



**City Council**

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

**Monday, April 28, 2014  
7:00 p.m.**

Pg. #      ITEM

**MINUTES**

1. *Motion to:*

- (1) *adopt the minutes of the Regular Council meeting held on Monday, April 14, 2014* (distributed previously); and
- (2) *adopt the **minutes** of the Regular Council meeting for Public Hearings held on Tuesday, April 22, 2014.*

CNCL-17



**AGENDA ADDITIONS & DELETIONS**

**COMMITTEE OF THE WHOLE**

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



3. Delegations from the floor on Agenda items.

**(PLEASE NOTE THAT FOR LEGAL REASONS, DELEGATIONS ARE NOT PERMITTED ON ZONING OR OCP AMENDMENT BYLAWS WHICH ARE TO BE ADOPTED OR ON DEVELOPMENT PERMITS/DEVELOPMENT VARIANCE PERMITS - ITEM NO. 27.)**

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
- Emergency Information Plan
- BC Ambulance Service – Dispatch Protocol Changes
- Community Impacts of the Proposal to Eliminate Home Delivery Service by the Canada Post Corporation
- Hazardous Materials Equipment Loan Agreement – Her Majesty The Queen
- 2014 Annual Property Tax Rates Bylaw
- River Green District Energy Utility Service Area Bylaw No. 9134
- UNESCO World Heritage Designation for Steveston
- Approval to Replace Housing Agreement (10820 No. 5 Road) Bylaw No. 8937 with Termination of Housing Agreement (10820 No. 5 Road) Bylaw No. 9118, Housing Agreement (10820 No. 5 Road) Bylaw No. 9119, and Market Rental Housing Agreement (10820 No. 5 Road) Bylaw No. 9123
- Land use applications for first reading (to be further considered at the Public Hearing on Tuesday, May 20, 2014):
  - 11440 and 11460 Seabrook Crescent – Rezone from RD1 to RS2/C (Kulwant K. Bhullar – applicant)
  - 3200, 3220, 3240, 3300, and 3320 No. 3 Road and 3171, 3191, 3211, 3231, 3251, 3271, 3291, 3331, and 3371 Sexsmith Road – Rezone from RS1/F to ZMU25 and SI (Pinnacle International (Richmond) Plaza Inc. – applicant)



# Council Agenda – Monday, April 28, 2014

Pg. # ITEM

- Special Resolution to the Lower Mainland Local Government Association Regarding the Provincial Government's March 27, 2014 Decision to Place Some Communities in an Agricultural Land Reserve Zone 2
- Proposed Railway-Roadway Grade Crossings Regulations and Standards
- Bath Slough Revitalization Initiative
- Richmond Energy Challenge and the Climate Smart Program
- Richmond's Ecological Network Management Strategy
- Manhole Cover Art Contest and Program
- Multi-Material BC Program Implementation

5. *Motion to adopt Items 6 through 23 by general consent.*

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Consent  
Agenda  
Item

6. **COMMITTEE MINUTES**

*That the minutes of:*

CNCL-29 (1) *the **Community Safety Committee** meeting held on Tuesday, April 15, 2014;*

CNCL-39 (2) *the **General Purposes Committee** meeting held on Tuesday, April 22, 2014;*

CNCL-44 (3) *the **Planning Committee** meeting held on Wednesday, April 23, 2014;*

CNCL-56 (4) *the **Public Works and Transportation Committee** meeting held on Thursday, April 24, 2014;*

*be received for information.*

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Consent  
Agenda  
Item

7. **EMERGENCY INFORMATION PLAN**

(File Ref. No.) (REDMS No. 4166524 v.5)

CNCL-67

**See Page CNCL-67 for full report**

**COMMUNITY SAFETY COMMITTEE RECOMMENDATION**

*That the Emergency Information Plan, as required under the British Columbia Emergency Program Act, be approved.*

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Pg. # ITEM

Consent  
Agenda  
Item

8. **BC AMBULANCE SERVICE – DISPATCH PROTOCOL CHANGES**  
(File Ref. No.) (REDMS No. 4189980 v.5)

CNCL-111

See Page CNCL-111 for full report

COMMUNITY SAFETY COMMITTEE RECOMMENDATION

- (1) *That the Fire Chief continue to update Council on the impacts of the BC Ambulance Service dispatch protocol changes; and*
- (2) *That staff continue to work collaboratively with BC Emergency Health Services, to further develop the emergency medical care system for the citizens of Richmond.*



Consent  
Agenda  
Item

9. **COMMUNITY IMPACTS OF THE PROPOSAL TO ELIMINATE HOME DELIVERY SERVICE BY THE CANADA POST CORPORATION**

(File Ref. No. 01-0140-20-CPOS1/2014) (REDMS No. 4206383)

CNCL-116

See Page CNCL-116 for full report

COMMUNITY SAFETY COMMITTEE RECOMMENDATION

- (1) *That a letter be written to the Federal Government and the Canada Post Corporation, through the federal Minister of Transportation, to express City opposition with the current proposal to replace home mail delivery service with community mailboxes and request that Canada Post consult with the City to:*
  - (a) *ensure that any new mail delivery service proposal provides for the continued security of citizens' private information and property;*
  - (b) *ensure that all proposals related to home mail delivery provide for the necessary safety and protection of seniors and persons with mobility restrictions;*
  - (c) *address specific issues related to the impact of any proposed home mail delivery changes to existing federal, provincial and local government obligations related to the statutory notification of property owners and citizens;*
  - (d) *remove the discretion of the Federal Government under the Canada Post Corporation Act to utilize City-owned property for any community mailbox program in urban centres, without the direct consultation and approval of local governments;*

- (2) *That a copy of the letter to the federal Minister of Transportation be sent to:*
- (a) *Richmond MPs and MLAs;*
  - (b) *the Honourable Coralee Oakes, Minister of Community, Sport and Cultural Development;*
  - (c) *the BC Chief Electoral Officer – Mr. Keith Archer, Elections BC;*
  - (d) *the Federation of Canadian Municipalities;*
  - (e) *the Union of BC Municipalities; and*
  - (f) *Metro Vancouver.*



Consent  
Agenda  
Item

10. **HAZARDOUS MATERIALS EQUIPMENT LOAN AGREEMENT – HER MAJESTY THE QUEEN**

(File Ref. No.) (REDMS No. 4167453 v.5)

CNCL-138

See Page CNCL-138 for full report

COMMUNITY SAFETY COMMITTEE RECOMMENDATION

*That the Chief Administrative Officer and General Manager of Law and Community Safety be authorized to execute a loan agreement on behalf of the City of Richmond and Her Majesty The Queen In Right of Canada for hazardous materials identification equipment to be used by Richmond Fire-Rescue, as outlined in the staff report dated March 28, 2014 from the Deputy Fire Chief.*



Consent  
Agenda  
Item

11. **2014 ANNUAL PROPERTY TAX RATES BYLAW**

(File Ref. No. 03-0925-01; 12-8060-20-009131) (REDMS No. 4173487)

CNCL-141

See Page CNCL-141 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

*That the Annual Property Tax Rates (2014) Bylaw No. 9131 be introduced and given first, second and third reading.*



Consent  
Agenda  
Item

12. **RIVER GREEN DISTRICT ENERGY UTILITY SERVICE AREA BYLAW NO. 9134**

(File Ref. No. 12-8060-20-009134) (REDMS No. 4197098 v.5)

Pg. #      ITEM

CNCL-152

See Page CNCL-152 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

*That the River Green District Energy Utility Service Area Bylaw No. 9134, presented in the staff report titled River Green District Energy Utility Service Area Bylaw No. 9134 dated April 17, 2014, from the Director, Engineering be introduced and given first, second and third reading.*



Consent  
Agenda  
Item

13. **UNESCO WORLD HERITAGE DESIGNATION FOR STEVESTON**  
(File Ref. No. 11-7000-01) (REDMS No. 4166319)

CNCL-193

See Page CNCL-193 for full report

PLANNING COMMITTEE RECOMMENDATION

*That \$20,000 be allocated from Council Contingency to prepare a submission for National Historic Site designation for Steveston Village as outlined in the staff report titled UNESCO World Heritage Designation for Steveston, dated April 3, 2014 from the Director, Arts, Culture and Heritage Services.*



Consent  
Agenda  
Item

14. **APPROVAL TO REPLACE HOUSING AGREEMENT (10820 NO. 5 ROAD) BYLAW NO. 8937 WITH TERMINATION OF HOUSING AGREEMENT (10820 NO. 5 ROAD) BYLAW NO. 9118, HOUSING AGREEMENT (10820 NO. 5 ROAD) BYLAW NO. 9119, AND MARKET RENTAL HOUSING AGREEMENT (10820 NO. 5 ROAD) BYLAW NO. 9123**  
(File Ref. No. 12-8060-20-009123) (REDMS No. 4163018 v.5)

CNCL-201

See Page CNCL-201 for full report

PLANNING COMMITTEE RECOMMENDATION

- (1) *That Termination of Housing Agreement (10820 No. 5 Road) Bylaw No. 9118 be introduced and given first, second, and third readings to authorize the termination, release and discharge of the Housing Agreement entered into pursuant to Housing Agreement (10820 No. 5 Road) Bylaw No. 8937 and the repeal of Housing Agreement (10820 No. 5 Road) Bylaw No. 8937;*

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- (2) *That Housing Agreement (10820 No. 5 Road) Bylaw No. 9119 be introduced and given first, second, and third readings to permit the City to enter into a Housing Agreement substantially in the form attached thereto, in accordance with the requirements of s. 905 of the Local Government Act, to secure the affordable rental housing units required by Zoning Text Amendment No. 14-656053 and Development Application No. 13-641796; and*
- (3) *That Market Rental Housing Agreement (10820 No. 5 Road) Bylaw No. 9123 be introduced and given first, second, and third readings to permit the City to enter into a Market Rental Housing Agreement substantially in the form attached thereto, in accordance with the requirements of s. 905 of the Local Government Act, to secure the market rental housing units required by Zoning Text Amendment No. 14-656053 and Development Application No. 13-641796.*



Consent  
Agenda  
Item

15. **APPLICATION BY KULWANT K. BHULLAR FOR REZONING AT 11440 AND 11460 SEABROOK CRESCENT FROM TWO-UNIT DWELLINGS (RD1) TO SINGLE DETACHED (RS2/C)**

(File Ref. No. 12-8060-20-009133; RZ 13-650094) (REDMS No. 4183896)

CNCL-247

See Page CNCL-247 for full report

PLANNING COMMITTEE RECOMMENDATION

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9133, for the rezoning of 11440 and 11460 Seabrook Crescent from “Two-Unit Dwellings (RD1)” to “Single Detached (RS2/C)”, be introduced and given first reading.*



Consent  
Agenda  
Item

16. **APPLICATION BY PINNACLE INTERNATIONAL (RICHMOND) PLAZA INC. FOR REZONING AT 3200, 3220, 3240, 3300, AND 3320 NO. 3 ROAD AND 3171, 3191, 3211, 3231, 3251, 3271, 3291, 3331, AND 3371 SEXSMITH ROAD FROM “SINGLE DETACHED (RS1/F)” TO “RESIDENTIAL/LIMITED COMMERCIAL AND ARTIST RESIDENTIAL TENANCY STUDIO UNITS (ZMU25) - CAPSTAN VILLAGE (CITY CENTRE)” AND “SCHOOL & INSTITUTIONAL USE (SI)”**

(File Ref. No. 12-8060-20-009135, RZ 12-610011) (REDMS No. 4204605)

CNCL-265

See Page CNCL-265 for full report

PLANNING COMMITTEE RECOMMENDATION

- (1) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9135, to amend the Richmond Zoning Bylaw 8500 to create "Residential/Limited Commercial and Artist Residential Tenancy Studio Units (ZMU25) – Capstan Village (City Centre)" and for the rezoning of 3200, 3220, 3240, 3300, and 3320 No. 3 Road and 3171, 3191, 3211, 3231, 3251, 3271, 3291, 3331, and 3371 Sexsmith Road from "Single Detached (RS1/F)" to "Residential/Limited Commercial and Artist Residential Tenancy Studio Units (ZMU25) – Capstan Village (City Centre)" and "School & Institutional Use (SI)", be introduced and given first reading; and*
- (2) *That the Conceptual Parks Plan for the Neighbourhood Park, as described in the staff report dated April 10, 2014, from the Director of Development, be approved.*



Consent  
Agenda  
Item

17. **SPECIAL RESOLUTION TO THE LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION REGARDING THE PROVINCIAL GOVERNMENT'S MARCH 27, 2014 DECISION TO PLACE SOME COMMUNITIES IN AN AGRICULTURAL LAND RESERVE ZONE 2**  
(File Ref. No.) (REDMS No.)

CNCL-51

See Page CNCL-51 for discussion on the matter

PLANNING COMMITTEE RECOMMENDATION

- (1) *Whereas the provincial government has, without consultation with the public or with local governments, created two zones for the Agricultural Land Reserve in the Province of BC, thereby discriminating between regions and potentially constraining their ability to achieve and sustain agricultural self-sufficiency and economic development;*
- (2) *Whereas not all affected regions wish to see the requirements of the Agricultural Land Reserve weakened in Zone 2;*
- (3) *Whereas substantial agricultural activity has historically taken place and is currently being practiced outside of Zone 1;*
- (4) *Whereas the local panel system may also be discriminatory between regions;*

- (5) *Therefore be it resolved that LMLGA send a letter to the Union of BC Municipalities, Minister of Agriculture Pat Pimm, Minister of Community, Sport and Cultural Development Coralee Oakes, and Premier Christy Clark, with copies to all BC local governments, requesting that the provincial government undertake consultation with the public, local governments, the Union of BC Municipalities, and affected parties, on the proposed two-zone approach and other changes to the ALR and that Bill 24 not be brought into force until such consultation is complete.*



Consent  
Agenda  
Item

18. **PROPOSED RAILWAY-ROADWAY GRADE CROSSINGS REGULATIONS AND STANDARDS**

(File Ref. No. 01-0140-20-TCAN1-01) (REDMS No. 4165866 v.3)

CNCL-375

See Page CNCL-375 for full report

**PUBLIC WORKS AND TRANSPORTATION COMMITTEE RECOMMENDATION**

- (1) *That a letter be sent to the federal Minister of Transport and to Transport Canada as formal comment in response to the pre-publication of the proposed Grade Crossings Regulations in the Canada Gazette, Part I, on February 8, 2014:*
- (a) *requesting that the specification of a maximum time limit of five minutes that a moving train may block any at-grade roadway crossing be included in the proposed Grade Crossings Regulations;*
  - (b) *reiterating the previous Council resolution of July 23, 2012 that the proposed Grade Crossings Standards be revised to be engineering guidelines to allow for a risk-based approach that provides flexibility to address any identified safety concerns and, if the proposed Standards are implemented, a dedicated program be established by Transport Canada to provide adequate funding support to municipalities for any upgrades required from the new Standards; and*
- (2) *That a copy of the above letter be sent to all Richmond Members of Parliament, the Federation of Canadian Municipalities, TransLink, and Lower Mainland municipalities affected by the proposed Regulations and Standards for support of the above request.*





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Consent  
Agenda  
Item

19. **BATH SLOUGH REVITALIZATION INITIATIVE**

(File Ref. No. 10-6125-25-017) (REDMS No. 4149768 v.9)

CNCL-387

See Page CNCL-387 for full report

PUBLIC WORKS AND TRANSPORTATION COMMITTEE  
RECOMMENDATION

- (1) *That Option 1 – Proceed with the Bath Slough Revitalization Initiative on a Pilot Basis, as presented in the staff report titled Bath Slough Revitalization Initiative dated February 6, 2014, from the Director, Engineering, be endorsed; and*
- (2) *That the staff report titled Bath Slough Revitalization Initiative dated February 6, 2014, from the Director, Engineering be forwarded to the Council / School Board Liaison Committee for information.*



Consent  
Agenda  
Item

20. **RICHMOND ENERGY CHALLENGE AND THE CLIMATE SMART PROGRAM**

(File Ref. No.) (REDMS No. 4196803)

CNCL-405

See Page CNCL-405 for full report

PUBLIC WORKS AND TRANSPORTATION COMMITTEE  
RECOMMENDATION

*That, as presented in the staff report titled Richmond Energy Challenge and the Climate Smart Program dated March 28, 2014, from the Director, Engineering:*

- (1) *staff's development and implementation of a "Richmond Energy Challenge" for larger private buildings be endorsed; and*
- (2) *the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to execute a funding agreement with BC Hydro, and other potential funders, to implement this Challenge.*





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Consent  
Agenda  
Item

21. **RICHMOND'S ECOLOGICAL NETWORK MANAGEMENT STRATEGY**

(File Ref. No. 10-6000-01/2014) (REDMS No. 4143643 v.3)

CNCL-422

See Page CNCL-422 for full report

**PUBLIC WORKS AND TRANSPORTATION COMMITTEE RECOMMENDATION**

*That the Ecological Network Management Strategy, as described in the staff report titled Ecological Network Management Strategy – Phase 1 dated April 3, 2014, from the Director, Engineering, be endorsed for the purposes of public consultation.*



Consent  
Agenda  
Item

22. **MANHOLE COVER ART CONTEST AND PROGRAM**

(File Ref. No. 11-7000-09-20-100) (REDMS No. 4184720)

CNCL-517

See Page CNCL-517 for full report

**PUBLIC WORKS AND TRANSPORTATION COMMITTEE RECOMMENDATION**

*That the implementation of the public art contest and program for integrating artwork on sanitary sewer and storm drainage manhole covers, as outlined in the staff report from the Director, Engineering, and Director, Arts, Culture and Heritage Services dated April 8, 2014, be endorsed.*



Consent  
Agenda  
Item

23. **MULTI-MATERIAL BC PROGRAM IMPLEMENTATION**

(File Ref. No. 10-6370-03-01) (REDMS No. 4196769 v.2)

CNCL-526

See Page CNCL-526 for full report

**PUBLIC WORKS AND TRANSPORTATION COMMITTEE RECOMMENDATION**

(1) *That the Chief Administrative Officer and General Manager, Engineering & Public Works be authorized to negotiate and execute an amendment to or replacement of Contract T.2988, Residential Solid Waste & Recycling Collection Services with Sierra Waste Services Ltd. (in accordance with the April 7, 2014 staff report titled “Multi-Material BC Program Implementation” from the Director, Public Works (the “Staff Report”)), to:*

- (a) *include acquisition, storage, assembly, labelling, delivery, and related tasks for the bags, containers and carts associated with implementation of the program changes and added recycling materials to be collected under the terms of the City's agreement with Multi-Material BC per Section 1, Item a) of the Staff Report;*
- (b) *remove the processing and marketing components from the scope of work and incorporate other changes described in Section 1, Item b) of the Staff Report, effective May 19, 2014;*
- (c) *modify the scope of work as described in Section 1, Item c) of the Staff Report to collect glass as a separate recycling stream, newsprint and mixed paper products as one combined stream, and collect an expanded scope of recycling materials as defined by Multi-Material BC as Packaging and Printed Paper for all residents serviced by the City for recycling services under Contract T.2988, effective May 19, 2014;*
- (d) *add administrative provisions to address the requirements of the contract with MMBC, as described in Section 1, Item d) of the Staff Report;*
- (e) *revise the annual contract amount to approximately \$6,391,841.26 (depending on contract variables such as required added equipment, inflationary and unit count increases), effective May 19, 2014;*
- (2) *That additional funding for the remaining portion of the 2014 Sanitation and Recycling budget be approved at the estimated amount of \$650,000 and that full program funding in the estimated amount of \$1,040,000 be included in the 2015 utility budget process for Council's consideration;*
- (3) *That a letter be sent to Allan Langdon, Managing Director of Multi-Material BC (MMBC), copied to Tamara Burns, Vice-President Supply, Canadian Stewardship Services Alliances, expressing concern regarding the negative operational and financial impacts associated with the current designated post-collection site (located in Surrey) for Richmond's recycling materials, and that MMBC be urged to establish a site within closer proximity to Richmond; and*
- (4) *That staff evaluate options, alternatives and costs associated with addressing the operational and logistical challenges associated with the current designated post-collection site for Richmond, and report back to Council.*



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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

24. **OPTIONS FOR THE 2014 GENERAL LOCAL ELECTION**  
(File Ref. No. 12-8125-70-01) (REDMS No. 4167537 v.3)

**CNCL-541**

See Page **CNCL-541** for full report

**GENERAL PURPOSES COMMITTEE RECOMMENDATION**

Opposed: Mayor Brodie and Cllr. Au

***That:***

- (1) *based on Option 1, including all additional program components, as set out in the staff report dated March 3, 2014 from the Director, City Clerk's Office, staff be authorized to take all necessary steps to conduct and make arrangements for the 2014 General Local Election;*
- (2) *staff bring forward any appropriate bylaw amendments, as required, pertaining to the 2014 General Local Election; and*
- (3) *one-time additional funding be approved in the amount of \$182,500 from the General Contingency Account, in accordance with the option selected.*



**ADDITIONAL STAFF RECOMMENDATIONS**  
(File Ref. No. 12-8125-70-01)

**CNCL-559**

See Page **CNCL-559** for memorandum and bylaw

STAFF RECOMMENDATION

- (1) *That Civic Election Administration and Procedure Bylaw No. 7244, Amendment Bylaw No. 9141, which re-establishes voting divisions in accordance with Option 1 in the staff report dated March 3, 2014 from the Director, City Clerk's Office, be introduced and given first, second and third readings; and*
- (2) *That David Weber be appointed as Chief Election Officer, and that Michelle Jansson be appointed as Deputy Chief Election Officer for the 2014 General Local and School Election.*

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PUBLIC DELEGATIONS ON NON-AGENDA ITEMS

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

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**CNCL-564**      Felicity Lawong, Project Coordinator, Conversations for Responsible Economic Development (**CRED**) to speak on the benefits and risks of new oil pipelines to BC businesses.

- 26. *Motion to rise and report.*

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RATIFICATION OF COMMITTEE ACTION

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PUBLIC ANNOUNCEMENTS AND EVENTS

## NEW BUSINESS

### BYLAWS FOR ADOPTION

- CNCL-590**      Termination of Housing Agreement (9340 – 9400 Cambie Road) **Bylaw No. 9059**  
Opposed at 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> Readings – None.

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- CNCL-591**      Excess or Extended Services and Latecomer Payment Interest Rate  
Establishment Bylaw No. 6936, Amendment **Bylaw No. 9084**  
Opposed at 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> Readings – None.

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- CNCL-593**      Richmond Zoning Bylaw No. 8500, Amendment **Bylaw No. 9113**  
(7117 Elmbridge Way, ZT 13-650975)  
Opposed at 1<sup>st</sup> Reading – None.  
Opposed at 2<sup>nd</sup>/3<sup>rd</sup> Readings – None.

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- CNCL-595**      Revenue Anticipation Borrowing (2014) **Bylaw No. 9116**  
Opposed at 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> Readings – None.

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- CNCL-596**      Richmond Athletic Commission Repeal **Bylaw No. 9130**  
Opposed at 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> Readings – None.

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### DEVELOPMENT PERMIT PANEL

#### 27. RECOMMENDATION

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

Council Agenda – Monday, April 28, 2014

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- | Pg. #    | ITEM  |
|----------|---|
| CNCL-597 | (1) <i>That the <b>minutes</b> of the Development Permit Panel meeting held on Wednesday, April 16, 2014, and the <b>Chair's report</b> for the Development Permit Panel meeting held on Wednesday, April 16, 2014, be received for information;</i>  |
| CNCL-603 | (2) <i>That the recommendation of the Panel to authorize the issuance of a Development Variance Permit (DV 13-627930) for the property at Highway 99 – Westminster Highway off-ramp be endorsed, and the Permit so issued; and</i><br><br>(3) <i>That Richmond City Council grant concurrence to the proposed telecommunication antenna monopole installation for the site located on a provincially owned highway road right-of-way (Highway 99 – Westminster Highway off-ramp).</i> |

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ADJOURNMENT

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**Regular Council Meeting for Public Hearings  
Tuesday, April 22, 2014**

Place: Council Chambers  
Richmond City Hall

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

Michelle Jansson, Acting Corporate Officer

Absent: Councillor Linda Barnes

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

**1. RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 8932**  
(Location: 11111 Williams Road; Applicant: Kulwinder Sanghera)

*Applicant's Comments:*

The applicant was not available to answer questions.

*Written Submissions:*

None.

*Submissions from the floor:*

None.

PH14/4-1

It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 8932 be given  
second and third readings.*

**CARRIED**



**Regular Council meeting for Public Hearings  
Tuesday, April 22, 2014**

2. **RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9015**  
(Location: 7400, 7420 and 7440 Railway Avenue; Applicant: 664525 B.C. Ltd.)

*Applicant's Comments:*

Taizo Yamamoto, Yamamoto Architecture, provided a brief overview of the changes to the proposed development. After the first Public Hearing on May 21, 2013, there was an Open House held at Thompson Community Centre to present two different options to residents. Option one was a 14 unit townhouse development, and option two was a 10 unit fee-simple rowhouse development. There was strong support for option one, the 14 unit townhouse development.

At the Open House, residents also indicated that traffic and parking are major issues in this area, and this development would only add to the problem. The Applicant, 664525 B.C. Ltd., responded to these concerns by adding an additional visitor's parking spot to create a total of four spots. Transportation staff reviewed the potential impact of this proposed development to the area. Staff concluded that the area would see a manageable increase.

Mr. Yamamoto discussed how this development meets the 2041 Official Community Plan (OCP) and the Arterial Road Redevelopment Policy. The development is in close proximity to a City community centre, commercial service uses and park/city lands.

Mr. Yamamoto stated how the proposed two-storey townhouse development is similar to many other townhouse complexes in the area, and this townhouse development will be more affordable than the single family homes in the area.

*Written Submissions:*

- (a) Shui Dai Qui, 7788 Railway Avenue (Schedule 1)
- (b) Eleen Chiu, 7473 Lindsay Road (Schedule 2)
- (c) Major Grewal, 7521 McCallan Road (Schedule 3)
- (d) R.C. Kobus, 7691 Lindsay Court (Schedule 4)
- (e) Mable Yu, 7231 Lindsay Road (Schedule 5)





**Regular Council meeting for Public Hearings  
Tuesday, April 22, 2014**

- (f) Elsa Wong, 7711 Lindsay Court (Schedule 6)
- (g) Laurie-Ann Stewart, 7440 Lindsay Road (Schedule 7)
- (h) Eric Hendrojuwond, 7551 Lindsay Road (Schedule 8)
- (i) David Yuen, 7491 McCallan Road (Schedule 9)
- (j) Dai Deng c/o Lan Nguyen, 5028 Linfield Gate (Schedule 10)
- (k) Steve Latham, Remax Realty, 110-6086 Russ Baker Way (Schedule 11)
- (l) S.H. Lawrence, 7631 McCallan Road (Schedule 12)
- (m) Gerhuol Beichel, 5040 Lancing Road (Schedule 13)
- (n) R. and Eileen Tate, 7520 Railway Avenue (Schedule 14)
- (o) Connie Lam, 7011 McCallan Road (Schedule 15)
- (p) Xiao Min Mai, 7391 Lindsay Road (Schedule 16)
- (q) Memorandum from the Director of Development dated April 17, 2014 (Schedule 17)
- (r) Eileen and Reginald Tate, 7520 Railway Avenue (dated April 17, 2014) (Schedule 18)
- (s) Fei Kung, 7300 Lindsay Road (Schedule 19)
- (t) Sun Tao and Yang Jin Huan, 7371 Lindsay Road (Schedule 20)
- (u) Sharon Krowchuk, 7171 Lindsay Road (Schedule 21)
- (v) Liao Wei He, 5100 Lancing Road (Schedule 22)
- (w) Helena Charvat, 7155 Lindsay Road (Schedule 23)
- (x) Graig Smith, 7151 McCallan Road (Schedule 24)
- (y) Angelina Prijatelj, 7175 McCallan Road (Schedule 25)
- (z) Chris Chen, 7199 Lindsay Road (Schedule 26)
- (aa) Jaswant and Pam Sandhu (Schedule 27)
- (bb) Wei You and Dehe Li, 7508 Railway Avenue (Schedule 28)
- (cc) Tejinder Kaur, 7479 McCallan Road (Schedule 29)
- (dd) Judy Cheung, 7411 McCallan Road (Schedule 30)
- (ee) Qiong Q. Chen, 7591 McCallan Road (Schedule 31)



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- (ff) Tina Zhou, 7751 McCallan Road (Schedule 32)
- (gg) Peter Chan, 7311 McCallan Road (Schedule 33)
- (hh) Beatrice Cheung, 7651 McCallan Road (Schedule 34)
- (ii) Melissa Y. Zhang, 7031 McCallan Road (Schedule 35)
- (jj) Sheng Yen Pan, 7211 Lindsay Road (Schedule 36)
- (kk) Petition in Favor, received on April 22, 2014 (Schedule 37)
- (ll) Petition Signature Conflict, received on April 22, 2014 (Schedule 38)

*Submissions from the floor:*

Bruce Righton, 5020 Linfield Gate, expressed his concern about the current parking conditions. Mr. Righton provided pictures (attached to and forming part of the Minutes as Schedule 39) taken on Tuesday, April 15, 2014 at 7:00 am, showing how inadequate the current parking availability is on Linfield Gate. He was in the opinion that this townhouse development would only worsen the existing parking problems.

Jaswant Mann, 7580 Railway Avenue, stated how he believes nothing has changed since the last Public Hearing on May 21, 2013. Mr. Mann is concerned that if this townhouse complex is approved, the single family homes that are currently being built in the area will decrease in value. Mr. Mann stated how he believes that in order to consider signatures legitimate, they should come from people who reside directly in the affected area.

