



**City Council**

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

**Monday, March 9, 2020  
7:00 p.m.**

Pg. #      ITEM

MINUTES

- CNCL-13    1.    *Motion to adopt the **minutes** of the Regular Council meeting held on February 24, 2020.*

AGENDA ADDITIONS & DELETIONS

PRESENTATION

Magnus Sinclair, Coordinator - Parks Programs, to present the 2020 Richmond Street Banners.

COMMITTEE OF THE WHOLE

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

## Council Agenda – Monday, March 9, 2020

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Pg. #      ITEM

3. Delegations from the floor on Agenda items.

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

4. *Motion to rise and report.*



### RATIFICATION OF COMMITTEE ACTION

### CONSENT AGENDA

**PLEASE NOTE THAT ITEMS APPEARING ON THE CONSENT AGENDA WHICH PRESENT A CONFLICT OF INTEREST FOR COUNCIL MEMBERS MUST BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED SEPARATELY.**

### CONSENT AGENDA HIGHLIGHTS

- Receipt of Committee minutes
- Alexandra Greenway Integrated Public Art Project Terms of Reference
- Richmond Public Art Program 2019 Annual Highlights and Public Art Advisory Committee 2020 Work Plan
- Community Services Pricing Policy Progress Update and Guiding Principles
- Insurance Costs for Condominiums
- Award of Contract 6715P – Traffic Control Services
- Provincial Consultation on New Anti-Money Laundering Legislation and Regulations
- Proposed Interim Inter-Municipal Business Licence Bylaws for Ride-Hailing Services
- City Events Strategy Guiding Principles
- Richmond Intercultural Advisory Committee 2019 Annual Report and 2020 Work Program
- Richmond Seniors Advisory Committee 2019 Annual Report and 2020 Work Program
- UBCM 2020 Poverty Reduction Planning and Action Grant Submission

**Council Agenda – Monday, March 9, 2020**

Pg. #      ITEM

- Land use applications for first reading (to be further considered at the Public Hearing on April 20, 2020):
  - 8320 Cambie Road and 8431 Brownwood Road – Rezone from Temporary Commercial Use Permit (Fairchild Developments Ltd. – applicant)
  - 5500 No. 3 Road – Rezone from Downtown Commercial (CDT1) Zone to High Density Market Rental Residential/Limited Commercial (ZMU45) Lansdowne Village (City Centre) Zone (Headwater Living Inc. – applicant)
- BC Building Code Changes to Secondary Suite Provisions

5. *Motion to adopt Items No. 6 through No. 20 by general consent.*

Consent  
Agenda  
Item

6. **COMMITTEE MINUTES**

*That the minutes of:*

CNCL-22 (1) *the **Parks, Recreation and Cultural Services Committee** meeting held on February 25, 2020;*

CNCL-28 (2) *the **General Purposes Committee** meeting held on March 2, 2020;*

(3) *the **Planning Committee** meeting held on March 3, 2020 (distributed separately); and*

CNCL-34 (4) *the **Council/School Board Liaison Committee** meeting held on February 12, 2020;*

*be received for information.*

Consent  
Agenda  
Item

7. **ALEXANDRA GREENWAY INTEGRATED PUBLIC ART PROJECT TERMS OF REFERENCE**

(File Ref. No. 11-7000-09-20-281) (REDMS No. 6359313 v. 2)

CNCL-39

[See Page CNCL-39 for full report](#)

**PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION**

(1) *That the Alexandra Greenway Integrated Public Art Project for \$50,000 be approved and funded by the Public Art Reserve;*

Council Agenda – Monday, March 9, 2020

Pg. # ITEM

- (2) *That the Consolidated 5 Year Financial Plan (2020-2024) be amended accordingly; and*
- (3) *That the Alexandra Greenway Integrated Public Art Project Call to Artists provided in Attachment 4 in the staff report titled, “Alexandra Greenway Integrated Public Art Project Terms of Reference”, dated January 6, 2020, from the Director, Arts, Culture and Heritage Services, be approved.*



Consent  
Agenda  
Item

- 8. **RICHMOND PUBLIC ART PROGRAM 2019 ANNUAL HIGHLIGHTS AND PUBLIC ART ADVISORY COMMITTEE 2020 WORK PLAN**  
(File Ref. No. 11-7000-09-01) (REDMS No. 6344647 v. 2)

CNCL-56

See Page CNCL-56 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

*That the Richmond Public Art Advisory Committee 2020 Work Plan, as presented in the staff report titled “Richmond Public Art Program 2019 Annual Highlights and Public Art Advisory Committee 2020 Work Plan”, dated January 27, 2020, from the Director, Arts, Culture and Heritage Services, be approved.*



Consent  
Agenda  
Item

- 9. **COMMUNITY SERVICES PRICING POLICY PROGRESS UPDATE AND GUIDING PRINCIPLES**  
(File Ref. No. 11-7000-00) (REDMS No. 6359181 v. 18)

CNCL-66

See Page CNCL-66 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

*That the Community Services Pricing Policy Guiding Principles as detailed in the staff report titled “Community Services Pricing Policy Progress Update and Guiding Principles”, dated January 28, 2020, from the Director, Recreation and Sport Services, be endorsed.*



Council Agenda – Monday, March 9, 2020

Pg. # ITEM

Consent  
Agenda  
Item

10. **INSURANCE COSTS FOR CONDOMINIUMS**  
(File Ref. No.)

CNCL-72

See Page CNCL-72 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

*That letters be sent to the Federal Government, Provincial Government, the Insurance Council of British Columbia, and the Insurance Bureau of Canada to urge them to take immediate actions to address the spiking strata insurance costs affecting many strata owners in B.C. and Richmond.*



Consent  
Agenda  
Item

11. **AWARD OF CONTRACT 6715P – TRAFFIC CONTROL SERVICES**  
(File Ref. No. 10-6000-01) (REDMS No. 6346166 v. 5)

CNCL-73

See Page CNCL-73 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

*That Contract 6715P – Traffic Control Services be awarded for a three-year term commencing April 1, 2020, to three bidders, with the intent of assigning the majority of the work to Ansan Traffic Group as the primary service provider, and with Lane Safe Traffic Control and Traffic Pro Services serving as secondary and tertiary backup service providers.*



Consent  
Agenda  
Item

12. **PROVINCIAL CONSULTATION ON NEW ANTI-MONEY LAUNDERING LEGISLATION AND REGULATIONS**  
(File Ref. No. 09-5350-20-CAOP1) (REDMS No. 6403586 v. 4)

CNCL-77

See Page CNCL-77 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

*That the responses summarized in Attachment 3 and 4 of the staff report titled “Provincial Consultation on new Anti-Money Laundering Legislation and Regulations”, dated February 4, 2020, from the General Manager, Community Safety be endorsed for submission to the BC Ministry of Finance.*



Council Agenda – Monday, March 9, 2020

Pg. # ITEM

Consent  
Agenda  
Item

13. **PROPOSED INTERIM INTER-MUNICIPAL BUSINESS LICENCE BYLAWS FOR RIDE-HAILING SERVICES**  
(File Ref. No. 12-8275-06) (REDMS No. 6332491 v. 7)

CNCL-143

See Page CNCL-143 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That Inter-Municipal Business Licence Agreement Bylaw No. 10134, to allow the City to enter into an agreement with partner municipalities for ride-hailing services, be introduced and given first, second and third readings;*
- (2) *That Inter-Municipal Business Licence Bylaw No. 10159, which specifies various licensing terms for ride-hailing, be introduced and given first, second and third readings; and*
- (3) *That staff be directed to report back on the development of a permanent inter-municipal business licence for ride-hailing services.*

Consent  
Agenda  
Item

14. **CITY EVENTS STRATEGY GUIDING PRINCIPLES**  
(File Ref. No. 11-7000-01) (REDMS No. 6381683 v. 2)

CNCL-173

See Page CNCL-173 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

*That the City Events Strategy Guiding Principles, as presented in the staff report titled “City Events Strategy Guiding Principles”, dated February 7, 2020, from the Director, Arts, Culture and Heritage Services be endorsed to guide the development of a City Events Strategy.*

Consent  
Agenda  
Item

15. **RICHMOND INTERCULTURAL ADVISORY COMMITTEE 2019 ANNUAL REPORT AND 2020 WORK PROGRAM**  
(File Ref. No. 01-0100-30-RIAD1-01) (REDMS No. 6388845 v. 3)

CNCL-184

See Page CNCL-184 for full report

PLANNING COMMITTEE RECOMMENDATION

*That the staff report titled “Richmond Intercultural Advisory Committee 2019 Annual Report and 2020 Work Program,” dated January 27, 2020, from the Director of Community Social Development, be approved.*

Pg. # ITEM

Consent  
Agenda  
Item

16. **RICHMOND SENIORS ADVISORY COMMITTEE 2019 ANNUAL REPORT AND 2020 WORK PROGRAM**

(File Ref. No. 01-0100-30-SADV1-01) (REDMS No. 6369342)

CNCL-197

See Page CNCL-197 for full report

PLANNING COMMITTEE RECOMMENDATION

*That the staff report titled “Richmond Seniors Advisory Committee 2019 Annual Report and 2020 Work Program,” dated January 27, 2020, from the Director, Community Social Development, be approved.*



Consent  
Agenda  
Item

17. **UBCM 2020 POVERTY REDUCTION PLANNING AND ACTION GRANT SUBMISSION**

(File Ref. No. 07-3190-01) (REDMS No. 6382338 v. 3)

CNCL-207

See Page CNCL-207 for full report

PLANNING COMMITTEE RECOMMENDATION

- (1) *That the application to the Union of British Columbia Municipalities (UBCM) 2020 Poverty Reduction Planning and Action Program for \$25,000 be endorsed; and*
- (2) *That should the funding application be successful, that the Chief Administrative Officer and the General Manager, Planning and Development be authorized on behalf of the City to enter into an agreement with UBCM for the above mentioned project and that the Consolidated 5 Year Financial Plan (2020–2024) be amended accordingly.*



Consent  
Agenda  
Item

18. **APPLICATION BY FAIRCHILD DEVELOPMENTS LTD. FOR A TEMPORARY COMMERCIAL USE PERMIT AT 8320 CAMBIE ROAD AND 8431 BROWNWOOD ROAD**

(File Ref. No. TU 20-890944) (REDMS No. 6407191)

CNCL-216

See Page CNCL-216 for full report

PLANNING COMMITTEE RECOMMENDATION

*That the application of Fairchild Developments Ltd. for a Temporary Commercial Use Permit for property at 8320 Cambie Road and 8431 Brownwood Road be considered at the special meeting of Council (for the purpose of holding a Public Hearing) to be held on April 20, 2020 at 7:00 p.m. in the Council Chambers of Richmond City Hall, and that the following recommendation be forwarded to that meeting for consideration:*

*“That a Temporary Commercial Use Permit be issued to Fairchild Developments Ltd. to allow ‘Non-accessory Parking’ as a permitted use at 8320 Cambie Road and 8431 Brownwood Road for a period of three years.”*



Consent  
Agenda  
Item

- 19. **APPLICATION BY HEADWATER LIVING INC. TO AMEND SECTION 3.3 OF OFFICIAL COMMUNITY PLAN BYLAW 9000, CREATE THE “HIGH DENSITY MARKET RENTAL RESIDENTIAL/LIMITED COMMERCIAL (ZMU45) – LANSDOWNE VILLAGE (CITY CENTRE)” ZONE, AND REZONE THE SITE AT 5500 NO. 3 ROAD FROM THE “DOWNTOWN COMMERCIAL (CDT1)” ZONE TO THE “HIGH DENSITY MARKET RENTAL RESIDENTIAL/LIMITED COMMERCIAL (ZMU45) – LANSDOWNE VILLAGE (CITY CENTRE)” ZONE**

(File Ref. No. 12-8060-20-010131; RZ 19-858804) (REDMS No. 6394422)

CNCL-228

See Page CNCL-228 for full report

PLANNING COMMITTEE RECOMMENDATION

- (1) *That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10131 to amend Section 3.3, Objective 4, Policy e) to include a provision that the market rental residential density bonus may be increased on a site specific basis for projects that provide additional rental housing to address community need, be introduced and given first reading;*
- (2) *That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10131, having been considered in conjunction with:*
  - (a) *The City’s Financial and Capital Program; and*
  - (b) *The Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;*

*is hereby found to be consistent with said programs and plans, in accordance with Section 477(3)(a) of the Local Government Act;*



Pg. # ITEM

- (3) *That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10131, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, is hereby found not to require further consultation; and*
- (4) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 10130 to create the “High Density Market Rental Residential/Limited Commercial (ZMU45) – Lansdowne Village (City Centre)” zone, and to rezone 5500 No. 3 Road from the “Downtown Commercial (CDT1)” zone to the “High Density Market Rental Residential/Limited Commercial (ZMU45) – Lansdowne Village (City Centre)” zone, be introduced and given first reading.*



Consent  
Agenda  
Item

20. **BC BUILDING CODE CHANGES TO SECONDARY SUITE PROVISIONS**

(File Ref. No. 12-8060-02-01) (REDMS No. 6398750 v. 5)

CNCL-301

See Page CNCL-301 for full report

PLANNING COMMITTEE RECOMMENDATION

- (1) *That Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 10139, to better define secondary suites and increase the maximum permitted size of secondary suites in dwellings from 90 m<sup>2</sup> to 110m<sup>2</sup>, be introduced and given first reading;*
- (2) *That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10142, to incorporate cost recovery charges for addressing secondary suites, be introduced and given first, second and third reading; and*
- (3) *That a 12 month grace period be authorized, from the date of Bylaw No. 10142 adoption, allowing legal secondary suite owners to secure a suite address without charge before the addressing fees take effect.*



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CONSIDERATION OF MATTERS REMOVED FROM THE  
CONSENT AGENDA  
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NON-CONSENT AGENDA ITEMS

GENERAL PURPOSES COMMITTEE  
Mayor Malcolm D. Brodie, Chair

21. **HOSPITAL PARKING**  
(File Ref. No.)

CNCL-308

See Page **CNCL-308** for materials

GENERAL PURPOSES COMMITTEE RECOMMENDATION

Opposed: Cllr. Loo

- (1) *That Richmond City Council write to the Provincial Government and the Vancouver Coast Health Authority to ask the Province and Vancouver Coastal Health to provide two hours free parking to be paid upon exit for patients and family of patients at BC hospitals; and*
- (2) *That staff be directed to meet with Vancouver Coastal Health representatives to discuss consideration of addressing the lack of parking at Richmond Hospital.*



22. **DECLARATION OF SOLIDARITY WITH WET'SUWET'EN PEOPLE**  
(File Ref. No.)

CNCL-314

See Page **CNCL-314** for materials and staff memorandum

GENERAL PURPOSES COMMITTEE RECOMMENDATION

*None.*

Note: The following recommendation was **DEFEATED** at Committee (with Mayor Brodie and Cllrs. Au, Day, Loo, McNulty and McPhail opposed):

## Council Agenda – Monday, March 9, 2020

Pg. #      ITEM

*That Council endorse the following resolution and request that Mayor and Council send a copy of to the Prime Minister of Canada, Premier of BC, Solicitor General of BC, Richmond MPs, Richmond MLAs, and member local governments of the UBCM:*

*The City of Richmond calls on the Government of British Columbia and Canada to end any attempt at forced removal of non-violent Wet'suwet'en People from their traditional territories, suspend permits authorizing construction of the Coastal GasLink pipeline and commence good-faith consultation with the Wet'suwet'en People.*

### PUBLIC DELEGATIONS ON NON-AGENDA ITEMS

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

**CNCL-319**      Ms. Cathy Peters, BC anti-human trafficking educator, speaker and advocate to present on raising awareness on **anti-human trafficking activities**.

24. *Motion to rise and report.*

### RATIFICATION OF COMMITTEE ACTION

### PUBLIC ANNOUNCEMENTS AND EVENTS

### NEW BUSINESS

Pg. #      ITEM

BYLAWS FOR ADOPTION

CNCL-324      Traffic Bylaw No. 5870 Amendment **Bylaw No. 10123**  
Opposed at 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> Readings – None.

CNCL-326      Council Procedure Bylaw No. 7560, Amendment **Bylaw No. 10124**  
Opposed at 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> Readings – None.

DEVELOPMENT PERMIT PANEL

25. RECOMMENDATION

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

CNCL-327      (1) *That the minutes of the Development Permit Panel meetings held on*  
CNCL-336      *January 29, 2020 and February 26, 2020, and the Chair's report for*  
*the Development Permit Panel meetings held on February 26, 2020,*  
*be received for information; and*

CNCL-341      (2) *That the recommendations of the Panel to authorize the issuance of a*  
*Development Variance Permit (DV 19-872105) for the property at*  
*9700 Desmond Road be endorsed, and the Permit so issued.*

ADJOURNMENT



**Regular Council**

**Monday, February 24, 2020**

Place: Council Chambers  
Richmond City Hall

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

Corporate Officer – Claudia Jesson

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

RES NO. ITEM

**MINUTES**

- R20/4-1 1. It was moved and seconded  
*That:*
- (1) *the minutes of the Regular Council meeting held on February 10, 2020, be adopted as circulated; and*
  - (2) *the Metro Vancouver 'Board in Brief' dated January 31, 2020, be received for information.*

**CARRIED**



Regular Council  
Monday, February 24, 2020

PRESENTATION

With the aid of a PowerPoint presentation (copy on file, City Clerk’s Office) Diane Purvey, Chair, Gateway Theatre Society Board, and Camilla Tibbs, Executive Director, Gateway Theatre, briefed Council on the Gateway Theatre’s 2019 activities, operations and finances, and thanked the City for its support.

COMMITTEE OF THE WHOLE

- R20/4-2      2.    It was moved and seconded  
*That Council resolve into Committee of the Whole to hear delegations on agenda items (7:07 p.m.).*

**CARRIED**

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

- R20/4-3      4.    It was moved and seconded  
*That Committee rise and report (7:08 p.m.).*

**CARRIED**

CONSENT AGENDA

Mayor Brodie noted that Item No. 7 would be removed from the Consent Agenda.

- R20/4-4      5.    It was moved and seconded  
*That Item No. 6 and Items No. 8 through No. 11 be adopted by general consent.*

**CARRIED**



**Regular Council  
Monday, February 24, 2020**

6. **COMMITTEE MINUTES**

*That the minutes of:*

- (1) *the Community Safety Committee meeting held on February 11, 2020;*
- (2) *the General Purposes Committee meeting held on February 18, 2020; and*
- (3) *the Public Works and Transportation Committee meeting held on February 19, 2020;*

*be received for information.*

**ADOPTED ON CONSENT**

7. **PROPOSED SISTER CITY TRAVEL FOR 2020**

(File Ref. No. 01-0100-30-SCIT1-01) (REDMS No. 6295105 v. 5; 5762724)

See Page 5 for action on this item.

8. **REGIONAL HARMONIZATION OF VEHICLE WEIGHT AND DIMENSION LIMITS**

(File Ref. No. 12-8060-20-010123) (REDMS No. 6361233; 6361510)

*That Traffic Bylaw No. 5870, Amendment Bylaw No. 10123, to harmonize municipal vehicle weight and dimension limits and cargo securement requirements with the British Columbia Commercial Transport Regulations and Motor Vehicle Act Regulations, be introduced and given first, second and third reading.*

**ADOPTED ON CONSENT**



**Regular Council**  
**Monday, February 24, 2020**

**9. APPLICATION TO 2020/2021 BC ACTIVE TRANSPORTATION  
INFRASTRUCTURE GRANTS PROGRAM**

(File Ref. No. 03-1087-19-02) (REDMS No. 6379120 v. 4)

- (1) *That the submission for cost-sharing to the 2020/2021 BC Active Transportation Infrastructure Grants Program for the Garden City Road Pedestrian and Cyclist Enhancements (Lansdowne Road-Westminster Highway) as described in the staff report titled “Application to 2020/2021 BC Active Transportation Infrastructure Grants Program” dated January 13, 2020, from the Director, Transportation be endorsed;*
- (2) *That, should the above application be successful, the Chief Administrative Officer and the General Manager, Planning and Development, be authorized on behalf of the City to execute the funding agreement; and*
- (3) *That the Consolidated 5 Year Financial Plan (2020-2024) be amended accordingly.*

**ADOPTED ON CONSENT**

**10. 2020 CLOTHES WASHER REBATE PROGRAM**

(File Ref. No. 10-6650-02) (REDMS No. 6386389 v. 2)

- (1) *That the City of Richmond partner with BC Hydro to the end of 2020 to offer a combined rebate of \$100 for both spring and fall campaigns, equally cost shared between BC Hydro and the City, for the replacement of inefficient clothes washers with new high efficiency clothes washers; and*
- (2) *That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to execute an agreement, on behalf of the City, with BC Hydro to implement the Clothes Washer Rebate Program.*

**ADOPTED ON CONSENT**





Regular Council  
Monday, February 24, 2020

11. CITY OF RICHMOND PARTICIPATION IN THE BC BUILDING ENERGY BENCHMARKING PILOT PROGRAM

(File Ref. No. 10-6125-07-02) (REDMS No. 6391961 v. 10)

- (1) *That Council endorse the City's participation in a voluntary regional building energy benchmarking program, as outlined in the report titled "City of Richmond Participation in the BC Building Energy Benchmarking Pilot Program" from the Director, Sustainability and District Energy, dated January 16, 2020; and*
- (2) *That staff be directed to report back to Council at the conclusion of the pilot program in 2021, on options to establish an energy benchmarking initiative and supportive policies in Richmond, as outlined in the report titled "City of Richmond Participation in the BC Building Energy Benchmarking Pilot Program" from the Director, Sustainability and District Energy, dated January 16, 2020.*

ADOPTED ON CONSENT

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CONSIDERATION OF MATTERS REMOVED FROM THE CONSENT AGENDA

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7. PROPOSED SISTER CITY TRAVEL FOR 2020

(File Ref. No. 01-0100-30-SCIT1-01) (REDMS No. 6295105 v. 5; 5762724)

R20/4-5

It was moved and seconded

- (1) *That the proposed travel budget of \$16,925 be adjusted accordingly for five participants, including the Mayor or Acting Mayor, two Councillors, one City Staff member, and one Sister City Advisory Committee member, and the budget be funded from the Council Contingency account; and*



**Regular Council**  
**Monday, February 24, 2020**

- (2) *That the Sister City Advisory Committee report back to Council annually to bring forward a finalized travel itinerary and budget for any Sister City related travel between 2021 to 2023.*

The question on the motion was not called as discussion took place on (i) the climate emergency and reducing travel by air, (ii) benefits to the community, (iii) options for Sister City Advisory Committee members to contribute to travel costs, (iv) only sending Council members, and (v) input from Richmond with regard to design of the garden.

In reply to queries from Council, staff advised that (i) options for Sister City Advisory Committee members to contribute to travel costs can be considered, (ii) once the design portion of the garden begins, staff can consult with Pierrefonds with regard to potential input on design, (iii) the report outlines key milestones and each year a report will be brought forward for Council's consideration with regard to delegates going to a Sister City or a Sister City visiting Richmond.

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

## NON-CONSENT AGENDA ITEMS

### GENERAL PURPOSES COMMITTEE

Mayor Malcolm D. Brodie, Chair

12. **PHOENIX NET LOFT OPTIONS**

(File Ref. No. 06-2025-20-013) (REDMS No. 6352306 v. 28)

R20/4-6

It was moved and seconded

- (1) *That the Capital Program budget be amended from the previously approved \$11.5M to \$19.44M for the Phoenix Net Loft preservation project;*



**Regular Council**  
**Monday, February 24, 2020**

- (2) *That the difference of the \$11.5M and the proposed \$19.44M (\$7.94M) to be used for the Phoenix Net Loft preservation project be withdrawn from the Capital Building and Infrastructure Reserve Fund; and*
- (3) *That the Consolidated 5 Year Financial Plan (2020-2024) be amended accordingly.*

The question on the motion was not called as discussion took place on (i) rebuilding the entire building, (ii) finalizing program options, (iii) consulting with museum and arts community, (iv) ensuring the space is used as a museum-style interpretive centre, (v) potentially reducing costs if construction and programming occur simultaneously, (vi) the importance of public consultation, (vii) potential increased costs for deferring construction, and (viii) funding for the museum concept.

In reply to queries from Council, staff advised that (i) a report will be brought forward in May with a public consultation proposal, (ii) costs for construction of the building will escalate if project is deferred, (iii) the \$19.44M will provide a shell of a building, (iv) most museums have a mixed-use concept, and (v) buildings are currently funded through the Capital Building and Infrastructure Reserve Fund.

As a result of the discussion, a referral motion to refer the matter back to staff for a review of the allocation of the proposed funding of \$19.44M and \$16M was introduced, but failed to receive a seconder.

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

R20/4-7

It was moved and seconded

*That recommendation 1 be amended by inserting the wording “for Option C – Museum-Style Interpretative Centre use.”*

The question on the amendment motion was not called as discussion took place on (i) the benefits of a Richmond museum, (ii) public consultation for the museum concept, (iii) the \$16M estimated program implementation cost, (iv) concerns over high costs without public consultation, (v) access to the location, and (vi) obtaining more information on program options and public consultation prior to making a final decision.



**Regular Council**  
**Monday, February 24, 2020**

In reply to further queries from Council, staff noted that a variety of program options can be tested and public consultation around museum themes and programs can be conducted.

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

The question on the main motion, as amended, which reads as follows:

- (1) *That the Capital Program budget be amended from the previously approved \$11.5M to \$19.44M for Option C – Museum-Style Interpretive Centre use for the Phoenix Net Loft preservation project; and*
- (2) *That the difference of the \$11.5M and the proposed \$19.44M (\$7.94M) to be used for the Phoenix Net Loft preservation project be withdrawn from the Capital Building and Infrastructure Reserve Fund; and*
- (3) *That the Consolidated 5 Year Financial Plan (2020-2024) be amended accordingly.*

was then called and it was **CARRIED** with Mayor Brodie, Cllrs. Loo, McNulty and McPhail opposed.

Discussion ensued with regard to cost estimates for the addition of a lean-to and restoration of the First Nations Bunkhouse.

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

R20/4-8

It was moved and seconded

***That staff examine costs for the addition of a lean-to, as part of the Phoenix Net Loft preservation project, and restoration of the First Nations Bunkhouse and report back.***

**CARRIED**

Opposed: Mayor Brodie  
Cllrs. Loo  
McNulty  
McPhail



**Regular Council**  
**Monday, February 24, 2020**

**BYLAW FOR ADOPTION**

R20/4-9

It was moved and seconded

*That Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9946 be adopted.*

**CARRIED**

**ADJOURNMENT**

R20/4-10

It was moved and seconded

*That the meeting adjourn (8:26 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, February 24, 2020.

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Mayor (Malcolm D. Brodie)

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Corporate Officer (Claudia Jesson)



## Parks, Recreation and Cultural Services Committee

Date: Tuesday, February 25, 2020

Place: Anderson Room  
Richmond City Hall

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

Also Present: Councillor Carol Day

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

### MINUTES

It was moved and seconded  
*That the minutes of the meeting of the Parks, Recreation and Cultural Services Committee held on January 28, 2020, be adopted as circulated.*

**CARRIED**

### NEXT COMMITTEE MEETING DATE

March 24, 2020, (tentative date) at 4:00 p.m. in the Anderson Room

## COMMUNITY SERVICES DIVISION

1. **RECOGNITION OF WORLD WAR II RICHMOND VETERANS**

(File Ref. No. 11-7000-01) (REDMS No. 6386576 v. 4)

Discussion ensued with regard to (i) additional initiatives to recognize Richmond veterans such as provisions for free parking, (ii) events related to the recognition of veterans held by the Richmond School District No. 38, and (iii) recognition of other groups such as the Royal Canadian Legion and Cadets.

In reply to queries, staff noted that Richmond veterans were provided free parking in 2006.

It was moved and seconded

*That the staff report titled, "Recognition of World War II Richmond Veterans", from the Director, Arts, Culture and Heritage Services, dated January 21, 2020 be received for information.*

**CARRIED**

2. **ALEXANDRA GREENWAY INTEGRATED PUBLIC ART PROJECT TERMS OF REFERENCE**

(File Ref. No. 11-7000-09-20-281) (REDMS No. 6359313 v. 2)

Discussion ensued with regard to incorporating the biodiversity of the Alexandra Greenway into the public art project.

In reply to queries from Committee, staff noted that the material used for the art project is similar to the materials used to delineate cycling lanes and has an anticipated lifespan of approximately 15 years. Staff added that additional information on the material can be provided to Council.

It was moved and seconded

(1) *That the Alexandra Greenway Integrated Public Art Project for \$50,000 be approved and funded by the Public Art Reserve;*

(2) *That the Consolidated 5 Year Financial Plan (2020-2024) be amended accordingly; and*

(3) *That the Alexandra Greenway Integrated Public Art Project Call to Artists provided in Attachment 4 in the staff report titled, "Alexandra Greenway Integrated Public Art Project Terms of Reference", dated January 6, 2020, from the Director, Arts, Culture and Heritage Services, be approved.*

**CARRIED**

## Parks, Recreation & Cultural Services Committee

Tuesday, February 25, 2020

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3. **RICHMOND PUBLIC ART PROGRAM 2019 ANNUAL HIGHLIGHTS AND PUBLIC ART ADVISORY COMMITTEE 2020 WORK PLAN**

(File Ref. No. 11-7000-09-01) (REDMS No. 6344647 v. 2)

Discussion ensued with regard to utilizing local artists in public art projects.

It was moved and seconded

*That the Richmond Public Art Advisory Committee 2020 Work Plan, as presented in the staff report titled "Richmond Public Art Program 2019 Annual Highlights and Public Art Advisory Committee 2020 Work Plan", dated January 27, 2020, from the Director, Arts, Culture and Heritage Services, be approved.*

**CARRIED**

*Cllr. Au left the meeting (4:13 p.m.).*

4. **STANDARD OF VEGETATION MAINTENANCE FOR PARKS AND BOULEVARDS**

(File Ref. No. 11-7200-01/2019) (REDMS No. 6292574 v. 25)

*Cllr. Au returned to the meeting (4:14 p.m.).*

Staff briefed Committee on options to vary the frequency of vegetation maintenance to respond to public feedback to enhance vegetation maintenance.

Discussion ensued with regard to retaining taller grass in certain areas of parks to support wildlife in the area and maintenance of paved trail edges.

It was moved and seconded

*That the staff report titled "Standard of Vegetation Maintenance for Parks and Boulevards", dated January 28, 2020, from the Director, Parks Services, be received for information.*

**CARRIED**

The Chair advised that members of the public will have the opportunity to speak to matters related to the tree removal process along the River Road dikes.

Steven Easterbrook, Richmond resident, expressed concern with regard to the tree removal process along the River Road dikes, noting that he has observed wildlife in the area such as eagles and herons. Also, he expressed that public notice of the tree removal was not adequate and encouraged the City to consider alternatives to upgrade the dikes without removing trees in the area.



**Parks, Recreation & Cultural Services Committee**  
**Tuesday, February 25, 2020**

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Staff spoke on the tree removal related to dike maintenance along River Road, noting that (i) staff will review options to enhance communication protocols with area residents including direct mail notification, (ii) the roots of cottonwood trees are associated with erosion along the dike which could lead to dike failure, (iii) maintenance of this portion of the dike is critical prior to the upcoming spring runoff, (iii) replacement of the trees will be completed with a three to one ratio, (iv) the current maintenance of this section of the dike is not related to future upgrades of Richmond's dike system, (v) environmental professionals have assessed the site and recorded the wildlife in the area, (vi) there are special protocols to relocate wildlife and restrictions to remove trees occupied by certain types of wildlife, (vii) options to retain the cottonwood trees are constrained by the amount of required land, and (viii) that staff will be providing more information related to future upgrades to Richmond's dike system.

Discussion ensued with regard to (i) options to pause maintenance work to protect wildlife habitat in the area, (ii) options to retain the trees in future maintenance work, (iii) selecting suitable replacement tree species, (iv) enhancing communication strategies, including direct mail notification and signage, (v) options to install artificial nesting roosts, (vi) historical incidents of dike failure in the province, and (vii) the timeline to upgrade Richmond's dikes.

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

It was moved and seconded

*That staff prepare:*

- (1) a communication plan for future tree removal associated with the dike maintenance and upgrades; and*
  - (2) a mitigation plan for future dike maintenance and upgrades;*
- and report back.*

**5. COMMUNITY SERVICES PRICING POLICY PROGRESS UPDATE AND GUIDING PRINCIPLES**

(File Ref. No. 11-7000-00) (REDMS No. 6359181 v. 18)

Staff reviewed the proposed Policy and Guiding Principles, noting that (i) staff will be leading the work on development of policies and volunteer community stakeholders will be able to provide input, (ii) stakeholders were able to provide input on environmental considerations in the proposed Guiding Principles, and (iii) building facility supplies are typically provided by the City and that Community Associations are typically involved in funding supplies related to programming.

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, February 25, 2020**

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Discussion ensued incorporating environmentally sustainable purchasing policy into the Guiding Principles, and as a result, it was requested that staff provide a memorandum on the City's current purchasing guidelines related to community facilities.

*Cllr. Day left the meeting (5:18 p.m.) and returned (5:19 p.m.).*

Guy Anderson, President/Director, Thompson Community Association, spoke on the proposed Pricing Policy and Guiding Principles, noting that the Thompson Community Association supports the efforts toward development of the policies including the process to set fees. Also, Mr. Anderson spoke on documenting the current policy development process and the consideration of volunteer time commitments for association members.

Discussion then ensued with regard to (i) periodic review of fees and policy, (ii) comparing current policies to proposed policies, (iii) receiving feedback from volunteers, and (iv) time commitment of volunteers.

In reply to queries from Committee, staff noted that staff will provide regular updates on the matter every three to four months.

*Cllr. Day left the meeting (5:31 p.m.) and did not return.*

It was moved and seconded

***That the Community Services Pricing Policy Guiding Principles as detailed in the staff report titled "Community Services Pricing Policy Progress Update and Guiding Principles", dated January 28, 2020, from the Director, Recreation and Sport Services, be endorsed.***

**CARRIED**

**6. MANAGER'S REPORT**

***(i) Terra Nova Beavers***

Staff updated Committee on management of beavers in the Terra Nova area and options to mitigate damage to trees and potential flooding. Staff added that the City has discussed options with the Province, noting that the relocation of the beavers is not a viable option.

***(ii) Staff Retirement***

Staff announced the upcoming retirement of Jamie Esko, Manager, Parks Planning, Design and Construction and David Ince, Manager, Community Recreation Services and Committee commended their work for the City.

***(iii) Fishing in Imperial Landing***

Staff updated Committee on fishing activities in Imperial Landing, noting that there are specific areas on the dock designated for fishing and mooring and that the City will monitor and enforce the areas restricted to fishing.

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, February 25, 2020**

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**ADJOURNMENT**

It was moved and seconded  
*That the meeting adjourn (5:34 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the Parks, Recreation and Cultural Services Committee of the Council of the City of Richmond held on Tuesday, February 25, 2020.

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Councillor Harold Steves  
Chair

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Evangel Biason  
Legislative Services Coordinator



## General Purposes Committee

Date: Monday, March 2, 2020

Place: Anderson Room  
Richmond City Hall

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

Absent: Councillor Harold Steves

Call to Order: The Chair called the meeting to order at 4:14 p.m.

### MINUTES

It was moved and seconded  
*That the minutes of the meeting of the General Purposes Committee held on February 18, 2020, be adopted as circulated.*

**CARRIED**

### COUNCILLOR CAROL DAY

1. **HOSPITAL PARKING**  
(File Ref. No.)

It was moved and seconded  
*That Richmond City Council write to the Provincial Government and the Vancouver Coast Health Authority to ask the Province and Vancouver Coastal Health to provide one hour free parking for patients and family of patients at BC hospitals.*

1.

**General Purposes Committee**  
**Monday, March 2, 2020**

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The question on the motion was not called as discussion ensued with regard to the following:

- the current hospital parking system and use of third-party parking management companies;
- parking capacity in Richmond Hospital and options for overflow parking;
- options to introduce limited free parking and a pay at the exit parking system;
- options to limit abuse of free parking for non-hospital users;
- the high cost of parking and violation fines for hospital users;
- the portion of parking revenues that is allocated for hospital services;
- other local hospitals in the region that have adopted limited free parking;
- consultation on free hospital parking undertaken by the Province;
- options to streamline hospital parking and parking violation payment systems; and
- options to reduce parking costs for long-term hospital users and options to subsidize parking for low-income hospital users.

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

It was moved and seconded

*That the phrase “two hours” replace “one hour” and that the phrase “to be paid upon exit” be included after the phrase “free parking”.*

**CARRIED**

Discussion then took place on parking capacity in Richmond Hospital, and as a result, the following **amendment motion** was introduced:

It was moved and seconded

*That staff be directed to meet with Vancouver Coastal Health representatives to discuss consideration of addressing the lack of parking at Richmond Hospital.*

**CARRIED**

The question on the main motion, which reads as follows:

- (1) *That Richmond City Council write to the Provincial Government and the Vancouver Coast Health Authority to ask the Province and Vancouver Coastal Health to provide two hours free parking to be paid upon exit for patients and family of patients at BC hospitals; and*

**General Purposes Committee**  
**Monday, March 2, 2020**

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- (2) *That staff be directed to meet with Vancouver Coastal Health representatives to discuss consideration of addressing the lack of parking at Richmond Hospital.*

was then called and was **CARRIED** with Cllr. Loo opposed.

**COUNCILLOR MICHAEL WOLFE**

**2. DECLARATION OF SOLIDARITY WITH WET'SUWET'EN PEOPLE**  
(File Ref. No.)

It was moved and seconded

*That Council endorse the following resolution and request that Mayor and Council send a copy of to the Prime Minister of Canada, Premier of BC, Solicitor General of BC, Richmond MPs, Richmond MLAs, and member local governments of the UBCM:*

*The City of Richmond calls on the Government of British Columbia and Canada to end any attempt at forced removal of non-violent Wet'suwet'en People from their traditional territories, suspend permits authorizing construction of the Coastal GasLink pipeline and commence good-faith consultation with the Wet'suwet'en People.*

The question on the motion was not called as discussion ensued with regard to the following:

- the tentative agreement made between the Wet'suwet'en People and senior levels of government;
- declarations of solidarity made by other municipalities;
- the City's agreement with the RCMP and retaining full RCMP services for Richmond;
- the importance of continuing dialogue and amending the resolution's title to replace the word "Declaration" to "De-escalation";
- RCMP enforcement of injunctions on the blockades related to the protests opposing the Coastal GasLink project;
- good faith consultation;
- supporting the rule of law; and
- role of municipal government and potential impact to the City of Richmond;

## General Purposes Committee

### Monday, March 2, 2020

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In reply to queries from Committee, staff noted that the Wet'suwet'en People utilize two governing structures consisting of a body of traditional Hereditary Chiefs and a body of Elected Chiefs.

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

## COUNCILLOR CHAK AU

### 2A. **INSURANCE COSTS FOR CONDOMINIUMS**

(File Ref. No.)

It was moved and seconded

*That letters be sent to the Federal Government, Provincial Government, the Insurance Council of British Columbia, and the Insurance Bureau of Canada to urge them to take immediate actions to address the spiking strata insurance costs affecting many strata owners in B.C. and Richmond.*

The question on the motion was not called as discussion ensued with regard to the following:

- the increased insurance rates for stratified properties in British Columbia;
- the negative impact of rising insurance rates to stratified property owners;
- the distinction between rental properties and stratified properties;
- business model of insurance companies;
- the governing bodies overseeing insurance companies; and
- the short notice given to stratas of rising insurance rates.

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

## ENGINEERING AND PUBLIC WORKS DIVISION

### 3. **AWARD OF CONTRACT 6715P – TRAFFIC CONTROL SERVICES**

(File Ref. No. 10-6000-01) (REDMS No. 6346166 v. 5)

It was moved and seconded

*That Contract 6715P – Traffic Control Services be awarded for a three-year term commencing April 1, 2020, to three bidders, with the intent of assigning the majority of the work to Ansan Traffic Group as the primary service provider, and with Lane Safe Traffic Control and Traffic Pro Services serving as secondary and tertiary backup service providers.*

**CARRIED**

**General Purposes Committee**  
**Monday, March 2, 2020**

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**COMMUNITY SAFETY DIVISION**

**4. PROVINCIAL CONSULTATION ON NEW ANTI-MONEY LAUNDERING LEGISLATION AND REGULATIONS**

(File Ref. No. 09-5350-20-CAOP1) (REDMS No. 6403586 v. 4)

Staff reviewed the consultation related to the new Anti-Money Laundering Legislation and Regulations, noting that the proposed expanded registry that includes businesses beyond real property will be utilized by law enforcement and the City supports efforts to modernize regulations related to mortgage brokers, private lenders and unregulated brokers.

Discussion ensued with regard to (i) the role of municipal government to enforce regulations, (ii) impact to privacy, and (iii) the role of media in uncovering suspicious transactions.

In reply to queries from Committee, staff noted that the consultation process is open to the public.

It was moved and seconded

*That the responses summarized in Attachment 3 and 4 of the staff report titled “Provincial Consultation on new Anti-Money Laundering Legislation and Regulations”, dated February 4, 2020, from the General Manager, Community Safety be endorsed for submission to the BC Ministry of Finance.*

The question on the motion was not called as discussion ensued with regard to duties to report suspicious financial transactions to FINTRAC by financial entities.

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

**5. PROPOSED INTERIM INTER-MUNICIPAL BUSINESS LICENCE BYLAWS FOR RIDE-HAILING SERVICES**

(File Ref. No. 12-8275-06) (REDMS No. 6332491 v. 7)

It was moved and seconded

*(1) That Inter-Municipal Business Licence Agreement Bylaw No. 10134, to allow the City to enter into an agreement with partner municipalities for ride-hailing services, be introduced and given first, second and third readings;*

*(2) That Inter-Municipal Business Licence Bylaw No. 10159, which specifies various licensing terms for ride-hailing, be introduced and given first, second and third readings; and*



**General Purposes Committee**  
**Monday, March 2, 2020**

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- (3) *That staff be directed to report back on the development of a permanent inter-municipal business licence for ride-hailing services.*

The question on the motion was not called as discussion ensued with regard to the fee distribution structure and harmonizing taxi fees with Transportation Network Services (ride hailing services).

In reply to queries from Committee, staff noted that Uber, Lyft and Kabu are licensed in Richmond.

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

## COMMUNITY SERVICES DIVISION

6. **CITY EVENTS STRATEGY GUIDING PRINCIPLES**

(File Ref. No. 11-7000-01) (REDMS No. 6381683 v. 2)

It was moved and seconded

*That the City Events Strategy Guiding Principles, as presented in the staff report titled “City Events Strategy Guiding Principles”, dated February 7, 2020, from the Director, Arts, Culture and Heritage Services be endorsed to guide the development of a City Events Strategy.*

The question on the motion was not called as discussion ensued with regard to (i) engaging local groups to organize events, (ii) supporting events of varying size, and (iii) the roles of sponsorship in event organization.

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

## ADJOURNMENT

It was moved and seconded

*That the meeting adjourn (5:32 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 2, 2020.

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Mayor Malcolm D. Brodie  
Chair

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Evangel Biason  
Legislative Services Coordinator



## Council/School Board Liaison Committee

Date: February 12, 2020  
Place: Anderson Room  
Richmond City Hall  
Present: Councillor Alexa Loo, Chair  
Councillor Kelly Greene  
Trustee Ken Hamaguchi  
Trustee Sandra Nixon  
Trustee Debbie Tablotney  
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 February 12, 2020, be adopted as circulated.*

**CARRIED**

### MINUTES

It was moved and seconded  
*That the minutes of the meeting of the Council/School Board Liaison Committee held on December 4, 2019, be adopted as circulated.*

**CARRIED**

**STANDING ITEM**

**1. TRAFFIC SAFETY ADVISORY COMMITTEE**

Donna Chan, Donna Chan, Manager, Transportation Planning, City of Richmond, spoke on initiatives to improve road safety around schools, noting that the City's Community Bylaws will be conducting more school zone patrols this year. She added that the Richmond RCMP Road Safety Unit constables have been assigned patrol zones and that the constables will be visiting each school in their zone twice per month. Also, it was noted that the Richmond RCMP has adopted new equipment to electronically scan licence plates and issue e-tickets.

**BUSINESS ARISING & NEW BUSINESS**

**2. TRAFFIC SAFETY ADVISORY COMMITTEE - PROPOSED 2020 INITIATIVES**

Ms. Chan spoke on traffic initiatives, noting that speed reader boards have been installed in the school zones along Thomas Kidd Elementary School and Choice School. She added that other speed reader boards have been installed in the city, including along Steveston Highway and along No. 5 Road and that in-street speed signs were installed in several school zones in the city.

It was moved and seconded

*That that staff report titled "Traffic Safety Advisory Committee- Proposed 2020 Initiatives", dated January 6, 2020, from the Director, Transportation, be received for information.*

**CARRIED**

**3. RICHMOND ACTIVE TRANSPORTATION COMMITTEE – PROPOSED 2020 INITIATIVES**

Ms. Chan spoke on cycling lane improvements in the city and the Bike to School Education for Students in 2019, adding that Richmond City Council approved funding for cycling education for Richmond schools over two years for grade 6 and 7 students. In reply to queries, Ms. Chan noted that helmets will be provided for participants of the Bike to School Education program and that City staff can examine cycling education programs for adults through the community centres.

It was moved and seconded

*That that staff report titled "Richmond Active Transportation Committee- Proposed 2020 Initiatives", dated December 10, 2019, from the Director, Transportation, be received for information.*

**CARRIED**

# Council/School Board Liaison Committee

February 12, 2020

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## 4. CHILD CARE SPACES COLLABORATION UPDATE

Frank Geyer, Executive Director, Planning and Development, Richmond School District No. 38, and Chris Duggan, Program Manager, Child Care, City of Richmond, spoke on the collaboration between the City and School District to expand child care spaces, including an expansion of spaces in Thompson Elementary School. Ms. Duggan added that the City has applied for a Union of British Columbia Municipalities child care planning grant, which would facilitate a review of child care inventory, targets and policies.

In reply to queries from Committee, Mr. Geyer noted that all options to expand child care are examined including opportunities to utilize modular buildings.

It was moved and seconded

*That the verbal report on Child Care Spaces Collaboration Update be received for information.*

**CARRIED**

## 5. YOUTH HOMELESSNESS

Cody Spencer, Program Manager, Affordable Housing, City of Richmond, updated Committee on the City's Youth Homelessness Strategy, noting that approximately 200 individuals, including 24 youths are experiencing homelessness in the City. He added a working group with community stakeholders including representatives from the School District, City and the Richmond RCMP are actively meeting and collaborating on an action plan.

In reply to queries regarding housing for youth, City staff noted that the modular supportive housing located in the city has 40 units but is generally allocated for adults. Staff added that there are no dedicated housing units for homeless youth in the city; however youth have access to community services and are sent to available housing spaces in neighbouring municipalities.

It was moved and seconded

*That the verbal update on Youth Homelessness be received for information.*

**CARRIED**

## 6. BOUNDARIES REVIEW UPDATE

Mr. Geyer updated Committee on the District's Boundaries review, noting that (i) District staff will be examining boundary revisions and would take into consideration safer routes and grouping of secondary schools with elementary feeder schools. (ii) District staff will be updating catchment maps, (iii) the District will be collecting population data and will be working with the City on gathering development data for future long-term facilities planning.

# Council/School Board Liaison Committee

February 12, 2020

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It was moved and seconded

*That the verbal update on Boundaries Review be received for information.*

**CARRIED**

## 7. CORONAVIRUS UPDATE

Scott Robinson, Superintendent, Richmond School District No. 38, provided information on Coronavirus preventative measures, noting that the District utilizes recommendations from Vancouver Coastal Health and has taken increased steps to sanitize facilities. He added that the District cannot issue mandatory quarantines; however encourages individuals who have travelled to affected areas to temporarily remain at home.

It was moved and seconded

*That the verbal update on the Coronavirus be received for information.*

**CARRIED**

## NEXT COMMITTEE MEETING DATE

Discussion ensued with regard to the Council/School Board Liaison Committee's meeting schedule for 2020, and it was proposed that meetings be set for 9:15 a.m. for the following (tentative) dates in the Anderson Room, Richmond City Hall:

- April 8, 2020;
- June 10, 2020;
- October 7, 2020; and
- December 2, 2020.

## ADJOURNMENT

It was moved and seconded

*That the meeting adjourn (9:44 p.m.).*

**CARRIED**

# Council/School Board Liaison Committee

February 12, 2020

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Certified a true and correct copy of the Minutes of the meeting of the City of Richmond Council/School Board Liaison Committee held on February 12, 2020.

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Councillor Alexa Loo  
Chair

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Evangel BIASON  
Legislative Services Coordinator  
City Clerk's Office



# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services Committee  
**Date:** January 6, 2020

**From:** Marie Fenwick  
 Director, Arts, Culture and Heritage Services  
**File:** 11-7000-09-20-281/Vol 01

**Re:** **Alexandra Greenway Integrated Public Art Project Terms of Reference**

### Staff Recommendation

1. That the Alexandra Greenway Integrated Public Art Project for \$50,000 be approved and funded by the Public Art Reserve;
2. That the Consolidated 5 Year Financial Plan (2020-2024) be amended accordingly; and
3. That the Alexandra Greenway Integrated Public Art Project Call to Artists provided in Attachment 4 in the staff report titled, "Alexandra Greenway Integrated Public Art Project Terms of Reference", dated January 6, 2020, from the Director, Arts, Culture and Heritage Services, be approved.

Marie Fenwick  
 Director, Arts, Culture and Heritage Services  
 (604-276-4288)

Att. 4

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

## Staff Report

### Origin

On November 12, 2013, Council adopted the Alexandra Neighbourhood Public Art Plan which provides a thematic framework for the creation of public art to enrich the Alexandra neighbourhood. The location of the Alexandra neighbourhood provides a transition from the established residential neighbourhoods to the east and the north and to the emerging urban City Centre to the west. The Public Art Plan builds on the history and ecology of the neighbourhood, with priority given to development of artworks in parks, streets and greenways. These works will serve as landmarks and meeting places as residents make connections through the community.

This report presents the proposed Terms of Reference for the Alexandra Greenway Integrated Public Art Project in the form of a Call to Artists. The call seeks a Richmond artist to design a 2D artwork to be integrated into the asphalt paving of a multi-use corridor along May Drive, between Alexandra Road and Alderbridge Way. The integrated artwork will feature reflective markings to communicate right-of-way directions of travel and improve visibility and safety for cyclists and pedestrians. Examples of artwork integrated into asphalt transportation corridors are shown in Attachment 1.

This report supports Council's Strategic Plan 2018-2022 Strategy #2 A Sustainable and Environmentally Conscious City:

*Environmentally conscious decision-making that demonstrates leadership in implementing innovative, sustainable practices and supports the City's unique biodiversity and island ecology.*

This report supports Council's Strategic Plan 2018-2022 Strategy #3 One Community Together:

*Vibrant and diverse arts and cultural activities and opportunities for community engagement and connection.*

This report supports Council's Strategic Plan 2018-2022 Strategy #4 An Active and Thriving Richmond:

*An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.*

### Analysis

#### Alexandra Neighbourhood Public Art Plan

The Alexandra Neighbourhood Public Art Plan builds on the history and ecology of the Alexandra Neighbourhood of the West Cambie Area to provide a thematic framework for the creation of public art to enrich this emerging community. In keeping with the West Cambie Area Plan's vision for the Alexandra Neighbourhood, to be a "complete and balanced" community, the thematic framework of the Public Art Plan incorporates Richmond's unique cultural heritage,



through the theme of “Connectivity: Ecology, Infrastructure and History” as a way to describe the many layers of urban systems required for sustainable and healthy living cities. The Alexandra Neighbourhood Public Art Plan encourages artists to design their works within this thematic framework, while allowing room for artistic exploration and a diversity of projects.

With traces of Alexandra’s agricultural past, and habitat supporting numerous species of birds and other wildlife, there are many opportunities for artworks to reference the ecology and history of the area. Public artwork in the greenway has the added benefit of promoting access to nature through a network of open spaces.

### Proposed Location

The Alexandra Greenway and six-acre Alexandra Neighbourhood Park connect the established residential neighbourhood north of Cambie Road to the Garden City Lands south of Alderbridge Way. The context plan of the area is provided in Attachment 2.

The Alexandra Neighbourhood Land Use Map identifies a north-south pedestrian and cyclist path. The section of Alexandra Greenway adjacent to May Drive, between Alexandra Road and Alderbridge Way is part of this path, linking residential areas to new commercial zones. Public art in this location will help animate a safe and multi-use path and make it more engaging. This section of the greenway will feature a planted roundabout, new tree plantings and a natural stormwater management system. The Alexandra Greenway Integrated Public Art Project Location is provided in Attachment 3.

The public art work on the exterior facade of the Alexandra District Energy Utility Building located at Alexandra Neighbourhood Park is in proximity to the proposed location, further enriching the public realm in the area.

### Themes for the Alexandra Greenway Integrated Public Art Project

Artists for this commission will be invited to respond to the theme of “Connecting Ecology & Natural Heritage” as it relates to building sustainable and ecologically sensitive cities through the preservation of natural habitat for native plant and animal species:

- **Connecting Ecology:** Richmond’s landscape and hydrology has been formed by its unique location within the Fraser River Delta. The Alexandra Neighbourhood contains remnants of historic sloughs and agricultural networks, including an abundance of local wildlife. Public art can play an integral part in bringing awareness to the importance of preserving natural habitat and the role we can play in supporting local ecosystems.
- **Connecting History:** Public Art that references local farming, agricultural heritage and history of the area connects and reminds newcomers and longtime residents of the area’s unique past. History includes telling the story of the land, people and places that have inhabited the area. Public art will assist this new community in creating meaningful connections and memories while acknowledging the past and looking forward to the future.

The Public Art Advisory Committee endorsed the Terms of Reference at its meeting on January 21, 2020, noting that this project provides an opportunity for either an emerging or established Richmond-based artist who may not already have a public art practice.

The Alexandra Greenway Integrated Public Art Project Terms of Reference for an artist call are provided in Attachment 4.

#### Selection Process for Artists and Artworks

A two-stage artist selection process will be implemented and will follow the Richmond Public Art Program Policy guidelines as outlined in the Public Art Program Administrative Procedures Manual. The Artist Call will be open to artists residing in Richmond.

Following the selection process, the preferred artwork concept proposal will be brought forward to Council for endorsement in spring 2020, in order to proceed with the detailed design and installation phases of the artwork in summer 2020.

#### Financial Analysis

The total budget for the Alexandra Greenway Integrated Public Art Project is \$50,000. \$5,000 has been set aside for an artist design fee. The remaining budget of \$45,000 will be available to cover all implementation expenses including production, installation, taxes and other associated costs to deliver a completed artwork integrated with the site.

The 2020 Public Art Program Capital Budget will be increased to include \$50,000 for the Alexandra Greenway Integrated Public Art Project funded by the Public Art Reserve and the Consolidated 5 Year Financial Plan (2020-2024) will be amended accordingly.

The artwork will meet all safety requirements (eg, skid resistance). Any repairs to the artwork will be the responsibility of the Public Art Program.

#### **Conclusion**

Adopted by Council on November 12, 2013, the Alexandra Neighbourhood Public Art Plan provides a framework for including art in creating a culturally rich environment in a vibrant, healthy and sustainable city.

The Alexandra Greenway Integrated Public Art Project supports the Plan to include an integrated artwork in Alexandra Way. An artwork at this location will connect the local ecology and history to raise awareness and celebrate the aspirations of a sustainable and connected Richmond.



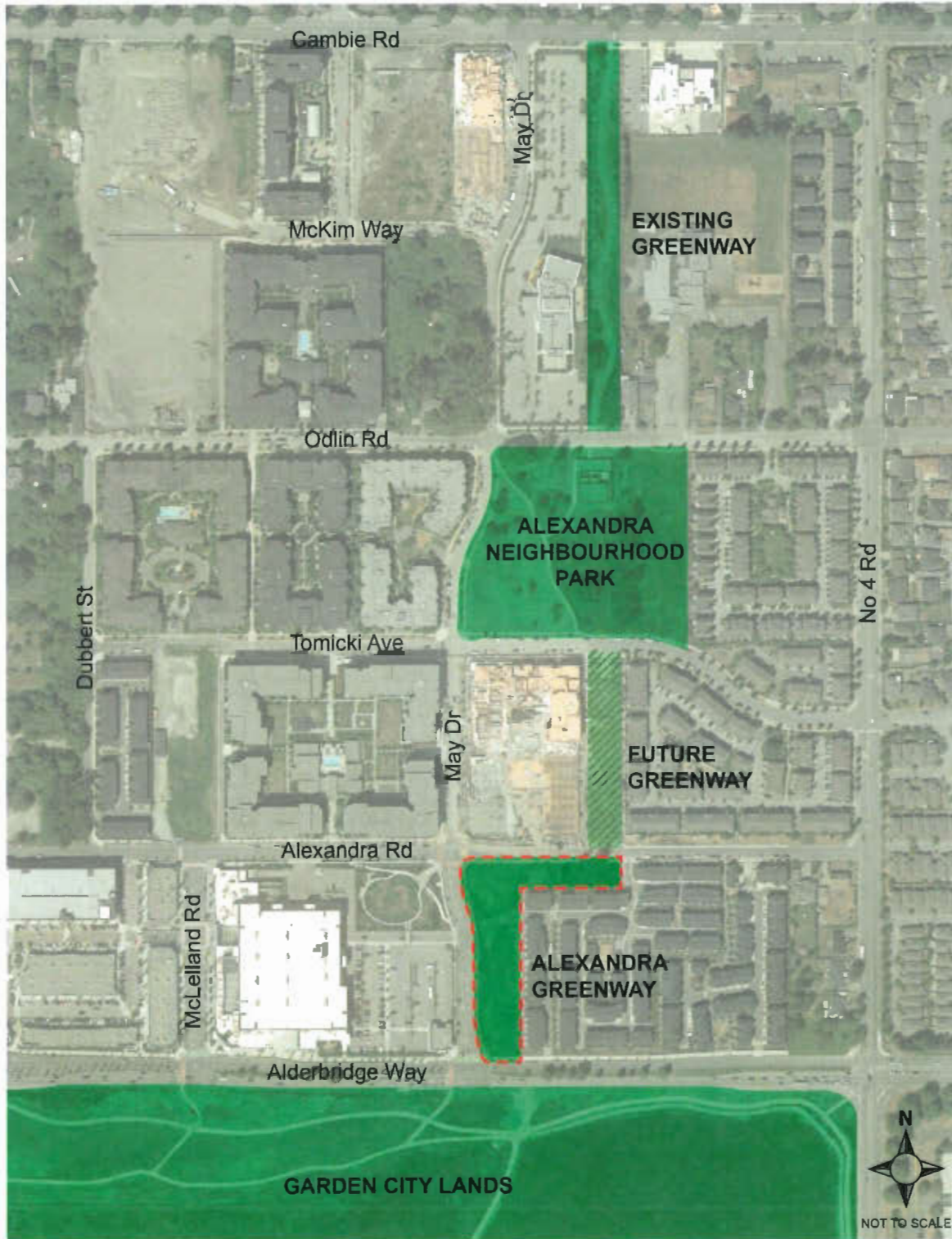
Biliiana Velkova  
Public Art Planner  
(604-247-4612)

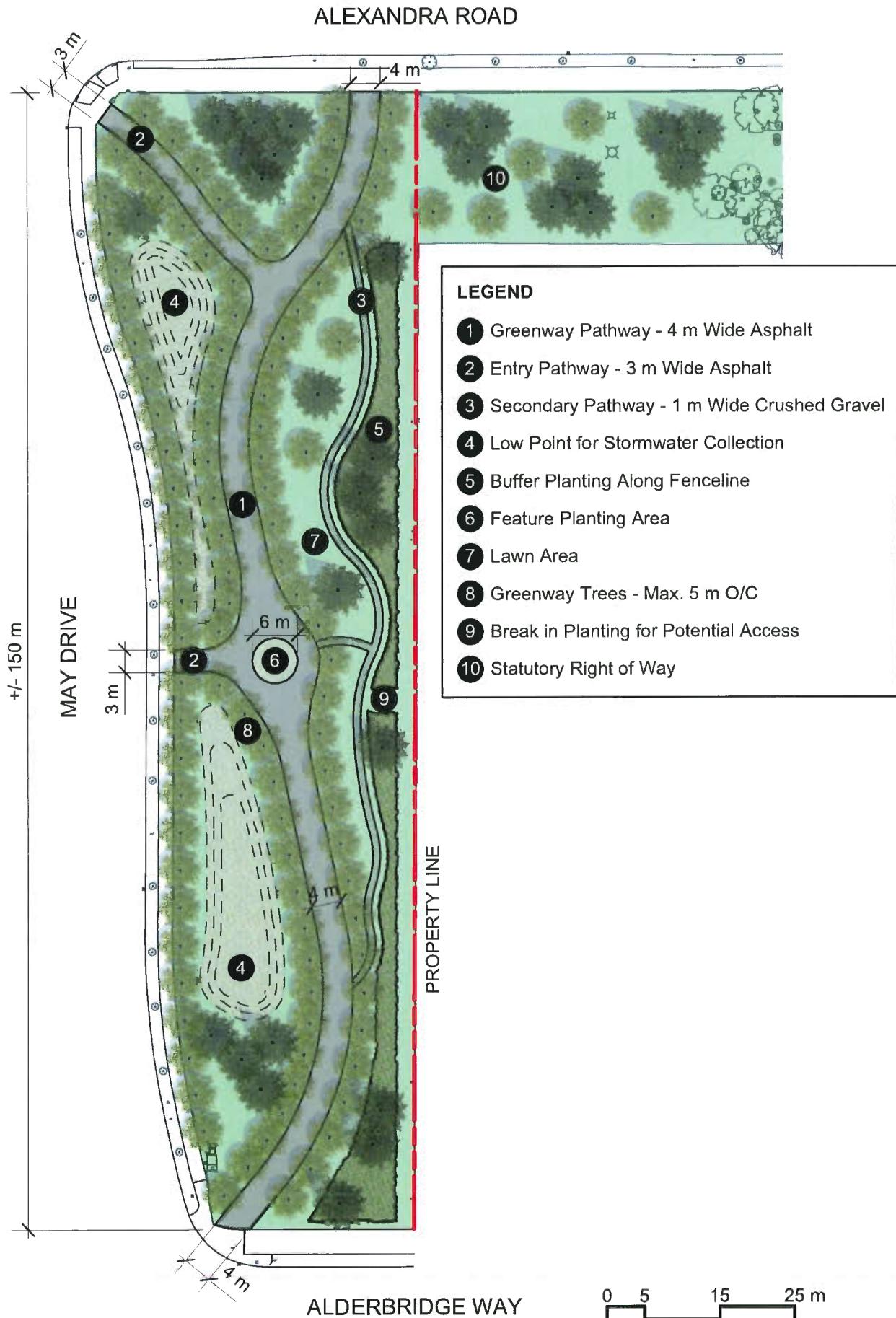
- Att. 1: Examples of Artwork Integrated into Asphalt Transportation Corridors
- 2: Alexandra Greenway Context Plan
- 3: Alexandra Greenway Integrated Public Art Project Location
- 4: Alexandra Greenway Integrated Public Art Project Call to Artists

Examples of Artwork Integrated into Asphalt Transportation Corridors



# Alexandra Greenway Context Plan







# call to artists

PUBLIC ART  
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## BACKGROUND

Formally a semi-rural landscape, the Alexandra neighbourhood is now comprised of multiple family housing developments and places to work, shop and play. It is bordered by residential neighbourhoods to the east and north, and by the urban City Centre to the west. The Alexandra Greenway and new six-acre Alexandra Neighbourhood Park run across the neighbourhood and connect established residential areas north of Cambie Road to the Garden City Lands south of Alderbridge Way (Figure 1 & 2).

The Garden City Lands are an extraordinary 55.2 hectares (136.5 acres) of open space located within the Agricultural Land Reserve, in the heart of Richmond, between Westminster Highway, Alderbridge Way, Garden City Way and No. 4 Road (Figure 2). The Garden City Lands is in the process of becoming a new community park with diverse uses including, urban agriculture, environmental preservation and interpretation, as well as recreational and cultural uses.

## LOCATION

The section of the Alexandra Greenway, running north-south along May Drive between Alexandra Road and Alderbridge Way (Figures 1 & 2), is part of a larger neighbourhood pedestrian and cyclist route with resting nodes linking residential areas to new commercial zones.

## “CONNECTING ECOLOGY & NATURAL HERITAGE”

Artists are invited to respond to the theme of “**Connecting Ecology & Natural Heritage**” as it relates to building sustainable and ecologically sensitive cities through the preservation of natural habitat for native plant and animal species. The public art will help promote and animate a safe, multi-use path to decrease vehicular traffic in the area and complement new tree plantings, native plant species and a natural stormwater management system.

- **Connecting Ecology:** Richmond’s landscape and hydrology has been formed by its unique location within the Fraser River delta. The Alexandra Neighbourhood contains remnants of historic sloughs and agricultural networks, including an abundance of local wildlife. Public art can play an integral part in bringing awareness to the importance of preserving natural habitat and the role we can play in supporting local ecosystems.
- **Connecting Natural Heritage:** Public Art that references local farming, agricultural heritage and history of the area connects and reminds

CNCL - 48



# call to artists

newcomers and longtime residents of the area's unique past. History includes telling the story of the land, people and places that have inhabited the area. Public art will assist this new community in creating meaningful connections and memories while acknowledging the past and looking forward to the future.

## BUDGET

The artist fee for this project is \$5,000 for the provision of an artwork design and delivery of vector-based digital artwork file(s). The artist will work in consultation with City staff and contractors retained by the City to refine the design as appropriate. This budget includes (but is not limited to) artist fees and administration, travel expenses, artist studio overhead, photography documentation and all taxes excluding GST. Production and installation costs will be the responsibility of the City of Richmond.

## ARTWORK AND DESIGN CONSIDERATIONS

- The artwork will be conceived as a repeating pattern or family of repeating elements.
- The total area of the artwork will cover approximately 20-30% of the asphalt-paved corridor.
- The commissioned artist will propose the layout and placement of the artwork to delineate directions of travel and create an experiential viewing experience.
- The commissioned artist must work within the paving product manufacturer's design specifications and submit the artwork as a digital black and white vector-based file without the use of gradients or shading in the artwork.
- Short-listed artists will attend an orientation meeting with City Staff and City-contracted service professionals.

## ARTIST ELIGIBILITY

This call is open to artists residing in Richmond, B.C. Artists who are currently contracted by the City for a public art commission are not eligible to apply. City of Richmond employees and members of the Richmond Public Art Advisory Committee are not eligible to apply.

## SELECTION PROCESS

A selection panel consisting of a combination of artists, art professionals and community representatives will engage in a two-stage artist selection process to review all artist applications. Three artists will be shortlisted and given a

# call to artists

\$200 honorarium to attend an Artist Orientation Session, develop a concept proposal and attend an interview and presentation with the selection panel. At the conclusion of the process, the panel will recommend one artist for the commission. The selected artist will enter into a contract with the City of Richmond.

## STAGE 1: ARTIST SELECTION CRITERIA

Submissions will be reviewed and decisions made based on:

- demonstrated skills and experience based on artist's portfolio and CV;
- initial approach to the identified thematic framework as described in the Letter of Intent;
- artist capacity to work with other design professionals and stakeholders;
- appropriateness of the approach to the Public Art Program goals:  
[www.richmond.ca/culture/publicart/plans/policy](http://www.richmond.ca/culture/publicart/plans/policy)

**Note: Submissions should not include a concept proposal for Stage 1 of the artist selection process.**

## STAGE 2: ARTIST SELECTION CRITERIA

Three short-listed artists will submit concept proposals to be reviewed, based on the following criteria:

- interpretation and approach to the identified theme and appropriateness for the site and context of Alexandra neighbourhood;
- merit and technical feasibility of the concept proposal;
- responses to follow-up questions/ and feedback from the Stage 1 selection panel review;
- appropriateness of the concept to the Public Art Program goals:  
[www.richmond.ca/culture/publicart/plans/policy](http://www.richmond.ca/culture/publicart/plans/policy)

## STAGE 1: SUBMISSION REQUIREMENTS

E-mail all documentation as one (1) PDF document, not to exceed a file size of 5 MB to: [publicart@richmond.ca](mailto:publicart@richmond.ca)

- INFORMATION FORM – Please complete the information form attached to this document.
- LETTER OF INTEREST – 300 words or less, describing art practice, initial approach to the work and any relevant experience or similar completed projects.
- ARTIST CV – (2 page maximum). Teams should include one page for each member.
- WORK SAMPLES – Up to ten (10) image examples of previous work that illustrate and demonstrate practice, skills and experience for this opportunity. One image per page. Please include artist name(s), title, year, location and medium information to be on each image page.

CNCL - 50

# call to artists

PUBLIC ART  
RICHMOND

## PROJECT TIMELINE

Applicants should reserve the Stage 2 Interview date in their schedules.

<b>Stage 1 Deadline:</b>	April 6, 2020 at 5:00 p.m.
<b>Artist Orientation:</b>	April 15, 2020 at 5:30 p.m.
<b>Stage 2 Deadline:</b>	April 29, 2020 at 5:00 p.m.
<b>Stage 2 Interview:</b>	May 11, 2020, 5:30 p.m., Richmond City Hall, 6911 No.3 Road.
<b>Project Completion:</b>	Fall 2020

## SOURCES FOR ADDITIONAL INFORMATION

- [Alexandra Neighbourhood Public Art Plan](#)
- [Richmond Arts Strategy, 2019-2024](#)
- [Richmond Public Art Program](#)
- [Richmond Archives](#)

## SUBMISSION GUIDELINES

1. All supporting documents must be complete and adhere to these guidelines and submission requirements or risk not being considered.
2. All submissions must be formatted to 8.5 x 11 inch pages. Portfolio images would be best formatted to landscape format.
3. If submitting as a team, the team should designate one representative to complete the entry form. Each team member must submit an individual curriculum vitae. (See Submission Requirements).
4. All documents must be sent by e-mail to: [publicart@richmond.ca](mailto:publicart@richmond.ca)

## ADDITIONAL INFORMATION

1. The selected artist may be required to show proof of WCB coverage and \$2,000,000 general liability insurance.
2. The City and the selection panel are not obliged to accept any of the submissions and may reject all submissions. The City reserves the right to reissue the Artist Call as required.
3. All submissions to this Artist Call become the property of the City. All information provided under the submission is subject to the Freedom of Information and Protection of Privacy Act (BC) and shall only be withheld from release if an exemption from release is permitted by the Act. The artist shall retain copyright in the concept proposal. While every precaution will be taken to prevent the loss or damage of submissions, the City and its agents shall not be liable for any loss or damage, however caused.

# call to artists

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PUBLIC ART  
RICHMOND

4. Extensions to the deadline will not be granted under any circumstances. Submissions received after the deadline and those that are found to be incomplete will not be reviewed.

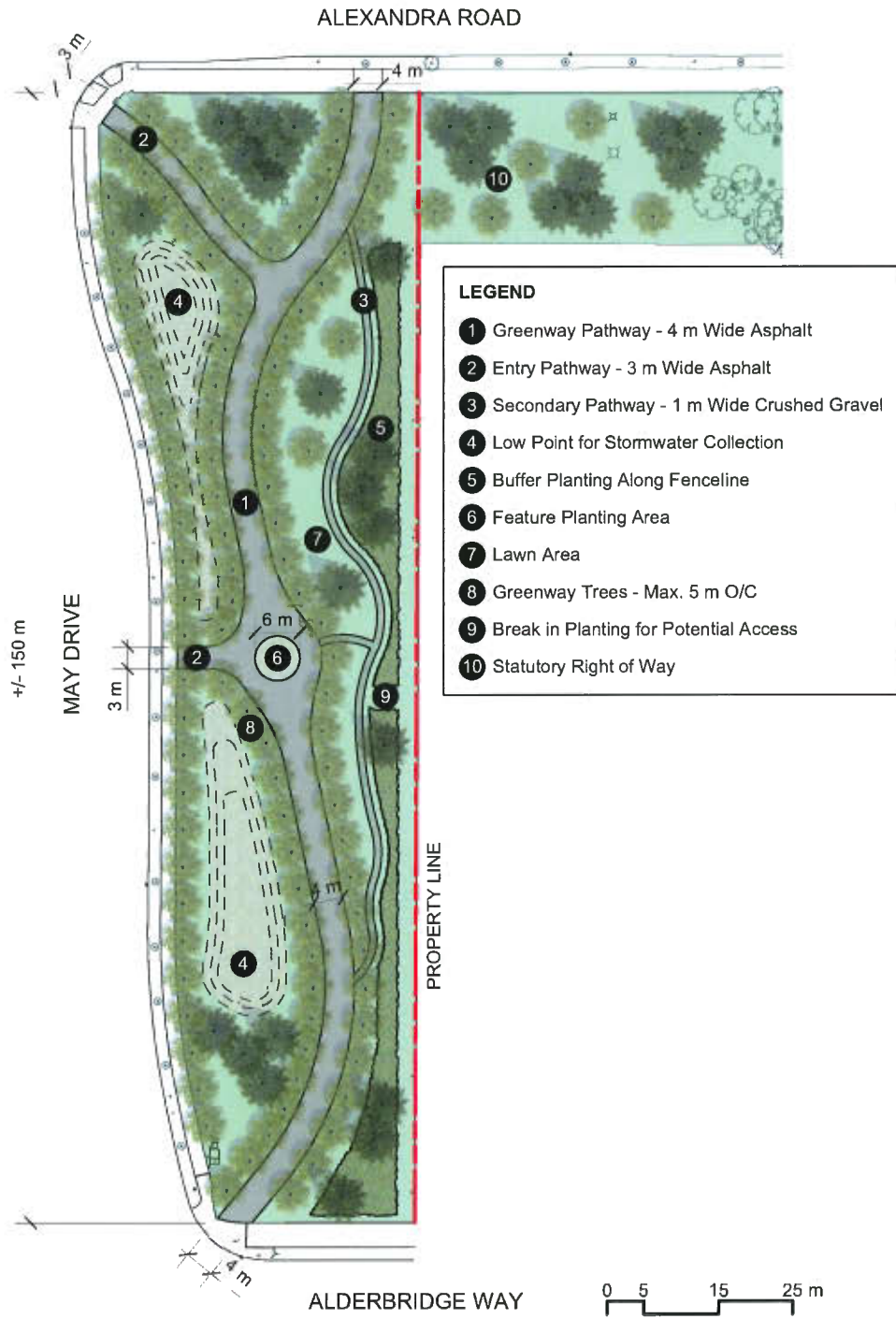
## QUESTIONS

Please contact the Richmond Public Art Program:

Tel: 604-204-8671

E-mail: [publicart@richmond.ca](mailto:publicart@richmond.ca)

# call to artists



**ALEXANDRA GREENWAY | CONCEPT PLAN | 9540 ALEXANDRA ROAD** CITY OF RICHMOND  
DATE: NOVEMBER 2019



Figure 1. Alexandra Greenway (May Drive Section) Site Plan

# call to artists



Figure 2. Neighbourhood Map showing Alexandra Greenway

# call to artists

PUBLIC ART  
RICHMOND

Attach one (1) copy of this form as the first page of the submission.

Name: \_\_\_\_\_

Team Name: (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_  
(One website or blog only)

**Incomplete submissions will not be accepted. E-mailed submissions over 5 MB will not be accepted. Information beyond what is listed in the checklist will not be reviewed.**

List Team Member Names: (Team Lead complete above portion)

\_\_\_\_\_  
\_\_\_\_\_

Please let us know how you found out about this opportunity:

\_\_\_\_\_  
\_\_\_\_\_

Would you like to receive direct e-mails from the Richmond Public Art Program?  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit applications by e-mail to: [publicart@richmond.ca](mailto:publicart@richmond.ca)

## Additional Information

Please be advised that the City and the selection panel are not obliged to accept any of the submissions and may reject all submissions. The City reserves the right to reissue the RFP as required. All submissions to this RFQ become the property of the City. All information provided under the submission is subject to the Freedom of Information and Protection of Privacy Act (BC) and shall only be withheld from release if an exemption from release is permitted by the Act. The artist shall retain copyright of the submitted documents. While every precaution will be taken to prevent the loss or damage of submissions, the City and its agents shall not be liable for any loss or damage, however caused.



