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**City Council**

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

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

Pg. #      ITEM

**MINUTES**

1. *Motion to:*

- CNCL-9      (1) *adopt the **minutes** of the Regular Council meeting held on February 25, 2019; and*
- CNCL-24      (2) *receive for information the Metro Vancouver '**Board in Brief**' dated February 22, 2019.*



**AGENDA ADDITIONS & DELETIONS**

**PRESENTATIONS**

- (1) Grant Fengstad, Director, Information Technology and Denise Tambellini, Manager, Intergovernmental Relations and Protocol Unit, to present the City of Richmond's Smart Cities Challenge 2019 submission to the Government of Canada.
- (2) Jerry Chong, Director, Finance and Ted Townsend, Director, Corporate Communications and Marketing, to present the Canadian Award for Financial Reporting and the Award for Outstanding Achievement in Popular Annual Financial Reporting from the Government Finance Officers Association of the United States and Canada for the City's 2017 Annual Reports.

COMMITTEE OF THE WHOLE

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

3. Delegations from the floor on Agenda items.

**PLEASE NOTE THAT FOR LEGAL REASONS, DELEGATIONS ARE NOT PERMITTED ON ZONING OR OCP AMENDMENT BYLAWS WHICH ARE TO BE ADOPTED.**

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
- Richmond Public Art Program 2018 Annual Highlights and Public Art Advisory Committee 2019 Work Plan
- Options for Use of Private Developer Public Art Contribution Funds
- Richmond Neighbourhood Celebration Grant Program Allocation
- North Runway at the Vancouver International Airport
- Investment Policy 3703 Amendment
- Credit Card Payment Service Fee Bylaw No. 9536, Amendment Bylaw No. 9963
- Revenue Anticipation Borrowing (2019) Bylaw No. 9997
- 2017-2022 Child Care Needs Assessment and Strategy – 2018 Update
- Land use application for first reading (to be further considered at the Public Hearing on April 15, 2019):

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- 9391, 9393, and 9411 No. 2 Road – Rezone from RS1/E to RD1 (Fougere Architecture Inc. – applicant)

5. *Motion to adopt Items No. 6 through No. 15 by general consent.*

Consent  
Agenda  
Item

6. COMMITTEE MINUTES

*That the minutes of:*

- CNCL-34 (1) *the Parks, Recreation and Cultural Services Committee meeting held on February 26, 2019;*
- CNCL-44 (2) *the General Purposes Committee meeting held on March 4, 2019;*
- CNCL-52 (3) *the Finance Committee meeting held on March 4, 2019;*
- CNCL-56 (4) *the Planning Committee meeting held on March 5, 2019;*
- CNCL-61 (5) *the Council/School Board Liaison Committee meeting held on January 9, 2019;*
- be received for information.*

Consent  
Agenda  
Item

7. **RICHMOND PUBLIC ART PROGRAM 2018 ANNUAL HIGHLIGHTS AND PUBLIC ART ADVISORY COMMITTEE 2019 WORK PLAN**  
(File Ref. No. 01-0100-30-RPAR1-01) (REDMS No. 6109970 v. 3, 6123939)

CNCL-64

See Page CNCL-64 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

*That the Richmond Public Art Advisory Committee 2019 Work Plan, as presented in the report titled “Richmond Public Art Program 2018 Highlights and Public Art Advisory Committee 2019 Work Plan,” dated January 25, 2019, from the Director, Arts, Culture and Heritage Services, be approved.*

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Consent  
Agenda  
Item

8. **OPTIONS FOR USE OF PRIVATE DEVELOPER PUBLIC ART CONTRIBUTION FUNDS**

(File Ref. No. 11-7000-09-00) (REDMS No. 6102180 v. 9, 3066549)

CNCL-74

[See Page CNCL-74 for full report](#)

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

*That the proposed option to maintain status quo funding of Community Public Art Programs with Private Developer Public Art Contributions in the report titled “Options for Use of Private Developer Public Art Contribution Funds” dated January 21, 2019 from the Director, Arts, Culture and Heritage Services, be endorsed.*



Consent  
Agenda  
Item

9. **RICHMOND NEIGHBOURHOOD CELEBRATION GRANT PROGRAM ALLOCATION**

(File Ref. No. 11-7400-20-RICH1) (REDMS No. 6122169 v. 4, 6060237, 6118590)

CNCL-87

[See Page CNCL-87 for full report](#)

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

*That the Richmond Neighbourhood Celebration Grants be awarded for the recommended amounts for a total of \$55,103 as outlined in the staff report titled, “Richmond Neighbourhood Celebration Grant Program Allocation,” from the Director, Arts, Culture and Heritage Services, dated February 6, 2019.*



Consent  
Agenda  
Item

10. **NORTH RUNWAY AT THE VANCOUVER INTERNATIONAL AIRPORT**

(File Ref. No.)

CNCL-46

[See Page CNCL-46 for full report](#)

GENERAL PURPOSES COMMITTEE RECOMMENDATION

(1) *That a letter be written to the Minister of Transport Canada asking that the North Runway at the Vancouver International Airport be better utilized for aircraft departures to lessen the impact of aircraft noise on the people of Richmond; and*



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- (2) *That a letter be written to the City of Vancouver suggesting that noise attenuation measures in new construction be implemented to mitigate airport noise.*

Consent  
Agenda  
Item

11. **INVESTMENT POLICY 3703 AMENDMENT**  
(File Ref. No. 03-0900-01) (REDMS No. 6006535 v. 4; 6101472)

CNCL-152

See Page CNCL-152 for full report

FINANCE COMMITTEE RECOMMENDATION

*That Council Policy 3703 (Investment Policy) be amended as proposed in the staff report titled “Investment Policy 3703 Amendment” dated February 6, 2019 from the Director, Finance.*

Consent  
Agenda  
Item

12. **CREDIT CARD PAYMENT SERVICE FEE BYLAW NO. 9536, AMENDMENT BYLAW NO. 9963**  
(File Ref. No. 12-8060-20-009963; 03-0900-01) (REDMS No. 6022858 v. 4; 6119619)

CNCL-165

See Page CNCL-165 for full report

FINANCE COMMITTEE RECOMMENDATION

- (1) *That the staff report titled “Credit Card Payment Service Fee Bylaw No. 9536, Amendment Bylaw No. 9963” dated February 11, 2019 from the Director, Finance, be endorsed;*
- (2) *That Credit Card Payment Service Fee Bylaw No. 9536, Amendment Bylaw No. 9963 be introduced and given first, second and third readings; and*
- (3) *That staff examine the maximum cash amount that can be used for payments to the City.*

Consent  
Agenda  
Item

13. **REVENUE ANTICIPATION BORROWING (2019) BYLAW NO. 9997**  
(File Ref. No. 12-8060-20-009997; 03-0900-01) (REDMS No. 6095250; 6095252)

CNCL-172

See Page CNCL-172 for full report

FINANCE COMMITTEE RECOMMENDATION

*That Revenue Anticipation Borrowing (2019) Bylaw No. 9997 be introduced and given first, second and third readings.*

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Consent  
Agenda  
Item

14.    **2017-2022 CHILD CARE NEEDS ASSESSMENT AND STRATEGY - 2018 UPDATE**

(File Ref. No. 07-3070-01) (REDMS No. 6087697 v. 8)

**CNCL-176**

**See Page CNCL-176 for full report**

**PLANNING COMMITTEE RECOMMENDATION**

- (1)    *That the staff report titled “2017-2022 Child Care Needs Assessment and Strategy - 2018 Update” dated February 12, 2019 from the Manager, Community Social Development, be received for information; and*
- (2)    *That the 2017-2022 Child Care Needs Assessment and Strategy - 2018 Update be distributed to key stakeholders and posted on the City website.*



Consent  
Agenda  
Item

15.    **APPLICATION BY FOUGERE ARCHITECTURE INC. FOR REZONING AT 9391, 9393, AND 9411 NO. 2 ROAD FROM “SINGLE DETACHED (RS1/E)” AND “TWO-UNIT DWELLINGS (RD1)” TO “MEDIUM DENSITY TOWNHOUSES (RTM2)”**

(File Ref. No. RZ 17-785742; 12-8060-20-0010001) (REDMS No. 6122328)

**CNCL-213**

**See Page CNCL-213 for full report**

**PLANNING COMMITTEE RECOMMENDATION**

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10001, for the rezoning of 9391, 9393, and 9411 No. 2 Road from “Residential Single Family (RS1/E)” and “Two-Unit Dwellings (RD1)” to “Medium Density Townhouses (RTM2)”, be introduced and given first reading.*



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

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GENERAL PURPOSES COMMITTEE

Mayor Malcolm D. Brodie, Chair

16. **2019 FARM FEST AT GARDEN CITY LANDS UPDATE**  
(File Ref. No. 11-7200-01) (REDMS No. 6066225 v. 8; 6076849)

CNCL-253

See Page CNCL-253 for staff memorandum

CNCL-259

See Page CNCL-259 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

Opposed: Cllrs. Greene, McNulty, and Steves

*That Option 2 (Additional Farming Activations) for the 2019 Farm Fest at Garden City Lands, as outlined in the staff report titled “2019 Farm Fest at Garden City Lands Update,” dated January 7, 2019, from the Director, Parks Services, be approved.*



17. **COUNCIL AND COMMITTEE AGENDA DISTRIBUTION OPTIONS**  
(File Ref. No. 01-01005-00) (REDMS No. 6056561 v. 3)

CNCL-268

See Page CNCL-268 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

Opposed to Part (2): Mayor Brodie, Cllrs. McNulty and McPhail

- (1) *That the staff report titled “Council and Committee Agenda Distribution Options” dated February 25, 2019, from the Director, City Clerk’s Office be received for information;*
- (2) *That Option 2 – Thursday Distribution (4 days before) be selected for Council and Public Hearing agenda distribution; and*
- (3) *That Option 2 – Thursday Distribution (4 days before) be selected for Committee agenda distribution.*



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**PLANNING COMMITTEE**

Councillor Linda McPhail, Chair

18. **APPLICATION BY RAJWANT KHAIRA FOR A ZONING TEXT AMENDMENT TO THE “AGRICULTURE (AG1)” ZONE TO PERMIT A CHILD CARE FACILITY AT 7291 NO. 5 ROAD**  
(File Ref. No. ZT 18-822841) (REDMS No. 6094879)

**CNCL-279**

**See Page CNCL-279 for full report**

**PLANNING COMMITTEE RECOMMENDATION**

Opposed: Cllr. Loo

*That the application for a Zoning Text Amendment to the “Agriculture (AG1)” Zone to allow “child care” as a site-specific secondary use, in order to permit a child care facility within a detached residential accessory building at 7291 No. 5 Road, be denied.*

**PUBLIC ANNOUNCEMENTS AND EVENTS**

**NEW BUSINESS**

**BYLAW FOR ADOPTION**

**CNCL-301**

Consolidated 5 Year Financial Plan (2019-2023) **Bylaw No. 9979**  
Opposed at 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> Readings – None.

**ADJOURNMENT**



## Regular Council

Monday, February 25, 2019

Place: Council Chambers  
Richmond City Hall

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

Corporate Officer – David Weber

Absent: Councillor Bill McNulty

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

RES NO. ITEM

### MINUTES

- R19/4-1 1. It was moved and seconded  
*That:*
- (1) *the minutes of the Regular Council meeting held on February 11, 2019, be adopted as circulated; and*
  - (2) *the minutes of the Regular Council meeting for Public Hearings held on February 19, 2019, be adopted as circulated.*

**CARRIED**



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**AGENDA ADDITIONS & DELETIONS**

R19/4-2

It was moved and seconded

*That Part (1) of Item No. 21 – “2019 Parks, Recreation and Community Events Grants” be revised to delete “and \$1,000 for Rabbitats Rescue Society.”*

**CARRIED**

**PRESENTATION**

With the aid of a visual presentation (copy on file, City Clerk’s Office), Magnus Sinclair, Acting Coordinator, Parks Programs, highlighted that the City’s Street Banner Program is a component of the Partners for Beautification initiative, which encourages Richmond residents to participate in the beautification of their city.

He advised that the submissions were all original images reflecting the following themes: Island City; Waterfront; The Arts; City Centre; Urban Farming; Transportation; Culture; Nature; Active Living; and Heritage.

Prior to announcing the winning banners, Mr. Sinclair recognized the following volunteer panel of judges for their contribution to the Street Banner Program: Terri Martin, representing the Nature Park Society, Jennifer Heine, Glen Andersen and Samantha Kim, representing the Public Art Advisory Committee, and Lei Tian, representing the Richmond Art Gallery Association.

The winning artists and the titles of their banners art were then announced as follows:

- Regina Cid – Kuno Garden;
- Gent Ng – The Boathouse View;
- Megan Yung – Dawn to Dusk;
- Bebe Zhang – Marine Wildlife;
- Tristan Todd – Cranberries;



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- Nick Fruhling – Steveston Tram;
- Darrell Barr – Buoy at Sunset;
- Victor Jacinto – Hummingbird in Flight; and
- Bryan Huang – Gary Point Sunset.

COMMITTEE OF THE WHOLE

R19/4-3 2. It was moved and seconded  
*That Council resolve into Committee of the Whole to hear delegations on agenda items (7:14 p.m.).*

**CARRIED**

3. Delegations from the floor on Agenda items – None.

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

**CARRIED**

CONSENT AGENDA

R19/4-5 5. It was moved and seconded  
*That Items No. 6 through No. 19, with the removal of Items No. 15 and No. 16, be adopted by general consent.*

**CARRIED**

6. COMMITTEE MINUTES

*That the minutes of:*

- (1) *the special Finance Committee meeting held on February 11, 2019;*
- (2) *the Community Safety Committee meeting held on February 12, 2019;*



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- (3) *the General Purposes Committee meeting held on February 19, 2019;*
- (4) *the Planning Committee meeting held on February 20, 2019;*
- (5) *the Public Works and Transportation Committee meeting held on February 21, 2019;*

*be received for information.*

**ADOPTED ON CONSENT**

**7. RICHMOND FIRE-RESCUE MONTHLY ACTIVITY REPORT –  
DECEMBER 2018**

(File Ref. No. 09-5375-02) (REDMS No. 6076052)

- (1) *That the staff report titled “Richmond Fire-Rescue Monthly Activity Report – December 2018”, dated January 14, 2019, from the Fire Chief, Richmond Fire-Rescue, be received for information; and*
- (2) *That a letter be written to the Minister of Health enquiring about the potential to grant Fire-Rescue personnel the ability to perform basic paramedic duties to support BC Ambulance Service, and to seek funding from the provincial government to train Richmond Fire-Rescue personnel and for the City’s additional operating costs, with copies to the Premier of BC and the Federal Minister of Health.*

**ADOPTED ON CONSENT**

**8. YOUTH MENTAL HEALTH**

(File Ref. No. 09-5355-01)

*That a letter be written to appropriate federal and provincial authorities to examine the effects of social media use and possible protections that may be implemented to safeguard youth.*

**ADOPTED ON CONSENT**





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- 9. **2019 ARTS AND CULTURE GRANTS PROGRAM**  
(File Ref. No. 03-1085-01) (REDMS No. 6059091 v. 2, 6059844, 6045659)

*That the 2019 Arts and Culture Grants be awarded for the recommended amounts and cheques disbursed for a total of \$114,524, as outlined in the report titled “2019 Arts and Culture Grants Program” dated January 10, 2019 from the Director, Arts, Culture and Heritage Services.*

**ADOPTED ON CONSENT**

- 10. **2019 HEALTH, SOCIAL AND SAFETY GRANTS**  
(File Ref. No. 03-1085-01) (REDMS No. 6057796 v. 3, 6075319, 5950178)

*That the 2019 Health, Social and Safety Services Grants be awarded for the recommended amounts and funding cycles, and cheques disbursed for a total of \$614,590 as per the report titled “2019 Health, Social and Safety Grants”, dated January 16, 2019, from the Manager of Community Social Development (Attachment 1) and include the addition of:*

- (a) *\$500 to the Stigma-Free Society grant allocation for a total of \$2,500;*
- (b) *\$316 to the Richmond Amateur Radio Club grant allocation for a total of \$2,000;*
- (c) *\$500 to the Amyotrophic Lateral Sclerosis Society of British Columbia grant allocation for a total of \$2,500; and*
- (d) *\$1,000 to the Turning Point Recovery Society grant allocation for a total of \$8,500.*

**ADOPTED ON CONSENT**

- 11. **2019 CHILD CARE GRANTS**  
(File Ref. No. 03-1085-01) (REDMS No. 6010376 v. 8, 5364413, 5955401, 6010359, 6056045)

*That, as per the report titled “2019 Child Care Grants,” dated January 10, 2019, from the Manager of Community Social Development:*

- (1) *the Child Care Capital and Professional and Program Development Grants be awarded for the recommended amounts and cheques be disbursed for a total of \$54,187; and*



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- (2) *a second Child Care Capital Grant intake for 2019 be scheduled to utilize the balance of unspent capital funds of \$25,720.*

**ADOPTED ON CONSENT**

12. **RICHMOND INTERCULTURAL ADVISORY COMMITTEE 2018 ANNUAL REPORT AND 2019 WORK PROGRAM**  
(File Ref. No. 01-0100-30-RIAD1-01) (REDMS No. 6088363 v. 2, 5991586, 6037999)

*That the staff report titled "Richmond Intercultural Advisory Committee 2018 Annual Report and 2019 Work Program," dated January 31, 2019, from the Manager of Community Social Development, be approved.*

**ADOPTED ON CONSENT**

13. **NAMING OF CHILD CARE FACILITY, 10311 RIVER DRIVE**  
(File Ref. No. 07-3070-20-015) (REDMS No. 6087358 v. 6, 5361660)

*That the City's child care facility being constructed at 10311 River Drive (Northview Estates/Parc Riviera) be named River Run Early Care and Learning Centre, as outlined in the report titled "Naming of Child Care Facility, 10311 River Drive," dated February 11, 2019, from the Manager of Community Social Development, be approved.*

**ADOPTED ON CONSENT**

14. **APPLICATION BY ZGET HOLDINGS CORP. FOR REZONING AT 6031 BLUNDELL ROAD FROM "LAND USE CONTRACT 128" TO "COMMUNITY COMMERCIAL (CC)"**  
(File Ref. No. 12-8060-20-009891; RZ 16-745849) (REDMS No. 6080245, 6120463)

(1) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9891 to:*

- (a) *rezone 6031 Blundell Road from "Land Use Contract 128" to the "Community Commercial (CC)" zone; and*
- (b) *discharge "Land Use Contract 128", entered into pursuant to "Eugene Clarence Neumeyer and Mildred Neumeyer Land Use Contract By-law No. 3614 (RD81039)" from the title of 6031 Blundell Road;*

(2) *be introduced and given first reading.*

**ADOPTED ON CONSENT**



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**15. APPLICATION BY PENTA BUILDERS GROUP FOR REZONING AT 7671 ACHESON ROAD FROM SINGLE DETACHED (RS1/E) TO SINGLE DETACHED (RS2/A)**

(File Ref. No. 12-8060-20-009946; RZ 18-827880) (REDMS No. 5995558, 5995751)

Please see Page 8 for action on this matter.

**16. APPLICATION BY KASIAN ARCHITECTURE INTERIOR DESIGN AND PLANNING LTD. FOR A ZONING TEXT AMENDMENT TO THE “VEHICLE SALES (CV)” ZONE TO INCREASE THE FLOOR AREA RATIO TO 0.94 AT 13171 AND A PORTION OF 13251 SMALLWOOD PLACE**

(File Ref. No. 12-8060-20-009969; ZT 18-835424) (REDMS No. 6025145, 2221494, 6119240, 6026921)

Please see Page 9 for action on this matter.

**17. TRAFFIC SAFETY ADVISORY COMMITTEE – PROPOSED 2019 INITIATIVES**

(File Ref. No. 01-0100-30-TSAD1-01) (REDMS No. 6051615 v. 2)

- (1) *That the proposed 2019 initiatives for the Traffic Safety Advisory Committee, as outlined in the staff report titled “Traffic Safety Advisory Committee - Proposed 2019 Initiatives” dated January 18, 2019 from the Director, Transportation, be endorsed; and*
- (2) *That a copy of the above staff report be forwarded to the Richmond Council-School Board Liaison Committee for information.*

**ADOPTED ON CONSENT**

**18. 2018 ZERO WASTE CONFERENCE UPDATE**

(File Ref. No. 01-0157-20-ZWAS1) (REDMS No. 6049391 v. 5)

- (1) *That the report regarding “2018 Zero Waste Conference Update” dated February 1, 2019, from the Director, Public Works Operations be received for information;*



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- (2) *That letters be sent to the Board Chair of Metro Vancouver and the Federal and Provincial Ministers, Environment and Climate Change, requesting their leadership in advancing the circular economy agenda under a broad-based approach;*
- (3) *That staff participate in regional and provincial forums relating to the circular economy agenda and report back at appropriate intervals;*
- (4) *That staff review the City’s current purchasing practices for ways to support the circular economy; and*
- (5) *That a more proactive approach be taken to increase awareness of the City’s commercial organics, recycling and garbage collection pilot program.*

**ADOPTED ON CONSENT**

**19. 2019 LIQUID WASTE MANAGEMENT PLAN BIENNIAL REPORT**  
(File Ref. No. 01-0157-30-LWMP1) (REDMS No. 6074892 v. 7, 6057820)

*That the staff report titled “2019 Liquid Waste Management Plan Biennial Report,” dated January 25, 2019, from the Director, Engineering, be submitted to Metro Vancouver.*

**ADOPTED ON CONSENT**

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

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**15. APPLICATION BY PENTA BUILDERS GROUP FOR REZONING AT  
7671 ACHESON ROAD FROM SINGLE DETACHED (RS1/E) TO  
SINGLE DETACHED (RS2/A)**  
(File Ref. No. 12-8060-20-009946; RZ 18-827880) (REDMS No. 5995558, 5995751)

R19/4-6

It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9946, for the rezoning of 7671 Acheson Road from “Single Detached (RS1/E)” to “Single Detached (RS2/A)”, be introduced and given first reading.*



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The question on Resolution R19/4-6 was not called as discussion took place on the proposed tree management plan, and concern was expressed with regard to the lack of tree retention; it was suggested that the City's Tree Protection Bylaw No. 8057 be amended to improve tree retention on sites subject to new development.

In reply to query from the Chair, Wayne Craig, Director, Development, remarked that the City currently requires that two trees be replaced where one is removed, and that efforts are made to manipulate building envelopes on new sites to accommodate existing healthy trees.

The question on Resolution R19/4-6 was then called and it was **CARRIED** with Cllrs. Day, Greene, and Wolfe opposed.

**16. APPLICATION BY KASIAN ARCHITECTURE INTERIOR DESIGN AND PLANNING LTD. FOR A ZONING TEXT AMENDMENT TO THE "VEHICLE SALES (CV)" ZONE TO INCREASE THE FLOOR AREA RATIO TO 0.94 AT 13171 AND A PORTION OF 13251 SMALLWOOD PLACE**

(File Ref. No. 12-8060-20-009969; ZT 18-835424) (REDMS No. 6025145, 2221494, 6119240, 6026921)

R19/4-7

It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9969, for a Zoning Text amendment to the "Vehicle Sales (CV)" zone to increase the maximum Floor Area Ratio (FAR) to 0.94 at 13171 and a portion of 13251 Smallwood Place, be introduced and given first reading.*

The question on Resolution R19/4-7 was not called as discussion ensued with regard to the proposed height of the building and in particular how its shadowing may negatively affect the adjacent Environmentally Sensitive Area.

In reply to queries from Council, Mr. Craig advised that the proposed building is marginally taller than existing buildings at the Richmond Auto Mall, and the inclusion of solar panels on the building's roof were examined and found not to be feasible.



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Discussion took place on density at the Richmond Auto Mall and George Duncan, Chief Administrative Officer, referenced past discussions with the Richmond Auto Mall on its expansion, noting that in an effort to preserve land in the Agricultural Land Reserve, it was suggested in the past that the Auto Mall densify within its immediate precinct.

Discussion further ensued on the environmental aspects of the proposed applications, and as a result, the following **referral motion** was introduced:

It was moved and seconded

*That the Application by Kasian Architecture Interior Design and Planning Ltd. for a Zoning Text Amendment to the “Vehicle Sales (CV)” Zone to Increase the Floor Area Ratio to 0.94 at 13171 and a portion of 13251 Smallwood Place, be referred back to staff for more sustainable options.*

**DEFEATED**

Opposed: Mayor Brodie  
Cllrs. Au  
Loo  
McPhail  
Steves

The question on Resolution R19/4-7 was then called and it was **CARRIED** with Cllrs. Greene and Wolfe opposed.

**NON-CONSENT AGENDA ITEMS**

**GENERAL PURPOSES COMMITTEE**

Mayor Malcolm D. Brodie, Chair

20. **HOLLYBRIDGE WAY PUBLIC ART LANDMARK PROPOSED LOCATION**

(File Ref. No. 11-7000-09-20-244) (REDMS No. 6059508 v. 9)



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R19/4-8

It was moved and seconded

*That the proposed location for the Hollybridge Way Public Art Landmark artwork “Typhas” by artists Charlotte Wall and Puya Khalili, as presented in the report titled “Hollybridge Way Public Art Landmark Proposed Location,” dated January 16, 2019, from the Director, Arts, Culture and Heritage Services, be endorsed.*

The question on Resolution R19/4-8 was not called as concern was expressed with regard to the proposed location for the public art installation. As a result, the following **referral motion** was introduced:

It was moved and seconded

*That the proposed location for the Hollybridge Way Public Art Landmark artwork “Typhas” by artists Charlotte Wall and Puya Khalili, as presented in the report titled “Hollybridge Way Public Art Landmark Proposed Location,” dated January 16, 2019, from the Director, Arts, Culture and Heritage Services, be referred back to staff.*

The question on the referral motion was not called as in reply to queries from Council, Jane Fernyhough, Director, Arts, Culture and Heritage Services, advised that the staff report on public art to be considered at the February 26, 2019 Parks, Recreation and Cultural Services Committee is in regard to options for use of private developer public art contribution funds, and the proposed public art installation is funded through the City’s public art program.

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

The question on Resolution R19/4-8 was then called and it was **CARRIED** with Cllrs. Day, Steves, and Wolfe opposed.

21. **2019 PARKS, RECREATION AND COMMUNITY EVENTS GRANTS**

(File Ref. No. 03-1085-01) (REDMS No. 6047179 v. 13, 6047157, 6080248, 6046994)

R19/4-9

It was moved and seconded

*That the 2019 Parks, Recreation and Community Events Grants be awarded for the recommended amounts and funding cycles, and cheques disbursed for a total of \$87,616 and include:*

- (1) *the removal of \$23,000 for KidSport; and*



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(2) *the addition of:*

- (a) *\$600 to the East Richmond Community Association grant allocation for a total of \$1,800;*
- (b) *\$600 to the BC Kitefliers' Association grant allocation for a total of \$1,200; and*
- (c) *\$316 to the Gulf of Georgia Cannery Society grant allocation for a total of \$1,316;*

*as identified in Attachment 1 of the staff report titled "2019 Parks, Recreation and Community Events Grants," dated January 14, 2019, from the Director, Recreation and Sport Services.*

**CARRIED**

In accordance with Section 100 of the *Community Charter*, Councillor Alexa Loo declared herself to be in a conflict of interest with respect to Item No. 21 as she is a board member for KidSport and left the meeting 8:11 p.m.

R19/4-10

It was moved and seconded

- (3) *That \$23,000 be awarded to KidSport – Richmond Chapter as identified in Attachment 1 of the staff report titled "2019 Parks, Recreation and Community Events Grants," dated January 14, 2019, from the Director, Recreation and Sport Services.*

**CARRIED**

Councillor Loo returned to the meeting 8:12 p.m.

**PUBLIC DELEGATIONS ON NON-AGENDA ITEMS**

R19/4-11

22. It was moved and seconded

*That Council resolve into Committee of the Whole to hear delegations on non-agenda items (8:13 p.m.).*

**CARRIED**





Regular Council
Monday, February 25, 2019

Phil Dunham and Don Creamer, Richmond Poverty Response Committee, spoke to the #All On Board Transit Campaign.

Mr. Dunham requested that Richmond City Council approve the #All On Board Transit Campaign resolution and advocate TransLink's Mayors' Council and the provincial government to implement improvements to the transit fare system such as (i) free transit for individuals up to 18 years of age, (ii) a sliding scale for fares for low-income individuals, and (iii) changes to transit fines system.

Don Creamer spoke in favour of the #All On Board Transit Campaign, and commented on his personal experience with regard to transit fines and its domino effect on other services and aspects of his life.

As a result of the non-agenda delegation, the following referral motion was introduced:

R19/4-12 It was moved and seconded
That the #All On Board Transit Campaign be referred to staff for analysis and to bring back recommendations in one month.

CARRIED

R19/4-13 23. It was moved and seconded
That Committee rise and report (8:24 p.m.).

CARRIED

BYLAWS FOR ADOPTION

R19/4-14 It was moved and seconded
That the following bylaws be adopted:

Housing Agreement (23200 Gilley Road) Bylaw No. 9955

Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9670 (4331 and 4431 Vanguard Road, ZT 16-740866)

Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 9899

CARRIED



**Regular Council  
Monday, February 25, 2019**

**DEVELOPMENT PERMIT PANEL**

- R19/4-15    24. It was moved and seconded
- (1) *That the minutes of the Development Permit Panel meeting held on February 13, 2019, and the Chair's reports for the Development Permit Panel meetings held on May 16, 2018, August 29, 2018, and February 13, 2019 and memorandum dated February 21, 2019 from the Director, Development, be received for information; and*
  - (2) *That the recommendation of the Panel to authorize the issuance of a Development Permit (DP 15-715522) for the property at 9251/9271 Beckwith Road be revised as per the staff memorandum dated February 22, 2019 from the Director, Development and be endorsed, and the Permit so issued;*
  - (3) *That the recommendations of the Panel to authorize the issuance of:*
    - (a) *a Development Permit (DP 17-782793) for the property at 4331 and 4431 Vanguard Road; and*
    - (b) *a Development Permit (DP 18-831623) for the property at 8071 and 8091 Park Road;**be endorsed, and the Permits so issued.*

**CARRIED**

**ADJOURNMENT**

- R19/4-16    It was moved and seconded  
*That the meeting adjourn (8:36 p.m.).*

**CARRIED**



City of  
Richmond

Minutes

**Regular Council**  
**Monday, February 25, 2019**

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

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Mayor (Malcolm D. Brodie)

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Corporate Officer (David Weber)

**For Metro Vancouver meetings on Friday, February 22, 2019**

*Please note these are not the official minutes. Board in Brief is an informal summary. Material relating to any of the following items is available on request from Metro Vancouver. For more information, please contact*

*[Greg.Valou@metrovancouver.org](mailto:Greg.Valou@metrovancouver.org) or [Kelly.Sinowski@metrovancouver.org](mailto:Kelly.Sinowski@metrovancouver.org)*

## **Metro Vancouver Regional District**

**Barnston Island Agricultural Viability Study**

**RECEIVED**

The Board received for information the Barnston Island Agricultural Viability Study, prepared by Upland Consulting with input from Barnston Island residents and agricultural experts. The Board will also forward a copy of the study to the Ministry of Transportation and Infrastructure, Ministry of Agriculture, and the Agricultural Land Commission, and directed staff to report back with an action plan considering the study's eight recommendations.

**MVRD Renewal of Second Mortgage with MVHC's Cedarwood Place**

**APPROVED**

Cedarwood Place is a Metro Vancouver Housing Corporation complex located at 7260 Granville Avenue in Richmond containing 73 one-bedroom apartments for seniors.

The Board approved continuing to provide second mortgage financing for Cedarwood Place in the remaining amount of \$4,162,365. The mortgage will be for another five-year term, and will have a variable interest rate based upon Metro Vancouver's internal rate of return on investments. The Board also directed the Corporate Officer to publish in a newspaper, pursuant to requirements of Section 185 of the Local Government Act, Metro Vancouver's intention to lend money to the MVHC.

**MVRD Renewal of Internal Mortgages with MVHC's Regal Place Hotel, Manor House and Crown Manor**

**APPROVED**

The Board approved continuing to provide first mortgage financing on three MVHC properties. The mortgages will be for another five-year term, and will have a variable interest rate based upon Metro Vancouver's internal rate of return on investments:

- Regal Place Hotel property at 144 West Hastings Street, Vancouver BC, in the principal amount of \$459,048 due for renewal March 15, 2019;
- Manor House property at 145 West 5th Street, North Vancouver, BC, in the principal amount of \$1,292,933, due for renewal March 15, 2019; and
- Crown Manor property at 430 9th Street, New Westminster, BC, in the principal amount of \$771,675, due for renewal July 15, 2019;

The Board also directed the Corporate Officer to publish in the newspaper, pursuant to requirements of Section 185 of the Local Government Act, Metro Vancouver's intention to lend money to the MVHC.

## **2019 – 2023 Financial Plan – Aboriginal Relations**

**RECEIVED**

The Board received a report that sets out information regarding the 2019 budget and five-year financial plan for Metro Vancouver’s Aboriginal Relations function. The 2019 budget for the function increased by \$193,035 as compared to the 2018 budget. This increase is attributed primarily to the addition of a new Program Manager position and includes salary, benefits, furniture and hardware purchases, training, and potential professional membership fees. The new Program Manager position was recommended in order to meet increasing expectations and obligations related to Metro Vancouver’s communication and engagement with First Nations within the region.

## **Appointment of the 2019 Local Government Treaty Table Representative to the Katzie Negotiations**

**APPROVED**

The Board appointed Councillor Steve Ferguson, Langley Township, as the local government treaty table representative to the Katzie negotiations for 2019.

## **Appointment Metro Vancouver’s 2019 Representative to UBCM Indigenous Relations Committee**

**APPROVED**

The Board appointed Chief Bryce Williams, Vice-Chair of Metro Vancouver’s Aboriginal Relations Committee, to the Union of British Columbia Municipalities’ (UBCM) Indigenous Relations Committee for 2019.

## **Appointment of a Metro Vancouver Observer to the Fraser Valley Aboriginal Relations Committee for 2019**

**APPROVED**

The Board appointed Councillor Bonita Zarrillo, City of Coquitlam, as the Metro Vancouver Aboriginal Relations Committee observer to the Fraser Valley Aboriginal Relations Committee meetings for 2019.

## **Quarterly Report on Reconciliation Activities**

**RECEIVED**

The Board received a report with a quarterly update on reconciliation activities involving Metro Vancouver and local governments as per the Committee’s recommendation.

## **Overview of the Transit-Oriented Affordable Housing Study**

**RECEIVED**

The Board received a report with an overview of the Transit-Oriented Affordable Housing Study, which is a major multi-year policy research initiative undertaken in partnership with a diverse group of partners to expand the knowledge base among practitioners and decision-makers about how best to increase the affordable rental housing supply in the region, especially in transit-oriented locations.

**Request for Sanitary Service Connection at 13112 Alouette Road, Maple Ridge**

**APPROVED**

The City of Maple Ridge requested an extension to a sanitary service connection for a new single detached dwelling at 13112 Alouette Road. The new dwelling is proposed to be located within the existing FSA boundary. The Board resolved that the extension of sewerage services is consistent with the provisions of Metro Vancouver 2040: Shaping Our Future.

**Request for Sanitary Service Connection at 13176 Alouette Road, Maple Ridge**

**APPROVED**

The City of Maple Ridge requested an extension to a sanitary service connection to a new detached dwelling at 13176 Alouette Road.

The Board resolved that the extension of GVS&DD sewerage services is consistent with the provisions of Metro Vancouver 2040: Shaping Our Future.

**Grouse Mountain Regional Park – Grant Funding Application, Canada Infrastructure Program**

**APPROVED**

The Grouse Mountain Management Plan, adopted by the MVRD Board in 2018, identified several improvements to the regional park including new trail heads, upgrades to the Grouse Grind and the BCMC Trails, new trail development and operational storage. There is an opportunity to advance some of these upgrades through the Investing in Canada Infrastructure Program - Community, Culture and Recreation, which is a Federal capital program which creates long-term economic growth, builds inclusive, sustainable communities and supports a low carbon, green economy.

The Board endorsed the grant funding application for Grouse Mountain Regional Park - Trail and Amenity Improvements through the Investing in Canada Infrastructure Program - Community, Culture and Recreation.

**Regional Parks George Ross Legacy Stewardship Program & Administration Agreement**

**APPROVED**

The Board endorsed the amendments to the George Ross Legacy Stewardship Program as outlined in the report and approved the Administration Agreement between the Metro Vancouver Regional District and the Pacific Parklands Foundation for a term commencing February 22, 2019 and ending December 31, 2021, to annually dispense Legacy Reserve Fund interest earned annually during the term of this agreement, pending the fulfillment of legal requirements of the Local Government Act to provide notice of intention as described in the report.

## **Regional Parks Volunteer Services Update**

**RECEIVED**

The Board received for information a report about volunteer services in Regional Parks.

Volunteers provide many benefits to Regional Parks Volunteer Program. The contributions from volunteers has been a significant factor in the success of the regional parks system for over 50 years. The Regional Parks Volunteer Framework will provide ongoing guidance to staff who support volunteers delivering Regional Parks services.

## **Release of the Independent Technical Review of the George Massey Crossing**

**RECEIVED**

The Board received a report with information on the recently released Independent Technical Review of the George Massey Crossing, including background information on the initial George Massey Tunnel Replacement Project, and next steps.

## **Board and Committee Meeting Minutes and Voting Provisions**

**RECEIVED  
APPROVED**

The Finance and Intergovernment Committee's 2019 Work Plan included a review of the Board's Procedure Bylaw, specifically with respect to recording in the meeting minutes the names of members who voted in opposition to a question.

The Board received the report for information and endorsed the status quo, as presented as Option 1 in the report, whereby names of a Committee or Board member who vote in the negative, will be recorded in the minutes upon request by the member(s).

## **2019 Regional Clothing Waste Reduction Campaign**

**RECEIVED**

Clothing is one of the fastest growing waste streams in Metro Vancouver due to rapidly changing fashion trend cycles and low prices, leading to increased clothing consumption and disposal. A regional clothing waste reduction campaign will be launched the week of February 18, 2019 and will run for eight weeks. The campaign platform will ask residents to "THINK THRICE ABOUT YOUR CLOTHES," with the supporting tagline to "Reduce, Repair and Re-use to Minimize Waste." The 2019 campaign will focus on educating residents about the issue of clothing waste in the region, while providing tips and information to assist residents in making more informed and sustainable decisions with regard to purchasing, caring for, and disposing of their clothing. Creative materials and collateral will be shared with members so they can support the campaign through their own communications channels.

The Board received the report for information.

## **2019 Regional District Sustainability Innovation Fund Applications**

**APPROVED**

The Regional District Sustainability Innovation Fund was created by the Board in 2004 to provide financial support to Regional District projects that contribute to the region's sustainability. The Board approved the allocation from the Regional District Sustainability Innovation Fund for the following projects:

- Climate Literacy Modules: \$160,000 over two years starting in 2019
- Sustainable Infrastructure and Buildings Design Guide: \$150,000 over two years starting in 2019
- Integrated Transit-Oriented Affordable Housing Implementation Calculator: \$100,000 in 2019

## **Electoral Area A Director Resignation from Office**

**RECEIVED**

The Board received for information the notification of the resignation of Director Justin LeBlanc from the office of Director for MVRD Electoral Area A.

## **MVRD Security Issuing Bylaw No. 1276, 2018**

**APPROVED**

The proposed Security Issuing Bylaw, in conjunction with the approved GVS&DD Borrowing Bylaw, provides the necessary authorization for the MVRD to borrow up to \$2,100,000,000 on behalf of the GVS&DD as and when required.

The Board passed and finally adopted Metro Vancouver Regional District Security Issuing Bylaw No. 1276, 2018; and forwarded Metro Vancouver Regional District Security Issuing Bylaw No. 1276, 2018 to the Inspector of Municipalities for Certificate of Approval.

## **Metro Vancouver Regional District Security Issuing Bylaw No. 1276, 2018 Regarding GVS&DD Borrowing Bylaw No. 321, 2018**

**APPROVED**

The Metro Vancouver Regional District Security Issuing Bylaw No. 1276, 2018, grants the necessary authority for the MVRD to secure \$2,100,000,000 in long-term financing through the MFA on behalf of the GVS&DD.

The MVRD Board gave first, second and third readings to Metro Vancouver Regional District Security Issuing Bylaw No. 1276, 2018; and forwarded it to the Inspector of Municipalities for statutory approval.

## **MVRD Notice of Bylaw Violation Enforcement and Dispute Adjudication Amending Bylaw No. 1281, 2019**

**APPROVED**

The Board gave first, second and third readings to Metro Vancouver Regional District Notice of Bylaw Violation Enforcement and Dispute Adjudication Amending Bylaw No. 1281, 2019; then passed and finally adopted it.



**MVRD Ticket Information Utilization Amending Bylaw No. 1282, 2019**

**APPROVED**

The Board gave first, second and third readings to Metro Vancouver Regional District Ticket Information Utilization Amending Bylaw No. 1282, 2019; then passed and finally adopted the bylaw.

## **Greater Vancouver Water District**

**Water Wagon Program 2018 Results**

**RECEIVED**

The Board received for information a report summarizing the Water Wagon program for 2018.

In 2018, the Water Wagon visited 15 Member jurisdictions, delivering 37,385 servings of water and engaging residents in 5,563 in-depth conversations about our water system and conservation.

The introduction of a new Water Wagon model in 2018 (replacing the previous water wagon which had been in place for the past seven years), with simplified logistical requirements, also increased the program's effectiveness. Procurement of a second 'tanker style' Water Wagon for the 2019 season is underway, which will allow the program to attend a larger variety and number of regional events, with increased opportunities for educating the public about Metro Vancouver's drinking water.

**Regional Water Conservation Campaign and Water Regulations Communications 2018 Results**

**RECEIVED**

An important component of Metro Vancouver's Board Strategic Plan includes communication initiatives to ensure water resources are conserved and efficiently used throughout the region.

For 2018, promotional activities to create awareness for the updated watering regulations expanded, to notify residents of the changes. Metro Vancouver communicated the watering regulations prior to the May 1 activation date via advertising across the region and media engagement, and through a range of items distributed to Members for public education and enforcement. In its third year, the regional water conservation campaign continued to build on the successes of previous years, with a focus on encouraging household conservation and increasing public awareness of Metro Vancouver's water system. The campaign entered market in mid-April, with an emphasis on water resource education, before shifting to a conservation message in the warmer and drier summer months.

Campaign advertising appeared in a variety of news media, on social media and digital platforms and through opportunities secured by Members. These promotional efforts contributed to an increase in website page views over 2017 benchmarks with a 122% increase, from 24,528 page views to 54,377.

The Board received the report for information.

## **Drinking Water Management Plan Overview**

**RECEIVED**

The Board received for information a report that provides an overview of the 2011 Drinking Water Management Plan and the proposed approach and schedule for developing an updated DWMP.

The DWMP is not a provincially mandated Plan and was developed on a collaborative basis by the GVWD and its members. Consequently, the proposed approach and schedule for updating the Plan provides for significant input from member jurisdiction staff, the Water Committee, and the Board on an ongoing and concurrent basis. The proposed approach is consistent with the 2019 Work Plan priorities for the Water Committee, and provides an opportunity to incorporate the Board's strategic direction on drinking water initiatives into an updated DWMP.

## **Metro Vancouver's Procurement Process for Vendor Selection**

**RECEIVED**

Procurement activities at Metro Vancouver are conducted in accordance with the Board's Procurement and Real Property Contracting Authority Policy and are consistent with the requirements outlined in the Laws of Competitive Bidding and the various legislated trade agreements. Metro Vancouver maintains a procurement process with various points of oversight throughout to ensure each award has been conducted with the intent of achieving best value for the organization. While achieving best value, the process also ensures that the competition meets the organization's other procurement principles to seek competition in the marketplace and remain open, transparent, and non-discriminatory with those that compete for Metro Vancouver opportunities.

The Board received the report for information.

## **2019 Water Sustainability Innovation Fund Applications**

**APPROVED**

The Board approved the allocation from the Water Sustainability Innovation Fund for the following projects:

- Next Generation Snowpack Monitoring: \$160,000 over two years starting in 2019
- Treating Potential Emerging Contaminants at the Seymour Capilano Filtration Plant: \$300,000 over two years starting in 2020

## **Greater Vancouver Sewage and Drainage District**

### **Northwest Langley Wastewater Treatment Projects – Project Status Update**

**RECEIVED**

Northwest Langley Wastewater Treatment Projects include an upgraded treatment plant, a new pump station, a new force main and river crossing, and a new outfall into the Fraser River. In addition, a storage tank will be constructed adjacent to the pump station, aimed at eliminating overflows in the Pitt Meadows/Maple Ridge area. Staff worked with impacted and interested groups, individuals, municipalities and First Nations to ensure concerns were identified and addressed through the project definition phase. Currently the first phase of ground improvements is being constructed on the

treatment plant site with tenders for the detailed design services for the new plant anticipated to close in March. The new pump station/storage tank and river crossing are currently in detailed design and expected to be tendered for construction later this year. The new outfall, in Parsons Channel, will be tendered later this year for the preliminary and detailed design. Treatment plant construction is expected to start in 2022 and commissioning of the new plant in late 2026. The project components are expected to cost \$1.329B. The project team is working to a 2026 completion for all components of the treatment system.

The Board received the report for information.

### **Climate Change Impacts on Precipitation and Stormwater Management**

**RECEIVED**

A recent study generated future rainfall projections for moderate and high future climate scenarios. Significant increases in rainfall intensity due to climate change are expected: a 20 to 45% increase by 2050, and a 40 to 75% increase by 2100. Intense rainfall events will occur more frequently.

Infrastructure upgrades are required to maintain current levels of service for stormwater management and local flood protection in the future climate. Vulnerability and risk assessments of existing infrastructure are recommended to reflect risk thresholds and prioritize climate change adaptation measures to be incorporated into long-range capital plans. Climate change adaptation planning is coordinated between Metro Vancouver and member jurisdictions for areas where Metro Vancouver provides major drainage services. In addition, forums such as the Regional Engineers Advisory Committee and the Stormwater Inter-Agency Liaison Group facilitate the sharing of best practice, research and policies among members.

The Board received the report for information.

### **Metro Vancouver's Procurement Process for Vendor Selection**

**RECEIVED**

Procurement activities at Metro Vancouver are conducted in accordance with the Board's Procurement and Real Property Contracting Authority Policy and are consistent with the requirements outlined in the Laws of Competitive Bidding and the various legislated trade agreements. Metro Vancouver maintains a procurement process with various points of oversight throughout to ensure each award has been conducted with the intent of achieving best value for the organization. While achieving best value, the process also ensures that the competition meets the organization's other procurement principles to seek competition in the marketplace and remain open, transparent, and non-discriminatory with those that compete for Metro Vancouver opportunities.

Competitions are conducted using various procurement processes, with the majority being either an Invitation to Tender or a Request for Proposal. Project complexity will dictate whether a two-stage process is required to solicit interest from the marketplace. Where evaluation considerations extend beyond low bid, staff utilize an extensive list of criteria to ensure that an award is made to a vendor with a proven track record of completing projects on time, on budget and as designed.

The Board received the report for information.

**Award of a Contract Resulting from Request for Proposal (RFP) No. 18-129: Iona Island Wastewater Treatment Plant Biosolids Dewatering Facility Project** **APPROVED**

The Board approved the award of a contract in an amount of up to \$50,679,095 (exclusive of taxes) to NAC Constructors Ltd. resulting from RFP No. 18-129: Iona Island Wastewater Treatment Plant Biosolids Dewatering Facility; and authorized the Commissioner and the Corporate Officer to execute the contract.

**Recycling and Waste Case Studies** **RECEIVED**

Metro Vancouver has prepared a series of case studies to illustrate the importance of updates to the Metro Vancouver solid waste regulatory framework, including two bylaws currently before the Minister of Environment and Climate Change Strategy. Following receipt of the case studies by the Board, they will be forwarded to the Minister of Environment and Climate Change Strategy for information.

The Board received the report for information.

**Response to Waste Management Association of BC Delegation at the January 10, 2019 Zero Waste Committee Meeting** **RECEIVED**

At the January 10, 2019 Zero Waste Committee meeting, a delegation from the Waste Management Association of BC appeared before the Committee to discuss the Zero Waste Committee 2019 Priorities and Work Plan.

The Board received for information the response to the delegation presentation and summary provided by Josh JasenVandoorn representing the Waste Management Association of BC.

**Solid Waste Regulatory Framework Update** **REFERRED**

The Board referred this report back to staff to report back to Zero Waste Committee with more information.

**Single-Use Item Reduction Approach** **APPROVED**

The Board will write the Minister of Municipal Affairs and Housing and the Minister of Environment and Climate Change Strategy expressing support for the Union of British Columbia Municipalities' resolution requesting that a provincial single-use item reduction strategy be put in place.

Single-use items are a significant issue from a waste and environmental perspective and many jurisdictions are taking action to reduce these items. In 2018, The Union of British Columbia Municipalities passed a resolution recommending that the Province develop a single-use item reduction strategy. Staff recommend alternative 1 that the Board write the Minister of Environment and Climate

Change Strategy and the Minister of Municipal Affairs and Housing supporting the Union of British Columbia Municipalities' resolution requesting a provincial single-use strategy.

## **2019 Liquid Waste Sustainability Innovation Fund Applications**

**APPROVED**

The Board approved the allocation from the Liquid Waste Sustainability Innovation Fund for the following projects:

- Multiphase Composite Coating for Sewer Pipe Protection: \$620,000 over four years starting in 2019
- Pump Station Optimization: \$330,000 over three years starting in 2019
- Reinventing the Wastewater Biomass Process Within a Circular Economy: \$2,985,000 over six years starting in 2019

## **Delegations Received at Committee – February 2019**

**RECEIVED**

The Board received a report containing summaries of delegations to committees:

### **Liquid Waste Committee**

- Rick and Makai Genovese

### **Zero Waste Committee**

- Michael Zarbl, Major Appliance Recycling Roundtable (MARR) BC

## **Greater Vancouver Sewerage and Drainage District Borrowing Bylaw No. 321, 2018**

**APPROVED**

The Board passed and finally adopted Greater Vancouver Sewerage and Drainage District Borrowing Bylaw No. 321, 2018. adoption of Greater Vancouver Sewerage and Drainage District Borrowing Bylaw No. 321, 2018 to provide the long term capital borrowing authority requirements of the next five years for the GVS&DD and to authorize the issuance of debenture debt for this purpose through the MVRD and the Municipal Finance Authority of British Columbia in the aggregate amount of \$2,100,000,000.

## **Metro Vancouver Housing Corporation**

### **Tenant Relocation Due to Redevelopment**

**RECEIVED**

The Board received for information a report on operational practice to relocate tenants with adherence to the requirements of the Residential Tenancy Act and Municipal provisions when tenants need to relocate due to redevelopment.



## Parks, Recreation and Cultural Services Committee

Date: Tuesday, February 26, 2019

Place: Anderson Room  
Richmond City Hall

Present: Councillor Chak Au, Vice-Chair  
Councillor Linda McPhail  
Councillor Michael Wolfe

Absent: Councillor Harold Steves, Chair  
Councillor Bill McNulty

Also Present: Councillor Carol Day

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

### MINUTES

It was moved and seconded

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

**CARRIED**

### NEXT COMMITTEE MEETING DATE

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

### DELEGATION

1. Linda Barnes, 4551 Garry Street, Chair, Richmond Arts Coalition (RAC), accompanied by Paul Dufour, 170-3031 Williams Road, Vice-Chair, RAC, provided Committee with an annual update on the RAC and highlighted the following:

## **Parks, Recreation & Cultural Services Committee**

### **Tuesday, February 26, 2019**

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- an end of the year gala to be held on December 6, 2019 will serve as the opening of ArtRich 2019;
- the new Board of RAC has committed to being more directly involved in partnerships, particularly with the Arts Awards;
- the deadline for nominations for the Richmond Arts Awards is March 15, 2019;
- this year, the RAC will be contributing \$200 towards the youth awards; in order to make the most significant difference to youth for that contribution;
- the other partnership with the City is the Maritime Festival and over the years of the event, RAC has contributed close to \$250,000 towards paying on-site artists;
- RAC is an advocate for arts in Richmond and the region and believe that artists should be fairly compensated;
- March 29, 2019 is the Annual General Meeting to be held at Gateway Theatre;
- ArtRich 2019 will be the third bi-annual event in partnership with the Richmond Art Gallery, which will assist in curating the show, and is a juried exhibition; and
- a good portion of artists for ArtRich 2019 are Richmond residents and the event is a great avenue for professional artists, artists looking to become professional, or for those who love art.

In response to questions from Committee, Ms. Barnes commented that (i) anyone over the age of 18 can participate in ArtRich 2019 and entrants do not have to be a Richmond resident, (ii) there are no categories in ArtRich however there are categories for the Arts Awards that are targeted to ensure as much as the art world is covered as possible, (iii) there could be an opportunity for RAC to utilize the Metro Arts Xperience (MAX) guide, and (iv) posters for the Arts Awards are currently displayed at City Hall and RAC appreciates their continued distribution to promote the event.

## **COMMUNITY SERVICES DIVISION**

### **2. RICHMOND PUBLIC ART PROGRAM 2018 ANNUAL HIGHLIGHTS AND PUBLIC ART ADVISORY COMMITTEE 2019 WORK PLAN**

(File Ref. No. 01-0100-30-RPAR1-01) (REDMS No. 6109970 v. 3; 6123939)

In reply to queries from Committee, Biliana Velkova, Public Art Planner clarified that the list of the community organizations Public Art collaborated with in 2018 noted in the staff report is specific to the public art program and City departments were not included.

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

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It was moved and seconded

*That the Richmond Public Art Advisory Committee 2019 Work Plan, as presented in the report titled "Richmond Public Art Program 2018 Highlights and Public Art Advisory Committee 2019 Work Plan," dated January 25, 2019, from the Director, Arts, Culture and Heritage Services, be approved.*

**CARRIED**

**3. OPTIONS FOR USE OF PRIVATE DEVELOPER PUBLIC ART CONTRIBUTION FUNDS**

(File Ref. No. 11-7000-09-00) (REDMS No. 6102180 v. 9; 3066549)

In response to question from Committee, Serena Lusk General Manager, Community Services, Jane Fernyhough, Director, Arts, Culture and Heritage Services, and Ms. Velkova clarified that:

- other than arts facilities, a new policy could direct developer contributions to be utilized for arts facilities and any other usage as directed by Council;
- currently developer contributions are utilized for public art programs which includes public art programs and professional development programs for local artists;
- a change to the current Policy 8703, Public Art Program, to look at utilizing contributions for other uses could be made at the direction of Council however, all current funds are for public art programs, however a policy change could put the programs outlined in the staff report in jeopardy;
- when the public art plan is created by a public art consultant for a development, if the developer contribution is for art on the private development, the plan is reviewed by the Public Art Advisory Committee to ensure that it adheres to the Official Community Plan, appropriate area plan, and any theme that has been identified for the area;
- individual area public art plans are gradually being created which include an overall theme based on the history of the area and environment;
- specific designated locations for concentrating public art could be developed under the current policy by utilizing reserve funds;
- as per Policy 8703, 1% of capital projects is designated for public art and only for public art for that specific capital project;
- public art funds from developer contributions are put to reserve or public art on the development property and the reserve funds art on public property or the programs outline in the staff report; and

3.



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

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- one of the most popular community public art programs is Engaging Artists in the Community which has engaged over 10,000 community members and projects include workshops, artists talks, temporary exhibitions, and legacy projects.

Discussion then took place on (i) Richmond's status as a leader in working with the development community to facilitate public art, (ii) replacing the public art program policy, and (iii) creating a quick reference guide for the Public Art Program on the City's website to provide clarification on the three streams: civic, community, and public art, and (iv) referring the matter back to staff for further clarification and analysis on the Public Art Program.

In response to further questions from Committee, Ms. Fernyhough and Ms. Velkova advised that currently Council approves the proposed developer contribution, through the development permit, as part of the public art policy and an outstanding referral regarding a review of the Council approval process for public art projects on private property is forthcoming.

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

It was moved and seconded

*That the proposed option to maintain status quo funding of Community Public Art Programs with Private Developer Public Art Contributions in the report titled "Options for Use of Private Developer Public Art Contribution Funds" dated January 21, 2019 from the Director, Arts, Culture and Heritage Services, be endorsed.*

**CARRIED**

4. **RICHMOND NEIGHBOURHOOD CELEBRATION GRANT PROGRAM ALLOCATION**

(File Ref. No. 11-7400-20-RICH1) (REDMS No. 6122169 v. 4; 6060237; 6118590)

In reply to Committee's queries, Bryan Tasaka, Manager, Major Events and Film and Manisha Jassal, Recreation Leader 1, remarked that summary reports are completed after each event which details the funding and results for the event including any pictures which are posted to the City's social media. In further response to questions from Committee, Mr. Tasaka clarified that the type noted in the staff report refers only to the type of organization holding the event and events are open to the community.

It was moved and seconded

*That the Richmond Neighbourhood Celebration Grants be awarded for the recommended amounts for a total of \$55,103 as outlined in the staff report titled, "Richmond Neighbourhood Celebration Grant Program Allocation," from the Director, Arts, Culture and Heritage Services, dated February 6, 2019.*

**CARRIED**

4.

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

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5. **STEVESTON FARMERS AND ARTISAN MARKET LOCATION OPTIONS**

(File Ref. No. 11-7000-10-01) (REDMS No. 6122407 v. 15)

In response to questions from Committee, Gregg Wheeler, Manager, Sport and Community Events commented that the event location is chosen by the Richmond Agriculture and Industrial Society and all parties are open to discussions in regards to past issues with location and noise.

It was moved and seconded

*That the staff report titled, "Steveston Farmers and Artisan Market Location Options," dated February 6, 2019, from the Director, Recreation and Sport Services, be received for information.*

**CARRIED**

6. **ACCOMMODATION OF OLYMPIC WRESTLING IN CITY OF RICHMOND FACILITIES**

(File Ref. No. 11-7000-10-01) (REDMS No. 6112643 v. 21)

Mr. Wheeler advised Committee that there are additional spaces within the lower mainland that could accommodate Olympic wrestling most are in schools including Guilford Park Secondary, Maple Ridge Secondary, and Pinetree Secondary.

In reply to questions from Committee, Mr. Wheeler noted that while there are no Richmond school facilities, there are schools that could accommodate wrestling in Maple Ridge, Surrey, Abbotsford, and Coquitlam. Mr. Wheeler further commented that there are a variety of ways to accommodate the equipment needs for wrestling clubs and the majority are in shared rooms with removable mats.

Jay Bhullar, Bhullar Wrestling Club, in response to queries from Committee, advised that there were two gold medalists from Richmond at the BC Secondary School Wrestling Association Championships, one student is from McNair Secondary School and trains in Surrey and one student trains with the Bhullar Wrestling Club. In reply to further questions from Committee, Mr. Bhullar commented that Richmond is the only representative city at the BC Championships that does not currently have any school based wrestling programs.

In further response to queries from Committee, Elizabeth Ayers, Director, Recreation and Sport Services clarified that wrestling facility needs should be addressed in the Review of the Richmond Sports Council's Needs Assessment 2018 report and staff will continue to look at facility options. Ms. Ayers further noted that the Report is anticipated to come forward to Council by the end of June.

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

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It was moved and seconded

- (1) *That the staff report titled, "Accommodation of Olympic Wrestling in City of Richmond Facilities," dated February 4, 2019, from the Director, Recreation and Sport Services, be received for information; and*
- (2) *That staff report back to Council at the completion of the Review of the Richmond Sports Council's Needs Assessment 2018 Report with a prioritized list of infrastructure needs and improvements for Council's consideration as outlined in the staff report titled, "Accommodation of Olympic Wrestling in City of Richmond Facilities," dated February 4, 2019, from the Director, Recreation and Sport Services.*

**CARRIED**

The Vice-Chair advised that two referrals from Councillor Linda McPhail regarding (i) Promotion of Library Services for Vulnerable Youth and (ii) City-Owned Steveston Facilities would be considered as Items No. 7 and 8 accordingly.

## COUNCILLOR LINDA MCPHAIL

### 7. **PROMOTION OF LIBRARY SERVICES FOR VULNERABLE YOUTH**

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

Councillor McPhail distributed materials to Committee, (attached to and forming part of these minutes as Schedule 1) and spoke to a proposed referral to provide non-monetary ways to bring awareness of library services for vulnerable and at-risk youth and their families.

The following **referral motion** was then introduced:

It was moved and seconded

- (1) *That Community Services staff, working with Richmond Public Library staff, explore ways to bring awareness of library services for vulnerable youth and opportunities for increased collaboration;*
- (2) *and further that this be referred to the Council - School Board Liaison Committee, Richmond Community Services Advisory Committee, Child Care Development Advisory Committee and Richmond Intercultural Advisory Committee for discussion;*
- (3) *and further that staff report back in one year.*

**CARRIED**

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

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8. **CITY-OWNED STEVESTON FACILITIES**

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

Councillor McPhail distributed materials to Committee, (attached to and forming part of these minutes as Schedule 2) and spoke to a proposed referral aimed at consolidating various open referrals regarding Steveston facilities and sites and providing an overall review of Steveston sites, facilities, and initiatives.

Discussion then took place on ways to provide overall coordination of the various groups and societies based in Steveston.

Linda Barnes, 4551 Garry Street, expressed support for the proposed referral and commented that there are many different projects, community organizations, and groups with a vested interest in Steveston and stressed that communication and coordination is essential. Ms. Barnes further remarked that involving the community would be beneficial to ensure that information is appropriately circulated.

The following **referral motion** was then introduced:

It was moved and seconded

*That staff examine the current status of City-owned facilities in Steveston Village and make recommendations to ensure these facilities are developed, maintained, managed and operated in an holistic and complementary manner. The response should address:*

- (i) *London Heritage Farm, Britannia Shipyards, Phoenix Net Loft, Steveston Tram, Steveston Museum, Imperial Landing Floats, Garry Point Park Pilings and potential pier, Scotch Pond and Branscombe House;*
- (ii) *The facilities current operations and management structure;*
- (iii) *The status of currently approved and future capital projects; and*
- (iv) *The status of relevant existing referrals and how they relate to the work that is currently underway.*

**CARRIED**

9. **MANAGER'S REPORT**

*None*

**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (5:06 p.m.).*

**CARRIED**

7.

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

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

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Councillor Chak Au  
Vice-Chair

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Amanda Welby  
Legislative Services Coordinator

Schedule 1 to the Minutes of the Parks, Recreation & Cultural Services Committee meeting of Richmond City Council held on Tuesday, February 26, 2019.

## ON TABLE ITEM

Date: FEB. 26, 2019

Meeting: PRCS

Item: \_\_\_\_\_

**To Feb. 26, 2019 Parks, Recreation and Cultural Services Committee meeting**

**From Councillor Linda McPhail**

### **Referral to staff:**

That Community Services staff, working with Richmond Public Library staff, explore ways to bring awareness of library services for vulnerable youth and opportunities for increased collaboration;

and further that this be referred to the Council - School Board Liaison Committee, RCSAC, Child Care Development Committee and RIAC for discussion;

and further that staff report back in one year.

### **Background:**

In the 2019 Operating Budget there was an Ongoing Additional Level Requests for Expanded Children and Family Services – \$164,252 ongoing:

“The ongoing additional level request for two specialized librarian positions will directly result in expanded services, both in the library and in the community where socially isolated and at-risk children and youth reside. These additional resources will support: participation in new library-specific services and programs to increase awareness and use of specialized collections and resources, solidifying the partnership with Richmond schools to ensure every child has a library card, and generating further opportunities with city staff and community service providers to provide collaborative services.”

It was NOT RECOMMENDED and did not get funded for the 2019 year.

On Nov. 28, 2018 the Richmond Public Library Board adopted their 2019-2021 Strategic Plan. One of the 5 Priorities – Community, Build and Grow our Community – has a goal to ensure every child has a library card.

[http://rpl.yourlibrary.ca/account/about\\_rpl/strategic\\_plan](http://rpl.yourlibrary.ca/account/about_rpl/strategic_plan)

The library is a recognized partner at many community tables focused on children’s services and they have significantly strengthened their relationships with Richmond School district in recent years. Being able to bring awareness of library services for vulnerable youth to new tables like the Council - School Board Liaison could allow for more collaboration to support the library’s strategic priorities and many of the City’s strategic goals.

This work supports the following goals and strategic directions in the City of Richmond’s Social Development Strategy 2013- 2022 –

Goal 1: Enhancing Social Equity and Inclusion; Strategic Direction #4: Help Richmond's Children, Youth and Families to Thrive

Goal Three: Building on Social Assets and Community Capacity Strategic; Direction #7: Strengthen Richmond's Social Infrastructure

And additionally, this work supports the 2015-2020 Youth Service Plan: Where Youth Thrive - Youth should reach adulthood equipped with the necessary knowledge, skills and social connections to make informed decisions about their lives and the contributions they will make to their community.

The Youth Service Plan consists of three goals:

Goal 1: Building Youth Assets Through Engagement & Partnerships

Goal 2: Expanding Opportunities for Youth

Goal 3: Improving Quality of Youth Services

Schedule 2 to the Minutes of the Parks, Recreation & Cultural Services Committee meeting of Richmond City Council held on Tuesday, February 26, 2019.

## ON TABLE ITEM

Date: FEB. 26, 2019  
Meeting: PRCS  
Item: \_\_\_\_\_

**To Feb. 26, 2019 Parks, Recreation and Cultural Services Committee meeting**

**From Councillor Linda McPhail**

### **Referral to staff:**

That staff examine the current status of City-owned facilities in Steveston Village and make recommendations to ensure these facilities are developed, maintained, managed and operated in an holistic and complementary manner. The response should address:

- London Heritage Farm, Britannia Shipyards, Phoenix Net Loft, Steveston Tram, Steveston Museum, Imperial Landing Floats, Garry Point Park Pilings and potential pier, Scotch Pond and Branscombe House;
- The facilities current operations and management structure;
- The status of currently approved and future capital projects; and
- The status of relevant existing referrals and how they relate to the work that is currently underway.

### **Background:**

There are open referrals regarding –Phoenix Gillnet Loft uses (Phoenix Net Loft Feasibility Study), Maritime Museum options, The Fleetwood, First Nations Names on Steveston Waterfront, House Posts at the First Nations Bunkhouse, Point House, , Britannia Shipyards National Historic Site Strategic Plan, potential for charging admission to the Britannia Shipyards National Historic Site.

At the Council meeting on December 12, 2016, Council approved a priority list of major facility projects for the period 2016-2026 - Britannia Shipyards National Historic Site and Phoenix Net Loft was included. Council approved \$11.5 million for the Phoenix Net Loft restoration in the 2018 budget and preservation work is currently underway.

2019 Capital Projects not approved -Garry Point Waterfront Development - \$4.2m; Steveston Museum Exhibit update - \$382,000

2019 One-Time Expenditures – Recommended and passed– Enhanced hours and programming for Steveston heritage sites. Council approved temporary funding to increase levels of service in 2017, 2018 and 2019 at the Steveston Historic sites.



## General Purposes Committee

- Date: Monday, March 4, 2019
- Place: Anderson Room  
Richmond City Hall
- Present: Mayor Malcolm D. Brodie, Chair  
Councillor Chak Au  
Councillor Carol Day  
Councillor Kelly Greene  
Councillor Alexa Loo  
Councillor Bill McNulty  
Councillor Linda McPhail  
Councillor Harold Steves  
Councillor Michael Wolfe
- Call to Order: The Chair called the meeting to order at 4:00 p.m.

### AGENDA ADDITION

It was moved and seconded  
*That Snow Removal be added to the agenda as Item No. 5.*

**CARRIED**

### MINUTES

It was moved and seconded  
*That the minutes of the meeting of the General Purposes Committee held on February 19, 2019, be adopted as circulated.*

**CARRIED**

### DELEGATION

1. With the aid of a PowerPoint presentation, Craig Richmond, President and Chief Executive Officer, Vancouver Airport Authority, and Howard Jampolsky, City of Richmond representative to the YVR Board of Directors, spoke on airport activities:



## **General Purposes Committee**

### **Monday, March 4, 2019**

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- the Vancouver International Airport (YVR) is owned and operated by Vancouver Airport Authority, a not-for-profit organization that is governed by a non-political Board of Directors appointed from the community;
- 25.9 million passengers travelled through YVR in 2018, representing a 7.3% growth from the previous year;
- YVR offers the lowest airport improvement fee thereby making it an attractive choice for airlines;
- cargo operations has grown 8.1% since 2017;
- YVR contributed \$8.4 billion in total Gross Domestic Product, more than 24,000 jobs, and \$16.5 billion in total economic output;
- YVR's capital plan includes the expansion of Pier D in the international terminal, which will increase capacity to accommodate eight additional aircraft, four contact gates, and four bussing gates;
- YVR sustainability initiatives include (i) a new Central Utilities Building that will consolidate YVR's heating, cooling and backup electrical system, (ii) a rainwater harvesting system, (iii) electric vehicle charging stations, and (iv) an automated guidance system;
- despite YVR's efforts, lowering water consumption remains challenging primarily due to growth of airport operations; the amount of water used per passenger has decreased however the number of passengers has grown significantly; and
- YVR was voted Best Airport in North America for the ninth consecutive year in the Skytrax World Airport Awards.

In reply to queries from Committee, Mr. Richmond, accompanied by Anne Murray, Vice President, Airline Business Development and Public Affairs, provided the following information:

- as a result of restrictions imposed by Nav Canada, the north runway may only be utilized for specific airport operations such as landings, maintenance, and emergencies;
- as airport operations continue to grow, there may be opportunities to discuss the use of the north runway further with Nav Canada;
- YVR is not in favour of a curfew on airport operations due to its geographical siting on the west coast of North America;
- there is potential to expand evening flight operations;
- YVR is committed to fair wages however cannot compel all its contractors to follow suit;
- YVR is in favour of 24/7 transit service to the airport;

## General Purposes Committee

### Monday, March 4, 2019

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- additional information regarding YVR's sustainability efforts can be provided to Council; and
- the Templeton Area redevelopment is consistent with the area's industrial use; aircraft will come no closer than they do already and the development of the Templeton corridor will benefit the community.