Tom Knowles, 7320 Railway Avenue, stated that he is against this townhouse development as he believes the zoning for this area should not be changed. Currently, there is an internal road, a private entrance as well as the start of a laneway, if the proposal does go through, the laneway would be compromised. Mr. Knowles is concerned that there will not be enough parking for all the townhouse residents, especially as the developer included only 4 visitor's parking spots.

Harjeet Sandhu, 4511 Granville Avenue, is in favour of this proposal as he believes that the area needs more affordable housing.



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Ms. Tamana, 7340 Railway Avenue, believes that the proposed townhouses will negatively impact the character of the existing neighbourhood. Ms. Tamana stated how there are many problems with Railway Avenue being a single lane road, and approving this development would only worsen the problem. When Ms. Tamana moved into the neighbourhood many years ago, she was under the impression that this particular area would only be for single family dwellings, and not for townhouses.

Reginald Tate, 7520 Railway Avenue, stated how many signatures from the area were collected in opposition of this development. Mr. Tate is of the belief that if these townhouses were built, the existing homes in the area would see reduced property values. Mr. Tate believes that the proposed lane in the new development would lead to problems, including emergency vehicles accessing the surrounding properties. He believes that a suitable option would be to create four single family homes on the lot.

Azim Bhimani, 5700 Vermilyea Court, is in favour of this proposal. Mr. Bhimani also owns an investment property at 7491 Lindsay Road. He believes that these affordable townhouses would be beneficial to first time home owners in Richmond.

Glen Sheardown, 7360 Railway Avenue, is located immediately north of this proposal. He is against this proposal as he believes these townhouses do not fit in with the character of the neighbourhood, and that these townhouses will ruin his privacy. Mr. Sheardown noted that his wife informed their neighbours of this proposal, and in doing so, collected signatures for a petition against the development.

Steve Dhanda, 7631 Lindsay Road, is in favour of this proposal as these townhouses will be affordable to newcomers.

Mr. Khangura, 7660 Railway Avenue, is in favour of this development as he believes we need more affordable homes in the area.

Ms. Zhou, 7431 Lindsay Road, spoke on behalf of 7351, 7371, 7373, 7391, 7431 and 7451 Lindsay Road. Ms. Zhou provided a signed petition in opposition of this development, from the above noted addresses (attached to and forming part of the Minutes as Schedule 40).

Ms. Gill, 7240 Railway Avenue, believes there are problems with parking on Railway; however, her family is in favour of this development.



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Steven Yang, 5686 Cornwall Place, is in the belief that this proposal would bring more affordable housing to Richmond. He believes there are problems with parking but in the long term, this townhouse complex will benefit many people.

Steve Latham, 4731 Foxglove Crescent, is involved with the development of the townhouses, along with Amar Sandhu, Sandhill Homes. In terms of the parking issues raised, Mr. Latham stated that these townhouses would have side-by-side two door garages as well as 4 additional visitor's parking spots. Mr. Latham noted that Sunnymede Crescent and Terra Nova both have townhouse complexes that have benefited the neighbourhood. Mr. Latham believes that this complex would do the same for Railway Avenue.

Helen Sheardown, 7360 Railway Avenue, believes that this development is not in line with the character of Railway Avenue. Ms. Sheardown is in the belief that the north end of Lindsay Road is going to be heavily affected by this development.

Amar Sandhu, Sandhill Homes, answered questions on behalf of the Applicant. Mr. Sandhu noted that since the original development plan, there are now 14 townhouse units, instead of 15, and instead of 3 visitor parking spots, there are now 4. The proposed driveways have also been moved to accommodate local residents' feedback. In terms of the parking issues, Mr. Sandhu noted that other complexes in the area were causing there to be limited parking.

Discussion ensued regarding how affordable these townhouses would be for residents. In response, Mr. Sandhu stated that due to the one year hold on this project as well as tax, he is unsure of the estimated sale price for the townhouses, but he does believe it will be significantly more affordable than most single family houses in the area.

Mr. Righton remarked that the 410 bus stop was moved from the Linfield Gate and Railway Avenue intersection as he believes it was causing too many car accidents. Therefore, Mr. Righton believes that the area is already too congested, and this development would only make the problem worse.

Discussion ensued regarding if the proposed townhouse complex was rezoned to single family housing instead of townhouses. Wayne Craig, Director of Development, noted that if the rezoning changed, the Single Family Lot Size Policy would require a rear lane to be installed.



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Mr. Tate reiterated the fact that he believes that most of the people in the Railway Avenue area are against the townhouse development.

Mr. Craig advised that a "Mapping of Correspondences received in 2014" (attached to and forming part of the Minutes as Schedule 41) has provided the most up to date information regarding the support and opposition for this development. Discussion ensued regarding how this proposed townhouse complex meets the requirements of Arterial Road Policy.

PH14/4-2

It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9015 be given second and third readings.*

**CARRIED**

Opposed: Cllrs. Au  
Halsey-Brandt

**3. OFFICIAL COMMUNITY PLAN BYLAW 7100, AMENDMENT BYLAW 9106 AND RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9107**

(Location: 7120, 7140, 7160, 7180, 7200, 7220, 7240 and 7260 Bridge Street and 7211, 7231 and 7271 No. 4 Road; Applicant: Yamamoto Architecture Inc.)

*Applicant's Comments:*

Taizo Yamamoto, Yamamoto Architecture and Aydin Killic, Unimage Enterprises Ltd., spoke on behalf of the Applicant. Mr. Yamamoto discussed how the design of the development is consistent with the 2041 Official Community Plan. The townhouses in the middle of the complex are all three-storeys and the townhouses near the perimeter are two-storeys.

Mr. Killic addressed the referral made by the Planning Committee, held on March 4, 2014, to incorporate energy efficiency into the development. Yamamoto Architecture Inc. contracted E3 Eco Group to assist in making this development more energy efficient. The development will now include high efficiency boilers as well as side-by-side parking. Due to the proposed changes, each townhouse unit will use at least 15% less greenhouse gases than originally predicted.



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*Written Submissions:*

- (a) Memorandum from the Director of Development dated April 17, 2014 (Schedule 42)
- (b) David Chu, 9682 Shields Avenue (Schedule 43)

*Submissions from the floor:*

Shawn Sandhu, 7280 Bridge Street, voiced his opposition as he believes that the developer did not change the arterial road on LeChow Street. Mr. Sandhu also believes that Shields Avenue will be affected by this development as he believes it does not leave room for future development in the area. Mr. Sandhu believes that the developer should extend the parkland area behind Shields Avenue and LeChow Street, instead of building townhouses in that area. Mr. Sandhu submitted a letter with his concerns (attached to and forming part of the Minutes as Schedule 44).

Garry Honigman, 7191 No. 4 Road, spoke on behalf of his Mother, who is a current owner in the area. Mr. Honigman re-submitted a letter that was previously distributed to the Planning and Development Department (attached to and forming part of the Minutes as Schedule 45). Mr. Honigman is of the opinion that the single family lots surrounding the proposed development will suffer due to being isolated. He expressed his concern that the construction on Shields Avenue has caused the road to be dangerously narrow. Mr. Honigman attended the information meeting held at General Currie School on December 18, 2013, in which he was informed by the developer that the property owners surrounding the proposed townhouse development did not want to sell. Mr. Honigman noted that neither he nor his Mother had been approached by anyone from the development inquiring whether they wanted to sell their property.

Audrey Fitzmark, 7191 No. 4 Road, commented that she had sent in a letter to the Planning and Development Department regarding this application last year. She is concerned about the limited access to roads in the area surrounding the proposed townhouse complex.



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In response to homeowners near the proposed development being approached to sell, Mr. Killic remarked how there were three different sections that were targeted to consider buying and that the owners were approached, however, no one was interested in selling.

Mr. Sandhu stated that he was not approached by anyone from the development regarding his property.

Mr. Honigman reiterated the fact that he was displeased with this development proposal, and that the ring road had been moved from its original location.

Discussion ensued regarding the energy efficiency of the proposed development, and whether elements such as solar panels could be installed in the townhouse complex. It was concluded that solar panels would not be installed but noted that the developer is making a considerable effort to make the townhouses more energy efficient.

PH14/4-3

It was moved and seconded

***That Official Community Plan Bylaw 7100, Amendment Bylaw 9106 and Richmond Zoning Bylaw 8500, Amendment Bylaw 9107 be given second and third readings.***

**CARRIED**

4. **RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9111**  
(Location: 8400 General Currie Road and 7411/7431 St. Albans Road;  
Applicant: Zhao XD Architect Ltd.)

*Applicant's Comments:*

The applicant was available to respond to queries.

*Written Submissions:*

- (a) Memorandum from the Director of Development dated April 17, 2014 (Schedule 46)



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*Submissions from the floor:*

None.

PH14/4-4

It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9111 be given second and third readings.*

**CARRIED**

- 5. RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9112**  
(Location: 10820 No. 5 Road; Applicant: Townline Gardens Inc.)

*Applicant's Comments:*

The applicant was available to respond to queries.

*Written Submissions:*

- (a) Teresa Havill and Dan Cantelon, 201-14300 Riverport Way  
(Schedule 47)

*Submissions from the floor:*

None.

PH14/4-5

It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9112 be given second and third readings.*

**CARRIED**

- 6. RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9113**  
(Location: 7117 Elmbridge Way; Applicant: 0800705 B.C. Ltd.)

*Applicant's Comments:*

The applicant was available to respond to queries.





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*Written Submissions:*

None.

*Submissions from the floor:*

None.

PH14/4-6

It was moved and seconded

***That Richmond Zoning Bylaw 8500, Amendment Bylaw 9113 be given  
second and third readings.***

**CARRIED**

7. **RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9129**  
(Location: 9140 Dolphin Avenue; Applicant: Raman Kooner)

*Applicant's Comments:*

The applicant was available to respond to queries.

*Written Submissions:*

None.

*Submissions from the floor:*

None.

PH14/4-7

It was moved and seconded

***That Richmond Zoning Bylaw 8500, Amendment Bylaw 9129 be given  
second and third readings.***

**CARRIED**



**Regular Council meeting for Public Hearings  
Tuesday, April 22, 2014**

**ADJOURNMENT**

PH14/4-8

It was moved and seconded

*That the meeting adjourn (9:14 p.m.).*

**CARRIED**

Certified a true and correct copy of the  
Minutes of the Regular meeting for Public  
Hearings of the City of Richmond held on  
Tuesday, April 22, 2014.

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Mayor (Malcolm D. Brodie)

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Acting Corporate Officer  
(Michelle Jansson)



## Community Safety Committee

Date: Tuesday, April 15, 2014

Place: Anderson Room  
Richmond City Hall

Present: Councillor Derek Dang, Chair  
Councillor Linda McPhail  
Councillor Ken Johnston  
Councillor Evelina Halsey-Brandt  
Councillor Bill McNulty  
Mayor Malcolm Brodie (entered at 4:36 p.m.)

Also Present: Councillor Chak Au

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

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the Community Safety Committee held on Tuesday, March 11, 2014, be adopted as circulated.*

**CARRIED**

### NEXT COMMITTEE MEETING DATE

Tuesday, May 13, 2014, (tentative date) at 4:00 p.m. in the Anderson Room

### DELEGATION

1. Gary Cross, 8238 Saba Road, provided background information regarding rodents at Lang Park and the following information was noted:
  - concerns regarding rodents and pigeons at Lang Park was initially brought to staff's attention in April 2013;

## Community Safety Committee

### Tuesday, April 15, 2014

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- Lang Park is riddled with pigeon feces, and as such, this may pose a health risks for park users and children attending the adjacent daycare;
- bylaw enforcement officers do not enforce provisions related to rodents of the Public Health Protection Bylaw No. 6989 while attending Lang Park;
- there is one individual who attends Lang Park regularly and continually feeds the rodents and pigeons;
- basic rodent control measures include the elimination of reliable food sources; and
- in an effort to address concerns of rodents at Lang Park, the City removed hedges where the rodents were nesting and placed bait stations throughout the park; this is not an adequate measure to control the rodents as the rodents continue to have a reliable food source.

In reply to queries from Committee, Mr. G. Cross advised that the individual who regularly attends Lang Park to feed the rodents and pigeons typically arrives in the afternoon. Mr. Cross noted that he has requested that multi-lingual signs be placed at Lang Park; however this has not been done.

Committee queried whether food vendors at the Richmond Public Market are perpetuating the rodent issues, and it was noted that since the rodents are eating in the park and have burrows in the park, their food source is located in the park, not at the Richmond Public Market.

Dalton Cross, Environmental Health Officer, Richmond Health Services, Vancouver Coastal Health, spoke of the rodent concerns at Lang Park and advised the following:

- health officers have attended Lang Park on several occasions and witnessed food on the ground and people feeding the pigeons;
- an investigation concluded that the rodents do indeed live in the park;
- bait stations have been placed throughout the park; however as there continues to be a reliable food source, the rodents do not ingest the bait;
- the rodents' food source must be eliminated so that they are encouraged to ingest the bait;
- bait stations are not a long-term solution; and
- the location of bait stations must be carefully determined in compliance with provincial regulations.

## **Community Safety Committee**

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Mike Redpath, Senior Manager, Parks, stated that staff have removed open-basket garbage cans and increased litter patrol in an effort to address the rodent concerns. He advised that the City's signage practice is to provide pictogram signage as oppose to multi-lingual signage. Also, he noted that staff have been working with the City Centre Community Centre to advise patrons not to feed the rodents or pigeons at the park.

In reply to queries from the Chair, Edward Warzel, Manager, Community Bylaws, spoke of the individual who has been attending Lang Park regularly and continually feeds the rodents and pigeons, noting that a warning was issued to this individual.

Discussion ensued and Committee queried (i) the individual's state of mind, (ii) the Richmond Public Market's cleanliness, and (iii) the number of rodents at Lang Park.

In reply to concerns expressed by Committee, staff advised that (i) the open-basket garbage cans were not replaced as there are garbage cans along the area's sidewalks, and (ii) fines may not deter the individual from continuing to feed the rodents and pigeons. Also, Mr. D. Cross noted that, assuming that the rodents and pigeons' feces possess pathogens that make people sick, proper hand washing effectively addresses any health risks.

Mr. Warzel then commented on next steps and the Chair requested that Committee be updated on the matter in the near future.

## **PRESENTATION**

2. Lainie Goddard, Manager, RCMP Administration, acknowledged Greg Lindenbach, Manager, RCMP IT Support, and Elaine Pedersen, Records and Information Coordinator, Richmond RCMP, for their work on the development of Online Crime Reporting.

Ms. Goddard then provided background information and highlighted the following regarding Online Crime Reporting:

- currently, an individual wishing to report a crime that has occurred in Richmond can do so only by phone or in person at the Richmond detachment;
- the Online Crime Reporting initiative will facilitate a third manner in which an individual may report a crime that has occurred in Richmond – on the internet; and

## Community Safety Committee

### Tuesday, April 15, 2014

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- crimes reported online must meet the following criteria: (i) the value of a stolen item must be less than \$5,000; (ii) the value of a lost item must be less than \$5,000; (iii) an unknown person has vandalized one's property or one's vehicle; (iv) an unknown person has broken into one's vehicle; and (v) one's vehicle has been in a hit and run accident.

*Mayor Brodie entered the meeting (4:36 p.m.).*

With the aid of a PowerPoint presentation (copy on file, City Clerk's Office), Ms. Goddard reviewed the Online Crime Reporting submission process.

In reply to queries from Committee, Superintendent Renny Nessel, Officer in Charge, Richmond RCMP and Ms. Goddard advised that (i) the *Freedom of Information and Protection of Privacy Act* protects individual information submitted, while allowing the RCMP to utilize other information for statistical purposes, (ii) watch commanders and station constables have received training on this initiative, (iii) the types of crimes permitted to be filed online typically do not require the attendance of a police officer, (iv) a vetting process will ensure that files that do require the attendance of a police officer are forwarded accordingly, and (v) Surrey RCMP and Richmond RCMP are the only police agencies in the Lower Mainland that utilize Online Crime Reporting.

Supt. Nessel stated that the Richmond RCMP anticipates that Online Crime Reporting will simply crime reporting for lesser crimes, thus providing a more accurate level of crime occurring in Richmond.

## LAW AND COMMUNITY SAFETY DEPARTMENT

### 3. EMERGENCY INFORMATION PLAN

(File Ref. No.) (REDMS No. 4166524 v. 5)

Ted Townsend, Senior Manager, Corporate Communications, provided background information and commented on extensive changes in communication best practises for emergencies. He stated that the prevalence of the Internet, and the advent of social media and mobile devices have heightened the importance of information during an emergency, noting that information is instantaneous.

In reply to queries from Committee, Mr. Townsend commented on public outreach initiatives such as the Get REaDY Summit, and spoke of the City's social media accounts.

It was moved and seconded

*That the Emergency Information Plan, as required under the British Columbia Emergency Program Act, be approved.*

**CARRIED**

**Community Safety Committee**  
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4. **THE CITY'S EMERGENCY PROGRAMS AND THE AUDITOR GENERAL REPORT: CATASTROPHIC EARTHQUAKE PREPAREDNESS IN BC**

(File Ref. No. 09-5125-01/2014) (REDMS No. 4194974 v. 5)

It was moved and seconded

*That the staff report titled The Auditor General Report: Catastrophic Earthquake Preparedness in BC and the City's Emergency Programs dated March 28, 2014 from the General Manager, Law and Community Safety be received for information.*

**CARRIED**

5. **BC AMBULANCE SERVICE – DISPATCH PROTOCOL CHANGES**

(File Ref. No.) (REDMS No. 4189980 v. 5)

Tim Wilkinson, Deputy Fire Chief, Richmond Fire-Rescue (RFR), provided background information and commented on the effects of changes to the BC Ambulance Service (BCAS) Medical Dispatch System.

In reply to queries from Committee, Deputy Fire Chief Wilkinson stated that, thus far, RFR has not experienced any improvements as a result of the protocol changes; however he noted that RFR has excellent response times and therefore does not anticipate significant improvements. Also, Deputy Fire Chief Wilkinson commented on advocacy from the Fire Chiefs Association of BC, noting that currently data is being studied to determine the true impact of BCAS's protocol changes. Also, Deputy Fire Chief Wilkinson stated that BCAS evaluates patients' outcomes, and therefore, RFR does not have access to such information; however, the Fire Chiefs Association of BC is trying to gain access to said information.

It was moved and seconded

- (1) *That the Fire Chief continue to update Council on the impacts of the BC Ambulance Service dispatch protocol changes; and*
- (2) *That staff continue to work collaboratively with BC Emergency Health Services, to further develop the emergency medical care system for the citizens of Richmond.*

**CARRIED**

6. **COMMUNITY IMPACTS OF THE PROPOSAL TO ELIMINATE HOME DELIVERY SERVICE BY THE CANADA POST CORPORATION**

(File Ref. No. 01-0140-20-CPOS1/2014) (REDMS No. 4206383)

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Amarjeet Rattan, Director, Intergovernmental Relations and Protocol Unit, provided background information and noted that staff are in discussions with Canada Post's Vice-President of Government Relations and Policy regarding impacts to the City.

Mr. Rattan reviewed Richmond's mail delivery service, noting that currently 41,000 addresses receive home mail delivery (representing 54% of mail throughout the city), 4,600 addresses are served by community mailboxes (representing six per cent of mail throughout the city), and the remaining 40% receive home mail delivery through other methods such as lobby mailboxes. Also, Mr. Rattan advised that business will not be impacted by the proposed changes.

In reply to queries from Committee regarding mail security impacts associated with community mailboxes, Mr. Rattan advised that staff have no new information regarding this matter; however, he stated that staff anticipate discussing this matter with Canada Post's Vice-President of Government Relations and Policy.

Discussion ensued and Committee expressed concern with regard to (i) the location of community mailboxes, particularly in established neighbourhoods, and (ii) lack of information regarding Canada Post's proposal to eliminate home delivery service.

Discussion further ensued and Committee commented on strengthening staff's recommendation. As a result of the discussion, the following **motion** was introduced:

It was moved and seconded

- (1) *That a letter be written to the Federal Government and the Canada Post Corporation, through the federal Minister of Transportation, to express City opposition with the current proposal to replace home mail delivery service with community mailboxes and request that Canada Post consult with the City to:*
  - (a) *ensure that any new mail delivery service proposal provides for the continued security of citizens' private information and property;*
  - (b) *ensure that all proposals related to home mail delivery provide for the necessary safety and protection of seniors and persons with mobility restrictions;*
  - (c) *address specific issues related to the impact of any proposed home mail delivery changes to existing federal, provincial and local government obligations related to the statutory notification of property owners and citizens;*



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- (d) *remove the discretion of the Federal Government under the Canada Post Corporation Act to utilize City-owned property for any community mailbox program in urban centres, without the direct consultation and approval of local governments;*
- (2) *That a copy of the letter to the federal Minister of Transportation be sent to:*
  - (a) *Richmond MPs and MLAs;*
  - (b) *the Honourable Coralee Oakes, Minister of Community, Sport and Cultural Development;*
  - (c) *the BC Chief Electoral Officer – Mr. Keith Archer, Elections BC;*
  - (d) *the Federation of Canadian Municipalities;*
  - (e) *the Union of BC Municipalities; and*
  - (f) *Metro Vancouver.*

**CARRIED**

**7. HAZARDOUS MATERIALS EQUIPMENT LOAN AGREEMENT – HER MAJESTY THE QUEEN**

(File Ref. No.) (REDMS No. 4167453 v. 5)

In reply to queries from Committee regarding the hazardous materials equipment, Deputy Fire Chief Wilkinson provided the following information:

- the hazardous materials equipment is sophisticated and can identify explosives, weapons, chemical agents, biohazards, nuclear and radioactive materials, and narcotics;
- the equipment is being offered to RFR as it is no longer useful to the federal government agency; and
- the equipment's lifecycle indicates that it will be of use for approximately ten years.

It was moved and seconded

*That the Chief Administrative Officer and General Manager of Law and Community Safety be authorized to execute a loan agreement on behalf of the City of Richmond and Her Majesty The Queen In Right of Canada for hazardous materials identification equipment to be used by Richmond Fire-Rescue, as outlined in the staff report dated March 28, 2014 from the Deputy Fire Chief.*

**CARRIED**

**Community Safety Committee**  
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8. **RICHMOND FIRE-RESCUE – FEBRUARY 2014 ACTIVITY REPORT**  
(File Ref. No. 09-5000-01/2014) (REDMS No. 4179697 v. 4)

Deputy Fire Chief Wilkinson commented on fires in February 2014, noting that the increase in total content loss is attributed to one incident; he advised that an estimated \$750,000 of damage was a result of water damage from the sprinkling system.

Committee thanked RFR for their community involvement, highlighting RFR's donations at the Night of Hope event.

It was moved and seconded

*That the staff report titled Richmond Fire-Rescue – February 2014 Activity Report dated March 28, 2014 from the Fire Chief, Richmond Fire-Rescue be received for information.*

**CARRIED**

9. **RCMP'S MONTHLY REPORT – FEBRUARY 2014 ACTIVITIES**  
(File Ref. No. 09-5000-01/2013) (REDMS No. 4172020 v. 2)

Inspector Sean Maloney, Richmond RCMP, reviewed RCMP activities for February 2014.

It was moved and seconded

*That the report titled RCMP's Monthly Report – February 2014 Activities (dated March 28, 2014, from the Officer in Charge, Richmond RCMP) be received for information.*

**CARRIED**

10. **COMMUNITY BYLAWS MONTHLY ACTIVITY REPORT – FEBRUARY 2014**  
(File Ref. No.) (REDMS No. 4171136 v. 7)

In reply to a query from Committee, Ed Warzel, Manager, Community Bylaws, commented on complaints regarding off-leash dogs, noting that staff are taking steps to address the matter.

It was moved and seconded

*That the staff report titled Community Bylaws Monthly Activity Report – February 2014, dated March 21, 2014, from the General Manager, Law & Community Safety, be received for information.*

**CARRIED**

**Community Safety Committee**  
**Tuesday, April 15, 2014**

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**11. FIRE CHIEF BRIEFING**

(Verbal Report)

**(i) 911 Awards Dinner**

Deputy Fire Chief Wilkinson noted that the 911 Awards honour all members of the emergency services in Richmond, and highlighted that 30 RFR members were nominated for an award.

**(ii) Bike to Work Month**

Deputy Fire Chief Wilkinson spoke of RFR initiatives related to Bike To Work month, such as the importance of wearing a helmet and being visible while cycling.

**(iii) McHappy Day**

Deputy Fire Chief Wilkinson advised that, in support of McHappy Day – May 7, 2014, RFR crews will be providing safety information regarding cooking at home.

**12. RCMP/OIC BRIEFING**

(Verbal Report)

In reply to a query from Committee regarding Chinese driver's licences, Supt. Nessel provided the following information:

- violations are not categorized by an individual's race;
- Richmond RCMP have encounter fraudulent driver's licences as a result of stopping a vehicle for a traffic violation;
- the Officer in Charge of traffic services for BC has requested that the Province review related legislation to clarify any areas that may be confusing;
- tourists and students from foreign countries may use a driver's licence issued from another country for up to six months; however, such individuals must be able demonstrate that they are indeed a tourist or a student; and
- if an individual has permanently moved to BC, the individual must obtain a BC driver's licence within 90 days of becoming a permanent resident.

Supt. Nessel then demonstrated examples of fraudulent driver's licences the Richmond RCMP has encountered.

**13. MANAGER'S REPORT**

None.

**Community Safety Committee**  
**Tuesday, April 15, 2014**

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**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (5:50 p.m.).*

**CARRIED**

Certified a true and correct copy of the  
Minutes of the meeting of the Community  
Safety Committee of the Council of the  
City of Richmond held on Tuesday, April  
15, 2014.

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Councillor Derek Dang  
Chair

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Hanieh Berg  
Committee Clerk



## General Purposes Committee

Date: Tuesday, April 22, 2014

Place: Anderson Room  
Richmond City Hall

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

Absent: Councillor Linda Barnes

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

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the General Purposes Committee held on Monday, April 7, 2014, be adopted as circulated.*

**CARRIED**

### DELEGATION

1. Carol Mason, Chief Administrative Officer, Metro Vancouver, to provide an update on Metro Vancouver operations and activities.  
Please see Page 4 for discussion on this matter.

**General Purposes Committee**  
**Tuesday, April 22, 2014**

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**LAW & COMMUNITY SAFETY DEPARTMENT**

2. **SISTER CITY ADVISORY COMMITTEE 2013 YEAR IN REVIEW**  
(File Ref. No. 01-0100-30-SCIT1-01) (REDMS No. 4195921, 4165841)

In reply to queries from Committee, Amarjeet Rattan, Director, Intergovernmental Relations and Protocol Unit, advised that (i) a memorandum dated March 25, 2014 was circulated to Council providing an update on the Wakayama student exchange visit, (ii) the Sister City Advisory Committee is currently working on 2014 initiatives, however 2015 initiatives will be planned in the near future, and (iii) the draft Wakayama 40<sup>th</sup> Anniversary book is anticipated to be available in approximately three months.

Mayor Brodie requested that the memorandum dated March 25, 2014 regarding the Wakayama student exchange visit be re-circulated to Council.

It was moved and seconded

*That the Sister City Advisory Committee 2013 Year in Review, attached to the staff report dated March 27, 2014, from the Director, Intergovernmental Relations and Protocol Unit, be received for information.*

**CARRIED**

**FINANCE AND CORPORATE SERVICES DEPARTMENT**

3. **2014 ANNUAL PROPERTY TAX RATES BYLAW**  
(File Ref. No. 03-0925-01; 12-8060-20-009131) (REDMS No. 4173487)

It was moved and seconded

*That the Annual Property Tax Rates (2014) Bylaw No. 9131 be introduced and given first, second and third reading.*

**CARRIED**

4. **OPTIONS FOR THE 2014 GENERAL LOCAL ELECTION**  
(File Ref. No. 12-8125-70-01) (REDMS No. 4167537 v.3)

In reply to queries from Committee, David Weber, Director, City Clerk's Office provided the following information:

- local governments that implemented the at-large voting initiative for the 2011 General Local Election had a positive experience with the technology;
- the at-large voting initiative did not result in a large increase in voter turnout for lower mainland local governments that implemented it for the 2011 General Local Election;

## General Purposes Committee

### Tuesday, April 22, 2014

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- after the 2008 General Local Election, staff were asked (i) to examine options to increase voter turnout, and (ii) to provide additional election information to the public; as a result, the at-large voting initiative was one of the initiatives that was implemented in Richmond as a pilot for the 2011 General Local Election;
- staff received positive feedback in relation to candidate profiles; the candidate profiles were included in the *Voters Guide*, which was mailed to every Richmond household;
- the at-large voting initiative did not appear to significantly affect overall voter turnout; however its benefit was seen in the convenience of being able to vote at any voting location; and
- based on data collected from the forthcoming 2014 General Local Election, staff will follow-up and review voting division boundaries to see whether some of the identified larger divisions should be adjusted in future to create additional smaller divisions; for the 2014 General Local Election, the higher volumes typically seen at these voting places will be managed by increasing staffing levels.

It was moved and seconded

***That:***

- (1) *based on Option 1, including all additional program components, as set out in the staff report dated March 3, 2014 from the Director, City Clerk's Office, staff be authorized to take all necessary steps to conduct and make arrangements for the 2014 General Local Election;*
- (2) *staff bring forward any appropriate bylaw amendments, as required, pertaining to the 2014 General Local Election; and*
- (3) *one-time additional funding be approved in the amount of \$182,500 from the General Contingency Account, in accordance with the option selected.*

The question on the motion was not called as discussion ensued and some Committee members commented that (i) the modest increase in voter turnout as a result of implementing the at-large voting initiative does not justify its costs, (ii) the additional program components are worthwhile as they provide supplementary election information to the public, and (iii) the divisional voting model facilitates community members connecting with one another.

