumulated Surplus or (Deficit)   | \$ 1,842,549.00  | \$                             |
|     | Justification for any Annual and Accumulated Surplus or (Deficit)  | Please explain:  | Please explain:                |
| 10. | <b>Previous City Grant:</b> Amount: \$10,000.0 Year: 2009 Use:   |  |                                |
| 11. | <b>Proposed City Grant Use:</b><br>1. Use: Prof/Admin Salaries & Benefits Amount: \$32,537.00<br>2. Use: Consultant Services Amount: \$ 2,000.00<br>3. Use: Volunteer Support Amount: \$ 2,000.00<br>4. Use: Office Rent/Equipment/Supplies Amount: \$ 8,463.00<br>5. Use: Amount:<br>Total City Grant Request: \$45,000.00<br><b>Other Funding Sources for this Proposal:</b><br>1. Source: Chinese Mental Wellness Amount: \$15,750.00 Purpose: Venue rental inclusive of utilities<br>2. Source: MHHS Amount: \$18,362.00 Purpose:<br>3. Source: Amount: Purpose:<br>Total project budget: \$79,112.00  |  |                                |

|  |  |
|--|--|
| 12. For Staff Use Only (KR/DKB)  |  |
| <p><b>Recommended Grant: \$8000</b><br/> <b>Year _____ of _____ Multi-year Funding Cycle (n/a)</b><br/> <b>Purpose:</b> To provide operating assistance for on-going activities, which include: Individual counselling, peer support, mental health education, depression recover and 24 hour/7 day a week wellness line for Seniors and Caregivers. Services offered throughout Richmond and include multi-lingual services to the Filipino, Chinese, and Bangla communities.</p> | <p><b>Staff Comments/Conditions:</b><br/> MHHS received a City Grant in 2009 for \$10,000 to help cover the operating cost of their Richmond office at the Caring Place, providing programs and a drop-in centre for Richmond clients.</p> <p>As MHHS no longer has a Richmond office, and is requesting funding for the Health &amp; Wellness program rather than a range of services, staff recommend a grant of \$8,000 for 2012.</p> <p>Partnership has been established with the Chinese Mental Wellness Association of Canada. Further discussions are recommended with the City's Seniors Services and Volunteer Richmond to promote collaborative programming opportunities.</p> |



# City of Richmond

## Memorandum City Clerk's Office

**To:** Mayor and Councillors  
**From:** Gail Johnson  
Manager, Legislative Services  
**Date:** February 22, 2012  
**File:**  
**Re:** **Recission of Adoption of Road Closure and Removal of Road Dedication Bylaw No. 8845 (Portion of Road adjacent to 3391 Sexsmith Road)**

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Following Council's meeting of February 13, 2012, it was realized that Road Closure and Removal of Road Dedication Bylaw No. 8845 had been adopted prior to completion of statutory requirements.

Accordingly, recission of the motion to adopt the aforementioned Bylaw is required at Council's meeting of February 27, 2012. Upon approval of the motion to rescind, staff will then proceed with statutory due-diligence, and place the Bylaw on a future Council agenda for adoption, once completed.

Gail Johnson  
Manager, Legislative Services



**Road Closure and Removal of Road Dedication Bylaw 8845  
(A Portion of Road Adjacent to 3391 Sexsmith Road)**

The Council of the City of Richmond enacts as follows:

1. The lands legally described as a portion of road dedicated by the deposit of Plan LMP11315 Section 28 Block 5 North Range 6 West New Westminster District (shown outlined in bold on the Reference Plan prepared by J.C. Tam and Associates attached as Schedule A) shall be stopped up and closed to traffic, cease to be a public road and the road dedication shall be removed.
2. This Bylaw is cited as **"Road Closure And Removal of Road Dedication Bylaw 8845"**.

FIRST READING

JAN 23 2012

SECOND READING

JAN 23 2012

THIRD READING

JAN 23 2012

DULY ADVERTISED

MINISTRY OF TRANSPORTATION APPROVAL

ADOPTED



\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

# SCHEDULE A

REFERENCE PLAN TO ACCOMPANY CITY OF RICHMOND  
ROAD CLOSURE AND REMOVAL OF ROAD DEDICATION BYLAW 8845 OF  
A PORTION OF ROAD DEDICATED BY THE DEPOSIT OF PLAN LMP11315  
SECTION 28 BLOCK 5 NORTH RANGE 6 WEST  
NEW WESTMINSTER DISTRICT

BCGS 926.015

PURSUANT TO SECTION 120 LAND TITLE ACT AND SECTION 40 COMMUNITY CHARTER

PLAN BCP

Deposited in the Land Title office  
 at New Westminster, B.C. this \_\_\_\_\_ day  
 of \_\_\_\_\_, 2011.

Deputy Registrar

Ref.

PARTY(IES) SIGNATURE(S)  
 CITY OF RICHMOND BY ITS  
 AUTHORIZED SIGNATORIES

MAYOR, MALCOLM D. BRODIE  
 AUTHORIZED SIGNATORY

CLERK:  
 AUTHORIZED SIGNATORY

OFFICER SIGNATURE(S)

COMMISSIONER FOR  
 TAKING AFFIDAVITS FOR B.C.  
 CITY OF RICHMOND  
 6911 NUMBER 3 ROAD  
 RICHMOND, B.C.  
 V6Y 2C1  
 PHONE: (604) 276-4000  
 AS TO THE SIGNATURE OF

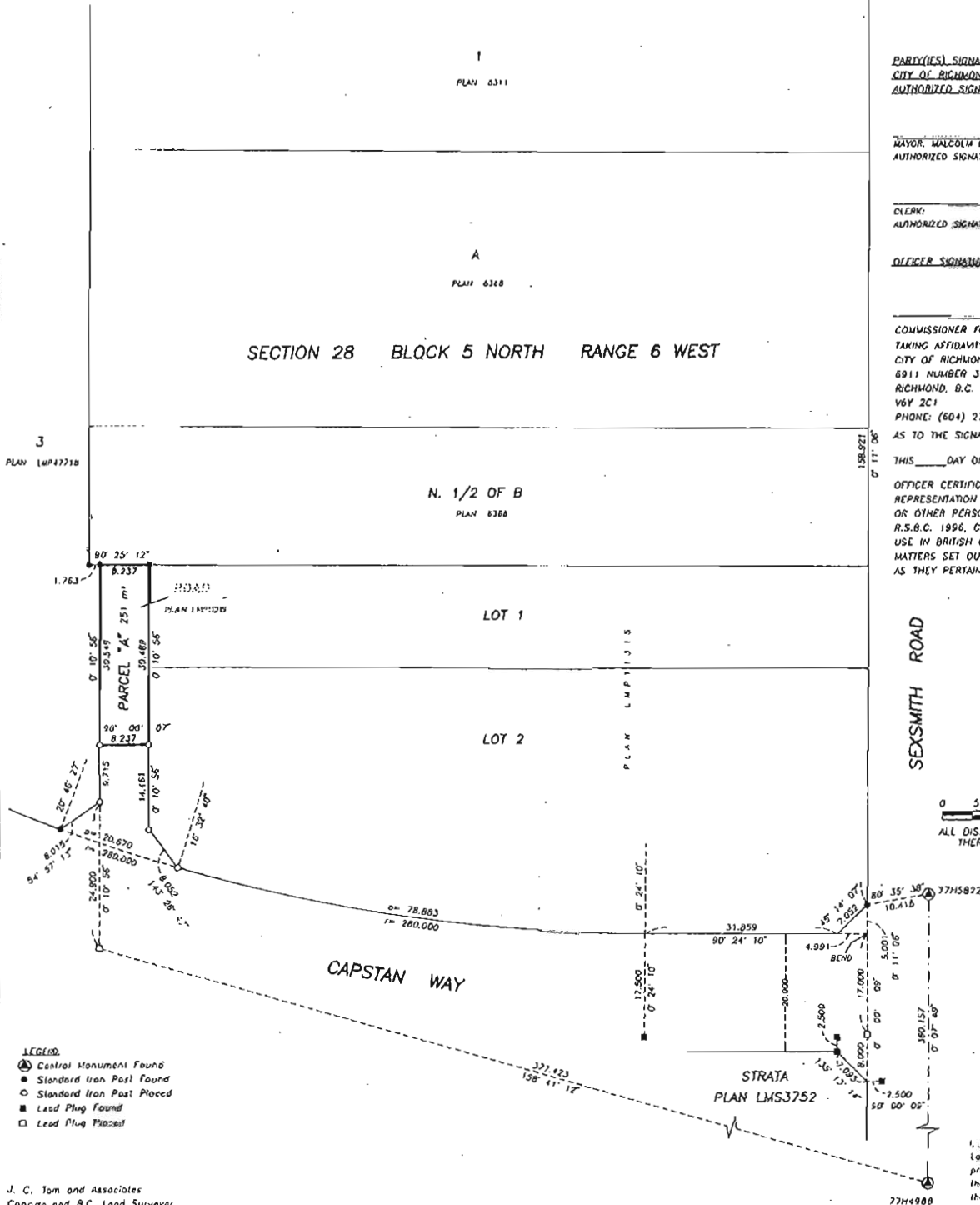
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2011

OFFICER CERTIFICATION: YOUR SIGNATURE CONSTITUTES A  
 REPRESENTATION THAT YOU ARE A SOLICITOR, NOTARY PUBLIC  
 OR OTHER PERSON AUTHORIZED BY THE EVIDENCE ACT,  
 R.S.B.C. 1996, C. 124, TO TAKE AFFIDAVITS FOR  
 USE IN BRITISH COLUMBIA AND CERTIFIES THE  
 MATTERS SET OUT IN PART 5 OF THE LAND TITLE ACT  
 AS THEY PERTAIN TO THE EXECUTION OF THIS INSTRUMENT.



SCALE: 1:500

0 5 10 20 30 40  
 ALL DISTANCES ARE IN METRES AND DECIMALS  
 THEREOF UNLESS OTHERWISE INDICATED



## LEGEND

- ⊙ Control Monument Found
- Standard Iron Post Found
- Standard Iron Post Placed
- Lead Plug Found
- Lead Plug Placed

J. C. Tom and Associates  
 Canada and B.C. Land Surveyor  
 115 - 8833 Odlin Crescent  
 Richmond, B.C. V6X 3J7  
 Telephone: 214-8828  
 Fax: 214-8929  
 E-mail: office@jctom.com  
 Website: www.jctom.com  
 Job No. 4270  
 FB-192 P67-68  
 Drawn By: KA

Grid bearings are derived from observations between  
 control monuments 77H4968 and 77H5822.  
 Integrated Survey Area No. 18, (RICHMOND), M4083 (CSRS)  
 This plan shows horizontal ground-level measured distances  
 except where otherwise noted. To compute grid distances,  
 multiply ground level distances by combined factor of 0.99960305.  
 This plan lies within the Greater Vancouver Regional District.

## BOOK OF REFERENCE

PARCEL "A" Area = 251 m²

I, Johnson C. Tom, a British Columbia  
 Land Surveyor, certify that I was  
 present at and personally supervised  
 the survey represented by this plan, and  
 that the survey and plan are correct.  
 The field survey was completed on the  
 15th day of November, 2011. The plan was  
 completed and checked, and the checklist  
 filed under #130041, on the 18th day  
 of November, 2011.

JOHNSON C. TOM, B.C.L.S.

CNCL - 65

DWG No. 4270-REF-001





richmond addiction services

200-7900 Alderbridge Way, Richmond, BC V6X 2A5

Telephone: 604-270-9220 Fax: 604-270-9245

*We are dedicated to providing expertise in preventing and treating addictions in our community.*

February 21, 2012

David Weber  
City Clerk  
City of Richmond  
6911 Number 3 Rd.  
Richmond, BC  
V6Y 2C1

Dear David,

Thank you for your voicemail message and yes, this letter is confirming my attendance at the upcoming Council meeting on February 27<sup>th</sup> as a delegation on a non-agenda item. There is a specific reason for my attendance and it has to do with the current level of funding that Richmond Addiction Services is contracted to receive from the BC Responsible and Problem Gambling Program to support portions of Richmond Addiction Services treatment and prevention programs.

I will include the letter that has been written to City Council as well as to Minister Coleman as information providing background to this non-agenda item for Council. The intention in bringing this situation to City Council's attention is that together with the City of Richmond, Vancouver Coastal Health, and the BC Responsible and Gambling Program Richmond Addiction Services have been offering a comprehensive Centre of Excellence in Prevention of Substance Misuse, Gambling and other Addictive Behaviours and this interdependent partnership is at risk of coming to an end.

My intention is that City Council will support Richmond Addiction Services in writing a letter and accepting a resolution to communicate the negative impact on the community of Richmond losing this tri-partite funding partnership to the detriment of the community. It would be the understanding of City Council that the current provider of services, Richmond Addiction Services, is a respected agency that has been operating in the community since 1975 and has been effective in providing the necessary services and programs. Furthermore, the community has benefitted from the leadership and innovation that Richmond Addiction Services has demonstrated since 1997 when the first contract with the Ministry began. Looking at all options to keep Richmond Addiction Services as the contracted provider of services is necessary to ensure that all the work that has been done in the community especially in the Chinese Community, the Richmond School District and throughout the community will not be lost.

Thank you for arranging this.

Sincerely,

Richard L. Dubras

Digitally signed by Richard L. Dubras  
DN: cn=Richard L. Dubras, o=Richmond Addiction Services,  
c=Canada, email=richard.dubras@richmondaddictionservices.ca,  
ou=Richmond Addiction Services

Richard Dubras M.Sc., M.Ed., R.C.C.

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CNCL - 67



richmond addiction services

200-7900 Alderbridge Way, Richmond, BC V6X 2A5  
Telephone: 604-270-9220 Fax: 604-270-9245

February-10-2012

***Mayor Brodie and City Councillors***

***City of Richmond***

City of Richmond, 6911 Number 3 Rd.

Richmond, BC

V6Y 2C1

Dear Mayor Brodie and City Councillors,

As you all know Richmond Addiction Services has had a long standing relationship with the BC Responsible and Problem Gambling Program (BC R&PGP). RASS has been the contracted agency for the BC Responsible and Problem Gambling Program (BCR&PGP) to provide both gambling prevention and gambling counselling services in Richmond, BC.

Despite this long standing and positive relationship, the RASS Board of Directors have decided that unless the funding model changes for 2012 – 2013 with respect to the contract with the BC R&PGP, RASS will no longer be able to cover the deficit caused by the chronic under-funding of the prevention and clinical contracts associated with the Ministry of Public Safety and Solicitor General. This letter is to ask the City of Richmond for support in helping RASS maintain these contracts by urging the BC government to change the funding formula so that the community can look forward to the continuation of the contracted services that RASS has offered for the clinical and prevention programming in this community since 1997.

I want to also make sure is that despite this proposed change in funding from the BC R&PGP, it does not change the work that the City of Richmond funds RASS to complete through its annual grant process. RASS management and staff are committed to the work that is funded by the City to complete for the next three years.

As you are well aware, RASS has worked with the City of Richmond and other stakeholders to develop and implement a problem gambling strategy for the City, and this strategy is currently being reviewed by City Staff for a renewal of a 5 year strategy. RASS has also worked with Chinese organizations such as SUCCESS over many years to address the significant gambling issues in the Chinese community. RASS has one of the few Chinese-speaking problem-gambling counsellors who is able to successfully connect with Chinese-speaking clients. Sadly, these services will have to change due to inadequate funding from the BC R&PGP.

Richmond Addiction Services has partnered with SUCCESS in facilitating and helping promote the Problem Gambling program in the Chinese community and some rent has been paid to SUCCESS per month to support the office space for our Chinese Counsellor. However, not

enough funding has ever been provided so that together RASS and SUCCESS could really create a culturally informed promotion and awareness campaign focused on the Chinese Problem Gambler. Recently, RASS committed to renewing the Problem Gambling strategy in Richmond for 2012-2017 and with stakeholders have put together a 5 year plan for Council's consideration. No commitment has yet been made by BC R&PGP to put resources into supporting such a plan—in spite of this being a significant issue in this community.

The funding model used by the BC R&PGP operates on a fee-for-service basis that does not fully cover our costs to deliver services, especially because we are a unionized agency covered by the health sector collective agreements. The fee-for service model focuses on a narrow set of services and does not cover all of the costs associated with providing a comprehensive range of prevention and counselling services.

Efforts to persuade the BCR&PGP to consider a different funding model, and preferably a contract for services similar to how Vancouver Coastal Health contracts for services—based on deliverables and covering of all costs—have not been successful. Instead, individual contractors will be paid to deliver services on a piece-meal basis as happens in many other communities.

Here is what will be lost if RASS is not supported in maintaining the BC R&PGP Contract:

1. The BC R&PGP will no longer benefit from the long standing community partnerships it has developed through Richmond Addiction Services
2. That any new BC R&PGP contract holders will create confusion and overlap between service providers and will cause more work for community coordination
3. There will no longer be a delivery of services according to best and promising practices as there will be uncoordinated prevention efforts happening in the same community with little communication and collaboration - similar to many other communities in BC.
4. RASS will have to layoff current staff members

At provincial planning tables, RASS services have been the envy of many as we offered a one stop shop for treatment and prevention services in the community. Vancouver Coastal Health (VCH), the City of Richmond and the Ministry for Public Safety and Solicitor General were working together to provide a continuum of services with one provider. Unless a different funding model is created this will be lost in a community where specific and targeted prevention efforts work and work well.

We have contacted our local MLA, Linda Reid, and with her assistance have written to the Minister responsible of the BC R&PGP, Shirley Bond. The letter is attached.

We hope this provides you with the necessary information so that together we can urge the Provincial government to appropriately fund these gambling prevention and clinical programs.

Sincerely,

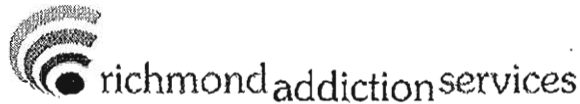
Richard L. Dubras, M.Sc., M.Ed., R.C.C.,  
Executive Director

CC: Kelly Ng – Acting COO of SUCCESS

CC: Linda Reid MLA Richmond East

CC: Christine Kline – Richmond Addiction Services Board Chair

CC: Lesley Sherlock – City Planner, City of Richmond



200-7900 Alderbridge Way, Richmond, BC V6X 2A5  
Telephone: 604-270-9220 Fax: 604-270-9245

February-13-2012

**HONOURABLE RICH COLEMAN**

MINISTER OF ENERGY AND MINES AND MINISTER RESPONSIBLE FOR HOUSING  
PO BOX 9060 STN PROV GOVT  
VICTORIA BC V8W 9E3

Dear Minister Coleman,

I am the Executive Director of Richmond Addiction Services Society (RASS) and our agency has had a long standing relationship with the BC Responsible and Problem Gambling Program since 1997. I became the Executive Director in May 2010 and it became immediately obvious that the funding of our Problem Gambling treatment and prevention programs was not appropriate given the type of programming that has been successful in Richmond incorporating the expense of our staff and the cost of operating an agency.

RASS has been the contracted agency for the BC Responsible and Problem Gambling Program (BC R&PGP) to provide both gambling prevention and gambling counselling services in Richmond, BC. RASS has played a key role in the community in addressing gambling issues. When the River Rock Casino was developed in Richmond, RASS worked with the City of Richmond and other stakeholders to develop and implement a problem gambling strategy for the City, and this strategy was recently updated and renewed. RASS has also worked with Chinese organizations such as SUCCESS over many years to address the significant gambling issues in the Chinese community. RASS has one of the few Chinese-speaking problem-gambling counsellors who are able to successfully connect with Chinese-speaking clients. Sadly, these services will have to end due to inadequate funding from the BC R&PGP.

Situation:

- Richmond Addiction Services is a unionized agency and the clinical counselling employee providing the problem gambling counselling is at the highest level and grid for a counsellor. He is a member of the Health Science Professionals Paramedical CBA. In order to try and solve this funding issue, a lower grid level employee was hired to fulfill the majority of the prevention contract however even at this level the billable hours is not enough to cover her staff cost

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- The fee for service model of contracting has never adequately covered the cost of delivering services.
- The new Intake procedures established in 2010 have resulted in decreased referral rate to RASS. Before, RASS could receive referrals directly. Direct referrals made it easier for persons to seek help from a trusted provider such as RASS.
- The new tiered levels introduced for Counsellor's has resulted in our counsellor to be classified as a Level II Counsellor despite being an approved problem gambling counsellor Counselling since 1997 and being supervised by a Registered Clinical Counsellor. This Level II designation does not allow him to assess the mental health of English speaking clients but Inconsistently he is able to offer intake for Chinese speaking clients. (He is one of the few counsellors who can speak Chinese and thus serve the Chinese-speaking community and the significant issues affecting that community.)
- Reduced billing options which no longer incorporate internal Problem Gambling planning meetings, and clinical supervision and therefore again, reduced billing of actual time worked
- Very little support for community based marketing and promotion of clinical and prevention services for populations needing language and culturally specific information targeting the Chinese, South Asian and Filipino (Tagalog) community members
- The BC R&PGP has taken full responsibility for development and creativity for program materials. Recently it was suggested that community agencies are supposed to be the experts of their community and should be doing more promotion and marketing and know how to do this work. However, RASS is not able to bill for this type of strategic and development work.
- Removing geographical areas in contracts despite our successful work in those geographical areas

Richmond Addiction Services has partnered with SUCCESS in facilitating and helping promote the Problem Gambling program in the Chinese community and some rent has been paid to SUCCESS per month to support the office space for our Chinese Counsellor. However, not enough funding has ever been provided so that together RASS and SUCCESS could really create a culturally informed promotion and awareness campaign focused on the Chinese Problem Gambler. Recently, RASS committed to renewing the Problem Gambling City strategy in Richmond for 2012-2017 and with stakeholders have put together a 5 year plan. No commitment has yet been made by BC R&PGP to put resources into supporting such a plan—in spite of this being a significant issue in this community.

It is clear from the last email received from David Horricks (Manager of BC R&PGP) that he believes he has exercised all his options and is ready to let go of this long standing contractual relationship.

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Therefore, I want to be clear about what will be lost if RASS and SUCCESS is not supported in maintaining the BC Problem Gambling Contract.

1. The BC Problem Gambling Program will lose a significant member of the team who has been working in the field since 1997
2. The Problem Gambling Program will no longer benefit from the long standing community partnerships it has developed through Richmond Addiction Services
3. The prevention services in Richmond will no longer be a part of the broader Strategy that the City of Richmond and Richmond Addiction Services is currently developing
4. That any new BC Problem Gambling Program contract holders will create confusion and overlap between service providers and will cause more work for community coordination
5. There will no longer be a delivery of services according to best and promising practices as there will be uncoordinated prevention efforts happening in the same community with little communication and collaboration - similar to many other communities in BC.

At provincial planning tables, RASS services have been the envy of many as we offered a one stop shop for treatment and prevention services in the community. Vancouver Coastal Health (VCH), the City of Richmond and the Ministry for Public Safety and Solicitor General were working together to provide a continuum of services with one provider. Unless a different funding model is created this will be lost in a community where specific and targeted prevention efforts work and work well.

I hope this gives you some insight into the commitment of our agency for this work in Richmond and which we are currently at risk of losing.

Sincerely,

Richard L. Dubras, M.Sc., M.Ed., R.C.C.,  
Executive Director

CC: Linda Reid MLA Richmond East  
CC: Christine Kline – Richmond Addiction Services Board Chair

*"Excellence in Addiction Prevention – Education, Engagement, Treatment"*





**Public Health Protection Bylaw No. 6989  
Amendment Bylaw No. 8855**

The Council of the City of Richmond enacts as follows:

1. The Public Health Protection Bylaw No. 6989, as amended, is further amended by deleting SUBDIVISION THREE – NOISE REGULATION entirely and substituting the following:

SUBDIVISION THREE – Intentionally Deleted

2. The Public Health Protection Bylaw No. 6989, as amended, is further amended at SUBDIVISION EIGHT – INTERPRETATION by deleting the following definitions:

CONSTRUCTION

CONSTRUCTION EQUIPMENT

CONTINUOUS SOUND

DAYTIME

DECIBEL

NIGHTTIME

NON-CONTINUOUS SOUND

NOISE

POINT OF RECEPTION

POWER EQUIPMENT

SOUND

SOUND LEVEL

SOUND LEVEL METER

3. This Bylaw is cited as “**Public Health Protection Bylaw No. 6989, Amendment Bylaw No. 8855**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
FEB 13 2012

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FEB 13 2012

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FEB 13 2012

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CORPORATE OFFICER

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|--|
| CITY OF<br>RICHMOND  |
| APPROVED<br>for content by<br>originating<br>Division<br> |
| APPROVED<br>for legality<br>by Solicitor<br>              |



## Noise Regulation Bylaw No. 8856

The Council of the City of Richmond enacts as follows:

### PART ONE: INTRODUCTION

#### 1.1 Title

1.1.1 This Bylaw may be cited as the "Noise Regulation Bylaw No. 8856".

#### 1.1.2 Definitions

In this Bylaw,

**"Activity Zone"** means those areas so described in this Bylaw and so indicated in Schedule A, attached to and forming part of this Bylaw;

**"approved sound meter"** means an acoustic instrumentation system which:

- (a) is comprised of a microphone, wind screen and recorder which conforms to class 1 or class 2 requirements for an integrating sound level meter as defined by IEC 61672-1 [2002];
- (b) has been field calibrated before and after each sound measurement using a class 1 or class 2 field calibrator as defined by IEC 60942 [2003]; and
- (c) has been calibrated, along with the field calibrator, within the past two years by an accredited lab to a traceable national institute standard;

**"City"** means the City of Richmond;

**"construction"** includes

- (a) the erection, alteration, repair, relocation, dismantling, demolition and removal of a building or structure;
- (b) structural maintenance, power-washing, painting, land clearing, earth moving, grading, excavating, the laying of pipe and conduit (whether above or below ground), street or road building and repair, concrete placement, and the installation, or removal of **construction** equipment, components and materials in any form or for any purpose; or

- (c) any work or activities being done or conducted in connection with any of the work listed in paragraphs (a) or (b);

**“Council”** means the City Council of Richmond;

**“daytime”** means

- (a) from 7:00 a.m. to 8:00 p.m. Monday through Saturday;
- (b) from 10:00 a.m. to 6:00 p.m. on a Sunday or **holiday**;

**“dBA”**, or **A-weighted decibel**, means the unit used to measure the sound pressure level using the “A” weighting network setting on an **approved sound meter**;

**“dBC”**, or **C-weighted decibel**, means the unit used to measure the sound pressure level using the “C” weighting network setting on an **approved sound meter**;

**“General Manager”** means the General Manager of Engineering and Public Works for the City of Richmond or his or her designate;

**“holiday”** means

- (a) New Years Day, Good Friday, Easter Monday, Victoria Day, Canada Day, British Columbia Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day or any other statutory holiday that may be declared by the Province of British Columbia; and
- (b) the day named in lieu of a day that is named in paragraph (a) and that falls on a Saturday, Sunday or the following Monday;

**“IEC”** means the International Electro-Technical Commission;

**“impulsive sound”** means **specific sound** that is characterized by brief bursts of **sound** pressure, with the duration of each impulse usually less than 1 second, including without limitation specific sound containing “bangs”, “clicks”, “clatters” or “thumps” from hammering, banging of doors and metal impacts;

**“impulsive sound adjustment”** means a 5 **dBA** increase applied to **specific sound** classified as **impulsive sound** and a 0 **dBA** increase applied to **specific sound** that is not classified as **impulsive sound**;

**“inspector”** includes the **Medical Health Officer**, the Health Protection Manager, the **General Manager**, a Bylaw Enforcement Officer employed by the **City**, a Peace Officer, and any employee acting under the supervision of any of them;

**“Intermediate Zone”** means those areas so described in this Bylaw and so indicated in schedule A, attached to and forming part of this Bylaw;

**“ISO”** means the International Organization for Standardization;

“**L<sub>eq</sub>**”, or equivalent continuous sound pressure level, means that constant or steady **sound** level, rounded to the nearest decibel, which, in a specified time period, conveys the same **sound** energy as does the actual time-varying sound level;

“**lawn and garden power equipment**” means any equipment or machinery used in lawn and garden care, including leaf blowers, edge trimmers, rototillers and lawn mowers;

“**measurement time interval**” means the total time over which **sound** measurements are taken, and:

- (a) is chosen to best represent the situation causing disturbance;
- (b) is between 1 minute and 30 minutes;
- (c) is chosen to avoid influence from the **residual sound** where possible; and
- (d) may consist of a number of non-contiguous, short term measurement time intervals that add up to 1 to 30 minutes;

“**Medical Health Officer**” means the Medical Health Officer appointed under the *Public Health Act*, SBC 2008, c. 28 or his/her designate, to act within the limits of the jurisdiction of any local board, or within any health district;

“**nighttime**” means any period of any day not specifically defined as **daytime**;

“**point of reception**” means a position within the property line of the real property occupied by the recipient of a **sound** that best represents the location at which that **specific sound**, emanating from another property, is received and the resulting disturbance experienced and is:

- (a) at least 1.2 m from the surface of the ground and any other **sound** reflecting surface; and
- (b) outdoors, unless there is no **point of reception** outdoors because the **specific sound** is within the same building or the wall of one **premises** is flush against another, in which case the **point of reception** shall be within the building where the **specific sound** is received and the resulting disturbance experienced;

“**premises**” means

- (a) the area contained within the boundaries of a legal parcel of land and any building situated within those boundaries; and
- (b) each unit, the common areas of the building, and the land within the apparent boundaries of the legal parcel of land are each separate **premises** where a building contains more than one unit of commercial, industrial or **residential occupancy**;

**“Quiet Zone”** means those areas so described in this Bylaw and so indicated in Schedule A, attached to and forming part of this Bylaw;

**“rating level”** means the **specific sound level** plus the **impulsive sound adjustment** and **tonal sound adjustment**;

**“residential occupancy”** in respect of **premises**, means a dwelling unit located within a building, and includes a room for rent in a hotel or motel;

**“residual sound”** means the sound remaining at a given location in a given situation when the **specific sound** source is suppressed to a degree such that it does not contribute to the **total sound**;

**“sound”** means an oscillation in pressure in air which can produce the sensation of hearing when incident upon the ear;

**“specific sound”** means the **sound** under investigation;

**“specific sound level”** means the equivalent continuous **sound** pressure level or  $L_{eq}$  at the point of reception produced by the **specific sound** over the **measurement time interval**;

**“tonal sound”** means **specific sound** which contains one or more distinguishable, discrete, continuous tones or notes including, without limitation:

- (a) **specific sound** characterized by a “whine”, “hiss”, “screech” or “hum”;  
and
- (b) music;

**“tonal sound adjustment”** means a 0 – 6 dBA increase applied to **specific sound** classified as **tonal sound** as determined using the approach described in ISO 1996-2 [2007] Annex C and a 0 dBA increase applied to **specific sound** that is not classified as **tonal sound**;

**“total sound”** means the totally encompassing **sound** in a given situation at a given time, usually composed of **sound** from many sources near and far;

**“total sound level”** means the equivalent continuous **sound** pressure level or  $L_{eq}$  at the point of reception produced by the **total sound** over the **measurement time interval**; and

**“vehicle”** means a device in, on or by which a person or thing is or may be transported or drawn along a highway, but does not include a device designed to be moved by human power or device used exclusively on stationary rails or tracks.

## **PART TWO: SOUND LEVELS**

### **2.1 Quiet Zone Permitted Sound Levels**

2.1.1 In a **Quiet Zone** a person must not make, cause or permit to be made or caused, any **sound** that has a **rating level** which:

- (a) during the **daytime** exceeds:
  - (i) 55 **dba** or 65 **dbc** when received at a **point of reception** in a **Quiet Zone**;
  - (ii) 60 **dba** or 70 **dbc** when received at a **point of reception** in an **Intermediate Zone**;
  - (iii) 70 **dba** or 80 **dbc** when received at a **point of reception** in an **Activity Zone**; or
- (b) during the **nighttime** exceeds:
  - (i) 45 **dba** or 55 **dbc** when received at a point of reception in a **Quiet Zone**;
  - (ii) 50 **dba** or 60 **dbc** when received at a **point of reception** in an **Intermediate Zone**;
  - (iii) 70 **dba** or 80 **dbc** when received at a **point of reception** in an **Activity Zone**.

### **2.2 Intermediate Zone Permitted Sound Levels**

2.2.1 In an **Intermediate Zone** a person must not make, cause or permit to be made or caused, any **sound** that has a **rating level** which:

- (a) during the **daytime** exceeds:
  - (i) 60 **dba** or 70 **dbc** when received at a **point of reception** in a **Quiet Zone**;
  - (ii) 60 **dba** or 70 **dbc** when received at a **point of reception** in an **Intermediate Zone**;
  - (iii) 70 **dba** or 80 **dbc** when received at a **point of reception** in an **Activity Zone**; or

- (b) during the **nighttime** exceeds:
  - (i) 50 **dB**A or 60 **dB**C when received at a **point of reception** in a **Quiet Zone**;
  - (ii) 50 **dB**A or 60 **dB**C when the prescribed **point of reception** is outdoors or 55 **dB**C when the prescribed **point of reception** is indoors in an **Intermediate Zone**;
  - (iii) 70 **dB**A or 80 **dB**C when received at a **point of reception** in an **Activity Zone**.

### 2.3 Activity Zone Permitted Sound levels

2.3.1 In an **Activity Zone** a person must not make, cause or permit to be made or caused, any **sound** that has a **rating level** which:

- (a) during the **daytime** exceeds:
  - (i) 60 **dB**A or 70 **dB**C when received at a **point of reception** in a **Quiet Zone**;
  - (ii) 65 **dB**A or 75 **dB**C when received at a **point of reception** in an **Intermediate Zone**;
  - (iii) 70 **dB**A or 80 **dB**C when received at a **point of reception** in an **Activity Zone**; or
- (b) during the **nighttime** exceeds:
  - (i) 50 **dB**A or 60 **dB**C when received at a **point of reception** in a **Quiet Zone**;
  - (ii) 55 **dB**A or 65 **dB**C when received at a **point of reception** in an **Intermediate Zone**;
  - (iii) 70 **dB**A or 80 **dB**C when received at a **point of reception** in an **Activity Zone**.

### 2.4 Summary of Permitted Sound Levels by Zone

2.4.1 For convenience, the outdoor **sound** level limits set out in sections 2.1 to 2.3 are summarized in the table in Schedule B, attached to and forming part of this Bylaw.

## **2.5 Properties Where Specific Modifications or Exceptions to Rating Levels Apply**

- 2.5.1 Properties listed in Schedule C of this Bylaw are subject to the rating levels set-out in Schedule C. Except as modified or excepted in Schedule C, the rating levels in sections 2.1 – 2.3 of this Bylaw apply to such properties.

## **2.6 Assessment at Locations Affected by Residual Sound**

- 2.6.1 Where the **total sound level** exceeds all of the prescribed **sound** limits identified in sections 2.1 to 2.3 and is influenced by the **residual sound** at the **point of reception** such that the **specific sound** cannot be accurately measured, the **specific sound** should be measured at distances close to the source and then predicted at the **point of reception** using an internationally accepted calculation standard such as ISO 9613-2.

## **2.7 Role of Inspector**

- 2.7.1 Any **inspector** may measure **sound** levels with an **approved sound meter**, and may enter at all reasonable times upon any real property, to determine compliance with the provisions of Part Two of this Bylaw.

# **PART THREE: PROHIBITED TYPES OF NOISE**

## **3.1 Noise Disturbing Neighbourhood**

- 3.1.1 Subject to other provisions of this Bylaw:

- (a) a person must not make or cause a **sound** in a street, park, plaza or similar public place which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of persons in the neighbourhood or vicinity;
- (b) a person who is the owner or occupier of, or is in possession or control of, real property must not make, suffer, or permit any other person to make, a **sound**, on that real property, which can be easily heard by a person not on the same **premises** and which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of persons in the neighbourhood or vicinity.

- 3.1.2 Subsection 3.1.1 does not apply if a **sound** level may practically be measured and the **sound** level is in compliance with Part Two of this Bylaw.

## **3.2 Prohibited Types of Noise**

- 3.2.1 The following sounds are prohibited because they are objectionable, or liable to disturb the quiet, peace, rest, enjoyment and comfort of individuals or the public notwithstanding that such sounds may not constitute a violation of any other provision of this Bylaw:

- (a) the **sound** made by a dog barking, howling or creating any kind of **sound** continually or sporadically or erratically for any period in excess of one-half hour of time;
- (b) the **sound** made by a combustion engine that is operated without using an effective exhaust muffling system in good working order;
- (c) the **sound** made by a **vehicle** or a **vehicle** with a trailer resulting in banging, clanking, squealing or other like **sounds** due to an improperly secured load or improperly secured equipment, or due to inadequate maintenance;
- (d) the **sound** made by a **vehicle** horn or other warning device used except under circumstances required or authorized by law;
- (e) the **sound** made by amplified music, whether pre-recorded or live, after 2:00 a.m. and before 8:00 a.m. on any day; and
- (f) **sound** produced by audio advertising which:
  - (i) is directed at pedestrians or motorists on any street or sidewalk; or
  - (ii) can be heard on any street or sidewalk.

## **PART FOUR: EXEMPTIONS**

### **4.1 Specific Exemptions**

#### **4.1.1 This Bylaw does not apply to **sound** made:**

- (a) by a police, fire, ambulance or other emergency vehicle;
- (b) by a horn or other signalling device on any **vehicle**, boat or train where such sounding is properly and necessarily used as a danger or warning signal;
- (c) by the use, in a reasonable manner, of an apparatus or mechanism for the amplification of the human voice or music in a public park, public facility or square in connection with a public meeting, public celebration, athletic or sports event or other public gathering, if:
  - (i) that gathering is held under a City issued permit or license or similar agreement; or
  - (ii) that gathering has received prior approval under section 4.2.1;
- (d) by bells, gongs or chimes by religious institutions, or the use of carillons, where such bells, gongs, chimes or carillons have been lawfully erected;
- (e) by works and activities authorized by the British Columbia School Board 38 (Richmond) and conducted by its employees, agents and contractors on

property owned or operated by British Columbia School Board 38 (Richmond);

- (f) by a parade, procession, performance, concert, ceremony, event, gathering or meeting in or on a street or public space, provided that a permit, licence or similar agreement has been granted by the City for the event;
- (g) by outdoor athletic activity that takes place between 8:00 a.m. and 10:30 p.m.;
- (h) by the use, in a reasonable manner, of the **premises** of a Community Care Facility duly licensed under the *Community Care and Assisted Living Act*, SBC, 2002, Chapter. 75, or from the use of a similar institution;
- (i) by works and activities authorized by the City and conducted by its employees, agents and contractors on property owned (including, without limitation dedicated roads, parks and other public spaces) or operated by the City;
- (j) by a garbage collection service during the **daytime**;
- (k) by municipal works including, but not limited to, the construction and repair of streets, sewers lighting and other municipal services, whether carried out during the daytime or during the nighttime by, or on behalf of the City or the Greater Vancouver Regional District or any other public authority, but, unless the General Manager approves otherwise, does not include **construction** carried out under and agreement to install City works as described in section 940 of the *Local Government Act*;
- (l) by **lawn and garden power equipment**, provided that the use of the **lawn and garden power equipment** takes place:
  - (i) between 7:00 a.m. and 8:00 p.m. Monday through Friday; or
  - (ii) between 10:00 a.m. and 8:00 p.m. on a Saturday, Sunday and **holiday**;
- (m) by **construction**, provided that it has a **rating level** which does not exceed 85 **dBA** when measured at a distance of 15.2m (50 feet) from that source of **sound**, and only:
  - (i) between 7:00 a.m. and 8:00 p.m. Monday through Friday that is not a **holiday**;
  - (ii) between 10:00 a.m. and 8:00 p.m. on a Saturday that is not a **holiday**; and
  - (iii) between 10:00 a.m. and 6:00 p.m. on a Sunday or **holiday**;

- (n) by the nightly cleaning of streets and sidewalks and the collection of garbage from sidewalk refuse bins by or on behalf of the City;
- (o) by public transit or aeronautics;
- (p) by normal farm practices on a farm operation as defined by and protected by the *Farm Practices Protection (Right to Farm) Act*; or
- (q) by an occupant of a strata lot or rental unit used for **residential occupancy** where the source of the sound and the **point of reception** is within the same building.

#### 4.2 Exemptions and Relaxations by Approval

- 4.2.1 A person may submit an application for an exemption or relaxation from the provisions of this Bylaw to the **General Manager**, in a form and with content satisfactory to the **General Manager** who may allow the exemption or relaxation with or without terms and conditions or refuse the exemption or relaxation provided that the exemption or relaxation is limited to a period of not more than forty-eight (48) hours.
- 4.2.2 With respect to exemptions or relaxations from the limitations imposed by section 4.1.1(m) of this Bylaw for construction projects, the **General Manager** may grant the exemption if satisfied that:
  - (a) the volume of traffic in the area of the proposed construction is such as to cause danger to the workers on the job, or to cause traffic congestion;
  - (b) the impact and inconvenience to residents in the area of the proposed construction can be minimized;
  - (c) the construction cannot be undertaken efficiently or safely during the normal working day; or
  - (d) interruption of any service during normal working day would cause any person undue hardship.
- 4.2.3 If an exemption or relaxation is granted by the **General Manager** the applicant must, at least forty-eight (48) hours before the start of the exemption period, distribute a notice, in a form and with content satisfactory to the **General Manager**, to all residences within a one hundred (100) metre radius. Such a notice is to include, but will not be limited to, all times and dates, the specific location and general description of the activity.

4.2.4 An applicant who has been refused an exemption or relaxation by a decision of the **General Manager** may apply to have Council reconsider that decision in accordance with the following procedures:

- (a) the applicant may apply by notice to the City Clerk within 14 days of any refusal by the **General Manager** to grant an exemption or relaxation;
- (b) the applicant may address Council in writing or in person concerning the specific exemption or any future exemptions; and
- (c) Council may allow or revise the exemption or relaxation with or without terms and conditions or refuse the exemption or relaxation.

#### 4.3 Modification of Exception of Rating Levels by Bylaw Amendment

4.3.1 A person may, in respect to a specific property or specific properties, submit an application for a modification of this Bylaw in respect to a rating level set out in section 2.1 – 2.3 of this Bylaw to the **General Manager** in a form and with a content satisfactory to the **General Manager** who shall refer the application to Council for consideration with recommendations.

### PART FIVE: GENERAL

#### 5.1 Severability

5.1.1 No provision of this Bylaw depends for its validity on the validity of any other provision.

#### 5.2 Offences and Penalties

- 5.2.1 (a) a violation of any of the provisions identified in this Bylaw shall result in liability for penalties and late payment amounts established in Schedule A of the Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122; and
- (b) a violation of any of the provisions identified in this Bylaw shall be subject to the procedures, restrictions, limits, obligations and rights established in the *Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122* in accordance with the *Local Government Bylaw Notice Enforcement Act, SBC 2003, c.60*.
- 5.2.2 Every person who contravenes any provision of this Bylaw is considered to have committed an offence against this bylaw and is liable on summary conviction, to the penalties provided for in the *Offence Act*, and each day that such violation is caused, or allowed to continue, constitutes a separate offence.

FIRST READING

SECOND READING

THIRD READING

ADOPTED



\_\_\_\_\_  
MAYOR

FEB 13 2012

FEB 13 2012

FEB 13 2012

\_\_\_\_\_  
CITY CLERK

|  |
|--|
| CITY OF<br>RICHMOND  |
| APPROVED<br>for content by<br>originating<br>Division<br> |
| APPROVED<br>for legality<br>by Solicitor<br>              |

**SCHEDULE A TO BYLAW 8856**  
**NOISE ZONES**

| Category  | Quiet Zone  | Intermediate Zone  | Activity Zone  |
|---|---|--|--|
| <b>1. Standard Zoning</b><br>(subject to Category 4)      | <ul style="list-style-type: none"> <li>Residential Zones commencing with RS, RC, RD, RI, RT, RA</li> <li>Residential / Limited Commercial Zones commencing with RCL</li> <li>Institutional Zones commencing with ASY, HC</li> <li>Mixed Use Zones commencing with CN, CS</li> </ul> | <ul style="list-style-type: none"> <li>Mixed Use Zones commencing with CDT</li> <li>Commercial Zones commencing with CL, CC, CA, CEA, CG, CP, CV, CR</li> <li>Marina Zones commencing with MA1, MA2</li> <li>Institutional Zones commencing with AIR, SI</li> <li>Agriculture &amp; Golf Zones commencing with AG, GC</li> </ul> | <ul style="list-style-type: none"> <li>Industrial Zones commencing with I, IL, IB, IR, IS</li> </ul> |
| <b>2. Site Specific Zoning</b><br>(subject to Category 4) | <ul style="list-style-type: none"> <li>Residential Zones commencing with ZS, ZD, ZT, ZLR, ZHR</li> <li>Residential (Other) Zones commencing with ZR</li> </ul>  | <ul style="list-style-type: none"> <li>Mixed Use Zones commencing with ZMU</li> <li>Commercial Zones commencing with ZC</li> <li>Public Zones commencing with ZIS</li> <li>Agricultural Zones commencing with ZA</li> </ul>  | <ul style="list-style-type: none"> <li>Industrial Zones commencing with ZI</li> </ul>                |

| Category  | Quiet Zone  | Intermediate Zone  | Activity Zone  |
|---|---|--|--|
| <b>3. Land Use Contracts</b><br>(subject to Category 4) | <ul style="list-style-type: none"> <li>001-009, 011-021, 023-027, 029-037, 040-050, 052-061, 063, 065-069, 071-077, 081-086, 088-090, 093-102, 104-117, 120-121, 123-125, 129-138, 140-165</li> </ul> | <ul style="list-style-type: none"> <li>010, 022, 028, 051, 062, 064, 070, 078, 079, 087, 092, 119, 122, 126, 128</li> </ul>  | <ul style="list-style-type: none"> <li>039, 091, 127, 139</li> </ul>                               |
| <b>4. Additional Designations</b>                       |   | <ul style="list-style-type: none"> <li>All parcels that would otherwise be classified as a Quiet District that are in Areas 1A or 2 as outlined in the OCP Aircraft Noise Sensitive Development Table contained in Section 5.4 - Noise Management in the Richmond Official Community Plan Bylaw No 7100</li> <li>All parcels bordering a municipal 4-lane roadway, Highway 91 or Highway 99</li> </ul> | <ul style="list-style-type: none"> <li>All roadways</li> <li>All railroad rights-of-way</li> </ul> |

**SCHEDULE B TO BYLAW 8856****SUMMARY OF PERMITTED OUTDOOR SOUND LEVELS BY ZONE**

|                         |              | Sound Receiver Zone |        |              |        |          |        |
|-------------------------|--------------|---------------------|--------|--------------|--------|----------|--------|
|                         |              | Quiet               |        | Intermediate |        | Activity |        |
|                         |              | Day                 | Night  | Day          | Night  | Day      | Night  |
| Sound<br>Source<br>Zone | Quiet        | 55 dBA              | 45 dBA | 60 dBA       | 50 dBA | 70 dBA   | 70 dBA |
|                         |              | 65 dBC              | 55 dBC | 70 dBC       | 60 dBC | 80 dBC   | 80 dBC |
|                         | Intermediate | 60 dBA              | 50 dBA | 60 dBA       | 50 dBA | 70 dBA   | 70 dBA |
|                         |              | 70 dBC              | 60 dBC | 70 dBC       | 60 dBC | 80 dBC   | 80 dBC |
|                         | Activity     | 60 dBA              | 50 dBA | 65 dBA       | 55 dBA | 70 dBA   | 70 dBA |
|                         |              | 70 dBC              | 60 dBC | 75 dBC       | 65 dBC | 80 dBC   | 80 dBC |

Note: the permitted outdoor **dBC** sound level is 10 dB higher than the permitted **dBA** sound level.

**SCHEDULE C TO BYLAW 8856****SPECIFIC MODIFICATIONS/EXCEPTIONS TO PART TWO: SOUND LEVELS**

Property specific modifications / exceptions to the rating levels in Part Two: "Sound Levels" of the Bylaw are set-out below. Except as modified or excepted below, the rating levels in Part Two: "Sound Levels" apply.

| <b>Civic Address of<br/>Sound Source</b> | <b>Civic Address of<br/>Point of Reception</b> | <b>Permitted Sound Level</b> |
|--|--|------------------------------|
|  |  |                              |
|  |  |                              |
|  |  |                              |
|  |  |                              |



**Municipal Ticket Information Authorization Bylaw No. 7321,  
Amendment Bylaw No. 8857**

The Council of the City of Richmond enacts as follows:

1. Municipal Ticket Information Authorization Bylaw No. 7321, as amended, is further amended at Schedule 9 by deleting the following:

**Subdivision Three – Noise Regulation**

|                                 |            |       |
|---------------------------------|------------|-------|
| Making noise which disturbs     | 31.1.1(a)  | \$100 |
| Permitting noise which disturbs | 3.1.1.1(a) | \$100 |
| Equipment noise which disturbs  | 3.1.1.1(b) | \$100 |
| Animal noise which disturbs     | 3.1.1.1(b) | \$250 |
| Vehicle noise which disturbs    | 3.1.1.1(b) | \$100 |
| Machinery noise which disturbs  | 3.1.1.1(b) | \$100 |

2. This Bylaw is cited as “Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No. 8857”.

FIRST READING

FEB 13 2012

SECOND READING

FEB 13 2012

THIRD READING

FEB 13 2012

ADOPTED

|   |
|---|
| CITY OF<br>RICHMOND                                   |
| APPROVED<br>for content by<br>originating<br>Division |
| APPROVED<br>for legality<br>by Solicitor              |

MAYOR

CORPORATE OFFICER





**Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122,  
Amendment Bylaw No. 8858**

The Council of the City of Richmond enacts as follows:

1. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended, is further amended at Part One – Application by adding the following after section 1.1(j):  
  
    “(k) Noise Regulation Bylaw No. 8856, as amended,”
2. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended, is further amended by adding to the end of the table in Schedule A of Bylaw No. 8122 the content of the table in Schedule A attached to and forming part of this bylaw.
3. This Bylaw is cited as “**Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 8858**”.

FIRST READING

FEB 13 2012

SECOND READING

FEB 13 2012

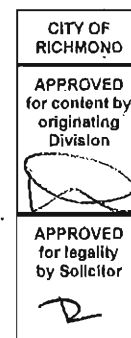
THIRD READING

FEB 13 2012

ADOPTED

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER



**SCHEDULE A to BYLAW NO. 8858****SCHEDULE A to BYLAW NO. 8122****Designated Bylaw Contraventions and Corresponding Penalties**

| A1<br>Bylaw                                  | A2<br>Description of Contravention   | A3<br>Section | A4<br>Compliance Agreement Available | A5<br>Penalty | A6<br>Early Payment Option | A7<br>Late Payment Amount | A8<br>Compliance Agreement Discount |
|--|--|---------------|--------------------------------------|---------------|----------------------------|---------------------------|-------------------------------------|
|  | Period of Time from Receipt (inclusive)  |               | n/a                                  | 29 to 60 days | 1 to 28 days               | 61 days or more           | n/a                                 |
| Noise Regulation<br>Bylaw No. 8856<br>(2012) | Making or causing noise in a quiet zone which exceeds permitted limits                     | 2.1.1         | No                                   | \$ 200.00     | \$ 175.00                  | \$ 225.00                 | n/a                                 |
|  | Making or causing noise in an intermediate zone which exceeds permitted limits             | 2.2.1         | No                                   | \$ 200.00     | \$ 175.00                  | \$ 225.00                 | n/a                                 |
|  | Making or causing noise in an activity zone which exceeds permitted limits                 | 2.3.1         | No                                   | \$ 200.00     | \$ 175.00                  | \$ 225.00                 | n/a                                 |
|  | Making or causing a noise which disturbs the quiet, peace and enjoyment of a neighbourhood | 3.1.1         | No                                   | \$ 200.00     | \$ 175.00                  | \$ 225.00                 | n/a                                 |
|  | Making or causing a prohibited type of noise which disturbs the quiet, peace and enjoyment | 3.2.1         | No                                   | \$ 200.00     | \$ 175.00                  | \$ 225.00                 | n/a                                 |



**Richmond Zoning Bylaw 8500  
Amendment Bylaw 8597 (RZ 07-379075)  
10071 WILLIAMS ROAD**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **COMPACT SINGLE DETACHED (RC2)**.

P.I.D. 000-937-274

Lot 4 Block 17 Section 26 Block 4 North Range 6 West New Westminster District Plan 18549

2. This Bylaw may be cited as "**Richmond Zoning Bylaw 8500, Amendment Bylaw 8597**".

FIRST READING

JUL 26 2010

A PUBLIC HEARING WAS HELD ON

SEP 07 2010

SECOND READING

SEP 07 2010

THIRD READING

SEP 07 2010

OTHER REQUIREMENTS SATISFIED

FEB 17 2012

ADOPTED



\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER



# City of Richmond

**PROPOSED  
REZONING**

NO. 4 RD

ALBION RD

WILLIAMS RD

CL

RC1

RC1

RC1

RC1

RC1

RC1

RC1

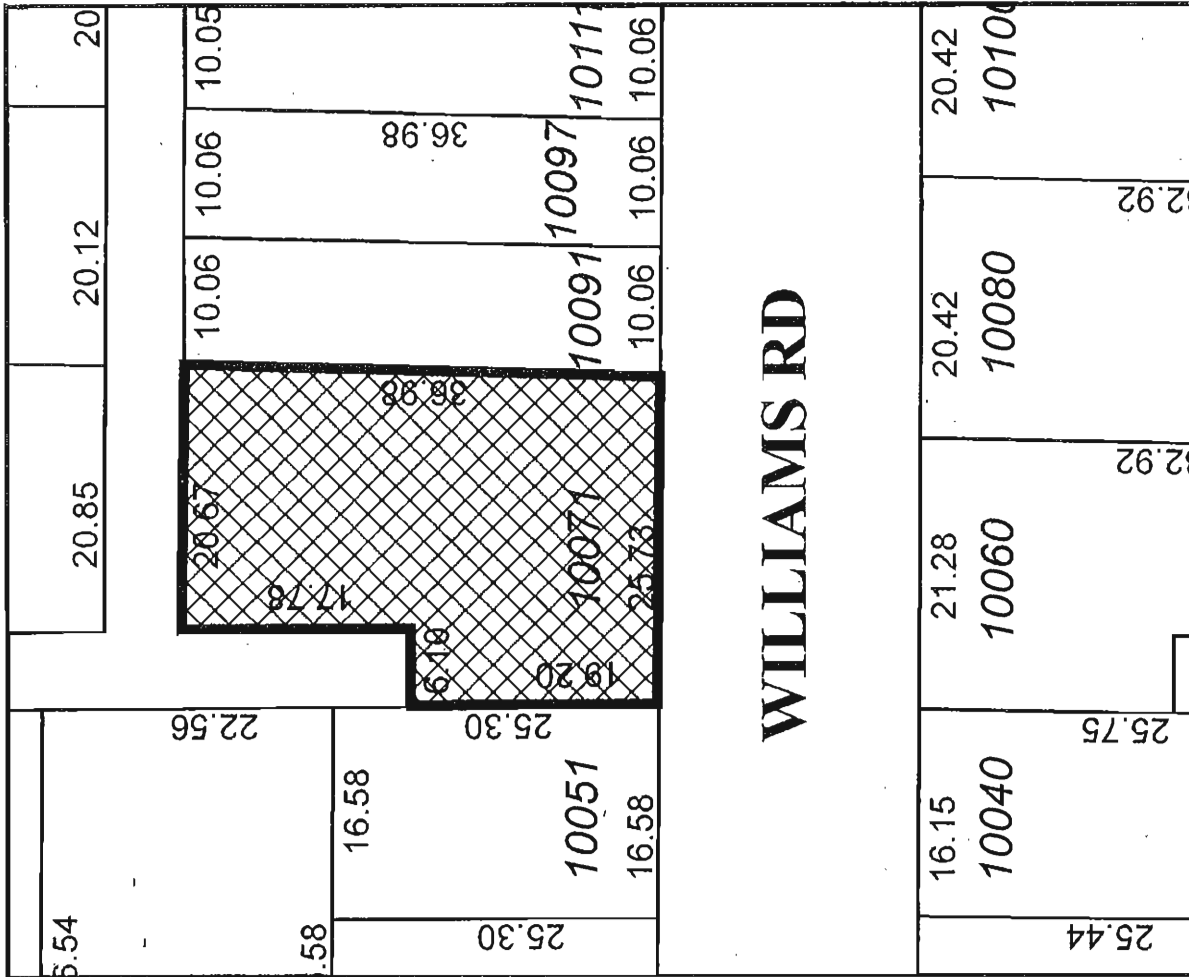
RC1

RC1

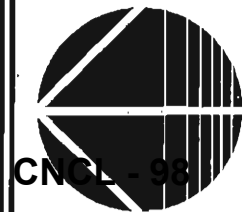
RC1

RC1

ASY



**WILLIAMS RD**



**RZ 07-379075**

Original Date: 07/16/07

Revision Date: 03/30/10

Note: Dimensions are in METRES



**Development Permit Panel**

**Wednesday, January 25, 2012**

Time: 3:30 p.m.  
Place: Council Chambers  
Richmond City Hall  
Present: Joe Erceg, Chair  
Robert Gonzalez, General Manager, Engineering and Public Works  
Dave Semple, General Manager, Parks and Recreation

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 11, 2012, be adopted.*

**CARRIED**

**2. Development Permit 10-545013**

(File Ref. No.: DP 10-545013) (REDMS No. 3382494)

APPLICANT: Western Dayton Homes Ltd.

PROPERTY LOCATION: 8540 No. 3 Road

**INTENT OF PERMIT:**

1. Permit the construction of eight (8) townhouse units at 8540 No. 3 Road on a site zoned Medium Density Townhouses (RTM2); and
2. Vary the provisions of Richmond Zoning Bylaw 8500 to:
  - a) reduce the minimum lot width from 30 m to 27.6 m;
  - b) reduce the minimum exterior (north) side yard setback along Bowcock Road from 6.0 m to 3.0 m for Building 1 and from 6.0 m to 4.6 m for Building 2;
  - c) reduce the minimum interior side yard setback from 3.0 m to 2.09 m for the single storey garages along the south property line; and
  - d) to allow tandem parking spaces in four (4) of the townhouse units and five (5) small-car parking stalls in five (5) of the townhouse units.

### **Applicant's Comments**

Mr. Fougere, Fougere Architecture, Inc., spoke on behalf of the applicant and provided the following details regarding the proposed eight townhouse units at 8560 No. 3 Road, near Bowcock Road.

Using an iPad, Mr. Fougere drew the Panel's attention to: (i) a view of the exterior of the proposed townhouse units from the east, along Bowcock Road; (ii) a view looking west, and including the individual entrances of the units; and (iii) a view of the units taken from the standpoint of the No. 3 Road bus stop.

Mr. Fougere then noted the following details: (i) the two-storey building form includes a gable end to address the half-storey; and (ii) there is a window on the half-storey tucked into the roof form, where the attic family room is located.

### **Panel Discussion**

Discussion ensued between the Panel and Mr. Fougere, and especially with regard to:

- the roof design is sloped but the architectural rendering perspective indicates a steeper slope than the roofs will have when they are completed;
- the fenced children's play area is adjacent to the sidewalk and includes: (i) play equipment for children aged two to six years old; (ii) a bench; (iii) an open grass area that is fenced; and (iv) includes a 'fall zone';
- fences, some planting material and a sidewalk separate the proposed development's structures from the single-family residence to the east of the subject site;
- the subject site is at a higher elevation than the surrounding sites, but the design includes stepping the grade up and does not include a change in grade at the property line;
- the applicant agreed to erect a new fence along the property lines, and not just refurbish existing fencing; and
- the design includes: (i) a side-by-side double car garage in each of the end units; (ii) four outdoor tandem parking spaces in front of four of the townhouse units; and (iii) five small-car parking stalls in five of the townhouse units.

The Chair commented that the play area's location at the north perimeter appeared to be hemmed in between the proposed development with just a fence separating it from the sidewalk. Discussion ensued with regard to the play area's location, and when asked if an alternative location was considered, Mr. Fougere remarked that in an earlier iteration of the design, the play area was sited at the back of the subject site, but the design had been changed to relocate it to its present location to address neighbour concerns.

Discussion continued regarding whether there was enough width for some landscaping elements to buffer the sidewalk from the play area, and advice was provided that the 'fall zone' precluded any landscaping.

### **Staff Comments**

Brian J. Jackson, Director of Development, stated that staff supports the application, and the variances. He noted that the application is a small townhouse project, and that the architect has taken into account the concerns raised at the September, 2011 Public Hearing where the rezoning of the site was discussed.

Regarding the location of the play area, Mr. Jackson advised that the move to the north side of the subject site met with staff's support, and that perhaps a trellis with climbing vines could be incorporated at the edge of the play area.

With respect to the requested parking variance, Mr. Jackson noted that the request is reasonable, especially in light of the small size of the proposed development. In addition, two significant trees are being retained on the site.

Mr. Jackson remarked that the applicant has worked hard on how the project appears, from a No. 3 Road vantage point, and that the units' appearance is appropriate, given the character of the area.

The Chair commented that Mr. Jackson's idea to incorporate a trellis, with climbing vine, into the edge of the play area, was something the Panel would like to see.

In response to a query regarding the design of the play area, Mr. Jackson advised that the piece of active play equipment included in the design requires the inclusion of a fall zone, and that if the applicant had chosen a 'touch element' play area not an active play area, there was no requirement for the fall zone.

### **Gallery Comments**

None.

### **Correspondence**

Four residents, 8600 No. 3 Road (Schedule 1)

Mr. Jackson advised that the authors of the letter: (i) stated their desire that the tree at the corner of No. 3 Road and Bowcock Road be retained, and that the applicant will be retaining that tree; and (ii) requested that Smart Meters not be located along the subject site's southern boundary, but that the location of Smart Metres is out of the control of the City and the applicant. Mr. Jackson added that the City and the applicant, through the building permit process, would do what they could, so that the metres are situated in a location other than that addressed by the variances.

### **Panel Discussion**

The Panel agreed that the active play area is preferable to a 'touch element' play area, and staff were asked to investigate provision of a landscaping treatment or vine planting with the applicant to lessen the exposure of the play area to the sidewalk, prior to proceeding to Council.

**Panel Decision**

It was moved and seconded

*That a Development Permit be issued which would:*

1. *Permit the construction of eight (8) townhouse units at 8540 No. 3 Road on a site zoned Medium Density Townhouses (RTM2); and*
2. *Vary the provisions of Richmond Zoning Bylaw 8500 to:*
  - a) *reduce the minimum lot width from 30 m to 27.6 m;*
  - b) *reduce the minimum exterior (north) side yard setback along Bowcock Road from 6.0 m to 3.0 m for Building 1 and from 6.0 m to 4.6 m for Building 2;*
  - c) *reduce the minimum interior side yard setback from 3.0 m to 2.09 m for the single storey garages along the south property line; and*
  - d) *to allow tandem parking spaces in four (4) of the townhouse units and five (5) small-car parking stalls in five (5) of the townhouse units.*

**CARRIED**

**3. Development Permit 11-584276**

(File Ref. No.: DP 11-584276) (REDMS No. 3361487)

APPLICANT: Southarm Lands Ltd.

PROPERTY LOCATION: 8691, 8711, 8731, 8751, 8771 and 8791 Williams Road

INTENT OF PERMIT:

1. Permit the construction of 31 townhouse units at 8691, 8711, 8731, 8751, 8771 and 8791 Williams Road on a site zoned Medium Density Townhouses (RTM2); and
2. Vary the provisions of Richmond Zoning Bylaw 8500 to allow 30 tandem parking spaces in 15 of the 31 townhouse units.

**Applicant's Comments**

Taizo Yamamoto, Yamamoto Architect Inc., advised that the subject site is surrounded by single-family dwellings to the north, the east and the west, and that the architectural design of the proposed 31 townhouse units on Williams Road is in response to this context. He provided the following design details:

- the two-storey duplex units are proposed on the northern portion of the site, in recognition of the adjacent existing single-family rear yards, to minimize privacy and overlook concerns;
- roof form on the townhouse units along the back edge is a 'hip form', to minimize shadowing on surrounding single-family dwellings;
- upgrading of the buffer along the rear property line includes a line of fence/trellis, to protect the privacy to the neighbouring homes to the north;

**CNCL - 102**

**Development Permit Panel**  
**Wednesday, January 25, 2012**

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- tree preservation, including a large Cherry tree, will guide the amenity area strategy; the amenity area enjoys a central location;
- at the northwest corner of the subject site, there is a cluster of red Cedar, along with large deciduous trees;
- the whole entry feature has been unified as one permeable paved area;
- the central drive aisle creates an open feeling at the entry; there is some depth, as well as the introduction of some trees;
- there is potential for development to the east, and a garage feature at that end of the site provides cross-access, to minimize the number of people coming onto and leaving the subject site;
- a quiet open play area includes a slide and a climbing element, with mature trees as a backdrop to the area;
- there are two convertible units incorporated into the design;
- accessibility features that allow for aging in place have been incorporated into all units in the proposed development;
- energy efficient appliances and low water use plumbing fixtures are incorporated to conserve energy and water;
- materials include Hardi-Plank siding, not vinyl siding, and Hardi-Plank cement; and
- a rhythm of identity to the project is achieved by each unit having its own defined entrance.

**Panel Discussion**

In response to queries, Mr. Yamamoto provided the following information:

- retention trees include a cluster on the west side of the subject site in a passive amenity area, including Cedar, Maple and Weeping Birch, a transplanted Japanese Maple tree located along Williams Road, a large Cherry tree in the active amenity space, and a Norwegian Spruce tree in the northeast of the site;
- the play area includes permeable paving, as well as benches on the perimeter; and
- to create a buffer along the rear property line, a five metre rear yard, a fence, an added trellis, hedge and spot tree planting will be employed.

The Chair noted that the applicant had addressed the subject of privacy concerns, raised at the June, 2011 Public Hearing.

**Staff Comments**

Mr. Jackson noted the tight nature of the subject site and commended the architect for having done everything possible to address privacy concerns expressed by neighbours. The roof form was lowered and a generous five metre rear yard setback was provided.

Mr. Jackson stated that the size of the outdoor amenity area is double the required size, as outlined in the Official Community Plan requirements.

He noted that there are three locations where mature trees are to be retained on the subject site, and added that instead of the required 32 replacement trees, the applicant is providing 64 replacement trees.

### **Gallery Comments**

Mr. Tsang, resident of Pigott Road, asked if neighbours would have a say in whether the construction permit would be issued to the applicant. He stated his concern with the same issues that had been raised at the June 2011 Public Hearing, such as townhouse construction, shadowing, noise, and setback between the proposed townhouse units, and residences on Pigott Road.

The Chair advised that: (i) the decision to permit townhouse units had been made during the rezoning process; (ii) the Development Permit Panel was charged with issues related to architectural character and form; and (iii) the bylaw requirement for a minimum three metre setback had been exceeded, with some proposed townhouse units sited at a five metre setback, and other units exceeding that distance.

Ms. Jen Chao, 8740 Pigott Road, expressed her concern with the 30 tandem parking spaces in 15 of the proposed townhouse units, and queried whether an exception was being made for the applicant.

The Chair advised that each townhouse unit has two parking spaces, some tandem, some side-by-side, in addition to seven visitor parking stalls provided throughout the site, and that these numbers meet the requirements of the bylaw.

Ms. Chao expressed concern that the proposed townhouse units would create more traffic in the neighbourhood.

### **Correspondence**

None.

### **Panel Discussion**

The Panel acknowledged concerns raised by neighbours and extended appreciation to staff and the architect, and in addition expressed support for the design, and noted that the architect and applicant had responded to the concerns raised during the Public Hearing. Support was also expressed for the way the rooflines were oriented, how the buildings were pulled back from shared property lines, and the plans for fencing to ensure the privacy of neighbours.

**Panel Decision**

It was moved and seconded

*That a Development Permit be issued which would:*

1. *Permit the construction of 31 townhouse units at 8691, 8711, 8731, 8751, 8771 and 8791 Williams Road on a site zoned Medium Density Townhouses (RTM2); and*
2. *Vary the provisions of Richmond Zoning Bylaw 8500 to allow 30 tandem parking spaces in 15 of the 31 townhouse units.*

**CARRIED**

**4. Development Permit 11-584282**

(File Ref. No.: DP 11-584282) (REDMS No. 3414815)

APPLICANT: AM-PRI Construction Ltd.

PROPERTY LOCATION: 9811 Ferndale Road (formerly 9791 & 9811 Ferndale Road and 6071, 6091 & 6131 No. 4 Road)

**INTENT OF PERMIT:**

1. Permit the construction of 24 Townhouse Units at 9811 Ferndale Road (formerly 9791 and 9811 Ferndale Road and 6071, 6091 and 6131 No. 4 Road) on a site zoned "Medium Density Townhouses (RTM2)"; and
2. Vary the provisions of Richmond Zoning Bylaw 8500 to:
  - a) reduce the required side yard setback along the north property line from 3.0 meters to 2.69 meters to allow the projection of an electrical room outside Unit C1b; and
  - b) permit resident parking to be provided in a tandem parking configuration for 15 units (30 stalls).

**Applicant's Comments**

Taizo Yamamoto, Yamamoto Architect Inc., advised that the proposed 24 townhouse units are on a left over corner of Ferndale Road and No. 4 Road, and that they are surrounded by single-family detached dwellings to the east, and multi-unit townhouse developments to the north, south and west. He provided the following design details:

- originally, access to the subject site was provided by access from the townhouse unit complex to the west, at 9751 Ferndale Road, but through the public process, residents of the complex to the west expressed a desire that residents of the proposed townhouse unit complex not use this access; the architect created as robust a buffer as possible between the two sites to provide some meandering, and to allow large plants and some depth;

**Development Permit Panel**  
**Wednesday, January 25, 2012**

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- the planned three-storey townhouse units are stepped down to two stories to respond to the lower density single-family residents to the east, across No. 4 Road;
- the tight nature of the subject site dictated different unit styles, thus allowing some affordability, and with some units allowing parking for only one vehicle;
- one of the proposed two-storey units is adaptable, with living areas closer to grade;
- all proposed townhouse units have aging-in-place measures;
- the overall architectural character is that of a subdued appearance, mirroring a similar form of the residences across the street, including more of a hip roof;
- the entry area is increased by allowing paving; the public space is located at the centre of the subject site, at the intersection of the drive aisle;
- a seating area with permeable paving and a climbing structure is also located at the centre of the subject site;
- each unit has a patio, trees, some lawn space where possible, and sun exposure;
- easy pedestrian access to the No. 4 Road transit stop is provided; and
- materials include Hardi-Board siding for the first floor and the intermix of vinyl siding and Hardi-Plank panels for the upper floors;

**Panel Discussion**

In response to Panel queries, Mr. Yamamoto provided further information:

- the end unit facing No. 4 Road has gables that address the street, large wrap porches to provide depth, and a bay window starting at the second story that comes down to ground level, and each unit facing No. 4 Road has a punched-in entry; and
- the amenity area at the northwest corner of the subject site is paved, includes benches, includes a small climbing play structure for children aged two through six years, as well as a lawn area on its south side, and some trees along its west side.

**Staff Comments**

Mr. Jackson advised that staff supports the application, and the applicant's request for variances. He stated that the application:

- respects the Agricultural Land Reserve to the east of the subject site, by providing a six metre setback and quite dense landscaping, which was reviewed and supported by the City's Agricultural Advisory Committee;
- in terms of architectural form, it provides low pitched roof forms that are low in profile;
- in terms of the central location of the amenity space it provides "eyes" on the play space and play equipment; and

**Development Permit Panel**  
**Wednesday, January 25, 2012**

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- in terms of the proposed development's relation to the neighbour to the west, it provides landscaping buffering that breaks down what could have been an unattractive "bowling lane" design.

Mr. Jackson summarized his remarks by saying that the architect has done much to address issues of adjacencies, and for this, and the other listed reasons, the best term to apply to the proposed design is "respectful".

In response to the Chair's query regarding whether staff is advising applicants with regard to Council's preference to see side-by-side parking stalls in townhouse unit developments, Mr. Jackson advised that staff promotes that idea over tandem stalls, and attempts to steer applicants and architects in the direction of side-by-side stalls for new development applications.

**Gallery Comments**

None.

**Correspondence**

None.

**Panel Decision**

It was moved and seconded

*That a Development Permit be issued which would:*

1. *Permit the construction of 24 Townhouse Units at 9811 Ferndale Road (formerly 9791 and 9811 Ferndale Road and 6071, 6091 and 6131 No. 4 Road) on a site zoned "Medium Density Townhouses (RTM2)"; and*
2. *Vary the provisions of Richmond Zoning Bylaw 8500 to:*
  - a) *reduce the required side yard setback along the north property line from 3.0 meters to 2.69 meters to allow the projection of an electrical room outside Unit C1b; and*
  - b) *permit resident parking to be provided in a tandem parking configuration for 15 units (30 stalls).*

**CARRIED**

**5. New Business**

It was moved and seconded

*That the Development Permit Panel meeting tentatively scheduled for Wednesday, February 15, 2012 be cancelled, and that the next meeting of the Development Permit Panel be tentatively scheduled to take place in the Council Chambers, Richmond City Hall, at 3:30 p.m. on Wednesday, February 29, 2012.*

Development Permit Panel  
Wednesday, January 25, 2012

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6. **Date Of Next Meeting: Wednesday, February 29, 2012**

7. **Adjournment**

It was moved and seconded

*That the meeting be adjourned at 4:31 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 25, 2012.

---

Joe Erceg  
Chair

---

Sheila Johnston  
Committee Clerk

January 16, 2012

**Schedule 1 to the Minutes of  
the Development Permit  
Panel Meeting of Wednesday,  
January 25, 2011.**

|                                    |                      |
|------------------------------------|----------------------|
| <b>To Development Permit Panel</b> |                      |
| Date:                              | <u>JAN. 25, 2012</u> |
| Item #                             | <u>2</u>             |
| Re:                                | <u>DP 10-545013</u>  |

To: Edwin Lee  
Planning Department,  
Richmond City Hall,  
6911 No 3 Rd, Richmond, BC,  
V6Y 2C1, Canada

**Concerns on the Smart Power Meter House at 8540 No.3 Road**

Hi Edwin,

Thank you for the info that you gave to me on the development of development at 8540 No.3 Road.

we <sup>are</sup> writing to you to address the concerns of the power meter house, or so called smart meter house. I am really concern about its radioactive leak. Please **do not** put these power meter house along its southern boundary which is the too close to its neighbours at 8600 No.3 Road.

Thank you for your help!

Best Regards,

- ① please keep the tree at No.3 Road & Bowcock (pine tree) <sup>big</sup>
- ② the new townhouse is to close to 8600 Town house (at least 3 metre rather than 2.09 metre)

#16 AL

#13 CL

#14 James

#17 Q







# City of Richmond

## Report to Council

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**To:** Richmond City Council  
**From:** Joe Erceg, MCIP  
Chair, Development Permit Panel

**Date:** February 22, 2012  
**File:** 0100-20-DPER1

**Re:** **Development Permit Panel Meeting Held on January 25, 2012**

---

### Panel Recommendation

That the recommendations of the Panel to authorize the issuance of:

- i) a Development Permit (DP 11-584282) for the property at 9811 Ferndale Road  
(formerly 9791 & 9811 Ferndale Road and 6071, 6091 & 6131 No. 4 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 January 25, 2012.

DP 11-584282 – AM-PRI CONSTRUCTION LTD. – 9811 FERNDAL ROAD  
(FORMERLY 9791 & 9811 FERNDAL ROAD AND 6071, 6091 & 6131 NO. 4 ROAD)  
(January 25, 2012)

The Panel considered an application to permit the construction of 24 townhouse units on a site zoned “Medium Density Townhouses (RTM2)”. Variances are included in the proposal for a reduced north side yard for an electrical room and tandem parking.

Architect, Taizo Yamamoto, Yamamoto Architect Inc., provided a brief presentation of the proposal, including:

- As a result of neighbourhood concerns, a new access was provided and the proposed development would not use the existing access through the townhouse complex to the west.
- There is one (1) two-storey adaptable unit, and all units have aging-in-place measures.
- The character is subdued with detached home elements, including more of a hip roof and stepping three-storey height down to two (2) storeys at No. 4 Road.
- Each unit has a patio, trees, some lawn space where possible, and sun exposure.
- Materials include Hardi-Board siding and panels, and some vinyl siding for the upper floors.

In response to Panel queries, Mr. Yamamoto provided further information:

- The units facing No. 4 Road feature gables, large porch and bay window to provide depth, and each unit has a punched-in entry.
- The paved amenity area includes benches, lawn area, some trees, and a small climbing play structure for children aged two through six years.
- Staff advised that staff supports the application and the requested variances, and advised:
- The Agricultural Land Reserve (ALR) on the east side of No. 4 Road is respected with a landscaped 6 m setback, which was supported by the City’s Agricultural Advisory Committee;
- The proposed development is buffered from the neighbouring driveway to the west with landscaping that breaks down what could have been an unattractive “bowling lane” design; and
- The proposal addresses adjacencies with stepped building massing, low profile pitched roofs and landscaping, and for this, the best term to apply to the proposed design is “respectful”.

In response to a query from the Chair, staff confirmed that they attempt to steer applicants and architects in the direction of side-by-side stalls for new development applications.

No public input was received regarding the application.

The Panel recommends that the Permit be issued.



## Community Safety Committee

Anderson Room, City Hall  
6911 No. 3 Road

Tuesday, February 14, 2012  
4:00 p.m.

Pg. #      ITEM

### MINUTES

- CS-7**      *Motion to adopt the minutes of the meeting of the Community Safety Committee held on Tuesday, December 13, 2011.*



### NEXT COMMITTEE MEETING DATE

Tuesday, March 13, 2012, (tentative date) at 4:00 p.m. in the Anderson Room

### LAW AND COMMUNITY SAFETY DEPARTMENT

1.      **INTRODUCTION OF INSPECTOR SEAN MALONEY**

- CS-15**      2.      **RCMP'S MONTHLY REPORT – NOVEMBER 2011 ACTIVITIES**  
(File Ref. No. 09-5000-01) (REDMS No. 3422437)

**TO VIEW eREPORT CLICK HERE**

See Page **CS-15** of the Community Safety agenda for full hardcopy report

*Designated Speaker: Supt. Renny Nessel*

STAFF RECOMMENDATION

*That the OIC's report entitled "RCMP's Monthly Report – November 2011 Activities" dated December 1, 2011, be received for information.*



- CS-27      3.      RCMP'S MONTHLY REPORT – DECEMBER 2011 ACTIVITIES**  
(File Ref. No. 09-5000-01) (REDMS No. 3441114)

TO VIEW eREPORT CLICK HERE

See Page **CS-27** of the Community Safety agenda for full hardcopy report

*Designated Speaker: Supt. Renny Nessel*

STAFF RECOMMENDATION

*That the OIC's report entitled "RCMP's Monthly Report – January 5, 2012 Activities" dated January 5, 2012, be received for information.*



- CS-43      4.      COMMUNITY BYLAWS - NOVEMBER 2011 ACTIVITY REPORT**  
(File Ref. No. 12-8060-01) (REDMS No. 3428370)

TO VIEW eREPORT CLICK HERE

See Page **CS-43** of the Community Safety agenda for full hardcopy report

*Designated Speaker: Wayne Mercer*

STAFF RECOMMENDATION

*That the staff report entitled "Community Bylaws – November 2011 Activity Report" dated December 14, 2011, from the General Manager, Law & Community Safety, be received for information.*



- CS-51      5.      COMMUNITY BYLAWS - DECEMBER 2011 ACTIVITY REPORT**  
(File Ref. No. 12-8060-01) (REDMS No. 3457416)

TO VIEW eREPORT CLICK HERE

See Page **CS-51** of the Community Safety agenda for full hardcopy report

*Designated Speaker: Wayne Mercer*

STAFF RECOMMENDATION

*That the staff report entitled “Community Bylaws – November 2011 Activity Report” dated January 23, 2012, from the General Manager, Law & Community Safety, be received for information.*



**CS-57      6.      2012/2013 RCMP ANNUAL PERFORMANCE PLAN – COMMUNITY PRIORITIES**

(File No. 09-5000-01)(REDMS No. 3459169)

[TO VIEW eREPORT CLICK HERE](#)

See Page **CS-57** of the Community Safety agenda for full hardcopy report

*Designated Speaker: Supt. Renny Nessel*

STAFF RECOMMENDATION

*That the two Community Objectives be selected, as identified in the staff report dated January 24, 2012 from the Officer In Charge, Richmond RCMP Detachment, for inclusion in the 2012/2013 Annual Performance Plan.*



**CS-63      7.      2011 FOURTH QUARTER REPORT – RICHMOND FIRE-RESCUE**

(File No.)(REDMS No. 3432651)

[TO VIEW eREPORT CLICK HERE](#)

See Page **CS-63** of the Community Safety agenda for full hardcopy report

*Designated Speaker: Fire Chief John McGowan*

STAFF RECOMMENDATION

*That the report on Fire-Rescue’s operations from October 1 to December 31, 2011 be received for information.*



**CS-71      8.      CANADIAN COAST GUARD AUXILIARY (STATION 10) PROPOSED BOATHOUSE LOCATION**

(File No. 06-2345-20-ILAN1)(REDMS No. 3355625)

[TO VIEW eREPORT CLICK HERE](#)

See Page **CS-71** of the Community Safety agenda for full hardcopy report

*Designated Speaker: Serena Lusk*

STAFF RECOMMENDATION

*That:*

- (1) *Scotch Pond be approved as the location for the Canadian Coast Guard Auxiliary Pacific Region - Station 10 to moor its boathouse; and*
- (2) *Agreement terms for the moorage of the Canadian Coast Guard Auxiliary – Station 10 be drafted and brought back to Council for approval no later than March 30<sup>th</sup> 2012.*



**CS-85**

9. **CHAUFFEURS' PERMITS**  
(File No. 09-5000-01)

TO VIEW eREPORT CLICK HERE

See Page **CS-85** of the Community Safety agenda for full hardcopy report

*Designated Speaker: Supt. Renny Nasset*

STAFF RECOMMENDATION

*That the requirement for the renewal of Chauffeurs' Permits be changed from an annual to a biennial basis beginning January 1, 2013 as outlined in the staff report dated January 31, 2012 from the OIC, RCMP Richmond Detachment.*



**CS-91**

10. **AIRCRAFT EMERGENCY RESPONSE WITHIN RICHMOND**  
(File No.)(REDMS No. 3462128)

TO VIEW eREPORT CLICK HERE

See Page **CS-91** of the Community Safety agenda for full hardcopy report

*Designated Speaker: Deputy Chief Tim Wilkinson*

STAFF RECOMMENDATION

*That the staff report entitled Aircraft Emergency Response Within Richmond, dated February 3, 2012 from the Fire Chief, be received for information.*



11. **FIRE CHIEF BRIEFING**

(Oral Report)

*Designated Speaker: Fire Chief John McGowan*

Items for discussion:

- (i) Pink Shirt Day, February 29, 2012 – in support of the Stop Bullying Campaign
- (ii) CPR (Cardio Pulmonary Resuscitation) Saves Lives
- (iii) Pedestrian Safety Campaign – a joint initiative of RFR, RCMP, BCAS, ICBC, the City's Corporate Communications team, and Transportation

12. **RCMP/OIC BRIEFING**

(Oral Report)

*Designated Speaker: Supt. Rendall Nasset*

Items for discussion:

- (i) Downtown CPO - Regional IPREM Table Top

13. **MANAGER'S REPORT**

- (a) Mobile Medical – Temporary Placement at Gateway Theatre

ADJOURNMENT







## Community Safety Committee

Date: Tuesday, December 13, 2011

Place: Anderson Room  
Richmond City Hall

Present: Councillor Linda McPhail, Vice-Chair  
Councillor Ken Johnston  
Councillor Evelina Halsey-Brandt  
Councillor Bill McNulty

Absent: Councillor Derek Dang, Chair

Also Present: Councillor Chak Au

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

It was agreed that "Noise Bylaw Update" be added to the Agenda as Item 10.

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the Community Safety Committee held on Wednesday, October 12, 2011, be adopted as circulated.*

**CARRIED**

### NEXT COMMITTEE MEETING DATE

Tuesday, January 10, 2012, (tentative date) at 4:00 p.m. in the Anderson Room

## LAW AND COMMUNITY SAFETY DEPARTMENT

1. **MARINE PATROL PROGRAM – POST PATROL REPORT 2011**

(File Ref. No. 09-5000-01) (REDMS No. 3383656)

Renny Nasset, OIC, Richmond RCMP, provided background information and commented on the success of the marine patrol program.

In reply to queries from Committee, Corporal James Lunny, Richmond RCMP, provided the following information:

- the marine patrols found that the majority of those on the water were in compliance with regulations related to the operation of a pleasure craft;
- the marine patrols are typically scheduled during community events and weekends as there are many more pleasure crafts on the water during those periods; and
- the RCMP's marine patrol works with the Canadian Coast Guard if a situation warrants.

It was moved and seconded

*That the OIC's report entitled "Marine Patrol Program – Post Patrol Report 2011" dated October 13, 2011, be received for information.*

**CARRIED**

2. **RCMP'S MONTHLY REPORT – SEPTEMBER 2011 ACTIVITIES**

(File Ref. No. 09-5000-01) (REDMS No. 3378467)

**RCMP'S MONTHLY REPORT – OCTOBER 2011 ACTIVITIES**

(File Ref. No. 09-5000-01) (REDMS No. 3406197)

OIC Nasset commented on the marine patrol program and noted that there may be opportunities to conduct joint patrols with the Delta Police Department.

Phyllis Carlyle, General Manager, Law & Community Safety, advised that should the Delta Police Department wish to partner with the Richmond RCMP, contribution towards the marine patrol program would be sought from them.

It was moved and seconded

(1) *That the OIC's report entitled "RCMP's Monthly Report – September 2011 Activities" dated October 7, 2011, be received for information; and*

(2) *That the OIC's report entitled "RCMP's Monthly Report – October 2011 Activities" dated November 22, 2011, be received for information.*

**CARRIED**

**Community Safety Committee**  
**Tuesday, December 13, 2011**

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3. **2011 THIRD QUARTER REPORT – FIRE-RESCUE**  
(File Ref. No.) (REDMS No. 3390376)

It was moved and seconded

*That the report on Fire-Rescue's operations for the 3<sup>rd</sup> Quarter ending September 30, 2011 be received for information.*

**CARRIED**

4. **COMMUNITY BYLAWS – SEPTEMBER 2011 ACTIVITY REPORT**  
(File Ref. No. 12-8060-01) (REDMS No. 3392348 v3)

**COMMUNITY BYLAWS – OCTOBER 2011 ACTIVITY REPORT**  
(File Ref. No. 12-8060-01) (REDMS No. 3414106)

Wayne Mercer, Manager, Community Bylaws, advised that Page 7 of the September 2011 activity report was accidentally omitted from the agenda package (Page 7 is attached to and forming part of these Minutes as Schedule 1).

In reply to a query from Committee, Mr. Mercer advised staff are working with Canada Post in relation to dog biting. He stated that dog bites are taken very seriously and commented on the protocol for repeat offenders.

It was moved and seconded

- (1) *That the Community Bylaws Monthly Activity Report dated October 24, 2011, from the General Manager, Law & Community Safety, be received for information; and*
- (2) *That the Community Bylaws Monthly Activity Report dated November 24, 2011, from the General Manager, Law & Community Safety, be received for information.*

**CARRIED**

5. **TRAINING SITE AT 7611 NO. 9 ROAD – RICHMOND FIRE-RESCUE**  
(File Ref. No.) (REDMS No. 3367291)

In reply to queries from Committee, John McGowan, Fire Chief, Richmond Fire-Rescue and Tim Wilkinson, Deputy Chief – Operations, advised the following:

- the proposed training site would be managed by the Chief Training Officer and would only be staffed as required;
- the proposed modular fire training building is new construction and is very similar to container style structures; it is light weight, durable, and can be configured in many different ways;
- it is recommended that a local training site be established in Richmond in an effort to (i) avoid travel time; and (ii) avoid overtime costs and continued on-duty emergency service delivery while training; and

## Community Safety Committee

Tuesday, December 13, 2011

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- the proposed overspray area is intended to mitigate the run-off water from the site.

Also, Ms. Carlyle noted that should the proposed training site be approved, Richmond Fire-Rescue would seek donations as the site develops.

It was moved and seconded

- (1) *That the Chief Administrative Officer and General Manager of Law and Community Safety be authorized to negotiate and execute on behalf of the City a licence agreement between Lafarge Canada Inc. and the City for the use of a portion of 7611 No. 9 Road as a fire fighter training facility, on the terms and conditions outlined in the staff report entitled "Training Site at 7611 No. 9 Road – Richmond Fire Rescue" and dated November 29, 2011;*
- (2) *That the capital and operating costs for the training facility be considered as part of the 2012-budget process; and*
- (3) *That staff be directed to meet with the owners of the property to the north of the proposed site and to report back to Council if the neighbours express any concerns prior to the execution of the agreement with Lafarge Canada Inc.*

**CARRIED**

### 6. REGULATION OF PRIVATE PARKING OPERATIONS

(File Ref. No. 12-8060-20-8801/8802) (REDMS No. 3318239)

Mr. Mercer provided background information.

It was moved and seconded

- (1) *That Vehicle For Hire Regulation Bylaw No. 6900, Amendment Bylaw No. 8801 (Attachment 1) be introduced and given first, second and third reading; and*
- (2) *That Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 8802 (Attachment 2) be introduced and given first, second and third reading.*

**CARRIED**

### 7. FIRE CHIEF BRIEFING

(Oral Report)

#### (i) *Update on the Airplane Crash*

Fire Chief McGowan spoke of the recent airplane crash on Russ Baker Way and congratulated all emergency personnel involved in the incident for their fast and effective management of the incident.

*Councillor McNulty left the meeting at 4:35 p.m. and returned to the meeting at 4:36 p.m.*

## **Community Safety Committee**

### **Tuesday, December 13, 2011**

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#### ***(ii) Update on New Recruits***

Fire Chief McGowan advised that Richmond Fire-Rescue has hired nine new fire fighters. In reply to a query from Committee, Chief McGowan stated that of the nine new recruits, there are several female recruits and several visible minority recruits.

#### ***(iii) Officer Development Training***

Fire Chief McGowan spoke of officer development training, noting that Richmond Fire-Rescue (RFR) works closely with the Justice Institute to develop fire-fighters wishing to progress into senior positions within RFR.

#### ***(iv) Noise & Fireworks Regulation Bylaw / Fire Works Communication Process***

Fire Chief McGowan stated that RFR sends information related to approved fireworks permits to E-Comm's fire dispatch centre. Also, he noted that this information is shared with the Richmond RCMP as well.

#### ***(v) EFSIT Customer Service Performed at residence on Gilley Road***

Fire Chief McGowan spoke of a Electrical and Fire Safety Inspection conducted at a residence on Gilley Road. He commented that the inspection found significant electrical problems, which caused unnecessary hydro usage.

### **8. RCMP/OIC BRIEFING**

(Oral Report)

Item for discussion:

#### ***(i) Operation Red Nose***

OIC Nasset stated that the Richmond RCMP support Operation Red nose and noted that the program provided over 650 rides in Richmond last year.

#### ***(ii) British Columbia Association of Chiefs of Police***

OIC Nasset highlighted that the Richmond RCMP will be hosting the British Columbia Association of Chiefs of Police meeting in February 2012.

#### ***(iii) Officer Transfers and Retirements***

OIC Nasset commented that Constable Barry Edwards would be retiring after 35 years of service. He was pleased to announce that Cst. Edwards has signed on as a reserve officer. Also, OIC Nasset advised that Inspectors Janis Gray and Leanne Burleigh have been transferred.

In reply to a query from Committee, Ms. Carlyle advised that the City Centre Community Police Office is currently at the design stage of the project.

#### ***(iv) Partnership with Delta Police Department***

Please see Page 2 for discussion on this matter.

**Community Safety Committee**  
**Tuesday, December 13, 2011**

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Fire Chief McGowan distributed a memorandum regarding the Steveston Fire Hall (copy on file, City Clerk's Office) and highlighted that Fire Hall No. 2 was one of only three Canadian fire halls to be featured in the Fire Chief magazine.

**9. MANAGER'S REPORT**

**(i) *Deborah Procter, Manager, Emergency Programs, to play a clip from the CAUSE video***

Deborah Procter, Manager, Emergency Programs, distributed a memorandum dated December 8, 2011 (copy on file, City Clerk's Office) regarding Council's role during an emergency.

Ms. Procter played a clip from the CAUSE video and provided background information. She noted that the Centre for Security Science and the U.S. Department of Homeland Security approached the City to take part in an experiment that demonstrates how newly developed technologies function during an emergency.

**10. NOISE BYLAW UPDATE**

Discussion ensued regarding the status of the noise bylaw review and proposed amendments report. Mr. Mercer advised that staff are diligently working to consolidate the findings of the public open houses and surveys. He noted that it is anticipated that the staff report be brought before Council in January 2012.

**ADJOURNMENT**

It was moved and seconded  
*That the meeting adjourn (4:45 p.m.).*

**CARRIED**

Certified a true and correct copy of the  
Minutes of the meeting of the Community  
Safety Committee of the Council of the  
City of Richmond held on Tuesday,  
December 13, 2011.

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Councillor Linda McPhail  
Vice-Chair

---

Hanieh Floujeh  
Committee Clerk

October 24, 2011

- 7 -

Schedule 1 to the Minutes of the  
Community Safety Committee  
meeting held on Tuesday,  
December 13, 2011.

### **Conclusion**

Community Bylaws staff continues to strive to maintain the quality of life and safety of the residents of the City of Richmond through coordinated team efforts with many City departments and community partners while promoting a culture of compliance.



Wayne G. Mercer  
Manager, Community Bylaws  
(604.247.4601)

ML:ml





# City of Richmond

## Report to Committee

**To:** Community Safety Committee

**Date:** December 1, 2011

**From:** Rendall Nessel  
Officer In Charge, Richmond RCMP Detachment

**File:** 09-5000-01/2010-Vol  
01  
(11.61)

**Re:** RCMP's Monthly Report – November 2011 Activities

### Staff Recommendation

That the OIC's report entitled "RCMP's Monthly Report – November 2011 Activities" dated December 1, 2011, be received for information.

(Rendall Nessel) Superintendent  
Officer in Charge, Richmond RCMP Detachment  
(604-278-1212)

|  |   |                                       |
|--|---|---------------------------------------|
| <b>FOR ORIGINATING DEPARTMENT USE ONLY</b> |   |                                       |
| <b>CONCURRENCE OF GENERAL MANAGER</b><br>  |   |                                       |
| <b>REVIEWED BY TAG</b><br>                 | <b>YES</b><br><input checked="" type="checkbox"/> | <b>NO</b><br><input type="checkbox"/> |
| <b>REVIEWED BY CAO</b><br>                 | <b>YES</b><br><input checked="" type="checkbox"/> | <b>NO</b><br><input type="checkbox"/> |

## Origin

At the request of the Community Safety Committee, the OIC will keep Council informed on matters pertaining to policing in the community and has developed a framework to provide regular reporting cycles.

## Analysis

Below is the RCMP's Monthly Report – November 2011 Activities.

### Noteworthy Files:

#### **Richmond RCMP Promotes Pedestrian Safety**

The concern for Pedestrian Safety increases with the changing weather conditions and reduced daylight hours that the winter season brings. Extra care is required during the darker, wet days that make driving conditions and visibility more difficult to see pedestrians. The Detachment considers pedestrian safety a priority and has partnered with ICBC to increase education, enforcement and initiatives in an effort to save lives and make the community a safer place to be.

The Detachment RCMP officers and volunteers from the South Arm and Steveston Community Police Offices participated in a Pedestrian Road Safety Campaign along with ICBC's Road Safety Team. Richmond's high volume foot traffic areas were targeted, where passers by were provided with pedestrian safety tips and reflective armbands in order to increase visibility in the dark. The next campaign is planned for early spring.

Some tips for pedestrians' safety are as follows:

- Remove headphones and refrain from using cell phone and electronics when crossing the street.
- Make eye contact with drivers and never assume that drivers see pedestrians.
- Be cautious and pay attention to traffic as some drivers may not stop or obey traffic control devices.
- Wear bright or light coloured clothing especially in bad weather or in low light, wear reflective clothing.
- If there are no sidewalks, use the outside edge or shoulder of the roadway and walk facing traffic to see vehicles coming towards you.
- While crossing the street, look in all directions and keep an eye out for approaching vehicles. This includes checking over the shoulder for any vehicles that may be turning.
- Listen for approaching vehicles that may not yet be visible and could be approaching a pedestrian from a driveway, around a corner or from over a hill.
- Use crosswalks wherever possible and don't cross on the "do not walk" signal.

### **Fatal Pedestrian Collision**

On November 22 at approximately 7:30 pm an RCMP officer was on patrol when he came across a collision on Steveston Highway near Southdale Road. A pedestrian had been crossing Steveston Highway between intersections and was struck by a west bound vehicle. At the time of the collision it was raining heavily and visibility was poor. The pedestrian was wearing dark clothing and was not seen by the driver until he was struck.

Richmond Fire Rescue and Emergency Health Services were at the scene of the collision. The driver received minor injuries and was transported to Richmond General Hospital for treatment. The pedestrian, a 31 year old Richmond resident, was transported to Vancouver General Hospital in critical condition and passed away the next morning. Officers from the Integrated Collision Analysis and Reconstruction Services assisted the Detachment's Road Safety Unit, and the investigation is continuing.

### **Plane Diverted to YVR**

On November 28<sup>th</sup> at approximately 6:30 pm the Detachment received a report that an Air Canada flight was being diverted to the Vancouver International Airport after two unruly passengers had to be restrained by the airline crew. The flight was en-route to Beijing from Toronto with an expected arrival time of 10:00 pm. to the Vancouver Airport. Upon touchdown RCMP officers boarded the flight and escorted the two passengers off the plane. Two men ages 38 and 45 from Ontario have been arrested and charged after consuming too much alcohol and disobeying the directions of the flight crew on board the flight. Both men plead guilty to mischief and received suspended sentences and probation for one year. They have been ordered to pay restitution in the amount of \$71,757.

### **Auxiliary Constables**

From January to November 2011, Richmond Detachment Auxiliary Constables recorded 6,597 volunteer hours as indicated in the following table:

| <b>Time Period</b> | <b>Community Policing Duties</b> | <b>Training and Administrative Duties</b> | <b>Patrol Ride-Along Duties</b> | <b>Total Hours</b> |
|--------------------|----------------------------------|---|---------------------------------|--------------------|
| <b>Jan - Nov</b>   | 2,754                            | 2,191                                     | 1,652                           | 6,597              |

### **Summary of Auxiliary Constable Duties for September - November 2011:**

Auxiliary Constables have concentrated on community policing programs, such as:

- Bike, foot and Kubota patrols
- Home Security Checks
- Block Watch meetings
- SAFE School Program

Auxiliary Constables also attended several community events to support a police presence, including:

- Lingyen Temple Festival
- Police and Peace Officers' Memorial
- Remembrance Day Ceremonies
- Christmas in Steveston Village

In addition, Auxiliary Constables assisted regular members with:

- General Duty shifts
- Marine Patrols
- Liquor/Bylaw Enforcement Teams
- Road Safety Unit
- Youth Section

On October 27, Auxiliary Constables assisted regular members at the plane crash on Sea Island. Within an hour of being called out, 9 Auxiliary Constables were on scene, providing traffic control, scene security and remained on duty until the site was cleared by Transport Canada the following morning.

Auxiliary Constables provided significant support during Richmond Detachment's move to the new Community Safety Building and assisted in operation of the Command Vehicle as a temporary Community Policing Office at the Detachment on Minoru. Other duties included providing escorts, which, allowed regular members to return to their assigned duties.

Five Auxiliary Constables were trained and certified to perform Transport Canada Boat Safety Checks. During the boating season this has provided significant value to marine patrols as Auxiliary Constables are able to conduct checks under the Small Vessel Regulations. Twenty-five Auxiliary Constables have been trained to assist with the Speed Watch and Lock It or Lost It campaigns and will now be able to provide a uniformed presence to these initiatives in targeted areas of the city.

### **Road Safety Unit**

#### **Richmond Detachment Traffic Statistics**

| <b>Name</b>        | <b>Act</b>                   | <b>Example</b>                                   | <b>Sep</b> | <b>Oct</b> | <b>Nov</b> |
|--------------------|------------------------------|--|------------|------------|------------|
| Violation Tickets  | Provincial Act Offences      | Speeding   | 1208       | 1196       | 1209       |
| Notice & Orders    | Equipment Violations         | Broken Tail-light                                | 419        | 473        | 514        |
| Driving Suspension | Motor Vehicle Act            | 24 hour driving prohibition for alcohol or drugs | 13         | 54         | 47         |
| Parking Offences   | Municipal Bylaw              | On or off the street Municipal parking offences  | 22         | 17         | 19         |
| MTI's              | Municipal Ticket Information | Any other Municipal Bylaw offence                | 3          | 4          | 3          |

**South Arm Community Police Office****Richmond Detachment Stolen Auto Recovery and Lock out Auto Crime Statistics for 2011**

| <b>Month</b> | <b>Vehicles Viewed<br/>For Signs Of Auto<br/>Crime Only</b> | <b>Vehicles Scanned<br/>Through Stolen Auto<br/>Recovery (SAR)*<sup>1</sup></b> | <b>Vehicles Issued A<br/>Crime Prevention<br/>Notice<sup>2</sup></b> | <b>Patrol And<br/>Admin<br/>Hours</b> |
|--------------|---|---|--|---------------------------------------|
| January      | 4,898   | 4,368   | 530  | 96                                    |
| February     | 2,265   | 1,657   | 608  | 60                                    |
| March        | 3,261   | 1,630   | 1,082  | 80                                    |
| April        | 3,356   | 2,529   | 828  | 54                                    |
| May          | 3,681   | 2,391   | 1,290  | 82                                    |
| June         | 2,197   | 1,342   | 855  | 58                                    |
| July         | 1,825   | 1,289   | 536  | 48                                    |
| August       | 1,898   | 989   | 909  | 51                                    |
| September    | 2,329   | 1,481   | 848  | 52                                    |
| October      | 3,558   | 2,258   | 1,300  | 70                                    |
| November     | 4,046   | 2,894   | 1,152  | 74                                    |
| <b>TOTAL</b> | <b>33,314</b>   | <b>22,828</b>   | <b>9,938</b>   | <b>725</b>                            |

**Richmond Detachment Speed Watch Statistics for 2011**

| <b>Month</b> | <b># Of Speed<br/>Watch<br/>Deployments</b> | <b>Total<br/>Vehicles<br/>Checked</b> | <b>Over 10<br/>Km/h</b> | <b>Admin<br/>Hours For<br/>Office Duties</b> | <b>Number of<br/>Warning<br/>Letters<br/>Issued</b> |
|--------------|---|---------------------------------------|-------------------------|--|---|
| January      | 6   | 2,728                                 | 375                     | 54   | 204   |
| February     | 13  | 6,281                                 | 950                     | 76   | 390   |
| March        | 13  | 6,207                                 | 1,098                   | 80   | 311   |
| April        | 12  | 6,321                                 | 1,060                   | 92   | 347   |
| May          | 21  | 12,956                                | 2,358                   | 134  | 778   |
| June         | 20  | 7,633                                 | 1,076                   | 132  | 572   |
| July         | 15  | 8,532                                 | 2,371                   | 114  | 551   |
| August       | 7   | 3,679                                 | 1,024                   | 54   | 157   |
| September    | 16  | 8,957                                 | 1,233                   | 102  | 403   |
| October      | 16  | 8,029                                 | 682                     | 108  | 456   |
| November     | 9   | 6,007                                 | 1,444                   | 68   | 213   |
| <b>TOTAL</b> | <b>148</b>                                  | <b>77,330</b>                         | <b>13,671</b>           | <b>1,014</b>                                 | <b>4,382</b>  |

<sup>1</sup> A complete description of all categories has been previously circulated in the June Monthly Activity Report.

<sup>2</sup> Ibid

**Richmond Detachment Distracted Drivers Statistics for 2011<sup>3</sup>**

| <b>Month</b>     | <b>Deployments</b> | <b>Number of Letters Sent</b> |
|------------------|--------------------|-------------------------------|
| <b>January</b>   |                    | Started Feb. 1st              |
| <b>February</b>  | 7                  | 50                            |
| <b>March</b>     | 10                 | 73                            |
| <b>April</b>     | 7                  | 64                            |
| <b>May</b>       | 9                  | 57                            |
| <b>June</b>      | 10                 | 52                            |
| <b>July</b>      | 14                 | 78                            |
| <b>August</b>    | 10                 | 70                            |
| <b>September</b> | 7                  | 37                            |
| <b>October</b>   | 9                  | 40                            |
| <b>November</b>  | 3                  | 9                             |
| <b>TOTAL</b>     | <b>86</b>          | <b>530</b>                    |

**Volunteer Bike Patrol**

| <b>Month</b>     | <b>Deployments</b> | <b>Hours</b>   |
|------------------|--------------------|----------------|
| <b>January</b>   | 2                  | 54             |
| <b>February</b>  | 3                  | 102            |
| <b>March</b>     | 4                  | 102            |
| <b>April</b>     | 5                  | 123            |
| <b>May</b>       | 9                  | 188            |
| <b>June</b>      | 8                  | 136            |
| <b>July</b>      | 19                 | 163            |
| <b>August</b>    | 18                 | 116.5          |
| <b>September</b> | 17                 | 152            |
| <b>October</b>   | 4                  | 36.5           |
| <b>November</b>  | 3                  | 52.5           |
| <b>TOTAL</b>     | <b>92</b>          | <b>1,225.5</b> |

**Victim Services**

In November of 2011, Victim Witness Services provided support to 43 new clients in addition to an active caseload of over 122 ongoing files. Victim Services assisted 12 crime and trauma scenes over this time period. Medical related sudden deaths and serious motor vehicle collisions dominated the calls for service. Of note, Richmond Victim Services responded to two collisions where pedestrians were struck by vehicles. In both of these incidents the weather was extremely bad, visibility was poor, and the victims were wearing dark clothing. Victim Services continues to support the families of the deceased and the drivers of these collisions. Victim Services is continuing support to the families of the deceased pilots from the plane crash at YVR in late October.

<sup>3</sup> A complete description of all categories has been previously circulated in the June Monthly Activity Report.

### **Crime Statistics**

Crime Stats – see Appendix “A”.

Crime Maps – see Appendix “B”

### **Financial Impact**

There is no financial impact associated with this report.

### **Conclusion**

The Officer in Charge, Richmond Detachment has developed a framework and will continue to provide a monthly reporting cycle to the Community Safety Committee.

A handwritten signature in black ink, appearing to read 'Lainie Goddard', with a stylized flourish at the end.

Lainie Goddard  
Manager, RCMP Administration  
(604)207-4767



## NOVEMBER 2011 STATISTICS

This chart identifies the monthly totals for all founded Criminal Code offences, excluding Traffic Criminal Code. Based on Uniform Crime Reporting (UCR) scoring, there are three categories: (1) Violent Crime, (2) Property Crime, and (3) Other Criminal Code. Within each category, particular offences are highlighted in this chart. In addition, monthly totals for Controlled Drugs and Substances Act (CDSA) offences are included.

The Average Range data is based on activity in a single month over the past 5 years. The only exception is Metal Theft, which only has 4 years of available data. If the current monthly total for an offence is above average, it will be noted in **red**, while below-average numbers will be noted in blue.

Year-to-Date percentage increases of more than 10% are marked in **red**, while decreases of more than 10% are blue. Please note that percentage changes are inflated in categories with small numbers (e.g.: Sexual Offences).

|  | CURRENT MONTH | 5-YR AVERAGE RANGE | YEAR-TO-DATE TOTALS |              |               |
|--|---------------|--------------------|---------------------|--------------|---------------|
|  | Nov-11        | November           | 2010 YTD            | 2011 YTD     | % Change      |
| <b>VIOLENT CRIME</b><br>(UCR 1000-Series Offences)       | <b>113</b>    | <b>132-153</b>     | <b>1591</b>         | <b>1417</b>  | <b>-10.9%</b> |
| <i>Robbery</i>   | <b>14</b>     | 5-12               | 103                 | 124          | <b>20.4%</b>  |
| <i>Assault</i>   | 44            | 44-59              | 590                 | 505          | <b>-14.4%</b> |
| <i>Assault w/ Weapon</i>                                 | 8             | 7-20               | 128                 | 136          | 6.3%          |
| <i>Sexual Offences</i>                                   | 9             | 4-9                | 66                  | 74           | <b>12.1%</b>  |
| <b>PROPERTY CRIME</b><br>(UCR 2000-Series Offences)      | <b>587</b>    | <b>585-846</b>     | <b>7680</b>         | <b>6982</b>  | <b>-9.1%</b>  |
| <i>Business B&amp;E</i>                                  | <b>24</b>     | 31-69              | 503                 | 335          | <b>-33.4%</b> |
| <i>Residential B&amp;E</i>                               | <b>92</b>     | 38-72              | 503                 | 678          | <b>34.8%</b>  |
| <i>MV Theft</i>  | 13            | 22-64              | 440                 | 277          | <b>-37.0%</b> |
| <i>Theft From MV</i>                                     | 117           | 150-248            | 2211                | 1724         | <b>-22.0%</b> |
| <i>Theft</i>   | 108           | 81-135             | 1136                | 1254         | <b>10.4%</b>  |
| <i>Shoplifting</i>                                       | 56            | 35-56              | 623                 | 652          | 4.7%          |
| <i>Metal Theft</i>                                       | 4             | 3-15               | 58                  | 39           | <b>-32.8%</b> |
| <i>Fraud</i>   | 50            | 32-54              | 559                 | 523          | <b>-6.4%</b>  |
| <b>OTHER CRIMINAL CODE</b><br>(UCR 3000-Series Offences) | <b>205</b>    | <b>156-193</b>     | <b>2307</b>         | <b>2142</b>  | <b>-7.2%</b>  |
| <i>Arson - Property</i>                                  | 8             | 5-10               | 89                  | 64           | <b>-28.1%</b> |
| <b>SUBTOTAL</b><br>(UCR 1000- to 3000-Series)            | <b>905</b>    | <b>889-1176</b>    | <b>11578</b>        | <b>10541</b> | <b>-9.0%</b>  |
| <b>DRUGS</b><br>(UCR 4000-Series Offences)               | <b>128</b>    | <b>68-104</b>      | <b>1092</b>         | <b>1059</b>  | <b>-3.0%</b>  |

\* Metal Theft only has 4 years of available data.

Prepared by Richmond RCMP.

Data collected from PRIME on 2011-12-14. Published 2011-12-14.

This data is operational and subject to change. This document is not to be copied, reproduced, used in whole or part or disseminated to any other person or agency without the consent of the originator(s).

# **Business Break & Enters** **November 1st - November 30th, 2011**

APPENDIX 'B'



No 7 Rd

Shell Rd

Hwy 99

Granville Ave

Garden City Rd

No 1 Rd

Westminster Hwy

Westminster Hwy

Railway Ave

Francis Rd

No 2 Rd

Shell Rd

Stevenson Hwy

No 3 Rd

Garden City Rd

## **Legend**

- ★ Business B&Es: Total of 37

0 0.5 1 2 Kilometers

# Residential Break & Enters November 1st - November 30th, 2011

APPENDIX 'B'



No 7 Rd

Westminster Hwy

Hwy 99

Granville Ave

Shell Rd

Hwy 99

Garden City Rd

Francis Rd

Shell Rd

Steveston Hwy

No 3 Rd

No 2 Rd

Railway Ave

No 1 Rd

Hwy 99 Hwy 99

Legend

Residential B&Es: Total of 92

Kilometers  
0 2 4

CS - 24

# Auto Theft

November 1st - November 30th, 2011

APPENDIX 'B'

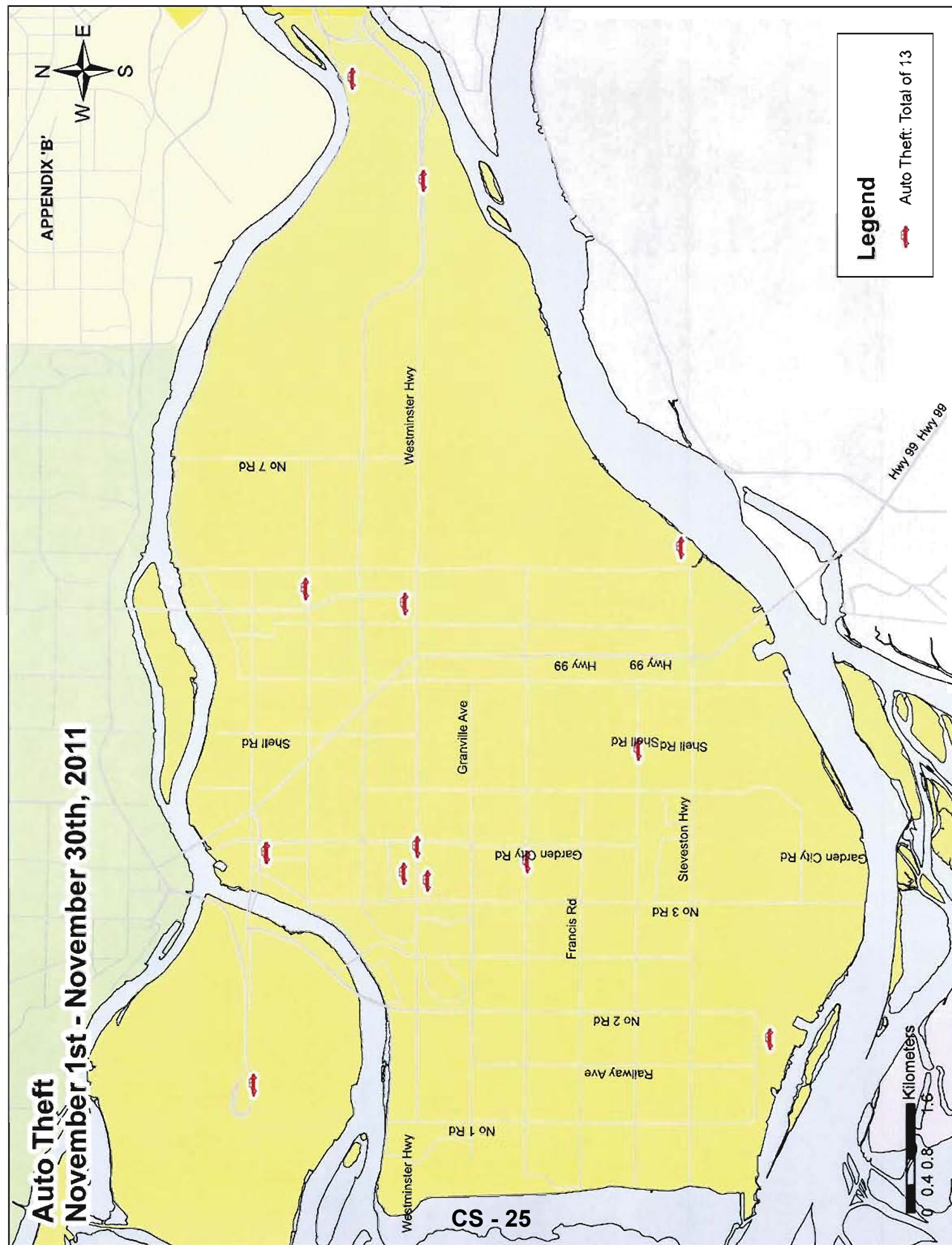


CS - 25

## Legend

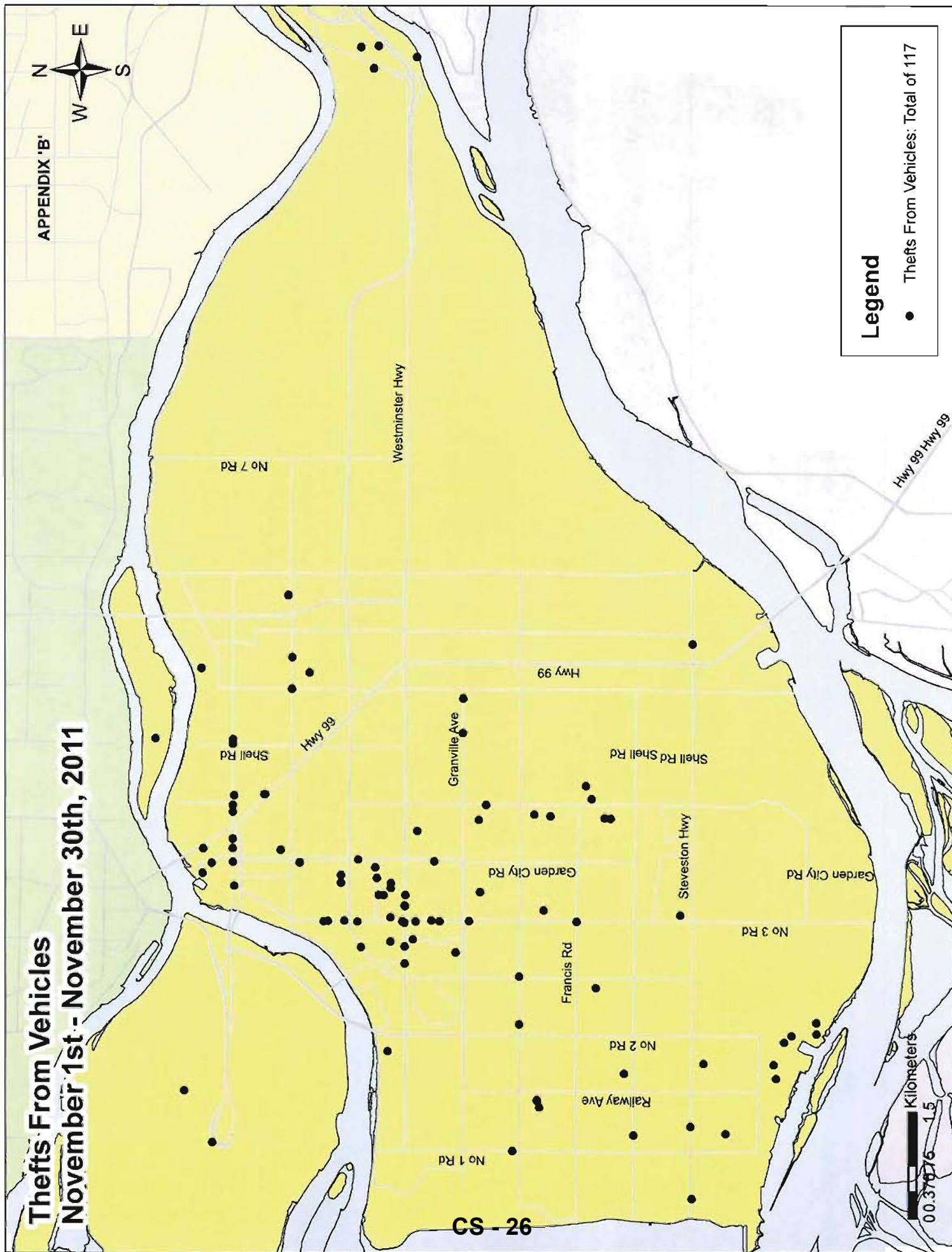
Auto Theft: Total of 13

Kilometers  
0 0.4 0.8 1.6



# Thefts From Vehicles November 1st - November 30th, 2011

APPENDIX 'B'





# City of Richmond

## Report to Committee

**To:** Community Safety Committee

**Date:** January 5, 2012


**From:** Rendall Nasset  
Officer In Charge, Richmond RCMP Detachment

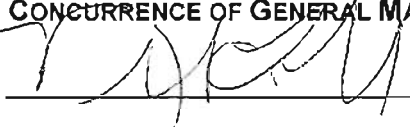
**File:** 09-5000-01/2010-Vol  
01  
(11.62)

**Re:** RCMP's Monthly Report – December 2011 Activities

### Staff Recommendation

That the OIC's report entitled "RCMP's Monthly Report – December 2011 Activities" dated January 5, 2012, be received for information.

  
(Rendall Nasset) Superintendent  
Officer in Charge, Richmond RCMP Detachment  
(604-278-1212)

|   |   |                                       |
|---|---|---------------------------------------|
| <b>FOR ORIGINATING DEPARTMENT USE ONLY</b>  |   |                                       |
| <b>CONCURRENCE OF GENERAL MANAGER</b><br> |   |                                       |
| <b>REVIEWED BY TAG</b>  | <b>YES</b><br><input checked="" type="checkbox"/> | <b>NO</b><br><input type="checkbox"/> |
| <b>REVIEWED BY CAO</b>  | <b>YES</b><br><input checked="" type="checkbox"/> | <b>NO</b><br><input type="checkbox"/> |

## **Origin**

At the request of the Community Safety Committee, the OIC will keep Council informed on matters pertaining to policing in the community and has developed a framework to provide regular reporting cycles.

## **Analysis**

Below is the RCMP's Monthly Report – December 2011 Activities.

### **Noteworthy Files:**

#### **Movember comes to an End at Richmond Detachment**

Movember is an annual campaign, which strives to raise awareness of men's health issues, including prostate cancer. It has received worldwide support since its inception in Australia, in 2003. Richmond Detachment's 2011 Movember campaign received great support from its employees and was successful in raising \$1,735.00 for the cause. The Detachment fundraising efforts included a "moustache" donation jar and bake sales. In addition, there were twenty faces, which had grown new moustaches to show their support.

#### **Prolific Offender Caught in Stolen Vehicle**

On December 5, 2011 a 34 year old male was charged with Possession of Stolen Property over \$5000, Possession of Break and Entering Tools, Flight from Peace Officer, and Dangerous Driving, all stemming from an incident which had occurred earlier that morning.

At 4:20 a.m. a resident of the 8000 Block of Colonial Drive, Richmond, reported that his truck had been taken from the front of his residence. In order to attempt to locate the stolen vehicle, the Richmond RCMP immediately broadcasted the auto-theft to on-duty officers. An hour later, the vehicle was seen by police heading towards the Dinsmore Bridge into Vancouver. The Vancouver Police Department (VPD) was subsequently contacted for assistance.

The RCMP stopped traffic on the bridge in order to facilitate the deployment of a spike belt, which was successful in deflating the tires of the stolen vehicle. However, the vehicle continued to travel with flat tires towards Vancouver. The driver abandoned the vehicle at the Cambie Street Sky Train station and fled on foot. The area was then cordoned off and a VPD dog handler tracked the suspect. At about 6:30 a.m. the suspect was located hiding under a retaining wall next to the Fraser River. He was taken onboard a nearby Coast Guard hovercraft and transported to Emergency Health Services on Mitchell Island for treatment of hypothermia.

The man, who is a prolific offender with no fixed address, is well known to police. He was taken into custody by VPD officers and turned over to the Richmond RCMP. He has been remanded in custody, awaiting his next court appearance on January 17, 2012.

### **Volunteer Appreciation Dinner**

On December 2, 2011, the Richmond RCMP and the City of Richmond's Law and Community Safety Department hosted the annual Volunteer Appreciation Dinner to recognize the police volunteers who give tirelessly of themselves in service of their community. The event was attended by two Detachment members, dressed in red serge, and dignitaries, including his Worship Mayor Malcolm Brodic, who were on hand to extend their appreciation and congratulation to the participants. Two hundred and twenty volunteers, many of whom dedicated over 1000 hours of service in 2011, were honoured at the function. They included volunteers from the South Arm and Steveston Community Stations, Crime Watch, Victim Services, and Auxiliary Constables.

### **Charges Laid Against Prolific Property Crime Offender**

Starting in late July 2011, the Detachment noted a sharp increase in the theft of cellular phones. As thefts of cellular phones were also quite prevalent in Vancouver, a joint investigation was undertaken with the Vancouver City Police, in an effort to apprehend the person responsible. The suspect's description and distinct modus operandi (MO) were consistent in each of the eight incidents reported in Richmond between July 31<sup>st</sup> and August 28<sup>th</sup>. It is alleged that the suspect contacted individuals selling their phones on Craig list<sup>1</sup>, with the specific intent to steal their phones. He arranged to meet with the victims in order to purchase their phones. Once with the seller, he presented reasonable reasons for why he had to physically handle the phone, and when the phone was in his possession, he fled the scene without paying.

On November 18, 2011 VPD officers arrested the man they believe is responsible for these thefts. The suspect, a Vancouver resident and prolific offender, was arrested in Richmond, on numerous warrants, including one from the Richmond RCMP. The RCMP believe that this suspect may be responsible for more such crimes in Richmond, and have asked the public to contact them if they think they may have been a victim.

### **Pedestrian Fatality**

On the morning of December 11, 2011, the Detachment received a report that a pedestrian had been struck while crossing No. 3 Road near Ryan Road. It appeared that the pedestrian was crossing the road, not using a crosswalk, when he was struck by a northbound vehicle. Richmond Fire Rescue and Emergency Health Services arrived at the scene of the accident and transported the 86-year-old Richmond resident to Vancouver General Hospital, where he later died of his injuries.

The Detachment's Road Safety Unit received assistance from the Lower Mainland District Integrated Collision Analysis and Reconstruction Services, in examining the scene of the accident. It appears that neither alcohol nor speed are contributing factors in the collision. As this was the second pedestrian fatality in Richmond in less than a month, the Richmond RCMP is stressing to drivers and pedestrians the importance of practicing road and pedestrian safety.

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<sup>1</sup> Craig list is an on-line site used for buying and selling goods and services.

### **Richmond RCMP Helps Stock the Shelves at Christmas**

For less fortunate members of the community, Christmas-time can pose many challenges in providing both food, and shelter for themselves, and their families. For people who find themselves in this situation, the assistance from local food banks can often help alleviate some of this hardship.

This year, Richmond Detachment challenged itself to reach the goal of donating at least 1000 pounds of food to the Richmond Food Bank Society. The "1000 pound Challenge" as it was named, was successful in attaining the quantity of food it set forth, and the donation was reportedly worth between \$2,500 and \$3,000.

### **Rescue Team Successful in Pet Rescue.**

On the morning of December 23, 2011 the Richmond RCMP and Richmond Fire Rescue responded to the call from an elderly Richmond resident, who reported that her 17-year-old Border Pomeranian was stuck in a water-filled ditch.

The resident was unable to call out to her dog, named Teddy, as he is blind and deaf. When she discovered that her dog was deeply stuck, she called 911 for assistance. An officer from the Richmond RCMP arrived at the dog-owner's residence and called Richmond Fire Rescue to assist with removing the dog from the water-filled ditch. Once they arrived, they quickly assessed the situation, and two firefighters, donning dry suits, made their way into the ditch and successfully pulled Teddy out. The dog, which was in a hypothermic state, was carried by a firefighter into the owner's residence. The firefighter bathed Teddy in a hot bath and placed him in front of a fireplace to recover.

A few days later, the responding officer, and firefighters, returned to the residence to check on Teddy's recovery and were greeted by a very happy and grateful pet owner.

### **Auxiliary Constables**

Richmond Detachment finished 2011 with 40 Auxiliary Constables. The table below highlights since 2009 the number of Auxiliary Constables:

**Staffing Levels**

| Year | # Of A/Cst's |
|------|--------------|
| 2009 | 54           |
| 2010 | 51           |
| 2011 | 42           |
| 2012 | 40           |

In 2011, Auxiliary Constables recorded a total of 7,057 volunteer hours, as detailed in the tables outlined below. This works out to an average of 191 hours per active Auxiliary Constable.

### Community Policing Duties

| Time Period | Community Events | Crime Prevention Programs | Foot, Bike and Kubota Patrols | Total Hours |
|-------------|------------------|---------------------------|-------------------------------|-------------|
| Jan - Dec   | 1,491            | 1,137                     | 303                           | 2,930       |

In 2011, Auxiliary Constables provided a police presence and support for many Community Events including large events as Winter Fest, Police Week, Jimmy NG Tournament, Ships to Shore, Canucks arrivals & departures at YVR, Salmon Festival, Kids SAFE, Maritime Festival, and Christmas in Steveston, as well as many more events that were sponsored by community centres and non-profit groups throughout Richmond.

Crime Prevention Programs included Block Watch, Business Watch, Coastal Watch, Safety Talks, Home Security Checks, Lock it or Lose it, Pedestrian Safety, SAFE Schools, Speed Watch, and YVR Patrols.

Additionally, Auxiliary Constables conducted patrols in targeted areas across Richmond by foot, on bike, or with the Kubota off-road vehicle. These patrols included Downtown, Steveston, Hamilton, and the various pedestrian dykes, trails and parks across Richmond.

### Assisting Regular Members

| Time Period | General Duty Patrol | Other Sections or Duties (e.g. Traffic) | Emergency Call-Outs | Total Hours |
|-------------|---------------------|---|---------------------|-------------|
| Jan - Dec   | 1,361               | 323                                     | 95                  | 1,779       |

General Duty Patrol is when Auxiliary Constables ride along with Regular Members, providing assistance as required and directed during normal shifts. Frequently, Auxiliary Constables are on the road on Friday and Saturday nights, as well as during events such as Canada Day, Halloween, and New Year's Eve.

Additionally, Auxiliary Constables will also provide assistance for other sections, such as Bike Team, Traffic, Youth, Police Dog Service or YVR; or on specific duties, such as Night Market, 'Beat' Patrols or Liquor/Bylaw Enforcement Teams.

Auxiliary Constables are available 24/7 to assist as required by the detachment. In 2011, there were 2 Emergency Call-outs, including the plane crash on Sea Island. 9 Auxiliary Constables were on-duty within an hour of the call-out, and most remained on-scene throughout the night assisting with traffic control and scene security.

### Training and Administrative Duties

| Time Period | Training | Detachment and Program Support | Program Meetings | Court Time | Total Hours |
|-------------|----------|--------------------------------|------------------|------------|-------------|
| Jan - Dec   | 1,145    | 840                            | 355              | 10         | 2,349       |

In 2011, training for Auxiliary Constables included operational requirements such as our Incident Management Intervention Model (IMIM) and Emergency Medical Response Training (EMRT). As well, many courses made available to enhance the skills and knowledge of all our Auxiliary Constables, such as: ICBC Programs (Speed Watch & Lock it or Lose it), SAFE School Project, National Security Awareness, Business Security Assessments, Transport Canada Boating Safety, and Firearms Safety Training.

In addition, 3 Auxiliary Constables completed the week-long Police Mountain Bike Course, and 1 member completes the week-long CPTED (Crime Prevention Through Environmental Design) Course. These extended courses are a significant commitment, as they require the Auxiliary Constables to take a week's leave from their day jobs to volunteer to participate.

It should be noted that in late 2011, Auxiliary Constables provided significant support during the move of the Richmond Detachment. Auxiliary Constables volunteered as guards and escorts during the move, as well as escorting non-cleared workers for many weeks afterwards in the new building. Auxiliary Constables also volunteered to work 33 full-day shifts to man the temporary Community Police Office in front of the old detachment during the month of October.

### **Community Policing**

#### **Crime Prevention Unit**

For December 2011, 65 Residential Break and Enter Alerts and 7 Commercial Break and Enter Alerts were sent to Richmond residents and businesses with information regarding neighbourhood break and enters. This includes tips to educate the public on crime prevention techniques to help prevent future break and enters as well as an email sent to inform Richmond residents about a phoney door-to-door salesman scam alert. Richmond residents and business owners are encouraged to register their email addresses at [www.Richmond.ca/blockwatch](http://www.Richmond.ca/blockwatch).

**Road Safety Unit****Richmond Detachment Traffic Statistics**

| <b>Name</b>        | <b>Act</b>                   | <b>Example</b>                                   | <b>Oct</b> | <b>Nov</b> | <b>Dec</b> |
|--------------------|------------------------------|--|------------|------------|------------|
| Violation Tickets  | Provincial Act Offences      | Speeding   | 1208       | 1196       | 1005       |
| Notice & Orders    | Equipment Violations         | Broken Tail-light                                | 419        | 473        | 581        |
| Driving Suspension | Motor Vehicle Act            | 24 hour driving prohibition for alcohol or drugs | 13         | 54         | 34         |
| Parking Offences   | Municipal Bylaw              | On or off the street Municipal parking offences  | 22         | 17         | 22         |
| MTI's              | Municipal Ticket Information | Any other Municipal Bylaw offence                | 3          | 4          | 1          |

**South Arm Community Police Office****Richmond Detachment Stolen Auto Recovery and Lock out Auto Crime Statistics for 2011**

| <b>Month</b>     | <b>Vehicles Viewed For Signs Of Auto Crime Only</b> | <b>Vehicles Scanned Through Stolen Auto Recovery (SAR)*<sup>2</sup></b> | <b>Vehicles Issued A Crime Prevention Notice<sup>3</sup></b> | <b>Patrol And Admin Hours</b> |
|------------------|---|---|--|-------------------------------|
| <b>January</b>   | 4,898   | 4,368   | 530  | 96                            |
| <b>February</b>  | 2,265   | 1,657   | 608  | 60                            |
| <b>March</b>     | 3,261   | 1,630   | 1,082  | 80                            |
| <b>April</b>     | 3,356   | 2,529   | 828  | 54                            |
| <b>May</b>       | 3,681   | 2,391   | 1,290  | 82                            |
| <b>June</b>      | 2,197   | 1,342   | 855  | 58                            |
| <b>July</b>      | 1,825   | 1,289   | 536  | 48                            |
| <b>August</b>    | 1,898   | 989   | 909  | 51                            |
| <b>September</b> | 2,329   | 1,481   | 848  | 52                            |
| <b>October</b>   | 3,558   | 2,258   | 1,300  | 70                            |
| <b>November</b>  | 4,046   | 2,894   | 1,152  | 74                            |
| <b>December</b>  | 2,851   | 1,441   | 1,410  | 61                            |
| <b>TOTAL</b>     | <b>36,165</b>                                       | <b>24,269</b>   | <b>11,348</b>  | <b>786</b>                    |

<sup>2</sup> A complete description of all categories has been previously circulated in the June Monthly Activity Report.

<sup>3</sup> Ibid

**Richmond Detachment Speed Watch Statistics for 2011**

| <b>Month</b>     | <b># Of Speed Watch Deployments</b> | <b>Total Vehicles Checked</b> | <b>Over 10 Km/h</b> | <b>Admin Hours For Office Duties</b> | <b>Number of Warning Letters Issued</b> |
|------------------|-------------------------------------|-------------------------------|---------------------|--------------------------------------|---|
| <b>January</b>   | 6                                   | 2,728                         | 375                 | 54                                   | 204                                     |
| <b>February</b>  | 13                                  | 6,281                         | 950                 | 76                                   | 390                                     |
| <b>March</b>     | 13                                  | 6,207                         | 1,098               | 80                                   | 311                                     |
| <b>April</b>     | 12                                  | 6,321                         | 1,060               | 92                                   | 347                                     |
| <b>May</b>       | 21                                  | 12,956                        | 2,358               | 134                                  | 778                                     |
| <b>June</b>      | 20                                  | 7,633                         | 1,076               | 132                                  | 572                                     |
| <b>July</b>      | 15                                  | 8,532                         | 2,371               | 114                                  | 551                                     |
| <b>August</b>    | 7                                   | 3,679                         | 1,024               | 54                                   | 157                                     |
| <b>September</b> | 16                                  | 8,957                         | 1,233               | 102                                  | 403                                     |
| <b>October</b>   | 16                                  | 8,029                         | 682                 | 108                                  | 456                                     |
| <b>November</b>  | 9                                   | 6,007                         | 1,444               | 68                                   | 213                                     |
| <b>December</b>  | 12                                  | 6,749                         | 1,025               | 86                                   | 297                                     |
| <b>TOTAL</b>     | <b>160</b>                          | <b>84,079</b>                 | <b>14,696</b>       | <b>1,100</b>                         | <b>4,679</b>                            |

**Richmond Detachment Distracted Drivers Statistics for 2011<sup>4</sup>**

| <b>Month</b>     | <b>Deployments</b> | <b>Number of Letters Sent</b> |
|------------------|--------------------|-------------------------------|
| <b>January</b>   |                    | Started Feb. 1st              |
| <b>February</b>  | 7                  | 50                            |
| <b>March</b>     | 10                 | 73                            |
| <b>April</b>     | 7                  | 64                            |
| <b>May</b>       | 9                  | 57                            |
| <b>June</b>      | 10                 | 52                            |
| <b>July</b>      | 14                 | 78                            |
| <b>August</b>    | 10                 | 70                            |
| <b>September</b> | 7                  | 37                            |
| <b>October</b>   | 9                  | 40                            |
| <b>November</b>  | 3                  | 9                             |
| <b>December</b>  | 4                  | 8                             |
| <b>TOTAL</b>     | <b>90</b>          | <b>538</b>                    |

<sup>4</sup> A complete description of all categories has been previously circulated in the June Monthly Activity Report.

### Volunteer Bike Patrol

| Month        | Deployments | Hours          |
|--------------|-------------|----------------|
| January      | 2           | 54             |
| February     | 3           | 102            |
| March        | 4           | 102            |
| April        | 5           | 123            |
| May          | 9           | 188            |
| June         | 8           | 136            |
| July         | 19          | 163            |
| August       | 18          | 116.5          |
| September    | 17          | 152            |
| October      | 4           | 36.5           |
| November     | 3           | 52.5           |
| December     | 3           | 18             |
| <b>TOTAL</b> | <b>95</b>   | <b>1,243.5</b> |

### Youth Section

In December 2011, D.A.R.E (Drug Abuse Resistance Education) graduations were held in 14 schools in Richmond. D.A.R.E is a ten-week program taught by police officers from Richmond Detachment's Youth Section, to grade 5 students. The program aims to teach youth the dangers of drug and gang involvement.

#### D.A.R.E: September – December 2011

|                                       |     |
|---------------------------------------|-----|
| Number of schools involved            | 14  |
| Number of classes taught              | 21  |
| Number of students attending D.A.R.E. | 643 |

### Victim Services

In December of 2011, Victim Witness Services provided support to 35 new clients in addition to an active caseload of over 134 ongoing files. Victim Services assisted 18 crime and trauma scenes over this time period. Medical related sudden deaths, robberies and fatal motor vehicle accidents dominated calls for service. Of note, Richmond Victim Services is providing assistance on 3 different fatal pedestrian crashes to the surviving family members and the drivers.

### Crime Statistics

Crime Stats – see Appendix “A”.

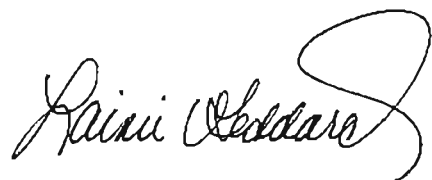
Crime Maps – see Appendix “B”

### Financial Impact

There is no financial impact associated with this report.

## **Conclusion**

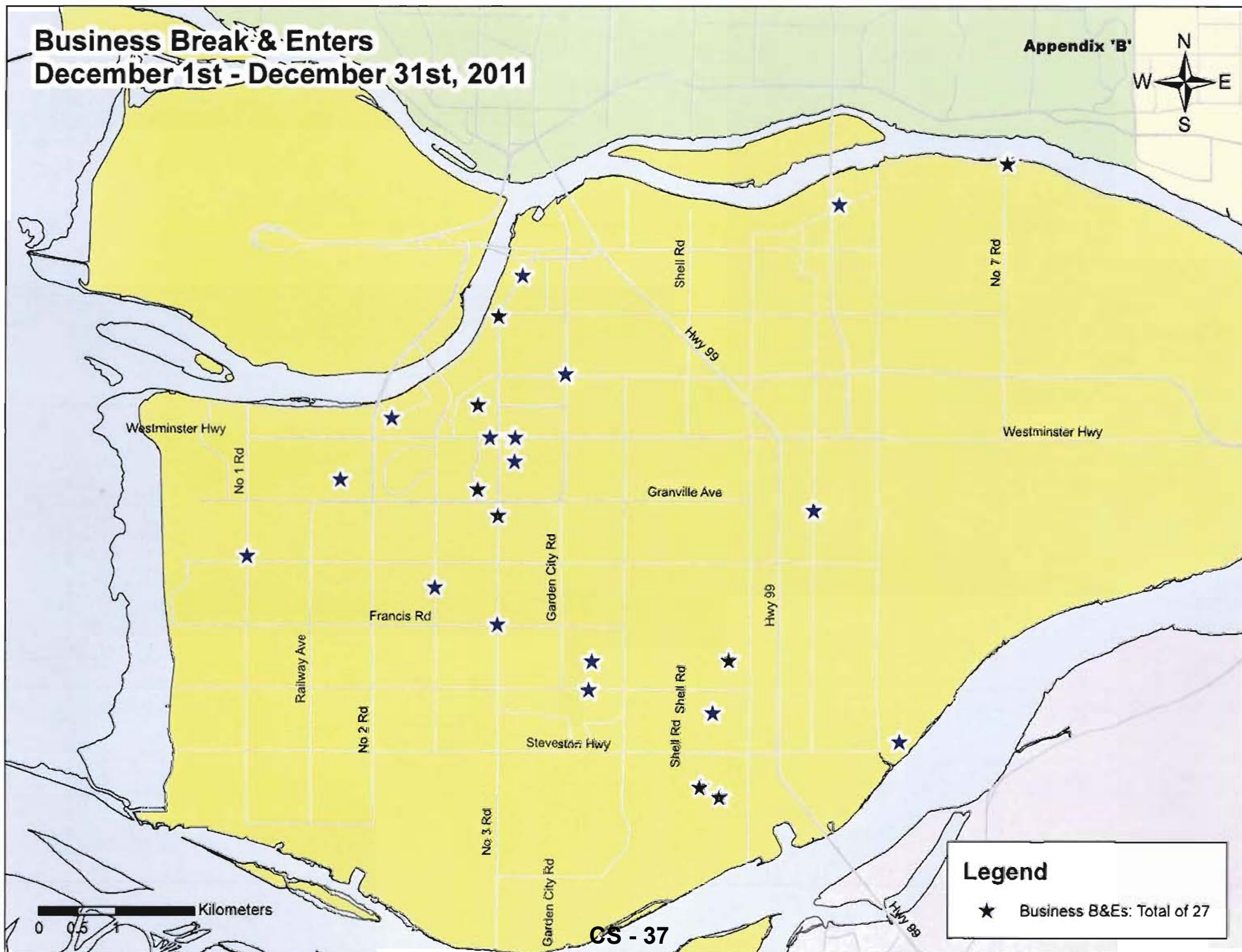
The Officer in Charge, Richmond Detachment has developed a framework and will continue to provide a monthly reporting cycle to the Community Safety Committee.

A handwritten signature in black ink, appearing to read "Lainie Goddard". The signature is fluid and cursive, with a large loop at the end.