Discussion took place on aircraft noise concerns on the north and south runways and whether the City of Vancouver has implemented noise mitigation requirements for developments on Vancouver's south side across from YVR's north runway.

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

It was moved and seconded

- (1) *That a letter be written to the Minister of Transport Canada asking that the North Runway at the Vancouver International Airport be better utilized for aircraft departures to lessen the impact of aircraft noise on the people of Richmond; and*
- (2) *That a letter be written to the City of Vancouver suggesting that noise attenuation measures in new construction be implemented to mitigate airport noise.*

The question on the motion was not called as staff was directed to advise of other areas of importance on which Council should correspond with Transport Canada.

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

## PLANNING AND DEVELOPMENT DIVISION

### 2. **2018 REPORT FROM CITY CITIZEN REPRESENTATIVES TO THE VANCOUVER INTERNATIONAL AIRPORT AERONAUTICAL NOISE MANAGEMENT COMMITTEE (YVR ANMC)**

(File Ref. No. 01-0153-04-01) (REDMS No. 6093982 v. 3, 6125157)

Staff introduced Gary Abrams, City of Richmond citizen appointee to the Vancouver International Airport Aeronautical Noise Management Committee (YVR ANMC), and Mr. Abrams spoke on aircraft noise complaints.

In reply to queries from Committee, staff advised that (i) complainants' personal information cannot be shared due to privacy concerns, however information to contact the City's representatives on the YVR ANMC can be shared with complainants, and (ii) the City's Official Community Plan directs residential development away from aircraft flight paths in an effort to address potential noise concerns.

**General Purposes Committee**  
**Monday, March 4, 2019**

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It was moved and seconded

*That the staff report titled “2018 Report from the City Citizen Representatives to the Vancouver International Airport Aeronautical Noise Management Committee (YVR ANMC)” dated February 25, 2019 from the Manager, Policy Planning, be received for information.*

**CARRIED**

## COMMUNITY SERVICES DIVISION

### 3. **2019 FARM FEST AT GARDEN CITY LANDS UPDATE**

(File Ref. No. 11-7200-01) (REDMS No. 6066225 v. 8, 6076849)

In reply to queries from Committee, Paul Brar, Manager, Parks Programs, and Emily Sargent, Acting Coordinator, Leisure Services, provided the following information:

- in an effort to attract farmers and the use of their farming equipment, \$10,000 is recommended for Option 2 for activations and farm equipment logistics;
- costs for children’s play area have already been lowered and therefore the funds proposed for each option for this item is the bare necessity;
- proposed funds for advertising would be utilized to promote the event online and on social media;
- staff will explore sponsorship opportunities for various costs including one for an interpretive wagon ride; and
- Saturday, August 10<sup>th</sup> is suggested for the date of Farm Fest as much of the feedback from farmers from previous years indicates that September is challenging due to harvest activities; also, the likelihood of good weather in August is higher than in September, which affects event turnout.

Discussion took place and the following Committee comments were noted:

- political activity at Farm Fest is not suitable;
- wagon rides are a big draw for families and should therefore be included in the scope of the activities; costs for this attraction should be funded through sponsorships;
- the challenge with securing a date in other summer months is that there are many activities throughout the city and farmers would be limited in the amount of produce they could bring due to harvest season;

4.

**General Purposes Committee**  
**Monday, March 4, 2019**

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- it is reasonable to compensate farmers for the use of their farm equipment as the equipment would be unavailable for farm use for an entire day;
- a date in September may lend itself well in attracting more attendees as many people would be back from summer holidays;
- Option 2 could be practical with a few adjustments to its proposed budget (i.e., reduce farming activations and farm equipment logistics by \$1,000 for a total of \$9,000, reduce advertising by \$500 for a total of \$2,000, reduce signage by \$250 for a total of \$1,950, and reduce children's play area by \$250 for a total of \$1,250); and
- the event should focus on agriculture and agricultural companies.

Discussion took place on the proposed date for the 2019 Farm Fest and as a result, the following **referral motion** was introduced:

It was moved and seconded

*That the date of the 2019 Farm Fest be referred to staff to report back directly to Council.*

**CARRIED**

It was moved and seconded

*That Option 2 (Additional Farming Activations) for the 2019 Farm Fest at Garden City Lands, as outlined in the staff report titled "2019 Farm Fest at Garden City Lands Update," dated January 7, 2019, from the Director, Parks Services, be approved.*

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

It was moved and seconded

*That the budget for Option 2 (Additional Farming Activations) for the 2019 Farm Fest at Garden City Lands be revised by reducing:*

- (1) *farming activations and farm equipment logistics by \$1,000 for a total of \$9,000;*
- (2) *advertising by \$500 for a total of \$2,000;*
- (3) *signage by \$250 for a total of \$1,950; and*

**General Purposes Committee**  
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(4) *children's play area by \$250 for a total of \$1,250.*

**DEFEATED**

Opposed: Mayor Brodie  
Cllrs. Au  
Loo  
McPhail  
McNulty  
Steves

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

## FINANCE AND CORPORATE SERVICES DIVISION

4. **COUNCIL AND COMMITTEE AGENDA DISTRIBUTION OPTIONS**  
(File Ref. No. 01-01005-00) (REDMS No. 6056561 v. 3)

In reply to queries from Committee, Claudia Jesson, Manager, Legislative Services, and Joe Erceg, General Manager, Planning and Development, advised that (i) as the majority of Council and Public Hearing materials are previously distributed as part of the Committee agendas, staff do not propose a change in the distribution of Council and Public Hearing agendas, and (ii) the current schedule of meetings allows development applications and related rezoning applications to flow through the various meetings (i.e., Council, Public Hearing, Development Permit Panel etc.) in a systematic manner.

Discussion took place on the various options presented and the following Committee comments were noted:

- if the second Planning Committee in each month were to be removed, the Public Works and Transportation Committee meeting could take its spot on Tuesday thereby eliminating any pressures created as a result of statutory holidays;
- Planning Committee agendas are substantial even with bi-monthly meetings; if the frequency of Planning Committee meetings were to be decreased to monthly, the likelihood of lengthy Planning Committee meetings is high, which would not be optimal;
- there should be no change to the current agenda distribution schedule as materials are provided with sufficient time for review and this responsibility is inherent with the undertaking of political office;

**General Purposes Committee**  
**Monday, March 4, 2019**

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- Metro Vancouver distributes agendas to its various directors a week in advance of meetings, which allows for sufficient time to follow-up with staff on any questions; however, early agenda distribution results in multiple agenda revisions, which makes for complicated meetings; it is often challenging to determine which agenda or report is the updated version causing much confusion among directors;
- agenda material distribution on a Thursday would be beneficial as it would allow an additional day to review packages and to ask questions of staff on a business day as opposed to on weekends;
- Friday agenda distribution does not allow sufficient time to review materials well or provide much opportunity for Council members to visit proposed development sites;
- it would be valuable to examine twinning the Public Works and Transportation Committee meeting with another Committee meeting in an effort to address potential pressures resulting from statutory holidays; and
- Option 4 – Friday Distribution (10 days before) offers the most transparency to members of the public and allows for members of the public to truly be engaged in the City Council process.

It was moved and seconded

*That the staff report titled “Council and Committee Agenda Distribution Options” dated February 25, 2019, from the Director, City Clerk’s Office be received for information.*

**CARRIED**

It was moved and seconded

*That Option 4 – Friday Distribution (10 days before) be selected for Council, Public Hearing and Committee agenda distribution.*

**DEFEATED**

Opposed: Mayor Brodie  
Cllrs. Au  
Loo  
McNulty  
McPhail

It was moved and seconded

*That Option 2 – Thursday Distribution (4 days before) be selected for Council and Public Hearing agenda distribution.*

**CARRIED**

Opposed: Mayor Brodie  
Cllrs. McNulty  
McPhail

7.

**General Purposes Committee**  
**Monday, March 4, 2019**

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It was moved and seconded

*That Option 2 – Thursday Distribution (4 days before) be selected for Committee agenda distribution.*

**CARRIED**

The Chair of the Public Works and Transportation Committee was requested to consider options for the Public Works and Transportation Committee meeting schedule.

5. **SNOW REMOVAL**

(File Ref. No.)

Discussion took place on snow removal as it relates to the availability of accessible parking stalls.

Staff was directed to take the following actions to ensure accessible parking stalls are available for use: (i) update snow clearing communication materials to include a reminder to not cause accessible parking to be blocked, (ii) advise bylaw staff to work with property owners to urgently remedy zoning violation caused by blocking accessible parking, either by snow or other means, and (iii) communicate to the Richmond Centre for Disability, the Rick Hansen Foundation, the Richmond Seniors Advisory Committee, and other groups who advocate and advise on accessibility issues how to communicate issues of blocked accessible parking to the Bylaws Department by email, phone and web.

**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (5:38 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, March 4, 2019.

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Mayor Malcolm D. Brodie  
Chair

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Hanieh Berg  
Legislative Services Coordinator



## Finance Committee

Date: Monday, March 4, 2019

Place: Anderson Room  
Richmond City Hall

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

Call to Order: The Chair called the meeting to order at 5:39 p.m.

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the Special Finance Committee held on February 11, 2019, be adopted as circulated.*

**CARRIED**

### DELEGATION

1. CJ James, Partner KPMG Chartered Accountants, presented the Audit Planning Report for the year ended December 31, 2018 and spoke to (i) materiality, which has been determined as \$8.3 million, (ii) professional auditing standards regarding Council's oversight of management processes for identifying and responding to risks of fraud, and (iii) responsibilities of management and those charged with governance for financial statements.



**Finance Committee**  
**Monday, March 4, 2019**

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Ms. James then commented on KPMG’s independence, noting that as an independent body, KPMG has extensive quality control and conflict checking processes in place.

It was moved and seconded

*That the Audit Planning Report for the year ended December 31, 2018 from KPMG LLP dated December 3, 2018, be received for information.*

**CARRIED**

**FINANCE AND CORPORATE SERVICES DIVISION**

2. **2018 INVESTMENT REPORT**

(File Ref. No. 03-0900-01) (REDMS No. 6089751 v. 2)

It was moved and seconded

*That the staff report titled “2018 Investment Report” dated February 6, 2019 from the Director, Finance be received for information.*

**CARRIED**

3. **INVESTMENT POLICY 3703 AMENDMENT**

(File Ref. No. 03-0900-01) (REDMS No. 6006535 v. 4; 6101472)

It was moved and seconded

*That Council Policy 3703 (Investment Policy) be amended as proposed in the staff report titled “Investment Policy 3703 Amendment” dated February 6, 2019 from the Director, Finance.*

**CARRIED**

4. **CREDIT CARD PAYMENT SERVICE FEE BYLAW NO. 9536, AMENDMENT BYLAW NO. 9963**

(File Ref. No. 12-8060-20-009963; 03-0900-01) (REDMS No. 6022858 v. 4; 6119619)

In reply to queries from Committee, Venus Ngan, Manager Treasury and Financial Services, spoke to various methods of payment accepted by the City, noting that cash transactions remain a normal and legal means of conducting business. She commented on the City’s practice where large sums of cash are transacted (> \$10,000), noting that the City collects additional information from payees and voluntarily reports the details of the transaction to the Financial Transactions Reports Analysis Centre.

Discussion took place on large cash transactions and it was noted that if a cap were to be placed on single large sum cash transactions, it does not preclude individuals from making multiple small sum payments.

2.

**Finance Committee**  
**Monday, March 4, 2019**

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It was moved and seconded

- (1) *That the staff report titled "Credit Card Payment Service Fee Bylaw No. 9536, Amendment Bylaw No. 9963" dated February 11, 2019 from the Director, Finance, be endorsed; and*
- (2) *That Credit Card Payment Service Fee Bylaw No. 9536, Amendment Bylaw No. 9963 be introduced and given first, second and third readings.*

**CARRIED**

As a result of the discussion regarding single large sum cash transactions, the following **referral motion** was introduced:

It was moved and seconded

*That staff examine the maximum cash amount that can be used for payments to the City.*

The question on the referral motion was not called as staff was asked to examine requirements of the Financial Transactions Reports Analysis Centre, and other restrictions as part of the referral.

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

5. **REVENUE ANTICIPATION BORROWING (2019) BYLAW NO. 9997**  
(File Ref. No. 12-8060-20-009997; 03-0900-01) (REDMS No. 6095250; 6095252)

It was moved and seconded

*That Revenue Anticipation Borrowing (2019) Bylaw No. 9997 be introduced and given first, second and third readings.*

**CARRIED**

## ADJOURNMENT

It was moved and seconded

*That the meeting adjourn (5:57 p.m.).*

**CARRIED**

**Finance Committee**  
**Monday, March 4, 2019**

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

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Mayor Malcolm D. Brodie  
Chair

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Hanieh Berg  
Legislative Services Coordinator



## Planning Committee

Date: Tuesday, March 5, 2019

Place: Anderson Room  
Richmond City Hall

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

Also Present: Councillor Chak Au  
Councillor Michael Wolfe

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

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the Planning Committee held on February 20, 2019, be adopted as circulated.*

**CARRIED**

### NEXT COMMITTEE MEETING DATE

March 19, 2019, (tentative date) at 4:00 p.m. in the Anderson Room

**COMMUNITY SERVICES DIVISION**

**1. 2017-2022 CHILD CARE NEEDS ASSESSMENT AND STRATEGY - 2018 UPDATE**

(File Ref. No. 07-3070-01) (REDMS No. 6087697 v. 8)

Staff, highlighted the City's child care achievements and reviewed the Child Care Needs Assessment and Strategy, noting that (i) the City is examining options to incorporate outdoor-related programming into child care programs, (ii) the City works with the development community, the Richmond School District No. 38 and community stakeholders on opportunities to develop child care spaces, and (iii) the staff report will be shared with the Minister of State and Child Care, key community stakeholders and will be posted on the City's website.

Discussion ensued with regard to (i) professional development and training support of childcare staff, (ii) child care programming offered in other municipalities, (iii) access to affordable space for child care providers, and (iv) opportunities to avail of Provincial grants allocated to child care development.

As a result of the discussion, staff were directed to forward the staff report to the Council/School Board Liaison Committee.

It was moved and seconded

- (1) *That the staff report titled "2017-2022 Child Care Needs Assessment and Strategy - 2018 Update" dated February 12, 2019 from the Manager, Community Social Development, be received for information; and*
- (2) *That the 2017-2022 Child Care Needs Assessment and Strategy - 2018 Update be distributed to key stakeholders and posted on the City website.*

**CARRIED**

**PLANNING AND DEVELOPMENT DIVISION**

**2. APPLICATION BY RAJWANT KHAIRA FOR A ZONING TEXT AMENDMENT TO THE “AGRICULTURE (AG1)” ZONE TO PERMIT A CHILD CARE FACILITY AT 7291 NO. 5 ROAD**

(File Ref. No. ZT 18-822841) (REDMS No. 6094879)

Steven De Sousa, Planner 1, reviewed the application, noting that staff are recommending the denial of the application since the proposed non-farm use does not comply with the land use designation or applicable policies contained in the Official Community Plan and Area Plan for the subject site and that no active agricultural use is planned for the site.

Discussion ensued with regard to (i) site access and vehicle circulation on-site, (ii) the existing structures on-site, (iii) similar applications previously submitted to the City, and (iv) locating alternative non-agricultural sites that are suitable for the proposed child care facility.

Ramon Gonzalez, Rajwant Khaira, and Debbie Marrette, representing the applicant, spoke on the application noting that (i) the applicant has consulted with Richmond School District No. 38, local churches and the local MLA on options to secure an alternative location for the Montessori, (ii) securing space in a residential house may not be feasible due to the limitations on the number of allowable child care spaces, (iii) the applicant is proposing to incorporate farming education as part of the Montessori curriculum, (iv) construction of the accessory building on-site is on-going, (v) the available parking spaces on-site exceed Vancouver Coastal Health’s requirements, (vi) vehicles are able to turn around and drive out from the site, and (vii) drop off and pick up times can be staggered to reduce potential traffic congestion in the area.

In reply to queries from Committee, staff noted that (i) the property owners were issued building permits for the accessory building in 2017, (ii) child care facilities must adhere to specific building requirements, and (iii) child care operators can apply to expand the number of child care spaces in a residential house as long as the building meets specific building code requirements.

It was moved and seconded

*That the application for a Zoning Text Amendment to the “Agriculture (AG1)” Zone to allow “child care” as a site-specific secondary use, in order to permit a child care facility within a detached residential accessory building at 7291 No. 5 Road, be denied.*

**CARRIED**

Opposed: Cllr. Loo

**Planning Committee**  
**Tuesday, March 5, 2019**

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Discussion ensued with regard to child care space available within the Richmond School District No. 38, and as a result of the discussion, the following **referral motion** was introduced:

It was moved and seconded

(1) *That Child Care space in the Richmond School District No. 38, be discussed at an upcoming Council/School Board Liaison Committee meeting; and*

(2) *That City staff connect with District staff on available space in District facilities available for public use;*

*and report back.*

**CARRIED**

Opposed: Cllr. Loo

3. **APPLICATION BY FOUGERE ARCHITECTURE INC. FOR REZONING AT 9391, 9393, AND 9411 NO. 2 ROAD FROM “SINGLE DETACHED (RS1/E)” AND “TWO-UNIT DWELLINGS (RD1)” TO “MEDIUM DENSITY TOWNHOUSES (RTM2)**

(File Ref. No. RZ 17-785742; 12-8060-20-0010001) (REDMS No. 6122328)

Jeanette Elmore, Planner 2, reviewed the application, highlighting that the applicant has committed to preserving 11 trees. Staff added that perimeter drainage on-site will be provided and that the proposed development will provide a cash-in-lieu contribution to the City’s Affordable Housing Strategy Fund.

It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10001, for the rezoning of 9391, 9393, and 9411 No. 2 Road from “Residential Single Family (RS1/E)” and “Two-Unit Dwellings (RD1)” to “Medium Density Townhouses (RTM2)”, be introduced and given first reading.*

**CARRIED**

4. **SINGLE FAMILY BUILDING MASSING REGULATIONS (COUNCIL REFERRAL)**

(File Ref. No. 08-4430-01, 12-8060-20-009524/9737) (REDMS No. 6136414 v. 2)

James Cooper, Director, Building Approvals, reviewed the Single Family Building Massing Regulations and discussion ensued with regard to concerns raised by the Richmond Home Builders Group on the regulations related to the continuous wall and sideyard projections.

**Planning Committee**  
**Tuesday, March 5, 2019**

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It was moved and seconded

*That the staff report titled “Single Family Building Massing Regulations (Council Referral)” dated February 21, 2019 from the Director of Building Approvals, be received for information.*

**CARRIED**

5. **MANAGER’S REPORT**

*(i) Application on 13751 and 13851 Steveston Highway, 10651 No. 6 Road*

Wayne Craig, Director, Development, noted that the subject site along Steveston Highway and No. 6 Road, that was the subject of a rezoning application that received third reading (RZ 13-630280), has been acquired by the Port of Vancouver and that the Port intends to initiate site preparation. He added that staff will be seeking clarification from the Port if the proposed development will meet the zoning criteria that were established from the previous rezoning application (RZ 13-630280).

*(ii) Rental Housing Policy Update*

In reply to queries from Committee, Barry Konkin, Manager, Policy Planning, advised that the proposed public engagement process on the proposed Rental Housing Policy Update has not yet been endorsed by Council and that the Richmond Chamber of Commerce will be consulted as part of the engagement process.

**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (5:00 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, March 5, 2019.

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Councillor Linda McPhail  
Chair

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Evangel Biason  
Legislative Services Coordinator





## Council/Board Liaison Committee Public Minutes

Wednesday, January 9, 2019  
9:00 a.m.

### School District Administration Offices 1st Floor Boardroom

Present: Trustee Chair, Ken Hamaguchi  
Trustee, Sandra Nixon  
Trustee, Debbie Tablotney  
Trustee, Heather Larson  
Councillor Kelly Greene  
Councillor Alexa Loo

Also Present: S. Robinson, Deputy Superintendent of Schools, SD 38  
R. Uyeno, Secretary Treasurer, SD 38  
F. Geyer Executive Director, Planning & Development, SD 38  
S. Lusk, General Manager, Community Services, CoR  
K. Somerville, Manager, Community Social Development, CoR  
D. Chan, Manager, Transportation Planning, CoR  
E. Ayers, Director, Recreation and Sport Services, CoR\*  
P. Brar, Manager, Parks Program\*  
W. Plante, Executive Assistant, SD 38  
V. Shashikumar, Executive Assistant, SD 38

\* present for a portion of the meeting

*The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmi̓nəm̓ (hun-ki-meen-um) language group on whose traditional and unceded territories we teach, learn and live.*

The Chair called the meeting to order at 9:08 am and introductions of attendees occurred.

**1. ADOPTION OF AGENDA**

It was moved and seconded

***That the Council/Board Liaison Committee agenda for the meeting of Wednesday, January 9, 2019 be adopted as circulated.***

**2. MINUTES**

It was moved and seconded

***That the minutes of the meeting of the Council/Board Liaison Committee held on Wednesday, October 3, 2018 be approved as amended. The Manager, Transportation Planning, CoR will advise the City clerk's office of revisions to be made on pages 4 and 5.***

### **3. STANDING ITEMS**

#### **3.1 Traffic Safety Advisory Committee**

The Manager, Transportation Planning distributed minutes from the last meeting of October 4, 2018 and briefed attendees regarding concerns about parents making illegal maneuvers at Cambie and No. 5 Road. There was discussion about seeking RCMP re-enforcement to avoid traffic violations in this area. The Deputy Superintendent will follow up with the school administration regarding these concerns.

In response to the traffic concerns around Mitchell Elementary, the Executive Director, Planning and Development, SD 38, mentioned that the upcoming seismic upgrade/partial replacement project at Mitchell (which is awaiting final funding approval from the Ministry, expected shortly) will see the oldest part of the school demolished along with the driveway off of Cambie Road, with the existing driveway off No. 5 road becoming the only access in and out of the reconfigured site. The new main entrance to the school building will be at the north side, with a new drop-off/pick-up loop incorporated into the design.

### **4. BUSINESS ARISING & NEW BUSINESS**

#### **4.1 Draft Recreation & Sport Strategy 2018-2023**

The Director, Recreation and Sports Services made a presentation highlighting the importance of Recreation Sports Strategy for Mental Health, and Richmond community's ranking in comparison to other communities in sports and recreation. Various options to improve student participation in physical activities were discussed such as creating awareness about the wellness programs, improving engagement with parents, improving infrastructure to promote active life by inclusion in the LRFP plans, and having physical activity mentors in schools to promote physical literacy.

In response to a question about student participation in physical activity at school, the Deputy-Superintendent indicated that the Physical and Health Education course is mandatory for students and is part of their daily physical activity up to and including grade ten. It was also observed that the survey question for parents regarding physical activity did not clearly refer to 'vigorous activity'. It was agreed that physical education needs to be affordable and available and the Council/Board members would continue to work together for this purpose.

#### **4.2 Snow Angel Program**

The Manager, Parks Program discussed about the Snow Angel Program and how volunteers signup to help the community to clear their drive way in case of snow. Students as young as 16 can be a part of the program as volunteers. It was agreed that the Council/Board and the district team would work closely to promote such volunteer programs.

### **5. NEXT MEETING**

The next meeting is scheduled for Wednesday, March 6th, at 9:30 am.

**6. ADJOURNMENT**

It was moved and seconded

***That the meeting adjourned at 10:06 am.***

**CARRIED**



# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services Committee      **Date:** January 25, 2019

**From:** Jane Fernyhough, Director, Arts, Culture and Heritage Services      **File:** 01-0100-30-RPAR1-01/2019-Vol 01

**Re:** **Richmond Public Art Program 2018 Annual Highlights and Public Art Advisory Committee 2019 Work Plan**

### Staff Recommendation

That the Richmond Public Art Advisory Committee 2019 Work Plan, as presented in the report titled "Richmond Public Art Program 2018 Highlights and Public Art Advisory Committee 2019 Work Plan," dated January 25, 2019, from the Director, Arts, Culture and Heritage Services, be approved.

Jane Fernyhough  
 Director, Arts, Culture and Heritage Services  
 (604-276-4288)

Att. 1

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

## Staff Report

### Origin

On July 27, 2010, Council approved the updated Richmond Public Art Program Policy 8703 and Terms of Reference for the Richmond Public Art Advisory Committee (RPAAC). The RPAAC provides advice and acts as a resource to City Council and staff on the City's Public Art Program.

This report presents the 2018 highlights of the Richmond Public Art Program to Council for information and the proposed RPAAC 2019 Work Plan for approval.

### Analysis

#### Richmond Public Art Program

The Public Art Program plays a key role in shaping, animating and enriching the public realm, instilling civic pride and contributing to community identity. Artwork placed in the public realm has the power to engage the public, celebrate culture, broaden the diversity of arts experiences and opportunities, serve as an educational resource to expand public awareness and understanding of the arts, stimulate conversations, strengthen and support the arts community and inspire creativity.

Since Council's adoption of the Public Art Program Policy in 1997, the Public Art Program's collection has grown to a total of 244 works of public art with 174 works currently on display around Richmond. Documentation of public art that is performance-based or otherwise ephemeral in nature currently is archived on the Public Art Program website.

Public art adds value to public and private development, enriches the public realm for residents and visitors to Richmond and advances Richmond's standing as a model for high quality urban development. The City provides leadership in integrating public art with major civic facilities as well as small-scale public infrastructure. The private sector has demonstrated that an investment in public art enhances their reputations as progressive city builders, while creating a liveable and desirable place to live and work. The Community Public Art Program engages members of the community in art making, discussions and public events. The Public Art Education Program provides learning opportunities for both the general public and emerging, professional artists.

#### 2018 Richmond Public Art Program Highlights

The following represents the key activities and achievements of the City's Public Art Program through the civic, community, private development and educational programs in 2018:

- The Richmond Public Art Program received three awards:
  - The British Columbia Recreation and Parks Association (BCRPA) Program of Excellence for the "Pollinator Pasture" Project;
  - 2018 Creative City Summit, A Year in Review Recipient for Richmond's Canada 150 Public Art Program; and

- Public Works Association of British Columbia – Project of the Year Award for the No. 2 Road Pump Station, where public art was integrated in the structure of the pump station.
- Works by four emerging Richmond artists who worked with two established artist mentors were featured at the No. 3 Road Art Columns located at Aberdeen and Lansdowne Canada Line Stations.
- The Capstan Village Public Art Plan was officially endorsed by Council on March 12, 2018. Guided by the theme “A Waterfront Arts District: Geography, History and Culture”, the Plan reflects Capstan Village’s physical, historical and cultural place in Richmond and its connection to adjacent City Centre Villages and neighbouring communities. Artworks in a variety of scales, on complementary themes, will help to achieve a connected community.
- The final project to be commissioned through the Richmond Canada 150 Public Art Program was completed in August, 2018. *Meander* by Becki Chan and Milos Begovic consists of 21 modular benches temporarily installed throughout City plazas and parks and at festivals and events during the summer months.
- Four public artworks were installed at civic facilities:
  - *Richmond Firefighter* by Nathan Scott at Fire Hall No. 1;
  - *No. 2 Road Pump Station* by Germaine Koh;
  - *Stepping Stones* by Nadine Flagel and Deirdre Pinnock at the City Centre Community Centre; and
  - *Take Root* by Laara Cerman at the City Centre Community Centre.
- Three new designs of sanitary and storm access covers by three local artists were commissioned to commemorate Richmond Canada 150.
- Through the Utility Kiosk Art Wraps Program, in partnership with Environmental Programs, 30 recycling kiosks were wrapped in designs by local artists in Garry Point Park.
- Richmond Arts Centre’s Art Truck was wrapped with a design by a local artist.
- Four community engagement projects were completed as part of the Artists Engaging in the Community Program. Since its inception in 2015, the program has engaged over 10,000 community members and has offered participants and audiences a number of hands-on art making activities and opportunities for individual creative expression and participation in the arts.
  - *FANFARE* by Faith Moosang at Minoru Arenas;
  - *Great Blue Heron* by Donald Gunn and Bryn Finer at Hamilton McLean Park;
  - *Tide Water Tales* by ARTCi at Britannia Shipyards National Historic Site; and
  - *Minoru Stories* by Catrina Megumi Longmuir at Minoru Place Activity Centre.

- Three new works were installed through the Private Development Public Art Program:
  - *Alder Canopy* by Joel Berman at 12733 Steveston Highway and 10780 No. 5 Road;
  - *The Shape of Things* by Kelly Lycan at 5580 No. 3 Road; and
  - *We Three* by Dan Bergeron at 3411 and 3391 Sexsmith Road.
- Five Public Art Bus Tours were organized and fully subscribed:
  - National Indigenous Peoples' Day Public Art Tour;
  - Two Indigenous Public Art Tours during Culture Days;
  - Doors Open Public Art Tour; and
  - Richmond Public Art Advisory Committee Public Art Tour.
- The 5th Annual Pianos on the Street Program was installed at five locations around Richmond: Britannia Shipyards National Historic Site, Terra Nova Rural Park, Richmond Cultural Centre, Cambie Community Centre and Richmond Nature Park.
- A series of photo-based installations at five Canada Line stations (Bridgeport, Aberdeen, Lansdowne, Brighouse and Waterfront) were installed as part of the Capture Photography Festival in partnership with the Richmond Art Gallery.
- Two public art professional development workshops for artists were presented during the Art at Work Symposium held at the Richmond Cultural Centre in partnership with the Richmond Art Gallery and CARFAC BC (Canadian Artists Representation/Le Front des artistes canadiens).
- Two neighbourhood public art brochures were updated to include recently installed works.
- Public Art worked in collaboration with the following community organizations in 2018 in realizing a number of community public art projects and activities:
  - Britannia Heritage Shipyards Society
  - CARFAC BC
  - City Centre Community Association
  - East Richmond Community Association
  - Hamilton Community Association
  - Hamilton Elementary School
  - InTransit BC
  - Kajaks Track and Field
  - Minoru Seniors Society
  - Musqueam Indian Band
  - Pacey's Pianos
  - Pathways Clubhouse
  - Richmond Arenas Association
  - Richmond Art Gallery Association

- Richmond Sports Council
- Richmond Rapids
- Richmond Nature Park Society
- Richmond Society for Community Living
- Richmond Youth Media Lab
- Synchronized Swim Club
- SUCCESS Richmond
- Steveston Community Society
- Terra Nova Community Garden Association
- Tikva Housing Society
- Turning Point Society
- Vancouver Art Gallery

### 2018 Richmond Public Art Advisory Committee Highlights

In 2018, the Richmond Public Art Advisory Committee (RPAAC) provided informed advice to staff and Council on a range of projects. Highlights of the 2018 Work Plan included:

- monthly meetings: ten monthly meetings with high attendance;
- participation in educational opportunities and public events, such as the annual RPAAC Public Art Bus Tour in July;
- reviews and recommendations on ten Private Development public art project plans and monthly updates on Advisory Design Panel reviews;
- input to staff on six civic Artist Calls;
- reviews and recommendations on Public Art Calls and Public Art Plans via staff reports to Council; and
- advice on Public Art Policy.

### 2019 Richmond Public Art Advisory Committee Work Plan

The Richmond Public Art Advisory Committee's 2019 Work Plan (Attachment 1) outlines the proposed work tasks for the volunteer committee in 2019. The Work Plan has been reviewed by the Richmond Public Art Advisory Committee.

As a Council appointed Advisory Committee, RPAAC advises on all aspects of public art policy, planning, education and promotion, including the allocation of funds from the City's designated Public Art Reserve. Highlights of the 2019 Work Plan are noted below:

- Raise awareness and understanding of the importance of public art in the City through advocacy, promotion and participation in educational opportunities and public events;
- Advise on strategies, policies and programs to achieve excellence in art in the public realm including researching best practices and advising on opportunities for artists;



- Propose and support City programs, initiatives and events that advance public art in the City including Lulu Series: Art in the City speaker series, Doors Open Richmond and Culture Days;
- Review and submit recommendations to Council on public art project plans developed by City staff and private development public art consultants; and
- Provide input to staff in the development of an annual Public Art Program report to Council, including an RPAAC annual work plan.

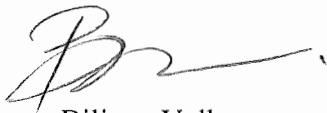
New initiatives include advising staff on the development of a mobile-friendly public art online tour platform and improving communications with strata councils for maintenance of artworks on private property.

**Financial Impact**

None.

**Conclusion**

Public art animates the built and natural environment with meaning, contributing to a vibrant city in which to live and visit. The 2018 highlights of the Richmond Public Art Program and proposed Public Art Advisory Committee 2019 Work Plan demonstrate a high level of professionalism, volunteerism and commitment to quality public art in Richmond.



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

Att. 1: Richmond Public Art Advisory Committee 2019 Work Plan

## Richmond Public Art Advisory Committee 2019 Work Plan

### 2019 Annual Operating Budget

RPAAC has an annual operating budget of \$5,000 consistent with most City Advisory Committees to cover costs incurred by meetings, forums, educational and promotional materials associated with the implementation of the 2019 Work Plan. The funding is included in the City's annual operating budget.

### 2019 RPAAC Work Plan

The RPAAC 2019 Work Plan is based on the Terms of Reference for the Committee and is proposed as follows:

<i>Strategy/Initiative</i>	<i>RPAAC Actions/Steps</i>	<i>Expected Outcome of RPAAC Actions</i>	<i>Indicator of RPAAC Success</i>	<i>Stakeholders</i>
<b><i>1. Raise awareness and understanding of the importance of public art in the City</i></b>				
a. Involve the public in the selection process for public art	<i>Encourage community members to participate on public art selection panels through an open call for volunteers</i>	<i>Richmond residents are involved in civic and community cultural life</i>	<i>Community support of the public art selection process</i>	<i>Community Centre Associations, Richmond Arts Coalition (RAC), Richmond Artist Guild (RAG), Richmond Art Gallery Association (RAGA) and others</i>
b. Engage communities with individualized neighbourhood art plans	<i>Develop Public Art Plans for Steveston Waterfront Neighbourhood</i>	<i>Greater awareness of public art in Richmond communities</i>	<i>Public Art contributes to neighbourhood recognition and identity</i>	<i>Neighbourhood organizations, private developers, artists</i>
c. Advocacy and promotion (art walks and tours, brochures, postcards, posters and social media)	<i>Identify and support new opportunities for advocacy and promotion</i>	<i>Promotion of community connection and awareness of public art</i>	<i>Public participation at unveilings, public lectures and bus tours</i>	<i>Parks, Community Centre Associations, Walk Richmond, Tourism Richmond</i>

<i>Strategy/Initiative</i>	<i>RPAAC Actions/Steps</i>	<i>Expected Outcome of RPAAC Actions</i>	<i>Indicator of RPAAC Success</i>	<i>Stakeholders</i>
d. Education and training for RPAAC members (workshops, bus tours, local conferences and symposiums)	<i>Identify and register for training opportunities and City events (Lulu Speaker Series, Art at Work)</i>	<i>Develop and expand knowledge of best practices</i>	<i>Greater confidence in best practice advice to staff and Council</i>	<i>Creative City Network of Canada, Alliance for the Arts</i>
e. Education for the public (Lulu Speaker Series)	<i>Recommend guest speakers</i>	<i>Develop community connection and awareness of public art</i>	<i>Increased attendance and appreciation of the arts</i>	<i>Arts Centre, RAC, Community Centre Associations</i>
f. Guest speakers	<i>Identify key guest speakers for RPAAC meetings for 2019</i>	<i>RPAAC members better informed on public art issues and equipped to share this information with Council, as and when directed</i>	<i>Guest speaker series for 2019 devised and implemented</i>	<i>Kwantlen Polytechnic University, Emily Carr University of Art + Design, other universities, artists, consultants, conservators</i>
g. Public art online tour platform	<i>Advise staff on development of a mobile-friendly public art online tour platform to supplement the Public Art section on the City website</i>	<i>Public better informed with information in a map-based format about the public art and artist</i>	<i>Increased public awareness of public art throughout the community</i>	<i>Residents, tourists, Community Centre Associations, Tourism Richmond</i>
<b><i>2. Advise on strategies, policies and programs to achieve excellence in art in the public realm</i></b>				
a. Research best practices and policy review	<i>Identify and prioritize potential research on policy and administration</i>	<i>Policy and administrative procedures are reviewed</i>	<i>Policy and administrative procedures are updated</i>	<i>City Council</i>

<i>Strategy/Initiative</i>	<i>RPAAC Actions/Steps</i>	<i>Expected Outcome of RPAAC Actions</i>	<i>Indicator of RPAAC Success</i>	<i>Stakeholders</i>
b. Community Public Art Program	<i>Assist and advise on implementation of the Community Public Art Program</i>	<i>The Community Public Art Program is updated</i>	<i>Public art projects initiated under a revised Community Public Art Program</i>	<i>Community Centre Associations and community organizations</i>
c. Opportunities for artists working in 2D visual art	<i>Assist and advise on implementation of a program for 2D visual art to connect arts and businesses</i>	<i>Actions identified and advice given to assist City of Richmond staff and community partners to implement a 2D Art Program</i>	<i>Practical actions identified and implemented and advice given as and when requested</i>	<i>RAC, RAG, RAGA</i>
d. Conservation and maintenance of the Public Art Registry	<i>Review maintenance priorities annually</i>	<i>Set priorities for conservation and maintenance</i>	<i>Public Art collection is well maintained</i>	<i>Public Works</i>
e. Conservation and maintenance of public art on private property	<i>Review maintenance protocols with Strata Councils</i>	<i>Set priorities for conservation and maintenance of public art on private property</i>	<i>Strata Councils informed of their responsibilities and understand maintenance procedures</i>	<i>Strata Councils, Artists, Conservators</i>
<b>3. Propose and support City programs, initiatives and events that advance public art in the City</b>				
a. Lulu Speaker Series	<i>Advise on speakers and musicians</i>	<i>Identified speakers to advance Council Goals</i>	<i>Increased attendance and appreciation of the arts</i>	<i>Arts Centre, Community Centre Associations, RAC</i>
b. Doors Open and Culture Days	<i>Assist and advise on venues and artworks for consideration</i>	<i>Public Art Program has a high profile at Doors Open</i>	<i>Increased participation and appreciation of the arts</i>	<i>Arts Centre, Heritage sites, Community Centre Associations</i>

<i>Strategy/Initiative</i>	<i>RPAAC Actions/Steps</i>	<i>Expected Outcome of RPAAC Actions</i>	<i>Indicator of RPAAC Success</i>	<i>Stakeholders</i>
<b>4. Review and submit recommendations on private development public art plans</b>				
a. Private Development Public Art Plans	<i>Review private development public art plans</i>	<i>Provide advice and recommendations to staff</i>	<i>Public Art collection is growing, making Richmond a more vibrant, and connected City</i>	<i>Artists, Community partners, private developers</i>
<b>5. Provide input to staff in the development of an annual Public Art Program report to Council, including an RPAAC annual work plan</b>				
a. 2019 Public Art Program report to Council and 2020 RPAAC Annual Work Plan	<i>Advise and assist as required</i>	<i>Accomplishments during the past year are presented to Council and the public</i>	<i>Public Art has contributed to making Richmond a more vibrant, active and connected City</i>	<i>Council, community partners, private developers</i>



# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services  
Committee

**Date:** February 8, 2019

**From:** Biliانا Velkova  
Public Art Planner

**File:** 11-7000-09-00/Vol 01

**Re: Options for Use of Private Developer Public Art Contribution Funds**

### Staff Recommendation

That the proposed option to maintain status quo funding of Community Public Art Programs with Private Developer Public Art Contributions in the report titled "Options for Use of Private Developer Public Art Contribution Funds" dated January 21, 2019 from the Director, Arts, Culture and Heritage Services, be endorsed.

Jane Fernyhough  
Director, Arts, Culture and Heritage Services  
(604-276-4288)

Att. 1

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

## Staff Report

### Origin

At the April 24, 2018 Parks, Recreation and Cultural Services Committee Meeting the following referral motion was approved:

*That staff provide options for the Public Art Program Policy regarding developer contributions for public art such as directing funds towards alternative options.*

This report brings forward information on the use of the contributions from private developers to Public Art and provides options to address questions raised by Council. Staff recommends keeping the status quo with funding to Community Public Art Programs in the existing Policy.

### Analysis

The intent of the Public Art Program is to animate the built and natural environment with meaning, contributing to a vibrant city in which to live, work and visit. By placing artwork in our everyday environment, the Public Art Program sparks community participation in the building of our public spaces, offers public access to ideas generated by contemporary art; celebrates community history, identity, achievements and aspirations; encourages citizens to take pride in community cultural expression and creates a forum to address relevant themes and issues of interest and concern to Richmond's citizens.

At the April 24, 2018 Parks, Recreation and Cultural Services Committee Meeting, questions were raised regarding whether developer contributions for public art could be redirected to other arts programs or to build facilities, including arts facilities.

This report provides some context to the Public Art Program's activities and some options for the direction of developer contributions.

### Public Art Program Policy Goals and Objectives

On July 27, 2010, Council endorsed the Public Art Program Policy 8703 (The Policy) (Attachment 1). This Public Art Program Policy outlines the City's goals and process for selection and implementation of public art in the City and includes commitments to community diversity and sustainability.

The Policy, updated from the original version of 1997, was developed through a review of Richmond's Public Art Program and of best practices of public art implementation in other communities. Through workshops with the Richmond Public Art Advisory Committee (RPAAC), community consultation, and feedback from the Urban Development Institute (UDI), the following Policy Objectives were established:

- a) Increase opportunities for the community and artists to participate in the design of the public realm;
- b) Develop original site-specific works of art in order to contribute to cultural vibrancy;

- c) Select art through an arm's length process incorporating professional advice and community input that ensures the quality of art and its relevance to the community and site;
- d) Ensure that a public and transparent process is maintained to develop and accept public art;
- e) Enter into partnerships with private and public organizations to further public art in the City; and
- f) Ensure that public art, and the environs of that art, are maintained in a manner that will allow for continued public access to, and enjoyment of, these artworks in appropriate settings.

Within the Policy, the Richmond Private Development Public Art Program encourages the private sector to support the integration of public artworks into public space through collaboration with artists, design professionals and community members in the selection of that art. In the Development Permit Guidelines in the Richmond Official Community Plan, the Public Art Policy is identified as a development standard to be applied across the entire community to achieve a high standard of urban design for the public realm.

#### Richmond Private Development Public Art Contributions

Public art contributions are voluntary. Development incentives are not offered in exchange for the contributions. When a private developer agrees to contribute to the Public Art Program, the developer has the following options:

- going through a process of commissioning public art of a value equal to the public art contribution (to date, 60 permanent artworks have been installed through this process);
- providing a cash contribution in lieu of artwork to the City's Public Art Reserve for city-wide programs; or
- a split of the contribution between the provision of artwork and a deposit to the Reserve.

For public art contributions that are less than \$40,000, a cash contribution is made to the City's Public Art Reserve for city-wide Public Art Programs. In implementing the Public Art Program, Council approved through bylaw, the establishment of the Public Art Statutory Reserve Fund, for the purpose of holding funds for expenditures related to public art capital projects and public art public programs. Recommended expenditures from the reserve fund are presented for Council approval as part of the City's annual Capital Budget.

The recommended voluntary contribution rate for Richmond private development is set at 0.5 per cent of construction cost. The City issues guidelines for calculating the public art contribution based on an amount per square foot rate with annual Consumer Price Index adjustments beginning in 2010. There are different rates based on building types (residential, commercial and industrial). The guideline rate for 2019 for residential uses is \$0.87 per square foot, \$0.46 per square foot for commercial and \$0.25 per square foot for industrial. The contributions from private developers are secured at the time of Rezoning or Development Permit approvals.



Certain types of developments are exempt from participating in the program, including:

- purpose-built non-market rental housing;
- secured market rental;
- subsidized social housing;
- community amenity spaces;
- community care facilities;
- congregate housing;
- child care;
- health services; and
- educational uses.

These exempt facilities are eligible to apply for public art project funding through the Community Public Art Program, which is funded through the Public Art Reserve, made up of developer contributions through the Private Developer Public Art Program.

#### Private Developer Public Art Contribution Current Program Use

The Public Art Statutory Reserve Fund is currently directed to a range of city-wide community public art programs, as per Item 7.3.1 of the Policy (Attachment 1). When the Policy was updated in 2010, as part of the stakeholder consultation process, UDI expressed concerns about developer contributions being used for anything other than physical art pieces. Nevertheless, in keeping with current best practices and trends in the field of public art, the City established a Community Public Art Program (which includes temporary public art works, videos, etc.) as an integral part of the program and the Policy.

Therefore, the Reserve Fund is used to support the creation not only of physical artwork on civic property; it pays for a wide range of public art programs and activities understood as vital to community engagement through art-based activities, education and partnerships with diverse groups. The following programs are currently made possible with the private developer public art contributions:

- Engaging Artists in the Community Program. Recent examples include: *Minoru Stories* at the Minoru Seniors Centre, *Stepping Stones* at the City Centre Community Centre and *Musqueam Workshops* at the Richmond Public Library;
- Functional public art projects on public land including shelters and benches. (e.g., Tait Park Pavilion);
- The recently endorsed Richmond Mural Program;
- Sanitary and storm Sewer Access Cover Program and Utility Box Vinyl Wraps;
- Collaborations with community partners such as the Richmond Public Library, Richmond Art Gallery, Capture Photography Festival and others;
- Children's Arts Festival workshops with professional artists;
- Public art exhibition opportunities for local 2D artists including No. 3 Road Art Columns;

- Public Art Bus Tours such as the Indigenous Public Art Tours;
- Five permanent artworks have been approved for installation in parks and other public spaces including the recently approved *Wind Flowers* on Gilbert Road and *Pergola Garden* in West Cambie Park; and
- Professional Development Programs and Workshops for local artists.

Any redistribution of funds from the Public Art Reserve Fund would negatively impact the provision of these community public art activities and programs.

#### Redirecting Private Developer Public Art Reserve Funds

As per the Policy, contributions to the Public Art Reserve Fund must be used for Public Art Program activities. The City is legislatively bound to comply with the reserve fund use limitations and has made that commitment to developers and is therefore precluded from using the funds for any other purpose, including the building or maintenance of facilities, including arts facilities or other arts programs or services.

#### Developer Contributions to City Facilities within the City Centre

The Local Government Act permits the use of density bonuses to encourage developers to make voluntary contributions towards community amenities. The City Centre Area Plan (CCAP) Village Centre Bonus (VCB) includes provisions for a non-residential density bonus in strategic locations through the City Centre in exchange for 5 per cent of the density bonus floor area being used for the construction of City owned space within a development. The decision to pursue physical space within a development taking advantage of the VCB provisions is at Council's discretion.

To date, the City has secured a number of City facilities within private developments in the City Centre including community centres, numerous childcare facilities and office/commercial space. In situations where the City does not wish to seek physical space within a development taking advantage of the VCB, a cash-in-lieu contribution based on the potential City facility size is secured and deposited into the City Centre Facility Development Fund ([sub-fund of the Leisure Facility Reserve][ Bylaw 7591]). The funds deposited into the City Centre Facility Development Fund and any interest earned on it, must be used only for the purpose for which this reserve was established, in accordance with the BC Community Charter.

#### Options

##### **1. Status Quo with funding to Community Public Art Programs (Recommended)**

Maintain the current Policy, created through consultation with various stakeholders, to balance the complementary interests of private developers and the City in providing community benefit through the provision of public realm enhancement and community-engaged programs.

## **2. Replace Public Art Program Policy**

The existing Policy was developed through feedback from stakeholders including UDI and the Richmond Public Art Program depends on the voluntary participation of developers; that is, development incentives are not offered in exchange for the contributions. Any changes to the current policy should involve consultation with the impacted stakeholder groups, particularly UDI. Based on previous feedback, any significant change to the policy to redirect the funds can be anticipated to trigger a negative reaction from the development community and significantly impact the rate of participation.

Council can replace the current Policy and/or create an additional new policy that directs developer contributions to a different range of usages such as arts facilities.

Note: All Public Art contributions negotiated or made in advance of any new Policy would remain subject to current Public Art Program spending guidelines until the existing Reserve is depleted. Only legal agreements entered into after a new Policy is enacted would permit a different distribution of funds.

### **Financial Impact**

No financial impact.

### **Conclusion**

The Richmond Public Art Program is recognized across Canada as a leader in working with the development community to place meaningful art in the public realm, help to enhance community participation in the arts, nurture local artistic talent and achieve a high standard of urban design. Voluntary Developer Contributions to the Public Art Reserve are essential funding sources for the public art program, the provision of public art works and the community programs that serve to make Richmond an appealing and livable city.



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

Att. 1: Policy 8703–Public Art Program



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**Policy 8703:**

It is Council policy that:

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## RICHMOND PUBLIC ART PROGRAM

### 1. APPLICATION AND INTENT

- 1.1 **Public art** is defined as artwork in the public realm, which is accessible physically or visually to the public and possesses aesthetic qualities. Public Realm includes the places and spaces, such as building facades, parks, public open spaces and streets, which provide physical or visual access to the general public.
- 1.2 **Public Art Program:** Public art animates the built and natural environment with meaning, contributing to a vibrant city in which to live and visit. By placing artwork in our everyday environment, the Public Art Program sparks community participation in the building of our public spaces, offers public access to ideas generated by contemporary art, celebrates community history, identity, achievements and aspirations, encourages citizens to take pride in community cultural expression and creates a forum to address relevant themes and issues of interest and concern to Richmond's citizens.

### 2. PROGRAM GOALS

- 2.1 The Public Art Program strives to:
- a) **Spark community participation** in the building of our public spaces, encouraging citizens to take pride in public cultural expression;
  - b) **Provide leadership in public art planning** through civic, private developer, community and other public interest initiatives to develop the City's cultural uniqueness, profile and support of the arts;
  - c) **Complement and/or develop the character of Richmond's diverse neighbourhoods** to create distinctive public spaces, which enhance the sense of community, place and civic pride;
  - d) **Increase public awareness**, understanding, and enjoyment of the arts in everyday life, and provide equitable and accessible opportunities for Richmond's diverse community to experience public art;
  - e) **Encourage public dialogue** about art and issues of interest and concern to Richmond residents; and
  - f) **Encourage public art projects that work towards achieving a more sustainable community**, environmentally, economically, socially and culturally.

### 3. PROGRAM OBJECTIVES

- 3.1 The objectives of the Public Art Program are:
- a) **Increase opportunities for the community and artists** to participate in the design of the public realm;
  - b) **Develop original site-specific works of art** in order to contribute to cultural vibrancy;
  - c) **Select art through an arms'-length process** incorporating professional advice and community input that ensures the quality of art and its relevance to the community and site;



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- d) **Ensure that a public and transparent** process is maintained to develop and accept public art;
  - e) **Enter into partnerships** with private and public organizations to further public art in the City; and,
  - f) **Ensure that public art, and the environs of that art, are maintained** in a manner that will allow for continued public access to, and enjoyment of, these artworks in appropriate settings.
- 3.2 The Public Art Program will maintain a continuous, consistent and affordable funding mechanism to support the City's commitment to public art.

**4. ADMINISTRATIVE PROCEDURES**

- 4.1 Council approval is required for all public art plans and projects on City controlled property.
- 4.2 The City will develop administrative procedures relating to the management of projects, including: selection processes, developer contributions, donation and de-accession guidelines, site considerations, documentation and maintenance (the "Public Art Program Administrative Procedures Manual").
- 4.3 The City will maintain a Public Art Program Reserve to hold public art allocations from both public and private sources for capital expenses.
- 4.4 The City will maintain a Public Art Program Operating Provision to hold public art allocations from private sources for operating expenses relating to the administration of the Public Art Program.

**5. CIVIC PUBLIC ART PROGRAM**

**5.1 General**

- 5.1.1 The City's policy is to provide leadership in public art by incorporating public art, at the planning stages, into the development or renovation of civic infrastructure, buildings, parks and bridges, and to encourage collaboration between the Public Art Advisory Committee, City staff, artists, engineers, design professionals and the community to enrich such projects.
- 5.1.2 The priority for civic public art projects will be to fully integrate the artwork into the planning, design and construction of civic works and to select and commission an artist to work as a member of the project consultant design team, in order to maximize opportunities for artistic expression and minimize material and construction costs.

**5.2 Project Identification**

- 5.2.1 The City will identify and prioritise specific areas within the City and types of capital projects appropriate for the inclusion of public art. Applicable projects include:
  - a) New building construction;
  - b) Major additions or renovations to existing buildings;
  - c) Park development projects;
  - d) Environmental programs; and
  - e) New engineering structures.



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**5.2.2** Projects appropriate for consideration should:

- a) Have a high degree of prominence, public use and/or public realm impact;
- b) Achieve or enhance project objectives or other City objectives (e.g. beautification, liveability, multiculturalism, sustainability, cultural or environmental interpretations);
- c) Promote opportunities for meaningful community participation; and/or
- d) Complement existing public artworks or public amenities in the local area, and/or fulfil a need identified in that community.

**5.2.3** The City will undertake artist-initiated public art projects from time to time. Artists will be invited to submit proposals for concepts and locations of their own choosing, and may be asked to respond to a specific topic of community interest or importance.

**5.3 Funding**

**5.3.1** Each year, the City will commit an amount of funds equivalent to a minimum of 1% of each Capital Project Budget, to the planning, design, fabrication and installation of public art, provided that:

- a) Capital projects for equipment and land acquisition are exempt;
- b) Infrastructure utilities projects - water supply and sewerage - which are funded solely from restricted sources, are exempt; and
- c) For eligible projects, allocations are based on the construction costs of capital projects, and exclude soft costs (i.e., administration, professional and legal fees, furnishings, and permit fees).

**5.4 Donations and/or Gifts of Artwork(s)**

**5.4.1** Private donations or gifts of artworks may be accepted into the City's public art collection, provided that:

- a) The artworks are assessed on their artistic, environmental, cultural, historical and social merits before being accepted into the City's public art inventory;
- b) A suitable site can be identified; and
- c) Funds are made available for the ongoing maintenance and conservation of the artwork.

**5.5 Purchase Pre-Existing Artwork**

**5.5.1** The City may add to its public art inventory by purchasing pre-existing works of art from time to time.

**5.6 De-accession**

**5.6.1** De-accession is defined as any actions or set of procedures that result in the cessation by the City of its ownership and possession of works of art installed in public places, through sale, exchange, gift or any other means.

**5.6.2** Provided that the de-accession of the artwork is not contrary to the terms on which it was received by the City, the City may de-accession artworks from the City's inventory when necessary:

- a) Through a considered public review and assessment process;
- b) If the de-accession of the artwork is evaluated on a case by case basis; and



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- c) If the de-accession of the artwork is endorsed by Council.

**6. PRIVATE DEVELOPMENT PUBLIC ART PROGRAM**

**6.1 General**

The City's policy is to encourage the private sector to support the integration of public artworks in the community during the rezoning and development permit processes, and the collaboration of artists, design professionals and the community in the design of that art.

**6.2 Project Identification**

- 6.2.1** Applicable projects include new building construction, major additions or renovations to existing buildings, as follows:

- a) For residential uses containing 10 or more units; and
- b) For non-residential uses with a total floor area of 2,000 m<sup>2</sup> (21,530 ft<sup>2</sup>) or greater.

- 6.2.2** The following uses or occupancies of all or part of a development or building are exempt from contributing to the Public Art Program:

- a) Community Amenity Space, Community Care Facility, Congregate Housing, Child Care, Health Services, Education and related uses as defined under the Richmond Zoning Bylaw, as amended from time to time;
- b) Purpose-built non-market rental and subsidized social housing projects and/or units secured through the City's Affordable Housing Strategy; and

- 6.2.3** Public art should be sited in locations that meet the following criteria:

- a) Visibility and accessibility (as appropriate to the art work) for pedestrians and/or motorists;
- b) Proximity to high pedestrian activity areas, e.g. active retail areas, transit stops (especially those serving high ridership routes), places of public gathering, public open spaces and recognized pedestrian routes;
- c) Opportunities to expand on existing or future public artworks as part of an existing or proposed multi-artwork public art plan; and/or
- d) Places of special heritage or community significance.

**6.3 Funding**

- 6.3.1** The public art contribution rate for private sector public art projects is an amount equivalent to a minimum value of 0.5% of the estimated total project construction cost:

- a) Contributions are based on construction costs and exclude soft costs (i.e., administration, professional and legal fees, furnishings, development cost charges, and permit fees);
- b) For the purpose of calculating public art contributions for private development, only floor areas that make up the calculation of density as set out under the Richmond Zoning Bylaw, as amended from time to time, are included;
- c) Floor areas for uses set-out under 6.2.2, above, are excluded; and
- d) This contribution funds the planning, design, fabrication and installation of public art.





- 6.3.2 The City will issue guidelines for calculating the public art contribution based on building types and annual Consumer Price Index adjustments.
- 6.3.3 The public art contribution rate will be reviewed periodically by Council.
- 6.3.4 For public art project contributions that are less than \$40,000, a cash contribution is to be made to the City's Public Art Reserve, for city-wide public art programs.
- 6.3.5 For public art contributions over \$40,000, the developer may choose one of the following three options:
  - a) A monetary contribution to the City's Public Art Program Reserve; or
  - b) The developer may provide public artwork of a value equal to the public art contribution for the project, provided the artwork complies with this Public Art Program Policy and the Public Art Program Administrative Procedures Manual; or
  - c) The developer may negotiate a split of its contribution between both i) a monetary contribution to the Public Art Program Reserve; and ii) provision of artwork, provided the combined value of the monetary contribution and the artwork is equal to or greater than the project's public art contribution.
- 6.3.6 Where the developer chooses to provide artwork, either on their development site or on a City controlled property:
  - a) A minimum of 85% of the public art contribution will be allocated to the creation of the artwork;
  - b) Where the City manages the public art selection process, 15% of the developer's public art contribution will be dedicated to the City's Public Art Program Operating Provision to support and sustain the management, administration and promotion of the Public Art Program;
  - c) Where the developer engages an independent Public Art Consultant to manage the public art selection process, 5% of the developer's public art contribution will be dedicated to the City's Public Art Program operating budget and Operating Provision to support and sustain the management, administration and promotion of the Public Art Program and a maximum of 10% of the public art budget may be directed towards the consultant fees;
  - d) Where located on City controlled land, the artwork will become the property of the City;
  - e) Where located on private land, the artwork must remain accessible at no cost to the public and be maintained in good repair for the life of the development, and not be removed or relocated except with the prior written consent of the City; and
  - f) In the event the artwork is damaged beyond repair, or becomes ineffective for reasons other than the owner's failure to maintain it, or in the event the work becomes an unreasonable burden to maintain, application to allow its removal or relocation may be made to the City.
- 6.3.8 The following are ineligible expense items for the private sector public art contributions:
  - a) Maintenance costs for artwork(s);
  - b) Artwork not provided in accordance with the City's Public Art Program; and
  - c) Costs not directly related to selecting, designing, fabricating or installing the artwork(s).



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**7. COMMUNITY PUBLIC ART PROGRAM**

**7.1 General**

7.1.1 The Richmond Community Public Art Program supports art projects between community groups and artists of all disciplines. Artists and communities working collaboratively can explore issues, ideas and concerns, voice community identity, express historical and cultural spirit and create dialogue through art.

7.1.2 The end product need not be a permanent work of art but should leave a legacy for the general public. The project could include:

- a) A public event such as an exhibition, performance, play, concert, reading or dance; or
- b) Documentary artworks such as books and videos; or
- c) Electronic media.

**7.2 Project Identification**

7.2.1 Projects proposed must be publicly accessible and located or performed on public property such as City-owned or controlled parks, boulevards, and buildings. Sites owned or controlled by the Federal or Provincial governments will also be considered.

7.2.2 Projects should demonstrate the support of the local community and document significant community involvement of a sizable number of people.

7.2.3 Projects should demonstrate the capacity to be undertaken and completed within an approved time frame.

**7.3 Funding**

7.3.1 Community public art projects will be funded in part or in whole from the Public Art Program Reserve.

7.3.2 Community partners should investigate or provide matching funds where possible, or contribute an equivalent amount through time/participation, labour, materials or contributions in-kind.

7.3.3 The final artwork, if any, will become the property of the City, unless the City agrees otherwise

**8. PUBLIC ART ADVISORY COMMITTEE**

**8.1 Mandate**

8.1.2 The "Richmond Public Art Advisory Committee" is a Council-appointed volunteer advisory committee that provides input on public art policy, planning, education and promotion.

**8.2 Role**

8.2.1 The Committee provides informed comment to City Council through staff on the implementation of the Public Art Program through civic, private development and community public art initiatives.

8.2.2 The Committee acts as a resource on public art to City Council, staff, residents and developers of land and projects within the City of Richmond.

8.2.3 The Committee's terms of reference are outlined in the *Richmond Public Art Advisory Committee Terms of Reference*.



# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services Committee      **Date:** February 6, 2019

**From:** Jane Fernyhough, Director, Arts, Culture and Heritage Services      **File:** 11-7400-20-RICH1/2018-Vol 01

**Re:** Richmond Neighbourhood Celebration Grant Program Allocation

### Staff Recommendation

That the Richmond Neighbourhood Celebration Grants be awarded for the recommended amounts for a total of \$55,103 as outlined in the staff report titled, "Richmond Neighbourhood Celebration Grant Program Allocation," from the Director, Arts, Culture and Heritage Services, dated February 6, 2019.

Jane Fernyhough  
 Director, Arts, Culture and Heritage Services  
 (604-276-4288)

Att. 3

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

## Staff Report

### Origin

At the City Council meeting of March 12, 2018, Council endorsed the creation of a Richmond Neighbourhood Celebration Grant Program in recognition of Richmond's 140th anniversary. This report provides information and recommendations for the grant dispersal pertaining to the allocation of this program.

### Analysis

At the City Council meeting on March 12, 2018, Council approved the Neighbourhood Celebration Grant Program along with a \$75,000 budget. The program budget allocates \$50,000 for grant funding, \$10,000 for event support (i.e., providing events with a toolkit of event supplies) and \$15,000 for auxiliary staff resources to coordinate and administer the overall program (e.g., adjudication, report writing, liaising with grant recipients from April through to September, etc.).

At the Major Events Advisory Group (MEAG) meeting of February 13, 2018, MEAG endorsed the objective for the Richmond Neighbourhood Celebration Grant Program:

*Neighbourhoods are the cornerstone of Richmond's communities. The Richmond Neighbourhood Celebration Grant Program is designed to facilitate grassroots events such as a picnic, BBQ, block party, or even a family-friendly movie night in the park, to create a sense of neighbourhood pride and identity. The grant is designed to connect residents with their local streets, parks and green spaces.*

The Richmond Neighbourhood Celebration Grant was established to help small, Richmond based non-profit organizations and neighbourhood groups plan and execute activities and events to create lasting memories.

### Notice Given and Applications Received

The Neighbourhood Celebration Grant Program was announced to the public on November 21, 2018 via the City website, various social media channels online and in community facilities throughout Richmond. The Program Coordinator was in direct communication with over a hundred Richmond based groups, associations and schools promoting the grant program and held numerous meetings with interested applicants.

### The Response

In total, 54 applications were received by the January 15, 2019 deadline. Applicants included parent advisory committees, student councils, neighbourhood and strata groups, and numerous societies. A summary of all submissions can be found in Attachment 1.

### Adjudication Process

Of the 54 applicants, 44 are recommended for funding and 10 were deemed ineligible for funding as they failed to meet the program criteria and guidelines (e.g., project was proposed indoors, project fell outside of eligible time period [April to September], applicants did not show capacity to put on the project, applicants lived at the same address).

An adjudication panel made up of three City staff reviewed the 44 eligible applications and evaluated each project based on the following five key areas: goals, engagement, capacity, budget and sustainability. A score was then assigned to each project.

The 44 eligible projects requested a cumulative total of \$96,750 in grant funding; however, some projects requested funding for expenses that were ineligible (e.g., facility rental, office administration, fundraising, etc.). The ineligible expenses were deducted from the project's requested funding total which reduced the total eligible funding requests to \$71,520.

With a goal to award a level of funding to all eligible projects, the adjudication team multiplied the project score (expressed as a percentage) by the project's eligible funding request to determine the recommended funding amount (see Attachment 1). This resulted in a total of \$55,103 in recommended funding by the adjudicators.

Although the budget for grant funding was set at \$50,000, Staff will adjust the program's administration and event resources budget (\$25,000) to accommodate the \$5,103 overrun. Specifically, Staff will use existing event supplies (e.g., tents, tables, etc.) and find efficiencies in Staff scheduling in order to reallocate more funding to the grant funding.

The adjudication team's recommendations were presented to MEAG for review on February 6, 2019, who agreed with the adjudicators' evaluation process and funding recommendations. MEAG recommended those who did not meet the program criteria receive a letter explaining their disqualification. Staff were advised to contact the approved applicants to determine their needs for working within the approved budget.

### Next Steps

The Program Coordinator will provide necessary resources and guidance to all successful applicants. Organizers will ensure their events are approved via the City's REACT process, if necessary. Events will also be encouraged to use the Richmond Sustainable Events Toolkit when planning their event.

### **Financial Impact**

The Richmond Neighbourhood Celebration Grant Program budget of \$75,000 is funded by the rate stabilization account, which was approved by Council on March 12, 2018.

### Conclusion

The Richmond Neighbourhood Celebration Grant Program will help celebrate and recognize Richmond's 140th anniversary. The program is a vital contribution that will help small, Richmond based, non-profit organizations, community associations and Richmond neighbourhood groups plan and execute activities and events to create lasting memories and make use of the green spaces in the city.



Bryan Tasaka  
Manager, Major Events and Film  
(604-276-4320)



Manisha Jassal  
Recreation Leader 1  
(604-204-8651)

- Att. 1: Applicant Summary  
2: Projects Recommended For Funding  
3: Richmond Neighbourhood Celebration Grant Program Brochure



## APPLICANT SUMMARY: NEIGHBOURHOOD CELEBRATION GRANT PROGRAM

All projects were evaluated by the adjudication team based on five key areas (goals, engagement, capacity, budget and sustainability) and were assigned a percentage ranking. Staff then determined which items in the applicant's detailed budget were eligible costs (C) and this total was multiplied by their score (A) to determine the recommended funding amount (D).

Some projects were deemed ineligible for funding due to not meeting the criteria and guideline (e.g., project was proposed indoors, project fell outside of eligible time period, applicants did not show capacity to put on the project, etc.)

