



City Council
Electronic Meeting

Council Chambers, City Hall
6911 No. 3 Road
Monday, March 25, 2024
7:00 p.m.

Pg. # ITEM

MINUTES

1. *Motion to:*

CNCL-12 (1) *adopt the minutes of the Regular Council meeting held on March 11, 2024; and*

CNCL-23 (2) *adopt the minutes of the Regular Council meeting for Public Hearings held on March 18, 2024.*



AGENDA ADDITIONS & DELETIONS

PRESENTATION

Rose Gardner and Devyn Cairns, HUB Cycling, to present the 2023 HUB Cycling Education Champion Award.

Jane Fernyhough, Chair, Board of Directors, and Barbara Tomasic, Executive Artistic Director, to speak on the Gateway Theatre’s annual presentation.

COMMITTEE OF THE WHOLE

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

- 3. Delegations from the floor on Agenda items.

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

- 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
- Economic Development Strategy Update
- Homelessness Strategy 2019-2029: 2023 Update
- Amendments to the Building Regulation Bylaw No. 7230
- Richmond Heritage Commission 2023 Annual Report and 2024 Work Program and Budget Allocation
- Housing Agreement Bylaw No. 10545 to Permit the City of Richmond to Secure Affordable Housing Units at 6851 and 6871 Elmbridge Way
- Low-End Market Rental (LEMR) Program and LEMR Unit Management
- E-Scooter Pilot Project Update
- Water Conservation Related to Single-Pass Cooling Systems
- Award of Contract 8247P – Security Guard Services

Council Agenda – Monday, March 25, 2024

Pg. # ITEM

- Award of Contract 8274Q – On-Call Plumbing Contractor Services
- Solid Waste and Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 10542

5. *Motion to adopt Items No. 6 through No. 17 by general consent.*

Consent
Agenda
Item

6. **COMMITTEE MINUTES**

That the minutes of:

- CNCL-28 (1) the **Community Safety Committee** meeting held on March 12, 2024;
- CNCL-34 (2) the **General Purposes Committee** meeting held on March 18, 2024;
- (3) the **Planning Committee** meeting held on March 19, 2024 (distributed separately);
- (4) the **Public Works and Transportation Committee** meeting held on March 20, 2024; (distributed separately)
- CNCL-37 (5) the **Council/School Board Liaison Committee** meeting held on January 31, 2024, and (distributed separately)
- be received for information.*

Consent
Agenda
Item

7. **ECONOMIC DEVELOPMENT STRATEGY UPDATE**
(File Ref. No. 08-4150-01) (REDMS No. 7586290)

CNCL-40

See Page CNCL-40 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

That the approach to updating the City’s Economic Development Strategy as outlined in the staff report titled, “Economic Development Strategy Update,” dated February 23, 2024, from the Director, Business Services, be endorsed.

Council Agenda – Monday, March 25, 2024

Pg. # ITEM

Consent
Agenda
Item

8. **HOMELESSNESS STRATEGY 2019-2029: 2023 UPDATE**
(File Ref. No. 08-4057-11-03) (REDMS No. 7556775)

CNCL-51

See Page CNCL-51 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That the Homelessness Strategy 2019–2029: 2023 Update, as outlined in the staff report titled “Homelessness Strategy 2019–2029: 2023 Update”, dated February 12, 2024 from the Director, Community Social Development, be received for information; and*
- (2) *That the Homelessness Strategy 2019–2029: 2023 Update be distributed to key community partners, local Members of Parliament, local Members of the Legislative Assembly and posted on the City’s website.*



Consent
Agenda
Item

9. **AMENDMENTS TO THE BUILDING REGULATION BYLAW NO. 7230**
(File Ref. No. 12-8360-01) (REDMS No. 7577843)

CNCL-86

See Page CNCL-86 for full report

PLANNING COMMITTEE RECOMMENDATION

- (1) *That Building Regulation Bylaw No.7230, Amendment Bylaw No. 10506, be introduced and given first, second and third readings;*
- (2) *That Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10504, be introduced and given first, second and third readings;*
- (3) *That Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No. 10505, be introduced and given first, second and third readings; and*
- (4) *The Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10544, be introduced and given first, second and third readings.*



Council Agenda – Monday, March 25, 2024

Pg. # ITEM

Consent
Agenda
Item

10. **RICHMOND HERITAGE COMMISSION 2023 ANNUAL REPORT AND 2024 WORK PROGRAM AND BUDGET ALLOCATION**
(File Ref. No. 01-0100-30-HCOM1-01) (REDMS No. 7575141)

CNCL-106

See Page CNCL-106 for full report

PLANNING COMMITTEE RECOMMENDATION

That the Richmond Heritage Commission’s 2023 Annual Report and 2024 Work Program and Budget Allocation, as presented in the staff report titled “Richmond Heritage Commission 2023 Annual Report and 2024 Work Program and Budget Allocation”, dated February 20, 2024, from the Director of Policy Planning, be approved.

Consent
Agenda
Item

11. **HOUSING AGREEMENT BYLAW NO. 10545 TO PERMIT THE CITY OF RICHMOND TO SECURE AFFORDABLE HOUSING UNITS AT 6851 AND 6871 ELMBRIDGE WAY**
(File Ref. No.) (REDMS No. <#>)

CNCL-113

See Page CNCL-113 for full report

PLANNING COMMITTEE RECOMMENDATION

That Housing Agreement (6851 and 6871 Elmbridge Way) Bylaw No. 10545 to permit the City to enter into a Housing Agreement substantially in the form attached hereto, in accordance with requirements of section 483 of the Local Government Act, to secure the Affordable Housing Units required by rezoning application RZ 17-782750, be introduced and given first, second and third readings.

Consent
Agenda
Item

12. **LOW-END MARKET RENTAL (LEMR) PROGRAM AND LEMR UNIT MANAGEMENT**
(File Ref. No. 08-4057-051) (REDMS No. 7575578)

CNCL-141

See Page CNCL-141 for full report

PLANNING COMMITTEE RECOMMENDATION

That staff be authorized, via an expression of interest, to explore opportunities to retain an independent organization to manage the Low-End Market Rental (LEMR) Program and report back to Council.

Pg. # ITEM

Consent
Agenda
Item

13. **E-SCOOTER PILOT PROJECT UPDATE**
(File Ref. No. 10-6490-01) (REDMS No. 7529724)

CNCL-165

See Page CNCL-165 for full report

PUBLIC WORKS AND TRANSPORTATION COMMITTEE
RECOMMENDATION

- (1) *That the extension of the City’s E-Scooter Pilot Project as described in the staff report titled “E-Scooter Pilot Project Update”, dated February 21, 2024, from the Director, Transportation, be endorsed;*
- (2) *That staff advise the Province that the City of Richmond consents to the Electric Kick Scooter Pilot Project taking place within the City, effective April 5, 2024; and*
- (3) *That staff provide a yearly safety and enforcement review.*



Consent
Agenda
Item

14. **WATER CONSERVATION RELATED TO SINGLE-PASS COOLING SYSTEMS**
(File Ref. No. 10-6060-01) (REDMS No. 7566529)

CNCL-171

See Page CNCL-171 for full report

PUBLIC WORKS AND TRANSPORTATION COMMITTEE
RECOMMENDATION

That, as outlined in the staff report titled "Water Conservation Related to Single-Pass Cooling Systems", dated February 27, 2024, from the Director, Engineering, the proposed resident and business engagement strategy for water conservation related to single-pass cooling systems be endorsed..



Council Agenda – Monday, March 25, 2024

Pg. # ITEM

Consent
Agenda
Item

15. **AWARD OF CONTRACT 8247P – SECURITY GUARD SERVICES**
(File Ref. No. 02-0745-01) (REDMS No. 7521749)

CNCL-175

See Page CNCL-175 for full report

**PUBLIC WORKS AND TRANSPORTATION COMMITTEE
RECOMMENDATION**

- (1) *That Contract 8247P – Security Guard Services be awarded to The British Columbia Corps of Commissionaires for a three-year term for an estimated value of \$1,351,000.00, excluding taxes, as described in the report titled “Award of Contract 8247P – Security Guard Services,” dated February 12, 2024 from the Director, Facilities and Project Development;*
- (2) *That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to extend the initial three-year term up to the maximum term of five years, for the additional estimated value of \$971,000.00, excluding taxes;*
- (3) *That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to execute the contracts and all related documentation with The British Columbia Corps of Commissionaires; and*
- (4) *That the Consolidated 5 Year Financial Plan (2024-2028) be amended to increase the Engineering and Public Works operating budget by \$272,234.00 funded by the Rate Stabilization Account as detailed in the report titled “Award of Contract 8247P – Security Guard Services,” dated February 12, 2024, from the Director, Facilities and Project Development.*



Council Agenda – Monday, March 25, 2024

Pg. # ITEM

Consent
Agenda
Item

16. AWARD OF CONTRACT 8274Q – ON-CALL PLUMBING CONTRACTOR SERVICES

(File Ref. No. 10-6000-01) (REDMS No. 7529360)

CNCL-180

See Page CNCL-180 for full report

PUBLIC WORKS AND TRANSPORTATION COMMITTEE RECOMMENDATION

- (1) *That Contract 8274Q – On-Call Plumbing Contractor Services be awarded to Baza Ventures Inc. (dba PJB Mechanical), Pacific Mechanical Systems Ltd. (dba Kern BSG Management Ltd.) and Cobing Building Solutions Ltd. (dba C&C Electrical Mechanical) for a three-year term for an aggregate value of \$2,020,000.00, excluding taxes, as described in the report titled "Award of Contract 8274Q – On-Call Plumbing Contractor Services," dated February 14, 2024 from the Director, Facilities and Project Development;*
- (2) *That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to extend the initial three-year term, up to a maximum of five years, for an additional value of \$1,385,000.00 excluding taxes; and*
- (3) *That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to execute the contracts and all related documentation with Baza Ventures Inc. (dba PJB Mechanical), Pacific Mechanical Systems Ltd. (dba Kern BSG Management Ltd.) and Cobing Building Solutions Ltd. (dba C&C Electrical Mechanical) over the five-year term.*



Consent
Agenda
Item

17. SOLID WASTE AND RECYCLING REGULATION BYLAW NO. 6803, AMENDMENT BYLAW NO. 10542

(File Ref. No. 10-6370-01) (REDMS No. 7566870)

CNCL-185

See Page CNCL-185 for full report

PUBLIC WORKS AND TRANSPORTATION COMMITTEE RECOMMENDATION

That Solid Waste and Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 10542 be introduced and given first, second and third readings.



CONSIDERATION OF MATTERS REMOVED FROM THE
CONSENT AGENDA

NON-CONSENT AGENDA ITEMS

PUBLIC ANNOUNCEMENTS AND EVENTS

NEW BUSINESS

BYLAW FOR 1st/2nd/3rd READINGS AND REVISIONS

**ROAD CLOSURE AND REMOVAL OF ROAD DEDICATION
BYLAW NO. 10225**

(File Ref. No. 06-2290-20-183; RZ 19-870807) (REDMS No.)

CNCL-191

See Page CNCL-191 for Staff Memorandum

CNCL-193

See Page CNCL 193 for Bylaw No. 10225

STAFF RECOMMENDATION

- (1) *Road Closure and Removal of Road Dedication Bylaw No. 10225 (Portion of Road adjacent to 8740, 8760, 8780, and 8800 Spires Road) be introduced and given 1st, 2nd and 3rd readings;*
- (2) *The required notice of road closure and disposition of the closed road be advertised prior to final adoption;*
- (3) *Staff be authorized to file a certifying statement executed by the Corporate Officer at Land Title Office cancelling the right of resumption in the closed road pursuant to the Resumption of Highways Regulation;*

Pg. # ITEM

- (4) *Staff be authorized to take all necessary steps to raise title to the road closure areas totalling ±170.8 square metres and transfer them to 1219002 B.C. Ltd. or its designate for \$580,000 plus applicable taxes; and*
- (5) *Staff be authorized to take all necessary steps to complete all matters as contained in the report titled “Road Closure and Removal of Road Dedication Bylaw No. 10225 (Portion of Road adjacent to 8740, 8760, 8780, and 8800 Spires Road) and Disposition of the Closed Road Area in relation to RZ 19-870807” dated February 10, 2022 including authorizing the Chief Administrative Officer and the General Manager, Finance and Corporate Services to negotiate and execute all documentation required to effect the transaction, including executing all required Land Title Office documentation.*



ADMINISTRATIVE REVISION – ZONING BYLAW 8500, AMENDMENT BYLAW 10465

(File Ref. No. 06-2290-20-183; RZ 19-870807) (REDMS No.)

CNCL-196

See Page CNCL-196 for Staff Memorandum

CNCL-197

See Page CNCL-197 for Bylaw No. 10465

STAFF RECOMMENDATION

That Zoning Bylaw 8500, Amendment Bylaw 10465 be amended to add the following legal descriptions:

- (1) *P.I.D. 010-472-517 Lot 15 Section 9 Block 4 North Range 6 West New Westminster District Plan 21489;*
- (2) *P.I.D. 004-063-309 Lot 16 Section 9 Block 4 North Range 6 West New Westminster District Plan 21489;*
- (3) *P.I.D. 010-472-541 Lot 17 Section 9 Block 4 North Range 6 West New Westminster District Plan 21489;*
- (4) *P.I.D. 009-104-194 Lot 18 Section 9 Block 4 North Range 6 West New Westminster District Plan 21489; and*
- (5) *a closed portion of Spires Road and Cook Crescent dedicated by Plan 21489, Sections 9, Block 4 North Range 6 West New Westminster District as shown in Reference Plan EPP 128236.*



Council Agenda – Monday, March 25, 2024

Pg. # ITEM

BYLAW FOR ADOPTION

CNCL-201

Road Closure and Removal of Road Dedication **Bylaw No. 10459**
Opposed at 1st/ 2nd/ 3rd Readings – None.

PUBLIC DELEGATIONS ON NON-AGENDA ITEMS

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

Tony Wang to delegate on Steveston London Dog Park.

19. *Motion to rise and report.*

ADJOURNMENT



Regular Council

Monday, March 11, 2024

Place: Council Chambers
Richmond City Hall

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

Corporate Officer – Claudia Jesson

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

RES NO. ITEM

MINUTES

R24/5-1 1. It was moved and seconded
That:

- (1) *the minutes of the Regular Council meeting held on February 26, 2024, be adopted as circulated; and*
- (2) *the Metro Vancouver ‘Board in Brief’ dated February 23, 2024, be received for information.*

CARRIED



Regular Council
Monday, March 11, 2024

AGENDA ADDITIONS & DELETIONS

R24/5-2

It was moved and seconded

That Item No. "11" be amended to include an additional resolution to be submitted to the Union of BC Municipalities (UBCM) for consideration at the 2024 UBCM Convention regarding funding for temporary housing and services for refugees and asylum claimants.

CARRIED

PRESENTATION

Alex Kurnicki, Manager, Parks Programs, presented the artists selected for the 2024 Richmond Street Banner winning designs and noted the following:

- the Street Banner program is an initiative of the partners for beatification, a community engagement program that encourages Richmond residents to become actively involved in creating a vibrant beautiful community;
- The entries received celebrate the places activities, people and experiences that makes Richmond beautiful and unique;
- This year over 360 (original image) submissions were received, reflecting one or more of the ten themes: Connection, Community, Active Living, Wildlife, Island City, Nature, The Arts, Urban Landscape, Sustainability and Culture And Heritage; and
- The banners will be installed within the next few days in select areas of Richmond City Centre and major gateways throughout the city and will remain on display until February, 2025.

The successful submissions were unveiled by each artist together with a short video profiling their creative inspiration and reflections on their artistic process.



Regular Council
Monday, March 11, 2024

COMMITTEE OF THE WHOLE

- R24/5-3 2. It was moved and seconded
That Council resolve into Committee of the Whole to hear delegations on agenda items (7:29 p.m.).

CARRIED

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

- R24/5-4 4. It was moved and seconded
That Committee rise and report (7:30 p.m.).

CARRIED

CONSENT AGENDA

- R24/5-5 5. It was moved and seconded
That Items No. 6 through No. 16 be adopted by general consent.

CARRIED

6. COMMITTEE MINUTES

That the minutes of:

- (1) *the Parks, Recreation and Cultural Services Committee meeting held on February 27, 2024;*
- (2) *the General Purposes Committee meeting held on March 4, 2024;*
- (3) *the Finance Committee meeting held on March 4, 2024; and*
- (4) *the Planning Committee meeting held on March 5, 2024;*
be received for information.



Regular Council
Monday, March 11, 2024

7. RICHMOND PUBLIC ART PROGRAM 2023 ANNUAL HIGHLIGHTS AND PUBLIC ART ADVISORY COMMITTEE 2024 WORK PLAN

(File Ref. No. 01-0100-30-RPAR1-01) (REDMS No. 7546173)

That the Richmond Public Art Advisory Committee 2024 Work Plan, as presented in the staff report titled “Richmond Public Art Program 2023 Annual Highlights and Public Art Advisory Committee 2024 Work Plan”, dated January 19, 2024, from the Director, Arts, Culture and Heritage Services, be approved.

8. NEW CAPSTAN VILLAGE NEIGHBOURHOOD PARK PUBLIC ART WORK TERMS OF REFERENCE

(File Ref. No. 11-7000-09-20-335) (REDMS No. 7570440)

- (1) That the Terms of Reference for the public artwork at the New Capstan Village Neighbourhood Park, as presented in the report titled “New Capstan Village Neighbourhood Park Public Artwork Terms of Reference”, from the Director, Arts, Culture and Heritage Services, dated February 5, 2024, be approved;*
- (2) That additional expenditures in the amount of \$216,925 for the New Capstan Village Neighbourhood Public Artwork and corresponding funding from the Public Art Program reserve be approved; and*
- (3) That the Consolidated 5 Year Financial Plan (2024-2028) be amended accordingly.*

9. AWARD OF CONTRACT 8273Q - SUPPLY AND DELIVERY OF POOL CHEMICALS

(File Ref. No. 11-7143-00) (REDMS No. 7534433)

- (1) That Contract 8273Q – Supply and Delivery of Pool Chemicals be awarded to DB Perks & Associates, ClearTech, and Univar Solutions for a three-year term for an aggregate value of \$1,331,700, excluding taxes, as described in the report titled, “Award of Contract 8273Q Supply and Delivery of Pool Chemicals”, dated February 15, 2024, from the Director, Recreation and Sport Services;*



Regular Council
Monday, March 11, 2024

- (2) *That the Chief Administrative Officer and the General Manager, Community Services, be authorized to extend the initial three-year contract, up to the maximum term of five years, for an additional value of \$1,003,300 excluding taxes; and*
- (3) *That the Chief Administrative Officer and General Manager, Community Services, be authorized to execute the contracts and all related documentation with DB Perks & Associates, ClearTech, and Univar Solutions.*

10. AWARD OF CONTRACT 8180P – INFORMATION TECHNOLOGY SERVICE MANAGEMENT SOLUTION

(File Ref. No. 04-1300-01) (REDMS No. 7536100)

- (1) *That Contract 8180P – Information Technology Service Management Solution”, be awarded to Kifinti Solutions for a two-year term for an aggregate value of \$454,805.90, as described in the report titled “Award of Contract 8180P – Information Technology Service Management Solution” dated January 12, 2024, from the Director, Information Technology;*
- (2) *That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to extend the initial two-year contract by five years up to the maximum term of seven years, for an additional value of \$294,774.31;*
- (3) *That funding in the amount of \$58,201.58 be transferred from the Information Technology Operating Budget to the Capital Project (CY00075 – IT Service Management System Replacement) and the Consolidated 5 Year Financial Plan (2024-2028) be amended accordingly; and*
- (4) *That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to execute the contract and all related documentation with Kifinti Solutions Inc. over the seven-year term.*



**Regular Council
Monday, March 11, 2024**

11. REFUGEES AND ASYLUM SEEKERS IN RICHMOND SHELTER

(File Ref. No.)

- (1) *Ask the Federal Government to provide temporary housing for Refugees and Asylum seekers or alternatively pay the City of Richmond for use of city facilities; and*
- (2) *Whereas with increasing global migration, Canada is experiencing a rise in the number of people claiming asylum, some of whom do not have accommodation and seek temporary shelter in local emergency shelters, thus taking capacity from the increasing number of local residents experiencing homelessness in many municipalities thereby leaving residents without shelter;*

And whereas Immigration and Refugee services are a Federal responsibility and municipalities frequently lack adequate numbers of shelter beds for members of their community:

Therefore be it resolved that the Province of BC lobby the Government of Canada for funding and that this funding be provided to municipalities to enable the provision of temporary shelter and services for asylum claimants that will provide relief to emergency shelters and allow the local homeless population to access shelters in their own communities.

Discussion ensued with regard to action on housing refugees and asylum seekers from the Federation of Canadian Municipalities. As a result of the discussion, staff were directed to provide a memorandum on available federal funding opportunities to house refugees and asylum seekers.



Regular Council
Monday, March 11, 2024

12. **APPLICATION BY HGL INVESTMENTS LTD FOR A ZONING TEXT AMENDMENT TO THE “AUTO-ORIENTED COMMERCIAL (ZC40) – NO. 3 ROAD (CITY CENTRE)” ZONE TO PERMIT EDUCATION, COMMERCIAL AND HEALTH SERVICE, MINOR USES TO THE SECOND AND THIRD FLOOR AT 4940 NO. 3 ROAD**
(File Ref. No. ZT 23-026738) (REDMS No. 7531255)

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10535, for a Zoning Text Amendment to the “Auto-Oriented Commercial (ZC40) – No. 3 Road (City Centre)” zone, to permit Education, Commercial and Health Service, Minor uses to the second and third floor at 4940 No. 3 Road, be introduced and given first reading.

13. **FOOD SECURITY AND AGRICULTURAL ADVISORY COMMITTEE 2023 ANNUAL REPORT AND 2024 WORK PROGRAM**
(File Ref. No. 01-0100-30-AADV1-01-01/2023) (REDMS No. 7503669)

That the Food Security and Agricultural Advisory Committee 2023 Annual Report and 2024 Work Program, as presented in the staff report titled “Food Security and Agricultural Advisory Committee 2023 Annual Report and 2024 Work Program”, dated February 2, 2024, from the Director of Policy Planning, be approved.

14. **2019-2029 CULTURAL HARMONY PLAN: 2022-2023 UPDATE**
(File Ref. No. 08-4055-01/2024) (REDMS No. 7585812)

- (1) *That the 2019–2029 Cultural Harmony Plan: 2022–2023 Update, as outlined in the staff report titled “2019–2029 Cultural Harmony Plan: 2022–2023 Update”, dated February 21, 2024, from the Director, Community Social Development, be received for information; and*
- (2) *That the 2019–2029 Cultural Harmony Plan: 2022–2023 Update be distributed to key partners, local Members of Parliament, local Members of the Legislative Assembly and posted on the City website.*



Regular Council
Monday, March 11, 2024

15. HOUSEKEEPING REQUEST - ABANDONMENT OF UNADOPTED BYLAWS

(File Ref. No. 08-4105-20-AMANDA) (REDMS No. 7582738)

That the unadopted Zoning and OCP Amendment Bylaws, as outlined in Attachment 1 of the staff report titled "Housekeeping Request – Abandonment of Unadopted Bylaws", dated February 20, 2024, from the Director, City Clerk's Office, be abandoned.

16. APPLICATION BY LUNG DESIGNS LTD. FOR REZONING AT 7560 ASH STREET FROM "SINGLE DETACHED (RS1/F)" ZONE TO SINGLE DETACHED (RS2/E)" ZONE AND "SINGLE DETACHED – SOUTH MCLENNAN (CITY CENTRE) (ZS14)" ZONE

(File Ref. No. RZ 22-021110) (REDMS No. 7550373)

- (1) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 10526, for the rezoning of 7560 Ash Street from the "Single Detached (RS1/F)" zone to the "Single Detached (RS2/E)" zone and the "Single Detached - South McLennan (City Centre) (ZS14)" zone, to facilitate a two lot subdivision be introduced and given first, second and third reading; and*
- (2) *The Richmond Zoning Bylaw 8500, Amendment Bylaw 10491 be abandoned.*

CONSIDERATION OF MATTERS REMOVED FROM THE CONSENT AGENDA



Regular Council
Monday, March 11, 2024

NON-CONSENT AGENDA ITEMS

GENERAL PURPOSES COMMITTEE

Mayor Malcolm D. Brodie, Chair

17. **REDUCING EMBODIED CARBON IN THE BUILT ENVIRONMENT**
(File Ref. No. 10-6125-07-04) (REDMS No. 7373808)

R24/5-6

It was moved and seconded

That the industry engagement program outlined in the staff report titled “Reducing Embodied Carbon in the Built Environment” dated January 26, 2024, from the Director of Sustainability and District Energy, be endorsed.

The question on the motion was not called as a brief discussion ensued with respect to the timing required and financial viability as it relates to the building approval process and the potential for construction slow down and/or additional building costs as a result.

In response to queries from Council, staff noted (i) engagement (first stage) is to learn more and to gain a particular understanding of any sensitivities, whether product availability or costs, (ii) similar to previous engagement for potential initiatives/programs in the past where there is an introduction of change, staff work with builders and developers to understand what their sensitive points are and how they may be impacted and work to design programs that show sensitivity to those issues, and (iii) compared to the provincial target of 2030, Richmond’s target for greenhouse initiatives for new construction is near zero by 2027.

The question on the motion was then called and it was **CARRIED** with Cllr. Loo opposed.

PUBLIC ANNOUNCEMENTS

Mayor Brodie announced the following:



Regular Council
Monday, March 11, 2024

**AWARD OF CONTRACTS FOR THE WORKS YARD
REPLACEMENT PHASE 1 – ARCHITECTURAL SERVICES (8269P)
AND CONSTRUCTION MANAGER PRE-CONSTRUCTION
SERVICES (8268P)**

(File Ref. No. 06-2050-20-WYAR1) (REDMS No. 7582551)

- The Architectural Services Contract for the Works Yard Replacement Phase 1 (8269P) was awarded to TKA+D Architecture + Design Inc. (Joint Venture with RDH Architects Inc.);
- The Construction Manager Pre-Construction Services Contract for the Works Yard Replacement Phase 1 (8268P) was awarded to PCL Constructors Westcoast Inc.; and
- Staff are authorized to take all necessary steps to complete the matters, including authorizing the Chief Administrative Officer and the General Manager, Engineering and Public Works to negotiate and execute all documentation to effect the above-mentioned transactions.

BYLAWS FOR ADOPTION

R24/5-7

It was moved and seconded

That the following bylaws be adopted:

Regulation of Material on Highways **Bylaw No. 10226**

Consolidated Fees Bylaw No. 8636, Amendment **Bylaw No. 10227**

Municipal Ticket Information Authorization Bylaw No. 7321, Amendment
Bylaw No. 10228

Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, **Bylaw No.
10229**

Richmond Zoning Bylaw No. 8500, Amendment **Bylaw No. 10030**

CARRIED



Regular Council
Monday, March 11, 2024

DEVELOPMENT PERMIT PANEL

- R24/5-8 18. It was moved and seconded
- (1) *That the minutes and the Chair’s report for the Development Permit Panel meeting held on March 24, 2021 and August 23, 2023, be received for information; and*
 - (2) *That the recommendations of the Panel to authorize the issuance of:*
 - (a) *a Development Permit (DP 20-916262) for the property located at 11540 Railway Avenue; and*
 - (b) *a Development Permit (DP 22-017484) for the property located at 3588 Ketcheson Road,*
- be endorsed, and the Permits so issued.*

CARRIED

ADJOURNMENT

- R24/5-9 It was moved and seconded
That the meeting adjourn (7:50 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the Regular meeting of the Council of the City of Richmond held on Monday, March 11, 2024.

Mayor (Malcolm D. Brodie)

Corporate Officer (Claudia Jesson)



**Regular Council meeting for Public Hearings
Monday, March 18, 2024**

Place: Council Chambers
Richmond City Hall

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

Claudia Jesson, Corporate Officer

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

1. **TEMPORARY USE PERMIT (TU 23-033092)**
(Location: 8351 River Road, Duck Island (Lot 87, Section 21 Block 5 North Range 6 West Plan 34592) and 8411, 8431, and 8451 West Road; Applicant: Firework Productions Ltd. c/o Raymond Cheung)

Applicant's Comments:

The applicant was available to respond to queries.

Written Submissions:

Alec Poon (Schedule 1)

Submissions from the floor:

None.

PH24/3-1

It was moved and seconded

To allow the temporary use of the subject property for a seasonal night market, for a maximum of 84 event operational days between April and October for the 2024-2026 seasons.

The question on the motion was not called as discussion ensued with respect to security, noise and traffic issues.

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



**Regular Council meeting for Public Hearings
Monday, March 18, 2024**

**2. RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 10533
(RZ 22-011635)**

(Location: 12900 Steveston Highway & 11311 Rice Mill Road; Applicant: Lucas Hogler)

Applicant's Comments:

The applicant was available to respond to queries.

Written Submissions:

None.

Submissions from the floor:

None.

PH24/3-2

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10533 be given second and third readings.

CARRIED

**3. RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 10534
(RZ 22-009024)**

(Location: 18431 Westminster Highway; Applicant: Jason Levelton)

Applicant's Comments:

The applicant was available to respond to queries.

Written Submissions:

None.

Submissions from the floor:

None.

PH24/3-3

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10534 be given second and third readings.

CARRIED



**Regular Council meeting for Public Hearings
Monday, March 18, 2024**

4. **OFFICIAL COMMUNITY PLAN BYLAW 7100, AMENDMENT
BYLAW 10523 RICHMOND ZONING BYLAW 8500, AMENDMENT
BYLAW 10511 (RZ 23-011557)**

(Location: 5300 No. 3 Road; Applicant: Lansdowne Phase 1 Limited)

Applicant's Comments:

Dan Cupa and Dea Knight, Bosa Properties, presented an overview of Phase 1A (copy on file, City Clerk's Office), highlighting (i) the development of 298 rental units, including 157 market rental housing units, 141 LEMR units and the addition of ten, three bedroom units, (ii) child care facility, (iii) the construction of public spaces including parks, greenways and art walks, (iv) the creation of a multi-modal accessible and sustainable neighbourhood, (v) the removal of 50 acres of non-permeable paving and replacing it with residences, parks and 250 trees, (vi) a low carbon strategic approach will encompass the development, and (vii) Phase 1A will begin with the development of the perimeter of the Lansdowne site.

Written Submissions:

Jared Sumul (Schedule 2)

Imelda Nurwisah (Schedule 3)

Alex Mah (Schedule 4)

Jason Caspick (Schedule 5)

Janice Sayson (Schedule 6)

Sylvain Cellaire (Schedule 7)

Submissions from the floor:

Tyler Pronyk, Richmond resident, spoke in favour and referenced his submission (attached to and forming part of these minutes as Schedule 8), noting the importance of more housing options, public spaces, child care facility, community centre, and economic opportunities.

Ahmed Moola, Modo Co-operative, spoke in support of the application, noting Modo is providing two shared electric vehicles onsite and membership benefits for residents. Modo's car-sharing service is in line with the multi-modal goals of the application highlighting the need for more sustainable modes of transportation.



**Regular Council meeting for Public Hearings
Monday, March 18, 2024**

Ahmed Omran, Director of Community Real Estate and Asset Management, S.U.C.C.E.S.S., spoke in support and referenced his submission (attached to and forming part of these minutes as Schedule 9), noting their partnership with the applicant and the collaborative effort in regards to the planning, design and operation of the LEMR units as well as the addition of a child care facility in Phase 1. The delegate reiterated that during the waitlist and application process for LEMR units, priority is given to those that live or work within the community.

Rick Duff, Past Chair, Richmond Cares, Richmond Gives, spoke in support of Lansdowne Phase 1 redevelopment and referenced the submission (attached to and forming part of these minutes as Schedule 10), noting the mix of housing options, retail and office space, the addition of a new community centre, child care facility and park spaces, all of which will benefit the community of Richmond.

Lucas Sun, Richmond resident and student, spoke in favour of the Lansdowne redevelopment, noting the importance of affordable housing options and the issues that students face in finding rental units while reducing their commute times to/from school.

Jesse Li, Hub Cycling, expressed support of the application, noting that Phase 1 encompasses Richmond's cycling network plan highlighting the creation of multi-modal opportunities making Lansdowne more bike and pedestrian friendly.

Rebecca Swaim, Executive Director, Trinity Western University, expressed support in the development of Lansdowne Phase 1, noting the creation of mixed amenities, green space, commercial space and affordable housing options that give opportunities for students and families to study, work and live in Richmond.

Shaena Furlong, CEO, Richmond Chamber of Commerce, spoke in support of Lansdowne Phase 1 application, highlighting economic and business opportunities while offering affordable housing options that will allow residents to live and work in Richmond.

Aaron Lam, Richmond resident, expressed support for the Lansdowne redevelopment, noting the importance of affordable housing options highlighting that building a neighbourhood centrally located to public transit with accessibility to health care, education and commercial centres will contribute to the revitalization of the economy and contribute to the growth of Richmond.



**Regular Council meeting for Public Hearings
Monday, March 18, 2024**

PH24/3-4

It was moved and seconded

That Official Community Plan Bylaw 7100, Amendment Bylaw 10523 be given second and third readings.

The motion was not called as discussion ensued in regards to (i) more green space, (ii) establishing a plan for a new school, (iii) building more affordable housing units, (iv) the design details of the buildings, (v) rental rates, tenant income and tenant management, (vi) timeline to build Phase 1A, (vii) additional below grade parking, (viii) tree retention, (ix) Net Zero Carbon Ready inclusive buildings, and (x) options of adding student housing.

Discussion further ensued in respect to market rental housing and LEMR units noting that the rental rates and tenant income will be established by the Housing Agreement that will be registered on title. A memorandum of understanding has been made between the developer and S.U.C.C.E.S.S. with respect to the management of the tenants in the LEMR units and as part of the Housing Agreement, the City can include that S.U.C.C.E.S.S. prioritize Richmond residents and/or people that work in Richmond for the rental units and that staff will provide more information in the Housing Agreement report.

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

PH24/3-5

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10511 be adopted.

CARRIED

Opposed: Cllrs. Day
Wolfe

ADJOURNMENT

PH24/3-6

It was moved and seconded

That the meeting adjourn (8:00 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the Regular meeting for Public Hearings of the City of Richmond held on Monday March 18, 2024.

Mayor (Malcolm D. Brodie)

Corporate Officer (Claudia Jesson)



Community Safety Committee

Date: Tuesday, March 12, 2024

Place: Council Chambers
Richmond City Hall

Present: Councillor Alexa Loo, Chair
Councillor Andy Hobbs
Councillor Laura Gillanders
Councillor Kash Heed
Councillor Bill McNulty

Also Present: Councillor Carol Day
Councillor Michael Wolfe (by teleconference)

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

MINUTES

It was moved and seconded

That the minutes of the meeting of the Community Safety Committee held on February 13, 2024, be adopted.

CARRIED

COMMUNITY SAFETY DIVISION

1. **PROPERTY USE AND PARKING ENFORCEMENT MONTHLY ACTIVITY REPORT – JANUARY 2024**

(File Ref. No. 12-8375-02) (REDMS No. 7581639)

In reply to queries from Committee, staff noted that (i) they will report back to Committee on the breakdown of repeat offenders on short term rental non-compliance, (ii) an online short term rental advertisement portal is estimated to launch later in 2024, which will enhance bylaw enforcement, (iii) long form prosecution can be pursued if compliance isn't achieved through tickets and warnings for short term rental non-compliance, and (iv) staff would coordinate with Public Works into mailing recycling and garbage brochures to remind residents on how to recycle properly.

Community Safety Committee
Tuesday, March 12, 2024

It was moved and seconded

That the staff report titled “Property Use and Parking Enforcement Monthly Activity Report – January 2024”, dated February 12, 2024, from the Director, Community Bylaws & Licencing, be received for information.

CARRIED

2. ANIMAL PROTECTION SERVICES MONTHLY ACTIVITY REPORT – JANUARY 2024

(File Ref. No. 12-8060-01) (REDMS No. 7579289)

In reply to queries from Committee, staff noted that under the Dog Licensing and Animal Control Bylaw, it is an offence for a dog to chase, pursue or injure a person noting that a bite does not need to occur to deem a dog dangerous.

It was moved and seconded

That the staff report titled “Animal Protection Services Monthly Activity Report – January 2024”, dated February 12, 2024 from the General Manager, Community Safety, be received for information.