# City of Richmond

## Report to Committee

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

**Date:** January 27, 2020

**From:** Marie Fenwick  
Director, Arts, Culture and Heritage

**File:** 11-7000-09-01/2019-  
Vol 01

**Re:** **Richmond Public Art Program 2019 Annual Highlights and Public Art  
Advisory Committee 2020 Work Plan**

### Staff Recommendation

That the Richmond Public Art Advisory Committee 2020 Work Plan, as presented in the staff report titled "Richmond Public Art Program 2019 Annual Highlights and Public Art Advisory Committee 2020 Work Plan", dated January 27, 2020, from the Director, Arts, Culture and Heritage Services, be approved.

Marie Fenwick  
Director, Arts, Culture and Heritage Services  
(604-276-4288)

Att. 1

<b>REPORT CONCURRENCE</b>	
<b>CONCURRENCE OF GENERAL MANAGER</b>	
<b>SENIOR STAFF REPORT REVIEW</b>	<small>INITIALS:</small> 
<b>APPROVED BY CAO</b>	



## Staff Report

### Origin

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

This report presents the 2019 highlights of the Richmond Public Art Program to Council for information and the proposed RPAAC 2020 Work Plan for approval.

This report supports Council's Strategic Plan 2018-2022 Strategy #3 One Community Together:

*Vibrant and diverse arts and cultural activities and opportunities for community engagement and connection.*

This report supports Council's Strategic Plan 2018-2022 Strategy #4 An Active and Thriving Richmond:

*An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.*

### Analysis

#### Richmond Public Art Program

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

Since Council's adoption of the Public Art Program Policy in 1997, the Public Art Program's collection has grown to a total of 273 works of public art with 192 works currently on display around Richmond. Documentation of public art that is performance-based or otherwise ephemeral in nature is archived on the Public Art Program website.

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

### 2019 Richmond Public Art Program Highlights

The following represents the key activities and achievements of the City's Public Art Program through the civic, community, private development and educational programs in 2019:

- The Richmond Community Mural Program was launched with a large scale mural at the Richmond Cultural Centre by Richard Tetrault and Jerry Whitehead. The artists engaged community members in a series of public workshops to develop and inform the mural design. The mural reflects Richmond's cultural heritage and represents the plethora of arts and cultural activities offered at the Cultural Centre.
- Public Art partnered with the Children's Art Festival to produce *A Spell To Summon One Place Into Another*, a mural at the Richmond Art Centre by local artist Keely O'Brien.
- The British Columbia Recreation and Parks Association (BCRPA) selected *Minoru Seniors Legacy Stories* as part of the BCRPA Symposium program that was presented on May 1, 2019 in Whistler, BC.
- Works by five emerging Richmond artists were featured at the No. 3 Road Art Columns located at Aberdeen and Lansdowne Canada Line Stations.
- Four public artworks were installed at civic facilities:
  - *Errant Rain Cloud* by Gordon Hicks and Germaine Koh at Minoru Centre for Active Living;
  - *Together* by David Jacob Harder at Minoru Centre for Active Living;
  - *What Are You Doing, Richmond?* by Sylvia Grace Borda at Minoru Centre for Active Living; and
  - *Nikkei Memorial Public Art Project* by Hapa Collaborative at Steveston Community Park.
- Three community engagement projects were completed as part of the Engaging Artists in Community Program. Since its inception in 2016, the program has reached more than 10,000 Richmond residents and has offered participants and audiences hands-on art making activities and opportunities for individual creative expression and participation in the arts. The 2019 projects were:
  - *Musqueam Artist Workshops* with Richard Campbell, Sandra Guerin, Gary Point, Martin and Shona Sparrow at Richmond Public Library (Brighouse Branch);
  - *The Interpreter Project* by Wen Wen Lu at Richmond Nature Park; and
  - *Minoru Manifesto* by Julie Hammond at Minoru Chapel and City Centre Community Centre.
- Two new works were installed through the Private Development Public Art Program:
  - *Let's Roll* by Charlotte Wall and Marie Khouri; and
  - *Stride Hike Dance* by Karen Kazmer.

- Five Public Art Bus Tours were organized and fully subscribed:
  - Two Nikkei Stories of Richmond Public Art Tour for Culture Days;
  - Two Public Art Tours for Doors Open (one in Mandarin and Cantonese); and
  - Richmond Public Art Advisory Committee Public Art Tour.
- The 6th Annual Pianos on the Street Program was installed at five locations: Britannia Shipyards National Historic Site, Terra Nova Rural Park, Richmond Cultural Centre, Cambie Community Centre and Richmond Nature Park.
- A series of photo-based installations at three Canada Line stations (Lansdowne, Brighouse and Waterfront) were installed as part of the Capture Photography Festival in partnership with the Richmond Art Gallery.
- Three public art professional development workshops for artists were presented during the Art at Work Symposium held at the Richmond Cultural Centre in partnership with the Richmond Art Gallery and CARFAC BC (Canadian Artists Representation/Le Front des artistes canadiens).
- Four neighbourhood public art brochures were updated to include recently installed works.
- Public Art worked in collaboration with the following organizations in 2019:
  - Britannia Shipyards Society
  - CARFAC BC (Canadian Artists Representation/Le Front des artistes canadiens)
  - City Centre Community Association
  - West Richmond Community Association
  - Hamilton Community Association
  - Hamilton Elementary School
  - InTransit BC
  - Kajaks Track and Field
  - Nikkei Memorial Committee
  - Minoru Seniors Society
  - Musqueam Indian Band
  - Pacey's Pianos
  - Pathways Clubhouse
  - Richmond Arenas Association
  - Richmond Art Gallery Association
  - Richmond Sports Council
  - Richmond Nature Park Society
  - Richmond Art Gallery Youth Group
  - Steveston Community Society

The Community Public Art Program is funded by the Public Art Reserve, which is funded by private developer contributions. In 2019, the projects commissioned through the Community Public Art Program totalled \$130,000.

### 2019 Richmond Public Art Advisory Committee Highlights

In 2019, the Richmond Public Art Advisory Committee (RPAAC) provided informed advice to staff and Council on a range of projects. Highlights of the 2019 Work Plan included:

- Ten monthly meetings with high attendance;
- Participation in educational opportunities and public events, such as the annual RPAAC Public Art Bus Tour in July;
- Reviews and recommendations on ten private development public art project plans and monthly updates on Advisory Design Panel reviews;
- Input to staff on civic Artist Calls;
- Reviews and recommendations on Public Art Calls and Public Art Plans via staff reports to Council; and
- Advice on Public Art Policy.

### 2020 Richmond Public Art Advisory Committee Work Plan

The Richmond Public Art Advisory Committee's 2020 Work Plan (Attachment 1) outlines the proposed activities for the volunteer committee in 2020. The Work Plan has been reviewed by the Richmond Public Art Advisory Committee.

As a Council appointed Advisory Committee, RPAAC advises on all aspects of public art policy, planning, education and promotion, including the allocation of funds from the City's designated Public Art Reserve. Highlights of the 2020 Work Plan are noted below:

- Raise awareness and understanding of the importance of public art in the City through promotion and participation in educational opportunities and public events.
- Advise on strategies, policies and programs to achieve excellence in art in the public realm including researching best practices and advising on opportunities for artists.
- Propose and support City programs, initiatives and events that advance public art in the City including Lulu Speaker Series, Doors Open Richmond and Culture Days.
- Review and, through staff reports, provide recommendations to Council on public art project plans developed by City staff and private development public art consultants.
- Provide input to staff in the development of an annual Public Art Program report to Council, including an RPAAC annual work plan.

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

**Financial Impact**

None.

**Conclusion**

Public art animates the built and natural environment with meaning, contributing to a vibrant city in which to live, work and visit. The 2019 highlights of the Richmond Public Art Program and proposed Public Art Advisory Committee 2020 Work Plan demonstrate a high level of professionalism, volunteerism and commitment to quality public art in Richmond.



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

Att. 1: Richmond Public Art Advisory Committee 2020 Work Plan

## Richmond Public Art Advisory Committee 2020 Work Plan

### 2020 Annual Operating Budget

Richmond Public Art Advisory Committee (RPAAC) has an annual operating budget of \$5,000 consistent with most City Advisory Committees to cover costs incurred by meetings, forums, educational activities and promotional materials associated with the implementation of the 2020 Work Plan. The funding is included in the City's annual operating budget.

### 2020 RPAAC Work Plan

The RPAAC 2020 Work Plan is based on the Terms of Reference for the Committee and is proposed as follows:

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

<b>Strategy/Initiative</b>	<b>RPAAC Actions/Steps</b>	<b>Expected Outcome of RPAAC Actions</b>	<b>Indicator of RPAAC Success</b>	<b>Stakeholders</b>	<b>Timeline</b>
<i>d. Education and training for RPAAC members (workshops, bus tours, local conferences and symposiums)</i>	<i>Attend training opportunities and City events (Lulu Speaker Series, Art at Work)</i>	<i>Develop and expand knowledge of best practices</i>	<i>Greater confidence in best practice advice to staff and Council</i>	<i>Creative City Network of Canada, Alliance for the Arts, Canadian Artists' Representation/Le Front des artistes canadiens (CARFAC)</i>	<i>Ongoing</i>
<i>e. Education for the public (Lulu Speaker Series)</i>	<i>Suggest guest speakers</i>	<i>Develop community connection and awareness of public art</i>	<i>Increased attendance and appreciation of the arts</i>	<i>Richmond Arts Centre, RAC, Community Centre Associations</i>	<i>Q4</i>
<i>f. Guest speakers</i>	<i>Identify key guest speakers for RPAAC meetings for 2020</i>	<i>RPAAC members better informed on public art issues and equipped to share this information with Council, as and when directed</i>	<i>Guest speaker series for 2020 devised and implemented</i>	<i>Kwantlen Polytechnic University, Emily Carr University of Art + Design, other universities, artists, consultants, conservators</i>	<i>Q1</i>
<i>g. Public art online tour platform</i>	<i>Advise staff on development of a mobile-friendly public art online tour platform to supplement the Public Art section on the City website</i>	<i>Public better informed with information in a map-based format about the public art and artist</i>	<i>Increased public awareness of public art throughout the community</i>	<i>Residents, tourists, Community Centre Associations, Tourism Richmond</i>	<i>Ongoing</i>
<b>2. Advise on strategies, policies and programs to achieve excellence in art in the public realm</b>					
<i>a. Research best practices and policy review</i>	<i>Advise on public art policy and best practices</i>	<i>Policy and administrative procedures are reviewed</i>	<i>Policy and administrative procedures are updated</i>	<i>City Council</i>	<i>Ongoing</i>

<b>Strategy/Initiative</b>	<b>RPAAC Actions/Steps</b>	<b>Expected Outcome of RPAAC Actions</b>	<b>Indicator of RPAAC Success</b>	<b>Stakeholders</b>	<b>Timeline</b>
<i>b. Community Public Art Program</i>	<i>Advise on implementation of the Community Public Art Program</i>	<i>The Community Public Art Program is updated</i>	<i>Public art projects initiated under a revised Community Public Art Program</i>	<i>Community Centre Associations and community organizations</i>	<i>Ongoing</i>
<i>c. Opportunities for artists working in 2D visual art</i>	<i>Advise on implementation of a program for 2D visual art to connect arts and businesses</i>	<i>Actions identified and advice given to assist City of Richmond staff and community partners to implement a 2D Art Program</i>	<i>Practical actions identified and implemented and advice given as and when requested</i>	<i>RAC, RAG, RAGA</i>	<i>Ongoing</i>
<i>d. Conservation and maintenance of the Public Art Registry</i>	<i>Advise on maintenance priorities annually</i>	<i>Set priorities for conservation and maintenance</i>	<i>Public Art collection is well maintained</i>	<i>Public Works</i>	<i>Ongoing</i>
<i>e. Conservation and maintenance of public art on private property</i>	<i>Advise on maintenance protocols with Strata Councils</i>	<i>Set priorities for conservation and maintenance of public art on private property</i>	<i>Strata Councils informed of their responsibilities and understand maintenance procedures</i>	<i>Strata Councils, Artists, Conservators</i>	<i>Ongoing</i>
<b>3. Propose and support City programs, initiatives and events that advance public art in the City</b>					
<i>a. Doors Open and Culture Days</i>	<i>Advise on venues and artworks for consideration</i>	<i>Public Art Program has a high profile at Doors Open and Culture Days</i>	<i>Increased participation and appreciation of the arts</i>	<i>Arts Centre, Heritage sites, Community Centre Associations</i>	<i>Q2 and Q3</i>



<i>Strategy/Initiative</i>	<i>RPAAC Actions/Steps</i>	<i>Expected Outcome of RPAAC Actions</i>	<i>Indicator of RPAAC Success</i>	<i>Stakeholders</i>	<i>Timeline</i>
<b>4. Review and submit recommendations on private development public art plans</b>					
<i>a. Private Development Public Art Plans</i>	<i>Review and advise on private development public art plans</i>	<i>Provide advice and recommendations to staff</i>	<i>Public Art collection is growing, making Richmond a more vibrant, and connected City</i>	<i>Artists, Community partners, private developers</i>	<i>Ongoing</i>
<b>5. Provide input to staff in the development of an annual Public Art Program report to Council, including an RPAAC annual work plan</b>					
<i>a. 2020 Public Art Program report to Council and 2021 RPAAC Annual Work Plan</i>	<i>Advise and assist as required</i>	<i>Accomplishments during the past year are presented to Council and the public</i>	<i>Public Art has contributed to making Richmond a more vibrant, active and connected City</i>	<i>Council, community partners, private developers</i>	<i>Q1 2021</i>



# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services Committee      **Date:** January 28, 2020  
**From:** Elizabeth Ayers, Director, Recreation and Sport Services      **File:** 11-7000-00/Vol 01  
**Re:** **Community Services Pricing Policy Progress Update and Guiding Principles**

### Staff Recommendation

That the Community Services Pricing Policy Guiding Principles as detailed in the staff report titled "Community Services Pricing Policy Progress Update and Guiding Principles", dated January 28, 2020, from the Director, Recreation and Sport Services, be endorsed.

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

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Department	<input checked="" type="checkbox"/>	
Arts, Culture & Heritage	<input checked="" type="checkbox"/>	
Community Social Development	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	INITIALS: 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

On October 15, 2019, Council endorsed the staff recommendation to take a holistic approach to reviewing Community Services pricing and develop a pricing policy for Community Services programs, admissions and rentals, with the following referral:

*That a pricing policy for Community Services programs, rentals and admissions be developed, and report back to Council with a draft policy for consideration, as described in the staff report titled "Age of Eligibility for Seniors Pricing," dated August 29, 2019, from the Director, Recreation and Sport Services.*

In developing the Community Services Pricing Policy, staff will ensure the process includes consideration of: "the recreation pricing structure for seniors" and "options for an appropriate age for free admission to community recreation centres," as directed by previous referrals.

Staff were also directed to provide progress updates to Council every three months. The purpose of this report is to provide an update to Council on work to date on the Community Services Pricing Policy, an overview of the policy development process and recommended timelines, and to seek Council endorsement of the proposed Guiding Principles that will guide policy development.

This report supports Council's Strategic Plan 2018-2022 Strategy #4 An Active and Thriving Richmond:

*An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.*

*4.1 Robust, affordable, and accessible sport, recreation, wellness and social programs for people of all ages and abilities.*

This report supports Council's Strategic Plan 2018-2022 Strategy #5 Sound Financial Management:

*Accountable, transparent, and responsible financial management that supports the needs of the community into the future.*

*5.1 Maintain a strong and robust financial position.*

*5.4 Work cooperatively and respectfully with all levels of government and stakeholders while advocating for the best interests of Richmond.*

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

*Action 7—Implement, monitor and update the Older Adults Service Plan, placing priority attention on:*

*7.5 Reviewing the pricing structure for City programs for older adults to ensure it remains equitable and sustainable, while also being affordable for those with limited incomes.*

This report supports the Age-Friendly Assessment and Action Plan Key Action 2.4 Social Participation:

*Priority Action 1: Increasing the affordability of social participation activities through the development and implementation of a Pricing Policy for recreation programs.*

## **Analysis**

### Progress Update

Since October, staff have developed the process for the Community Services Pricing Policy project, including in-depth stakeholder involvement and public engagement at multiple points to ensure an open and transparent process. Staff have reviewed Guiding Principles from other municipalities and drafted a set of Guiding Principles for the development of Richmond's Community Services Pricing Policy. As well, an initial stakeholder meeting was convened with representatives from the boards of Community Associations and Societies across all areas of Community Services. At this meeting, a high-level overview of the policy development process was presented, including the proposed plan for stakeholder involvement, the timeline for project completion, and the draft Guiding Principles.

### Process and Timeline Overview

The City delivers parks, recreation and cultural services directly, as well as indirectly through Community Associations and Societies, and a policy that sets a framework for setting the fees for Community Services programs, admissions and rentals is best developed in collaboration with these organizations.

As outlined in the chart on the following page, the policy development process prioritizes stakeholder involvement and public engagement throughout.

	<b>Develop Guiding Principles</b>	<b>Background Research</b>	<b>Develop Policy Options</b>	<b>Impact Assessment</b>	<b>Public Feedback</b>	<b>Revisions</b>	<b>Present to Council for Adoption</b>
<b>Policy Development Key Activities</b>	<ul style="list-style-type: none"> <li>Review of other municipal pricing policy Guiding Principles</li> <li>Draft Guiding Principles</li> <li>Stakeholder feedback</li> <li>Seek Council endorsement of Guiding Principles</li> </ul>	<ul style="list-style-type: none"> <li>Review of other municipal pricing policies</li> <li>Document and review of existing practices</li> <li>Community demographics and future trends</li> <li>Public engagement</li> </ul>	<ul style="list-style-type: none"> <li>Working Group to develop policy options based on background research</li> <li>Stakeholder feedback</li> <li>Public engagement</li> </ul>	<ul style="list-style-type: none"> <li>Working Group to examine financial and operating impact of policy options</li> <li>Develop policy recommendations</li> <li>Stakeholder feedback</li> </ul>	<ul style="list-style-type: none"> <li>Public feedback on draft Pricing Policy</li> </ul>	<ul style="list-style-type: none"> <li>Analysis of public feedback</li> <li>Revisions to Policy as needed</li> <li>Working Group feedback</li> <li>Stakeholder feedback</li> </ul>	<ul style="list-style-type: none"> <li>Seek Council adoption of Pricing Policy</li> </ul>
<b>Original Timeline</b>	December 2019 – January 2020	February 2020	March 2020	April 2020	May – June 2020	July – August 2020	September 2020
<b>Proposed Amended Timeline</b>	<b>December 2019 – January 2020</b>	<b>February – March 2020</b>	<b>April – June 2020</b>	<b>June – August 2020</b>	<b>September – October 2020</b>	<b>November – December 2020</b>	<b>January 2021</b>

The proposed plan for involving stakeholders includes two methods:

1. A Working Group that involves both staff and Community Association and Society board representatives that allows for in-depth involvement in identifying policy options and recommendations; and
2. Stakeholder Meetings that involve representatives from all Association and Society boards to provide feedback on the work of the Working Group at key junctures in the process.

At the first Stakeholder Meeting held on January 16, 2020, participants spoke favourably of the stakeholder engagement plan, but expressed concern about the timeline for reporting back by Q3 2020 to Council, as the current timeline would neither allow for the time needed to collaborate with stakeholders to develop the Pricing Policy, nor adequately engage the public.

Therefore, based on stakeholder feedback and staff analysis, an amended timeline is outlined in the table above that better accommodates the time required for meaningful stakeholder involvement and public feedback. Rather than Q3 2020, staff recommend reporting back in early Q1 2021.

### Guiding Principles

The first key step in the policy development process is to confirm a set of Guiding Principles for Richmond's Community Services Pricing Policy. Guiding principles are based on an organization or group's values and, in the context of developing a policy, they shape the policy content and focus all parties on a common understanding of what is important when prioritizing and decision-making.

Staff conducted a review of Guiding Principles from eight (8) other municipal pricing policies and drafted a preliminary set of principles for Richmond that align with objectives in City strategies, such as the Community Wellness Strategy and Seniors Service Plan, and reflect the unique and diverse needs of Richmond's community. The draft Guiding Principles were presented at the Stakeholder Meeting held on January 16, 2020 and stakeholder representatives engaged in discussion of how the set of principles reflected their organizations' needs. Key considerations that are important to Community Associations and Societies were identified, such as:

- environmental considerations in cost impact;
- consideration of market forces;
- the need to balance revenue generating programs with programs and services designed to support community needs; and
- the importance of ensuring participation in leisure activities for all residents, including the economically disadvantaged and people with extra support needs.

Ultimately, meeting participants felt the draft Guiding Principles adequately captured the considerations listed above that are important to their organizations, and confirmed their support of the draft principle statements.

It is proposed that the following Guiding Principles be used to inform the development of the Community Services Pricing Policy for programs, admissions and rentals (collectively referred to as 'programs and services') delivered by the City of Richmond and/or Community Associations and Societies in Community Services facilities and spaces.

Richmond's Community Services Pricing Policy will:

1. Ensure the economic viability of high-quality programs and services and sustainability of operations.
2. Recognize the individual and community benefits derived from participation in programs and services.
3. Ensure equitable access to programs and services while being responsive to current and future community needs and demographic trends.
4. Be designed to encourage maximum participation by ensuring fees do not preclude participation.
5. Provide a framework to transparently communicate the process for developing the pricing of programs and services.

Staff are seeking Council's endorsement of these principles to guide the next steps of Pricing Policy development.

### Next Steps

Moving forward, staff will continue to conduct background research that will inform the Working Group's activities, confirm Working Group membership, and prepare for the initial round of public engagement. Staff will continue to provide quarterly progress updates to Council via memoranda. As the process evolves, should opportunities arise to tighten the timeline, staff will endeavour to do so.

### **Financial Impact**

None.

### **Conclusion**

Richmond's Community Services Pricing Policy will provide a philosophical framework that will guide how fees for Community Services programs, admissions and rentals are established. The Guiding Principles state the values that are important collectively to the City and Community Association and Society boards in the development of the Pricing Policy, and will act as a 'compass' or 'guide post' in considering policy options and recommendations. The resulting Policy will enhance the ability of the City and Community Associations and Societies to articulate the set of factors considered in setting fees and how pricing decisions contribute to achieving strategic goals, such as community well-being and social connectedness.



Donna Lee  
Research Planner 2  
(604-204-8908)

Some case examples in Richmond:

1. Rosario Garden at 6119 Cooney Road and 8297 Saba Road had a 334 % increase in strata insurance premium and the water damage deductible went from \$50,000 to \$150,000.
1. Chancellor at 8238 and 8288 Saba Road had a 294 % increase in premium. The strata fees went up by 70% to cover the increased insurance premium. The water damage deductible went up to \$100,000.

1. Year	Insurance Premium	Water Damage Deductible	Appraisal
2016	\$155,899	\$5,000	\$80,600,000
2017	\$147,061	\$5,000	\$95,920,000
2018	\$162,004	\$5,000	\$94,359,000
2019	\$501,753	\$50,000	\$98,900,000

1. A low rise strata insurance also went up by 210%.
1. The City of Richmond is also a strata owner in a building and has to pay \$8,000 special levy to pay for the insurance premium.





# City of Richmond

## Report to Committee

**To:** General Purposes Committee **Date:** January 13, 2020  
**From:** Tom Stewart, ASCT. **File:** 10-6000-01/2020-Vol  
 Director, Public Works Operations 01  
**Re:** Award of Contract 6715P – Traffic Control Services

### Staff Recommendation

That Contract 6715P – Traffic Control Services be awarded for a three-year term commencing April 1, 2020, to three bidders, with the intent of assigning the majority of the work to Ansan Traffic Group as the primary service provider, and with Lane Safe Traffic Control and Traffic Pro Services serving as secondary and tertiary backup service providers.

Tom Stewart, ASCT.  
 Director, Public Works Operations  
 (604-233-3301)

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

## Staff Report

### Origin

The Public Works and Parks Departments execute a variety of operation, maintenance and rehabilitation/repair related work on the City's infrastructure. This work is often located on arterial roadways that require traffic control services, which includes Traffic Management Plans and Traffic Control Personnel as required by WorkSafe BC and the Ministry of Transportation and Infrastructure.

The City currently utilizes various vendors and/or staff to create Traffic Management Plans and perform Traffic Control Personnel work. There have been occasions where no vendors were available to deliver these services and required staff to be reassigned from operational, maintenance, rehabilitation/repair type work to provide traffic control. This is a direct result of the increased awareness and/or compliance of the WorkSafe BC regulations in the private sector, volume of work in the region and emergency work, i.e. watermain breaks, sewer back-ups, downed trees.

With increasing traffic volumes, emphasis on safety and limited vendor availability, the City is seeking to execute long term contracts with a primary, secondary and tertiary vendor for the provision of traffic control services.

The general scope of this contract includes:

- Providing traffic control services on an "as and when required" basis for various job sites, including for work and projects in connection with all aspects of roads, utilities, boulevards and medians, as well as special events; and
- Providing all the personnel, labour, supervision, management, facilities, vehicles, tools, equipment, signs, devices, accessories, supplies, fuel, and other materials which are necessary or incidental to the appropriate and complete design and provision of the traffic control services.

This report presents the results of this request for proposals and recommends the award of contracts.

This report supports Council's Strategic Plan 2018-2022 Strategy #1 A Safe and Resilient City:

*Enhance and protect the safety and well-being of Richmond.*

*1.1 Enhance safety services and strategies to meet community needs.*

*1.2 Future-proof and maintain city infrastructure to keep the community safe.*

*1.4 Foster a safe, caring and resilient environment.*

## **Analysis**

### RFP Process

RFP 6715P – Traffic Control Services was posted to BC Bid on August 29, 2019 and closed on September 25, 2019.

The RFP advised interested proponents that the City would engage the highest ranked proponent when possible. Proponents were advised that if the highest ranked proponent is unavailable, the City would reserve the right to instead contact the second proponent, and then if necessary, the next proponent on the list. Six proposals were received by the closing date from the following proponents:

- Ansan Traffic Group
- Lane Safe Traffic Control
- Traffic Pro Services
- Valley Traffic Systems
- GoTraffic Management
- Triumph Traffic

Table 1 provides a summary of the financial proposals received in response to the RFP.

Proponents were requested to provide pricing based on an estimate of annual traffic control hours required (10,000 regular service hours, 500 weekday evening service hours and 500 weekend service hours). In addition, proponents were required to provide fixed pricing for the three-year term.

### Review process

A cross-functional team evaluated the proposals received in response to the posted RFP. The proposal received from Triumph Traffic was incomplete and therefore determined as being non-compliant.

Proposals were scored and evaluated against pre-determined criteria that included:

- Corporate profile and methodology
- Response time capability
- References
- Financial proposal

Interviews were held with representatives of the highest scoring proponents to confirm their ability to meet the City's service and operational requirements. Based on the team's evaluation of proposals and interviews held with proponents, Ansan's proposal received the highest overall score and was therefore ranked first (shown in Table 1).

**Table 1 – Evaluation Summary and Award Recommendations**

Name of Proponent	Ranking	Award Recommendation	Proponents' pricing based on estimated annual traffic control service hours
Ansan Traffic Group	1	Primary Proponent	\$434,000
Lane Safe Traffic Control	2	Secondary Proponent	\$438,400
Traffic Pro Services	3	Tertiary Proponent	\$418,700
Valley Traffic Systems	4	Not Recommended	\$492,400
GoTraffic Management	5	Not Recommended	\$403,260
Triumph Traffic		Non-compliant	Non-compliant

Contract Term


The recommended contracts are for a three-year term. Contract prices with the three highest ranked proponents Ansan Traffic Group, Lane Safe Traffic Control, and Traffic Pro Services will be fixed for the three-years.

**Financial Impact**

The estimated total value of work to be awarded under these contracts over the three-year term is based on historic usages and predicted estimates of annual Traffic Management Plan requirements and Traffic Control Personnel hours. The total value of the contracts over the three-year term is estimated at \$1,491,780, which includes a 15% general contingency. Required funding amounts are included in the annual operating and capital budgets.

**Conclusion**

This report presents the proposal bid summary results for Contract 6715P – Traffic Control Services. It is recommended that contracts be awarded to Ansan Traffic Group as the primary service provider, and Lane Safe Traffic Control and Traffic Pro Services as the secondary and tertiary backup service providers over the three-year term.



Ben Dias  
 Manager, Sewerage and Drainage  
 (604-244-1207)



**To:** General Purposes Committee **Date:** February 4, 2020  
**From:** Cecilia Achiam **File:** 09-5350-20-  
CAOP1/Vol 01  
General Manager, Community Safety  
**Re: Provincial Consultation on new Anti-Money Laundering Legislation and  
Regulations**

**Staff Recommendation**

That the responses summarized in Attachment 3 and 4 of the staff report titled “Provincial Consultation on new Anti-Money Laundering Legislation and Regulations”, dated February 4, 2020, from the General Manager, Community Safety be endorsed for submission to the BC Ministry of Finance.

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

Att. 4

<b>REPORT CONCURRENCE</b>	
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>
RCMP	<input checked="" type="checkbox"/>
Business Licencing	<input checked="" type="checkbox"/>
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> CJ
<b>APPROVED BY CAO</b> 	

## Staff Report

### Origin

On January 17, 2020, the BC Ministry of Finance announced a public engagement process on creating a central registry of company beneficial ownership as well as modernizing mortgage broker regulations to address anti-money laundering measures. The Province provided two consultation papers with questions which are provided as Attachment 1 and 2. As noted in the Minister's news release<sup>1</sup>, this consultation effort stems from two key recommendations made by the Expert Panel on Money Laundering in B.C. Real Estate (Expert Panel).<sup>2</sup>

This consultation effort is also, in part, a response to the September 2019 UBCM resolution, which was originally put forward by Richmond City Council, that:

*Whereas the provincial Ministry of Finance has not proposed legislation around the establishment of a publicly searchable registry around beneficial ownership of corporations;*

*And whereas the federal Minister of Finance has not proposed legislation for a public registry of beneficial ownership of land or corporations:*

*Therefore be it resolved that the UBCM call on the provincial Minister of Finance to propose both a new provincial publicly searchable registry of corporate beneficial ownership and advocate to the federal Minister of Finance to create a new national public registry around beneficial ownership of corporations and land.*

This report supports Council's Strategic Plan 2018-2022 Strategy

#### #1 A Safe and Resilient City:

*Enhance and protect the safety and well-being of Richmond.*

*1.1 Enhance safety services and strategies to meet community needs.*

### Analysis

#### Beneficial Ownership

According to the Transparency International (TI) Canada report on beneficial ownership<sup>3</sup>, there are millions of trusts in Canada with property holdings but only 210,000 are actually registered to pay taxes. Prior to recent legislative changes, these trustees were operating without any formal

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<sup>1</sup> <https://news.gov.bc.ca/releases/2020FIN0002-000075>

<sup>2</sup> <https://www2.gov.bc.ca/assets/gov/housing-and-tenancy/real-estate-in-bc/combating-money-laundering-report.pdf>

<sup>3</sup> The Financial Action Task Force (FATF), an international body leading the global efforts against money laundering, defines the "beneficial owner" as the natural person who "ultimately owns or controls" a customer or corporation. This beneficial ownership/control is often exercised through a chain of legal or title ownership or by means of control other than direct control. <https://www.fatf-gafi.org/media/fatf/documents/reports/Guidance-transparency-beneficial-ownership.pdf>

requirement to maintain a registry of the beneficial owners of the assets held in trust. Media and public scrutiny around the issue of beneficial ownership can be traced back to a 2017 study by TI Canada which found the following:

*“Analysis of land title records by TI Canada found that nearly half of the 100 most valuable residential properties in Greater Vancouver are held through structures that hide their beneficial owners. Nearly one-third of the properties are owned through shell companies, while at least 11 percent have a nominee listed on title. The use of nominees appears to be on the rise; more than a quarter of the high-end homes bought in the last five years are owned by students or homemakers with no clear source of income. Trusts are also common ownership structures for luxury properties; titles for six of the 100 properties disclose that they are held through trusts, but the actual number may be much higher as there is no need to register a trust’s existence.”<sup>4</sup>*

Several government studies including those authored by Dr. Peter German and the Expert Panel confirmed the findings of TI Canada that money launderers and tax evaders can hide behind legal<sup>5</sup> title owners or trustees. In 2019, the Provincial government passed legislation which partially dealt with the issue of the exploitation of beneficial ownership by money launderers and organized crime. The *Land Ownership Transparency Act (LOTA)* makes it mandatory for corporations, trusts and partnerships to disclose, through a searchable public registry, their beneficial owners. *LOTA* is projected to come into force later in 2020.

While the *LOTA* will be an unprecedented step taken in Canada towards transparency in beneficial ownership, it excludes all corporations, trusts and partnerships that do not own land. To address this, the Province passed the *Amendments to the BC Corporations Act (Corporations Act)* which will come into force in May 2020. The *Corporations Act* only requires corporations to maintain a beneficial ownership registry which could be obtained by law enforcement and regulators, and there is no requirement for a searchable public registry of beneficial ownership. Lastly, the *Corporations Act* also excludes non-corporate entities such as partnerships and trusts, whose beneficial ownership structure can be equally exploited by criminals and tax evaders.

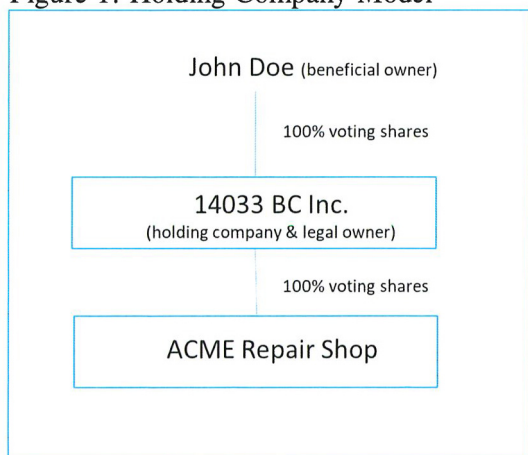
It should be noted that holding companies, which often involve the separation of legal owners and beneficial owners, are legitimate corporate structures designed to protect personal assets and facilitate succession and tax planning. A simplified holding company model is shown below in Figure 1:

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<sup>4</sup> <http://www.transparencycanada.ca/wp-content/uploads/2017/05/TIC-BeneficialOwnershipReport-Interactive.pdf>  
pg 6

<sup>5</sup> The legal owner is the person under whose name the property is registered. The legal owner is not the true owner but merely holds the title for the beneficial owner. The beneficial owner is the person with the right to enjoy or benefit from the property – this can include the right to occupy or enjoy any income from the property. To facilitate the division between the legal and the beneficial owner there is often a legal structure called a bare trust. A bare trust is a type of company which is used to hold a legal and registered title to the property as nominees, in trust for the beneficial owner of the property.

Figure 1: Holding Company Model



The above structure has often been used by organized crime to evade law enforcement/regulators and efforts to simply identify “John Doe” (beneficial owner) would require significant investigative resources. But with the new *Corporations Act*, law enforcement will be able to more efficiently determine an overview of the corporate ownership structure. Nonetheless, as was identified in Dr. German’s work<sup>6</sup>, there is currently a lack of dedicated money laundering investigators to pursue the boon of new leads that will be generated when the *Corporations Act* and *LOTA* come into force this year.

A recommended response to the Province’s consultative questions regarding beneficial ownership can be found in Attachment 3.

### Mortgage Broker Act

The Expert Panel’s recommendation 9 asserted that the:

*“The BC government should replace the Mortgage Broker Act (MBA) with a modern regulatory statute that is effective in regulating all those in the business of mortgage lending, with few exceptions.”<sup>7</sup>*

Currently, the *MBA* includes a registry of licenced mortgage brokers which is overseen by the newly created BC Financial Services Authority (BCFSA). However, the Expert Panel found that it was unclear as to what types of lenders and brokers were covered by the *MBA* and are subject to the registry. Moreover, the Expert Panel found that the BCFSA’s precursor, the Financial Institutions Commission (FICOM), who oversaw enforcement of the *MBA* at the time, was “undergoing considerable change” and that a new *MBA* regime would place “change management responsibilities on the organization.” In short, FICOM did not have the adequate resources, structure or training to proactively and aggressively pursue irregularities and non-compliance under the modernized *MBA*.

<sup>6</sup> [https://news.gov.bc.ca/files/Dirty\\_Money\\_Report\\_Part\\_2.pdf](https://news.gov.bc.ca/files/Dirty_Money_Report_Part_2.pdf) pg. 18.

<sup>7</sup> Expert Panel Report, pg 80.



Dr. German also found regulations regarding the mortgage industry to be antiquated in that “mortgage brokers, registered and unregistered, including private lenders and mortgage investment corporations (MIC), are not required to report to the Financial Transactions and Reports Analysis Centre of Canada (FinTRAC).”<sup>8</sup> He found that 90,000 or nine per cent of residential mortgages were held by corporate entities of whom many had no requirement to report to FinTRAC on their beneficial owners, lending practices or source of funds. He asserted that a considerable portion of the funding for private lending for mortgages originated from outside Canada and is channeled through “gatekeepers” such as lawyers.

While foreign banks are excluded from mortgage lending in BC, private lenders outside of Canada are permitted to register mortgages on BC property. Dr. German found that 13,678 residential properties, collectively worth \$16.12 billion were linked to foreign owners of which 20 per cent operated in high-risk-jurisdictions for money laundering. He found that FICOM staff were aware of the issues and concerned that FinTRAC reporting did not apply to private lender mortgages. Given this ambiguity in reporting private mortgages, they have been commonly and aptly also referred to as shadow mortgages.<sup>9</sup>

Since Dr. German and the Expert Panel report, there has been continued growth in the unregulated private lending industry in response to ever tightening lending rules from regulated mortgage lenders, including the chartered banks and credit unions. Well known financial analyst, Steven Punwasi, has noted that Mortgage Investment Corporations now hold over \$29 billion which represents a three-fold increase from 2007. He explains that Mortgage Investment Corporations:

*“Mortgage investment corporations (MICs) have a longer history as big business. These mortgage lenders sell shares or debt to investors, to finance operations. They typically provide short-term loans, secured by real estate. The role of an MIC is largely to provide more flexible financing, with short-turn around times. For the convenience, these lenders charge higher interest rates than traditional lenders.”*<sup>10</sup>

While MICs serve a function of providing lending to borrowers who would not qualify for a more traditional mortgage, it is important to note that Mortgage Investment Corporations’ mortgages are not insured by the Canada Mortgage and Housing Corporation (CMHC). CMHC backed loans play a crucial role in ensuring the borrower gets a reasonable rate of interest with a smaller down payment, particularly during economic downturns. It can be argued that uninsured loans represent a higher risk to the lender as well as the economy at-large. Growing concern around the rise of MIC and unregulated real estate lending led a recent review by the Attorney General of Ontario to call for a registry of private lenders:

*“During the review, many stakeholders noted that private/unregulated lending should not be restricted, but could be better understood or quantified. As such, it*

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<sup>8</sup> Financial Transactions and Reports Analysis Centre of Canada (FINTRAC)’s mandate is to facilitate the detection, prevention and deterrence of money laundering and the financing of terrorist activities, while ensuring the protection of personal information under its control.

<sup>9</sup> Dr. German, 60.

<sup>10</sup> <https://betterdwelling.com/canadas-non-bank-mortgage-industry-more-than-triples-its-business/>

*is our recommendation that the Ministry of Finance work with FSRA [Financial Services Regulatory Authority of Ontario] to create a registration regime for private/unregulated lenders that meet certain monetary or activity thresholds.”<sup>11</sup>*

A recommended response to the Province’s consultative questions regarding the Mortgage Broker Act can be found in Attachment 4.

### **Financial Impact**

None.

### **Conclusion**

Following direction from Council, staff will submit the attached responses to the Provincial government’s consultation on preventing money laundering in mortgages and corporations. A key recommendation in this response is the call for an expansion of the existing beneficial ownership registry to include non-land owning corporations. At the same time, it recommends the expansion of the *Mortgage Broker Act* to include currently non-regulated Mortgage Investment Corporations, car loan lenders, and private lenders. Staff will continue to research the issue of money laundering as well as monitor the Federal and Provincial government’s legislative, regulatory, and policy responses.



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

MC:mc

- Att. 1: Provincial Consultation Paper on a Public Beneficial Ownership Registry
- 2: Provincial Consultation Paper on the Mortgage Broker Act
- 3: Response to Provincial Consultation on a Public Beneficial Ownership Registry
- 4: Response to Provincial Consultation regarding the Mortgage Broker Act

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<sup>11</sup> <https://www.fin.gov.on.ca/en/consultations/mblaa-report-september2019.pdf>

**B.C. Consultation on a  
Public Beneficial Ownership Registry**

**January 2020**



Ministry of  
Finance



## Foreword from the Honourable Carole James, Minister of Finance and Deputy Premier

The impact of money laundering in British Columbia can be seen in every corner of our province: driving up the cost of goods, affecting business competitiveness, eroding the trust in our economy and institutions, and facilitating criminal activities such as drug trafficking that is responsible for the many opioid-related deaths in this province<sup>1</sup>.

Two Reports by Peter German found evidence that the proceeds of crime are being laundered in many sectors in B.C. including through casinos, the sales of luxury vehicles and real estate purchases.<sup>2</sup> The Expert Panel on Money Laundering in BC Real Estate estimated that \$7.4 billion was laundered in B.C. in 2018, enough to have inflated housing prices by almost 5%.<sup>3</sup> As the very nature of money laundering is grounded in secrecy, these are conservative estimates and it is possible that the real numbers are much higher.

When the price of real estate grows because of the influx of dirty money, it pushes costs above what local incomes can support. From the young family struggling to purchase a home to the small businesses unable to attract talented employees, everyone is affected by money laundering.

Our work to stamp out money laundering is limited by a lack of data, including information on beneficial ownership in corporations and in real estate. That's why the Expert Panel has made several recommendations to improve data collection and data sharing — including Recommendation 5, which suggests consultation on a full corporate beneficial ownership registry consistent with best practices.<sup>4</sup>

In 2017, the provincial, territorial and federal Finance Ministers committed to improving transparency for the beneficial ownership of business corporations in Canada. To prevent misuse of corporations for criminal purposes such as money laundering, corruption, terrorist-financing and tax evasion, the Finance Ministers agreed to:

- 1) eliminate bearer shares, and
- 2) require corporations formed in Canada to maintain a list of beneficial owners within their corporate records office that is available to law enforcement, tax authorities and other regulators.<sup>5</sup>

In May 2019, the B.C. government delivered on this commitment by passing Bill 24, the *Business Corporations Amendment Act, 2019*, becoming one of three Canadian jurisdictions requiring corporations to keep records of beneficial owners in their corporate records office.

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<sup>1</sup> Expert Panel on Money Laundering in BC Real Estate, *Combatting Money Laundering in BC Real Estate*, page 1.

<sup>2</sup> Peter M. German, *Dirty Money: An Independent Review of Money Laundering in Lower Mainland Casinos conducted for the Attorney General of British Columbia*, March 31, 2018, and *Dirty Money – Part 2: Turning the Tide – An Independent Review of Money Laundering in B.C. Real Estate, Luxury Vehicle Sales & Horse Racing*, March 31, 2019.

<sup>3</sup> Expert Panel on Money Laundering in BC Real Estate, *Combatting Money Laundering in BC Real Estate*, page 48.

<sup>4</sup> Expert Panel on Money Laundering in BC Real Estate, *Combatting Money Laundering in BC Real Estate*, page 76.

<sup>5</sup> Agreement to Strengthen Beneficial Ownership Transparency, December 11, 2017, [https://www.fin.gc.ca/n17/data/17-122\\_4-eng.asp](https://www.fin.gc.ca/n17/data/17-122_4-eng.asp)

In addition to pressures in B.C., there has been an increased push for greater transparency of corporate entities across the globe. Many countries have moved forward with publicly accessible government registries of beneficial ownership of companies. In particular, the European Union is requiring 31 European Countries to implement publicly accessible government registries by January 10, 2020.

B.C. added to this global momentum last spring with the successful passing of the *Land Owner Transparency Act*, which establishes the world's first public registry of beneficial ownership in real estate. In June of this year, I committed to initiate consultations to increase beneficial ownership transparency of companies along with my provincial, territorial and federal counterparts.<sup>6</sup>

Our next step is to consider how transparency for the beneficial ownership of companies will look in the future, and I want to hear from you. The following paper sets out potential policy changes and discussion questions regarding a potential government-maintained registry of company beneficial ownership.

We want to know how this potential registry may impact you or your business, and your comments will help make this registry as effective as possible. As a result, the registry will help give tax auditors, law enforcement agencies and federal and provincial regulators the information they need to conduct their investigations. It will also help those government agencies to crack down on tax frauds and those engaged in money laundering.

I want to thank you in advance for engaging with us as we work to end tax evasion and hidden ownership in British Columbia. I look forward to hearing your thoughts and ideas on this potential registry of company beneficial ownership.

Sincerely,

Carole James

Minister of Finance and Deputy Premier

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<sup>6</sup> Joint Statement – federal, provincial and territorial governments working together to combat money laundering and terrorist financing in Canada, June 14, 2019 – <https://www.fin.gc.ca/n19/19-065-eng.asp>.

## How to Participate

This paper is provided for public discussion and comment.

Comments on the paper are open until the end of the day, March 13, 2020 and should be directed, in electronic form to [BCABO@gov.bc.ca](mailto:BCABO@gov.bc.ca) or mailed to:

Attn: Policy and Legislation Division  
BCA Beneficial Ownership  
Ministry of Finance  
PO Box 9418 Stn Prov Govt  
Victoria B.C. V8W 9V1

Similarly, should you have any questions about the issues raised in this consultation, please send them to the above address and a member of the Financial Real Estate Data Analytics Branch team will contact you.

## Public Nature of Consultation Process

The Ministry of Finance will share comments it receives with other branches of government, specifically the Corporate Registrar, who is responsible for the administration of the corporate registry and the Land Title and Survey Authority, who is responsible for the administration of the land owner transparency register.

Freedom of information legislation may require that responses be made available to members of the public who request access.

## Contents

Foreword from the Honourable Carole James, Minister of Finance and Deputy Premier .....	1
How to Participate .....	3
Public Nature of Consultation Process.....	3
Background .....	5
What is Beneficial Ownership and Why is it Important for Anti-Money Laundering? .....	5
The Current State of Company Beneficial Ownership in B.C. ....	8
Canadian Context.....	9
International Context.....	10
Next Steps in B.C. ....	10
Consultation Topics.....	12
Government-Maintained Transparency Registry .....	12
Questions .....	12
Public Access to Government Maintained Transparency Registry .....	13
Questions .....	14
Protection of Personal Information .....	14
Questions .....	15
Verifying Beneficial Ownership Information.....	15
Questions .....	16
Compliance and Enforcement.....	16
Questions .....	17
Transparency Register for Other Entities.....	17
Questions Regarding a Register of Trusts .....	17
Questions Regarding Partnership Registration.....	18
Concluding Remarks.....	19
Appendix 1 – Glossary of Terms .....	20
Appendix 2 – Information Required in the B.C. Private Company’s Transparency Register .....	21
Appendix 3 – Land Owner Transparency Act Penalties .....	21
Penalties Related to the Filing of a Transparency Report with the Land Title and Survey Authority	21
General Penalties .....	21



## Background

### What is Beneficial Ownership and Why is it Important for Anti-Money Laundering?

Transparency of beneficial ownership is concerned with identifying the true or ultimate owner or controller of a company. The Financial Action Task Force (FATF), an intergovernmental organization of which Canada is a founding member, defines the beneficial owner as follows:

Beneficial owner refers to the natural person(s) who ultimately owns or controls a legal entity and/or the natural person on whose behalf a transaction is being conducted. It also includes those persons who exercise ultimate effective control over a legal person or arrangement.

Reference to “ultimately owns or controls” and “ultimate effective control” refer to situations in which ownership/control is exercised through a chain of ownership or by means of control other than direct control.<sup>7</sup>

Companies are currently required to keep information of their legal owners, the shareholders, in the company’s central securities register. However, that information does not always provide enough information to determine the persons described by FATF’s definition above. For instance, the beneficial owner(s) may differ from the legal owner(s) due to:

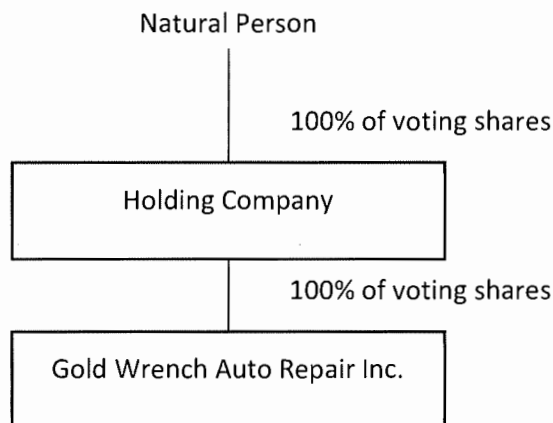
- one shareholder having sufficient power (shares) to guide the decision making of the company more so than the others,
- the shareholder may be holding the shares on behalf or for the benefit of another through a trust, agency or nominee relationship, or
- the shareholders may themselves be companies who take direction from their shareholders.

The last-mentioned situation is a common situation referred to as a holding company arrangement often established as an added precaution to protect the owner’s personal assets and to allow tax, business and succession planning.

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<sup>7</sup> *FATF Guidance, Transparency and Beneficial Ownership*, Financial Action Task Force, at page 8 Box 1; see also the glossary in the *FATF Recommendations*. Definition has been amended with “legal entity” replacing “customer” for clarity in this context. FATF uses “customer” in that definition as many of the FATF recommendations are aimed at the requirements of financial institutions, including the recommendation that financial institutions identify the beneficial owners of their customers.

Visually, the structure would look as follows:



In this case, Holding Company is the legal owner of Gold Wrench while Natural Person, is the beneficial owner of Gold Wrench.

Such arrangements are legitimate and regularly created for normal business purposes. However, such a structure also largely obscures the ultimate owner and decision maker of Gold Wrench.<sup>8</sup> Without beneficial ownership information to complete the picture, it is difficult to distinguish between legitimate business structures such as Gold Wrench’s and those designed to facilitate money laundering – money launderers are deliberately exploiting this fact.

As highlighted by the provincially appointed Expert Panel on Money Laundering in BC Real Estate, which was released on May 9, 2019, the ultimate goal of money laundering is to make the proceeds of crime appear to be from legitimate sources. Money laundering is comprised of three steps each dependent on anonymity to succeed:

**Placement** – The process of moving the criminal proceeds into the financial system.

**Layering & Justification** –

**Layering:** The process of moving criminal proceeds already placed in the financial system away from the underlying crime.

**Justification:** The process of creating evidence and providing a rationale for the existence of the money so that it appears legitimate.<sup>9, 10</sup>

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<sup>8</sup> An investigator could reach this conclusion by inspecting Gold Wrench’s central securities register, then inspect Holding Company’s central securities register and make the connection. However, this can be an onerous, multi-step process and for that reason it is often not done.

<sup>9</sup> For example, entering into business transactions and generating invoices between controlled companies giving the appearance of money being exchanged for the services or goods.

<sup>10</sup> The justification stage is a new phase suggested by T.J. van Koningsveld that takes place between the layering and integration stages. T.J. van Koningsveld, “Money Laundering – ‘You don’t see it, until you understand it’”: Rethinking the stages of the money laundering process to make enforcement more effective” in B. Unger and D. van der Linde (Eds.), *Research Handbook on Money Laundering* (Edward Elgar, 2013).

### **Integration/Extraction** – Using the laundered proceeds without raising suspicions.

During placement, anonymity helps put the money into the financial system as the criminal avoids being identified as the true owner of the funds. During layering, the proceeds can be moved from account to account and from entity to entity while hiding the fact that the accounts and entities are ultimately controlled by the same person. This also helps justify the source of the funds and makes them appear to come from legitimate business transactions. At the final phase, integration/extraction, the cleaned funds are used to purchase goods or services from businesses. To the business, this customer is indistinguishable from ordinary customers.

In addition to allowing money laundering to flourish, anonymity undermines law enforcement's ability to investigate the predicate crime and the money laundering itself. It slows down the investigation as law enforcement must determine who the true owner of each company is as they trace the proceeds of crime back to the predicate offence. Tracing the proceeds of crime is already a time-consuming endeavour; money launderers further complicate this practice by deliberately exploiting the anonymity provided by the company structure.

Without anonymity, it is possible to unwind these transactions and see that ultimately, the funds have always been effectively controlled by the criminal during every stage of the process.

Although the separate legal personality of the company is what creates this anonymity, anonymity was not a primary feature that led to the recognition of the corporate body at law. Rather, the primary feature of the company structure, dating back to *Joint Stock Companies Act 1856* (UK)<sup>11</sup> was to create a separate legal personality distinct from the shareholders to shield them from the liabilities incurred by the company. When the company structure is looked at globally, there are five key features, none of which are anonymous ownership:

1. legal personality,
2. limited liability,
3. transferable shares,
4. delegated management under a board structure, and
5. investor ownership.<sup>12</sup>

Rather than being a core feature of a company structure, anonymous ownership is a result of the need to create a separate legal personality combined with the historical data limitations at the corporate registries across the globe.

Disclosure is the answer to anonymity. The Expert Panel stated that "disclosure of beneficial ownership is the single most important measure that can be taken to combat money laundering."<sup>13</sup> This sentiment

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<sup>11</sup> 19 & 20 Vict. C. 47.

<sup>12</sup> Armour, John, Henry Hansmann and Reinier Kraakman, "The Essential Elements of Corporate Law: What is Corporate Law?", *Harvard Law and Economics Research Paper* No. 643 (2009), [http://www.law.harvard.edu/programs/olin\\_center/papers/pdf/Kraakman\\_643.pdf](http://www.law.harvard.edu/programs/olin_center/papers/pdf/Kraakman_643.pdf).

<sup>13</sup> Expert Panel on Money Laundering in BC Real Estate, *Combatting Money Laundering in BC Real Estate*, page 2.

is echoed by the non-governmental organizations including the Tax Justice Network,<sup>14</sup> Transparency International Canada<sup>15</sup> and Canadians for Tax Fairness.<sup>16</sup> Disclosure simplifies the tracing process for investigators when following the proceeds of crime. It also allows data analytics without undermining any of the primary functions of the company structure.

Those are the arguments in favour of increasing beneficial ownership transparency of B.C. private companies as well as the recently passed *Land Owner Transparency Act*, establishing the world's first publicly accessible registry of the beneficial owners of real estate. However, the government of B.C. recognizes that increasing beneficial ownership transparency of companies through a similar registry would represent a business and cultural change concerning company information; it would create new filing requirements for B.C.'s approximately 430,000 private companies while removing a level of privacy company owners have become accustomed to.

We are seeking your input and feedback about the impacts of such a registry of beneficial ownership of B.C. private companies, including:

- Business impacts,
- Efficient collection of data,
- Public access,
- Scope, and
- Role of government.

### The Current State of Company Beneficial Ownership in B.C.

B.C. has already taken significant steps to improve the ownership transparency of B.C. companies. Bill 24, the *Business Corporations Amendment Act, 2019* received Royal Assent on May 16, 2019. It fully eliminated bearer shares and requires B.C. private companies to list their beneficial owners, referred to as "significant individuals" in the legislation, in a transparency register at the company's corporate records office by May 1, 2020.<sup>17</sup> The transparency register is then accessible by law enforcement, tax authorities and certain regulators.

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<sup>14</sup> Knobel, Andres, Moran Harari and Markus Meinzer, "The State of Play of Beneficial Ownership Registration: A Visual Overview", Tax Justice Network, June 27, 2018, at page 2 <https://www.taxjustice.net/wp-content/uploads/2018/06/TJN2018-BeneficialOwnershipRegistration-StateOfPlay-FSI.pdf>.

<sup>15</sup> Transparency International Canada, "No Reason to Hide: Unmasking the Anonymous Owners of Canadian Companies and Trusts" 2016, at page 34 <http://www.transparencycanada.ca/wp-content/uploads/2017/05/TIC-BeneficialOwnershipReport-Interactive.pdf>.

<sup>16</sup> Transparency International Canada, Canadians for Tax Fairness and Publish What You Pay Canada. "Opacity: Why Criminals Love Canadian Real Estate (And How to Fix It)" at page 40 <http://www.transparencycanada.ca/wp-content/uploads/2019/03/BOT-GTA-Report-WEB-copy.pdf>.

<sup>17</sup> Please see the B.C. website, Bearer Share Certificate Elimination & Transparency Register, <https://www2.gov.bc.ca/gov/content/employment-business/business/bc-companies/bearer-share-certificate-transparency-register>, for more information.

Bill 24 established the criteria and tests that B.C. private companies are to use when identifying their significant individuals. Private companies must list every individual who is caught by one of the following rules:

- the registered owner of 25% or more of the shares or shares entitled to 25% or more of the votes,
- has a beneficial interest in 25% or more of the shares or shares entitled to 25% or more of the votes,
- has indirect control of 25% or more of the shares or shares entitled to 25% or more of the votes,
- has the right to elect, appoint or remove a majority of the company's directors,
- has indirect control of the right to elect, appoint or remove a majority of the company's directors, or
- has the ability to exercise direct and significant influence on an individual or group of individuals with the right to elect, appoint or remove a majority of the company's directors.

Bill 24 also requires companies to look for individuals who meet or exceed the 25 per cent threshold through combined interests or rights, who act in concert with others, or who jointly hold the above interests or rights.

The above legal tests for significant individuals bring the Financial Action Task Force definition of beneficial ownership into B.C. law. As a result, significant individuals are equivalent to beneficial owners in B.C. and the two terms are synonymous when speaking in the B.C. context. For the remainder of this document, the term beneficial owner will be used to refer to these individuals.

Once these measures take effect on May 1, 2020, B.C. will be compliant with Financial Action Task Force Recommendation 24.

As part of this consultation, the B.C. Ministry of Finance is also accepting feedback on the amendments created through Bill 24. Please send your feedback as part of your submission to [BCABO@gov.bc.ca](mailto:BCABO@gov.bc.ca).

## Canadian Context

In June 2019, amendments to the *Canada Business Corporations Act* (CBCA), requiring CBCA corporations to maintain a register of individuals with significant control in their records office for inspection by shareholders, directors, law enforcement, tax authorities and certain regulators took effect. Manitoba recently passed amendments to its *Corporations Act* modeled on the federal amendments. Manitoba's changes are set to take effect by April 8, 2020 at the latest. Saskatchewan introduced similar amendments on November 18, 2019.

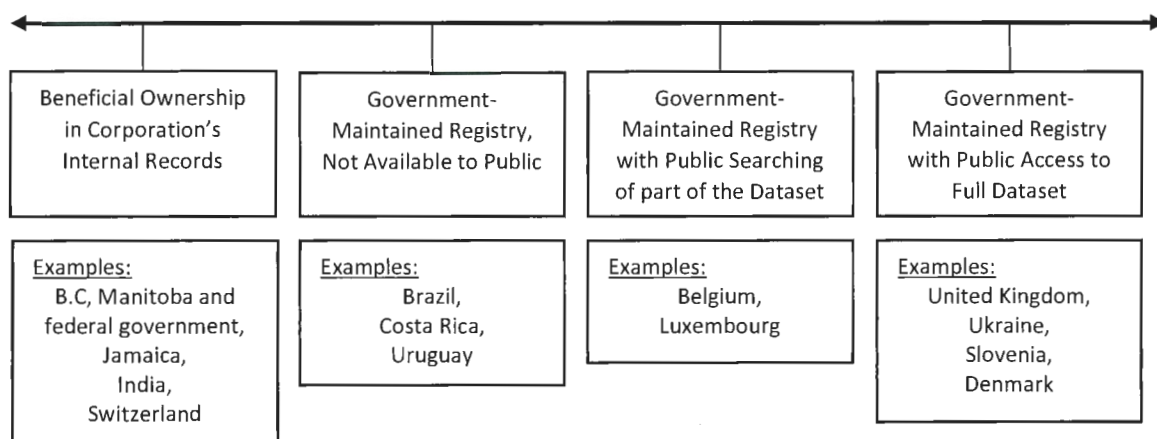
The amendments in Manitoba and at the federal level are very similar to the recent amendments to the B.C. *Business Corporations Act* regarding the transparency register as ultimately, both changes reflect the work undertaken by the Federal-Provincial-Territorial Working Group on Beneficial Ownership to bring Canada, as a nation, into compliance with Financial Action Task Force Recommendation 24.

In October 2019, Quebec initiated a similar consultation and has indicated a preference for using the definition of “individuals with significant control” to align with the federal definition.

Overall, while the legislative language is different across the jurisdictions, those differences reflect the differing legal frameworks of the underlying corporate statutes. They do not reflect a differing objective or underlying policy.

### International Context

Increasing beneficial ownership transparency of corporate bodies is an international trend with many countries around the world taking steps to increase this information. In order to comply with Financial Action Task Force Recommendation 24, there are a range of options; from requiring companies to keep beneficial ownership information in their internal records to a fully-accessible dataset of information compiled by the government.



Lately, the trend has been more towards full public access. In particular, the European Union’s 5<sup>th</sup> Anti-Money Laundering Directive<sup>18</sup> requires 31 European countries to have a publicly accessible government-maintained registry of beneficial ownership by January 10, 2020. Similarly, the Extractive Industries Transparency Initiative (EITI) requires all 52 EITI countries to publicly disclose the beneficial ownership information of corporations involved in the extractive industries in their country by January 1, 2020.<sup>19</sup> With these two international initiatives, more and more countries are implementing registers on the rightward side of the above range of options.

### Next Steps in B.C.

The Expert Panel on Money Laundering in B.C. Real Estate included a description of the 5 best practices of beneficial ownership registries.

<sup>18</sup> Directive (EU) 2018/843 of the European Parliament and of the Council of 30 May 2018 amending Directive (EU) 2015/849 on the prevention of the use of the financial system for the purposes of money laundering or terrorist financing, and amending Directives 2009/138/EC and 2013/36/EU, *OJ L 156, 19.6.2018, p. 43–74* <http://data.europa.eu/eli/dir/2018/843/oj>.

<sup>19</sup> EITI International Secretariat, The EITI Standard 2019 Requirement 2.5 at page 20 <https://eiti.org/document/eiti-standard-2019#r2-5>.

*Chart 1 – B.C.’s Progress on Expert Panel’s 5 Beneficial Ownership Best Practices<sup>20</sup>*

<b>Best Practice</b>		<b>B.C.’s Status</b>
1. Information should be maintained about both the beneficial owner and the legal owner.	In progress	Bill 24 requires companies to maintain this information in their records office. To fully meet this, the information needs to be stored in a government database.
2. The ownership threshold for disclosure should be no greater than 10 per cent.	Not Started	B.C. has chosen the 25% threshold to align with Federal-Provincial-Territorial Working Group on Beneficial Ownership.
3. The beneficial ownership register should include all types of non-individual owners.	Not started	Transparency register requirement applies to B.C. private companies.  There is no register of beneficial owners of B.C. partnerships or trusts.
4. The beneficial ownership register should be easily accessible and regularly updated.	Not started	Transparency register is only accessible by law enforcement, tax authorities and designated regulators
5. Bearer shares should be forbidden	Complete	Bearer shares eliminated through Bill 24.

Because of the Expert Panel’s recommendation to develop a registry with these best practices, as well as the work being done across Canada and internationally, we would like your input on the specific questions throughout this document as B.C. considers its next steps for increasing beneficial ownership transparency.

<sup>20</sup> Expert Panel on Money Laundering in BC Real Estate, *Combatting Money Laundering in BC Real Estate*, pages 30-31.

## Consultation Topics

### Government-Maintained Transparency Registry

Once the requirement to maintain a transparency register at the company's office takes effect, investigators will need to go to the physical location of each company's corporate records office in order to inspect it. This is the minimum required to be compliant with the Financial Action Task Force; however, concerns have been raised regarding this approach's effectiveness in curtailing money laundering. For instance:

- it requires initial evidence that the company is being used for criminal activities before law enforcement will think to check the company's transparency register,
- the process of physical inspection means the check is costly for law enforcement,
- the process of physical inspection itself has the potential to alert the criminals that they are being investigated,
- because the data is not in a single location, data analysis cannot be performed, and
- aside from money laundering concerns, government cannot analyze data for social, demographic or economic trends including Gender-Based Analysis +.<sup>21</sup>

Advocates argue that these issues can be alleviated by requiring companies to upload their transparency register information to a government-maintained registry.<sup>22</sup> Doing so does not mean the information will be accessible by the public; that is a separate consultation topic to be addressed below. Rather, it will allow law enforcement, tax authorities and the authorized regulators to access the data much faster and in a more cost-effective manner.

A government-maintained registry of beneficial ownership information would mean taking the beneficial ownership information located in each company's records office as of May 1, 2020 and uploading this information to a government database. The other requirements would remain the same: private companies would still be required to perform an annual review to ensure the information is correct within 2 months of the companies' anniversary date and would be responsible for updating the information within 30 days after becoming aware of the information.<sup>23</sup>

### Questions

1. How would the requirement to provide the information in your transparency register to government impact your operations?
2. Are there any steps that could be taken to streamline the process, including the uploading process?

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<sup>21</sup> Gender-Based Analysis + "is an analytical process used to assess how diverse groups of women, men and non-binary people may experience policies, programs and initiatives." – Government of Canada, <https://cfc-swc.gc.ca/gba-acis/index-en.html>.

<sup>22</sup> Government-maintained registry is being used to describe a beneficial ownership registry or companies as no decision has been made concerning which government body would be responsible for the registry if government proceeds.

<sup>23</sup> Sections 119.3 and 119.31, *Business Corporations Act*, SBC 2002, c. 57. See also *Business Corporations Amendment Act, 2019* (Bill 24), <https://www.leg.bc.ca/parliamentary-business/legislation-debates-proceedings/41st-parliament/4th-session/bills/progress-of-bills>.



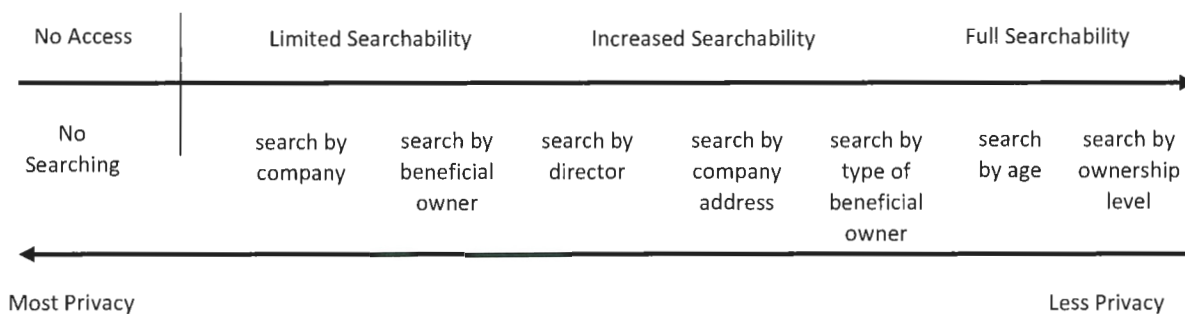
3. Are there any types of B.C. private companies you think should be exempted from the requirement to upload information? If so, why?
4. Should B.C. change the share ownership threshold from 25 per cent to 10 per cent for determining beneficial ownership?
5. Should a B.C. registry of beneficial ownership be linked with those in other Canadian jurisdictions?

### Public Access to Government Maintained Transparency Registry

In stating its vision of an effective anti-money laundering system, the Expert Panel on Money Laundering in B.C. Real Estate stressed that the beneficial ownership information of legal persons should be public.<sup>24</sup> A benefit of doing so is that it gives businesses, customers and investors the opportunity know who they are dealing with.

In addition to the public at large, certain Canadian entities (referred to as anti-money laundering actors), notably in the financial sector are interested in this beneficial ownership information as they have know-your-customer requirements under the *Proceeds of Crime (Money Laundering) and Terrorist Financing Act*.<sup>25</sup> That is, before they are permitted to take on a client as a customer, they must undertake due diligence to verify the true identity of their prospective customer including beneficial ownership information. Lawyers across Canada are similarly required to identify and verify clients before agreeing to represent them under their professional rules.<sup>26</sup> Granting public access would help these groups fulfill their requirements.

Related to the question of public access is the question of how much access to give. At one end of the spectrum is a system that allows the public to search by company name only. At the other end is a system in which the entire dataset, aside from information the legislation keeps private,<sup>27</sup> is accessible by the public: either through downloadable datasets or application programming interface (API). The latter allows interested users to develop their own tools for searching the data. As the searchability increases though, there is a corresponding decrease in privacy granted to the beneficial owners.



<sup>24</sup> Expert Panel on Money Laundering in BC Real Estate, *Combating Money Laundering in BC Real Estate*, at page 9.

<sup>25</sup> SC 2000, c. 17.

<sup>26</sup> B.C.'s *Law Society Rules* 3-98 to 3-109, Law Society of BC. It should be noted that Identification and verification are two distinct concepts in the Rules. In January 2020, the amendments to the client identification and verification rules will provide more options for how to confirm a client's identity.

<sup>27</sup> Detailed personal data about beneficial owners will not be available under any type of publicly accessible government-maintained registry. This is described in more detail in the next topic.

Advocates of full searchability of the database argue that full access deputizes every member of the public to act as verifiers of the information. If inconsistencies are found, they can be pointed out to the government for further follow-up. This role is most facilitated when the public has the greatest level of access to the data. That is, members of the public can develop tools to perform their own red flag analysis. This is the case with the United Kingdom’s Persons with Significant Control Register as the API is available to any interested person.

*Case Study: OpenOwnership.org’s combined registries*

OpenOwnership.org bills itself as “the global beneficial ownership register” as it has created a combined registry of beneficial ownership with data taken from the United Kingdom, Denmark, Slovakia and Ukraine. It is able to do so as all four countries enabled full data access through APIs.

OpenOwnership has developed the Beneficial Ownership Data Standard to assist governments in developing beneficial ownership registries that can be integrated with OpenOwnership.org’s global registry. By following this standard, B.C. could allow its information to be available on the OpenOwnership.org registry.

Questions

- 6. How will publicly available beneficial ownership information impact your operations?
- 7. In your opinion, what degree of searching should the public have?

Protection of Personal Information

Government is aware that public searchability of the registry means personal information will be displayed publicly. Under the *Land Owner Transparency Act*, which will establish a public registry of beneficial owners of land in B.C., the collected information has been divided into public information and information that is not publicly available:

Chart 2 – Information Collected under the Land Owner Transparency Act

Information Available Publicly	Information Not Available Publicly
<ul style="list-style-type: none"> <li>Individual’s full name*</li> </ul>	<ul style="list-style-type: none"> <li>Date of birth*</li> </ul>
<ul style="list-style-type: none"> <li>Whether the individual is a Canadian citizen or permanent resident of Canada*</li> </ul>	<ul style="list-style-type: none"> <li>Last known address*</li> </ul>
<ul style="list-style-type: none"> <li>If neither of the above, every country or state of which the individual is a citizen*</li> </ul>	<ul style="list-style-type: none"> <li>Social insurance number</li> </ul>
<ul style="list-style-type: none"> <li>If the principal residence is Canada, the city and province of that residence</li> </ul>	<ul style="list-style-type: none"> <li>Individual’s tax number if any,</li> </ul>
<ul style="list-style-type: none"> <li>If the principal residence is outside Canada, the city and country of that residence</li> </ul>	<ul style="list-style-type: none"> <li>Whether or not the individual is resident in Canada for the purposes of the <i>Income Tax Act</i> (Canada)*</li> </ul>
	<ul style="list-style-type: none"> <li>The date on which the individual became or ceased to be an interest holder*</li> </ul>
	<ul style="list-style-type: none"> <li>A description of how the individual is an interest holder*</li> </ul>

\* information required about beneficial owners in each private company’s transparency register under the *Business Corporations Act*. See Appendix 2 for full details.

A publicly accessible government-maintained registry would take the *Land Owner Transparency Act* as the starting point regarding what information is public through a search.

Finally, as was done with the *Land Owner Transparency Act*, if public access is selected, there will be a mechanism to obscure the information of vulnerable individuals. In particular, individuals under the age of 19 or individuals who have been determined to be incapable of managing their own financial affairs will be automatically obscured. Similarly, there will also be an application process for individuals to request that their information be obscured if its publication could reasonably be expected to threaten the safety or mental or physical health of the individual or a member of the individual’s household.

### Questions

- Are there any reasons to limit/expand the availability of information on the registry beyond what is described above in Chart 2?
- Are there other situations in which an individual’s information should be obscured other than the scenarios described above?

### Verifying Beneficial Ownership Information

A concern about transparency registers stored at companies’ records offices and government-maintained registries is that there is not sufficient verification of the information contained therein.

Generally, to ensure the information in a government-maintained registry is accurate, government can take a reactive approach, a proactive approach or a mixture of the two.

The reactive approach refers to situations where the government only takes steps to verify the information about beneficial owners when alerted by another party that the information is potentially incorrect. For example, with a publicly-accessible database, every member of society can search the information and then report on potentially false information they come across. Once a report is generated, government will be able to follow-up with the particular company.

Another reactive approach relies on anti-money laundering actors, who must identify the beneficial owners of their customers, to inform the government when their information differs from that on the government-maintained registry. For instance, when a company opens about a bank account at a Canadian bank, the bank is required to investigate the identity of the company's beneficial owner as part of the know-your-customer process. After verifying the identity of the customer, the bank can then double check this information against the information in the government database.

The proactive approach would involve government enforcement officers monitoring the information in the government-maintained registry for suspicious entries and following up with the companies to ensure the information they provided is correct. As there are over 430,000 B.C. private companies, for the government to adopt a proactive approach, government resources (staffing, training) will need to be allocated to this task. These would be additional resources beyond those required to establish the registry and for its ongoing maintenance. It is possible to fund the registry, including a proactive approach to verification, by charging the public search fees.

## Questions

10. What role should government play in making sure the beneficial ownership information is correctly reported?
11. If there were a cost to search the database, would that change the way you interact with the beneficial ownership database?

## Compliance and Enforcement

Once the government issues a request to a private company to update its beneficial ownership information, the issue of how to ensure this request is complied with arises. Currently, under the *Business Corporations Act* there are two tools to ensure the beneficial ownership information is correct. First, the permitted authorities (law enforcement, tax authorities and specified regulators) can seek a compliance order from the court that is backed up by the court's contempt proceedings. For more serious falsifications, the offending party can be charged with an offence.

Administrative penalties are another option to ensure compliance. Administrative penalties would require a government administrator/investigator empowered to levy fines in the face of non-compliance. These types of penalties are present in the recently enacted *Land Owner Transparency Act* that allows the enforcement officer to levy penalties of up to \$50,000 plus 5 per cent of the assessed value of the property in question. See Appendix 3 for full list of *Land Owner Transparency Act* penalties.

Another option to enforce compliance would be to give the Corporate Registrar the power to suspend a company's status in the face of non-compliance. Suspension would prevent the company from updating

its corporate information and could ultimately lead to dissolution<sup>28</sup> due to non-compliance if it continued long enough. One enforcement option is to extend the suspension powers of the Corporate Registrar to include suspension a company that has failed to correct its beneficial ownership information once requested.

### Questions

12. Do you support the use of administrative penalties to ensure compliance? If so, what range of penalties is appropriate in light of the anti-money laundering goals?
13. Do you support the use of suspensions or dissolutions of the corporation by the Corporate Registrar to ensure accurate beneficial ownership information is provided? Why? Why not?