Approved Applications							
Project Number	Project	Organization	Type	(A) Adjudicator Avg. Score	(B) Requested Funding	(C) Eligible Requested Funding	(A) x (C) = (D) Adjudicators Recommended Grant Funding
1	St. Joseph the Worker Neighbourhood BBQ	St. Joseph the Worker Parish Community	Community	73%	\$ 2,500	\$ 1,500	\$ 1,100
2	Block Watch Neighbourhood Gathering	Christina Kwan & Paul Koo	Neighbours	64%	\$ 2,230	\$ 1,700	\$ 1,088
3	Dorval Neighbourhood Block Party	Patrick Troung & Danny Kai Bong Ching	Neighbours	64%	\$ 2,500	\$ 1,500	\$ 960
4	Edgewater Park Community Labour Day Picnic	Carrie James & Yolanda Booth	Neighbours	84%	\$ 2,500	\$ 1,850	\$ 1,554
5	Eid Festival at the Park	Dalila Bekkaoui & Suha Subhi Abu-Dayya	Neighbours	75%	\$ 2,400	\$ 1,600	\$ 1,195
6	Kingsley Community "Eat, Play, Love"	Tara Pang & Xia (Lisa) Liu	Neighbours	87%	\$ 2,500	\$ 1,900	\$ 1,659
7	Le Jardin Volee Garden Party	Linda Love & Teresa Millar	Neighbours	52%	\$ 750	\$ 600	\$ 312
8	Mariner's Summer Celebration BBQ	Jamie Crawford & Kate Walker	Neighbours	85%	\$ 875	\$ 750	\$ 635
9	Neighbours Make A Community	Cathy Sichewski & Maureen Langen	Neighbours	46%	\$ 2,500	\$ 1,300	\$ 598
10	Orchid "Meet & Mingle"	Tiffany James & Harry Goentoro	Neighbours	73%	\$ 2,500	\$ 1,700	\$ 1,235
11	Richmond Community Day	Jonathon Chan & Arthur Kam	Neighbours	81%	\$ 2,500	\$ 2,100	\$ 1,694
12	The Bamfield Neighbourhood Regatta!	Pearly Tang & Emily Leung	Neighbours	72%	\$ 2,500	\$ 2,000	\$ 1,440
13	Westwater Family Fun Day	Lauren Kramer & Michelle Jensen	Neighbours	58%	\$ 1,750	\$ 1,200	\$ 696
14	Diefenbaker PAC Spring Fair	Diefenbaker Parent Advisory Committee	PAC	69%	\$ 2,000	\$ 1,350	\$ 927
15	Homma Heritage Days and Spring Fair	T. Homma Parent Advisory Committee	PAC	87%	\$ 2,500	\$ 2,000	\$ 1,733
16	Mitchell Garden Gala	Mitchell PAC	PAC	63%	\$ 1,420	\$ 970	\$ 614
17	Music in the Park	Ferris Elementary PAC	PAC	85%	\$ 1,000	\$ 1,000	\$ 847
18	Spul'u'kwuks BBQ party	Spul'u'kwuks Parent Advisory Council	PAC	65%	\$ 2,500	\$ 1,900	\$ 1,229
19	Tomsett Elementary School Year End Celebration	Tomsett PAC	PAC	73%	\$ 2,500	\$ 1,750	\$ 1,283
20	Whiteside Spring Fair	James Whiteside PAC	PAC	65%	\$ 2,500	\$ 1,600	\$ 1,045
21	William Bridge Spring Carnival	William Bridge Parent Advisory Committee	PAC	65%	\$ 2,500	\$ 1,000	\$ 653
22	H.J. Cambie Day	Rob Laing & Cambie School Student Council	School	67%	\$ 2,500	\$ 1,000	\$ 673
23	Bibingka Breakfast - A Fusion Pancake Breakfast Celebration	Helping House Society	Society	84%	\$ 2,500	\$ 1,500	\$ 1,260
24	Broadmoor Mid-Autumn Celebration	Broadmoor Neighbourhood Association	Society	86%	\$ 1,400	\$ 1,300	\$ 1,118
25	Broadmoor Neighbourhood Community Party	Ting Ni & Yidong Jiang	Society	74%	\$ 1,700	\$ 1,450	\$ 1,073
26	Community Cobb Oven Harvest Celebration	The Sharing Farm	Society	90%	\$ 2,325	\$ 2,200	\$ 1,980
27	Culture Stew & Salmon BBQ - A Community Perspective	Richmond Food Security	Society	79%	\$ 2,500	\$ 2,000	\$ 1,587
28	Dorchester Block Party	Nancy Jung & Marlene Bothe	Society	68%	\$ 2,500	\$ 1,500	\$ 1,020

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29	Dragon Boat Festival @ Brighthouse Park	Chimo Services	Society	80%	\$ 2,500	\$ 1,500	\$ 1,200
30	Earth Day	Garden City Conservation Society	Society	61%	\$ 2,500	\$ 1,500	\$ 910
31	Garden Learning Day and Celebration	Richmond Allotment Garden Association	Society	66%	\$ 1,100	\$ 1,100	\$ 726
32	Hamilton Night Out	Hamilton Community Association	Society	91%	\$ 2,500	\$ 2,000	\$ 1,813
33	Home, Sweet Home - Meet, Share and Appreciate	Western Canada Landlords Association	Society	79%	\$ 1,150	\$ 1,150	\$ 905
34	Multicultural Walk for Mental Health	Community Mental Wellness Association of Canada	Society	85%	\$ 2,000	\$ 1,800	\$ 1,536
35	Neighbours Connect	City Centre Community Association	Society	77%	\$ 2,500	\$ 2,500	\$ 1,917
36	Paulik Pollinator Party & Neighbourhood Cultural Stew	Richmond Food Security	Society	95%	\$ 2,500	\$ 2,500	\$ 2,367
37	Richmond Kigoos 60th Anniversary Celebration	Richmond Kigoos	Society	65%	\$ 2,500	\$ 1,500	\$ 970
38	Richmond Summer Festival at Terra Nova	Sophia Zhang & Lei Yang	Society	77%	\$ 2,500	\$ 1,500	\$ 1,150
39	South Arm Block Party	South Arm Community Association	Society	90%	\$ 2,500	\$ 2,500	\$ 2,250
40	Stevestons Community BBQ	Steveston Community Association	Society	93%	\$ 2,500	\$ 2,500	\$ 2,317
41	Summer Celebration - Play Performance	Richmond Advocacy and Support Committee	Society	83%	\$ 2,500	\$ 2,100	\$ 1,750
42	Summer Fun In the Park	Thompson Community Association	Society	97%	\$ 2,500	\$ 2,500	\$ 2,417
43	BCS3718 Wall Centre Richmond at the Marina	Tony Kimble & David Brind	Strata	60%	\$ 2,500	\$ 1,500	\$ 900
44	Ora Community BBQ	Christopher Hudson & Letian Li	Strata	67%	\$ 2,150	\$ 1,150	\$ 767
<b>Total Amount Requested:</b>					<b>\$ 96,750</b>	<b>\$ 71,520</b>	<b>\$ 55,103</b>



## Not Recommended For Funding

Project Number	Project	Organization	Type	Requested Funding	Ineligible Submission Due to:
45	Camelia Garden Residents Meet up	Hai Lin & Gary Hui	Neighbours	\$ 1,500	Indoor Event; budget includes facility rental
46	Community Volunteers Block Party	Melissa Zhang & Kate Liu	Neighbours	\$ 1,000	Indoor Event - Community Centre
47	Dry Grad 2019	R.C. Palmer Parent Advisory Committee	PAC	\$ 2,500	Indoor Event - School Gymnasium
48	Richmond Secondary School Mural Paintings and Sidewalk Art	Mohammed-Adam Faith & Omer Salman	PAC	\$ 1,500	Project takes place in February
49	Chinese Opera Project to celebrate Canada Day	Vancouver Yue Opera Association	Society	\$ 2,500	Indoor Event - Performance Hall @ Richmond Cultural Centre
50	First Anniversary of Arisun Yue Opera Society Performance	Arisun Yue Opera Society	Society	\$ 2,500	Indoor event with paid entry
51	Red Leaf Multicultural Art Group Picnic	Red Leaf Multicultural Art Group	Society	\$ 2,500	Did not demonstrate capacity to organize event
52	RPCMC Summer Carnival	Elaine Chiu & Eleanor Shaw	Society	\$ 2,500	Indoor event - Richmond Peace Mennonite Church
53	Strata Annual BBQ and Info Session	Fion Xe & Sonny Wong	Strata	\$ 2,000	Indoor Event - Strata Complex
54	Strata Annual BBQ and Info Session	Fion Xe & Vincent Wu	Strata	\$ 2,000	Indoor Event - Richmond Cultural Centre

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# **Projects Recommended For Funding**

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# Project #1 – St. Joseph the Worker Neighbourhood BBQ

**NAME OF ORGANIZATION:** St. Joseph the Worker Parish Community

**DESCRIPTION:**

The concept behind this event is simple in nature, but unique in intent. St. Joseph the Worker Parish Community would like to host a BBQ, providing neighbouring residents an opportunity to celebrate in our shared space. To develop connections and promote fellowships with our neighbours, while serving as a reminder that the park facilities and field are spaces where all are welcome, regardless of denomination.

**DATE(S)/TIME(S):** June 1, 2019

**LOCATION:** Open field next to the local school

**BUDGET:** \$5500      **TOTAL AMOUNT REQUESTED: \$2500**

**ADJUDICATORS RECOMMENDED FUNDING: \$1100**

**Other sources of Funding:** We will be looking for sponsorship to help with costs, as well as donations from our parish community

# Project #2 – Block Watch Neighbourhood Gathering

**NAME OF ORGANIZERS:** Christina Kwan & Paul Koo

**DESCRIPTION:**

Our neighbourhood joined the RCMP block watch program twenty-five years ago. The purpose of this project is to improve the neighbourhood relationship of Kilby Court residents (33 households) promoting a safety and secure environment. Get to know each other more, so they can help each other, looking after neighbourhood houses when going out of town, share valuable information in the community for the people's well-being. This is going to be an outdoor BBQ gathering.

**DATE(S)/TIME(S):** One of the last two weekends of August

**LOCATION:** Kilby Court cul-de-sac

**BUDGET:** \$2230      **TOTAL AMOUNT REQUESTED:** \$2230

**ADJUDICATORS RECOMMENDED FUNDING:** \$1088

**Other sources of Funding:** No

# Project #3 – Dorval Neighbourhood Block Party

**NAME OF ORGANIZERS:** Patrick Troung & Danny Kai Bong Ching

**DESCRIPTION:**

This neighbourhood group has been created initially as a neighbourhood watch group. Over time we have grown into an open community for anyone who wants to chat or have concerns about the neighbourhood. The celebration will be held on a long weekend this summer between April 1 and September 30, 2019. Our initial date will be July 1st between 12pm to 4pm. This will be an open block party to any and to everyone in the community. Group photos will be taken and shared on Facebook with special acknowledgment to the City of Richmond.

**DATE(S)/TIME(S):** Ideally July 1, 2019

**LOCATION:** 8800 Dorval Rd, Richmond (yard)

**BUDGET:** \$2500      **TOTAL AMOUNT REQUESTED: \$2500**

**ADJUDICATORS RECOMMENDED FUNDING: \$960**

**Other sources of Funding:** Personal funding from host for any unaccounted expenses. We will also be asking local merchants for contributions

# Project #4 – Edgewater Park Community Labour Day Picnic

**NAME OF ORGANIZERS:** Carrie James & Yolanda Booth

**DESCRIPTION:**

Every year, we have an outdoor community potluck on Labour Day. Over the years, the Edgewater Park community demographic has changed from its origins as primarily Air Canada staff housing to its current mix of young families, families of teens, and seniors. This event establishes connections and a sense of community between neighbours who might not otherwise have a reason to get to know each other. This promotes relationships and a feeling of belonging.

**DATE(S)/TIME(S):** September 2, 2019

**LOCATION:** Shared green space in front of units 23-34 of Edgewater Park

**BUDGET:** \$2505      **TOTAL AMOUNT REQUESTED: \$2500**

**ADJUDICATORS RECOMMENDED FUNDING: \$1554**

**Other sources of Funding:** In-kind donations of food (attendees), labour (set-up, clean-up), supplies (tables, table cloths, dishes, lawn games, etc.)

# Project #5 – Eid Festival at the Park

**NAME OF ORGANIZERS:** Dalila Bekkaoui & Suba Subhi Abu-Dayya

**DESCRIPTION:**

Eid is a celebration of the Muslim community and every year our team decides to celebrate it together with our neighbours and all community members at large. We chose King George Park to host our event yearly, open to the public for free because King George Park is one of the most known and large parks in Richmond and there is a huge diverse community to serve. We do provide amusement rides and games for kids of all age's onsite and free of charge to all. We will also have a henna artist and face painting on site. Free snacks and drinks will be distributed as well. Volunteers will get a free lunch. This year, the celebration at King George Park will be held on August 17th, 2019 from 3pm to 8pm. The event attracts between 250-300 people each year.

**DATE(S)/TIME(S):** Saturday, August 17, 2019

**LOCATION:** King George Park

**BUDGET:** \$3743      **TOTAL AMOUNT REQUESTED:** \$2400

**ADJUDICATORS RECOMMENDED FUNDING:** \$1195

**Other sources of Funding:** No other sources of funding so far

# Project #6 – Kingsley Community “Eat, Play, Love”

**NAME OF ORGANIZERS:** Tara Pang & Xia (Lisa) Liu

**DESCRIPTION:**

Kingsley Estates is a new townhouse complex comprised of 133 unites, including 12 BC Housing rental units and a daycare centre. Our goal is to bring all residents together to build a stronger sense of pride and connection within our community. The residents in the area are comprised of families of diverse backgrounds. By holding a recreational community event, residents will have the opportunity to build relationships and develop a sense of belonging. The Kingsley community would like to hold the "Eat, Play, Love" event in London-Steveston Park (directly adjacent to the townhouse property).

Holding the event in the park is a natural choice as it would be an effective means to connect our community to the beautiful green space and park on our doorstep. "Eat, Play, Love" would be a neighbourhood celebration that would include food, games and activities, children's entertainment, and arts and crafts. The objective is to carry out all aspects of the event displaying respect to our natural environment and community, sustainability initiatives, and City of Richmond Parks and Recreation amenities within our neighbourhood.

**DATE(S)/TIME(S):** Saturday, June 15, 2019

**LOCATION:** London-Steveston Park (green space directly behind the Kingsley Townhouse complex)

**BUDGET:** \$6000      **TOTAL AMOUNT REQUESTED: \$2500**

**ADJUDICATORS RECOMMENDED FUNDING: \$1659**

**Other sources of Funding:** Understanding the budget numbers are higher, we are in the process of seeking sponsorship funding to meet our goal.



# Project #7 – Le Jardin Volee Garden Party

**NAME OF ORGANIZERS:** Linda Love & Teresa Millar

**DESCRIPTION:**

A garden party is proposed to thank members of the community who have donated time, plants and material to Le Jardin Volee, to promote awareness of the garden as a community initiative; and, to encourage community members to contribute to the garden. Invitations would be sent to individuals who are known to have contributed, and posters could be hung near the garden the week prior to the event. Plants and materials have also occasionally been left in the garden anonymously. We would like to recognize those contributions, and encourage people to continue to contribute.

Party attendees will be invited to bring seeds, plants and garden ornaments. This will help to promote more community engagement and a greater sense of ownership of the space. The garden is located on the West Dyke, and is visited by local residents, school groups and people using the west dyke for walking, running or other activities. Anyone passing by the garden on the day of the event would be welcome to join the festivities. The event would be held at the garden on a sunny afternoon in May or June.

**DATE(S)/TIME(S):** Weekend in May or June

**LOCATION:** Williams Road pump station (west dyke, Williams Rd)

**BUDGET:** \$750      **TOTAL AMOUNT REQUESTED: \$750**

**ADJUDICATORS RECOMMENDED FUNDING: \$312**

**Other sources of Funding:** No

# Project #8 – Mariner’s Summer Celebration BBQ

**NAME OF ORGANIZERS:** Jamie Crawford & Kate Walker

**DESCRIPTION:**

We will host a neighbourhood BBQ to promote community living. We are looking to provide information on Eco-Friendly options. We would like to start with providing reusable plates and cutlery for our BBQ to reduce waste. We hope that this small step will bring awareness to our residents. There will be games and activities with focus on reduce and recycle – we are looking at possibly setting up a crafting section using only recycled items. We would also like to promote locally sourced foods where possible. The hope is that having all our neighbours come together, sharing food, fun and laughter, as well as becoming more aware of the city’s sustainability goals. The event will start early for the many young families and carry on into the evening to accommodate the rest. Our goal is to make our 220 unit neighbourhood feel like home from end to end, know and help our neighbours and be a better community for it.

**DATE(S)/TIME(S):** Saturday, August 10, 17 or 24

**LOCATION:** In front of our recreation center in the green space which is accessible for anyone to come and join us

**BUDGET:** \$875      **TOTAL AMOUNT REQUESTED:** **\$875**

**ADJUDICATORS RECOMMENDED FUNDING:** **\$635**

**Other sources of Funding:** Yes

# Project #9 – Neighbours Make a Community

**NAME OF ORGANIZERS:** Cathy Sichewski & Maureen Langen

**DESCRIPTION:**

We currently share a common entrance into our complex to our homes. That is all... I would like to host an evening of getting to know our neighbors from east to west (both complexes that share the road way). To really get to know your neighbors where they are from, what they like about Richmond.... how we can come together and 'be a community' rather than just people living side by side. To be able to share in some fun from young and old... games to encourage getting to know one another and sharing in a meal. Just pausing from the rush of every day (no devices allowed event). I treat so many patients that I have seen the ones that come from a supportive environment do better at home within their community. They have a great support and I feel with having this event ...I hope to begin to build this support and be able to give back....

**DATE(S)/TIME(S):** First day of summer or Fall Sept 1 (fall supper)

**LOCATION:** Within our complex

**BUDGET:** \$2500      **TOTAL AMOUNT REQUESTED: \$2500**

**ADJUDICATORS RECOMMENDED FUNDING: \$598**

**Other sources of Funding:** No

# Project #10 – The “Orchid Meet & Mingle”: Bringing Our Community Together

**NAME OF ORGANIZERS:** Tiffany James & Harry Goentoro

**DESCRIPTION:**

Our goal with the “Orchid Meet & Mingle” event is to help the RSCL Independent Living tenants embrace their new neighbourhood and feel like they are a part of it. We are hopeful that the event will help facilitate new relationships as well as help the entire tenants feel proud of their community. As this is a new building, all tenants are still getting familiar to their surroundings. We are hoping to get some of the neighbouring coffee shops, restaurants and stores to be present at the event as well, to build an inclusive community event.

**DATE(S)/TIME(S):** Between August 21 – August 31, 2019

**LOCATION:** Orchid Condo Green space

**BUDGET: \$2500**      **TOTAL AMOUNT REQUESTED: \$2500**

**ADJUDICATORS RECOMMENDED FUNDING: \$1235**

**Other sources of Funding:** \$500 donation

# Project #11 – Richmond Community Day

**NAME OF ORGANIZERS:** Jonathon Chan & Arthur Kam

**DESCRIPTION:**

Community days facilitated by residents are rare and since many live in isolation in the strata complexes in the city centre of Richmond, the goal of this block party is to encourage everyone to close the isolation gap. We hope this event will deepen neighbourly trust, respect and co-dependency so that everyone can depend on one another for the well-being and flourishing of their neighbourhoods. On that day, we will be providing a fun, family-friendly environment to encourage face-to-face contact and real conversations among our neighbours. We will also have local non-profit organizations reveal the various needs of the community and provide space and opportunity for our Musqueam neighbours to educate all of us on the importance of being good stewards of the land we live on. Some of our activities include a bouncy castle, life-size hungry hippo game, live music, a magic show, games, Musqueam presentations, free hotdogs, ice cream and popcorn.

**DATE(S)/TIME(S):** July 13, 2019

**LOCATION:** Richmond Oval's North Plaza

**BUDGET:** \$5900      **TOTAL AMOUNT REQUESTED: \$2500**

**ADJUDICATORS RECOMMENDED FUNDING: \$1694**

**Other sources of Funding:** Yes, we hope to have TD Bank, T&T Supermarket and the Richmond Oval support us again this year

# Project #12 – The Bamfield Neighbourhood Regatta!

**NAME OF ORGANIZERS:** Pearly Tang & Emily Leung

**DESCRIPTION:**

The chief themes of this gathering/ block party are inclusivity, culture and sustainability. We want to get to know each other, learn something new, and make a positive impact on the environment. Our neighborhood is filled with families. Most houses have 1.5-3 families with multi-generational relatives like grand-parents and siblings living together. There diversity of the people in our neighborhood is reflective of Canada with citizens from five of the seven continents and at least 9 different countries. Our neighbors are friendly once you get to know them but even after living here for 14 years we still don't know each other. For example, when I went around the neighborhood to tell them about this upcoming Block Party/Regatta sponsored by the Richmond Neighborhood Celebration Grant Program, many people couldn't tell me about their neighbors, and they didn't even know we had a Block Watch even though we have had one since 2005, and I just took over the Captainship recently.

Our neighborhood is good, but it could be so much more if we become familiar with each other through opportunities like this grant to get to know each other and share our cultures with each other. As I am now the Captain of our Block Watch program, I would like to use this gathering as a chance to inform our neighbors and allow everyone to foster connections that will extend beyond this event as well as provide a platform for to talk about issues that are affecting our neighborhood in a productive non-accusatory way. For example, there is a small problem with littering and people not picking up after their dogs in our area. During the event, next to the sign-up sheet I will provide some information about these things and solicit solutions from everyone. It is only by communication and connection that our neighborhood will succeed!

**DATE(S)/TIME(S):** August 11, 2019

**LOCATION:** Bamfield Street – will not obstruct traffic

**BUDGET:** \$3885      **TOTAL AMOUNT REQUESTED:** \$2500

**ADJUDICATORS RECOMMENDED FUNDING:** \$1440

**Other sources of Funding:** No, but as the Budget indicates that the cost for the 320 participants will be higher than this grant, we would most likely do a quick fundraiser the first week of August to make up a deficit.

# Project #13 – Westwater Family Fun Day

**NAME OF ORGANIZERS:** Lauren Kramer & Michelle Jensen

**DESCRIPTION:**

We will gather neighbours for an afternoon of volleyball, soccer, basketball, food, music & fun. We will offer neighbours an opportunity to plant veggies in small pots for their home gardens. We will beautify the laneway with flower baskets and vegetable troughs.

**DATE(S)/TIME(S):** June 9, 2019

**LOCATION:** Homma Park

**BUDGET:** \$1750      **TOTAL AMOUNT REQUESTED:** \$1750

**ADJUDICATORS RECOMMENDED FUNDING:** \$696

**Other sources of Funding:** No

# Project #14 – Diefenbaker PAC Spring Fair

**NAME OF ORGANIZATION:** Diefenbaker Parent Advisory Committee

**DESCRIPTION:**

We bring together our school and neighbourhood community with our yearly spring fair which features all local vendors offering local handmade goods, a kids game area featuring carnival style games, as well as face painting and an arts and crafts center, and a small concession offering a variety of food items, such a hotdogs, pop, coffee etc., raffles and a silent auction. Admission is free to everyone, and this a “not for profit” event for us, as we are not looking to make money but engage the community. Over the last four years, we have become a “must see” event in our area, and have even been featured in the Richmond News “What to do this weekend” section.

**DATE(S)/TIME(S):** April 13, 2019

**LOCATION:** Diefenbaker Elementary School

**BUDGET:** \$1800      **TOTAL AMOUNT REQUESTED:** \$2000

**ADJUDICATORS RECOMMENDED FUNDING:** \$927

**Other sources of Funding:** We use PAC funds; rely on donations from stores/businesses in the community



# Project #15 – Homma Heritage Days and Spring Fair

**NAME OF ORGANIZATION:** T. Homma Parent Advisory Committee

**DESCRIPTION:**

For over seven years, T. Homma Elementary School PAC has put on a Spring Fair open to all. This Spring Fair has become an annual go-to event for many families, local community leaders, community organizations and groups in the south Richmond/Steveston Village neighbourhood areas. What started off as a small Spring Fair put on by our PAC for the students and their families, has quickly and exponentially grown to an epic neighbourhood and community event which is open, inclusive and engages all members. We have had the privilege of partnering with groups such as The Richmond Rotary Club, (for volunteers) Britannia Shipyard, Georgia Cannery, Steveston Community Centre, Richmond RCMP and many Steveston Village businesses.

Typically, over 1000 people are in attendance, with some coming from all across the lower mainland. We love this aspect of our event, not only because it connects residents with their local streets, but we also get to share the beauty of our Steveston neighbourhood and nearby attractions such as Britannia Shipyards, the Village waterfront, and Garden Walkway along Railway Avenue. Our event is primarily for all to have fun, but also bring people together. As with all Homma PAC events we are committed to practising sustainability such as: reducing waste and always recycling; making good food choices; establishing a positive local impact; promoting public and clean transportation to name a few.

**DATE(S)/TIME(S):** Friday, May 24, 2019

**LOCATION:** Homma Elementary School Grounds

**BUDGET:** \$10,400     **TOTAL AMOUNT REQUESTED: \$2500**

**ADJUDICATORS RECOMMENDED FUNDING: \$1733**

**Other sources of Funding:** We rely on parent and community/business donations, as well as our limited Homma PAC funds

# Project #16 – Mitchell Garden Gala

**NAME OF ORGANIZATION:** Mitchell Parent Advisory Committee

**DESCRIPTION:**

This is our year end celebration on the yearlong study about nature and gardening. Mitchell students have been working in the garden, learning about lifecycles of plants, of the interdependence and fragility of insects, plants and people and their roles in farming and a sustainable food system. We welcome Mitchell families and our neighbourhood to join in this celebration. The event aims to bring our learning about the ecosystems and nature to our community, to increase knowledge and awareness of the importance and fragility of nature, and to promote nature-friendly ways to play and have fun.

**DATE(S)/TIME(S):** June 20, 2019

**LOCATION:** Mitchell Elementary School

**BUDGET:** \$1420      **TOTAL AMOUNT REQUESTED: \$1420**

**ADJUDICATORS RECOMMENDED FUNDING: \$614**

**Other sources of Funding:** We will have a concession stand and may sell plants

# Project #17 – Music in the Park

**NAME OF ORGANIZATION:** Ferris Elementary Parent Advisory Committee

**DESCRIPTION:**

Ferris Elementary School PAC will host an outdoor music concert, "Music in the Park" in the school playground and after the concert, we will serve refreshment. Ferris is one of the largest elementary schools in Richmond, with a very diverse school population of 471 students. This presents both an opportunity and challenges to foster connections among families and build a stronger sense of community. Music and food have no boundaries and transcend through different cultures and languages. Music and food also bring people together, so we hope this concert will generate more conversations and families feel more connected to the school and ultimately to the community. At Ferris, we are fortunate to have a strong music program. Our lunch hour band, which has over 70 students, will perform their wonderful music for the occasion.

**DATE(S)/TIME(S):** The first week of June. The tentative date is Wednesday, June 5, 2019, from 3:30-4:30pm

**LOCATION:** In the playground of W.D. Ferris Elementary School

**BUDGET: \$1000      TOTAL AMOUNT REQUESTED: \$1000**

**ADJUDICATORS RECOMMENDED FUNDING: \$847**

**Other sources of Funding:** No, but we will ask for in-kind donation from local Richmond businesses.

# Project #18– Spul’u’kwuks BBQ Party

**NAME OF ORGANIZATION:** Spul’u’kwuks Parent Advisory Committee

**DESCRIPTION:**

We are planning to have a BBQ party and invite all teachers, students and parents to this cheerful event on July 2019. Our school has 426 students and 55 staffs. The school calendar is balance year, which means we have one month break every three months. July will be the last month before summer break and the weather is good for outdoor BBQ in school's play yard. Parent volunteers will cook the food of BBQ and support this event running smoothly. If we are able to enroll with the Richmond Neighbourhood Celebration Grant Program, having a summer BBQ party will be a fabulous memory for children and adults.

**DATE(S)/TIME(S):** We are going to have the BBQ party on July 2019. The specific date will be discussed with school's administrators.

**LOCATION:** We will host the BBQ party in our school's play yard.

**BUDGET:** \$2500      **TOTAL AMOUNT REQUESTED:** \$2500

**ADJUDICATORS RECOMMENDED FUNDING:** \$1229

**Other sources of Funding:** No

# Project #19 – Tomsett Elementary School Year End Celebration

**NAME OF ORGANIZATION:** Tomsett Parent Advisory Committee

**DESCRIPTION:**

A year end celebration to thank teachers, students and parents for their hard work and devotion to Tomsett Elementary for the 2018/2019 school year. We know during the school year, it is hard to get a large group together to socialize and relax. The Tomsett PAC is committed to providing a warm and inviting environment to those who are new to the community and/or country. We will feed and entertain each guest and treat them like family.

**DATE(S)/TIME(S):** June 15, 2019

**LOCATION:** Tomsett Elementary School

**BUDGET:**     **TOTAL AMOUNT REQUESTED: \$2500**

**ADJUDICATORS RECOMMENDED FUNDING: \$1283**

**Other sources of Funding:** No

# Project #20 – Whiteside Spring Fair

**NAME OF ORGANIZERS:** James Whiteside Parent Advisory Council

**DESCRIPTION:**

Whiteside Elementary is well known for our *Over the Top* bi-annual spring fair that unites our diverse school and neighbourhood community in games, food and music! Because we are located within South Arm Park, our event's "reach" is extensive, including not just our school community but also our neighbours who back onto and use the park, Building on our recent successful *Whiteside Celebrates Canada's 150th Birthday!* Fair 2 years ago and involving many of the same organizers, we plan to offer carnival games we have become known for!

We will also continue the dunk tank, cake walk, craft area and exciting food offerings, all accompanied by music from our local high school band. In addition, this year we are having each class make craft items to sell instead of doing a large Silent Auction. In 2018, one of our students was struck by brain cancer, and our entire school made crafts to sell at Karalyn's fair on March 10, 2018, raising over ***\$4,400 in one day*** to help her family! What we saw that day was that our students have an incredible passion to contribute and share their skills, so this year we wish to highlight that work! Our garden will also be on display for visitors to enjoy, as a way to highlight our school's focus on integrating food production skills and appreciation.

Lastly, we want to add a physical literacy component to our fair by creating an outdoor obstacle course and agility circuit. This is another way we can incorporate engagement with green spaces since we are so fortunate to have access to South Arm Park. Overall, we are so excited to attract our neighbours and students as well as soon-to-be students and build the connection between our neighbourhood and the beautiful park we enjoy.

**DATE(S)/TIME(S):** May 30, 2019

**LOCATION:** James Whiteside Elementary School field

**BUDGET:** \$7700      **TOTAL AMOUNT REQUESTED: \$2500**

**ADJUDICATORS RECOMMENDED FUNDING: \$1045**

**Other sources of Funding:** No

# Project #21 – William Bridge Spring Carnival

**NAME OF ORGANIZATION:** William Bridge Parent Advisory Committee

**DESCRIPTION:**

At William Bridge Elementary we strive to make everyone who enters the building feel like family. Through this event we hope to make the whole community feel just the same. Everyone should have a sense of belonging and always feel welcomes, safe and included, especially within their own community. We feel it is important for not only the students and parents of William Bridge, but for the entire community to feel this way. Our plan is to put on a fun for all ages Spring Carnival to have people of all ages, races and walks of life come to celebrate a day of togetherness. The day will include games, bouncy castles, carnival food, cake walk, dunk tank, silent auctions, face painting and much more. With a wide variety of games and activities, this event will have something for everyone.

**DATE(S)/TIME(S):** May 2019 – tentatively May 10

**LOCATION:** William Bridge Elementary School

**BUDGET:** \$4860      **TOTAL AMOUNT REQUESTED: \$2500**

**ADJUDICATORS RECOMMENDED FUNDING: \$653**

**Other sources of Funding:** Money raised through the William Bridge PAC will be used to assist in this event

# Project #22 – H.J. Cambie Day

**NAME OF ORGANIZATION:** Rob Laing & Cambie Student Council

**DESCRIPTION:**

We want to continue to build a strong community and sense of belonging at Cambie School. Coordinating a year-end H.J. Cambie day will help us celebrate the end of a positive school year and will bring us together as an entire school community.

**DATE(S)/TIME(S):** June 26, 2019

**LOCATION:** Cambie Secondary School

**BUDGET:** \$2500      **TOTAL AMOUNT REQUESTED:** \$2500

**ADJUDICATORS RECOMMENDED FUNDING:** \$673

**Other sources of Funding:** School/Student council may have to provide some additional funds



# Project #23 – Bibingka Breakfast – A Fusion Pancake Breakfast Celebration

**NAME OF ORGANIZATION:** Helping House Society

**DESCRIPTION:**

In celebration of Philippines Independence Day we will invite all of our neighbours to enjoy a literal brunch of cultural connections – Music, Dance, Games and Food! We want to offer an event that connects people and makes the absolute most of a special day for Filipino-Canadians. Bibingka is a tasty Filipino type of pancake. The great Canadian tradition of the Pancake Breakfast is going to take a wonderful turn and – we hope, will become a new inclusive tradition for ALL. We will bring this cultural event to all our neighbours through all their senses. A late spring event on a Saturday morning for simple pleasure that is sure to open everyone to try something new and in the process learn something new about their neighbours. Our grassroots event will nurture cultural connections and strong community roots.

**DATE(S)/TIME(S):** June 8, 2019

**LOCATION:** City Hall Plaza

**BUDGET:** \$2500      **TOTAL AMOUNT REQUESTED:** \$2500

**ADJUDICATORS RECOMMENDED FUNDING:** \$1260

**Other sources of Funding:** MHHS to provide all staffing/volunteer support. We anticipate cash and in-kind from sponsors/partners for artist and food

# Project #24 – Broadmoor Mid-Autumn Celebration

**NAME OF ORGANIZATION:** Broadmoor Neighbourhood Association

**DESCRIPTION:**

Broadmoor Neighbourhood Association fosters a community that indulges multi-culturalism and celebrates neighbourhood friendship. This year the neighbourhood will be extending the success that was received through last year’s mid-autumn festival celebration, and hopefully evolving it into an annual community tradition for the years to come. Mid-Autumn is a harvest festival held on the 15th of the 8th lunar month at full moon night. The symbolic meaning of the circular full moon relates to family reunion and thanks-giving to a year of rich harvest. In the spirit of the festival, we’d like to gather our community members and celebrate the special occasion with a similar intend – community harmony and unity.

In spite of celebrating mid-autumn festival being a mainly oriental tradition, we will encourage community member of every race to participate and even contribute in the festivity. Reaping the success from our potluck from previous year, we’d like to encourage families to continue bringing signature dishes of their hometown region. Some additional BBQ food and western cuisines can enrich the variety of the meal. In order to guarantee an authentic mid-autumn experience, we believe it’ll be crucial to organize activities during the festival that can echo the virtues of the celebration, spark cultural interest in the younger generation, and inform different ethnic group of cultural traditions. These activities include but not limited to: a talent programme that enables our neighbours to showcase their inner talents or musical artistry, riddle-guessing written on hand-crafted lanterns and making of the lanterns, and a live moon cake-making session and other traditional Chinese delicacies.

Arranging such a festival will require tremendous amount of the manpower, we hope not only to bring the community closer together through the special celebration, but also through organising the event as well.

**DATE(S)/TIME(S):** September 13, 2019

**LOCATION:** Soccer field outside of Errington Elementary School

**BUDGET:** \$1400      **TOTAL AMOUNT REQUESTED:** \$1400

**ADJUDICATORS RECOMMENDED FUNDING:** \$1118

**Other sources of Funding:** No

# Project #25 – Broadmoor Neighbourhood Community Party

**NAME OF ORGANIZERS:** Ting Ni & Yidong Jiang

**DESCRIPTION:**

In the past, people did not have too many chances to meet their neighbours, even though they are living right beside each other in the same community. Families recently moved to our community and came from foreign countries are hoping to build new friendships to fit in the local community. To promote community bonding, cross-cultural communication, and a sense of belonging:

- 1) We will be holding an outdoor potluck in a beautiful sunny day, inviting our neighbours to bring in their traditional home-made dishes they are proud of. This event is an excellent opportunity for people to walk outside of their house and connect with their neighbours. People get to meet like-minded individuals, share their knowledge and skills, express their concerns within the community (e.g. safety hazards), and help their neighbours in need. We will be inviting the police chief of RCMP to attend to discuss people's concern of community security.
- 2) Children's talent show and kids-friendly activities will be facilitated throughout the event, allowing children to make new friends and feel more involved within the community.
- 3) By joining the volunteer group with their neighbours, residents will set up the event, decorate the stage, facilitate kids' activities, and clean up together. Running the event together with their neighbours promotes unity and bonding, making them call this place their home. There will be a Youth Volunteer Team, which encourages the teens to lead, to be responsible and to serve their community.
- 4) This event welcomes everyone living in the community. No matter the person is local, a foreign newcomer or a foreign descendant, he/she will be invited. This event celebrates diversity by organizing a potluck of multi-cultural cuisine, which functions as a good opportunity for cross-cultural communication. Volunteer interpreters will be around to bridge people's gap due to language barrier.

**DATE(S)/TIME(S):** June 22, 2019

**LOCATION:** Errington Elementary School playground

**BUDGET:** \$1700      **TOTAL AMOUNT REQUESTED:** \$1700

**ADJUDICATORS RECOMMENDED FUNDING:** \$1073

**Other sources of Funding:** No

# Project #26 – Community Cobb Oven Harvest Celebration

**NAME OF ORGANIZATION:** The Sharing Farm

**DESCRIPTION:**

We will host a harvest celebration of local food at the Sharing Farm. A chef will cook food, based on Sharing Farm produce, using our onsite Cobb oven (a large wood fired pizza oven). We have found that food cooked in the Cobb oven has a unique flavour and the act of cooking round a fire really brings people together. Food will be eaten on the long picnic tables and other tables set up around the farm. These will be covered by tents in the event of rain. We will offer farm tours to participants, so that people can learn about the work The Sharing Farm does our partnership with the City and about local vegetables and how they grow. Finally we will have a live band playing. We believe that this will be a magical evening that will bring families and the community together while showcasing the farm and Terra Nova Park.

**DATE(S)/TIME(S):** September 2019, after the fire ban is lifted

**LOCATION:** The Sharing Farm in Terra Nova Park

**BUDGET:** \$2325      **TOTAL AMOUNT REQUESTED:** \$2325

**ADJUDICATORS RECOMMENDED FUNDING:** \$1980

**Other sources of Funding:** No

# **Project #27 – Cultural Stew & Salmon BBQ – A Community Perspective**

**NAME OF ORGANIZATION:** Richmond Food Security

**DESCRIPTION:**

Richmond Food Security Society will be hosting a 4 hour event at Britannia Shipyards. In an effort to promote local and sustainable options for preparing and eating different types of fish, we will be showcasing four different chefs/speakers on the hour, every hour. We will be highlighting the differences from sea to table that the multi-ethnic workforces at Britannia Shipyards experienced, while promoting visitors to check out the site as well. Steveston Village is a historic fishing village that is active to this day and home to a diverse population. We want to instill a sense of neighbourhood pride and identity by introducing to the community different ways of preparing salmon while enjoying their local city-owned National Historic Site.

**DATE(S)/TIME(S):** September 28, 2019

**LOCATION:** Britannia Shipyards National Historic Site

**BUDGET:** \$2500      **TOTAL AMOUNT REQUESTED: \$2500**

**ADJUDICATORS RECOMMENDED FUNDING: \$1587**

**Other sources of Funding:** No

# Project #28 – Dorchester Block Party

**NAME OF ORGANIZERS:** Nancy Jung & Marlene Bothe

**DESCRIPTION:**

Event will be in an open area ad because we are so close to RHS, we would like to include them as well. In additional we will be asking for support from our church community, so will open the invite to them as well. We plan to only provide hotdogs and whoever is attending will be asked to bring appy/snacks/chips to share. This will promote community and openness to share and get to know those in the complex building and surrounding areas.

**DATE(S)/TIME(S):** Mid to late June

**LOCATION:** 7291 – 7297 Moffatt Road (Roundabout)

**BUDGET:** \$2500      **TOTAL AMOUNT REQUESTED: \$2500**

**ADJUDICATORS RECOMMENDED FUNDING: \$1020**

**Other sources of Funding:** Possibly from supporting Church (The Tapestry)

# Project #29 – Dragon Boat Festival at Brighthouse Park

**NAME OF ORGANIZATION:** Chimo Services

**DESCRIPTION:**

The festival will be a fair style event to be held on the grounds of Brighthouse Park plaza area featuring presentation booths showcasing various non-profit organizations in the nearby Richmond Caring Place, live music and dancing performances by groups of local residents, including a mix of immigrants and Canadian Citizens. Catered food will also be available for event participants, including the iconic Zongzi, sticky rice wrapped in bamboo leaves that is symbolic of the Dragon Boat Festival. Explanations of the origin of the Dragon Boat Festival in China and the significance of the Zongzi will also be available. Event will be open to all members of the public who can attend to learn more about the services available to them at the Caring Place, enjoy the entertainment spectacles and to enjoy some unique Chinese ethnic food.

**DATE(S)/TIME(S):** Friday, June 7, 2019

**LOCATION:** Brighthouse Park

**BUDGET:** \$2500      **TOTAL AMOUNT REQUESTED:** \$2500

**ADJUDICATORS RECOMMENDED FUNDING:** \$1200

**Other sources of Funding:** No

# Project #30 – Earth Day

**NAME OF ORGANIZATION:** Garden City Conservation Society

**DESCRIPTION:**

Earth Day is a good opportunity to bring together neighbourhoods in celebration of the earth and to acknowledge the importance of our stewardship of it. Richmond was originally called the "Garden City" and we want to highlight this important legacy with an event on the Garden City Lands. We and our future generations are fortunate to have these shining examples of both sustainable agricultural practice and ecological conservation. We are proud that bog restoration will be taking place in the centre of Richmond. We want to host, in collaboration with the City of Richmond, an event that bring diverse groups of people together that all share the same respect for our Garden City Lands and the earth. It is our hope that this Earth Day event could become a yearly occurrence!

**DATE(S)/TIME(S):** Preferably on Saturday, April 20, 2019 or Saturday, April 21, 2019.

**LOCATION:** Garden City Lands

**BUDGET:** Not detailed numbers      **TOTAL AMOUNT REQUESTED: \$2500**

**ADJUDICATORS RECOMMENDED FUNDING: \$910**

**Other sources of Funding:** No



# Project #31 – Garden Learning Day and Celebration

**NAME OF ORGANIZERS:** Richmond Allotment Garden Association

**DESCRIPTION:**

The Garden Learning Day and Celebration will include both a free-of-charge formal learning component and a social with refreshments thereafter. The morning event will be a choice of gardening workshops hosted by several specialists who will receive an honorarium. Gardeners and neighbours will sign up for workshops of their choosing which will be held on site at garden plots. Topics may include composting, soil analyses, seed-shaving, fall crops and growing Chinese greens. Three choices will be available at each of the 9:00 and 10:30 time slots.

A simple, hosted lunch or refreshments will follow. Materials for the workshop (e.g. soil sampling kits) will be purchased through the grant money. The allotment garden includes on-site running water, picnics tables, and toilet and lawn space. The area is more than adequate to host this event.

**DATE(S)/TIME(S):** Saturday, July 13, 2019

**LOCATION:** 10711 Palmberg Road, Richmond

**BUDGET:** \$1100      **TOTAL AMOUNT REQUESTED:** \$1100

**ADJUDICATORS RECOMMENDED FUNDING:** \$726

**Other sources of Funding:** The Richmond Garden Allotment Association is member funded. These funds cover all taxes, utilities and other expenses.

# Project #32 – Hamilton Night Out

**NAME OF ORGANIZATION:** Hamilton Community Association

**DESCRIPTION:**

Hamilton Night Out celebrates Richmond’s distinct and vibrant cultural diversity. Each year Hamilton Community Association partners with local organizations and brings together families from different ethnic backgrounds in a fun safe environment that encourages community building. For 2019, we are ready to build and engage more of the community by adding to the event and advertising more effectively to the community.

**DATE(S)/TIME(S):** June 21, 2019

**LOCATION:** McLean Park

**BUDGET:** \$12,250     **TOTAL AMOUNT REQUESTED: \$2500**

**ADJUDICATORS RECOMMENDED FUNDING: \$1813**

**Other sources of Funding:** Yes

# Project #33 – Home, Sweet Home – Meet, Share and Appreciate

**NAME OF ORGANIZATION:** Western Canada Landlords Association

**DESCRIPTION:**

We will invite everyone to meet and share through having finger foods, tea, and playing cards and board games together in Minoru Park, and appreciate each other's contribution to our community either as landlords, or tenants, to understand each other's perspectives, challenges and hopefully to make our living in Richmond easier by being connected as landlords and being connected by the beautiful nature in a park. Depending on the funding we will receive, we can easily call 30, 50 or 100 volunteers from our organization, and each volunteer will service 3 general public. We will set up foldable tables and tents to play cards and board games and there are two separate tables for finger foods. The purpose of the event is to connect people in the neighbour of city centre area, learn from each other, and enjoy the park and weather to create sweet home memories for both landlords and tenants.

**DATE(S)/TIME(S):** A Saturday in August

**LOCATION:** Minoru Park

**BUDGET:** \$1150      **TOTAL AMOUNT REQUESTED: \$1150**

**ADJUDICATORS RECOMMENDED FUNDING: \$905**

**Other sources of Funding:** We are planning to invite 30 volunteers, 30 people\*12.65 minimum wage\*5 hours =\$1898 in kinds and fundraising.

# Project #34– Multicultural Walk for Mental Health

**NAME OF ORGANIZERS:** CMWAC

**DESCRIPTION:**

The proposed project will connect and bring together residents of Richmond neighbourhoods to the beautiful greener and walking tracks of Minoru Park to promote wellness, and to create a strong sense of identity and pride as an inclusive neighbourhood and society through integrating people with mental health challenges. CMWAC will organize a Multicultural Walk for Mental Health to create opportunities for Richmond residents from different neighbourhoods, especially around Brighthouse to visit the park, walk side by side and dialogue about mental wellness. The Minoru Park has been chosen because of its beautiful running and walking oval track and the central location accessible by public transports. There will be ½, 1, and 3 kilometre walks on the track; participants can also choose to walk in small groups on the tours around the beautiful greeneries, flower gardens and a lake in the park. A total of 200 Richmond residents are expected to join this free, public event through prior registration. Speeches by public figures and renowned athletes, entertainment and refreshments will be arranged for the attendees.

**DATE(S)/TIME(S):** May 11, 2019

**LOCATION:** Minoru Park

**BUDGET:** \$6572      **TOTAL AMOUNT REQUESTED:** **\$2000**

**ADJUDICATORS RECOMMENDED FUNDING:** **\$1536**

**Other sources of Funding:** Additional funding has been requested through the BC Multiculturalism Grant

# Project #35 – Neighbours Connect

**NAME OF ORGANIZATION:** City Centre Community Association

**DESCRIPTION:**

We would like to further build neighbourhood pride and connection in the city centre area by hosting a “Neighbours Connect” series of 3 small scale events:

- 1) Quintet Towers rooftop garden (engage the high rise neighbours in our centre’s city block in a green space);
- 2) Lang Park (encourage families to visit the park);
- 3) Garden City Park (kick off the summer and gets people outside).

All events will be free to attend and will include: refreshments; artist-led activities such as a group art project or sing along to encourage neighbours to connect with each other; and recreation/sports equipment to encourage active outdoor play for all ages. Events will be facilitated in collaboration with community volunteers.

**DATE(S)/TIME(S):** 1) Quintet rooftop garden: first week of June. 2) Lang Park: last week of June. 3) Garden City Park: first week of July.

**LOCATION:** 1) Quintet Towers: rooftop garden (above City Centre). 2) Lang Park. 3) Garden City Park: area near playground.

**BUDGET:** \$2500      **TOTAL AMOUNT REQUESTED: \$2500**

**ADJUDICATORS RECOMMENDED FUNDING: \$1917**

**Other sources of Funding:** Yes, in-kind. Staffing, insurance, use of our community centre's resources (i.e. sound equipment, tents), etc.

# Project #36 – Paulik Pollinator Party & Neighbourhood Cultural Stew

**NAME OF ORGANIZATION:** Richmond Food Security

**DESCRIPTION:**

Paulik Neighbourhood Park is a 6 acre park in the City Centre area which features a 1.5 acre garden. A skilled group of volunteer gardeners from the Richmond Garden Club and other community volunteers tend to this beautiful garden. While the garden is ever changing through the seasons, it is in its glory in the late spring when the many rhododendrons and flowering plants are in full bloom. Richmond Food Security Society (RFSS) has an office, beehives and community gardens on site and would like to showcase and animate the park in partnership with the Richmond Garden Club. We propose to host garden tours, gardening and bee workshops and host a community picnic to create a sense of pride and identity. We want to connect residents with this gem of a green space that's hidden away in their backyard. Community gardeners, garden club volunteers, neighbours and visiting bees are all welcome to participate in the educational components of the day, eat some home cooked food (by Chef Ian lai) or just socialize and meet the diverse culture that makes up the community.

**DATE(S)/TIME(S):** June 8, 2019

**LOCATION:** Paulik Park

**BUDGET:** \$2500      **TOTAL AMOUNT REQUESTED:** **\$2500**

**ADJUDICATORS RECOMMENDED FUNDING:** **\$2367**

**Other sources of Funding:** No

# Project #37 – Richmond Kigoos 60<sup>th</sup> Anniversary Celebration

**NAME OF ORGANIZATION:** Richmond Kigoos

**DESCRIPTION:**

Since 1959, Kigoos has been a perennial summer-swimming club based at the Steveston Pool. This year we are marking our 60<sup>th</sup> Anniversary by holding an alumni swim meet and evening social for current, and all past Kigoos and their families. Kigoos Swim Club has helped make children stronger swimmers, build lasting friendships and developed children into positive, productive young men and women in the community. Many Kigoos alumni utilize their skills to coach and lifeguard their way through university and beyond. Kigoos, a First Nations word meaning fish that swim fast, fosters teamwork while enabling individual accomplishment. All of this is made possible through the commitment, dedication and energy of the coaches, parents and the swimmers in our neighbourhood. This celebration will re-connect 6 decades of Steveston and Richmond families using our historic Steveston venues.

**DATE(S)/TIME(S):** June 15, 2019

**LOCATION:** Steveston Pool and Britannia Shipyards – Seine Net Loft

**BUDGET:** \$5864      **TOTAL AMOUNT REQUESTED: \$2500**

**ADJUDICATORS RECOMMENDED FUNDING: \$970**

**Other sources of Funding:** We will hold a silent auction and 50/50 draw at the event and seek sponsorship and prize donations from local businesses

# Project #38 – Richmond Summer Festival at Terra Nova

**NAME OF ORGANIZERS:** Sophia Zhang & Lei Yang

**DESCRIPTION:**

Richmond Summer Festival at TERRA NOVA will be a fun-filled celebration for everyone from different cultural background. We are expecting 100-500 individuals and families. Seniors, youth, kids, man and woman, people using wheel-chairs and more, everyone is welcome. We are going to prepare delicious BBQ and picnic, beautiful music and fun games and performances. We will try to avoid using any plastic and being more efficiency. Terra Nova Adventure Park is with nature lovers' features, extraordinary views of the Strait of Georgia, Fraser River, and North Shore Mountains, million-dollar playground incorporating sustainable design practices designed to mimic nature, the tandem zip line and a 10-metre tall tree house. Everyone can enjoy excellent bird-watching, the observation platform, and BBQ at the picnic tables while they relax. Everyone will have fun there.

**DATE(S)/TIME(S):** Saturday, August 31, 2019

**LOCATION:** TERRA NOVA RURAL/ADVENTURE PARK

**BUDGET:** \$3500      **TOTAL AMOUNT REQUESTED:** \$2500

**ADJUDICATORS RECOMMENDED FUNDING:** \$1150

**Other sources of Funding:** No



# Project #39 – South Arm Block Party

**NAME OF ORGANIZATION:** South Arm Community Association

**DESCRIPTION:**

The annual Block Party is a fun family friendly event which will consist of a BBQ, bouncy castles for children, face painting, and live entertainment and fitness demonstrations. We will be partnering with a few organizations such as The Richmond RCMP which will have community booths setup to hand out information to visitors. The event creates a sense of neighbourhood pride and identity, connecting residents with their local streets, parks and green spaces. Neighbours will have an opportunity to meet and celebrate in a common public space in their community.

**DATE(S)/TIME(S):** Thursday, June 20 from 6-8pm.

**LOCATION:** South Arm Community Centre, by the basketball courts and green space next to courts.

**BUDGET:** \$2500      **TOTAL AMOUNT REQUESTED:** **\$2500**

**ADJUDICATORS RECOMMENDED FUNDING:** **\$2250**

**Other sources of Funding:** Yes, South Arm Community Association will be funding the amount exceeding the grant received.

# Project #40 – Steveston Community BBQ

**NAME OF ORGANIZATION:** Steveston Community Association

**DESCRIPTION:**

Stevestons Community BBQ takes place once a year, usually in July, and is an opportunity for the community to come together and connect with their local residents as well as their Local Park and green space, taking place in Stevestons Park & playground. This event creates a sense of neighbourhood pride and identity and is open and inclusive to all community members. The event involves crafts, games and activities such as colouring, giant jenga, and giant connect four, bracelet making, chalk, bubbles. Parachute gams and more! The food served at this event includes a hot dog or veggie pita wrap, watermelon and chips with a water station available. In the past, we have also had a face painter and balloon artist come out to the event, as well as the City of Richmond's Physical Literacy Street Team. We also have a free model car workshop that takes place during the event that requires registration. Every aspect of this event is free for the community to attend.

**DATE(S)/TIME(S):** July or August 2019

**LOCATION:** Steveston Park and Playground

**BUDGET:** \$2500      **TOTAL AMOUNT REQUESTED: \$2500**

**ADJUDICATORS RECOMMENDED FUNDING: \$2317**

**Other sources of Funding:** No

# Project #41 – Summer Celebration – Play Performance

**NAME OF ORGANIZATION:** Richmond Advocacy and Support Committee

**DESCRIPTION:** Richmond Poverty Response Committee (RPRC) is hosted by the Richmond Food Bank Society but we do not have our own incorporation number. The Richmond Advocacy and Support Committee (RASC) is part of the RPRC and is an advocacy and leadership group for those living on low income. It develops skills and leadership potential through the creative arts, theatre, poetry, visual art and music. The group uses the arts to explore the lived experiences of poverty and share these experiences and learning with the wider Richmond community. In early 2018, the RASC wrote, directed and staged a play for the whole community. This will be at a summer community picnic and involve, besides the play itself, food, music and dialogue. The event will be accessible, family friendly and fun for all. We have artistic support with the play and in filming the event from Richmond artist glen Anderson

**DATE(S)/TIME(S):** Early June – exact date TBD, but will be a Sunday

**LOCATION:** Brighthouse Park

**BUDGET:** \$2500      **TOTAL AMOUNT REQUESTED: \$2500**

**ADJUDICATORS RECOMMENDED FUNDING: \$1750**

**Other sources of Funding:** In-kind volunteer hours from RPRC Board Members and volunteers

# Project #42 – Summer Fun in the Park

**NAME OF ORGANIZATION:** Thompson Community Association

**DESCRIPTION:**

Summer Fun in the Park is a free event series where we will offer 8 free, family friendly events in our park on a weekly basis in July and August. We will choose one evening per week, for example every Thursday from 6-8pm in July and August. The events will be open to all ages and abilities, and will create a sense of neighbourhood pride and community. The park comes to life by offering activities and entertainment for all ages and abilities. The activities we plan will promote social, physical and creative well-being. The events will include the following free activities: Entertainment such as live music, balloon twisting, art projects and other children’s entertainers; Try-it programs where people can try our programs for free of charge including dance, yoga, art and sports; Activities such as large board games, sports-day type activities and parachute games; Food and drinks including healthy snacks and a water station

**DATE(S)/TIME(S):** One evening per week in July and August – for a total of 8 dates over the summer

**LOCATION:** Thompson Community Park

**BUDGET:** \$4200      **TOTAL AMOUNT REQUESTED: \$2500**

**ADJUDICATORS RECOMMENDED FUNDING: \$2417**

**Other sources of Funding:** The Community Association will cover the remaining amount

# Project #43 – BCS3718 Wall Centre Richmond at the Marina

**NAME OF ORGANIZERS:** Tony Kimble & David Brind

**DESCRIPTION:**

Our Strata is now 9 years old. Recent resale's of units has resulted in new residents. We would like to hold a community building social event so that people can get to know one another.

**DATE(S)/TIME(S):** Spring 2019 – either April or May

**LOCATION:** 5th floor garden space adjacent to the amenity room

**BUDGET:** \$2500      **TOTAL AMOUNT REQUESTED: \$2500**

**ADJUDICATORS RECOMMENDED FUNDING: \$900**

**Other sources of Funding:** No

# Project #44 – Ora Community BBQ

**NAME OF ORGANIZERS:** Christopher Hudson & Letian Li

**DESCRIPTION:**

Our project will bring neighbours together and give them the opportunity to connect and interact, that they may not usually get. Our BBQ will give people interested in our building amenities, community garden and social committees a chance to learn and ask questions. Our building complex is a condo. Most people only have access to the floors they live on/ coming together in a common space will allow neighbours to meet and connect and is also a goal for the grant. Residents of 6951, 6971 Elmbridge, 5511 Hollybridge, and 6200 River Road will all be invited.

**DATE(S)/TIME(S):** July or August 2019

**LOCATION:** 5th floor community garden

**BUDGET:** \$2150      **TOTAL AMOUNT REQUESTED: \$2150**

**ADJUDICATORS RECOMMENDED FUNDING: \$767**

**Other sources of Funding:** No

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# **Projects Not Recommended For Funding**

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# Project #45 – Camelia Garden Residents Meet up

**NAME OF ORGANIZERS:** Hai Lin & Gary Hui

**DESCRIPTION:**

Camelia Garden Residents have around 400 people. But those people have few good connections with each other. Hopefully this will let those residents to meet up in a simple restaurant with a bowl of noodles for everyone. Camelia Garden residents changes every year. It is necessary for people to know each other for safety and good surroundings.

**DATE(S)/TIME(S):** Last weekend in April – exact date TBD

**LOCATION:** St. Alban Church Meeting Room

**BUDGET:** \$1500      **TOTAL AMOUNT REQUESTED:** \$1500

**ADJUDICATORS RECOMMENDED FUNDING:** \$0

**Other sources of Funding:** No



# Project #46 – Community Volunteers Block Party

**NAME OF ORGANIZERS:** Melissa Zhang & Kate Liu

**DESCRIPTION:**

The party is designed for encouraging people who live in nearby communities and neighbourhoods and are willing to know each other and work together as a community volunteer. This project will offer a friendly opportunity for all volunteers and potential volunteers to share ideas and experiences.

**DATE(S)/TIME(S):** June 2019 – date TBD

**LOCATION:** Community Centre Park

**BUDGET:** \$1000      **TOTAL AMOUNT REQUESTED: \$1000**

**ADJUDICATORS RECOMMENDED FUNDING: \$0**

**Other sources of Funding:** No

# Project #47 – Dry Grad 2019

**NAME OF ORGANIZATION:** R.C. Palmer Parent Advisory Committee

**DESCRIPTION:**

Dry After Grad is an event organized and run exclusively by a dedicated parent volunteer committee in Richmond. The Dry after Grad Party is an inclusive, fun and alcohol / drug-free event for all of the graduates immediately following their formal Grad Dinner & Dance. As their "final event as a grad class" we provide chartered coach transportation back to the school from downtown Vancouver and then organize an amazing party at the school until 6am to celebrate, have fun and keep our grads safe. The hallways and gyms of the school are transformed to match the theme of the party and are filled with interactive activities such as inflatable games, laser tag, entertainment, caricature artists, plenty of food and much, much more. Grads also have opportunities to win valuable prizes this evening. They will be able to look back on this event with great memories for years to come. It's going to be an amazing event! Our goal is to be able to have all of the graduates attend the Dry after Grad Party at no cost to themselves, and enjoy in their school in Richmond for the last day!

**DATE(S)/TIME(S):** June 25, 2019 evening till June 26, 2019 morning

**LOCATION:** R.C. Palmer Secondary School gyms, 8160 St. Albans Richmond BC V6Y 2K9

**BUDGET:** \$7110      **TOTAL AMOUNT REQUESTED:** \$2500

**ADJUDICATORS RECOMMENDED FUNDING:** \$0

**Other sources of Funding:** Yes, other fundraising such as car test drives different markets...

# Project #48 – Richmond Secondary School Mural Paintings and Sidewalk Art

**NAME OF ORGANIZERS:** Mohammed – Adam Fatih & Omer Salman

**DESCRIPTION:**

The Richmond Secondary School Green team will be creating a variety of murals and sidewalk art with the support of the Richmond Secondary School Art Club. We will be creating images that promote environmental sustainability, showing how everyone can participate in creating a greener community and planet. This project not only positioned towards the students of Richmond Secondary School, but for each and every resident of Richmond that views our murals and art. This meets the goals of the Richmond Neighbourhood Celebration Program because it supports the building of an identity in Richmond that is supportive of making our City more environmentally-friendly. The RHS Green team hopes to connect many onlookers to the messages of environmental conservation present in the murals, bringing a greater sense of responsibility in taking care of the environment.

**DATE(S)/TIME(S):** February 2019

**LOCATION:** Outside of Richmond Secondary school

**BUDGET:** \$1500      **TOTAL AMOUNT REQUESTED:** \$1500

**ADJUDICATORS RECOMMENDED FUNDING:** \$0

**Other sources of Funding:** A grant application from another source has been completed, but there has been no confirmation as of now.

# Project #49– Chinese Opera Project to Celebrate Canada Day

**NAME OF ORGANIZATION:** Vancouver Yue Opera Association

**DESCRIPTION:**

We are a non-profit group since December 25, 2016. We are an active group performing for other non-profit groups. Our recent events are a Chinese New Year show for seniors on December 5, 2018 at the Annex Theatre, UBC theatre to raise funds for Unicef Children on June 17, 2018, Sun Yet Sen Lantern Festival on March 3, 2018 to showcase opera culture, Maple Ride School Culture Day on May 28, 2018, and Chinatown senior homes October 7, 2018. This time we want to celebrate 2019 Canada Day with local Minoru residences at our neighbourhood and our weekly gathering place is in this neighbourhood too. As you know, Minoru has a high Chinese population. We connect them through familiar opera and local food to enhance cultural identity. We will hire professional stage singers to perform for them and provide free snacks. We want to create friendly atmosphere and everyone is welcome! We are proud to be Chinese-Canadians and take part to celebrate the big day.

**DATE(S)/TIME(S):** Last weekend in June before Canada Day

**LOCATION:** Richmond Cultural Centre Performance Hall

**BUDGET:** \$4000      **TOTAL AMOUNT REQUESTED:** \$2500

**ADJUDICATORS RECOMMENDED FUNDING:** \$0

**Other sources of Funding:** No

# Project #50 – First Anniversary of Arisun Yue Opera Society Performance

**NAME OF ORGANIZERS:** Arisun Yue Opera Society

**DESCRIPTION:**

Yue opera is the second most popular opera form out of over 360 opera genres in China. Yue opera features actresses in male roles, as well as femininity in terms of singing, performing, and staging. Since the inception, we have formal opera practices at a rental space in Richmond on every Saturday afternoon. To celebrate our first anniversary, we have planned a public performance on March 30 2019 evening and we have booked the Bethany Baptist Church on Westminster Highway in Richmond from 6:00 to 10:00 pm. We expect to have an audience of about 450 and the show is the biggest public performance ever produced by our society. Since most of the performers, volunteers as well as audiences are local residents in Richmond, we considered the coming event as the Yue Opera Evening for the City of Richmond and we look forward to support from the local government and community.

**DATE(S)/TIME(S):** One of the last two weekends of August

**LOCATION:** Kilby Court cul-de-sac

**BUDGET:** \$8230      **TOTAL AMOUNT REQUESTED:** \$2500

**ADJUDICATORS RECOMMENDED FUNDING:** \$0

**Other sources of Funding:** No

# Project #51 – Red Leaf Multicultural Art Group Picnic

**NAME OF ORGANIZATION:** Red Leaf Multicultural Art Group

**DESCRIPTION:**

Red Leaf Multicultural Art Group is a non-profit group and has been established for 9 years. We have about 30+ members and age is all above 55. We practice mainly Chinese folk dance at the Richmond Minoru Senior Center all year long, and we were invited to perform at some Senior Residence, Western community and the church etc. We are very popular by the audience and received many “thank you letter”. The purpose of applying for this neighborhood grant is to let our neighbors enjoy the wonderful cultural performance, so we can spend time in the park, eating, drinking, playing together to have a happy harmonious and healthy day. We have full experience and confidence to make the event successfully. We sincerely hope to get your approval for the grant.

**DATE(S)/TIME(S):** June 15, 2019

**LOCATION:** Minoru Park

**BUDGET:** \$2500      **TOTAL AMOUNT REQUESTED:** \$2500

**ADJUDICATORS RECOMMENDED FUNDING:** \$0

**Other sources of Funding:** No

# Project #52 – RPCMC Summer Carnival

**NAME OF ORGANIZERS:** Elaine Chiu & Eleanor Shaw

**DESCRIPTION:**

Our project is a summer carnival which is a neighbourhood outreach event. It is a perfect family oriented activity to draw families in the neighbourhood communities together. Some examples of activities are bouncy castle, face painting, table games, ball games, fortune wheels, prizes, babies and toddler area etc. This is our third year running this program and it has been very successful. We have had at least a couple hundreds of people coming to enjoy the fun day every year in the past. Our practice has been environmental friendly. We encourage recycling by keeping and reusing some printed materials from the past year if possible. We provide recycling boxes and compost bins for guests. We use coffee filters for hotdogs instead of plates.

**DATE(S)/TIME(S):** June 15, 2019

**LOCATION:** Richmond Peace Mennonite Church Gym

**BUDGET:** \$2900      **TOTAL AMOUNT REQUESTED:** \$2500

**ADJUDICATORS RECOMMENDED FUNDING:** \$0

**Other sources of Funding:** No

# Project #53 – Strata Annual BBQ and Info Session

**NAME OF ORGANIZERS:** Fion Xe & Sonny Wong

**DESCRIPTION:**

Strata owners gather together to know each other and discuss how to manage strata common property in the good way and also strata bylaw information shared each other. All owners also can celebrate together, create a good atmosphere.

**DATE(S)/TIME(S):** July 5, 2019

**LOCATION:** Meeting room in complex

**BUDGET:** \$2000      **TOTAL AMOUNT REQUESTED:** \$2000

**ADJUDICATORS RECOMMENDED FUNDING:** \$0

**Other sources of Funding:** No



# Project #54 – Strata Annual BBQ and Info Session

**NAME OF ORGANIZERS:** Fion Xe & Vincent Wu

**DESCRIPTION:**

Strata owners gather together to know each other and discuss how to manage strata common property in the good way and also strata bylaw information shared each other. All owners also can celebrate together, create a good atmosphere.

**DATE(S)/TIME(S):** May 25, 2019

**LOCATION:** Richmond Cultural Centre Meeting Room

**BUDGET:** \$2000      **TOTAL AMOUNT REQUESTED:** **\$2000**

**ADJUDICATORS RECOMMENDED FUNDING:** **\$0**

**Other sources of Funding:** No

# RICHMOND NEIGHBOURHOOD CELEBRATION GRANT PROGRAM

Apply  
now!

Receive up to \$2,500 in funding to  
throw together a neighbourhood  
picnic, BBQ, block party and more!

[www.richmond.ca/celebrationgrant](http://www.richmond.ca/celebrationgrant)



City of Richmond | 6911 No.3 Road, Richmond, BC V6Y 2C1

**APPLICATIONS MUST BE IN BY TUESDAY, JANUARY 15, 2019**

For more information, email Manisha Jassal  
at [MJassal@richmond.ca](mailto:MJassal@richmond.ca)



# RICHMOND NEIGHBOURHOOD CELEBRATION GRANT PROGRAM

## OBJECTIVES:

Neighbourhoods are the cornerstone of Richmond's communities. The Richmond Neighbourhood Celebration Grant Program is designed to facilitate grassroots events such as a picnic, BBQ, block party, or even a family-friendly movie night in the park, to create a sense of neighbourhood pride and identity. The grant is designed to connect residents with their local streets, parks and green spaces.

## ELIGIBLE FUNDING APPLICANTS:

- Must be Richmond based
- Neighbourhood groups (application must come from two individuals living in the same neighbourhood but from different households. Both applicants are responsible for managing the grant money).
- Not-for-profit community groups
- Parent Advisory Committees
- Community Associations
- Student Councils

## INELIGIBLE FUNDING APPLICANTS:

- Individuals
- Political Parties or events related to political activities or lobbying
- Specific events or projects that have funding from another City of Richmond grants program
- For profit organizations or businesses

## ELIGIBLE PROJECT EXPENSES:

- Supplies and materials
- Food
- Artist fees
- Sustainability initiatives
- Marketing materials

## INELIGIBLE PROJECT EXPENSES:

- Expenses that have already been incurred at the time of the application
- Building construction and repairs
- Proposals which primarily fund or award other groups or individuals
- Political activities
- Travel costs
- Ongoing operational expenses for organizations
- Capital projects
- Office administration
- Facility rental
- Fundraisers
- Deficit reduction
- Activity outside of Richmond
- Bursaries or scholarships

## ASSESSMENT CRITERIA:

- Event must be open, inclusive and actively engage community members
- Applicants must show evidence of capacity to put on the event

- Project application form must show proper estimate of resources needed and total budget required
- Commitment that your project will incorporate sustainability initiatives. Please see the 7 Step Guide online.
- Event must take place between April 1 – September 30, 2019
- Event must be held in Richmond

## DELIVERABLES:

- Group photo
- Post event summary report

## APPLICATION DEADLINE:

- Tuesday, January 15, 2019

## APPLY ONLINE:

- [www.richmond.ca/celebrationgrant](http://www.richmond.ca/celebrationgrant)





# City of Richmond

## Report to Committee

**To:** Finance Committee

**Date:** February 6, 2019

**From:** Jerry Chong  
Director, Finance

**File:** 03-0900-01/2019-Vol  
01

**Re:** Investment Policy 3703 Amendment

### Staff Recommendation

That Council Policy 3703 (Investment Policy) be amended as proposed in the staff report titled "Investment Policy 3703 Amendment" dated February 6, 2019 from the Director, Finance.

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

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

## Staff Report

### Origin

Investment Policy 3703 (“Investment Policy”) was last amended and approved by Council on November 12, 2013. The Investment Policy is reviewed on a periodic basis and is updated as necessary to reflect material changes in the market or the investment industry. Due to recent changes in the banking and financial industry, staff are proposing that the City’s Investment Policy be amended to reflect the changes, alongside with making a few other minor housekeeping changes to the existing Investment Policy.

### Findings of Fact

In 2012, the Government of Canada put in place a framework that allowed provincial credit unions to apply to become federal credit unions. Coast Capital Savings Federal Credit Union (formerly known as Coast Capital Savings Credit Union) made its application to become a federal credit union in 2016 and obtained final approval to become the first federal credit union in B.C. effective November 1, 2018. As a federal credit union, Coast Capital will now be regulated by the Office of the Superintendent of Financial Institutions (OSFI), which is the same federal agency that governs and regulates Canada’s major chartered banks and financial institutions.

### Impact to the City as a result of Coast Capital’s federal continuation

All pre-existing deposits made with Coast Capital prior to November 1, 2018 are grandfathered whereby the Canada Deposit Insurance Corporation (CDIC) will provide to members of Coast Capital Savings the same unlimited insurance coverage provided by the Credit Union Deposit Insurance Corporation of British Columbia (CUDIC). All existing deposits held by the City at Coast Capital (current balance at approximately \$87.5 million) were made prior to November 1, 2018, thus the unlimited insurance coverage is still available until they mature.

New deposits made on or after November 1, 2018 are covered separately under CDIC’s standard deposit insurance of up to \$100,000 per financial institution per eligible insured category, in case of an unlikely failure of its member institution. The City does not have any deposits at Coast Capital that were made after November 1, 2018.

As the City’s Investment Policy (3703) currently does not have provision for investments in federal credit union issuers, staff is proposing that the City’s Investment Policy be amended to reflect the addition of a new financial institution category (i.e. federal credit union), alongside with making a few other minor housekeeping changes to the existing Investment Policy.

## **Analysis**

### Permitted Investments

All investments held by the City must fall into one of the permitted investments categories under Section 183 of the *Community Charter*:

- a) securities of the Municipal Finance Authority;
- b) pooled investment funds under section 16 of the Municipal Finance Authority Act;
- c) securities of Canada or of a province;
- d) securities guaranteed for principal and interest by Canada or by a province;
- e) securities of a municipality, regional district or greater board;
- f) investments guaranteed by a chartered bank;
- g) deposits in a savings institution, or non-equity or membership shares of a credit union;
- h) other investments specifically authorized under this or another Act.

Coast Capital Federal Credit Union continues to fall within section 183(g) of the *Community Charter*.