CARRIED

3. RICHMOND FIRE-RESCUE MONTHLY ACTIVITY REPORT – JANUARY 2024

(File Ref. No. 09-5140-01) (REDMS No. 7573577)

Fire Chief Jim Wishlove provided a breakdown on how many times naloxone was administered stating that of the 44 incidents RFR administered naloxone 4 times.

In reply to queries from Committee, Fire Chief Jim Wishlove noted (i) the increase in January incident volumes from 2023 to 2024 can be attributed to the natural gas leak and the extreme weather, (ii) public service calls are lift assist non-emergency calls that RFR receives directly from the community, (iii) an increase in capacity trial will begin after Q2 by reviewing the types of calls that come in freeing up units while reducing risk to staff and the public, (iv) RFR will look into implementing a prevention campaign on educating the public on administering naloxone, (v) grant funding was received for heat mapping and once installed RFR will report back on this as part of the heat response plan, and (vi) RFR participates in a Mutual Aid Agreement and has working relationships with BC Ambulance, Vancouver Airport Authority, RCMP as well as regional and provincial agreements should the City need them in an emergency.

Community Safety Committee
Tuesday, March 12, 2024

It was moved and seconded

That the staff report titled “Richmond Fire-Rescue Monthly Activity Report – January 2024”, dated February 12, 2024, from the Fire Chief, be received for information.

CARRIED

4. **FIRE CHIEF BRIEFING**

(Verbal Report)

(i) *Dogs on Bumpers Campaign*

Fire Chief Jim Wishlove spoke on the Dogs on Bumpers Campaign which saw over 20 families attend to take pictures of their dogs on the fire trucks. The event gave RFR an opportunity to promote public education, prevention and awareness for emergency preparedness.

(ii) *Risk Mitigation*

Fire Chief Jim Wishlove spoke on the ongoing trial of the new risk mitigation communication system installed in two fire trucks that alerts drivers with smart vehicles and GPS maps when fire trucks are approaching during an emergency. The new technology is time-saving for crews while reducing risks between the crews and public.

5. **RCMP MONTHLY ACTIVITY REPORT – JANUARY 2024**

(File Ref. No. 09-5000-01) (REDMS No. 7548636)

In reply to queries from Committee, Chief Supt. Chauhan noted that (i) officers carry drug prevention resource cards that include contact information for different support systems for the public and Chief Supt. Chauhan will provide Committee with copies, (ii) Youth Section officers focus on educating and creating awareness around law enforcement in high schools, and (iii) Richmond RCMP conducts outreaches with businesses to share strategies on deterring theft and crime reporting as well as delivering Crime Awareness bulletins that provide additional information on reducing crime.

Discussion ensued in regards to drug prevention initiatives and how the City can work with the Province of BC, Richmond School Board, Parent Advisory Councils, Community Associations to educate youth and the public on drug prevention.

It was moved and seconded

That the report titled “RCMP Monthly Activity Report – January 2024”, dated February 13, 2024, from the Officer in Charge, Richmond RCMP Detachment, be received for information.

CARRIED

3.

Community Safety Committee
Tuesday, March 12, 2024

6. **RCMP/OIC BRIEFING**

(Verbal Report)

(i) ***Launch of Community Safety Initiative – Safe Sale Exchange Program***

Chief Supt. Chauhan spoke on the new program that provides Richmond residents a secure environment to conduct online marketplace transactions due to an increase in criminal offences associated with online sales during in-person meet-ups.

(ii) ***Launch of Crime Reduction Initiative – “You Etch It. We Catch it” Program***

Chief Supt. Chauhan spoke on the campaign which helps combat catalytic converter theft and unlawful sales. The new initiative is a partnership with ICBC and available at participating automotive shops in Richmond.

(iii) ***Bike Patrols***

Chief Supt. Chauhan spoke on the Richmond RCMP Bike Patrol Unit initiative stating that the deployment of the bike patrols helps reduce theft and increases public safety noting that the officers can patrol parking lots, parks, alleys, shopping centres and can engage with businesses and the public more easily.

COUNCILLOR LAURA GILLANDERS

7. **POLICIES AND BYLAWS RELATING TO BODY RUB STUDIOS**

(File Ref. No. 12-8275-11)

Angela Wu, SWAN Vancouver, spoke on SWAN’s support on how Committee should review enforcement practices and current bylaws to develop policies and best practices for women’s safety working in body rub studios (copy on file, City Clerk’s Office).

Cathy Peters, Be Amazing Campaign, presented on raising awareness of sexual exploitation and strategies to prevent human trafficking. The delegate noted that with the potential decriminalization of prostitution in the province, the legalization will worsen the safety of women in this occupation (copy on file, City Clerk’s Office).

Community Safety Committee
Tuesday, March 12, 2024

It was moved and seconded

- (1) *That staff research and review our current policies and bylaws relating to body rub studios by consulting with agencies and resources such as SWAN, PACE Society, Living in Community, Pivot Legal Society, VCASE, Benjamin Perrin, Trafficking in Persons report, Trafficking Victims Protection Act 2000-2003, Immigration, Refugees and Citizenship Canada, and Canada Revenue Agency as well as compare ours to bylaws in other municipalities; that staff report back to Community Safety Committee with findings and/or options to ensure our policies are aligned with current best practices; and*
- (2) *That staff report back on services that support people to get out of prostitution, including programs or services that the City can be offering.*

The question on the motion was not called as discussion ensued regarding the consultation of other agencies and the stigma around Body Rub Studios.

The question on the motion was then called and it was **CARRIED** with Cllr. Loo opposed.

8. **MANAGER'S REPORT**

(i) *Beijing Mansion Update*

In reply to queries from Committee, staff noted that bylaw officers attended the residence on January 30, 2024, issuing 3 tickets. Owners are taking steps to obtain proper permits and the file is still active.

(ii) *Tokyo Health and Beauty*

In reply to queries from Committee, staff noted that the Aberdeen Centre location is currently under investigation and staff will be providing a report to Committee summarizing the investigation. Staff will report back on the ownership of the 3 Tokyo Health and Beauty locations.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:25 p.m.).

CARRIED

Community Safety Committee
Tuesday, March 12, 2024

Certified a true and correct copy of the Minutes of the meeting of the Community Safety Committee of the Council of the City of Richmond held on Tuesday, March 12, 2024.

Councillor Alexa Loo
Chair

Mizuguchi, Andrea
Legislative Services Associate



General Purposes Committee

Date: Monday, March 18, 2024

Place: Council Chambers
Richmond City Hall

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

Call to Order: The Chair called the meeting to order at 3:00 p.m.

MINUTES

It was moved and seconded
That the minutes of the meeting of the General Purposes Committee held on March 4, 2024, be adopted as circulated.

CARRIED

DELEGATION

1. Robert Kiesman, Board Chairman, Steveston Harbour Authority, spoke in opposition of the Steveston Transit Exchange, referencing their submission (copy on file, City Clerk's Office).

FINANCE AND CORPORATE SERVICES DIVISION

2. **ECONOMIC DEVELOPMENT STRATEGY UPDATE**

(File Ref. No. 08-4150-01) (REDMS No. 7586290)

In response to queries from Committee, staff noted that (i) the Economic Development Strategy work plan will include engagement with the business and broader community to provide input and help develop the strategy vision, as well as research and analysis of Richmond's strengths, weaknesses, and opportunities to better inform strategy goals, (ii) a staff report to provide results of the research and analysis phase and information on plans for upcoming business and public engagement is forthcoming, and (iii) the City website has quarterly reports and interactive data for the public's information and the facilitation of business engagement in public consultation includes various activities undertaken by the City such as the Circular City Strategy and Community Wayfinding Strategy.

It was moved and seconded

That the approach to updating the City's Economic Development Strategy as outlined in the staff report titled, "Economic Development Strategy Update," dated February 23, 2024, from the Director, Business Services, be endorsed.

CARRIED

PLANNING AND DEVELOPMENT DIVISION

3. **HOMELESSNESS STRATEGY 2019-2029: 2023 UPDATE**

(File Ref. No. 08-4057-11-03) (REDMS No. 7556775)

In response to queries from Committee, staff noted that (i) there has been a gradual increase in the use of drop-in centres and a memorandum comparing previous years' drop-in statistics will be provided, (ii) there is still sufficient room at the Brighthouse Drop-in Centre to meet the needs of the people using it on a daily basis, and (iii) Turning Point Recovery Society has been working with the individuals utilizing the Brighthouse Pavilion and South Arm Outdoor Pool Warming Centres to provide referrals to other shelter and housing programs.

Discussion ensued regarding the issue of homelessness in Richmond and support for individuals who are at risk of or experiencing homelessness.

It was moved and seconded

(1) That the Homelessness Strategy 2019–2029: 2023 Update, as outlined in the staff report titled "Homelessness Strategy 2019–2029: 2023 Update", dated February 12, 2024 from the Director, Community Social Development, be received for information; and

General Purposes Committee
Monday, March 18, 2024

- (2) *That the Homelessness Strategy 2019–2029: 2023 Update be distributed to key community partners, local Members of Parliament, local Members of the Legislative Assembly and posted on the City’s website.*

CARRIED

Discussion ensued regarding the need for additional shelter space in Richmond. As a result of the discussion, the following **referral motion** was introduced:

It was moved and seconded

That staff investigate the need and options for another shelter in Richmond.

The question on the referral motion was not called as discussion ensued regarding (i) the increase in homelessness and required resources, (ii) access to various types of housing other than shelters and supportive housing, and (iii) involving the provincial government in the City’s Homelessness Strategy.

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

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (3:27 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 18, 2024.

Mayor Malcolm D. Brodie
Chair

Shannon Unrau
Legislative Services Associate



Council/School Board Liaison Committee

Date: January 31, 2024

Place: Electronic meeting by teleconference
Richmond City Hall

Present: Councillor Alexa Loo, Chair
Trustee Rod Belleza
Trustee Ken Hamaguchi
Trustee Heather Larson
Trustee Donna Sargent
Trustee Debbie Tablotney
Trustee Alice Wong

Absent: Councillor Laura Gillanders
Trustee David Yang

Also Present: Steve Ahluwalia, Richmond School District No. 38
Elizabeth Ayers, City of Richmond
Evangel Biason, City of Richmond
Bill Dhaliwal, City of Richmond
Chris Duggan, City of Richmond
Sonali Hingorani, City of Richmond
Ravinder Johal, Richmond School District No. 38
Jane MacMillan, Richmond School District No. 38
Maryam Naser, Richmond School District No. 38
Rick Ryan, Richmond School District No. 38
David Sadler, Richmond School District No. 38
Christopher Usih, Richmond School District No. 38
Cindy Wang, Richmond School District No. 38

Call to Order: The Chair called the meeting to order at 9:00 a.m.

AGENDA

It was moved and seconded
That the Council/School Board Liaison Committee agenda for the meeting of January 31, 2024, be adopted as circulated.

CARRIED

Council/School Board Liaison Committee
Wednesday, January 31, 2024

MINUTES

It was moved and seconded

That the minutes of the meeting of the Council/School Board Liaison Committee held on November 15, 2023, be adopted as circulated.

CARRIED

STANDING ITEMS

1. **TRAFFIC SAFETY ADVISORY COMMITTEE**

City staff briefed Committee on Traffic Safety Advisory Committee (TSAC) activities, noting that (i) ICBC provided updates on their pedestrian safety campaign that ran from October-November 2023, including several activities and outreach events, highlighting that nearly half of crashes involving pedestrians occur between October and January as visibility and weather worsen, and (ii) City staff are responding to a petition for traffic calming measures on Second Avenue between Steveston Highway and Chatham Street, noting that public engagement and assessment to determine next steps is forthcoming.

It was moved and seconded

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

CARRIED

2. **CHILD CARE UPDATE**

City staff reviewed Child Care activities, noting that staff are in the process of analyzing and reviewing data collected from the public engagement for the new 10-Year Child Care Strategy, which will be presented to Council for adoption in the spring.

Discussion ensued regarding the School District's involvement in the survey and feedback process when developing the Child Care Strategy.

It was moved and seconded

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

CARRIED

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

School District staff advised that they are in the process of coordinating a future meeting and there is nothing to report as the Committee has not recently convened.

Council/School Board Liaison Committee
Wednesday, January 31, 2024

FUTURE AGENDA ITEMS (STANDING ITEM)

None.

NEXT COMMITTEE MEETING DATE

Wednesday, April 3, 2024 (tentative date) at 9:30 a.m. by Zoom.

ADJOURNMENT

It was moved and seconded
That the meeting adjourn (9:40 a.m.).

CARRIED

Certified a true and correct copy of the
Minutes of the meeting of the City of
Richmond Council/School Board Liaison
Committee held on January 31, 2024.

Councillor Alexa Loo
Chair

Shannon Unrau
Legislative Services Associate
City Clerk's Office



City of Richmond

Report to Committee

To: General Purposes Committee

Date: February 23, 2024

From: Katie Ferland
Director, Business Services

File: 08-4150-01/2024-Vol
01

Re: Economic Development Strategy Update

Staff Recommendation

That the approach to updating the City’s Economic Development Strategy as outlined in the staff report titled, “Economic Development Strategy Update,” dated February 23, 2024, from the Director, Business Services, be endorsed.

Katie Ferland
Director, Business Services
(604-247-4923)

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER	
SENIOR STAFF REPORT REVIEW	INITIALS:
APPROVED BY CAO	

Staff Report

Origin

Building on the success of the Resilient Economy Strategy, endorsed by Council on March 24, 2014, there is an opportunity to update the City's Economic Development Strategy. This strategy identifies key economic development priorities and guides the City's work in attracting and retaining businesses and creating an environment for a thriving and diversified economic and employment base. The updated strategy would consider what is required today and in the future to support a robust and diversified economy in Richmond.

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

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

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

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

2.5 Work collaboratively and proactively to attract and retain businesses to support a diversified economic base.

This report supports Council's Strategic Plan 2022-2026 Focus Area #5 A Leader in Environmental Sustainability:

Leadership in environmental sustainability through innovative, sustainable and proactive solutions that mitigate climate change and other environmental impacts.

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

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

Analysis

Results Achieved to Date

The City of Richmond adopted its first comprehensive Economic Development Strategy (EDS) in 2002. Key actions implemented included the launch of the City's early work to support business retention and expansion, establishment of an economic development indicators and tracking system, and formalization of Council's Economic Advisory Committee (EAC). The City also leveraged unprecedented economic development opportunities related to the 2010 Olympic Winter Games and the completion of the Canada Line over that time period.

In 2014, Council endorsed an update to the EDS, the Resilient Economy Strategy, which identified priorities and actions for the city's economic development. Key focus areas of the Strategy included increasing the city's light industrial capacity, encouraging sustainable growth, and diversifying the economic base. Actions implemented included launching the Business Development Program and associated online communications channels, implementing the Community Tourism Partnership Model, and developing the Industrial Lands Intensification Initiative. For additional information, please refer to Attachment 1.

The strong foundation built through these previous strategies is clear, and Richmond has a diversified economy that has responded with exemplary resiliency to the challenges of recent years, including the COVID-19 pandemic, increased inflation, high interest rates, and the global slowing of economic growth. While an earlier update to the Resilient Economy Strategy was contemplated, this was paused due to the COVID-19 pandemic and the need to immediately pivot resources to support local businesses through the associated crisis and global disruptions.

As global dynamics and local conditions continue to evolve, there is now an opportunity to build the vision for Richmond's next stage of economic development and create a new Economic Development Strategy. It is anticipated that this strategy would continue to build on economic development fundamentals of attracting investment and retaining and growing existing businesses in Richmond.

At the same time, a way forward can be developed that looks beyond a GDP-growth focused approach and is designed to enable economic opportunities for Richmond residents and at the same time, work within environmental limits¹ and other constraints. This approach is aligned not only with Council's Strategic Plan 2022-2026, but also with the City's leadership in related areas, such as the Richmond Circular City Strategy.

Proposed Approach

As the City develops a new Economic Development Strategy, it will be key to learn more about the current situation and to engage the business community as well as a broader set of partners and stakeholders to provide input on the future vision and key goals.

As an initial starting point, a facilitated brainstorming session was held with the Economic Advisory Committee (EAC) in September 2023. This included a survey prior to the meeting followed by a facilitated discussion to assist staff with early scoping work on the new strategy.

Feedback from the EAC included advice that the new Economic Development Strategy should build on Richmond's existing strengths, consider infrastructure-led economic development opportunities, and explore partnerships with the City's economic anchors, including large businesses and institutions, to deliver new facilities, infrastructure, and programming in support of broader economic activity. Suggested key themes to be addressed in the strategy included

¹ This approach, conceptualized by Oxford University economist Kate Raworth and known as "doughnut economics," moves away from directly equating GDP growth with success and instead focuses on growth that remains inside of planetary boundaries while also ensuring a social foundation for the community. To date, a number of municipalities have started exploring and implementing this approach, including Amsterdam, Copenhagen, Brussels, Dunedin (New Zealand), Nanaimo, Squamish and Portland (Oregon, US).

innovation, transformation, entrepreneurship, inclusivity, and connection, which can be explored further during strategy development. For additional information on key themes and insights shared by the EAC, refer to Attachment 2.

Building on that early conversation, the following work plan is proposed for the development of the new strategy.

Table 1: Economic Development Strategy Work Plan

Task	Description	Estimated Timeline
Research and Analysis	Research and analysis of Richmond's strengths, weaknesses, opportunities and threats to better inform strategy goals. ² This work would form the analytical backbone of the strategy and would provide a deep dive into Richmond's economy, along with regional and global context, employment composition and forecasts and future trends, including impact of new technologies and associated needs (i.e. AI, automation, EVs, power grid sufficiency).	Q2 2024 – Q1 2025
Report to Council – Research Results (For Information)	An Information Report to Council by staff to provide results of the research and analysis phase and information on plans for upcoming business and public engagement.	Q1 2025
Business and Public Engagement	Engagement with the business and broader community to provide input and help develop the strategy vision and key goals. The City's Advisory Committees, economic anchors (e.g. YVR, Port, KPU, TWU, BCIT, others), key associations, and others will be invited to engage. Engagement with Indigenous partners and equity-seeking groups will be a key priority in facilitating an economy that delivers benefits and provides opportunities for many.	Q2 2025
Report to Council – Guiding Principles	A Report to Council to provide results of business and public engagement/ work to date and to seek endorsement of the Guiding Principles for the strategy.	Q3 2025
Development of Draft Strategy	Creation of the strategy based on the research and analytical work undertaken and input from business and public engagement processes. This will also include a short-medium term Implementation Plan for key actions and key performance indicators (KPIs) to measure progress.	Q3-Q4 2025
Draft Strategy to Council	Draft Strategy and Implementation Plan presented to Council; additional business and public engagement as needed.	Q1 2026
Final Strategy to Council	Final Strategy, Implementation Plan, and proposed amendments to the City's Official Community Plan will be presented to Council for endorsement and adoption.	Q2 2026

² This may also include an assessment of Richmond's economy in terms of whether and how it provides a social foundation and also works within environmental boundaries.

This project will be led by staff in the City's Economic Development Office. Throughout the development process for the new strategy, a cross-functional staff working group will also provide guidance and feedback on key milestones.

Financial Impact

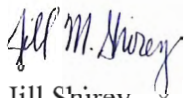
None. The project can be accommodated within the existing Economic Development operating budget.

Conclusion

The city is experiencing a great deal of development, particularly in the City Centre. From an employment perspective, broader global shifts are also occurring that affect where work is done and the intensity of labour required to produce goods and services, due to increasing automation and technology such as artificial intelligence (AI) that continues to advance.

As Richmond navigates these shifts and associated impacts and opportunities related to land use and economic activity, it does so from the strong foundation of previous economic development strategies and a resilient, diversified economy. It is anticipated that the development of a new Economic Development Strategy will support Richmond in responding to current challenges and evolving needs in ways that support residents, their well-being, and the environment in which they live and work.

If endorsed, staff will proceed with next steps noted in the proposed work plan above, including initiating the research and analysis phase and forming a cross-functional staff working group to provide input and guide the development of the strategy.



Jill Shirey
Manager, Economic Development
(604-247-4682)

Att. 1: Resilient Economy Strategy: Highlights of Results Achieved

Att. 2: Preliminary Economic Advisory Committee Insights

Resilient Economy Strategy: Highlights of Results Achieved

Important progress has been made across the nine key action areas identified in the Resilient Economy Strategy. Over the course of implementation and prior to the disruptions of the COVID-19 pandemic, industrial and office vacancy rates trended downwards, the tourism sector continued to grow alongside hotel room revenues, trade continued to increase, and relationships with senior governments and regional partners were strengthened. Examples of key successful programs and initiatives undertaken are as follows:

Key Action Area	Programs and Initiatives Implemented
1. Increase Richmond's capacity to accommodate light industrial business.	<ul style="list-style-type: none"> • Industrial Lands Intensification Initiative (ILII) • OCP Implementation • Input on key Development Applications • 1-1 Business Services, including connections to export development and other programs through referrals
2. Strengthen Richmond's role as a gateway for goods import and export	
3. Increase the tourism sector in Richmond	<ul style="list-style-type: none"> • Destination Enhancement Initiatives, including Richmond Discovery Shuttle, Bike Valet and programming at Steveston Heritage Sites • MRDT Community Tourism Partnership Model • Sport Hosting Program implementation • Implementation of joint Tourism Development Liaison role • Community Wayfinding Strategy (in progress)
4. Retain and support existing businesses	<ul style="list-style-type: none"> • 1-1 Business Services, including licencing and permitting facilitation/ one-window connections • Annual Business and Partner Appreciation Event • Supply Chain Resiliency Program • BusinessinRichmond.ca website • Regular digital communications, including e-newsletter and dedicated social media channels • Streamlining and digitizing City services for businesses, including MyBusiness and MyPermit • COVID-19 Business Support Center
5. Increase Richmond's appeal as a regional office centre	<ul style="list-style-type: none"> • City Centre Incentive-based Non-Stratification Policy • Facilitated developer/ business tenant introductions – City Centre office developments • Business Park support – accessibility and amenity improvements • Support Co-Working programming
6. Support economic diversity, small business opportunities, and localization	<ul style="list-style-type: none"> • Business Development Program • Night Market operational liaison • Mobile Food Vending Program • Richmond Film Office partnerships

Attachment 1

	<ul style="list-style-type: none"> • Young Entrepreneur Leadership Launchpad (YELL) support
7. Invest in stronger relationships with senior governments	<ul style="list-style-type: none"> • Active participation in Invest Vancouver as a member jurisdiction and advisory committee representative
8. Cooperate with the rest of the region	<ul style="list-style-type: none"> • Referral network with other governments and associations • Joint initiatives as opportunities arise (e.g. Supply Chain Resiliency Program, Amazon HQ2 Bid)
9. Maintain a high quality of environment, life and public services	<ul style="list-style-type: none"> • Economic data and reports • FoodMesh Richmond Food Recovery Network • Facilitation of business engagement in public consultations

Preliminary Economic Advisory Committee Insights

Note: The insights presented below are those from the brainstorming session with the Economic Advisory Committee. These should be understood as initial input, and the direction and content of the strategy will likely evolve as research is undertaken and additional consultations are held.

Richmond Economic Development Strategy **PRELIMINARY ECONOMIC ADVISORY COMMITTEE INSIGHTS**

STRATEGY PARAMETERS

- Guide municipal economic development efforts over the next 5-15 years
- Facilitate meaningful partnerships and engagement with other City functions and external stakeholders, including local institutions and businesses
- Balance inspiring direction-setting for Richmond's economic future with achievable and measurable economic development outcomes

OBJECTIVES

The strategy should serve several objectives, including:

- Supporting the retention, continuity, and evolution of local business operations
- Supporting the evolution of Richmond economy through entrepreneurship, innovation, and cluster development
- Ensuring the local Richmond economy supports Richmond residents' lifestyles and livelihoods through generating good local jobs, enabling Richmond residents to work close to home

**It was noted that attraction of new large-scale businesses should be considered secondary to creating a thriving local business ecosystem. Developing an attractive community and a skilled workforce are the primary drivers for business attraction.*

STAKEHOLDERS

The Richmond Economic Development Strategy should look to serve:

- Richmond businesses – businesses currently located in Richmond, with an interest in ensuring retention and evolution of these businesses to meet a changing business environment
- Entrepreneurs and scale-ups – new businesses looking to grow in Richmond or scaling businesses in the region that might be a good fit for relocating to Richmond, with an interest in supporting the growth and development of new, innovative businesses
- Richmond residents and workers – Richmond community members seeking opportunities to make a good living and reduce commute times, with an interest in enabling live-work communities
- Not-for-profits and social impact businesses – Socially and environmentally motivated organizations, with an interest in enabling these entities to scale their impact in the Richmond community
- Anchor organizations – Large businesses, public institutions, and infrastructure providers that are major employers in Richmond and play a significant role in shaping community infrastructure and services, with an interest in partnering with these institutions to improve the business ecosystem in Richmond

APPROACH

The Economic Advisory Committee made several suggestions on the approach the City of Richmond should take in developing the new economic development strategy. These included:

- Taking a Strengths-Based Approach – The new Richmond economic development strategy should play to Richmond's existing strengths. These include:
 - Sector Strengths in transportation and logistics (including aviation), agri-food, manufacturing, aerospace, and engineering, as well as emerging strengths in cleantech and pharmaceuticals.
 - Infrastructure Strengths such as multi-modal transportation infrastructure and major transportation hubs.
 - Land Use Strengths such as access to the Fraser River for industrial / port-related activities and significant industrial and agricultural land area.
 - Talent Strengths such as workers and investors knowledge in manufacturing, agri-food, and physical technologies (telecoms, aviation, systems engineering, agri-tech, cleantech).
- Considering Infrastructure-Led Economic Development Opportunities – The right infrastructure can be used to attract businesses of a specific cluster or set of requirements. The new Richmond economic development strategy should consider exploring opportunities to seed economic activity through the development of key infrastructure. Examples include:
 - Transportation & Logistics Infrastructure – e.g. power infrastructure to enable charging of electric trucks, vehicles, buses, etc. within key transportation and logistics nodes
 - Digital Infrastructure – e.g. digital bandwidth to support technology companies, digital media companies, and smart infrastructure demonstrations in some areas throughout the City
 - Industrial Infrastructure – e.g. wet lab space, combined office and industrial space, or combined industrial, agricultural, and commercial space to support businesses that do not fit traditional land use classifications
- Partnering with Richmond's Economic Anchors – The City's capacity to seed economic activity is significantly greater if it acts in partnership with large businesses and institutions to deliver new facilities, infrastructure, and programming. Working with local anchor institutions might entail:
 - Helping address the pain points of current economic anchors
 - Reviewing the strategies of local anchor companies and institutions to identify components the City can support
 - Seeding the development of co-investment opportunities with other economic anchors throughout the development of the strategy

THEMES

The Economic Advisory Committee noted several themes that should be addressed in an economic development strategy for the City of Richmond. These included:

- Innovation – The future of Richmond's economy does not lie in merely growing current forms of industrial, agricultural, and commercial activity, but in seeding innovation to ensure Richmond's businesses can succeed in a changing business environment. This can take many forms including:
 - Aiding with technology adoption inside Richmond businesses
 - Connecting existing manufacturing capacity with emerging entrepreneurs and innovators across the region
 - Working to attract new, innovative businesses to the City

- **Transformation** – Land and infrastructure limitations require the City of Richmond (and its partners) to be strategic about transforming land use and goods movement to meet emerging business needs. Examples include:
 - *Transformation of the transportation and logistics network* to address specific challenges in connecting airport and port activities, port and south Richmond industrial activities, and worker connectivity to key commercial and industrial nodes. (Specific challenges noted included a 91 N-S connector, Port lands connector to the South Richmond Fraser Lands, Translink connectivity to Fraser-Richmond Industrial Lands, and a Blundell missing link at Steveston Highway).
 - *Transformation of industrial and agricultural lands* to enable intensification of economic activity and combining of various economic activities on one site (e.g. agricultural, industrial, and commercial).
- **Entrepreneurship** – The City can leverage its own organization and infrastructure to drive entrepreneurship in Richmond through programs such as an entrepreneurs-in-residence program and through opening City infrastructure to entrepreneurs for demonstration projects.
- **Inclusivity** – The City can better support indigenous entrepreneurs, immigrant entrepreneurs, women entrepreneurs, and other economically under-represented groups through its economic development programming and planning. Examples include:
 - Being intentional about inviting more diverse voices to join the EAC
 - Mining business license data for DEI insights and engaging under-represented groups in the development of Richmond economic development strategy
 - Seeking opportunities for co-development of entrepreneurship programming
- **Connection** – One of the biggest economic development roles the City can play is as a connector. Examples include:
 - Connecting local business development efforts with funding from other levels of government
 - Connecting anchor companies with educational institutions for talent development programs
 - Connecting various players within the entrepreneur ecosystem, including investors, mentors, technology providers, and buyers

ROLES / TOOLS

The City's primary tools for economic development include:

- *Policy, Land Use Planning, and Permitting* – enabling the type of development that is needed to support various business activities.
- *Programming and Network Development* – helping connect businesses with the people, technology, programs, and insight they need to grow or improve their operations
- *Physical Infrastructure* – helping address infrastructure gaps through identifying key gaps, building municipal infrastructure where needed, and advocating for infrastructure needs with other infrastructure providers and other levels of government
- *Partnerships* – working with economic anchors and infrastructure providers to strengthen economic clusters and seed investment in new economic infrastructure including training facilities and research and development spaces

PROCESS CONSIDERATIONS

Several research, analysis, and engagement processes were recommended by the EAC. These include:

Research & Analysis	Engagement
<ul style="list-style-type: none"> • <u>SWOT Analysis</u> – Conducting a SWOT analysis on the City of Richmond’s economy could be an effective early exercise to surface any themes not brought forward by the EAC. • <u>Digital Infrastructure Requirements Audit</u> – Conducting a digital infrastructure needs assessment for the next 15 years and a gap analysis from what is currently available could help inform partnerships with digital infrastructure providers who will be critical to the City’s future economic development. • <u>Business License Data Analysis</u> – Mining business license data for DEI dimensions, business types and sizes, and business trends can help inform programming around technology adoption, innovation, and entrepreneurship. • <u>Transportation Gap Analysis</u> – A couple of ‘missing links’ in the transportation network (both the road network and the public transport network) are thought to be limiting Richmond’s potential to house economic activity. An analysis of the impact of addressing these gaps could help inform business cases to Council, TransLink, and other levels of government. 	<ul style="list-style-type: none"> • <u>Exit Interviews</u> – Exit interviews with large and mid-size companies that have recently opted to leave Richmond can help the City understand their reason for relocating and risks for losing other Richmond businesses to other jurisdictions. • <u>Intergovernmental Engagement</u> – Discussions with complementary regional, provincial, and federal entities are needed to identify complementary and competitive economic development interests. • <u>Infrastructure Partner Engagement</u> – Ongoing engagement with key infrastructure providers, such as TransLink, BC Hydro, the Port, YVR, etc. is critical to ensuring that infrastructure is designed to both support and drive economic development in Richmond. • <u>Engagement with Local Businesses</u> – Small and mid-size businesses are critical to Richmond’s economy and should be engaged across multiple sectors to understand their needs to continue to thrive in the City. • <u>Anchor Organizations</u> – Partnership with anchor institutions will be critical to delivering on the strategy. These partnerships should be fostered throughout the strategy’s development. Examples include MDA, T&T, KPU, BCIT, etc.

WHAT SUCCESS LOOKS LIKE

The Economic Advisory Committee expressed a few indicators of success for a new economic development strategy. These included:

- A clear vision for what Richmond’s economy will look like in 15 years, including clear direction for various City departments as to their role in helping realize that vision
- Identification of a series of co-investment opportunities for businesses, institutions, and infrastructure providers to support new / emerging economic activity
- Strong working relationships with strategy-delivery partners (e.g. Port, KPU, YVR, First Nations) rooted in common economic development goals
 - This includes a common working nomenclature



To: General Purposes Committee

Date: February 12, 2024

From: Kim Somerville
Director, Community Social Development

File: 08-4057-11-03/2024-Vol 01

Re: Homelessness Strategy 2019–2029: 2023 Update

Staff Recommendations

1. That the Homelessness Strategy 2019–2029: 2023 Update, as outlined in the staff report titled “Homelessness Strategy 2019–2029: 2023 Update”, dated February 12, 2024 from the Director, Community Social Development, be received for information; and
2. That the Homelessness Strategy 2019–2029: 2023 Update be distributed to key community partners, local Members of Parliament, local Members of the Legislative Assembly and posted on the City’s website.

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

Att. 2

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Community Bylaws	<input checked="" type="checkbox"/>	
Community Safety	<input checked="" type="checkbox"/>	
Facilities and Project Development	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Real Estate Services	<input checked="" type="checkbox"/>	
RCMP	<input checked="" type="checkbox"/>	
Recreation and Sport Services	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

Adopted by City Council on September 9, 2019, the City of Richmond Homelessness Strategy 2019–2029 (Homelessness Strategy) is an action-oriented framework that guides the City’s and community partners’ involvement in homelessness for the ten-year period.

Annual Homelessness Strategy Update reports are presented to City Council to ensure Council is apprised of initiatives that address actions outlined in the strategy and to provide a public report of their ongoing progress. This report provides an update of the implementation of the Homelessness Strategy in 2023.

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

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

This report supports Council’s Strategic Plan 2022–2026 Focus Area #6 A vibrant, resilient and active community.

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

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

6.4 Support vulnerable populations through collaborative and sustainable programs and services.

This report also supports the City of Richmond’s Homelessness Strategy Strategic Direction #5:

Communicate, research and monitor homelessness.

5.6 Report out annually on the progress of the Homelessness Strategy 2019–2029.

Analysis

Homelessness is a critical issue affecting an increasing number of Richmond residents. The causes of homelessness are complex and there are many factors that can lead to someone experiencing homelessness beyond a lack of access to stable, safe and affordable housing. Individuals experiencing homelessness often experience other common barriers to housing, including poverty, mental and physical health challenges, addiction or substance use issues and insufficient health and social supports.

The Metro Vancouver 2023 Homeless Count, conducted on March 7 and 8, 2023, estimated there were a minimum of 162 individuals who identified as experiencing homelessness in Richmond compared to a minimum of 85 people who had been counted in the previous Homeless Count, conducted in 2020. Over this three year period, homelessness in Richmond increased by 91 per cent and the circumstances related to it are much more complex than in previous years. Individuals

who participated in the Homeless Count in 2023 included many who identified as having mental health, physical health and/or drug use issues. This larger and more complex homeless population in Richmond has resulted in additional resources being required in order to address the increasing need in the community.

The Homelessness Strategy is guided by a vision that, by 2029, homelessness in Richmond is rare, brief and non-recurring. To achieve this vision, the strategy outlines five strategic directions:

1. Prevent pathways into homelessness;
2. Support residents who are experiencing homelessness;
3. Provide pathways out of homelessness;
4. Foster collaboration and community building among community partners; and
5. Communicate, research and monitor homelessness.

Under these strategic directions, the Homelessness Strategy identifies 32 actions with associated timelines to be completed over a 10-year period. The Homelessness Strategy provides an action-oriented framework to guide City and community partner involvement in homelessness initiatives in Richmond.

Throughout 2023, the City, together with its community service and public sector partners, continued to make progress in achieving the actions outlined in the Homelessness Strategy. This report provides a summary of the initiatives, services and supports provided by the City of Richmond and its community partners over the past year.

Homelessness Strategy 2019–2029: 2023 Highlights

The Homelessness Strategy 2019–2029: 2023 Update (Attachment 1) provides an overview of achievements relating to each of the strategic directions within the Homelessness Strategy undertaken or advanced in 2023. These highlights include:

- In October 2023, City Council approved the extension of Alderbridge Supportive Housing's ground lease for a period of approximately three and a half years until December 31, 2027. This extension will allow additional time for the development of a permanent supportive housing building on City-owned land and help prevent the 40 current tenants from potentially returning to homelessness.
- In November 2023, City Council approved the rezoning of City-owned lands at 4831 Steveston Highway to allow for the construction of a new affordable housing building. The project will be largely financed using funding made available through the Canada Mortgage and Housing Corporation's (CMHC) Rapid Housing Initiative. BC Housing also partnered with the City and CMHC by providing additional capital and operating funding. Ultimately, the development will provide 25 units of affordable housing for women and women with children experiencing or at risk of homelessness and is being advanced on an accelerated timeline with construction completion anticipated in late 2024.