### Transparency Register for Other Entities

As it stands now, the transparency register requirement under the *Business Corporations Act* is limited to B.C. private companies. However, other legal entities, notably partnerships and trusts, are also susceptible to being used for money laundering purposes. In fact, FATF recommends that countries have beneficial ownership transparency for both legal persons (Recommendation 24) and legal arrangements including trusts (Recommendation 25).<sup>29</sup> Similarly, the European Union's 5<sup>th</sup> Anti-Money Laundering Directive requires 31 European countries to establish registers for both.

Once the land owner transparency registry is developed, individuals who have beneficial ownership of real property in B.C. through partnerships or trusts will be required to disclose those interests. Otherwise, there is no general registration process to cover all such arrangements in B.C.

In B.C., there is no registry of trust arrangements. Such a measure would be a tremendous shift in how B.C. regulates trusts as there is currently no registry. At this stage, the Ministry of Finance is seeking general feedback concerning a registry of trusts with further consultations to follow if this option is pursued.

### Questions Regarding a Register of Trusts

14. How would a government-maintained registry of trusts impact your operations?
15. Should the public have access to a government-maintained registry of trusts? Why? Why not?
16. If a registry of trusts is created, what would be an appropriate consequence for noncompliance?

All partnerships governed the by *Partnership Act* are required to register with the Corporate Registry. Because of this registration requirement, the Corporate Registry is already in possession of the following information that helps identify the beneficial owners of partnerships:

- a. the name and general nature of the business carried on by the partnership,
- b. the full name and address of each general partner,
- c. for limited partnerships and LLPs, the location of the registered office, and

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<sup>28</sup> Dissolution of the company would mean that company would no longer exist.

<sup>29</sup> Financial Action Task Force, the *FATF Recommendations*, Recommendations 24 and 25, <http://www.fatf-gafi.org/media/fatf/documents/recommendations/pdfs/FATF%20Recommendations%202012.pdf>.

- d. for limited partnerships, the term of the limited partnership, the fair value of contributions made by the limited partners, and the basis on which the limited partners are entitled to receive income.

This information combined with a government-maintained database of beneficial owners of B.C. private companies, means that much of the work towards gathering beneficial ownership information of B.C. partnerships will be accomplished through the corporate beneficial ownership registry.

However, there will nonetheless remain some gaps in the beneficial ownership of partnership information. The identities of the limited partners and the partners in a limited liability partnership will not be in the database. Likewise, if the partners are corporations incorporated outside of B.C. the beneficial owners will not be available in the B.C. government-maintained database without further action.

### Questions Regarding Partnership Registration

17. How would increasing the information collected about partnerships impact your operations?
18. If further information is required of partnerships, what would be an appropriate consequence for non-compliant partnerships?

## Concluding Remarks

Thank you for taking the time to read through this paper and engage with the ideas and issues it addresses. Your input will help inform government's decisions regarding a beneficial ownership registry for B.C. companies and shape the legislative changes.

Please send your comments to [BCABO@gov.bc.ca](mailto:BCABO@gov.bc.ca) or:

Attn: Policy and Legislation Division  
BCA Beneficial Ownership  
Ministry of Finance  
PO BOX 9418 Stn Prov Govt  
Victoria, B.C.  
V8W 9W1

The consultation period is open until 4 pm March 13, 2020.

### Public Nature of Consultation Process

The Ministry of Finance will share comments it receives with other branches of government, specifically the Corporate Registrar, who is responsible for the administration of the corporate registry and the Land Title and Survey Authority, who is responsible for the administration of the land owner transparency register.

Freedom of information legislation may require that responses be made available to members of the public who request access.

## Appendix 1 – Glossary of Terms

**“anti-money laundering Actor”** – means a person with responsibilities to investigate their clients under the *Proceeds of Crime (Money Laundering) and Terrorist Financing Act*.

**“beneficial owner” (Financial Action Task Force meaning)** – refers to the natural person(s) who ultimately owns or controls a customer and/or the natural person on whose behalf a transaction is being conducted. It also includes those persons who exercise ultimate effective control over a legal person or arrangement. This term is the focus of this paper.

**“beneficial owner” (legal meaning)** – refers to a person with a beneficial interest in the property. This includes a person with a beneficial interest in the property as a beneficiary in a trust but also includes a person with an interest in the property held by an agent or personal or legal representative. This paper never refers this type of beneficial owner.

**“corporate shareholder”** – refers to a shareholder of a company that is itself, a body corporate (B.C. company, federally-incorporated corporation, extra-provincially incorporated corporation).

**“Federal-Provincial-Territorial Working Group on Beneficial Ownership”** – refers to the group of federal, provincial and territorial government bodies and agencies working towards increasing beneficial ownership transparency across Canada.

**“Gender-Based Analysis +”** – refers to the analytical process of assessing a policy, program or initiative to determine its impact on diverse groups of women, men and non-binary people <https://cfc-swc.gc.ca/gba-acs/index-en.html>.

**“government-maintained registry”** – the centralized registry, operated by government where all the information about B.C. private companies’ beneficial owners is stored. The word “registry” is used in this document to indicate a centralized database, while “register” is used for decentralized records stored in the companies’ records offices.

**“Know your customer”, “KYC”** – means the requirement of businesses to verify the identity of its customers prior to taking on the customer as a client under the *Proceeds of Crime (Money Laundering) and Terrorist Financing Act*.

**“public access”** – refers to allowing members of the public to access a B.C. private company’s information about beneficial owners.

**“significant individual”** – is the legislative term for individuals described in section 119.11 of the *Business Corporations Act*. The tests of significant individuals in section 119.11 of the *Business Corporations Act*, implemente the Financial Action Task Force definition of beneficial owner into B.C. law. This term is synonymous with beneficial owner (Financial Action Task Force meaning).

**“transparency register”** – the internal register at the B.C. private company’s records office listing the required information of the company’s beneficial owners that is accessible by law enforcement, tax authorities and specified regulators.



## Appendix 2 – Information Required in the B.C. Private Company's Transparency Register

For each significant individual, the company's transparency register must contain the following information:

1. full name, date of birth and last known address,
2. if they are a Canadian citizen or permanent resident of Canada,
3. if they are not a Canadian citizen or permanent resident of Canada, every country or state of which they are a citizen,
4. if they are a resident in Canada for the purposes of the *Income Tax Act* (Canada),
5. the date when they became or ceased to be a significant individual in the company, and a description of how they are a significant individual.

## Appendix 3 – Land Owner Transparency Act Penalties

### Penalties Related to the Filing of a Transparency Report with the Land Title and Survey Authority

Maximum Penalty - \$50,000 plus 5% of the assessed value of the property (for individuals, the maximum is \$25,000 plus 5% of the assessed value).

- Failure to file a transparency report when required.
- Filing a non-compliant transparency report.
- Providing false or misleading information in a transparency declaration or report.

### General Penalties

Maximum Penalty - \$50,000 (for individuals, the maximum is \$25,000).

- Failure of an interest holder to provide information to the person completing the transparency report.
- Inappropriately affixing an electronic signature to a transparency report in non-compliance with the Act.
- Failure to respond to a demand for information from the enforcement officer.
- Failure to verify the information in the transparency declaration or transparency report is accurate when requested to by the enforcement officer or administrator.
- Failure to provide proof of a fact stated in a transparency report, transparency record or other document when requested to by the enforcement officer or administrator.
- Providing false or misleading information in:
  - o a written statement to a person completing the transparency report,
  - o an application to the administrator to conduct a search or inspection,
  - o an application to have information omitted from the registry due to a health or safety risk,
  - o an application to correct or change information about the person on the registry,
  - o a written statement or record given to the enforcement officer in respect of a demand for information,
  - o the verification statement or proof requested by the administrator or enforcement officer, and
  - o a written statement as part of the process of disputing the enforcement officer's penalty.
- Inappropriate disclosure or use of information in a transparency report by the person preparing the transparency report.
- Misuse of information on the public registry to:
  - o solicit the person, or
  - o harass the person.
- During the enforcement officer's inspection:
  - o obstructing that inspection,
  - o withholding, destroying, concealing or refusing to provide information required for the inspection, and
  - o providing false or misleading records or information.

*Mortgage Brokers Act*  
Review  
**Public Consultation Paper**



BRITISH  
COLUMBIA

Ministry of  
Finance

January 2020

**MORTGAGE BROKERS ACT REVIEW**

**PUBLIC CONSULTATION PAPER**

**TABLE OF CONTENTS**

INTRODUCTION .....	1
Purpose of MBA Consultation Paper .....	1
How to Provide Input .....	1
Public Nature of Consultation Process .....	2
BACKGROUND AND CONTEXT .....	2
Legislative and Regulatory Framework – The <i>Mortgage Brokers Act</i> (MBA).....	2
Objectives of the MBA Review .....	3
DISCUSSION OF KEY ISSUES AND AREAS FOR PUBLIC INPUT.....	4
Overview .....	4
MORTGAGE BROKER REGISTRATION OR LICENCING REQUIREMENTS.....	4
Issue 1: Scope of the MBA.....	4
Issue 2: Types of Licences and Related Obligations .....	6
Issue 3: Exemptions from Registration or Licencing .....	8
DUTIES OF ALL REGISTERED OR LICENCED PERSONS.....	9
Issue 1: Duty to Act Fairly, Honestly and in Good Faith.....	9
Issue 2: Insurance .....	9
DUTY TO BORROWERS.....	10
Issue 1: Duty to Act in Borrowers’ Best Interest and Mortgage Suitability.....	11
Issue 2: Disclosure of Brokerage Information.....	11
Issue 3: Disclosure of Compensation Receivable or Payable.....	12
Issue 4: Disclosure of Cost of Credit for Home Equity Loans .....	12
Issue 5: Reverse Mortgages .....	13
DUTY TO LENDERS AND INVESTORS .....	13
Issue 1: Suitability of Investment .....	14
Issue 2: Best Interest of Private Investor .....	15
Issue 3: <i>The Securities Act</i> .....	15
Issue 4: Disclosure of Compensation Receivable or Payable.....	16
MODERN REGULATORY REQUIREMENTS AND POWERS .....	16

MBA REVIEW – PUBLIC CONSULTATION PAPER

Issue 1: Regulations and Rule Making Powers ..... 16

Issue 2: Annual Information Returns..... 17

Issue 3: Enforcement and the BPCPA..... 18

Issue 4: Enforcement ..... 18

CONCLUDING REMARKS..... 19

GLOSSARY ..... 20

APPENDIX A – EXPERT PANEL AND RECOMMENDATIONS ..... 21

APPENDIX B – REFERENCES ..... 22

## INTRODUCTION

The *Mortgage Brokers Act* (MBA) was originally enacted in 1972 as consumer protection legislation in response to an increased number of mortgage brokers and complaints of gross and unconscionable interest rates and fees. At the time, mortgage brokers were considered the lenders of last resort; however, over the years the industry has changed and has become part of the mainstream financial market.

Although it has been amended several times since its enactment, the MBA has not kept pace with evolving national and international standards in consumer protection, changes in the financial services market and emerging issues such as money laundering in the real estate market.

The 2018 Expert Panel on Money Laundering in BC Real Estate described the MBA as antiquated and recommended replacing the MBA with a modern statute to regulate all those in the business of mortgage lending, with few exceptions.

### Purpose of MBA Consultation Paper

The purpose of this consultation is to elicit discussion and feedback from stakeholders on the Expert Panel on Money Laundering in Real Estate's recommendation<sup>1</sup> to replace the MBA with modern legislation that would:

- establish business authorization requirements for all mortgage lenders, with the possible exception of individuals lending to a small number of friends and family;
- make a distinction between regulation of the intermediary function and the lending function, with appropriate provisions for both aspects of the industry;
- establish a governance structure with designated management responsible for compliance within mortgage intermediaries and mortgage lenders, as well as compliance requirements placed on employees within the organization; and
- include modern regulatory powers and requirements.

After the consultation period, Ministry staff will analyze feedback and prepare policy proposals for the consideration of government. Ultimately, the replacement of the MBA is subject to consideration and approval by the Minister of Finance and Cabinet, and approval of the Legislature of British Columbia.

### How to Provide Input

**Submissions and comments must be received by March 13, 2020 and may be transmitted electronically to [mbareview@gov.bc.ca](mailto:mbareview@gov.bc.ca).**

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<sup>1</sup> See Appendix A

Submissions and comments may also be mailed to:

Attn: Policy & Legislation Division  
MBA Review  
Ministry of Finance  
PO Box 9418 Stn Prov Govt  
Victoria BC V8W 9V1

### **Public Nature of Consultation Process**

Please note that this is a public consultation process and, unless confidentiality is specifically requested, comments and submissions may be disclosed to other interested parties or made publicly available.

If certain comments should not be shared publicly with other parties, please clearly indicate that in the submission or covering letter. However, please note that all submissions received are subject to the *Freedom of Information and Protection of Privacy Act* and, even where confidentiality is requested, this legislation may require the Ministry to make information available to those requesting such access.

## **BACKGROUND AND CONTEXT**

### **Legislative and Regulatory Framework – The *Mortgage Brokers Act* (MBA)**

The MBA provides a framework for the regulation of mortgage brokers in BC and creates a Registrar of Mortgage Brokers (the Registrar). The Registrar was a part of the Financial Institutions Commission and has now become a part of the BC Financial Services Authority (see below). The MBA provides the Registrar with the power to investigate complaints and to suspend and cancel registrations.

Although the MBA has been amended several times, most notably in 1998 to protect investors following discovery of the Eron Mortgage fraud, the financial services market has changed profoundly. Examples of the degree of change include the type of mortgage products available, securitization of mortgage pools (i.e. asset-backed commercial paper), reverse mortgages, syndicated mortgage investments, the emergence of non-traditional mortgage lenders and the increased role of mortgage brokers as intermediaries in arranging mainstream residential mortgages.

Many provinces that first enacted mortgage broker legislation in the 1970s have since modernized their legislation. Manitoba rewrote their MBA in 1987, Ontario in 2006, Saskatchewan in 2007 and New Brunswick in 2016.

The results of a recent review of Ontario's legislation, published in September 2019 focussed on streamlining processes and reducing regulatory costs. Specific recommendations from the review

would raise the sector’s professional and education standards, boost protections for homebuyers and assist in the fight against money laundering.

Adopting best practices and promoting legislative consistency across provinces where feasible ensures consumer protection and promotes a fair and stable market across jurisdictions, helping to create certainty in the market place.

### **The BC Financial Services Authority (BCFSA)**

The *Financial Services Authority Act*, which received Royal Assent May 16, 2019, established the BC Financial Services Authority (BCFSA) as a new Crown entity that replaces the Financial Institutions Commission (FICOM). On November 1, 2019, FICOM was dissolved and the Authority took on all of FICOM’s regulatory responsibilities, including the regulation of mortgage brokers.

The establishment of the BCFSA reflects government’s commitment to building a modern, efficient, and effective regulatory framework to respond to a rapidly changing financial services industry and new risks to consumers.

The Ministry is targeting fall 2020 to bring forward new legislation to include real estate in BCFSA’s mandate by spring 2021. The BCFSA will fully leverage expertise and best practices across regulated industries, including mortgage brokers, real estate, insurance, trusts, credit unions, and pensions.

### **Objectives of the MBA Review**

Financial sector stability and consumer protection remain core priorities for government. These priorities are balanced with the need to ensure that the industry is not unduly burdened and that regulations do not stifle innovation or create barriers to new entrants.

The ultimate goal is a regulatory framework that helps to ensure that British Columbians continue to benefit from a financial services sector that is strong, stable, and inspires public confidence and trust.

The following objectives provide a framework to guide the analysis of issues during the review to:

- Reflect recognized national and international standards, while respecting the context of the BC marketplace including the size, scope and diversity of the industry.
- Enable early detection, timely intervention and resolution of issues.
- Promote clear, consistent and harmonized regulation.



- Foster an environment that promotes industry growth, innovation, and responsible business conduct.

Broadly speaking, the Ministry is proposing to meet these objectives by developing legislation that clearly sets out current best practices by:

- Requiring licensing of all mortgage brokering with limited exemptions.
- Providing for minimum standards of conduct and a duty of care to consumers.
- Requiring transparency and disclosure in mortgage transactions.
- Providing enhanced disclosure and reporting requirements for more complex products.
- Reducing regulatory gaps, leveraging work done in other provinces and respecting existing inter-jurisdictional agreements.

## **DISCUSSION OF KEY ISSUES AND AREAS FOR PUBLIC INPUT**

### **Overview**

The remainder of this paper sets out in summary form what replacing the current MBA with more modern provincial legislation could look like. For each issue, a description of the current approach and possible changes are discussed. Please note that the issues have been numbered for ease of reading and discussion and do not reflect any sort of ranking.

In addition to the issues listed below, the government is also seeking feedback on any other reforms that could be considered or aspects of the MBA that are working well and that should be retained.

### **MORTGAGE BROKER REGISTRATION OR LICENCING REQUIREMENTS**

Building on national and international best practices, a modern MBA would establish business authorization requirements for all mortgage brokers and lenders except in circumstances of low consumer risk, such as individuals lending to a small number of friends and family. The authorization requirements would be supplemented by targeted consumer protection measures relevant to the borrower, lender or investor.

Ideally, the governance structure would impose clear accountability, requiring a brokerage to designate an individual responsible for managing the conduct of the business and supervision of employees and place compliance requirements on both the brokerage and the employees.

### **Issue 1: Scope of the MBA**

As noted in the 2012 consultation paper, the original goal of the MBA was to protect consumers from harsh and unconscionable mortgage transactions. At the time, less reputable brokers were tacking on fees to the face rate of a mortgage without disclosing the impact of the fees on the true cost of borrowing. To address this, the MBA required persons carrying on activities captured by the definition of “mortgage broker” to register their business address and provide borrowers with true cost of borrowing disclosure if the mortgage broker charged a finder’s fee or other charge.

Under the current MBA, a mortgage broker is a person who engages in any of the following activities:

- (a) carries on a business of lending money secured in whole or in part by mortgages, whether the money is the mortgage broker's own or that of another person;
- (b) holds himself or herself out as, or by an advertisement, notice or sign indicates that he or she is, a mortgage broker;
- (c) carries on a business of buying and selling mortgages or agreements for sale;
- (d) in any one year, receives an amount of \$1,000 or more in fees or other consideration, excluding legal fees for arranging mortgages for other persons;
- (e) during any one year, lends money on the security of 10 or more mortgages;
- (f) carries on a business of collecting money secured by mortgages.

Mortgage broker legislation differs from province to province but, broadly speaking, most mortgage broker legislation fulfills a consumer protection mandate by regulating all business activity carried on within the province in respect of:

- lending money secured by a mortgage,
- soliciting a mortgage loan or investment,
- negotiating and arranging a mortgage loan or an investment,
- administering mortgage loans and investments and
- holding one’s self out to be a mortgage broker.

While the existing definitions of a mortgage, mortgage broker, and submortgage broker in the MBA captures much of the spirit of the above, there are gaps in the existing legislation.

The key differences between the current MBA and modern mortgage broker legislation are:

- The current definition of “mortgage” is limited to mortgages on real property located in BC and is only expanded to include all mortgages in limited circumstances, such as the disclosures required to be made to lenders. If the intent of the MBA is to ensure all mortgage brokering transactions that include a BC person, or that are carried on in BC, are

regulated<sup>2</sup> the current legislation is not clear. This creates potential gaps in the regulatory framework.

- “Carrying on business” is not defined separately from, but is integral to, the definition of a “mortgage broker.” Modern legislation more clearly provides that persons are within the scope of the legislation and are regulated if they meet a two-part test: 1) the person must be “carrying on business;” and, 2) the business activities must be “mortgage brokering activities” or “mortgage administration activities.” Such a test would provide more clarity than the current MBA, which sets thresholds of either \$1,000 or more in fees or lending money on the security of 10 or more mortgages above either of which a person is considered a “mortgage broker.”
- The MBA does not allow definitions to be expanded to include new business activities as the industry changes without changing the Act. Modern legislation provides the ability to expand the scope of the legislation by regulation. Providing the ability to bring new business activities or ways of doing business by regulation allows the legislative framework to meet the changing needs of consumers and the marketplace in a more timely fashion.

With the current definitions private mortgage lenders may not be regulated unless they meet the existing thresholds. This is the case even if the lender is otherwise lending money secured by mortgages in BC. An estimated 5% of mortgages are originated by unregulated mortgage lenders, or private lenders. This activity can expose consumers to risks that should be mitigated by the MBA.

#### Questions:

- 1) Are there any unintended consequences or concerns with amending the scope of the MBA legislation to align with other modern provincial MBA legislation?
- 2) To what extent should private lending be regulated?
- 3) Are there any other mortgage broker or lending activities that should be subject to regulatory oversight?

#### **Issue 2: Types of Licences and Related Obligations**

Currently, the MBA requires persons to register as either mortgage brokers or submortgage brokers. A submortgage broker is an employee of a particular mortgage broker and may carry on the same activities as a mortgage broker.

The MBA places most statutory duties and obligations on the business entity registered as a mortgage broker, while imposing fewer duties on the individuals employed as submortgage brokers.

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<sup>2</sup> Other than federally regulated transactions.

To more clearly define the responsibility of mortgage brokers and their relationship with employees, the Registrar requires each mortgage broker, as a condition of registration, to have a submortgage broker act as a designated individual, who is responsible for the conduct of the business entity and all of its submortgage brokers.

Today, mortgage brokers carry out a number of different mortgage related activities, each with different associated risks to the consumer and public. The different risks are not always addressed with the current broad categories of registration. Modern mortgage legislation addresses this issue, at least in part, by distinguishing between persons carrying out different mortgage brokering activities and imposing duties and obligations specific to those activities. Licences are grouped as follows:

- “mortgage brokerage” – a business entity that is a corporation, partnership or sole proprietorship that brokers mortgages,
- “mortgage administrator” – a corporation that provides administrative services in respect of mortgages, including receiving mortgage payments from borrowers for the benefit of lenders or investors,
- “mortgage associate” – an individual who brokers mortgages on behalf of a mortgage brokerage, and
- “managing mortgage broker” – an individual who brokers mortgages on behalf of a mortgage brokerage and meets criteria to supervise mortgage associates,

While statutory obligations and responsibilities could vary by license type, all licensees should be required to apply for a licence, pay an annual fee, and comply with the terms of their license and the legislation.

Another possible change from the current application of the MBA in BC is licenses could be continuous. This would eliminate licence renewals, though licences could still be suspended or cancelled.

Under modern mortgage legislation in other jurisdictions, mortgage administrators and brokerages are required to establish policy and procedures to ensure compliance with the legislation. They also have a duty to appoint a managing mortgage broker as a representative in all dealings under the legislation.

Questions:

- 1) What are the challenges associated with moving to a more modern licencing regime described above?
- 2) Are there disadvantages to continuous licensing the government should consider?

### Issue 3: Exemptions from Registration or Licencing

Currently, the MBA provides exemptions from registration to persons who are otherwise subject to equivalent regulation under another Act, including the following persons:

- insurance companies,
- savings institutions (banks, credit unions, extraprovincial trust corporations and subsidiaries of banks that are loan companies),
- a member of the Law Society of British Columbia,
- an employee, or director, of an insurance company or savings institution,
- persons registered under the *Securities Act*, other than exempt dealers, that offer for sale securities of syndicated mortgages and
- a person licensed under the *Real Estate Services Act*, in respect of vendor take-back mortgages.

Additional exemptions are available for:

- persons acting for the government or for an agency of the government,
- a liquidator, receiver, trustee in bankruptcy or a person acting under the authority of any court or an executor or trustee acting under the terms of a will or marriage settlement.
- a person lending money, directly or indirectly, on the security of land to provide housing for the person's employees,
- any other person or class of persons exempted by the Registrar from registration.

Modern mortgage legislation tends to provide similar exemptions from licensing. However, additional exemptions are also provided, including exemptions for:

- persons acting on behalf of a Crown corporation or agency of any Canadian jurisdiction,
- persons registered under the *Securities Act* of any Canadian jurisdiction,
- persons that provide simple referrals, and
- mortgage lenders who only lend through a licensed brokerage or an otherwise exempt broker.

#### Questions:

- 1) In your view, what are the costs or benefits of matching the MBA registration exemptions to parallel modern mortgage legislation?
- 2) Is the exemption from registration for persons lending money on the security of land to provide housing for the person's employees still relevant?
- 3) Are there any other persons currently exempted from registration either under the MBA or modern legislation that should not be exempted?
- 4) Are there any other persons that should be exempted from registration under the MBA?

## **DUTIES OF ALL REGISTERED OR LICENCED PERSONS**

The MBA requires mortgage brokers and submortgage brokers to register by filing an application to the Registrar. The required form, any additional requirements, and the fee are set out in the regulation and in guidelines. Applicants are subject to a suitability review.

Modern mortgage legislation, sets out directly in the legislation, duties and obligations that apply to all licensed persons, including the following:

- a duty to act fairly, honestly and in good faith in carrying out licensed activities,
- comply with errors and omission insurance requirements,
- record keeping and retention requirements,
- restrictions on tied selling and
- working capital requirements for persons who handle trust funds.

The legislation is supplemented by regulations or rules that set out how the legislated duties and obligations are to be achieved.

### **Issue 1: Duty to Act Fairly, Honestly and in Good Faith**

The MBA does not legislate a duty to act fairly, honestly and in good faith.

Generally, financial services providers in the areas of securities, insurance, and real estate should have as an objective, to work fairly and honestly and to exercise good faith in their dealings. This duty already cuts across sectors in BC. BC requires a positive obligation or duty to act honestly in rules created under the *Real Estate Services Act* and the Insurance Council of BC requires good faith as a fundamental aspect of conduct.

Modern mortgage legislation tends to contain such a duty that is consistent with the duties imposed across the financial sector. In addition, to further promote responsible business conduct, the MBA could place a positive obligation or duty for licencees to report industry member misconduct to the regulator.

#### **Questions:**

- 1) Do you have any concerns with matching modern mortgage legislation to include a duty to act fairly, honestly and in good faith?
- 2) Should a positive obligation to require reporting misconduct be legislated?

### **Issue 2: Insurance**

Errors and omissions (E&O) insurance is not currently required in BC under the MBA. This is inconsistent with modern mortgage legislation as well as the requirements placed on other regulated persons (e.g., insurance agents, real estate brokers). E&O insurance is a significant tool in

consumer protection regimes to ensure funds are available to pay for consumer losses caused by an agent's negligence.

The Mortgage Brokers Regulator's Council of Canada<sup>3</sup> (MBRCC) is currently developing national standards for E&O insurance for mortgage brokering activities.<sup>4</sup> As the national standards are developed, a new MBA would require insurance with a goal to harmonize with other jurisdictions and adopt the national standards for E&O insurance developed by the MBRCC for the protection of consumers.

Questions:

- 1) If you are a mortgage broker, do you currently have E&O insurance?
- 2) If you are a mortgage broker, what are your reasons for having or not having E&O insurance?
- 3) Is there any reason why E&O insurance should not be required?

**DUTY TO BORROWERS**

In addition to the general duty to act fairly, honestly and in good faith in carrying out licensed activities, licencees under some modern mortgage legislation have a specific duty to act in the best interest of a borrower.

Acting in the best interest of a borrower means a broker must:

- verify the identity of the borrower, lender or private investor and determine the suitability of mortgage products available to the borrower by taking into account specified factors, including the interest rate, term, amortization period and any other distinguishing features of the mortgage,
- provide information about the brokerage business that a borrower may want to consider in their dealings with the brokerage, including ownership by a mortgage lender or private lender, the name and number of lenders they work with, the fees and remuneration or penalties payable by the borrower,
- disclose all direct or indirect compensation receivable by the brokerage from others, or payable by the brokerage if the borrower enters into the specific mortgage.

The brokerage must keep a record that the above steps took place and obtain acknowledgement, in writing, from the borrower that the steps took place.

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<sup>3</sup> The MBRCC is comprised of the provincial regulators that are responsible for administering mortgage broker legislation and regulating the industry across Canada. The MBRCC aims to balance consumer protection with an open and fair marketplace and works cooperatively to improve information sharing, promote harmonized regulatory practices and to develop a unified approach to engaging stakeholders on common issues.

<sup>4</sup> In support of this initiative, the MBRCC E&O Committee consulted with mortgage brokering stakeholders across Canada. The consultation period closed April 1, 2019.

Further, the above measures are typically supplemented by additional requirements to disclose the cost of credit and prohibitions against deceptive or unconscionable acts or practices.

### **Issue 1: Duty to Act in Borrowers' Best Interest and Mortgage Suitability**

The current MBA does not place a duty on a broker to act in the best interest of the borrower nor does it place a duty on a broker to determine if a mortgage product is suitable for the borrower.

The duty to act in the best interest of the borrower is common in modern mortgage legislation and is not unique to Canada. The European Union mortgage credit directive (MCD) sets out a duty to act honestly, fairly, transparently and professionally, considering the rights and interest of the consumer. The United Kingdom, in adopting the MCD, further specifies actions that will tend to show a contravention of the customer's best interest.

The current MBA is out of step with international standards and may create a gap in consumer protection by not requiring a broker to act in the borrower's best interest. Unethical actors may continue to work as brokers and remediation must be sought through other, often more costly channels.

#### Questions:

- 1) What do you consider to be acting in the best interest of the borrower? What parts of that should be required by legislation?
- 2) If a duty is placed on a broker to determine suitability of a mortgage product for a borrower, what factors should a broker consider when determining suitability?
- 3) Are there borrowers who do not require the protection offered by a duty to determine mortgage suitability?

### **Issue 2: Disclosure of Brokerage Information**

The current MBA does not require brokerages to provide basic brokerage business information beyond requiring disclosure of potential conflicts of interest (discussed below in Issue 3).

Most modern legislation recognizes that information about the brokerage and the type of services offered, in addition to disclosing potential conflicts of interest, is required to ensure transparency and enable the borrower to make an informed decision. Basic brokerage information that must be provided to a borrower and maintained on record would include the following:

- if the brokerage is owned by a mortgage lender or private investor, the name of that mortgage lender or private investor;
- the name and number of lenders or private investors,
- the steps that the brokerage took to confirm the identity of the lender and private investor,



- the fees, remuneration or penalties payable by the borrower in connection with the services offered by the mortgage brokerage, and
- potential conflicts of interest, (i.e., where the brokerage or a related person has an interest in the mortgage).

Question:

- 1) Is there information that should or should not be included in disclosures to borrowers?

### **Issue 3: Disclosure of Compensation Receivable or Payable**

Under the MBA, mortgage brokers are required to disclose interests in transactions. The disclosure must be made to the borrower and lender on a prescribed form (Form 10).<sup>5</sup>

The MBA does not prescribe the detailed information required to be disclosed to borrowers. As a result, the Registrar has published the Mortgage Broker Conflict of Interest Disclosure Guidelines and Frequently Asked Questions, which provides that brokers must disclose in dollar terms the commission and volume bonuses, plus other rewards, that a broker may receive.

Modernizing the legislation would include providing the Registrar with the ability to determine the form and manner of all filings including any required information to be disclosed to consumers. The legislation would allow the Registrar to be more responsive to changes in the industry and adjust the required forms as needed.

Question:

- 1) Are there any specific concerns with providing the Registrar with the flexibility to strengthen the MBA disclosure requirements as needed?

### **Issue 4: Disclosure of Cost of Credit for Home Equity Loans**

The *Business Practices and Consumer Protection Act* (BPCPA) amalgamated a number of consumer protection statutes and the *Cost of Consumer Credit Disclosure Act*. The consumer credit disclosure requirements were developed as a federal-provincial-territorial initiative to harmonize laws concerning the cost of consumer credit disclosure. The BPCPA requires mortgage brokers and lenders to provide disclosure to individuals who borrow primarily for personal, family or household purposes, regardless of whether the broker or lender is charging additional fees or expenses.<sup>6</sup>

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<sup>5</sup> The form is not required if the borrower received the required information as part of an offering memorandum or prospectus.

<sup>6</sup> By referencing the BPCPA, the MBA adopts the provisions that deal with the disclosure of the cost of borrowing and broker conduct rules.

While the MBA does not require that the cost of borrowing disclosure be provided to individuals who use their home equity to secure a business loan, this gap may create unnecessary risk to the residential housing market.

Question:

- 1) Is there a reason why disclosure of the cost of borrowing should not be required in every instance where an individual takes out a mortgage secured against residential property?

**Issue 5: Reverse Mortgages**

While the MBA applies to reverse mortgages, it does not require any enhanced disclosure, which may be needed to protect the vulnerable populations most likely to access these products. In 2006, the British Columbia Law Institute and the Canadian Centre for Elder Law published a report on reverse mortgages. The report recommended that legislation should specifically address reverse mortgages, with a focus on enhanced disclosure requirements, an extended cooling-off period and independent counselling.

In surveying best practices across Canada, New Brunswick, Ontario and Saskatchewan currently require independent legal advice before a borrower can take out a reverse mortgage. The *Mortgage Act* of Manitoba sets rules for reverse mortgages to limit fees, provides for an extended cooling-off period and requires disclosure that highlights the effect of an interest rate change on the mortgage balance.

Questions:

- 1) What are the benefits and costs of requiring independent legal advice before taking out a reverse mortgage?
- 2) What is an appropriate extended cooling off period for reverse mortgages?
- 3) Should disclosure of the effects of an interest rate change on the mortgage balance be required for reverse mortgages?
- 4) Are there other disclosures or requirements that could better protect consumers not contemplated here?

**DUTY TO LENDERS AND INVESTORS**

The current MBA does not place a duty to act in the best interest of a lender or private investor on mortgage brokers. The MBA also does not place a duty to determine if the mortgage is a suitable investment for an investor.

Under modern mortgage legislation, in addition to the general duty to act fairly, honestly and in good faith in carrying out licensed activities, licencees that solicit, negotiate, arrange or provide advice to private investors in respect of an investment in a mortgage have a duty to act in the best interest of the private investor.

As an example, a private investor in New Brunswick, meaning everyone other than a corporation with \$5M or more in net realizable assets, a trustee of a registered pension plan, another mortgage broker or a government entity must act in a private lender's best interests.

A broker required to act in the best interest of a private investor must take reasonable steps to verify the identity of the investor, ensure the mortgage investment is suitable and provide the investor with:

- disclosure in respect of mortgage investment information,
- disclosure of material risks, and
- disclosure of potential conflicts of interest.

### **Issue 1: Suitability of Investment**

The MBA requires disclosure of mortgage investment information (via Form 9) to all lenders and private investors, except if:

- the borrower or the investor is a sophisticated person<sup>7</sup>,
- an offering memorandum or a prospectus has been provided in accordance with the *Securities Act*, or
- in the case of a mortgage that is part of a pool of mortgages, an interest in the pool is being offered as a security, as defined in the *Securities Act*, and the mortgage is fully guaranteed by the government of Canada or a province.

In contrast, under modern mortgage legislation, the suitability of the investment and related disclosure requirements are intended to apply only in respect of private investors. The disclosure requirements are focused on protecting persons who are the most likely to benefit from standard disclosure in respect of the mortgage investment.

#### Questions:

- 1) Should the duty to disclose mortgage information be amended and limited to private investors?
- 2) Should the mortgage broker duty to a private investor include determining mortgage investment suitability?

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<sup>7</sup>A sophisticated person is defined and includes government bodies, banks, credit unions, insurance companies, trusts companies, mortgage brokers, registered investment dealers, portfolio managers and certain transactions with persons registered under the *Securities Act*.

## Issue 2: Best Interest of Private Investor

The current MBA does not include a duty to act in the best interest of an investor or lender nor does it limit a brokerage from simultaneously acting for both the borrower and the investor.

Modern mortgage legislation would set out that mortgage brokerages that solicit, negotiate, arrange or provide advice to private investors in respect of an investment in a mortgage have a duty to act in the best interest of the private investor, if the private investor is not represented by another brokerage. Additionally, some jurisdictions require that if a mortgage brokerage has a duty to act in the best interest of a private investor, the brokerage must ensure that the borrower is represented by another brokerage.

### Questions:

- 1) Are there potential conflicts between the duties to a borrower as outlined above and acting in the best interest of a private investor?
- 2) What would be the effect, if any, on your mortgage brokerage business if you are prohibited from acting for both the borrower and the private investor in a mortgage transaction?

## Issue 3: *The Securities Act*

Since the late 1980's, the mortgage investment market has become increasingly complex, attracting both sophisticated and unsophisticated investors. Because mortgages sold as investments are generally securities within the meaning of the *Securities Act*, both the MBA and the *Securities Act* can apply to a person registered as a mortgage broker in BC.

The intent underlying the *Securities Act* is to protect investors and support fair capital markets by regulating companies, firms or individuals that issue, trade or provide advice on securities. To assist investors, companies offering securities for sale must generally file a prospectus and meet extensive continuous disclosure requirements, unless an exemption exists. In addition, firms and individuals trading or advising on securities must be registered under the *Securities Act*, unless an exemption exists.

Beginning January 1, 2019, mortgage investment entities (MIE)<sup>8</sup> are now subject to the dealer registration regime, including 'know your client' and suitability requirements relating to:

- the general investment needs and objectives of their client and any other factors necessary for them to be able to determine whether a proposed purchase or sale is suitable ('know your client' or KYC); and
- the attributes and associated risks of the products they are recommending to clients (commonly referred to as know your product or KYP).

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<sup>8</sup> Mortgage investment entities include both mortgage investment corporations and mortgage syndications.

Although a MIE must be registered under the MBA when lending, the Registrar has limited authority to regulate the capital raising activities of the MIE as that falls under the BC Securities Commission (investors buy shares in the MIE and not mortgages).

Question:

- 1) Does the current division of regulatory oversight between the *Securities Act* and the MBA create gaps or unnecessary duplication in regulation or oversight?

**Issue 4: Disclosure of Compensation Receivable or Payable**

As discussed above, under the MBA, mortgage brokers are required to disclose interests in transactions to all borrowers and lenders. (via Form 10).

In contrast, modern mortgage broker legislation requires brokers to disclose actual or potential conflicts of interest only to private investors, so that the private investor may make an informed decision.

Question:

- 1) Should the disclosure to lenders of potential conflict of interests be limited and only required if the lender is a private investor?

**MODERN REGULATORY REQUIREMENTS AND POWERS**

As noted above, the new Financial Services Authority has taken on all regulatory responsibilities relating to the credit union, insurance, trust, mortgage broker and pension sectors. Additionally, the Authority will become the sole regulator for real estate services by spring 2021.

Ensuring the Authority's regulatory powers are harmonized across the sectors (where appropriate) would increase efficiency and transparency across the broader financial services sector.

**Issue 1: Regulations and Rule Making Powers**

The current MBA provides broad regulation making powers to the Lieutenant Governor in Council and more limited powers to the registrar.

Modern mortgage legislation provides rule making power to the regulator, for example in New Brunswick the Financial and Consumer Services Commission is given broad rule making power. Similarly, formal rule making power is provided to the Superintendent under the *Real Estate Services Act*, respecting licensing and regulating the provisions of real estate services and it

is expected the Authority will take on this power once it becomes the sole regulator for real estate services in BC.

Before making or amending specific rules, the Minister's consent would be required.

Question:

- 1) Please, provide your views on the Authority being provided with the power to make rules under the MBA?

**Issue 2: Annual Information Returns**

Currently, annual filing requirements under the MBA are limited. A mortgage broker is required to file either a declaration that they do not handle trust funds, or to file a report on the trust funds, including an accountant's report.

Modern mortgage legislation requires mortgage brokerages and administrators to file annual information returns, which are then used by regulators to identify, assess and monitor risk. The filings are completed by the managing broker and typically include the following information:

- Contact information including all locations and an address for service,
- Types of licensed activities carried on during the year,
- Number of brokers and broker associates,
- Number and dollar amount of mortgages placed, by type of mortgage and by type of lender,
- Errors and omission insurance coverage, claims and payouts, and
- A description of any complaints made to the brokerage regarding the brokerage or any of its associated brokers.

If the brokerage does not handle trust funds, a declaration to that effect would be filed. If the brokerage handles trust funds, audited financial statements would be filed.

The annual information filings would support the continuous licensing system and provide the regulator with up to date information on the industry.

The audited financial statements would support the prudential supervision of those mortgage brokerages and administrators that handle trust funds. For example, licencees in New Brunswick that hold trust funds must maintain at least \$25,000 in working capital.

Questions:

- 1) What concerns, if any, would you have with requiring an annual information return from all brokerages and administrators?

- 2) What are the expected impacts to your business in requiring audited financial statements in place of an accountant's report on trust funds.

### **Issue 3: Enforcement and the BPCPA**

The MBA not only adopts by reference provisions of the BPCPA that deal with the disclosure of the cost of borrowing and broker conduct rules, it also adopts the related BPCPA enforcement provisions. The Registrar may exercise the BPCPA enforcement provisions in respect of inspections, undertakings, freeze orders, administrative penalties and court proceedings. Navigating the requirements under the MBA is made more complex where the same or similar enforcement powers are dealt with in both the MBA and the BPCPA.

Modern mortgage legislation would provide for enforcement provisions based on their specific jurisdiction. In Ontario, for example, the regulatory framework provides for all enforcement powers within the mortgage legislation. In contrast, New Brunswick mortgage transactions may be subject to both the mortgage legislation and the *Cost of Credit Disclosure and Payday Loans Act*.

#### Questions:

- 1) Would the administrative and enforcement provisions be clearer if they were all embedded directly in the MBA, and not split between the MBA and the BPCPA?
- 2) If enforcement provisions continue to be split, are there clarifications that could be made in the MBA to reduce complexity and uncertainty?

### **Issue 4: Enforcement**

The MBA provides the Registrar with enforcement powers to take effective action against non-compliant mortgage brokers. Specifically, the Registrar may investigate, summon witnesses, and inspect the affairs and records of a person and may:

- suspend or cancel a registration;
- issue orders requiring a person to take specified actions;
- levy administrative penalties of up to \$50,000;
- issue cease and desist orders and
- enforce orders by filing them with the courts.

Mortgage brokers and submortgage brokers are generally entitled to a hearing before these powers are enforced. A person affected by a direction, decision or order of the Registrar is entitled to be heard and can make an appeal to the Financial Services Tribunal. The Tribunal's decisions are final, but subject to judicial review.

The maximum dollar amount of administrative penalties imposed to deter non-compliance in other consumer protection statutes have been substantially increased. For example, the *Real Estate*

*Services Act* maximum administrative penalty was increased from \$20,000 to \$500,000 for brokerages and from \$10,000 to \$250,000 in any other case.

Questions:

- 1) Do you have any suggestions on ways to further improve enforcement powers and remedies?
- 2) Given the significant monetary value of mortgages and the significant increase to penalties provided in other legislation that regulates real estate services is the current \$50,000 limit on the administrative penalties still appropriate?

**CONCLUDING REMARKS**

Thank you for taking the time to read through this paper and engage with the ideas and issues it addresses. Your input will help inform government's decision on replacing the MBA with modern legislation.

Please send your comments to [MBAReview@gov.bc.ca](mailto:MBAReview@gov.bc.ca) or:

Attn: Policy and Legislation Division  
MBA Review  
Ministry of Finance  
PO BOX 9418 Stn Prov Govt  
Victoria, BC  
V8W 9W1

The consultation period is open until March 13, 2019.

**Public Nature of Consultation Process**

The Ministry of Finance will share comments it receives with other branches of government, specifically the BC Financial Services Authority, who is responsible for the administration of the MBA.

Freedom of information legislation may require that responses be made available to members of the public who request access.



## GLOSSARY

“**BCFSA**” is the BC Financial Services Authority established under the *Financial Services Authority Act* a new Crown entity that replaces FICOM.

“**BPCPA**” is the *Business Practices and Consumer Protection Act*, a consumer protection statute.

“**Expert Panel**” is the Expert Panel on Money Laundering in BC Real Estate appointed by the Minister of Finance in September 2018 to review money laundering in the real estate sector after two independent reports revealed that B.C.'s real estate market is vulnerable to criminal activity and market manipulation.

“**FICOM**” refers to the Financial Institutions Commission appointed by the Lieutenant Governor in Council which had statutory authority for the regulation of financial institutions in BC.

“**FINTRAC**” Financial Transaction Reporting and Analysis Centre: federal financial intelligence unit

“**modern mortgage legislation**” include the New Brunswick, Ontario and Saskatchewan mortgage legislation that provides the regulatory framework for mortgage brokers.

“**MBA**” is the *Mortgage Brokers Act*, the BC legislation that provides the regulatory framework for mortgage brokers.

“**MCD**” is the European Commission Mortgage Credit - Directive 2014/17

“**PCMLTFA**” – *Proceeds of Crime (Money Laundering) and Terrorist Financing Act*: federal anti-money laundering legislation

## APPENDIX A – EXPERT PANEL AND RECOMMENDATIONS

The *Mortgage Broker Act* (MBA) is not a modern statute and does not provide a solid basis for the regulation of the industry, especially mortgage lenders that are not financial institutions. Currently it is unclear exactly which lenders are subject to the Act, and many that should be regulated are not registered. The Act should be replaced.

New legislation would:

- establish business authorization requirements for all mortgage lenders except individuals lending to a small number of friends and family;
- include modern regulatory powers and requirements;
- establish a governance structure with designated management responsible for compliance within mortgage intermediaries and mortgage lenders, as well as compliance requirements placed on employees within the organization; and
- make a distinction between regulation of the intermediary function and the lending function, with appropriate provisions for both aspects of the industry.

Those using mortgages as a money laundering tool either directly or through currently unregulated lenders should be subject to regulatory action under the new act, which would also enhance the market conduct public protection that the MBA was originally intended to provide.

A modern MBA would require additional regulatory resources to be effective, and this should be funded on a user-pay basis by regulated entities. The Panel recognizes that FICOM is currently undergoing considerable change. Implementing a new MBA would place additional change-management responsibilities on the organization. A new MBA would also place additional compliance costs on those currently registered under the MBA and those who would be regulated for the first time.

*Recommendation 9:* Replace the MBA with a modern regulatory statute that is effective in regulating all those in the business of mortgage lending, with few exceptions

*Recommendation 19:* The BC government should require BC regulators of reporting entities to enforce compliance with PCMLTFA requirements and provide training and education to assist them in doing so, in cooperation with FINTRAC.

*Recommendation 25:* The BC government should ensure that all those in the mortgage lending business should be required under provincial legislation to conduct and maintain know-your-customer records and records of the source of mortgage payment funds from borrowers, until such requirements are placed on mortgage lending businesses by the federal government

## **APPENDIX B – REFERENCES**

British Columbia - BCFSa - Mortgage Brokers

([https://www.bcfsa.ca/index.aspx?p=mortgage\\_brokers/industry](https://www.bcfsa.ca/index.aspx?p=mortgage_brokers/industry))

Combatting Money Laundering Report

([https://news.gov.bc.ca/files/Combatting\\_Money\\_Laundering\\_Report.pdf](https://news.gov.bc.ca/files/Combatting_Money_Laundering_Report.pdf))

G20 High-level Principles on Financial Consumer Protection

(<https://www.oecd.org/daf/fin/financial-markets/48892010.pdf>)

Manitoba - Securities Commission - Mortgage Brokers

([http://www.mbrealestate.ca/home\\_buyers/index.html](http://www.mbrealestate.ca/home_buyers/index.html))

Mortgage credit - Directive 2014/17/EU | European Commission

([https://ec.europa.eu/info/law/mortgage-credit-directive-2014-17-eu\\_en](https://ec.europa.eu/info/law/mortgage-credit-directive-2014-17-eu_en))

New Brunswick - Financial and Consumer Services Commission - Mortgage Brokers

(<http://www.fcnb.ca/industry-mortgage-brokers.html>)

Ontario - Financial Services Commission of Ontario - Mortgage Brokering

(<https://www.fsco.gov.on.ca/en/mortgage/Pages/industry.aspx>)

Saskatchewan - Financial and Consumer Affairs Authority - Mortgage-Brokerages

(<https://fcaa.gov.sk.ca/regulated-businesses-persons/businesses/mortgage-brokerages>)

## Attachment Three: Response to Provincial Consultation on a Public Beneficial Ownership Registry

### Questions:

1. How would the requirement to provide the information in your transparency register to government impact your operations?

*The requirement to provide information in a beneficial ownership registry would enable local law enforcement to better identify the chain of ownership behind corporate structures. Determining the “true” owner behind a business allows for investigators to cross-reference beneficial owners with known targets of investigation. In short, it is anticipated that the registry will lead to more investigative leads. This will have an impact on resourcing at the local law enforcement level as the onus will be on them to pursue initial leads. If these initial investigative efforts uncover connections to organized crime, money laundering or international crime, it will be essential that provincial and federal law enforcement be engaged as there is neither the capacity nor mandate to conduct these major investigations at the Municipal level alone.*

2. Are there any steps that could be taken to streamline the process, including the uploading process?

*The Provincial government should build a common platform and searchable online registry of all corporations, trusts and partnerships registered in BC. Currently, only LOTA impacted or land owning corporations are slated to be listed publicly in a searchable database. All other corporations would maintain private registrars that are only accessible to law enforcement or regulators. Moreover, non-land owning partnerships and trusts are excluded. It would be easier for uploading, searching, analyzing beneficial ownership data if it was found in a single source or website. This would enable investigators, media, researchers and even foreign law enforcement to access this resource. Multiple websites and separate closed or open systems should not be used.*

3. Are there any types of B.C. private companies you think should be exempted from the requirement to upload information? If so, why?

*All corporations should be included as criminals could shift to exploiting those that are not registered publicly.*

4. Should B.C. change the share ownership threshold from 25 per cent to 10 per cent for determining beneficial ownership?

*B.C. should change the share of ownership threshold to 10 per cent. While 25 per cent is the more common standard there have been repeated efforts to lower this standard to 10 per cent as was most recently attempted by the EU. Moreover, dual citizens (Canadian and US nationals) are subject to US Treasury’s Foreign Account Tax Compliance Act (FATCA) which requires*

*financial institutions to report on whether a US citizens are 10% owners of certain business entities.*

5. Should a B.C. registry of beneficial ownership be linked with those in other Canadian jurisdictions?

*The BC's registry should be linked to as many Canadian jurisdictions as possible to ensure the most efficient sharing of information between law enforcement, regulators and financial institutions. Financial Action Task Force has repeatedly recommended information sharing between various government bodies and financial institutions as a key to combatting money laundering as well as terrorist financing.*

6. How will publicly available beneficial ownership information impact your operations?

*It is likely that publicly available beneficial ownership information will increase both investigative leads and have an impact on police resources. Again there must be an increase to Provincial and Federal money laundering law enforcement resources to deal with the likely increase in investigations. Municipalities must prioritize their police resources to ensure there are mandatory minimum levels to deal with emergency calls. Although local law enforcement can be play a role in money laundering and organized crime investigations there must be more support dedicated to provincial and federal units.*

7. In your opinion, what degree of searching should the public have?

*The public should be able to have a similar search function as regulators and law enforcement as there is currently a shortage of police resources at the provincial and federal level. Engagement with the public, NGOs and academics can provide support in identifying illegality as well broader trends and issues.*

8. Are there any reasons to limit/expand the availability of information on the registry beyond what is described above in Chart 2?

*The information available as described in Chart 2 is sufficient.*

9. Are there other situations in which an individual's information should be obscured other than the scenarios described above?

*If the person is under the age of 19 their information should be obscured. Moreover, a person should be able to request their information to be obscured if their safety or their physical or mental health is at risk. These applications for an exemption should represent the exception and not the norm. In short, each obfuscation request should require evidence and documentation in order to thoroughly examine the credibility of the threat.*

10. What role should government play in making sure the beneficial ownership information is correctly reported?

*It is crucial that the Provincial government proactively verify the information provided to the registry on beneficial ownership. There should be enforcement actions and the inclusion of penalties and fines for providing incorrect information. Periodic and random audits should be conducted to test the veracity of the information provided.*

11. If there were a cost to search the database, would that change the way you interact with the beneficial ownership database?

*A reasonable annual cost to search the database would not affect the way the City of Richmond would use the database or the public. This cost should not be set at such a level that it will inhibit the majority of the public from using the database.*

12. Do you support the use of administrative penalties to ensure compliance? If so, what range of penalties is appropriate in light of the anti-money laundering goals?

*Administrative penalties and fines are critical to the integrity of the registry and to ensure compliance. A similar penalty and fine structure in place for the LOTA Part 6 should be utilized. LOTA offences committed by Corporations, trusts, and partnerships that fail to disclose property ownership could face fines of up to \$50,000 or 5 per cent of the assessed property value, whichever is greater.*

13. Do you support the use of suspensions or dissolutions of the corporation by the Corporate Registrar to ensure accurate beneficial ownership information is provided? Why? Why not?

*The City is supportive of suspensions or dissolutions of corporations to ensure compliance.*

14. How would a government-maintained registry of trusts impact your operations?

*Similar to a registry regarding LOTA trusts, partnerships, and corporations, the impact is likely to include an increase investigative leads, but these local law enforcement resources must be supported by full-time provincial and federal money laundering and organized crime resources. These provincial and federal resources should take the lead with most money laundering and organized crime investigations as they have requisite expertise, resources, and mandate to conduct these complex investigations that can often span international borders.*

15. Should the public have access to a government-maintained registry of trusts? Why? Why not?

*Similar to the LOTA registry, the public will play a key role in identifying potential illegality as well as key trends and issues. There are numerous NGOs and academic institutions as well as*

*private sector resources that can be leveraged if this registry is publicly accessible. Moreover, foreign law enforcement will also be able to utilize the database which will likely be key to the anti-money laundering and enforcement effectiveness of the registry.*

16. If a registry of trusts is created, what would be an appropriate consequence for noncompliance?

*Similar penalty and fine structure as is already envisioned under LOTA. LOTA offences committed by Corporations, trusts, and partnerships that fail to disclose property ownership could face fines of up to \$50,000 or 5 per cent of the assessed property value, whichever is greater.*

17. How would increasing the information collected about partnerships impact your operations?

*Increasing information about partnerships will have a similar impact as the LOTA registry in that it will increase investigative capabilities but will also demand more use of law enforcement resources. Again there must be an increase in provincial and federal law enforcement resources to deal with these new investigative leads.*

18. If further information is required of partnerships, what would be an appropriate consequence for non-compliant partnerships?

*Similar penalty and fine structure as is already envisioned under LOTA. LOTA offences committed by Corporations, trusts, and partnerships that fail to disclose property ownership could face fines of up to \$50,000 or 5 per cent of the assessed property value, whichever is greater.*

## Attachment Four: Response to Provincial Consultation regarding the Mortgage Broker Act

**Issue 1: Scope of the MBA**

- 1) Are there any unintended consequences or concerns with amending the scope of the MBA legislation to align with other modern provincial MBA legislation?

*The modernization of the MBA legislation to align with other modern provincial MBA legislation and, in particular, internationally accepted anti-money laundering measures is necessary. The Provincial government should seek to continuously improve financial regulatory legislation as the appearance of new modalities of money laundering and financial crime are a near constant. As has been demonstrated by three provincially sponsored reviews of money laundering from Dr. German and the Expert there is a vital need to modernize the MBA. The Province should also monitor and align with the recommendations from the Financial Action Task Force (FATF) which is the widely-accepted authority of anti-money laundering measures.*

- 2) To what extent should private lending be regulated?

*Mortgage Investment Corporations (MIC) and other private lenders involved in mortgages in BC should be regulated in order to protect borrowers and ensure the integrity of the financial system. As per the recommendations of Dr. German and the Expert Panel, these regulations should include beneficial ownership status, lending practices and the source of funds. Moreover, the lenders should be registered in a public searchable database similar to LOTA. The mortgage loans can be easily exploited by criminals and, in particular, money launderers, who attempt to obscure their activities from financial regulators. As chartered banks and credit unions, which are both federally and provincially regulated, continue to tighten mortgage lending standards there has been a correlational increase in private lending. Private lending now represents a significant portion of the national economy and it is vital that this sector be protected through regulation. Mortgage brokers should be compelled to file suspicious transactions reports as is mandated for banks and credit unions.*

- 3) Are there any other mortgage broker or lending activities that should be subject to regulatory oversight?

*In addition to the need to regulate MICs and private lenders and lessor for cars should be regulated. As was identified in the Dr. German report, "Turning the Tide - An Independent Review of Money Laundering in B.C. Real Estate, Luxury Vehicle Sales & Horse Racing," the car resale and leasing industry is at-risk for money laundering. Car loan lending and lease activities should be regulated. Luxury vehicle leases have been repeatedly targeted by organized crime in BC. Luxury car dealers should be required to report suspicious transactions, often involving cash or bank drafts, to FINTRAC. Some form of documented due diligence should be also be undertaken by these car dealers.*



## **Issue 2: Types of Licences and Related Obligations**

- 1) What are the challenges associated with moving to a more modern licencing regime described above?

*As noted in the Expert Panel report, the Province should have adequate resources who are trained and given the mandate to provide proactive verification and enforcement of a more modern licencing regime. The newly formed BC Financial Services Authority (BCFSA) must be given the mandate and capability to ensure compliance and to serve as a deterrent to non-compliance and fraud. This will entail a significant initial investment from the Province. A portion of licensing fees should be fenced to fund regulatory and enforcement resources.*

- 2) Are there disadvantages to continuous licensing the government should consider?

*As long as there are adequate enforcement and audit measures in place, a continuous licencing regime could prove to be efficient. However, it is vital that verification of reported information and inspections of the businesses are robust and are conducted by adequately resourced staff.*

## **Issue 3: Exemptions from Registration or Licencing**

- 1) In your view, what are the costs or benefits of matching the MBA registration exemptions to parallel modern mortgage legislation?

*Despite being governed by the Law Society of BC, lawyers should not be exempt from the MBA legislation. Under current Law Society of BC guidelines, lawyers are not required to complete suspicious transactions reports to FinTRAC.*

- 2) Is the exemption from registration for persons lending money on the security of land to provide housing for the person's employees still relevant?

*This exemption is no longer relevant.*

- 3) Are there any other persons currently exempted from registration either under the MBA or modern legislation that should not be exempted?

*The current exemptions are adequate with the notable exceptions of lawyers and the provision of exemption for persons lending to their employees.*

- 4) Are there any other persons that should be exempted from registration under the MBA?

*None.*

## **DUTIES OF ALL REGISTERED OR LICENCED PERSONS**

### **Issue 1: Duty to Act Fairly, Honestly and in Good Faith**

- 1) Do you have any concerns with matching modern mortgage legislation to include a duty to act fairly, honestly and in good faith?

*The duty to act fairly, honestly and in good faith should be included in new mortgage legislation or amendments.*

- 2) Should a positive obligation to require reporting misconduct be legislated?

*A positive obligation to require the reporting of misconduct should be legislated as this an effective practice in many professions in identifying a range of unethical as well as criminal behaviour.*

## **Issue 2: Insurance**

- 1) If you are a mortgage broker, do you currently have E&O insurance?

*Not applicable to the city.*

- 2) If you are a mortgage broker, what are your reasons for having or not having E&O insurance?

*Not applicable to the city.*

- 3) Is there any reason why E&O insurance should not be required?

*Not applicable to the city.*

## **DUTY TO BORROWERS**

### **Issue 1: Duty to Act in Borrowers' Best Interest and Mortgage Suitability**

- 1) What do you consider to be acting in the best interest of the borrower? What parts of that should be required by legislation?

*A similar requirement as the EU's mortgage credit directive (MCD) should be included. The duty to act honestly, fairly, transparently, and professionally, considering the rights and the interests of the consumer is integral to inhibiting predatory lending practices.*

- 2) If a duty is placed on a broker to determine suitability of a mortgage product for a borrower, what factors should a broker consider when determining suitability?

*A broker should consider the overall risk tolerance and financial knowledge of their clients as is the case with current regulations for the mutual funds and the security industries.*

- 3) Are there borrowers who do not require the protection offered by a duty to determine mortgage suitability?

*Borrowers who are financially knowledgeable, experienced and are well aware of their risk tolerance could be exempted.*

### **Issue 2: Disclosure of Brokerage Information**

- 1) Is there information that should or should not be included in disclosures to borrowers?

*It should be mandatory that the following information is disclosed:*

- *if the brokerage is owned by a mortgage lender or private investor, the name of that mortgage lender or private investor;*
- *the name and number of lenders or private investors,*
- *the steps that the brokerage took to confirm the identity of the lender and private investor,*
- *the fees, remuneration or penalties payable by the borrower in connection with the services offered by the mortgage brokerage, and*
- *potential conflicts of interest, (i.e., where the brokerage or a related person has an interest in the mortgage).*

### **Issue 3: Disclosure of Compensation Receivable or Payable**

- 1) Are there any specific concerns with providing the Registrar with the flexibility to strengthen the MBA disclosure requirements as needed?

*None and this flexibility is required as new AML and fraud modalities emerge.*

#### **Issue 4: Disclosure of Cost of Credit for Home Equity Loans**

- 1) Is there a reason why disclosure of the cost of borrowing should not be required in every instance where an individual takes out a mortgage secured against residential property?

*None. It should be disclosed in every instance.*

#### **Issue 5: Reverse Mortgages**

- 1) What are the benefits and costs of requiring independent legal advice before taking out a reverse mortgage?

*The benefits of requiring independent legal advice is that it would provide the uninformed borrower with a better understanding of their rights, obligations and commitments. However, there will be increased cost which will likely be passed on to the borrower.*

- 2) What is an appropriate extended cooling off period for reverse mortgages?

*The City has not specific comment on this question.*

- 3) Should disclosure of the effects of an interest rate change on the mortgage balance be required for reverse mortgages?

*Yes. Disclosure of the effects of an interest rate change on the mortgage balance would better protect and inform the consumer.*

- 4) Are there other disclosures or requirements that could better protect consumers not contemplated here?

*The City has no specific comment on this question at this time.*

### **DUTY TO LENDERS AND INVESTORS**

#### **Issue 1: Suitability of Investment**

- 1) Should the duty to disclose mortgage information be amended and limited to private investors?

*The City has no specific comment on this question at this time.*

- 2) Should the mortgage broker duty to a private investor include determining mortgage investment suitability?

*A mortgage brokers' duty to a private investor should include determining mortgage investment suitability.*

### **Issue 2: Best Interest of Private Investor**

- 1) Are there potential conflicts between the duties to a borrower as outlined above and acting in the best interest of a private investor?

*The City has no specific comment on this question at this time.*

- 2) What would be the effect, if any, on your mortgage brokerage business if you are prohibited from acting for both the borrower and the private investor in a mortgage transaction?

*The City has no specific comment on this question at this time*

### **Issue 3: The Securities Act**

- 1) Does the current division of regulatory oversight between the Securities Act and the MBA create gaps or unnecessary duplication in regulation or oversight?

*The City has no specific comment on this question at this time.*

### **Issue 4: Disclosure of Compensation Receivable or Payable**

- 1) Should the disclosure to lenders of potential conflict of interests be limited and only required if the lender is a private investor?

*The City has no specific comment on this question at this time.*

## **MODERN REGULATORY REQUIREMENTS AND POWERS**

### **Issue 1: Regulations and Rule Making Powers**

- 1) Please, provide your views on the Authority being provided with the power to make rules under the MBA?

*The City has no specific comment on this question at this time.*

### **Issue 2: Annual Information Returns**

- 1) What concerns, if any, would you have with requiring an annual information return from all brokerages and administrators?

*None.*

- 2) What are the expected impacts to your business in requiring audited financial statements in place of an accountant's report on trust funds?

*Not applicable to the city.*

### **Issue 3: Enforcement and the BPCPA**

- 1) Would the administrative and enforcement provisions be clearer if they were all embedded directly in the MBA, and not split between the MBA and the BPCPA?

*The City has no specific comment on this question at this time.*

- 2) If enforcement provisions continue to be split, are there clarifications that could be made in the MBA to reduce complexity and uncertainty?

*The City has no specific comment on this question at this time.*

### **Issue 4: Enforcement**

- 1) Do you have any suggestions on ways to further improve enforcement powers and remedies?

*Enforcement and verification resources should be adequately staffed and funded as was identified in the Expert Panel's report.*

- 2) Given the significant monetary value of mortgages and the significant increase to penalties provided in other legislation that regulates real estate services is the current \$50,000 limit on the administrative penalties still appropriate?

*Fines and penalties could be modernized and aligned with the Real Services Act whose maximum administrative penalty was increased from \$20,000 to \$500,000 for brokerages and from \$10,000 to \$250,000 in any other case.*



# City of Richmond

## Report to Committee

**To:** General Purposes Committee **Date:** February 11, 2020  
**From:** Cecilia Achiam **File:** 12-8275-06/2019-Vol 01  
 General Manager, Community Safety  
**Re:** **Proposed Interim Inter-Municipal Business Licence Bylaws for Ride-Hailing Services**

### Staff Recommendation

1. That Inter-Municipal Business Licence Agreement Bylaw No. 10134, to allow the City to enter into an agreement with partner municipalities for ride-hailing services, be introduced and given first, second and third readings.
2. That Inter-Municipal Business Licence Bylaw No. 10159, which specifies various licensing terms for ride-hailing, be introduced and given first, second and third readings.
3. That staff be directed to report back on the development of a permanent inter-municipal business licence for ride-hailing services.

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

Att. 4

REPORT CONCURRENCE	
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>
Law	<input checked="" type="checkbox"/>
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> CA
<b>APPROVED BY CAO</b> 	

## Staff Report

### Origin

A suite of amendments to the *Passenger Transportation Act* and *Motor Vehicle Act* regulations came into effect on September 16, 2019 that provide the legislative basis for introducing Transportation Network Services (TNS), commonly known as ride hailing services. The Province now has sole authority to regulate company fleet size and operational boundaries, to set vehicle standards and to issue driver Chauffeur Permits. Municipalities retain the ability to:

- require TNS to obtain municipal business licences in addition to the provincial licence to operate approved by the Passenger Transportation Board (PTB);
- set business licence requirements; and
- regulate business activities, such as street and curb use and pick-up and drop-off locations, through bylaws.

The PTB established a regional cross-municipal approach to ride-hailing. Richmond is part of Region 1 (Metro Vancouver, Fraser Valley and Squamish-Lillooet), comprised of 32 municipalities. On December 12, 2019, the Mayors' Council directed TransLink to "facilitate the process to reach agreed upon terms for a draft bylaw for an interim Inter-Municipal Business Licence (IMBL)" for ride-hailing in Region 1 by January 31, 2020 for adoption by participating municipal councils.

Richmond is a member of the municipal staff-led Working Group, supported by TransLink and Ministry of Municipal Affairs and Housing staff, who met weekly through January 2020 to develop the interim IMBL. This report recommends that Richmond participate in the interim IMBL per the terms of the proposed business licence bylaws. The proposed interim IMBL will streamline the licensing process across the region and allow TNS to operate in all participating municipalities (Attachment 1) with a single business licence.

This report supports Council's Strategic Plan 2018-2022 Strategy #7 A Supported Economic Sector:

*Facilitate diversified economic growth through innovative and sustainable policies, practices and partnerships.*

*7.3 Attract businesses to locate in Richmond and support employment and training opportunities in Richmond as we grow.*

### Background

#### Development of Interim Inter-Municipal Business Licence

An IMBL is a business licence that allows mobile businesses to operate across participating municipalities with the purchase of one licence. Generally, an IMBL offers the following benefits: increased licence compliance, reduced application processing amongst municipalities, increased consumer choices, and reduced costs for businesses. An IMBL is formed through two common bylaws enacted by each participating municipality:



- IMBL Agreement Bylaw: allows municipalities to enter into an agreement with the partner municipalities and addresses terms such as the fee, revenue sharing formula and distribution, and overall administration of the licence.
- IMBL Bylaw: governs the licensee and specifies various licensing terms.

For each IMBL, participating municipalities work together to determine:

- the types of businesses eligible to be covered under each IMBL (e.g., trades/construction);
- how much to charge for an IMBL;
- the model for collecting and sharing revenue from the sales of the IMBL (e.g., seller retains revenue from sales or cost-sharing among jurisdictions); and
- the terms of the bylaw to be enacted by each participating municipality.

In Region 1, there are four existing sub-regional IMBL groups: Fraser Valley, Metro West (of which Richmond is a member), North Shore and Tri-cities that cover mobile businesses such as trades, construction and catering. None of these existing IMBLs apply to vehicles for hire or any other transport services.

The process of developing an IMBL generally takes six months to a year. For ride-hailing, a year-long process carried the risk that a patchwork of municipal licensing frameworks would emerge and have a potentially negative impact on the regional roll-out of the industry. In response to direction from the Mayors' Council in mid-December 2019, Region 1 municipalities commenced work to draft an interim IMBL in late December 2019. An IMBL Working Group was established and met weekly throughout January 2020 to develop the proposed IMBL for ride-hailing companies.

The proposed interim IMBL bylaws establish licensing authority, licence fee and structure, licence conditions, and licence fee revenue sharing among participating municipalities. The terms of the bylaws represent the outcome of two-thirds majority-based voting by the IMBL Working Group members. Participating municipalities will bring reports to their Councils in February and March 2020 recommending approval of the bylaws as presented.

## **Analysis**

### Proposed Terms of the Interim IMBL

The key terms of the proposed interim IMBL bylaws are described in further detail below.

#### *Licensing Authority*

The City of Vancouver will be the licensing authority (sole issuer) for the IMBL. All TNS companies will need to obtain a licence from Vancouver in order to operate in any of the participating Region 1 municipalities.

Given the expedited timeframe to develop a licensing scheme, the Working Group agreed that the City of Vancouver is well-positioned for this role as it has developed an infrastructure to support tracking and issuing TNS business licences.

### *Licence Fee and Structure*

TNS companies will pay a company fee of \$155 plus a standard vehicle fee of \$150 for each vehicle. The following incentives are proposed for zero emission and wheelchair accessible vehicles:

- *Zero Emission Vehicles*: a \$30 fee per vehicle provides a meaningful incentive while acknowledging that the vehicles have an administrative cost and physical impact on streets.
- *Wheelchair Accessible Vehicles*: the fee per vehicle will be waived (i.e., \$0) as these vehicles are understood to be more expensive to purchase and maintain than non-accessible vehicles, and municipalities want to encourage their participation in ride-hailing as much as possible.

Licence fees are to be pro-rated to align with the City of Vancouver's calendar licensing structure. Companies will self-report monthly all new vehicles operating under their licence, and whether they are standard, accessible or zero emission. Once a vehicle has been reported and the associated fee paid, the vehicle may operate for the remainder of the calendar year. Participating municipalities will be advised monthly of new vehicle additions for the purposes of street use management.

The IMBL Working Group established the proposed vehicle fee structure based on the following factors:

- can be implemented immediately;
- enables incentives for specific vehicle types;
- is equitable among companies of all fleet sizes;
- has the aim of achieving administrative program cost-recovery (Attachment 2) and program cost-recovery for participating municipalities associated with monitoring business activity and community impacts; and
- is comparable to licensing costs in other Canadian jurisdictions such as the City of Calgary.

### *Licence Fee Revenue Sharing*

Licence fee revenue will be shared among participating municipalities. The City of Vancouver will first retain funds sufficient to recover costs for set-up and administration of the licence program (Attachment 2) and remaining revenues will be shared based on the percent of total regional pick-ups and drop-offs that occur within each municipality.

Year 1 of the IMBL program includes set-up costs that are expected to decrease in subsequent years as the program is regularized. At the end of each licence year, the City of Vancouver will provide participating municipalities with a year-end account of costs and revenue to be shared.

### *Licence Requirements*

Companies will be required to comply with the municipal bylaws and regulations of each participating municipality as well as any provincial or federal laws that may apply within any jurisdiction. Each participating municipality will retain authority to enforce its own bylaws (e.g., street and traffic regulations) and also to suspend or cancel an IMBL. As suspension or cancellation of a licence would affect all participating municipalities, staff in participating

municipalities will establish a shared protocol for escalating enforcement prior to any municipality considering suspension or cancellation. This protocol will include communicating with the Provincial Registrar and Passenger Transportation Branch about on-going concerns with a company or vehicle.

The Province will be enforcing compliance with provincial regulations and licence conditions. Field investigations will be carried out by the Commercial Vehicle Safety and Enforcement (CVSE) Branch; the Registrar of the Passenger Transportation Branch is authorized to investigate and audit companies for issues including compliance with licence conditions and public safety. At this time, it is unclear how many provincial enforcement staff will be assigned to address potential issues in Metro Vancouver.

In addition to the enforcement provided by the Province, the City will continue to assist with the enforcement of illegal vehicle for hire operations (i.e., unlicensed taxis or TNS) operating in Richmond without a business licence. As the enforcement of operators with a Provincial licence is within the jurisdiction of the Province, there are no plans to add additional ticketing or enforcement measures to City of Richmond bylaws.

#### *Data Submission Requirements*

The provincial Passenger Transportation Branch collects comprehensive vehicle and trip data from TNS companies as a condition of the PTB licence. The Province advised the Working Group in early February 2020 that municipalities will be able access this data through a Partnership Agreement with the Passenger Transportation Branch. The data received will be used to monitor and evaluate the impact of ride-hailing in Richmond including congestion and parking/loading impacts. The data can also be used to audit compliance with licensing and bylaws related to street use and parking.

Accordingly, detailed data submission will not be required as part of the IMBL; municipalities will benefit from access to the provincial data and companies will benefit from not having to duplicate data submission efforts. As a condition of the IMBL, licenced ride-hailing companies will still be required to report the total number of pick-ups and drop-offs occurring in each participating municipality so as to enable the City of Vancouver to calculate the share of revenue owed to each participating municipality.

#### TNS Industry Consultation

The Working Group held an industry information session on January 22, 2020. All 17 TNS operators who had applied to the PTB to operate in Region 1 at that time were invited. Participants were informed about the proposed IMBL framework, including specifics such as fee structure and data requirements. Fifteen of the applicants invited sent representatives. In addition to the comments given during the information session, three companies subsequently submitted written comments as invited by the Working Group.

The TNS industry representatives were generally appreciative of the expedited IMBL process, particularly as two of the applicants received PTB approval during the process and had a more urgent need for an IMBL.

The key concerns identified by the TNS industry representatives were:

- Fee Structure and Smaller Operators: the fee structure disadvantaged smaller operators who are less able to absorb the per vehicle charges compared to larger operators.
- Fee Structure and TNS Fluidity: the way that fees are charged – based on licence plate rather than number of vehicles in operation – do not match the nature of the ride-hailing industry which tends to have high driver turnover.
- Data Requirements and Granularity: the requirement to submit granular data (i.e., GPS coordinates to six decimal places) with respect to customer privacy.

The fee structure concerns are significant enough and industry perspectives varying enough that further work and consultation is required, which was not possible prior to the January 31, 2020 deadline for preparing the proposed interim IMBL. The Working Group will consider options to address these concerns as part of the forthcoming permanent IMBL.

Regarding data requirement concerns, the Working Group has since determined that detailed data submission will not be required as part of the IMBL. Municipalities will access provincially collected data through a Partnership Agreement with the provincial Passenger Transportation Branch.

Comparison of Existing Taxi Licence Structure and Proposed Interim IMBL

The proposed IMBL is modelled on the City of Vancouver’s existing ride-hailing business licence as enacted by its Council in October 2019. Table 1 compares the terms of the City of Richmond’s existing taxi licence structure and the proposed IMBL for TNS.

Table 1: Comparison of Existing Taxi Licence and Proposed IMBL for TNS

Licence Term	Existing City of Richmond Taxi Licence	Proposed IMBL for Ride-Hailing	Difference
Operating Area	Richmond (per PTB licence)	Region 1 (per PTB licence)	Both governed by terms of the PTB licence
Annual Fee	\$143 company fee	\$155 company fee	Increase of \$12 for TNS
	\$132 vehicle fee (all classes) to maximum cap of \$4,007	\$150 standard vehicle fee with no maximum cap	Increase of \$18 for TNS with no maximum cap
		\$0 accessible vehicle fee	Decrease of \$132 for TNS
		\$30 zero emission vehicle fee with no maximum cap	Decrease of \$102 for TNS with no maximum cap

Given the City’s maximum cap on vehicle fees for taxis, TNS will pay more per vehicle and in total under the interim IMBL when compared to taxis. To date, the PTB has licenced five TNS companies to operate in Region 1. Of these, the City has currently licenced Uber and Lyft similar to taxis in lieu of an IMBL, as was discussed in the staff report presented to Council in September 2019. Should the City participate in the interim IMBL, the business licence fees paid by these companies will apply towards the cost of the IMBL fees.