### Investment Objectives

The City follows four fundamental objectives as outlined in the City's Investment Policy in managing its investment activities, which include:

- Adherence to statutory requirements;
- Safety of Capital;
- Liquidity of Investments; and
- Earning reasonable return on investments.

Coast Capital Federal Credit Union is regulated by OSFI, which is an independent agency of the Government of Canada reporting to the Minister of Finance. The same standards are used by OSFI in regulating Federal Credit Unions and all Canadian Banks. With Coast Capital's requirement to operate under the more stringent OSFI regulations and capital requirements, the City can still meet its investment objectives after Coast Capital's conversion from a B.C. credit union to a federal credit union.

### **Proposed Amendments to Investment Policy 3703**

#### Proposed Amendment: Addition of Federal Credit Union Issuer Type and Limits

Currently, Section 8 of the City's Investment Policy specifies permission for credit union investments only in B.C. credit unions. In order to allow added flexibility and increased diversification of municipal investment funds, staff is proposing that a new asset class called "Federal Credit Unions" be added to section 8 of the Investment Policy.

The table below summarizes the proposed section 8 of the Investment Policy pertaining to permitted investments at credit unions:

Asset Class	Asset Category	Current Investment Policy	Proposed Change
B.C. Credit Unions	B.C. credit unions with total assets more than \$10 billion	The greater of: (i) 10% of total portfolio balance per credit union, or (ii) \$75 million per credit union	No change.
	B.C. credit unions with total assets between \$500 million and \$10 billion	The greater of: (i) 10% of total portfolio balance per credit union, or (ii) \$50 million per credit union	No change.
Federal Credit Unions	Federal credit unions with: <ul style="list-style-type: none"> <li>• Long-term DBRS credit rating under A (low); and</li> <li>• Short-term DBRS credit rating higher than R-1 (low)</li> </ul>	N/A	The greater of: (i) 5% of total portfolio balance per credit union, or (ii) \$50 million per credit union (With terms not exceeding 1-year)
	Federal credit unions with: <ul style="list-style-type: none"> <li>• Long-term DBRS credit rating under A (low); and</li> <li>• Short-term DBRS credit rating R-1 (low)</li> </ul>	N/A	The greater of: (i) 3% of total portfolio balance per credit union, or (ii) \$30 million per credit union (With terms not exceeding 1-year)
	Federal credit unions with: <ul style="list-style-type: none"> <li>• Long-term DBRS credit rating A (low) or higher; and</li> <li>• Short-term DBRS credit rating R-1 (low) or higher</li> </ul>	N/A	Follow the equivalent per issuer limits under the Chartered Bank section based on its long-term and short-term DBRS credit rating.
<b>Total Credit Union Limit</b>		<b>Maximum 30% of Total</b>	<b>Maximum 30% of Total</b>

\*DBRS is a global credit rating agency that provides independent credit ratings for financial institutions and corporate entities. DBRS is one of the major credit rating agencies that provides forward-looking opinions about credit risks that reflect the creditworthiness of an entity.

The Provincial legislature passed amendments to the *Financial Institutions Act* in 2008 to provide unlimited deposit insurance protection (regulated by the Financial Institutions Commissions and administered by CUDIC) on all deposits of B.C. credit unions in the unlikely event of a credit union failure. Despite the availability of the full guarantee, the City will continue to take into consideration the financial health and credit risks of each credit union that the City invests in. To remain diversified, the Investment Policy imposes the same maximum allowable limit in credit unions (B.C. and federal credit unions combined) of not more than 30% of the City’s total investment portfolio balance.



The proposed policy limits will ensure that the City’s investment portfolio will remain risk-diversified in securing safe and liquid investment products while allowing the City in realizing the more attractive deposit rates offered by the credit unions.

The proposed policy amendment will have the following impact to the City’s investments at Coast Capital:

- Under the proposed limit, Coast Capital Federal Credit Union that has a current long-term DBRS credit rating of BBB (high) and short-term DBRS credit rating of R-1 (low) will continue to qualify as permitted investments under the proposed Investment Policy.
- Due to its credit ratings, the proposed investment limit at Coast Capital will be capped at \$30 million (or 3% of portfolio, whatever is greater) for deposit terms of less than 1 year.
- The proposed limits set out under the federal credit union asset class are consistent with the limits for chartered banks with the equivalent short-term DBRS ratings.
- Coast Capital’s current BBB (high) long-term rating is defined by DBRS as “adequate credit quality” where the capacity for the payment of financial obligations is considered acceptable. With this, no deposits greater than 1-year will be permitted to be placed at Coast Capital Federal Credit Union until its long-term credit rating meets the Investment Policy’s DBRS long-term credit rating A (low) requirement.

Proposed Amendment: Other Minor Housekeeping Changes

A few minor housekeeping changes are proposed to update some wordings and enhance the overall clarity of the Investment Policy, as summarized below:

Section	Proposed Change(s)	Reasons for Change
Permitted Investment Table in Section 8	That the “Federal Issuers – Federal & Federally Guaranteed” Asset Class be reworded to “Securities issued or backed by the Government of Canada”.	The rewording of the asset class helps ensure that the wordings in the Policy are consistent with those contained in Section 183 of the <i>Community Charter</i> .
Permitted Investment Table in Section 8	That the specific mention of the current DBRS short term / long term ratings for federal issuers be removed (i.e. delete reference to “R-1 (high) / AAA” from the table and replace with “No minimum requirement”).	The removal of the specific ratings can prevent future administrative revision of the Investment Policy in the event of future changes in Government of Canada’s DBRS credit ratings.
Diversification in Section 9	That all references to the various “DEX” indices be reworded to “FTSE Canada” to reflect the rebranding of the benchmark indices.  That a reference be made in this section to ensure that from time-to-time as the name of the benchmark indices change due to rebranding purposes, that the current prevailing indices should be used for benchmark purposes.	DEX bond indexes have been rebranded to “FTSE Canada”. The transition to the new index names commenced in mid-2018 and will be completed by April 2019.  The indices’ methodology remains the same.

A copy of the black-lined version of the amended Investment Policy 3703 that include all the proposed changes has been attached in Attachment 1 of this report.



**Financial Impact**

None.

**Conclusion**

The updated Investment Policy changes will allow the City to continue to effectively manage its municipal investment funds while complying with all statutory requirements and meeting the City's investment objectives.



Venus Ngan, CPA, CA  
Manager, Treasury and Financial Services  
(604-276-4217)

Att. 1: Black-lined Version of Investment Policy 3703 Amendment



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Adopted by Council: June 25, 2007 Amended by Council: June 8, 2009, November 12, 2013		

**POLICY 3703:**

It is Council policy that:

**1. POLICY**

The purpose of this policy is to ensure that the City's practices and procedures in the investment of public funds are in compliance with statutory requirements of the *Community Charter*, while ensuring safety of capital, maintaining appropriate liquidity in meeting anticipated cash flow demands, and attaining a reasonable rate of return after taking into account the investment constraints and liquidity requirements.

**2. OBJECTIVES**

Conservative management philosophy is followed in investment activities of all public funds held by the municipality. Four fundamental objectives, in priority order, are as follows:

(i) Adherence to Statutory Requirements

Authority for investment guidelines of municipal funds is provided in section 183 of the *Community Charter*.

(ii) Safety of Capital

Investment activities will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. Preservation of capital will be accomplished through:

- Diversification, as outlined in section 9, and
- Risk control, whereby portfolio components are limited to conservative types of investments as defined in section 8.

(iii) Liquidity of Investment

The investment portfolio will be administered to ensure adequate cash flow is available to meet all reasonably anticipated operating and capital requirements.

(iv) Return on Investment

The investment portfolio will be designed with the objective of maximizing the rate of return through budgetary and economic cycles, taking into account the investment constraints and liquidity requirements. The Financial Officer will take into account these constraints and objectives in the selection of investments to be included in the City's portfolio. The portfolio will be structured to attain optimum performance results as directed by the Policy, and to create maximum value to the City, net of any costs incurred in the investment process.



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### 3. PRUDENCE

Investments will be made with judgement and care, under circumstances then prevailing, by persons of prudence, discretion and intelligence exercised in the management of other people's affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived. Where external managers are engaged to perform trading activity, the external managers will be required to exercise the degree of care, diligence, and skill which a prudent investment counsel would exercise in similar circumstances. The Financial Officer acting in accordance with this policy and exercising due diligence will be relieved of personal responsibility for an individual security's credit risk or market price changes.

### 4. AUTHORIZATION

Authority to manage the City's investment program is derived from section 149 of the *Community Charter*, as follows:

"Financial Officer

One of the municipal officer positions must be assigned the responsibility of financial administration, which includes the following powers, duties and functions:

- a) receiving all money paid to the municipality;
- b) ensuring the keeping of all funds and securities of the municipality;
- c) investing municipal funds, until required, in authorized investments;
- d) expending municipal money in the manner authorized by the council;
- e) ensuring that accurate records and full accounts of the financial affairs of the municipality are prepared, maintained and kept safe;
- f) exercising control and supervision over all other financial affairs of the municipality."

The Financial Officer is the portfolio administrator and has the ultimate responsibility for the prudent investment of the portfolio. The Financial Officer may retain a professional investment manager(s) ("Investment Manager(s)") to provide investment advice and carry out the instructions of the Financial Officer.

The Financial Officer will:

- administer the Policy;
- review the Policy annually, which will include a reassessment of the fund's objectives, the benchmark portfolio and the impact of any changes in liquidity requirements if necessary;
- select the Investment Manager(s) and City's custodial bank;
- regularly review the quantitative and qualitative performance of the Investment Manager(s) including an evaluation of the rates of return, an analysis of the areas where the Investment Manager(s) added or reduced value, and a review of the Investment Manager(s) in the context of the criteria for their selection;



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- be responsible for regularly monitoring the asset mix of the portfolio and taking the action necessary, to correct any breaches of applicable legislation or the permitted asset mix ranges set out in this Policy;
- provide information on significant cash flow changes to the Investment Manager(s);
- be responsible for the oversight of any professional Investment Manager(s).
- have the authority to appoint and terminate the Investment Manager(s).

The Investment Manager(s) will:

- provide the Financial Officer with monthly reports of actual portfolio holdings, detailing each class of assets and how they conform to policy maximums as defined in section 8 and 9;
- present to the Financial Officer a quarterly review of investment performance, including an explanation of any shortfalls of their investment results compared to the investment objectives;
- provide estimates of future returns on investments and review proposed investment strategies that may be used to meet the objectives;
- attend a meeting with the Financial Officer at least once each year to review the results they have achieved;
- inform the Financial Officer promptly of any element of the Policy that could prevent attainment of the Plan's objectives;
- give prompt notice to the City's custodial bank of all purchases and sales of securities;
- report all investment transactions quarterly to the Financial Officer;
- provide the Financial Officer with a quarterly certificate of compliance with the Policy for the quarter just ended.

## 5. ETHICS AND CONFLICT OF INTEREST

The Investment Manager(s), Financial Officer and any individuals involved in the investment process will refrain from personal business activity that could conflict with the proper execution of the investment program or impair ability to make unbiased investment decisions. Parties will disclose any material personal financial interest in investments involved or in financial institutions that conduct business with the City. Any deviation is to be reported to the City Solicitor immediately.

## 6. IMPLEMENTATION

An active or passive investment style may be adopted, depending on suitability of each in meeting the City's investment objectives.



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**7. AUTHORIZED INVESTMENT DEALERS AND INSTITUTIONS**

The Investment Manager(s) will be registered with a regulated securities commission. They will be responsible for maintaining a list of approved financial institutions and brokers/dealers authorized to provide investment services. An annual review of this list will be completed by the Investment Manager(s), whereupon, the recommendations for any additions and deletions will be discussed and approved by the Financial Officer.

**8. PERMITTED INVESTMENTS**

Under the *Community Charter* Section 183, a municipality may invest money that is not immediately required in one or more of the following:

- a) securities of the Municipal Finance Authority;
- b) pooled investment funds under section 16 of the Municipal Finance Authority Act;
- c) securities of Canada or of a province;
- d) securities guaranteed for principal and interest by Canada or by a province;
- e) securities of a municipality, regional district or greater board;
- f) investments guaranteed by a chartered bank;
- g) deposits in a savings institution, or non-equity or membership shares of a credit union;
- h) other investments specifically authorized under this or another Act.

The following table sets out the City's permitted investments, minimum credit rating requirements and their limits:

Asset Class	Dominion Bond rating services limited (DBRS) <sup>1</sup> <i>Short Term / Long Term Rating</i>	Limits per issuer (as a % of total portfolio)
<b>Federal Issuers</b>		
Federal & Federally guaranteed Securities issued or backed by the Government of Canada	R-1 (high) / AAA No minimum requirement	No limit
<b>PROVINCIAL ISSUERS</b>		
All Provinces	R-1 (high) / AAA, AA (high), AA	25% per province
All Provinces	R-1 (middle) / AA (low)	20% per province
All Provinces	R-1 (middle) / A (high)	10% per province
All Provinces	R-1 (low) / A, A (low)	5% per province
<b>TOTAL PROVINCES</b>		Maximum 50%
<b>Chartered Banks</b>		
Schedule I, II & III banks	R-1 (high) / AAA, AA	15% per bank
Schedule I, II & III banks	R-1 (middle) / AA, AA (low)	10% per bank
Schedule I, II & III banks	R-1 (middle) / A (high)	5% per bank
Schedule I, II & III banks	R-1 (low) / A (low)	3% per bank
<b>TOTAL CHARTERED BANKS</b>		Maximum 50%





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B.C. credit unions	
Credit unions with total assets <sup>2</sup> more than \$10 billion	The greater of: (i) 10% of total portfolio balance per credit union, or (ii) \$75 million per credit union
Credit unions with total assets <sup>2</sup> between \$500 million and \$10 billion	The greater of: (i) 5% of total portfolio balance per credit union, or (ii) \$50 million per credit union
Federal credit unions	
Deposit term cannot exceed 1 year if long-term DBRS credit rating of A (low) is not attained <sup>3</sup>	
Federal credit unions with: • Long-term DBRS credit rating under A (low); and • Short-term DBRS credit rating higher than R-1 (low)	The greater of: (i) 5% of total portfolio balance per credit union, or (ii) \$50 million per credit union
Federal credit unions with: • Long-term DBRS credit rating under A (low); and • Short-term DBRS credit rating R-1 (low)	The greater of: (i) 3% of total portfolio balance per credit union, or (ii) \$30 million per credit union
<b>TOTAL B.C. CREDIT UNIONS</b>	Maximum 30%
Pooled Investments	
Pooled funds	Maximum 20%
Other Securities	
Municipality, Regional District or Greater Board	Maximum 10%

<sup>1</sup> If DBRS credit rating is not available, the City can use an equivalent credit rating provided by an approved credit rating organization such as Standard & Poor's Corporation (S&P) and Moody's Investors Services Inc. (Moody's)

<sup>2</sup> Based on latest audited financial statements

<sup>3</sup> Federal credit union that has long-term DBRS credit rating A (low) or higher will follow the equivalent per issuer limits under the Chartered Bank section for its long-term and short-term investments, where the total investments in all credit unions cannot exceed a combined total of 30% of the City's investment portfolio.

## 9. DIVERSIFICATION

The City recognizes that prudence in investment selection is essential to minimize interest rate and credit risk.

- Interest Rate Risk – At each interim and annual reporting periods, the Investment Manager(s) will monitor the performance of the cash and bond components of the portfolio against the selected benchmarks. The Investment Manager(s) will also assess the duration of the bond components of the portfolio to ensure they fall within a year and a half of the duration of the benchmark against which bond performance is measured. The 91-Day T-Bill Index will be the basis for benchmarking the cash component of the portfolio. For the bond components of the portfolio, the indices within the DEX Universe ~~FTSE Canada Bond Index, or its equivalent prevailing index as amended from time-to-time by the provider of the benchmarks,~~ will be selected as the benchmarks. Selection of the appropriate benchmark for each bond component



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will be based on the index with the duration closest to the duration of the bond component being evaluated. The following indices fall within the ~~DEX~~ **FTSE Canada** Universe Bond Index:

- ~~DEX~~ **FTSE Canada** Universe All Government Index
- ~~DEX~~ **FTSE Canada** Short Term All Government Index
- ~~DEX~~ **FTSE Canada** Mid Term All Government Index
- ~~DEX~~ **FTSE Canada** Short/Mid All Government Index
- ~~DEX~~ **FTSE Canada** Long Term All Government Index

- Credit Risk – The Investment Manager(s) will minimize credit risk by investing in conservative types of instruments. A minimum of 90% of the portfolio’s market value is required to carry a DBRS credit rating of A (high) or higher or the equivalent R1-middle or higher.

Diversification will be achieved through:

- Setting limits on the amount of investments with a specific maturity, from a specific issuer or a specific sector;
- Investing the targeted amount of assets in liquid investments to ensure funds are readily available; and
- Selecting assets with varying maturity terms.

In addition, the Investment Manager(s) will engage in the rebalancing of the portfolio to adhere to parameters as defined in this policy or any addendums agreed upon by the Financial Officer and the Investment Manager(s).

**10. COMPETITIVE BIDS**

The Financial Officer or Investment Manager(s) will solicit competitive verbal quotations for the purchase and sale of securities when it is prudent to do so. This policy recognizes that, from time to time, offerings of value may require immediate action. Under such circumstances competitive bids may not be sought provided that value can be substantiated by market data.

**11. SAFEKEEPING AND CUSTODY**

All transactions will be executed by the delivery-versus-payment basis to ensure securities are deposited in an eligible financial institution with the release of funds. Settlement will take place at the main branch of the City’s custodial bank in any Canadian city. Securities will be held by the City’s custodial bank or alternatively, will be registered with the Central Depository for Securities (CDS).



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- **Authorization:** The custodial bank will not accept delivery or payment without prior authorization and instructions for the City.
- **Evidence:** All transactions traded in-house will be evidenced by a contract advice from the investment dealer, as well as a settlement advice from the custodial bank.
- **Registration:** All securities that are in registerable form will be registered in the name of the City of Richmond.
- **Repurchase Agreements:** In addition to all the terms and conditions above, the City's custodial bank will be responsible for ensuring that the repurchase agreement for overnight transactions has been duly executed.

## 12. INTERNAL CONTROLS

External audits will be performed annually, including an assessment of investment effectiveness and risk management.

## 13. PERFORMANCE STANDARDS

The investment portfolio will be designed to obtain an above market benchmark, taking into account the City's investment risk constraints, cash flow requirements, and active management strategy. This policy recognizes that the reliability of performance evaluation (i.e. comparison to benchmarks) increases with the duration of the measurement period.

## 14. REPORTING

The Financial Officer will prepare an investment report on a quarterly basis to Council. The report will provide a summary of the securities held at the end of the reporting period including issuer diversification and market values.

The Investment Manager(s) will conduct at each quarter end a review of the portfolio, including strategy employed, duration, liquidity, and a forecast of upcoming market conditions.

## 15. ADOPTION AND REVIEW

The policy will be reviewed annually by the Financial Officer, and any suggested modifications will be presented to Council for adoption.





# City of Richmond

## Report to Committee

**To:** Finance Committee

**Date:** February 11, 2019

**From:** Jerry Chong  
Director, Finance

**File:** 03-0900-01/2019-Vol  
01

**Re:** Credit Card Payment Service Fee Bylaw No.9536 Amendment Bylaw No.9963

### Staff Recommendation

1. That the staff report titled "Credit Card Payment Service Fee Bylaw No. 9536 Amendment Bylaw No. 9963" dated February 11, 2019 from the Director, Finance, be endorsed;
2. That Credit Card Payment Service Fee Bylaw No. 9536, Amendment Bylaw No. 9963 be introduced and given first, second and third readings.

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

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

### Staff Report

#### Origin

Council adopted the Credit Card Payment Service Fee Bylaw No.9536 in August 2016 whereby a service charge of 1.75% is being assessed when a credit card is used to pay for property taxes and utility payments online. The objective of the credit card acceptance program is to enhance customer service by offering taxpayers a convenient option in paying their tax and utility payments without additional cost impact to the City.

Online credit card property taxes and utility payments went up by approximately 35% from \$5.2 million in 2017 to almost \$7.0 million in 2018. The increased volume provides a positive indicator that this user-pay model is gradually gaining acceptance by the public.

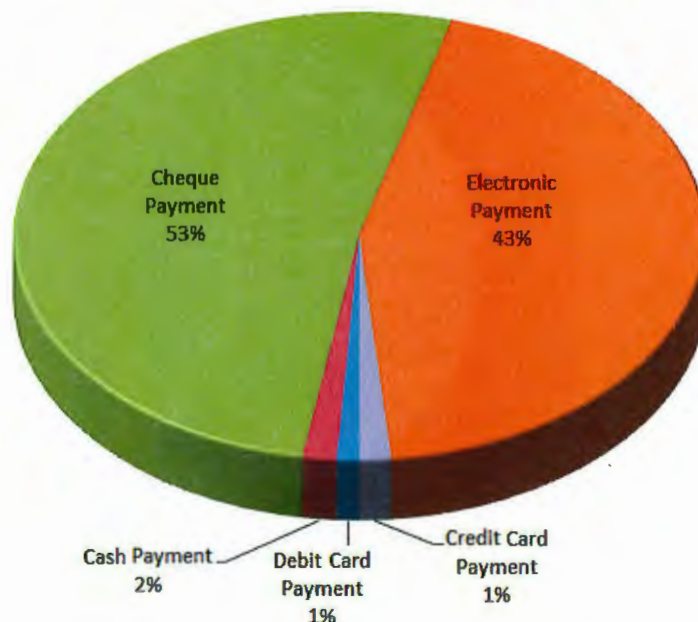
The City currently does not accept credit card payments in-person. As a result of the success of the online user-pay credit card acceptance model, staff is recommending that the user-pay model be expanded to allow credit cards to be accepted in-person (with a service fee) at City Hall for payments of a broader range of municipal fees and services.

#### Analysis

##### Collection by Payment Type

During 2018, the City collected and processed approximately \$695 million in payments (data excludes recreational services). As shown in the chart below, 53% of the payments are accepted by cheque, 43% are paid by electronic payments (such as electronic bill payments, direct deposit payments, wire payments etc.), 2% are paid by cash, with the remaining 2% of the payments paid by debit cards or credit cards.

**Breakdown of 2018 Collection by Payment Method**



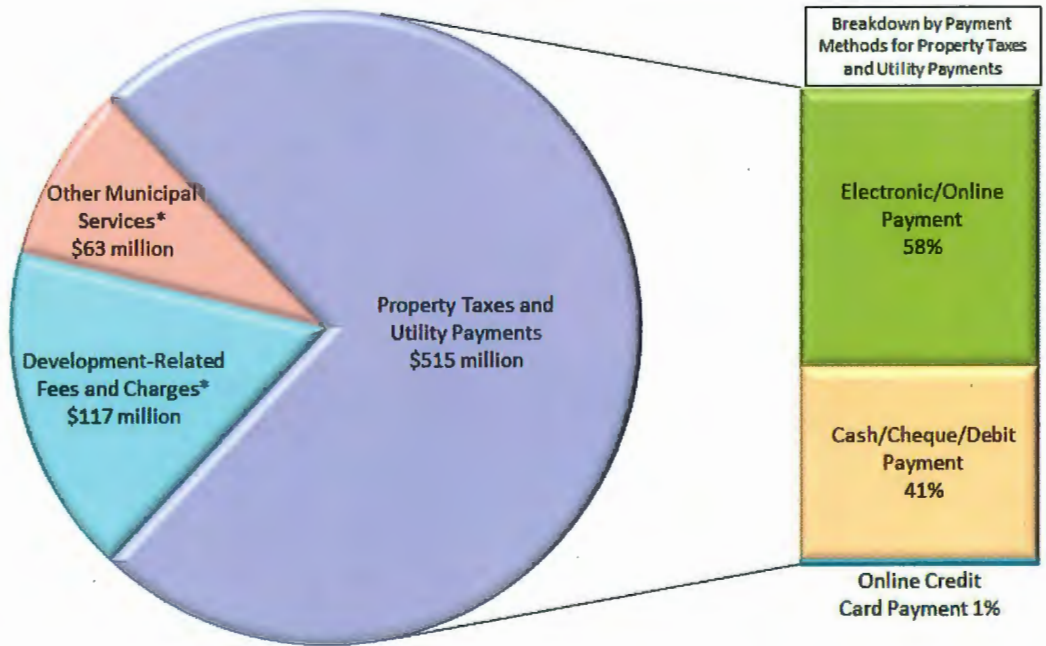
**2018 Collection by Type**

The City’s total 2018 collection of \$695 million is made up of 3 main sources:

1. \$515 million in property taxes, payment in lieu of taxes (PILT) and utility payments.
2. \$117 million in development-related fees and charges such as development cost charges, permit fees, development-related fees and contributions, security deposits etc.
3. \$63 million in other municipal fees and charges such as invoice payments, fines, license payments, and other miscellaneous municipal payments.

The graph below depicts a high level breakdown of the City’s 2018 collection by type and payment method:

**City's 2018 Collection by Type and Payment Method**



\* Primary payment methods for these services are cash, cheque and debit cards.

Of the City’s total \$515 million collection in property taxes, PILT and utility payments, 58% was received via electronic methods, 41% was paid by cheques, cash and debit cards (majority was by cheque), and 1% was paid through online credit card payments.

The remaining collection of \$180 million represents non-property tax and non-utility related financial deposits where the primary payment methods of these municipal services and fees have historically been only by cash, cheques and debit card payments.

### Benefit of Credit Card Acceptance

Based on the above statistics where over 50% of City's collections are currently paid by cash and cheques, staff believe that there is great opportunity for the City to expand the available payment options in order to realize the extra benefits associated with electronic, online and credit card payment methods, which include:

- Improve overall customer experience of quicker and more efficient services;
- Improve cash flow due to quicker electronic settlement of funds;
- Time savings resulting from reduced cash counting and processing time;
- Immediate authentication and authorization of fund availability;
- Eliminate possibility of accepting non-sufficient fund cheques or counterfeit bills;
- Reduce risk of theft or loss associated with cash handling; and
- Improve customer satisfaction by giving a choice to the customers to make their payments by credit cards that will allow them to earn credit rewards and to take advantage of extended payment due date.

Electronic payments (including online banking, electronic fund transfers, pre-authorized debit, as well as credit card payments) are widely accepted by consumers and businesses as convenient and secured ways in conducting business.

### Cost of Credit Card Acceptance

Traditionally, municipal governments are reluctant to accept credit cards as a payment method because of the high transaction costs associated with accepting credit cards. The costs (known as merchant fees) to process credit card transactions could range anywhere from 1.5% to 3.0% depending on the types of credit cards used by the customers.

Credit card companies are aware that the high transaction costs are deterring non-profit entities from accepting credit cards, therefore they have introduced more flexible rules in allowing certain types of permitted merchants (including non-profits like governments, universities and charities etc.) in imposing service fees on eligible credit card transactions. The City was the leader in taking the opportunity to enable a credit card service fee bylaw and was the first municipality in B.C. in creating its own online payment platform in accepting credit cards online for tax and utility payments (with a service fee) since September 2016.

In 2018, the City accepted approximately \$7 million in online credit card property taxes and utility payments, with a full recovery of the associated merchant fees that totaled over \$115,000. In the absence of a service fee recovery tool, any such costs associated with credit card acceptance would be borne by all taxpayers whether or not they used credit cards in making their municipal payments. Under the existing user-pay model, the City was able to fully recover from the users all the merchant fees incurred with the collection of the 1.75% credit card service fees as prescribed under the Credit Card Payment Service Fee Bylaw No.9536.

Expansion of in-person credit card acceptance with a service fee

Consistent with the City's core value of continuous improvement and customer service excellence, staff are proposing that an additional in-person credit card payment option (with a service fee) be added. This will make the City of Richmond a leader in providing our customers with the additional option to pay with their credit cards for a full scale of municipal services.

Based on the City's credit card merchant fee rates, it is proposed that the Credit Card Payment Service Fee Bylaw No.9536 be amended to enable the City in assessing and charging a non-refundable service fee of 1.75% for in-person credit card transactions.

The Bylaw includes a schedule of items that are specifically excluded from the credit card service fee bylaw. The exclusion includes fees for recreational programs and library services, bylaw violation fines, pay parking, certain types of license payments, and miscellaneous offsite revenues. Due to the nature of these fees and charges, the City has historically been accepting credit cards without any service fees in order to promote usage, increase collection rates and improve overall process efficiencies. Staff believe that it still remains advantageous to accept credit card payments for these fees and charges without the extra service fee in order to continue to promote their usage and enhance collection rates.

Under the proposed expanded credit card service fee acceptance model, the City will be able to accept credit cards payments for a broader range of municipal services without any tax impact. Customers that choose to use credit cards to pay for property taxes, utility bills, development-related fees and charges or any other municipal fees will bear all transaction costs associated with their purchases. Staff will monitor and review the credit card service fee rate on a regular basis and will amend the credit card service fee bylaw as required to ensure that the City will continue to operate the credit card acceptance program on a cost-neutral basis.

The City's cashier system will be subject to being configured by the software provider in order to enable the in-person credit card acceptance function. The configuration is required in order to ensure that the City will continue to meet the credit card companies' requirements for accepting credit cards with a service fee. The City is required to disclose the fee clearly to the cardholder as a service fee and to provide the ability for the cardholder to cancel the transaction without any penalties before the transaction is completed. Additional staff training will also be involved to ensure compliance with credit card security standards. It is anticipated the City would be able to begin accepting credit card at City Hall under the proposed model when the functionality becomes available by May 2019.

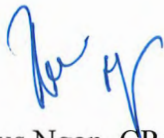
The in-person credit card payments (with a service fee) option is anticipated to be made available for the Q1-2019 quarterly utility bill due date in May 2019 and the option will continue to be available for the upcoming 2019 property tax due date in July 2019.

**Financial Impact**

None.

**Conclusion**

Staff recommend that the Credit Card Payment Service Fee Bylaw No.9536 be amended to enable the City to assess and charge a non-refundable service fee of 1.75% for both online and in-person credit card transactions. Credit Card Payment Service Fee Bylaw No. 9536, Amendment Bylaw No. 9963 is attached for Council's consideration.



Venus Ngan, CPA, CA  
Manager, Treasury and Financial Services  
(604-276-4217)

Att. 1: Credit Card Payment Service Fee Bylaw No. 9536, Amendment Bylaw No. 9963





Credit Card Payment Service Fee Bylaw No. 9536, Amendment Bylaw No. 9963

The Council of the City of Richmond enacts as follows:

- 1. Credit Card Payment Service Fee Bylaw No. 9536 is amended by deleting Section 1 and replacing it with the following:
- 1. Except as set out in section 2, when a credit card or a mobile device is used to pay for fees and charges payable to the City of Richmond in both card-present and card-not-present environments, a service charge of 1.75% of the final transaction amount, net of all discounts and rebates, shall be assessed and charged to the payor in addition to the final transaction amount.
- 2. The service charge imposed under section 1 does not apply to the following exempt fees or charges:
a) Recreation program registrations and services processed via the City's parks and recreation system
b) Library services
c) Business licence applications and renewals
d) Dog licence applications and renewals
e) Bylaw violation tickets and fines
f) Pay parking
g) Criminal record check services at RCMP detachment
h) Garbage tags and garbage disposal vouchers
i) Miscellaneous items sold at the Richmond Recycling Depot
- 3. The service charges assessed and charged under this Bylaw are non-refundable.
2. This Bylaw is cited as "Credit Card Payment Service Fee Bylaw No. 9536, Amendment Bylaw No. 9963".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

Four horizontal lines for signatures

CITY OF RICHMOND
APPROVED for content by originating Division
APPROVED for legality by Solicitor

MAYOR

CORPORATE OFFICER



# City of Richmond

## Report to Committee

**To:** Finance Committee

**Date:** February 1, 2019

**From:** Jerry Chong  
Director, Finance

**File:** 03-0900-01/2019-Vol  
01

**Re:** Revenue Anticipation Borrowing (2019) Bylaw No. 9997

### Staff Recommendation

That the Revenue Anticipation Borrowing (2019) Bylaw No. 9997 be introduced and given first, second and third readings.

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

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



## Staff Report

### Origin

The City has an existing credit facility agreement with its bank and is seeking Council's annual authorization through adoption of Revenue Anticipation Borrowing (2019) Bylaw No. 9997 (Attachment 1). The total amount of the credit facility is \$9,500,000, which is comprised of \$3,000,000 in standby letter of credit, demand promissory notes or bank overdraft, \$4,500,000 in leasing lines of credit and \$2,000,000 in commercial card credit facility.

### Analysis

#### Section 177 of the Community Charter

Pursuant to Section 177 of the *Community Charter*:

- Council may, by bylaw, provide the authority to borrow money that may be necessary to meet current lawful expenditures and to pay amounts required to meet the City's taxing obligations in relation to other local governments or public bodies.
- If money is borrowed pursuant to a revenue anticipation borrowing bylaw, any money to be collected from property taxes must be used to repay the money borrowed.
- The maximum amount of borrowing allowed for revenue anticipation borrowing is the sum of the unpaid taxes for the current year and the money remaining due from other governments (e.g. payment in lieu of taxes and grants).

The bylaw amount of \$9,500,000 satisfies all the conditions set out in Section 177 of the *Community Charter*.

#### Purpose of the City's Credit Facilities

The purpose of obtaining the \$3,000,000 operating line of credit is to ensure that the City has a secondary source of credit in place to protect its bank accounts from the unlikely event of going into an overdraft position. Staff regularly monitors the City's cashflow position to prevent the possibility of having to draw down on the credit facility. If the operating line of credit remains unused, it will be free of charge for the City to maintain.

The purpose of obtaining the \$4,500,000 leasing lines of credit is to ensure that a leasing facility is available in the event it is required. If the leasing line of credit remains unused, it will be free of charge for the City to maintain.

The purpose of obtaining \$2,000,000 limit in commercial credit card facility is to provide a convenient and cost-effective method of procuring and paying for low value goods and services. The commercial credit card facility is free of charge if payment is received within three days after the statement date.

**Costs of the City's Credit Facilities**

The credit facilities are free of charge to the City to maintain unless they are being drawn upon. The following table summarizes the interest rates associated with the usage of these credit facilities:

	Operating Lines of Credit	Leasing Lines of Credit	Commercial Credit Card
Interest Rate	Bank's prime lending rate minus 0.50%	Bank's prime lending rate or leasing base rate plus 0.60%	Bank's prime lending rate plus 1.00%
Grace Period	None	None	3 days after statement date

The current bank's prime lending rate at the time of this report is 3.95%

With the City's solid financial position, the City has never activated these credit facilities. The purpose of maintaining these credit facilities is to ensure that they will be available in the unlikely event that funds are required to meet short-term operational cash flow needs. Should any of these credit facilities be utilized resulting in the City incurring interest charges for a consecutive period of more than two weeks, staff will prepare a report to inform Council of such financial activity.

**Financial Impact**

None.

**Conclusion**

Staff recommend that the Revenue Anticipation Borrowing (2019) Bylaw No. 9997 be approved in order for funds to be made available to the City in the event that the City is required to draw upon the City's credit facilities arrangement with its bank.

Venus Ngan, CPA, CA  
 Manager, Treasury and Financial Services  
 (604-276-4217)

Att. 1: Revenue Anticipation Borrowing (2019) Bylaw No. 9997



# City of Richmond

## Bylaw 9997

### REVENUE ANTICIPATION BORROWING (2019) BYLAW NO. 9997

The Council of the City of Richmond enacts as follows:

1. Council shall be and is hereby empowered and authorized to borrow upon the credit of the City, from a financial institution, a sum not exceeding \$9,500,000 at such times as may be required.
2. The form of obligation to be given as acknowledgement of the liability shall be \$3,000,000 in the form of standby letters of credit, demand promissory notes or bank overdraft, \$4,500,000 in the form of leasing lines of credit, and \$2,000,000 in the form of commercial credit card facility.
3. All unpaid taxes and the taxes of the current year (2019) when levied or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.
4. Revenue Anticipation Borrowing (2018) Bylaw No. 9831 is hereby repealed.
5. This Bylaw is cited as **“Revenue Anticipation Borrowing (2019) Bylaw No. 9997”**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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

\_\_\_\_\_  
MAYOR

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



# City of Richmond

## Report to Committee

**To:** Planning Committee **Date:** February 12, 2019  
**From:** Kim Somerville **File:** 07-3070-01/2019-Vol 01  
 Manager, Community Social Development  
**Re:** **2017-2022 Child Care Needs Assessment and Strategy - 2018 Update**

### Staff Recommendation

1. That the staff report titled “2017-2022 Child Care Needs Assessment and Strategy - 2018 Update” dated February 12, 2019 from the Manager, Community Social Development, be received for information; and
2. That the 2017-2022 Child Care Needs Assessment and Strategy - 2018 Update be distributed to key stakeholders and posted on the City website.

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

Att. 1

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

## Staff Report

### Origin

The 2017-2022 Child Care Needs Assessment and Strategy was adopted by City Council on July 24, 2017. It provides insight into the status of child care in Richmond and provides a five year plan for the City and its stakeholders to support the development of a healthy child care system in the community.

The purpose of the Strategy is to identify key priorities and needs for child care in Richmond over the next five years, and provide a resource for the City, child care operators, and community partners to address current and future child care needs. It is organized around seven strategic directions and thirty two actions which help to provide focus and intentionality in the work that the City and its stakeholders undertake together to address the need for quality, affordable, accessible child care spaces in Richmond.

This report provides an update on the implementation of the 2017-2022 Child Care Needs Assessment and Strategy since its adoption on July 24, 2017, with a particular emphasis on the progress made on short term and ongoing actions (Attachment 1).

This report supports the 2013-2022 Social Development Strategy's Strategic Direction #4: Help Richmond's Children, Youth and Families Thrive:

*Action 10 - Support the establishment of high quality, safe child care services in Richmond through such means as:*

*10.1 - Conducting periodic Child Care Needs Assessments, with interim monitoring to identify existing and future child care requirements, by type of care and geographic area of need.*

This report also supports the 2017-2022 Child Care Needs Assessment and Strategy's Strategic Direction #1: Enhancing Child Care Policy and Planning:

*Action 1.1 – Review Richmond's child care space needs and update child care space targets by Planning Area, utilizing the 2016 Long-form Canada Census data for the City and its planning; and*

*Action 2.2- Review the current status of existing child care spaces in Richmond.*

### Analysis

The 2017–2022 Richmond Child Care Needs Assessment and Strategy – 2018 Update highlights the significant progress and achievements in addressing the short term and ongoing actions in the 18 month period since the Strategy was adopted.

Many innovative programs and opportunities were initiated in 2017 and 2018 which provided families with increased access to child care and parenting resources, and supported child care providers in delivering quality programs. In 2018, the Province of BC introduced the Child Care BC plan and the Provincial budget included \$1 billion of new investments in child care to

address a variety of child care needs across the province. The 2018 Update provides information on the new Child Care BC plan and outlines how the City plans to review and monitor further implementation and funding. The 2018 Update also includes updated demographic information and details on the licensed child care supply in Richmond derived from data received since the publication of the 2017-2022 Richmond Child Care Needs Assessment and Strategy.

### Highlighted Achievements – Short Term and Ongoing Actions

The following section provides highlights of what the City and its stakeholders have achieved from the time the Strategy was adopted on July 24, 2017 to the end of 2018.

- Three new, purpose built and state of the art, City-owned child care facilities opened since the adoption of the Strategy in July 2017 and have provided 111 additional child care spaces;
- Brighthouse Village Early Childhood Development Hub was secured through a rezoning application at 6340 No.3 Road. The Hub will be licensed for 87 child care spaces and include family strengthening services.
- Two letters were sent to the Provincial Government recognizing the funding initiatives for child care in the 2018 Provincial Budget and outlining the challenges in regards to child care affordability, accessibility and the recruitment and retention of Early Childhood Educators.
- Through continued partnerships with Richmond Children First, Child Care Development Advisory Committee, Vancouver Coastal Health, the Richmond School District, and the Richmond Child Care Resource and Referral, the City increased the availability of information to Richmond families on child care and family-related resources.
- The City of Richmond hosted an inter-municipal roundtable discussion on child care planning in November 2017 and participated in a roundtable discussion regarding provincial funding with Minister of State for Child Care, Katrina Chen in November 2018.
- The City obtained 2016 Canada Census population data from Statistics Canada on December 3, 2018. A complete update to the child population data and the resulting, anticipated child care needs in Richmond was completed in December 2018.
- The Richmond Interactive Map on the City website was updated, including the child care locator map, to share information about child care to the community.
- The City's Child Care Design Guidelines were updated at the end of 2018 and will be released in early 2019.

Communication

The 2018 Update highlights the City’s progress on the Child Care Needs Assessment and Strategy’s short term and ongoing actions since the adoption of the Strategy. This update will be used to inform the public and key stakeholders about what has been achieved to date and will be distributed through a variety of communication channels including the City’s website and circulation to the Child Care Development Advisory Committee and key stakeholders.

**Financial Impact**

None.

**Conclusion**

As detailed in the attached report, significant progress has been made with respect to the short term and ongoing actions outlined in the 2017-2022 Child Care Needs Assessment and Strategy. Many innovative activities were initiated to provide families with increased access to child care and parenting resources and to support child care providers.

Future annual updates will continue to present the highlights from implementing the 2017–2022 Richmond Child Care Needs Assessment and Strategy and will continue to inform Council and the community about the City’s progress, with a particular emphasis on the Strategy’s ongoing, medium and long term actions.



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

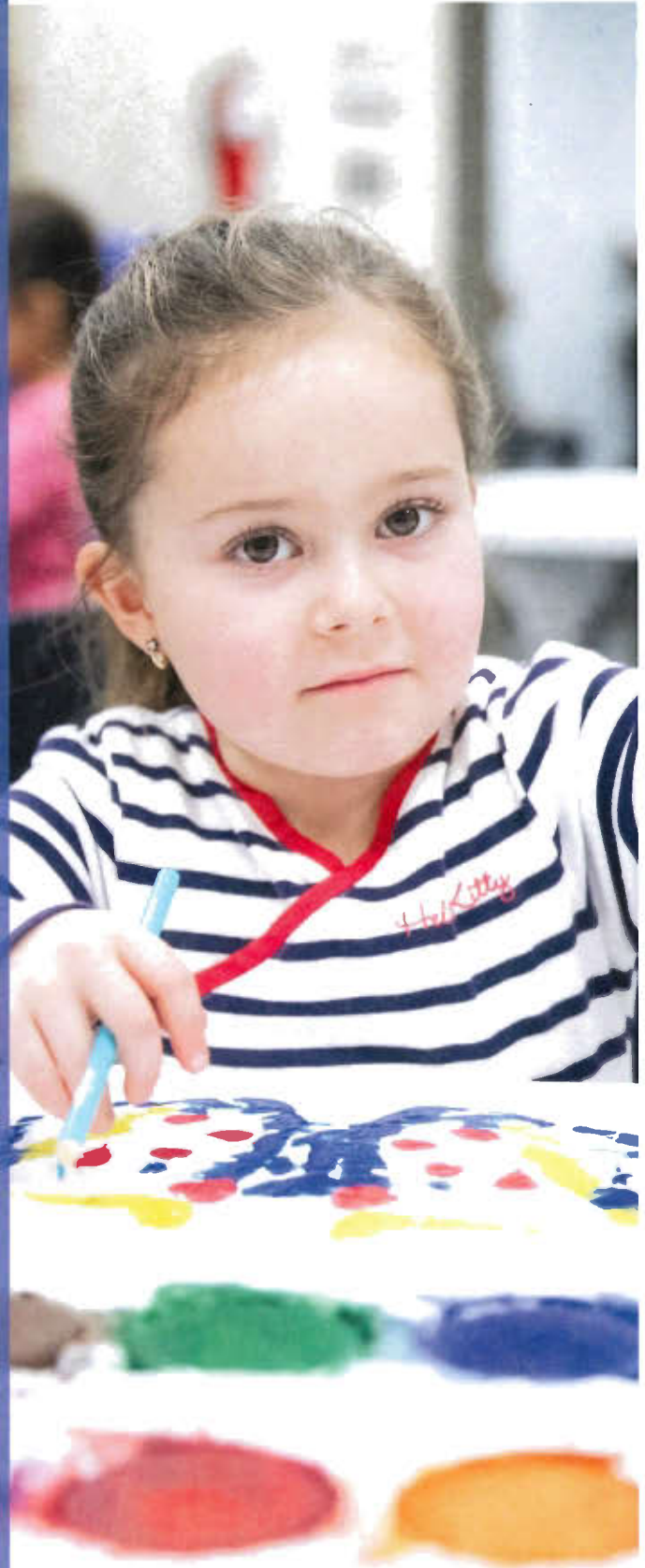
Att. 1: 2017-2022 Child Care Needs Assessment and Strategy - 2018 Update



City of Richmond

# Child Care Needs Assessment and Strategy

2018 Update





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## Introduction

The 2017–2022 Richmond Child Care Needs Assessment and Strategy provides insight into the status of child care in Richmond and provides a five year plan for the City and its stakeholders to support the development of a healthy child care system in the community. The City of Richmond is a municipal leader in fostering the conditions necessary for expanding and enhancing child care choices for Richmond’s resident and employee populations. The City recognizes that child care is critically important to its residents, is an essential need for working parents, and supports parents who are pursuing their education. A key goal of the City’s commitment to child care is to promote the establishment and ongoing maintenance of a comprehensive child care system.

The City of Richmond demonstrates a commitment to child care by partnering with other levels of government and the private and non-profit sectors to create child care spaces. The City also commits to child care through the Child Care Development Policy and by undertaking periodic child care needs assessments. The City acquires child care facilities through rezoning and community amenity contributions which are owned by the City and leased to non-profit child care operators.

The Provincial Government is responsible for child care legislation, policy, facility licensing, and provides income-tested subsidies for families. The Provincial Government also provides grants to support operating costs, repairs and maintenance of facilities, capital funding to create new spaces and direct reductions to child care fees for families. Early learning, education and child care fall primarily under Provincial jurisdiction, and the Federal Government role is limited largely to the transfer of funds to Provincial and Territorial Governments for allocation to early childhood programs and services. The Federal Government also provides the Canada Child Benefit (CCB) to families with children under the age of 18 years.

City Council adopted the 2017–2022 Richmond Child Care Needs Assessment and Strategy on July 24, 2017 and implementation of the actions outlined has been ongoing since this time. Since the Strategy was adopted, there has been significant progress in addressing the short term and ongoing actions. The following report provides a high-level summary of the accomplishments and endeavours that the City and community have achieved in the eighteen month period since the adoption of the 2017–2022 Richmond Child Care Needs Assessment and Strategy.

# About the Strategy

The 2017–2022 Richmond Child Care Needs Assessment and Strategy is the fourth child care needs assessment and strategy undertaken by the City of Richmond since 1995. These documents have helped to guide the City's actions and initiatives to support the provision of child care in Richmond. In 2016, the City of Richmond conducted a comprehensive review and analysis of Richmond's current child care landscape in order to forecast and plan for the future needs of residents and child care providers. The results of a comprehensive community engagement process were used to develop a City child care strategy for the next five years. The 2017–2022 Richmond Child Care Needs Assessment and Strategy recommends that the City and other stakeholders work together to address the need for quality, affordable, accessible child care spaces in Richmond.

The purpose of the Strategy is to identify key priorities and needs for child care in Richmond over the next five years, and provide a resource for the City, child care operators, and community partners to address current and future child care needs. To obtain information for the review, an extensive community engagement process was conducted and resource materials were gathered. At the time the needs assessment was conducted in 2016, the supply of licensed child care spaces in Richmond had increased to 5,802 spaces from 3,974 spaces in 2009. On a per capita basis, the estimated number of licensed child care spaces rose from 15 spaces per 100 children aged 12 years and under in 2009 to 24 spaces per 100 children aged 12 years and under in 2016. Despite the increase in child care spaces, parents continue to face challenges finding suitable and affordable placements for their children, especially for infant and toddler care, school-age care, and inclusive child care for children requiring extra support. Families acknowledged the many benefits of having child care facilities located in close proximity to complementary child and family services.







## Implementation of a Provincial Child Care Plan—Budget 2018

In February 2018, the Province of BC released “Child Care BC, the Path to Universal Child Care”, a plan that outlines a series of steps towards a comprehensive system of child care across the Province in order to better meet the needs of children and families. The Child Care BC plan will have a direct impact on parents and child care providers in Richmond.

Details of the plan address and include the following:

- Currently, B.C. does not have a coordinated child care system. Child care providers operate independently, currently adhere to a range of provincial and municipal rules and regulations, and face challenges with workforce recruitment and retention.
- The current market-based system is not meeting the demand for child care spaces and research indicates that there are many challenges associated with market-based models when there is unmet demand, leaving them fragmented and unaccountable.
- The 2018 Provincial Budget included \$1 billion in new investments in child care and early learning over the next three years. It lays the foundation for a province-wide universal child care system.
- The Federal Government invested \$153 million into Child Care B.C. as part of the Early Learning and Child Care Framework. This funding will be put towards increasing the number of infant and toddler child care spaces in areas of highest need, providing low-cost infant and toddler care spaces, supporting culturally appropriate care for Indigenous families, and other initiatives meant to support vulnerable families.
- The Province’s plan for early care and learning is to move from the current patchwork of programs and services towards universal child care that is affordable and accessible for families.

Since February 2018 when this Provincial Budget was announced, the Province has implemented a number of new funding initiatives to address and respond to issues in the child care sector including high fees for parents, lack of licensed spaces and training and wages for Early Childhood Educators.

The Provincial Government has introduced or implemented several new or enhanced programs to reduce child care fees for parents, build more licensed spaces, increase the number of qualified Early Childhood Educators and retain and support Early Childhood Educators working in the field. These funding programs will bring much needed relief to many families and provide opportunities for child care providers.

Additional funding announcements have also created initiatives to directly support municipalities to plan for and develop child care. Below is a summary of these new initiatives.

- New Spaces Fund: A fund that supports the creation of 22,000 new child care spaces in B.C.
  - Up to \$1 million per facility for public-sector partnerships with non-profit child care providers; up to \$500,000 per facility for school boards, Indigenous organizations/Band or Tribal Councils and First Nations Governments, child development centres, and non-profit child care providers; and up to \$250,000 per facility for private child care providers.
- Community Child Care Planning Program: Funding to engage in child care planning activities in order to develop a community child care space creation action plan.
  - Eligible projects can receive up to \$25,000.
- Community Child Care Space Creation Program: Funding for local governments to create approximately 1,370 new licensed child care spaces within their own facilities for children aged 0-5 years.
  - \$1 million per project with funds from the Early Learning and Child Care Agreement with the Government of Canada.



The 2018 Provincial Budget will deliver

**\$1 BILLION** in

new investments in child care and early learning over the next three years

City staff are currently reviewing the information on all funding initiatives to determine which, if any, may be relevant to Richmond to address some of the key challenges and priorities that are identified in the 2017–2022 Richmond Child Care Needs Assessment and Strategy. City staff will continue to monitor future funding announcements to understand potential opportunities to partner with other organizations and create new child care spaces.





## Updated Child Care Profile

As part of the 2017–2022 Richmond Child Care Needs Assessment and Strategy, City staff completed an analysis of the licensed child care spaces in 2016 and projected population trends by Richmond planning area. Due to the inaccessibility of 2016 Census data at the time, population values were based on the Richmond School District’s population data prepared by Baragar Systems. The City received 2016 Census data in 2018, and combined with updated licensed child care spaces data, an updated Child Care Profile has been completed.

In December 2018 there were 6,439 licensed child care spaces, offering approximately 640 more child care spaces than in 2016. The number of licensed child care spaces has continued to increase each year since data was first collected in 1995; at that time there were 2,436 licensed child care spaces in Richmond. The number of child care spaces has increased for all types of child care since 2016, with the exception of family child care and preschool (Table 1). Between 2016 and 2018, there has been a significant increase in the number of licensed child care spaces in group care (under 36 months), in-home multi-age care, and group care (30 months to school-age). The number of licensed school age care spaces has not increased significantly since 2016, which is indicative of a continuing need to address the shortage of school age care spaces in Richmond, as identified in the 2017–2022 Richmond Child Care Needs Assessment and Strategy.

**Table 1: Trends in Licensed Child Care Spaces in Richmond: 2016–2018<sup>1</sup>**

Type of Care	2016	2018	Change (2016–2018)	% Change (2016–2018)
Group Care–Under 36 months	664	928	264	39.8%
Group Care–30 months to school-age	2,103	2,581	478	22.7%
Family Child Care	341	234	-107	-31.4%
In-home Multi-age Care	81	104	23	28.4%
Multi-age Group Care	88	96	8	9.1%
Group Care – School-age	1,666	1,685	19	1.1%
Preschool	819	769	-50	-6.1%
Occasional Care	40	42	2	5.0%
<b>Total</b>	<b>5,802</b>	<b>6,439</b>	<b>637</b>	<b>11.0%</b>

According to a Metro Vancouver study, A Municipal Survey of Child Care Spaces and Policies in Metro Vancouver (2015), Richmond had an estimated 22.4 child care spaces per 100 children aged 12 years and younger in 2015. In comparison, the Metro Vancouver average was 18.5 licensed child care spaces per 100 children according to this study. As of 2018, there are 27.5 child care spaces per

<sup>1</sup> Accurate data as of December 7, 2018

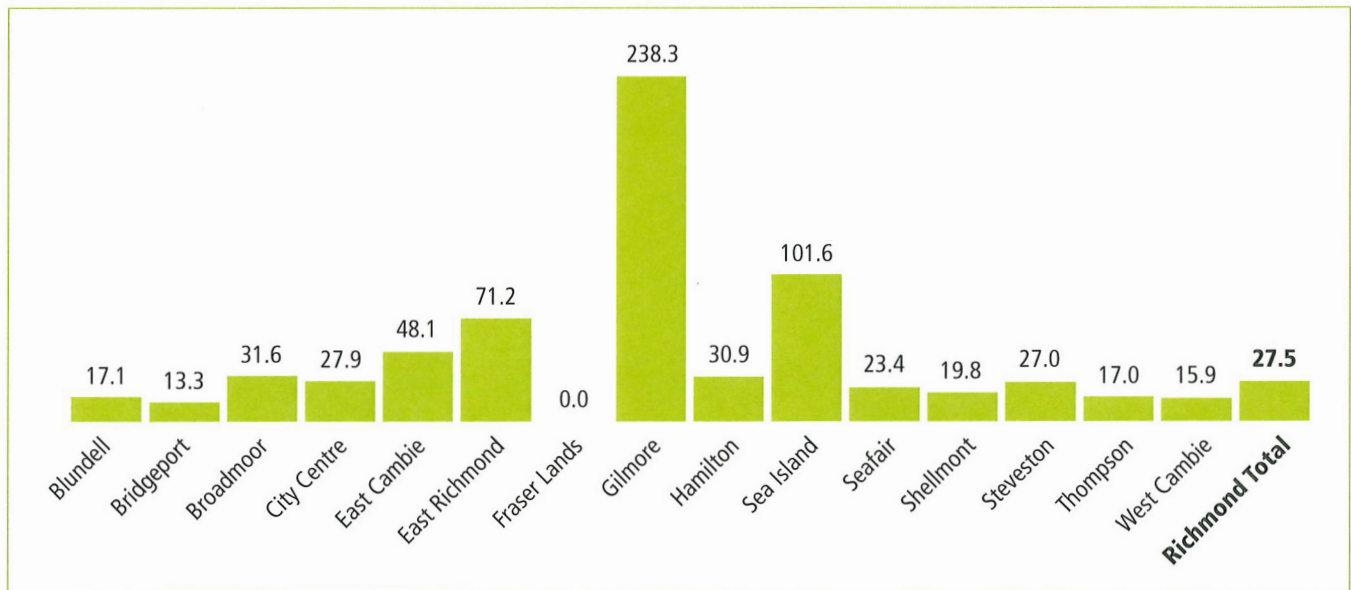


100 children in Richmond. Ideally there would be an adequate number of child care spaces to accommodate the majority of children in the community.

When looking at child care supply and need by planning area, there are many areas of Richmond that do not have an adequate number of child care spaces in comparison to the surrounding child population. The planning areas of Bridgeport (13.3 spaces per 100 children), West Cambie (15.9 spaces per 100 children), Thompson (17.0 spaces per 100 children) and Blundell (17.1 spaces per 100 children) all reflect supplies of child care well below the Richmond average. In comparison, the planning areas of East Richmond (71.2 spaces per 100 children) and East Cambie (48.1 spaces per 100 children) have child care supply above most of the other planning areas, reflecting a balanced supply and demand relationship for the area (Figure 1). The planning areas of Gilmore and Sea Island have a total number of child care spaces that exceeds the child population, partially due to the very low child populations in these areas (Table 2).

The City Centre planning area remains a priority focus for increasing child care supply, as many new developments are being built bring an increase in residential units for families and increases to working populations. The City strives to plan for an anticipated increased need for child care in the City Centre area by acquiring Early Childhood Development (ECD) Hubs through community amenity contributions, with a goal of having an ECD Hub in each City Centre Village, as outlined in the City’s City Centre Area Plan. An ECD Hub provides both licensed child care and family strengthening and support services in one location thus creating easier access to services that support families, enhance parenting capacity and facilitate relationships and natural support networks for parents.

**Figure 1: Licensed Child Care Spaces per 100 Child Population aged 0–12 years, by Planning Area**



**Table 2: Total Licensed Child Care Spaces per 100 Children by Planning Area**

Planning Area	Number of Licensed Child Care Spaces (Total)	Child Population (0–12 years)	Child Care Spaces per 100 Children Aged 0–12 Years
Blundell	351	2,050	17.1
Bridgeport	55	415	13.3
Broadmoor	874	2,770	31.6
City Centre	1,499	5,370	27.9
East Cambie	666	1,385	48.1
East Richmond	267	375	71.2
Fraser Lands	0	10	0.0
Gilmore	143	60	238.3
Hamilton	252	815	30.9
Sea Island	127	125	101.6
Seafair	459	1,965	23.4
Shellmont	284	1,435	19.8
Steveston	925	3,425	27.0
Thompson	344	2,025	17.0
West Cambie	193	1,215	15.9
<b>Richmond Total</b>	<b>6,439</b>	<b>23,440</b>	<b>27.5</b>

The supply of child care spaces in Richmond

**INCREASED 11%** from **5,802 SPACES** in 2016 to **6,439 SPACES** in 2018

When looking at specific types of child care supply and demand, group care (under 36 months), group care (30 months to school-age), and group care (school-age) spaces were compared against child populations to understand the current demand based on child age. These programs typically provide full day child care intended to support families who are working or going to school. When looking at 2018 licensed child care supply in Richmond, spaces for children aged 0 to 2 years and 6 to 12 years exhibited the lowest number of child care spaces per 100 children. There are currently 17.7 group care (under 36 months) spaces per 100 children and 13.1 group care (school-age) spaces per 100 children in Richmond. In comparison, there are presently 48.6 licensed child care spaces per 100 children for 3 to 5 year olds in group child care (Table 3). The 2016 child care needs assessment identified group care (under 36 months) and group care (school-age) as priority areas that require an increase in the supply of licensed spaces. While the overall child care supply has increased in Richmond since 2016, including an increase of 39.8% of spaces for group care (under 36 months), the supply of group care (school-age) has decreased in relation to the 6 to 12 years population (Table 4)<sup>2</sup>. School-age care continues to be a priority for the City in order to increase the availability of child care spaces for this age group.

<sup>2</sup> No age-specific population data was available for other ages in 2016, therefore school-age care was the only type of care reported in this manner in 2016.



**Table 3: Group Child Care Spaces per 100 Children by Type of Child Care License**

Type of Child Care License	Number of Licensed Child Care Spaces	Child Population	Child Care Spaces per 100 Children
Group Care (Under 36 Months)	928	5,255	17.7
Group Care (36 Months to School-Age)	2,581	5,310	48.6
Licensed Group Care (School-Age)	1,685	12,875	13.1
<b>Total</b>	<b>6,439<sup>3</sup></b>	<b>23,440</b>	<b>27.5</b>

**Table 4: Licenced Group Care (School-Age) Spaces per 100 Children by Planning Area (2016 and 2018)**

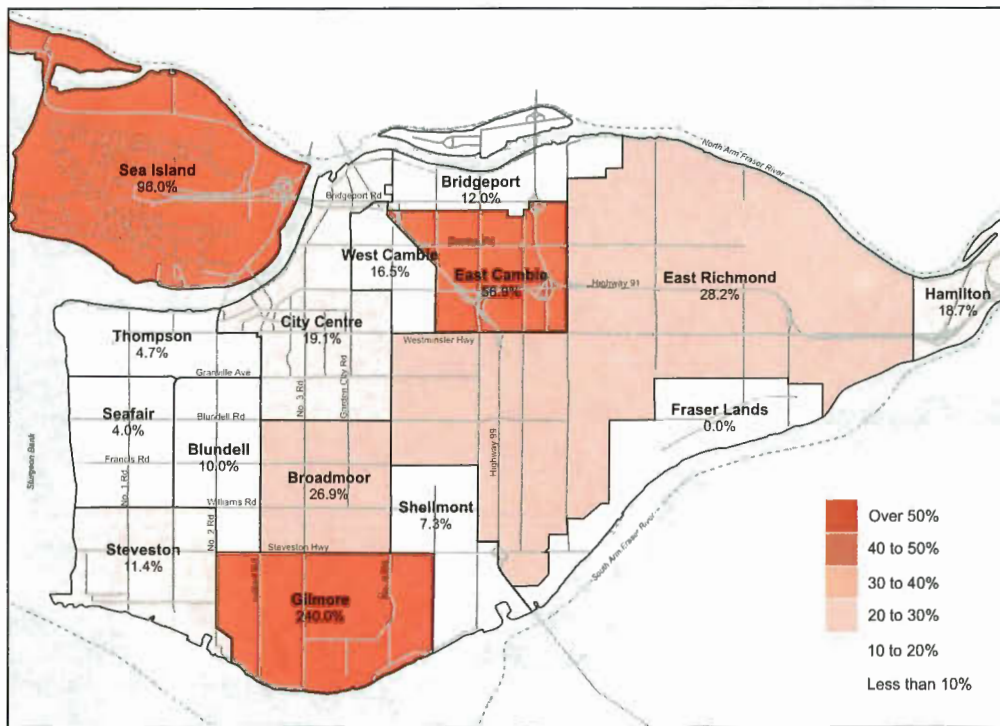
Planning Area	Group Care—School-Age Spaces per 100 Children Aged 6–12 Years (2016) <sup>4</sup>	Group Care—School-Age Spaces per 100 Children Aged 6–12 Years (2018)	Change in Number of Child Care Spaces per 100 Children (2016–2018)
Blundell	10.1	9.4	-0.7
Bridgeport	0.00	8.2	8.2
Broadmoor	22.2	18.3	-3.9
City Centre	11.2	11.0	-0.2
East Cambie	18.3	14.1	-4.2
East Richmond	7.9	0.0	-7.9
Fraser Lands	0.0	0.0	0.00
Gilmore	19.6	44.4	24.8
Hamilton	25.5	23.3	-2.2
Sea Island	0.0	0.0	0.00
Seafair	18.1	8.7	-9.4
Shellmont	12.4	13.4	1.0
Steveston	20.0	17.3	-2.7
Thompson	5.7	7.2	1.5
West Cambie	8.3	3.3	-5.0
<b>Richmond Total</b>	<b>14.9</b>	<b>13.1</b>	<b>-1.8</b>

<sup>3</sup> Includes family child care, multi-age care, in-home care, occasional care and preschool programs

<sup>4</sup> Baragar Systems estimated population data from Richmond School District was used to calculate school age care spaces in the 2017–2022 *Richmond Child Care Needs Assessment and Strategy*. This population data may include some children who are 5 years old.

The following three maps outline the percentage of children who have access to licensed group child care spaces in a given planning area for Group Care (Under 36 Months) (Figure 2), Group Care (36 Months to School-Age) ( Figure 3) and Group Care (School-Age) (Figure 4).

**Figure 2: Percent of Child Care Need Met for Children Aged 0 to 2 Years through Licensed Group Care (Under 36 Months), by Planning Area<sup>5</sup>**



In 2016 there were only **9 SPACES** per 100 children aged 0 to 36 months in Richmond

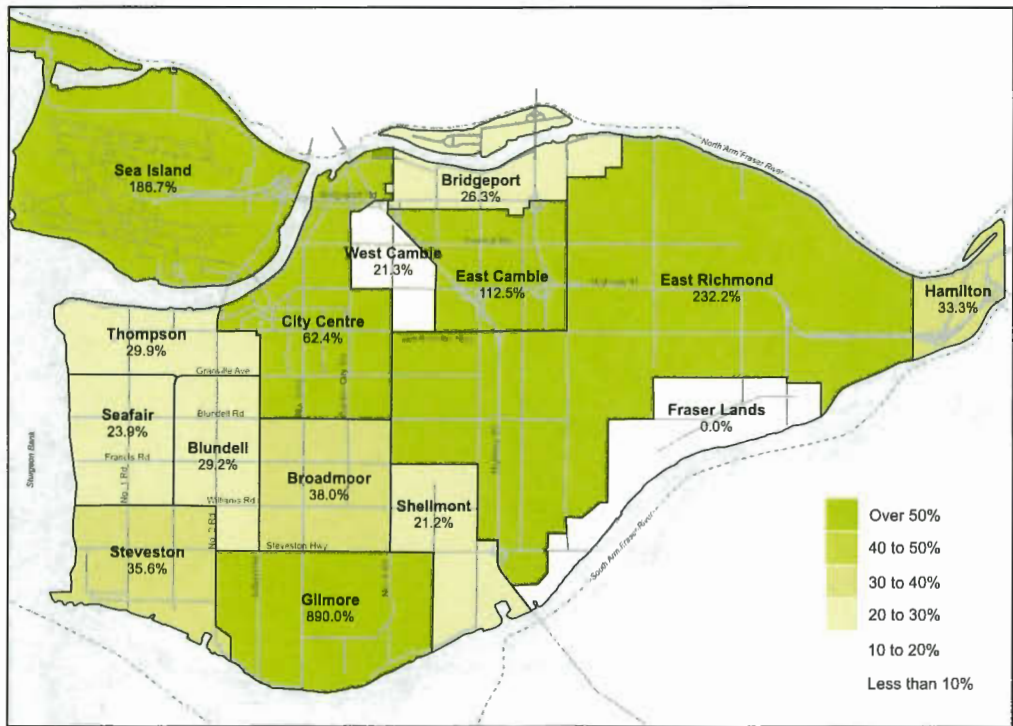


In 2018 there were **17.7 GROUP CARE (UNDER 36 MONTHS) SPACES** per 100 children aged 0 to 2 years in Richmond



<sup>5</sup> Does not include family child care, multi-age care, in-home care, occasional care or preschool programs.

**Figure 3: Percent of Child Care Need Met for Children Aged 3 to 5 Years through Licensed Group Care (36 Months to School-Age), by Planning Area<sup>6</sup>**

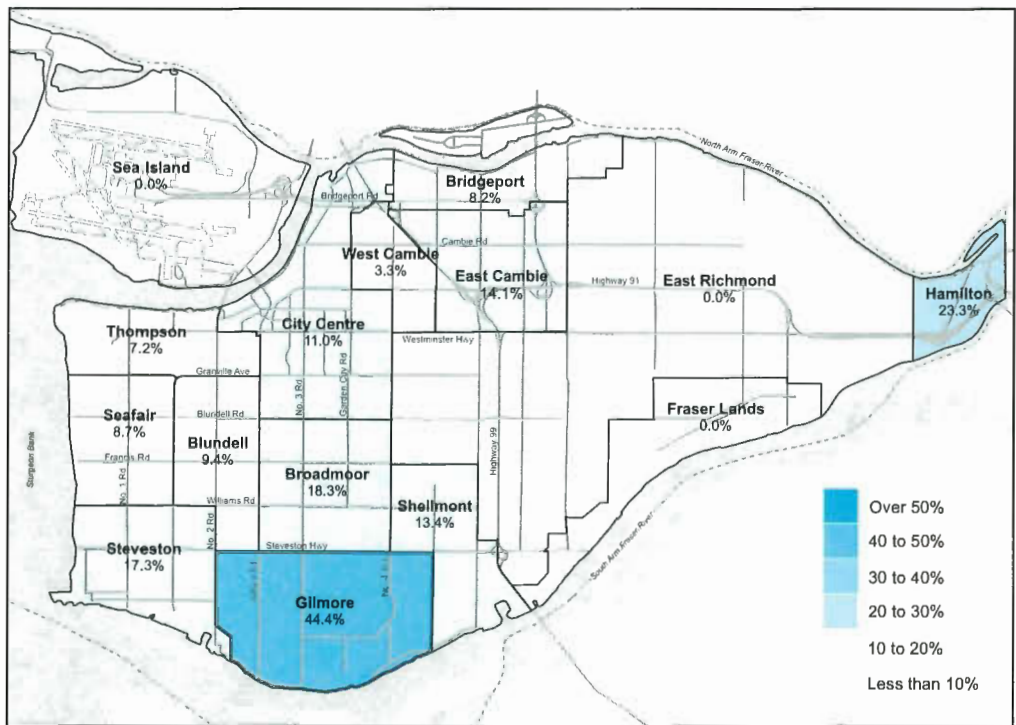


In 2018 there were **48.6** **GROUP CARE (36 MONTHS TO SCHOOL AGE) SPACES** per 100 children aged 3 to 5 years in Richmond



\* No children reside in Fraser Lands between the ages of 3 to 5 years. (Census, 2016)

**Figure 4: Percent of Child Care Need Met for Children Aged 6 to 12 Years through Licensed Group Care (School-Age), by Planning Area<sup>6</sup>**



Between 2016 and 2018 there was a **DECREASE OF 1.8%** in the number of child care spaces for school-aged children, per 100 children aged 6 to 12 years



**CNCL - 191**

<sup>6</sup> Does not include family child care, multi-age care, in-home care, occasional care or preschool programs.