Lainie Goddard  
Manager, RCMP Administration  
(604) 207-4767

# Business Break & Enters December 1st - December 31st, 2011

Appendix 'B'

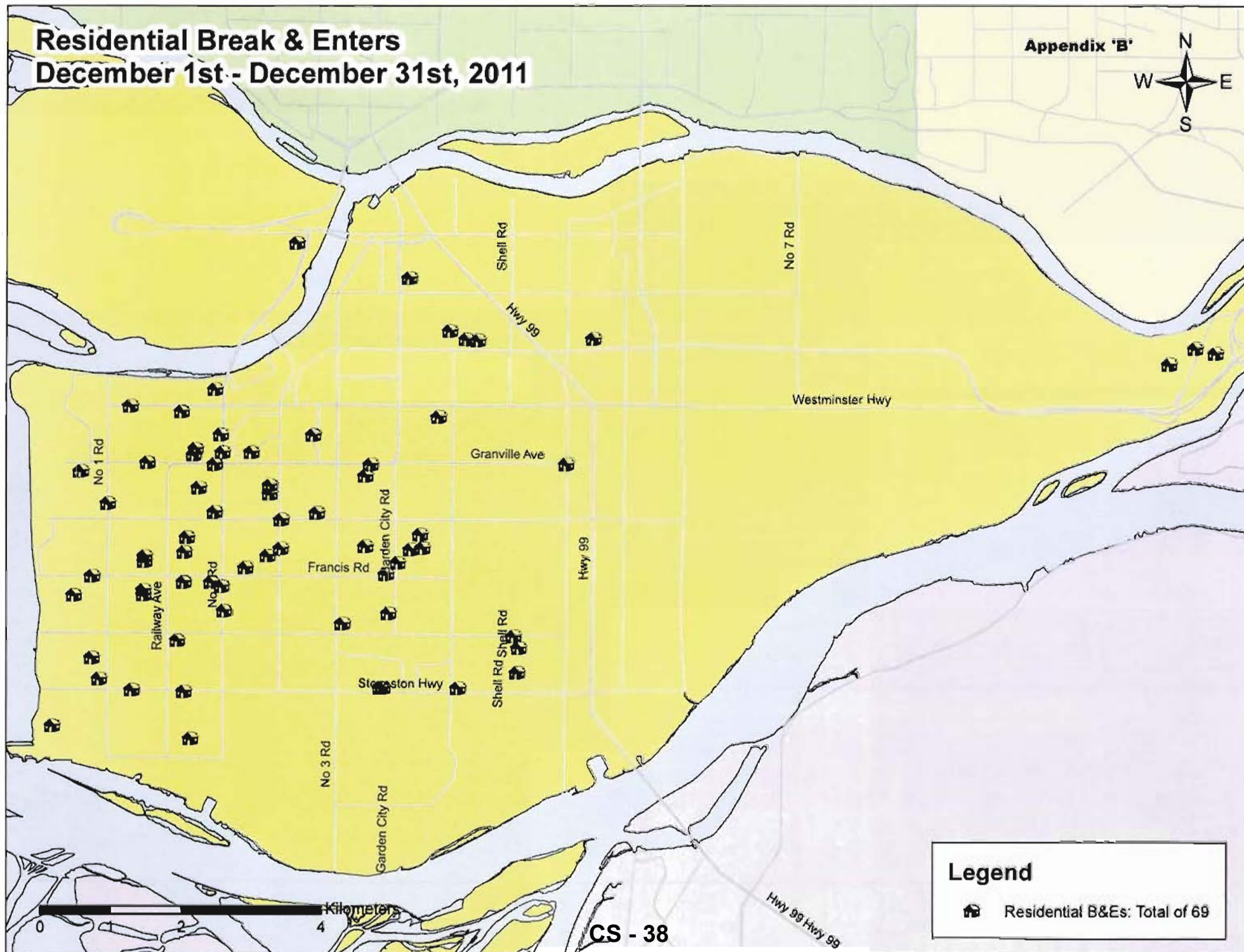


## Legend

★ Business B&Es: Total of 27

# Residential Break & Enters December 1st - December 31st, 2011

Appendix 'B'

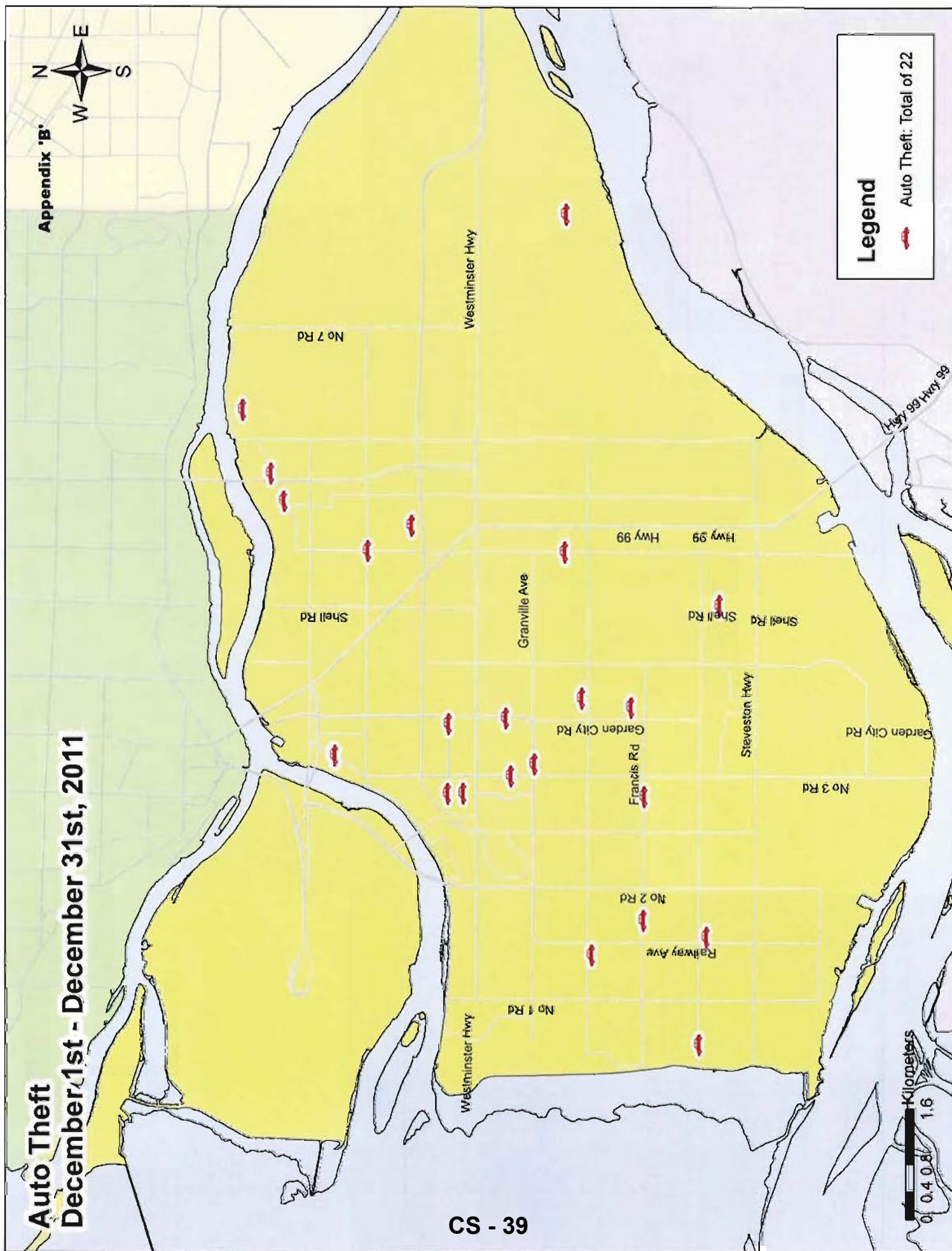


CS - 38

# Auto Theft

December 1st - December 31st, 2011

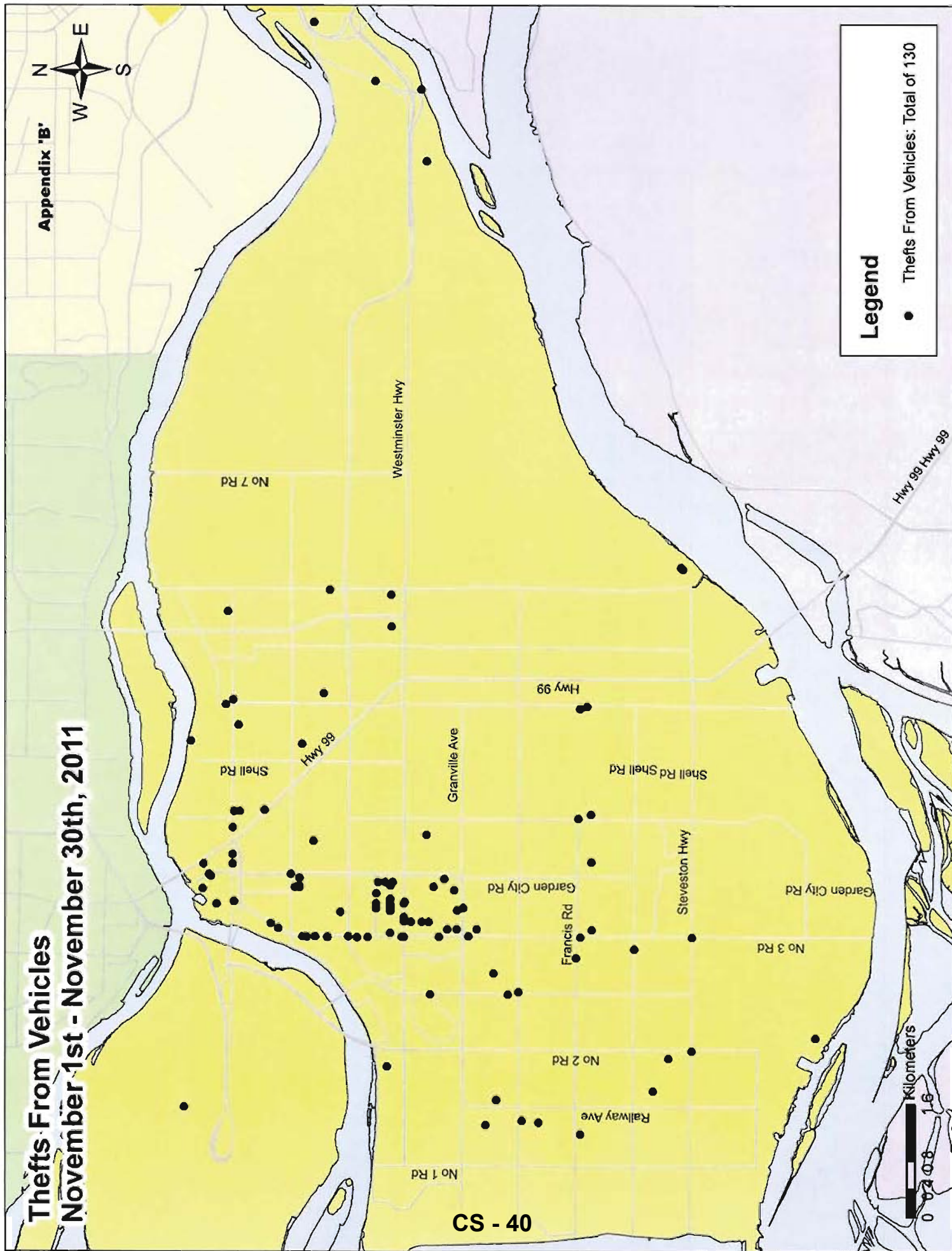
Appendix 'B'



# Thefts From Vehicles

November 1st - November 30th, 2011

Appendix 'B'





## DECEMBER 2011 STATISTICS

This chart identifies the monthly totals for all founded Criminal Code offences, excluding Traffic Criminal Code. Based on Uniform Crime Reporting (UCR) scoring, there are three categories: (1) Violent Crime, (2) Property Crime, and (3) Other Criminal Code. Within each category, particular offences are highlighted in this chart. In addition, monthly totals for Controlled Drugs and Substances Act (CDSA) offences are included.

The Average Range data is based on activity in a single month over the past 5 years. The only exception is Metal Theft, which only has 4 years of available data. If the current monthly total for an offence is above average, it will be noted in **red**, while below-average numbers will be noted in blue.

Year-to-Date percentage increases of more than 10% are marked in **red**, while decreases of more than 10% are blue. Please note that percentage changes are inflated in categories with small numbers (e.g.: Sexual Offences).

|  | CURRENT MONTH | 5-YR AVERAGE RANGE | YEAR-TO-DATE TOTALS |              |               |
|--|---------------|--------------------|---------------------|--------------|---------------|
|  | Dec-11        | December           | 2010 YTD            | 2011 YTD     | % Change      |
| <b>VIOLENT CRIME</b><br>(UCR 1000-Series Offences)       | <b>124</b>    | <b>125-160</b>     | <b>1718</b>         | <b>1541</b>  | <b>-10.3%</b> |
| <i>Robbery</i>   | <b>15</b>     | 9-13               | 116                 | 139          | <b>19.8%</b>  |
| <i>Assault</i>   | 41            | 46-61              | 636                 | 546          | <b>-14.2%</b> |
| <i>Assault w/ Weapon</i>                                 | 8             | 9-18               | 135                 | 144          | <b>6.7%</b>   |
| <i>Sexual Offences</i>                                   | 9             | 2-11               | 71                  | 83           | <b>16.9%</b>  |
| <b>PROPERTY CRIME</b><br>(UCR 2000-Series Offences)      | <b>618</b>    | <b>613-835</b>     | <b>8339</b>         | <b>7600</b>  | <b>-8.9%</b>  |
| <i>Business B&amp;E</i>                                  | 27            | 21-80              | 527                 | 362          | <b>-31.3%</b> |
| <i>Residential B&amp;E</i>                               | 70            | 43-71              | 573                 | 748          | <b>30.5%</b>  |
| <i>MV Theft</i>  | 22            | 31-55              | 480                 | 299          | <b>-37.7%</b> |
| <i>Theft From MV</i>                                     | 130           | 148-260            | 2408                | 1854         | <b>-23.0%</b> |
| <i>Theft</i>   | 129           | 104-140            | 1243                | 1383         | <b>11.3%</b>  |
| <i>Shoplifting</i>                                       | <b>66</b>     | 31-65              | 694                 | 718          | <b>3.5%</b>   |
| <i>Metal Theft*</i>                                      | 5             | 1-9                | 61                  | 44           | <b>-27.9%</b> |
| <i>Fraud</i>   | 44            | 38-58              | 605                 | 567          | <b>-6.3%</b>  |
| <b>OTHER CRIMINAL CODE</b><br>(UCR 3000-Series Offences) | <b>190</b>    | <b>166-206</b>     | <b>2468</b>         | <b>2332</b>  | <b>-5.5%</b>  |
| <i>Arson - Property</i>                                  | 7             | 3-9                | 93                  | 71           | <b>-23.7%</b> |
| <b>SUBTOTAL</b><br>(UCR 1000- to 3000-Series)            | <b>932</b>    | <b>915-1190</b>    | <b>12525</b>        | <b>11473</b> | <b>-8.4%</b>  |
| <b>DRUGS</b><br>(UCR 4000-Series Offences)               | <b>51</b>     | <b>70-90</b>       | <b>1189</b>         | <b>1110</b>  | <b>-6.6%</b>  |

\* Metal Theft only has 4 years of available data.

Prepared by Richmond RCMP.

Data collected from PRIME on 2012-01-19. Published 2012-01-24.

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# City of Richmond

## Report to Committee

**To:** Community Safety Committee

**Date:** December 14, 2011

**From:** Phyllis L. Carlyle  
General Manager, Law & Community Safety

**File:** 12-8060-01/2011-Vol 01

**Re:** Community Bylaws - November 2011 Activity Report

### Staff Recommendation

That the Community Bylaws Monthly Activity Report dated December 14, 2011, from the General Manager, Law & Community Safety, be received for information.

Phyllis L. Carlyle  
General Manager, Law & Community Safety  
(604.276.4104)

### FOR ORIGINATING DEPARTMENT USE ONLY

#### ROUTED TO:

Budgets  
Engineering  
Parks and Recreation

#### CONCURRENCE

Y ☒ N ☐  
Y ☒ N ☐  
Y ☒ N ☐

#### CONCURRENCE OF GENERAL MANAGER

#### REVIEWED BY TAG

YES

☒

NO

☐

#### REVIEWED BY CAO

YES

☒

NO

☐

## Staff Report

### Origin

This monthly activity report for the Community Bylaws Division provides information on each of the following areas:

1. Parking Program
2. Property Use
3. Grease Management Program
4. Animal Control
5. Adjudication Program
6. Revenue & Expenses

### Analysis

#### 1. Parking Program

##### Customer Service Response

The average number of daily calls for service fielded by administration staff on parking issues for November 2011 was 42 – this includes voice messages, directly answered calls as well as emails; an increase of approximately 5% when compared to the number of service calls reported for the month of October 2011.

##### Enforcement Activity

- The number of parking violations that were either cancelled and/or changed to a warning for the month of November 2011 was 179; 7.4% of the violations issued in November 2011. The following chart provides a breakdown of the most common reasons for the cancellation of bylaw violation notices pursuant to Council's Grounds for Cancellation Policy No. 1100 under specific sections:

|   |        |
|---|--------|
| Section 2.1 (a) Identity issues                             | 11.73% |
| Section 2.1 (c) Poor likelihood of success at adjudication  | 15.08% |
| Section 2.1 (d) Contravention necessary - health related    | 1.12%  |
| Section 2.1 (e) Multiple violations issued for one incident | 4.47%  |
| Section 2.1 (f) Not in public interest                      | 49.72% |
| Section 2.1 (g) Proven effort to comply                     | 17.88% |

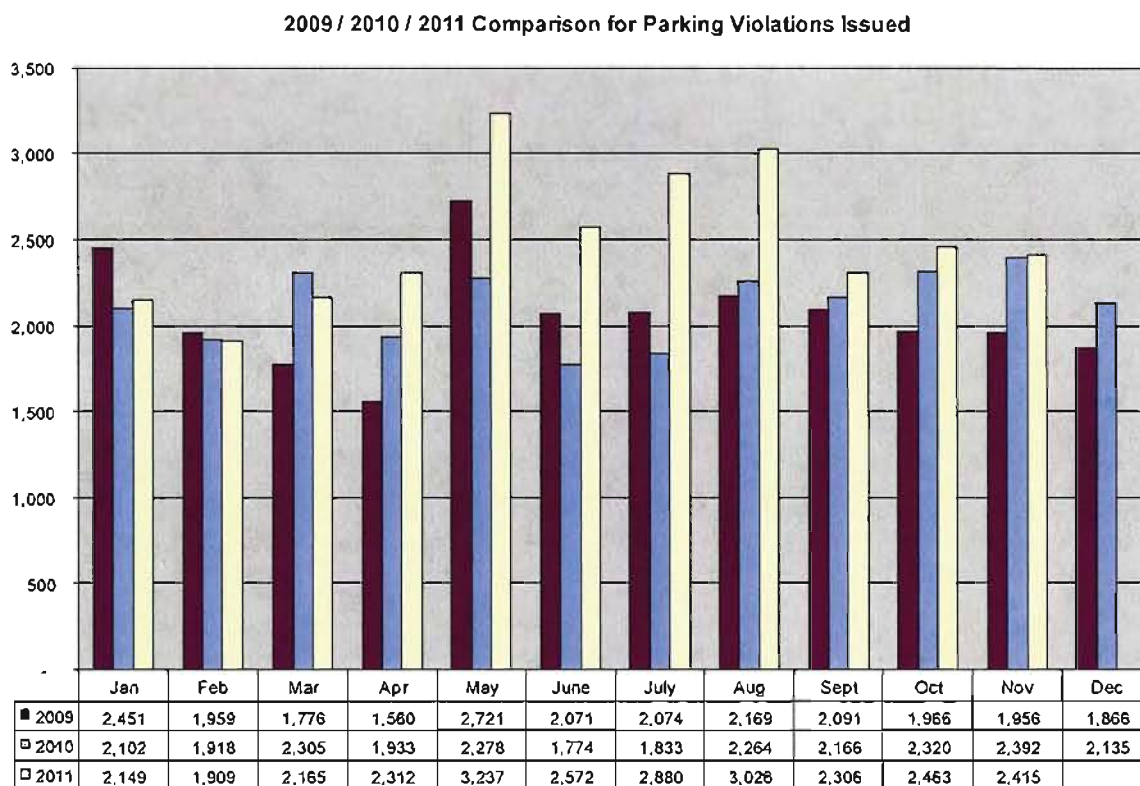
- A total of 2,415 notices of bylaw violation were issued for parking / safety & liability violations within the City during the month of November 2011 – an increase of approximately 1 % when compared to the number of violations issued during the month of November 2010.

##### Program Highlights

- Coordinated and implemented 30 minute complimentary parking arrangements on November 19<sup>th</sup> in various pay parking zones in support of the City's Elections Office
- Reviewed potential resolutions to address potential meters reliability problems at Gateway Theatre; pilot program to be implemented using newer meters available due to change in Oval operations

- Oval management confirmed the conversion of their pay parking operations from pay & display (P&D) to pay-on-foot (POF) effective December 19<sup>th</sup>; this will end our management agreement with the Oval for enforcement and revenue collection services
- Will be renewing our annual support of the Richmond Christmas Fund with short-term complimentary parking at Brighthouse Park for volunteer donation drivers
- One parking meter was vandalized and two were stolen during November; the stolen ones were located by the RCMP in a deserted warehouse

Following is a month-to-month comparison chart on the number of violations that have been issued for the years 2009, 2010 and 2011:



## 2. Property Use

### Customer Service Response

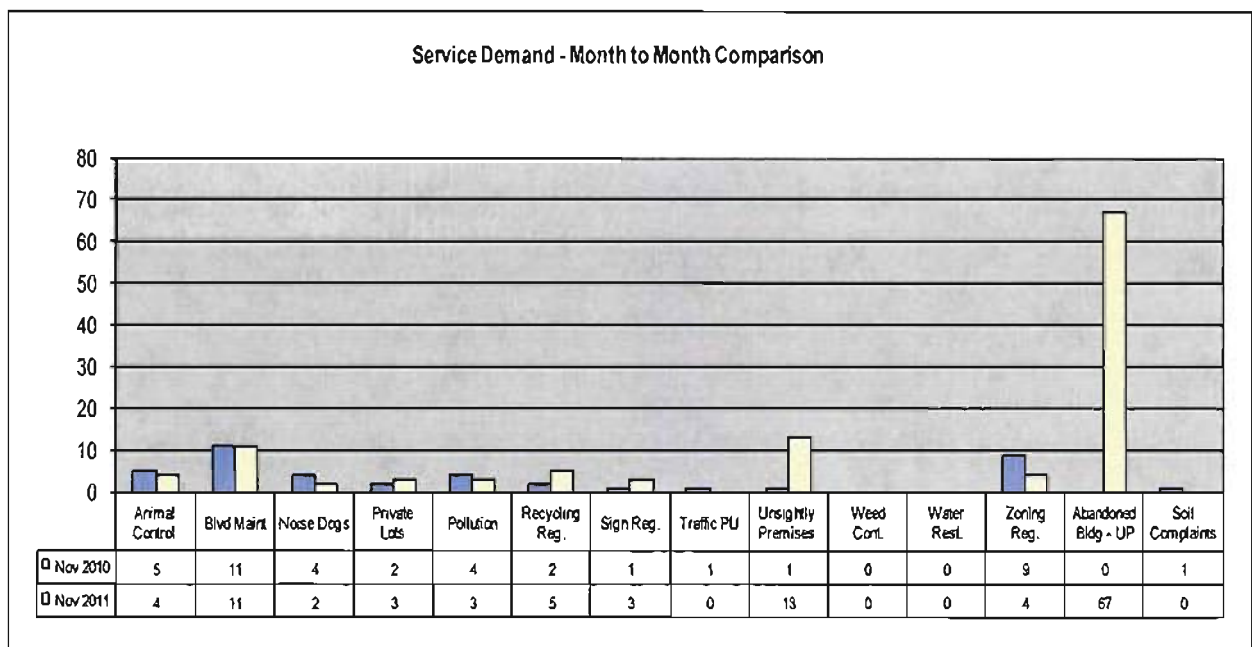
The average number of daily calls for service fielded by administration staff on property use issues for November 2011 was 16 – this includes voice messages, directly answered calls as well as emails; an increase of approximately 46% when compared to the number of daily service calls reported for the month of October 2011.

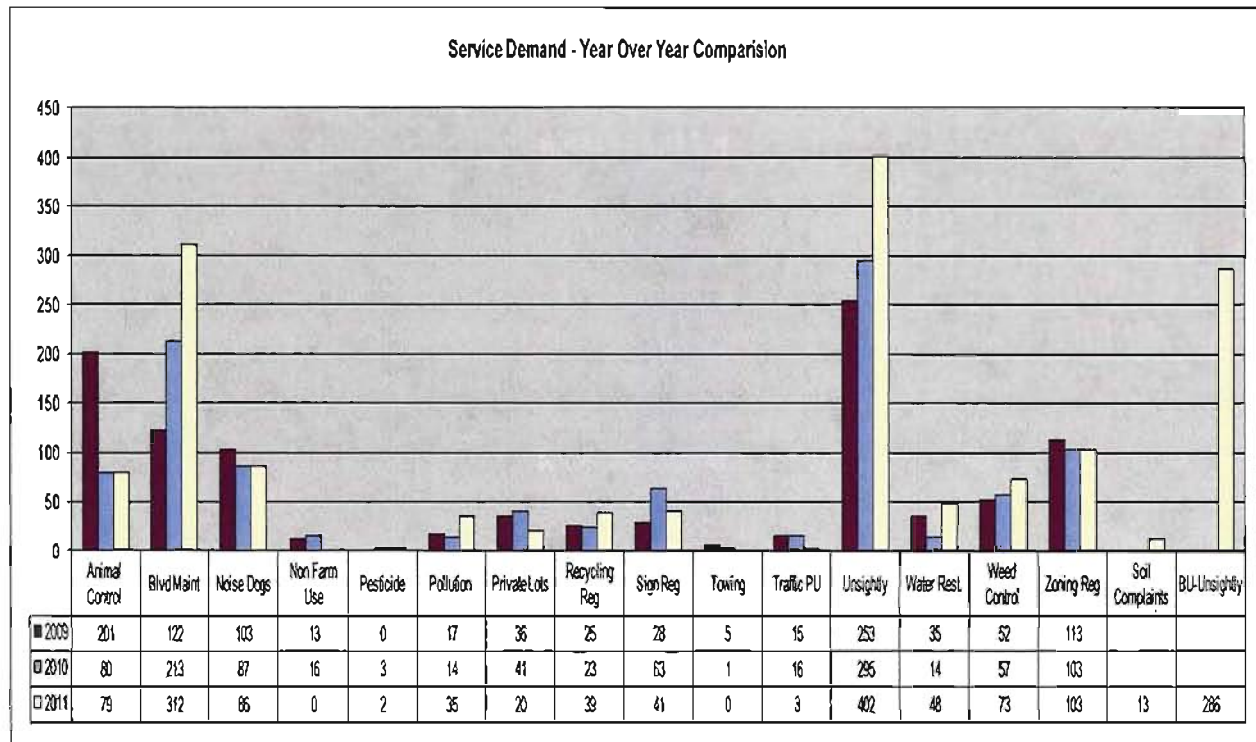
For November 2011, 115 inspection files were created and assigned for investigation and appropriate enforcement – an increase of approximately 64% when compared to November 2010. The increase in files is due largely to the enforcement staff's continued proactive efforts with regard to the abandoned/vacant home joint operations program. There were 67 abandoned/vacant home inspections conducted during the month of November 2011.

#### Enforcement Activity

- Bylaw Liaison Property Use Officers continue to be committed to the delivery of professional by-law enforcement in a timely and effective manner. The mandate is to achieve compliance with the City's regulatory by-laws through education, mediation and, as necessary, progressive enforcement and prosecution.
- Bylaw Liaison Property Use Officers actively responded to complaints and identified illegally placed election signs during the month of November 2011.

The following charts delineate Property Use service demand, by type, for October 2010 and October 2011 as well as a year-over-year running comparison:





### 3. Grease Management Program

There were no grease trap inspections carried out during the month of November 2011 due to staff turnover.

### 4. Dispute Adjudication Program

There were no cases processed during the month of November 2011. The next hearing is scheduled for January 24, 2012.

### 5. Animal Control

- For the month of November 2011, there was 1 dog bite incident reported.
- Staff issued 63 new dog licences during November 2011 to bring the total number of dogs licensed in Richmond for 2011 to 5,548. The number of dangerous dog licenses issued or renewed in Richmond as of October 2011 is 84.
- City Animal Control Officers responded to 5 requests for enforcement patrols during the month of November 2011.

### 6. Revenue and Expenses

The following information is an analysis for November 2011 compared to November 2010.

**Consolidated Parking Program Revenue** The total of meter, monthly permit and enforcement revenue is down approximately 9.2% over 2010. Revenues for November 2011 are \$105,274

compared to \$115,937 for the same period last year. This decrease is due largely to several incidences of meter vandalism and a decrease in permit parking areas due to construction.

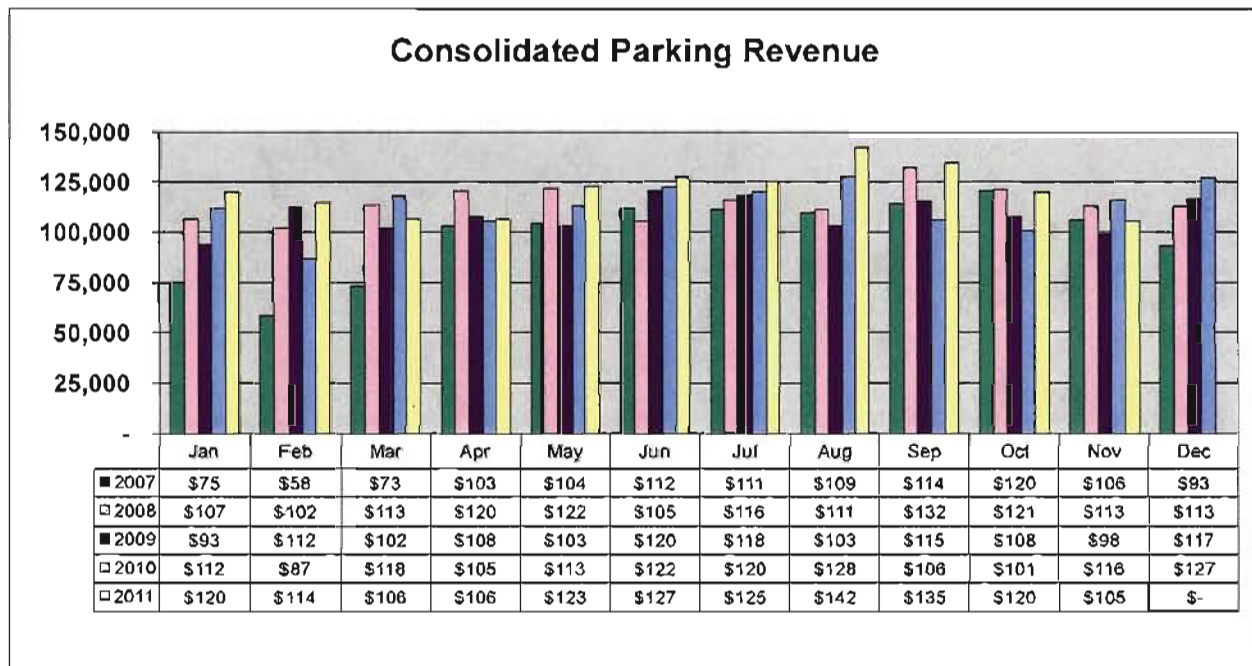
**Meter Revenue** is down approximately 10.3% for the same period last year. Revenues for November 2011 are \$28,836 compared to \$32,163 for 2010. This is due to several incidences of meter vandalism. The result is stolen revenue as well as missed revenue opportunities while the meters are decommissioned for repairs.

**Permit Revenue** is down approximately 46.8% over the same period last year. Revenues for November 2011 are \$7,177 compared to \$13,506 for 2010. This decrease is a result of limited permit parking areas due to construction. The remaining decrease can be attributed to timing differences in the receipt of payment.

**Enforcement Revenue** is down approximately 3.7% over the same period last year. Revenues for November 2011 are \$64,798 compared to \$67,221 for 2010. Enforcement activity has been limited since October due to staff turnover.

**Richmond Oval Parkade Management Fee Revenue:** The City netted \$4,463 from the proceeds generated from parking at the Richmond Oval compared to \$3,047 for the same period last year. This fee is based on 15% of gross revenue.

The following chart provides a consolidated revenue comparison with prior years:



## **Conclusion**

Community Bylaws staff continues to strive to maintain the quality of life and safety of the residents of the City of Richmond through coordinated team efforts with many City departments and community partners while promoting a culture of compliance.

A handwritten signature in black ink, appearing to read 'Wayne G. Mercer', with a stylized, cursive script.

Wayne G. Mercer  
Manager, Community Bylaws  
(604.247.4601)

ML:ml





# City of Richmond

## Report to Committee

**To:** Community Safety Committee

**Date:** January 23, 2012

**From:** Phyllis L. Carlyle  
General Manager, Law & Community Safety

**File:** 12-8060-01/2011-Vol 01

**Re:** Community Bylaws - December 2011 Activity Report

### Staff Recommendation

That the Community Bylaws Monthly Activity Report dated January 23, 2012, from the General Manager, Law & Community Safety, be received for information.

Phyllis L. Carlyle  
General Manager, Law & Community Safety  
(604.276.4104)

### FOR ORIGINATING DEPARTMENT USE ONLY

#### ROUTED TO:

Budgets  
Engineering  
Parks

#### CONCURRENCE

Y ☒ N ☐  
Y ☒ N ☐  
Y ☒ N ☐

#### CONCURRENCE OF GENERAL MANAGER

#### REVIEWED BY TAG

YES



NO



#### REVIEWED BY CAO

YES



NO



## Staff Report

### Origin

This monthly activity report for the Community Bylaws Division provides information on each of the following areas:

1. Parking Program
2. Property Use
3. Grease Management Program
4. Animal Control
5. Adjudication Program
6. Revenue & Expenses

### Analysis

#### 1. Parking Program

##### Customer Service Response

The average number of daily calls for service fielded by administration staff on parking issues for December 2011 was 29 – this includes voice messages, directly answered calls as well as emails; a decrease of approximately 31% when compared to the number of service calls reported for the month of November 2011; however, City Hall was closed from December 24<sup>th</sup> to month end.

##### Enforcement Activity

- The number of parking violations that were either cancelled and/or changed to a warning for the month of December 2011 was 136; 6.1% of the violations issued in December 2011. The following chart provides a breakdown of the most common reasons for the cancellation of bylaw violation notices pursuant to Council's Grounds for Cancellation Policy No. 1100 under specific sections:

|   |         |
|---|---------|
| Section 2.1 (a) Identity issues                             | 2.94%   |
| Section 2.1 (c) Poor likelihood of success at adjudication  | 17.65 % |
| Section 2.1 (d) Contravention necessary - health related    | 0%      |
| Section 2.1 (e) Multiple violations issued for one incident | 4.41%   |
| Section 2.1 (f) Not in public interest                      | 41.91%  |
| Section 2.1 (g) Proven effort to comply                     | 33.09%  |

- A total of 2,232 notices of bylaw violation were issued for parking / safety & liability violations within the City during the month of December 2011 – an increase of approximately 4.5% when compared to the number of violations issued during the month of December 2010.

##### Program Highlights

- Community Bylaws staff was working with an RCMP technical crew with a view to installing a camera inside a City parking meter, for surveillance purposes.
- Field preparations were undertaken for the Hollybridge meter installations and several meters were re-deployed, due to closure of temporary construction zones on Buswell Street and Park Road.

- A number of modifications were undertaken to designated parking meters, in order to serve as test locations for physical vault reinforcement.
- For the first time since early 2011, there were no meter vandalism &/or theft incidents during the month.
- Officer Tahir completed and presented a draft, hand-held “bylaw reference guide”, which will aid officers in their field work and assist with training functions.
- The Oval went live with their new Pay-on-Foot parking system on December 19<sup>th</sup>. As a result, the City relocated the temporary Oval parking meters to Gateway Theatre to provide a more flexible and reliable operation.

Following is a month-to-month comparison chart on the number of violations that have been issued for the years 2009, 2010 and 2011:



## 2. Property Use

### Customer Service Response

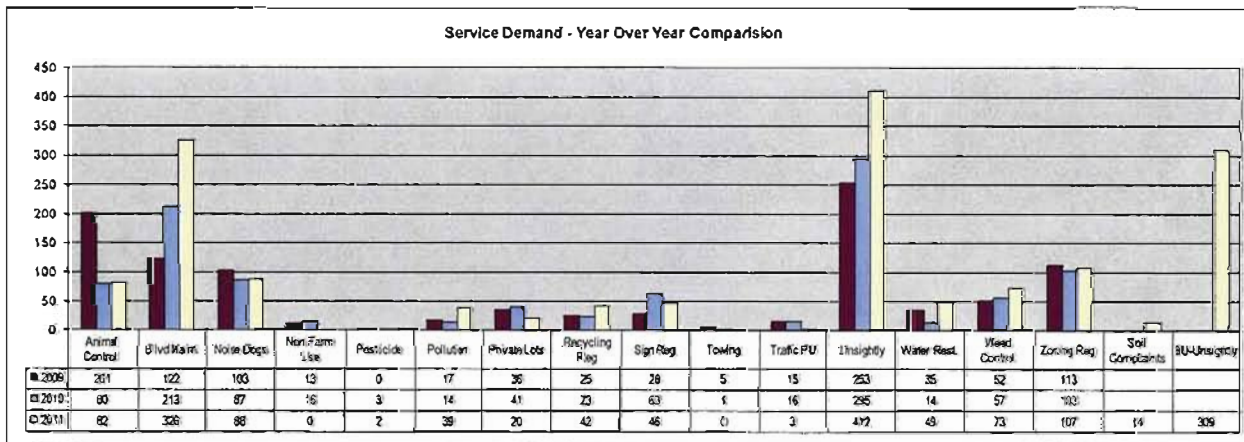
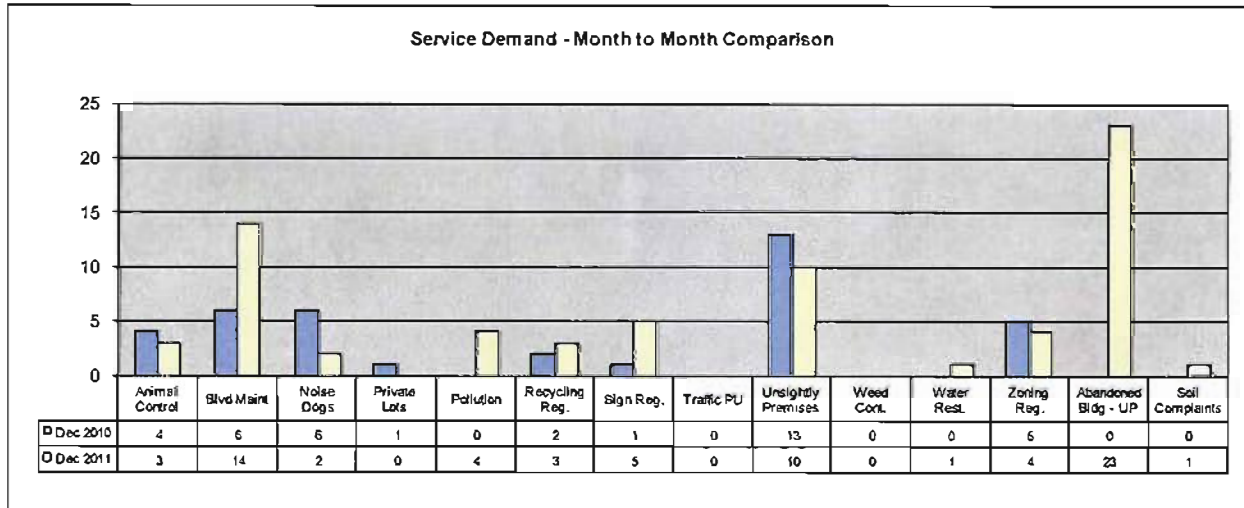
The average number of daily calls for service fielded by administration staff on property use issues for December 2011 was 9 – this includes voice messages, directly answered calls as well as emails; a decrease of approximately 56% when compared to the number of daily service calls reported for the month of November 2011.

For December 2011, 70 inspection files were created and assigned for investigation and appropriate enforcement – an increase of approximately 54% when compared to December 2010.

### Enforcement Activity

- Bylaw Liaison Property Use Officers continue to be committed to the delivery of professional by-law enforcement in a timely and effective manner. The mandate is to achieve compliance with the City's regulatory by-laws through education, mediation and, as necessary, progressive enforcement and prosecution.
- Proactive enforcement efforts continue with regard to the abandoned/vacant home joint operations program that began in June 2011. There were 23 abandoned/vacant home inspections conducted during the month of December 2011 bringing the total of inspections conducted during the time period June through to December 2011 to 309.

The following charts delineate Property Use service demand, by type, for December 2010 and December 2011 as well as a year-over-year running comparison:



### **3. Grease Management Program**

There were no grease trap inspections carried out during the month of December 2011 due to staff turnover.

### **4. Dispute Adjudication Program**

There were no cases processed during the month of December 2011. The next hearing is scheduled for January 24, 2012.

### **5. Animal Control**

- For the month of December 2011, there was one dog bite incident reported.
- Staff issued 56 new dog licences during December 2011 to bring the total number of dogs licensed in Richmond for 2011 to 5,604 an increase of approximately 1.76% when compared to 2010. The number of dangerous dog licenses issued or renewed in Richmond as of December 2011 is 93.
- Officers within Community Bylaws responded to 6 requests for enforcement patrols during the month of December 2011.

### **6. Revenue and Expenses**

The following information is a YTD analysis of December 2011 when compared to December 2010.

**Consolidated Parking Program Revenue** The total of meter, monthly permit and enforcement revenue is up approximately 5.9% over 2010. Revenues as at December 31, 2011 are \$1,433,451 compared to \$1,353,500 for the same period last year. The increase is a result of diligent enforcement by staff as well as the hourly meter rate increase effective July 2010.

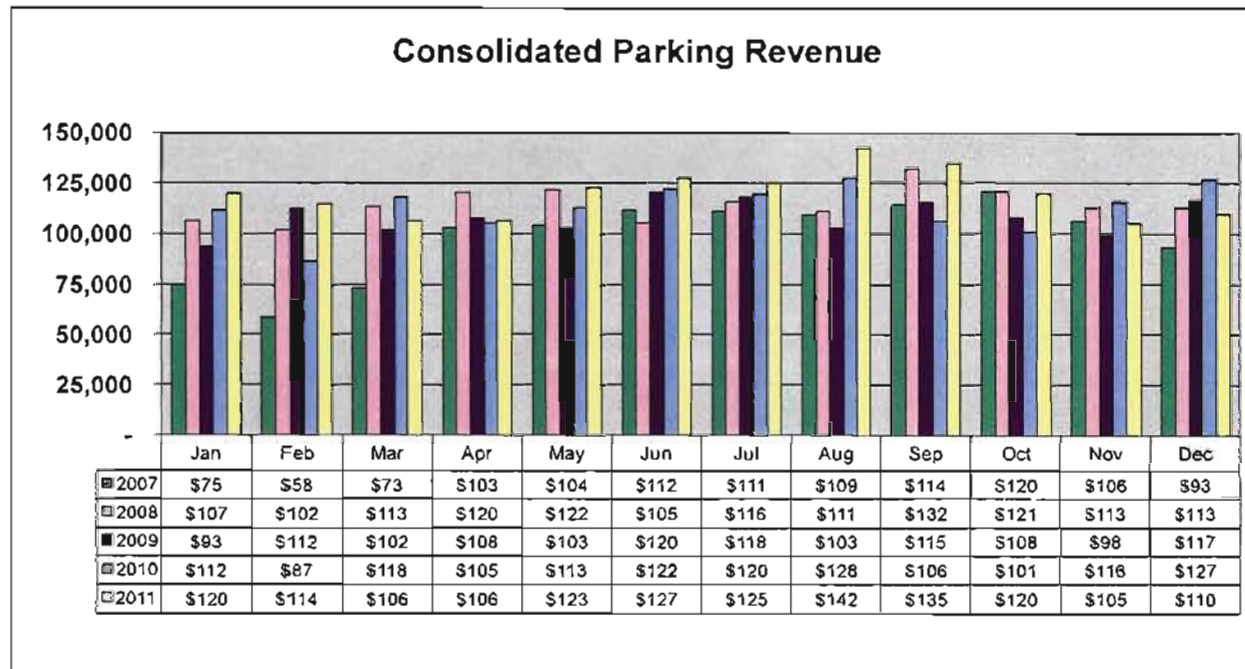
**Meter Revenue** is up approximately 5.3% over the same period last year. Revenue as at December 31, 2011 is \$439,817 compared to \$417,854 for 2010. This is partly the result of the hourly meter rate increase effective July 2010. Meter revenues for 2011 could have been higher except for incidences of meter vandalism. The result is lost revenue due to decommissioned and damaged meters.

**Permit Revenue** is down approximately 3.4% over the same period last year. Revenue as at December 31, 2011 is \$143,865 compared to \$149,011 for 2010. This decrease is a result of limited permit parking areas due to the reassignment of parking areas.

**Enforcement Revenue** is up approximately 5.0% over the same period last year. Revenue as at December 31, 2011 is \$806,496 compared to \$767,664 for 2010.

**Richmond Oval Parkade Management Fee Revenue:** The City netted \$43,273 from the proceeds generated from parking at the Richmond Oval compared to \$18,971 for the same period last year. This fee is based on 15% of gross revenue. Effective December 19, 2011, Richmond Oval Corporation has assumed full responsibility of the operation and management of the parkade.

The following chart provides a consolidated revenue comparison with prior years:



### Conclusion

Community Bylaws staff continues to strive to maintain the quality of life and safety of the residents of the City of Richmond through coordinated team efforts with many City departments and community partners while promoting a culture of compliance.

Wayne G. Mercer  
 Manager, Community Bylaws  
 (604.247.4601)

ML:ml



# City of Richmond

## Report to Committee

**To:** Community Safety Committee  
**From:** Superintendent Rendall Nasset  
Officer In Charge  
Richmond RCMP Detachment

**Date:** January 24, 2012  
**File:** 09-5000-01/2011-Vol  
01  
(12.01)

**Re:** 2012/2013 RCMP Annual Performance Plan – Community Priorities

### Staff Recommendation

That the two Community Objectives be selected, as identified in the report dated January 24, 2012 from the Officer In Charge, Richmond RCMP Detachment, for inclusion in the 2012/2013 Annual Performance Plan.

Rendall Nasset  
Officer in Charge,  
Richmond RCMP Detachment  
(604-278-1212)

|  |   |                                       |
|--|---|---------------------------------------|
| <b>FOR ORIGINATING DEPARTMENT USE ONLY</b> |   |                                       |
| <b>CONCURRENCE OF GENERAL MANAGER</b><br>  |   |                                       |
| <b>REVIEWED BY TAG</b>                     | <b>YES</b><br><input checked="" type="checkbox"/> | <b>NO</b><br><input type="checkbox"/> |
| <b>REVIEWED BY CAO</b>                     | <b>YES</b><br><input checked="" type="checkbox"/> | <b>NO</b><br><input type="checkbox"/> |

## Staff Report

### Origin

At the Community Safety Committee meeting on July 14, 2009, Committee was consulted regarding the inclusion of City priorities in the Richmond RCMP Detachment Annual Performance Plan. The Officer in Charge of the Richmond Detachment committed to aligning the strategic goals of the City with the strategic goals of the RCMP.

### Background

The Annual Performance Plan (APP) delivers planning and performance management to the Richmond Detachment and ensures policing initiatives are aligned with the City and RCMP strategic priorities. The APP allows the Detachment Commander to systematically plan, evaluate and manage police resources of detachment operations. One of the main goals is for Commanders to be able to consult with, and provide tangible feedback to communities, Commanding Officers of "E" Division RCMP and the Richmond Detachment Leadership Team.

Every RCMP detachment across Canada within Contract Divisions completes an APP annually. This allows sharing of ideas and successes with other RCMP Detachments, to communicate gaps or impediments and to seek solutions to common problems in law enforcement. The APP is an ongoing planning/monitoring process throughout the year, very much like the Balanced Scorecard<sup>1</sup> reporting that is widely used in strategic planning in both public and private sector. The APP involves the following activities:

### Planning

The Richmond Detachment Leadership Team consults with Council and City staff to identify opportunities for the local community. An environmental scan is conducted and is focused on the strategic priorities set forth in the long-term detachment strategy plan. A well thought-out plan has policing objectives aligned to the overarching National and Divisional RCMP priorities. Once the objectives have been identified and selected, the Detachment Commander develops policing initiatives that are implemented for the fiscal year. Measurements, targets and integrated risk assessment for the policing initiatives are also developed as part monitoring of the performance and risk management.

### Plan Review

The operations of a police agency often experiences sudden and immediate changes. The APP is a living management plan and is monitored/reviewed continuously – it does not get tombstoned until the end of the fiscal year. In this respect, the detachment operations are able to proactively respond and track any changing policing needs in a timely manner. Like the Balanced

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<sup>1</sup> Developed by Harvard University professors Dr. Bob Kaplan and Dr. David Norton, the Balanced Scorecard is a tool designed to take an organization's vision and help to articulate it in the form of a strategy to achieve that vision.

Scorecard, the APP provides a snapshot view of the performance of the detachment at any given time. It is important that the APP be monitored to ensuring police resources are deployed efficiently.

#### Quarterly Performance Review

Every 90 days, the APP would be reported to members of the Detachment Leadership Team. The report highlights the progression of the objectives and policing initiatives, as well as communicates whether planned activities were on-track. For activities that are not on-track, an assessment will be conducted to determine whether alternative responses are required.

### **Analysis**

#### APP Features

The APP is designed to facilitate best management practices for detachment administration. APP provides the foundation to the following strategic planning activities:

- Community, Contract and Aboriginal Policing Services (CCAPS) Community Plans
- Risk Management
- Unit Level Quality Assurance (ULQA)
- Performance Management
- Public Security
- Unit Performance Improvement Program

The five national strategic priorities of the RCMP include:

- Serious and Organized Crime
- National Security
- Youth
- Economic Integrity
- Aboriginal Communities

#### City of Richmond Community Objectives

Community engagement is a key and essential planning component of the APP, which usually takes place between January and March of each year. This is completed in preparation for the implementation of the upcoming plan, commencing April 1<sup>st</sup>. The Community Objectives provided in the APP is to assist Detachment Commanders in addressing community priorities identified through the strategic planning process. This is an opportunity to demonstrate accountability to the communities we serve.

From the strategic planning process, the Richmond Detachment Strategic Plan of 2011-2013 identified five local priorities:

- Youth
- Community Engagement
- Property Crime

Scorecard, the APP provides a snapshot view of the performance of the detachment at any given time. It is important that the APP be monitored to ensuring police resources are deployed efficiently.

#### Quarterly Performance Review

Every 90 days, the APP would be reported to members of the Detachment Leadership Team. The report highlights the progression of the objectives and policing initiatives, as well as communicates whether planned activities were on-track. For activities that are not on-track, an assessment will be conducted to determine whether alternative responses are required.

### **Analysis**

#### APP Features

The APP is designed to facilitate best management practices for detachment administration. APP provides the foundation to the following strategic planning activities:

- Community, Contract and Aboriginal Policing Services (CCAPS) Community Plans
- Risk Management
- Unit Level Quality Assurance (ULQA)
- Performance Management
- Public Security
- Unit Performance Improvement Program

The five national strategic priorities of the RCMP include:

- Serious and Organized Crime
- National Security
- Youth
- Economic Integrity
- Aboriginal Communities

#### City of Richmond Community Objectives

Community engagement is a key and essential planning component of the APP, which usually takes place between January and March of each year. This is completed in preparation for the implementation of the upcoming plan, commencing April 1<sup>st</sup>. The Community Objectives provided in the APP is to assist Detachment Commanders in addressing community priorities identified through the strategic planning process. This is an opportunity to demonstrate accountability to the communities we serve.

From the strategic planning process, the Richmond Detachment Strategic Plan of 2011-2013 identified five local priorities:

- Youth
- Community Engagement
- Property Crime

- Traffic Safety
- Organized Crime

The Detachment's long-term strategic goal is to achieve "Safe Homes and Safe Communities", and the *previous year's* (fiscal year 2011/12 – April 1, 2011 to March 31, 2012) APP community objectives that had been selected by the Council were:

- Youth Violence
- Fraud - Identity and Credit Card

Consultation with the public through the strategic planning external survey and internal assessment of crime reports have identified a number of personal and community concerns for the upcoming fiscal year. The following Community Objectives were identified for the 2012/13 Annual Performance Plan:

1. Pedestrian Safety – with a focus on reducing fatalities and severe bodily injuries
2. Establish and Develop a Community Policing Presence in the Downtown Core – crime prevention through a new Community Police Station
3. Residential Break and Enters – abate property-related crimes (i.e. metal thefts, abandon houses, etc.)

#### Recommendation

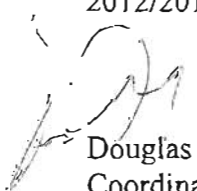
To prepare for next year's Annual Performance Plan, the Richmond RCMP Detachment recommends that (1) Pedestrian Safety and (2) Establish and Develop a Community Policing Presence in the Downtown Core be selected as the Community Objectives for inclusion in the 2012/2013 Annual Performance Plan.

#### **Financial Impact**

There is no financial impact associated with this report.

#### **Conclusion**

The Richmond RCMP Detachment has identified three Community Objectives and seeks Council's endorsement on selecting the two recommended objectives for inclusion in the 2012/2013 Annual Performance Plan.



Douglas Liu  
Coordinator, Risk Management Unit  
(604-207-4871)





# City of Richmond

## Report to Committee

**To:** Community Safety Committee

**Date:** January 23, 2012

**From:** John McGowan  
Chief, Richmond Fire-Rescue

**File:**

**Re:** 2011 Fourth Quarter Report – Richmond Fire-Rescue

### Staff Recommendation

That the report on Fire-Rescue's operations from October 1 to December 31, 2011 be received for information.

John McGowan  
Chief, Richmond Fire-Rescue  
(604-303-2734)

| FOR ORIGINATING DEPARTMENT USE ONLY       |   |                                       |
|---|---|---------------------------------------|
| <b>CONCURRENCE OF GENERAL MANAGER</b><br> |   |                                       |
| <b>REVIEWED BY TAG</b>                    | <b>YES</b><br><input checked="" type="checkbox"/> | <b>NO</b><br><input type="checkbox"/> |
| <b>REVIEWED BY CAO</b>                    | <b>YES</b><br><input checked="" type="checkbox"/> | <b>NO</b><br><input type="checkbox"/> |

## Staff Report

### Origin

Richmond Fire-Rescue (RFR) is committed to keeping Council informed of its activities on a regular basis.

RFR are in the process of making changes to their reporting document and subsequent reports will be submitted as a monthly report.

### Analysis

Fire-Rescue's report for October 1 to December 31 2011, are set out below.

### Suppression Activity

Fire Suppression's 9-1-1 emergency call volumes for October 1 to December 31 2011, are presented in the table below.

The months of October to December 2011 saw a decrease in 911 Medical First Responder calls over the same period in 2010. The call volumes fluctuate from year to year and can be influenced by variables such as extreme weather conditions (wind storms, heat waves, cold snaps or the presence of ice, snow or heavy rain).

| 9-1-1 Emergency Call Volumes for Fire-Rescue<br>For October to December, 2011 |              |              |              |                             |
|---|--------------|--------------|--------------|-----------------------------|
| Incident Type   | 2009         | 2010         | 2011         | % +/-<br>(compared to 2010) |
| Medical   | 1178         | 1142         | 1053         | -8%                         |
| Motor Vehicle Incident  | 374          | 299          | 315          | +5%                         |
| Fire  | 97           | 83           | 85           | +2%                         |
| False Alarm   | 183          | 118          | -            | -                           |
| Alarm No Fire   | 284          | 386          | 342          | -11%                        |
| Public Service  | 213          | 149          | 115          | -23%                        |
| Public Hazard   | 57           | 45           | 36           | -20%                        |
| Hazardous Materials   | 21           | 39           | 33           | -15%                        |
| Response – Cancelled  | -            | -            | 281          | -                           |
| Specialized Transport   | -            | -            | 16           | -                           |
| Explosion   | 0            | 0            | 0            | -                           |
| Technical Rescue  | 3            | 2            | 2            | -                           |
| <b>Totals</b>   | <b>2,410</b> | <b>2,263</b> | <b>2,278</b> |                             |

#### Call Type Legend:

*Medical* includes: cardiac arrest, emergency response, home or industrial accidents

*Alarm No Fire* includes: accidental, malicious, equipment malfunctions

*Public Service* includes: assisting public, ambulance or police, locked in/out, special events, trapped in elevator, water removal

*Public Hazard* includes: aircraft emergency, bomb removal standby, object removal, or power lines down

*Hazardous Materials* includes fuel or vapour: spills, leaks, or containment

*Explosion* includes ruptured: boilers, gas pipes, or water pipes

*Technical Rescue* includes: aircraft, confined space, high angle, or water

A detailed breakdown of the medical calls for October to December 2011 by sub-type is set out in the following table.

**Medical Calls by Type for October to December 2011**

| <b>First Responder Totals</b> |               |                                 |               |
|-------------------------------|---------------|---------------------------------|---------------|
| <b>Medical</b>                | <b>Volume</b> | <b>Medical</b>                  | <b>Volume</b> |
| Abdominal Pain                | 13            | Exposure                        | 1             |
| Allergic Reaction             | 15            | Eye Problems                    | 0             |
| Animal Bite                   | 1             | Falls/Jumper                    | 130           |
| Assault                       | 26            | Headache                        | 8             |
| Back Pain                     | 23            | Heart Problems                  | 15            |
| Breathing Problem             | 173           | Hæmorrhage                      | 31            |
| Burns                         | 1             | Man Down                        | 26            |
| Cardiac                       | 24            | Overdose/Poisoning              | 33            |
| Chest Pain                    | 151           | Maternity                       | 3             |
| Choking                       | 10            | Psychiatric                     | 17            |
| Seizures                      | 31            | General Sick                    | 163           |
| Diabetic                      | 23            | Stabbing/Gun/Penetrating Injury | 2             |
| Electrocution                 | 0             | Stroke                          | 33            |
| Unconscious/Fainting          | 56            | Trauma                          | 44            |
| Entrapment                    | 0             |                                 |               |
| <b>Total</b>                  |               |                                 | <b>1053</b>   |

### Community Response

The estimated building loss for October to December 2011 is \$1,029,849 and estimated content loss is \$73,740, for a total estimated loss of \$1,103,589. The total estimated value of building protected is \$214,204,600.

| <b>Fire Calls By Type and Loss Estimates October to December 2011</b> |                    |  |                                |                               |                              |
|---|--------------------|--|--------------------------------|-------------------------------|------------------------------|
| <b>Incident Type Breakdown</b>  | <b>Call Volume</b> | <b>Estimated Value of Building Protected</b> | <b>Estimated Building Loss</b> | <b>Estimated Content Loss</b> | <b>Estimated Loss Totals</b> |
| Fire – Structure Total:   | <b>43</b>          |  |                                |                               |                              |
| Residential   |                    |  |                                |                               |                              |
| - Single-family   | 14                 | \$9,122,000                                  | \$599,049                      | \$33,030                      | \$632,079                    |
| - Multi-family  | 18                 | \$176,854,000                                | \$345,200                      | \$40,590                      | \$385,790                    |
| Commercial/Industrial   | 11                 | \$28,113,000                                 | \$33,000                       | 0                             | \$33,000                     |
| Fire – Outdoor  | 28                 | \$43,600                                     | \$3,100                        | \$20                          | \$3,120                      |
| Vehicle   | 14                 | \$72,000                                     | \$49,500                       | \$100                         | \$49,600                     |
| <b>Totals*</b>  | <b>85</b>          | <b>\$214,204,600</b>                         | <b>\$1,029,849</b>             | <b>\$73,740</b>               | <b>\$1,103,589</b>           |

\*The dollar losses shown in this table are preliminary estimates. They are derived from Fire's record management system and are subject to change due to delays in reporting and confirmation of actual losses from private insurance agencies (as available).

## Hazmat

| Hazmat - Calls By Type October to December 2011 |           |
|---|-----------|
| HazMat Calls                                    | Details   |
| Hazmat Calls:                                   |           |
| Natural Gas/Propane Leaks (small)               | 24        |
| Fuel Containment                                | 5         |
| Misc. (empty containers to unknown powder)      | 4         |
| <b>Total</b>                                    | <b>33</b> |

## Incidents

Notable emergency incidents, which involved RFR for October to December 2011, are:

## Rescue

### HazMat

- Gas main on Williams Road was dug up RFR and RCMP established a control zone.
- 3 hour stand by for hydro due to wires being down.
- Unknown odour on Grant McConnachie.
- Unknown odour on Reeves Road.
- Gas leak Minoru Boulevard.

### Medical Events

- Industrial accident where a worker fell approximately 12 meters through an asbestos tile roof at an industrial warehouse site.
- Industrial accident, amputated finger.
- Full arrest.
- Assault on Graybar Road.
- Assault on Great Canadian Way.
- Fatal Pedestrian accident at Steveston Highway and Southdale Road.
- Pedestrian a struck by a car while in the crosswalk of Westminster Highway and Minoru Boulevard.
- Full arrest with successful recovery.
- Full arrest with successful return of heart beat using AED.
- 24 year old female cardiac arrest.
- Pedestrian struck by car, broken tibia/fib.

### Auto Extrication/Major Motor Vehicle Accident

- Roll over MVI on Highway 91 involving a semi trailer truck.
- RFR truck hit by dump truck on Highway 91.
- Three vehicle MVI/hit and run.
- Car fire on No. 9 Road.
- 5 vehicle MVI.
- Car 10 feet up pole guide wire.
- High speed roll-over on Granville and Railway.
- Two vehicles hit and run head-on MVI involving a suspected drunk driver.

Fires – Residential

- Pot on Stove.
- Rubbish fire.
- Play ground fire.
- Kitchen stove fire.
- Oven fire contained to oven in apartment.
- Pot left on stove in a Mall, filling mall with smoke.
- House fire, flames showing upon arrival, fire was quickly extinguished.
- Alarm call elevated to fire call by an occupant of a retirement subsidized living complex.
- Second alarm fire call to No. 3 Road.
- Kitchen fire, person suffered burns on Bird Road.
- Bathroom fire.
- Garage fire.
- Attended Lansdowne Road for a fire call with sprinklers activated.
- Space heater fire in lobby on Buswell Street.
- Shed fire.
- Apartment fire on Moffatt Road.
- Stove fire on Ryan Road.
- Structure Fire on No 4 Road.
- Stove fire Dayton Court.
- Microwave fire on Bath Road.
- Structure fire at abandoned house fire.

Fires - Commercial/Industrial/Institutional

- Rubbish fire at High School.
- Fire call involving a sign on front of commercial outlet.
- Fire in shipping container full of personal belongings.
- Boat fire.
- Garbage fire in parkade.
- Illegal burning on No. 3 Road.

Technical Rescue

- Aircraft crash onto Russ Baker Way on approach to YVR.
- Lift assistance required for 8 personal
- Horse stuck in the mud up to stomach on Granville Avenue.
- Water rescue of male in Fraser River.
- Dog stuck in ditch rescue at Sealord Place.

## Training and Education

The training team at RFR deliver and facilitate training programs to all members of RFR in disciplines ranging from: personal protective equipment, firefighting and rescue practices to emergency vehicle operating and incident management. The training team also delivers leadership and interpersonal skills programs through in-house instructors, on-line training, and the use of external trainers.

For October to December, 2011, the following highlights are noted:

- RFR Training staff has concluded delivering the nine-week onboarding skills training program for the recent September recruit class of nine members. The recruits are now operational and are working towards their next 6-month evaluation process.
- The training staff facilitated the recertification and licensing of 20 operational staff in Medical first responder – this program is delivered and evaluated by on-shift instructors and licensed through the EMA licensing board in Victoria. Completion of the training includes 40 hours of classroom instruction and practice, followed by a theory and practical skills assessment.
- The training staff facilitated the certification of 25 EVO/EVD drivers - this program delivered and co-evaluated by on-shift instructors and members from the mechanical repair division.
- The training staff began implementing the syllabus for RFR's In-House Fire Officer I program which currently includes 7-members. Two days out of the six-day program are now complete, with the last four days starting on January 9, 2012. The completed portion of the program included the following components:
  - Company Inspection Program
  - RMS Inspection module training: conducting a physical code-based fire inspection
  - Inputting data into the following post-incident modules:
    - Fire Reporting,
    - Motor Vehicle Incidents,
    - Medical Aid Calls, and
    - Fire Alarms
- The training team planned, facilitated and staffed a two-day live firefighting training session, held at the Langley Township fire-training centre. Over the course of the two days, eight of our current and new fire officers participated alongside our newest cadre of recruit firefighters. Some of the training that occurred included:
  - Incident Scene Management
  - Radio Communications
  - Rapid Intervention Team Activities (firefighter rescue)
  - Hose and Ladders skills
  - Fire confinement and extinguishment
  - Ventilation

- Rescue
- Search

Planning and preparation for the 2012 training initiatives and maintenance training has been completed and the draft-training syllabus for the first two quarters of 2012 is being circulated to all staff.

### **Fire Prevention (Events & Activities)**

Richmond Fire-Rescue participates in many community events and activities for public education and/or community relations purposes. Following are some of the noteworthy events attended for October to December 2011:

- Grand Opening of Steveston Firehall on October 1, 2011
- Fire Prevention Week - October 9 to 15 with Fire Halls 1, 2, 4, 5 and 6 halls open house.
- Fire Prevention Week - October 15 visit to stores in Richmond to spread awareness around fire safety.
- Halloween events held at City and Community Centres in Richmond.
- School fire drills at local school.
- Car seat inspections.
- Ride along program.
- Pumper visits and school fire drill.
- Company Inspections.
- 3 Halls participated in MD Boot Drive.
- Bike to work week (October 31 to November 4).
- Richmond Multicultural Society Safety Orientation.
- English as a second language for adult safety orientation.
- Fire extinguisher training for new RFR recruits class.
- Richmond Christmas Fund drive-through.
- December 10/11 Local 1286 Kids Christmas party.
- CUPE 394 Christmas party at Minoru Pavilion.
- Sea Island Community Association Santa Claus Ride.

### **Fire Halls**

October 1<sup>st</sup> saw the grand opening of the Steveston Fire Hall. This event was very well received by the public and the special dignitaries who were in attendance on the day.

During Fire Prevention week (October 9 to 15) Fire Halls 1, 2, 4, 5 and 6 halls were open houses focussing on 'protecting your family from fire'.

January 23, 2012

**Financial Impact**

None.

**Conclusion**

Fire-Rescue is committed to providing Council with regular updates on its activities. The Fire Chief welcomes the opportunity to discuss Fire's activities and priorities with Community Safety Committee.

A handwritten signature in blue ink, appearing to read 'John McGowan', with a long horizontal flourish extending to the right.

John McGowan  
Chief, Richmond Fire-Rescue  
(604-303-2734)



# City of Richmond

## Report to Committee

**To:** Community Safety Committee

**Date:** January 30<sup>th</sup> 2012

**From:** Mike Redpath  
Senior Manager, Parks

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

**Re:** Canadian Coast Guard Auxiliary (Station 10) Proposed Boathouse Location

### Staff Recommendation

That:

1. Scotch Pond be approved as the location for the Canadian Coast Guard Auxiliary Pacific Region - Station 10 to moor its boathouse; and
2. Agreement terms for the moorage of the Canadian Coast Guard Auxiliary – Station 10 be drafted and brought back to Council for approval no later than March 30<sup>th</sup> 2012.

Mike Redpath  
Senior Manager, Parks  
(604-247-4942)

Att. 7

| FOR ORIGINATING DEPARTMENT USE ONLY                   |  |  |  |
|---|--|--|--|
| <b>ROUTED TO:</b><br>Arts, Culture & Heritage<br>RCMP |  | <b>CONCURRENCE</b><br>Y <input checked="" type="checkbox"/> N <input type="checkbox"/><br>Y <input checked="" type="checkbox"/> N <input type="checkbox"/> | <b>CONCURRENCE OF GENERAL MANAGER</b><br>                              |
| <b>REVIEWED BY TAG</b><br>                            | YES <input checked="" type="checkbox"/><br>NO <input type="checkbox"/> | <b>REVIEWED BY CAO</b><br>   | YES <input checked="" type="checkbox"/><br>NO <input type="checkbox"/> |

## **Staff Report**

### **Origin**

On Wednesday, August 24<sup>th</sup> 2011 staff received a letter from the Canadian Coast Guard Auxiliary Pacific Region – Station 10 (Attachment 1) requesting assistance with establishing a permanent Search and Rescue Station (SAR) in Steveston including the moorage of a Boathouse. The purpose of this report is to request Council approval for locating the Boathouse at historic Scotch Pond in Steveston and for staff to continue to work with Station 10 and the Scotch Pond Heritage Cooperative to determine the best moorage location within Scotch Pond and develop terms for an agreement outlining the relationship between the City and the Canadian Coast Guard Auxiliary – Station 10 related to the boathouse.

This report responds to Council's term goal of ensuring Richmond remains a safe and desirable community to live, work and play.

### **Analysis**

The Canadian Coast Guard Auxiliary Pacific Region - Station 10 (the Station) currently serves a search and rescue function in both the Middle and South Arms of the Fraser River. The Station currently has a vessel (Auxiliary 6) moored in the Middle Arm on City land. In the South Arm, the Station currently has its vessel (Auxiliary 7) tied up in Steveston Harbour and its boathouse (attachment 2) is moored in Steveston Harbour and inaccessible for regular use by the Station.

Station 10 has approximately 40 volunteer members that contribute to the community on an ongoing basis. In 2010, members assisted 44 people and logged 61 missions. In addition, members contributed 210 person hours of Boating Safety time and 93 person hours to Community Events.

Annual Boating Safety and Community events include, but are not limited to:

- Annual Pleasure Craft Courtesy Checks (PCCC's) for Richmond Yacht clubs and additional assistance to other units who request additional checks;
- Boating Safety presentations to various yacht clubs, Canadian Power and Squadron groups;
- Hosting local scouts and club groups at our facilities and teaching water safety;
- Escort Santa Clause (Steveston arrival by boat);
- Attending Steveston Fisherman's Memorial;
- Escort during the Richmond Yacht Club's Festival of Lights;
- Annual Steveston Salmon Festival Canada Day Parade;
- Safety Vessel for Steveston Tall Ships;
- Safety Vessel for Steveston Dragon Boat Festival; and
- Richmond Maritime Festival.

The current location of the Auxiliary 7 vessel is challenging for many reasons. The location provides no protection from the elements thus equipment is subject to significant wear and tear. The vessel is locked as it is not secured within a boathouse and crew equipment is stored in a nearby trailer thus time to access the equipment and vessel impacts emergency response time

negatively. Cost is also an issue as the Steveston Harbour Authority charges the Station market rent thus donated funds are used for this purpose rather than for equipment and vessel upkeep.

#### Proposed Location:

Staff worked with members of Station 10 to review potential locations for Auxiliary 7 along the Middle Arm (attachment 3). Based on the location review, Scotch Pond (attachment 4) has been identified as the best available site. Imperial Landing (attachment 5) was the second highest rated location in the review. However, due to the site's lack of existing water and power services, the need to add parking for crew-members in a current pedestrian area and its high-visibility location, it is not recommended.

The proposed location for the Coast Guard Auxiliary's boathouse at Scotch Pond is protected, central and visible. Mooring the boathouse in the Pond will protect it from the worst of the elements and the crew can access the location via Garry Point ensuring quick response time to emergencies.

Currently, the Scotch Pond Heritage Cooperative (SPHC) operates Scotch Pond under a license from the City. Previously, the Coast Guard Auxiliary moored its boathouse in Scotch Pond as a tenant to the SPHC under the auspices of its license from the City. Relations between the two groups were temporarily poor but have now improved and SPHC's executive committee has accepted, in principle, the relocation of the Coast Guard Auxiliary to Scotch Pond (attachment 6). In order to ensure a clearer level of responsibility and accountability it is suggested that the Agreement between the City and the SPHC be modified to exclude the area to be used by the Coast Guard Auxiliary and that a separate agreement between the City and the Coast Guard Auxiliary be drafted and executed. Given the Coast Guard Auxiliary's ongoing service to the City, its role in community safety and its status as a volunteer, non-profit society, it is recommended that only a nominal fee such as \$1 be collected from the group for its use of Scotch Pond.

The SPCH has expressed the following concerns about re-locating the Coast Guard Auxiliary to Scotch Pond:

- Specific location of the boathouse particularly related to access in and out of the pond for both the Coast Guard Auxiliary boat and the SPHC boats;
- Increase of costs related to electricity and water;
- Potential damage to the float due to the attachment of the boathouse;
- Safety and security protocols related to keys and locks; and
- Communication protocols between the groups and with the City.

These concerns will be collectively addressed in the development of agreement terms. Proposed agreement terms are included in attachment 5.

The following are two outstanding Council referrals related to Scotch Pond:

*That staff prepare a detailed report on the status of Scotch Pond, including*

*the condition of the building, the floats, the pilings, the channel, and the shoreline and provide a copy of the current agreement to determine whether the agreement needs updating. (November 14<sup>th</sup> 2011)*

*That a referral be made to staff to discuss with the owners to locate the floating netshed at Scotch Pond with the Sakamoto Boat alongside to be used as a caretaker suite and interpretive centre, with second choice being Britannia Shipyard. (December 19<sup>th</sup> 2011)*

Locating the Coast Guard Auxiliary Boathouse in Scotch Pond will not limit the opportunity for the floating netshed referenced in the December 19<sup>th</sup> Council referral and any works associated with its installation may contribute to the necessary status review requested in the November 14<sup>th</sup> referral. It should be noted that any works required to install the boathouse such as driving separate piles for the boathouse will require environmental approvals which may take several months to secure.

#### Future Opportunities:

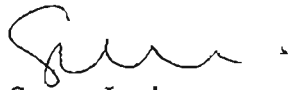
Station 10 is planning on embarking on a fundraising campaign to build a new boathouse. Plans for this new Search & Rescue Station would require additional review and Council approval.

#### Financial Impact

There is no financial impact of approving Scotch Pond as the location for the Canadian Coast Guard Auxiliary – Station 10 boathouse.

#### Conclusion

The approval of Scotch Pond as the location for the Canadian Coast Guard Auxiliary – Station 10 will provide the group with an improved location for its boathouse and vessel and it will provide the City with an improved maritime rescue function for its residents and visitors.



Serena Lusk  
Manager, Parks Programs  
(604-233-3344)



**Date:** 2011/08/08

**To:** Dave Semple, General Manager, Parks & Recreation  
City of Richmond

**From:** Brian Hobbs,  
Canadian Coast Guard Auxiliary Pacific Region- Station 10 Richmond

**Subject:** Steveston Boat House for Auxiliary 7

---

## I Purpose

To work with the City of Richmond to establish a permanent Search and Rescue (SAR) Station in Steveston that would further enhance SAR response and community safety. This station would be established by securing a location for the Auxiliary 7 Boathouse to house the Auxiliary 7 vessel, *Jimmy Ng*.

## II Background

The City of Richmond is the base for a volunteer Marine SAR station that started in 1982. Richmond's SAR is a member of the Canadian Coast Guard Auxiliary- Pacific (CCGA-P) and is represented as Station 10 Richmond. Station #10 currently has two vessels that are strategically positioned as per the Joint Rescue Coordination Centre (JRCC), which coordinates all SAR responses by air, land, and sea in BC and the Yukon. Auxiliary 6 is stationed in the Middle Arm of the Fraser River while Auxiliary 7 is stationed in Steveston on the Main Arm of the Fraser River.

The two stations areas of responsibility include, but are not limited to, the Fraser River east to Pitt Meadows and Pitt Lake, north to Vancouver Harbour and Howe Sound, west to the Nanaimo area and the Gulf Islands, and south to Point Roberts. Clearly, this is a huge area, however, the major area of operation is along the Fraser River and the Strait of Georgia immediately west of Richmond as we routinely assist Richmond based boaters and residents as well as many other people experiencing maritime emergencies and a variety of other emergency incidents that involve water rescue or recovery.

A conservative estimate is that volunteer SAR crews based in Richmond have responded to over 1500 missions since we began in 1982.

## III Current Status

Station 10 Richmond and its average of forty volunteers contribute in many ways to our local community and take pride in being a community based organization. Already in 2011, Station 10 members have contributed 210 person hours of Boating Safety time and 93 person hours to Community Events

Annual Boating Safety and Community events include, but are not limited to:

- Annual Pleasure Craft Courtesy Checks (PCCC's) for Richmond Yacht clubs and additional assistance to other units who request additional checks;
- Boating Safety presentations to various yacht clubs, Canadian Power and Squadron groups;
- Hosting local scouts and club groups at our facilities and teaching water safety;
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- Annual Steveston Salmon Festival Canada Day Parade;
- Safety Vessel for Steveston Tall Ships;
- Safety Vessel for Steveston Dragon Boat Festival; and
- Richmond Maritime Festival.

| 2010                          | 2011 – To Date |                                     |
|-------------------------------|----------------|-------------------------------------|
| Training Exercises            | 62             | 45                                  |
| Vessel Hours                  | 141 hrs        | 97 hrs                              |
| Missions                      | 61             | 27                                  |
| Vessel Mission Hours          | 98 hrs         | 46 hrs                              |
| Total Person Hours (Missions) | 372 hrs        | 147 hrs                             |
| People Assisted               | 44             | Stats not compiled until year's end |
| People Saved                  | 4              | Stats not compiled until year's end |

Our primary vessel is Auxiliary 7 and it responds to the bulk of the incidents. Auxiliary 7 has been located in Steveston since 1982. Currently, Auxiliary 7 is located at the Steveston Harbour Authority's (SHA) Sales Float, not in a boathouse. We currently have one boathouse in storage, inaccessible and unused, because SHA will not permit us to secure our Boathouse inside the Harbour limits. This location does not meet the long-term needs of the Station as it provides no protection from the elements, adding continual wear on the equipment as it is exposed to the elements at all times. As well, the vessel is locked with padlocks while crew equipment is stored in a trailer which is located in a nearby parking lot. Cost is also an issue as the SHA charges the Station for moorage – an expense which is not incurred at other stations along the coast.

This current situation is both expensive and inefficient for Station #10. For example, the maintenance on the vessel has dramatically increased and Station 10 Richmond is required to pay the going commercial rate for moorage which diverts thousands of donated funds that could otherwise be used for equipment and vessel upkeep. Auxiliary 7 is a \$250,000 vessel which, as with all equipment, is paid for through fundraising and community donations. Most importantly, the response times for incidents, including potentially life and death situations, have been increased while the crews retrieve their equipment from a trailer before removing the covers and unlocking the vessel.

Our secondary vessel, Auxiliary 6, located in the Middle Arm is moored on a City water lot and is leased to the Station at a rate of \$1 per year.

#### IV Proposed Location

Station 10 Richmond requests that the Boathouse be located in Steveston with quick access to a road and parking. An ideal location for the Auxiliary 7 Boathouse would be situated at the proposed City of Richmond floats to be located south of Bayview St, between No 1 Rd and Britannia Heritage Shipyards. In this location, members will provide a daily presence on the dock and could potentially assist with City programming at the location.

Station 10 Richmond requests that in lieu of substantive rent it continues to work with its partners to promote safe boating in the community of Richmond. In addition, the Station will work with local Community Associations to ensure local boaters have access to a Pleasure Craft Operator Card, as now required by law. As all of Station 10 Richmond finances are raised through fundraising, any moorage fees directly impact our ability to acquire and maintain equipment essential to Marine Search and Rescue.

## VI Conclusion

Similar to any emergency service, the safe, practical and secure storage of equipment is important and can significantly reduce response times when minutes actually can make a difference. Station 10 Richmond, like all volunteer SAR services across Canada, fulfils a vital and lifesaving role in our nations Search and Rescue capabilities.

Station 10 Richmond appreciates the support and leadership provided by the City of Richmond throughout its existence. We look forward to continuing to contribute to a safer community by working with all of our partners, including the City of Richmond, Richmond RCMP, Richmond Fire Rescue, BC Ambulance, and the Canadian Coast Guard.

To ensure that Station 10 can contribute as effectively as possible, we look forward to establishing a secure SAR Station in Steveston by finding a home for our Boathouse and our vessel, the *Jimmy Ng*.

Respectfully submitted,

Brian Hobbs

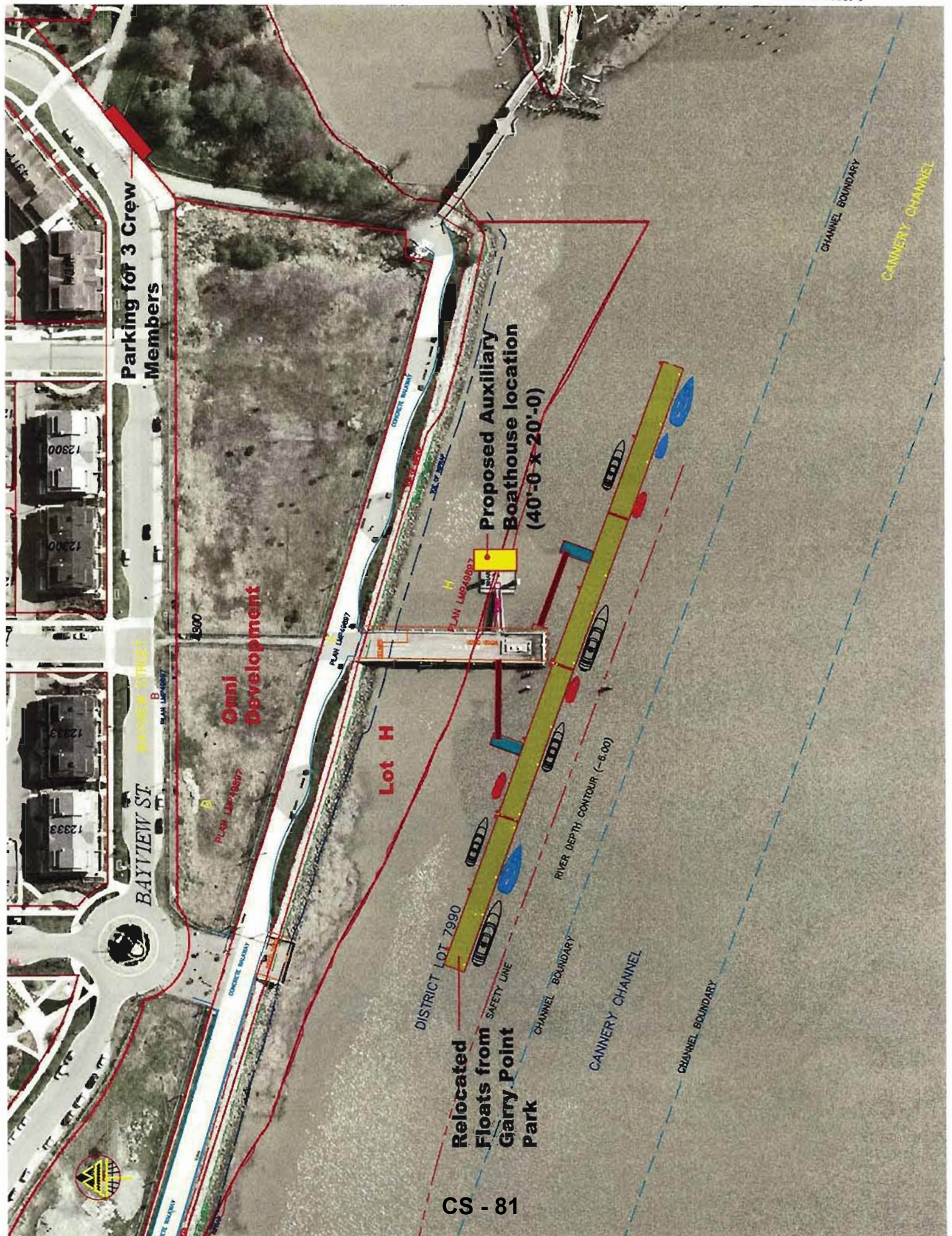


### Location Evaluation Summary

[illegible]



CS - 80

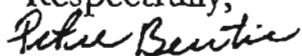


February 9, 2012

Mr Dave Semple,  
General Manager  
Parks and Recreation  
City of Richmond

At the regular quarterly meeting of the board of the Scotch Pond Heritage Cooperative, the Directors accepted, in principle, the request by the City of Richmond to relocate the Coast Guard Auxiliary unit to Scotch Pond, subject to working out in an agreement, details, costs, and other concerns.

Future meetings to work out the details and subject to approval of the members of the Cooperative, at its Annual General Meeting to be held on March 15, 2012.

Respectfully,  


Peter Beritic  
President  
Scotch Pond Heritage Cooperative

Proposed Agreement Terms between City of Richmond and Canadian Coast Guard Auxiliary –  
Station 10

|                       |  |
|-----------------------|--|
| Term                  | 3 years with an option for a 3-year renewal.   |
| Commencement Date:    | To be determined, but before May 1 <sup>st</sup> 2012  |
| Licensee              | Canadian Coast Guard Auxiliary – Station 10  |
| Permitted Use         | The licensee is permitted to moor its boathouse at the site for the purposes of storing a vessel, operating search & rescue training and performing search and rescue missions.            |
| Standard of Behaviour | The licensee is expected to act in manner consistent with that of those in the public eye. No unruly behaviour is permitted.   |
| Reporting             | A monthly incident report must be submitted to the City's Community Safety Division.   |
| Liaison               | A written quarterly update and meeting is required with the City.  |
| Policies              | All City policies apply to the operation of the Boathouse.   |
| Insurance             | \$5 million general liability listing the City of Richmond and its employees and the Scotch Pond Heritage Cooperative as an additional insured is required to be provided by the licensee. |
| Services              | Water and electrical services will be on a metered system.   |
| Access                | Access to the site is over floats licensed to another party. Access will not be withheld provided identified security measures are followed.   |
| Parking               | Parking is permitted in a nearby designated location.  |
| Waste                 | Waste, recycling and composting is the cost and responsibility of the licensee.  |
| Termination           | Either party may, without cause, terminate this agreement on 30 days' notice   |
| Representation        | The licensee must not act as the City's representative in any matter and particularly with the media   |
| Partnership           | No partnership is implied.   |
| Recognition           | The City must be recognized as a supporter in all marketing materials and communications related to the Canadian Coast Guard Auxiliary – Station 10.                                       |





# City of Richmond

## Report to Committee

**To:** Community Safety Committee  
**From:** Rendall Nessel  
Officer In Charge,  
Richmond RCMP Detachment

**Date:** January 31, 2012  
**File:** 09-5000-01/2011-Vol 01  
(12.03)

**Re:** Chauffeurs' Permits

### Staff Recommendation

That the requirement for the renewal of Chauffeurs' Permits be changed from an annual to a biennial basis beginning January 1, 2013 (as outlined in the report dated January 31, 2012 from the OIC, RCMP Richmond Detachment).

Rendall Nessel  
Officer in Charge, Richmond RCMP Detachment  
(604) 278-1212

Att. 2

| FOR ORIGINATING DEPARTMENT USE ONLY |   |                                       |   |
|-------------------------------------|---|---------------------------------------|---|
| <b>ROUTED TO:</b>                   | <b>CONCURRENCE</b>  | <b>CONCURRENCE OF GENERAL MANAGER</b> |   |
| Budgets                             | Y <input checked="" type="checkbox"/> N <input type="checkbox"/>    |                                       |   |
| Business Licences                   | Y <input checked="" type="checkbox"/> N <input type="checkbox"/>    |                                       |   |
| Community Bylaws                    | Y <input checked="" type="checkbox"/> N <input type="checkbox"/>    |                                       |   |
| Law                                 | Y <input checked="" type="checkbox"/> N <input type="checkbox"/>    |                                       |   |
| <b>REVIEWED BY TAG</b>              | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> | <b>REVIEWED BY CAO</b>                | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |

## Staff Report

### Origin

The City's Vehicle for Hire Regulation Bylaw No 6900, in part, regulates that each licensee or operator must ensure that all taxicab drivers employed possess a Chauffeurs' Permit. This bylaw was originally adopted by Council on November 1, 1998.

There is no fee for the Chauffeurs' Permit; however, there is a fee for the Criminal Records Check required as part of the application process. The City's Consolidated Fees Bylaw No. 8636 regulates the fees charged for RCMP Documentation Fees, including Criminal Records Checks. This bylaw came into effect on February 9, 2011 and is adjusted on an annual basis.

### Background

In order to obtain a Chauffeurs' Permit, the taxicab driver must be approved by the Richmond RCMP Detachment. In order to be approved by the Richmond RCMP Detachment, the applicant must be a minimum of 19 years of age, possess a valid Class 1, 2 or 4 British Columbia Operator's Licence, have 5 or less hazardous moving violations in the past 5 years, be appropriately trained and not have any criminal convictions in the past 5 years for any violent crimes. (See "Attachment 1")

A permit may be refused, cancelled or suspended if the applicant is convicted of any serious Criminal Code Offences, is charged with an serious violent criminal offence or drug trafficking, is in violation of various Motor Vehicle Act Offences, or has excessive customer complaints. (See "Attachment 2"). Currently, the permitting process is repeated on an annual basis. Each year, Richmond RCMP Detachment reviews Chauffeur Permit applications for over 400 prospective taxicab drivers. The total revenue received for the Criminal Records Checks associated with these applications is estimated at \$24,000 annually.

### Analysis

A comparison of the municipalities in the province was completed with the following findings:

| Location        | Renewal Period                 | Criminal Records Check Fees |
|-----------------|--------------------------------|-----------------------------|
| Burnaby         | 3 Years                        | 60.00                       |
| Coquitlam       | Annually                       | 62.00                       |
| Delta           | Annual Business Licence        | 97.00 <sup>1</sup>          |
| Langley         | Annually                       | 39.20                       |
| New Westminster | 2 Years                        | No Charge <sup>2</sup>      |
| Richmond        | Annually                       | 56.25                       |
| Surrey          | Annually                       | 53.50                       |
| Vancouver       | Annually for the first 2 years | 70.00                       |
|                 | Subsequent years: Biennially   | 70.00                       |

<sup>1</sup> Delta currently does not involve the police, it is a Business Licence process

<sup>2</sup> Currently under review

While it is evident that there is no municipal standard renewal period or cost, most conclude that a cycle in excess of 1 year was the most efficient.

### **Options Considered**

#### 1. Two Year Renewal Term with a total cost of \$56.25 (Recommended)

The recommended proposal will make Chauffeurs' Permits valid for a period of two years. Therefore, the current Criminal Records Check fee of \$56.25 would only need to be paid once during a two-year period. Although the revenue stream to the City will be reduced approximately \$24,000 based on a biennial period, these changes will improve the administrative process. This change will include a decrease in staff time thereby allowing staff to be redeployed to other duties. The proposal will also enhance customer service to the community as it will decrease the down-time for the drivers themselves and would make the permit process more affordable.

#### 2. Status Quo (Not Recommended)

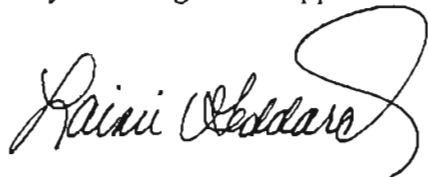
This option is not recommended as it has become burdensome for both City staff and the applicants.

### **Financial Impact**

Currently Criminal Record Check fees associated with Chauffeurs' Permits generate approximately \$24,000 on an annual basis. This fee will continue to be adjusted annually through the Consolidated Fees Bylaw. Although it is anticipated that this revenue stream will be decreased by approximately 50%, based on a two-year cycle; it is a possibility more applications for Chauffeurs' Permits may be received.

### **Conclusion**

In order to issue Chauffeurs' Permits in a timely manner to ensure public safety and reduce the administrative workload, it is recommended that the renewal period be changed from an annual renewal to a biennial cycle. Although it is anticipated the revenues to the City may decrease by up to 50%, as a result of the City's permitting being at a reasonable cost with a longer cycle, it may encourage more applications.



Lainie Goddard  
Manager, RCMP Administration  
(604) 207-4767

## **Chauffeur's Permit**

### **Application Criteria:**

- 1) Minimum 19 years of age.
- 2) Valid Class 1, 2, or 4 B.C. Operator's Licence.
- 3) Applicant must be Canadian Citizen or Landed Immigrant or legally entitled to work in Canada.
- 4) Five (5) or less hazardous moving violations in the past five (5) years as scheduled in the Motor Vehicle Act Regulations.
- 5) After January 01, 2006 all applicants must have successfully completed 27 hours of industry-related training in the areas of professional driving, taxi industry and local knowledge, and the Super Host for Taxicab Drivers or equivalent training.
- 6) After April 01, 2006 all applicants must have successfully completed the initial 27 hours of training and an additional 16 hours of industry-related training in the areas of defensive driving and collision avoidance, driver safety and assault avoidance, and transporting people with disabilities.

The above noted training must be delivered by an accredited training institution as approved by the municipality.

- 7) Applicants must not have criminal convictions in the past five years for: all crimes of violence (including family violence). Sex Offences, Criminal Code Traffic offences, Weapons offences, and/or Alcohol/Drug related offences. All other offences will be reviewed on a case-by-case basis.
- 8) Applications may not be approved while outstanding criminal matters are before the courts. Any other charges or convictions will be reviewed on a case-by-case basis.
- 9) Matters under the Mental Health Act will be reviewed on a case-by-case basis supported by medical reports and recommendations from the applicant's caregiver.
- 10) Applicants must disclose if they have been denied or refused a chauffeur's permit in any other Lower Mainland jurisdiction.

Applicant's information will be checked against the following databases:

CPIC, NCIC, PIRS, CIIDS, PRIME-LEIP, NCDB;

JUSTIN (for outstanding criminal charges);

Driving history;

ICBC Claims history (from the list provided by the applicant.).

**Of note:** The Criminal Records Check application fee is not refundable on refusal or cancellation of a chauffeur's permit.

**Grounds for Refusal, Cancellation or Suspension of Chauffeur's Permit**

A Chauffeur's Permit may be refused, cancelled or suspended if:

- 1) Upon conviction of any serious Criminal Code offences (eg: Impaired Driving, Dangerous Driving, Assault, etc...)
- 2) Charged with any serious, violent criminal offence or drug trafficking.
- 3) If applicant has accrued three (3) or more moving violations over any 12 months.
- 4) Received more than one Sec. 215 Motor Vehicle Act Driver's Licence suspension in the past five years.
- 5) Charged with operating a vehicle while under the influence of alcohol or a drug.
- 6) Charged with operating a vehicle while their driver's licence is suspended or prohibited.
- 7) Excessive customer complaints (three (3) or more in any 12 months period.)
- 8) Is the subject of any reports indicating health conditions resulting in a lack of fitness to act as a chauffeur.
- 9) Found at fault in three (3) or more Motor Vehicle Collisions over any 12 months period, with over \$1000.00 damage or bodily injuries.
- 10) Application will not be processed if incomplete (including all required attachments) and will be declined if application contains false information.
- 11) If an applicant has been charged with any of the offences mentioned above, he/she can re-apply upon resolution of the outstanding charges.
- 12) Application may be declined if indices check reveals pattern of violence, instability or substance abuse.



# City of Richmond

## Report to Committee

To: Community Safety Committee

Date: February 3, 2012

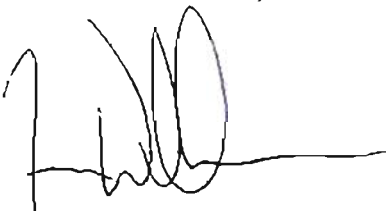
From: John McGowan  
Fire Chief

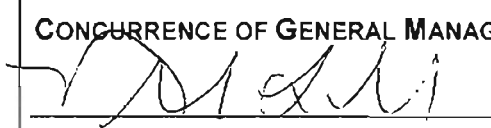
File:

Re: Aircraft Emergency Response Within Richmond

### Staff Recommendation

That the report entitled *Aircraft Emergency Response Within Richmond*, dated February 3, 2012 from the Fire Chief, be received for information.

  
For John McGowan  
Fire Chief

| FOR ORIGINATING DEPARTMENT USE ONLY |   |  |  |
|-------------------------------------|---|--|--|
| <b>ROUTED TO:</b>                   |   | <b>CONCURRENCE</b>   | <b>CONCURRENCE OF GENERAL MANAGER</b>  |
| Law                                 |   | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |  |
| <b>REVIEWED BY TAG</b>              | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> | <b>REVIEWED BY CAO</b>   | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>                  |

## **Staff Report**

### **Origin**

This report provides Council with options that allow Richmond Fire-Rescue (RFR) to address a gap in the delivery of training for aircraft emergency response services within the City of Richmond, specifically outside of Vancouver International Airport (YVR) airside operational boundaries.

In 1931 YVR airport opened with a single runway, two hangars and a small terminal that consisted of an administration building and waiting room. Throughout the years YVR has grown and expanded into an airport served by 62 airlines which connect people and businesses to 99 destinations in Canada, the U.S. and around the world.

YVR is Canada's second busiest airport, serving approximately 17 million passengers in 2011 and more than 296,000 aircraft landings and take-offs on its runways.

The recent announcement of YVR's 10 year strategy has Vancouver Airport Authority investing \$1.8 billion to attract new routes and carriers while improving their customers' experience.

### **Findings of Fact**

Aircraft firefighting and rescue services are currently provided through two distinct entities:

1. YVR Emergency Response Services who provide airside firefighting coverage. It is noted that aircraft emergency response protocols see RFR supporting YVR's primary airside fire and rescue emergency operations through the delivery of standby emergency response services.
2. RFR who provide emergency aircraft firefighting and rescue emergency response services to all areas of the City except YVR airside.

While emergency incidents involving aircraft travel remain at low levels, RFR does respond to an average of 45 declared aircraft emergencies per year coupled with serious aircraft related events occurring within the City of Richmond boundaries on a regular occasion. There have been three serious aircraft emergency events since 2008.

## Analysis

RFR's current ability to respond to and mitigate aircraft emergencies has eroded with time. Employees who were once fully trained and certified do not have the opportunity to maintain their skills; they have moved to new responsibilities within RFR or have retired. There is a need to train RFR personnel and deliver aircraft emergency response in Richmond.

RFR's review of YVR statistics and future plans identify the potential for an increased number of larger aircraft incidents based on an increased volume of air traffic, as well as the desire of the YVR Airport Authority to attract more air carriers who fly to a greater number of destinations with increased passenger volumes.

RFR has identified a service gap issue, developed three potential options and provided an analysis of each Option's viability for Council consideration.

**Option 1** - Remain with the standard (status quo) training provided to structural building fire fighters.

This option would result in the response to aircraft incidents not being as effective.

**Option 2** - Train and maintain staff to full Aircraft Rescue Fire Fighting (ARFF) training accreditation as identified within the Canadian Aviation Regulations (CARs).

This option is not seen as reasonable as this standard is designed for employees whose primary job scope is that of an airport firefighter where the principal area of responsibility is airside. The City of Richmond does not provide the ARFF services at YVR and as such this level of certification would not be cost efficient or effective. The City would incur significant cost of approximately \$800,000 per year to bring the department up to that level of expertise and the opportunity to maintain the full cadre of skills would be difficult to maintain without operating as airfield firefighters.

**Option 3** – Option 3 has at its core the goal of having Richmond Fire Rescue personnel better prepared to respond to aircraft emergencies. The goal will be achieved through increasing of knowledge, and skills to the level where all RFR firefighters would be able to recognize and mitigate aircraft specific hazards, determine and action appropriate fire attack and passenger extrication strategies, and maintain these skills on an annual basis.

This option recognizes the need to educate employees of specific hazards, gain the knowledge regarding appropriate fire attack and rescue protocols, and allow the employees to practice said knowledge and skills that would be reasonably foreseen within the scope of their duties. This strategy would also allow RFR personnel to understand the practices and work more effectively with YVR emergency services personnel.

Secondarily, when incidents of this nature occur within the City of Richmond RFR staff will be able to manage these events with greater effectiveness and efficiency providing a safer community for the citizens of Richmond.

RFR believes Option 3 is the most effective and efficient use of City resources that will result in firefighters with enhanced skills who can deliver improved services and result in a safer community.

RFR is currently investigating external service providers who could accomplish the task of training all fire suppression staff to the level indicated in Option 3. RFR will be looking to leverage opportunities to utilize its new training site once it becomes operational.

Service providers identified to date include:

1. The Justice Institute of BC
2. Edmonton Airport Authority
3. North Bend (Washington State) Fire Training Academy
4. Canadian Armed Forces

The cost to train all RFR fire fighters under Option 3 is estimated annually at \$84,730 or \$425 per person as follows:

| Item                          | Cost            |
|-------------------------------|-----------------|
| Theoretical Training (8 Days) | \$12,720        |
| Practical Training            | \$60,760        |
| Fuel (Propane)                | \$10,250        |
| <b>Total</b>                  | <b>\$84,730</b> |
| Est. annual cost per person   | \$425           |

### Financial Impact

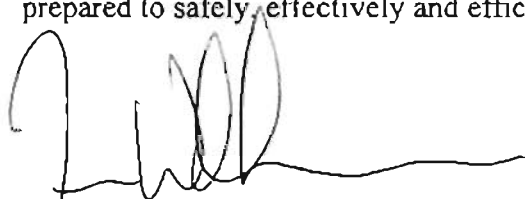
There are no financial implications associated with this report, funding will be through existing budgets.

### Conclusion

YVR is a significant business within the City of Richmond that is aggressively looking to expand its service delivery to the world and as such increases the risk of aircraft emergencies within the City.

RFR currently has limited capacity to respond to these types of emergencies. Furthermore as these abilities are being further eroded, over time this will create a potential gap in service delivery to the citizens of Richmond in the very near future. Better educated and prepared staff will be more effective and efficient in the delivery of service making the community safer for its citizens.

The implementation of Option 3 will lead to Richmond Fire Rescue personnel being better prepared to safely, effectively and efficiently respond to aircraft emergencies.

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

Tim Wilkinson  
Deputy Chief, Operations  
(604-303-2701)  
TM:jw



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## General Purposes Committee

Anderson Room, City Hall  
6911 No. 3 Road

Monday, February 20, 2012  
4:00 p.m.

Pg. #      ITEM

### MINUTES

**GP-5**      *Motion to adopt the minutes of the meeting of the General Purposes Committee held on Monday, February 6, 2012.*



### COMMUNITY SERVICES DEPARTMENT

**GP-9**      1.      **2012 HEALTH, SOCIAL AND SAFETY GRANTS**  
(File Ref. No.) (REDMS No. 3468541)

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See Page **GP-9** for full report

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*Designated Speaker: John Foster & Lesley Sherlock*

#### STAFF RECOMMENDATION

*That, as per the report from the General Manager of Community Services, dated January 27, 2012:*

- (1)      *Health, Social and Safety Services Grants be awarded for the recommended amounts, and cheques disbursed for a total of \$530,237; and*

(2) *The following applicants be recommended for the first year of a three-year funding cycle, based on Council approval of each subsequent year of funding:*

- (a) *Big Sisters of the Lower Mainland;*
- (b) *Canadian Mental Health Association – Richmond Branch;*
- (c) *CHIMO Crisis Services;*
- (d) *Family Services of Greater Vancouver;*
- (e) *Richmond Addiction Services;*
- (f) *Richmond Family Place;*
- (g) *Richmond Multicultural Community Services;*
- (h) *Richmond Youth Service Agency; and*
- (i) *Volunteer Richmond Information Services Society.*



## PARKS & RECREATION DEPARTMENT

**GP-79**

2. **2012 PARKS, RECREATION AND COMMUNITY EVENTS GRANTS**  
(File Ref. No. 03-1085-01/2012-Vol 01) (REDMS No. 3467295)

See Page **GP-79** for full report

*Designated Speaker: Mike Redpath & Vern Jacques*

### STAFF RECOMMENDATION

*That:*

- (1) *Parks, Recreation and Community Events Grants be allocated and cheques disbursed for a total of \$94,227 as identified in attachment 2 of the report, Parks, Recreation and Community Events City Grants dated February 2<sup>nd</sup> 2012, from the Senior Manager, Parks and the Acting Director, Recreation;*
- (2) *The Richmond Summer Programs be recommended for the first year of a three-year funding cycle, based on Council approval of each subsequent year of funding.*



**ENGINEERING & PUBLIC WORKS DEPARTMENT**

**GP-111      3.      ESTABLISHMENT OF THE CAPSTAN STATION CAPITAL RESERVE FUND**

(File Ref. No.: 12-8060-01/2011-Vol 01) (REDMS No. 342845)

See Page **GP-111** for full report

*Designated Speaker: Victor Wei*

**STAFF RECOMMENDATION**

*That Capstan Station Capital Reserve Fund Establishment Bylaw No. 8854 be introduced and given first, second and third reading.*

☐

**ADJOURNMENT**

☐





## General Purposes Committee

Date: Monday, February 6, 2012

Place: Anderson Room  
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair  
Councillor Chak Au  
Councillor Derek Dang  
Councillor Evelina Halsey-Brandt  
Councillor Ken Johnston  
Councillor Bill McNulty  
Councillor Linda McPhail  
Councillor Harold Steves

Absent: Councillor Linda Barnes

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

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the General Purposes Committee held on Monday, January 16, 2012, be adopted as circulated.*

**CARRIED**

## LAW & COMMUNITY SAFETY DEPARTMENT

### 1. **NOISE AND SOUND REGULATION**

(File Ref. No. 12-8060-20-8855/8856/8857/8858) (REDMS No. 3424640)

Phyllis Carlyle, General Manager, Law & Community Safety, accompanied by Wayne Mercer, Manager, Community Bylaws, and Doug Long, City Solicitor, provided background information on the proposed Noise Regulation Bylaw No. 8856, and explained how the proposed Bylaw addresses particular situations that have been complex and problematic, such as noise in the Caithcart Road residential area and at the River Wind development.

Ms. Carlyle also spoke about:

- the extensive time period during which the community consultation was undertaken;
- how Council's role and involvement would expand in dealing with noise issues, and how the proposed Noise Regulation Bylaw would provide Council with the authority to grant permission to allow more noise in some instances; and
- enforcement of the proposed Noise Regulation Bylaw, including measuring sound levels to determine compliance with the provisions of the Bylaw, and prosecution of offenders when necessary;

A discussion ensued amongst members of the Committee, staff and Mark Bliss, Acoustics Consultant, BKL Consultants Ltd. about:

- specific details related to the demographics of those who participated in the public consultation process;
- the handling of noise complaints by Richmond Health, and the reported increase in noise complaints, in particular noise related to construction. It was noted that Richmond Health provides the City with a semi-annual report on the trends of the noise complaints. Staff advised that such a report may be provided to Council through the Community Safety Committee;
- addressing noise concerns in connection to development during the Development Application Process;
- sources of noise and priorities identified. It was noted that the leading priorities were noise related to air traffic and public transit, neither of which are under the City's jurisdiction;
- the definition of "point of reception". It was noted that point of reception is at the exterior of the building unless there is no point of reception outdoors because the sound is within the same building;

## General Purposes Committee

Monday, February 6, 2012

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- how the proposed Noise Regulation Bylaw does not address sound made by an occupant of a strata lot or rental unit used for residential occupancy where the source of the sound and the point of reception is within the same building. It was noted that the Strata Council would deal with noise complaints in such circumstances;
- how the proposed Noise Regulation Bylaw would impact existing businesses;
- the rationale for basing some of the regulations on the City of Vancouver's model;
- the specific exemptions noted in Section 4.1 of the proposed Noise Regulation Bylaw, in particular the exemptions related to garbage collection and construction, and changing the times during which the exemptions are allowed generally in order to gain consistency throughout the Bylaw; and
- the difference in the length of time that noise would be an issue when generated by garbage collection in comparison to noise generated by construction.

It was moved and seconded

- (1) *That Public Health Protection Bylaw No. 6989, Amendment Bylaw No. 8855 (Attachment 1) be introduced and given first, second and third reading;*
- (2) *That Noise Regulation Bylaw No 8856 (Attachment 2) be introduced and given first, second and third reading, with the following revisions:*
  - (a) *Section 1.1.2, under the definition of "daytime", subsection (b) to read as:*  
*"from 10:00 a.m. to 6:00 p.m. on a Sunday or holiday;"*
  - (b) *Section 4.1.1 (j) is deleted in its entirety, and replaced with:*  
*"by a garbage collection service during the daytime;"*
  - (c) *Section 4.1.1 (m) to read as:*  
*"by construction, provided that it has a rating level which does not exceed 85 dBA when measured at a distance of 15.2m (50 feet) from that source of sound, and only:*
    - (i) *between 7:00 a.m. and 8:00 p.m. Monday through Friday that is not a holiday;*
    - (ii) *between 10:00 a.m. and 8:00 p.m. on a Saturday that is not a holiday; and*
    - (iii) *between 10:00 a.m. and 6:00 p.m. on a Sunday or holiday;"*

## General Purposes Committee

Monday, February 6, 2012

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- (3) *That Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No. 8857 (Attachment 3) be introduced and given first, second and third reading; and*
- (4) *That Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 8858 (Attachment 4) be introduced and given first, second and third reading,*

**CARRIED**

OPPOSED: Cllr. Au

Prior to adjournment, staff was requested to send an email to the affected residents and businesses advising them of (i) the revisions to the Noise Regulation Bylaw No. 8856 that had been recommended by the General Purposes Committee; and (ii) that the Noise and Sound Regulation will be considered at the Regular Council meeting which will be held on Monday, February 13, 2012. Staff were also requested to circulate to members of Council the semi-annual reports provided by Richmond Health relating to noise trends and complaints.

## ADJOURNMENT

It was moved and seconded

*That the meeting adjourn (5:10 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Monday, February 6, 2012.

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Mayor Malcolm D. Brodie  
Chair

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Shanan Dhaliwal  
Executive Assistant  
City Clerk's Office



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Cathryn Volkering Carlile  
General Manager - Community Services  
**Re:** 2012 Health, Social and Safety Grants

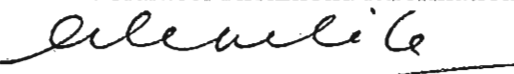
**Date:** January 27, 2012

**File:**

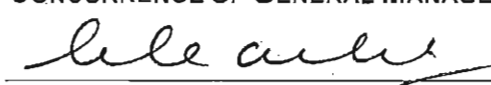

### Staff Recommendation

That, as per the report from the General Manager of Community Services, dated January 27, 2012:

1. Health, Social and Safety Services Grants be awarded for the recommended amounts, and cheques disbursed for a total of \$530,237.
2. The following applicants be recommended for the first year of a three-year funding cycle, based on Council approval of each subsequent year of funding:
  - Big Sisters of the Lower Mainland
  - Canadian Mental Health Association – Richmond Branch
  - CHIMO Crisis Services
  - Family Services of Greater Vancouver
  - Richmond Addiction Services
  - Richmond Family Place
  - Richmond Multicultural Community Services
  - Richmond Youth Service Agency
  - Volunteer Richmond Information Services Society

  
Cathryn Volkering Carlile  
General Manager - Community Services

Att. 3

| FOR ORIGINATING DEPARTMENT USE ONLY   |   |  |  |
|---|---|--|--|
| <b>ROUTED TO:</b>   |   | <b>CONCURRENCE</b>   | <b>CONCURRENCE OF GENERAL MANAGER</b>  |
| Budgets   |   | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |  |
| Arts, Culture and Heritage  |   | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |  |
| Parks and Recreation  |   | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |  |
| Information Technology  |   | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |  |
| <b>REVIEWED BY TAG</b>  | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/>                                      | <b>REVIEWED BY CAO</b>   |
|  |   |  | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>                  |

## **Staff Report**

### **Origin**

City Council has the authority to provide financial assistance to community organizations under the Local Government Act.

In July 2011, Council adopted a City Grant Policy (**Attachment 1**) establishing three separate programs, to be designed, administered and reported by the respective departments:

- Health, Social and Safety (Community Social Services, with representation from Community Safety)
- Arts, Culture and Heritage (Arts, Culture and Heritage), and
- Parks, Recreation and Community Events (Parks and Recreation).

The City Grant Policy and programs support the following 2008 – 2011 Council Term Goal:

*Improve the effectiveness of the delivery of social services in the City through the development and implementation of a Social and Community Service Strategy that includes:*

- *Clearly articulated roles and services for the City, and a viable funding strategy,*
- *The development of civic engagement and capacity growing programs that supplement grant programs for addressing social service issues.*

This report provides information and recommendations pertaining to the 2012 Health, Social and Safety Grant Program.

### **Findings Of Fact**

#### **1. 2012 Health, Social and Safety Grant Budget**

The proposed 2012 Health, Social and Safety Grant Budget is \$536,719, to be considered as part of the 2012 budget review process.

#### **2. Notice Given and Applications Received**

Notices were placed on the City Page/City Notice Board in the Richmond Review and on the City website in August and September, 2011 advising the community that applications would be accepted until October 14<sup>th</sup>, 2011 for the 2012 Health, Social & Safety and Parks, Recreation & Community Events Programs. The Program and Application Form (same documents for both programs) were posted on the City website, available at the Information Counter and circulated electronically to the RCSAC and Community Associations, as well as by request.

A separate process and documents were developed for the Arts and Culture Grant Program. A report with grant recommendations from Arts, Culture and Heritage staff is anticipated in the Spring of 2012.

In the Health, Social & Safety category, a total of 29 applications were received for a total request of \$855,471. A table outlining requests and recommended allocations for the 2012 Health, Social & Safety Grant Program is provided in **Attachment 2**. Grant Application Summary Sheets, prepared by the applicant to provide key information about the proposal, are found in **Attachment 3**. Staff recommendations and comments are included in the Summary Sheets.

As indicated in the Grant Program guidelines, all proposals must demonstrate that primarily Richmond residents will be served to be considered eligible. While some applicants serve wider geographic areas (e.g., Family Services of Greater Vancouver; Canadian Mental Health Association, Vancouver-Burnaby Branch), all requests met this criteria as they were for programs/services serving primarily Richmond residents.

### **3. Late Applications**

No applications were received after the October 14<sup>th</sup>, 2010 deadline. The City Grant Policy indicates that late applications will not be accepted, and the deadline is identified on each page of the application form to ensure that no late submissions are received.

### **4. New Applications**

Two applications were received from two organizations that had not previously applied for a City Grant:

- Alzheimer Society of BC, and
- Boys & Girls Clubs of South Coast BC.

### **5. Application Review Process**

A Health, Social & Safety Grant Review Committee, consisting of staff from the Community Services Department, reviewed the 2012 Health, Social & Safety applications. Recommended allocations were determined by committee rather than individual reviewers.

## **Analysis**

### **1. Health, Social & Safety Grant Program Information, 2010 – 2012**

In the 2012 Operating Budget, an additional level of \$190,784 was approved for the overall City Grant budget. For the Health, Social and Safety program, this meant an increase of \$87,021 above the amount allocated by Council in 2011. This increase included the annual cost of living adjustment.

Information regarding applications, allocations and 2012 recommendations in the Health, Social and Safety (HSS) category are:

| Previous HSS Applications, Allocations (2010/11) and Recommendations (2012)* |                               |                               |                                    |
|--|-------------------------------|-------------------------------|------------------------------------|
|  | 2010                          | 2011                          | 2012                               |
| Total number of applications   | 34                            | 29                            | 29                                 |
| New applicants   | 7                             | 4                             | 2                                  |
| Late applications  | 0                             | 0                             | 0                                  |
| Grants denied (did not meet criteria)  | 9                             | 2                             | 0                                  |
| Partial amount of request recommended  | 22                            | 27                            | 23                                 |
| Full amount of request recommended   | 3                             | 0                             | 6                                  |
| Total Grant Program budget   | \$511,500<br>(all categories) | \$518,000<br>(all categories) | \$536,719**<br>(HSS category only) |
| Total HSS allocated  | \$433,550                     | \$449,698                     | TBD                                |

\*some categories overlap; numbers are not meant to be totalled \*\*2012 operating budget

## 2. Reasons for Partial or No Funding

Most applicants (80%) are recommended for partial funding. Principal reasons for partial funding are: (1) the City supports, but is not a primary funder, of non-profit organizations, whose main sources of support include federal and provincial governments, BC Direct Access Gaming, foundations, endowments, donations and fundraising efforts, and (2) the total amount requested exceeds the recommended City Grant budget; providing some assistance to many is considered preferable to providing full assistance to a few.

Other reasons for recommending partial or no funding include, but are not limited to:

- Programs previously funded by other levels of government,
- Funding responsibility lies in other jurisdictions,
- Other funding partners have not been sought,
- Insufficient community benefit demonstrated,
- Lack of partnerships,
- Duplication of service,
- Unaccounted surplus,
- Fee-based (user pay) budget should be used,
- City provides other forms of support to the organization, and
- Quality, including completeness, of the application

For 2012, no denials in the Health, Social and Safety category have been recommended. All recommendations are for either partial (80% of applicants) or full funding (20% of applicants) of the requested amount.

### 3. Cost of Living Increase

When approving the 2011 City Grant Policy, Council resolved:

*"That a general review of the City Grant Program be undertaken with Council Representatives Councillors Linda Barnes and Evelina Halsey-Brandt including a review of the funding sources and application."*

In reviewing City Grant Program funding, it was determined that the City Grant budget had not kept pace with Cost of Living increases, based on an analysis of grant funding since 1993. While the overall City Grant Program budget increased by \$183,500 in 2005, this increase was primarily allocated to Richmond Addiction Services for substance abuse prevention (\$80,900) and problem gambling prevention (\$91,050), for a total of \$171,950. Grant funding for all other applicants increased by 5% over the 18-year period, although BC Statistics estimates that the Cost of Living in the Lower Mainland rose by 27.8% in the same period. The recommended funding increase for the Health, Social & Safety category was intended to address this shortfall in total amount allocated.

In determining 2012 recommendations, the Grant Review Team considered a range of Cost of Living increases for repeat recipients, depending on number of years receiving City grants, increased demand, numbers served, programs offered, other documented cost increases, and previous grant history. Also considered were factors such as demonstrated need, cost-sharing, partnerships, overall quality of application, and other eligibility criteria.

### 4. Minor/Major Grant Requests

In response to stakeholder requests to make application requirements less onerous for those seeking small grants, two tiers were established in the 2011 City Grant Policy; one for minor (\$5,000 or less) and one for major (over \$5,000) grant requests. If applying for a minor grant, applicants need to complete the 2012 Grant Application Summary Sheet, rather than the full application form, plus provide required documentation and signatures. The full application form is required for major grant or three-year funding cycle requests.

In the Health, Social & Safety category, four organizations applied for grants of \$5,000 or less:

- Boys & Girls Clubs of South Coast BC,
- Richmond Carefree Society,
- Richmond Food Security Society, and
- Richmond Poverty Response Society.

## 5. Multi-Year Funding Request

As part of the City Grant Policy adopted in 2011, applicants receiving City Grants for a minimum of the five most recent consecutive years have the option of applying for a maximum three-year funding cycle. Grants are thereby recommended, rather than guaranteed, for three-year cycles; Council will review recommendations to fund each subsequent year of a cycle. In the first year of a cycle, the full application form is required. For the following two years of a cycle, the Grant Application Summary Sheet must be completed and required documents and signatures attached.

Based on advice from the City of West Vancouver where multi-year funding is implemented, staff propose to stagger the number of full cycles initiated each year to help ensure a balanced yearly intake of full applications. Staff recommend that organizations receiving City grants for the longest period be prioritized for a three-year cycle beginning in 2012. Of the 13 organizations requesting multi-year funding, the following 9 applicants have been receiving City grants for at least 18 years:

- Big Sisters of the Lower Mainland
- Canadian Mental Health Association – Richmond Branch
- CHIMO Crisis Services
- Family Services of Greater Vancouver
- Richmond Addiction Services
- Richmond Family Place
- Richmond Multicultural Community Services
- Richmond Youth Service Agency
- Volunteer Richmond Information Services Society

Staff recommend that these agencies' requests for multi-year funding cycles be approved for the first year of a three-year cycle, thereby reducing their application requirements for the next two years. In subsequent years, other qualified applicants so requesting will be recommended to enter three-year cycles.

## 6. Stakeholder Consultation

In approving the 2011 City Grant Policy, Council requested that:

*Staff report back, following implementation of the 2012 City Grant Program and prior to implementation of the 2013 City Grant Program, regarding:*

- (a) stakeholder consultations regarding the new Policy and Programs, including the appropriate amounts for each category, and*
- (b) possible impacts of the Social Planning Strategy on the Health, Social and Safety Grant Program.*

Stakeholder consultation will be conducted for each of the three programs following completion of the 2012 Grant cycle, and results will be reported to Council by mid-2012.

It is anticipated that staff will present the draft Social Planning Strategy to Council in the Spring of 2012, seeking Council's approval to circulate the draft for comment. Following adoption of the Strategy, anticipated in the Fall of 2012, an implementation plan will be proposed, at which time implications for the Health, Social & Safety Grant Program will be addressed.

## 7. On-line Application

In adopting the City Grant Policy, Council also requested that:

*Staff explore the development of an information technology system whereby City Grant Program applications, including Attachments, may be submitted on-line.*

A report from Information Technology addressing this referral will be presented to Council for consideration in the First Quarter of 2012.

## Financial Impact

The 2012 Health, Social and Safety Grant Program has a proposed budget of \$536,719. The 2012 allocations itemized in **Attachment 2** are recommended.

|   |                  |
|---|------------------|
| Health, Social and Safety Grant Proposed Budget | \$536,719        |
| Total recommended allocations                   | <u>\$530,237</u> |
| Remaining                                       | \$ 6,482         |

## Conclusion

The Health, Social and Safety Grant Program contributes significantly to the quality of life in Richmond by supporting community organizations whose programs and activities constitute essential components of a livable community. Staff recommend that 2012 Health, Social and Safety Grants be allocated as indicated (**Attachment 2**) for the benefit of Richmond residents.



Lesley Sherlock  
Social Planner  
(604-276-4220)

LS:ls



## City Grant Policy

Please note that there is a separate Sport Hosting Incentive Grant Policy (3710).

It is Council Policy that:

1. The following City Grant Programs be established, to be designed, administered and reported by the respective departments:
  - Health, Social and Safety (Community Social Services, with representation from Community Safety)
  - Arts, Culture and Heritage (Arts, Culture and Heritage)
  - Parks, Recreation and Community Events (Parks and Recreation).
2. Casino funding be used to create three separate line items for these City Grant Programs in the annual City operating budget.
3. Each Program receives an annual Cost of Living increase.
4. Recipients who received a grant the preceding year for the same purpose will receive a Cost of Living increase.
5. A City Grant Steering Committee consisting of a representative of Community Social Services, Community Safety, Arts and Culture, and Parks and Recreation, will meet at key points in the grant cycle to ensure a City-wide perspective.
6. Applications will be assessed based on relevance to the City's Corporate Vision, Council Term Goals and adopted Strategies, as well as program-specific criteria.
7. Each Program will consist of two tiers, one for minor (\$5,000 or less) and one for major grant requests. Application requirements for minor grant requests will be streamlined.
8. Only registered non-profit societies serving Richmond residents, governed by a volunteer Board of Directors, are eligible.
9. Applicants may apply to one of the three Programs.
10. Applicants receiving City Grants for a minimum of the five most recent consecutive years will have the option of applying for a maximum three-year funding cycle.
11. Community Partner documents submitted to fulfill annual funding agreements with the City will be considered as part of grant application requirements.
12. Due to the high number of applications for limited funding, and as applicants may apply the following year, no late applications are accepted and there is no appeal process to Council's decision.

| Health Social and Safety Services - Recommended Grant Allocation |            |              |             |  | SEE ATTACHMENT 3 |
|--|------------|--------------|-------------|--|------------------|
| APPLICANT NAME   | 2011 GRANT | 2012 REQUEST | 2012 RECOM. | COMMENTS   |                  |
| Alzheimer Society of BC*   | N/A        | \$5,600      | 2,000       | To assist with rental expenses of early stage dementia support groups.   | Page 1           |
| Big Brothers of Greater Vancouver                                | 3,045      | \$10,000     | 4,500       | Increase to help reduce waiting time for matching boys with Big Brothers.  | Page 3           |
| Big Sisters of BC Lower Mainland                                 | N/A        | \$6,000      | 4,500       | Increase to help reduce waiting time for matching girls with Big Sisters.  | Page 5           |
| Boys & Girls Clubs of South Coast BC*                            | N/A        | \$5,000      | 2,000       | Operating expenses for a 4 day/week after school activity program targeting Mitchell School in the East Richmond area.   | Page 7           |
| Canadian Mental Health Association - Richmond Branch             | 27,405     | \$34,000     | 34,000      | Full grant amount recommended for operating assistance and the meal program due to rising costs.   | Page 9           |
| Canadian Mental Health Association - Vancouver/Burnaby Branch    | 4,060      | \$12,000     | 4,200       | Same level as last year plus cost of living increase for Super Saturday Kids Program.  | Page 11          |
| Canadian Red Cross Society                                       | N/A        | \$17,648     | 8,000       | To assist with the purchase of 15 walkers for loan to seniors plus a half day/week technician.   | Page 13          |
| Chimo Crisis Services  | 44,660     | \$50,000     | 47,000      | Same level as last year plus cost of living increase for crisis response and community engagement/education services.  | Page 15          |
| Chinese Mental Wellness Association                              | 8,526      | \$37,000     | 8,700       | Same level as last year plus cost of living increase to support operating expenses for social activities and referrals to other community services.                          | Page 17          |
| Family Integration & Resource Support Team (FIRST)               | 1,015      | \$65,000     | 1,100       | Same level of funding as last year plus cost of living increase for operating expenses to assist with integration of Filipino and other immigrants.                          | Page 19          |
| Family Services of Greater Vancouver                             | 45,675     | \$52,000     | 46,600      | Same level as last year plus cost of living increase for individual, family and group counseling.  | Page 21          |
| Heart of Richmond AIDS Society                                   | 7,613      | \$14,000     | 10,000      | Cost of living increase, based on a vulnerable population served, no duplication of services, significant increase in number of people served and long-term grant recipient. | Page 23          |
| Integration Youth Services Society                               | 3,045      | \$30,589.21  | 3,150       | Same level as last year plus cost of living increase to assist with the Mustard Seed Theatre Program.  | Page 25          |
| Multicultural Helping House Society                              | N/A        | \$45,000     | 8,000       | To provide operating assistance for ongoing activities to support live-in caregivers and seniors in partnership with CMWAC.  | Page 27          |
| Richmond Addiction Services                                      | 174,530    | \$194,487    | 194,487     | To provide a continuum of programming about gambling, substance abuse, and addictive behaviors with increase based on rising numbers served.                                 | Page 29          |
| Richmond Carefree Society  | 2,538      | \$5,000      | 5,000       | Cost of living increase to reflect the expansion of programs and high demand for the playgroup through the years.  | Page 31          |
| Richmond Family Place Society                                    | 18,270     | \$25,000     | 24,000      | Cost of living increase recommended due to the increased number of Richmond residents served by family support programs.   | Page 33          |
| Richmond Food Security Society                                   | 2,030      | \$5,000      | 4,000       | Funding for the "Stir-it-up Youth Kitchen" provides a safe, accessible environment for Richmond youth to gain skills in cooking and personal food security.                  | Page 35          |

\* New Applicant

N/A = Not applicable - did not apply in 2011 (may have previously applied).

| Health Social and Safety Services - Recommended Grant Allocation |                |                |                   |   | SEE ATTACHMENT 3 |
|--|----------------|----------------|-------------------|---|------------------|
| APPLICANT NAME   | 2011 GRANT     | 2012 REQUEST   | 2012 RECOM.       | COMMENTS  |                  |
| Richmond Hospice Association                                     | 5,075          | \$50,000       | 6,500             | Funding for staff positions with appropriate cost of living increase included reflecting increased demand for services.   | Page 37          |
| Richmond Mental Health Consumer & Friends Society                | 3,045          | \$6,747        | 3,500             | Infrastructure building for volunteer program for mental health consumers   | Page 39          |
| Richmond Multicultural Community Services                        | 8,120          | \$15,000       | 10,000            | To support administrative positions and core operations that provide integration, settlement and other services   | Page 41          |
| Richmond Poverty Response Committee                              | 6,090          | \$5,000        | 5,000             | Demonstrated need for Rental Connect Project, fills a community service gap.  | Page 43          |
| Richmond Society for Community Living                            | 11,165         | \$18,000       | 14,000            | Rapidly increasing number of families who require support and strong demonstrated need for Family Resource Coordinator.   | Page 45          |
| Richmond Women's Resource Centre Association                     | 14,616         | \$50,400       | 15,000            | Demonstrated need through continued demand for services and programs to support women.  | Page 47          |
| Richmond Youth Services Agency                                   | 9,947          | \$12,500       | 12,500            | To provide support for a child & youth activity worker, increased numbers served  | Page 49          |
| St Albans Church   | 4,060          | \$7,000        | 7,000             | To support the Community Meal and Extreme Weather Shelter, full funding recommended due to community need, cost sharing and significant volunteer contribution. | Page 51          |
| Touchstone   | N/A            | \$25,000       | 4,000             | A grant for the Street Smarts Program is recommended to match Touchstone's contribution.  | Page 53          |
| Turning Point Recovery Society                                   | 2,030          | \$12,500       | 5,000             | Increase recommended due to opening of women's facility, resulting in higher demand for the Domestic Violence Substance Abuse Program.                          | Page 55          |
| Volunteer Richmond Information Services Society                  | 35,525         | \$40,000       | 36,500            | To support volunteer and information programs, including cost of living increase for operating assistance.  | Page 57          |
| <b>Total</b>   | <b>442,085</b> | <b>855,471</b> | <b>530,237</b>    |   |                  |
| <b>Total Available 2012</b>                                      |                |                | <b>\$536,719</b>  |   |                  |
| <b>Balance Remaining</b>   |                |                | <b>\$6,482.00</b> |   |                  |

\* New Applicant

N/A = Not applicable - did not apply in 2011 (may have previously applied).

**HEALTH, SOCIAL AND SAFETY SERVICES  
GRANT APPLICATION SUMMARY SHEETS**



This Summary Sheet will be provided to City Council for consideration. Please type.

|    |  |  |  |
|----|--|--|--|
| 1. | Organization: Alzheimer Society of B.C.  |  |  |
| 2. | Grant Request: \$ 5,600  | Proposal Title: Support Groups in Richmond   |  |
| 3. | Grant Program (apply to one only): <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.   |  |  |
| 4. | Purpose: <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)   |  |  |
| 5. | Duration: <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:  |  |  |
| 6. | Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements)<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, this is for year ____ of a ____ year cycle<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.   |  |  |
| 7. | <b>Summary of Request (including proposed activities, target group(s), community benefit):</b><br><b>Objective of Support Groups</b><br><p>To strengthen the coping abilities of people with Alzheimer's disease and related dementias and their caregivers through.</p> <ul style="list-style-type: none"> <li>• Encouraging people with the early stages of Alzheimer's disease and related dementias to plan early and to actively engage in protecting and maintaining their physical and emotional health.</li> <li>• Sharing common experiences and learning about dementia, its progression and the impact it may have on individuals and families; and learning practical coping strategies with other caregivers</li> </ul> <p><u>Early Stage Support Groups</u></p> <p>Having a diagnosis of Alzheimer's disease or a related dementia impacts many areas of life and people in this situation experience a variety of feelings. The reality of the disease can make it difficult to stay in touch with friends and family, and can lead to loneliness and isolation. Our <i>Early Stage Support Groups</i> provide people in the early stages of dementia an opportunity to learn about living with dementia and its progression, share feelings and common experiences, exchange practical coping strategies, and participate in discussions with people in similar situations.</p> <p><b>Benefits of Early Stage Support Groups</b><br/>         The <i>Early Stage Support Groups</i> provide a safe place to exchange information with others whose lives are affected by dementia, an opportunity to express feelings and find a positive outlook, and a chance to regain some control in the face of a disease that cannot be controlled.</p> |  |  |
| 8. | Non-Grant City Supports Currently Received (e.g., facility use; permissive tax exemption): N/A   |  |  |
| 9. | Your Society's Total Budget  | Most Recent Completed Year (e.g., Audited Financial Statement)   | Budget for Current Year  |
|    | Total Revenue  | \$ 4,922,714   | \$ 5,676,362   |
|    | Total Expenses   | \$ 4,673,594   | \$ 6,028,866   |
|    | Annual Surplus or (Deficit)  | \$ 183,811   | \$ (352,504)   |
|    | Accumulated Surplus or (Deficit)   | \$ 1,670,177   | \$ 1,429,664   |
|    | Justification for any Annual and Accumulated Surplus or (Deficit)  | Please explain: The Alzheimer Society of B.C. board requires us to keep a reserve of 25% of our annual operating expenses. | Please explain: The Alzheimer Society of B.C. board requires us to keep a reserve of 25% of our annual operating expenses. |

|     |   |  |
|-----|---|--|
| 10. | Previous City Grant: Amount: Year: n/a Use:   |  |
| 11. | Proposed City Grant Use:  |  |
|     | 1. Use: Professional & administrative salaries  | Amount: 3,600  |
|     | 2. Use: Office Rent   | Amount: 2,000  |
|     | 3. Use:   | Amount:  |
|     | 4. Use:   | Amount:  |
|     | 5. Use:   | Amount:  |
|     | Total City Grant Request:   |  |
|     | \$5,600   |  |
|     | Other Funding Sources for this Proposal:  |  |
|     | 1. Source: Andrew Mahon Foundation  | Amount: 600 Purpose: promotions, office supplies/equipment and volunteer support and recognition   |
|     | 2. Source:  | Amount: Purpose:   |
| 12. | For Staff Use Only (SD / AH)  |  |
|     | <b>Recommended Grant: \$2000</b><br><b>Year _____ of _____ Multi-year Funding Cycle</b><br><b>Purpose:</b><br>Establish effective support groups for individuals with early stage dementia and family support caregivers. | <b>Staff Comments/Conditions:</b><br>Recommend \$2000 toward their rent cost.<br>Request that Alzheimer Society connect with Minoru Place Senior Services staff to explore opportunities for partnership or collaboration on delivery of services. This will help to ensure there is no duplication or overlap in service provision. |



This Summary Sheet will be provided to City Council for consideration. Please type.

|     |  |   |  |
|-----|--|---|--|
| 1.  | Organization: Big Brothers of Greater Vancouver  |   |  |
| 2.  | Grant Request: \$10,000  | Proposal Title: Richmond's Big Brother & Teen Mentoring Program   |  |
| 3.  | Grant Program (apply to one only): <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.   |   |  |
| 4.  | Purpose: <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Program, Project, Event)   |   |  |
| 5.  | Duration: <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:  |   |  |
| 6.  | Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements)<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, this is for year ____ of a ____ year cycle<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants. |   |  |
| 7.  | Summary of Request (including proposed activities, target group(s), community benefit):<br>Please see attached.  |   |  |
| 8.  | Non-Grant City Supports Currently Received (e.g., facility use; permissive tax exemption):<br>N/A  |   |  |
| 9.  | Your Society's Total Budget  | Most Recent Completed Year<br>(e.g., Audited Financial Statement) | Budget for Current Year                    |
|     | Total Revenue  | \$ 1,384,927  | \$ 1,744,800                               |
|     | Total Expenses   | \$ 1,388,405  | \$ 1,742,800                               |
|     | Annual Surplus or (Deficit)  | \$ (3,478)  | \$ 1,800                                   |
|     | Accumulated Surplus or (Deficit)   | \$ 82,787   | \$ N/A                                     |
|     | Justification for any Annual and Accumulated Surplus or (Deficit)  | Please explain:<br>Surplus is less than 1 month's expenses.       | Please explain:                            |
| 10. | Previous City Grant: Amount: \$3,045 Year: 2011 Use: Richmond's Big Brother & Teen Mentoring Programs  |   |  |
| 11. | Proposed City Grant Use:   |   |  |
|     | 1. Use: Salaries & Benefits  | Amount: \$5,500   |  |
|     | 2. Use: Office (rent, supplies, etc.)  | Amount: \$4,100   |  |
|     | 3. Use: Materials  | Amount: \$300   |  |
|     | 4. Use: Travel   | Amount: \$100   |  |
|     | 5. Use:  | Amount:   |  |
|     | Total City Grant Request: \$10,000   |   |  |
|     | Other Funding Sources for this Proposal:   |   |  |
|     | 1. Source: United Way Lower Mainland   | Amount: \$5,000   | Purpose: Toward Richmond service delivery. |
|     | 2. Source: BBGVF   | Amount: \$46,800  | Purpose: Toward Richmond service delivery. |
|     | 3. Source:   | Amount:   | Purpose:                                   |
|     | Total project budget: \$61,800   |   |  |

|     |  |  |
|-----|--|--|
| 12. | <b>For Staff Use Only (SD / AH)</b>  |  |
|     | <p><b>Recommended Grant: \$4500</b></p> <p><b>Year _____ of _____ Multi-year Funding Cycle</b></p> <p><b>Purpose:</b></p> <p>Provide funding to match children and youth with "Big Brothers"</p> | <p><b>Staff Comments/Conditions:</b></p> <p>Slight increase in funding to try and help reduce waiting time for matching.</p> |



**This Summary Sheet will be provided to City Council for consideration. Please type.**

|     |   |  |                                |
|-----|---|--|--------------------------------|
| 1.  | <b>Organization:</b> Big Sisters of BC Lower Mainland   |  |                                |
| 2.  | <b>Grant Request:</b> \$6,000   | <b>Proposal Title:</b> Big and Little Sister Program                     |                                |
| 3.  | <b>Grant Program (apply to one only):</b> <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.   |  |                                |
| 4.  | <b>Purpose:</b> <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Program, Project, Event)   |  |                                |
| 5.  | <b>Duration:</b> <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity <b>Start Date:</b> <b>End:</b>  |  |                                |
| 6.  | <b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements)<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, this is for year <u>1</u> of a <u>3</u> year cycle<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.   |  |                                |
| 7.  | <b>Summary of Request</b> (including proposed activities, target group(s), community benefit):<br><br>We match girls, ages 7-17, with a volunteer Big Sister in a one-to-one mentoring relationship. For a minimum of one year, each Big & Little Sister match meets once a week to spend 2-4 hours together. In 2010 we supported 333 Big & Little Sister matches. We target an extremely vulnerable, socially disadvantaged population. Research has shown that a supportive relationship with a caring adult is a key factor in helping children overcome challenges in their lives. We believe that each Little Sister benefits immediately from the relationship formed with a supportive woman and benefits in the long term by gaining self-esteem and confidence to make positive life choices. Research has shown that children who participate in a Big & Little Sister Program are 46% less likely to begin using illegal drugs; 27% less likely to begin using alcohol; 52% less likely to skip school; 37% less likely to skip class and are more confident in their schoolwork performance. |  |                                |
| 8.  | <b>Non-Grant City Supports Currently Received (e.g., facility use; permissive tax exemption):</b><br>n/a  |  |                                |
| 9.  | <b>Your Society's Total Budget</b>  | <b>Most Recent Completed Year</b><br>(e.g., Audited Financial Statement) | <b>Budget for Current Year</b> |
|     | Total Revenue   | \$ 967,599   | \$ 973,948                     |
|     | Total Expenses  | \$ 969,739   | \$ 984,536                     |
|     | Annual Surplus or (Deficit)   | \$ (2,140)   | \$ (10,588)                    |
|     | Accumulated Surplus or (Deficit)  | \$ n/a   | \$ n/a                         |
|     | Justification for any Annual and Accumulated Surplus or (Deficit)   | Please explain:<br>n/a nominal   | Please explain:<br>n/a nominal |
| 10. | <b>Previous City Grant:</b> Amount: 3,000 <b>Year:</b> 2010 <b>Use:</b> Counsellor Salaries \$3,000   |  |                                |
| 11. | <b>Proposed City Grant Use:</b><br>1. Use: Counsellor Salaries Amount: \$6,000<br>2. Use: Amount:<br>3. Use: Amount:<br>4. Use: Amount:<br>5. Use: Amount:<br><b>Total City Grant Request:</b><br><b>Other Funding Sources for this Proposal:</b><br>1. Source: BC Gaming Amount: \$3,497 <b>Purpose:</b> Program Expenses<br>2. Source: United Way Amount: \$4,204 <b>Purpose:</b> Administration/Memberships<br>3. Source: Fundraising Events/Interest Amount: \$30,970 <b>Purpose:</b> Staff/Travel<br><b>Total project budget:</b>  |  |                                |

|     |  |  |
|-----|--|--|
| 12. | <b>For Staff Use Only (SD/AH)</b>  |  |
|     | <b>Recommended Grant: \$4500</b><br><b>Year 1 of 3 Multi-year Funding Cycle</b><br><b>Purpose:</b><br>Provide funding to match children and youth with "Big Sisters" | <b>Staff Comments/Conditions:</b><br>Slight increase in funding to try and help reduce waiting time for matching girls with Big Sisters. |



This Summary Sheet will be provided to City Council for consideration. Please type.

|     |   |  |                                |
|-----|---|--|--------------------------------|
| 1.  | <b>Organization:</b> Boys and Girls Clubs of South Coast BC (BGC)   |  |                                |
| 2.  | <b>Grant Request:</b> \$5,000   | <b>Proposal Title:</b> Boys and Girls Club Services at Mitchell Elementary |                                |
| 3.  | <b>Grant Program (apply to one only):</b> <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.   |  |                                |
| 4.  | <b>Purpose:</b> <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)  |  |                                |
| 5.  | <b>Duration:</b> <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity <b>Start Date:</b> <b>End:</b>  |  |                                |
| 6.  | <b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements)<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, this is for year ____ of a ____ year cycle<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.   |  |                                |
| 7.  | <b>Summary of Request</b> (including proposed activities, target group(s), community benefit):<br><br>We are seeking support from the City of Richmond to assist with the establishment of new Boys and Girls Club services in Richmond. The Richmond Club opened at the beginning of the new school year (September 2011), operating out of Mitchell Elementary School, and already serves 25 children per day. It provides a safe, accessible place for children that enhances their physical, educational, character, and skill development through supervised social and recreational activities. Activities include healthy snacks, homework assistance, nutrition and cooking programs, arts, crafts, leadership programs, and sports and physical activities that promote active lifestyles. Programs are currently offered 4 days per week for participants aged 6 through 12. We have a policy that no one is turned away due to an inability to pay, which ensures that everyone, regardless of their circumstances, can access our programs, services, and supports where and when they need them. |  |                                |
| 8.  | <b>Non-Grant City Supports Currently Received (e.g., facility use; permissive tax exemption):</b><br>n/a  |  |                                |
| 9.  | <b>Your Society's Total Budget</b>  | <b>Most Recent Completed Year (e.g., Audited Financial Statement)</b>      | <b>Budget for Current Year</b> |
|     | Total Revenue   | \$ 9,000,575 (combined figures for 2010)                                   | \$ 9,141,800                   |
|     | Total Expenses  | \$ 9,009,113   | \$ 9,141,800                   |
|     | Annual Surplus or (Deficit)   | \$ (8,538)   | \$ 0                           |
|     | Accumulated Surplus or (Deficit)  | \$ 1,157,775   | \$ 1,157,775                   |
|     | Justification for any Annual and Accumulated Surplus or (Deficit)   | Please explain:<br>Sound fiscal management over 75 years                   | Please explain:                |
| 10. | <b>Previous City Grant: Amount:</b> n/a <b>Year:</b> <b>Use:</b>  |  |                                |
| 11. | <b>Proposed City Grant Use:</b><br>1. Use: Staff Salaries <b>Amount:</b> \$ 3,500<br>2. Use: Program Supplies <b>Amount:</b> 500<br>3. Use: Transportation <b>Amount:</b> 500<br>4. Use: Centralized Support & Admin. <b>Amount:</b> 500<br>5. Use: <b>Amount:</b><br><b>Total City Grant Request:</b> \$ 5,000<br><br><b>Other Funding Sources for this Proposal:</b><br>1. Source: United Way <b>Amount:</b> \$ 60,000 <b>Purpose:</b> Salaries / Supplies / Transport / Admin.<br>2. Source: The BCGGV Foundation <b>Amount:</b> 41,475 <b>Purpose:</b> Salaries / Supplies / Transport / Admin.<br>3. Source: Program Fees/Memberships <b>Amount:</b> 1,500 <b>Purpose:</b> Salaries / Supplies / Transport / Admin.<br><b>Total project budget:</b> \$107,975  |  |                                |

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| 12. | <b>For Staff Use Only (SD / AH)</b>  |   |
|     | <p><b>Recommended Grant: \$2000</b><br/> <b>Year _____ of _____ Multi-year Funding Cycle</b><br/> <b>Purpose:</b><br/>         Operating expenses for a 4 day/week afterschool activity program targeting Mitchell School in the East Richmond area.</p> | <p><b>Staff Comments/Conditions:</b><br/>         New application<br/><br/>         Applicant should explore opportunities to work with City of Richmond Parks and Recreation department and the East Richmond Community Association.</p> |



This Summary Sheet will be provided to City Council for consideration. Please type.

|     |   |   |  |
|-----|---|---|--|
| 1.  | Organization: Canadian Mental Health Association, Richmond Branch   |   |  |
| 2.  | Grant Request: \$34,000   | Proposal Title: Pathways Clubhouse  |  |
| 3.  | Grant Program (apply to one only): <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.  |   |  |
| 4.  | Purpose: <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)   |   |  |
| 5.  | Duration: <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:   |   |  |
| 6.  | Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements)<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, this is for year 1 of a 3 year cycle<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.  |   |  |
| 7.  | <p>Summary of Request (including proposed activities, target group(s), community benefit):</p> <p><b>Meal Program - \$22,000</b><br/>The Clubhouse provides accessible, affordable, nutritious meals to members every day of the week, plus 2 evenings, and all statutory holidays.<br/><b>Target Group:</b> For the majority of our members, eating at the Clubhouse is their main and/or only meal of the day. Due to our members being on disability benefits, many live on low incomes and some lack the skills to prepare meals for themselves. For the physical well-being of our members, it is crucial that the Clubhouse provide meals that are accessible, affordable and nutritious. Unfortunately, due to the rising cost of food, our meal program had to increase to cost of meals this month \$.50 each. This is a hardship to our members since their disability pensions have not increased.<br/><b>Community Benefit:</b> This past year, over 18,000 meals were served. A meal program evaluation survey showed that 99% of our members were satisfied with the meal program, with 100% finding it both affordable and nutritious. 49% of survey participants eat at Pathways 4-5 times a week, and 92% eat here at least once a week.</p> <p><b>Operations, including Rent, Light, Telephone - \$12,000</b><br/>The rest of the grant would assist in operations which include rent, hydro, and telephone service.<br/><b>Target Group:</b> Many of our members are completely reliant on public transportation, which requires us to lease and operate a location close to the City Centre. As a result, we require assistance for operational costs, including rent, light, telephone. We have been at our present location for 10 years and our rent will increase \$20,000 this next fiscal year.<br/><b>Community Benefit:</b> Accessible direct services available to the members of the Clubhouse.</p> |   |  |
| 8.  | Non-Grant City Supports Currently Received (e.g., facility use; permissive tax exemption):<br>Permissive Tax Exemption for Apartment Block - \$6,500  |   |  |
| 9.  | Your Society's Total Budget   | Most Recent Completed Year<br>(e.g., Audited Financial Statement)               | Budget for Current Year  |
|     | Total Revenue   | \$2,753,413   | \$2,906,699  |
|     | Total Expenses  | \$2,800,881   | \$2,943,484  |
|     | Annual Surplus or (Deficit)   | \$(47,468)  | \$(36,785)   |
|     | Accumulated Surplus or (Deficit)  | \$  | \$   |
|     | Justification for any Annual and Accumulated Surplus or (Deficit)   | Please explain: Included in the financial statement is amortization of \$53,217 | Please explain: Included in the budget is amortization of \$52,190 |
| 10. | Previous City Grant: Amount: \$27,405 Year: 2010 Use: \$27,405  |   |  |





This Summary Sheet will be provided to City Council for consideration. Please type.

|     |   |   |   |
|-----|---|---|---|
| 1.  | Organization: Canadian Mental Health Association, Vancouver-Burnaby Branch  |   |   |
| 2.  | Grant Request: \$12,000   | Proposal Title: Super Saturday Club Kids Program serving Richmond |   |
| 3.  | Grant Program (apply to one only): <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.  |   |   |
| 4.  | Purpose: <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)  |   |   |
| 5.  | Duration: <input type="checkbox"/> An Ongoing Activity, and/or <input checked="" type="checkbox"/> A One-time Activity Start Date: Jan 2012 End: Dec 2012   |   |   |
| 6.  | Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements)<br><input type="checkbox"/> No <input type="checkbox"/> Yes If yes, this is for year ____ of a ____ year cycle.<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.  |   |   |
| 7.  | Summary of Request (including proposed activities, target group(s), community benefit):<br>Super Saturday Club Kids Program is a recreation based program for children of parents with serious mental illness. The children are generally from lower income and immigrant families living in Richmond. The program establishes strong support relationships between children who have similar situations in their home life. It also provides parents with respite time to attend to their own self-care.<br>Children of parents with mental illness are at higher risk of developing mental illness or other emotional problems. Super Saturday Clubs Kids Program is an upstream approach that focuses on early intervention, prevention that support families, and build resilience in children. Many studies have been done to prove that upstream strategies in treating mental health related illness are effective, help people to reach their potential and result in significant savings in long-term government health dollars. |   |   |
| 8.  | Non-Grant City Supports Currently Received (e.g., facility use, permissive tax exemption):  |   |   |
| 9.  | Your Society's Total Budget   | Most Recent Completed Year<br>(e.g., Audited Financial Statement) | Budget for Current Year                                   |
|     | Total Revenue   | \$ 2510,116   | \$ 2393,928   |
|     | Total Expenses  | \$ 2497,507   | \$ 2393,929   |
|     | Annual Surplus or (Deficit)   | \$ 12,609   | \$ (1)  |
|     | Accumulated Surplus or (Deficit)  | \$ 246,756  | \$ 246,755  |
|     | Justification for any Annual and Accumulated Surplus or (Deficit)   | Please explain:<br>Contingency for contract cancellation.         | Please explain:<br>Contingency for contract cancellation. |
| 10. | Previous City Grant: Amount: \$4,060 Year: 2011 Use: \$4,060  |   |   |
| 11. | Proposed City Grant Use:  |   |   |
|     | 1. Use: Program staff wages & benefits  | Amount: \$6,900   |   |
|     | 2. Use: Program activities & fees   | Amount: \$3,600   |   |
|     | 3. Use: Transportation  | Amount: \$1,500   |   |
|     | 4. Use:   | Amount:   |   |
|     | 5. Use:   | Amount:   |   |
|     | Total City Grant Request: \$12,000  |   |   |
|     | Other Funding Sources for this Proposal:  |   |   |
|     | 1. Source: CMHA Internal fundraising  | Amount: \$5,850   | Purpose: Program staff wages & benefits.                  |
|     | 2. Source: CKNW Orphans' Fund   | Amount: \$850   | Purpose: Program activities and admissions                |
|     | 3. Source:  | Amount:   | Purpose:  |

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| 12. | <b>For Staff Use Only (SD/AH)</b>  |  |
|     | <b>Recommended Grant: \$4200</b>   | <b>Staff Comments/Conditions:</b>                    |
|     | Year _____ of _____ Multi-year Funding Cycle   | Same level as last year plus cost of living increase |
|     | <b>Purpose:</b>  |  |
|     | Funding requested for Super Saturday Kids Program, a recreation based program for children of parents with serious mental illness. |  |



This Summary Sheet will be provided to City Council for consideration. Please type.

|    |   |  |
|----|---|--|
| 1. | Organization: Canadian Red Cross – Health Equipment Loan Program (HELP) – Richmond Depot  |  |
| 2. | Grant Request: \$ \$17,648  | Proposal Title: No Isolation, Full Community Participation - Increasing Capacity at the Richmond HELP Depot. |
| 3. | Grant Program (apply to one only): <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.  |  |
| 4. | Purpose: <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)   |  |
| 5. | Duration: <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input checked="" type="checkbox"/> A One-time Activity Start Date: End:  |  |
| 6. | Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements)<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, this is for year ____ of a ____ year cycle.<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.   |  |
| 7. | <p>Summary of Request (including proposed activities, target group(s), community benefit):</p> <p><u>Proposed Activities</u></p> <p>By funding this proposal, the City of Richmond will be responsible for introducing 44 Four-Wheeled Walkers (4WWs) to the Richmond HELP Depot for loan to seniors who cannot move about their homes or community without support.</p> <p>In addition, this proposal is requesting that the City of Richmond fund the costs of a HELP Equipment Technician who will travel to the Richmond Depot for one day each week to: (1) train all equipment cleaning and repair volunteers (there are 30 in total, each a Richmond local), (2) conduct spot checks of equipment to ensure all hygiene and standards are met, (3) assist with cleaning and maintenance, and (4) to maintain parts stocks.</p> <p><u>Target Groups</u></p> <p>While approximately 70% clients that borrow equipment from HELP Depots are seniors, HELP volunteers will loan medical equipment to any Richmond community member, young or old. HELP ensures that no member of the Richmond community is excluded from moving around their home or participating in community life due to a lack of mobility or safety equipment.</p> <p><u>Community Benefit</u></p> <p>By funding this project, the City of Richmond will benefit the Richmond community by:</p> <ul style="list-style-type: none"> <li>• Providing vital medical equipment to relieve pain and promote healing</li> <li>• Protecting community members by preventing falls that lead to re-injury and re-hospitalization</li> <li>• Preventing injuries in family members struggling to care for loved ones</li> <li>• Promoting independence by helping the sick or injured to perform personal care tasks unassisted by others</li> <li>• Allowing community members to return to employment and community life as soon as possible</li> <li>• Saving community members on fixed incomes by providing medical equipment without obligation to pay</li> <li>• Freeing up acute care beds at Richmond Hospital by providing medical equipment crucial for recovery at home</li> </ul> |  |
| 8. | Non-Grant City Supports Currently Received (e.g., facility use, permissive tax exemption):<br>n/a   |  |

|  |   |   |  |  |   |                 |                   |                |                 |                   |                |                 |
|--|---|---|--|--|---|-----------------|-------------------|----------------|-----------------|-------------------|----------------|-----------------|
| 9.   | <b>Your Society's Total Budget:</b> this is for the HELP program in the Lower Mainland<br><b>Total Revenue</b><br><b>Total Expenses</b><br><b>Annual Surplus or (Deficit)</b><br><b>Accumulated Surplus or (Deficit)</b><br><b>Justification for any Annual and Accumulated Surplus or (Deficit)</b>  | <b>Most Recent Completed Year</b><br><b>(e.g., Audited Financial Statement)</b><br><b>\$ 1,071,217</b><br><b>\$ 1,071,217</b><br><b>\$ 0</b><br><b>\$ 0</b><br><b>Please explain:</b> | <b>Budget for Current Year</b><br><b>\$ 1,144,271</b><br><b>\$ 1,144,271</b><br><b>\$ 0</b><br><b>\$ 0</b><br><b>Please explain:</b> |  |   |                 |                   |                |                 |                   |                |                 |
| 10.  | <b>Previous City Grant: Amount: \$ 3000    Year: 2003    Use: Red Cross RespectED: Violence and Abuse Program</b>   |   |  |  |   |                 |                   |                |                 |                   |                |                 |
| 11.  | <b>Proposed City Grant Use:</b><br><b>1. Use: Purchase 44 Four-Wheeled Walkers    Amount: \$9,240</b><br><b>2. Use: Fund 1 Equipment Technician (1 day/week)    Amount: \$8,408</b><br><b>3. Use:    Amount:</b><br><b>4. Use:    Amount:</b><br><b>5. Use:    Amount:</b><br><b>Total City Grant Request: \$17,648</b><br><b>Other Funding Sources for this Proposal:</b><br><p>For this project, the City of Richmond is the only funder. However, there are multiple sources that directly and indirectly fund the Richmond HELP Depot. Sources of funding include: Community Gaming grants, various Provincial Government grants, Federal Government grants, Corporate Donors and Individuals. In this proposal, we have separated the Project Budget from all other sources of funding to ensure that it is absolutely clear that this grant is aimed at improving services <i>exclusively</i> at the Richmond HELP Depot for the benefit of the Richmond community.</p> <table border="0"> <tr> <td><b>1. Source:</b></td> <td><b>Amount:</b></td> <td><b>Purpose:</b></td> </tr> <tr> <td><b>2. Source:</b></td> <td><b>Amount:</b></td> <td><b>Purpose:</b></td> </tr> <tr> <td><b>3. Source:</b></td> <td><b>Amount:</b></td> <td><b>Purpose:</b></td> </tr> </table> <b>Total project budget:</b> |   |  | <b>1. Source:</b>  | <b>Amount:</b>  | <b>Purpose:</b> | <b>2. Source:</b> | <b>Amount:</b> | <b>Purpose:</b> | <b>3. Source:</b> | <b>Amount:</b> | <b>Purpose:</b> |
| <b>1. Source:</b>  | <b>Amount:</b>  | <b>Purpose:</b>   |  |  |   |                 |                   |                |                 |                   |                |                 |
| <b>2. Source:</b>  | <b>Amount:</b>  | <b>Purpose:</b>   |  |  |   |                 |                   |                |                 |                   |                |                 |
| <b>3. Source:</b>  | <b>Amount:</b>  | <b>Purpose:</b>   |  |  |   |                 |                   |                |                 |                   |                |                 |
| 12.  | <b>For Staff Use Only (SD/AH)</b><br><table border="1"> <tr> <td data-bbox="151 1176 771 1470"> <b>Recommended Grant: \$8000</b><br/> <b>Year _____ of _____ Multi-year Funding Cycle</b><br/> <b>Purpose:</b><br/>           Requested funding is for 44 four wheel walkers and salary for a 1 day/week technician.<br/>           These are loan items for seniors who require temporary aid for mobility.         </td> <td data-bbox="779 1176 1537 1470"> <b>Staff Comments/Conditions:</b><br/>           Grant amount would assist with the purchase of 15 walkers plus a half day/week technician.         </td> </tr> </table>   |   |  | <b>Recommended Grant: \$8000</b><br><b>Year _____ of _____ Multi-year Funding Cycle</b><br><b>Purpose:</b><br>Requested funding is for 44 four wheel walkers and salary for a 1 day/week technician.<br>These are loan items for seniors who require temporary aid for mobility. | <b>Staff Comments/Conditions:</b><br>Grant amount would assist with the purchase of 15 walkers plus a half day/week technician. |                 |                   |                |                 |                   |                |                 |
| <b>Recommended Grant: \$8000</b><br><b>Year _____ of _____ Multi-year Funding Cycle</b><br><b>Purpose:</b><br>Requested funding is for 44 four wheel walkers and salary for a 1 day/week technician.<br>These are loan items for seniors who require temporary aid for mobility. | <b>Staff Comments/Conditions:</b><br>Grant amount would assist with the purchase of 15 walkers plus a half day/week technician.   |   |  |  |   |                 |                   |                |                 |                   |                |                 |



This Summary Sheet will be provided to City Council for consideration. Please type.

|     |   |   |  |
|-----|---|---|--|
| 1.  | Organization: CHIMO Crisis Services   |   |  |
| 2.  | Grant Request: \$ 50,000  | Proposal Title: Strengthening Crisis Prevention & Response: Building Knowledge, Skills and Resilience Across Richmond |  |
| 3.  | Grant Program (apply to one only): <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.  |   |  |
| 4.  | Purpose: <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)  |   |  |
| 5.  | Duration: <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:   |   |  |
| 6.  | Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements)<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, this is for year <u>1</u> of a <u>3</u> year cycle<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.  |   |  |
| 7.  | Summary of Request (including proposed activities, target group(s), community benefit):<br><br>This grant supports delivery & expansion of CHIMO's Crisis Response and Community Engagement/Education Services, all of which are delivered by professionally trained and supervised volunteers. In 2010/11, these services supported over 17,000 people.<br><br>Crisis Response Services help individuals and families in Richmond navigate their way through wide-ranging life crises in up to 20 different languages. They offer immediate emotional support; help with identifying and resolving problems; provide strong linkages to key public & community resources, give practical assistance with poverty, administrative, family, immigration & civil law matters; and intervene in life-threatening situations. As a result, individuals/families are supported, lives are saved, people are able to resolve their issues expediently and live in the community with greater clarity, capacity, energy, robustness and readiness to address future challenges in their lives.<br><br>Community Engagement/Education Services help children, youth, partners, newcomers and families become more knowledgeable about social concerns and understand how to address them in healthy and effective ways. They provide important information to newcomers and help them adjust to life in Canada. Social/emotional learning activities strengthen family and community communication and build skills and resiliency for addressing future life challenges. These services are delivered in all Richmond high schools as well as to newcomers, parents and others in the broader community. |   |  |
| 8.  | Non-Grant City Supports Currently Received (e.g., facility use; permissive tax exemption):<br>Use of City-owned lot for social housing (60 yr no cost lease for Nova House property); partial tax relief for Nova House property  |   |  |
| 9.  | Your Society's Total Budget   | Most Recent Completed Year<br>(e.g., Audited Financial Statement)   | Budget for Current Year  |
|     | Total Revenue   | \$1,791,625   | \$1,923,095  |
|     | Total Expenses  | \$1,795,099   | \$1,929,555  |
|     | Annual Surplus or (Deficit)   | \$ (3,474) or (\$19,615) after amortization   | \$ (5,860)   |
|     | Accumulated Surplus or (Deficit)  | \$ (28,782) excluding contingency reserve   | \$   |
|     | Justification for any Annual and Accumulated Surplus or (Deficit)   | Please explain: This deficit was Board approved in advance as a temp measure.   | Please explain: Explanation similar to last fiscal, 2012/13 budget is balanced |
| 10. | Previous City Grant: Amount: \$44,660 Year: 2011 Use: Crisis Response and Community Engagement/Education Services   |   |  |
| 11. | Proposed City Grant Use:  |   |  |
|     | 1. Use: Crisis Response Services  | Amount: \$ 18,000   |  |
|     | 2. Use: Community Engagement/Education Services   | Amount: \$ 32,000   |  |
|     | Total City Grant Request: \$ 50,000   |   |  |
|     | Other Funding Sources for this Proposal:  |   |  |
|     | 1. Source: VCH & Prov of BC Contracts   | Amount: \$ 339,785  | Purpose: Crisis Response Services  |
|     | 2. Source: Gaming, Law Foundation, Grants   | Amount: \$ 185,900  | Purpose: Crisis Response/Community Engage/Ed                                   |
|     | 3. Source: CHIMO donations, fees, misc.   | Amount: \$ 94,000   | Purpose: Crisis Response/Community Engage/Ed                                   |
|     | Total project budget: \$669,685   |   |  |

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| 12. For Staff Use Only (SD/AH)  |  |  |
| <b>Recommended Grant: \$47,000</b><br><b>Year 1 of 3 Multi-year Funding Cycle</b><br><b>Purpose:</b><br>This grant supports delivery and expansion of CHIMO's Crisis Response and Community Engagement/Education Services |  | <b>Staff Comments/Conditions:</b><br><br>Same level as last year plus cost of living increase. Range of services offered has significantly increased over the years. |



This Summary Sheet will be provided to City Council for consideration. Please type.