Equity between Taxis and TNS

At its September 9, 2019 meeting, Council resolved to send a letter to the Province, the Vancouver Airport Authority (VAA) and the PTB to request that they address the discrepancies

between taxi and TNS regulations including fleet size vehicle cap, operating boundaries, fee structures, payment and booking structures, trade dress and vehicle identifiers, accessibility and low emission vehicle requirements, and vehicle age. Responses were received from VAA (Attachment 3) and the Minister of Transportation and Infrastructure (Attachment 4). The Minister advised that the PTB Chair was made aware of the City's concerns.

Similarly, at its January 30, 2020 meeting, the Mayors' Council resolved to:

- request a meeting with the Passenger Transportation Board Chair to report on their response to matters of mutual interest;
- urge municipalities within Region 1 to harmonize existing municipal fees on taxicabs with the fees proposed in the IMBL for ride-hailing; and
- urge the Province and the PTB to level the playing field between taxis and TNS by:
  - (a) reviewing taxi boundaries, fleet caps and insurance requirements, and
  - (b) ensuring that a solid mechanism is put in place to subsidize those approved TNS vehicles or taxis that provide adequate accessible services for customers who rely on mobility devices such as wheelchairs and scooters.

With respect to the harmonization of municipal fees on taxicabs and TNS as proposed in the interim IMBL, the City's existing vehicle fee means that taxi operators typically pay less than TNS operators under the IMBL. Harmonization would result in increased fees for taxis operating in Richmond.

### Next Steps

#### *Development of Permanent IMBL*

Given the expedited process for development of the interim IMBL, the proposed terms of the bylaws should be understood as provisional. Following adoption of the interim IMBL, the process will move into the next phase to develop a permanent IMBL. This will provide opportunities to address TNS industry concerns and consider refinement of the interim IMBL terms based on participating municipalities' assessment of the effectiveness of the interim IMBL over the coming months as more TNS companies are licensed and operating.

Opportunities to include limousines will also be considered as they are also authorized by the PTB to operate across municipal boundaries. The PTB has announced that it will review its regulations with regard to taxi operating areas, but at this time taxis cannot be considered for an IMBL as they are largely restricted to operating within single municipalities. Development of a permanent IMBL for TNS is targeted for completion by the end of 2020.

#### *City Bylaw Amendments*

Amendments to the following City bylaws are required to harmonize with the provincial legislation for TNS. This process will include consideration for harmonizing the City's existing fees on taxicabs with the fees proposed in the IMBL for ride-hailing.

- Business Regulation - Vehicle for Hire - Bylaw No. 6900: Licensing of companies, vehicles and drivers of passenger directed vehicles (taxis and limousines) has included issuance of a City-owned vehicle for hire plate, annual renewal decals, requirement of a chauffeur's permit, and semi-annual vehicle inspections. Licence requirements that duplicate or are contrary to provincial legislation must be removed to align with the new provincial regulations. These changes include the removal of requirement of chauffeur's permit for taxis, limousines and TNS.
- Business Licence Bylaw No. 7360: Creation of TNS as a new class of vehicle within the vehicle for hire use category. As with the amendments to Bylaw No. 6900, licence requirements that are contrary to provincial legislation must be removed (e.g., removal of requirement of chauffeur's permit for taxis, limousines and TNS).
- Municipal Ticket Information Authorization Bylaw No. 7321: Offences related to the Vehicle for Hire Bylaw that are not aligned with provincial legislation must be removed (e.g., failure to display a Chauffeur's Permit).

Staff anticipate bringing forth the bylaw amendments in Q4 2020.

#### *Street and Traffic Operations*

Upon review of the existing provisions of Traffic Bylaw No. 5870, staff conclude that no amendments are required at this time to harmonize with provincial legislation for TNS. TNS vehicles will be permitted to use existing loading and taxi zones including those already established at Canada Line stations. This approach ensures equity between taxi and TNS companies and the efficient use of curbside space.

The impact of ride-hailing services in terms of potential increased congestion and curbside activity in Richmond's City Centre is unknown but anticipated to be less than within the City of Vancouver's metro core. To support the introduction of TNS, which can complement rapid transit as a first/last mile travel option and provide flexible employment opportunities, staff do not propose the implementation of street management measures at this time.

Following the introduction of TNS in Richmond, staff will monitor traffic operations and curbside activity as well as analyze monthly trip and vehicle data (to be made available by the IMBL) to determine if future street management measures are required to mitigate any resulting negative impacts. Potential measures could include:

- Expansion of Passenger Zones: Increase the number of reserved on-street spaces for passenger loading and unloading in areas of high demand. Per Traffic Bylaw No. 5870, the Director, Transportation has the authority to designate such zones.
- Geo-Fencing: Work with ride-hailing companies to optimize pick up and drop off activity in high demand areas through a virtual perimeter incorporated into ride-hailing apps that re-directs passengers to designated passenger zones.
- Curbside Management Fees: Implementation of a permit fee when using curbside areas outside of designated loading/passenger zones. The fee could be reduced or waived to encourage the use of zero emission or accessible vehicles.

Should future conditions warrant street management measures, staff would seek Council approval for any proposed measures prior to implementation.

**Financial Impact**

None.

**Conclusion**

There is strong public support for ride-hailing in the Lower Mainland and to date, the Province has authorized three companies to operate in Region 1 (Metro Vancouver, Fraser Valley and Squamish-Lillooet) including two in Metro Vancouver. The proposed interim Inter-Municipal Business Licence (IMBL) for ride-hailing will support the regional roll-out of the industry: companies will be able to operate in participating municipalities with only one business licence. Staff recommend that Council approve the City’s participation in the interim IMBL for ride-hailing companies under the terms described in this report.



Carli Williams, P.Eng.  
Manager, Community Bylaws  
(604-276-4136)



Joan Caravan  
Transportation Planner  
(604-276-4035)

JC:jc

- Att. 1: Proposed IMBL for TNS – Participating Municipalities
- Att. 2: Proposed IMBL for TNS – Cost-Recovery
- Att. 3: Response from Vancouver Airport Authority re City Request to Address Discrepancies between Taxi and TNS Regulations
- Att. 4: Response from Minister of Transportation and Infrastructure re City Request to Address Discrepancies between Taxi and TNS Regulations

## Proposed IMBL for TNS – Participating Municipalities

<b>Municipality</b>	<b>Regional District</b>
Bowen Island Municipality	Metro Vancouver
City of Abbotsford	Fraser Valley
City of Burnaby	Metro Vancouver
City of Chilliwack	Fraser Valley
City of Coquitlam	Metro Vancouver
City of Delta	Metro Vancouver
City of Maple Ridge	Metro Vancouver
City of Port Coquitlam	Metro Vancouver
City of Port Moody	Metro Vancouver
City of Richmond	Metro Vancouver
City of Surrey	Metro Vancouver
Corporation of the District of West Vancouver	Metro Vancouver
District of Squamish	Squamish-Lillooet
The City of Pitt Meadows	Metro Vancouver
The City of Vancouver	Metro Vancouver
The Corporation of the City of Langley	Metro Vancouver
The Corporation of the City of New Westminster	Metro Vancouver
The Corporation of the City of North Vancouver	Metro Vancouver
The Corporation of the City of Port Coquitlam	Metro Vancouver
The Corporation of the City of White Rock	Metro Vancouver
The Corporation of the District of North Vancouver	Metro Vancouver
The Corporation of the Township of Langley	Metro Vancouver
Resort Municipality of Whistler	Squamish-Lillooet
Village of Anmore	Metro Vancouver
Village of Harrison Hot Springs	Fraser Valley
Village of Lions Bay	Metro Vancouver



**Proposed IMBL for TNS – Cost-Recovery**

Estimated Year 1 Program Cost Total: \$140,000

Costs include:

- privacy management
- legal services
- policy development
- corporate overhead, materials and rent
- licence processing including fee administration and reconciliation

The City of Vancouver will retain licence fee revenue sufficient to recover IMBL administrative program costs. Any remaining funds will be distributed among participating municipalities based on the percent of total regional pick-ups and drop-offs that occur within each of their boundaries.

**Response from Vancouver Airport Authority re City Request to  
Address Discrepancies between Taxi and TNS Regulations**



October 1, 2019

His Worship Malcolm D. Brodie  
Mayor, City of Richmond  
6911 No. 3 Road  
Richmond, BC V6Y 2C1

Dear Mr. Mayor,

Thank you for your letter of September 13, 2019 addressed to Annalisa King, informing Vancouver Airport Authority of the resolution adopted by Richmond City Council which outlines considerations for the Province and Passenger Transportation Board regarding their newly established taxi modernization and ride-hailing service regulations.

At the outset, I note that as the organization that manages Vancouver International Airport, Vancouver Airport Authority does not have authority over the considerations outlined in the resolution. Those are exclusive to and shared between the Passenger Transportation Board and Ministry of Transportation and Infrastructure through the Passenger Transportation Branch.

With that said, Vancouver Airport Authority does support the collection of data from taxi and ride-hailing companies, as mandated by Bill 55. In our discussions with the Passenger Transportation Branch and Province, we have encouraged them to share that data with the Vancouver Airport Authority so we can make data-driven decisions in the future.

Vancouver Airport Authority supports the introduction of greater transportation options for passengers coming to and from the airport. We have made significant progress with preparing our operations for the introduction of ride-hailing services and would be pleased to meet with Richmond staff to share insights that may be helpful as your municipality continues with its preparations.

Thank you for writing and sharing Richmond Council's comments with us.

Sincerely,

A handwritten signature in black ink, appearing to be 'Scott Norris', written over a circular scribble.

Scott Norris  
Vice President, Commercial Development

cc: Catharine Read, Chair, Passenger Transportation Board  
Jeremy Wood, Senior Legislative Director, Ministry of Transportation and Infrastructure  
Steven Kaywood, Executive Lead, Taxi Modernization and Ride Hailing, MoTI

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**Response from Minister of Transportation and Infrastructure re City Request to Address Discrepancies between Taxi and TNS Regulations**



TO: MAYOR & EACH COUNCILLOR  
FROM: CITY CLERK'S OFFICE

XR 6460-04  
8275-02

OCT 25 2019

His Worship  
Mayor Malcolm Brodie  
City of Richmond  
6911 No. 3 Road  
Richmond BC V6Y 2C1

Reference: 288954

Dear Mayor Brodie,

**Re: Ride-hailing**

Thank you for your letter of September 13, 2019, regarding the City of Richmond's resolution about ride-hailing services. I appreciated the opportunity to review your thoughts on this matter.

Over the past two years, our government has worked hard to support the modernization of the taxi industry in advance of the introduction of ride-hailing services. In September 2018, the Passenger Transportation Board allowed licensees to increase their fleet size by 15 per cent to give them a head start before ride-hailing companies entered the market. Taxi companies also have the opportunity to use app-based technologies.

As you likely know, decisions about boundaries, fleet sizes and rates for taxis and ride-hailing are made exclusively by the independent Passenger Transportation Board. I know the Board is committed to keeping B.C.'s passenger transportation industry diverse, stable and competitive. Following consultations with the taxi and ride-hailing industries this summer, the Board decided not to initially restrict ride-hail company fleet sizes.

As you are aware, I have written to Board Chair Catharine Read to express my view that the Board should consider the impact its decisions have on the taxi industry and traffic congestion on our roads. The Board has indicated it will monitor ride hailing performance data and may review fleet sizes when the data is available. This data will also allow B.C. to address issues such as congestion, safety and greenhouse gas emissions that some jurisdictions have experienced following a sudden surge in the number of ride-hailing vehicles on the road.

I have confidence that the Board understands its mandate to make passenger transportation decisions in the public interest. The provincial government would like to see the Board revisit the matter in a timely way to ensure the viability of the taxi industry alongside ride-hailing services.

.../2

Ministry of Transportation and Infrastructure

Office of the Minister

City of Richmond  
**RECEIVED**  
OCT 25 2019  
MAYOR'S OFFICE

Mailing Address:  
Parliament Buildings  
Victoria BC V8V 1X4

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OCT 25 2019  
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**CNCL - 155**

**Response from Minister of Transportation and Infrastructure re City Request to  
Address Discrepancies between Taxi and TNS Regulations**

-2-

Regarding your comments about accessibility, new regulations require all rides offered by ride-hailing companies in non-accessible vehicles to include a \$0.30 per trip fee to the provincial government. Accessible vehicles will not be charged this fee. The revenues from the per trip fees will be used to enhance accessible transportation, and the ministry will be working closely with the accessibility community on how best to allocate those funds.

Other new regulations permit side-entry in addition to rear-entry for accessible taxis and ride-hail vehicles, making it easier for more vehicles to become accessible. I know many people with disabilities rely on accessible taxis for their transportation needs, and it is important that this option continue to be available to them. We heard from the taxi industry that the previous rear-entry only requirement created challenges, and we anticipate this change will help increase the supply of accessible vehicles on the streets.

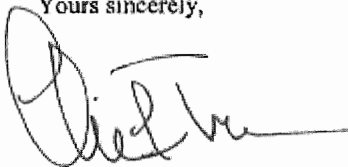
I have ensured Chair Read is aware of your comments regarding in-vehicle cameras, interior trade/dress identifiers, data sharing, low emission vehicle requirements, vehicle age and insurance.

We have taken many steps to ensure the taxi industry remains an important part of our transportation network, and we will continue to work hard to minimize any negative impacts to the taxi industry as ride-hailing is introduced.

If you have any questions, please do not hesitate to contact Steven Haywood, the ministry's Executive Lead for Taxi Modernization and Ride-Hailing. He may be reached at 604 220-7176 or by email at [Steven.Haywood@gov.bc.ca](mailto:Steven.Haywood@gov.bc.ca) and would be pleased to hear from you.

Thank you again for taking the time to write.

Yours sincerely,



Claire Trevena  
Minister

Copy to: Catharine Read, Chair  
Passenger Transportation Board

Steven Haywood, Executive Lead  
Taxi Modernization and Ride-Hailing



Inter-Municipal Business Licence Agreement Bylaw No. 10134

WHEREAS Part 7, Division 3, Section 14 of the Community Charter confers upon the City of Richmond (the "City") the authority to, by bylaw, establish an inter-municipal scheme in relation to on or more matters for which they have authority under the Community Charter or the Local Government Act.

AND WHEREAS this is a Bylaw authorizing the City to enter into an agreement among the participating municipalities, including, but not limited to, the City of Vancouver and the City of Richmond, (collectively, the "Participating Municipalities") regarding an Inter-municipal Transportation Network Services Business Licence Scheme.

NOW THEREFORE, the Council of the City of Richmond, in public meeting, enacts as follows:

- 1. Council authorizes the Chief Administrative Officer and the General Manager, Community Safety to negotiate, execute and deliver an Agreement, between all, or substantially all, of the Participating Municipalities, substantially in the form and substance attached to this Bylaw as Schedule "A".
2. This Bylaw is cited as the "Inter-municipal Business Licence Agreement Bylaw No. 10134".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

Four horizontal lines for signatures or initials.

Stamp: CITY OF RICHMOND, APPROVED for content by originating dept. (with signature), APPROVED for legality by Solicitor (with signature).

\_\_\_\_\_  
MAYOR

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

## Schedule "A"

### Schedule A

#### Inter-municipal TNS Business Licence Agreement

WHEREAS the City of Burnaby, the Corporation of Delta, the Corporation of the City of New Westminster, the City of Richmond, the City of Vancouver, the City of Abbotsford, the Village of Anmore, the Bowen Island Municipality, the City of Chilliwack, the City of Coquitlam, the Corporation of the District of Kent, the City of Langley, the Corporation of the Township of Langley, the Village of Lions Bay, the City of Maple Ridge, the Corporation of the City of North Vancouver, the Corporation of the District of North Vancouver, the Corporation of the City of Pitt Meadows, the Corporation of the City of Port Coquitlam, the City of Port Moody, the District of Squamish, the City of Surrey, the City of Vancouver, the Corporation of the District of West Vancouver, the Resort Municipality of Whistler, and the City of White Rock (the "*Participating Municipalities*"), wish to permit transportation network services ("*TNS*") businesses to operate across their jurisdictional boundaries thereby eliminating the need to obtain a separate municipal business licence in each jurisdiction;

NOW THEREFORE the *Participating Municipalities* agree as follows:

1. The *Participating Municipalities* agree to establish an *Inter-municipal TNS Business Licence* scheme among the *Participating Municipalities*, pursuant to section 14 of the *Community Charter* and section 192.1 of the *Vancouver Charter*.
2. The *Participating Municipalities* will request their respective municipal Councils to each ratify this Agreement and enact a by-law to implement an *Inter-municipal TNS Business Licence* scheme effective April 1, 2020.
3. In this Agreement:

"*Accessible Vehicle*" means a motor vehicle designed and manufactured, or converted, for the purpose of transporting persons who use mobility aids;

"*Administrative Costs*" means the direct and indirect costs and investments attributable to setting up and administering the *Inter-municipal TNS Business Licence* scheme, including wages, materials, corporate overhead and rent;

"*Business*" has the same meaning as in the *Community Charter*;

"*Community Charter*" means the *Community Charter*, S.B.C. 2003, c. 26, as may be amended or replaced from time to time;

"*Inter-municipal TNS Business*" means a *TNS Business* that has been licensed to operate in the Region 1 operating area by the Passenger Transportation Board;

"*Inter-municipal TNS Business Licence*" means a business licence which authorizes an *Inter-municipal TNS Business* to be carried on within the jurisdictional boundaries of any or all of the *Participating Municipalities*;

*"Inter-municipal TNS Business Licence By-law"* means the by-law adopted by the Council of each *Participating Municipality* to implement the *Inter-municipal TNS Business Licence* scheme contemplated by this Agreement;

*"Mobility Aid"* has the same meaning as in the *Passenger Transportation Act*, S.B.C 2004, c. 39, as may be amended or replaced from time to time;

*"Municipal Business Licence"* means a licence or permit, other than an *Inter-municipal TNS Business Licence*, issued by a *Participating Municipality* that authorizes a *Business* to be carried on within the jurisdictional boundaries of that *Participating Municipality*;

*"Participating Municipality"* means any one of the *Participating Municipalities*;

*"Premises"* means one or more fixed or permanent locations where the *TNS Business* ordinarily carries on *Business*;

*"TNS Business"* means a person carrying on the business of providing *Transportation Network Services*;

*"Transportation Network Services"* has the same meaning as in the *Passenger Transportation Act*, S.B.C 2004, c. 39, as may be amended or replaced from time to time;

*"Vancouver Charter"* means the *Vancouver Charter*, S.B.C. 1953, c. 55, as may be amended or replaced from time to time; and

*"Zero Emission Vehicle"* means a motor vehicle that is exclusively propelled by electricity or hydrogen from an external source.

4. Subject to the provisions of the *Inter-municipal TNS Business Licence By-law*, each *Participating Municipality* will permit a *TNS Business* that has obtained an *Inter-municipal TNS Business Licence* to carry on the *Business* of providing *Transportation Network Services* within that *Participating Municipality* for the term authorized by the *Inter-municipal TNS Business Licence* without obtaining a *Municipal Business Licence* for the *TNS Business* in that *Participating Municipality*.

5. All *Inter-municipal TNS Business Licences* will be issued by the City of Vancouver.

6. The City of Vancouver may issue an *Inter-municipal TNS Business Licence* to a *TNS Business* if the *TNS Business* is an *Inter-municipal TNS Business* and meets the requirements of the *Inter-municipal TNS Business Licence By-law*, in addition to the requirements of the City of Vancouver's License By-law No. 4450.

7. Notwithstanding that a *TNS Business* may hold an *Inter-municipal TNS Business Licence* that would make it unnecessary to obtain a *Municipal Business Licence* for the *TNS Business* in the *Participating Municipalities*, the *TNS Business* must still comply with all orders and regulations under any municipal business licence by-law in addition to those under any other by-laws, regulations, or provincial or federal laws that may apply within any jurisdiction in which the *TNS Business* carries on *Business*.

8. Any *Participating Municipality* may require that the holder of an *Inter-municipal TNS Business Licence* also obtain a *Municipal Business Licence* for any *Premises* that are maintained by the licence holder within the jurisdiction of the *Participating Municipality*.

9. The annual *Inter-municipal TNS Business Licence* fee is \$155, plus \$150 for each vehicle operating under the authority of the *Inter-municipal TNS Business*, except that the per vehicle fee for *Zero Emission Vehicles* will be \$30, and there will be no per vehicle fee charged for *Accessible Vehicles*. Any fees paid by an applicant to any *Participating Municipality* for a *Municipal Business Licence* for the *TNS Business* prior to the availability of the *Inter-municipal TNS Business Licence* that are not refunded by that *Participating Municipality* will be credited against the initial *Inter-municipal TNS Business Licence* fee owing under this section 9.

10. The fee for any additional vehicles that begin operating under the authority of an *Inter-municipal TNS Business License* holder after the annual license fee is paid will be the per vehicle fee set out in section 9, pro-rated by dividing the applicable annual per vehicle fee by 12 and multiplying the resulting number by the number of months remaining in that calendar year, including any partial months which will be counted as whole months.

11. The City of Vancouver will distribute the revenue generated from *Inter-municipal TNS Business Licence* fees amongst all *Participating Municipalities* based on the City of Vancouver retaining an amount to cover its *Administrative Costs*, with the remaining fees to be distributed proportionally to the *Participating Municipalities*, including the City of Vancouver, based on the number of pick-ups and drop-offs in that *Participating Municipality*. The City of Vancouver will provide the other *Participating Municipalities* with an itemized accounting of the fees collected and disbursed, including an accounting of its *Administrative Costs*, at the time it distributes the remaining fees to those *Participating Municipalities*.

12. If the revenue generated from *Inter-municipal TNS Business Licence* fees in the initial year is insufficient to cover the *Administrative Costs* relating to the initial set up of the scheme, then the City of Vancouver may retain such portion of the *Inter-municipal TNS Business Licence* fees collected in the subsequent year or years as is necessary to reimburse the City of Vancouver for such initial *Administrative Costs*, until the full amount has been recovered.

13. Any revenue payable to a *Participating Municipality* in the initial year will be offset by any fees collected and not refunded by that *Participating Municipality* for a *Municipal Business Licence* for the *TNS Business* prior to the availability of the *Inter-municipal TNS Business Licence*, and if the fees collected by the *Participating Municipality* exceed the amount owing to that *Participating Municipality*, then that *Participating Municipality* shall remit the difference to the City of Vancouver for inclusion in the revenue distribution set out above.

14. The revenue generated from *Inter-municipal TNS Business Licence* fees collected from January 1 to December 31 inclusive that is to be distributed to the *Participating Municipalities* in accordance with section 11, including the fees collected for any additional vehicles under section 10, will be distributed by the City of Vancouver by February 28 of the year following the year in which fees were collected.

15. The length of term of an *Inter-municipal TNS Business Licence* is 12 months, except that the length of term of the initial *Inter-municipal TNS Business Licence* issued to an *Inter-municipal TNS Business* by the City of Vancouver may be less than 12 months in order to harmonize the expiry date of the *Intermunicipal TNS Business Licence* with the calendar year, in which case the annual fee will be pro-rated by dividing the applicable annual license fee by 12



and multiplying the resulting number by the number of months remaining in that calendar year, including any partial months which will be counted as whole months.

16. An *Inter-municipal TNS Business Licence* will be valid within the jurisdictional boundaries of all of the *Participating Municipalities* until its term expires, unless the *Inter-municipal TNS Business Licence* is suspended or cancelled. If a *Participating Municipality* withdraws from the *Inter-municipal TNS Business Licence* scheme among the *Participating Municipalities* in accordance with the *Inter-municipal TNS Business Licence By-law*, then the *Inter-municipal TNS Business Licence* will cease to be valid within the jurisdictional boundary of that former *Participating Municipality*.

17. A *Participating Municipality* may exercise the authority of the City of Vancouver as the issuing municipality and suspend an *Inter-municipal TNS Business Licence* in relation to conduct by the holder within the *Participating Municipality* which would give rise to the power to suspend a business licence under the *Community Charter* or *Vancouver Charter* or under the business licence by-law of the *Participating Municipality*. The suspension will be in effect throughout all of the *Participating Municipalities* and it will be unlawful for the holder to carry on the *Business* authorized by the *Inter-municipal TNS Business Licence* in any *Participating Municipality* for the period of the suspension.

18. A *Participating Municipality* may exercise the authority of the of the City of Vancouver as the issuing municipality and cancel an *Inter-municipal TNS Business Licence* in relation to conduct by the holder within the *Participating Municipality* which would give rise to the power to cancel a business licence under the *Community Charter* or *Vancouver Charter* or the business licence by-law of the *Participating Municipality*. The cancellation will be in effect throughout all of the *Participating Municipalities*.

19. The suspension or cancellation of an *Inter-municipal TNS Business Licence* under section 17 or 18 will not affect the authority of a *Participating Municipality* to issue a *Municipal Business Licence*, other than an *Inter-municipal TNS Business Licence*, to the holder of the suspended or cancelled *Inter-municipal TNS Business Licence*.

20. Nothing in this Agreement affects the authority of a *Participating Municipality* to suspend or cancel any *Municipal Business Licence* issued by that municipality or to enact regulations in respect of any category of *Business* under section 15 of the *Community Charter* or sections 272, 273, 279A, 279A.1, 279B, and 279C of the *Vancouver Charter*.

21. A *Participating Municipality* may, by notice in writing to each of the other *Participating Municipalities*, withdraw from the *Inter-municipal TNS Business Licence* scheme among the *Participating Municipalities*, and the notice must:

- (a) set out the date on which the withdrawing municipality will no longer recognize the validity within its boundaries of *Inter-municipal TNS Business Licences*, which date must be at least six months from the date of the notice; and
- (b) include a certified copy of the municipal Council resolution or by-law authorizing the municipality's withdrawal from the *Inter-municipal TNS Business Licence* scheme.

22. Nothing contained or implied in this Agreement shall fetter in any way the discretion of the Councils of the *Participating Municipalities*. Further, nothing contained or implied in this

Agreement shall prejudice or affect the *Participating Municipalities'* rights, powers, duties or obligations in the exercise of their functions pursuant to the *Community Charter, Vancouver Charter, or the Local Government Act*, as amended or replaced from time to time, or act to fetter or otherwise affect the *Participating Municipalities'* discretion, and the rights, powers, duties and obligations under all public and private statutes, by-laws, orders and regulations, which may be, if each *Participating Municipality* so elects, as fully and effectively exercised as if this Agreement had not been executed and delivered by the *Participating Municipalities*.

23. Despite any other provision of this Agreement, an *Inter-municipal TNS Business Licence* granted in accordance with the *Inter-municipal TNS Business Licence Bylaw* does not grant the holder a licence to operate in any jurisdiction other than within the jurisdictional boundaries of the *Participating Municipalities*. Furthermore, a business licence granted under any other inter-municipal *TNS Business* licence scheme is deemed not to exist for the purposes of this Agreement even if a *Participating Municipality* is a participating member of the other inter-municipal *TNS Business* licence scheme.

24. This Agreement may be executed in several counterparts, each of which shall be deemed to be an original, and may be delivered by email or facsimile transmission, and each such counterpart, howsoever delivered, shall be deemed to be an original. Such counterparts together shall constitute one and the same instrument, notwithstanding that all of the *Participating Municipalities* are not signatories to the original or the same counterpart.

25. In the event that the municipal Council of a *Participating Municipality* other than the City of Vancouver does not ratify this Agreement, then that municipality will not be considered a *Participating Municipality* for the purposes of this Agreement, and the terms and conditions of this Agreement shall be effective as among the other *Participating Municipalities*.

Signed and delivered on behalf of the *Participating Municipalities*, the Councils of each of which have, by By-law, ratified this Agreement and authorized their signatories to sign on behalf of the respective Councils, on the dates indicated below.

The City of Abbotsford

Mayor \_\_\_\_\_

Clerk \_\_\_\_\_

Date \_\_\_\_\_

The Village of Anmore

Mayor \_\_\_\_\_

Chief Administrative Officer \_\_\_\_\_

Date \_\_\_\_\_

The Bowen Island Municipality

Mayor \_\_\_\_\_

Corporate Officer \_\_\_\_\_

Date \_\_\_\_\_

City of Burnaby

City Clerk \_\_\_\_\_

Date \_\_\_\_\_

The City of Chilliwack

Mayor \_\_\_\_\_

Clerk \_\_\_\_\_

Date \_\_\_\_\_

The City of Coquitlam

Mayor \_\_\_\_\_

Clerk \_\_\_\_\_

Date \_\_\_\_\_

The Corporation of Delta

Mayor \_\_\_\_\_

Clerk \_\_\_\_\_

Date \_\_\_\_\_

The Corporation of the District of Kent

Mayor \_\_\_\_\_

Chief Administrative Officer \_\_\_\_\_

Date \_\_\_\_\_

The City of Langley

Mayor \_\_\_\_\_

Corporate Officer \_\_\_\_\_

Date \_\_\_\_\_

The Corporation of the Township of Langley

Mayor \_\_\_\_\_

Township Clerk \_\_\_\_\_

Date \_\_\_\_\_

The Village of Lions Bay

Mayor \_\_\_\_\_

Corporate Officer \_\_\_\_\_

Date \_\_\_\_\_

The City of Maple Ridge

Mayor \_\_\_\_\_

Clerk \_\_\_\_\_

Date \_\_\_\_\_

The Corporation of the City of New Westminster

Mayor \_\_\_\_\_

City Clerk \_\_\_\_\_

Date \_\_\_\_\_

The Corporation of the City of North Vancouver

Mayor \_\_\_\_\_

Clerk \_\_\_\_\_

Date \_\_\_\_\_

The Corporation of the District of North Vancouver

Mayor \_\_\_\_\_

Clerk \_\_\_\_\_

Date \_\_\_\_\_

The Corporation of the City of Pitt Meadows

Mayor \_\_\_\_\_

City Clerk \_\_\_\_\_

Date \_\_\_\_\_

The Corporation of the City of Port Coquitlam

Mayor \_\_\_\_\_

Clerk \_\_\_\_\_

Date \_\_\_\_\_

The City of Port Moody

Mayor \_\_\_\_\_

City Clerk \_\_\_\_\_

Date \_\_\_\_\_

The City of Richmond

Chief Administrative Officer \_\_\_\_\_

General Manager  
Community Safety \_\_\_\_\_

Date \_\_\_\_\_

The District of Squamish

Mayor \_\_\_\_\_

Corporate Officer \_\_\_\_\_

Date \_\_\_\_\_

The City of Surrey

Mayor \_\_\_\_\_

City Clerk \_\_\_\_\_

Date \_\_\_\_\_

The City of Vancouver

Director of Legal Services \_\_\_\_\_

Date \_\_\_\_\_

The Corporation of the District of West Vancouver

Mayor \_\_\_\_\_

Corporate Officer \_\_\_\_\_

Date \_\_\_\_\_

The Resort Municipality of Whistler

Mayor \_\_\_\_\_

Municipal Clerk \_\_\_\_\_

Date \_\_\_\_\_

The City of White Rock

Mayor \_\_\_\_\_

Corporate Officer \_\_\_\_\_

Date \_\_\_\_\_



**Inter-Municipal Business Licence Bylaw No. 10159  
(Ride Hailing)**

**WHEREAS** the municipalities that have entered or will enter into the Inter-municipal TNS Business Licence Agreement (collectively, the “**Participating Municipalities**”) wish to permit licensed transportation network services (“TNS”) businesses to operate across their jurisdictional boundaries thereby eliminating the need to obtain a separate municipal business licence in each jurisdiction;

**AND WHEREAS** each of the **Participating Municipalities** has or will adopt a similar bylaw to implement the **Inter-municipal TNS Business Licence** scheme;

**NOW THEREFORE**, the Council of the City of Richmond, in public meeting, enacts as follows:

1. There is hereby established an **Inter-municipal TNS Business Licence** scheme among the **Participating Municipalities**, pursuant to section 14 of the **Community Charter** and section 192.1 of the **Vancouver Charter**.

2. In this Bylaw:

**ACCESSIBLE VEHICLE** means a motor vehicle designed and manufactured, or converted, for the purpose of transporting persons who use **Mobility Aids**;

**BUSINESS** has the same meaning as in the **Community Charter**;

**COMMUNITY CHARTER** means the *Community Charter*, S.B.C. 2003, c. 26, as may be amended or replaced from time to time;

**INTER-MUNICIPAL TNS BUSINESS** means a **TNS Business** that has been licensed to operate in the Region 1 operating area by the Passenger Transportation Board;

**INTER-MUNICIPAL TNS BUSINESS LICENCE** means a business licence which authorizes an **Inter-municipal TNS Business** to be carried on within the jurisdictional boundaries of any or all of the **Participating Municipalities**;

**MOBILITY AID** has the same meaning as in the *Passenger Transportation Act*, S.B.C 2004, c. 39. as may be amended or replaced



from time to time;

**MUNICIPAL BUSINESS LICENCE** means a licence or permit, other than an **Inter-municipal TNS Business Licence**, issued by a **Participating Municipality** that authorizes a **Business** to be carried on within the jurisdictional boundaries of that **Participating Municipality**;

**PARTICIPATING MUNICIPALITY** means any one of the **Participating Municipalities**;

**PREMISES** means one or more fixed or permanent locations where the **TNS Business** ordinarily carries on **Business**;

**TNS BUSINESS** means a person carrying on the business of providing **Transportation Network Services**;

**TRANSPORTATION NETWORK SERVICES** has the same meaning as in the *Passenger Transportation Act*, S.B.C 2004, c. 39, as may be amended or replaced from time to time;

**VANCOUVER CHARTER** means the *Vancouver Charter*, S.B.C. 1953, c. 55, as may be amended or replaced from time to time; and

**ZERO EMISSION VEHICLE** means a motor vehicle that is exclusively propelled by electricity or hydrogen from an external source.

3. Subject to the provisions of this Bylaw, each **Participating Municipality** will permit a **TNS Business** that has obtained an **Inter-municipal TNS Business Licence** to carry on the **Business** of providing **Transportation Network Services** within that **Participating Municipality** for the term authorized by the **Inter-municipal TNS Business Licence** without obtaining a **Municipal Business Licence** for the **TNS Business** in that **Participating Municipality**.
4. All **Inter-municipal TNS Business Licences** will be issued by the City of Vancouver.
5. The City of Vancouver may issue an **Inter-municipal TNS Business Licence** to an **TNS Business** if the **TNS Business** is an **Inter-municipal TNS Business** and meets the requirements of this Bylaw, in addition to the requirements of the City of Vancouver’s License By-law No. 4450.
6. Notwithstanding that a **TNS Business** may hold an **Inter-municipal TNS Business Licence** that would make it unnecessary to obtain a **Municipal Business Licence** for the **TNS Business** in the **Participating Municipalities**, the **TNS Business** must still

comply with all orders and regulations under any municipal business licence by-law in addition to those under any other by-laws, regulations, or provincial or federal laws that may apply within any jurisdiction in which the **TNS Business** carries on **Business**.

7. Any **Participating Municipality** may require that the holder of an **Inter-municipal TNS Business Licence** also obtain a **Municipal Business Licence** for any **Premises** that are maintained by the licence holder within the jurisdiction of the **Participating Municipality**.
8. The annual **Inter-municipal TNS Business Licence** fee is \$155, plus \$150 for each vehicle operating under the authority of the **Inter-municipal TNS Business**, except that the per vehicle fee for **Zero Emission Vehicles** will be \$30, and there will be no per vehicle fee charged for **Accessible Vehicles**. Any fees paid by an applicant to any **Participating Municipality** for a **Municipal Business Licence** for the **TNS Business** prior to the availability of the **Inter-municipal TNS Business Licence** that are not refunded by that **Participating Municipality** will be credited against the initial **Inter-municipal TNS Business Licence** fee owing under this section 8.
9. The fee for any additional vehicles that begin operating under the authority of an **Inter-municipal TNS Business License** holder after the annual license fee is paid will be the per vehicle fee set out in section 8, pro-rated by dividing the applicable annual per vehicle fee by 12 and multiplying the resulting number by the number of months remaining in that calendar year, including any partial months which will be counted as whole months.
10. The length of term of an **Inter-municipal TNS Business Licence** is 12 months, except that the length of term of the initial **Inter-municipal TNS Business Licence** issued to an **Inter-municipal TNS Business** by the City of Vancouver may be less than 12 months in order to harmonize the expiry date of the **Inter-municipal TNS Business Licence** with the calendar year, in which case the annual fee will be pro-rated by dividing the applicable annual license fee by 12 and multiplying the resulting number by the number of months remaining in that calendar year, including any partial months which will be counted as whole months.
11. An **Inter-municipal TNS Business Licence** will be valid within the jurisdictional boundaries of all of the **Participating Municipalities** until its term expires, unless the **Inter-municipal TNS Business Licence** is suspended or cancelled. If a **Participating Municipality** withdraws from the **Inter-municipal TNS Business Licence** scheme among the **Participating Municipalities** in accordance with this Bylaw, then the **Inter-municipal TNS Business Licence** will cease to be valid within the jurisdictional boundary of that former **Participating Municipality**.
12. A **Participating Municipality** may exercise the authority of the City of Vancouver as the issuing municipality and suspend an **Inter-municipal TNS Business Licence** in relation to conduct by the holder within the **Participating Municipality** which would give rise to the power to suspend a business licence under the **Community Charter**

- or **Vancouver Charter** or under the business licence bylaw of the **Participating Municipality**. The suspension will be in effect throughout all of the **Participating Municipalities** and it will be unlawful for the holder to carry on the **Business** authorized by the **Inter-municipal TNS Business Licence** in any **Participating Municipality** for the period of the suspension.
13. A **Participating Municipality** may exercise the authority of the City of Vancouver as the issuing municipality and cancel an **Inter-municipal TNS Business Licence** in relation to conduct by the holder within the **Participating Municipality** which would give rise to the power to cancel a business licence under the **Community Charter** or **Vancouver Charter** or the business licence bylaw of the **Participating Municipality**. The cancellation will be in effect throughout all of the **Participating Municipalities**.
  14. The suspension or cancellation of an **Inter-municipal TNS Business Licence** under section 12 or 13 will not affect the authority of a **Participating Municipality** to issue a **Municipal Business Licence**, other than an **Inter-municipal TNS Business Licence**, to the holder of the suspended or cancelled **Inter-municipal TNS Business Licence**.
  15. Nothing in this Bylaw affects the authority of a **Participating Municipality** to suspend or cancel any **Municipal Business Licence** issued by that municipality or to enact regulations in respect of any category of **Business** under section 15 of the **Community Charter** or sections 272, 273, 279A, 279A.1, 279B, and 279C of the **Vancouver Charter**.
  16. A **Participating Municipality** may, by notice in writing to each of the other **Participating Municipalities**, withdraw from the **Inter-municipal TNS Business Licence** scheme among the **Participating Municipalities**, and the notice must:
    - a. set out the date on which the withdrawing municipality will no longer recognize the validity within its boundaries of **Inter-municipal TNS Business Licences**, which date must be at least six months from the date of the notice; and
    - b. include a certified copy of the municipal Council resolution or bylaw authorizing the municipality's withdrawal from the **Inter-municipal TNS Business Licence** scheme.
  17. The invalidity or unenforceability of any provision of this Bylaw shall not affect the validity or enforceability of any other provisions of this Bylaw and any such invalid or unenforceable provision shall be deemed to be severable.
  18. Despite any other provision of this Bylaw, an **Inter-municipal TNS Business Licence** granted in accordance with this Bylaw does not grant the holder a licence to operate in any jurisdiction other than within the jurisdictional boundaries of the **Participating Municipalities**.

- 19. A business licence granted under any other inter-municipal **TNS Business** licence scheme is deemed not to exist for the purposes of this Bylaw, even if a **Participating Municipality** is a participating member of the other inter-municipal **TNS Business** licence scheme.
- 20. This Bylaw is cited as the "**Inter-municipal Business Licence Bylaw No. 10159**", and is effective April 1, 2020.

FIRST READING

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SECOND READING

\_\_\_\_\_

THIRD READING

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ADOPTED

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

\_\_\_\_\_  
MAYOR

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



# City of Richmond

## Report to Committee

**To:** General Purposes Committee **Date:** February 7, 2020  
**From:** Marie Fenwick **File:** 11-7000-01/2020-Vol  
 Director, Arts, Culture and Heritage Services 01  
**Re:** **City Events Strategy Guiding Principles**

### Staff Recommendation

That the City Events Strategy Guiding Principles, as presented in the staff report titled “City Events Strategy Guiding Principles”, dated February 7, 2020, from the Director, Arts, Culture and Heritage Services be endorsed to guide the development of a City Events Strategy.

Marie Fenwick  
 Director, Arts, Culture and Heritage Services  
 (604-276-4288)

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

## Staff Report

### Origin

At the Special Council meeting on December 18, 2019, staff presented the report titled “Referral Response: Proposed Plan for Major Events and Programs in 2020” dated November 5, 2019 from the Director Arts, Culture and Heritage Services. The proposed 2020 program was approved in addition to the following staff recommendation:

*That the development of a new City Events Strategy as outlined in the staff report titled "Referral Response: Proposed Plan for Major Events and Programs in 2020" dated November 5, 2019, from the Director, Arts, Culture and Heritage Services, be approved.*

This report proposes guiding principles and next steps for Council’s consideration that will inform the development of a City Events Strategy that will serve as a guiding document for event planning for the next five years.

This report supports Council’s Strategic Plan 2018-2022 Strategy #3 One Community Together:

*Vibrant and diverse arts and cultural activities and opportunities for community engagement and connection.*

*3.1 Foster community resiliency, neighbourhood identity, sense of belonging, and intercultural harmony.*

*3.2 Enhance arts and cultural programs and activities.*

*3.3 Utilize an interagency and intercultural approach to service provision.*

*3.4 Celebrate Richmond's unique and diverse history and heritage.*

### Analysis

#### Background

The City of Richmond has a long history of hosting a wide variety of events. Events enrich the lives of residents by providing opportunities for the community to connect, learn, and celebrate together. They contribute to social and economic well-being, build community capacity and a sense of identity, and raise the profile of Richmond regionally, nationally and internationally. City events provide opportunities to highlight civic investment in infrastructure, such as parks and historic sites, and for local government representatives to publically recognize community volunteers and to connect with residents.

The City of Richmond invests in events in various capacities: as a supporter and regulator of community produced events through the Richmond Event Approval Coordination Team (REACT) application process, as a funder through the City’s grant programs (Neighbourhood Celebration Grants, Arts and Culture Grants, and Parks, Recreation and Community Events Grants), and as a producer or co-producer of signature events including the Children’s Arts Festival, the Cherry Blossom Festival, the Steveston Salmon Festival, the Richmond Maritime

Festival, Farm Fest and the Richmond World Festival. All events, large and small, contribute to a vibrant and diverse community.

In April 2007, Council approved the *2007-2012 Major Events Plan* to guide the development of events up to, including and shortly after the 2010 Olympic Games. In the eight years since the 2012 sunset date of this Plan, the City has successfully supported and produced a number of events. Traditional events such as the Steveston Salmon Festival and Richmond Maritime Festival have grown and evolved. New events such as the Cherry Blossom Festival and the Richmond World Festival have animated the community with new event themes, locations and programs. Canada 150 in 2017, provided opportunities for special events, including Ships to Shore: Kaiwo Maru and the Pioneer Luncheon.

With the recent adoption of several new strategies that are relevant to events, it is now time for the City to review and consider its approach to events for the Richmond of today and tomorrow.

### Community Profile

Richmond is home to a rich array of amenities and facilities, engaged citizens and community organizations in a vibrant natural setting. The City's natural assets complement the community's active lifestyle, which is supported by strong policies, plans and programs related to arts, culture, heritage, sport, recreation and social development.

The fourth largest city in the Metro Vancouver area, Richmond's population continues to grow with a high number of new residents born outside of Canada. Known for its rich ethnic diversity, the majority of Richmond residents identify as non-Caucasian. This is the highest proportion of any municipality in B.C., and the second highest in Canada. A great variety of languages are spoken in Richmond overall. Richmond's population is also highly mobile. Almost half of City residents (43%) have moved within the past five years, with half having moved within Richmond.

Richmond is also marked by a changing age distribution. According to 2016 census data, the city is home to approximately 63,000 people 55 years and older, representing 32% of the total population. Children 14 years and younger total approximately 27,000 people, representing 14% of the population.

### Sector Trends and Impacts

The *Richmond Arts Strategy 2019-2024*, endorsed by Council on July 8, 2019, presented information about the broader context and trends in Canada's cultural industry that are expected to have a significant influence on event programming over the next five years.

Key trends include:

- Festivals and events lead as Canadians' top form of participation in arts and culture;
- A shift from passive consumption of arts and culture to more participatory arts experiences;
- Creating safe and inclusive spaces for community dialogue through the arts;
- New operating models that are more entrepreneurial in nature;
- Venues and programming that offer arts experiences for families;

- Creative placemaking and co-activations of spaces; and
- With further capacity-building within community groups, a shift in the City's role to be more of a facilitator and convener than a direct-supplier of services.

### Relevant Council Approved Plans and Strategies

Community events have the capacity to support and advance several Council-approved plans and strategies. The proposed guiding principles support and advance the following Council-approved plans and strategies.

#### **Council's Strategic Plan 2018-2022**

City events contribute to Strategy #3 *One Community Together - Vibrant and diverse arts and cultural activities and opportunities for community engagement and connection.*

- *3.1 Foster community resiliency, neighbourhood identity, sense of belonging, and intercultural harmony.*
- *3.2 Enhance arts and cultural programs and activities.*
- *3.3 Utilize an interagency and intercultural approach to service provision.*
- *3.4 Celebrate Richmond's unique and diverse history and heritage.*

#### **Cultural Harmony Plan 2019-2029**

City Events have the ability and contribute to advancing the vision adopted in this plan - *"That Richmond residents recognize and respect diversity in the community and enable each individual's contributions in all aspects of community life."*

Specific actions include:

- *Continue to recognize and celebrate Richmond's diverse cultures and unique heritage through intercultural celebrations and festivals;*
- *Incorporate criteria into the City Grant programs and events that facilitate intercultural interaction and promote intercultural understanding; and*
- *Strengthen relationships with various cultural and ethnic communities in order to integrate their arts, culture and heritage practices into the City's programs and events.*

#### **Richmond Arts Strategy 2019-2024**

During the community engagement stage of the development of the Arts Strategy, free public events topped the list of key focus areas identified by the public. Additionally, events have significant potential to advance the Vision of the Arts Strategy which states:

- *Richmond's thriving arts scene:*
  - *Animates our city everyday;*
  - *Offers rich arts education and experiences, festivals and events;*
  - *Fosters social connections and wellness;*
  - *Builds arts and culture leadership; and*
  - *Provides creative spaces.*



Specific actions include:

- *Review the City's offerings of free and low-cost arts programming and events, and assess required City resources to keep cost barriers low.*
- *Develop or expand opportunities to directly support individual artists, cultural organizations and venues that provide low and no cost public program delivery.*
- *Offer and encourage arts engagement opportunities in spaces beyond the walls of traditional venues including unconventional spaces.*
- *Connect with the diverse cultural communities of Richmond (including faith-based communities) to encourage sharing of art, food and music.*
- *Continue to grow and deepen the programming of the Richmond World Festival as a showcase of Richmond's cultural and ethnic diversity.*
- *Invite diverse groups, including those typically underrepresented, to participate in the telling of their story in the Richmond context, through creative engagement and art.*
- *Support and program art-making demonstrations in the public realm.*
- *Invite the public "behind the scenes" and to create things themselves, through programming including events like Doors Open Richmond, Instrument Petting Zoo, Culture Days and Children's Arts Festival.*
- *Invite diverse groups, including those typically underrepresented, to participate in the telling of their story in the Richmond context, through creative engagement and art.*
- *Use Public Art and cultural programming to reimagine public spaces with an eye to creative placemaking.*

### **City of Richmond Community Wellness Strategy 2018-2023**

The Richmond Community Wellness Strategy vision "*Richmond... active, caring, connected, healthy and thriving*" recognizes that well communities engage in collective action, are inclusive, respectful and celebrate diversity. Consultation demonstrated that community members saw ongoing events as a means to build a sense of belonging and community connectedness.

The focus area of the strategy that supports events is:

- *Enhance Physical and social connectedness within and among neighbourhoods and communities.*

### **City of Richmond Recreation and Sport Strategy 2019-2024**

The focus area of the strategy that supports events is:

- *Active People and Vibrant Places: Natural and built environments within neighbourhoods in Richmond encourage connectedness and participation in recreation and sport.*

### **City Events Strategy Guiding Principles**

In the context of current Council approved plans and strategies, and a review of the existing program of events, the following guiding principles are proposed for Council's consideration.

The City Events Strategy will:

1. Build local capacity by prioritizing and investing in community-driven events.
2. Provide opportunities for Richmond residents and community groups to collaborate, contribute and participate.
3. Maximize social benefits to the community by fostering volunteerism and increasing sense of community pride and belonging.
4. Celebrate local themes and include programming that is uniquely Richmond.
5. Advance the City's environmental sustainability goals.
6. Ensure events are safe, well-organized and sustainably funded.
7. Encourage and support the development of unique events with a regional draw that bring economic and community benefit, and raise the profile of Richmond.

### Next Steps

Pending Council endorsement of these guiding principles, staff will proceed with a review of existing data and engage in targeted stakeholder consultation to ensure the needs of the community are reflected in the City Events Strategy.

The review and consultation will occur in Q2 and Q3 2020 and consist of:

- An analysis of 2019 and 2020 visitor survey results and economic impact data;
- An analysis of community engagement results from the Richmond Arts Strategy; and
- Key stakeholders will be consulted to seek feedback on how the Guiding Principles can be implemented.

Following this community engagement phase, staff will report back to Council in Q4 2020 with:

- Five year events strategy;
- Event evaluation criteria and methodology; and
- Five year projected financial impact and funding plan for the proposed strategy.

### **Financial Impact**

None.

### **Conclusion**

Events in Richmond contribute to several Council-approved plans and strategies, including advancing the Council-approved strategic direction of "One Community Together." The endorsement of these guiding principles and next steps will allow staff to develop and support a program of events that will serve the community now and into the future.



Marie Fenwick  
Director, Arts, Culture and Heritage Services  
(604-276-4288)



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**To:** Mayor and Councillors  
**From:** Jason Kita  
Director, Corporate Programs Management Group  
**Date:** February 25, 2020  
**File:** 01-0103-01/CL Vol. 02  
**Re:** **Declaration of Solidarity with Wet'suwet'en People**

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This memorandum provides factual information but does not include a recommendation or suggestions for action for the City of Richmond regarding Councillor Wolfe's proposed motion on the "Declaration of Solidarity with Wet'suwet'en People". This memorandum has been prepared to update the Chief Administrative Officer and Senior Management Team and at the Mayor's request, has also been provided to Mayor and Councillors for information purposes only.

#### **Background**

- Hereditary Chiefs in the Wet'suwet'en First Nation oppose the Coastal GasLink natural-gas pipeline through their traditional territory. Protests in support of the Wet'suwet'en Hereditary Chiefs have shut down the CN rail network in eastern Canada, suspended most Via Rail passenger service, and temporarily blocked traffic on streets and bridges and at ports in multiple cities, including cities in the Metro Vancouver region.
- The jurisdiction on the pipeline project lies with the Province of BC. Starting in Dawson Creek, BC, the pipeline's route crosses through the Canadian Rockies and other mountain ranges to Kitimat, BC.
- Councillor Wolfe has brought forward a motion to support the Wet'suwet'en people that will be considered at the March 2, 2020 General Purposes Committee meeting.

#### **First Nations Consultation**

- According to Coastal GasLink, from 2012 to 2014, during the course of project development, Coastal GasLink consulted with First Nations, communities, landowners and other stakeholders regarding the routing of the pipeline.
- The overall Indigenous consultation record for Coastal GasLink, which included 5,000 interactions with Indigenous people impacted by the pipeline, was submitted to the Environmental Assessment Office (EAO) as part of the January 2014 application, and was accepted by the EAO and ultimately approved on the issuance of the Environmental Assessment Certificate (EAC).
- During the period prior to EAO application submission, Coastal GasLink consulted with the Office of the Wet'suwet'en (OW) Hereditary Chiefs on issues relevant to the proposed pipeline project and route.

- The consultation record of this engagement was submitted to the EAO as part of the 2014 application; an application that also included mitigation measures to address concerns raised by the OW.
- All 20 elected band councils along the route, including five elected Wet'suwet'en band councils, have reached benefit agreements with Coastal GasLink. Those councils were created under the Indian Act and have authority over federal First Nations reserves.
- In the Supreme Court of British Columbia, the Wet'suwet'en Hereditary Chiefs claim that the Wet'suwet'en people, as represented by their traditional governance structures, have not given permission to Coastal GasLink to enter their traditional unceded territories. Despite the position advanced by the Hereditary Chiefs, the Supreme Court of British Columbia ruled in favour of Coastal GasLink and issued an injunction with enforcement provisions.
- The Wet'suwet'en Nation is organized into five hereditary clans (each with a Hereditary Chief) and 13 houses, or subgroups. Each of those subgroups has the position of house chief, also known as head chief, and secondary leaders known as subchiefs.
- On February 23, 2020, a second Wet'suwet'en hereditary subchief denounced the hereditary leaders publicly and said that they do not speak for the Wet'suwet'en and are neither following nor abiding by Wet'suwet'en law.

### **BC City Council Motions**

- On January 23, 2020, the City of Victoria endorsed the resolution: Declaration of Solidarity with the Wet'suwet'en People. In response, the First Nations LNG Alliance, a collective of First Nations in support of LNG, has publicly expressed disagreement with the City of Victoria commenting on the democratic processes of First Nations.
- On February 11, Port Moody City Council passed a motion calling on the federal and provincial governments to end any attempt at forced removal of non-violent Wet'suwet'en people from their traditional territories.
- On February 18, 2020, Gibsons passed a "general" motion in support of the rights of Indigenous Peoples to determine the uses of land on their unceded territories.

### **Union of BC Municipalities (UBCM)**

- UBCM, with over 160 member municipalities, does not have directly relevant policy and has not commented publicly. They are continuing to monitor the issue. The mandate of UBCM includes securing united action among members in dealing with all matters of common municipal interest. Municipalities, as creatures of the Province, receive their legislative authority from the provincial government.
- To date, only three member municipalities have commented publicly on the issue.

### **Federal Responses**

- On February 21, 2020, Prime Minister Trudeau said in a press conference "every attempt at dialogue has been made but discussions have not been productive. We cannot have dialogue when only one party is coming to the table. The fact remains: the barricades must now come down. The injunctions must be obeyed and the law must be upheld."
- As of February 21, 2020, offers from the Minister of Crown-Indigenous Relations Carolyn Bennett and the Minister of Indigenous Services Marc Miller to meet with

Wet'suwet'en Hereditary Chiefs to address immediate and long-term issues had not yet been accepted.

- On February 21, 2020, the Minister of Public Safety and Emergency Preparedness Bill Blair emphasized the critical importance of police independence to ensure trust in our institutions. With RCMP Commissioner Brenda Lucki, Minister Blair updated the Prime Minister and ministers on current RCMP operations, including their offer to withdraw from Wet'suwet'en territory to encourage an open dialogue.

### **Provincial Responses**

- On February 21, 2020, Premier John Horgan responded to media saying the Coastal GasLink project will not be halted or cancelled.
- On February 20, 2020, Provincial premiers held a teleconference with Prime Minister Trudeau to discuss the disruptions to infrastructure across the country caused by blockades, and their impacts on Canadian farmers, businesses, families, and workers. The Prime Minister spoke with the Premiers about the importance of ending the blockades as quickly as possible and reaching a peaceful and lasting resolution, in a way that builds trust and respect among all parties involved. To that effect, the Prime Minister highlighted the close collaboration between his Government and the BC Government on this complex issue.
- On February 17, 2020, the BC Minister of Indigenous Relations and Reconciliation Scott Fraser and the Federal Minister of Crown-Indigenous Relations Carolyn Bennett reached out through a joint letter to the Wet'suwet'en Hereditary Chiefs about meeting at the earliest opportunity to work together to establish a process for ongoing and constructive dialogue and action to address the issues at hand.

### **Court Issued Injunctions**

- On December 31, 2019, a BC Supreme Court judge issued an injunction against members of the Wet'suwet'en Nation blocking access to the pipeline project inside their traditional territory and empowered RCMP to enforce the injunction.
- On February 13, 2020, the BC Legislature was granted an injunction to prevent protesters from blocking doorways and preventing the everyday work at the Legislature.
- On February 15, 2020, BC Ferries was granted a pre-emptive court injunction to prohibit Wet'suwet'en solidarity protesters from blocking any of its terminals.
- On February 19, 2020, TransLink was granted an injunction to block protesters from all SkyTrain platforms. The injunction will not prevent protests from blocking municipally and provincially owned roadways. "While TransLink supports the right to peaceful protest, the safety of our customers and our staff is our priority and we must protect the hundreds of thousands of people who rely on the Expo, Millennium, and Canada Lines," said the agency in a media release.
- On February 24, 2020, Ontario Provincial Police moved to enforce an injunction aimed at clearing the rail blockade in Ontario.

### **City of Richmond RCMP**

- The RCMP in Richmond has sent one member to assist with the Province's RCMP operations, during the first week of the blockade. No RCMP Richmond members are currently deployed, and the RCMP does not foresee any further deployment in the near

term. Members will only be deployed if service delivery in the community is not impacted.

**City of Richmond Relationships with Federal and Provincial Governments**

- If the motion is interpreted by the federal and/or provincial governments to imply that senior levels of government are not handling the issue properly and that the government should halt the project and consult with the Wet'suwet'en people, this could create friction between senior levels of government and the City of Richmond. Consultation by Coastal GasLink was conducted during the planning phase of the project, and the project was accepted by all 20 elected band councils along the route. Determining which parties have authority to give approval to the project is outside of municipal scope and jurisdiction.
- Furthermore, there is no direct impact to the City of Richmond and its residents should the pipeline proceed.
- Adopting an opposing position to construct the pipeline (endorse the motion) could impede the City of Richmond from taking necessary positions in the future and could have direct impacts on the community.
- Public comment on the conduct of the federal and provincial governments on matters outside of the City of Richmond's direct interest and jurisdiction may negatively impact the City's relationship with its provincial and federal partners and could result in serious consequences when applying for future senior levels of government funding.



Jason Kita  
Director, Corporate Programs Management Group  
604-276-4091

JK:jl

pc: SMT  
Anthony Capuccinello Iraci, City Solicitor

Some case examples in Richmond:

1. Rosario Garden at 6119 Cooney Road and 8297 Saba Road had a 334 % increase in strata insurance premium and the water damage deductible went from \$50,000 to \$150,000.
1. Chancellor at 8238 and 8288 Saba Road had a 294 % increase in premium. The strata fees went up by 70% to cover the increased insurance premium. The water damage deductible went up to \$100,000.

1. Year	Insurance Premium	Water Damage Deductible	Appraisal
2016	\$155,899	\$5,000	\$80,600,000
2017	\$147,061	\$5,000	\$95,920,000
2018	\$162,004	\$5,000	\$94,359,000
2019	\$501,753	\$50,000	\$98,900,000

1. A low rise strata insurance also went up by 210%.
1. The City of Richmond is also a strata owner in a building and has to pay \$8,000 special levy to pay for the insurance premium.



# City of Richmond

## Report to Committee

**To:** Planning Committee **Date:** January 27, 2020  
**From:** Kim Somerville **File:** 01-0100-30-RIAD1-01/2020-Vol 01  
 Director, Community Social Development  
**Re:** **Richmond Intercultural Advisory Committee 2019 Annual Report and 2020 Work Program**

### Staff Recommendation

That the staff report titled "Richmond Intercultural Advisory Committee 2019 Annual Report and 2020 Work Program," dated January 27, 2020, from the Director of Community Social Development, be approved.

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

Att. 2

<b>REPORT CONCURRENCE</b>	
<b>CONCURRENCE OF GENERAL MANAGER</b>	
<i>Wayne G. for Joe Erceg</i>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b>
	<i>CT</i>
<b>APPROVED BY CAO</b>	
<i>[Signature]</i>	



## Staff Report

### Origin

The Richmond Intercultural Advisory Committee (RIAC) was established in 2002 to act as a resource and to advise City Council by providing information, options and recommendations regarding intercultural issues and opportunities referred to the RIAC.

This report supports Council's Strategic Plan 2018–2022 Strategic Focus Area #3 – One Community Together:

*Vibrant and diverse arts and cultural activities and opportunities for community engagement and connection.*

This report supports the Social Development Strategy 2013–2022 Strategic Direction #6 – Support Community Engagement and Volunteerism:

26.2 *Mechanisms for ensuring that committees are best positioned to provide helpful and timely advice to City staff and elected officials including:*

- *Work programs that reflect Council Term Goals*

This report supports the Cultural Harmony Plan 2019–2029 Strategic Direction #2 – Collaboration and Partnerships:

2.1 *Continue to work with Richmond Intercultural Advisory Committee (RIAC) members to implement the RIAC Intercultural Strategic Plan and Work Program.*

### Analysis

On February 27, 2017, City Council adopted the RIAC Intercultural Strategic Plan 2017–2022 to help guide the RIAC in achieving its mandate of enhancing intercultural harmony and strengthening intercultural cooperation in Richmond. The City supports the RIAC by providing an annual operating budget, a Council Liaison and a Staff Liaison.

### 2019 Annual Report

Below are activities undertaken by the RIAC as outlined in the 2019 Annual Report (Attachment 1). Highlights of the Committee's work include:

- Contributed to the development of the Council-adopted Cultural Harmony Plan by providing significant input on the strategic directions and priority actions and participated in the public consultation process for the draft Cultural Harmony Plan;
- Provided feedback on proposed updates to the Newcomer's Guide, including content and delivery options for newcomer and settlement-related information;
- Supported the 2019 Diversity Symposium by participating in the planning of the Symposium and providing on-site support during the event; and

- Received information from RIAC organizational members and guest speakers regarding programs, services and initiatives available for Richmond residents, including:
  - Career Paths for Skilled Immigrants – overview of programs and services;
  - City of Richmond Emergency Programs – overview of City’s emergency programs;
  - Canadian Blood Services – overview of the general blood donation process and ways organizations can support new donor growth;
  - Vancouver Coastal Health and Intercultural Strategies – overview of the Richmond Community Action Team;
  - Vancouver Coastal Health – overview of the current primary care landscape in Richmond and proposed improvements to health care standards across the city;
  - Richmond Public Library – overview of the library’s newcomer programs and services; and
  - Kwantlen Polytechnic University – overview of various programs available at the different campuses.

2020 Work Program

On January 15, 2020 the RIAC approved for City Council’s consideration the proposed 2020 Work Program (Attachment 2). This year the RIAC will give priority to:


- Participating in initiatives related to the implementation of the Council-adopted Cultural Harmony Plan, as appropriate;
- Supporting and promoting initiatives that address incidents of racism and discrimination in the community;
- Assisting City staff with the planning and implementation of the 2020 Diversity Symposium;
- Inviting presentations from RIAC organizational representatives and guest speakers that build on RIAC members’ knowledge of intercultural issues; and
- Acting as a resource to the City on issues relating to intercultural harmony in Richmond, as opportunities arise.

**Financial Impact**

None.

## **Conclusion**

The Richmond Intercultural Advisory Committee 2019 Annual Report provides a summary of the activities undertaken by the Committee during the 2019 calendar year. The RIAC 2020 Work Program outlines the Committee's priorities in the coming year to continue to fulfill its mandate of enhancing intercultural harmony and strengthening intercultural cooperation in Richmond. Staff recommend that the Richmond Intercultural Advisory Committee 2019 Annual Report and 2020 Work Program be approved.

  
Dorothy Jo  
Inclusion Coordinator  
(604-276-4391)

- Att. 1: Richmond Intercultural Advisory Committee 2019 Annual Report
- 2: Richmond Intercultural Advisory Committee 2020 Work Program

## **Richmond Intercultural Advisory Committee 2019 Annual Report**

### **Introduction**

The Richmond Intercultural Advisory Committee (RIAC) was established by City Council in February 2002 to act as a resource and provide advice to City Council in support of enhancing and strengthening intercultural harmony and cooperation in Richmond. The RIAC also provides information and recommendations regarding intercultural issues and opportunities referred to the RIAC by Council.

In 2019, the RIAC was comprised of 16 Council-appointed members with representatives from Richmond Community Services Advisory Committee, Richmond Seniors Advisory Committee, RCMP, Richmond School District, Vancouver Coastal Health, Richmond Centre for Disability, and individual citizen appointees.

The RIAC's 2019 Work Program is intended to complement the prioritized actions of the City of Richmond's Council Strategic Plan and Social Development Strategy. The RIAC 2017–2022 Intercultural Strategic Plan lays out a vision "*for Richmond to be the most welcoming, inclusive and harmonious community in Canada*" and outlines four strategic directions to help guide the RIAC's work program:

- Address language, information and cultural barriers that interfere with building a welcoming community;
- Address the perception and reality of racism and discrimination in the community;
- Work to explore areas of alignment between the intercultural vision recommended in this plan and other governmental and stakeholder systems, policies and planning processes; and
- Support the development and integration of Richmond's immigrants.

The 2019 RIAC Annual Report is prepared for City Council in accordance with the Terms of Reference. This document serves as a summary of the RIAC's activities during the 2019 calendar year and is based on input from the RIAC members with support from the Staff Liaison.

### **Major Projects for 2019**

#### **Cultural Harmony Plan**

The RIAC has been an important contributor to the development of the Council-adopted Cultural Harmony Plan. On March 20, 2019, RIAC members were asked to provide feedback on a draft version of the Strategic Directions and Priority Actions. Committee members were divided into groups to provide comment and input to each strategic direction, objective and outcome. On September 18, 2019, the RIAC was again asked to provide feedback on the draft Cultural Harmony Plan contributing valuable input that shaped the final Cultural Harmony Plan that City Council adopted on November 25, 2019.

## City of Richmond Diversity Symposium

The Diversity Symposium is presented by the City in collaboration with community partners, including the RIAC. It is a free one-day conference focused on sharing best and emerging practices in creating diverse, equitable, and inclusive communities. The theme for 2019 was *Working with Diversity: The Value of Difference*. A number of RIAC members participated in the steering committee, providing strategic direction and on-site support on the day of the event. This year's Symposium was held on October 25, 2019 at City Hall with over 170 registered participants. There were keynote and closing presentations, and 9 concurrent workshops offered throughout the day. In addition, 18 community agencies were represented at community resource tables which facilitated networking opportunities.

## Newcomer's Guide

As part of the ongoing review of the Newcomer's Guide, which was developed in 2011, the RIAC was consulted on the proposed updates to the content and potential delivery options for newcomer and settlement-related information. The Newcomer's Guide has become a valuable resource for newcomers to Richmond and has been used widely by those who work with recent immigrants. The RIAC will continue to be consulted during the review. Limited copies of the print edition are available at Richmond City Hall and the online edition is available on the City website at [www.richmond.ca/newcomers](http://www.richmond.ca/newcomers).

## Age-Friendly Project

The City of Richmond received a \$25,000 Age-Friendly Communities Grant from the Union of BC Municipalities to advance the work towards making Richmond an age-friendly community. Joan Page is the RIAC's representative to the Age-Friendly Project Stakeholder Group and has been providing the RIAC with updates on the project on an on-going basis.

## Activities for 2019

### Guest Speakers and Organizational Presenters

Throughout 2019, the RIAC invited guest speakers and organizational representatives to present on current initiatives that support the integration of Richmond's residents. In addition, the RIAC members also provided feedback and suggestions on various initiatives that fall within the RIAC's mandate.

#### February

- Michaela Fengstad, Richmond Community Services Advisory Committee representative, presented on the Career Paths for Skilled Immigrants program where she worked as a Community Outreach Specialist and Mentorship Coach. Career Paths is an employment support program that provides occupation-specific resources and support to help immigrant jobseekers move into careers that match their qualifications.

## March

- Norman Kotze, Manager of Emergency Programs, City of Richmond, provided an overview of the City's emergency programs and discussed ways the City engages diverse communities in emergency preparedness.

## April

- Karen Garcia, Territory Manager of Canadian Blood Services, provided information on blood donations in Richmond and the general blood donation process. She also discussed ways that community organizations can support new donor growth in Richmond.

## May

- Dr. Meena Dawar, Medical Health Officer, Vancouver Coastal Health, and Jesse Sutherland, Intercultural Strategies, provided an overview of the opioid crisis in Richmond and discussed the creation of the Richmond Community Action Team, which seeks to decrease stigma of drug use in Richmond and enhance existing peer support networks through the Belonging Matters project.

## June

- Susan Walters, Chief Librarian, and Anne Bechard, Manager of Community Engagement with the Richmond Public Library, presented on the library's services for youth and the importance of collaboration between organizations to aid youth in the Richmond community.

## September

- Carole Gillam, Vancouver Coastal Health representative and Director, Public Health and Primary Care, presented on the current primary care landscape in Richmond and the service plan proposal to improve health care standards across the city.

## October

- Alexandra Korotchenko, Head of Newcomer and Volunteer Services, Richmond Public Library, provided an overview of the library's newcomer programs and services.

## November

- Dominic Wan, Student Recruitment Coordinator, Kwantlen Polytechnic University, discussed the various programs available at the different campuses.

## **Members of the 2019 Richmond Intercultural Advisory Committee**

### Citizen Appointees

1. Rod Belleza
2. Naresh Chopra
3. James Hsieh
4. Michael Ma
5. Joan Page
6. Kanwarjit Sandhu
7. Linda Sum

### Organizational Representatives

1. Rebeca Avendano, Richmond School District
2. Phyllis Chan, Richmond Community Services Advisory Committee (BC Responsible and Problem Gambling Program)
3. Michaela Fengstad, Richmond Community Services Advisory Committee (YWCA)
4. Carole Gillam, Vancouver Coastal Health
5. Alan Hill, Richmond Centre for Disability
6. Jill Lee, Richmond Community Services Advisory Committee (S.U.C.C.E.S.S.) (September to December)
7. Jenna Park, Richmond Community Services Advisory Committee (S.U.C.C.E.S.S.) (January to August)
8. Nigel Pronger, RCMP
9. Ashok Rattan, Richmond Community Services Advisory Committee (Richmond Multicultural Community Services)

### Council Liaison

Councillor Linda McPhail

### Staff Liaison

Dorothy Jo, Inclusion Coordinator

### Financial Summary

As a voluntary Advisory Committee to City Council, the RIAC's activities are fully supported by the City's operating budget.

<b>Revenue</b>	
City funding	\$2,500.00
<b>Expenses</b>	
Refreshments	(\$2,009.11)
<b>Balance</b>	\$490.89

### Conclusion and Acknowledgements

The RIAC has established a forum for meaningful exchange among citizens and organizational representatives regarding intercultural issues in the community. The RIAC members build on and improve their knowledge of intercultural issues through various presentations from City staff, organizational representatives and partners, as well as discussions and information sharing among members during the meetings. This has resulted in a better-informed Committee that has been able to provide an intercultural lens to City strategies and initiatives.

This year, the RIAC was pleased to have the opportunity to provide significant input into the development of the Council-adopted Cultural Harmony Plan, which informs the City's approach to fostering and enhancing cultural harmony among Richmond's diverse population through a vision, five strategic directions and 27 actions to be completed over a ten-year period. It fulfills

the RIAC's mandate of acting as a resource and providing advice to City Council in support of enhancing and strengthening intercultural harmony and cooperation in Richmond.

The RIAC held a total of nine monthly meetings in 2019 as scheduled in its 2019 Work Plan. We acknowledge the significant commitment and contributions of outgoing members in 2019, namely Joan Page (citizen), Rod Belleza (citizen), Alan Hill (Richmond Centre for Disability), Jenna Park (Richmond Community Services Advisory Committee), and Rachel King (Richmond Seniors Advisory Committee). We are pleased to have a youth representative on the RIAC this year, Michael Ma, and have appreciated the perspective that he has brought to the discussions.

We would like to take this opportunity to thank Councillor Linda McPhail for her support of the RIAC and her regular Council updates on a range of City initiatives. We also express our appreciation to Dorothy Jo, Staff Liaison, for her work in supporting the Committee's needs. We look forward to another fruitful and productive year in 2020.

Respectfully submitted by:

A handwritten signature in black ink, appearing to read 'Linda Sum', written over a horizontal line.

Linda Sum  
Chair, Richmond Intercultural Advisory Committee



**Richmond Intercultural Advisory Committee  
Proposed 2020 Work Program**

The Richmond Intercultural Advisory Committee (RIAC) acts as a resource and provides advice to City Council in support of enhancing and strengthening intercultural harmony and cooperation in Richmond. In addition, the RIAC responds to Council requests as they arise.

This work program supports Council's Strategic Plan 2018–2022 Strategic Focus Area #3 – One Community Together:

*Vibrant and diverse arts and cultural activities and opportunities for community engagement and connection.*

3.1 *Foster community resiliency, neighbourhood identity, sense of belonging, and intercultural harmony.*

3.4 *Celebrate Richmond's unique and diverse history and heritage.*

This work program supports the Social Development Strategy 2013–2022 Strategic Direction #5 – Build on Richmond's Cultural Diversity:

15 *Implement, monitor and update the Intercultural Strategic Plan and Work Program.*

This work program supports the Cultural Harmony Plan 2019–2029 Strategic Direction #2 – Collaboration and Partnerships:

2.1 *Continue to work with Richmond Intercultural Advisory Committee (RIAC) members to implement the RIAC Intercultural Strategic Plan and Work Program.*

**2020 RIAC Budget**

RIAC annually receives an operating budget of \$2,500.

## Richmond Intercultural Advisory Committee (RIAC) Proposed 2020 Work Program

Initiative	RIAC Actions	Expected Outcome
1. Act as a resource to the City on issues relating to intercultural harmony in Richmond.	<p>1.1 Participate in consultation on City plans, updates, strategies, projects, and new policies relating to intercultural harmony.</p> <p>1.2 Provide input to City staff on improving the access of information to newcomers in Richmond, i.e. Newcomer's Guide.</p> <p>1.3 Respond to Council requests and provide advice on issues relating to intercultural harmony in Richmond, as requested.</p>	1.1.1 RIAC members will be able to provide an intercultural lens to City strategies and advise City Council, as needed.
2. Build on and improve RIAC members' knowledge of intercultural issues through information sharing, guest speakers, and educational opportunities.	<p>2.1 Invite guest speakers to present on intercultural issues facing the community.</p> <p>2.2 Present on intercultural initiatives from own organizations and/or affiliated groups that can inform the City's policies or practices.</p> <p>2.3 Monitor intercultural issues and emerging trends.</p> <p>2.4 Include an environmental scan on relevant items and media coverage as a standing item on the RIAC agenda.</p>	<p>2.1.1 A summary of key findings from the various speakers is included in the RIAC Annual Report.</p> <p>2.1.2 Members are better informed and well equipped to provide an intercultural lens to City strategies and initiatives, as requested.</p>
3. Support and promote initiatives that address incidents of racism and discrimination in the community.	3.1 Identify and participate in anti-racism initiatives and relay relevant information back to the RIAC.	3.1.1 RIAC members provide information on best practices from other organizations and/or municipalities that could be applied in Richmond.