# Strategic Directions

In the 2017–2022 Richmond Child Care Needs Assessment and Strategy, seven strategic directions and thirty-two recommended actions were adopted to address the current and future needs related to child care in Richmond. The seven strategic directions are:

**1 Strategic Direction #1:** Policy and Planning

**2 Strategic Direction #2:** Creating and Supporting Spaces

**3 Strategic Direction #3:** Advocacy

**4 Strategic Direction #4:** Accessibility and Inclusion

**5 Strategic Direction #5:** Collaboration and Partnership

**6 Strategic Direction #6:** Research, Promotion and Marketing

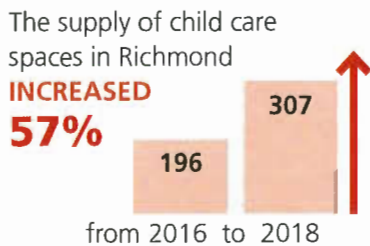
**7 Strategic Direction #7:** Monitoring and Renewal



# Progress

The 2017–2022 Richmond Child Care Needs Assessment and Strategy outlines 32 recommended actions to accomplish throughout the five year time period. The purpose of this section is to provide an overview of accomplishments that have occurred since the implementation of this Strategy in July 2017.

To accommodate the growing need for child care due to population increases, three new City-owned child care facilities have opened since July 2017. In September 2017, Willow Early Care and Learning Centre opened, providing 37 child care spaces (12 spaces of infant/toddler and 25 spaces for 3-5 year olds) in the City Centre community. In the Summer of 2018, Gardens Children’s Centre and Seasong Child Care Centre opened, providing 37 spaces (12 spaces of infant/toddler and 25 spaces for 3-5 year olds) at each new City-owned child care facility. Since the implementation of the Strategy in 2017, the City has also secured a new Early Childhood Development Hub in the City Centre planning area, which will provide up to 87 new child care spaces, and child and family development programs and services. In total, 111 new child care spaces have been provided and 87 new child care spaces were secured for the future in City-owned child care facilities since the Strategy was first implemented. An additional 3 facilities, including an ECD Hub, that were secured prior to 2017, will provide a further 175 licensed child care spaces in the next few years. A snapshot of achieved indicators related to the 2017–2022 Richmond Child Care Needs Assessment and Strategy recommended actions is listed within Appendix A. The City will continue to take ongoing action to address the need for child care spaces through opportunities to secure child care amenity and cash contributions through redevelopment in Richmond.



In total, existing and secured facilities will provide approximately **569 LICENSED CHILD CARE SPACES**



in City-owned purpose built facilities in Richmond as of 2018







## 1 Strategic Direction #1: Policy and Planning

### Why is this important?

The City's role in child care policy and planning is to support the development and ongoing provision of an adequate supply of local child care spaces to meet the needs of resident and employee populations. This entails conducting periodic child care needs assessments and monitoring data sources to analyze trends and child care space needs and availability within the Richmond community. The City's role also involves the administration of the City's Child Care Grant Program and support to the Child Care Development Advisory Committee.

### Highlighted Achievements

- In late 2018, the City obtained 2016 Canada Census population data by Planning Area from Statistics Canada. This enabled City staff to update the existing data available on the child population in Richmond, by City Planning Area and by specific ages of children. A complete update to the child population data, by City Planning Area and by age, as well as the resulting, anticipated child care needs based on of data on licensed child care spaces in Richmond collected in December 2018 was completed. An overview of this information is provided in the "Updated Child Care Profile" section at the beginning of this report.
- In 2018, a vulnerability review of all existing child care spaces in Richmond was conducted. This review was led by Community Social Development (Child Care) staff and done in partnership with the City's Development Applications and Policy Planning Departments. Child care programs located in vulnerable areas were identified. This information was then used to help City staff identify priority areas for future City-owned child care facilities to offset the potential closure or relocation of vulnerable child care programs. Vulnerable programs were identified as being located in leased space and in a facility that has an existing development, rezoning proposal or development inquiry regarding the space.
- A City Grants Use survey was created in 2018 to evaluate the Child Care Capital grant and the Child Care Professional and Program Development grant. An anticipated distribution date of February 2019 is planned, upon completion of the 2019 Grant Program. This survey is intended to provide feedback and information from grant applicants to support the evaluation of current grant streams and to inform the development or modification of future grant programs.
- Continued coordination with the City's Real Estate and Facility Services





Departments has enhanced procedures in maintaining and coordinating improvements within City-owned child care facilities. Annual reviews of all City-owned child care facilities have been initiated to assist with preventative maintenance and repairs and to plan for life cycle replacement of fixtures, electrical/mechanical and life-safety systems as needed. This has enhanced collaboration and coordinated planning between City staff and the non-profit operators.

- The Terms of Reference for the Child Care Development Advisory Committee (CCDAC) was updated in 2018, with input from City staff, City Clerks and CCDAC members. City Council approved these changes on November 13, 2018 and they took effect January 1, 2019. These changes were made to outline the Committee's advisory role and capacity, to improve clarity and to reflect organizational and operational updates including the creation of the Program Manager, Child Care position.







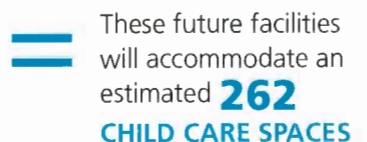
## 2 Strategic Direction #2: Creating and Supporting Spaces

### Why is this important?

The City supports the creation of child care spaces by accepting voluntary contributions from developers in the form of built child care facilities or cash-in-lieu contributions to the City’s Child Care Statutory Reserves. The City currently manages and maintains nine existing City-owned child care facilities and is in the process of developing two City-owned child care facilities and two Early Childhood Development Hubs. Dedicated City staff resources help to develop, maintain and support the child care system in Richmond.

### Highlighted Achievements

- Three new, purpose built and state of the art, City-owned child care facilities have opened since July 2017, and are currently operating at capacity by non-profit child care operators. These include Willow Early Care and Learning Centre (37 spaces) operated by Atira Women’s Resource Society, Gardens Children’s Centre (37 spaces) operated by the Society of Richmond Children’s Centres and Seasong Child Care (37 spaces) operated by the YMCA of Greater Vancouver.
- Ongoing design and development work continues on the Capstan Village Early Childhood Development Hub. In Summer 2018, the YMCA of Greater Vancouver was selected as the future operator of this innovative facility. This operator will provide up to 77 spaces of licensed child care, as well as child development and family strengthening services. These programs are anticipated to commence operations in late 2021.
- A building permit was issued and construction has begun on the Northview Estates Child Care Facility. In the Fall of 2018, the Atira Women’s Resource Society was selected as the future operator of this facility. The Northview Estates Child Care Facility is expected to provide 61 licensed child care spaces and is anticipated to open in late 2019.
- The Brighthouse Village Early Childhood Development (ECD) Hub was secured through a rezoning application at 6340 No.3 Rd, a mixed-use development with one office tower and three residential towers. The Brighthouse Village ECD Hub will comprise up to 19,000 sq. ft. of indoor area and 11,300 sq. ft. of outdoor area. This facility will be licensed for 87 child care spaces and will also offer child development and family strengthening services. In Fall 2018, the Richmond Society for Community Living was selected as the successful operator of the Brighthouse Village ECD Hub, and will operate the licensed child care spaces, as well as wrap-around services and programming. The Brighthouse Village ECD Hub is expected to complete in 2022.
- Design is beginning for the future City-owned child care facility in Oval Village, within the ASPAC development. This child care facility will provide an additional 37 spaces of child care for this neighbourhood with completion anticipated for 2022. The anticipated program will deliver 12 child care spaces for infants and toddlers, and 25 spaces for 3-5 year olds.





## 3 Strategic Direction #3: Advocacy



### Why is this important?

The City advocates on behalf of its residents to address the needs of Richmond's resident and employee population. The responsibility to facilitate quality, accessible, and affordable child care is within the mandate of senior levels of government, and the actions below address advocacy items that the City can undertake.

### Highlighted Achievements

- On February 1, 2018, a formal letter was sent to the Provincial Government from the City on behalf of several municipal staff working on child care issues in the Metro Vancouver municipalities. This letter was intended to inform the Provincial Government of challenges that municipalities currently face in regards to affordability, accessibility, quality of the workforce and sustainability. Within this letter, municipal planners from Metro Vancouver advocated for wage enhancements for Early Childhood Educators, a review of the eligibility and rates for the Child Care Subsidy, increased funding for the Supported Child Development Program, and expressed the desire to be consulted on a future publically funded child care plan. In the months following this letter, the Provincial Government implemented significant changes to address affordability through the new Affordable Child Care Benefit and Fee Reduction Initiative.
- In 2018, a letter was sent from the City to the Minister of State for Child Care, Minister Katrina Chen, regarding Child Care Funding and ECE Shortages. The letter recognized and acknowledged the Provincial Government's funding initiatives for child care in the 2018 Provincial Budget and highlighted the current challenges with the recruitment and retention of Early Childhood Educators impacting Richmond child care providers.
- Throughout 2018, new funding for child care was announced by the Provincial Government, including the Affordable Child Care Benefit, the Childcare BC Maintenance Fund, the Childcare BC New Spaces Fund, enhancements to the Child Care Operating Funding, Start-up Grants, and the UBCM funding opportunities (Community Child Care Planning Grants for Local Governments, Community Child Care Space Creation Program for Local Governments). In addition, Universal Child Care Prototype Sites and increases to funding for Supported Child Development programs were announced in November 2018. City staff provided updates to City Council and to the Child Care Development Advisory Committee, responded to requests for information from community child care operators, and updated information on the City of Richmond website to ensure families had access to current information regarding these initiatives and the new Affordable Child Care Benefit.





## **4 Strategic Direction #4: Accessibility and Inclusion**

### **Why is this important?**

The City works to create an inclusive environment for all residents, in partnership with community organizations. Improving access to information about child care, supporting family services for newcomer families, and enhancing services for children with diverse needs are all important areas that the City strives to strengthen.

### **Highlighted Achievements**

- City staff continue to sit on Richmond Children First (RCF), a community planning table that hosts RichmondKids.ca, a website providing information on resources for families with young children. Families can access information on child care and child development programs in Richmond.
- Through continued partnerships with Richmond Children First, Child Care Development Advisory Committee, Vancouver Coastal Health, the Richmond School District, and the Richmond Child Care Resource and Referral, the City is increasing the availability of information to Richmond families on child care and family-related resources.





## 5 Strategic Direction #5: Collaboration and Partnership

### Why is this important?

The City of Richmond engages in and seeks partnerships and collaboration with others to advance its child care strategy. City staff continue to identify potential opportunities to work with community partners to remain well informed and prepared to respond to funding opportunities and policy changes.

### Highlighted Achievements

- The City of Richmond hosted an inter-municipal roundtable discussion on child care planning in November 2017. A follow-up municipal roundtable workshop was presented by Metro Vancouver Social Issues Subcommittee in October 2018, which City of Richmond staff presented at. The purpose of these activities is to support cross-municipal interaction, share resources and learning's and to support the continued development of child care across Metro Vancouver. As Richmond is seen as a municipal leader in the area of child care, City staff are able to share a range of experiences and innovative practices that are of benefit to other communities.
- In February 2018, the City awarded \$9,000 in Child Care Professional Development grants to two organizations to support the provision of professional development activities for child care providers in Richmond. These grants enabled community organizations to offer high-quality workshops and events to support child care providers and early childhood educators.
- In May 2018, in celebration and recognition of Child Care Month, the City hosted three professional development events. These three events, Heart-Mind Well-Being Workshop, Child Care Centre Tours and Trauma-informed Practice Workshop, were eligible for professional development credits for Early Childhood Educators through the BC ECE Registry. These sessions were coordinated in partnership with the Child Care Development Advisory Committee and provided networking and educational opportunities to support child care providers in Richmond.
- In May 2018, City staff received notice that 5 child care programs located on Richmond School District school sites would not have their leases renewed by the School District for the 2018/2019 school year. The displacement of these child care programs was due to the change in classroom composition and sizes that were reinstated last year, requiring additional classroom space within all schools for their students. City staff worked with Vancouver Coastal Health Child Care Licensing and the Richmond School District to implement a coordinated inspection process that allowed displaced child care programs to quickly find approved

In 2018  
**\$31,093**  
 FOR  
 CAPITAL  
 EXPENSES and  
**\$9,000** FOR  
 PROFESSIONAL  
 DEVELOPMENT  
 was approved through the  
 child care grant program



locations within alternate school locations. A Building Inspector, a Fire Prevention Officer, a VCH Licensing Officer and the Facilities Manager for the Richmond School District met at each proposed new school location to ensure that each new location was acceptable. This process quickly allowed displaced operators to confirm a new location for the 2018/2019 school year. Out of the 5 displaced programs, 4 operators accepted new locations that were approved by Building Approvals, Richmond Fire Services and VCH Child Care Licensing; one program chose not to accept their proposed new location due to the distance from their previous site.

- As a follow-up to the new provincial funding announcements, City staff participated in a roundtable meeting with Richmond child care providers and the Minister of State for Child Care, Minister Katrina Chen in November 2018. Minister Chen presented an overview of the new Provincial funding initiatives for child care and the group engaged in a productive and interactive discussion of the successes, challenges and opportunities currently facing the sector. Participants included owners, administrators and non-profit operators offering a range of child care including family child care, group child care, preschool and school-age child care. The event was jointly coordinated by City staff and the Child Care Resource and Referral Program.
- In 2017 and 2018, the City Child Care staff participated in a number of collaborative events and workshops. These events provide opportunities for staff to share local initiatives, knowledge and experience that helps to inform innovative practice, shared learning and enhances opportunities for partnership. These included:
  - The UBC Peter Wall Institute for Advanced Studies: Levelling the Playing Fields: Strategies to Promote Outdoor Play;
  - Two Municipal Roundtables on Child Care (Metro Vancouver);
  - Human Early Learning Partnership Research Expo;
  - Consultation on a Canadian Institute for Health Research Planning Grant on child-friendly cities;
  - The Lawson Foundation’s Outdoor Play and Early Learning Policy Research Symposium.
- Through Richmond Children First, the City is participating in the piloting of the Toddler Development Instrument (TDI), coordinated by the Human Early Learning Partnership (HELP). The TDI has been developed to collect parent survey data about social, family and community factors related to the health and well-being of toddlers. The TDI promises to add a critical component to HELP’s longitudinal, population-based child development monitoring system and will provide valuable information on the well-being of the City’s youngest residents.







## 6 Strategic Direction #6: Research, Promotion and Marketing

### Why is this important?

The City has a role to conduct research on child care trends, create tools to assist the public with finding child care resources, prepare publications to help potential child care operators create child care space, and promote access to resources within the community. The following actions propose how the City is enhancing its communication using the internet and social media.

### Highlighted Achievements

- City staff continue to regularly update the City's child care website. After publication of the 2017–2022 Richmond Child Care Needs Assessment and Strategy, the City's child care website was updated to include new documents reflective of current publications. Additional updates were made to provide information on the Affordable Child Care Benefit for families including links to the new Provincial Funding Initiatives for child care.
- In 2018, the Richmond Interactive Map on the City website was updated, including advances to the user-friendliness of the child care locator map. The City continues to collaborate with Vancouver Coastal Health and the Richmond Child Care Resource and Referral to share information about child care to the community.

The updated 2019 Child Care Design Guidelines will provide technical guidance for the design of all **FUTURE CITY-OWNED CHILD CARE FACILITIES**





## 7 Strategic Direction #7: Monitoring and Renewal

### Why is this important?

With changing demographics and the evolution of the child care landscape in Richmond, the City must continue to monitor and renew its policies and strategies with updated data and research. The following actions discuss approaches for planning the next Child Care Needs Assessment and Strategy as well as research work that benefits and advances the City's child care work.

### Highlighted Achievements

- The City's Child Care Design Guidelines were updated at the end of 2018 and will be released in 2019. In partnership with the Project Development, Real Estate and Facilities departments, the City is in the process of developing design, development, and construction checklists related to the build out, handover and ongoing operation of City-owned child care facilities. Maintenance and Repair schedules for City-owned facilities which clearly outline responsibilities for the City as landlord and the operator have been updated and included in new child care leases and requests for interested operators of new facilities.
- The brochure, *Creating Child Care Space in Richmond*, was updated in December 2018 and further used to assist potential child care operators navigate the process of building approvals, fire approval and licensing approval when opening a child care program.
- City staff continue to stay informed on child care needs in Richmond by monitoring the number of licensed spaces, any issues raised by child care operators or members of the public, and researching trends within the Richmond community. Vancouver Coastal Health regularly submits information on new licensed spaces within Richmond to City staff, which is used to update the Child Care Locator Map and the Richmond Interactive Map, as well as provide useful data for space needs analyses. City staff are also a valuable resource for child care operators, parents and families, providing information to these individuals as well as keeping up to date on the landscape of child care in Richmond.



Since 2016, the Child Care Design Guidelines have supported the design and development of

**6 CITY-OWNED  
CHILD CARE  
FACILITIES**







## Next Steps

The City continues to enhance and support child care in Richmond through the implementation of the 2017–2022 Richmond Child Care Needs Assessment and Strategy. This report provides information on the City's progress in meeting the short-term and ongoing actions since the Strategy was adopted in July 2017. Moving forward to the second year of the Strategy's implementation, future priority areas will address the completion of long-term recommended actions, and outstanding short-term recommended actions. Future priority areas include :

- Review the Child Care Grant Program to ensure it is meeting the non-profit child care operator's needs (e.g. timing, number of grant cycles per year, budget) and seek direction on proposed changes to the Child Care Grant Program's Guidelines (e.g. eligibility criteria for organizations and types of projects).
- Continue to secure community amenity contributions through rezoning processes, focusing on the creation of early childhood development hubs in the City Centre area.
- Work with other City of Richmond departments to plan, secure and build child care spaces co-located with other community facilities.
- Review the Child Care Statutory Reserve Fund policy to consider how fund contributions are apportioned to the Child Care Development Reserve Fund and the Child Care Operating Reserve Fund.
- Continue to manage and maintain existing and future City-owned child care facilities to ensure both the City and non-profit operators are fulfilling their lease obligations, leases are up to date, and facilities are well maintained.
- Pursue partnerships and funding opportunities with senior levels of government for capital investment to assist with the creation of new City-owned child care spaces in Richmond.
- Work with the City departments and sections (e.g. Accessibility and Inclusion, Planning, Project Development), as well as external organizations who focus on accessibility issues to incorporate barrier-free design into new City-owned early childhood development hubs and child care facilities and explore innovations in child care facility design for both indoor and outdoor areas that would enhance the inclusion of children who require extra supports.
- Facilitate and promote the delivery of professional development training for those employed in the delivery of licensed child care programs with the goal of maintaining and enhancing the quality of child care programs offered in Richmond.
- Continue to work with the City's Planning Department and other related Departments to update City policies that reference child care (i.e. the Official Community Plan).

Staff will continue to monitor and report out on the completion of recommended actions within the 2017–2022 Richmond Child Care Needs Assessment and Strategy through future updates detailing the progress made on ongoing, medium-term and long-term actions.



# Conclusion

The 2017–2022 Richmond Child Care Needs Assessment and Strategy—2018 Update demonstrates the commitment of the City of Richmond and its stakeholders to work towards a comprehensive child care system. Many innovative programs and opportunities were initiated in 2017 and 2018 which provided families with increased opportunities to access child care and parenting resources. Some of these highlights included: the creation of 3 new child care centres providing 111 additional child care spaces; the updated Child Care Design Guidelines; securing a new Early Childhood Development Hub in the City Centre area; professional development opportunities during Child Care Month; a vulnerability review of existing child care spaces; and an update to Richmond’s child care spaces needs. Moving forward, the City and its stakeholders will continue to work collaboratively in an ongoing effort to further the vision, “to continue to be a municipal leader in fostering the conditions for a comprehensive child care system in Richmond.”



# Appendix A:

## Status Update: 2017–2022 Richmond Child Care Needs Assessment and Strategy—Strategic Directions and Actions

Strategic Direction	Recommended Actions	Status
Policy and Planning	1. Review Richmond’s child care space needs and update child care space targets by Planning Area, utilizing the 2016 Long-form Canada Census data for the City and its planning areas. (Short term) KEY PRIORITY	Completed
	2. Review the current status of existing child care spaces in Richmond. Working with assistance from the City’s Planning staff: <ul style="list-style-type: none"> <li>a. Undertake a review of areas in the city with the capacity for more intense redevelopment or that may be subject to land use changes (e.g. industrial “let go” areas) to understand if there are any potential impacts to maintaining existing child care spaces.</li> <li>b. Consult with the School District about school enrolment changes and facility redevelopment that may affect use of school properties for licensed child care spaces and other child and family development programs. (Short term) KEY PRIORITY</li> </ul>	Completed  In progress
	3. Review and seek direction on amendments to the City’s Official Community Plan to determine if any amendments are required to sections discussing child care (e.g. sizes for child care facilities serving a range of age groups, calculations for cash contributions). (Long term)	Anticipated to begin in 2019
	4. Conduct a review to ensure that the Child Care Grant Program is meeting the non-profit child care operator’s needs (e.g. timing, number of grant cycles per year, budget). (Short term)	Anticipated to begin in 2019
	5. Review internal City mechanisms for maintaining and coordinating City-owned child care facility improvements (e.g. ongoing maintenance of facilities, operating budget impact estimators, minor and major capital improvements). (Short term)	In progress
	6. Review and update the Terms of Reference for the Child Care Development Advisory Committee (CCDAC) to ensure the committee is fulfilling its role and mandate. (Short term)	Completed

<b>Strategic Direction</b>	<b>Recommended Actions</b>	<b>Status</b>
<b>Creating and Supporting Spaces</b>	7. Continue to secure community amenity contributions through rezoning processes, focusing on the creation of early childhood development hubs. (Long term) KEY PRIORITY	<b>In progress</b>
	8. Work with other City of Richmond departments to plan, secure and build child care spaces co-located with other community facilities. (Long term)	<b>In progress</b>
	9. Review the Child Care Statutory Reserve Fund policy to consider how fund contributions could be apportioned to the Child Care Development Reserve Fund and the Child Care Operating Reserve Fund (e.g. 70% for Capital and 30% for Operating as opposed to the current split of 90% for Capital and 10% for Operating). (Short term) KEY PRIORITY	<b>Anticipated to begin in 2019</b>
	10. Explore mechanisms to increase City staff resources to advance the City's child care priorities.	
	a. Provide additional staff resources (e.g. Planner 1 – Child Care in Community Social Development) to support continued implementation of the Child Care Policy and fulfill the recommendations presented in this report; and	<b>In progress</b>
	b. Support the development of facilities secured as community amenity contributions by ensuring there is an integrated City department approach applied to working with developers providing these amenities. (Short term) KEY PRIORITY	<b>In progress</b>
	11. Continue to manage and maintain existing and future City-owned child care facilities to ensure both the City and non-profit operators are fulfilling their lease obligations, leases are up to date, and facilities are well maintained. (Long term)	<b>In progress</b>
	12. Pursue partnerships and funding opportunities with senior levels of government for capital investment to assist with the creation of City-owned child care spaces in Richmond. (Long term)	<b>In progress</b>
13. Work with Community Associations to learn about child care needs in the neighbourhoods they serve and how they can build capacity to meet these needs. (Long term)	<b>In progress</b>	

Strategic Direction	Recommended Actions	Status
<p><b>Advocacy</b></p>	<p>14. Send a letter to the Federal Government to indicate the City of Richmond’s support for the development and implementation of a meaningful, appropriately funded Multilateral Early Learning and Child Care Framework for Canada. (Short term)</p>	<p><b>Anticipated to begin in 2019</b></p>
	<p>15. Send letters to the Provincial Government:</p> <ul style="list-style-type: none"> <li>a. Expressing City Council’s endorsement of the \$10aDay Child Care Plan;</li> <li>b. Requesting that the City of Richmond be consulted about the creation and implementation of a future Provincial child care plan; and</li> <li>c. Recommending wage enhancements for Early Childhood Educators to attract qualified staff and to support both existing and new child care spaces (e.g. increases to the Child Care Operating Fund Program). (Short term)</li> </ul>	<p><b>Completed</b></p> <p><b>Completed</b></p> <p><b>Completed</b></p>
	<p>16. Send a letter to the Provincial Government requesting that the benefit rates and eligibility provisions for the Child Care Subsidy be reviewed and increased (e.g. expanded coverage for median or moderate income families). (Short term)</p>	<p><b>Completed</b></p>
	<p>17. Send a letter to the Provincial Government requesting that they review and increase funding for Early Childhood Intervention Services in accordance with the #KidsCantWait Campaign. (Short term)</p>	<p><b>Completed</b></p>
	<p>18. Continue to monitor funding and grant opportunities along with future actions planned by senior levels of government regarding child care initiatives to maximize opportunities to enhance affordable, accessible and quality care in Richmond. (Short term)</p>	<p><b>In progress</b></p>



Strategic Direction	Recommended Actions	Status
<p><b>Accessibility and Inclusion</b></p>	<p>19. Collaborate with Vancouver Coastal Health, the Richmond School District, other schools in Richmond (e.g. private, francophone), Richmond Child Care Resource and Referral, Richmond Children First, the City of Richmond Child Care Development Advisory Committee, the Intercultural Advisory Committee, Community Associations, child care providers, and other appropriate parties to improve availability of information to Richmond families on child care and family-related resources. (Short term)</p>	<p><b>In progress</b></p>
	<p>20. Consult with the City of Richmond’s Accessibility and Inclusion section, the Intercultural Advisory Committee, and multicultural and immigrant serving organizations to determine ways to:</p> <ul style="list-style-type: none"> <li>a. Improve the dissemination of information on child care to newcomers; and</li> <li>b. Establish ongoing communication channels to enable the City to keep abreast of the needs of and challenges facing recent immigrants regarding child care. (Short term)</li> </ul>	<p><b>Anticipated to begin in 2020</b></p> <p><b>Anticipated to begin in 2020</b></p>
	<p>21. Work with the City departments and sections, as well as external organizations who focus on accessibility issues to:</p> <ul style="list-style-type: none"> <li>a. Incorporate barrier-free design into new City-owned early childhood development hubs and child care facilities; and</li> <li>b. Explore innovations in child care facility design for both indoor and outdoor areas that would enhance the inclusion of children who require extra supports. (Long term)</li> </ul>	<p><b>Anticipated to begin in 2020</b></p> <p><b>Anticipated to begin in 2020</b></p>

Strategic Direction	Recommended Actions	Status
<b>Collaboration and Partnership</b>	22. Continue to support the work of the City's Child Care Development Advisory Committee with the view of building the capacity of the child care sector and parents understanding of child care options. (Short term)	<b>In progress</b>
	23. Facilitate and promote the delivery of professional development training for those employed in the delivery of licensed child care programs with the goal of maintaining and enhancing the quality of programs offered in Richmond. (Long term)	<b>In progress</b>
	24. Continue to consult with representatives from senior levels of government, other municipalities, Vancouver Coastal Health, Richmond Children First, United Way of the Lower Mainland, the UBC Human Early Learning Partnership and the First Call – BC Child and Youth Advocacy Coalition to ensure that the City is well informed about latest trends, research and advocacy efforts concerning child care matters. (Short term)	<b>In progress</b>
	25. Build and foster relationships with senior levels of government to ensure the City is consulted on federal and provincial policy changes. (Short term)	<b>In progress</b>
	26. Seek new partnerships around the delivery of child care services. (Long term)	<b>In progress</b>
	27. Host one inter-municipal roundtable workshop to share information and best practises in child care policy, facility development, grants administration, and successful advocacy approaches to senior levels of government. (Short term)	<b>Completed</b>
<b>Research, Promotion and Marketing</b>	28. Regularly update the City's child care website to provide information on current civic initiatives related to child care and links to useful resources that build awareness and educate the community. (Short term)	<b>In progress</b>
	29. Monitor and share the latest trends in child care research and best practices in the delivery of quality child care programs with the City's Child Care Development Advisory Committee, Community Associations, Richmond Children First, Richmond Child Care Resource and Referral Centre, Vancouver Coastal Health, child care providers, and other community agencies and organizations. (Long term)	<b>In progress</b>
	30. Continue to develop child care educational resources and further expand the complement of promotional vehicles such as social media to share information about child care with parents and child care providers. (Short term)	<b>In progress</b>

Strategic Direction	Recommended Actions	Status
Monitoring and Renewal	31. Update City policies, plans and publications: <ol style="list-style-type: none"> <li>a. Continue to work with the City’s Planning Department and other related Departments to update City policies that reference child care; and</li> <li>b. Continue to work with City staff and consultants to undertake research and update City publications and working documents (e.g. Terms of Reference for rezoning reports, City of Richmond Child Care Design Guidelines for City-owned buildings, and checklists related to development processes). (Short term)</li> </ol>	<p><b>In progress</b></p> <p><b>In progress</b></p>
	32. In planning for the next Child Care Needs Assessment and Strategy: <ol style="list-style-type: none"> <li>a. Commence the next child care needs assessment and strategy work in late 2022. Begin the survey work and community engagement process, prior to the release of the 2021 Canada Census, and incorporate demographic information for Richmond geographies when it becomes available in 2023.</li> <li>b. Seek information and assistance from Richmond Multicultural Concerns Society, S.U.C.C.E.S.S., and other newcomer-serving organizations regarding approaches for increasing the interest and involvement of the recent immigrant community in the next child care needs assessment community engagement process. (Long term)</li> </ol>	<p><b>Anticipated to begin in 2021</b></p> <p><b>Anticipated to begin in 2021</b></p>



## City of Richmond

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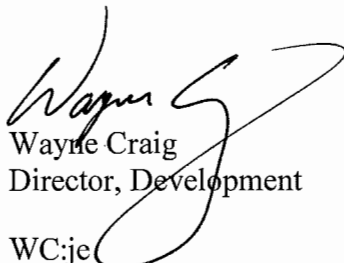
**To:** Planning Committee  
**From:** Wayne Craig  
Director, Development


**Date:** February 20, 2019  
**File:** RZ 17-785742

**Re:** Application by Fougere Architecture Inc. for Rezoning at 9391, 9393, and 9411 No. 2 Road from "Single Detached (RS1/E)" and "Two-Unit Dwellings (RD1)" to "Medium Density Townhouses (RTM2)"

**Staff Recommendation**

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10001, for the rezoning of 9391, 9393, and 9411 No. 2 Road from "Residential Single Family (RS1/E)" and "Two-Unit Dwellings (RD1)" to "Medium Density Townhouses (RTM2)", be introduced and given first reading.

  
Wayne Craig  
Director, Development  
  
WC:je  
Att. 5

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Affordable Housing	<input checked="" type="checkbox"/>	

## Staff Report

### Origin

Fougere Architecture Inc. has applied to the City of Richmond for permission to rezone 9391, 9393 and 9411 No. 2 Road (Attachment 1) from “Single Detached (RS1/E)” and “Two-Unit Dwellings (RD1)” to “Medium Density Townhouses (RTM2)” in order to permit the development of eleven townhouse units and one secondary suite with vehicle access from No. 2 Road.

### Project Description

The properties under this application have a total combined frontage of 50.25 m, and are proposed to be consolidated into one development parcel. The proposed density is 0.65 FAR. The site layout includes five two-storey units and six three-storey units in four townhouse clusters. One secondary suite is included in this development proposal. A preliminary site plan, building elevations, and landscape plan are contained in Attachment 2.

### Findings of Fact

A Development Application Data Sheet providing details about the development proposal is attached (Attachment 3).

### Subject Site Existing Housing Profile

The development site consists of two legal lots, a duplex lot at 9391 and 9393 No. 2 Road and a single family dwelling at 9411 No. 2 Road. Each is occupied as follows:

- 9391 No. 2 Road: a half-duplex with a secondary suite, with only the main suite tenanted. The secondary suite is not occupied.
- 9393 No. 2 Road: a half-duplex with a secondary suite, with only the secondary suite tenanted. The main suite is not occupied.
- 9411 No. 2 Road: a single dwelling unit rented back to the previous owner by the developer.

### Surrounding Development

A Development Application Data Sheet providing details about the development proposal is attached (Attachment 3).

To the North: An existing single family dwelling on a lot zoned “Single-Detached (RS1/E)”.

To the South: A single-story commercial building on a lot zoned “Neighbourhood Commercial (CN)”.

To the East: Across No. 2 Road, duplex homes on lots zoned “Two-Unit Dwellings (RD1)” and a single family dwelling on a lot zoned “Single Detached (RS1/E)”.

To the West: Existing single family dwellings on lots zoned “Single-Detached (RS1/B)” fronting Laka Drive.

## **Related Policies & Studies**

### **Official Community Plan/Blundell Area Plan**

The 2041 Official Community Plan (OCP) Land Use Map designation for the subject site is “Neighbourhood Residential”. This redevelopment proposal is consistent with this designation.

### **Arterial Road Policy**

The Arterial Road Land Use Policy in the City’s 2041 OCP (Bylaw 9000), directs appropriate townhouse development onto certain arterial roads outside the City Centre. The subject site is identified for “Arterial Road Townhouse” on the Arterial Road Housing Development Map and the proposal is in compliance with the Townhouse Development Requirements under the Arterial Road Land Use Policy.

### **Floodplain Management Implementation Strategy**

The proposed redevelopment must meet the requirements of the Richmond Flood Plain Designation and Protection Bylaw 8204. Registration of a flood indemnity covenant on title is required prior to final adoption of the rezoning bylaw.

## **Public Consultation**

A rezoning sign has been installed on the subject property. Staff have not received any comments from the public about the rezoning application in response to the placement of the rezoning sign on the property.

Should the Planning Committee endorse this application and Council grant 1<sup>st</sup> reading to the rezoning bylaw, the bylaw will be forwarded to a Public Hearing, where any area resident or interested party will have an opportunity to comment.

Public notification for the Public Hearing will be provided as per the *Local Government Act*.

## **Analysis**

### **Built Form and Architectural Character**

The applicant proposes to consolidate the two properties into one development parcel with a total area of 2,297 m<sup>2</sup> (24,724.7 ft<sup>2</sup>), and construct 11 townhouse units. The layout of the townhouse units is oriented around a ‘T’-shaped driveway, with access provided to the site directly from No. 2 Road. The internal drive aisle is proposed to provide access to the unit garages as well as to provide future access to the parcels to the north. To ensure that future access can be provided

to a future development to the north, registration of a legal agreement on title to secure this access is required prior to final adoption of the rezoning bylaw.

A 73 m<sup>2</sup> (789 ft<sup>2</sup>) outdoor amenity area for townhouse residents will be situated in a central open courtyard at the rear of the site, opposite the site entrance. The size of the outdoor amenity space complies with the OCP requirement, and the design of play features will be refined through the Development Permit.

One ground-level secondary suite (studio) is included in this proposal. The secondary suite is proposed within the townhouse unit immediately north of the site access, facing No. 2 Road (Unit 2A1) (see Attachment 3). The total floor area of this 2A1 unit is approximately 140 m<sup>2</sup> (1,511 ft<sup>2</sup>) and the size of the secondary suite is approximately 25 m<sup>2</sup> (269 ft<sup>2</sup>). Parking for the unit with the secondary suite is proposed as one parking stall enclosed within the townhouse unit's garage, and another parking stall located adjacent to the southern property line. Zoning Bylaw #8500 requires three parking stalls for a townhouse unit with a secondary suite on an arterial road, but waives the requirement for the third parking stall where parking is provided in a side-by-side, non-tandem arrangement. As the two parking stalls for this unit are not physically side-by-side, a variance is requested in order to allow the proposed physical arrangement of the two stalls. The arrangement of the two stalls meets the intent of the bylaw to enable independent access to each parking stall. Transportation staff have reviewed the proposal and support the variance.

To ensure that the secondary suite will be built, registration of a legal agreement on title stating that no final Building Permit inspection will be granted for any of the units until the secondary suite is constructed to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw, is required prior to final adoption of the rezoning bylaw.

To ensure that the surface parking stall is assigned to townhouse 2A1 for the sole use of that unit, registration of a legal agreement to this effect, or other measures, as determined to the satisfaction of the Director of Development, is required prior to final adoption of the rezoning bylaw.

#### Existing Legal Encumbrances

There is an existing 3.0 m wide utility right-of-way along the west property line of both parcels for the existing sanitary sewer and the existing storm sewer. This will be retained and the developer is aware that no construction can occur within the Right of Way.

There is currently a covenant registered on the title of 9391/9393 No. 2 Road, restricting the use of the site to a two-family dwelling only (RD150386). Prior to final adoption of the rezoning bylaw, the applicant must discharge the covenant from title.

#### Transportation and Site Access

Direct vehicular access to the subject site is to be provided from No. 2 Road. Through this development, cross access is proposed to be secured for the future redevelopment of parcels to the north via the new internal drive aisle. The SRW is to cover the entire width and length of the north-south drive aisle on the subject development.

### Parking

The proposal will feature five units with a total of ten parking spaces in a tandem arrangement (45% of total required residential parking spaces), which is less than the maximum 50% of tandem parking permitted through the Richmond Zoning Bylaw 8500. A restrictive covenant to prohibit the conversion of tandem garage areas into habitable space is required prior to final adoption.

### Tree Retention and Replacement

The applicant has submitted a Certified Arborist's report which identifies on-site and off-site tree species, assesses tree structure and condition, and provides recommendations on tree retention and removal relative to the proposed development. The report assesses twenty-six bylaw-sized trees on the subject property, two trees on the neighbouring property at 9364 Laka Drive, and one street tree on City property (Attachment 4).

The City's Tree Preservation Coordinator has reviewed the arborist's report and supports the arborist's findings, with the following comments:

- Eleven trees located on site are to be retained (tags #383, 384, 362, 363, 365, 366, 367, 368, 370, 390 and 391). Tree tags #383,384,362,363,365,366,367, 368, and 370, of which the majority are large caliper trees north of the proposed townhouse units, must be protected by a minimum of 4m out from the base of the tree or through a 3 m setback from the base of the trees to the exterior face of the building, with a further 1 m setback from the building foundation and "L" shaped footings. To avoid impacts to protected tree roots, no excavation for drainage or utilities is permitted in the north side yard setback. A temporary bridge will need to be constructed between the north edge of townhouses and the row of trees in order to protect the ground from compaction and disturbance to allow for construction access.

Remaining trees to be retained (tags #390 and 391) are to be protected with protective fencing per the arborist's recommendations.

- Sixteen trees (tag# 352, 353, 354, 355, 356, 357, 360, 361, 369, 381, 382, 386, 393, 394, 395 and no tag (a 20 cm copper beech) are in poor condition and are to be removed and replaced:
  - #352 (35 cm hemlock) and 353 (48 cm Douglas fir) are heavily pruned for overhead wires, with foliage die back. #354 (51 cm Douglas fir) is in good condition but is crowded with #352 and 353 and is reliant on those trees for stability. All three trees conflict with the proposed location of the driveway.
  - #355, 356, 357, 360, and 361 are Norway spruces (37 cm, 52 cm, 44 cm, 44 cm and 46 cm respectively) that have been historically topped for overhead hydro line clearance, and show evidence of upper limb instability with a likelihood of failure.
  - #369 (83 cm cedrus deodora) is heavily topped (top portion of tree removed).
  - #381 (68 cm Western redcedar) is in poor condition with a cavity in the trunk and dead wood in the canopy, and is crowded by #382 (may present hazard tree).

- #382 (51 cm Norway maple) has a crowded form and has been severely pruned. The tree exhibits a cavity in the lower trunk with a likelihood of root rot as evident by excessive dead wood in the canopy.
  - #386 (24 cm apple) fell over years ago and has very poor form and structure.
  - #393 (34 cm Norway maple) has a large crack and cavity in the trunk (may present hazard).
  - #394 (28 cm Norway maple), 395 (66 cm cherry), and no tag copper beech conflict with the proposed location of units.
  - #395 (66 cm cherry) is in good form but conflicts with the development footprint.
- Two trees (tag# 385 and 387) located on the neighbouring property at 9364 Laka Drive are identified to be retained and protected. Provide tree protection as per City of Richmond Tree Protection Information Bulletin Tree-03.
  - Replacement trees should be provided at a 2:1 ratio as per the OCP.

### *Tree Protection*

Eleven trees (tags #383, 384, 362, 363, 365, 366, 367, 368, 370, 390 and 391) located on site and two trees (tag# 385, 387) on the neighbouring property are to be retained and protected. The applicant is to submit a tree management plan showing the trees to be retained and the measures taken to protect them during development stage (Attachment 4). To ensure that the trees identified for retention are protected at the development stage, the applicant is required to complete the following items:

- Prior to final adoption of the rezoning bylaw, submission to the City of a contract with a Certified Arborist for the supervision of all works conducted within or in close proximity to tree protection zones. The contract must include the scope of work required, including tree pruning, the number of proposed monitoring inspections at specified stages of construction, any special measures required to ensure tree protection, and a provision for the arborist to submit a post-construction impact assessment to the City for review.
- Prior to approval of the Development Permit, submission of an \$110,000 tree protection security.
- Prior to demolition of the existing dwelling on the subject site, installation of tree protection fencing around all trees to be retained. Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin Tree-03 prior to any works being conducted on-site, and remain in place until construction and landscaping on-site is completed.

### *Tree Replacement*

The applicant wishes to remove sixteen on-site trees (tag# 393, 394, 395, 386, 382, 381, 369, 361, 360, 357, 356, 355, 352, 353, 354 and no tag (a 20 cm copper beech)). The 2:1 replacement ratio would require a total of thirty-two replacement trees. According to the preliminary landscape plan, the applicant is planning to plant fifteen new trees on site. The required

replacement trees are to be of the following minimum sizes, based on the size of the trees being removed as per Tree Protection Bylaw No. 8057.

No. of Replacement Trees	Minimum Caliper of Deciduous Replacement Tree	Minimum Height of Coniferous Replacement Tree
5	9 cm	5 m
4	10 cm	5.5 m
6	11 cm	6 m

To satisfy the 2:1 replacement ratio established in the OCP, the applicant will contribute a total of \$8,500 to the City's Tree Compensation Fund for the remaining trees that cannot be accommodated on the subject property after redevelopment.

As part of the Development Permit application, the applicant must provide a landscape plan prepared by a Registered Landscape Architect. The City will collect a landscape security prior to issuance of the Development Permit based on the cost estimate for the works, including a 10% contingency, provided by the landscape architect.

#### Affordable Housing Strategy

The applicant proposes to make a cash contribution to the Affordable Housing Reserve Fund in accordance to the City's Affordable Housing Strategy. As the proposal is for townhouses, the applicant will make a cash contribution of \$8.50 per buildable square foot as per the Strategy, for a contribution of \$136,170.

#### Public Art

In response to the City's Public Art Program (Policy 8703), the applicant will provide a voluntary contribution at a rate of \$0.83 per buildable square foot to the City's Public Art Reserve Fund; for a total contribution in the amount of \$13,297.

#### Townhouse Energy Efficiency and Renewable Energy

The applicant has committed to achieving an EnerGuide Rating System (ERS) score of 82 and to provide pre-ducting for solar hot water heating for the proposed development. If an acceptable Building Permit application for the proposed development is not submitted to the City by December 31, 2019, the proposed development will be subject to the Energy Step Code. A Restrictive Covenant to ensure that all units are built and maintained to this commitment is required prior to rezoning bylaw adoption. As part of the Building Permit Application review process, the developer will ensure compliance with the terms of the covenant.

### Amenity Space

The applicant is proposing a cash contribution in-lieu of providing the required indoor amenity space on site. The Official Community Plan (OCP) allows a cash contribution of \$1,600 per unit for developments up to 19 units in lieu of providing the indoor amenity space. The total cash contribution required for this 11 unit townhouse development is \$17,600.

Outdoor amenity space with an area of 73 m<sup>2</sup> (789 ft<sup>2</sup>) will be provided on site. Based on the preliminary design, the size of the proposed outdoor amenity space complies with the Official Community Plan (OCP) requirements of 6 m<sup>2</sup> per unit. Staff will work with the applicant at the Development Permit stage to ensure the configuration and design of the outdoor amenity space, including landscaping and children's play equipment, meets the Development Permit Guidelines in the OCP.

### Site Servicing and Frontage Improvements

Prior to adoption of Rezoning, the client is required to enter into the City's standard Servicing Agreement to design and construct frontage improvements along the site frontage, as well as service connections (see Attachment 5 for details). All works are at the client's sole cost (i.e., no credits apply). The developer is also required to pay DCC's (City & GVS & DD), School Site Acquisition Charges and Address Assignment Fees.

Required frontage improvements include:

- Removing the existing sidewalk and constructing a new 1.5 m wide sidewalk,
- Constructing a new 1.5 m wide grass boulevard with street trees, and
- Completing upgrades to an existing bus stop on No. 2 Road.

A 0.14 m road dedication is required to accommodate the frontage improvements.

The developer will also be required to provide \$30,000 cash contribution for the purchase and installation of a City standard bus shelter.

### VariANCES Requested

The applicant requests to vary the provisions of Richmond Zoning Bylaw 8500 to:

- Vary Section 7.5.13 to allow one small car parking stall in each of the side-by-side garages in the five two-storey townhouse units (five small car stalls in total).

***Staff are supportive of the proposed variance as it enables the required resident parking spaces to be provided within the garages of all two-storey units in a side-by-side arrangement. The Zoning Bylaw allows small parking stalls for on-site parking areas which contain 31 or more spaces.***

- Vary Section 8.7.6.1 to reduce the front yard setback from 6.0 m to a minimum of 5.05 m.



***Staff are supportive of the proposed variance for the following reasons:***

- ***the Arterial Road Guidelines for Townhouses in the OCP support a reduced front yard setback where a larger rear yard is provided, on the condition that there is an appropriate interface with neighbouring properties. The proposal includes a 6 m landscaped rear yard setback with a privacy screen at the property line;***
- ***the setback is varied across the frontage, including a setback of 5.05 m for four of the fronting units, 5.51 m for two of the units and 6.57 m for the seventh fronting unit;***
- ***a 0.14 m road dedication is being provided in order to accommodate a sidewalk and a landscaped boulevard; and***
- ***significant tree protected is provided along the northern property boundary near No.2 Road.***
- Vary Section 5.4.1.o) to enable parking stalls for the townhouse unit with the secondary suite in a non-tandem arrangement but not in a side-by-side arrangement.

***Staff are supportive of the proposed variance as the proposed parking configuration meets the intent of the parking regulation by allowing independent use of the two required parking stalls.***

**Development Permit**

A Development Permit processed to a satisfactory level is a requirement of zoning approval. Through the Development Permit, the following issues are to be further examined:

- Compliance with Development Permit Guidelines for the form and character of multiple-family projects provided in the 2041 Official Community Plan.
- Refinement of the proposed site grading and building foundations to ensure survival of all proposed protected trees and development of an appropriate transition between the proposed development to the public sidewalk on No. 2 Road, and to the adjacent existing properties.
- Review of the size and species of on-site replacement trees to ensure bylaw compliance and to achieve an acceptable mix of coniferous and deciduous trees on site.
- Refinement of the outdoor amenity area design, including the choice of play equipment, to create a safe and vibrant environment for children's play and social interaction.
- Review of relevant accessibility features and aging-in-place design features in all units.
- Review of a sustainability strategy for the development proposal.

Additional issues may be identified as part of the Development Permit application review process.

**Financial Impact or Economic Impact**

The rezoning application results in an insignificant Operational Budget Impact (OBI) for off-site City infrastructure (such as roadworks, waterworks, storm sewers, sanitary sewers, street lights, street trees and traffic signals).

**Conclusion**

The proposed 11-unit townhouse and one secondary suite development is consistent with the Official Community Plan (OCP) and the Arterial Road Policy in the OCP. Further review of the project design is required to ensure a high quality project and design consistency with the existing neighbourhood context, which will be completed as part of the Development Permit application review process. The list of rezoning considerations is included as Attachment 5, which has been agreed to by the applicants (signed concurrence on file). On this basis, staff recommend support of the application.

It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 10001 be introduced and given first reading.



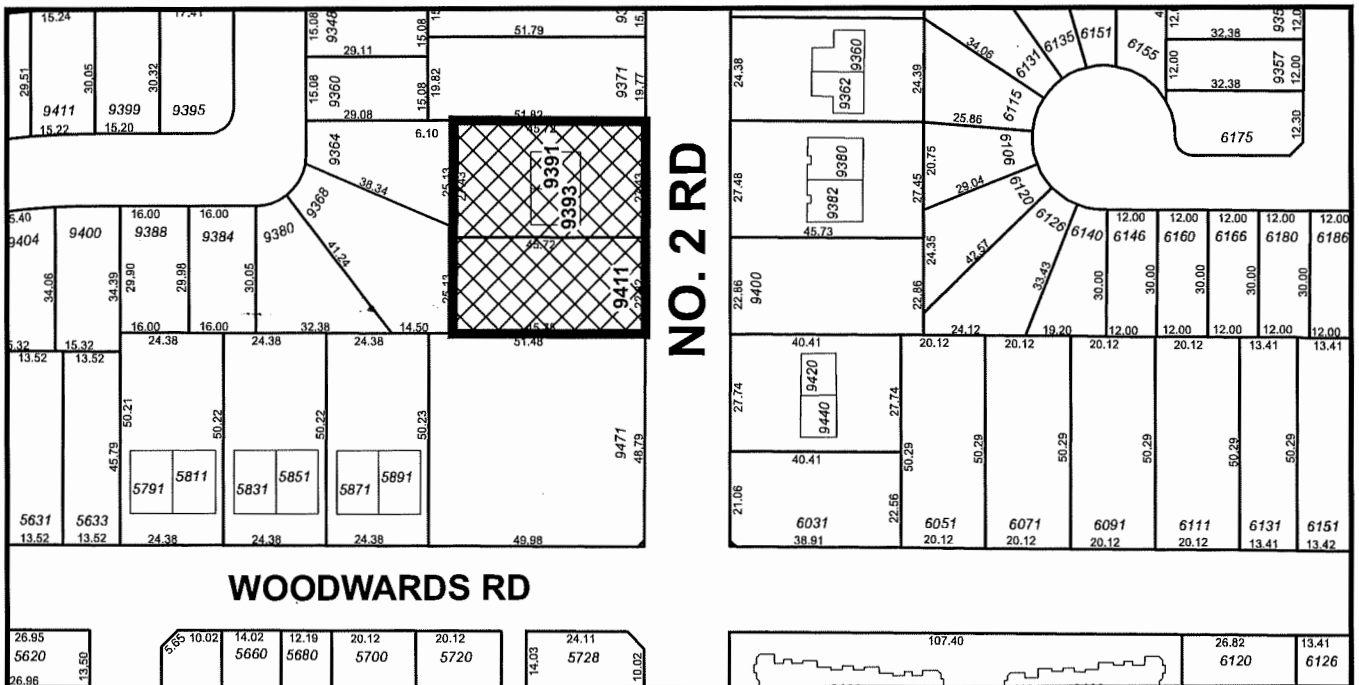
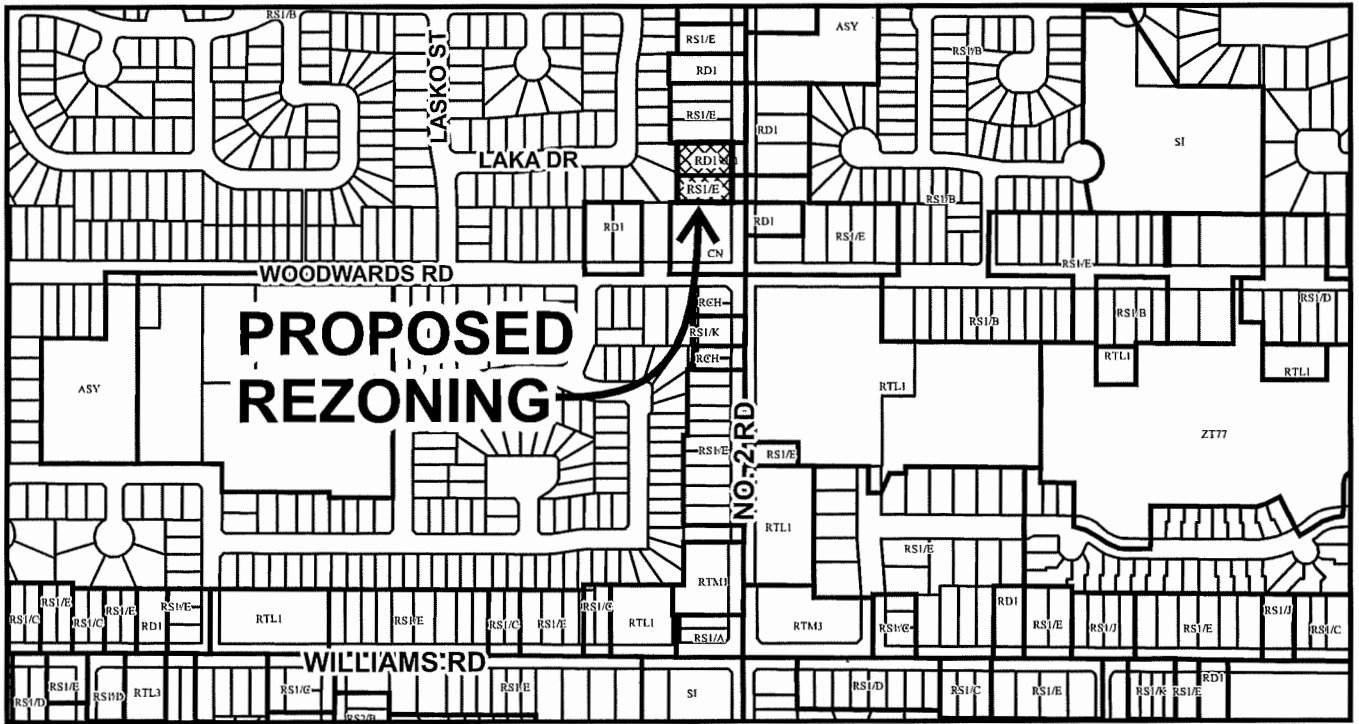
Jeanette Elmore  
Planner 2

JE:cas

- Attachment 1: Location Map
- Attachment 2: Conceptual Development Plans
- Attachment 3: Development Application Data
- Attachment 4: Tree Management Plan
- Attachment 5: Rezoning Considerations



City of  
Richmond

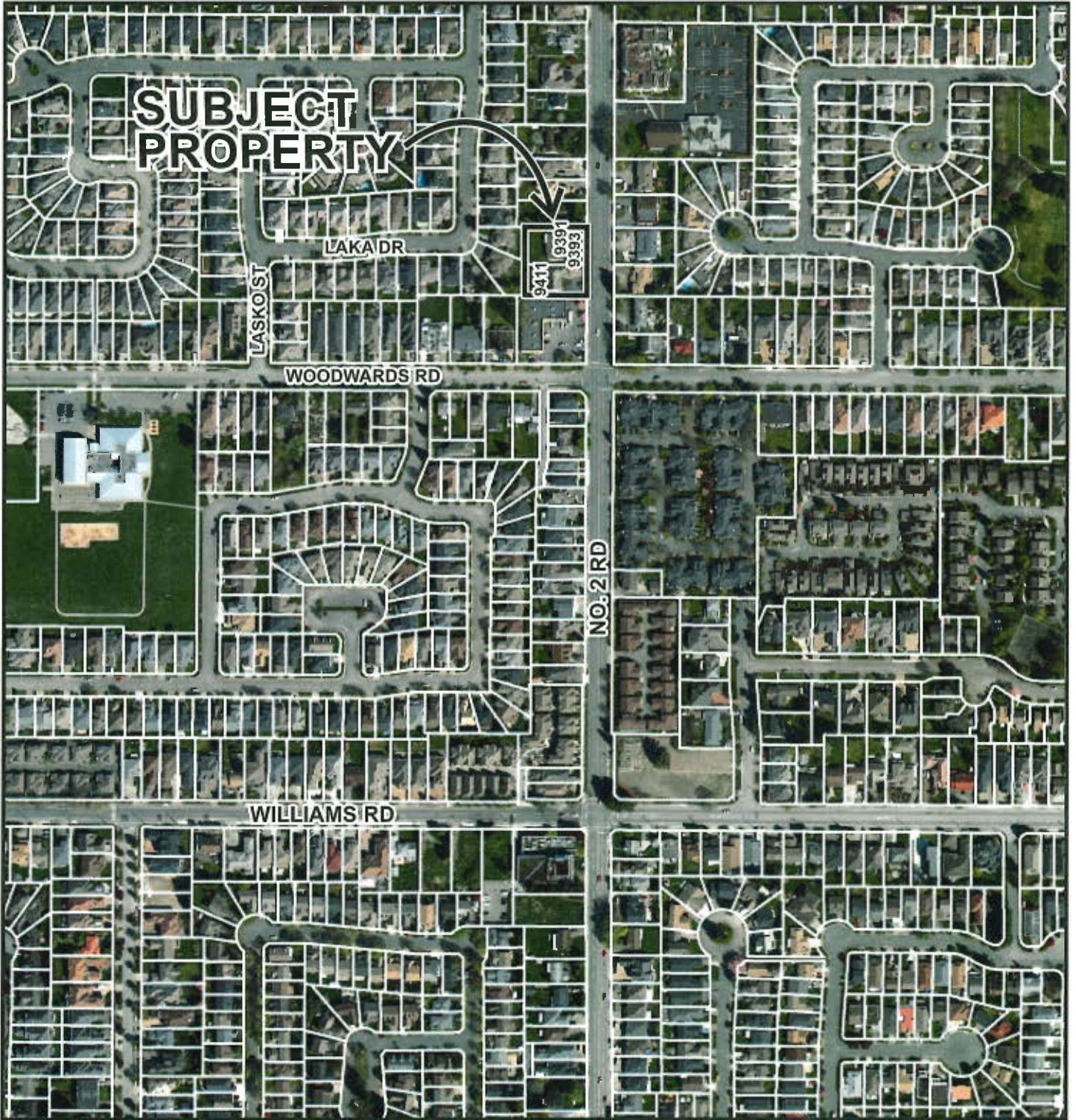


	<p style="text-align: center;"><b>RZ 17-785742</b></p>	<p>Original Date: 09/28/17 Revision Date: Note: Dimensions are in METRES</p>
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# City of Richmond



**RZ 17-785742**  
**CNCL - 224**

Original Date: 09/29/17

Revision Date:

Note: Dimensions are in METRES





9391 - 9411  
No 2 ROAD  
for  
Clitmark Projects Corp.

**CONTEXT PLAN**  
SCALE: 1=300  
0 20' 40' 60'  
FEBRUARY 12, 2019  
**FOUGERE**  
architecture inc.  
200-540 Queen Street West, Suite 100  
Toronto, ON M5G 1G6  
1a



CNCL - 225





CNCL - 226

9391 - 9411  
No 2 ROAD  
for  
Clintmark Projects Corp.

CONTEXT  
PHOTOS  
N/S

FEBRUARY 12, 2019  
**FOUGERE**  
architecture inc.  
201-740-5466  
11b  
Vancouver, BC V6T 1Z5



**9391 - 9411**  
**No 2 ROAD**  
 for  
 Citimark Projects Corp.

THIS DOCUMENT HAS BEEN ELECTRONICALLY GENERATED FROM THE ORIGINAL DRAWING. THE ORIGINAL DRAWING IS THE AUTHORITY. THIS DOCUMENT IS NOT TO BE USED FOR CONSTRUCTION. CALL THE ARCHITECT FOR THE ORIGINAL DRAWING. ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE SPECIFIED. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED.



**SITE PLAN**

SCALE: 3/32" = 1'-0"  
 0 10' 20'

FEBRUARY 27, 2019

**FOUGERE**  
 architecture inc.  
1000 - 1000 BROADVIEW AVENUE, SUITE 100, VANCOUVER, BC V6A 1K7  
 604-271-2000  
 www.fougere.com

2a

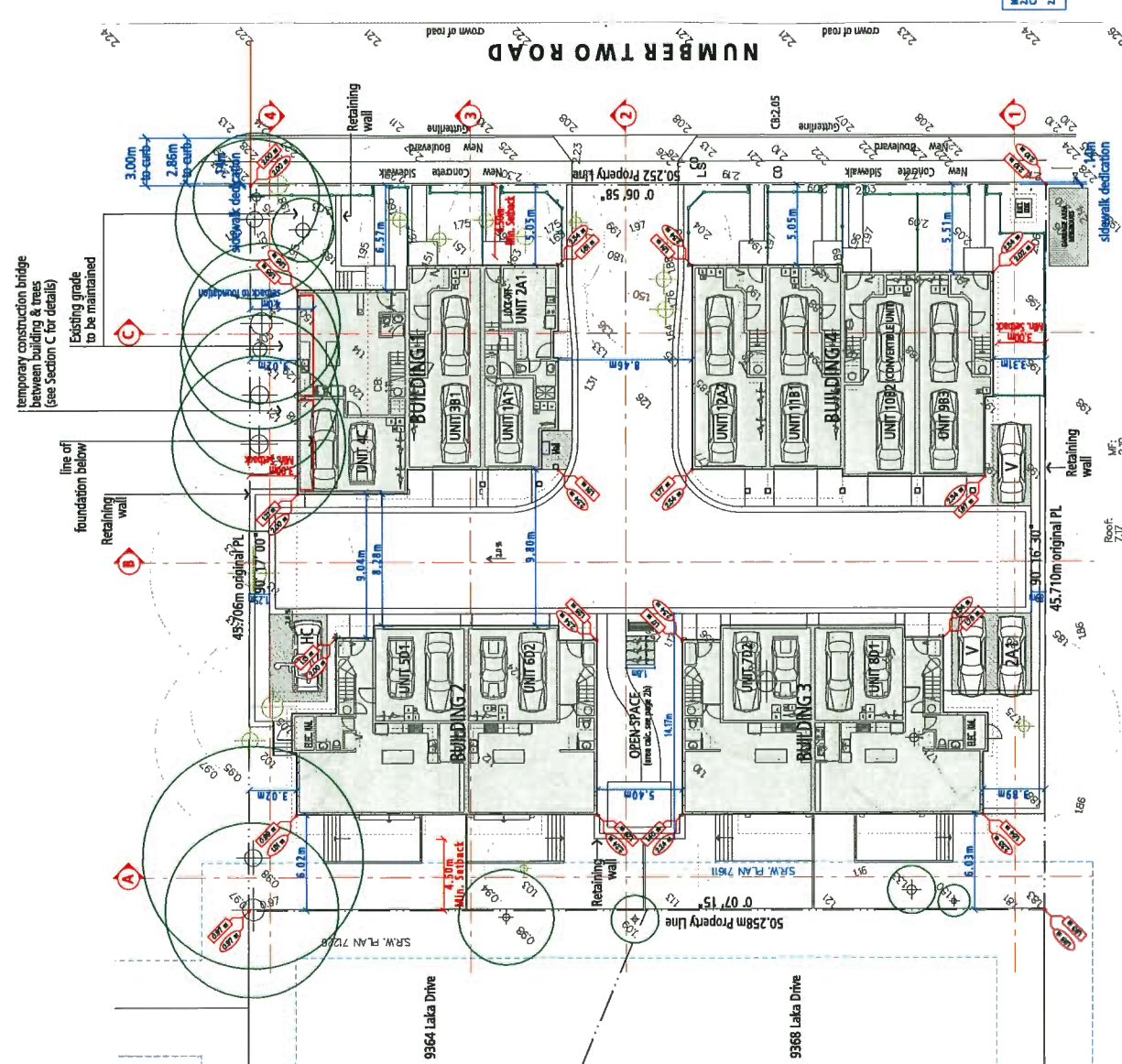
**SCHEMATIC SITE DATA**

GROSS SITE AREA Road Deduction:	24,725 sq ft (0.57 Acres) 75 sq
NET SITE AREA	24,650 sq ft (0.57 Acres)
EXISTING ZONING	RS1E & B01 RMS
PROPOSED ZONING	
FAR CALCULATION	1,510 sf
1 A1 (800 sq ft) (MAX)	1,281 sf
2 B1 (100 sq ft)	2,502 sf
1 B2 (100 sq ft)	1,251 sf
1 C1 (100 sq ft)	1,258 sf
1 C2 (100 sq ft)	1,265 sf
2 D1 (100 sq ft)	1,409 sf
2 D2 (100 sq ft)	3,012 sf
1 E1 (100 sq ft)	3,102 sf
1 E2 (100 sq ft)	1,591 sf
TT House	16,019 sq
FAR	0.590
UPA	19.44
OUTDOOR AMENITY SPACE	73.3 sqm (6.6 sqft)
GARAGE/REC/CLUB	door-to-door (4x4 up)
LEVEL 2 BY CHANGING OUTLET FOR ALL RESIDENTIAL	
PARKING SPOTS (22 TOTAL)	
WARNING:	
SMALL LOGS	5
FRONT YARD SERVICE	5.65 m
LOCK OFF UNIT PARKING	Exterior Car Pad

0.002 m EXISTING SITE GRADE  
 0.022 m PROPOSED SITE GRADE  
 0.000 EXISTING GRADE (from Survey)

2018 British Columbia Building Code  
 Part 9  
 Group C  
 470 m<sup>2</sup>  
 Building Area (Maximum)  
 3  
 Number of Storeys  
 No  
 Sprinkler System Required  
 Permitted  
 Combustible Construction

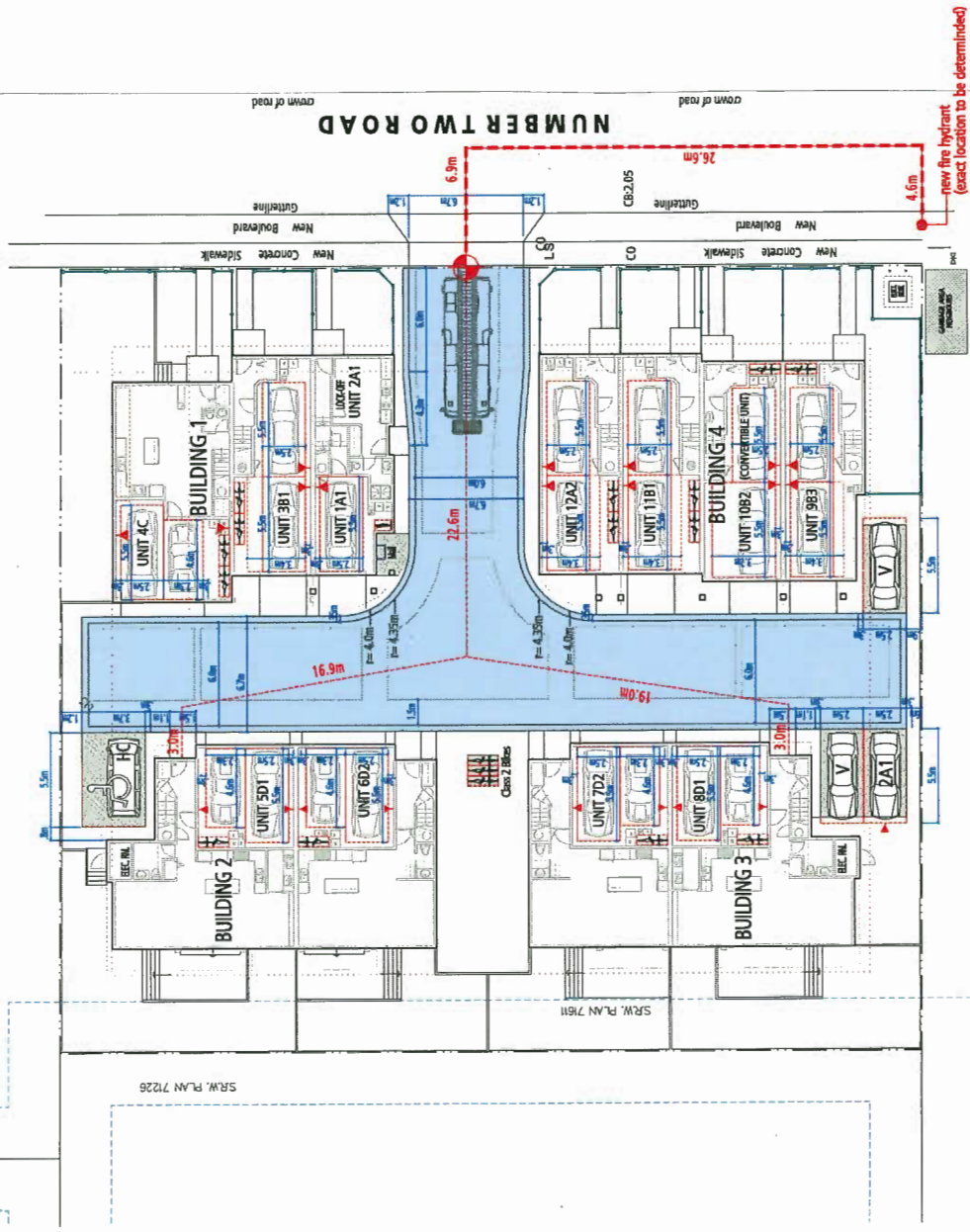
NOTE: HEIGHTS  
 CONTAINING ELEVATION  
 2.54M FLOOD HAZELVEL





### FIRE FIGHTER ACCESS PATH- Calculation Clarification

A new fire hydrant will be installed somewhere on the boulevard along the front property line. The final location has not been determined yet.  
 For the purpose of calculating the maximum clearance of the fire fighter access path we assumed the location to be in front of the south-west corner of the site (furthest possible distance to the entry).  
 38.1m -> distance from hydrant to site entry fire truck location  
 44.5m -> distance from the truck to furnace entry (unit 801)



### PARKING & BICYCLE DATA

Residential 2 car/Unit	22
Visitor 0.2 car/Unit	3
<b>Total Required</b>	<b>25</b>
Parking Provided	17
Standard Stall	5
Small Stall	3
Visitor Provided	25
<b>Zoning Variance:</b>	<b>8 Small Cars</b>
	<b>1 Corner Stall (for Lock-off Unit)</b>