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| 1. | <b>Organization:</b> The Chinese Mental Wellness Association of Canada   |  |
| 2. | <b>Grant Request:</b> \$37,000   | <b>Proposal Title:</b> CMWAC Mental Wellness Promotion and Prevention Programs |
| 3. | <b>Grant Program (apply to one only):</b> <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.  |  |
| 4. | <b>Purpose:</b> <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Program, Project, Event)  |  |
| 5. | <b>Duration:</b> <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity <b>Start Date:</b> <b>End:</b>   |  |
| 6. | <b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements)<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, this is for year <u>1</u> of a <u>3</u> year cycle<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.  |  |
| 7. | <b>Summary of Request</b> (including proposed activities, target group(s), community benefit):<br><br>CMWAC is a registered non-profit charitable organization that was established in 1995. Our objective is to help and empower those with mental challenges (permanent and temporary) in the community by supporting them to recover to achieve self reliance and, to remove the social stigma against mental illness through education and support of the community by creating a support network offering recreational activities.<br>The purpose of these activities is to create an opportunity for affected individuals to participate in social events and to obtain peer support from one another.<br>Affected individuals will be supported through activities like karaoke, dancing, tea groups, support group, field trips, festival events, outreach, English conversation class, Chinese literature class and Chinese calligraphy class. Individuals affected with depression can attend our depression recovery workshop which is a 2 week program and learn strategies of healing.<br>Counselling (Group and individual) is also available by appointment and drop in. Language barriers are often a problem for new immigrants, therefore translation is also provided in English, Cantonese and Mandarin. Through our counselling techniques our clients and affected families members will learn new strategies to cope with mental health issues. In conjunction, with a professional support group.<br>There is a need for a support network in the community. There is a strong international consensus that recovery is an important concept for people with mental health problems. It implies a commitment to the principle that people should be helped to live their lives to the fullest extent possible within the limitations of their illness.<br>Recovery requires appropriate patient support, including peer-to-peer support, family or caregiver support, community interventions and supportive housing programs. Recovery requires a departure from traditional service delivery models and it requires working "with" patients, not seeking to solve their problems for them or to simply reduce their symptoms. CMWAC fosters an environment of personal empowerment and self reliance.<br>CMWAC often receives telephone calls to schedule counselling appointments and information about the activities we offer. Often people walk-in to ask for assistance related to their mental health concerns. CMWAC offers free monthly mental health education presentations for the general public and makes referrals to the proper resources and support. During these presentations, the audience will learn about symptoms, early prevention and detection. The knowledge gained from these presentations is beneficial to the affected individuals. Our monthly mental health education presentations are one of the most important activities we offer, different topics are given each month, such as Schizophrenia, Bi-Polar, Obsessive- Compulsive Disorder and Anxiety Disorder. |  |
| 8. | <b>Non-Grant City Supports Currently Received</b> (e.g., facility use; permissive tax exemption):  |  |

|   |  |   |  |   |   |
|---|--|---|--|---|---|
| 9.  | <b>Your Society's Total Budget</b><br>Total Revenue<br>Total Expenses<br>Annual Surplus or (Deficit)<br>Accumulated Surplus or (Deficit)   | <b>Most Recent Completed Year</b><br><b>(e.g., Audited Financial Statement)</b><br>\$83,949<br>\$84,434<br>\$(485)<br>\$3,763 | <b>Budget for Current Year</b><br>\$77,280<br>\$80,660<br>\$(3,380)<br>\$383 |   |   |
|   | <b>Justification for any Annual and Accumulated Surplus or (Deficit)</b>   | <b>Please explain:</b>  | <b>Please explain:</b>   |   |   |
|   | <b>Previous City Grant: Amount: \$8,526.00 Year: 2011</b><br><b>Use: To cover 3 months of casual labour, office rent, telephone, insurance, office supplies &amp; printing</b>   |   |  |   |   |
| 11.   | <b>Proposed City Grant Use:</b><br>1. Use: Professional and administrative salaries and benefits (full time) Amount: \$11,040<br>2. Use: Professional and administrative salaries and benefits (part time) Amount: 4,180<br>3. Use: Volunteer support (e.g., expenses, recognition) Amount: 3,600<br>4. Use: Office rent Amount: 14,600<br>5. Use: Supplies Amount: 1,270<br>6. Use: Equipment Amount: 800<br>7. Use: Light Amount: 130<br>8. Use: Telephone Amount: 1,380<br><p style="text-align: right;"><b>Total City Grant Request: \$37,000</b></p> <b>Other Funding Sources for this Proposal:</b><br>1. Source: BC Gaming Commission Amount: \$10,000<br><b>Purpose:</b> Monthly mental health education presentations; Mental Health Resource Centre, Depression Recovery Program; Recreation Programs; Counselling (Group & Individual), Outreach, Craftworks, Chinese Calligraphy & Classics Yi-Ching, Festival Events; Field Trips, Peer Support, Peer Support and Youth Volunteers Trainings<br>2. Source: CMWAC Amount: \$33,660<br><b>Purpose:</b> Monthly mental health education presentations; Mental Health Resource Centre, Depression Recovery Program; Recreation Programs; Counselling (Group & Individual), Outreach, Craftworks, Chinese Calligraphy & Classics Yi-Ching, Festival Events; Field Trips, Peer Support, Peer Support and Youth Volunteers Trainings<br>3. Source: Amount:<br><b>Purpose:</b><br><p style="text-align: right;"><b>Total project budget: \$80,660</b></p> |   |  |   |   |
| 12.   | <b>For Staff Use Only (SD/AH)</b><br><table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>Recommended Grant: \$8700</b><br/> <b>Year ____ of ____ Multi-year Funding Cycle</b><br/> <b>Purpose:</b><br/>           To fund staff wages and operational expenses.         </td> <td style="width: 50%; vertical-align: top;"> <b>Staff Comments/Conditions:</b><br/>           Same level as last year plus cost of living to support operating expenses for social activities and referrals to other community services.         </td> </tr> </table>   |   |  | <b>Recommended Grant: \$8700</b><br><b>Year ____ of ____ Multi-year Funding Cycle</b><br><b>Purpose:</b><br>To fund staff wages and operational expenses. | <b>Staff Comments/Conditions:</b><br>Same level as last year plus cost of living to support operating expenses for social activities and referrals to other community services. |
| <b>Recommended Grant: \$8700</b><br><b>Year ____ of ____ Multi-year Funding Cycle</b><br><b>Purpose:</b><br>To fund staff wages and operational expenses. | <b>Staff Comments/Conditions:</b><br>Same level as last year plus cost of living to support operating expenses for social activities and referrals to other community services.  |   |  |   |   |



This Summary Sheet will be provided to City Council for consideration. Please type.

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| 1.  | <b>Organization:</b> FIRST Society (Family Integration & Resource Support Team)  |  |   |
| 2.  | <b>Grant Request:</b> \$65,000.00  | <b>Proposal Title:</b> FIRST Multicultural Resource Program              |   |
| 3.  | <b>Grant Program (apply to one only):</b> <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.  |  |   |
| 4.  | <b>Purpose:</b> <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)   |  |   |
| 5.  | <b>Duration:</b> <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity <b>Start Date:</b> <b>End:</b>   |  |   |
| 6.  | <b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements)<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, this is for year ____ of a ____ year cycle.<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.   |  |   |
| 7.  | <b>Summary of Request</b> (including proposed activities, target group(s), community benefit):<br><br>The FIRST Multicultural Resource Program is an initiative that aims to meet the growing needs of the multicultural communities in Canada, particularly in Richmond. Aims to 1) assist in the integration and settlement of multi cultural immigrants 2) aims to provide information on public services and help expedite delivery of such 3) aims to assist and promote unity by encouraging community involvement through volunteerism 4) develop camaraderie through mentorship 5) Host tailored workshops specific to seniors' concerns and needs.<br><br>To meet the programs' objectives we will conduct a series of trainings, interactive workshops, and speaker series featuring experts in various fields. With this program we intend to serve new immigrants, families, seniors, parents, youth and children. |  |   |
| 8.  | <b>Non-Grant City Supports Currently Received</b> (e.g., facility use; permissive tax exemption):<br>1) Steveston Community Centre - room usage; fee waived 2) King George Park - events venue - rental fee waived   |  |   |
| 9.  | <b>Your Society's Total Budget</b>   | <b>Most Recent Completed Year</b><br>(e.g., Audited Financial Statement) | <b>Budget for Current Year</b>                |
|     | Total Revenue  | \$ 2,947.00  | \$ 79,700.00                                  |
|     | Total Expenses   | \$ 741.40  | \$ 74,357.00                                  |
|     | Annual Surplus or (Deficit)  | \$ 2,205.60  | \$ 5,343.00                                   |
|     | Accumulated Surplus or (Deficit)   | \$ 2,642.63  | \$ 7,985.63                                   |
|     | Justification for any Annual and Accumulated Surplus or (Deficit)  | Please explain:<br>Income from events & donations                        | Please explain:<br>anticipated grant approval |
| 10. | <b>Previous City Grant: Amount:</b>  | <b>Year:</b>   | <b>Use:</b>                                   |
| 11. | <b>Proposed City Grant Use:</b><br>1. Use: Administrative expense <b>Amount:</b> \$20,000.00<br>2. Use: Operating Expense <b>Amount:</b> \$22,000.00<br>3. Use: Consultancy Fees <b>Amount:</b> \$10,000.00<br>4. Use: Others <b>Amount:</b> \$13,000.00<br>5. Use: <b>Amount:</b><br><b>Total City Grant Request:</b> \$65,000.00<br><br><b>Other Funding Sources for this Proposal:</b><br>1. Source: none <b>Amount:</b> <b>Purpose:</b><br>2. Source: <b>Amount:</b> <b>Purpose:</b><br>3. Source: <b>Amount:</b> <b>Purpose:</b><br><b>Total project budget:</b>  |  |   |

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| 12. | <b>For Staff Use Only (SD/AH)</b>  |   |
|     | <p><b>Recommended Grant: \$1100</b></p> <p><b>Year _____ of _____ Multi-year Funding Cycle</b></p> <p><b>Purpose:</b><br/>To fund staffing, operation costs and program costs of the organization.</p> | <p><b>Staff Comments/Conditions:</b></p> <p>There are no financial partners other than the City for this application. No clear demonstrated need is provided. Staff recommends this group arrange a meeting with staff to develop a case for future applications.</p> <p>Same level of funding as last year, plus cost of living increase</p> |



This Summary Sheet will be provided to City Council for consideration. Please type.

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|-----|--|--|---|
| 1.  | <b>Organization:</b> Family Services of Greater Vancouver  |  |   |
| 2.  | <b>Grant Request:</b> \$52,000.00  | <b>Proposal Title:</b> Richmond Counselling, Support & Therapeutic Education Prog. |   |
| 3.  | <b>Grant Program (apply to one only):</b> <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.  |  |   |
| 4.  | <b>Purpose:</b> <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)  |  |   |
| 5.  | <b>Duration:</b> <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity <b>Start Date:</b> <b>End:</b>   |  |   |
| 6.  | <b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements)<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, this is for year <u>1</u> of a <u>3</u> year cycle<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.  |  |   |
| 7.  | <b>Summary of Request</b> (including proposed activities, target group(s), community benefit):<br><br>This current grant request will be used to continue the counselling, support and therapeutic education program that Family Services (FSGV) has provided in the city of Richmond for the last 33 years. This program offers individual, family and group counselling and is fully accredited by CARF International. The FSGV Counselling, Support and Education program serves clients of all ages, family configurations and income groups, addressing a wide spectrum of concerns including parenting issues, emotional and behavioural difficulties in children and youth, family conflict, relationship difficulties, settlement, loss and grief. This program prioritizes and works primarily with residents of Richmond. This program is preventative in nature, unique to Richmond, and works in partnership with other Richmond agencies. It is accessible to people who can't afford private counselling and who don't qualify for any other services. |  |   |
| 8.  | <b>Non-Grant City Supports Currently Received</b> (e.g., facility use; permissive tax exemption):  |  |   |
| 9.  | <b>Your Society's Total Budget</b>   | <b>Most Recent Completed Year</b><br>(e.g., Audited Financial Statement)           | <b>Budget for Current Year</b>                      |
|     | Total Revenue  | \$ 22,276,296  | \$ 23,620,164                                       |
|     | Total Expenses   | \$ 22,259,637  | \$ 23,796,537                                       |
|     | Annual Surplus or (Deficit)  | \$ 16,659  | \$ (176,373)  |
|     | Accumulated Surplus or (Deficit)   | \$ 881,655   | \$  |
|     | Justification for any Annual and Accumulated Surplus or (Deficit)  | Please explain:<br>see Attachment 1 for explanation                                | Please explain:<br>see Attachment 1 for explanation |
| 10. | <b>Previous City Grant:</b> Amount: \$45,675 Year: 2011 Use: Program operations (salaries; benefits, program expenses)   |  |   |
| 11. | <b>Proposed City Grant Use:</b><br>1. Use: Salaries, Wages, and Benefits Amount: \$ 41,912<br>2. Use: Office Rent Amount: \$ 2,641<br>3. Use: Supplies, Equipment Amount: \$ 1,301<br>4. Use: Telephone, Photocopy Amount: \$ 946<br>5. Use: IT, Travel, Prof. Dev., Admin Amount: \$ 5,200<br><b>Total City Grant Request: \$ 52,000</b><br><br><b>Other Funding Sources for this Proposal:</b><br>1. Source: UWLM Amount: \$ 25,018 Purpose: Program operations<br>2. Source: Fundraising/Gaming Income Amount: \$ 13,000 Purpose: Program operations<br>3. Source: FSGV additional revenue Amount: \$ 20,000 Purpose: Program operations<br><b>Total project budget: \$110,018</b>  |  |   |

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| <b>12.</b>  | <b>For Staff Use Only (KR/DKB)</b>  |   |  |
|   | <table border="1"> <tr> <td data-bbox="138 210 763 470"> <b>Recommended Grant: \$ 46,600</b><br/> <b>Year <u>1</u> of <u>3</u> Multi-year Funding Cycle</b><br/> <b>Purpose:</b> FSGV Richmond Counselling, Support and<br/> Therapeutic Education Program </td><td data-bbox="763 210 1546 470"> <b>Staff Comments/Conditions:</b><br/><br/> Same level as last year plus cost of living increase for individual, family<br/> and group counselling. </td></tr> </table> | <b>Recommended Grant: \$ 46,600</b><br><b>Year <u>1</u> of <u>3</u> Multi-year Funding Cycle</b><br><b>Purpose:</b> FSGV Richmond Counselling, Support and<br>Therapeutic Education Program | <b>Staff Comments/Conditions:</b><br><br>Same level as last year plus cost of living increase for individual, family<br>and group counselling. |
| <b>Recommended Grant: \$ 46,600</b><br><b>Year <u>1</u> of <u>3</u> Multi-year Funding Cycle</b><br><b>Purpose:</b> FSGV Richmond Counselling, Support and<br>Therapeutic Education Program | <b>Staff Comments/Conditions:</b><br><br>Same level as last year plus cost of living increase for individual, family<br>and group counselling.  |   |  |



This Summary Sheet will be provided to City Council for consideration. Please type.

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| 1.  | Organization: Heart of Richmond AIDS Society   |   |                            |
| 2.  | Grant Request: \$14,000.00   | Proposal Title: Office Operations                                 |                            |
| 3.  | Grant Program (apply to one only): <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011  |   |                            |
| 4.  | Purpose: <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Program, Project, Event)   |   |                            |
| 5.  | Duration: <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:  |   |                            |
| 6.  | Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements)<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, this is for year <u>1</u> of a <u>3</u> year cycle<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants. |   |                            |
| 7.  | Summary of Request (including proposed activities, target group(s), community benefit):<br><br>To provide office operations for a wide range of support services for persons with HIV/AIDS and their families and caregivers. To provide support services, prevention and education to the community as well as drop in and meal programs.                   |   |                            |
| 8.  | Non-Grant City Supports Currently Received (e.g., facility use; permissive tax exemption):<br>N/A  |   |                            |
| 9.  | Your Society's Total Budget  | Most Recent Completed Year<br>(e.g., Audited Financial Statement) | Budget for Current Year    |
|     | Total Revenue  | \$134,678.00  | \$199,500                  |
|     | Total Expenses   | \$133,643.00  | \$199,500                  |
|     | Annual Surplus or (Deficit)  | \$  | \$                         |
|     | Accumulated Surplus or (Deficit)   | \$1036.00   | \$                         |
|     | Justification for any Annual and Accumulated Surplus or (Deficit)  | Please explain: Increase from fundraising initiative.             | Please explain:            |
| 10. | Previous City Grant: Amount: 7613.00 Year: 2011 Use: Office operations   |   |                            |
| 11. | Proposed City Grant Use:   |   |                            |
|     | 1. Use: Office Rent  | Amount: \$10,000.00   |                            |
|     | 2. Use: Phone/Internet   | Amount: \$2,000.00  |                            |
|     | 3. Use: Insurance  | Amount: \$2,000.00  |                            |
|     | 4. Use:  | Amount:   |                            |
|     | 5. Use:  | Amount:   |                            |
|     | Total City Grant Request:  |   |                            |
|     | Other Funding Sources for this Proposal:   |   |                            |
|     | 1. Source: BC Gaming   | Amount: \$6,000.00  | Purpose: Office Operations |
|     | 2. Source: Vancouver Coastal Health  | Amount: \$8,000.00  | Purpose: Office Operations |
|     | 3. Source: Fundraising event   | Amount: \$2000.00   | Purpose: Office Operations |
|     | Total project budget: \$30,000   |   |                            |

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| 12. | <b>For Staff Use Only (KR/DKB)</b>   |   |
|     | <p><b>Recommended Grant:</b> \$10,000</p> <p><b>Year __ of __ Multi-year Funding Cycle</b></p> <p><b>Purpose:</b> Office Operations for supporting persons with HIV/AIDS</p> | <p><b>Staff Comments/Conditions:</b></p> <p>Staff recommends a COL increase, based on a vulnerable population, no duplication of services, significant increase in number served (from 60 in 2000 to 1870 in 2011) and long-term grant recipient.</p> |



**This Summary Sheet will be provided to City Council for consideration. Please type.**

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| 1.  | <b>Organization:</b> Integration Youth Services Society (IYSS)   |  |  |
| 2.  | <b>Grant Request:</b> \$30,589.21  | <b>Proposal Title:</b> IYSS 2011-2012 City of Richmond Grant Application |  |
| 3.  | <b>Grant Program (apply to one only):</b> <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.  |  |  |
| 4.  | <b>Purpose:</b> <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)   |  |  |
| 5.  | <b>Duration:</b> <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity <b>Start Date:</b> <b>End:</b>   |  |  |
| 6.  | <b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements)<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, this is for year ____ of a ____ year cycle<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.  |  |  |
| 7.  | <b>Summary of Request (including proposed activities, target group(s), community benefit):</b><br>The proposed grant will be allocated into our three pillar programs: 1) The Mustard Seed Theatre allows young actors to receive theatrical training and demonstrate their talents on stage 2) The Youth Drugs-free Project is dedicated to raising public awareness on teen drug addiction through research and events 3) The Personal Growth Program gives youth an opportunity to visit impoverished regions in the world and gain a greater appreciation for life. Our target groups are youth and their families. Since our programs are executed based on public response, we are certain that our organization can bring various benefits to the community including: 1) promoting livability/city's appeal 2) building a legacy/complete community 3) advocating for volunteerism/wellness. At the same time, we are confident that our tailored services will benefit the general population, especially children, youth, families and new immigrants. In addition, our programs (especially the Youth Drugs-free Project) are performing preventive and intervening work for the community. |  |  |
| 8.  | <b>Non-Grant City Supports Currently Received (e.g., facility use; permissive tax exemption):</b><br>N/A   |  |  |
| 9.  | <b>Your Society's Total Budget</b>   | <b>Most Recent Completed Year (e.g., Audited Financial Statement)</b>    | <b>Budget for Current Year</b>                     |
|     | Total Revenue  | \$ 126,305.14  | \$ 377,721.42                                      |
|     | Total Expenses   | \$ 251,416.28  | \$ 251,416.28                                      |
|     | Annual Surplus or (Deficit)  | \$ -125,111.14   | \$ 125,111.14                                      |
|     | Accumulated Surplus or (Deficit)   | \$ -125,111.14   | \$ 0   |
|     | Justification for any Annual and Accumulated Surplus or (Deficit)  | Please explain:<br>Deficit mostly due to wages and benefits              | Please explain:<br>Proposed revenue covers deficit |
| 10. | <b>Previous City Grant: Amount:</b> \$3025.00 <b>Year:</b> 2010-11 <b>Use:</b> \$3025.00   |  |  |
| 11. | <b>Proposed City Grant Use:</b><br>1. Use: Full-time Salaries and Benefits Amount: \$8,060.00<br>2. Use: Part-time Salaries and Benefits Amount: \$7,000.00<br>3. Use: Office Rent/Supplies Amount: \$9,693.06<br>4. Use: Telephone/Photocopying Amount: \$1,452.32<br>5. Use: Program Booklet - Promotion Amount: \$4,383.83<br><b>Total City Grant Request:</b> \$30,589.21<br><b>Other Funding Sources for this Proposal:</b><br>1. Source: Organization Amount: \$337,132.21 Purpose: Fundraising Events<br>2. Source: Direct Access Amount: \$10,000.00 Purpose: Grant<br>3. Source: Richmond City Grant Amount: \$30,589.21 Purpose: Grant<br><b>Total project budget:</b> \$377,721.42  |  |  |

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| 12. | <b>For Staff Use Only (KR/DKB)</b>   |  |
|     | <p><b>Recommended Grant: \$ 3150</b></p> <p><b>Year _____ of _____ Multi-year Funding Cycle</b></p> <p><b>Purpose:</b> IYSS Youth Programs</p> | <p><b>Staff Comments/Conditions:</b></p> <p>Staff recommends that the Grant \$\$ be used to assist funding of the Mustard Seed Theatre Program. The Mustard Seed Theatre provides theatrical training and performing opportunities for children to fully express their creativity on stage, while developing a well-rounded character.</p> |



This Summary Sheet will be provided to City Council for consideration. Please type.

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| 1.  | <b>Organization:</b> Multicultural Helping House Society   |  |                                |
| 2.  | <b>Grant Request:</b> \$45,000   | <b>Proposal Title:</b> Health & Wellness Program for Seniors & LIC in Richmond |                                |
| 3.  | <b>Grant Program (apply to one only):</b> <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.  |  |                                |
| 4.  | <b>Purpose:</b> <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Program, Project, Event)  |  |                                |
| 5.  | <b>Duration:</b> <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity. Start Date: End:  |  |                                |
| 6.  | <b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements)<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, this is for year ____ of a ____ year cycle.<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.   |  |                                |
| 7.  | <b>Summary of Request</b> (including proposed activities, target group(s), community benefit):<br><br>MHHS seeks funding for the Innovative Health & Wellness Program for live-in caregivers and seniors in Richmond. A group The Society is very aggressive in targeting this population since we believe that the earlier a person is help, the more prepared and psychologically sound they will be in their efforts to combat isolation and loneliness. In partnership with Chinese Mental Wellness Association of Canada, it will provide individual counselling, peer support group, monthly mental health education, depression recovery workshop and 24/7 Wellness Line.<br>Health and Wellness program improves functioning and promotes successful living. It will likely lead in the reduction of seniors and live-in caregivers being hospitalized. Moreover, it will help decrease the incidence of mental illnesses which can be costly to the health care and welfare system of Canada. |  |                                |
| 8.  | <b>Non-Grant City Supports Currently Received</b> (e.g., facility use; permissive tax exemption):  |  |                                |
| 9.  | <b>Your Society's Total Budget</b>   | <b>Most Recent Completed Year</b><br>(e.g., Audited Financial Statement)       | <b>Budget for Current Year</b> |
|     | Total Revenue  | \$ 978,882.00  | \$ 1,008,646.00                |
|     | Total Expenses   | \$ 983,626.00  | \$ 1,007,149.00                |
|     | Annual Surplus or (Deficit)  | \$ (4,744.00)  | \$ 2,497.00                    |
|     | Accumulated Surplus or (Deficit)   | \$ 1,842,543.00  | \$                             |
|     | Justification for any Annual and Accumulated Surplus or (Deficit)  | Please explain:  | Please explain:                |
| 10. | <b>Previous City Grant:</b> Amount: \$10,000.0 Year: 2009 Use:   |  |                                |
| 11. | <b>Proposed City Grant Use:</b><br>1. Use: Prof/Admin Salaries & Benefits Amount: \$32,537.00<br>2. Use: Consultant Services Amount: \$ 2,000.00<br>3. Use: Volunteer Support Amount: \$ 2,000.00<br>4. Use: Office Rent/Equipment/Supplies Amount: \$ 8,463.00<br>5. Use: Amount:<br>Total City Grant Request: \$45,000.00<br><br><b>Other Funding Sources for this Proposal:</b><br>1. Source: Chinese Mental Wellness Amount: \$15,750.00 Purpose: Venue rental inclusive of utilities<br>2. Source: MHHS Amount: \$18,362.00 Purpose:<br>3. Source: Amount: Purpose:<br>Total project budget: \$79,112.00  |  |                                |

|     |  |  |
|-----|--|--|
| 12. | <b>For Staff Use Only (KR/DKB)</b>   |  |
|     | <p><b>Recommended Grant: \$8000</b></p> <p><b>Year _____ of _____ Multi-year Funding Cycle (n/a)</b></p> <p><b>Purpose:</b> To provide operating assistance for on-going activities, which include: Individual counselling, peer support, mental health education, depression recover and 24 hour/7 day a week wellness line for Seniors and Caregivers. Services offered throughout Richmond and include multi-lingual services to the Filipino, Chinese, and Bangla communities.</p> | <p><b>Staff Comments/Conditions:</b></p> <p>Partnership has been established with the Chinese Mental Wellness Association of Canada. Further discussions are recommended with the City's Seniors Services and Volunteer Richmond to promote collaborative programming opportunities.</p> |



**This Summary Sheet will be provided to City Council for consideration. Please type.**

|     |  |   |  |
|-----|--|---|--|
| 1.  | <b>Organization:</b> Richmond Addiction Services   |   |  |
| 2.  | <b>Grant Request:</b> \$194 487  | <b>Proposal Title:</b> Centre of Excellence in the Prevention of Gambling, and Substa |  |
| 3.  | <b>Grant Program (apply to one only):</b> <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.  |   |  |
| 4.  | <b>Purpose:</b> <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)  |   |  |
| 5.  | <b>Duration:</b> <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity <b>Start Date:</b> <b>End:</b>   |   |  |
| 6.  | <b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements)<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, this is for year 1 of a 3 year cycle<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.  |   |  |
| 7.  | <b>Summary of Request (including proposed activities, target group(s), community benefit):</b><br><br>The City grant enables Richmond Addiction Services to offer the continuum of prevention services in the city of Richmond. Gambling and substance use prevention is occurring across the community in schools, in community agencies and public places. We aim to delay onset of first use and reduce the harm if use has begun. We wish to raise awareness in the community regarding the consequences of problematic gambling and substance use and other addictive behaviours such the overuse of the computer or the internet. Increasing awareness in parents, children, grandparents and adults enables the community to learn how to communicate about these issues in safe ways where people can ask for help and support. In addition to community members, we aim to build capacity in other professionals and community partners allowing our community to help and support its citizens holding true that every door is the right door to ask for help. |   |  |
| 8.  | <b>Non-Grant City Supports Currently Received (e.g., facility use; permissive tax exemption):</b><br>Use of city space rental fees are waived for one monthly meeting and National Addiction Awareness Week event.   |   |  |
| 9.  | <b>Your Society's Total Budget</b>   | <b>Most Recent Completed Year<br/>(e.g., Audited Financial Statement)</b>             | <b>Budget for Current Year</b>                   |
|     | Total Revenue  | \$ 980,650  | \$ 1,070,792                                     |
|     | Total Expenses   | \$ 1,053,517  | \$ 1 139 248                                     |
|     | Annual Surplus or (Deficit)  | \$ (72,867)   | \$ (64 157)                                      |
|     | Accumulated Surplus or (Deficit)   | \$ 150,920  | \$ 96,763  |
|     | Justification for any Annual and Accumulated Surplus or (Deficit)  | Please explain:<br>Shortfall due to reduced annual funding                            | Please explain:<br>Due to reduced annual funding |
| 10. | <b>Previous City Grant: Amount:</b> 174 530 <b>Year:</b> 2011 <b>Use:</b> Prevention services and programs   |   |  |
| 11. | <b>Proposed City Grant Use:</b><br>1. Use: Salaries Amount: \$162 362<br>2. Use: Rent Amount: \$10 358<br>3. Use: Program expenses Amount: \$11 197<br>4. Use: Admin costs Amount: \$ 10 570<br>5. Use: Amount:<br><b>Total City Grant Request:</b> \$194,487<br><br><b>Other Funding Sources for this Proposal:</b><br>1. Source: VCH Amount: \$684 334 <b>Purpose:</b> Treatment and Prevention Programs<br>2. Source: MoPSSG Amount: \$115 000 <b>Purpose:</b> Gambling Treatment and Prevention<br>3. Source: Amount: <b>Purpose:</b><br><b>Total project budget:</b> \$993 821  |   |  |

|  |   |  |  |
|--|---|--|--|
| 12.  | <p><b>For Staff Use Only (KR/DKB)</b></p> <table border="1"> <tr> <td data-bbox="138 210 763 520"> <p><b>Recommended Grant: \$194,487</b><br/> <b>Year 1 of 3 Multi-year Funding Cycle</b><br/> <b>Purpose:</b> To provide a continuum of education, prevention and awareness programming about gambling, substance abuse, and addictive behaviours in the City's schools, community agencies and public places, including partial funding of a Richmond problem gambling prevalence and demographic study.</p> </td><td data-bbox="763 210 1529 520"> <p><b>Staff Comments/Conditions:</b> Recommended multi-year funding with a CoL increase.</p> <p>The CoL increase reflects the expansion of services and programs that RAS has offered, which has increased from 350 total clients in 2000 to 4,000 youth and 100 families in 2010.</p> <p>Funding is to equally support 1) problem gambling prevention and 2) substance abuse and other addictive behaviours prevention.</p> </td></tr> </table> | <p><b>Recommended Grant: \$194,487</b><br/> <b>Year 1 of 3 Multi-year Funding Cycle</b><br/> <b>Purpose:</b> To provide a continuum of education, prevention and awareness programming about gambling, substance abuse, and addictive behaviours in the City's schools, community agencies and public places, including partial funding of a Richmond problem gambling prevalence and demographic study.</p> | <p><b>Staff Comments/Conditions:</b> Recommended multi-year funding with a CoL increase.</p> <p>The CoL increase reflects the expansion of services and programs that RAS has offered, which has increased from 350 total clients in 2000 to 4,000 youth and 100 families in 2010.</p> <p>Funding is to equally support 1) problem gambling prevention and 2) substance abuse and other addictive behaviours prevention.</p> |
| <p><b>Recommended Grant: \$194,487</b><br/> <b>Year 1 of 3 Multi-year Funding Cycle</b><br/> <b>Purpose:</b> To provide a continuum of education, prevention and awareness programming about gambling, substance abuse, and addictive behaviours in the City's schools, community agencies and public places, including partial funding of a Richmond problem gambling prevalence and demographic study.</p> | <p><b>Staff Comments/Conditions:</b> Recommended multi-year funding with a CoL increase.</p> <p>The CoL increase reflects the expansion of services and programs that RAS has offered, which has increased from 350 total clients in 2000 to 4,000 youth and 100 families in 2010.</p> <p>Funding is to equally support 1) problem gambling prevention and 2) substance abuse and other addictive behaviours prevention.</p>  |  |  |



This Summary Sheet will be provided to City Council for consideration. Please type.

|     |   |  |                                |
|-----|---|--|--------------------------------|
| 1.  | <b>Organization:</b> Richmond Carefree Society  |  |                                |
| 2.  | <b>Grant Request:</b> \$5000  | <b>Proposal Title:</b> Richmond Carefree Society Children's Playgroup    |                                |
| 3.  | <b>Grant Program (apply to one only):</b> <input type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.  |  |                                |
| 4.  | <b>Purpose:</b> <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Program, Project, Event)   |  |                                |
| 5.  | <b>Duration:</b> <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity <b>Start Date:</b> <b>End:</b>  |  |                                |
| 6.  | <b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements)<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, this is for year ____ of a ____ year cycle<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.   |  |                                |
| 7.  | <b>Summary of Request</b> (Including proposed activities, target group(s), community benefit):<br>Richmond Carefree Society provides support for local families with special needs by providing a twice weekly playgroup for children ages 6 months to 3 years. Committed to helping Richmond families who may be at risk, the Children's Playgroup provides social stimulation, age-appropriate activities and weekly music therapy for infants and toddlers who have a special need, or who have a family member that needs extra support. This may include parents of multiples or families with a member with health concerns or mental health challenges. Operating since 1969 with the loving care of volunteers, Richmond Carefree Society provides children with a safe and friendly environment to grow and learn, while allowing their parents a much-needed break. In order to ensure that all qualifying families are able to participate, Richmond Carefree Society provides safe transportation for the children to and from the program for those requiring the service. |  |                                |
| 8.  | <b>Non-Grant City Supports Currently Received</b> (e.g., facility use; permissive tax exemption):<br>Use of East Richmond Hall at no cost; transportation and music therapy subsidy   |  |                                |
| 9.  | <b>Your Society's Total Budget</b>  | <b>Most Recent Completed Year</b><br>(e.g., Audited Financial Statement) | <b>Budget for Current Year</b> |
|     | Total Revenue   | \$ 8,232   | \$ 18,520                      |
|     | Total Expenses  | \$ 14,707  | \$ 18,280                      |
|     | Annual Surplus or (Deficit)   | \$ (6,475)   | \$ 240.00                      |
|     | Accumulated Surplus or (Deficit)  | \$ 7,323   | \$                             |
|     | Justification for any Annual and Accumulated Surplus or (Deficit)   | Please explain:<br>Insufficient grant funding                            | Please explain:                |
| 10. | <b>Previous City Grant:</b> Amount: 2,538 <b>Year:</b> 2011 <b>Use:</b> Insurance; Music therapy; program supplies/equipment  |  |                                |
| 11. | <b>Proposed City Grant Use:</b><br>1. Use: Insurance Amount: 1,373<br>2. Use: Program Supplies/Equipment Amount: 2,500<br>3. Use: Coordinator contract fee Amount: 1,127<br>4. Use: Amount:<br>5. Use: Amount:<br><b>Total City Grant Request:</b><br><b>Other Funding Sources for this Proposal:</b><br>1. Source: Variety Club Amount: 5,000 <b>Purpose:</b> Program Supplies, transportation etc<br>2. Source: Gaming Amount: 5,000 <b>Purpose:</b> Coordinator contract fee, program cost<br>3. Source: Researching other sources Amount: <b>Purpose:</b> as above<br><b>Total project budget:</b> 18,280   |  |                                |

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| 12. | <b>For Staff Use Only (KR/DKB)</b>  |   |
|     | <p><b>Recommended Grant: \$5,000</b></p> <p><b>Year _____ of _____ Multi-year Funding Cycle n/a</b></p> <p><b>Purpose:</b> To provide parent relief to families who have special needs (i.e. multiple health concerns or mental health challenges). The program provides a weekly supportive, therapeutic playgroup for children (6 mo.-3years), while giving parents and care providers a much needed break.</p> | <p><b>Staff Comments/Conditions:</b> Funding is recommended for 2012 with CoL to reflect the expansion of the programs and high demand of the playgroup through the years, which has expanded to two playgroups per week.</p> <p>Future applications to incorporate accounting of all City supports provided and to work with the City's Community Services Department to clarify this arrangement.</p> |



This Summary Sheet will be provided to City Council for consideration. Please type.

|     |  |   |   |
|-----|--|---|---|
| 1.  | <b>Organization:</b> Richmond Family Place Society   |   |   |
| 2.  | <b>Grant Request:</b> \$ 25,000  | <b>Proposal Title:</b> Richmond Family Place                          |   |
| 3.  | <b>Grant Program (apply to one only):</b> <input type="checkbox"/> xHealth, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.  |   |   |
| 4.  | <b>Purpose:</b> <input type="checkbox"/> xGroup Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Program Project, Event)   |   |   |
| 5.  | <b>Duration:</b> <input type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:  |   |   |
| 6.  | <b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements)<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, this is for year <u>1st</u> of a <u>3</u> year cycle<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.  |   |   |
| 7.  | <b>Summary of Request</b> (Including proposed activities, target group(s), community benefit):<br>Richmond Family Place Society (RFP) is seeking funding to support its operating costs. RFP provides a wide array of preventative services and support programs to families with children birth to 12 years of age living in Richmond. These programs are delivered by qualified Early Childhood Educators and Pre-Teen Workers at 14 different sites throughout Richmond. The essence of a Richmond Family Place is to promote community initiatives, enhance the parenting skills of caregivers, provide children opportunities to learn the skills they need, and to support the family as a whole. By participating in Family Place programming, parents feel less isolated, develop important social networks, establish a sense of belonging to their community and acquire a greater level of self confidence and self-esteem. This enables them to play a more active role in the community; they are more willing to be involved, to participate in problem solving efforts, to participate in community building initiatives, to care for and look after one another and to have a greater level of commitment to improving the community they live in. Families are given information about other community resources.<br>In addition to this, space at Debeck is made readily available and accessible to other community serving agencies for the purpose of providing programs that benefit the health and well-being of families, and therefore communities. Strong and healthy families build strong and healthy communities. |   |   |
| 8.  | <b>Non-Grant City Supports Currently Received (e.g., facility use; permissive tax exemption):</b><br>Facility use, permissive tax exemption  |   |   |
| 9.  | <b>Your Society's Total Budget</b>   | <b>Most Recent Completed Year (e.g., Audited Financial Statement)</b> | <b>Budget for Current Year</b>                                |
|     | Total Revenue  | \$ 785,508  | \$ 980,796  |
|     | Total Expenses   | \$ 764,576  | \$ 965,050  |
|     | Annual Surplus or (Deficit)  | \$ 18,932   | \$ 15,746   |
|     | Accumulated Surplus or (Deficit)   | \$ 16,497   | \$ 32,243   |
|     | Justification for any Annual and Accumulated Surplus or (Deficit)  | Please explain: reserves for building repairs and emergencies         | Please explain: reserves for building repairs and emergencies |
| 10. | <b>Previous City Grant:</b> Amount: 18,270 Year: 2010 Use: operating costs   |   |   |

|  |   |  |  |
|--|---|--|--|
| 11.  | <p><b>Proposed City Grant Use:</b></p> <p>1. Use: administrative salary and benefits Amount: \$10,000</p> <p>2. Use: administrative salary and benefits Amount: \$10,000</p> <p>3. Use: equipment Amount: \$1,000</p> <p>4. Use: Heat Amount: \$1,000</p> <p>5. Use: Telephone Amount: \$1,000</p> <p><b>Total City Grant Request: \$25,000</b></p> <p><b>Other Funding Sources for this Proposal:</b></p> <p>1. Source: Ministry for Children and Family Development drop-in programs expenses and salaries Amount: \$100,500 Purpose: play and learn</p> <p>2. Source: United Way of the Lower Mainland and program expenses for various programs Amount: \$200,000 Purpose: staff salaries</p> <p>3. Source: BC Gaming Commission Amount: \$63,750 Purpose: staff salaries and program expenses</p> <p><b>Total project budget: 755,753</b></p>  |  |  |
| 12.  | <p><b>For Staff Use Only (KR/DKB)</b></p> <table border="1"> <tr> <td data-bbox="170 653 755 926"> <p><b>Recommended Grant: \$24,000</b></p> <p><b>Year 1 of 3 Multi-year Funding Cycle</b></p> <p><b>Purpose:</b> To support operating costs to provide an array of preventative and support services to families with children ages 0 to 12 years, which includes: parenting skills, community resources, social skills, community service provision space, accessible and available programming to decrease isolation, increased self confidence/esteem, a sense of community belonging, and family resources.</p> </td><td data-bbox="771 653 1526 926"> <p><b>Staff Comments/Conditions:</b> Year 1 of 3 of the multi-year funding is recommended with an appropriate CoL increase applied, as the number of Richmond residents (families, individuals and youth) served by the programs have increased exponentially in 19 years, from 10,000 individuals served in 2000 to 36,594 individuals in 2010.</p> </td></tr> </table> | <p><b>Recommended Grant: \$24,000</b></p> <p><b>Year 1 of 3 Multi-year Funding Cycle</b></p> <p><b>Purpose:</b> To support operating costs to provide an array of preventative and support services to families with children ages 0 to 12 years, which includes: parenting skills, community resources, social skills, community service provision space, accessible and available programming to decrease isolation, increased self confidence/esteem, a sense of community belonging, and family resources.</p> | <p><b>Staff Comments/Conditions:</b> Year 1 of 3 of the multi-year funding is recommended with an appropriate CoL increase applied, as the number of Richmond residents (families, individuals and youth) served by the programs have increased exponentially in 19 years, from 10,000 individuals served in 2000 to 36,594 individuals in 2010.</p> |
| <p><b>Recommended Grant: \$24,000</b></p> <p><b>Year 1 of 3 Multi-year Funding Cycle</b></p> <p><b>Purpose:</b> To support operating costs to provide an array of preventative and support services to families with children ages 0 to 12 years, which includes: parenting skills, community resources, social skills, community service provision space, accessible and available programming to decrease isolation, increased self confidence/esteem, a sense of community belonging, and family resources.</p> | <p><b>Staff Comments/Conditions:</b> Year 1 of 3 of the multi-year funding is recommended with an appropriate CoL increase applied, as the number of Richmond residents (families, individuals and youth) served by the programs have increased exponentially in 19 years, from 10,000 individuals served in 2000 to 36,594 individuals in 2010.</p>  |  |  |



This Summary Sheet will be provided to City Council for consideration. Please type.

|     |   |   |                                |
|-----|---|---|--------------------------------|
| 1.  | <b>Organization:</b> Richmond Food Security Society   |   |                                |
| 2.  | <b>Grant Request:</b> \$5,000   | <b>Proposal Title:</b> Stir It Up (SIP) Youth Kitchen                     |                                |
| 3.  | <b>Grant Program (apply to one only):</b> <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.   |   |                                |
| 4.  | <b>Purpose:</b> <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)   |   |                                |
| 5.  | <b>Duration:</b> <input type="checkbox"/> An Ongoing Activity, and/or <input checked="" type="checkbox"/> A One-time Activity Start Date: October, 2011 End: June 2012  |   |                                |
| 6.  | <b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements)<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, this is for year ____ of a ____ year cycle<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.   |   |                                |
| 7.  | <b>Summary of Request (including proposed activities, target group(s), community benefit):</b><br><br>The Stir It Up (SIP) Youth Kitchen provides a safe, accessible environment for Richmond youth to gains skills in cooking and personal food security. The Kitchen was developed through a collaboration between community nurses, Steveston Community Center staff, and youth workers in high schools as a direct response to various issues that were being seen in schools such as absenteeism, poor emotional and social skills, lack of cooking skills, and reports of empty food cupboards at home<br><br>Youth are referred to this program by youth workers, community nurses and parents and the kitchen runs once a week at Steveston Community Center. This site was chosen due to its accessibility by transit and the support given to the program by staff at the Center. A facilitator guides the program and develops menus, purchases the ingredients, and then guides the youth in the preparation of the meal. Enough food is made so that the youth get a chance to eat that evening and take leftovers home.<br><br>Youth who attend this program get a chance to connect with youth workers and resources in the community that can help them overcome emotional and social barriers that they may be facing. The food that is provided fills two meal spots but, more importantly, youth are given a chance to build cooking skills in order to feed themselves healthy food, economically.<br><br>We would like to host 25 weeks of this program, giving youth a solid base of skills and menus to refer to. The Steveston Community Center is providing both kitchen space and staff time as an in-kind donation. We will also be partnering with the Richmond Food Bank and the Terra Nova Sharing Farm in order to keep food costs to a minimum and also to provide youth with extra food in case they need to take home extra food. |   |                                |
| 8.  | <b>Non-Grant City Supports Currently Received (e.g., facility use, permissive tax exemption):</b><br>Kitchen space, 3 hrs/week. Youth worker 3 hrs/week   |   |                                |
| 9.  | <b>Your Society's Total Budget</b>  | <b>Most Recent Completed Year<br/>(e.g., Audited Financial Statement)</b> | <b>Budget for Current Year</b> |
|     | Total Revenue   | \$55,000  | \$ 93,000                      |
|     | Total Expenses  | \$55,000  | \$ 93,000                      |
|     | Annual Surplus or (Deficit)   | \$0   | \$ 93,000                      |
|     | Accumulated Surplus or (Deficit)  | \$0   | \$ 93,000                      |
|     | Justification for any Annual and Accumulated Surplus or (Deficit)   | Please explain:   | Please explain:                |
| 10. | <b>Previous City Grant: Amount:</b> \$2500 <b>Year:</b> 2011 <b>Use:</b> East Richmond Schoolyard Society   |   |                                |
| 11. | <b>Proposed City Grant Use:</b> Funding for Facilitator honorarium  |   |                                |

- |                          |                |
|--------------------------|----------------|
| 1. Use: Facilitator time | Amount: \$3750 |
| 2. Use: Food supplies    | Amount: \$1250 |
| 3. Use:                  | Amount:        |
| 4. Use:                  | Amount:        |
| 5. Use:                  | Amount:        |

**Total City Grant Request: \$5000**

**Other Funding Sources for this Proposal:**

- |                                       |                |
|---------------------------------------|----------------|
| 1. Source: Steveston Rotary           | Amount: \$1000 |
| 2. Source: Gilmore Park Dream Auction | Amount: \$1500 |
| 3. Source:                            | Amount:        |

**Purpose: Facilitator time & advertising**

**Purpose: Food**

**Purpose:**

**Total project budget: \$7500**

**12. For Staff Use Only (KR/DKB)**

**Recommended Grant: \$4000**

**Year \_\_\_\_\_ of \_\_\_\_\_ Multi-year Funding Cycle**

**Purpose: Funding for the "Stir-it-up Youth Kitchen":**

Provides a safe, accessible environment for Richmond Youth to gain skills in cooking and personal food security.

**Staff Comments/Conditions:**

Staff recommends an additional \$1679, bringing the Grant amount to \$3750. SIP is a program that benefits low-asset youth in Richmond, allowing them to not only make nutritious meals but also connect with resources in the community that can help them overcome social and emotional barriers they may be facing.



This Summary Sheet will be provided to City Council for consideration. Please type.

|     |  |   |   |
|-----|--|---|---|
| 1.  | <b>Organization:</b> Richmond Hospice Association  |   |   |
| 2.  | <b>Grant Request:</b> \$50,000   | <b>Proposal Title:</b> Support for Staff and operating for Hospice Palliative Support |   |
| 3.  | <b>Grant Program (apply to one only):</b> <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.  |   |   |
| 4.  | <b>Purpose:</b> <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)   |   |   |
| 5.  | <b>Duration:</b> <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity <b>Start Date:</b> <b>End:</b>   |   |   |
| 6.  | <b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements)<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, this is for year ____ of a ____ year cycle<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.  |   |   |
| 7.  | <b>Summary of Request (Including proposed activities, target group(s), community benefit):</b><br>Fund two staff positions at risk of being lost which are critical to the delivery of hospice palliative support in the city. These positions provide volunteer management and training and group facilitation of all the hospice palliative volunteers in Richmond. This includes scheduling, programs, monthly drop in support groups, weekly walking and relaxation groups, community education, hospice library resources, hospice visiting in all settings, 6-six week support groups and two - thirty hour training programs annually. Referrals are received from other agencies and medical professionals. Our services are offered free of charge to anyone in need in the community. Demand for services has increased in recent years. Individuals who are supported at a time of death and dying and grief and loss are less likely to need additional resources and return to leading healthy productive lives sooner if they are able to be supported in grief. This is a great benefit to the community. |   |   |
| 8.  | <b>Non-Grant City Supports Currently Received (e.g., facility use; permissive tax exemption):</b>  |   |   |
| 9.  | <b>Your Society's Total Budget</b>   | <b>Most Recent Completed Year<br/>(e.g., Audited Financial Statement)</b>             | <b>Budget for Current Year</b>                        |
|     | Total Revenue  | \$ 75,224   | \$ 70,000   |
|     | Total Expenses   | \$ 84,888   | \$ 86,698   |
|     | Annual Surplus or (Deficit)  | \$ (26,162)   | \$ (16,448)   |
|     | Accumulated Surplus or (Deficit)   | \$ (27,068)   | \$ (43,516)   |
|     | Justification for any Annual and Accumulated Surplus or (Deficit)  | Please explain:<br>Loss of funding from VCH not replaced yet                          | Please explain:<br>Funding avenues are being explored |
| 10. | <b>Previous City Grant: Amount:</b> 5075.00 <b>Year:</b> 2011 <b>Use:</b> Grief support programming  |   |   |
| 11. | <b>Proposed City Grant Use:</b><br>1. Use: 2 part time salaries and benefits <b>Amount:</b> 40,000<br>2. Use: Volunteer support <b>Amount:</b> 1,000<br>3. Use: Rent <b>Amount:</b> 4,000<br>4. Use: Telephone <b>Amount:</b> 1,000<br>5. Use: Training and Workshops <b>Amount:</b> 4,000<br><b>Total City Grant Request:</b> 50,000<br><b>Other Funding Sources for this Proposal:</b><br>1. Source: BC Gaming Commission <b>Amount:</b> 50,000 <b>Purpose:</b> adminstration and overhead<br>2. Source: VCH (funding denied) <b>Amount:</b> <b>Purpose:</b><br>3. Source: <b>Amount:</b> <b>Purpose:</b><br><b>Total project budget:</b>  |   |   |

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| 12. | <b>For Staff Use Only (KR/DKB)</b>   |   |
|     | <p><b>Recommended Grant: \$6500</b></p> <p><b>Year _____ of _____ Multi-year Funding Cycle (n/a)</b></p> <p><b>Purpose:</b> To fund two staff positions to provide volunteer management and training; group facilitation; and programming (i.e. drop-in support, weekly walk/relaxation groups, community education, hospice library resources, hospice visits, 6-week support groups, and 2 annual 30 hour volunteer training programs.</p> | <p><b>Staff Comments/Conditions:</b> Recommended funding with appropriate CoL increase included, reflecting an increase in demand and services from 250 residents served in 2000 to 890 terminally ill people and families served by programming in 2011.</p> |



This Summary Sheet will be provided to City Council for consideration. Please type.

|     |   |   |  |
|-----|---|---|--|
| 1.  | Organization: Richmond Mental Health Consumer and Friends' Society (RCFC)   |   |  |
| 2.  | Grant Request: \$6,747.00   | Proposal Title: Infra-Structure Building for Volunteer Program    |  |
| 3.  | Grant Program (apply to one only): <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.  |   |  |
| 4.  | Purpose: <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Program, Project, Event)  |   |  |
| 5.  | Duration: <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:   |   |  |
| 6.  | Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements)<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. If yes, this is for year ____ of a ____ year cycle<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.   |   |  |
| 7.  | Summary of Request (Including proposed activities, target group(s), community benefit):<br><br>The target group for the proposal is mental health consumers who are volunteers with our organization.<br>Our purpose is to encourage the group to move ahead in their lives by acquiring skills that may help them in daily living or in a workplace.<br>In order to facilitate this process we would like to hire, on a part time basis, an administrative support staff who is currently a volunteer.<br>The benefit to the community will be that the hiring of a person with a disability may demonstrate to both employers and potential employees that individuals with challenges such as mental illness are capable of being productive members of the workforce. As a result, some of the stigma surrounding psychiatric disabilities could be eradicated. |   |  |
| 8.  | Non-Grant City Supports Currently Received (e.g., facility use; permissive tax exemption):<br>Office space at the Richmond Mental Health Team and computers.  |   |  |
|     | Your Society's Total Budget   | Most Recent Completed Year<br>(e.g., Audited Financial Statement) | Budget for Current Year  |
|     | Total Revenue   | \$549,694.00  | \$502,511.00   |
|     | Total Expenses  | \$549,694.00  | \$504,174.67   |
|     | Annual Surplus or (Deficit)   | \$ 0.00   | \$ (1,663.67)  |
|     | Accumulated Surplus or (Deficit)  | \$ n/a  | \$ n/a   |
|     | Justification for any Annual and Accumulated Surplus or (Deficit)   | Please explain:   | Please explain: Had to pay EI & CPP retroactively for employees. |
| 10. | Previous City Grant: Amount: \$3,045.00 Year: 2011 Use: Peer Companion Program  |   |  |
| 11. | Proposed City Grant Use:  |   |  |
|     | 1. Use: Infra-Structure Building  | Amount: \$6,747.00  |  |
|     | 2. Use:   | Amount:   |  |
|     | 3. Use:   | Amount:   |  |
|     | 4. Use:   | Amount:   |  |
|     | 5. Use:   | Amount:   |  |
|     | Total City Grant Request: \$6,747.00  |   |  |
|     | Other Funding Sources for this Proposal:  |   |  |
|     | 1. Source: n/a  | Amount:   | Purpose:   |
|     | 2. Source: n/a  | Amount:   | Purpose:   |
|     | 3. Source: n/a  | Amount:   | Purpose:   |
|     | Total project budget:   |   |  |

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| 12. | <b>For Staff Use Only (ES/LS)</b>  |  |
|     | <p><b>Recommended Grant: \$3500</b><br/> <b>Year _____ of _____ Multi-year Funding Cycle</b><br/> <b>Purpose:</b> Infrastructure building for volunteer program.</p> | <p><b>Staff Comments/Conditions:</b> Cost of living increase based on increased number of residents served, from 250 in 2000 to 890 in 2011.</p> |



This Summary Sheet will be provided to City Council for consideration. Please type.

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|-----|---|--|--------------------------------|
| 1.  | <b>Organization:</b> Richmond Multicultural Community Services (RMCS)   |  |                                |
| 2.  | <b>Grant Request:</b> \$15,000  | <b>Proposal Title:</b> RMCS Capacity Building                            |                                |
| 3.  | <b>Grant Program (apply to one only):</b> <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.   |  |                                |
| 4.  | <b>Purpose:</b> <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Program, Project, Event)   |  |                                |
| 5.  | <b>Duration:</b> <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:  |  |                                |
| 6.  | <b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements)<br><input checked="" type="radio"/> No <input checked="" type="radio"/> Yes If yes, this is for year 1 of a 3 year cycle<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.  |  |                                |
| 7.  | <b>Summary of Request</b> (Including proposed activities, target group(s), community benefit):<br><br>The City grant will be used to subsidize administrative positions and support the core operating functions of RMCS, maximizing organizational capacity and allowing us to: identify and meet the unique needs of the growing immigrant and refugee communities of Richmond, assist newcomers with their settlement and integration process; assist newcomers to become familiar with Canadian culture and become contributing members of the community; develop new cohesive programs and services in partnership with community organizations; develop strategies to assist the City of Richmond to become more welcoming and inclusive of newcomers; and, provide diversity and cross-cultural education and awareness. All these activities will work towards realizing the vision "For the City of Richmond to be the most appealing, livable, and well managed community in Canada." |  |                                |
| 8.  | <b>Non-Grant City Supports Currently Received</b> (e.g., facility use; permissive tax exemption):<br>N/A  |  |                                |
| 9.  | <b>Your Society's Total Budget</b>  | <b>Most Recent Completed Year</b><br>(e.g., Audited Financial Statement) | <b>Budget for Current Year</b> |
|     | Total Revenue   | \$ 1,200,000   | \$ 1,207,450                   |
|     | Total Expenses  | \$ 1,150,000   | \$ 1,207,450                   |
|     | Annual Surplus or (Deficit)   | \$ not finalized yet   | \$ N/A                         |
|     | Accumulated Surplus or (Deficit)  | \$ not finalized yet   | \$ N/A                         |
|     | Justification for any Annual and Accumulated Surplus or (Deficit)   | Please explain:<br>deferrals & adjustments need to be made               | Please explain:<br>N/A         |
| 10. | <b>Previous City Grant:</b> Amount: \$8,120 Year: 2011 Use: Administrative Salaries and Benefits  |  |                                |
| 11. | <b>Proposed City Grant Use:</b><br>1. Use: Administrative Salaries/Benefits Amount: \$15,000<br>2. Use: Amount:<br>3. Use: Amount:<br>4. Use: Amount:<br>5. Use: Amount:<br><b>Total City Grant Request: \$15,000</b><br><br><b>Other Funding Sources for this Proposal:</b><br>1. Source: RMCS Amount: \$4,000 Purpose: Office/phone/Internet/printing/supplies<br>2. Source: United Way Amount: \$19,000 Purpose: Administrative Salaries/Benefits<br>3. Source: Amount: Purpose:<br><b>Total project budget: \$38,000</b>  |  |                                |

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|---|---|---|---|
| <b>12.</b>  | <b>For Staff Use Only (ES/LS)</b>   |   |   |
|   | <table border="1"> <tr> <td data-bbox="138 210 763 558"> <p><b>Recommended Grant: \$10,000</b><br/> <b>Year <u>1</u> of <u>3</u> Multi-year Funding Cycle</b><br/> <b>Purpose:</b> Capacity building – to subsidize administrative positions and support core operating functions of RMCS.</p> </td><td data-bbox="763 210 1537 558"> <p><b>Staff Comments/Conditions:</b> Cost of living increase due to demonstrated need, increased programming and positive impact on the community as evident in client needs assessment and satisfaction surveys.</p> </td></tr> </table> | <p><b>Recommended Grant: \$10,000</b><br/> <b>Year <u>1</u> of <u>3</u> Multi-year Funding Cycle</b><br/> <b>Purpose:</b> Capacity building – to subsidize administrative positions and support core operating functions of RMCS.</p> | <p><b>Staff Comments/Conditions:</b> Cost of living increase due to demonstrated need, increased programming and positive impact on the community as evident in client needs assessment and satisfaction surveys.</p> |
| <p><b>Recommended Grant: \$10,000</b><br/> <b>Year <u>1</u> of <u>3</u> Multi-year Funding Cycle</b><br/> <b>Purpose:</b> Capacity building – to subsidize administrative positions and support core operating functions of RMCS.</p> | <p><b>Staff Comments/Conditions:</b> Cost of living increase due to demonstrated need, increased programming and positive impact on the community as evident in client needs assessment and satisfaction surveys.</p>   |   |   |



This Summary Sheet will be provided to City Council for consideration. Please type.

|     |  |   |                                 |
|-----|--|---|---------------------------------|
| 1.  | Organization: Richmond Poverty Response Committee  |   |                                 |
| 2.  | Grant Request: \$5,000   | Proposal Title: Rental Connect Project                            |                                 |
| 3.  | Grant Program (apply to one only): <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.   |   |                                 |
| 4.  | Purpose: <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)  |   |                                 |
| 5.  | Duration: <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:  |   |                                 |
| 6.  | Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements)<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, this is for year ____ of a ____ year cycle<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants. |   |                                 |
| 7.  | Summary of Request (including proposed activities, target group(s), community benefit):<br>see attached  |   |                                 |
| 8.  | Non-Grant City Supports Currently Received (e.g., facility use; permissive tax exemption):<br>None   |   |                                 |
| 9.  | Your Society's Total Budget  | Most Recent Completed Year<br>(e.g., Audited Financial Statement) | Budget for Current Year         |
|     | Total Revenue  | \$ 11,093   | \$ 25,000                       |
|     | Total Expenses   | \$ 22,970   | \$ 25,000                       |
|     | Annual Surplus or (Deficit)  | \$ (11,877)   | \$ 0                            |
|     | Accumulated Surplus or (Deficit)   | \$ \$12,151   | \$ 0                            |
|     | Justification for any Annual and Accumulated Surplus or (Deficit)  | Please explain:<br>deferred from 2010 for 2011 projects           | Please explain:                 |
| 10. | Previous City Grant: Amount: \$6090 Year: 2011 Use: operating assistance and community service   |   |                                 |
| 11. | Proposed City Grant Use:   |   |                                 |
|     | 1. Use: Web site development   | Amount: \$1,000   |                                 |
|     | 2. Use: ongoing website management   | Amount: \$3,000   |                                 |
|     | 3. Use: project coordination   | Amount: \$1,000   |                                 |
|     | 4. Use:  | Amount:   |                                 |
|     | 5. Use:  | Amount:   |                                 |
|     | Total City Grant Request: \$5,000  |   |                                 |
|     | Other Funding Sources for this Proposal:   |   |                                 |
|     | 1. Source: Vancity Foundation  | Amount: \$10,000  | Purpose: Rental Connect Project |
|     | 2. Source: Rmd Community Foundation  | Amount: \$ 5,000  | Purpose: Rental Connect Project |
|     | 3. Source:   | Amount:   | Purpose:                        |
|     | Total project budget: \$25,000   |   |                                 |

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| 12. | <b>For Staff Use Only (ES/LS)</b>   |   |
|     | <p><b>Recommended Grant: \$5000</b></p> <p><b>Year _____ of _____ Multi-year Funding Cycle</b></p> <p><b>Purpose:</b> The Rental Connect Project – for website development, management and coordination to create a Housing Registry for low-income individuals/families.</p> | <p><b>Staff Comments/Conditions:</b> Full grant request awarded – demonstrated need for this service and fills a community service gap.</p> |



This Summary Sheet will be provided to City Council for consideration. Please type.

|    |   |   |
|----|---|---|
| 1. | Organization: Richmond Society for Community Living   |   |
| 2. | Grant Request: \$ 18,000  | Proposal Title: Family Resource Program |
| 3. | Grant Program (apply to one only): <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.  |   |
| 4. | Purpose: <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)  |   |
| 5. | Duration: <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:   |   |
| 6. | Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements)<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, this is for year <u>1</u> of a <u>3</u> year cycle<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.  |   |
| 7. | Summary of Request (including proposed activities, target group(s), community benefit):<br><br>Richmond Society for Community Living (RSCL) is a community-based non-profit organization that serves children, youth, and adults with developmental disabilities. Through the programs and support services offered to individuals and to their families, RSCL assists more than 1000 people with developmental disabilities to participate and contribute fully as valued members in the Richmond community. As Richmond's largest non-profit service provider, RSCL recognizes the unique abilities of all individuals and is dedicated to the vision of <i>Seeing Beyond Disability to Ability</i> .<br><br>The Family Resource Program provides information, resources and support to families that face the extraordinary circumstances that come with having a loved one who has a developmental disability. The Family Resource Coordinator provides referrals for families to access services and programs offered by community partners and can act as an advocate for the family to ensure appropriate continuum of care. Recognizing the need for support over the life-course, the Family Resource Program provides assistance to families and individuals with a developmental disability during all of life's transitions, resulting in the improvement in the quality of life for the individuals and the improved well-being of the family unit.<br><br>The Family Support Coordinator provides information about supports and services available locally and provincially; and aids families and individuals during significant transitions. The Family Support Program aims to assist families through periods of transition that are not limited to times of crisis. The program provides family-to-family networking, training and information sessions for family members and individuals with a developmental disability in the community, as well as opportunities for parents to share their experiences and important information with others.<br><br>Through the Family Resource Program, health care partners and other social service providers in Richmond are able to communicate with one person who can facilitate the connections for families with other specialized and generic services and supports. This creates efficiency in the referral process between organizations and consistency for families who require multiple forms of support. In addition, the Family Resource Program promotes the partnership of other like-minded organizations through a series of workshops which provide information on a range of disability-related topics. |   |

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| 8.   | <b>Non-Grant City Supports Currently Received (e.g., facility use; permissive tax exemption):</b><br>RSCL currently receives tax exemption for five residential properties which are part of RSCL's Residential Program and are home to eleven adults with developmental disabilities. In addition, RSCL leases child care space through the City of Richmond for \$1/year to operate Treehouse early Learning Centre which provides day care and preschool to 30 children ages 30 months to five years. Further, each year the City of Richmond waives the rental fee for King George Park and provides use of a City BBO for reduced rate to support RSCL's annual Family Picnic   |   |  |  |  |
| 9.   | <b>Your Society's Total Budget</b><br><br>Total Revenue<br>Total Expenses<br>Annual Surplus or (Deficit)<br>Accumulated Surplus or (Deficit)<br>Justification for any Annual and Accumulated Surplus or (Deficit)  | <b>Most Recent Completed Year (e.g., Audited Financial Statement)</b><br><br>\$ 9,569,026<br>\$ 9,526,549<br>\$ 42,477<br>\$<br>Please explain: | <b>Budget for Current Year</b><br><br>\$ 9,717,584.59<br>\$ 9,761,414.02<br>\$(43,829.43)<br>\$<br>Please explain: Reserves will be used to shore up shortfall |  |  |
| 10.  | <b>Previous City Grant: Amount: \$11,165.00 Year: 2011 Use: Family Resource Program</b>  |   |  |  |  |
| 11.  | <b>Proposed City Grant Use:</b><br>1. Use: Salaries and benefits (part-time) Amount: \$ 14,400<br>2. Use: Telephone and Internet Amount: \$ 1,066<br>3. Use: Photocopying Amount: \$ 860<br>4. Use: Mileage Amount: \$ 175<br>5. Use: Workshops Amount: \$1,500<br><b>Total City Grant Request: \$18,000</b><br><br><b>Other Funding Sources for this Proposal:</b><br>1. Source: Direct Access (BC Gaming) Amount: \$13,000 Purpose: salaries, benefits and other costs directly related to the Family Resource Program<br>2. Source: Coast Capital Savings Amount: \$ 4,000 Purpose: facilitate a Peer Social Group for youth with disabilities<br>3. RSCL Amount: \$ 4,000 Purpose: Admin costs, supplies and rent<br><b>Total project budget: \$39,000</b> |   |  |  |  |
| 12.  | <b>For Staff Use Only (ES/LS)</b><br><br><table border="1" data-bbox="142 1220 1511 1530"> <tr> <td data-bbox="142 1220 760 1530"> <b>Recommended Grant: \$14,000</b><br/> <b>Year __ of __ Multi-year Funding Cycle</b><br/> <b>Purpose:</b> Family Resource Coordinator to provide support to families affected by a family member with a developmental disability.         </td> <td data-bbox="768 1220 1511 1530"> <b>Staff Comments/Conditions:</b> Cost of living increase due to rapidly increasing number of families, from 225 in 2000 to 1027 in 2011, who require support and strong demonstrated need for this service.         </td> </tr> </table>  |   |  | <b>Recommended Grant: \$14,000</b><br><b>Year __ of __ Multi-year Funding Cycle</b><br><b>Purpose:</b> Family Resource Coordinator to provide support to families affected by a family member with a developmental disability. | <b>Staff Comments/Conditions:</b> Cost of living increase due to rapidly increasing number of families, from 225 in 2000 to 1027 in 2011, who require support and strong demonstrated need for this service. |
| <b>Recommended Grant: \$14,000</b><br><b>Year __ of __ Multi-year Funding Cycle</b><br><b>Purpose:</b> Family Resource Coordinator to provide support to families affected by a family member with a developmental disability. | <b>Staff Comments/Conditions:</b> Cost of living increase due to rapidly increasing number of families, from 225 in 2000 to 1027 in 2011, who require support and strong demonstrated need for this service.   |   |  |  |  |



This Summary Sheet will be provided to City Council for consideration. Please type.

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|-----|--|---|---|
| 1.  | Organization: Richmond Women's Resource Centre   |   |   |
| 2.  | Grant Request: \$50,200  | Proposal Title: City of Richmond Grant                            |   |
| 3.  | Grant Program (apply to one only): <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.   |   |   |
| 4.  | Purpose: <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)  |   |   |
| 5.  | Duration: <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:  |   |   |
| 6.  | Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements)<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, this is for year 2012 of a 2013 year cycle<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.   |   |   |
| 7.  | Summary of Request (including proposed activities, target group(s), community benefit):<br><br>The RWRC is the only women's centre in Richmond. Our mission statement is, "To provide a supportive environment in which all women are supported and encouraged to achieve their fullest potential." We provide support and programs that empower women.<br><br>Our primary role is to enable women to obtain the assistance they need, which increases their well-being and the well-being of their families. Many women we help come back to volunteer and help other women, thus giving back to the community. |   |   |
| 8.  | Non-Grant City Supports Currently Received (e.g., facility use; permissive tax exemption):   |   |   |
|     | Your Society's Total Budget  | Most Recent Completed Year<br>(e.g., Audited Financial Statement) | Budget for Current Year                       |
|     | Total Revenue  | \$ 165,410  | \$ 157,795                                    |
|     | Total Expenses   | \$ 165,638  | \$ 157,795                                    |
|     | Annual Surplus or (Deficit)  | \$ -228   | \$ 0  |
|     | Accumulated Surplus or (Deficit)   | \$  | \$  |
|     | Justification for any Annual and Accumulated Surplus or (Deficit)  | Please explain:<br>Programs were added this year                  | Please explain:<br>Year End is March 31, 2012 |
| 10. | Previous City Grant: Amount: 14,616 Year: 2011-12 Use:   |   |   |
| 11. | Proposed City Grant Use:   |   |   |
|     | 1. Use: Supplement Wages   | Amount: 32,623  |   |
|     | 2. Use: Office Rent  | Amount: 13,350  |   |
|     | 3. Use: Telephone  | Amount: 789   |   |
|     | 4. Use: Photocopying   | Amount: 356   |   |
|     | 5. Use: Materials to run programs  | Amount: 3,282   |   |
|     | Total City Grant Request: 50,400   |   |   |
|     | Other Funding Sources for this Proposal:   |   |   |
|     | 1. Source: BC Gaming Grant   | Amount: 79,000  | Purpose: to support cost of running programs  |
|     | 2. Source: Gov't of Canada C.A.P   | Amount: 3,855   | Purpose: to support computer access program   |
|     | 3. Source:   | Amount:   | Purpose:                                      |
|     | Total project budget:  |   |   |

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| 12. | <b>For Staff Use Only (ES/LS)</b>  |  |
|     | <p><b>Recommended Grant: \$15,000</b><br/> <b>Year __ of __ Multi-year Funding Cycle</b><br/> <b>Purpose:</b> Operating assistance, primarily to supplement wages.</p> | <p><b>Staff Comments/Conditions:</b> Cost of living increase based on continued demand for services and need for women's support programs.</p> |



This Summary Sheet will be provided to City Council for consideration. Please type.

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| 1.  | <b>Organization:</b> Richmond Youth Service Agency Society  |  |                                |
| 2.  | <b>Grant Request:</b> \$ 12500  | <b>Proposal Title:</b> Richmond Youth Centre Programs and Activities     |                                |
| 3.  | <b>Grant Program (apply to one only):</b> <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.   |  |                                |
| 4.  | <b>Purpose:</b> <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)   |  |                                |
| 5.  | <b>Duration:</b> <input type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity <b>Start Date:</b> <b>End:</b>   |  |                                |
| 6.  | <b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements)<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, this is for year 1 of a 3 year cycle<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.   |  |                                |
| 7.  | <b>Summary of Request</b> (Including proposed activities, target group(s), community benefit):<br><br>This grant request is to provide support for a child and youth activity worker within the Richmond Youth Centre. The centre provides activities, programs and support that includes home work clubs for elementary aged children, spring break and summer camps for children with social, behavioural and financial challenges, youth volunteer and leadership activities, community improvement projects led by youth, outreach for at risk youth to support life skill development and staying in school and community and cultural events and activities. The target groups for this proposal include children, youth, seniors and the community at large through the proposed activities and events. Activities through the centre will increase health and wellness of participants, promote improved access to services and supports, encourage volunteerism, leverage community assets, create legacy impact through participants and community improvement activities and support families in need. |  |                                |
| 8.  | <b>Non-Grant City Supports Currently Received (e.g., facility use; permissive tax exemption):</b><br>none   |  |                                |
| 9.  | <b>Your Society's Total Budget</b>  | <b>Most Recent Completed Year</b><br>(e.g., Audited Financial Statement) | <b>Budget for Current Year</b> |
|     | Total Revenue   | \$ 1381670   | \$ 154875                      |
|     | Total Expenses  | \$ 1359796   | \$ 154875                      |
|     | Annual Surplus or (Deficit)   | \$ 25387   | \$ 0                           |
|     | Accumulated Surplus or (Deficit)  | \$ 0   | \$ 0                           |
|     | Justification for any Annual and Accumulated Surplus or (Deficit)   | Please explain:<br>Investments and rental of property                    | Please explain:                |
| 10. | <b>Previous City Grant:</b> Amount: 9800 Year: 2010 Use: wages and benefits   |  |                                |
| 11. | <b>Proposed City Grant Use:</b><br>1. Use: Wages and Benefits Amount: 12500<br>2. Use: Amount:<br>3. Use: Amount:<br>4. Use: Amount:<br>5. Use: Amount:<br><b>Total City Grant Request: 12500</b><br><br><b>Other Funding Sources for this Proposal:</b><br>1. Source: Coast Capital Savings Amount: 10000 Purpose: wages and program expenses<br>2. Source: Childrens Aid Foundation Amount: 15000 Purpose: tutoring and bursaries<br>3. Source: Rogers Communications Amount: 112000 Purpose: Wages prog expenses<br><b>Total project budget: 192000</b>  |  |                                |

|  |  |  |  |
|--|--|--|--|
| 12.  | <p><b>For Staff Use Only (ES/LS)</b></p> <table border="1"> <tr> <td data-bbox="138 210 764 558"> <p><b>Recommended Grant: \$12,500</b><br/> <b>Year 1 of 3 Multi-year Funding Cycle</b><br/> <b>Purpose:</b><br/> Richmond Youth Centre child and youth activity worker</p> </td><td data-bbox="764 210 1528 558"> <p><b>Staff Comments/Conditions:</b><br/> RYSA has been receiving City Grants since 1993. In 2000, RYSA was serving 400 youth; in 2011 it served 1,635; based on increased costs, staff recommend funding the full RYSA request of \$12,500.</p> </td></tr> </table> | <p><b>Recommended Grant: \$12,500</b><br/> <b>Year 1 of 3 Multi-year Funding Cycle</b><br/> <b>Purpose:</b><br/> Richmond Youth Centre child and youth activity worker</p> | <p><b>Staff Comments/Conditions:</b><br/> RYSA has been receiving City Grants since 1993. In 2000, RYSA was serving 400 youth; in 2011 it served 1,635; based on increased costs, staff recommend funding the full RYSA request of \$12,500.</p> |
| <p><b>Recommended Grant: \$12,500</b><br/> <b>Year 1 of 3 Multi-year Funding Cycle</b><br/> <b>Purpose:</b><br/> Richmond Youth Centre child and youth activity worker</p> | <p><b>Staff Comments/Conditions:</b><br/> RYSA has been receiving City Grants since 1993. In 2000, RYSA was serving 400 youth; in 2011 it served 1,635; based on increased costs, staff recommend funding the full RYSA request of \$12,500.</p>   |  |  |



**This Summary Sheet will be provided to City Council for consideration. Please type.**

|     |  |   |                                |
|-----|--|---|--------------------------------|
| 1.  | <b>Organization:</b> St. Alban's Community Social Services - weekly free community meal and Richmond extreme weather shelter.  |   |                                |
| 2.  | <b>Grant Request:</b> \$7,000  | <b>Proposal Title:</b> St. Alban community meal & extreme weather shelter |                                |
| 3.  | <b>Grant Program (apply to one only):</b> <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.  |   |                                |
| 4.  | <b>Purpose:</b> <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)  |   |                                |
| 5.  | <b>Duration:</b> <input type="checkbox"/> An Ongoing Activity, and/or <input checked="" type="checkbox"/> A One-time Activity Start Date 09/13/11: End:06/21/12  |   |                                |
| 6.  | <b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements)<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, this is for year ____ of a ____ year cycle<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.  |   |                                |
| 7.  | <b>Summary of Request</b> (including proposed activities, target group(s), community benefit):<br><br><b>The community meal reaches out to the marginalised in the community-working poor bringing their children, the homeless, the isolated, the disabled, new immigrants, the mentally handicapped, and elders especially women on low income.</b><br><br><b>The shelter provides a place of refuge for the homeless during extreme cold and wet weather. We are open on an emergency basis, with criteria for opening set by the City of Richmond in consultation with the shelter operator. BC Housing pays 57% of the cost and the balance is raised by the St. Alban shelter committee.</b> |   |                                |
| 8.  | <b>Non-Grant City Supports Currently Received</b> (e.g., facility use; permissive tax exemption):  |   |                                |
| 9.  | <b>Your Society's Total Budget</b>   | <b>Most Recent Completed Year</b><br>(e.g., Audited Financial Statement)  | <b>Budget for Current Year</b> |
|     | Total Revenue  | \$70,165  | \$72,142                       |
|     | Total Expenses   | \$64,758  | \$72,142                       |
|     | Annual Surplus or (Deficit)  | \$5,407   | \$                             |
|     | Accumulated Surplus or (Deficit)   | \$5,407   | \$                             |
|     | Justification for any Annual and Accumulated Surplus or (Deficit)  | Please explain: start-up costs for coming year eg wages, food, supplies   | Please explain:                |
| 10. | <b>Previous City Grant:</b> Amount: \$4,060 <b>Year:</b> 2011 <b>Use:</b> start-up costs ed wages, food, equipment   |   |                                |
| 11. | <b>Proposed City Grant Use:</b><br>1. Use: Start up costs-wages & food Amount: \$4,000<br>2. Use: new equipment eg mattresses, Amount: \$3,000<br>3. Use: Amount:<br>4. Use: Amount:<br>5. Use: Amount:<br><b>Total City Grant Request:</b> \$7,000<br><br><b>Other Funding Sources for this Proposal:</b><br>1. Source: Private donations Amount: \$28,142 Purpose: wages, food, utilities, supplies<br>2. Source: BCHousing Amount: \$27,000 Purpose: wages, food, supplies, laundry<br>3. Source: Fund raising events Amount: \$17,000 Purpose: wages, clothing & comforts for guests<br><b>Total project budget:</b> \$72,142 <b>volunteer appreciation</b>                                    |   |                                |

|  |  |  |
|--|--|--|
| 12.  | <b>For Staff Use Only (Initials ES/LS)</b> |  |
| <b>Recommended Grant: \$7,000</b><br><b>Year _____ of _____ Multi-year Funding Cycle</b><br><b>Purpose:</b> This request is to support the Community Meal Program (\$3,000) and the Extreme Weather Shelter (\$4,000). |  | <b>Staff Comments/Conditions:</b><br>Full funding of request to support the Community Meal and Extreme Weather Shelter recommended due to community need, cost sharing and significant volunteer contribution. |



This Summary Sheet will be provided to City Council for consideration. Please type.

|    |  |                               |
|----|--|-------------------------------|
| 1. | Organization: Touchstone Family Association  |                               |
| 2. | Grant Request: \$25,000.00   | Proposal Title: Street Smarts |
| 3. | Grant Program (apply to one only): <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.   |                               |
| 4. | Purpose: <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)   |                               |
| 5. | Duration: <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:  |                               |
| 6. | Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements)<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, this is for year ____ of a ____ year cycle<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.   |                               |
| 7. | <p>Summary of Request (including proposed activities, target group(s), community benefit):</p> <p>The proposal is for funding for the Street Smarts Group an initiative of the Community Assessment Action Network (C.A.A.N) membership consisting of the RCMP, City of Richmond, MCFD, Richmond School District, RAS. The group runs for 12 weeks and supports 18-20 youth in each cycle. The program connects at risk youth from across the community to discuss timely issues impacting their lives in a safe, supportive, non-judgemental and confidential group environment. The main objective of Street Smarts is to support at-risk youth in Richmond by offering after school services that serves youth aged 13-19 to develop leadership skills and to fulfill their potential within the context of a developmental asset approach. These youth have been identified as low asset youth and vulnerable to gang involvement. The youth struggle with identity issues, low self-esteem and lack the resources to make positive choices.</p> <p>Through the C.A.A.N. discussions it was decided back in 2008 to pilot the Street Smarts Program as an intervention group focused on building leadership skills, pro social activities and a sense of community connectedness for low asset, vulnerable youth. The group has been a huge success and is seeking secure funding from different partners. The Street Smarts group benefits the Richmond community as it builds a sense of connectedness for our most isolated youth. Richmond is a unique community in so far as the majority of its population speaks neither English nor French. While the diversity of the population alone would not necessarily be an issue, the issues of immigration and the isolation youth often experience along with everyday challenges for youth transitioning to adulthood make them vulnerable for anti social activity. Street Smarts promote pro social developmental skills using a developmental asset approach.</p> |                               |

|     |  |   |                         |
|-----|--|---|-------------------------|
| 8.  | Non-Grant City Supports Currently Received (e.g., facility use; permissive tax exemption):   |   |                         |
| 9.  | Your Society's Total Budget  | Most Recent Completed Year<br>(e.g., Audited Financial Statement) | Budget for Current Year |
|     | Total Revenue 2,651,023  | \$2,899,944   | \$2,640,791             |
|     | Total Expenses 2,681,024   | \$2,899,684   | \$2,692,131             |
|     | Annual Surplus or (Deficit) (11,101)   | \$(28,362)  | \$(49,240)              |
|     | Accumulated Surplus or (Deficit)   | \$  | \$                      |
|     | Justification for any Annual and Accumulated Surplus or (Deficit)  | Please explain:   | Please explain:         |
| 10. | Previous City Grant: Amount: 15,000.00 Year: 2008 Use: Restorative Justice Bridge funding  |   |                         |
| 11. | Proposed City Grant Use:<br>1. Use: Staff costs Amount: \$25,000.00<br>2. Use: Amount:<br>3. Use: Amount:<br>4. Use: Amount:<br>5. Use: Amount:<br>Total City Grant Request: \$25,000.00<br>Other Funding Sources for this Proposal:<br>1. Source: Ministry of Public Safety Amount: \$6,000.00 Purpose: youth honorariums activities, bus fare<br>2. Source: Touchstone Family Ass. Amount: \$4,000.00 Purpose: Food, space, office supplies, posters<br>3. Source: Amount: Purpose:<br>Total project budget: \$35,000.00 |   |                         |
| 12. | For Staff Use Only (ES/LS)<br>Recommended Grant: \$4,000<br>Year _____ of _____ Multi-year Funding Cycle – N/A<br>Purpose:<br>This grant is to support the Street Smarts Group to provide after-school services for at risk youth.   |   |                         |
|     | Staff Comments/Conditions:<br>A grant of \$4,000 is recommended to match Touchstone's contribution. The program was initiated by a group of Richmond stakeholders, the Community Assessment Action Network, and is unique in Richmond.<br><br>In 2010, the City entered a three year contract for Touchstone to provide Restorative Justice services. This is a fee-for service arrangement and not a City Grant.  |   |                         |



This Summary Sheet will be provided to City Council for consideration. Please type.

|     |   |   |   |
|-----|---|---|---|
| 1.  | <b>Organization: Turning Point Recovery Society</b>   |   |   |
| 2.  | <b>Grant Request: \$12,500</b>  | <b>Proposal Title: Domestic Violence Substance Abuse (DVSA) Program</b>   |   |
| 3.  | <b>Grant Program (apply to one only):</b> <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.   |   |   |
| 4.  | <b>Purpose:</b> <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)   |   |   |
| 5.  | <b>Duration:</b> <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity <b>Start Date:</b> October 2011 <b>End:</b> N/a   |   |   |
| 6.  | <b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements)<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, this is for year ____ of a ____ year cycle<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.   |   |   |
| 7.  | <b>Summary of Request</b> (including proposed activities, target group(s), community benefit): Turning Point is requesting funds to continue to provide our innovative Domestic Violence Substance Abuse (DVSA) counselling program to the residents in our men's residential support recovery facility in Richmond and to expand the program to provide services to women in our new 9-bed women's facility opening in October 2011.<br><br>The program will provide domestic violence screening, assessments, individual and group counselling services and interventions for victims and offenders of abuse with a focus on how substance abuse affects the cycle of violence.<br><br>Turning Point will continue to partner with organizations in Richmond specializing in family violence for facilitation of group sessions. Victims will be referred for further advocacy and intervention as indicated. Requested funds will help to provide approximately 50 counselling groups and over 75 individual counselling sessions during the fiscal year. Over 100 individuals will receive services through this grant and will acquire skills to aid in reducing recidivism and maintaining abstinence.<br><br>The DVSA program enhances treatment outcomes and reduces recidivism by providing clients with skills and education to assist them in living violence free and safe in recovery. By stopping the cycle of abuse the DVSA program reduces the burden on the criminal justice system, policing, and health and social services. There are no other programs of this type operating in Richmond at this time. |   |   |
| 8.  | <b>Non-Grant City Supports Currently Received</b> (e.g., facility use; permissive tax exemption): Turning Point is leasing a house from the City of Richmond for the purposes of operating our Women's Residential Support Recovery program. The City has made significant investments to provide for necessary health and safety upgrades to prepare the house for use.  |   |   |
| 9.  | <b>Your Society's Total Budget</b>  | <b>Most Recent Completed Year</b><br>(e.g., Audited Financial Statement)  | <b>Budget for Current Year</b>  |
|     | Total Revenue   | \$ 944,801  | \$ 1,129,344  |
|     | Total Expenses  | \$ 940,535  | \$ 1,129,344  |
|     | Annual Surplus or (Deficit)   | \$ 4,266  | \$ 0  |
|     | Accumulated Surplus or (Deficit)  | \$ n/a  | \$ n/a  |
|     | Justification for any Annual and Accumulated Surplus or (Deficit)   | Please explain: Donated funds that were received in 2010 FY originally deferred to 2011 were reversed at time of audit. | Please explain: No surplus or deficit was projected at the time the budget was cast for the current FY; a deficit is now anticipated. |
| 10. | <b>Previous City Grant: Amount: \$ 2,030.00</b> <b>Year: 2011</b> <b>Use: DVSA Program</b>  |   |   |

|  |   |   |
|--|---|---|
| <p><b>11. Proposed City Grant Use:</b></p> <p>1. Use: Contracted professional services      Amount: \$4,800</p> <p>2. Use: Staffing costs      Amount: \$3,500</p> <p>3. Use: Materials/ Equipment/Office Supplies      Amount: \$3,350</p> <p>4. Use: Utilities      Amount: \$500</p> <p>5. Use: Volunteer Training/Recognition      Amount: \$350</p> <p><b>Total City Grant Request:      <u>\$12,500</u></b></p> <p><b>Other Funding Sources for this Proposal:</b></p> <p>1. Source: Green Shield Social Surplus Program Amount: <u>\$3,600</u> Purpose: DVSA Program Expenses: Staffing/Rent etc.</p> <p>2. Source: Face The World Foundation      Amount: <u>\$6,750</u> Purpose: DVSA Program Expenses: Staffing/Rent etc.</p> <p>3. Source: Self-pay revenue, Richmond Health, Other Amount: <u>\$16,525</u> Purpose: DVSA Program Expenses: Staffing/Rent etc.</p> <p><b>Total project budget: \$39,375</b></p> |   |   |
| <p><b>12. For Staff Use Only (ES/LS)</b></p> <table border="1"> <tr> <td data-bbox="138 577 755 787"> <p><b>Recommended Grant: \$5000</b></p> <p>Year _____ of _____ Multi-year Funding Cycle: N/A</p> <p><b>Purpose:</b></p> <p>To provide Domestic Violence Substance Abuse counselling to residents in residential support recovery facilities</p> </td> <td data-bbox="771 577 1533 724"> <p><b>Staff Comments/Conditions:</b></p> <p>Increase recommended due to increased demand for service with opening of women's facility</p> </td> </tr> </table>   | <p><b>Recommended Grant: \$5000</b></p> <p>Year _____ of _____ Multi-year Funding Cycle: N/A</p> <p><b>Purpose:</b></p> <p>To provide Domestic Violence Substance Abuse counselling to residents in residential support recovery facilities</p> | <p><b>Staff Comments/Conditions:</b></p> <p>Increase recommended due to increased demand for service with opening of women's facility</p> |
| <p><b>Recommended Grant: \$5000</b></p> <p>Year _____ of _____ Multi-year Funding Cycle: N/A</p> <p><b>Purpose:</b></p> <p>To provide Domestic Violence Substance Abuse counselling to residents in residential support recovery facilities</p>  | <p><b>Staff Comments/Conditions:</b></p> <p>Increase recommended due to increased demand for service with opening of women's facility</p>   |   |



This Summary Sheet will be provided to City Council for consideration. Please type.

|    |  |   |                         |
|----|--|---|-------------------------|
| 1. | Organization: Volunteer Richmond Information Services Society  |   |                         |
| 2. | Grant Request: \$40,000 per year   | Proposal Title: Volunteer Richmond Information Services Society Core Funding                          |                         |
| 3. | Grant Program (apply to one only): <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.   |   |                         |
| 4. | Purpose: <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Program, Project, Event)   |   |                         |
| 5. | Duration: <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:  |   |                         |
| 6. | Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements)<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, this is for year <u>1</u> of a <u>3</u> year cycle.<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.  |   |                         |
| 7. | <p>Summary of Request (including proposed activities, target group(s), community benefit):</p> <p>Volunteer Richmond Information Services (VRIS) is a non-profit charitable society that has been operating in Richmond since 1972.</p> <p>For nearly 40 years, Volunteer Richmond Information Services has been a leader in Richmond, "bringing people and services together through community information and volunteerism." VRIS contributes to an enhanced quality of life by: (1) Promoting the spirit of volunteerism in the community and coordinating the recruitment of volunteers, (2) Providing information and referral services to connect people with community services, and (3) Planning and implementing specific programs to meet identified needs in a changing community.</p> <p>We are requesting the City of Richmond grant to support operating expenses and staff costs. The grant will support program development, enhancement and instruction expenses involved with running the community Volunteer Centre and Information Services, and the administrative service costs essential to our organization's charitable work.</p> <p>The result of this support is our ability to continue, enhance and maximize the quality and delivery of programs and services to the Richmond community and to non-profit organizations in the form of volunteer recruitment and referral, training programs and resource materials. It allows us to build community capacity by promoting volunteerism and providing the community at large with information about available resources, thus connecting people with community services through quality information and referral programs.</p> <p>Services are available at our office in the Caring Place, by phone, on-line, through our ambassadors at Richmond Centre Mall and community events, and through our training and workshops.</p> |   |                         |
| 8. | <p>Non-Grant City Supports Currently Received (e.g., facility use; permissive tax exemption):</p> <p>Use of Brighthouse Pavilion change rooms for Richmond Christmas Fund Toy Room; parking at Brighthouse lot for the Christmas Fund (6 spaces for 2 weeks for clients, 4 one-month passes for volunteer delivery drivers); loan of Emergency Social Services radios and accessories to the Christmas Fund; use of City Hall meeting rooms 5-10 times a year; participation on committees by City staff; Volunteers Are Stars nomination form printing.</p>   |   |                         |
| 9. | Your Society's Total Budget  | Most Recent Completed Year (e.g., Audited Financial Statement)  | Budget for Current Year |
|    | Total Revenue  | \$1,157,525   | \$1,133,608             |
|    | Total Expenses   | \$1,157,351   | \$1,133,608             |
|    | Annual Surplus or (Deficit)  | \$174   | \$0                     |
|    | Accumulated Surplus or (Deficit)   | \$40,797 unrestricted net assets  | \$                      |
|    | Justification for any Annual and Accumulated Surplus or (Deficit)  | Please explain: A modest surplus is necessary for stability and allows us to provide ongoing service. | Please explain:         |

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|--|--|--|--|--|
| 10.  | Previous City Grant: Amount: \$35,525 Year: 2011<br>Use: Salary, office rent, telephone, computer support, program resources.  |  |  |  |
| 11.  | <b>Proposed City Grant Use:</b><br>1. Use: Salaries & benefits (part time) Amount: \$25,000<br>2. Use: Volunteer support Amount: \$ 1,000<br>3. Use: Office rent Amount: \$ 6,000<br>4. Use: Telephone Amount: \$ 4,000<br>5. Use: Computer support Amount: \$ 4,000<br><b>Total City Grant Request: \$40,000</b><br><b>Other Funding Sources for this Proposal:</b><br>1. Source: United Way Amount: \$120,500 (\$75,000 confirmed, balance unconfirmed)<br>Purpose: Volunteer Centre and Information Centre, Caregivers Support Program, Richmond Seniors Planning Table<br>2. Source: BC Gaming Commission Amount: \$100,000 unconfirmed<br>Purpose: Volunteer Centre & Information Centre services, Richmond Christmas Fund<br>3. Source: Corporate sponsors and corporate/individual donations Amount: \$388,000 (most unconfirmed)<br>Purpose: Leadership Richmond, Volunteers are Stars Awards, Richmond Christmas Fund<br><b>Total project budget: \$1,126,450</b> |  |  |  |
| 12.  | <b>For Staff Use Only (ES/LS)</b><br><table border="1"> <tr> <td data-bbox="167 779 760 1060"> <b>Recommended Grant: \$36,500</b><br/> <b>Year 1 of 3 Multi-year Funding Cycle</b><br/> <b>Purpose:</b><br/>           This grant is to support operating expenses of volunteer and information programs, serving all Richmond residents.         </td> <td data-bbox="768 779 1521 1060"> <b>Staff Comments/Conditions:</b><br/><br/>           Recommended grant includes annual Cost of Living increase to cover rising administrative costs.         </td> </tr> </table>  |  | <b>Recommended Grant: \$36,500</b><br><b>Year 1 of 3 Multi-year Funding Cycle</b><br><b>Purpose:</b><br>This grant is to support operating expenses of volunteer and information programs, serving all Richmond residents. | <b>Staff Comments/Conditions:</b><br><br>Recommended grant includes annual Cost of Living increase to cover rising administrative costs. |
| <b>Recommended Grant: \$36,500</b><br><b>Year 1 of 3 Multi-year Funding Cycle</b><br><b>Purpose:</b><br>This grant is to support operating expenses of volunteer and information programs, serving all Richmond residents. | <b>Staff Comments/Conditions:</b><br><br>Recommended grant includes annual Cost of Living increase to cover rising administrative costs.   |  |  |  |





# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** February 2<sup>nd</sup>, 2012

**From:** Mike Redpath  
Senior Manager, Parks

**File:** 03-1085-01/2012-Vol  
01

Vern Jacques  
Acting Director, Recreation

**Re:** 2012 Parks, Recreation and Community Events Grants

### Staff Recommendation

That:

1. Parks, Recreation and Community Events Grants be allocated and cheques disbursed for a total of \$94,227 as identified in **attachment 2** of the report, Parks, Recreation and Community Events City Grants dated February 2<sup>nd</sup> 2012, from the Senior Manager, Parks and the Acting Director, Recreation.
2. The Richmond Summer Programs be recommended for the first year of a three-year funding cycle, based on Council approval of each subsequent year of funding.

Mike Redpath  
Senior Manager, Parks  
(604-247-4942)

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

Att. 3

| FOR ORIGINATING DEPARTMENT USE ONLY |   |                                       |   |
|-------------------------------------|---|---------------------------------------|---|
| <b>ROUTED TO:</b>                   | <b>CONCURRENCE</b>  | <b>CONCURRENCE OF GENERAL MANAGER</b> |   |
| Budgets                             | Y <input checked="" type="checkbox"/> N <input type="checkbox"/>    |                                       |   |
| Community Social Services           | Y <input checked="" type="checkbox"/> N <input type="checkbox"/>    |                                       |   |
| Arts, Culture and Heritage          | Y <input checked="" type="checkbox"/> N <input type="checkbox"/>    |                                       |   |
| <b>REVIEWED BY TAG</b>              | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> | <b>REVIEWED BY CAO</b>                | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |

## **Staff Report**

### **Origin**

City Council has the authority to provide financial assistance to community organizations under the Local Government Act.

In July 2011, Council adopted a City Grant Policy (**Attachment 1**) establishing three separate programs, to be designed, administered and reported by the respective departments:

- Health, Social and Safety (Community Social Services, with representation from Community Safety);
- Arts and Culture (Arts, Culture and Heritage Division of Community Services), and;
- Parks, Recreation and Community Events (Parks and Recreation).

At the same time the City Grant Policy was adopted, the following motion was carried regarding the budget for the Grants Program:

*"Staff propose the following Casino revenue allocations to City Grant Programs be considered during the 2012 budget process:*

- a. Health, Social & Safety, \$536,719;*
- b. Arts, Culture and Heritage, \$100,000;*
- c. Parks, Recreation and Community Events, \$96,587;"*

This report provides information and recommendations pertaining to the Parks, Recreation and Community Events Grant Program.

### **Findings Of Fact**

#### **1. 2012 Parks, Recreation and Community Events Grant Budget**

The proposed 2012 Parks, Recreation and Community Events Grant Budget is \$96,587, to be considered as part of the 2012 budget review process.

#### **2. Notice Given and Applications Received**

Notices were placed on the City Page/City Notice Board in the Richmond Review and on the City website in August and September, 2011 advising the community that applications would be accepted until October 14<sup>th</sup>, 2011 for the 2012 Health, Social & Safety and Parks, Recreation and Community Events Programs. The Program and Application Form (same documents for both programs) were posted on the City website, available at the Information Counter and circulated electronically to the RCSAC and Community Associations, as well as by request.

A separate process and documents were developed for the Arts and Culture Grant Program. A report with grant recommendations from Arts, Culture and Heritage staff is anticipated in the spring of 2012.

| Previous PR Applications, Allocations (2010/11) and Recommendations (2012) |                               |                               |                                  |
|--|-------------------------------|-------------------------------|----------------------------------|
|  | 2010                          | 2011                          | 2012                             |
| Total number of applications   | 10                            | 12                            | 11                               |
| New applicants   | 3                             | 2                             | 1                                |
| Late applications  | 0                             | 0                             | 0                                |
| Grants denied (did not meet criteria)                                      | 0                             | 2                             | 1                                |
| Partial amount of request recommended                                      | 7                             | 8                             | 7                                |
| Full amount of request recommended   | 3                             | 2                             | 3                                |
| Total Grant Program budget   | \$511,500<br>(all categories) | \$518,000<br>(all categories) | \$96,587**<br>(PR category only) |
| Total budge allocated  | \$433,550<br>(all categories) | \$449,698<br>(all categories) | TBD                              |

\*some categories overlap; numbers are not meant to be totalled \*\*proposed 2012 budget

## 2. Reasons for Partial or No Funding

Most applicants (80%) are recommended for partial funding. Principal reasons for partial funding are: (1) the City supports, but is not a primary funder, of non-profit organizations, whose main sources of support include federal and provincial governments, BC Direct Access Gaming, foundations, endowments, donations and fundraising efforts, and (2) the total amount requested exceeds the recommended City Grant budget; providing some assistance to many is considered preferable to providing full assistance to a few.

Other reasons for recommending partial or no funding include, but are not limited to:

- Programs previously funded by other levels of government,
- Funding responsibility lies in other jurisdictions,
- Other funding partners have not been sought,
- Insufficient community benefit demonstrated,
- Lack of partnerships,
- Duplication of service,
- Unaccounted surplus,
- Fee-based (user pay) budget should be used,
- City provides other forms of support to the organization, and
- Quality, including completeness, of the application

For 2012, one denial, for the Richmond Rockets Speed Skating Club application, in the Parks, Recreation and Community Events category has been recommended. This is due to the applicant's lack of other funding partners and lack of identification of other working partnerships.

All recommendations are for either partial (7 applicants) or full funding (3 applicants) of the requested amount.

In the Parks, Recreation and Community Events category, 13 applications were initially received for a total request of \$195,799. One application, from the Gulf of Georgia Cannery, was moved to the Arts, Culture & Heritage category and one request, from the Nature Park Society, was found to be a departmental operating expense request and removed from the application pool. These revisions led to a total of 11 eligible applications for a total request of \$184,799.

A table outlining requests and recommended allocations for the 2012 Parks, Recreation and Community Events Grant Program is provided in **Attachment 2**.

Grant Application Summary Sheets, prepared by the applicant to provide key information about the proposal, are found in **Attachment 3**. Staff recommendations and comments are included in the Summary Sheets.

### **3. Late Applications**

No applications were received after the October 14<sup>th</sup>, 2011 deadline. The City Grant Policy indicates that late applications will not be accepted, and the deadline is identified on each page of the application form to ensure that no late submissions are received.

### **4. New Applications**

One new application was received from an organization that had not previously applied for a City Grant – the Richmond Rockets Speed Skating Club.

### **5. Application Review Process**

A Parks, Recreation and Community Events Review Committee, consisting of staff from the Parks and Recreation Department, reviewed the 2012 Parks, Recreation and Community Events applications. Committee, rather than individual reviewers, determined recommended allocations.

### **Analysis**

#### **1. Parks, Recreation and Community Events Grant Program Information, 2010 – 2012**

Information regarding applications, allocations and 2012 recommendations in the Parks, Recreation and Community Events (PR) category is included in the table on the following page:

### 3. Cost of Living Increase

When approving the 2011 City Grant Policy, Council resolved:

*"That a general review of the City Grant Program be undertaken with Council Representatives Councillors Linda Barnes and Evelina Halsey-Brandt including a review of the funding sources and application."*

In reviewing City Grant Program funding, it was determined that the City Grant budget had not kept pace with Cost of Living increases, based on an analysis of grant funding since 1993. While the overall City Grant Program budget increased by \$183,500 in 2005, this increase was primarily allocated to Richmond Addiction Services for substance abuse prevention (\$80,900) and problem gambling prevention (\$91,050), for a total of \$171,950. Grant funding for all other applicants increased by 5% over the 18-year period, although BC Statistics estimates that the Cost of Living in the Lower Mainland rose by 27.8% in the same period. The recommended funding increase for the Health, Social & Safety category was intended to address this shortfall in total amount allocated.

In determining 2012 recommendations, the Grant Review Team considered a range of Cost of Living increases for repeat recipients, depending on number of years receiving City grants, increased demand, numbers served, programs offered, other documented cost increases, and previous grant history. Also considered were factors such as demonstrated need, cost-sharing, partnerships, overall quality of application, and other eligibility criteria.

### 4. Minor/Major Grant Requests

In response to stakeholder requests to make application requirements less onerous for those seeking small grants, two tiers were established in the 2011 City Grant Policy; one for minor (\$5,000 or less) and one for major (over \$5,000) grant requests. If applying for a minor grant, applicants need to complete the 2012 Grant Application Summary Sheet, rather than the full application form, plus provide required documentation and signatures. The full application form is required for major grant or three-year funding cycle requests.

In the Parks, Recreation and Community Events category, four organizations applied for grants of \$5,000 or less:

- East Richmond Community Association,
- Hamilton Community Association,
- The Kehila Society, and
- Richmond Rockets Speed Skating Club.

### 5. Multi-Year Funding Request

As part of the City Grant Policy adopted in 2011, applicants receiving City Grants for a minimum of the five most recent consecutive years have the option of applying for a maximum three-year funding cycle. Grants are thereby recommended, rather than guaranteed, for three-year

cycles; Council will review recommendations to fund each subsequent year of a cycle. In the first year of a cycle, the full application form is required. For the following two years of a cycle, the Grant Application Summary Sheet must be completed and required documents and signatures attached.

Three applications in the Parks, Recreation and Community Events category included a request for multi-year funding.

The Richmond Summer Project has received funding since 1994 (although applications have been received on its behalf from a variety of community organization) and staff recommends this request for a multi-year funding cycle be approved.

The Richmond Agriculture & Industrial Society applied for multi-year funding but did not receive a grant in 2006, 2007, 2008 or 2009 so is not eligible.

The Steveston Community Society also applied for multi-year funding but did not receive a grant in 2010 so is not eligible.

## **6. Stakeholder Consultation**

In approving the 2011 City Grant Policy, Council requested that:

*Staff report back, following implementation of the 2012 City Grant Program and prior to implementation of the 2013 City Grant Program, regarding;*

- (a) stakeholder consultations regarding the new Policy and Programs, including the appropriate amounts for each category, and*
- (b) possible impacts of the Social Planning Strategy on the Health, Social and Safety Grant Program.*

Stakeholder consultation will be conducted for each of the three programs following completion of the 2012 Grant cycle, and results will be reported to Council prior to implementation of the 2013 programs.

## **7. On-line Application**

In adopting the City Grant Policy, Council also requested that:

*Staff explore the development of an information technology system whereby City Grant Program applications, including Attachments, may be submitted on-line.*

A report from Information Technology addressing this referral will be presented to Council for consideration in the First Quarter of 2012.

**Financial Impact**

The 2012 Parks, Recreation and Community Events Grant Program has a proposed budget of \$96,587. The 2012 allocations itemized in **Attachment 2** are recommended.

|  |                 |
|--|-----------------|
| Parks, Recreation and Community Events Grant Proposed Budget | \$96,587        |
| Total recommended allocations                                | <u>\$94,224</u> |
| Remaining  | \$ 2,363        |

**Conclusion**

The Parks, Recreation and Community Events Grant Program contributes significantly to the quality of life in Richmond by supporting community organizations whose programs and activities constitute essential components of a livable community. Staff recommend that 2012 Parks, Recreation and Community Events Grants be allocated as indicated (**Attachment 2**) for the benefit of Richmond residents.



Serena Lusk  
Manager, Parks Programs  
(604-233-3344)

**City Grant Policy**

Please note that there is a separate Sport Hosting Incentive Grant Policy (3710).

It is Council Policy that:

1. The following City Grant Programs be established, to be designed, administered and reported by the respective departments:
  - Health, Social and Safety (Community Social Services, with representation from Community Safety)
  - Arts, Culture and Heritage (Arts, Culture and Heritage)
  - Parks, Recreation and Community Events (Parks and Recreation).
2. Casino funding be used to create three separate line items for these City Grant Programs in the annual City operating budget.
3. Each Program receives an annual Cost of Living increase.
4. Recipients who received a grant the preceding year for the same purpose will receive a Cost of Living increase.
5. A City Grant Steering Committee consisting of a representative of Community Social Services, Community Safety, Arts and Culture, and Parks and Recreation, will meet at key points in the grant cycle to ensure a City-wide perspective.
6. Applications will be assessed based on relevance to the City's Corporate Vision, Council Term Goals and adopted Strategies, as well as program-specific criteria.
7. Each Program will consist of two tiers, one for minor (\$5,000 or less) and one for major grant requests. Application requirements for minor grant requests will be streamlined.
8. Only registered non-profit societies serving Richmond residents, governed by a volunteer Board of Directors, are eligible.
9. Applicants may apply to one of the three Programs.
10. Applicants receiving City Grants for a minimum of the five most recent consecutive years will have the option of applying for a maximum three-year funding cycle.
11. Community Partner documents submitted to fulfill annual funding agreements with the City will be considered as part of grant application requirements.
12. Due to the high number of applications for limited funding, and as applicants may apply the following year, no late applications are accepted and there is no appeal process to Council's decision.

Parks, Recreation Community Events - Recommended Grant Allocation

|    | APPLICANT   | 2011<br>AWARD* | 2012<br>REQUEST | Major /<br>Minor / 3<br>year** | 2012<br>Proposed<br>Award | Comments   |
|----|---|----------------|-----------------|--------------------------------|---------------------------|--|
| 1  | East Richmond Community Association                     |                | \$1,500         | Minor                          | \$1,500                   | To support the Summer Fun Nights event   |
| 2  | Hamilton Community Association                          | \$1,015        | \$1,500         | Minor                          | \$1,500                   | Increase from last year to support Hamilton Festival   |
| 3  | The Kehila Society                                      | n/a            | \$5,000         | Minor                          | \$1,000                   | To support Jewish Film Festival in Richmond  |
| 4  | KidSport - Richmond Chapter                             | \$6,090        | \$10,000        | Major                          | \$6,212                   | Same level plus cost of living increase; to assist children in low-income families to access sport and recreation opportunities                                |
| 5  | Richmond Agricultural & Industrial Society              | \$7,105        | \$18,055        | Major / 3 years                | \$7,247                   | Same level plus cost of living increase; to support the Salmon Festival and Steveston Farmer's and Artisan's Market  |
| 6  | Richmond Chinese Community Society                      | \$2,538        | \$33,500        | Major                          | \$3,000                   | Increase to support delivery of recreation programs.   |
| 7  | Richmond City Centre Community Association              | \$4,060        | \$14,900        | Major                          | \$10,000                  | Increase from last year to support delivery of after school program for low-asset children.  |
| GP | Richmond Fitness & Wellness Association                 | \$2,030        | \$10,000        | Major                          | \$9,000                   | Significant increase to support delivery of the Walk Richmond Program which helps meet the desired outcomes of both the Sport for Life and Wellness Strategies |
| 8  | Richmond Rockets Speed Skating Club                     | n/a            | \$5,000         | Minor                          | \$0                       | Denied: A grant is not recommended for this group as no additional secured funding partners or working partnerships have been identified.                      |
| 10 | Steveston Community Society                             | \$1,015        | \$35,344        | Major / 3 years                | \$3,000                   | Increase to support the hiring of staff to deliver future Sockeye Spin road race   |
| 11 | Richmond Summer Project c/o Steveston Community Society | \$50,750       | \$50,000        | Major                          | \$51,765*                 | Same level plus cost of living increase; to support low cost summer programs   |
|    | TOTAL Parks, Recreation & Community Events Requests     |                | \$184,799       |                                | \$42,459                  |  |
|    | Total Funding Available                                 |                | \$96,587        |                                | \$96,587                  |  |
|    | GAP   |                | -\$88,212       |                                | \$54,128                  |  |

\*includes cost of living increase

\*\*Minor = greater than \$5000; Major = applicants receiving City Grants for a minimum of the five most recent consecutive cycles will have the option of applying for a maximum three-year funding cycle.



**City of  
Richmond**

## 2012 Grant Application Summary Sheet

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

www.richmond.ca

This Summary Sheet will be provided to City Council for consideration. Please type.

|     |  |   |  |
|-----|--|---|--|
| 1.  | Organization: East Richmond Community Association  |   |  |
| 2.  | Grant Request: \$ 1500   | Proposal Title: Summer Fun Nights Including Outdoor Movie Night   |  |
| 3.  | Grant Program (apply to one only): <input type="checkbox"/> Health, Social & Safety <input checked="" type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.   |   |  |
| 4.  | Purpose: <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)   |   |  |
| 5.  | Duration: <input type="checkbox"/> An Ongoing Activity, and/or <input checked="" type="checkbox"/> A One-time Activity Start Date: July 2012 End: August 2012  |   |  |
| 6.  | Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements)<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, this is for year ____ of a ____ year cycle<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.   |   |  |
| 7.  | <p><b>Summary of Request (including proposed activities, target group(s), community benefit):</b></p> <p>Imagine a sea of smiles created by an event that brings a heightened sense of community during the warm summer evenings in East Richmond. The East Richmond Community Association (ERCA) will be inviting the community to its third annual Summer Fun Nights in the Summer of 2012. At these four events guests will have a relaxing and fun summer experience that includes grassroots family activities and games, a low-cost concession, foods from local restaurants, free wellness information for seniors and free outdoor fitness classes. A diverse group of local entertainers will be performing each night, adding a multicultural touch. Opening night will feature a free outdoor movie enabling the community to come together to eat popcorn, sit on a lawn chair or under a blanket and enjoy a g-rated film under a twinkling canopy of stars.</p> <p>Our Summer Fun Nights is an excellent example of the community coming together to celebrate the many people that make up this diverse neighbourhood. This event provides the community with the opportunity to learn more about their Community Centre and how they can become involved within their community. An affordable and inclusive event, it will be attended by a broad cross-section of Richmond residents though the majority will be from East Richmond. It will provide a fun, interactive, social and educational experience. Summer Fun Nights promotes partnerships with businesses in East Richmond and strengthens the partnership between ERCA and Cambie Secondary, who's Recreation Leadership group will be volunteering their time to organize and run the games and activities. These youth will build on their developmental assets through teamwork, constructive use of time, planning and decision making.</p> |   |  |
| 8.  | Non-Grant City Supports Currently Received (e.g., facility use; permissive tax exemption):<br>Subsidized space, heat and light, maintenance on a percentage basis w/City of Richmond and Richmond School District  |   |  |
| 9.  | Your Society's Total Budget  | Most Recent Completed Year<br>(e.g., Audited Financial Statement) | Budget for Current Year                    |
|     | Total Revenue  | \$ 878658   | \$ 877010                                  |
|     | Total Expenses   | \$ 878881   | \$ 876265                                  |
|     | Annual Surplus or (Deficit)  | \$ 4777   | \$ 745                                     |
|     | Accumulated Surplus or (Deficit)   | \$ 28664  | \$ n/a                                     |
|     | Justification for any Annual and Accumulated Surplus or (Deficit)  | Please explain:<br>For projects & initiatives in progress         | Please explain:                            |
| 10. | Previous City Grant: Amount: \$ 1000 Year: 2009 Use: Special Event   |   |  |
| 11. | Proposed City Grant Use: please see attached budget sheet  |   |  |
|     | 1. Use:  | Amount:   |  |
|     | 2. Use:  | Amount:   |  |
|     | 3. Use:  | Amount:   |  |
|     | 4. Use:  | Amount:   |  |
|     | 5. Use:  | Amount:   |  |
|     | Total City Grant Request: \$1500   |   |  |
|     | Other Funding Sources for this Proposal:   |   |  |
|     | 1. Source: Coast Capital Savings   | Amount: \$3500  | Purpose: repeat sponsorship of Movie Night |
|     | 2. Source: ERCA  | Amount: \$3000  | Purpose: event expenses                    |
|     | 3. Source:   | Amount: GP - 88   | Purpose:                                   |
|     | Total project budget: \$9500   |   |  |

|   |   |  |
|---|---|--|
| 12. For Staff Use Only (SL)   |   |  |
| <table border="1"> <tr> <td data-bbox="74 241 753 506"> <p><b>Recommended Grant: \$1500</b><br/> <b>Year _____ of _____ Multi-year Funding Cycle</b><br/> <b>Purpose:</b><br/> Funding requested for Summer Fun Nights event.</p> </td> <td data-bbox="753 241 1521 506"> <p><b>Staff Comments/Conditions:</b><br/> Support for festival to help build community spirit and connections.</p> </td> </tr> </table> | <p><b>Recommended Grant: \$1500</b><br/> <b>Year _____ of _____ Multi-year Funding Cycle</b><br/> <b>Purpose:</b><br/> Funding requested for Summer Fun Nights event.</p> | <p><b>Staff Comments/Conditions:</b><br/> Support for festival to help build community spirit and connections.</p> |
| <p><b>Recommended Grant: \$1500</b><br/> <b>Year _____ of _____ Multi-year Funding Cycle</b><br/> <b>Purpose:</b><br/> Funding requested for Summer Fun Nights event.</p>   | <p><b>Staff Comments/Conditions:</b><br/> Support for festival to help build community spirit and connections.</p>  |  |



This Summary Sheet will be provided to City Council for consideration. Please type.

|     |  |   |                         |
|-----|--|---|-------------------------|
| 1.  | Organization: Hamilton Community Association   |   |                         |
| 2.  | Grant Request: \$1,500.00  | Proposal Title: Hamilton Community Festival                       |                         |
| 3.  | Grant Program (apply to one only): <input type="checkbox"/> Health, Social & Safety <input checked="" type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.   |   |                         |
| 4.  | Purpose: <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)   |   |                         |
| 5.  | Duration: <input type="checkbox"/> An Ongoing Activity, and/or <input checked="" type="checkbox"/> A One-time Activity Start Date: Jun 29/12 End: Jun 29/12  |   |                         |
| 6.  | Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements)<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, this is for year ____ of a ____ year cycle<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.   |   |                         |
| 7.  | Summary of Request (including proposed activities, target group(s), community benefit):<br><br>The grant will assist the Hamilton Community Association in putting on the Hamilton Festival, which is the annual community celebration. This one day event consists of entertainment, rides, games, exhibitors, community group demonstrations, public safety service displays, volunteer opportunities, food booths, social interaction and the recognition of outstanding community volunteers. The Hamilton Festival concludes with an outdoor movie night. |   |                         |
| 8.  | Non-Grant City Supports Currently Received (e.g., facility use; permissive tax exemption):<br>The City provides the Hamilton Community Association with office space, equipment and staffing.  |   |                         |
| 9.  | Your Society's Total Budget  | Most Recent Completed Year<br>(e.g., Audited Financial Statement) | Budget for Current Year |
|     | Total Revenue  | \$ 493,979.70   | \$ 517,286.09           |
|     | Total Expenses   | \$ 475,377.91   | \$ 517,286.09           |
|     | Annual Surplus or (Deficit)  | \$ 18,601.79  | \$ 0                    |
|     | Accumulated Surplus or (Deficit)   | \$ 250,422.69   | \$                      |
|     | Justification for any Annual and Accumulated Surplus or (Deficit)  | Please explain:<br>savings for capital projects                   | Please explain:         |
| 10. | Previous City Grant: Amount: \$1,015 Year: 2011 Use: Contribution to entertainment and equipment.  |   |                         |
| 11. | Proposed City Grant Use:   |   |                         |
|     | 1. Use: entertainment and equipment  | Amount: \$1,500.00  |                         |
|     | 2. Use:  | Amount:   |                         |
|     | 3. Use:  | Amount:   |                         |
|     | 4. Use:  | Amount:   |                         |
|     | 5. Use:  | Amount:   |                         |
|     | Total City Grant Request: \$1,500.00   |   |                         |
|     | Other Funding Sources for this Proposal:   |   |                         |
|     | 1. Source: Lafarge Cement  | Amount: \$4,000.00  | Purpose: outdoor movie  |
|     | 2. Source:   | Amount:   | Purpose:                |
|     | 3. Source:   | Amount:   | Purpose:                |
|     | Total project budget:  |   |                         |

|  |   |  |
|--|---|--|
| 12.  | <b>For Staff Use Only (SL)</b>  |  |
| <p><b>Recommended Grant: \$1500</b></p> <p><b>Year _____ of _____ Multi-year Funding Cycle</b></p> <p><b>Purpose:</b><br/>Funding request for Hamilton Festival.</p> | <p><b>Staff Comments/Conditions:</b><br/>Increase from 2011. Support for festival to help build community spirit and connections.</p> |  |



# City of Richmond

## 2012 Grant Application Summary Sheet

6911 No. 3 Road, Richmond, BC V6Y 2C1  
www.richmond.ca

This Summary Sheet will be provided to City Council for consideration. Please type.

|     |  |  |   |
|-----|--|--|---|
| 1.  | <b>Organization:</b> The Kehlla Society of Richmond  |  |   |
| 2.  | <b>Grant Request:</b> \$ 5000  | <b>Proposal Title:</b> Richmond Jewish Film Series                       |   |
| 3.  | <b>Grant Program (apply to one only):</b> <input type="checkbox"/> Health, Social & Safety <input checked="" type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.  |  |   |
| 4.  | <b>Purpose:</b> <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)  |  |   |
| 5.  | <b>Duration:</b> <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: Feb 2012 End: December 2012  |  |   |
| 6.  | <b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements)<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, this is for year ____ of a ____ year cycle<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.  |  |   |
| 7.  | <b>Summary of Request</b> (including proposed activities, target group(s), community benefit):<br>Requesting funding to assist with the costs of the "Richmond Jewish Film Series". We plan to screen three films during 2012, which will have Jewish themes, at the Performance Hall, Richmond Cultural Centre.<br>The target groups will be families, men, woman, low-income residents, seniors, and immigrants. This film series could appeal to both the Jewish community of Richmond as well as the broader Richmond community.<br>The Richmond Jewish Film Series will enhance multiculturalism within the City; acknowledging the diversity of the City of Richmond.<br>The Richmond Jewish Film Series will contribute towards building a complete community, by embracing the broader community and creating community spirit.<br>Our partners, Vancouver Jewish Film Festival, Richmond Jewish Day School, Beth Tikvah Synagogue and Sid Bild photography will all contribute in kind, sharing their expertise, time, skills and support towards this film series.<br>Food and drinks will be served at the events and we will apply the "user pay" principle to cover these costs. The event will be made affordable to all who wish to attend. |  |   |
| 8.  | <b>Non-Grant City Supports Currently Received</b> (e.g., facility use; permissive tax exemption):<br>N/A   |  |   |
| 9.  | <b>Your Society's Total Budget</b>   | <b>Most Recent Completed Year</b><br>(e.g., Audited Financial Statement) | <b>Budget for Current Year</b>            |
|     | Total Revenue  | \$ 79,479.20   | \$ 64,820.04                              |
|     | Total Expenses   | \$ 80,808.66   | \$ 61,863.27                              |
|     | Annual Surplus or (Deficit)  | \$ -1,329.46   | \$ +2,956.77                              |
|     | Accumulated Surplus or (Deficit)   | \$   | \$  |
|     | Justification for any Annual and Accumulated Surplus or (Deficit)  | Please explain: Increase in costs of services                            | Please explain: Expenses cut considerably |
| 10. | <b>Previous City Grant:</b> Amount: - Year: - Use: -   |  |   |
| 11. | <b>Proposed City Grant Use:</b><br>1. Use: Film rental / rights to show film Amount: \$3000<br>2. Use: Facility rental and insurance Amount: \$ 600<br>3. Use: Printing and advertising Amount: \$1200<br>4. Use: Administration costs Amount: \$ 200<br>5. Use: Amount:<br>Total City Grant Request: \$ 5000<br><b>Other Funding Sources for this Proposal:</b><br>1. Source: Van. Jewish Film Festival Amount: In Kind Purpose: Research, advisory, coordination<br>2. Source: Sid Bild Photography Amount: In Kind Purpose: Creative design, promotional material<br>3. Source: RJDSchool, Beth Tikvah Amount: Purpose: Promotion of event, volunteers<br>Total project budget: \$5000  |  |   |

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|     |   |   |
|-----|---|---|
| 12. | For Staff Use Only (SL)   |   |
|     | <p>Recommended Grant: \$1000</p> <p>Year _____ of _____ Multi-year Funding Cycle</p> <p>Purpose:</p> <p>To support Jewish Film Festival in Richmond .</p> | <p>Staff Comments/Conditions:</p> <p>To provide seed funding for event.</p> |



This Summary Sheet will be provided to City Council for consideration. Please type.

|     |  |   |   |
|-----|--|---|---|
| 1.  | Organization: <u>KIDSPORT - RICHMOND CHAPTER.</u>  |   |   |
| 2.  | Grant Request: \$ <u>10,000</u>  | Proposal Title: <u>KIDSPORT - RICHMOND CHAPTER.</u>               |   |
| 3.  | Grant Program (apply to one only): <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.   |   |   |
| 4.  | Purpose: <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)   |   |   |
| 5.  | Duration: <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:  |   |   |
| 6.  | Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements)<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, this is for year ____ of a ____ year cycle<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants. |   |   |
| 7.  | Summary of Request (including proposed activities, target group(s), community benefit):<br><br>Additional information provided in major grant application on file.   |   |   |
| 8.  | Non-Grant City Supports Currently Received (e.g., facility use; permissive tax exemption):   |   |   |
|     | Your Society's Total Budget<br><u>2010</u>   | Most Recent Completed Year<br>(e.g., Audited Financial Statement) | Budget for Current Year                           |
|     | Total Revenue  | \$ <u>25,492.39</u>   | \$ <u>30,700</u>                                  |
|     | Total Expenses   | \$ <u>27,324.30</u>   | \$ <u>35,000</u>                                  |
|     | Annual Surplus or (Deficit)  | \$ <u>(1,831.91)</u>  | \$ <u>(4,300)</u>                                 |
|     | Accumulated Surplus or (Deficit)   | \$ <u>9,035.05</u>  | \$ <u>4,735</u>                                   |
|     | Justification for any Annual and Accumulated Surplus or (Deficit)  | Please explain: <u>SOME OUTSTANDING CHARGES CASHED IN 2011</u>    | Please explain: <u>SPEND 50% OF 2010 SURPLUS.</u> |
| 10. | Previous City Grant: Amount: <u>\$6000</u> Year: <u>2011</u> Use: <u>PROVIDE FUNDING FOR APPLICANTS WANTS</u>  |   |   |
| 11. | Proposed City Grant Use: <u>RECREATION FEE</u>   |   |   |
|     | 1. Use:  | Amount:   |   |
|     | 2. Use:  | Amount:   |   |
|     | 3. Use:  | Amount:   |   |
|     | 4. Use:  | Amount:   |   |
|     | 5. Use:  | Amount:   |   |
|     | Total City Grant Request:  |   |   |
|     | Other Funding Sources for this Proposal:   |   |   |
|     | 1. Source:   | Amount:   | Purpose:  |
|     | 2. Source:   | Amount:   | Purpose:  |
|     | 3. Source:   | Amount:   | Purpose:  |
|     | Total project budget:  |   |   |

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| 12.  | <b>For Staff Use Only (SL)</b> |   |
| <b>Recommended Grant: \$6212</b><br><b>Year _____ of _____ Multi-year Funding Cycle</b><br><b>Purpose:</b><br>To assist children in low-income families with accessing sport and recreation opportunities. |                                | <b>Staff Comments/Conditions:</b><br>Same level as 2011 plus cost of living increase. |



**This Summary Sheet will be provided to City Council for consideration. Please type.**

|     |   |   |                                |
|-----|---|---|--------------------------------|
| 1.  | <b>Organization:</b> Richmond Agricultural and Industrial Society   |   |                                |
| 2.  | <b>Grant Request:</b> \$18,055.00   | <b>Proposal Title:</b> Steveston Salmon Festival AND Steveston Farmers/Artisans |                                |
| 3.  | <b>Grant Program (apply to one only):</b> <input type="checkbox"/> Health, Social & Safety <input checked="" type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.   |   |                                |
| 4.  | <b>Purpose:</b> <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)  |   |                                |
| 5.  | <b>Duration:</b> <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input checked="" type="checkbox"/> A One-time Activity Start Date: July 1 End: July 1   |   |                                |
| 6.  | <b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements)<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, this is for year 1 of a 3 year cycle<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.   |   |                                |
| 7.  | <b>Summary of Request (including proposed activities, target group(s), community benefit):</b><br>1. Steveston Farmers & Artisans Market (SFAM): operating assistance for an ongoing activity. Target Groups: all members of the community and surrounding municipalities. Community Benefit: local/regional tourism; promote sustainable local agriculture and artistry; healthy food choices; economic stimulation for area merchants; community gathering place.<br>2. Steveston Salmon Festival (SF): Annual community event. Target Groups: all members of the community and surrounding municipalities. Community benefit: local/regional tourism; immeasurable economic benefits to the community; celebration of Canadian pride - "Canada's biggest little birthday party" since 1945. Parade, children/youth festivals, cultural displays/demos, 2 stages, salmon barbecue, food fair, craft fair, trade show, art show, inflatable carnival and more. |   |                                |
| 8.  | <b>Non-Grant City Supports Currently Received (e.g., facility use; permissive tax exemption):</b><br>facility use; in-kind services equipment and supplies  |   |                                |
| 9.  | <b>Your Society's Total Budget</b>  | <b>Most Recent Completed Year (e.g., Audited Financial Statement)</b>           | <b>Budget for Current Year</b> |
|     | Total Revenue   | \$ 176,173.14   | \$ 180,550.00                  |
|     | Total Expenses  | \$ 126,440.87   | \$ 180,550.00                  |
|     | Annual Surplus or (Deficit)   | \$ 49,732.27  | \$ 0.00                        |
|     | Accumulated Surplus or (Deficit)  | \$ 0.00   | \$ 0.00                        |
|     | Justification for any Annual and Accumulated Surplus or (Deficit)   | Please explain:   | Please explain:                |
| 10. | <b>Previous City Grant:</b> Amount: \$7,105 Year: 2011 Use: Salmon Festival   |   |                                |
| 11. | <b>Proposed City Grant Use:</b><br>1. Use: Salmon Festival Amount: \$11,168.00<br>2. Use: Farmers & Artisans Market Amount: \$6,887.00<br>3. Use: Amount:<br>4. Use: Amount:<br>5. Use: Amount:<br><b>Total City Grant Request: \$18,055.00</b><br><b>Other Funding Sources for this Proposal:</b><br>1. Source: event revenues Amount: \$118,295.00 Purpose: operating funds/equipment/supplies etc<br>2. Source: sponsorships/other grants Amount: \$44,200.00 Purpose: operating funds/equipment/supplies etc<br>3. Source: Amount: Purpose:<br><b>Total project budget: \$180,550.00</b>  |   |                                |

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| 12.  | <b>For Staff Use Only (SL)</b>  |  |
| <b>Recommended Grant: \$7247</b><br><b>Year _____ of _____ Multi-year Funding Cycle</b><br><b>Purpose:</b><br>Funding request to support both the Salmon Festival and the Steveston Farmer's and Artisan's Market. | <b>Staff Comments/Conditions:</b><br>Same level as 2011 plus cost of living increase. |  |



**This Summary Sheet will be provided to City Council for consideration. Please type.**

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|-----|---|--|-------------------------------------|
| 1.  | <b>Organization:</b> Richmond Chinese Community Society   |  |                                     |
| 2.  | <b>Grant Request:</b> \$ 33,500   | <b>Proposal Title:</b> Office Operating Assistance   |                                     |
| 3.  | <b>Grant Program (apply to one only):</b> <input type="checkbox"/> Health, Social & Safety <input checked="" type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.   |  |                                     |
| 4.  | <b>Purpose:</b> <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)  |  |                                     |
| 5.  | <b>Duration:</b> <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity <b>Start Date:</b> <b>End:</b>  |  |                                     |
| 6.  | <b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements)<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, this is for year ____ of a ____ year cycle<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.   |  |                                     |
| 7.  | <b>Summary of Request</b> (including proposed activities, target group(s), community benefit):<br><br>Our grant proposal is for helping our office operating assistance including programs and activities. We provide programs and activities to Richmond residents, service groups and organizations and to help building a strong and healthy community. Our programs and services welcome everyone from different ethnic backgrounds. Our leadership in promoting volunteerism, healthy living and wellness showcases the City of Richmond's commitment to the benefits of active living and community involvement. If approved, RCCS programs and services could assist the City's issue of demands for particular programs & services from the general public. |  |                                     |
| 8.  | <b>Non-Grant City Supports Currently Received</b> (e.g., facility use; permissive tax exemption):<br>N/A  |  |                                     |
| 9.  | <b>Your Society's Total Budget</b>  | <b>Most Recent Completed Year 2010</b><br>(e.g., Audited Financial Statement)  | <b>Budget for Current Year 2011</b> |
|     | Total Revenue   | \$345,832  | \$399,120                           |
|     | Total Expenses  | \$335,689  | \$399,120                           |
|     | Annual Surplus or (Deficit)   | \$10,143   | \$N/A                               |
|     | Accumulated Surplus or (Deficit)  | \$N/A  | \$N/A                               |
|     | Justification for any Annual and Accumulated Surplus or (Deficit)   | Please explain: The surplus will be carried forward to our 2011 fiscal year. By the end of 2011 fiscal year, we may end up with break even or a small deficit. | Please explain:                     |
| 10. | <b>Previous City Grant:</b> Amount: \$2,538 <b>Year:</b> 2011 <b>Use:</b> \$2,538   |  |                                     |
| 11. | <b>Proposed City Grant Use:</b><br>1. Use: Hire part-time program coordinator Amount: \$20,000<br>2. Use: Volunteer Support Amount: \$2,600<br>3. Use: Activity Room Rental Amount: \$9,000<br>4. Use: Office Supplies Amount: \$1,900<br>5. Use: Amount:<br>Total City Grant Request: \$33,500<br>Other Funding Sources for this Proposal:<br>1. Source: Direct Access Grant Amount: \$50,500 Purpose:<br>2. Source: City Grant Amount: \$33,500 Purpose:<br>3. Source: Richmond Chinese Community Society Amount: \$315,120 Purpose:<br>Total project budget: \$399,120   |  |                                     |

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| 12. | <b>For Staff Use Only (SL)</b>  |   |
|     | <p><b>Recommended Grant: \$3000</b><br/> <b>Year _____ of _____ Multi-year Funding Cycle</b><br/> <b>Purpose:</b><br/> Funding request to support office operations and program delivery.</p> | <p><b>Staff Comments/Conditions:</b><br/> Increase from 2011. To support delivery of recreation programs.</p> |



**This Summary Sheet will be provided to City Council for consideration. Please type.**

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|-----|--|---|--------------------------------|
| 1.  | <b>Organization:</b> Richmond City Centre Community Association  |   |                                |
| 2.  | <b>Grant Request:</b> \$14,900   | <b>Proposal Title:</b> Asset Development for Children in Central Richmond |                                |
| 3.  | <b>Grant Program (apply to one only):</b> <input type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.   |   |                                |
| 4.  | <b>Purpose:</b> <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)  |   |                                |
| 5.  | <b>Duration:</b> <input type="checkbox"/> An Ongoing Activity, and/or <input checked="" type="checkbox"/> A One-time Activity Start Date: Oct 2011 End: June 2012  |   |                                |
| 6.  | <b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements)<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, this is for year ____ of a ____ year cycle<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.  |   |                                |
| 7.  | <b>Summary of Request</b> (including proposed activities, target group(s), community benefit):<br><br>To run a community-based asset development program for high-need & at-risk children who attend City Centre inner city schools - Cook and Anderson Elementary schools. These are children who would otherwise be on their own with inadequate care on their school's early dismissal day each week. This asset development program will seek support from community organizations, including the Boys & Girls' Club, the United Way, and the schools.<br><br>This program is based on an earlier pilot project which showed the effectiveness of this type of asset development in inner city children. Subsequent to the pilot, this program has been able to gain financial support to reduce funding requested via this grant. Please see the attached Appendix "Asset Proposal Outline" for program details & community benefits. |   |                                |
| 8.  | <b>Non-Grant City Supports Currently Received</b> (e.g., facility use; permissive tax exemption):  |   |                                |
| 9.  | <b>Your Society's Total Budget</b>   | <b>Most Recent Completed Year</b><br>(e.g., Audited Financial Statement)  | <b>Budget for Current Year</b> |
|     | Total Revenue  | \$ 299,681  | \$ 310,575                     |
|     | Total Expenses   | \$ 276,453  | \$ 309,279                     |
|     | Annual Surplus or (Deficit)  | \$ 23,228   | \$ 1,296                       |
|     | Accumulated Surplus or (Deficit)   | \$ 10,524   | \$                             |
|     | Justification for any Annual and Accumulated Surplus or (Deficit)  | Please explain:<br>Require positive operating cash position               | Please explain:                |
| 10. | <b>Previous City Grant: Amount:</b>  | <b>Year:</b>  | <b>Use:</b>                    |
| 11. | <b>Proposed City Grant Use:</b><br>1. Use: Asset Development Program Amount: \$14,900<br>2. Use: Amount:<br>3. Use: Amount:<br>4. Use: Amount:<br>5. Use: Amount:<br><b>Total City Grant Request: \$14,900</b><br><br><b>Other Funding Sources for this Proposal:</b><br>1. Source: Boys & Girls Club Amount: \$5,000 Purpose: Asset Development Program<br>2. Source: Provincial Gaming Grant Amount: \$3,000 Purpose: Asset Development Program<br>3. Source: Rmd City Centre City Ass'n Amount: \$2,000 Purpose: Asset Development Program<br><b>Total project budget: \$24,900</b>   |   |                                |

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| 12. | <b>For Staff Use Only (SL)</b>  |   |
|     | <p><b>Recommended Grant: \$10000</b></p> <p><b>Year _____ of _____ Multi-year Funding Cycle</b></p> <p><b>Purpose:</b><br/>Funding request to support asset development program for children in Richmond city centre.</p> | <p><b>Staff Comments/Conditions:</b><br/>Significant increase from 2011 in alignment with priorities for delivery of recreation services.</p> |



This Summary Sheet will be provided to City Council for consideration. Please type.