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

**General Purposes Committee**  
**Tuesday, April 22, 2014**

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**DELEGATION**

1. Carol Mason, Chief Administrative Officer, Metro Vancouver, to provide an update on Metro Vancouver operations and activities.

With the aid of a PowerPoint presentation (copy on file, City Clerk's Office), Carol Mason, Chief Administrative Officer, Metro Vancouver, provided an overview of Metro Vancouver's operations and activities.

Ms. Mason then distributed copies of the Metro Vancouver Board Strategic Plan (copy on file, City Clerk's Office), and commented on the Board's strategic priorities: (i) maintaining the reputation that Metro Vancouver is a liveable region, (ii) contributing to regional prosperity, (iii) conserving resources, (iv) treating waste as a resource, (v) providing affordable services through sustainable and equitable financing, and (vi) collaborating regionally.

In reply to queries from Committee, Ms. Mason advised that a copy of her PowerPoint presentation will be forwarded to Council for information and that she would provide additional information regarding the Housing Corporation's vacancy rates and policies related to families requiring larger units.

**ENGINEERING AND PUBLIC WORKS DEPARTMENT**

5. **RIVER GREEN DISTRICT ENERGY UTILITY SERVICE AREA BYLAW NO. 9134**

(File Ref. No. 12-8060-20-009134) (REDMS No. 4197098 v.5)

John Irving, Director, Engineering, provided background information and in reply to queries from Committee advised that (i) the cost to the customer will be less than or equal to conventional system energy costs based on the same level of service, (ii) rates are established annually by Council and no subsidies are provided, (iii) at full build out, the Alexandra District Energy Utility will result in a reduction of approximately 6,000 tonnes of greenhouse gas emissions annually, (iv) the City's District Energy Utilities surpass other District Energy Utilities, and (v) staff have received no complaints from users of the City's District Energy Utilities.

It was moved and seconded

*That the River Green District Energy Utility Service Area Bylaw No. 9134, presented in the staff report titled River Green District Energy Utility Service Area Bylaw No. 9134 dated April 17, 2014, from the Director, Engineering be introduced and given first, second and third reading.*

**CARRIED**

4.



**General Purposes Committee**  
**Tuesday, April 22, 2014**

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**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (5:03 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 Tuesday, April  
22, 2014.

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Mayor Malcolm D. Brodie  
Chair

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Hanieh Berg  
Committee Clerk



## Planning Committee

Date: Wednesday, April 23, 2014

Place: Anderson Room  
Richmond City Hall

Present: Councillor Bill McNulty, Chair  
Councillor Evelina Halsey-Brandt  
Councillor Chak Au  
Councillor Linda Barnes  
Councillor Harold Steves  
Mayor Malcolm Brodie

Also Present: Councillor Derek Dang  
Councillor Ken Johnston  
Councillor Linda McPhail

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

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the Planning Committee held on Tuesday, April 8, 2014, be adopted as circulated.*

**CARRIED**

The Chair advised that the order of the agenda would be varied to consider Item No. 6 first.

### PLANNING & DEVELOPMENT DEPARTMENT

6. **APPLICATION BY JAMES K.M. CHENG ARCHITECTS FOR REZONING AT 10060 NO. 5 ROAD FROM ROADSIDE STAND (CR) AND ASSEMBLY (ASY) TO SITE-SPECIFIC ASSEMBLY (ZASY)**  
(File Ref. No. RZ 13-641554) (REDMS No. 4202675)

## Planning Committee

### Wednesday, April 23, 2014

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Joe Erceg, General Manager, Planning and Development, provided background information regarding the proposed application and noted that the applicant would require discussion with staff to make revisions to the proposed application.

In reply to queries from Committee, Mr. Erceg commented on procedures related to revisions to the proposed application.

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

It was moved and seconded

*That staff examine the options to revise the application for the rezoning of 10060 No. 5 Road from “Roadside Stand (CR)” Zone and Assembly (ASY)” to “Site-Specific Assembly (ZASY)” and report back.*

The question on the referral was not called as discussion ensued regarding the following:

- the proposed revisions and the preference that they should comply, relatively speaking with current City policies for the area and zoning guidelines;
- the proposed expansion in the number of permanent residents and the dormitory facilities;
- the timing of further revisions at this stage in the application process;
- concerns with potential negative effects of the development on the surrounding neighbourhood, in particular effects relating to building height, density and parking;
- the procedural approach followed and jurisdiction of the Agricultural Land Commission with regard to the use of the agriculture designated backlands, referred to in a zoning map (attached to and forming part of these minutes as **Schedule 1**)
- the potential effects of future projects such as the proposed expansion of Highway 99 on the proposed application;
- the concerns expressed by residents including, traffic generation, view impact, encroachment into the agriculture designated backlands, containment of the development to the westerly 110 metres of the site, and the building footprint and scale; and
- the decision-making process inclusive of all stakeholders that would put forward a development that would benefit the community as a whole.

**Planning Committee**  
**Wednesday, April 23, 2014**

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The Chair commented on the unconventional process to date and noted that more information about the proposed revisions is needed before the decision-making stage. He added that the revisions should address the concerns expressed by the community and that the project should benefit the community as a whole. Also, he remarked that the development application process should be equitable and fair to all groups.

The Chair raised concern regarding the applicant's direct application with the Agricultural Land Commission and was of the opinion that the applicant was circumventing the application process.

The Chair expressed his concern with regard to traffic congestion along the No. 5 Road corridor as a result of the proposed expansion of the site. Also, he expressed his concern with regard to the unknown effects of the anticipated Highway 99 expansion.

The question on the referral was then called and it was **CARRIED** with Cllr. Steves opposed.

The meeting was recessed at 4:20 p.m.

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The meeting reconvened at 4:25 p.m. with all members of Planning Committee present, including Cllrs. Dang, Johnston, and McPhail.

## **COMMUNITY SERVICES DEPARTMENT**

1. **UNESCO WORLD HERITAGE DESIGNATION FOR STEVESTON**  
(File Ref. No. 11-7000-01) (REDMS No. 4166319)

It was moved and seconded

*That \$20,000 be allocated from Council Contingency to prepare a submission for National Historic Site designation for Steveston Village as outlined in the staff report titled UNESCO World Heritage Designation for Steveston, dated April 3, 2014 from the Director, Arts, Culture and Heritage Services.*

**CARRIED**

3.

**Planning Committee**  
**Wednesday, April 23, 2014**

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**2. APPROVAL TO REPLACE HOUSING AGREEMENT (10820 NO. 5 ROAD) BYLAW NO. 8937 WITH TERMINATION OF HOUSING AGREEMENT (10820 NO. 5 ROAD) BYLAW NO. 9118, HOUSING AGREEMENT (10820 NO. 5 ROAD) BYLAW NO. 9119, AND MARKET RENTAL HOUSING AGREEMENT (10820 NO. 5 ROAD) BYLAW NO. 9123**

(File Ref. No. 12-8060-20-009123) (REDMS No. 4163018 v.5)

In reply to queries from Committee, Dena Kae Beno, Affordable Housing Coordinator advised that the City's Basic Universal Housing standards used previously will be applied to the affordable housing units.

It was moved and seconded

- (1) That Termination of Housing Agreement (10820 No. 5 Road) Bylaw No. 9118 be introduced and given first, second, and third readings to authorize the termination, release and discharge of the Housing Agreement entered into pursuant to Housing Agreement (10820 No. 5 Road) Bylaw No. 8937 and the repeal of Housing Agreement (10820 No. 5 Road) Bylaw No. 8937;*
- (2) That Housing Agreement (10820 No. 5 Road) Bylaw No. 9119 be introduced and given first, second, and third readings to permit the City to enter into a Housing Agreement substantially in the form attached thereto, in accordance with the requirements of s. 905 of the Local Government Act, to secure the affordable rental housing units required by Zoning Text Amendment No. 14-656053 and Development Application No. 13-641796; and*
- (3) That Market Rental Housing Agreement (10820 No. 5 Road) Bylaw No. 9123 be introduced and given first, second, and third readings to permit the City to enter into a Market Rental Housing Agreement substantially in the form attached thereto, in accordance with the requirements of s. 905 of the Local Government Act, to secure the market rental housing units required by Zoning Text Amendment No. 14-656053 and Development Application No. 13-641796.*

**CARRIED**

**PLANNING & DEVELOPMENT DEPARTMENT**

**3. APPLICATION BY KULWANT K. BHULLAR FOR REZONING AT 11440 AND 11460 SEABROOK CRESCENT FROM TWO-UNIT DWELLINGS (RD1) TO SINGLE DETACHED (RS2/C)**

(File Ref. No. 12-8060-20-009133; RZ 13-650094) (REDMS No. 4183896)

4.

**Planning Committee**  
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It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9133, for the rezoning of 11440 and 11460 Seabrook Crescent from "Two-Unit Dwellings (RD1)" to "Single Detached (RS2/C)", be introduced and given first reading.*

**CARRIED**

4. **APPLICATION BY PINNACLE INTERNATIONAL (RICHMOND) PLAZA INC. FOR REZONING AT 3200, 3220, 3240, 3300, AND 3320 NO. 3 ROAD AND 3171, 3191, 3211, 3231, 3251, 3271, 3291, 3331, AND 3371 SEXSMITH ROAD FROM "SINGLE DETACHED (RS1/F)" TO "RESIDENTIAL/LIMITED COMMERCIAL AND ARTIST RESIDENTIAL TENANCY STUDIO UNITS (ZMU25) - CAPSTAN VILLAGE (CITY CENTRE)" AND "SCHOOL & INSTITUTIONAL USE (SI)"**

(File Ref. No. 12-8060-20-009135, RZ 12-610011) (REDMS No. 4204605)

Wayne Craig, Director, Development briefed Committee on the proposed application and highlighted the following:

- the proposed application will include a mix of residential, commercial and public amenity uses spread over four phases of development;
- the proposed application will include 63 affordable housing units as well as 17 subsidized affordable housing units for professional artists;
- the second phase of development will include a City-owned Early Childhood Development Hub;
- the proposed development is anticipated to provide approximately \$8.8 million in funding towards the proposed Capstan Station on the Canada Line;
- the proposed application will include approximately two and a half acres of park and public open space;
- the proposed application will include provisions for public art;
- the proposed development will be for district energy ready and is anticipated to be rated LEED Silver; and
- the proposed application will include car share parking stalls as well as electric car charging stations.

In reply, to queries from Committee, Mr. Craig advised that the developer will contribute all the affordable housing units and noted that the completion of the amenities and the affordable housing units will be spread through the different phases of development. Also, he noted that all affordable housing units will have access to the different amenities on site.

5.

**Planning Committee**  
**Wednesday, April 23, 2014**

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Discussion ensued with regard to the development of residential and commercial space in relation to the different phases of development and the proposed Capstan Station on the Canada Line.

Discussion then ensued with regard to the zoning mix in the area and the anticipated population growth.

In reply to queries from Committee, Mr. Craig advised that the proposed zoning would limit residential development. Also, he noted that any proposed changes to zoning would have to be brought forward to Council for consideration.

In reply to queries from Committee, Mr. Craig noted that the orphaned sites adjacent to the proposed application have been provided and some of the development sites will have a restriction on development until development concepts for the adjacent lands are consolidated or the development parameters for the sites are known.

Discussion ensued with regard to the timeline of phases of development in relation to the completion of the proposed park.

In reply to queries from Committee, Mike De Cotiis, Pinnacle International and John Bingham, Bingham Hill Architects, advised that the market housing and the affordable housing units would the same standard of finishing.

It was moved and seconded

- (1) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9135, to amend the Richmond Zoning Bylaw 8500 to create "Residential/Limited Commercial and Artist Residential Tenancy Studio Units (ZMU25) – Capstan Village (City Centre)" and for the rezoning of 3200, 3220, 3240, 3300, and 3320 No. 3 Road and 3171, 3191, 3211, 3231, 3251, 3271, 3291, 3331, and 3371 Sexsmith Road from "Single Detached (RS1/F)" to "Residential/Limited Commercial and Artist Residential Tenancy Studio Units (ZMU25) – Capstan Village (City Centre)" and "School & Institutional Use (SI)", be introduced and given first reading; and*
- (2) *That the Conceptual Parks Plan for the Neighbourhood Park, as described in the staff report dated April 10, 2014, from the Director of Development, be approved.*

**CARRIED**

**Planning Committee**  
**Wednesday, April 23, 2014**

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**5. WEST CAMBIE: ALEXANDRA NEIGHBOURHOOD BUSINESS / OFFICE AREA REVIEW**

(File Ref. No. 12-8060-20-009121) (REDMS No. 4204568)

Terry Crowe, Manager, Policy Planning, briefed Committee on the West Cambie Area Review and summarized the land use implications for the different development scenarios including options to introduce residential use. He advised that residential use can be added but emphasis should be placed on attracting employment use as designated in the Official Community Plan (OCP) for the area.

Discussion ensued with regard to the vacancy rates for office space in the area. Mr. Erceg noted that vacancy rates can vary in relation to specific types of office spaces.

Discussion then ensued with regard to the types of employment and the level of wages that will be attracted to the area.

Concern was expressed that the areas designated for commercial use will not fully be utilized and in reply to queries from Committee, Mr. Crowe advised that commercial use could be phased in and complement the introduction of residential use.

The Chair expressed concern with regard to the economic data included in the report and the proposal to add more office space when there is a significant amount of vacant office space. He also was concerned that the area would only attract industries that offer lower wages.

Discussion ensued with regard to the area's accessibility to the Canada Line and how businesses favour locations close to rapid transit. In reply to queries from Committee, Mr. Crowe noted that not all commercial areas of the City can be concentrated on areas serviced by rapid transit.

Discussion then ensued with regard to the types of industries that could be suitable for the area.

Discussion ensued with regard to the consultation process for the proposed development. In reply to queries from Committee, Mr. Crowe noted that the City would consult with Vancouver Airport Authority with regard to the Aircraft Noise Policy if residential use is introduced in the area.

In reply to queries from Committee, Mr. Erceg clarified that the vacancy rate for office space is approximately five percent for buildings within 500 metres of a rapid transit line. He added that overall office space vacancy rates have decreased.



## Planning Committee

### Wednesday, April 23, 2014

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In reply to queries from Committee, Mr. Crowe noted that introducing residential use could set a precedent for changing the designated use in neighbouring areas. He added that introducing a mix use can create neighbourhoods where residents can live, work and play. These areas would be monitored and the City can examine other ways to generate employment.

Discussion ensued with regard to the mix of office space and retail space. Mr. Crowe noted that not all of the commercial space can be assigned for retail and that some office space would have to be retained.

Discussion ensued with regard to the economic consultation process. It was noted that consultant who authored the economic study included in the staff report was not present to provide additional information regarding the study.

Discussion then ensued regarding ownership of vacant property and how owners are able offset revenue losses from vacant sites with occupied sites in another location.

It was noted that the proximity to amenities can affect vacancy rates. In reply to queries from Committee, Mr. Crowe noted that in the long term there is opportunities to increase office space density around amenities by modifying office space size.

Discussion ensued with regard to the base and bonus density rates in relation to affordable housing contributions. In reply to queries from Committee, Patrick Burke, Senior Planning Coordinator noted that lands used for employment only yield a third of the value compared to land used for residential so efforts are needed to preserve lands used for employment. He added that affordable housing contributions would not apply to commercial uses.

Discussion ensued with regard to the accessibility of the subject area to public transit as well as the increases in land value when the subject area is rezoned for mix use.

In reply to queries from Committee, Mr. Erceg commented on the future population growth and noted that job growth can be attained by protecting employment areas. Also, he added that the addition of residential use in the subject area can jumpstart the employment growth.

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

**Planning Committee**  
**Wednesday, April 23, 2014**

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It was moved and seconded

*That the staff report titled, West Cambie: Alexandra Neighbourhood Business/Office Area Review, dated April 4, 2014 be referred back to staff so that it may be:*

- (1) deferred to a subsequent Planning Committee meeting to receive comment from the City's economic land consultant regarding the land use proposals; and*
- (2) referred to the Economic Advisory Committee for feedback.*

**CARRIED**

Referring to a recommendation endorsed by Nelson City Council (attached to and forming part of these minutes as **Schedule 2**) discussion ensued with regard to the provincial government's March 27, 2014 decision to place some communities in an Agricultural Land Reserve Zone 2.

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

It was moved and seconded

- (1) Whereas the provincial government has, without consultation with the public or with local governments, created two zones for the Agricultural Land Reserve in the Province of BC, thereby discriminating between regions and potentially constraining their ability to achieve and sustain agricultural self-sufficiency and economic development;*
- (2) Whereas not all affected regions wish to see the requirements of the Agricultural Land Reserve weakened in Zone 2;*
- (3) Whereas substantial agricultural activity has historically taken place and is currently being practiced outside of Zone 1;*
- (4) Whereas the local panel system may also be discriminatory between regions;*
- (5) Therefore be it resolved that LMLGA send a letter to the Union of BC Municipalities, Minister of Agriculture Pat Pimm, Minister of Community, Sport and Cultural Development Coralee Oakes, and Premier Christy Clark, with copies to all BC local governments, requesting that the provincial government undertake consultation with the public, local governments, the Union of BC Municipalities, and affected parties, on the proposed two-zone approach and other changes to the ALR and that Bill 24 not be brought into force until such consultation is complete.*

**Planning Committee**  
**Wednesday, April 23, 2014**

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The question on the motion was not called as discussion ensued regarding the submission process for late resolutions.

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

**ADJOURNMENT**

It was moved and seconded

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

**CARRIED**

Certified a true and correct copy of the  
Minutes of the meeting of the Planning  
Committee of the Council of the City of  
Richmond held on Wednesday, April 23,  
2014.

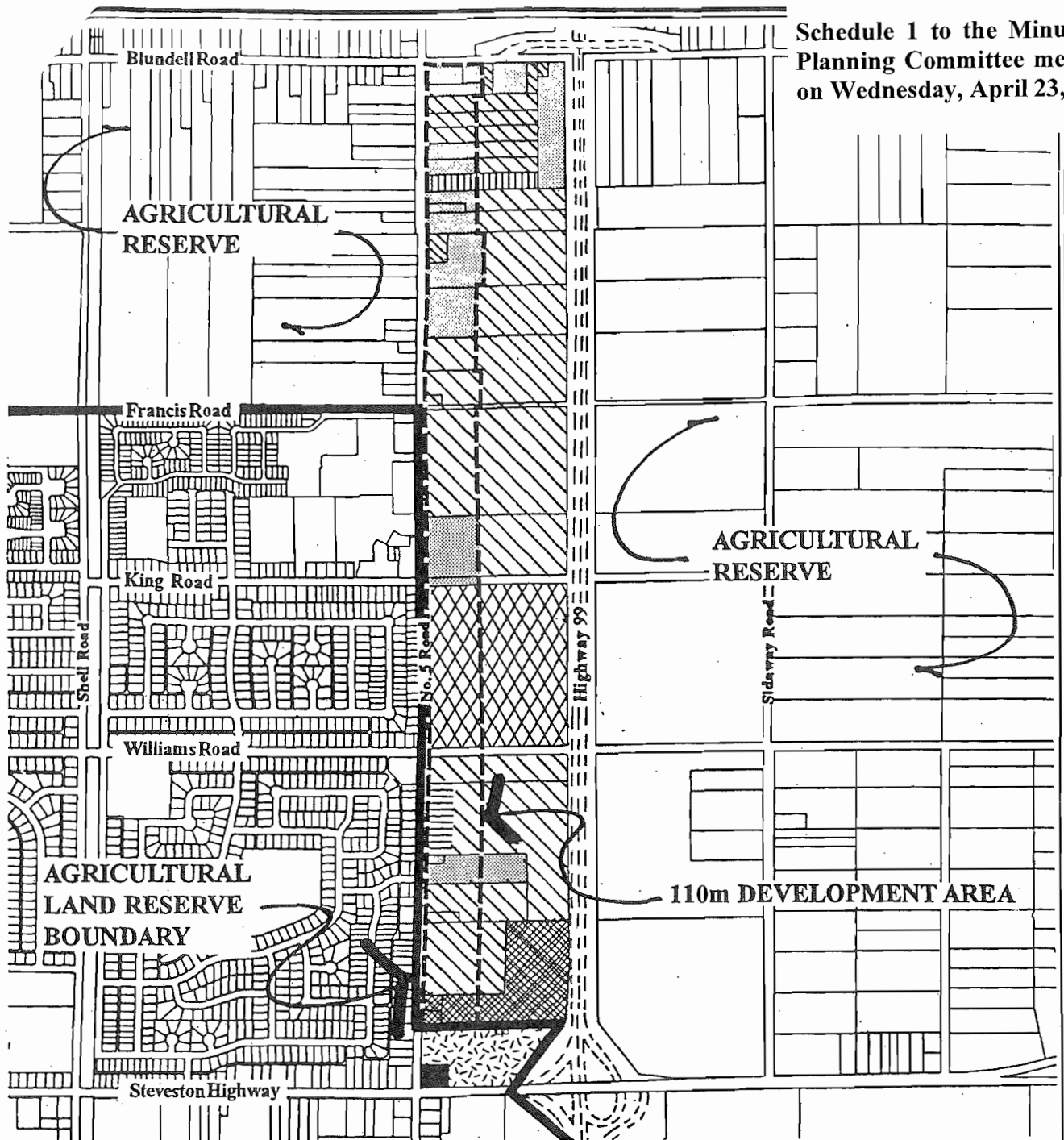
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Councillor Bill McNulty  
Chair

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Evangel Biason  
Auxiliary Committee Clerk

Schedule 1 to the Minutes of the  
Planning Committee meeting held  
on Wednesday, April 23, 2014.



**LEGEND**

	AG1 Agricultural District		BG2 Botanical Garden District 2
	AG2 Golf Course District		G2 Service Station District
	ASY Assembly District		LUC Land Use Contract
	BG1 Botanical Garden District 1		RSC Roadside Stand District



**Existing Zoning**

**DATE**  
08/26/94

**That the following recommendation be endorsed by Nelson City Council and submitted as a Special Resolution to the Association of Kootenay & Boundary local Governments at the Annual General Meeting to be held in Creston April 9 -11, 2014.**

**Special Resolution to AKBLG in Response to the Provincial Government's March 27th, 2014 decision to place some communities in Agricultural land Reserve Zone 2**

Whereas the Provincial Government has, without consultation with the public or with local governments in the AKBLG region, created two zones for the Agricultural Land Reserve in the Province of BC and, through the creation of the "Kootenay Panel Region", placed some or all of the AKBLG region in Zone 2, thereby discriminating between regions and potentially constraining their ability to achieve and sustain agricultural self-sufficiency and economic development; and

Whereas not all affected regions wish to see the requirements of the Agricultural Land Reserve weakened in Zone 2; and

Whereas substantial agricultural activity has historically taken place and is currently being practiced outside of Zone 1;

Therefore be it resolved that the AKBLG send a letter to the Union of BC Municipalities, Minister of Agriculture Pat Pimm, Minister of Community, Sport and Cultural Development Coralee Oakes, and Premier Christy Clark, with copies to all BC local governments, requesting that the provincial government undertake consultation with the public, local governments, the Union of BC Municipalities, and affected parties, on the proposed two-zone approach to the ALR; and that Bill 24 not be brought into force until such consultation is complete.



## Public Works & Transportation Committee

Date: Thursday, April 24, 2014

Place: Anderson Room  
Richmond City Hall

Present: Councillor Linda Barnes, Chair  
Councillor Chak Au  
Councillor Derek Dang  
Councillor Linda McPhail  
Councillor Harold Steves  
Mayor Malcolm Brodie

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

The Chair advised that the order of the agenda would be varied to consider Item No. 6 – Richmond's Ecological Network Management Strategy prior to Item No. 2 – Bath Slough Revitalization Initiative. Also, Committee agreed to consider a matter regarding dredging as Item No. 8A.

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the Public Works & Transportation Committee held on Wednesday, March 19, 2014, be adopted as circulated.*

**CARRIED**

### NEXT COMMITTEE MEETING DATE

Thursday, May 22, 2014, (tentative date) at 4:00 p.m. in the Anderson Room

**Public Works & Transportation Committee**  
**Thursday, April 24, 2014**

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**PLANNING & DEVELOPMENT DEPARTMENT**

**1. PROPOSED RAILWAY-ROADWAY GRADE CROSSINGS REGULATIONS AND STANDARDS**

(File Ref. No. 01-0140-20-TCAN1-01) (REDMS No. 4165866 v.3)

Victor Wei, Director, Transportation, advised that staff have recently learned that the Federation of Canadian Municipalities in conjunction with TransLink will be sending a letter to the federal Minister of Transport and senior staff at Transport Canada expressing significant concerns with the proposed Railway-Roadway Grade Crossings Regulations and Standards.

It was moved and seconded

- (1) *That a letter be sent to the federal Minister of Transport and to Transport Canada as formal comment in response to the pre-publication of the proposed Grade Crossings Regulations in the Canada Gazette, Part I, on February 8, 2014:*
- (a) *requesting that the specification of a maximum time limit of five minutes that a moving train may block any at-grade roadway crossing be included in the proposed Grade Crossings Regulations;*
- (b) *reiterating the previous Council resolution of July 23, 2012 that the proposed Grade Crossings Standards be revised to be engineering guidelines to allow for a risk-based approach that provides flexibility to address any identified safety concerns and, if the proposed Standards are implemented, a dedicated program be established by Transport Canada to provide adequate funding support to municipalities for any upgrades required from the new Standards; and*
- (2) *That a copy of the above letter be sent to all Richmond Members of Parliament, the Federation of Canadian Municipalities, TransLink, and Lower Mainland municipalities affected by the proposed Regulations and Standards for support of the above request.*

**CARRIED**

**ENGINEERING AND PUBLIC WORKS DEPARTMENT**

**6. RICHMOND'S ECOLOGICAL NETWORK MANAGEMENT STRATEGY**

(File Ref. No. 10-6000-01/2014) (REDMS No. 4143643 v.3)

## Public Works & Transportation Committee

### Thursday, April 24, 2014

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Peter Russell, Senior Manager, Sustainability and District Energy, provided background information and in reply to queries from Committee advised that (i) the intent of the proposed public consultation is to identify key actions that will facilitate the achievement of goals set out in the Ecological Network Management Strategy, (ii) staff anticipate reporting back with an action plan in fall 2014 or winter 2015, and (iii) as a key stakeholder, the Advisory Committee on the Environment will be engaged as part of the proposed public consultation.

It was moved and seconded

*That the Ecological Network Management Strategy, as described in the staff report titled Ecological Network Management Strategy – Phase 1 dated April 3, 2014, from the Director, Engineering, be endorsed for the purposes of public consultation.*

**CARRIED**

#### 2. **BATH SLOUGH REVITALIZATION INITIATIVE**

(File Ref. No. 10-6125-25-017) (REDMS No. 4149768 v.9)

Discussion ensued and Committee requested that staff forward the Bath Slough Revitalization Initiative to the Council / School Board Liaison Committee for information. Also, Committee requested that staff provide a detailed map identifying the Bath Slough catchment area prior to the next Council meeting.

In reply to a query from Committee, staff advised that illegal dumping in the Bath Slough catchment has ebbed.

It was moved and seconded

*(1) That Option 1 – Proceed with the Bath Slough Revitalization Initiative on a Pilot Basis, as presented in the staff report titled Bath Slough Revitalization Initiative dated February 6, 2014, from the Director, Engineering, be endorsed; and*

*(2) That the staff report titled Bath Slough Revitalization Initiative dated February 6, 2014, from the Director, Engineering be forwarded to the Council / School Board Liaison Committee for information.*

**CARRIED**

#### 3. **GATEWAY THEATRE – ENERGY RETROFIT PROJECT**

(File Ref. No. 06-2050-20-GT) (REDMS No. 4169249 v.4)

In reply to queries from Committee, Mr. Russell and Robert Gonzalez, General Manager, Engineering and Public Works provided the following information:



**Public Works & Transportation Committee**  
**Thursday, April 24, 2014**

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- energy accomplishments such as the 30% reduction in natural gas use (when compared to the previous year) are highlighted in the annual Corporate Energy Update report;
- staff are continuously seeking additional opportunities to promote energy accomplishments, such as the introduction of a 'Green Newspaper' in partnership with the Corporate Communications division;
- as a result the pilot retrofit project, staff are examining the feasibility of implementing such a project in other City facilities; also, the Lulu Island Energy Corporation enables the City to examine such a project for private buildings; and
- based on the first year cost avoidance savings, including the incentive funding, the project is estimated to have a six year payback period.

It was moved and seconded

*That the staff report titled Gateway Theatre – Energy Retrofit Project dated March 26, 2014, from the Director, Engineering be received for information.*

**CARRIED**

**4. JAPANESE FISHERMAN'S BENEVOLENT SOCIETY BUILDING – INTERIOR DESIGN**

(File Ref. No. 06-2050-20-JNB) (REDMS No. 4171969 v.4)

Lorne Slye, 11911 3<sup>rd</sup> Avenue, Chair of the Steveston Historical Society, requested that the proposed interior design of the Japanese Fisherman's Benevolent Society building incorporate donated shoji screens. Mr. Slye was of the opinion that these shoji screens were valuable artifacts and, therefore they should be displayed.

In reply to a query from the Chair, Connie Baxter, Supervisor, Museum and Heritage Sites, advised that, in speaking with the interior design architect and contractor, the shoji screens can indeed be incorporated as part of the interior design renovations.

The Chair thanked staff and community members for their time and commitment in ensuring this project maintain and promote the building's historical and cultural significance.