## Richmond Intercultural Advisory Committee (RIAC) Proposed 2020 Work Program

Initiative	RIAC Actions	Expected Outcome
<p>4. Participate in external committees that align with RIAC's goals and objectives.</p>	<p>4.1 Continue to participate in external committees and provide updates to the RIAC.</p> <p>4.2 Promote the RIAC's role as an advisory body to the City and its contributions to fostering intercultural harmony in the city.</p>	<p>4.1.1 Community partners are aware of the RIAC's role in fostering intercultural harmony in Richmond.</p> <p>4.1.2 RIAC members are informed of other committee/group activities and are able to report back to the RIAC.</p>
<p>5. Participate in initiatives related to the implementation of the Cultural Harmony Plan in Richmond, as appropriate.</p>	<p>5.1 Support the distribution and promotion of the City's Cultural Harmony Plan 2019–2029 to key community partners and organizations in Richmond.</p> <p>5.2 Provide advice on other actions related to the Cultural Harmony Plan as requested.</p>	<p>5.1.1 RIAC members are involved in the implementation of actions listed in the Cultural Harmony Plan.</p>
<p>6. Assist Staff Liaison with the planning and implementation of the 2020 City of Richmond Diversity Symposium.</p>	<p>6.1 Provide RIAC representatives to sit on the 2020 Diversity Symposium Advisory Committee to develop ideas for themes and topics, review options for keynote speakers and presenters, and select final presenters for the workshop sessions.</p> <p>6.2 Provide event support, including promoting the event to Richmond-based community organizations, acting as session hosts, networking, and representing the RIAC at a community resource table.</p>	<p>6.1.1 The RIAC members actively participate in the planning and implementation of the 2020 Diversity Symposium program.</p>

**Richmond Intercultural Advisory Committee (RIAC) Proposed 2020 Work Program**

Initiative	RIAC Actions	Expected Outcome
<p>7. Participate in an orientation of the Richmond Intercultural Advisory Committee.</p>	<p>7.1 Members receive an orientation to the RIAC and the City of Richmond and learn about the roles and responsibilities of advisory committee members, meeting process, and the RIAC Terms of Reference.</p>	<p>7.1.1 Members are aware of the role of the Intercultural Advisory Committee and the RIAC's Intercultural Strategic Plan, Terms of Reference, Code of Conduct, Social Development Strategy and Council Term Goals.</p>



# City of Richmond

## Report to Committee

**To:** Planning Committee **Date:** January 27, 2020  
**From:** Kim Somerville **File:** 01-0100-30-SADV1-01/2020-Vol 01  
 Director, Community Social Development  
**Re:** **Richmond Seniors Advisory Committee 2019 Annual Report and 2020 Work Program**

### Staff Recommendation

That the staff report titled "Richmond Seniors Advisory Committee 2019 Annual Report and 2020 Work Program," dated January 27, 2020, from the Director, Community Social Development, be approved.

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

Att. 2

<b>REPORT CONCURRENCE</b>	
<b>CONCURRENCE OF GENERAL MANAGER</b>	
<i>Wayne G for Joe Erceg</i>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> <i>CJ</i>
<b>APPROVED BY CAO</b>	

## Staff Report

### Origin

The Richmond Seniors Advisory Committee (RSAC) was formed in 1991 to advise City Council regarding the concerns and future needs of Richmond seniors. The committee reviews a range of seniors matters and submits information and recommendations to Council if needed.

This report presents the RSAC 2019 Annual Report (Attachment 1) and proposed 2020 Work Program (Attachment 2).

This report supports Council's Strategic Plan 2018–2022 Strategic Focus Area #4 An Active and Thriving Richmond:

*An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.*

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

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

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

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

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

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

### Analysis

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

## 2019 Annual Report

The RSAC 2019 Annual Report provides an overview of the work of the committee during the past year. Highlights for 2019 include:

- RSAC members participated on the Age-Friendly Stakeholder Committee to provide input and help guide the work of the UBCM (Union of BC Municipalities) Age-Friendly Communities Grant Project, “Creating a Plan to Engage seniors in the Creation of Age-Friendly Neighbourhoods in Richmond”.
- RSAC members were informed about programs and services available to seniors and issues of concern to seniors through presentations from organizations including the Rick Hansen Foundation, Richmond Food Security Society, Canada Revenue Agency, Richmond Centre for Disability, Richmond Cares, Richmond Gives and Translink.
- RSAC members were kept updated on research and trends for seniors through attendance at many conferences and information sessions including:
  - Community Based Seniors Services (CBSS) Metro Vancouver Regional Consultation Session, February 2019;
  - Cataract Surgery Information Session delivered by Richmond Hospital Staff, March 2019;
  - De-Prescribing of Seniors Medications: Public Conference on Safe Medication Use, Council of Senior Citizens’ Organizations of B.C. (COSCO), May 2019;
  - SFU’s 28th Annual John K. Friesen Gerontology Conference, “Understanding and Fostering Resilience in Older Adults”, June 2019;
  - Annual City of Richmond Diversity Symposium, “Working with Diversity: The Value of Difference”, October 2019; and
  - 2019 United Way Provincial Summit on Aging, November 2019.
- RSAC members continued to connect with the community and keep informed on seniors issues through participation on:
  - External Committees: Richmond Age-Friendly Stakeholder Committee, Council of Senior Citizens’ Organizations of BC (COSCO), Dementia-Friendly Stakeholder Committee, Minoru Seniors Society and Richmond Health Advisory Committee;
  - RSAC Sub-Committees: Elections, Promotions and Transportation; and
  - Council Appointed Advisory Committees: Richmond Community Services Advisory (RCSAC) and Richmond Intercultural Advisory Committee (RIAC).

## 2020 Work Program

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

Highlights of the proposed RSAC 2020 Work Program include:

- Support the development of the Draft 2021–2031 Seniors Services Plan and distribution and promotion of the 2015–2020 Seniors Service Plan 2019 Update;
- Continue to participate in External Committees; RSAC Sub-Committees and Council Appointed Advisory Committees that align with RSAC’s goals and objectives;
- Improve RSAC’s knowledge of current and emerging trends of seniors and issues impacting seniors through guest speakers, conferences, workshops and member information sharing;
- Participate in City consultations on strategic plans, policies and projects relating to seniors; and
- Continue to act as a resource for seniors in Richmond to relay issues and concerns to RSAC and City Council when necessary.

### **Financial Impact**

None.

### **Conclusion**

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



Debbie Hertha  
Seniors Coordinator  
(604-276-4175)

- Att. 1: Richmond Seniors Advisory Committee 2019 Annual Report  
2: Richmond Seniors Advisory Committee 2020 Work Program



## Richmond Seniors Advisory Committee 2019 Annual Report

### 2019 Membership

Paul Cassidy, Peter Chan, Yvonne Chan, Diane Cousar, Sandra Gebhardt, Hans Havas (Chair), Joan Haws, Rachel King, Narcisa Llano, Mumtaz Nathu, Yasmin Rahman, Jackie Schell, Kelly Sidhu, Jacqueline Turner, Becky Wong (Vice-Chair)

### City of Richmond Liaisons:

Councillor Carol Day – Council Liaison  
Debbie Hertha, Seniors Coordinator – Staff Liaison

### Purpose:

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

### Membership:

The Richmond Seniors Advisory Committee consists of 15 members. A majority of members belong to one or more groups or organizations, and attend many meetings and workshops throughout the year. Members also bring forth additional information and topics relevant to seniors to the RSAC, as outlined in the attached report and 2020 Work Program.

### Meetings:

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

### Membership with Committees and Groups

RSAC members belong to a number of committees and groups in the community to raise issues on behalf of seniors as well as monitor seniors' issues raised by the committees and groups. Many issues affecting seniors that were identified were addressed through partnerships and initiatives and improvements to programs, services and policies for seniors.

- External Committees included: Age-Friendly Stakeholder Committee, Council of Senior Citizens' Organizations of BC (COSCO), Dementia-Friendly Stakeholder Committee, Minoru Seniors Society and Richmond Health Advisory Committee.
- RSAC Sub-Committees included: Elections, Promotions and Transportation.

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

Examples of issues and topics addressed within the committees above included:

- City of Richmond Dementia-Friendly Community Action Plan for Richmond
- UBCM 2019 Age-Friendly Grant Project: Creating a plan to engage seniors in the Creation of Age-Friendly Neighbourhoods.
- VCH updates – Richmond Hospital – new Acute Care Tower and New Community Health Access Centre
- City of Richmond Draft Homelessness Strategy
- Cataract Surgery Relocation from Richmond Hospital to Vancouver
- City of Richmond Draft Cultural Harmony Plan
- Transportation: Traffic signal addition in front of new Minoru Centre for Active Living; addition of traffic light crossings and pedestrian lighting; accessibility of bus stops and shelters including benches and signage; bus expansion and frequency; cycling programs; electric scooters; public engagement opportunities for Handydart improvements.

### **External Members**

The City's Seniors Wellness Coordinator attends the monthly meetings to keep members updated on city-wide programs, services and initiatives for seniors available across Richmond. The Seniors Wellness Coordinator shared information on issues and concerns of seniors in the community as well as services for at-risk and vulnerable seniors and specialized activities delivered in partnership with community organizations that serve seniors including Vancouver Coastal Health.

The Manager, Seniors Community Support Services from Richmond Cares, Richmond Gives attends RSAC meetings bringing a perspective from a community organization that delivers community support services for seniors including information and referral; grocery shopping services; Senior Peer Counselling; Better at Home services, caregiver support and numerous volunteer opportunities.

### **Guest Speakers for 2019**

- Aparna Kurl, Director, Government Relations & Barb Mann, Senior Business Development Manager, Rick Hansen Foundation
- Ian Lai, Executive Director, Richmond Food Security Society
- Zubie Vuurens, Outreach Officer, Canada Revenue Agency
- Ella Huang, Executive Director, Richmond Centre for Disability and Carol Dixon, Manager, Seniors Community Support Services, Richmond Cares, Richmond Gives
- Chris Chan, Travel Training Manager, Access Transit, Translink
- Dorothy Jo, Inclusion Coordinator, Community Social Development (City)
- Kim Somerville, Director, Community Social Development (City)

### **RSAC Member Participation in Forums, Conferences and Special Events:**

- Community Based Seniors Services (CBSS) Metro Vancouver Regional Consultation Session – February 2019, City Centre Community Centre (3 members attended)
- Cataract Surgery Information Session delivered by Richmond Hospital Staff – March 2019, Richmond City Hall (7 members attended including Minoru Seniors Society Board)
- Safe and Secure Living Chinese Health Fair, RSAC Booth – May 2019, Aberdeen Mall, Richmond (3 members attended)
- Advance Care Planning Workshop – May 2019, Richmond Hospital (2 members attended)
- De-Prescribing of Seniors Medications: Public Conference on Safe Medication Use (COSCO) – May 2019 (4 members attended)
- Seniors Week Events: Seniors Advisory Committee Booth at Activate Health and Wellness Fair and Seniors Advocate Presentation – June 2019, Minoru Centre for Active Living (6 members attended)
- Simon Fraser University's 28th Annual John K. Friesen Gerontology Conference, "Understanding and Fostering Resilience in Older Adults" – June 2019, Vancouver (3 members attended)
- Annual City of Richmond Diversity Symposium, "Working with Diversity: The Value of Difference" – October 2019, Richmond (2 members attended)
- 2019 United Way Provincial Summit on Aging – November 2019, Richmond (2 members attended)
- Minoru Seniors Society Annual General Meeting – November 2019, Minoru Centre for Active Living (2 members attended)
- Reduce the Fear: Learn from a Peer Workshop on preparing for surgery – December 2019, Minoru Centre for Active Living (1 member presented)

The Richmond Seniors Advisory Committee would like to thank Mayor Malcolm Brodie and City Councillors for their continued support of the Richmond Seniors Advisory Committee. The committee would also like to thank Council Liaison, Carol Day for keeping committee members informed and updated on issues arising at City Council that may impact seniors.

Report submitted by:



Hans Havas, Chair  
Richmond Seniors Advisory Committee

**Richmond Seniors Advisory Committee  
Proposed 2020 Work Program**

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

This work program supports Council's Strategic Plan 2018–2022 Strategic Focus Area #4 An Active and Thriving Richmond:

*4.1 Robust, affordable, and accessible sport, recreation, wellness and social programs for people of all ages and abilities*

This work program supports the City's Social Development Strategy's Strategic Direction #3 Address the Needs of an Aging Population, the Seniors Services Plan 2015–2020 and Age Friendly Assessment and Action Plan 2015–2020 by setting actions that include seniors in civic matters and will inform RSAC members on current and ongoing issues facing seniors in Richmond allowing them to advise and make recommendations to Council as necessary.

**2020 RSAC Budget**

RSAC annually receives an operating budget of \$2,500.

**Richmond Seniors Advisory Committee (RSAC) Proposed 2020 Work Program**

<b>Initiative</b>	<b>RSAC Actions</b>	<b>Expected Outcome</b>
<p>1. Act as a resource to the City on issues relating to seniors in Richmond and provide a seniors lens to City programs, services and strategies.</p>	<p>1.1 Participate in initiatives related to the development, implementation, evaluation and consultation on City plans, updates, strategies, projects, and new policies that may impact seniors, as needed.</p> <p>1.2 Provide input and feedback to City staff on existing programs and services for seniors.</p> <p>1.3 Respond to Council requests and provide advice on issues relating to seniors in Richmond, as requested.</p>	<p>1.1.1 RSAC members will be able to provide a seniors lens to City programs, services and strategies and advise City Council, as needed.</p> <p>1.1.2 RSAC members are involved in the development and implementation of the City's Strategic Plans for seniors.</p>
<p>2. Build on and improve RSAC members' knowledge of seniors issues through information sharing, guest speakers, and educational opportunities.</p>	<p>2.1 Invite guest speakers to present on issues impacting seniors in the community.</p> <p>2.2 Present on issues and initiatives impacting seniors from member organizations and/or affiliated groups that can inform the City's policies or practices.</p> <p>2.3 Monitor seniors' issues and emerging trends.</p> <p>2.4 Include a standing item on issues arising from member interactions with seniors on the RSAC agenda.</p> <p>2.5 Members to attend conferences, workshops and information sessions on issues impacting the seniors population.</p>	<p>2.1.1 A summary of key findings from the educational opportunities is included in the RSAC Annual Report.</p> <p>2.1.2 Members are better informed and well equipped to provide a seniors lens to City strategies and initiatives, as requested.</p>

**Richmond Seniors Advisory Committee (RSAC) Proposed 2020 Work Program**

<b>Initiative</b>	<b>RSAC Actions</b>	<b>Expected Outcome</b>
<p>3. Participate in external committees; sub-committees and Council Appointed Advisory Committees that align with RSAC's goals and objectives.</p>	<p>3.1 Continue to participate in committees and provide updates to the RSAC.</p> <p>3.2 Promote the RSAC's role as an advisory body to the City and its role in supporting seniors in Richmond.</p>	<p>3.1.1 Community partners are aware of the RSAC's role in supporting seniors in Richmond.</p> <p>3.1.2 RSAC members are informed of other committee/group activities and are able to report back to the RSAC.</p>
<p>4. Participate in an orientation of the Richmond Seniors Advisory Committee.</p>	<p>4.1 Members receive an orientation to the RSAC and the City of Richmond and learn about the roles and responsibilities of advisory committee members, meeting process, and the RSAC Terms of Reference.</p>	<p>4.1.1 Members are aware of the role of the Richmond Seniors Advisory Committee, Terms of Reference, Code of Conduct and relevant City of Richmond Strategic Plans.</p>



# City of Richmond

## Report to Committee

**To:** Planning Committee **Date:** January 28, 2020  
**From:** Kim Somerville **File:** 07-3190-01/2020-Vol  
 Director, Community Social Development 01  
**Re:** **UBCM 2020 Poverty Reduction Planning and Action Grant Submission**

### Staff Recommendations

1. That the application to the Union of British Columbia Municipalities (UBCM) 2020 Poverty Reduction Planning and Action Program for \$25,000 be endorsed; and
2. That should the funding application be successful, that the Chief Administrative Officer and the General Manager, Planning and Development be authorized on behalf of the City to enter into an agreement with UBCM for the above mentioned project and that the Consolidated 5 Year Financial Plan (2020–2024) be amended accordingly.

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

Att. 1

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Intergovernmental Relations & Protocol Unit Finance Department	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b>	<b>APPROVED BY CAO</b>

## Staff Report

### Origin

The UBCM 2020 Poverty Reduction Planning and Action Program provides five million dollars in funding over three years for local governments to engage in projects that reduce poverty at the local level and supports TogetherBC: British Columbia's Poverty Reduction Strategy. TogetherBC aims to reduce overall poverty in British Columbia by 25 per cent and child poverty by 50 per cent by 2024.

The grant application requires a Council resolution indicating support for the proposed project as well as a willingness to provide overall grant management.

This report supports Council's Strategic Plan 2018–2022 Strategic Focus Area #4 – An Active and Thriving Richmond:

*An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.*

This report also supports the following action in the City's 2013–2022 Social Development Strategy:

- 5 *Acknowledging that income data from Statistics Canada and other sources alone do not present a complete or fully reliable picture of poverty in Richmond, work with community-based organizations, senior governments and other partners to initiate a culturally-sensitive process to:*

*5.1 Improve understanding of the characteristics and challenges of low income residents in Richmond.*

### Analysis

The City of Richmond's 2013–2022 Social Development Strategy, which was adopted by Council on September 9, 2013, outlines long and short-term actions to reduce poverty in the community. The City continues to implement actions outlined in the strategy; however, additional planning and engagement is required to fully understand community need.

Staff are in the process of preparing a grant application for the UBCM 2020 Poverty Reduction Planning and Action Program for \$25,000 and will submit in advance of the February 28, 2020 deadline. A Council resolution supporting the grant application is required for the submission. Due to tight timelines, UBCM has approved that a Council resolution in support of the grant application can be provided at a later date. If the grant is awarded, this project will further actions in the 2013–2022 Social Development Strategy.

According to 2016 Census data, the four City planning areas of Blundell, Broadmoor, City Centre and Thompson have the highest percentage of low income individuals of all City planning areas. To develop a more comprehensive understanding of the challenges faced by low income individuals residing in these planning areas, the proposed project will involve key community



stakeholders and members of the community living in poverty, in addition to incorporating income data from Statistics Canada and other sources. Data based on vulnerability indicators, such as the number of children accessing school breakfast programs, as well as focus groups and interviews with key community stakeholders and individuals with lived experience will also inform this comprehensive approach.

The main goals of the proposed project are to identify areas of greatest community need for low income individuals living in the Blundell, Broadmoor, City Centre and Thompson planning areas and to develop an action plan to improve access to services and increase social inclusion in those areas. A Steering Committee will be established including individuals with lived experience and representatives from key community stakeholders. It is anticipated that the project findings will help to inform other City strategies.

Should the grant application be successful, the City would be required to enter into a funding agreement with UBCM. As with any submission to senior governments, there is no guarantee that this application will be successful.

### **Financial Impact**

Should the application be successful, the Consolidated 5 Year Financial Plan (2020-2024) will be amended accordingly to include the grant amount and corresponding expenditures.

### **Conclusion**

Staff recommend the submitted application to the UBCM 2020 Poverty Reduction Planning and Action Program be endorsed. The UBCM Poverty Reduction Planning and Action Program would provide an appropriate source of funding for the City of Richmond to better understand the needs of residents living in four City planning areas that have the highest percentage of low income residents (Blundell, Broadmoor, City Centre, and Thompson). The funding will also allow the City to explore opportunities to address these needs through shared engagement activities; and to develop a collaborative action plan to respond to those needs to better support Richmond residents.



Melanie Burner  
Accessibility Coordinator  
(604-276-4390)

Att. 1: UBCM: 2020 Poverty Reduction Planning & Action Program, 2020 Program & Application Guide

# Poverty Reduction Planning & Action Program

## 2020 Program & Application Guide

### 1. Introduction

In March 2019, the Province of BC released their poverty reduction strategy: [TogetherBC: British Columbia's Poverty Reduction Strategy](#). Mandated through the *Poverty Reduction Strategy Act*, the strategy set targets to reduce the overall poverty rate in British Columbia by at least 25%, and the child poverty rate by at least 50%, by 2024. *TogetherBC* is based on four principles: affordability, opportunity, reconciliation, and social inclusion. These principles guided the priority action areas that form the core of the strategy.

With investments from across government, *TogetherBC* reflects government's commitment to reduce poverty and make life more affordable for British Columbians. It includes policy initiatives and investments designed to lift people up, break the cycle of poverty, and build a better BC for everyone.

Local governments have long-advocated for a provincial poverty reduction strategy and are crucial partners in this work. They are at the front-line of seeing the impacts of poverty in their communities and play a central role in developing local solutions with community partners and other levels of government.

#### Poverty Reduction Planning & Action program

The intent of the Poverty Reduction Planning & Action program is to support local governments in reducing poverty at the local level and to support the Province's poverty reduction strategy. The Province has provided \$5 million over three years and the program is administered by the Union of BC Municipalities (UBCM).

### 2. Eligible Applicants

All local governments (municipalities and regional districts) in BC are eligible to apply.

Eligible applicants can submit one application per intake, including regional applications or participation as a partnering applicant in a regional application.

### 3. Eligible Projects

To qualify for funding, applications must demonstrate the extent to which proposed activities will reduce poverty at the local level.

To qualify for funding, projects must:

- Focus on one or more of the six priority action areas identified in *TogetherBC*:
  - Housing
  - Families, children and youth
  - Education and training
  - Employment
  - Income supports
  - Social supports
- Be a new project (retroactive funding is not available);
- Be capable of completion by the applicant within one year from the date of grant approval;

- Involve key sectors of the community including community-based poverty reduction organizations, people with lived experience of poverty, businesses, local First Nations and/or Indigenous organizations.

Within the six priority areas, eligible projects may also address one or more of the other key priorities identified in *TogetherBC*: mental health and addictions, food security, transportation, and/or access to health care.

### **Regional Projects**

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum funding available would be based on the number of eligible applicants included in the application. It is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

The primary applicant submitting the application for a regional project is required to submit a resolution as outlined in Section 6 of this guide. Each partnering applicant is required to submit a resolution that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

The total funding request for regional projects cannot exceed \$150,000.

## **4. Eligible & Ineligible Costs & Activities**

### **Eligible Costs & Activities**

Eligible costs are direct costs that are approved by the Evaluation Committee, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

### **Stream 1: Poverty Reduction Plans and Assessments**

The intent of this funding stream is to support communities to develop or update assessments or plans in order to reduce poverty at the local level. The funding maximum under Stream 1 is \$25,000 for a single applicant and \$150,000 for regional applications.

Under Stream 1, eligible activities must be cost-effective and include:

- Development of a local Poverty Reduction plan or assessment that addresses one or more of the six priority action areas as identified in *TogetherBC*;
- Engagement of people living in poverty or with a lived experience of poverty in planning activities;
- Adding a poverty reduction lens including specific activities and outcomes to support people living in poverty, to existing plans or policies, such as:
  - Official Community Plans or community or neighbourhood plans;
  - Zoning and other policies;
  - Development permit requirements;
  - Emergency response, evacuation, and/or emergency support services plans;
  - Food security and food systems planning;
  - Community planning processes related to social determinants of health (e.g. affordable housing, homelessness, etc.).

## **Stream 2: Poverty Reduction Action**

The intent of this funding stream is to support communities to undertake local projects in order to reduce poverty at the local level. The funding maximum under Stream 2 is \$50,000 for a single applicant and \$150,000 for regional applications.

In order to be eligible for Stream 2 funding, eligible applicants are required to have completed a Poverty Reduction plan or assessment, or demonstrate that their Official Community Plan, or an equivalent plan, is inclusive of poverty reduction principles.

Under Stream 2, eligible activities must be cost-effective and may include:

- Pilot projects to evaluate the impact of providing supports such as reduced-fare transit, recreation passes, or other service opportunities for low-income residents;
- Supporting financial security through tax-filing programs;
- Awareness campaigns to reduce stigma around poverty and promote social inclusion;
- Social enterprise initiatives that provide supported employment opportunities for people with multiple barriers to employment;
- Local food security initiatives including food-waste diversion projects and community kitchens that support training and social inclusion, as well as access to food;
- Pilot projects to assist key populations living with low income as identified in *TogetherBC*.

Stream 2 of the 2020 Poverty Reduction Planning & Action program is not intended to be a capital funding program. However, minor capital expenditures for eligible activities that have a clear and definable benefit to people living in poverty, that are clearly linked to activities identified in the application, and that are intended to reduce poverty at the local level will be considered for funding under Stream 2.

Capital costs cannot exceed 25% of the total requested Stream 2 grant (i.e. an application for a \$50,000 grant cannot include more than \$12,500 in capital costs).

### **Eligible Activities Applicable to Both Funding Streams**

The following expenditures are also eligible, provided they relate directly to the eligible activities identified above:

- Honoraria for community members that are direct participants in funded activities and who are living in poverty;
- Consultant costs;
- Incremental staff and administration costs;
- Public information costs.

### **Ineligible Costs & Activities**

Any activity that is not outlined above or is not directly connected to activities approved in the application by the Evaluation Committee is not eligible for grant funding. This includes:

- Development of feasibility studies, business cases, architectural, engineering, or other design drawings for the construction or renovation of facilities providing services to people living in poverty;
- Infrastructure projects or new construction;
- Regular salaries of applicant staff or partners;

- Routine or ongoing operating costs (e.g. heating and lighting; security; telephone; internet);
- Purchase of software, software licences, or service subscriptions;
- Existing programs with established, designated funding from other partners;
- Fundraising.

## 5. Grant Maximum

The 2020 Poverty Reduction Planning & Action program provides two streams of funding. Projects funded under Stream 1 may receive up to 100% of the cost of eligible activities to a maximum of \$25,000. Projects funded under Stream 2 may receive up to 100% of the cost of eligible activities to a maximum of \$50,000. Regional projects under either Stream 1 or Stream 2 may receive up to 100% of the cost of eligible activities to a maximum of \$150,000.

In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant.

## 6. Application Requirements & Process

### Application Deadline

The application deadline is February 28, 2020.

Applicants will be advised of the status of their application within 60 days of the application deadline.

### Required Application Contents

- Completed Application Form;
- Detailed project budget;
- Council or Board resolution, indicating support for the current proposed activities and willingness to provide overall grant management;
- *For regional projects only:* Each partnering local government must submit a Council or Board resolution indicating support for the primary applicant to apply for, receive, and manage the grant funding on their behalf;

**Resolutions from partnering applicants must include the language above.**

- Optional: Up to three letters of support as evidence of partnership or collaboration with community-based poverty reduction organizations, people with lived experience of poverty, businesses, local First Nations and/or Indigenous organizations.

### Submission of Applications

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8

All application materials will be shared with the Province of BC

## Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application elements have been submitted and to ensure that eligibility criteria have been met. Only complete application packages will be reviewed.

Following this, all eligible applications will be reviewed and scored by the Evaluation Committee. Scoring considerations and criteria include the following:

- Alignment with the intent and objectives of the Poverty Reduction Planning & Action program;
- Anticipated outcomes;
- Demonstration of direct participation of people living in poverty or with a lived experience of poverty in the proposed activities;
- Partnerships and demonstrated community support, including community-based poverty reduction organizations, people with lived experience of poverty, businesses, local First Nations and/or Indigenous organizations;
- Cost-effectiveness of the project, including in-kind or cash contributions to the project from the eligible applicant, community partners, or other grant funding.

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

The Evaluation Committee will consider the population and provincial, regional, and urban/rural distribution of proposed projects. Funding decisions will be made on a provincial priority basis.

## 7. Grant Management & Applicant Responsibilities

Please note that grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

### Notice of Funding Decision

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM.

Grants under the Poverty Reduction Planning & Action program will be awarded in two payments: 50% at the approval of the project and when the signed Approval Agreement has been returned to UBCM, and 50% when the project is complete and the final reporting requirements have been met.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

### Progress Payments

In exceptional circumstances, to request a progress payment, approved applicants are required to submit:

- Written rationale for receiving a progress payment;
- Description of activities completed to date; and
- Description of funds expended to date.

## Changes to Approved Projects

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from the Evaluation Committee will be required for any significant variation from the approved project.

To propose changes to an approved project, approved applicants are required to submit:

- Revised application package, including updated, signed application form, and an updated Council or Board resolution; and
- Written rationale for proposed changes to activities and/or expenditures.

The revised application package will then be reviewed by the Evaluation Committee.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

## Extensions to Project End Date

All approved activities are required to be completed within one year of approval and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed one year.

## 8. Final Report Requirements & Process

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form;
- Financial summary;
- For Stream 1 only: electronic copy of the completed plan or assessment;
- Optional: photos of the project, media clippings, and/or any reports or documents developed or amended with grant funding.

### Submission of Final Reports

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8

All final reports will be shared with the Province of BC

## 9. Additional Information

For enquiries about the application process or general enquiries about the program, please contact:

Union of BC Municipalities  
525 Government Street  
Victoria, BC, V8V 0A8

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

Phone: (250) 952-9177

For more information on BC's Poverty Reduction Strategy, please refer to [TogetherBC](#).



# City of Richmond

## Report to Committee

**To:** Planning Committee  
**From:** Wayne Craig  
Director, Development

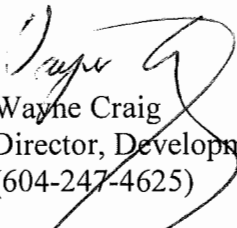
**Date:** February 19, 2020  
**File:** TU 20-890944

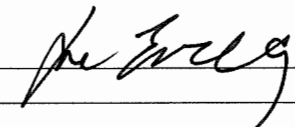
**Re:** **Application by Fairchild Developments Ltd. for a Temporary Commercial Use Permit at 8320 Cambie Road and 8431 Brownwood Road**

### Staff Recommendation

That the application of Fairchild Developments Ltd. for a Temporary Commercial Use Permit for property at 8320 Cambie Road and 8431 Brownwood Road be considered at the special meeting of Council (for the purpose of holding a Public Hearing) to be held on April 20, 2020 at 7:00 PM in the Council Chambers of Richmond City Hall, and that the following recommendation be forwarded to that meeting for consideration:

“That a Temporary Commercial Use Permit be issued to Fairchild Developments Ltd. to allow ‘Non-accessory Parking’ as a permitted use at 8320 Cambie Road and 8431 Brownwood Road for a period of three years.”

  
Wayne Craig  
Director, Development  
(604-247-4625)  
  
WC:jr  
Att. 2

<b>REPORT CONCURRENCE</b>
<b>CONCURRENCE OF GENERAL MANAGER</b>




## Staff Report

### Origin

Fairchild Developments Ltd. has applied to the City of Richmond for a Temporary Commercial Use Permit (TCUP) to allow “Non-accessory Parking” as a permitted use at 8320 Cambie Road and 8431 Brownwood Road for a period of three years (Attachment 1). There is an existing TCUP issued for the properties (TU 14-653009, TU 17-763604), which Council originally issued for a three-year term on June 16, 2014, and extended for an additional three years on May 17, 2017. As such, the existing TCUP expires on May 17, 2020, and a new TCUP is requested.

### Findings of Fact

A Development Application Data Sheet providing details about the proposal is provided in Attachment 2.

### Surrounding Development

Development immediately surrounding the subject site is as follows:

- To the North, across Cambie Road: Aberdeen Neighbourhood Park, which is a City-owned park on a lot zoned “School & Institutional Use (SI).”
- To the East: Single-family dwellings on lots zoned “Single Detached (RS1/E),” which are designated “General Urban T4 (25 m)” in the City Centre Area Plan.
- To the South, across Brownwood Road: Single-family dwellings on lots zoned “Single Detached (RS1/E),” which are designated “General Urban T4 (25 m)” in the City Centre Area Plan.
- To the West, across Hazelbridge Way: Aberdeen Centre, which is a commercial centre on a lot zoned “Residential Mixed Use Commercial (ZMU9) – Aberdeen Village (City Centre)” and is designated “Urban Centre T5 (35 m)” in the City Centre Area Plan.

### Related Policies & Studies

#### Richmond Zoning Bylaw 8500

The subject site is zoned “Single Detached (RS1/E),” which permits single detached housing and associated secondary uses. The attached TCUP would allow “Non-accessory Parking” as a permitted use, which Richmond Zoning Bylaw 8500 defines as “parking that is not primarily intended for the use of residents, employees or clients of a particular building, which includes surface parking lots and enclosed parking located above or below grade.”

### Official Community Plan/City Centre Area Plan – Aberdeen Village

The subject site is located in the Aberdeen Village area of the City Centre Area Plan (CCAP). It is designated “Mixed Employment” in the Official Community Plan (OCP), and is designated “General Urban T4 (25 m)” in the CCAP. These designations provide for light industry, office, retail and services, restaurants, and educational uses.

The OCP allows Temporary Commercial Use Permits in areas designated “Industrial”, “Mixed Employment”, “Commercial”, “Neighbourhood Shopping Centre”, “Mixed Use”, “Limited Mixed Use,” and “Agricultural” (outside of the Agricultural Land Reserve) where deemed appropriate by Council and subject to conditions suitable to the proposed land use and surrounding area.

It is recognized by both the applicant and staff that this area will be developed according to the City Centre Area Plan in the future. Permitting a parking lot would allow for productive use of the site until redevelopment occurs.

### Local Government Act

The *Local Government Act* identifies that TCUPs are valid for a period up to three years from the date of issuance. An application for an extension to the Permit may be made and issued for up to three additional years, at the discretion of Council. Following this one time extension, a new TCUP application would be required.

### **Public Consultation**

A notification sign has been installed on the subject property. Staff have not received any comments from the public about the TCUP application in response to the placement of the notification sign on the property.

Should the Planning Committee and Council endorse the staff recommendation, the application will be forwarded to a Public Hearing where any area resident or interested party will have an opportunity for comment. Public notification for the Public Hearing will be provided as per the *Local Government Act*.

### **Analysis**

The applicant is proposing to maintain the existing surface parking lot, which contains 35 parking spaces. The existing parking lot has operated since the original TCUP was issued by Council on June 16, 2014, and initially included 36 parking spaces. This was reduced by the applicant in response to the operational needs of the lot. Each space is assigned by the owner, and public parking is not permitted.

The applicant has indicated that there is ongoing demand for contractor and employee parking to facilitate tenant improvements at Aberdeen Square and Aberdeen Centre. The applicant has indicated that tenant improvement activity will continue for the next five to six years. Maintaining these off-site parking spaces for a temporary period would continue to assist in alleviating the parking demand at Aberdeen Square and Aberdeen Centre.

### Landscaping

There is a landscaped strip between the parking area and the sidewalk on both the Cambie Road and Hazelbridge Way frontages, which includes Laurel shrubs and four trees. The on-site parking is separated from adjacent properties to the east by an off-site Cedar hedge, a fence on the property line, and Laurel shrubs on-site.

This existing landscaping was secured and installed as a condition of the original TCUP, and is to remain in place for the duration of the new TCUP. Further frontage and landscape improvements will be identified when the site is developed to its ultimate use in accordance with the CCAP.

### Site Servicing

No servicing upgrades are required at this time, as the proposed use would be temporary. Servicing upgrades will be identified when the site is developed to its ultimate use in accordance with the CCAP.

### **Staff Comments**

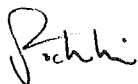
Staff have no objections to the proposal to maintain a surface parking lot on the subject site and recommend that the TCUP be issued on the understanding that this Permit will expire in three years. The applicant may apply for an extension to the Permit for an additional three years

### **Financial Impact**

None.

### **Conclusion**

It is recommended that a Temporary Commercial Use Permit be issued to Fairchild Developments to allow "Non-accessory Parking" as a permitted use at 8320 Cambie Road and 8431 Brownwood Road for a period of three years.



Jordan Rockerbie  
Planner 1  
(604-276-4092)

JR:blg

### Attachments:

Attachment 1: Location Map and Aerial Photo  
Attachment 2: Development Application Data Sheet





City of  
Richmond



**SUBJECT  
PROPERTIES**



**TU 20-890944**

Original Date: 01/22/20

Revision Date:

Note: Dimensions are in METRES

**CNCL - 221**



**TU 17-763604**

**Attachment 2**

Address: 8320 Cambie Road & 8431 Brownwood Road

Applicant: Fairchild Developments Ltd.

Planning Area: City Centre Area Plan – Aberdeen Village

	<b>Existing</b>	<b>Proposed</b>
<b>Owner:</b>	Fairchild Developments Ltd.	No change
<b>Site Size (m<sup>2</sup>):</b>	Total: 1,574 m <sup>2</sup> <ul style="list-style-type: none"> <li>• 8320 Cambie Road: 960 m<sup>2</sup></li> <li>• 8431 Brownwood Road: 614 m<sup>2</sup></li> </ul>	No change
<b>Land Uses:</b>	Non-accessory Parking	No change
<b>OCP Designation:</b>	Mixed Employment	No change
<b>Area Plan Designation:</b>	General Urban T4 (25 m)	No change
<b>Zoning:</b>	Single Detached (RS1/E)	No change, with the exception of allowing "Non-accessory parking" as a permitted use for a period of three years

	<b>Bylaw Requirement</b>	<b>Proposed</b>	<b>Variance</b>
Off-street Parking Spaces – Standard:	n/a	17 of 35 total spaces (49%)	None
Off-street Parking Spaces – Small	n/a	17 of 35 total spaces (49%)	None
Off-street Parking Spaces – Accessible:	n/a	1 of 35 total spaces (2%)	None



No. TU 20-890944

To the Holder: FAIRCHILD DEVELOPMENTS LTD.  
Property Address: 8320 CAMBIE ROAD AND 8431 BROWNWOOD ROAD  
Address: FAIRCHILD DEVELOPMENTS LTD.  
UNIT 130 - 4400 HAZELBRIDGE WAY  
RICHMOND, BC V6X 3R8

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1. This Temporary Commercial Use Permit is issued subject to compliance with all of the Bylaws of the City applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Temporary Commercial Use Permit applies to and only to those lands shown cross-hatched on the attached Schedule "A" and any and all buildings, structures and other development thereon.
3. The subject property may be used for the following temporary Commercial use:  

"Non-accessory Parking" for up to 35 vehicles, generally as shown in Schedule "B"
4. Any temporary buildings, structures and signs shall be demolished or removed and the site and adjacent roads shall be maintained and restored to a condition satisfactory to the City of Richmond, upon the expiration of this permit or cessation of the use, whichever is sooner.
5. As a condition of the issuance of this Permit, Council is holding the security set out below to ensure that development is carried out in accordance with the terms and conditions of this Permit. Should any interest be earned upon the security, it shall accrue to the Holder if the security is returned. The condition of the posting of the security is that should the Holder fail to carry out the development hereby authorized, according to the terms and conditions of this Permit within the time provided, the City may use the security to carry out the work by its servants, agents or contractors, and any surplus shall be paid over to the Holder, or should the Holder carry out the development permitted by this permit within the time set out herein and comply with all the undertakings given in Schedule "C" attached hereto, the security shall be returned to the Holder.

There is filed accordingly:

An Irrevocable Letter of Credit in the amount of \$10,000.00.

6. The land described herein shall be developed generally in accordance with the terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit which shall form a part hereof.

No. TU 20-890944

To the Holder: FAIRCHILD DEVELOPMENTS LTD.  
 Property Address: 8320 CAMBIE ROAD AND 8431 BROWNWOOD ROAD  
 Address: FAIRCHILD DEVELOPMENTS LTD.  
 UNIT 130 - 4400 HAZELBRIDGE WAY  
 RICHMOND, BC V6X 3R8

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- 7. If the Holder does not commence the construction permitted by this Permit within 24 months of the date of this Permit, this Permit shall lapse and the security shall be returned in full.

This Permit is not a Building Permit.

AUTHORIZING RESOLUTION NO. ISSUED BY THE COUNCIL THE  
 DAY OF , .

DELIVERED THIS DAY OF , .

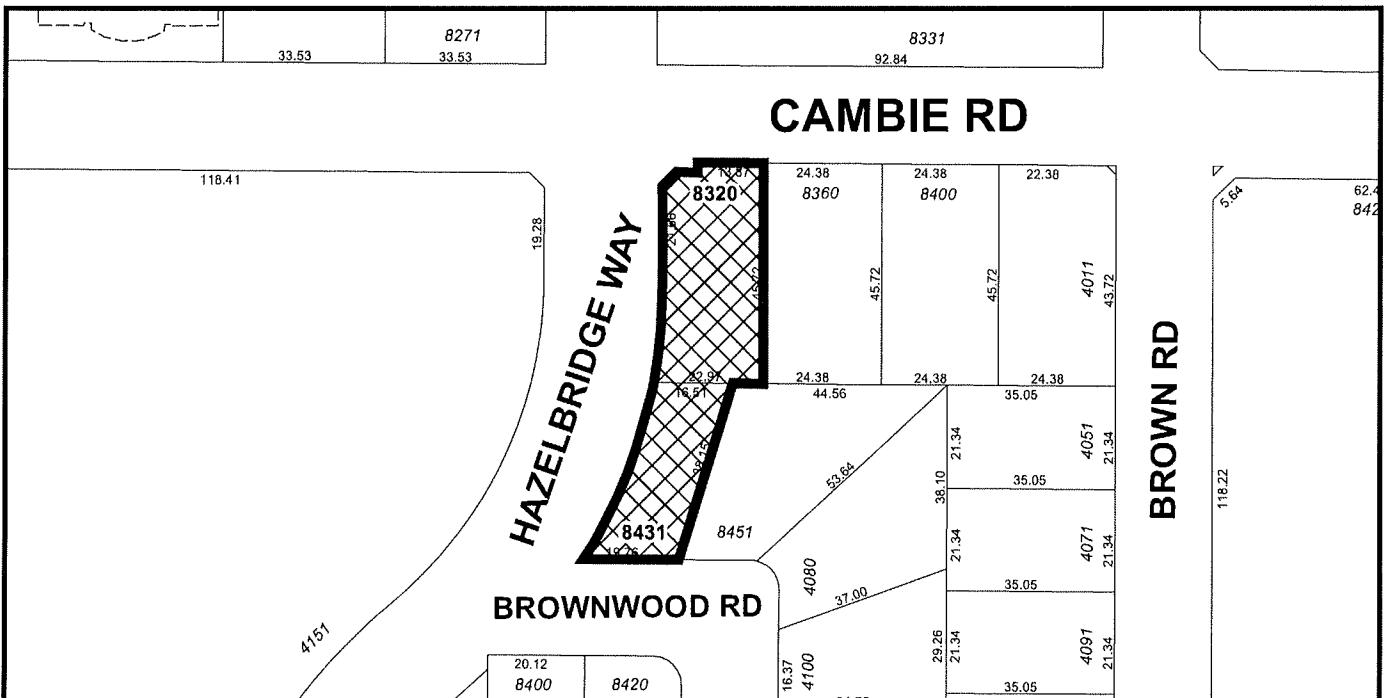
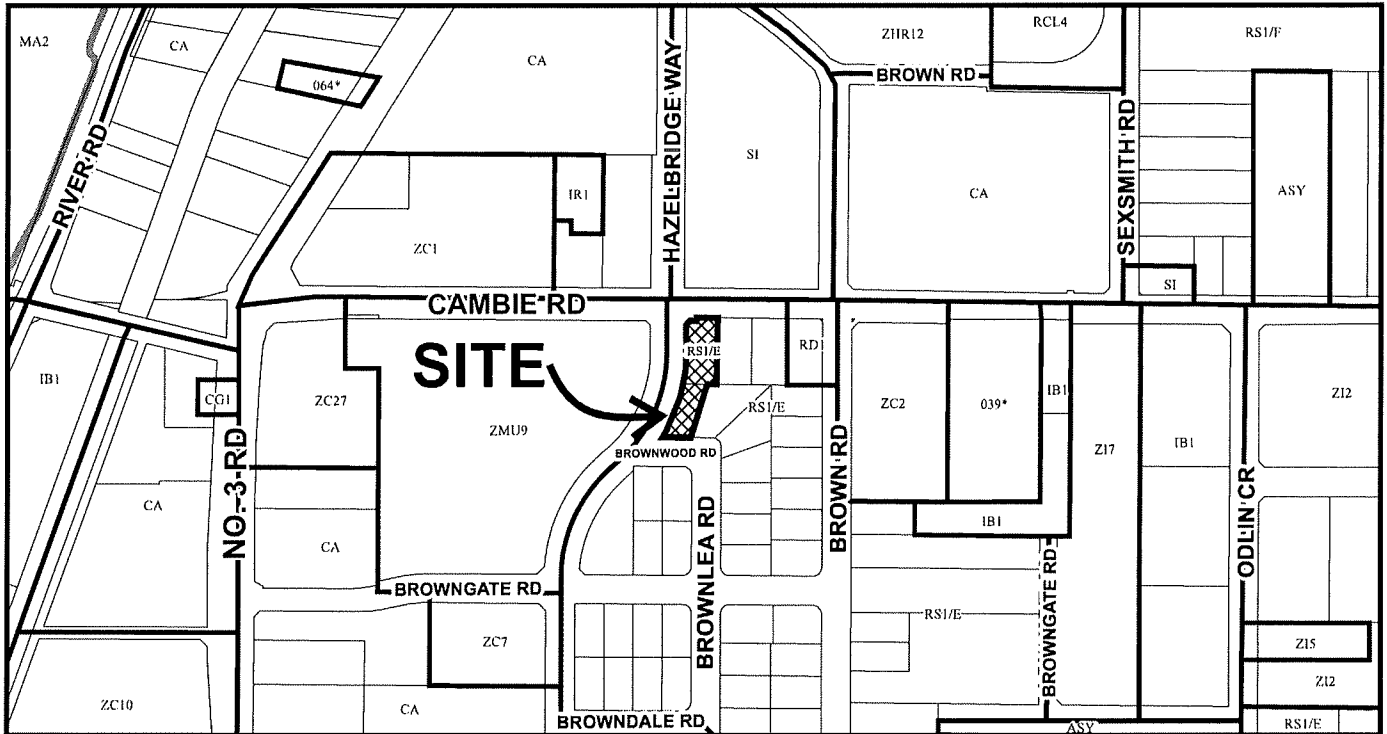
\_\_\_\_\_  
 MAYOR

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





City of  
Richmond



TU 20-890944

Original Date: 01/22/20

Revision Date:

Note: Dimensions are in METRES



**Undertaking**

In consideration of the City of Richmond issuing the Temporary Commercial Use Permit, we the undersigned hereby agree to demolish or remove any temporary buildings, structures and signs; to restore the land described in Schedule A; and to maintain and restore adjacent roads, to a condition satisfactory to the City of Richmond upon the expiration of this Permit or cessation of the permitted use, whichever is sooner.

Fairchild Developments Ltd.  
by its authorized signatory

---

Grace Lam



**To:** Planning Committee

**Date:** February 10, 2020

**From:** Wayne Craig  
Director, Development

**File:** RZ 19-858804

**Re:** **Application by Headwater Living Inc. to Amend Section 3.3 of Official Community Plan Bylaw 9000, Create the “High Density Market Rental Residential/Limited Commercial (ZMU45) – Lansdowne Village (City Centre)” Zone, and Rezone the Site at 5500 No. 3 Road from the “Downtown Commercial (CDT1)” Zone to the “High Density Market Rental Residential/Limited Commercial (ZMU45) – Lansdowne Village (City Centre)” Zone**

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### Staff Recommendation

1. That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10131 to amend Section 3.3, Objective 4, Policy e) to include a provision that the market rental residential density bonus may be increased on a site specific basis for projects that provide additional rental housing to address community need, be introduced and given first reading.
2. That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10131, having been considered in conjunction with:
  - a) The City’s Financial and Capital Program; and
  - b) The Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;


is hereby found to be consistent with said programs and plans, in accordance with Section 477(3)(a) of the *Local Government Act*.

3. That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10131, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, is hereby found not to require further consultation.

- 4. That Richmond Zoning Bylaw 8500, Amendment Bylaw 10130 to create the “High Density Market Rental Residential/Limited Commercial (ZMU45) – Lansdowne Village (City Centre)” zone, and to rezone 5500 No. 3 Road from the “Downtown Commercial (CDT1)” zone to the “High Density Market Rental Residential/Limited Commercial (ZMU45) – Lansdowne Village (City Centre)” zone, be introduced and given first reading.

  
Wayne Craig  
Director, Development  
(604-247-4625)

WC:mm/ss/sb  
Att. 6

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Policy Planning Transportation	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	

## Staff Report

### Origin

Headwater Living Inc. has applied to the City of Richmond for permission to rezone 5500 No. 3 Road (Attachments 1 & 2) from “Downtown Commercial (CDT1)” zone to a new “High Density Market Rental Residential/Limited Commercial (ZMU45) – Lansdowne Village (City Centre)” site specific zone. The proposed rezoning would permit the development of a high density high-rise development with purpose-built market rental housing and ground floor commercial uses. The subject site is located in the City Centre (Attachment 3).

Key components of the proposal (Attachments 4 & 5) include:

- A 15-storey building containing street fronting commercial space and purpose-built market rental housing apartments over a common parking structure.
- A total floor area of approximately 10,065 m<sup>2</sup> (108,341 ft<sup>2</sup>) comprised of approximately:
  - 533 m<sup>2</sup> (5,732.00 ft<sup>2</sup>) of commercial space.
  - 9,533 m<sup>2</sup> (102,609 ft<sup>2</sup>) of purpose-built market rental housing units.
  - An additional 133 m<sup>2</sup> (1,436 ft<sup>2</sup>) of resident indoor amenity space.
- Approximately 149 purpose-built market rental housing units will be provided, and will be secured in perpetuity with a market rental agreement registered on Title.
- The building will meet Energy Step Code step 2 and will provide an on-site low carbon energy plant designed to connect to the future off-site City Centre district energy utility (DEU) system.

Road and Engineering improvement works required with respect to the subject development will be secured through the City’s standard Servicing Agreement process prior to rezoning adoption. Works including rear lane (at east edge of site) and Lansdowne Road widening, improvements to the No. 3 Road and Lansdowne Road intersection, frontage improvements along No. 3 Road, Lansdowne Road and the rear lane, and utility upgrades will be designed and constructed at the owner’s sole cost.

To facilitate the subject development, amendments are proposed to Sub section 3.3 (Diverse Range of Housing Types, Tenure and Affordability) of Official Community Plan Bylaw 9000. The purpose of the amendments is to permit additional density if additional rental housing units are provided on-site. The proposed bylaw would apply to the subject site and elsewhere in the City, on a site specific basis.

### Findings of Fact

A Development Application Data Sheet providing details about the development proposal is included (Attachment 4).

### Subject Site Existing Building Profile

The subject site is currently occupied by a single building (now vacant) which formerly contained a restaurant.

### **Surrounding Development**

To the North: Across Lansdowne Road is Lansdowne Mall. The site is the subject of a separate application (CP 15-717017) and separate staff report to amend the Official Community Plan (OCP) to adjust land use designation boundaries to facilitate future development of the site as a mixed-use neighbourhood.

To the South: A recently constructed development (DP 14-660885) featuring a 15-storey building with 139 residential units and commercial space at grade.

To the East: Across the lane is an existing 16-storey residential building with 262 residential units.

To the West: Across No. 3 Road are a number of low rise commercial developments in single storey form on properties zoned “CA (Auto-Oriented Commercial)” with redevelopment potential for high density mixed-use.

### **Related Policies, Strategies & Bylaws**

#### *Official Community Plan/City Centre Area Plan (Lansdowne Village)*

The Official Community Plan (OCP) designates the subject site as “Mixed Use”.

In the City Centre Area Plan (CCAP), the subject site is designated “Urban Core T6 (45 m)” and “Village Centre Bonus” (VCB) in the Specific Land Use Map: Lansdowne Village (2031) (Attachment 3) and the site is designated “B4 Mixed-Use – High-Rise Commercial & Mixed-Use” in the Development Permit guidelines.

The proposed rezoning is generally consistent with these designations, except that an OCP amendment is required to accommodate:

- Additional density for rental housing considered on a site specific basis, involving 0.32 floor area ratio (FAR) additional density bonus for the subject development.

Staff support the OCP amendment as the amendment will provide the ability to consider additional project density, for the purposes of rental housing on a case by case basis, while still ensuring the proposal meets the design objectives of the CCAP.

The proposed OCP amendments are further discussed in the “Analysis” section of this report.

#### *Aircraft Noise Sensitive Development Policy*

The proposed development is located in Area 3 on the Aircraft Noise Sensitive Development Map, where aircraft noise sensitive uses may be considered. Registration of an aircraft noise covenant is required prior to final adoption of the rezoning bylaw.

### *Floodplain Management Implementation Strategy*

The proposed development must meet the requirements of the Richmond Flood Plain Designation and Protection Bylaw 8204 for Area “A”. Registration of a flood indemnity covenant is required prior to final adoption of the rezoning bylaw.

### **Public Consultation**

A rezoning sign has been installed on the subject property. Staff have not received any comments from the public about the rezoning application in response to the placement of the rezoning sign on the property.

Should the Planning Committee endorse this application and Council grant first reading to the rezoning bylaw, the bylaw will be forwarded to a Public Hearing, where any area resident or interested party will have an opportunity to comment.

Staff have reviewed the proposed OCP and zoning amendments, with respect to the *Local Government Act* and the City’s OCP Consultation Policy No. 5043 requirements, and recommend that this report does not require referral to external stakeholders.

The table below clarifies this recommendation as it relates to the proposed OCP.

### OCP Consultation Summary

<b>Stakeholder</b>	<b>Referral Comment (No Referral necessary)</b>
BC Land Reserve Co.	No referral necessary.
Richmond School Board	No referral necessary, as the proposed amendment would generate less than 50 school aged children (typically around 295 multiple-family housing units).
The Board of Metro Vancouver	No referral necessary.
The Councils of adjacent Municipalities	No referral necessary, as adjacent municipalities are not affected.
First Nations (e.g., Sto:lo, Tsawwassen, Musqueam)	No referral necessary.
TransLink	No referral necessary, as no transportation road network changes are proposed.
Port Authorities (Vancouver Port Authority and Steveston Harbour Authority)	No referral necessary.
Vancouver International Airport Authority (VIAA) (Federal Government Agency)	No referral necessary.
Richmond Coastal Health Authority	No referral necessary,
Community Groups and Neighbours	No referral necessary.
All relevant Federal and Provincial Government Agencies	No referral necessary.



Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10131, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, is hereby found to not require further consultation.

### **School District**

This application was not referred to School District No. 38 (Richmond) because the proposed OCP amendment would not generate an additional 50 school aged children over what was already anticipated in the OCP. According to OCP Bylaw Preparation Consultation Policy 5043, which was adopted by Council and agreed to by the School District, OCP amendments are only referred to the School District if they involve a density increase which generates more than 50 school aged children (e.g., typically around 295 multiple family housing units).

The proposed OCP amendment would permit the proposed 0.32 FAR increase, representing approximately 855 m<sup>2</sup> (9,202 ft<sup>2</sup>) floor area which equates to an additional 14 apartment units. Staff will ensure that should the development proceed, School District staff are aware of the proposal.

### **Analysis**

The applicant has applied to rezone the subject site to permit an approximately 10,065 m<sup>2</sup> (108,341 ft<sup>2</sup>), 15-storey development including approximately 149 purpose-built market rental housing units, street fronting commercial space, land dedication and the provision of Statutory Right-of-Way (SRW) for Lansdowne Road widening, the provision of Statutory Right-of-Way (SRW) for rear lane widening, frontage and infrastructure improvements.

The proposed site specific “High Density Market Rental Residential/Limited Commercial (ZMU45) – Lansdowne Village (City Centre)” zone permits residential uses, but restricted to rental tenure only as market rental housing. As discussed above, the project has higher density than anticipated in the OCP for the purpose of providing community benefit in the form of rental housing. In accordance with the objectives of the Market Rental Housing Policy, the market rental housing floor area in the development proposal is not subject to voluntary contributions towards Public Art, community planning or child care. The proposed commercial floor area is subject to voluntary contributions towards Public Art and community planning. The CCAP policy seeking voluntary contributions towards child care does not apply to non-residential floor area.

### **Proposed OCP Bylaw Amendment**

The Official Community Plan (OCP) designates the subject site as “Mixed Use”. The proposed OCP amendment and proposed rezoning are consistent with this designation.

The OCP, in Section 3.3 (Diverse Range of Housing Types, Tenure and Affordability), also encourages the development of purpose-built market rental housing and allows for up to a 0.25 FAR density bonus for projects with 100% market rental housing residential use, where 100% of the units incorporate basic universal housing features, and provide at least 40% family-friendly unit sizes (having at least two bedrooms). An OCP Amendment is being brought forward in conjunction with this application to amend the Market Rental Housing Policy under Section 3.3 to introduce wording to permit additional density bonus area for new rental housing projects on a site specific basis to meet community need. Projects would still need to meet the design objectives of the CCAP. The proposed rezoning is consistent with this proposed OCP amendment.

#### *City Centre Area Plan (Lansdowne Village)*

In the City Centre Area Plan (CCAP), the subject site is designated “Urban Core T6 (45 m)” and “Village Centre Bonus (VCB)” in the Specific Land Use Map: Lansdowne Village (2031) (Attachment 3) and the site is designated “B4 Mixed-Use – High-Rise Commercial & Mixed-Use” in the Development Permit guidelines.

Consistent with the proposed OCP amendment and the CCAP, this proposal includes:

- 3.0 FAR base density for mixed and residential uses (the OCP exempts the requirement to provide affordable housing for projects with 100% market rental housing).
- 0.20 FAR Village Centre Bonus (VCB) area for the provision of non-residential uses (maximum allowable is 1.0 FAR VCB, although the proposal includes 0.2 FAR VCB).
- 0.25 FAR density bonus for 100% market rental housing projects in City Centre for concrete buildings.
- 0.32 FAR additional density bonus area for market rental housing (specific density bonus considered on a site specific basis).

In summary, the total density proposed with this project is 3.77 FAR, consistent with both the CCAP Lansdowne Village objectives and the proposed amended OCP market rental housing policy.

#### Proposed Zoning Amendment

To facilitate the subject development and provide for voluntary owner contributions in compliance with OCP Policy, (i.e. market rental housing), the applicant has applied for the subject site to be rezoned from “Downtown Commercial (CDT1)” zone to a new “High Density Market Rental Residential/Limited Commercial (ZMU45) – Lansdowne Village (City Centre)” site specific zone. To accommodate the site specific conditions, the proposed ZMU45 zone includes:

- Maximum density: 3.77 FAR, including a density bonus for the provision of 100% of dwelling units as market rental housing units, a Village Centre Bonus (VCB) for the provision of commercial uses and a voluntary cash contribution, and additional typical 0.1 FAR density bonus for common indoor amenity space for the use of residents.

- Permitted land uses: A range of commercial uses, apartment housing and related land uses.
- Maximum building height: 47 m geodetic to accommodate the proposed 15-storey building.
- Maximum lot coverage and minimum setbacks and lot size.
- Shared loading for the residential and non-residential uses.

Community Amenities

The voluntary contribution amounts listed below are based on the proposed development design with the final amounts to be determined later, based on the future Development Permit application plans.

*Community Amenity Space*

Village Centre Bonus (VCB): Under the CCAP and Zoning Bylaw, developments that make use of the density bonus provisions of the Village Centre Bonus (i.e. maximum 1.0 FAR for non-residential uses) make a voluntary community amenity contribution based on 5% of bonus VCB floor area.

Prior to rezoning adoption, the owner proposes to provide a construction-value contribution to Richmond’s Leisure Facilities Reserve Fund – City Centre Facility Development Sub-Fund in lieu of constructing community amenity space on-site. As indicated in the table below, the proposed voluntary contribution shall be based on the allowable VCB community amenity area floor area (i.e. 5% of the maximum VCB floor area permitted on the subject site under the proposed “High Density Market Rental Residential/Limited Commercial (ZMU45) – Lansdowne Village (City Centre)” zone and a construction-value amenity transfer rate of \$750/ft<sup>2</sup> to facilitate future community area floor area to be constructed off-site elsewhere in the City Centre.

	VCB Bonus Floor Area as per the ZMU45 Zone (Max. 0.2 FAR)	VCB Community Amenity Space Area (5% of Bonus Area)	Construction-Value Amenity Transfer Contribution Rate	Minimum Voluntary Owner Cash Contribution
TOTAL	0.2 FAR 533 m <sup>2</sup> (5,732 ft <sup>2</sup> )	26.7 m <sup>2</sup> (287.6 ft <sup>2</sup> )	\$750/ft <sup>2</sup>	\$214,950 (1)

(1) In the event that the owner’s contribution is not provided within one year of the rezoning application receiving third reading of Council (Public Hearing), the Construction-Value Amenity Transfer Contribution shall be increased annually thereafter based on the Statistics Canada “Non-Residential Building Construction Price Index” yearly quarter-to-quarter change for Vancouver, where the change is positive.

Community Services staff are supportive of the owner’s proposed construction-value cash-in-lieu amenity contribution on the basis that this approach (rather than construction of an on-site amenity) will better meet the City Centre’s anticipated amenity needs by allowing for the City to direct the owner’s contribution to larger amenity projects and key locations.

*Community Planning*

In accordance with the CCAP, the owner is proposing to provide a voluntary contribution to assist the City with its community planning program. The contribution will be secured before rezoning adoption and the total payable will be approximately \$1,721.15 calculated using the proposed commercial floor area of 5,732 ft<sup>2</sup> and contribution rate of \$0.30/ft<sup>2</sup>. The proposed market rental housing floor area is exempted under the Market Rental Housing Policy.

*Public Art Program*

In accordance with the City’s Public Art Program, the owner is proposing to provide a voluntary contribution to the Public Art Reserve for City-wide projects on City lands. The contribution will be secured before rezoning adoption and the total payable will be approximately \$2,696.47 calculated using the proposed commercial floor area of 5,732 ft<sup>2</sup> and contribution rate of \$0.47/ft<sup>2</sup>. The proposed market rental housing floor area is exempted under the Market Rental Housing Policy.

Housing

*Market Rental Housing*

The “High Density Market Rental Residential/Limited Commercial (ZMU45) – Lansdowne Village (City Centre)” zone requires that the subject development provides 100% of the residential units as market rental housing units secured in perpetuity with a market rental agreement registered on Title. As per the OCP, this exempts the proposal from the requirement to provide affordable low-end-of-market-rental (LEMR) housing units. The market rental agreement will include the requirement that all of the market rental units are maintained under a single ownership (within a single airspace parcel or one strata lot). The market rental rates are not subject to City control.

The owner is working with BC Housing through their HousingHub Provincial Rental Supply Program to facilitate the proposed development. The core goal of the HousingHub Program is to increase the supply of rental housing in the province. Under the program, rents are restricted to no higher than market rent and household income is restricted to no higher than the 75<sup>th</sup> percentile for BC households without and with children. The rental rates and income restrictions are not subject to City control and will be governed through a legal agreement between the owner and BC Housing.

Unit Type	Target Monthly Unit Rent Range (1)	Total Max. Household Income (2)
Studio	\$1,350 - \$1,600	\$116,330 or less
1-Bedroom	\$1,600 - \$1,900	
2-Bedroom	\$2,200 - \$2,400	\$163,220 or less

(1) Denotes approximate market rent rates identified by the owner, to be determined through market rent survey for Richmond. Rates may be adjusted periodically with the agreement of BC Housing based on market rent survey, or Provincial *Residential Tenancy Act* provisions.

(2) Denotes BC Housing 75<sup>th</sup> percentile Middle Income Limits 2020 values for households without and with children in BC. May be adjusted periodically as determined by BC Housing.

### *Dwelling Unit Mix*

The OCP and CCAP encourage the development of a variety of unit types and sizes supportive of the diverse needs of Richmond's population including, but not limited to, households with children. Staff support the applicant's proposal, which includes the following mix of market rental unit sizes:

Unit Types	Average Unit Area	Project Unit Targets		
		#	Mix*	BUH**
Studio	37.3 m <sup>2</sup> (402 ft <sup>2</sup> )	13	+/- 9%	100%
1-Bedroom	47.5 m <sup>2</sup> (511 ft <sup>2</sup> ) /unit	63	+/- 42%	100%
2-Bedroom	73.1 m <sup>2</sup> (787 ft <sup>2</sup> ) /unit	73	+/- 49%	100%
<b>TOTAL</b>	<b>10,064.9 m<sup>2</sup> (108,341 ft<sup>2</sup>)</b>	<b>149</b>	<b>100%</b>	<b>100%</b>

\* The number of units, unit sizes and unit mix will be confirmed to the satisfaction of the City through the Development Permit process.

\*\* BUH means those units that are designed and constructed to satisfy the Zoning Bylaw's Basic Universal Housing standards. (The Zoning Bylaw permits a floor area exemption of 1.86 m<sup>2</sup>/20 ft<sup>2</sup> per BUH unit.)

### *Accessibility*

The OCP seeks to meet the needs of the city's aging population and people facing mobility challenges by encouraging the development of accessible housing that can be approached, entered, used, and occupied by persons with physical or sensory disabilities.

Staff support the applicant's proposal, which is consistent with City Policy and includes:

- Barrier-free lobbies, common areas, and amenity spaces.
- 100% of the 149 market rental housing units will meet the Basic Universal Housing (BUH) provisions within Zoning Bylaw 8500.

### Transportation

The CCAP requires the expansion of rear lane, bike, and pedestrian networks and encourages the provision of market rental housing.

Staff support the owner's proposal, which satisfies all City requirements. The site is located adjacent to the Canada Line and will be accessed from the rear lane east of the building, which is accessed from Lansdowne Road, which will be widened through the proposed rezoning. All off-site transportation improvements required with respect to the subject development will be designed and constructed at the owner's sole cost through the City's standard Servicing Agreement processes. Key transportation improvements to be provided by the owner include:

- Along the No. 3 Road frontage, road enhancement to provide a 1.8 m wide raised bike lane and 0.30 m wide buffer strip, separated from vehicular traffic by a physical measure (barrier curb).

- Along the Lansdowne Road frontage, in a combination of existing road right-of-way (ROW), 3 m wide road dedication and the granting of approximately 2.0 m wide Statutory Right-of-Way (SRW) and Public Rights-of-Passage (PROP), road widening to provide a 3.0 m wide parking layby, a 2.0 m wide treed boulevard, 2.0 m wide sidewalk and 2.0 m wide decorative concrete boulevard.
- Along the east property line, lane widening to provide ultimate 9.0 m width, including granting of approximately 3.0 m wide Statutory Right-of-Way (SRW) and Public Rights-of-Passage (PROP).

The owner submitted a traffic and parking study for the development prepared by a professional traffic consultant. The proposed parking is consistent with the Zoning Bylaw 8500 requirements subject to the provision of Transportation Demand Measures (TDM) to the satisfaction of the City. There will be a total of 143 parking spaces including 115 resident parking spaces and 28 parking spaces for the shared use of residential visitors and the commercial uses. A covenant will be registered on Title that ensures that the shared visitor and commercial parking spaces and loading space are not assigned to any specific residential unit or commercial unit.

The voluntary contribution of Transportation Demand Management (TDM) measures are supported by the applicant's Traffic Impact and Parking Study which has been reviewed and is supported by Transportation staff. The measures will be secured with a covenant and/or legal agreement with provisions for:

- Additional Class 1 Bicycle Storage: Provision of additional Class 1 bicycle spaces (265 spaces proposed vs. 189 spaces required) within the Development Permit Plans.
- Enhanced Bicycle Facilities: End-of-trip facilities are provided for the commercial uses, including showers, wash basins, water closets, lockers, and change rooms; and shared bicycle repair/maintenance stations are provided for both residential and commercial uses, including bicycle repair stand (with tools); foot pump; and faucet, hose and drain for bicycle washing.
- Transit Pass Program: A monthly bus pass (2-zone) will be provided for 40% of market rental units (60 units) for a period of one year.
- Car-share Parking Space with EV Charging Station: One parking space within the shared residential visitor/commercial pool of parking for car-share vehicles, with SRW registered in perpetuity to ensure such a space is publically accessible. The car-share space is to be equipped with an electric vehicle (EV) quick-charge (240 V) charging station for the exclusive use of car-share vehicles parked in the required car-share space.

The development will include energized electric vehicle (EV) charging outlets (208V – 240V) for 100% of resident vehicle parking spaces and 10% of the shared visitor/commercial parking spaces.

Based on the size of the development, there is one medium (SU9) loading space provided to be shared between residential uses and commercial uses.

The owner has entered into an agreement with TransLink for formal review through TransLink's Adjacent and Integrated Development (AID) process to ensure the development meets requirements for development adjacent to the Canada Line. Staff note that the proposed development exceeds the CCAP 6.0 m Canada Line setback requirement that was established with TransLink's input. Further, prior to Building Permit issuance, the owner must obtain and provide to the City TransLink concurrence, in writing, regarding adequate completion or otherwise successful resolution of TransLink's adjacent and integrated development (AID) project consent process.

#### Site Servicing Improvements

The owner shall be responsible for the design and construction of required works, including: (i) road and lane works; (ii) water, storm sewer, and sanitary sewer upgrades; (iii) related public and private utility improvements; and (iv) related granting of new statutory right-of-ways and modification of existing statutory rights-of-ways. The owner's design and construction of the required works and granting and modification of statutory right-of-ways, as determined to the satisfaction of the City, shall be implemented through the City's standard Servicing Agreement process (secured with legal agreement registered on Title and provision of a Letter of Credit) prior to rezoning adoption, as set out in the attached Rezoning Considerations (Attachment 6).

#### District Energy Utility

The proposed development is located in an area of City Centre that is envisioned to be serviced by the future off-site City Centre district energy utility (DEU) system. Registration of a legal agreement on Title is required prior to final adoption of the rezoning bylaw. The proposed development will be designed to utilize thermal energy from an on-site low carbon energy plant. The ownership of the low carbon energy plant will be transferred to the City before residents move into the building. The plant will become part of the future off-site City Centre district energy utility (DEU) system.

The project architect has also submitted a letter indicating their intent to meet the sustainability requirements set out in the applicable sections of Richmond's BC Energy Step Code, which is step 2 for the proposed high-rise building with a low carbon building energy system.

#### Tree Retention and Replacement

The applicant has submitted a Certified Arborist's Report; which identifies on-site and off-site (City) tree species, assesses tree structure and condition, and provides recommendations on tree retention and removal relative to the proposed development. A tree management plan prepared by the applicant's Arborist is included in the conceptual development plans (Attachment 5). The City's Tree Preservation Coordinator and Parks Arboriculture staff have reviewed the Arborist's report and support the Arborist's findings for on-site and City-owned trees. Based on this, staff recommend and the owner has agreed to the following terms, as set out in the attached Rezoning Considerations (Attachment 6):

- a) **On-Site Tree Removal and Replacement:** The owner shall provide compensation for the removal of six existing bylaw-sized trees from the site that are in conflict with the building footprint. The compensation shall be at the 2:1 replacement ratio in the OCP with the planting of 12 replacement trees on the subject site. The conceptual development plans include 15 new trees. Design development will occur through the Development Permit process, including confirmation of the number of replacement trees to be planted on the site.
- b) **Off-Site City-Owned Trees:** The owner shall install tree protection fencing to the satisfaction of Parks staff and the owner shall retain an Arborist to ensure the health and safety of the four existing street trees along the No. 3 Road frontage of the subject site.

#### Built Form and Architectural Character

The owner proposes to construct a high density high-rise commercial and market rental housing development on a corner site fronting No. 3 Road and Lansdowne Road, within walking distance of the Lansdowne Canada Line Station. The proposed development is consistent with CCAP Policy for the provision of land (via a combination of dedication and Statutory Rights-of-Way) to facilitate required transportation improvements. The proposed tower and podium form of development, which combines seven-storey and 15-storey building elements, generally confirms to the CCAP's Development Permit Guidelines and will be further developed through the Development Permit process. More specifically, the development has successfully demonstrated a strong urban concept contributing towards a high density, high-amenity, pedestrian-oriented environment in the Lansdowne Village, comprised of street-oriented commercial uses and market rental apartment housing.

In accordance with OCP Noise Management Policies, specifically aircraft noise, ambient noise in City Centre, commercial noise and proximity to the Canada Line, a legal agreement will be registered on Title prior to adoption of the rezoning bylaw. This will identify the development as mixed-use, and specify that the proposed development must be designed and constructed in a manner that mitigates potential aircraft, Canada Line and commercial noise to the proposed dwelling units. Dwelling units must be designed and constructed to achieve CMHC guidelines for interior noise levels, and technical specifications to maintain thermal environmental comfort for interior living spaces. Furthermore, the commercial uses and mechanical equipment are required to mitigate unwanted noise and demonstrate that the building envelope is designed to avoid noise generated from penetrating into residential uses.

In addition, prior to adoption of the rezoning bylaw, a legal agreement will be registered on Title to notify future residents of view and other potential impacts associated with being located in the City Centre, that may arise as a result of surrounding City Centre development and/or proximity to the development's proposed commercial activities.



### Development Permit Application

Development Permit approval, to the satisfaction of the Director, Development, will be required prior to rezoning adoption. At Development Permit stage, design development is encouraged with respect to the following items.

- a) **Architectural Form and Character:** The design of the building will be refined through the Development Permit process. More information is required with respect to urban design, adjacency interfaces, detailed design, façade materials and colours.
- b) **Open Space Design:** The design of the development's open space will be refined through the Development Permit process. More information is required with respect to urban design, adjacency interfaces, detailed design, number, size and species of trees and plants as well as specifications for materials, equipment and furnishings.
- c) **Common Amenity Spaces:** The combination of proposed indoor and outdoor common amenity spaces satisfy OCP and CCAP Development Permit Guidelines rates, as indicated in the attached Data Sheet (Attachment 4). More information is required with respect to the programming, design, landscaping and provision of children's play area to ensure they will satisfy City objectives.
- d) **Private Outdoor Amenity Spaces:** The City has adopted guidelines for the provision of private outdoor space for residential uses. More information is required with respect to the design integration of private outdoor space.
- e) **Accessibility:** Through the Development Permit process the design of BUH units and common spaces and uses will be refined.
- f) **Sustainability:** The proposed BC Energy Step Code step 2 (with low carbon building energy system) compliance and opportunities to better understand and enhance the building's performance in coordination with its architectural expression will be explored through the Development Permit process.
- g) **Emergency Services:** Through the Development Permit and Building Permit processes, Fire Department response points and related provisions for firefighting will be addressed.
- h) **Crime Prevention through Environmental Design (CPTED):** The City has adopted policies intended to minimize opportunities for crime and promote a sense of security. CPTED design elements and plans demonstrating surveillance, defensible space, and related measures will be reviewed through the Development Permit process.
- i) **Parking and Loading:** A draft functional plan showing internal vehicle circulation, truck manoeuvring, bicycle storage and related features has been provided and will be finalized through the Development Permit process.
- j) **Waste Management:** A draft waste management plan has been submitted and will be finalized through the Development Permit process.

### **Financial Impact or Economic Impact**

The rezoning application results in an insignificant Operational Budget Impact (OBI) for off-site City infrastructure (such as roadworks, waterworks, storm sewers, sanitary sewers, street lights, street trees and traffic signals).

## Conclusion

Headwater Living Inc. has applied to the City of Richmond for permission to rezone 5500 No. 3 Road from the “Downtown Commercial (CDT1)” zone to a new “High Density Market Rental Residential/Limited Commercial (ZMU45) – Lansdowne Village (City Centre)” site specific zone. The proposed rezoning would permit the development of a high density mixed-use high-rise development containing approximately 533 m<sup>2</sup> (5,732.00 ft<sup>2</sup>) of commercial space at grade and approximately 149 purpose-built market rental housing units (secured in perpetuity with a market rental agreement).

Associated with the proposed zoning amendment is a proposed amendment to the Official Community Plan (OCP) that would permit additional density for developments that provide rental housing, considered on a case by case basis.

The proposed site specific “High Density Market Rental Residential/Limited Commercial (ZMU45) – Lansdowne Village (City Centre)” zone will, if approved, accommodate the proposal, including a market rental housing density bonus, a VCB density bonus, and site specific shared loading requirement. An analysis of the owner’s proposal shows it to be well considered and consistent with the OCP and City Centre Area Plan’s (CCAP’s) development, livability, sustainability, and urban design objectives.

Off-site works, including utility upgrades, road widening and frontage improvements along three sides of the site, will be the subject of the City’s standard Servicing Agreement processes (secured with a Letter of Credit).

An analysis of the developer’s proposal shows it to be consistent with the CCAP’s development, livability, sustainability, and urban design objectives. On this basis, it is recommended that Official Community Plan Bylaw 9000, Amendment Bylaw 10131 and Richmond Zoning Bylaw 8500, Amendment Bylaw 10130 be introduced and given first reading.