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| 1.  | Organization: Richmond Fitness and Wellness Association (RFWA)   |   |  |
| 2.  | Grant Request: \$10,000  | Proposal Title: Walk Richmond                                     |  |
| 3.  | Grant Program (apply to one only): <input type="checkbox"/> Health, Social & Safety <input checked="" type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.   |   |  |
| 4.  | Purpose: <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)   |   |  |
| 5.  | Duration: <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:  |   |  |
| 6.  | Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements)<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, this is for year ____ of a ____ year cycle<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.   |   |  |
| 7.  | <p>Summary of Request (including proposed activities, target group(s), community benefit):</p> <p>The Richmond Fitness and Wellness Association (RFWA) submits its proposal to support the Walk Richmond Program that aims to provide opportunities for Richmond residents to increase their physical activity. Walk Richmond offers the public an opportunity to explore the health benefits of walking. The program was developed in 2007 by the City of Richmond in partnership with VCH and Richmond School district #38 as part of its Active Communities initiative, Getting Richmond Moving. The RFWA has co-sponsored the initiative by providing the Walk Leaders and the Walk Coordinator. The program provides individuals an option to participate in drop-in guided walks at no cost. The target audience of our program are sedentary individuals/families, seniors, and new immigrants. The program aims to increase community awareness through exploring the trails, landmarks, and heritage sites throughout the city.</p> |   |  |
| 8.  | Non-Grant City Supports Currently Received (e.g., facility use; permissive tax exemption):<br>None   |   |  |
| 9.  | Your Society's Total Budget  | Most Recent Completed Year<br>(e.g., Audited Financial Statement) | Budget for Current Year                            |
|     | Total Revenue  | \$ 10,891.43  | \$ 8,700   |
|     | Total Expenses   | \$ 18,144.52  | \$ 22,500  |
|     | Annual Surplus or (Deficit)  | \$ -7,253.09  | \$ -13,800   |
|     | Accumulated Surplus or (Deficit)   | \$ 75,374.80  | \$ 61,574.80                                       |
|     | Justification for any Annual and Accumulated Surplus or (Deficit)  | Please explain:<br>RFWA does not generate revenue.                | Please explain:<br>RFWA does not generate revenue. |
| 10. | Previous City Grant: Amount: \$2030.00 Year: 2011 Use: Walk Richmond Volunteer Expenses  |   |  |
| 11. | Proposed City Grant Use:   |   |  |
|     | 1. Use: Volunteer support  | Amount: \$1,000   |  |
|     | 2. Use: Supplies   | Amount: \$500   |  |
|     | 3. Use: Consultant services  | Amount: \$5,860   |  |
|     | 4. Use: Other  | Amount: \$2,640   |  |
|     | 5. Use:  | Amount:   |  |
|     | Total City Grant Request: \$10,000   |   |  |
|     | Other Funding Sources for this Proposal:   |   |  |
|     | 1. Source: BCRPA   | Amount: \$300   | Purpose: City-wide health promotion events         |
|     | 2. Source: Richmond Secondary School   | Amount: \$500   | Purpose: Supplies for walking workshops            |
|     | 3. Source:   | Amount:   | Purpose:   |
|     | Total project budget:  |   |  |

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| 12. | <b>For Staff Use Only (SL)</b>   |   |
|     | <p><b>Recommended Grant: \$9000</b><br/> <b>Year _____ of _____ Multi-year Funding Cycle</b><br/> <b>Purpose:</b><br/> Funding request to support Walk Richmond program.</p> | <p><b>Staff Comments/Conditions:</b><br/> Significant increase from 2011 in alignment with priorities outlined in both the council-approved Sport for Life and Wellness strategies.</p> |



This Summary Sheet will be provided to City Council for consideration. Please type.

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|-----|--|--|--|
| 1.  | Organization: Richmond Rockets Speed Skating Club  |  |  |
| 2.  | Grant Request: \$5000  | Proposal Title: RRSSC Developmental Fund - Access for Rmd Youth to Sport |  |
| 3.  | Grant Program (apply to one only): <input type="checkbox"/> Health, Social & Safety <input checked="" type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.   |  |  |
| 4.  | Purpose: <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)  |  |  |
| 5.  | Duration: <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:  |  |  |
| 6.  | Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements)<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, this is for year ____ of a ____ year cycle<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.   |  |  |
| 7.  | Summary of Request (including proposed activities, target group(s), community benefit):<br>RRSSC was founded in 2006 to provide training and coaching allowing speed skaters of all ages and abilities to develop, compete and enjoy the sport in the greater Richmond area of BC. We would like to grow our club to provide very affordable access to sport to Richmond youth including those who come from financially disadvantaged families as well as high-risk children. The overall goal of our project is to encourage school youth to at least try but preferably participate for a longer period of time in the sport of short track speed skating through an introductory 50% off regular fees for this season. The City Grant would make it possible for us to cover the cost of ice for 30 students - additional club members and allow us to buy some new skates which we need to expand our membership. |  |  |
| 8.  | Non-Grant City Supports Currently Received (e.g., facility use; permissive tax exemption):   |  |  |
| 9.  | Your Society's Total Budget  | Most Recent Completed Year<br>(e.g., Audited Financial Statement)        | Budget for Current Year                              |
|     | Total Revenue  | \$   | \$ 16820   |
|     | Total Expenses   | \$   | \$ 23820   |
|     | Annual Surplus or (Deficit)  | \$   | \$ 7000  |
|     | Accumulated Surplus or (Deficit)   | \$   | \$ 0   |
|     | Justification for any Annual and Accumulated Surplus or (Deficit)  | Please explain:  | Please explain:<br>cost of ice rental and new skates |
| 10. | Previous City Grant: Amount:   | Year:  | Use:   |
| 11. | Proposed City Grant Use:   |  |  |
|     | 1. Use: ice rental   | Amount: 3192   |  |
|     | 2. Use: new skates   | Amount: 1808   |  |
|     | 3. Use:  | Amount:  |  |
|     | 4. Use:  | Amount:  |  |
|     | 5. Use:  | Amount:  |  |
|     | Total City Grant Request:  |  |  |
|     | Other Funding Sources for this Proposal:   |  |  |
|     | 1. Source: 2010 Legacies Now   | Amount: 2000   | Purpose: Youth fees subsidy                          |
|     | 2. Source:   | Amount:  | Purpose:   |
|     | 3. Source:   | Amount:  | Purpose:   |
|     | Total project budget:  |  |  |

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| 12.  | <b>For Staff Use Only (SL)</b> |   |
| <b>Recommended Grant: \$0</b><br><b>Year _____ of _____ Multi-year Funding Cycle</b><br><b>Purpose:</b><br>Funding request for fee reduction and additional equipment. |                                | <b>Staff Comments/Conditions:</b><br>A grant is not recommended as no additional secured funding partners or working partnerships have been identified. |



**This Summary Sheet will be provided to City Council for consideration. Please type.**

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|-----|--|--|--|
| 1.  | Organization: Steveston Community Society  |  |  |
| 2.  | Grant Request: \$35,344.00   | Proposal Title: Steveston Sockeye Spin                                 |  |
| 3.  | Grant Program (apply to one only): <input type="checkbox"/> Health, Social & Safety <input checked="" type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.   |  |  |
| 4.  | Purpose: <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)  |  |  |
| 5.  | Duration: <input type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: TBD End: TBD   |  |  |
| 6.  | Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements)<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, this is for year <u>1</u> of a <u>3</u> year cycle<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.   |  |  |
| 7.  | Summary of Request (including proposed activities, target group(s), community benefit):<br><br>1. Group operating assistance: target group is all Richmond residents with a focus on those living in the general Steveston area; community benefit is a strong organization equipped to serve the community at the highest standards.<br><br>2. Steveston Sockeye Spin: community event operating assistance to organize a professional road bicycle race; target groups are the general population, tourists, sports enthusiasts; community benefit is primarily economic benefit to area merchants and increased tourism to Steveston. |  |  |
| 8.  | Non-Grant City Supports Currently Received (e.g., facility use; permissive tax exemption):<br>facility use; in-kind equipment and supplies   |  |  |
|     | Your Society's Total Budget  | Most Recent Completed Year<br>(e.g., Audited Financial Statement)      | Budget for Current Year  |
|     | Total Revenue  | \$ 1,402,986   | \$ 1,501,171   |
|     | Total Expenses   | \$ 1,426,683   | \$ 1,402,910   |
|     | Annual Surplus or (Deficit)  | \$ (26,697)  | \$ 98,261  |
|     | Accumulated Surplus or (Deficit)   | \$ 193,640   | \$TBD  |
|     | Justification for any Annual and Accumulated Surplus or (Deficit)  | Please explain: surplus is allocated to various projects/amortizations | Please explain: surplus is allocated to various projects/amortizations |
| 10. | Previous City Grant: Amount: \$7000 Year: 2009 Use: Salmon Festival  |  |  |
| 11. | Proposed City Grant Use:<br>1. Use: Steveston Sockeye Spin Amount: \$26,427<br>2. Use: Society special event staff wage Amount: \$8,917<br>3. Use: Amount:<br>4. Use: Amount:<br>5. Use: Amount:<br><br>Total City Grant Request: \$35,344<br><br>Other Funding Sources for this Proposal:<br>1. Source: still TBD, other grants/sponsors etc. will be sourced Amount: Purpose:<br>2. Source: Amount: Purpose:<br>3. Source: Amount: Purpose:<br><br>Total project budget: Sockeye Spin: \$68,790; Society \$1.4M  |  |  |

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| 12. | <b>For Staff Use Only (SL)</b>  |   |
|     | <b>Recommended Grant: \$3000</b><br>Year _____ of _____ Multi-year Funding Cycle<br><b>Purpose:</b><br>Funding request for Steveston Sockeye Spin Road<br>Cycling event and operating assistance. | <b>Staff Comments/Conditions:</b><br>Increase from 2011 to provide seed funding for Sockeye Spin. |



**This Summary Sheet will be provided to City Council for consideration. Please type.**

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| 1.  | <b>Organization: Steveston Community Society</b>  |   |                                |
| 2.  | <b>Grant Request: \$ 50,000.00</b>  | <b>Proposal Title: Richmond Summer Project</b>                        |                                |
| 3.  | <b>Grant Program (apply to one only):</b> <input type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events<br>The Arts & Culture Grant Program is under development and will be posted on the City Website as of October 21, 2011.  |   |                                |
| 4.  | <b>Purpose:</b> <input type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Program, Project, Event)  |   |                                |
| 5.  | <b>Duration:</b> <input type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity <b>Start Date:</b> <b>End:</b>   |   |                                |
| 6.  | <b>Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements)</b><br><input type="checkbox"/> No <input type="checkbox"/> Yes If yes, this is for year ____ of a ____ year cycle<br>If year 2 or 3, please attach information regarding any changes since Year 1 that may impact your use of City Grants.  |   |                                |
| 7.  | <b>Summary of Request (including proposed activities, target group(s), community benefit):</b><br>Funds would be contributing to the overall summer project, 2012 grant dollars would be distributed between 14 facilities citywide. The City Grant would enable low cost/no cost services to be offered to Richmond residents by offsetting staff salaries, general expenses and training expenses for staff and volunteers. The grant also allows children that require extra support to fully participate in our summer programs. Steveston Community Society is submitting the grant application for summer 2012 on behalf of the following City of Richmond partners in Park, Recreation and Community Social Services:<br>Steveston Community Society, Thompson Community Association, East Richmond Community Association, South Arm Community Association, City Centre Community Association, Sea Island Community Association, Hamilton Community Association, West Richmond Community Association, Minoru Seniors Society, Richmond Nature Park Society, Arts Centre, Arena Services, Britannia Heritage Shipyard Society, and Diversity Services |   |                                |
| 8.  | <b>Non-Grant City Supports Currently Received (e.g., facility use; permissive tax exemption):</b><br>Facilities and City Staff support  |   |                                |
| 9.  | <b>Your Society's Total Budget</b>  | <b>Most Recent Completed Year (e.g., Audited Financial Statement)</b> | <b>Budget for Current Year</b> |
|     | <b>Total Revenue</b>  | \$  | \$                             |
|     | <b>Total Expenses</b>   | \$  | \$                             |
|     | <b>Annual Surplus or (Deficit)</b>  | \$  | \$                             |
|     | <b>Accumulated Surplus or (Deficit)</b>   | \$  | \$                             |
|     | <b>Justification for any Annual and Accumulated Surplus or (Deficit)</b>  | Please explain:   | Please explain:                |
| 10. | <b>Previous City Grant: Amount: 50,000 Year: 2011 Use: Richmond Summer Project</b>  |   |                                |
| 11. | <b>Proposed City Grant Use:</b><br>1. Use: Wages Amount: \$23,800.00<br>2. Use: Volunteer support Amount: \$4,500.00<br>3. Use: Supplies Amount: \$3,400.00<br>4. Use: Other Initiatives – see grant Amount: \$18,300.00<br>5. Use: Amount:<br><b>Total City Grant Request: 50,000.00</b>   |   |                                |

**Other Funding Sources for this Proposal:**

|                               |                           |                                 |
|-------------------------------|---------------------------|---------------------------------|
| 1. Source: Canada Summer Jobs | Amount: approx. 70,000.00 | Purpose: Hiring summer students |
| 2. Source:                    | Amount:                   | Purpose:                        |
| 3. Source:                    | Amount:                   | Purpose:                        |
| Total project budget:         |                           |                                 |

|     |   |   |
|-----|---|---|
| 12. | <b>For Staff Use Only (SL)</b>                          |   |
|     | Recommended Grant: \$51,765                             | <b>Staff Comments/Conditions:</b><br>Same level as 2011 plus cost of living increase. |
|     | Year <u>1</u> of <u>3</u> Multi-year Funding Cycle      |   |
|     | <b>Purpose:</b><br>To support low-cost summer programs. |   |





# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** January 23, 2012

**From:** Victor Wei, P. Eng.  
Director, Transportation

**File:** 12-8060-01/2011-Vol  
01

**Re:** ESTABLISHMENT OF THE CAPSTAN STATION CAPITAL RESERVE FUND

### Staff Recommendation

That Capstan Station Capital Reserve Fund Establishment Bylaw No. 8854 be introduced and given first, second and third reading.

Victor Wei, P. Eng.  
Director, Transportation  
(604-276-4131)

Att. 1

| FOR ORIGINATING DEPARTMENT USE ONLY |   |                                       |   |
|-------------------------------------|---|---------------------------------------|---|
| <b>ROUTED TO:</b>                   | <b>CONCURRENCE</b>  | <b>CONCURRENCE OF GENERAL MANAGER</b> |   |
| Budgets & Accounting.....           | Y <input checked="" type="checkbox"/> N <input type="checkbox"/>    |                                       |   |
| Law.....                            | Y <input checked="" type="checkbox"/> N <input type="checkbox"/>    |                                       |   |
| Development Applications .....      | Y <input checked="" type="checkbox"/> N <input type="checkbox"/>    |                                       |   |
| <b>REVIEWED BY TAG</b>              | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> | <b>REVIEWED BY CAO</b>                | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |

## Staff Report

### Origin

At its January 23, 2012 meeting, Council endorsed that Bylaw No. 8837 (the Bylaw) to amend the Richmond Official Community Plan, Schedule 2.10 (City Centre), be introduced and given first reading. The Bylaw provides for a funding strategy for the construction of the Capstan Canada Line Station. This report proposes the establishment of a capital reserve fund, which is required to hold the voluntary developer contributions as described in the approved funding strategy.

### Analysis

The Bylaw provides that developers of projects within the area described in the Capstan Station Bonus Map may be entitled to bonus density (called the Capstan Station Bonus) in return for making voluntary contributions ("Developer Contributions") to the planning, construction and implementation cost of the Capstan Station.

The Bylaw provides that the collected developer contributions would be held by the City in a separate interest-bearing bank account and delivered to TransLink when the amount collected from developers is equal to the estimated Capstan Station capital cost of \$25.3 million plus CPI (in 2010 dollars). This accrual of the developer contributions requires the establishment of a capital reserve fund as described in the proposed Capstan Station Capital Reserve Fund Establishment Bylaw No. 8854 (see **Attachment 1**). Staff therefore recommend that the proposed bylaw be introduced and given first, second and third reading.

### Financial Impact

There is no financial impact to the City.

### Conclusion

At its January 23, 2012 meeting, Council endorsed that Bylaw No. 8837, to amend the Richmond Official Community Plan, Schedule 2.10 (City Centre), be introduced and given first reading in order to facilitate the implementation of a funding strategy for the construction of the future Capstan Canada Line Station. This report proposes the establishment of a capital reserve fund, which is required to hold the developer contributions as per the approved funding strategy.



Joan Caravan  
Transportation Planner  
(604-276-4035)  
JC:jc



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**Capstan Station Capital Reserve Fund Establishment Bylaw No. 8854**

**WHEREAS:**

- A. The Council intends to raise capital funds for the construction of the Capstan Station on the Canada Line; and
- B. The Council may establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund;
- 1. The Council of the City of Richmond enacts as follows:
  - 1.1 The Capstan Station Capital Reserve Fund is established.
  - 1.2 Funds paid to the City in connection with density bonus provisions in Zoning Bylaw 8500 pertaining to the Capstan Station Reserve shall be placed to the credit of the Capstan Station Capital Reserve Fund.
  - 1.3 The purposes of the Capstan Station Capital Reserve Fund are:
    - (a) to pay, in accordance with the arrangements between the City and South Coast British Columbia Transportation Authority from time to time in respect of the Capstan Station on the Canada Line, the cost of constructing the Capstan Station, which costs include, without limitation:
      - (i) preliminary and detailed design costs;
      - (ii) construction costs;
      - (iii) passenger-related enhancements to the Capstan Station and the immediate public realm; and
      - (iv) capital improvements to roadways and other transportation infrastructure required in consequence of the construction of the Capstan Station;
    - (b) improvements to City infrastructure within the area established as the Capstan Station Bonus Map area in the City Centre Area plan that facilitate or enhance public use of the Capstan Station and related transportation improvements; and
    - (c) in the event that the Council in its sole discretion determines that it is not feasible to construct the Capstan Station, or that the Capstan Station will not

be constructed within a reasonable time, to pay the capital cost of alternative public transportation improvements in, or alternative public transportation improvements of benefit to, the area established as the Capstan Station Bonus Map area in the City Centre Area Plan, or to pay the capital cost of other public improvements in or of benefit to that area.

2. This Bylaw is cited as **"Capstan Station Capital Reserve Fund Establishment Bylaw No. 8854"**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

|   |
|---|
| CITY OF<br>RICHMOND   |
| APPROVED<br>for content by<br>originating<br>dept.<br><i>VW</i> |
| APPROVED<br>for legality<br>by Solicitor<br><i>De</i>           |



**Planning Committee**

**Anderson Room, City Hall  
6911 No. 3 Road**

**Tuesday, February 21, 2012  
4:00 p.m.**

Pg. #      ITEM

MINUTES

**PLN-7**      *Motion to adopt the minutes of the meeting of the Planning Committee held on Tuesday, February 7, 2012.*



NEXT COMMITTEE MEETING DATE

Tuesday, March 6, 2012, (tentative date) at 4:00 p.m. in the Anderson Room

COMMUNITY SERVICES DEPARTMENT

**PLN-13**      1. **HOUSING AGREEMENT (LEGACY PARK LANDS LIMITED) BYLAW NO. 8853 - TO SECURE MARKET RENTAL HOUSING UNITS LOCATED IN 14000 AND 14088 RIVERPORT WAY**  
(File Ref. No. 12-8060-20-8853) (REDMS No. 3424066)

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See Page **PLN-13** for full report

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*Designated Speaker: Dena Kae Beno*

STAFF RECOMMENDATION

*That Bylaw No. 8853 be introduced and given first, second, and third readings to permit the City, once Bylaw No. 8853 has been adopted, to enter into a Housing Agreement substantially in the form attached hereto, in accordance with the requirements of s. 905 of the Local Government Act, to secure the market rental housing units required by Zoning Text Amendment Application No. 11-565675.*



PLANNING & DEVELOPMENT DEPARTMENT

- PLN-33      2.      JAING ZHU HAS APPLIED TO THE CITY OF RICHMOND FOR PERMISSION TO REZONE 9780 ALBERTA ROAD FROM SINGLE DETACHED (RS1/F) TO TOWN HOUSING (ZT60) – NORTH MCLENNAN (CITY CENTRE) IN ORDER TO CREATE SIX (6) TOWNHOUSE UNITS.**  
(File Ref. No. 12-8060-20-8812, **RZ 11-566870**) (REDMS No. 3315070)

See Page **PLN-33** for full report

*Designated Speaker: Brian J. Jackson*

STAFF RECOMMENDATION

*That Bylaw 8812, for the rezoning of 9780 Alberta Road from “Single Detached (RS1/F)” to “Town Housing (ZT60) – North McLennan (City Centre)”. be introduced and given first reading.*



- PLN-57      3.      APPLICATION BY YASEEN GREWAL, BALBIR RANDHAWA AND SARBJIT RANDHAWA FOR REZONING AT 10180/10200 FINLAYSON DRIVE FROM TWO-UNIT DWELLINGS (RD1) TO SINGLE DETACHED (RS2/B)**  
(File Ref. No. 12-8060-20-8863, **RZ 11-594451**) (REDMS No. 3455139)

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

*Designated Speaker: Brian J. Jackson*

STAFF RECOMMENDATION

*That Bylaw No. 8863, for the rezoning of 10180/10200 Finlayson Drive from “Two-Unit Dwellings (RD1)” to “Single Detached (RS2/B)”, be introduced and given first reading.*



- PLN-71      4.      APPLICATION BY HARBINDER BAHD FOR REZONING AT 8631 FRANCIS ROAD FROM SINGLE DETACHED (RS1/E) TO COACH HOUSES (RCH)**  
(File Ref. No. 12-8060-20-8866, **RZ 11-587257**) (REDMS No. 345727)

See Page **PLN-71** for full report

*Designated Speaker: Brian J. Jackson*

**STAFF RECOMMENDATION**

*That Bylaw No. 8866, for the rezoning of 8631 Francis Road from “Single Detached (RS1/E)” to “Coach Houses (RCH)”, be introduced and given first reading.*



- PLN-83      5.      KHALID HASAN HAS APPLIED TO THE CITY OF RICHMOND FOR PERMISSION TO REZONE 9500, 9520 AND 9540 GRANVILLE AVENUE FROM “SINGLE DETACHED (RS1/F)” TO “MEDIUM DENSITY TOWNHOUSES (RTM2)” IN ORDER TO DEVELOP A 16 UNIT 2 STOREY TOWNHOUSE DEVELOPMENT**  
(File Ref. No. 12-8060-20-8868, **RZ 11-581552**) (REDMS No. 3465853)

See Page **PLN-83** for full report

*Designated Speaker: Brian J. Jackson*

**STAFF RECOMMENDATION**

*That Bylaw No. 8868 for the rezoning of 9500, 9520 and 9540 Granville Avenue from “Single Detached, (RS1/F)” to “Medium Density Townhouses (RTM2)”, be introduced and given first reading.*



- PLN-103      6.      APPLICATION BY PACIFIC COASTAL HOMES LTD. FOR REZONING AT 4771 DUNCLIFFE ROAD FROM SINGLE DETACHED (RS1/E) TO SINGLE DETACHED (RS2/A)**  
(File Ref. No. 12-8060-20-8869, **RZ 11-577322**) (REDMS No. 3444628)

See Page **PLN-103** for full report

*Designated Speaker: Brian J. Jackson*

**STAFF RECOMMENDATION**

*That Bylaw No. 8869, for the rezoning of 4771 Dunccliffe Road from “Single Detached (RS1/E)” to “Single Detached (RS2/A)”, be introduced and given first reading.*



- PLN-119      7.      APPLICATION BY FIREWORK PRODUCTIONS LTD. FOR A TEMPORARY COMMERCIAL USE PERMIT AT 8351 RIVER ROAD AND DUCK ISLAND (LOT 87 SECTION 21 BLOCK 5 NORTH RANGE 6 WEST PLAN 34592) FOR 2012, 2013 AND 2014**

(File Ref. No. TU 11-595782) (REDMS No. 3468443)

See Page **PLN-119** for full report

**STAFF RECOMMENDATION**

- (1)      *That the application of Firework Productions Ltd. for a Temporary Commercial Use Permit for property at 8351 River Road and Duck Island be considered at Public Hearing to be held on March 19, 2012 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 Firework Productions Ltd. for the property at 8351 River Road and Duck Island for the purposes of permitting an evening night market event between May 18, 2012 to October 8, 2012 (inclusive), May 17, 2013 to October 14, 2013 (inclusive) and May 16, 2014 to October 13, 2014 (inclusive) subject to the fulfillment of all terms, conditions and requirements outlined in the Temporary Commercial Use Permit and attached Schedules.”*

- (2)      *That the Public Hearing notification area include all properties to the north of Bridgeport Road and west of Great Canadian Way as shown in Attachment 4 to the staff report dated February 9, 2012 from the Director of Development.*



- PLN-165      8.      APPLICATION BY BASTION DEVELOPMENT CORPORATION FOR RICHMOND ISLAND**

(File Ref. No. 12-8060-20-8861) (REDMS No. 3428095)

See Page **PLN-165** for full report

*Designated Speaker: Brian J. Jackson*

STAFF RECOMMENDATION

*That:*

- (1) *Water Service to Richmond Island Bylaw No. 8861, authorizing the Service Agreement for the provision of water service by the City of Vancouver to lands commonly known as Richmond Island and legally described as PID: 025-409-018, Parcel A Section 17 and 18 Block 5 North Range 6 West NWD Plan LMP53748 (“Richmond Island”), be introduced and given first, second and third readings;*
- (2) *The Chief Administrative Officer and General Manager, Engineering & Public Works be authorized to negotiate and execute an indemnification agreement with North Fraser Terminals Inc. and Milltown Marina & Boatyard Ltd. relating to possible flooding and/or erosion on Richmond Island;*
- (3) *Staff be directed to work with FREMP and Port Metro Vancouver to amend the FREMP Richmond Area Designation agreement in keeping with the proposed marina use at Richmond Island; and*
- (4) *Staff be directed to advise the BC Environmental Assessment Office that on the basis of the additional work undertaken by the proponent, the City of Richmond has no further objections to the proposed “waive out” from the BC Environmental Assessment review.*



**PLN-199 9. FORM AND CHARACTER GUIDELINES FOR GRANNY FLATS AND COACH HOUSES IN BURKEVILLE AND EDGEMERE (2041 OCP UPDATE)**

(File Ref. No. 08-4045-00) (REDMS No. 3440676)

See Page **PLN-199** for full report

*Designated Speakers: Terry Crowe and Holger Burke*

STAFF RECOMMENDATION

*That the:*

- (1) *Proposed Form and Character Guidelines for Granny Flats and Coach Houses in Burkeville and Edgemere (Attachment 1); and*
- (2) *Draft Single Detached Housing Zone with Granny Flats or Coach Houses in Burkeville and Edgemere (Attachment 2)*

*be approved for public consultation in the Burkeville and Edgemere areas as part of the 2041 OCP Update.*



Pg. #      ITEM

10.    **MANAGER’S REPORT**

ADJOURNMENT





## Planning Committee

Date: Tuesday, February 7, 2012

Place: Anderson Room  
Richmond City Hall

Present: Councillor Bill McNulty, Chair  
Councillor Evelina Halsey-Brandt, Vice-Chair  
Councillor Chak Au  
Councillor Harold Steves

Absent: Councillor Linda Barnes

Also Present: 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 Planning Committee held on Tuesday, January 17, 2012, be adopted as circulated.*

**CARRIED**

## NEXT COMMITTEE MEETING DATE

Tuesday, February 21, 2012, (tentative date) at 4:00 p.m. in the Anderson Room

## COMMUNITY SERVICES DEPARTMENT

### 1. **AFFORDABLE HOUSING STRATEGY: 2012 ANNUAL REVIEW OF INCOME THRESHOLDS AND AFFORDABLE RENT RATES**

(File Ref. No. ; REDMS No. 3454334)

In response to queries Dena Kae Beno, Affordable Housing Coordinator, advised that: (i) Richmond has nine occupied affordable housing units at present; (ii) occupied affordable housing units depend on the development cycle of each development project; and (iii) staff expects that the bulk of occupied affordable housing units will come forward in 2013.

**Planning Committee**  
**Tuesday, February 7, 2012**

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In response to Committee's request, Ms. Kae Beno advised that she would prepare, and submit to Council, a memo with updates regarding information such details as the number of affordable housing units that have been built in Richmond, among other details.

It was moved and forwarded

*That amendments to the Richmond Affordable Housing Strategy dated May 9, 2007, as amended, (the "Richmond Affordable Housing Strategy") as outlined in Attachment 1 of the report dated January 10, 2012 from the General Manager of Community Services entitled "Affordable Housing Strategy: 2012 Annual Review of Income Thresholds and Affordable Rent Rates", be approved as Addendum No. 3 to the Richmond Affordable Housing Strategy.*

**CARRIED**

**2. 2012 – 2015 RICHMOND INTERCULTURAL STRATEGIC PLAN AND WORK PROGRAM**

(File Ref. No.) (REDMS No. 3427629)

Discussion ensued among Committee, Alan Hill, Cultural Diversity Coordinator, and David Purghart, Chairperson, Richmond Intercultural Advisory Committee (RIAC), and Richmond RCMP representative to RIAC and especially with regard to:

- the Intercultural Advisory Committee can encourage ESL classes across the community, but has no mandate to provide ESL classes;
- after Council approves the strategic plan and work program, staff will submit it to the School Board; and
- new immigrants can learn from the mainstream culture, and the mainstream culture can learn from new immigrants.

A brief discussion ensued with regard to the value of intercultural events at community centres and schools.

It was moved and seconded

*That the 2012-2015 Richmond Intercultural Strategic Plan and Work Program (Attachment 1) be approved.*

**CARRIED**

As a result of the discussion regarding the value of intercultural events, the following **referral** motion was introduced:

## Planning Committee

Tuesday, February 7, 2012

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It was moved and seconded

*That staff develop a plan to implement an annual Richmond Day Festival as an occasion to bring the Richmond community together to celebrate cultural diversity as well as Richmond's heritage.*

**CARRIED**

### PLANNING AND DEVELOPMENT DEPARTMENT

3. **APPLICATION BY JAGTAR & SHINGARA KANDOLA FOR REZONING AT 10580 RIVER DRIVE FROM SINGLE FAMILY (RS1/D) TO SINGLE DETACHED (RS2/C)**

(File Ref. No. 12-8060-20-8849, RZ 11-594227) (REDMS No. 3417674)

It was moved and seconded

*That Bylaw No. 8849, for the rezoning of 10580 River Drive from "Single Family (RS1/D)" to "Single Detached (RS2/C)", be introduced and given first reading.*

**CARRIED**

4. **APPLICATION BY ROBERT KIRK FOR REZONING AT 11291 WILLIAMS ROAD FROM SINGLE DETACHED (RS1/E) TO COMPACT SINGLE DETACHED (RC2)**

(File Ref. No. 12-8060-20-8852, RZ 11-587549) (REDMS No. 3424625)

In response to a query, Brian J. Jackson, Director of Development, advised that when an applicant comes forward staff does not set out a preference for, or against, the inclusion of a secondary suite, but staff finds that in two thirds of the cases, applicants build a secondary suite, while in one third of the cases, applicants submit cash in lieu.

It was moved and seconded

*That Bylaw No. 8852, for the rezoning of 11291 Williams Road from "Single Detached (RS1/E)" to "Compact Single Detached (RC2)", be introduced and given first reading.*

**CARRIED**

5. **TELECOMMUNICATION ANTENNA CONSULTATION AND SITING PROTOCOL**

(File Ref. No. 08-4040-01) (REDMS No. 3443379)

Mr. Jackson provided background information and noted that the staff report reflected a balance between the controls Council wishes to have regarding the siting of telecommunication antennas versus Federal regulations.

Discussion ensued between Committee and staff and in particular on:

**Planning Committee**  
**Tuesday, February 7, 2012**

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- whether the health department was part of the consultation process;
- the siting protocol has to comply with height regulations outlined by the Vancouver Airport Authority;
- Federal authority is paramount on regulating telecommunications over local zoning powers; and
- a school board can object to an antenna on land adjacent to school property, but cannot regulate the land use of the surrounding properties.

Further discussion ensued with regard to an email (on file in the City Clerk's Office) from Michelle Khong, stating concern on long-term health of residents from the siting of antenna.

Committee directed staff to: (i) review Ms. Khong's email; and (ii) submit a memo to Council regarding the email's content, before the Monday, February 13, 2012 meeting of Council.

It was moved and seconded

***That:***

- (1) *The proposed Telecommunication Antenna Consultation and Siting Protocol be adopted as a Council Policy to guide the City's review of telecommunication antenna proposals and to facilitate commenting to telecommunication antenna proponents and Industry Canada under the Federal Radiocommunication Act as set out in the staff report entitled "Telecommunication Antenna Consultation and Siting Protocol" dated January 18, 2012;*
- (2) *Staff be directed to prepare the proposed amendments to Zoning Bylaw 8500 as set out in the above staff report for future consideration by Council; and*
- (3) *Staff be directed to prepare an amendment to Development Application Fee Bylaw 7984 to include an application fee to cover the cost of processing applications under the proposed Telecommunication Antenna Consultation and Siting Protocol as set out in the above staff report for future consideration by Council.*

**CARRIED**

**Planning Committee**  
**Tuesday, February 7, 2012**

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**5A. COUNCILLOR EVELINA HALSEY-BRANDT**

Councillor Evelina Halsey-Brandt referenced a February 6, 2012 article in the Vancouver Sun newspaper (on file in the City Clerk's Office) and noted that a Burnaby-based religious group is negotiating with urban farmers to put approximately three acres of unused agricultural land under crops this spring.

Discussion ensued among Committee regarding Richmond's No. 5 Road Backlands Policy, and the following comments were made: (i) that staff, when they review the policy, ascertain whether agricultural activity is real or not on the backlands of No. 5 Road properties; and (ii) in light of the developers of the former Fantasy Gardens site giving the City park space at that site, will other No. 5 Road property owners provide the City with access to their backlands.

Further discussion ensued between Committee and staff, and especially regarding: (i) the timing of the review of the No. 5 Road Backlands Policy; and (ii) the involvement of the City's Finance staff in the review process.

**6. MANAGER'S REPORT**

No manager's reports were given.

**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (4:40 p.m.).*

**CARRIED**

Certified a true and correct copy of the  
Minutes of the meeting of the Planning  
Committee of the Council of the City of  
Richmond held on Tuesday, February 7,  
2012.

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Councillor Bill McNulty  
Chair

---

Sheila Johnston  
Committee Clerk





# City of Richmond

## Report to Committee

**To:** Planning Committee  
**From:** Cathryn Volkering Carlile  
General Manager  
**Date:** January 31, 2012  
**File:** 08-4057-05/2011  
**Re:** **Housing Agreement (Legacy Park Lands Limited) Bylaw No. 8853 -  
To Secure Market Rental Housing Units located in 14000 and 14088 Riverport  
Way**

### Staff Recommendation

That Bylaw No. 8853 be introduced and given first, second, and third readings to permit the City, once Bylaw No. 8853 has been adopted, to enter into a Housing Agreement substantially in the form attached hereto, in accordance with the requirements of s. 905 of the Local Government Act, to secure the market rental housing units required by Zoning Text Amendment Application No. 11-565675.

Cathryn Volkering Carlile  
General Manager  
(604-276-4068)

Att. 3

| FOR ORIGINATING DEPARTMENT USE ONLY |   |                             |   |
|-------------------------------------|---|-----------------------------|---|
| <b>ROUTED TO:</b>                   | <b>CONCURRENCE</b>                      |                             | <b>CONCURRENCE OF GENERAL MANAGER</b>                               |
| Law                                 | Y <input checked="" type="checkbox"/>   | N <input type="checkbox"/>  |   |
| Development Applications            | Y <input checked="" type="checkbox"/>   | N <input type="checkbox"/>  |   |
| <b>REVIEWED BY TAG</b>              | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | <b>REVIEWED BY CAO</b>  |
|                                     |   |                             | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |
|                                     |   |                             |   |

## Staff Report

### Origin

The purpose of this report is to recommend Council adoption of a Housing Agreement Bylaw (Bylaw No. 8853, **Attachment 1**) to secure 135 market rental housing units in a proposed development at 14000 and 14088 Riverport Way (Map 1, **Attachment 3**).

The report and bylaw are consistent with Council's adopted term goal:

*Improve the effectiveness of the delivery of social services in the City through the development and implementation of a Social and Community Services Strategy that includes.....increased social housing, implementation of the campus of care concept and an emergency shelter for women...*

Patrick Cotter Architect Inc. has applied for a zoning text amendment for 14000 and 14088 Riverport Way from Low Rise Apartment (ZLR14) – Riverport in order to permit a medium-density mid-rise, mixed-use rental residential development. The development will include:

- A 6-storey mixed use building with 55 market rental housing units, ground level commercial and community meeting space at 14000 Riverport Way, and
- A previously approved 4-storey building with 80 market rental housing units at 14088 Riverport Way.

This zoning text amendment application received second and third reading at the Public Hearing on October 17, 2011. Execution of the Housing Agreement is a rezoning consideration of the Legacy Park Lands Limited application.

The *Local Government Act*, Section 905, states that a local government may, by bylaw, enter into a Housing Agreement to secure affordable housing units. The proposed Housing Agreement Bylaw for the subject Legacy Park Lands Limited development (Bylaw 8853) is presented in **Attachment 1**. It is recommended that the Bylaw be introduced and given first, second, and third readings. Following adoption of the Bylaw, the City will be able to execute the Housing Agreement and arrange for notice of the agreement to be filed in the Land Title Office.

### Analysis

Since the time of the rezoning application approval, further refinement of the design has been completed by the applicants. This has resulted in a slight decrease in the number of market rental housing units contemplated in the Zoning Text Amendment from 140 to 135. The 135 market rental housing units shall be distributed as follows:

- Approximately 4,137 m<sup>2</sup> constituting 55 market rental housing units at 14000 Riverport Way, and
- Approximately 4,489.5 m<sup>2</sup> constituting 80 market rental housing units at 14088 Riverport Way.

The 80-unit building at 14088 Riverport Way is now constructed. There are 20 rental units with anticipated move in dates set from February 1 to March 1, 2012. The property owner has received over 150 inquiries from individuals interested in renting the remaining units.

The applicant has agreed to register notice of the Housing Agreement on title to secure the 135 market rental housing units in perpetuity. The applicant has agreed to the terms and conditions of the attached Housing Agreement (**Attachment 2**).

### **Financial Impact**

Administration of this Housing Agreement will be covered by existing City resources.

### **Conclusion**

In accordance with the Local Government Act (Section 905), adoption of Bylaw No. 8853 is required to permit the City to enter into a Housing Agreement to secure 135 market rental housing units that are proposed in association with Zoning Text Amendment Application No. 11-565675.

It is thus recommended that first, second, and third reading be given to Bylaw No. 8853.



Dena Kae Beno  
Affordable Housing Coordinator  
(604-247-4946)

DKB:dkb

|              |                                  |               |
|--------------|----------------------------------|---------------|
| Attachment 1 | Bylaw No. 8853                   | REDMS 3424778 |
| Attachment 2 | Schedule A and Housing Agreement | REDMS 3466426 |
| Attachment 3 | 14000 & 14008 Riverport Way Map  | REDMS 3425018 |



City of  
Richmond

## Bylaw 8853

### Housing Agreement (14000 and 14088 Riverport Way) Bylaw No. 8853

The Council of the City of Richmond enacts as follows:

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

PID 026 215 365

Lot 2 Section 33 Block 4 North Range 5 West New Westminster District Plan  
BCP 16162

PID 026 215 357

Lot 1 Section 33 Block 4 North Range 5 West New Westminster District Plan  
BCP 16162

(the "Lands").

2. The General Manager of Community Services for the City of Richmond is authorized to cause notice of the housing agreement to be registered in the Land Title Office.
3. This Bylaw may be cited as "**Housing Agreement (14000 And 14088 Riverport Way) Bylaw No. 8853**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

|       |  |
|-------|--|
| _____ | CITY OF<br>RICHMOND                                |
| _____ | APPROVED<br>for content by<br>originating<br>dept. |
| _____ | APPROVED<br>for legality<br>by Solicitor           |
| _____ |  |

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

Schedule A

To Housing Agreement (Legacy Park Lands Limited) Bylaw No. 8853

HOUSING AGREEMENT BETWEEN LEGACY PARK LANDS LIMITED AND CITY OF  
RICHMOND IN RELATION TO 14000 AND 14088 RIVERPORT WAY

**HOUSING AGREEMENT**  
**(Section 905 *Local Government Act*)**

**THIS AGREEMENT** is dated for reference the 6th day of January, 2012.

**BETWEEN:**

**LEGACY PARK LANDS LIMITED**

(Inc. No. BC0360137)

a company duly incorporated under the laws of the Province of British Columbia and having its offices at 4540 Agar Drive, Richmond, B.C. V7B 1A3

(the "Owner" as more fully defined in section 1.1 of this Agreement)

**AND:**

**CITY OF RICHMOND**

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

(the "City" as more fully defined in section 1.1 of this Agreement)

**WHEREAS:**

- A. Section 905 of the *Local Government Act* permits the City to enter into and, by legal notation on title, note on title to lands, housing agreements which may include, without limitation, conditions in respect to the form of tenure of housing units;
- B. The Owner is the registered owner of the Lands (as hereinafter defined);
- C. As a condition of approving Zoning Text Amendment 11-565675 (the "Text Amendment"), the Owner is required to register the City's Housing Agreement to secure at least one hundred and thirty-five (135) Dwelling Units, (as hereinafter defined), being constructed on the Lands for market rental purposes in perpetuity and to also provide that the Owner shall not apply for subdivision including stratification (subdivision by way of strata plan, whether by conversion or otherwise) of all or any portion of the Lands, provided that consolidation of the Lands is permitted; and
- D. The Owner and the City wish to enter into this Agreement (as hereinafter defined) to provide the Dwelling Units (as hereinafter defined) on the terms and conditions set out in this Agreement.

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

## ARTICLE 1 DEFINITIONS AND INTERPRETATION

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

- (a) **"Agreement"** means this agreement together with all schedules, attachments and priority agreements attached hereto;
- (b) **"Building 1"** means the building to be constructed on PID: 026-215-365 Lot 2 Section 33 Block 4 North Range 5 West NWD Plan BCP16162;
- (c) **"Building 2"** means the building to be constructed on PID: 026-215-357 Lot 1 Section 33 Block 4 North Range 5 West NWD Plan BCP16162
- (d) **"City"** means the City of Richmond;
- (e) **"Dwelling Unit"** means a residential dwelling unit or units located or to be located on the Lands;
- (f) **"Housing Covenant"** means the agreements, covenants and charges granted by the Owner to the City (which includes covenants pursuant to section 219 of the *Land Title Act*) charging the Lands registered on the \_\_\_\_ day of \_\_\_\_, 2011 under number \_\_\_\_\_;
- (g) **"Interpretation Act"** means the *Interpretation Act*, R.S.B.C. 1996, Chapter 238;
- (h) **"Land Title Act"** means the *Land Title Act*, R.S.B.C. 1996, Chapter 250;
- (i) **"Lands"** means the following lands and premises situate in the City of Richmond and any part, including a building or a portion of a building, into which said land is Subdivided:  
  

PID: 026 215 365  
Lot 2 Section 33 Block 4 North Range 5 West NWD Plan BCP16162

PID: 026 215 357  
Lot 1 Section 33 Block 4 North Range 5 West NWD Plan BCP16162
- (j) **"Local Government Act"** means the *Local Government Act*, R.S.B.C. 1996, Chapter 323;
- (k) **"LTO"** means the New Westminster Land Title Office or its successor;

- (l) **"Market Rent"** means the amount of rent that a willing tenant would pay to a willing landlord for the rental of a comparable unit with comparable amenities in a comparable location for a comparable period of time;
- (m) **"Owner"** means the party described on page 1 of this Agreement as the Owner and any subsequent owner of the Lands or of any part into which the Lands are Subdivided, and includes any person who is a registered owner in fee simple of a Dwelling Unit from time to time;
- (n) **"Real Estate Development Marketing Act"** means the *Real Estate Development Marketing Act*, S.B.C. 2004, Chapter 41;
- (o) **"Residential Tenancy Act"** means the *Residential Tenancy Act*, S.B.C. 2002, Chapter 78;
- (p) **"Strata Property Act"** means *Strata Property Act* S.B.C. 1998, Chapter 43;
- (q) **"Subdivide"** means to divide, apportion, or subdivide the Lands, or the ownership or right to possession or occupation of the Lands into two or more lots, strata lots, parcels, parts, portions or shares, whether by plan, descriptive words or otherwise, under the *Land Title Act*, the *Strata Property Act*, or otherwise, and includes the creation, conversion, organization or development of "cooperative interests" or "shared interest in land" as defined in the *Real Estate Development Marketing Act*;
- (r) **"Tenancy Agreement"** means a written tenancy agreement, lease, license or other agreement granting rights to occupy a Dwelling Unit for a term of not more than five years; and
- (s) **"Tenant"** means an occupant or occupants of a Dwelling Unit by way of a Tenancy Agreement. A Tenant does not include the Owner or the Owner's family members or any guest of the Owner.

1.2 In this Agreement:

- (a) reference to the singular includes a reference to the plural, and *vice versa*, unless the context requires otherwise;
- (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
- (c) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
- (d) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;

- (e) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced, unless otherwise expressly provided;
- (f) the provisions of section 25 of the *Interpretation Act* with respect to the calculation of time apply;
- (g) time is of the essence;
- (h) all provisions are to be interpreted as always speaking;
- (i) reference to a "party" is a reference to a party to this Agreement and to that party's respective successors, assigns, trustees, administrators and receivers. Wherever the context so requires, reference to a "party" also includes an Eligible Tenant, agent, officer and invitee of the party;
- (j) reference to a "day", "month", "quarter" or "year" is a reference to a calendar day, calendar month, calendar quarter or calendar year, as the case may be, unless otherwise expressly provided; and
- (k) where the word "including" is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word "including".

## ARTICLE 2 USE AND OCCUPANCY OF DWELLING UNITS

- 2.1 Notwithstanding that the Owner may be otherwise entitled, the Owner agrees that each of the one hundred and thirty five (135) Dwelling Units being constructed on the Lands may only be:
  - (a) occupied by a Tenant pursuant to a Tenancy Agreement and that no Dwelling Unit may be occupied by the Owner, the Owner's family members or any guest of the Owner; and
  - (b) used for the provision of housing at Market Rent in perpetuity in accordance with this Agreement.
- 2.2 Notwithstanding that the Owner may be otherwise entitled, the Owner shall not apply for subdivision including stratification (subdivision by way of strata plan, whether by conversion or otherwise) of all or any portion of the Lands, provided that consolidation of the Lands shall be permitted.
- 2.3 The Owner will not cause or permit the beneficial or registered title to any of the Dwelling Units to be sold or otherwise transferred, other than pursuant to a Tenancy Agreement, unless title to every one of the Dwelling Units is sold or otherwise transferred together and as a block to the same beneficial and legal owner, provided that the Owner shall be permitted to transfer as a block all of the Dwelling Units located in

Building 1 and all of the Dwelling Units located in Building 2 to different owners, each as a respective block.

- 2.4 Within 30 days after receiving a request in writing from the City, the Owner or its property manager shall provide the City with a statutory declaration in the form attached as Appendix A confirming that all Dwelling Units are being used for the provision of housing at Market Rent in accordance with this Agreement.
- 2.5 The Owner will not permit a Tenancy Agreement to be subleased or assigned unless the proposed Tenant enters into a new Tenancy Agreement with the Owner.
- 2.6 The Owner shall not rent, lease, license or otherwise permit occupancy of any Dwelling Unit except to a Tenant and the Dwelling Unit will be used or occupied only pursuant to a Tenancy Agreement.

### **ARTICLE 3 DEMOLITION OF A DWELLING UNIT**

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

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

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

### **ARTICLE 4 DEFAULT AND REMEDIES**

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

- 4.2 The Owner agrees that damages may be an inadequate remedy for the City for any breach by the Owner of its obligations under this Agreement and the Owner agrees that the City is entitled to seek and obtain an order for specific performance, or a prohibitory or mandatory injunction, in order to compel performance by the Owner of its obligations under this Agreement.

## ARTICLE 5 MISCELLANEOUS

### 5.1 Housing Agreement

The Owner acknowledges and agrees that:

- (a) this Agreement includes a housing agreement entered into under section 905 of the *Local Government Act*;
- (b) where a Dwelling Unit is a separate legal parcel the City may file notice of this Agreement in the LTO against title to the Dwelling Unit and, in the case of a strata corporation, may note this Agreement on the common property sheet; and
- (c) where the Lands have not yet been Subdivided to create the separate parcels to be charged by this Agreement, the City may file a notice of this Agreement in the LTO against the title to the Lands. If this Agreement is filed in the LTO as a notice under section 905 of the *Local Government Act* prior to the Lands having been Subdivided, and it is the intention that this Agreement is, once separate legal parcels are created and/or the Lands are subdivided, to charge and secure only the legal parcels or Subdivided Lands which contain the Dwelling Units then City Solicitor shall be entitled, without further City Council approval, authorization or bylaw, to partially discharge this Agreement accordingly. The Owner acknowledges and agrees that notwithstanding a partial discharge of this Agreement, this Agreement shall be and remain in full force and effect and, but for the partial discharge, otherwise unamended.

### 5.2 Modification

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

### 5.3 Management

The Owner covenants and agrees that it will furnish good and efficient management of the Dwelling Units. The Owner further covenants and agrees that it will maintain or cause to be maintained the Dwelling Units in a good state of repair and fit for habitation and will comply with all laws, including health and safety standards applicable to the Lands. Notwithstanding the foregoing, the Owner acknowledges and agrees that the

City, in its absolute discretion, may require the Owner, at the Owner's expense, to hire a person or company with the skill and expertise to manage the Dwelling Units.

#### 5.4 Indemnity

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

- (a) any negligent act or omission of the Owner, or its officers, directors, agents, contractors or other persons for whom at law the Owner is responsible relating to this Agreement;
- (b) the construction, maintenance, repair, ownership, lease, license, operation, management or financing of the Lands or any Dwelling Unit or the enforcement of any Tenancy Agreement; and/or
- (c) without limitation, any legal or equitable wrong on the part of the Owner or any breach of this Agreement by the Owner.

#### 5.5 Release

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

- (a) construction, maintenance, repair, ownership, lease, license, operation or management of the Lands or any Dwelling Unit under this Agreement; and/or
- (b) the exercise by the City of any of its rights under this Agreement or an enactment.

#### 5.6 Survival

The obligations of the Owner set out in this Agreement will survive termination or discharge of this Agreement.

#### 5.7 Priority

The Owner will do everything necessary, at the Owner's expense, to ensure that this Agreement, if required by the City Solicitor, will be noted against title to the Lands in priority to all financial charges and encumbrances which may have been registered or are pending registration against title to the Lands save and except those specifically approved in advance in writing by the City Solicitor or in favour of the City, and that a notice under section 905(5) of the *Local Government Act* will be filed on the title to the Lands;

## 5.8 City's Powers Unaffected

This Agreement does not:

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

## 5.9 Agreement for Benefit of City Only

The Owner and the City agree that:

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

## 5.10 No Public Law Duty

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

## 5.11 Notice

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

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

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

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

#### 5.12 **Enuring Effect**

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

#### 5.13 **Severability**

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

#### 5.14 **Waiver**

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

#### 5.15 **Sole Agreement**

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

#### 5.16 **Further Assurance**

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

### 5.17 **Covenant Runs with the Lands**

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

### 5.18 **Equitable Remedies**

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

### 5.19 **Limitation on Owner's Obligations**

The Owner is only liable for breaches of this Agreement that occur while the Owner is the registered owner of the Lands provided however that notwithstanding that the Owner is no longer the registered owner of the Lands, the Owner will remain liable for breaches of this Agreement that occurred while the Owner was the registered owner of the Lands.

### 5.20 **No Joint Venture**

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

### 5.21 **Applicable Law**

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

### 5.22 **Deed and Contract**

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

**5.23 Joint and Several**

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

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

**LEGACY PARK LANDS LIMITED**

by its authorized signatories:

Per: \_\_\_\_\_

Per: \_\_\_\_\_

**CITY OF RICHMOND**

by its authorized signatories:

Per: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

|   |
|---|
| CITY OF<br>RICHMOND                               |
| APPROVED<br>for content by<br>originating<br>dept |
| APPROVED<br>for legality<br>by Solicitor          |
| DATE OF<br>COUNCIL<br>APPROVAL                    |

## Appendix A to the Housing Agreement

### STATUTORY DECLARATION

|                              |   |                        |
|------------------------------|---|------------------------|
| CANADA                       | ) | IN THE MATTER OF A     |
|                              | ) | HOUSING AGREEMENT WITH |
| PROVINCE OF BRITISH COLUMBIA | ) | THE CITY OF RICHMOND   |
|                              | ) | ("Housing Agreement")  |

TO WIT:

I, \_\_\_\_\_ of \_\_\_\_\_, British Columbia, do solemnly declare that:

1. I am the owner or authorized signatory of the owner, or authorized agent of the owner of \_\_\_\_\_ (the "Lands"), and make this declaration to the best of my personal knowledge.
2. This declaration is made pursuant to the Housing Agreement in respect of the Lands notice of which is registered on title to the Lands under registration number \_\_\_\_\_.
3. For the period from \_\_\_\_\_ to \_\_\_\_\_ all the Dwelling Units (as defined in the Housing Agreement) on the Lands were being used solely for the provision of housing for Tenants (as defined in the Housing Agreement) at Market Rent (as defined in the Housing Agreement).
4. I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and pursuant to the *Canada Evidence Act*.

DECLARED BEFORE ME at the City of \_\_\_\_\_ )  
 Richmond, in the Province of British Columbia, )  
 this \_\_\_\_\_ day of \_\_\_\_\_, 2012. )

\_\_\_\_\_  
 A Commissioner for Taking Affidavits in the  
 Province of British Columbia )

\_\_\_\_\_  
 DECLARANT

### PRIORITY AGREEMENT

In respect to a Housing Agreement (the "Housing Agreement") made pursuant to section 905 of the of the *Local Government Act* between the City of Richmond and Legacy Park Lands Limited in respect to the lands and premises legally known and described as:

PID: 026 215 365

Lot 2 Section 33 Block 4 North Range 5 West NWD Plan BCP16162

PID: 026 215 357

Lot 1 Section 33 Block 4 North Range 5 West NWD Plan BCP16162

(the "Lands").

**HSBC Bank Canada** (the "Chargeholder") is the holder of Mortgages and Assignments of Rents encumbering the Lands which Mortgages and Assignments of Rents were registered in the Lower Mainland LTO under numbers BX156405, BB1290260 and BX156406, BB1290260A, respectively, (the "Bank Charges").

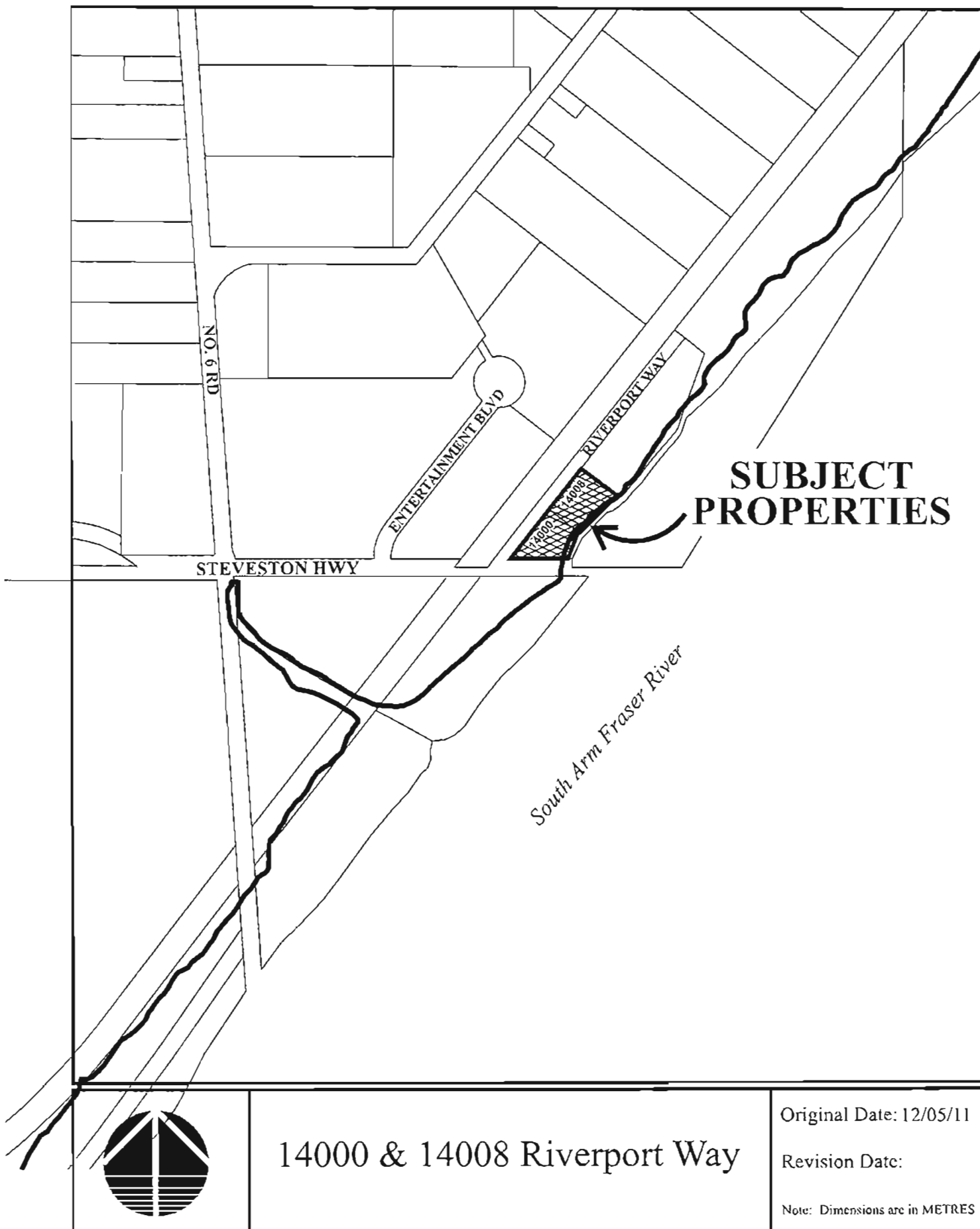
The Chargeholder, being the holder of the Bank Charges, by signing below, in consideration of the payment of Ten Dollars (\$10.00) and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged and agreed to by the Chargeholder) hereby consents to the granting of the Housing Agreement and hereby covenants that the Housing Agreement shall bind the Bank Charges in the Lands and shall rank in priority upon the Lands over the Bank Charges as if the Housing Agreement had been signed, sealed and delivered and noted on title to the Lands prior to the Bank Charges and prior to the advance of any monies pursuant to the Bank Charges. The grant of priority is irrevocable, unqualified and without reservation or limitation.

**HSBC BANK CANADA**

by its authorized signatories:

Per: \_\_\_\_\_

Per: \_\_\_\_\_



14000 & 14008 Riverport Way

Original Date: 12/05/11

Revision Date:

Note: Dimensions are in METRES



# City of Richmond

## Report to Committee

**To:** Planning Committee **Date:** January 31, 2012  
**From:** Brian J. Jackson, MCIP **File:** RZ 11-566870  
Director of Development  
**Re:** Jaing Zhu has applied to the City of Richmond for permission to rezone  
9780 Alberta Road from Single Detached (RS1/F) to Town Housing (ZT60) –  
North McLennan (City Centre) in order to create six (6) Townhouse units.

### Staff Recommendation

That Bylaw 8812, for the rezoning of 9780 Alberta Road from “Single Detached (RS1/F)” to “Town Housing (ZT60) – North McLennan (City Centre)”. be introduced and given first reading.

Brian J. Jackson, MCIP  
Director of Development  
(604-276-4138)

| FOR ORIGINATING DEPARTMENT USE ONLY |  |                                       |
|-------------------------------------|--|---------------------------------------|
| <b>ROUTED TO:</b>                   | <b>CONCURRENCE</b>   | <b>CONCURRENCE OF GENERAL MANAGER</b> |
| Affordable Housing                  | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |                                       |

## Staff Report

### Origin

Jaing Zhu has applied to the City of Richmond to rezone 9780 Alberta Road (**Attachment 1**) from “Single Detached (RS1/F)” to “Town Housing (ZT60) – North McLennan (City Centre)” in order to develop six (6) townhouse units (**Attachment 2**).

The development will share an access point from the neighbouring property to the east at 9800 Alberta Road by means of an access easement, which was registered at the time the property was going through their own rezoning process for a similar six (6) unit townhouse (RZ 04-277069).

### Findings Of Fact

Please refer to the attached Development Application Data Sheet (**Attachment 3**) for a comparison of the proposed development data with the relevant Bylaw requirements.

### Surrounding Development

To the North: Across Alberta Road, part of a 98 unit, 2 storey townhouse complex at 6300 Birch Street, zoned “Town Housing (ZT32) – North McLennan (City Centre)”.

To the East: A six (6) unit, 3 storey townhouse complex at 9800 Alberta Road, zoned “Town Housing (ZT60) – North McLennan (City Centre)”.

To the South: A.R. MacNeill Secondary School, zoned “School and Institutional Use (SI)”.

To the West: Single Detached Dwellings, zoned “Single Detached (RS1/F)”

### Related Policies and Studies

#### Official Community Plan

Official Community Plan (OCP) designation: McLennan North Sub-Area Plan, Schedule 2.10C.

#### McLennan North Sub-Area Plan, Schedule 2.10C

OCP Sub-Area Land Use Map (**Attachment 4**): Residential Area 3, Two-Family Dwelling / 2 & 3-storey townhouses. Base FAR 0.65.

#### Floodplain Management Implementation Strategy

In accordance with the City’s Flood Plain Management Strategy, the minimum allowable elevation for habitable space is 2.9 m GSC or 0.3 meters above the highest crown of the adjacent road. A Flood Indemnity Covenant is to be registered on title prior to final adoption of this rezoning application.

#### OCP Aircraft Noise Sensitive Development (ANSD) Policy

The subject site is located in Area 4 of the ANSD policy. As a residential use, the applicant will need to submit an acoustic report as part of their Development Permit application. The report is to provide recommendations that the design of the building will comply with the City’s Official Community Plan requirements for interior noise levels and the thermal condition standard

ASHRAE 55-2004 “Thermal Environmental Conditions for Human Occupancy” for developments within the Aircraft Noise Sensitive Development area.

#### Affordable Housing Strategy

In accordance with the City’s Affordable Housing Strategy, the applicant will be providing a voluntary contribution to the Affordable Housing Reserve Fund. The contribution amount is detailed in a separate section of this report.

#### **Public Input / Consultation**

The rezoning application complies with the public consultation component of the Official Community Plan (OCP). A notice board is posted on the subject property to notify the public of the proposed development and no public comments have been received to date. Should this application receive first reading, a public hearing will be scheduled when final comments from the public will be presented.

Since the application proposes to utilize an existing access easement registered on the property to the east at 9800 Alberta Road, the applicant volunteered to undertake an extensive consultation process with this six (6) unit complex to inform all the owners that the drive aisle they currently use was originally intended to be shared with the development to the west (subject site). The consultation and information sharing was done by the applicant’s lawyer, outlining the development proposal and the access easement. A response from one unit owner outlined a series of various questions that were forwarded to both the City and to the applicant’s Lawyer. The City invited the resident to City Hall to view the application and respond to their concerns, but no reply was received. The applicant’s lawyer forwarded the same questions to the project architect where they provided a response to the resident (**Attachment 4**).

The City has not heard anything further from this resident.

#### **Staff Comments**

Drawings for the proposed rezoning are enclosed for reference (**Attachment 2**). Separate from the rezoning process, the applicant is required and has submitted an application for a Development Permit which is currently being reviewed by City staff. No Servicing Agreement is required as the frontage improvements were completed in the 1990’s.

#### **Analysis**

The analysis is set out to clarify the proposed rezoning Bylaws.

#### Proposed Zoning to “Town Housing (ZT60) – North McLennan (City Centre)”

The proposal to develop townhouses on this parcel is in keeping with the McLennan North Sub-Area Plan, which identifies this area for 2 and 3 storey townhouses (**Attachment 5**). It allows the redevelopment towards higher density from a predominately single family area. No amendment is required to the OCP as the proposal meets the North McLennan Sub-Area Plan parameters as well as the designation of the Land Use Map (‘Residential, Townhouse up to 3 Stories’).

The size of the subject site does not meet the minimum lot size requirements of 2,000m<sup>2</sup> as indicated in the Neighbourhood Plan. Documents have been submitted to the City on the applicant’s attempts to acquire the property to the west at 9760 Alberta Road, but were unsuccessful. The resulting design of this single site, with the use of the existing access at 9800

Alberta Road removes the need for a separate driveway and internal drive aisle in favour of increased landscaping. The single site also provides for townhouse units that are of similar scale to the existing ones at 9800 Alberta Road and does not deter from any development potential of the adjacent lots.

#### Transportation and Parking

Access to the site is through an existing access easement registered prior to the adoption of the six (6) unit townhouse complex at 9800 Alberta Road. The purpose of this easement was to allow access to the subject site and provide opportunities for future street parking when it became ready for redevelopment. A separate pedestrian access from Alberta Road to the proposed units is along the western edge of the subject site which leads to a winding path along the west and granting access to the townhouse units.

To aid in the upgrades to the intersection lights at the corner of Alberta Road and No. 4 Road, the applicant has agreed to a contribution of \$15,000.00 to help facilitate this upgrade.

The submitted proposal meets the number of off-street parking stalls in accordance with the Off-Street Parking and Loading requirements of Zoning Bylaw 8500. A total of 14 stalls are being proposed, comprised of 12 resident and two (2) visitor stalls. The resident parking arrangement is within two car garages where vehicles will be set up side-by-side.

The removal of the existing driveway letdown to remove vehicle access to the existing site will be a part of a work order the City requires as part of the Building Permit process. The information contained with the application will include a new water service and information to replace the letdown to match the existing street frontage. Costs associated with this work will be from the developer and negates the need for a Servicing Agreement.

#### Trees

An Arborist Report and site survey (**Attachment 5**) was submitted for review to assess the existing trees on the site for possible retention of existing trees. The submitted report indicated that of the seven (7) trees currently on site, none were good candidates for retention as they were either in poor condition or located within the development footprint.

A detailed site review was conducted by City staff which confirmed with the report that of the seven (7) on-site trees, five (5) are in poor condition and will need to be removed. The remaining two (2) are considered in poor condition and cannot be retained or relocated as their present location is in the middle of the building envelope.

Also on the site are three (3) undersized trees that are in good condition and would be good candidates for retention and relocation to be a part of the final landscaping arrangement. The retention of these three trees will be reviewed at the Development Permit stage as part of their landscaping plan.

**Tree Summary Table**

| Item                             | Number of Trees | Tree Compensation Rate | Tree Compensation Required  | Comments   |
|----------------------------------|-----------------|------------------------|---|--|
| Total On Site Trees              | 7               | -                      | -   | -  |
| To be removed due to poor health | 7               | 2:1                    | 14<br>(11 if the three undersized trees are incorporated into the landscape plan) | To be removed, due to conflicts with proposed building locations and poor health or structure of the trees.  |
| Undersized trees for retention   | 3               | -                      | -   | Applicant to attempt to relocate these trees and incorporate them into the landscape plan as part of the DP. |

One off-site City tree located adjacent to the subject site is in good condition and is to be retained and protected during construction.

#### Design

The three-storey proposal meets the intent and requirements of the neighbourhood plan. The applicant has made an application for a Development Permit and that is currently in circulation. More detail regarding the form and character of the proposal will follow during that process.

#### Affordable Housing

The applicant will be making a voluntary cash contribution to the affordable housing reserve fund in accordance with the City's Affordable Housing Strategy.

With respect to townhouse developments, the strategy specifies that a voluntary cash contribution of two dollars (\$2.00) per buildable square foot to the maximum allowable FAR will be welcomed to the affordable housing reserve fund. The total payable contribution in this six (6) unit proposal would come to \$14,161.00.

#### Public Art

As the proposed development is under 10 units, providing or contributing to Public Art is not applicable in accordance with policy.

#### Utilities and Site Servicing

A site servicing review has been conducted by the applicant's Engineering consultant and reviewed by the City's Engineering Department. There are no requirements for the applicant to upgrade the existing storm sewer system.

#### Servicing Agreement

Frontage works were done in the late 1990's through the City's DCC program. No Servicing Agreement for this project is required.

#### Development Permit

A separate Development Permit application would be required with a specific landscaping plan to include the following:

1. Submit a revised site plan to illustrate all existing trees (20cm calliper or greater) and noted if they are to be retained or removed.
2. Overall appropriateness of the landscaping plan, including how the proposed grades will ensure the survival of the three on-site trees that are to be retained.
3. Manoeuvrability of larger vehicles (SU-9) within the site.
4. Submit an Acoustical Report outlining noise mitigation measures to be taken to the building design to lessen the impact of aircraft noise as well as provide thermal conditions in accordance with ASHRAE 55-2004.

In addition to the standard Development Permit review.

### **Financial Impact**

None.

### **Conclusion**

The proposed six (6) unit townhouse development meets the land use requirements of the OCP as well as the zoning requirements set out in the "Town Housing (ZT60) – North McLennan (City Centre)" zone for the North McLennan neighbourhood plan. Staff contend that the design requirements meet the character of the neighbourhood and are confident the outstanding conditions will be met prior to final adoption. Staff recommends that rezoning application RZ 11-566870 proceed to first reading.



David Johnson  
Planner 2  
(604-276-4193)

DJ:cas

### **List of Attachments**

|              |   |
|--------------|---|
| Attachment 1 | Location Map, Zoning Site Map, Site Context and Aerial View of the Site |
| Attachment 2 | Site Plan and Preliminary Architectural Drawings                        |
| Attachment 3 | Development Application Data Sheet                                      |
| Attachment 4 | Resident questions to the development with Architect response           |
| Attachment 5 | McLennan North Sub-Area Land Use Map                                    |
| Attachment 6 | Arborist Report - Tree Survey Plan                                      |
| Attachment 7 | Conditional Rezoning Requirements                                       |



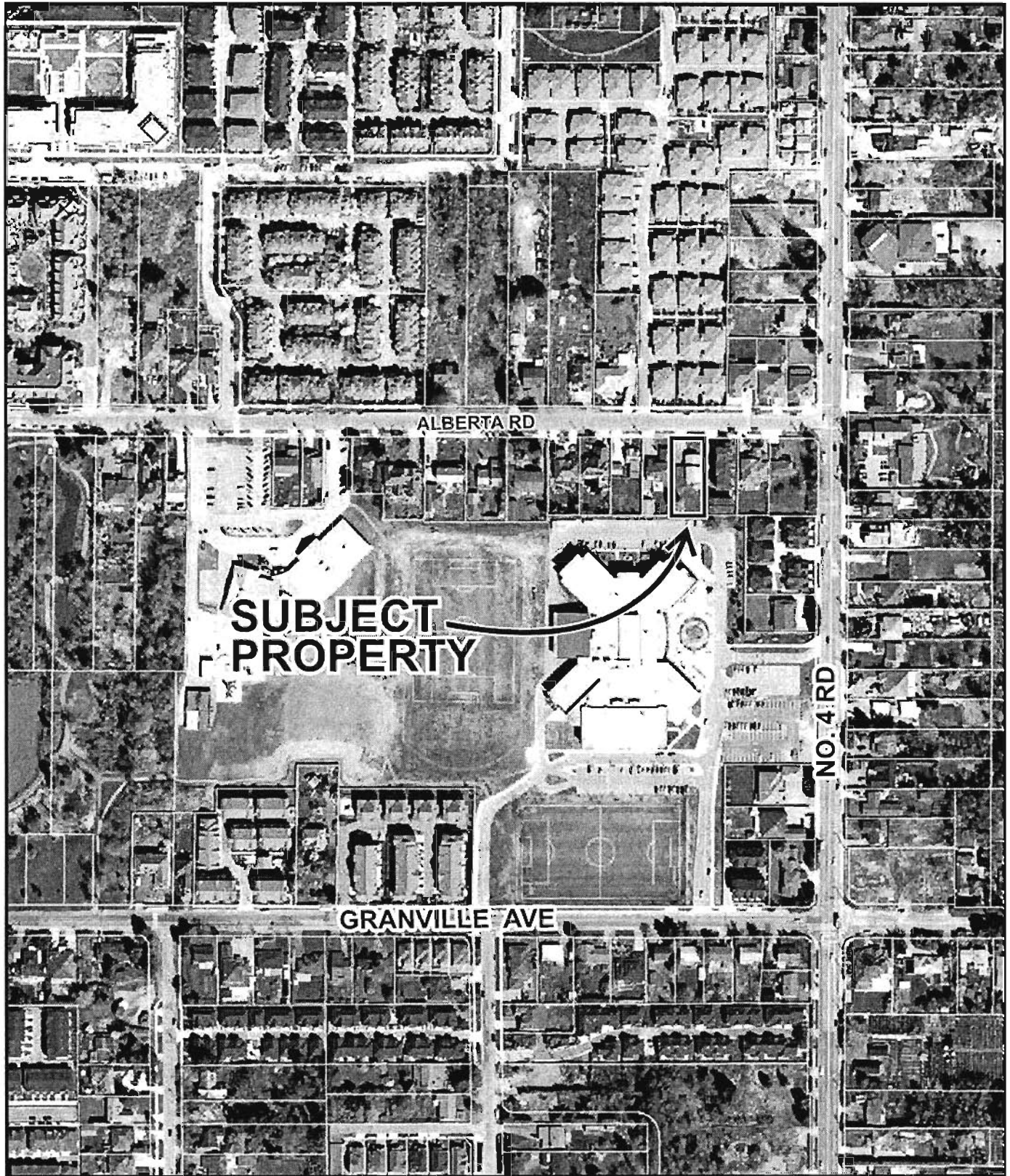
# PROPOSED REZONING

ALBERTA RD

NO. 4 RD

GRANVILLE AVE

**PLN - 39**



RZ 11-566870

Original Date: 03/24/11

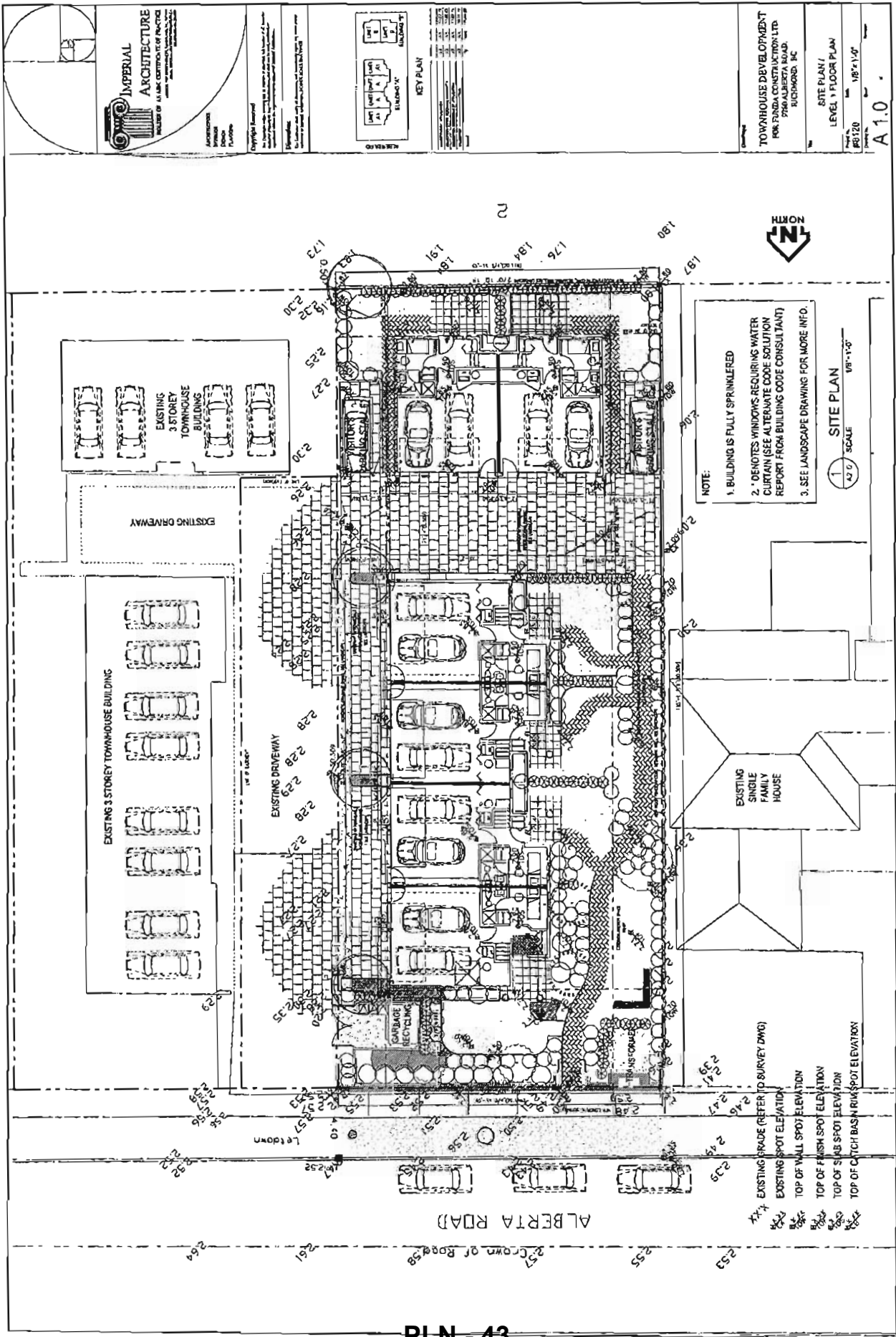
Revision Date:

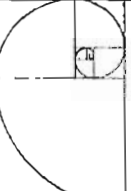
Note: Dimensions are in METRES

## TOWNHOUSE DEVELOPMENT AT 9780 ALBERTA ROAD, RICHMOND, BC

| LOCATION PLAN   |                                | CIVIC ADDRESS  |                    | CONTACT LIST   |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
|---|--------------------------------|--|--------------------|--|-------------------------|----------------|-------------------------------|----------------------------------|-------------------------------|--------------------------------------|----------------------------|-------------------------------------|-------------|------------------------------|--------------------------|------------------------------|-----------------|----------------------------|------------------------|----------------------------|----------|---|------------------|-------------|------------|---------------------|--------------|-------------|--------------------------|----------------|-------------------------------|-------------------------------|-------------|---------------|----------------------------|-------------|------------------|----------------------------|----------|---------------|------------------------|-------------|------------------|--------------|-------------------|------------------------|--------------------------------------|--------------------------------|-------------|---------------------------------|---------|----------|----------------------------|------------|----------------------------------|---|---------------------|------------------|---|-------------------------|----------------------------|-----------------|---------------|-------------|----------------|--------------|-----------------------|--------------------------------|----------|-------------|--------------|-----------------------|------------------------------|----------|-------------|--|----------------------------------|
|   |                                | 9780 ALBERTA ROAD, RICHMOND, BC<br>5 SEC 10 BLK 44 N 60 W PL 1712  |                    | <b>CLIENT</b><br>RINDA CONSTRUCTION LTD<br>5111 TITANY PLACE<br>RICHMOND, BC V6V 5A6<br>CONTACT: ANA VANG<br>PHONE 778-898-9607, FAX 604-274-8614  |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
|   |                                | <b>ARCHITECT</b><br>IMPERIAL ARCHITECTURE<br>1716 FRENCH STREET,<br>VANCOUVER, BC V6P 4K7<br>CONTACT: JAMES DUBOIS<br>TEL: 604-721-6552<br>EMAIL: IMPERIALARCHITECTURE@SHAWCA  |                    | <b>LANDSCAPE ARCHITECT</b><br>FRED LIA ASSOCIATES INC.<br>404 VICTORIA DRIVE<br>VANCOUVER, BC V6P 4K7<br>CONTACT: FRED LIA<br>TEL: 604-371-7141<br>EMAIL: FREDLIA@SHAWCA                                       |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
|   |                                | <b>ARBORIST</b><br>WOODPRO TREE SERVICES LTD.<br>4204 CHAMBERS AVE. #100<br>DELTA, BC V4L 2J8<br>CONTACT: CARL LOTHMAN, ISA ARBORIST<br>TEL: 604-631-2715<br>EMAIL: WOODPRO@COGNET.COM   |                    | <b>GEOTECHNICAL</b><br>DAVIES GEOTECHNICAL INC.<br>67130 CLUNEDY AVENUE,<br>DELTA, BC V9M 6A8<br>CONTACT: PAUL A. DAVIES, P ENG<br>TEL: 846-35-2300<br>EMAIL: PAUL.DAVIES@DAVIESGEOTECHNICAL.COM               |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
|   |                                | <b>SURVEYOR</b><br>J.C. TAM & ASSOCIATES<br>PROFESSIONAL LAND SURVEYORS<br>#115 - 803 OULIN CRESCENT,<br>RICHMOND, BC V6V 3Z7<br>CONTACT: JOHNSON TAM B.C.L.S.<br>TEL: 604-274-8929<br>FAX: 604-274-8979<br>E-MAIL: OFFICE@JCTAM.COM |                    | <b>LEGAL</b><br>CHEN & L. BARBERS & SOLUTIONS<br>SUITE 200 - 4990 NO. 1 ROAD<br>RICHMOND, B.C. V6X 3A5<br>CONTACT: LINDA (BEH LING) CHEN<br>TEL: 604-274-8828<br>FAX: 604-274-8828<br>E-MAIL: OFFICE@JCTAM.COM |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
|   |                                | <b>PROJECT STATISTICS</b>  |                    | <b>UNIT TYPE / BUILDING SIZE (FOR FSR CALCULATION) SUMMARY</b>   |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| <table border="1"> <thead> <tr> <th>ZONING</th> <th>REQUIRED / ALLOWED</th> <th>PROVIDED / PROPOSED</th> </tr> </thead> <tbody> <tr> <td>RS-1</td> <td>RS-1</td> <td>21.80</td> </tr> <tr> <td>SITE AREA</td> <td>1,912 SM (10,863.1 SF)</td> <td>1,012 SM (10,863.1 SF)</td> </tr> <tr> <td>LAND USES</td> <td>SINGLE DETACHED</td> <td>TOWNHOUSE</td> </tr> <tr> <td>OCP DESIGNATION</td> <td>NEIGHBORHOOD RESIDENTIAL</td> <td>NEIGHBORHOOD RESIDENTIAL</td> </tr> <tr> <td>AMOUNT OF UNITS</td> <td>1</td> <td>6</td> </tr> <tr> <td>TOTAL FLOOR AREA</td> <td></td> <td>7,891.77 SF</td> </tr> <tr> <td>FLOOR AREA RATIO</td> <td>0.63</td> <td>0.65</td> </tr> <tr> <td>TOTAL BUILDING AREA</td> <td></td> <td>3,742.77 SF</td> </tr> <tr> <td>LOT COVERAGE (BLDG ONLY)</td> <td>40%</td> <td>54.10%</td> </tr> <tr> <td>SETBACK - FRONT YARD</td> <td>6.0 M</td> <td>6.1 M (20 FT)</td> </tr> <tr> <td>SETBACK - SIDE YARD (WEST)</td> <td>3.0 M</td> <td>3.9 M (12.80 FT)</td> </tr> <tr> <td>SETBACK - SIDE YARD (EAST)</td> <td>3.0 M</td> <td>5.1 M (20 FT)</td> </tr> <tr> <td>SETBACK - REAR YARD</td> <td>3.0 M</td> <td>3.0 M (10.00 FT)</td> </tr> <tr> <td>HEIGHT - (M)</td> <td>12.0 M (39.37 FT)</td> <td>8.57 M (28.14 FT)</td> </tr> <tr> <td>OFF-STREET PARKING / VISITOR PARKING</td> <td>12 @ 2 / UNIT - 2 @ 0.2 / UNIT</td> <td>12 - 2</td> </tr> <tr> <td>OFF-STREET PARKING / ACCESSIBLE</td> <td>0</td> <td>0</td> </tr> <tr> <td>OFF-STREET PARKING / TOTAL</td> <td>19</td> <td>13</td> </tr> <tr> <td>OUTDOOR AVENUE</td> <td>26 SM @ 6 SM / UNIT</td> <td>32.6 SM (360 SF)</td> </tr> </tbody> </table> |                                | ZONING   | REQUIRED / ALLOWED | PROVIDED / PROPOSED  | RS-1                    | RS-1           | 21.80                         | SITE AREA                        | 1,912 SM (10,863.1 SF)        | 1,012 SM (10,863.1 SF)               | LAND USES                  | SINGLE DETACHED                     | TOWNHOUSE   | OCP DESIGNATION              | NEIGHBORHOOD RESIDENTIAL | NEIGHBORHOOD RESIDENTIAL     | AMOUNT OF UNITS | 1                          | 6                      | TOTAL FLOOR AREA           |          | 7,891.77 SF   | FLOOR AREA RATIO | 0.63        | 0.65       | TOTAL BUILDING AREA |              | 3,742.77 SF | LOT COVERAGE (BLDG ONLY) | 40%            | 54.10%                        | SETBACK - FRONT YARD          | 6.0 M       | 6.1 M (20 FT) | SETBACK - SIDE YARD (WEST) | 3.0 M       | 3.9 M (12.80 FT) | SETBACK - SIDE YARD (EAST) | 3.0 M    | 5.1 M (20 FT) | SETBACK - REAR YARD    | 3.0 M       | 3.0 M (10.00 FT) | HEIGHT - (M) | 12.0 M (39.37 FT) | 8.57 M (28.14 FT)      | OFF-STREET PARKING / VISITOR PARKING | 12 @ 2 / UNIT - 2 @ 0.2 / UNIT | 12 - 2      | OFF-STREET PARKING / ACCESSIBLE | 0       | 0        | OFF-STREET PARKING / TOTAL | 19         | 13                               | OUTDOOR AVENUE  | 26 SM @ 6 SM / UNIT | 32.6 SM (360 SF) | <table border="1"> <thead> <tr> <th>BUILDING</th> <th>MAJOR OCCUPANCY</th> <th>BUILDING AREA</th> <th>BUILDING HT</th> <th>GOVERNING SEC.</th> </tr> </thead> <tbody> <tr> <td>BUILDING 'A'</td> <td>GROUP C (RESIDENTIAL)</td> <td>232.2 SM (2,492.6 SF) &lt; 600 SM</td> <td>3 STOREY</td> <td>BCSC PART 9</td> </tr> <tr> <td>BUILDING 'B'</td> <td>GROUP C (RESIDENTIAL)</td> <td>108.8 SM (1,171 SF) &lt; 600 SM</td> <td>3 STOREY</td> <td>BCSC PART 9</td> </tr> </tbody> </table> |                         | BUILDING                   | MAJOR OCCUPANCY | BUILDING AREA | BUILDING HT | GOVERNING SEC. | BUILDING 'A' | GROUP C (RESIDENTIAL) | 232.2 SM (2,492.6 SF) < 600 SM | 3 STOREY | BCSC PART 9 | BUILDING 'B' | GROUP C (RESIDENTIAL) | 108.8 SM (1,171 SF) < 600 SM | 3 STOREY | BCSC PART 9 |  |                                  |
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| RS-1  | RS-1                           | 21.80  |                    |  |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
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| LAND USES   | SINGLE DETACHED                | TOWNHOUSE  |                    |  |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| OCP DESIGNATION   | NEIGHBORHOOD RESIDENTIAL       | NEIGHBORHOOD RESIDENTIAL   |                    |  |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| AMOUNT OF UNITS   | 1                              | 6  |                    |  |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| TOTAL FLOOR AREA  |                                | 7,891.77 SF  |                    |  |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| FLOOR AREA RATIO  | 0.63                           | 0.65   |                    |  |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| TOTAL BUILDING AREA   |                                | 3,742.77 SF  |                    |  |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| LOT COVERAGE (BLDG ONLY)  | 40%                            | 54.10%   |                    |  |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| SETBACK - FRONT YARD  | 6.0 M                          | 6.1 M (20 FT)  |                    |  |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| SETBACK - SIDE YARD (WEST)  | 3.0 M                          | 3.9 M (12.80 FT)   |                    |  |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| SETBACK - SIDE YARD (EAST)  | 3.0 M                          | 5.1 M (20 FT)  |                    |  |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| SETBACK - REAR YARD   | 3.0 M                          | 3.0 M (10.00 FT)   |                    |  |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| HEIGHT - (M)  | 12.0 M (39.37 FT)              | 8.57 M (28.14 FT)  |                    |  |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| OFF-STREET PARKING / VISITOR PARKING  | 12 @ 2 / UNIT - 2 @ 0.2 / UNIT | 12 - 2   |                    |  |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| OFF-STREET PARKING / ACCESSIBLE   | 0                              | 0  |                    |  |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| OFF-STREET PARKING / TOTAL  | 19                             | 13   |                    |  |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| OUTDOOR AVENUE  | 26 SM @ 6 SM / UNIT            | 32.6 SM (360 SF)   |                    |  |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| BUILDING  | MAJOR OCCUPANCY                | BUILDING AREA  | BUILDING HT        | GOVERNING SEC.   |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| BUILDING 'A'  | GROUP C (RESIDENTIAL)          | 232.2 SM (2,492.6 SF) < 600 SM   | 3 STOREY           | BCSC PART 9  |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| BUILDING 'B'  | GROUP C (RESIDENTIAL)          | 108.8 SM (1,171 SF) < 600 SM   | 3 STOREY           | BCSC PART 9  |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
|   |                                | <b>BC BUILDING CLASSIFICATION</b>  |                    | <b>UNIT TYPE / BUILDING SIZE (FOR FSR CALCULATION) SUMMARY</b>   |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
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| UNIT TYPE   | BUILD TYPE                     | UNIT LOCATION  | UNIT FEATURE       | UNIT SIZE  | PRIVATE GARAGE          | AMOUNT OF UNIT | SUBTOTAL FLOOR AREA (BY UNIT) | SUBTOTAL FLOOR AREA (BY BLDG)    |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| TYPE A  | BLDG 'A'                       | MIDDLE UNIT  | 3 BD + DEN         | 1,154.82 SF  | 2 CARS                  | 2 UNITS        | 2,309.64 SF                   | 4,619.27 SF (BLDG 'A')           |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| TYPE A1   | BLDG 'A'                       | END UNIT   | 3 BD + DEN         | 1,161.23 SF  | 2 CARS                  | 1 UNIT         | 1,161.23 SF                   |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| TYPE A2   | BLDG 'A'                       | END UNIT   | 4 BD + DEN         | 1,201.70 SF  | 2 CARS                  | 1 UNIT         | 1,201.70 SF                   |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| TYPE B  | BLDG 'B'                       | TYP. UNIT  | 4 BD               | 1,209.30 SF  | 2 CARS                  | 2 UNITS        | 2,418.60 SF                   | 2,418.60 SF (BLDG 'B')           |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| TOTAL   | 2 BLDGS                        |  |                    |  | 6 CARS                  | 6 UNITS        |                               | 7,891.47 SF (ENTIRE DEVELOPMENT) |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| LANDSCAPE:  | SURVEY:                        |  |                    |  |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| L1 SITE & PLANTING PLAN   | S1 TOPOGRAPHIC SURVEY PLAN     |  |                    |  |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
|   |                                | <b>DRAWING LIST</b>  |                    | <b>UNIT TYPE / BUILDING SIZE (FOR FSR CALCULATION) SUMMARY</b>   |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
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| ARCHITECTURAL:  | LANDSCAPE:                     |  |                    |  |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| A0.0 LOCATION PLAN / PROJECT DATA   | L1 SITE & PLANTING PLAN        |  |                    |  |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| A1.0 SITE PLAN  |                                |  |                    |  |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| A1.1 STREET ELEVATION   |                                |  |                    |  |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| A2.0 LEVEL 1 AND LEVEL 2 FLOOR PLANS  | S1 TOPOGRAPHIC SURVEY PLAN     |  |                    |  |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| A2.1 LEVEL 3 FLOOR PLAN / ROOF PLAN   |                                |  |                    |  |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| A3.0 BUILDING 'A' ELEVATIONS  |                                |  |                    |  |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| A3.1 BUILDING 'B' ELEVATIONS  |                                |  |                    |  |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| A3.2 BUILDING 'A' SECTIONS  |                                |  |                    |  |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| A3.3 BUILDING 'B' SECTIONS  |                                |  |                    |  |                         |                |                               |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| UNIT TYPE   | BUILD TYPE                     | UNIT LOCATION  | UNIT FEATURE       | UNIT SIZE  | PRIVATE GARAGE          | AMOUNT OF UNIT | SUBTOTAL FLOOR AREA (BY UNIT) | SUBTOTAL FLOOR AREA (BY BLDG)    |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| TYPE A  | BLDG 'A'                       | MIDDLE UNIT  | 3 BD + DEN         | 1,154.82 SF  | 2 CARS                  | 2 UNITS        | 2,309.64 SF                   | 4,619.27 SF (BLDG 'A')           |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| TYPE A1   | BLDG 'A'                       | END UNIT   | 3 BD + DEN         | 1,161.23 SF  | 2 CARS                  | 1 UNIT         | 1,161.23 SF                   |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| TYPE A2   | BLDG 'A'                       | END UNIT   | 4 BD + DEN         | 1,201.70 SF  | 2 CARS                  | 1 UNIT         | 1,201.70 SF                   |                                  |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| TYPE B  | BLDG 'B'                       | TYP. UNIT  | 4 BD               | 1,209.30 SF  | 2 CARS                  | 2 UNITS        | 2,418.60 SF                   | 2,418.60 SF (BLDG 'B')           |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |
| TOTAL   | 2 BLDGS                        |  |                    |  | 6 CARS                  | 6 UNITS        |                               | 7,891.47 SF (ENTIRE DEVELOPMENT) |                               |                                      |                            |                                     |             |                              |                          |                              |                 |                            |                        |                            |          |   |                  |             |            |                     |              |             |                          |                |                               |                               |             |               |                            |             |                  |                            |          |               |                        |             |                  |              |                   |                        |                                      |                                |             |                                 |         |          |                            |            |                                  |   |                     |                  |   |                         |                            |                 |               |             |                |              |                       |                                |          |             |              |                       |                              |          |             |  |                                  |








**IMPERIAL ARCHITECTURE**  
 10000 43RD STREET, SUITE 100, RICHMOND, BC  
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**KEY PLAN**



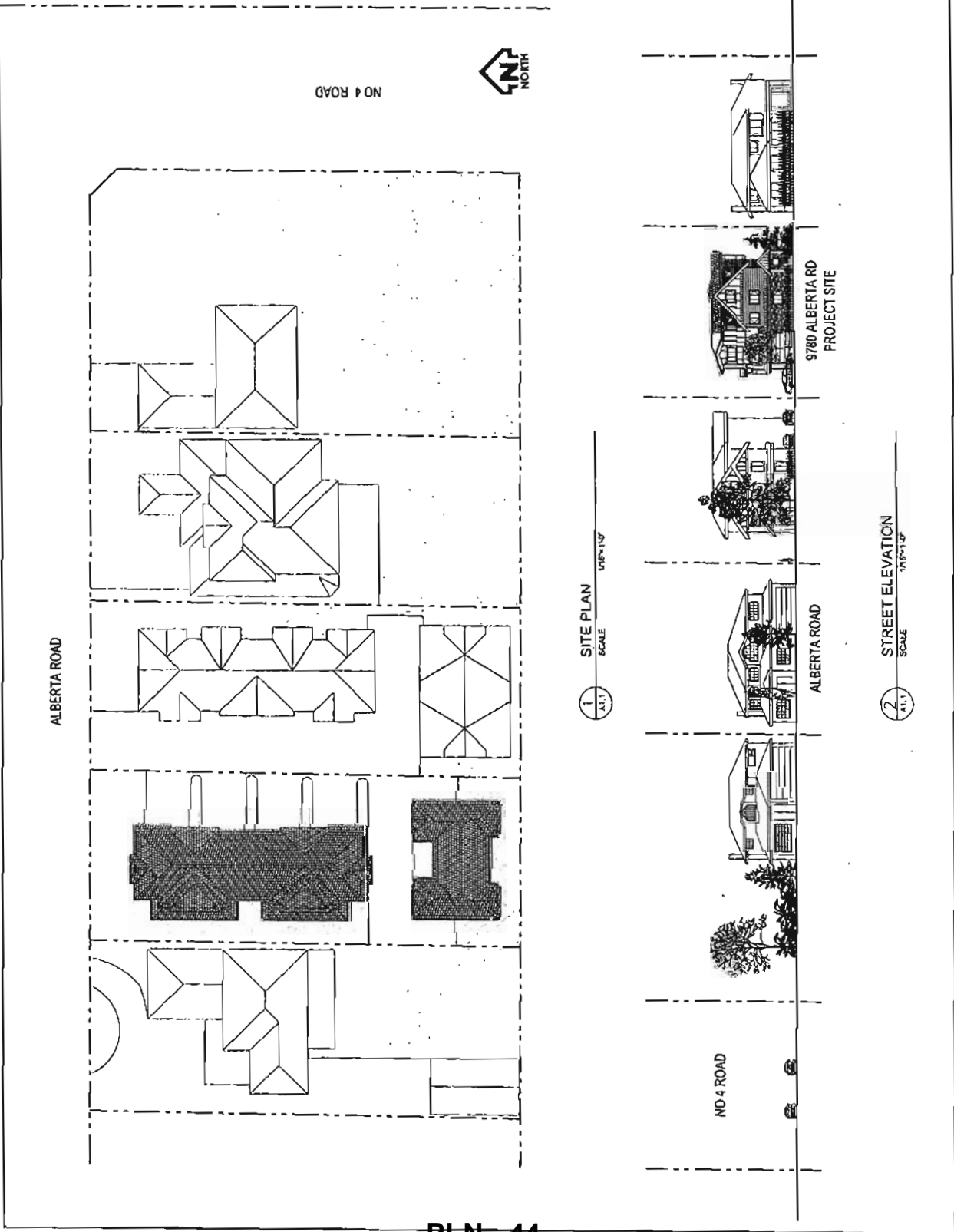
ALBERTA RD  
 NO 4 RD


**TOWNHOUSE DEVELOPMENT**  
 FOR RICHMOND CONSTRUCTION LTD.  
 9780 ALBERTA ROAD,  
 RICHMOND, BC

**STREET ELEVATION**

Sheet No: **A 1.1**


Scale: 1/16" = 1'-0"





**IMPERIAL ARCHITECTURE**  
 10000 S. 100th Avenue, Suite 100  
 Greenwood, CO 80045  
 Phone: (303) 751-1111  
 Fax: (303) 751-1112  
 Email: info@imperialarch.com  
 Website: www.imperialarch.com

**KEY PLAN**



1. BUILDING A  
 2. BUILDING B  
 3. BUILDING C  
 4. BUILDING D  
 5. BUILDING E  
 6. BUILDING F  
 7. BUILDING G  
 8. BUILDING H  
 9. BUILDING I  
 10. BUILDING J  
 11. BUILDING K  
 12. BUILDING L  
 13. BUILDING M  
 14. BUILDING N  
 15. BUILDING O  
 16. BUILDING P  
 17. BUILDING Q  
 18. BUILDING R  
 19. BUILDING S  
 20. BUILDING T  
 21. BUILDING U  
 22. BUILDING V  
 23. BUILDING W  
 24. BUILDING X  
 25. BUILDING Y  
 26. BUILDING Z

**TOWNHOUSE DEVELOPMENT**  
 FOR EDDA CONSTRUCTION LTD.  
 10000 S. 100th Avenue, Suite 100  
 Greenwood, CO 80045

**BUILDING "A" ELEVATIONS**

Scale: 1/8" = 1'-0"

Sheet: 28/30

**BUILDING "A" WEST ELEVATION**

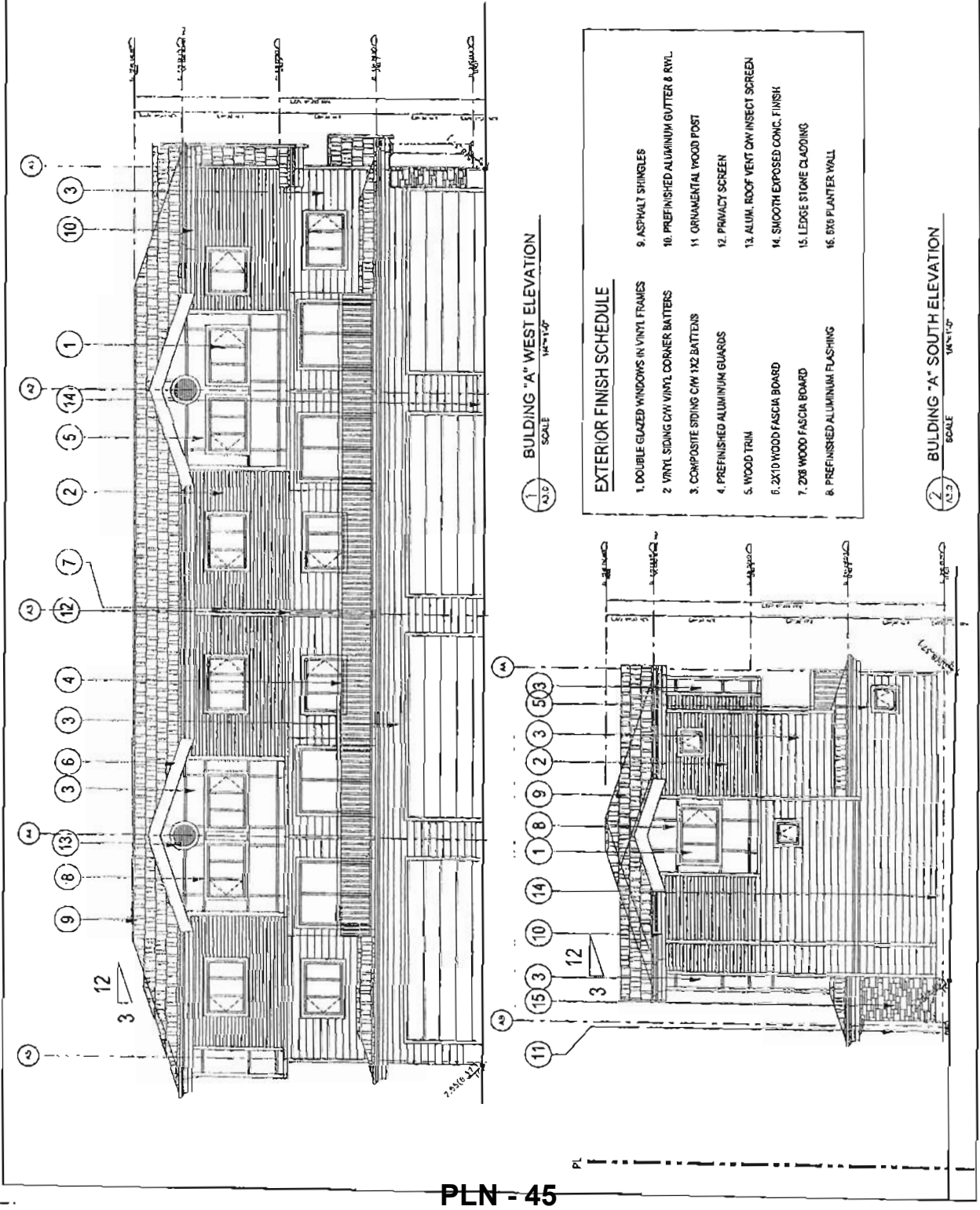
Scale: 1/8" = 1'-0"

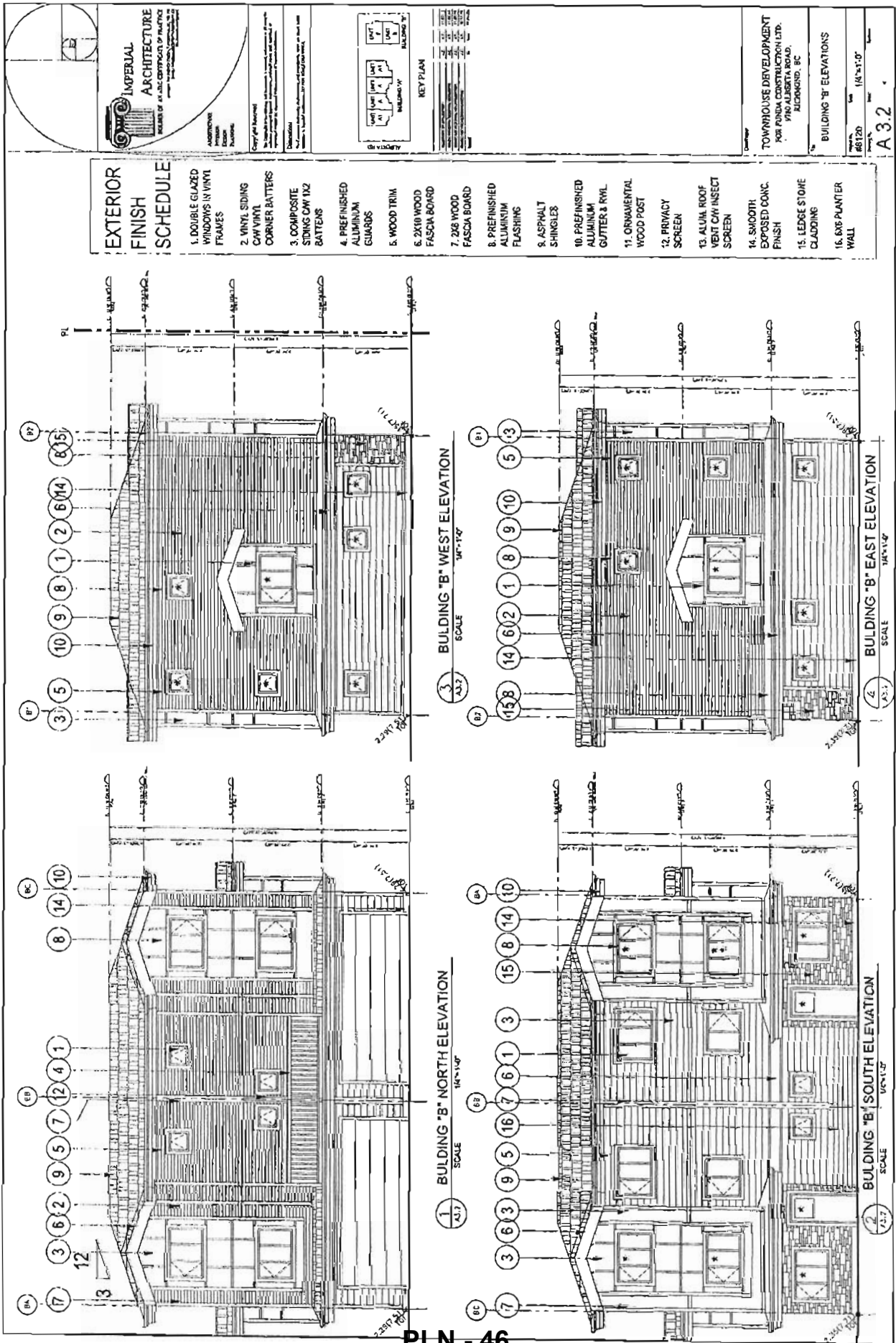
Sheet: 28/30

**BUILDING "A" SOUTH ELEVATION**

Scale: 1/8" = 1'-0"

Sheet: 28/30





**IMPERIAL ARCHITECTURE**  
DESIGNER OF ARCHITECTURAL PLANS  
1000 WEST 10TH AVENUE, SUITE 100  
VANCOUVER, BC V6H 2G6  
TEL: (604) 681-1111  
FAX: (604) 681-1112  
WWW.IMPERIALARCHITECTURE.COM

**ADDITIONAL INFORMATION:**  
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**KEY PLAN**

**DATE:** 10/1/2011

**BY:** J. [Signature]

**CHECKED BY:** [Signature]

**APPROVED BY:** [Signature]

**PROJECT:** TOWNHOUSE DEVELOPMENT FOR P. [Name] LTD., 1000 WEST 10TH AVENUE, SUITE 100, VANCOUVER, BC

**CLIENT:** P. [Name] LTD.

**LOCATION:** 1000 WEST 10TH AVENUE, SUITE 100, VANCOUVER, BC

**DATE:** 10/1/2011

**BY:** J. [Signature]

**CHECKED BY:** [Signature]

**APPROVED BY:** [Signature]



## City of Richmond

6911 No. 3 Road  
Richmond, BC V6Y 2C1  
www.richmond.ca  
604-276-4000

## Development Application Data Sheet

**RZ 11-566870**

Address: 9780 Alberta Road

Applicant: Jaing Zhu

Planning

Area(s): City Centre – McLennan North Sub-Area (Schedule 2.10C)

|                              | Existing  | Proposed  |
|------------------------------|---|---|
| Civic Address:               | 9780 Alberta Road   | To Be Determined  |
| Owner or Applicant:          | Jaing Zhu   | No Change   |
| Site Size (m <sup>2</sup> ): | 1,012.0m <sup>2</sup>   | No Change   |
| Land Uses:                   | Single-Family   | Townhouse Residential   |
| OCP Area Plan Designation:   | Residential Area 3<br>0.65 base F.A.R. Two-Family Dwelling<br>/ 2 & 3-storey Townhouses | No Change   |
| Zoning:                      | Residential Single Detached,<br>Subdivision F<br>(RS1/F)                                | Town Housing (ZT60) – North<br>McLennan (City Centre)<br><br>Permits Townhouses at 0.65<br>F.A.R. |
| Number of Units:             | 1 Single-Family Dwelling per lot  | 6 Townhouse Units on a<br>consolidated lot.   |

|   | Bylaw 8500<br>Requirements  | Proposed   | Variance       |
|---|---|--|----------------|
| Density (FAR):                              | Site Area<br>1,012.0m <sup>2</sup> x (0.65) =<br>657.8m <sup>2</sup> (max.) | 658.8m <sup>2</sup><br>(0.65 FAR)                        | none permitted |
| Lot Coverage – Building:                    | 40% Max.  | 34.1%  | none           |
| Lot Size:                                   | 1,012.0m <sup>2</sup>   | 1,012.0m <sup>2</sup>                                    | none           |
| Setback:<br>Alberta Road:                   | 6.15m   | 6.0m   | none           |
| Setback:<br>Side and Rear Yard:             | 3.0m Min.   | 3.05m  | none           |
| Height:                                     | 12.0m and no more<br>than 3 stories maximum                                 | 9.91m<br>and 3 stories                                   | none           |
| Minimum off-street Parking<br>Requirements: | 9 Resident <i>plus</i><br>2 Visitor<br><b>11 spaces minimum</b>             | 12 Resident <i>plus</i><br>2 Visitor<br><b>14 spaces</b> | none           |
| Tandem Parking Spaces:                      | No tandem parking for<br>townhouses   | None   | none           |

|                          | <b>Bylaw 8500<br/>Requirements</b>                                | <b>Proposed</b>                                     | <b>Variance</b> |
|--------------------------|---|---|-----------------|
| Amenity Space – Indoor:  | 70 m <sup>2</sup><br>or<br>cash-in-lieu payment                   | Cash-in-lieu payment<br>totalling <b>\$6,000.00</b> | none            |
| Amenity Space – Outdoor: | 6 m <sup>2</sup> minimum per unit x<br>6 units = 36m <sup>2</sup> | 36.2m <sup>2</sup>                                  | none            |

## APPENDIX 10

**Ben L. Chen**

---

**From:** Imperial Architecture [Imperial.architecture@shaw.ca]  
**Sent:** January 25, 2011 10:50 AM  
**To:** Ben L. Chen  
**Cc:** 'Ava Yang'  
**Subject:** #08120 - 9780 Alberta Rd, Richmond (Preliminary response to neighbor's concerns)

Hi, Linda,

Thank you for forwarding me letter from the concerning neighbor.

Please review my response below in *RED* and call me for more discussions.

Thanks.

Jiang Zhu, M.Arch, MAIBC, MRAIC, LEED® AP BD+C  
Principal  
Imperial Architecture  
Tel: 604-721-6852  
Email: imperial.architecture@shaw.ca

Hi Mr. Li,

I see your propose rezoning plan for the 9780 Alberta Rd Richmond.

I have some questions:

1. Driveway:

9800 only have 13 cars, but your propose plan show there are another additional 8 private visit parking, that means 9780 will be increase total 22 cars, it is too much and not fair to 9800, and also not safe for fire and emergency situation, so we do not agree for the 9780 additional 8 private visit parking, we only agree 14 cars in 9780, the total cars in 9800 and 9780 is 27 cars.

*There will be only 14 parking stalls provided in 9780 development as per requirement in Richmond Parking By-law.*

The current driveway of 9800 is only 6.7m - 7m width for max 12 cars of 6 units of 9800 Alberta Rd use only, if 9780 want share this driveway, there will be 27 cars of 12 units use this driveway, for the increased traffics and fire and emergency safety issue, 9780 should provide at least 2m additional driveway space to this driveway.

*According requirements in 7.5.5 of Richmond Parking By-law (page 7-2), the minimum maneuvering aisle width of is 6.7m. This width requirement is irrelevant to amount of vehicles severed by the aisle.*

*Accordingly to 3.2.5.4 of BC Building Code, fire fighting access route is not required for either 9780 or 9800 site as any buildings on site is either no more than 3 storeys or no more than 600sm in building area. Even the fire fighting access route were required, 6.7m wide linear driveway is sufficient. (3.2.5.6.(1) (a) of BC Building Code - Access route width should not less than 6m.)*

*Although the existing 6.7meter driveway meets all requirements from Richmond Parking bylaw and BC Building Code considering the 27 vehicles it serves, we plan to add an addition 3 feet (1 meter) space to the west side of the existing driveway as per your request.*

All cost of the driveway, fence and landscaping changes for the 9780 new development, should be paid by 9780 developer.

*Agreed.*

The fence should not remove before all 9780 construction finished except the driveway.

*Agreed.*

9780 developer should also provide an easement for 9780 owner agree to share the cost driveway repair for the further.

*Agreed.*

By the easement, the length of easement from property north line for the 9780 Alberta Rd is only 38.5m.

*Agreed.*

2. Height:

All height of footing, roofing and building design at 9780 should not high than 9800 Alberta Rd for the flood and sun light block issue:

9800 roofing high: Building A (Forplex) roofing peak is 39.98'. Building B (duplex) roofing peak is 39.75' geodetic.

*The proposed roof ridge height for both buildings is 40.08' geodetic which is only 1 to 2 inches higher than the buildings on 9800 site. As such a minor height difference is within the construction tolerance, we feel we have addressed your concerns on sunlight blockage issue properly.*

9800 main floor elevation high: all building is 2.20m geodetic.

*The finished floor grade for ground floor will be established later when the design is further developed. However the max height (roof ridge) of the new buildings are controlled as mentioned in the item above.*

9800 storey high: all building storey height is 8' plus 2x10 structures.

*It is the intention to use the similar construction method in 9780 development.*

3. Garbage:

The garbage bin should far away to the 9800.

*Agreed. Detailed location will be determined later when the design is further developed.*

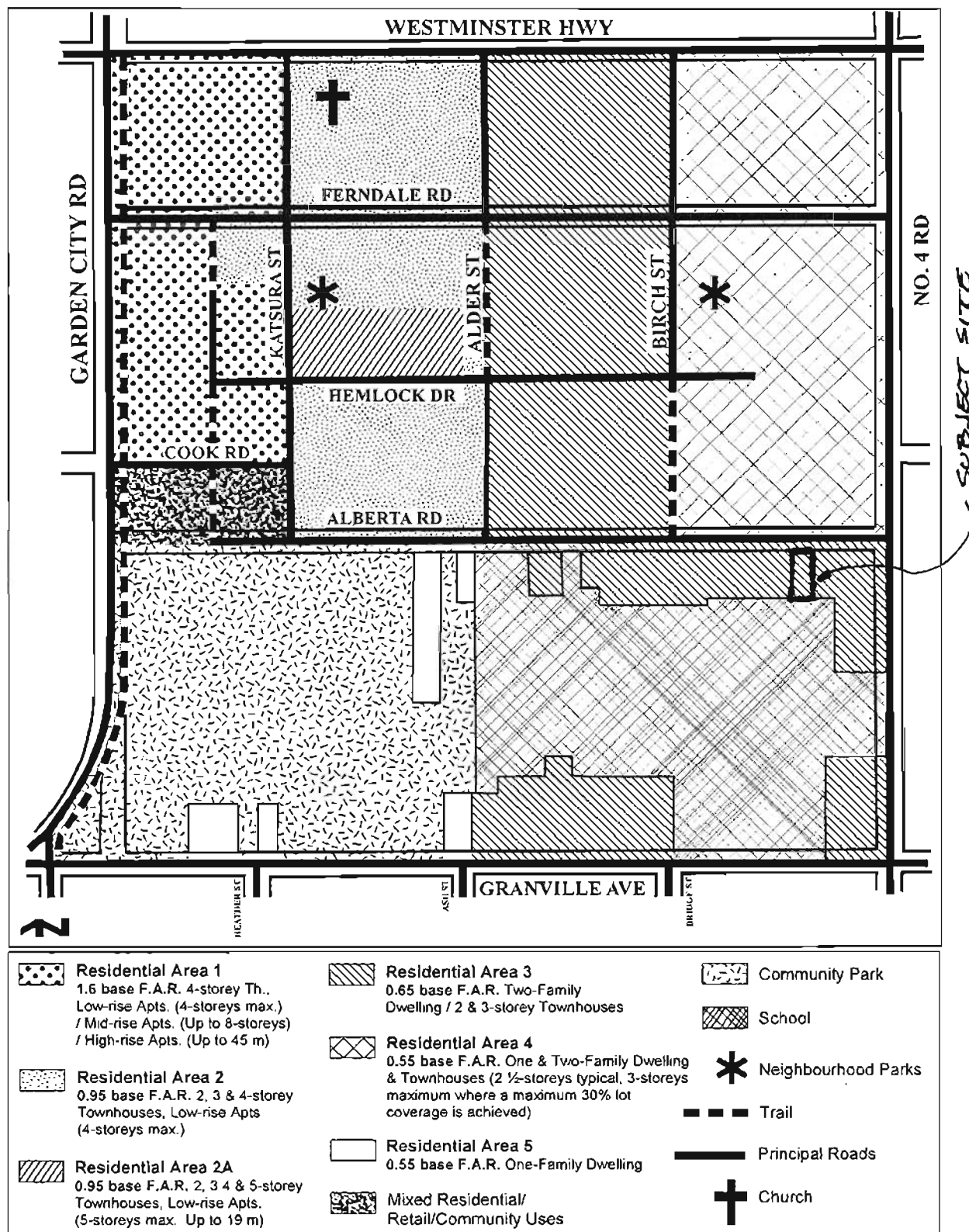
Thanks,

9800 Alberta Rd, Richmond

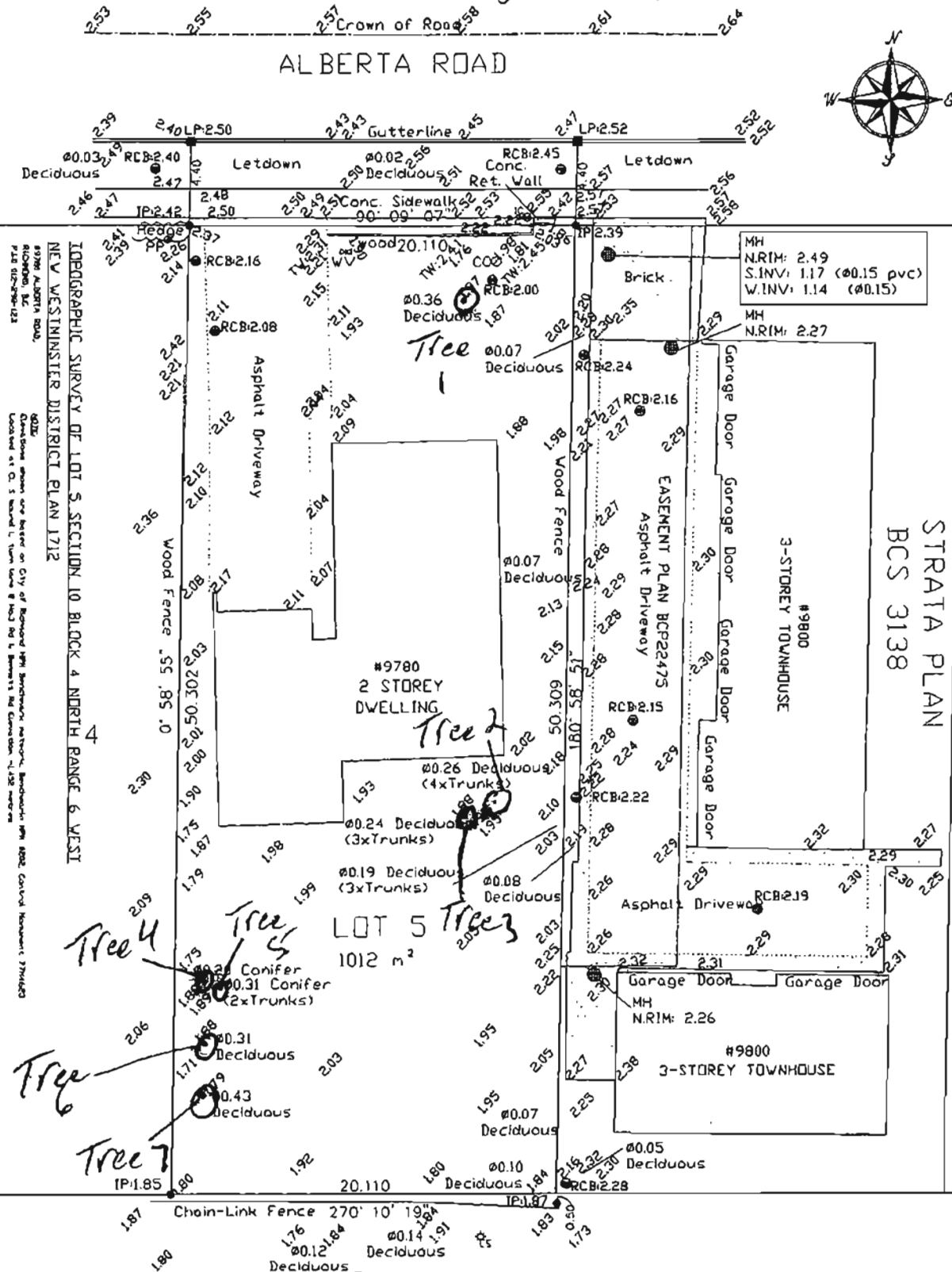
Fred Zhu

City of Richmond

# Land Use Map

 Bylaw 8630  
2010/07/19


Feb. 1, 2011 Arb. ist Report by Woodpe Tree Services Ltd.



A0.1

TOWNHOUSE DEVELOPMENT  
FOR PLANNING  
7700 ALBERTA RD.  
RICHMOND, BC

SURVEY PLAN

DATE: 1/24/11

BY: [Signature]

SCALE: 1" = 10'

PROJECT: 4180 ALBERTA RD.

CLIENT: [Signature]

DATE: 1/24/11

BY: [Signature]

SCALE: 1" = 10'

PROJECT: 4180 ALBERTA RD.

CLIENT: [Signature]

DATE: 1/24/11

BY: [Signature]

SCALE: 1" = 10'

PROJECT: 4180 ALBERTA RD.

CLIENT: [Signature]

DATE: 1/24/11

BY: [Signature]

SCALE: 1" = 10'

PROJECT: 4180 ALBERTA RD.

CLIENT: [Signature]

DATE: 1/24/11

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CLIENT: [Signature]

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SCALE: 1" = 10'

PROJECT: 4180 ALBERTA RD.

CLIENT: [Signature]

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SCALE: 1" = 10'

PROJECT: 4180 ALBERTA RD.

CLIENT: [Signature]

DATE: 1/24/11

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SCALE: 1" = 10'

PROJECT: 4180 ALBERTA RD.

CLIENT: [Signature]

DATE: 1/24/11

BY: [Signature]

SCALE: 1" = 10'

PROJECT: 4180 ALBERTA RD.

CLIENT: [Signature]

DATE: 1/24/11

BY: [Signature]

SCALE: 1" = 10'

PROJECT: 4180 ALBERTA RD.

CLIENT: [Signature]

DATE: 1/24/11

BY: [Signature]

SCALE: 1" = 10'

PROJECT: 4180 ALBERTA RD.

CLIENT: [Signature]

DATE: 1/24/11

**Conditional Zoning Requirements  
9780 Alberta Road  
RZ 11-566870**

**Prior to final adoption of Zoning Amendment Bylaw 8812, the developer is required to complete the following:**

1. Registration of an aircraft noise sensitive use covenant on title.
2. Registration of an aircraft noise indemnity covenant on title.
3. Registration of a flood indemnity covenant on title.
4. Contribution of \$1,000.00 per dwelling unit (e.g. \$6,000.00) in-lieu of on-site indoor amenity space to go towards development of indoor public amenity space as determined by the Parks and Recreation Department.
5. City acceptance of the developer's offer to voluntarily contribute \$2.00 per buildable square foot (e.g. \$14,162.00) to the City's affordable housing fund.
6. The submission and processing of a Development Permit\* completed to a level deemed acceptable by the Director of Development. Included with the standard submission, the drawings should provide information specific to:
  - a) Submit a revised site plan to illustrate all existing trees (20cm calliper or greater) and noted if they are to be retained or removed.
  - b) Manoeuvrability of larger vehicles (SU-9) within the site.
  - c) Submit an Acoustical Report outlining noise mitigation measures to be taken to the building design to lessen the impact of aircraft noise as well as provide thermal conditions in accordance with ASHRAE 55-2004.

**Prior to a Development Permit\* being forwarded to the Development Permit Panel for consideration, the developer is required to:**

1. Submit a report and recommendations prepared by an appropriate registered professional, which demonstrates that the interior noise levels and thermal conditions comply with the City's Official Community Plan requirements for Aircraft Noise Sensitive Development. The standard required for air conditioning systems and their alternatives (e.g. ground source heat pumps, heat exchangers and acoustic ducting) is the ASHRAE 55-2004 "Thermal Environmental Conditions for Human Occupancy" standard and subsequent updates as they may occur. Maximum interior noise levels (decibels) within the dwelling units must achieve CMHC standards follows:

| Portions of Dwelling Units                      | Noise Levels (decibels) |
|---|-------------------------|
| Bedrooms  | 35 decibels             |
| Living, dining, recreation rooms                | 40 decibels             |
| Kitchen, bathrooms, hallways, and utility rooms | 45 decibels             |

**Prior to Building Permit Issuance, the developer must complete the following requirements:**

1. Submission of a Construction Parking and Traffic Management Plan to the Transportation Division. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.
2. Incorporation of accessibility measures in Building Permit (BP) plans as determined via the Rezoning and/or Development Permit processes.

3. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Division at 604-276-4285.

**Note:**

\* This requires a separate application.

- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

---

Signed

---

Date



**Richmond Zoning and Development Bylaw 8500  
Amendment Bylaw 8812 (RZ 11-566870)  
9780 Alberta Road**

The Council of the City of Richmond enacts as follows:

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning and Development Bylaw 8500, is amended by repealing the existing zoning designation of the following areas and by designating it "Town Housing (ZT60) – North McLennan (City Centre)".

P.I.D. 012-298-123

Lot 5 Section 10 Block 4 North Range 6 West New Westminster District Plan 1712

2. This Bylaw is cited as "Richmond Zoning and Development Bylaw 8500, Amendment Bylaw 8812".

FIRST READING

SECOND READING

THIRD READING

PUBLIC HEARING

OTHER REQUIREMENTS SATISFIED

ADOPTED

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|--|
| CITY OF<br>RICHMOND                                |
| APPROVED<br>for content by<br>originating<br>dept. |
| <i>al</i>  |
| APPROVED<br>for legality<br>by Solicitor           |
| <i>[Signature]</i>                                 |

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER





**City of Richmond**  
Planning and Development Department

**Report to Committee**  
**Fast Track Application**

**To:** Planning Committee  
**From:** Brian J. Jackson, MCIP  
Director of Development  
**Date:** January 31, 2012  
**File:** RZ 11-594451  
**Re:** Application by Yaseen Grewal, Balbir Randhawa and Sarbjit Randhawa for Rezoning at 10180/10200 Finlayson Drive from Two-Unit Dwellings (RD1) to Single Detached (RS2/B)

**Staff Recommendation**

That Bylaw No. 8863, for the rezoning of 10180/10200 Finlayson Drive from "Two-Unit Dwellings (RD1)" to "Single Detached (RS2/B)", be introduced and given first reading.

Brian J. Jackson, MCIP  
Director of Development

ES:blg  
Att.

| FOR ORIGINATING DEPARTMENT USE ONLY |  |                                       |
|-------------------------------------|--|---------------------------------------|
| <b>ROUTED TO:</b>                   | <b>CONCURRENCE</b>   | <b>CONCURRENCE OF GENERAL MANAGER</b> |
| Affordable Housing                  | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |                                       |

**Staff Report**

| <b>Item</b>                             | <b>Details</b>   |   |
|---|--|---|
| Applicant                               | Yaseen Grewal, Balbir Randhawa & Sarbjit Randhawa  |   |
| Location                                | 10180/10200 Finlayson Drive ( <b>Attachment 1</b> )  |   |
| Development Data Sheet                  | See <b>Attachment 2</b>  |   |
| Zoning                                  | Existing: Two-Unit Dwellings (RD1)   |   |
|   | Proposed: Single Detached (RS2/B)  |   |
| OCP Designation                         | Official Community Plan (OCP)<br>Generalized Land Use Map designation –<br>“Neighbourhood Residential”.  | Complies Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |
| Area Plan Designation                   | Bridgeport Area Plan Land Use Map –<br>“Residential (Single-Family)”.  | Complies Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |
| Lot Size Policy                         | Lot Size Policy 5448 (adopted by Council<br>in 1991) – permits subdivision of<br>properties in accordance with the<br>provisions of “Single Detached<br>(RS2/B)” ( <b>Attachment 3</b> ).  | Complies Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |
| Other Designations                      | Aircraft Noise Sensitive Development<br>Policy Area 2 - permits new single-family<br>development that is supported by an<br>existing Lot Size Policy. As a condition of<br>rezoning, the applicant is required to<br>register a restrictive covenant on Title to<br>address aircraft noise mitigation and<br>public awareness. | Complies Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |
| Affordable Housing<br>Strategy Response | The applicant proposes to provide a legal<br>secondary suite on one (1) of the two (2)<br>future lots at the subject site.   | Complies Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |
| Surrounding<br>Development              | North: a park and school zoned “School & Institutional Use (SI)”.  |   |
|   | South: facing Finlayson Court, is a single detached dwelling<br>zoned “Single Detached (RS1/D)”.   |   |
|   | East: a duplex zoned “Single Detached (RS1/B)”.  |   |
|   | West: is a single detached dwelling zoned “Single Detached<br>(RS1/D)”.  |   |
| Rezoning Considerations                 | See <b>Attachment 5</b>  |   |

**Staff Comments****Trees & Landscaping**

A Certified Arborist's Report was submitted by the applicant, which identifies tree species, assesses the condition of trees, and provides recommendations on tree retention and removal relative to the development proposal. The Report identifies and assesses:

- One (1) bylaw-sized tree shared between the subject property and the neighbouring property to the west (10160 Finalyson Drive);
- Two (2) bylaw-sized trees on the neighbouring property to the west (10160 Finlayson Drive); and
- Two (2) bylaw-sized trees on City-owned property.

The City's Tree Preservation Coordinator reviewed the Arborist's Report and conducted a Visual Tree Assessment. The City's Tree Preservation Coordinator concurs with the Arborist's recommendation to:

- Remove and replace the bylaw-sized tree on the west property line (Tree #3) due to its poor condition and conflict with the future building envelope as well as the two (2) trees (Trees #4 & #5) on the neighbouring property to the west as their critical root zones will be impacted by the proposed development. Permission from the neighbour for removal of these trees has been obtained (on file).
- Remove and replace the two (2) bylaw-sized trees on City property (Trees #1 and #2). However, the applicant has opted to retain and protect these trees. Further investigation into the possibility of retaining these trees will be investigated at subdivision stage when driveway locations are determined.

The final Tree Retention Plan is included in **Attachment 4**.

Based on the 2:1 replacement ratio goal in the OCP, and the size requirements for replacement trees in the City's Tree Protection Bylaw, a total of six (6) replacement trees are required (**Attachment 5**).

To ensure the new trees are planted and maintained, the applicant is required to submit a landscaping security in the amount of \$3,000 (\$500/tree) prior to final adoption of the rezoning bylaw.

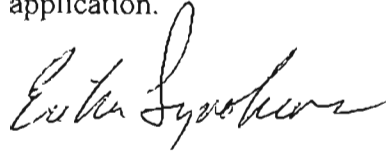
**Site Servicing & Subdivision**

There are no servicing concerns with rezoning.

At future Subdivision stage, the applicant will be required to pay cash-in-lieu for future road improvements and Servicing Costs. Note: DCC's (City & GVS & DD), School Site Acquisition Charge, and Address Assignment Fee are not applicable because of the existing duplex.

Conclusion

This rezoning application to permit subdivision of an existing large lot into two (2) smaller lots complies with all applicable land use designations and policies and is consistent with the direction of redevelopment currently on-going in the surrounding area. The applicant has agreed to the list of rezoning conditions included in **Attachment 5**. On this basis, staff support the application.

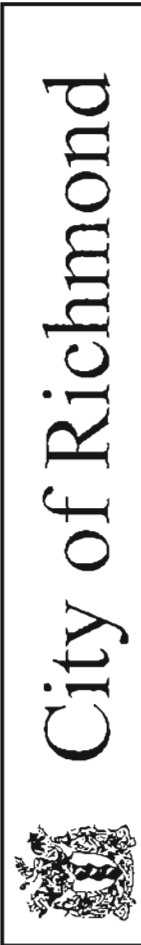


Erika Syvokas  
Planning Technician  
(4108)

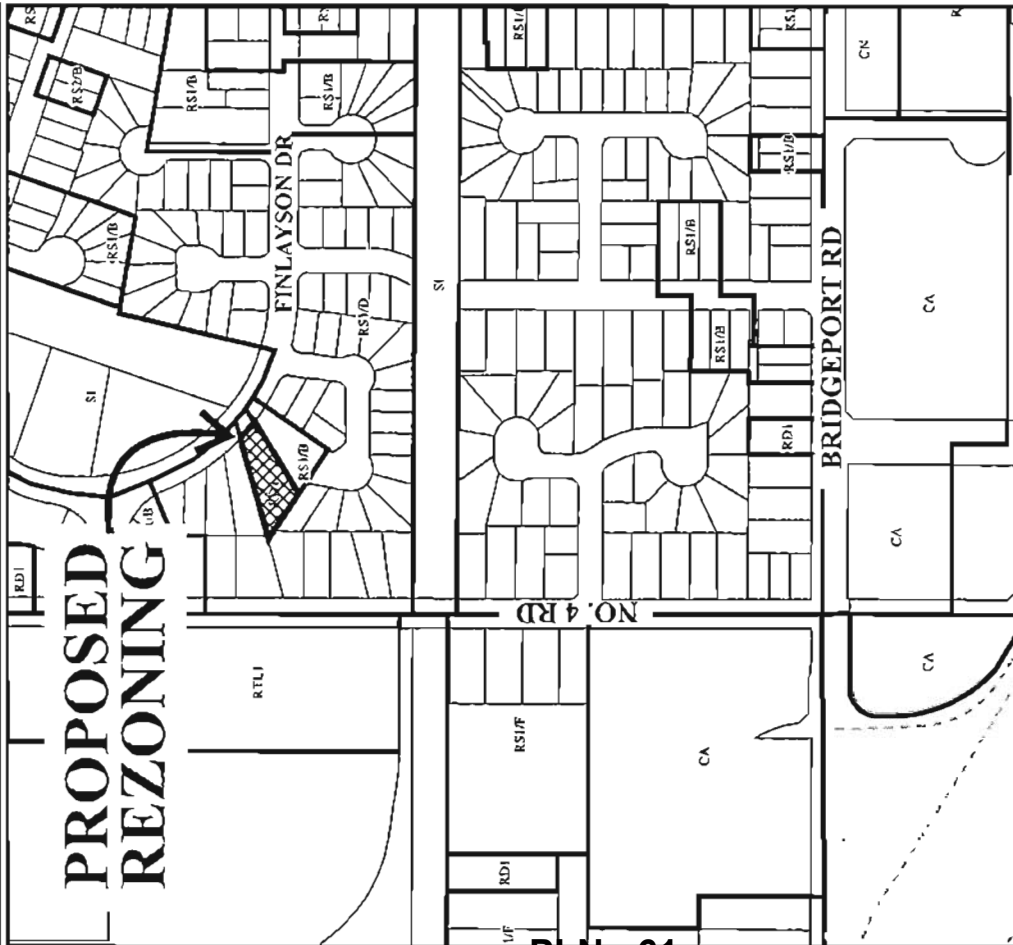
ES: blg

**Attachments:**

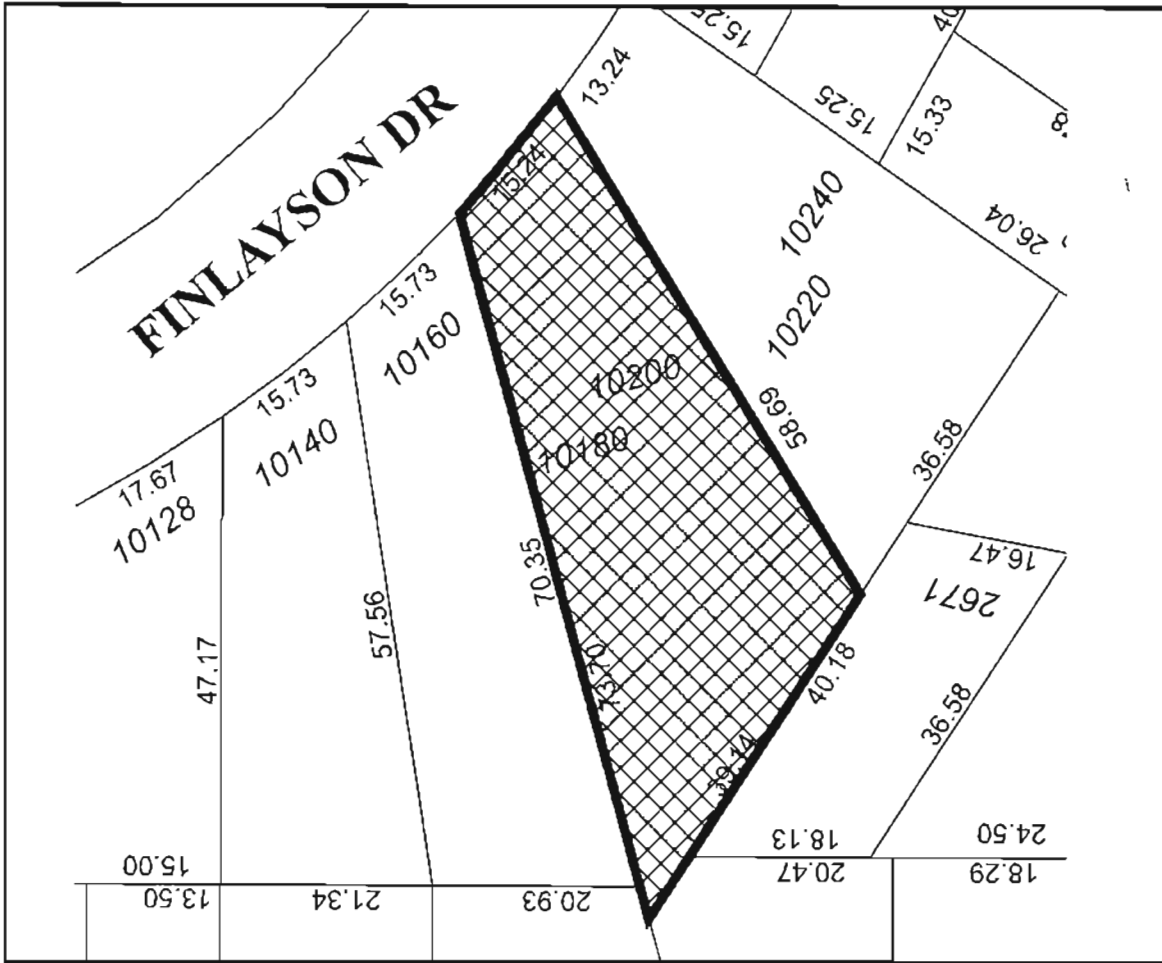
- Attachment 1: Location Map
- Attachment 2: Development Application Data Sheet
- Attachment 3: Lot Size Policy 5448
- Attachment 4: Tree Retention Plan
- Attachment 5: Rezoning Considerations



# PROPOSED REZONING



PLN - 61



RZ 11-594451

Original Date: 11/29/11

Revision Date:

Note: Dimensions are in METRES



RZ 11-594451

Original Date: 11/29/11

Amended Date:

Note: Dimensions are in METRES

PLN - 62



**RZ 11-594451**

**Attachment 2**

Address: 10180/10200 Finlayson Drive

Applicant: Yaseen Grewal, Balbir Randhawa & Sarbjit Randhawa

Date

Fast Track

Received: November 17, 2011

Compliance: January 31, 2012

|                             | Existing  | Proposed   |
|-----------------------------|---|--|
| Owner                       | Strata Lot 1 - Yaseen Grewal<br>Strata Lot 2 - Balbir Randhawa & Sarbjit Randhawa | To be determined   |
| Site Size (m <sup>2</sup> ) | 1,494.7 m <sup>2</sup> (16,089.3 ft <sup>2</sup> )                                | Lot A- 759.3 m <sup>2</sup> (8,173 ft <sup>2</sup> )<br>Lot B- 735.4 m <sup>2</sup> (7,916 ft <sup>2</sup> ) |
| Land Uses                   | One (1) two-unit dwelling   | Two (2) single detached dwellings  |
| Zoning                      | Two-Unit Dwellings (RD1)  | Single Detached (RS2/B)  |
| Number of Units             | Two (2)   | Two (2)  |

| On Future Subdivided Lots                            | Bylaw Requirement  | Proposed   | Variance       |
|--|--------------------|--|----------------|
| Floor Area Ratio                                     | Max. 0.55          | Max. 0.55  | none permitted |
| Lot Coverage – Building                              | Max. 45%           | Max. 45%   | none           |
| Lot Coverage – Buildings, structures, and non-porous | Max. 70%           | Max. 70%   | none           |
| Lot Coverage – Landscaping                           | Min. 25%           | Min. 25%   | none           |
| Setback – Front & Rear Yards (m)                     | Min. 6.0 m         | 6.0 m Min.   | none           |
| Setback – Side Yards (m)                             | Min. 1.2 m         | Min. 1.2 m   | none           |
| Height (m)   | 2.5 storeys        | 2.5 storeys  | none           |
| Lot Size   | 360 m <sup>2</sup> | Lot A- 759.3 m <sup>2</sup><br>Lot B- 735.4 m <sup>2</sup> | none           |
| Lot Width  | Min. 12.0 m        | Min. 13.6 m  | none           |

Other: Tree replacement compensation required for loss of significant trees.



# City of Richmond

# Policy Manual

Page 1 of 2

Adopted by Council: September 16, 1991

POLICY 5448

File Ref: 4045-00

SINGLE-FAMILY LOT SIZE POLICY IN QUARTER-SECTION 23-5-6

## POLICY 5448:

The following policy establishes lot sizes in a portion of Section 23-5-6, bounded by the **Bridgeport Road, Shell Road, No. 4 Road and River Drive:**

That properties within the area bounded by Bridgeport Road on the south, River Drive on the north, Shell Road on the east and No. 4 Road on the west, in a portion of Section 23-5-6, be permitted to subdivide in accordance with the provisions of Single-Family Housing District (R1/B) in Zoning and Development Bylaw 5300, with the following provisions:

- (a) Properties along Bridgeport Road and Shell Road will be restricted to Single-Family Housing District (R1/D) unless there is lane or internal road access in which case Single-Family Housing District (R1/B) will be permitted,
- (b) Properties along No. 4 Road and River Drive will be restricted to Single-Family Housing District (R1/C) unless there is lane or internal road access in which case Single-Family Housing District (R1/B) will be permitted;

and that this policy, as shown on the accompanying plan, be used to determine the disposition of future single-family rezoning applications in this area, for a period of not less than five years, unless changed by the amending procedures contained in the Zoning and Development Bylaw.