#### On-site Bicycle Parking Requirements

Class 1: 1.25 stall/Unit	14
max. 35% Vertical Stalls	4
Class 2: 0.2 stall/Unit	3
<b>Total Class 1 Stalls Required</b>	<b>14</b>
<b>Total Class 1 Stalls Provided</b>	<b>15</b>
<b>Total Class 2 Stalls Required</b>	<b>3</b>
<b>Total Class 2 Stalls Provided</b>	<b>3</b>
<b>Horizontal Stalls Provided</b>	<b>14</b>
<b>Vertical Stalls Provided</b>	<b>1</b>

### LEGEND

- STANDARD CAR STALL  
SIZE: 2.5m x 5.5m
- SMALL CAR STALL  
SIZE: 2.3m x 4.6m
- HANGING CAR STALL  
SIZE: 3.7m x 5.5m
- CLASS 1 BIKE STALL  
SIZE: 1.0m x 0.6m
- CLASS 2 BIKE STALL (Vertical)  
SIZE: 1.0m x 0.6m
- LEVEL 2 Electric Vehicle Plug-ins  
one for each parking space
- 6.7m Wide Driveway  
Clearance: 6.4m Vertical  
Clearance: 8.03m red-over curbs



**9391 - 9411**  
**No 2 ROAD**  
 for  
 Citimark Projects Corp.

### PARKING PLAN

SCALE: 3/32" = 1'-0"  
 0 10' 20' 30'

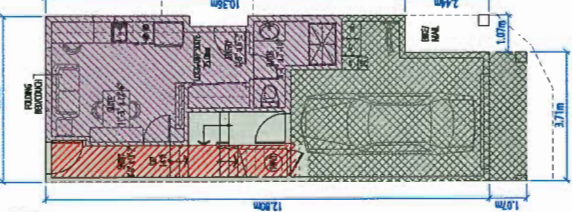
FEBRUARY 12, 2019



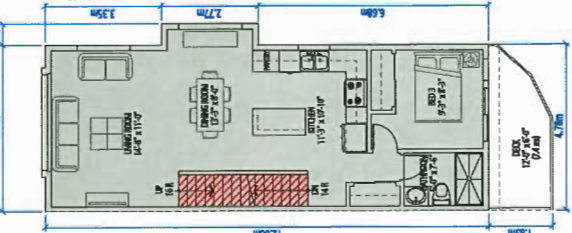


**PROVISION OF ACCESSIBILITY FEATURES ON ALL UNITS:**

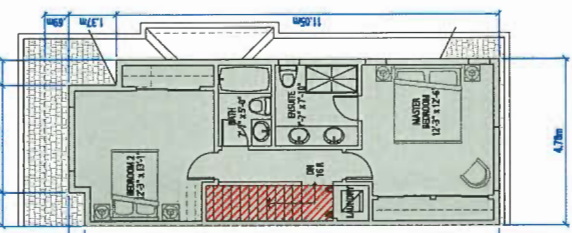
- Entry doors minimum 825 mm clear opening
- Bathrooms minimum 900 mm width
- Door from garage to living area minimum 2'-10" (swinging door space)
- Blending to bathrooms for installation of grab-bars (bathe, tub and shower)
- Provision of three door handles
- One window that can be opened with a single hand in the living room
- One window that can be opened with a single hand in one bedroom



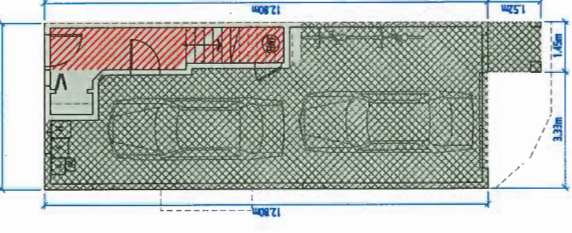
**UNIT A1**  
GROUND FLOOR  
(WITH LOCK-OFF)



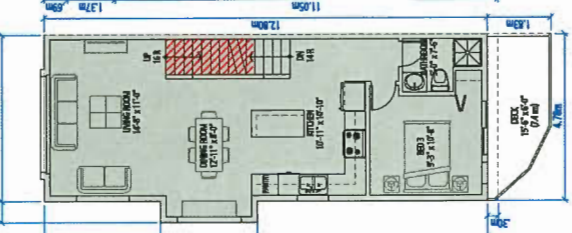
**UNIT A1**  
MAIN FLOOR



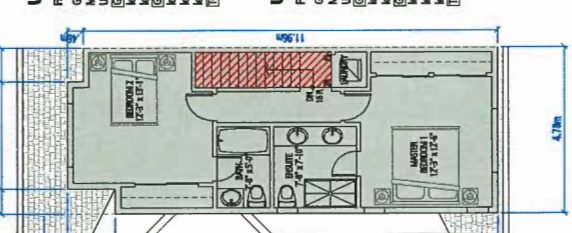
**UNIT A1**  
UPPER FLOOR



**UNIT A2**  
GROUND FLOOR



**UNIT A2**  
MAIN FLOOR



**UNIT A2**  
UPPER FLOOR

**UNIT A1**

FLOOR AREA CALCULATION

GROUND FLOOR	667.4
MAIN FLOOR	676.4
UPPER FLOOR	623.4
GROSS	1967.2
less garage	297.4
less covered area	60.1
less entry / stair	60.1
less Main floor stair	71.4
less Upper floor stair	46.4
TOTAL NET	1510.3

**UNIT B1**

FLOOR AREA CALCULATION

GROUND FLOOR	721.4
MAIN FLOOR	657.4
UPPER FLOOR	617.4
GROSS	1996.2
less garage	78.4
less covered area	78.4
less entry / stair	78.4
less Main floor stair	268.4
less Upper floor stair	43.4
TOTAL NET	1293.3

**UNIT A2**

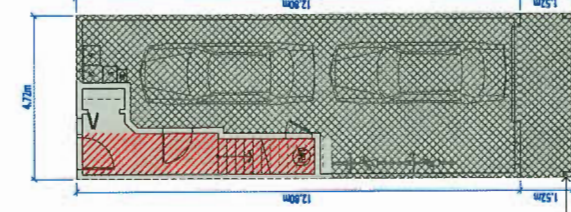
FLOOR AREA CALCULATION

GROUND FLOOR	683.4
MAIN FLOOR	676.4
UPPER FLOOR	623.4
GROSS	1983.2
less garage	52.4
less covered area	60.1
less entry / stair	60.1
less Main floor stair	71.4
less Upper floor stair	46.4
TOTAL NET	1793.3

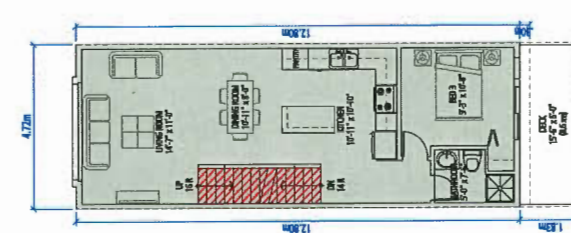
**UNIT B2**

FLOOR AREA CALCULATION

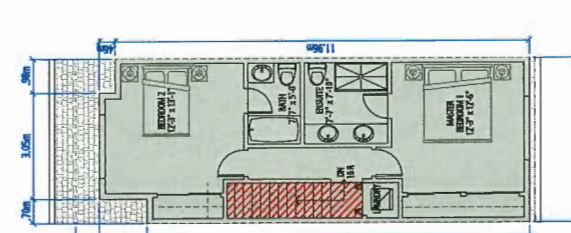
GROUND FLOOR	706.4
MAIN FLOOR	657.4
UPPER FLOOR	617.4
GROSS	1981.2
less garage	57.4
less covered area	57.4
less entry / stair	57.4
less Main floor stair	19.4
less Upper floor stair	36.4
TOTAL NET	1723.3



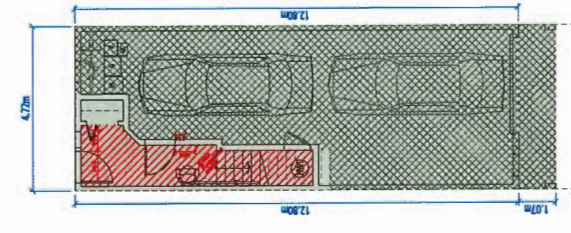
**UNIT B1**  
GROUND FLOOR



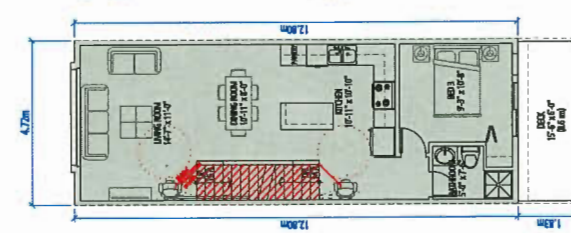
**UNIT B1**  
MAIN FLOOR



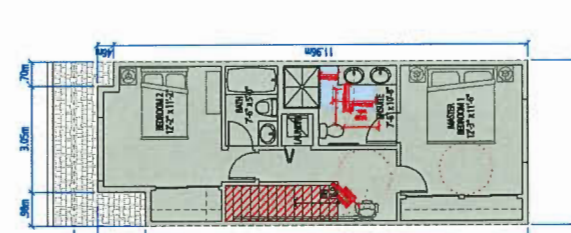
**UNIT B1**  
UPPER FLOOR



**UNIT B2**  
GROUND FLOOR



**UNIT B2**  
MAIN FLOOR



**UNIT B2**  
UPPER FLOOR

**9391 - 9411**  
for  
**No 2 ROAD**  
Citimark Projects Corp.



FEBRUARY 12, 2019  
**FOUGERE**  
architecture inc.  
300-5400 SHEPPARD AVENUE EAST, SUITE 100  
SCARBOROUGH, ONTARIO M1S 1T6  
3  
Tel: (416) 291-1111  
Fax: (416) 291-1112  
www.fougerearchitecture.com

**PROVISION OF ACCESSIBILITY FEATURES ON ALL UNITS:**

- Entry doors minimum 825 mm clear opening (2'-0" swinging door spec)
- Thresholds maximum 13 mm with ramps maximum 13 mm with 1:12 slope
- Swinging door spec
- Blocking to bathrooms for installation of grab-bars (bathtubs, tub and shower)
- Provision of lever door handles
- One window that can be opened
- One window that can be opened with a single hand in one bedroom

**UNIT B3**

**FLOOR AREA CALCULATION**

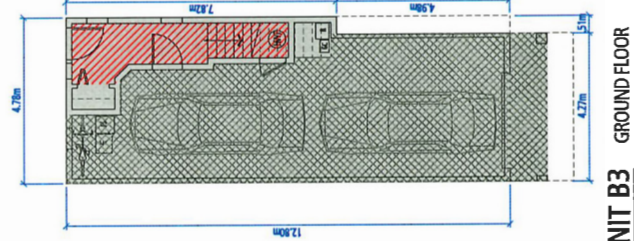
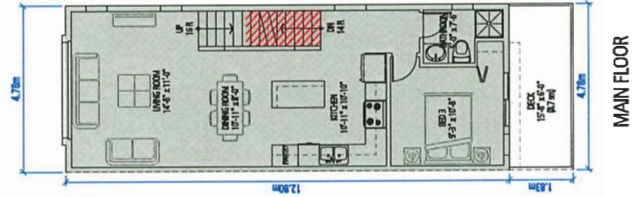
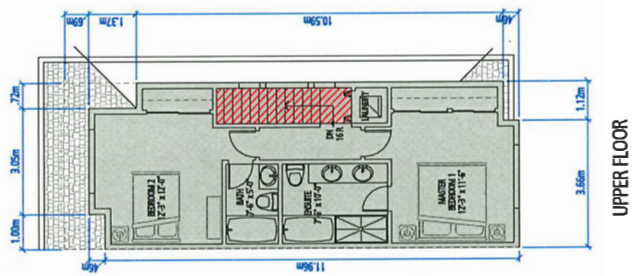
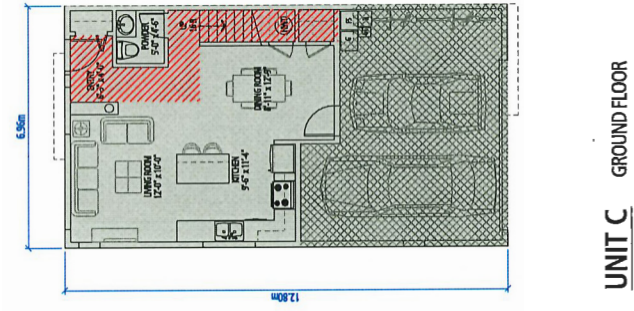
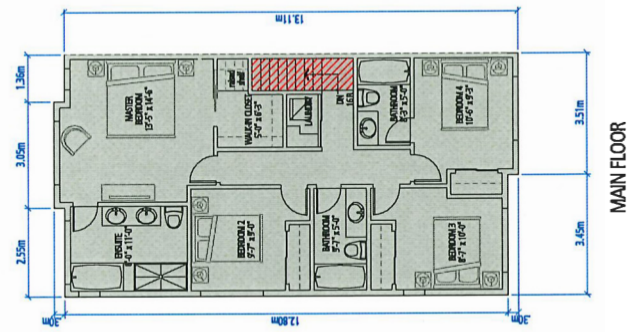
GROUND FLOOR	658.4
MAIN FLOOR	658.4
UPPER FLOOR	617.4
<b>GROSS</b>	<b>1,934.2</b>
less parking	384.4
less covered area	0.0
less entry / stair	17.8
less upper floor stair	28.4
less lower floor stair	4.8
<b>TOTAL NET</b>	<b>1,489.2</b>

**UNIT C**

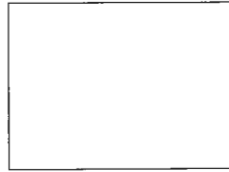
**FLOOR AREA CALCULATION**

GROUND FLOOR	658.4
UPPER FLOOR	658.4
UPPER FLOOR	581.4
<b>GROSS</b>	<b>1,900.2</b>
less parking	384.4
less covered area	0.0
less entry / stair	17.8
less upper floor stair	28.4
less lower floor stair	4.8
<b>TOTAL NET</b>	<b>1,469.2</b>

**CNCL - 230**



9391 - 9411  
No 2 ROAD  
for  
Clitmark Projects Corp.



**FLOOR PLANS**

SCALE: 3/16" = 1'-0"  
0 5' 10' 15'



- PROVISION OF ACCESSIBILITY FEATURES ON ALL UNITS:**
- Entry doors minimum 855 mm clear opening (2'-0" swinging door spec)
  - Hallways minimum 900 mm width (swinging door spec)
  - Door from garage to living area minimum 2'-10" (swinging door spec)
  - Sticking to bathrooms for installation of grab-bars
  - Removal of floor cover handles
  - One window that can be opened with a single hand in the living room
  - One window that can be opened with a single hand in one bedroom

**UNIT D1**

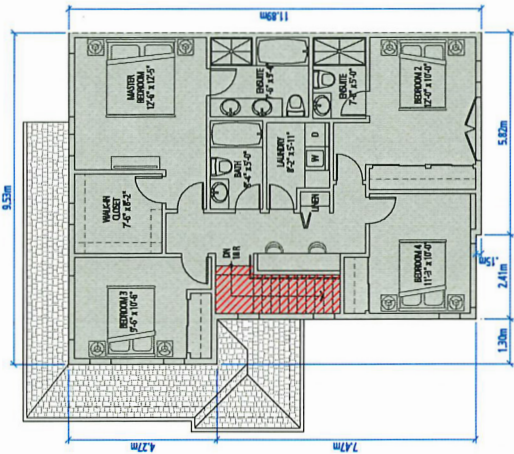
FLOOR AREA CALCULATION

GROUND FLOOR	1,176.4
UPPER FLOOR	1,068.4
GROSS	2,297.2
Less garage	366.5
Less covered area	0.0
GPA	1,930.7
Less 100% floor covr	46.5
Less 100% floor covr	50.0
<b>TOTAL NET</b>	<b>1,834.2</b>

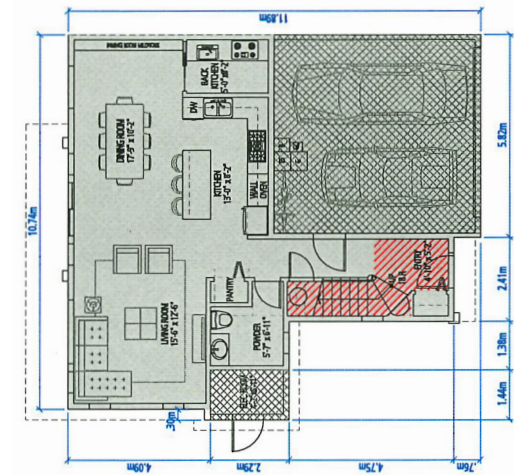
**UNIT D2**

FLOOR AREA CALCULATION

GROUND FLOOR	1,028.4
UPPER FLOOR	1,068.4
GROSS	2,078.8
Less garage	366.5
Less covered area	0.0
GPA	1,712.3
Less 100% floor covr	15.0
Less 100% floor covr	50.0
<b>TOTAL NET</b>	<b>1,647.3</b>

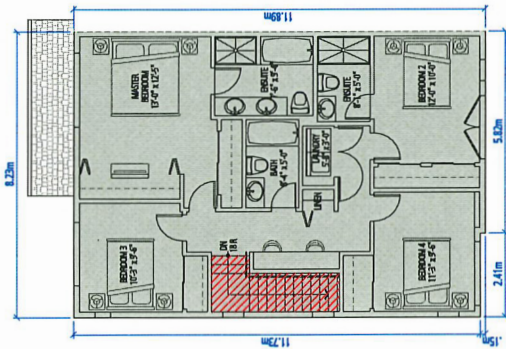


MAIN FLOOR

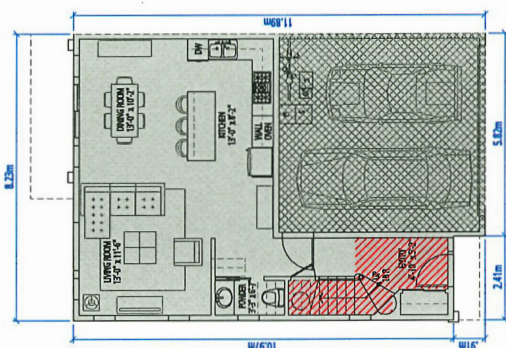


GROUND FLOOR

**UNIT D1**



MAIN FLOOR



GROUND FLOOR

**UNIT D2**

9391 - 9411  
No 2 ROAD  
for  
Citimark Projects Corp.



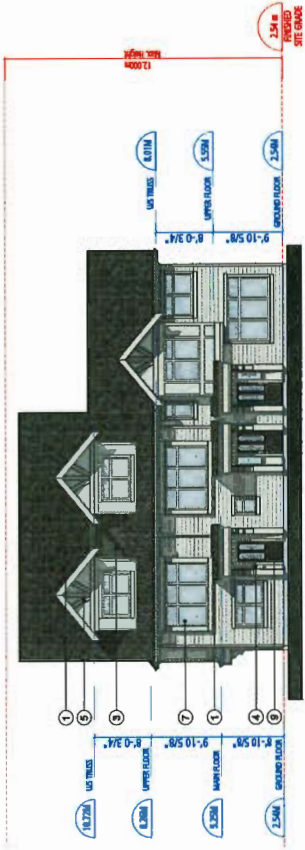
**FLOOR PLANS**  
SCALE: 3/16" = 1'-0"  
0 5' 10' 15'

FEBRUARY 12, 2019

**FOUGERE**  
architecture inc.  
200 QUÉBEC AVENUE - SUITE 100  
MONTREAL, QUEBEC H2W 1S7  
514-392-1111  
www.fougere.ca



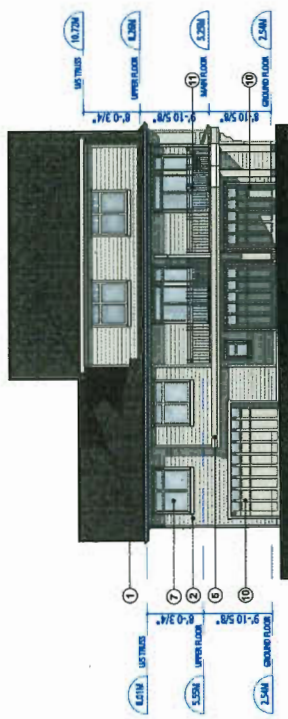
EAST ELEVATION



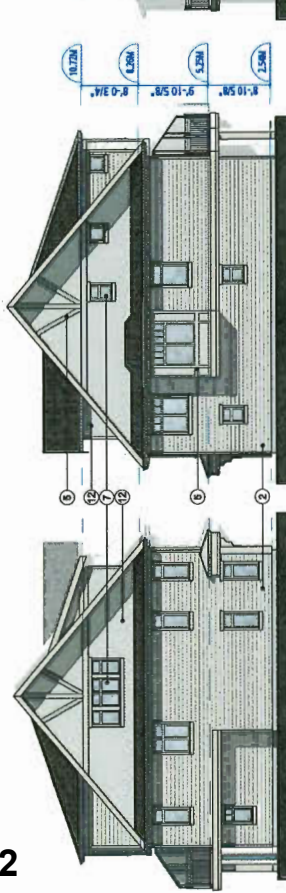
EAST ELEVATION



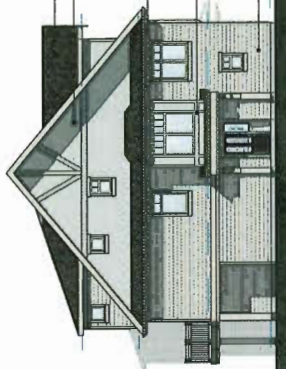
WEST ELEVATION



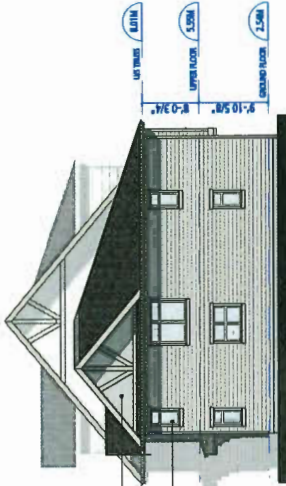
WEST ELEVATION



SOUTH ELEVATION



SOUTH ELEVATION



NORTH ELEVATION

**BUILDING 1, 4**  
**ELEVATIONS**  
 SCALE: 1/8" = 1'-0"  
 0 5' 10' 20'

**EXTERIOR FINISHES SCHEDULE**

1	ASPHALT SHINGLES	10	WOOD TRIM
2	HARDY PANELED SIDING	11	WOOD TRIM
3	HARDY PANELED SIDING	12	WOOD TRIM
4	HARDY PANELED SIDING	13	WOOD TRIM
5	HARDY PANELED SIDING	14	WOOD TRIM
6	HARDY PANELED SIDING	15	WOOD TRIM
7	WOOD TRIM	16	WOOD TRIM
8	WOOD TRIM	17	WOOD TRIM
9	WOOD TRIM	18	WOOD TRIM
10	WOOD TRIM	19	WOOD TRIM
11	WOOD TRIM	20	WOOD TRIM
12	WOOD TRIM	21	WOOD TRIM
13	WOOD TRIM	22	WOOD TRIM
14	WOOD TRIM	23	WOOD TRIM
15	WOOD TRIM	24	WOOD TRIM
16	WOOD TRIM	25	WOOD TRIM
17	WOOD TRIM	26	WOOD TRIM
18	WOOD TRIM	27	WOOD TRIM
19	WOOD TRIM	28	WOOD TRIM
20	WOOD TRIM	29	WOOD TRIM
21	WOOD TRIM	30	WOOD TRIM
22	WOOD TRIM	31	WOOD TRIM
23	WOOD TRIM	32	WOOD TRIM
24	WOOD TRIM	33	WOOD TRIM
25	WOOD TRIM	34	WOOD TRIM
26	WOOD TRIM	35	WOOD TRIM
27	WOOD TRIM	36	WOOD TRIM
28	WOOD TRIM	37	WOOD TRIM
29	WOOD TRIM	38	WOOD TRIM
30	WOOD TRIM	39	WOOD TRIM
31	WOOD TRIM	40	WOOD TRIM
32	WOOD TRIM	41	WOOD TRIM
33	WOOD TRIM	42	WOOD TRIM
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42	WOOD TRIM	51	WOOD TRIM
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65	WOOD TRIM	74	WOOD TRIM
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77	WOOD TRIM	86	WOOD TRIM
78	WOOD TRIM	87	WOOD TRIM
79	WOOD TRIM	88	WOOD TRIM
80	WOOD TRIM	89	WOOD TRIM
81	WOOD TRIM	90	WOOD TRIM
82	WOOD TRIM	91	WOOD TRIM
83	WOOD TRIM	92	WOOD TRIM
84	WOOD TRIM	93	WOOD TRIM
85	WOOD TRIM	94	WOOD TRIM
86	WOOD TRIM	95	WOOD TRIM
87	WOOD TRIM	96	WOOD TRIM
88	WOOD TRIM	97	WOOD TRIM
89	WOOD TRIM	98	WOOD TRIM
90	WOOD TRIM	99	WOOD TRIM
91	WOOD TRIM	100	WOOD TRIM

**BUILDING 1**

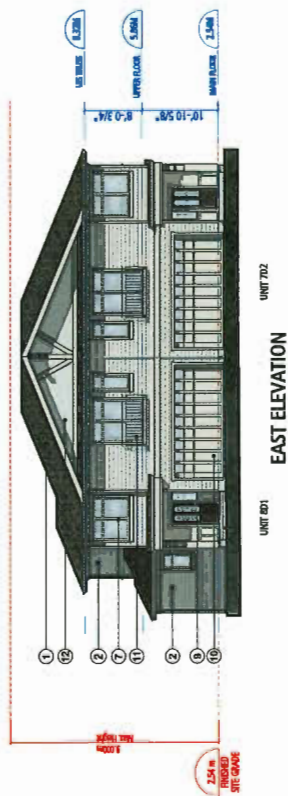
**BUILDING 4**

9391 - 9411  
 for  
 No 2 ROAD  
 for  
 Citimark Projects Corp.

FEBRUARY 12, 2019  
**FOUGERE**  
 architecture inc.  
 6  
 200-240 Quebec Street  
 Ottawa, Ontario K1P 6E8  
 613-237-1111  
 www.fougerearchitecture.com



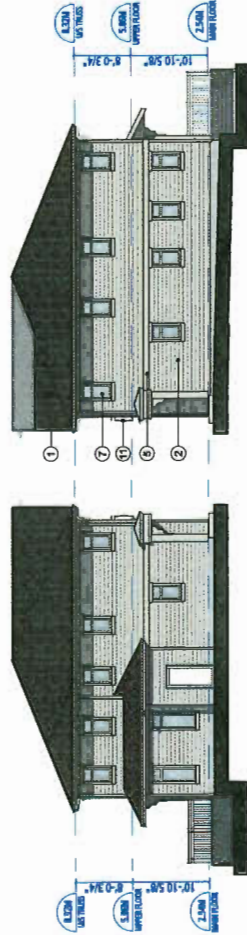
CNCL - 233



UNIT 702 EAST ELEVATION

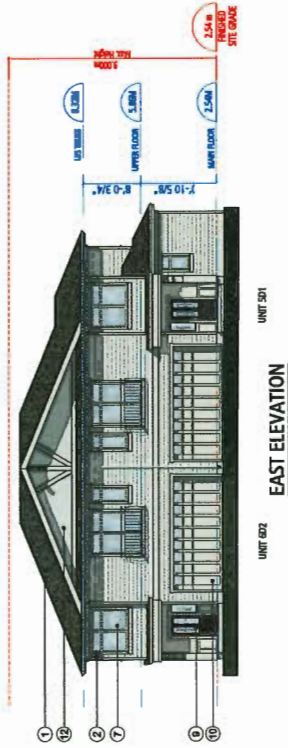


UNIT 702 WEST ELEVATION



UNIT 702 NORTH ELEVATION

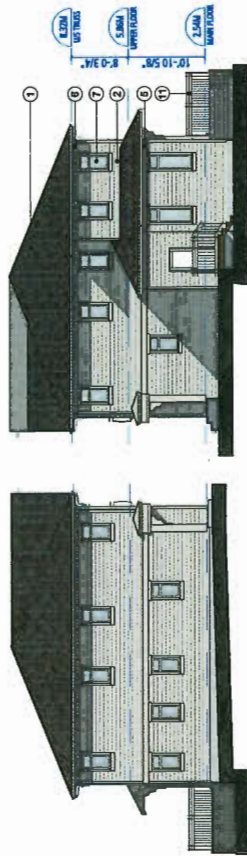
UNIT 701 SOUTH ELEVATION  
BUILDING 3



UNIT 501 EAST ELEVATION



UNIT 501 WEST ELEVATION



UNIT 501 NORTH ELEVATION

UNIT 602 SOUTH ELEVATION  
BUILDING 2

9391 - 9411  
No 2 ROAD  
for  
Citimark Projects Corp.

BUILDING 2, 3  
ELEVATIONS

SCALE: 1/8" = 1'-0"



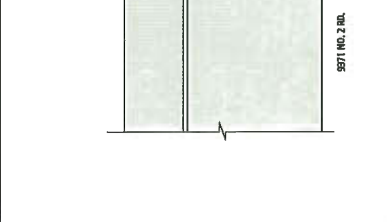
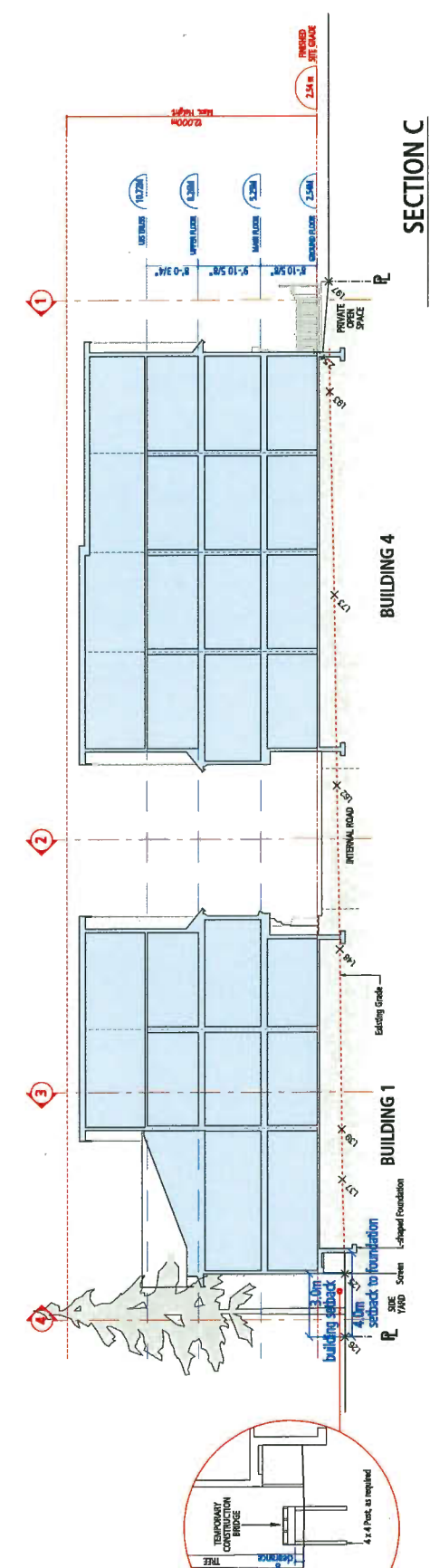
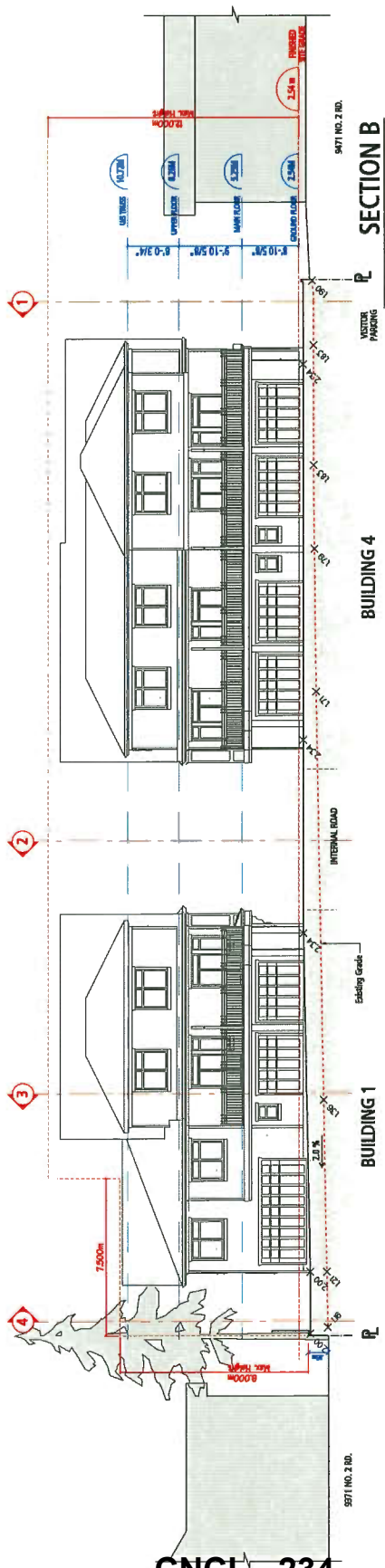
EXTERIOR FINISHES SCHEDULE

1	ASPHALT FINISHES
2	HANDE PLAYS/LAP FINISH
3	WOOD TRIM
4	WOOD TRIM
5	WOOD TRIM
6	WOOD TRIM
7	WOOD TRIM
8	WOOD TRIM
9	WOOD TRIM
10	WOOD TRIM
11	WOOD TRIM
12	WOOD TRIM

FEBRUARY 12, 2019

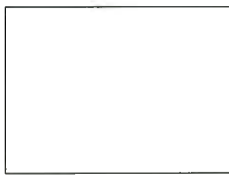
**FOUGERE**  
architecture inc.

1100 - COLUMBIA AVENUE - WALKER  
SUITE 200 - WALKER  
NEWBRIDGE, ONT. L7Y 4L5



CNCL - 234

9391 - 9411  
NO. 2 ROAD  
for  
Citimark Projects Corp.



SECTIONS



FEBRUARY 12, 2019  
**FOUGERE**  
architecture inc.  
1000-10000  
200-2425 Quebec Street  
Montreal, QC H3T 2G7

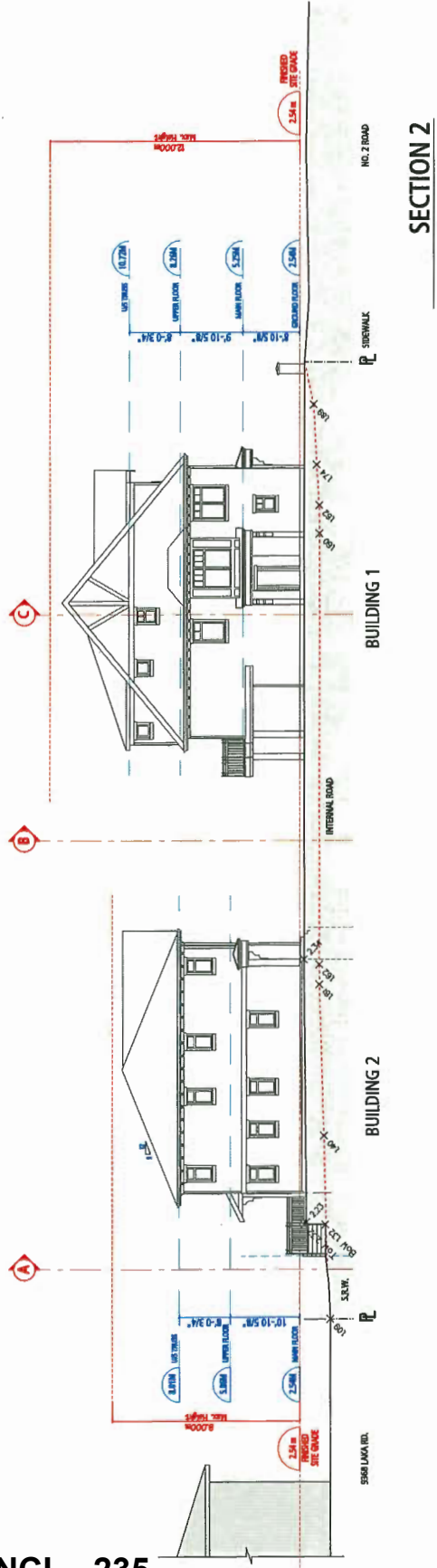
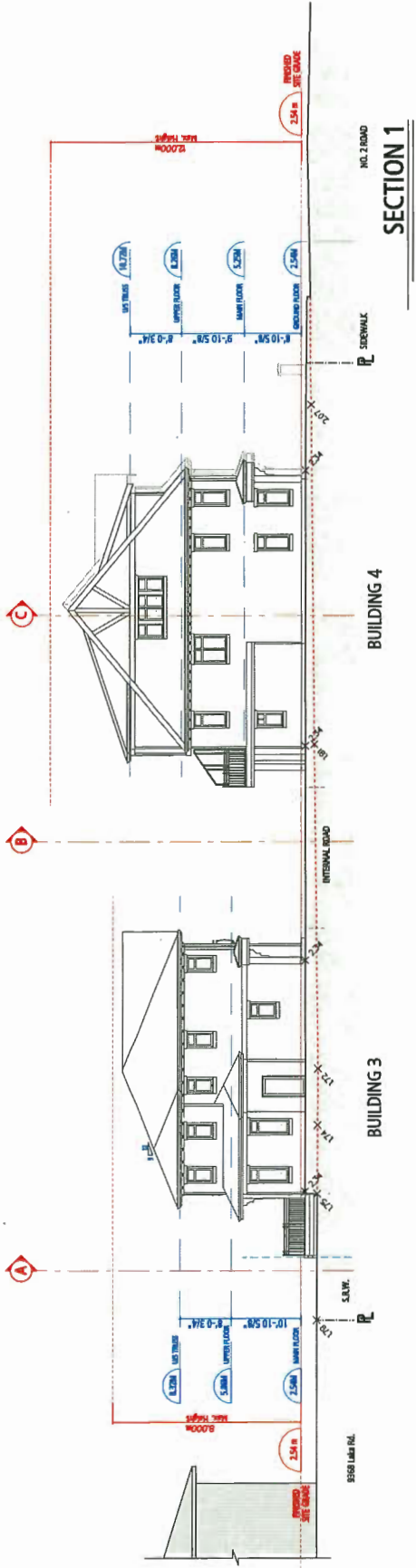
SECTION C

BUILDING 4

BUILDING 1

BUILDING 2

BUILDING 3



CNCL - 235

9391 - 9411  
NO. 2 ROAD  
for  
Citimark Projects Corp.



SECTIONS



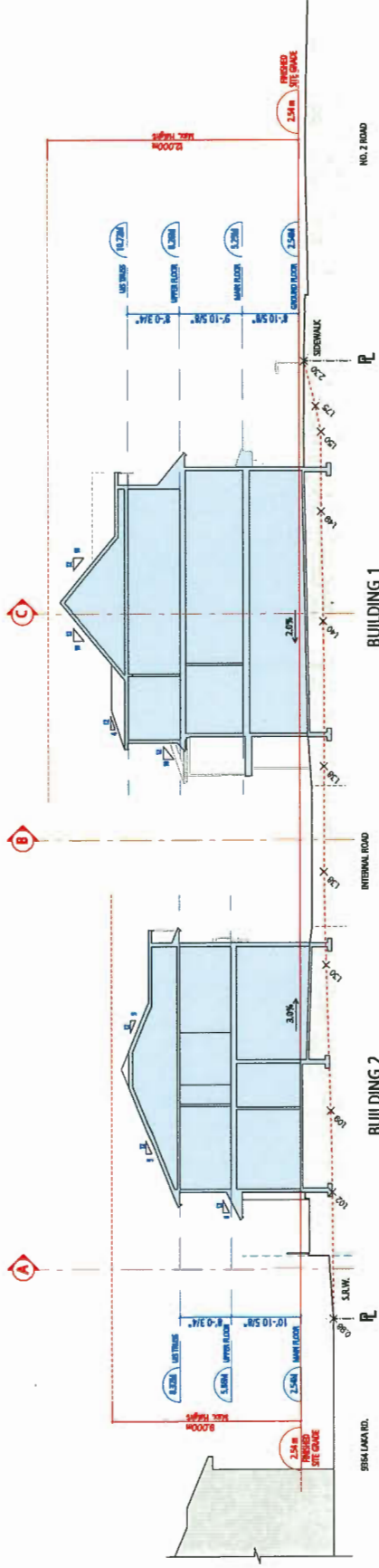
FEBRUARY 12, 2019

**FOUGERE**  
architecture inc.

1000 COLUMBIA AVENUE - SUITE 200  
MONTREAL, QUEBEC H3T 2G8  
Canada

9

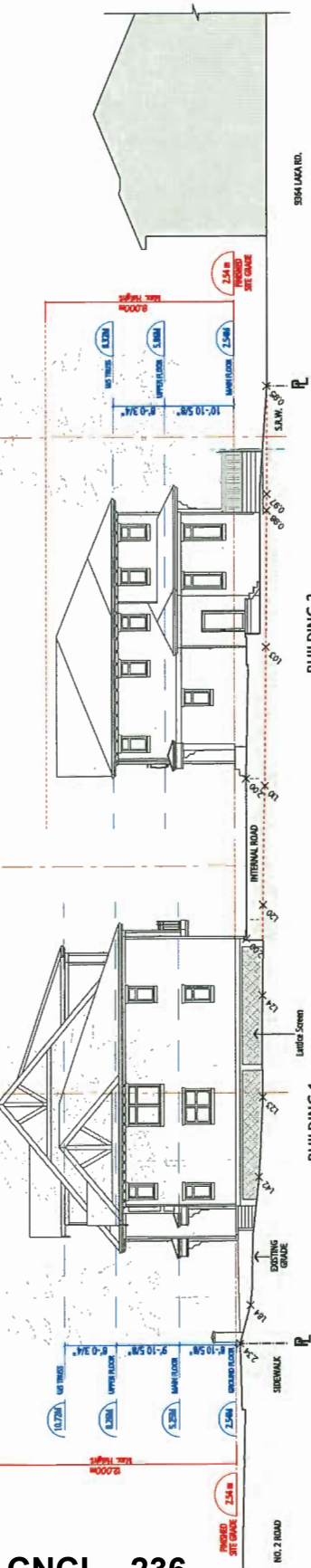




**SECTION 3**

BUILDING 1

BUILDING 2

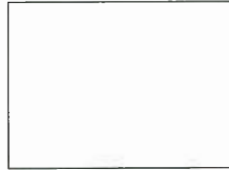


**SECTION 4**

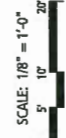
BUILDING 2

BUILDING 1

9391 - 9411  
NO. 2 ROAD  
for  
Clitmark Projects Corp.



**SECTIONS**



FEBRUARY 12, 2019



CNCL - 236

CNCL - 237



9471 No 2 Road

RL

PROPOSED DEVELOPMENT

RL

9371 No 2 Road

STREETSCAPE

9391 - 9411  
No 2 Road  
for  
Citimark Projects Corp.



9471 No 2 Road

RL

PROPOSED DEVELOPMENT

RL

9471 No 2 Road

YARDSCAPE

STREETSCAPE  
YARDSCAPE

SCALE: 3/32" = 1'-0"  
0 10' 20' 30'

FEBRUARY 12, 2019

**FOUGERE**  
architecture inc.  
BRISBANE, AUSTRALIA  
WASHINGTON  
STATE, USA  
11



**HARDSCAPE MATERIALS**

KEY	REF.	DESCRIPTION
	2 (LD-07)	CONCRETE SLAB (General)
	6 (LD-07)	PERVIOUS PAVING
	8 (LD-07)	COMBINED CONCRETE SIDEWALK AND DRIVE AISLE
	9 (LD-07)	ALLAN BLOCK RETAINING WALL
	5 (LD-07)	HYDROPHOBISED SLAB
	3 (LD-07)	GRP STRIP

**FENCING**

KEY	REF.	DESCRIPTION
	1 (LD-07)	2.5M HORIZONTAL SCREEN
	2 (LD-3)	WOOD RAIL FENCE
	1 (LD-07)	MAGICAL ON STAIRS
	6 (LD-07)	PRIVACY FENCE

**SOFTSCAPE MATERIALS**

KEY	REF.	DESCRIPTION
	1 (LD-07)	PROPOSED TREE
	2 (LD-07)	EXISTING TREE
	2, 3 (LD-07)	SOIL / CRITICAL LANDSCAPE / NONE FOR SPECIFICATION
	2, 3 (LD-07)	MUD CHIPS
	2, 3 (LD-07)	SAND
	2, 3 (LD-07)	SCALE PLANTING

**PLANT SCHEDULE**

TREE	BOTANICAL NAME / COMMON NAME	CONT	CA	SIZE	QTY.
	Corydalis picturata / Medium Tree	0.8.0	Reveal	1.5 m tall	7
	Buxus sempervirens / Japanese Boxwood	0.8.0	Reveal	1.8 m tall	8

1:150 0 1.5m 3 4.5 6 7.5 9 10.5 12 13.5 15 16.5 18 19.5 21 22.5





V&P Associates Inc.  
 1000 West 10th Street  
 Suite 100  
 Regina, Saskatchewan  
 S4P 0R6  
 Phone: (306) 766-1111  
 Fax: (306) 766-1112  
 Email: info@vp.ca  
 Website: www.vp.ca

AMENITY AREA



DP2018-35

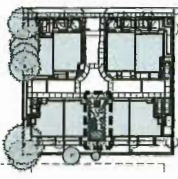
L-02B

Drawing Title:

VDZ Project #:

Drawing #:

Key Map (NTH)



No.	By	Description	Date
1	TD	Issued for the Building	Feb. 13, 2018
2	TD	Issued for the Building	Feb. 20, 2018
3	TD	Issued for the Building	Feb. 22, 2018
4	TD	Issued for the Building	Feb. 22, 2018
5	TD	Issued for the Building	Feb. 22, 2018
6	TD	Issued for the Building	Feb. 22, 2018
7	TD	Issued for the Building	Feb. 22, 2018
8	TD	Issued for the Building	Feb. 22, 2018
9	TD	Issued for the Building	Feb. 22, 2018
10	TD	Issued for the Building	Feb. 22, 2018
11	TD	Issued for the Building	Feb. 22, 2018
12	TD	Issued for the Building	Feb. 22, 2018
13	TD	Issued for the Building	Feb. 22, 2018
14	TD	Issued for the Building	Feb. 22, 2018
15	TD	Issued for the Building	Feb. 22, 2018
16	TD	Issued for the Building	Feb. 22, 2018
17	TD	Issued for the Building	Feb. 22, 2018
18	TD	Issued for the Building	Feb. 22, 2018
19	TD	Issued for the Building	Feb. 22, 2018
20	TD	Issued for the Building	Feb. 22, 2018

Project:  
 8291 - 8411 No. 2 Road  
 City File No. RZ. 17-78742  
 Location:  
 8291 - 8411 No. 2 Road,  
 Richmond, B.C.

Drawn:	DW	Checked:	TD
Approved:	MWZ	Original Sheet Size:	24" x 36"
Scale:	1:50		

HARDSCAPE MATERIALS

KEY	REF.	DESCRIPTION
	7 (LD-07)	CONCRETE SLAB (interior)
	8 (LD-08)	ALUMINUM RETAINING WALL
	9 (LD-09)	CUSTOM HARDSCAPE

FENCING

KEY	REF.	DESCRIPTION
	6 (LD-06)	PRIVACY FENCE

SOFTSCAPE MATERIALS

KEY	REF.	DESCRIPTION
	1 (LD-01)	PROPOSED TREE
	2 (LD-02)	WOOD CHIPS
	3 (LD-03)	SAND
	4 (LD-04)	SPRIG PLANTING
	5 (LD-05)	HEDGE PLANTING
	6 (LD-06)	REGIONAL PLANTING



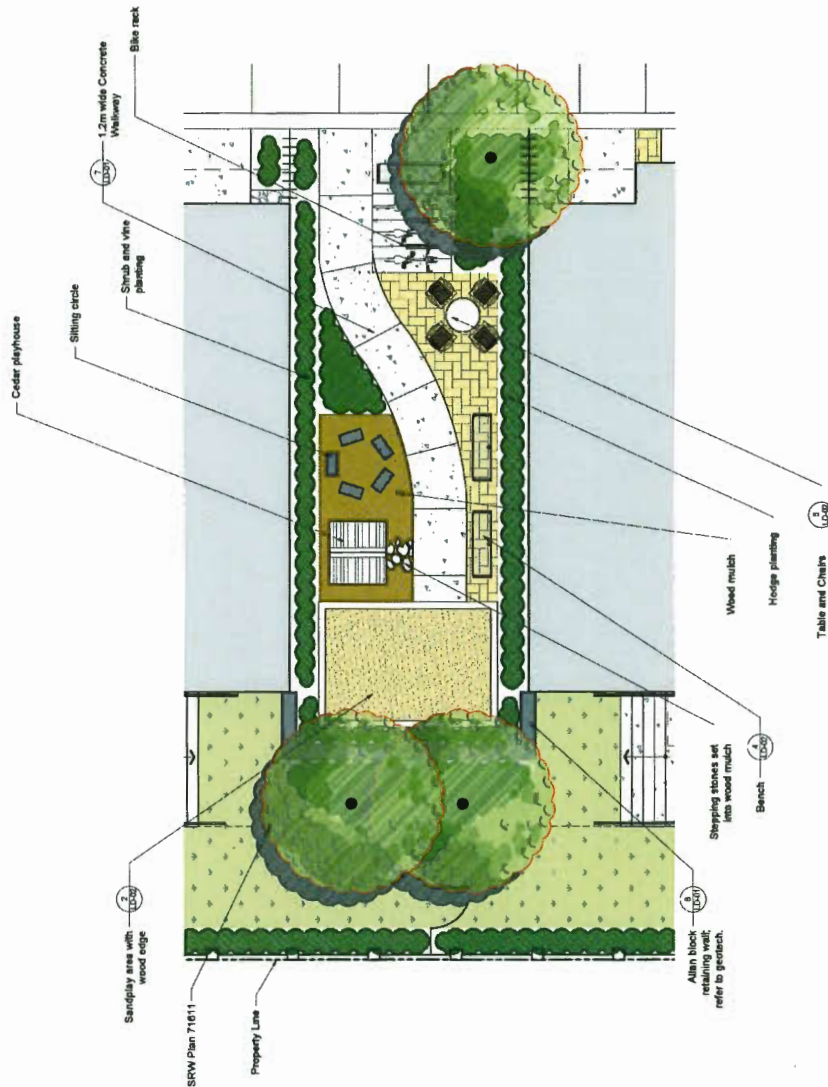
Sitting circle



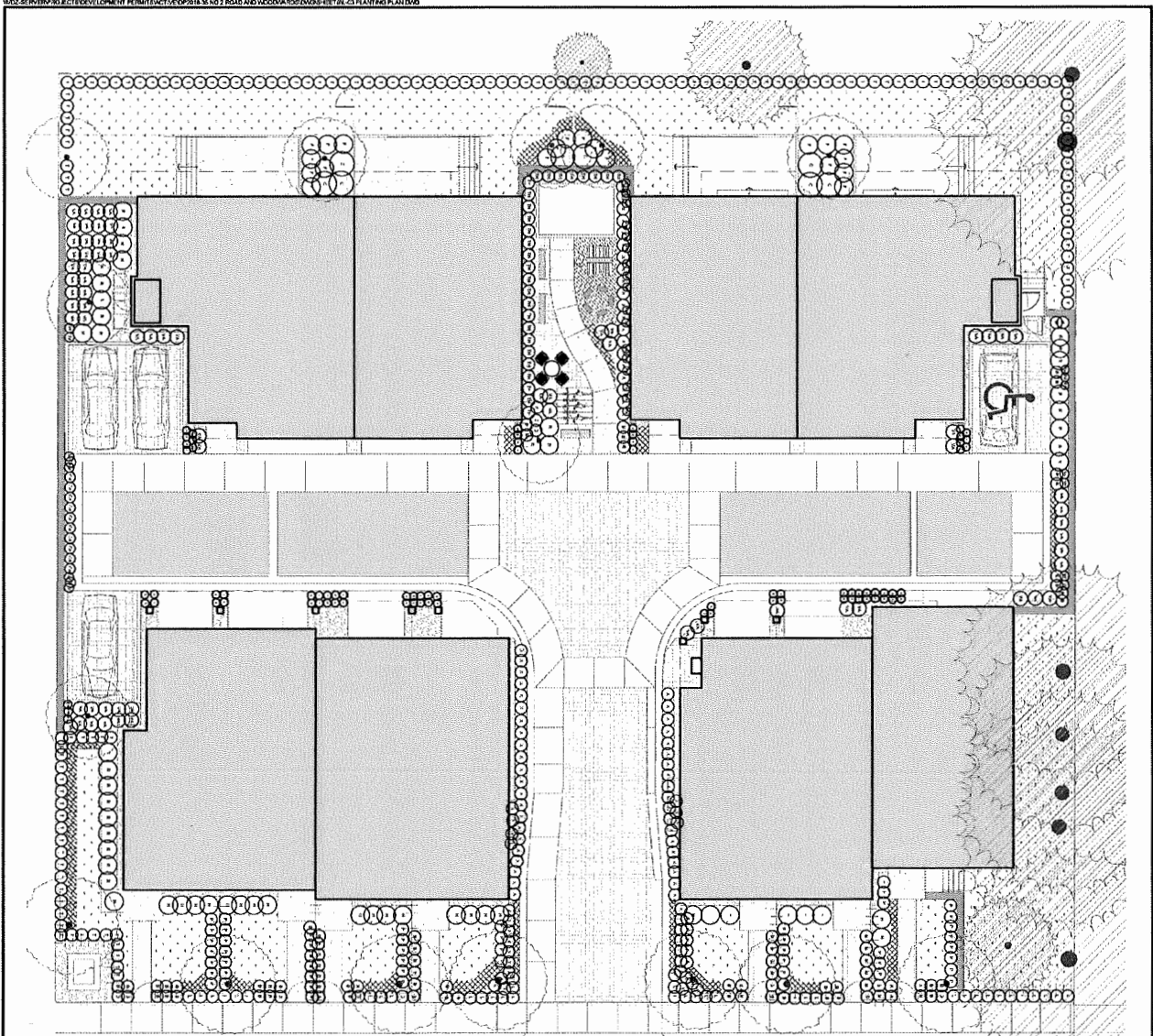
Cedar playhouse



Sandpit



1:50 0 1m 1.5 2 2.5 3 3.5 4 4.5 5 5.5 6 6.5 7



No. 2 Road



PLANT SCHEDULE	PLANT CODE	PLANT NAME	PLANT SIZE	PLANT QUANTITY
1	101	PLANTING	100	100
2	102	PLANTING	100	100
3	103	PLANTING	100	100
4	104	PLANTING	100	100
5	105	PLANTING	100	100
6	106	PLANTING	100	100
7	107	PLANTING	100	100
8	108	PLANTING	100	100
9	109	PLANTING	100	100
10	110	PLANTING	100	100
11	111	PLANTING	100	100
12	112	PLANTING	100	100
13	113	PLANTING	100	100
14	114	PLANTING	100	100
15	115	PLANTING	100	100
16	116	PLANTING	100	100
17	117	PLANTING	100	100
18	118	PLANTING	100	100
19	119	PLANTING	100	100
20	120	PLANTING	100	100

**REVISIONS TABLE FOR DIMENSIONS**

No.	Description	Date
1	Issued for Approval	Feb. 11, 2018
2	Issued for Approval	Mar. 01, 2018
3	Issued for Approval	Mar. 02, 2018
4	Issued for Approval	Oct. 2, 2018
5	Issued for Approval	Jan. 8, 2019

**REVISIONS TABLE FOR SHEET**

No.	Description	Date
1	Issued for Approval	Feb. 11, 2018

**Project:** 8291 - 8411 No. 2 Road  
 019 798 N/R N2 17185742  
**Location:** 8391 - 8411 No. 2 Road,  
 Richmond, B.C.  
**Client:** \_\_\_\_\_  
**Drawn:** \_\_\_\_\_  
**Checked:** \_\_\_\_\_  
**Approved:** \_\_\_\_\_  
**Date:** \_\_\_\_\_





van der Zalm + associates inc.  
 1100 Lakeshore Blvd. East, Suite 100  
 Mississauga, Ontario L4X 1L7  
 Phone: (905) 277-8888  
 Fax: (905) 277-8889  
 www.vdzalms.com

No.	By	Description	Date
1	TM	Issued for Permits	July 12, 2018
2	TM	Issued for Procurement	August 14, 2018
3	TM	Issued for Procurement	November 02, 2018
4	TM	Issued for Procurement	December 02, 2018
5	TM	Issued for Procurement	January 04, 2019
6	TM	Issued for Procurement	February 02, 2019
7	TM	Issued for Procurement	March 07, 2019
8	TM	Issued for Procurement	April 04, 2019
9	TM	Issued for Procurement	May 02, 2019
10	TM	Issued for Procurement	June 05, 2019
11	TM	Issued for Procurement	July 02, 2019
12	TM	Issued for Procurement	August 01, 2019
13	TM	Issued for Procurement	September 05, 2019
14	TM	Issued for Procurement	October 01, 2019
15	TM	Issued for Procurement	November 01, 2019
16	TM	Issued for Procurement	December 01, 2019

**REVISIONS TABLE FOR DRAWINGS**

\* Revision numbers shall be indicated by the letter A through Z, followed by the number of the revision.

1. Revision numbers shall be indicated by the letter A through Z, followed by the number of the revision.

2. Revision numbers shall be indicated by the letter A through Z, followed by the number of the revision.

3. Revision numbers shall be indicated by the letter A through Z, followed by the number of the revision.

4. Revision numbers shall be indicated by the letter A through Z, followed by the number of the revision.

5. Revision numbers shall be indicated by the letter A through Z, followed by the number of the revision.

6. Revision numbers shall be indicated by the letter A through Z, followed by the number of the revision.

7. Revision numbers shall be indicated by the letter A through Z, followed by the number of the revision.

8. Revision numbers shall be indicated by the letter A through Z, followed by the number of the revision.

9. Revision numbers shall be indicated by the letter A through Z, followed by the number of the revision.

10. Revision numbers shall be indicated by the letter A through Z, followed by the number of the revision.

11. Revision numbers shall be indicated by the letter A through Z, followed by the number of the revision.

12. Revision numbers shall be indicated by the letter A through Z, followed by the number of the revision.

13. Revision numbers shall be indicated by the letter A through Z, followed by the number of the revision.

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15. Revision numbers shall be indicated by the letter A through Z, followed by the number of the revision.

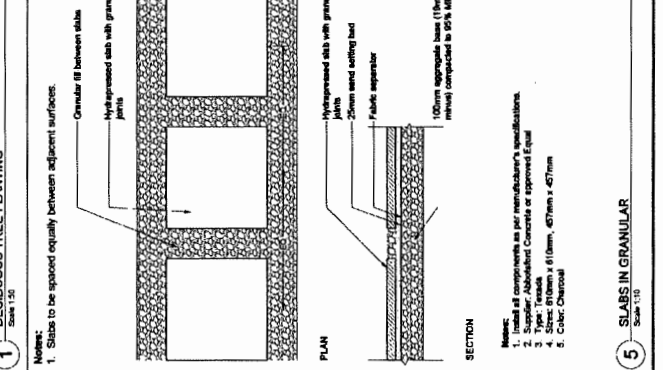
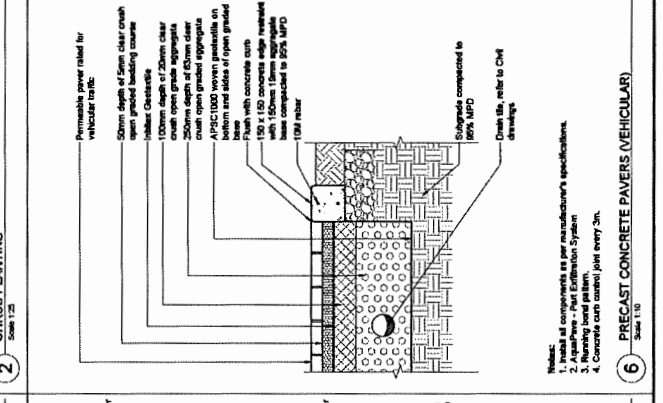
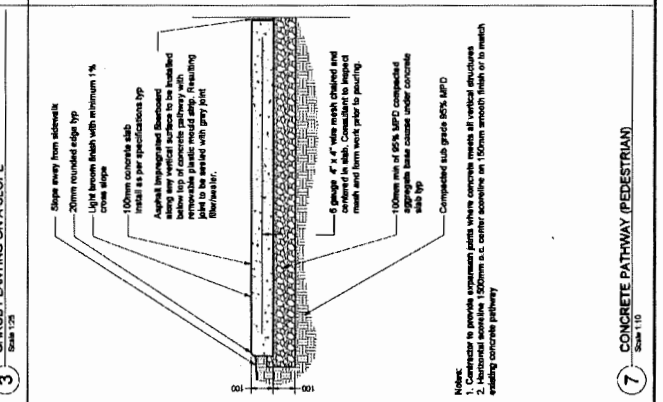
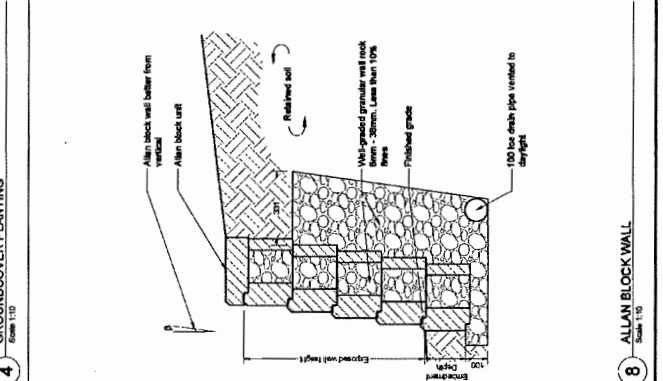
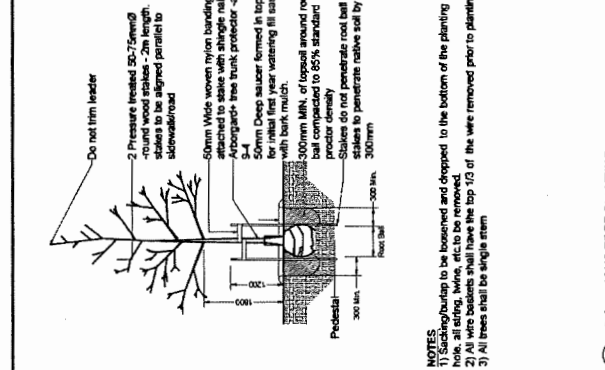
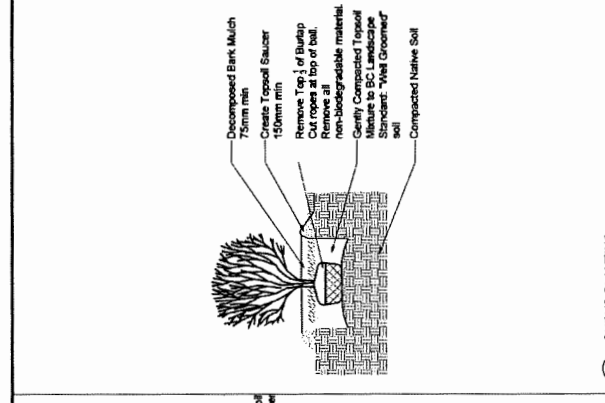
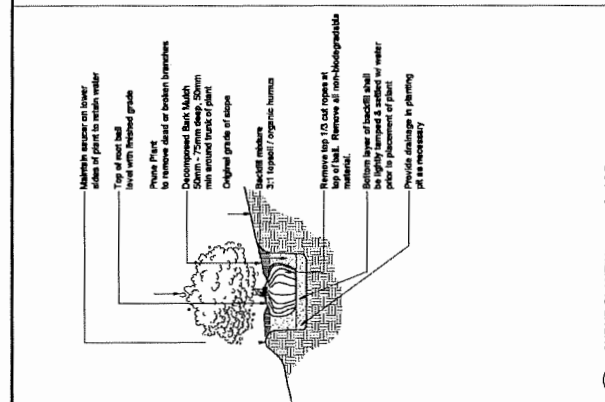
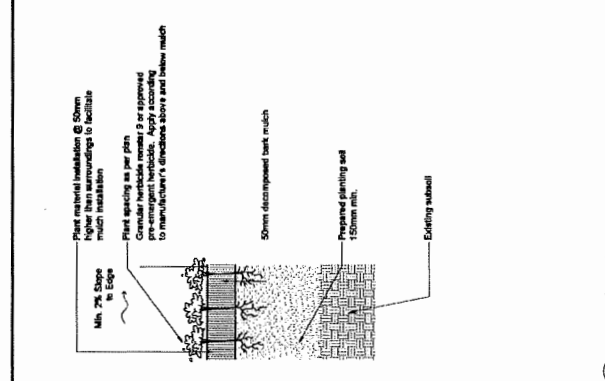
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19. Revision numbers shall be indicated by the letter A through Z, followed by the number of the revision.

20. Revision numbers shall be indicated by the letter A through Z, followed by the number of the revision.



**NOTES**

- 1) Sacking/burlap to be loosened and dropped to the bottom of the planting hole, all string, wire, etc to be removed.
- 2) The top 10 of the wire removed prior to planting.
- 3) All trees shall be single stem.





van der Zalm + associates inc.  
 Project Architect  
 100-11111 111th Avenue  
 Richmond, BC V6V 2G9  
 Tel: 604.273.1111  
 Fax: 604.273.1112  
 www.vdzalm.com

DETAILS

DP2018-35

LD-02

VDZ Project #:  
 B394 - 8411 No. 2 Road  
 City File No: RZ 177607-02

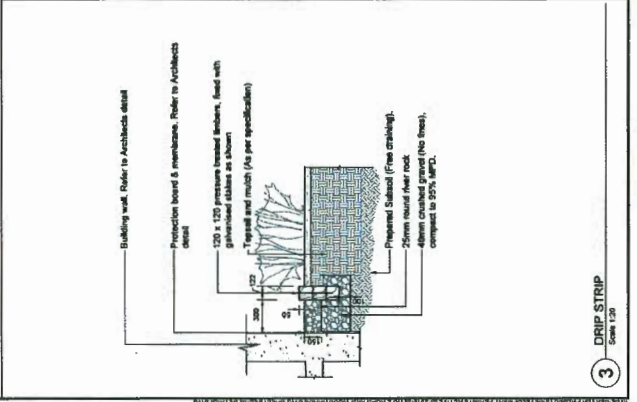
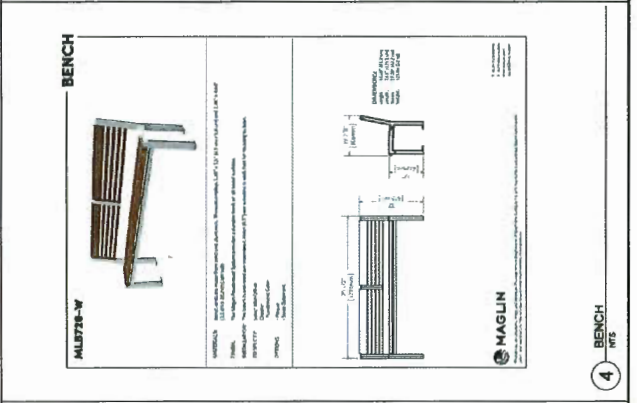
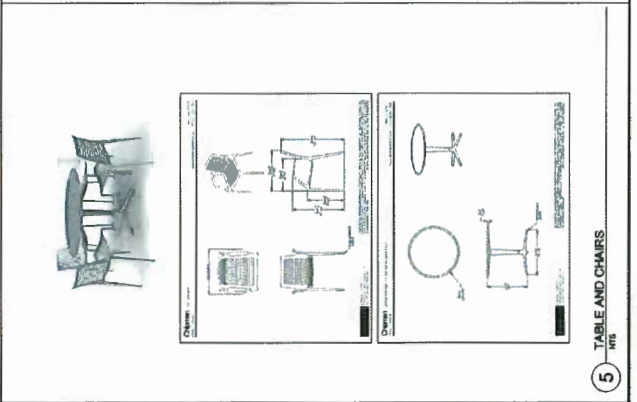
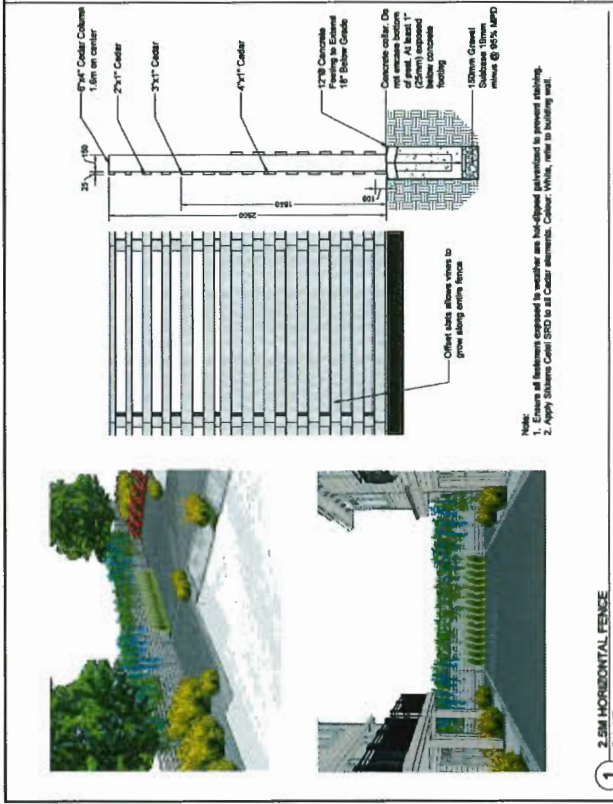
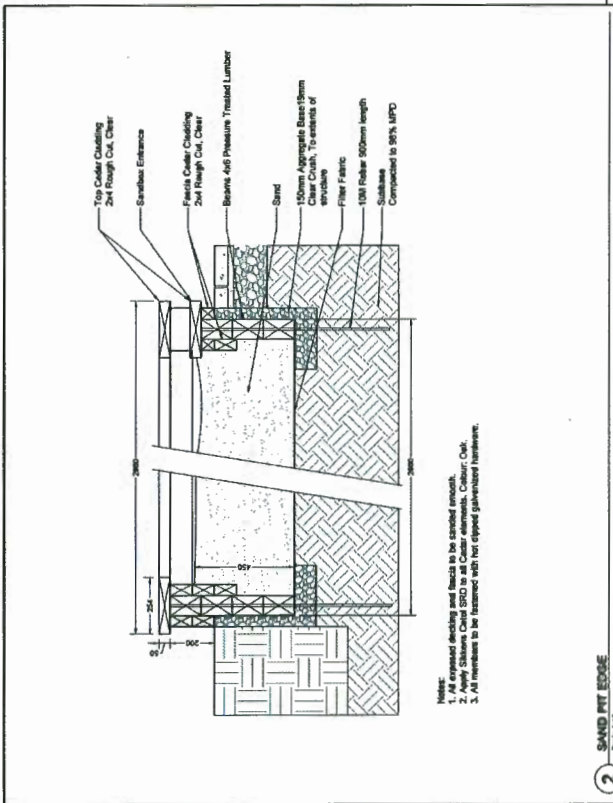
Location:  
 B394 - 8411 No. 2 Road,  
 Richmond, B.C.