- In response to the increased number of individuals experiencing homelessness and increasingly complex challenges related to homelessness in Richmond, significant resources were approved in November 2023 for inclusion in the City's 2024 Operating Budget. These resources will increase the City's capacity and complement actions the City and its partners will take to respond to homelessness. These include two new Homelessness Outreach Workers, four new Bylaw Officers and funding for the continuation of the Brighthouse Pavilion Drop-in Centre and Shower Program.
- The City continued implementation of a range of initiatives to support Richmond residents experiencing homelessness using provincial funding from a \$3.35 million Union of BC Municipalities (UBCM) Strengthening Communities' Services grant received in 2021. Highlights of work in 2023 include:
 - **Warming Centres** provide a warm and dry place for individuals experiencing homelessness to access shelter, snacks, warm beverages and referrals to support services on nights of extreme cold throughout the winter months.
 - For the 2022/2023 winter season, The Salvation Army operated a 15 space Warming Centre at the South Arm Outdoor Pool building and Turning Point Recovery Society operated a second 15 space Warming Centre out of the Brighthouse Pavilion building in City Centre for a total of 30 spaces in the two locations.
 - For the 2023/2024 winter season, Turning Point Recovery Society operated Warming Centres at the Brighthouse Pavilion building and the South Arm Outdoor Pool building providing 30 indoor, warm overnight spaces.
 - In December 2023, the City provided additional funding to expand services in both Warming Centre locations to operate every night until April 15, 2024. In addition, the capacity of the South Arm Outdoor Pool site expanded from 15 to 21 spaces. Usage in both locations continued to increase between October and December 2023 and exceeded the usage for the prior year. A total of 619 visits took place during this period.
 - **Drop-in Centre and Shower Program**, located in the Brighthouse Pavilion building, continued operations in 2023 and were operated by Turning Point Recovery Society. They operated Monday to Friday during the day and provided daily meals, access to computers and the internet, service navigation and referrals, as well as shower and laundry services to Richmond residents experiencing homelessness. The total number of visits for the year was 7,318, which greatly exceeded the 2,607 visits in 2022. In December 2023, the City provided additional funding to expand services for the remainder of the 2023/2024 winter season and the Drop-in Centre began operating seven days per week, 12 hours per day. These expanded hours will continue until April 15, 2024.
- The City continued to work with BC Housing and The Salvation Army to support the operation of the Richmond House Emergency Shelter. In 2023, BC Housing approved permanent funding for 15 previously temporary beds to increase total capacity to 45 permanent beds. In addition, BC Housing provided funding for 10 additional extreme cold weather-activated spaces at Richmond House. These 10 spaces were activated only on nights of extreme winter weather. With these additional spaces, Richmond House Shelter

provided a total of 45 regular beds, 10 weather activated spaces, three meals a day, showers, laundry facilities, and assistance in locating housing, services and recreational opportunities for individuals experiencing homelessness in Richmond.

- In 2023, The Salvation Army, the Richmond Poverty Reduction Coalition and local faith-based organizations provided nutritious meals to individuals experiencing homelessness who were unable to access community meal programs. The City, through the UBCM grant, provided \$39,500 in funding for food-related initiatives in 2023. This funding was in addition to over \$111,000 provided through the City's Health, Social and Safety Grants to support food delivery and community meal programs in Richmond.

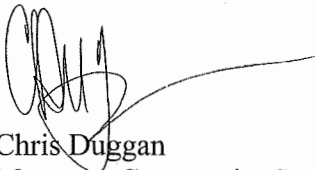
A complete list of the 32 actions outlined in the Homelessness Strategy and the status of each is provided in Attachment 2. Upon Council approval, the Homelessness Strategy 2019–2029: 2023 Update will be distributed to key partners, including local members of Parliament and local members of the Legislative Assembly, and published on the City's website.

Financial Impact

None.

Conclusion

The Homelessness Strategy continues to provide a framework to guide foundational work in supporting individuals in the Richmond community who are at risk of or experiencing homelessness. Throughout 2023, the City, other government agencies, local service providers and individual members of the community worked together to achieve notable progress towards addressing the strategic directions and actions identified in the Homelessness Strategy. While significant progress was made toward achieving a number of actions, homelessness remains a critical, complex and growing issue in the community. The City of Richmond is committed to taking a leadership role to make homelessness in Richmond rare, brief and non-recurring. This will be accomplished by utilizing strong relationships with service providers, and with access to provincial funding through grant programs and services.



Chris Duggan
Manager, Community Social Development
(604-204-8621)

- Att. 1: City of Richmond Homelessness Strategy 2019–2029: 2023 Update
2: Homelessness Strategy 2019–2029 - 2023 Status of Actions



CITY OF RICHMOND
**HOMELESSNESS
STRATEGY**
2019–2029
2023 UPDATE



CONTENTS

INTRODUCTION	1
GOVERNMENTS AND SERVICE PROVIDER ROLES.....	3
City of Richmond	3
The Province of BC	4
The Government of Canada	4
Non-Profit, Social Service and Faith-Based Organizations	5
HOMELESSNESS IN RICHMOND IN 2023	6
City Service Enhancements	8
HOMELESSNESS STRATEGY HIGHLIGHTS IN 2023	10
Strategic Direction 1: Prevent Pathways into Homelessness	10
Strategic Direction 2: Support Residents Experiencing Homelessness.....	12
Strategic Direction 3: Provide Pathways out of Homelessness.....	17
Strategic Direction 4: Foster Collaboration and Community-building.....	19
Strategic Direction 5: Communicate, Research and Monitor Homelessness.....	21
CONCLUSION	22





CITY OF RICHMOND
**HOMELESSNESS
STRATEGY**
2019–2029

ADOPTED SEPTEMBER 2019





INTRODUCTION

The City of Richmond and its partners are committed to preventing and reducing poverty and homelessness in Richmond, increasing affordable housing options, and fostering the mental health and well-being of its residents, especially those who are vulnerable or experiencing challenges in their lives. This approach aligns with City Council's Strategic Plan 2022–2026 and is related to the creation of a vibrant, active and resilient community that supports the diverse needs of residents and vulnerable populations, and community safety. Affordable housing is a critical factor in circumstances surrounding homelessness, therefore addressing homelessness directly aligns with both the Homelessness Strategy and the City's Affordable Housing Strategy. In addition, the City's 2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond further complements these strategies and together, they advance the City's actions aimed at reducing and preventing poverty and homelessness while also increasing affordable housing options along the housing continuum in Richmond.

The City of Richmond Homelessness Strategy (2019–2029), adopted by City Council on September 9, 2019, is an action-oriented framework that guides City and stakeholder involvement in homelessness initiatives. The Homelessness Strategy is driven by the following vision statement:

By 2029, homelessness in Richmond is rare, brief and non-recurring. Richmond is an inclusive community that works in collaboration to provide a continuum of housing and support services.

To achieve this vision, the strategy outlines five strategic directions:

1. Prevent pathways into homelessness;
2. Support residents who are experiencing homelessness;
3. Provide pathways out of homelessness;
4. Foster collaboration and community-building among community partners; and
5. Communicate, research and monitor homelessness.

Under these strategic directions, the Homelessness Strategy identifies 32 actions with associated timelines and priorities to be completed over a 10-year period. At the end of 2023, the City of Richmond reached the halfway point in implementing the Homelessness Strategy. Over the next five years the City is committed to continuing its leadership role to make homelessness in Richmond rare, brief and non-recurring. While any one level of government alone cannot solve homelessness, the City has taken significant steps, in collaboration with key community partners, to invest in an immediate response to homelessness and homelessness prevention.

The number of individuals experiencing homelessness in Metro Vancouver is increasing, including in Richmond, according to Homeless Counts that have taken place across the region every three years since 2002. The 2023 Homeless Count, conducted March 7 and 8, 2023, identified 4,821 people experiencing homelessness across Greater Vancouver. This was an increase from 3,634 in 2020 and represented an increase of 32% since 2020. Homelessness in Richmond also increased between 2020 and 2023, consistent with Greater Vancouver trends. There were a total of 162 people who identified as experiencing homelessness in Richmond in the 2023 count, compared to 85 individuals in 2020.

In addition to the increase in the number of individuals experiencing homelessness, the circumstances facing this vulnerable population have also become more complex. Challenges with mental health conditions, substance use, and physical disabilities within this demographic have resulted in increased demand for services and supports in the community.

Throughout 2023, the City and key stakeholders made significant progress towards advancing actions outlined in the Homelessness Strategy. The following section provides an overview of initiatives taken by the City and community partners over the past year. More information about the Homelessness Strategy, previous Homelessness Strategy Update Reports and additional homelessness resources are available on the City's website.

GOVERNMENTS AND SERVICE PROVIDER ROLES

City of Richmond

The City of Richmond is committed to working in partnership with senior levels of government and the private and non-profit sectors to create the appropriate mix of housing and supportive services for the community's diverse population, including residents experiencing or at risk of homelessness. Recognizing that senior levels of government have the primary responsibility for providing funding for homelessness prevention programs, services for individuals experiencing homelessness and affordable housing, the City is committed to remaining a local leader that works with community organizations to ensure that homelessness in Richmond is rare, brief and non-recurring. Specifically, these roles include:

- **Advocate:** The City works with community organizations to advocate to senior levels of government for funding and programs that work to reduce homelessness.
- **Analyst:** The City monitors local data and best practice research regarding homelessness to update its policies and plans to reflect current and emerging trends.
- **Communicator:** The City uses best practice research to educate and promote the benefits of an inclusive and mixed income community and the necessity to create a compassionate, non-judgmental response to experiences of homelessness.
- **Supporter:** The City assists non-profit housing and service providers by facilitating collaboration, enabling capacity building, and providing financial and in-kind supports.
- **Partner:** The City collaborates and partners with senior levels of government, and the private and non-profit sectors to develop a mix of affordable housing options and to elicit support for other services to assist individuals experiencing homelessness.
- **Planner:** The City gathers information, research and feedback on community needs regarding residents at risk of or experiencing homelessness in order to create policy and implement actions that support housing and homelessness focused services in Richmond.

Through the City's relationship-based approach, the City works with community partners, including Community Associations and Societies, to ensure that City facilities, including libraries and community centres, continue to provide safe spaces where residents experiencing homelessness are able to connect socially with others and receive information about supports and services in Richmond.



The Province of BC

The Province's *Belonging in BC: A Collaborative Plan to Prevent and Reduce Homelessness (2022-2025)* outlines strategic goals, commitments and actions including the creation of more homes to support individuals and families experiencing homelessness and new coordinated, multidisciplinary actions to reduce encampments.

BC Housing is the provincial Crown Corporation responsible for providing funding and programs related to housing and homelessness. BC Housing funds various services, including shelter operations, homelessness prevention, outreach supports and services, and supportive housing projects for people at risk of or experiencing homelessness.

The Ministry of Social Development and Poverty Reduction's (MSDPR) Community Integration Team plays an important role connecting vulnerable individuals, including those experiencing homelessness, with financial assistance and community supports. Services provided by MSDPR include assistance locating shelter spaces, case management and coordination of referrals to other services. MSDPR, in partnership with the City and other organizations, offer these supports through direct outreach in the community to individuals who are experiencing unsheltered homelessness in Richmond's public spaces including parks, wooded areas and under bridges.

Through the Union of BC Municipalities (UBCM) Strengthening Communities' Services Grant Program, the province provided funding to support local governments and First Nations to respond to the impacts of the COVID-19 pandemic on individuals experiencing unsheltered homelessness in their communities, while keeping both individuals and communities safe and healthy. By March 31, 2024, a total of \$3.35 million of funding through this grant program will have been invested in Richmond community-led projects and the funding will end. This funding has supported services such as outreach and mental health supports, a drop-in program for people experiencing unsheltered homelessness where they can access referrals for needed services and receive meals, access to showers and laundry, and overnight shelter spaces during the winter.

The Government of Canada

The federal government released *Reaching Home: Canada's Homelessness Strategy* in 2019. The Reaching Home program prioritizes data-driven homelessness plans that aim to reduce and prevent homelessness at a local level. Funding to implement the Reaching Home program throughout the Greater Vancouver region was allocated through Lu'ma Native Housing Society, the designated community entity responsible for administering the program across the region. Reaching Home mandates that funded communities develop and implement community-driven homelessness plans, coordinated access to services, and homelessness management information systems that drive data-informed decisions to improve programs.



Lu'ma Native Housing Society, in collaboration with community organizations and government agencies across the Greater Vancouver region, has developed and is implementing a coordinated access and referral system through the Reaching Home program. The Coordinated Access Homelessness Management Information System (CA-HMIS), which provides standardized procedures for client intake and assessment of need along with a community-wide housing support service database, was launched December 2023 and will be implemented across the region, including Richmond, in 2024. This program will be used by all community organizations who receive funding through the Reaching Home Program or BC Housing. Municipal governments, including Richmond, will also have the ability to use the system in the future for referral and case management by outreach staff.

Non-Profit, Social Service and Faith-Based Organizations

Non-profit, social service and faith-based organizations, their staff and community volunteers play a critical role in supporting the needs of residents experiencing homelessness. These organizations deliver critical shelter and supportive services to clients to help promote independence, achieve housing stability, and ultimately participate fully in the community. Accordingly, the City of Richmond supports non-profit, social services and faith-based organizations in their effort to meet the needs of individuals experiencing homelessness. Outreach and drop-in programming supports clients by working with them to develop individualized plans to help them advance their own goals and priorities while addressing any unique barriers to accessing appropriate types of housing. Among the tangible services provided are:

- Referrals to government programs, healthcare and mental health services;
- Supportive programming including life and employment skills training;
- Community meals and food outreach;
- Access to washroom facilities, hot showers and laundry;
- Social and community connection;
- Provision of affordable housing units; and
- Assistance in finding appropriate affordable housing units.

In addition to these important services, the non-profit sector continues to advocate on behalf of residents in need of a wide range of additional resources.

HOMELESSNESS IN RICHMOND IN 2023



The number of residents experiencing or at-risk of sheltered and unsheltered homelessness in Richmond has significantly increased in recent years. Information collected during the 2023 Homeless Count on March 7 and 8, 2023 aligns with qualitative information provided by service providers in Richmond. There were 162 people experiencing homelessness in Richmond identified in the 2023 count, compared to 85 individuals in 2020. These counts provide statistics, trends and other information about the general characteristics of individuals in the community who are experiencing homelessness to help provide a better understanding of the variable and unique characteristics of this population over time. The counts are known to underestimate the number of people experiencing homelessness in each community because they only capture information about individuals who agreed to be surveyed within a particular 24-hour period. Individuals who access services and shelters are more likely to be included than those who do not. This methodology also does not reflect people who are vicariously housed such as those without housing who are staying with friends, family, and/or strangers often referred to as ‘couch-surfing’.



Of the 162 individuals identified during Richmond’s 2023 Homeless Count, half were sheltered and half were unsheltered

Of the 162 individuals identified during the 2023 Homeless Count, half were sheltered and half were unsheltered. Some of the individuals who had shelter on the night of the count had accessed Richmond’s Warming Centres. At the time, these Warming Centres provided temporary, emergency spaces and were only operational on nights of extreme winter weather. Had the weather been more favourable, additional individuals would have likely been unsheltered at the time of the count.

Of the people identified during the 2023 Homeless Count, one-third of the people experiencing homelessness in Richmond were seniors 55 years of age and over. This was higher than the percentage for the region, where 22% of those counted were 55 years of age and over. In addition to the high number of seniors, Indigenous individuals continue to be overrepresented. In Richmond, 15% or 17 respondents identified as Indigenous, compared with less than 1% of the Richmond population recorded in the 2021 Census. The overrepresentation of Indigenous individuals in the recent Homeless Count is present across the region with 33% of individuals identifying as Indigenous compared to 2% of the population.

Furthermore, two-thirds of people experiencing unsheltered homelessness were long-term Richmond residents who had lived in the community for at least ten years. Almost half of all respondents, including those who were sheltered and those who were unsheltered, had lived in the community for at least ten years. This trend was different when isolating responses for those who completed the 2023 survey at Richmond House Emergency Shelter. Of this group of respondents, 52% had been in Richmond for less than 30 days and an additional 15% for less than a year.

The causes of homelessness are complex and there are many factors that may lead someone to experience homelessness. Individuals interviewed as part of the recent Count lost their housing for multifaceted reasons, with the highest responses being not enough income for housing (54%), landlord/tenant conflict (22%), addiction or substance use issue (17%), building sold or renovated (13%), physical health issues (13%), mental health issues (11%) and unfit or unsafe housing (11%). The top three responses at the regional level differed slightly from Richmond. The regional responses were: not enough income for housing (35%), substance use (24%) and mental health issues (16%).

In addition to the increased numbers of people needing support, contributing social issues, such as mental health concerns, drug addiction or substance use and the toxic drug supply, have also increased the complexity of the challenges to be addressed in the community. Respondents reported multiple health concerns including mental health conditions, substance use, and physical disabilities. In total, 84% of respondents reported at least one health concern and 29% of respondents reported three or more health concerns. Of those who reported a health concern, the highest responses were: mental health issue (50%), addictions issue (47%), and medical condition or illness (43%). Although these numbers seem high, self-reported issues with addictions were lower in Richmond than in the region. In total, 47% of Richmond respondents reported an addictions issue compared to 63% in Greater Vancouver. Addictions issues may include substance addictions such as tobacco, alcohol, cannabis, stimulants and opiates, as well as behavioural addictions including gambling.

The combined challenges of increased numbers of individuals experiencing homelessness and increased complexity of circumstances have a direct interconnection to the housing continuum and the need for appropriate types of both supportive and affordable housing. The need for supportive housing to move individuals out of shelters or off the street has outpaced access to available units despite significant efforts by the City and BC Housing to increase these. Additional affordable housing units are needed in the community to transition individuals who are ready for more independent housing out of supportive housing thus freeing up units for those in need. An overall lack of affordable housing prevents movement along the housing continuum and creates a significant barrier for individuals seeking to transition out of homelessness.

The increasing complexity of factors contributing to poverty and homelessness combined with the multifaceted needs of individuals experiencing homelessness and the lack of appropriate affordable housing options have affected the ability of the City and its partners to adequately address the needs of some of Richmond’s most vulnerable. The City has taken significant action in 2023 to respond to the needs of individuals experiencing homelessness and the impacts on the community and public spaces.



Number of people experiencing homelessness who reported an addictions issue:



City Service Enhancements

Throughout 2023, the City has continued to explore opportunities and initiatives to address homelessness in Richmond and to identify and secure the resources and supports needed to implement them. Over the past several years an integrated and proactive corporate strategy has evolved to respond to the prevention and management of homelessness in the community. A further coordinated process of resource allocation, implementation, research and evaluation involving the City, related government agencies and community service providers has been identified as the optimal approach to mitigate homelessness in Richmond and significant work has been done to date in this area. Recent enhancements to service levels and staffing expansion are also steps to further enhance this approach.

In late 2023, City Council approved additional resources to increase the City's capacity and complement actions the City and its partners have taken to respond to homelessness while also expanding services and supports to address the needs of individuals in the community who may be unsheltered. These supports include expanded daily hours of operation during the 2023/2024 winter season at the Brighthouse Pavilion Drop-in Centre to ensure supports and warm spaces were available 12 hours a day, seven days a week. To further extend the opportunity for individuals to be out of the cold, wet or snow overnight, the City expanded the operations of both the Brighthouse Pavilion Warming Centre and the South Arm Outdoor Pool Warming Centre. These programs operated 12 hours per night, every night during the 2023/2024 winter season instead of only operating on nights of extreme winter weather. Commencing in December 2023, these changes provided access to support over a full 24-hour period at the Brighthouse location and daily overnight support at the South Arm location until April 15, 2024. These expanded winter supports have a direct and critical benefit to individuals who are unsheltered in the community by providing access to warm spaces, shower, washroom and laundry facilities, healthy meals and access to referrals to government services and community supports.

Funding was also approved in late 2023 for two new Homelessness Outreach Workers who will be hired by the City in early 2024 to ensure proactive and timely outreach to people experiencing unsheltered homelessness. These positions will engage in field outreach in order to build relationships, provide referrals and connect people to services in the community. This is also expected to mitigate risk and reduce the need for more complex intervention from law enforcement or first responders, and reduce service delivery impacts on other City departments. In addition, funding for four new Bylaw Officers was approved. These staff will identify, monitor and enforce bylaw violations that may intersect with homelessness under the Parks and Unsightly Bylaw and Traffic and Parking Bylaws. Regular proactive patrols of public property with a focus on parks and publicly accessible crown land will be implemented, along with proactive patrols of streets and periodic bike patrols of parks.

Combined, the current approach and recently approved resources have enhanced the prior interventions in the realm of homelessness. Once these supports are fully implemented, they will result in increased capacity to respond to the increase in homelessness in Richmond. By working together, the City and its partners will continue to implement a range of significant initiatives to provide support to individuals experiencing deep poverty and complex situations that have resulted in homelessness. These initiatives are of critical importance in the community and supported by recent data. In 2023, the City has demonstrated leadership and commitment to support new and innovative approaches to responding to homelessness in Richmond.



HOMELESSNESS STRATEGY HIGHLIGHTS IN 2023

Strategic Direction 1:

Prevent pathways into homelessness

The City and community partners are committed to taking a proactive approach to homelessness prevention. Prevention practices include reducing structural barriers (such as low income and lack of affordable housing options), providing intervention measures for households at risk of experiencing homelessness (such as rent supplements), and providing supportive housing and services for people who have experienced homelessness to help stabilize their experience and break the cycle of homelessness. This strategic direction aligns with the City of Richmond Affordable Housing Strategy and the City of Richmond Market Rental Policy, and aims to continue to create affordable rental options across the housing continuum. Prevention also involves coordinated local outreach and intake processes to help reduce barriers to navigating and accessing critical supports and services before a crisis deepens. From a municipal standpoint, the role of the City is to ensure the right mix of affordable housing options are available to meet the housing needs of vulnerable residents and to facilitate collaboration among community partners to develop prevention services.

Actions and Achievements

- In 2023, the City continued work with BC Housing and Pathways Clubhouse for the development of a six-storey, 80-unit affordable housing building on City-owned land at 5491 No. 2 Road. The development's low rental rates will help provide housing stability for low-income residents who cannot afford market rental housing, including those who are experiencing or are at risk of experiencing homelessness. Construction will begin in 2024.
- In July 2023, the City supported Richmond Cares, Richmond Gives' application for provincial funding, allocated through the Seniors Services Society of B.C., to offer the Seniors Housing Information and Navigation Ease (SHINE) program in Richmond through March 2024. This new program facilitates timely access and housing navigation and support for vulnerable seniors who are at risk of homelessness, including those with mental health and addiction challenges. This program provides an additional, critical resource to support seniors to explore affordable housing options.

- In October 2023, City Council approved the extension of Alderbridge Supportive Housing’s ground lease for a period of approximately three and a half years until December 31, 2027. This extension will allow additional time for the development of a permanent supportive housing building on City-owned land and help prevent the 40 current tenants from potentially returning to homelessness.
- In November 2023, City Council approved the rezoning of City-owned lands at 4831 Steveston Highway. The purpose of the rezoning was to allow for the construction of an affordable housing building. The project will be largely financed using funding made available through the Canada Mortgage and Housing Corporation’s (CMHC) Rapid Housing Initiative. BC Housing also partnered with the City and CMHC by providing additional capital and operating funding. Ultimately, the development will provide 25 units of affordable housing for women and women with children experiencing or at-risk of homelessness and is being advanced on an accelerated timeline with construction completion anticipated in late 2024.



Strategic Direction 2:

Support residents who are experiencing homelessness

As each person's experience of homelessness is unique, communities require a variety of different services and supports to meet the diverse needs of residents experiencing homelessness. Richmond continues to strengthen its network of homelessness service providers that offer coordinated, compassionate, non-judgmental access to necessary programs and services to increase stability, health and safety for residents experiencing homelessness. Under this strategic direction, the City's role is to facilitate partnerships and collaboration among service providers and continue to advocate to senior levels of government for sustainable resources to support the complex needs of this population.

Actions and Achievements

- The number of residents experiencing or at-risk of sheltered and unsheltered homelessness in Richmond has significantly increased as demonstrated in the findings of the 2023 Homeless Count. The Count was carried out on March 7 and 8, 2023 and found that there were a minimum of 162 people experiencing homelessness in Richmond compared with a minimum of 85 individuals in 2020. Of these 162 individuals, half were sheltered and half were unsheltered. This increase in the number of people experiencing homelessness in Richmond has resulted in a corporate strategic focus on this area and expanded services and additional supports being planned and implemented.
- In response to the increased number of individuals experiencing homelessness and increasingly complex challenges related to homelessness in Richmond, significant resources were approved in 2023 for inclusion in the City's 2024 Operating Budget. The Council-approved resources will increase the City's capacity and complement actions the City and its partners currently take to respond to homelessness. These include two new Homelessness Outreach Workers, four new Bylaw Officers and funding for the continuation of the Brighthouse Pavilion Drop-in Centre and Shower Program.
- The City continued to implement a range of programs and services to support Richmond residents experiencing homelessness using \$3.35 million in provincial funding received through the Union of BC Municipalities (UBCM) Strengthening Communities' Services Grant Program. 2023 project highlights related to service provision included two Warming Centres, the Brighthouse Pavilion Drop-In Centre and Shower Program, Food Outreach and Staff Training. Details of each of these programs are outlined below.
- In 2023, three City facilities, South Arm Community Centre, City Centre Community Centre and Minoru Centre for Active Living, remained open on Christmas day to ensure safe, warm spaces are available for residents 365 days a year.



- In the winter of 2022/2023, two Warming Centres, activated on nights of extreme winter weather, provided a place for individuals experiencing homelessness to stay warm and dry. Visitors received snacks and warm beverages as well as support with referrals to relevant services. The Salvation Army operated the 15-space Warming Centre in the South Arm Outdoor Pool building and Turning Point Recovery Society operated the second 15-space Warming Centre out of the Brighthouse Pavilion in City Centre. This provided an additional 30 spaces. These were both well-utilized as outlined in Table 1.

Table 1: Warming Centre Usage Winter 2022/2023

Location	Dates	Average Individuals Per Night	Total Visits
Brighthouse Pavilion	Mid-December 2022 to March 31, 2023	13	433
South Arm Outdoor Pool	November 1, 2022 to March 31, 2023	12	504
Total Visits			937

- For the 2023/2024 winter season, two Warming Centres, operated by Turning Point Recovery Society, operated at Brighthouse Pavilion and South Arm Outdoor Pool building. At the start of the season, each centre provided 15 spaces on nights of extreme winter weather and were funded through the UBCM Strengthening Communities’ Services Grant. In December 2023, the City provided additional funding to expand services in both locations to operate every night until April 15, 2024. In addition, the capacity increased to 21 spaces at the South Arm Outdoor Pool building because the need for physical distancing has lessened since the pandemic. Usage in both locations has continued to increase between October and December 2023 and is expected to exceed the usage for the prior year (Table 2).

Table 2: Warming Centre Usage October to December 2023

Location	Dates	Average Individuals Per Night	Total Visits
Brighthouse Pavilion	October 15 to December 31, 2023	15	468
South Arm Outdoor Pool	November 28 to December 31, 2023	9*	151
Total Visits			619

*This has steadily increased. The average for January 2024 was 17.57.

- The City continued to work with BC Housing and The Salvation Army to support the operation of the Richmond House Emergency Shelter. In 2023, BC Housing approved permanent funding for the additional 15 beds added to the Shelter during the COVID-19 pandemic to total 45 permanent beds at the shelter. In addition, in response to the 2023/2024 winter season, BC Housing approved funding for 10 additional spaces under the Extreme Winter Response Shelter Program at Richmond House. These 10 spaces were activated only on nights of extreme winter weather. With these additional spaces, Richmond House Shelter provided a total of 45 regular beds, 10 weather-activated spaces, three meals a day, showers, laundry facilities, and assistance in locating housing, services and recreational opportunities for individuals experiencing homelessness in Richmond.

Shelter and Warming Centre Options in Richmond, Winter 2023/2024

Richmond House Emergency Shelter and Extreme Weather Response Spaces

- ✓ Increased capacity from 30 to 45 permanent beds.
- ✓ Access to 10 mats providing new overnight, warm space on nights of extreme weather until April 15, 2024.

South Arm Outdoor Pool Warming Centre

- ✓ Expanded access to up to 21 mats on a nightly basis until April 15, 2024.

Brighthouse Pavilion Warming Centre

- ✓ Expanded access to up to 15 mats on a nightly basis until April 15, 2024.

Brighthouse Pavilion Drop-in Centre

- ✓ Expanded access to daily warm space, 7 days per week, 12 hours per day until April 15, 2024.



- The Drop-in Centre and Shower Program, located in the Brighthouse Pavilion building, continued operations in 2023 and both were operated by Turning Point Recovery Society. They operated Monday to Friday during the day and provided daily meals, access to computers and the Internet, service navigation and referrals, as well as shower and laundry services to Richmond residents experiencing homelessness. These programs were funded through the UBCM Strengthening Communities’ Services Grant. In December 2023, the City provided additional funding to expand services for the remainder of the 2023/2024 winter season. Effective December 27, 2023, the Drop-in Centre began operating seven days per week, 12 hours per day. This will continue until April 15, 2024 when the program will revert back to the previous hours and days. In 2023, the Drop-in Centre and Shower Program had significantly higher numbers of visits, meals and showers provided than in 2022 (Tables 3, 4 and 5).

Table 3: Brighthouse Drop-in Centre Visits by Month in 2022 and 2023

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
2022	42	50	128	100	187	111	208	278	232	318	431	522	2,607
2023	454	490	547	398	562	531	552	680	568	887	902	747	7,318

Table 4: Lunches Served at the Brighthouse Drop-in Centre by Month in 2022 and 2023

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
2022	600	525	762	700	686	781	685	873	710	840	829	868	8,859
2023	983	941	841	631	900	968	770	1,018	755	640	920	708	10,075

Table 5: Showers Provided at the Brighthouse Drop-in Centre by Month in 2022 and 2023

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
2022	26	26	18	41	108	51	75	108	69	76	115	127	840
2023	118	93	108	137	169	173	105	173	142	138	142	88	1,586

- In 2023, The Salvation Army, the Richmond Poverty Reduction Coalition and local faith-based organizations provided nutritious meals to individuals experiencing homelessness who were unable to access community meal programs. The City, through the UBCM grant, provided \$33,500 in funding for Food Outreach Program operated by The Salvation Army and faith-based organizations through June 2023. In addition, \$6,000 in grocery gift cards were provided to local organizations to support additional food outreach initiatives.
- Throughout 2023, the City continued to work closely with many organizations, including the Ministry of Social Development and Poverty Reduction (MSDPR), Richmond RCMP and Vancouver Coastal Health, to provide coordinated outreach to connect individuals experiencing homelessness with critical supports and services in the community. This included work with the Richmond RCMP Detachment's dedicated Vulnerable Persons Unit (VPU) whose mandate includes outreach to individuals experiencing unsheltered homelessness. From January to November 2023, the VPU conducted 46 joint outreach operations with MSDPR staff, representing more than a 150% increase over 2022 when there were only 18 joint outreach operations.
- The City's Joint Operations Team (JOT) currently serves as the primary group to coordinate and respond to concerns, complaints or issues that have an intersection with homelessness. This team consists of representatives from Community Bylaws, Building Approvals, Community Social Development, Community Safety Administration, Parks Operations, Richmond Fire Rescue, RCMP Operations, RCMP VPU, BC Emergency Health Services, MSDPR and Vancouver Coastal Health. From January to the end of November 2023, the JOT provided an integrated response to 24 complex homeless files. Eighteen of these files were successfully closed as the individuals involved moved on to other areas or other forms of shelter or housing.

Strategic Direction 3: Provide pathways out of homelessness

Individuals are best able to transition out of homelessness when various types of housing and support services are available. The Housing First approach prioritizes moving people from homelessness into housing and then providing individualized supports and services as needed. This approach provides stability, which allows individuals to easily access resources and attend to their physical and mental health, education or employment goals. The City's role is to support service provider organizations to coordinate service delivery and to advocate to the provincial and federal governments for increased funding for affordable housing in Richmond.

The increase in homelessness, combined with the increased complexity of individual needs, has a direct connection to the housing continuum and the need for appropriate types of affordable housing. For example, the need for supportive housing to move individuals out of shelters or off the street is outpacing access to available units and non-market housing. These units are needed to transition those individuals who may be ready to move from supportive housing into more independent housing but are not available in the community. This lack of affordable housing prevents movement along the housing continuum and creates a significant barrier for individuals seeking to transition out of homelessness. Significant work has taken place on the expansion of this continuum of housing and has been a focus for the City in 2023.

Actions and Achievements

- RainCity Housing and Support Society, the organization that operates Alderbridge Supportive Housing, continued to support tenants living in the building. This 40-unit supportive housing building provides 24/7 support services including daily meals, life skills training, and mental health and addiction recovery services. Tenants work towards individualized goals with the support of RainCity Housing staff, and the aim to achieve greater housing independence. In October 2023, City Council approved a 3.5 year extension to the ground lease to BC Housing in order to continue to operate this valuable program while a permanent location for a new supportive housing building on City-owned land is developed.
- Lu'ma Native Housing Society, the community entity responsible for implementing a coordinated access and referral system in the Greater Vancouver region through the federal Reaching Home program, provided an update to the Richmond Community Homelessness Table in September 2023 regarding the development of a new coordinated access and referral system. This system will provide standardized procedures for client intake and assessment of need along with a community-wide housing support service database. The system was launched in December 2023 in select communities and will be expanded to municipalities across the region, including Richmond, in 2024.



- In 2023, with funding from the UBCM grant, the City initiated work with community partners to explore enhanced solutions for discharge and transition planning practices for individuals experiencing homelessness leaving Richmond in-patient health care facilities such as Richmond Hospital. The project engaged in-patient hospital and addictions treatment providers as well as homelessness shelter and drop-in centre service providers to enhance processes to ensure that individuals exiting in-patient health care who had previously been or were experiencing homelessness prior to admission would have access to uninterrupted and seamless health care and supports in their communities. Key informants in this project included people with lived/living experience of homelessness who agreed to participate.

Continuum of Supportive and Affordable Housing Options in Richmond

Alderbridge Supportive Housing
40 units – occupied

- ✓ City Council endorsed a 3.5 year extension to enable a seamless transition into a permanent location for supportive housing.

Aster Place Supportive Housing
40 units – occupied

- ✓ Ensures that supportive housing units continue to be available while a permanent site, which is in development, is constructed.

Pathways Non-Market Housing
80 units – in development

- ✓ Construction will commence in 2024. Anticipated occupancy is early 2026.

Rapid Housing Initiative Affordable Housing Project
25 units – in development

- ✓ Construction will commence in early 2024. Anticipated occupancy by the end of 2024.

Permanent Supportive Housing
60 units

- ✓ Funding has been allocated by the province and planning is underway. Anticipated occupancy is December 2027.

Affordable Housing Development

- ✓ The City is in conversation with BC Housing about a comprehensive affordable housing development.

Strategic Direction 4:

Foster collaboration and community-building among community partners

Homelessness is a complex and multifaceted issue that cannot be resolved by one level of government or organization alone. Collaboration among government agencies, homelessness service providers and individuals with lived experience is essential to meeting the needs of residents experiencing or at risk of homelessness. Working together to coordinate services, share information and align resources is the most efficient and cost-effective means of meeting community need and enhancing community-based service delivery capacity. The City's role related to this strategic direction includes leadership for a Community Homelessness Table that connects key homelessness service providers to support collaboration and alignment on an ongoing basis.

Actions and Achievements

- The City Grant Program's Health, Social and Safety Grant stream provided support towards community-based homelessness service provision and food security. In 2023, \$111,895 in grant funding was used to help support a number of initiatives. These included a food distribution program by Immigrant Link Centre Society; a Drop-in Centre operated by Turning Point Recovery Society; community food outreach initiatives supporting vulnerable members of the population by the Kehila Society of Richmond and Pathways Clubhouse; a meal program operated by Church on Five and meal programs for individuals experiencing homelessness and isolation operated by Parish of St. Alban's and The Society of St. Vincent de Paul Vancouver Archdiocesan Central Council.
- The Richmond Community Homelessness Table, comprised of government agencies and community-based homelessness service providers, met regularly throughout 2023. The Table's aim is to enhance collaboration, address community needs, share information and align resources. Discussions focused on challenges and barriers the organizations or their clients are facing, emerging trends in homelessness, and current and upcoming initiatives to support individuals experiencing homelessness in the community.
- Through the range of programs and services funded through the UBCM Strengthening Communities' Services Program (see pages 12 to 16) the City worked closely with various service providers to align resources and support program sustainability. Collaboration with partners in the community included Turning Point Recovery Society, The Salvation Army, Homelessness Services Association of BC, Vancouver Coastal Health and individuals with lived experience of homelessness.
- In 2023, the City continued to liaise with BC Housing, Vancouver Coastal Health, the MSDPR, RCMP, Richmond Fire Rescue and community and faith-based organizations to support individuals experiencing homelessness. Ongoing collaboration and advocacy on existing and enhanced services are key and ongoing.