SUBJECT  
PROPERTY



Subdivision permitted as per **R1/B** except:

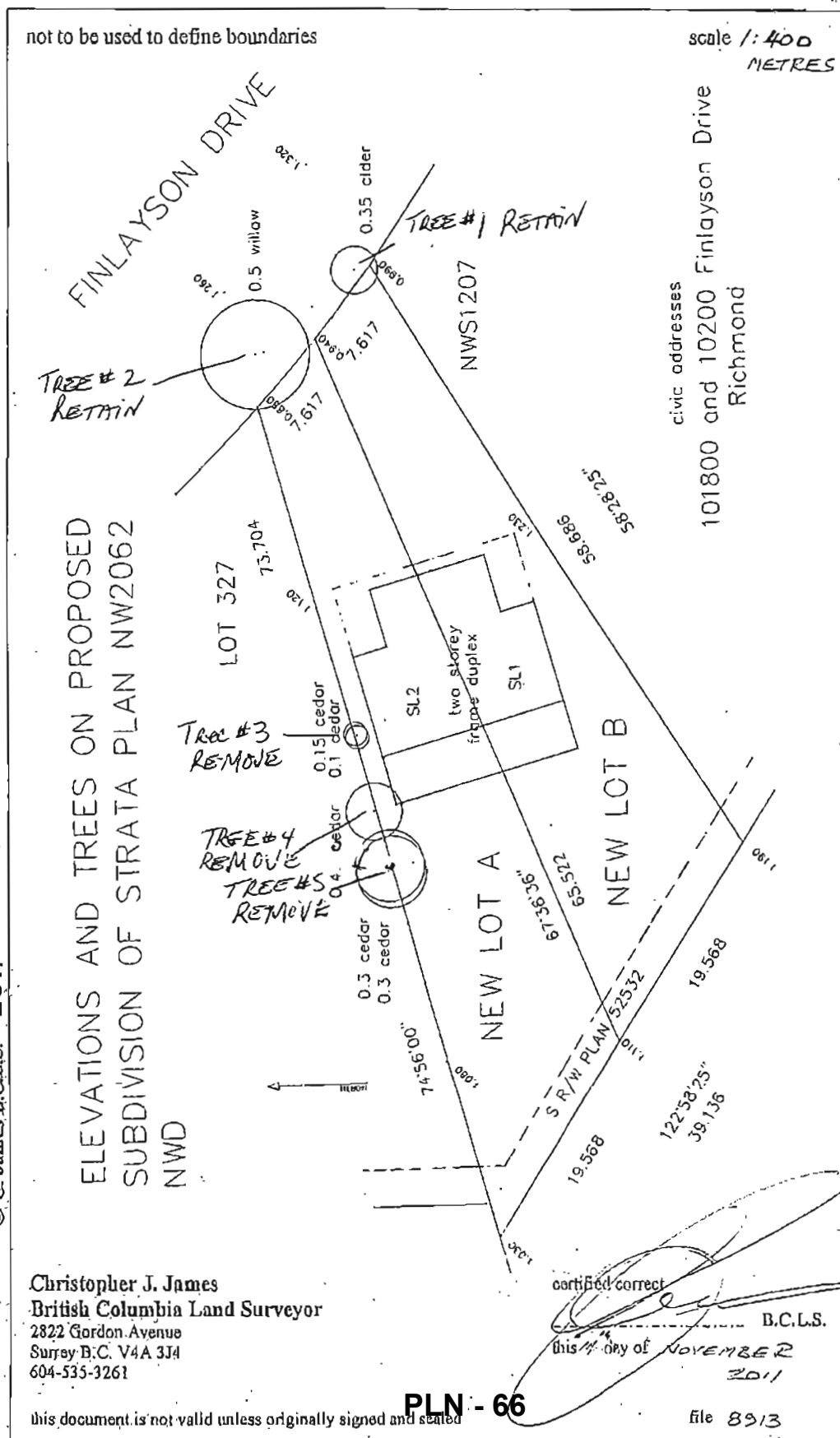
1. River Drive: **R1/C** unless there is a lane or internal road access, then **R1/B**.
2. Shell Road: **R1/D** unless there is a lane or internal road access, then **R1/B**.
3. No. 4 Road: **R1/C** unless there is a lane or internal road access then **R1/B**.
4. Bridgeport Road: **R1/D** unless there is a lane or internal road access then **R1/B**.



## POLICY 5448 SECTION 23, 5-6

Adopted Date: 09/16/91

Amended Date:





# City of Richmond

## Rezoning Considerations

Development Applications Division  
6911 No. 3 Road, Richmond, BC V6Y 2C1

**Address:** 10180/10200 Finlayson Drive

**File No.:** RZ 11-594451

**Prior to final adoption of Zoning Amendment Bylaw 8863, the developer is required to complete the following:**

1. Provincial Ministry of Transportation and Infrastructure approval.
2. Submission of a Landscaping Security in the amount of \$3,000 (\$500/tree) for the planting and maintenance of six (6) replacement trees with the following minimum calliper sizes/heights:

| # Replacement Trees | Min. calliper of deciduous tree | or | Min. height of coniferous tree |
|---------------------|---------------------------------|----|--------------------------------|
| 4                   | 9 cm                            |    | 5 m                            |
| 2                   | 11 cm                           |    | 6 m                            |

3. Registration of a legal agreement on Title to ensure that no final Building Permit inspection is granted until a secondary suite is constructed on one (1) of the two (2) future lots, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.

**Note:** Should the applicant change their mind about the Affordable Housing option selected prior to final adoption of the Rezoning Bylaw, the City will accept a voluntary contribution of \$1.00 per buildable square foot of the single-family developments (i.e. \$7,327) to the City's Affordable Housing Reserve Fund in-lieu of registering the legal agreement on Title to secure a secondary suite.

4. Confirmation to the City that Strata Plan NW2062 has been cancelled.
5. Discharge covenants RD168029 that currently exist on Title, which restrict the use of the property to a duplex.
6. Registration of a flood indemnity covenant on Title.
7. Registration of an aircraft noise sensitive covenant on Title.

At demolition stage\*, the applicant will be required to:

- Install Tree Protection Fencing around Trees # 1 & #2 located on City-owned property. Tree protection fencing must be installed to City standard prior to demolition of the existing dwelling on-site and must remain in place until construction and landscaping on the future lots is completed.

At subdivision stage\*, the developer will be required to:

- Pay cash-in-lieu for future road improvements and servicing costs.
- Confirm location of driveways for each new lot in order to determine potential for retention of Trees #1 & #2 located on City owned property. If trees cannot be retained, compensation in the amount of \$1,300 is required.

**Note:**

- \* This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act. All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.  
The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

[Signed original on file]

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Signed

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Date



**Richmond Zoning Bylaw 8500  
Amendment Bylaw 8863 (RZ 11-594451)  
10180/10200 FINLAYSON DRIVE**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **SINGLE DETACHED (RS2/B)**.

P.I.D. 002-277-760

Strata Lot 1 Section 23 Block 5 North Range 6 West New Westminster District Strata Plan NW2062 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1

P.I.D. 002-277-778

Strata Lot 2 Section 23 Block 5 North Range 6 West New Westminster District Strata Plan NW2062 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 8863"**.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

MINISTRY OF TRANSPORTATION AND  
INFRASTRUCTURE APPROVAL

OTHER DEVELOPMENT REQUIREMENTS SATISFIED

ADOPTED

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

|  |
|--|
| CITY OF<br>RICHMOND  |
| APPROVED<br>by<br>                          |
| APPROVED<br>by Director<br>or Solicitor<br> |





**City of Richmond**  
Planning and Development Department

**Report to Committee**

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**To:** Planning Committee **Date:** January 31, 2012  
**From:** Brian J. Jackson, MCIP **File:** RZ 11-587257  
Director of Development  
**Re:** **Application by Harbinder Bahd for Rezoning at 8631 Francis Road from Single Detached (RS1/E) to Coach Houses (RCH)**

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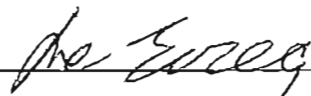
**Staff Recommendation**

That Bylaw No. 8866, for the rezoning of 8631 Francis Road from "Single Detached (RS1/E)" to "Coach Houses (RCH)", be introduced and given first reading.



Brian J. Jackson, MCIP  
Director of Development

ES:blg  
Att.

| FOR ORIGINATING DEPARTMENT USE ONLY |  |   |
|-------------------------------------|--|---|
| <b>ROUTED TO:</b>                   | <b>CONCURRENCE</b>   | <b>CONCURRENCE OF GENERAL MANAGER</b>   |
| Affordable Housing                  | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |  |

## Staff Report

### Origin

Harbinder Bahd has applied to the City of Richmond for permission to rezone 8631 Francis Road from “Single Detached (RS1/E)” to “Coach Houses (RCH)” to permit the property to be subdivided into two (2) lots, each with a principal dwelling and coach house above a garage, with vehicle access from a new rear lane (**Attachment 1**).

### Findings of Fact

A Development Application Data Sheet providing details about the development proposal is attached (**Attachment 2**).

### Surrounding Development

To the north: Facing Cooper Road and Robinson Place, single-family dwellings on large lots zoned “Single Detached (RS1/E)”;

To the east: Four (4) recently developed “Coach House (RCH)” lots;

To the south: Across Francis Road, single-family dwellings on large lots zoned “Single Detached (RS1/E)”;

To the west: Older single detached dwellings on large lots zoned “Single Detached (RS1/E)”.

### Related Policies & Studies

#### OCP Designation

The Official Community Plan’s (OCP) Generalized Land Use Map designation for this property is “Neighbourhood Residential”, and the Specific Land Use Map designation is “Low-Density Residential”. This redevelopment proposal is consistent with these designations.

#### Lane Establishment and Arterial Road Redevelopment Policies

The rezoning application complies with the City’s Lane Establishment and Arterial Road Redevelopment Policies which encourages single-family residential and coach house development on properties along arterial roads where access to a fully-operational municipal lane is available.

#### Lot Size Policy

The subject property is not located within a Lot Size Policy Area.

### Staff Comments

#### Trees & Landscaping

A Certified Arborist’s Report was submitted by the applicant, which identifies tree species, assesses the condition of trees, and provides recommendations on tree retention and removal relative to the development proposal. The Report identifies and assesses:

- Six (6) bylaw-sized trees located on the subject property; and
- One (1) bylaw-sized tree located on City-owned property.

The City's Tree Preservation Coordinator has reviewed the Arborist's Report and conducted a Visual Tree Assessment (VTA). The City's Tree Preservation Coordinator concurs with the Arborist's recommendation to:

- Remove and replace two (2) bylaw-sized trees (Tree # 632 & 633) located on the subject property due to conflict with the proposed lane dedication.
- Remove and replace three (3) bylaw-sized trees (Tree #634, #635, & #636) located on the subject property which are in very poor condition due to previous topping.
- Retain and protect one (1) tree (Tree A) located on City-owned property which is in good condition. Tree protection fencing must be installed to City standards prior to demolition of the existing dwelling on-site and must remain in place until construction and landscaping on the future lots is completed.
- Relocate Tree #637 on site which falls within the middle of the proposed building envelope. As a result of the building envelope conflict, the tree's good condition and relatively small size, this tree should be relocated in the corner of one (1) of the proposed new front yards.

The final Tree Retention Plan is included in **Attachment 3**.

Prior to final adoption of the rezoning bylaw, the applicant is required to submit:

- A Contract with a Certified Arborist for supervision of the relocation of Tree #637 and any works to be conducted within the Tree Protection Zone of Tree A to be retained located on City-owned property. The Contract must include the proposed number of site monitoring inspections (including stages of development), and a provision for the Arborist to submit a post-construction impact assessment report to the City for review; and
- A Survival Security to the City in the amount of \$2,000 (to reflect the 2:1 replacement ratio at \$500/tree) to ensure that Tree # 637 and Tree A will be retained and protected. The City will release 90% of the security after construction and landscaping on the future lots are completed, inspections are approved, and an acceptable post-construction impact assessment report is received. The remaining 10% of the security would be released one year later subject to inspection.

Based on the 2:1 replacement ratio goal in the Official Community Plan (OCP), and the size requirements for replacement trees in the City's Tree Protection Bylaw, a total of 10 replacement trees are required to be planted and maintained on the future lots. Considering the limited space in the yards of the future lots, and the effort to retain and relocate Tree #637, staff recommend that only eight (8) trees be required with the following minimum sizes:

| No. of Replacement Trees | Minimum Caliper of Deciduous Tree | or | Minimum Height of Coniferous Tree |
|--------------------------|-----------------------------------|----|-----------------------------------|
| 4                        | 6 cm                              |    | 3.5 m                             |
| 2                        | 8 cm                              |    | 4 m                               |
| 2                        | 10 cm                             |    | 5.5 m                             |

As a condition of rezoning, the applicant must submit a Landscape Plan, prepared by a Registered Landscape Architect, for the two (2) future lots along with a Landscaping Security (100% of the cost estimate provided by the Landscape Architect, including installation costs) to ensure that the required replacement trees are planted and maintained on each lot, and that the front yard of the future lots will be enhanced.

#### Affordable Housing

The Richmond Affordable Housing Strategy requires a secondary suite or coach house on 50% of new lots, or a cash-in-lieu contribution of \$1.00/ft<sup>2</sup> of total building area toward the Affordable Housing Reserve Fund for single-family rezoning applications.

This rezoning application to permit a subdivision to create two (2) lots, each with a principal single-family dwelling and accessory coach house above a garage, conforms to the Affordable Housing Strategy.

#### Flood Management

Registration of a Flood Indemnity Covenant on Title is required prior to final adoption of the rezoning bylaw.

#### Site Servicing & Vehicle Access

Prior to final adoption of the rezoning, the developer is required to do the following:

1. Dedicate 6 m of property along the entire north property line of the site for a proposed lane.
2. Enter into a Servicing Agreement for the design and construction of a lane extension, along the entire north property line of the site. A storm sewer extension is also required along the entire frontage on Francis Road. The lane is to include, but not limited to: storm sewer, sand/gravel base, roll curb and gutter, asphalt pavement, and lane lighting. Note: Design should also include water, storm and sanitary connections for both proposed lots.

Vehicular access to and from Francis Road is not permitted in accordance with Bylaw No. 7222. Access to the site at future development stage is to be from the new rear lane only.

#### Subdivision

At future subdivision stage, the applicant will be required to pay Development Cost Charges (City and GVS & DD), School Site Acquisition Charge, and Address Assignment Fee. Note: Servicing costs to be determined via the Servicing Agreement.

#### **Analysis**

All the relevant technical issues can be addressed. The rezoning application also complies with the Lane Establishment and Arterial Road Redevelopment Policies, as it is a coach house development on an arterial road with vehicle access to and from the proposed rear lane.

**Conclusion**

The rezoning application is to permit subdivision of an existing large lot into two (2) smaller lots, each with a single detached dwelling and coach house above a garage, with vehicle access to a new rear lane. This development complies with all applicable land use designations and policies contained within the Official Community Plan (OCP).

The list of rezoning considerations is included as **Attachment 4**, which has been agreed to by the applicant (signed concurrence on file).

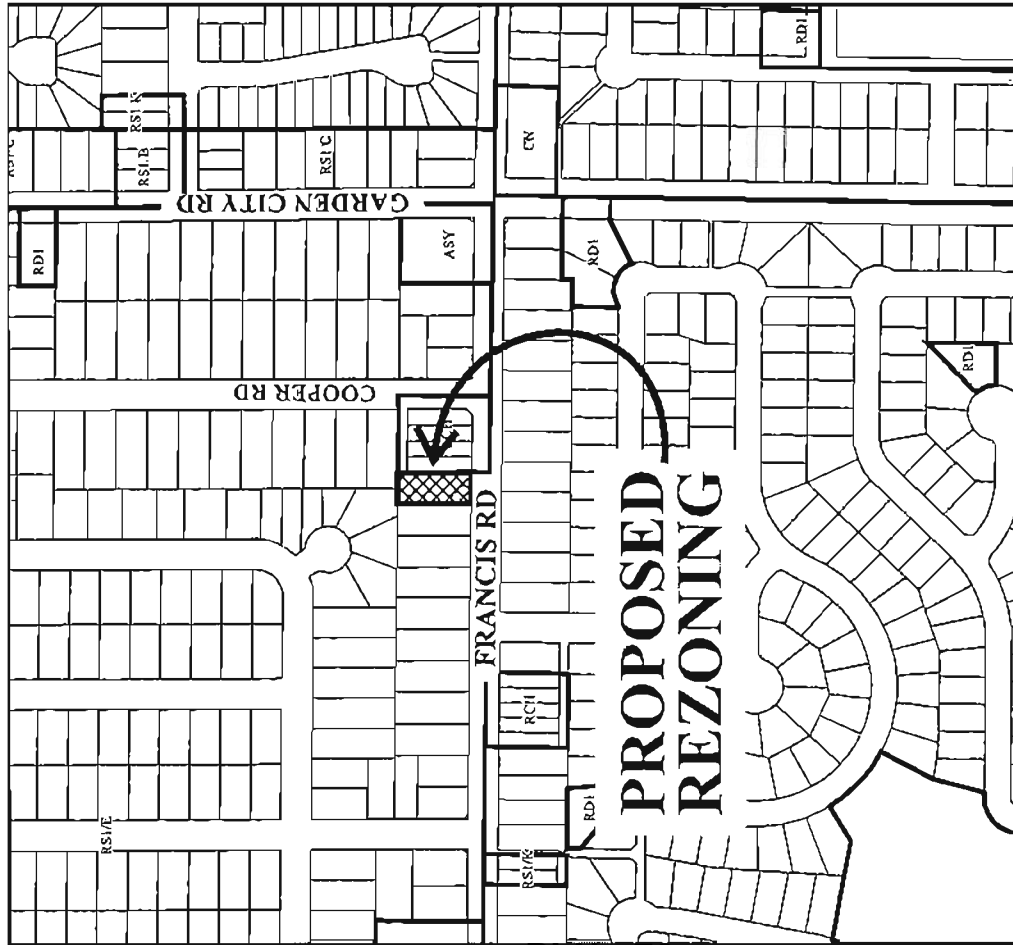
On this basis, staff recommend that the proposed development be approved.



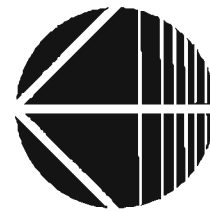
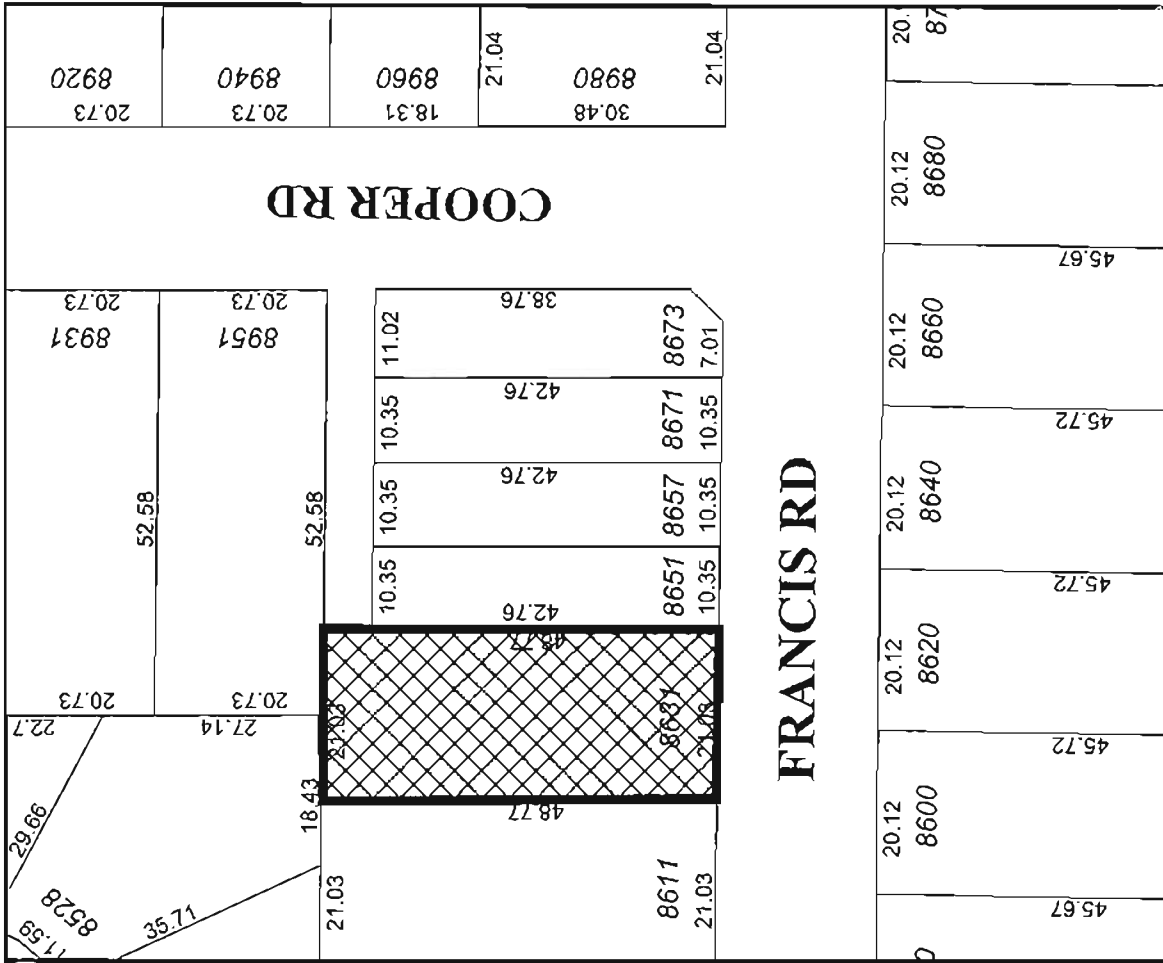
Erika Syvokas  
Planning Technician  
(604-276-4108)

ES:blg

- Attachment 1: Location Map
- Attachment 2: Development Application Data Sheet
- Attachment 3: Tree Retention Plan
- Attachment 4: Rezoning Considerations Concurrence



97 - PLN



RZ 11-587257

Original Date: 08/30/11

Revision Date:

Note: Dimensions are in METRES



RZ 11-587257

PLN - 77

Original Date: 08/30/11

Amended Date:

Note: Dimensions are in METRES



# City of Richmond

6911 No. 3 Road  
Richmond, BC V6Y 2C1  
www.richmond.ca  
604-276-4000

## Development Application Data Sheet

**RZ 11-587257**

**Attachment 2**

Address: 8631 Francis Road

Applicant: Harbinder Bahd

Planning Area(s): Broadmoor

|                                   | Existing   | Proposed  |
|-----------------------------------|--|---|
| <b>Owner:</b>                     | Harbinder Singh Bahd<br>Harjinder Bahd   | To be determined  |
| <b>Site Size (m<sup>2</sup>):</b> | 900 m <sup>2</sup> (9,687.8 ft <sup>2</sup> )  | Two (2) lots each 450 m <sup>2</sup> (4,843.9 ft <sup>2</sup> )             |
| <b>Land Uses:</b>                 | One (1) single-family residential dwelling   | Two (2) single-family residential dwelling with one (1) coach house per lot |
| <b>OCP Designation:</b>           | Generalized Land Use Map –<br>Neighbourhood Residential<br>Specific Land Use Map –<br>Low-Density Residential          | No change   |
| <b>Area Plan Designation:</b>     | N/A  | No change   |
| <b>702 Policy Designation:</b>    | N/A  | No change   |
| <b>Zoning:</b>                    | Single Detached (RS1/E)  | Coach House (RCH)   |
| <b>Other Designations:</b>        | Lane Establishment and Arterial Road Redevelopment Policies permit residential redevelopment along this arterial road. | No change   |

| On Future Subdivided Lots         | Bylaw Requirement  | Proposed           | Variance       |
|-----------------------------------|--------------------|--------------------|----------------|
| Floor Area Ratio:                 | Max. 0.60          | Max. 0.60          | none permitted |
| Lot Coverage – Building:          | Max. 45%           | Max. 45%           | none           |
| Lot Size (min. dimensions):       | 270 m <sup>2</sup> | 450 m <sup>2</sup> | none           |
| Setback – Front & Rear Yards (m): | 6 m Min.           | 6 m Min.           | none           |
| Setback – Side Yard (m):          | Min. 1.2 m         | Min. 1.2 m         | none           |
| Height (m):                       | 2.5 storeys        | 2.5 storeys        | none           |

Other: Tree replacement compensation required for loss of significant trees.

## TOPOGRAPHIC SURVEY AND PROPOSED SUBDIVISION OF LOT 10 SECTION 21 BLOCK 4 NORTH RANGE 6 WEST NEW WESTMINSTER DISTRICT PLAN 13867

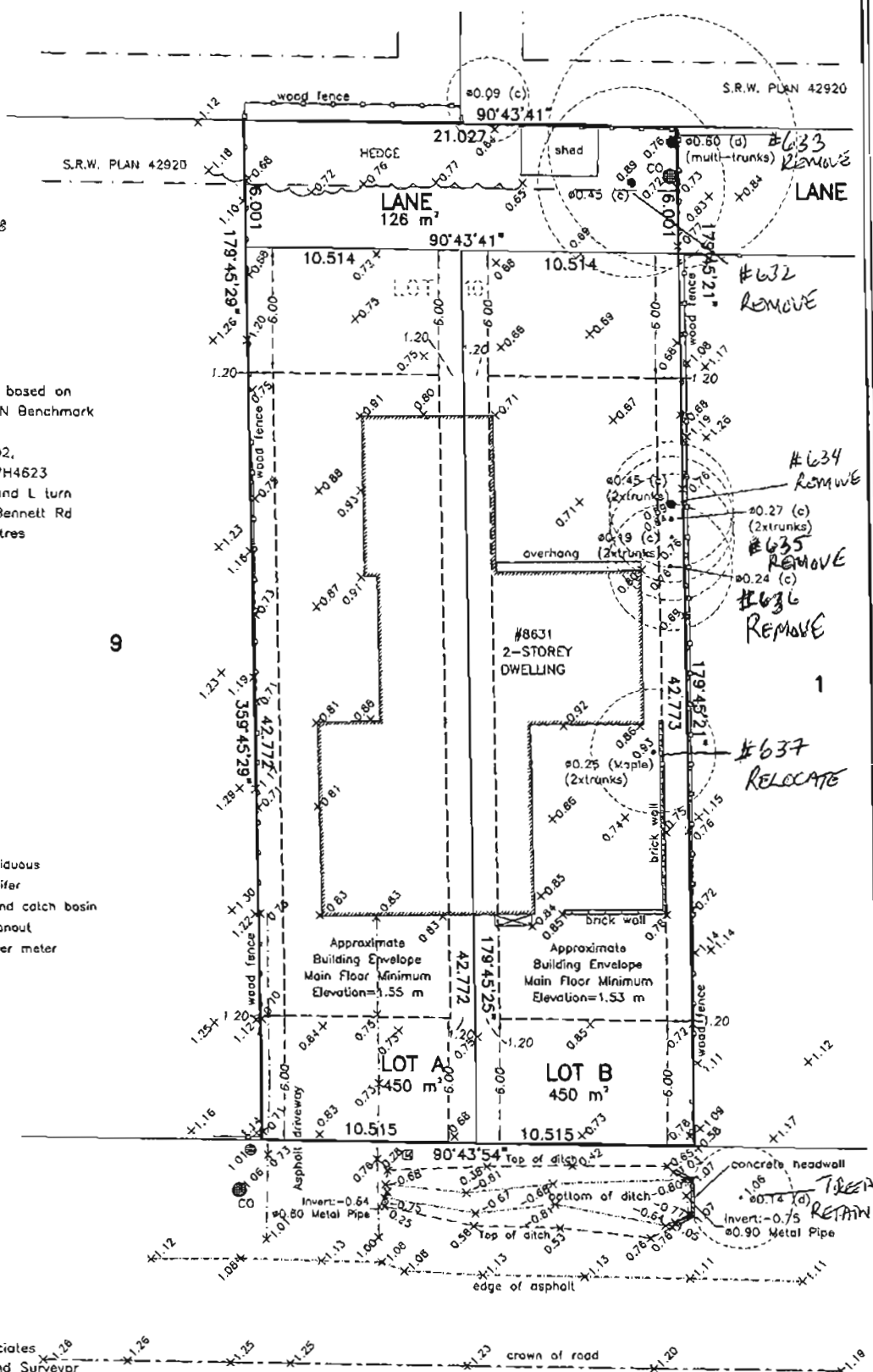
#8631 FRANCIS ROAD,  
RICHMOND, B.C.  
P.I.D. 007-213-913



**NOTE:**  
Elevations shown are based on  
City of Richmond HPN Benchmark  
network.  
Benchmark: HPN #202,  
Control Monument 77H4623  
Located at CL S bound L turn  
lane @ No.3 Rd & Bennett Rd  
Elevation = 1.452 metres

**LEGEND:**

- (a) denotes deciduous
- (c) denotes conifer
- ⊙ denotes round catch basin
- CO denotes cleanout
- ⊠ denotes water meter



© copyright  
J. C. Tam and Associates  
Canada and B.C. Land Surveyor  
115 - 8833 Odlin Crescent  
Richmond, B.C. V6X 3Z7  
Telephone: 214-8928  
Fax: 214-8929  
E-mail: office@jctam.com  
Website: www.jctam.com  
Job No. 4559  
FB-187 P64-66  
Drawn By: MY

FRANCIS ROAD

SCALE: 1:200

0 5 10 15  
ALL DISTANCES ARE IN METRES AND DECIMALS  
THEREOF UNLESS OTHERWISE INDICATED

CERTIFIED CORRECT:  
LOT DIMENSION ACCORDING TO  
FIELD SURVEY.

*Johnson C. Tam*  
JOHNSON C. TAM, B.C.L.S.

JULY 21st, 2011.

DWG No. 4559-TOP0

## Rezoning Considerations

**8631 Francis Road**

**RZ 11-587257**

Prior to final adoption of Zoning Amendment Bylaw 8866, the developer is required to complete the following:

1. Registration of a 6 m lane dedication on Title along the entire north property line of the site for the proposed lane.
2. Enter into a Servicing Agreement\* for the design & construction of a lane extension, along the entire north property line of the site. A storm sewer extension is also required along the entire frontage on Francis Road. The lane is to include, but not limited to: Storm sewer, sand/gravel base, roll curb & gutter, asphalt pavement, and lane lighting. Note: Design should also include water, storm and sanitary connections for both proposed lots.
3. Submission of a Landscape Plan, prepared by a Registered Landscape Architect, to the satisfaction of the Director of Development, and deposit of a Landscaping Security based on 100% of the cost estimate provided by the Landscape Architect, including installation costs. The Landscape Plan should:
  - Comply with the guidelines of the OCP's Lane Establishment and Arterial Road Redevelopment Policies and should not include hedges along the front property line;
  - Include a mix of coniferous and deciduous trees; and
  - Include the required eight (8) replacement trees with the following minimum sizes:

| No. of Replacement Trees | Minimum Caliper of Deciduous Tree | or | Minimum Height of Coniferous Tree |
|--------------------------|-----------------------------------|----|-----------------------------------|
| 4                        | 6 cm                              |    | 3.5 m                             |
| 2                        | 8 cm                              |    | 4 m                               |
| 2                        | 10 cm                             |    | 5.5 m                             |

4. Submission of a Contract with a Certified Arborist for supervision of the relocation of Tree #637 and any works to be conducted within the Tree Protection Zone of Tree A to be retained located on City-owned property. The Contract must include the proposed number of site monitoring inspections (including stages of development), and a provision for the Arborist to submit a post-construction impact assessment report to the City for review.
5. A Survival Security to the City in the amount of \$2,000 (to reflect the 2:1 replacement ratio at \$500/tree) to ensure that Tree # 637 and Tree A will be retained and protected. The City will release 90% of the security after construction and landscaping on the future lots are completed, inspections are approved, and an acceptable post-construction impact assessment report is received. The remaining 10% of the security would be released one year later subject to inspection.
6. Registration of a Flood Indemnity Covenant on Title.

At demolition\* stage, the applicant will be required to:

- Install Tree Protection Fencing for Tree A located on City-owned property according to City standard.

At subdivision\* stage, the applicant will be required to:

- Pay Development Cost Charges (City and GVS & DD), School Site Acquisition Charge, and Address Assignment Fee. Note: Servicing costs to be determined via the Servicing Agreement.

**Note:**

- \* This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

[Signed original on file]

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Signed

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Date



**Richmond Zoning Bylaw 8500  
Amendment Bylaw 8866 (RZ 11-587257)  
8631 FRANCIS ROAD**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **COACH HOUSES (RCH)**.

P.I.D. 007-213-913

Lot 10 Section 21 Block 4 North Range 6 West New Westminster District Plan 13867

2. This Bylaw may be cited as **“Richmond Zoning Bylaw 8500, Amendment Bylaw 8866”**.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER DEVELOPMENT REQUIREMENTS SATISFIED

ADOPTED

|       |
|-------|
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |

|  |
|--|
| CITY OF<br>RICHMOND  |
| APPROVED<br>by<br>                          |
| APPROVED<br>by Director<br>or Solicitor<br> |

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER



## City of Richmond

## Report to Committee

---

**To:** Planning Committee **Date:** February 2, 2012  
**From:** Brian J. Jackson, MCIP **File:** RZ 11-581552  
Director of Development  
**Re:** KHALID HASAN has applied to the City of Richmond for permission to rezone 9500, 9520 and 9540 Granville Avenue from "Single Detached (RS1/F)" to "Medium Density Townhouses (RTM2)" in order to develop a 16 unit 2 Storey Townhouse development.

---

### Staff Recommendation

That Bylaw No. 8868 for the rezoning of 9500, 9520 and 9540 Granville Avenue from "Single Detached, (RS1/F)" to "Medium Density Townhouses (RTM2)", be introduced and given first reading.

Brian J. Jackson, MCIP  
Director of Development  
(604-276-4138)

### FOR ORIGINATING DEPARTMENT USE ONLY

ROUTED TO:

CONCURRENCE

CONCURRENCE OF GENERAL MANAGER

Affordable Housing ..... Y ☒ N ☐

## Staff Report

### Origin

Khalid Hasan has applied to rezone 9500, 9520 and 9540 Granville Avenue (**Attachment 1**) from “Single Detached, (RS1/F)” to a “Medium Density Townhouses (RTM2)” to permit the construction of 16 residential townhouse units (**Attachment 2**).

### Findings Of Fact

Please refer to the attached Development Application Data Sheet (**Attachment 3**) for a comparison of the proposed development data with the relevant Bylaw requirements.

### Surrounding Development

To the North: Across Granville Avenue, at 9451 Granville Avenue, a 32 unit – 3 storey Townhouse complex zoned “Medium Density Townhouses (RTM1)”.

To the East: Single Detached bungalow at 9560 Granville Avenue zoned “Single Detached (RS1/F)”.

To the South: An 18 unit, 2 storey townhouse complex at 7060 Ash Street zoned “Town Housing (ZT16) – South McLennan and St. Albans Sub-Area (City Centre)”.

To the West: Across Ash Street, a 40 unit, 3 storey townhouse complex at 7051 Ash Street zoned “Town Housing (ZT50) – South McLennan (City Centre)”.

### Related Policies and Studies

#### Official Community Plan

OCP designation: City Centre Area, McLennan South Sub-Area Plan, Schedule 2.10D.

#### McLennan South Sub-Area Plan

- Residential, 2 ½ storeys typical (3 storeys maximum) Townhouse, Triplex, Duplex, Single Family. 0.55 base FAR (**Attachment 4**).

The applicant is proposing a density of 0.65 FAR, above the base density of 0.55 FAR as indicated in the OCP. To qualify for the additional density and to satisfy the requirements of the RTM2 zone, the applicant is providing frontage improvements to Granville Avenue, the retention of four (4) on-site trees, a voluntary contribution to the Affordable Housing Strategy reserve fund, the Public Art reserve fund, and a voluntary contribution toward improvements to a pedestrian crosswalk at the corner of Granville Avenue and Ash Street, benefiting pedestrians crossing Granville Avenue.

#### Floodplain Management Implementation Strategy

In accordance with the City’s Flood Management Strategy, the minimum allowable elevation for habitable space is 2.9 m GSC or 0.3 m above the highest crown of the adjacent road. A Flood Indemnity Covenant is to be registered on title prior to final adoption.

### OCP Aircraft Noise Sensitive Development (ANSND) Policy

The site is not located within policy area of the ANSD map and is not subject to noise mitigation measures and the registration of an Aircraft Noise Sensitive Use Restrictive Covenant.

### **Public Input**

A notice board is posted on the subject property to notify the public of the proposed development. A phone call from a resident on Granville Avenue expressed concern on the amount of traffic that is already occurring in the area, in particular during weekday morning drop-off and afternoon pick-up of children at Anderson Elementary School and A.R. McNeill Secondary School. The resident indicated that they would be forwarding a letter outlining their concerns, but none has ever been received. No further communication has been received to date. Should this application receive first reading, a public hearing will be scheduled.

Transportation has commented on the project stating the traffic generation is anticipated for a development proposal of this scale. The planned improvements to the existing crosswalk at the corner of Ash Street and Granville Avenue that will consist of a pedestrian crossing indicator, will improve pedestrian movement in the area by making the crossing safer.

### **Staff Comments**

#### Transportation and Site Access

- Vehicular access to and from the site is off Ash Street.
- Off-street parking for the proposal is provided in each unit by two-car garages at grade with all garages providing side-by-side parking configurations. Visitor parking is supplied by four (4) visitor stalls scattered around the site, including one stall for handicapped parking. The number of stalls meet the requirements of Zoning Bylaw 8500.
- With the exception of the units that have direct pedestrian access to Granville Avenue, pedestrian access to the site is shared with the vehicular access point and then follows the internal drive-aisle to the individual units. To add an additional safety feature to pedestrians using the site, staff have asked the applicant to consider using methods to give a better sense of territory for pedestrians who use the site.
- An existing pedestrian crosswalk at the corner of Granville Avenue and Ash Street is due to be upgraded to improve the movement of pedestrians crossing Granville Avenue. As this site would benefit from this improvement, the applicant is making a voluntary contribution of \$10,000.00 toward this upgrade.
- To support the possible development of future townhouses to the east, a legal agreement is to be registered on the subject property to secure access along the internal driveway for the benefit of 9560, 9580 and 9584 Granville Avenue, or any consolidation thereof.
- A four (4) meter by four (4) meter triangular corner cut is to be dedicated for the purpose of road development.

#### Proposed Site Assembly

The applicant has done a good job to secure these three sites that meet the minimum site area requirements in accordance with policy.

With access to Ash Street, this 16 unit townhouse proposal is arranged in two and three unit clusters at the periphery of the site, with the internal drive aisle bisecting the units down the middle. The units fronting Granville Avenue provide direct pedestrian access to the street.

### Trees

An Arborist Report and site survey (**Attachment 5**) was submitted to assess the existing trees on the site for possible retention of existing trees.

A detailed site review was conducted by City staff which identified that of the eleven (11) trees on-site, seven (7) are in poor condition and/or located within the development area and will need to be removed. Of the remaining, four (4) are listed in moderate to good health and are good candidates for retention.

There are two (2) trees on city property that were identified as having an impact on the site. One (1) is in good condition to be protected and retained while the other has been approved by City staff for its removal due to its poor condition. As compensation of this tree, the applicant is contributing \$1,300.00 towards the City's Tree Compensation fund.

A summary of the submitted arborist report and staff review is outlined in the following table:

**Tree Summary Table**

| Item                                 | Number of Trees | Tree Compensation Rate | Tree Compensation Required | Comments   |
|--------------------------------------|-----------------|------------------------|----------------------------|--|
| Total On Site Trees                  | 11              | -                      | -                          | -  |
| To be removed due to poor health     | 7               | 2:1                    | 14                         | To be removed, due to conflicts with proposed building locations, flood bylaw requirements and poor health or structure of the trees.                |
| Trees for retention                  | 4               | -                      | -                          | Applicant to incorporate them into the landscape plan as part of the DP.   |
| Trees located on City property       | 2               | 2:1                    | see comments               | One tree is to be protected and retained while the other can be removed. A \$1,300 compensation for this removal is being provided by the applicant. |
| Trees for relocation within the site | 0               | -                      | -                          | -  |

Of the 7 trees that are to be removed, they would need to be replaced in accordance with the City's 2 for 1 replacement policy. A review of the new tree plantings will be conducted at the Development Permit stage where it will be determined if the number of trees proposed on the submitted landscape drawings meet the replacement requirements.

### Amenity Space

The outdoor amenity space is located in a highly visible location at the northwest corner of the site. The space is intended for a children's play area, along with benches for sitting but little detail is provided at this time. A more detailed review will be conducted at the Development Permit stage when landscaping drawings will be submitted with more detailed information. No indoor space is being proposed, but a voluntary cash-in-lieu contribution of \$16,000.00 will be paid prior to final adoption of this application.

## **Analysis**

### Proposed Zoning to Medium Density Townhouses (RTM2)

The proposed rezoning from RS1/F to RTM2 represents an increase to density. The submitted information is in conformance with the South McLennan Sub-Area Plan in its transformation from a predominately single-family neighbourhood toward a higher density neighbourhood through the development of apartment and townhouse buildings. No amendment is required to the OCP as the proposal meets the South McLennan Sub-Area Plan parameters as well as the designation of the Land Use Map ('Residential, 2 ½ storeys typical (3 storeys maximum) Townhouse, Triplex, Duplex, Single Family. 0.55 base FAR') (**Attachment 4**).

The proposed increase in density from a 0.55 FAR base to the proposed 0.65 FAR in RMT2 is supported through a voluntary contribution to the affordable housing reserve fund and the public art reserve fund, as well as frontage improvements to Granville Avenue and a voluntary contribution toward the upgrade to the existing pedestrian crosswalk at the corner of Granville Avenue and Ash Street, benefiting pedestrians crossing Granville Avenue.

### Design

The two-storey proposal meets the intent and requirements of the neighbourhood plan. More detail regarding the form and character of the proposal will follow during the Development Permit application process.

### Affordable Housing

The applicant will be making a voluntary cash contribution to the affordable housing reserve fund in accordance with the City's Affordable Housing Strategy.

With respect to townhouse developments, the strategy specifies that a voluntary cash contribution of two dollars (\$2.00) per buildable square foot will be welcomed to the affordable housing reserve fund. The total payable contribution in this 16 unit proposal would come to \$42,720.00.

### Public Art

In response to the City's commitment to the provision of Public Art, the developer is considering providing a piece of public art to the site. Another option is for the developer to provide a voluntary contribution at a rate of \$0.75 per buildable square foot based on the maximum floor area ratio (0.65 FAR). This amount comes to \$16,012.50 for the entire project and is payable prior to the adoption of the rezoning application. Should the applicant choose to proceed with the provision of a piece of public art, they will need to contact the City's Public Art Coordinator to initiate the process.

### Parking

The submitted proposal meets the number of off-street parking stalls in accordance with the Parking and Loading requirements of Zoning Bylaw 8500. A total of 36 stalls are being proposed with 32 proposed for residents and 4 visitor stalls. Bicycle parking is also being proposed to provide space for short and long term bicycle parking

### Utilities and Site Servicing

A site servicing review has been conducted by the applicant's Engineering consultant and reviewed by the City's Engineering Department. They agree with the consultant that existing infrastructure for storm and sewer is adequate for the proposed development and that no

infrastructure for storm and sewer is adequate for the proposed development and that no upgrades are necessary. A water analysis is not required but a fire flow calculations are to be submitted at the time of applying for a Building Permit.

#### Servicing Agreement

A Servicing agreement will be required to ensure frontage works along the front of Granville Avenue are done to City standards. Frontage works along the Ash Street front were completed during the development of the 18 unit townhouse development to the south that was approved in 2006. The agreement will also identify how the site will be serviced to accommodate the 16 townhouse units. It will also ensure that all servicing work will not interfere with a street tree on Granville Avenue that is to be retained.

#### Development Permit

A separate Development Permit application would be required with a specific landscaping plan to include the following:

1. Design of the outdoor amenity area, including the play area.
2. Overall appropriateness of the landscaping plan, including how the proposed grades will ensure the survival of the three on-site trees that are to be retained.
3. Manoeuvrability of larger vehicles (SU-9) within the site.
4. Form and Character of the townhouse units and how they address adjacent properties.

#### **Financial Impact**

None.

#### **Conclusion**

The proposed 16 unit townhouse rezoning meets the requirements of the OCP as well as the zoning requirements set out in the Medium Density Townhouses (RTM2) zone for the South McLennan neighbourhood plan. Staff contend that the design requirements meet the character of the neighbourhood and are confident the outstanding conditions will be met prior to final adoption. Staff recommends that rezoning application RZ 11-581552 proceed to first reading.



David Johnson  
Planner  
(604-276-4193)

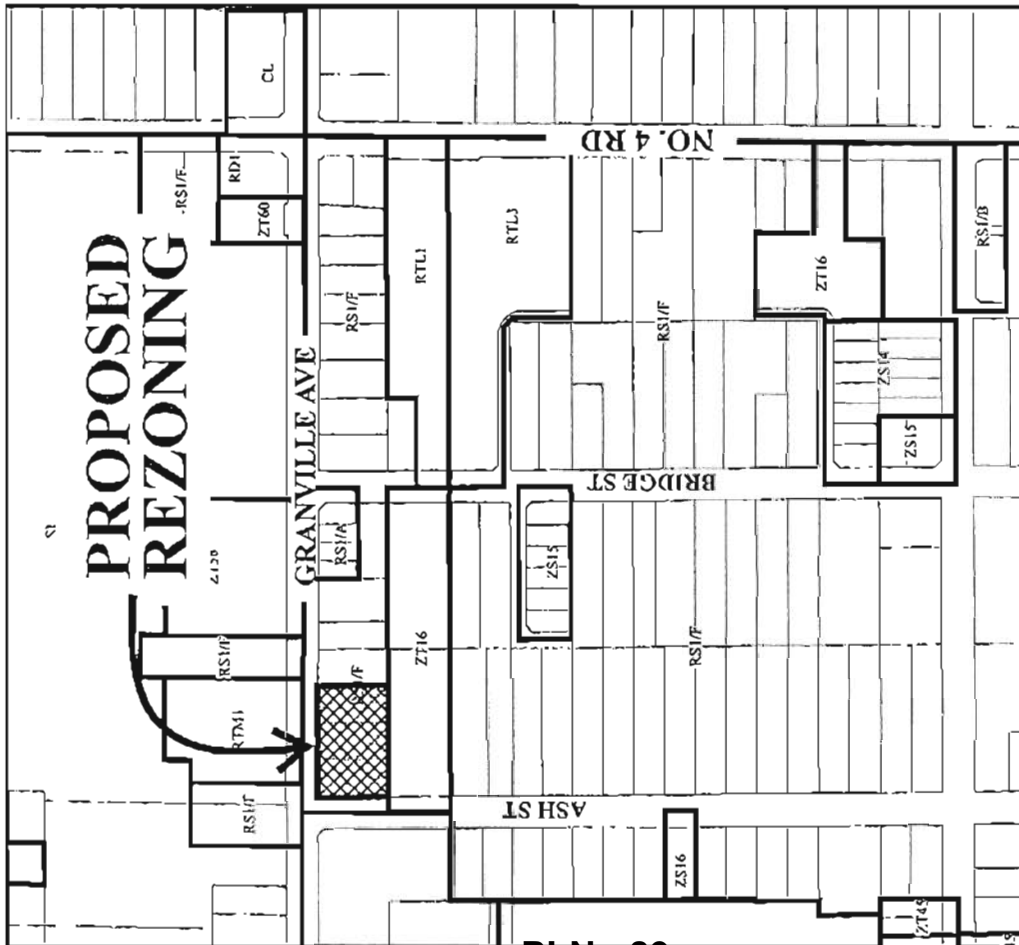
DJ:cas

#### **List of Attachments**

|              |   |
|--------------|---|
| Attachment 1 | Location Map, Zoning Site Map, Site Context and Aerial View of the Site |
| Attachment 2 | Site Plan and Preliminary Architectural Drawings                        |
| Attachment 3 | Development Application Data Sheet                                      |
| Attachment 4 | McLennan South Sub-Area Land Use Map                                    |
| Attachment 5 | Arborist Report - Tree Survey Plan                                      |
| Attachment 6 | Conditional Rezoning Requirements                                       |



# PROPOSED REZONING



**PLN - 89**

9451

GRANVILLE AVE

# ASH ST

78.82

38.37

0902

0902

0902

0902

0902

0902

0902

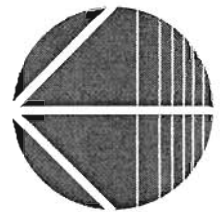
RZ 11-581552

Original Date: 06/15/11

Revision Date:

Note: Dimensions are in METRES

## ATTACHMENT 1





RZ 11-581552

PLN - 90

Original Date: 06/15/11

Amended Date:

Note: Dimensions are in METRES

# REZONING FOR PROPOSED TOWNHOUSE DEVELOPMENT AT 9500-9540 GRANVILLE AVENUE, RICHMOND, BC

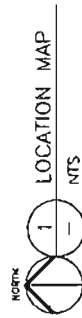
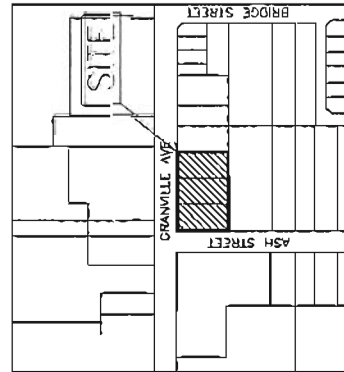
## DEVELOPMENT DATA

- (A) CIVIC ADDRESS: 9500-9540 GRANVILLE AVENUE, RICHMOND, BC  
 LOTS 1, 2 AND 3, ALL OF SECTION 15, BLOCK 4 NORTH RANGE 6 WCSI  
 NEW WESTMINSTER DISTRICT PLAN 14703  
 (C) LOT AREA: 3,053 SM (32,882 SF) (EXCLUDING ROAD DEDICATION)  
 CURRENT: RS1/F,  
 PROPOSED: SITE SPECIFIC TOWNHOUSE ZONING

| CURRENT ZONING<br>(UNDER RS1/F ZONING) | PROPOSED REZONING<br>(SITE SPECIFIC TOWNHOUSE USE) | ACTUAL |
|--|--|--------|
|--|--|--------|

|                        |  |  |   |
|------------------------|--|--|---|
| (E) FLOOR AREA RATIO   | 0.55 TO 454.5 SM<br>0.3 TO REST OF SITE AREA     | 0.65<br>TOTAL GROSS FLOOR AREA<br>0.65 X3,053 SM = 1984.45 SM<br>(21,360 SF)   | 0.65<br>21,358 SF NET GROSS FLOOR AREA  |
| (F) NUMBER OF UNIT:    | 1 PER LOT  | 16 UNITS   | 16 UNITS  |
| (G) BUILDING COVERAGE: | MAX - 45%  | MAX - 45%  | 44.8% (INCLUDING COVERED ENTRANCE PORCH,<br>COVERED BACKYARD PATIO, COVERED ELECTRICAL<br>ROOM AND ASH STREET ENTRANCE FEATURE)             |
| (H) BUILDING HEIGHT:   | MAX HEIGHT - 9M                                  | MAX MAIN BUILDING HEIGHT - 11M   | BUILDING HEIGHT - 9.3M (30'7")  |
| (I) SETBACK:           | FRONTYARD - 6M<br>SIDEYARD - 2M<br>REARYARD - 6M | FRONTYARD FACING GRANVILLE - 6M<br>SIDEYARD FACING ASH STREET - 8M<br>INTERNAL SIDEYARD - 3M<br>REAR YARD - 3M                   | FRONTYARD FACING GRANVILLE - 6.10M (20'3")<br>SIDEYARD FACING ASH - 6.10M (20')<br>EAST SIDEYARD - 3.05M (10')<br>REAR YARD - 3.50M (11'6") |
| (J) PARKING:           | 2 PER DWELLING UNIT                              | 2 PER DWELLING UNITS X16 = 32<br>0.5 VISITOR PARKING / UNIT X16 = 4<br>TOTAL = 36 REQUIRED<br>(50% PARKING CAN BE SMALL PARKING) | RESIDENTIAL PARKING: 16 REGULAR<br>16 SMALL<br>VISITOR PARKING: 1 DISABLED<br>3 REGULAR   |

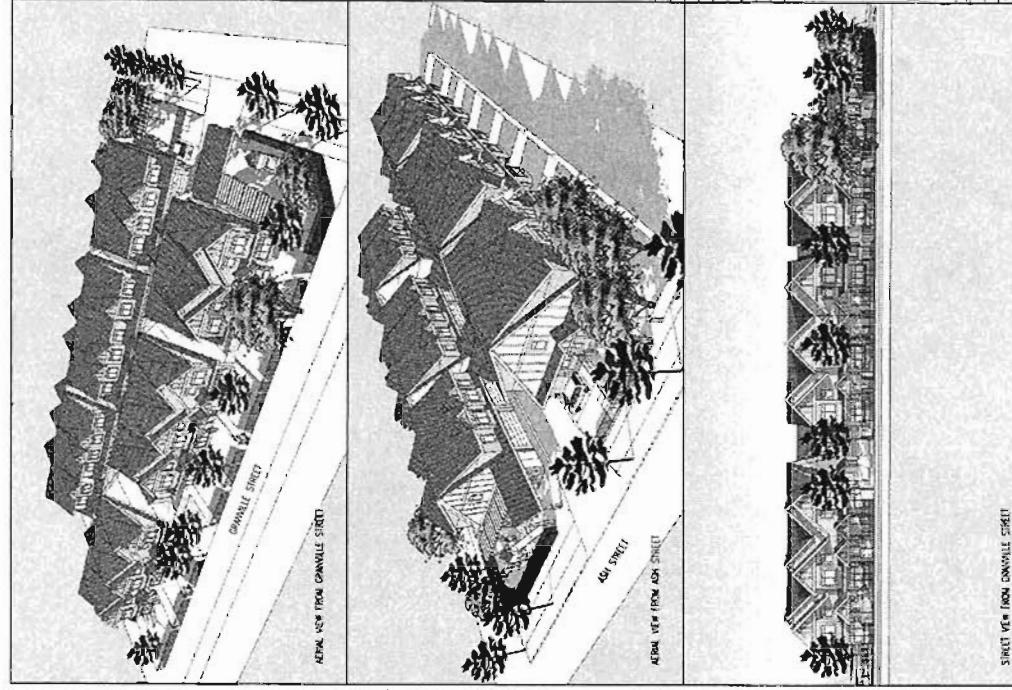
PLAN - 91



LOCATION MAP  
NTS

## DRAWING LIST

- A1 - DEVELOPMENT SUMMARY  
 A2 - SITE PLAN (1/1)  
 A3 - SITE PLAN (2/1)  
 A4 - UNIT PLANS  
 A5 - BUILDING ELEVATIONS



ERIC LAW  
ARCHITECT

PROJECT NO. 1000-1000-1000-1000  
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 CHECKED BY: EL  
 FILE NAME: 1000-1000-1000-1000

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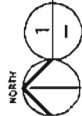
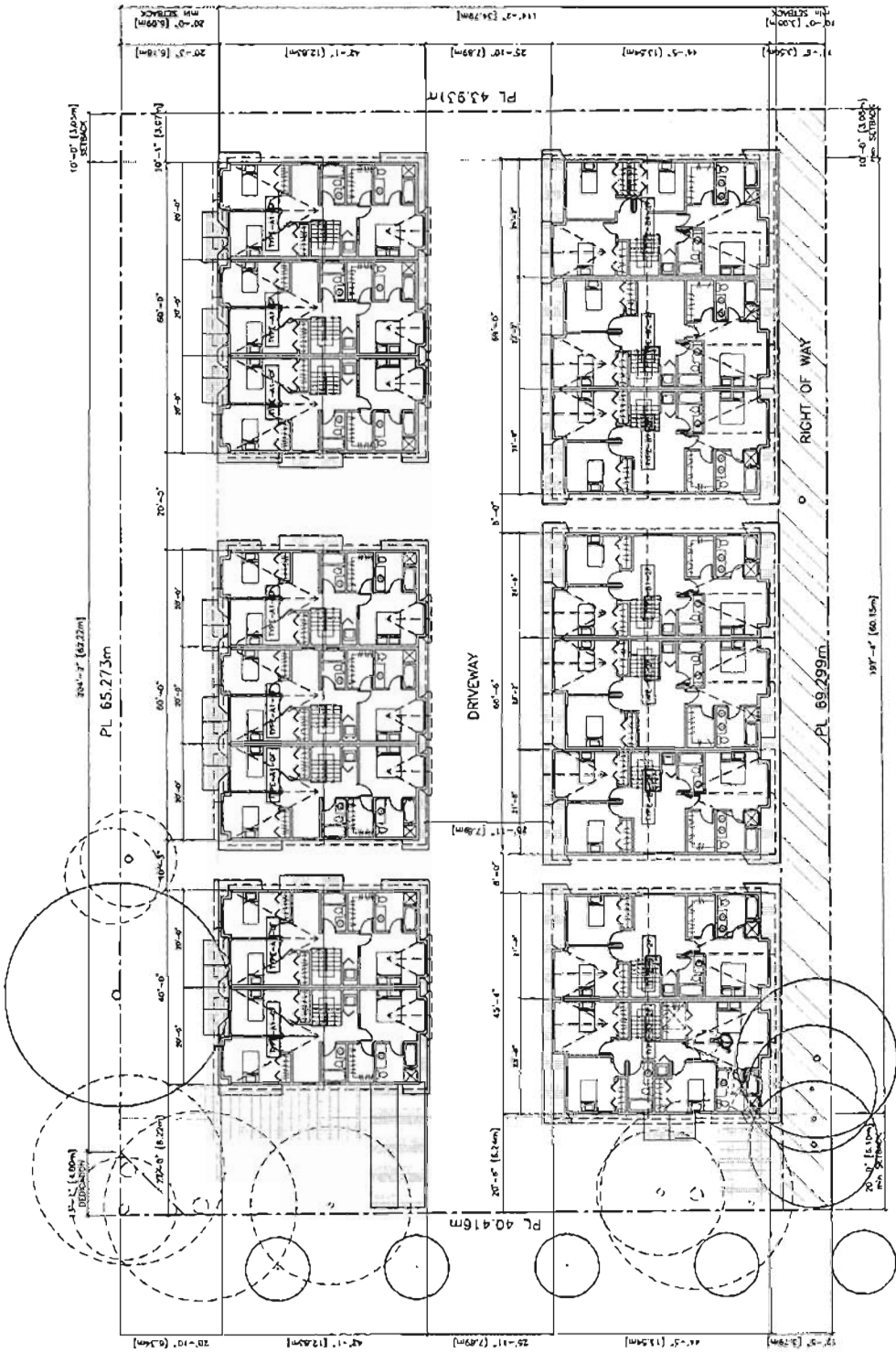
2 MASSING STUDY  
NTS

A1

000000

ATTACHMENT 2





SITE PLAN 2/F  
3/32" TO 1'-0"

|                                      |            |
|--------------------------------------|------------|
| Supplies (materials) used in process | 10 000 000 |
| Wages                                | 1 000 000  |
| Overhead                             | 500 000    |
| Total                                | 11 500 000 |

...and the ...

REPORT OF THE JURY

THE STATE OF TEXAS, COUNTY OF DALLAS.

IN RE THE ESTATE OF JOHN W. BROWN, DECEASED.

JOHN W. BROWN, DECEASED, BY HIS WILL, BEQUEATHED TO HIS SON, JOHN W. BROWN, JR., ALL THAT CERTAIN TRACT OF LAND IN THE CITY OF DALLAS, TEXAS, DESCRIBED AS FOLLOWS:

SECTION 10, TOWNSHIP 10 NORTH, RANGE 14 EAST, COUNTY OF DALLAS, STATE OF TEXAS.

TO HAVE AND TO HOLD unto the said JOHN W. BROWN, JR., his heirs and assigns forever.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this 10th day of May, A.D. 1968.

JAMES H. BROWN, JR., CLERK OF DISTRICT COURT.

WITNESSES my hand and seal of office at Dallas, Texas, this 10th day of May, A.D. 1968.

\_\_\_\_\_, CLERK OF DISTRICT COURT.

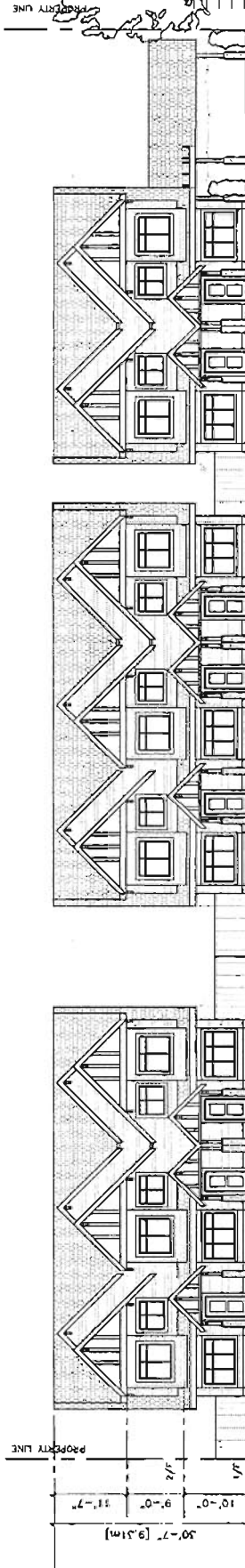
PROPOSED TOWNHOUSE  
8500-9540 GRANVILLE  
AVENUE RICHMOND BC

## ELEVATIONS

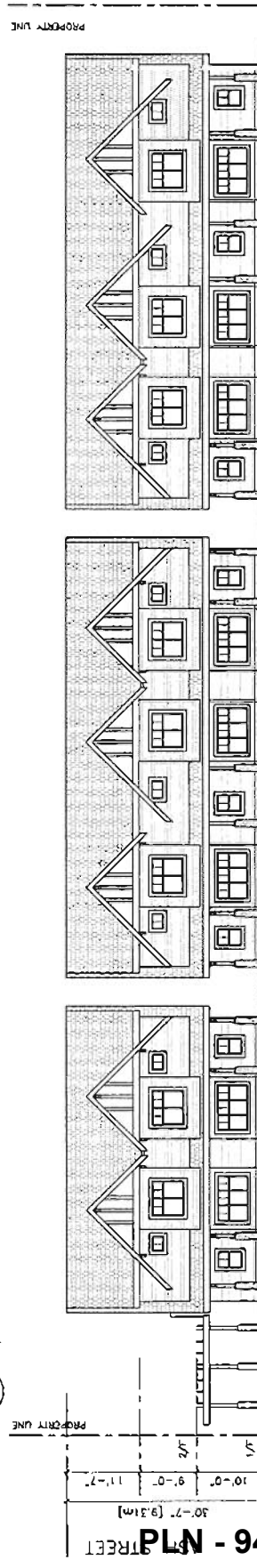
PROJECT NUMBER: 11-10  
ISSUED: 2/2/2012  
DRAWN BY: EL  
CHECKED BY: EL

A5

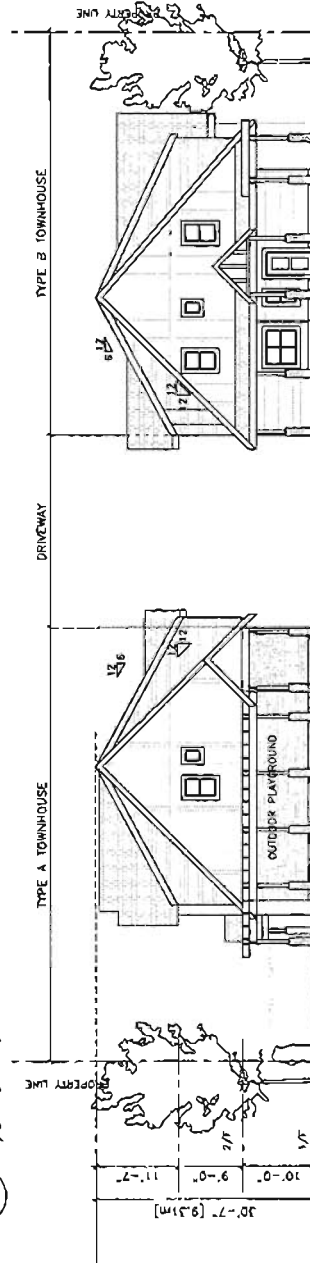
## REZONANS



GRANVILLE AVE STREET ELEVATION



② SOUTH ELEVATION



3 ASH STREET ELEVATION

GRANVILLE AVENUE

**PLN - 94**



## City of Richmond

6911 No. 3 Road  
Richmond, BC V6Y 2C1  
www.richmond.ca  
604-276-4000

## Development Application Data Sheet

**RZ 09-483465**

Address: 9500, 9520, 9540 Granville Avenue

Applicant: Khalid Hasan

Planning

Area(s): City Centre – McLennan South Sub-Area (Schedule 2.10D)

|                                   | Existing   | Proposed   |
|-----------------------------------|--|--|
| <b>Civic Address:</b>             | 9500, 9520, 9540 Granville Avenue  | To Be Determined   |
| <b>Owner or Applicant:</b>        | Khalid Hasan   | No Change  |
| <b>Site Size (m<sup>2</sup>):</b> | 3,061.0m <sup>2</sup>  | 3,053.0m <sup>2</sup>  |
| <b>Land Uses:</b>                 | Single-Family  | Townhouse Residential  |
| <b>OCP Area Plan Designation:</b> | Residential<br>2 ½ storeys typical (3 storeys maximum) Townhouse, Triplex, Duplex, Single Family.<br>0.55 base FAR | No Change  |
| <b>Zoning:</b>                    | Residential<br>Single Detached (RS1/F)   | Medium Density Townhouses (RTM2)<br><br>Permits Townhouses at 0.65 F.A.R. with a contribution to the Affordable Housing reserve Fund |
| <b>Number of Units:</b>           | 1 Single-Family Dwelling per lot   | 16 Townhouse Units on a consolidated lot.  |

|                               | Bylaw 8500 Requirements  | Proposed                            | Variance                    |
|-------------------------------|--|-------------------------------------|-----------------------------|
| Density (FAR):                | Site Area = 3,053.0m <sup>2</sup><br>(0.65) = 1,984.45m <sup>2</sup><br>Max. | 1,984.3m <sup>2</sup><br>(0.65 FAR) | none permitted              |
| Lot Coverage – Building:      | 40% Max.   | 44.1%                               | 4.1% (125.1m <sup>2</sup> ) |
| Lot Width (Granville Avenue): | 30.0m  | 69.27m                              | none                        |
| Lot Depth (Ash Street):       | 35.0m  | 44.17m                              | none                        |
| Lot Area:                     | No requirements  | 3,053.0m <sup>2</sup>               | none                        |
| Setback:<br>Granville Avenue: | 6.0m Min.  | 6.79m                               | none                        |
| Setback:<br>Ash Street:       | 6.0m Min.  | 6.24m                               | none                        |

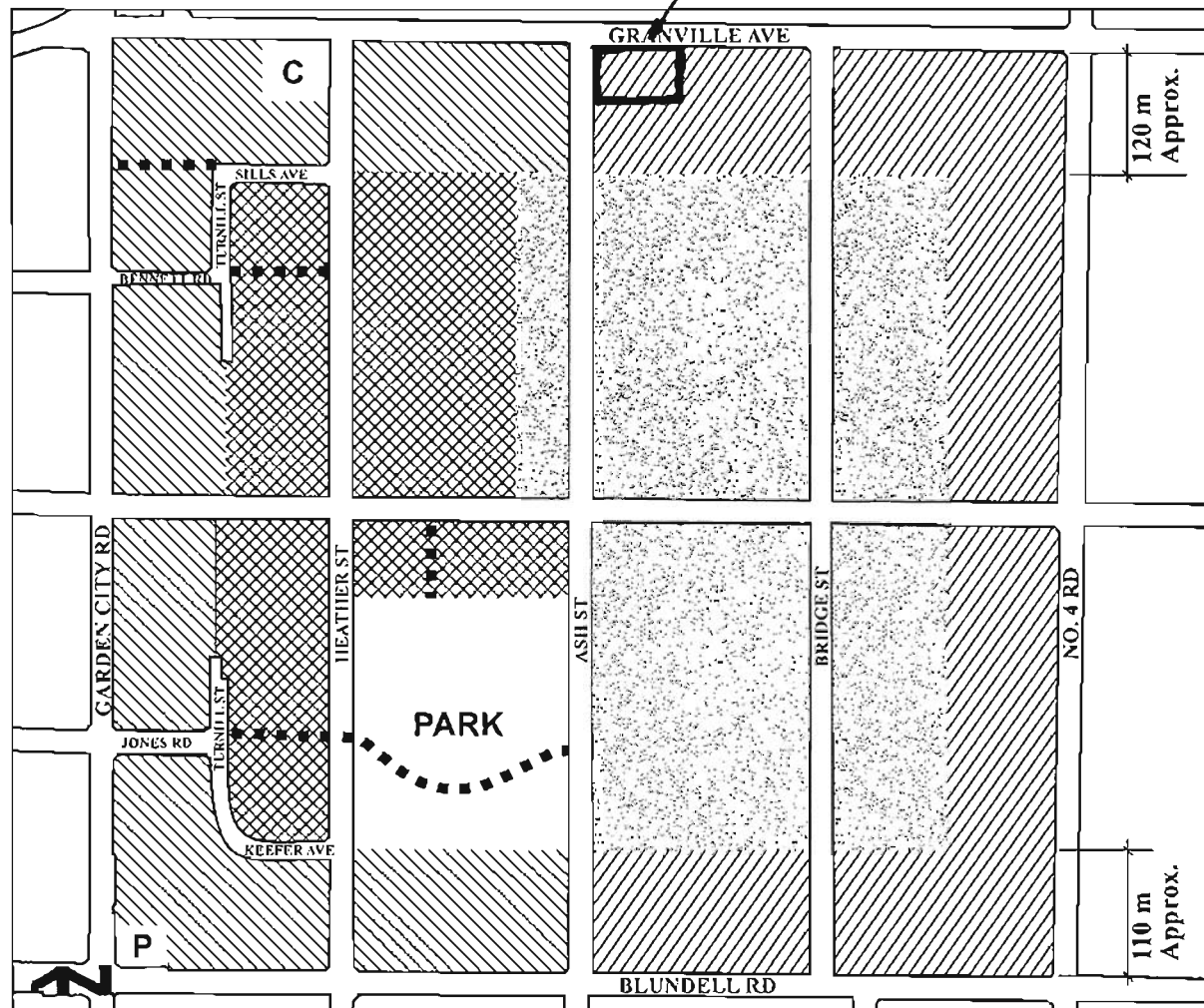
|   | <b>Bylaw 8500<br/>Requirements</b>                                   | <b>Proposed</b>  | <b>Variance</b> |
|---|--|--|-----------------|
| Setback (east)                              | 3.0m Min.  | 3.05m  | none            |
| Setback (south)                             | 3.0m Min.  | 3.36m  | none            |
| Height:                                     | 12.0m and no more<br>than 3 stories maximum                          | 9.3m<br>and 2 stories                                    | none            |
| Minimum off-street Parking<br>Requirements: | 23 Resident <i>plus</i><br>4 Visitor<br><b>27 spaces minimum</b>     | 32 Resident <i>plus</i><br>4 Visitor<br><b>36 spaces</b> | none            |
| Tandem Parking Spaces:                      | No tandem parking for<br>townhouses                                  | None   | None            |
| Amenity Space – Indoor:                     | 70 m <sup>2</sup><br>or<br>cash-in-lieu payment                      | Cash-in-lieu payment<br>totalling <b>\$16,000.00</b>     | none            |
| Amenity Space – Outdoor:                    | 6 m <sup>2</sup> minimum per unit x<br>16 units = 96.0m <sup>2</sup> | 147.1m <sup>2</sup>                                      | none            |


City of Richmond


# Land Use Map


 Bylaw 7892  
2005/04/18


SUBJECT SITE



 Residential, Townhouse up to 3 storeys over 1 parking level, Triplex, Duplex, Single-Family 0.75 base F.A.R.

 Residential, 2 ½ storeys typical (3 storeys maximum) Townhouse, Triplex, Duplex, Single-Family 0.60 base F.A.R.

 Residential, 2 ½ storeys typical (3 storeys maximum), predominantly Triplex, Duplex, Single-Family 0.55 base F.A.R.

 Residential, Historic Single-Family, 2 ½ storeys maximum 0.55 base F.A.R. Lot size along Bridge and Ash Streets:

- Large-sized lots (e.g. 18 m/59 ft. min. frontage and 550 m<sup>2</sup>/ 5,920 ft<sup>2</sup> min. area)

Elsewhere:

- Medium-sized lots (e.g. 11.3 m/ 37 ft. min. frontage and 320 m<sup>2</sup>/ 3,444 ft<sup>2</sup> min. area), with access from new roads and General Currie Road;

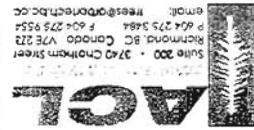
Provided that the corner lot shall be considered to front the shorter of its two boundaries regardless of the orientation of the dwelling.

■ ■ ■ ■ Trail/Walkway

**C** Church

**P** Neighbourhood Pub

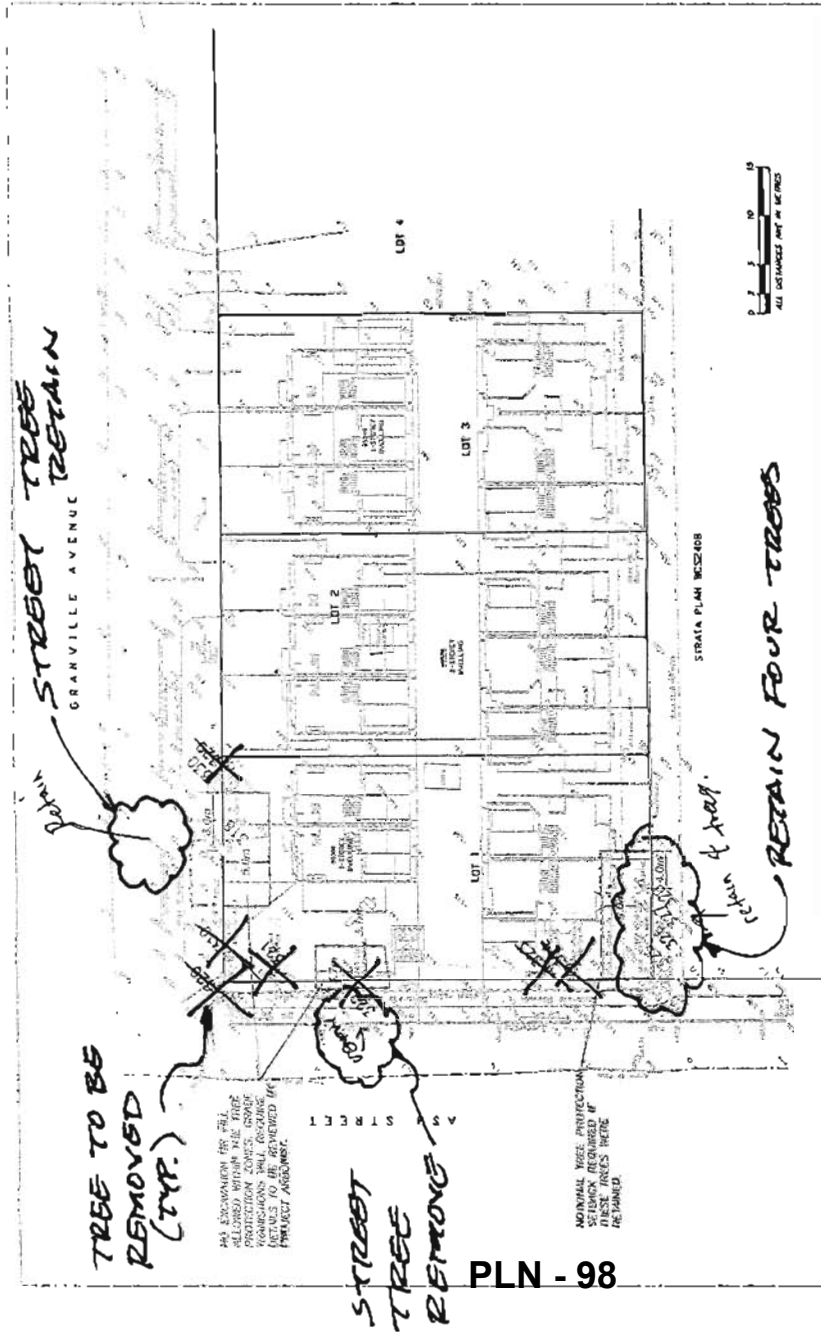
Note: Sills Avenue, Le Chow Street, Keefer Avenue, and Turnill Street are commonly referred to as the "ring road".



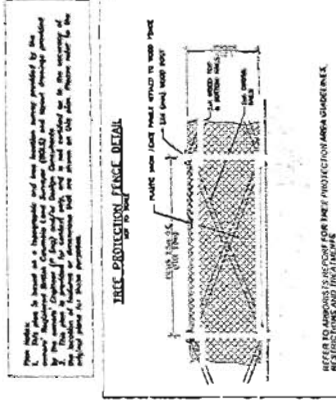
TREE RETENTION DRAWING

|           |  |
|-----------|--|
| Client:   | KHALID HASSAN                            |
| Project:  | PROPOSED TOWNHOUSE DEVELOPMENT           |
| Address:  | 5500, 5520, 5540 GRANVILLE AVE, RICHMOND |
| Date:     | 2 JUNE 2017                              |
| Our File: | 11152                                    |

Scale 1:500



PLN - 98



LEGEND - TREE RETENTION

- ① denotes TREE NUMBER Refer to tree inventory for type, size and condition data.
- ② denotes STRATA PLAN tree to be RETAINED
- ③ denotes STRATA PLAN tree to be REMOVED
- ④ denotes STRATA PLAN tree to be REMOVED for mitigation of HAZI HSK (CHN).
- ⑤ denotes OFFSITE tree requiring RETENTION to ensure for approval to REMOVE.
- ⑥ denotes TREE PROTECTION FENCE to be installed to tree Retention Area (TRA) within.

**Conditional Zoning Requirements  
9500, 9520 and 9540 Granville Avenue  
RZ 11-581552**

Prior to adoption of Zoning Amendment Bylaw 8868, the developer is required to complete the following requirements to the satisfaction of the Director of Development.

1. Consolidation of all the lots into one development parcel (which will require the demolition of the existing dwellings).
2. City acceptance of the developer's offer to voluntarily contribute \$1,300.00 to the City's Tree Compensation Fund for the planting of replacement trees within the City.
3. Registration of a flood indemnity covenant on title.
4. A 4 meter by 4 meter triangular corner cut land dedication for road at the corner of Granville Avenue and Ash Street.
5. Registration of a cross-access easement, statutory right-of-way, and/or other legal agreements or measures, as determined to the satisfaction of the Director of Development, over the internal drive-aisle in favour of 9560, 9580 and 9584 Granville Avenue or consolidation thereof.
6. City acceptance of the developer's offer to voluntarily contribute \$0.75 per buildable square foot (e.g. \$16,012.50) to the City's public art fund.
7. City acceptance of the developer's offer to voluntarily contribute \$10,000.00 towards the upgrade of the existing pedestrian crosswalk at the corner of Granville Avenue and Ash Street (account number 1051-40-000-00000-0000).
8. Contribution of \$1,000.00 per dwelling unit (e.g. \$16,000.00) in-lieu of on-site indoor amenity space to go towards development of indoor public amenity space as determined by the Parks and Recreation Department.
9. City acceptance of the developer's offer to voluntarily contribute \$2.00 per buildable square foot (e.g. \$42,720.00) to the City's affordable housing fund.
10. The submission and processing of a Development Permit\* completed to a level deemed acceptable by the Director of Development. Included with the standard submission, the drawings should provide information specific to:
  - a) Design of the outdoor amenity area, including the play area.
  - b) Overall appropriateness of the landscaping plan, including how the proposed grades will ensure the survival of the three on-site trees that are to be retained.
  - c) Manoeuvrability of larger vehicles (SU-9) within the site.
  - d) Form and Character of the townhouse units and how they address adjacent properties.
11. Enter into a Servicing Agreement\* for the design and construction of off-site improvements along the entire Granville Avenue frontage to the limits of the subject site, including improvements to the land dedicated to the triangular corner cut listed in condition 5. Works include, but may not be limited to:
  - a) Granville Avenue road widening to 11.2 meters curb to curb.
  - b) Curb and gutter along the south edge of road widening noted above.
  - c) A 3.3 meter wide grass and treed boulevard (Willow Oaks), complete with Type 3 decorative street lights 150 watt HP sodium without banner arms, flower pot holders or receptacles, powder coated black.
  - d) A 1.75 meter wide concrete sidewalk is to be placed 1.25 meters north of the property line, permitting room for the existing pole line.
  - e) All utilities servicing the site are to ensure they do not interfere with a street tree that is to be retained along Granville Avenue.

**Prior to Building Permit Issuance, the developer must complete the following requirements:**

1. Submission of a Construction Parking and Traffic Management Plan to the Transportation Division. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.
2. Incorporation of accessibility measures in Building Permit (BP) plans as determined via the Rezoning and/or Development Permit processes.
3. Installation of appropriate tree protection fencing around all trees to be retained as part of the development prior to any construction activities, including building demolition, occurring on-site.
4. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Division at 604-276-4285.

**Note:**

- \* This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

---

Signed

---

Date



**Richmond Zoning Bylaw 8500  
Amendment Bylaw 8868 (RZ 11-581552)  
9500, 9520 AND 9540 GRANVILLE AVENUE**

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 "**MEDIUM DENSITY TOWNHOUSES (RTM2)**"

P.I.D. 004-931-416

Lot 1 Section 15 Block 4 North Range 6 West New Westminster District Plan 14703

P.I.D. 007-857-039

Lot 2 Section 15 Block 4 North Range 6 West New Westminster District Plan 14703

P.I.D. 009-994-416

Lot 3 Section 15 Block 4 North Range 6 West New Westminster District Plan 14703

2. This Bylaw may be cited as "**Richmond Zoning Bylaw 8500, Amendment Bylaw 8868**".

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER







**City of Richmond**  
Planning and Development Department

**Report to Committee**  
**Fast Track Application**

**To:** Planning Committee **Date:** January 27, 2012  
**From:** Brian J. Jackson, MCIP **File:** RZ 11-577322  
Director of Development  
**Re:** **Application by Pacific Coastal Homes Ltd. for Rezoning at 4771 Duncliff Road**  
**from Single Detached (RS1/E) to Single Detached (RS2/A)**

**Staff Recommendation**

1. That Bylaw No. 8869, for the rezoning of 4771 Duncliff Road from "Single Detached (RS1/E)" to "Single Detached (RS2/A)", be introduced and given first reading.

Brian J. Jackson, MCIP  
Director of Development

EL:blg  
Att.

| FOR ORIGINATING DEPARTMENT USE ONLY |  |                                       |
|-------------------------------------|--|---------------------------------------|
| <b>ROUTED TO:</b>                   | <b>CONCURRENCE</b>   | <b>CONCURRENCE OF GENERAL MANAGER</b> |
| Affordable Housing                  | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |                                       |

**Staff Report**

| Item                                    | Details  |   |
|---|--|---|
| Applicant                               | Pacific Coastal Homes Ltd.   |   |
| Location                                | 4771 Duncliffe Road See <b>Attachment 1</b>  |   |
| Development Data Sheet                  | See <b>Attachment 2</b>  |   |
| Zoning                                  | Existing: Single Detached (RS1/E)  |   |
|   | Proposed: Single Detached (RS2/A) See <b>Attachment 3</b>  |   |
| OCP Designation                         | Generalized Land Use Map –<br>Neighbourhood Residential  | Complies Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |
| Area Plan Designation                   | Steveston Area Plan (Schedule 2.4) –<br>Single-Family  | Complies Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |
| Lot Size Policy                         | Lot Size Policy No. 5470 – permits<br>rezoning and subdivision as per RS2/A<br>See <b>Attachment 4</b>   | Complies Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |
| Other Designations                      | N/A  | N/A   |
| Affordable Housing<br>Strategy Response | Cash Contribution  | Complies Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |
| Surrounding<br>Development              | North: Larger property recently rezoned to Single Detached<br>(RS2/A) to facilitate a 2-lot subdivision<br>(11900 Dunavon Place – RZ 10-546263/SD 11-584921) |   |
|   | South: Single Detached (RS1/A)   |   |
|   | East: Single Detached (RS1/A)  |   |
|   | West: Single Detached (RS1/A)  |   |
| Rezoning Considerations                 | See <b>Attachment 5</b>  |   |

**Staff Comments**Tree Preservation

A Tree Survey and a Certified Arborist's report were submitted in support of the application; 15 trees were identified and assessed. The City's Tree Preservation Coordinator reviewed the Arborist's Report and concurs with the Arborist's recommendations to remove 10 bylaw-sized trees on site (**Attachment 6**). Based on the 2:1 tree replacement ratio goal stated in the Official Community Plan (OCP), 20 replacement trees are required for the removal of 10 bylaw-sized trees on site.

Due to the configurations of the future lots and building footprints, it is expected that only eight (8) replacement trees can be planted on site (see Rezoning Consideration in **Attachment 5** for minimum calliper sizes). The applicant has agreed to provide a voluntary contribution of \$6,000 to the City's Tree Compensation Fund in-lieu of planting the remaining 12 replacement trees.

To ensure that the replacement trees are planted and maintained, the applicant is required to submit a Landscaping Security to the City in the amount of \$4,000 (\$500/tree) prior to final adoption of the rezoning bylaw.

Three (3) trees located on the neighbouring property to the north are identified to be retained and protected. Tree protection fencing is proposed on site (see Tree Retention Plan in **Attachment 7**).

Parks Operations staff have determined that a 9 m tall Katsura tree on the City boulevard in front of the subject site is to be protected. The edge of the proposed driveway must be set back 2.0 m from the protected tree. As a condition of rezoning, the applicant is required to submit a \$2,600 Tree Survival Security. The City will retain 50% of the security until final inspection of the Building Permits of the affected future lots are issued. The City will retain the remaining 50% of the security for an additional two years after the final inspection of the Building Permits to ensure that the protected tree has survived. In addition, a contract with a Certified Arborist to monitor all works to be done near or within the tree protection zone must be submitted prior to final adoption of the rezoning bylaw.

#### Site Servicing/Subdivision

No servicing concerns with rezoning.

At future Subdivision stage, the developer will be required to pay DCC's (City & GVS&DD), School Site Acquisition Charge, Address assignment Fee, and Servicing Costs.

The developer has been advised of the existing 3 m sanitary sewer right-of-way (ROW) along the entire west property line and that there is no encroachment available into this side yard utility ROW.

#### **Conclusion**

This rezoning application is to permit subdivision of an existing large lot into two (2) smaller lots. This rezoning application complies with all applicable land use designations and policies contained within the Official Community Plan (OCP). The applicant has agreed to the list of rezoning conditions included in **Attachment 5**. On this basis, staff recommends support of the application.



Edwin Lee  
Planning Technician – Design  
(604-276-4121)

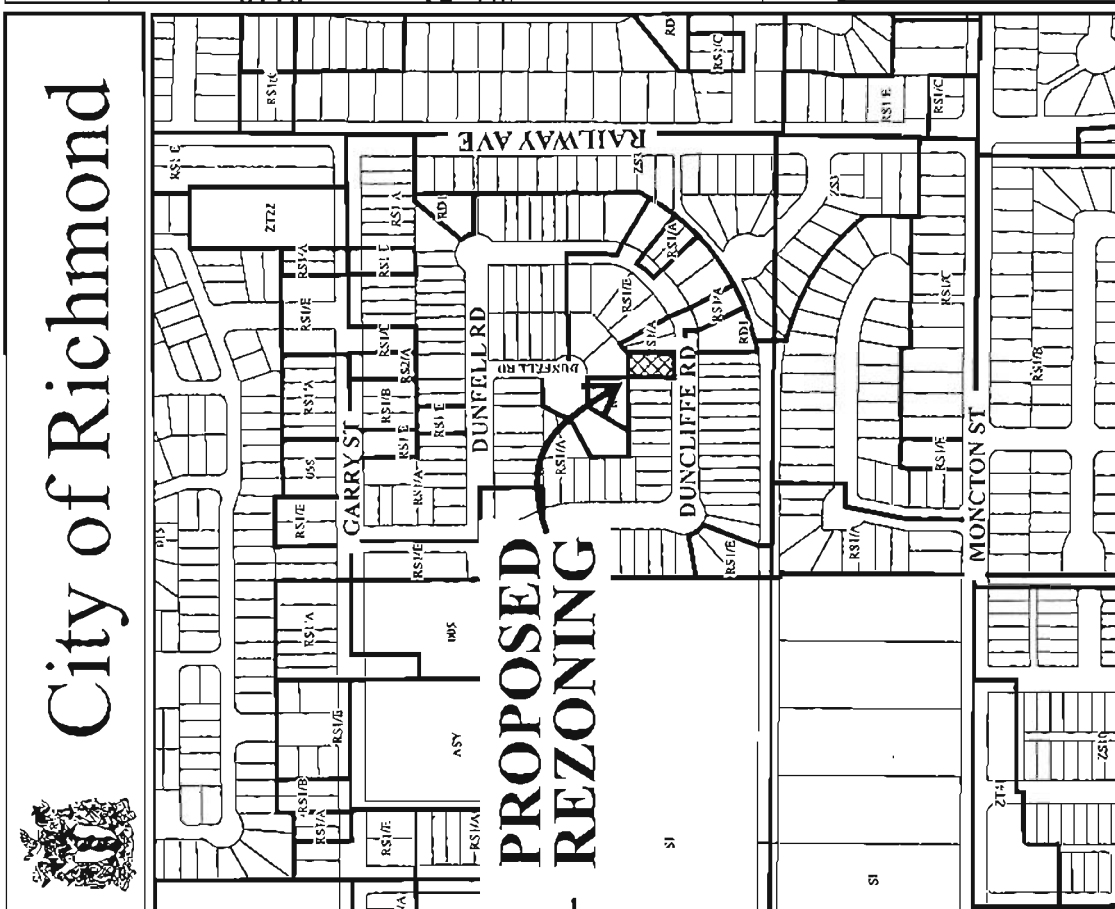
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January 27, 2012

RZ 11-577322  
Fast Track Application

**Attachments:**

- Attachment 1: Location Map
- Attachment 2: Development Application Data Sheet
- Attachment 3: Proposed Subdivision Plan
- Attachment 4: Lot Size Policy No. 5470
- Attachment 5: Rezoning Considerations
- Attachment 6: Arborist Report Review
- Attachment 7: Tree Retention Plan



RZ 11-577322

Original Date: 05/05/11

Revision Date:

**Note:** Dimensions are in METRES



RZ 11-577322

Original Date: 05/05/11

Revision Date:

Note: Dimensions are in METRES

**City of Richmond**

6911 No. 3 Road  
Richmond, BC V6Y 2C1  
www.richmond.ca  
604-276-4000

**Development Application  
Data Sheet  
Fast Track Application****RZ 11-577322****Attachment 2**

Address: 4771 Duncliff Road

Applicant: Pacific Coastal Homes Ltd.

Date Received: April 29, 2011

Fast Track Compliance: December 20, 2011

|                              | Existing                                    | Proposed   |
|------------------------------|---|--|
| Owner:                       | 0808034 BC Ltd.                             | To be determined   |
| Site Size (m <sup>2</sup> ): | 652 m <sup>2</sup> (7,018 ft <sup>2</sup> ) | approximately 316 m <sup>2</sup> (3,401 ft <sup>2</sup> )<br>and 336 m <sup>2</sup> (3,617 ft <sup>2</sup> ) |
| Land Uses:                   | One (1) single-family residential dwelling  | Two (2) single-family residential dwellings  |
| Zoning:                      | Single Detached (RS1/E)                     | Single Detached (RS2/A)  |
| Number of Units:             | One (1)                                     | Two (2)  |

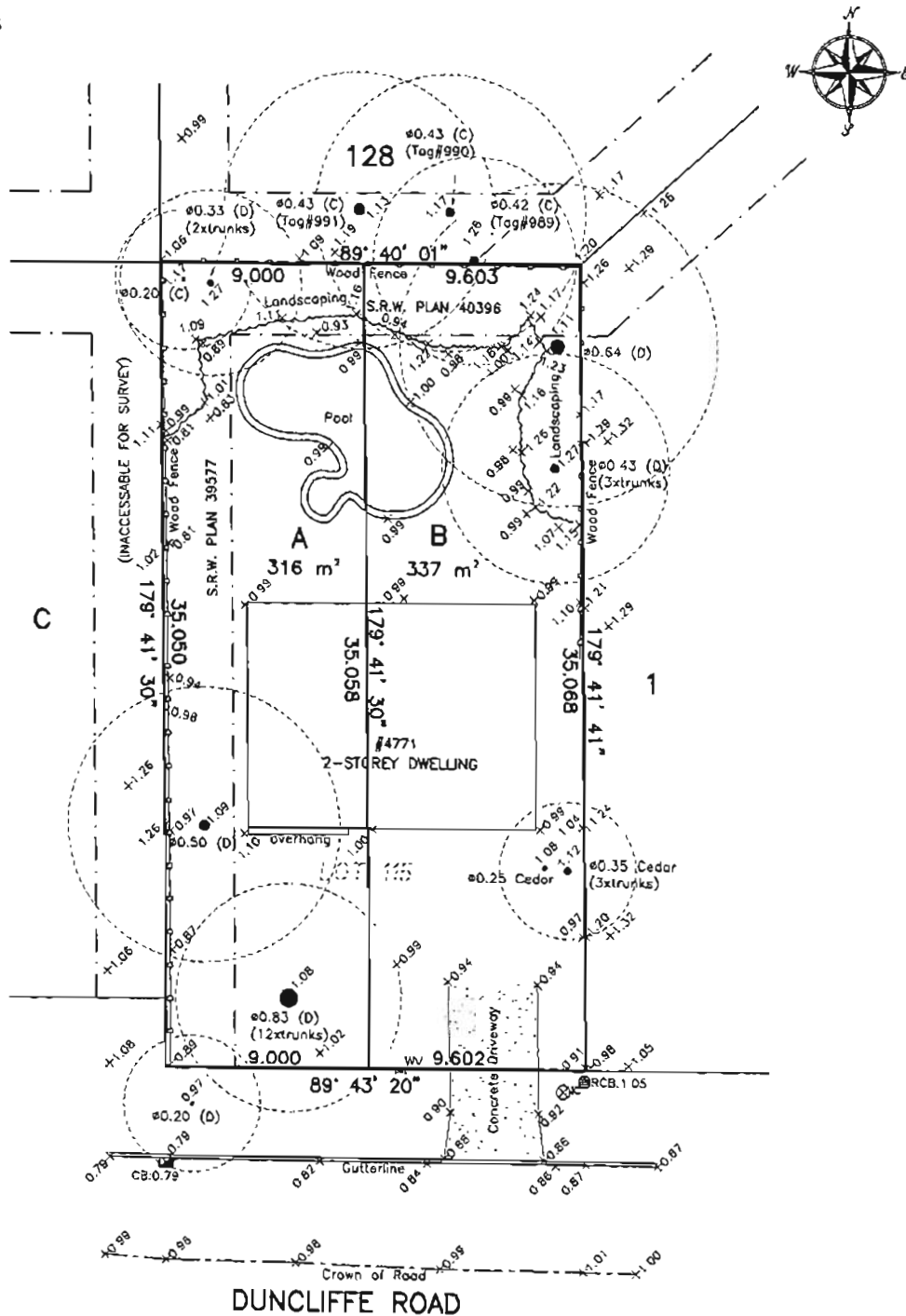
| On Future Subdivided Lots                            | Bylaw Requirement       | Proposed                | Variance       |
|--|-------------------------|-------------------------|----------------|
| Floor Area Ratio:                                    | Max. 0.55               | Max. 0.55               | none permitted |
| Lot Coverage – Building:                             | Max. 45%                | Max. 45%                | none           |
| Lot Coverage – Buildings, structures, and non-porous | Max. 70%                | Max. 70%                | none           |
| Lot Coverage – Landscaping                           | Min. 20%                | Min. 20%                | none           |
| Setback – Front & Rear Yards (m):                    | Min. 6 m                | 6 m Min.                | none           |
| Setback – Side Yards (m):                            | Min. 1.2 m              | Min. 1.2 m              | none           |
| Height (m):  | 2.5 storeys             | 2.5 storeys             | none           |
| Lot Size:  | Min. 270 m <sup>2</sup> | 316 m <sup>2</sup> Min. | none           |
| Lot Width:   | Min. 9.0 m              | 9.0 m Min.              | none           |

Other: Tree replacement compensation required for removal of bylaw-sized trees.

# TOPOGRAPHIC SURVEY AND PROPOSED SUBDIVISION OF LOT 115 SECTION 2 BLOCK 3 NORTH RANGE 7 WEST NEW WESTMINSTER DISTRICT PLAN 40395

#4771 DUNCLIFFE ROAD,  
RICHMOND, B.C.  
P.I.D 004-053-885

Attachment 3



© copyright  
J. C. Tam and Associates  
Canada and B.C. Land Surveyor  
115 - 8833 Odlin Crescent  
Richmond, B.C. V6X 3Z7  
Telephone: 214-8928  
Fax: 214-8929  
E-mail: office@jctam.com  
Website: www.jctam.com  
Job No. 4414  
FB-182 P13-16  
Drawn By: TH

**LEGEND:**  
(D) denotes deciduous  
(C) denotes coniferous  
RCB denotes round catch basin  
CB denotes catch basin  
⊗ denotes inspection chamber  
WV denotes water valve

**NOTE:**  
Elevations shown are based on City of  
Richmond HPN Benchmark network.  
Benchmark: HPN #205,  
Control Monument 77H4827  
Located at CL Railway Ave & Garry St  
Elevation 104.4 metres

SCALE: 1:200  
0 5 10 15  
ALL DISTANCES ARE IN METRES AND DECIMALS  
THEREOF UNLESS OTHERWISE INDICATED

**CERTIFIED CORRECT:**  
LOT DIMENSION ACCORDING TO  
FIELD SURVEY.

JOHNSON C. TAM, B.C.L.S.  
APRIL 12th, 2011

DWG No. 4414-TOPO

PLN - 110



# City of Richmond

# Policy Manual

Page 1 of 2

Adopted by Council: July 15, 2002

**POLICY 5470**

File Ref: 4045-00

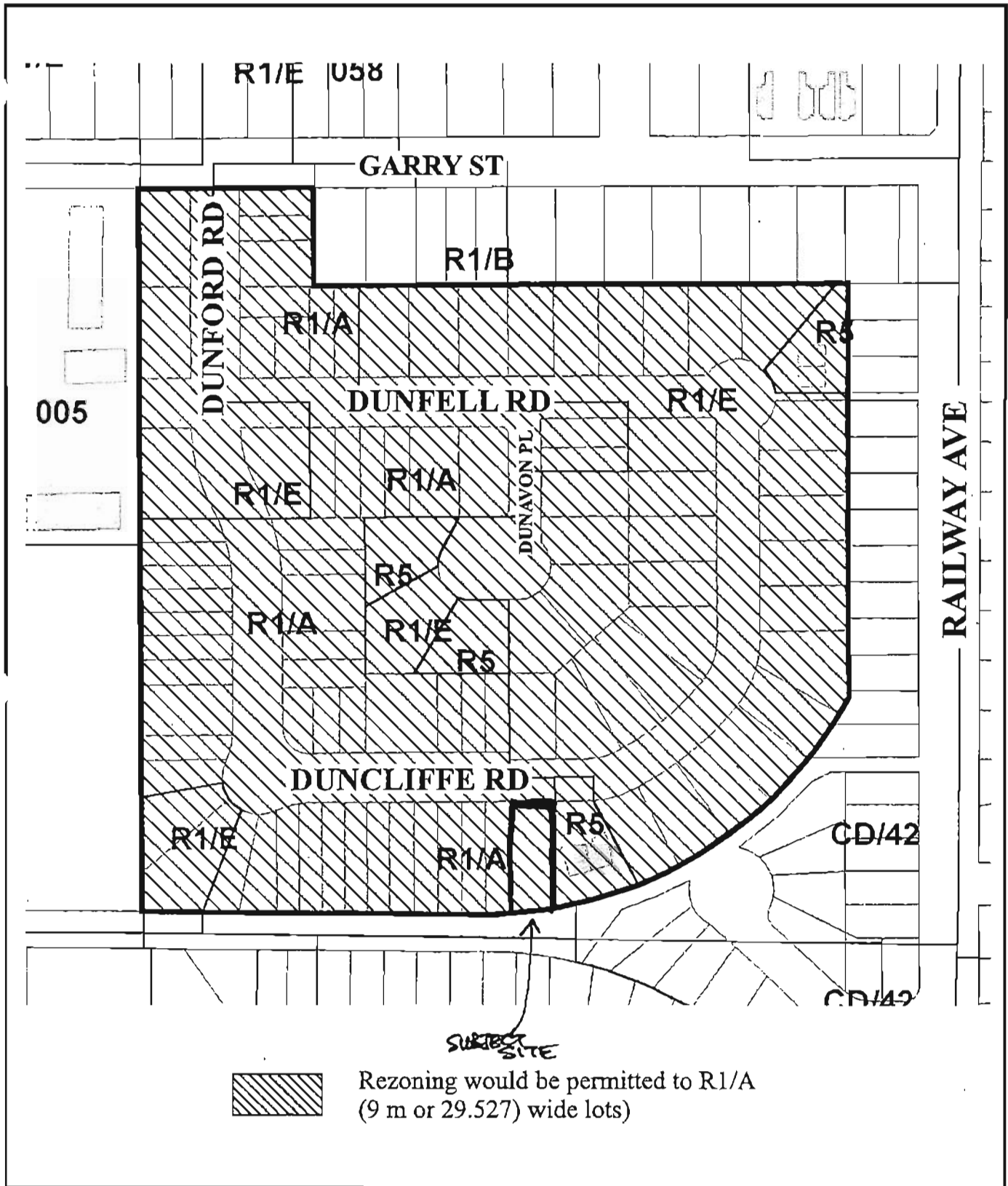
SINGLE-FAMILY LOT SIZE POLICY IN QUARTER-SECTION 2-3-7

## **POLICY 5470:**

The following policy establishes lot sizes for properties within the area located along **Dunfell Road, Dunford Road, Duncliffe Road, and Dunavon Place**, in a portion of Section 2-3-7:

That properties located along Dunfell Road, Dunford Road, Duncliffe Road, and Dunavon Place, in the south-east quadrant of Section 2-3-7, be permitted to subdivide in accordance with the provisions of Single-Family Housing District, Subdivision Area A (R1/A) zoning of the Zoning and Development Bylaw 5300.

This policy is to be used to determine the disposition of future single-family rezoning applications in this area, for a period of not less than five years, unless changed by the amending procedures contained in the Zoning and Development Bylaw.



# Policy 5470 Section 02, 3-7

Adopted Date: 07/15/02

Amended:

Note: Dimensions are in METRES

## Rezoning Considerations

**4771 Dunccliffe Road  
RZ 11-577322**

Prior to final adoption of Zoning Amendment Bylaw 8869, the developer is required to complete the following:

1. Registration of a flood indemnity covenant on Title.
2. The City's acceptance of the applicant's voluntary contribution of \$1.00 per buildable square foot of the single-family developments (i.e. \$3,860) to the City's Affordable Housing Reserve Fund.

Note: Should the applicant change their mind about the Affordable Housing option selected prior to final adoption of the rezoning bylaw, the City will accept a proposal to build a secondary suite on one (1) of the two (2) future lots at the subject site. To ensure that a secondary suite is built to the satisfaction of the City in accordance with the Affordable Housing Strategy, the applicant is required to enter into a legal agreement registered on Title as a condition of rezoning, stating that no final Building Permit inspection will be granted until a secondary suite is constructed to the satisfaction of the City, in accordance with the BC Building Code and the City's Zoning Bylaw.

3. City acceptance of the developer's offer to voluntarily contribute \$6,000 to the City's Tree Compensation Fund for the planting of 12 replacement trees within the City.
4. Submission of a Landscaping Security to the City of Richmond in the amount of \$4,000 (\$500/tree) for the planting and maintenance include eight (8) replacement trees with the following minimum sizes:

| No. of Replacement/<br>New Trees | Minimum Caliper<br>of Deciduous Tree | or | Minimum Height<br>of Coniferous Trees |
|----------------------------------|--------------------------------------|----|---------------------------------------|
| 2                                | 10 cm                                |    | 5.5 m                                 |
| 2                                | 9 cm                                 |    | 5.0 m                                 |
| 2                                | 8 cm                                 |    | 4.0 m                                 |
| 2                                | 6 cm                                 |    | 3.5 m                                 |

Should the applicant wish to begin site preparation work after third reading of the rezoning bylaw, but prior to final adoption of the rezoning bylaw, the applicant will be required to obtain a Tree Permit, install tree protection around trees to be retained, and submit a landscape security (i.e. \$10,000) to ensure the replacement planting will be provided.

5. Submission of a Tree Survival Security to the City in the amount of \$2,600 for the Katsura trees on the boulevard along Dunccliffe Road. 50% of the security will be released at final inspection of the Building Permits of the affected future lots and 50% of the security will be release two (2) years after final inspection of the Building Permits in order to ensure that the tree has survived.

6. Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any on-site works conducted within the tree protection zone of the trees to be retained on site, on adjacent property to the north (11900 Dunavon Place) and on the City boulevard in front of the site. The Contract should include the scope of work to be undertaken, including: the proposed number of site monitoring inspections, and a provision for the Arborist to submit a post-construction assessment report to the City for review.

At future subdivision stage, the developer will be required to:

1. Payment of Development Cost Charges (City and GVS & DD), School Site Acquisition Charge, Address Assignment Fee, and Servicing Costs.

Prior to Building Permit issuance, the developer must complete the following requirements:

1. Installation of appropriate tree protection fencing around all trees to be retained as part of the development prior to any construction activities, including building demolition, occurring on-site.
2. Submission of a Construction Parking and Traffic Management Plan to the Transportation Division. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.

**Note:**

- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

[Signed original on file]

---

Signed

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Date

**Arborist report review – G. Jaggs****4771 Dunccliffe Road****RZ 11-577322****Dec 12, 2012****Att: Edwin Lee****cc: Steve Priest/Connor Sheridan**

Staff comments:

**Tree inventory Summary:**

11 trees located on site

1 tree located on City property

3 trees located on neighbouring property

**Staff commentary**

- 8 trees located on site, specifically, Tag# 77, 78, 79, 80, 81, 82, 84 and 85 are all in poor condition - either dead, dying (sparse canopy foliage), are infected with Fungal Blight or exhibit structural defects such as cavities at the main branch union and co-dominant stems with inclusions. These trees should be removed and replaced.
- 1 tree (tag# 75) is a 45cm calliper Japanese Maple in excellent good condition, however this tree falls in the middle of the proposed driveway of one of the two 9m wide newly subdivided lots. In order to successfully retain this tree; a new front yard driveway would need to be located entirely on the adjacent sub-divided lot. Note: There is no lane access to this site. Remove and replace.
- 1 tree (Tag# 76) is a 50cm calliper Norway maple in fair condition; however, it has been heavily pruned due to its close proximity to the existing house. This tree will fall within the proposed building envelope. To successfully retain this tree, the new house would be required to be reduced in depth by 10m. Remove and replace.
- 1 tree (tag# 83) is 61cm calliper Cherry in fair condition and located in the northeast corner of the rear yard. This tree is identified to be retained and protected.
- 3 trees located on the neighbouring property to the north are identified to be retained and protected.
- 1 tree located on City property should be retained and protected in its current location.

**Note:** The proposed 6m wide driveway should be reduced down to a maximum of 4m to ensure a minimum of 2m of tree protection area between the street tree and the edge of the driveway.

**Summary**

10 trees (tag# 75, 76, 77, 78, 79, 80, 81, 82, 84 and 85) to be removed and replaced.

1 tree (tag# 83) to be retained and protected on site)

3 neighbouring trees to be protected as per Arborist report recommendation.

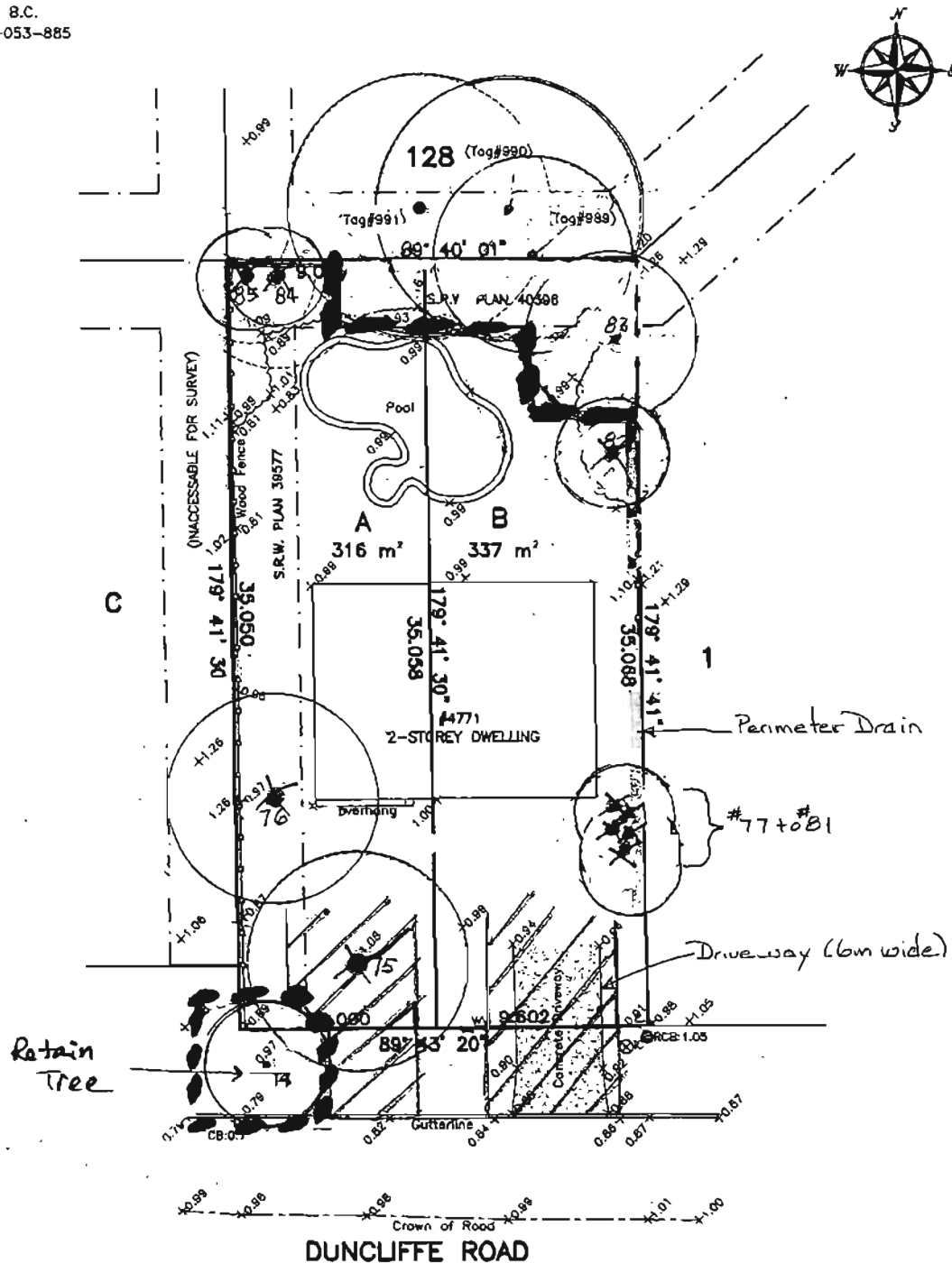
1 City tree to be retained and protected (minimum 2m tree protection zone from base of the tree to the edge of tree protection fence).

Replacement trees should be specified as 2:1 ratio as per the O.C.P.

# **TOPOGRAPHIC SURVEY AND PROPOSED SUBDIVISION OF LOT 115 SECTION 2 BLOCK 3 NORTH RANGE 7 WEST NEW WESTMINSTER DISTRICT PLAN 40395**

#4771 DUNCLIFFE ROAD,  
RICHMOND, B.C.  
P.I.D 004-053-885

ATTACHMENT 7



**LEGEND**  
 Perimeter drain Remove tree   
 Tree Protection Barrier   
 Retain Tree 72

SCALE: 1:200

0 5 10 15

ALL DISTANCES ARE IN METRES AND DECIMALS  
THEREOF UNLESS OTHERWISE INDICATED

© copyright  
J. C. Tam and Associates  
Canada and B.C. Land Surveyor  
115 - 8833 Odlin Crescent  
Richmond, B.C. V6X 3Z7  
Telephone: 214-8928  
Fax: 214-8929  
E-mail: office@jctam.com  
Website: www.jctam.com  
Job No. 4414  
FB-182 P13-16  
Drawn By: TH

**LEGEND:**  
 (D) denotes deciduous  
 (C) denotes coniferous  
 RCB denotes round catch basin  
 CB denotes catch basin  
 IC denotes inspection chamber  
 WV denotes water valve

**NOTE:**  
 Elevations shown are based on City of  
 Richmond HPN Benchmark network.  
 Benchmark HPN #205,  
 Control Monument 77H4827  
 Located at CL Railway Ave & Garry St  
 Elevation = 1.044 metres

**CERTIFIED CORRECT:**  
 LOT DIMENSION ACCORDING TO  
 FIELD SURVEY.

JOHNSON C. TAM, B.C.L.S.

DWG No. 4414-TOPO

PLN - 116

APRIL 12th, 2011



**Richmond Zoning Bylaw 8500  
Amendment Bylaw 8869 (RZ 11-577322)  
4771 DUNCLIFFE ROAD**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **SINGLE DETACHED (RS2/A)**.

P.I.D. 004-053-885

Lot 115 Section 2 Block 3 North Range 7 West New Westminster District Plan 40395

2. This Bylaw may be cited as “**Richmond Zoning Bylaw 8500, Amendment Bylaw 8869**”.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER REQUIREMENTS SATISFIED

ADOPTED

|       |
|-------|
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |

|  |
|--|
| CITY OF<br>RICHMOND  |
| APPROVED<br>by<br>                          |
| APPROVED<br>by Director<br>or Solicitor<br> |

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER





**City of Richmond**  
Planning and Development Department

**Report to Committee**

**To:** Planning Committee  
**From:** Brian J. Jackson, MCIP  
Director of Development  
**Date:** February 9, 2012  
**File:** TU 11-595782  
**Re:** **Application by Firework Productions Ltd. for a Temporary Commercial Use Permit at 8351 River Road and Duck Island (Lot 87 Section 21 Block 5 North Range 6 West Plan 34592) for 2012, 2013 and 2014**

**Staff Recommendation**

1. That the application of Firework Productions Ltd. for a Temporary Commercial Use Permit for property at 8351 River Road and Duck Island be considered at Public Hearing to be held on March 19, 2012 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 Firework Productions Ltd. for the property at 8351 River Road and Duck Island for the purposes of permitting an evening night market event between May 18, 2012 to October 8, 2012 (inclusive), May 17, 2013 to October 14, 2013 (inclusive) and May 16, 2014 to October 13, 2014 (inclusive) subject to the fulfillment of all terms, conditions and requirements outlined in the Temporary Commercial Use Permit and attached Schedules.”

2. That the Public Hearing notification area include all properties to the north of Bridgeport Road and west of Great Canadian Way as shown in **Attachment 4** to the staff report dated February 9, 2012 from the Director of Development.

Brian J. Jackson, MCIP  
Director of Development

BJJ:ke

Att.

**FOR ORIGINATING DEPARTMENT USE ONLY**

| ROUTED TO:                   | CONCURRENCE  | CONCURRENCE OF GENERAL MANAGER |
|------------------------------|--|--------------------------------|
| Business Licences            | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |                                |
| Engineering                  | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |                                |
| Community Bylaws             | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |                                |
| Fire Rescue                  | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |                                |
| RCMP                         | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |                                |
| Building Approvals           | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |                                |
| Transportation               | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |                                |
| Environmental Sustainability | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |                                |

## Staff Report

### Origin

Firework Productions Ltd (Raymond Cheung) has applied to the City of Richmond for a Temporary Commercial Use Permit (TCUP) at 8351 River Road and Duck Island (Lot 87 Section 21 Block 5 North Range 6 West Plan 34592)(the “subject site”) for the purposes of operating a seasonal night market event during the specified periods for 2012, 2013 and 2014 (Please refer to **Attachment 1** for a location map).

A rezoning application (RZ 12-598104) has also recently been submitted that proposes a comprehensive development plan for the subject site. This site will remain generally in its current vacant state as processing of the rezoning occurs.

The event organizer (Raymond Cheung c/o Firework Productions Ltd.) has obtained authorization from the property owner to apply for a TCUP to operate a seasonal night market event on the subject site from 2012 to 2014 as an ‘interim’ use as it goes through the necessary development application processes.

### Event Dates and Hours of Operation

|             | Opening and Closing Dates | Days of Operation  | Hours of Operation   |
|-------------|---------------------------|--|--|
| <b>2012</b> | May 18 to October 8       | <ul style="list-style-type: none"> <li>Friday, Saturday, Sunday and Statutory Holidays.</li> <li>68 operation days proposed.</li> </ul>  | <ul style="list-style-type: none"> <li>May, June, September and October               <ul style="list-style-type: none"> <li>7pm-12am: Friday and Saturday.</li> <li>6pm-11pm: Sunday and Statutory Holidays.</li> </ul> </li> <li>July and August (Peak Season)               <ul style="list-style-type: none"> <li>7pm-12am: Friday.</li> <li>7pm-1am: Saturday.</li> <li>6pm-11pm: Sunday and Statutory Holidays.</li> </ul> </li> </ul>                             |
| <b>2013</b> | May 17 to October 14      | <ul style="list-style-type: none"> <li>Friday, Saturday, Sunday and Statutory Holidays.</li> <li>71 operation days proposed.</li> </ul>  | <ul style="list-style-type: none"> <li>May, June, September and October               <ul style="list-style-type: none"> <li>7pm-12am: Friday and Saturday.</li> <li>6pm-11pm: Sunday and Statutory Holidays.</li> </ul> </li> <li>July and August (Peak Season)               <ul style="list-style-type: none"> <li>7pm-12am: Friday.</li> <li>7pm-1am: Saturday.</li> <li>6pm-11pm: Sunday and Statutory Holidays.</li> </ul> </li> </ul>                             |
| <b>2014</b> | May 16 to October 13      | <ul style="list-style-type: none"> <li>Friday, Saturday, Sunday and Statutory Holidays.</li> <li>June 30 (Monday preceding July 1 Canada Day).</li> <li>72 operation days proposed.</li> </ul> | <ul style="list-style-type: none"> <li>May, June, September and October               <ul style="list-style-type: none"> <li>7pm-12am: Friday and Saturday.</li> <li>6pm-11pm: Sunday and Statutory Holidays.</li> <li>6pm-11pm: June 30.</li> </ul> </li> <li>July and August (Peak Season)               <ul style="list-style-type: none"> <li>7pm-12am: Friday.</li> <li>7pm-1am: Saturday.</li> <li>6pm-11pm: Sunday and Statutory Holidays.</li> </ul> </li> </ul> |

### Subject Site Background

The site was previously owned by Lehigh Cement, which operated a cement manufacturing plant. Due to the operations of the industrial use and related storage of aggregate materials (gravel and sand), a majority of the site was either occupied by buildings/structures/equipment or

was utilized for storage of gravel and sand. In 2011, demolition of existing structures and buildings was undertaken. Remaining portions of the 20 acre site were graded level and existing sand and gravel surface materials were compacted.

### Surrounding Development

To the north: Fraser River and foreshore.

To the east: Fraser River and foreshore; River Rock Casino, hotel and parking facilities.

To the south: River Road and a closed rail line on property owned by the City. On the opposite side of River Road, Light Industrial (IL) zoned properties.

To the west: Bridgeport Road and bridge to Sea Island.

### Findings Of Fact

| Item   | Existing   | Proposed  |
|--|--|---|
| Owner  | Sanhurgon Investment Ltd.  | No change   |
| Applicant  | Firework Productions Ltd.<br>(Raymond Cheung)  | No change   |
| Site Size  | 78,424 sq.m (19.4 acres)   | No change   |
| Land Uses  | <ul style="list-style-type: none"> <li>Currently vacant gravel/sand lot that has been levelled and graded.</li> <li>Existing Canada Line airport route guide way.</li> </ul> | Proposed temporary evening market consisting of food/retail vendors, on-site entertainment, supporting services and dedication off-street parking stalls. |
| OCP Designation – General Land Use Map                     | Commercial and Park  | No change proposed.   |
| City Centre – Bridgeport Village Sub Area Plan Designation | Urban Centre (T5)  |   |
| Zoning   | Light Industrial (IL)  | No change   |

### Comprehensive Rezoning Proposal for Duck Island – Potential Impacts to TCUP

Through the processing of the comprehensive rezoning application for Duck Island, a number of City requirements involving land transactions and dedications for various road, dike and park works and upgrades will likely be secured if approved by Council. Depending on the timing of rezoning application approval and completion of these land transactions, this may have an impact on the proposed night market event. Staff will review these rezoning requirements in conjunction with the night market event in the future to determine impacts to any granted TCUP to determine if it potentially requires additional approvals from Council.

### Night Market Event at 12631 Vulcan Way (Lions Communication Inc.)

A TCUP application for 12631 Vulcan Way by Lions Communication Inc. has been recently submitted to the City (application received February 10, 2012) and proposes a market event on the site similar to previous years. The previous TCUP issued to Lions Communication for an event on 12631 Vulcan Way expired at the end of the 2011 season. Staff review of the application and required consideration by Council through the normal Temporary Commercial Use Permit process is required.

### **Temporary Commercial Use Permit – Duck Island Night Market Event Description (Fireworks Production Ltd.)**

The following summarizes proposed uses, event configuration and operations:

- The site plan for the proposed market event and supporting off-street parking areas is contained in **Attachment 2**.
- 228 general retail vendor booths plus 80 food vendor booths (308 vendors total).
- The event market area consisting of the retail/food vendors, on-site entertainment and supporting uses (administrative areas, first aid, washroom trailers etc.) is situated on the southwest portion of the site.
- The event market and off-street parking area will be enclosed with a perimeter fence.
- Remaining portions of the subject site will be utilized for off-street parking.
- 1,458 parking stalls can be accommodated on the subject site. Transportation staff require:
  - 1,150 stalls for market attendees (maximum 500 stall allocated to pay parking).
  - 300 stalls dedicated to event vendors and staff.
- The vehicle access to and exit from the off-street parking areas on the subject site will be from No. 3 Road. Traffic control and management is outlined in the latter sections of this report.
- Surface treatment of the entire subject site will remain unchanged, except for portions of the food court that are required to be surfaced with an acceptable hard surface treatment for health, sanitation and food safety requirements. All other existing surfaces on the site generally consisting of compacted gravel and sand will be utilized in off-street parking and market event areas outside of the food court area.
- Pedestrian access will be from No. 3 Road along the southern edge of the site adjacent to River Road. This route will also serve as the primary emergency response route to the event market area. The pedestrian access and primary emergency access will be separated by fencing to ensure it remains unobstructed.

Event staffing provided by the proponent is summarized as follows (does not include traffic control personnel required by the Traffic Management Plan as approved by the City):

- Dedicated on-site security personnel.
- Janitorial staff.
- General operations, administrative and promotion staff.
- Dedicated staff patrolling and monitoring on-site parking lot areas
- Dedicated on-site first-aid attendants to respond to any immediate medical issues.

### **Local Government Act – Temporary Land Uses**

The Local Government Act (LGA) enables municipalities the ability to:

- Designate areas where temporary commercial uses may be considered.
- Issue temporary use permits through Council resolution.
- Undertake public notification on the proposed temporary use.
- Specify terms and conditions applicable to the proposed temporary use.

Maximum time periods that a TCUP is valid for is 3 years. Upon expiration, a renewal can be applied for a maximum of 3 years (Note: The LGA was recently amended to increase the time

period of temporary use permits from 2 to 3 years). The proposed TCUP for a market event from 2012 to 2014 complies with the provisions of the LGA.

### **Related Policies and Land Use Designations**

#### Official Community Plan – Temporary Use Permits

The subject site is designated for 'Commercial' and 'Park' uses in the Official Community Plan (OCP)-General Land Use Map and the City Centre Area Plan (Bridgeport Village Sub Area). Schedule 1 of the OCP permits TCUP's to be considered in a wide range of OCP land use designations, including commercially designated land. The event market area, containing all of the proposed temporary commercial uses, is contained on the 'Commercial' OCP designated portions of the site. Based on provisions of the Local Government Act and OCP regulations relating to temporary commercial uses, a TCUP for the proposed night market event can be considered on the subject site.

#### Environmentally Sensitive Area and Fraser River Foreshore

The subject site has an Environmentally Sensitive Area (ESA) designation in relation to its proximity to the foreshore of the Fraser River. The existing site has been extensively modified from the previous industrial land use. The proposed night market and parking uses are located on the already modified lands. Required paving associated with the location of the food court is outside of the ESA area. As a result of the minimal modification of land and temporary nature of structure/building associated with the night market event, no ESA Development Permit is required as part of the proposed TCUP. To mitigate any impact, parking areas will be fenced and setback from the existing foreshore habitat area based on the strategy developed by an environmental consultant and approved by Fraser River Estuary Management Program (FREMP) agencies. A comprehensive approach and mitigation/compensation program to addressing ecological habitat associated with the Fraser River Foreshore will be developed as part of the ultimate plans submitted in the rezoning application.

#### Official Community Plan – FREMP Approval

The OCP requires that all proposed land uses and construction activities outside of the dike require application to and approval from FREMP agencies. In conjunction with the environmental consultant working on the Duck Island site, City staff are communicating with FREMP agencies in their review of the proposed night market event and associated land uses on the subject site.

### **Public Consultation and Notification**

#### Public Consultation Undertaken by Event Organizer

The event organizer has undertaken public consultation with properties in the surrounding area of the proposed event site. The organizer discussed the proposed event directly with people who were available and provided information handouts to property owners/tenants/residents for the area bounded between Bridgeport Road, Great Canadian Way and the Fraser River. A summary of the consultation feedback and materials is shown in **Attachment 3**. A majority of comments related to traffic, parking and vehicle access in and around the area during event operations. Concerns raised through the public consultation completed by the event organizer are addressed in latter sections of the report.

### Public Hearing and Notification by the City of Richmond

Processing of the Temporary Commercial Use Permit requires that the land use application be forwarded to a Public Hearing for comments and a decision by Council. A public hearing notification area generally bounded by Bridgeport Road to the south, Great Canadian Way to the East and Fraser River to the west and north is recommended by staff (refer to **Attachment 4** for a notification area map).

### **Public Correspondence and Dialogue with Surrounding Businesses**

The River Rock Casino has discussed the proposed event with the proponent and met with City staff to communicate concerns and comments on the night market event. The primary concern of the River Rock Casino relates to the impact of increased traffic and parking demand as a result of the proposed event and the potential impacts this will have on the casino's operations and existing parking facilities. The River Rock Casino has noted that the proposed night market event hours and days of operation correspond directly with their expected peak business periods. A letter from River Rock Casino summarizing their concerns is contained in **Attachment 5**. Concerns raised by the River Rock Casino are addressed in the 'Examination of Issues' section of this report.

### **City Staff and Stakeholder Comments**

#### Transportation

Transportation staff have also worked with the applicant and their consultant to develop a Traffic Management Plan (TMP), which addresses the routing of vehicles to and from the site and any personnel, signage and traffic control to be implemented to support the plan. Details of the TMP are discussed in latter sections of this report. A list of transportation requirements is contained in **Attachment 6** and discussed in greater detail in the "Examination of Issues" section of the report.

City staff have also forwarded information to Ministry of Transportation and Infrastructure (MOTI) staff on the event and supporting TMP as some of the intersections with proposed traffic control are under MOTI jurisdiction. MOTI is currently reviewing the proposal. Any comments or requirements from the Ministry will be incorporated into the TMP proposed for applicable intersections.

#### RCMP

Based on previous night market events held in Richmond and the resulting large numbers of attendees, a minimum of 2 RCMP members are required to be present at all times during the hours of operation of the night market. As in previous events, the role of the RCMP members will be to provide a policing presence, oversee event attendees and vendor operations, monitor operation of the TMP and intervene if necessary. Having RCMP on-site during event hours also facilitates a quick response in the event of an emergency. RCMP member attendance at the night market event will be in addition to the existing RCMP deployment in Richmond, with the proponent responsible for all costs of RCMP members dedicated to the night market event. A summary of RCMP costs is contained in the "Financial Impact" section of this report.

### Community Bylaws

Community Bylaw officers are required for the purposes of monitoring and enforcing on-street parking and related City roadway regulations around the night market event site (i.e., blocking fire hydrant or emergency vehicle access routes; blocking driveways). Dedicated Community Bylaw officers to patrol the surrounding night market event area are recommended to be a minimum of six hours of bylaw officer patrol during all event hours of operation, which would provide sufficient coverage. The proponent is responsible for the costs of the 6 hours of Community Bylaw officer(s) patrol each night the event is in operation, with scheduling of hours at the discretion of Community Bylaws staff. A summary of Community Bylaw costs is contained in the "Financial Impact" section of this report.

### Richmond Fire Rescue

Richmond Fire Rescue (RFR) staff have reviewed the market event site plan and parking area to ensure that provisions for primary and secondary means of emergency access is available and general provision of safety and firefighting requirements are met.

The primary emergency response route will be from the event site's main access point from No. 3 Road along a secured, unencumbered drive-aisle that runs along the south edge of the site and entire east adjacent to the market event area. Provisions for a secondary emergency access located at the intersection of River Road and West Road is also required in the event of a blockage at the primary event access location. This also facilitates RFR access to water hydrants situated at River Road and West Road for firefighting provisions within the market event area.

Submission and approval of a Fire Safety Plan by RFR staff is required prior to the night market event opening that includes fire safety provisions associated with the general event operations, fire safety measures for retail and food vendors and compliance with applicable Building Code and Fire Code for all buildings, structures and appliances (hot water tanks, cooking equipment, electrical appliances and machinery etc.).

### Engineering

Minimal change to the subject site's permeable compacted gravel and sand surface is proposed. The site servicing approach to handle storm water on the subject site is to grade the site to minimize any pooling of water and implement minor drainage works (small conveyances and drainage pipes to diffuse water across the large site that is primarily surfaced with permeable sand and gravel). Therefore, no connection to a City storm sewer system is required, as existing permeable surfaces will remain unchanged.

Based on the previous industrial operations, the site has existing water and sanitary sewer service. Existing connection points to water and sanitary sewer service will be utilized to service the night market event. Water and sanitary service are primarily required for the food vendors and washroom trailers. The proponents on-site servicing design drawing (including water and sanitary connections) is required to be reviewed and approved by Engineering and Building Approval's staff. All connections to City servicing is at the proponent's cost.

The proposed location of the secondary emergency access at the intersection of River Road and West Road (**Attachment 2** – Market event site plan) to enable emergency vehicle access to market event area is required to go over the existing Dike right-of-way (ROW) structure that is situated on the subject site. As a result, a bermed ramp is required to be constructed from

River/West Road intersection over the City road allowance containing the closed rail line and over the Dike ROW structure. To implement the required secondary emergency access at this location, the following is required:

- Design submission of the emergency access by the proponent's consulting engineer for review and approval by Engineering and Transportation staff.
- Forwarding the emergency access design to the Provincial Diking Authority for review and approval (preliminary discussions have been undertaken with Ministry staff who have noted no concerns with the proposal so long as there is no decrease in dike elevation and construction activities do not disturb the existing dike.
- The construction of the approved emergency access design to be undertaken through the appropriate process (i.e., City Work Order or other process) prior to issuance of the building permit(s) and/or on-site servicing permit for the night market event.
- Entering into an appropriate agreement between the City and proponent that covers typical issues related to construction, removal (upon conclusion of the event), maintenance and right of access prior to issuance of the building permit(s) and/or on-site servicing permit for the night market event.
- All costs for the design, construction, maintenance and removal of the secondary emergency access is the event organizer's responsibility.

Minor works on or across City roads/properties to implement asphalt walkways, temporary crosswalks and driveway crossings (for secondary emergency access) to service the proposed event on the site is required to be completed based on an approved City design through a City Work Order (or other approved process) at the event organizer cost.

#### Building Approvals

Building permits are required for all buildings and structures proposed for the event site. Temporary and mobile buildings also require building permits to ensure they are sufficiently tied down and secured to the ground and ensure that the mobile buildings adhere to the City's Building Regulation Bylaw and BC Building Code. The Flood Plain Designation and Protection Bylaw requires permanent buildings to be constructed at the required Flood Construction Level (FCL)(4.35m for the subject site as it is outside the Dike). Buildings and structures that are considered temporary if they are not utilized for a period of more than 12 months and removed from the event site sometime during the off-season are not required to be constructed to an FCL of 4.35 m. Prior to issuance of the building permit(s) and/or on-site servicing permit for the night market event, completion of a legal agreement will be a requirement of the TCUP to:

- Identify that the subject site containing the night market event area and off-street parking is outside of the dike and susceptible to flooding.
- Release and indemnify the City for any damage to building, structures, property, equipment and servicing on the subject site in the event of flooding.

Site servicing and plumbing permits are also required for all on-site water and sanitary sewer service provided for the food court vendors and any other buildings/structures that require water and sanitary sewer service. The site servicing permit will confirm provisions for on-site drainage and diffusion depending on the extent of works proposed by the event's engineering consultant, including provisions for the capture and diffusion of storm water from the proposed hard-surfaced area of the food court.

Council approval of the TCUP for the subject site is required prior to issuance of any building or site servicing permits related to the night market event.

#### Business Licensing

All commercial retail and food vendor booths operating at the night market event are required to apply for and obtain Business Licenses to operate. The event proponent (Raymond Cheung C/O Firework Productions Ltd.) is also required to obtain an appropriate Business License for the purposes of operating the night market event. Each vendor at the night market is required to obtain a Business License for each year of operation.

#### Vancouver Coastal Health (Richmond)

All vendors involved in the selling or handling of food and beverage product at the event are required to obtain appropriate permits to operate from Vancouver Coastal Health (VCH) to ensure compliance with food safety, sanitation and food handling requirements. VCH will determine requirements associated with provisions for food vendors having access to water (hot and cold), access to appropriate refrigeration and food safety measures that the event organizer and each food vendor booth is responsible for compliance.

Upon preliminary review, VCH staff have noted the requirement for the site to have sufficient power supply to ensure that food vendor booths are provided with refrigeration and provisions for hot water. The proponent has engaged an electrical consultant to confirm the available power supply to food vendor booths and are working to address VCH comments on the proposal. VCH has an application and inspection process to ensure compliance with their regulations, which they implement prior to food vendors opening at the event. Any deficiencies or infractions are required to be resolved by the food vendors or event proponent prior to opening of the food court.

#### Environmental Sustainability – Foreshore Habitat

The subject site is currently outside the crest of the dike. Foreshore habitat areas are located along the site's Fraser River adjacency. The proposed temporary land use proposal involves minimal modification of the site. Furthermore, the property is subject to a rezoning application that will require an application to FREMP whereby all associated agency approvals for the foreshore and Fraser River are coordinated.

On this basis, the proponent has engaged an environmental consultant to recommend a strategy minimizing any impacts to foreshore habitat associated with the proposed temporary uses of a night market event (i.e., minimum setback of night market activities from the high-water mark; fencing to ensure no encroachment into setback areas; no change in existing surface treatments). The environmental consultant is discussing this approach to protect the foreshore area from the temporary uses with FREMP agencies to identify a site configuration that conforms to applicable foreshore setbacks and other agency requirements. City staff and the environmental consultant for Duck Island are in the process of liaising with FREMP agencies and will provide updates to Council as information becomes available.

The night market event is required to comply with all components of the consultant's strategy to protect the foreshore along with requirements identified by FREMP agencies as outlined in the Terms and Conditions associated with the TCUP.

## Examination of Issues

### Public Transit – Canada Line and Bus Service

The location of the night market event site has the benefit of being in close proximity to a major piece of public transit infrastructure. The Bridgeport Station for the Canada Line is situated approximately 500 m walking distance from the station to the entrance to the market event area and has the potential to serve as a main means of public transportation to and from the event for attendees across the region. Furthermore, Bridgeport Station also serves as a main terminus for bus service, which can also assist in providing transit options for night market attendees. The Bridgeport Station and related bus service terminus is a significant positive feature of the night market site's location and provides an opportunity of reducing vehicle dependency.

The organizer is also planning promotions and marketing incentives aimed at encouraging attendees to take public transit including:

- Providing discounted transit tickets for night market attendees during the late night periods (after 8:30pm) on the weekends to improve transit trips to the site and also to improve transit rider ship during the time which demands are generally low.
- Providing small reimbursements to night market attendees if valid transit tickets are shown.
- Offering promotional gifts to the night market attendees if valid transit tickets are shown.
- Discussing with future vendors to offer discounted food or drink items if customers can show valid transit tickets.
- Setting up special gift draws to be entered only by the attendees with valid transit tickets.
- Promoting the night market event location and its accessibility by transit through TV commercials, radio commercials and newspaper advertisements.

Transportation Division staff approval of the marketing and promotion plan to encourage use of public transit by attendees is required prior to opening day of the event.

### Transportation Requirements

A consolidated list of transportation requirements associated with the night market TCUP is contained in **Attachment 6**.

#### *Off-Street Parking*

A total of 1,450 off street parking stalls are provided on the subject site. 1,150 stalls are required to be dedicated to market attendees of which a maximum of 500 of these stalls can be pay parking and the remaining 650 stalls are required to be free. The remaining 300 stalls are to be allocated to night market vendors and event staff, which are also to be free parking. In summary, a total of 950 free parking stalls are required to be maintained on the subject site. The night market event site can provide the required number of off-street parking stalls identified by City staff.

The maximum 500 pay parking stalls are required to be situated as close to the market event area (southwest portion of parking lot "A" – see **Attachment 2**). Pay booths for the pay parking area are also required to be located as far into parking lot "A" as possible to maximize the queue length for vehicles entering the site. The Transportation Division supports these off-street parking requirements for the night market event. Based on the estimated yearly operational bond amounts required from the event organizer, the following are the additional amounts based on 20% required contingency fund:

- 2012 – \$30,000.
- 2013 – \$31,000.
- 2014 – \$32,000.

Refer to the “Financial Impact” section of the report for information on the total operational bond amount required from the event organizer.

#### *Contingency Fund*

A 20% contingency fund is required in addition to the yearly operation bond amount required for the night market event. This contingency fund will be utilized to implement additional traffic control and monitoring and roadway improvements if deemed necessary by City Transportation staff in consultation with impacted stakeholders in the area.

#### *Traffic Management Plan (TMP) Vehicle Routing - Operations and Logistics*

The TMP has been prepared by a professional traffic control company (ATC Traffic Management Ltd.) to develop a TMP for applicable to traffic routes to and from the event site that includes provisions for staffing by trained professional traffic control staff and placement of directional/warning signage.

City staff support the provisions of the TMP prepared for the night market event (refer to **Attachment 7** for a copy of the TMP). If the night market is approved, monitoring of the TMP by City staff, the event organizer and traffic control company will occur along with consultation and feedback from stakeholders (i.e., surrounding businesses). The TMP can be revised through the provisions of the TCUP based on the above referenced monitoring, stakeholder feedback and approval by City Transportation staff. All costs for implementation of the TMP is the responsibility of the event organizer.

The TMP includes provisions for signage throughout the area to direct night market event traffic in the area and warn vehicles of traffic control persons or traffic pattern changes. A majority of the required traffic control persons are stationed at the access point to the event site at No. 3 Road and River Road. Traffic personnel are stationed at this location to facilitate traffic movement into the event site parking area, pedestrian movements across No. 3 Road and monitor the vehicle entrance to the River Rock Casino parkade, pedestrian/vehicle safety and ensure night market patrons are not parking at in River Rock Casino parking facilities. The other main location for dedicated traffic personnel is at the intersection of River Road and Sexsmith Road, which is the main pedestrian crossing point from the Bridgeport Canada Line Station to the night market event area. Traffic personnel at this location will ensure safe crossing for pedestrians going between the Canada Line station, night market site and Casino.

The TMP also includes provisions for ‘stand-by’ traffic control personnel at main intersections that may be impacted during peak event hours. If these intersections function normally and are not adversely impacted by traffic, additional personnel will not be required. However, if congestion at these intersections does occur, on-site RCMP and/or the on-site supervisor of the traffic control company can require deployment of the traffic personnel in accordance with the provisions of the TMP. The three ‘stand-by’ locations are at the No. 3 Road/Bridgeport Road, No. 3 Road/Sea Island Way and Bridgeport Road/Great Canadian Way intersections.

### Pedestrian Movements

Increased pedestrian traffic is expected in between the event market site, Bridgeport Canada Line station and River Rock Casino. This is accounted for in the TMP as signage and personnel will be stationed to guide pedestrians safely to and from the event site. At the subject site's No. 3 Road entrance, works are being proposed to install a temporary asphalt walkway as a continuance of the sidewalk treatment along River Road and implementation of a temporary crosswalk across No. 3 Road to gain access to the main pedestrian walkway along the south of the subject site. The TMP proposes personnel at the No. 3 Road entrance to coordinate vehicle movements to and from the site with pedestrian crossings.

### Strategy to Mitigate Event Traffic and Parking Impacts to Surrounding Businesses

#### *Trash/Litter Removal*

The event organizer is proposing the following provisions to address trash and litter in the areas surrounding the event site:

- Scheduled litter/garbage removal by the night market event staff on an hourly basis along the pedestrian routes between the night market site, Canada Line station and River Rock Casino. Garbage bins will also be placed along these routes by the organizer upon commencement of the event and removed at the conclusion of each night. Garbage bins are required to be regularly emptied by night market staff.
- At the conclusion of each evening, night market staff will undertake garbage removal in the surrounding area of the event site.

#### *Access for Employees/Clients of Existing Businesses*

A parking pass system will be implemented where special passes are distributed by the event organizer to businesses that operate in the surrounding area so that vehicles with these passes can be identified by traffic control personnel to facilitate access to and from businesses.

### Product Counterfeiting (Canadian Anti-Counterfeiting Network)

The event organizer has developed a strategy to address the retailing of illegal counterfeit goods that includes the following components:

- Liaise with agencies involved with intellectual property rights (Canadian Anti-Counterfeiting Network – CACN) to develop and communicate their strategy.
- Include specific provisions in vendor contracts that prohibit retailing of counterfeit, pirated and other illegal products with clauses on vendor booth termination and removal from the event and product seizure and turnover to the RCMP or Intellectual Property representatives if illegal goods are found.
- Partner with RCMP and Intellectual Property representatives to undertake education with vendor booth operators to ensure they are aware of the counterfeit good restrictions and related consequences (i.e., vendor booth contract termination).
- Have dedicated, trained night market staff to inspect and monitor retailers to ensure no counterfeit or pirated products are being sold.

The comprehensive strategy to deter and prevent the retailing of illegal counterfeit goods is designed to put the responsibility on the event organizer to police and enforce with the oversight of Intellectual Property representatives and the RCMP commercial crimes unit. Based on this approach, staff recommend that a contingency fund be added to the operational bond to cover any enforcement and inspections undertaken by RCMP to address this issue. The contingency fund amount is based on the average dollar amount of RCMP resources (approximately \$5,000 in

2011) dedicated to previous night market events in Richmond to combat or investigate counterfeit retailers. If the event organizer polices this matter effectively during event operations and there is no need for intervention by RCMP commercial crimes staff, the contingency fund amount will be returned to the organizer.

### **Financial Impact**

#### Cost Recovery – City and RCMP Expenses

The proposed night market is a privately operated event that is open to the general public. Due to the significant popularity of past events hosted on other sites in Richmond and increasing draw of attendees from across the region and visiting tourists, presence from RCMP members, Community Bylaw Officers and various staff from other divisions is required with costs to be paid by the event organizer. This enables existing service levels for policing and bylaws across the City to be maintained. In summary, a cost recovery model relating to City and RCMP expenses is applied for the proposed night market event.

#### Operational Security Bond Requirements

Based on a cost recovery model, City staff have undertaken a detailed examination of known and anticipated City costs to be incurred from the proposed event for 2012, 2013 and 2014. The estimated costs for each year will be submitted prior to Council consideration of the TCUP at Public Hearing (March 19, 2012) for the first year of operation and one month in advance of the event opening date for subsequent years (2013 and 2014). A breakdown of the costs and expenses to the City is as follows and forms the basis for the operational security bond required to be submitted to the City.

- 2 RCMP members assigned to the night market event each day of operation and during all hours of operation at the applicable overtime rate (commute time to and from the event is included).
- RCMP commercial crimes unit resources and staff hours to supplement event organizer policing and enforcement of counterfeit products and other illegal goods.
- Community Bylaws – 6 hours (based on the applicable overtime rate) of dedicated patrol by Community Bylaw Officers for each day of operation for the night market event (scheduling of hours is at the discretion of Community Bylaws).
- A 20% contingency fund in addition to the base operational security bond for each year of event operation.
- Attendance by City staff to oversee and monitor implementation of the TMP and general event operations.
- Production, posting and takedown of night market directional signage by City staff.
- Night market days of operation for each year.

Security bond requirements are as follows:

- 2012 – \$148,000 (base amount) + \$30,000 (20% contingency) = **\$178,000**.
- 2013 – \$156,000 (base amount) + \$31,000 (20% contingency) = **\$187,000** (Adjusted for additional days of operation and anticipated wage increases).
- 2014 – \$159,000 (base amount) + \$32,000 (20% contingency) = **\$191,000** (Adjusted for additional days of operation and anticipated wage increases).

Upon conclusion of the night market event for each year, any surplus is required to be returned to the event proponent. Provisions are also included in the TCUP to require monies outstanding (in excess of the estimated security bond amount) to be paid in full for the event to operate.