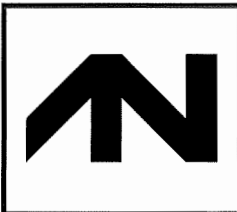
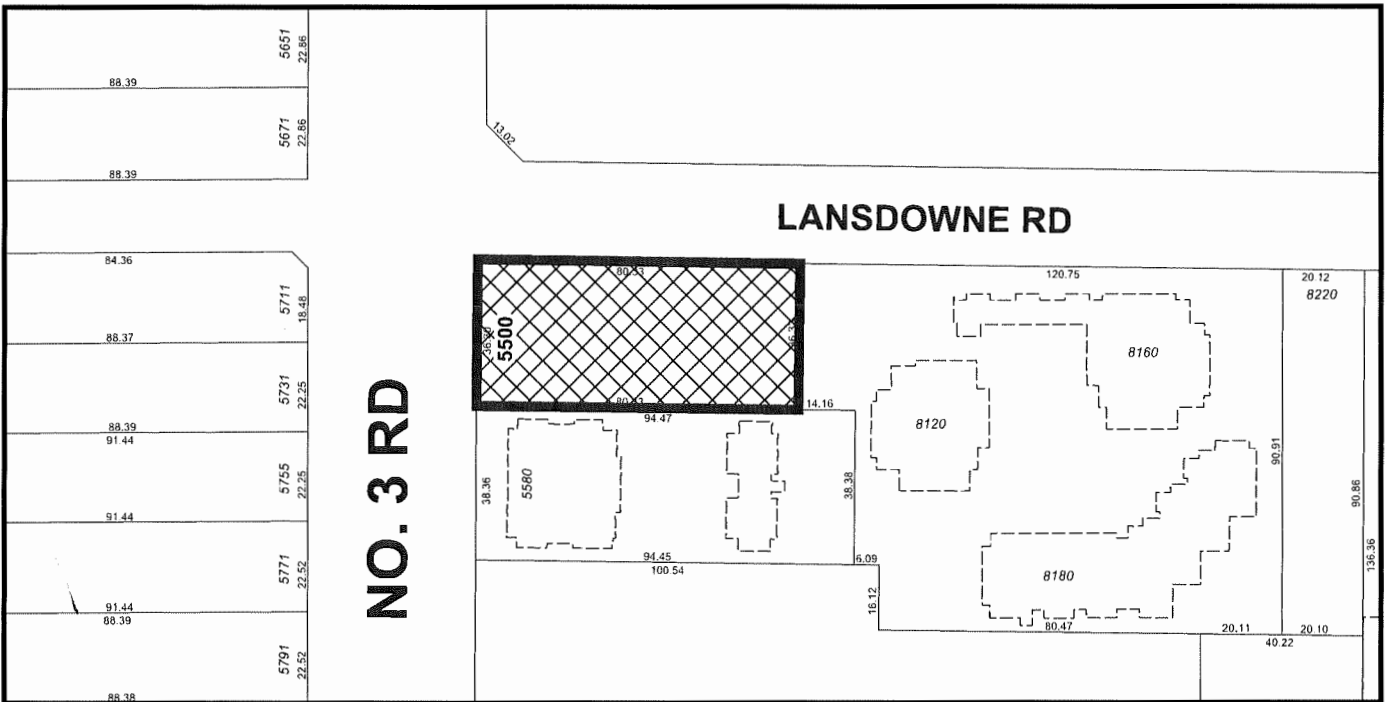
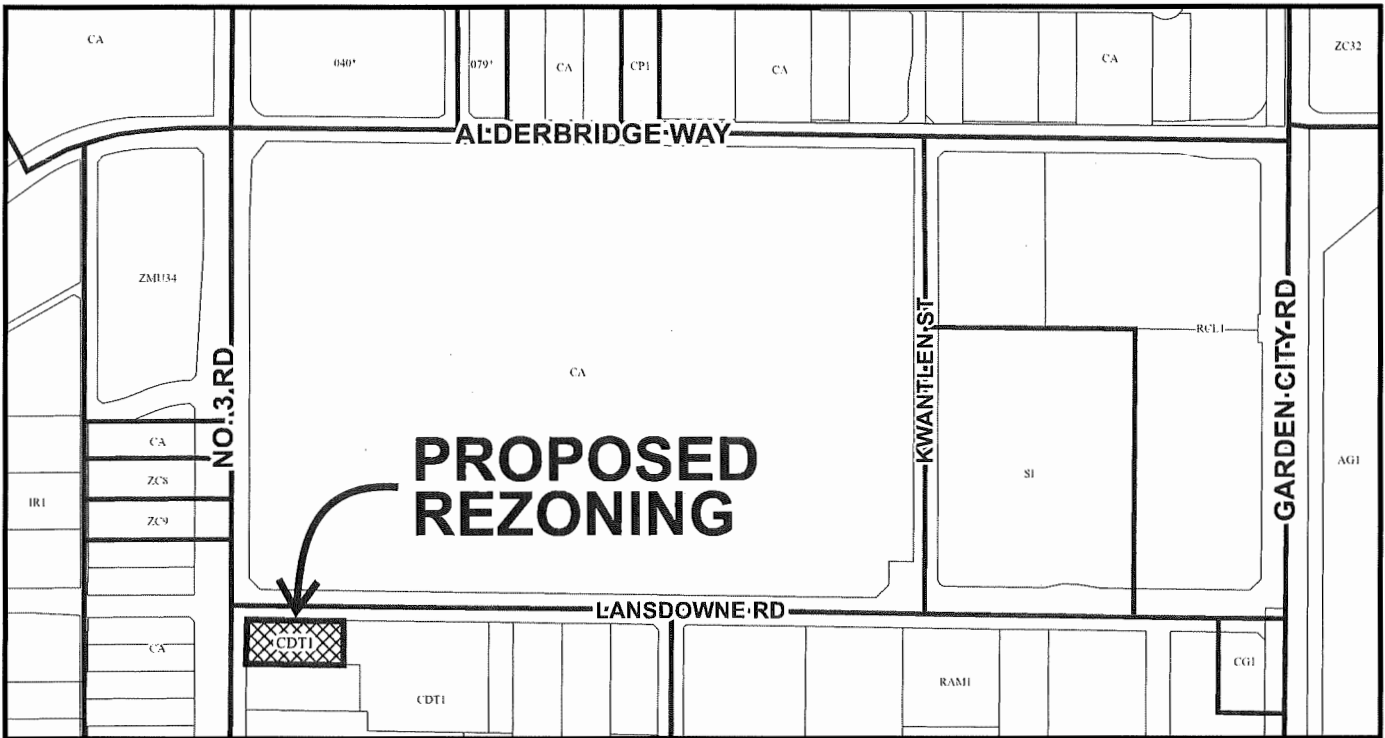
Sara Badyal  
Planner 2  
(604-276-4282)

MM/SS/SB:blg

Attachment 1: Location Map  
Attachment 2: Aerial Photograph  
Attachment 3: Specific Land Use Map: Lansdowne Village (2031)  
Attachment 4: Development Application Data Sheet  
Attachment 5: Conceptual Development Plans  
Attachment 6: Rezoning Considerations



# City of Richmond



## RZ 19-858804

Original Date: 05/07/19

Revision Date:

Note: Dimensions are in METRES



# City of Richmond



**SUBJECT  
PROPERTY**

5500



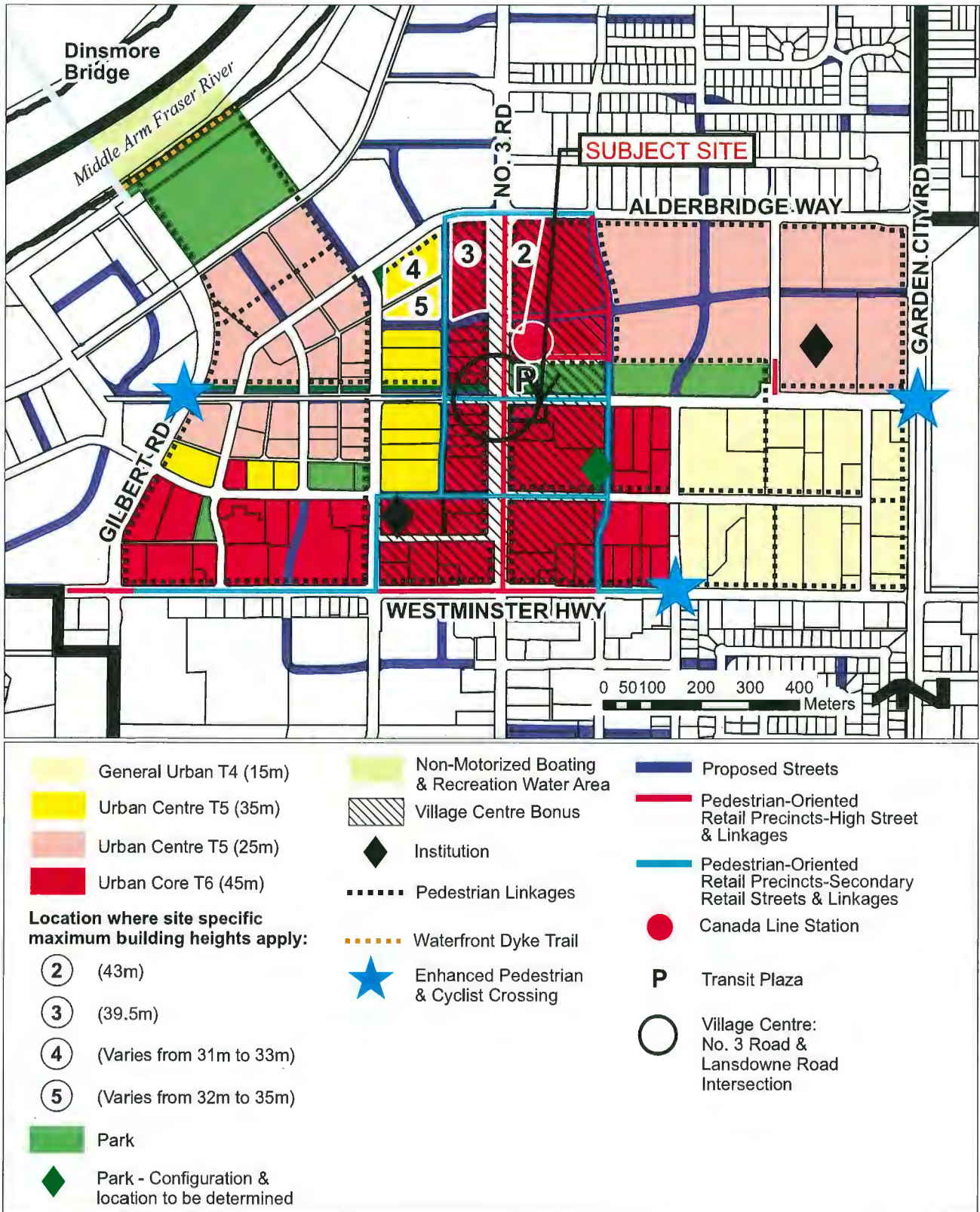
## RZ 19-858804

Original Date: 05/07/19

Revision Date:

Note: Dimensions are in METRES

**Specific Land Use Map: Lansdowne Village (2031)** Bylaw 10020  
2019/05/21



Bylaw 10020  
2019/05/21 Maximum building height may be subject to established Airport Zoning Regulations in certain areas.



# City of Richmond

## Development Application Data Sheet

Development Applications Department

<b>RZ 19-858804</b>			
Address:	5500 No 3 Road		
Applicant:	Headwater Living Inc.		
Owner:	Richard and Leslie Ames, Executors of the Wills of Clifford and Surella Ames (Beneficial Owner: HPL3 Limited Partnership)		
Planning Area(s):	Lansdowne Village (City Centre)		
	<b>Existing</b>	<b>Proposed</b>	
Site Area	2,917.5 m <sup>2</sup> (31,403.7 ft <sup>2</sup> )	2,671.6 m <sup>2</sup> (28,756.9 ft <sup>2</sup> )	
Land Uses	Downtown Commercial	Apartment Residential and Commercial	
OCP Designation	Mixed Use	Mixed Use	
CCAP Designation	Urban Core T6 (45m)	Urban Core T6 (45m)	
Zoning	Downtown Commercial (CDT1)	High Density Market Rental Residential/Limited Commercial (ZMU45) – Lansdowne Village (City Centre)	
Number of Units	1 Commercial building	2 Retail Units and 149 Market Rental Units	
	<b>Bylaw Requirement</b>	<b>Proposed</b>	<b>Variance</b>
Floor Area Ratio	Max. 3.77 FAR including Max. 0.2 VCB (commercial) and 149 market rental units	3.77, including 0.2 commercial (533 m <sup>2</sup> ) and 149 market rental units (9,533 m <sup>2</sup> )	None permitted
Lot Coverage	Max. 80%	Max. 80%	None
Setback – No. 3 Road	Min. 3.0 m	Min. 3.0 m	None
Setback – Lansdowne Road	Min. 5.0 m	Min. 5.0 m	None
Setback – South Side Yard	Min. 0.0 m	Min. 0.0 m	None
Setback – East Rear Yard	Min. 1.5 m	Min. 1.5 m	None
Height	47.0 m geodetic	47.0 m geodetic	None
Lot Size	2,400 m <sup>2</sup>	2,671.6 m <sup>2</sup>	None
Lot Dimensions	Width: Min. 30 m Depth: Min. 75 m	Width: 33.3 m Depth: 80.3 m	None
Parking Spaces	City Centre Zone 1 with TDMs: Market Rental (4% TDM): 115 Visitor/commercial (6.7% TDM, including 1 car-share): 28 Total: 143	With TDMs: Market Rental: 115 Visitor/commercial (including 1 car-share): 28 Total: 143	None
Parking – Accessible Spaces	Min. 2%	2%	None
Parking – Small Car Spaces	Max. 50%	49%	None
Parking – Tandem Spaces	Permitted (residents only)	None	None
Off-Street Loading	1 medium loading space (shared)	1 medium loading space (shared)	None
Bicycle Storage	187 class 1 secure bike spaces 30 class 2 bike rack spaces	265 class 1 secure bike spaces 33 class 2 bike rack spaces	None
EV (Energized) Charging for Cars	Market Rental: 100% energized Commercial: 10% energized Car-share: 1-240V charging station	Market Rental: 100% energized Commercial: 10% energized Car-share: 1-240V charging station	None
Amenity Space – Indoor:	100 m <sup>2</sup>	133 m <sup>2</sup>	none
Amenity Space – Outdoor:	930 m <sup>2</sup>	945 m <sup>2</sup>	none

# 5500 NO. 3 ROAD RENTAL RESIDENTIAL REZONING APPLICATION

RICHMOND, BC

JAN. 20TH 2020\_ FOR CITY

## LIST OF DRAWING:

SHEET #	Drawing Description	REZONING	SCALE
AS01	TRIT	X	N.T.S.
AS02	RENDER	X	N.T.S.
AS03	RENDER	X	N.T.S.
AS04	RENDER	X	N.T.S.
AS05	RENDER	X	N.T.S.
AS06	RENDER	X	N.T.S.
AS07	RENDER	X	N.T.S.
AS08	RENDER	X	N.T.S.
AS09	RENDER	X	N.T.S.
AS10	RENDER	X	N.T.S.
AS11	RENDER	X	N.T.S.
AS12	RENDER	X	N.T.S.
AS13	RENDER	X	N.T.S.
AS14	RENDER	X	N.T.S.
AS15	RENDER	X	N.T.S.
AS16	RENDER	X	N.T.S.
AS17	RENDER	X	N.T.S.
AS18	RENDER	X	N.T.S.
AS19	RENDER	X	N.T.S.
AS20	RENDER	X	N.T.S.
AS21	RENDER	X	N.T.S.
AS22	RENDER	X	N.T.S.
AS23	RENDER	X	N.T.S.
AS24	RENDER	X	N.T.S.
AS25	RENDER	X	N.T.S.
AS26	RENDER	X	N.T.S.
AS27	RENDER	X	N.T.S.
AS28	RENDER	X	N.T.S.
AS29	RENDER	X	N.T.S.
AS30	RENDER	X	N.T.S.
AS31	RENDER	X	N.T.S.
AS32	RENDER	X	N.T.S.
AS33	RENDER	X	N.T.S.
AS34	RENDER	X	N.T.S.
AS35	RENDER	X	N.T.S.
AS36	RENDER	X	N.T.S.
AS37	RENDER	X	N.T.S.
AS38	RENDER	X	N.T.S.
AS39	RENDER	X	N.T.S.
AS40	RENDER	X	N.T.S.
AS41	RENDER	X	N.T.S.
AS42	RENDER	X	N.T.S.
AS43	RENDER	X	N.T.S.
AS44	RENDER	X	N.T.S.
AS45	RENDER	X	N.T.S.
AS46	RENDER	X	N.T.S.
AS47	RENDER	X	N.T.S.
AS48	RENDER	X	N.T.S.
AS49	RENDER	X	N.T.S.
AS50	RENDER	X	N.T.S.
AS51	RENDER	X	N.T.S.
AS52	RENDER	X	N.T.S.
AS53	RENDER	X	N.T.S.
AS54	RENDER	X	N.T.S.
AS55	RENDER	X	N.T.S.
AS56	RENDER	X	N.T.S.
AS57	RENDER	X	N.T.S.
AS58	RENDER	X	N.T.S.
AS59	RENDER	X	N.T.S.
AS60	RENDER	X	N.T.S.
AS61	RENDER	X	N.T.S.
AS62	RENDER	X	N.T.S.
AS63	RENDER	X	N.T.S.
AS64	RENDER	X	N.T.S.
AS65	RENDER	X	N.T.S.
AS66	RENDER	X	N.T.S.
AS67	RENDER	X	N.T.S.
AS68	RENDER	X	N.T.S.
AS69	RENDER	X	N.T.S.
AS70	RENDER	X	N.T.S.
AS71	RENDER	X	N.T.S.
AS72	RENDER	X	N.T.S.
AS73	RENDER	X	N.T.S.
AS74	RENDER	X	N.T.S.
AS75	RENDER	X	N.T.S.
AS76	RENDER	X	N.T.S.
AS77	RENDER	X	N.T.S.
AS78	RENDER	X	N.T.S.
AS79	RENDER	X	N.T.S.
AS80	RENDER	X	N.T.S.
AS81	RENDER	X	N.T.S.
AS82	RENDER	X	N.T.S.
AS83	RENDER	X	N.T.S.
AS84	RENDER	X	N.T.S.
AS85	RENDER	X	N.T.S.
AS86	RENDER	X	N.T.S.
AS87	RENDER	X	N.T.S.
AS88	RENDER	X	N.T.S.
AS89	RENDER	X	N.T.S.
AS90	RENDER	X	N.T.S.
AS91	RENDER	X	N.T.S.
AS92	RENDER	X	N.T.S.
AS93	RENDER	X	N.T.S.
AS94	RENDER	X	N.T.S.
AS95	RENDER	X	N.T.S.
AS96	RENDER	X	N.T.S.
AS97	RENDER	X	N.T.S.
AS98	RENDER	X	N.T.S.
AS99	RENDER	X	N.T.S.
AS100	RENDER	X	N.T.S.



Conceptual  
Development  
Plans

MCM

Musson  
Cattell  
Mackey  
Partnership

Architects, Designers, Planners  
Client: N/A  
104 West Hastings Street  
Vancouver, British Columbia  
Canada V6C 3K1  
T: 604.682.2626  
F: 604.682.7771  
MCMPartnership.com

Headwater  
HEADWATER PROJECTS

DL1 2019A.11 (01) - 0172019A  
Headwater  
Vancouver

Site  
MIXED USE  
RENTAL  
RESIDENTIAL  
BUILDING  
5507 No. 3 Rd.  
RICHMOND, BC  
Project

RENDER

Drawing  
Scale  
Phase 2/2019  
Sheet A001



LANSDOWNE RD - FACING EAST

CNCL - 248





CNCL - 249

LANSDOWNE RD - FACING WEST

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CNCL - 250

BIRDSEYE VIEW - FROM NORTHWEST

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VIEW POINT C - FROM SOUTH 5580 SEE NORTH



VIEW POINT A - FROM SKYTRAIN TRACK SEE EAST

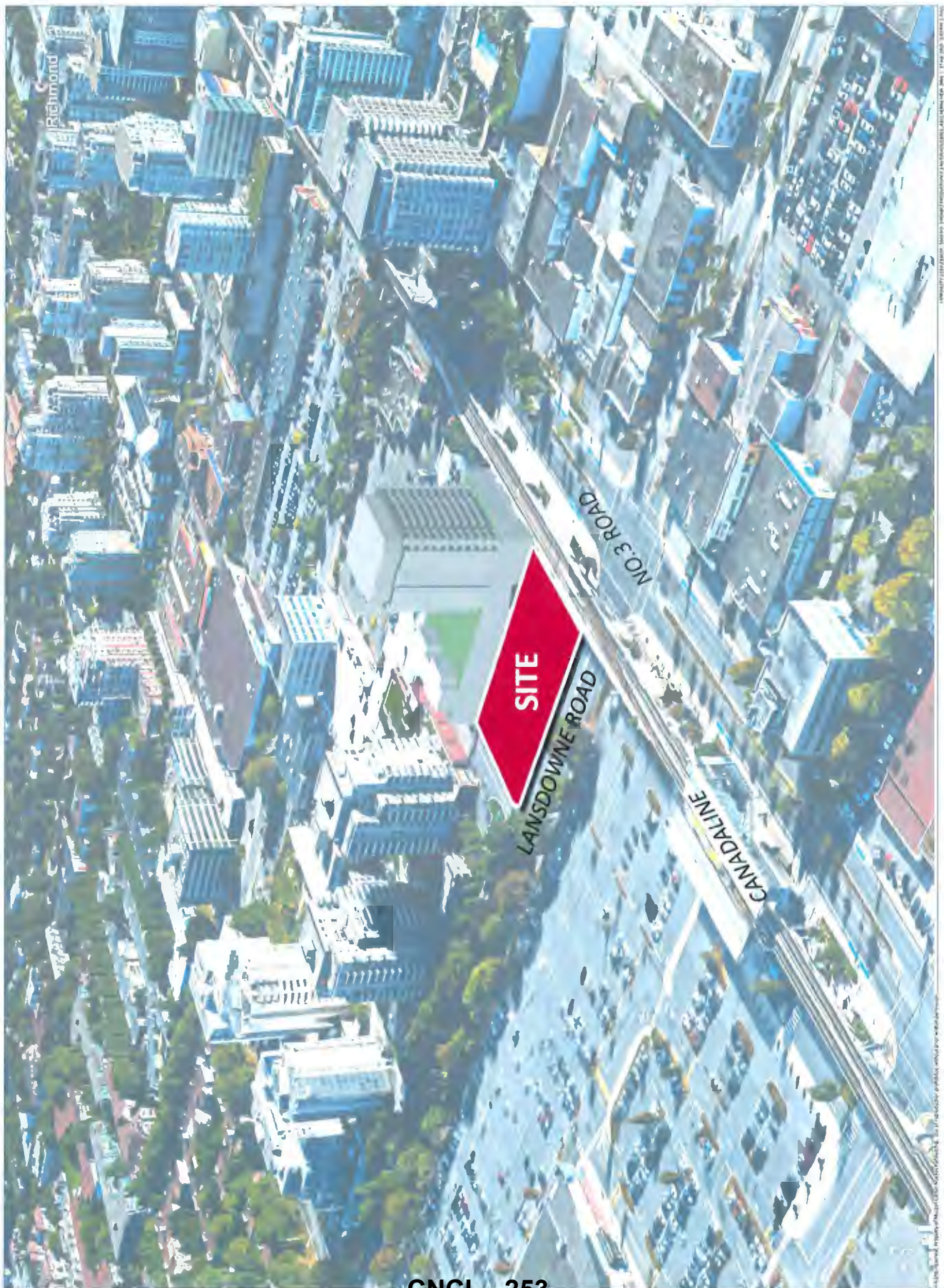


VIEW POINT D - CANADA LINE FACING NORTH

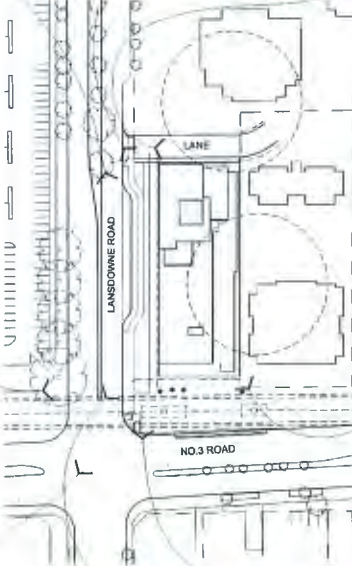


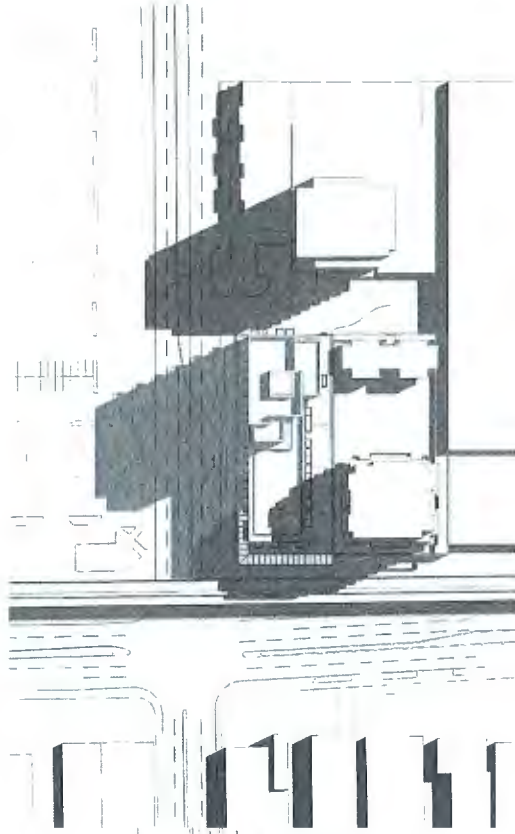
VIEW POINT B - FROM EAST LANE SEE WEST







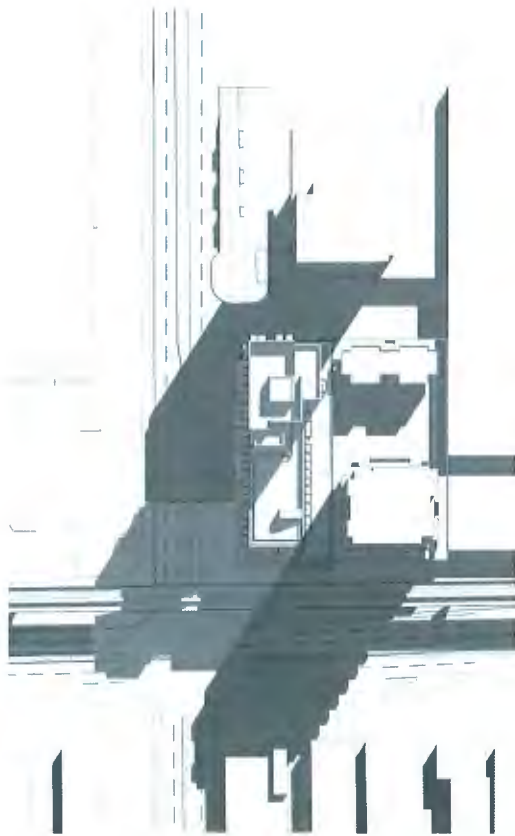




2 EQUINOX - MARCH / SEPTEMBER 21 @ 12 pm (UTC -7)



4 EQUINOX - MARCH / SEPTEMBER 21 @ 4 pm (UTC -7)



1 EQUINOX - MARCH / SEPTEMBER 21 @ 10 am (UTC -7)



3 EQUINOX - MARCH / SEPTEMBER 21 @ 2 pm (UTC -7)



PROJECT: 2013.03.05 10:00 AM 311003 ARCHITECTS / DESIGNERS / PLANNERS: MCM PARTNERSHIP 1742 2013 311003 1/10





**Musson  
Cattell  
Mackey  
Partnership**

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 1500 West Hastings Street  
 Vancouver, British Columbia  
 Canada V6Z 3K1  
 T 604.482.7771  
 F 604.482.7771  
 mcm@architects.com



**Headwater**  
 HEADWATER PROJECTS

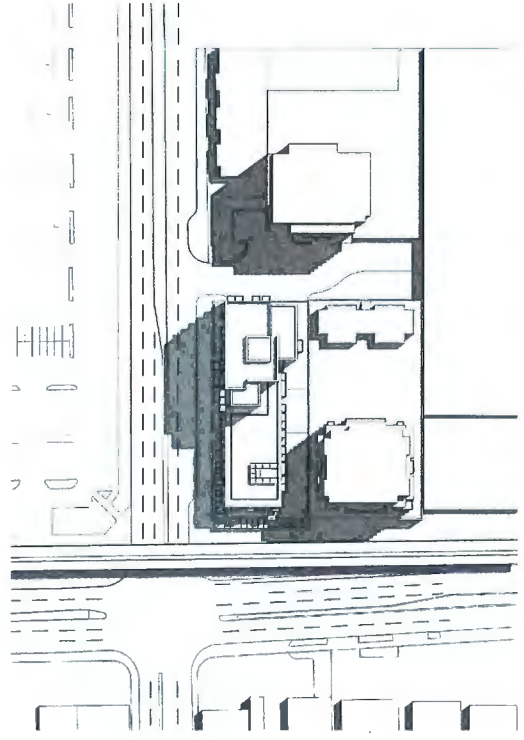
DL1 201704.18.027 458170204  
 Headwater

Scale  
**MIXED USE  
 RESIDENTIAL  
 BUILDING**  
 5500 No. 3 Rd.,  
 RICHMOND, BC  
 Project

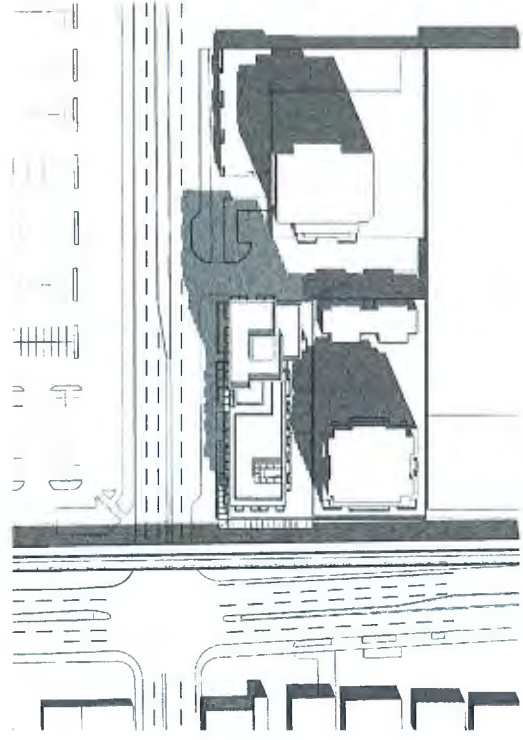
**SHADOW STUDY  
 SUMMER  
 SOLSTICE**

Drawn by  
 1004 - 1107  
 238033

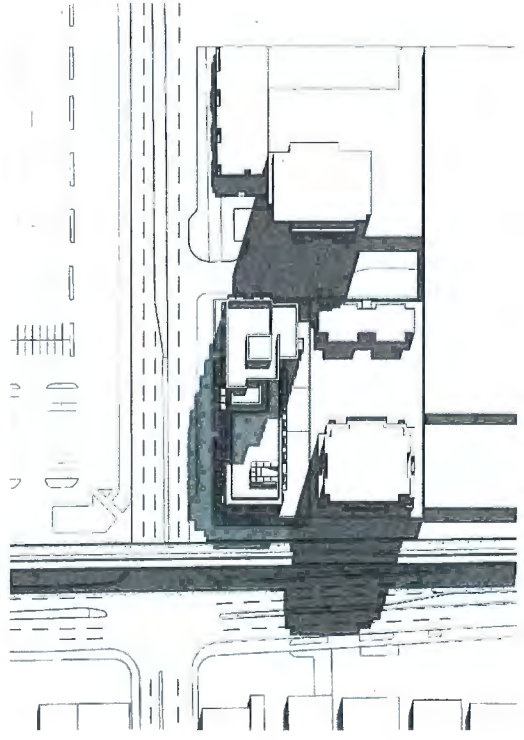
Sheet **A104A**



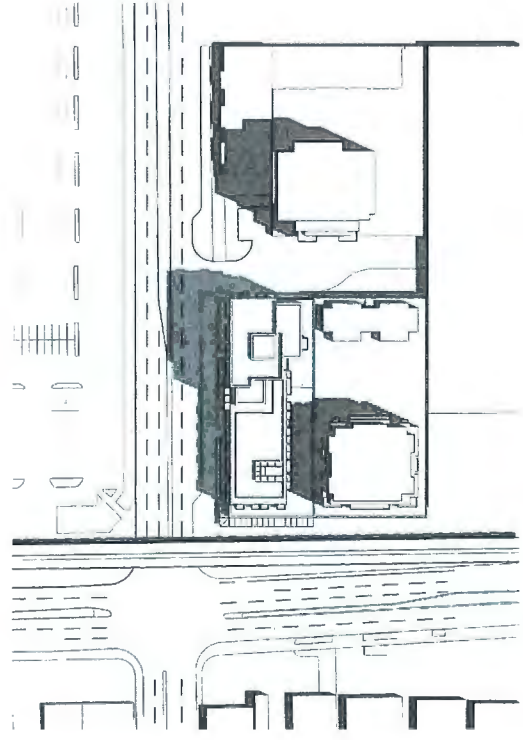
2 SUMMER SOLSTICE JUNE 21 @ 12 pm (UTC-7)



4 SUMMER SOLSTICE JUNE 21 @ 4 pm (UTC-7)



1 SUMMER SOLSTICE JUNE 21 @ 10 am (UTC-7)



3 SUMMER SOLSTICE JUNE 21 @ 2 pm (UTC-7)



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 MCMPartners.com



HEADWATER PROJECTS

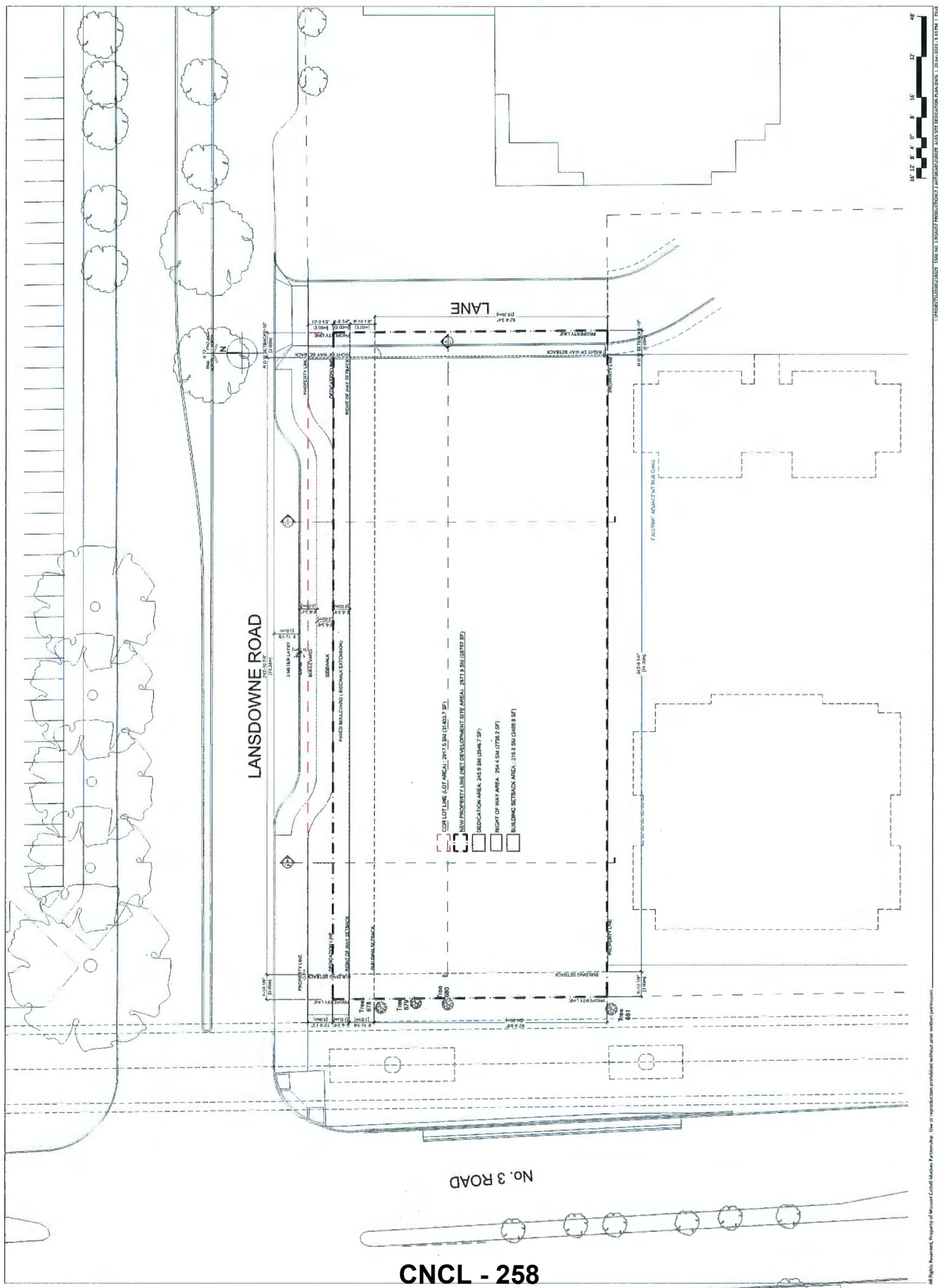
011 201414 REVISIONS  
 REVISIONS  
 17/01/2014

Client  
**MIXED USE  
 RENTAL  
 RESIDENTIAL  
 BUILDING**  
 5300 No. 3 Rd.  
 RICHMOND, BC

Project  
**SITE  
 DEDICATION PLAN**

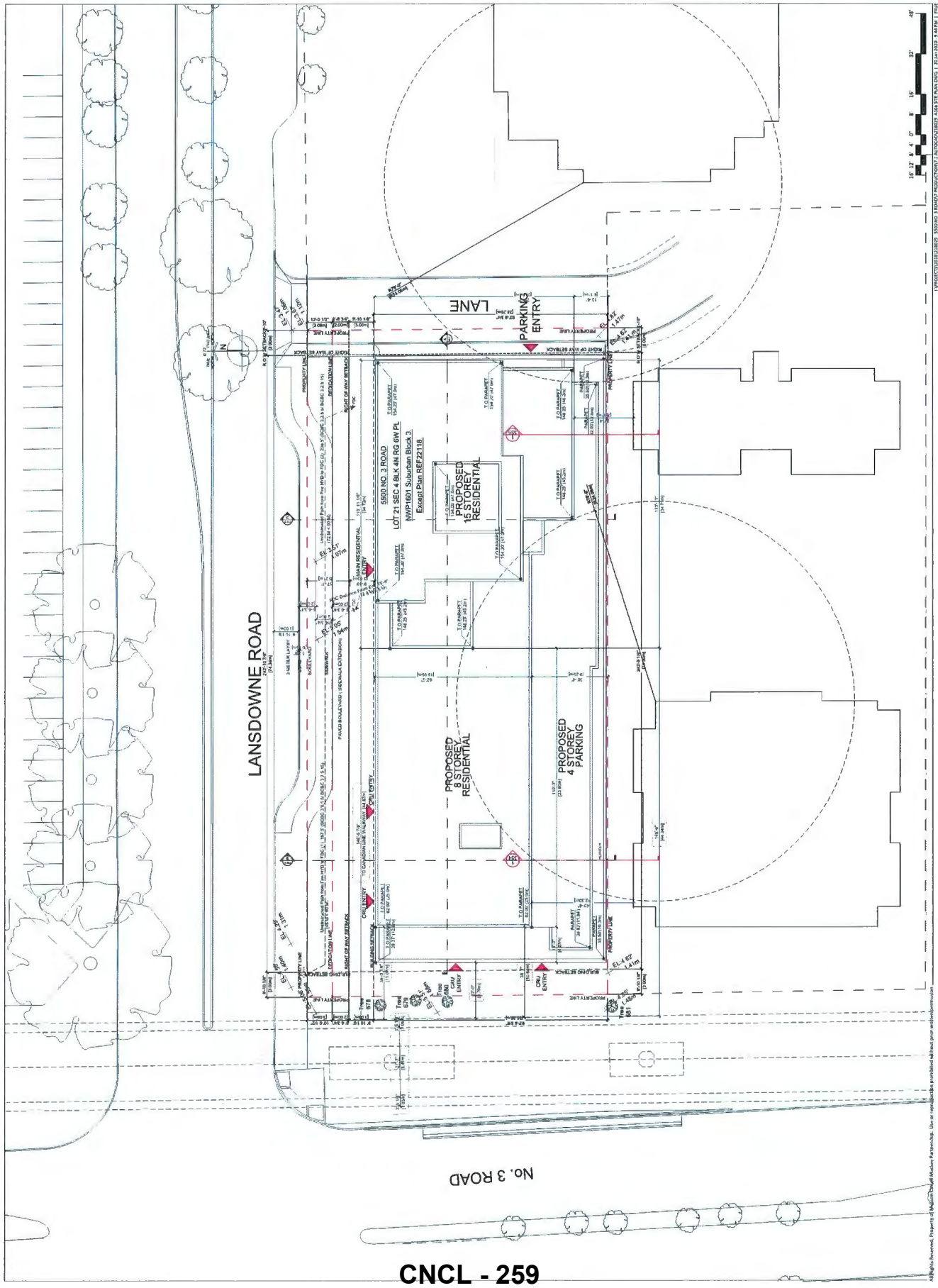
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 3/2/14  
 210229

Sheet  
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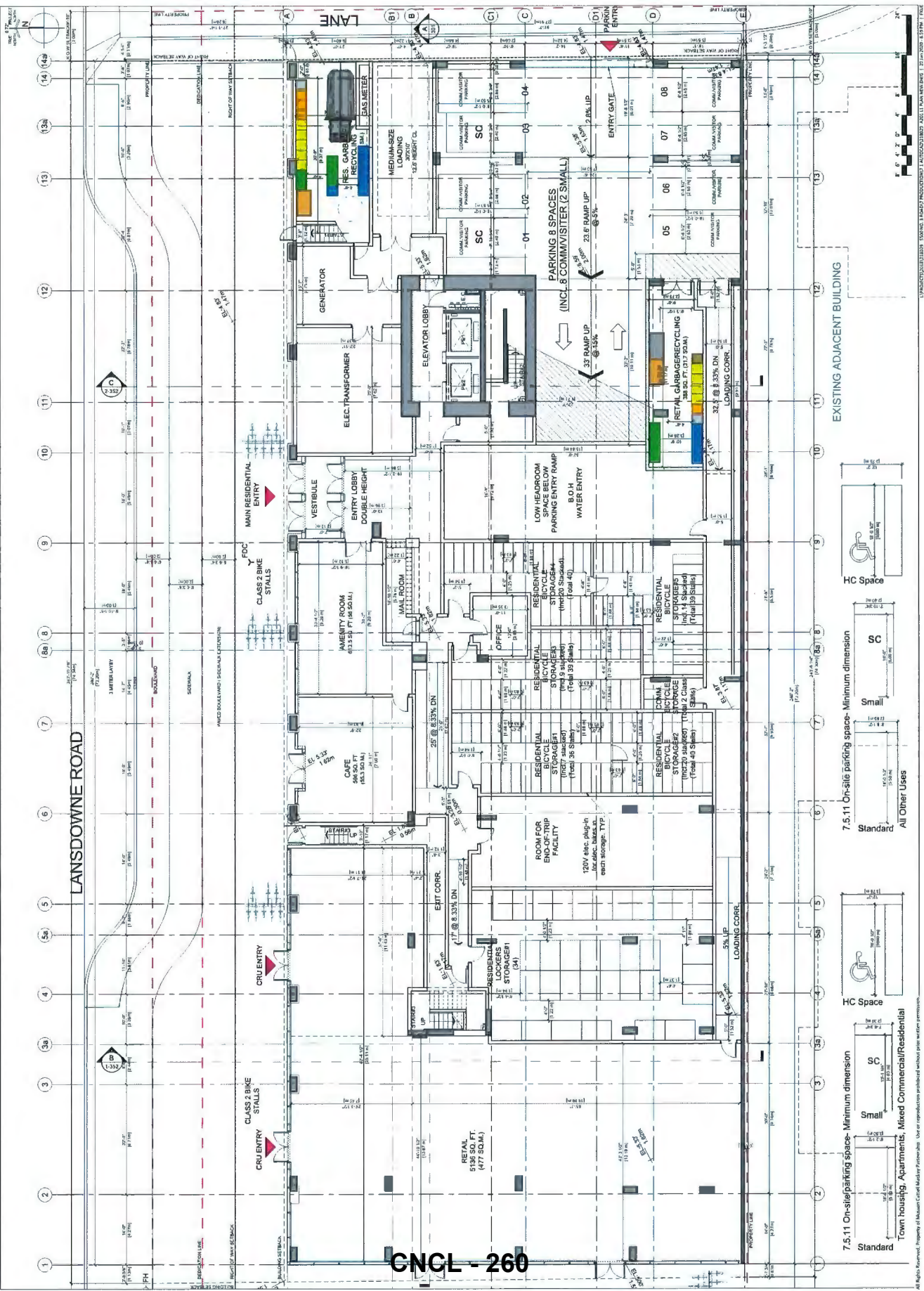
**CNCL - 258**

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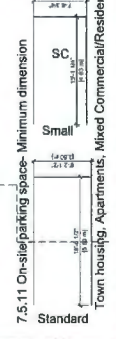
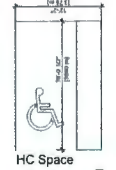
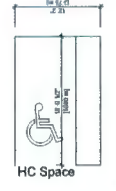


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**CNCL - 260**



7.5.11 On-site parking space - Minimum dimension  
 Standard  
 All Other Uses

7.5.11 On-site parking space - Minimum dimension  
 Standard  
 Town housing, Apartments, Mixed Commercial/Residential

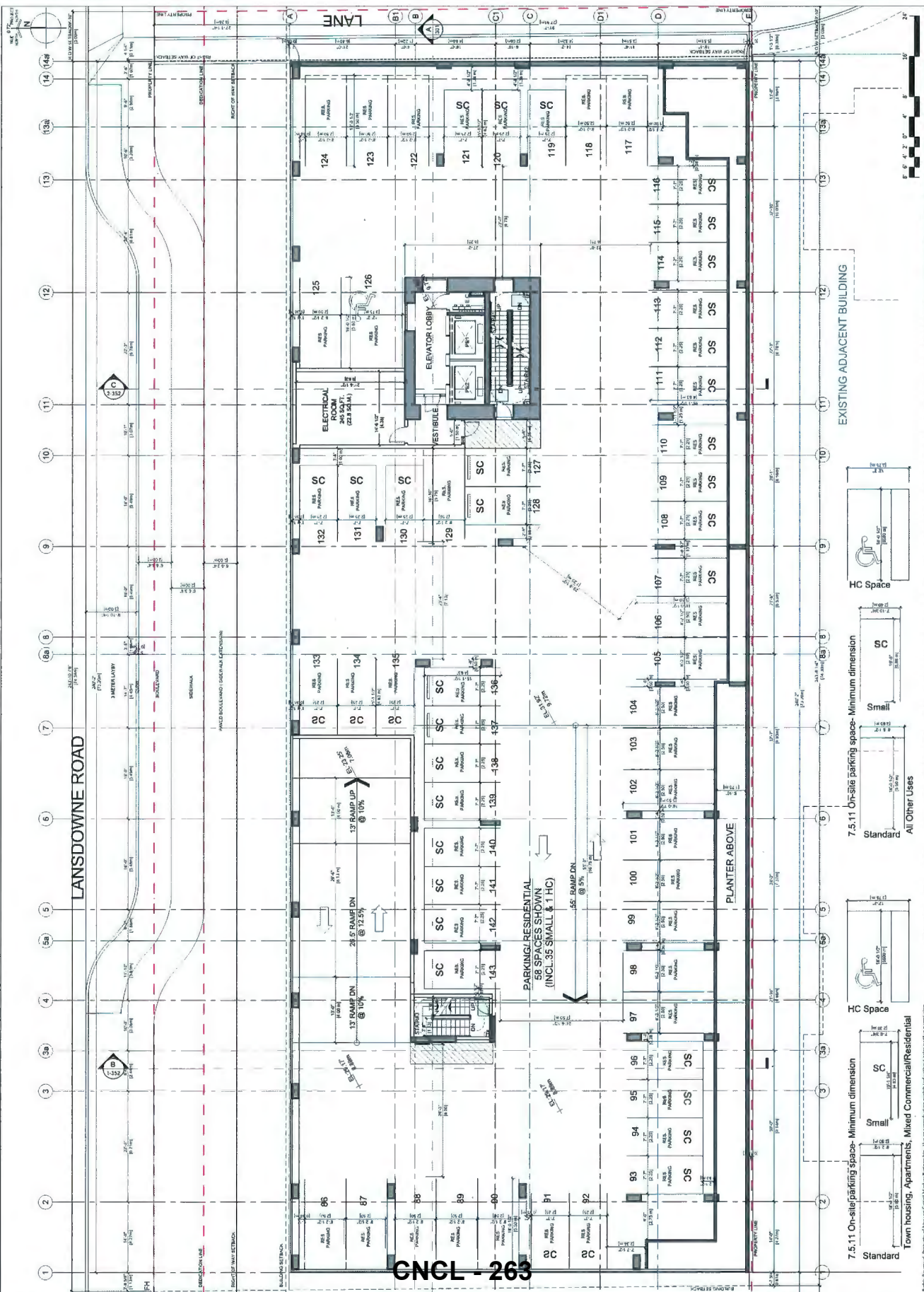
7.5.11 On-site parking space - Minimum dimension  
 Standard  
 Town housing, Apartments, Mixed Commercial/Residential

EXISTING ADJACENT BUILDING

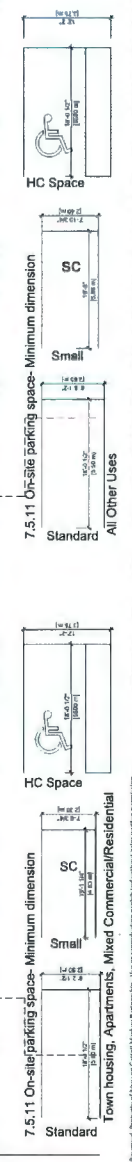
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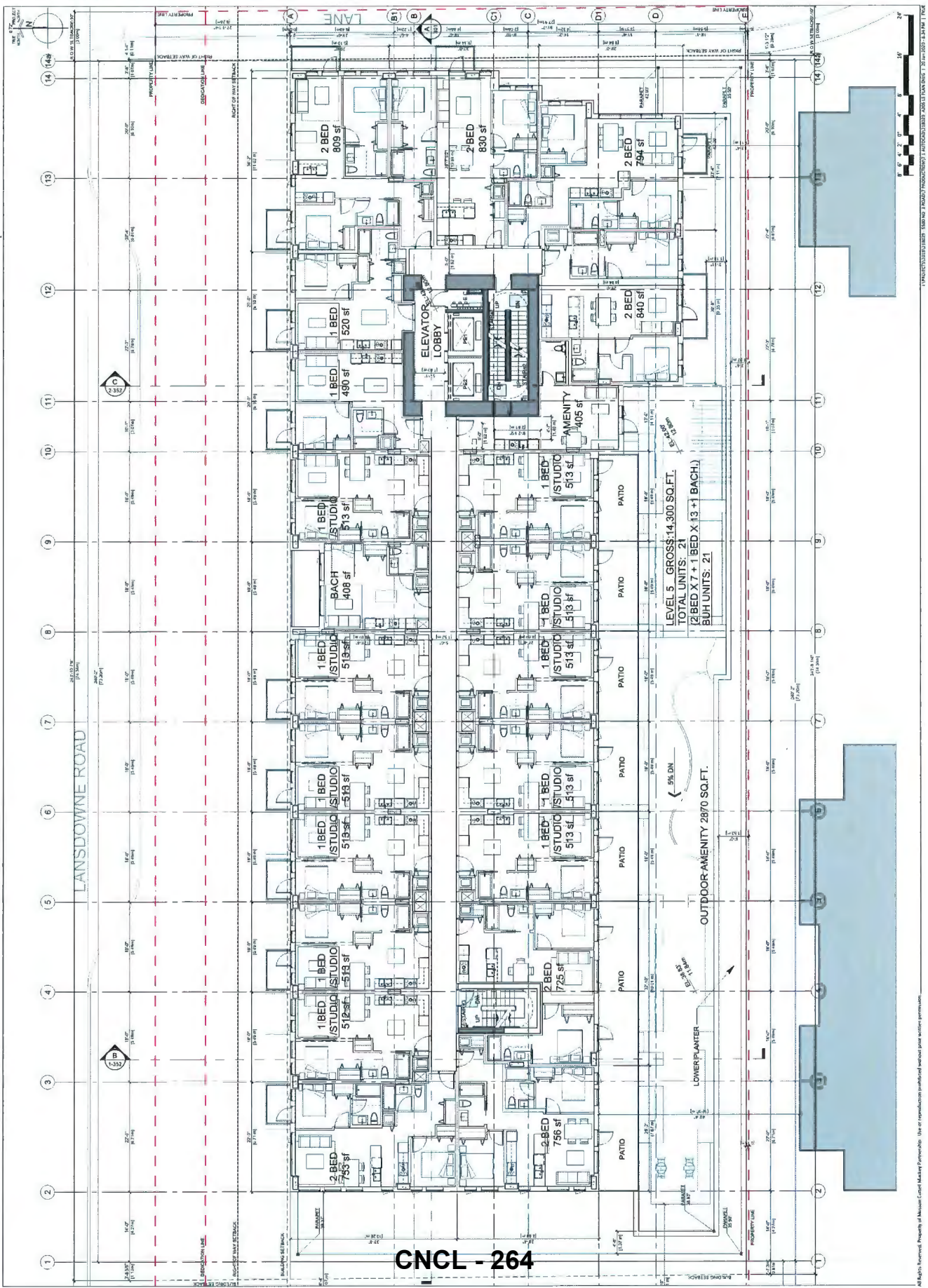




**GNCL - 263**



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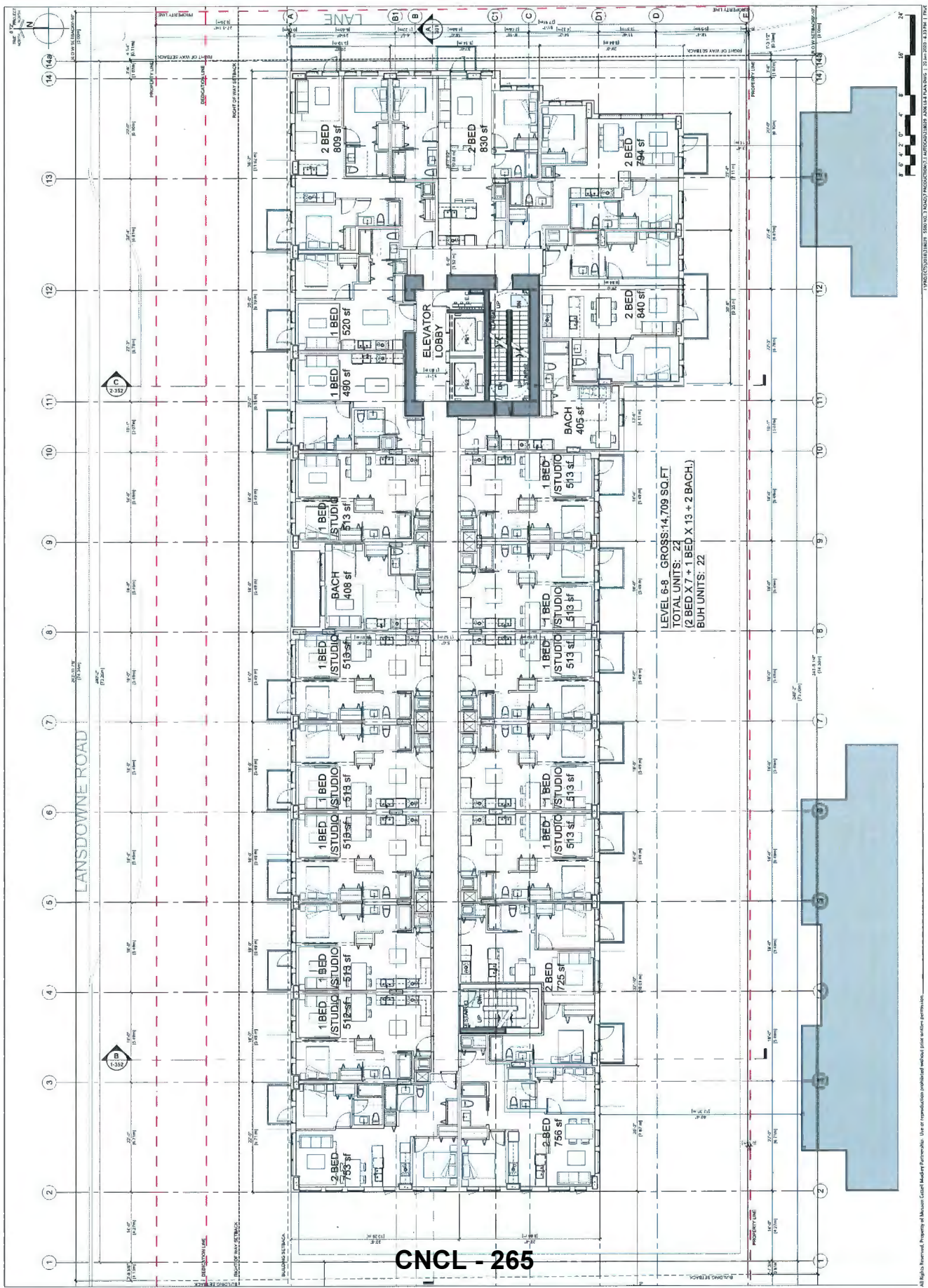
LEVEL 5 GROSS: 14,300 SQ.FT.  
TOTAL UNITS: 21  
(2 BED X 7 + 1 BED X 13 + 1 BACH)  
BUH UNITS: 21

OUTDOOR AMENITY 2870 SQ.FT.

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LEVEL 6-8 GROSS: 14,709 SQ. FT.  
TOTAL UNITS: 22  
(2 BED X 7 + 1 BED X 13 + 2 BACH.)  
BUH UNITS: 22

CNCL - 265

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Mackey  
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Architect-Designer-Planner  
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F. 604.687.1771  
mcp@mussoncattell.com



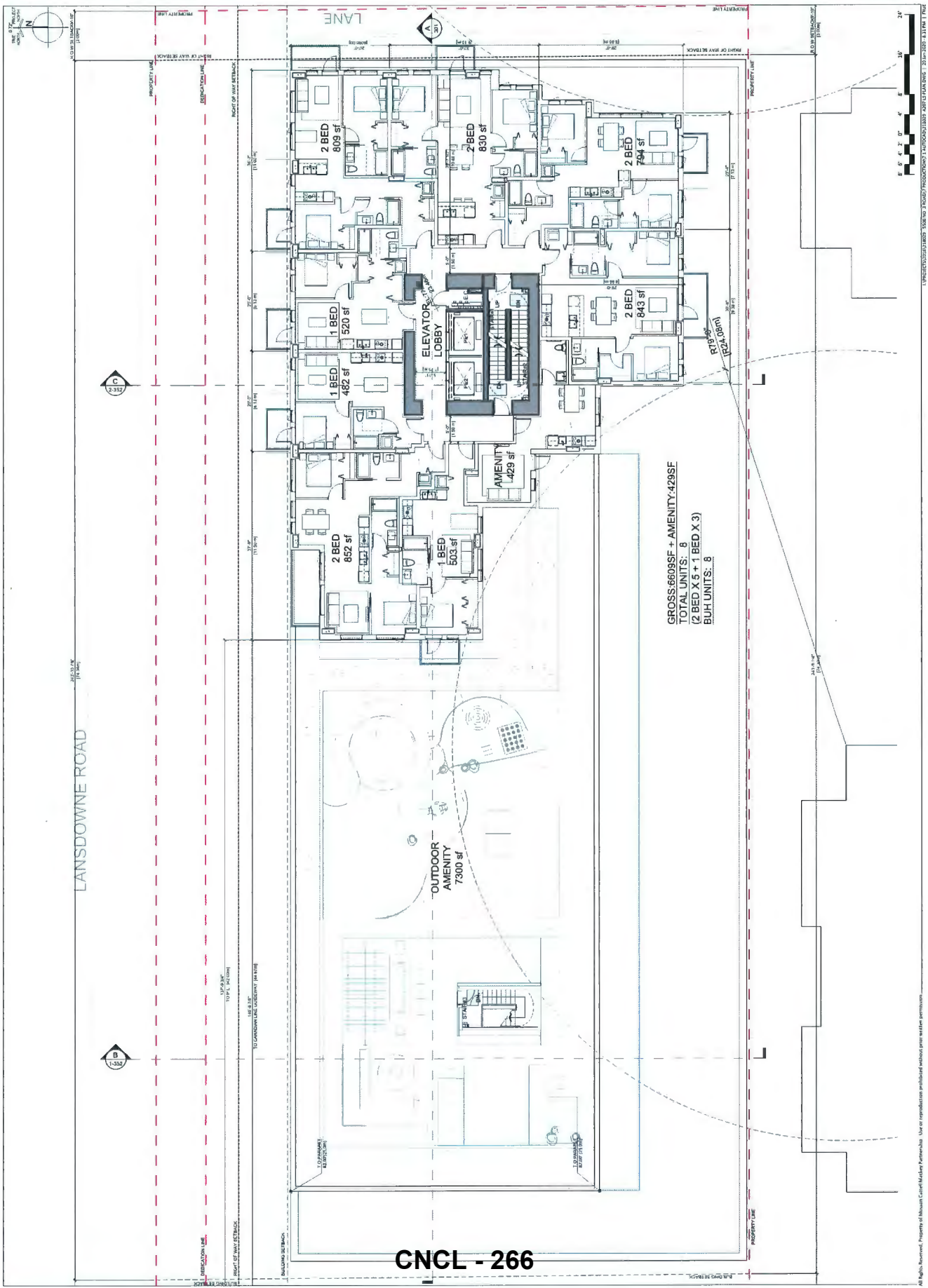
HEADWATER PROJECTS

211 LANSOWNE, L1000E (MAY 2020)  
Revision: 10/11/2020

Kind: MIXED USE  
RENTAL  
RESIDENTIAL  
BUILDING  
2500 No. 3 Rd.  
RICHMOND, BC  
Project:

L9 FLOOR  
PLAN

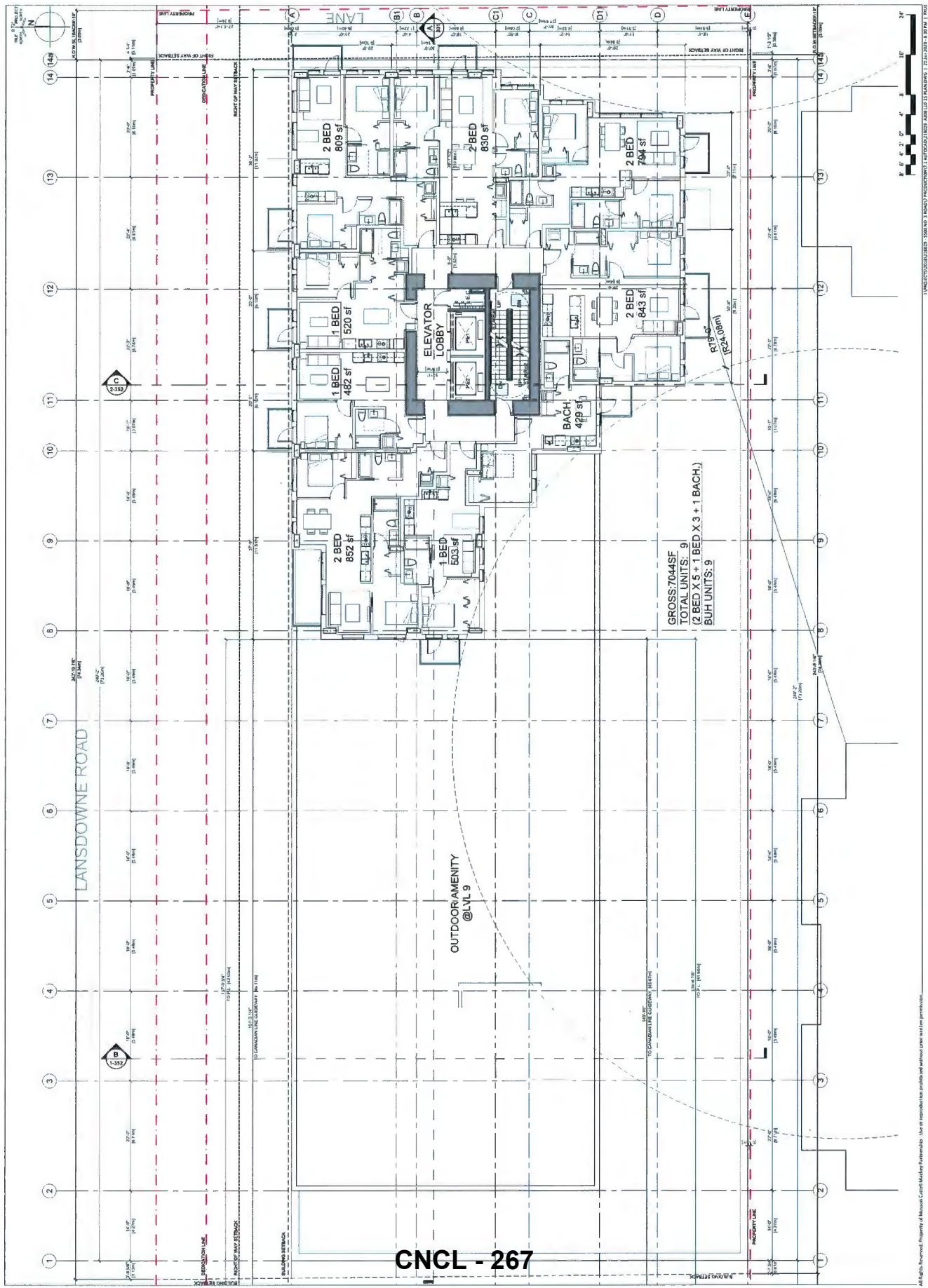
Drawn: JFB + JCP  
Scale: 1/8" = 1'-0"  
Sheet: 21-0029  
A207



GROSS: 6609SF + AMENITY: 429SF  
TOTAL UNITS: 8  
(2 BED X 5 + 1 BED X 3)  
BUH UNITS: 8

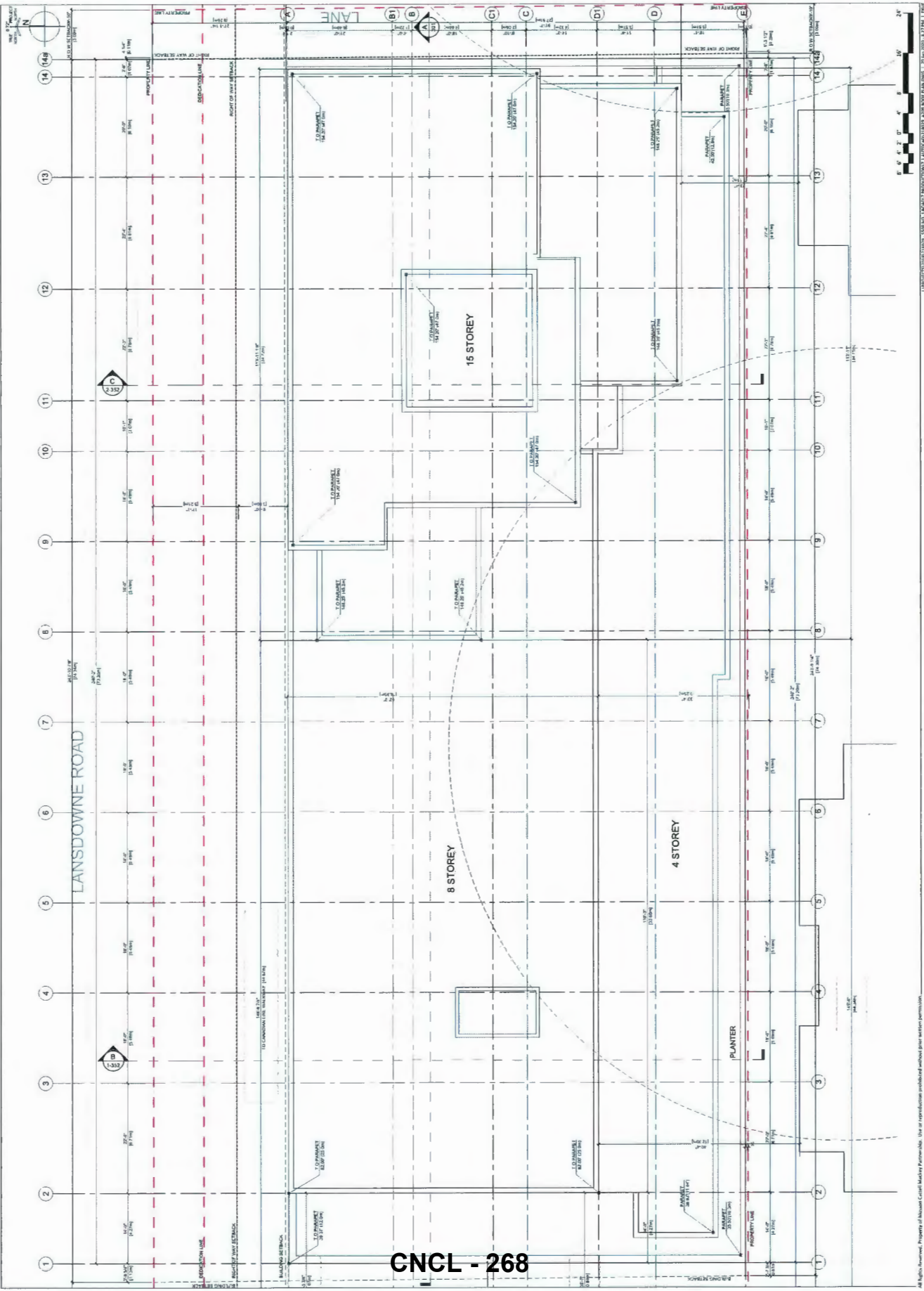
CNCL - 266

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**CNCL - 267**

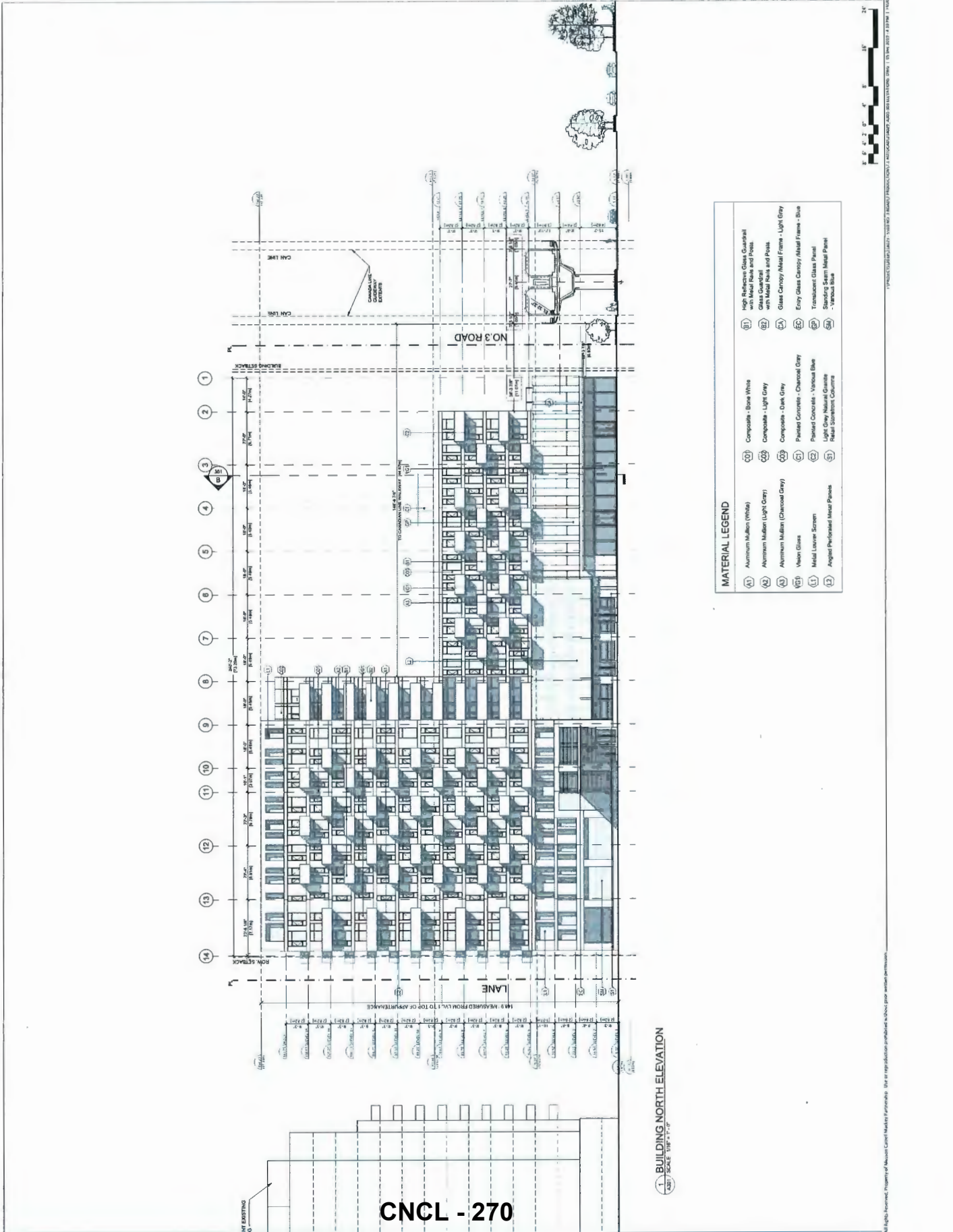
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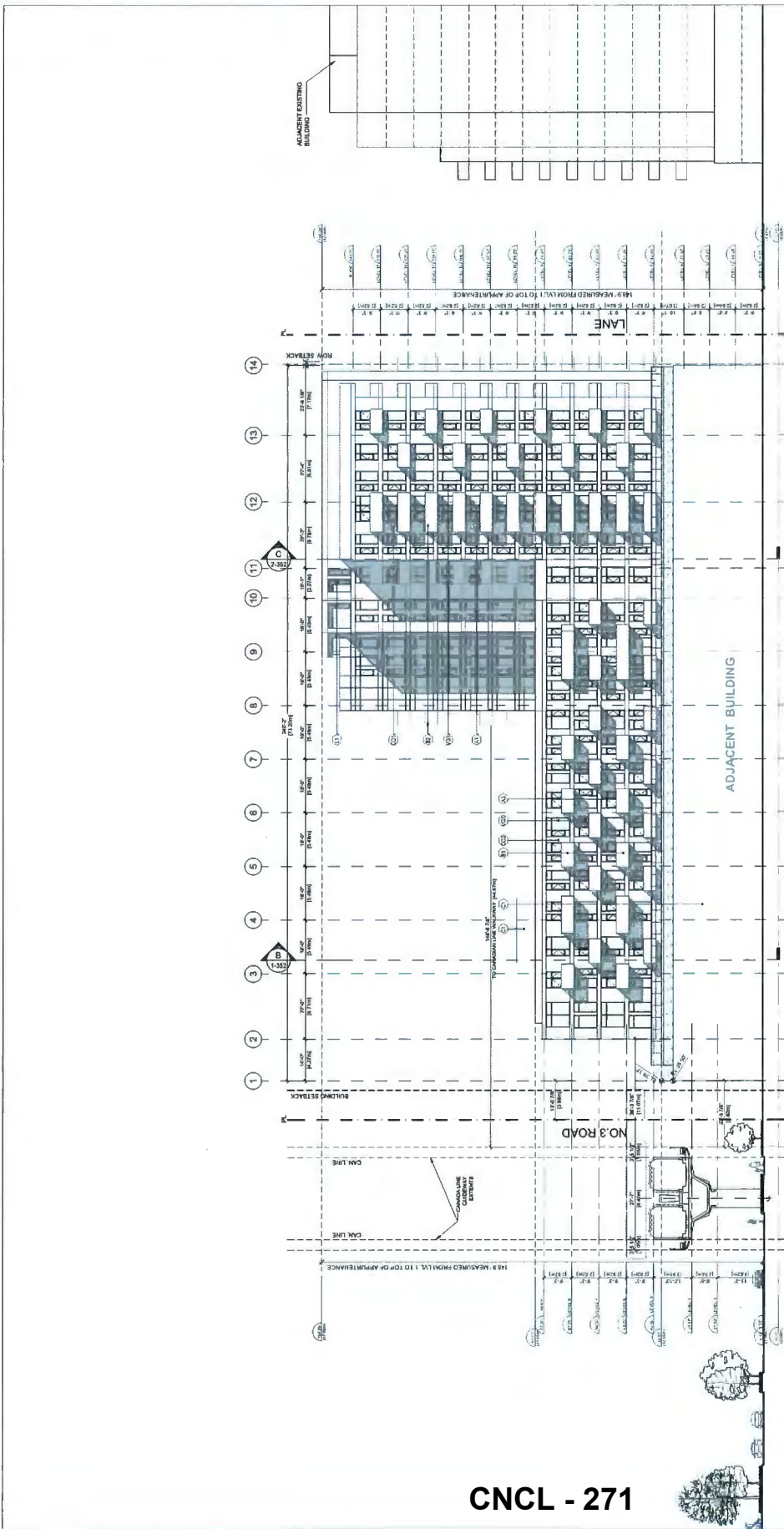
**MATERIAL LEGEND**