Drawn: DV  
 Checked: TM  
 Approved: MWZ  
 Original Sheet Size: 24"x36"

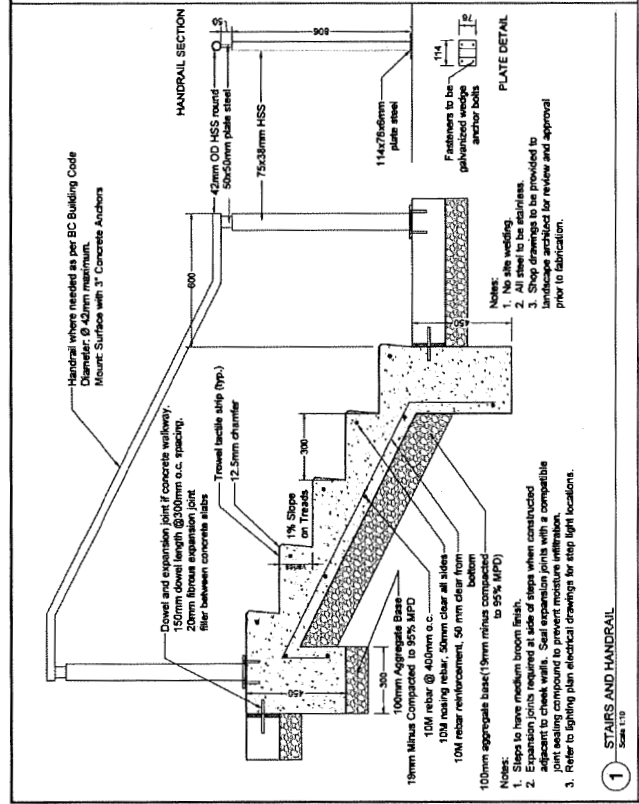
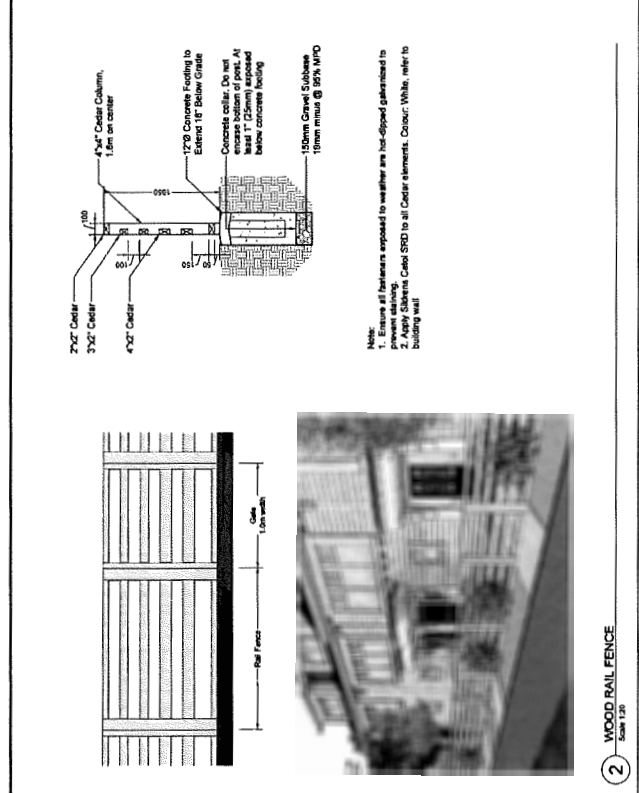
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REVISIONS TABLE FOR DRAWINGS

No.	By	Description	Date
1	TM	Issued for RFP	Nov. 12, 2018
2	TM	Issued for RFP	Nov. 12, 2018
3	TM	Issued for RFP	Nov. 12, 2018
4	TM	Issued for RFP	Nov. 12, 2018







REVISIONS TABLE FOR SHEET

No.	By	Description	Date
1	TM	Issued for Procuring	Aug 12, 2019
2	TM	Issued for Procuring	Aug 14, 2019
3	TM	Issued for Procuring	Nov 02, 2019
4	TM	Issued for Procuring	Oct 2, 2019
5	TM	Issued for Procuring	June 8, 2019


REVISIONS TABLE FOR DRAWINGS  
 \* Refer to drawing title block for the location of the drawing.  
 \* Refer to drawing title block for the location of the drawing.

Project: 9391 - 9411 No. 2 Road, City File No. RZ-17-785742  
 Location: 9391 - 9411 No. 2 Road, Richmond, B.C.

Drawn: DV  
 Checked: TM  
 Approved: IMVZ  
 Scale: AS SHOWN

Stamp: Original Sheet Size: 24"x36"

DATE PLOTTED: 2019-08-14 10:00:00  
 PLOTTER: HP DesignJet T1100e  
 PLOTTING METHOD: HP DesignJet T1100e  
 PLOTTING MODE: Color  
 PLOTTING RANGE: All  
 PLOTTING SCALE: 100%



von der Zähler + associations Inc.  
 10000 ...  
 10000 ...  
 10000 ...  
 10000 ...

**SECTIONS**  
 Drawing Title  
 NORTH  
**DP2018-35**  
 VZD Project #

**LS-01**  
 Drawing #

No.	Rev.	Description	Date
1	1	Issue for Permits	Feb 12, 2019
2	1	Issue for Permits	Feb 12, 2019
3	1	Issue for Permits	Feb 12, 2019
4	1	Issue for Permits	Feb 12, 2019
5	1	Issue for Permits	Feb 12, 2019
6	1	Issue for Permits	Feb 12, 2019
7	1	Issue for Permits	Feb 12, 2019
8	1	Issue for Permits	Feb 12, 2019
9	1	Issue for Permits	Feb 12, 2019
10	1	Issue for Permits	Feb 12, 2019

**REVISIONS TABLE FOR DRAWINGS**  
 All drawings shall be updated to reflect the information in this table.

**Project:**  
 5291 - 9411 No. 2 Road  
 City File No. RZ.177257/2  
 Location:  
 5291 - 9411 No. 2 Road,  
 Richmond, B.C.

**Drawn:** DV  
**Checked:** TM  
**Approved:** MWZ  
**Date:** AS SHOWN  
**Stamp:**

**0 Key plan**  
Scale 1:20



**1 Assembly Area - West Facing**  
Scale 1:20



**2 Building 1 - West Facing**  
Scale 1:40



**3 Building 3 - North Facing**  
Scale 1:20



**4 Building 3 - West Facing**  
Scale 1:20





**RZ 17-785742**

**Attachment 3**

Address: 9391, 9393, and 9411 No. 2 Road

Applicant: Fougere Architecture Inc.

Planning Area(s): Blundell Plan Area

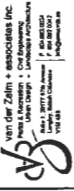
	Existing	Proposed
<b>Owner:</b>	Citimark No. 2 Road Project Inc.	No change
<b>Site Size (m<sup>2</sup>):</b>	2,297.3	2,290
<b>Land Uses:</b>	Single Family and Duplex	Townhouses
<b>OCP Designation:</b>	Neighbourhood Residential	No change
<b>Zoning:</b>	Single Detached (RS1/E) and Two-Unit Dwellings (RD1)	Medium Density Townhouses (RTM2)
<b>Number of Units:</b>	3	11
<b>Other Designations:</b>	N/A	No change

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max. 0.65 FAR	0.65 FAR	none permitted
Lot Coverage (% of lot area):	Building: Max. 40% Non-porous Surfaces: Max. 65% Live landscape: Min. 25%	Building: Max. 39.1% Non-porous Surfaces: 61.4% Live landscape: 25%	none
Lot Dimensions (m):	Width: Min. 50 m Depth: Min. 35 m	Width: 50.25 m Depth: 45.12 m	none
Setbacks (m):	Front: Min. 6.0 m Rear: Min. 3.0 m Side: Min. 6.0 m	Front: 5.05 m Rear: 6.0 m Side: 3.0 m	<b>Variance to front yard setback</b>
Height (m):	3 storeys or 12.0 m	11.5 m	none
Off-street Parking Spaces – Regular (R) / Visitor (V):	2 (R) and 0.2 (V) per unit	2 (R) and 0.2 (V) per unit	none
Off-street Parking Spaces – Total:	22 (R) and 3 (V)	22 (R) and 3 (V)	none
Small Car Parking Spaces	None when fewer than 31 spaces are provided on site	5	<b>Variance to allow 5 small car stalls</b>
Tandem Parking Spaces:	Permitted – Maximum of 50% of required spaces	10 tandem stalls	none
Handicap Parking Spaces	Min. 2% of parking stalls required when 3 or more visitor stalls are required (28 x 2% = 1 space)	1	none

<b>On Future Subdivided Lots</b>	<b>Bylaw Requirement</b>	<b>Proposed</b>	<b>Variance</b>
Secondary Suite Parking Spaces	When parking provided in side-by-side, non-tandem arrangement, no additional stall needed	Parking provided in non-tandem arrangement, but not side-by-side	<b>Variance to allow suite parking in non-tandem but not side-by-side arrangement</b>
Bicycle Parking Spaces	1.25 (Class 1) and 0.2 (Class 2) per unit	1.25 (Class 1) and 0.25 (Class 2) per unit	none
Total Bike Parking Spaces	14 (Class 1) and 3 (Class 2)	14 (Class 1) and 3 (Class 2)	none
Amenity Space – Indoor:	Min. 70 m <sup>2</sup> or cash-in-lieu	Cash-in-lieu	none
Amenity Space – Outdoor:	Min. 6 m <sup>2</sup> per unit	71 m <sup>2</sup>	none

Other: Tree replacement compensation required for loss of significant trees.

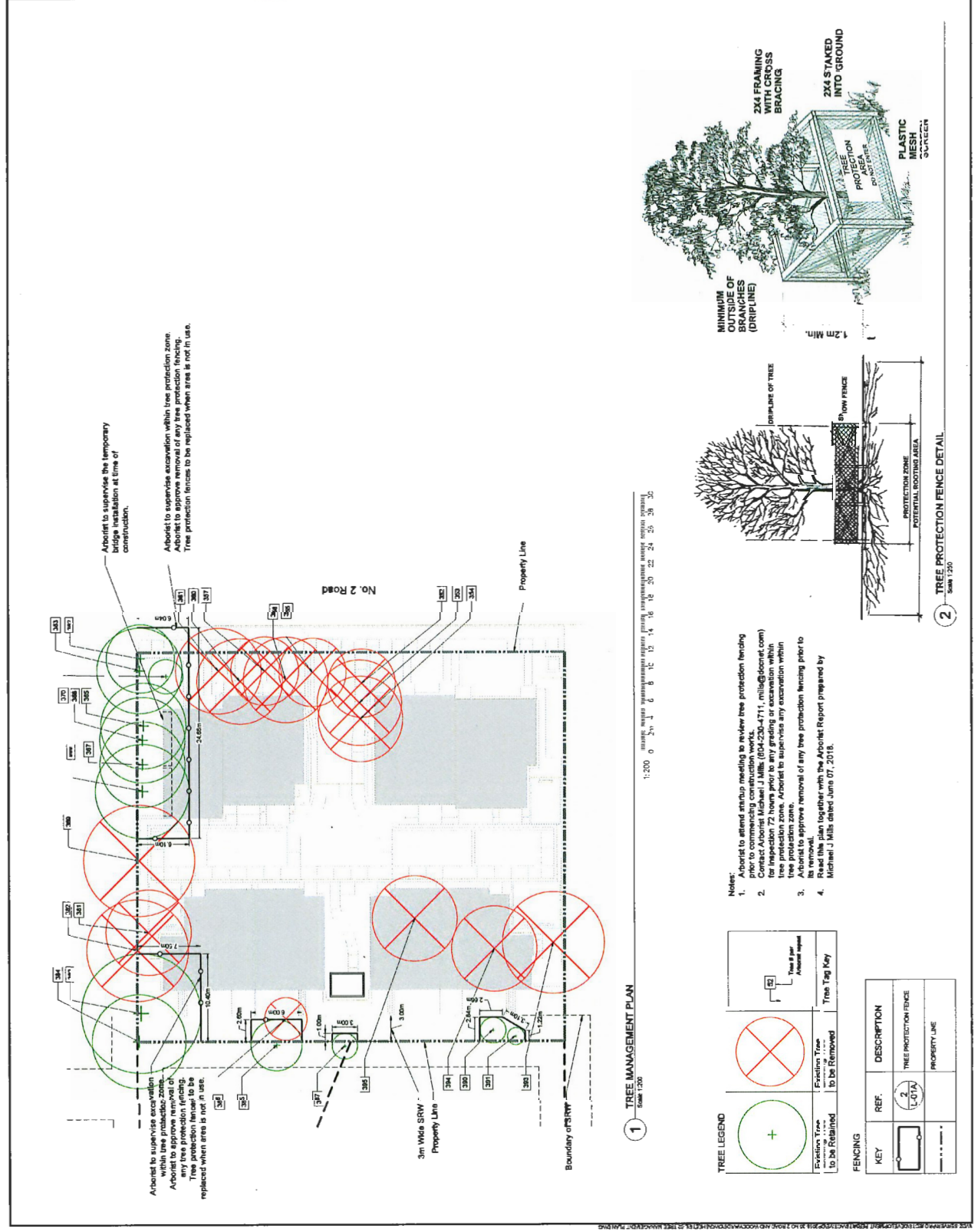
\* Preliminary estimate; not inclusive of garage; exact building size to be determined through zoning bylaw compliance review at Building Permit stage.



REVISIONS TABLE FOR DRAWINGS		REVISIONS TABLE FOR SHEET	
No.	Description	Date	Date
1	Issued for Pre-Design	Feb. 12, 2017	Feb. 12, 2017
2	Issued for Pre-Design	Feb. 14, 2017	Feb. 14, 2017
3	Issued for Pre-Design	Nov. 02, 2018	Nov. 02, 2018
4	Issued for Pre-Design	Oct. 12, 2018	Oct. 12, 2018
5	Issued for Pre-Design	June 8, 2018	June 8, 2018

REVISIONS TABLE FOR SHEET	
No.	Description
1	Revisions for the Drawing
2	Revisions for the Drawing
3	Revisions for the Drawing
4	Revisions for the Drawing
5	Revisions for the Drawing





**Address:** 9391, 9393, and 9411 No. 2 Road

**File No.:** RZ 17-785742

**Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 10001, the developer is required to complete the following:**

1. 0.14 m road dedication along the entire No. 2 Road frontage.
2. Consolidation of all the lots into one development parcel (which will require the demolition of the existing dwellings).
3. City acceptance of the developer's offer to voluntarily contribute \$500 per on-site tree (a total of \$8,500) to the City's Tree Compensation Fund for the planting of replacement trees within the city (based on the landscape plan demonstrating that 15 trees can be accommodated on site). If additional trees can be accommodated on site, the contribution may be reduced by \$500 per tree.
4. Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any on-site works conducted within the tree protection zone of the trees to be retained. The Contract should include the scope of work to be undertaken, including: pruning trees on the neighbouring property, 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.
5. Submission of a Tree Survival Security to the City in the amount of \$110,000 for the 11 trees to be retained.
6. The registration of a SRW (Statutory Right-of-Way) PROP (Property Right-of-Passage) on Title to provide legal means of public/vehicle access to future developments located to the north and south of the subject development. The SRW PROP is to cover the development driveway on No. 2 Road and the entire length of all on-site drive aisles. Language should be included in the SRW document that the City will not be responsible for maintenance or liability within the SRW and that no permanent structures, including concrete curbs, are to be constructed at the north and south ends of the on-site north-south drive aisle.
7. Registration of a flood indemnity covenant on title.
8. Registration of a legal agreement on title or other measures, as determined to the satisfaction of the Director of Development, to ensure that:
  - a) No final Building Permit inspection granting occupancy will be completed until one secondary suite is constructed on site, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.
  - b) One surface parking stall is assigned to the unit with a secondary suite, and that the parking stall will be for the sole use of that unit.
  - c) The secondary suite cannot be stratified or otherwise held under separate title.
9. Registration of a legal agreement on Title, prohibiting the conversion of all tandem parking stalls into habitable space.
10. City acceptance of the developer's offer to voluntarily contribute \$0.83 per buildable square foot (e.g. \$13,297) to the City's public art fund.
11. Contribution of \$1,600 per dwelling unit (e.g. \$17,600) in-lieu of on-site indoor amenity space.
12. City acceptance of the developer's offer to voluntarily contribute \$8.50 per buildable square foot (e.g. \$136,170) to the City's affordable housing fund.
13. Discharge of existing covenant RD150386 registered on title, which restricts the use of the property to a duplex.
14. The City's acceptance of the developer's offer to voluntarily contribute \$30,000 for the purchase and installation of a City standard bus shelter.



15. Enter into a Servicing Agreement\* for the design and construction of engineering infrastructure improvements. A Letter of Credit or cash security for the value of the Service Agreement works, as determined by the City, will be required as part of entering into the Servicing Agreement. Works include, but may not be limited to, Water Works:

- Using the OCP Model, there is 320.0 L/s of water available at a 20 psi residual at the No. 2 Road frontage. Based on your proposed development, your site requires a minimum fire flow of 220 L/s.
- The Developer is required to:
  - Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on building permit stage designs.
  - Provide a right-of-way for the proposed water meter, at no cost to the City. Exact right-of-way dimensions to be finalized during the servicing agreement process.
- At Developer's cost, the City is to:
  - Install one new water service connection, complete with meter and meter box. Connection to be made to the 200 mm water main along No. 2 Road. Meter to be located onsite in a right-of-way.
  - Install a new fire hydrant south of the proposed driveway entrance for the development site to meet City hydrant spacing requirements for multi-family areas.
  - Cut and cap all existing water service connections to the development site, and remove meters.
  - Complete all tie-ins for the proposed works to existing City infrastructure.

Storm Sewer Works:

- At Developer's cost, the City is to:
  - Cut and cap all existing storm service connections to the development site and remove inspection chambers.
  - Install one new storm service connection, complete with inspection chamber, to serve the proposed development. An existing opening into the box culvert is to be reused if possible.

Sanitary Sewer Works:

- At Developer's cost, the City is to:
  - Cut, cap, and remove all existing sanitary connections and inspection chambers serving the development site.
  - Install one new sanitary service connection, complete with inspection chamber, to serve the proposed development.

Frontage Improvements:

- The Developer is required to:
  - Complete frontage improvements including:
    - Remove the existing sidewalk and construct a new 1.5 m wide concrete sidewalk next to the new property line.
    - Construct a new 1.5 m wide grass/tree boulevard over the remaining width between the new sidewalk and the existing west curb of No. 2 Road.
    - Close all existing driveways along No.2 road frontage permanently. The Developer is responsible for the removal of the existing driveway let-downs and the replacement with barrier curb/gutter, grass/tree boulevard and concrete sidewalk per standards described above.
  - Review street lighting levels on the No. 2 Road frontage and upgrade as required.
  - Relocate the existing street lights to the ultimate location as required by the proposed frontage improvements.
  - Upgrade the existing northbound bus stop on No. 2 Road far-side Woodward's Road to provide a 2.9 m x 9.0 m concrete bus pad. The bus pad works are to include conduit pre-ducting for bus shelter electrical connections. This bus pad is to be constructed in accordance with TransLink's 'Universal Accessible Bus Stop Design Guidelines'.

- Coordinate with BC Hydro, Telus and other private communication service providers:
  - To underground overhead service lines.
  - Before relocating/modifying any of the existing power poles and/or guy wires within the property frontages.
  - To relocate or underground the overhead lines and poles as required by the proposed frontage improvements.
  - To locate/relocate all above-ground utility cabinets and kiosks within the development site (see list below for examples). A functional plan showing conceptual locations for such infrastructure shall be included in the development process design review. Please coordinate with the respective private utility companies and the project’s lighting and traffic signal consultants to confirm the requirements (e.g., statutory right-of-way dimensions) and the locations for the above-ground structures. If a private utility company does not require an above-ground structure, that company shall confirm this via a letter to be submitted to the City. The following are examples of statutory right-of-ways that shall be shown in the functional plan and registered prior to SA design approval:
    - BC Hydro PMT – 4mW X 5m (deep)
    - BC Hydro LPT – 3.5mW X 3.5m (deep)
    - Street light kiosk – 1.5mW X 1.5m (deep)
    - Traffic signal kiosk – 2mW X 1.5m (deep)
    - Traffic signal UPS – 1mW X 1m (deep)
    - Shaw cable kiosk – 1mW X 1m (deep) – show possible location in functional plan
    - Telus FDH cabinet-1.1 m W X 1 m (deep – show possible location in functional plan

16. Registration of a legal agreement on Title, identifying that the proposed development must be designed and constructed to meet or exceed EnerGuide 82 criteria for energy efficiency and that all dwellings are pre-ducted for solar hot water heating. Language should be included in the legal agreement that if an acceptable Building Permit application for the proposed development is not submitted to the City by December 31, 2019, the proposed development would be subject to the Energy Step Code.

17. The submission and processing of a Development Permit\* completed to a level deemed acceptable by the Director of Development.

**Prior to a Development Permit\* being forwarded to the Development Permit Panel for consideration, the developer is required to complete the following:**

1. 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 Arterial Road Policy and should not include hedges along the front property line;
  - include a mix of coniferous and deciduous trees;
  - include the dimensions of tree protection fencing as illustrated on the Tree Retention Plan attached to this report; and,
  - include the 15 required replacement trees with the following minimum sizes:

No. of Replacement Trees	Minimum Caliper of Deciduous Tree	or	Minimum Height of Coniferous Tree
5	9 cm		5 m
4	10 cm		5.5 m
6	11 cm		6 m

2. 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.

**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 Department. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.
2. Incorporation of accessibility measures in Building Permit (BP) plans as determined via the Rezoning and/or Development Permit processes.
3. Incorporation of energy efficiency, CPTED, sustainability, and accessibility measures in Building Permit (BP) plans as determined via the Rezoning and/or Development Permit processes.
4. If applicable, payment of latecomer agreement charges, plus applicable interest associated with eligible latecomer works.
5. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.

**Note:**

- \* This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

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Signed

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Date



Richmond Zoning Bylaw 8500
Amendment Bylaw 10001 (RZ 17-785742)
9391, 9393 and 9411 No.2 Road

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

- 1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it "Medium Density Townhouses (RTM2)":

P.I.D. 001-930-036

Strata Lot 1 Section 25 Block 4 North Range 7 West New Westminster District Strata Plan NW1729 Together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on Form 1;

P.I.D. 001-930-044

Strata Lot 2 Section 25 Block 4 North Range 7 West New Westminster District Strata Plan NW1729 Together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on Form 1; and

P.I.D. 003-286-258

Lot 250 Except: Part Subdivided by Plan 71225, Section 25 Block 4 North Range 7 West New Westminster District Plan 57906.

- 2. This Bylaw may be cited as "Richmond Zoning Bylaw 8500, Amendment Bylaw 10001".

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

ADOPTED

Four horizontal lines for signature or date entry.

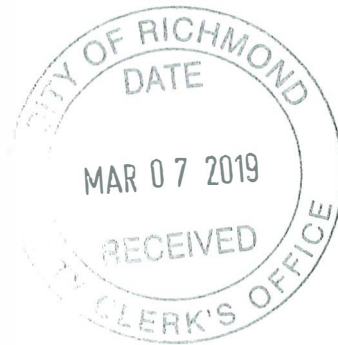
CITY OF RICHMOND APPROVED by [Signature] APPROVED by Director or Solicitor [Signature]

MAYOR

CORPORATE OFFICER



**City of  
Richmond**



**TO: MAYOR & EACH  
COUNCILLOR  
FROM: CITY CLERK'S OFFICE**

**Memorandum**  
Community Services Division  
Parks Programs

**To:** Mayor and Councillors **Date:** March 6, 2019  
**From:** Paul Brar **File:** 11-7200-01/2019-Vol 01  
 Manager, Parks Programs  
**Re:** **Date of the 2019 Farm Fest at the Garden City Lands**

At the General Purposes Committee Meeting held on Monday, March 4, 2019, staff received the following referral:

*That the date of the 2019 Farm Fest be referred to staff to report back directly to Council.*

The purpose of this memo is to respond to this referral.

Background

As part of the Canada 150 celebrations, the City hosted a one-time event titled Harvest Fest on September 30, 2017. The festival featured a local farmers market, agricultural displays, farming equipment, live music, agricultural themed children’s activities, a straw bale slide, and food trucks.

Although Harvest Fest was implemented as a one-time event, there was recognition by the Major Events Advisory Group (MEAG) that there were community benefits to hosting an agricultural-themed event on the Garden City Lands. As a result, Council approved a smaller scale event titled Farm Fest at Garden City Lands (“Farm Fest”) as part of the Major Events program for 2018 and 2019.

The 2018 Farm Fest was held on Saturday, August 11, 2018, from 10:00 a.m. to 3:00 p.m. With input from the MEAG, the event was moved from the last weekend of September to the second weekend of August. This change in date was to minimize the potential for inclement weather (which negatively impacted the 2017 Harvest Fest) and to attract higher levels of farmer participation. The 2018 Farm Fest featured 49 vendors and had 5,600 attendees.

2019 Date Selection – Key Considerations

The recommended date for the 2019 Farm Fest is Saturday, August 10, 2019, which was supported by the MEAG on December 10, 2018 (Attachment 1). The following factors were taken into consideration in the endorsement of this preferred date.

- **Availability of farmers.** In reaching out to Richmond’s farming community prior to the 2018 event, it was clear that there is no best date to host the Farm Fest as different crops are harvested at different times, and the capacity for farmers to attend events during the harvest

season can vary greatly. The farmers contacted expressed a preference for mid-August as it was seen as a time where they could have produce or equipment to display and also resources to attend.

- **Availability of vendors.** There are over 40 seasonal farmers and artisans markets in Metro Vancouver, all of which compete to attract vendors to showcase and sell their products. This does not include various community festivals around the region (such as the Pacific National Exhibition) that also include participation by farmers and vendors. The City works closely with the Steveston Farmers and Artisans Market (SFAM) and Kwantlen Street Farmers Market (KSFM) to recruit vendors. In consultation with these two community partners, the date of Saturday, August 10, 2019, was confirmed as a suitable date in the regional farmers market calendar.
- **Weather.** There is a higher risk for inclement weather in September than in August. The 2017 Harvest Fest held on September 30 was significantly impacted by rain.
- **Availability of City Resources.** The City hosts and supports a number of festivals and community events every summer. City resources are available on the second weekend of August as it falls after the Richmond Maritime Festival (July 28-29) and before the Garlic Festival (August 18, 2019) and the Richmond World Festival (August 30-31, 2019).

#### Stakeholder Feedback on Alternate Date Options

Given the discussion and feedback received at the March 4 General Purposes Committee Meeting, staff have identified Saturday, September 21, 2019, as a feasible alternate date to host Farm Fest. The earlier weekends in September pose a challenge due to the Richmond World Festival, the start of a new school year, and the numerous mid-Autumn festivals hosted in the community (September 13-15). The last weekend in September poses a challenge due to the final SFAM on September 29.

Staff reached out to 14 local farmers to determine their preference of dates for the 2019 Farm Fest. Of the seven respondents, six preferred the August 10 date whereas one preferred September 21. The feedback received is that the mid-August date allows for more variety of crops such as strawberries, blueberries, leaf vegetables, peppers, root vegetables, garlic, basil and herbs.

Staff also canvassed its market partners SFAM and KSFM as well as vendors that participated in the 2018 event. The feedback received from these stakeholders is a preference for the August 10 date.

#### Recommendation

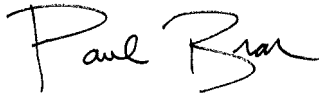
Given the general preference of farmers and vendors to attend the Farm Fest in mid-August vs. mid-September and the lower risk of inclement weather, staff recommend that the date of Saturday, August 10, 2019 be endorsed for the 2019 Farm Fest as outlined in the staff report "2019 Farm Fest at Garden City Lands Update" dated January 7, 2019, from the Director, Parks Services.



March 6, 2019

- 3 -

Should you require any additional information on Farm Fest at the Garden City Lands, please do not hesitate to contact me at 604-244-1275.

A handwritten signature in black ink that reads "Paul Brar". The letters are cursive and somewhat stylized.

Paul Brar  
Manager, Parks Programs

Att. 1

pc: SMT



# City of Richmond

## Minutes Community Services Division Arts, Culture & Heritage Services

### Major Events Advisory Group

Held Monday, December 10, 2018

1:00 p.m. - MR 2.002

Richmond City Hall

#### In Attendance:

- **Councillors:** Cllrs Chak Au, Carol Day, Alexa Loo, Harold Steves
- **Staff:** Serena Lusk, Jane Fernyhough, Dave Semple, Stacey Kahn, Jodie Shebib, Bryan Tasaka, Paul Brar, Magnus Sinclair (item 2), Emily Sargent (item 2), Debra Berg – Recorder.
- **Steveston Salmon Festival Committee:** Kirstine Dickson and Brenda Yttri, co-chairs (in attendance for item 3).

1. **Meeting Minutes:** The minutes of the meeting dated November 26, 2018 were approved.
2. **2019 Farm Fest at Garden City Lands – Referral from PRCS, November 27, 2018:**

*That Option 2 (additional Farming Activations) be endorsed for the 2019 Farm Fest at Garden City Lands, as outlined in the staff report titled “2019 Farm Fest at Garden City Lands,” dated October 2, 2018, from the Director, Parks Services, subject to more detailed program information with funding to be determined as a result.*

Parks Programs staff presented a detailed program budget for 2019 Farm Fest – Option 2 (additional Farming Activations). Also included were additional program options (outside of the \$40,000 budget) for consideration. (*Attachment 1*)

- MEAG reviewed the proposed program budget of \$40,000 city funding and \$5,000 sponsorship funding.
- Staff commented that last year’s community stage was quite modest and was an important part of the programming that is appealing to sponsors and creates the community feel and atmosphere of the event. It is planned that the \$5,000 required for the community stage (\$3,000 stage + \$2,000 programming) to be funded by a sponsor (TD has expressed interest in once again participating).
- The budget of \$40,000 in City funding was endorsed by MEAG.
- MEAG reviewed additional program elements for consideration as part of the festival. These include farm education, interpretive wagon ride, roving educators, and plowing competition.
- MEAG supported the additional elements being added if funding was available from sponsors to cover the costs. The priorities for sponsorship were the interpretive wagon ride and farm education.
- The date for the event was discussed. There is no best date for the farming community as different types of crops are harvested at different times. It was felt that

Saturday, August 10, 2019 is a good date and was supported as the date for 2019. The synergies with the Garlic Fest, taking place the following week at Terra Nova Rural Park, were discussed as you can learn about how food is grown at the Farm Fest, and more about how to cook food at the Garlic Fest.

**Recommendation:** Support was expressed for Option 2. Budget supported at \$40,000 of City funding plus \$5,000 in sponsors. Additional sponsors to be sought for interpretive wagon rides and farm education components.

**Action:** Staff were requested to find a sponsor to take on the interpretive wagon rides and farm educational element. Stacey to work with Parks Program staff.

**Action:** Staff will prepare a report to Council for January responding to the referral and request for more detailed programming information.

### 3. **Salmon Festival and Richmond Canada Day:**

- The Steveston Salmon Festival Committee co-chairs attended this portion of the meeting
- Reaffirmed their commitment to partnering with the City on the Salmon Festival.
- A fundraising goal of \$25,000 is desired for programs and the playground fund
- City staff will work closely with SSFC co-chairs to develop one comprehensive budget for the entire festival. Cost efficiencies are expected as a result of eliminating redundancies and pooling resources.
- This is the biggest event that Richmond hosts and results in numerous return visits throughout the year.
- Staff explained that a laser light show (as an alternative to fireworks) was cost-prohibitive and a challenge logistically.
- SSFC stressed that the fireworks, located at Imperial Landing, are an important part of the festival.
- The memo Salmon Festival Summary Program 2019 (*Attachment 2*) was distributed.

**Action:** Staff to present a report on the proposed changes to the Canada Day celebration at the December 19, 2019, Parks, Recreation, and Cultural Services meeting.

### 4. **Budget Reduction for Major Event Program in 2019:**

- Responding to a request from Cllr. Steves, made at the November 26<sup>th</sup> Major Events Advisory Group meeting, staff presented a memo to demonstrate how the 2019 and proposed 2020 events budget could be reduced by \$400K per year. (*Attachment 3*).

**Action:** A copy of the memo be forwarded to Council along with the minutes of the meeting.

- Given that planning is underway for 2019 events based on the approved budget staff asked about proceeding with planning with events such as booking infrastructure, ships and artists.

**MOTION TO SUPPORT:** That staff continue to plan and book for 2019 based on the previously approved 2019 budget. - CARRIED

**CNCL - 257**

5. **Neighbourhood Celebration Grant Program**

- In response to a question from Cllr. Day regarding a deadline extension for the Neighbourhood Celebration Grant Program, staff provided a memo (*Attachment 4*) detailing the approval timeline.
- After discussion it was agreed to retain the original deadline of January 15, 2019.
- If the program is undersubscribed, then a second intake will be announced with a later deadline for projects taking place from June to September.

6. **Chair Update:** Deferred

New Business:

7. **Britannia Heritage Shipyard Society**

A suggestion was made to include the Britannia Heritage Shipyard Society in the Maritime Festival. Staff have met with the Society and will invite stakeholders - Britannia Heritage Shipyard Society and the Richmond Arts Coalition to the next meeting of the MEAG.

**Action:** Staff to invite representatives from the Britannia Heritage Shipyard Society and Richmond Arts Coalition to a future Major Events Advisory Group meeting.

Adjourned: 3:25pm.

Next meeting: January 8, 2019

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Chair

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Debra Berg



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** January 7, 2019

**From:** Todd Gross  
Director, Parks Services

**File:** 11-7200-01/2019-Vol  
01

**Re:** 2019 Farm Fest at Garden City Lands Update

### Staff Recommendation

That Option 2 (Additional Farming Activations) for the 2019 Farm Fest at Garden City Lands, as outlined in the staff report titled "2019 Farm Fest at Garden City Lands Update," dated January 7, 2019, from the Director, Parks Services, be approved.

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

Att. 2

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Major Events & Filming	<input checked="" type="checkbox"/>	
Corporate Partnerships	<input checked="" type="checkbox"/>	
Finance	<input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

At the Council Meeting on March 12, 2018, Council approved the Proposed Plan for Major Events and Programs in 2018 and 2019. Funding in the amount of \$28,000 for the Garden City Lands Farmers Market, later rebranded “Farm Fest at Garden City Lands,” was approved as part of this plan. The staff report to Council noted that the Farm Fest would be evaluated following the 2018 event to determine if it should continue in its 2018 scope or be enhanced to a larger festival in 2019.

At the Council Meeting on December 10, 2018, Council reviewed three options for the 2019 Farm Fest at the Garden City Lands and made the following referral:

*That the 2019 Farm Fest at Garden City Lands be referred back to staff to provide more detailed program and funding information.*

This report responds to the referral by providing detailed program and funding information for the 2019 Farm Fest at the Garden City Lands.

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

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

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

This report supports Council’s 2014-2018 Term Goal #8: Supportive Economic Development Environment:

*Review, develop and implement plans, policies, programs and practices to increase business and visitor appeal and promote local economic growth and resiliency.*

*8.3. The City's agricultural and fisheries sectors are supported, remain viable and continue to be an important part of the City's character, livability, and economic development vision.*

This report supports several Council-approved strategies, including the Major Events Strategy and its goals of vibrant programming and creating a dynamic destination, the Parks and Open Space Strategy and its goals of providing great places and experiences celebrating Richmond’s natural and cultural heritage, and the Garden City Lands Legacy Landscape Plan and its goals of celebrating Richmond’s historic connection to agriculture.



## **Analysis**

### Background

As part of the City's Canada 150 celebrations, and to officially open the Garden City Lands to the community, the City hosted a one-time event titled Harvest Fest on September 30, 2017. The festival featured a local farmers market, agricultural displays, farming equipment, live music, agricultural themed children's activities, a straw maze, and food trucks. Although Harvest Fest was implemented as a one-time event, there was recognition that the event had many positive outcomes, and that there were benefits to hosting an agricultural-themed event on the Garden City Lands.

As part of the Major Events program for 2018, Council approved a smaller scale event titled "Farm Fest at Garden City Lands" (Attachment 1). The event was held on Saturday, August 11, 2018, from 10:00 a.m. to 3:00 p.m. and had over 5,600 attendees.

Farm Fest was designed to achieve the following objectives:

- Celebrate Richmond's connection to agriculture;
- Showcase local farmers and vendors;
- Provide education on agricultural practices;
- Strengthen collaboration between local food system stakeholders;
- Connect residents to the Garden City Lands; and
- Provide opportunities for community building in the City Centre.

Farm Fest was developed around the concept of a nostalgic farmers market, bringing together Richmond farmers and local artisans. The event was delivered in collaboration with Kwantlen Polytechnic University (KPU) and the Steveston Community Association's Farmers and Artisans Market (SFAM). City funding for the event was \$28,000 with an additional \$4,500 secured from corporate sponsorship.

In the Council-approved Plan for Major Events and Programs in 2018 and 2019, it was recommended that the Farm Fest at Garden City Lands be evaluated following the 2018 event to determine if it should continue in its 2018 scope or be enhanced to a larger festival in 2019.

### Farm Fest 2018 – Feedback Received and Evaluation

Feedback on the 2018 Farm Fest was received through the following methods:

- Questionnaires completed by event partners and vendors;
- Social media posts;
- Discussions with participating farmers; and
- Comments received by event volunteers and staff.

The feedback received from attendees, event partners, vendors, and corporate sponsors was overwhelmingly positive. For many attendees, it was their first time visiting the Garden City Lands and also their first time being exposed to farming operations and farming equipment. The event improved the level of public awareness and appreciation for the Garden City Lands as a new

community farm and bog conservation area in the City Centre. Appreciative comments were also received regarding the event having a nostalgic, community market feel.

For event partners including KPU, SFAM, and local farmers, the event was an important opportunity to collaborate and collectively raise awareness on the importance of agriculture to Richmond’s history and current economy. The event required approval from the Agricultural Land Commission (ALC) for a non-farm use exemption. Post-event feedback received by the ALC on the event was also positive.

Feedback was also received from some residents who had previously attended the 2017 Harvest Fest at the Garden City Lands. While these comments were positive, there were some requests for certain Harvest Fest program elements such as the culinary stage, wagon rides, and agriculture-themed children’s activity zone to be brought back for future events.

Summary of Options Previously Presented to Council

At the Council meeting held on December 10, 2018, staff presented three program options for the 2019 Farm Fest. These options are summarized in Table 1 below.

Table 1 – Summary of Options for the 2019 Farm Fest at Garden City Lands

<b>Option</b>	<b>Description</b>	<b>City Funding</b>
Option 1 – Similar Scope as 2018	The event would continue to be implemented as primarily a farmers and artisans market. The event would be implemented in collaboration with KPU and SFAM, and would seek to engage additional vendors and farmers.	\$28,000
Option 2 – Additional Farming Activations	Building on Option 1, the event would feature farming activations and agricultural themed program elements. The additional \$12,000 in funding would support logistical costs associated with farmer participation (such as moving heavy equipment, site preparation, providing refrigeration, providing pens for animals, etc.).	\$40,000
Option 3 – Enhanced Festival Program	Building on Option 2, the program would be enhanced to create a more robust festival atmosphere with program elements such as an enhanced stage, educational culinary stage, interpretive wagon rides, expanded children’s play area, and roving costumed characters.	\$50,000

Council provided staff with feedback on the three options and were directed to report back with more detailed program and funding information.

### Option 1 (Similar Scope as 2018)

With this option, the event would continue to be implemented as primarily a farmers and artisans market. The event would be implemented in collaboration with KPU and SFAM, and would seek to engage additional vendors and farmers.

Event highlights with Option 1 include:

- Agricultural demonstrations and displays by local Richmond farmers and KPU's Sustainable Agriculture Program;
- Locally grown produce and artisanal products from local farmers, artisans, and vendors; and
- Community partner displays;

Option 1 can be achieved within the Council approved budget of \$28,000 (Attachment 2).

### Option 2 (Additional Farming Activations) - Recommended 2019 Program

On December 10, 2018, the Major Events Advisory Group (MEAG) reviewed detailed program and funding options for the 2019 Farm Fest. The MEAG endorsed Option 2 (Additional Farming Activations) as the recommended program with City funding of \$40,000 (Attachment 2).

With this option, the event would continue to be centred on a farmers and artisans market featuring over 40 vendors. The event would be implemented in collaboration with KPU and SFAM, and would seek to engage additional vendors and farmers. Option 2 builds on Option 1 with the following agriculture themed elements included:

- Participation by local farmers and display of their farming equipment;
- Participation by BC Dairy, Poultry in Motion, and other educational farming groups;
- Display of heritage farm equipment by the BC Farm Museum;
- Bog ecology and conservation education;
- Farm animals for event goers to interact with; and
- Educational displays and activations showcasing cranberries and blueberries.

Option 2 provides \$12,000 in additional funding to support agricultural themed program elements to complement the farmers market. A centrepiece of the 2018 Farm Fest was the display of farming equipment, such as the 1916 Steam Tractor owned by the Savage family. There are logistical costs associated with these farming activations (e.g., moving heavy equipment, providing refrigeration, supplying pens for animals, etc.) which the existing budget is unable to accommodate. This option would help to encourage event participation by local farmers by offsetting logistical costs which acted as a financial barrier for the 2018 event.

### Option 3 (Enhanced Festival Program)

With this option, the program would be enhanced to create a more robust festival atmosphere. As the bulk of the existing event budget is allocated to site set-up, logistics, and safety and security, there is only a minimal amount allocated to the program itself. Given the budget restraints, all of the performing artists for the 2018 Farm Fest significantly reduced their fees to participate. With this

option, performers could be remunerated at their fair value and additional program elements fitting the agricultural theme could be added.

One of the highlights of the 2017 Harvest Fest that could be re-introduced as part of the Farm Fest program is a culinary stage. A culinary stage would feature local chefs performing cooking demonstrations using produce and products available for purchase by vendors at the event.

Option 3 builds on Option 2 with the following additional event highlights:

- A culinary stage featuring local chefs;
- Additional interpretive wagon ride through the Garden City Lands;
- Additional stage performances by local artists;
- Farm-themed program elements;
- Expanded children's play area; and
- Enhanced marketing and communications plan.

Option 3 can be achieved with a budget of \$50,000 (Attachment 2).

### Corporate Sponsorship

Given the positive response by the community and partners, it is believed that corporate sponsorship can be secured to support and enhance the event. The MEAG identified the following programming opportunities for corporate sponsorship:

1. Small stage to feature local live performances (\$5,000);
2. Interpretive wagon rides around the Garden City Lands (\$2,000);
3. Farm education "barn" area where people can learn how to can, pickle, garden, and learn about pollinators (\$6,000); and
4. Farm themed roving costumed characters (\$2,000).

These programming elements will only be included as part of the 2019 Farm Fest if sponsorship funding is secured.

### **Financial Impact**

If Council endorses Option 2 (Additional Farming Activations), it will have a financial impact of \$12,000, which is proposed to be funded through the General Contingency budget.

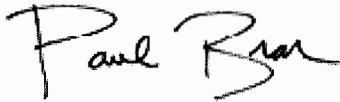
If Council endorses Option 3 (Enhanced Festival Program), it will have a financial impact of \$22,000, which is proposed to be funded through the General Contingency budget.

Funds secured through corporate sponsorship will be used to enhance the event programming and fulfilling sponsorship commitments.

Should Council not endorse the proposed program, staff will proceed with a farmers and artisans market concept similar to the 2018 event. This will have no financial impact as funding of \$28,000 was previously approved by Council as part of the Major Events Plan for 2019.

**Conclusion**

Farm Fest celebrates Richmond’s connection to agriculture, showcases local farmers and vendors, provides education on agricultural practices, strengthens collaboration between local food system stakeholders, and connects residents to the Garden City Lands. Enhancing the scope of the event to include additional farming activations, displays, and agricultural themed program elements will help make Farm Fest at Garden City Lands a signature Richmond event that meets multiple City objectives.



Paul Brar  
Manager, Parks Programs  
(604-244-1275)



Emily Sargent  
Acting Coordinator, Leisure Services  
(604-244-1250)

- Att. 1: 2018 Farm Fest Poster
- Att. 2: Proposed Budget for the 2019 Farm Fest

# FARM-FEST

## AT GARDEN CITY LANDS

SATURDAY AUGUST 11, 2018

10 A.M. – 3 P.M.

GARDEN CITY LANDS  
RICHMOND BC



### FESTIVAL HIGHLIGHTS

Farmers' Market | Agricultural Displays  
Children's Activities | Local Entertainment

[WWW.RICHMOND.CA/FARMFEST](http://WWW.RICHMOND.CA/FARMFEST) | [@CITYOFRICHMONDPARKS](https://www.instagram.com/CITYOFRICHMONDPARKS)

COMMUNITY STAGE SPONSOR



FARMERS' MARKET SPONSOR



COMMUNITY PARTNERS

CNCL - 266



## Proposed Budget for 2019 Farm Fest at Garden City Lands

<b>FUNDING</b>	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>
City funding	\$28,000	\$40,000	\$50,000
<b>TOTAL FUNDING</b>	<b>\$28,000</b>	<b>\$40,000</b>	<b>\$50,000</b>

<b>EXPENSES</b>	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>
Farming activations and farm equipment logistics	\$1,000	\$10,000	\$12,000
Equipment rentals (portable toilets, tables, chairs, tenting, and fencing)	\$7,200	\$7,200	\$7,200
Site set-up and water connection	\$4,500	\$4,500	\$4,500
Traffic control personnel (TCP)	\$3,300	\$3,300	\$3,300
Security and first-aid	\$3,000	\$3,000	\$3,000
Advertising (newspaper, online, social media, and bus shelters)	\$2,000	\$2,500	\$2,500
Signage	\$1,500	\$2,200	\$2,200
Volunteers (t-shirts, lunch, accreditation)	\$600	\$1,600	\$1,600
Children's play area	\$1,000	\$1,500	\$2,500
Culinary Stage	N/A	N/A	\$5,000
Additional Interpretive Wagon Rides	N/A	N/A	\$2,000
Agricultural Land Commission (ALC) non-farm use application	\$1,200	\$1,200	\$1,200
Market coordination	\$800	\$800	\$800
Shuttle buses	\$700	\$700	\$700
Miscellaneous (photography and sponsor parking)	\$200	\$500	\$500
Contingency	\$1,000	\$1,000	\$1,000
<b>TOTAL EXPENSES</b>	<b>\$28,000</b>	<b>\$40,000</b>	<b>\$50,000</b>

<b>SPONSORSHIP OPPORTUNITIES</b>	
Small stage (including tent, sound tech, and programming)	\$5,000
Farm education "barn"	\$6,000
Interpretive wagon ride	\$2,000
Farm themed roving costumed characters	\$2,000
<b>TOTAL SPONSORSHIP OPPORTUNITIES</b>	<b>\$15,000</b>





# City of Richmond

## Report to Committee

**To:** General Purposes Committee **Date:** February 25, 2019  
**From:** David Weber **File:** 01-0105-00/Vol 01  
 Director, City Clerk's Office  
**Re:** **Council and Committee Agenda Distribution Options**

### Staff Recommendation

1. That the staff report titled "Council and Committee Agenda Distribution Options" dated February 25, 2019, from the Director, City Clerk's Office be received for information; and,
2. That staff be directed appropriately, should Council wish to select an alternative option for agenda distribution and the frequency of Planning Committee meetings.

David Weber  
 Director, City Clerk's Office  
 (604-276-4098)

<b>REPORT CONCURRENCE</b>	
<b>CONCURRENCE OF GENERAL MANAGER</b>  	
<b>REVIEWED BY SMT</b>	<b>INITIALS:</b> 
<b>APPROVED BY CAO</b> 	

**Staff Report**

**Origin**

At the February 4, 2019 General Purposes Committee, the following referral to staff was made:

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

The purpose of this report is to respond to the referral and provide Council with options for revising the current agenda distribution cycle.

**Analysis**

Background

The City of Richmond has six Standing Committee meetings integrated into the schedule of Regular Council meetings. This allows for discussion to take place and for recommendations to be developed at the Committee level, which are then brought forward to Council for consideration and ratification.

For any given meeting week, agenda packages are provided to Council by courier on the Friday late afternoon or evening immediately prior to the start of the Monday meeting cycle. The current distribution schedule provides Council members the weekend to review the agenda materials. Following the delivery of agenda packages to Council, open agenda materials are then published to the City of Richmond’s website.

There has been concern expressed by some Council members that the current agenda distribution schedule does not provide sufficient time to review agenda materials in advance of the scheduled meetings.

**Committee Agenda Distribution – Proposed Options**

The proposed options for Committee agenda distribution are as follows:

<b>Option</b>	<b>Description</b>	<b>Ease of Administering</b>
Option 1	Status Quo – Friday Distribution (3 days before)	<b>Straightforward</b>
Option 2	Thursday Distribution (4 days before)	<b>Straightforward</b>
Option 3	Wednesday Distribution (5 days before)	<b>Challenging</b>
Option 4	Friday Distribution (10 days before)	<b>Relatively Straightforward</b>

**Earlier Committee Package Distribution – Benefits and Challenges**

With an earlier distribution of Committee packages, the benefits and challenges are similar for Options 2 to 4, however, the noted “challenges” increase in magnitude as the distributions becomes earlier. The benefits and challenges are highlighted in the Table below:

Benefits for Options 2 to 4	Challenges for Options 2 to 4
<ul style="list-style-type: none"> <li>No change to actual meeting cycle</li> </ul>	<ul style="list-style-type: none"> <li>Increased likelihood of agenda changes</li> </ul>
<ul style="list-style-type: none"> <li>Depending on Committee, material would be distributed in advance</li> </ul>	<ul style="list-style-type: none"> <li>Increased likelihood of late agenda additions resulting in subsequent distribution</li> </ul>
<ul style="list-style-type: none"> <li>Additional time for staff to respond to Council members’ agenda queries</li> </ul>	<ul style="list-style-type: none"> <li>External process deadlines would need to be adjusted (i.e., delegation requests)</li> </ul>
<ul style="list-style-type: none"> <li>Increased time for Council to review material prior to being posted to website</li> </ul>	<ul style="list-style-type: none"> <li>Potential increased delivery costs as Council, Public Hearing and/or Special Council packages would continue to be distributed on Fridays</li> </ul>
	<ul style="list-style-type: none"> <li>Finalizing reports for agendas would need to take place on actual Council/Committee meeting days</li> </ul>

**Option 1 – Status Quo (Straightforward to administer)**

The current distribution of Committee agendas takes place on the Friday late afternoon or evening immediately before the Monday meeting cycle commences. For Committee meetings held on a Monday, such as General Purposes and/or Finance, Council members have the weekend to review the Committee agenda material. For Committee meetings held on a Tuesday and Wednesday, the packages are distributed on the preceding Friday.

SUN	MON	TUE	WED	THU	FRI	SAT
<b>MARCH</b>						
					★ 1	2
3	GP FC PC 4	5	6	7	★ 8	9
10	CO 11	CS 12	DP 13	14	★ 15	16
17	GP PH PC 18	19	PWT 20	21	★ 22	23
24	CO 25	PRC 26	DP 27	28	★ 29	30
31						

★ Committee agendas 3 days prior (i.e. March 4<sup>th</sup> GP, Finance and March 5<sup>th</sup> Planning packages distributed on Friday, March 1<sup>st</sup>)

★ Council and Public Hearing agendas distribution on Friday (i.e. March 11<sup>th</sup> Council package distributed on Friday, March 8<sup>th</sup>)

**Option 2 – Thursday Distribution (4 days before) (Straightforward to administer)**

This option proposes no change to the Committee, Council and Public Hearing meeting schedule. The current distribution of Committee agendas would move one day earlier from Friday to Thursday under this option. For Committee meetings on a Monday, Council would receive the meeting material 4 days in advance; for Tuesday Committee meetings, the meeting material would be available 5 days in advance; and for Wednesday Committee meetings, the meeting material would be available 6 days in advance. Council agenda packages would continue to be distributed the Friday prior to the meeting as most of the material would have already been distributed and reviewed as part of the previous Committee packages.

SUN	MON	TUE	WED	THU	FRI	SAT
<b>MARCH</b>						
				★	1	2
3	4 <small>GP FC PC</small>	5	6	7 ★	8 ★	9
10	11 <small>CO</small>	12 <small>CS</small>	13 <small>DP</small>	14 ★	15	16
17	18 <small>GP PH</small>	19 <small>PC</small>	20 <small>PWT</small>	21 ★	22 ★	23
24	25 <small>CO</small>	26 <small>PRC</small>	27 <small>DP</small>	28 ★	29	30
31						

- ★ **Committee agendas 4 days prior** (i.e. March 4<sup>th</sup> GP, Finance and March 5<sup>th</sup> Planning packages distributed on Thursday, February 28<sup>th</sup>)
- ★ **Council and Public Hearing agendas distribution on Friday** (i.e. March 11<sup>th</sup> Council package distributed on Friday, March 8<sup>th</sup>)

Distribution of Committee agenda materials on Thursdays (4 days before) is straightforward to implement, as the internal processes would not require too much adjustment. With a Thursday distribution, there is an increased likelihood of late agenda additions on the Friday, however, the potential for agenda additions/changes is higher with a Wednesday (5 days before) and a Friday (10 days before) distribution.

**Option 3 – Wednesday Distribution (5 days before) (Challenging to administer)**

This option proposes no change to the Committee, Council and Public Hearing meeting schedule. The current distribution of Committee agendas would move from Friday to Wednesday under this option. For Committee meetings on a Monday, Council would receive the meeting material 5 days in advance; for Tuesday Committee meetings, the meeting material would be available 6 days in advance; and for Wednesday Committee meetings, the meeting material would be available one week in advance. Council meeting agenda packages would continue to be distributed the Friday prior to the meeting as most of the material would have already been distributed and reviewed as part of the previous Committee packages.

SUN	MON	TUE	WED	THU	FRI	SAT
<b>MARCH</b>						
			★		1	2
3	GP 4	FC 5	★	7	★	9
10	CO 11	CS 12	★	14	★	16
17	GP 18	PH 19	★	21	22	23
24	CO 25	PRC 26	★	28	29	30
31						

- ★ **Committee agendas 5 days prior** (i.e. March 4<sup>th</sup> GP, Finance and March 5<sup>th</sup> Planning packages distributed on Wednesday, February 27<sup>th</sup>)
- ★ **Council and Public Hearing agendas distribution on Friday** (i.e. March 11<sup>th</sup> Council package distributed on Friday, March 8<sup>th</sup>; March 18<sup>th</sup> Public Hearing distributed on Friday, March 15<sup>th</sup>)

Distribution of Committee agenda materials on a Wednesday (5 days before) would be challenging to administer. With the Committee materials being distributed on a Wednesday, the likelihood of late agenda additions is very high, which would result in a subsequent distribution, and the creation of supplemental Friday agenda packages. This would neither be cost effective with regard to additional courier costs nor be an effective use of staff time and resources. The process of finalizing the Committee reports and preparing the agenda packages would be taking place on Council and Committee days, which would pose challenges. At the present time reports and associated packages are being finalized and prepared on non-Council/Committee days.



**Option 4 – Friday Distribution (10 days before ) (Relatively straightforward to administer)**

This option proposes no change to the Committee, Council and Public Hearing meeting schedule. Under this option, Council members would receive Committee packages 10 days before a Monday Committee meeting; for Tuesday Committee meetings, the meeting material would be available 11 days in advance; and for Wednesday Committee meetings, the meeting material would be available 12 days in advance. Council meeting and Public Hearing agendas would continue to be available the Friday prior to the meeting as most of the material would have already been distributed and reviewed as part of the Committee packages.

SUN	MON	TUE	WED	THU	FRI	SAT
<b>MARCH</b>						
					★ 1	2
3	GP 4	FC 5	PC 6	7	★ 8	9
10	CO 11	CS 12	DP 13	14	★ 15	16
17	GP 18	PH 19	PC 20	PWT 21	★ 22	23
24	CO 25	PRC 26	DP 27	28	★ 29	30
31						

- ★ **Committee agendas 10 days prior** (i.e. March 12<sup>th</sup> Community Safety package distributed on Friday, March 1<sup>st</sup>; March 18<sup>th</sup> GP, March 19<sup>th</sup> Planning and March 20<sup>th</sup> PWT distributed on Friday, March 8<sup>th</sup>)
- ★ **Council and Public Hearing agendas distribution on Friday** (i.e. March 11<sup>th</sup> Council package distributed on Friday, March 8<sup>th</sup>; March 18<sup>th</sup> Public Hearing distributed on Friday, March 15<sup>th</sup>)

Distribution of Committee agenda materials 10 days before would be relatively straightforward to implement, however there would be some challenges. In addition to the previously noted challenges of early distribution (i.e., likelihood of late reports, supplemental agendas, additional courier costs etc.), distribution of Committee agenda materials 10 days prior to their consideration may introduce confusion to the agenda cycle process. For instance, distribution of Committee materials on the Friday would not be for the following week’s meetings; instead those materials would have been distributed the Friday prior. The internal process deadlines would require adjustment in order to have Committee packages ready for this much earlier distribution.

**Additional Consideration – Monthly Planning Committee**

In addition to the proposed options for the distribution of Committee agenda packages, a further consideration is moving the Planning Committee from a bi-weekly schedule to a monthly Planning Committee schedule. With a monthly Planning Committee, the agenda would be more substantial and there would be one less meeting for Planning Committee members to attend. While the external process deadlines would need to be adjusted, there would be no impact to the

stream of applications being forwarded to their scheduled Public Hearings. Should Council consider a monthly Planning Committee, staff would recommend that the Planning Committee take place on the Tuesday following the first General Purposes Committee meeting and the Planning Committee that currently follows each Public Hearing meeting be removed from the schedule. If this change were to be contemplated, then the Public Works and Transportation Committee meetings scheduled for Wednesday could be bumped forward to Tuesday, which would necessitate revising the 2019 Council Meeting schedule. This potential change could be undertaken for a test period, such as 6 months, to ensure the intended benefits of a monthly Planning Committee would be materialized.

Council & Public Hearing Agenda Distribution

**1. Status Quo**

Currently, Council agendas are distributed on the Friday preceding a Council meeting, which include items considered by Committees in the immediate two weeks prior to the Council meeting. Council meeting packages do not contain new material for the most part, as most of the agenda items stem from previously distributed and reviewed Committee packages.

Figure 1 illustrates the current Friday agenda distribution for the 2-week Council cycle, whereby the Council meeting acts as an end to the Committee meeting series. As an example, the March 25<sup>th</sup> Council package would be distributed on Friday, March 22<sup>nd</sup> and would consist of items considered by Committees from March 12<sup>th</sup> to March 20<sup>th</sup>.

Figure 1 – Current 2-Week Council Agenda Cycle

SUN	MON	TUE	WED	THU	FRI	SAT
<b>MARCH</b>						
					1	2
3	GP FC 4	PC 5	6	7	8	9
10	CO 11	CS 12	DP 13	14	15	16
17	GP PH 18	PC 19	PWT 20	21	★ 22	23
24	CO 25	PRC 26	DP 27	28	29	30
31						

★ Friday distribution



**2. Earlier Council Agenda Distribution (10 days in advance)**

Figure 2A illustrates a Friday agenda distribution 10 days prior to a Council meeting. In this scenario, items considered by Committee in the first 2-week Committee cycle would be forwarded to Council on March 25<sup>th</sup> for its consideration. For the March 25<sup>th</sup> Council meeting, the agenda package would be distributed on Friday, March 15<sup>th</sup>; in this example, the March 25<sup>th</sup> package would be a compilation of items considered by Committees between March 4<sup>th</sup> and March 12<sup>th</sup>. Although Council would have the benefit of receiving the Council agenda materials well in advance of the meeting, the consideration and ratification of Committee items would be significantly delayed.

Figure 2A – Council Agenda Distribution 10 days prior to meeting (1<sup>st</sup> Committee cycle)

SUN	MON	TUE	WED	THU	FRI	SAT
<b>MARCH</b>						
					1	2
3	4 GP FC PC	5	6	7	8	9
10	11 CO	12 CS	13 DP	14	15 ★	16
17	18 GP PH	19 PC	20 PWT	21	22	23
24	25 CO	26 PRC	27 DP	28	29	30
31						

★ Friday distribution

In addition, with distribution 10 days prior to a Council meeting for the 2<sup>nd</sup> Committee cycle, a further delay presents itself with meetings on the 3<sup>rd</sup> week of the month, which happens to be the heaviest week of meetings, not being considered by Council until the first Council meeting of the following month (Figure 2B). This significantly impacts the flow and timeliness of applications and related land use bylaws being forwarded to Public Hearing. In order to meet legislative requirements for public notification and publication of the Public Hearing Agenda in the local newspaper, applications and related land use bylaws would not be brought to Public Hearing until 2 months after their consideration at Planning Committee (2<sup>nd</sup> meeting of the month).

Figure 2B – Council Agenda Distribution 10 days prior to meeting (2<sup>nd</sup> Committee cycle)

✦ Friday distribution

SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
<b>FEBRUARY</b>							<b>MARCH</b>						
					1	2						✦ 1	2
3	GP 4	FC 5	PC 6	7	8	9	3	GP 4	FC 5	PC 6	7	8	9
10	CO 11	CS 12	DP 13	14	15	16	10	CO 11	CS 12	DP 13	14	15	16
17	STAT 18	GP 19	PH 20	PC 21	PWT 22	23	17	GP 18	PH 19	PC 20	PWT 21	22	23
24	CO 25	PRC 26	DP 27	28			24	CO 25	PRC 26	DP 27	28	29	30
							31						

In examining the potential modification of the current Council agenda distribution schedule to distribution 10 days prior, staff offer the following information for consideration:

- early distribution will likely result in late reports, which would trigger the creation of supplemental agenda packages;
- supplemental agenda packages complicate the agenda meeting cycle and may cause confusion with regard to what items are being considered at what meetings; and
- early distribution will likely necessitate the calling of Special Meetings, which shifts the cycle from deliberate to reactive; Special Meetings do not afford the public significant time to consider item(s), as a result, public perception on the transparency of the Council process may suffer.

A change to the Council agenda distribution cycle would also require an amendment to the Council Procedure Bylaw to reflect revised deadlines for items to Council including non-agenda delegations.

It is worthwhile to note that the majority of materials that form a Council agenda are duplicated from Committee; therefore, Council has had the benefit of already reviewing materials previously at the Committee level.

### **3. Public Hearing Distribution**

The Public Hearing agenda distribution mirrors that of Council's in that materials are distributed on the Friday preceding a Public Hearing meeting. As noted with Council agenda packages, the majority of Public Hearing agenda materials are also duplicated materials in that Council has had the opportunity to review them first at the Planning Committee stage, and then again at the Council level when applications and related land use bylaws are considered for first reading.

New information that forms part of the Public Hearing agenda material include correspondence from the public, and occasionally memorandums from staff providing clarification. Correspondence is generally received by the Clerk's Office in the week immediately prior to the Public Hearing, which is following delivery of the public notices to affected properties. Every effort is made to include correspondence received prior to a Public Hearing as part of the published agenda as there are inherent benefits in including these materials. Moreover, a preliminary Public Hearing agenda is posted on the City's website 10 days prior to the Hearing in addition to the regular posting of the Public Hearing agenda and materials on the City website on the Friday preceding the meeting.

For these reasons, staff suggest that the Council and Public Hearing agenda distribution schedule not be revised.

#### **Additional Consideration**

Should there be a strong desire to distribute Council and Public Hearing agenda materials earlier, a Thursday distribution (i.e., one day earlier from status quo) is possible but not without challenges. For instance, Public Works and Transportation Committee (PWT) minutes (Wednesday meeting) would have to be finalized immediately following the meeting in order for items considered at that Committee to be included on the Council agenda, which would be distributed the next day. Moreover, in months where a statutory holiday falls on the 3<sup>rd</sup> Monday of the month, PWT meetings are bumped to the Thursday. This further poses challenges in Thursday Council agenda distribution as the PWT meeting would be taking place simultaneously as the production of the Council agenda; as a result, the minutes and items of the PWT meeting would be provided to Council on-table in piecemeal.

#### **Next Steps**

Should Council select one of the proposed Options to adjust the current Committee agenda distribution cycle, staff will require between 3-4 weeks to transition to a new cycle. Options 2 to 4 will require internal report deadlines to be changed, which will require all departments and staff to adjust to new timelines. Should changes be contemplated to Council agenda distribution, staff would need to bring forward amendments to the Council Procedure Bylaw regarding deadlines, delegations, and timelines for serving notices of motion.

**Financial Impact**

Depending on which option is selected, there may be additional courier costs and staff overtime costs that would be covered under the existing budget.

**Conclusion**

The current agenda distribution cycle has been reviewed and options for the earlier distribution of Committee and Council packages have been provided for Council's consideration.



Claudia Jesson  
Manager, Legislative Services  
(604-276-4006)

CJ:hb



# City of Richmond

## Report to Committee

**To:** Planning Committee

**Date:** February 26, 2019

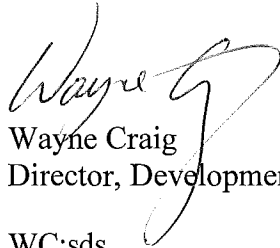
**From:** Wayne Craig  
Director, Development

**File:** ZT 18-822841

**Re:** Application by Rajwant Khaira for a Zoning Text Amendment to the "Agriculture (AG1)" Zone to Permit a Child Care Facility at 7291 No. 5 Road

### Staff Recommendation


That the application for a Zoning Text Amendment to the "Agriculture (AG1)" Zone to allow "child care" as a site-specific secondary use, in order to permit a child care facility within a detached residential accessory building at 7291 No. 5 Road, be denied.



Wayne Craig  
Director, Development

WC:sds

Att. 8

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Community Social Development	<input checked="" type="checkbox"/>	

## Staff Report

### Origin

Rajwant Khaira has applied to the City of Richmond for permission to amend the “Agriculture (AG1)” zone to allow “child care” as a site-specific secondary use, in order to permit a child care facility for up to 25 children in the existing detached accessory building at 7291 No. 5 Road. A location map and aerial photograph are provided in Attachment 1.

The subject site is currently occupied by a single-family dwelling and a detached accessory building (three car garage), in the final stages of construction (Attachment 2). The proposal includes retaining both buildings and accommodating the proposed child care facility in the detached accessory building by converting the existing three car garage, which is approximately 136.6 m<sup>2</sup> (1,470 ft<sup>2</sup>) in area. There is also an existing two car garage inside the principal dwelling, which would accommodate the required vehicle parking for the single-family dwelling. The applicant proposes to locate the outdoor play area for the child care facility above the septic field for the single-family dwelling, between the single-family dwelling and the detached accessory building.

Although the subject site is located within the Agricultural Land Reserve (ALR), the property is exempt from the Agricultural Land Commission’s (ALC) restrictions on the use of agricultural land due to the property being less than two acres in area on December 21, 1972, as per the *Agricultural Land Commission Act* (ALCA). The applicant has provided correspondence from the ALC confirming the exception provisions outlined in the ALCA apply to this property, but remains in the ALR (Attachment 3).

### Findings of Fact

#### Existing Development

The subject site is currently occupied by a single-family dwelling in the eastern portion of the property and a detached accessory building in the western portion of the property, in the final stages of construction (B7 16-721073 & B7 16-721075). The floor area of the single-family dwelling is approximately 856.8 m<sup>2</sup> (9,223 ft<sup>2</sup>) and the detached accessory building, which is constructed as a three car garage, is approximately 136.6 m<sup>2</sup> (1,470 ft<sup>2</sup>), for a total floor area of 993.4 m<sup>2</sup> (10,693 ft<sup>2</sup>). The buildings are legal non-conforming, as the Building Permits were submitted and issued in 2017, prior to the changes to the “Agriculture (AG1)” zone adopted in May 2017 and December 2018 (summarized below).

Changes made to the AG1 zone on May 17, 2017, which the subject site no longer complies:

- a maximum residential accessory building size of 70 m<sup>2</sup> (754 ft<sup>2</sup>);
- a maximum farm home plate of 50% of the lot area for lots less than 0.2 ha;
- a maximum farm home plate setback of 75 m; and
- a minimum interior side yard setback of 1.2 m on one side and 4.0 m on the other side for lots less than 0.8 ha.

Changes made to the AG1 zone on December 17, 2018, which the subject site no longer complies:

- a maximum total floor area of 400 m<sup>2</sup> (4,306 ft<sup>2</sup>); and
- a maximum two storey building height.