The Procedure Bylaw for Council consideration of Temporary Commercial Use Permits (Bylaw 7273), requires that security bonds be submitted prior to Council consideration of the of the TCUP at Public Hearing. As a result, the following security bond submission deadlines dates apply to the propose night market TCUP:

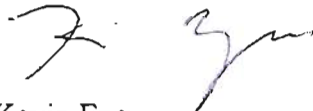
- For 2012 – \$178,000 to be submitted prior to March 19, 2012 as the initial security bond amount.
- For 2013 – \$187,000 to be submitted prior to April 19, 2013.
- For 2014 – \$191,000 to be submitted prior to April 18, 2014.

### **Terms and Conditions**

All requirements associated with the night market TCUP are contained in the TCUP Terms and Conditions, attached to the TCUP (reference **Schedule “A”** attached to the permit). These Terms and Conditions have been reviewed and agreed to by the event organizer. In the event that the Terms and Conditions of the Temporary Commercial Use Permit for the proposed night market event on the subject site are not complied with, the permit is considered void and no longer valid.

### **Conclusion**

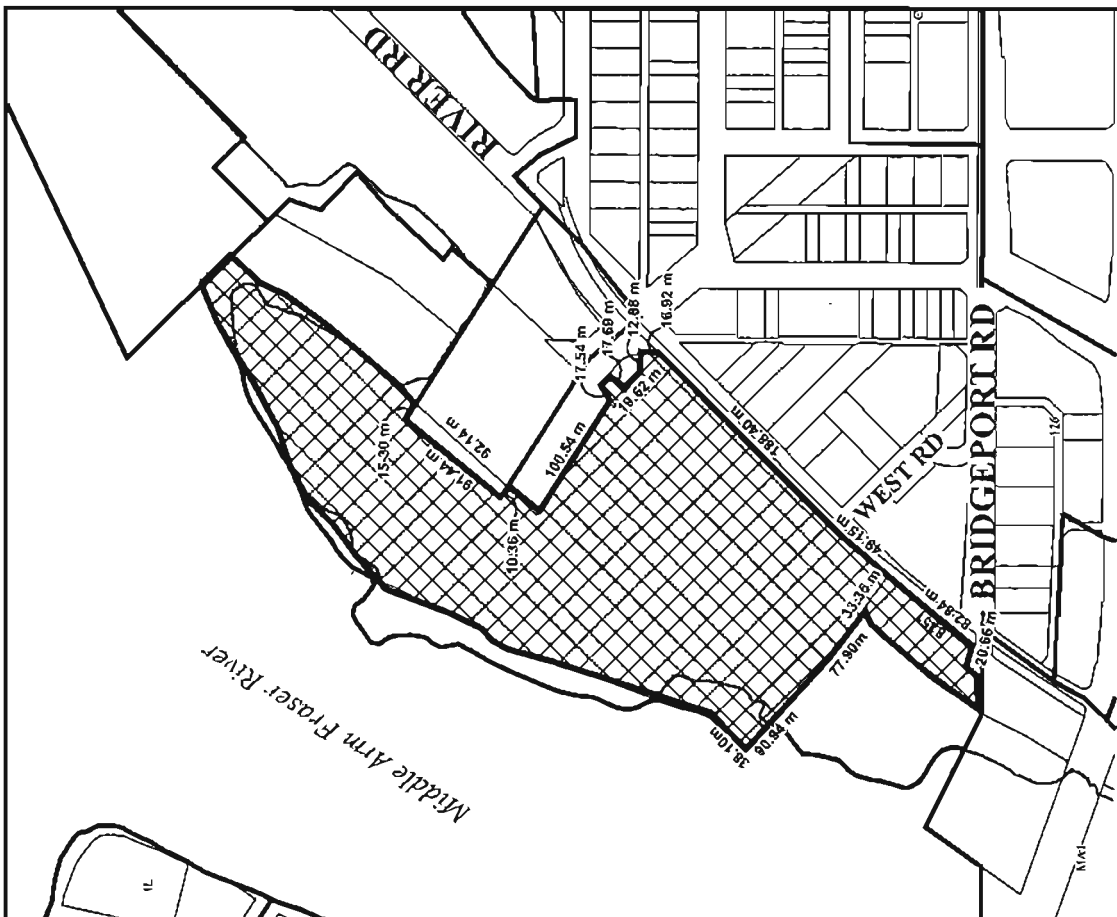
The proposed night market event on the 20 acre subject site has addressed all technical components and met all City requirements related to hosting a seasonal event on this site from 2012 to 2014. The subject property is well serviced by public transit and the event organizer has also provided the required amount of off-street parking and traffic management measures to support the night market. Staff recommend approval of the Temporary Commercial Use Permit for the subject site.



Kevin Eng  
Planner 1

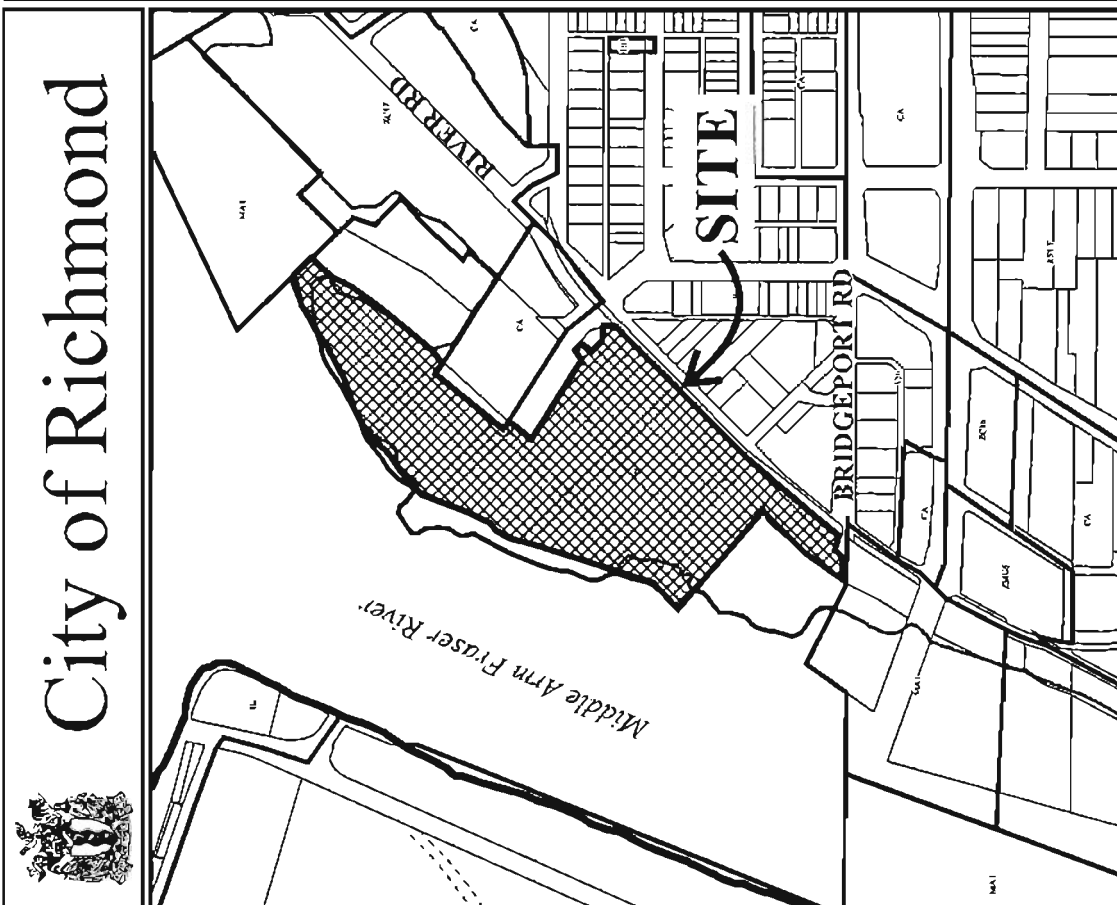
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- Attachment 1 – Location Map
- Attachment 2 – Night Market Site Plan
- Attachment 3 – Consultation Summary by Event Organizer
- Attachment 4 – Public Hearing Notification Area Map
- Attachment 5 – Correspondence from River Rock Casino
- Attachment 6 – Transportation Requirements
- Attachment 7 – Traffic Management Plan



Original Date: 02/06/12  
 Revision Date: 02/08/12  
 Note: Dimensions are in METRES

TU 11-595782



City of Richmond





TU 11-595782

Original Date: 02/10/12

Amended Date:

Note: Dimensions are in METRES

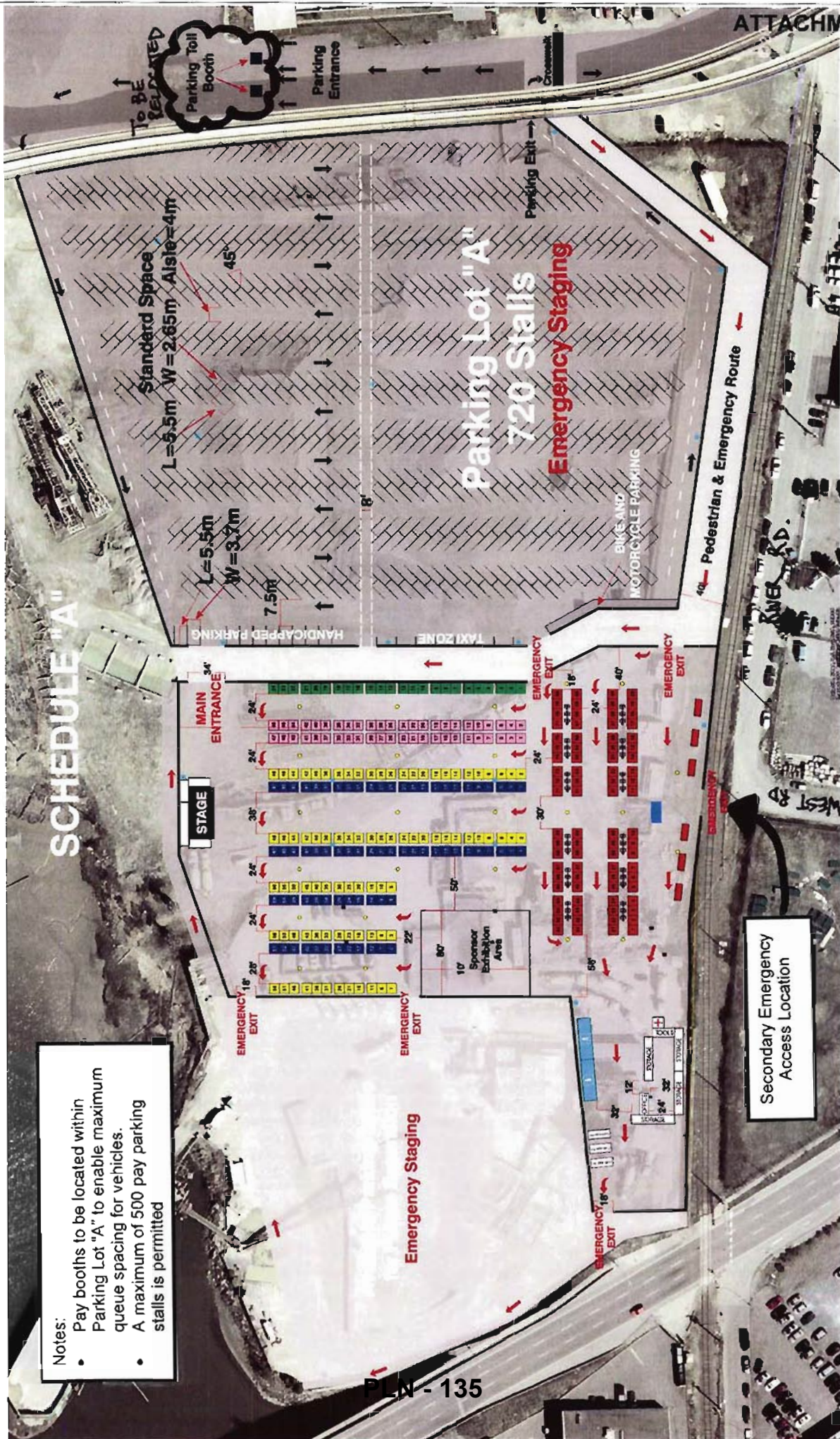
# 2012 RICHMOND NIGHT MARKET PROPOSED SITE PLAN

ATTACHMENT 2

## SCHEDULE "A"

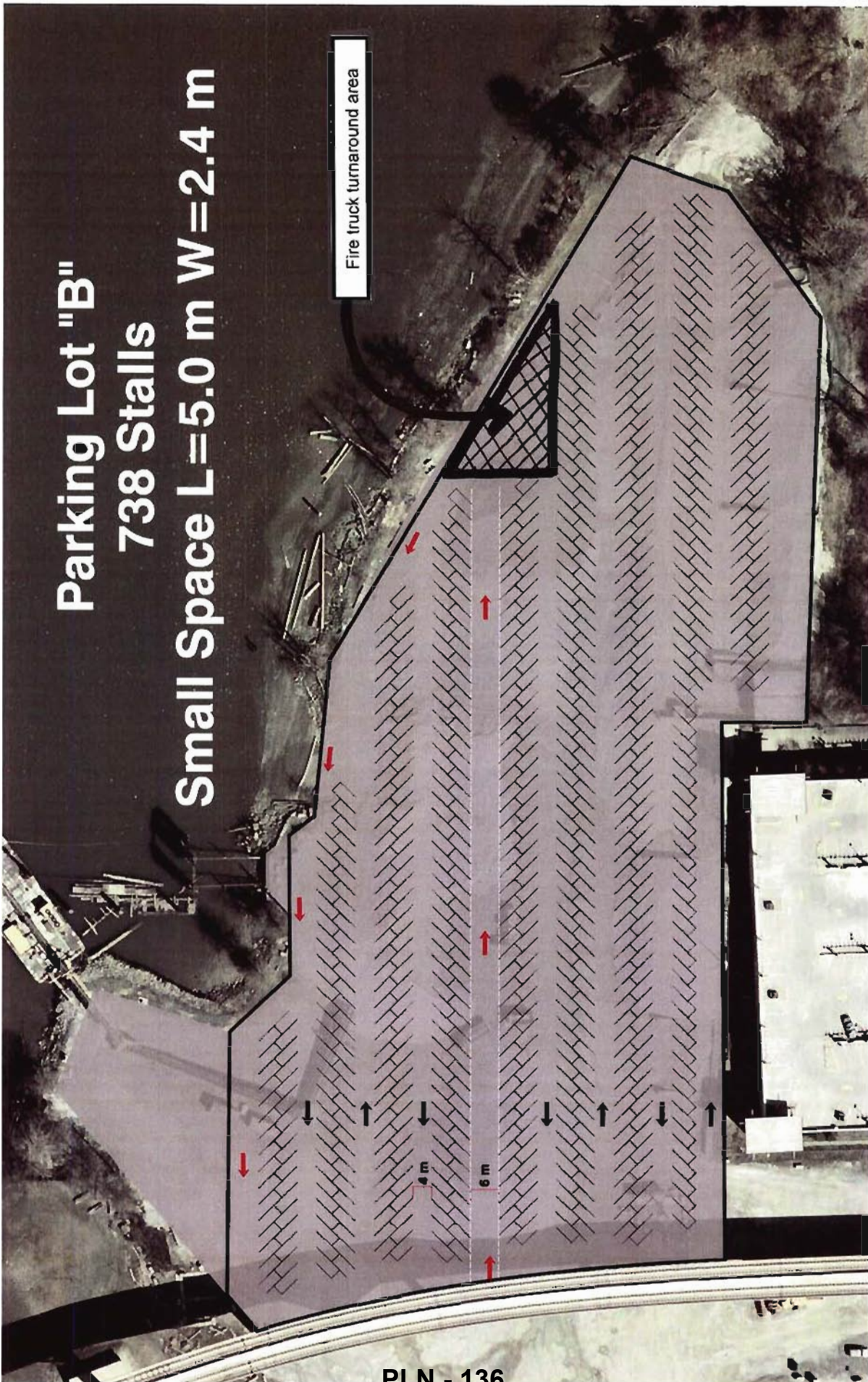
### Notes:

- Pay booths to be located within Parking Lot "A" to enable maximum queue spacing for vehicles.
- A maximum of 500 pay parking stalls is permitted



PLAN - 135

**Parking Lot "B"**  
**738 Stalls**  
**Small Space  $L=5.0\text{ m}$   $W=2.4\text{ m}$**



# Summary of Neighbour Consultation Schedule D

| Name of Street     | Unit/<br>Building | Company              | Contact Person       | Phone No.  | Comments  | Support<br>(S) | Not-support<br>(NS) |
|--------------------|-------------------|----------------------|----------------------|------------|---|----------------|---------------------|
| 1 No. 3            | 2561A             | Hans                 | Kevin Nielsen        | 6042785232 | No comment  | S              |                     |
| 2 No. 3            | 2651              | Auto Body One        | Paul Chan            | 6042707123 | Suggested to provide more chairs at the site        | S              |                     |
| 3 No. 3            | 2651 #3           | Top Tech             | Deepak Oberoi        | 6043041111 | Considering sponsoring the event                    | S              |                     |
| 4 No. 3            | 2700              | Bridgeport collision | Russ                 | 6042732766 | No Concerns   | S              |                     |
| 5 No. 3            | 2780              |                      | Darrell              | 6042782939 | No Concerns   | S              |                     |
| 6 No. 3            | 2800              | Store Closed         |                      | 6049988609 | Left Neighbour Consultation Letter to contact us    |                |                     |
| 7 No. 3            | 2800              | Houstone Enterprises | Carmen Lo            | 7782976398 | Request "Special Event Parking Pass" from us        | S              |                     |
| 8 No. 3            | 2820              | Vacant               | For sale             |            |   |                |                     |
| 9 No. 3            | 2840              | Express Lube & Tune  | Steve Lewis          | 6042781018 | No Concerns   | S              |                     |
| 10 No. 3           | 2880              |                      | Al Nortman           | 6042781737 | No Concerns   | S              |                     |
| 11 No. 3           | 2920              |                      | Al Nortman           | 6042781731 | No Concerns   | S              |                     |
| 12 No. 3           | 2980              | A.B.C. Traders Ltd.  | Al Nortman           | 6042781731 | No Concerns   | S              |                     |
| 13 River Road      | 8480              | Shaw Cable           | Jerry                | N/A        | Suggest to have wifi on site                        | S              |                     |
| 14 River Road      | 8500              | Wing Moulding        | N/A                  | N/A        | Staff to inform owner/No Comment                    | S              |                     |
| 15 River Road      | 8520              | Canada Post          | Wayne                | N/A        | Staff to inform superior/No Comment                 | S              |                     |
| 16 River Road      | 8540              | Don Dickey Supplies  | Thomas Fairbrother   | 6042737112 | Suggested on-site pay parking at lower rate         | S              |                     |
| 17 River Road      | 8560              | The Barn             | Jayker Holdings Ltd. | 6042441106 | Request garbage removed from its front yard nightly | S              |                     |
|                    |                   |                      |                      |            | Chain to block its front parking after shop closed  |                |                     |
|                    |                   |                      |                      |            | Interested in joining our Crafters Section          |                |                     |
| 18 River Road      | 8570              | Juan's Auto Service  | N/A                  | 6042412848 | No Concerns   | S              |                     |
| 19 Bridgeport Road | 8571              | MJ Fashions Ltd      | Candelita Yip        | 6042739233 | Suggested free on-site parking/Traffic jam          |                | NS                  |
|                    |                   |                      |                      |            | Visitors might park at its front parking area       |                |                     |
| 20 Bridgeport Road | 8811              | Hampton Inn          | George Tu            | 6042325505 | No Concerns   | S              |                     |

PLN - 137

# Summary of Neighbour Consultation Schedule D

|    | Name of Street | Unit/<br>Building | Company                         | Contact Person  | Phone No.  | Comments   | Support<br>(S) | Not-support<br>(NS) |
|----|----------------|-------------------|---------------------------------|-----------------|------------|--|----------------|---------------------|
| 21 | Beckwith Road  | 8711              |                                 | Arbutus         | 6043221059 | No Concerns                                      | S              |                     |
| 24 | Beckwith Road  | 8791              | Store Closed                    |                 |            | Left Neighbour Consultation Letter to contact us |                |                     |
| 25 | Beckwith Road  | 8811              | Store Closed                    |                 |            | Left Neighbour Consultation Letter to contact us |                |                     |
| 26 | Beckwith Road  | 8820              | J&R                             | Kim Langton     | 6042470337 | No Concerns                                      | S              |                     |
| 27 | Beckwith Road  | 8851              | Canadian Pacific Seafood        | N/A             | N/A        | No Concerns                                      | S              |                     |
| 28 | Beckwith Road  | 8860              |                                 | No Answer       |            | Left Neighbour Consultation Letter to contact us |                |                     |
| 29 | Beckwith Road  | 8888              | Bouchard Projects Ltd           | Cindy Lee       | 6042779890 | No Concerns                                      | S              |                     |
| 30 | Beckwith Road  | 8931              | A&A Engine                      | No Answer       |            |  |                |                     |
| 31 | Beckwith Road  | 8960 #120         | Richmond Quilling               | Angela          | N/A        | Very supportive/so happy that she is near us     | S              |                     |
| 32 | Beckwith Road  | 8960 #220         | Lucy's Creative Designs         | Lucy Quinn      | N/A        | Parking Concern                                  | S              |                     |
| 33 | Beckwith Road  | 8960              | Excel Custom Cabinets           | No Answer       |            | Left Neighbour Consultation Letter to contact us |                |                     |
| 34 | Beckwith Road  | 8971              | Triton Environmental Consultant | John Rilhale    | 6042792093 | No Concerns                                      | S              |                     |
| 35 | Beckwith Road  | 9051              | Enterprise rent a car           | Kyle Chatterley | 6043031117 | No Concerns                                      | S              |                     |
| 36 | Beckwith Road  | 9094              | Household                       | No Answer       |            | Left Neighbour Consultation Letter to contact us |                |                     |
| 37 | Beckwith Road  | 9111              | Household                       | N/A             | N/A        | No Concerns                                      | S              |                     |
| 38 | Beckwith Road  | 9131              | Household                       | No Answer       |            | Left Neighbour Consultation Letter to contact us |                |                     |
| 39 | Beckwith Road  | 9151              | Household                       | No Answer       |            | Left Neighbour Consultation Letter to contact us |                |                     |
| 40 | Beckwith Road  | 9231              | Starry Night                    | N/A             | 7782975399 | Staff to inform owner/No Comment                 | S              |                     |
| 41 | Smith          | 2630              | Household                       | N/A             | N/A        | No comment                                       | S              |                     |
| 42 | Smith          | 2640              | Household                       | No Answer       |            |  |                |                     |
| 43 | Smith          | 2651              | Household                       | N/A             |            | No comment                                       | S              |                     |
| 44 | Smith          | 2660              | Household                       | Mike            | N/A        | No comment                                       | S              |                     |
| 45 | Smith          | 2680              | Household                       | Marlina         | N/A        | No comment                                       |                |                     |

# Summary of Neighbour Consultation Schedule D

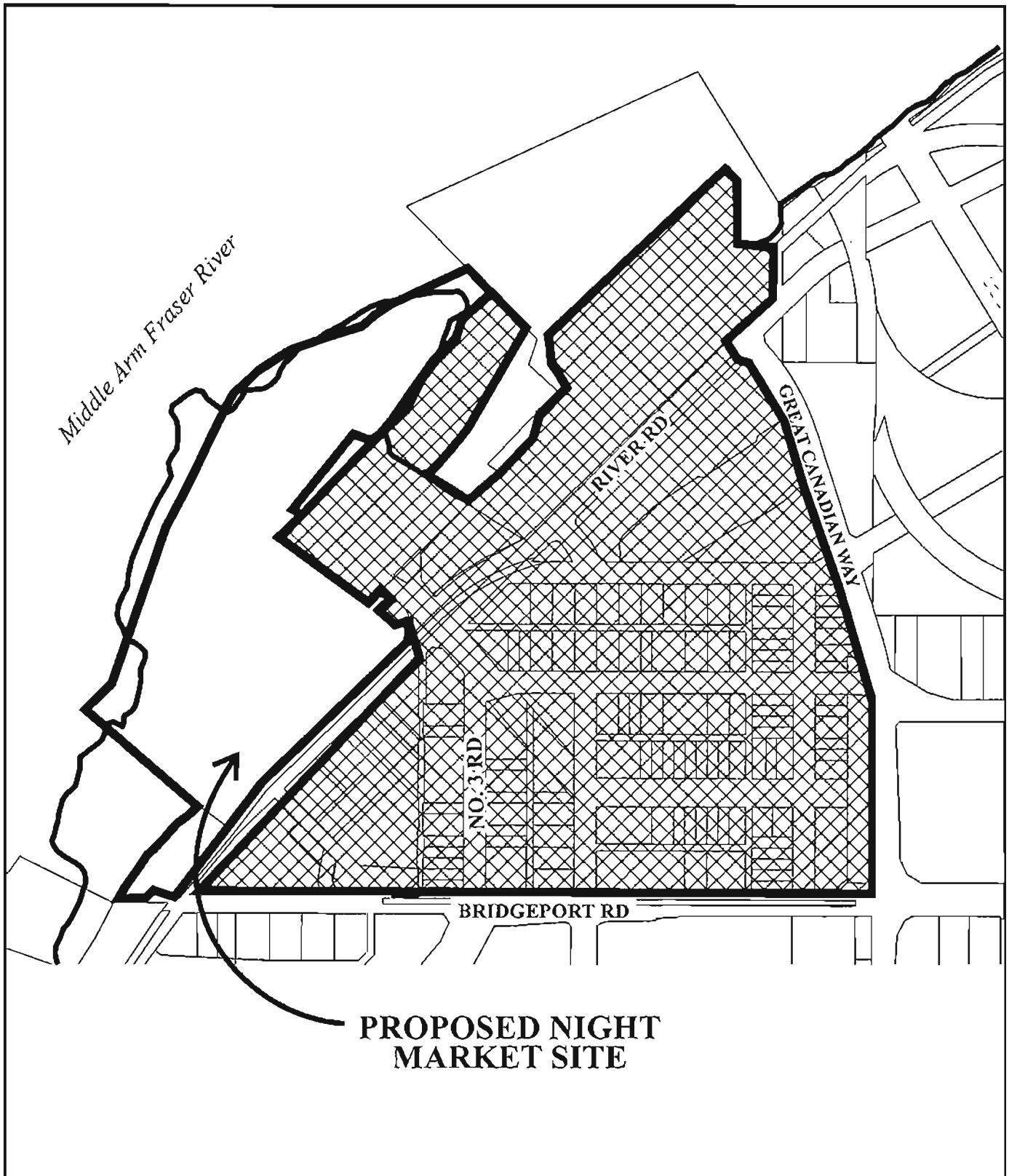
|    | Name of Street | Unit/<br>Building | Company                    | Contact Person     | Phone No.  | Comments   | Support<br>(S) | Not-support<br>(NS) |
|----|----------------|-------------------|----------------------------|--------------------|------------|--|----------------|---------------------|
| 46 | Smith          | 2691              | Household                  | No Answer          |            | Left Neighbour Consultation Letter to contact us     |                |                     |
| 47 | Smith          | 2711              | Household                  | No Answer          |            | Left Neighbour Consultation Letter to contact us     |                |                     |
| 48 | Smith          | 2720              | Household                  | Dominion           | 6042768231 | No comment   | S              |                     |
| 49 | Smith          | 2731              | Household                  | Vacant --For lease |            |  |                |                     |
| 50 | Smith          | 2751              | Boss Automotive Ltd        | Danny              | N/A        | Very happy to have Night Market & very supportive    | S              |                     |
| 51 | Smith          | 2900              | Island Carpet Sales Ltd    | Brad Dolchuk       | 6042305212 | Staff to inform owner/No Comment                     | S              |                     |
| 52 | Smith          | 2900 #4           | Toxik design lab           | Toxik Harold       | 6042727840 | Interested in renting a retail booth                 | S              |                     |
| 53 | Smith          | 2900 #5           | Highmore Sports            | Eric               | N/A        | No Comment   | S              |                     |
| 54 | Smith          | 2900 #8           | BPG Tuning                 | Jason              | 6042784142 | Interested in renting a retail booth and sponsorship | S              |                     |
| 55 | Smith          | 8980              | No Answer                  |                    |            | Left Neighbour Consultation Letter to contact us     |                |                     |
| 56 | Smith          | 9011              | YOGA                       | No Answer          |            | Left Neighbour Consultation Letter to contact us     |                |                     |
| 57 | Sexsmith       | 2840              | Days Inn Vancouver Airport | Ravindra Jadhav    | 6042078000 |  |                |                     |
| 58 | Sexsmith       | 2851              | A.B.C. Traders Ltd.        | Al Nortman         | 6042781731 | No Concerns  | S              |                     |
| 59 | Sexsmith       | 2891              | A.B.C. Traders Ltd.        | Al Nortman         | 6042781731 | No Concerns  | S              |                     |
| 60 | Sexsmith       | 2971              | A.B.C. Traders Ltd.        | Al Nortman         | 6042781731 | No Concerns  | S              |                     |
| 61 | Sexsmith       | 2971              | Household                  | Coan               | 6048210040 | No Concerns  | S              |                     |
| 62 | Sexsmith       | 8771              | Store Closed               |                    |            |  |                |                     |
| 63 | Douglas        | 8851              | Household                  | N/A                | N/A        | Looking forward to it                                | S              |                     |
| 64 | Douglas        | 8940              | Household                  | N/A                | N/A        | No Concerns  | S              |                     |

# Summary of Neighbour Consultation

Schedule D

|   | Street Name | Unit/Building | Contact Person             | Phone No.    | Comments   | Support(S) | Not-Support(NS) |
|---|-------------|---------------|----------------------------|--------------|--|------------|-----------------|
| 1 | BeckWith    | 5971          |                            |              | No Answers/ Off business hour                                      |            |                 |
| 2 | BeckWith    | 8931          | Yoshi Yanagitani/ A&A      | 604-278-4289 | Visitors park at its parking area                                  | S          |                 |
| 3 | BeckWith    | Unit 220-8911 | Easy Way Trading Ltd       | 604-278-7489 | No comment   | S          |                 |
| 4 | BeckWith    | Unit 230-8911 | Alex Wang/ Notary Public   | 604-270-8384 | No Comment   | S          |                 |
| 5 | Smith       | 2571          |                            |              | No Answers/Off business hour                                       |            |                 |
| 6 | Smith       | 2611          | Drobdsch                   | 604-273-3423 | Concern noise level, visitors park at their parking area & garbage |            | NS              |
| 7 | Douglas     | 8960          | Household                  |              | No Comment   | S          |                 |
| 8 | Douglas     | 8970          |                            |              | No Answers/Off business hour                                       |            |                 |
| 9 | Bridgeport  | 8971          | Kevin Smith/ Fountain Tire | 604-273-3751 | No comment   | S          |                 |

\*Note: No access to a household on Douglas Street( Could not get house number)



# Public Hearing Notification Area

Original Date: 02/08/12

Revision Date: 02/09/12

Note: Dimensions are in METRES



# GREAT CANADIAN GAMING CORPORATION

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February 9, 2012

**Mr. Victor Wei**  
Director, Transportation  
Transportation Division  
City of Richmond  
6911 No.3 Road  
Richmond, BC V6Y 2C1

**BY EMAIL:** [wei@richmond.ca](mailto:wei@richmond.ca)

Dear Mr. Wei:

Thank you for the recent opportunity to address our concerns related to the proposed Night Market to be located immediately west of our River Rock Casino property.

We had the opportunity to meet with the Night Market proponents on January 6<sup>th</sup> and 13<sup>th</sup>, we have reviewed the information they have filed with the City and we have had an opportunity to review the memo they commissioned through R.F. Binnie & Associates.

After doing so, our concerns have escalated to a point where we felt compelled to outline our most material concerns, recognizing that the City is reviewing the merits of the Night Market application at this juncture.

Prior to doing so, it is worth noting that we sincerely want to work with the Night Market proponents and that we welcome development in the surrounding neighbourhood that may be synergistic with the River Rock Casino. We remain unconvinced at this time, however, that this is a realistic outcome based on what we know today about the proposed nature of the Night Market operation. Despite this overriding belief, we have attempted to compile a list of concerns and suggested consequent actions to mitigate those concerns:

- Some quantification of the number of parking stalls available on their site for their visitors after their plan has been reviewed and endorsed by City staff. In other words, we are concerned the current parking plan is unrealistic for reasons better outlined by Bunt & Associates in their report dated February 8<sup>th</sup>.

- Similarly, some quantification of the expected visitation pattern and how that reconciles with the number of parking stalls offered on their site for their visitors. To date, we do not have an approximation as to how many daily visitors the Night Market is expecting and whether their on-site parking is sufficient to accommodate.
- The nature of their on-site parking needs to be substantially the same as what we offer in our two parkades; namely, it is free, of a firm surface (particularly for inclement weather days) if not paved, lit, convenient to negotiate, and offers more than one entrance/exit point. If not, we strongly believe that it will be virtually impossible to avoid a material impact on the use of our parkades by Night Market visitors.
- Of particular importance to the factors cited above, on-site parking for Night Market visitors needs to be free of any charge. That differs from the notion of some area of the on-site parking be reserved for some type of charge, but we struggle to appreciate how that might be practical, and will only further compromise the Night Market's attempts to provide enough on-site parking for their visitors without relying on neighbouring facilities like the River Rock parkades.
- Any queuing on to River Road needs to be avoided. If not, a natural chokepoint could easily develop immediately in front of our west parkade, which will only further invite potential abuse of its use by non-River Rock visitors.
- Moreover, we are alarmed by Binnie's suggestion that westbound traffic generated by the Night Market should be directed up Great Canadian Way and across River Road; in other words, right past the main entrance point for River Rock and its two parkades. Again, this could cause a natural chokepoint for our operations and lead to further abuse of the parkades.
- Similarly, we are very alarmed by Binnie's reference to the belief that Night Market visitors will have the "option" of using our south parkade. That is absolutely not the case- we are bound by contract with Translink for the restricted use of that parkade- and this was explicitly discussed in our meetings of January 6<sup>th</sup> and 13 with Night Market representatives. Similarly, it is important to note that documentation submitted to the City by the Night Market representatives makes a similar claim, and we have been contacted by at least one prospective Night Market vendor who was informed that Night Market visitors will have use of our south parkade. Respectfully, these continued misrepresentations cause us significant concern.
- Several proposed measures are suggested in the Binnie report related to restricting access to our west parkade to mitigate Night Market visitors from utilizing it. As stated


in the Bunt report, we don't feel those are practical, but regardless, we feel it should be the Night Market proponent's obligation to work with us on a plan that we deem acceptable in addressing our concerns (acting reasonably) that minimizes abuse of both parkades, not just the west one.

- What actions can be taken to ensure any qualifying commitments relative to the traffic management and parking plan are delivered upon (or not)? This is also a material concern for us, recognizing that the application is deemed a "temporary" event by definition, and thus, the application process is theoretically less rigorous. Again, respectfully, we do not deem this a temporary event when one considers the fact the Night Market is proposed for up to three years, almost six months per year, and three days a week during our prime operating periods.

Again, we appreciate the opportunity to address our concerns and we are committed to working with the City and the Night Market proponents to mitigate the impact of the Night Market as currently proposed. We have experience with similar events conducted adjacent to some of our other properties, and because of this, we don't feel we are embellishing the potential consequences on River Rock. Our two parkades are near capacity now during our prime operating periods, and any decrease in visitation because of a lack of parking or perceived traffic congestion will compromise business levels, which includes the stream of revenue the City currently receives from the operation.

Sincerely,

**GREAT CANADIAN GAMING CORPORATION**

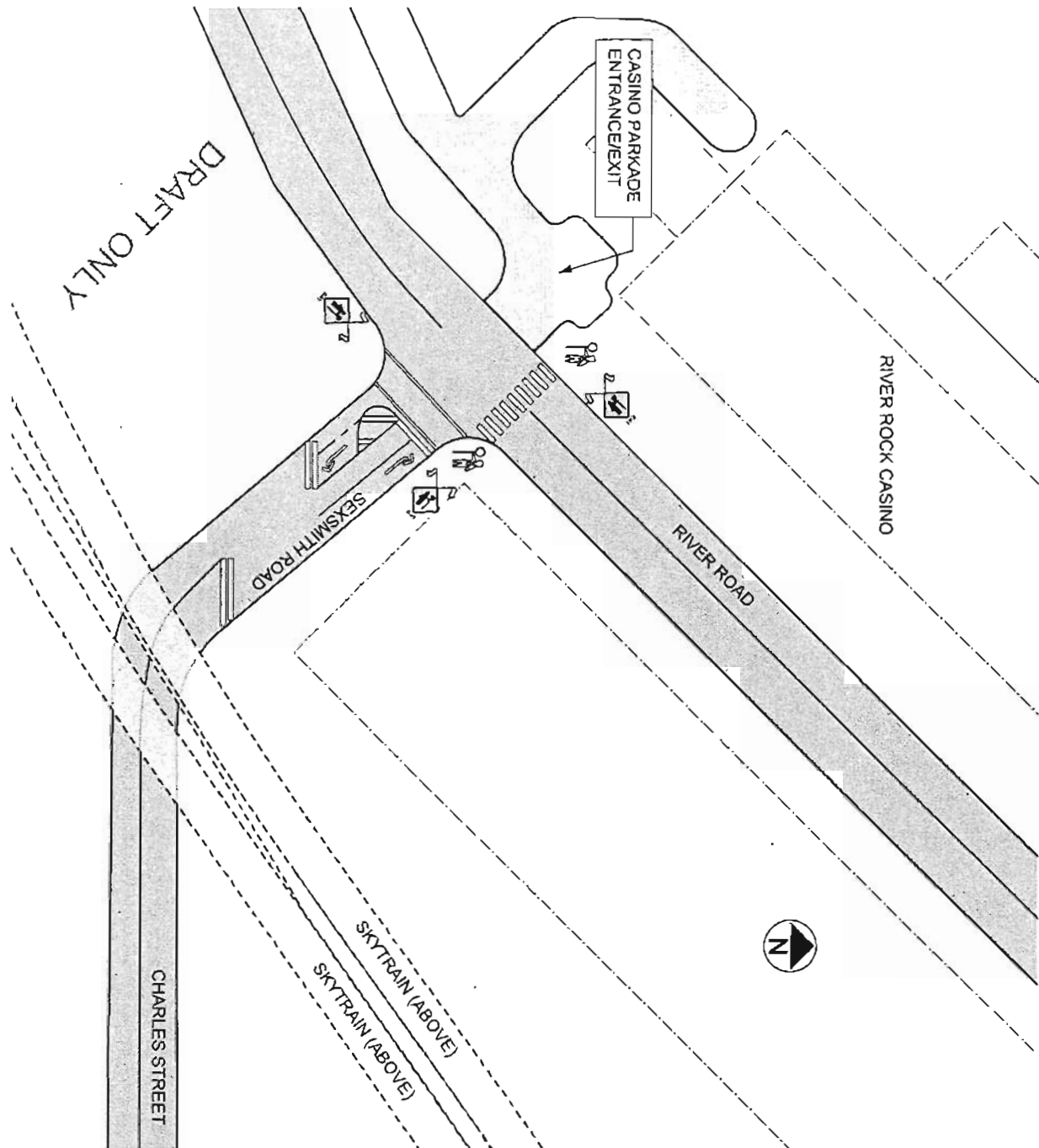


Chuck Keeling  
Executive Director, Stakeholder Relations

2012 Richmond Night Market

## Transportation Requirements

- A maximum of 500 spaces of Lot “A” located at the south end closest to the event entrance maybe identified as pay parking with all the remaining parking available for free. Or, provide a written agreement with the River Rock Casino outlining a mutually acceptable arrangement for the event parking;
- A 20% contingency to be applied to the amount of the bonding fee;
- A minimum of 1150 parking stalls for night market attendees and additional parking required for vendors (300) and event staff. Total of 1450 stalls;
- Provide on-site bicycle parking facilities for a minimum of 50 bicycles;
- Detailed plan required to address parking intrusion into nearby businesses (Casino Parkade & Park Ride) and residential areas as outlined in the attached TMP drawings;
- Traffic control and operations during the event is to be in accordance with the TMP approved by the City’s Transportation Division outlined in the attached TMP drawings;
- Operation of the TMP is to be undertaken by a professional Traffic Control Company with the appropriate trained and certified staff. Costs associated with operations and running of the TMP is the responsibility of the event organizer;
- The TMP is to be monitored by the City’s Transportation Division in consultation with on-site RCMP and Community Bylaws staff and is subject to revision and changes (i.e., alteration of the plan; additional Traffic Control staff) should the need arise. All at the cost of the applicant;
- Posting of signage and erection of barricades and road markings will be undertaken based on the TMP and is to be at the cost of the event organizer;
- The Event organizer is required to implement a marketing and promotion strategy (approved by Transportation Division staff) that encourages night market patrons to take public transit to the event. Specific initiatives to be undertaken by the event organizer is as follows:
  - Discounted transit tickets for night market attendees during the late night periods (after 8:30pm) on the weekends to improve transit trips to the site and also to improve transit rider ship during the time which demands are generally low.
  - Provide small reimbursements to night market attendees if valid transit tickets are shown.
  - Offer promotional gifts to the night market attendees if valid transit tickets are shown.
  - Discuss with future vendors to offer discounted food or drink items if customers can show valid transit tickets.
  - Set up special gift draws to be entered only by the attendees with valid transit tickets.
  - Promote the night market event location and its accessibility by transit through TV commercials, radio commercials and newspaper advertisements.



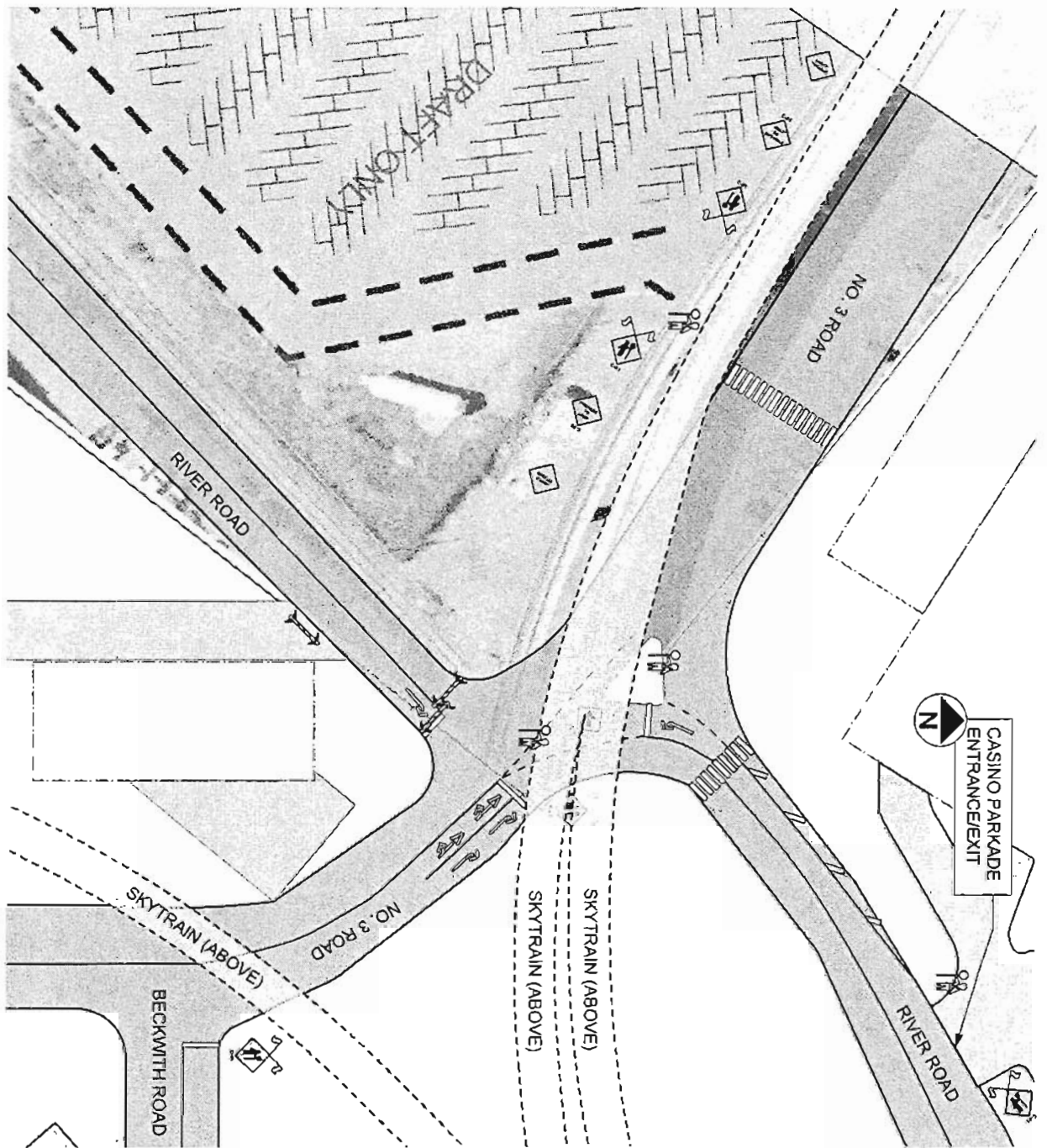
CLIENT: FIREWORK PRODUCTIONS  
LOCATION: RICHMOND, BC  
TRAFFIC MANAGEMENT REQUIRED: 1T6P

**DRAWING TITLE: PROPOSED 2012 NIGHT MARKET SITE**  
[LOCATION: RIVER ROAD & SEXSMITH/CHARLES STREETS]

DATE: JANUARY 9TH, 2012  
SCALE: NTS  
DRAWN BY: TR  
CHECKED BY: LP

**TMP-05**

THIS DRAWING HAS BEEN PREPARED FOR SNC LAVALIN ENVIRONMENT TO MEET THE STANDARDS AND REQUIREMENTS OF THE APPLICABLE PUBLIC AGENCIES. ATC TRAFFIC MANAGEMENT LTD., ITS EMPLOYEES AND AGENTS ACCEPT NO RESPONSIBILITY TO ANY OTHER PARTY, INCLUDING CONTRACTORS, SUPPLIERS, CONSULTANTS AND STOCKHOLDERS OR THEIR EMPLOYEES OR AGENTS FOR LOSS OR LIABILITY INCURRED AS A RESULT OF THEIR USE OF THESE DRAWINGS.



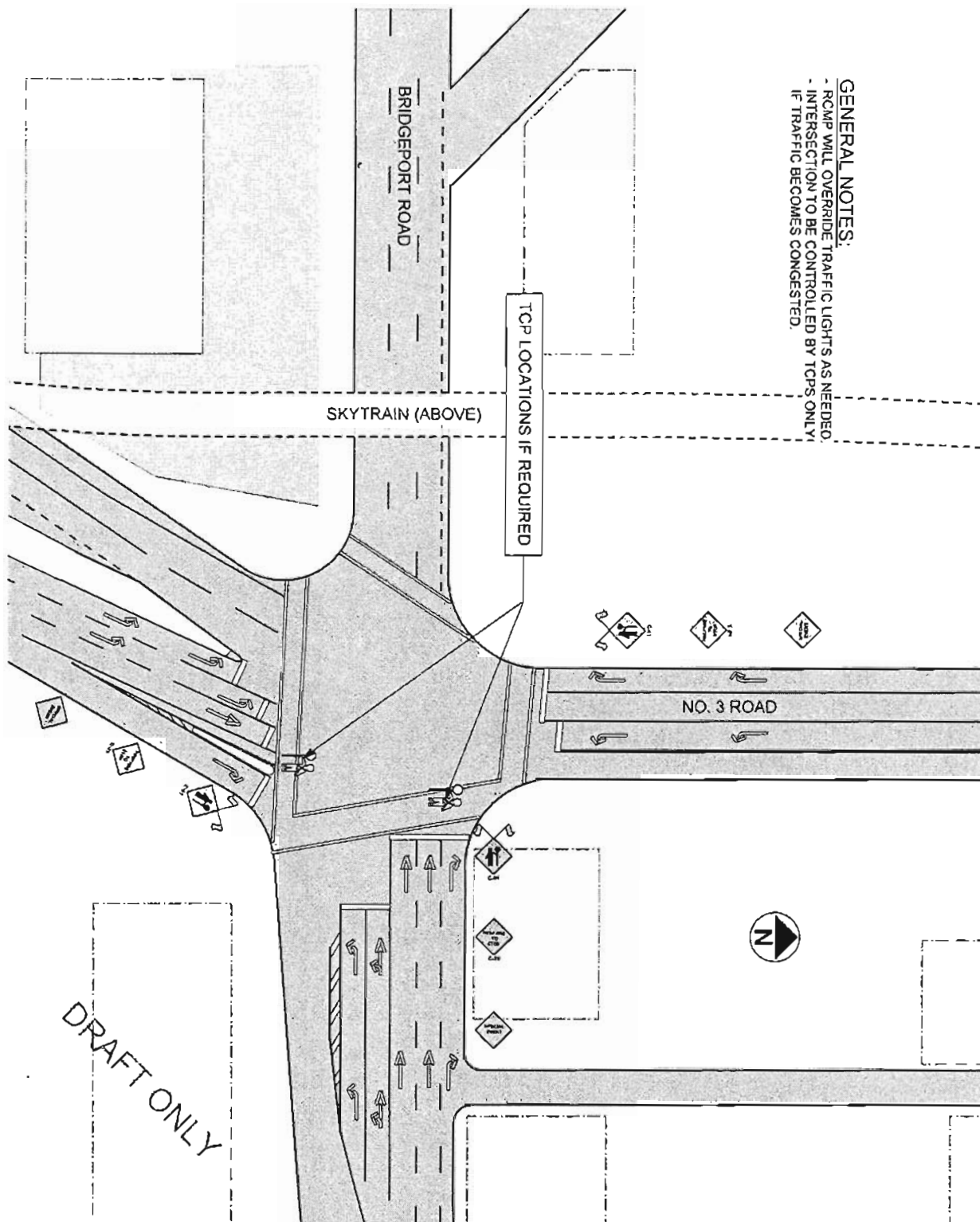
CLIENT: FIREWORK PRODUCTIONS  
 LOCATION: RICHMOND, BC  
 TRAFFIC MANAGEMENT REQUIRED: 1T6P

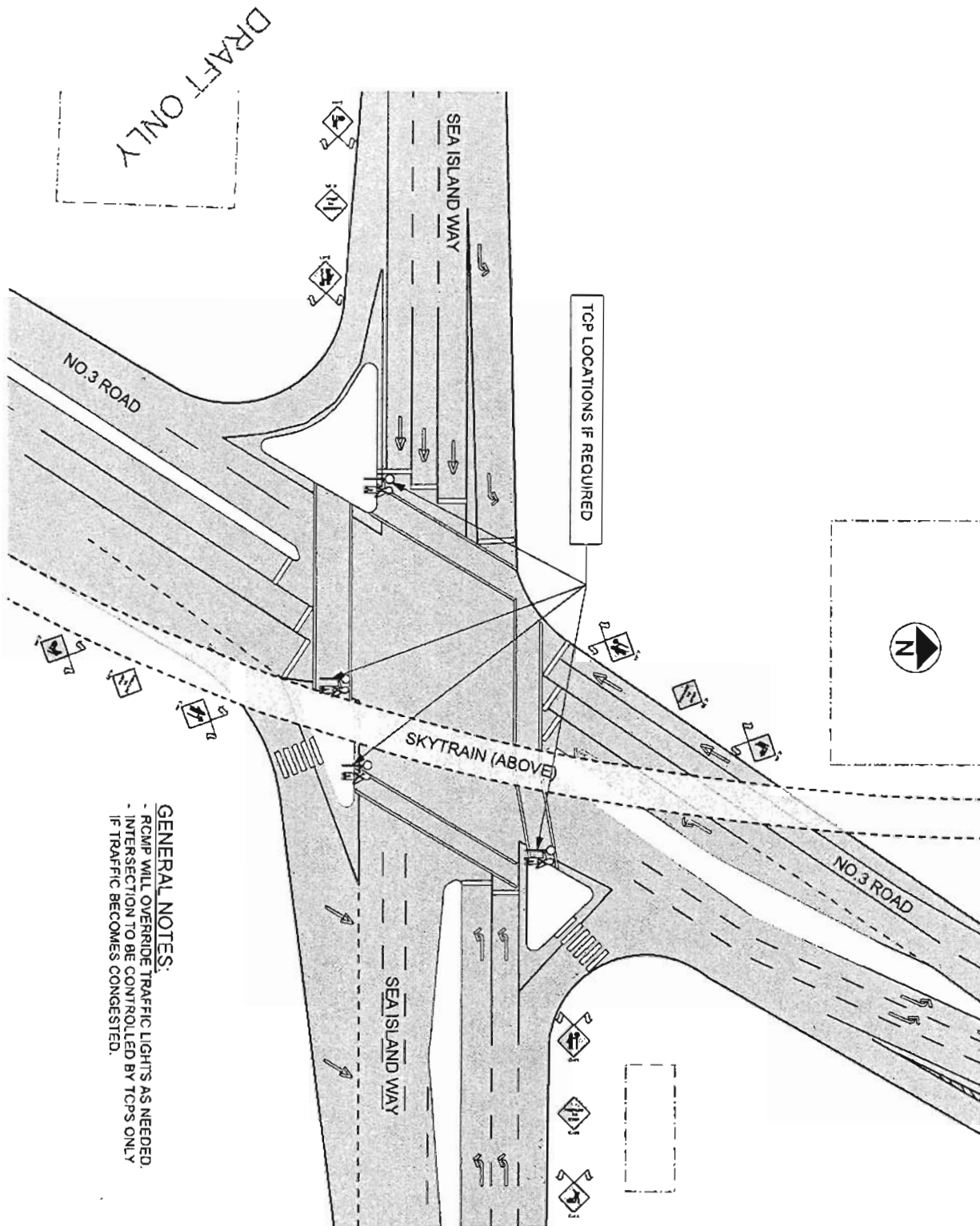
DRAWING TITLE: PROPOSED 2012 NIGHT MARKET SITE  
 [LOCATION: NO. 3 AND RIVER ROAD] **PLAN - 147**

DATE: JANUARY 8TH, 2012  
 SCALE: NTS  
 DRAWN BY: TR  
 CHECKED BY: LP

**TMP-04**

THIS DRAWING HAS BEEN PREPARED FOR SNC LAVALIN ENVIRONMENT TO MEET THE STANDARDS AND REQUIREMENTS OF THE APPLICABLE PUBLIC AGENCIES. ATC TRAFFIC MANAGEMENT LTD., ITS EMPLOYEES AND AGENTS ACCEPT NO RESPONSIBILITY TO ANY OTHER PARTY, INCLUDING CONTRACTORS, SUPPLIERS, CONSULTANTS AND STOCKHOLDERS OR THEIR EMPLOYEES OR AGENTS FOR LOSS OR LIABILITY INCURRED AS A RESULT OF THEIR USE OF THESE DRAWINGS.





GENERAL NOTES:  
 - RCMP WILL OVERRIDE TRAFFIC LIGHTS AS NEEDED.  
 - INTERSECTION TO BE CONTROLLED BY TCPs ONLY  
 IF TRAFFIC BECOMES CONGESTED.

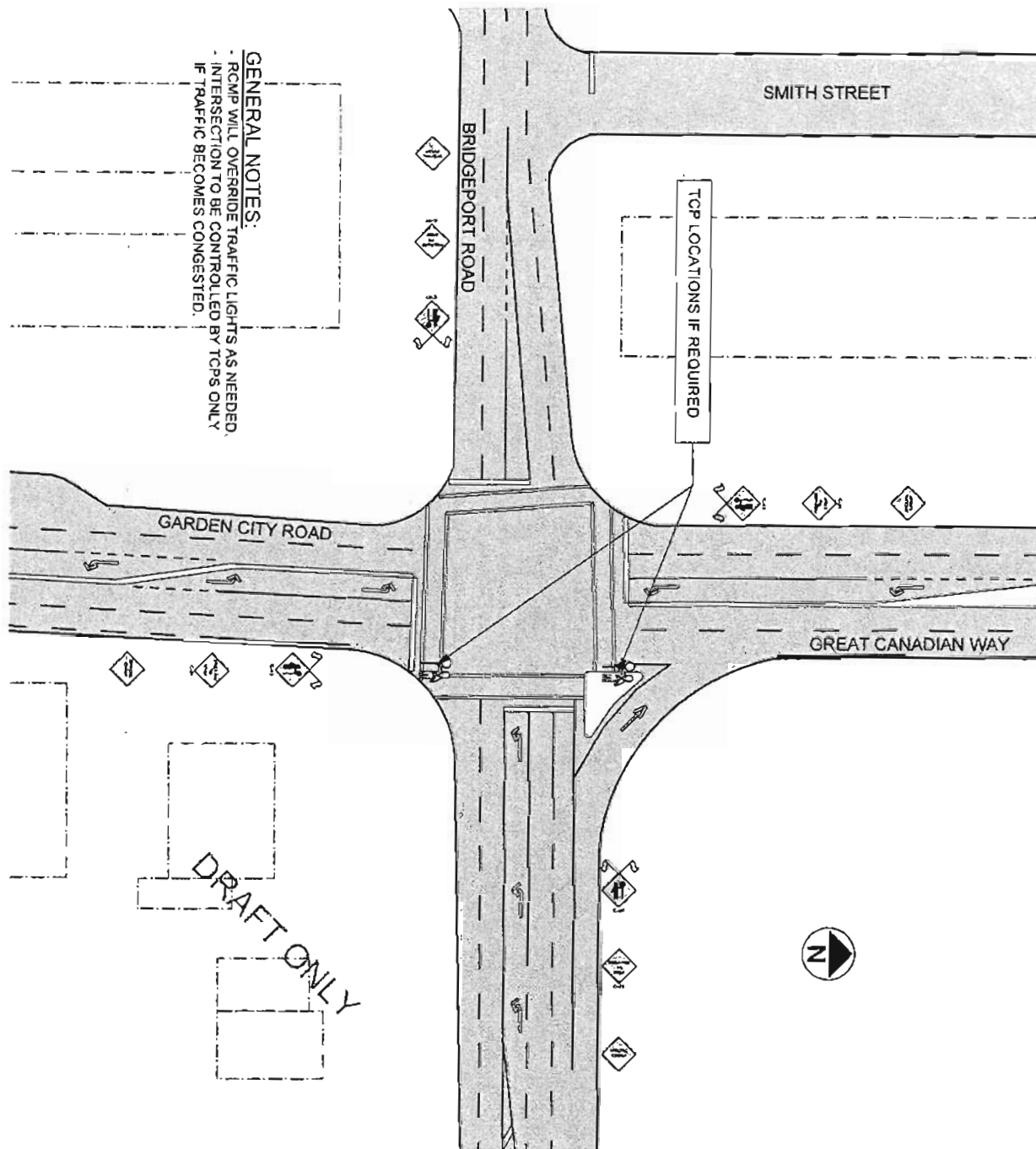


CLIENT: FIREWORK PRODUCTIONS  
 LOCATION: RICHMOND, BC  
 TRAFFIC MANAGEMENT REQUIRED: 1T6P

DRAWING TITLE: PROPOSED 2012 NIGHT MARKET SITE  
 [LOCATION: SEA ISLAND WAY & NO. 3 ROAD]

DATE: JANUARY 9TH, 2012  
 SCALE: NTS  
 DRAWN BY: TR  
 CHECKED BY: LP

TMP-06

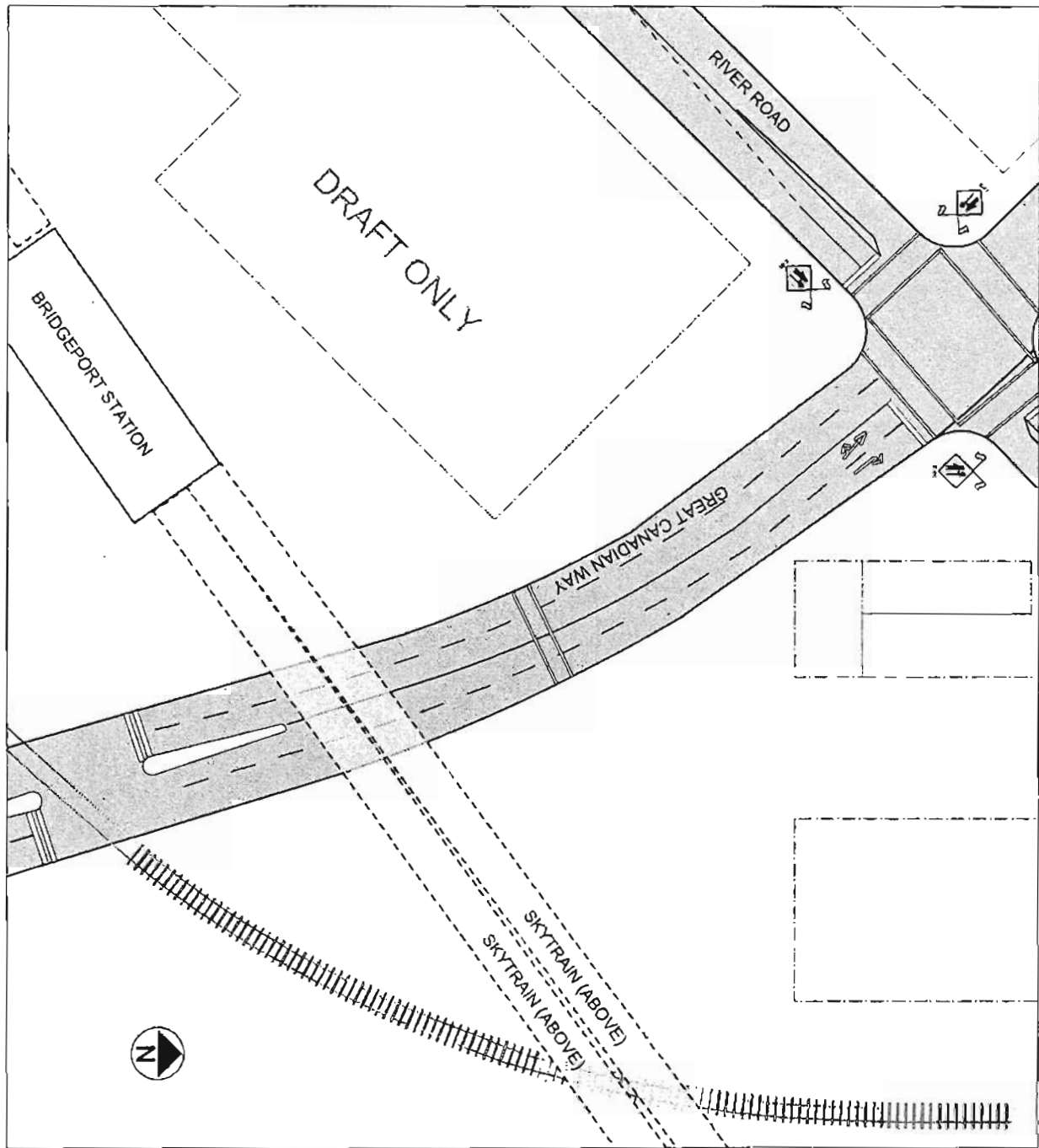


CLIENT: FIREWORK PRODUCTIONS  
LOCATION: RICHMOND, BC  
TRAFFIC MANAGEMENT REQUIRED: 1T6P

DRAWING TITLE: PROPOSED 2012 NIGHT MARKET SITE  
[LOCATION: BRIDGEPORT AND GARDEN CITY.]

DATE: JANUARY 9TH, 2012  
SCALE: NTS  
DRAWN BY: TR  
CHECKED BY: LP

TMP-02



CLIENT: FIREWORK PRODUCTIONS  
 LOCATION: RICHMOND, BC  
 TRAFFIC MANAGEMENT REQUIRED: 1T6P

**DRAWING TITLE:** PROPOSED 2012 NIGHT MARKET SITE  
 [LOCATION: GARDEN CITY TO GREAT CANADIAN WAY.]

PLN - 151

DATE: JANUARY 9TH, 2012  
 SCALE: NTS  
 DRAWN BY: TR  
 CHECKED BY: LP

**TMP-03**

THIS DRAWING HAS BEEN PREPARED FOR SNC LAVALIN ENVIRONMENT TO MEET THE STANDARDS AND REQUIREMENTS OF THE APPLICABLE PUBLIC AGENCIES. ATC TRAFFIC MANAGEMENT LTD., ITS EMPLOYEES AND AGENTS ACCEPT NO RESPONSIBILITY TO ANY OTHER PARTY, INCLUDING CONTRACTORS, SUPPLIERS, CONSULTANTS AND STOCKHOLDERS OR THEIR EMPLOYEES OR AGENTS FOR LOSS OR LIABILITY INCURRED AS A RESULT OF THEIR USE OF THESE DRAWINGS.



**City of Richmond**  
Planning and Development Department

**Temporary Commercial  
Use Permit**

**No. TU 11-595782**

To the Holder: Firework Productions Ltd.  
Sanhurgon Investment Ltd., Inc. No. BC908774

Property Address: 8351 River Road and Duck Island (Lot 87 Section 21 Block 5  
North Range 6 West Plan 34592)

Address: C/O Mr. Raymond Cheung  
3063 – 8700 McKim Way  
Richmond, B.C. V6X 4A5

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 is issued subject to compliance with all the items outlined on the attached Schedule "A" to this permit.
3. Should the Holder fail to adhere and comply with all the terms and conditions outlined in Schedule "A", the Temporary Commercial Use Permit Shall be void and no longer considered valid for the subject site.
4. This Temporary Commercial Use Permit applies to and only to those lands shown cross-hatched on the attached Schedule "B" to this permit.
5. The subject property may be used for the following temporary commercial uses:

A night market event on the following dates:

- May 18, 2012 to October 8, 2012 inclusive (as outlined in the attached Schedule "C" to this permit); and
- May 17, 2013 to October 14, 2013 inclusive (as outlined in the attached Schedule "C" to this permit).
- May 16, 2014 to October 13, 2014 inclusive (as outlined in the attached Schedule "C" to this permit).

The night market event dates and hours of operation shall be in accordance with the attached Schedule "C" to this permit.

The night market event shall be in accordance with the site plan as outlined in Schedule "D" to this permit.

To the Holder: Firework Productions Ltd.  
Sanhurgon Investment Ltd., Inc. No. BC908774

Property Address: 8351 River Road and Duck Island (Lot 87 Section 21 Block 5  
North Range 6 West Plan 34592)

Address: C/O Mr. Raymond Cheung  
3063 – 8700 McKim Way  
Richmond, B.C. V6X 4A5

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6. 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.
7. As a condition of the issuance of this Permit, Council is holding the security set out below to ensure that development is carried out in accordance with the terms and conditions of this Permit. Should any interest be earned upon the security, it shall accrue to the Holder if the security is returned. The condition of the posting of the security is that should the Holder fail to carry out the development hereby authorized, according to the terms and conditions of this Permit within the time provided, the City may use the security to carry out the work by its servants, agents or contractors, and any surplus shall be paid over to the Holder, or should the Holder carry out the temporary commercial use permitted by this permit within the time set out herein and comply with all the undertakings given in Schedule "A" attached hereto, the security shall be returned to the Holder.
  - A cash security (or acceptable letter of credit) in the amount of \$178,000 must be submitted prior to March 19, 2012 for the purposes of operating an evening market event during the specified dates set out in Schedule "C" in 2012.
  - A cash security (or acceptable letter of credit) in the amount of \$187,000 must be submitted prior to April 19, 2013 for the purposes of operating an evening market event during the specified dates set out in Schedule "C" in 2013.
  - A cash security (or acceptable letter of credit) in the amount of \$191,000 must be submitted prior to April 18, 2014 for the purposes of operating an evening market event during the specified dates set out in Schedule "C" in 2014.
8. Should the Holder fail to provide the cash security by the dates specified in this permit, the Temporary Commercial Use Permit shall be void and no longer considered valid for the subject site.
9. 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.

To the Holder: Firework Productions Ltd.  
Sanhurgon Investment Ltd., Inc. No. BC908774

Property Address: 8351 River Road and Duck Island (Lot 87 Section 21 Block 5  
North Range 6 West Plan 34592)

Address: C/O Mr. Raymond Cheung  
3063 – 8700 McKim Way  
Richmond, B.C. V6X 4A5

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10. Monies outstanding and owed by the Holder to the City of Richmond for costs associated with the previous evening market event must be paid in full by the following dates:

- All monies outstanding from the 2012 event must be paid in full prior to April 19, 2013.
- All monies outstanding from the 2013 event must be paid in full prior to April 18, 2014.

Should the Holder fail to provide any outstanding monies by the date specified in this permit, the Temporary Commercial Use Permit shall be void and no longer considered valid for the subject site.

11. This Temporary Commercial Use Permit is valid for the dates specified in Schedule "C" for 2012, 2013 and 2014 only.

This Permit is not a Building Permit.

AUTHORIZING RESOLUTION NO.  
DAY OF , .

ISSUED BY THE COUNCIL THE

DELIVERED THIS DAY OF , .

---

MAYOR

---

CORPORATE OFFICER

## Schedule "A"

In consideration of the City of Richmond issuing a Temporary Commercial Use Permit (TCUP) for the purposes of operating a night market event for 2012, 2013 and 2014 on the subject site, the event organizer (Firework Productions Ltd. c/o Raymond Cheung) acknowledges and agrees to the following terms and conditions:

### Traffic Management Plan (TMP)

- Traffic control and operations during the event is to be in accordance with the TMP approved by the City's Transportation Division.
- Operation of the TMP is to be undertaken by a professional Traffic Control Company with the appropriate trained and certified staff. Costs associated with operations and running of the TMP is the responsibility of the event organizer.
- The TMP is to be monitored by the City's Transportation Division in consultation with on-site RCMP and Community Bylaws staff and is subject to revision and changes (i.e., alteration of the plan; additional Traffic Control staff) should the need arise.
- Posting of signage and erection of barricades and road markings will be undertaken based on the TMP and is to be at the cost of the event organizer.
- The Event organizer is required to implement a marketing and promotion strategy (approved by Transportation Division staff) that encourages night market patrons to take public transit to the event and is required to include the following provisions:
  - Providing discounted transit tickets for night market attendees during the late night periods (after 8:30pm) on the weekends to improve transit trips to the site and also to improve transit rider ship during the time which demands are generally low.
  - Providing small reimbursements to night market attendees if valid transit tickets are shown.
  - Offering promotional gifts to the night market attendees if valid transit tickets are shown.
  - Discussing with future vendors to offer discounted food or drink items if customers can show valid transit tickets.
  - Setting up special gift draws to be entered only by the attendees with valid transit tickets.
  - Promoting the night market event location and its accessibility by transit through TV commercials, radio commercials and newspaper advertisements.

### Off-Street Parking

- 1,450 total off-street parking stalls required for the night market event under the following provisions:
  - A maximum of 500 stalls can be allocated for pay parking and they must be situated close to the market event area (southwest portion of parking lot "A" as shown on **Schedule "D"**).
  - Pay booths for the pay parking area are required to be located as far into parking lot "A" as possible to maximize the queue length for vehicles entering the site.
  - 650 parking stalls on the night market event site are required to be free.
  - The remaining 300 parking stalls are required to be allocated to night market vendor and parking staff.

#### City of Richmond and RCMP Staffing

- A minimum of 2 RCMP members must be in attendance for each night the event is being held during the hours of operation for the purposes of providing a police presence and overseeing the TMP and general event operations (Note: Implementation and operation of the TMP is required to be undertaken by a professional traffic control company with appropriate trained and certified staff).
- Six (6) hours of dedicated patrol by Community Bylaw Enforcement Officers is required for each day the event is in operation with scheduling at the discretion of Community Bylaws.
- Periodic attendance by Transportation Division and City staff to monitor and oversee the operations of the event and TMP.
- All costs for RCMP members and City staffing at the applicable rates is the responsibility of the event organizers.

#### Implementation of Works on City Property

- Any works on City property is required as a result of the night market event must comply with the following requirements:
  - Works include, but are not limited to construction of asphalt walkways, temporary pedestrian crosswalks and a secondary emergency access to the market event area.
  - Design for works to be undertaken by the appropriate professional and approved by the City.
  - Construction of works to be undertaken through a City Work Order or other appropriate process prior to issuance of the building permit(s) and/or on-site servicing permit for the night market event.
  - All costs associated with the design, construction, maintenance and removal (if required) of works is the responsibility of the event organizer.
  - Enter into the appropriate agreements where necessary for the above referenced works prior to issuance of the building permit(s) and/or on-site servicing permit for the night market event.

#### Required Approvals from External Agencies

Approval from the following external agencies is required prior to operating a night market event on the subject site:

- FREMP/DFO and PMV – The night market event will be required to comply with all components of the consultant's strategy to protect the foreshore along with any requirements/conditions identified by FREMP stakeholders, DFO and PMV. The night market site plan is subject to revision based on the developed strategy and any additional FREMP/DFO/PMV requirements.
- Approval from the Provincial Diking Authority for the secondary emergency access.
- Approval from the Ministry of Transportation and Infrastructure (MOTI) for traffic control provisions identified in the TMP for intersections under MOTI jurisdiction.

#### Flood Construction Level (FCL) Requirements

- All buildings and structures on the subject site must be temporary and cannot be utilized for a period of more than 12 months and must be removed from the event site sometime during the off-season.
- If these criteria are met, temporary buildings and structures are not required to comply with the minimum FCL of 4.35 m.

- Buildings and structures that do not meet these criteria are required to be constructed at a minimum FCL of 4.35 m.

#### Required Legal Agreements

- Completion of a legal agreement will be a requirement of the TCUP to:
  - Identify that the subject site containing the night market event area and off-street parking is outside of the dike and susceptible to flooding.
  - Release and indemnify the City for any damage to building, structures, property, equipment and servicing on the subject site in the event of flooding.
  - This legal agreement is required to be completed prior to issuance of a building permit(s) and site servicing permit for the night market event.

#### Required Permits/Licenses from the City of Richmond and Stakeholders

- Building Permits and on-site servicing permits.
- Business Licenses for all commercial/food vendors to operate at the night market event (including the event operator).
- Vancouver Coastal Health (VCH) permits and licenses for the overall food court area and all food and beverage vendors to operate at the night market event, including inspection approval by VCH staff.

#### Richmond Fire Rescue (RFR) Requirements

- Implementation of a primary emergency response route for access to the event market area. This response route is required to remain clear and unimpeded at all times.
- Implementation of a secondary emergency access at a location approved by Richmond Fire Rescue (i.e., intersection of River Road and West Road) to facilitate access for emergency vehicles, personnel and equipment.
- Implementation of a dedicated approved emergency response route for RFR truck access and turnaround to facilitate access to the proposed parking lot “B” as shown in the night market site plan attached as **Schedule “D”** to the TCUP. This fire access lane is required to be designed to support the expected loads imposed by firefighting equipment to permit accessibility under all climatic conditions.
- Submission and approval of a Fire Safety Plan by Richmond Fire Rescue for the night market event.

#### Night Market Site Plan

- Implementation of the event in accordance to the night market site plan as shown in the TCUP report and attached as **Schedule “D”** to the TCUP.
- Amendments to the night market site plan can be considered if they are required/deemed necessary by City staff or other external agencies/stakeholders (FREMP/DFO/PMV; Provincial Diking Authority; MOTI). Any changes to the night market site plan approved by the City of Richmond will be considered the approved site attached to and forming part of the TCUP.

#### Night Market Operations

- The event organizer is required to provide dedicated event security, parking lot patrollers, event liaison staff and certified first aid staff.

- The event organizer is responsible for providing adequate means of communication amongst event staffing, security, first aid, traffic control personnel, RCMP members and Community Bylaw Officers.
- Clean up and litter removal before, during and after the evening market event each night of operation. Clean-up and litter removal is to be conducted by the event organizers and is to include the subject property as well as surrounding areas impacted by the evening market event.

#### Night Market Event Cancellation Procedure

- In the event of an evening market event closure on any identified operational day, event organizers are responsible for notifying appropriate City staff and RCMP members a minimum of 24 hours prior to the start of the event. Should event cancellation notification be within the 24 hour time period, staffing costs will be incurred based on minimum call out times.
- The event organizer is responsible for notifying all vendors of any event cancellation.

#### Security Bond Requirements

- The event organizer is required to submit an operational security bond to the City in accordance with the terms and conditions identified in the TCUP.
- The operation security bond is required to cover City costs and expenses as a result of the night market event, which includes a contingency fund to address any issues arising during event operations.
- The event organizer is required to pay for additional City costs, in the event that costs exceed the amount submitted in the operational security bond.

#### General Provisions

- At the conclusion of each event operation day, any road modifications (temporary signage, barriers, cones) associated with the TMP must be removed and original road conditions restored to the satisfaction of the Transportation Division staff.
- Upon expiration of this permit or cessation of the permitted use, whichever is sooner, the following shall be completed:
  - The property described in **Schedule "B"** shall be restored to its original condition.
  - Adjacent roads shall be maintained and restored to a condition satisfactory to the City of Richmond.

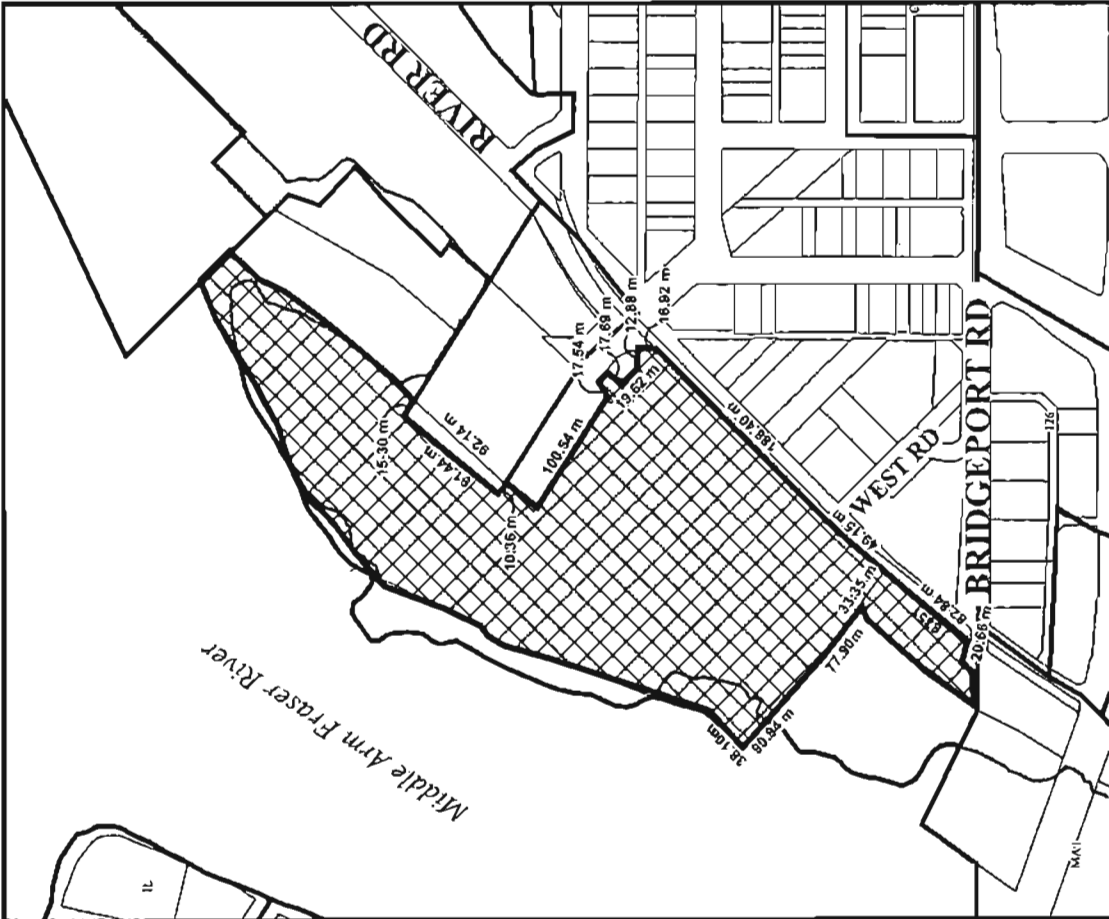
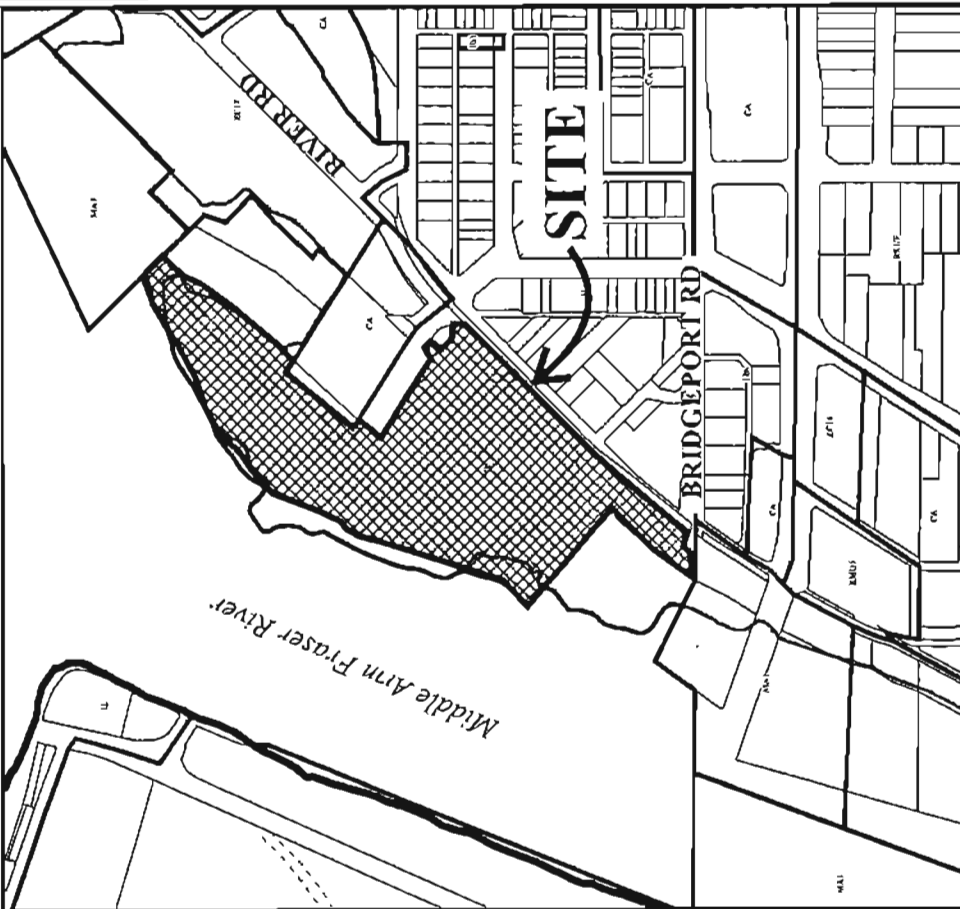
#### Undertaking

- 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 "B"**; 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.

Firework Productions Ltd.  
by its authorized signatory

---

Raymond Cheung  
Firework Productions Ltd.



TU 11-595782

**Note: Dimensions are in METRES**

## Schedule "C"

### Evening Market Event Schedule of Dates for 2012

| Month                                     | Day | Event Hours | Month               | Day | Event Hours |
|---|-----|-------------|---------------------|-----|-------------|
| May<br>(7 Days)                           | 18  | 7pm-12am    | June<br>(14 Days)   | 1   | 7pm-12am    |
|   | 19  | 7pm-12am    |                     | 2   | 7pm-12am    |
|   | 20  | 6pm-11pm    |                     | 3   | 6pm-11pm    |
|   | 21  | 6pm-11pm    |                     | 8   | 7pm-12am    |
|   | 25  | 7pm-12am    |                     | 9   | 7pm-12am    |
|   | 26  | 7pm-12am    |                     | 10  | 6pm-11pm    |
|   | 27  | 6pm-11pm    |                     | 15  | 7pm-12am    |
|   |     |             |                     | 16  | 7pm-12am    |
|   |     |             |                     | 17  | 6pm-11pm    |
|   |     |             |                     | 22  | 7pm-12am    |
|   |     |             |                     | 23  | 7pm-12am    |
|   |     |             |                     | 24  | 6pm-11pm    |
|   |     |             |                     | 29  | 7pm-12am    |
|   |     |             |                     | 30  | 7pm-12am    |
| July<br>(14 Days)                         | 1   | 6pm-11pm    | August<br>(14 Days) | 3   | 7pm-12am    |
|   | 2   | 6pm-11pm    |                     | 4   | 7pm-1am     |
|   | 6   | 7pm-12am    |                     | 5   | 6pm-11pm    |
|   | 7   | 7pm-1am     |                     | 6   | 6pm-11pm    |
|   | 8   | 6pm-11pm    |                     | 10  | 7pm-12am    |
|   | 13  | 7pm-12am    |                     | 11  | 7pm-1am     |
|   | 14  | 7pm-1am     |                     | 12  | 6pm-11pm    |
|   | 15  | 6pm-11pm    |                     | 17  | 7pm-12am    |
|   | 20  | 7pm-12am    |                     | 18  | 7pm-1am     |
|   | 21  | 7pm-1am     |                     | 19  | 6pm-11pm    |
|   | 22  | 6pm-11pm    |                     | 24  | 7pm-12am    |
|   | 27  | 7pm-12am    |                     | 25  | 7pm-1am     |
|   | 28  | 7pm-1am     |                     | 26  | 6pm-11pm    |
|   | 29  | 6pm-11pm    |                     | 31  | 7pm-12am    |
| September<br>(15 days)                    | 1   | 7pm-12am    | October<br>(4 Days) | 5   | 7pm-12am    |
|   | 2   | 6pm-11pm    |                     | 6   | 7pm-12am    |
|   | 3   | 6pm-11pm    |                     | 7   | 6pm-11pm    |
|   | 7   | 7pm-12am    |                     | 8   | 6pm-11pm    |
|   | 8   | 7pm-12am    |                     |     |             |
|   | 9   | 6pm-11pm    |                     |     |             |
|   | 14  | 7pm-12am    |                     |     |             |
|   | 15  | 7pm-12am    |                     |     |             |
|   | 16  | 6pm-11pm    |                     |     |             |
|   | 21  | 7pm-12am    |                     |     |             |
|   | 22  | 7pm-12am    |                     |     |             |
|   | 23  | 6pm-11pm    |                     |     |             |
|   | 28  | 7pm-12am    |                     |     |             |
|   | 29  | 7pm-12am    |                     |     |             |
|   | 30  | 6pm-11pm    |                     |     |             |
| Total Number of Event Operation Days - 68 |     |             |                     |     |             |

### Evening Market Event Schedule of Dates for 2013

| Month                                     | Day | Event Hours | Month               | Day      | Event Hours |
|---|-----|-------------|---------------------|----------|-------------|
| May<br>(8 Days)                           | 17  | 7pm-12am    | June<br>(14 Days)   | 1        | 7pm-12am    |
|   | 18  | 7pm-12am    |                     | 2        | 6pm-11pm    |
|   | 19  | 6pm-11pm    |                     | 7        | 7pm-12am    |
|   | 20  | 6pm-11pm    |                     | 8        | 7pm-12am    |
|   | 24  | 7pm-12am    |                     | 9        | 6pm-11pm    |
|   | 25  | 7pm-12am    |                     | 14       | 7pm-12am    |
|   | 26  | 6pm-11pm    |                     | 15       | 7pm-12am    |
|   | 31  | 7pm-12am    |                     | 16       | 6pm-11pm    |
|   |     |             |                     | 21       | 7pm-12am    |
|   |     |             |                     | 22       | 7pm-12am    |
|   |     |             |                     | 23       | 6pm-11pm    |
|   |     |             |                     | 28       | 7pm-12am    |
|   |     | 29          |                     | 7pm-12am |             |
|   |     | 30          |                     | 6pm-11pm |             |
|   |     |             |                     |          |             |
| July<br>(13 Days)                         | 1   | 6pm-11pm    | August<br>(15 Days) | 2        | 7pm-12am    |
|   | 5   | 7pm-12am    |                     | 3        | 7pm-1am     |
|   | 6   | 7pm-1am     |                     | 4        | 6pm-11pm    |
|   | 7   | 6pm-11pm    |                     | 5        | 6pm-11pm    |
|   | 12  | 7pm-12am    |                     | 9        | 7pm-12am    |
|   | 13  | 7pm-1am     |                     | 10       | 7pm-1am     |
|   | 14  | 6pm-11pm    |                     | 11       | 6pm-11pm    |
|   | 19  | 7pm-12am    |                     | 16       | 7pm-12am    |
|   | 20  | 7pm-1am     |                     | 17       | 7pm-1am     |
|   | 21  | 6pm-11pm    |                     | 18       | 6pm-11pm    |
|   | 26  | 7pm-12am    |                     | 23       | 7pm-12am    |
|   | 27  | 7pm-1am     |                     | 24       | 7pm-1am     |
|   | 28  | 6pm-11pm    |                     | 25       | 6pm-11pm    |
|   |     |             |                     | 30       | 7pm-12am    |
|   |     | 31          |                     | 7pm-1am  |             |
|   |     |             |                     |          |             |
| September<br>(14 days)                    | 1   | 6pm-11pm    | October<br>(7 Days) | 4        | 7pm-12am    |
|   | 2   | 6pm-11pm    |                     | 5        | 7pm-12am    |
|   | 6   | 7pm-12am    |                     | 6        | 6pm-11pm    |
|   | 7   | 7pm-12am    |                     | 11       | 7pm-12am    |
|   | 8   | 6pm-11pm    |                     | 12       | 7pm-12am    |
|   | 13  | 7pm-12am    |                     | 13       | 6pm-11pm    |
|   | 14  | 7pm-12am    |                     | 14       | 6pm-11pm    |
|   | 15  | 6pm-11pm    |                     |          |             |
|   | 20  | 7pm-12am    |                     |          |             |
|   | 21  | 7pm-12am    |                     |          |             |
|   | 22  | 6pm-11pm    |                     |          |             |
|   | 27  | 7pm-12am    |                     |          |             |
|   | 28  | 7pm-12am    |                     |          |             |
|   | 29  | 6pm-11pm    |                     |          |             |
| Total Number of Event Operation Days - 71 |     |             |                     |          |             |

### Evening Market Event Schedule of Dates for 2014

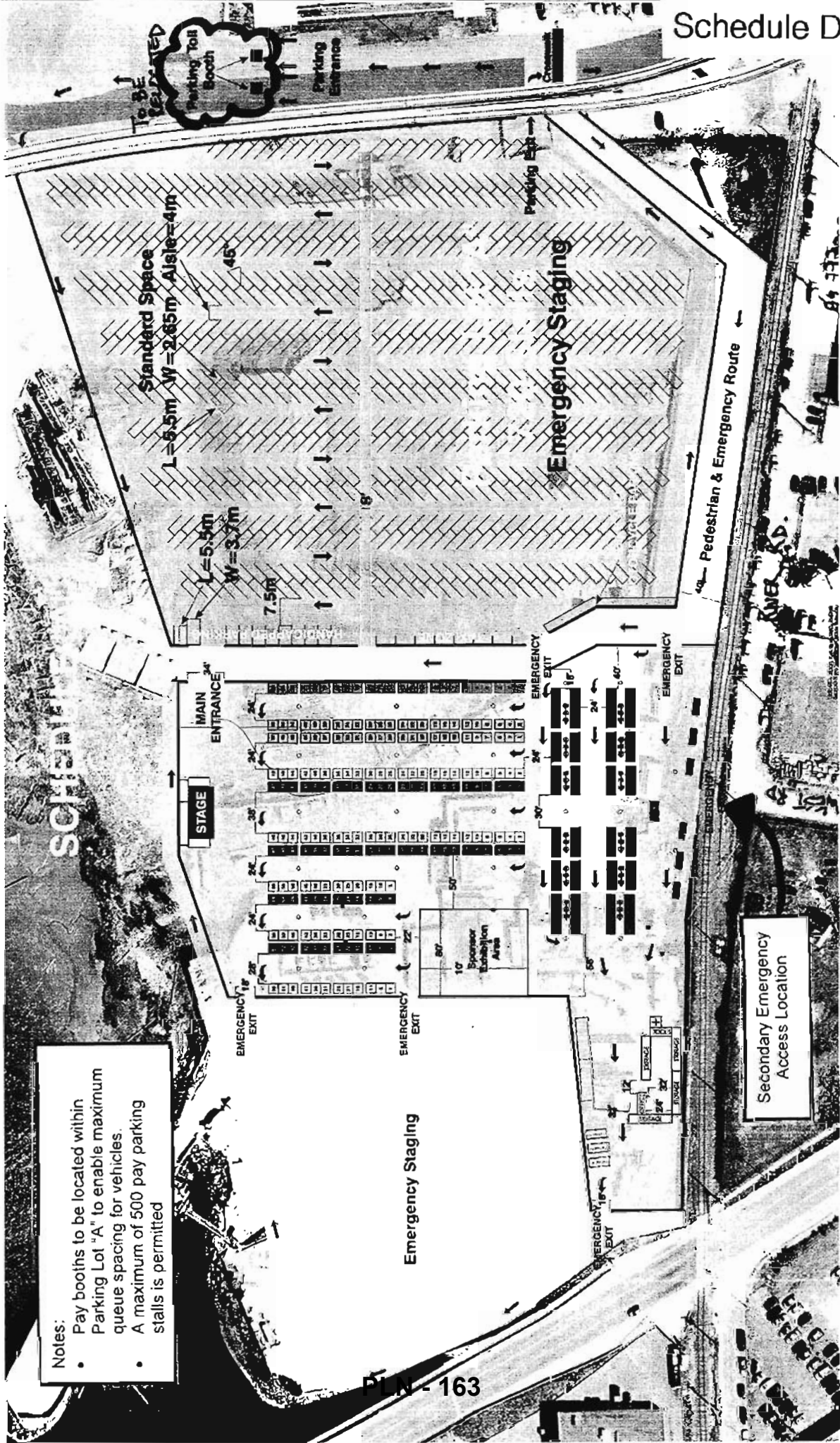
| Month                                     | Day | Event Hours | Month               | Day      | Event Hours |
|---|-----|-------------|---------------------|----------|-------------|
| May<br>(9 Days)                           | 16  | 7pm-12am    | June<br>(14 Days)   | 1        | 6pm-11pm    |
|   | 17  | 7pm-12am    |                     | 6        | 7pm-12am    |
|   | 18  | 6pm-11pm    |                     | 7        | 7pm-12am    |
|   | 19  | 6pm-11pm    |                     | 8        | 6pm-11pm    |
|   | 23  | 7pm-12am    |                     | 13       | 7pm-12am    |
|   | 24  | 7pm-12am    |                     | 14       | 7pm-12am    |
|   | 25  | 6pm-11pm    |                     | 15       | 6pm-11pm    |
|   | 30  | 7pm-12am    |                     | 20       | 7pm-12am    |
|   | 31  | 7pm-12am    |                     | 21       | 7pm-12am    |
|   |     |             |                     | 22       | 6pm-11pm    |
|   |     |             |                     | 27       | 7pm-12am    |
|   |     |             |                     | 28       | 7pm-12am    |
|   |     |             |                     | 29       | 6pm-11pm    |
|   |     | 30*         |                     | 6pm-11pm |             |
|   |     |             |                     |          |             |
| July<br>(13 Days)                         | 1   | 6pm-11pm    | August<br>(16 Days) | 1        | 7pm-12am    |
|   | 4   | 7pm-11am    |                     | 2        | 7pm-1am     |
|   | 5   | 7pm-12am    |                     | 3        | 6pm-11pm    |
|   | 6   | 6pm-11pm    |                     | 4        | 6pm-11pm    |
|   | 11  | 7pm-12am    |                     | 8        | 7pm-12am    |
|   | 12  | 7pm-1am     |                     | 9        | 7pm-1am     |
|   | 13  | 6pm-11pm    |                     | 10       | 6pm-11pm    |
|   | 18  | 7pm-12am    |                     | 15       | 7pm-12am    |
|   | 19  | 7pm-1am     |                     | 16       | 7pm-1am     |
|   | 20  | 6pm-11pm    |                     | 17       | 6pm-11pm    |
|   | 25  | 7pm-12am    |                     | 22       | 7pm-12am    |
|   | 26  | 7pm-1am     |                     | 23       | 7pm-1am     |
|   | 27  | 6pm-11pm    |                     | 24       | 6pm-11pm    |
|   |     | 29          |                     | 7pm-12am |             |
|   |     | 30          |                     | 7pm-1am  |             |
|   |     | 31          |                     | 6pm-11pm |             |
|   |     |             |                     |          |             |
| September<br>(13 days)                    | 1   | 6pm-11pm    | October<br>(7 Days) | 3        | 7pm-12am    |
|   | 5   | 7pm-12am    |                     | 4        | 7pm-12am    |
|   | 6   | 7pm-12am    |                     | 5        | 6pm-11pm    |
|   | 7   | 6pm-11pm    |                     | 10       | 7pm-12am    |
|   | 12  | 7pm-12am    |                     | 11       | 7pm-12am    |
|   | 13  | 7pm-12am    |                     | 12       | 6pm-11pm    |
|   | 14  | 6pm-11pm    |                     | 13       | 6pm-11pm    |
|   | 19  | 7pm-12am    |                     |          |             |
|   | 20  | 7pm-12am    |                     |          |             |
|   | 21  | 6pm-11pm    |                     |          |             |
|   | 26  | 7pm-12am    |                     |          |             |
|   | 27  | 7pm-12am    |                     |          |             |
|   | 28  | 6pm-11pm    |                     |          |             |
| Total Number of Event Operation Days - 72 |     |             |                     |          |             |

# 2012 RICHMOND NIGHT MARKET PROPOSED SITE PLAN

Schedule D

Notes:

- Pay booths to be located within Parking Lot "A" to enable maximum queue spacing for vehicles.
- A maximum of 500 pay parking stalls is permitted

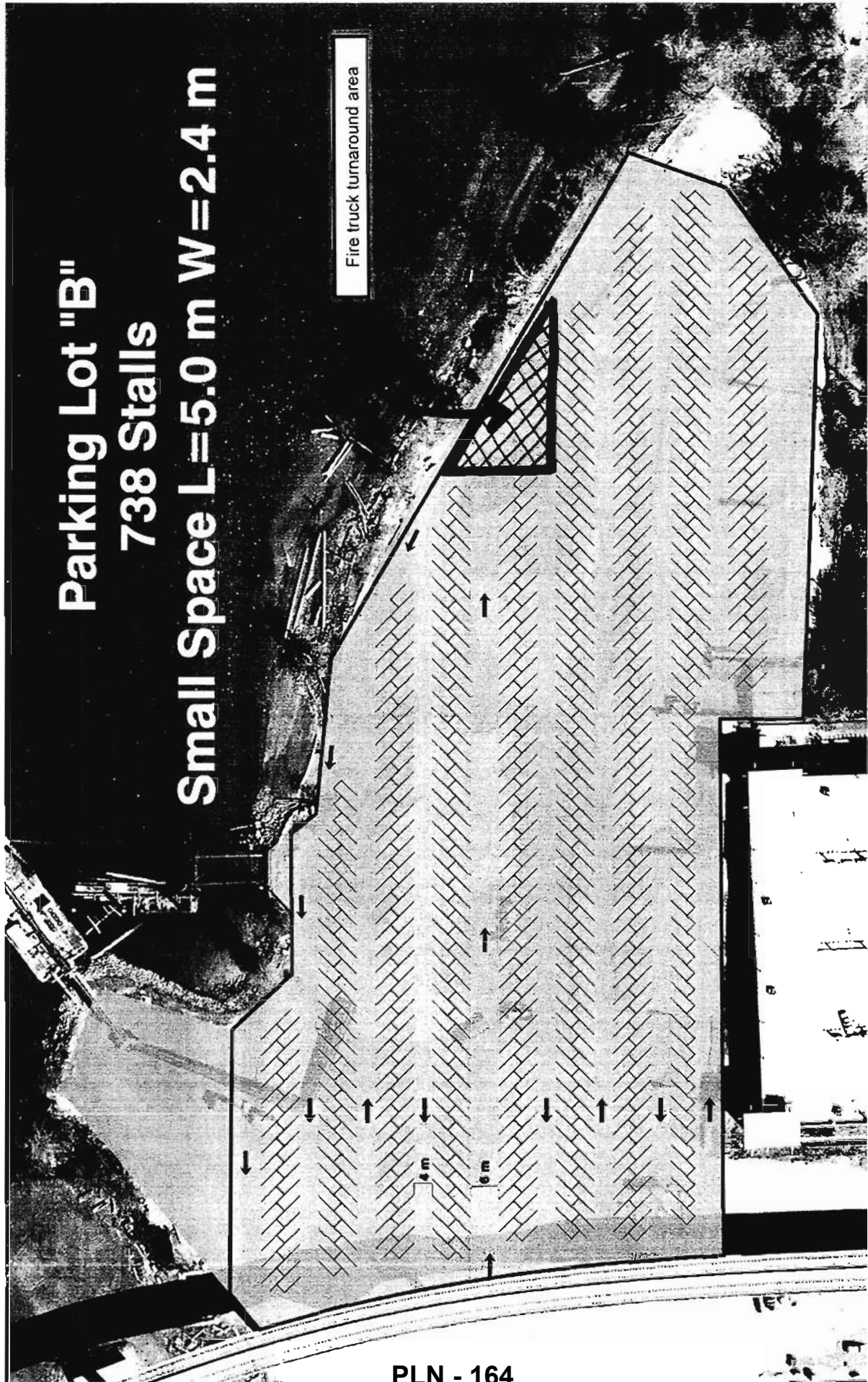


PLAN - 163

- 228 - 9' x 9' Retail Booth
- 80 - 9' x 9' Food Booth
- First Aid
- Emergency Route
- Fountain
- Garbage Bin
- Fence

**Parking Lot "B"**  
**738 Stalls**  
**Small Space L=5.0 m W=2.4 m**

Fire truck turnaround area





To: Planning Committee  
From: Brian J. Jackson, MCIP  
Director of Development

Date: February 2, 2012

File:

Re: Application by Bastion Development Corporation for Richmond Island

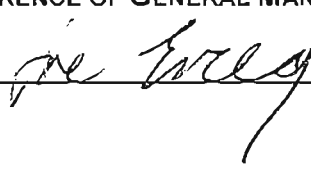
**Staff Recommendation**

That:

1. Water Service to Richmond Island Bylaw No. 8861, authorizing the Service Agreement for the provision of water service by the City of Vancouver to lands commonly known as Richmond Island and legally described as PID: 025-409-018, Parcel A Section 17 and 18 Block 5 North Range 6 West NWD Plan LMP53748 ("Richmond Island"), be introduced and given first, second and third readings;
2. The Chief Administrative Officer and General Manager, Engineering & Public Works be authorized to negotiate and execute an indemnification agreement with North Fraser Terminals Inc. and Milltown Marina & Boatyard Ltd. relating to possible flooding and/or erosion on Richmond Island;
3. Staff be directed to work with FREMP and Port Metro Vancouver to amend the FREMP Richmond Area Designation agreement in keeping with the proposed marina use at Richmond Island; and
4. Staff be directed to advise the BC Environmental Assessment Office that on the basis of the additional work undertaken by the proponent, the City of Richmond has no further objections to the proposed "waive out" from the BC Environmental Assessment review.

Brian J. Jackson, MCIP  
Director of Development  
(604-276-4138)

Att. 4

| FOR ORIGINATING DEPARTMENT USE ONLY |  |   |                                       |   |                             |
|-------------------------------------|--|---|---------------------------------------|---|-----------------------------|
| <b>ROUTED TO:</b>                   | <b>CONCURRENCE</b>   |   | <b>CONCURRENCE OF GENERAL MANAGER</b> |   |                             |
| Taxes                               | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |  |                                       |   |                             |
| Engineering                         | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |   |                                       |   |                             |
| Fire Rescue                         | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |   |                                       |   |                             |
| RCMP                                | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |   |                                       |   |                             |
| Law                                 | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |   |                                       |   |                             |
| <b>REVIEWED BY TAG</b>              | YES <input checked="" type="checkbox"/>                          | NO <input type="checkbox"/>   | <b>REVIEWED BY CAO</b>                | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |

## Staff Report

### Origin

Milltown Marina & Boatyard Ltd. has applied to the City of Richmond seeking Council approval for the provision of water utility services by the City of Vancouver for a commercial marina development that they propose to construct on Richmond Island and in the adjacent Richmond Slough in the North Arm of the Fraser River. A location map is provided in **Attachment 1**. Under the *Vancouver Charter*, the City of Vancouver may only provide the water services within Richmond's boundaries if the service agreement is approved by both Richmond and Vancouver City Councils. The *Community Charter* permits Council to consent to the City of Vancouver providing the water service within Richmond's boundaries.

The proposed Milltown Marina and Boatyard is a joint venture between Bastion Development Corporation and the Musqueam Indian Band. The development site is located on lands under the jurisdiction of Port Metro Vancouver (PMV). A development application was made by Milltown Marina and Boatyard Ltd. to PMV in November 2010 and subsequently referred to Richmond for comment in December 2010. The development application remains pending at time of writing and has been updated to include the following key elements:

- Construct and operate a marina and boatyard facility on Richmond Island and in Richmond Slough with land access from the south foot of Bentley Street in Vancouver.
- Construction of a 650 m<sup>2</sup> (7,000 ft<sup>2</sup>) Marine Centre Services building with a marina office, café, marine supplies store and a caretaker's suite.
- Construction of a 280 m<sup>2</sup> (3,000 sq. ft.) Marine Trades building for boat repair and maintenance.
- Upland dry-stack storage for approximately 242 recreational vessels for boats of less than 9 metres (30 ft.) in length.
- Parking for up to approximately 198 vehicles.
- A publicly accessible cycling pathway along the existing access road to the island.
- A public observation facility at the south foot of Bentley Street.
- A new public park at the south east corner of Richmond Island.
- Dock space for approximately 174 recreational vessels in an adjacent waterlot. Slips will accommodate boats of 9 to 24m (30 to 80 ft.) in length.
- A boat gantry crane and walkway ramps connecting the land to the water.
- Creation of a new island for habitat enhancement.

To support the marina development, the project will dredge approximately 70,000 cubic metres from the adjacent Richmond Slough. The slough was reportedly last dredged in 1996. The waterside marine docks will reside partially within Vancouver and partially within Richmond. Conceptual development plans are provided in **Attachment 2**. Basic development statistics are provided in **Attachment 3**.

The development proposal represents a \$15 million dollar investment and will result in up to 50 full time / part time jobs.

## Background

As noted above, the Milltown Marina development proposal first came to the City of Richmond's attention through a coordinated project review of the development proposal made by Bastion Development and the Musqueam Indian Band to Port Metro Vancouver (reviewed by Planning Committee on February 8, 2011). After reviewing the report from the Director of Development (dated February 3, 2011 - Redms 3139650) Council provided the following direction to staff at their meeting of February 14, 2011:

- 1) *That Port Metro Vancouver submit a formal application for Rezoning of the Richmond Island site to accommodate the proposed uses outlined in the Milltown Marina and Boatyard Application;*
- 2) *That Port Metro Vancouver provide the City of Richmond with appropriate documentation indemnifying the City for any and all possible flooding or water damage to Richmond Island;*
- 3) *That Port Metro Vancouver Include a request for an Area Designation Agreement amendment with their submission to the Fraser River Estuary Management Program (FREMP);*
- 4) *That staff work with the various agencies and the City of Vancouver to resolve any service provision and tax agreements for this development as necessary;*
- 5) *That staff seek legal opinion regarding the City of Richmond's options; and*
- 6) *That a copy of the report and resolutions be provided to (i) the city of Vancouver Mayor and Council, (ii) the chair and Board Members of Port Metro Vancouver (iii) the Chair of the Metro Vancouver Port Cities Committee, and (iv) the appropriate Federal MPs for Richmond and Vancouver.*

This report provides additional information on the development proposal, outlines how the above resolution was addressed and provides staff's recommendations for responding to the proponent's request for the provision of water services from the City of Vancouver.

## Findings Of Fact

### Location and Access

Richmond Island is located within the City of Richmond's municipal boundaries but is accessible by land only through the City of Vancouver. Both the island and the connecting causeway lie just west of the Arthur Laing Bridge on the North Arm of the Fraser River.

### Lot Size

The land portion of Richmond Island is approximately 8.089 ac in area while the Richmond portion of the causeway is approximately 0.644 ac. The causeway supports an existing loading ramp used to transfer soils from development sites onto barges for transport elsewhere. Apart from the loading facility the island currently has no significant physical improvements.

The marina portion of the development will occur within one or more waterlots controlled by PMV that are located partially within Richmond and partially within Vancouver. The water portion of the marina is expected to cover an area of approximately 11,195m<sup>2</sup> (2.8 acres).

#### Richmond OCP Designation and Zoning

Richmond's Official Community Plan (OCP) designates Richmond Island and the causeway as 'Business and Industry'. The proposed use conforms to the City's existing OCP designation.

The site is currently zoned for 'Light Industrial (IL)' use. The proposed use does not conform to the site's current zoning designation.

#### FREMP Designations

Under FREMP the southern side of the island is designated as 'Yellow' and 'Green' coded habitat. The inner slough channel is designated as 'Red' coded habitat. Compensation requirements are being addressed through a Federal Canadian Environmental Assessment Act (CEAA) review.

The Area Designation Agreement between FREMP and the City designates the southern side of the island for 'Industrial' uses and the area within the slough for 'Log Storage'. The proposed use does not conform to the current FREMP Area Designations for the site.

#### Ownership

Ownership of the land portion of the development (i.e. Richmond Island and the causeway) is held by North Fraser Terminal Inc. (NFTI). NFTI is a wholly owned subsidiary of PMV. PMV's control of the adjacent waterlots where the marina docks are proposed to be built derives from head lease agreements with the Province of BC.

#### Existing Utility Services

Richmond does not currently provide any utility services (i.e. sanitary, water or storm services) to Richmond Island. The proponent's request is only for water services to the site. Fisheries and Oceans Canada have approved direct discharge of storm water to the Fraser River which means that City of Richmond storm sewer will not be required at the site. The proponent proposes to address the development's sanitary needs via a holding tank and pump out system. At a future date they may look at a permanent connection to Metro Vancouver's sanitary system.

#### CEAA and BCEAO Reviews

The project has undergone an extensive environmental screening review under the Canadian Environmental Assessment Act (CEAA) involving Fisheries and Oceans Canada, the Vancouver Fraser Port Authority, Environment Canada and Transport Canada.

The environmental assessment was required under the Canada Port Authority Environmental Assessment regulations and was triggered under several sections of CEAA including the fact that the PMV may make Federal lands available to the proponent for the purpose of enabling the project to occur and due to the dredging of 70,000 m<sup>3</sup> of sediment from water areas under Federal jurisdiction.

The review covered a broad range of environmental concerns including site contamination, vegetation impacts, storm water discharge, construction and operational considerations, community benefits, habitat compensation, dredging disposal, archaeological concerns, etc. The concerns raised by the City of Richmond in earlier correspondence regarding flood protection levels and construction standards, as well as the inconsistency of the proposed use in terms of the City's Zoning Bylaw and the FREMP area designations, were also reviewed.

The CEAA review was signed off and approved by the four regulatory authorities on January 6, 2012. In the summary comments the panel noted that the PMV will issue an agreement indemnifying the City of Richmond for damage due to floodwater events. They also note that the PMV's Land Use Plan will be amended "prior to issuing approval for the project and adherence to applicable construction standards will be required in PMV's project permit."

As the Federal Environmental Assessment has been completed, it is anticipated that the proponent will make another submission to the BC Environmental Assessment Office (BCEAO) in support of their application to waive out of the Provincial Environmental Assessment process. As is detailed in the Analysis section of this report, Richmond previously opposed the proponent's waive out request. As will be addressed in the following section, the proponent has worked extensively with the City, and the other regulatory and Non Government Organization (NGO) agencies to address these and other concerns to the extent possible and that reconsideration of a waive out request has merit.

PMV has indicated that it will not issue any permits until the BCEAO has made its decision on the waive out.

## **Analysis**

### Request To PMV For Rezoning Application Submission (Council Resolution Part 1)

Following the February 14, 2011 Council review of the Milltown Marina project, a formal request (letter from Mayor Brodie dated March 2, 2011) was made to PMV requesting that it have the proponent submit the appropriate applications to the City of Richmond.

In his response to the Mayor (letter dated April 27, 2011) the President and Chief Executive Officer for PMV agreed that the situation was complex with economic, environmental and social issues needing to be addressed. The author agreed that servicing issues needed to be resolved with both the City of Richmond and the City of Vancouver noting that PMV planners were working closely with staff at both Cities to find appropriate solutions to the technical issues. The author expressed the PMV's position that the proposed development is "within federal jurisdiction and municipal zoning requirements do not apply".

A subsequent presentation by Robin Sylvester (President and CEO) at General Purposes Committee on May 16, 2011, reiterated the Port's jurisdictional mandate and commented on PMV's commitment to community engagement and investment in Richmond. The Milltown Marina development was identified as one of the current developments under review by the Port.

To time of writing, the only application submitted to Richmond for the Milltown Marina is the Service Agreement application for provision of water services by the City of Vancouver to Richmond Island. Based on discussions with PMV staff, no other applications (i.e. Rezoning, Development Permit, Building Permit, etc.) associated with the Milltown Marina are anticipated.

#### Indemnification Request (Council Resolution Part 2)

Part 2 of the February 14, 2011 Council resolution directed staff to request PMV to provide the City of Richmond with appropriate documentation indemnifying the City for any and all possible flooding or water damage to Richmond Island. This is a key issue from Richmond's perspective since the development is located outside Richmond's dike system. Elevations on the land range from 3.35m Geodetic Survey of Canada (GSC) to 6.62m GSC but varies across the site with the average elevation being +6.0m GSC.

Staff met with PMV staff on March 28, 2011, April 26, 2011 and again on October 13, 2011, to discuss the indemnification issue as well as other details related to servicing the property. Working together PMV and Richmond staff have prepared a legal agreement between North Fraser Terminal Inc. (the registered owner of Richmond Island and a subsidiary of PMV), Milltown Marina & Boatyard Ltd. (the proponent) and Richmond which will release and indemnify Richmond from any claims caused by flooding and/or erosion of the lands. The agreement also specifies a minimum construction elevation of 4.35m GSC for habitable space, which is the current required elevation, under the City's Flood Plain Designation and Protection Bylaw, for developments outside the City's dike system. City staff is seeking authority to finalize and execute the agreement.

#### FREMP Area Designation Amendment (Council Resolution Part 3)

The Area Designation Agreement between the Fraser River Estuary Management Program (FREMP) and the City designates the southern side of the island for 'Industrial' uses and the area within the slough for 'Log Storage'. The proposed marina use does not conform to the current FREMP Area Designations for the site. Part 3 of Council's February 14<sup>th</sup>, 2011 resolution requests that the Port include a request to FREMP to amend the Area Designation Agreement.

In their response to Richmond's Mayor (letter dated April 27, 2011) PMV advised that as part of its referral of the application to FREMP it would request an amendment to the Area Designations to a more appropriate designation. PMV staff have subsequently been in touch with City staff on proceeding with this amendment. Similar amendments will likely be required to the Vancouver designations as well.

The recommendations in this report include a directive that staff work with FREMP and PMV to amend the FREMP Richmond Area Designation agreement in keeping with the proposed marina use at Richmond Island.

#### Resolving Service Provision and Tax Agreements (Council Resolution Part 4)

##### *Provision of Water Services*

The proponent's application for Servicing Agreement is only for water services to the site. Technical reviews by both the City of Richmond and the City of Vancouver have determined

that the most cost effective means of providing water service to the marina will be for water to be provided by the City of Vancouver directly.

Both the *Community Charter* and *Vancouver Charter* allow for the provision of utility services across municipal boundaries with Council approval. A multiparty agreement involving the proponent, the City of Richmond, the City of Vancouver and North Fraser Terminal Inc. has been prepared and forms part of the Bylaw that is being presented to Council with this report for consideration and approval.

The agreement has been written to indicate that the City of Richmond is simply authorizing the provision of water services to the development site by the City of Vancouver. Additional clauses within the agreement provide indemnification for Richmond and an acknowledgement that, should the City of Vancouver terminate or discontinue the provision of water services to Richmond Island, Richmond is under no obligation to step in and provide the service in their stead. Further, Vancouver will not seek payment, reimbursement or compensation of any kind from Richmond for providing the water service. Billing for the water service by Vancouver will be handled directly between Vancouver and the proponent and will not involve Richmond in any way.

#### *Police and Fire Coverage*

Provision of police and fire services were also reviewed by Richmond, Vancouver and the proponent with several options being explored.

In terms of police coverage, Richmond RCMP have advised that it is unable to relinquish its mandate and will provide police coverage for Richmond Island from its Vancouver Airport detachment. Richmond RCMP will be the primary responder. In an emergency the ECOMM dispatch will direct the nearest police services to the site, making use of a standing agreement with the City of Vancouver Police Department. This may mean that City of Vancouver Police may arrive on scene first but will relinquish command once Richmond RCMP services have arrived on scene.

The Richmond Fire-Rescue Division (RFR) has advised that it is capable of providing fire suppression services to Richmond Island. RFR staff have reviewed the situation by map/GIS and timed trials to ensure they will be able to provide the appropriate coverage. Services provided by RFR will be "Fire Protection" services only, and will not include any prevention or Fire code reviews and enforcement. In those events of major emergency Richmond and Vancouver have a mutual aid agreement in place to emergency response coverage.

#### *Transportation Analysis*

While not a direct issue for Richmond since all the roads leading to the site are within the City of Vancouver, Bunt and Associates prepared a Traffic Study for the proponent which concluded that traffic loads from the proposed marina and the dump truck operations adjacent to the development site would be moderate but within the capacity of the existing roadway. The report noted that the peak demand period from users was not expected to overlap peak demand periods on the adjacent roadways thereby resulting in a lower overall traffic impact. The report made

several recommendations for accommodating marina and dump truck traffic with appropriate pavement marking and queuing areas to minimize access disruptions.

#### *Tax and Development Cost Charges*

Confirmation by both Richmond RCMP and Richmond Fire that they are able to provide service coverage to the development site, coupled with direct billing by the City of Vancouver for water service, have helped to simplify how municipal taxation would be applied. There will be no tax transfers between the City of Richmond and the City of Vancouver for the proposed development. Vancouver will tax the development based upon the portion of the development that is located within its jurisdictional boundaries and Richmond will similarly base its taxes on the portion of the development within Richmond. According to the proponent's consultant, approximately 70% of the moorages are within Richmond. The main land development site is entirely within Richmond, with only an access driveway from Bentley Street being within Vancouver.

Since the development site is on PMV lands, no Development Cost Charges (DCC) will be collected for this development. Instead, PMV typically pays a grant in lieu based on the building area portion of a development. Staff anticipate that a grant in lieu will be paid for the development at Richmond Island.

#### Forwarding Report and Resolutions to Others (Council Resolution Part 6)

Part 6 of Council's resolution, "that a copy of the report and resolutions be provided to (i) the city of Vancouver Mayor and Council, (ii) the chair and Board Members of Port Metro Vancouver (iii) the Chair of the Metro Vancouver Port Cities Committee, and (iv) the appropriate Federal MPs for Richmond and Vancouver" was addressed on March 2, 2011 as part of the letter from the Mayor to the President and Chief Executive Officer for Port Metro Vancouver. Copies of this letter, the report and Council's resolutions were forwarded to all of the indicated individuals.

#### Other

##### *Public Consultation*

As part of its PMV application review, the proponent and PMV held a public open house at the Fraser Arms Hotel in Vancouver on June 22, 2011, which was attended by 55 individuals including some from Richmond. Comment sheets from 18 individuals and written submissions from another 14 residents were collected by Port Metro Vancouver. A list of the key themes raised and the proponent's responses are provided in **Attachment 4**.

In addition to the public open house the proponent held several meetings with interest groups to address concerns raised.

One of the primary concerns identified was public access to the waterfront. Working with the Department of Fisheries and Oceans (DFO) and PMV staff the proponent has included a lighted pedestrian / bike pathway connecting Bentley Street to Richmond Island. A public lookout with views to the Fraser River is proposed at the terminus of the pedestrian pathway. A second lookout is planned for the foot of Bentley Street. The conceptual layout for the access and lookouts have been approved by DFO.

*Environmental Concerns*

Extensive studies were carried out by the proponent to investigate concerns related to possible contaminants in the adjacent slough which is proposed to be dredged to accommodate the marina. The tests indicate that levels of contamination are similar to background levels found elsewhere along the Fraser River. Disposal of dredge disposal, whether on land or in the ocean, is regulated by the federal government and must be within acceptable levels of contamination. Disposal at sea is currently being proposed by the proponent and the appropriate permits are being reviewed by Environment Canada.

Concerns have also been raised regarding the possible removal of trees and riparian vegetation resulting in habitat loss. The proponents have indicated that they intend to develop the site to avoid any tree removals. In addition, the proponents have indicated that the development will clean up existing rubble and discarded materials littering the edges of Richmond Slough. The proponents are also proposing to create a new island within the Vancouver side of Richmond Slough entirely for habitat enhancement. The island is shown on the site plan in **Attachment 2**.

*BC Environmental Assessment Waive Out Request*

Since the development project was being reviewed under the Federal Canadian Environmental Assessment Act (CEAA), the proponents sought a waive out for the Provincial Environmental Assessment Act review (BCEAA).

The City provided an initial response through a letter (dated Feb 17, 2011) and a second clarification letter (dated March 2, 2011) to the BC Environmental Assessment Office, identifying a number of concerns from the City's perspective which, to that point, had not been addressed and potentially would not be addressed should the waive out be approved at that time. The concerns identified included the following:

- Richmond opposed the waive out due to economic and liability issues that would affect this community and had not yet been addressed;
- The proposed change in use would result in substantial infrastructure investment in an area unprotected by a dike and therefore greater exposure to the Fraser River;
- PMV was, at that time, unwilling to consider indemnifying Richmond for any flood event impacts while at the same time denying Richmond the ability to review, inspect or approve any building permits for construction on the site;
- No agreement had been reached for the provision of Fire, Police or other utility services; and
- Taxes in the amount of \$50,000 had remained unpaid since 2007.

The BCEAA waive out issue was put on hold pending completion of the Federal CEAA review. In the interim, the proponent, PMV, City of Vancouver and Richmond City staff have worked to resolve the concerns raised to the extent possible. As noted earlier in this report:

- Police and Fire coverage issues have been resolved with primary coverage being provided by Richmond;

- The City of Vancouver will be providing water service upon approval by Richmond and Vancouver City Councils - billing for these services will be handled by Vancouver;
- Tax arrears have since been paid to Richmond; and
- A legal agreement has now been developed with the parties providing indemnification to Richmond for any damage caused by flooding and/or erosion.

In addition, environmental assessments and geotechnical reviews have provided better information about the conditions at the site. The proponent's work with the community to address public access and habitat enhancement have provided stronger community benefits which had not been included in the original submissions.

Based on the progress made to find acceptable solutions to the concerns raised by Richmond, this report includes a recommendation that the BC Environmental Assessment Office be advised the City has no further objections to the proposed "waive out" from the BC Environmental Assessment process.

### **Financial Impact**

None.

### **Conclusion**

Representatives for Milltown Marina & Boatyard Ltd., PMV, the City of Vancouver and City staff have worked cooperatively to address each of the technical issues and concerns associated with the proposed development at Richmond Island to the extent possible.

From a technical perspective, the solutions worked out in terms of Police and Fire coverage, water servicing and billing procedures and taxation are appropriate and supportable. The legal agreements with the City of Vancouver, North Fraser Terminal Inc. and the proponent will provide Richmond with indemnifications relating to the project.

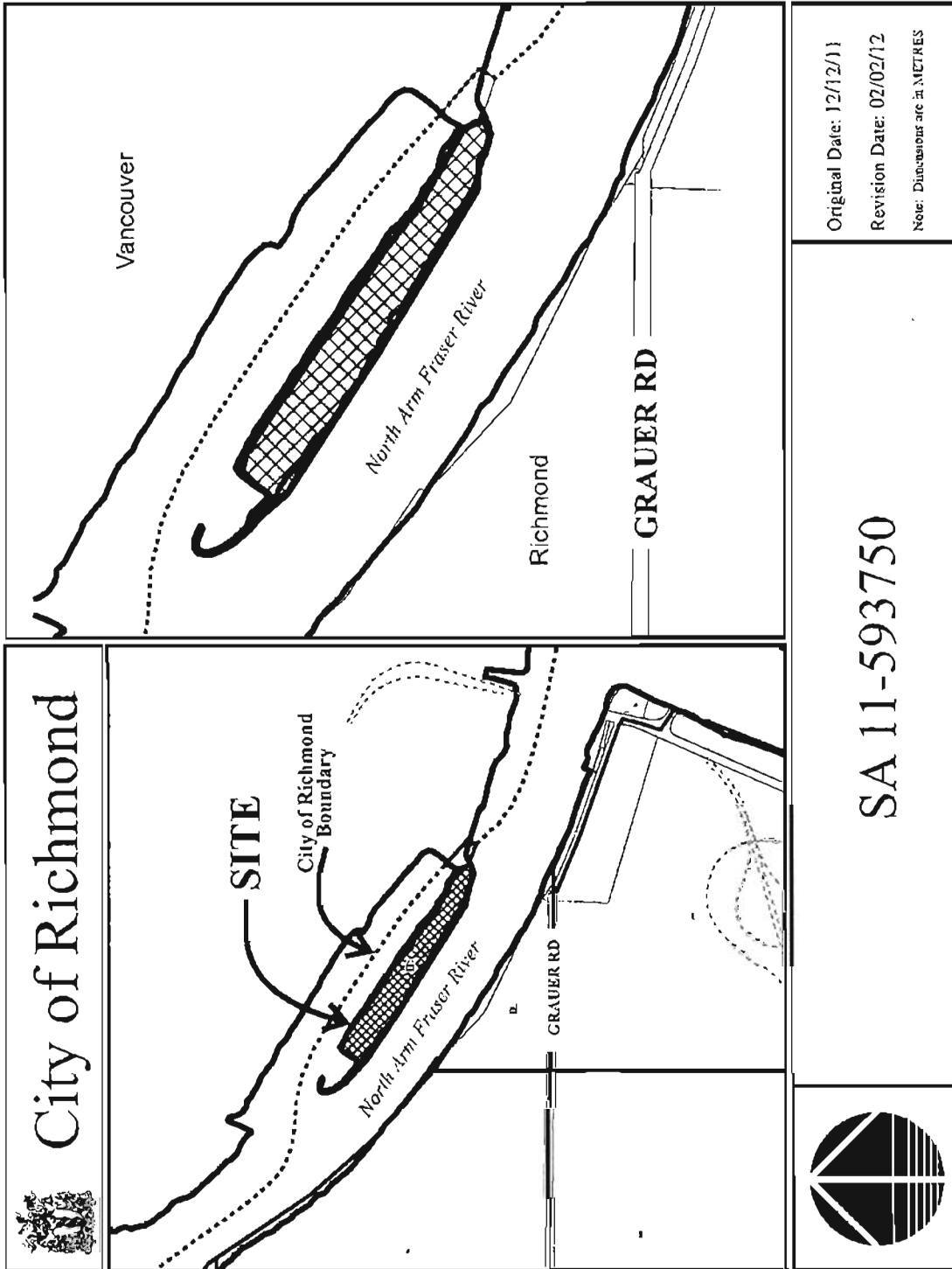
Staff are recommending support for the Milltown Marina & Boatyard Ltd. application for the provision of water services by the City of Vancouver to Richmond Island, the negotiation and execution of the aforementioned flood indemnification agreement and the proponent's waive-out request to BCCEAO.



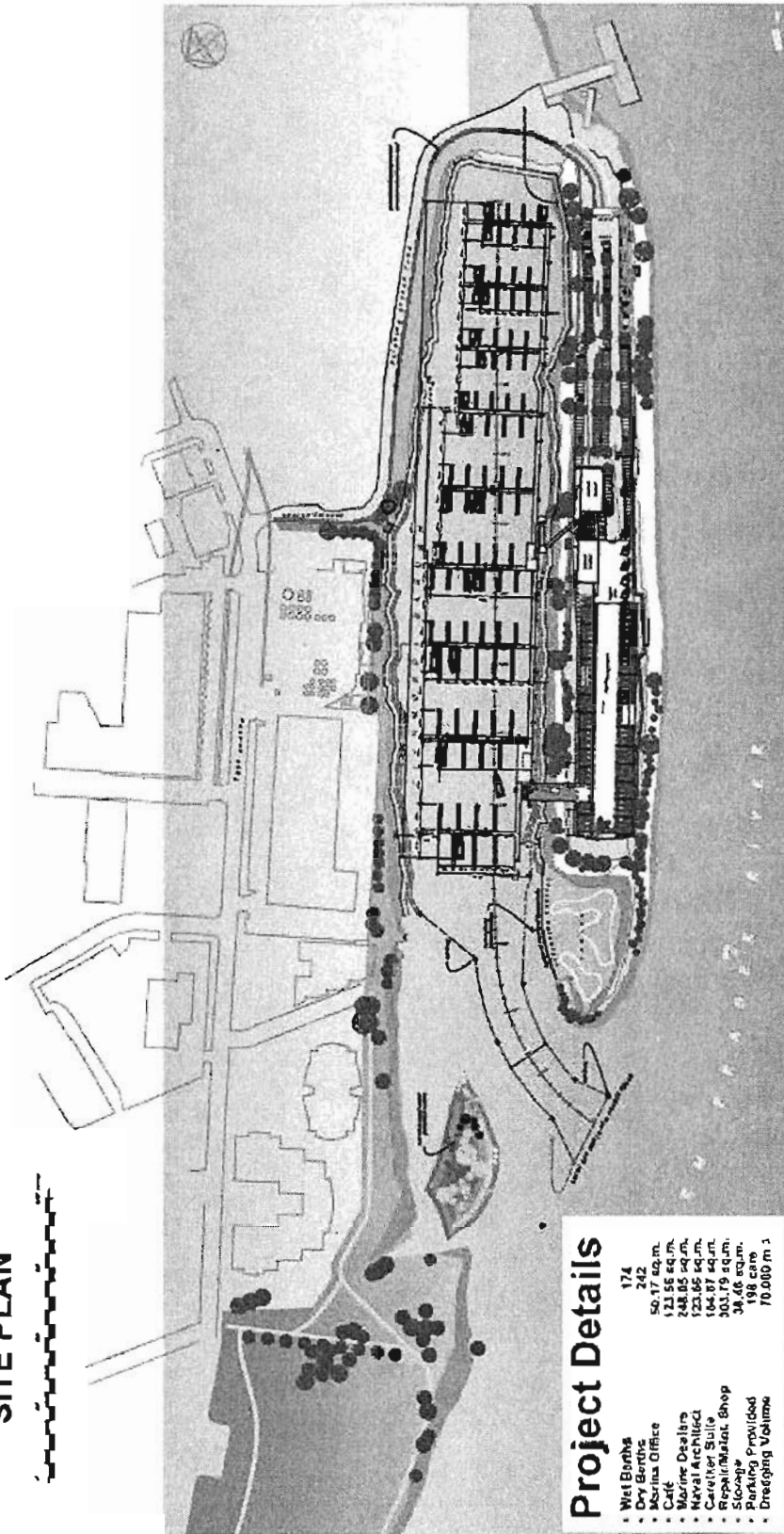
David Brownlee  
Planner 2  
(604-276-4200)

DCB:cas

Attachment 1: Location Map  
Attachment 2: Conceptual Development Plans  
Attachment 3: Development Application Data Sheet  
Attachment 4: Proponent Response to Public Comments



# SITE PLAN

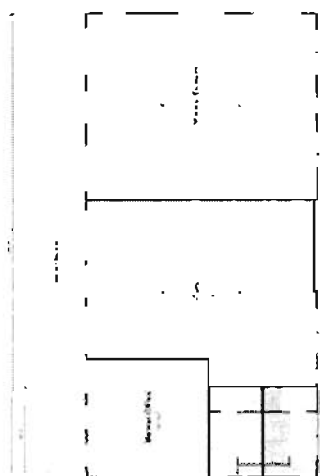
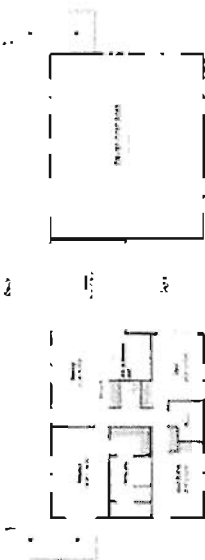
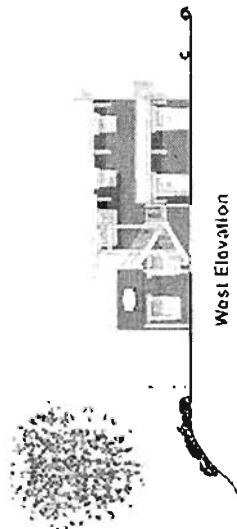
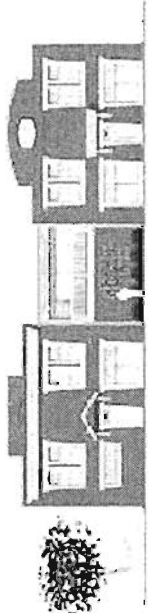
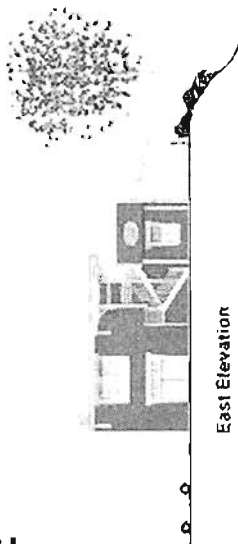


MARINA CENTRE

- Marina Office
- Washrooms
- Café
- Marine Dealers
- Naval Architect
- Caretaker's Residence

Material Key

|           |          |
|-----------|----------|
| [Pattern] | Concrete |
| [Pattern] | Brick    |
| [Pattern] | Shingles |
| [Pattern] | Asphalt  |

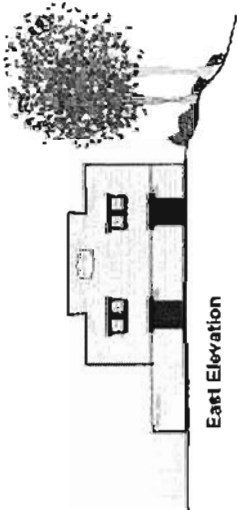


MARINE TRADES

- Boat Repair / Maintenance Shop
- Electrical Distribution
- General Storage

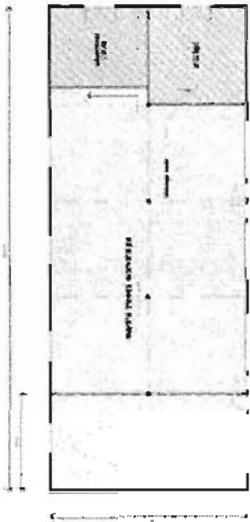


South Elevation

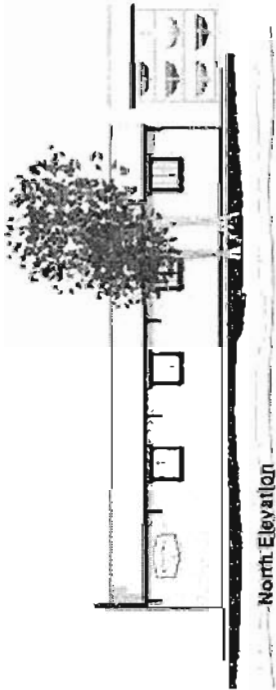


East Elevation

- Material Key
- Concrete and masonry walls
  - 8 x 12 wooden posts
  - 8 x 12 wooden beams
  - 8 x 12 wooden joists



floor plan



North Elevation


**City of Richmond**

6911 No. 3 Road  
Richmond, BC V6Y 2C1  
www.richmond.ca  
604-276-4000

**Development Application  
Data Sheet**
**SA 11-593750**
**Attachment 3**

Address: Richmond Island PID 025-409-018 (island)

Applicant: Milltown Marina & Boatyard Ltd. (The Musqueam Indian Band & Bastion Development Corporation).

Planning Area(s): Sea Island

|                                    | Existing  | Proposed   |
|------------------------------------|---|--|
| <b>Owner:</b>                      | North Fraser Terminals Inc. (Port Metro Vancouver)                              | Same   |
| <b>Site Size (m<sup>2</sup>):</b>  | Land: 8.089 acres.  | Same   |
| <b>Land Uses:</b>                  | Vacant  | Marina and Boatyard  |
| <b>OCP Designation:</b>            | Business and Industry   | Same   |
| <b>Zoning:</b>                     | Light Industrial (IL)   | No change to Zoning is proposed by PMV.  |
| <b>Number of Units:</b>            | None  | 1 caretaker residence  |
| <b>FREMP Habitat Designations:</b> | Yellow & Green coded on southern side of the island. Red coded on inner slough. | Same   |
| <b>FREMP Area Designations:</b>    | "Industrial" on southern side of island. "Log Storage" on slough margins.       | PMV has indicated they will seek an amendment to an as yet to be determined designation. |

| On Future Subdivided Lots          |  | Proposed              | Variance       |
|------------------------------------|--|-----------------------|----------------|
| Floor Area Ratio:                  |  | less than 6%          | none permitted |
| Lot Size (min. dimensions):        |  | 32,735 m <sup>2</sup> | none           |
| Height (m):                        |  | approx. 8.74 m max    | none           |
| Off-street Parking Spaces – Total: |  | 198                   | none           |

## Proposed Milltown Marina Proponent Response Summary

| Key Theme                                    | Detail   | Frequency of mentions | Proponent response  |
|--|--|-----------------------|---|
| <b>Sediment quality and dredged material</b> | Although sediment testing has found acceptable levels of contamination at the surface, concerns were expressed that dredging would uncover more contaminated sediments below. Outfalls in the slough were raised as particular hot spots of potential contamination, as well as the legacy of log storage in the area. The disposal of contaminated sediment was also raised as a concern. | 4                     | Inclusive of at outfall locations, the proponent is doing additional sediment testing throughout and below the areas of proposed dredging. Allowances for either upland or ocean disposal are government regulated.   |
| <b>Impacts of clamshell dredging</b>         | Individuals were concerned that sediments stirred up by the dredging would migrate down the river and spread contamination. There was also concern the dredging would negatively affect the hydrology and currents in the river. A request for public observers during dredging was made.  | 2                     | Dredging would be performed and monitored in keeping with Environment Canada, Department of Fisheries & Oceans and Transport Canada Navigable Waters accepted practices. There are several safe areas along Richmond Slough from which the public could observe dredging.   |
| <b>Traffic Impacts</b>                       | There was worry that the volume of cars going to the marina would exacerbate existing congestion problems at nearby intersections. Safety issues related to increased traffic was also raised as a concern as well as an overprovision of parking  | 4                     | Marina patrons typically access marinas on summer weekends, outside the peak weekday traffic flows of commuters. The traffic studies for the proposed marina confirm that the surrounding road system, as well as parking area at the proposed marina, is quite sufficient to accommodate the traffic generated by marina patrons.          |
| <b>Impacts on fish habitat</b>               | Richmond slough was highlighted as an area that could be used for natural fish habitat. There was concern the development would reduce the quality of available fish habitat. The need to compensate for any habitat loss was emphasised   | 5                     | Habitat improvements to Richmond Slough that would increase its productivity over its current levels have been proposed to the Department of Fisheries and Oceans.  |
| <b>Impacts on bird and animal habitat</b>    | There was concern that boat moorage in the slough would reduce the available surface area for water birds. A reduction in habitat for other land animals was also noted and a wildlife study was called for. Replacement of any trees removed for the development at a 2:1 ratio was recommended.  | 4                     | Surface coverage of Richmond Slough in its present use for log boom storage is often 25% greater than surface coverage measured for the proposed marina at 100% occupancy. Habitat improvement plans in Richmond Slough include a habitat islet for wildlife. The proposed development has been arranged to keep all existing trees intact. |

|   |  |    |  |
|---|--|----|--|
| <b>Water quality</b>  | There were concerns that the marina would negatively impact water quality through sewage release and oil spills from boats in the marina. The need for an oil spill plan, sewage handling and boat repair policies for the marina was noted. Opening the top end of the slough was called for to reduce stagnancy of water | 4  | The marina will operate under the highest environmental best practices for marina & boyard operations. 30% + of the water in Richmond Slough is exchanged at every tide.   |
| <b>Marine noise impacts</b>                                     | The potential for increased noise from small watercraft and seadoos was noted as a concern   | 1  | No seadoos, personal watercraft or jet skis will be allowed as tenants of the marina.  |
| <b>Good use of land and custodial benefit</b>                   | Individuals thought the site was well suited for a marina and were pleased to see this vacant site put to use. The project was seen as a way to clean up existing debris in the slough and prevent further dumping in the future.  | 8  | The site is easily accessible to the community and the in water marina portion well protected from the wakes of river traffic. The rubble and discarded materials littering the edges of Richmond Slough will be cleaned up as part of the development                           |
| <b>Economic opportunity</b>                                     | The project was seen as a good economic opportunity for both the general area and the Musqueam band in particular  | 4  | The project development cycle will spend \$15 + million in the local B.C. Economy and on completion will create up to 50 fulltime/part time jobs.  |
| <b>Moorage demand</b>   | Comments noted that the project would help meet significant moorage demand in Lower Mainland and make boating more accessible for a wide range of people in the Greater Vancouver area   | 13 | The types and sizes of boats most commonly desired by community members and families are the basis of the In water marina and dry storage design. This is not a superyacht marina, but one that caters to the community at large by creating moorage for boats starting at 18ft. |
| <b>Positive Impact on pedestrian, cycling and public access</b> | New opportunities for walking and cycling in the area were highlighted as a positive aspect of the proposal, though it was stressed that the walkway should be linked up with the existing path to the east of the site. The opportunity to include interpretive materials in the public spaces was highlighted.           | 5  | The development plans include bike/pedestrian pathway access from the foot of Bentley St. onto Richmond Island as well as a riverfront park/interpretive area on Richmond Island overlooking the Fraser River  |
| <b>Inadequate pedestrian, cycling and public access</b>         | A desire to see Richmond Island turned into a public park and habitat area was expressed, particularly given new high density development in the area. The need to increase public access through a look out at the foot of Bentley Street, as well as a public canoe and kayak launch, was noted                          | 4  | Development plans include a public lookout at the foot of Bentley Street. The proponent feels that novice canoeists or kayakers should not be encouraged to paddle the North Arm of the Fraser River due to periodic strong currents   |
| <b>General supportive comments</b>                              | These comments expressed general support for the project, for example 'Great idea,' or 'Sounds good.'  | 6  |  |



**Water Service To Richmond Island Bylaw No. 8861**

The Council of the City of Richmond enacts as follows:

1. Council hereby consents to the provision of water service by the City of Vancouver to lands commonly known as Richmond Island and legally described as PID: 025-409-018, Parcel A Section 17 and 18 Block 5 North Range 6 West NWD Plan LMP53748 ("Richmond Island").
2. The Chief Administrative Officer and General Manager, Engineering and Public Works are authorized to execute and deliver a service agreement for the provision of water service by the City of Vancouver to Richmond Island, substantially in the form set out in Schedule A of this Bylaw.
3. This Bylaw is cited as "**Water Service to Richmond Island Bylaw No. 8861**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

|   |
|---|
| CITY OF<br>RICHMOND   |
| APPROVED<br>for content by<br>originating<br>dept.<br><i>AB</i> |
| APPROVED<br>for legality<br>by Solicitor<br><i>WJ</i>           |

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## SERVICE AGREEMENT

### WATER SERVICE TO RICHMOND ISLAND

THIS AGREEMENT is made as of the \_\_\_\_ day of \_\_\_\_\_, 2012 (the "Effective Date"),

**BETWEEN:**

CITY OF VANCOUVER, a municipal corporation, having  
an office at 453 West 12<sup>th</sup> Avenue, Vancouver,  
British Columbia, V5Y 1V4

("Vancouver")

**AND:**

THE CITY OF RICHMOND, a municipal corporation,  
having an office at 6911 No. 3 Road, Richmond,  
British Columbia, V6Y 2C1

("Richmond")

**AND:**

VANCOUVER FRASER PORT AUTHORITY, a port  
authority established pursuant to the *Canada Marine  
Act* and agent of Her Majesty the Queen in Right of  
Canada, doing business as Port Metro Vancouver, having  
an office at 100 The Pointe, 999 Canada Place,  
Vancouver, British Columbia, V6C 3T4

("PMV")

**AND:**

NORTH FRASER TERMINALS INC., a wholly-owned  
subsidiary of the Vancouver Fraser Port Authority,  
having an office at 100 The Pointe, 999 Canada Place,  
Vancouver, British Columbia, V6C 3T4

("NFTI")

**AND:**

MILLTOWN MARINA & BOATYARD LTD. (BC0919079),  
having an office at #500-1681 Chestnut Street,  
Vancouver, British Columbia, V6J 4M6

(the "Developer")

(The above listed parties are hereinafter sometimes referred to individually as "Party"  
and collectively as the "Parties")

**BACKGROUND:**

- A. PMV intends to grant the Developer a permit that permits the Developer to construct, and NFTI intends to grant the Developer a lease to operate, a marina on lands commonly referred to as Richmond Island, having a legal description of: PID: 025-409-018, Parcel A, Section 17 and 18, Block 5 North Range 6 West, New Westminster District Plan LMP53748 (the "Lands").
- B. The Lands are owned by NFTI and are located within the municipal boundaries of the City of Richmond but are accessible by land only from Vancouver by means of Bentley Street, Vancouver and a private road constructed pursuant to Easement No. BW274184 (the "Easement") registered over lands located at 9150 Bentley Street and legally described as PID: 007-044-640, Block 1 Except: Part on Plan BCP9773 District Lots 318, 3869 and 3871 Plan 19037 ("Block 1").
- C. The Developer requires water service to the Lands for use by the Marina. The Developer and NFTI have requested that Vancouver provide such service to the Lands and Richmond has agreed to permit Vancouver to provide this service within Richmond's boundaries.
- D. Pursuant to section 192.1 of the *Vancouver Charter*, Vancouver may provide water service to the Lands by way of an agreement with Richmond that, pursuant to the *Vancouver Charter*, must be ratified by a by-law adopted by council for both Vancouver and Richmond.
- E. Richmond and Vancouver have each obtained authorization from their respective City Councils to enter into this agreement, which authorization has been ratified by City of Vancouver Bylaw No. \_\_\_\_\_ and City of Richmond Bylaw No. \_\_\_\_\_ and this agreement sets out the rights and obligations of each Party with respect to water service to the Lands.