(A1)	Aluminum Mullion (White)	(B1)	High Reflective Glass Guardrail with Metal Rails and Posts.
(A2)	Aluminum Mullion (Light Grey)	(B2)	High Reflective Glass Guardrail with Metal Rails and Posts.
(A3)	Aluminum Mullion (Charcoal Grey)	(B3)	Glass Canopy / Metal Frame - Light Grey
(A4)	Aluminum Mullion (Dark Grey)	(B4)	Empty Glass Canopy / Metal Frame - Blue
(A5)	Aluminum Mullion (Vertical Blue)	(B5)	Translucent Glass Panel
(A6)	Aluminum Mullion (Vertical Charcoal)	(B6)	Translucent Glass Panel with Metal Panel
(A7)	Aluminum Mullion (Vertical White)	(B7)	Vertical Glass Panel
(A8)	Aluminum Mullion (Vertical Light Grey)	(B8)	Vertical Glass Panel
(A9)	Aluminum Mullion (Vertical Dark Grey)	(B9)	Vertical Glass Panel
(A10)	Aluminum Mullion (Vertical Charcoal)	(B10)	Vertical Glass Panel
(A11)	Aluminum Mullion (Vertical White)	(B11)	Vertical Glass Panel
(A12)	Aluminum Mullion (Vertical Light Grey)	(B12)	Vertical Glass Panel
(A13)	Aluminum Mullion (Vertical Charcoal)	(B13)	Vertical Glass Panel
(A14)	Aluminum Mullion (Vertical Dark Grey)	(B14)	Vertical Glass Panel
(A15)	Aluminum Mullion (Vertical Blue)	(B15)	Vertical Glass Panel
(A16)	Aluminum Mullion (Vertical Charcoal)	(B16)	Vertical Glass Panel
(A17)	Aluminum Mullion (Vertical White)	(B17)	Vertical Glass Panel
(A18)	Aluminum Mullion (Vertical Light Grey)	(B18)	Vertical Glass Panel
(A19)	Aluminum Mullion (Vertical Charcoal)	(B19)	Vertical Glass Panel
(A20)	Aluminum Mullion (Vertical Dark Grey)	(B20)	Vertical Glass Panel
(A21)	Aluminum Mullion (Vertical Blue)	(B21)	Vertical Glass Panel
(A22)	Aluminum Mullion (Vertical Charcoal)	(B22)	Vertical Glass Panel
(A23)	Aluminum Mullion (Vertical White)	(B23)	Vertical Glass Panel
(A24)	Aluminum Mullion (Vertical Light Grey)	(B24)	Vertical Glass Panel

1. BUILDING NORTH ELEVATION  
SCALE: 1/8" = 1'-0"



Sheet A301



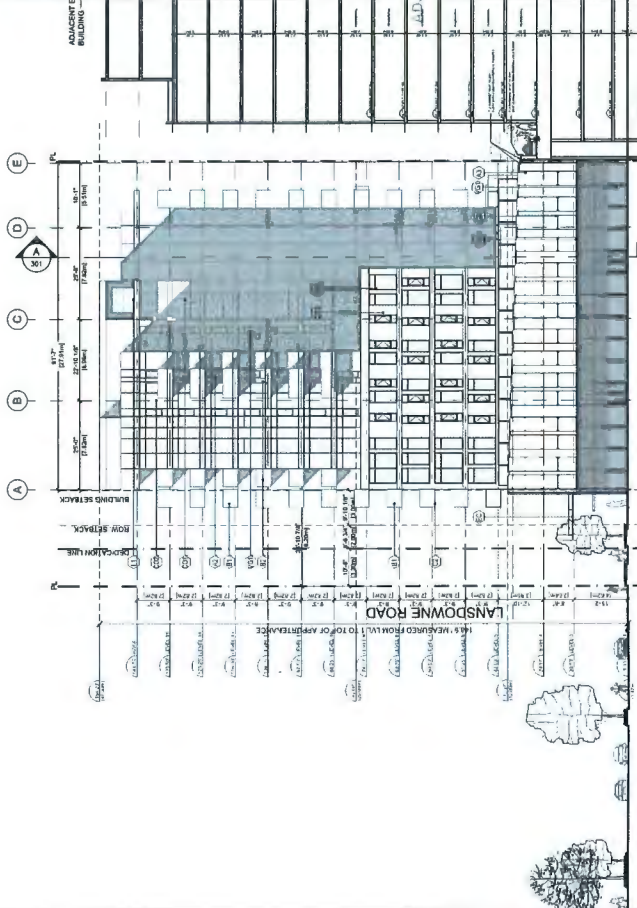
**MATERIAL LEGEND**

A1	Aluminum Mullion (White)	B1	High Reflective Glass, Casual with Metal Rails and Posts
A2	Aluminum Mullion (Light Gray)	B2	Glass Casework Metal Panel and Posts
A3	Aluminum Mullion (Charcoal Gray)	B3	Glass Casework Metal Frame - Light Gray
A4	Aluminum Mullion (Dark Gray)	B4	Glass Casework Metal Frame - Blue
A5	Aluminum Mullion (Charcoal Gray)	B5	Entry Glass Casework Metal Frame - Blue
A6	Aluminum Mullion (Charcoal Gray)	B6	Translucent Glass Panel
A7	Aluminum Mullion (Charcoal Gray)	B7	Translucent Glass Panel
A8	Aluminum Mullion (Charcoal Gray)	B8	Translucent Glass Panel
A9	Aluminum Mullion (Charcoal Gray)	B9	Translucent Glass Panel
A10	Aluminum Mullion (Charcoal Gray)	B10	Translucent Glass Panel
A11	Aluminum Mullion (Charcoal Gray)	B11	Translucent Glass Panel
A12	Aluminum Mullion (Charcoal Gray)	B12	Translucent Glass Panel
A13	Aluminum Mullion (Charcoal Gray)	B13	Translucent Glass Panel
A14	Aluminum Mullion (Charcoal Gray)	B14	Translucent Glass Panel
A15	Aluminum Mullion (Charcoal Gray)	B15	Translucent Glass Panel
A16	Aluminum Mullion (Charcoal Gray)	B16	Translucent Glass Panel
A17	Aluminum Mullion (Charcoal Gray)	B17	Translucent Glass Panel
A18	Aluminum Mullion (Charcoal Gray)	B18	Translucent Glass Panel
A19	Aluminum Mullion (Charcoal Gray)	B19	Translucent Glass Panel
A20	Aluminum Mullion (Charcoal Gray)	B20	Translucent Glass Panel
A21	Aluminum Mullion (Charcoal Gray)	B21	Translucent Glass Panel
A22	Aluminum Mullion (Charcoal Gray)	B22	Translucent Glass Panel
A23	Aluminum Mullion (Charcoal Gray)	B23	Translucent Glass Panel
A24	Aluminum Mullion (Charcoal Gray)	B24	Translucent Glass Panel
A25	Aluminum Mullion (Charcoal Gray)	B25	Translucent Glass Panel
A26	Aluminum Mullion (Charcoal Gray)	B26	Translucent Glass Panel
A27	Aluminum Mullion (Charcoal Gray)	B27	Translucent Glass Panel
A28	Aluminum Mullion (Charcoal Gray)	B28	Translucent Glass Panel
A29	Aluminum Mullion (Charcoal Gray)	B29	Translucent Glass Panel
A30	Aluminum Mullion (Charcoal Gray)	B30	Translucent Glass Panel
A31	Aluminum Mullion (Charcoal Gray)	B31	Translucent Glass Panel
A32	Aluminum Mullion (Charcoal Gray)	B32	Translucent Glass Panel
A33	Aluminum Mullion (Charcoal Gray)	B33	Translucent Glass Panel
A34	Aluminum Mullion (Charcoal Gray)	B34	Translucent Glass Panel
A35	Aluminum Mullion (Charcoal Gray)	B35	Translucent Glass Panel
A36	Aluminum Mullion (Charcoal Gray)	B36	Translucent Glass Panel
A37	Aluminum Mullion (Charcoal Gray)	B37	Translucent Glass Panel
A38	Aluminum Mullion (Charcoal Gray)	B38	Translucent Glass Panel
A39	Aluminum Mullion (Charcoal Gray)	B39	Translucent Glass Panel
A40	Aluminum Mullion (Charcoal Gray)	B40	Translucent Glass Panel
A41	Aluminum Mullion (Charcoal Gray)	B41	Translucent Glass Panel
A42	Aluminum Mullion (Charcoal Gray)	B42	Translucent Glass Panel
A43	Aluminum Mullion (Charcoal Gray)	B43	Translucent Glass Panel
A44	Aluminum Mullion (Charcoal Gray)	B44	Translucent Glass Panel
A45	Aluminum Mullion (Charcoal Gray)	B45	Translucent Glass Panel
A46	Aluminum Mullion (Charcoal Gray)	B46	Translucent Glass Panel
A47	Aluminum Mullion (Charcoal Gray)	B47	Translucent Glass Panel
A48	Aluminum Mullion (Charcoal Gray)	B48	Translucent Glass Panel
A49	Aluminum Mullion (Charcoal Gray)	B49	Translucent Glass Panel
A50	Aluminum Mullion (Charcoal Gray)	B50	Translucent Glass Panel

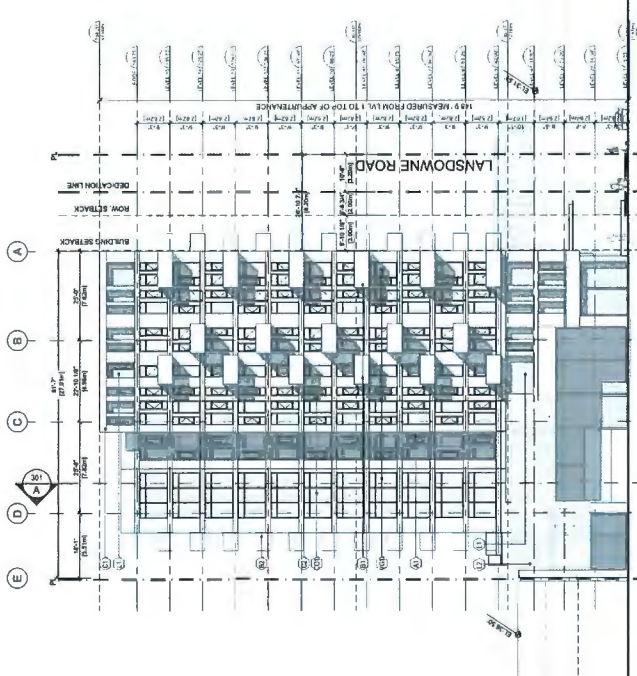
1. BUILDING SOUTH ELEVATION  
 SCALE: 1/8" = 1'-0"

CNCL - 271

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2. BUILDING WEST ELEVATION  
SCALE: 1/16" = 1'-0"



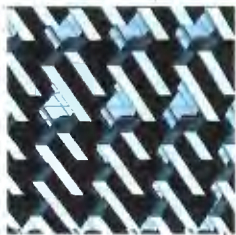
2. BUILDING EAST ELEVATION  
SCALE: 1/16" = 1'-0"

**MATERIAL LEGEND**

(A1)	Aluminum Mullion (White)	(C1)	Composite - Bone White	(S1)	High Reflective Glass Quarter
(A2)	Aluminum Mullion (Light Gray)	(C2)	Composite - Light Gray	(S2)	Glass Quarter
(A3)	Aluminum Mullion (Charcoal Gray)	(C3)	Composite - Dark Gray	(S3)	Glass Quarter with Metal Ribs and Posts
(V1)	Vision Glass	(C4)	Painted Concrete - Charcoal Gray	(S4)	Glass Canopy Metal Frame - Light Gray
(L1)	Metal Louver Screen	(C5)	Painted Concrete - Various Blue	(S5)	Entry Glass Canopy Metal Frame - Blue
(L2)	Angled Perforated Metal Panels	(C6)	Painted Concrete - Various Blue	(S6)	Translucent Glass Panel
		(C7)	Light Gray Natural Granite	(S7)	Standing Seam Metal Panel
		(C8)	Relief Stone/Block Columns	(S8)	- Various Blue







High-Reflective Glass Guardrail with metal

B1



Composite Panel (Metal or Cementitious)  
- Dark Grey

C03



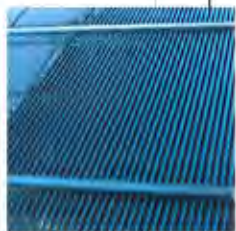
Composite Panel (Metal or Cementitious)  
- Light Grey

C02



Composite Panel (Metal or Cementitious)  
- Bone White

C01



Metal Lower Screen (Various Blue Colors)

L1



Printed Concrete (Various Blue)

C4



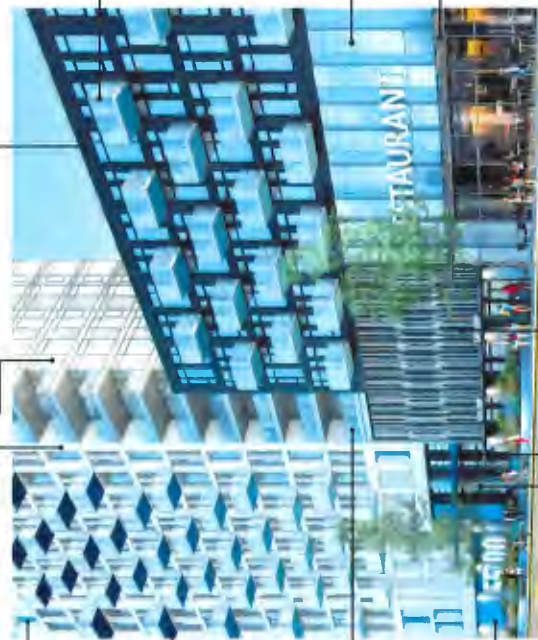
Translucent Glass Panels in front of Spandrel

GP



Glass Canopy/Metal Frame (Light Grey)

CA



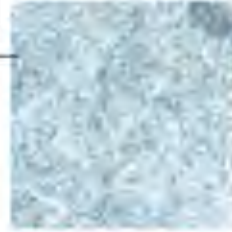
Angled Perforated Metal Panels

L2



Glass Canopy/Metal Frame (Blue)

EC



Light Grey Natural Granite Retail  
Storefront Columns

S1



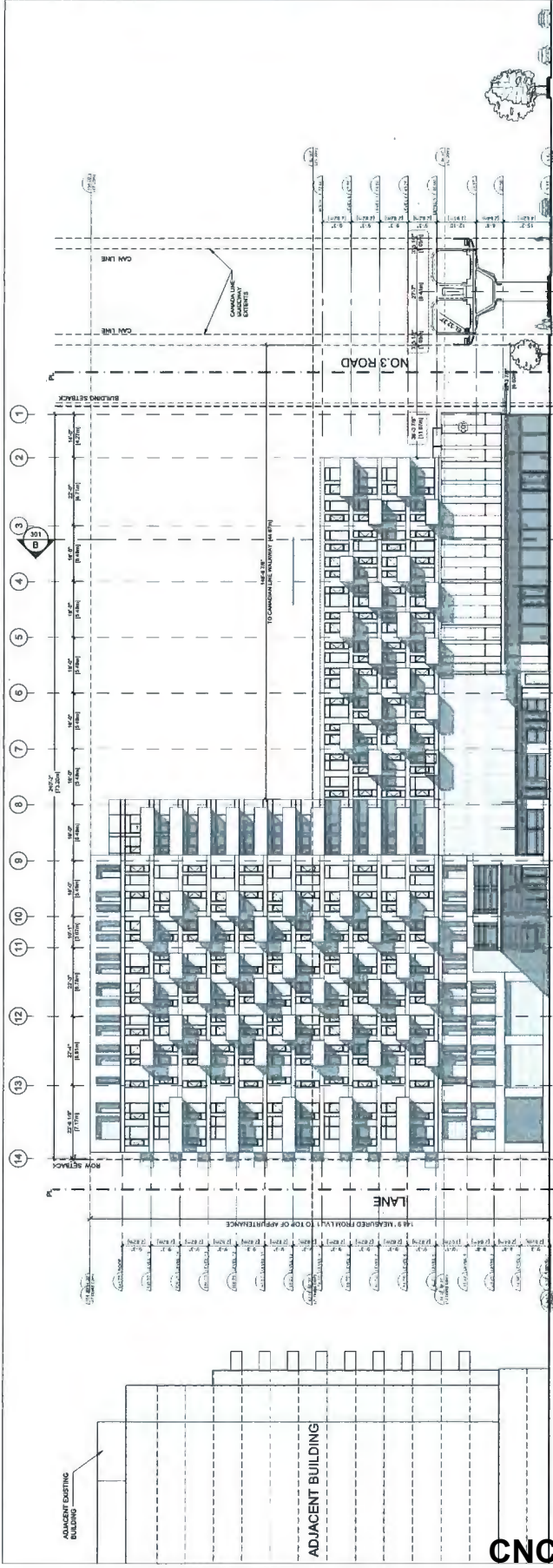
Glass Guardrail with metal rail and posts

B2



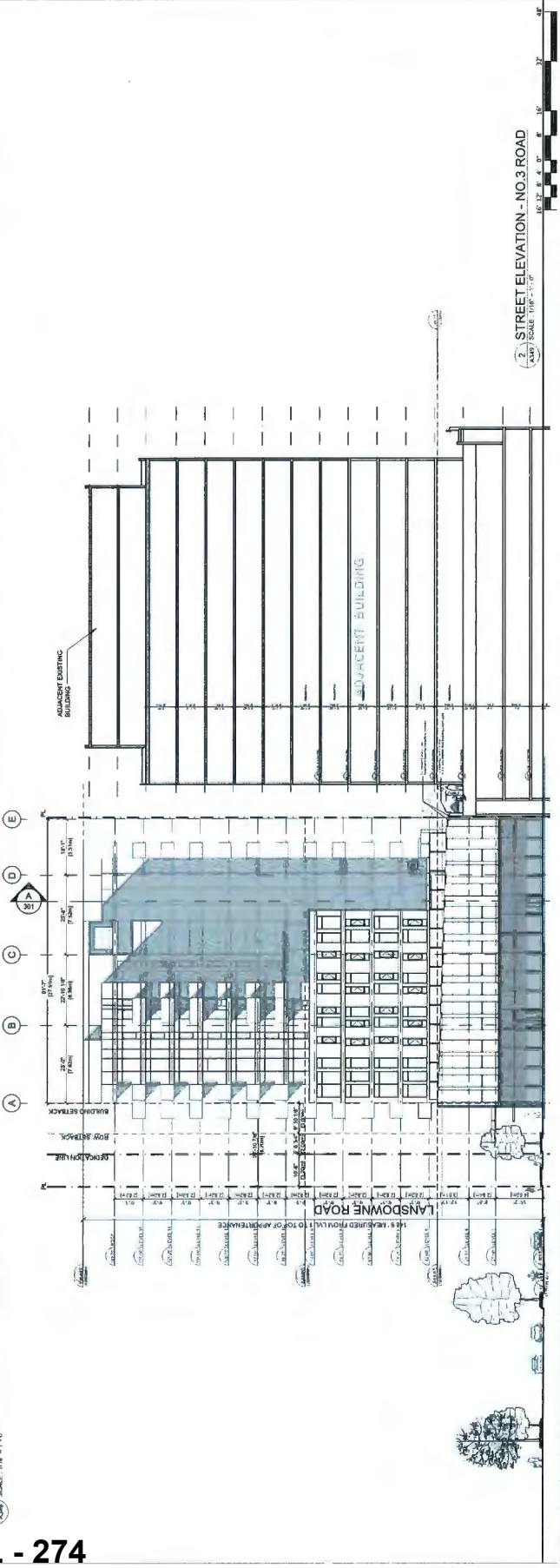
Standing Seam Metal Panel  
(Various Blue Colors)

S10

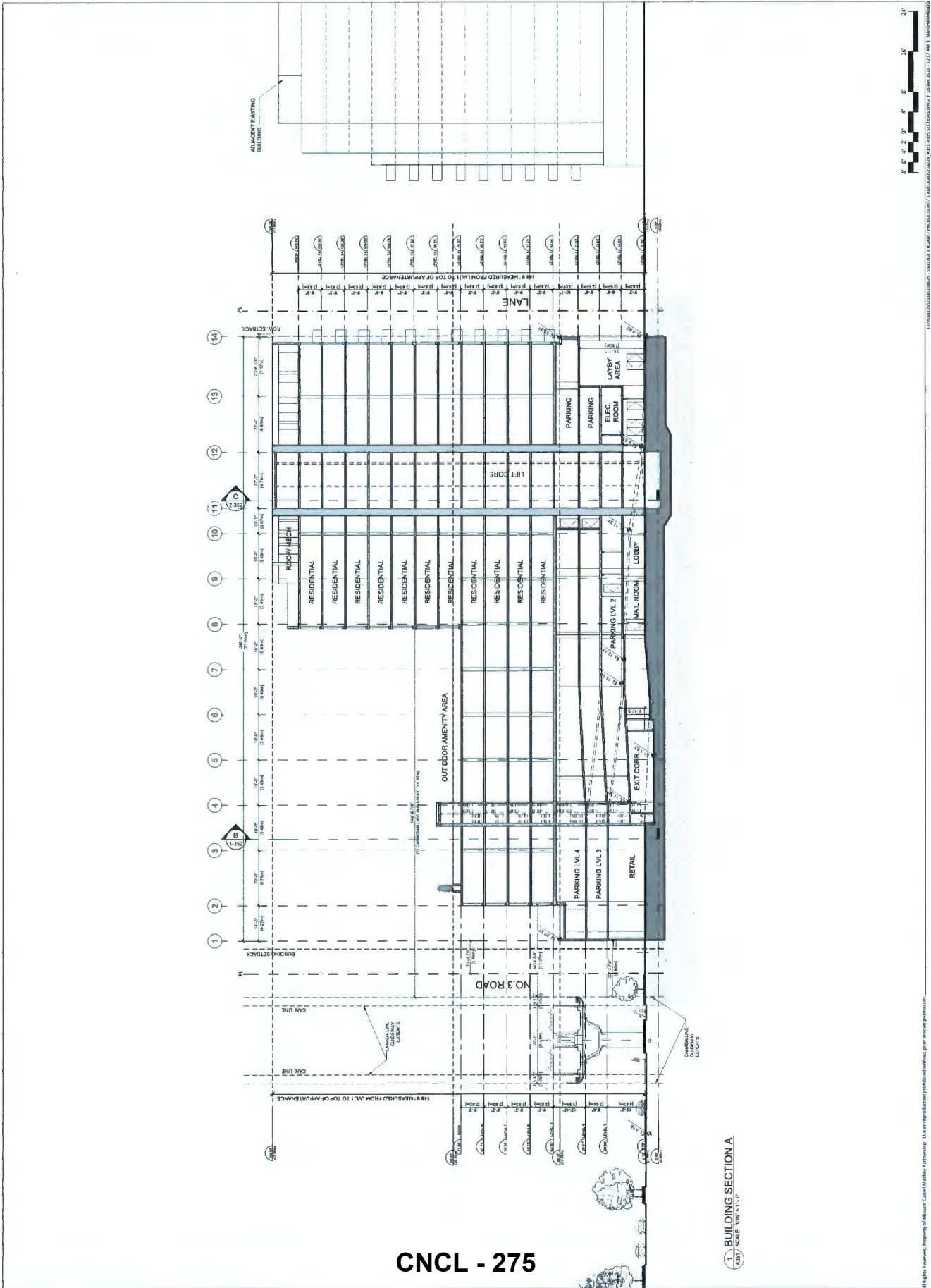


1. STREET ELEVATION - LANSDOWNE ROAD  
SCALE: 1/8" = 1'-0"

CNCL - 274



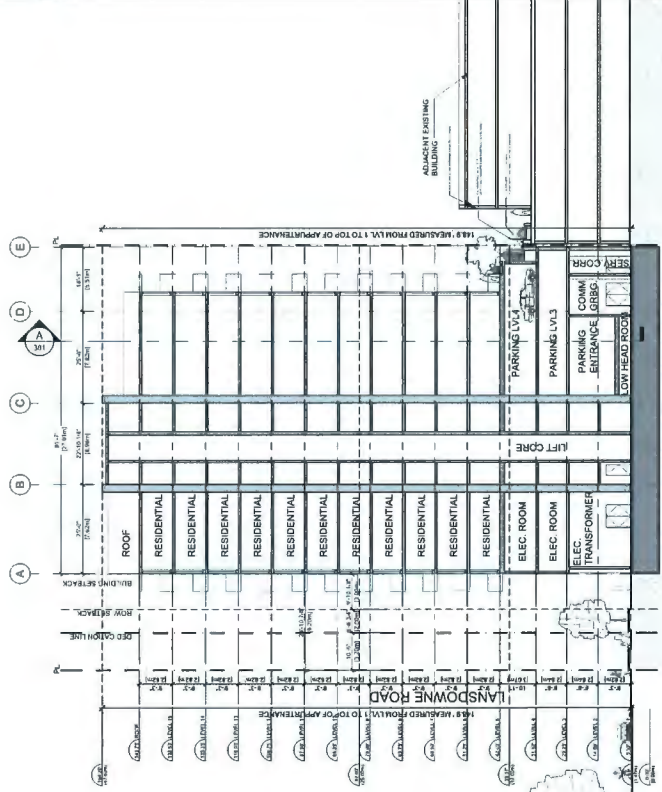
2. STREET ELEVATION - NO. 3 ROAD  
SCALE: 1/8" = 1'-0"



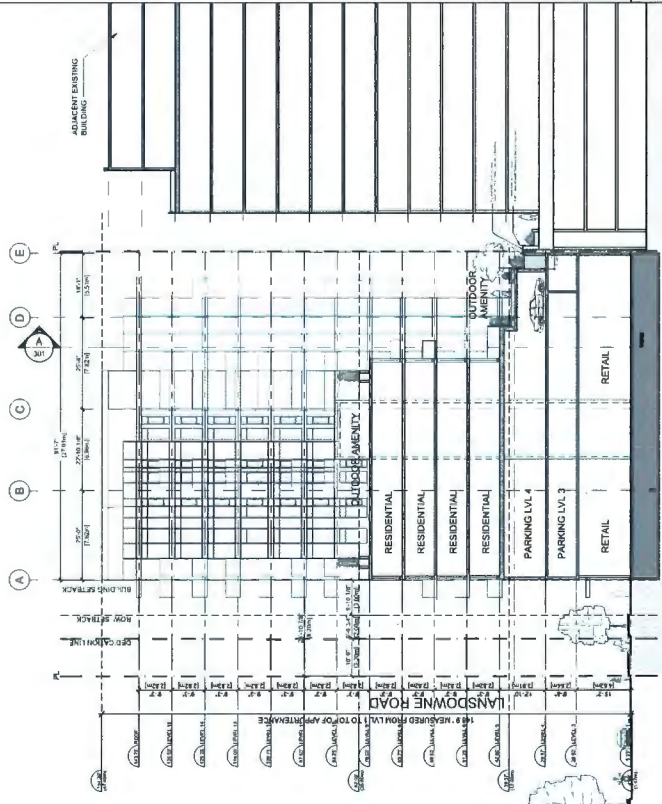
CNCL - 275

1. BUILDING SECTION A  
SCALE 1/8" = 1'-0"





2 BUILDING SECTION C  
SCALE: 1/8" = 1'-0"



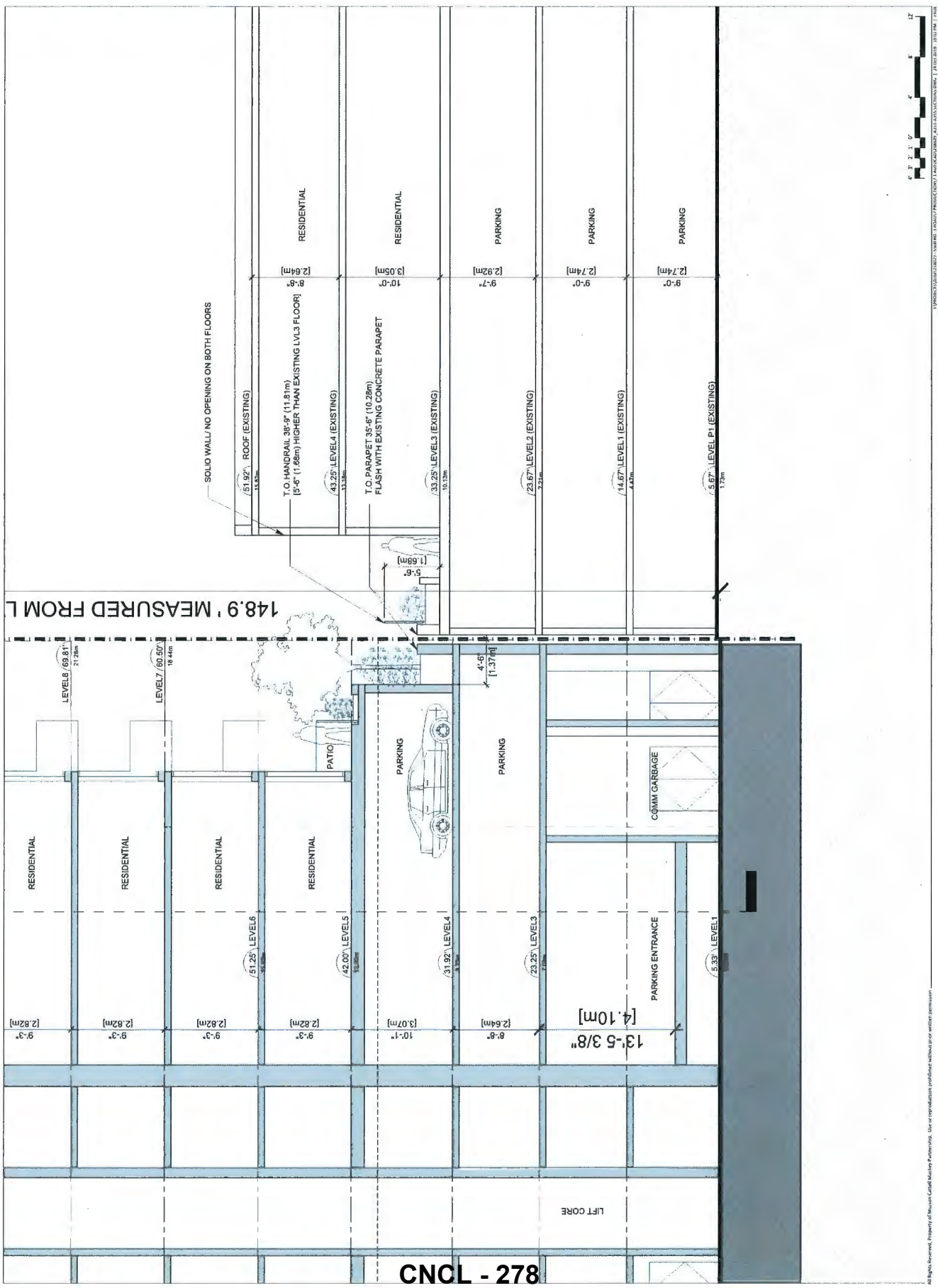
1 BUILDING SECTION B  
SCALE: 1/8" = 1'-0"

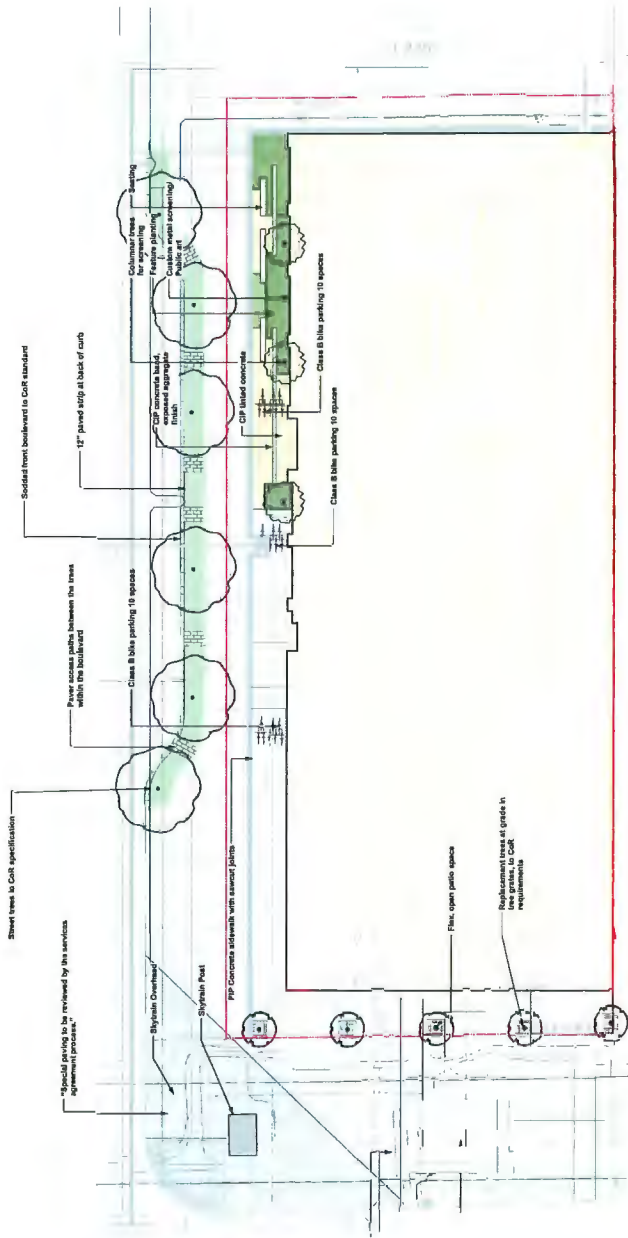
CNCL - 276



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Examples of Front Boulevard Restaurant Patios from Barcelona



Pizza Restaurant Patio in Vancouver



Street Trees in Grates



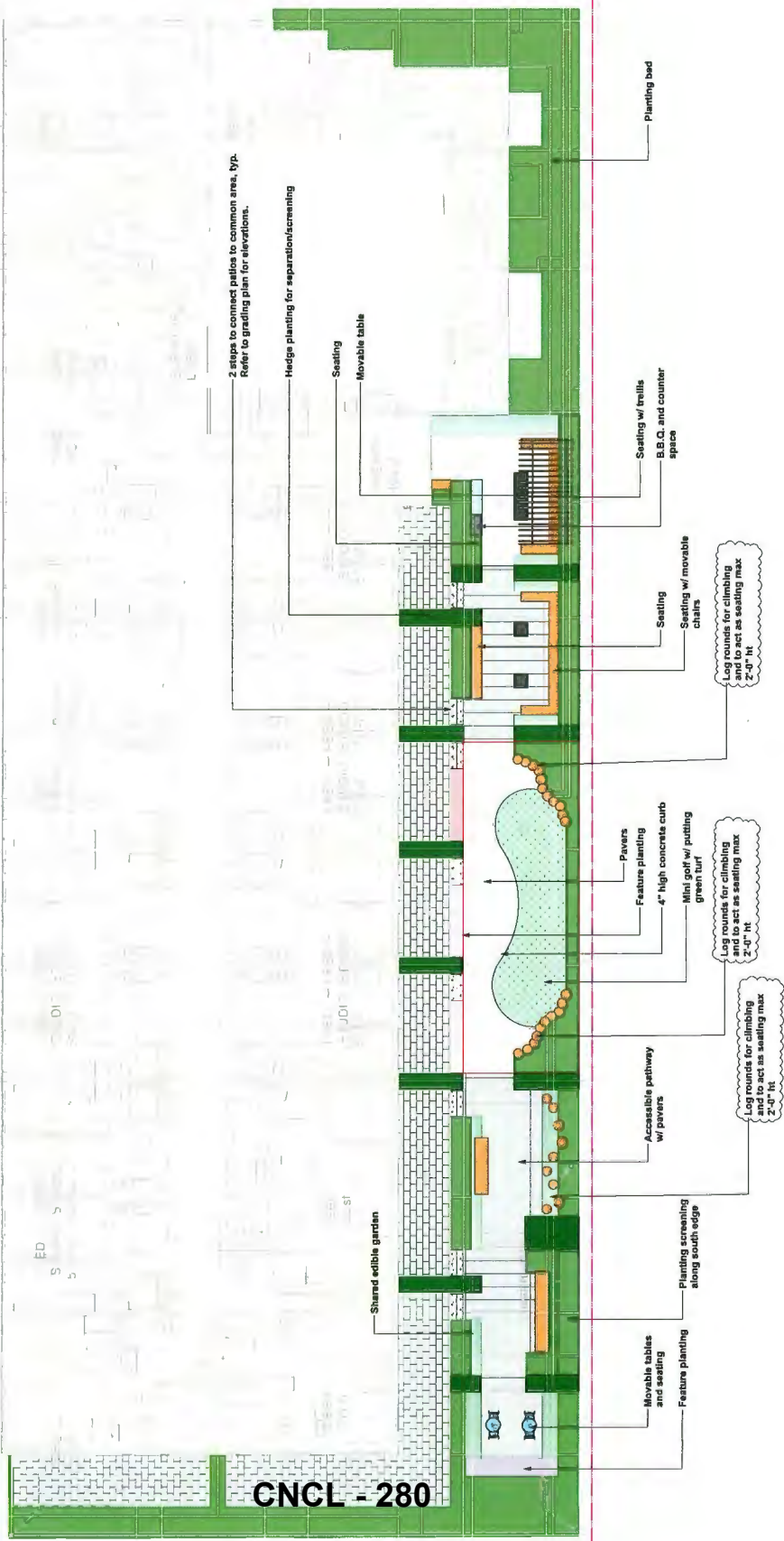
I	2015-04	Issues with CIP site reviews for Parks
H	2015-07	Issues for 4th Submission
G	19-02-20	Issues with Additional Outdoor Play
F	19-02-23	Updates with Municipal Comments
E	19-02-26	Client Review
D	19-03-08	Review
C	19-03-24	Final Submission
B	19-03-24	Issued for Client Review
A	19-03-25	Issued for Review
Date		Issue Notes

**Prospect & Refuge**  
 LANDSCAPE ARCHITECTS  
 5500 Hwy. 3, Reg.  
 5500 Hwy. 3, Reg.

Site plan		Project No.	2019-008
Client	MR	Date	1/16/2019
Drawn by	AS	Scale	1/16" = 1'-0"
Check	AS	Sheet	L1
Date	Oct. 24th, 2019		

Conceptual Development Plans - Landscape

CNCL - 280



2 steps to connect patios to common area, typ.  
Refer to grading plan for elevations.

Hedge planting for separation/screening

Seating  
Movable table

Planting bed

Seating w/ tables  
B.B.Q. and counter  
space

Seating w/ movable  
chairs

Log rounds for climbing  
and to act as seating max  
2'-0" HT

Pavers  
Feature planting  
4" high concrete curb  
Mini golf w/ putting  
green turf

Log rounds for climbing  
and to act as seating max  
2'-0" HT

Accessible pathway  
w/ pavers

Log rounds for climbing  
and to act as seating max  
2'-0" HT

Shared edible garden

Planting screening  
along south edge

Movable tables  
and seating  
Feature planting

Date	Issue Notes
I 20-1-04	Issue with Office revisions for Plans
H 20-1-11	Issue for site Submission
G 19-12-20	Issue with Additional Outdoor Play
F 19-12-23	Updated with Municipal comments
E 19-12-23	Client Review
D 19-11-28	Review
C 19-10-24	RFC submission
B 19-10-24	Issued for Client Review
A 19-02-25	Issued for Review



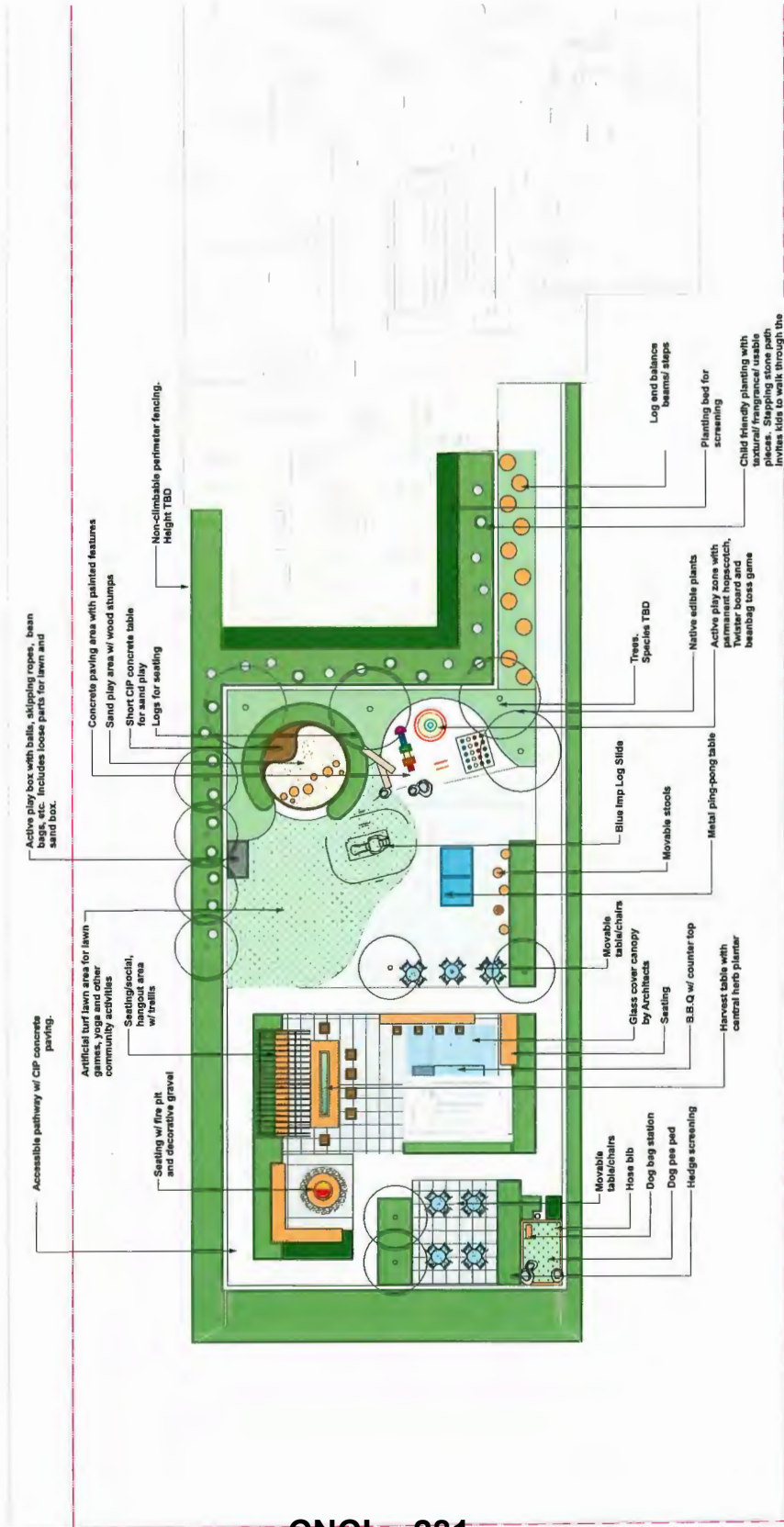
**Prospect & Refuge**

LANDSCAPE ARCHITECTS  
 1000 10th St. N  
 Minneapolis, MN 55401  
 Phone: 612.338.1111  
 Fax: 612.338.1112  
 Website: www.prospectandrefuge.com

Project Name: Rental Tower for Headwaters  
 5000 No. 3 Rd.

Project Info	
Project Name	Landscape Level 5 - Amenity Area
Project Number	AS
Issue No.	2019-08
Issue By	MR
Issue Date	10/27/19 11:07 AM
Reviewed By	AS
Issue Date	AS
Issue	Oct 24th, 2019
Sheet	L2





I	20-1-18	Issue with Office revisions for Parks
H	20-1-21	Issue for 4th Submission
G	19-12-20	Issue with Additional Outdoor Play
F	19-12-2	Updated with Municipal comments
E	19-12-2	Client Review
D	19-11-29	Review
C	19-10-24	RTZ Authorization
B	19-10-24	Issued for Client Review
A	19-8-28	Issued for Review
Date		Issue Notes

**Prospect & Refuge**  
 LANDSCAPE ARCHITECTS  
 1000 15th St. NW, Suite 1000  
 San Francisco, CA 94107  
 Tel: 415.774.8888

Project Name		Rental Tower for Headquarters
Project No.		5600 No. 3 Pt
Landscape Level		Level 9 - Amenity Area
Project Status	AS	2018-08
Scale	1/8" = 1'-0"	
Drawn By	MS	
Checked By	AS	
Date		Oct. 24th, 2019
Sheet No.		L3



A Variety of Seating Options Creating Spaces for Gathering



Dog Relief Station



Mini-putt and outdoor games



Areas Divided into Outdoor Rooms to Increase Usability of Spaces



Harvest Table seating



Street Bond Used for Marking Paving



Blue Imp Tree Stump Slide



Natural Play Sandbox for Children's Area



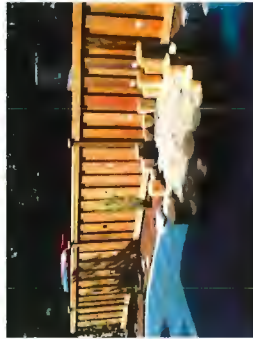
Active Play Box for Children's Area



Metal Ping Pong Table



Painted Outdoor Games



Log ends for soil retention, climbing and sitting opportunities

<p>I 2014-04 Issues with Official revisions for Parks                  H 2014-121 Issues for 4th Submission                  O 19-10-20 Issues with Additional Outdoor Play                  F 19-10-23 Updated with Narrative Comments                  E 19-10-24 Client Review                  D 19-11-29 Reviewer                  C 19-10-24 R2C submission                  B 19-10-24 Issued for Client Review                  A 19-8-25 Issued for Review</p>	<p>DATE</p>	<p>Issue Name</p>
<p><b>Prospect &amp; Refuge</b>                  LANDSCAPE ARCHITECTS                  Building Level 25, Pyram of History @, Australia Square Ltd                  6000 No. 3 Rd</p>		
<p>Image Board                  Rental Tower for Headwaters</p>		
Project No.	2016-042	
Client	LD	1/2" = 1'-0"
Drawn By	AS	
Checked By	AS	
Date	May 24, 2019	L4





**Address:** 5500 No. 3 Road

**File No.:** RZ 19-858804

**Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 10130, the owner is required to complete the following:**

1. **OCP:** Final adoption of Official Community Plan Bylaw 9000, Amendment Bylaw 10131.
2. **Energy Step Code:** The owner is advised that the project is subject to the Energy Step Code.
3. **CCAP Village Centre Bonus (VCB) Contribution:** Based on the 0.20 FAR (or 5,732 ft<sup>2</sup>) of VCB commercial floor area, the community services facility space required based on 5% of the VCB floor area would be 287 ft<sup>2</sup>. The owner is required to submit a voluntary contribution in the amount of \$214,950 in lieu of providing the built community services facility space on the basis of \$750/ ft<sup>2</sup> (exact amount subject to confirmation of final floor area at Development Permit). Should the contribution not be provided within one year of the application bylaw receiving third reading, the construction value multiplier (\$750/ ft<sup>2</sup>) will be adjusted annually thereafter based on the Statistics Canada "Non-residential Building construction Price Index" yearly quarter to quarter change for Vancouver, where the change is positive.
4. **Voluntary Contributions:** City acceptance of the owner's offer to provide the following contributions and should the contributions not be provided within one year of the application bylaw receiving third reading, the contribution rates will be increased annually to reflect current contribution rates, where the change is positive.
  - a) \$1,720.00 (i.e. \$0.30/ft<sup>2</sup> of buildable floor area, excluding market rental housing) to future City community planning studies, as set out in the City Centre Area Plan.
  - b) \$2,694.00 (i.e. \$0.47/ft<sup>2</sup> of non-residential floor area) to the City's Public Art Program.
5. **On-Site Replacement Trees:** Submission of an on-site landscape plan for the subject project site that includes at least 12 replacement trees based on a ratio of at least 2:1 to compensate for 6 on-site bylaw-size trees to be removed (tag #683, 684, 685, 686, 688 & 689). The required replacement trees are to be of the minimum sizes, based on the size of the trees being removed as per Tree Protection Bylaw No. 8057. The owner will be required to provide \$500 to the City's Tree Compensation Fund for each and any number of trees short of the required 12 replacement trees included within the Development Permit landscape plans.
6. **Off-Site Trees:** Protection of the 4 off-site trees on No. 3 Road (tag #678, 679, 680 & 681) to the satisfaction of the City Parks Department, including:
  - a) Submission of a contract with a Certified Arborist for the supervision of all works conducted within or in close proximity to tree protection zones. The contract must include the scope of work required, the number of proposed monitoring inspections at specified stages of construction, any special measures required to ensure tree protection, and a provision for the arborist to submit a post-construction impact assessment to the City for review.
  - b) Installation of tree protection fencing around all trees to be retained. Tree protection fencing must be installed to the satisfaction of Parks Arboriculture staff prior to any works being conducted on-site, and remain in place until construction and landscaping is completed.
7. **Subdivision:** Registration of a subdivision plan for the subject site as generally as shown in the sketch plan (Schedule 1) that: (1) provides road dedication with a width of approx. 3.0 m and area of 245.9 m<sup>2</sup> to widen Lansdowne Road; and (2) creates a development lot with an approx. area of 2,671.6 m<sup>2</sup>. The plan is subject to final dimensions established by a BCLS surveyor prepared on the basis of the final functional road plan completed to the satisfaction of the City.
8. **Lansdowne Road Boulevard Statutory Right-of-Way:** Granting of a Statutory Right-of-Way, or alternative legal agreement(s), to the satisfaction of the City, securing an enhanced boulevard treatment along Lansdowne Road, with a width of approx. 2.0 m along the northern edge of the site shown on Schedule 1, providing for:
  - a) design and construction, at owner's cost;
  - b) maintenance and repair, at owner's cost;

**CNCL - 284**

Initial: \_\_\_\_\_

- c) public access for pedestrians, bicycles, scooters, wheelchairs and other forms of non-motorized means of transportation;
  - d) design and construction, including but not limited to universal accessibility, decorative finishing, landscaping, lighting and utility infrastructure (e.g. fire hydrants), as determined through the Development Permit and Servicing Agreement processes;
  - e) The design of the works being prepared in accordance with good engineering practice with the objective to optimize public safety and after completion of the works with the Owner required to provide a certificate of inspection for the works, prepared and sealed by the Owner's Engineer in a form and content acceptable to the City, certifying that the works have been constructed and completed in accordance with the accepted design.
9. **Rear Lane Statutory Right-of-Way:** Granting of a Statutory Right-of-Way, or alternative legal agreement(s), to the satisfaction of the City, securing widening of the rear lane, with a width of approx. 3.0 m along the east side of the site as shown on Schedule 1, providing for:
- a) design and construction, at owner's cost;
  - b) maintenance and repair, at City's cost;
  - c) public access for vehicles, pedestrians, bicycles, scooters, wheelchairs and other forms of non-motorized means of transportation;
  - d) design and construction, including but not limited to universal accessibility, decorative finishing, landscaping, lighting and utility infrastructure (e.g. fire hydrants), as determined through the Development Permit and Servicing Agreement processes;
  - e) The design of the works being prepared in accordance with good engineering practice with the objective to optimize public safety and after completion of the works with the Owner is required to provide a certificate of inspection for the works, prepared and sealed by the Owner's Engineer in a form and content acceptable to the City, certifying that the works have been constructed and completed in accordance with the accepted design.
10. **Flood Construction Level:** Registration of a flood indemnity covenant on title (Area A).
11. **Aircraft Noise:** Registration of an aircraft noise sensitive use covenant on title addressing noise impacts on residential uses and establishing a Statutory Right-of-Way(s) in favour of the Airport Authority.
12. **Mixed-Use Noise and Canada Line Noise:** Registration of a legal agreement on title identifying that the proposed development must be designed and constructed in a manner that mitigates potential commercial noise to the proposed dwelling units and noise from the adjacent Canada Line transit line. Dwelling units must be designed and constructed to achieve:
- a) CMHC guidelines for interior noise levels as indicated in the chart below:

Portions of Dwelling Units	Noise Levels (decibels)
Bedrooms	35 decibels
Living, dining, recreation rooms	40 decibels
Kitchen, bathrooms, hallways, and utility rooms	45 decibels

- b) The ASHRAE 55-2004 "Thermal Environmental Conditions for Human Occupancy" standard for interior living spaces.
  - c) Commercial uses that mitigate unwanted noise and demonstrate that the building envelope is designed to avoid noise generated by the internal use from penetrating into residential units within the project or adjacent developments that exceed noise levels allowed in the City's Noise Bylaw and noise generated from rooftop HVAC units will comply with the City's Noise Bylaw.
13. **City Centre Impacts:** Registration of a legal agreement on title stipulating that the development is subject to potential impacts due to other development that may be approved within City Centre including without limitation, loss of views in any direction, increased shading, increased overlook and reduced privacy, increased ambient noise and increased levels of night-time ambient light.
14. **Commercial & Visitor Parking Non-Assignment Covenant:** Registration of a covenant that ensures that the shared visitor and commercial parking spaces and loading spaces are not assigned to any specific residential unit or commercial/office unit nor be designated (i.e. sold, leased, reserved, signed, or otherwise assign) by the owner or operator for the exclusive use of employees, specific businesses, and/or others.

15. **TDM Measures:** Voluntary contribution of the following Transportation Demand Management (TDM) measures:
- a) **Additional Class 1 Bicycle Storage:** Provision of additional Class 1 bicycle spaces (265 spaces proposed vs. 189 spaces required) within the Development Permit Plans.
  - b) **Enhanced Bicycle Facilities:** Registration of a legal agreement on title ensuring that:
    - i. End-of-trip facilities are provided for the commercial uses, including showers, wash basins, water closets, lockers, and change rooms; and
    - ii. Bicycle repair/maintenance stations are provided and shared amongst all uses on-site, including bicycle repair stand (with tools); foot pump; and faucet, hose and drain for bicycle washing. A note is required on the Development Permit and Building Permit.
  - c) **Transit Pass Program:** Registration of a legal agreement on title to ensure the execution and completion of a transit pass program, including the following method of administration and terms:
    - i. Provide 1 year of two-zone compass cards for each of the 60 market rental units (40% of the total units). The intention of the transit pass program is to offer transit passes on a per unit and first-come-first-serve basis. If a tenant opts out or does not “subscribe” to the transit pass program, that pass remains in the pool for a future tenant until they have all been utilized. Number of passes capped at number of units for a period of one year;
    - ii. Letter of Credit provided to the City for 100% of transit pass program value;
    - iii. Administration by TransLink, housing society or management company. The owner is not responsible for the monitoring of use of transit passes but only noting number of “subscribed” users to the program, until full unit count is exhausted over a period of one year;
    - iv. If the transit pass program is not fully subscribed within one year, the program is to be extended until the equivalence of the costs of the full one year transit pass program has been exhausted. Should not all transit passes be utilized by the end of the second year, the remaining funds equivalent to the value of the unsubscribed transit passes are to be transferred to the City of Richmond for alternate transportation demand management measures at the City’s discretion; and
    - v. The availability and method of accessing the 2-zone transit passes is to be clearly explained in the tenancy agreements.
  - d) **Car-share Parking Space with EV Charging Station:** Allocation of a minimum of one (1) parking space within the shared residential visitor/commercial pool of parking for car-share vehicles, with SRW registered in perpetuity to ensure such a space is publically accessible. The car-share space is to be equipped with an electric vehicle (EV) quick-charge (240 V) charging station for the exclusive use of car-share vehicles parked in the required car-share space.

16. **Market Rental Housing Units:** Enter into a market rental agreement and registration of a covenant to:
- a) Secure all dwelling units as market rental units.
  - b) Ensure occupants of the market rental units subject to the market rental agreement shall enjoy full and unlimited access to and use of all on-site indoor and outdoor amenity spaces.
  - c) Require that all market rental units are maintained under a single ownership (within a single airspace parcel or one strata lot).
  - d) Ensure Basic Universal Housing features shall be provided in a 100% of the market rental units.
  - e) The terms of the market rental agreement shall indicate that they apply in perpetuity and provide for the following:

Unit Type	Number of Units*
Studio	13
One bedroom	63
Two bedroom	73
Total	149

\* The number of units and unit mix will be confirmed to the satisfaction of the City through the DP\* process. The proposed unit mix is indicated in the table; however, based on approved design, the unit mix may be varied provided that at least 40% of total housing units have 2 or more bedrooms so they are suitable for families with children (e.g. “family-friendly” units), in keeping with the City’s Market Rental Housing Policy.

17. **District Energy Utility:** Registration of a restrictive covenant and statutory right of way and/or alternative legal agreement(s), to the satisfaction of the City, securing the owner's commitment to connect to District Energy Utility (DEU) and granting the statutory right of way(s) necessary for supplying the DEU services to the building(s), which covenant and statutory right of way and/or legal agreement(s) will include, at minimum, the following terms and conditions:
- a) No building permit will be issued for a building on the subject site unless the building is designed with the capability to connect to and be serviced by a DEU and the owner has provided an energy modelling report satisfactory to the Director of Engineering.
  - b) If a low carbon energy plant district energy utility (LCDEU) service area bylaw which applies to the site has been adopted by Council prior to the issuance of the development permit for the subject site, no building permit will be issued for a building on the subject site unless:
    - i. the owner designs, to the satisfaction of the City and the City's DEU service provider, Lulu Island Energy Company Ltd. (LIEC), a low carbon energy plant to be constructed and installed on the site, with the capability to connect to and be serviced by a DEU; and
    - ii. the owner enters into an asset transfer agreement with the City and/or the City's DEU service provider on terms and conditions satisfactory to the City to transfer ownership of the low carbon energy plant to the City or as directed by the City, including to the City's DEU service provider, at no cost to the City or City's DEU service provider, LIEC, on a date prior to final building inspection permitting occupancy of the first building on the site. Such restrictive covenant and/or asset transfer agreement shall include a warranty from the owner with respect to the on-site DEU works (including the low carbon energy plant) and the provision by the owner of both warranty and deficiency security, all on terms and conditions satisfactory to the City;
  - c) The owner agrees that the building(s) will connect to a DEU when a DEU is in operation, unless otherwise directed by the City and the City's DEU service provider, LIEC.
  - d) If a DEU is available for connection and the City has directed the owner to connect, no final building inspection permitting occupancy of a building will be granted unless, and until:
    - i. the building is connected to the DEU;
    - ii. the owner enters into a Service Provider Agreement for that building with the City and/or the City's DEU service provider, LIEC, executed prior to depositing any Strata Plan with LTO and on terms and conditions satisfactory to the City; and
    - iii. prior to subdivision (including Air Space parcel subdivision and Strata Plan filing), the owner grants or acquires, and registers, all Statutory Right-of-Way(s) and/or easements necessary for supplying the DEU services to the building.
  - e) If a DEU is not available for connection, but a LCDEU service area bylaw which applies to the site has been adopted by Council prior to the issuance of the development permit for the subject site, no final building inspection permitting occupancy of a building will be granted unless and until:
    - i. the City receives a professional engineer's certificate stating that the building has the capability to connect to and be serviced by a DEU;
    - ii. the building is connected to a low carbon energy plant supplied and installed by the owner, at the owner's sole cost, to provide heating, cooling and domestic hot water heating to the building(s), which energy plant will be designed, constructed and installed on the subject site to the satisfaction of the City and the City's service provider, LIEC;
    - iii. the owner transfers ownership of the low carbon energy plant on the subject site, to the City or as directed by the City, including to the City's DEU service provider, LIEC, at no cost to the City or City's DEU service provider, on terms and conditions satisfactory to the City;
    - iv. prior to depositing a Strata Plan, the owner enters into a Service Provider Agreement for the building with the City and/or the City's DEU service provider, LIEC, on terms and conditions satisfactory to the City; and
    - v. prior to subdivision (including Air Space parcel subdivision and Strata Plan filing), the owner grants or acquires, and registers, all additional Covenants, Statutory Right-of-Way(s) and/or easements necessary for supplying the services to the building and the operation of the low carbon energy plant by the City and/or the City's DEU service provider, LIEC.

- f) If a DEU is not available for connection, and a LCDEU service area bylaw which applies to the site has not been adopted by Council prior to the issuance of the development permit for the subject site, no final building inspection permitting occupancy of a building will be granted until:
- i. the City receives a professional engineer's certificate stating that the building has the capability to connect to and be serviced by a DEU; and
  - ii. the owner grants or acquires any additional Statutory Right-of-Way(s) and/or easements necessary for supplying DEU services to the building, registered prior to subdivision (including Air Space parcel subdivision and strata plan filing).

18. **Development Permit:** The submission and processing of a Development Permit\* completed to a level deemed acceptable by the Director of Development.

19. **Servicing Agreement:** Enter into a Servicing Agreement\* for the design and construction of the Engineering and Transportation works. A Letter of Credit or cash security for the value of the Service Agreement works, as determined by the City, will be required as part of entering into the Servicing Agreement. Works include, but may not be limited to the following Transportation, Parks and Engineering works:

18.I. Road works:

Under the Servicing Agreement, the owner is responsible for the design and construction of the Transportation works as generally shown on Schedule 2 to the satisfaction of City Transportation and Parks including:

a) Lansdowne Road: The owner is responsible for the design and construction of the following frontage improvements:

i) Along the Lansdowne Road frontage (from north to south):

- Maintain existing eastbound traffic lanes
- Road widening to provide a 3.0 m wide layby
- 0.15 m wide curb and gutter
- 2.0 m wide boulevard (outer) with street trees
- 2.0 m wide sidewalk
- 2.0 m wide boulevard (inner)

ii) Lane: combine with the existing lane, provide 7.5 m wide asphalt driving surface, and a roll-over curb, 1.5 m wide concrete sidewalk with lighting along the west side of the driving surface.

iii) Along the No. 3 Road frontage (from west to east):

- maintain all existing northbound traffic lanes
- 0.15 m wide barrier curb
- 0.3 m wide buffer strip
- 1.8 m wide paved (raised) bike lane
- 0.15 m wide curb

iv) No. 3 Road/Lansdowne Road- reconstruct southeast corner of the intersection to incorporate a tighter curb return radius.

b) The land dedication for road widening and the transportation/parks boulevard works are not eligible for DCC credits.

18.II Water works:

a) Using the OCP Model, there is 829 L/s of water available at a 20 psi residual at the Lansdowne Road frontage, and 838 L/s of water available at a 20 psi residual at the No 3 Road frontage. Based on your proposed development, your site requires a minimum fire flow of 220 L/s.

b) At Owner's cost, the Owner is required to:

i) Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm development has adequate fire flow for on-site fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage building designs.

ii) Review hydrant spacing on all road frontages and install new fire hydrants as required to meet City spacing requirements for the proposed land use.



- iii) Install approximately 100 m of new 300 mm PVC water main on Lansdowne Road, from the water main in No 3 Road to the existing PVC water main near the east property line of the development site, to replace the existing AC water main that will be impacted by site preparation and road construction works. The new water main should be located in the roadway, in-line with the existing PVC water main to the east.
- iv) Remove the existing AC water main along the Lansdowne Road frontage to the extent of the proposed water main, and legally dispose offsite.
- v) Install a new water connection off of the proposed water main on Lansdowne Road. Meter to be located on-site (i.e. in a mechanical room).
- c) At Owner's cost, the City will:
  - i) Cap the existing water connections serving the development site and remove meters.
  - ii) Complete all tie-ins for the proposed works to existing City infrastructure.

18.II Storm Sewer works:

- a) At Owner's cost, the Owner is required to:
  - i) Provide an erosion and sediment control plan for all on-site and off-site works, to be reviewed as part of the servicing agreement design.
- b) At Owner's cost, the City will:
  - i) Install a new storm service connection off of the box culvert on No 3 Road, complete with sump manhole. Where feasible, an existing opening into the box culvert shall be reused.
  - ii) Cap the existing storm connections serving the development site and remove inspection chambers.

18.III Sanitary Sewer works:

- a) At Owner's cost, the City will:
  - i) Cap the existing sanitary connection serving the development site and remove inspection chamber.
  - ii) Install a new sanitary connection off of the existing manhole at the southeast corner of the development site, complete with inspection chamber.

18.IV Frontage Improvements

- a) At Owner's cost, the Owner is required to:
  - i) Coordinate with BC Hydro, Telus and other private communication service providers to pre-duct for future hydro, telephone and cable utilities along all road frontages.
  - ii) Locate/relocate all above ground utility cabinets and kiosks required to service the proposed development, and all above ground utility cabinets and kiosks located along the development's frontages, within the development's site (see list below for examples). A functional plan showing conceptual locations for such infrastructure shall be included in the development design review process. Please coordinate with the respective private utility companies and the project's lighting and traffic signal consultants to confirm the requirements (e.g., statutory right-of-way dimensions) and the locations for the aboveground structures. If a private utility company does not require an aboveground structure, that company shall confirm this via a letter to be submitted to the City. The following are examples of statutory right-of-ways that shall be shown on the architectural plans/functional plan, the servicing agreement drawings, and registered prior to servicing agreement design approval:
    - BC Hydro PMT – 4.0 x 5.0 m
    - BC Hydro LPT – 3.5 x 3.5 m
    - Street light kiosk – 1.5 x 1.5 m
    - Traffic signal kiosk – 2.0 x 1.5 m
    - Traffic signal UPS – 1.0 x 1.0 m
    - Shaw cable kiosk – 1.0 x 1.0 m
    - Telus FDH cabinet – 1.1 x 1.0 m
- iii) Upgrade the rear lane to City Centre standards, including curb and gutter, asphalt, street lighting, sidewalk, and drainage.
- iv) Review street lighting levels along all road and lane frontages, and upgrade as required.

- v) Relocate the street lighting conduits along the development lane frontage into the ultimate alignment under the sidewalk.
- vi) Complete other frontage improvements as per Transportation requirements.

18.V General Items:

- a) At Owner's cost, the Owner is required to:
  - i) Provide, prior to start of site preparation works or within the first servicing agreement submission, whichever comes first, a preload plan and geotechnical assessment of preload, dewatering, and soil preparation impacts on the existing utilities fronting the development site and provide mitigation recommendations.
  - ii) Provide a video inspection report of the existing storm and sanitary sewers along the road and lane frontages prior to start of site preparation works or within the first servicing agreement submission, whichever comes first. A follow-up video inspection, complete with a civil engineer's signed and sealed recommendation letter, is required after site preparation works are complete (i.e. pre-load removal, completion of dewatering, etc.) to assess the condition of the existing utilities and provide recommendations to retain, replace, or repair. Any utilities damaged by the pre-load, de-watering, or other ground preparation shall be replaced or repaired at the Owner's cost.
  - iii) Conduct pre- and post-preload elevation surveys of all surrounding roads, utilities, and structures. Any damage, nuisance, or other impact to be repaired at the owner's cost. The post-preload elevation survey shall be incorporated within the servicing agreement design.
  - iv) Monitor the settlement at the adjacent utilities and structures during pre-loading, dewatering, and soil preparation works per a geotechnical engineer's recommendations, and report the settlement amounts to the City for approval.
  - v) Submit a proposed strategy at the building permit stage for managing excavation de-watering. Note that the City's preference is to manage construction water on-site or by removing and disposing at an appropriate facility. If this is not feasible due to volume of de-watering, the Owner will be required to apply to Metro Vancouver for a permit to discharge into the sanitary sewer system. If the sanitary sewer does not have adequate capacity to receive the volume of construction water, the Owner will be required to enter into a de-watering agreement with the City to discharge treated construction water to the storm sewer system.
  - vi) Not encroach into City rights-of-ways with any proposed trees, retaining walls, or other non-removable structures. Retaining walls proposed to encroach into rights-of-ways must be reviewed by the City's Engineering Department.
  - vii) Coordinate the servicing agreement design for this development with the servicing agreement(s) for the adjacent development(s), both existing and in-stream. The owner's civil engineer shall submit a signed and sealed letter with each servicing agreement submission confirming that they have coordinated with civil engineer(s) of the adjacent project(s) and that the servicing agreement designs are consistent. The City will not accept the 1st submission if it is not coordinated with the adjacent developments. The coordination letter should cover, but not be limited to, the following:
    - (a) Corridors for City utilities (existing and proposed water, storm sewer, sanitary and DEU) and private utilities.
    - (b) Pipe sizes, material and slopes.
    - (c) Location of manholes and fire hydrants.
    - (d) Road grades, high points and low points.
    - (e) Alignment of ultimate and interim curbs.
    - (f) Proposed street lights design.

- iv) Enter into, if required, additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering, including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.

**Prior to a Development Permit\* being forwarded to the Development Permit Panel for consideration, the owner is required to:**

1. **Rezoning:** Incorporation of features in Development Permit plans as determined via the Rezoning process.
2. **Electric Vehicles (EV):** Incorporation of EV features in Building Permit plans as determined via the Rezoning and/or Development Permit processes, including providing a minimum of 10% of the commercial parking spaces (four spaces) with 240 V electrical charging outlets, and providing the one car-share parking space with an electric vehicle (EV) quick-charge (240 V) charging station.
3. **Accessible Housing Measures:** Include notations on the Development Permit Plans demonstrating that all Market Rental units will meet the Basic Universal Housing provisions and as requested for calculation of density within Zoning Bylaw 8500.
4. **Air Space Parcel Subdivision and/or Strata Subdivision:** The owner is to confirm the whether an Air Space Parcel Subdivision and/or Strata Subdivision are being pursued to ensure the project can be constructed as required under the proposed zoning, Rezoning Considerations and the BC Building Code.
5. **Acoustical and Mechanical Reports:** Complete acoustical and mechanical reports and recommendations prepared by an appropriate registered professional, which demonstrates that the interior noise levels and noise mitigation standards comply with the City’s Official Community Plan, Noise Bylaw requirements and rezoning legal agreements. The standard required for air conditioning systems and their alternatives (e.g. ground source heat pumps, heat exchangers and acoustic ducting) is the ASHRAE 55-2004 “Thermal Environmental Conditions for Human Occupancy” standard and subsequent updates as they may occur. Maximum interior noise levels (decibels) within the dwelling units must achieve CMHC standards follows:

Portions of Dwelling Units	Noise Levels (decibels)
Bedrooms	35 decibels
Living, dining, recreation rooms	40 decibels
Kitchen, bathrooms, hallways, and utility rooms	45 decibels

6. **Energy Step Code:** Provided by the Coordinating Registered Professional:
  - a) A statement confirming that the applicable Energy Step Code performance targets have been considered in design, that a Qualified Energy Modeller has been engaged to ensure that the proposed design can achieve the applicable performance targets. For buildings where Bylaw 9769 allows a “Step-down” relaxation with the use of low-carbon energy systems, the statement must identify whether that option will be pursued.
  - b) A summary of the general thermal characteristics of the proposed building skin (e.g. effective R-values of typical wall assemblies, U-values and solar heat gain coefficients of fenestration, window-to-wall ratios, thermal breaks in balconies and similar features) such that the passive energy performance of the building can be assessed and discussed by the Design Panel. A one-page summary of the envelope energy upgrades and other energy efficiency measures would be acceptable.

**Prior to Building Permit\* issuance, the owner must complete the following requirements:**

1. **Rezoning/Development Permit:** Incorporation of features in Building Permit plans as determined via the Rezoning and/or Development Permit processes, including accessibility, sustainability, amenity and landscape design measures.
2. **Electric Vehicles (EV):** Incorporation of EV features in Building Permit plans as determined via the Rezoning and/or Development Permit processes, including providing a minimum of 10% of the commercial parking spaces (four spaces) with 240 V electrical charging outlets, and providing the one car-share parking space with an electric vehicle (EV) quick-charge (240 V) charging station.

3. **Accessible Housing Measures:** Include notations on the Building Permit Plans demonstrating that all Market Rental units will meet the Basic Universal Housing provisions and as requested for calculation of density within Zoning Bylaw 8500.
4. **Construction Parking and Traffic Management Plan\*:** Submission of a Construction Parking and Traffic Management Plan to the Transportation Department. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.
5. **Latecomer Works:** If applicable, payment of latecomer agreement charges, plus applicable interest associated with eligible latecomer works.
6. **Construction Hoarding\*:** Obtain a Building Permit\* for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.
7. **Translink:** Prior to Building Permit issuance, the owner must obtain and provide to the City Translink concurrence, in writing, regarding adequate completion or otherwise successful resolution of Translink’s adjacent and integrated development (AID) project consent process.