It was moved and seconded

*That the status update report for the Japanese Fisherman's Benevolent Society Building Interior Design be received for information.*

**CARRIED**

**Public Works & Transportation Committee**  
**Thursday, April 24, 2014**

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**5. RICHMOND ENERGY CHALLENGE AND THE CLIMATE SMART PROGRAM**

(File Ref. No.) (REDMS No. 4196803)

In reply to queries from Committee, Mr. Russell and Katie Ferland, Business Development Liaison, provided the following information:

- businesses discontinuing using the Climate Smart tool to monitor greenhouse gas emissions indicated that they wish to see whether the Pacific Carbon Trust and Fortis BC will review support for the Climate Smart program;
- staff anticipate that the Richmond Energy Challenge be funded in its entirety by external funds; and
- staff anticipate recruiting businesses to participate in the Richmond Energy Challenge throughout the summer; the Richmond Chamber of Commerce and other similar groups will be approached as part of the recruitment process.

It was moved and seconded

*That, as presented in the staff report titled Richmond Energy Challenge and the Climate Smart Program dated March 28, 2014, from the Director, Engineering:*

- (1) *staff's development and implementation of a "Richmond Energy Challenge" for larger private buildings be endorsed; and*
- (2) *the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to execute a funding agreement with BC Hydro, and other potential funders, to implement this Challenge.*

**CARRIED**

**6. RICHMOND'S ECOLOGICAL NETWORK MANAGEMENT STRATEGY**

(File Ref. No. 10-6000-01/2014) (REDMS No. 4143643 v.3)

Please see Pages 2 and 3 for action on this matter.

**7. MANHOLE COVER ART CONTEST AND PROGRAM**

(File Ref. No. 11-7000-09-20-100) (REDMS No. 4184720)

It was moved and seconded

*That the implementation of the public art contest and program for integrating artwork on sanitary sewer and storm drainage manhole covers, as outlined in the staff report from the Director, Engineering, and Director, Arts, Culture and Heritage Services dated April 8, 2014, be endorsed.*

**CARRIED**

## **Public Works & Transportation Committee**

### **Thursday, April 24, 2014**

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#### **8. MULTI-MATERIAL BC PROGRAM IMPLEMENTATION**

(File Ref. No. 10-6370-03-01) (REDMS No. 4196769 v.2)

Suzanne Bycraft, Manager, Fleet and Environmental Programs, commented on forthcoming aspects of the Multi-Material BC (MMBC) program implementation, noting that staff are exploring partnership opportunities with other local governments for a consolidated processing plant.

In reply to queries from Committee, Ms. Bycraft provided the following information:

- there have been a number of concerns expressed by businesses in regards to the costs associated with the implementation of the MMBC program;
- businesses have the opportunity to submit their own stewardship plan or work directly with MMBC;
- MMBC sets recycling rates and as such, this is beyond the City's purview;
- public outreach initiatives include (i) awareness advertising in local newspapers, (ii) an informational insert in the metered utility bills, (iii) additional information will be distributed to single-family homes in conjunction with the delivery of new recycling receptacles, and (iv) information on the City's website and social media accounts;
- public outreach initiatives are geared towards residents;
- the recycling receptacle for glass materials was intentionally designed to be small so that it would not be cumbersome;
- residents may continue to use existing blue boxes; also, there will be a taller blue box; and
- a subsequent staff report will be brought forward for Council consideration regarding costs related to the processing plant.

Discussion ensued and Committee commented that the MMBC program is mandated by the provincial government and follows a 'polluter-pay' model.

The Chair requested that forthcoming public communication materials include information regarding the City's rationale to partner with MMBC. Also, Committee requested that Tamara Burns, Vice-President Supply, Canadian Stewardship Services Alliances receive a copy of the letter addressed to Allan Langdon, Managing Director of MMBC.

**Public Works & Transportation Committee**  
**Thursday, April 24, 2014**

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It was moved and seconded

- (1) *That the Chief Administrative Officer and General Manager, Engineering & Public Works be authorized to negotiate and execute an amendment to or replacement of Contract T.2988, Residential Solid Waste & Recycling Collection Services with Sierra Waste Services Ltd. (in accordance with the April 7, 2014 staff report titled "Multi-Material BC Program Implementation" from the Director, Public Works (the "Staff Report")), to:*
  - (a) *include acquisition, storage, assembly, labelling, delivery, and related tasks for the bags, containers and carts associated with implementation of the program changes and added recycling materials to be collected under the terms of the City's agreement with Multi-Material BC per Section 1, Item a) of the Staff Report;*
  - (b) *remove the processing and marketing components from the scope of work and incorporate other changes described in Section 1, Item b) of the Staff Report, effective May 19, 2014;*
  - (c) *modify the scope of work as described in Section 1, Item c) of the Staff Report to collect glass as a separate recycling stream, newsprint and mixed paper products as one combined stream, and collect an expanded scope of recycling materials as defined by Multi-Material BC as Packaging and Printed Paper for all residents serviced by the City for recycling services under Contract T.2988, effective May 19, 2014;*
  - (d) *add administrative provisions to address the requirements of the contract with MMBC, as described in Section 1, Item d) of the Staff Report;*
  - (e) *revise the annual contract amount to approximately \$6,391,841.26 (depending on contract variables such as required added equipment, inflationary and unit count increases), effective May 19, 2014;*
- (2) *That additional funding for the remaining portion of the 2014 Sanitation and Recycling budget be approved at the estimated amount of \$650,000 and that full program funding in the estimated amount of \$1,040,000 be included in the 2015 utility budget process for Council's consideration;*

**Public Works & Transportation Committee**  
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- (3) *That a letter be sent to Allan Langdon, Managing Director of Multi-Material BC (MMBC), copied to Tamara Burns, Vice-President Supply, Canadian Stewardship Services Alliances, expressing concern regarding the negative operational and financial impacts associated with the current designated post-collection site (located in Surrey) for Richmond's recycling materials, and that MMBC be urged to establish a site within closer proximity to Richmond; and*
- (4) *That staff evaluate options, alternatives and costs associated with addressing the operational and logistical challenges associated with the current designated post-collection site for Richmond, and report back to Council.*

**CARRIED**

**8A. DREDGING IN THE FRASER RIVER**

(File Ref. No.)

Councillor Steves distributed copies of an article titled 'Plan for deeper dredging in Fraser River could have high environmental price' published April 22, 2014 in *Business In Vancouver* (attached to and forming part of these minutes as Schedule 1) and spoke of adverse affects of dredging in the Fraser River.

Discussion ensued regarding the article and staff was requested to contact University of British Columbia Professor Michael Church.

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

It was moved and seconded

*That the article titled 'Plan for deeper dredging in Fraser River could have high environmental price' published April 22, 2014 in Business In Vancouver be referred to staff for analysis and report back.*

**CARRIED**

**9. MANAGER'S REPORT**

**(i) 2014 Capital Projects Open House**

John Irving, Director, Engineering, highlighted that the 2014 Capital Projects Open House was well attended and advised that staff are currently planning public tours of City infrastructure, such as pump stations.

**(ii) 2014 REaDY Youth Summit**

Mr. Russell advised that the 2014 REaDY Youth Summit will be held at R.A. McMath Secondary School on Saturday, April 26, 2014. He highlighted that 500 people have registered to attend the event and staff anticipate approximately 200 additional walk-in attendees.

**Public Works & Transportation Committee**  
**Thursday, April 24, 2014**

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**ADJOURNMENT**

It was moved and seconded  
*That the meeting adjourn (4:46 p.m.).*

**CARRIED**

Certified a true and correct copy of the  
Minutes of the meeting of the Public  
Works & Transportation Committee of the  
Council of the City of Richmond held on  
Thursday, April 24, 2014.

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Councillor Linda Barnes  
Chair

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Hanieh Berg  
Committee Clerk

# BUSINESS VANCOUVER

Schedule 1 to the Minutes of the Public Works and Transportation Committee meeting held on Thursday, April 24, 2014.

Published April 22, 2014

ENVIRONMENT AND SUSTAINABILITY

## Plan for deeper dredging in Fraser River could have high environmental price

Proposal would destroy natural flood barriers, UBC geographer says

By Jen St. Denis

Backers of a plan to dredge the Fraser River deeper say the massive infrastructure project would create jobs and boost the shipping potential of the region.

But a geographer who has studied the river says the project would come with potentially costly environmental downsides, such as an increased risk of flooding in Richmond.

Fraser Surrey Docks, a shipping terminal located on the river, and the Surrey Board of Trade (SBOT) were recently in Ottawa to promote more federal funds for the river's upkeep (see "Fraser port pushing its global business potential" – BIV issue 1276; April 15–21).

"There needs to be a sustainable funding plan for dredging of the Fraser River and the investment needs to come from the federal government, just as they have a sustainable funding plan to dredge the St. Lawrence seaway," Anita Huberman, chief executive officer of SBOT, told Business in Vancouver.

SBOT and Fraser Surrey Docks would also like to see the river dredged deeper to accommodate the very large cargo ships that are becoming more common in shipping.

Currently, Port Metro Vancouver spends \$15 million a year to dredge the river to its current depth of 11.5 metres, and recoups around \$10 million by selling the sand to cement makers. The extra dredging proposed would deepen the river to 13.5 metres.

Making such a big modification to B.C.'s biggest river shouldn't be taken lightly, said Michael Church, a professor emeritus of geography at the University of British Columbia who has studied the Fraser.

"It's a bad idea," Church said, explaining that the Fraser River moves millions of tonnes of sand and silt every year and deposits that material on the delta where the river meets the sea.

If that process were interfered with, a chain reaction would occur that would reduce the amount of shoreline wetlands and put Richmond at increased danger from storm surges, Church said, especially as the sea level rises over the next 50 to 75 years. (The B.C. government predicts sea levels will rise by one metre over the next 100 years.)

ENCL 65

"That sand which gets stopped in the channel doesn't get sent to the delta front to nourish the tidal flats at the front of the delta, so you lose nourishment from the delta front," Church said.

"With the rising sea level, that means that ... you'll submerge the delta front, which will then bring waves up over the tidal flat, which will attack the salt marshes and drive the salt marshes back and bring the sea against the dikes."

The current level of dredging has already reduced the amount of silt deposited on the delta from three million tonnes a year to one million, Church said.

"That land is keeping the heavy waves of the sea off the dikes and the farmland and urban settlement of Richmond behind it," he said.

"One of the consequences if you stop sand nourishment to the delta front is that you'll have bigger waves coming up across the delta top and against the dikes."

The nature of the Fraser would also mean the project would be very costly to maintain: according to Church, deepening the river would cause bigger amounts of sediment to be deposited on the riverbed, which would then have to be cleared away.

Church noted that New York City and several Gulf Coast states are now focused on regenerating coastal wetlands as a bulwark against natural events like hurricanes.

A better use of taxpayer dollars would be to gradually upgrade the existing dikes along the Fraser, Church said. Those dikes are designed to stop a "short, sharp flood" but are vulnerable to longer floods and to earthquakes.

#### Where should we put the port?

The Fraser River will eventually have to be dredged deeper just to keep up with shipping standards, Tom Corsie, vice-president of real estate for Port Metro Vancouver, told Business in Vancouver in an October 2013 interview.

But Harold Steves, an advocate for farmland and a Richmond city councillor, questions the push for increased shipping on the Fraser River when other terminals exist in Burrard Inlet and Roberts Bank.

"The port says they want to develop 2,600 acres of farmland further up the river," Steves said. "We're really hard pressed to maintain both agriculture and fisheries, which used to be the mainstay of this region."

Michael Church, a University of British Columbia geography professor, said it makes more sense to further develop port facilities in Burrard Inlet, a natural deep-water port that is protected from the elements.

"It's a bit of a mystery to me why Fraser Surrey Docks are regarded as so important when we have an excellent harbour in Burrard Inlet," Church said.

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Story URL: <http://www.biv.com/article/20140422/CNCL146604229980/-1/BIV0100/plan-for-deeper-dredging-in-fraser-river-could-have-high-environmental-price>





# City of Richmond

## Report to Committee

**To:** Community Safety Committee  
**From:** Ted Townsend  
Senior manager, Corporate Communications  
**Re:** **Emergency Information Plan**


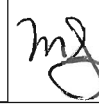
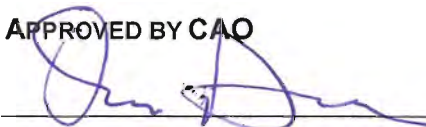
**Date:** March 28, 2014

**File:**

### Staff Recommendation

That the Emergency Information Plan, as required under the British Columbia Emergency Program Act, be approved.

Ted Townsend  
Senior Manager, Corporate Communications  
(4399)

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

## Staff Report

### Origin

The British Columbia Emergency Program Act and the Local Authority Emergency Management Regulation state that *a local authority must, as part of the local Emergency Management Plan prepared by it under section 6 (2) of the Act*, ... “*establish procedures by which those persons who may be harmed or who may suffer loss are notified of an emergency or impending disaster.*”

In support of this requirement the Emergency Information Plan was adopted by Council in March 2007. Since that time, there have been extensive changes in communications best practises for emergencies, and this update was developed to ensure those changes are reflected in the City’s emergency planning. The Emergency Information Plan is the guide for providing emergency information to those impacted by the disaster; internal communications to staff and key stakeholders; and to support media relations activities.

The Plan supports Council Term Goal 1:

*To ensure Richmond remains a safe and desirable community to live, work and play in, through the delivery of effective public safety services that are targeted to the City’s specific needs and priorities.*

### Analysis

Responses to emergencies of all sizes have demonstrated that one of the greatest demands is the need for information. During an emergency, the City is inundated with requests from the public and the media for information. Emergency responders also have a critical need for timely and accurate information to effectively direct resources and operations.

In recent years, the prevalence of the Internet and the advent of social media and mobile devices have further heightened the importance of information during an emergency. Information now moves instantaneously and can become viral in its reach. The public has information constantly at its fingertips through mobile devices. Important information can be shared and residents can be mobilized much more quickly. However, misinformation can also spread more easily and critical messaging can easily be lost in the tidal wave of information.

While the Emergency Information Plan is a living document that is constantly evolving, a thorough overhaul was required to ensure it reflected current best practises, as it has been seven years since the plan was reviewed and formally adopted by Council. The updated Plan:

- Creates a framework to address media relations, coordination and monitoring, internal communications and the provision of public information.
- Establishes an Emergency Information Team to coordinate messaging and delivery, including their roles and responsibilities.
- Provides for activation of an emergency call centre to handle increased call volume, and a media centre to coordinate media requests, as required.
- Incorporates the use of social media for information gathering and dissemination.

- Establishes guidelines for the verification, approval and dissemination of information.
- Provides templates for communications and reference materials.
- Establishes training requirements for designated staff.

### Next Steps

To implement the updated plan, the next steps include:

- **Training** - Orientation and media training sessions will be held to provide staff with designated roles and responsibilities an understanding of the emergency information functions as established by the plan and skills for working with the media. Additional media training will be provided for those staff who may act as spokespersons in an emergency situation.
- **Emergency Call Centre Operational Guide** – An update of the Emergency Call Centre Operational Guide is underway to provide staff with activation procedures, equipment instructions and step-by-step procedures and tools for operating the call centre.
- **Emergency Media Centre Operational Guide** – Development of an Emergency Media Centre Operational Guide is underway to provide staff with activation procedures, equipment instructions and step-by-step procedures and tools for operating the Media Centre.
- **Exercises** – Additional drills, tabletop and functional exercises will be held to familiarize staff with their roles, provide them with hands-on experience and to test the Emergency Call Centre Operational Guide and equipment. It is anticipated an exercise will be held in conjunction with this year's BC Shakeout province-wide earthquake drill in October, in which elements of the Emergency Information Plan will be tested.

### **Financial Impact**

None; All activities are funded within the existing budget.

### **Conclusion**

The Emergency Information Plan represents a comprehensive and coordinated approach to managing the dissemination of information during emergencies and disasters and addresses Council's legislative requirements under the BC Emergency Program Act.



Ted Townsend  
Senior Manager, Corporate Communications  
(604-276-4399)



Deborah Procter  
Manager, Emergency Programs  
(604-244-1211)

# Emergency Information Plan

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# 1. Plan Approval and Authority

## 1.1 Plan Approval

As per the provisions of the Emergency Program Act, the original City of Richmond Emergency Information Plan dated March 20, 2014 was adopted by Council by Resolution No. ~~XX~~, as the method for providing emergency information to impacted individuals during an emergency or impending disaster.

## 1.2 Plan Authority

### 1.2.1 Legislative Requirements

The Emergency Information Plan has been prepared pursuant to the requirements of the Emergency Program Act (RSBC 1996) of British Columbia and the associated Local Authority Emergency Management Regulation (BC Reg. 380/95). The regulation stipulates that:

- “A local authority must, as part of the local emergency plan prepared by it under section 6 (2) of the Act, ...establish procedures by which those persons who may be harmed or who may suffer loss are notified of an emergency or impending disaster.”

This legislation also outlines that the local authority must:

- Prepare local emergency plans respecting preparation for, response to and recovery from the potential emergencies and disasters that could affect our jurisdiction.
- Establish and maintain an emergency management organization.
- Provide policy guidance and direction to the emergency management organization and procedures by which that guidance and direction is to be provided.
- Establish and maintain all emergency response staff assigned roles and responsibilities in the plan, including a training and exercise program.
- Coordinate the provision of food, clothing, shelter, transportation and medical services to victims of emergencies and disasters.
- Identify the procedures by which emergency resources can be obtained.
- Recommend to service providers the priorities for restoration of essential services not provided by the City.
- Require a periodic review and updating of the emergency plans.

### Local Legislation and Agreements

Richmond City Council has approved the bylaws and agreements relevant to corporate and departmental emergency management as outlined in the following table:

Document Number	Name	Date Approved by Council
Bylaw 7898	Emergency Management Organization Establishment	March 14, 2005
Bylaw 6797	Emergency Communications Services – authorizes membership in E-Comm	October 27, 1997
REDMS 135090	Public Works Mutual Aid Agreement	February 14, 2000
Bylaw 6553	Agreements – Mutual Aid Fire Fighting Services	November 14, 1995
	Municipal Police Unit Agreement	April 1, 2012
Bylaw 7435	Pollution Prevention & Cleanup Regulation Bylaw	February 10, 2003

## 2. Introduction

### 2.1 Purpose and Scope

The Emergency Information Plan is designed to enhance emergency response and recovery efforts by outlining a strategy to provide prompt, coordinated and accurate information to all internal and external stakeholders in the event of an emergency or disaster. This plan is intended to be used by a core group of City of Richmond leaders, managers and staff, whose efforts must be coordinated on short notice, and conceivably under intense pressure.

Using the Emergency Information Plan as a guide, the City will assume lead responsibility for all communications for incidents which occur within the City of Richmond and for which the City has direct jurisdictional authority. Where an emergency or disaster occurs within the geographic limits of Richmond but is not within of the City's authority, the City will assume a supportive role, e.g. airplane crash on airport lands.

Implementation of the Emergency Information Plan is the responsibility of the Senior Information Officer, under the direction of the Emergency Operations Centre (EOC) Director, as designated within the Emergency Management Plan. The Senior Manager, Corporate Communications is designated as the Senior Information Officer in the Emergency Management Plan.

The Emergency Information Plan is based on the British Columbia Emergency Response Management System (BCERMS) standards and has adopted the response objectives, structure and functions prescribed. Specifically, the plan:

- Provides a framework to address:
  - Public notification and information
  - Media relations and coordination
  - Internal communications
  - Media monitoring
  - Social media
- Establishes an Emergency Information Team under the direction of the Senior Information Officer to coordinate and implement information gathering and communications to public, media and other key stakeholders.
- Assigns roles and responsibilities for the Emergency Information Team, key departments and response agencies.
- Establishes guidelines for verification, approval and dissemination of information.
- Introduces the concept of a Joint Information Centre to facilitate effective and coordinated messaging where multiple agencies, including the City, are involved.

The Emergency Information Plan is supported by a number of other documents, which includes operational guidelines for an Emergency Call Centre and Media Centre, contact lists, reference materials and templates for communications materials that may be used in an emergency situation.



## 2.2 Assumptions

The Emergency Information Plan is based on the following assumptions:

1. Richmond City Hall will be functional and able to support the Emergency Operations Centre, Emergency Call Centre and Media Centre.
2. Communication tools and mechanisms will be sufficiently operable to support the delivery of public information, e.g. internet, website, PCs, wireless networks, phones and cell phones.
3. The Information Technology department and/or the Logistics Section of the Emergency Operations Centre will provide technical communications support.
4. External agencies identified in this plan will have the capacity to deliver public information pertaining to their areas of responsibility.
5. Staff or their appointed alternates with identified roles and responsibilities within this plan will be available to carry out their duties as described.
6. Staff are familiar with their roles and responsibilities, and participate in training and exercises.

## 2.3 Hazard, Risk and Vulnerability Analysis

### 2.3.1 Hazard Identification

The City's Emergency Planning Committee has identified the most probable threats/hazards that could impact our community.

This list of hazards guides our emergency management efforts including public education programs, information provided on our website and pre-scripting key messages to the community for each of the hazards.

- Air crash
- CBRNE (Chemical, Biological, Radiological, Nuclear and Explosives)
- Critical infrastructure failure
- Dangerous goods spills
- Earthquake
- Flooding
- Medical emergency (pandemic, epidemic)
- Severe weather

### 2.3.2 Demographics

The dynamic composition of Richmond's community poses some unique challenges for the dissemination of information to the public in an emergency. A variety of languages are spoken in Richmond. With many residents speaking various languages, the Emergency Operations Centre and Emergency Information Team need to be prepared to respond to this challenge. To address this issue, Section 4.5 of this plan provides a list of resources for translation services.

## 3. Concept of Operations

### 3.1 Activation

The EOC Director, Senior Information Officer or other members of the Emergency Operations Centre Management Group, as established in the Emergency Management Bylaw No. 7898, have the authority to activate this plan at any time.

When the EOC or key functions of this plan, such as the Emergency Call Centre, are activated, all **EOC members** will be immediately notified of details: if they are needed, location to report to, time to report, first steps, routes, parking, etc. Once this is done the **media, public and all employees** will be notified via news release, email, social media or other means.

#### EOC Activated

Emergency communications support may be required at the site(s) of the actual incident. An Incident Information Officer will be designated or assigned to provide this support. The Incident Information Officer will report directly to the Senior Information Officer who manages emergency communication needs for public, staff and media. Situation updates will be communicated between the Incident Commander and the EOC Director or Operations Section Chief.

Media support may also be required at official emergency reception centres or shelters if activated and an Incident Information Officer may be assigned to assist staff at those facilities.

#### EOC Not Activated

Activation of the Emergency Operations Centre may not be required in all emergencies. However, resources and procedures identified within the Emergency Management Plan and the Emergency Information Plan may be required to manage the situation. The Incident Commander will notify and keep Corporate Communications apprised of the situation, as needed. When notified, Corporate Communications will serve as the communications link between site operations and senior management.

### 3.2 Levels of Response

The Emergency Information Plan has three response levels. At the onset of the emergency, the Incident Commander, Senior Information Officer and/or EOC Director, will conduct a situation assessment and based on the scale of the emergency, and anticipated level of public concern and media interest, will determine to which of the three response levels this plan is to be activated.

#### Level 1 – Minor Incident

A minor incident is a small event that is limited to one site, a limited threat to public safety or the reputation of the community, elected officials, administration or emergency response personnel, and limited need for dissemination of information to staff and public.

If the incident is minor, the plan is activated to Level 1 and emergency communications are handled on-site by the Incident Information Officer as appointed by the Incident Commander. The Incident Commander is responsible for all aspects of emergency communication in a Level 1 incident and may consult with Corporate Communications as required.

## **Level 2 – Moderate Incident**

A moderate incident may involve multiple sites and/or various agencies; demonstrating a greater level of public interest, need for public information, and internal and interagency coordination.

In a Level 2 activation, the Senior Manager, Corporate Communications (or designated alternate) assumes the role of Senior Information Officer, as per the BCERMS response model, and is responsible for all aspects of emergency communication. The Senior Information Officer activates the Emergency Information Team for support as required. This team consists of:

- Information Coordinator
- Emergency Call Centre Coordinator(s)
- Media Centre Coordinators
- Social Media Coordinator
- Incident Information Officer(s)
- Designated Spokesperson(s)
- Support staff for above

Activation of the Emergency Operations Centre is optional and is situation dependent. The Senior Information Officer, in conjunction with the EOC Director, will determine resources required to proactively and effectively manage communication. When the EOC is activated the EOC Director must approve all communications.

## **Level 3 – Major Incident**

A major incident poses a significant threat to life. The level of public interest and demand for information is anticipated to be extremely high. All levels of political involvement are high and the City's performance or reputation may be in question.

A Level 3 response is considered a full activation of the Plan, where all functions are activated:

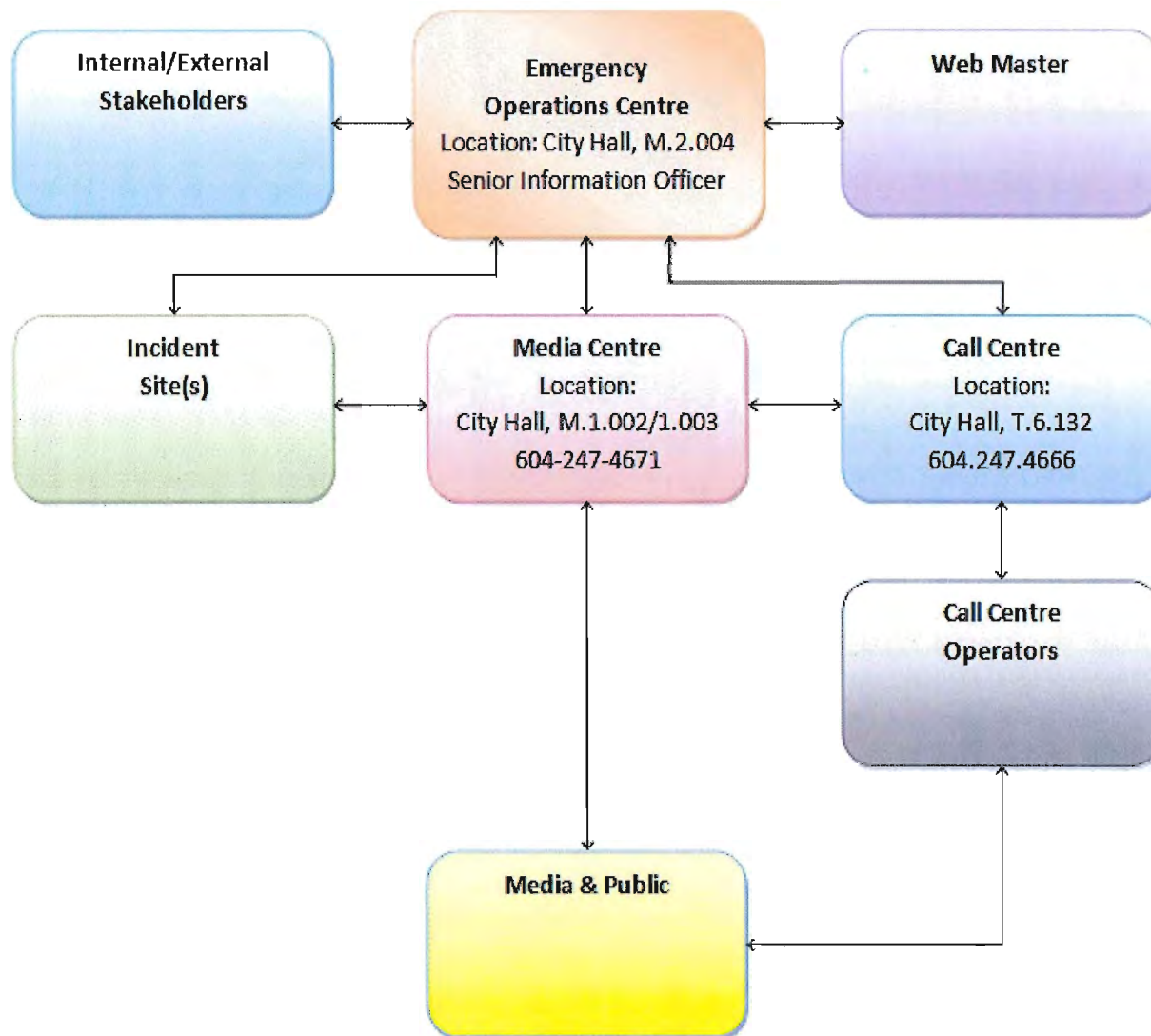
- Emergency Operations Centre
- Media Centre
- Social Media
- Media Monitoring
- Information Liaison
- Spokesperson(s)
- Emergency Call Centre
- Incident Information Officers
- Support staff for above

In a Level 3 activation, the Senior Information Officer coordinates all public information activities for review and approval by the EOC Director. The Liaison Officer at the EOC also supports the Senior Information Officer by liaising with local emergency agencies, and provincial and federal governments.