NOW THEREFORE, in consideration of the mutual covenants and promises made by the Parties and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

**1. INTERPRETATION AND DEFINITIONS**

- 1.1. Except as otherwise defined herein, the following terms will have the following meanings in this Agreement:
  - (a) "Approved Plans and Specifications" means the design and working plans and specifications for the Water Works, including those attached hereto as Schedule A, as prepared by the Developer at its cost and as approved by the City Engineer prior to commencement of the Water Works, together with any revisions proposed by the Developer and approved by the City Engineer;
  - (b) "Backflow Prevention Device" means a device to be installed by the Developer as part of the Water Works which is intended to prevent contamination of Vancouver's water system, as further specified in the City of Vancouver *Water Works By-Law No. 4848*;
  - (c) "City Engineer" means the chief administrator from time to time of the City of Vancouver's Engineering Services Department and his successors in function and their respective nominees or delegates;
  - (d) "Discontinue Water Service" means to terminate the arrangement set out in this Agreement for the supply of Water to the Lands and to shut off the Service Pipe, disconnect it, or remove it in whole or in part;
  - (e) "Easement Area" means, for the purposes of this Agreement, the private road and appurtenant works and utilities leading from Bentley Street, Vancouver, to the Lands

over which the Easement grants access to NFTI and its servants, agents, tenants, sub-tenants, employees, contractors, customers, visitors and invitees and within which portions of the Water Works will be built;

- (f) "Event of Force Majeure" means acts of God or public enemy, wars (declared or undeclared), revolution, riots, insurrections, civil commotions, fires, floods, slides, epidemics, quarantine restrictions, strikes or lockouts, including illegal work stoppages or slowdowns, or stop work orders issued by a court or public authority, including Richmond or Vancouver (provided that such orders were not issued as a result of an act or omission of the Developer, or anyone employed or retained by the Developer), freight embargos or power failures, provided that any such event or circumstance reasonably constitutes a material disabling event or circumstance which is beyond the reasonable control of a Party, does not arise from the neglect or default of a Party, and which results in a material delay, interruption or failure by a party in carrying out its duties, covenants or obligations under this Agreement, but which does not mean or include any delay caused by the Developer's lack of funds or financial condition (and for greater certainty, a strike or lockout, including illegal work stoppages or slowdowns, will be considered beyond the reasonable control of a Party and not to arise from the neglect or default of that Party, it being understood that the terms of settlement of any labour disturbance, dispute, strike or lockout will be wholly in the discretion of that Party);
- (g) "Losses" means all damages, losses, costs, actions, causes of action, claims, demands, builders liens, liabilities, expenses (including, without limitation, legal fees, disbursements and expenses), indirect or consequential damages (including loss of profits and loss of use and damages arising out of delays);
- (h) "Lot D" means those lands adjacent to both the Lands and Block 1 owned by NFTI and currently leased to Fraser River Pile & Dredge (GP) Inc. legally described as PID: 003-335-232, Lot D District Lots 3869 and 3871, Group 1 NWD reference Plan 63530;
- (i) "Marina" means the proposed Milltown Marina to be constructed on the Lands pursuant to a lease entered into between the Developer and NFTI;
- (j) "Personnel" means any and all of the elected and appointed officials, directors, officers, employees, servants, agents, nominees, delegates, permittees, licensees, contractors, subcontractors, invitees, customers and volunteers of a Party;
- (k) "Private Service Pipe" means the pipe and appurtenant fittings to be constructed by the Developer in the Easement Area, Lot D and the Lands that are intended to provide Water Service to and within the Lands for use by the Marina and will be connected to the Service Pipe;
- (l) "Service Connection" means a connection of the Private Service Pipe to the Service Pipe by a flexible rubber joint connector to prevent any force being transferred to the Service Pipe;
- (m) "Service Pipe" means the Vancouver-owned pipe and appurtenant fittings, either on a Vancouver street or within an easement, intended to carry water from Vancouver's water main to the farthest downstream Vancouver-installed fitting, with Vancouver ownership extending to the downstream face of the Vancouver fitting, such face to be located, unless otherwise approved by the City Engineer pursuant to the Water Works By-law, no less than 0.3 metre and no more 1.0 metre from the property line on Vancouver property, or the boundary of an easement within such easement;

- (n) "Unit" means 2,831.6 litres of Water or such other amount as may be defined in the City of Vancouver *Water Works By-Law No. 4848*, as may be amended from time to time.
- (o) "Water" means treated drinking water originating from the Greater Vancouver Water District;
- (p) "Water By-Laws" means the City of Vancouver *Water Works By-Law No. 4848* and the *Water Shortage Response By-law No. 8912*, as may be amended, replaced or superseded from time to time;
- (q) "Water Service" means the supply of water by Vancouver to the Lands for normal residential, commercial or industrial purposes and for fire protection purposes, but not including other uses which Vancouver deems to be special or extraordinary; and
- (r) "Water Works" means the Private Service Pipe and appurtenant fittings, including, without limitation, the Backflow Prevention Device, to be constructed by the Developer in Bentley Street (as applicable), the Easement Area, Lot D and the Lands that are intended to provide water service to and within the Lands as further described in Schedule A.

## 2. CONSTRUCTION AND MAINTENANCE OF WATER WORKS

### 2.1. The Developer will, at its sole cost:

- (a) construct the Water Works in accordance with the Approved Plans and Specifications and the Water Bylaws and any and all applicable laws, bylaws, approvals and permits applicable to the Water Works by any governmental bodies having jurisdiction including, without limitation, Vancouver, Richmond and PMV, and pay all requisite fees for such application and issuance;
- (b) construct the Water Works diligently, in a good and workmanlike manner strictly in accordance with any approved plans and specifications and the requirements of this Agreement and accepted industry standard construction practice;
- (c) ensure that all materials used in the Water Works are of good quality and free from defect and suitable for the uses to which they will be put; and
- (d) promptly correct any defects or variations in construction as reported to the Developer by its contractor, subcontractors, Vancouver, Richmond, PMV, any other governmental authority having jurisdiction or a member of the public.

### 2.2. The Developer will, at its sole cost continuously, maintain, reconstruct or repair the Water Works to the satisfaction of the City Engineer, and in particular, without limiting the foregoing, will:

- (a) keep the Water Works in good repair at all times so that the Private Service Pipe is free from leakage and any leaks that occur are promptly repaired and so that at all times the Backflow Prevention Device is operating properly;
- (b) protect the Water Works from frost and other damage;
- (c) replace the Water Works which cannot be kept in good repair with items and materials of equal kind, value and utility;

- (d) not do nor suffer anything which adversely affects provision of Water Service, except as permitted or required by this Agreement; and
  - (e) not alter the Water Works except to repair or replace the Water Works as permitted or required by this Agreement.
- 2.3. The Developer will be the “prime contractor” (as defined in the *Workers Compensation Act*) for WorkSafeBC purposes in respect of the construction, repair and maintenance of the Water Works performed by or on behalf of the Developer and accept all responsibilities of the prime contractor as outlined in the *Workers Compensation Act* (Part 3) and the *WorkSafeBC Occupational Health & Safety Regulation*, excepting that the Developer may engage a contractor to perform the construction, repair and maintenance of the Water Works and cause such contractor to agree to act as the prime contractor. The Developer will at all times carry WorkSafeBC coverage and will pay all WorkSafeBC assessments and fees.

### 3. INSPECTION OF WATER WORKS

- 3.1. The Developer acknowledges and agrees that the construction, repair and maintenance of the Water Works will be subject to inspection by the City Engineer to ensure that the construction, repair and maintenance of the Water Works have been constructed in accordance with the Approved Plans and Specifications and to the satisfaction of the City Engineer. Within 10 days of completion of the construction, repair and maintenance of the Water Works, the Developer will provide Vancouver with written notice of substantial completion of the construction, repair and maintenance of the Water Works and arrange an inspection of the construction, repair and maintenance of the Water Works to be conducted by the City Engineer. Following receipt of such notice, the City Engineer will inspect the construction, repair and maintenance of the Water Works, and if during such inspection, a defect or deficiency with respect to the Approved Plans and Specifications is observed, the City Engineer will direct the Developer to remedy the defect or deficiency within a specified time period and the Developer will thereafter work diligently to complete all defects and deficiencies by the specified dates.

- 3.2. Notwithstanding that the City Engineer may:

- (a) require the Developer to make changes to the Approved Plans and Specifications; or
- (b) inspect all or part of the construction, repair and maintenance of the Water Works, or supervise aspects of the construction, repair and maintenance of the Water Works,

all design, installation, construction, maintenance and repair responsibility and supervisory responsibility will remain exclusively with the Developer and no such responsibility will rest with the City Engineer or Vancouver, Richmond or PMV; and neither the City Engineer, nor Vancouver, Richmond or PMV will be liable to the Developer or its Personnel for the safety, adequacy or soundness of the construction, repair and maintenance of the Water Works by reason of any inspections made, changes required or approvals given with respect to the construction, repair and maintenance of the Water Works. Any approval given by and any inspection carried out by the City Engineer pursuant to this Agreement or concerning the construction, repair and maintenance of the Water Works will be for the purposes only of ensuring compliance with this Agreement from the point of view of Vancouver as contracting party, and no inspection or approval given by the City Engineer will relieve the Developer from its obligation to comply strictly with the terms of this Agreement nor will the giving of any approval or confirmation of satisfaction constitute a waiver or release by the Vancouver of any duty or liability owed to Vancouver of any indemnity given by the Developer to Vancouver.

**4. OWNERSHIP OF WATER WORKS**

- 4.1. During the term of this Agreement and at all times thereafter unless otherwise agreed to between the Parties or as provided for herein, the construction, repair and maintenance of the Water Works will be and will remain the absolute property of the Developer.
- 4.2. If at any time, the Developer is no longer the occupier or tenant of the Lands and such responsibilities for maintenance and repair of the Water Works have not been assigned to and assumed by another entity, NFTI will assume ownership of the Water Works and will assume responsibility for maintaining, repairing and replacing (if necessary) the Water Works at its sole cost.
- 4.3. NFTI hereby acknowledges and agrees that should it assume ownership of the Water Works pursuant to Section 4.2 it will also assume the obligations of the Developer set out in this Agreement and will be bound by the terms and conditions of this Agreement or, with the consent of Vancouver and Richmond, will enter into a new agreement with Vancouver and Richmond on substantially the same terms and conditions as set out herein.

**5. WATER SERVICES TO BE PROVIDED BY VANCOUVER**

- 5.1. Following or concurrent with completion of the Water Works, Vancouver will work with the Developer to complete, to the satisfaction of the City Engineer, the Service Connections required to allow Vancouver to provide Water Service to the Marina.
- 5.2. Vancouver will install a meter and appurtenances for meter reading at a location to be agreed upon by the Parties to measure the Units of Water being supplied to the Lands on or near the point of the Service Connection. Prior to commencement of construction of the Water Works, the Developer will pay the fees associated with the installation of the meter as specified in Schedule "G" of the City of Vancouver *Water Works By-Law No. 4848*.
- 5.3. Following the construction of the Water Works, the installation of the water meter and the completion of the Service Connections, Vancouver will provide Water Service to the Lands in the same manner and with the same degree of care as it provides Water Service to lands located within the City of Vancouver in accordance with the Water By-Laws.
- 5.4. Each of the Developer, NFTI and Richmond hereby acknowledge and agree that notwithstanding the inapplicability of the Water Bylaws to the Lands, the Water Bylaws will apply to the Water Service provided by Vancouver hereunder as though the Lands were located within the City of Vancouver and any responsibilities and obligations that are to be borne by the "customer" (as defined in the City of Vancouver *Water Works By-Law No. 4848*) pursuant to the Water Bylaws will be deemed to apply to the Developer (or the Developer's successor in accordance with section 4.2), including, without limitation, the responsibilities enumerated in Part III of the City of Vancouver *Water Works By-Law No. 4848*, and Vancouver will have the right to exercise any powers conferred on it in the Water Bylaws in providing Water Service to the Lands.
- 5.5. Vancouver will continue to provide the Water Service to the Lands until the termination of this Agreement pursuant to Article 8.
- 5.6. The Parties hereby acknowledge and agree that if Vancouver terminates this Agreement at any time pursuant to Article 8, Richmond is not obligated to provide water service to the Lands.

**6. PAYMENT FOR SERVICES**

- 6.1. Vancouver will meter the Water being used by the Marina and the Developer will pay Vancouver directly for the Water Service in accordance with Schedule B - Payment.
- 6.2. The metered rates for the services will be consistent with the rates per Unit charged for metered services within the City of Vancouver pursuant to Schedule D of the City of Vancouver *Water Works By-Law No. 4848* as may be amended from time to time.
- 6.3. If payments to be made by the Developer for the Water Services are in arrears, such amounts shall bear interest at the rate of three percent (3%) per annum above the "prime rate" (hereinafter defined), per annum calculated monthly not in advance, from the date due until paid irrespective of whether or not Vancouver has demanded payment. In this lease, "prime rate" means the floating annual percentage rate of interest established from time to time by the Bank of Montreal, 595 Burrard Street, Vancouver, British Columbia as the base rate that will be used to determine rates of interest charged by it for Canadian dollar loans to customers in Canada and designated by the Bank of Montreal as its prime rate; provided that if a court declares or holds the prime rate to be void or unenforceable for any reason including uncertainty, then the rate of interest payable on amounts in arrears hereunder shall be fourteen percent (14%) per annum calculated monthly not in advance from the date due until paid.
- 6.4. Vancouver will not request from Richmond any payment, reimbursement or compensation of any kind for the provision of the Water Service to the Lands or for any cost or expense incurred by Vancouver in connection with this Agreement.

**7. RELEASE AND INDEMNITY**

- 7.1. The Developer now releases Richmond, PMV, NFTI and Vancouver and their respective Personnel from all Losses including those caused by personal injury, death, property damage, loss and economic loss arising out of, suffered or experienced by the Developer or its Personnel in connection with the performance by Vancouver of its obligations under this Agreement and now waives all rights and causes of action against Richmond and Vancouver and their respective Personnel for all Losses or damage to property and for all bodily injury (including bodily injury resulting in death) which may be caused by Vancouver or its Personnel in respect of the performance of Vancouver's obligations under this Agreement.
- 7.2. The Developer now indemnifies and saves harmless Richmond, PMV, NFTI and Vancouver and their respective Personnel (each an "Indemnified Party") from any and all Losses an Indemnified Party may sustain, incur or be put to at any time either before or after the expiration or termination of this Agreement in respect of bodily injury (including bodily injury resulting in death), or damage to property occurring within the Easement Area, Block 1, Lot D or the Lands that may arise out of errors, omissions or negligent acts of the Developer or its Personnel.
- 7.3. The Developer further agrees to indemnify and save harmless each Indemnified Party from any and all Losses which may arise or accrue to the Developer or any person, firm or corporation against an Indemnified Party or which an Indemnified Party may pay, incur, sustain or be put to by reason of or which would not or could not have been sustained "but for" any of the following:
- (a) the construction, installation, existence, maintenance, repair or replacement of the Water Works or an Indemnified Party or the Developer's use or occupation of the Lands, Lot D, Block 1 or the Easement Area;
  - (b) this Agreement;

- (c) Richmond consenting to Vancouver providing Water Service to the Lands;
- (d) any personal injury, property damage, trespass or death occurring in or upon the Lands, Block 1, Lot D or the Easement Area in whole or in part from the construction, installation, existence, maintenance, repair or replacement or use of the Water Works; and
- (e) the release by Vancouver of any or all of Vancouver's rights under this Agreement or the loss of any rights purported to be granted hereby,

whether or not such Losses are the result of or relate in any way to any negligent acts or omissions on the part of an Indemnified Party.

- 7.4. Nothing in this Agreement, including, without limitation, the foregoing indemnity, will affect or prejudice Vancouver, PMV, NFTI or Richmond from exercising any other rights that may be available to it at law or in equity.
- 7.5. The release and indemnity set out above will survive the expiry or sooner termination of this Agreement.
- 7.6. Despite any other term of this Agreement, Vancouver will not under any circumstances be obligated to provide Water Service to any greater standard of care or assume any greater degree of liability in doing so than that which would apply in providing the same services to Vancouver's customers within the boundaries of Vancouver. All defenses available to Vancouver under the *Vancouver Charter* with respect to the provision or interruption of services will be made available to Vancouver.

## 8. TERM AND TERMINATION

- 8.1. This Agreement commences on the Effective Date and, subject to the terms hereof, will continue in full force and effect until all Parties cancel this Agreement by mutual agreement.
- 8.2. Vancouver may cancel this Agreement without penalty if the Developer defaults on its obligations hereunder provided that it gives the other Parties thirty (30) days' notice of the Developer's default and allows the Developer (or any other Party) thirty (30) further days after the expiry of such notice to cure the default or demonstrate that it is working diligently to cure such default. If the Developer or any other Party fails to cure the default within the allotted time period, Vancouver may, at its discretion, terminate this Agreement and Discontinue Water Service to the Lands.
- 8.3. The Parties hereby acknowledge and agree that if Vancouver terminates this Agreement at any time pursuant to this Article 8, Richmond is not obligated to provide water service to the Lands.

## 9. INSURANCE

9.1. During the term of this Agreement, the Developer, at its cost, will ensure that the following insurance coverages are placed with a company licensed to do business in British Columbia and in a form acceptable to Vancouver. In the case of the insurance required in 9.1(e), the Developer will ensure that all professionals involved in the design of the Water Works maintain such coverage. The following insurance coverage will remain in force for the duration of this Agreement, unless otherwise stipulated, and will provide for sixty (60) days notice to Vancouver of cancellation, lapse or material change. Each policy will contain a waiver in favour of Vancouver of any breach or violation of any warranties, representations, declarations or conditions contained in such policies:

- (a) Wrap up liability insurance issued in the joint names of the Developer and Vancouver and protecting all other participants, including Richmond, PMV, subcontractors and their respective agents and employees, in all activities pertaining to the Developer's Works, with limits of not less than TEN MILLION DOLLARS (\$10,000,000) on an occurrence basis for bodily injury, death and property damage losses including loss of use thereof. This insurance will be maintained continuously throughout the construction of the Water Works until Vancouver has connected the Water Works pursuant to Section 5, and thereafter, in the case of completed operations coverage, for a further period of not less than two (2) years and will contain the following extensions of coverage:

- (i) Broadform Property Damage and Completed Operations
- (ii) Personal Injury
- (iii) Blanket Contractual Liability
- (iv) Cross Liability and Severability of Interest Clause
- (v) Contingent Employer's Liability
- (vi) Non-Owned Auto Liability

and where such further risk exists, the following extensions of coverage will be included:

- (vii) Shoring, blasting, excavating, underpinning, demolition, removal, pile driving and grading, as applicable
- (viii) Hoist liability
- (ix) Operation of attached machinery;
- (b) Automobile Liability Insurance on all licensed vehicles used directly or indirectly in the construction of the Developer's Works, and the performance of all work associated therewith, protecting against damages arising from bodily injury (including death) and from claims for property damage arising from the operations of contractor(s) and subcontractor(s) and their servants, agents or employees. This insurance will be for a minimum amount of Five Million Dollars (\$5,000,000.00) inclusive per accident;
- (c) Contractor's Equipment Insurance covering all equipment owned or rented by the Developer and its contractor(s), subcontractor(s) and their respective servants, agents or employees against all risks of loss or damage with coverage sufficient to allow for immediate replacement, and will contain a waiver of subrogation against Vancouver; and
- (d) All-Risks Course of Construction Insurance, including the perils of flood and earthquake, covering the Developer's Works and all property of every description to be used in the construction or installation of the Developer's Works. This insurance will be primary,

include Vancouver as named insured, and contain a waiver of subrogation against Vancouver; and

- (e) A Professional (Errors and Omissions) Liability insurance policy with limits of not less than Five Million (\$5,000,000) Dollars per occurrence with an aggregate of not less than Five Million (\$5,000,000) Dollars and a deductible of not more than Fifty Thousand (\$50,000) Dollars; protecting against all claims for loss or damage arising out of any wrongful act or error or omission of the Consultant or any other design professional, in the performance of the professional services provided in connection with the Developer's Works. For the purposes of this Section, "Consultant" includes any professional engaged by the Developer to provide any of the design of the Developer's Works.

## 9.2. General Insurance Requirements

Prior to commencement of construction of the Developer's Works, the Developer will lodge or arrange for the lodging with Vancouver evidence of the insurance coverage required in Section 9.1. The Developer will forward similar evidence of renewals, extensions or replacement of any such insurance to Vancouver. Receipt by Vancouver of certificates of insurance or copies of insurance policies will in no way constitute confirmation by Vancouver that the insurance complies with the terms of this Agreement. Responsibility for ensuring that the insurance coverages required by this Article 9 are in place rests solely with the Developer. If the Developer fails to perform its obligations pursuant to this Article 9, Vancouver may effect such insurance on behalf of the Developer and all Vancouver's costs in so doing will be paid by the Developer forthwith upon written request from Vancouver therefor. The Developer expressly agrees to indemnify and save harmless Vancouver and its Personnel from and against any claim, cost or expense incurred by Vancouver and its Personnel if the Developer fails to obtain or maintain the required insurance coverages or does comply with any of the other requirements of this Article 9.

## 10. DEFAULT

- 10.1. If the Developer is in breach of or fails to carry out its obligations under the terms of this agreement or the Water Bylaws, within five days of receipt of written notice of non-compliance from Vancouver, except in the event of an emergency or apprehended emergency as determined by Vancouver in which case no notice shall be required, Vancouver may, but will be under no obligation to, remedy the default; and the Developer will, forthwith following receipt of any written request from Vancouver, pay to Vancouver the amount of any costs from time to time incurred by Vancouver in so doing, plus a reasonable sum (not greater than 20% of such costs) as a surcharge for overhead. If the Developer fails to pay to Vancouver such costs plus overhead within 30 days following delivery of such written request from Vancouver, such amounts will be construed in arrears and will bear interest at the rate of three percent per annum above the "Prime Rate" (hereinafter defined), calculated monthly not in advance, from the date due until paid. In this clause, "Prime Rate" means the floating annual percentage rate of interest as established from time to time by the Bank of Montreal, 595 Burrard Street, Vancouver, British Columbia, as the base rate that will be used to determine the rates of interest charged by it for Canadian dollar loans to customers in Canada and designated by the Bank of Montreal as the prime rate; provided that if a court declares or holds the Prime Rate to be void or unenforceable for any reason including uncertainty, then the rate of interest payable on amounts in arrears hereunder will be eighteen percent per annum calculated monthly not in advance, from the date due until paid. This covenant shall survive the expiry or termination of this Agreement.

**11. ASSIGNMENT BY CITY**

- 11.1. Vancouver, upon prior written notice to Richmond, PMV and the Developer, may assign all or any part of this Agreement to any governmental agency or to any corporation or entity charged with the responsibility for providing such public facilities and services as are contemplated by this Agreement; and Vancouver may designate licensees and permittees for any and all purposes of this Agreement

**12. FORCE MAJEURE**

- 12.1. If an Event of Force Majeure occurs or is likely to occur, the Party claiming Force Majeure will promptly notify the other Parties of the particulars of the relevant event or circumstance and, if reasonably possible, supply supporting evidence. The claiming Party will use its best efforts to remove, curtail or contain the cause of the delay, interruption or failure (provided that the terms of settlement of any labour disturbance, dispute, strike or lockout will be wholly in the discretion of the Party) and to resume, with the least possible delay, its compliance with duties, covenants and obligations under this Agreement. Neither Vancouver nor the Developer will be liable to the other for any delay, interruption or failure in the performance of its duties, covenants, or obligations under this Agreement if caused by an Event of Force Majeure, and the date limited for the performance of such duties, covenants or obligations under this Agreement will be postponed for a period equal to the delay occasioned by such an Event of Force Majeure.

**13. GENERAL**

- 13.1. **Vancouver's Other Rights Unaffected.** Nothing contained or implied herein will derogate from the obligations of the Developer under any other agreement with Vancouver or, if Vancouver so elects, prejudice or affect Vancouver's rights, powers, duties or obligations in the exercise of its functions pursuant to the *Vancouver Charter* as amended from time to time and the rights, powers, duties and obligations of Vancouver under all public and private statutes, by-laws, orders and regulations, which may be, if Vancouver so elects, as fully and effectively exercised in relation to the roads and the Lands as if this Agreement had not been executed and delivered by the Developer and Vancouver.
- 13.2. **Richmond's Other Rights Unaffected.** Nothing contained or implied herein will derogate from the obligations of the Developer under any other agreement with Richmond or, if Richmond so elects, prejudice or affect Richmond's rights, powers, duties or obligations in the exercise of its functions pursuant to the *Community Charter* or the *Local Government Act* as amended from time to time and the rights, powers, duties and obligations of Richmond under all public and private statutes, by-laws, orders and regulations, which may be, if Richmond so elects, as fully and effectively exercised in relation to the roads and the Lands as if this Agreement had not been executed and delivered by the Developer and Richmond.
- 13.3. **Further Assurances.** Each Party must perform the acts, execute and deliver the writings and give the assurances as may be reasonably necessary to give full effect to this Agreement.
- 13.4. **No Waiver.** No action or failure to act by a Party will constitute a waiver of any right or duty under this Agreement, or constitute an approval or acquiescence in any breach thereunder, except as may be specifically agreed to in writing by such Party.
- 13.5. **Time is of the Essence.** Time is of the essence in this Agreement.
- 13.6. **Governing Law.** This Agreement will be governed by and construed in accordance with the laws of the Province of British Columbia and the laws of Canada applicable in British Columbia. Any reference to a statute is to the statute and its regulations in force on the date of this Agreement and the Parties agree to submit to the jurisdiction of the courts of British Columbia.

- 13.7. **Severability.** All the obligations and covenants contained in this Agreement are severable, so that if any one or more of the obligations or covenants are held by or declared by a court of competent jurisdiction to be void or unenforceable, the balance of the obligations and covenants will remain and be binding.
- 13.8. **Interpretation.** Words importing the singular include the plural and vice versa and words importing gender include all genders. The words "include" and "including" are to be construed as meaning "including without limitation". The recitals and headings to sections, schedules and appendices are for convenience and reference only and will not affect the interpretation of this Agreement.
- 13.9. **Schedules.** The Schedules attached to this Agreement form a part of this Agreement and any obligation imposed on a Party in a Schedule will be deemed to be a covenant of a Party in this Agreement. To the extent that there is an inconsistency between the terms and conditions of this Agreement and anything in the Schedules, the terms and conditions of this Agreement will prevail only to the extent of the conflict.
- 13.10. **Enurement.** This Agreement will enure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns.

13.11. **Counterparts.** This Agreement may be executed in one or more counterparts each of which will constitute an original and together will constitute one and the same Agreement. This Agreement may be executed by the parties and transmitted electronically or by facsimile and if so executed and transmitted, this Agreement will be for all purposes as effective as if the parties had delivered an executed original Agreement.

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

**CITY OF VANCOUVER**

Per: \_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Print Name and Title

**CITY OF RICHMOND**

Per: \_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Print Name and Title

Per: \_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Print Name and Title

**VANCOUVER FRASER PORT AUTHORITY**

Per: \_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Print Name and Title

Per: \_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Print Name and Title

**NORTH FRASER TERMINALS INC.**

Per: \_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Print Name and Title

Per: \_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Print Name and Title

**MILLTOWN MARINA +BOATYARD LTD.**

Per: \_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Print Name and Title

This Agreement has been ratified by City of Vancouver By-law No. \_\_\_\_\_ enacted by Vancouver City Council on \_\_\_\_\_, 2012 and ratified by City of Richmond Water Service to Richmond Island Bylaw No. 8861 adopted on \_\_\_\_\_, 2012.

SCHEDULE A  
APPROVED PLANS AND SPECIFICATIONS FOR WATER WORKS

SCHEDULE B

PAYMENT



# City of Richmond

## Report to Committee

**To:** Planning Committee  
**From:** Joe Erceg, MCIP  
General Manager, Planning and Development  
**Date:** February 3, 2012  
**File:** 08-4045-00/Vol 01  
**Re:** Form and Character Guidelines for Granny Flats and Coach Houses in Burkeville and Edgemere (2041 OCP Update)

### Staff Recommendation

That the:

- 1) Proposed Form and Character Guidelines for Granny Flats and Coach Houses in Burkeville and Edgemere (**Attachment 1**); and
- 2) Draft Single Detached Housing Zone with Granny Flats or Coach Houses in Burkeville and Edgemere (**Attachment 2**)

be approved for public consultation in the Burkeville and Edgemere areas as part of the 2041 OCP Update.

Joe Erceg, MCIP  
General Manager, Planning and Development  
(604-276-4083)

Att. 2

| FOR ORIGINATING DEPARTMENT USE ONLY |  |                             |                                       |   |                             |
|-------------------------------------|--|-----------------------------|---------------------------------------|---|-----------------------------|
| <b>ROUTED TO:</b>                   | <b>CONCURRENCE</b>   |                             | <b>CONCURRENCE OF GENERAL MANAGER</b> |   |                             |
| Law                                 | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |                             |                                       |   |                             |
| Development Applications            | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |                             |                                       |   |                             |
| Transportation                      | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |                             |                                       |   |                             |
| Engineering                         | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |                             |                                       |   |                             |
| <b>REVIEWED BY TAG</b>              | YES <input checked="" type="checkbox"/>                          | NO <input type="checkbox"/> | <b>REVIEWED BY CAO</b>                | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |

## Staff Report

### Origin

#### Purpose of this Report

The purpose of this report is to respond to the following referral motion of Council from September 26, 2011 with regard to Burkeville and Edgemere (the latter being the area bounded by Williams Road, No. 4 Road, Shell Road and Maddocks/Wilkinson Roads):

***“That form and character guidelines for granny flats and coach houses be prepared for the 2041 OCP Update”.***

In doing so, the intent is to have Council endorse the draft guidelines and a proposed new granny flat and coach house zone for Burkeville and Edgemere so that these can be presented to these neighbourhoods for comment prior to Council considering them for incorporation into the 2041 OCP Update.

#### Burkeville Rezoning Referral

This report also addresses the following Council referral motion from the January 16, 2012 Public Hearing with regard to a rezoning application for a proposed new coach house in Burkeville (RZ 11-562552):

***“That Zoning Amendment Bylaw 8794, regarding Graham Macfarlane’s application for 140 Wellington Crescent, be referred back to staff”.***

#### Previous Council Term Goals

The update of the Official Community Plan to the year 2041 (2041 OCP Update) addresses or supports the following previous Council Term Goals:

***“#3: Ensure the effective growth management for the City through updating of the OCP (and sub area plans) to reflect current realities and future needs.”***

***“#7: Demonstrate leadership in and significant advancement of the City’s agenda for sustainability through the development and implementation of a comprehensive strategy that among other objectives includes the initiation and incorporation of sustainability into our City policies and bylaws”.***

#### Granny Flat and Coach House Definitions

For the purposes of this report, a granny flat is a detached, self contained dwelling located totally on the ground floor in the rear yard of a single-family residential lot where there is a lane.

A coach house is a detached, self contained dwelling located beside and/or above the garage accessed by a lane in the rear yard of a single-family residential lot.

### Background

#### **2041 OCP Update**

In 2010, Council was apprised of the results and preliminary findings from the first round of public consultation on the 2041 OCP Update and supported the next steps of public input, which included further public feedback on allowing coach houses on single-family properties (to which there was a mixed response from the first round of public consultation).

In 2011, Council:

- reviewed the results of the second round of public consultation and, among other things, directed staff to:
  - 1) undertake further public consultation in the Burkeville, Edgemere and Richmond Gardens areas to see if residents in these three areas wanted to consider granny flats and coach house options (because these neighbourhoods seemed more responsive to this proposed new form of ground oriented housing); and
  - 2) not consider any other single-family areas located away from an arterial road for granny flats and coach houses in the 2041 OCP Update (because of the negative response to this proposal from areas such as the Monds and Thompson neighbourhoods).
- based on the results of the third round of public consultation, agreed that granny flats and coach houses only be considered in the Burkeville and Edgemere areas, and not Richmond Gardens (or elsewhere, except where currently allowed in the existing OCP on arterial roads).

#### Planning Committee Direction in 2011

It should be noted that at the September 20, 2011 Planning Committee staff had recommended that:

- 1) granny flats and coach houses be allowed in Burkeville and Edgemere on a site by site rezoning basis;
- 2) form and character guidelines for granny flats and coach houses be prepared for the 2041 OCP Update; and
- 3) the 2041 OCP Update provide for a review of granny flats and coach houses in Burkeville and Edgemere in two years from adoption of the 2041 OCP.

Specifically, staff were proposing that granny flats and coach houses continue to be subject to Council approval through the rezoning process and certain form and character guidelines, but that this be reviewed in 2 years in both the Burkeville and Edgemere areas.

Planning Committee did not agree with this approach and instead staff were directed to:

- prepare form and character guidelines for granny flats and coach houses in Burkeville and Edgemere as part of the 2041 OCP Update; and
- explore pre-zoning these areas so that granny flats and coach houses would not have to go through the rezoning process.

The reason for this direction was that Planning Committee felt there was enough support in both of these areas to warrant consideration of allowing granny flats and coach houses without each one requiring a rezoning. In particular, in:

- |                   |   |
|-------------------|---|
| <u>Burkeville</u> | - approximately 90% of the 46 respondents supported granny flats and coach houses; and<br>- approximately 95% of the 42-43 respondents preferred that these be allowed by building permit (no rezoning required). |
| <u>Edgemere</u>   | - approximately 60% of the 36 granny flat respondents and 54% of the 22 coach house respondents supported this new form of ground oriented housing; and   |

- approximately 79% of the 24 granny flat respondents and 86% of the 22 coach house respondents preferred that these be allowed by building permit (no rezoning required).

## **Macfarlane Rezoning Application**

### Previous Rezoning Applications in Burkeville

In 2009, Council approved the first rezoning application for a coach house from Robin and Jane Macfarlane for a property at 3051 Catalina Crescent (RZ 08-434507). In doing so, a new site-specific coach house zone was adopted for this site (ZS20) and the Burkeville neighbourhood (which had a number of intended improvements from the City's standard Coach House (RCH) zone used along arterial roads). All of Burkeville was apprised of the Public Hearing on this rezoning application. At the Public Hearing, there was 1 written submission in support of the rezoning and 1 written submission with concerns about whether the coach house would affect the storm drainage on the property across the lane (which City staff responded to). This coach house has not yet been built.

In 2010, Council approved the second rezoning application for a coach house from Anjali Chawla and Hamish MacDonald for a property at 251 Douglas Street (RZ 09-490139). This site too was rezoned to the new coach house zone for Burkeville (ZS20). All of Burkeville was notified for the Public Hearing. At the Public Hearing, there were 2 written submissions in support of the rezoning and 1 written submission opposing the rezoning. The latter submission had concerns about parking problems on the narrow streets, taking away green space in the yards, the intrusion onto the neighbour's privacy and past experience of renters in converted garages. This coach house has been built and is located directly across the lane from the Macfarlane rezoning application.

In 2011, the third rezoning application for a coach house was submitted by Graham Macfarlane at 140 Wellington Crescent (RZ 11-562552). Once again, it was proposed to rezone the site to the coach house zone (ZS20) created specifically for Burkeville. In light of the previous approvals and support for coach houses in Burkeville, staff recommended that this application proceed prior to the completion of the form and character guidelines for granny flats and coach houses. All of Burkeville was apprised of the Public Hearing on this rezoning application. At the Public Hearing, there were 12 written submissions in support of the rezoning (10 of which had already indicated their support for coach houses in Burkeville through the OCP consultation process) and 13 written submissions opposing this rezoning (none of which had previously commented on coach houses as part of the OCP process). A lot of the concerns related to the precedent of the one coach house already built in Burkeville. Specifically, concerns were expressed about:

- |                       |  |
|-----------------------|--|
| 1) Coach House Design | <ul style="list-style-type: none"> <li>- back yard privacy lost (e.g., windows looking down)</li> <li>- loss of sunlight with 2 storeys</li> <li>- ruin the views</li> <li>- no back garden left</li> <li>- dwarf existing and neighbouring houses</li> <li>- exceed size and height of house</li> <li>- too close together causing fire risk</li> <li>- roof line almost touches overhead power lines</li> <li>- glaring light and verandah overlooking neighbours</li> </ul> |
|-----------------------|--|

- 2) Parking
  - not enough parking on-site
  - traffic and parking problems on narrow streets
  - parking on streets blocking emergency vehicles
  - rental example at corner of Wellington & Hudson
- 3) Location
  - increased density losing small family area feeling
  - 2 storeys doesn't fit with neighbourhood
  - overcrowding neighbourhood
  - 20 minute walk to Canada Line (lack of transit services)
  - more renters "slum-like" densification
- 4) Services
  - Burkeville not designed to accommodate higher density
  - storm drainage problems (flooding)
  - increased strain on water and sewer
  - need to fill in ditches on roads for parking
  - need to pave lanes, which are not wide enough for emergency vehicles

## Findings Of Fact

### Form and Character Guidelines

**Attachment 1** contains a copy of the proposed form and character guidelines that City staff have prepared for granny flats and coach houses in Burkeville and Edgemere for Council's consideration that would be used for public consultation in these two neighbourhoods. Illustrations will be provided at Planning Committee, Council and the public meetings.

Some of the key features of these guidelines ensure that granny flats and coach houses:

- fit into the neighbourhood and respect the privacy of the neighbours;
- recognize the unique character of Burkeville (e.g., by retaining the existing house or the current, larger front yard setback);
- provide variety in design and location, so that there is not a row of the same units;
- prohibit flat roofs unless they are a green roof/urban garden or contemporary architectural expression and ensure that the highest roof line is along the lane (not next to any houses);
- are oriented towards the lane and improve its appearance for both vehicles and pedestrians;
- complement, but not replicate, the character of the principal residence and surrounding neighbourhood;
- have appropriately sized and located windows, and no windowless building faces or dormers;
- have detailed and sensitively designed garage doors;
- have an appropriately located private outdoor space;
- retain and protect existing trees and prominent landscape features outside their building envelope;
- are serviced with underground hydro and communication lines wherever possible; and
- incorporate sustainable design elements into the site and building design and construction (e.g., rainwater management; solar power; energy star appliances; etc.).

### New Zone for Burkeville and Edgemere

**Attachment 2** contains a copy of the draft new single detached housing zone for Burkeville and Edgemere that would permit granny flats and coach houses in these areas. If endorsed by Council, City staff will present it to these two neighbourhoods for their feedback.

This draft zone is otherwise not different than the existing Single Detached (RS1/E) zone that currently applies to Burkeville and Edgemere (i.e., there is no change to the zoning of existing and future houses should they chose not to have a granny flat or coach house).

However, the draft zone does have an incentive to property owners that want to have a granny flat or coach house by allowing an additional 23.2 m<sup>2</sup> (250 ft<sup>2</sup>) of building area for the house. This incentive has been added in light of Planning Committee's discussion on September 20, 2011 to make the construction of a granny flat or coach house more attractive than demolishing the existing house and replacing it with a larger, new house.

The draft zone improves upon the existing Coach House zones in Burkeville (ZS20) and along arterial roads (RCH) in the following ways:

- increasing the amount of building space on the ground floor from 0% - 25% to at least 40%;
- reducing the maximum height from 2 storeys or 7.4 m (24 ft) down to 1½ storeys or 6.0 m (20 ft), whichever is less;
- introducing a new height limit of 3.7 m (12 ft) to the eaves of the first storey and facing the principal residence;
- requiring a larger private outdoor space and ensuring that it is properly landscaped and screened;
- specifying the building footprint to ensure that the coach house (and granny flat) is located as close to the lane as possible and minimizes the shadowing on lots with an east-west orientation;
- requiring stairs to the upper level to be within the coach house (no outside stairs);
- limiting the size of a balcony and requiring it to face the lane or side street on a corner lot;
- requiring the rear building façade of a coach house (and granny flat) to have a staggered setback from the lane; and
- not allowing the subdivision of the parent lot, thereby giving more room for coach houses (and granny flats).

Other key features of the draft granny flat and coach house zone that have already been presented to the public include:

- granny flats and coach houses are limited to a minimum floor area of 33.0 m<sup>2</sup> (355 ft<sup>2</sup>);
- the maximum floor area of a granny flat is 70.0 m<sup>2</sup> (755 ft<sup>2</sup>) and of a coach house is 60.0 m<sup>2</sup> (645 ft<sup>2</sup>);
- the maximum height of granny flats is 5.0 m (16 ft) or 1 storey, whichever is less;
- there would a minimum building separation between the house and the granny flat or coach house of 3.0 m (10 ft) and 4.5 m (15 ft) respectively;
- the side yard setbacks would be 1.2 m (4 ft) for granny flats and 2.0 m (6½ ft) for coach houses;

- a secondary suite would only be permitted in houses in Edgemere (not Burkeville if a granny flat or coach house is built because of parking issues);
- 3 parking spaces are required on-site (2 within the garage for the house + 1 outdoors for granny flat or coach house);
- all new parking spaces would be accessed from the lane;
- landscaping, screening and permeable materials are required along the lane and around waste and recycling bins; and
- building elements that promote sustainability may project into the side and rear yards.

### Burkeville Public Hearing Concerns

Most of the concerns about Graham Macfarlane's rezoning application at 140 Wellington Crescent will be addressed by the proposed form and character guidelines and new zone for Burkeville. Staff do not envision that all of the properties in Burkeville will build a granny flat or coach house, but do believe that this is an alternative to demolishing the existing house and building a much larger home (as is currently permitted under the zoning). Concerns about traffic and parking problems on the narrow streets and lanes blocking emergency vehicles can be addressed by the City through proper traffic management planning, regulations and enforcement. Similarly, the City's water and sanitary sewer systems are adequate for the expected increase caused by the potential for granny flats and coach houses in Burkeville. Storm drainage will require analysis to determine the impact that granny flats and coach houses will have on the drainage system. Engineering will perform the analysis utilizing existing OCP Modelling funding should the residents determine they would like to proceed with granny flats and coach houses in their neighbourhood. In the event that drainage upgrades are required, staff will develop an implementation and funding strategy for Council's consideration.

### **Analysis**

#### Council Options

There are 3 options if Council wants to proceed with the form and character guidelines for granny flats and coach houses in Burkeville and Edgemere.

#### *Option 1: Prezoning and Development Permit Approach (Recommended)*

Both of these areas could be designated in the 2041 OCP as "intensive residential development permit areas". As such, Council would have the ability to ensure that the granny flats and coach houses in Burkeville and Edgemere meet the proposed form and character guidelines. This option is recommended by staff, particularly if both of these areas are prezoned by the City to permit granny flats and coach houses (which staff recommend if acceptable to the neighbourhoods).

In order to make the construction of these new ground oriented forms of housing an attractive option, it is suggested that:

- Development Permit Procedure Bylaw 7273 be amended so that development permit applications for a granny flat or coach house are expedited by not requiring a Development Permit sign on the property or that they be considered by the City's Advisory Design Panel; and
- Development Application Fees Bylaw 7984 be amended to reduce the fee for a development permit for a granny flat or coach house (e.g., from \$2,055 to say \$1,000).

Staff would be responsible for processing these development permit applications as a priority, and they would not need to be reviewed by other City staff unless deemed necessary in rare cases. If Council wanted, they could also delegate the approval of granny flat and coach house development permits in Burkeville and Edgemere to the Development Permit Panel (this is not recommended at this time but would help expedite the process). Perhaps, after say two years of Council approval of development permits, the matter could be reviewed and possibly development permit decisions could be delegated to the Development Permit Panel.

*Option 2: Individual Site Rezoning and No Development Permit Approach*

Rather than the City rezoning the Burkeville and Edgemere areas, granny flats and coach houses could be allowed on a site by site basis by individual rezoning applications. The advantage of this approach is that Council would retain the greatest control over the land use (e.g., could require conditions of rezoning approval such as lane improvements; each application would be subject to a public hearing and would be dealt with individually). This being the case, the proposed form and character guidelines for granny flats and coach houses in Burkeville and Edgemere could be included in the 2041 OCP as policies to voluntarily guide the considerations of rezoning applications rather than specific development permit guidelines.

Staff are not recommending this option because, as suggested by Planning Committee on September 20, 2011:

- it would appear that Burkeville and Edgemere prefer not to have to go through a rezoning application;
- the City wants to make the construction of granny flats and coach houses as attractive as possible in these areas; and
- the development permit process is a better way to control the form and character of granny flats and coach houses in these neighbourhoods.

*Option 3: Prezoning and Building Permit Approach (No Development Permit)*

A final option would be to prezone the Burkeville and Edgemere areas for granny flats and coach houses (see **Attachment 2**) and only require a building permit for these new forms of housing (i.e., no development permit or rezoning application would be required). This being the case, the draft form and character guidelines could be an information bulletin or guide. In other words, they would be entirely voluntary and Council would not directly control the design or construction of these new forms of ground oriented housing.

Staff are not recommending this option for the following reasons:

- granny flats are totally new to Richmond and a more cautious approach should be taken to ensure that they are an attractive addition to the community;
- the City's experience with coach houses on arterial roads has not been entirely positive (in fact, Planning Committee on November 22, 2011 passed a referral motion directing staff to review the footprint of coach houses, which will be responded to separately in the near future); and
- this option would better be considered after the City has a couple of years of experience of permitting granny flats and coach houses in Burkeville and Edgemere and can see if the form and character of this new housing form is acceptable.

### 2041 OCP Update Process

Whichever of the above-noted options Council chooses, the following process is envisioned (subject to change):

1. Council Decision - Form and character guidelines *(February 2012)*
2. Public Consultation - Burkeville and Edgemere *(March 2012)*
3. Staff Report - Public consultation results/staff recommendation *(April 2012)*
4. Council Decision - Whether or not to incorporate granny flats/ *(May 2012)*  
coach houses and guidelines in the 2041 OCP Update

It should be noted that Council and the public will have other opportunities to review this matter as part of the bylaw adoption process before a final decision is rendered.

### Burkeville Rezoning Applications

Depending on which option Council chooses, it is recommended that Graham Macfarlane's rezoning application at 140 Wellington Crescent (RZ 11-562552) be handled as follows:

1. This site could be rezoned to the proposed new granny flat and coach house zone either:
  - a) by the City as part of the possible Burkeville rezoning process (in which case the rezoning application would have to be delayed until the City is ready to proceed with the rezoning of Burkeville); or
  - b) on a site specific basis by Mr. Macfarlane in advance of any rezoning of the rest of Burkeville (in which case the rezoning application and zoning bylaw amendment would have to be amended so that the site specific zone mirrors the wording in the proposed new granny flat and coach house zone).
2. The proposed coach house would be subject to the proposed form and character guidelines either by:
  - a) registering a covenant requiring compliance with the form and character requirements, as a condition of rezoning 140 Wellington Crescent; or
  - b) delaying the rezoning until the 2041 OCP Update containing the proposed development permit guidelines are adopted.

### **Financial Impact**

None.

### **Conclusion**

The City has been considering enabling granny flats and coach houses as part of the 2041 OCP Update since 2009. Initially, the idea was to permit these in many single-family neighbourhoods in order to provide more housing choices. Based on public feedback in 2010 and 2011, the areas for which granny flats and coach houses are now being considered (aside from on the arterial roads) is limited to the Burkeville and Edgemere neighbourhoods.

On September 26, 2011, Council passed a referral motion that form and character guidelines for granny flats and coach houses be prepared for the Burkeville and Edgemere areas. This report, and the guidelines contained in **Attachment 1**, respond to this referral. At the September 20, 2011 Planning Committee, the suggestion was made that Burkeville and Edgemere be rezoned to permit granny flats and coach houses. **Attachment 2** is a draft copy of such a zone.

Should Council wish to proceed with the proposed guidelines and draft zone, it is recommended that Burkeville and Edgemere be designated in the 2041 OCP Update as "intensive residential development permit areas". This way, the form and character of granny flats and coach houses in these two areas only would be subject to an expedited development permit process. If this is not acceptable, Council could continue to require site by site rezoning applications (the form and character guidelines would become policies to guide rezoning applications) or could allow this new form of ground oriented housing by building permit only (the form and character guidelines would be a voluntary bulletin).

Whatever decision Council makes, it has always been proposed that one final round of public consultation be undertaken in the Burkeville and Edgemere areas to ensure that they are satisfied with the direction being taken. Council will have the results of this public consultation before it makes its final decision on granny flats and coach houses in single-family neighbourhoods not located on arterial roads. Furthermore, the general public will have its opportunity for input at the public hearing for the 2041 OCP Update.



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HB:cas



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**PROPOSED FORM AND CHARACTER GUIDELINES FOR  
GRANNY FLATS AND COACH HOUSES IN BURKEVILLE AND EDGEMERE  
FOR PUBLIC CONSULTATION AS PART OF THE 2041 OCP UPDATE**

1. Neighbourhood Fit

Granny flats and coach houses should demonstrate that they:

- a) respect the height and setbacks of neighbouring properties; and
- b) recognize the unique character of the neighbourhood in Burkeville (e.g., by retaining the existing house or the current, larger front yard setback).

2. Variety in Location

No two similar granny flats and coach houses should be located in a row on neighbouring lots, and wherever possible the two granny flats and coach houses should be offset from each other so as not to be located side by side.

3. Variety in Design

Variations in the design of granny flats and coach houses should be encouraged so as not to repeat the same architectural appearance, building form and elevations on the same lane in a City block (this does not prevent modular construction).

4. Scale and Massing

The tallest element of granny flats and coach houses should be located adjacent to the lane.

The upper level of coach houses should step back from the rear yard of the principal residence in order to enhance solar access to this yard and limit the sense of scale to adjacent neighbours.

5. Roofs

A flat roof is not permitted on granny flats and coach houses, unless:

- a) it is built and approved as a green roof that is an urban garden; or
- b) it has a contemporary architectural expression that is uniquely designed.

Cross gable, shed and roof lines that run across or perpendicular to the property are encouraged, with a roof pitch of between 6:12 to 8:12.

6. Privacy of Neighbours

Granny flats and coach houses should be:

- a) oriented and sited to protect the privacy and minimize the overlook and shadowing of adjacent neighbours; and
- b) screened from neighbouring yards by suitable landscaping.

7. Corner Lots

Granny flats and coach houses on a corner lot are not to be accessed by vehicles from the street but from the lane only.

Primary windows to living rooms and bedrooms may face the street and/or lane.

8. Visibility

Granny flats and coach houses should front onto and be clearly visible from the lane, with the primary entry and front door:

- a) facing towards and accessible from the lane; and
- b) illuminated at night.

A secondary entrance and access may be from the street.

9. Appearance of the Lane

Granny flats and coach houses should be designed to enhance the lane as a public road or space since this is the primary entrance and access point to these forms of housing.

10. Lighting along the Lane

Lighting on granny flats and coach houses should be designed to enhance the pedestrian experience of the lane at night by such means as eave lighting, porch lighting, and bollard or garden lights (not high-wattage, motion-activated security lights).

11. Building Materials and Colours

The exterior materials and colours of granny flats and coach houses should:

- a) complement, but not replicate, the character of the principal residence;
- b) complement the overall character of the existing neighbourhood; and
- c) have a high quality of architectural design and detailing (e.g., vinyl siding would only be permitted if finished with wood or other high quality detailing).

12. Building Facades

The primary façade of granny flats and coach houses facing the lane, and the street on a corner lot, should be:

- a) articulated to create depth and architectural interest; and
- b) visually broken into smaller components or sections to discourage wide, flat and unbroken facades.

13. Building Faces, Projections and Dormers

Granny flats and coach houses should be designed with consideration given to the relationship between window sizes and the placement and scale of building faces, projections and dormers.

14. Windows

Windows should be oriented toward the lane and be designed to maximize light penetration into the interior of granny flats and coach houses while mitigating overlook onto the principal residence and adjacent properties.

The primary living room and bedroom windows on any upper floor should face the lane.

Windows in the upper floor of coach houses facing the yard of the principal residence should be modest in size.

Side yard windows should also be modest in size and be recessed in that section of the building façade.

Building faces and dormers should not be windowless, and sidelight windows should be incorporated into bay projections.

Skylights, clerestory windows or glass block should be installed where possible.

15. Garage Doors

Garage doors should be recessed behind the main façade where feasible and designed to minimize the visual impact to the lane through careful detailing and sensitive design, such as garage windows and narrower door width facing the lane.

16. Impact on Private Outdoor Space

Granny flats and coach houses should be located so as to minimize the amount of shadow cast onto the private outdoor space of the granny flat or coach house and the principal residence.

17. Tree and Vegetation Retention

Existing trees and prominent landscape features located outside the building envelope of granny flats and coach houses should be:

- a) retained, unless proven to be diseased or in conflict with utilities and services; and
- b) protected before land clearing, demolition or construction commences.

18. Underground Services

Underground hydro and communication service lines should be utilized wherever possible to granny flats and coach houses.

19. Sustainability Initiatives

Granny flats and coach houses should incorporate sustainable design elements acceptable to the City into site and building design and construction, and exhibit design excellence through such means as:

- a) natural filtration of rainwater into a rain garden, rainwater collection system, bioswale or rock pit;
- b) solar power technology as an energy source;
- c) energy star appliance and low water plumbing fixtures;
- d) green technology building products; and
- e) naturescaping and permeable materials on outdoor surfaces.

**DRAFT SINGLE DETACHED HOUSING ZONE  
WITH GRANNY FLATS OR COACH HOUSES IN BURKEVILLE AND EDGEMERE  
FOR PUBLIC CONSULTATION AS PART OF THE 2041 OCP UPDATE**

1. Purpose

The **zone** applies to the Burkeville (RB1) and Edgemere (RE1) neighbourhoods and provides for **single detached housing** and, where there is a **lane**, either a **granny flat** or a **coach house**.

2. Permitted Uses

- **coach house** where a lot abuts a **lane**
- **granny flat** where a lot abuts a **lane**
- **housing, single detached**

3. Secondary Uses

- **bed and breakfast**
- **boarding and lodging**
- **community care facility, minor**
- **home business**
- **secondary suite** in the RE1 **zone** (Edgemere) only

4. Permitted Density

1. The maximum **density** is limited to one **principal dwelling unit** and one detached **granny flat** or **coach house** per lot.
2. The maximum **floor area ratio** (FAR) for a lot containing:
  - a) **single detached housing** only is 0.55 applied to a maximum of 464.5 m<sup>2</sup> of the **lot area**, together with 0.30 applied to the balance of the **lot area** in excess of 464.5 m<sup>2</sup>; and
  - b) **single detached housing** and a **granny flat** or **coach house** is 0.6 applied to a maximum of 464.5 m<sup>2</sup> of the **lot area**, together with 0.30 applied to the balance of the **lot area** in excess of 464.5 m<sup>2</sup>.
3. The **granny flat** must have a minimum **gross floor area** of 33.0 m<sup>2</sup> and a maximum **gross floor area** of 70.0 m<sup>2</sup>.
4. The **coach house** must have a minimum **gross floor area** of 33.0 m<sup>2</sup> and a maximum **gross floor area** of 60.0 m<sup>2</sup>, of which at least 40% of the **gross floor area** shall be located on the **first storey**.
5. For the purposes of this **zone** only, the following items are not included in the calculations of the maximum **floor area ratio**:
  - a) 10% of the **floor area** total calculated for the lot in question, which must be used exclusively for covered areas of the **single detached housing, granny flat** or **coach house**, which are open on one or more sides, with the maximum for the **granny flat** or **coach house** being 6.0 m<sup>2</sup>; and
  - b) 50.0 m<sup>2</sup> which may be used only for enclosed parking.

Note: Items in **bold letters** are defined in Richmond Zoning Bylaw 8500.

6. An unenclosed and uncovered **balcony** of a **coach house** shall have a maximum area of 8.0 m<sup>2</sup>, 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**.
7. Stairs to the upper level of a **coach house** shall be enclosed within the allowable **building** area.
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. 30% of the **lot area** is restricted to **landscaping** with live plant material.
6. Yards & Setbacks
  1. The minimum **front yard** is 6.0 m.
  2. The minimum **interior side yard** is:
    - a) 2.0 m for a **coach house**;
    - b) 1.2 m for a **granny flat**;
    - c) 2.0 m for **single detached housing** on lots 20.0 m or more in width;
    - d) 1.8 m for **single detached housing** on lots of 18.0 m or more but less than 20.0 m in width; and
    - e) 1.2 m for **single detached housing** on lots less than 18.0 m wide.
  3. A **granny flat** or **coach house** located on a **lot** with an east-west orientation shall be located 2.0 m from the northern **interior side lot line** to reduce shadowing on the **adjacent lot** to the south.
  4. The minimum **exterior side yard** is 3.0 m.
  5. The minimum **rear yard** is:
    - a) 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;
    - b) 1.2 m for no more than 50% of the rear façade of a **granny flat** or **coach house**;
    - c) 3.0 m for at least 50% of the rear façade of a **granny flat** or **coach house**; and
    - d) 1.5 m for the **building** entry to a **granny flat** or **coach house** from the **rear lot line**.
  6. A **granny flat** or **coach house** shall be located within 1.2 m and 8.0 m of the **rear lot line**.
  7. Portions of the **single detached housing** which are less than 2.0 m in **height** may be located in the **rear yard** but no closer than 1.2 m to any other **lot line**.
  8. The minimum **building separation space** between the principal **single detached housing** unit and the **accessory building** containing:
    - a) a **granny flat** is 3.0 m; and
    - b) a **coach house** is 4.5 m.

9. **Granny flats, coach houses and accessory buildings** are not permitted in the **front yard**.
  10. Waste and recycling bins for a **granny flat** or **coach house** 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 **granny flat** or **coach house** 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**.
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 maximum **height** for the **accessory building** containing a **granny flat** is 1 storey or 5.0 m above **grade**, whichever is less.
  3. The maximum **height** for the **accessory building** containing a **coach house** is 1½ storeys or 6.0 m above **grade**, whichever is less. For the purposes of this zone, the **habitable space** in the ½ storey shall not exceed 60% of the storey situated immediately below.
  4. The maximum **height** to the **eave** of the first storey of a **coach house** with a sloping roof shall be 3.7 m above **grade**.
  5. The maximum **height** to the top of the roof facing the **building separation space** between the **single detached housing** and the **coach house** shall be 4.0 m above **grade**.
  6. The maximum **height** for **accessory buildings** not containing a **granny flat** or **coach house** is 5.0 m.
  7. The maximum **height** for **accessory structures** not containing a **granny flat** or **coach house** is 9.0 m.

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.

| Minimum frontage | Minimum lot width | Minimum lot depth | Minimum lot area     |
|------------------|-------------------|-------------------|----------------------|
| 7.5 m            | 18.0 m            | 24.0 m            | 550.0 m <sup>2</sup> |

2. A **granny flat** or **coach house** may not be **subdivided** from the **lot** on which it is located.

9. Landscaping & Screening

1. **Landscaping** and **screening** shall be provided in accordance with the provisions of Section 6.0 of the Zoning Bylaw.
2. A private outdoor space with a minimum area of 30.0 m<sup>2</sup> and a minimum width and depth of 3.0 m shall be provided on the **lot** where there is a **granny flat** or **coach house**. The private outdoor space:
  - a) shall be for the benefit of the **granny flat** or **coach house** only;
  - b) shall not be located in the **front yard**;
  - c) 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;
  - d) shall not be 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; and
  - e) shall be **accessed** from the **rear yard**, **lane**, **granny flat** or **coach house**.
3. The **rear yard** between a **granny flat** or **coach house** and the **lane**, including the **building** entry to the **granny flat** or **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**.
4. 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**. 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 **granny flat** or **coach house**.
5. The **yard** between the **granny flat** or **coach house** and the **road** on a **corner lot** shall be designed and treated as the **front yard** of the **granny flat** or **coach house**, not be used as private outdoor space and have quality surface treatment, soft **landscaping** and attractive plant materials.
6. Where vertical greening is used 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**.
7. A minimum 0.9 m wide, unobstructed, permeable pathway clearly leading from the **road** to the **granny flat** or **coach house** shall be provided for emergency personnel, delivery agents and visitors.

10. On-Site Parking and Loading

1. On-site **vehicle** parking shall be provided according to the standards set out in Section 7.0 of the Zoning Bylaw, except that:

- a) all **parking spaces** for a lot that contains a new **single detached housing** unit and a **granny flat** or **coach house** must be **accessed** from the rear **lane** only;
- b) a **coach house** may not be located above more than a maximum of 2 **parking spaces** in the **garage** for the **single detached housing**; and
- c) the required **parking space** and driveway for a **granny flat** or 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.

11. Other Regulations

- 1. **Boarding and lodging** is permitted only in a **single detached housing** unit, and not in the **granny flat** or **coach house**.
- 2. A **child care program** shall not be located in a **granny flat** or **coach house**.
- 3. A **secondary suite** is not permitted in a **single detached housing** unit in Burkeville (RB1) if the lot contains either a **granny flat** or **coach house**.
- 4. In addition to the regulations listed above, the General Development Regulations in Section 4.0 and Specific Use Regulations in Section 5.0 of the Zoning Bylaw apply.



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**Public Works & Transportation Committee**

**Anderson Room, City Hall  
6911 No. 3 Road**

**Wednesday, February 22, 2012  
4:00 p.m.**

Pg. #      ITEM

MINUTES

**PWT-5**      *Motion to adopt the minutes of the meeting of the Public Works & Transportation Committee held on Wednesday, January 18, 2012.*



NEXT COMMITTEE MEETING DATE

Wednesday, March 21, 2012 (tentative date) at 4:00 p.m. in the Anderson Room

ENGINEERING AND PUBLIC WORKS DEPARTMENT

**PWT-13**      1.      **NO.1 ROAD NORTH DRAINAGE PUMP STATION UPGRADE**  
(File Ref. No. 10-6340-20-P.11314) (REDMS No. 3469687)

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See Page **PWT-13** for full report

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*Designated Speaker: John Irving*

STAFF RECOMMENDATION

*That the design concept for the No.1 Road North Drainage Pump Station Upgrade be endorsed.*



- PWT-19      2.      TOILET REBATE PROGRAM**  
(File Ref. No. 10-6650-02) (REDMS No. 3459822)

See Page **PWT-19** for full report

*Designated Speaker: Lloyd Bie*

**STAFF RECOMMENDATION**

*That \$100,000 be allocated from the water levy stabilization provision to increase total 2012 Toilet Rebate Program funding to \$200,000.*



- PWT-23      3.      SUSTAINABLE GREEN FLEET POLICY 2020**  
(File Ref. No. 10-6000-01) (REDMS No. 3358139)

See Page **PWT-23** for full report

*Designated Speaker: Suzanne Bycraft*

**STAFF RECOMMENDATION**

*That Green Fleet Policy 2020 be re-named "Sustainable Green Fleet Policy 2020" and that the policy be amended by replacing the text of the current policy with the text set out in Attachment 4 of the report dated February 7, 2012 from the Director, Public Works Operations.*



- PWT-39      4.      PUBLIC SPACES RECYCLING PILOT PROGRAM - RESULTS**(File  
(Ref. No. 10-6370-01) (REDMS No. 3459612)

See Page **PWT-39** for full report

*Designated Speaker: Suzanne Bycraft*

**STAFF RECOMMENDATION**

- (1) That the pilot program model be used to further develop and expand public spaces recycling in a graduated manner to City facilities, at City events, and to other City properties, including streetscapes, open spaces and parks; and*
- (2) That Nestlé Waters Canada be thanked for their sponsorship of the program and for the donation of the recycling containers to the City of Richmond.*



- PWT-79      5.      4252Q - AWARD OF CONTRACT FOR BATTERY-POWERED ICE RESURFACERS**  
(File Ref. No. 10-6000-01) (REDMS No. 3442708)

See Page **PWT-79** for full report

*Designated Speaker: Suzanne Bycraft*

**STAFF RECOMMENDATION**

- (1) *That Contract 4252Q, for the Supply and Delivery of Five Battery-Powered Ice Resurfacers, be awarded to Vimar Equipment Ltd. at a total cost of \$453,430.00, plus applicable taxes and levies;*
- (2) *That the additional required funding of \$288,738.50 be approved with funding from the Public Works Equipment Reserve and that the 2012 Capital Budget and the 5-Year Financial Plan (2012-2016) be adjusted accordingly.*



**6.      MANAGER'S REPORT**

**ADJOURNMENT**







## Public Works & Transportation Committee

Date: Wednesday, January 18, 2012

Place: Anderson Room  
Richmond City Hall

Present: Councillor Linda Barnes, Chair  
Councillor Chak Au, Vice-Chair  
Councillor Derek Dang  
Councillor Linda McPhail  
Councillor Harold Steves

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

It was agreed that 'Signage for the new RCMP Detachment' be added to the agenda.

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the Public Works & Transportation Committee held on Wednesday, December 14, 2011, be adopted as circulated.*

**CARRIED**

### NEXT COMMITTEE MEETING DATE

Wednesday, February 22, 2012 (tentative date) at 4:00 p.m. in the Anderson Room

### ENGINEERING AND PUBLIC WORKS DEPARTMENT

1. **2012 PAVING PROGRAM**  
(File Ref. No. 10-6340-20-P.12201) (REDMS No. 3435271)

## Public Works & Transportation Committee

Wednesday, January 18, 2012

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Jim Young, Manager, Engineering Design and Construction, provided background information and commented on the City's early tendering process that has resulted in the City receiving highly competitive rates. Also, Mr. Young stated that the 3000-block of Moncton Street should be included on Attachment 1 of the staff report entitled '2012 Paving Program.'

In reply to queries from Committee, Mr. Young advised that the City's paving contractor is committed to utilizing sustainable methodologies, practices and materials as per the provisions of the contract. He mentioned that the City monitors the paving program to ensure the contractor is meeting the terms of the contract.

It was moved and seconded

*That the staff report regarding the 2012 Paving Program be received for information.*

**CARRIED**

### 2. **FUEL PURCHASES AGREEMENT – BC PETROLEUM PRODUCTS BUYING GROUP**

(File Ref. No. 10-6000-01/2011) (REDMS No. 3424005)

In reply to queries from Committee, Suzanne Bycraft, Manager, Fleet & Environmental Programs, provided the following information:

- the 2011 over-expenditure was partly due to increased fuel consumption as a result of additional receivables-based operations work, but it is primarily due to fuel price increases;
- the City does not have a specific policy on the source of the renewable content of fuels its fleet utilizes; and
- the City observes savings on fuel consumption on many of its passenger vehicles that utilize alternative fuel/hybrid vehicles.

Discussion ensued regarding the source of the alternative fuel the City's fleet utilizes. Ms. Bycraft advised that the City's Green Fleet Policy addresses a wide-range of factors from acquisition to maintenance of City fleet, however it does not specifically address the source of the alternative fuel purchased. The Green Fleet Policy does outline maximum fuel efficiency of vehicles as a key factor in the City's vehicle acquisition process.

Discussion further ensued regarding the use of food crops to produce biofuels and it was noted that the Richmond School District has a policy regarding the types of biofuels its fleet utilize.

## Public Works & Transportation Committee

Wednesday, January 18, 2012

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

It was moved and seconded

***That staff review the School District's policy on biofuels and report back on the feasibility of a similar policy for the City of Richmond.***

**CARRIED**

In reply to a query from the Chair, Ms. Bycraft advised that the City is a member of the British Columbia Petroleum Products Buying Group, and as such commented that this would limit the City's ability to independently choose or restrict the source of its biofuels.

It was moved and seconded

***That the City participate in the BC Petroleum Products Buying Group fuel purchases contract with Chevron Canada Ltd., commencing December 14, 2011 for a three-year period, with the option to renew for two additional one year periods, to a maximum of five years.***

**CARRIED**

### **3. ADVANCE CAPITAL BUDGET APPROVAL – 2012 LULU WEST WATERWORKS AREA (WILLIAMS ROAD)**

(File Ref. No. 10-6050-01) (REDMS No. 3438433)

In reply to queries from Committee, Mr. Young advised that (i) a main goal of the waterworks capital program is to replace ageing infrastructure prior to failure and to improve fire protection by locally increasing the system supply capacity; and (ii) an operating budget impact is anticipated as there will be a marginal increase in operating costs for the proposed new watermain.

Discussion ensued regarding the proposed watermain's financial implications on utility rates. John Irving, Director, Engineering, advised Council adopted the 2012 Utility Budgets and Rates in December 2011 and funding for the proposed project is available within the annual funding limits; therefore, the proposed watermain would not impact the 2012 utility rates.

It was moved and seconded

***That 2012 Capital Project Submission 4719 (Lulu West Waterworks Area) as detailed in Attachment 1 of the staff report dated January 5, 2012 from the Director, Engineering be approved for expenditure and commencement of work.***

**CARRIED**

## PLANNING AND DEVELOPMENT DEPARTMENT

### **4. RICHMOND COMMUNITY CYCLING COMMITTEE – PROPOSED 2012 INITIATIVES**

(File Ref. No. 01-0100-20-RCYC1/2012) (REDMS No. 3414787)

## Public Works & Transportation Committee

Wednesday, January 18, 2012

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Donna Chan, Manager, Transportation Planning, introduced Larry Pamer, Chair of the Richmond Community Cycling Committee.

Discussion ensued regarding the various different types of active transportation, and in reply to a query from Committee Mr. Pamer advised that the Committee would consider broadening its mandate to include other wheeled devices, if the need arose. Mr. Pamer commented that painted bike lanes are great enhancements and noted that there was precedence in Richmond for blue bike lanes. Staff was directed to examine painted bike lanes.

It was noted that a copy of the staff report should be forwarded to Vancouver Coastal Health for their information as many of the initiatives outlined in the staff may be of interest to them.

Discussion ensued regarding an upcoming staff report anticipated to go to the next Community Safety Committee meeting and the Chair requested that staff comment on cycling education and safety when that report comes forward.

It was moved and seconded

- (1) *That the proposed 2012 initiatives of the Richmond Community Cycling Committee regarding cycling-related engineering and education activities, as described in the report from the Director, Transportation, be endorsed; and*
- (2) *That a copy of the report from the Director, Transportation entitled "Richmond Community Cycling Committee - Proposed 2012 Initiatives" be provided to the Council School Board Liaison Committee and Vancouver Coastal Health for information.*

**CARRIED**

It was moved and seconded

*That staff examine the possibility of expanding the Richmond Community Cycling Committee beyond cycling.*

**CARRIED**

### 5. **TRAFFIC SAFETY ADVISORY COMMITTEE – PROPOSED 2012 INITIATIVES**

(File Ref. No. 01-0100-20-TSAD1-01) (REDMS No. 3410268)

In reply to a query from Committee, Ms. Chan commented on how staff measure the success of traffic safety initiatives and it was suggested that staff collect more feedback.

It was moved and seconded

- (1) *That the proposed 2012 initiatives for the Traffic Safety Advisory Committee, as outlined in the report from the Director, Transportation, be endorsed; and*

## Public Works & Transportation Committee

Wednesday, January 18, 2012

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- (2) *That a copy of the above report be forwarded to the Richmond Council-School Board Liaison Committee for information.*

**CARRIED**

### 6. MANAGER'S REPORT

#### (i) *Accessible Bus Stops*

Ms. Chan referenced a letter from TransLink's Access Transit Users' Advisory Committee requesting that Richmond increase its number of accessible bus stops. It was noted that of Richmond's 711 bus stops, approximately 402 are wheelchair and scooter accessible. Ms. Chan noted that since TransLink's letter, Richmond has commenced the installation of two more accessible bus stops (Garden City Road at Ferndale Road, and Railway Avenue at Woodward's Road) and relocated another (Moncton Street at Steveston Community Centre).

In reply to queries from Committee, Ms. Chan stated that the City typically budgets for four to six accessible bus stops a year and the cost of an accessible bus stop ranges significantly depending on the scope of the project.

#### (ii) *No. 1 Road and Moncton Street Intersection*

Ms. Chan stated that staff have received lots of positive feedback from residents and businesses regarding the newly upgraded intersection at No. 1 Road and Moncton Street.

#### (iii) *Steveston Highway Interchange*

Ms. Chan referenced a memorandum dated January 10, 2012 from the Director, Transportation (attached to and forming part of these Minutes as Schedule 1). She spoke of a recent meeting with the Honourable Blair Lekstrom, Minister of Transportation and Infrastructure regarding the Steveston Highway-Highway 99 Interchange and noted that Minister Lekstrom committed to directing his staff to work with City staff to address current traffic deficiencies.

#### (iv) *Speed Along Garry Street*

Discussion ensued regarding speeding along Garry Street and Ms. Chan advised that a speed study was forthcoming.

#### (v) *Snow Update*

Tom Stewart, Director, Public Works Operations, advised that the City was able to pre-salt many routes in anticipation of the snowfall. Also, he commented on 12-hour shifts, noting that they ensure 24-hour coverage. The Chair requested that staff provide an update on the implementation of 12-hour shifts at the conclusion of the snow season.

*Cllr. Au left the meeting (4:48 p.m.).*

## Public Works & Transportation Committee

Wednesday, January 18, 2012

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### *(vi) 2012 Capital Projects Open House*

Mr. Irving spoke of the 2012 Capital Projects Open House, noting that it is tentatively scheduled for April 4, 2012.

*Cllr. Au returned to the meeting (4:49 p.m.).*

### *(vii) Signage for the new RCMP Detachment*

Discussion ensued regarding the lack of signage for the new RCMP detachment located at 11411 No. 5 Road. Robert Gonzalez, General Manager, Engineering and Public Works, noted that staff would address the lack of signage.

## ADJOURNMENT

It was moved and seconded

*That the meeting adjourn (4:50 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the Public Works & Transportation Committee of the Council of the City of Richmond held on Wednesday, January 18, 2012.

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Councillor Linda Barnes  
Chair

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Hanieh Floujeh  
Committee Clerk



## City of Richmond

Schedule 1 to the Minutes of the  
Public Works and Transportation  
Committee meeting held on  
Wednesday, January 18, 2012.

### Memorandum Planning and Development Department Transportation

**To:** Mayor and Councillors  
**From:** Victor Wei, P. Eng.  
Director, Transportation

**Date:** January 10, 2012  
**File:** 01-0150-20-THIG1/2012-  
Vol 01

**Re: MEETING WITH MINISTER OF TRANSPORTATION AND INFRASTRUCTURE ON  
STEVESTON HIGHWAY-HIGHWAY 99 INTERCHANGE IMPROVEMENTS**


Mayor Brodie and staff met with Honourable Blair Lekstrom, Minister of Transportation and Infrastructure, and Ms. Linda Reid, MLA Richmond East, on January 10, 2012 to discuss the traffic safety and deficiency issues related to the Steveston Interchange/overpass at Highway 99. The purpose of the meeting was to gain ministerial support for carrying out technical investigation on feasible short-term improvements at the interchange to address the traffic issues prior to determining the long-term improvements for the George Massey Tunnel.

The background information on the Steveston Highway-Highway 99 Interchange and related traffic issues shared with the Minister and MLA Reid is attached.

The above information was well received by Minister Lekstrom. At the close of the meeting, he committed to directing his staff to work with City staff to study the Steveston Interchange with the objective of identifying the recommended improvements to address current traffic deficiencies. To this end, Ministry staff will contact City staff shortly to meet and discuss the next steps for developing a work program for the traffic study.

While understandably no initial financial commitment was made at the meeting by the Minister on funding the construction of the interchange improvements, his commitment on commencing the planning work is considered a significant step towards realizing early traffic improvements to the interchange in advance of the tunnel improvements.

I will continue to update Council on this work as it progresses. In the meantime, if you have any questions regarding this issue, please contact me.

  
Victor Wei, P. Eng.  
Director, Transportation  
(604-276-4131)

JC:lce  
Att. 1  
pc: TAG

PHOTOCOPIED

JAN 11 2012

RECEIVED







# City of Richmond

## Report to Committee

**To:** Public Works and Transportation Committee

**Date:** February 7, 2012

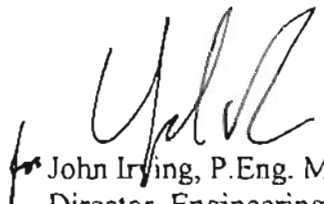
**From:** John Irving, P.Eng. MPA  
Director, Engineering

**File:** 10-6340-20-  
P.11314/Vol 01

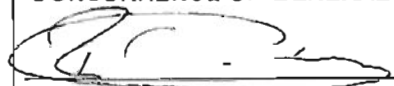
**Re:** No.1 Road North Drainage Pump Station Upgrade

### Staff Recommendation

That the design concept for the No.1 Road North Drainage Pump Station Upgrade be endorsed.

  
John Irving, P.Eng. MPA  
Director, Engineering  
(604-276-4140)

Att. 1, 2 & 3

| FOR ORIGINATING DEPARTMENT USE ONLY |  |  |   |
|-------------------------------------|--|--|---|
| <b>ROUTED TO:</b>                   | <b>CONCURRENCE</b>   |  | <b>CONCURRENCE OF GENERAL MANAGER</b>                               |
| Sewerage and Drainage               | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |  |   |
| Parks                               | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |  |   |
| Public Art                          | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |  |   |
| <b>REVIEWED BY TAG</b>              | YES <input checked="" type="checkbox"/>                          | NO <input type="checkbox"/>  | <b>REVIEWED BY CAO</b>  |
|                                     |  |  | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |

## **Staff Report**

### **Origin**

The No.1 Road North Drainage Pump Station was constructed in 1976. Staff have advanced design to the point whereby the general layout and architectural features have been identified.

The purpose of this report is to provide Council information regarding the intended pump station layout, including potential architectural and public art features.

### **Analysis**

The City's extensive flood protection and drainage system includes 49 kilometres of dikes, a series of ditches/canals, underground pipe and 39 drainage pump stations. The drainage system is designed to prevent the City from flooding during up to a 1:10 year rainfall event.

The existing No.1 Road North Drainage Pump Station services areas along No.1 Road bounded by the north dike to Francis Road including Terra Nova. This station was constructed in 1976 and contains old, antiquated equipment and is in need of a pumping capacity increase to adequately meet current flood protection standards.

Design of an upgraded No.1 Road North Drainage Pump Station commenced in Fall 2011 and has advanced to a point whereby the general layout and architectural features have been identified (Attachments 1, 2 & 3).

In general, the pump station layout has been designed to keep as low a profile as possible in order to preserve view corridors. The design currently has the proposed pump station roof at a slightly lower elevation than the existing pump station roof, thereby preserving and/or enhancing the view corridor. The proposed pump station wall facing No.1 Road will be relatively prominent and present an opportunity for beautification and/or public art.

The station is also incorporated into the highly utilized dike trail system connecting the Middle Arm dike to Terra Nova. Accordingly, the pump station maintenance accesses are visualized to be appealing and complimentary to the existing trails while at the same time providing the necessary means for pump station operations and maintenance activities. It is also proposed that short sections of the adjacent dike be raised to meet the look-out/viewing area at the top of the proposed pump station structure which will be at 4.7 metres geodetic. The current elevation of the dike is approximately 3.3 metres geodetic. The 4.7 metre elevation is also consistent with the City's Long Term Flood Management Strategy to address sea level rise.

Subject to Council's support, a public open house will be held shortly to get feedback on the design.

It is anticipated that design will be complete by April 2012, with construction to follow immediately thereafter. It is anticipated that construction will take place over a period of approximately six months.

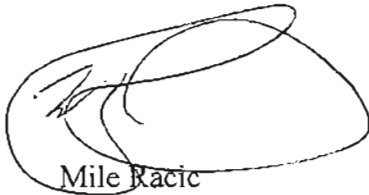
### **Financial Impact**

Funding to complete the No.1 Road North Drainage Pump Station upgrades has been approved by Council as part of the 2012 Capital Program.

While the total project value is \$3.45 million, the No.1 Road North Drainage Pump Station project has been approved for grant funding under the Build Canada Fund – Base Fund Agreement - Flood Protection Program for up to \$2.3 million in federal/provincial funding (<sup>2</sup>/<sub>3</sub> cost share).

### **Conclusion**

The No.1 Road North Drainage Pump Station has been approved in the 2012 Capital Program. Design has progressed to the point where the general layout and architectural features/opportunities have been identified. Subject to Council's support, a public open house will be held shortly to gain feedback on the proposed design.

A handwritten signature in black ink, appearing to read 'Mile Racic', enclosed within a large, hand-drawn oval loop.

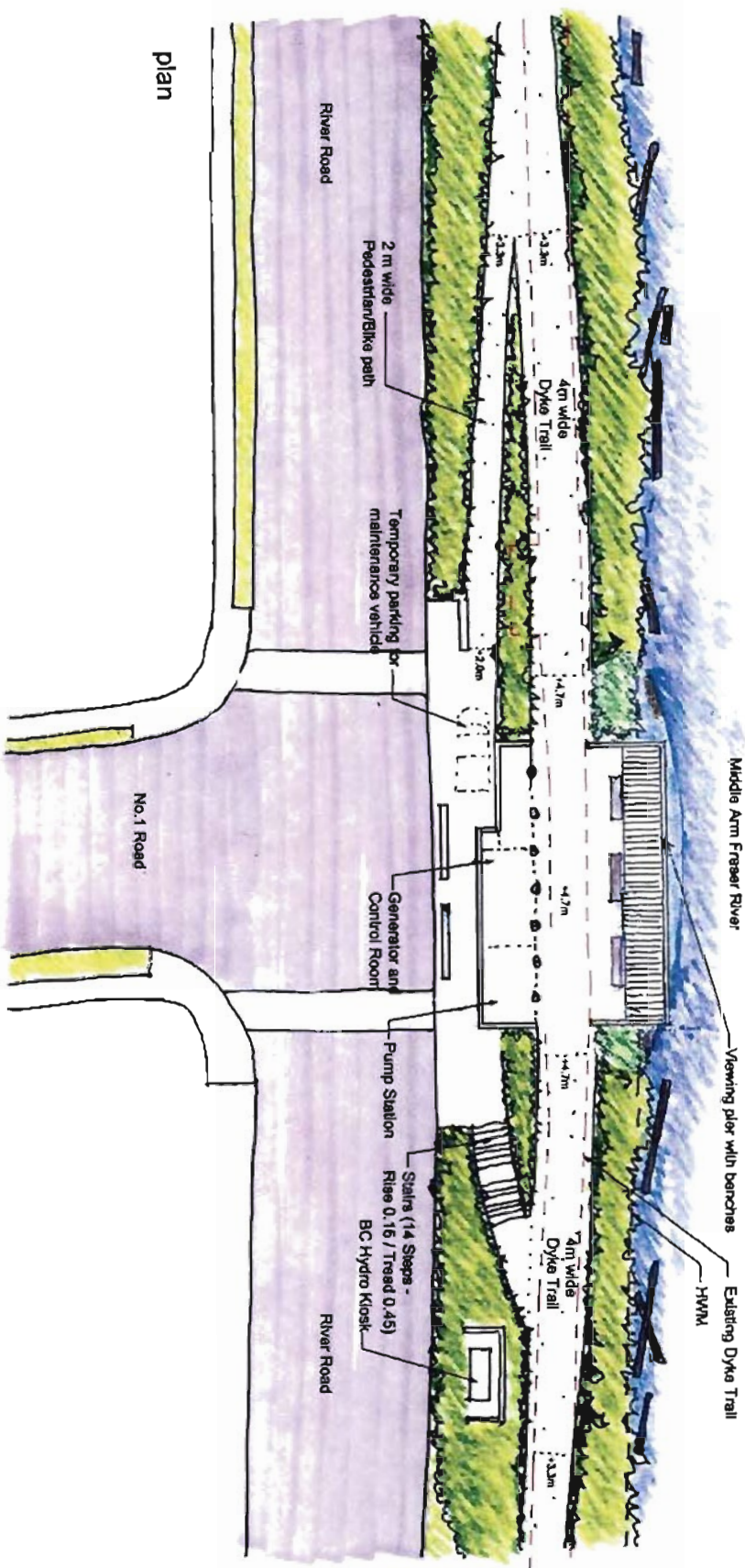
Mile Racic  
Acting Project Manager, Engineering Design and Construction  
(604-247-4655)

# ATTACHMENT 1

elevation



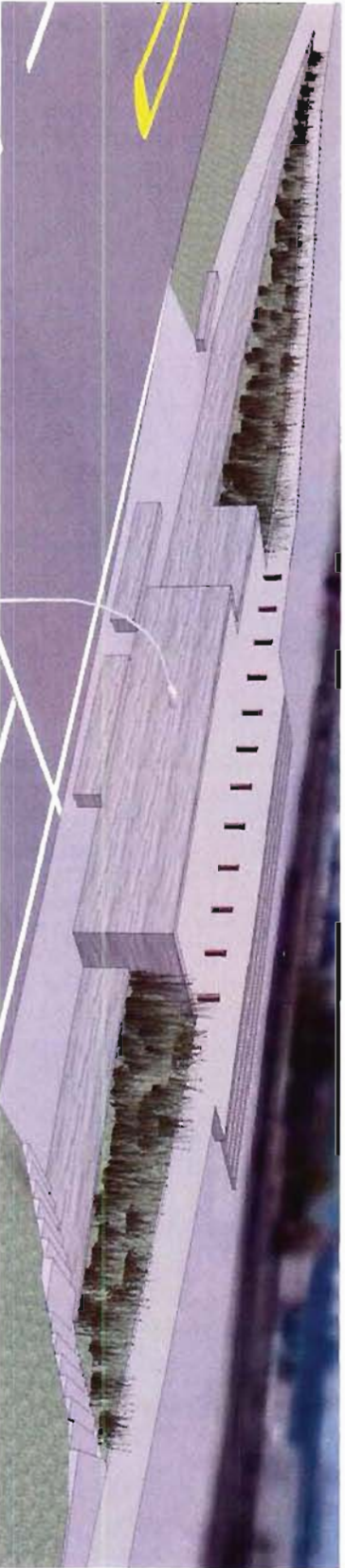
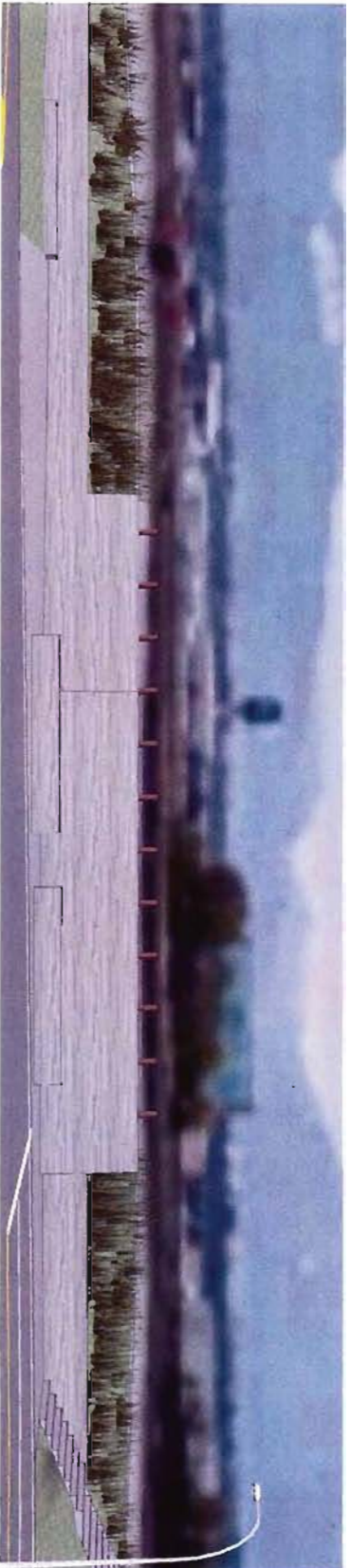
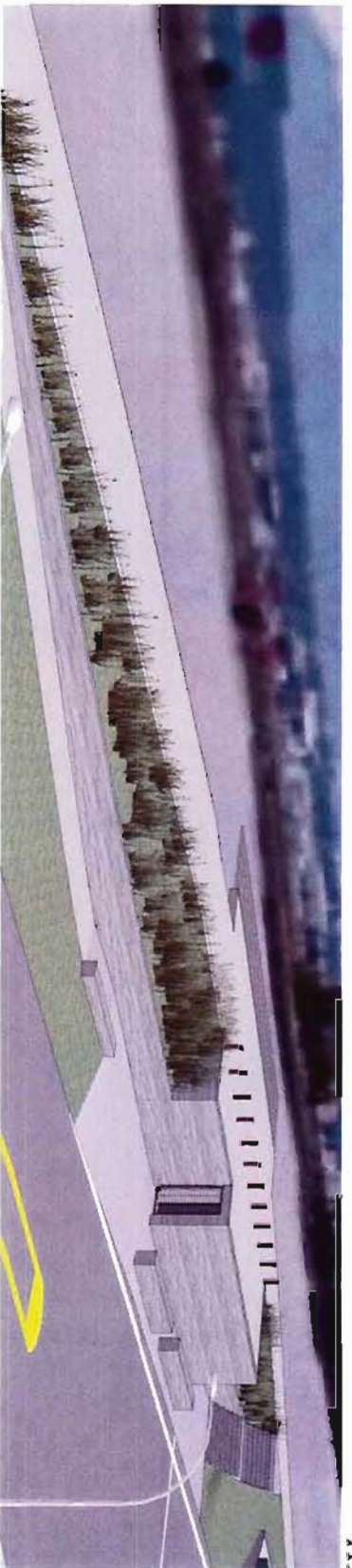
plan



No.1 Road North Drainage Pump Station Upgrade  
option 1a



1:100 (22x34)  
1:500 (11x17)  
2012.01.24





weathering steel



board formed concrete and wood



rammed earth



gabion and riprap



public art



plants

# No.1 Road North Drainage Pump Station Upgrade materials



# City of Richmond

## Report to Committee

To: Public Works and Transportation Committee

Date: February 7, 2012

From: John Irving, P.Eng. MPA  
Director, Engineering

File: 10-6650-02/2012-Vol  
01

Re: Toilet Rebate Program

### Staff Recommendation

That \$100,000 be allocated from the water levy stabilization provision to increase total 2012 Toilet Rebate Program funding to \$200,000.

John Irving, P.Eng. MPA  
Director, Engineering  
(604-276-4140)

| FOR ORIGINATING DEPARTMENT USE ONLY |   |  |   |
|-------------------------------------|---|--|---|
| ROUTED TO:                          |   | CONCURRENCE  | CONCURRENCE OF GENERAL MANAGER                                      |
| Budgets                             |   | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |   |
| Water Services                      |   | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |   |
| REVIEWED BY TAG                     | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/>                                      | REVIEWED BY CAO   |
|                                     |   |  | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |
|                                     |   |  |   |

## **Staff Report**

### **Origin**

At the December 12, 2011 Regular Council Meeting, Council adopted the following motion:

“(1) That the 2012 Utility Expenditure Budgets, as outlined under Options 1 for Water, and Sewer, Option 2 for Solid Waste & Recycling, and Option 3 for Drainage & Diking as contained in the staff report dated December 1, 2011 from the General Managers of Business and Financial Services and Engineering & Public Works, be approved as the basis for establishing the 2012 Utility Rates;”

This motion included \$100,000 in funding from the water provision account for the 2012 Toilet Rebate Program.

This report outlines the current status of the Toilet Rebate Program.

### **Analysis**

In October 2011, the British Columbia Plumbing Code was amended to require 4.8 litre single-flush or 4.1 litre / 6 litre dual-flush toilets. The code was previously amended to require 6 litre toilets in 2005. Prior to 2005, a typical toilet used 13 litres per flush.

Toilets account for approximately 30% of indoor water usage (based on older 13 litre toilets), and changing to low-flush toilets can reduce up to 68% of toilet water usage (75 litres per person per day). Toilet replacement is an important element in an overall water demand management strategy that reduces water consumption and improves municipal sustainability.

In addition to environmental benefits, there are also financial benefits that are realized through toilet replacement. Low-flush toilets can save the City approximately \$40 per dwelling per year in Metro Vancouver water charges when compared to older toilets. With the current rate structure, direct savings can be realized by metered customers and indirect savings may be realized by flat rate customers. Additionally, the per capita water use reduction allows the City and Metro Vancouver to defer infrastructure upgrades that would otherwise be required due to growth.

The City offers a \$100 rebate to homeowners for replacing older, less efficient toilets with new low flow toilets through the Toilet Rebate Program. The simple payback period realized by the City for a typical flat rate dwelling (based on two toilet rebates in a typical dwelling) is approximately five years.

Staff estimated that \$100,000 would be sufficient for the 2012 Toilet Rebate Program, as the City received an average of 880 applications per year in 2010 and 2011; however, there has been an overwhelming amount of interest so far this year and the program is on pace to exhaust the budget well before year-end. This is mainly due to large-scale, batch applications recently received from owners of multiple dwellings. Currently, there are three batch applications that account for a total of approximately 300 toilets. These applications are unusual and have a larger budget impact than anticipated. However, they also provide the benefits of accelerated program

implementation and indirect support to renters who would otherwise not benefit from the program. With a total of 460 toilet rebates processed to date in 2012 (including the batch applications), the toilet rebate budget has \$54,000 in remaining funding, with 11 months remaining in 2012.

Three options are presented below for Council consideration as the City moves forward with administering the 2012 Toilet Rebate Program:

Option 1: Status Quo

The program could be administered until the budget is fully depleted, and any applications submitted after that point would be retained and processed in the future if the program is extended. This could create a backlog of rebate submissions, essentially deferring the rebates to the next budget year.

Option 2: Modify Rebate Offer for Owners of Multiple Properties

A limit could be placed on future applications from owners of multiple properties, in order to reduce the impact of large-scale, batch applications on the toilet rebate budget. Owners of multiple properties could be limited to 20 toilet rebates per year, while maintaining the lifetime maximum of two toilets per dwelling.

Option 3: Apply Additional Funding (Recommended)

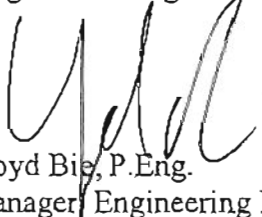
\$100,000 could be allocated from the water levy stabilization provision to increase total 2012 program funding to \$200,000. This level of funding will likely support the program through the end of this year. Should this funding be exhausted prior to the end of 2012, subsequent applications would be held for funding consideration in 2013.

**Financial Impact**


There is \$7M of available funding in the water levy stabilization provision that could be used to fund the recommended \$100,000 additional funding for the Toilet Rebate Program in Option 3.

**Conclusion**

The Toilet Rebate Program continues to be in high demand and there are funds available that could be used to extend the Toilet Rebate Program for the rest of this year. Staff recommend that \$100,000 be allocated from the water levy stabilization provision to increase total 2012 program funding to \$200,000.



Lloyd Bie, P.Eng.  
Manager, Engineering Planning  
(4075)



Jason Ho, P.Eng.  
Project Engineer  
(1281)

JH:jh





# City of Richmond

## Report to Committee

**To:** Public Works and Transportation Committee

**Date:** February 7, 2012

**From:** Tom Stewart, AScT.  
Director, Public Works Operations

**File:** 10-6000-01/2011-Vol  
01

**Re:** Sustainable Green Fleet Policy 2020

### Staff Recommendation

That Green Fleet Policy 2020 be re-named "Sustainable Green Fleet Policy 2020" and that the policy be amended by replacing the text of the current policy with the text set out in Attachment 4 of the report dated February 7, 2012 from the Director, Public Works Operations.

Tom Stewart, AScT.  
Director, Public Works Operations  
(604-233-3301)

Att. 4

| FOR ORIGINATING DEPARTMENT USE ONLY |  |                             |   |
|-------------------------------------|--|-----------------------------|---|
| <b>ROUTED TO:</b>                   | <b>CONCURRENCE</b>   |                             | <b>CONCURRENCE OF GENERAL MANAGER</b>                               |
| Sustainability                      | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |                             |   |
| <b>REVIEWED BY TAG</b>              | YES <input checked="" type="checkbox"/>                          | NO <input type="checkbox"/> | <b>REVIEWED BY CAO</b>  |
|                                     |  |                             | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |

## **Staff Report**

### **Origin**

This report presents an overview of the City's Public Works equipment and the corporate vehicle fleet. Discussion concerning the funding status and actions which have been implemented to close the funding gap, recommended actions and future policy-based strategies to secure the long-term financial well-being of the reserve -- are outlined for consideration.

It should be noted that there is currently inadequate funding to replace the vehicles and equipment on a long term sustainable basis in the fleet reserve. This report only addresses the Policy and does not commit Council to additional levels of funding. If, in the future additional funding is required, it will be brought to Council for consideration under a separate report.

### **Analysis**

#### ***1. Background***

Under Reserve Fund Establishment Bylaw No. 7812, the City has established a separate reserve fund (Public Works/Corporate Vehicle and Equipment Reserve) for replacement of Public Works equipment and the corporate vehicle fleet. The reserve is populated with an annual contribution which is recovered via monthly or hourly vehicle charges assessed on individual units. In turn, the contribution from each respective department is funded by general revenue/utility rates/taxes or receivable work. Monthly charges are used generally for cars and trucks, and hourly charges are used for larger equipment, which allows for tracking of costs associated with various activities or assets (e.g. maintenance, receivable or construction activities).

In keeping with the purpose of the reserve, these funds are used to purchase replacements for existing vehicles or equipment that have reached the end of their life cycle. Equipment/vehicles, which have been replaced and determined as surplus, are disposed of in accordance with Disposal of City Assets Policy 2003, unless approved by Council for donation. Generally, vehicles are sold at auction unless they are not safe or suitable for this purpose, in which case they are scrapped.

The vehicle reserve is not intended to be used in situations where additional vehicles/equipment are required due to plant growth or staffing increases, or to top-up/expand the features of a vehicle being replaced where those additional features add considerably to the purchase price of the vehicle. In these situations, an alternative funding source requiring Council approval (one-time additional level, surplus, etc.) is sought for the initial acquisition or the additional features, with subsequent replacement being funded from the vehicle reserve (once the vehicle has paid into the reserve over its life-cycle).

#### ***2. Overview of Corporate Vehicle and Equipment Fleet***

The City has approximately 525 units in its corporate vehicle and equipment fleet. This includes light duty (cars and small pickup trucks), medium duty (utility workhorse vans and large pickup trucks), heavy duty (backhoes), equipment (tractors, excavators) and machinery (pressure

washers, etc.). These vehicles and equipment are used to support all business units within the City (excluding Fire and RCMP) in delivering services to the community and maintaining City infrastructure and operations. The total replacement value of the corporate vehicle and equipment fleet is approximately \$34 million.

### ***3. Current Reserve Situation***

The reserve balance will fluctuate based on on-going vehicle replacements and timing of expenditures. As of December 31, 2010, the reserve balance was \$5,888,546.

At the present time, approximately \$1,675,000 is contributed annually from the vehicle/equipment charge-out rates to help fund the reserve, which, in turn, is funded by general revenue/utility rates/taxes or receivable work. Annual capital expenditure requests for acquisitions based on priority (age, condition, etc.) are submitted for Council approval. In general, annual expenditures are limited to the level of the annual contribution in order to ensure the financial stability of the reserve balance. This results in replacement of a lower number of vehicles than required, causing a ballooning effect which is driving up the age of vehicles/equipment and future funding requirements.

Retaining vehicles that have well-exceeded standard replacement cycles, i.e. based on age, hours of use, mileage, condition, etc., can result in a fleet which may not meet changing or current operational requirements. At the same time, maintaining an ageing fleet can drive up operating and maintenance costs. Having vehicles or equipment fail unexpectedly is costly given work crew downtime impacts and material delays, which leads to leasing equipment at higher rates for short periods of time to meet customer service commitments.

### ***4. Reserve Review, Findings and Actions***

An independent management and business consulting firm was retained to undertake a financial review to assess the adequacy of the vehicle/equipment reserve to meet the City's short and long term requirements for replacements. Key findings from this study and the actions undertaken or in-progress to date are discussed in the following section.

#### ***Key Findings***

- 4.1 Fleet Renewal: Richmond's fleet is relatively old given daily usage patterns and operational wear and tear -- the average age of vehicles in the fleet is 9.8 years. As a result, many vehicles are nearing the end of their useful service life, making the fleet due for significant renewal.
- 4.2 Replacement Cycle: Replacing all of the units due for replacement based on age would deplete the existing reserve fund under current contribution levels -- a considerable funding requirement given the total value of the fleet is approximately \$34 million.
- 4.3 Reserve levels: To be sustainable, the annual reserve payment needs to be increased from the current \$1.67 million to approximately \$3.1 million (or an increase of \$1.43 million annually).

Each of these points is discussed further as follows.

#### 4.1 Fleet Renewal

A significant renewal program is currently underway through the capital programs approved by Council. There are approximately 76 units, totalling \$5,876,421 which are actively undergoing renewal. This represents approximately 14% of the total fleet (vehicles and equipment ~525 units). At present, approximately 42 vehicle and equipment units have either been received or are on order and will be received shortly (including excavators/backhoe, a sweeper, a 22-passenger bus, various cars and trucks) totalling approximately \$3 million. Replacements for the remaining units are underway - at various stages of the process, tender stage, evaluation stage, etc. A summary of the active replacement program, the status and associated value of the replacements is included in **Attachment 1**. Also included is the listing of 2012 planned replacements, per the capital budget process. The 5-year plan, from 2012 – 2016, includes replacements for 265 units.

#### 4.2 Replacement Cycle

As noted previously, the average age of the City's fleet is 9.8 years. It is not affordable or practical to replace all of the vehicles/equipment due for replacement at once based on a standard 10 year life-cycle. Therefore, an individual assessment (age/condition/repair history, etc.) of the fleet (vehicles and equipment) was undertaken to establish realistic replacement timeframes, ranging from a low of 7 years to a high of 20 years, depending on use. In some cases, units will not be replaced at the end of their useful life where the level of use does not justify replacement, i.e. downsizing.

This exercise of not replacing vehicles due to a lack of usage is a best practise that should be embedded in the City's fleet replacement strategy going forward.

The outcome of the individual vehicle/equipment assessments undertaken has been formulated into a long-term replacement plan, which projects replacements to 2030. The plan will be somewhat fluid in nature and will be reviewed regularly to reflect realistic replacement timeframes, costs and needs on an on-going basis.

#### 4.3 Vehicle/Equipment Reserve Level

The consultant review identified that the annual reserve contribution should be increased to \$3.1 million (from \$1.675 million) or a total annual increase of \$1.43 million. Recognizing the impact that such a significant increase would have on budgets, staff undertook a number of measures to try to reduce the impact of the required increase, and in particular, the impact on budgets:

- a) As part of the vehicle assessment (as noted under Item 4.2, above), the funding allocation for individual replacements was evaluated and tightened up as much as possible to reflect optimal pricing strategies, in alignment with Council's existing Green Fleet Policy 2020 (**Attachment 2**). Included in optimal pricing strategies will be a value-based approach, meaning that where it makes best business sense and in

accordance with Council's Green Fleet Policy, staff can review alternative acquisition strategies for vehicles and equipment (such as acquiring lease return units, financed purchases, etc.) where it provides best value and in consideration of the total cost of ownership. It is recommended that this approach also be embedded in the City's funding strategy going forward.

By incorporating optimal pricing strategies, combined with the downsizing exercise (identifying those units which will not be replaced at the end of their life-cycle per 4.2, above), the additional annual increase requirement is reduced by \$425,000, or to approximately \$1 million (or a total annual reserve contribution of \$2.675 million).

- b) In an effort to further reduce the impact of the additional annual requirement on operating budgets, the purchase costs for vehicle replacements principally used to support Water/Sewer Services can be funded from Water/Sewer utility budgets, with user charges flowing back to the fleet reserve. By incorporating this approach into the long-term vehicle replacement plan analysis/funding strategy (to 2030), the additional annual funding requirement can be reduced by a further \$500,000.

The above strategies represent a significant reduction in the additional funding requirement to stabilize the reserve; however, an annual shortfall of \$500,000 in the required annual reserve contribution remains, as outlined below.

| <b>Fleet Vehicle Reserve – Additional Annual Funding Required</b> |  |               |
|---|--|---------------|
| 1.  | Existing Annual Reserve Contribution                                   | \$1,675,000   |
| 2.  | Required Annual Reserve Contribution per Independent Review            | \$3,100,000   |
| 3.  | Annual Reserve Shortfall   | (\$1,425,000) |
|   |  |               |
| 4.  | Downsizing/Optimal Pricing Strategies – Savings (per Item 4.2 & 4.3 a) | \$425,000     |
| 5.  | Running Sub Total: Annual Reserve Shortfall                            | (\$1,000,000) |
|   |  |               |
| 6.  | Fund Vehicles from Utility Budgets – Reallocation (per Item 4.3 b)     | \$500,000     |
| 7.  | Running Sub Total: Annual Reserve Shortfall                            | (\$500,000)   |

To summarize, the strategies outlined above have reduced the total annual funding requirement from that identified by the independent consultant from \$3,100,000 to \$2,175,000. With the annual reserve contribution currently at \$1,675,000, there remains a shortfall of \$500,000 annually. The following section presents a recommended approach to address this gap.

#### ***5. Funding Strategy Options to Address Remaining Annual Reserve Shortfall***

- a) *Contribution to Reserves:* Staff annually estimate annual hourly usage of vehicles in order to develop the fleet operating budget. The estimate of hourly usage is based on projections for maintenance, capital, receivable and servicing agreement work that may be requested of the City's hourly vehicle fleet, which incorporates a prediction on how much development servicing will be requested for the year. As can be expected, the projected usage is somewhat conservative in order to ensure that budgeted revenue targets can be met. However, when receivable and servicing

agreement work requested through development exceeds budgeted revenues, a portion of the rate (approximately 20%) is dedicated to the replacement of the vehicle or equipment given its usage. Included in the proposed policy amendment is the transferring of excess revenues related to vehicle and equipment usage into the Public Works/Corporate Vehicle and Equipment Reserve. While this amount will vary annually, it is a key principle in establishing a sustainable reserve – the more equipment is used, the sooner it will require replacement and the revenues recovered should contribute towards replacement.

- b) *Status Quo*: No action could be taken to increase the reserve contribution. This option would result in the reserve being completely depleted by the 2020/2021 timeframe, as shown by the blue line on **Attachment 3**. This option does not create a sustainable funding source for replacements beyond that timeframe. Other options, such as borrowing, could be pursued at that time.

Staff do not recommend this option since it is not financially sustainable.

- c) *Increase the annual reserve contribution; review incremental increases annually*: Under this option, based on ongoing reviews of the reserve status and vehicle/equipment replacement funding requirements, an incremental increase would be proposed on an additional level basis at appropriate intervals.

The green line on **Attachment 3** reflects a \$250,000 annual increase, supplemented by an arbitrary incremental increase of \$25,000 commencing in 2013. The \$25,000 annual incremental increase was selected arbitrarily for evaluation purposes. Any proposed annual amount would be adjusted to reflect an approach toward creating sustainable reserve levels. Amounts will vary based on efficiency gains or increased revenues and will be evaluated annually. Any proposed increases would be submitted as part of the budget process for Council's consideration and, as such, this will not be included as a recommendation in the Sustainable Green Fleet Policy. However, staff will continue to evaluate and recommend an approach which leads towards embedding full costs into vehicle and equipment rates in alignment with best sustainability practices.

## **6. Funding Strategy Policy Elements**

As discussed throughout in this report, there are a number of components necessary to create an effective funding strategy. These include best practises designed to help minimize costs, increased revenues from expanded use of City equipment resulting from overall efficiencies in Public Works operations, fleet efficiency gains, and supplemental funding – all of which are designed to create a sustainable funding approach to the City's fleet and equipment needs. To capture the best practices aspects of the strategy as outlined in this report and embed them in City policy, it is recommended that existing "Green Fleet Policy" 2020, be amended by:

- a) Renaming the policy to "Sustainable Green Fleet Policy",
- b) Adding to the existing policy statement, "employ an effective strategy to ensure a sustainable funding model is maintained for vehicle and equipment acquisitions".

- c) Adding the following best practices as Item “5. Vehicle and Equipment Reserve Funding Strategy”:

“The City will employ strategies to maintain a sustainable reserve funding model for vehicle and equipment acquisitions which allows for appropriate replacement cycles, maximizes suitability and efficiency to required applications and which:

- Downsizes by not replacing units where usage does not constitute an on-going need
- Clarifies that replacement of vehicles and equipment will be on a same level of service basis consistent with the approved budget
- Incorporates alternative acquisition strategies which represent best value and take into account the total cost of ownership
- Provides funding for vehicle/equipment acquisitions from utility funding sources, where those vehicles/equipment principally support those business areas
- Transfers any operating budget surplus due to the use of vehicles and equipment to the Public Works/Corporate Vehicle and Equipment Reserve.”

The proposed policy, as outlined above, is contained in **Attachment 4**.

### **Financial Assumptions**

The following are key assumptions included in this financial analysis:

- Assumes a 3% annual return on the reserve. While not realistic at current banking interest rates, it is expected this is a reasonable assumption over the ~20 year life of the plan.
- Assumes that vehicle replacement costs will increase by 5% annually.
- Assumes that revenues flowing back into the reserve for salvage (auction/trade-in, etc.) will be 5% of the original purchase price of the vehicle.

### **Financial Impact**

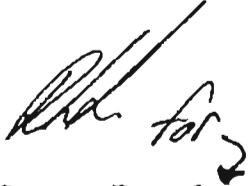
None.

### **Conclusion**

A comprehensive approach to address the existing shortfall in the corporate vehicle and equipment reserve is outlined in this report. A funding strategy is proposed which comprises a combination of actions, including a recommendation to embed best practices in Council policy, to transfer to the vehicle/equipment reserve any operating budget surplus arising from vehicle and equipment use, and to supplement the reserve by consideration of additional annual funding as part of future budget deliberations.

Implementation of the strategies outlined in this report will create the opportunity for a sustainable funding model going forward for the Public Works Corporate Vehicle and Equipment Reserve. This will ensure the availability of needed resources to maintain service levels in various City and Public Works functional areas. The funding strategy is outlined as an amendment to the existing Green Fleet Policy, which is proposed to be renamed the "Sustainable Green Fleet Policy", as presented with this report.

The proposed adoption of the Sustainable Green Fleet Policy is one of the key ways that the City is implementing the principles and practices in the Corporate Sustainability Policy.

A handwritten signature in black ink, appearing to read "Suzanne Bycraft", with a small arrow pointing downwards at the end of the signature.

Suzanne Bycraft  
Manager, Fleet & Environmental Programs  
(604-233-3338)

SJB:

## Attachment 1

## Summary of Active Replacement Program

| Item # | Unit # | Description                | Status*    |
|--------|--------|----------------------------|------------|
| 1      | 419    | 1982 Crown Forklift        | Planned    |
| 2      | 501    | 1987 Art Tec Fldck Trailer | Planned    |
| 3      | 718    | 1992 GMC Van               | Evaluation |
| 4      | 732    | 1992 John Deere Excavator  | Received   |
| 5      | 756    | 1993 GMC Crew Cab          | On-order   |
| 6      | 806    | 1994 Ford Truck            | Evaluation |
| 7      | 807    | 1994 Ford Truck            | On-order   |
| 8      | 819    | 1994 Ford 2WHDR Truck      | Pending    |
| 9      | 828    | Clark Forklift             | Planned    |
| 10     | 829    | 1994 Ford Pick Up Truck    | Pending    |
| 11     | 830    | 1994 Ford Pick Up Truck    | Pending    |
| 12     | 842    | Leroi Compressor           | Planned    |
| 13     | 845    | 1995 Ford Pick Up Truck    | Pending    |
| 14     | 848    | 1995 Ford Van              | Received   |
| 15     | 859    | 1995 Freightliner Dump     | On-order   |
| 16     | 867    | 1995 Ford Van              | Pending    |
| 17     | 871    | 1995 Ford Pick Up Truck    | Pending    |
| 18     | 874    | Forklift                   | Planned    |
| 19     | 876    | 1996 Freightliner Dump     | On-order   |
| 20     | 881    | 1995 Ubilt Trailer         | Planned    |
| 21     | 891    | 1996 Ford Passenger Bus    | Received   |
| 22     | 895    | 1997 Ford Pick Up Truck    | Pending    |
| 23     | 901    | 1996 Ford Ranger           | Pending    |
| 24     | 902    | 1996 Ford Pick Up Truck    | Pending    |
| 25     | 904    | 1996 Ford Pick Up Truck    | Pending    |
| 26     | 905    | 1996 Ford Pick Up Truck    | Pending    |
| 27     | 906    | 1996 Ford Pick Up Truck    | Pending    |
| 28     | 913    | 1996 Caterpillar           | Received   |
| 29     | 916    | 1996 Ford Pick Up Truck    | On-order   |
| 30     | 917    | 1996 Ford Pick Up Truck    | Received   |
| 31     | 919    | Zamboni Resurfacer         | Evaluation |
| 32     | 921    | 1997 Ford Pick Up Truck    | Pending    |
| 33     | 922    | 1996 Ford Econo Van        | On-order   |
| 34     | 923    | 1996 Ford Econo Van        | On-order   |
| 35     | 928    | 1997 Ford Street Sweeper   | Received   |
| 36     | 931    | 1997 Ford Ranger Pick Up   | Pending    |

\* Planned – Specification Development Stage

Pending – Specification Complete

Received – In-Service

On-Order – P.O. Issued

Evaluation – Tenders Issued &amp; Closed

| Item # | Unit # | Description  | Status*    |
|--------|--------|--|------------|
| 37     | 942    | 1997 Ford Crane                                    | Received   |
| 38     | 943    | 1997 Ford Pick Up Truck                            | On-order   |
| 39     | 952    | 1997 Chevrolet Cavalier                            | Pending    |
| 40     | 958    | 1998 Cat Excavator                                 | Received   |
| 41     | 962    | 1997 Ford Econo Van                                | Pending    |
| 42     | 963    | 1997 Ford Econo Van                                | Pending    |
| 43     | 965    | 1996 Ford Pick Up Truck                            | Pending    |
| 44     | 966    | 1996 Ford Pick Up Truck                            | Pending    |
| 45     | 968    | 1997 Ford Econo Van                                | Pending    |
| 46     | 969    | 1998 Ford Econo Van                                | Pending    |
| 47     | 994    | 1999 Ford Crew Cab Dump                            | On-order   |
| 48     | 1000   | 1996 Ford Pick Up Truck                            | Pending    |
| 49     | 1003   | Yamaha Golf Cart                                   | Evaluation |
| 50     | 1006   | 1997 Cat Excavator                                 | Received   |
| 51     | 1035   | 2001 Ford E250 Cargo Van                           | On-order   |
| 52     | 1036   | 2001 Ford E250 Cargo Van                           | On-order   |
| 53     | 1038   | 2001 GMC Safari Mini Van                           | Received   |
| 54     | 1039   | 2001 GMC Safari Mini Van                           | Pending    |
| 55     | 1040   | 2001 GMC Safari Mini Van                           | Received   |
| 56     | 1041   | 2001 GMC Safari Mini Van                           | Received   |
| 57     | 1042   | 2001 Chev Cavalier                                 | Received   |
| 58     | 1043   | 2001 Chev Cavalier                                 | On-order   |
| 59     | 1044   | 2001 Chev Cavalier                                 | On-order   |
| 60     | 1048   | 2001 Chev Cavalier                                 | Received   |
| 61     | 1049   | 2001 Chev Cavalier                                 | Received   |
| 62     | 1050   | 2001 Chev Cavalier                                 | Received   |
| 63     | 1051   | 2001 Chev Cavalier                                 | Received   |
| 64     | 1052   | 2001 Chev Cavalier                                 | On-order   |
| 65     | 1053   | 2001 Chev Cavalier                                 | Received   |
| 66     | 1054   | 2001 Chev Cavalier                                 | On-order   |
| 67     | 1157   | 2001 Ubilt Trailer (Box)                           | Planned    |
| 68     | 1199   | 2003 Chevrolet Cavalier                            | Received   |
| 69     | 1439   | 2006 Smart Car                                     | Received   |
| 70     | 1444   | 2010 Arkfield Emergency Water Mobile Response Unit | Received   |
| 71     | 1450   | 2011 Chevy Cruze                                   | Received   |
| 72     | 1504   | 2010 JD Front Mower                                | Received   |
| 73     | 1505   | 2009 3080 Kubota Ride on Mower                     | Received   |
| 74     | 1508   | 2011 Ford Econo Van                                | Received   |

\* Planned – Specification Development Stage

Pending – Specification Complete

Received – In-Service

On-Order – P.O. Issued


Evaluation – Tenders Issued &amp; Closed

| Item # | Unit # | Description   | Status*  |
|--------|--------|---|----------|
| 75     | 1539   | 2006 Husqvarna Aerator Sod Cutter 18"               | Received |
| 76     | 1541   | 2011 Haulmark Box Trailer (Portable Water Stations) | Received |


**2012 Planned Replacements  
(Pending Approval via Capital Budget Process)**

| Item # | Unit # | Description                       |
|--------|--------|-----------------------------------|
| 1      | 503    | 1987 Art Tec Flatdeck Trailer     |
| 2      | 557    | 1988 Ubilt Flatdeck Trailer       |
| 3      | 667    | Toro Mower                        |
| 4      | 729    | 1992 E H Wachs Tank               |
| 5      | 794    | 1994 Hino Flatdeck Paint Stripper |
| 6      | 849    | 1995 Ford Flatdeck                |
| 7      | 884    | 1996 G&M Flatdeck                 |
| 8      | 945    | 1997 Ford Econo Van               |
| 9      | 964    | 1997 Ford Econo Van               |
| 10     | 981    | 1999 Ford F450 Truck              |
| 11     | 1004   | 1998 Plymouth Voyageur Van        |
| 12     | 1007   | 1996 Ford Pick Up Truck           |
| 13     | 1008   | 1996 Ford Pick Up Truck           |
| 14     | 1009   | 1997 Ford Pick Up Truck           |
| 15     | 1010   | 1996 Ford Pick Up Truck           |
| 16     | 1016   | 1999 Ford E450 Mini Bus           |
| 17     | 1023   | 2000 John Deere Tractor Mower     |
| 18     | 1024   | 2000 John Deere Tractor Mower     |
| 19     | 1025   | 1999 New Holland Tractor          |
| 20     | 1026   | Verti Drain                       |
| 21     | 1028   | 1999 John Deere Tractor Mower     |
| 22     | 1030   | 2000 GMC 4x4 Pick Up Truck        |
| 23     | 1079   | 2000 Hitachi Excavator            |
| 24     | 1085   | 2001 Grumman Workhorse Van        |
| 25     | 1086   | 2001 Chev Cavalier                |
| 26     | 1095   | 2001 E350 1 Ton Versalift Van     |
| 27     | 1096   | 2001 E350 1 Ton Versalift Van     |
| 28     | 1105   | 1982 Hyster Forklift              |
| 29     | 1134   | 2001 John Deere Ride On           |
| 30     | 1135   | 2001 John Deere Ride On           |
| 31     | 1136   | 2001 John Deere Ride On           |
| 32     | 1137   | 2001 John Deere Ride On           |
| 33     | 1193   | 2003 Ford Cargo Van               |
| 34     | 1197   | 2003 Ford F-150 Pick Up Ext. Cab  |
| 35     |        | Contingency                       |

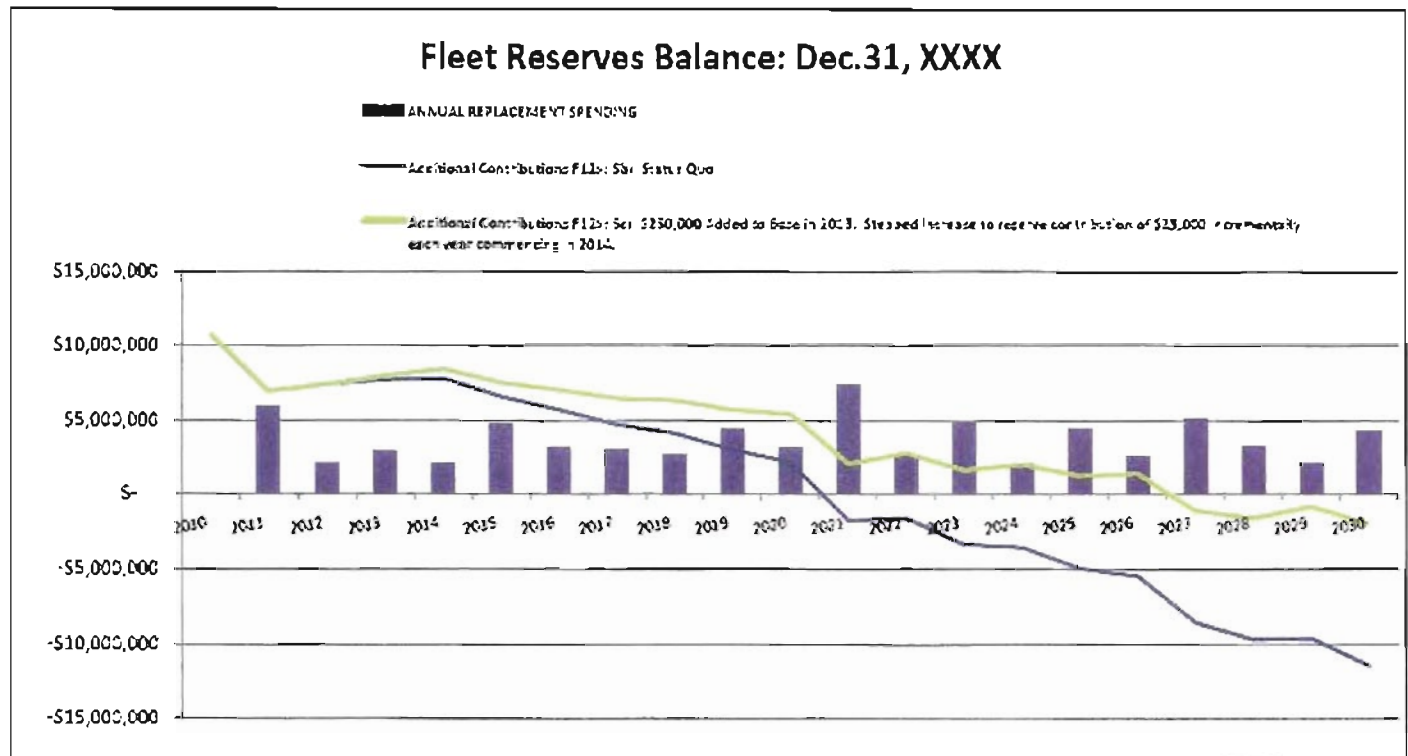
## Attachment 2

|  |  |                  |               |
|--|--|------------------|---------------|
|   |  | City of Richmond | Policy Manual |
| Page 1 of 2  | Adopted by Council – December 11, 2006<br>Amended by Council – February 23, 2009 | Policy 2020      |               |
| File Ref:  | Green Fleet Policy   |                  |               |
| <p><b>Policy:</b></p> <p>It is Council policy that:</p> <p><i>in recognition that the production, use and disposal of motor vehicles result in significant impacts to human health and environment, and pose a sizeable cost requirement for the City, the City of Richmond will seek to:</i></p> <ul style="list-style-type: none"><li>• be a leader in incorporating innovation and leading-edge technology in the management of its fleet, and</li><li>• manage its corporate fleet according to the following Green Fleet objectives and performance standards.</li></ul> <p><b>1. <u>Acquisition</u></b></p> <p>Purchases of new vehicles will be conducted in accordance with the City's Environmental Purchasing Policy and specifically aimed at:</p> <ul style="list-style-type: none"><li>• minimizing overall fleet.</li><li>• using the smallest size vehicles available to meet assessed need</li><li>• using vehicles with highest fuel efficiency and cost effectiveness based on considerations of life-cycle costing and financial investment requirements</li><li>• maximizing the use of alternative fuels and technologies.</li><li>• biofuels will be evaluated by taking into account their effect on agriculture, environmental impact, cost, source location and energy balance. The highest blends available will be used subject to operational constraints.</li></ul> <p>Efficiency performance standards will be incorporated into bid specifications.</p> <p><b>2. <u>Operational Safety and Efficiency</u></b></p> <p>The City's fleet will be operated in a manner which:</p> <ul style="list-style-type: none"><li>• maintains high safety standards</li><li>• maximizes manufacturer recommended performance standards</li><li>• supports, implements and complies with current operations and emissions standards</li><li>• incorporates technologies to accurately measure individual vehicle emissions</li><li>• ensure optimal vehicle operations and minimize emissions and fuel consumption</li><li>• adopts new technologies, including retrofits, aimed at improving fuel efficiency and reducing emissions, wherever practicable and cost effective</li><li>• prevents non-purposeful idling of City vehicles</li><li>• supports alternative transportation programs for City employees.</li></ul> <p>The City's driver/operator training program will include education on:</p> <ul style="list-style-type: none"><li>• operational practices for maximizing fuel efficiency and reducing emissions (e.g., minimizing travel distances, anti-idling, etc.)</li><li>• increasing safety, and</li></ul> |  |                  |               |

## Attachment 2 (Cont'd)

|   |  |                    |
|---|--|--------------------|
|  <b>City of Richmond</b> <b>Policy Manual</b>  |  |                    |
| Page 2 of 2   | Adopted by Council – December 11, 2006<br>Amended by Council – February 23, 2009 | <b>Policy 2020</b> |
| File Ref:   | Green Fleet Policy   |                    |
| <ul style="list-style-type: none"><li>• encouraging acceptance of alternate technologies and approaches.</li></ul> <p>3. <b><u>Education and Awareness</u></b><br/>The City will work in partnership with the Richmond community and other agencies to support community-wide green fleet initiatives, wherever practicable and cost effective.</p> <p>4. <b><u>Monitoring and Reporting</u></b><br/>Corporate fleet practices, including annual fuel consumption, will be monitored and reported on in the City's State of Environment reporting program.</p> <p>2192744</p> |  |                    |

## Attachment 3





City of Richmond

Policy Manual

Page 1 of 2

Adopted by Council – December 11, 2006

Policy 2020

Amended by Council – February 23, 2009

File Ref:

Sustainable Green Fleet Policy

**Policy:**

It is Council policy that:

*in recognition that the production, use and disposal of motor vehicles result in significant impacts to human health and environment, and pose a sizeable cost requirement for the City, the City of Richmond will seek to:*

- be a leader in incorporating innovation and leading-edge technology in the management of its fleet.
- manage its corporate fleet according to the following Green Fleet objectives and performance standards, and
- employ an effective strategy to ensure a sustainable funding model is maintained for vehicle and equipment acquisitions.

New

**1. Acquisition**

Purchases of new vehicles will be conducted in accordance with the City's Environmental Purchasing Policy and specifically aimed at:

- minimizing overall fleet
- using the smallest size vehicles available to meet assessed need
- using vehicles with highest fuel efficiency and cost effectiveness based on considerations of life-cycle costing and financial investment requirements
- maximizing the use of alternative fuels and technologies
- biofuels will be evaluated by taking into account their effect on agriculture, environmental impact, cost, source location and energy balance. The highest blends available will be used subject to operational constraints.

Efficiency performance standards will be incorporated into bid specifications.

**2. Operational Safety and Efficiency**

The City's fleet will be operated in a manner which:

- maintains high safety standards
- maximizes manufacturer recommended performance standards
- supports, implements and complies with current operations and emissions standards
- incorporates technologies to accurately measure individual vehicle emissions
- ensure optimal vehicle operations and minimize emissions and fuel consumption
- adopts new technologies, including retrofits, aimed at improving fuel efficiency and reducing emissions, wherever practicable and cost effective
- prevents non-purposeful idling of City vehicles
- supports alternative transportation programs for City employees.



City of Richmond

Policy Manual

|             |  |             |
|-------------|--|-------------|
| Page 2 of 2 | Adopted by Council – December 11, 2006<br>Amended by Council – February 23, 2009 | Policy 2020 |
| File Ref:   | Sustainable Green Fleet Policy   |             |

The City's driver/operator training program will include education on:

- operational practices for maximizing fuel efficiency and reducing emissions (e.g., minimizing travel distances, anti-idling, etc.)
- increasing safety, and
- encouraging acceptance of alternate technologies and approaches.

### 3. Education and Awareness

The City will work in partnership with the Richmond community and other agencies to support community-wide green fleet initiatives, wherever practicable and cost effective.

### 4. Monitoring and Reporting

Corporate fleet practices, including annual fuel consumption, will be monitored and reported on in the City's State of Environment reporting program.

### 5. Vehicle and Equipment Reserve Funding Strategy

← New proposed section 5

The City will employ strategies to maintain a sustainable reserve funding model for vehicle and equipment acquisitions which allows for appropriate replacement cycles, maximizes suitability and efficiency to required applications and which:

- Downsizes by not replacing units where usage does not constitute an on-going need
- Establishes that replacement of vehicles and equipment will be on a same level of service basis consistent with the approved budget
- Incorporates alternative acquisition strategies (including consideration of leases and financing purchases) which represent best value and take into account the total cost of ownership
- Provides funding for vehicle/equipment acquisitions from utility funding sources, where those vehicles/equipment principally support those business areas
- Transfers any operating budget surplus due to the use of vehicles and equipment to the Public Works/Corporate Vehicle and Equipment Reserve.



# City of Richmond

## Report to Committee

**To:** Public Works and Transportation Committee

**Date:** February 6, 2012

**From:** Tom Stewart, ASCT.  
Director, Public Works Operations

**File:** 10-6370-01/2012-Vol  
01

**Re:** Public Spaces Recycling Pilot Program - Results

### Staff Recommendation

1. That the pilot program model be used to further develop and expand public spaces recycling in a graduated manner to City facilities, at City events, and to other City properties, including streetscapes, open spaces and parks.
2. That Nestlé Waters Canada be thanked for their sponsorship of the program and for the donation of the recycling containers to the City of Richmond.

Tom Stewart, ASCT.  
Director, Public Works Operations  
(604-233-3301)

Att. 2

| FOR ORIGINATING DEPARTMENT USE ONLY |  |                             |  |
|-------------------------------------|--|-----------------------------|--|
| <b>ROUTED TO:</b>                   | <b>CONCURRENCE</b>   |                             | <b>CONCURRENCE OF GENERAL MANAGER</b>  |
| Sustainability                      | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |                             |  |
| Parks & Recreation                  | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |                             |  |
| <b>REVIEWED BY TAG</b>              | YES <input checked="" type="checkbox"/>                          | NO <input type="checkbox"/> | <b>REVIEWED BY CAO</b> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |

## Staff Report

### Origin

A public spaces recycling pilot program was undertaken from July 28<sup>th</sup> – October 28<sup>th</sup>, 2011 in partnership with Nestlé Waters Canada. The pilot area encompassed the Steveston business district, Garry Point Park, the Steveston Community Centre and Hugh Boyd Park. The purpose of the pilot program was to help design a model for public spaces recycling programs and enhance the City's waste diversion efforts. Participation in the pilot program was approved by Council at their February 28, 2011 meeting. This project provided Richmond with the opportunity to host the first pilot public spaces recycling program in British Columbia.

This report presents the results of the pilot program and outlines an approach for expanding public spaces recycling in Richmond.

### Analysis

#### *Background*

Recycling in public spaces is an important next step in advancing toward 70% waste diversion by 2015. It serves to reinforce the recycling behaviours typically practised in home environments, raises the profile of recycling in the community, and presents a positive statement and image of community pride and environmental responsibility. Challenges with public spaces recycling include contamination, additional servicing requirements associated with handling different recycling streams, scavenging, costs and suitability of containers, space requirements, and appropriate signage/messaging on containers.

The proposal by Nestlé Waters Canada to undertake a pilot public spaces recycling program presented an excellent opportunity to test various approaches to address the identified challenges as well as provide valuable insights in advancing public spaces recycling. The cost for the pilot program recycling containers, various communications aspects and program measurement were funded by Nestlé Waters Canada, the Canadian Beverage Association and Encorp Pacific (Canada). Nestlé Waters retained a consultant, StewardEdge Inc. to support the project. The City managed the implementation and operational aspects of the program and developed the program branding, signage materials and other related items.

The goals of the pilot program were to:

- measure and improve public spaces recycling performance,
- create a model public spaces recycling system for beverage containers and other recyclables,
- create enhanced opportunities for the public to manage recyclables and reduce litter,
- assess the impact of the provincial deposit/refund system for beverage containers on public spaces recycling,
- establish suitable recycling infrastructure based on functional and aesthetically pleasing recycling bins,
- increase public awareness of the opportunities for and convenience of recycling in Richmond.

To measure the program, solid waste audits were conducted prior to implementation of the program to establish a baseline assessment. A further audit was undertaken midway through the pilot to determine the impact of the program. The waste audit included structured observation of behaviour of the pilot area as well as at the Canada Line stations, where the City had previously installed recycling containers.



*Waste Audit Taking Place at the Works Yard*

### *Pilot Program Details*

The pilot program encompassed three distinct areas, including the Steveston business district, two community parks and a community facility as shown in the following table. In total, Nestlé Waters provided 81 containers at a cost of approximately \$50,000. The City undertook container installation, servicing and maintenance.

**Table 1: Summary of New Recycling Bins**

| Location                   | Bin Type                   | Quantity  |
|----------------------------|----------------------------|-----------|
| Steveston Village          | Eco Media (for boardwalk)  | 2         |
|                            | Recycle Duo Metal          | 42        |
| Garry Point Park           | Eco Media                  | 2         |
|                            | Recycle Duo Metal          | 20        |
| Steveston Community Centre | Triads                     | 3         |
|                            | Recycle Duo Metal          | 8         |
| Hugh Boyd Playing Field    | Chevy Lane Macs Two Stream | 4         |
| <b>New Bin Totals</b>      |                            | <b>81</b> |

The City selected the styles of containers to be used as well container instructional signage. City staff also developed the promotional signage as well as the “Go! Recycle” program communications branding, with the tag line, “At home or on the go, recycle!”. The program officially launched on July 28, 2011 with a successful media event held at Garry Point Park. Program signage was also installed at key locations to help raise awareness and increase participation. **Attachment 1** contains an overview of the containers, signage and installation locations.

The Steveston Group of 8 (major non-profit groups in the Steveston area) was consulted and supported the project. The Steveston logo was included on the promotional signage on containers based in the Steveston Business District and at Garry Point Park. A Steveston heritage signage was also included on the Eco Media containers. Steveston Community Centre staff were included in our consultations and involved in selecting the containers to be used inside their facility.



*Container on Steveston boardwalk with heritage signage.*

The outdoor containers were serviced by litter collection crews as part of their normal course of duties. Collected recycling materials were brought to the Recycling Depot. Adjustments were incorporated based on litter staff input as well as comments received from the public generally as the pilot program progressed. Steveston Community Centre managed servicing of the indoor containers at their centre.

While the pilot portion of this program has completed, the containers remain in service for continued public use.

### *Pilot Program Results*

A detailed report on the program was prepared by StewardEdge Consulting (**Attachment 2**), which contains an overview of the pilot as well as detailed audit results by individual pilot area. A summary of the results, key findings and lessons learned are discussed below:

#### Waste Audit Results

- There was a 35% reduction in overall waste generated (1,422 kg baseline audit vs. 928 kg post-implementation):

Table 2: Waste Generation Summary

|  | Baseline<br>Generation | Post-<br>Implementation<br>Generation |
|--|------------------------|---------------------------------------|
|  | kg/week                | kg/week                               |
| Total Recyclable Fibre                   | 237.8                  | 150.8                                 |
| Total Recyclable Beverage Containers     | 29.2                   | 13.9                                  |
| PET Bottles                              | 8.2                    | 2.6                                   |
| Total Recyclable Non Beverage Containers | 36.9                   | 18.0                                  |
| Total Recyclable Containers              | 74.3                   | 34.5                                  |
| Total Recyclables (Fibre + Containers)   | 312.1                  | 185.4                                 |
| Non-Recyclable Material                  | 1,110.3                | 742.6                                 |
| Total All Material                       | 1,422.4                | 927.9                                 |
| Percent Change                           |                        | -35%                                  |

(Source: StewardEdge Consulting)

- Recyclable beverage containers in the garbage were reduced by 27%. Total recyclable containers in the garbage were reduced by 29%. These materials may have been diverted into the appropriate container and likely taken via scavenging activity. Total recyclables (including fibre and containers) in the garbage were reduced by 9%.

Table 3: Waste Composition Comparison

| Material Category                        | Baseline<br>Composition | Post-<br>Implementation<br>Composition | % Change In<br>Composition |
|--|-------------------------|--|----------------------------|
| Total Recyclable Fibre                   | 15.7%                   | 16.3%                                  | -3%                        |
| Total Recyclable Beverage Containers     | 2.1%                    | 1.5%                                   | -27%                       |
| PET Bottles                              | 0.6%                    | 0.3%                                   | -52%                       |
| Total Recyclable Non Beverage Containers | 2.6%                    | 1.9%                                   | -25%                       |
| Total Recyclable Containers              | 5.2%                    | 3.7%                                   | -29%                       |
| Total Recyclables (Fibre + Containers)   | 21.9%                   | 20.0%                                  | -9%                        |
| Non-Recyclable Materials                 | 78.1%                   | 80.0%                                  | 3%                         |

(Source: StewardEdge Consulting)

- The pilot was most successful in Steveston Village, where total recyclable containers in garbage decreased by 41%. Total recyclables (including fibre and containers) decreased by 12%.

### Other Findings

- Scavenging is a common activity, where individuals rummage through containers to collect refundable items. In many cases, scavengers will damage container locks in an attempt to access the refund containers. Liner bags can also become dislodged. These issues can present challenges for litter attendants and impact servicing times. There needs to be balance struck between providing security for the containers to avoid any liability concerns (i.e. servicing doors left ajar) and the availability of deposit/refund containers to determined scavengers.
- Effective signage is a critical aspect of public spaces recycling programs. Through structured observation at the Canada Line, there was a 21% increase in the accuracy rate by which individuals place their waste in the appropriate stream where the individuals took the time to look at the signage (96% vs. 75%).
- Some negative comments were received about the brightness of the green colour of the promotional signage on the sides of the containers. This is an issue of balance between ensuring attention is drawn to encourage recycling, while at the same time, not having signage which might be perceived as overwhelming. This can be easily managed by adjusting the colour tones. Staff are working to fine tune the colour scheme for future application and use.
- Very positive feedback about the program was received from many Steveston businesses and the general public. The availability of recycling opportunities in these highly-visible and high-pedestrian traffic areas conveyed a very positive image of Richmond's environmental leadership, and was well received by residents and visitors alike.

### Lessons Learned

The pilot program presented a good opportunity to test different styles and types of containers, measure the effects of public spaces recycling, as well as assess the effect of instructional and promotional signage. Key lessons from this pilot were that different styles of containers will be required for expanded public spaces recycling. For example, the Chevy Lane container may be best suited to parks and City streetscape environments, whereas bins such as the Eco Media container are good for high traffic areas where there are wide pathways or walkways. The Recycling Duo and Triad containers are suited to indoor use, i.e. at

**Containers for Parks and Streetscape Environments**



**Containers for Indoor Use**



community facilities. Therefore, a variety of containers may be the best approach for any wider-scale program.

Containers should be of a design that is distinct from traditional waste containers to help draw attention to recycling. It is also clear that all containers, including those for waste, must allow individuals to deposit materials 'hands-free' -- in other words, without the requirement to touch a handle or flap.

Clear, concise, effective signage, which is both instructional and promotional, is a must. Images are an important aspect of signage, as is branding. The "Go!Recycle" branding aspect of this program was very successful in helping to draw attention to the program as well as promote recycling in public spaces. It is evident that an overarching communications campaign, which incorporates educational and instructional messaging, is a fundamental component to the successful introduction of a public spaces recycling program.

Scavenging for deposit/refund containers will continue to be an issue and is difficult to prevent. Public safety and operational effectiveness as impacted by scavenging are considerations in container design and selection.

The public spaces recycling program was very successful and was well received. The overall amount of waste generated as well as the amount of recyclable materials in the garbage was reduced, thereby improving public spaces recycling performance. The availability of distinct recycling containers, with clear and effective signage, and coupled with a focused communications and education campaign, played a pivotal role in the success of the pilot program through encouraging recycling and discouraging litter. It was also evident that the deposit/refund system for beverage containers is effective in limiting the amount of beverage containers that end up in the garbage stream.

### *Next Steps*

Although the pilot program has concluded, the donation of the recycling containers to the City by Nestlé Waters and their partners allows public spaces recycling to continue on an on-going basis in the study area. This provides the City with an excellent foundation from which to further grow and develop public spaces recycling. Staff are currently working to make fine-tuning modifications to the containers and the instructional/promotional signage to maximize the program's overall effectiveness and as part of on-going evaluation.

Full scale implementation of a public spaces recycling program of a similar magnitude to that of the pilot, including both indoor (i.e. community facilities) and outdoor (streetscapes, open spaces, parks) environments, would be quite costly if undertaken all at the same time. It is also expected that the cumulative additional workload for litter collection staff could potentially result in the need for additional staffing resources. Therefore, a more graduated implementation approach, which allows for further evaluation, is preferred.

Existing Garbage/Recycling Containers



*Using recycling containers of similar design to garbage containers does not clearly distinguish or highlight recycling.*

Moving forward, it is proposed that the program be implemented in a phased and opportunity-based approach. For example, community facilities and community event recycling can be targeted initially. City streetscapes, open spaces and parks can be implemented on an opportune basis, i.e. when existing containers become worn and require replacement and/or for new installations. The implementation cost would be managed within existing budget allocations to the degree possible, with any additional funding requirements identified through the budget process, if required.

### **Financial Impact**

The cost for the recycling containers, waste audits and communications support was borne by Nestlé Waters Canada and their partners (estimated at \$50,000 for the recycling containers, plus costs associated with the communication elements, waste audits and final summary report preparation). The City gained considerable benefit by assuming ownership of the containers, as well as valuable information from the waste audit, summary report and communications support. The City incurred costs associated with the promotional aspects of the program and container modifications, estimated at \$14,000. These costs were accommodated within existing budget allocations.

Costs associated with expanding the program to community facilities, events, streetscapes, parks and open spaces will be from existing budget allocations, with any additional funding requirements identified through the normal budget process.

### **Conclusion**

The Public Spaces Recycling Pilot Program was successful in helping to establish a model for public spaces recycling. The program was also successful in increasing recycling and reducing overall waste generation in the pilot study area. The City gained value in assuming ownership of the recycling containers as well as from the audit results and communications support. The promotional branding of this program as the "Go!Recycle" program, with the tag line, "At home or on the go, recycle!", was a key success factor in drawing awareness to the program and public spaces recycling in general.

A graduated approach to advancing public spaces recycling in City facilities, at City events and in streetscapes, parks and open spaces is recommended. Information from this pilot program will be very valuable in advancing this initiative, while at the same time raising the profile of recycling in the community and presenting a positive statement of community pride and environmental responsibility.



Suzanne Bycraft  
Manager, Fleet & Environmental Programs  
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SJB:

## Attachment 1

## Summary of Containers, Signage and Installation Locations

|  |  |
|--|--|
|  <p><b>Recycling Duo</b><br/> <b>Dimension:</b> 22 5" x 23 5" x 40"<br/> 42 – Steveston Village (including boardwalk)<br/> 20 – Garry Point<br/> 8 – outside Steveston Community Centre</p> | <div>Top opening</div>  <div>Side panels</div>   |
|  <p><b>Chevy Lane</b><br/> <b>Dimension:</b> 24" x 38" x 37"<br/> 4 – Hugh Boyd Sports Field</p>  | <div>Front labels</div>  <div>Side panels</div>  <div>Top labels</div>    |
|  <p><b>Eco-Media</b><br/> <b>Dimension:</b> n/a<br/> 2 – Garry Point Park<br/> 2 – Steveston Village (boardwalk)</p>  | <div>Front/back panel poster</div>  <div>Top canopy</div>  <div>Side panels</div>  <div>Front opening</div>  |
|  <p><b>Triad</b><br/> <b>Dimension:</b> 17 6" x 31 9"<br/> 3 – Steveston Community Centre</p>   |    |

## Attachment 1 (Cont'd)

|  | Advantages   | Disadvantages   | Potential Solutions   |
|--|--|---|---|
| <b>Recycle Duo</b><br>  | <ul style="list-style-type: none"> <li>Visually appealing and design.</li> <li>Rain hood prevents liquid from damaging the quality of recycled material (e.g. fibre).</li> <li>Side panels are spacious allowing for City branding opportunity.</li> <li>Recycling containers can be seen from a distance.</li> <li>Container design unique and allows for customization.</li> <li>No flaps at openings.</li> <li>Multiple use - outdoor/indoor use, however, best suited to indoor environments.</li> </ul> | <ul style="list-style-type: none"> <li>Garbage stream has reduced capacity (i.e. less than a traditional garbage container).</li> <li>Rain hood requires frequent cleaning by litter staff.</li> <li>Locks are a not tamper proof.</li> <li>Plastic panels are susceptible to vandalism.</li> <li>Disposed and recycled materials can be seen through the clear/steel mesh door – looks unsightly.</li> <li>Requires level surface, mounted on concrete pad.</li> </ul> | <ul style="list-style-type: none"> <li>Container is available in single stream (eg. garbage only). Two units can be placed side-by-side depending on usage rate.</li> <li>Redesign locks to discourage vandalism.</li> <li>Side/front/back panels are available in solid steel.</li> <li>Doors can be replaced with solid steel or smoked lexan.</li> <li>Best application may be for indoor use. If used outside, use concrete pad mount.</li> </ul> |
| <b>Triad</b><br>       | <ul style="list-style-type: none"> <li>Containers are well labelled – easy to use at a glance.</li> <li>Doesn't take up a lot of space.</li> <li>No flaps at openings.</li> <li>Bins can be manoeuvred or 'clustered' differently to suit space.</li> </ul>  | <ul style="list-style-type: none"> <li>Suited to indoor use only.</li> </ul>  |   |
| <b>Eco-Media</b><br>  | <ul style="list-style-type: none"> <li>Altered to remove flaps at openings.</li> <li>Good capacity, suited to high volume/traffic.</li> <li>Well labelled.</li> <li>Front/back panels can be used to promote other recycling initiatives.</li> <li>Sturdy structure and not easily damaged.</li> </ul>   | <ul style="list-style-type: none"> <li>Requires level surface and concrete pad mount.</li> <li>Use should be restricted to large areas due to container size.</li> <li>Susceptible to graffiti if any part of surface area is left vacant.</li> </ul>   | <ul style="list-style-type: none"> <li>Use concrete pad mounts and ensure level surface.</li> <li>Suitable for boardwalk and wide sidewalk/walkway areas.</li> <li>Ensure signage and promotional wraps cover all surface areas.</li> </ul>   |
| <b>Chevy Lane</b><br> | <ul style="list-style-type: none"> <li>Container size is not invasive.</li> <li>Educational labels can be placed at the top opening to remind people what goes where.</li> <li>Sturdy structure which is less susceptible to damage.</li> <li>Multiple use - outdoor/indoor</li> <li>Latch locking system allows staff to put the same locks as other containers (avoid carrying around multiple keys).</li> </ul>   | <ul style="list-style-type: none"> <li>Container openings at top of bin allow water to penetrate waste and recyclables.</li> <li>Somewhat restricted capacity.</li> <li>Lack of suitable space to highlight promotional aspects of public spaces recycling.</li> <li>Well suited to streetscapes, parks and open spaces. Can also be used indoors.</li> </ul>   | <ul style="list-style-type: none"> <li>Review potential to change opening location to front loading style.</li> <li>Add containers for capacity.</li> <li>Work with manufacturer to modify bin sides to allow additional promotion.</li> </ul>  |



**City of Richmond Public Space Recycling  
Pilot Program Report**

**December 14, 2011**

**Prepared for:**  
Nestlé Waters Canada  
Canadian Beverage Association  
Encorp Pacific (Canada)  
and the City of Richmond

**Prepared by:**  
StewardEdge Inc.

**Attachment 2 (Cont'd)****EXECUTIVE SUMMARY**

This document is a report on the Public Space Recycling Pilot Program that was implemented in Richmond, British Columbia in the summer of 2011. Funding for the project was provided by Nestlé Waters Canada, the Canadian Beverage Association and Encorp Pacific (Canada) with operational and financial support from the City of Richmond.