- Advocacy continues with other levels of government for enhanced supports for the community including additional shelter and supportive housing options, enhanced outreach from other government entities, and increased access to mental health and substance use support including detox and treatment options.
- On December 6, 2023, City Council and senior staff met with the Honourable Jennifer Whiteside, Minister of Mental Health and Addictions; the Honourable Ravi Kahlon, Minister of Housing, and the Honourable Sheila Malcolmson, Minister of Social Development and Poverty Reduction and their ministerial staff. The City advocated to senior levels of government for additional funding for housing, mental health and substance use supports and supports to address the increased numbers of individuals experiencing homelessness in Richmond. Continued advocacy for the Province's leadership to assist in responding to homelessness in Richmond is critically important.
- To further assist individuals experiencing homelessness, the City updated and disseminated resources to support access to information and referrals. Through regular weekly coordinated outreach conducted by members of the Joint Operations Team, vulnerable individuals received information and referrals to a range of programs to address housing, physical or mental health issues, substance use treatment and harm reduction supports.

Strategic Direction 5:

Communicate, research and monitor homelessness

Richmond is committed to creating an inclusive community for all residents. Because homelessness is not always visible, many residents may not be aware of the needs and circumstances of fellow community members who are experiencing homelessness. Where there is a lack of understanding, there can be misconceptions and stigma, which can act as barriers for individuals experiencing homelessness in accessing critically needed services and housing options. The City's primary role in this strategic direction is to promote opportunities to increase awareness and understanding relating to homelessness. Enhancing public awareness helps to foster a more welcoming, inclusive and safe community for all residents. Ensuring that the City and local service providers are up-to-date with information related to Richmond's residents experiencing homelessness helps to equip partners with the necessary information to align resources and effectively advocate to senior levels of government to meet Richmond-specific needs.

Actions and Achievements

- The City continued to liaise with local service providers to monitor ongoing trends related to homelessness, particularly to understand the changing needs of individuals experiencing homelessness. Information regarding increasing rates of homelessness, the characteristics and identified needs of individuals experiencing homelessness in Richmond informed the City's advocacy with senior levels of government throughout 2023.
- Throughout 2023, the City implemented two targeted awareness and education programs using provincial grant funding received through UBCM's Strengthening Communities' Services Grant Program.
 - Community Conversations: In February 2023, the City hosted a community dialogue series titled *Home: A Community Conversation on Homelessness*. These sessions provided the opportunity for community members from diverse backgrounds to come together to discuss the complexities and common misunderstandings associated with the circumstances and experiences of homelessness. A total of 65 people attended the three sessions. A self-guided version of these conversations has been created and will be added to the City website in 2024.

City Staff Homelessness Training, 'Working with People Experiencing Homelessness': City staff worked with members of the Homelessness Services Association of British Columbia (HSABC) to develop and host two levels of homelessness training for City employees who work directly with the public. Level 2 was an in-person, two-day session, and built on the information and concepts from Level 1 which was delivered in an online, self-paced format. Level 2 was launched in January 2023 and was completed by 155 employees by the end of the year. Level 1 continued to be offered throughout the year and was completed by 246 employees and community partner staff. This important training will continue to be available to City staff in 2024.



CONCLUSION

The Homelessness Strategy is guided by the vision that:

By 2029, homelessness in Richmond is rare, brief and non-recurring. Richmond is an inclusive community that works in collaboration to provide a continuum of housing and support services.

In 2023, the City, other government agencies, local service providers and individual members of the community worked together to achieve notable progress towards addressing the strategic directions and actions identified in the Homelessness Strategy. During this past year, the collaborative actions described in this report contributed towards achieving the Homelessness Strategy's vision.

Notable City actions in 2023 included the ongoing implementation of projects coordinated through the \$3.35 million UBCM Strengthening Communities' Services Grant, the ongoing provision of the Drop-in Centre and Shower Program, expanded Warming Centre spaces and the approval of new roles to support outreach to vulnerable members of the community who may be experiencing homelessness.

Further, the City continues to support the provision of non-market, affordable housing, through investments in temporary supportive housing for some of Richmond's most vulnerable populations, as well as the investments in more permanent affordable housing, which includes an 80-unit development led by Pathways. Finally, the City continues to support housing options for low to moderate income households through the continued implementation of its low-end market rental (LEMR) housing policy program, which has led to the construction of 517 affordable housing units, with many others having received preliminary approval in addition to those under review.

While significant progress was made towards achieving a number of actions outlined in the Strategy, homelessness remains a critical and growing issue in the community. The City of Richmond is committed to using its role as a leader to respond to the needs of Richmond residents at risk of or currently experiencing homelessness. Richmond-based service providers are well connected, understand the unique needs of members of the community who are experiencing homelessness and continue to build capacity to meet their evolving needs. While housing and homelessness is primarily a provincial mandate, the City continued to work with the tools available to municipal governments to reduce and prevent homelessness in Richmond and will continue to advocate to senior levels of government for affordable housing and supports for vulnerable Richmond residents who are experiencing homelessness.



City of Richmond

6911 No. 3 Road, Richmond, BC V6Y 2C1
Telephone: 604-276-4000
richmond.ca

CNCL - 81

Homelessness Strategy 2019–2029 – 2023 Status of Actions

The following table provides a status update on the actions defined in the Homelessness Strategy as of December 31, 2023.

Legend

Status of Actions	
Not yet initiated	Work towards this action has not yet begun.
In Progress	Work towards addressing this action is underway.
Completed	Work towards this action has been accomplished.
Ongoing	Work towards this action has been initiated and will be continuous.

Timeframe and Status of Actions		
Strategic Direction 1: Prevent pathways into homelessness		
<i>Action</i>	<i>Timeframe</i>	<i>Status</i>
1.1 Continue to create affordable housing rental options across the housing continuum. (Priority)	Ongoing	Ongoing
1.2 Facilitate the creation of a collaborative homeless prevention program in Richmond.	Short-term	In Progress
1.3 Work with Vancouver Coastal Health and other community partners to explore opportunities to enhance wrap-around supports to increase housing stability.	Ongoing	Ongoing
1.4 Explore solutions for discharge planning practices for individuals leaving Richmond-based institutions.	Medium-term	In Progress
Strategic Direction 2: Support residents who are experiencing homelessness		
<i>Action</i>	<i>Timeframe</i>	<i>Status</i>
2.1 Ensure accurate and up-to-date information on supportive services is available.	Short-term	Complete

2.2 Coordinate a Front-line Service Provider Working Group to coordinate support for individuals experiencing homelessness or at risk of experiencing homelessness.	Short-term	In Progress
2.3 Secure permanent space and sustainable operating funding for an enhanced drop-in program for individuals experiencing or at-risk of homelessness. (Priority)	Short-term	In Progress
2.4 Enhance coordination of food programs and outreach for residents experiencing homelessness.	Ongoing	Ongoing
2.5 Advocate to senior levels of government to secure funding for the Extreme Weather Response Program or a Winter Shelter.	Short-term	In Progress
2.6 Monitor outreach services available in the community and advocate to senior levels of government for additional resources as needed.	Ongoing	Ongoing
2.7 Explore the use of City spaces as Warming Centres.	Short-term	Complete
2.8 Dedicate appropriate resources in order to enhance service provision at City facilities for individuals experiencing homelessness.	Ongoing	Ongoing
2.9 Continue to refine the City's approach to responding to individuals experiencing homelessness on City-owned property.	Ongoing	Ongoing
2.10 Explore opportunities to address storage needs for people experiencing homelessness.	Medium-term	In Progress
2.11 Create shelter and transitional beds for youth experiencing homelessness in the community.	Short-term	Not yet initiated
2.12 Explore opportunities to address the need for culturally-appropriate supports, services, and housing for people experiencing homelessness.	Ongoing	Ongoing

Strategic Direction 3: Provide pathways out of homelessness		
<i>Action</i>	<i>Timeframe</i>	<i>Status</i>
3.1 Enhance the existing coordinated access and referral system in Richmond.	Medium-term	In Progress
3.2 Work with service providers to create a Supportive Housing Action Plan.	Short-term	In Progress
3.3 Explore the potential of creating a Housing First program in Richmond.	Short-term	In Progress
3.4 Secure funding and a permanent site for supportive housing in Richmond. (Priority)	Short-term	In Progress
3.5 Ensure that emergency housing services focus on achieving long-term housing options.	Ongoing	Ongoing
Strategic Direction 4: Foster collaboration and community-building among community partners		
<i>Action</i>	<i>Timeframe</i>	<i>Status</i>
4.1 Dedicate appropriate staff resources for homelessness service coordination at the City of Richmond. (Priority)	Short-term	In Progress
4.2 Develop a Community Homelessness Table for collaboration among agencies working to prevent or addressing homelessness. (Priority)	Short-term	Complete (meetings ongoing)
4.3 Engage with residents with lived experience when designing and implementing significant policies or programs related to addressing homelessness in Richmond.	Ongoing	Ongoing
4.4 Continue the annual Health, Social and Safety Grants to support local homelessness services.	Ongoing	Ongoing
4.5 Monitor and pursue funding opportunities for support services for residents at-risk of or experiencing homelessness.	Ongoing	Ongoing

Strategic Direction 5: Communicate, research and monitor homelessness		
<i>Action</i>	<i>Timeframe</i>	<i>Status</i>
5.1 Implement a local data system to track trends and the changing needs of individuals experiencing homelessness.	Short-term	In Progress
5.2 Provide training regarding homelessness service provision to City and community partner staff working in City facilities.	Short-term	Complete
5.3 Raise awareness and educate the community of the factors contributing to homelessness and the benefits of affordable housing and supportive services. (Priority)	Short-term	In Progress
5.4 Work with community partners to ensure volunteer opportunities are communicated to the public.	Ongoing	Ongoing
5.5 Advocate to senior governments regarding the changing needs of people experiencing homelessness in Richmond and the need for additional funding. (Priority)	Ongoing	Ongoing
5.6 Report out annually on the progress of the Homelessness Strategy 2019–2029.	Ongoing	Ongoing



City of Richmond

Report to Committee

To: Planning Committee **Date:** February 20, 2024
From: James Cooper, Architect AIBC **File:** 12-8360-01/2024-Vol
 Director, Building Approvals 01
Re: **Amendments to the Building Regulation Bylaw No. 7230**

Staff Recommendation

1. That Building Regulation Bylaw No.7230, Amendment Bylaw No. 10506, be introduced and given first, second and third readings;
2. That Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10504, be introduced and given first, second and third readings;
3. That Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No. 10505, be introduced and given first, second and third readings; and
4. The Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10544, be introduced and given first, second and third readings.

James Cooper, Architect AIBC
 Director, Building Approvals
 (604-247-4606)

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Department	<input checked="" type="checkbox"/>	
Community Bylaws	<input checked="" type="checkbox"/>	
Law	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS:	APPROVED BY CAO

Staff Report

Origin

Through proactive review of operating efficiencies, the Building Approvals Department has identified areas where processes and capabilities in our core functions are improved through proposed changes in the Building Regulation Bylaw No. 7230.

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

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

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

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

Analysis

In 2023, Building Approvals undertook a review of the Building Regulation Bylaw No. 7230 as part of its periodic and proactive process of continuous improvement. Objectives were to identify areas of departmental operations that were governed by the Bylaw and that could benefit from amendments that bring improved clarity to affected stakeholders, address operational challenges, enable better cost recovery of administrative processes, mitigate organizational risk, foster behavioral change through stronger enforcement mechanisms, and continue to reinforce the underlying safety outcomes expected by the bylaw.

These initiatives were undertaken after review of operational outcomes over several years and consultation with members of the development and building industry, City staff from multiple departments, building officials from other jurisdictions, and the model Building Bylaw developed by MIABC.

The proposed changes are detailed in the amending Bylaw No. 10506. A high level summary of these changes is offered below with supporting rationale.

Amendments include:

1. Implementing an Occupancy Certificate

- a. An Occupancy Certificate enables the City to provide increased clarity to building owners, occupants and other parties to the permitted occupancy and use of a building. At present, an Approved Final Inspection serves as this instrument. However, with increasingly complex development and phased construction, there is potential for ambiguity in defining when a building may be occupied. The

Occupancy Certificate as the new instrument remedies the situation by offering clear interpretation and designation for occupancy.

- b. Aligning amendments are included in the Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10504, and the Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No. 10505.

2. The clarification of provisions to charge fees for the review of modifications made to instream Building Permit applications

- a. Building Approvals has observed an increase in the number of modifications to permit applications that result in added time and expense to the City, and prolong the review and issuance process.
- b. New subsections to the Bylaw are proposed to clarify when additional review charges are imposed. This is intended to address situations where applicants are making modifications to designs that have already been reviewed and where the permits have not yet been issued.
- c. Aligning amendments are included in the Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10544.

3. The expansion of provisions to extend or expire permits after the start of construction

- a. Items include the required verification of the start of construction by way of an inspection within 180 days from the date of permit issuance, and the establishment of reasonable limitations on the duration of construction. For example, a two year period to complete a one-family or two-family dwelling has been included (with flexibility to extend if needed).

4. The addition of new provisions to incentivize the completion of permit applications in a timely manner

- a. This additional section sets timelines for an applicant's response to City review comments, as a condition to maintaining the validity of a permit application. Provisions for the expiration of a permit application are also included.
- b. Implementation will discourage the practice of using a permit application as a "placeholder" for the purpose of avoiding increases in City and Regional charges/fees and advancing codes and standards.

5. The clarification of conditions for Temporary Structures

- a. Clarifying language was added to set conditions for buildings qualifying as temporary structures, as the current language infers "temporary" for durations that are impractical to applicants and do not recognize the time for construction.

- b. Temporary structures will now be defined as those that exist for a period of one year from the date of occupancy versus from the date of permit issuance.

6. The enablement of Provisional Occupancy for Single Family Dwellings

- a. This section is intended to enable official permission to occupy a house once it has been determined that all critical construction and safety related items are substantially complete and ready for habitation.
- b. It allows reasonable flexibility in expediting occupancy and conveyance for residents and property owners while non-safety related items are being completed or secured via other means.
- c. This is intended to work with the Occupancy Certificate which will be granted upon final completion of all works and requirements.

Financial Impact

With the newly included provisions enabling fees to be charged for the review of modifications made to instream applications (detailed in item 2 above), Building Approvals estimates a marginal increase in annual revenues in the order of \$38,000 per year. This estimate is directly proportional to the number of modification to instream permit applications received, and may vary upwards or downwards as a function of the number of affected permit applications.

No negative financial impacts are anticipated.

Conclusion

The proposed changes to the Building Regulation Bylaw No. 7230, as detailed in Amendment Bylaw No. 10506, have been drafted with the intention to bring improved clarity, efficiency and accountability for all stakeholders subject to the requirements and stipulations of the Bylaw. These have been developed through extensive evaluation of business processes in conjunction with consultation from the development/building community, with the goal of improving departmental performance.

Building Approvals anticipates periodic amendments going forward, in line with its continuous improvement reviews which are intended to address and adapt to emerging trends in the industry, to mitigate and control identified safety or business risks, and enhance the customer experience through acquired feedback and observation.

Building Approvals recommends acceptance and approval of the proposed amendments in their entirety.



James Cooper, Architect AIBC
Director, Building Approvals
(604-247-4606)

JC:



**Building Regulation Bylaw No. 7230,
Amendment Bylaw No. 10506**

The Council of the City of Richmond enacts as follows:

1. Building Regulation Bylaw No. 7230, as amended, is further amended by deleting Section 2.2.1(d) and replacing it with the following:

“2.2.1(d) occupy or permit occupancy of a **building** or **structure** until the **building inspector** has issued an occupancy certificate for it, except as permitted under Section 13.7;”

2. Building Regulation Bylaw No. 7230, as amended, is further amended at Section 5.5 Permit Fee Requirements by deleting subsection 5.5.3 and replacing it with the following:

“5.5.3 Where an **owner** proposes to modify a **building** or **structure** design, **plumbing** design, or **gas** design which is the subject of an existing permit and the value of **construction** is not increased by such modification, the **owner** must submit the proposed modifications for plan review and pay a **building permit fee, plumbing permit fee, or gas permit fee** respectively, based on the plan review hourly rate in the amount set from time to time in the Consolidated Fees Bylaw No. 8636. Such fee is in addition to any fees payable pursuant to section 5.5.1 or any other section of this bylaw.”

3. Building Regulation Bylaw No. 7230, as amended, is further amended at Section 5.5 Permit Fee Requirements by adding the following after subsection 5.5.5:

“5.5.6 Where an **owner** proposes to modify, amend or change components of an instream application for a **building permit, plumbing permit or gas permit** that has already been reviewed by the **City**, other than as requested by the **City**, the **owner** must submit such modifications, amendments or changes for review and pay a **building permit fee, plumbing permit fee or gas permit fee** respectively based on the plan review hourly rate in the amount set from time to time in the Consolidated Fees Bylaw No. 8636. Such fee is in addition to any fees payable pursuant to section 5.5.1 or any other section of this bylaw.

5.5.7 Where an **owner** proposes to modify a **building** or **structure** design, **plumbing** design or **gas** design which is the subject of an existing permit and the value of **construction** is increased by such modification, the **owner** must submit the proposed modifications for plan review and pay a **building permit fee, plumbing permit fee or gas permit fee** respectively, in an amount equal to the greater of:

- (a) the plan review hourly rate in the amount set from time to time in the Consolidated Fees Bylaw No. 8636; and
 - (b) the applicable permit fee in the amount set from time to time in the Consolidated Fees Bylaw No. 8636.”
4. Building Regulation Bylaw No. 7230, as amended, is further amended at Part 5: Permits by deleting section 5.10 Expiration of Permits and replacing it with the following:

“5.10 Expiration of Permits

5.10.1 Subject to Section 5.11, every **building permit, gas permit or plumbing permit** is issued upon the condition that the permit shall expire and the rights of the **owner** under the permit shall terminate if:

- (a) the work authorized by the permit has not been verified to have commenced by a **building inspector, gas inspector, or plumbing inspector**, as applicable, through an inspection requested by the **owner** in accordance with Part 13, within 180 days from the date of issue of the permit;
- (b) the work authorized by the permit is discontinued or suspended for a period of more than 180 days from the date of the last inspection by a **building inspector, gas inspector, or plumbing inspector**, respectively; or
- (c) the work authorized by a permit associated with a **one-family dwelling or two-family dwelling** is started and not completed within two years of the original date of the permit or such other period of time as the **City** may specify in the permit.

5.10.2 Where a permit has expired under the provisions of clauses (b) or (c) of subsection 5.10.1, any inspections completed prior to the expiration of such permit remain valid and in effect.

5.10.3 For the purposes of Section 5.10.1(b), work authorized by a permit shall be deemed to have been discontinued or suspended for a period of more than 180 days if the **owner** has not requested an inspection for such work in accordance with Part 13 within such period of time.”

5. Building Regulation Bylaw No. 7230, as amended, is further amended at subsection 5.11.1(b) by deleting the words “within 30 days of” and replacing them with the words “within the 30 days prior to”.
6. Building Regulation Bylaw No. 7230, as amended, is further amended at Section 5.11 by adding the following after subsection 5.11.1:

“5.11.2 Where **construction, gas work or plumbing** authorized under a permit has commenced, the **building inspector, the gas inspector, and the plumbing**

inspector may extend a **building permit**, a **gas permit** or a **plumbing permit** respectively, for one period of not greater than 180 days, provided that:

- (a) an application to extend the permit is made within 180 days from the date of the last inspection;
- (b) the **building inspector**, the **gas inspector**, or the **plumbing inspector**, respectively, is satisfied that construction has been discontinued due to unanticipated adverse weather, strikes, material or labour shortages, or other hardship (other than financial or economic hardship) beyond the **owner's** control; and
- (c) the permit extension fees in the amount set from time to time in the Consolidated Fees Bylaw No. 8636 have been paid.

5.11.3 For the purposes of Section 5.11, **construction**, **gas work**, or **plumbing work**, is only considered to have commenced if the work authorized by the permit has been verified to have commenced by a **building inspector**, **gas inspector**, or **plumbing inspector**, as applicable, through an inspection requested by the **owner** in accordance with Part 13, within 180 days from the date of issue of the permit.”

7. Building Regulation Bylaw No. 7230, as amended, is further amended at Part Five: Permits by adding the following after subsection 5.15:

“5.16 Expiration of Application for a Permit

5.16.1 Subject to the provisions of Section 5.17, an **owner** shall comply with all the necessary requirements to complete an application for a **building permit**, **gas permit**, or **plumbing permit** within:

- (a) 60 days of the date review comments were provided by the **City** to the **owner** for an application for work associated with a **one-family dwelling** or **two-family dwelling** and requiring a permit; or
- (b) 90 days of the date review comments were provided by the **City** to the **owner** for an application for work other than as described in Section 5.16.1(a).

5.16.2 Subject to the provisions of Section 5.17, if an **owner** fails to comply with the requirements of Section 5.16.1, the application for a **building permit**, **gas permit**, or **plumbing permit** shall expire.

5.17 Extension of Application for a Permit

5.17.1 The **building inspector**, the **gas inspector**, and the **plumbing inspector** may extend an application for a **building permit**, **gas permit** or **plumbing permit** respectively, for a period of not greater than 180 days from the expiration date of the original application, provided:

(a) the application to extend the application is made within the 30 days prior to the application expiration date; and

(b) the applicable inspector determines that the failure to complete the requirements of the original application for such permit was reasonable in the circumstances.

5.17.2 An application for a **building permit, gas permit or plumbing permit** which has been renewed pursuant to Section 5.17.1 must comply with any amendments made to this bylaw since the date of receipt of the original application by the City.

5.17.3 The **building inspector, gas inspector, and plumbing inspector**, respectively, may, at their sole discretion, in extenuating circumstances, extend an application for a **building permit, gas permit or plumbing permit** respectively, on such terms and conditions as the determined by such inspector.”

8. Building Regulation Bylaw No. 7230, as amended, is further amended at Part Seven: Temporary Buildings For Occupancy, by adding the following after Section 7.2:

“7.3 Removal of Temporary Structure

7.3.1 An **owner** must remove a temporary **building or structure** constructed pursuant to a permit issued under Section 7.2.1 on or before the first anniversary of the date of issuance of an occupancy certificate for such **building or structure**, or as otherwise directed by the **building inspector**.”

9. Building Regulation Bylaw No. 7230, as amended, is further amended by deleting the words “**provisional occupancy**” wherever they are used in sections 10.1.2 and 10.2.3, and replacing them with the words “provisional occupancy”.

10. Building Regulation Bylaw No. 7230, as amended, is further amended at Section 13.7.1 by deleting the following words “, other than a **building or structure** used or intended to be used as a **one-family or two-family dwelling**”.

11. Building Regulation Bylaw No. 7230, as amended, is further amended by deleting the word “**occupancy**” wherever it is used in section 13.7, and replacing it with the word “occupancy”.

12. Building Regulation Bylaw No. 7230, as amended, is further amended at Section 13.7 Provisional Occupancy and Provisional Plumbing Compliance, by adding the following after subsection 13.7.5:

“13.7.6 The **building inspector and plumbing inspector**, respectively, may revoke an inspection notice for provisional occupancy or provisional **plumbing** compliance for failure to comply with any conditions of the notice.”

13. Building Regulation Bylaw No. 7230, as amended, is further amended at PART THIRTEEN: INSPECTIONS, by adding the following after subsection 13.12:

“13.13 Subject to section 13.7, no person may occupy a **building** or **structure**, or part of a **building** or **structure** that is subject to a permit, until an occupancy certificate has been issued by the **building inspector** for such **building** or **structure**, or the part of such **building** or **structure** that was subject to the permit, after completion of **construction**.

13.14 An occupancy certificate will not be issued unless

- (a) all letters of assurance have been submitted when required in accordance with this bylaw;
- (b) all aspects of the work requiring inspection and acceptance pursuant to Part 13 of this bylaw have both been inspected and accepted or the inspections and acceptance are not required in accordance with this bylaw;
- (c) if required by the **building inspector**, the **owner** has provided to the **City** a **building** survey prepared by a British Columbia Land Surveyor showing the building height, size, location and elevation determined in accordance with the **City**'s land use regulations; and
- (d) all other documentation required under applicable enactments has been delivered to the **City**.

13.15 The **building inspector** may withhold an occupancy certificate until the **building, structure** or part thereof complies with this bylaw, the **building code** and any other applicable bylaws or enactments.”

14. Building Regulation Bylaw No. 7230, as amended, is further amended at subsection 16.1, by deleting the definitions of “One-Family Dwelling”, “Owner” and “Two-Family Dwelling” and replacing them with the following:

“ONE-FAMILY DWELLING means a detached **building** or **structure** used exclusively for residential purposes, containing one dwelling unit only, or one dwelling unit and a **secondary suite**.

OWNER means the registered owner in fee simple, and also where the context or circumstances so require:

- (a) the tenant for life under a registered life estate;

- (b) the strata corporation in the case of a lot under strata ownership;
- (c) a registered holder of the last registered agreement for sale; and
- (d) an **agent**.

TWO-FAMILY DWELLING

means a detached **building** or **structure** used exclusively for residential purposes containing two dwelling units only (each of which may contain one **secondary suite**), which is not readily convertible into additional dwelling units and the plans for which have been filed with the **building inspector** showing all areas of the **building** or **structure** finished.”

15. Building Regulation Bylaw No. 7230, as amended, is further amended at subsection 16.1, by adding the following definition in alphabetical order:

“**SECONDARY SUITE** means secondary suite as defined in the **zoning bylaw**.”


16. This Bylaw is cited as “**Building Regulation Bylaw No. 7230, Amendment Bylaw No. 10506**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating Division 
APPROVED for legality by Solicitor BRB

MAYOR

CORPORATE OFFICER



**Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122,
Amendment Bylaw No. 10504**

The Council of the City of Richmond enacts as follows:

1. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended, is further amended by adding the content of the table in Schedule A attached to and forming part of this bylaw, to "Schedule – Building Regulation Bylaw No. 7230" in Bylaw No. 8122 in numerical order.
2. This Bylaw is cited as "Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10504".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept.

APPROVED for legality by Solicitor
BRB

MAYOR

CORPORATE OFFICER

Schedule A to Bylaw No. 8122

Schedule – Building Regulation Bylaw No. 7230 (2002) Designated Bylaw Contraventions and Corresponding Penalties							
A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
Building Regulation Bylaw No. 7230	Period of Time from Receipt (inclusive)		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
	Failure to remove a temporary building after a period of one year or as directed by the building inspector.	7.3.1	No	\$500.00	\$475.00	\$525.00	n/a
	Failure to obtain an occupancy certificate prior to occupying a building, except as permitted under Section 13.7	13.13	No	\$500.00	\$475.00	\$525.00	n/a



**Municipal Ticket Information Authorization Bylaw No. 7321,
Amendment Bylaw No. 10505**

The Council of the City of Richmond enacts as follows:


1. Municipal Ticket Information Authorization Bylaw No. 7321, as amended, is further amended by adding the content of the table in Schedule A attached to and forming part of this bylaw, to Schedule B1 in Bylaw 7321 in numerical order.
2. This Bylaw is cited as "**Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No. 10505**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept.

APPROVED for legality by Solicitor
BRB

MAYOR

CORPORATE OFFICER

SCHEDULE B 1

Building Regulation Bylaw No. 7230

Column 1	Column 2	Column 3
Offence	Bylaw Section	Fine
Failure to remove a temporary building after a period of one year or as directed by the building inspector.	7.3.1	\$1,000
Failure to obtain an occupancy certificate prior to occupying a building, except as permitted under Section 13.7	13.13	\$1,000



**Consolidated Fees Bylaw No. 8636,
Amendment Bylaw No. 10544**

The Council of the City of Richmond enacts as follows:

1. Consolidated Fees Bylaw No. 8636, as amended, is further amended at Schedule – Building Regulation by deleting the following table and replacing it with the table in Schedule A attached to and forming part of this bylaw:

Building Regulation Bylaw No. 7230

Building Permit Fees for all Other Building Types (cont.)

Sections 5.5, 5.9, 5.11, 5.14, 7.2, 11.1, 12.7, 12.9, 12.10

Description	Fee
<u>Building Design Modification Fee</u>	
Plan Review (per hour or portion thereof)	\$147.00
Building Permit Fee for Temporary Building for Occupancy	\$646.00
<u>Re-inspection Fees</u>	
(a) for the third inspection	\$97.75
(b) for the fourth inspection	\$135.00
(c) for the fifth inspection	\$261.00
<i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i>	
<u>Special Inspection Fees:</u>	
(a) during the City's normal business hours	\$147.00
(b) outside the City's normal business hours	\$568.00
<i>*for each hour or part thereof after the first four hours</i>	<i>*Plus \$147.00</i>
Building Permit Transfer or Assignment Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original building permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$81.75
Building Permit Extension Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original building permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$81.75
<u>Building Move Inspection Fee:</u>	
(a) within the City boundaries	\$147.00
(b) outside the City boundaries when travel is by City vehicle	\$147.00

** per km travelled	**Plus	\$4.00
----------------------------	---------------	---------------

Note: Where the building inspector is required to use overnight accommodation, aircraft or ferry transportation in order to make a building move inspection, the actual costs of accommodation, meals and transportation are payable in addition to other applicable fees including salary cost greater than 1 hour.

2. Consolidated Fees Bylaw No. 8636, as amended, is further amended at Schedule – Building Regulation by deleting the following table and replacing it with the table in Schedule B attached to and forming part of this bylaw:

**Building Regulation Bylaw No. 7230
Plumbing Permit Fees (cont.)
Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.5, 12.7, 12.9, 12.10**

Description	Fee	Units
<u>Water Service</u>		
(a) for the first 30 metres of water supply service pipe to a building or structure	\$81.75	
(b) for each additional 30 metres of water supply service pipe to a building and structure	\$30.75	
<u>Sanitary & Storm Sewers: Building Drains & Water Distribution</u>		
(a) for the first 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof	\$81.75	
(b) for each additional 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof	\$30.75	
(c) for the first 30 metres of a rough-in installation for a water distribution system in a multiple unit non-residential building for future occupancy, or part thereof	\$81.75	
(d) for each additional 30 metres of a rough-in installation for a water distribution system in a multiple unit non-residential building for future occupancy, or part thereof	\$30.75	
(e) for the installation of any neutralizing tank, catch basin, sump, or manhole	(f) \$81.75 (g) \$30.75	per item
<i>- whichever is greater of (f) or (g)</i>		
<u>Special Inspections</u>		
(a) during the City's normal business hours	\$147.00	
(b) outside the City's normal business hours or each hour	\$568.00	
<i>*for part thereof exceeding the first four hours</i>	*Plus \$147.00	
<u>Design Modification Fees</u>		
Plan review <i>Applicable to Plumbing, Sprinkler & Standpipes, Water Service, and Sanitary & Storm Sewers; Building Drains & Water Distributions</i>	\$147.00	per hour

3. Consolidated Fees Bylaw No. 8636, as amended, is further amended at Schedule – Building Regulation by deleting the following table and replacing it with the table in Schedule C attached to and forming part of this bylaw:

Building Regulation Bylaw No. 7230
Gas Permit Fees
 Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.9, 12.10

Description	Fee	Units
Domestic Installation – one family dwelling (a)	\$81.75	per appliance
- <i>whichever is greater (a) or (b)</i> (b)	\$30.75	
Domestic/Commercial/Industrial Installations – two family dwellings , multiple unit residential buildings, including townhouse units)		
(a) appliance input up to 29 kW	\$81.75	
(b) appliance input exceeding 29 kW	\$135.00	
<u>Special Inspection Fees:</u>		
(a) during the City’s normal business hours	\$147.00	
(b) outside the City’s normal business hours	\$568.00	
<i>*for each hour or part thereof after the first four hours</i> *Plus	\$147.00	


4. This Bylaw is cited as “**Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10544**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating Division 
APPROVED for legality by Solicitor BRB

MAYOR

CORPORATE OFFICER

SCHEDULE A to BYLAW NO. 10544

Building Regulation Bylaw No. 7230

Building Permit Fees for all Other Building Types (cont.)

Sections 5.5, 5.9, 5.11, 5.14, 7.2, 11.1, 12.7, 12.9, 12.10

Description	Fee
<u>Building Design Modification Fee</u>	
Plan Review (per hour or portion thereof)	\$147.00
Building Permit Fee for Temporary Building for Occupancy	\$646.00
<u>Modifications or Changes to Instream Building Permit Application</u>	
Plan Review (per hour or portion thereof)	\$147.00
<u>Re-inspection Fees</u>	
(a) for the third inspection	\$97.75
(b) for the fourth inspection	\$135.00
(c) for the fifth inspection	\$261.00
<i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i>	
<u>Special Inspection Fees:</u>	
(a) during the City's normal business hours	\$147.00
(b) outside the City's normal business hours	\$568.00
<i>*for each hour or part thereof after the first four hours</i>	<i>*Plus</i> \$147.00
Building Permit Transfer or Assignment Fee (a)	\$81.75
<i>or (b) a fee of 10% to the nearest dollar of the original building permit fee</i>	
<i>- whichever is greater of (a) or (b)</i>	
Building Permit Extension Fee (a)	\$81.75
<i>or (b) a fee of 10% to the nearest dollar of the original building permit fee</i>	
<i>- whichever is greater of (a) or (b)</i>	
<u>Building Move Inspection Fee:</u>	
(a) within the City boundaries	\$147.00
(b) outside the City boundaries when travel is by City vehicle	\$147.00
<i>** per km travelled</i>	<i>**Plus</i> \$4.00

Note: Where the building inspector is required to use overnight accommodation, aircraft or ferry transportation in order to make a building move inspection, the actual costs of accommodation, meals and transportation are payable in addition to other applicable fees including salary cost greater than 1 hour.

SCHEDULE B to BYLAW NO. 10544

Building Regulation Bylaw No. 7230

Plumbing Permit Fees (cont.)

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.5, 12.7, 12.9, 12.10

Description	Fee	Units
<u>Water Service</u>		
(a) for the first 30 metres of water supply service pipe to a building or structure	\$81.75	
(b) for each additional 30 metres of water supply service pipe to a building and structure	\$30.75	
<u>Sanitary & Storm Sewers: Building Drains & Water Distribution</u>		
(a) for the first 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof	\$81.75	
(b) for each additional 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof	\$30.75	
(c) for the first 30 metres of a rough-in installation for a water distribution system in a multiple unit non-residential building for future occupancy, or part thereof	\$81.75	
(d) for each additional 30 metres of a rough-in installation for a water distribution system in a multiple unit non-residential building for future occupancy, or part thereof	\$30.75	
(e) for the installation of any neutralizing tank, catch basin, sump, or manhole	(f) \$81.75 (g) \$30.75	per item
- whichever is greater of (f) or (g)		
<u>Special Inspections</u>		
(a) during the City's normal business hours	\$147.00	
(b) outside the City's normal business hours or each hour	\$568.00	
<i>*for part thereof exceeding the first four hours</i>	<i>*Plus</i>	\$147.00
<u>Design Modification Fees</u>		
Plan review <i>Applicable to Plumbing, Sprinkler & Standpipes, Water Service, and Sanitary & Storm Sewers; Building Drains & Water Distributions</i>	\$147.00	per hour
<u>Modifications or Changes to Instream Plumbing Permit Application</u>		
Plan Review	\$147.00	per hour

SCHEDULE C to BYLAW NO. 10544

Building Regulation Bylaw No. 7230

Gas Permit Fees

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.9, 12.10

Description	Fee	Units
Domestic Installation – one family dwelling (a)	\$81.75	per appliance
- <i>whichever is greater (a) or (b)</i> (b)	\$30.75	
Domestic/Commercial/Industrial Installations – two family dwellings , multiple unit residential buildings, including townhouse units)		
(a) appliance input up to 29 kW	\$81.75	
(b) appliance input exceeding 29 kW	\$135.00	
<u>Special Inspection Fees:</u>		
(a) during the City’s normal business hours	\$147.00	
(b) outside the City’s normal business hours	\$568.00	
<i>*for each hour or part thereof after the first four hours</i> *Plus	\$147.00	
<u>Design Modification Fees</u>		
Plan review	\$147.00	per hour
<u>Modifications or Changes to Instream Gas Permit Application</u>		
Plan Review	\$147.00	per hour



City of Richmond

Report to Committee

To: Planning Committee **Date:** February 20, 2024
From: John Hopkins **File:** 01-0100-30-HCOM1-01/2024-Vol 01
 Director, Policy Planning
Re: **Richmond Heritage Commission 2023 Annual Report and 2024 Work Program and Budget Allocation**

Staff Recommendation

That the Richmond Heritage Commission’s 2023 Annual Report and 2024 Work Program and Budget Allocation, as presented in the staff report titled “Richmond Heritage Commission 2023 Annual Report and 2024 Work Program and Budget Allocation”, dated February 20, 2024, from the Director of Policy Planning, be approved.