Examples of incidents that may require support, along with possible levels of response are shown in the table on the following page:

Type of Incident	ACTIVATION LEVEL		
	Level 1 – Minor	Level 2 – Moderate	Level 3 – Major
EOC Activation	No EOC activation	Optional EOC activation	EOC activation
Criteria to consider	<ul style="list-style-type: none"> <li>• Small event such as minor flooding</li> <li>• Single site</li> <li>• No threat to public safety</li> <li>• Little or no media interest</li> <li>• Minimal need for information amongst staff and public</li> </ul>	<ul style="list-style-type: none"> <li>• Medium sized event such as propane leak, major sink hole</li> <li>• Two or more sites</li> <li>• Several agencies involved</li> <li>• Limited evacuation</li> <li>• Increasing public and media interest</li> </ul>	<ul style="list-style-type: none"> <li>• Multiple incident sites</li> <li>• Regional disaster such as an earthquake, pandemic</li> <li>• Multiple injuries or fatalities</li> <li>• Multiple agencies involved</li> <li>• Large public and media response</li> </ul>
Response measures	<ul style="list-style-type: none"> <li>• Responding department can manage</li> <li>• Senior Information Officer works directly with responding department to address communication requirements</li> <li>• Internal, web, social media and media communications developed as needed</li> </ul>	<p>Optional activation of key functions:</p> <ul style="list-style-type: none"> <li>• Emergency Information Team</li> <li>• Media Centre</li> <li>• Emergency Call Centre</li> <li>• Social media</li> <li>• Media monitoring</li> </ul>	<p>All key functions activated:</p> <ul style="list-style-type: none"> <li>• Emergency Information Team</li> <li>• Media Centre</li> <li>• Emergency Call Centre</li> <li>• Social media</li> <li>• Media monitoring</li> </ul>
Approval Level of all communications	All communications are coordinated by Corporate Communications and approved by lead member(s) of Senior Management Team and/or Chief Administrative Officer	<p><u>EOC not activated:</u> Coordinated Corporate Communications and approved by lead member(s) of Senior Management Team and/or Chief Administrative Officer</p> <p><u>EOC activated:</u> Coordinated and approved by the <b>Senior Information Officer</b> and approved by the <b>EOC Director</b></p>	Coordinated and approved by the <b>Senior Information Officer</b> and approved by the <b>EOC Director</b>

### 3.3 Emergency Information System



#### Site

The Incident Commander is responsible for the designation of an Incident Information Officer in consultation with the Senior Information Officer. The role of the Incident Information Officer(s) is to provide strategic communications support to the Incident Commander and first responders at the site; coordinate communications at the site, provide media briefings and tours at the site; and when activated, liaise with and coordinate key messages with the Emergency Operations Centre, through the Senior Information Officer.

#### Emergency Operations Centre

The Emergency Operations Centre (EOC) is located at **City Hall** (6911 No. 3 Road) in the **2<sup>nd</sup> floor meeting room M.2.004**. It is imperative that information being provided during an emergency is coordinated to avoid conflicting messages and to ensure that the public is provided clear instructions, and accurate and timely information. The EOC supports the incident site(s) and serves as the central coordination point for all public information, media relations, and internal and external and inter-jurisdictional communications.

### **Emergency Call Centre**

The Emergency Call Centre is located at **City Hall** (6911 No. 3 Road) in the **6<sup>th</sup> floor computer training room**. The Emergency Call Centre is established to handle the increased call volume from the public and staff during an emergency or disaster.

The Emergency Call Centre will be staffed by employees dealing with the public on the frontlines. Emergency Call Centre procedures have been developed to provide call centre staff with instructions for activating the centre, handling public inquiries and tracking requests for information and service. Copies of the Emergency Call Centre Operational Guide are held by the designated Emergency Call Centre Coordinators and the Senior Information Officer and alternates.

### **Media Centre**

The Media Centre is located at **City Hall** (6911 No. 3 Road) on the **1<sup>st</sup> floor of the Public Meeting Space in Rooms M.1.002 and M.1.003**. The media centre acts as a central gathering place to provide media with a functional working space and designated space to allow the City to provide the media and public with consistent, clear and timely communication through media conferences, briefings and interviews.

It is set up and managed by designated Media Centre Coordinators, as directed by the Senior Information Officer. The Media Centre takes media pressure off the EOC where strategic decisions are being made. Spokespersons and the Media Centre Coordinators will be briefed before attending the Media Centre. An Emergency Media Centre Operational Guide has been developed which includes instructions, checklists, forms and templates, procedures and equipment required to implement the operations of the centre. Copies of this Guide have been provided to designated Media Centre Coordinators, Senior Information Officer and designates.

Accessory equipment required to operate the Media Centre, along with a copy of the Emergency Media Centre Operational Guide are stored in the office of the Senior Manager, Corporate Communications on the 2<sup>nd</sup> floor of City Hall.

### **Offsite Media Centre**

Depending on the nature and scope of an emergency, circumstances may dictate that media conferences or briefings be held outside of City Hall nearer the Incident Site or other locations. The Emergency Media Centre Operational Guide provides for this possibility and additional equipment has been set aside for this purpose and is stored at the same location as official Media Centre equipment.

### **Joint Information Centre**

During very large-scale events with a high demand for information and where multiple agencies are involved, a Joint Information Centre (JIC) may be established, either virtually or physically by the lead agency. The JIC will serve as a clearinghouse for all emergency information to ensure accuracy, consistency and clarity in messaging.

Information Officers from various organizations involved in the emergency can share and exchange critical emergency information, participate to create standardized emergency messaging, discuss concerns regarding discrepancies or gaps in emergency information, and participate in centralized media briefings, as required or appropriate.

The actual method of operating a JIC – physical or virtual – will be determined in each emergency situation based on the available resources, such as physical location, host agency or administrator for the function, and the needs, practicality and accessibility to participants.

The advantage of a JIC is that it ensures participants have the most current and accurate information about the overall event and any specific incidents, from the multiple perspectives of the various participants. For this reason, the primary objective of a JIC is the coordination of information, following a collaborative model, rather than the 'command and control' of information; ultimate authority to release or manage information ultimately comes back to the individual responsibilities of the various participating agencies.

### **3.4 Methods of Communication**

Internal and external communications and media relations tools used to disseminate information, will include, but are not limited to:

- Web and social media postings
- News releases
- Public service announcements
- Backgrounders and FAQ sheets
- Video

Methods of delivery to be used include:

- City website and social media
- Email
- News conference, media briefings and interviews

Templates and sample news releases have been developed to support implementation of the Emergency Information Plan.

The following tools and services will also be used to support media relations activities and the operations of the Emergency Information Plan:

#### **Internal Communications**

Email, Intranet postings, phone or direct face-to-face communication provide the quickest and most effective ways to reach most staff. When communicating to staff about Emergency situations, priority should be given to briefing City Council, the Chief Administrative Officer and Senior Management Team on an as needed basis as determined by the EOC Director and Senior Information Officer.



Priority should also be given to providing information to Front of House and Dispatch staff, along with Administration reception and Councillor's Office staff as these frontline staff are most likely to encounter questions and concerns from the general public and other staff. Direct communication by email, phone or in person are the best practises in this case.

### **Emergency Notification System**

The City will be implementing an emergency public notification system. Once launched, this web and GIS based system will support the quick dissemination of information to segments of the community and notification of internal staff and volunteers, by broadcasting brief messages via the telephone, cell phone, pagers and email. Primary users of the system will include first response agencies and partners – Emergency Management Office, RCMP and Crime Watch, Richmond Health Services, Richmond Fire Rescue, and Public Works.

The capacity of the system is determined by the number of calls being made as well as the length of the message. Possible scenarios for usage include localized chemical spills, missing children alerts, crime watch notifications and boil water advisories.

As the City has only partial access to phone and email information of the public, citizens will have to enrol to ensure all their points of contact (phone, cell phones and email) are available to the City in case of emergency. As some citizens may not register, this system is considered complimentary to the other communication activities which will take place to help ensure comprehensive dissemination of information.

### **Corporate Website**

The City's corporate website ([www.richmond.ca](http://www.richmond.ca)) is an essential tool for providing information to all audiences. A regularly updated website can minimize the call volume for the emergency call centre and reduce the demand on the Emergency Information Team by providing key background information and directions, an archived or chronological listing of news releases and photo resources for the media. Pre-scripted messages are regularly updated and are ready for quick upload during an emergency.

In an emergency situation, existing website staff (as identified in the Emergency Information Plan) can provide assistance in posting emergency information. The Information Coordinator, as designated in the Emergency Information Plan, would assume the lead responsibility for website postings, if activated. In addition, a number of Corporate Communications staff and other City staff have the ability to post notices to the City website, including the home page.

### **Social Media Channels**

Social media channels are playing an increasingly significant role in communicating the real time status of emergencies – from the victims' perspective, the emergency service providers' and also from the media. Social media tools are being used at an increasing rate by emergency responders to both gather and disseminate information during emergencies. The public and media rely on social media to receive timely information at a time when other forms of communications may be inaccessible. Social media may be the only easily accessible information source for people during power outages or when they are away from home due to evacuations or other circumstances.



Social media channels such as Twitter, Facebook, YouTube and Flickr provide a means for people to share information and reach a worldwide audience instantaneously.

The importance of social media falls in both monitoring social media sites to see what people are saying about the emergency, as well as contributing relevant, accurate, timely information to the existing conversations. Because of the nature of social media content (real time, contributed by anyone and everyone, viral dissemination), errors in fact and information occur. Caution must be taken to ensure errors in fact and communication are not amplified. The City plays a huge role in providing accurate, timely information, and will be considered a credible source.

The degree to which the City will utilize social media tools will depend on both the scope of emergency and the resources available to allocate to these tools.

The City has developed a RichmondBCAlert Twitter account to support emergency communications. Emergency communications can also be distributed via the City's corporate Facebook page, our general Twitter account, and YouTube channel and/or affiliated social media channels. In the event it is deemed necessary/valuable, the City may implement additional social media channels, to compliment others noted in this plan. This plan designates a Social Media Coordinator and Social Media Assistant, who may be activated if required in an emergency. At all other times, social media emergency response will be co-managed by the Corporate Communications and Emergency Programs offices.

### **Corporate Intranet (Internal)**

Internal communications is a priority. Keeping staff apprised of the situation can provide peace of mind, instill confidence, address questions from the public and help ensure staff are able to provide the continuity of the City's essential services.

The City's corporate intranet will be a primary tool used for internal communications to provide regular updates to our employees. In emergencies, the Senior Information Officer may also authorize use of an all send email to augment communications to staff.

Most City staff with access to the City's internal network can post on the intranet site. In emergency circumstances, there is the ability to create a highlighted posting at the top of the intranet home page for added prominence. Designated web staff are able to perform this function. In addition a number of Communications staff and Administration support staff have been provided with rights and training to post to the web site and to its home page.

The intranet is only accessible by those with a City email address; and through onsite work computers or off site via the City's VPN (assigned by request to a number of staff). This means that the intranet is most valuable during regular working hours when the majority of staff has access to real time and older posts. As such, additional employee communications will be required.

### **An Electronic Bulletin Board (Internal)**

An electronic bulletin board is located outside at the City Works Yard and serves as a way of conveying messaging to employees who work out of this site. Most of these employees have outdoor jobs and have limited or no access to online mediums during the course their work day. Messaging on the bulletin board can be placed by contacting the Director, Public Works.

### **Media Conferences / Media Briefings**

Regular media conferences or briefings provide an important opportunity to get important messaging to the public and other stakeholders, through the broader audiences reached by media. It also provides an opportunity to provide media with updated facts key messaging and images.

**Media conferences** are generally considered more formal in nature with advanced notice and media kits may be prepared.

**Media briefings** are usually less formal in nature and may be held in the Media Centre or out in the field.

Both media conferences and briefings should be coordinated and:

- consider the best location for all who will be attending (e.g. spokespeople, the media);
- be planned with other jurisdiction agencies, in a multi-jurisdiction event, so each relevant spokesperson has the opportunity to get there and participate; and
- consider time for the media to arrive as well as holding it with the deadlines of the media outlets attending.

Depending upon the location of the media conference or briefing, additional equipment may be required for set-up. An inventory of support equipment and materials has been developed to support the staging of media conferences both within the designated Media Centre and at offsite locations.

### **Media Pool Coverage and Site Tours**

In many emergencies, operational needs, privacy and other concerns will require that access to incident sites be controlled. However, providing media with access to an incident site can further support efforts to access important, accurate information. Media will strive to get images and information from as close to an incident as possible and may violate security boundaries and interfere with operations in attempting to get access. Failure to provide media access can also lead to misinformation and speculation being reported.

Media pool coverage is one strategy to meet the media's needs when there is limited space or security considerations. A camera crew and reporter(s) is assigned to cover a story or event on behalf of all media and will share video footage and other materials with them.

Where possible, site tours can be coordinated by the Incident Information Officer in coordination with the Site Safety Officer and the Incident Commander.

### **Facility Message Boards**

A number of civic facilities have electronic or other message boards installed outside their buildings. These can be used to disseminate brief emergency messaging. As these signs are often located in high traffic, prominent locations they can be a useful tool to augment other communication efforts.

## Visual Communications

While most communications will be text-based, visual communications, including, photos, videos, maps and graphics can be powerful tools in communicating information about emergencies. Staff assigned to roles in the Emergency Information Plan have access to a variety of devices and programs that allow for capture of photos and videos, which may be then used to support communications to the public, media and other audiences and/or posted to the City's website or social media channels.

Short videos can be provided in a timely fashion and used to provide key information and/or direction to the public. Media conferences and briefings can be videotaped and posted online for information and archival purposes.

## 3.5 Communication Services

### Translation Services

To ensure that crucial information reaches all segments of the community, information may need to be provided in different languages. Language and translation services including multilingual volunteers to support our Emergency Call Centre, and assistance with translation of public information materials may be provided by:

- The City's contracted professional translation services
- ESS Partners & Community Agencies
- The Society of Translators and Interpreters of BC – for referrals to certified translators and interpreters
- Sign Language interpreters
- Emergency Social Services Volunteers
- City of Richmond employees

### Media Monitoring

Media monitoring is essential during a disaster to gain an understanding of perceptions and ensure that the information being released is accurate and consistent.

While the emergency call centre will provide some degree of media monitoring, the following resources can also be used to provide media monitoring services:

- **Infomart.ca** is Canada's largest provider of media monitoring, financial and corporate data, including more than 1,100 news and blog sources from coast to coast and internationally. The City's annual paid subscription provides one-stop shopping for timely, reliable, in-depth Canadian news and business information – full-text news from newspapers, magazines, broadcast media, the internet, social media and blogs, and access to archives.

The City receives daily ongoing monitoring of most English-language print, television and online media through Infomart for 10 designated users. This service provides the ability to receive daily reports tracking stories on pre-selected subjects or to search for current and archived stories on emerging issues with the ability to produce reports on specific issues, incidents and topics. The Emergency Operations Centre can access this service as necessary through the Senior Information Officer or designates and/or through the designated Law and Community Safety Department service user(s).

- **Chinese InforMedia** is a local public relations company specialized in the Canadian Chinese community and media, based in Vancouver. Chinese InforMedia assists the City to comprehensively understand and communicate with the Canadian Chinese community, and provides expertise in Chinese media relations and translation and interpretation services.

The City receives twice monthly summary digest reports on coverage of Richmond issues within the three regional Chinese-language dailies. Full translation and/or more timely reports are also available through this service, which is provided by Chinese InforMedia Services. The Emergency Operations Centre can access this service as necessary through the Senior Information Officer or designates and/or by contacting the service directly.

- **Google Alerts** is a free, automated Web search service offered by the search engine company Google. People can use it to select key words and search terms, the request Google to monitor the Internet for the words/terms and email results to them on a daily, or more frequent, basis.
- **SnagIt** is a software program that allows for screen capture of online information including website pages, or social media pages. As these pages can change rapidly during an emergency, ability to capture and print pages can be useful in gathering information during a developing emergency. Corporate Communications has SnagIt installed on two of its computers and this service can be accessed by the Senior Information Officer as required.
- **Television access (WinTV) through PC** is available on two desktop PCs in the Corporate Communications department on the 2nd floor in City Hall, as well as two laptops designated for the Senior Information Officer and staff within the EOC.

*NOTE: A quiet room should be made available for an assigned person to monitor media via radio, television and internet. If possible, the room should be close in proximity to the EOC and have PC, TV and radio access (battery/AC operated – not solar.)*

## 4. Roles and Responsibilities

### 4.1 Emergency Information Team

The following section provides detailed roles and responsibilities for key staff that form the emergency public information team as well as partner agencies with a role in disseminating public information during an emergency. This information is provided in the following formats:

- Emergency Management and Emergency Information Management charts illustrating the structure of key personnel during an emergency or disaster.
- Table summarizing Staff Roles & Responsibilities.
- Detailed descriptions of Roles & Responsibilities key personnel and agencies.

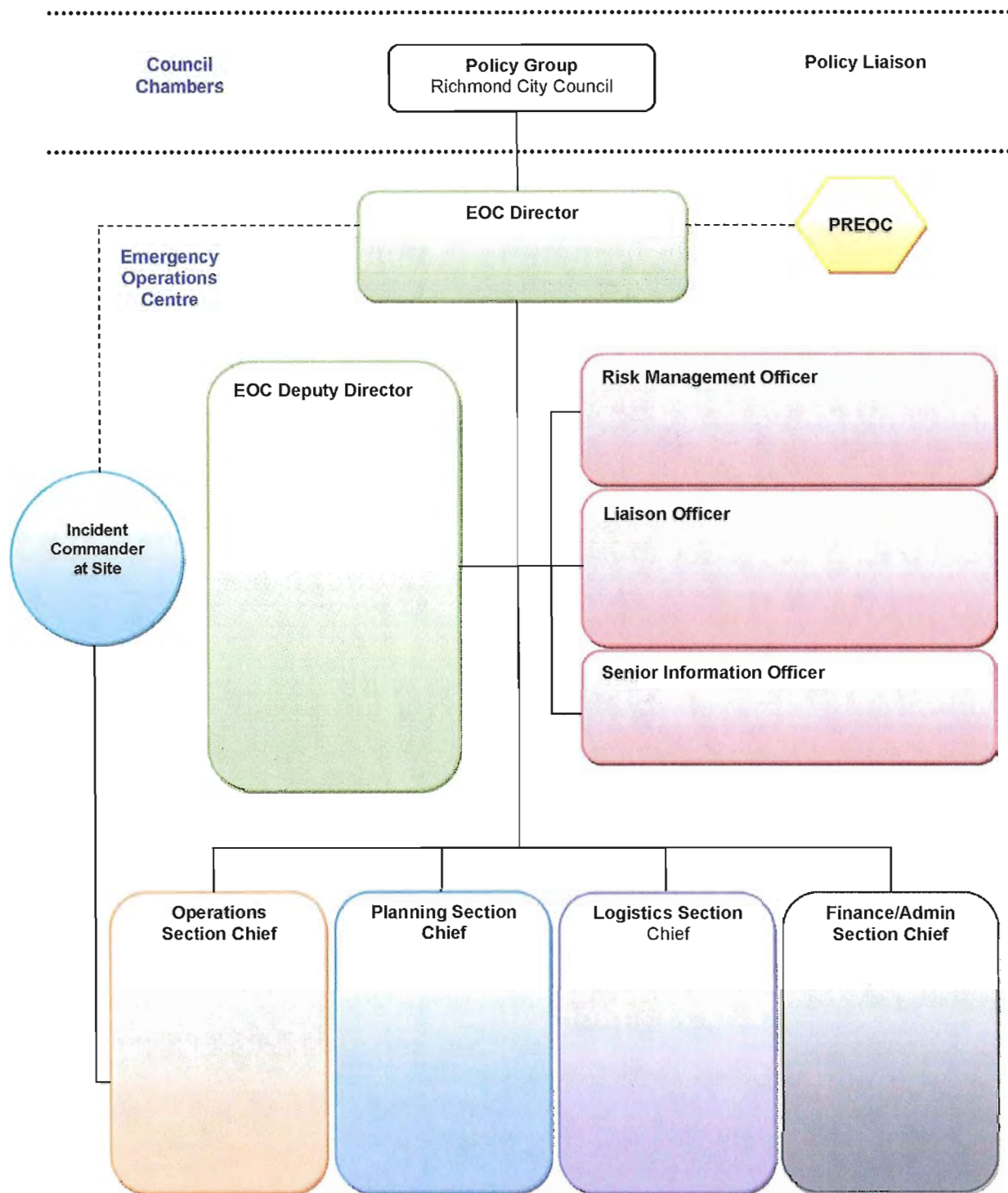
As outlined in the British Columbia Emergency Management System (BCERMS) guidelines, during major emergencies, regular City titles are not used. For consistency and ease of identification by and with other government and non-government agencies, BCERMS titles, as described in this section, are utilized. For Richmond-specific, customized roles, employees with particular skills and experience have been chosen. Full tables with titles and names of designated staff are maintained by Corporate Communications and Emergency Programs.

Multiple staff have been designated for each role within the Emergency Information Plan. This planned redundancy provides alternates should the primary designates be unavailable in an emergency. It also provides for the ability to relieve staff, as required, during extended emergencies.

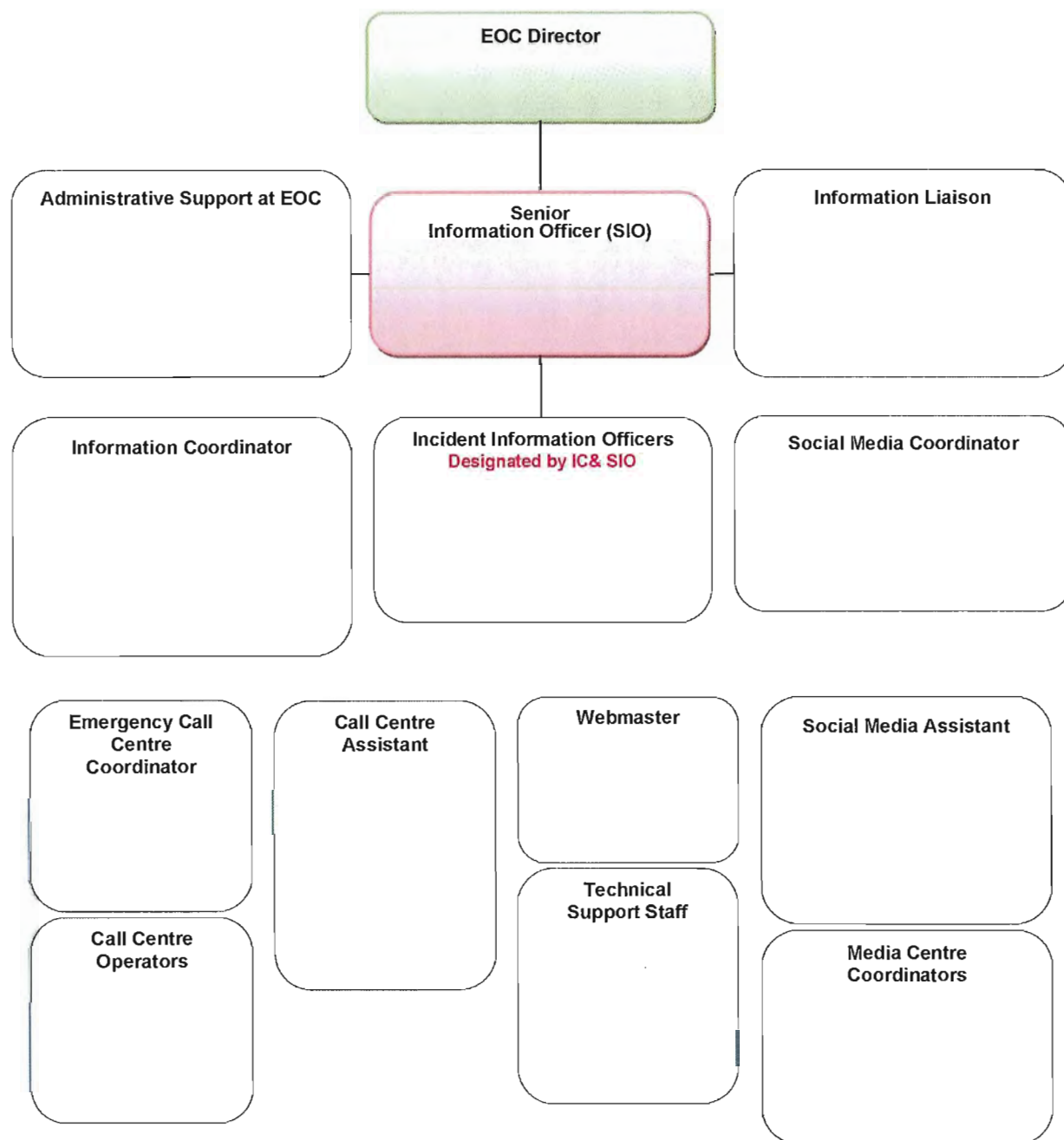
All staff designated with roles within the Emergency Information Plan are selected by the Senior Information Officer in consultation with Emergency Programs and the employees' managers. The Senior Information Officer works with Emergency Programs to ensure that designated staff receive training necessary to fulfil specified roles and responsibilities.

The Senior Information Officer will select or re-assign staff for designated roles as required due to personnel, organization or other changes in circumstances.

### 4.1.1 EOC Organization Chart



#### 4.1.2 Emergency Information Organization Chart





#### 4.1.3. Staff Roles and Responsibilities

General responsibilities for staff assigned roles in the Emergency Information Plan are provided in the following table. Detailed procedures in the form of checklists for each of these positions are available in the Emergency Operations Centre Operational Guide and the Emergency Call Centre and Media Centre Operational Guides.

Emergency Position	Regular Position	Reporting to	Tasks
Primary Spokesperson & Policy Group	Mayor & Councillors	City Hall, Anderson Room	<p>As Spokesperson(s):</p> <ul style="list-style-type: none"> <li>• Reassure the public by acting as spokespersons, as determined at the time of the incident by the EOC Director and Senior Information Officer.</li> <li>• Provide information regarding the City's overall response strategy and political issues via media interviews, news conferences and other public appearances.</li> </ul>
EOC Director	See appendix	Emergency Operations Centre <i>Policy Group</i>	<p>Direct, in consultation with the Senior Information Officer, the implementation of the Emergency Information Plan and designation of primary and technical spokespersons.</p> <p>Approve all public information materials.</p> <p>Liaise with Policy Group and/or elected officials.</p>



## Emergency Information Plan

Emergency Position	Regular Position	Reporting to	Tasks
<b>Senior Information Officer</b>		<b>Emergency Operations Centre</b> <i>EOC Director</i>	<p>Create and manage all internal and external communications, including interviews and news conferences, intranet and website, social media postings, backgrounders, news releases, etc.</p> <p>Provide briefings and information to Council, Senior Management Team and other key staff as needed.</p> <p>Work with other response agencies that have a need to release information to the media about the emergency.</p> <p>Notify, activate and lead the Emergency Information Team.</p> <p>Serve as a central coordination point for all information issuances, media relations, internal and inter-jurisdictional coordination.</p> <p>Ensure that the public within the affected area receive accurate, timely and relevant information about life safety procedures, public health advisories, relief and assistance programs and other vital information.</p> <p>Ensure Call Centre is established for the public to access information and advice as required. Provide timely and accurate messaging sheets to ensure confirmed and approved information.</p> <p>Coordinate news releases with officials representing other affected emergency response agencies.</p> <p>Source or develop photos, videos and other visual images to support Communications activities.</p> <p>Ensure media and social media are monitored for critical information in support of response activities.</p> <p>Develop format for news conferences and media briefings.</p> <p>Work with the Emergency Management Office to ensure this plan is maintained, as per Section 7 of this plan, including staff training &amp; exercises.</p>

Emergency Position	Regular Position	Reporting to	Tasks
<b>Information Coordinator</b>		<b>Emergency Operations Centre</b> <i>Senior Information Officer</i>	<p>Serves as the link between the Senior Information Officer and the Emergency Information Team.</p> <p>Assist Senior Information Officer with information gathering, media monitoring, and dissemination of information to key stakeholders.</p> <p>As directed, coordinate media interviews, news conferences, create and disseminate approved communication materials.</p> <p>Assist the Senior Information Officer as the central coordination point for all public information issuances, media relations, internal and inter-jurisdictional communication.</p> <p>Assist with research, writing, approval and distribution of public information materials, including fact sheets, web notices, backgrounders, news releases, and news conferences.</p> <p>Source or develop photos, videos and other visual images to support Communications activities.</p> <p>Liaise with other members of the Emergency Information Team.</p> <p>Support the Senior Information Officer by maintaining records and logs, managing incoming calls and supervise administrative support.</p>
<b>Administrative Support</b>		<b>Emergency Operations Centre</b> <i>Senior Information Officer</i>	<p>Support the Senior Information Officer by maintaining records and logs, managing incoming calls.</p> <p>Support the Emergency Information Team at the EOC with the preparation of communication materials and forms, and the dissemination of information, as directed by the Senior Information Officer.</p> <p>Assist the Senior Information Officer in managing media inquiries, including receiving and logging media calls and emails and providing information to Senior Information Officer for response.</p>
<b>Information Liaison</b>		<b>Emergency Operations Centre</b> <i>Senior Information Officer</i>	<p>Support Senior Information Officer in providing updates to Mayor and Council, Senior Management Team and other key stakeholders and assist in responding to questions from those stakeholders.</p> <p>Together with the EOC Liaison Officer, coordinate information with other agency information officers.</p>

<b>Emergency Position</b>	<b>Regular Position</b>	<b>Reporting to</b>	<b>Tasks</b>
<b>Social Media Coordinator</b>		<b>Emergency Operations Centre</b> <i>Senior Information Officer</i>	<p>Coordinates dissemination of approved information via the City's social media channels as directed by the Senior Information Officer.</p> <p>Coordinates utilization of social media channels for crowd sourcing from public and media.</p> <p>Monitors social media channels as an information source and briefs the Senior Information Officer on pertinent information.</p> <p>Seeks to disseminate social media postings through partner, media and general social media channels.</p>
<b>Social Media Assistant</b>		<b>Emergency Operations Centre</b> <i>Social Media Coordinator</i>	<p>Assists the Social Media Coordinator in dissemination of approved information via the City's social media channels as directed by the Senior Information Officer.</p> <p>Supports utilization of social media channels for crowd sourcing from public and media.</p> <p>Monitors social media channels as an information source and briefs the Senior Information Officer on pertinent information.</p> <p>Seeks to disseminate social media postings through partner, media and general social media channels.</p>
<b>Emergency Call Centre Coordinator</b>		<b>Emergency Call Centre</b> <b>City Hall, 6<sup>th</sup> floor</b> <b>Computer Training Room</b> <i>Senior Information Officer</i>	<p>Staffs, sets up and manages the Emergency Call Centre.</p> <p>Responds to, researches and re-directs calls from the public.</p> <p>Liaises with the Senior Information Officer and Information Coordinator at the EOC to ensure consistency of messaging, reporting inconsistencies in media and issues arising from public's calls.</p> <p>Work with the Emergency Management Office to ensure Emergency Call Centre staff and volunteers receive ongoing training, maintain the callout list and participate in regular exercises.</p>
<b>Call Centre Assistant</b>		<b>Emergency Call Centre</b> <b>City Hall, 6<sup>th</sup> floor</b> <b>Computer Training Room</b> <i>Call Centre Coordinator</i>	<p>Assist the Call Centre Coordinator with the set up and operations of the call centre.</p> <p>Provide support to call centre operators.</p>

<b>Emergency Position</b>	<b>Regular Position</b>	<b>Reporting to</b>	<b>Tasks</b>
<b>Media Centre Coordinator</b>		<b>Media Centre City Hall, Rm 1.003 Senior Information Officer</b>	<p>Staff, set up and co-ordinate the Media Centre.</p> <p>Provide overall media relations support by ensuring pertinent information is distributed to internal and external audiences.</p> <p>Receive and accredit media personnel at the Media Centre, where appropriate.</p> <p>Work in conjunction with Senior Information Officer and Emergency Call Centre Coordinator to tend to the logistical and briefing needs of the media and spokespersons.</p> <p>Coordinate the setup of on-site news conferences.</p> <p>Work with the logistics section of the EOC to address any technological needs.</p> <p>Assist the Senior Information Officer in managing media inquiries, including receiving and logging media calls and emails and providing information to Senior Information Officer for response.</p> <p>Videotape media conferences and briefings for online posting and archival purposes.</p> <p>Work with Emergency Management Office to ensure Media Centre staff receive ongoing training, maintains the callout list and participate in regular exercises.</p>
<b>Technical Support</b>		<i>Senior Information Officer or EOC Logistics Section</i>	<p>Assist with the set up of telephone and fax lines in the Call Centre and Media Centre.</p> <p>Provide ongoing technical support.</p> <p>Provide regular reports on the call centre volume, length of calls, time in queue, etc.</p>
<b>Webmaster</b>		<b>Media Centre City Hall Rm 2.004 Media Centre Coordinator</b>	<p>Post approved news releases, backgrounders, FAQ on City's website and intranet as quickly as possible.</p> <p>At the direction of the Senior Information Officer, ensure pertinent information, such as news releases, scheduling of news conferences, etc. is available at the Media Centre, on the City's web site, as well as the corporate intranet.</p> <p>Work with logistics section at the EOC to address any technological needs.</p>

## Emergency Information Plan

<b>Emergency Position</b>	<b>Regular Position</b>	<b>Reporting to</b>	<b>Tasks</b>
<b>Incident Commander</b>	<b>Determined by the Incident and Responding Agency(s)</b>	<b>Site</b>	<p>Designate Incident Information Officer(s), as required.</p> <p>Manage the site response to media requests and demand for public information.</p> <p>Ensure consistency with key messages and strategies established by the Senior Information Officer.</p> <p>Act as a Technical Spokesperson as determined by EOC Director and Senior Information Officer.</p>
<b>Incident Information Officer(s)</b>	<b>Designated by Incident Commander and/or Senior Information Officer</b>	<b>Site</b> <i>Incident Commander/ Senior Information Officer</i>	<p>Provide overall media relations support to first responders at the incident site.</p> <p>Logging media relations interactions at the site and reporting this information to the Senior Information Officer.</p> <p>Direct media questions to Senior Information Officer that they are unable or unqualified to answer.</p> <p>Work with Incident commander to gather photos and video from the site to support Communications and operational needs.</p> <p>Coordinate media tours on site.</p> <p>Information Officer(s) designated in this plan may also be augmented by trained communications staff from Richmond Fire Rescue, RCMP, Emergency Social Services and other partner agencies as appropriate.</p>

## 5. Communications Strategy

### 5.1 Emergency Information Commitment

We care about our citizens, our community, our economic landscape and our environment. Our communications will be conducted in a manner that is:

- SMART (Specific, Measurable, Actionable, Relevant, Timely)
- Transparent
- Compassionate and understanding
- Coordinated and integrated

While communicating before, during, and after emergencies or disasters, we will remain honest and accessible to all stakeholders – always sensitive to their needs.