The goals of the pilot program were to:

- Measure and improve public space recycling performance;
- Create a model public space recycling system for beverage containers and other recyclables generated in the City of Richmond;
- Create enhanced opportunities for the public to manage recyclables and reduce the amount of litter in public spaces;
- Assess the impact of the provincial deposit/refund system for beverage containers on a public space recycling program;
- In consultation with the City of Richmond, create and validate an enhanced public space recycling infrastructure based on functional and aesthetically pleasing recycling bins;
- Increase public awareness of the opportunities for and convenience of recycling in the City of Richmond.

Solid waste audits were conducted prior to implementation of the pilot program to establish a baseline assessment of the generation of waste and recyclables at the chosen sites. Follow-up audits were conducted after the introduction of new, enhanced recycling bins and supporting communications activities. The waste audits examined garbage and recycling from each bin, with each sample classified according to an established, comprehensive list of material categories. In the data analysis, the material categories were consolidated to arrive at a kilogram/week calculation for 30 material categories. In addition to the audits, structured observation was conducted at four Canada Line transit stations.

The program was supported with a public awareness campaign built on key learnings from pilot projects in Niagara, Samia and Halifax. Leveraging existing communications strategies at the City of Richmond, the campaign was a collaborative effort between the project sponsors and City staff. It included new signage, a public launch event, and extensive media coverage through public service announcements and earned media in newspapers, newsletters and social media.

The pilot program was successful in achieving the stated program goals. The enhancement of public space recycling infrastructure reduced the amount of recyclable material in the garbage stream and increased the apparent diversion of recyclables, including beverage containers.

In addition, the program provided a valuable template for the implementation and future expansion of public space recycling initiatives in similar communities.

The selection and strategic placement of more effective recycling bins, coupled with a compelling new brand ("Go!Recycle"), high-impact graphics and strong communications support from the City provided residents and visitors in the Pilot Area with the sense of greater opportunity to recycle – and a disincentive to litter in public spaces.

**Attachment 2 (Cont'd)**

Analysis of data from the pre- and post-implementation waste audits confirmed that the British Columbia deposit/refund system for beverage containers suppresses the quantity of beverage containers that remain disposed of in public spaces. However, enhancing people's opportunities to recycle in public spaces does improve the diversion of beverage containers discarded on-the-go.

Finally, effective communications and outreach activities raised the level of public awareness and created a platform for further emphasis on ways to expand recycling.

The report contains a number of detailed conclusions to support the proposition that Public Space Recycling can have a significant impact on consumer recycling behaviour. Among these conclusions are:

- While the actual numbers were small (plastic bottles represented only 0.58% of the waste stream prior to implementation), the diversion rate of plastic bottles from the garbage stream increased by 52% (to 0.28%).
- The composition of recyclable beverage containers found in the garbage stream decreased by 27% between the baseline audit and the post-implementation audit, indicating that residents and tourists were putting their beverage containers in the recycling bin.
- Results of the structured observations at the transit stations suggest that scavenging activities were responsible for the low numbers of bottles and cans in recycling bins. This observation was confirmed by City staff and by vandalism to recycling bin locks.
- The composition of recyclable non beverage containers found in the garbage stream decreased by 25% between the two audit periods.
- Effective signage is a critical component of public space recycling programs. The structured observation measured an increase of 21% in the accuracy rate by which individuals place their waste in the appropriate stream.

Given that bins were already in place at the pilot sites prior to program implementation, the results of the program are less dramatic than in pilot programs where no bins existed in the pre-implementation phase. However, the improvements made remain impressive and demonstrate the benefit of incremental improvements in public space recycling bins and signage.

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**Attachment 2 (Cont'd)****SECTION I: PLANNING AND METHODOLOGY****1. Introduction**

The City of Richmond is a large municipality in the Lower Mainland of British Columbia, with a population of 195,000 people living in an area of 129 square kilometers. The city is characterized by economic and demographic diversity and a mixture of urban, suburban and rural communities as well as commercial and industrial business areas.

Richmond boasts vibrant tourism and recreational facilities owing in part to the significant transportation, sports and other infrastructure investments undertaken in support of the 2010 Olympic Winter Games, for which it was an official venue. Steveston, a historic fishing village in southwest Richmond, is a popular tourist destination and recreational community that provides an ideal geographic focus and platform for the implementation of a public space recycling program focusing on beverage containers and paper products.

Public space recycling captures the "last mile" of recyclables – items otherwise collected through British Columbia's deposit/refund and curbside recycling programs but often left behind by consumers in areas such as parks, streetscapes and other public spaces. Beverage containers specifically are highly visible and often consumed on-the-go. This pilot program aimed to provide the residents and visitors in the Pilot Area (defined below) with the opportunity and infrastructure to recycle more effectively in public spaces, in the process helping to reduce litter and contribute to Metro Vancouver's municipal solid waste diversion target of 70%.

The pilot Public Space Recycling Program was sponsored by Nestlé Waters Canada in conjunction with the Canadian Beverage Association and Encorp Pacific (Canada) and in partnership with the City of Richmond. The purchase of new recycling bins for the pilot sites was funded by the sponsors, as was a significant portion of the accompanying public awareness campaign. StewardEdge Inc., a Canadian packaging and product stewardship program consultancy, was contracted to design and manage the project.

The pilot program was five months in duration<sup>1</sup> and was developed by StewardEdge in collaboration with the City of Richmond. StewardEdge planned the siting of the recycling bins, recommended the quantity and type of bins, provided critical input to promotion and education activities, and measured the overall performance, successes and challenges of the program. The City of Richmond assumed the operating costs of material collection as well as significant costs associated with the public awareness campaign.

**2. Project Profile and Waste Streams**

Southwest Richmond is a popular destination for locals and tourists alike. The Pilot Area consists of four public spaces in and around Steveston, a historic fishing village located on Richmond's southwestern tip. Each year, Steveston attracts thousands of visitors due to its quaint character,

<sup>1</sup> Initially planned as a three month pilot, the program was extended to five months due to bin design and related matters.

## Attachment 2 (Cont'd)

national historic sites, annual maritime festivals, waterfront boardwalks, whale watching tours and views of the Fraser River and Gulf Islands.

### 2.1. General Overview

By agreement among the project sponsors and the City of Richmond, StewardEdge was asked to implement and manage a Public Spaces Recycling (PSR) Program in the Pilot Area. Based on their popularity with tourists and local recreationists, Steveston Village, Garry Point Park, Steveston Community Centre and the playing fields at Hugh Boyd Community Park were identified as principal sites within the Pilot Area. New recycling bins were allocated to each venue. Collectively, these sites cover a compact area of less than five square kilometres but include a diversity of public space facilities.

The strategy with regard to site and bin selection was determined jointly by StewardEdge and City of Richmond staff, who also provided valuable insights into local consumer behaviour.

- "Triad" bins were placed inside the Steveston Community Centre, replacing the makeshift bins that had been in use prior to the pilot.
- Outside the Community Centre, "Recycle Duo" bins were concentrated in the area east of the building, which was previously under-served.
- In downtown Steveston Village, unattractive, tightly concentrated and less visible bins were replaced by fewer, but more effective Recycle Duo bins covering a larger area. In addition, two eye-catching "Eco Media" bins were placed on the boardwalk at Imperial Landing, one of the main attractions of Steveston.
- In Garry Point Park, Recycle Duo bins replaced existing single-stream bins along the main walking path. Eco Media bins were placed at the path entrance and in the parking lot adjacent to the main food concession.
- Chevy Lane Mac's Two Stream bins were placed at the playing fields at Hugh Boyd Community Park, which had previously been served only by small garbage bins.

Bin design improvements included the addition of rain hoods to reduce the impact of precipitation on collected materials, the removal of cover flaps on certain bins (which experience has shown to discourage use by consumers) and the use of single units to house multiple waste streams as opposed to multiple bins which created a disorganized look and tended to confuse consumers. Table 2.1 summarizes the types and quantities of bins selected for each site. Photographs of the bins are presented in Appendix B.

Table 2-1 New Recycling Bin Summary

| Location                   | Bin Type                    | Quantity |
|----------------------------|-----------------------------|----------|
| Steveston Village          | Eco Media (for boardwalk)   | 2        |
|                            | Recycle Duo Metal           | 42       |
| Garry Point Park           | Eco Media                   | 2        |
|                            | Recycle Duo Metal           | 20       |
| Steveston Community Centre | Triads                      | 3        |
|                            | Recycle Duo Metal           | 8        |
| Hugh Boyd Playing Field    | Chevy Lane Mac's Two Stream | 4        |
| New Bin Totals             |                             | 81       |

**Attachment 2 (Cont'd)****Goals**

The goals of the pilot program were to:

- Measure and improve public space recycling performance;
- Create a model public space recycling system for beverage containers and other recyclables generated in the City of Richmond;
- Create enhanced opportunities for the public to manage recyclables and reduce the amount of litter in public spaces;
- Assess the impact of the provincial deposit/refund system for beverage containers on a public space recycling program;
- In consultation with the City of Richmond, create and validate an enhanced public space recycling infrastructure based on functional and aesthetically pleasing recycling bins;
- Increase public awareness of the opportunities for and convenience of recycling in the City of Richmond.

**Objectives**

Program objectives included:

- Identifying current recycling and disposal behaviours;
- Assessing the impact of recycling systems already in place including measurement of baseline volumes of beverage containers and fibre being recycled and landfilled;
- Providing effective public awareness and communications support that complemented existing communications related to Richmond's residential recycling programs;
- Implementing effective bin signage;
- Measuring the contamination rate of non-recyclables in the recycling stream pre and post-implementation;
- Measuring the increased rate of recycling achieved;
- Assessing the apparent effects of British Columbia's deposit/refund system for beverage containers on public space recycling;
- Measuring and observing recycling behaviour at four Canada Line stations.

Solid waste audits were conducted prior to installation of the new bins to establish baseline data. Post-implementation audits were conducted two months after the new bins were installed to measure the effectiveness of the initiative. Structured observation was also conducted during the baseline phase to obtain greater insight into the impact of British Columbia's beverage container deposit/refund program on the public's behaviour with regard to used beverage containers.

Collection facilities at four Canada Line transit stations were assessed through structured observation. The stations had previously been outfitted with collection bins but limited performance analysis had been undertaken. The eco-friendly receptacles sited at the transit stations are manufactured by Big Belly Solar and feature a solar powered waste compactor that

**Attachment 2 (Cont'd)**

reduces collection frequency which saves time and money while reducing greenhouse gas emissions.

**3. Waste Audit Methodology**

StewardEdge conducted detailed waste composition studies from June 11 to 15 and September 24 to 29, 2011. The studies included detailed waste audits for each of the waste collection sites, during the pre-implementation phase and subsequent to bin implementation and roll-out of the communications strategy. The primary objective of the waste audits was to determine the composition of solid waste disposed of at the pilot sites and specifically, the composition of recyclables within the garbage stream. Waste samples were collected from each of the Pilot Area sites:

1. Steveston Village, including Imperial Landing
2. Garry Point Park
3. Steveston Community Centre
4. Playing fields at Hugh Boyd Community Park

During the baseline phase of the study, structured observation was conducted at four Canada Line transit stations to assess the behavioural impacts on the proper use of waste and recycling bins. The transit stations chosen for structured observation included:

1. Aberdeen Station
2. Bridgeport Station
3. Brighthouse Station
4. Lansdowne Station

In terms of traffic, high season in the Pilot Area is from June to September, a time during which public spaces are frequented more often due to an influx of tourists and favourable weather.

Given that both the baseline and post-implementation audits fell within this season, the resultant data may not reflect seasonal variations. However, while generation of waste may be expected to increase during the high season, the composition should not vary substantially throughout the year. Moreover, in follow-up discussion with the City of Richmond, it was noted that the audits actually straddled the Pilot Area's peak season, which was generally considered to start at the beginning of July and end shortly after Labour Day. Thus, to the extent that seasonal variations in composition do occur, they would have been detected in the post-implementation audits.

Given this, the study data provides a reasonable representation of the composition of the public space waste streams in the Pilot Area.

**Attachment 2 (Cont'd)****3.1. Waste Sort Methodology**

The following tasks outline the work performed during the solid waste composition study.

**3.1.1. Composition Study Set Up**

This task required City of Richmond staff to arrange for access and space to conduct the waste sorting exercise. City staff collected the waste materials and brought them to the Public Works yard where StewardEdge conducted the audit.

**3.1.2. Waste Sort Categories**

To provide a useful classification of material types and consistency with previous pilot project results, StewardEdge staff sorted the collected waste into 64 categories. The detailed list of material categories is presented in Table A-1 in the appendix.

**3.1.3. Sampling**

Each sample was hand-sorted into 64 material categories and weighed. The cumulative weekly weight of each material category was used to develop a profile of the public space waste composition in the Pilot Area.

The baseline audit took place over five days (Friday to Tuesday) while the post-implementation audit was conducted over six days (Friday to Wednesday). These days were specifically chosen to capture data from both peak (Friday to Sunday) and off-peak (Monday to Wednesday) days. A sixth day was added during the post-implementation phase to ensure any major variations would be captured in the dataset. All of the waste and recyclables generated were weighed and hand-sorted to determine the composition of the solid waste stream.

**3.2. Data Analysis/Methodology**

Waste sort data was compiled and summarized by waste stream and then converted to kilogram (kg) per week estimates. The audit team collected and sorted five days' worth of garbage and recycling from each site in the baseline phase of the project and six days' worth of garbage and recycling from each site in the post-implementation phase. Adjustments were then made to calculate the kg per week estimates.

To make the dataset more manageable and results more meaningful, the original list of material categories was collapsed from 64 to 30 categories focusing on recyclable materials accepted in British Columbia's deposit/refund and curbside recycling programs. Table 3-1 presents the summarized list of materials.

The data were used to generate the tables and chart presented in Section 5, which summarize waste composition and generation for recyclable and non-recyclable materials, as well as contamination rates for the Pilot Area sites.

## Attachment 2 (Cont'd)

Table 3-1 Waste Audit Material Categories (summary list)

|                        |   |
|------------------------|---|
| <b>PRINTED PAPER</b>   |   |
| 1                      | Newspaper                                       |
| 2                      | Telephone Books / Directories                   |
| 3                      | Magazines & Catalogues                          |
| 4                      | Mixed Fine Paper                                |
| 5                      | Books   |
| 6                      | Other Paper                                     |
| <b>PAPER PACKAGING</b> |   |
| 7                      | Molded Pulp                                     |
| 8                      | Cardboard                                       |
| 9                      | Kraft Paper                                     |
| 10                     | Boxboard / Cores                                |
| 11                     | Gable Top Cartons                               |
| 12                     | Aseptic Containers                              |
| <b>PLASTICS</b>        |   |
| 13                     | PET Water Bottles                               |
| 14                     | PET Beverage Bottles (other)                    |
| 15                     | PET Other Bottles & Jars #1                     |
| 16                     | PET Other Packaging #1                          |
| 17                     | HDPE Beverage Bottles #2                        |
| 18                     | HDPE Other Bottles & Jugs #2                    |
| 19                     | PVC Bottles & Jars #3                           |
| 20                     | Other Bottles, Jars & Jugs #4 LDPE, #5 PP, & #7 |
| 21                     | Wide Mouth Tubs & Lids # 2 HDPE, #4LDPE, #5PP   |
| <b>METALS</b>          |   |
| 22                     | Aluminum Beverage (non-alcohol)                 |
| 23                     | Aluminum Beverage (alcohol)                     |
| 24                     | Aluminum Food Cans                              |
| 25                     | Aluminum Foil & Foil Trays                      |
| 26                     | Steel Food & Beverage Cans                      |
| <b>GLASS</b>           |   |
| 27                     | Glass Containers (non-alcohol)                  |
| 28                     | Glass Containers (alcohol)                      |
| 29                     | Dairy Containers                                |
| 30                     | Food Containers                                 |

## Attachment 2 (Cont'd)

## SECTION II: PROGRAM IMPLEMENTATION

**4. Public Awareness Campaign**

A key component of the Public Spaces Recycling Program was the public awareness campaign and communications strategy that supported the enhanced collection infrastructure. The campaign was designed to increase public awareness about the new recycling program in the Pilot Area and to facilitate a better understanding of which materials were accepted for recycling and which were not.

Building upon the successful communications strategies developed for the Niagara, Halifax and Sarnia public space recycling pilots, the Richmond pilot was customized to appeal to local audiences and to complement existing campaigns for single and multi-family residential waste, yard waste and food scraps. City staff emphasized the importance of design consistency and branding, as many of their other programs are defined by their own unique identities (e.g., Green Cart, Blue Cart, Green Can). Consequently the brand "Go! Recycle" was developed by City staff and used consistently on signage and promotional material to encourage residents and visitors to take part. All of these elements are represented in the photo below.



Mayor Malcolm Brodie and Nestlé's director of corporate affairs, John Challinor, unveil the new recycling bins at Garry Point Park. Source: Richmond News

**Attachment 2 (Cont'd)**

The main elements of the public awareness campaign were:

- On-bin signage designed to educate consumers about which materials were/were not recyclable and where they should be disposed of. Signage graphics were developed by StewardEdge in keeping with the City's graphic standards and its preference for photographic rather than pictographic images.
- Branded (Go! Recycle) display signage designed to raise the profile of the pilot program and awareness among the general public. Branding and signage graphics were developed and produced by the City of Richmond while sign placement was recommended by StewardEdge.
- A public launch event on July 28, featuring representation from the project sponsors, the Mayor and City of Richmond Councilors, the MLA and other community leaders, to publicize and raise awareness of the initiative. Organized by a public relations consultancy contracted to the sponsors, the launch event received extensive local media coverage and was formally recognized in the province's Legislative Assembly.
- Ongoing media and public relations follow-up by City staff, as well as ongoing community promotion through the City's internal communications network.
- Outreach to community stakeholders: Steveston Community Society, Gulf of Georgia Cannery Society, Steveston Historical Society, Britannia Heritage Shipyard Society, London Heritage Farm, Steveston Rotary Club, Steveston Merchant's Association and the Steveston Harbour Authority.

Planning and implementing strategic communications for recycling is a specialized activity. The success of Richmond's public awareness campaign is attributable to several factors, most notably the efforts of City staff who contributed municipal funds toward signage and promotion, worked collaboratively with StewardEdge in the placement of signage and proactively promoted the new program to local media outlets and online.

### SECTION III: RESULTS

## **5. Waste Audit Results & Analysis**

This section summarizes the results of the structured observation and the waste composition studies as they pertain to waste generation, composition, and diversion. Detailed waste audit results are presented in the tables in Appendix C. The audit data for the playing fields at Hugh Boyd Community Park were excluded from the analysis as waste generation during the June audit was very high (>150kg) and very small during the follow-up study (<50kg) which made statistically valid comparisons difficult for this site.

### **5.1. Structured Observation Analysis**

Structured observation consists of observing the behaviour of individuals in a given environment without attempting to influence that behaviour in any way. Structured observation was conducted at four Canada Line transit stations to assess types of behaviour that could affect waste audit results.

**Attachment 2 (Cont'd)****5.1.1. Scavenging Activities**

The results of the structured observation indicate that scavenging activities are common in the Pilot Area. Individuals remove containers accepted by British Columbia's beverage container deposit/refund program in order to collect the refunds from containers returned to Return-It depots or retailers.

Pilot program staff observed scavenging activities at Aberdeen Station and Brighthouse Station. Several individuals were observed searching garbage bins, most likely for deposit-bearing beverage containers, but left empty-handed. The assumption was that the garbage bin had already been picked over by the time the structured observation was conducted which explains why individuals did not remove any material from the bin. Containers were removed from recycling racks located at Brighthouse Station, further supporting the notion that individuals actively remove deposit containers from the waste stream in the City of Richmond.

**5.1.2. Improper Disposal**

Individuals were observed discarding materials into the wrong waste stream at two transit stations. For instance, a juice box and a bag of household waste were discarded in the garbage stream and coffee cups were discarded in the recycling stream. In some cases the individual looked at the bin signage which depicted the accepted materials and in other cases they did not. This behaviour could be explained by either confusion or lack of awareness regarding the recyclability of different materials or alternatively, apathy or disregard for proper disposal methods.

**5.1.3. Use of Signage**

Despite a few instances of misdirected waste, the signage displayed at the four transit stations was highly effective in directing consumers to place their waste materials in the appropriate waste stream. Consumers who looked at the signage prior to throwing out their waste directed it into the appropriate stream 96% of the time. In contrast, when consumers did not look at the signage first, their accuracy rate decreased to 75%.

**5.1.4. Other Observations of Note**

Vandalism of new bins caused by individuals attempting to break into the units to recover deposit-bearing containers was observed by City of Richmond staff. Where locks prevented individuals from accessing the recyclables, they would craft hooks out of coat hangers to remove the containers from the recycling stream of new bins at the pilot sites. These observations were not recorded during structured observation sessions but demonstrate the impact that the behaviour of individuals has on waste composition. There is some debate amongst City staff over the appropriate response to this behaviour, i.e., strengthening the security features (locks) on the bins vs. leaving the bins unlocked to give scavengers easy access and mitigate vandalism.

Also of note were two anomalies that impacted waste composition during the study period:

- 1) Heavy precipitation led to the discovery of wet fibres in the garbage stream.
- 2) A swim meet that involved outdoor camping was held at Steveston Community Centre during the audit period resulting in waste materials that would not typically be generated in a public space environment, such as cans of beans and tuna, being discarded in the bins.

**Attachment 2 (Cont'd)**

The photo below illustrates the materials generated as a result of the swim meet held at Steveston Community Centre.



## 5.2. Waste Generation

Amenities in the Pilot Area are regularly utilized in the spring and summer months, roughly the period from June to September. This is the period during which the majority of waste is generated.

Weekly waste generation was significant. Based on audit results, 1,422 kilograms of waste per week was generated during the baseline phase of the project (June 2011) and approximately 928 kilograms of waste per week was generated during the post-implementation phase (September 2011). These figures do not include the recyclables that were diverted from the bins prior to collection as a result of scavenging activities. During the two audit periods, waste generation decreased by 35%. Table 5-1 summarizes the quantity of waste generated across all sites included in the analysis for each material category.

**Table 5-1 Waste Generation Summary**

|  | Baseline<br>Generation | Post-<br>Implementation<br>Generation |
|--|------------------------|---------------------------------------|
|  | kg/week                | kg/week                               |
| Total Recyclable Fibre                   | 237.8                  | 150.8                                 |
| Total Recyclable Beverage Containers     | 29.2                   | 13.9                                  |
| PET Bottles                              | 8.2                    | 2.6                                   |
| Total Recyclable Non Beverage Containers | 36.9                   | 18.0                                  |
| Total Recyclable Containers              | 74.3                   | 34.5                                  |
| Total Recyclables (Fibre + Containers)   | 312.1                  | 185.4                                 |
| Non-Recyclable Material                  | 1,110.3                | 742.6                                 |
| Total All Material                       | 1,422.4                | 927.9                                 |
| Percent Change                           |                        | -35%                                  |

**Attachment 2 (Cont'd)****5.3. Waste Composition Analysis**

The waste was sorted and classified into 64 material categories. The data categories were then consolidated for the purpose of analysis.

The baseline audit, coupled with structured observation, provided early confirmation that proportion of deposit-bearing recyclable beverage containers in the waste stream was negligible. Consequently, greater emphasis was placed on examining the composition of the garbage stream. The resulting waste composition analysis provides insight into how recycling behaviour changed subsequent to implementation of the PSR pilot.

The analysis provides evidence of a significant reduction in the weight of recyclables, including recyclable beverage containers (keeping in mind that the numbers are small for beverage containers), in the garbage stream following the implementation of the pilot program.

**5.3.1. Waste Composition by Material Category**

In the post-implementation phase, recyclable materials comprised approximately 20% (baseline was 22%) of the solid waste found in the garbage stream in the Pilot Area. Table 5-2 and Figure 5-1 compare the composition of each material category during the baseline phase with the composition of the post-implementation phase. The waste audit findings show that the largest component of the waste stream by weight was non-recyclable materials, followed by recyclable paper fibre, recyclable non-beverage containers and recyclable beverage containers.

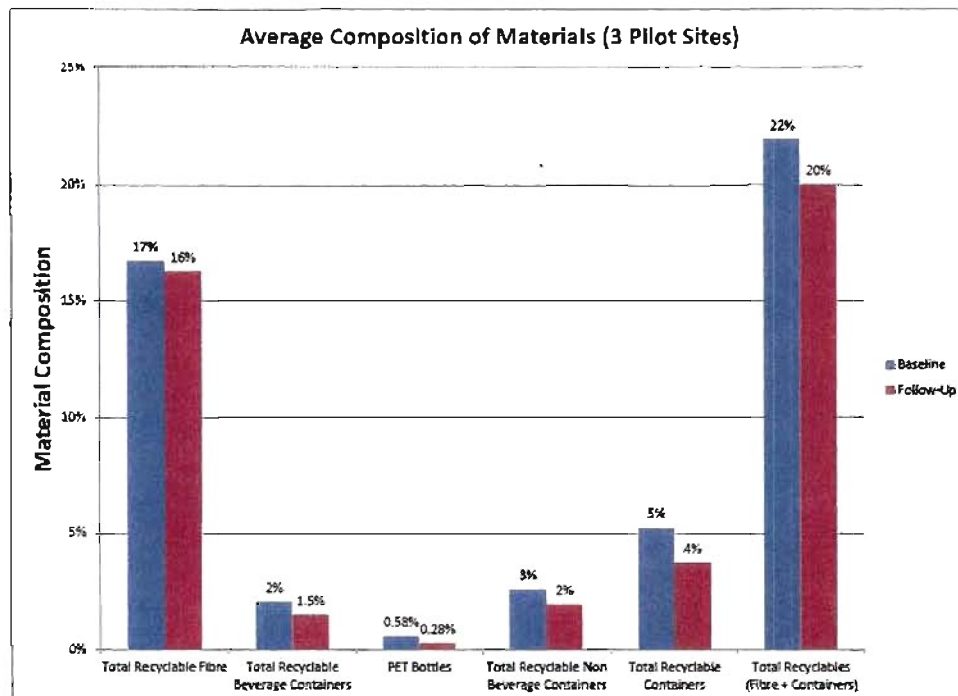
The non-recyclable material category remained fairly consistent across the two audit periods. The greatest change in composition was the recyclable containers category (decreased 29%), specifically PET bottles. The proportion of PET bottles within the garbage stream decreased by 52% between the two audit periods; this finding suggests that individuals may have diverted a greater proportion of their used bottles into the appropriate stream during the post-implementation phase and that scavenging activity may have increased or a combination of both.

**Table 5-2 Waste Composition Comparison**

| <b>Material Category</b>                      | <b>Baseline Composition</b> | <b>Post-Implementation Composition</b> | <b>% Change in Composition</b> |
|---|-----------------------------|--|--------------------------------|
| Total Recyclable Fibre                        | 16.7%                       | 16.3%                                  | -3%                            |
| Total Recyclable Beverage Containers          | 2.1%                        | 1.5%                                   | -27%                           |
| <i>PET Bottles</i>                            | 0.6%                        | 0.3%                                   | -52%                           |
| Total Recyclable Non Beverage Containers      | 2.6%                        | 1.9%                                   | -25%                           |
| <b>Total Recyclable Containers</b>            | <b>5.2%</b>                 | <b>3.7%</b>                            | <b>-29%</b>                    |
| <b>Total Recyclables (Fibre + Containers)</b> | <b>21.9%</b>                | <b>20.0%</b>                           | <b>-9%</b>                     |
|   |                             |  |                                |
| Non-Recyclable Materials                      | 78.1%                       | 80.0%                                  | 3%                             |

## Attachment 2 (Cont'd)

Figure 5-1 Average Composition of Recyclables (3 Pilot Sites)



## Attachment 2 (Cont'd)

**5.3.2. Waste Composition by Pilot Site**

This section presents the waste composition by pilot site. As discussed above, the Hugh Boyd playing fields were excluded from the analysis due to statistically insignificant data. The data presented in Table 5-3 demonstrate that composition of recyclable beverage containers decreased significantly at Garry Point Park (-35.5%) and in Steveston Village (-36%). The composition of beverage containers remained virtually unchanged at the Steveston Community Centre. Given that the other two sites showed significant decreases in this category, there may have been an anomaly that occurred at the Community Centre which affected the amount of beverage containers disposed in September 2011. The composition of PET bottles within the garbage stream decreased at all sites, most dramatically in Steveston Village.

Table 5-3 Waste Composition by Pilot Site

|  | Waste Composition by Pilot Site |                     |          |                            |                     |          |                   |                     |          |
|--|---------------------------------|---------------------|----------|----------------------------|---------------------|----------|-------------------|---------------------|----------|
|  | Garry Point Park                |                     |          | Steveston Community Centre |                     |          | Steveston Village |                     |          |
|  | Baseline                        | Post-Implementation | % Change | Baseline                   | Post-Implementation | % Change | Baseline          | Post-Implementation | % Change |
| Total Recyclable Fibre                   | 18.0%                           | 20.2%               | 12.4%    | 16.0%                      | 12.0%               | -24.9%   | 16.5%             | 16.0%               | -3%      |
| Total Recyclable Beverage Containers     | 2.3%                            | 1.5%                | -35.5%   | 1.9%                       | 2.0%                | 6.9%     | 2.1%              | 1.3%                | -36%     |
| PET Bottles                              | 0.7%                            | 0.5%                | -23.0%   | 0.4%                       | 0.3%                | -32.8%   | 0.6%              | 0.1%                | -77%     |
| Total Recyclable Non Beverage Containers | 1.1%                            | 2.2%                | 107.5%   | 3.5%                       | 1.9%                | -46.3%   | 2.8%              | 1.8%                | -35%     |
| Total Recyclable Containers              | 4.1%                            | 4.3%                | 4.7%     | 5.8%                       | 4.2%                | -28.2%   | 5.5%              | 3.3%                | -41%     |
| Total Recyclables (Fibre + Containers)   | 22.1%                           | 24.5%               | 10.9%    | 21.8%                      | 16.2%               | -25.8%   | 22.0%             | 19.3%               | -12%     |
|  |                                 |                     |          |                            |                     |          |                   |                     |          |
| Non-Recyclable Materials                 | 77.9%                           | 75.5%               | -3.1%    | 78.2%                      | 83.8%               | 7.2%     | 78.0%             | 80.7%               | 3%       |
| Total All Material                       | 100%                            | 100%                |          | 100%                       | 100%                |          | 100%              | 100%                |          |

**Attachment 2 (Cont'd)****6. Conclusions**

Implementation of the Public Space Recycling Program in the Pilot Area was successful. The enhancement of the public space recycling infrastructure reduced the amount of recyclable material in the garbage stream and increased the apparent diversion of recyclables, including beverage containers.

In addition, the program provided a valuable template for the implementation and future expansion of public space recycling initiatives in similar communities. A review of the program's performance, conducted in early November with City of Richmond staff, suggested a number of opportunities for refinement (e.g. measures to mitigate the incidence of vandalism on new bins), but overall the partners were very satisfied with the program's design and execution.

The selection and strategic placement of more effective recycling bins, coupled with a compelling new brand ("Go! Recycle"), high-impact graphics and strong communications support from the City provided residents and visitors in the Pilot Area with the sense of greater opportunity to recycle and a disincentive to litter in public spaces.

Analysis of data from the pre- and post-implementation waste audits confirmed that British Columbia's deposit/refund system for beverage containers suppresses the quantity of beverage containers that remain disposed of in public spaces. However, enhancing people's opportunities to recycle in public spaces does improve the diversion of beverage containers that are discarded in public spaces.

Finally, effective communications and outreach activities – much to the credit of staff and elected officials in the City of Richmond – raised the level of public awareness and created a platform for further emphasis on ways to expand recycling.

**Detailed Conclusions**

- While the actual numbers were small (only 0.58% of the waste stream prior to implementation), the diversion rate of plastic bottles from the garbage stream increased by 52% (to 0.28%).
- Fewer beverage containers going to landfill contribute to Metro Vancouver's 70% diversion target.
- The pilot was most effective in Steveston Village.
- The composition of recyclable beverage containers found in the garbage stream decreased by 27% between the baseline audit and the post-implementation audit indicating that residents and tourists were putting their beverage containers in the recycling bin.
- Results of the structured observations at the transit stations suggest that scavenging activities were responsible for the low numbers of bottles and cans in recycling bins. This observation was confirmed by City staff and by the vandalism to recycling bin locks.
- Even though beverage containers were likely removed from the recycling bin for the purpose of redeeming their deposit through BC's beverage container deposit program, this can still be considered recycling given that all containers returned via the deposit program are recycled.
- Another positive sign is the fact that the composition of recyclable non beverage containers found in the garbage stream decreased by 25% between the two audit periods.

**Attachment 2 (Cont'd)**

- Effective signage is a critical component of public space recycling programs. The structured observation measured an increase of 21% in the accuracy rate by which individuals place their waste in the appropriate stream.

Given that bins were already in place at the pilot sites prior to program implementation, the results of the program are less dramatic than in pilot programs where no bins existed in the pre-implementation phase. However, the improvements made remain impressive and demonstrate the benefit of incremental improvements in public space recycling bins and signage. Municipal public space recycling programs can be improved over time helping to capture that elusive "last mile" of recyclable material.

## Attachment 2 (Cont'd)

## APPENDICES

## A. Data Tables

Table A-1 Waste and Recyclables Generation and Composition

| Material Category         |                               | Material Accepted | Baseline Generation (kg/week) | Post-Implementation Generation (kg/week) | Baseline Composition (%) | Post-Implementation Generation (kg/week) | % Change in Composition |
|---------------------------|-------------------------------|-------------------|-------------------------------|--|--------------------------|--|-------------------------|
| <b>1. PRINTED PAPER</b>   |                               |                   | 81.16                         | 87.17                                    | 6%                       | 9%                                       | 64%                     |
| 1                         | Newspaper                     | Y                 | 62.96                         | 69.43                                    | 4%                       | 8%                                       | 69%                     |
| 2                         | Telephone Books / Directories | Y                 | 5.61                          | 2.23                                     | 0%                       | 0%                                       | -39%                    |
| 3                         | Magazines & Catalogues        | Y                 | 0.82                          | 1.51                                     | 0%                       | 0%                                       | 181%                    |
| 4                         | Mixed Fine Paper              | Y                 | 11.33                         | 13.94                                    | 1%                       | 2%                                       | 88%                     |
| 5                         | Books                         | Y                 | 0.00                          | 0.00                                     | 0%                       | 0%                                       | n/a                     |
| 6                         | Other Paper                   | Y                 | 0.45                          | 0.06                                     | 0%                       | 0%                                       | -79%                    |
| <b>2. PAPER PACKAGING</b> |                               |                   | 385.38                        | 151.94                                   | 27%                      | 16%                                      | -40%                    |
| 7                         | Coffee Cups                   | N                 | 78.14                         | 48.68                                    | 6%                       | 5%                                       | -5%                     |
| 8                         | Tissue/Toweling               | N                 | 137.43                        | 37.44                                    | 10%                      | 4%                                       | -58%                    |
| 9                         | Molded Pulp                   | Y                 | 23.58                         | 7.50                                     | 2%                       | 1%                                       | -51%                    |
| 10                        | Cardboard                     | Y                 | 21.32                         | 7.65                                     | 2%                       | 1%                                       | -45%                    |
| 11                        | Kraft Paper                   | Y                 | 70.41                         | 31.94                                    | 5%                       | 3%                                       | -31%                    |
| 12                        | Boxboard / Cores              | Y                 | 41.31                         | 16.58                                    | 3%                       | 2%                                       | -39%                    |
| 13                        | Laminated Packaging           | N                 | 8.87                          | 0.00                                     | 1%                       | 0%                                       | -100%                   |
| 14                        | Composite Can                 | N                 | 0.32                          | 0.42                                     | 0%                       | 0%                                       | 101%                    |
| 15                        | Gable Top Cartons             | Y                 | 1.36                          | 1.01                                     | 0%                       | 0%                                       | 14%                     |
| 16                        | Aseptic Containers            | Y                 | 2.66                          | 0.72                                     | 0%                       | 0%                                       | -59%                    |

## Attachment 2 (Cont'd)

| Material Category  |   | Material Accepted | Baseline Generation (kg/week) | Post-Implementation Generation (kg/week) | Baseline Composition (%) | Post-Implementation Generation (kg/week) | % Change in Composition |
|--------------------|---|-------------------|-------------------------------|--|--------------------------|--|-------------------------|
| <b>3. PLASTICS</b> |   |                   | <b>225.99</b>                 | <b>119.82</b>                            | <b>16%</b>               | <b>13%</b>                               | <b>-19%</b>             |
| 17                 | Polyethylene PE Plastic Bags & Film - Packaging                         | N                 | 83.47                         | 11.45                                    | 6%                       | 1%                                       | -79%                    |
| 18                 | Polyethylene Plastic Bags & Film - Non-Packaging                        | N                 | 27.12                         | 57.03                                    | 2%                       | 6%                                       | 221%                    |
| 19                 | PET Water Bottles   | Y                 | 2.37                          | 1.41                                     | 0%                       | 0%                                       | -9%                     |
| 20                 | PET Beverage Bottles (other)  | Y                 | 5.86                          | 1.18                                     | 0%                       | 0%                                       | -69%                    |
| 21                 | PET Other Bottles & Jars #1   | Y                 | 19.77                         | 9.02                                     | 1%                       | 1%                                       | -30%                    |
| 22                 | PET Other Packaging #1  | Y                 | 0.64                          | 0.59                                     | 0%                       | 0%                                       | 41%                     |
| 23                 | HDPE Beverage Bottles #2  | Y                 | 3.68                          | 1.71                                     | 0%                       | 0%                                       | -29%                    |
| 24                 | HDPE Other Bottles & Jugs #2  | Y                 | 0.91                          | 0.13                                     | 0%                       | 0%                                       | -78%                    |
| 25                 | PVC Bottles & Jars #3   | Y                 | 0.00                          | 0.00                                     | 0%                       | 0%                                       | n/a                     |
| 26                 | Other Bottles, Jars & Jugs #4 LDPE, #5 PP, & #7                         | Y                 | 9.51                          | 0.94                                     | 1%                       | 0%                                       | -85%                    |
| 27                 | Polystyrene #6 PS   | N                 | 52.99                         | 17.34                                    | 4%                       | 2%                                       | -50%                    |
| 28                 | Wide Mouth Tubs & Lids # 2 HDPE, #4 LDPE, #5 PP                         | Y                 | 1.14                          | 0.53                                     | 0%                       | 0%                                       | -29%                    |
| 29                 | Large HDPE & PP Pails & Lids > 4 litres and < 25 litres HDPE & PP pails | N                 | 0.00                          | 0.00                                     | 0%                       | 0%                                       | n/a                     |
| 30                 | Plastic Laminated Films*  | N                 | 5.87                          | 5.58                                     | 0%                       | 1%                                       | 45%                     |
| 31                 | HSW Bottles, Jugs and   | N                 | 1.76                          | 0.19                                     | 0%                       | 0%                                       | -84%                    |

## Attachment 2 (Cont'd)

| Material Category                  |                                 | Material Accepted | Baseline Generation (kg/week) | Post-Implementation Generation (kg/week) | Baseline Composition (%) | Post-Implementation Generation (kg/week) | % Change in Composition |
|------------------------------------|---------------------------------|-------------------|-------------------------------|--|--------------------------|--|-------------------------|
|                                    | Tubs empty HSW containers       |                   |                               |  |                          |  |                         |
| 32                                 | Other Rigid Plastic Packaging   | N                 | 1.53                          | 7.39                                     | 0%                       | 1%                                       | 640%                    |
| 33                                 | Durable Plastic Products        | N                 | 9.37                          | 5.33                                     | 1%                       | 1%                                       | -13%                    |
| <b>4. METALS</b>                   |                                 |                   | <b>14.21</b>                  | <b>5.79</b>                              | <b>1%</b>                | <b>1%</b>                                | <b>-38%</b>             |
| 34                                 | Aluminum Beverage (non-alcohol) | Y                 | 3.22                          | 0.36                                     | 0%                       | 0%                                       | -83%                    |
| 35                                 | Aluminum Beverage (alcohol)     | Y                 | 1.93                          | 0.52                                     | 0%                       | 0%                                       | -59%                    |
| 36                                 | Aluminum Food Cans              | Y                 | 2.24                          | 0.82                                     | 0%                       | 0%                                       | -44%                    |
| 37                                 | Aluminum Foil & Foil Trays      | Y                 | 0.71                          | 0.20                                     | 0%                       | 0%                                       | -57%                    |
| 38                                 | Steel Food & Beverage Cans      | Y                 | 0.21                          | 0.82                                     | 0%                       | 0%                                       | 486%                    |
| 39                                 | Aerosol Cans                    | N                 | 0.00                          | 1.72                                     | 0%                       | 0%                                       | n/a                     |
| 40                                 | Steel Paint Cans                | N                 | 0.00                          | 0.32                                     | 0%                       | 0%                                       | n/a                     |
| 41                                 | Other Metal                     | N                 | 5.89                          | 1.05                                     | 0%                       | 0%                                       | -73%                    |
| <b>5. GLASS</b>                    |                                 |                   | <b>10.81</b>                  | <b>12.06</b>                             | <b>1%</b>                | <b>1%</b>                                | <b>70%</b>              |
| 42                                 | Glass Containers (non-alcohol)  | Y                 | 7.59                          | 1.06                                     | 1%                       | 0%                                       | -79%                    |
| 43                                 | Glass Containers (alcohol)      | Y                 | 0.00                          | 5.97                                     | 0%                       | 1%                                       | n/a                     |
| 44                                 | Dairy Containers                | Y                 | 0.50                          | 0.00                                     | 0%                       | 0%                                       | -100%                   |
| 45                                 | Food Containers                 | Y                 | 1.78                          | 4.95                                     | 0%                       | 1%                                       | 325%                    |
| 46                                 | Other Glass                     | N                 | 0.95                          | 0.08                                     | 0%                       | 0%                                       | -87%                    |
| <b>6. HOUSEHOLD SPECIAL WASTES</b> |                                 |                   | <b>0.13</b>                   | <b>0.33</b>                              | <b>0%</b>                | <b>0%</b>                                | <b>289%</b>             |
| 47                                 | Batteries                       | N                 | 0.13                          | 0.00                                     | 0%                       | 0%                                       | -100%                   |
| 48                                 | Paint & Stain cans / tubs       | N                 | 0.00                          | 0.00                                     | 0%                       | 0%                                       | n/a                     |

## Attachment 2 (Cont'd)

| Material Category               |                                 | Material Accepted | Baseline Generation (kg/week) | Post-Implementation Generation (kg/week) | Baseline Composition (%) | Post-Implementation Generation (kg/week) | % Change in Composition |
|---------------------------------|---------------------------------|-------------------|-------------------------------|--|--------------------------|--|-------------------------|
| 49                              | Motor Oil                       | N                 | 0.00                          | 0.00                                     | 0%                       | 0%                                       | n/a                     |
| 50                              | Other HSW liquids               | N                 | 0.00                          | 0.32                                     | 0%                       | 0%                                       | n/a                     |
| 51                              | Other HSW sharps                | N                 | 0.00                          | 0.01                                     | 0%                       | 0%                                       | n/a                     |
| <b>7. ORGANICS</b>              |                                 |                   | <b>597.56</b>                 | <b>456.34</b>                            | <b>42%</b>               | <b>49%</b>                               | <b>17%</b>              |
| 52                              | Food Waste                      | N                 | 415.96                        | 213.44                                   | 29%                      | 23%                                      | -22%                    |
| 53                              | Yard Waste                      | N                 | 26.27                         | 44.96                                    | 2%                       | 5%                                       | 162%                    |
| 54                              | Pet waste                       | N                 | 155.33                        | 197.95                                   | 11%                      | 21%                                      | 95%                     |
| <b>8. OTHER WASTE MATERIALS</b> |                                 |                   | <b>98.89</b>                  | <b>91.90</b>                             | <b>7%</b>                | <b>10%</b>                               | <b>42%</b>              |
| 55                              | Diapers and Sanitary Products   | N                 | 47.03                         | 15.14                                    | 3%                       | 2%                                       | -51%                    |
| 56                              | Electronic Waste                | N                 | 1.99                          | 4.04                                     | 0%                       | 0%                                       | 211%                    |
| 57                              | Small Kitchen Appliances        | N                 | 0.00                          | 0.00                                     | 0%                       | 0%                                       | n/a                     |
| 58                              | Textiles                        | N                 | 10.65                         | 6.92                                     | 1%                       | 1%                                       | -1%                     |
| 59                              | Carpeting                       | N                 | 0.00                          | 0.00                                     | 0%                       | 0%                                       | n/a                     |
| 60                              | Construction & Renovation Waste | N                 | 1.58                          | 11.91                                    | 0%                       | 1%                                       | 1051%                   |
| 61                              | Tires and Other Rubber          | N                 | 2.56                          | 0.00                                     | 0%                       | 0%                                       | -100%                   |
| 62                              | Ceramics                        | N                 | 0.00                          | 0.47                                     | 0%                       | 0%                                       | n/a                     |
| 63                              | Large Bulky                     | N                 | 3.78                          | 2.43                                     | 0%                       | 0%                                       | -2%                     |
| 64                              | Other Waste                     | N                 | 31.29                         | 50.99                                    | 2%                       | 6%                                       | 149%                    |
| <b>Grand Total</b>              |                                 |                   | <b>1,414.13</b>               | <b>925.36</b>                            | <b>100%</b>              | <b>100%</b>                              |                         |

## Attachment 2 (Cont'd)

### B. Pilot Site Photos (Pre and Post Program Implementation)

#### Pre-Pilot and Post-Implementation Comparisons

The following are images comparing the bins used prior to the pilot and post-implementation.

Steveston Village, Pre-Pilot



Steveston Village, Post-Implementation



Attachment 2 (Cont'd)

Garry Point Park, Pre-Pilot



Garry Point Park, Post-Implementation



**Attachment 2 (Cont'd)**

**Steveston Community Centre, Pre-Pilot**



**Steveston Community Centre, Post-Implementation**



**Attachment 2 (Cont'd)**

Hugh Boyd Playing Field, Pre-Pilot



Hugh Boyd Playing Field, Post-Pilot



## Attachment 2 (Cont'd)

### Bin Design, Location & Signage Improvements

These images show the improvement made by replacing stand-alone units with a dual-stream bin. Separate units tend to wander and look disorganized over time.



**Attachment 2 (Cont'd)**

These images demonstrate the benefit of placing fewer, more attractive bins over a larger area.



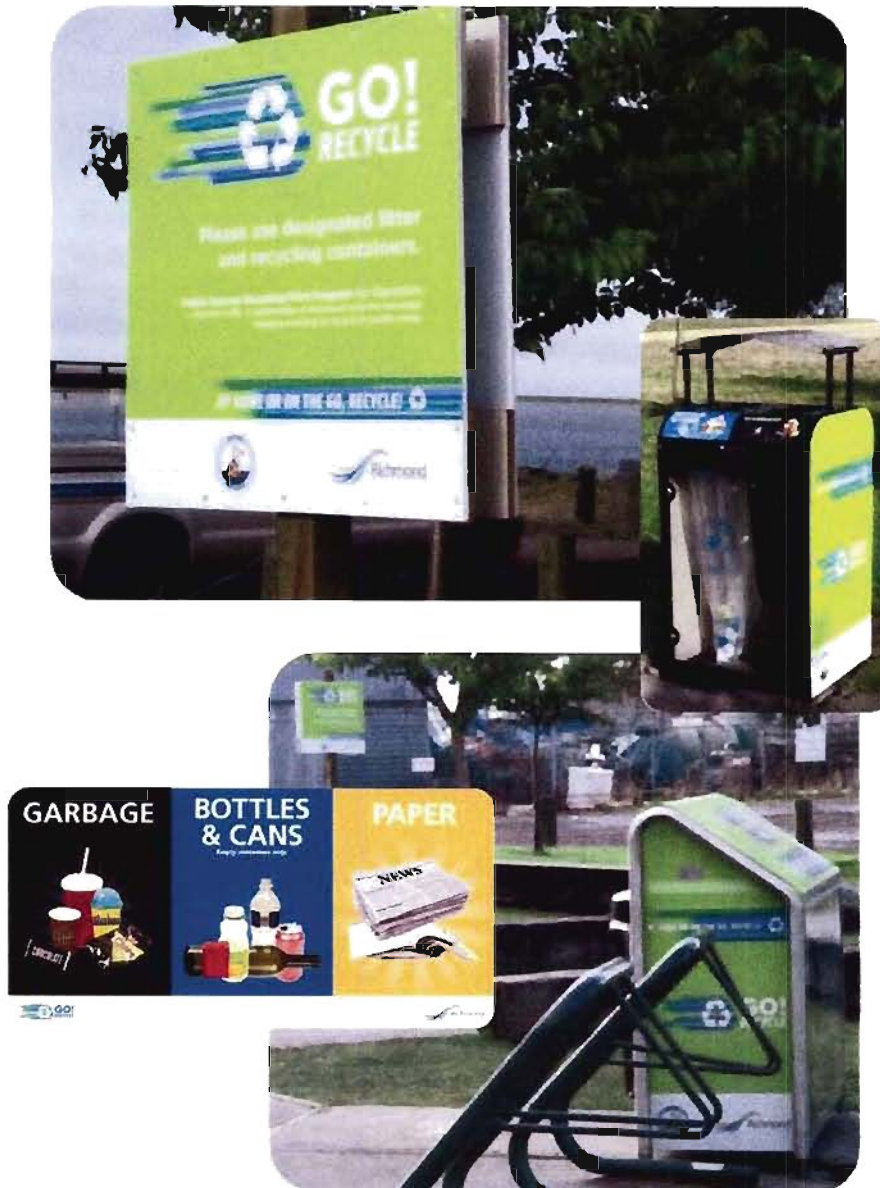
**Attachment 2 (Cont'd)**

These images compare the pre-pilot signage with the signage designed for the pilot program by the City of Richmond with assistance from StewardEdge. The communications strategy emphasized consistency, clarity and colour.

**Pre-Pilot Signage**

Attachment 2 (Cont'd)

Post-Implementation Signage & Messaging





# City of Richmond

## Report to Committee

**To:** Public Works and Transportation Committee

**Date:** January 5, 2012

**From:** Tom Stewart, ASCT.  
Director, Public Works Operations

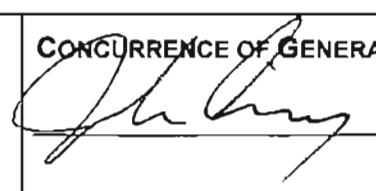
**File:** 10-6000-01/2012-Vol  
01

**Re:** 4252Q - Award of Contract for Battery-Powered Ice Resurfacers

### Staff Recommendation

1. That Contract 4252Q, for the Supply and Delivery of Five Battery-Powered Ice Resurfacers, be awarded to Vimar Equipment Ltd. at a total cost of \$453,430.00, plus applicable taxes and levies;
2. That the additional required funding of \$288,738.50 be approved with funding from the Public Works Equipment Reserve and that the 2012 Capital Budget and the 5-Year Financial Plan (2012-2016) be adjusted accordingly.

Tom Stewart, ASCT.  
Director, Public Works Operations  
(604-233-3301)

| FOR ORIGINATING DEPARTMENT USE ONLY |   |                             |  |   |
|-------------------------------------|---|-----------------------------|--|---|
| <b>ROUTED TO:</b>                   | <b>CONCURRENCE</b>                      |                             | <b>CONCURRENCE OF GENERAL MANAGER</b>  |   |
| Budgets                             | Y <input checked="" type="checkbox"/>   | N <input type="checkbox"/>  |  POR: RG |   |
| Purchasing                          | Y <input checked="" type="checkbox"/>   | N <input type="checkbox"/>  |  |   |
| Parks and Recreation                | Y <input checked="" type="checkbox"/>   | N <input type="checkbox"/>  |  |   |
| <b>REVIEWED BY TAG</b>              | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | <b>REVIEWED BY CAO</b>   | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |

## Staff Report

### Origin

This report seeks Council approval to award Contract 4252Q, and expand the scope of the award to include a total of five units. As additional funding from the Public Works Equipment Reserve is required to award the Contract in light of the recommended expanded scope, Council approval is required.

### Analysis

#### *Background*

The City currently has five ice resurfacers. Four of these machines are in-service units used to clean the eight different ice sheets at the Minoru (one unit) and Richmond Ice Centre arenas (three units). The fifth unit is a back-up and is intended to be used to ensure arena services can continue to be offered to the public during regularly-scheduled or demand maintenance of any of the four in-service units.

Four ice resurfacers were replaced in 2006 and are battery-powered Olympia Ice Bears. This electric technology is particularly well suited to the indoor arena environment due to the fact there are no fossil fuel emissions. The fifth is a 1996 Zamboni propane-powered unit (919) and was approved for replacement as part of its regular life-cycle under project 40530 with funding from the Public Works Equipment Reserve. Unit 919 is being replaced with an electric unit.

To facilitate the replacement of unit 919, Contract 4252Q was issued to the marketplace on July 28, 2011. This request for quotations included an option for bidders to also quote on replacement of the four existing ice resurfacers, with a trade-in provision for each. This option was included to: a) allow consideration for consistency in the style and type of units for ease of operation and maintenance; and b) shop the marketplace since the four units purchased in 2006 were first vintage or prototype units and require extra diligence for Fleet Operations and the vendor to maintain a sufficient inventory of the older-style parts needed for ongoing repairs, etc. In addition, these units will each require battery replacements (at a cost of approximately \$16,500/each) prior to their normal scheduled replacement cycle in 2017. Staff considered it a prudent, but not mandatory, step to see what the market would bear for the early replacement of the existing four ice resurfacer units in conjunction with the acquisition of the replacement for unit 919.

#### *Public Tendering*

The request for quotations closed on August 3, 2011 and resulted in the following responses<sup>1</sup>.

| Bidder                     | Product Type         | Purchase Cost for One Unit (with trade-in of 919) | Total Purchase Cost for Four Additional Units (after trade-in of four existing units) | Total Cost for Five Units |
|----------------------------|----------------------|---|---|---------------------------|
| 1. Crocker Equipment       | Zamboni 552          | \$143,700   | \$594,800   | \$738,500                 |
| 2. Vimar Equipment Ltd.    | Olympia Ice Bear     | \$169,918   | \$283,512   | \$453,430                 |
| 3. Vimar Equipment Ltd.    | Olympia Millennium E | \$157,928   | \$451,712   | \$609,640                 |
| 4. Westrac Industrial Ltd. | Ice Cat B220         | \$112,500   | No Bid  | No Bid                    |
| 5. Joe Johnsen             | Engo 200SX           | \$161,257   | No Bid  | No Bid                    |

<sup>1</sup>Note that the costs noted in this table are exclusive of taxes and applicable levies.

### *Proposal Evaluation*

An interdepartmental staff team consisting of arena and Fleet Operations staff reviewed the proposal submissions in accordance with the requirements outlined in the quotation. A summary of each submission is outlined below.

#### 1. Crocker Equipment

The Zamboni 552 ice resurfacers technology is based on a combustible platform-style unit which has been converted to an electric motor to drive the power train. This unit operates based on an opportunity charging system, i.e. charging after use. Alterations/adapters would have to be put in place to conform with the existing charging infrastructure at an estimated cost of \$12,000 per charging location because the required charging infrastructure is not compatible with that currently in place. The opportunity charging system does not meet the specification requirement of 25 sheets per single charge. The opportunity charge technology, while providing for continuous charge, is somewhat more vulnerable to oversight in maintaining regular charge status. For example, if the operator was remiss in plugging the unit in for charging after use, the battery charge could be depleted and there would be a negative impact to service levels and potentially, arena revenues, since the unit would require time to be charged sufficiently before the ice can be cleaned. By contrast, the existing in-service units are charged once per day only (over-night) and can conduct 25 ice cleans per charge as a minimum, which meets the arenas daily operational requirements.

Other considerations include operator familiarity and training/orientation requirements on a different make/model of unit, which could also negatively impact service intervals. Having one unit of a different style and make would also necessitate support for parts and materials for maintenance, with no ability to inter-change parts between units in situations where a quick-fix is needed to maintain service. To achieve consistency in all units, costing was sought to purchase four additional units, using the existing units as trade-ins. The costing provided by the vendor for this potential approach did not represent an attractive offer, i.e. \$594,800 for four additional units. Overall, the Zamboni unit is not desired by the user group.

#### 2. Vimar Equipment Ltd.: Olympia Ice Bear

The Olympia Ice Bear is an upgraded, newer vintage of the existing four in-service units. The Ice Bear technology was designed, engineered and constructed as an electric machine (i.e. not converted from a combustible style) and has four individual wheel motors to propel the unit. This allows for wheel speeds to be set and hence draws less amperage from the battery, providing for the efficiency in battery power to achieve the minimum 25 ice cleans per charge. This provides for one unit to sufficiently support two sheets of ice for an entire day on one charge. This unit is charged once daily (over-night) so is less susceptible operator oversight in potentially forgetting to charge the unit between ice cleans. Overall, the Olympia Ice Bear is a more efficient design. The battery charging infrastructure is also compatible with the existing charging infrastructure at both Minoru and Richmond Ice Centre arenas. Operator familiarity with this style of unit is also a consideration since this unit is similar to the existing four units. Vendor support for the existing units (also Vimar Equipment Ltd.) has been excellent. As such, the Olympia Ice Bear is the unit desired by the user group.

To obtain consistency with all units and upgrade to a newer model in order to address the challenges with maintaining a sufficient parts inventory for these first vintage units, costing was sought to purchase four additional units, using the existing units as trade-ins. The costing provided by the vendor for replacement of the existing four units to the newer vintage design is very attractive at \$70,878/unit for a total of \$283,512 (plus levies and taxes) for four additional units, or \$453,430 to replace all five units. It is important to note that this is a one time opportunity and that Vimar has made it clear that the City will not be able to take advantage of this exceptional offer in the future. In addition, this results in a favourable cost-benefit overall to the Public Works Equipment Reserve through savings in anticipated replacement costs.

Therefore, there are two options available under this proposal:

- i) Purchase one Olympia Ice Bear and award this contract to Vimar Equipment Ltd. at a total cost of \$169,918, plus levies and taxes, or
- ii) Expand the purchase to include five Olympia Ice Bear units and award this contract to Vimar Equipment Ltd. at a total cost of \$453,430, plus levies and taxes.

In addition to the financial savings replacement of the existing ice resurfacers will enable the City to provide a reliable level of service given the down-time of the existing machines when repairs are required.

Staff recommend Option ii). The cost benefit to support this recommendation is provided in the Financial Impact section of this report.

### 3. Vimar Equipment Ltd.: Olympia Millennium E

While the Olympia Millennium E is manufactured by the same manufacture of the Ice Bear and shares the same electrical motor design, the design of the snow dump box, wash and flood water arc different. The Millenium E has a longer wheel base than the Ice Bear and as a result has a turning radius of 180 inches compared to the Ice Bear's preferred 154 inches. The Millenium E is designed with a 2.91 cubic meter snow dump box compared to the Ice Bear's 3.37 cubic meter capacity. The Millenium carries a total of 1,164 litres of flood and wash water compared to the Ice Bear's 1,232 litres of water. The Millenium E's operator line of sight is not as good as the line of sight on the Ice Bear which could affect safety related to the operation of the machine. For these reasons, the Millenium E is not desired by the user group. In addition, the costing provided to purchase four additional units is not as attractive as that provided for the Ice Bear unit.

### 4. Westvac Industrial Ltd.

The Ice Cat B220 unit proposed by Westvac Industrial Ltd. is a 2009 demonstration unit. The bid submission was incomplete and therefore did not comply with minimum specification requirements. This bid, therefore, was not considered.

### 5. Joe Johnsen

The Engo 200SX unit proposed by Joe Johnsen did not meet specification requirements for the minimum required number of ice cleans per charge and lacks an hour meter (which is required for maintenance purposes). In addition, the warranty offer was minimal and there is no local service available to support servicing and parts. The machine is currently not in use anywhere in Canada, and therefore, the company's experience and the track record for this unit could not be verified as outlined in the request for quotations. For these reasons, the Engo 200SX was not considered.

### *Summary/Recommendation*

After reviewing the bid submissions, the proposal by Vimar Equipment Ltd. to expand the scope of Contract 4252Q to replace five units, per Item 2 ii), above, represents best value to the City, and is therefore recommended. As noted previously, the offer to buy back the existing ice resurfacers is a one time offer by Vimar that presents best value to the City.

### **Financial Impact**

The recommendation to expand the scope of Contract 4252Q to replace all five ice resurfacer units results in the requirement for additional funding from the Public Works Equipment Reserve of \$288,738.50 (\$283,512 plus levies and net taxes) at this time. While additional expenditure is required, this approach represents an overall savings in replacement costs of approximately \$450,000 due to the incentive pricing obtained via the contract as follows:

| <i>Summary of Costs and Anticipated Savings per Recommended Option (to Purchase Five Ice Resurfacer Units)</i> |   |   |                                    |                                |                       |   |                          |  |
|--|---|---|------------------------------------|--------------------------------|-----------------------|---|--------------------------|--|
| <i>Vimar Equipment Ltd. Proposal</i>   |   |   | <i>Funding/Anticipated Savings</i> |                                |                       |   |                          |  |
| <i>Ice Resurfacer Unit/s</i>   | <i>Purchase Price/ Unit with Trade-In</i> | <i>Total Cost (not incl. taxes/ levies)</i> | <i>Project Year</i>                | <i>Project Approval Status</i> | <i>Project Number</i> | <i>Funding Allocation in PW Equipment Reserve</i> | <i>Variance/ Savings</i> |  |
| Unit 919   | \$169,918                                 | \$169,918                                   | 2011                               | Approved                       | 40530                 | \$175,000   | \$5,082                  |  |
| Units 1303, 1304, 1305, 1330   | \$70,878                                  | \$283,512                                   | 2017                               | Pending                        | TBD                   | \$720,000 (\$180,000/unit)                        | \$450,004                |  |
| Total Cost for 5 Units   |   | \$453,430                                   |                                    |                                |                       |   |                          |  |

As noted in the above table, the long-term Public Works and Corporate vehicle replacement plan allocates the 2017 anticipated replacement costs for the four existing in-service units at \$180,000 each, or a total of \$720,000. The proposal by Vimar Equipment Ltd. offers significant trade-in incentive to encourage the acquisition/upgrade to purchase these four additional units at this time at a considerable price reduction, i.e. \$283,512. Although this proposal requires that additional dollars be expended in 2012 vs. 2017, it represents an approximate savings of \$450,000 over anticipated replacement costs. In addition, this represents an overall positive financial benefit to the Public Works Equipment Reserve in alignment with the proposed Sustainable Green Fleet Policy 2020.

The proposed option is recommended based on the analysis of the information received through the bid process and does not consider factors such as overall life-cycle maintenance costs, etc.

**Conclusion**

The proposal by Vimar Equipment Ltd. to expand the scope of Contract 4252Q to include replacement for all five City ice resurfacer units represents best value and overall cost savings. In addition, the Olympic Ice Bear unit proposed best suits the operational needs of the arenas to support the services provided to the public. The additional funding required to accommodate this expanded purchase at this time can be accommodated from the Public Works Equipment Reserve with Council's authorization. An adjustment to the 2012 capital budget and 5-year financial plan (2012-2016) will also be required.

Handwritten signature of Suzanne Bycraft, appearing as a stylized 'S' followed by 'for'.

Suzanne Bycraft  
Manager, Fleet & Environmental Programs  
(604-233-3338)

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**DEVELOPMENT PERMIT PANEL  
REPORT AND ACCOMPANYING PLAN  
TO BE CONSIDERED BY COUNCIL  
AT THE COUNCIL MEETING  
SCHEDULED FOR  
Monday, February 27, 2012**

|   |  |
|---|--|
| Mayor Malcolm D. Brodie<br>Councillor Chak Au<br>Councillor Linda Barnes<br>Councillor Derek Dang<br>Councillor Evelina Halsey-Brandt<br>Councillor Ken Johnston<br>Councillor Bill McNulty | Councillor Linda McPhail<br>Councillor Harold Steves<br>Director, City Clerk's Office<br>Director, Development<br>Council Chambers Binder<br>Front of House Counter Copy |
|---|--|



# City of Richmond

## Memorandum Planning and Development Department

**To:** David Weber  
Director, City Clerk's Office

**Date:** February 21, 2012

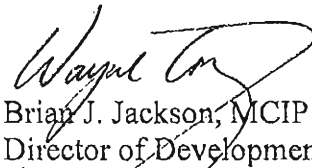
**From:** Brian J. Jackson, MCIP  
Director of Development

**File:** DP 11-584282

**Re:** Application by – Am-Pri Construction Ltd. for Development Permit at  
9811 Ferndale Road (formerly 9791 and 9811 Ferndale Road and 6071, 6091 and  
6131 No. 4 Road)

The attached Development Permit was given favourable consideration by the Development Permit Panel at their meeting held on January 25, 2012.

It would now be appropriate to include this item on the agenda of the next Council meeting for their consideration.

*for*   
Brian J. Jackson, MCIP  
Director of Development

DJ:blg  
Att.

**Panel Decision**

It was moved and seconded

*That a Development Permit be issued which would:*

1. *Permit the construction of 31 townhouse units at 8691, 8711, 8731, 8751, 8771 and 8791 Williams Road on a site zoned Medium Density Townhouses (RTM2); and*
2. *Vary the provisions of Richmond Zoning Bylaw 8500 to allow 30 tandem parking spaces in 15 of the 31 townhouse units.*

**CARRIED**

**4. Development Permit 11-584282**

(File Ref. No.: DP 11-584282) (REDMS No. 3414815)

**APPLICANT:** AM-PRI Construction Ltd.

**PROPERTY LOCATION:** 9811 Ferndale Road (formerly 9791 & 9811 Ferndale Road and 6071, 6091 & 6131 No. 4 Road)

**INTENT OF PERMIT:**

1. Permit the construction of 24 Townhouse Units at 9811 Ferndale Road (formerly 9791 and 9811 Ferndale Road and 6071, 6091 and 6131 No. 4 Road) on a site zoned "Medium Density Townhouses (RTM2)"; and
2. Vary the provisions of Richmond Zoning Bylaw 8500 to:
  - a) reduce the required side yard setback along the north property line from 3.0 meters to 2.69 meters to allow the projection of an electrical room outside Unit C1b; and
  - b) permit resident parking to be provided in a tandem parking configuration for 15 units (30 stalls).

**Applicant's Comments**

Taizo Yamamoto, Yamamoto Architect Inc., advised that the proposed 24 townhouse units are on a left over corner of Ferndale Road and No. 4 Road, and that they are surrounded by single-family detached dwellings to the east, and multi-unit townhouse developments to the north, south and west. He provided the following design details:

- originally, access to the subject site was provided by access from the townhouse unit complex to the west, at 9751 Ferndale Road, but through the public process, residents of the complex to the west expressed a desire that residents of the proposed townhouse unit complex not use this access; the architect created as robust a buffer as possible between the two sites to provide some meandering, and to allow large plants and some depth;

- the planned three-storey townhouse units are stepped down to two-stories to respond to the lower density single-family residents to the east, across No. 4 Road;
- the tight nature of the subject site dictated different unit styles, thus allowing some affordability, and with some units allowing parking for only one vehicle;
- one of the proposed two-storey units is adaptable, with living areas closer to grade;
- all proposed townhouse units have aging-in-place measures;
- the overall architectural character is that of a subdued appearance, mirroring a similar form of the residences across the street, including more of a hip roof;
- the entry area is increased by allowing paving; the public space is located at the centre of the subject site, at the intersection of the drive aisle;
- a seating area with permeable paving and a climbing structure is also located at the centre of the subject site;
- each unit has a patio, trees, some lawn space where possible, and sun exposure;
- easy pedestrian access to the No. 4 Road transit stop is provided; and
- materials include Hardi-Board siding for the first floor and the intermix of vinyl siding and Hardi-Plank panels for the upper floors;

### **Panel Discussion**

In response to Panel queries, Mr. Yamamoto provided further information:

- the end unit facing No. 4 Road has gables that address the street, large wrap porches to provide depth, and a bay window starting at the second story that comes down to ground level, and each unit facing No. 4 Road has a punched-in entry; and
- the amenity area at the northwest corner of the subject site is paved, includes benches, includes a small climbing play structure for children aged two through six years, as well as a lawn area on its south side, and some trees along its west side.

### **Staff Comments**

Mr. Jackson advised that staff supports the application, and the applicant's request for variances. He stated that the application:

- respects the Agricultural Land Reserve to the east of the subject site, by providing a six metre setback and quite dense landscaping, which was reviewed and supported by the City's Agricultural Advisory Committee;
- in terms of architectural form, it provides low pitched roof forms that are low in profile;
- in terms of the central location of the amenity space it provides "eyes" on the play space and play equipment; and

- in terms of the proposed development's relation to the neighbour to the west, it provides landscaping buffering that breaks down what could have been an unattractive "bowling lane" design.

Mr. Jackson summarized his remarks by saying that the architect has done much to address issues of adjacencies, and for this, and the other listed reasons, the best term to apply to the proposed design is "respectful".

In response to the Chair's query regarding whether staff is advising applicants with regard to Council's preference to see side-by-side parking stalls in townhouse unit developments, Mr. Jackson advised that staff promotes that idea over tandem stalls, and attempts to steer applicants and architects in the direction of side-by-side stalls for new development applications.

#### **Gallery Comments**

None.

#### **Correspondence**

None.

#### **Panel Decision**

It was moved and seconded

*That a Development Permit be issued which would:*

1. *Permit the construction of 24 Townhouse Units at 9811 Ferndale Road (formerly 9791 and 9811 Ferndale Road and 6071, 6091 and 6131 No. 4 Road) on a site zoned "Medium Density Townhouses (RTM2)"; and*
2. *Vary the provisions of Richmond Zoning Bylaw 8500 to:*
  - a) *reduce the required side yard setback along the north property line from 3.0 meters to 2.69 meters to allow the projection of an electrical room outside Unit C1b; and*
  - b) *permit resident parking to be provided in a tandem parking configuration for 15 units (30 stalls).*

**CARRIED**

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#### **5. New Business**

It was moved and seconded

*That the Development Permit Panel meeting tentatively scheduled for Wednesday, February 15, 2012 be cancelled, and that the next meeting of the Development Permit Panel be tentatively scheduled to take place in the Council Chambers, Richmond City Hall, at 3:30 p.m. on Wednesday, February 29, 2012.*



**City of Richmond**  
Planning and Development Department

**Report to  
Development Permit Panel**

**To:** Development Permit Panel

**From:** Brian J. Jackson, MCIP  
Director of Development

**Re:** **Application by AM-PRI Construction LTD. for a Development Permit at 9811 Ferndale Road (formerly 9791 & 9811 Ferndale Road and 6071, 6091 & 6131 No. 4 Road)**

*To: DPP Mtg. JAN. 25, 2012*

**Date:** January 10, 2012

**File:** DP 11-584282

**Staff Recommendation**

That a Development Permit be issued which would:

1. Permit the construction of 24 Townhouse Units at 9811 Ferndale Road (formerly 9791 and 9811 Ferndale Road and 6071, 6091 and 6131 No. 4 Road) on a site zoned "Medium Density Townhouses (RTM2)"; and
2. Vary the provisions of Richmond Zoning Bylaw 8500 to:
  - a) Reduce the required side yard setback along the north property line from 3.0 meters to 2.69 meters to allow the projection of an electrical room outside Unit C1b; and
  - b) Permit resident parking to be provided in a tandem parking configuration for 15 units (30 stalls).

Brian J. Jackson, MCIP  
Director of Development

BJJ:dj

- |              |  |
|--------------|--|
| Attachment 1 | Development Application Data Sheet   |
| Attachment 2 | Advisory Design Panel Comments   |
| Attachment 3 | Agricultural Advisory Committees comments on Landscaping buffer along No. 4 Road |

## Staff Report

### Origin

Am-Pri Construction Ltd. has applied to the City of Richmond for permission to develop 24 townhouse units at 9811 Ferndale Road (formerly 9791 and 9811 Ferndale Road and 6071, 6091 and 6131 No. 4 Road) on a site zoned “Medium Density Townhouses (RTM2)”. The site currently contains a Single Detached Dwelling on each site.

The site was rezoned from “Single Detached (RS1/F)” to “Medium Density Townhouses (RTM2)” under Bylaw 8763 (RZ 10-554759). Adoption of rezoning occurred at the December 19, 2011 Council meeting.

A separate Servicing Agreement is required for road upgrades and frontage improvements to Ferndale Road and No. 4 Road. The Servicing Agreement will also include service connections for water, storm upgrades and sanitary sewer.

### Development Information

Please refer to attached Development Application Data Sheet (**Attachment 1**) for a comparison of the proposed development data with the relevant Bylaw requirements.

### Background

Development surrounding the subject site is as follows:

To the North: At 6188 Birch street, a new 51 unit, 3 storey townhouse complex on a site zoned “Town Housing (ZT59) – North McLennan (City Centre)”.

To the East: Across No. 4 Road, Single Detached Dwellings on land zoned “Agriculture and Golf Zones (AG1)”.

To the South: Across Ferndale Road at 6300 Birch Street, a 98 unit, 2 storey townhouse complex on a site zoned “Town Housing (ZT32) – North McLennan (City Centre)”.

To the West: At 9751 Ferndale Road, a 21 unit, 3 storey townhouse complex, on a site zoned “Town Housing (ZT59) – North McLennan (City Centre)”.

### Rezoning and Public Hearing Results

During the rezoning process, staff identified the following design issues to be resolved at the Development Permit stage. (Staff comments are provided in ***bold italics***):

1. Design of the outdoor amenity area, including the play area.

***The outdoor amenity area has achieved an adequate level of design. It is centrally located within the complex, just off of the main north-south drive aisle and contains a children’s play area, benches and open lawn space. The entrance is at the northeast corner of the area, and the landscape plan provides good sightlines to allow the entrance to be easily located.***

2. Overall appropriateness of the landscaping plan.

*The applicant has provided a good landscaping proposal for the complex, with a variety of plantings to engage interest. Several trees surround the perimeter of the complex which softens the appearance of the two (2) and three (3) storey units as well as providing a good buffer along the No. 4 Road side to provide a good transition to the low density, agricultural lands to the east of the road. The plan also does well to address a comment raised by the Advisory Design Panel to position a good buffer between the north-south drive aisle of the subject site and the adjacent drive aisle to the complex directly west. This adjacent site has their drive aisle butting up against the shared property line.*

3. Manoeuvrability of larger vehicles (SU-9) within the site.

*The applicant has submitted a plan that illustrates and confirms appropriate manoeuvrability for larger vehicles such as SU-9 within the site.*

4. Form and Character of the townhouse units and how they address adjacent properties.

*The applicant has submitted elevations and a context renderings that show that the proposed development has similar characteristics and is an adequate fit with the adjacent townhouses in the area.*

5. Provide a sense of territory for pedestrian use within the site.

*The building arrangement of the subject site facilitates ample opportunity for pedestrian movement to avoid interaction with vehicle movement. The corner condition of the development site, with units fronting the street, along with access points along No. 4 Road, provides easy pedestrian movement within the site.*

6. Identify unit(s) to allow easy conversion for Universal access.

*The applicant is proposing one of the two level units (Unit A1) to be converted for Universal access, with provisions made for this unit to be framed to allow for a future lift, doors that are wide enough and adequate space is available to manoeuvre to accommodate wheelchair access.*

*In addition to the convertible unit, all units in this development will have aging in place measures that include backer blocks in bathrooms for easy installation of future grab bars, and door frames wide enough to accommodate walkers and scooters.*

7. Landscaping along the No. 4 Road side to facilitate a buffer to the agricultural lands across No. 4 Road.

*The applicant has provided an extensive landscaping plan along the No. 4 Road frontage that will provide adequate screening to the properties across No. 4 Road to the east, through a mixture of tree and shrub plantings. The massing of the units fronting No. 4 Road, by being two storey units, further contributes to the transition from urban form to an agricultural character.*

The Public Hearing for the rezoning of this site was held on June 20, 2011. At the Public Hearing, there were no public concerns about the rezoning of this property.

## Staff Comments

The proposed scheme attached to this report has satisfactorily addressed the significant urban design issues and other staff comments identified as part of the review of the subject Development Permit application. In addition, it complies with the intent of the applicable sections of the Official Community Plan and is generally in compliance with the Zoning Bylaw 8500 except for the zoning variances noted below.

## Zoning Compliance/Variations (staff comments in **bold**)

The applicant requests to vary the provisions of Richmond Zoning Bylaw 8500 to:

- 1) Reduce the required side yard setback along the north property line from 3.0 meters to 2.69 meters to allow the projection of an electrical room outside Unit C1b.

*Staff supports the proposed variance as a relatively minor variance for a small component of the proposal that will be screened from view by surrounding landscaping and perimeter fencing.*

- 2) Permit resident parking to be provided in a tandem parking configuration for 15 units (30 stalls).

*The tandem parking configuration is proposed in 15 of the 24 attached garages and will not cause interference with other units. A covenant will be registered to prevent conversion of parking area to habitable space prior to the issuance of the Development Permit.*

## Agricultural Advisory Committee Comments

With the subject site located along the western side of No. 4 Road, the agricultural lands to the east side of No. 4 Road contrasts to the more urban form to the west. To help with keeping the greater urban form from disrupting the appearance of the land to the east, a landscaped buffer is required as part of the design guidelines within the McLennan North Sub-Area Plan. To obtain an impartial review of the proposed buffer for this project, the proposal was taken before the City's Agricultural Advisory Committee (AAC) for comment. The AAC was supportive of the proposal and identified areas for consideration that would limit any impacts coming onto the agricultural lands to the east as well as provide an attractive buffer to the street front. A relevant excerpt from the Committee's September 14, 2011 meeting is attached for reference (**Attachment 3**).

## Advisory Design Panel Comments

The Advisory Design Panel was supportive of the proposal and identified areas for design development and consideration. The applicant addressed staff and Panel comments and made refinements to the design proposal. A copy of the relevant excerpt from the Advisory Design Panel Minutes from their November 2, 2011 meeting is attached for reference (**Attachment 2**). The design response from the applicant has been included immediately following the specific Design Panel comments and is identified in '**bold italics**'.

## Analysis

### Conditions of Adjacency

- The subject site is located in the North McLennan area, where there has been significant townhouse development over the past several years, with most of the surrounding parcels

being redeveloped from Single Detached Houses to Townhouses. The proposed development will be of similar height and massing to these recent redevelopments and conforms to the guidelines set out in the neighbourhood plan.

- The proposal for this two (2) and three (3) level townhouse complex respects the agricultural lands, consisting of low density single detached dwellings to the east of No. 4 Road, by locating the two level units at the eastern side of the property. These units are also at the end of building clusters of townhouse units that reduces the massing of townhouse buildings and provides a softer scale to the street frontage.
- The applicant is proposing landscaping and metal fencing with brick columns along the street fronting sides of the site to help soften the streetscape, and six foot high cedar fence with a lattice top to help protect the visual privacy to the neighbouring property to the west and north. Additional attention has been given to the landscaping along the north-south internal drive aisle where a buffer has been provided to allow for effective planting to take place to create a good separation with the drive aisle on the adjacent property to the west.

### ***Urban Design and Site Planning***

- The townhouse units are arranged in four (4), five (5) and six (6) unit clusters located throughout the site.
- The clusters are arranged in a predominately east-west direction to reduce the impact of townhouse units fronting No. 4 Road. The two (2) storey end units provide a good transition to the less dense single detached homes to the east of No. 4 Road.
- All units fronting the street have their main pedestrian access from the street.
- Vehicle access will be off Ferndale Road and will not require access connecting to adjacent properties.
- Pedestrian access is along the street frontages of both Ferndale Road and No. 4 Road. Additional pedestrian access to the units is provided within the complex, accessing off of the internal drive-aisle, and site access points connecting to No. 4 Road.
- An outdoor amenity space is centrally located within complex and contains an area for seating, the mailbox for the complex, and a child's play area consisting of a rope ladder, climbing walls with grips and crawl through holes. The play structure is listed suitable for children from ages 2-5.

### ***Architectural Form and Character***

- The proposed form and massing of the buildings meet the intent of the guidelines set out in the neighbourhood plan.
- The choice of materials used for the façade of the buildings is satisfactory. The use of brick at the base of the building, along with hardiboard siding for the first floor and the intermix of vinyl siding and hardiplank panels for the upper floors is effective to create additional interest to the buildings by arranging them in a base, middle and top formation that adds to the articulation of the building massing.
- Colour choice for the façade is varied but match well together and should complement the other developments in the surrounding area.
- Note: the roof design of the proposal differs from the gable dominated form to the townhouse complexes to the north and west, but the overall form and massing works well. As the subject site is at the end of the block on a corner site, the different roof form works well to provide an anchor or a bookend feature to the streetscape.

### ***Transportation***

- Vehicle access to the site is off Ferndale Road, as far west of the intersection to No. 4 Road as possible. A slight land dedication for the improvements of both Ferndale Road and No. 4 Road was secured at the rezoning stage. Design and construction of these improvements will be undertaken by the developer as part of the servicing agreement.
- All 24 units have an attached garage to serve resident parking needs. Fifteen of the units will have two car garages in a tandem configuration, which will require a variance to the Zoning Bylaw. The remaining units have room for either a single car garage, or allows two cars in a side-by-side configuration. The number of proposed parking stalls meet the number required by the Zoning Bylaw. A restrictive covenant will be registered prior to the issuance of the Development Permit to ensure the tandem stalls cannot be converted into habitable living space. The covenant will also include the 'L-shaped' single car garage proposed for unit type 'A'.
- Visitor parking is provided within the site, off the main north-south drive aisle. The stalls are spaced far enough through the site to allow for easy access to all units. One stall is provided for those with disabilities and is located near to the unit that is identified for conversion to universal access (unit type A1). The number of visitor stalls meets the requirements of the Zoning Bylaw.
- Bicycle parking is provided within the individual garages for long term storage and an outdoor bike rack is located next to Building 2, near the main entrance to the complex will serve for short term bike parking. Both meet the requirements of the Zoning Bylaw.
- A Flood Plain covenant is secured through the rezoning conditions that will specify the minimum elevation of habitable floor space.

### ***Landscaping***

- The submitted landscape plan identifies a mixture of soft and hard landscaping to help identify edge treatments throughout the site. Hard surfaced landscaping is also proposed through a mixture of asphalt and a permeable paving system to help reduce the apparent length of the drive-aisle and identifies areas of interest such as the amenity area and visitor parking. The amount of permeable paving within the hard surfacing is about 40%.
- The applicant has provided a lighting plan to illustrate how the site is to be illuminated during evening hours. The fixtures themselves will provide good illumination but will avoid illumination spilling onto adjacent properties.
- An Arborist report was submitted at the rezoning application stage and was reviewed by City staff. The report identified eighteen (18) on-site trees that are affected by this development and called for the removal of these trees due to its poor condition and its location within the development footprint. City Staff concur with the report and will secure a security from the developer to ensure survival of the proposed landscaping plan.
- In accordance with City Policy, the applicant must provide at least 36 trees to meet the 2:1 replacement ratio policy. In response, the applicant easily meets this requirement by proposing 62 trees. The table below summarises this requirement.

| Number of trees to be removed | Number of trees to be retained | Required number of trees to be planted | Proposed number of trees to be planted | Surplus (Deficit) |
|-------------------------------|--------------------------------|--|--|-------------------|
| 18                            | 0                              | 36                                     | 62                                     | 26 Surplus        |

### ***Amenity Space***

- The applicant is not proposing indoor amenity space with this application. Instead, the applicant volunteered a contribution in lieu of providing an indoor amenity space through the rezoning process.
- The applicant is providing an outdoor amenity space that meets the minimum size requirements and provides adequate open space for sitting and a child's play structure.

### ***Garbage and Recycling***

- The garbage and recycling containers are located next to Building 1, next to the entrance to the complex to facilitate proper service by collection trucks. The number of bins and access to these bins meet the requirements of Environmental Programs.

### ***Aircraft Noise***

- The site is located within the Aircraft Noise Sensitive Development (ANSND) area and will require an acoustical report by a professional acoustical engineer when applying for their Building Permit. The report is to outline mitigation measures to the building envelope to minimise the amount of aircraft noise infiltration to all townhouse units. A restrictive covenant was registered at the rezoning stage to identify this site as being within the ANSD area to ensure purchasers are aware the site is affected by aircraft noise.

### ***Affordable Housing***

- The applicant will make a contribution towards the Affordable Housing Reserve Fund in accordance with policy. This payment has been secured through the rezoning stage.

### ***Sustainability Indicators***

- The proposed plan is reusing existing single-family sites to increase living density within the neighbourhood, utilizing existing and proposed infrastructure more efficiently.
- The residential units will provide energy efficient appliances and water saving faucets.
- The site is close to a major transit corridor and close to stops for convenient use.
- A permeable paving system covering approximately 40% of the hard surfaces are proposed on areas where the concrete pavers are located.
- The proposed landscaping provides a variety of plantings that are appropriate for the geographical area, are low maintenance and will improve over time.

### ***Universal Access***

- All units will provide aging in place features such as additional backer blocks for the easy installation of future grab bars, door handles instead of knobs and sufficient door openings to allow access for wheelers.
- To provide design flexibility and to allow for better movement to those with limited mobility, the applicant has provided a unit plan for unit type A1 (one of the two level units) to allow for conversion to those who require wheelchair mobility. Items that have been taken into consideration are:

- Wider doors for easier access to the unit. Adequate dimensions are to be shown on the Building Permit drawings.
- Closet space that can be removed to accommodate an elevator to provide access for occupants to different floors of the unit. Dimensions to the future openings are to be shown on the Building Permit drawings.
- Proper design of the layout of the kitchen and bathrooms for wheelchair mobility. Dimensions are to be shown in the Building Permit drawings to indicate full mobility.
- Additional blocking behind the finished walls for the future installation of grab bars. Notations are to be indicated on the Building Permit drawings.

### ***Crime Prevention Through Environmental Design***

- The proposed plan provides good edge features such as low fencing, landscaping and paving materials to separate public and private space, giving the site a good sense of territoriality to residents and visitors.
- The submitted lighting plan should provide good evening illumination as well as not extending unwanted light onto adjacent properties.
- The site design allows for good sight lines through the development site for open observation including looking onto the outdoor amenity area. There are enough windows looking out onto the common property to promote casual surveillance.

### **Conclusions**

Am-Pri Construction Ltd. has applied to the City of Richmond for permission to develop 24 townhouse units at 9811 Ferndale (formerly 9791 and 9811 Ferndale Road and 6071, 6091 and 6131 No. 4 Road). The design has gone through some modifications with staff assistance and the result is a design proposal that addresses the design guidelines for the area. Staff recommend that this Development Permit application be approved as the proposed design should fit well within the streetscape and the character of the neighbourhood.



David Johnson  
Planner

DJ:cas

The following are to be met prior to forwarding this application to Council for approval:

- Receipt of a Letter-of-Credit for landscaping in the amount of \$53,808.00 (based on total floor area of 26,904 square feet).
- Registration of a legal agreement prohibiting the conversion of the Tandem Parking area into habitable space, including the additional space of the 'L-shaped' garage in unit type 'A'.

Prior to future Building Permit issuance, the developer is required to complete the following:

- The applicant is required to obtain a Building Permit for any construction hoarding associated with the proposed development. If construction hoarding is required to temporarily occupy a street, or any part thereof, or occupy the air space above a street or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. *For further information on the Building Permit, please contact Building Approvals Division at 604-276-4285.*
- Submit a floor plan for the units identified as easily convertible for Universal Access. Information provided on the plans are to be in accordance with Section 4.16 of Zoning Bylaw 8500.
- Submission of a construction traffic and parking management plan to the satisfaction of the City's Transportation Division (<http://www.richmond.ca/services/ttp/special.htm>).



# City of Richmond

6911 No. 3 Road  
Richmond, BC V6Y 2C1  
www.richmond.ca  
604-276-4000

## Development Application Data Sheet Development Applications Division

**DP 10-546272**

**Attachment 1**

Address: 9811 Ferndale Road  
(formerly 9791 and 9811 Ferndale Road and 6071, 6091 and 6131 No. 4 Road)

Applicant: Am-Pri Construction Ltd. Owner: Same

Planning Area(s): McLennan North Sub-Area Plan (Schedule 2.10C)

|   | Existing   |  | Proposed   |
|---|--|--|--|
| Site Area:                                    | 3,960 m <sup>2</sup>   |  | 3,857 m <sup>2</sup>   |
| Land Uses:                                    | Residential – Single Detached  |  | Residential – Townhouse  |
| OCP Designation:                              | Residential Area 4<br>0.55 FAR One and Two-Family Dwelling& Townhouses (2.5-storeys typical, 3-storeys maximum where a maximum 30% lot coverage is achieved) |  | No Change  |
| Zoning:                                       | Residential – Single Detached (RS1/F)  |  | Medium Density Townhouses (RTM2)   |
| Number of Units:                              | 1 Single Family Dwelling per Lot   |  | 20 – 3 Storey Townhouse and<br>4 – 2 Storey Townhouse Units<br><b>24 townhouse units total</b> |
|   | Bylaw Requirement  | Proposed   | Variance   |
| Floor Area Ratio:                             | 3,857.0m <sup>2</sup> (0.65)<br>= 2,508.0m <sup>2</sup>  | 2499.5m <sup>2</sup><br>(0.65 FAR)               | none permitted   |
| Lot Coverage:                                 | Max. 40%   | 37.2%  | none   |
| Setback – Ferndale Road:                      | Min. 6.0 m   | 5.09m for porch projection of Building 1         | 0.91m porch projection   |
| Setback – Alder Street:                       | Min. 6.0 m   | 4.78m for porch projection of units A, A1 and A2 | 1.22m porch projection   |
| Setback – North:                              | Min. 3.0 m   | 2.69 for electrical room                         | 0.31m for electrical room  |
| Setback – East:                               | Min. 3.0 m   | 3.0 m  | none   |
| Height (m):                                   | Max. 12.0m   | 10.51m   | none   |
| Lot Size:                                     | Width (min): 30.0m<br>Depth (min): 35.0m   | Width: 40.8m<br>Depth: 78.4m                     | none   |
| Off-street Parking Spaces – Resident/Visitor: | 34 (resident min.) and 5 (visitor min.)  | 40 (resident) and 5 (visitor)                    | none   |
| Off-street Parking Spaces – Accessible:       | 1 Stall<br>(included with visitor parking)   | 1 Stall<br>(included with visitor parking)       | none   |

|                          | Bylaw Requirement      | Proposed  | Variance                                |
|--------------------------|------------------------|---|---|
| Total off-street Spaces: | 39 spaces (min.)       | 45 spaces   | none                                    |
| Tandem Parking Spaces    | not permitted          | 15 tandem stalls<br>(30 parking stalls)   | 15 tandem stalls<br>(30 parking stalls) |
| Amenity Space – Indoor:  | Min. 70 m <sup>2</sup> | None provided<br>Optional cash-in-lieu<br>payment secured at<br>Rezoning stage. | none                                    |
| Amenity Space – Outdoor: | Min. 144m <sup>2</sup> | 144m <sup>2</sup>   | none                                    |

**Excerpt from the Minutes from  
The Design Panel Meeting**

**Wednesday, November 2, 2010 – 4:00 p.m.  
Rm. M.1.003  
Richmond City Hall**

**1. DP 11-584282 – 24-UNIT TOWNHOUSE DEVELOPMENT**

**ARCHITECT:** Yamamoto Architecture Inc.

**PROPERTY LOCATION:** 9811 Ferndale Road (formerly 9791 and 9811 Ferndale Road  
and 6071, 6091 and 6131 No. 4 Road)

**Panel Decision**

It was moved and seconded

*That DP 11-584282 move forward to the Development Permit Panel subject to the applicant addressing the items discussed by the Panel, including the items highlighted below:*

- 1. consider unifying the paving of the driveway and integrating signage and paving at the main entry to the development;*

The asphalt paving between the two paver areas has been replaced with concrete paver. The paving at the entry is now, continuous paver from the site entrance to the end of first intersection of the internal road.

A new project sign has been introduced at the site entrance as suggested.

Please refer to detail #7/3a.

- 2. create a landscaped area planted with sizeable trees between the drive aisle of the subject development and the adjacent project;*

The internal roadway along the west property line has been reconfigured to accommodate 6 large trees.

- 3. design development to reduce the repetitiveness of windows on the second floor of Building 4 (north elevation); and*

Windows on the second floor has been revised, please see Plan #7.

- 4. consider design development at the corner of Building 1 (corner of Ferndale Road and No. 4 Road).*

Larger window in BR-2 on the East elevation (Unit Ba).

Unit Ba BR-2 window (South elevation) reduced and moved to corner.

Unit A ground floor porch extended to the west edge of unit.

**7. Development Proposal – No. 4 Road and Ferndale Road (Buffering and Adjacency to ALR)**

Staff provided an overview of the multi-family development adjacent to the ALR, situated on the east site of No. 4 Road. The description included the layout of buildings, massing for units along No. 4 Road, pedestrian access points along the public road and the proposed landscape treatment for areas adjacent to the ALR. The ALR buffer composition consisted of the road frontage upgrades (new sidewalk and grass and treed boulevard along No. 4 Road, 6m to 7m setback for buildings along this adjacency. The setback areas along No. 4 Road would consist of low level shrubbery, low-medium height shrubs/hedging and equally spaced deciduous trees.

Based on a review of the development proposal, AAC members commented that:

- Proponents should explore the integration of coniferous plantings along the road frontages to assist in providing year round screening and that selected deciduous trees should be replaced with conifers and/or new conifers added where appropriate.
- The landscape treatment along No. 4 Road should wrap around the corner of the development site and continue along Ferndale Road as far as possible.
- Eliminate the proposed Northern Highbush Blueberry shrub from the plant listing as this could result in the spreading of diseases amongst plant species if an outbreak were to occur, which would be detrimental to the nearby blueberry operations. It was also identified that any vacciniums (fruit berry producing) would not be considered appropriate for this site as well.

As a result of the discussion, the AAC forwarded the following motion:

*That the Agricultural Advisory Committee support the landscape buffer scheme associated with the multi-family development at the corner of northwest corner of Ferndale Road and No. 4 Road subject to the incorporation of the following minor revisions:*

- *Integration of coniferous plantings into ALR landscape buffer.*
- *Extension of ALR landscape buffer treatment around corner and along Ferndale Road.*
- *Elimination of the Northern Highbush Blueberry planting and substitution with appropriate alternative.*

*Carried Unanimously*



**City of Richmond**  
Planning and Development Department

**Development Permit**

**DP 11-584282**

To the Holder: AM-PRI CONSTRUCTION LTD.

Property Address: 9811 FERNDALE ROAD (FORMERLY 9791 AND 9811  
FERNDALE ROAD AND 6071, 6091 AND 6131 No. 4 ROAD)

Address: C/O KAREN MA  
YAMAMOTO ARCHITECTURE  
9751 NO. 6 ROAD  
RICHMOND, BC V6W 1E5

1. This Development 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 Development 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 "Richmond Zoning Bylaw 8500" is hereby varied to:
  - a) Reduce the required side yard setback along the north property line from 3.0 meters to 2.69 meters to allow the projection of an electrical room outside Unit C1b; and
  - b) Permit resident parking to be provided in a tandem parking configuration for 15 units (30 stalls).
4. Subject to Section 692 of the Local Government Act, R.S.B.C.: buildings and structures; off-street parking and loading facilities; roads and parking areas; and landscaping and screening shall be constructed generally in accordance with Plans #1 to #12 attached hereto.
5. Sanitary sewers, water, drainage, highways, street lighting, underground wiring, and sidewalks, shall be provided as required.
6. As a condition of the issuance of this Permit, the City is holding the security in the amount of \$53,808.00 to ensure that development is carried out in accordance with the terms and conditions of this Permit. Should any interest be earned upon the security, it shall accrue to the Holder if the security is returned. The condition of the posting of the security is that should the Holder fail to carry out the development hereby authorized, according to the terms and conditions of this Permit within the time provided, the City may use the security to carry out the work by its servants, agents or contractors, and any surplus shall be paid over to the Holder. Should the Holder carry out the development permitted by this permit within the time set out herein, the security shall be returned to the Holder. The City may retain the security for up to one year after inspection of the completed landscaping in order to ensure that plant material has survived.

# Development Permit

DP 11-584282

To the Holder: AM-PRI CONSTRUCTION LTD.

Property Address: 9811 FERNDAL ROAD (FORMERLY 9791 AND 9811  
FERNDAL ROAD AND 6071, 6091 AND 6131 No. 4 ROAD)

Address: C/O KAREN MA  
YAMAMOTO ARCHITECTURE  
9751 NO. 6 ROAD  
RICHMOND, BC V6W 1E5

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7. If the Holder does not commence the construction permitted by this Permit within 24 months of the date of this Permit, this Permit shall lapse and the security shall be returned in full.
8. 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.

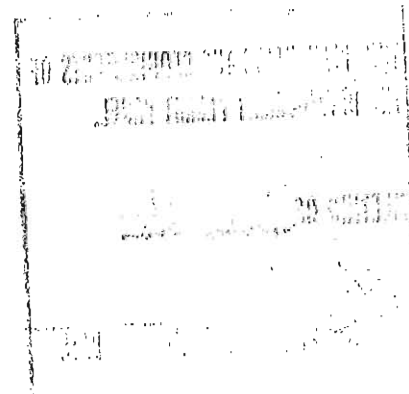
This Permit is not a Building Permit.

AUTHORIZING RESOLUTION NO.  
DAY OF , .

ISSUED BY THE COUNCIL THE

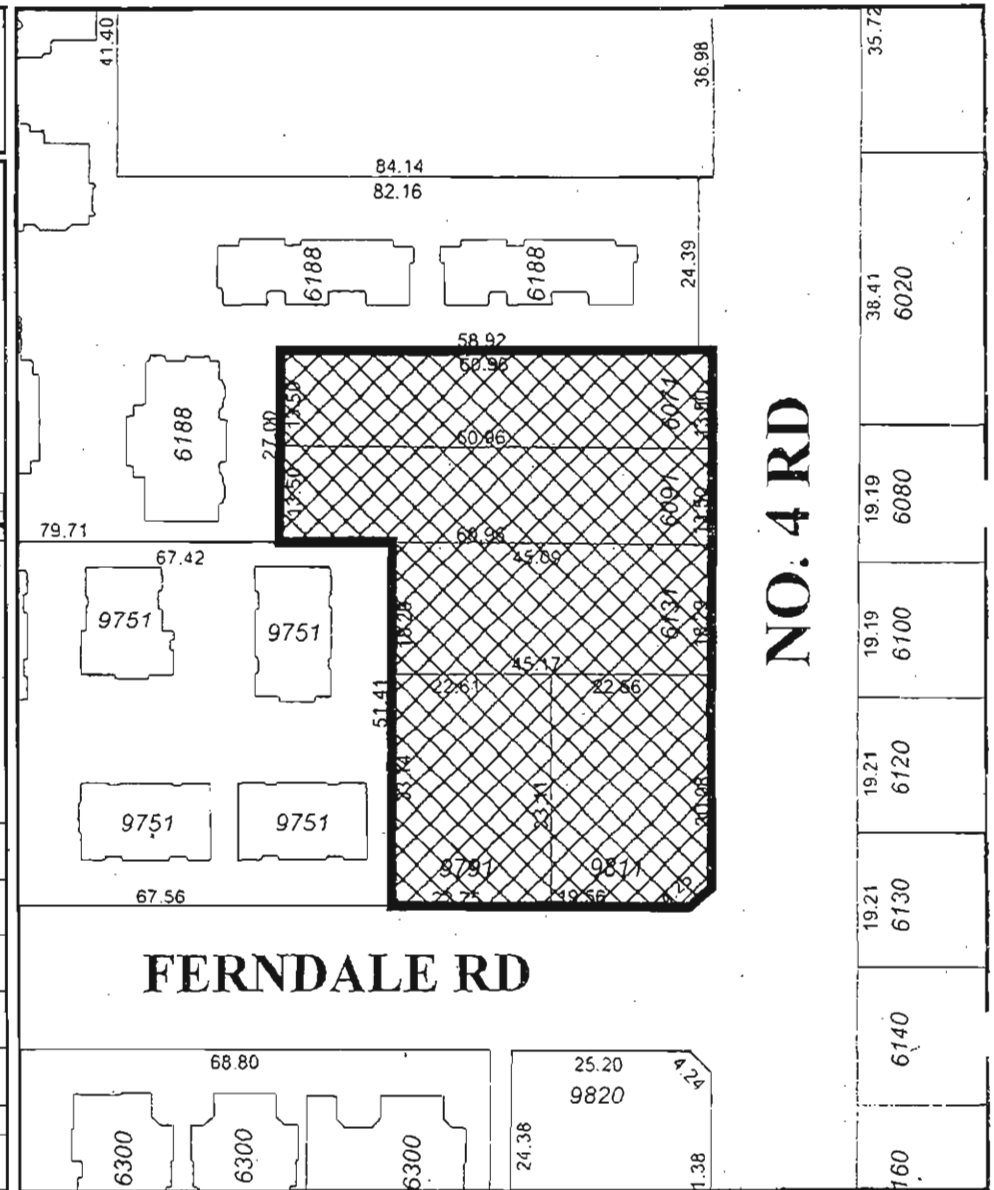
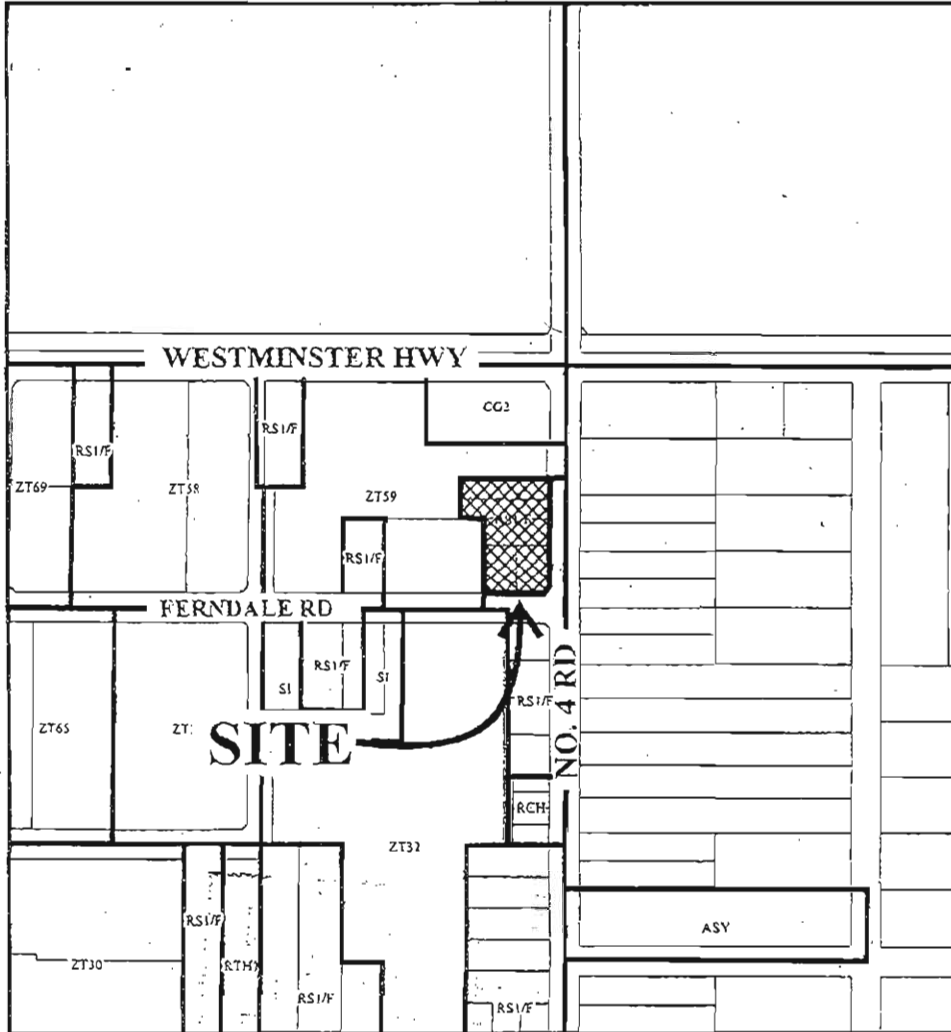
DELIVERED THIS DAY OF , .

\_\_\_\_\_  
MAYOR





# City of Richmond

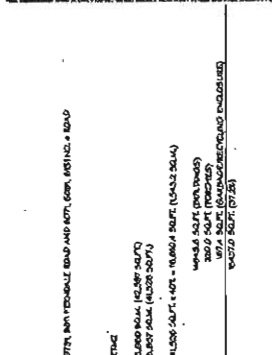


DP 11-584282  
SCHEDULE "A"

Original Date: 07/26/11

Revision Date:

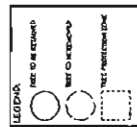
Note: Dimensions are in METRES



**GENERAL NOTES:**

[illegible]


ADDITIONAL NOTES:

[illegible]

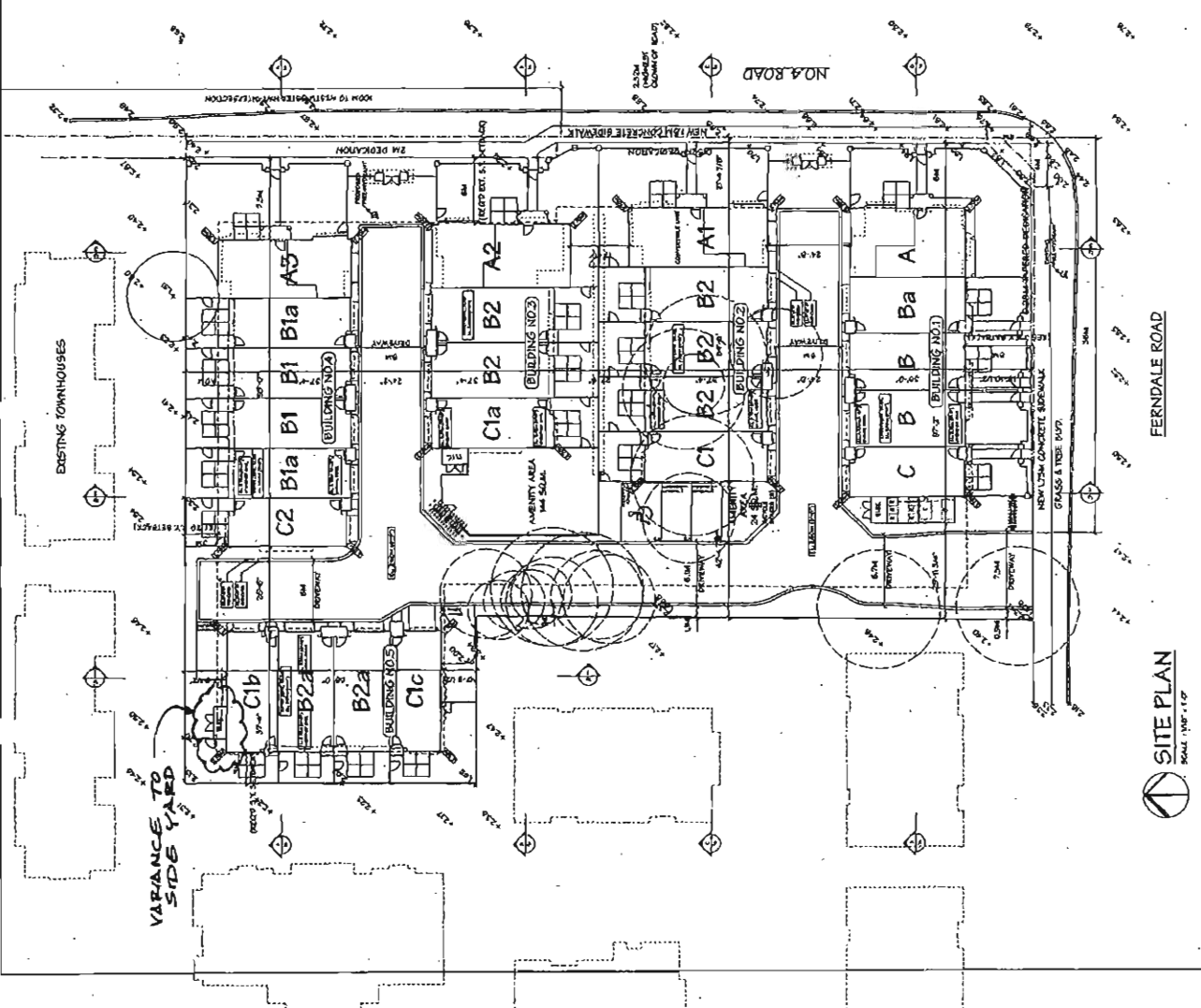
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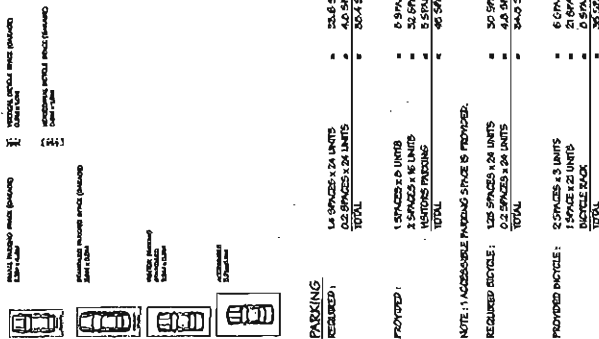
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Yamamoto  
Architecture Inc.



**SITE PLAN**  
SCALE: 1" = 10'



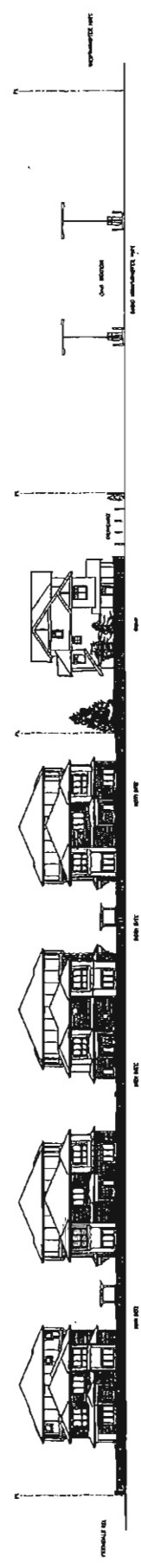


VARIANCE TO  
TANDEM PARKING  
CONFIGURATION  
UNIT TYPES  
B1, B2, C1, C1a, C1b

PP 11584282 PG. #2

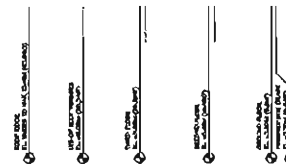
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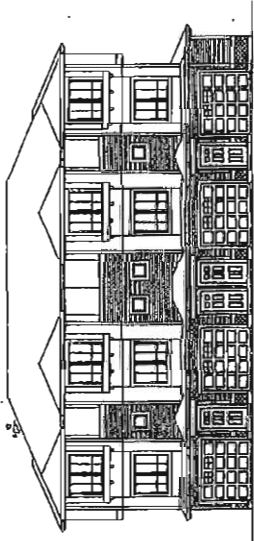
11584282 pg. #4

|   |  |                              |  |
|---|--|------------------------------|--|
| PROJECT<br>24 UNIT TOWNHOUSE DEVELOPMENT                    |  | DRAWING TITLE<br>STREETSCAPE |  |
| ARCHITECT<br>Yamamoto Architecture Inc.                     |  | DATE<br>APRIL 11, 2010       |  |
| SCALE<br>1/8" = 1'-0"                                       |  | SHEET NO.<br>PLAN #4         |  |
| CLIENT<br>RPA, 801 FERRISDALE BLVD., 10TH FLOOR, BOSTON, MA |  | DRAWN BY<br>JAM              |  |

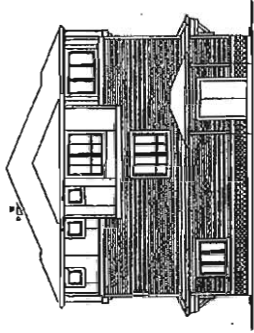




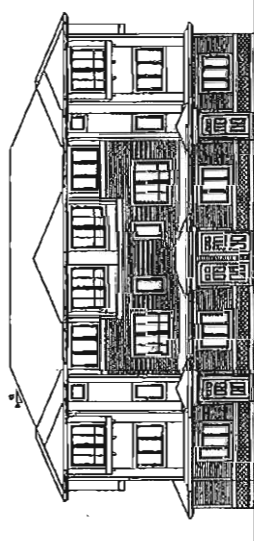




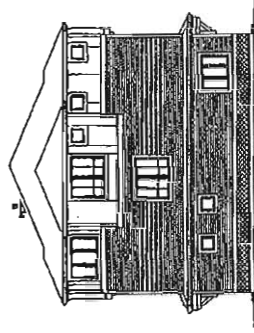
BUILDING NO. 5  
EAST ELEVATION



BUILDING NO. 5  
NORTH ELEVATION



BUILDING NO. 5  
WEST ELEVATION



BUILDING NO. 5  
SOUTH ELEVATION

- 1. EXTERIOR WALLS - 1/2\"/>

- 1. EXTERIOR WALLS - 1/2\"/>

|         |                               |
|---------|-------------------------------|
| DATE    | 10/1/11                       |
| BY      | YAMAMOTO ARCHITECTS           |
| FOR     | 24 UNIT TOWNHOUSE DEVELOPMENT |
| PROJECT | 24 UNIT TOWNHOUSE DEVELOPMENT |

|          |                               |
|----------|-------------------------------|
| PROJECT  | 24 UNIT TOWNHOUSE DEVELOPMENT |
| LOCATION | 24 UNIT TOWNHOUSE DEVELOPMENT |
| DATE     | 10/1/11                       |
| BY       | YAMAMOTO ARCHITECTS           |

YAMAMOTO ARCHITECTS, P.A.  
1000 N. W. 10TH AVENUE, SUITE 100  
MIAMI, FL 33136

Yamamoto  
Architecture Inc.

24 UNIT TOWNHOUSE DEVELOPMENT  
ELEVATIONS

DP 11584282 Pt. #8

|         |                               |      |                               |
|---------|-------------------------------|------|-------------------------------|
| PROJECT | 24 UNIT TOWNHOUSE DEVELOPMENT | DATE | 10/1/11                       |
| BY      | YAMAMOTO ARCHITECTS           | FOR  | 24 UNIT TOWNHOUSE DEVELOPMENT |
| PROJECT | 24 UNIT TOWNHOUSE DEVELOPMENT | DATE | 10/1/11                       |
| BY      | YAMAMOTO ARCHITECTS           | FOR  | 24 UNIT TOWNHOUSE DEVELOPMENT |

PLAN #8





## PROPERTY ADDRESS - PROVIDE THE 6 NO. 4 R.D. DOCUMENT NO.

NOTES

DP 11584282 PC #11

21/11/2017

|          |             |
|----------|-------------|
| Model    | 1000        |
| Design   | W           |
| Cracking | TI          |
| Dist.    | Long Island |
| Year     | 1910        |

**Due 8/20/17:**  
Rep. A. Hargreaves re-elected.  
Incumbent defeated.  
Incumbent for DP

**Nov 16/2017:**  
City's campaign headquarters.  
Incumbent for DP

**Dec 16/2017:**  
Rep. Hargreaves re-elected.  
Incumbent for DP

**July 5, 2017:**  
Incumbent for DP

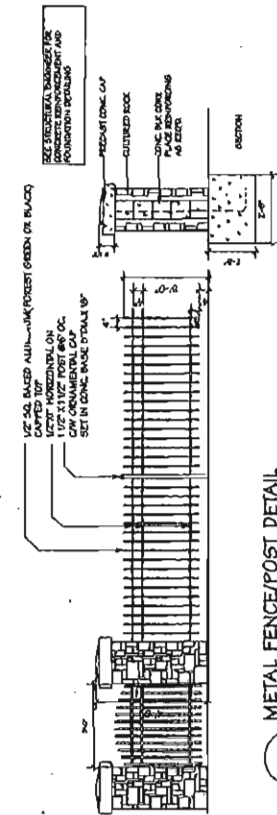


FERNDALE/NO. 4 RD.  
RICHMOND B.C.

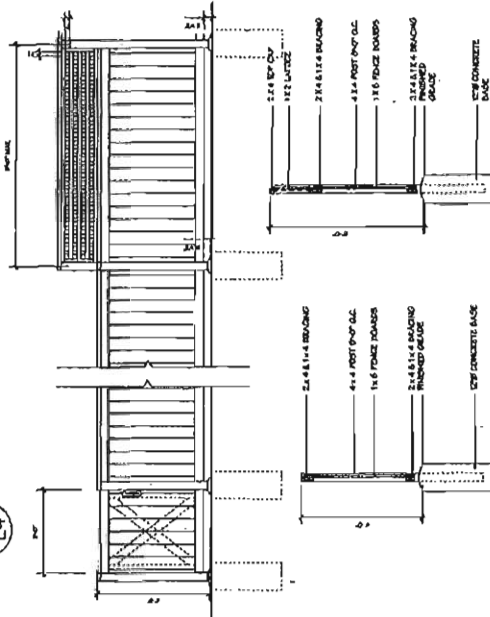
FOR AM-PRI  
DEVELOPMENTS

**Product Title:**

PLANT LIST

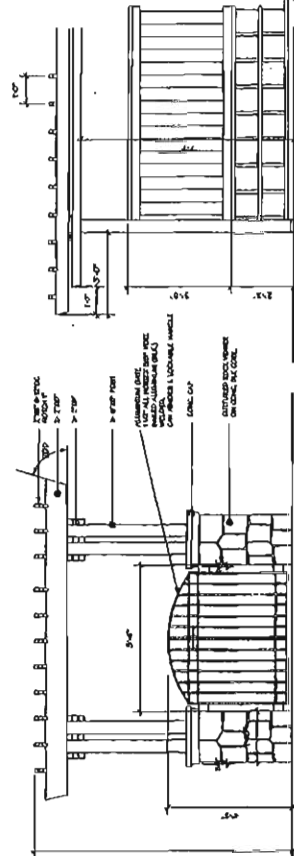


1 METAL FENCE/POST DETAIL  
SCALE: 1/2"=1'-0"

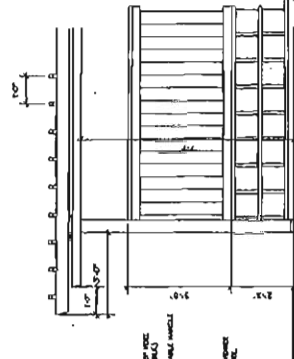


2 4'HT/6'HT WOOD FENCE  
SCALE: 1/2"=1'-0"

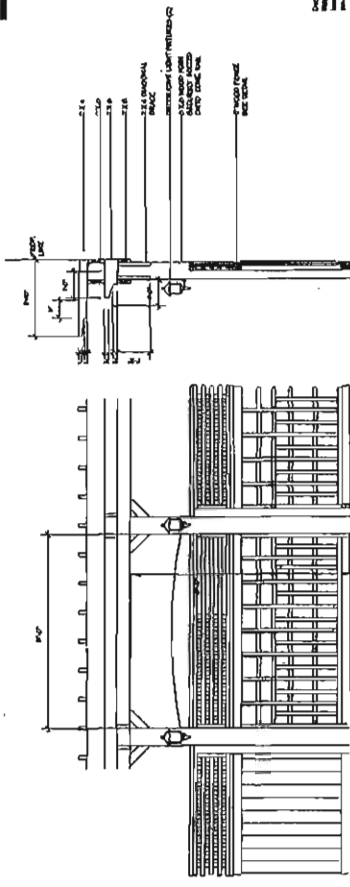
NOTE:  
ALL WOOD SHALL BE PRESSURE TREATED PER S4.5.  
ALL WOOD SHALL BE STAINED WITH 2 COATS SOLID STAIN COLOR TO BE COORDINATED WITH THE BUILDING AND APPROVED BY THE ARCHITECT.  
ALL METALS AND OTHER METAL COMPONENTS SHALL BE GALVANIZED.  
ALL GATES SHALL BE PROVIDED WITH METAL UPHOLSTRIES.



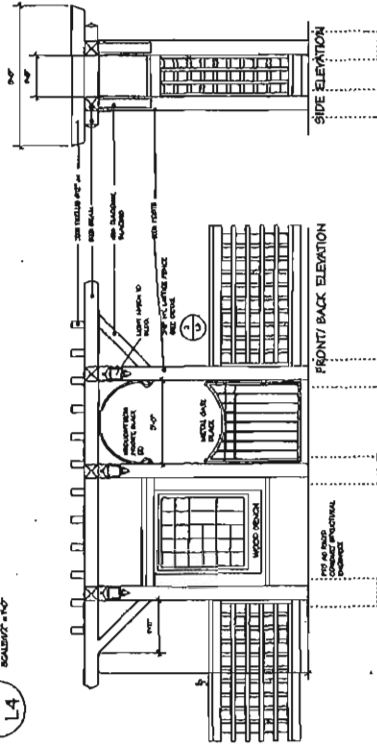
3 ALUMINUM PEDESTRIAN ENTRY  
SCALE: 1/2"=1'-0"



4 ARBOUR  
SCALE: 1/2"=1'-0"



5 ROAD END TRELLIS  
SCALE: 1/2"=1'-0"



6 ARBOUR AT AMENITY  
SCALE: 1/2"=1'-0"



7 SIGN  
SCALE: 1/2"=1'-0"

Due L2011:  
100 E 4th Ave  
Richmond, BC V6Y 1A2  
Tel: 604.273.1111  
Fax: 604.273.1112  
Email: info@ito.ca  
Website: www.ito.ca



ITO ASSOCIATES  
Landscape Architects  
100 E 4th Ave  
Richmond, BC V6Y 1A2  
Tel: 604.273.1111  
Fax: 604.273.1112  
Email: info@ito.ca  
Website: www.ito.ca

PERDALE/NO 4 RD.  
RICHMOND B.C.

FOR AMFPI  
DEVELOPMENTS

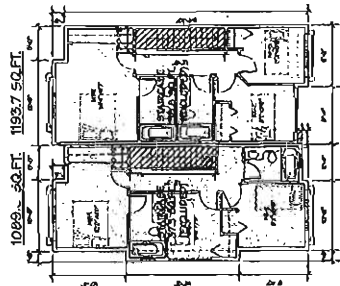
DETAIL

11584282  
Pg. 12

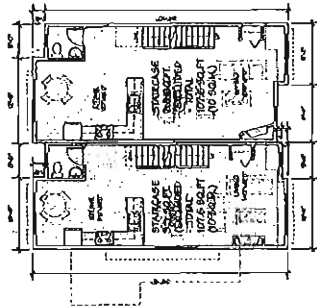
|          |               |
|----------|---------------|
| Project  | 11584282      |
| Client   | AMFPI         |
| Location | 100 E 4th Ave |
| Drawn By | JANE ROBERTS  |
| Check By | JANE ROBERTS  |
| Date     | 11/11/11      |

3d

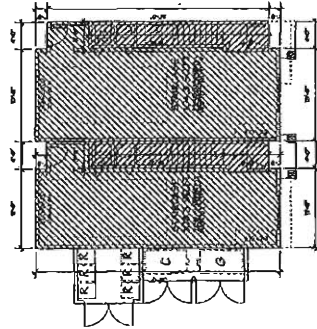
BEARING NO. 1



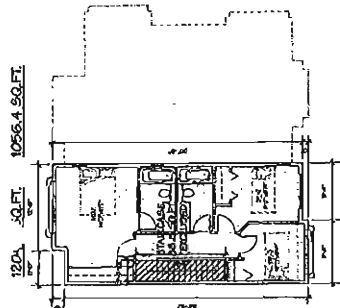
GROSS 577.2 SQ. FT. GROSS 477.0 SQ. FT.  
NET 576.8 SQ. FT. NET 476.6 SQ. FT.



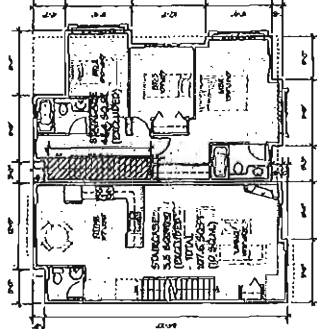
GROSS 577.2 SQ. FT. GROSS 477.0 SQ. FT.  
NET 576.8 SQ. FT. NET 476.6 SQ. FT.



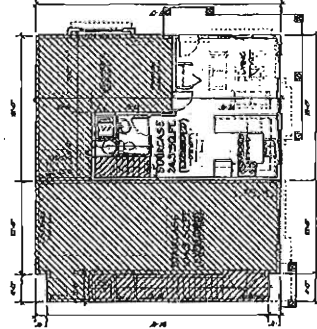
GROSS 577.2 SQ. FT. GROSS 477.0 SQ. FT.  
NET 576.8 SQ. FT. NET 476.6 SQ. FT.



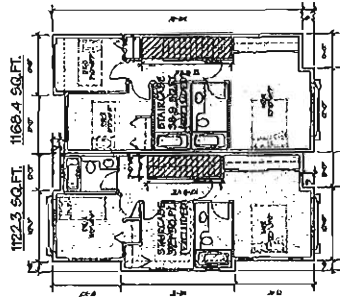
GROSS 577.2 SQ. FT. GROSS 477.0 SQ. FT.  
NET 576.8 SQ. FT. NET 476.6 SQ. FT.



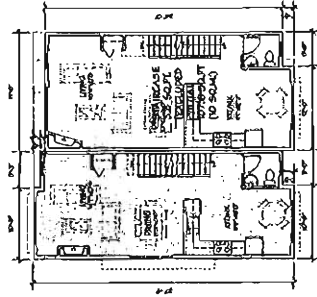
GROSS 577.2 SQ. FT. GROSS 477.0 SQ. FT.  
NET 576.8 SQ. FT. NET 476.6 SQ. FT.



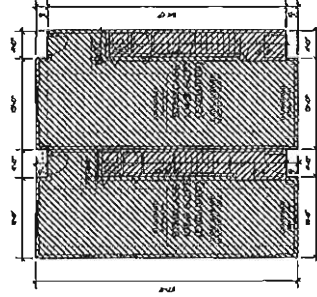
GROSS 577.2 SQ. FT. GROSS 477.0 SQ. FT.  
NET 576.8 SQ. FT. NET 476.6 SQ. FT.



GROSS 577.2 SQ. FT. GROSS 477.0 SQ. FT.  
NET 576.8 SQ. FT. NET 476.6 SQ. FT.



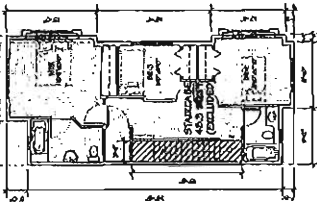
GROSS 577.2 SQ. FT. GROSS 477.0 SQ. FT.  
NET 576.8 SQ. FT. NET 476.6 SQ. FT.



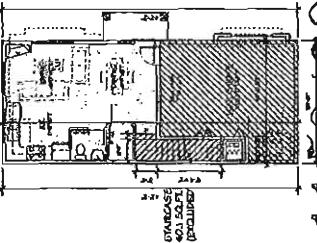
GROSS 577.2 SQ. FT. GROSS 477.0 SQ. FT.  
NET 576.8 SQ. FT. NET 476.6 SQ. FT.



GROSS 577.2 SQ. FT. GROSS 477.0 SQ. FT.  
NET 576.8 SQ. FT. NET 476.6 SQ. FT.



GROSS 577.2 SQ. FT. GROSS 477.0 SQ. FT.  
NET 576.8 SQ. FT. NET 476.6 SQ. FT.



GROSS 577.2 SQ. FT. GROSS 477.0 SQ. FT.  
NET 576.8 SQ. FT. NET 476.6 SQ. FT.

DP 11584282 REF Pg 42

|       |           |             |
|-------|-----------|-------------|
| NO. 1 | DATE      | DESCRIPTION |
| 1     | 10/1/2011 | PRELIMINARY |
| 2     | 10/1/2011 | REVISION    |
| 3     | 10/1/2011 | REVISION    |
| 4     | 10/1/2011 | REVISION    |
| 5     | 10/1/2011 | REVISION    |
| 6     | 10/1/2011 | REVISION    |
| 7     | 10/1/2011 | REVISION    |
| 8     | 10/1/2011 | REVISION    |
| 9     | 10/1/2011 | REVISION    |
| 10    | 10/1/2011 | REVISION    |

Yamamoto  
Architecture Inc.  
24 WEST TOWNSHIP  
DEVELOPMENT

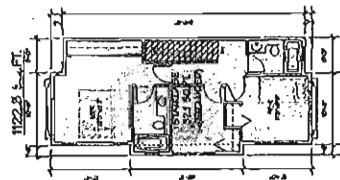
24 WEST TOWNSHIP  
DEVELOPMENT

Yamamoto  
Architecture Inc.

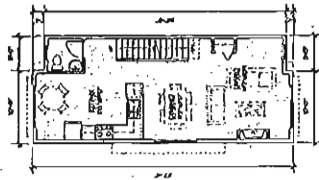
24 WEST TOWNSHIP  
DEVELOPMENT

PLAN #9a

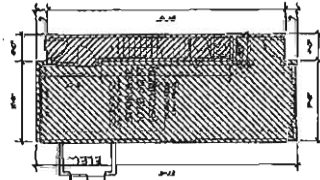




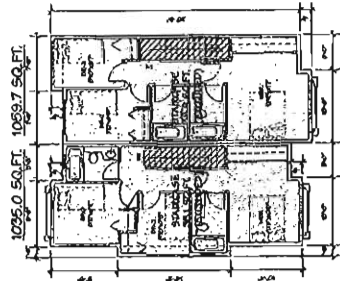
GROUND FLOOR  
NET AREA 1122.5 SQ. FT.



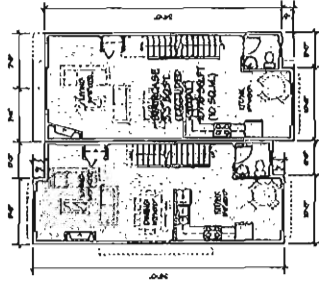
SECOND FLOOR  
NET AREA 1095.0 SQ. FT.



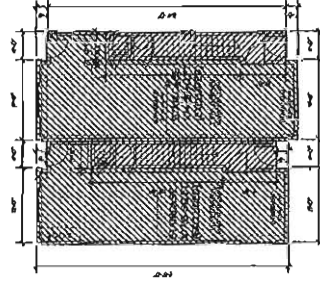
THIRD FLOOR  
NET AREA 1095.0 SQ. FT.



FOURTH FLOOR  
NET AREA 1095.0 SQ. FT.



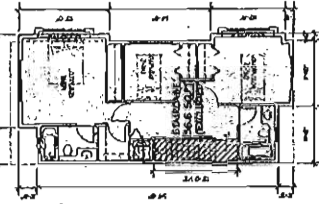
FIFTH FLOOR  
NET AREA 1095.0 SQ. FT.



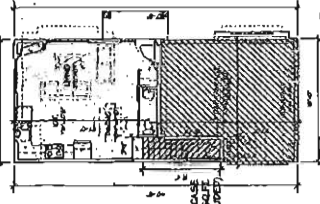
SIXTH FLOOR  
NET AREA 1095.0 SQ. FT.



SEVENTH FLOOR  
NET AREA 1095.0 SQ. FT.



EIGHTH FLOOR  
NET AREA 1095.0 SQ. FT.



NINTH FLOOR  
NET AREA 1095.0 SQ. FT.

REF. #4  
11584282

PLAN #10a

|       |          |
|-------|----------|
| DATE  | 10/1/88  |
| BY    | YAMAMOTO |
| CHKD  | YAMAMOTO |
| APP'D | YAMAMOTO |
| CONTR | YAMAMOTO |

PROJECT  
24 UNIT TOWNHOUSE  
DEVELOPMENT

24 UNIT TOWNHOUSE  
DEVELOPMENT

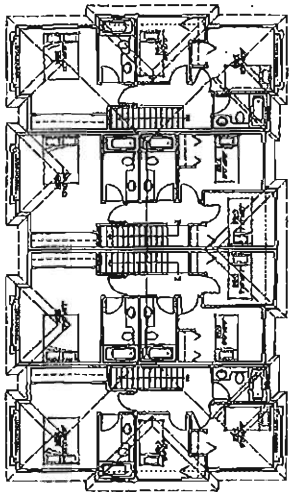
Yamamoto  
Architecture Inc.

24 UNIT TOWNHOUSE  
DEVELOPMENT

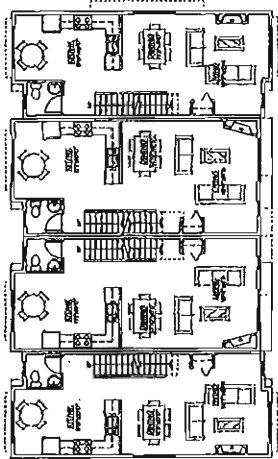
F.A.R. OVERLAY

|       |        |
|-------|--------|
| TOTAL | 98,700 |
| NET   | 98,700 |
| GROSS | 98,700 |
| NET   | 98,700 |
| GROSS | 98,700 |
| NET   | 98,700 |
| GROSS | 98,700 |
| NET   | 98,700 |

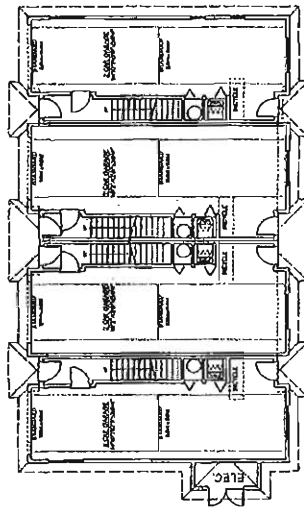
AGING IN PLACE FEATURES  
 TO BE PROVIDED IN ALL UNITS(2):  
 - WALKER/STAIRS IN BATHROOM BUILT TO MEASUREMENT  
 - TURNING SPACES FOR PLUMBING AND FLOOR HANDLES



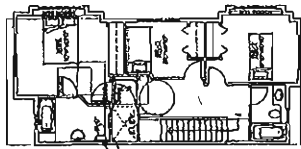
UPPER FLOOR PLAN  
 SCALE: 1/8" = 1'-0"



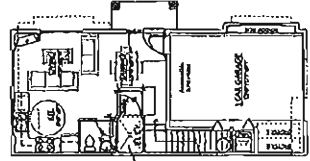
SECOND FLOOR PLAN  
 SCALE: 1/8" = 1'-0"



GROUND FLOOR PLAN  
 SCALE: 1/8" = 1'-0"



SECOND FLOOR PLAN  
 SCALE: 1/8" = 1'-0"



GROUND FLOOR PLAN  
 SCALE: 1/8" = 1'-0"

SEE NOTE 10 FOR  
 DIMENSIONS OF  
 ALL ROOMS AND  
 ALL ROOMS ARE  
 TO BE 10'0" X 10'0"

SEE NOTE 10 FOR  
 DIMENSIONS OF  
 ALL ROOMS AND  
 ALL ROOMS ARE  
 TO BE 10'0" X 10'0"

| NO. | DATE     | REVISIONS                   |
|-----|----------|-----------------------------|
| 1   | 10/10/10 | ISSUED FOR B.L. APPLICATION |
| 2   | 10/10/10 | REVISIONS                   |

24 UNIT TOWNHOUSE  
 DEVELOPMENT

24 UNIT TOWNHOUSE  
 DEVELOPMENT

Yamamoto  
 Architecture Inc.

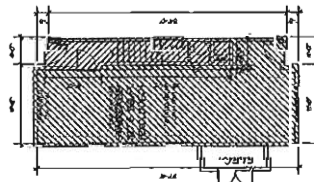
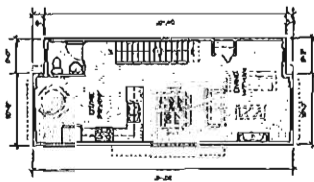
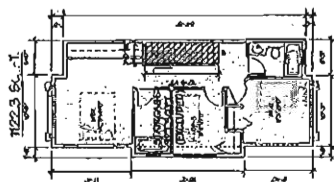
FLOOR PLANS

| NO. | DATE     | REVISIONS                   |
|-----|----------|-----------------------------|
| 1   | 10/10/10 | ISSUED FOR B.L. APPLICATION |
| 2   | 10/10/10 | REVISIONS                   |

DP 11584282  
 REF PG. #5

GROUND FLOOR PLAN  
 SCALE: 1/8" = 1'-0"

CONVERTIBLE UNIT PLAN



| FAIR CALCULATION: |            |               |          |
|-------------------|------------|---------------|----------|
| UNIT              | GRASS AREA | IMPROVED AREA | TOTAL    |
| A-1               | 756.0 SF   | 34.3 SF       | 790.3 SF |
| A-2               | 637.0 SF   | 40.1 SF       | 677.1 SF |
| A-3               | 720.0 SF   | 78.0 SF       | 798.0 SF |
| A-4               | 774.0 SF   | 48.5 SF       | 822.5 SF |
| A-5               | 782.0 SF   | 65.0 SF       | 847.0 SF |
| A-6               | 774.0 SF   | 46.7 SF       | 820.7 SF |
| A-7               | 720.0 SF   | 24.0 SF       | 744.0 SF |
| A-8               | 694.0 SF   | 26.6 SF       | 720.6 SF |
| B-1               | 590.0 SF   | 10.3 SF       | 600.3 SF |
| B-2               | 672.0 SF   | 3.3 SF        | 675.3 SF |
| B-3               | 672.0 SF   | 36.0 SF       | 708.0 SF |
| B-4               | 694.0 SF   | 10.3 SF       | 704.3 SF |
| B-5               | 672.0 SF   | 2.3 SF        | 674.3 SF |
| B-6               | 694.0 SF   | 26.6 SF       | 720.6 SF |
| B-7               | 694.0 SF   | 10.3 SF       | 704.3 SF |
| B-8               | 672.0 SF   | 3.3 SF        | 675.3 SF |
| B-9               | 694.0 SF   | 10.3 SF       | 704.3 SF |
| C-1               | 720.0 SF   | 10.3 SF       | 730.3 SF |
| C-2               | 672.0 SF   | 3.3 SF        | 675.3 SF |
| C-3               | 694.0 SF   | 10.3 SF       | 704.3 SF |
| C-4               | 672.0 SF   | 3.3 SF        | 675.3 SF |
| C-5               | 694.0 SF   | 10.3 SF       | 704.3 SF |
| C-6               | 672.0 SF   | 3.3 SF        | 675.3 SF |
| C-7               | 694.0 SF   | 10.3 SF       | 704.3 SF |
| C-8               | 672.0 SF   | 3.3 SF        | 675.3 SF |
| C-9               | 694.0 SF   | 10.3 SF       | 704.3 SF |
| C-10              | 672.0 SF   | 3.3 SF        | 675.3 SF |
| C-11              | 694.0 SF   | 10.3 SF       | 704.3 SF |
| C-12              | 672.0 SF   | 3.3 SF        | 675.3 SF |
| C-13              | 694.0 SF   | 10.3 SF       | 704.3 SF |
| C-14              | 672.0 SF   | 3.3 SF        | 675.3 SF |
| C-15              | 694.0 SF   | 10.3 SF       | 704.3 SF |
| C-16              | 672.0 SF   | 3.3 SF        | 675.3 SF |
| C-17              | 694.0 SF   | 10.3 SF       | 704.3 SF |
| C-18              | 672.0 SF   | 3.3 SF        | 675.3 SF |
| C-19              | 694.0 SF   | 10.3 SF       | 704.3 SF |
| C-20              | 672.0 SF   | 3.3 SF        | 675.3 SF |
| C-21              | 694.0 SF   | 10.3 SF       | 704.3 SF |
| C-22              | 672.0 SF   | 3.3 SF        | 675.3 SF |
| C-23              | 694.0 SF   | 10.3 SF       | 704.3 SF |
| C-24              | 672.0 SF   | 3.3 SF        | 675.3 SF |
| C-25              | 694.0 SF   | 10.3 SF       | 704.3 SF |
| C-26              | 672.0 SF   | 3.3 SF        | 675.3 SF |
| C-27              | 694.0 SF   | 10.3 SF       | 704.3 SF |
| C-28              | 672.0 SF   | 3.3 SF        | 675.3 SF |
| C-29              | 694.0 SF   | 10.3 SF       | 704.3 SF |
| C-30              | 672.0 SF   | 3.3 SF        | 675.3 SF |
| C-31              | 694.0 SF   | 10.3 SF       | 704.3 SF |
| C-32              | 672.0 SF   | 3.3 SF        | 675.3 SF |
| C-33              | 694.0 SF   | 10.3 SF       | 704.3 SF |
| C-34              | 672.0 SF   | 3.3 SF        | 675.3 SF |
| C-35              | 694.0 SF   | 10.3 SF       | 704.3 SF |
| C-36              | 672.0 SF   | 3.3 SF        | 675.3 SF |
| C-37              | 694.0 SF   | 10.3 SF       | 704.3 SF |
| C-38              | 672.0 SF   | 3.3 SF        | 675.3 SF |
| C-39              | 694.0 SF   | 10.3 SF       | 704.3 SF |
| C-40              | 672.0 SF   | 3.3 SF        | 675.3 SF |
| C-41              | 694.0 SF   | 10.3 SF       | 704.3 SF |
| C-42              | 672.0 SF   | 3.3 SF        | 675.3 SF |
| C-43              | 694.0 SF   | 10.3 SF       | 704.3 SF |
| C-44              | 672.0 SF   | 3.3 SF        | 675.3 SF |
| C-45              | 694.0 SF   | 10.3 SF       | 704.3 SF |
| C-46              | 672.0 SF   | 3.3 SF        | 675.3 SF |
| C-47              | 694.0 SF   | 10.3 SF       | 704.3 SF |
| C-48              | 672.0 SF   | 3.3 SF        | 675.3 SF |
| C-49              | 694.0 SF   | 10.3 SF       | 704.3 SF |
| C-50              | 672.0 SF   | 3.3 SF        | 675.3 SF |
| C-51              | 694.0 SF   | 10.3 SF       | 704.3 SF |
| C-52              | 672.0 SF   | 3.3 SF        | 675.3 SF |
| C-53              | 694.0 SF   | 10.3 SF       | 704.3 SF |
| C-54              | 672.0 SF   | 3.3 SF        | 675.3 SF |
| C-55              | 694.0 SF   | 10.3 SF       | 704.3 SF |
| C-56              | 672.0 SF   | 3.3 SF        | 675.3 SF |
| C-57              | 694.0 SF   | 10.3 SF       | 704.3 SF |
| C-58              | 672.0 SF   | 3.3 SF        | 675.3 SF |
| C-59              | 694.0 SF   | 10.3 SF       | 704.3 SF |
| C-60              | 672.0 SF   | 3.3 SF        | 675.3 SF |
| C-61              | 694.0 SF   | 10.3 SF       | 704.3 SF |
| C-62              | 672.0 SF   | 3.3 SF        | 675.3 SF |
| C-63              | 694.0 SF   | 10.3 SF       | 704.3 SF |

| RESEARCHER'S NAME |      | RESEARCHER'S NAME |      |
|-------------------|------|-------------------|------|
| NO.               | DATE | NO.               | DATE |
|                   |      |                   |      |
|                   |      |                   |      |
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PROJECT  
24 WEST TOWNHOUSE  
DEVELOPMENT

1989, 1991) and the *Journal of the American Academy of Child and Adolescent Psychiatry* (1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025).

Yamamoto  
Architecture Inc.

DECLASSIFIED BY: 6032  
DATE: 08-14-2014

DP 11584282 RFF PC #0

DATE: 10-10-2011 TIME: 11:12 AM

| DATE     | DESCRIPTION | AMOUNT   |
|----------|-------------|----------|
| 10/1/20  | 10/1/20     | 10/1/20  |
| 10/2/20  | 10/2/20     | 10/2/20  |
| 10/3/20  | 10/3/20     | 10/3/20  |
| 10/4/20  | 10/4/20     | 10/4/20  |
| 10/5/20  | 10/5/20     | 10/5/20  |
| 10/6/20  | 10/6/20     | 10/6/20  |
| 10/7/20  | 10/7/20     | 10/7/20  |
| 10/8/20  | 10/8/20     | 10/8/20  |
| 10/9/20  | 10/9/20     | 10/9/20  |
| 10/10/20 | 10/10/20    | 10/10/20 |
| 10/11/20 | 10/11/20    | 10/11/20 |
| 10/12/20 | 10/12/20    | 10/12/20 |
| 10/13/20 | 10/13/20    | 10/13/20 |
| 10/14/20 | 10/14/20    | 10/14/20 |
| 10/15/20 | 10/15/20    | 10/15/20 |
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| 10/21/20 | 10/21/20    | 10/21/20 |
| 10/22/20 | 10/22/20    | 10/22/20 |
| 10/23/20 | 10/23/20    | 10/23/20 |
| 10/24/20 | 10/24/20    | 10/24/20 |
| 10/25/20 | 10/25/20    | 10/25/20 |
| 10/26/20 | 10/26/20    | 10/26/20 |
| 10/27/20 | 10/27/20    | 10/27/20 |
| 10/28/20 | 10/28/20    | 10/28/20 |
| 10/29/20 | 10/29/20    | 10/29/20 |
| 10/30/20 | 10/30/20    | 10/30/20 |
| 10/31/20 | 10/31/20    | 10/31/20 |
| TOTAL    |             |          |