**Note:**

- \* This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

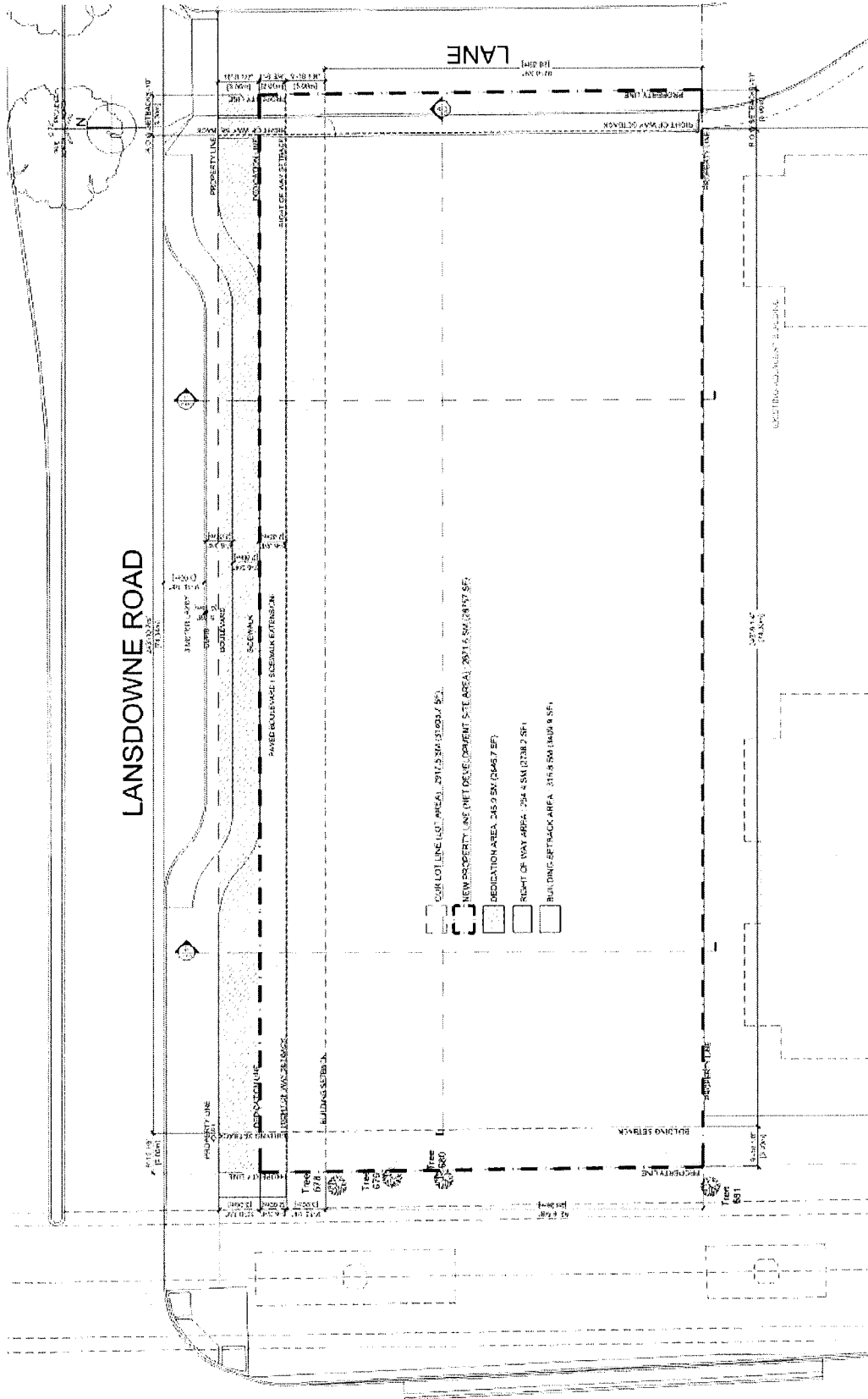
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Signed

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Date

Schedule 1

Subdivision and SRW Sketch Plan

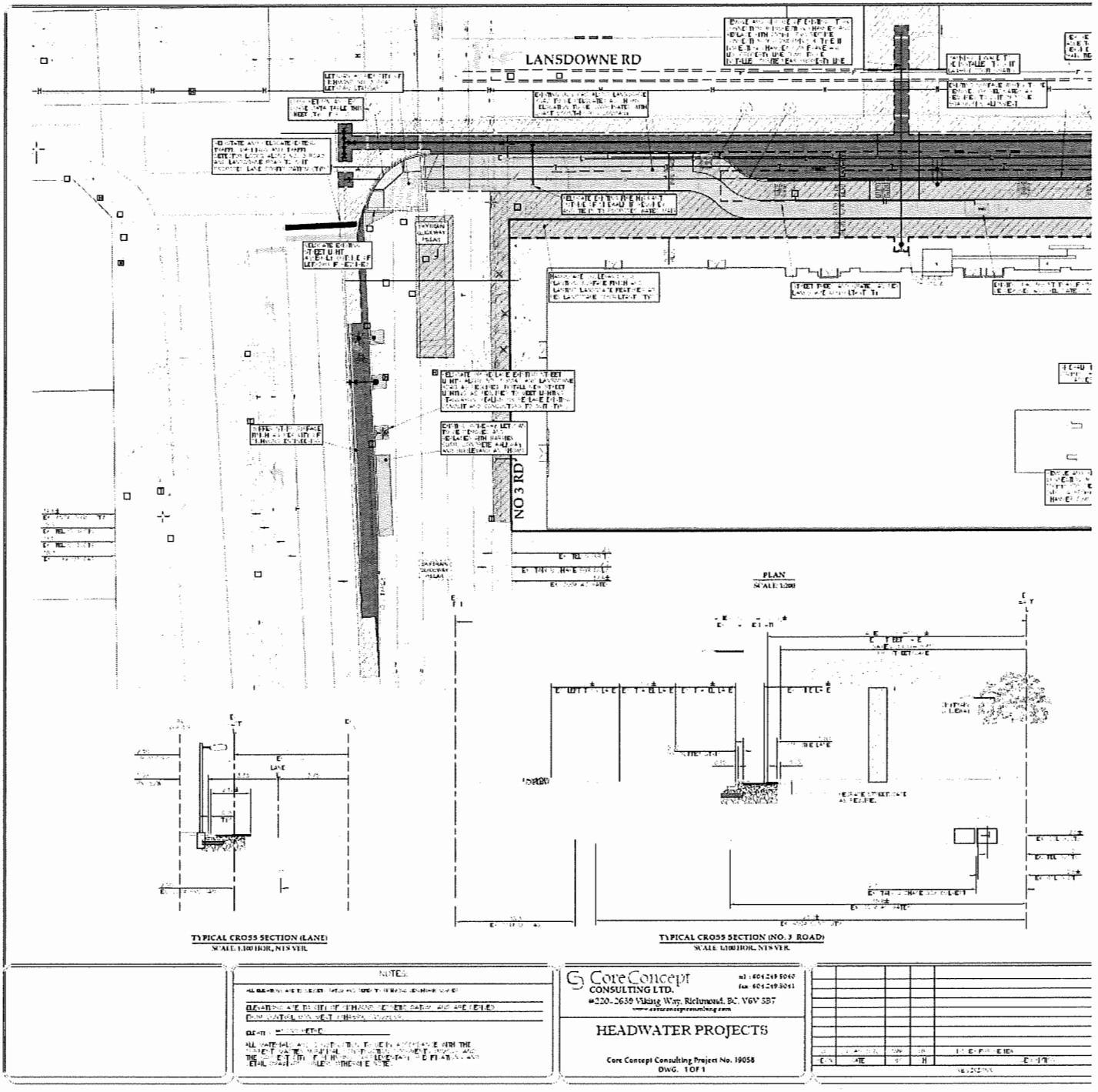


CNCL 293 No. 3

Initial: \_\_\_\_\_

## Schedule 2 Preliminary Road Functional Plan

(West Part)







**Richmond Zoning Bylaw 8500  
Amendment Bylaw 10130 (RZ 19-858804)  
5500 No. 3 Road**

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 inserting into Section 20 (Site Specific Mixed Use Zones), in numerical order:

**“20.45 High Density Market Rental Residential/Limited Commercial (ZMU45) – Lansdowne Village (City Centre)**

**20.45.1 Purpose**

The **zone** provides for **commercial, office**, multi-family residential and compatible **uses** typical of the **City Centre**. Additional **density** is provided to achieve, among other things, **City** objectives related to **market rental units** and non-residential **uses** within the Village Centre Bonus Area designated by the **City Centre** Area Plan.

**20.45.2 Permitted Uses**

- animal grooming
- broadcasting studio
- child care
- community care facility, minor
- education, commercial
- government service
- health service, minor
- housing, apartment
- library and exhibit
- liquor primary establishment
- office
- recreation, indoor
- religious assembly
- restaurant
- retail, convenience
- retail, general
- retail, secondhand
- service, business support
- service, financial
- service, household repair
- service, personal
- studio
- veterinary service

**20.45.3 Secondary Uses**

- boarding and lodging
- home business
- home-based business

**20.45.4 Residential Rental Tenure**

1. A **dwelling unit** located anywhere in this **zone** shall only be **used** for **residential rental tenure**.



2. For the purposes of this **zone**, “**market rental unit**” means a **dwelling unit** that is rented at prevailing market rates and may be subject to a **market rental agreement**.
3. For the purposes of this **zone**, “**residential rental tenure**” means, in relation to a **dwelling unit** in a multi-family residential **building**, occupancy of a **dwelling unit**, including a **market rental unit**, governed by a tenancy agreement that is subject to the *Residential Tenancy Act* (BC), as may be amended or replaced from time to time.

#### **20.45.5 Permitted Density**

1. The maximum **floor area ratio** is 3.0, together with an additional 0.1 **floor area ratio** provided that it is entirely used to accommodate indoor **amenity space**.
2. Notwithstanding Section 20.45.5.1, the reference to “3.0” is further increased to a higher **floor area ratio** of “3.57” provided that it is entirely used to accommodate **market rental units** and the **owner** enters into a **market rental agreement** with the **City** and registers it against the title of the **development site** in the Land Title Office.
3. Notwithstanding Section 20.45.5.2, the reference to “3.57” is further increased to a higher **floor area ratio** of “3.77” if the **owner** provides a cash contribution to the **City** for the value of the **community amenity space** equivalent to 5% of the additional 0.20 **floor area ratio**, and provided that the additional 0.2 **floor area ratio** is entirely **used** to accommodate non-residential **uses**.

#### **20.45.6 Permitted Lot Coverage**

1. Maximum **lot coverage** is 80% for **buildings**.

#### **20.45.7 Yards & Setbacks**

1. The minimum **building setback** is:
  - a) 3.0 m from the west **lot line** on No. 3 Road;
  - b) 5.0 m from the north **lot line** on Lansdowne Road;
  - c) 1.5 m from the east **lot line** on the rear lane;
  - d) 0.0 m from the south interior **lot line**.

#### **20.45.8 Permitted Height**

1. The maximum **building height** is 47.0 m geodectic.

#### **20.45.9 Subdivision Provisions/Minimum Lot Size**

1. The minimum **lot width** is 30 m.
2. The minimum **lot depth** is 75 m.
3. The minimum **lot area** is 2,400 m<sup>2</sup>.

**20.45.10 Landscaping & Screening**

1. **Landscaping** and **screening** shall be provided according to the provisions of Section 6.0.

**20.45.11 On-Site Parking and Loading**

1. On-site **vehicle** and bicycle parking and loading shall be provided according to the standards set out in Section 7.0 with the exception that one (1) medium size loading space can be shared the residential and non-residential **uses**.

**20.45.12 Other Regulations**

1. In addition to the regulations listed above, the General Development Regulations in Section 4.0 and the Specific Use Regulations in Section 5.0 apply.
  2. Notwithstanding Section 20.45.2 and 20.45.3, **apartment housing, boarding and lodging, and home-based business uses** are only permitted on the second and upper floors of the **building** (exclusive of entrance lobbies, which are permitted on the ground floor of the **building**).
  3. Notwithstanding Section 20.45.2 and 20.45.3, all non-residential **uses** are only permitted on the ground floor of the **building** (exclusive of **parking spaces**, which are permitted in the parking structure levels in the **building**)."
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 designating it "**HIGH DENSITY MARKET RENTAL RESIDENTIAL/LIMITED COMMERCIAL (ZMU45) – LANSDOWNE VILLAGE (CITY CENTRE)**":

P.I.D. 003-550-699

LOT 21 EXCEPT: PARCEL "A" (REFERENCE PLAN 22118), BLOCK 3 SECTION 4  
BLOCK 4 NORTH RANGE 6 WEST NEW WESTMINSTER DISTRICT PLAN 1601

3. This Bylaw may be cited as “**Richmond Zoning Bylaw 8500, Amendment Bylaw 10130**”.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

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CITY OF RICHMOND
APPROVED by
SB.
APPROVED by Director or Inspector
<i>[Signature]</i>

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MAYOR

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



**Richmond Official Community Plan Bylaw 9000  
Amendment Bylaw 10131 (RZ 19-858804)  
5500 No. 3 Road**

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

1. Richmond Official Community Plan Bylaw 9000, as amended, is further amended by removing the word “maximum” in the first line of Section 3.3, Objective 4, Policy e; and,
2. Richmond Official Community Plan Bylaw 9000, as amended, is further amended by adding the following after the last bullet in Section 3.3, Objective 4, Policy e:
  - “• the density bonus may be increased on a site specific basis for projects that provide additional rental housing to address community need.”
3. This Bylaw may be cited as “**Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10131**”.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

ADOPTED

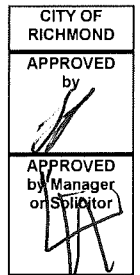
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MAYOR

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CORPORATE OFFICER



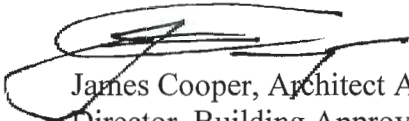
# City of Richmond

## Report to Committee

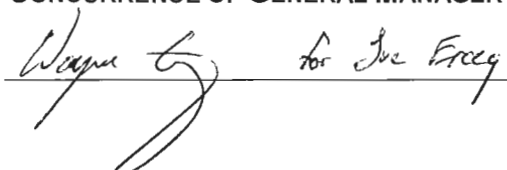


**To:** Planning Committee **Date:** February 13, 2020  
**From:** James Cooper, Architect AIBC **File:** 12-8060-02-01/2020-  
Director, Building Approvals Vol 01  
**Re:** **BC Building Code Changes to Secondary Suite Provisions**

### Staff Recommendation

1. That Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 10139, to better define secondary suites and increase the maximum permitted size of secondary suites in dwellings from 90 m<sup>2</sup> to 110m<sup>2</sup>, be introduced and given first reading.
2. That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10142, to incorporate cost recovery charges for addressing secondary suites, be introduced and given first, second and third reading.
3. That a 12 month grace period be authorized, from the date of Bylaw No. 10142 adoption, allowing legal secondary suite owners to secure a suite address without charge before the addressing fees take effect.



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

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

## Staff Report

### Origin

On December 12, 2019, amendments to the *BC Building Code* (“BCBC”) addressing the design and construction of secondary suites came into force and effect and includes the following relevant items:

- Eliminating the previous maximum floor area of 90 m<sup>2</sup> (969 ft<sup>2</sup>) for a secondary suite within a single family dwelling;
- Revising the definition of secondary suite to permit secondary suites in more building types: single family, duplex, and townhouse dwellings; and
- Providing alternative construction/alteration compliance standards in order to address challenges for constructing new secondary suites within existing buildings.

Leveraging these technical amendments, the City of Richmond is afforded greater flexibility in its zoning regulations to accommodate larger and more varied secondary suites in a range of residential building types. They also offer simplified technical approaches that may be proposed in building permit applications to address required building and safety criteria when developing a secondary suite in an existing dwelling.

This report supports Council’s Strategic Plan 2018-2022 Strategy #6 Strategic and Well-Planned Growth:

*6.5 Ensure diverse housing options are available and accessible across the housing continuum.*

### Analysis

Richmond Zoning Bylaw No. 8500 is the City of Richmond’s primary regulatory tool for regulating secondary suites.

In 2019, there were approximately 96 building permit applications for single family homes, that contained a secondary suite, submitted to the City.

#### Secondary Suite Definition, Size and Character

Staff proposes the following measures to facilitate the potential for development of larger secondary suites more appropriate to accommodating families while maintaining the desired residential form, neighborhood character and deference to the principal dwelling:

##### *Definition*

- Amend the definition of Secondary Suite to ensure consistent application of the Richmond Zoning Bylaw across all housing types.

##### *Size*

- The maximum floor area of a secondary suite will remain 40% of the principal dwelling unit to ensure that the suite remains secondary to the principal dwelling. Larger

properties naturally allow larger principal dwelling units which in turn would provide the opportunity for larger suites. Even on larger properties secondary suites cannot exceed 40% of the principal dwelling size.

- The current restriction on the size of a secondary suite in Richmond Zoning Bylaw No. 8500 is 90 m<sup>2</sup> (969 ft<sup>2</sup>), which is consistent with the previous regulations of the *BC Building Code*. The 2019 amendment to the BC Building Code removed the restriction on maximum size, allowing municipalities to select their own maximum. Staff propose that Richmond Zoning Bylaw No. 8500 be amended to increase the maximum size to 110 m<sup>2</sup> (1,185 ft<sup>2</sup>), giving latitude to develop suites accommodating more bedrooms and be more suitable for families. The additional 20 m<sup>2</sup> (215ft<sup>2</sup>) is the spatial equivalent to a master bedroom and bath.
- Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 10139 will increase the potential maximum size of secondary suites permitted to the lesser of 110 m<sup>2</sup> (1,185 ft<sup>2</sup>) or 40% of the total floor area of the dwelling unit in which it is contained.

#### *Character*

- Currently all duplexes require a Council issued Development Permit to control form and character (i.e. architectural form, landscaping and parking). If the secondary suite is permitted to be 50% of the overall primary dwelling unit area, a duplex would effectively be permitted. This could significantly change the neighbourhood form and character by circumventing the requirement to obtain a Development Permit.
- Allowance of a larger suite size of 110 m<sup>2</sup> (1,185 ft<sup>2</sup>) is balanced with retention of the current Bylaw provision restricting the secondary suite size to 40% of the principal dwelling unit. This further ensures the secondary suite remains deferential to the principal dwelling unit thereby reinforcing the single family neighborhood character.
- Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 10139 will further strengthen the requirement for the secondary suite to be incidental to the principal dwelling through entry door placement, resulting in better design for houses containing a secondary suite.

#### Civic Addressing for Secondary Suites

The City does not currently assign an address to a secondary suite. Staff proposes the following changes to the civic addressing process for secondary suites in order to facilitate improved timeliness for emergency response, postal delivery, and ability to track and collect data on secondary suites developed in the City. The addressing procedure noted below is procedural in nature and will be managed by Staff.

- Legal secondary suites will be assigned an “additional address” in our property addressing system. The primary dwelling would retain the civic address while the secondary suite will have the primary address followed by an “A”. For example,
  - 1234 Granville Avenue will be the principal dwelling address
  - 1234A Granville Avenue will be the secondary suite address
- As per the City’s addressing protocol, all City assigned addresses must be displayed and be properly numbered and clearly visible day and night.

- Assignment of secondary suite addresses will be at building permit stage and assessed a \$50.00 fee (for cost recovery). To facilitate this change, proposed Amendment Bylaw No. 10142 to the Consolidated Fee Bylaw No. 8636 would add the \$50.00 charge to the list of fees collected for additional addresses requested for secondary suites or coach houses.
- A grace period of 12 months would be provided for owners of a legal and properly permitted secondary suite and coach house that existed at the time of this bylaw having come into force and effect to request an additional address for the secondary suite with no charge to encourage compliance.

Staff have consulted with Richmond Fire and Rescue, Canada Post, Richmond RCMP Detachment and BC Assessment on the proposed addressing scheme to ensure that their respective systems and processes would not be adversely impacted, and they have no objections to the proposal.

#### Communication

- Staff suggests that no consultation of this bylaw amendment is required because only the maximum cap has been increased and the addressing options are consistent with other municipalities.
- Information regarding proposed modifications to the City's secondary suite regulations and addressing procedures will be shared through Departmental Bulletins.
- The City will notify existing legal secondary suite owners through direct mailing of the ability to have an address assigned free of charge during the grace period. This information will also be included on the website and Staff will work with Corporate Communications to issue press releases identifying the grace period.

#### **Financial Impact**

None.

#### **Conclusion**

The technical amendments to the *BC Building Code* which came into effect on December 12, 2019 pertaining to the development of secondary suites in residential dwellings may be leveraged by amending Richmond Zoning Bylaw regulations to provide increased size and variety of suites to better address current housing needs in the community.

Staff recommends an approach that balances the ability and need to develop larger suites with adherence to formal regulations that preserve the form and character of existing neighborhoods. These proposed changes also present an opportunity to improve the addressing system for secondary suites.



Serena Trachta  
Manager, Plan Review  
(604-204-8515)

ST:st

**CNCL - 304**





Richmond Zoning Bylaw No. 8500,  
Amendment Bylaw No. 10139  
(Secondary Suites)  
City-Wide

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

- 1) Richmond Zoning Bylaw 8500, as amended, is further amended at Section 3.4 [Use and Term Definitions] by deleting the definition of **Secondary Suite** in its entirety and replacing it with the following:

**“Secondary Suite** means an un-stratified, accessory, self-contained **dwelling** located within a **principal dwelling unit**, and exclusively used for occupancy by one **household** in accordance with Section 5.4 of this bylaw.”

- 2) Richmond Zoning Bylaw 8500, as amended, is further amended at Section 5.4 [Secondary Suites] by:

- a) Deleting Subsection 5.4.1(c) in its entirety and replacing it with the following:

**“The secondary suite** must be incidental and integrated with the **principal dwelling unit** so as not to externally appear as a separate unit, with the design and placement of the entry doors maintaining that hierarchy to the satisfaction of the Director of Building Approvals. The front door of the **secondary suite** shall not face the primary street upon which the **principal dwelling** is located.”

- b) Deleting Subsection 5.4.1(e) in its entirety and replacing it with the following:

**“The secondary suite** must have a minimum floor area of at least 33.0 m<sup>2</sup> in a **single detached housing** unit.”

- c) Deleting Subsection 5.4.1(h) in its entirety and replacing it with the following:

**“The secondary suite** must not exceed the lesser of 40% of the total floor area of the **dwelling unit** in which it is contained or 110 m<sup>2</sup>.”

3) This Bylaw may be cited as **“Richmond Zoning Bylaw 8500, Amendment Bylaw 10139”**.

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

ADOPTED

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CITY OF RICHMOND
APPROVED by
<i>SS</i>
APPROVED by Director or Solicitor

\_\_\_\_\_  
MAYOR

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



Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10142

The Council of the City of Richmond enacts as follows:

- 1. The Consolidated Fee Bylaw No. 8636, as amended, is further amended by adding the following to the Civic Address Changes section of SCHEDULE – DEVELOPMENT APPLICATION FEES to the Consolidated Fees Bylaw 8636:

Table with 4 columns: Section, Description, Base Fee, Incremental Fee. Row 1: Section 1.13.1, Additional Address requested for secondary suite or coach house, \$50.00, Not Applicable.

- 2. This Bylaw may be cited as “Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10142”.

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

ADOPTED

Four horizontal lines for signature or date entry.

Stamp: CITY OF RICHMOND APPROVED by [signature] APPROVED by Director or Solicitor [signature]

\_\_\_\_\_  
MAYOR

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

Hospital Parking Motion : Carol Day

Resolution: Richmond City Council write to the Provincial Government and the Vancouver Coast Health Authority to ask the Province and VCH to provide one hour free parking for patients and family of patients at BC hospitals.

Rational: Hospital visits are stressful and parking tickets and Violation tickets make it more stressful

: Violation Tickets for running out of time, ticket not displayed properly, parking in restricted areas etc. cost \$80.00

: Failure to pay the Violation ticket results in a collection company being contracted to collect funds, which means many many phone calls from the collection company

: Infractions that can be defended require the person who has received the ticket to call the Parking company and plea their case so the penalty can be waived.

[VANCOUVER ISLAND](#)

# Province reviewing paid parking at B.C. hospitals



[Robert Buffam](#) Journalist, CTV Vancouver Island  
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Published Wednesday, November 27, 2019 9:14AM PST Last Updated Wednesday, November 27, 2019 5:42PM PST

VICTORIA – British Columbia Health Minister Adrian Dix says he's taking a serious look at making parking free at hospitals in the province.

"The premier takes it seriously, he's instructed me to work on it," Dix said Tuesday.

"We're going to work on an issue that may not result in free parking but hopefully will result in more relief for people."

Currently, most hospital parking in B.C. is pay parking. Only two hospitals run by Island Health offer parking free of charge in Campbell River and Courtenay.

But delegates at the recent federal NDP convention in Victoria voted in support of making parking free for patients and families at hospitals across B.C.

Dix said he is reviewing the issue and says he understands why so many residents find it frustrating to pay for parking or to face fines while at the hospital.

"We're looking at the issue and taking it seriously because people in those circumstances have talked to us about it," he said.

Jon Buss founded an advocacy group, [Hospitalpayparking.ca](#), that's been pushing for free hospital parking in B.C. He calls the ongoing review a good first step.

"We need to see some action. I'd like to see the minister indicate that there's going to be some kind of schedule, some kind of actionable response."

The province currently generates about \$40 million a year through paid parking at hospitals. Island Health alone makes approximately \$8 million annually in gross revenue through parking.

Much of that revenue is used to cover the costs of maintaining lots and providing security.



feature

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**Hospital Parking**

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Parking at VGH runs between \$3 and \$3.75 per half hour.  
PHOTO: DAN TOULGOET

# Hospital parking fees add to stress

## PARKING FEES ARE UNDER REVIEW BY HEALTH MINISTER

CINDY E. HARNETT | CONTRIBUTING WRITER

B.C. Health Minister Adrian Dix says the elimination of hospital parking fees is a complicated issue that he is reviewing with Premier John Horgan. But he's not promising any action.

"There's very few issues that people feel more strongly about in the health-care system than the paid-parking question," Dix said at a news conference in Victoria in November.

Hospital parking fees bring in about \$40 million in gross revenue each year across the province, up from \$15 million in 2003, Dix said.

During the NDP's recent convention in Victoria, delegates called on the province to eliminate parking fees for patients

and families. They asked that this be done in an evidence-based way to prevent abuse by those who are not patients or family members, such as people working or visiting other locations near hospitals.

A resolution passed by delegates called hospital parking fees "a hardship during some of the most stressful moments in a family's life." It also said they "give private

companies the chance to profit from parking violations incurred by sick or grieving people using a publicly run service."

Pay parking at hospitals is not

consistent on Vancouver Island. People visiting patients at Victoria General, Royal Jubilee and Saanich

Peninsula hospitals pay parking fees. At the Campbell River and Comox Valley North Island hospitals, parking is free.

"It's a challenging and it's a complicated issue that the premier has directed me to look at," Dix said. "And so we're doing that right now — and so the resolution at the party convention will inform that process as well."

On the mainland, during the fiscal year ending March 31, 2018, Fraser Health received nearly \$15 million in parking revenue and Coastal Health garnered about \$5.5 million. The budget of each health authority is roughly \$3.5 billion per year.

Much of the revenue from parking fees goes to hospital foundations and to support health-care services. In cases where there is a need or

CONTINUED ON PAGE 8

*...the elimination of hospital parking fees is a complicated issue...*



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people are in hospital for a long time, health authorities frequently waive the parking fees, Dix said.

Almost all of the parking management at B.C. hospitals is contracted out. It's challenging in some communities to offer and police low-cost parking, he said.

"It's a significant concern people have. I hear about it all the time," Dix said.

Health authorities are involved in his review, Dix said. The cost of all options will be considered. Some health authorities encourage staff to take transit

to work and some have set up shuttle bus services, he said.

"It's a significant review we're taking. I've been taking the issue very seriously."

HospitalPayParking.ca, an online site aimed at ending "the obligatory pay parking trap and [advocating a] transition to something better that works for everyone," applauded the unanimous passing of the NDP convention resolution.

"Perhaps our droning on about hospital pay parking in B.C. needing

*Almost all of the parking management in B.C. at hospitals is contracted out.*

reform has finally sunk in."

Opposition health critic Norm Letnick said he raised the issue of pay parking in May and Dix said

he was reviewing it then. "The review is taking a long time," Letnick said.

The province has a responsibility "to answer the question on what it wants to do on the pay parking issue," he said, adding that he would be happy to work across party lines on a solution. **HY**

WITH FILES FROM SANDRA THOMAS

## VANCOUVER COASTAL HEALTH **Public Parking Rates**

FACILITY	LOT LOCATION	LOT #	FIRST 1/2 HOUR	FIRST HOUR	EACH ADDITIONAL HOUR	DAY/ EVENING RATE	24HR RATE	EVENING (5PM-6AM) & WEEKEND	WEEKLY	MONTHLY
<b>GFS</b>	GF Strong	213	\$1.50	\$3.00	\$3.00	\$8.50				\$115.00
<b>LGH</b>	North Shore Hospice PAY-BY-PHONE ONLY	196	\$1.75	\$3.50	\$3.50		\$14.25	\$6.00		
	LGH Main Parkade LEVEL 1-3	144	\$1.75	\$3.50	\$3.50		\$14.25	\$6.00	\$48.00	\$66.75
	LGH HOpe Centre	146	\$1.75	\$3.50	\$3.50		\$14.25	\$6.00	\$48.00	\$66.75
	LGH Evergreen House	145		\$1.75	\$1.75		\$14.25	\$6.00	\$48.00	\$66.75
	LGH Rehab Centre OFF E. 13TH ST	195	\$1.75	\$3.50	\$3.50					
<b>VGH</b>	Vancouver General Hospital Parkade	186	\$3.00	\$6.00	\$6.00		\$18.75		\$64.50	
	JPP Upper Ramp	189	\$3.75	\$7.50	\$7.50					
	JPP Lower Ramp	188	\$3.00	\$6.00	\$6.00	\$18.75 7AM-5PM M-F				
	Emergency	191	\$3.00	\$6.00	\$6.00					
	Courtyard	187	\$3.00	\$6.00	\$6.00	\$18.75 6AM-5PM M-F	\$8.25			
<b>ECC</b>	Eye Care Centre	194	\$3.00	\$6.00	\$6.00	\$18.75 6AM-5PM M-F				
<b>SCC</b>	Skin Care Centre	193	\$2.00	\$4.00	\$4.00	\$10.00 7AM-7PM M-F CODE REQUIRED				
<b>DHCC</b>	Diamond Health Care Centre Parkade	184	\$3.00	\$6.00	\$6.00		\$18.75		\$64.50	
<b>RH</b>	Richmond Hospital Parkade & Exterior Lot	202		\$3.50	\$3.50		\$15.00		\$35.25	\$63.00
<b>Minoru</b>	Minoru Residences	208		\$3.00	\$3.00		\$15.00			

**City of Richmond**  
**Council Member Motion**  
**For the General Purposes Committee Meeting**

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**Date:** February 18<sup>th</sup> 2020  
**From:** Councillor Wolfe  
**Subject:** Declaration of Solidarity with Wet'suwet'en People

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**Recommendation:**

That Council endorse the following resolution and request that Mayor and Council send a copy to the Prime Minister of Canada, Premier of BC, Solicitor General of BC, Richmond MPs, Richmond MLAs, and member local governments of the UBCM.

**Resolution:**

The City of Richmond calls on the Governments of British Columbia and Canada to end any attempt at forced removal of non-violent Wet'suwet'en People from their traditional territories, suspend permits authorizing construction of the Coastal GasLink pipeline and commence good-faith consultation with the Wet'suwet'en People;

**Rationale:**

The Wet'suwet'en Hereditary Chiefs, whose representative role is recognized by the Supreme Court of Canada, have indicated a lack of consent for the Coastal GasLink pipeline through their unceded territory. Significant RCMP resources are currently being deployed away from municipal operations. The City Council in both Victoria and Port Moody have passed similar resolutions. Many of our residents are members of large unions: BCGEU and NUPGE, and/or large organizations: Council of Canadians and Sierra Club of BC, which have also declared solidarity. The United Nations Committee on the Elimination of Racial Discrimination and the BC Human Rights Commissioner have called on the Governments of British Columbia and Canada to respect Wet'suwet'en law, rights and title by suspending permits authorizing construction of the Coastal GasLink pipeline until they grant their free, prior and informed consent, following the full and adequate discharge of the duty to consult. Canada has endorsed the United Nations Declaration on the Rights of Indigenous People, which includes a commitment to "... consult and cooperate in good faith with the indigenous peoples concerned through their own representative institutions in order to obtain their free, prior and informed consent before adopting and implementing legislative or administrative measures that may affect them."



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**To:** Mayor and Councillors **Date:** February 25, 2020  
**From:** Jason Kita **File:** 01-0103-01/CL Vol. 02  
Director, Corporate Programs Management Group  
**Re:** **Declaration of Solidarity with Wet'suwet'en People**

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This memorandum provides factual information but does not include a recommendation or suggestions for action for the City of Richmond regarding Councillor Wolfe's proposed motion on the "Declaration of Solidarity with Wet'suwet'en People". This memorandum has been prepared to update the Chief Administrative Officer and Senior Management Team and at the Mayor's request, has also been provided to Mayor and Councillors for information purposes only.

#### **Background**

- Hereditary Chiefs in the Wet'suwet'en First Nation oppose the Coastal GasLink natural-gas pipeline through their traditional territory. Protests in support of the Wet'suwet'en Hereditary Chiefs have shut down the CN rail network in eastern Canada, suspended most Via Rail passenger service, and temporarily blocked traffic on streets and bridges and at ports in multiple cities, including cities in the Metro Vancouver region.
- The jurisdiction on the pipeline project lies with the Province of BC. Starting in Dawson Creek, BC, the pipeline's route crosses through the Canadian Rockies and other mountain ranges to Kitimat, BC.
- Councillor Wolfe has brought forward a motion to support the Wet'suwet'en people that will be considered at the March 2, 2020 General Purposes Committee meeting.

#### **First Nations Consultation**

- According to Coastal GasLink, from 2012 to 2014, during the course of project development, Coastal GasLink consulted with First Nations, communities, landowners and other stakeholders regarding the routing of the pipeline.
- The overall Indigenous consultation record for Coastal GasLink, which included 5,000 interactions with Indigenous people impacted by the pipeline, was submitted to the Environmental Assessment Office (EAO) as part of the January 2014 application, and was accepted by the EAO and ultimately approved on the issuance of the Environmental Assessment Certificate (EAC).
- During the period prior to EAO application submission, Coastal GasLink consulted with the Office of the Wet'suwet'en (OW) Hereditary Chiefs on issues relevant to the proposed pipeline project and route.

- The consultation record of this engagement was submitted to the EAO as part of the 2014 application; an application that also included mitigation measures to address concerns raised by the OW.
- All 20 elected band councils along the route, including five elected Wet'suwet'en band councils, have reached benefit agreements with Coastal GasLink. Those councils were created under the Indian Act and have authority over federal First Nations reserves.
- In the Supreme Court of British Columbia, the Wet'suwet'en Hereditary Chiefs claim that the Wet'suwet'en people, as represented by their traditional governance structures, have not given permission to Coastal GasLink to enter their traditional unceded territories. Despite the position advanced by the Hereditary Chiefs, the Supreme Court of British Columbia ruled in favour of Coastal GasLink and issued an injunction with enforcement provisions.
- The Wet'suwet'en Nation is organized into five hereditary clans (each with a Hereditary Chief) and 13 houses, or subgroups. Each of those subgroups has the position of house chief, also known as head chief, and secondary leaders known as subchiefs.
- On February 23, 2020, a second Wet'suwet'en hereditary subchief denounced the hereditary leaders publicly and said that they do not speak for the Wet'suwet'en and are neither following nor abiding by Wet'suwet'en law.

### **BC City Council Motions**

- On January 23, 2020, the City of Victoria endorsed the resolution: Declaration of Solidarity with the Wet'suwet'en People. In response, the First Nations LNG Alliance, a collective of First Nations in support of LNG, has publicly expressed disagreement with the City of Victoria commenting on the democratic processes of First Nations.
- On February 11, Port Moody City Council passed a motion calling on the federal and provincial governments to end any attempt at forced removal of non-violent Wet'suwet'en people from their traditional territories.
- On February 18, 2020, Gibsons passed a "general" motion in support of the rights of Indigenous Peoples to determine the uses of land on their unceded territories.

### **Union of BC Municipalities (UBCM)**

- UBCM, with over 160 member municipalities, does not have directly relevant policy and has not commented publicly. They are continuing to monitor the issue. The mandate of UBCM includes securing united action among members in dealing with all matters of common municipal interest. Municipalities, as creatures of the Province, receive their legislative authority from the provincial government.
- To date, only three member municipalities have commented publicly on the issue.

### **Federal Responses**

- On February 21, 2020, Prime Minister Trudeau said in a press conference "every attempt at dialogue has been made but discussions have not been productive. We cannot have dialogue when only one party is coming to the table. The fact remains: the barricades must now come down. The injunctions must be obeyed and the law must be upheld."
- As of February 21, 2020, offers from the Minister of Crown-Indigenous Relations Carolyn Bennett and the Minister of Indigenous Services Marc Miller to meet with

Wet'suwet'en Hereditary Chiefs to address immediate and long-term issues had not yet been accepted.

- On February 21, 2020, the Minister of Public Safety and Emergency Preparedness Bill Blair emphasized the critical importance of police independence to ensure trust in our institutions. With RCMP Commissioner Brenda Lucki, Minister Blair updated the Prime Minister and ministers on current RCMP operations, including their offer to withdraw from Wet'suwet'en territory to encourage an open dialogue.

### **Provincial Responses**

- On February 21, 2020, Premier John Horgan responded to media saying the Coastal GasLink project will not be halted or cancelled.
- On February 20, 2020, Provincial premiers held a teleconference with Prime Minister Trudeau to discuss the disruptions to infrastructure across the country caused by blockades, and their impacts on Canadian farmers, businesses, families, and workers. The Prime Minister spoke with the Premiers about the importance of ending the blockades as quickly as possible and reaching a peaceful and lasting resolution, in a way that builds trust and respect among all parties involved. To that effect, the Prime Minister highlighted the close collaboration between his Government and the BC Government on this complex issue.
- On February 17, 2020, the BC Minister of Indigenous Relations and Reconciliation Scott Fraser and the Federal Minister of Crown-Indigenous Relations Carolyn Bennett reached out through a joint letter to the Wet'suwet'en Hereditary Chiefs about meeting at the earliest opportunity to work together to establish a process for ongoing and constructive dialogue and action to address the issues at hand.

### **Court Issued Injunctions**

- On December 31, 2019, a BC Supreme Court judge issued an injunction against members of the Wet'suwet'en Nation blocking access to the pipeline project inside their traditional territory and empowered RCMP to enforce the injunction.
- On February 13, 2020, the BC Legislature was granted an injunction to prevent protesters from blocking doorways and preventing the everyday work at the Legislature.
- On February 15, 2020, BC Ferries was granted a pre-emptive court injunction to prohibit Wet'suwet'en solidarity protesters from blocking any of its terminals.
- On February 19, 2020, TransLink was granted an injunction to block protesters from all SkyTrain platforms. The injunction will not prevent protests from blocking municipally and provincially owned roadways. "While TransLink supports the right to peaceful protest, the safety of our customers and our staff is our priority and we must protect the hundreds of thousands of people who rely on the Expo, Millennium, and Canada Lines," said the agency in a media release.
- On February 24, 2020, Ontario Provincial Police moved to enforce an injunction aimed at clearing the rail blockade in Ontario.

### **City of Richmond RCMP**

- The RCMP in Richmond has sent one member to assist with the Province's RCMP operations, during the first week of the blockade. No RCMP Richmond members are currently deployed, and the RCMP does not foresee any further deployment in the near

term. Members will only be deployed if service delivery in the community is not impacted.

**City of Richmond Relationships with Federal and Provincial Governments**

- If the motion is interpreted by the federal and/or provincial governments to imply that senior levels of government are not handling the issue properly and that the government should halt the project and consult with the Wet'suwet'en people, this could create friction between senior levels of government and the City of Richmond. Consultation by Coastal GasLink was conducted during the planning phase of the project, and the project was accepted by all 20 elected band councils along the route. Determining which parties have authority to give approval to the project is outside of municipal scope and jurisdiction.
- Furthermore, there is no direct impact to the City of Richmond and its residents should the pipeline proceed.
- Adopting an opposing position to construct the pipeline (endorse the motion) could impede the City of Richmond from taking necessary positions in the future and could have direct impacts on the community.
- Public comment on the conduct of the federal and provincial governments on matters outside of the City of Richmond's direct interest and jurisdiction may negatively impact the City's relationship with its provincial and federal partners and could result in serious consequences when applying for future senior levels of government funding.



Jason Kita  
Director, Corporate Programs Management Group  
604-276-4091

JK:jl

pc: SMT  
Anthony Capuccinello Iraci, City Solicitor

## **INDICATORS OF HUMAN TRAFFICKING AND SEXUAL EXPLOITATION**

Recognizing potential red flags and knowing the indicators of human trafficking is a key step in identifying more victims and helping them find the assistance they need.

**Common Work and Living Conditions:** The individual(s) in question:

Is not free to leave or come and go as he/she wishes. Is under 18 and is providing commercial sex acts. Is in the commercial sex industry and has a pimp / manager. Is unpaid, paid very little, or paid only through tips. Works excessively long and/or unusual hours. Is not allowed breaks or suffers under unusual restrictions at work. Owes a large debt and is unable to pay it off. Was recruited through false promises concerning the nature and conditions of his/her work. High security measures exist in the work and/or living locations (e.g. opaque windows, boarded up windows, bars on windows, barbed wire, security cameras, etc.)

### **Poor Mental Health or Abnormal Behavior**

Is fearful, anxious, depressed, submissive, tense, or nervous/paranoid. Exhibits unusually fearful or anxious behavior after bringing up law enforcement. Avoids eye contact.

### **Poor Physical Health**

Lacks health care. Appears malnourished. Shows signs of physical and/or sexual abuse, physical restraint, confinement, or torture.

### **Lack of Control**

Has few or no personal possessions. Is not in control of his/her own money, no financial records, or bank account. Is not in control of his/her own identification documents (ID or passport). Is not allowed or able to speak for themselves (a third party may insist on being present and/or translating)

### **Other**

Claims of just visiting and inability to clarify where he/she is staying/address. Lack of knowledge of whereabouts and/or do not know what city he/she is in. Loss of sense of time. Has numerous inconsistencies in his/her story.

This list is not exhaustive and represents only a selection of possible indicators. Also, the red flags in this list may not be present in all trafficking cases and are not cumulative. Learn more at [www.traffickingresourcecenter.org](http://www.traffickingresourcecenter.org).

# Preventing Child Sex Trafficking in BC

**Buying and selling children for sex is one of the fastest growing crimes in Canada, and it is happening in communities across BC.**

**Globalization, unregulated technology, lack of law enforcement and inadequate prevention education** is allowing this crime to grow globally.

Human sex trafficking (HT) involves the recruitment, transportation or harbouring of people for the purpose of exploitation through the use of force, coercion, fraud, deception or threats against the victim or person known to them. It is known as modern day slavery. According to the US State department's annual global report on trafficking in persons (TIP), Canada is a source, transit and destination for sex trafficking. (<https://www.state.gov/j/tip/rls/>)

Child sex trafficking is a lucrative crime. It has low costs and huge profits; a trafficker can make \$280,000 per victim, per year. The average age of entry into prostitution in Canada is 12-14 years of age, although traffickers are known to target younger children. Traffickers seek young victims both to service the demand for sex with those who look young, and because these victims are easier to manipulate and control.

The biggest problem in Canada is that people do not know there is a problem; therefore, child sex trafficking is expanding in the dark. Every child can be a target and a potential victim, but learning about this issue is the first step.

## **Five things that parents can do to help prevent their children from being lured into sex trafficking:**

### **1. Set a high standard of love within your home**

The way you define and express love shapes your children's self-image, confidence and opinions of future relationships. Treat them the way you want their future partners to treat them. Help them to distinguish between real love and empty promises or cheap gifts.

### **2. Talk to your children about sexual abuse**

According to the US Department of Justice, someone in the US is sexually assaulted every two minutes, of which 29% are between the ages of 12-17. Let your children know that if anyone has or ever does hurt them, they can talk to you. This is the most important thing you can say. Don't assume they have not been hurt by sexual violence before. Leave the door open for your child to talk about past circumstances that they haven't shared with you.

### **3. Talk to your children about sex trafficking**

Discuss ways children and teens are targeted for sex trafficking. Let them know that traffickers specifically try to woo young girls and boys with promises of a better life – whether it's promises of love and attention, or promises of nice things and trips. Traffickers can be male or female, even classmates. Traffickers may even use kids to recruit other kids.

### **4. Talk to your children about the dangers of social media**

It is important to provide practical safety tips, such as: don't share personal information on the internet; don't accept Facebook requests from unknown people; NEVER share naked photos of yourself with anyone; and tell a parent or a trusted adult if you feel threatened or uncomfortable online. Children also need help defining friendships. Teach them that a friend is not someone you met yesterday and that a "friend" on Facebook is not the same thing as a friendship.

### **5. Pay attention to your children**



Monitor your children's social media accounts. Look for ways to meet their friends, their friends' parents and those they hang out with. Be alert to boyfriends who are much older, or friendships that tend to isolate your child from other friends or family. Notice if your child has new clothing items, makeup products, cell phone or other items and ask how they acquired them.

#### **Resources and Links:**

- Covenant House (crises program for ages 16-24): [info@covenanthousebc.org](mailto:info@covenanthousebc.org), 604-685-7474
- Internet Safety Tips: [www.Cybertip.ca](http://www.Cybertip.ca)
- Fraser Health Forensic Nurse Service
- Kids Help Phone: 1-800-668-6868
- Office to Combat Trafficking in Persons (OCTIP): 1-888-712-7974 (24/7 interpretation available), 604-660-5199, [octip@gov.bc.ca](mailto:octip@gov.bc.ca)
- Plea Community Services Society (assisting youth 24/7): [onyx@plea.bc.ca](mailto:onyx@plea.bc.ca), 604-708-2647
- Vancouver Rape Relief and Women's Shelter (24/7): 604-872-8212, [info@rapereliefshelter.bc.ca](mailto:info@rapereliefshelter.bc.ca)
- RCMP: Victims of Human Trafficking National Headquarters (24 hours): 1-866-677-7267
- Trafficking Resource Centre (USA): [www.traffickingresourcecenter.org](http://www.traffickingresourcecenter.org)
- VictimLinkBC (24/7): 1-800-563-0808 Ministry of Public Safety, BC
- Youth Against Violence (24/7): [info@youthagainstviolenceline.com](mailto:info@youthagainstviolenceline.com), 1-800-680-4264

#### **Authorities Contacts:**

- RCMP: [www.rcmp-grc.gc.ca](http://www.rcmp-grc.gc.ca); 1-855-850-4640 OR 1-800-771-5401
- Ministry of Child Protection Services: 1-800-663-9122 or 604-660-4927 (24 hours) or 310-1234 if a child is in danger to reach Ministry of Child and Family Development
- Crime Stoppers : 1-800-222-TIPS (8477)

**National Human Trafficking Crisis Hotline Number: 1-866-528-7109**

#### **About the Author:**

Cathy Peters raises awareness of Child Sex Trafficking to all three levels of government in British Columbia, police agencies and the public. She is a former inner city high school teacher and has volunteered for two Members of Parliament (John Weston/BC, Joy Smith/Manitoba). She has made hundreds of presentations, including to City Councils, School Boards, Police Boards, high schools, universities and law enforcement agencies.

For information about her prevention education presentations, please contact Cathy Peters at [ca.peters@telus.net](mailto:ca.peters@telus.net)

#### **Additional Resources:**

**Children of the Street Society (Coquitlam)** provides prevention education in BC schools; 25,000 students last school year Grades 3-12. They have an excellent website with tools/resources listed for every community in BC:

<https://www.childrenofthestreet.com/>

**Joy Smith Foundation (Manitoba)** provides prevention education, resources and an overview of human sex trafficking Canada: <http://www.joysmithfoundation.com/>

**Shared Hope International (Washington State)** sponsors The JuST (Juvenile Sex Trafficking) Conference in the USA; an event that spotlights the most pressing issues in the anti-trafficking field. Visit: [www.justconference.org](http://www.justconference.org) for more information.

A MODERN EQUAL SOCIETY DOES NOT BUY AND SELL WOMEN AND CHILDREN.

# **SEX TRAFFICKING** is a **BOOMING** industry

## **DEFINED:**

**SEX TRAFFICKING** occurs when someone uses force, fraud or coercion to cause a commercial sex act with an adult or causes a minor to commit a commercial sex act. A

**COMMERCIAL SEX ACT** includes prostitution, pornography and sexual performance done in exchange for any item of value, such as money, drugs, shelter, food or clothes.

**It thrives because there is serious demand.**

**Buyer:** fuels the market with their money

**Trafficker/pimp:** exploits victims to earn revenue from buyers

**Victim:** includes both girls and boys who are bought and sold for profit

Traffickers find victims through: Social network, Home/neighborhood, clubs or bars, internet, school,

And lure them through promises: Protection, Love, Adventure, Home, Opportunity.

**TRAFFICKERS USE:** FEAR, VIOLENCE, INTIMIDATION, THREATS

to ensure compliance and meet demand.

The **common age** a child enters sex trafficking is **14-16**; too young and naïve to realize what's happening.

Society may call it **PROSTITUTION**, but Federal Law calls it **SEX TRAFFICKING**.

Because of social stigma or misinformation, victims go:

**UNIDENTIFIED** (silenced by fear and the control of the trafficker),

**MISIDENTIFIED** (pigeonholed into treatment for only surface issues).

**So**

Sex trafficked children are instead treated for:

drug abuse, alcohol abuse, domestic violence, delinquency, teenage pregnancy, STDS, abortion...all masking the true need...FREEDOM.





**Traffic Bylaw No. 5870  
Amendment Bylaw No. 10123**

The Council of the City of Richmond enacts as follows:

**Traffic Bylaw No. 5870**, as amended, is further amended as follows:

1. Sections 19 through 22 be deleted in their entirety and replaced with the following:

**19 SIZE, WEIGHT AND LOADING**

19.1 Hereby adopted as regulations pursuant to this Bylaw are:

(a) *Motor Vehicle Act Regulations*, B.C. Reg. 26/58:

- (i) Section 19.01;
- (ii) Section 19.02;
- (iii) Section 19.03;
- (iv) Section 19.05; and
- (v) Section 19.06;

all as amended from time to time;

(b) *Motor Vehicle Act Regulations*, B.C. Reg. 26/58, Division 35 Cargo Securement, as amended from time to time; and

(c) *Commercial Transport Regulations*, B.C. Reg. 30/78:

- (i) Division 1 Interpretation;
- (ii) Division 2 Application;
- (iii) Division 7 commencing at Section 7.05 Size and Weight;
- (iv) Division 8 Pilot Cars and Signs; and
- (v) Division 11 Penalties;

all as amended from time to time.

19.2 For the purposes of this Bylaw, wherever in these regulations adopted by this Bylaw, the term “Minister” or “Minister of Transportation and Highways” appears, the term “**General Manager, Engineering & Public Works**” shall be substituted and where the term “Act” appears, the term “Bylaw” shall be substituted.

19.3 No person shall operate a vehicle on a highway in the **City** contrary to a regulation adopted by this section.

20. [DELETED]

21. [DELETED]

22. [DELETED]

2. Section 27 be deleted in its entirety.

3. Section 37.1 be deleted and replaced with the following:

37.1 Schedules "A", "B", "C", "D", "H", "J", "K.", "L ", "M" and "N"\* attached hereto shall form an integral part of this Bylaw.

4. Schedules E, F and G be deleted in their entirety.

5. This Bylaw is cited as "Traffic Bylaw No. 5870, Amendment Bylaw No. 10123."

FIRST READING

FEB 24 2020

SECOND READING

FEB 24 2020

THIRD READING

FEB 24 2020

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept.
<i>CS</i>
APPROVED for legality by Solicitor
<i>LB</i>

\_\_\_\_\_  
MAYOR

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



**Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10124**

The Council of the City of Richmond enacts as follows:

1. Council Procedure Bylaw No. 7560, as amended, is further amended at Section 3.3 by deleting Section 3.3.1 and replacing it with the following:

"3.3.1 The agendas of meetings must be made available to Council members and to the public as follows:

- (a) **Regular Council Meetings** – three business days preceding each such meeting;
- (b) **Regular Council Meeting for Public Hearings** – seven business days preceding each such meeting;
- (c) **Standing Committee Meetings** or **Select Committee Meetings** – seven business days preceding each such meeting; and
- (d) **Special Council Meetings** – three business days preceding each such meeting, if possible, or in accordance with the *Community Charter*."

2. This Bylaw is cited as "**Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10124**".

FIRST READING

FEB 10 2020

SECOND READING

FEB 10 2020

THIRD READING

FEB 10 2020

PUBLIC NOTICE GIVEN

FEB 20 2020 FEB 27 2020

ADOPTED

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

\_\_\_\_\_  
MAYOR

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



Development Permit Panel  
Wednesday, January 29, 2020

Time: 3:30 p.m.  
Place: Council Chambers  
Richmond City Hall  
Present: Peter Russell, Acting Chair  
Jim Young, Director, Facilities and Project Development  
Milton Chan, Acting Director, Engineering

The meeting was called to order at 3:30 p.m.

Minutes

It was moved and seconded  
*That the minutes of the meeting of the Development Permit Panel held on January 15, 2020 be adopted.*

CARRIED

1. DEVELOPMENT PERMIT 16-754766  
(REDMS No. 6366786)

APPLICANT: Bene (No. 3) Road Development Ltd.

PROPERTY LOCATION: 4700 No. 3 Road

INTENT OF PERMIT:

- 1. Permit the construction of a high-rise commercial and office use development at 4700 No. 3 Road on a site zoned “High Rise Office Commercial (ZC44) – Aberdeen Village”; and
- 2. Vary the provisions of Richmond Zoning Bylaw 8500 to reduce the number of required on-site large size loading spaces from one to zero.

## **Development Permit Panel**

### **Wednesday, January 29, 2020**

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#### **Applicant's Comments**

Bruce McKenzie, Norr Architects Planners Inc., with the aid of a visual presentation (copy on file, City Clerk's Office), provided background information on the proposed development, highlighting the following:

- the building massing is broken up into three distinct components: office spaces on top, commercial spaces on the base, and the large vertical element on the corner;
- the lantern feature at the corner of No. 3 Road and Leslie Road visually breaks up the massing of the 10-storey tower and anchors the corner;
- the loading spaces and the parkade are accessed from Leslie Road;
- feature stairs are located close to the office lobby; elevators provide barrier-free access to upper tower levels;
- the building has been designed to achieve LEED Silver equivalency;
- a low-carbon energy plant will be constructed and connected in future to the City Centre district energy utility (DEU) system;
- solar panels will be installed on the tower roof and are secured by a legal agreement registered on title;
- clear glazing on the north and west sides of the commercial spaces create active pedestrian frontages on No. 3 Road and Leslie Road;
- louvers will be installed to screen the parkade levels and avoid headlight glare spilling out from the parkade;
- high quality materials are proposed, including metal panels, glass spandrels, and aluminum louvers; and
- the proposed colour palette consists of strong colours including blue, brown and gray.

Caelan Griffiths, PMG Landscape Architects, briefed the Panel on the main landscape features of the project, noting that (i) street furniture and bicycle racks will be provided along the No. 3 Road and Leslie Road frontages to reflect the site's urban context, (ii) the main atrium space at the corner is flanked by evergreen plantings, (iii) an outdoor amenity area on the rooftop patio is provided for the office spaces, (iv) plantings at the edges provide screening for the rooftop patio, and (v) the parkade ramp and loading zones on the ground level are screened with evergreen plantings.



## **Development Permit Panel**

### **Wednesday, January 29, 2020**

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#### **Staff Comments**

Suzanne Smith, Program Coordinator, Development, advised that (i) the project complies with the Canada Line guideway setback requirement, (ii) the project has been designed to meet LEED Silver equivalency, (iii) the project's low-carbon energy plant will be connected to a DEU system in the future, (iv) the solar panels on the tower roof will generate 10 kW of power and contribute to the energy requirements for common area lighting, (v) there is a Servicing Agreement associated with the project for the design and construction of road widening and frontage improvements, infrastructure, and replacement of a sanitary sewer pump station incorporated into the development, (vi) the proposed variance to reduce the required large loading space from one to zero is supported by Transportation staff as the two medium-sized loading spaces to be provided on the site will meet the needs of the proposed development, and (vii) the applicant will provide a contribution to the City's Public Art Program.

#### **Panel Discussion**

In reply to a query from the Panel, Mr. McKenzie reviewed the locations on the building exterior where the proposed colour palette would be applied.

In reply to further queries from the Panel, Mr. McKenzie acknowledged that (i) dark charcoal-coloured louvers provide screening for the mechanical equipment, (ii) the small array of solar panels on the office tower roof will have minimal visual impact for future taller towers in the neighbourhood, (iii) the applicant would consider installing additional solar panels, and (iv) the proposed colour palette is appropriate for the tower which will set a precedent in the neighbourhood.

In reply to a query from the Panel, Don Dessario, Norr Architects Planners Inc., confirmed that acoustical screening is provided around the mechanical units on Level 6 to mitigate potential noise.

#### **Gallery Comments**

None.

#### **Correspondence**

None.

#### **Panel Discussion**

The Panel expressed support for the project, noting that the applicant had adequately addressed the comments of the Advisory Design Panel.

**Development Permit Panel**  
**Wednesday, January 29, 2020**

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**Panel Decision**

It was moved and seconded

*That a Development Permit be issued which would:*

1. *permit the construction of a high-rise commercial and office use development at 4700 No. 3 Road on a site zoned "High Rise Office Commercial (ZC44) – Aberdeen Village"; and*
2. *vary the provisions of Richmond Zoning Bylaw 8500 to reduce the number of required on-site large size loading spaces from one to zero.*

**CARRIED**

**2. DEVELOPMENT PERMIT 18-841057**  
(REDMS No. 6360377)

APPLICANT: Onni 7811 Alderbridge Holding Corp.

PROPERTY LOCATION: 7811 Alderbridge Way

INTENT OF PERMIT:

1. Permit the construction of a mid-rise mixed use development containing approximately 275 m<sup>2</sup> (2,960 ft<sup>2</sup>) of commercial space and 368 dwellings (including 21 affordable housing units) at 7811 Alderbridge Way on a site zoned "Residential/Limited Commercial (RCL2)"; and
2. Vary the provisions of Richmond Zoning Bylaw 8500 to reduce the number of required on-site large size loading spaces from one to zero.

**Applicant's Comments**

Taizo Yamamoto, Yamamoto Architecture Inc., with the aid of visual presentation (copy on file, City Clerk's Office) provided background information on the proposed development, highlighting the following:

- the project is the second phase of the overall Riva development and is located to the right (east) of the previous development;
- the key corners of the site are located on the northeast and southeast;
- the location of the lobbies of the two buildings (Buildings 5 and 6) in the subject site is consistent with the buildings to the west;
- a retail space is provided on the prominent southeast corner of the site;
- private amenity spaces overlook the east-west public pedestrian greenway through the middle of the site;
- loading and vehicular access for the two buildings are provided on the west edge of the site;

4.

## Development Permit Panel Wednesday, January 29, 2020

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- some patios on the east and south sides of Building 5 have been lowered to address grade changes and provide an appropriate interface with the sidewalk elevation; and
- the design and articulation of the two buildings in the subject site are slightly different from the two buildings to the west.

Mr. Yamamoto then reviewed the material precedents in the previous phase, the shadow studies and elevations showing the existing east-west pedestrian greenway and its proposed extension through the middle of the proposed development

In addition, he noted that (i) the affordable housing units are distributed throughout the proposed development, (ii) almost all units have Basic Universal Housing (BUH) features, and (iii) a shared one and a half level parkade is provided.

Marina Rommel, Connect Landscape Architecture, provided background information on the proposed landscaping for the project, noting that (i) the two north-south pedestrian connections are bicycle-friendly, (ii) the east-west public pedestrian greenway will be provided with public amenities, (iii) courtyard spaces provide most of the outdoor amenities for the residents, (iv) the courtyard in Building 6 could be accessed from the building or from the greenway, (v) the outdoor amenity areas in Building 5 are provided in two levels, and (vi) private patios overlook the outdoor amenity spaces for the two buildings and the east-west public pedestrian greenway.

### **Staff Comments**

Ms. Smith noted that (i) 21 affordable housing low-end market rental residential units are provided in the project, (ii) the project has been designed to achieve LEED Silver equivalency and will connect to the Oval district energy utility (DEU), (iii) six existing on-site trees and three existing off-site trees are proposed to be removed, (iv) 61 new trees are provided as part of the Development Permit plans and will be secured through a landscaping security letter of credit, (v) the project's outdoor and indoor amenity spaces exceed the minimum requirements of the Official Community Plan (OCP), (vi) 95 percent of the units will have a Basic Universal Housing (BUH) level of design, (vii) all units will have aging-in-place features, and (viii) the applicant will provide a contribution to the City's Public Art Fund.

In addition, she noted that there is an associated Servicing Agreement which includes the extension of Minoru Boulevard, widening of Alderbridge Way, widening of River Parkway across the site frontages, provision of an on-site public pedestrian link from Alderbridge Way to River Parkway, extension of an on-site public pedestrian greenway from Cedarbridge Way to the proposed Minoru Boulevard extension, and infrastructure works including frontage improvements and site services upgrades.

**Development Permit Panel**  
**Wednesday, January 29, 2020**

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She further noted that the (i) City’s surplus lane lands along the west edge of the site will be acquired, (ii) the proposed variance to reduce the requirement for a large loading space from one to zero is supported by staff, and (iii) a total of four medium loading spaces are provided in the project.

**Panel Discussion**

In reply to queries from the Panel, Mr. Yamamoto and Ms. Rommel acknowledged that (i) the second level outdoor amenity area in Building 5 could be accessed either through the stairs from the ground level or through the second level of the building, (ii) the project’s indoor amenity spaces are not accessible to the public, (iii) there are more affordable housing units provided in Building 5 than in Building 6 due to the phasing of the project, (iv) parking will be provided for the commercial unit in Building 5, (v) 108 out of 514 parking stalls are tandem parking, each of which will be owned by one dwelling unit, (vi) the recessed area of the commercial unit facing Alderbridge Way will provide the commercial unit the ability to spill out onto the sidewalk, and (vii) the proposed exterior lighting along the public pedestrian greenway is consistent with the City’s standards.

**Gallery Comments**

None.

**Correspondence**

None.

**Panel Discussion**

The Panel expressed support for the project, noting that the proposed development is cohesive and consistent with the previous phase of the overall Riva development.

**Panel Decision**

It was moved and seconded

*That a Development Permit be issued which would:*

1. *permit the construction of a mid-rise mixed use development containing approximately 275 m<sup>2</sup> (2,960 ft<sup>2</sup>) of commercial space and 368 dwellings (including 21 affordable housing units) at 7811 Alderbridge Way on a site zoned “Residential/Limited Commercial (RCL2)”;* and
2. *vary the provisions of Richmond Zoning Bylaw 8500 to reduce the number of required on-site large size loading spaces from one to zero.*

**CARRIED**

**Development Permit Panel**  
**Wednesday, January 29, 2020**

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**3. DEVELOPMENT PERMIT 19-864104**  
(REDMS No. 6363652)

APPLICANT: Eric Stine Architect Inc.

PROPERTY LOCATION: 8600, 8620, 8640 and 8660 Francis Road

INTENT OF PERMIT:

1. Permit the construction of 18 townhouse units at 8600, 8620, 8640 and 8660 Francis Road on a site zoned “Low Density Townhouses (RTL4)”; and
2. Vary the provisions of Richmond Zoning Bylaw 8500 to reduce the front yard setback to Francis Road from 6.0 m to 5.8 m.

**Applicant’s Comments**

Jason Skladan, Eric Stein Architect Inc., with the aid of a visual presentation (copy on file, City Clerk’s Office), briefed the Panel on the project’s site context, precedent projects in the neighbourhood, site layout, and floor plans.

In addition, Mr. Skladan reviewed the other features of the project, highlighting the following:

- the project mimics the architectural style and materials used in adjacent single-family homes including brick and board and batten to fit into its neighbourhood context;
- the east-west internal drive aisle will provide access to adjacent future multi-family developments;
- the rear two-storey buildings sited immediately adjacent to neighbouring single-family homes provide an appropriate interface;
- the siting of the project will create minimal impact to adjacent single-family homes in terms of shadowing;
- mailboxes and garbage and recycling rooms are located close to the site entry;
- an accessible visitor parking stall is provided on the east end of the east-west internal drive aisle;
- the middle units of the front buildings are three-storeys and the end units are two-storey convertible units; and
- a six-foot high wood fence and landscape plantings along the south property line at the back of the two-storey rear buildings provide screening to adjacent single-family homes to the south.

## **Development Permit Panel**

### **Wednesday, January 29, 2020**

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Denitsa Dimitrova, PMG Landscape Architects, briefed the Panel on the main landscape features of the project, noting that (i) the existing tree at the southeast corner of the site will be retained and the existing grade of the tree protection area will be maintained, (ii) low permeable aluminum fencing with brick columns and landscaped front yards are proposed for front units facing Francis Road, (iii) the west pedestrian walkway includes a trellis, and (iv) a six-foot high wood fence will be installed along the east, west and south property lines to provide privacy to adjacent single-family developments.

She further noted that (i) the centrally located outdoor amenity area provides various play opportunities for different age groups, (ii) bicycle racks are provided on-site, and (iii) permeable pavers are proposed in different locations to visually break up the internal drive aisle.

#### **Staff Comments**

Ms. Smith noted that (i) the project is required to achieve Step 3 of the BC Energy Step Code, (ii) the applicant will provide contributions to the City's Affordable Housing Fund, Public Art Fund and in lieu of providing indoor amenity space, (iii) the project complies with outdoor amenity space requirements, (iv) a statutory-right-of-way (ROW) will be registered on title to provide future developments to the east and west access through the subject site, (v) there is a Servicing Agreement for frontage improvements along Francis Road, including a new sidewalk, landscaped frontage, and replacement of water and storm sewer infrastructure, and (vi) there is a proposed front yard setback variance to widen the sidewalks which affects only two units and is supported by staff.

In reply to a query from the Panel, Ms. Smith confirmed that all new trees proposed to be planted along the south property line will be outside the sanitary sewer statutory right-of-way.

#### **Panel Discussion**

In reply to a query from the Panel, Mr. Skladan advised that proposed measures by the applicant to provide an appropriate interface with adjacent single-family homes include locating the visitor parking stalls on the east and west edges of the site, increasing the subject site's side yard setbacks, limiting the amount of glazing for building facades facing adjacent developments, and ensuring that patios are not overlooking the neighbouring single-family dwellings.

In reply to a further query from the Panel, Mr. Skladan acknowledged that a number of smaller heat pumps are provided on-site to mitigate potential noise.

#### **Gallery Comments**

None.

#### **Correspondence**

None.

**Development Permit Panel**  
**Wednesday, January 29, 2020**

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**Panel Discussion**

The Panel expressed support for the project, noting that the project design takes into consideration its existing single-family context as well as future redevelopments in the area.

**Panel Decision**

It was moved and seconded

*That a Development Permit be issued which would:*

1. *permit the construction of 18 townhouse units at 8600, 8620, 8640 and 8660 Francis Road on a site zoned "Low Density Townhouses (RTL4)"; and*
2. *vary the provisions of Richmond Zoning Bylaw 8500 to reduce the front yard setback to Francis Road from 6.0 m to 5.8 m.*

**CARRIED**

**4. New Business**

It was moved and seconded

*That the Development Permit Panel meeting scheduled on Wednesday, February 12, 2020 be cancelled.*

**CARRIED**

**5. Date of Next Meeting: February 26, 2020**

**6. Adjournment**

It was moved and seconded

*That the meeting be adjourned at 4:50 p.m.*

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the Development Permit Panel of the Council of the City of Richmond held on Wednesday, January 29, 2020.

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Peter Russell  
Acting Chair

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Rustico Agawin  
Committee Clerk



**Development Permit Panel  
Wednesday, February 26, 2020**

Time: 3:30 p.m.  
Place: Council Chambers  
Richmond City Hall  
Present: Joe Erceg, Chair  
Cecilia Achiam, General Manager, Community Safety  
John Irving, General Manager, Engineering and Public Works

The meeting was called to order at 3:30 p.m.

**Minutes**

It was moved and seconded

*That the minutes of the meeting of the Development Permit Panel held on January 29, 2020 be adopted.*

**CARRIED**

**1. DEVELOPMENT PERMIT 18-825663  
(REDMS No. 6388360)**

APPLICANT: Billard Architecture  
PROPERTY LOCATION: 2660 Smith Street

**INTENT OF PERMIT:**

Permit the construction of a three-storey industrial building at 2660 Smith Street on a site zoned "Light Industrial (IL)."

**Applicant's Comments**

Robert Billiard, Billiard Architecture Inc., with the aid of a visual presentation (copy on file, City Clerk's Office), provided background information on the proposed development, highlighting the following:

- the proposed three-storey industrial building will be used primarily for workshop and office spaces for a local construction company;



## **Development Permit Panel**

### **Wednesday, February 26, 2020**

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- parking, loading and garbage and recycling areas are proposed on the ground floor;
- workshop spaces are located on the second floor and associated office spaces are proposed on the third floor;
- a landscaped patio will be installed on the building's rooftop;
- the applicant has addressed the recommendations of the Advisory Design Panel except the removal of columns in the parking area due to cost considerations; and
- the proposed building materials include concrete, metal and glass.

Lu Xu, Royal Pacific Landing Ltd., briefed the Panel on the main landscape features of the project, noting that (i) the large existing Norway Maple tree at the southeast corner of the site will be retained, protected and utilized as a feature tree, (ii) a small plaza with seating is proposed at the intersection of Smith Street and Beckwith Road, (iii) LiveRoof modules are proposed for the extensive green roofs on the roof deck, and (iv) a metal trellis is proposed on the rooftop landscaped patio to provide shade for users.

#### **Panel Discussion**

In reply to queries from the Panel, Mr. Billiard acknowledged that (i) a perforated metal fence is proposed along the north property line and between the loading space and the concrete sidewalk for building security and pedestrian safety, (ii) there are no potential hiding places in the parking area, (iii) soffit lighting is provided for the parking area underneath the second floor, and (iv) a double door building entry and an elevator are provided to allow accessibility of people and equipment into and within the building.

In reply to further queries from the Panel, Mr. Billiard noted that (i) the second floor is primarily intended to provide workshop areas, and (ii) three parking stalls will be provided in the parking area.

#### **Staff Comments**

Wayne Craig, Director, Development, noted that (i) there is a Servicing Agreement associated with the project for frontage works on both Smith Street and Beckwith Road, (ii) the mature City-owned tree at the southwest corner will be retained and protected, a tree survival security will be collected from the applicant, and a contract with a certified arborist will be required for monitoring during the construction process, (iii) a Level 2 electric vehicle (EV) charging station will be provided between two parking stalls in the parking area, (iv) an extensive green roof will be installed, (v) the building will be used by a single entity, (vi) majority of the second floor would be workshop spaces, and (vii) the third floor will be utilized for associated office spaces.

## Development Permit Panel Wednesday, February 26, 2020

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In reply to queries from the Panel, Mr. Craig advised that (i) the three parking stalls to be provided meet the parking requirement for the proposed industrial building, and (ii) further consultation with the City's Business Licence Division will be done by Planning staff regarding the proposed industrial use of the building prior to the application moving forward for Council consideration.

Discussion ensued regarding the proposed use of the building and it was noted that (i) the building provides a significant number of workstations which is not typical for an industrial building, and (ii) the three parking stalls to be provided may not be sufficient for future occupants of the building.

### Gallery Comments

None.

### Correspondence

None.

### Panel Discussion

The Panel expressed support for the design of the building; however, the Panel noted that the proposed use of the building should be clarified.

Direction was then given to staff to further consult with the City's Business Licence Division, in particular with the Chief Licence Inspector, and confirm whether the project conforms with its intended industrial use prior to the application moving forward for Council consideration.

### Panel Decision

It was moved and seconded

*That a Development Permit be issued which would permit the construction of a three-storey industrial building at 2660 Smith Street on a site zoned "Light Industrial (IL)."*

**CARRIED**

## 2. **DEVELOPMENT VARIANCE PERMIT 19-872105** (REDMS No. 6403409)

APPLICANT: Chris McKane

PROPERTY LOCATION: 9700 Desmond Road

3.

## **Development Permit Panel**

### **Wednesday, February 26, 2020**

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#### **INTENT OF DEVELOPMENT VARIANCE PERMIT:**

Vary the provisions of Richmond Zoning Bylaw 8500 to reduce the required rear yard setback for a portion of the first storey and a portion of the second storey from 9.39 m to 8.50 m, at 9700 Desmond Road on a site zoned “Single Detached (RS1/E)”.

#### **Applicant's Comments**

Chris McKane, owner of the subject property, accompanied by his wife, Zuzana McKane, with the aid of a visual presentation (copy on file, City Clerk's Office) provided background information on the subject development variance permit application, highlighting the following:

- front and rear additions are proposed to the existing house built in 1965 which was acquired by the current owner in 2018;
- the classic “west coast” style of the existing house will be retained and the proposed rear additions include the installation of an ensuite washroom for the master bedroom on the second floor;
- the proposed rear additions to the existing building footprint would require a variance to the required minimum rear yard setback to the irregular shaped lot;
- the proposed front addition to the existing house will not require a setback variance;
- all trees on the subject site will be retained and protected, including the large spruce tree in the rear yard;
- existing concrete paving including concrete pavers on the rear yard will be removed and replaced with grass;
- old building materials used in the existing house will be reused for the proposed building additions and proposed new building materials are more durable and energy efficient; and
- adjacent neighbours were consulted regarding the proposed variance and no concerns were noted.

#### **Panel Discussion**

In reply to a query from the Panel, Mr. McKane confirmed that owners of single-family homes adjacent to the rear yard of the subject property were included in the consultations regarding the proposed variance, except the owner of the property at 9699 No. 1 Road due to a language barrier.

#### **Staff Comments**

Mr. Craig expressed appreciation for the applicant's proposal to retain all existing vegetation on the site.

**Development Permit Panel**  
**Wednesday, February 26, 2020**

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**Gallery Comments**

None.

**Correspondence**

None.

**Panel Discussion**

The Panel expressed support for the application, noting that the design of the proposed additions to the existing house is sensitive to the adjacent neighbours' homes.

**Panel Decision**

It was moved and seconded

*That a Development Variance Permit be issued which would vary the provisions of Richmond Zoning Bylaw 8500 to reduce the required rear yard setback for a portion of the first storey and a portion of the second storey from 9.39 m to 8.50 m, at 9700 Desmond Road on a site zoned "Single Detached (RS1/E)".*

**CARRIED**

**3. Date of Next Meeting: March 11, 2020**

**4. Adjournment**

It was moved and seconded

*That the meeting be adjourned at 4:08 p.m.*

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the Development Permit Panel of the Council of the City of Richmond held on Wednesday, February 26, 2020.

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Joe Erceg  
Chair

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Rustico Agawin  
Committee Clerk



# City of Richmond

## Report to Council

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**To:** Richmond City Council  
**From:** Joe Erceg  
Chair, Development Permit Panel  
**Date:** February 27, 2020  
**File:** 01-0100-20-DPER1-  
01/2020-Vol 01  
**Re:** **Development Permit Panel Meeting Held February 26, 2020**

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### Staff Recommendation

That the recommendation of the Panel to authorize the issuance of a Development Variance Permit (DV 19-872105) for the property at 9700 Desmond Road be endorsed, and the Permit so issued.

Joe Erceg  
Chair, Development Permit Panel  
(604-276-4083)

SB:ml

### Panel Report

The Development Permit Panel considered the following item at its meeting held on February 26, 2020.

DP 19-872105 – CHRIS MCKANE – 9700 DESMOND ROAD  
(February 26, 2020)

The Panel considered a Development Variance Permit (DV) application to vary the provisions of Richmond Zoning Bylaw 8500 to reduce the required rear yard setback for a portion of the first storey and a portion of the second storey from 9.39 m to 8.50 m, on a site zoned “Single Detached (RS1/E)”.

Chris McKane, owner of the subject property, accompanied by his wife, Zuzana McKane, provided a brief presentation, noting the following:

- Front and rear additions are proposed to the existing house built in 1965 which was acquired by the current owner in 2018.
- The classic “west coast” style of the existing house will be retained and the proposed rear additions include the installation of an ensuite washroom for the master bedroom on the second floor.
- The proposed rear additions to the existing building footprint would require a variance to the required minimum rear yard setback to the irregular shaped lot.
- The proposed front addition to the existing house will not require a setback variance.
- All trees on the subject site will be retained and protected, including the large spruce tree in the rear yard.
- Existing concrete paving including concrete pavers on the rear yard will be removed and replaced with grass.
- Old building materials used in the existing house will be reused for the proposed building additions and proposed new building materials are more durable and energy efficient.
- Adjacent neighbours were consulted regarding the proposed variance and no concerns were noted.

In reply to a Panel query, Chris McKane confirmed that owners of single-family homes adjacent to the rear yard of the subject property were included in the consultations regarding the proposed variance, except the owner of the property at 9699 No. 1 Road due to a language barrier.

Staff expressed appreciation for the applicant’s proposal to retain all existing vegetation on the site.

The Panel expressed support for the application, noting that the design of the proposed additions to the existing house is sensitive to the adjacent neighbours’ homes.

No correspondence was submitted to the Panel regarding the application.

The Panel recommends the Permit be issued.