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

Att. 4

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

Staff Report

Origin

The Richmond Heritage Commission (RHC) was established by bylaw in 1998 (Bylaw No. 7906) which requires a work program, budget allocation and an annual report. The RHC advises Council on heritage conservation and public awareness matters, and undertakes and provides support for activities that benefit and advance heritage in the city.

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

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

6.5 Enhance and preserve arts and heritage assets in the community.

Analysis

2023 Annual Report

The 2023 Annual Report is contained in Attachment 1 and includes the following highlights:

- Reviewed and commented on a total of two development applications for properties located within the Steveston Village Heritage Conservation Area;
- Reviewed and commented on the proposed changes to streamline heritage-related application review processes;
- Received information and regular updates on various City policies and initiatives;
- Organized the annual Richmond Heritage Awards and selected five (5) recipients;
- Provided sponsorship to the annual Richmond Regional Heritage Fair and Oral Histories projects; and
- Undertook a promotional campaign (i.e., "Did You Know" campaign) to share interesting facts about local heritage sites to raise public awareness.

2024 Work Program and Budget Allocation

The RHC endorsed the proposed 2024 Work Program and Budget Allocation at its February 7, 2024 meeting. The 2024 Work Program is contained in Attachment 2, and includes the following highlights:

- Continue to review and provide recommendations on development applications and the City's heritage-related policy projects;
- Receive information from staff on programs, initiatives and projects related to City-owned historic places and museums and provide feedback;

- Encourage and receive Richmond Heritage Award nominations, and select and publicly recognize the recipients;
- Continue to provide sponsorship to the Richmond Regional Heritage Fair and Oral Histories projects; and
- Continue to explore and develop public awareness initiatives to raise the profile of Richmond heritage and expand the RHC’s knowledge and expertise through education and networking.

The 2024 Budget Allocation provides for a total operating budget of \$5,000 for the Richmond Heritage Commission, as described in Attachment 3. Among other things, this includes funds for public awareness initiatives (e.g., “Did You Know” campaign and Lulu speaker series) and networking with local and regional heritage groups to exchange knowledge and advance the City’s heritage objectives.

The RHC Work Program and Budget Allocation may be revised if necessary, based on emerging issues and future Council priorities.

Financial Impact

As an Advisory Commission to Council, the RHC’s activities are fully supported by the Department’s operating budget.

Conclusion

The Richmond Heritage Commission’s mandate is to advise Council on heritage conservation and public awareness matters, and undertake and provide support for activities that benefit and advance heritage in Richmond. Staff recommend that the Richmond Heritage Commission’s 2023 Annual Report and 2024 Work Program and Budget Allocation be approved.



Minhee Park
Planner 3
(604-276-4188)

MP:cas

- Att. 1: Richmond Heritage Commission 2023 Annual Report
- 2: Richmond Heritage Commission 2024 Work Program
- 3: Richmond Heritage Commission 2024 Budget Allocation
- 4: Richmond Heritage Commission 2024 Membership List

**2023 Annual Report
Richmond Heritage Commission**

Projects/Initiatives	Results	Accomplishments/Comments
Development Applications	Provided heritage perspective and advice to Council	<ul style="list-style-type: none"> Reviewed and commented on a total of two development applications for properties in the Steveston Village Heritage Conservation Area.
Heritage Policy	Provided heritage perspective and advice to Council	<ul style="list-style-type: none"> Reviewed and commented on the proposed changes to heritage-related application review process.
City of Richmond Museum and Heritage Services	Received for information	<ul style="list-style-type: none"> Received information on programs, initiatives and projects related to City-owned historic places and museums.
Richmond Heritage Awards	Recognized accomplishments of individuals and organizations	<ul style="list-style-type: none"> Organized the annual Richmond Heritage Awards and selected five (5) recipients.
Community Projects	Sponsored and supported community initiatives	<ul style="list-style-type: none"> Provided \$1,500 to the Richmond Regional Heritage Fair. Provided \$350 to the Richmond Museum's Oral Histories project.
Raise Profile of Richmond Heritage	Undertook a promotional initiative "Did you know" campaign and raised awareness of local heritage	<ul style="list-style-type: none"> Created posters to share interesting facts about two heritage sites (i.e., Minoru Chapel and Chinese Bunkhouse) and distributed them to various City facilities and shared them through newspaper ads, social media and transit shelter display boards.

List of Applications Reviewed in 2023

Application	Address	Proposal
RZ 20-919115	12071 2nd Avenue	<ul style="list-style-type: none"> Rezoning to allow a three-storey mixed use building
RZ 18-817742	3560 Moncton Street	<ul style="list-style-type: none"> Rezoning to allow a two-storey mixed use building

**2024 Work Program
Richmond Heritage Commission**

Projects	Results Expected	Comments
Development Applications	Advice to staff and Council	<ul style="list-style-type: none"> Review and provide recommendations on relevant development applications or other initiatives that may have an impact on the character of heritage resources city-wide and in Steveston Village.
City Heritage-related Policy		<ul style="list-style-type: none"> Review and provide comments on proposed changes to the Steveston Village Heritage Conservation Grant Program and other policy projects.
City of Richmond Museum and Heritage Services		<ul style="list-style-type: none"> Receive information from staff on programs, initiatives and projects related to City-owned historic places and museums and provide feedback.
Richmond Heritage Awards	Organize/host Competition	<ul style="list-style-type: none"> Encourage and receive award nominations, and select and publicly recognize the winners. Raise public awareness.
Community-led Heritage Projects	Sponsorship	<ul style="list-style-type: none"> Richmond Regional Heritage Fair (may include RHC participation as judges, etc.). Oral Histories.
Public Awareness of Heritage Resources/Raise Profile of RHC	RHC promotional initiatives	<ul style="list-style-type: none"> "Did you know" campaign (e.g., posters). Lulu Speaker Series (i.e. heritage themed presentation). Display for Heritage Week (e.g. Children's Arts Festival) and Richmond Regional Heritage Fair.
RHC Education	Attend workshops or courses	<ul style="list-style-type: none"> Increase the capacity and effectiveness of the RHC organization. Expand and enhance the heritage knowledge and expertise of RHC members.
RHC Networking	Host a networking event	

**2024 Budget Allocation
Richmond Heritage Commission**

Work Item	Budget
Advice to Staff and Council	Nil
Richmond Heritage Awards (i.e., advertising, promotion, and framing of awards)	\$750
Annual Sponsorship - Heritage Fair	\$1,800
Annual Sponsorship - Oral Histories	\$350
Public Awareness , including - Display for Heritage Week and Richmond Regional Heritage Fair - Lulu Speaker Series - "Did you know?" campaign	\$150
Networking (i.e., with local heritage groups and/or other heritage advisory committees in the region)	\$1,800
Meeting Refreshments	\$150
Contingency	N/A
Total	\$5,000

RICHMOND HERITAGE COMMISSION
Current Membership List 2024

Total Membership: 6	Authority: Bylaw 7906	Staff Liaison: Minhee Park
Total Appts By Cncl: 6	Length Of Term: 2 Yrs	Local: 4188
Cncl Rep: Cllr. Kash Heed	Term Limits: 4 terms	

Members	Date First Appointed	Date of Most Current Re-appointment	Date Appointment Expires
Mr. Jim Carter-Huffman	12/11/2023	N/A	12/31/2025
Ms. Brenda Clark (Vice-Chair)	10/12/2021	11/28/2022	12/31/2024
Mr. Todd Follett (Chair)	11/14/2017	12/11/2023	12/31/2025
Mr. Joseph Fry (Treasurer)	10/12/2021	11/28/2022	12/31/2024
Mr. Ron Hyde	11/14/2017	12/11/2023	12/31/2025
Mr. Rod Kawamoto	12/11/2023	N/A	12/31/2025



City of Richmond

Report to Committee

To: Planning Committee **Date:** March 7, 2024
From: Kim Somerville **File:** 08-4057-05/2024-Vol 01
 Director, Community Social Development
Re: **Housing Agreement Bylaw No. 10545 to Permit the City of Richmond to Secure Affordable Housing Units at 6851 and 6871 Elmbridge Way**

Staff Recommendation

That Housing Agreement (6851 and 6871 Elmbridge Way) Bylaw No. 10545 to permit the City to enter into a Housing Agreement substantially in the form attached hereto, in accordance with requirements of section 483 of the *Local Government Act*, to secure the Affordable Housing Units required by rezoning application RZ 17-782750, be introduced and given first, second and third readings.

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

Att. 1

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

Staff Report

Origin

The purpose of this report is to recommend that City Council give first, second and third readings to Housing Agreement Bylaw No. 10545 to secure at least 35 affordable housing units making up a total of 2,767 m² (29,781 ft²) of habitable floor area within the development at 6851 and 6871 Elmbridge Way (Attachment 1).

The applicant, Landa Oval Development Ltd, has submitted a rezoning application to permit the construction of a mixed-use development comprised of a 189-room hotel and high-density residential uses including 321 market residential units and 35 Low-End Market Rental (LEMR) units. The amending bylaw (No. 10423) was given first reading on November 14, 2022.

A public hearing to consider the rezoning application was held on December 19, 2022 following which the application was referred back to staff to address the traffic-related concerns raised during the meeting. On April 18, 2023 Planning Committee was presented with a report outlining how the public comments had been addressed and a recommendation that the Application be referred to a May 15, 2023 public hearing; Council subsequently granted second and third reading to the zoning amendment bylaw following the Public Hearing.

Prior to Council's adoption of the zoning amendment bylaw, the Applicant must register a Housing Agreement in addition to a Housing Covenant.

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

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

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

Strategic Direction #1: Expand Housing Choices

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

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

Analysis

The subject development proposes the construction of 321 market residential units and 35 affordable Low-End Market Rental (LEMR) housing units. The LEMR units are clustered within the podium of the development (i.e. in Levels 3 to 6) and are generally dispersed around the perimeter of the building. The applicant has entered into a preliminary Memorandum of

Understanding with Az-zahraa Housing Society, an experienced non-profit housing operator, to manage the development’s affordable housing units.

The proposed affordable housing units meet the requirements of the City’s Affordable Housing Strategy. The habitable area of the 35 affordable housing units proposed represent approximately 10 per cent of the development’s total residential floor area. There will be 22 family-friendly units. Approximately 90 per cent of the affordable housing units are proposed to be built with Basic Universal Housing (BUH) features as set out in the City’s Zoning Bylaw.

A Housing Agreement will be used to secure maximum permitted rents and household income thresholds, the latter of which will be used to identify eligible tenants. A Housing Covenant will be used to secure the minimum unit sizes associated with each LEMR unit, the location of LEMR units within each building, and the allocation of parking spaces for the LEMR units. Table 1 below summarizes components of the LEMR units that will be secured, in perpetuity, through the registration of the Housing Agreement and Housing Covenant.

Overall, the amount, size and mix of LEMR units uphold the objectives of the Affordable Housing Strategy and applicable policies of the City’s Official Community Plan.

Table 1: Summary of LEMR Unit Composition and Rent Limitations

Unit Type	Affordable Housing Strategy Requirements (1)			Project Targets (2)
	Min. Unit Area	Max. Rent Charge	Max. Household Income	Unit Mix
Studio	37 m ² (400 ft ²)	\$811	\$34,650 or less	9% (3 units)
1-bedroom	50 m ² (535 ft ²)	\$975	\$38,250 or less	29% (10 units)
2-bedroom	69 m ² (741 ft ²)	\$1,218	\$46,800 or less	31% (11 units)
3-bedroom	91 m ² (980 ft ²)	\$1,480	\$58,050 or less	31% (11 units)
Total	N/A	N/A	N/A	35 units

(1) May be adjusted periodically as provided for under adopted City policy.

(2) Unit mix in the above table may be adjusted through the Development Permit Process provided that the total area comprises at least 10 per cent of the subject development’s total residential building area.

In addition to setting maximum rents and income thresholds, the Housing Agreement will protect tenants from age-based occupancy restrictions, limits on access to indoor and outdoor amenity spaces, and the imposition of additional fees including parking fees, strata fees, amenity fees and move-in/move-out fees. The Agreement provides for an annual statutory declaration process used to ensure compliance with the terms and conditions of the document. Should the owner choose to sell the LEMR units, the Agreement requires that all of the affordable housing units be maintained under single ownership (within one air space parcel, one strata lot or by way of a legal agreement to the satisfaction of the Director of Development).

The Applicant has agreed to the Terms and Conditions set out in the Agreement and to register notice of the Housing Agreement on Title.

Financial Impact

None

Conclusion

A Housing Agreement is required as a means of securing 35 affordable housing units at 6851 and 6871 Elmbridge Way. Council's adoption of the Housing Agreement Bylaw No. 10545 will ensure the LEMR units are maintained, in perpetuity, in accordance with the objectives of the City of Richmond's Affordable Housing Strategy.

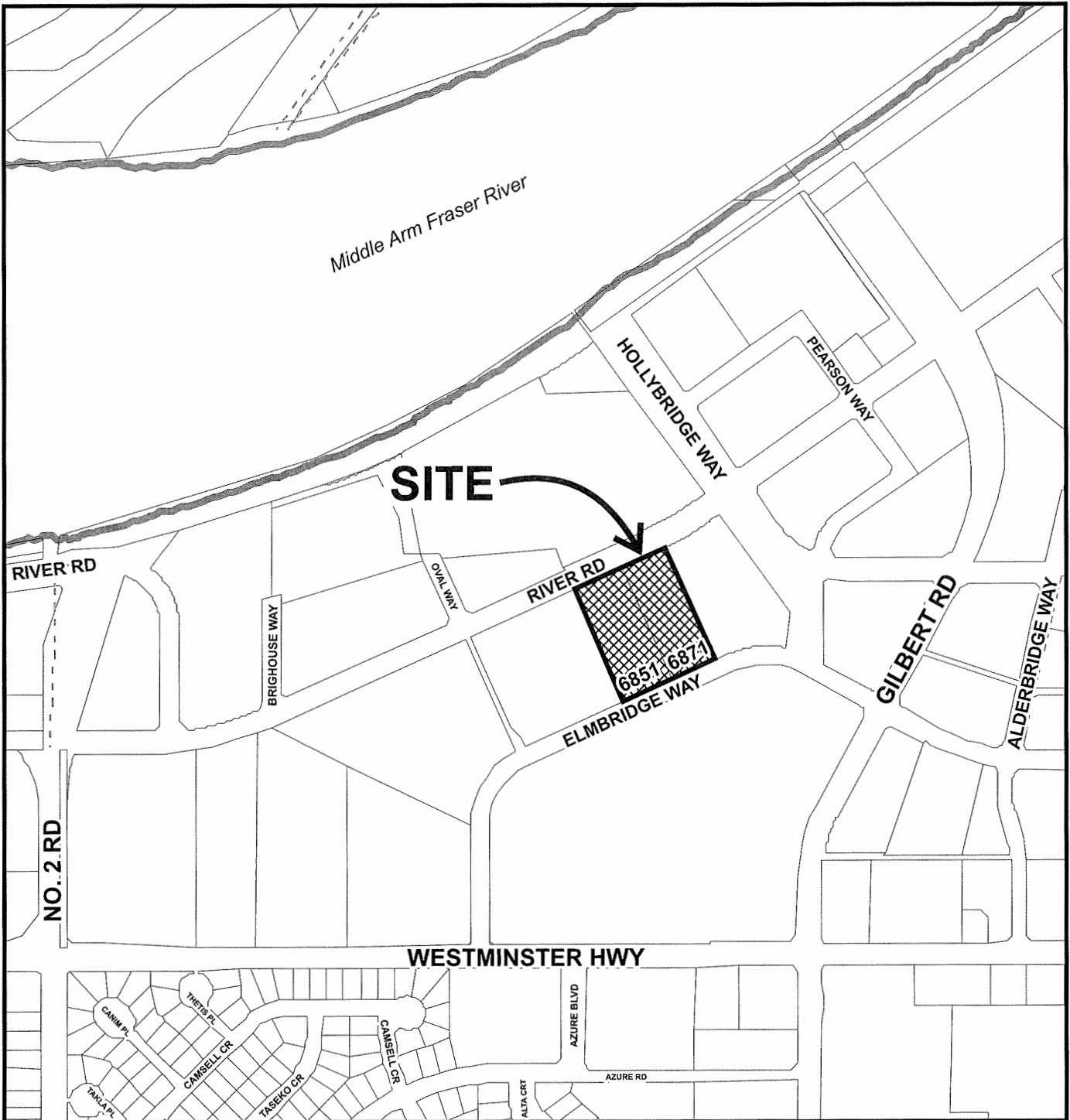
A handwritten signature in blue ink that reads "Greg Newman". The signature is fluid and cursive, with a long horizontal stroke at the end.

Greg Newman
Manager, Affordable Housing
(604-204-8618)

Att. 1: Map of 6851 and 6871 Elmbridge Way



City of Richmond



6851 and 6871 Elmbridge Way

Original Date: 02/21/24

Revision Date:

Note: Dimensions are in METRES



Housing Agreement (6851 and 6871 Elmbridge Way) Bylaw No. 10545

The Council of the City of Richmond enacts as follows:

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

P.I.D. 003-527-964

LOT 126 SECTION 6 BLOCK 4 NORTH RANGE 6 WEST NEW WESTMINSTER DISTRICT PLAN 65093

P.I.D. 003-527-948

LOT 125 SECTION 6 BLOCK 4 NORTH RANGE 6 WEST NEW WESTMINSTER DISTRICT PLAN 65093

- 2. This Bylaw is cited as "Housing Agreement (6851 and 6871 Elmbridge Way) Bylaw No. 10545".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating <i>clerk</i>
<i>elm</i>
APPROVED for legality by Solicitor
<i>[Signature]</i>

MAYOR

CORPORATE OFFICER

Bylaw 10545

Schedule A

To **Housing Agreement (6851 and 6871 Elmbridge Way) Bylaw No. 10545**
HOUSING AGREEMENT BETWEEN
LANDA OVAL DEVELOPMENT LTD. AND CITY OF RICHMOND

AFFORDABLE HOUSING AGREEMENT
(Section 483 Local Government Act)

THIS AGREEMENT is dated for reference 8th day of March, 2024

BETWEEN:

LANDA OVAL HOLDINGS LTD. (Inc. No. BC1228542), a company duly incorporated under the laws of the Province of British Columbia and having an address at Suite 1550 - 200 Burrard Street, Vancouver, BC V6C 3L6

(the “**Owner**”)

AND:

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

(the “**City**”)

WHEREAS:

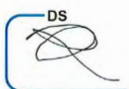
- A. Capitalized terms used in these Recitals and in this Agreement shall have the meanings ascribed in section 1.1;
- B. Section 483 of the *Local Government Act* permits the City to enter into and, by legal notation on title, note on title to lands, housing agreements which may include, without limitation,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

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

ARTICLE 1
DEFINITIONS AND INTERPRETATION

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

- (a) “**Affordable Housing Strategy**” means the Richmond Affordable Housing Strategy approved by the City on March 12, 2018, and containing a number of recommendations, policies, directions, priorities, definitions and annual targets for affordable housing, as may be amended or replaced from time to time;
- (b) “**Affordable Housing Unit**” means a Dwelling Unit or Dwelling Units located or to be located on the Lands and designated as such in accordance with any Building Permit,



Development Permit issued by the City or, if applicable, in accordance with any rezoning consideration applicable to the Development and includes, without limiting the generality of the foregoing, the Dwelling Units located or to be located on the Lands charged by this Agreement;

- (c) “**Agreement**” means this agreement together with all schedules, attachments, and priority agreements attached hereto;
- (d) “**Building**” means any building constructed, or to be constructed, on the Lands, or a portion thereof, including each air space parcel into which the Lands may be Subdivided from time to time. For greater certainty, each air space parcel will be a Building for the purpose of this Agreement;
- (e) “**Building Permit**” means the building permit authorizing construction on the Lands, or any portion(s) thereof;
- (f) “**CCAP**” means the City of Richmond City Centre Area Plan, as may be amended or replaced from time to time;
- (g) “**City**” means the City of Richmond;
- (h) “**City Solicitor**” means the individual appointed from time to time to be the City Solicitor of the Law Division of the City, or his or her designate;
- (i) “**Common Amenities**” means all indoor and outdoor areas, recreational facilities and amenities that are provided for common use of all residential occupants of the Development, including any Tenants, as required by the OCP, CCAP, any rezoning consideration applicable to the Development, and the Development Permit process, including without limitation visitor parking, the required affordable housing parking and electric vehicle charging stations, loading bays, bicycle storage and supporting bicycle maintenance facilities, and related access routes;
- (j) “**CPI**” means the All-Items Consumer Price Index for Vancouver, British Columbia, published from time to time by Statistics Canada, or its successor in function;
- (k) “**Daily Amount**” means \$100.00 per day as of January 1, 2019 adjusted annually thereafter by adding thereto an amount calculated by multiplying \$100.00 by the percentage change in the CPI since January 1, 2019, to January 1 of the year that a written notice is delivered to the Owner by the City pursuant to section 6.1 of this Agreement. In the absence of obvious error or mistake, any calculation by the City of the Daily Amount in any particular year shall be final and conclusive;
- (l) “**Development**” means the mixed use residential and commercial development to be constructed on the Lands;
- (m) “**Development Permit**” means the development permit authorizing the development on the Lands, or any portion(s) thereof, and includes Development Permit Application number DP 21-945917;

- (n) **“Director of Community Social Development”** means the individual appointed to be the Director, Community Social Development from time to time of the Planning and Development Division of the City and his or her designate;
- (o) **“Director of Development”** means the individual appointed to be the Director of Development of the Planning and Development Division of the City and his or her designate;
- (p) **“Dwelling Unit”** means a residential dwelling unit located or to be located on the Lands whether such dwelling unit is a lot, strata lot or parcel, or parts or portions thereof, and includes a single family detached dwelling, duplex, townhouse, auxiliary residential dwelling unit, rental apartment, and strata lot in a building strata plan and includes, where the context permits, an Affordable Housing Unit;
- (q) **“Eligible Tenant”** means a Family having a cumulative annual income of:
 - (i) in respect to a studio unit, \$34,650.00 or less;
 - (ii) in respect to a one-bedroom unit, \$38,250.00 or less;
 - (iii) in respect to a two-bedroom unit, \$46,800.00 or less; or
 - (iv) in respect to a three or more bedroom unit, \$58,050.00 or less

provided that, commencing January 1, 2019, the annual incomes set out above shall be adjusted annually on January 1st of each year this Agreement is in force and effect, by a percentage equal to the percentage of the increase in the CPI for the period January 1 to December 31 of the immediately preceding calendar year. If there is a decrease in the CPI for the period January 1 to December 31 of the immediately preceding calendar year, then the annual incomes set out above for the subsequent year shall remain unchanged from the previous year. In the absence of obvious error or mistake, any calculation by the City of an Eligible Tenant’s permitted income in any particular year shall be final and conclusive;

- (r) **“Family”** means:
 - (i) a person;
 - (ii) two or more persons related by blood, marriage or adoption; or
 - (iii) a group of not more than six (6) persons who are not related by blood, marriage or adoption
- (s) **“GST”** means the Goods and Services Tax levied pursuant to the *Excise Tax Act*, R.S.C., 1985, c. E-15, as may be replaced or amended from time to time;
- (t) **“Housing Covenant”** means the agreements, covenants, and charges granted by the Owner to the City (which includes covenants pursuant to section 219 of the *Land Title Act*) charging the Lands from time to time, in respect to the use and transfer of the Affordable Housing Units;

- (u) “**Interpretation Act**” means the *Interpretation Act*, R.S.B.C. 1996, Chapter 238, together with all amendments thereto and replacements thereof;
- (v) “**Land Title Act**” means the *Land Title Act*, R.S.B.C. 1996, Chapter 250, together with all amendments thereto and replacements thereof;
- (w) “**Lands**” means, collectively, the lands and premises legally described as:

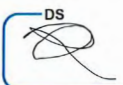
PID: 003-527-948, Lot 125 Section 6 Block 4 North Range 6 West New Westminster District Plan 65093; and

PID: 003-527-964, Lot 126 Section 6 Block 4 North Range 6 West New Westminster District Plan 65093,

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

- (x) “**Local Government Act**” means the *Local Government Act*, R.S.B.C. 2015, Chapter 1, together with all amendments thereto and replacements thereof;
- (y) “**LTO**” means the New Westminster Land Title Office or its successor;
- (z) “**OCP**” means the City of Richmond Official Community Plan Bylaw No. 7100, as may be amended or replaced from time to time;
- (aa) “**Owner**” means the party described on page 1 of this Agreement as the Owner and any subsequent owner of the Lands or of any part into which the Lands are Subdivided, and includes any person who is a registered owner in fee simple of an Affordable Housing Unit from time to time;
- (bb) “**Permitted Rent**” means no greater than:
 - (i) \$811.00 (exclusive of GST) a month for a studio unit;
 - (ii) \$975.00 (exclusive of GST) a month for a one-bedroom unit;
 - (iii) \$1,218.00 (exclusive of GST) a month for a two-bedroom unit; and
 - (iv) \$1,480.00 (exclusive of GST) a month for a three (or more) bedroom unit,

provided that, commencing January 1, 2019, the rents set out above shall be adjusted annually on January 1st of each year this Agreement is in force and effect, by a percentage equal to the percentage of the increase in the CPI for the period January 1 to December 31 of the immediately preceding calendar year. In the event that, in applying the values set out above, the rental increase is at any time greater than the rental increase permitted by the *Residential Tenancy Act*, then the increase will be reduced to the maximum amount permitted by the *Residential Tenancy Act*. Notwithstanding anything to the contrary contained in the *Residential Tenancy Act* or the *Residential Tenancy Regulation*, the foregoing cap on the increase to Permitted Rent to that permitted by the *Residential Tenancy Act* shall apply to the annual calculation of the maximum Permitted Rent independent of any exemption status of the Owner (i.e., non-profit housing society). If



there is a decrease in the CPI for the period January 1 to December 31 of the immediately preceding calendar year, then the permitted rents set out above for the subsequent year shall remain unchanged from the previous year. In the absence of obvious error or mistake, any calculation by the City of the Permitted Rent in any particular year shall be final and conclusive;

- (cc) “**Real Estate Development Marketing Act**” means the *Real Estate Development Marketing Act*, S.B.C. 2004, Chapter 41, together with all amendments thereto and replacements thereof;
- (dd) “**Residential Tenancy Act**” means the *Residential Tenancy Act*, S.B.C. 2002, Chapter 78, together with all amendments thereto and replacements thereof;
- (ee) “**Residential Tenancy Regulation**” means the Residential Tenancy Regulation, B.C. Reg. 477/2003, together with all amendments thereto and replacements thereof;
- (ff) “**Senior**” means the age of an individual defined by Council of the City as a senior for the purposes of all City programs, at the time of this Agreement being defined at 55 years of age and older;
- (gg) “**Strata Property Act**” means the *Strata Property Act* S.B.C. 1998, Chapter 43, together with all amendments thereto and replacements thereof;
- (hh) “**Subdivide**” means to divide, apportion, consolidate or subdivide the Lands, or the ownership or right to possession or occupation of the Lands into two or more lots, strata lots, parcels, parts, portions or shares, whether by plan, descriptive words or otherwise, under the *Land Title Act*, the *Strata Property Act*, or otherwise, and includes the creation, conversion, organization or development of “cooperative interests” or “shared interest in land” as defined in the *Real Estate Development Marketing Act*;
- (ii) “**Tenancy Agreement**” means a tenancy agreement, lease, license or other agreement granting rights to occupy an Affordable Housing Unit; and
- (jj) “**Tenant**” means an occupant of an Affordable Housing Unit by way of a Tenancy Agreement.

1.2 In this Agreement:

- (a) reference to the singular includes a reference to the plural, and *vice versa*, unless the context requires otherwise;
- (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
- (c) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
- (d) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;

- (e) any reference to any enactment is to the enactment in force on the date the Owner signs this Agreement, and to subsequent amendments to or replacements of the enactment;
- (f) the provisions of section 25 of the *Interpretation Act* with respect to the calculation of time apply;
- (g) time is of the essence;
- (h) all provisions are to be interpreted as always speaking;
- (i) reference to a “party” is a reference to a party to this Agreement and to that party’s respective successors, assigns, trustees, administrators, and receivers. Wherever the context so requires, reference to a “party” also includes an Eligible Tenant, agent, officer and invitee of the party;
- (j) reference to a “day”, “month”, “quarter” or “year” is a reference to a calendar day, calendar month, calendar quarter or calendar year, as the case may be, unless otherwise expressly provided;
- (k) where the word “including” is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word “including”; and
- (l) the terms “shall” and “will” are used interchangeably and both will be interpreted to express an obligation. The term “may” will be interpreted to express a permissible action

ARTICLE 2
USE AND OCCUPANCY OF AFFORDABLE HOUSING UNITS

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

- (a) take no steps to compel the issuance of the Development Permit, and the City will not be obligated to issue, the Development Permit, unless and until the Owner, has:
 - (i) submitted to the City a Development Permit application that includes the Affordable Housing Units; and
 - (ii) at its cost, executed and registered against title to the Lands, or portion thereof, such additional legal agreements required by the City to facilitate the detailed design, construction, operation, and management of the Affordable Housing Units, and all ancillary and related spaces, uses, common areas, and features as determined by the City through the Development Permit approval process for the Lands, or portion thereof;

- (b) take no steps to compel the issuance of, and the City will not be obligated to issue, a Building Permit, unless and until:
 - (i) the Director of Community Social Development and Director of Development have, in their sole discretion, approved the detailed design of the Affordable Housing Units, and all ancillary and related spaces, uses, common areas, and features;
 - (ii) the Owner has submitted to the City a Building Permit application that includes the Affordable Housing Units, and all ancillary and related spaces, uses, common areas, and features; and
 - (iii) the Owner has delivered to the City, a letter of assurance, in form and content satisfactory to the City, from the Building's design architect confirming that the Building design satisfies the requirements of this Agreement;

- (c) not occupy, nor permit any person to occupy any portion of any Building unless and until all of the following conditions are satisfied:
 - (i) the Affordable Housing Units and related uses and areas have been constructed in accordance with this Agreement, the Housing Covenant, the Development Permit, the Building Permit, and any applicable City bylaws, rules or policies, to the satisfaction of the City;
 - (ii) the Affordable Housing Units have received final Building Permit inspection granting provisional or final occupancy of the Affordable Housing Units;
 - (iii) the Owner is not otherwise in breach of any of its obligations under this Agreement or any other agreement between the City and the Owner in connection with the Affordable Housing Units, any facilities for the use of the Affordable Housing units, including parking, and any shared indoor or outdoor amenities; and
 - (iv) the Owner has delivered to the City, a letter of assurance, in form and content satisfactory to the City, from the Building's design architect confirming that the Affordable Housing Units have been built in accordance with the Agreement.

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

- 3.1 The Owner will not permit an Affordable Housing Unit to be subleased, or the Affordable Housing Unit Tenancy Agreement to be assigned, except as required under the *Residential Tenancy Act*.
- 3.2 The Owner will not permit an Affordable Housing Unit to be used for short term rental purposes (being rentals for periods shorter than 30 days), or any other purposes that do not constitute a “permanent residence” of a Tenant or an Eligible Tenant.
- 3.3 If this Housing Agreement encumbers more than one Affordable Housing Unit, the following will apply:
- (a) the Owner will not, without the prior written consent of the City, sell or transfer less than all of the Affordable Housing Units located in one building in a single or related series of transactions, with the result that when the purchaser or transferee of the Affordable Housing Units becomes the owner, the purchaser or transferee will be the legal and beneficial owner of not less than all of the Affordable Housing Units in one building;
 - (b) if the Development contains one or more air space parcels, each air space parcel and the remainder will be a “building” for the purpose of this section 3.3; and
 - (c) the Lands will not be Subdivided such that one or more Affordable Housing Units form their own air space parcel, separate from other Dwelling Units, without the prior written consent of the City.
- 3.4 Subject to the requirements of the *Residential Tenancy Act*, the Owner will ensure that each Tenancy Agreement:
- (a) includes the following provision:

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

 - (i) a statement of the total, gross annual income once per calendar year from all sources (including employment, disability, retirement, investment, and other) of all members of the Tenant’s household who are 18 years of age and over and who reside in the Affordable Housing Unit;
 - (ii) number of occupants of the Affordable Housing Unit;
 - (iii) number of occupants of the Affordable Housing Unit 18 years of age and under;and

- (iv) number of occupants of the Affordable Housing Unit who are Seniors;
 - (b) defines the term “Landlord” as the Owner of the Affordable Housing Unit; and
 - (c) includes a provision requiring the Tenant and each permitted occupant of the Affordable Housing Unit to comply with this Agreement.
- 3.5 If the Owner sells or transfers any Affordable Housing Units, then the Owner will notify the City Solicitor and the Director of Community Social Development, of the sale or transfer within three (3) days of the effective date of sale or transfer.
- 3.6 The Owner must not rent, lease, license or otherwise permit occupancy of any Affordable Housing Unit except to an Eligible Tenant and except in accordance with the following additional conditions:
- (a) the Affordable Housing Unit will be used or occupied only pursuant to a Tenancy Agreement;
 - (b) the monthly rent payable for the Affordable Housing Unit will not exceed the Permitted Rent applicable to that class of Affordable Housing Unit;
 - (c) the Owner will allow the Tenant and any permitted occupant and visitor to have full access to and use and enjoy all Common Amenities in the Development and will not Subdivide the Lands unless all easements and rights of way are in place to secure such use;
 - (d) the Owner will not require the Tenant or any permitted occupant to pay any of the following:
 - (i) move-in/move-out fees;
 - (ii) strata fees;
 - (iii) strata property contingency reserve fees;
 - (iv) extra charges or fees for use of any Common Amenities, common property, limited common property, or other common areas, facilities or amenities, including without limitation parking, bicycle storage, electric vehicle charging stations or related facilities;
 - (v) extra charges for the use of sanitary sewer, storm sewer, or water; or
 - (vi) property or similar tax;
- provided, however, that if the Affordable Housing Unit is a strata unit and the following costs are not part of strata or similar fees, an Owner may charge the Tenant the Owner’s cost, if any, of:
- (vii) providing cable television, telephone, other telecommunications, or electricity fees (including electricity fees and charges associated with the Tenant’s use of electrical vehicle charging infrastructure); and

- (viii) installing electric vehicle charging infrastructure (in excess of that pre-installed by the Owner at the time of construction of the Development), by or on behalf of the Tenant;
- (e) the Owner will attach a copy of this Agreement to every Tenancy Agreement;
- (f) the Owner will include in the Tenancy Agreement a clause requiring the Tenant and each permitted occupant of the Affordable Housing Unit to comply with this Agreement;
- (g) the Owner will include in the Tenancy Agreement a clause entitling the Owner to terminate the Tenancy Agreement if:
 - (i) an Affordable Housing Unit is occupied by a person or persons other than an Eligible Tenant;
 - (ii) the annual income of an Eligible Tenant rises above the applicable maximum amount specified in subsection 1.1(q) of this Agreement;
 - (iii) the Affordable Housing Unit is occupied by more than the number of people the City determines can reside in the Affordable Housing Unit given the number and size of bedrooms in the Affordable Housing Unit and in light of any relevant standards set by the City in any bylaws of the City;
 - (iv) the Affordable Housing Unit remains vacant for three (3) consecutive months or longer, notwithstanding the timely payment of rent; or
 - (v) the Tenant subleases the Affordable Housing Unit or assigns the Tenancy Agreement in whole or in part,

and in the case of each breach, the Owner hereby agrees with the City to forthwith provide to the Tenant a notice of termination. Except for subsection 3.6(g)(ii) of this Agreement [*Termination of Tenancy Agreement if Annual Income of Tenant rises above amount prescribed in section 1.1(q) of this Agreement*], the notice of termination shall provide that the termination of the tenancy shall be effective 30 days following the date of the notice of termination. In respect to subsection 3.6(g)(ii) of this Agreement, termination shall be effective on the day that is six (6) months following the date that the Owner provided the notice of termination to the Tenant;

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

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

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

**ARTICLE 4
DEMOLITION OF AFFORDABLE HOUSING UNIT**

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

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

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

**ARTICLE 5
STRATA CORPORATION BYLAWS**

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

- 5.5 No strata corporation shall pass any bylaws or approve any levies, charges or fees which would result in the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit paying for the use of parking, bicycle storage, electric vehicle charging stations or related facilities contrary to subsection 3.6(d). Notwithstanding the foregoing, the strata corporation may levy such parking, bicycle storage, electric vehicle charging stations or other related facilities charges or fees on all the other owners, tenants, any other permitted occupants or visitors of all the strata lots in the applicable strata plan which are not Affordable Housing Units; Units; provided, however, that the electricity fees, charges or rates for use of electric vehicle charging stations are excluded from this provision
- 5.6 The strata corporation shall not pass any bylaw or make any rule which would restrict the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit from using and enjoying any Common Amenities, common property, limited common property or other common areas, facilities or amenities of the strata corporation except on the same basis that governs the use and enjoyment of these facilities by all the owners, tenants, or any other permitted occupants of all the strata lots in the applicable strata plan which are not Affordable Housing Units.