### 5.2 Media Relations Policy

Media provide an effective method of quickly disseminating information during an emergency. Information will be provided to media in a timely fashion through news releases, social media, media conferences, briefings and interviews. In a major emergency we may activate a Media Centre to serve as a central point for media conferences and briefings.

The Emergency Information team will support media relations activities as follows:

- Develop strategies for managing issues that have or may arise
- Manage, coordinate and prioritize requests for media interviews (i.e.: local media are often the best first story tellers as they are usually the most accurate – they know the city.)
- Deliver key messages and provide updates to the media
- Schedule media interviews and news briefings with spokesperson/area experts
- Work with response agencies that have a need to release information to the media about the emergency – research their position, what they are saying and how joint communication efforts can be managed
- Brief and prepare spokespersons for media interviews/briefings
- Prepare and distribute key messages and communication pieces. (e.g.: fact sheets, media advisories, news releases)

#### **Media Spokespeople**

The Mayor and Councillors will be the City's primary spokespersons during an emergency.

Corporate Communications and Emergency Programs will work with senior staff to keep Mayor and Councillors informed and to coordinate media activities related to the emergency. In an emergency situation it will be important for Mayor and Councillors to be continually briefed in order to ensure that all information provided to the public is current and accurate.

When the Emergency Operations Centre is activated, additional media relations activities may be required to support the City's emergency response. In general, media interviews are to be conducted by designated spokespersons, in accordance with BCERMS standards.

Depending on the emergency and level of response required, the Incident Commander(s), EOC Director and Senior Information Officer will appoint a senior, credible person available to act as the official spokesperson for the City's emergency operations. The official spokesperson (or designate) will be the designated Staff representative to speak:

- On the community's overall emergency response and recovery efforts.
- Strategic operational decisions and policy issues.

The Incident Commander, in conjunction with the Senior Information Officer, will assign key operational personnel to provide technical support to the spokesperson and speak about matters within their area of expertise. These personnel may provide interviews to the media on strategic operational decisions or policy issues if authorized by the Incident Commander/EOC Director or Senior Information Officer.

City of Richmond staff with an emergency response or recovery role may agree to be interviewed by the media provided they only speak about matters within their area of responsibility and that they have the approval of the Incident Commander, Senior Information Officer or EOC Director. These personnel should only speak to the media on strategic operational decisions, policy issues or issues related to their specific duties with regard to the emergency (i.e., if an employee is sandbagging, they can talk to the media about how they sandbag.)

### **Preparing Spokespersons for a Media Interview**

When possible and appropriate, the Senior Information Officer and designates will prepare designated spokespersons for media interviews and briefings as follows:

- Situation update
- Needs of reporter(s) – story angle, type of reporter, reporter's attitude, questions likely to be asked, other organizations or people the reporter will be interviewing
- Public attitudes (general public, stakeholder organizations, special interest groups)
- Potential questions or issues that might come up
- Key messages
- Sensitive or confidential issues
- Interview or briefing logistics (time, location, format and time limit)

### **When working with the media in an official capacity:**

#### **Always:**

- Seek advice and support from the Senior Information Officer when desired or when in doubt about how to respond
- Agree to be interviewed only if you personally want to do it – follow the framework of the media relations' policy to determine if you are authorized
- Respect the principal of security, the judicial process and laws governing the disclosure of information

**Avoid:**

- Responding to media inquiries that fall outside your personal experience or expertise, unless otherwise approved by the Senior Information Officer or designate
- Undermining the safety of response personnel or the success of response and recovery operations
- Speculating about events, incidents, issues or future policy decisions
- Offering personal opinions
- Discussing advice given to superiors

### 5.3 Audiences

Open lines of communication will be established with internal and external audiences, which may vary depending on the type and severity of the emergency.

A selection of primary stakeholders from both internal and external audiences is listed below. Specific information needs and modes of dissemination for each identified group are outlined in the Specific Stakeholder Information Needs table on the following page.

#### Internal Audiences

- Emergency management operations group
- First responders
- Mayor and Councillors
- Senior management team
- Front of House, Dispatch Staff, Administration reception and Councillor's office staff
- City staff
- City of Richmond volunteers

#### External Audiences

- People directly impacted by the emergency
- General public
- Media
- Neighbouring communities
- Emergency response and recovery stakeholders (i.e., industry, Canadian Red Cross, regional health authority, school board(s), airport authority, Public Safety Canada, Emergency Management BC, other provincial/federal agencies)
- Family members of City staff
- Special interest groups



**Specific Stakeholder Information Needs**

<b>Audience</b>	<b>Objective</b>	<b>Information Needs</b>	<b>Methods of Dissemination</b>	<b>Tools/Samples</b>
EOC Director, Mayor and Council	To ensure high-level understanding of events and consistency in messaging.	<ul style="list-style-type: none"> <li>• Potential issues</li> <li>• Potential media and public interest</li> <li>• Media and public activities</li> <li>• Communications strategies and key messages</li> </ul>	<ul style="list-style-type: none"> <li>• Telephone</li> <li>• Cell phones/ Smart phones</li> <li>• Individual and group briefings</li> <li>• Email</li> <li>• Text</li> <li>• Satellite phones</li> <li>• UHF/VHF radio</li> </ul>	<ul style="list-style-type: none"> <li>• Status reports</li> <li>• Roles and responsibilities</li> <li>• Key messages</li> <li>• Speaking notes               <ul style="list-style-type: none"> <li>• Collateral materials for media/public briefings</li> </ul> </li> <li>• News releases</li> <li>• Media monitoring reports</li> </ul>
Stakeholder Information Officers (i.e., police, industry, government, or spokespersons)	To ensure consistency in communications across stakeholder agencies.	<ul style="list-style-type: none"> <li>• City of Richmond's role/responsibility in the emergency</li> <li>• Potential issues that may impact their organization/clients</li> <li>• Potential media and public interest</li> <li>• City of Richmond's key messages communications strategies</li> <li>• Potential joint communications strategies</li> <li>• Immediate or potential support/action required</li> </ul>	<ul style="list-style-type: none"> <li>• Email</li> <li>• Telephone</li> <li>• Cell phones/Smart phones</li> <li>• Text</li> <li>• Website</li> <li>• Individual and group briefings</li> <li>• EOC attendance</li> </ul>	<ul style="list-style-type: none"> <li>• Government information centres</li> <li>• Conference calls</li> <li>• Group e-mails</li> <li>• News releases</li> <li>• Status reports</li> </ul>
City Staff	To ensure staff know what to do and where to go during an emergency.	<ul style="list-style-type: none"> <li>• Impact on staff</li> <li>• Actions staff must take</li> <li>• Support required</li> <li>• Impact on operations</li> <li>• Employee Information Line</li> </ul>	<ul style="list-style-type: none"> <li>• Intranet</li> <li>• Email</li> <li>• Telephone</li> <li>• Cell phone/Smart phones</li> <li>• Face-to-face</li> <li>• Website/Social media</li> <li>• Call Centre</li> <li>• Media Reports – print, radio &amp; television</li> <li>• Employee/family information line</li> <li>• Emergency Notification System</li> <li>• Uniform Signage/notices/info posted in public areas</li> </ul>	<ul style="list-style-type: none"> <li>• Staff bulletins</li> <li>• Staff information sessions</li> <li>• Intranet information</li> <li>• Emails</li> <li>• News releases</li> </ul>

## Emergency Information Plan

<b>Audience</b>	<b>Objective</b>	<b>Information Needs</b>	<b>Methods of Dissemination</b>	<b>Tools/Samples</b>
Family members of City staff	Assurance that staff members are accounted for and cared for. Family needs being met while staff member is working.	<ul style="list-style-type: none"> <li>• Impact on their family member</li> <li>• Actions they should take</li> <li>• Reassurances on issues with regard to safety and well being of staff members and others who have been impacted</li> </ul>	<ul style="list-style-type: none"> <li>• Website</li> <li>• Media Reports – print, radio &amp; television</li> <li>• Call Centre</li> <li>• Employee/family information line</li> <li>• Emergency Notification System</li> </ul>	<ul style="list-style-type: none"> <li>• Status updates on events</li> <li>• Employee lounge with phones and computers</li> <li>• News releases</li> </ul>
People directly impacted	Assurance that City is properly addressing the situation and public feel that they are receiving up-to-date information on issues and services.	<ul style="list-style-type: none"> <li>• How they can get help</li> <li>• How they can help themselves</li> <li>• Safety precautions to take</li> </ul>	<ul style="list-style-type: none"> <li>• Website</li> <li>• Social media</li> <li>• Media Reports – print, radio &amp; television</li> <li>• Call Centre</li> <li>• Reception Centres</li> <li>• Emergency Notification System</li> <li>• City facility message boards</li> <li>• Telephone calls, email,</li> <li>• Door-to-door</li> <li>• Uniform Signage/notices/info posted in public areas</li> </ul>	<ul style="list-style-type: none"> <li>• Response updates</li> <li>• Evacuation notices</li> <li>• Disaster response routes</li> <li>• Reception centres</li> <li>• Advisories, safety tips</li> <li>• Shelter-in-place</li> <li>• Disaster financial assistance</li> <li>• Critical incident stress information</li> </ul>
Family of people directly impacted	To make people aware of ways to connect with family members.	<ul style="list-style-type: none"> <li>• Status of family member</li> <li>• How family members can be contacted</li> <li>• Actions they should take</li> <li>• Reassurances on issues with regard to the safety and well being</li> </ul>	<ul style="list-style-type: none"> <li>• Website</li> <li>• Social media</li> <li>• Media Reports – print, radio &amp; television</li> <li>• Call Centre</li> <li>• Reception Centres</li> <li>• City facility message boards</li> <li>• Emergency Notification System</li> <li>• Uniform Signage/notices/info posted in public areas</li> </ul>	<ul style="list-style-type: none"> <li>• Location and purpose of Reception Centres</li> <li>• News releases</li> </ul>

## Emergency Information Plan

<b>Audience</b>	<b>Objective</b>	<b>Information Needs</b>	<b>Methods of Dissemination</b>	<b>Tools/Samples</b>
Media	Timely, accurate forthcoming messages. Media gathered at Media Centre allows for efficient consistent messaging.	<ul style="list-style-type: none"> <li>• Access to appropriate spokespersons</li> <li>• Safety precautions/actions the public needs to take</li> <li>• How their information, interviews and picture needs will be met</li> <li>• Location of Media Centre</li> </ul>	<ul style="list-style-type: none"> <li>• Media Releases, advisories</li> <li>• Media Centre</li> <li>• Face-to-face (media conference, briefings, interviews)</li> <li>• Website</li> <li>• Social media</li> <li>• Email</li> <li>• Uniform Signage/notices/info posted in public areas</li> </ul>	<ul style="list-style-type: none"> <li>• News releases</li> <li>• Media advisories</li> <li>• Media/press conferences</li> <li>• Fact sheets</li> <li>• Photos and video</li> <li>• Tweets and Facebook postings</li> </ul>
General public	Assurance that City of Richmond is properly addressing the situation and public feel that they are receiving up-to-date information on issues and services.	<ul style="list-style-type: none"> <li>• Safety precautions/actions the public needs to take</li> <li>• How they can volunteer to help</li> <li>• If donations are being accepted where and specifically what type of donations are needed</li> </ul>	<ul style="list-style-type: none"> <li>• Website</li> <li>• Social media</li> <li>• Media Reports – print, radio &amp; television</li> <li>• Call Centre</li> <li>• City facility message boards</li> <li>• Emergency Notification System</li> <li>• Door-to-door</li> <li>• Uniform Signage/notices/info posted in public areas</li> </ul>	<ul style="list-style-type: none"> <li>• News releases: website and social media</li> <li>• Messages: <ul style="list-style-type: none"> <li>• Stay away from the area impacted</li> <li>• Stay off the phone</li> <li>• Disaster response routes – keep roads and phone lines available for emergency use</li> <li>• Stay tuned to local media for further information.</li> </ul> </li> </ul>
Emergency Management BC	General update, early identification of concerns regarding response approach.	<ul style="list-style-type: none"> <li>• Required status reports</li> <li>• Copies of all news releases</li> </ul>	<ul style="list-style-type: none"> <li>• Telephone</li> <li>• Cell phones/Smart phones</li> <li>• Email</li> <li>• Satellite phone</li> <li>• Emergency radio</li> </ul>	<ul style="list-style-type: none"> <li>• EOC status updates</li> <li>• News releases</li> </ul>
Businesses in Richmond	Business has the tools required to recover as quickly as possible.	<ul style="list-style-type: none"> <li>• Recovery issues, i.e., how to locate engineers for building safety issues</li> <li>• How to get rapid issuances of permits for recovery</li> <li>• Care of employees</li> </ul>	<ul style="list-style-type: none"> <li>• Website (Business Recovery Guide)</li> <li>• Media Reports – print, radio &amp; television</li> <li>• Social media</li> <li>• Emergency Notification System</li> <li>• City facility message boards</li> <li>• Telephone/email</li> <li>• Uniform Signage/notices/info posted in public areas</li> </ul>	<ul style="list-style-type: none"> <li>• News releases, website and social media</li> <li>• Messages</li> <li>• How to apply for Disaster Financial Assistance</li> <li>• Critical Incident Stress Information</li> </ul>

Audience	Objective	Information Needs	Methods of Dissemination	Tools/Samples
EComm/ 911 Dispatchers	Accurate information is being conveyed to callers.	<ul style="list-style-type: none"> <li>• Current information on events for consistent and accurate messaging to callers</li> </ul>	<ul style="list-style-type: none"> <li>• Fax</li> <li>• Email</li> <li>• Telephone</li> <li>• Satellite phone</li> </ul>	<ul style="list-style-type: none"> <li>• Status reports</li> <li>• News releases</li> <li>• Fact sheets</li> </ul>
City of Richmond Dispatch, Call Centre Staff	Accurate information is being conveyed to callers.	<ul style="list-style-type: none"> <li>• Current information on events for consistent and accurate messaging to callers</li> </ul>	<ul style="list-style-type: none"> <li>• Email</li> <li>• Telephone</li> <li>• Face to face</li> <li>• Intranet</li> <li>• Website</li> <li>• Social media</li> <li>• Satellite phone</li> <li>• Uniform Signage/notices/info posted in public areas</li> </ul>	<ul style="list-style-type: none"> <li>• Status reports</li> <li>• News releases</li> <li>• Fact sheets</li> </ul>

## 5.4 Key Messages

Messages that are conveyed to the public in an emergency must be simple and brief, addressing:

- What happened
- What are we doing about it
- What changes will we make to ensure that it does not happen again

### Initial Hours

Early in the emergency, as people are struggling to gather information there may be little solid information to provide to the public about what happened and why. While initial information may not be 100 per cent accurate or quickly verifiable, it is critical that communications DO NOT STOP at this time of uncertainty.

There will be intense pressure from the media and other stakeholders to provide comment during this period. If information is not forthcoming, reporters and the public will fill the void (including real time via social media) with what could be rumour and speculation. This could be more damaging than the actual incident, and difficult to correct.

It is critical that an initial communication is provided to the public, media and other key stakeholders as soon as possible, even if many details are not yet known or confirmed.

### The initial communications should state:

- An incident has occurred
- Type, location and time of incident
- Public safety status
- Actions being taken to manage the emergency
- Instructions to the public
- How and when further information will be available
- Where to go for further information

Early messages may lack specific details, but can still provide the public and media with comment, some direction and focus on one or more of the BCERMS/City communication goals – setting the stage for areas of future information.

### **Key Messages**

Key messaging should reinforce actions with regard to priorities in emergency management, and the BC Emergency Response Management System (BCERMS) Goals:

1. Provide for the safety and health of all responders
2. Save lives
3. Reduce suffering
4. Protect public health
5. Protect government infrastructure
6. Protect property
7. Protect the environment
8. Reduce economic and social losses

### **General Messaging**

General messages should include:

- City of Richmond's objectives and priorities
- Facts about what went well (think responders)
- Benefits (think public)
- Facts that refute negatives
- Facts that support the story

As required, develop and incorporate additional messages that:

- Support what is being done to manage the emergency
- Support what was done in advance of the emergency to reduce its occurrence and impact
- Reassure the public and help reduce their emotional reaction to the emergency
- Deliver public safety information
- Help emergency response personnel perform their job responsibilities.

### **Examples and topics of key messaging include:**

- **Empathy**  
A message of empathy for the impact the emergency has on people or the environment. This does not mean taking/assigning responsibility for the incident – we are showing our compassion toward those who have been impacted.
- **Priorities**  
“The community's first priority is saving lives and public safety” (if appropriate include other relevant priorities such as minimizing damage to the environment”).

“We are working with partner response agencies to manage the emergency and minimize its impact on people, (environment) and our community”

- **What We Are Doing**

What is being done to manage the situation?

“Richmond has an emergency response system in place and our full response team has been called into service”

(As the emergency progresses, you can start adding details of what is being done to protect the public safety and interest.)

- **When We Will Get Back to You / More information**

If the emergency is likely to continue over a long period of time, commit to regular media updates, and then honour that commitment

“New information will be released when it becomes available”

“Updates will also be posted on our website at [www.richmond.ca](http://www.richmond.ca), and information lines have been established as follows:

Public: 604-247-4666

Media: 604-247-4671

## 6. External Agencies

### Federal Government

Unless federal departments or areas under federal jurisdiction are impacted by the event, the federal government will generally not be releasing specific information pertaining to the event.

When federal resources are activated, much like the provincial government, they will assess their impact and communication with the next level of government to provide assistance as requested.

The emergency public communications role of the federal government may include:

- The release of information about impacted federal departments/ services and public safety messaging for areas under federal jurisdiction;
- The release of information about the federal government's support to the province and disaster funding assistance.

The federal government would be involved in an emergency in the following circumstances:

- The provincial government requests federal support or resources;
- The federal government is implementing the national support plan;
- A federal department is the lead agency and may require resources from other federal departments;
- Federal assets have been or may be impacted by the emergency in which business recovery/continuity efforts need to be implemented.

Public Safety Canada coordinates with and supports federal departments, international and other levels of government, first responders, community groups, and the private sector.

If the federal government is the lead during an emergency, a federal department/agency is designated as the organization within whose jurisdiction the emergency falls (i.e. CFIA – Canadian Food Inspection Agency and Avian Flu). In this role, the department/agency leads communications efforts related to the emergency.

Public Safety Canada's national headquarters in Ottawa coordinates and initiates decision-making across various federal departments through the Government Operations Centre (GOC), which operates 24/7. Public Affairs headquarters delivers communications during an emergency and also deploys additional capacity to the local level. At the regional level, Public Safety Canada provides site support fostering cooperation and information flow between federal departments and with the Province.

### Provincial Government and Emergency Management BC

- Within the Province of British Columbia, government communication is handled through the Public Affairs Bureau (PAB), which ensures that information about programs and services is accessible to British Columbians. The Bureau also has the responsibility for leading and coordinating communications with internal and external stakeholders.

- Public Affairs Bureau Temporary Emergency Assignment Management System (T.E.A.M.S) members usually staff the Provincial Emergency Coordination Centre (PECC) or Provincial Regional Emergency Operations Centre (PREOC) information functions, but in smaller, short-lived or quickly escalating incidents, program staff or contractors may staff these functions. Responsibilities and reporting structure are consistent regardless of the person in the position.
- When the provincial emergency management structure is activated, Information Officers within the PECC or PREOC report to the Director within the applicable coordination/operations centre. If a provincial T.E.A.M.S. Information Officer were providing support at a local authority EOC they would report to the EOC Director. Likewise, if they were at the site they would report to the Incident Commander.
- When the PREOC is activated to a higher level, deployed provincial T.E.A.M.S. Information Officers (IOs) will work in a coordinated manner with spokespeople and information officers in other involved agencies and levels of government to support their counterparts at the local authority level.
- The British Columbia Crisis Communications Strategy for Major Provincial Emergencies is used to guide the activities of provincial Information Officers. The strategy is an all-hazards approach, which outlines procedures and best practices in activating public information units within the BCERMS structure.
- Depending on their place within the structure, provincial information officers will ensure appropriate information is provided to the public and media, which may include:
  - Upon request, supporting local authority in gaining information to provide timely, accurate public safety information, which could include such things as weather forecasts, stream conditions, provincial highway and road status
  - Informing the public, media, local governments and stakeholders as to what measures the Province has in place to assist communities including roles and responsibilities of Emergency Social Services
  - The status of any activated public information services including the Central Registration and Inquiry Bureau (CRIB) which provides family reunification services
  - Information about emergency management structure and operational protocols in emergency situations
  - Provide media, public and stakeholders with regular updates/overview on regional or provincial situation through appropriate spokesperson(s) and arrange media, news conference and VIP tours as directed

### **Local Response Agencies**

During emergencies, the City works closely with local response agencies, such as RCMP, BC Ambulance Service, Richmond Health Services and the Medical Health Officer, Richmond School Board, Vancouver International Airport and the Canadian Coast Guard.

In an emergency, these agencies will:

- Provide information updates to the City's EOC, pertaining to their response efforts, resources and strategies.
- Provide information to the public pertaining to their area of expertise and within their jurisdiction



- Work with the City's Senior Information Officer to coordinate communications strategies and participate in a Joint Information Centre, where appropriate

#### **Liaising with Other Departments and Agencies**

The Appendices section provides a general outline as to the types of incidents for which specific City departments, as well as external agencies, may be required to support the Emergency Information Team.

The EOC Director and the Senior Information Officer will designate the technical spokesperson(s) for the City.

## 7. Plan Maintenance

The Senior Manager, Corporate Communications is responsible for the following:

### **General Maintenance**

- Review the Emergency Information Plan every six months to update, as a minimum, the Communications Directory, facility and resource information.
- Review the Emergency Information Plan following the activation of any part of the plan to incorporate recommendations.
- Working with the Emergency Management Office to coordinate and facilitate training and exercises for staff identified in this plan.
- Maintain equipment to be used in the response.

### **Additions and Modifications**

Establish supporting documents or annexes, such as notification procedures or an operations manual, as necessary.

Update contact list and resource documents on a regular basis to ensure currency.

## 8. Training and Exercises

As required under the Emergency Program Act, municipalities are mandated to regularly exercise their emergency plans and procedures. The Emergency Management Office coordinates, as part of its mandate, an annual training and exercise schedule.

The Emergency Programs and Corporate Communications offices will work together to provide the following training for the Emergency Information Team. This training will be supported by various exercises, including drills to test call centre equipment and activation procedures; tabletop exercises to maintain staff familiarity with their roles and responsibilities; and full-scale or functional exercises to provide hands-on experience.

### Emergency Information Plan Training Matrix

M = Mandatory      R = Recommended      F = Facilitate      O = Optional

Course	Senior Information Officer	Incident Information Officers	Information Liaison and Coordinator	Call Centre Staff	Media Centre Staff	Administrative Support Staff	Social Media Coordinator and Assistant
<b>Emergency Information Plan Orientation &amp; Introductory Media Training</b>  An overview of the City's Emergency Management Plan, and Emergency Information Plan, including risk assessment, roles and responsibilities, and concept of operations. Also provides an overview of how to work with the media, and develop news releases and other communication tools.	F/M	M	M	M	M	M	M
<b>Incident Command System Orientation (100)</b>  Principles and organization of ICS, basic terminology and an overview of common responsibilities.	M	M	M	M	M	M	
<b>Emergency Operations Centre (EOC) Level 1</b>  Introduction of EOC functions, operations, information flow, applying BCERMS to the EOC environment.	M		M			M	
<b>EOC Level 2 Essentials</b>  Enables participants to perform their roles and responsibilities in the EOC.	M						
<b>Media Training Basic (1/2 day session)</b>  Provides skills for handling media inquiries for staff who play a role in coordinating media requests.	M	M			M		
<b>Advanced Media Training (full day session)</b>  Intended for spokespersons that will be interviewed by the media.	M						
<b>Emergency Call Centre Training</b>  Call centre activation, operational procedures as well as tips for handling public inquiries in an emergency.	F/M		O	M			M
<b>Media Centre Orientation</b> Media centre activation, operational procedures as well as tips for handling media inquiries in centre.	F/M	O	O		M		

## 9. Glossary

### 9.1 Emergency Management Terms

#### **BCERMS – British Columbia Emergency Response Management System**

The British Columbia Emergency Response Management System is a comprehensive management structure scheme that ensures a coordinated and organized provincial response and recovery to any and all emergency incidents. The broad spectrum of components of BCERMS includes operations and control management, qualifications, technology, training and publications.

#### **EOC – Emergency Operations Centre**

A pre-designated facility established by a local authority, jurisdiction or agency to coordinate the site response and support in an emergency.

#### **ESS – Emergency Social Services**

Emergency Social Services are those services that are provided short term (generally 72 hours) to preserve the emotional and physical well being of evacuees and response workers in emergency situations.

#### **ICS – Incident Command System**

A standardized at-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. BC's emergency management structure is based on this system.

#### **Emergency Management BC**

Emergency Management BC is part of the Ministry of Justice and is mandated to coordinate the province's integrated emergency responses and assistance to communities in an emergency.

#### **PREOC – Provincial Regional Emergency Operations Centre**

An Emergency Operations Centre established and operated at the regional level by provincial agencies to coordinate provincial emergency response efforts.



# City of Richmond

## Report to Committee

**To:** Community Safety Committee

**Date:** March 28, 2014

**From:** John McGowan  
Fire Chief

**File:** 99-Fire Rescue/2014-  
Vol 01

**Re:** BC Ambulance Service – Dispatch Protocol Changes

### Staff Recommendation

1. That the Fire Chief continue to update Council on the impacts of the BC Ambulance Service dispatch protocol changes, and
2. That staff continue to work collaboratively with BC Emergency Health Services, to further develop the emergency medical care system for the citizens of Richmond.