A Development Application Data Sheet providing a comparison of the existing development with the current “Agriculture (AG1)” zone is attached (Attachment 4). Based on the current AG1 zone, the subject site is legal non-conforming in regards to a number of provisions, including total floor area, floor area of the detached accessory building, farm home plate size and setback, interior side yard setback and height.

**Surrounding Development**

- To the North & South: Single-family dwellings on approximately half acre lots zoned “Agriculture (AG1)” fronting No. 5 Road, located within the ALR.
- To the East: Across No. 5 Road, single-family dwellings on large lots zoned “Agriculture (AG1)” fronting No. 5 Road, located within the ALR.
- To the West: Across a 20 m wide City Road Right-of-Way, an agricultural operation on an approximately six and a half acre lot zoned “Agriculture (AG1)” with a single-family dwelling fronting Granville Avenue, located within the ALR.

**Related Policies & Studies**

Official Community Plan/East Richmond Area McLennan Sub-Area Plan

The Official Community Plan (OCP) land use designation for the subject site is “Agriculture (AGR)”. The site is also located within the East Richmond Area McLennan Sub-Area Plan, which designates the subject site “Agriculture” (Attachment 5). The “Agriculture” designation is comprised of those areas of the City where the principal use is agriculture and food production, but may include other land uses as permitted under the *Agricultural Land Commission Act* (ALCA) (i.e. farm uses). The proposed child care facility is inconsistent with these land use designations and is not consistent with applicable policies in the OCP:

OCP Policy (Section 7.0)	Proposal
Collaborate with the Agricultural Land Commission to ensure that all land uses within the ALR to conform to the policies and regulations of the ALCA.	<ul style="list-style-type: none"> <li>• The subject property is located within the ALR.</li> <li>• Child care is not a permitted farm use under the ALCA ALR Use, Subdivision and Procedure Regulation.</li> <li>• The property is exempt from the requirements of the ALCA due to being less than two acres on December 21, 1972. However, the property is designated “Agriculture” in the City’s OCP and subject to applicable policies contained in the OCP related to agricultural land.</li> </ul>
Support the 2040 Metro Vancouver Regional Growth Strategy which includes agricultural	<ul style="list-style-type: none"> <li>• The subject property is designated “Agricultural” in the 2040 Metro Vancouver</li> </ul>



<p>designations and policies for protection of agricultural land.</p>	<p>Regional Growth Strategy.</p> <ul style="list-style-type: none"> <li>• The proposal is not consistent with the regional land use designation.</li> <li>• The proposal does not support agricultural viability and is not an agricultural use.</li> </ul>
<p>Continue to encourage the use of the ALR land for farming and discourage non-farm uses.</p>	<ul style="list-style-type: none"> <li>• No agriculture is proposed on the subject property.</li> <li>• Child care facility for up to 25 children is not a permitted use in the "Agriculture (AG1)" zone.</li> <li>• The AG1 zone does allow child care as a home business, but limited to 8 children and must be within the principal dwelling (see "Analysis" section for more information).</li> </ul>

The OCP does allow for child care uses in urban areas of the City (i.e. residential and commercial), where the proposed use would be more compatible.

Agricultural Viability Strategy

The Agricultural Viability Strategy (AVS) establishes a long-range strategy for improving viability of farmland within the City. The objectives of the AVS include discouraging non-farm uses in the ALR, unless there is a net benefit to enhance agriculture, and directing proposed non-farm uses to non-ALR land whenever possible. The AVS is currently under review by staff, but the principle of minimizing non-agricultural uses in the ALR is a long-standing City policy.

The proposal for a child care facility on the subject property is a non-farm use, with no active farming components, and can be accommodated in other areas of the City (i.e. urban/non-agricultural land).

Agricultural Advisory Committee

The proposal was reviewed by the City’s Agricultural Advisory Committee (AAC) at the meeting on November 15, 2018. The Committee expressed concern regarding the precedent this proposal could set for other small agricultural parcels, but decided not to make a formal motion until Council had considered the application and any technical issues had been resolved. An excerpt from the November 15, 2018 AAC meeting minutes is provided in Attachment 6.

Child Care Needs Assessment and Strategy

The 2017 – 2022 Richmond Child Care Needs Assessment and Strategy provides a comprehensive review and analysis of Richmond’s child care environment in order to forecast future child care needs. Child Care staff have reviewed the proposal and determined that the East Richmond area is considered a low priority for group child care (ages 30 months to school age) based on existing number child care spaces of this type, the current population and the projected child population within the East Richmond area. This data is based on the 2017-2022 Richmond Child Care Needs Assessment and Strategy, and the recent updates to the Child Care Profile completed in December 2018 using 2016 Census Data. Staff generally support the relocation of child care facilities, however, operators are strongly encouraged to find locations where child care is a permitted use.

### Vancouver Coastal Health

The proposal was referred to Vancouver Coastal Health (VCH), which administers child care facility licensing programs, and reviews applications to ensure health, safety and care requirements. VCH Child Care Facility Licensing staff commented that although the location of the outdoor play area above the septic field is not ideal, the applicant has provided a report from a Professional Engineer indicating the septic field does not pose a health hazard. VCH Child Care Facility Licensing staff noted that from a licensing perspective, there are no concerns with the proposal.

### **Public Consultation**

A rezoning sign has been installed on the subject property. Staff have not received any comments from the public about the rezoning application in response to the placement of the rezoning sign on the property.

### **Analysis**

#### Proposed Land Use/Zoning Bylaw 8500

The proposal is for a Zoning Text Amendment to the “Agriculture (AG1)” zone to allow “child care” as a site-specific secondary use, in order to permit a child care facility for up to 25 children, aged 30 months to 5 years old, with three full time employees, in the existing detached accessory building. The detached accessory building was constructed as a three car garage and would require upgrades to facilitate a conversion to the proposed child care facility, as per the assembly occupancy requirements of the BC Building Code. The proposed site plan and elevations are provided in Attachment 7.

The proposed operator of the child care facility is a Montessori school, which was previously located at 10111 Bird Road in the East Cambie area. The previous location was in an urban area of the City and allowed child care as a permitted use under the existing zoning (“Assembly (ASY)”). Based on Business Licensing records, the operator was located at this property since 1997. The lease on the property ended in 2018, due to redevelopment of the property. A letter from the proposed operator describing the programs offered is provided in Attachment 8.

The subject site is currently zoned “Agriculture (AG1)”, which provides for a wide range of farming and compatible uses, but does not permit the proposed use on the subject property. The AG1 zone currently permits a “minor community care facility”, which includes day care, limited to a maximum of 8 people. The AG1 zone also permits a child care program under “home business”, which is limited to a maximum 8 children, a maximum floor area of 100 m<sup>2</sup> (1,076 ft<sup>2</sup>) and must be located and carried out wholly within the dwelling unit and not an accessory building. The proposal requires a Zoning Text Amendment because of the number of children proposed, the location of the child care facility in the detached accessory building, and the proposed floor area.

All child care programs that are home businesses are not required to obtain a business license from the City as per Section 5.2.8 of Zoning Bylaw 8500. Home businesses are defined as a secondary use of a dwelling unit by a resident of the dwelling unit. The proposal would not

classify as a home business because it is not located within the principal dwelling unit, and would be leased by the owner to the proposed child care operator. The proposed use would require a Business License as an assembly use, as per Business License Regulation Bylaw No. 7360.

### Transportation and Site Access

The proposal includes vehicle access from No. 5 Road via the existing driveway letdown. Four vehicle parking spaces in parallel arrangement are proposed for the child care facility located at the rear of the property. Vehicle access to the parking spaces is proposed through the existing single-family interior side yard.

Transportation staff reviewed the proposal and identified the following transportation-related issues:

- The drive-aisle width to the proposed child care facility does not meet the standard for two-way traffic (6.0 m for this type of use), which is a concern as only one direction of traffic can be accommodated at any given time, resulting in on-site circulation issues, particularly during high volume pick-up and drop off periods. The drive-aisle, which is along the existing interior side yard of the single-family dwelling, is 3.6 m wide.
- The proposed number of vehicle parking spaces (four spaces for child care) does not comply with Zoning Bylaw 8500 (five spaces for child care required). Transportation staff do not support the proposed variance (i.e. 20% reduction from the Bylaw requirement) for vehicle parking spaces.
- There are on-site vehicle manoeuvring concerns, including inadequate turnaround area for vehicles in the proposed vehicle parking area and one-way alternating drive-aisle to/from proposed child care parking, requiring vehicles to back out through the drive-aisle that would conflict with traffic in the opposing direction.
- Fire staff reviewed the proposal and also have concerns regarding the width of the proposed drive-aisle, which would limit access for emergency vehicles. However, Fire staff have identified sprinklering of the building as a potential alternative solution.


The technical issues noted above have not been fully resolved due to staff's recommendation to deny the application from a land use perspective. Should Council wish to move the application forward, staff will conduct further work in order to address these items as needed.

### **Conclusion**

Rajwant Khaira has applied to the City of Richmond for permission to amend the "Agriculture (AG1)" zone to allow "child care" as a site-specific secondary use, in order to permit a child care facility for up to 25 children in the existing detached residential accessory building at 7291 No. 5 Road.

The application does not comply with the land use designation or applicable policies contained within the OCP and Area Plan for the subject site. The proposal also includes variances that are not supported by staff.

On this basis, it is recommended that the application be denied.

A handwritten signature in black ink, appearing to read 'Steven De Sousa', with a long horizontal line extending to the right.

Steven De Sousa  
Planner 1

SDS:cas

Attachment 1: Location Map and Aerial Photo

Attachment 2: Survey Plan

Attachment 3: Letter from the Agricultural Land Commission (ALC)

Attachment 4: Development Application Data Sheet

Attachment 5: East Richmond Area McLennan Sub-Area Plan Land Use Map

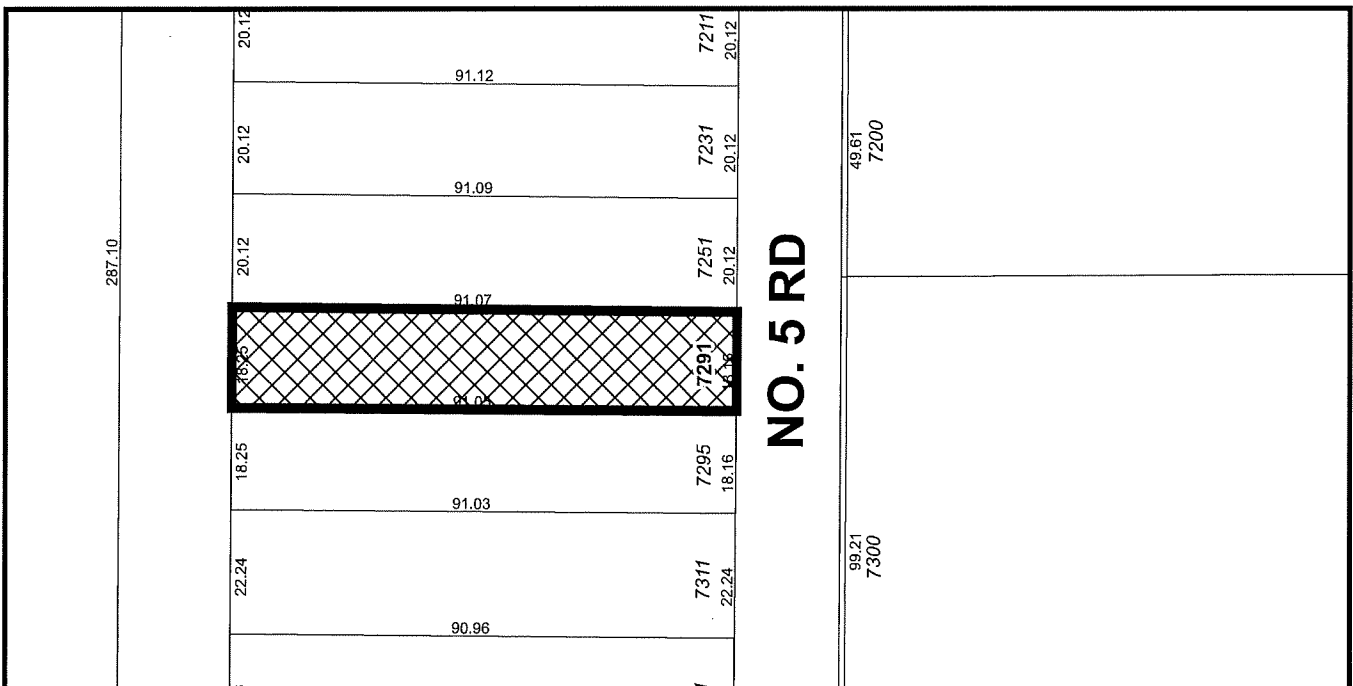
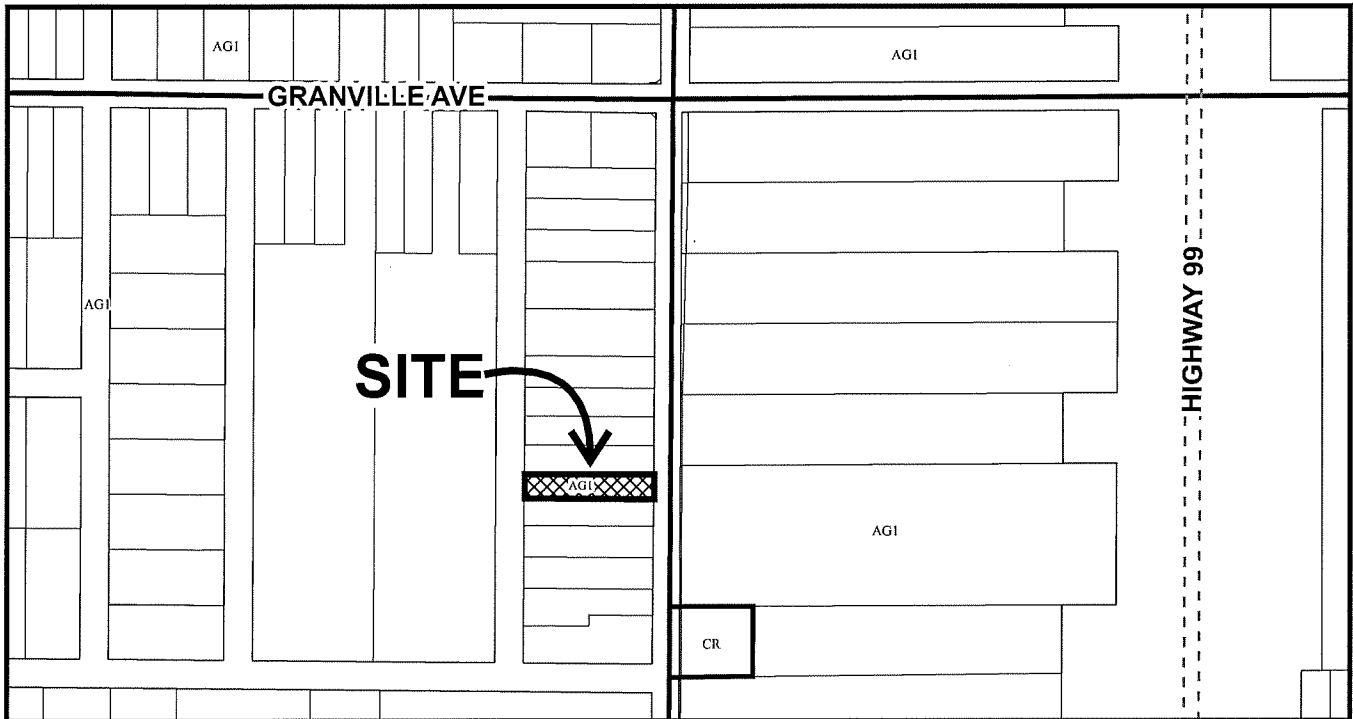
Attachment 6: Excerpt from the November 15, 2018 Agricultural Advisory Committee Meeting  
Minutes

Attachment 7: Conceptual Development Plans

Attachment 8: Letter from the Proposed Child Care Operator



City of  
Richmond

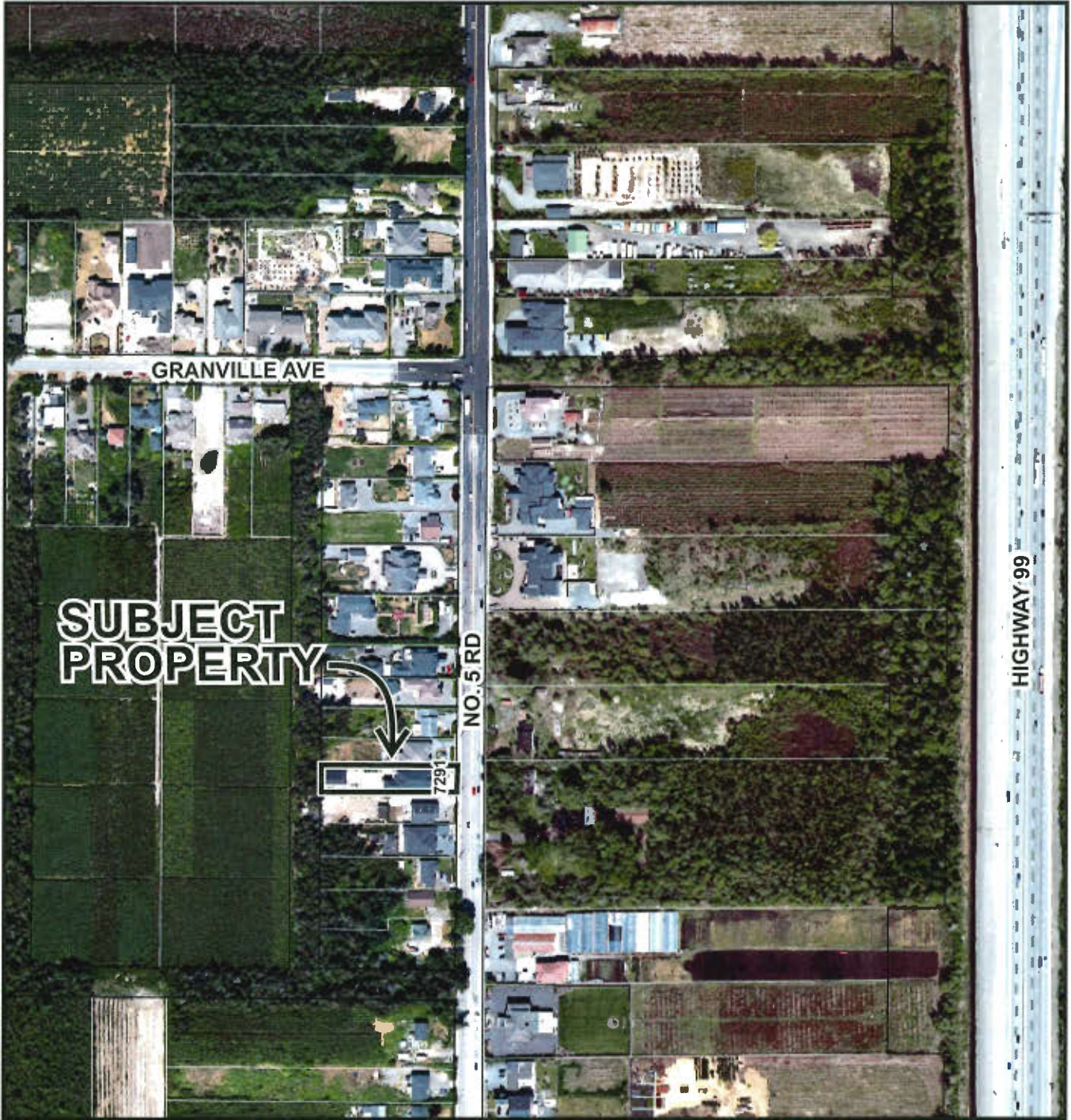


	<h1>ZT 18-822841</h1>	<p>Original Date: 06/08/18                  Revision Date: 02/05/19                  Note: Dimensions are in METRES</p>
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City of  
Richmond



ZT 18-822841

Original Date: 06/08/18

Revision Date: 02/05/19

Note: Dimensions are in METRES

**PLAN SHOWING LOCATION OF FOUNDATION AS CONSTRUCTED ON THE NORTHERLY PORTION OF LOT 1 SECTION 13 BLOCK 4 NORTH RANGE 6 WEST NEW WESTMINSTER DISTRICT PLAN 13853**

#7291 No. 5 ROAD,  
RICHMOND, B.C.  
P.I.D. 003-870-430

**Proposed  
Childcare Facility  
Location**

SCALE = 1:300



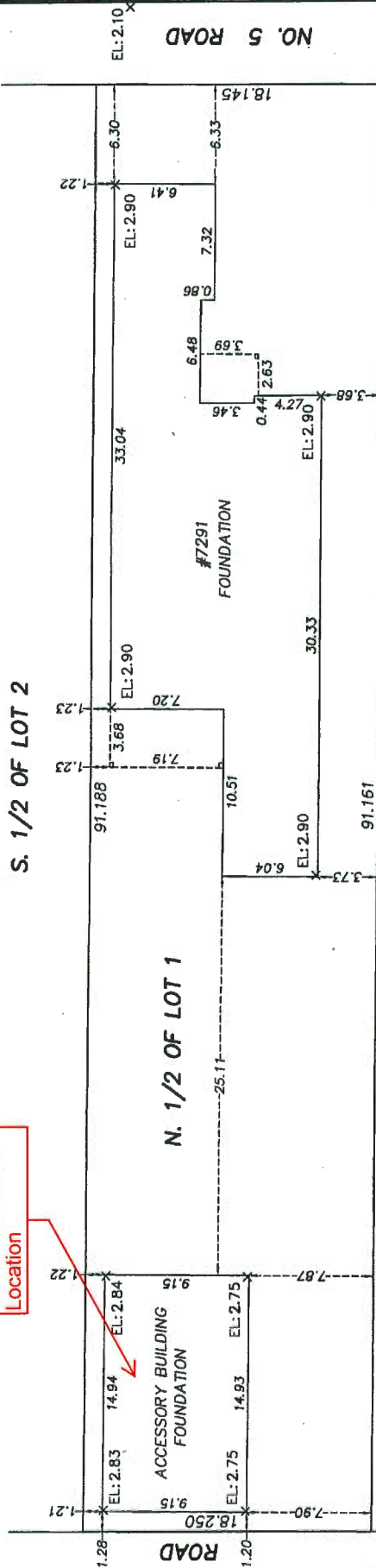
ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF UNLESS OTHERWISE INDICATED



S. 1/2 OF LOT 2

N. 1/2 OF LOT 1

S. 1/2 OF LOT 1



© 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. 6683

FB-342 P39

Drawn By: MY

**NOTE:**

Elevations shown are based on City of Richmond HPN Benchmark network.  
Benchmark: HPN #190  
Control Monument 94H1624  
Elevation: 2.353m

**CERTIFIED CORRECT FOR INSPECTION PURPOSES ONLY:**

**Johnson Tam  
U814B9**

JOHNSON C. TAM, B.C.L.S., C.L.S.

September 21st, 2017.

Note: This plan is not to be used for the purpose of establishing property lines.

This document is not valid unless originally signed and sealed.

**DWG No. 6683-NEC-01**





**Agricultural Land Commission**  
 133-4940 Canada Way  
 Burnaby, British Columbia V5G 4K6  
 Tel: 604 660-7000  
 Fax: 604 660-7033  
 www.alc.gov.bc.ca

November 16, 2017

Reply to the attention of Kamelli Mark  
 ALC Inquiry: 50893

**SENT VIA ELECTRONIC MAIL**

Attn: Raj Khaira,

**RE: 7291 No. 5 Road (PID 003-870-430)**

This letter is further to your correspondence, received by electronic mail on November 11, 2017. The purpose of your correspondence was to confirm that the property is not subject to either the *Agricultural Land Commission Act* or BC Regulation 171/2002 (*Agricultural Land Reserve Use, Subdivision and Procedure Regulation*) as per s.23(1) of the *Agricultural Land Commission Act* which reads:

Exceptions

23(1) Restrictions on the use of agricultural land do not apply to land that, on December 21, 1972, was, by separate certificate of title issued under the *Land Registry Act*, R.S.B.C. 1960, c. 208, less than 2 acres in area.

Based on the information provided, the Agricultural Land Commission (the "ALC") has ascertained the following facts:

1. The property is legally described as:  
PID: 003-870-430  
 The Northerly Portion Lot 1, Section 13, Block 4, North Range 6 West, New Westminster District, Plan 13853;
2. The subdivision plan (Plan 13853) which created the property was deposited at the New Westminster Land Registry Office on September 14, 1953;
3. Certificate of Title No. 519839E existed from August 13, 1963 until cancelled on June 19, 1973. During this period of time the property was the only property identified on said Certificate of Title No. 519839E; and
4. The property is approximately 0.820 acres in size.

Given the above, the ALC confirms that the restrictions on the use of agricultural land contained in the *Agricultural Land Commission Act* and BC Regulation 171/2002 (*Agricultural Land Reserve Use, Subdivision and Procedure Regulation*) do not apply to the property; however, the property remains in the Agricultural Land Reserve.

Further correspondence with respect to this letter is to be directed to Kamelli Mark at (Kamelli.Mark@gov.bc.ca).

Yours truly,

PROVINCIAL AGRICULTURAL LAND COMMISSION

Per: 

Kim Grout, Chief Executive Officer

cc: City of Richmond

50893m1



**RZ 18-822841**

**Attachment 4**

Address: 7291 No. 5 Road

Applicant: Rajwant Khaira

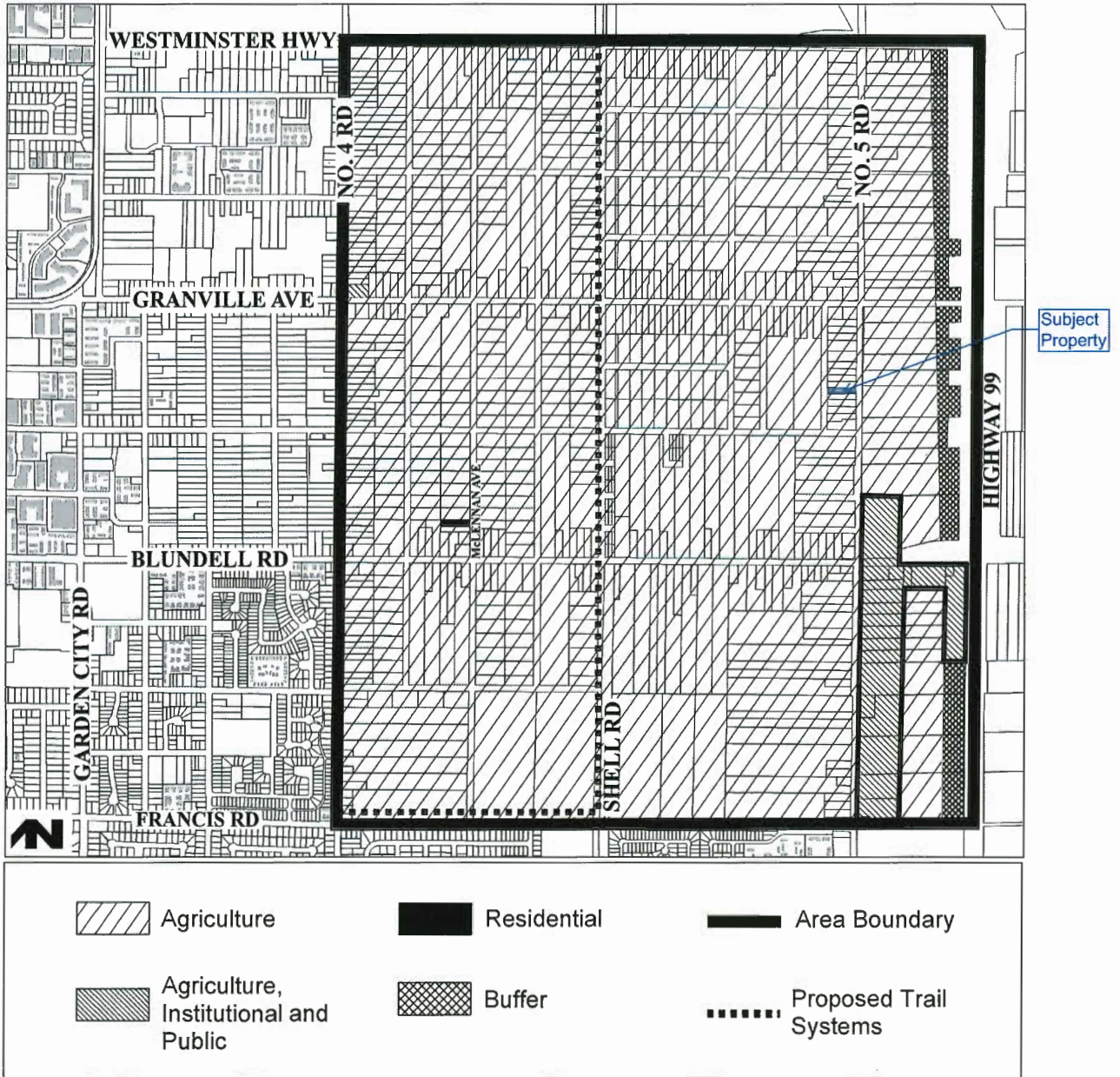
Planning Area(s): East Richmond

	Existing	Proposed
<b>Owner:</b>	K. & R. Khaira	No change
<b>Site Size:</b>	1,656 m <sup>2</sup> (17,825 ft <sup>2</sup> )	No change
<b>Land Uses:</b>	Single-family residential	Single-family residential and child care
<b>OCP Designation:</b>	Agriculture (AGR)	No change
<b>Area Plan Designation:</b>	Agriculture	No change
<b>Zoning:</b>	Agriculture (AG1)	Agriculture (AG1) with an amendment to allow "child care" as a site-specific permitted use.

	Bylaw Requirement	Existing	Variance
Floor Area – Total	Max. 400 m <sup>2</sup> (4,306 ft <sup>2</sup> ) for principal dwelling unit and all accessory buildings or structures	Principal dwelling unit: 856.8 m <sup>2</sup> (9,223 ft <sup>2</sup> ) Detached accessory building: 136.6 m <sup>2</sup> (1,470 ft <sup>2</sup> ) Total: 993.4 m <sup>2</sup> (10,693 ft <sup>2</sup> ) (legal non-conforming)	None permitted
Floor Area – Residential Accessory Building	Max. 70 m <sup>2</sup> (754 ft <sup>2</sup> )	136.6 m <sup>2</sup> (1,470 ft <sup>2</sup> ) (legal non-conforming)	None permitted
Farm Home Plate	Max. 50% of the lot area = 828 m <sup>2</sup> (8,913 ft <sup>2</sup> )	100% of the lot area = 1,656 m <sup>2</sup> (17,826 ft <sup>2</sup> ) (legal non-conforming)	None
Farm Home Plate – Setback	Max. 75 m	91 m (legal non-conforming)	None
Single Detached Building – Setback	Max. 50.0 m	50 m	None
Front Yard – Setback	Min. 6.0 m	6 m	None
Interior Side Yard – Setback	Min. 1.2 m on one side and 4.0 m on the other side	1.2 m on one side and 3.6 m on the other side (legal non-conforming)	None
Rear Yard – Setback	Min. 10.0 m	41 m	None
Height – Single Detached Housing	Max. 2 storeys, but shall not exceed 9.0 m	2 ½ storeys (9.5 m) (legal non-conforming)	None
Height – Accessory Building	Max. 5.0 m or 1 ½ storeys	5.0 m	None
Off-street Vehicle Parking Spaces	Required: 2 for residential 0.75 space/employee; plus 1 space/10 children = 5	Proposed: 2 for residential 4 for child care	<b>Variance</b>

City of Richmond

**Land Use Map** *Bylaw 8791  
2012/09/10*



**Excerpt from the Minutes of the  
Agricultural Advisory Committee Meeting**

**Thursday, November 15, 2018 (7:00 pm).  
Rm. M.2.002  
Richmond City Hall**

**Zoning Text Amendment at 7291 No. 5 Road**

Steven De Sousa, Planner 1, introduced the Zoning Text Amendment application at 7291 No. 5 Road and provided the following comments:

- The property is zoned AG1 and located in the ALR, however is exempt from ALR Regulations due to the size of the property.
- The purpose of the application is to amend the AG1 zone to permit a child care facility of 25 children in the detached accessory building.
- There are a number of concerns, including the proposal does not comply with OCP policy, technical issues regarding drive-aisle width, parking and turn-around provisions, and the precedent the proposal could set for other small agricultural parcels.

Doug Massie, Arcus Consulting Ltd., noted the proposal serves a neighbourhood need, includes agricultural components, and he believes the technical issues regarding traffic and parking can be resolved.

The Committee had the following questions and comments:

- The Committee expressed concern regarding the precedent this proposal could set for other small agricultural parcels.
- The Committee expressed the need for a covenant to be registered on title notifying the property owner of potential agricultural impacts on site (i.e. noise and odour).
- The Committee requested clarification in regards to the process the application would proceed with and decided not to make a motion until the outstanding issues are addressed.

**PROJECT STATISTICS**

**LEGAL DESCRIPTION**  
 1 SEC. 13 BUKAR ROAD PL NFP13683 PART N 1/2

**LOCAL ADDRESS:**  
 7291 NO. 5 ROAD,  
 RICHMOND, B.C.

**EXISTING ZONING:**  
 R-1

**PROPOSED ZONING:**  
 ACT TO INCLUDE CHILD DAYCARE FACILITY UP TO 30 KIDS

**FLOOR AREA:**  
 MAIN = 1,435 S.F.

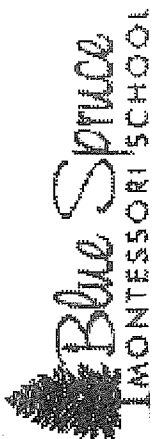
**DATA:**  
 LOT SIZE: 59.88 X 258.09 = 15,502.33 S.F.  
 EXISTING ACCESSORY BUILDING AREA: 1,470 S.F.  
 PLAYGROUND AREA: 1,934 S.F.

**REMARKS:**  
 AS PER RICHMOND PARKING AND LOADING TABLE 7.7.2.3 GENERAL PARKING REQUIREMENTS FOR CHILD DAYCARE FACILITY:  
 MIN. REQUIREMENT:  
 30 MONTHS TO SCHOOL AGE (25 CHILDREN)  
 REQUIRED: 1 EDUCATOR & 2 ASSISTANTS = 3 EMPLOYEES  
 0.75 PER 1 STAFF 3 X 0.75 = 2.25  
 1.0 PER 10 CHILDREN 25/10 = 2.50  
 TOTAL = 4.75 = 5

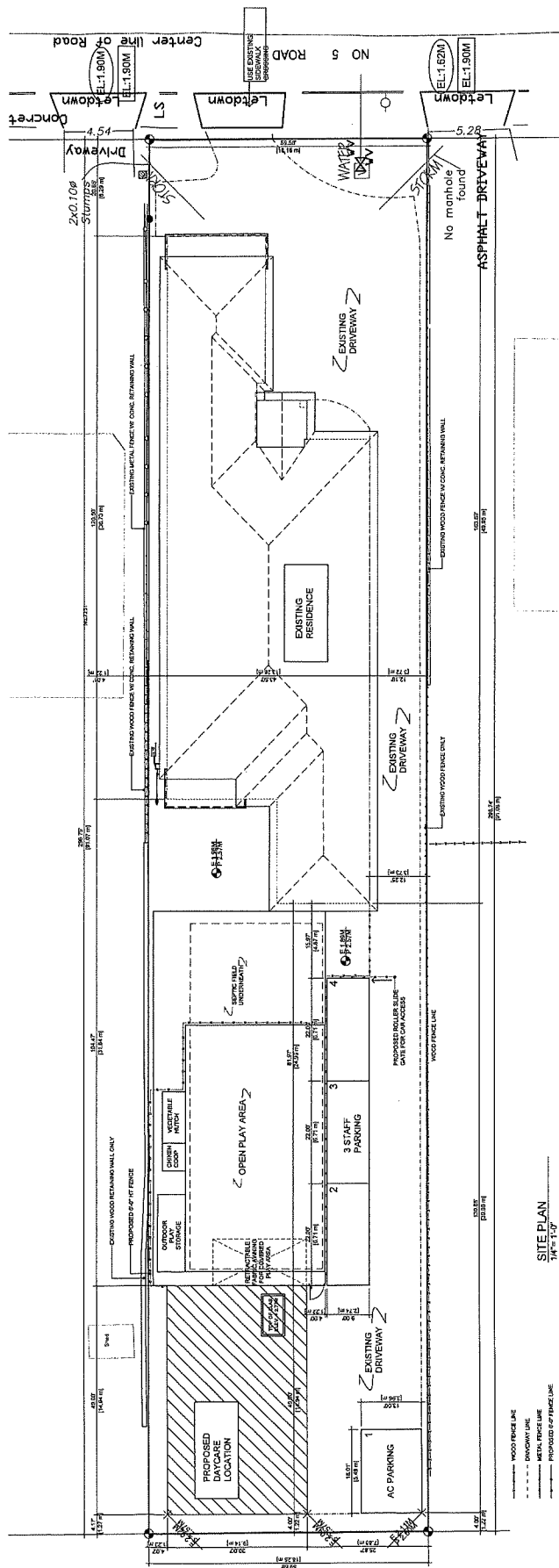
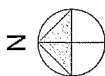
REQUIRED = 5  
 PROVIDED = 4



SITE LOCATION PLAN  
 N.T.S.

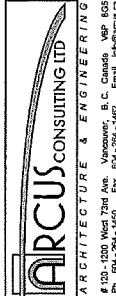


**7291 No. 5 Rd.  
 RICHMOND, B.C.  
 DAYCARE**



SITE PLAN  
 1/4" = 1'-0"

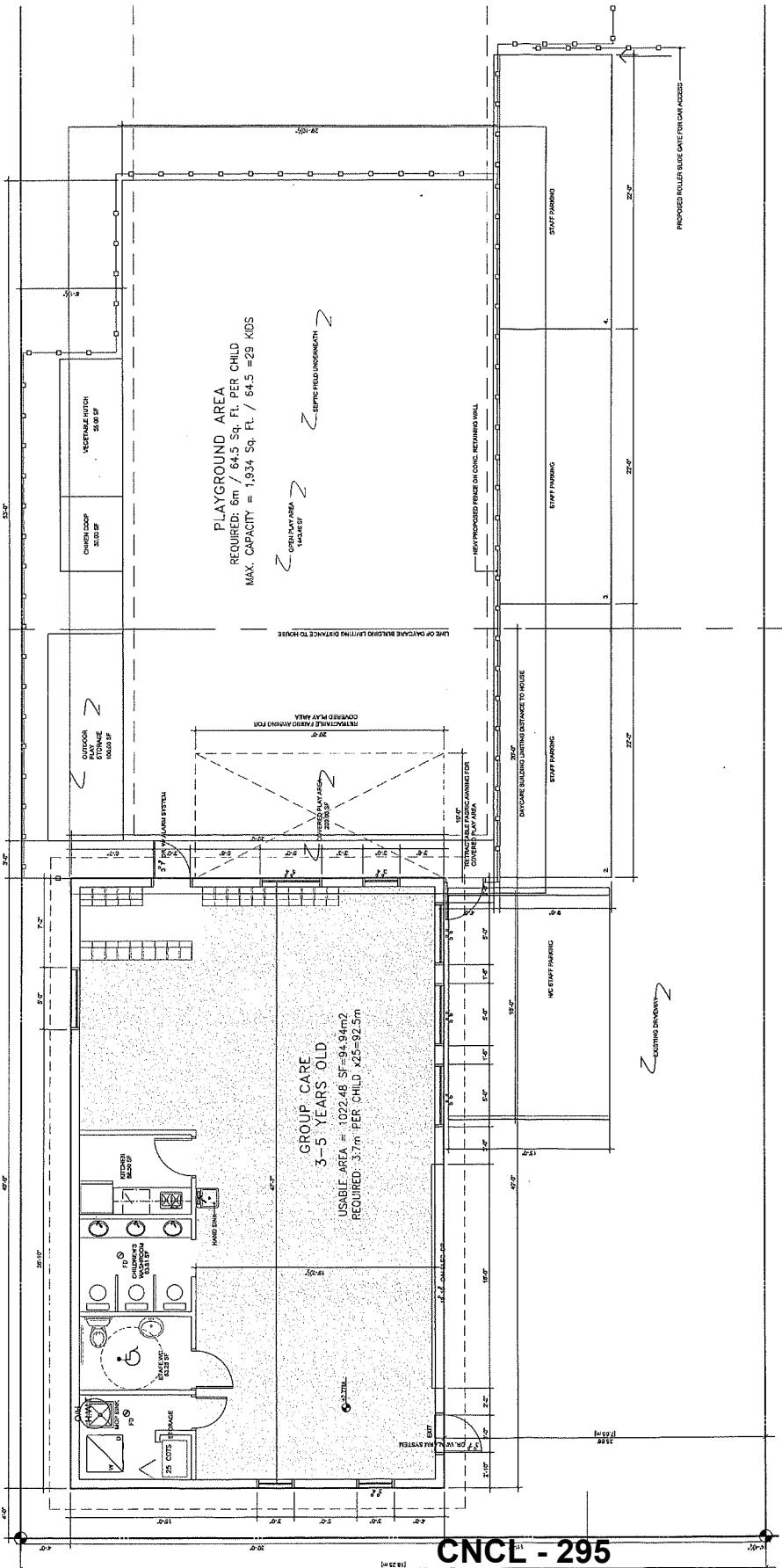
<b>PROJECT:</b> DAYCARE 7291 No. 5 Rd. RICHMOND BC		<b>DRAWING TITLE:</b> COVER SHEET SITE PLAN, CONTEXT PLAN	
<b>DATE:</b> APRIL 2018 <b>PROJECT NO.:</b> 218500		<b>SCALE:</b> 1/4" = 1'-0" <b>DATE:</b> APRIL 2018 <b>PROJECT NO.:</b> 218500	
<b>DESIGNER:</b> [Signature] <b>CHECKED:</b> [Signature]		<b>DATE:</b> APRIL 2018 <b>PROJECT NO.:</b> 218500	
<b>REVISION:</b> 0		<b>REVISION:</b> 0	



REV	DATE	DESCRIPTION
1	20181023	ISSUED
2	20180603	ISSUED

REV	DATE	DESCRIPTION
1	20181023	ISSUED
2	20180603	ISSUED



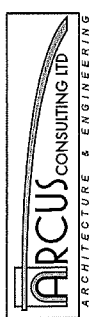


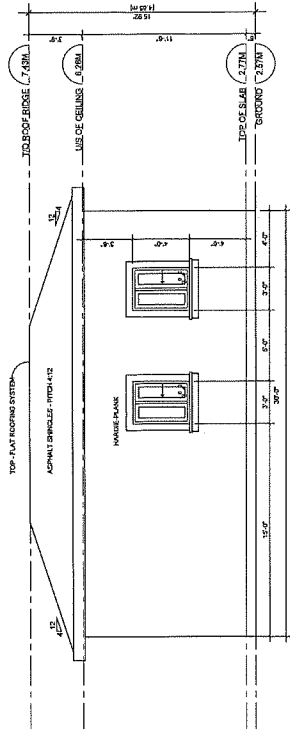
**LEGEND:**

- RECEPTION
- CHILD 3 TO 5 GROUPS
- KIDS PLAYGROUND

FLOOR PLAN A  
 1/8" = 1'-0"

COMMENTS: THIS DRAWING IS THE PROPERTY OF ARCADIS URS AND SHALL REMAIN THE PROPERTY OF ARCADIS URS. IT IS TO BE USED ONLY FOR THE PROJECT AND CANNOT BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF ARCADIS URS & ASSOCIATES LTD.	REV	DATE	BY	SUBJECT
	1			PRELIMINARY REVIEW WITH PLANNING DEPARTMENT
	2			REVISION
		DATE	BY	
		20/11/20		
		20/11/20		
		20/11/20		
DRAWING TITLE: GROUND PLAN PROJECT: DAYCARE 7251 NO. 5 RD. RICHMOND BC CONSULTANT: ARCADIS URS DRAWN: VC DATE: APRIL 2018 CHECKED: [ ] PROJECT NO: 210401 REVISION: 0				





**WEST ELEVATION**  
1/4-1/4

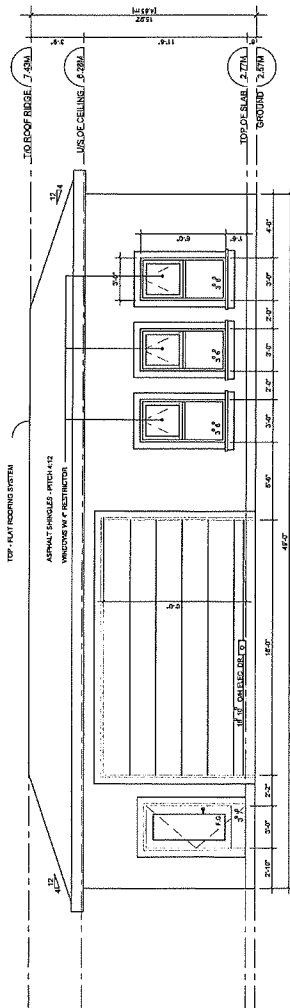
**SPATIAL SEPARATION CALCULATION**  
AS PER BIBC TABLE 3.2.3.0 SPRINKLERED THROUGHOUT

BUILDING FACE AREA (INCLUDING WIND DR.)  
345.00 sf (32.05 sm)  
LIMITING DISTANCE: 14% (SPRINKLERED)  
% OF UO: 14%

UNPROTECTED OPENING AREA  
24.00 sf (2.23 sm)  
24.00 sf (2.23 sm) OK

ALLOWABLE UO: 345.00 sf (32.05 sm) X14%  
= 48.30 sf (4.51 sm)

PROPOSED UO: 24.00 sf (2.23 sm) OK



**SOUTH ELEVATION**  
1/4-1/4

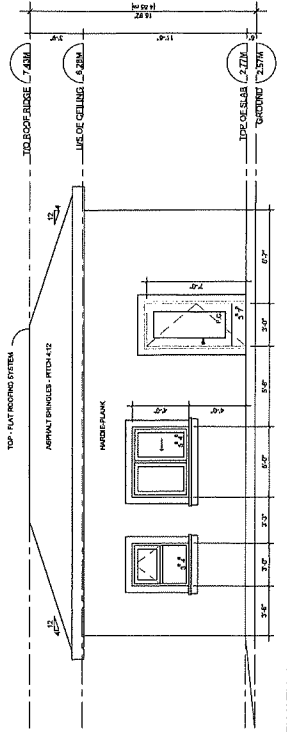
**SPATIAL SEPARATION CALCULATION**  
AS PER BIBC TABLE 3.2.3.0 SPRINKLERED THROUGHOUT

BUILDING FACE AREA (INCLUDING WIND DR.)  
563.50 sf (52.35 sm)  
LIMITING DISTANCE: 100% (SPRINKLERED)  
% OF UO: 100%

UNPROTECTED OPENING AREA  
74.00 sf (6.86 sm)  
180.00 sf (16.75 sm)  
3x 18.00 sf (1.67 sm)  
255.00 sf (23.69 sm)

ALLOWABLE UO: 563.50 sf (52.35 sm) X100%  
= 563.50 sf (52.35 sm)

PROPOSED UO: 255.00 sf (23.69 sm)  
255.00 sf (23.69 sm) OK



**EAST ELEVATION**  
1/4-1/4

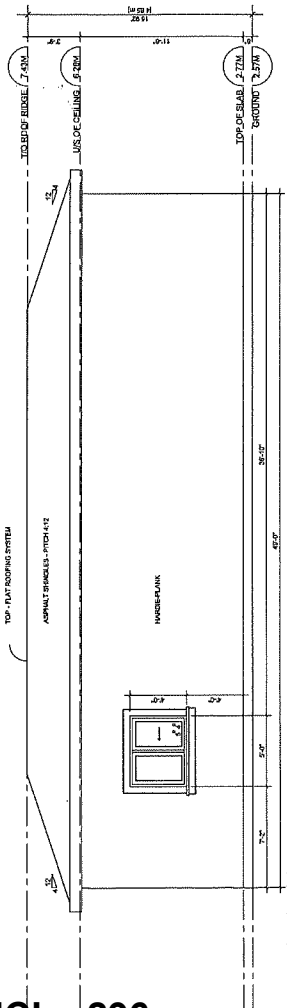
**SPATIAL SEPARATION CALCULATION**  
AS PER BIBC TABLE 3.2.3.0 SPRINKLERED THROUGHOUT

BUILDING FACE AREA (INCLUDING WIND DR.)  
345.00 sf (32.05 sm)  
LIMITING DISTANCE: 100% (SPRINKLERED)  
% OF UO: 100%

UNPROTECTED OPENING AREA  
12.00 sf (1.11 sm)  
20.00 sf (1.86 sm)  
21.00 sf (1.95 sm)  
53.00 sf (4.92 sm)

ALLOWABLE UO: 345.00 sf (32.05 sm) X100%  
= 345.00 sf (32.05 sm)

PROPOSED UO: 53.00 sf (4.92 sm)  
53.00 sf (4.92 sm) OK



**NORTH ELEVATION**  
1/4-1/4

**SPATIAL SEPARATION CALCULATION**  
AS PER BIBC TABLE 3.2.3.0 SPRINKLERED THROUGHOUT

BUILDING FACE AREA (INCLUDING WIND DR.)  
563.50 sf (52.35 sm)  
LIMITING DISTANCE: 4.00 ft (1.22 m)  
% OF UO: 14% (SPRINKLERED)

UNPROTECTED OPENING AREA  
20.00 sf (1.86 sm)  
20.00 sf (1.86 sm)  
20.00 sf (1.86 sm)  
78.99 sf (7.33 sm)

ALLOWABLE UO: 563.50 sf (52.35 sm) X14%  
= 78.99 sf (7.33 sm)

PROPOSED UO: 20.00 sf (1.86 sm)  
20.00 sf (1.86 sm) OK

**ARCUS CONSULTING LTD**  
ARCHITECTURE & ENGINEERING  
1206-1009 West 79th Ave. Vancouver, B.C. Canada V6P 6S5  
P.O. BOX 2541-1055 TEL: 604-251-1422 FAX: 604-251-1422

**REGISTERED ARCHITECT**  
**REGISTERED ENGINEER**  
MAY 2, 2018

REV	DATE	BY	SUBJECT
1			PRELIMINARY REVIEW WITH PLANNING DEPARTMENT
2			ISSUED
3			
4			
5			

**CLIENT REPRESENTATIVE**  
THE DESIGN CONSULTING GROUP  
AND AT ALL TIMES REMAINING  
THE PROPERTY OF THE CLIENT.  
NO PART OF THIS DOCUMENT  
CAN BE USED FOR ANY OTHER  
PROJECT WITHOUT THE WRITTEN  
CONSENT OF THE DESIGNER &  
ASSOCIATES LTD.

**DATE**  
**DATE**  
**DATE**  
**DATE**

NO.	DESCRIPTION	DATE
1	DATE	
2	DATE	
3	DATE	
4	DATE	
5	DATE	

**DRIVING TITLE**  
PROJECT: DAYCARE  
7291 NO. 5 RD. RICHMOND BC  
CONTRACT NO.:  
SCALE: 1/8"=1'-0"  
DATE: APRIL 2018  
CHECKED: 219-037

**DRWING TITLE**  
PROJECT: DAYCARE  
7291 NO. 5 RD. RICHMOND BC  
CONTRACT NO.:  
SCALE: 1/8"=1'-0"  
DATE: APRIL 2018  
CHECKED: 219-037

NO.	DESCRIPTION	DATE
1	DATE	
2	DATE	
3	DATE	
4	DATE	
5	DATE	



January 21, 2018

To Whom it may concern:

Blue Spruce Montessori School currently operates out of what was St. Edwards Anglican Church @ 10111 Bird Road Richmond BC. We need to relocate, after 20 years of providing the Richmond community with a quality Montessori program, as of July 1<sup>st</sup>, 2018, due to the sale of the Church to a foreign buyer. The building will be knocked down and replaced by a new and different business.

I currently operate under a group child care license allowing me 25 students aged 30 months to school age. Three staff are required, a ratio of 1-8, 2 to 16 and 3 to 25. Staff are required to have a valid ECE (Early Childhood) license, First Aid certificate, immunizations up to date, reference letters and a current criminal record check. Two of the staff are required to hold their AMI 3-5 primary certificates.

For the past 20 year I have ran a Montessori primary program which closely adheres to the Montessori philosophy as set by the Association Montessori International (A.M.I.). Dr. Maria Montessori and her son Mario M. Montessori founded this association in 1929 to safeguard her original contribution on behalf of the child. The composition of the class, as per the AMI Montessori guidelines, consists of children from 2.5 years to 5 The Montessori primary program is a 3-4 year program based on the child's date of birth The first two year of the program children either attend a morning or afternoon session that lasts for just over three hours. Children in their third/forth year spend a full day and complete the three-year curriculum.

Children arrive @ around 8:40 a.m. and those attending only a half-day session begin with outdoor play (weather permitting) Outdoor play is a combination of self-directed play and teacher directed games to promote healthy exercise. Full day children or the Extended Day Children as we call them enter the environment, proceed to their cubby area, hang up their jacket, place outdoor shoes in a basket neat and tidy put on indoor shoes then drop their lunch bags on a trolley beside the kitchen. They then proceed to carry out their morning job which contributes to the set up of the classroom. Jobs like filling up jugs with water, restocking paper, wetting sponges, changing the calendar, dusting shelves, folding the laundry and composting. Extended day children then begin working on their Language and Math projects and teaching and mentoring the younger children.

Children attending just the morning class will enter the classroom and proceed to their cubbies hang up their jackets place outdoor shoes in a basket neat and tidy and change into indoor shoes. They will enter the classroom and chose from a plethora of activities that are age and developmentally appropriate. Activities that have been presented to them by trained Montessori teachers based on their readiness. Within the environment we have a Practical Life area: The Practical Life area of the classroom provides a link to the child's home environment and thus is an extension of the child's developmental process. The exercises or activities found here are familiar to the children as many of them have been observed at home. Pouring, polishing, dusting and sweeping provide the child with a link to home.

The Practical life materials also fulfill specific purposes in the real world for children. They learn to button their shirts, tie or buckle their shoes, wash their hands all free from adult help. The child also learns to

care for the beauty in the environment, polishing silver, arranging flowers and caring for the plants.

Completing exercises in Practical Life will ensure the child a sense of accomplishment and independence. A child gains dignity and a sense of his/her own worth.

The sensorial area: Children live in a world of senses. Through the senses the child gains knowledge, becomes more aware of his environment and grows in consciousness. The aims of the sensorial materials, which are scientific, and exact, are to refine rather than develop the senses.

The child can bring order and system to the impressions he/she has already gathered. Materials refine the child's motor coordination, help visual discrimination, refine the senses, and deepen concentration. Children compare dimensions, classify shapes and discriminate between size, and colour. All these are an indirect preparation for reading, writing and math.

The Language Area: In the Montessori environment the child "meets" the alphabet through the **Sandpaper Letters**. The child traces the letter and learns the sound, giving a muscular impression, through recital and repetition the child fixes the path of the letters in his memory. At the same time the child learns pencil control by working with the **Metal Insets**, tracing a shape and then coloring it, is the equivalent of writing many words. When a child can recognize all the Sandpaper Letters the movable alphabet is introduced, allowing the child to think of the sounds in a word and then make that word. Soon the child can make phonetic words and when he/she begins to read back the words then phonetic cards are introduced.

Once the child is very comfortable with phonetic words phonograms are presented, e.g. sh, oo, th. The tools for reading and writing are provided to the child and his/her own interest and progress determines the next stage.

The Math Area: The child's first introduction to numbers is made with a set of red and blue rods representing the quantities one through ten. The **Sandpaper Numbers** are then presented at the same time and when both are known well the association between the two is made. Various materials help the child to internalize the concept of one to ten. Next the decimal system is presented to the child using the **Golden Beads**: units, tens, hundreds and thousands. Soon the student begins to learn the four mathematical operations: addition, subtraction, multiplication and division. Mathematical facts are learned by the children performing the operations with concrete materials.

Culture, Geography/Botany/Zoology: The Montessori classroom offers many opportunities for young children to expand their knowledge during the years when they are motivated by spontaneous interest. **The Large Wooden Puzzle Maps** are most popular with the children; the introductory map of the world has a separate puzzle piece for each continent. The remaining maps have pieces representing countries, provinces or states. Names of countries are learned along with climate, size, customs, and languages.

Flags of countries are studied. Nature cards, illustrating animals from each continent and plant life are introduced. Land and Water forms are concretely represented, and the children have fun pouring water into each form and learning the names of them. Puzzles help children clearly see the various parts of plants and animals. Children's own curiosity of the flora and fauna that surrounds them compels them to want to explore further. Montessori provides these opportunities with many beautiful cards showing animals of the seven continents, classification of vertebrates, different kinds of flowers both wild and found in the garden. Children enjoy making posters and booklets and even composing their own stories and poetry about their favorite things.

Art & Music: Art and Music are integrated into the day and are introduced into the environment with relative ease. We link the stages of the child's development with the Arts in the same way as Practical life, Sensorial, Language and Math. Various media are available for the children such as crayons, water paints, oil pastels, paints, coloured chalk, pasting, etc. The more experience children have in art, the more they can express themselves.

Music is the same, the bells offer widened avenues for musical exploration: sameness and differences in tone. Rhythm is explored through movement on the line, hopping, skipping, and marching. Classical music played in the classroom brings to the child's awareness various sounds of instruments and composers.

We introduce a composer of the month, look at his life and listen to various pieces he composed, and we also introduce an artist of the month looking at the artist's biography and beautiful pieces of art work. Children are mesmerized by their lives and works and are left wanting more.

During the session the children can have snack at the snack table when they feel hungry. We have an open snack all morning with healthy options such as fruits, vegetables, crackers, cheese. Children first wash hands, take their own food, sit at a designated table, take a drink of water and a napkin which they place on their lap. When they finish snack, they clean their tables with a crumb brush, wash their dishes and sweep the floor.

At 11:25 a.m. morning students head to their cubby to put on their jackets and outdoor shoes and they sit together and listen to the calendar and a story and learn a new song. 11:45 a.m. children are dismissed 1 at a time.

Extended Day students head outdoors for their outdoor play. Self-directed play, teacher directed games, nature walks scavenger hunts.

12:25 p.m. students head inside for lunch. Jackets are hung, shoes are changed, and hands are washed. Children bring their own lunches and we have the facilities to heat up lunches for them. After washing hands, the children set their tables with a placemat, fork and knife and spoon and cloth napkin and a cup of water and then eat their lunch.

At 12:50 p.m. a small group of afternoon children arrive. They will begin with outdoor time. Self-directed play and teacher directed.

1:00 p.m. Extended day children clean up dishes, clean tables and have group story time of chapter books being read to them.

1:10 p.m. the afternoon children enter the classroom from outdoor play, head to their cubbies and hang up their jackets, place on their indoor shoes and enter the classroom for an afternoon of presentations from the teacher and self-chosen work.

1:20 p.m. Extended Day children finish their chapter book and then have group time. Mondays is Geography lessons, looking more in depth at each continent's flora and fauna, culture, flags, and then completing projects in small groups like making flags into a booklet, coloring and labelling large maps. Tuesdays is botany looking more depth into the parts of a tree, leaf, root and flower. Looking at different kinds of trees making poems about trees, learning uses of trees. Wednesdays is Zoology, looking at the five classifications of vertebrates, kinds of each, making posters booklets and poetry. Thursdays is learning about art and artists, Fridays is music looking at composers and learning about tempo and dynamics of music.

3:25 p.m. all children head to the cubicles to get ready for home. Outdoor clothes are placed on, jackets Extended day children get their lunch bags. Children have transition time before going home, calendar, Story and a song.

3:45 p.m. children are picked up to go home.

Due to the unique characteristics of the Montessori program only the older children stay full day and therefore do not require an afternoon nap. We do not need a sleep area.

Currently we have ample parking for drop off and pick up. If there is a situation where there is not ample parking, then my solution would be to stagger the drop off and pick up of students. Morning students could be split into three groups of 8 students having 10-minute slots. 8:30/8:40/8:50 this would give parents ample time to park and drop off children. The afternoon only would have a smaller number of students and may only require one drop off time.

Pick up in the morning could be 12:40 and 12:55 only around 18 children would leave in the morning so two groups of 9 children.

Pick up at the end of the day would be split into two groups 8 @ 3:40 and 8 @ 3:50.

Please do not hesitate to contact me for any clarity on the above information.

kind regards,

**Debbie G. Marette**

Owner/Administrator

A.M.I. Montessori Directress, Early Childhood Educator





**Consolidated 5 Year Financial Plan (2019-2023) Bylaw No. 9979**

The Council of the City of Richmond enacts as follows:

1. Schedule "A", Schedule "B" and Schedule "C" which are attached and form part of this bylaw, are adopted as the Consolidated 5 Year Financial Plan (2019-2023).
2. 5 Year Consolidated Financial Plan (2018-2022) Bylaw 9663 and all associated amendments are repealed.
3. This Bylaw is cited as **"Consolidated 5 Year Financial Plan (2019-2023) Bylaw No. 9979"**.

FIRST READING

FEB 11 2019

SECOND READING

FEB 11 2019

THIRD READING

FEB 11 2019

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept.
<i>jc</i>
APPROVED for legality by Solicitor
<i>A<sup>c</sup></i>

\_\_\_\_\_  
MAYOR

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

**SCHEDULE A:**

**CITY OF RICHMOND**  
**CONSOLIDATED 5 YEAR FINANCIAL PLAN (2019-2023)**  
**REVENUE AND EXPENSES**  
(In \$000's)

	2019 Budget *	2020 Plan	2021 Plan	2022 Plan	2023 Plan
<b>Revenue:</b>					
Taxation and Levies	229,903	248,731	265,395	278,436	296,153
User Fees	105,805	109,809	115,048	120,448	126,549
Sales of Services	41,977	42,253	42,946	43,504	44,069
Gaming Revenue	16,500	16,500	16,500	16,500	16,500
Investment Income	16,062	16,634	17,148	17,923	18,622
Payments In Lieu Of Taxes	14,200	14,626	15,065	15,532	16,013
Other Revenue	11,244	11,577	11,970	12,380	12,804
Licenses And Permits	11,107	11,324	11,544	11,779	12,020
Provincial and Federal Grant	8,362	8,387	8,449	8,513	8,579
Developer Contributed Assets	50,350	50,350	50,350	50,350	50,350
Development Cost Charges	22,764	17,015	19,951	13,654	13,893
Other Capital Funding Sources	12,847	10,125	10,125	10,125	10,125
	<b>541,121</b>	<b>557,331</b>	<b>584,491</b>	<b>599,144</b>	<b>625,677</b>
<b>Expenses:</b>					
Community Safety	112,526	117,553	124,192	127,398	130,683
Engineering and Public Works	74,568	71,393	72,738	74,212	75,582
Community Services	71,564	67,127	69,395	71,847	73,815
Finance and Corporate Services	29,010	26,192	26,842	27,466	28,104
Fiscal	22,708	21,446	22,436	23,511	27,553
Debt Interest	1,677	1,677	1,677	1,677	1,677
Corporate Administration	11,208	10,866	11,114	11,380	11,651
Planning and Development Services	17,336	17,523	17,994	18,510	19,058
Utility Budget					
Water Utility	44,049	46,047	48,476	51,125	53,964
Sanitary Sewer Utility	33,258	34,730	37,254	39,705	42,659
Sanitation and Recycling	17,760	17,971	18,330	18,715	19,109
Richmond Public Library	11,079	11,244	11,455	11,681	11,911
Richmond Olympic Oval Corporation	16,595	16,905	17,223	17,562	17,909
	<b>463,338</b>	<b>460,674</b>	<b>479,126</b>	<b>494,789</b>	<b>513,675</b>
<b>Annual Surplus</b>	<b>77,783</b>	<b>96,657</b>	<b>105,365</b>	<b>104,355</b>	<b>112,002</b>

**SCHEDULE A (CONT'D):**

**CITY OF RICHMOND  
CONSOLIDATED 5 YEAR FINANCIAL PLAN (2019-2023)  
TRANSFERS  
(In \$000's)**

	<b>2019 Budget *</b>	<b>2020 Plan</b>	<b>2021 Plan</b>	<b>2022 Plan</b>	<b>2023 Plan</b>
<b>Transfers:</b>					
Debt Principal	4,951	5,150	5,355	5,570	5,793
Transfer To (From) Reserves	69,403	71,725	74,246	76,915	79,699
Transfer To (From) Surplus	(28,931)	(2,428)	1,680	4,901	9,001
Capital Expenditures - Current Year	115,092	194,636	101,368	97,238	98,763
Capital Expenditures - Prior Years	280,620	189,309	195,870	140,008	83,601
Capital Expenditures - Developer Contributed Assets	50,350	50,350	50,350	50,350	50,350
Capital Expenditures - Richmond Public Library	892	892	892	892	892
Capital Expenditures - Richmond Olympic Oval Corporation	2,567	2,294	1,602	1,055	1,124
Capital Funding	(417,161)	(415,271)	(325,998)	(272,574)	(217,221)
<b>Transfers/Amortization offset:</b>	<b>77,783</b>	<b>96,657</b>	<b>105,365</b>	<b>104,355</b>	<b>112,002</b>
<b>Balanced Budget</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>
<b>Tax Increase</b>	<b>4.82%</b>	<b>6.69%</b>	<b>5.20%</b>	<b>3.91%</b>	<b>5.36%</b>

\* 2019 Budget includes recommended one-time expenditures and carryforwards funded by rate stabilization accounts. The projections for 2020 through 2023 are base budgets to deliver the same level of service and do not include estimates of carryforwards or one-time expenditures that may be approved in future years.



**SCHEDULE B:**

**CITY OF RICHMOND**  
**5 YEAR FINANCIAL PLAN**  
**CAPITAL FUNDING SOURCES (2019-2023)**  
(In \$000's)

	2019	2020	2021	2022	2023
<b>DCC Reserves</b>					
Drainage DCC	466	464	-	-	1,057
Park Development DCC	3,903	2,869	1,740	2,822	2,774
Park Development DCC – West Cambie	724	-	969	-	188
Park Land Acquisition DCC	8,064	5,964	5,964	4,083	4,083
Roads DCC	8,898	6,405	8,052	5,788	5,791
Sanitary DCC	-	1,175	1,428	149	-
Water DCC	708	138	1,798	812	-
<b>Total DCC</b>	<b>\$22,763</b>	<b>\$17,015</b>	<b>\$19,951</b>	<b>\$13,654</b>	<b>\$13,893</b>
<b>Statutory Reserves</b>					
Affordable Housing	1,300	1,150	1,150	1,150	1,150
Capital Building and Infrastructure	14,821	60,369	10,450	20,131	11,600
Capital Reserve	15,383	57,951	16,399	9,312	7,778
Child Care	160	60	60	60	60
Drainage Improvement	11,428	13,904	14,383	17,314	22,380
Equipment Replacement	6,404	2,832	3,392	3,310	4,833
Leisure Facilities	7,611	5,400	2,000	-	3,400
Neighbourhood Improvement	184	-	-	-	-
Public Art Program	563	150	150	150	150
Sanitary Sewer	1,650	10,477	7,022	6,791	7,500
Watermain Replacement	7,388	7,556	7,689	8,234	8,655
<b>Total Statutory Reserves</b>	<b>\$66,892</b>	<b>\$159,849</b>	<b>\$62,695</b>	<b>\$66,452</b>	<b>\$67,506</b>
<b>Other Sources</b>					
Enterprise Fund	180	550	550	550	550
Grant and Developer Contribution	12,847	10,125	10,125	10,125	10,125
Other Sources	7,624	4,957	4,587	4,592	4,649
Rate Stabilization	3,536	-	1,320	-	-
Sewer Levy	300	50	100	-	50
Solid Waste and Recycling	300	300	300	300	300
Water Levy	650	1,790	1,740	1,565	1,690
<b>Total Other Sources</b>	<b>\$25,437</b>	<b>\$17,772</b>	<b>\$18,722</b>	<b>\$17,132</b>	<b>\$17,364</b>
<b>Total Capital Program</b>	<b>\$115,092</b>	<b>\$194,636</b>	<b>\$101,368</b>	<b>\$97,238</b>	<b>\$98,763</b>

**SCHEDULE C:**

**CITY OF RICHMOND  
CONSOLIDATED 5 YEAR FINANCIAL PLAN (2019-2023)  
STATEMENT OF POLICIES AND OBJECTIVES**

**Revenue Proportions By Funding Source**

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

**Objective:**

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

**Policies:**

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

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2019.

**Table 1:**

<b>Funding Source</b>	<b>% of Total Revenue</b>
Property Taxes	50.5%
User Fees	23.3%
Sales of Services	9.2%
Gaming Revenue	3.6%
Investment Income	3.5%
Payments in Lieu of Taxes	3.1%
Licenses and Permits	2.4%
Provincial and Federal Grants	1.8%
Other	2.6%
Total Operating and Utility Funding Sources	100.0%

**SCHEDULE C (CONT'D):**

**CITY OF RICHMOND  
CONSOLIDATED 5 YEAR FINANCIAL PLAN (2019-2023)  
STATEMENT OF POLICIES AND OBJECTIVES**

**Distribution of Property Taxes**

Table 2 provides the 2018 distribution of property tax revenue among the property classes. 2019 estimated roll figures will be received in March 2019.

**Objective:**

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

**Policies:**

- Regularly review and compare the City's tax ratio between residential property owners and business property owners relative to other municipalities in Metro Vancouver.

**Table 2:** (Based on the 2018 Revised Roll figures)

<b>Property Class</b>	<b>% of Tax Burden</b>
Residential (1)	56.19%
Business (6)	35.14%
Light Industry (5)	6.82%
Others (2,4,8 & 9)	1.85%
Total	100.00%

**Permissive Tax Exemptions**

**Objective:**

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

**Policy:**

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