ARTICLE 6 DEFAULT AND REMEDIES

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

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

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

ARTICLE 7 MISCELLANEOUS

7.1 Housing Agreement

The Owner acknowledges and agrees that:

- (a) this Agreement includes a housing agreement entered into under section 483 of the *Local Government Act*;

- (b) where an Affordable Housing Unit is a separate legal parcel the City may file notice of this Agreement in the LTO against the title to the Affordable Housing Unit and, in the case of a strata corporation, may note this Agreement on the common property sheet; and
- (c) where the Lands have not yet been Subdivided to create the separate parcels to be charged by this Agreement, the City may file a notice of this Agreement in the LTO against the title to the Lands. If this Agreement is filed in the LTO as a notice under section 483 of the *Local Government Act* prior to the Lands having been Subdivided, then after the Lands are Subdivided, this Agreement will secure only the legal parcels which contain the Affordable Housing Units.

The City will partially release this Agreement accordingly, provided however that:

- (i) the City has no obligation to execute such release until a written request from the Owners is received by the City, which request includes the registrable form of release (Form C (Release));
- (ii) the cost of the preparation of the aforesaid release, and the cost of registration of the same in the Land Title Office is paid by the Owners;
- (iii) the City has a reasonable time within which to execute the Form C (Release) and return the same to the Owners for registration; and
- (iv) the Owners acknowledge that such release is without prejudice to the indemnity and release set forth in section 7.5.

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

7.2 No Compensation

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

7.3 Modification

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

7.4 Management

- (a) The Owner covenants and agrees that it will ensure good and efficient management of the Affordable Housing Units and will permit representatives of the City to inspect the Affordable Housing Units at any reasonable time, subject to the notice provisions in the *Residential Tenancy Act*. The Owner further covenants and agrees that it will maintain the Affordable Housing Units in a good state of repair and fit for habitation and will comply

with all laws, including health and safety standards applicable to the Lands, at no cost or charge to the Tenant.

- (b) The Owner further covenants and agrees that it will vote:
- (i) as owner of the Affordable Housing Units, in any applicable annual general meetings or special general meetings of the strata corporation; and
 - (ii) as the owner of the air space parcel or remainder parcel containing the Affordable Housing Units at any applicable meetings of the owners of the other subdivided parcels of the Lands,

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

- (c) Notwithstanding the foregoing, the Owner acknowledges and agrees that the City, in its absolute discretion, may require the Owner, at the Owner's expense, to hire a person or company with the skill and expertise to manage the Affordable Housing Units.

7.5 Indemnity

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

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

7.6 Release

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

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

7.7 Survival

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

7.8 Priority

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

7.9 City’s Powers Unaffected

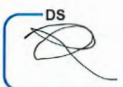
This Agreement does not:

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

7.10 Agreement for Benefit of City Only

The Owner and the City agree that:

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



7.11 No Public Law Duty

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

7.12 Notice

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

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

Copies to: City Solicitor and the Director of Community Social Development

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

7.13 Enuring Effect

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

7.14 Severability

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

7.15 Waiver

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

7.16 Sole Agreement

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

7.17 Further Assurance

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

7.18 Covenant Runs with the Lands

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

7.19 Equitable Remedies

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

7.20 No Joint Venture

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

7.21 Applicable Law

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

7.22 Deed and Contract

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

7.23 Joint and Several

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

7.23 Limitation on Owner's Obligations

The Owner is only liable for breaches of this Agreement that occur while the Owner is the registered owner of the Lands provided however that notwithstanding that the Owner is no longer the registered owner of the Lands, the Owner will remain liable for breaches of this Agreement that occurred while the Owner was the registered owner of the Lands.

[remainder of page intentionally blank]

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

LANDA OVAL HOLDINGS LTD. (INC. NO. BC1228542)
by its authorized signatory:

DocuSigned by:

Per: _____
AB694C2B40DB448
Name: Scott Wang

CITY OF RICHMOND
by its authorized signatories:

Per: _____
Malcolm D. Brodie, Mayor

Per: _____
Claudia Jesson, Corporate Officer

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

SCHEDULE A to Housing Agreement

**STATUTORY DECLARATION
(Affordable Housing Units)**

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

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

1. I am the registered owner (the "**Owner**") of the Affordable Housing Units;
or,
 I am a director, officer, or an authorized signatory of the Owner and I have personal knowledge of the matters set out herein;
2. This declaration is made pursuant to the terms of the Housing Agreement in respect of the Affordable Housing Units and information as of the ____ day of _____, 20____;
3. Continuously since the last Statutory Declaration process:
 - a) the Affordable Housing Units, if occupied, were occupied only by Eligible Tenants (as defined in the Housing Agreement); and
 - b) the Owner of the Affordable Housing Units complied with the Owner's obligations under the Housing Agreement and any housing covenant(s) registered against title to the Affordable Housing Units;
4. The information set out in the table attached as Appendix A hereto (the "**Information Table**") in respect of each of the Affordable Housing Units is current and accurate as of the date of this declaration; and

Page 1 of 2 – continued on next page...

... continued from Page 1 – Page 2 of 2

- 5. I obtained the prior written consent from each of the occupants of the Affordable Housing Units named in the Information Table to: (i) collect the information set out in the Information Table, as such information relates to the Affordable Housing Unit occupied by such occupant/resident; and (ii) disclose such information to the City, for purposes of complying with the terms of the Housing Agreement.

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

DECLARED BEFORE ME at)
 _____ in the)
 Province of British Columbia, Canada, this)
 ____ day of _____, 20____)

 (Signature of Declarant)

Name:

 A Notary Public and a Commissioner for taking)
 Affidavits in and for the Province of British)
 Columbia)

Appendix A to Statutory Declaration

Building Name:		Building Address:		Property Manager Name:		Property Manager Phone Number:										
Property Management Company:		Property Manager Email:		Income and Rent		Fees Collected (For any fees charged, provide details and explanation regarding the fees to the City together with the Statutory Declaration.)										
Unit and Household Information		Income and Rent		Fees Collected		Fees Collected										
Row #	Unit #	Unit Type (Studio, 1 Bed, 2 Bed, 3 Bed)	Number of Occupants (#)	Related to Owner (Yes/No) (Provide one response per occupant)	Total Number of Occupants who are "Seniors" as that term is defined in the Affordable Housing Agreement (#)	Starting Year of Tenancy	Before-tax Total Income(s) (if Occupant is 18 years & Over) (Provide one response per occupant)	Income Verification Received (Yes/No) (Provide one response per occupant)	Before-tax Total Income of All Occupants 18 years & Over	Rent (\$/Month)	Parking Fees	Move-in/Move-out Fees	Storage Fees	Amenity Usage Fees	Other Tenant Fees	
0	EXAMPLE ONLY - 101	3 BR	4	No No No No	1	2022	\$31,049 \$22,764 \$7,825	Yes Yes Yes	\$61,638	\$1,611.19	\$ -	\$ -	\$ -	\$ -	\$ -	
1																
2																
5																

Continue rows as needed.





To: Planning Committee

Date: March 8, 2024

From: Kim Somerville
Director, Community Social Development

File: 08-4057-05/2024-Vol 01

Re: Low-End Market Rental (LEMR) Program and LEMR Unit Management

Staff Recommendations

1. That staff be authorized to engage in discussions with BC Housing to determine if and how BC Housing could be secured to manage and operate existing and future LEMR units and to report back to Council following such discussions, as outlined in the report titled “Low-End Market Rental (LEMR) Program and LEMR Unit Management”, dated March 8, 2024, from the Director, Community Social Development; and
2. That should discussions with BC Housing not envision the organization as the sole manager and operator of existing and future LEMR units, that staff be authorized to explore alternative opportunities to retain an independent organization to manage the LEMR program, and to report back to Council following this exploration.

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

Att. 3

REPORT CONCURRENCE		
ROUTED TO: Development Applications Real Estate Services Law Policy Planning	CONCURRENCE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

This report responds to the following two staff referrals, the first of which was passed at the Council meeting on July 10, 2023, and the second of which was passed at the Council meeting on December 11, 2023:

- (1) That staff explore options for management of all Low End Market Rental (LEMR) units, past, present and future, and report back with possibilities and recommendations.*
- (2) That the Richmond Poverty Reduction Coalition presentation be referred to staff to further analyse and report back on the LEMR housing program.*

This report is intended to address the Council referrals and respond to the issues raised by the Coalition.

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

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

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

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

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

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

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

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

6.4 Support vulnerable populations through collaborative and sustainable programs and services.

This report also supports Strategy Direction 1 of the City of Richmond's Affordable Housing Strategy (2017–2027):

Use Regulatory Tools to Encourage a Diverse Mix of Housing Types and Tenures

This report demonstrates the City's ongoing commitment to supplying housing options for low-to moderate-income households through the Low-End Market Rental (LEMR) program.

Analysis

Housing affordability continues to be a critical challenge for many households in Richmond. The issue affects all segments of the population and in order to address housing need, considerable efforts must be taken by all levels of government. Over the past two decades, the City of Richmond has been a leader in increasing the supply of housing options across the housing continuum that would not otherwise be realized in the private market.

While senior levels of government are primarily responsible for increasing the supply of affordable housing, the City has been directly involved in building capacity within local shelters, establishing temporary supportive housing, and developing affordable rental housing for some of the community's most vulnerable residents. These efforts have been complemented by a policy framework that incentivises the private market construction of low-end market rental (LEMR) housing as well as market rental housing. While proven to increase the supply of affordable housing in Richmond, the LEMR program is only one component of the housing solution.

The Summary of Affordable Housing Units (2006–2023) (Attachment 1) lists the number of affordable rental and market rental housing units that have been built in Richmond since 2006, units that have been conditionally approved, and those that are currently tied to projects under review. The City's commitment to delivering a variety of housing options continues to help address the diverse housing needs of those in the community.

Richmond Poverty Reduction Coalition

The Richmond Poverty Reduction Coalition (Coalition) has continued to advocate for an increased supply of non-market rental housing. Correspondence received from the Coalition, coinciding with the above-noted referrals, is included in Attachment 2. Through delegations to Council, the Coalition has sought:

- Greater effort by the City to secure federal, provincial and other sources of funding to develop non-market housing and shelters using City-owned land;
- A reduction in the number of Richmond residents on the BC Housing waitlist by up to 50 per cent within five years (2027);
- Improved clarity regarding how the LEMR program works;
- Greater oversight and accountability for the management of LEMR units to ensure those with the greatest need are being served by the LEMR program;
- The involvement of non-profit housing operators as opposed to for-profit property managers secured as the authority to oversee the occupancy of LEMR units;
- Annual reporting which identifies the number of LEMR units, rents and income limits; and
- The development of a LEMR Housing Registry and waitlist for LEMR units.

Securing Funding for Affordable Housing Development

The City continuously seeks funding from senior levels of government to build and maintain supportive housing in addition to other types of non-market housing. Since the early 2000s, the City has been successful in securing funding that has been used to respond to local housing need.

In 2009, the City partnered with BC Housing and a non-profit consortium (Turning Point Recovery Society, SUCCESS, Coast Mental Health, Pathways Clubhouse and Tikva Housing Society) to support the construction of “Storeys,” 129 units of affordable housing on City-owned land. In 2012, the City collaborated with the Richmond Kiwanis Senior Citizens Housing Society and BC Housing to build 296 units of affordable rental housing geared to seniors. More recently, the City has worked with BC Housing and Pathways Clubhouse Society to develop an 80-unit affordable housing project on City-owned land.

In 2023, the City was successful in securing over \$9 million in funding through the Canada Mortgage and Housing Corporation’s (CMHC) Rapid Housing Initiative (RHI). This funding is being complemented with capital and operating funding from BC Housing. The project will introduce 25 units of affordable housing, to be operated by Turning Point Housing Society, on City-owned land.

Additional affordable projects for which the City has partnered with BC Housing include two temporary projects on City-owned land, Alderbridge Supportive Housing (40 units) and Aster Place Supportive Housing (40 units). Currently, the City is in the planning stages with BC Housing to build a permanent supportive housing project on City-owned land. The project will provide an opportunity for those residing in Alderbridge and Aster Place to move into a more permanent home. In addition, the City is actively planning for a comprehensive development of approximately 200 affordable rental housing units on City-owned land. These projects demonstrate the City’s partnerships with senior levels of government that are helping to bring non-market housing to Richmond.

Further to these projects, earlier in 2024, the City was successful in securing nearly \$36 million from CMHC to implement a number of initiatives to help streamline the development application review process, thereby lessening the time and costs associated within bringing affordable rental and market rental housing to the market. Further, the funding will support the implementation of programs that will incent the construction of non-market housing. It is anticipated that, coupled with the ongoing success of the LEMR Program, the aforementioned efforts by the City will have a tangible impact on reducing the number of households on BC Housing’s waitlist for subsidized housing.

Richmond’s Low-End Market Rental (LEMR) Program

Since Council’s approval of the first Affordable Housing Strategy in 2007, over 530 LEMR units have been built and an additional 840 LEMR units have been secured but are not yet constructed. The LEMR program utilizes a conditional zoning approach through which developers receive a density bonus in exchange for built LEMR units. The City’s LEMR program sets maximum monthly rents and income thresholds intended to serve low- to moderate-income households. For reference, low-income households are those with a gross household income of between \$39,500 and \$63,200 and moderate-income households are those with a gross income of between \$63,200 and \$94,800. Housing agreements are used to secure the maximum rents and income thresholds

established within the LEMR program. As outlined in this report, the City's current LEMR program provides a depth of housing affordability that is greater than that being achieved by other local governments in the Lower Mainland.

Past and Present LEMR Program Framework

As Council is aware, the LEMR program has two income and rent packages. The majority of LEMR units built prior to 2017 were secured with income thresholds and maximum rents set using BC Housing's Household Income Limits (HILs). HILs are based on figures established by CMHC and are intended to reflect the minimum income required to afford appropriate accommodation in the private market. The City's housing agreements that use HILs set maximum rents at 30 per cent of the HIL, divided by 12 (months); housing affordability is considered housing for which shelter costs do not exceed 30 per cent of gross household income.

Securing LEMR units using HILs was intended to address the housing needs of low- and moderate-income households. However, the HILs that are applicable to the City of Richmond are those encompassing the Vancouver planning area and, if used to set maximum rents, result in rent rates that are unaffordable to Richmond's low-income households. In 2017, through the creation of the current Affordable Housing Strategy (2017–2027) and as a result of a viability assessment done at the time, Council adjusted the LEMR program to ensure rents remained within reach of low-income households, which resulted in a second income and rent package. To this end, income thresholds were set at 10 per cent below HILs and maximum rents were set at 10 per cent below CMHC's average market rents, the latter being specific to the City of Richmond. These LEMR income thresholds and maximum rents, which remain current today, are outlined in the City's LEMR Bulletin (Attachment 3).

The Coalition has raised concerns about the management of LEMR units, reporting circumstances in which a property manager has set income thresholds and maximum rents in excess of those outlined in the LEMR Bulletin. The Statutory Declaration process, conducted every two years to ensure income thresholds and maximum rents are compliant with the terms of the housing agreements, has proven successful. However, the discrepancies raised by the Coalition may, be attributable to situations where the rates are based on HILs and not the rates set out in the bulletin. For example, in 2018, the HILs-based income thresholds for a two-bedroom unit would have been \$58,000 while the current LEMR program rate is \$46,800. Similarly, in 2018 the maximum rent for a two-bedroom unit, secured based on HILs, would have been \$1,450 and under the current LEMR program the maximum rent would be \$1,218. This example demonstrates the benefit in using the current LEMR program framework to set maximum rents at levels that are more affordable to low-income households.

Annual Review of LEMR Units, Rents and Income Limits

The City's Affordable Housing Strategy provides for a bi-annual review of the LEMR program, including a review of income thresholds and maximum rents. This review provides the City with an opportunity to evaluate the LEMR program in addition to other matters such as the suitability of minimum unit sizes and contribution requirements. The following sections offer a review of current income thresholds and maximum rents considering trends in the housing market and the practices of other municipalities in the Lower Mainland.

Setting Income Thresholds

Housing agreements that incorporate income thresholds and maximum rents per the 2017 LEMR program include terms that allow for adjustment to these limits based on a measure of inflation, being the percentage increase in the Consumer Price Index (CPI). Table 1 below compares the current LEMR income thresholds against BC Housing's HILs. As shown in the table, adjusted LEMR income thresholds fall between 30 and 50 per cent below 2023 HILs, providing a deeper level of affordability for vulnerable households.

Table 1: Comparison of Current LEMR Income Thresholds and BC Housing's HILs

Size of Household	LEMUR Income Threshold (2023) ¹	Household Income Limit (HILs) (2023)	Difference (value)	Difference (per cent)
Studio	\$39,151	\$58,000	\$18,849	48%
1 Bedroom	\$43,219	\$58,000	\$14,781	34%
2 Bedroom	\$52,879	\$72,000	\$19,121	36%
3 Bedroom	\$65,591	\$86,000	\$20,409	31%

¹ LEMR Income Thresholds (set in 2017) have been adjusted by CPI beginning in 2019.

Setting Maximum Rents

Over the past two decades, there has been a notable increase in average market rents throughout the Lower Mainland. Since the LEMR program was last updated in 2017, average market rents have increased by over 60 per cent. Table 2 highlights the difference between current LEMR maximum rents, adjusted for inflation, and 2023 CMHC average market rents. As illustrated in the table, LEMR rents are between 40 and 65 per cent lower than 2023 CMHC market averages.

Table 2: Current LEMR Maximum Rent Rates and CMHC Market Average Rents

Size of Household	LEMUR Maximum Rent Rates (2023) ¹	CMHC Average Market Rent (2023)	Difference (value)	Difference (per cent)
Studio	\$916	\$1,501	\$585	64%
1 Bedroom	\$1,102	\$1,714	\$612	56%
2 Bedroom	\$1,376	\$2,028	\$652	47%
3 Bedroom	\$1,672	\$2,348	\$676	40%

¹ LEMR Maximum Rent Rates (set in 2017) have been adjusted by CPI beginning in 2019.

Staff have undertaken a cursory review of rental rates used in securing affordable housing in other parts of the Lower Mainland. It is noted that the City of Port Moody and the City of Burnaby identify affordable housing with rent rates set 20 per cent below CMHC's median rent. The City of New Westminster sets affordable rents at 10 per cent below CMHC median market rents and the City of North Vancouver sets maximum rents at 10 per cent below CMHC market averages.

Table 3 compares the City of Richmond's adjusted 2023 LEMR rent rates against CMHC's 2023 market averages for Richmond, and presents potential alternative rents at 10, 20 and 30 per cent below the averages. The table highlights the difference in current LEMR maximum rents and rents set at 10, 20 and 30 per cent below market averages.

Table 3: LEMR Maximum Rents compared with Reduced CMHC Market Rents

Size of Household	LEMUR Max. Rents (2023) ¹	2023 CMHC Market Avg.	Reduced Market Average		
			10% below	20% below	30% below
Studio	\$916	\$1,501	\$1,351	\$1,201	\$1,051
1 Bedroom	\$1,102	\$1,714	\$1,543	\$1,371	\$1,200
2 Bedroom	\$1,376	\$2,028	\$1,825	\$1,622	\$1,420
3 Bedroom	\$1,672	\$2,348	\$2,113	\$1,878	\$1,644

¹ LEMR Maximum Rent Rates (set in 2017) have been adjusted by CPI beginning in 2019.

Current LEMR income thresholds and maximum rents were set in 2017. In 2019, when rates were scheduled for review, the pandemic arose and due to the unique period, it was determined to postpone the review to lessen the potential negative impact on vulnerable households in the community. With a gradual return to pre-pandemic conditions, staff will undertake a review of current LEMR income thresholds and maximum rents and report back to Council later in 2024.

City Oversight of the LEMR Program

The management of LEMR units is largely structured around the terms and conditions of the housing agreement used to secure the units. The City of Richmond is a third party to the LEMR unit owner-tenant relationship and does not own or manage these units directly. The City verifies compliance with the terms of a housing agreement by conducting a statutory declaration process once every two years. In addition to carrying out this process, staff conduct ongoing monitoring of the LEMR program by liaising with LEMR property managers throughout the year.

In 2021, a statutory declaration process was carried out for all 383 LEMR units that were constructed at that time. The process identified that 93 per cent of units complied with household income thresholds as set out in applicable housing agreements. Areas of non-compliance were largely attributable to the receipt of financial supports provided to low-income households during the pandemic. The City’s Real Estate Department will be conducting a statutory declaration process in 2024 and will report out on the results later in the year.

The Involvement of Non-Profit Housing Operators in LEMR Unit Management

The Affordable Housing Strategy (2017–2027) recognizes the value in securing non-profit housing operators to manage LEMR units. Non-profit organizations are often established with a broader mandate to serve vulnerable segments of the population and may also be able to offer wraparound services to those in need. As noted by the Coalition, the majority of built LEMR units are not associated with a non-profit organization; this is accurate in that currently, nearly 75 per cent of built LEMR units are not managed by a non-profit. However, since 2017 the City has been successful in securing the involvement of a non-profit housing operator in over 60 per cent of all built LEMR units. Further, over the past two years non-profit housing operators have been secured to manage nearly 80 per cent of all LEMR units.

Through the review of development applications, staff regularly advocate for the involvement of a non-profit housing operator, particularly in cases where LEMR units are to be clustered in a

building or buildings. Where a non-profit operator is required, staff work with the developer to identify and secure the operator drawing from a working list of local non-profits. Further, staff commonly meet with non-profit operators and other LEMR unit managers to discuss the terms and conditions of housing agreements, the framework and requirements of the statutory declaration process, and the City's overall expectations as they relate to delivering housing for low- to moderate-income households.

Affordable Housing Guide

City staff maintain an Affordable Housing Guide (Guide), which is published on the City's website. The Guide lists local affordable housing developments, provides property manager contact information, and identifies specific eligible tenant groups where applicable (i.e. seniors, families and single occupant households). Staff regularly refer those seeking affordable housing to the Guide.

The Guide recognizes affordable housing projects under the headings "Non-Market Housing," "Housing Co-operatives," and "Low-End Market Rental (LEMR) Units." Projects under the latter heading include all LEMR units without any distinction between those tied to a HILs-based housing agreement (i.e. supporting the majority of LEMR units secured prior to 2017) and those structured per the current LEMR program framework (i.e. supporting units secured following LEMR program changes in 2017). In response to the concerns raised by the Coalition, being that some property managers are using higher income thresholds and charging higher rents than those established in the LEMR program, staff will update the Guide to reflect the income and rent structure for each of the listed projects. In addition, staff will provide information about the how the two income and rent packages (i.e. HILs versus current LEMR) differ from one another.

Opportunities for Management of LEMR Units

Through the two referrals, Council has directed staff to explore options for the management of LEMR units, past, present and future. Reviewing the structure of the program and making adjustments where justified will allow the City to ensure the program continues to serve the needs of low- and moderate-income households. The following four options propose alternative approaches to managing affordable housing in the region:

1. Maintaining the Status Quo: the ongoing private ownership and management of LEMR units subject to a statutory declaration process carried out by the City every two years;
2. The retention of a third party to manage, on behalf of the City, all existing and future LEMR units and in doing so administer the LEMR program. The management of any existing LEMR unit would be limited by the owner's voluntary participation in the option;
3. The negotiation of an operating agreement with BC Housing to manage all future LEMR units and potentially manage existing LEMR units by way of voluntary participation (RECOMMENDED); and
4. The allocation of new staffing resources to manage all existing and future LEMR units and administer the LEMR program. The management of any existing LEMR unit would be limited by the owner's voluntary participation in the option.

Option 1: Status Quo

The status quo scenario would maintain the current approach to securing and managing, at arms length, LEMR units. The City would continue to undertake the statutory declaration process as a means of confirming compliance with the terms and conditions of a housing agreement. Through the ongoing review of the LEMR program, and as a complement to the current management of the LEMR program, the City would evaluate:

- The suitability of existing income thresholds and maximum rent rates considering the increased costs associated with LEMR unit management;
- The suitability of minimum size requirements, by unit type (see Attachment 3);
- Approaches to securing non-market housing in other jurisdictions;
- The opportunity to amend the LEMR program to place greater emphasis on, or simply require, the involvement of a non-profit housing operator in all LEMR projects; and
- The density bonusing framework used to secure LEMR units and the potential need for adjustments in order to overcome financial impediments to building LEMR housing.

If Council endorses the status quo option, staff will undertake the items outlined above and report back to Council on the findings of this work. There would be no additional resource needs to support this Option.

Option 2: Securing an Independent LEMR Program Manager

The City is a third party to the management of LEMR units as property owners and housing unit managers/operators engage directly with the tenants. The Coalition has voiced concerns over the management of the LEMR program, citing the need for greater oversight and accountability in tenant selection to ensure those with the greatest need are being provided access to LEMR housing. The Coalition has also sought the establishment of a centralised registry and waitlist for access to LEMR units. The City does not have the staffing complement to directly manage LEMR units or, in doing so, maintain a registry and waitlist. Taking this into account, the City could look to retain an independent LEMR program manager to manage existing and future LEMR units (i.e. a non-profit operator, an affordable housing stakeholder or an advocacy group).

Having a single entity directly manage LEMR units would allow for the creation of a centralized registry and waitlist as sought by the Coalition. However, retaining a LEMR program manager may be problematic where unit owners have entered into agreements with another property manager or non-profit operator. In such cases, the LEMR unit owner could be provided the opportunity to voluntarily retain the City-appointed program manager. If this opportunity were not pursued, the City could also invite LEMR unit owners to voluntarily participate in the use of a central registry and shared waitlist. If directed to pursue this option, staff will engage candidate housing unit managers and present Council with a framework and costs to further consider this opportunity.

Option 3: Securing BC Housing to Manage LEMR Housing (Recommended)

As part of the ongoing review of the LEMR program, City staff have reached out to BC Housing and will engage in discussions to determine whether or not the organization could be involved in managing LEMR units. As an example, the City of Coquitlam has entered into a formal arrangement with BC Housing to manage Coquitlam's below-market rental units. The arrangement provides that:

- The private developer will own the below-market units which will be leased to BC Housing for 60 years;
- BC Housing will take on the administrative responsibilities for the below-market units including tenant selection and income testing to ensure the below-market housing meets the requirements of Coquitlam's Housing Agreement; and
- The below-market units managed by BC Housing will rent for at least 20 per cent below market for 60 years and will be available to moderate-income households.

Securing BC Housing as the sole operator of future LEMR and other non-market housing units may lessen the reported constraints developers face when seeking out a non-profit housing operator. Further, securing BC Housing would allow the City to leverage the organization's expertise in delivering non-market housing while supporting operational economies of scale. It is noted that BC Housing is charging the City of Coquitlam a nominal fee to provide management services to the municipality. Having a sole operator manage future LEMR units would also enable the creation of a housing registry, similar to the subsidized housing registry currently managed by BC Housing, and to maintain a waitlist for eligible tenants.

Staff seeks approval from Council to engage BC Housing in discussions about the potential for the organization to manage existing and future LEMR units as well as any other non-market rental units secured by way of a housing agreement. Should Council direct staff to engage in such discussions, a future report will identify options that may be available to pursue a partnership with BC Housing.

Option 4: City of Richmond Staff Management of LEMR Program

As noted, the City does not currently have the staffing capacity to carry out the responsibility of directly managing existing and future LEMR units. Should City operating funding be made available for additional staffing, this option may be viable. Similar to the constraints outlined in Options 2 and 3, the City's management of LEMR units would require voluntary participation amongst the owners of existing LEMR units, particularly where an owner has entered into an agreement with a housing operator. As in Options 2 and 3, the City's management of LEMR units would allow for the creation of a centralized registry and housing waitlist.

At present, the City is a third party to the owner-tenant relationship in the management of LEMR units. Being at arm's length allows the City to retain autonomy when negotiating the supply of LEMR units. Furthermore, the City regularly advocates for the involvement of non-profit housing operator to manage LEMR units. Such operators are recognized for their expertise in managing housing for low-income households while, in some cases, being able to provide wraparound services to tenants. Taking on the responsibility of managing LEMR units may detract from the benefits realized in leveraging the expertise of non-profit organizations and their mandate to serve vulnerable members of the community.

Should Council direct staff to pursue this option, a report outlining the management framework, resource needs, and related matters would be provided at a later date.

Next Steps

This report presents potential options to explore for the management of all LEMR units past, present and future, as well as to undertake further analysis and report back to Council on the LEMR program. In summary, the following actions are proposed:

- Engage in discussions with BC Housing to determine if and how the organization could be secured to manage and operate the City's LEMR program and report back to Council on the results of these discussions by the beginning of the fourth quarter 2024;
- Alternative to securing BC Housing as the sole manager and operator of LEMR units, explore opportunities to retain an independent agency to manage the LEMR program and report back to Council on the progress of this exploration by the beginning of the fourth quarter 2024;
- Carry out an analysis of the income thresholds and maximum rental rates supporting the current LEMR program and report back to Council on the findings of this analysis, including potential recommended changes to the LEMR program, by the end of 2024; and
- Update the Affordable Housing Guide to distinguish between developments that have income thresholds and maximum rents based on BC Housing's HILs, and those based on the rates set within the current LEMR program framework, by the end of the second quarter 2024.

Staff will provide Council with updates on the progress of the above-listed action items. Where required, staff will seek further direction from Council in order to proceed with measures that will further improve the structure of the LEMR program and the corresponding management of LEMR units.

Financial Impact

None.

Conclusion

Since the adoption of its first Affordable Housing Strategy in 2007, the City of Richmond has achieved considerable success in bringing low-end of market rental (LEMR) housing to the community in addition to non-market housing units with the involvement of senior levels of government. In 2017, as a result of the update to the City's Affordable Housing Strategy and a viability assessment conducted at the time, the City modified the framework of its LEMR program to ensure housing secured through the private market in exchange for additional building density remained within reach of low-income households. Today, the City remains committed to the ongoing review of its LEMR program to ensure vulnerable households in need are provided access to affordable housing.



Greg Newman
Manager, Affordable Housing
(604-204-8648)

- Att. 1: Summary of Affordable Housing Units (2006–2023)
2: Richmond Poverty Reduction Coalition Submissions to Council (dated July 11, 2022, July 10, 2023 and December 11, 2023)
3: Bulletin INFO-51 - Low End Market Rental Program Requirements

Summary of Affordable Housing Units (2006–2023)

Housing Type	# of Units (2006 to 2023)			Additional Information
	Built/ Occupied	Approved/ Under Development	Under Review (Estimate)	
EMERGENCY SHELTER				
Emergency Shelter Beds Temporary accommodation and services for residents experiencing homelessness	45	N/A	N/A	The Richmond House Emergency Shelter provides temporary accommodation, meals and supports to people experiencing homelessness. The City contributed land for the emergency shelter, developed in partnership with BC Housing and operated by The Salvation Army.
AFFORDABLE RENTAL HOUSING				
Supportive Housing Self-contained units with on-site supports for people who have experienced homelessness	118	0	60	Aster Place (40 units), Alderbridge Supportive Housing (40 units) and Storeys (38 units) provide housing for those who are homeless or at risk of becoming homeless. In 2023 the City continued to explore opportunities for a 60 unit permanent supportive housing project on City-owned lands.
Non-Market Housing Rental units for households with annual incomes less than \$40,000	522	105	112	In 2022 and 2023, the City supported non-market housing projects including the 80-unit Pathways project, which will offer three-tiers of affordable housing for low to moderate-income households, and the Rapid Housing Initiative (RHI), which will provide 25 units for women and children.
Modest Market Rental Below market rental units for households with an income of between \$40,000 and \$60,000	0	14	19	The West Cambie Area Plan includes policies that support a density bonus for affordable housing.
Low-End Market Rental (LEMR) Below market rental units for households with an income of between \$35,000 and \$60,000	538	822	613	In 2022 and 2023, a number of projects including LEMR units were approved. Two of the larger projects include the Talisman Park development (156 units) and the Azure development (50 units); the Azure project also includes moderate market rental and market rental units.
Moderate Market Rental Housing A rent geared to income based on BC Housing's Household Income Limits (HILs), with an average income range generally between \$58,000 to \$107,500	0	176	340	In 2023, three moderate market rental projects were approved by Council. These include 66 units at Cook and Citation and 110 units on Azure Road. Note BC Housing sets HILs annually. The range noted comes from the 2023 HIL figures.
SUB-TOTAL	1,178	1,117	1,144	
MARKET RENTAL HOUSING				
Secondary Suites & Coach Houses Legal self-contained rental units located in a single-detached house or townhome, and separate rental units in the backyard of a single-detached house	1,665	186	46	The City requires all new single family rezonings to have a secondary suite or contribute to the Affordable Housing Reserve. Secondary suites are also encouraged in duplexes and townhouses.
Purpose Built Market Rental Units secured in perpetuity as rental units based on market rental rates	448	1,135	683	Since the adoption of the Market Rental Housing Policy in 2018, there has been a high level of interest in 100% market rental projects.
SUB-TOTAL	2,113	1,321	729	
GRAND TOTAL	3,291	2,438	1,873	



City of Richmond Council Meeting - July 11, 2022

Richmond Poverty Reduction Coalition Delegation - Non Agenda Item

This submission is presented on behalf of the Richmond Poverty Reduction Coalition (RPRC), a charitable non-profit society comprised of Richmond residents and local service organizations working together to reduce the effects of poverty with research, projects, and public education. In doing so, the RPRC advocates for improvements to public policy and proposes ideas for new policy.

RPRC member organizations include the Richmond Centre for Disability, Richmond Food Bank, Richmond Family Place, Richmond Women's Resource Centre, Family Services of Greater Vancouver-Richmond, Kehila Society of Richmond, Richmond Addiction Services, Gilmore Park United Church, Heart of Richmond AIDS Society, Richmond Presbyterian Church, and Richmond Mental Health Consumer & Friends Society.

Together, our member organizations represent thousands of Richmond residents who receive services and resources from them. Recipients of services include seniors, low-income families and single parent families, people with disabilities, people with health challenges, newcomers, BIPOC and LGBTQ2S people, and other underserved and vulnerable residents.

All our member organizations report that the crucial need for non-market housing overloads their own capacities to respond effectively. Richmond residents on low-incomes are spending their food budgets on rent. As clients they are becoming increasingly distressed and the need for vital services and resources are stretched to the limit.

The RPRC acknowledges that there are limits to what a municipal government can do to improve access to non-market rental housing. However, we do believe each level of government has a duty to maximize electors' abilities to find secure, dignified, and appropriate housing .

After a year of reviewing the City of Richmond's Affordable Housing Strategy, researching best practices, and speaking with city staff and councillors and people with lived experience, the RPRC has identified realistic strategies and actions that are within the City's scope to solve.