John McGowan  
Fire Chief  
(604-303-2734)

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

## Staff Report

### Origin

On November 13, 2013, the Community Safety Committee was briefed on the proposed changes to the BC Ambulance Service Medical Priority Dispatch System. An analysis of the impact of those changes to Richmond Fire Rescue's service to the public has been performed.

This report supports Council Term Goal 1:

*To ensure Richmond remains a safe and desirable community to live, work and play in, through the delivery of effective public safety services that are targeted to the City's specific needs and priorities.*

### Background

BC Ambulance Service (BCAS) reviews the Medical Priority Dispatch System (MPDS) and the Resource Allocation Plan (RAP) in relation to calls for medical services on a regular basis. Changes were made to BCAS's RAP in 2006 and again in October 2013.

BCAS uses MPDS to determine and categorize medical calls for service. Once the severity of the patient is determined the system allocates the appropriate resources and the priority for the speed of the response. The priority speed of response refers to the Code of the response mode: for example: Code 3 - "emergency" (lights and sirens), Code 2 - "routine" (no lights or sirens), or Code 1 - "no response" (attend as resources allow).

The 2013 MPDS and RAP review and analysis resulted in a downgrading of response to 74 of the 1,160 types of medical call types. These 74 call types that were previously determined to be Code 3 or "emergency" (lights and sirens) were downgraded to Code 2 "routine" (no lights or sirens).

### Analysis

#### First Responder Medical Services by Richmond Fire-Rescue

RFR's medical First Responder services include:

1. Responding to medical calls as required.
2. Attending scenes for patient injury assessment, care, and stabilization for hospital transport by BCAS as necessary.
3. Managing, in the case of motor vehicle incidents (MVIs):
  - a. scene traffic safety
  - b. environmental matters
  - c. potential for fire, explosion or other hazardous matters
  - d. patient extrication and stabilization for hospital transport by BCAS
4. Communicating with BCAS about patient condition and service needs.

RFR continues to deliver its first responder services as outlined above and as time and circumstances permit, enhances the service by:

1. Providing, through an early presence, the ability to provide critical care intervention such as scene stabilization, hazard mitigation, airway managements, Cardiopulmonary Resuscitation and all other interventions as determined in the First Responder scope of practice.
2. Provide a sense of safety and comfort to the patient, family members and other persons who may be vicariously affected at the scene.
3. Providing, as appropriate, education and prevention information (ie. slips, trips and falls prevention / vial of life program).
4. Answering questions and assisting others on-scene.

#### Response Data

Changes were made to BCAS RAP response protocols on October 29, 2013. In Figure 1, a comparison is made of four months of recent RFR response data compared to the same period from the previous year.

<b>Figure 1: Summary of Call Types</b>			
<b>Date Range</b>	<b>Total All RFR Call Types</b>	<b>Total RFR Medical Calls</b>	<b>Number of Calls in Downgraded Event Types</b>
<b>Nov. 1, 2012 to Feb. 28, 2013</b>	3,092	2,295	676 (29%) (208 MVI / 468 Medical)
<b>Nov. 1, 2013 to Feb. 28, 2014</b>	3,209	2,323	820 (35%) (272 MVI / 548 Medical)

Figure 2 depicts the impact of the protocol changes on RFR's First Responder medical incident responses for the 74 downgraded event types.

<b>Figure 2: RFR Response Changes for the 74 Downgraded Event Types</b>				
<b>Date Range</b>	<b>Number of Calls in Downgraded Event Types</b>	<b>RFR First on Scene with Patient</b>	<b>RFR First on Scene Average Wait Time for BCAS</b>	<b>Medical Calls with a 40+ minute BCAS Wait Time</b>
<b>Nov. 1, 2012 to Feb. 28, 2013</b>	676	251	5.82 minutes	2
<b>Nov. 1, 2013 to Feb. 28, 2014</b>	820	404	15.5 minutes	31
<b>Change</b>	↑ 144	↑ 153	↑ 9.68 minutes	↑ 29

The effect of the change in the RAP and subsequent dispatch protocol on Richmond is:

1. An average 9.68 minute increase in wait time for ambulance arrival.
2. An increase of 29 incidents where wait time for ambulance arrival exceeded 40 minutes.

### Change Process

In 2006 and again in late 2013, BCAS unilaterally amended their RAP. The RAP changes were based on a patient outcome review by BC Emergency Health Services (BCEHS). This review analysed the patient outcomes of all medical events that BCAS attended. The analysis took into account only the medical interventions that were documented by BCAS Ambulance attendants and their effect on patient outcomes. The review did not factor in the interventions that First Responders had in the patient outcome.

BCEHS subsequently stated that they are committed to consulting with municipalities and First Responder groups such as the Greater Vancouver Fire Chiefs Association (GVFCA) before any further changes to the RAP are implemented.

Shortly after the introduction of the October, 2013 changes BCEHS met with the:

1. Fire Chiefs' Association of BC
2. BCEHS First Responder Committee
3. Several Fire Department Representatives from across BC
4. RAP Working Group

The BCEHS also presented the RAP review to the delegates at the UBCM in September, 2013.

The changes to the BCAS RAP have the potential to commit RFR resources for an extended period of time at medical events. This could impact RFR's response capabilities to fire incidents, as fire apparatus would be tied up longer at medical events and unavailable for assignment to fire incidents.

### Issues and Actions

Metro Vancouver Fire Departments engaged BCEHS in discussions on issues with the 2013 changes in the delivery of First Responder services. The discussions have been primarily through the Fire Service representatives on the BCEHS First Responder Committee and the GVFCA.

The issues identified with the 2013 BCEHS RAP changes are generally as follows:

1. Increase in ambulance wait times by patients and municipal First Responders.
2. Exclusion of Fire Service data from BCEHS patient outcome analysis.
3. Appropriateness of response mode in relation to patient needs.
4. A consultation process with the Fire Services that is meaningful.
5. A governance process that allows municipal Councils, who pay a portion of the single taxpayer service, a voice and partners involvement in decision making.

The GVFCA presented its issues with the 2013 RAP changes at meetings with BCAS and BCEHS representatives on November 14, 2013, and with the BCEHS Board on December 5, 2013, and requested that the BCEHS:

- i. Work with the GVFCA and establish a committee to review the BCEHS findings and evidence and include municipal First Responder data in future reviews.



- ii. Develop a consultative and collaborative process, before changes are made, that involves local government decision makers and provides opportunities for concerns and/or possible solutions inclusion from municipal partners involved in the delivery and funding of pre-hospital care.

Several Metro Vancouver Fire Chiefs are reporting to their respective Councils on the RAP changes, issues and service impact on their community.

Moving Forward – Local Government Involvement

Although there are no further changes anticipated to the RAP by BCEHS at this time, they have, in a November 12, 2013 letter to local governments, offered:

- a) Briefing to those municipalities interested; and
- b) Agreement with the GVFCFA that local governments should also have a voice in the First Responder Program.

RFR communicated interest in providing input into the RAP and having a voice, however is waiting for BCEHS to initiate a process.

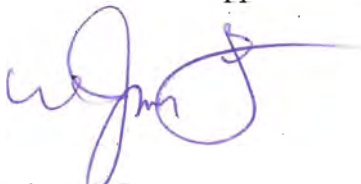
In the interim, RFR will continue to monitor the impact of the changes to BCAS response plan on Richmond Fire-Rescue and present Council with opportunities for local government input into the service delivery.

**Financial Impact**

None.

**Conclusion**

RFR will continue to seek opportunities to influence positive change to First Responder medical services which support Richmond as a safe and liveable city.



John McGowan  
Fire Chief  
(604-303-2734)



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<b>To:</b>	Community Safety Committee	<b>Date:</b>	March 31, 2014
<b>From:</b>	Amarjeet S. Rattan Director, Intergovernmental Relations & Protocol Unit	<b>File:</b>	01-0140-20- CPOS1/2014-Vol 01
<b>Re:</b>	<b>Community Impacts of the Proposal to Eliminate Home Delivery Service by the Canada Post Corporation</b>		

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**Staff Recommendation**



1. That a letter be written to the Federal Government and the Canada Post Corporation, through the federal Minister of Transportation, to express City concerns with the current proposal to replace home mail delivery service with community mailboxes and request that Canada Post consult with the City to:
  - a) ensure that any new mail delivery service proposal provides for the continued security of citizens' private information and property;
  - b) ensure that all proposals related to home mail delivery provide for the necessary safety and protection of seniors and persons with mobility restrictions;
  - c) address specific issues related to the impact of any proposed home mail delivery changes to existing federal, provincial and local government obligations related to the statutory notification of property owners and citizens;
  - d) remove the discretion of the Federal Government under the Canada Post Corporation Act to utilize City-owned property for any community mailbox program in urban centres, without the direct consultation and approval of local governments.
2. That a copy of the letter to the federal Minister of Transportation be sent to:
  - a) Richmond MP's and MLA's;
  - b) The Honourable Coralee Oakes, Minister of Community, Sport and Cultural Development;
  - c) BC Chief Electoral Officer – Mr. Keith Archer, Elections BC;
  - d) Federation of Canadian Municipalities;
  - e) Union of BC Municipalities;
  - f) Metro Vancouver.

March 31, 2014

- 2 -



Amarjeet S. Rattan  
Director,  
Intergovernmental Relations & Protocol Unit  
604-247-4686  
Att. 1

REPORT CONCURRENCE		
<b>ROUTED TO:</b>		<b>CONCURRENCE :</b>
Corporate Programs		<input checked="" type="checkbox"/>
City Clerk		<input checked="" type="checkbox"/>
RCMP		<input checked="" type="checkbox"/>
Transportation		<input checked="" type="checkbox"/>
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

The City received the attached letter and staff report, dated March 4, 2014 from Mayor Derek Corrigan, City of Burnaby, regarding "Community Impacts of the Proposal to Eliminate Home Mail Delivery Service by the Canada Post Corporation" (Attachment 1).

This report responds to the following referral from Community Safety Committee meeting held March 11, 2014:

*That the letter from the City of Burnaby dated March 4, 2014 regarding 'Community Impacts of the Proposal to Eliminate Home Mail Delivery Service by the Canada Post Corporation' be referred to staff to explore the matter.*

### Background

On December 11, 2013, Canada Post announced its "5- Point Action Plan<sup>1</sup>." The plan's five main components are:

1. *Community mailboxes: Over the next five years, Canada Post will phase out home delivery to urban centers, to be replaced by community mailboxes. The plan states that this change will not affect the two thirds of residential addresses that currently receive their mail through community mailboxes, grouped or lobby mailboxes (i.e. high density residential buildings such as apartment towers or seniors homes), or rural mailboxes.*
2. *Tiered Pricing: Beginning March 31, 2014 pending regulatory approval, stamp purchases in booklets or coils will cost \$0.85 per stamp. Individual stamp purchases, not in booklets or coils, will cost \$1 each.*
3. *Postal Franchises: Canada Post will expand its retail network and open more franchised postal outlets in stores, while retaining corporate (Canada Post owned) post offices.*
4. *Operational Changes: Operations will be centralized and/or streamlined with technology (i.e. more centralized warehouses, with mail sorter equipment).*
5. *Labour Restructuring: Canada Post expects to eliminate 6,000 - 8,000 jobs partially through retirement (the "Plan" states that 15,000 employees are expected to retire in the next 5 years). Pension plan adjustments will also be considered.*

Canada Post has indicated that affected postal walks in densely populated urban areas will be the last stage for implementation in the 5-year process, given the acknowledged complexity of siting large community mailboxes installations in these environments. Canada Post has also pledged to investigate 'alternative approaches' for persons with disabilities, seniors and others who would find travelling to a community mailbox an unacceptable hardship. Many businesses will continue to have their mail delivered directly to their premises – specifically businesses in well-established commercial centres and those receiving a large volume of mail.

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<sup>1</sup> [www.canadapost.ca/cpo/mc/assets/pdf/aboutus/5\\_en.pdf](http://www.canadapost.ca/cpo/mc/assets/pdf/aboutus/5_en.pdf)

## Analysis

Factors such as changing technology, changing demands and consumption patterns, changing demographics, globalization, and new or changing government agendas are resulting in changes to services and service delivery models at all levels of government across the country. It is incumbent upon all levels of government to respond to these influences, in order to fulfil their purpose while ensuring the best use of limited public resources. The process of implementing any changes to public services and systems is complex, with direct impacts to the population and communities being served. The attached correspondence from the City of Burnaby regarding proposed changes in Canada Post's delivery services provides a good analysis of the potential community issues and impacts that could affect local governments across the country. Specifically, the issues identified include:

1. Lack of substantive consultation by Canada Post with the public and key stakeholders
2. Mail security impacts associated with community mailboxes, including specific and serious concerns regarding vulnerability of community mailboxes to crimes related to identity theft and theft of cheques, currency, gifts, and parcels.
3. Safety and access for seniors and persons with mobility restrictions.
4. Potential impacts on statutory public notification procedures, particularly related to the legal implications regarding Elections BC and a local municipality's responsibility to ensure public notification under the Local Government Act and other statutory municipal notifications.
5. Location of community mailboxes on City-owned property, and associated urban land use issues including increased legal liability for municipalities who would be faced with many new locations on public property for large installations of community mailboxes. The power to impose this type of development without municipal approval or consultation is provided by the Federal Government through the Canada Post Corporation Act and the regulations made under this Act including the "Mail Receptacles Regulations<sup>2</sup>."

### City of Richmond Perspective:

City staff concur with Burnaby's analysis of the potential community impacts related to implementation of the proposed changes in Canada Post's delivery system. Staff contacted Canada Post to discuss the proposed changes to home delivery and were provided with the following responses:

- Last April, Canada Post began a five-month conversation with Canadians about the postal services they need now and will need in the future. Canada Post senior leaders travelled to 46 communities across Canada (including Kamloops, Nanaimo, New Westminster, Port Coquitlam and Vancouver). The City of Richmond was not one of the places where specific consultation was held.

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<sup>2</sup> <http://laws-lois.justice.gc.ca/eng/acts/C-10/index.html>

- Canadians clearly recognize that their choices are driving dramatic changes in the need for postal services. They told us they live busy lives, their mailing habits have changed, and they don't want Canada Post to be a taxpayer burden.
- Canada Post will contact the City of Richmond prior to undertaking any work in the Richmond area. Your municipality and community know the needs of their neighbourhoods and your local leaders will have the opportunity to be involved in the planning process and site locations of Community Mailboxes.
- There have not been any discussions with municipalities or the BC provincial government regarding potential impacts to Elections BC as Canada Post does not anticipate any. Two thirds of Canadian households already receive their mail and parcels through Community Mailboxes, grouped or lobby mailboxes or rural mailboxes.

Community mailboxes are not new to Richmond. Over the past 20 years, the City of Richmond has been working with Canada Post on community mail boxes locations. The location of these community mail boxes reside within newer developments and mainly located within the site of the development. Richmond currently has approximately 180 community mail boxes. Presently Canada Post works with the city's transportation department to determine appropriate locations.

According to police records, there have been approximately 59 files associated with Canada Post since January 2012 to the present. These files ranged from suspicious person/vehicles/occurrences along with motor vehicle incidents involving Canada Post. Of these 59 files there are approximately 19 associated with community mail boxes. The files are based on suspicious activities and thefts concerning community mailboxes in Richmond.

Although RCMP have reported a relatively insignificant number of incidents in Richmond to date, the increase in population and the increase in community mail boxes may lead to more issues such as vandalism, theft, traffic concerns, litter and hardship for the most vulnerable.

### **Financial Impact**

No financial impact.

### **Conclusion**

The proposed elimination of home delivery mail service by Canada Post has numerous community impacts, which warrant further discussion and attention before implementation. Issues and concerns include community safety, mail and identity security, lack of appropriate public consultation, location of mailboxes and resulting land use issues and impacts on statutory requirements. It is proposed that Council write to the federal Minister of Transportation to express its concerns to the current proposal to replace home mail delivery service with community mailboxes, and request that Canada Post consult with the City prior to implementing the changes, as outlined in Canada Post Corporations "5-Point Action Plan".

March 31, 2014

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A handwritten signature in dark ink, appearing to read 'A. Rattan', with a long horizontal flourish extending to the right.

Amarjeet S. Rattan  
Director,  
Intergovernmental Relations & Protocol Unit  
(604-247-4686)

Att. 1: Correspondence from City of Burnaby



CITY OF BURNABY  
OFFICE OF THE MAYOR  
DEREK R. CORRIGAN  
MAYOR

TO: MAYOR & EACH  
COUNCILLOR  
FROM: CITY CLERK'S OFFICE

	INT
DW	
MJ	
DB	

2014 March 04

File: 03300-02

Mayor Brodie and Council  
City of Richmond  
6911 No. 3 Road  
Richmond, BC V6Y 2C1

PHOTOCOPIED

MAR 10 2014

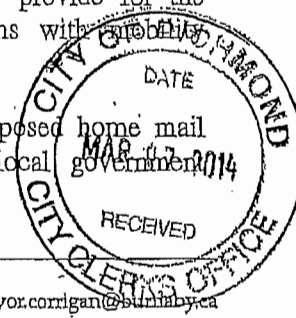
Dear Mayor and Council:

& DISTRIBUTED *AW*

**Subject: Community Impacts of the Proposal to Eliminate Home Mail Delivery Service by the Canada Post Corporation**  
(Item No. 01, Manager's Reports, Council 2014 February 17)

Burnaby City Council, at the Open Council meeting held on 2014 February 17, received a report from the Director of Planning and Building regarding the Community Impacts of the Proposal to Eliminate Home Mail Delivery Service by the Canada Post Corporation and adopted the following recommendations contained therein, AS AMENDED:

1. THAT Council, through the Office of the Mayor, write to the Federal Government and the Canada Post Corporation, through the federal Minister of Transportation, to express its opposition to the current proposal to replace home mail delivery service with community mailboxes and request immediate review and amendment of the Canada Post Corporation's '5-Point Action Plan,' as outlined in this report, to:
  - a) require full and meaningful public consultation and engagement with municipalities in order to review all options in order to preserve continued home mail delivery service in Canada's urban centres;
  - b) ensure that any new mail delivery service proposal provides for the continued security of citizens' private information and property;
  - c) ensure that all proposals related to home mail delivery provide for the necessary safety and protection of seniors and persons with disabilities restrictions;
  - d) address specific issues related to the impact of any proposed home mail delivery changes to existing federal, provincial and local government



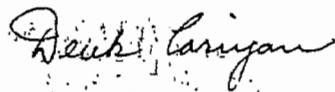


obligations related to the statutory notification of property owners and citizens;

- e) remove the discretion of the Federal Government under the Canada Post Corporation Act to utilize City-owned property for any community mailbox program in urban centres, without the direct consultation and approval of local governments.
2. THAT Council endorse the resolution for submission to the 2014 Lower Mainland Local Government Association (LMLGA) Annual General Meeting and Union of BC Municipalities (UBCM) Convention, as outlined in Section 4.0 of this report, and to the Federation of Canadian Municipalities (FCM).
3. THAT a copy of this report be sent to:
  - Burnaby MLA's and MP's;
  - The Honourable Coralee Oakes, Minister of Community, Sport and Cultural Development;
  - BC Chief Electoral Officer - Mr. Keith Archer, Elections BC;
  - All Members of the Lower Mainland Local Government Association (LMLGA), the Union of BC Municipalities (UBCM) and Metro Vancouver;
  - Federation of Canadian Municipalities;
  - Canadian Union of Postal Workers (CUPW) – National Office (377 Bank Street, Ottawa, Ontario K2P 1Y3, and CUPW- Pacific Region (999 Carnarvon Street, New Westminster, B.C. V3M 1G2).
4. THAT this report be forwarded to the Social Issues Committee, Traffic Safety Committee, Environment Committee and the Mayor's Task Force on Graffiti, Voices of Burnaby Seniors and the Seniors Centres in Burnaby for information.

In accordance with the recommendation no. 3, a copy of the report is *enclosed* for your information.

Very truly yours,



Derek R. Corrigan  
MAYOR



Meeting 2014 February 17

COUNCIL REPORT

**TO:** CITY MANAGER **DATE:** 2014 February 11

**FROM:** DIRECTOR PLANNING AND BUILDING. **FILE:** 2125 20  
*Reference:* UBCM

**SUBJECT:** COMMUNITY IMPACTS OF THE PROPOSAL TO ELIMINATE HOME MAIL DELIVERY SERVICE BY THE CANADA POST CORPORATION

**PURPOSE:** To outline the City's opposition to the proposal to eliminate Home Mail Delivery Service by the Federal Government and the Canada Post Corporation.

**RECOMMENDATIONS:**

1. **THAT** Council, through the Office of the Mayor, write to the Federal Government and the Canada Post Corporation, through the federal Minister of Transportation, to express its opposition to the current proposal to replace home mail delivery service with community mailboxes and request immediate review and amendment of the Canada Post Corporation's '5-Point Action Plan,' as outlined in this report, to:
  - a) require full and meaningful public consultation and engagement with municipalities in order to review all options in order to preserve continued home mail delivery service in Canada's urban centres;
  - b) ensure that any new mail delivery service proposal provides for the continued security of citizens' private information and property;
  - c) ensure that all proposals related to home mail delivery provide for the necessary safety and protection of seniors and persons with mobility restrictions;
  - d) address specific issues related to the impact of any proposed home mail delivery changes to existing federal, provincial and local government obligations related to the statutory notification of property owners and citizens;
  - e) remove the discretion of the Federal Government under the Canada Post Corporation Act to utilize City-owned property for any community mailbox program in urban centres, without the direct consultation and approval of local governments.
2. **THAT** Council endorse the resolution for submission to the 2014 Lower Mainland Local Government Association (LMLGA) Annual General Meeting and Union of BC Municipalities (UBCM) Convention, as outlined in Section 4.0 of this report.



To: City Manager  
From: Director Planning and Building  
Re: Community Impacts of the Proposal to Eliminate Home Mail  
Delivery Service by the Canada Post Corporation  
2014 February 11 ..... Page 2

3. **THAT** a copy of this report be sent to:

- Burnaby MLA's and MP's;
- The Honourable Coralee Oakes, Minister of Community, Sport and Cultural Development;
- BC Chief Electoral Officer - Mr. Keith Archer, Elections BC;
- All Members of the Lower Mainland Local Government Association (LMLGA), the Union of BC Municipalities (UBCM) and Metro Vancouver;
- Federation of Canadian Municipalities;
- Canadian Union of Postal Workers (CUPW) – National Office (377 Bank Street, Ottawa, Ontario K2P 1Y3, and CUPW- Pacific Region (999 Carnarvon Street, New Westminster, B.C. V3M 1G2).

4. **THAT** this report be forwarded to the Social Issues Committee; Traffic Safety Committee; Environment Committee and the Mayor's Task Force on Graffiti for information.

## REPORT

### 1.0 INTRODUCTION

At its meeting on 2014 January 27 under 'New Business', Council requested staff to prepare a report outlining the issues and implications of the recently announced Canada Post service changes. Canada Post has developed a proposal that would eliminate the existing home mail delivery service for urban centers, which would cause significant impacts and issues for Canadian communities and citizens.

In response to Council's request, this report outlines the context and implications of the decision by the Federal Government to proceed with the plan advocated by the Canada Post Corporation. Specifically, this report details issues identified related to the lack of the required public process and consultation; security of private information and property; service for seniors and persons with mobility restrictions; statutory obligations related to legislated government notification to citizens and property owners; and the appropriateness and impact of existing Canada Post powers related to the use of municipally-owned property.

In light of the significant and direct impacts the proposal presents, this report highlights specific concerns for the City and its residents, including the safety of our most vulnerable citizens. In response, this report calls for the immediate review of the proposal to cancel home delivery in

To: City Manager  
From: Director Planning and Building  
Re: Community Impacts of the Proposal to Eliminate Home Mail  
Delivery Service by the Canada Post Corporation  
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urban centres to ensure full public consultation and actions to protect the interests of all Canadians.

## 2.0 BACKGROUND

Canada Post is a Crown Corporation, operating under the Canada Post Corporation Act, and overseen by the Federal Minister of Transportation – the Honourable Lisa Raitt. It is governed by a Board of 11 individuals, including the Chairperson and the President and Chief Executive Officer. All directors, other than the previously mentioned two positions, are appointed by the Minister for a term of up to four years, which can be renewed.

The Chairperson and President and CEO are appointed by the Governor in Council<sup>1</sup> for an appropriate term. The current Chairperson of Canada Post is Mr. Marc A. Courtois and the President and CEO is Mr. Deepak Chopra.

On 2013 December 11, Canada Post announced its '5-Point Action Plan'<sup>2</sup>. The plan's five main components are:

- **Community mailboxes:** Over the next five years, Canada Post will phase out home delivery to urban centers, to be replaced by community mailboxes. The plan states that this change will not affect the two thirds of residential addresses that currently receive their mail through community mailboxes, grouped or lobby mailboxes (i.e. high density residential buildings such as apartment towers or seniors homes), or rural mailboxes.
- **Tiered Pricing:** Beginning 2014 March 31, pending regulatory approval, stamp purchases in booklets or coils will cost \$0.85 per stamp. Individual stamp purchases, not in booklets or coils, will cost \$1 each.
- **Postal Franchises:** Canada Post will expand its retail network and open more franchised postal outlets in stores, while retaining corporate (Canada Post owned) post offices.
- **Operational Changes:** Operations will be centralized and/or streamlined with technology (i.e. more centralized warehouses, with mail sorter equipment).
- **Labour Restructuring:** Canada Post expects to eliminate 6,000 – 8,000 jobs partially through retirement (the 'Plan' states that 15,000 employees are expected to retire in the next 5 years). Pension plan adjustments will also be considered.

On 2014 January 29, Canada Post released a statement outlining that affected postal walks in densely populated urban areas will be the last stage for implementation in the 5-year process, given the acknowledged complexity of siting large community mailboxes installations in these environments. Canada Post is expected to announce which communities will be subject to the installation of community mailboxes and cancellation of home delivery service by the end of February, 2014.

<sup>1</sup> The Governor in Council (GIC) appointments process is a core function of the Senior Personnel Secretariat in the Privy Council Office, on behalf of the Prime Minister and his Office.

<sup>2</sup> For a full copy of the 'Plan', please visit: [https://www.canadapost.ca/cpo/mc/assets/pdf/aboutus/5\\_en.pdf](https://www.canadapost.ca/cpo/mc/assets/pdf/aboutus/5_en.pdf)

To: City Manager  
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Re: Community Impacts of the Proposal to Eliminate Home Mail  
Delivery Service by the Canada Post Corporation  
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The local governments of Vancouver, Victoria, Saanich, New Westminster, Medicine Hat, Montreal, Sault Ste. Marie and Ottawa and the Union of Nova Scotia Municipalities have all passed motions, directed to Canada Post through the Federation of Canadian Municipalities (FCM), and/or released statements outlining their opposition or stating their concerns with the approach and requesting more information.<sup>3</sup>

The Official Opposition – the Federal New Democratic Party (NDP), and the Federal Liberal Party have both expressed their concerns regarding the ‘5 Point Action Plan’. The Liberal Party has filed several ‘Access to Information and Privacy’ requests through the Treasury Board of Canada, for documents of communication between Transport Canada, the Privy Council office and Canada Post.

On 2014 January 28, MP Olivia Chow of the Federal NDP tabled an opposition motion in the House of Commons regarding the Canada Post service changes. According to the motion, should this implementation move forward, Canada would be the only country, among the G7 nations<sup>4</sup>, not to have any level of door-to-door mail delivery service within its urban centres.

On 2014 January 29, Canada Post CEO Mr. D. Chopra, through the FCM, released a statement to Canadian local governments. This statement outlined that Canada Post will investigate ‘alternative approaches’ for persons with disabilities, seniors and others who would find travelling to a community mailbox an unacceptable hardship. The release also stated that many businesses will continue to have their mail delivered directly to their premises – specifically businesses in well-established commercial centres and those receiving a large volume of mail. However, some other businesses in more isolated areas, excepting those served by rural mailboxes, may be affected. These details were also included in the nation-wide Canada Post news statement of the same date referenced above.

### 3.0 COMMUNITY ISSUES

This section outlines the identified major issues, concerns and impacts of the proposal by Canada Post to eliminate home delivery service, as identified by staff as part of the analysis of the ‘5 Point Action Plan’, accompanying press releases and limited background information made available by Canada Post. These identified issues and impacts will affect both Burnaby and other local governments across the country.

#### 3.1 Lack of Consultation with the Public and Key Stakeholders

Of significant concern with regard to the Canada Post proposal has been the overall lack of consultation regarding this important postal service issue with the public and key stakeholders,

<sup>3</sup> This list may not be complete, as additional local governments may have issued statements or passed motions since the time this report was written.

<sup>4</sup> The ‘G7’ is the current ‘wealthiest countries’ by measure of national net wealth – the United States, Japan, France, Germany, Italy, U.K. and Canada.

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Re: Community Impacts of the Proposal to Eliminate Home Mail  
Delivery Service by the Canada Post Corporation  
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including local governments. From the limited available information it has been determined that the consultation completed to date has been advanced without benefit of the general public being provided with information of the specific proposals presented for implementation.

### *Public Consultation*

Canada Post maintains that their consultation process focussed on engaging with members of the public and the business community. According to the limited information being released by Canada Post, the corporation contends that it conducted a 5-month public consultation process from April – August, 2013. This 'consultation process' included a 2013 April 24 news release, an online forum available for discussion through the Canada Post website, signage in post offices and franchise outlets, information on printed postal receipts, and participation of Canada Post leaders in over 40 talk and call-in shows. In addition, Canada Post maintains that it held 46 community forums with invited representatives from different sectors (e.g. business) and neighbourhoods with different types of delivery service. In the Lower Mainland, these conversations occurred in Vancouver and Coquitlam.