Following, is a précis of our findings:

- Over the past thirty years, 94% of Richmond new builds have been condos, townhouses and single family dwellings and only 6% have been purpose-built rentals,¹ and
- The last non-market rental developments were built over five years ago,² and

¹ City of Richmond Housing Needs Report November 2021

² City of Richmond Affordable Housing Strategy 2017-2027

c/o RFBS #100 – 5800 Cedarbridge Way, Richmond BC V6X 2A7
info@richmondprc.org www.richmondprc.org

- The City approves an average of 375 ground-oriented housing demolitions per year,³ and
- The City's 1:1 rental replacement policy⁴ does not count ground-oriented housing demolitions as losses in rental housing in the City's figures, and
- The City's rental relocation policy does not have the same tenant protections as other Metro cities⁵ and,
- 33.6% of renter households are in 'core' housing need⁶, meaning more than 50% of household income is spent on rent, and
- The rental vacancy rate in Richmond is 1.1%⁷ and the City's rental relocation policy has little force or function when there is nothing for low income families and individuals to rent, and
- The demolition of Minoru Gardens will result in the displacement of another 130 low-income rental families,⁸ and
- The City has little accountability for the LEMR⁹ program, and LEMR suites are not easy for renters to understand and access.

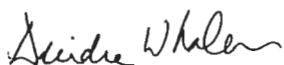
Therefore, considering the foregoing:

The Richmond Poverty Reduction Coalition (RPRC) delegation urges Richmond City Council to undertake the following three initiatives to increase non-market rental supply, and to provide yearly progress reports on each initiative to the public:

1. Actively pursue and secure federal, provincial, and any other accepted sources of funding to develop non-market housing and shelters using City-owned land,
2. Order a full LEMR (Low End Market Rental) Review, and develop a LEMR Housing Registry and wait list for all LEMR units, AND
3. Reduce the number of Richmond residents on the BC Housing wait list by 50% within five years (2027) by using rental tenure zoning and innovative partnerships to build sufficient housing for Richmond residents on the waitlist.

Thank you for your attention to this serious matter. I will take questions, if any.

Deirdre Whalen



President, RPRC

³ Metro Vancouver Housing Data Book 2019 (375 demolitions are a 5-year average from 2013-2018)

⁴ https://www.richmond.ca/_shared/assets/planning0551568.pdf

⁵ https://www.richmond.ca/_shared/assets/tenreloassist57852.PDF

⁶ Metro Vancouver Housing Data Book 2019 (33.6% were in core need in 2016)

⁷ Metro Vancouver Housing Data Book 2019 (2018 average figure)

⁸ <https://www.richmond-news.com/opinion/letters-wrong-time-to-demolish-homes-3125723>

⁹ https://www.richmond.ca/_shared/assets/info5159495.pdf



City of Richmond Council Meeting - Monday July 10, 2023

Richmond Poverty Reduction Coalition Delegation - Non-Agenda Item

This submission is presented on behalf of the Richmond Poverty Reduction Coalition (RPRC). We are a *'coalition of Richmond individuals and agencies working together to reduce poverty and the impacts of poverty with research, projects and public education.'* Through our community work, the RPRC advocates for improvements to public policy in Richmond.

Members of the RPRC include local non-profit organizations that collectively represent thousands of low-income Richmond residents such as seniors, people with disabilities, newcomers, families, people with health challenges, BIPOC, LGBTQ2S people, and other vulnerable residents.

They are: Richmond Food Bank Society, Richmond Centre for Disability, Richmond Women's Resource Centre, Family Services of Greater Vancouver-Richmond, Richmond Family Place, Richmond Mental Health Consumers & Friends Society, Richmond Addictions Services Society, Richmond Cares Richmond Gives, Kehila Society of Richmond, Gilmore Park United Church, Richmond Presbyterian Church, and Heart of Richmond AIDS Society.

We are speaking to you tonight specifically about our research that shows the City's current policy with regards to Low End Market Rentals or LEMR is not meeting the needs of the people it is meant to serve.

You will recall one year ago, on July 11, 2022, the RPRC made a similar delegation to City Council. You can find our submission on our website at <https://www.richmondprc.org/wordpress/wp-content/uploads/2023/04/RPRC-Delegation-re-non-market-housing-July-11-2022.pdf>

At that point we advised Council that we had studied the City's policies and strategies on affordable housing and urged you to undertake the following three initiatives to increase non-market rental supply, and to provide yearly progress reports on each initiative to the public:

1. Actively pursue and secure federal, provincial, and any other accepted sources of funding to develop non-market housing and shelters using City-owned land,
2. Order a full LEMR (Low End Market Rental) Review, and develop a LEMR Housing Registry and wait list for all LEMR units, AND
3. Reduce the number of Richmond residents on the BC Housing wait list by 50% within five years (2027) by using rental tenure zoning and innovative partnerships to build sufficient housing for Richmond residents on the waitlist.

We are back one year later to ask what has happened to the City Council referral to staff. You already know that in recent months, we met with each and every one of you on Council regarding our recommendations. We focused on discussing the LEMR program as it is the foundation of the City's Affordable Housing Strategy.

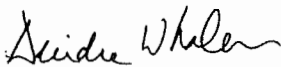
From our conversations with Mayor & Councillors we believe the LEMR program and policies can be vastly improved with the following changes. The City must:

- recognize that Richmond taxpayers deserve to know how this program works,
- acknowledge that the City has responsibilities after LEMR units are built,
- have ongoing oversight and accountability for the LEMR program units,
- establish a LEMR registry for every unit that is transparent and accessible,
- establish one easily accessible waitlist for all LEMR units,
- mandate information sharing from developers and operators on the use of LEMR units,
- publish an annual LEMR report including number of units/ rents/ income thresholds

Publicly funded housing is a sign of a civil society and our municipal government is the first stop sign along the way. City Council approved the LEMR policy. City Council can amend it to make it transparent, accessible and equitable for taxpayers and everyone who needs non-market housing,

Some of our members wish to tell you about their experiences. We understand the whole delegation has five minutes. We will make it brief.

Sincerely,



Deirdre Whalen
President, RPRC



City of Richmond Council Meeting - Monday December 11, 2023

Richmond Poverty Reduction Coalition Delegation - Non-Agenda Item - LEMR program

This submission is presented on behalf of the Richmond Poverty Reduction Coalition (RRPC). The RPRC includes 12 local non-profits that collectively represent thousands of low-income Richmond residents. Many are here with me tonight.

We are here to give you hundreds of postcards signed by Richmond residents who believe it is time for a LEMR Registry and a LEMR waitlist.

We've seen six Affordable Housing Managers come and go in the last 10 years, so it's no wonder the LEMR program is a mess. It seems no one is in charge and it shows.

On your website the LEMR requirements bulletin ¹ has a rental rate of \$975 for a one bedroom. However when we call LEMR operators such as Pinnacle International, they tell us the rents are \$1150 to \$1450 for a one bedroom. And no one has vacancies.

The LEMR bulletin says income thresholds are about \$34K to \$58K. But a developer operator sent us the BC Housing income limits for the private market that they are using for LEMR units. Those income limits range from \$58K to \$107K. And still, no one has no vacancies.

What is going on? Who is setting the tenancy requirements? Are tenants truly low to moderate income that the LEMR program is supposed to benefit?

The City's Affordable Housing Guide ² lists 474 LEMR units. Attached as *Addendum 1*, is a listing from the Affordable Housing Guide that we re-sorted by type of housing operator. 1/4 of these units are managed by 7 non-profits. And 3/4 of all the units are managed by developers, real estate companies and property management companies.

This is despite receiving through Mayor Brodie's office, the approved listing of 18 local non-profits wanting to manage LEMR units in Richmond

What is going on? Why does the City not compel developers to choose non-profit operators?

¹ https://www.richmond.ca/__shared/assets/info5159495.pdf

² https://www.richmond.ca/__shared/assets/affordablehousingguide66343.pdf

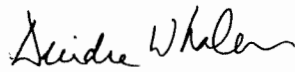
In 2022 we made a delegation to City Council on non-market housing, specifically LEMR.³ This July we appeared again.⁴ We are not going away.

We need huge improvements to the LEMR program. The City is accountable for this program. We are again asking for a full review and a transparent process that includes a LEMR registry and waitlist.

LEMUR can be the stepping stone in this homeless and housing crisis, if managed properly.

Some of our supporters wish to tell you about their experiences.

Sincerely,



Deirdre Whalen
President, RPRC

cc. RPRC Directors
RPRC Membership

Note: See *Addendum 1: LEMR Housing Operators* on pages 3 and 4

ADDENDUM 1

³ <https://www.richmondprc.org/wordpress/wp-content/uploads/2023/04/RPRC-Delegation-re-non-market-housing-July-11-2022.pdf>

⁴ <https://www.richmondprc.org/wordpress/wp-content/uploads/2023/12/RPRC-delegation-to-Council-LEMUR-July-2023.pdf>

LOW END MARKET RENTAL (L.E.M.R.) UNITS

LEMR HOUSING OPERATORS

Source: City of Richmond Affordable Housing Guide July 2023 pages 6-8

Source: Type of Operator - Taken directly from company websites

NAME	TYPE	PROJECT	# UNITS
Minglian Holdings	Developer	The Camber	6
Minglian Holdings	Developer	The Camino	5
Onni Group	Developer	The Ora	20
Onni Group	Developer	RIVA	9
Onni Group	Developer	RIVA 3	9
Oris Consulting	Developer	Hamilton Village	3
Pinnacle International	Developer	Pinnacle at Capstan	13
Pinnacle International	Developer	Sorrento at Capstan	11
Pinnacle International	Developer	Torino at Capstan	12
Sian Group	Developer	Sterling	6
Townline Homes	Developer	Harmony	7
Yuanheng Holdings	Developer	Viewstar Lot A	41
			142

NAME	TYPE	PROJECT	# UNITS
CCM Investment Gp	Property Management	The Grand	7
FirstService Residential	Property Management	Saffron Homes	21
Park Residences	Property Management	Tower A	22
Peterson Commercial	Property Management	Camellia	19
Sunshine Holdings	Property Management	The Nova	8
Tribe Management	Property Management	The Emerald	13
			90

NAME	TYPE	PROJECT	# UNITS
Amacon	Real Estate	Tempo	14
Concord Pacific	Real Estate	Monet	7
Dorset Realty	Real Estate	Elle	5
Greta Luk	Real Estate	The Omega	10
Prompton Real Estate	Real Estate	Central Estates	7
Prompton Real Estate	Real Estate	Concord Galleria	12
Prompton Real Estate	Real Estate	Park Estates	17
Prompton Real Estate	Real Estate	Park Estates II	15

Prompton Real Estate	Real Estate	South Estates	17
Re/Max Crest Realty	Real Estate	Spark	6
Reliance Properties	Real Estate	Richstone	3
			113

NAME	TYPE	PROJECT	
Az-Zahraa Housing	Non-profit organization	Calla	4
Az-Zahraa Housing	NPO	Cascade	14
Az-Zahraa Housing	NPO	The Dahlia	11
Catalyst Community Development	NPO	Rivermark	31
Kiwanis Seniors	NPO	Trafalgar Square	6
Kiwanis Seniors	NPO	Berkley House	13
More Than A Roof	NPO	Fiorella	11
Sanford Housing	NPO	Kingsley Estates	12
YWCA	NPO	Moiz & Nadia Place	27
			129

TYPE	# UNITS	% UNITS
For Profit Operators	345	73%
Non Profit Organizations	129	27%
Total	474	100%



Low End Market Rental Program Requirements

No.: INFO-51
Date: 2021-11-22

Purpose

The purpose of this bulletin is to provide an overview of the City of Richmond's Low End Market Rental Program. The requirements defined below are in effect as of November 15, 2021.

The West Cambie Alexandra Neighbourhood has its own affordable housing calculations, which are detailed in the West Cambie Area Plan. The Plan can be found online at www.richmond.ca/cityhall/bylaws/ocp/sched2.htm. The requirements defined below apply to all other areas in the city.

Background

Housing affordability continues to be a critical challenge for many households in Richmond. This issue affects a range of social and demographic groups, with the greatest impact on households with low to moderate incomes. Within this context, the City of Richmond is committed to playing a leadership role in increasing the supply of affordable housing for Richmond residents.

Launched in 2007, the Low End Market Rental Program uses an inclusionary zoning approach through which developers receive a density bonus in exchange for providing built units or a cash-in-lieu contribution.

Program Requirements

The following requirements are in effect for new rezoning applications as of November 15, 2021. Applications received prior to this date will be processed under the previous program rules provided the application receives first reading by November 15, 2022.

Larger Apartment Rezoning Applications

In exchange for a density bonus, each multi-family rezoning application that includes more than 60 residential units is required to provide a built contribution. As of November 15, 2021, there are two distinct sets of rates:

- Properties located outside of the City Centre Plan Area are required to provide at least 10% of residential floor area as affordable housing units; and
- Properties located within the City Centre Plan Area are required to provide at least 15% of residential floor area as affordable housing units.

These units must be operated as affordable housing units based on the following maximum rental rates and income thresholds:

Table 1: Maximum rental rates and income thresholds

Unit Type	Maximum Rental Rates	Income Thresholds
Studio	\$811 per month	\$34,650
1 Bedroom	\$975 per month	\$38,250
2 Bedroom	\$1,218 per month	\$46,800
3 Bedroom	\$1,480 per month	\$58,050

See over →

Design requirements for these units are as follows:

- Units must meet the following minimum size requirements:
 - Studio: 400 square feet
 - 1 Bedroom: 535 square feet
 - 2 Bedroom: 741 Square feet
 - 3 Bedroom: 980 Square feet
- At least 15% of the units are required to be provided as 2-bedroom units, while 5% must be provided as 3-bedroom units, with a target of securing 30% 2-bedroom units and 30% 3-bedroom units; and
- A target of securing at least 85% of the units to be designed to meet the City’s Basic Universal Housing standard.

Unit Placement

In general, LEMR units must be evenly dispersed throughout the market strata units provided in the development, although clustered LEMR units may be permitted on the condition that an experienced non-profit housing provider is secured to manage the units.

Cash-in-lieu Contributions

Residential rezoning applications that include 60 units or less and all townhouse developments are required to provide a cash-in-lieu contribution in exchange for a density bonus. Cash contributions are directed to the City’s Affordable Housing Reserve and used to support the development of standalone affordable housing buildings. As of November 15, 2021, there are two distinct sets of rates—one for properties inside the City Centre Plan Area (Table 2) and another for properties located outside the city centre (Table 3).

Table 2: Cash-in-lieu rates for properties within City Centre

Housing Type	Cash-in-lieu Rate
Single-detached	\$12 per buildable square foot
Townhouse	\$18 per buildable square foot
Apartments involving 60 or fewer units	\$25 per buildable square foot

Table 3: Cash-in-lieu rates for properties outside of City Centre

Housing Type	Cash-in-lieu Rate
Single-detached	\$8 per buildable square foot
Townhouse	\$12 per buildable square foot
Apartments involving 60 or fewer units	\$15 per buildable square foot

Single Family Rezoning

In addition to providing a cash-in-lieu contribution, single-family rezoning applications also have the option of providing at least one secondary suite to satisfy the Affordable Housing Policy requirements. The following options are available for single-family rezonings:

- a) Secondary suites in 100% of new lots developed;
- b) Secondary suites in 50% of new lots and cash-in-lieu contribution for the remaining 50%; or
- c) A cash-in-lieu contribution for 100% of new lots developed.

See over →

Property Management Requirements

The following requirements relate to the management of LEMR units:

- Property managers must enforce the maximum rental rates and income thresholds secured through the housing agreement registered on title and will verify all tenant household incomes using personal income tax documents. Owners and property managers are also required to confirm ongoing compliance with income and rental rate requirements through the Statutory Declaration process.
- The owner will not require LEMR tenants to pay any of the following fees:
 - Move in/move out fees;
 - Strata fees;
 - Strata property contingency reserve fees;
 - Any fees for the use of parking spaces assigned for the exclusive use of LEMR tenants;
 - Any fees for the use of common property, common spaces or amenities;
 - Any fees for the use of sanitary sewer, storm sewer, water or other utilities; or
 - Property or similar tax.
- The owner will allow LEMR tenants and any of their visitors to have full access to all on-site common indoor and outdoor amenity spaces that are available to residents of the residential strata units contained within the same building as the LEMR units.
- The owner will not permit a LEMR unit to be subleased or for the tenancy agreement to be assigned.
- The owner will not permit a LEMR unit to be used for short-term rental purposes (for example, units rented through Airbnb or VRBO), or any other purposes that do not constitute a permanent residence of an eligible tenant.

Tenant Selection Guidelines

- The purpose of the LEMR program is to provide housing to Richmond residents who would not be able to afford permanent rental housing at market rates in Richmond. Property managers must enforce the maximum income thresholds secured through the housing agreement registered on title.
- Property managers must verify the income of all tenants 18 years of age and over using their most recent Notice of Assessment from Canada Revenue Agency.
- Property managers should consider the National Occupancy Standards as defined by CMHC when selecting eligible tenants:
 - There shall be no more than 2 or less than 1 person per bedroom;
 - Spouses and couples share a bedroom;
 - Parents do not share a bedroom with a child;
 - Dependents aged 18 or more do not share a bedroom; and
 - Dependents aged 5 or more of opposite sex do not share a bedroom.

Contact Information

For additional information regarding the Low End Market Rental program, contact the City's Program Manager, Affordable Housing at 604-247-4916.



City of Richmond

Report to Committee

To: Public Works and Transportation Committee
From: Lloyd Bie, P.Eng.
 Director, Transportation
Re: E-Scooter Pilot Project Update

Date: February 21, 2024
File: 10-6490-01/2024-Vol
 01

Staff Recommendation

1. That the extension of the City's E-Scooter Pilot Project as described in the staff report titled "E-Scooter Pilot Project Update" dated February 21, 2024 from the Director, Transportation, be endorsed; and
2. That staff advise the Province that the City of Richmond consents to the Electric Kick Scooter Pilot Project taking place within the City, effective April 5, 2024.

Lloyd Bie, P.Eng.
 Director, Transportation
 (604-276-4131)

Att.1

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Parks Services	<input checked="" type="checkbox"/>	
RCMP	<input checked="" type="checkbox"/>	
Corporate Communications	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS:	APPROVED BY CAO

Staff Report

Origin

In July 2021, Council endorsed bylaw amendments to enable participation in the three-year Provincial E-Scooter Pilot Project (“the Project”). The provincial government is extending the e-scooter project for another four-year period, effective April 5, 2024. This second phase will assist the Province in determining how e-scooters should be permanently authorized for use in B.C. Staff recommend the City’s continued participation in the Provincial E-Scooter Pilot Project. Council resolution is a requirement for community participation. This report addresses the Provincial requirement.

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

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

2.3 Ensure that both built and natural infrastructure supports sustainable development throughout the City.

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

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

Analysis

Background

The use of e-scooters is gaining popularity across the region, regardless of legal status within a community. The benefit of legalizing e-scooters is the ability to manage the use of these devices within the City.

The City’s E-Scooter Pilot Project began in July 2021 allowing the public to legally ride an e-scooter on streets with cycling facilities and on shared pathways in Richmond. City bylaws were amended to identify the conditions of where and how e-scooter users may operate. These regulations facilitate the management and enforcement of e-scooters in Richmond. The City was one of the first municipalities to participate in the provincial pilot project. Currently, there are 13 pilot project communities. The Province has streamlined the process for participation during the next four-year period to encourage more communities to permit the use of e-scooters.

Shared E-Scooter Program

The City was the first municipality in Metro Vancouver to offer a public shared e-scooter service. In May 2022, Lime launched both e-scooters and e-bikes in Richmond.

The program has been well received by the community. Lime has expanded from 75 to 200 devices (e-scooters and e-bikes) now in service.

The Lime Access program provides discounted rides to eligible riders, including those receiving support from the government who are unemployed. To date, over 500 discounted Lime Access trips have been taken. Outreach to raise awareness of this service is planned in 2024 through community pop-ups and partnerships with the Richmond Recreation Fee Subsidy Program.

Program Monitoring

Ridership

While private e-scooter trip metrics in Richmond are not available, data from the shared e-scooter service demonstrates interest in the community for e-scooters. Since the shared system's deployment, over 107,000 e-scooter trips have been taken, along with 13,000 e-bike rides. Trip data collected from the shared e-scooter service helps to identify the most popular cycling corridors and desire lines (Attachment 1). These devices are providing a new mode of travel for access to community services and transit in City Centre.

A high number of trips start and end near the Canada Line stations. This supports the use of this service for first and last kilometre connection to transit. There is also an equal distribution of weekday and weekend trips, which suggests the shared e-scooter service is being used for both commuter and recreational purposes.

Community Feedback

A Let's Talk Richmond survey from June 12 to July 23, 2023, enabled staff to collect feedback from the public regarding e-scooters. During the survey period, 427 responses were collected.

The majority of respondents indicated:

- Interest and support of this new personal mobility option;
- The convenience of e-scooters as an alternative transport option; and
- Suggestions for expanding the cycling network to support such devices.
- Sidewalk riding and enforcement of e-scooters were the primary concerns respondents had with e-scooters.

Safety and Education Campaigns

Activities to encourage and promote the safe use of e-scooters in compliance with the City's regulations are an integral part of the e-scooter pilot project. Staff regularly post messaging on the City's social media channels to deploy safety and education regarding the use of e-scooters. A blitz campaign is planned for spring 2024, combining social media videos, interspersed with static posts and other communication materials.

Staff continue to collaborate with the Richmond RCMP to educate and inform residents on the safe and lawful operation of e-scooters. Information handouts are distributed on shared pathways, at road side and at community events (Figure 1).

In partnership with HUB Cycling, Lime offers in-person First Ride events. These are interactive sessions to train riders on the safe use and operation of e-scooters. There are thirteen safety and education events planned by Lime in 2024. Lime provides in-app education and safety tips to avoid accidents.



Figure 1: E Scooter Safety Information Card

E-Scooter Safety

Currently, e-scooter collision data is not available from Vancouver Coastal Health (VCH). VCH is in the process of developing data collection and analysis of emergency room visits to Richmond General Hospital to capture e-scooter related incidents. The incident rate for Lime devices since launching in May 2022 is 0.02 per cent (20 incidents for 100,000 e-scooter and e-bike trips). Most incidents resulted in minor scrapes or bruises to the rider that did not require hospital or clinic treatment and one incident required less than 24 hours of medical attention.

During the next phase of the provincial e-scooter project, the Ministry of Transportation and Infrastructure will lead an ongoing safety evaluation, in partnership with ICBC and the BC Injury Research and Prevention Unit (BCIRPU).

E-Scooter Enforcement

Since the launch of the e-scooter pilot project, the Richmond RCMP have issued two tickets for lack of helmet use and two for excessive speeds. To date, the RCMP have been focusing on educating users rather than issuing tickets. Additional updates pertaining to the enforcement efforts related to e-scooter devices can be provided by the Richmond RCMP upon Council's request.

Financial Impact

None.

Conclusion

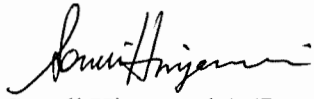
The City's E-Scooter Pilot Project permits the use of both personal and shared e-scooters on select streets and shared pathways in the City. Electrified micro-mobility is growing in popularity, regardless of whether these devices are legal or not. The benefit of continuing in the provincial pilot project is that the use of these devices can be managed through the City's established regulations and enforcement.

The E-Scooter Pilot Project has provided a popular travel option for the community with over 107,000 public shared e-scooter trips taken in Richmond since May 2022. Through monitoring and evaluation, the Project is an opportunity to inform future micro-mobility and active transportation initiatives.

February 21, 2024

- 5 -

Staff recommend continued participation in the Province's four-year extension of the pilot project that supports a low carbon mobility option for Richmond residents, employees and visitors.

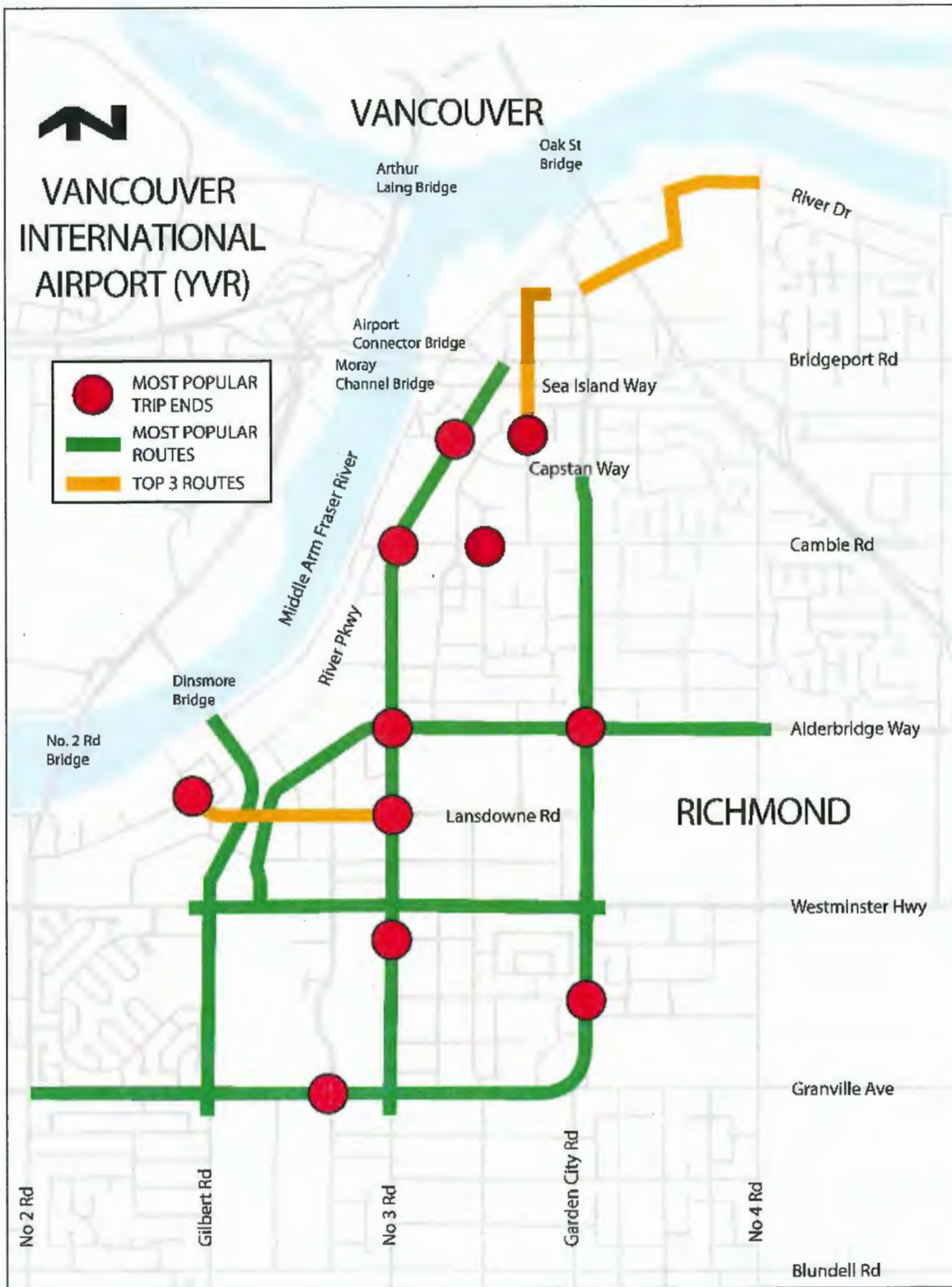


Sonali Hingorani, P.Eng.
Manager, Transportation Planning and New Mobility
(604-276-4049)

SH:ck

Att.1: Shared E-Scooter Trip Data

Shared E-Scooter Trip Data



Staff Report

Origin

The City has experienced significant population growth over the last few decades, which has placed increasing demands on the City's water supply system. To address this, the City has implemented a water conservation program to inform, educate, and encourage residents and businesses to conserve water and reduce water costs. The water conservation program includes water metering, water pressure management, and rain barrel and toilet rebate programs to encourage efficient water usage. Through the City's water conservation program, the City's total water consumption has decreased over the last fifteen years despite an overall increase in population.

The purpose of this report is to seek Council endorsement on the proposed assessment and public engagement for single-pass cooling systems to determine appropriate next steps for addressing single-pass cooling systems in Richmond.

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

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

3.4 Ensure civic infrastructure, assets and resources are effectively maintained and continue to meet the needs of the community as it grows.

This report supports Council's Strategic Plan 2022-2026 Focus Area #5 A Leader in Environmental Sustainability:

Leadership in environmental sustainability through innovative, sustainable and proactive solutions that mitigate climate change and other environmental impacts.

5.1 Continue to demonstrate leadership in proactive climate action and environmental sustainability.

5.3 Encourage waste reduction and sustainable choices in the City and community.

Analysis

Single-pass cooling systems provide cooling by having water flow directly through the system and subsequently drained to the City's sanitary sewer or drainage infrastructure. As such, these cooling systems do not efficiently use potable water. A typical medium-size unit uses approximately 1,600 cubic meters of water per year. Examples of these systems include certain coolers, freezers, ice-making machines, air conditioners, heat pumps, hydraulic equipment, welding equipment, and other industrial equipment. In addition, single-pass cooling systems place additional demands on the City's water supply infrastructure, particularly during periods of hot and dry weather when the need for cooling is the greatest.

Less water-intensive alternative cooling systems are available and provide a favourable payback period when compared to the average life cycle of a conventional single-pass system. These alternatives include air-cooled systems, which achieve cooling effects by passing air instead of water through the system, or connecting the equipment to a cooling loop that uses recirculating water. The overall capital and operating cost of these units is usually significantly lower than conventional single-pass systems. A typical medium-size unit can save about \$3,000 per year, achieving a simple payback of approximately 2 to 8 years.

Historically, the City has managed water usage for single-pass cooling systems through the Council-endorsed water metering program. Given the increasing level and duration of drought conditions that have been observed in recent years, additional water conservation initiatives beyond the water metering program are required to manage single-pass cooling systems.

Proposed Resident and Business Engagement Strategy

To better manage the water usage for single-pass cooling systems, staff propose to assess the existing inventory of single-pass cooling systems in the City and develop a public engagement strategy to educate residents and business on the City's water conservation initiatives. As part of the public engagement, staff would liaise with professional and industry associations, engineering firms, and suppliers and manufacturers of cooling systems to better understand the needs of residents and businesses. Should this be endorsed by Council, staff will conduct the single-pass cooling assessment and prepare engagement material for affected residents and businesses. Any potential bylaw amendments to address the use of single-pass cooling systems in Richmond would be presented for Council's consideration as part of a future report. Should additional funding be required to support the single-pass cooling assessment and engagement, staff would bring forward a capital project for Council's consideration as part of the 2025 Capital Budget.

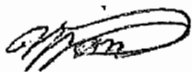
Similar engagement strategies have been carried out by other jurisdictions that currently prohibit the use of single-pass cooling systems, such as the City of Vancouver and Capital Regional District. Vancouver began public engagement in 2012 and retained an engineering consultant in 2015 to proceed with further engagement of business owners, suppliers, manufacturers, service providers, and external government agencies. In 2017, Vancouver adopted bylaw amendments to prohibit non-recirculating water usage. The Capital Regional District began public engagement in 2017 and has since identified the number of existing single-pass cooling systems in the district, while working with residents and business owners to replace these systems. In 2023, the Capital Regional District adopted bylaw amendments to prohibit the use of single-pass cooling systems.

Financial Impact

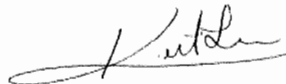
None.

Conclusion

Single-pass cooling systems consume significant amounts of water and the use of these systems does not align with the City's water conservation initiatives. Staff recommend that the existing single-pass cooling systems in the City be reviewed and that engagement material be prepared to inform residents and businesses of alternative cooling methods that are less water-intensive. This will allow the City to better manage water usage for cooling systems, thereby supporting the City's water conservation initiatives and ensuring that Richmond continues to provide a high level of water service to residents and businesses.



Manraj Gill, EIT
Senior Project Manager, Engineering Planning
(604-247-4460)



Keith Lam, P.Eng., PMP
Project Manager, Engineering Planning
(604-204-8516)

KCKL:kckl



To: Public Works and Transportation Committee **Date:** February 12, 2024
From: Martin Younis, B. Eng., M. Eng. **File:** 02-0745-01/2024-Vol 01
Director, Facilities and Project Development
Re: **Award of Contract 8247P – Security Guard Services**

Staff Recommendations

1. That Contract 8247P – Security Guard Services be awarded to The British Columbia Corps of Commissionaires for a three-year term for an estimated value of \$1,351,000.00, excluding taxes, as described in the report titled “Award of Contract 8247P – Security Guard Services,” dated February 12, 2024 from the Director, Facilities and Project Development;
2. That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to extend the initial three-year term up to the maximum term of five years, for the additional estimated value of \$971,000.00, excluding taxes;
3. That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to execute the contracts and all related documentation with The British Columbia Corps of Commissionaires; and
4. That the Consolidated 5 Year Financial Plan (2024-2028) be amended to increase the Engineering and Public Works operating budget by \$272,234.00 funded by the Rate Stabilization Account as detailed in the report titled “Award of Contract 8247P – Security Guard Services,” dated February 12, 2024, from the Director, Facilities and Project Development.

Martin Younis, B. Eng., M. Eng.
Director, Facilities and Project Development
(604-204-8501)

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

Staff Report

Origin

The City requires security guard services to provide a 24/7 presence at City Hall and City Hall Annex to ensure the safety of the public, staff and the infrastructure, and to facilitate the customer service experience. Security guard services will also be used at other City locations for events and celebrations as required.

The City's current security guard contract was awarded in 2019 and expires in February 2024. It is necessary to solicit proposals through a public bid process to continue this service. This report summarizes the public tendering process for Contract 8247P and provides a recommendation for the provision of security guard services.

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

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

3.3 Ensure the community is collectively prepared for emergencies and potential disasters.

3.4 Ensure civic infrastructure, assets and resources are effectively maintained and continue to meet the needs of the community as it grows.

Analysis

Scope of Work

City Hall and City Hall Annex are the City's main public-facing buildings that facilitate day-to-day Council business. Security guard services are necessary to enable a safe and secure presence during business and non-business hours and to facilitate the City's customer service goals.

Contract 8247P includes the following security guard services at City Hall (interior and exterior patrols) and City Hall Annex (exterior patrols):

- Shift A: 24-hour coverage shifts, 365 days per year
- Shift B*: Additional 5:00 p.m. to 1:00 a.m. shift, Monday to Friday
- Additional security guard services as required for any City location and/or facility

*Bidders were required to provide rates for the evening coverage of Shift B, which is additional when compared to the current contract. Shift A and Shift B will run concurrently and two security / customer service persons may be on site at the same time from 5:00 p.m. to 1:00 a.m. Monday to Friday.

The award of this contract has been evaluated based on this expected level of service, but the award does not obligate the City to that level of service. Service levels will continue to be analyzed on an ongoing basis with recommendations for budgeting brought forward annually for Council consideration.

Procurement Process

Request for Proposals (RFP) 8247P – Security Guard Services was posted to BC Bid on September 12, 2023 and received 14 proposals by the October 10, 2023 closing date. The contract terms are indicated as an initial three-year term, renewable for up to two additional one-year periods to a maximum of five years, upon agreement of both the City and the successful proponent.

Evaluation

The Evaluation Committee was appointed by the City pursuant to the RFP. The Evaluation Committee members each reviewed the proposals received in response to the RFP and met to compare and evaluate the proposals to identify the proposal which the Evaluation Committee judges to be the most advantageous to the City, with reference to the evaluation criteria and weightings set out in the RFP. Proposals were scored and evaluated against pre-determined criteria that included corporate profile, experience and methodology, capacity, resources, team, references and financial proposal. Table 1 provides a summary of the financial proposals received in response to the RFP based on the estimated hours over the maximum five-year contract term and the proposal evaluation score.

Table 1: Financial Summary and Evaluation Scores

Proponent	Estimated total costs for initial Years 1 to 3	Estimated total costs for Years 4 and 5	Estimated total costs over maximum five-year term	Evaluation Score
The British Columbia Corps of Commissionaires	\$1,230,958.00	\$883,458.72	\$2,114,416.72	86.3
Paladin Security Group Ltd.	\$1,158,169.20	\$827,176.08	\$1,985,345.28	81.0
Securiguard Services Ltd.	\$1,059,732.55	\$742,284.08	\$1,802,016.63	77.6
Armour Security and Protection Services Corp.	\$1,110,204.00	\$762,968.00	\$1,873,172.00	75.3
Guardteck Security	\$1,082,518.64	\$767,450.64	\$1,849,969.28	68.1
Garda Canada Security Corporation	\$1,066,596.80	\$755,977.84	\$1,822,574.64	65.2
Fusion Security Inc.	\$1,229,000.96	\$860,823.28	\$2,089,824.24	58.4
Universal Protection Service of Canada Corporation	\$1,015,692.98	\$720,154.99	\$1,735,847.97	56.4
G Force Security Inc.	\$941,949.60	\$676,023.60	\$1,617,973.20	56.3
Logixx Security Inc.	\$971,135.52	\$696,942.32	\$1,668,077.84	51.4
Hilton Security Group Inc.	\$837,214.80	\$592,476.00	\$1,429,690.80	51.4
T.A.B.B. Enterprises Inc.	\$1,109,286.00	\$799,904.00	\$1,909,190.00	39.9
Guardsmark Security	\$1,864,320.00	\$1,402,624.00	\$3,266,944.00	35.3
Ampere Security Ltd.*	n/a	n/a	n/a	Non-compliant

*The proposal received from Ampere Security Ltd. was determined to be incomplete and not evaluated.

Following evaluation of all the proposals, it was identified that The British Columbia Corps of Commissionaires (BC Commissionaires) submitted the most advantageous proposal:

- Recruitment prioritizes employment to former municipal police, firefighters, ambulance attendants and first responders;
- Focused on staff retention resulting in consistent staffing and higher continuity of service delivery;
- More advantageous compared to the other submissions as their proposal included a five-stage transition plan;
- Identified direct client services point of contact and management team for escalated communication needs;
- Hilton Security Group Inc. did have a more favourable estimated price, however their submission was not as strong as BC Commissionaires in every other scored category; and
- BC Commissionaires' work plan showcased a better understanding of the security service requirements beyond people and property in relation to the expected deliverables of the contract.

Award Recommendation

BC Commissionaires are:

- A not-for-profit organization established in 1927 with the original mandate of creating meaningful employment for former military and RCMP members;
- Their training programs are sound and they demonstrated considerable effort towards employee retention, enabled through specific corporate policies; and
- Offering at the minimum, equivalent or greater than the living wage established by the Living Wage for Families Campaign.

They have the skills, capacity, experience and corporate profile required to provide excellent service. The leading security solutions provider is comprised of a well-trained, diverse team of over 1,150 employees servicing 110 communities in BC. There are more than 50 offices across Canada, with their head office located in downtown Vancouver. Their service delivery is facilitated by a 24/7 operations centre and the use of the latest technology for reporting, performance monitoring, GPS locating and several other security-related systems. BC Commissionaires has considerable experience working with similar public sector organizations within the lower mainland.

Hourly rates will be fixed for the initial three-year term of the contract. After the initial term, hourly rates will remain fixed for each one year renewal term.

The total cost for the contract is based on the City's estimated level of service needs for security services for the total term of the contract. A contingency allowance of approximately 10 per cent has been added to their proposal as summarized in Table 2 to allow for unforeseen events.

Table 2: Estimated value of contract

Years 1 to 3	\$1,230,958.00
Contingency	\$120,000.00
Rounded Total – Years 1 to 3	\$1,351,000.00
Years 4 and 5	\$883,458.72
Contingency	\$88,000.00
Rounded Total – Maximum 5-Year Term	\$2,322,000.00

Financial Impact

Should Council approve the award of contract for security guard services, the estimated annual amount for the initial three-year service term is \$450,334.00 per year, including contingency. In order to meet the growing security requirements in light of increased security challenges, the yearly cost is over and above the approved annual operating budget for Contracts Security in the Facility Services department of \$178,100.00.

Additional funding is proposed to come from the Rate Stabilization Account for the 2024 budget year in the amount of \$272,234.00 for this contract including an additional evening shift. If approved, the Consolidated 5 Year Financial Plan (2024-2028) will be amended accordingly. In order to ensure proper expenditure authority is in place, budget will temporarily be borrowed from within the Engineering and Public Works operating budget to ensure overall expenditures are not exceeded. The contract increase will be considered as an additional level request for the subsequent year’s budget process in 2025 and following years, including whether to continue with the additional Shift B evening shift.

Conclusion

Staff recommend that Contract 8247P – Security Guard Services be awarded to The British Columbia Corps of Commissionaires, as they represent best value to the City. The initial contract term would be for a period of three years with the possibility to extend for two additional one-year terms, to a maximum of five years upon mutual agreement and satisfactory performance. This is for an estimated total value of \$2,322,000.00.



Jeff Lee
 Manager, Facility Services
 (604-276-4027)



City of Richmond



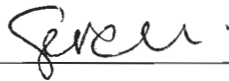
Report to Committee

To: Public Works and Transportation Committee **Date:** February 14, 2024
From: Martin Younis, B. Eng., M. Eng. **File:** 10-6000-01/2024-Vol 01
Director, Facilities and Project Development
Re: **Award of Contract 8274Q – On-Call Plumbing Contractor Services**

Staff Recommendations

1. That Contract 8274Q – On-Call Plumbing Contractor Services be awarded to Baza Ventures Inc. (dba PJB Mechanical), Pacific Mechanical Systems Ltd. (dba Kern BSG Management Ltd.) and Cobing Building Solutions Ltd. (dba C&C Electrical Mechanical) for a three-year term for an aggregate value of \$2,020,000.00, excluding taxes, as described in the report titled "Award of Contract 8274Q – On-Call Plumbing Contractor Services," dated February 14, 2024 from the Director, Facilities and Project Development;
2. That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to extend the initial three-year term, up to a maximum of five years, for an additional value of \$1,385,000.00 excluding taxes; and
3. That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to execute the contracts and all related documentation with Baza Ventures Inc. (dba PJB Mechanical), Pacific Mechanical Systems Ltd. (dba Kern BSG Management Ltd.) and Cobing Building Solutions Ltd. (dba C&C Electrical Mechanical) over the five-year term.

Martin Younis, B. Eng., M. Eng.
Director, Facilities and Project Development
(604-204-8501)

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

Staff Report

Origin

There are 168 City-owned buildings of which there are a variety of essential plumbing systems that require inspection, repair and preventative maintenance. City staff perform diagnostics and minor repairs to plumbing equipment and systems arising from service requests. The City requires external plumbing contractors to provide on-call repair, preventative maintenance and retrofitting services. Emergency response and maintenance are essential to the safe and efficient operation of the City's facilities and contribute to ensuring the City's civic infrastructure, assets and resources are effectively maintained to meet the needs of the community.

The City's current On-Call Plumbing Contractor contract 6511Q is due to expire on March 1, 2024. The City requires a roster of qualified and capable contractors to be available for emergency response and day-to-day service requirements. This report supports Council's Strategic Plan 2022-2026 Focus Area #2 Strategic and Sustainable Community Growth:

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

2.3 Ensure that both built and natural infrastructure supports sustainable development throughout the city.

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

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

3.4 Ensure civic infrastructure, assets and resources are effectively maintained and continue to meet the needs of the community as it grows.

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

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

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

Procurement Process

The City posted a Request for Quotation (RFQ) 8274Q On-Call Plumbing Contractor Services to BC Bid on June 16, 2023 and closed on December 13, 2023.

The purpose of the procurement process was to invite responses from qualified and capable plumbing contractors who would provide competitive billable rates over a maximum five-year term. The objective was to identify up to three qualified plumbing contractors who will be able to respond to frequent service requests from the City. The contract term described in the RFQ was for a three-year initial term, with an option to renew for two additional one-year terms.

Bidders were requested to propose hourly rates for on-call emergency repairs, scheduled servicing and maintenance of various plumbing systems as required.

Eleven submissions were received by the closing date from the following respondents:

- Baza Ventures Inc. (dba PJB Mechanical)
- Pacific Mechanical Ltd. (dba Kern BSG Management Ltd.)
- Cobing Building Solutions Ltd. (dba C&C Electrical Mechanical)
- Entity Mechanical Ltd.
- Blueshore Mechanical Ltd.
- Ashton Mechanical Ltd.
- Lambert Plumbing Heating & Air
- J8 Plumbing & Heating Inc.
- High Mark Mechanical Services Ltd.
- Clearly Plumbing and Drainage Ltd.
- First District Mechanical

Review Process

The RFQ clearly stated that quotations would be reviewed to determine the overall best value to the City, with the greatest emphasis being on price. Staff therefore reviewed each contractor's proposed hourly rates, as well as their experience, capacity, systems, customer service, mark up on parts and sustainability.

Table 1 provides a summary of the financial quotations received. The financial proposals were based on each bidder's proposed hourly rates over the initial three-year contract and estimated hours based on historical data.

Table 1: Summary of Financial Proposals for the Initial Three-Year Contract

Company	Financial Proposal
Baza Ventures Inc. (dba PJB Mechanical)	\$1,505,058.00
Pacific Mechanical Ltd. (dba Kern BSG Management Ltd.)	\$1,523,664.00
Cobing Building Solutions Ltd. (dba C&C Electrical Mechanical)	\$1,582,128.00
Entity Mechanical Ltd.	\$1,598,088.00
Blueshore Mechanical Ltd.	\$1,610,730.00
Ashton Mechanical Ltd.	\$1,849,080.00
Lambert Plumbing Heating & Air	\$1,949,040.00
J8 Plumbing & Heating Inc.	\$2,002,800.00
High Mark Mechanical Services Ltd.	\$2,042,427.00
Clearly Plumbing and Drainage Ltd.	Disqualified
First District Mechanical	Disqualified

Although 11 bids were received, the submission received from Clearly Plumbing and Drainage Ltd. was disqualified as they had an insufficient number of Red Seal Journeymen on staff. The submission received from First District Mechanical was also disqualified as they have not been in business for the minimum length of time specified in the RFQ.

Bidders were also required to propose hourly rates for Years 4 and 5 of the contract. Table 2 provides a summary of the financial proposals received from the three recommended bidders for Years 4 and 5.

Table 2: Summary of Recommended Bidders' Financial Proposals for Years 4 and 5

Company	Financial Proposal Year 4	Financial Proposal Year 5
Baza Ventures Inc. (dba PJB Mechanical)	\$508,427.00	\$515,423.50
Pacific Mechanical Ltd. (dba Kern BSG Management Ltd.)	\$520,292.00	\$529,595.00
Cobing Building Solutions Ltd. (dba C&C Electrical Mechanical)	\$541,994.80	\$551,211.00

As a result of the review undertaken by staff, the submissions received from Baza Ventures Inc. (dba PJB Mechanical), Pacific Mechanical Systems Ltd. (dba Kern BSG Management Ltd.) and Cobing Building Solutions Ltd. (dba C&C Electrical Mechanical) were determined to offer best value to the City.

Hourly rates will be fixed for the initial term of the contract and will increase in Years 4 and 5 of the contract. A contingency of 25 per cent has been included to account for continued cost escalation, unplanned emergency repairs related to the City's ageing infrastructure and to allow for future additional buildings that may fall under the City's responsibility.

Forecasted Expenditures

Tables 3 and 4 provide a summary of forecasted expenditures over the initial three years of the contract and anticipated expenditures for Years 4 and 5 should the City extend the contracts with the recommended respondents.

Table 3: Total Three-Year Term Cost

2024-2025	\$540,000.00
2025-2026	\$540,000.00
<u>2026-2027</u>	<u>\$540,000.00</u>
<u>Contingency</u>	<u>\$400,000.00</u>
Total (3 Years)	\$2,020,000.00

Table 4: Contract Extension for Two Additional Years

2027-2028	\$550,000.00
<u>2028-2029</u>	<u>\$560,000.00</u>
<u>Contingency</u>	<u>\$275,000.00</u>
Total (2 Years)	\$1,385,000.00

Financial Impact

None. Funding is available within the City’s Operating Budget and the Consolidated 5 Year Financial Plan (2024-2028).

Conclusion

Staff recommend that Contract 8274Q - On-Call Plumbing Contractor Services be awarded to Baza Ventures Inc. (dba PJB Mechanical), Pacific Mechanical Systems Ltd. (dba Kern BSG Management Ltd.) and Cobing Building Solutions Ltd. (dba C&C Electrical Mechanical) for a three-year term for an aggregate value of \$2,020,000.00 excluding taxes. The contracts are for an initial three-year term with the option to extend the contracts for two additional one-year terms for an estimated total value of \$3,405,000.00.

Jeff Lee
Manager, Facility Services
(604-276-4027)

JL:cc



City of Richmond

Report to Committee

To: Public Works and Transportation Committee **Date:** February 14, 2024
From: Suzanne Bycraft
 Director, Public Works Operations **File:** 10-6370-01/2024-Vol 01
Re: **Solid Waste and Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 10542**

Staff Recommendation

That Solid Waste and Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 10542 be introduced and given first, second and third readings.

Suzanne Bycraft
 Director, Public Works Operations
 (604-233-3338)

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

Staff Report

Origin

At the October 23, 2023 meeting, Council approved concluding the Commercial Recycling and Garbage Pilot Program (the Pilot) and making the appropriate amendments to *Solid Waste and Recycling Regulation Bylaw No. 6803* as part of the recommendations resulting from the Commercial Recycling Services Review.

This report presents the administrative amendments necessary to conclude the Pilot by removing applicable provisions from the Solid Waste and Recycling Regulation Bylaw No. 6803.

This report supports Council's Strategic Plan 2022-2026 Focus Area #5 A Leader in Environmental Sustainability:

5.1 Continue to demonstrate leadership in proactive climate action and environmental sustainability.

Analysis

In 2015, the City launched the Commercial Garbage and Recycling Collection Pilot Program which as of December 2023, had 54 commercial customers subscribed for garbage and recycling service utilizing cart collection. No additional commercial customers have been added to the pilot since engaging and completing the Commercial Recycling Services Review and receiving Council approval for the Business Education and Advisory Pilot Program in October 2023.

The attached Amendment Bylaw No. 10542 incorporates the changes required to conclude the Commercial Recycling and Garbage Pilot Program. If approved, these amendments will be effective April 1, 2024. Specific amendments include:

1. removal of the authority to provide commercial customers with garbage and green cart service; and
2. the removal of applicable fees from Schedules A and B.

Communication with Customers

Participating commercial customers were notified at the beginning of 2024 that the Pilot would be concluding and were further offered to participate in the newly approved Business Education and Advisory Pilot Program set to launch March 2024.

As per the staff report titled "Commercial Recycling Services Review" dated September 12, 2023, the City is now transitioning from providing commercial garbage and recycling collection service, to providing hands-on support for businesses through the development and implementation of a Business Education and Advisory Program, on a pilot basis. This program will provide at no cost to business, a one-on-one education and support advisory program tailored to each business' needs to help them better understand their waste streams and determine which options work best for their operations.

February 14, 2024

- 3 -

Through this transition, staff will continue to work with each commercial customer to ensure a seamless shift of service to their new private garbage and recycling service provider, regardless of whether they opt to take part in the new Business Education and Advisory Pilot Program.

Financial Impact

None.

Conclusion

This report presents amendments to Solid Waste and Recycling Regulation Bylaw No. 6803 which are necessary to implement the changes approved by Council to conclude the Commercial Garbage and Recycling Pilot Program.



Kristina Nishi
Manager Recycling and Waste Recovery
(604-244-1280)

KN:ch



**Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment
Bylaw No. 10542**

The Council of the City of Richmond enacts as follows:

1. The **Solid Waste and Recycling Regulation Bylaw No. 6803**, as amended, is further amended by deleting Section 1.3.5 in its entirety.
2. The **Solid Waste and Recycling Regulation Bylaw. 6803**, as amended, is further amended by deleting Schedule A and Schedule B and substituting Schedule A attached to and forming part of this Bylaw. For greater certainty, any reference to Schedule B in the Solid Waste and Recycling Regulation Bylaw. 6803 shall be interpreted as part reference to Schedule A of this Bylaw.
3. This Bylaw is cited as **“Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment No. 10542”**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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

MAYOR

CORPORATE OFFICER

SCHEDULE A TO BYLAW NO. 10542**BYLAW YEAR: 2024****SCHEDULE A to BYLAW NO. 6803**

FEES FOR CITY GARBAGE COLLECTION SERVICE	
Annual City garbage collection service fee for each unit in a single-family dwelling, each unit in a duplex dwelling, and each unit in a townhouse development: 80L container	\$ 85.56
Annual City garbage collection service fee for each unit in a townhouse development with weekly collection service: 80L container	\$ 102.67
Annual City garbage collection service fee for each unit in a single-family dwelling, each unit in a duplex dwelling, and each unit in a townhouse development: 120L container	\$ 115.83
Annual City garbage collection service fee for each unit in a townhouse development with weekly collection service: 120L container	\$ 139.00
Annual City garbage collection service fee for each unit in a single-family dwelling, each unit in a duplex dwelling, and each unit in a townhouse development: 240L container	\$ 146.67
Annual City garbage collection service fee for each unit in a townhouse development with weekly collection service: 240L container	\$ 176.00
Annual City garbage collection service fee for each unit in a single-family dwelling, each unit in a duplex dwelling, and each unit in a townhouse development: 360L container	\$ 275.56
Annual City garbage collection service fee for each unit in a townhouse development with weekly collection service: 360L container	\$ 330.67
Annual City garbage collection service fee for each unit in a multi-family dwelling	
- Weekly service	\$ 53.89
- Twice per week service	\$ 94.44
Fee for garbage cart replacement	\$ 25.00
Fee for each excess garbage container tag	\$ 2.00
Large Item Pick Up fee	\$ 22.78
Non-compliant large item collection fee	\$ 75.00

SCHEDULE B to BYLAW NO. 6803

FEEES FOR CITY RECYCLING SERVICE	
Annual City recycling service fee:	
(a) For residential properties, which receive blue box service (per unit)	\$ 77.00
(b) For multi-family dwellings or townhouse developments which receive centralized collection service (per unit)	\$ 61.56
Annual City recycling service fee:	
(a) For yard and garden trimmings and food waste from single-family dwellings and from each unit in a duplex dwelling (per unit)	\$ 183.56
(b) For yard and garden trimmings and food waste from townhome dwellings that receive City garbage or blue box service (per unit)	\$ 74.44
(c) For yard and garden trimmings and food waste from multi-family dwellings	
- Weekly Service	\$ 56.67
- Twice per week service	\$ 76.94
Cardboard bin recycling service for multi-family dwellings, collected once every 2 weeks	\$ 70.00/bin/month
Cardboard bin recycling service for multi-family dwellings, collected weekly	\$ 80.00/bin/month
Fee for yard/food waste cart replacement	\$ 25.00
Annual City recycling service fee for non-residential properties	\$ 7.84
City recycling service fee for the Recycling Depot:	
	\$25.00 per cubic yard for the second and each subsequent cubic yard
(a) (i) for yard and garden trimmings from residential properties	\$ 0.00
(ii) for recyclable material from residential properties	\$ 0.00
(b) For yard and garden trimmings from non-residential properties	\$25.00 per cubic yard
(c) For recycling materials from non-residential properties	\$ 0.00
(d) For upholstered furniture from residential properties	
(i) office/dining chair, ottoman, bench	\$ 0.00
(ii) arm chair, loveseat, couch, recliner, chaise	\$ 0.00
(iii) sectional, sofabed, reclining loveseat/couch, massage chair	\$ 0.00
(e) For upholstered furniture from non-residential properties	
(i) office/dining chair, ottoman, bench	\$ 20.00
(ii) arm chair, loveseat, couch, recliner, chaise	\$ 35.00
(iii) sectional, sofabed, reclining loveseat/couch, massage chair	\$ 50.00



To: Mayor and Councillors
From: Claudia Jesson
Director, City Clerk's Office
Date: March 5, 2024
File: 06-2290-20-183;
RZ 19-870807
Re: **Road Closure and Removal of Road Dedication Bylaw No. 10225**

The purpose of this memorandum is provide Council with background information on the ratification process of Road Closure and Removal of Dedication Bylaw No. 10225.

At the Regular (Closed) Council meeting on March 14, 2022, Bylaw No. 10225 was considered as part of the staff report titled, "Road Closure and Removal of Road Dedication Bylaw No. 10225 (Portion of Road Adjacent to 8740, 8760, 8780, and 8800 Spires Road) and Disposition of the Closed Road Area in Relation to RZ 19-870807". Council provided favourable consideration to the staff recommendation, including that Bylaw No.10225 be provided 1st, 2nd and 3rd readings at an open Council meeting.

Since the March 14, 2022 Closed Council meeting, Real Estate staff have been working to complete all matters related to the file and recently advised the Clerk's Office that Bylaw No. 10225 is ready to proceed.

In order to finalize matters related to Bylaw No. 10225, the following recommendation will be added to the March 25, 2024 Regular (Open) Council agenda:

- (1) *Road Closure and Removal of Road Dedication Bylaw No. 10225 (Portion of Road adjacent to 8740, 8760, 8780, and 8800 Spires Road) be introduced and given 1st, 2nd and 3rd readings;*
- (2) *The required notice of road closure and disposition of the closed road be advertised prior to final adoption;*
- (3) *Staff be authorized to file a certifying statement executed by the Corporate Officer at Land Title Office cancelling the right of resumption in the closed road pursuant to the Resumption of Highways Regulation;*
- (4) *Staff be authorized to take all necessary steps to raise title to the road closure areas totalling ±170.8 square metres and transfer them to 1219002 B.C. Ltd. or its designate for \$580,000 plus applicable taxes; and*

- (5) ***Staff be authorized to take all necessary steps to complete all matters as contained in the report titled "Road Closure and Removal of Road Dedication Bylaw No. 10225 (Portion of Road adjacent to 8740, 8760, 8780, and 8800 Spires Road) and Disposition of the Closed Road Area in relation to RZ 19-870807" dated February 10, 2022 including authorizing the Chief Administrative Officer and the General Manager, Finance and Corporate Services to negotiate and execute all documentation required to effect the transaction, including executing all required Land Title Office documentation.***

If you have any questions regarding the ratification process, or require further information, please contact the undersigned.



Claudia Jesson
Director, City Clerk's Office

CJ:eb

pc: SMT
Kirk Taylor, Director, Real Estate Services



**Road Closure and Removal of Road Dedication Bylaw No. 10225
(Portion of Road Adjacent to 8740, 8760, 8780, and 8800 Spires Road)**

The Council of the City of Richmond enacts as follows:

1. The lands legally described as that part of Spires Road dedicated by Plan 21489 Sections 9 and 10, Block 4 North Range 6 West New Westminster District, shown outlined in bold on the Reference Plan EPP115232 prepared by LNLS Metro Vancouver Land Services, with a control number of 164-435-9311, attached as Schedule A, shall be stopped up and closed to traffic, cease to be a public road and the road dedication shall be removed; and

This Bylaw is cited as “**Road Closure and Removal of Road Dedication Bylaw No. 10225
(Portion of Road Adjacent to 8740, 8760, 8780, and 8800 Spires Road)**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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

MAYOR

CORPORATE OFFICER

SCHEDULE A

FORM_SPC_V15

SURVEY PLAN CERTIFICATION PROVINCE OF BRITISH COLUMBIA

PAGE 1 OF 2 PAGES

Your electronic signature is a representation that you are a British Columbia land surveyor and a subscriber under section 168.6 of the *Land Title Act*, R.S.B.C. 1996 c. 250. By electronically signing this document, you are also electronically signing the attached plan under section 168.3 of the act.



1. BC LAND SURVEYOR: (Name, address, phone number)

Louis Ngan, BCLS

LNLS - Metro Vancouver Land Surveyors

1528 Kingsway

Vancouver

BC V5N 2R9

File: 18860_04REF

Tel: 604-327-1535

email: louis@LNLS.ca

Surveyor General Certification. [For Surveyor General Use Only]

2. PLAN IDENTIFICATION:

Control Number: 164-435-9311

Plan Number: EPP115232

This original plan number assignment was done under Commission #: 743

3. CERTIFICATION:

Form 8 Explanatory Plan Form 9A

I am a British Columbia land surveyor and certify that I was present at and personally superintended this survey and that the survey and plan are correct.

The field survey was completed on: 2021 September 24 (YYYY/Month/DD) The checklist was filed under ECR#:

The plan was completed and checked on: 2021 October 12 (YYYY/Month/DD) 254437

None Strata Form S

None Strata Form U1 Strata Form U1/U2

Aerial Highway

Remainder Parcel (Airspace)

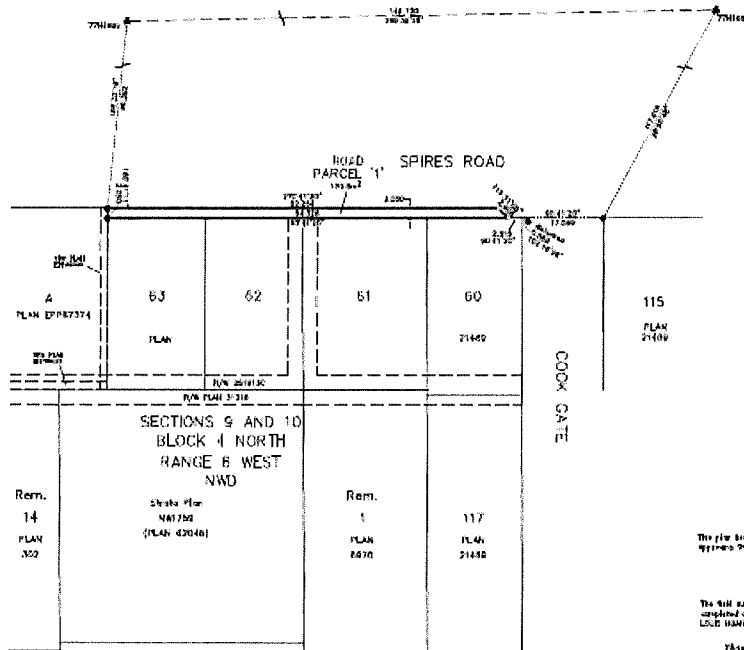
4. ALTERATION:

REFERENCE PLAN TO ACCOMPANY THE CITY OF RICHMOND
 ROAD CLOSING AND REMOVAL OF ROAD DEDICATION BYLAW NO. 10225
 OF A PORTION OF ROAD DEDICATED ON PLAN 21489
 SECTIONS 9 AND 10, BLOCK 4 NORTH, RANGE 6 WEST, NEW WESTMINSTER DISTRICT

PLAN EPP115232

Pursuant to Section 120, Land Title Act, and Section 40, Community Charter

BCGS No. 015
 SCALE 1 : 500
 All distances are in metres
 The intended purpose of this plan is
 to close a road by 422m x 164m (0.4m)
 when shown on a scale of 1 : 500



THE 2011 IC ZONING BYLAW	
ZONING AND ZONING EXEMPTIONS	
Plan Number	Z(111)33
IC Number	21489(0)
IC Name	Residential
IC Description	Other

LEGEND

Intersected parcel and its 10.4m x 16.4m area (0.171 ha) is shown in red. The area is shown in red because it is a parcel that is not shown in the plan. The area is shown in red because it is a parcel that is not shown in the plan. The area is shown in red because it is a parcel that is not shown in the plan.

This plan is for the information of the
 officers of the City of Richmond

The field survey represented by this plan was
 completed on the 28th day of September, 2011
 LNSL 115232

This plan file is within the
 Metro Vancouver Regional District

LNSL METRO VANCOUVER
 LAND SURVEYORS

1020 KILBURN, VANCOUVER, BC, V6H 2R9
 T 604.277.1535 WWW.LNSL.CA

FILE:115232_01.PDF



City of Richmond

Memorandum Planning and Development Division Development Applications

To: Mayor and Councillors
From: Wayne Craig
Director, Development
Date: March 20, 2024
File: RZ 22-012904
Re: **Administrative Correction – Zoning Bylaw 8500, Amendment Bylaw 10465**

This memo serves to correct a drafting omission in Zoning Bylaw 8500, Amendment Bylaw 10465. At the June 19, 2023 Public Hearing, Council granted third reading to Zoning Bylaw 8500, Amendment Bylaw 10465. Subsequently, staff determined that while the subject site was identified in the location map, the legal descriptions for the individual lots and closed road portion involved in the rezoning were not identified in the Bylaw.

The addition of the legal descriptions to the bylaw does not affect the Public Hearing for the Bylaw, alter any land use regulations or any of the rezoning considerations associated with the rezoning application.

The Bylaw 10465 has been revised to include the legal descriptions.

In light of the above, staff recommend the following:

That Zoning Bylaw 8500, Amendment Bylaw 10465 be amended to add the following legal descriptions:

P.I.D. 010-472-517

Lot 15 Section 9 Block 4 North Range 6 West New Westminster District Plan 21489

P.I.D. 004-063-309

Lot 16 Section 9 Block 4 North Range 6 West New Westminster District Plan 21489

P.I.D. 010-472-541

Lot 17 Section 9 Block 4 North Range 6 West New Westminster District Plan 21489

P.I.D. 009-104-194

Lot 18 Section 9 Block 4 North Range 6 West New Westminster District Plan 21489

and a closed portion of Spires Road and Cook Crescent dedicated by Plan 21489, Sections 9, Block 4 North Range 6 West New Westminster District as shown in Reference Plan EPP 128236.

Should you have any questions regarding this matter, please contact the undersigned.

Wayne Craig
Director, Development
(604-247-4625)

WC:el

pc: SMT

7615040

CNCL - 196





**Richmond Zoning Bylaw 8500
Amendment Bylaw 10465 (RZ 22-012904)
8635, 8655, 8675, 8695 Cook Crescent, and the Surplus Portion of the
Spires Road and Cook Crescent Road Allowance**

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

1. Richmond Zoning Bylaw 8500, as amended, is further amended by:
 - a. Inserting the following into the end of the table contained in Section 5.15.1d)i regarding affordable housing density bonusing provisions:

Zone	Sum Per Buildable Square Foot of Permitted Principal Building
"ZT103	\$18.00"

- b. Inserting as Section 17.103 thereof the following:

**17.103 Town Housing (ZT103) – Parking Structure Townhouses
(Spires Road – Cook Crescent)**

17.103.1 Purpose

The **zone** provides for high **density town housing** with a parking **structure** and other compatible **uses** in the Spires Road Area adjacent to a greenway.

17.103.2 Permitted Uses

- **child care**
- **housing, town**

Secondary Uses

- **boarding and lodging**
- **community care facility, minor**
- **home business**
- **home-based business**
- **secondary suite**

17.103.3 Permitted Density

1. For the purposes of this **zone**, the calculation of **floor area ratio** is based on a **site** area of 3,302.8 m².
2. The maximum **floor area ratio** (FAR) is 0.60, together with an additional 0.1 **floor area ratio** provided that it is entirely used to accommodate **amenity space**.

3. Notwithstanding Section 17.103.3.1, the reference to “0.6” is increased to a higher **density** of “1.2” if the **owner**, at the time **Council** adopts a zoning amendment bylaw to include the **owner’s lot** in the ZT103 **zone**, pays into the **affordable housing reserve** the sum specified in Section 5.15 of this bylaw.
4. Notwithstanding Section 4.2.2 and Section 4.4.1 of this bylaw, the following items are not included in the calculation of maximum **floor area ratio** for **town housing**:
 - a) **enclosed parking** within a **building** or **structure** located on **site**;
 - b) bicycle, loading, garbage and recycling facilities located within an **enclosed parking** area;
 - c) common mechanical, heating, ventilation, electrical, telephone and air conditioning service rooms that are not intended as **habitable space** and located within an **enclosed parking** area;
 - d) common stairwells and common elevator shafts; however, the ground level of common stairwells and common elevator shafts are included in the calculation of maximum **floor area ratio** for **town housing**;
 - e) 10% of the **floor area** total calculated for the **lot** in question, which must be used exclusively for covered areas of the **principal building** which are open on two or more sides and are never enclosed;
 - f) an area of up to 10 m² per **principal dwelling unit** used exclusively for staircase purposes; and
 - g) an area of up to 10 m² per **principal dwelling unit** on the highest **storey** of a **principal dwelling unit** that is open to the staircase area below.
5. Notwithstanding Section 4.4.2 of this bylaw, any portion of **floor area** in a **principal building** with a **ceiling height** which exceeds 5.0 m shall be considered to comprise two floors and shall be measured as such for the purposes of calculating **density**.

17.103.4 Permitted Lot Coverage

1. The maximum **lot coverage** is 45% for **buildings**.
2. The maximum **lot coverage** is 75% for **buildings, structures** and **non-porous surfaces**.
3. A minimum of 20% of the **lot area** is restricted to **landscaping** with live plant material.

17.103.5 Yards & Setbacks

1. The minimum **front yard, exterior side yard** or **road setback** is 3.0 m.
2. The minimum **interior side yard** is 6.0 m.

3. The minimum **rear yard** is 12.5 m.
4. Notwithstanding Section 4.9 of this bylaw, the following projections shall be permitted in this **zone** and are subject to the *Building Code*:
 - a) portions of the **principal building** which are less than 5.0 m in **height** and are open on those sides which face a **road** or public **walkway** may project into the **yards** and **setbacks** a distance of not more than 0.6 m;
 - b) **balconies, bay windows, porches** may project into the **yards** and **setbacks** a distance of not more than 0.6 m; and
 - c) entry stairs may project into the **road setback** a distance of not more than 2.0 m.

17.103.6 Permitted Heights

1. The maximum **height** for **buildings** is 15.0 m, but containing no more than 4 **storeys**.
2. The maximum **height** for **accessory buildings** is 5.0 m.
3. The maximum **height** for **accessory structures** is 9.0 m.

17.103.7 Subdivision Provisions/Minimum Lot Size

1. There are no minimum **lot width, lot depth** or **lot area** requirements for **subdivision**.
2. The minimum **lot area** for **development** is 3,084.8 m².

17.103.8 Landscaping & Screening

1. **Landscaping** and **screening** shall be provided in accordance with the provisions of Section 6.0.

17.103.9 On-Site Parking and Loading

1. On-site **vehicle** and bicycle parking and loading shall be provided according to the standards set out in Section 7.0.
2. Notwithstanding Section 7.5.6 and Section 7.5.6A,
 - a) where residents of a **principal dwelling unit** intend to use two **parking spaces**, the spaces may be provided in a **tandem arrangement** with one standard **parking space** located behind another one standard **parking space**, and both standard **parking spaces** may be set perpendicular to the **adjacent** manoeuvring aisle; and
 - b) a maximum of 50% of the required resident **parking spaces** may be provided in a **tandem arrangement**.

17.103.10 Other Regulations

1. In addition to the regulations listed above, the General Development Regulations of Section 4.0 and the Specific Use Regulations of Section 5.0 apply. ”
2. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **“TOWN HOUSING (ZT103) – PARKING STRUCTURE TOWNHOUSES (SPIRES ROAD – COOK CRESCENT)”**.

 P.I.D. 010-472-517
 Lot 15 Section 9 Block 4 North Range 6 West New Westminster District Plan 21489
 P.I.D. 004-063-309
 Lot 16 Section 9 Block 4 North Range 6 West New Westminster District Plan 21489
 P.I.D. 010-472-541
 Lot 17 Section 9 Block 4 North Range 6 West New Westminster District Plan 21489
 P.I.D. 009-104-194
 Lot 18 Section 9 Block 4 North Range 6 West New Westminster District Plan 21489
 and a closed portion of Spire Road and Cook Crescent dedicated by Plan 21489, Sections 9, Block 4 North Range 6 West New Westminster District as shown in Reference Plan EPP 128236.
3. This Bylaw may be cited as **“Richmond Zoning Bylaw 8500, Amendment Bylaw 10465”**.

FIRST READING

May 23, 2023

A PUBLIC HEARING WAS HELD ON

June 19, 2023

SECOND READING

June 19, 2023

THIRD READING

June 19, 2023

OTHER CONDITIONS SATISFIED

ADOPTED

MAYOR

CORPORATE OFFICER





Road Closure and Removal of Road Dedication Bylaw No. 10459 (Portion of Road Adjacent to 8635, 8655, 8675 and 8695 Cook Crescent)

The Council of the City of Richmond enacts as follows:

- 1. The lands legally described as that part of Cook Crescent dedicated by Plan 21489 Section 9 Block 4 North Range 6 West New Westminster District, shown outlined in bold on the Reference Plan EPP128236 prepared by Amray Land Surveying Ltd., attached as Schedule A, shall be stopped up and closed to traffic, cease to be a public road and the road dedication shall be removed; and
2. This Bylaw is cited as "Road Closure and Removal of Road Dedication Bylaw No. 10459 (Portion of Road Adjacent to 8635, 8655, 8675 and 8695 Cook Crescent)".

FIRST READING

MAY 23 2023

SECOND READING

MAY 23 2023

THIRD READING

MAY 23 2023

ADOPTED

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

MAYOR

CORPORATE OFFICER