Generally, however, staff would conclude that the process undertaken for this consultation process does not meet the basic threshold required for either public engagement or consultation for an issue of such national importance and scope. Given the implications of the changes proposed, a wider and more sustained discussion should have included presentation of facts and issues, followed with specific options that reflected public feedback and concerns. Additionally, the general public should have been provided an opportunity to participate in the process and attend public information meetings. At a basic level, the Canada Post Corporation's claim of wide public consultation and engagement is not well supported, as it was too broad, high-level, severely limited direct public involvement and did not disclose the true intent of the wide-spread and important changes being contemplated for immediate implementation.

### *Stakeholder Consultation – Local Government*

Local governments, as a key stakeholder, would be most directly impacted by these proposed changes in terms of the proposal's impact on residents, corporate services, urban form and land-use policies. Canada Post maintains that as part of its consultation process that it met directly with the Mayors and senior administrative officials of six local governments. It is noted that the information provided by Canada Post does not identify the six communities or the range of issues that were reviewed or if any of the known technical aspects related to the proposal were advanced for review. The size, location and nature of the communities has also not been disclosed by Canada Post.

Again, given the importance of the issues being advanced, the lack of engagement with Canada's local governments, or their regional or national organizations, erodes confidence that the stakeholder review process was in any sense complete or comprehensive. As British Columbia's third largest City, Burnaby should have had an opportunity to review the proposals being advanced and to participate in a technical review to analyze and comment on specific proposals.

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As outlined, to the City's knowledge, no urban municipality, or agency representing Canadian cities, was specifically engaged on the issues of replacing home delivery services with community mailboxes.

Given the implications of the Canada Post proposal to all urban municipalities and their citizens, staff are of the opinion that a more sustained and substantive consultation process with local governments prior to the service delivery changes being decided upon and announced would have been of benefit in identifying and determining issues and impacts of these service changes, including possible remediation approaches.

*It is therefore proposed that Council advance its opposition to the proposal on the basis of the lack of wide public and local government review, and request the Federal Government require full and meaningful public consultation and engagement with municipalities, in order to review all options related to preserve continued home mail delivery in Canada's urban centres.*

### 3.2 Mail Security

Another immediate and important concern with the proposal to eliminate home-delivery service is the high level of crime and vandalism experienced at existing community mailboxes. While Canada Post maintains that it locates community mailboxes in areas of natural surveillance, community mailboxes are more prone to many security concerns regardless of their location. The most serious concern is theft of mail through vandalism and breaking locks and access points to community mailboxes. The design and quality of the Canada Post community mailboxes have proven not to be secure and have left citizens' property vulnerable to theft. Additionally, mailboxes are a target of vandalism through graffiti and damage.

According to an investigative report by the Canadian Broadcasting Corporation (CBC), community mailboxes in the Lower Mainland and other urban/suburban areas are particular targets. Burnaby itself is reported to have had several dozen incidents over the past 5 years, including one act of arson, four acts of theft, and several Canada Post mailboxes being overturned and damaged. The number and severity of incidences appear to increase in communities with more community mailboxes already in place. For example, the City of Surrey is reported to have experienced almost 900 incidences over the same period, while the District of Maple Ridge and the City of Langley and District of Langley are reported to have experienced upwards of 400 incidences<sup>5</sup>.

The issue of crime and vandalism of the existing community mailbox program has other widespread impacts that have been demonstrated in a number of recent incidents across Canada. Canada Post does not have the capacity or infrastructure to maintain the existing community mailbox program in order to respond quickly and effectively to repair all of the mailboxes that can be damaged by organized criminal activities. In some instances several community

<sup>5</sup> For more information, see the CBC Investigative Report at: <http://www.cbc.ca/news/canada/british-columbia/are-canada-post-s-community-mailboxes-really-safe-1.2460515>.

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mailboxes within a city are targeted within a single crime event. The impacts to citizens include the suspension of mail delivery for several weeks to affected communities. In some cases resident's mail would be made available through a Canada Post outlet until repairs can be completed. However, these locations can be located far away from affected neighbourhoods and without the staffing available to effectively serve the public.

The proposal to increase the number of community mailboxes in urban areas will exacerbate the issue of mail theft and impact many more citizens on an ongoing basis. Of specific and serious concern is the vulnerability of community mailboxes to crimes related to identity theft through access to personal information and sensitive mail. Direct theft of cheques, currency, gifts, and parcels has also been reported and associated with community mailboxes. The impact of crime associated with the introduction of community mailboxes on local police detachments through an increase in service calls has not been analyzed or reviewed. Additionally, none of these issues have been fully addressed by Canada Post or included in any public consultation efforts related to the discussion of the proposal to cancel home mail delivery.

*It is therefore proposed that Council advance its opposition to the proposal on the basis of the lack of study and information related to implementation of provisions for theft prevention and mail security, and request the Federal Government ensure that any new mail delivery service proposal provides for the continued security of citizens' private information and property.*

### **3.3 Safety and Access for Seniors and Persons with Mobility Restrictions**

For many senior citizens and persons with mobility restrictions, living in areas currently receiving the home delivery postal service, the proposal to restrict their mail delivery to community mailboxes will represent a significant hardship. For many such persons, it may be difficult or impossible to travel to community mailboxes particularly in inclement weather, if they do not drive, are not in an area well-served by public transit, or have few family members and/or others whom they can ask for assistance.

For some persons with disabilities, there may also be hand-dexterity considerations as keys are required to open each mail slot.<sup>6</sup> Another potential issue is with the height of assigned mail slots. For some persons utilizing a wheelchair or another mobility device, or who have limited upper body movement, they may be unable to reach up significantly to access their mail slot. Finally, for many individuals isolation is also a factor and the 'human connection' of home delivery service provides a much needed and valuable opportunity for daily conversation, interaction and connection to the wider community.

It is of great concern that Canada Post did not identify these important social planning issues as part of any public consultation program for citizens which should have ensured that vulnerable citizens and their issues were adequately addressed as part of the proposed change to the home

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<sup>6</sup> When persons move into a neighbourhood serviced by a community mailbox, keys to an assigned slot are available for pick-up at a local postal outlet.



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delivery service. Subsequent assurances by Canada Post to further study the issue, as outlined in Section 2.0 of this report, further emphasize the lack of planning and consultation that has occurred to date regarding this important issue and does not provide any confidence that the matter would be resolved through a consultative public process.

*It is therefore proposed that Council advance its opposition to the proposal and request the Federal Government ensure that all proposals related to home mail delivery provide for the necessary safety and protection of seniors and persons with mobility restrictions.*

### **3.4 Provincial Statutory Public Notification Procedures**

Of significant concern is the fact that the Canada Post proposal has been advanced without consultation and review with regard to addressing any conflicts with existing B.C. Provincial Statutory Public Notification procedures. While these processes, and any requirements of mail notification through Canada Post, remain the responsibility of the Provincial Government, there are many impacts on local governments and its citizens. These include but are not limited to the Local Government Act, Elections BC and other statutory municipal notifications.

The proposal to cancel home mail delivery has been advanced without benefit of oversight or any review related to the legal implications regarding a local municipality's responsibility to ensure public notification under the Local Government Act. These laws were originally developed under the basis of existing daily home mail delivery services. For example, notices of a Public Hearing must, as mandated by Section 892 (4)(b) of the Local Government Act, be mailed or otherwise delivered by local governments to all property owners at least 10 days before the hearing date. While Canada Post may maintain that community mailboxes would provide postal service to all residents, many issues remain of concern. Notification may not be deemed to have occurred within the statutory timeframe as property owners would only receive their mail upon collection at a community mailbox, which may not provide timely notification. However, currently home mail service has been deemed to provide legal notification to property owners upon its delivery to a private residence.

Additionally, Burnaby, other local governments and government agencies have not had the opportunity to review and comment on the potential impact of the proposal related to its internal corporate and bylaw practices concerning the legal notification of property owners and residents. This includes taxation notices, bylaw infraction notices, local elections notices and emergency response information and procedures. It is unclear at this point whether the existing notification procedures and stated periods are still adequate or need to be reviewed and updated, based on the current or future mail delivery changes being considered by Canada Post.

Canada Post has also not addressed how it will maintain mail service to hundreds of thousands of citizens that occupy legal and illegal secondary suites, located in single-family homes, duplexes and other building types, which are common in many of the country's urban centres. A high percentage of these citizens may be new immigrants and/or have low incomes. Tenants of private properties, for a variety of reasons (lack of knowledge, language barriers, etc.), may not

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have the opportunity, knowledge, or financial ability to make application and maintain their own mailing addresses and community mailboxes under the proposal by Canada Post.<sup>7</sup> Although many tenants now share a common home delivery mailbox and therefore can receive and reasonably safeguard their own mail, this opportunity could be lost through the proposed system of community mailboxes. Concerns include a tenant's mail not being safeguarded, or conveniently available, as their access to mail may effectively be controlled by a property owner, who could maintain sole access to the property's designated community mailbox.

These important issues, which have not been identified or addressed by Canada Post, have many implications for all citizens and communities. The proposed discontinuance of the home mail system in urban areas may lead to the erosion of maintaining accurate mailing address lists and government databases, as tenants may not continue to report their own home mailing addresses as they would lose direct access to Canada Post mail delivery.

Elections BC in part provides voting rights on the presentation of various identifications, which includes providing a residential mailing address. Additionally, Elections BC provides mailed 'Voter Notifications' to residential addresses to provide citizens with the location of their designated polling stations. The proposal by Canada Post to cancel home mail delivery has the potential to take away the right of all citizens to be provided with their rightful enumeration and notification by mail for inclusion and participation in Federal, Provincial, and local elections and/or public referendums. The overall impact of the Canada Post proposals would not only erode the reliability of public notification and citizen enumeration, but could harm the very fabric of Canada's ability to serve and ensure that all citizens have an opportunity to fully participate with the election system, which has to date relied primarily on the home mail delivery system.

Given these important inter-related and complex issues, a full review of the position and responsibility of the senior levels of government needs to be completed and fully addressed in any proposal by Canada Post. As stated, this consultation with key stakeholders would specifically include, but not be limited to, the B.C. Minister for Community, Sport and Cultural Development who oversees the Local Government Act and the Chief Elections Officer who is responsible for Elections BC. This consultation should be undertaken with the full notification to and engagement of all citizens, B.C. municipalities and other impacted government agencies.

*It is therefore proposed that Council request the Federal Government to address specific issues related to the impact of any proposed home mail delivery changes to existing Federal, Provincial, and local government responsibilities related to the statutory notification of property owners and all citizens.*

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<sup>7</sup> It is noted that the cost of the replacement of lost or stolen Community Mailbox keys is currently \$29.

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### 3.5 Location of Community Mailboxes on City-owned property

The proposal to cancel home delivery in favour of community mailboxes by Canada Post poses specific urban land use issues that have not been fully reviewed or addressed and reflect the lack of consultation with local governments that was outlined in Section 3.1 of this report. In dense urban communities, such as Burnaby, the location and placement of the proposed community mailboxes raises a number of important issues and implications for the City. These include increased legal liability for municipalities who would be faced with many new locations on public property for large installations of community mailboxes, which could pose safety hazards for drivers and pedestrians.

The power to impose this type of development without municipal approval or consultation is provided by the Federal Government through the Canada Post Corporation Act and the regulations made under this Act including the "Mail Receptacles Regulations"<sup>8</sup>. The broad sweeping power of this imposition on local governments was originally intended to serve the distribution of mail under the current system of a home mail delivery model. The use of this power to implement community mail boxes within densely populated urban places was never contemplated or advanced with any consultation with local government concerning the potential impacts.

It is unclear what process Canada Post intends to implement to locate the new community mailboxes. The dimensions of Canada Post's typical suburban community mailboxes are approximately 1668 mm (5.5 feet) long and 470 – 490 mm (1.7 feet) wide. The proposal for urban community mailboxes are expected to be much larger to accommodate more mailboxes including enough space for package delivery.

Canada Post's current criteria<sup>9</sup> for the placing of community mailboxes in new sub-divisions or other suburban residential developments, states that community mailboxes should be:

- placed a minimum of nine metres from intersection corners;
- not installed at major intersections;
- placed in areas not with heavy traffic volume;
- visible to multiple houses or buildings for natural surveillance;
- installed in proximity to the addresses it serves;
- located adjacent to areas where 'pulling over' into the shoulder or street parking area is allowable 24 hours a day;
- installed near a natural 'entry point' to a neighbourhood or development; and
- installed near existing street lighting fixtures.

<sup>8</sup> Specifically, "The Corporation may install, erect or relocate or cause to be installed, erected or relocated in any public place, including a public roadway, any receptacle or device to be used for the collection, delivery or storage of mail." [Canada Post Corporation Act, Mail Receptacles Regulations (SOR/83-743)]

<sup>9</sup> For more information, please visit: [http://www.canadapost.ca/cpo/mr/assets/pdf/business/standardsmanual\\_en.pdf](http://www.canadapost.ca/cpo/mr/assets/pdf/business/standardsmanual_en.pdf)

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*It is therefore proposed that Council, as part of its opposition to the overall program, request the Federal Government to remove the discretion of the Canada Post Corporation to utilize City-owned property for an expanded community mailbox program for urban centres, without the direct consultation and specific approval of any affected local government.*

#### **4.0 LMLGA AND UBCM RESOLUTION**

In light of the significant, complex, unaddressed issues outlined in this report and that the proposed Canada Post service delivery changes are of considerable scope and affect both Burnaby and other local governments nation-wide, the following resolution has been prepared for Council's consideration. It has been reviewed for submission with the concurrence of the City Solicitor, the Director Engineering, the Director Parks, Recreation and Cultural Services, and the RCMP 'Officer in Charge':

##### ***RESOLUTION: Suspension of Canada Post Home Delivery Service***

**WHEREAS** local governments have a direct interest in the security and stability of Canada's postal system, both in terms of municipal corporate operations and services available to citizens;

**AND WHEREAS** the service delivery changes would directly impact local governments, including in relation to land-use policy, requirements for municipal land and rights-of-ways, infrastructure for paving, lighting, and waste management, and public safety considerations (etc.);

**THEREFORE BE IT RESOLVED** that the Lower Mainland Local Government Association (LMLGA) and the Union of BC Municipalities (UBCM) call on the Federal Government and Canada Post, through the Federation of Canadian Municipalities and other avenues as appropriate, to suspend the Canada Post delivery changes until a sustained, substantive consultation process with local governments and the public is completed and identified issues are addressed.

*It is therefore proposed that Council endorse the resolution for submission to the 2014 Lower Mainland Local Government Association (LMLGA) in order to advance to Annual General Meeting of the Union of BC Municipalities (UBCM) Convention. Further it is proposed that Council advance a copy of this report to all members of Metro Vancouver, the LMLGA and the UBCM for their information.*

#### **5.0 CONCLUSION**

This report provides, for Council's information, a broad overview of the major identified issues and impacts of the proposed Canada Post service delivery changes and its specific implications for the City of Burnaby and other local governments. Although it is acknowledged that this review has been based on limited information released by Canada Post, there remain too many

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Currently, Canada Post places its required infrastructure on the City of Burnaby lands without the approval or any consultation with city staff (for the small letter mailboxes or postal carrier mail pick-up boxes). As a result, the Engineering Department would be required to contact Canada Post should any traffic or community issues be identified by staff or citizens. Canada Post currently is not obliged by law or any corporate policies to comply with community concerns regarding the location of its postal boxes. Canada Post has also developed no criteria that would provide guidelines for the implementation of Community mailboxes in dense urban areas, such as Burnaby. These guidelines would presumably also be reflected in an updated "Mail Receptacles Regulations" which would be amended by the Government of Canada.

There is some uncertainty if the proposal could be successfully integrated into some neighbourhoods given the lack of space within the streetscape to accommodate large installations of this type in multiple locations. This will pose difficult choices in locating community mail boxes and may be intrusive and of great inconvenience for many neighbourhoods and citizens. Additionally, it is unclear whether or not the "Mail Receptacles Regulations" provides the legal right for Canada Post to place community mailboxes on any municipal, school district or provincially-owned titled properties which may be included in the definition of the law's use of the term "public place". There are a host of concerns that have been identified related to Burnaby accommodating community mailboxes on City-owned lands which include:

- the availability and suitability of locations for mailboxes to serve all neighbourhoods;
- the ability to serve rapidly expanding residential areas effectively;
- the visual impact of community mailboxes in an urban environment;
- the impact on neighbouring properties and local land uses;
- the need for selective sidewalk and road improvements;
- the need and responsibility for community consultation;
- safety or access concerns (i.e. blocks traffic 'sight lines' or does not leave sufficient sidewalk space for a wheelchair to pass);
- any legal costs or liability from arising injuries or accidents;
- ability for location to accommodate the need for resident street parking;
- traffic volumes, movement and safety around community mailbox locations;
- security and lighting;
- snow and ice removal;
- vehicle access for Canada Post delivery staff;
- vandalism, graffiti and theft; and
- the need for provisions for litter clean-up and garbage removal.

All of these concerns carry with them a new level of municipal responsibility and costs that could become a significant financial burden for Burnaby's taxpayers and other municipalities.

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important issues of great concern to local governments and citizens that require immediate response. These issues include the lack of consultation with the public and local governments; mail security, safety and access for seniors and persons with limited mobility; impacts on existing federal, provincial and local government obligations related to statutory notification; and issues associated with the location of community mailboxes in urban areas including the impacts on the operations and legal liabilities for municipalities.

It is therefore proposed that Council, through the Office of the Mayor, write to the Federal Government and the Canada Post Corporation, through the Federal Minister of Transportation, to express its opposition to the current proposal to replace home mail delivery service with community mailboxes and request immediate review and amendment of the Canada Post Corporation's '5-Point Action Plan,' as outlined in this report, to:

- require full and meaningful public consultation and engagement with municipalities in order to review all options in order to preserve continued home mail delivery in Canada's urban centres;
- ensure that any new mail delivery service proposal provides for the continued security of citizens' private information and property;
- ensure that all proposals related to home mail delivery provide for the necessary safety and protection of seniors and persons with mobility restrictions;
- address specific issues related to the impact of any proposed home mail delivery changes to existing federal, provincial and local government obligations related to the statutory notification of property owners and citizens;
- remove the discretion of the Canada Post Corporation to utilize City-owned property for an expanded community mailbox program in urban centres, without the direct consultation and approval of local governments.

These issues are of wide interest to all Canadians and other local governments and warrant the City to advance a resolution to garner the support of the LMLGA and UBCM.

A resolution has been prepared for Council's consideration to seek support from other affected local governments for its concerns regarding the potential impacts of the decision by the Canada Post Corporation. This is for submission to the 2014 Lower Mainland Local Government Association (LMLGA) Annual General Meeting and Union of BC Municipalities (UBCM) Convention, as outlined in Section 4.0 of this report.

It is recommended that a copy of this report be sent to: Burnaby MLA's and MP's; The Honourable Coralee Oakes, Minister of Community, Sport and Cultural Development; BC Chief Electoral Officer - Mr. Keith Archer, Elections BC; all Members of the Lower Mainland Local Government Association (LMLGA) and the Union of BC Municipalities (UBCM); the Federation of Canadian Municipalities; and the Canadian Union of Postal Workers (CUPW) and CUPW- Pacific Region.

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A copy of this report is proposed to be forwarded to the Social Issues Committee; Traffic Safety Committee; Environment Committee and the Mayor's Task Force on Graffiti for information.

Lou Pelletier, Director  
PLANNING AND BUILDING

RM/JW:sa:sla

cc: Deputy City Managers  
Director Engineering  
Director Finance  
Director Parks, Recreation and Cultural Services  
OIC - RCMP

Fire Chief  
Chief Building Inspector  
Chief Librarian  
City Solicitor  
Deputy City Clerk

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# City of Richmond

## Report to Committee

**To:** Community Safety Committee

**Date:** March 28, 2014

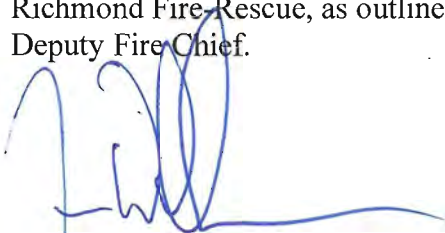
**From:** Tim Wilkinson  
Deputy Fire Chief

**File:** 99-Fire Rescue/2014-  
Vol 01



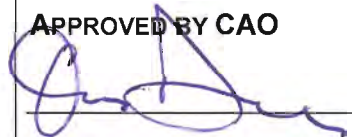
**Re:** Hazardous Materials Equipment Loan Agreement - Her Majesty The Queen

### Staff Recommendation

That the Chief Administrative Officer and General Manager of Law and Community Safety be authorized to execute a loan agreement on behalf of the City of Richmond and Her Majesty The Queen In Right of Canada for hazardous materials identification equipment to be used by Richmond Fire Rescue, as outlined in the report dated March 28, 2014 from Tim Wilkinson, Deputy Fire Chief.



Tim Wilkinson  
Deputy Fire Chief  
(604-303-2701)

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Intergovernmental Relations & Protocol Unit	<input checked="" type="checkbox"/>	
Law	<input checked="" type="checkbox"/>	
Finance	<input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 



## **Staff Report**

### **Origin**

This report supports Council's Term Goal 5.5:

*Continue to vigorously pursue joint funding opportunities between ourselves and federal and provincial governments for capital projects.*

The Federal Government of Canada (the Minister of Health on behalf of Her Majesty the Queen In Right of Canada) has hazardous materials (hazmat) equipment valued at \$389,740 that would be of benefit to Richmond Fire-Rescue and other City departments.

A loan agreement term commencing the date the last signature is affixed to the loan agreement to October 31, 2033 is proposed.

### **Background**

Richmond's Hazmat Program is part of the City's overall Emergency Plan. The Hazmat Program's purpose is to assess risk, consider prevention initiatives, be prepared for response, and have recovery measures in place to manage hazmat incidents in Richmond, and RFR plays key roles in the City's associated Dangerous Goods Spill Response and Chemical, Biological, Radiological, Nuclear and Explosives (CBRNE) Plans.

Fire personnel are trained and equipped to respond to hazmat emergency response calls in Richmond and to work with other agencies. Calls involve the containment of hazardous materials such as chemical leakages, oil and gas spillages, and drug-related police incidents. In 2013, RFR responded to 124 hazmat 9-1-1 calls.

The equipment offered for loan would enable Richmond Fire-Rescue to detect and identify explosives, weapons, chemical agents, biohazards, nuclear and radioactive materials, and narcotics at a world class level, augmenting Richmond's existing Hazmat Program services and capabilities.

### **Analysis**

The stated Federal Government purpose of the loan agreement is to offer the City (RFR) the use of equipment to:

1. Augment their rapid response capability to respond to actual or suspected CBRNE or hazmat incidents within Richmond;
2. Support their obligations to other municipal, provincial, or federal partners as appropriate/directed/requested/approved by senior management.

Operational improvements for RFR:

1. Hazmat responders can increase their ability to identify and mitigate hazardous materials;
2. Additional equipment can be deployed more widely into fire halls, creating more rapid accessibility and response.
3. Delay of purchase of new monitoring equipment by City of Richmond, optimizing budget allocation to other high priority Hazardous Materials program purchases.

The basic terms of the loan agreement are as follows:

Equipment: The equipment being offered for loan includes:

1. Hazardous Materials Equipment
  - a. Materials Identification: monitors, detectors, meters, analyzers, test kits and microscope
  - b. Personal Protection Devices: masks and air tanks
  - c. Air shelters and multi-person decontamination tents
  - d. Satellite Communication: phones, radios, dish
  - e. Computer software and a printer
2. Deployment Vehicles:
  - a. An emergency response truck to transport the equipment
  - b. A van for operational support

Loan Term: Nineteen years (ending in 2033). Agreement can be terminated in whole or part by either party by giving 14 days written notice.

Liability: The City, by signing the agreement, would be responsible for:

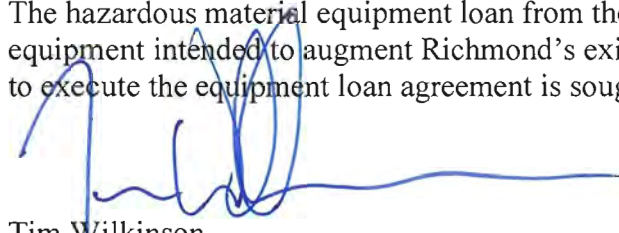
1. Indemnifying and saving harmless "Her Majesty".
2. Insuring the property, for full replacement value, against fire, theft, loss or other casualty.
3. Maintaining the equipment in good repair (storage, repair, maintenance) and obtaining annual licensing (software and vehicular).
4. Returning the equipment in the same condition, excepting wear and tear, at the end of the term.

### **Financial Impact**

RFR has determined that the operational budget impact would be \$6,000 per year, funded within the existing budget level, and beginning in 2015 as the equipment will be delivered to the City in a fully operational state in 2014. This funding would be used to insure vehicles, maintain equipment and update computer software.

### **Conclusion**

The hazardous material equipment loan from the Federal Government allows the use of specialized equipment intended to augment Richmond's existing Hazmat Program service delivery. Permission to execute the equipment loan agreement is sought from Council.



Tim Wilkinson  
Deputy Fire Chief  
(604-303-2701)



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** April 2, 2014

**From:** Jerry Chong  
Director, Finance



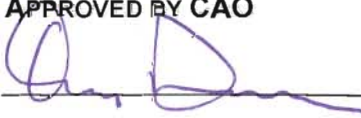
**File:** 03-0925-01/2014-Vol  
01

**Re:** 2014 Annual Property Tax Rates Bylaw

### Staff Recommendation

That the Annual Property Tax Rates (2014) Bylaw No. 9131 be introduced and given first, second and third readings.

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

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

## Staff Report

### Origin

Section 197 of the Community Charter requires municipalities to establish property tax rates for the current year after the adoption of the *5 Year Financial Plan* and before May 15<sup>th</sup>. Council must, under subsection 197(3.1), consider the tax distribution to each assessment class prior to adopting the tax rate bylaw.

### Analysis

BC Assessment provides assessment values that reflect the market condition as of July 1<sup>st</sup> of the previous year. In 2014, average residential assessment values for Richmond's single family dwellings changed between -10% to 0%, while multi-family strata properties changed between -5% to 0%. In comparison, residential properties in the South Fraser region had changes in the -5% to +5% range.

Table 1 provides a comparison between 2013 and 2014 market value changes and 2014 new growth. New growth is the term used for new developments, properties shifting between assessment classes, and any new exemptions. New developments add taxable value to the class while new exemptions reduce the value to that class.

Table 1: Comparison of Assessment Values 2013- 2014

	(1) 2013 Total Assessment Value	(2) 2014 Total Assessment Value	(3) 2014 Market Value	(4) 2014 Net Market Change	(5) 2014 New Growth	(6) % Net Market Change
Class 01 - Residential	44,663,439,117	44,464,212,240	43,387,287,365	-1,276,151,752	1,076,924,875	-2.86%
Class 02 - Utilities	23,063,706	20,887,585	20,770,785	-2,292,921	116,800	-9.94%
Class 04 - Major Industry	115,791,500	125,715,900	125,416,200	9,624,700	299,700	8.31%
Class 05 - Light Industry	1,902,601,800	2,100,088,500	2,151,439,382	248,837,582	-51,350,882	13.08%
Class 06 - Business	8,197,372,113	9,001,342,413	8,869,618,403	672,246,290	131,724,010	8.20%
Class 08 - Seasonal/Rec	120,715,100	97,337,700	112,954,700	-7,760,400	-15,617,000	-6.43%
Class 09 - Farm	26,618,073	26,112,095	26,657,280	39,207	-545,185	0.15%
Total	55,049,601,409	55,835,696,433	54,694,144,115	-355,457,294	1,141,552,318	-0.65%

Comparing to the prior year, total market value decreased by \$355 million (column 4) or 0.65% in 2014. A breakdown of the change by assessment class shows that residential market values decreased by \$1.276 billion or 2.86% while Major Industry, Light Industry and Business classes all showed increases in market value.

Total new growth (column 5) in 2014 is approximately \$1.142 billion with \$1.077 billion or 94% of the growth resulting from new residential developments.

### 2014 Tax Rate Calculation

Under the Community Charter, Council must review the City's property tax distribution prior to adopting the annual property tax rate bylaw. In the City's *5 year Financial Plan*, the stated objective in property tax distribution is to maintain the business to residential tax ratio in the middle

in comparison to other municipalities in the comparator group and to ensure that the City remains competitive in attracting and retaining businesses.

### Tax Ratio

Tax ratio is a direct comparison of the tax rates between all classes against residential tax rates. Table 2 provides the 2013 tax rates and business to residential ratio ranking for comparative municipalities. Richmond's business to residential tax ratio of 3.59 was 3<sup>rd</sup> lowest in comparison.

*Table 2: Comparison of 2013 Business to Residential Ratios*

Municipalities	Residential	Utilities	Major Industry	Light Industry	Business	Recreation Non-Profit	Farm	Business to Residential Ratio
Coquitlam	3.0560	40.0000	29.1984	13.5994	13.7554	14.7395	17.2428	<b>4.50</b>
Vancouver	1.8950	36.3614	32.9809	8.2042	8.2042	1.8159	1.8159	<b>4.33</b>
Burnaby	2.2419	34.3515	44.9518	9.4612	9.4612	1.4799	9.4612	<b>4.22</b>
Richmond	2.1225	39.9125	14.4282	8.1337	7.6285	1.9637	12.2583	<b>3.59</b>
Delta	3.3150	39.9922	33.8031	10.6329	10.6329	7.2122	17.5923	<b>3.21</b>
Surrey	2.3791	33.0182	11.4101	6.2556	6.9880	2.2950	2.5857	<b>2.94</b>

### Tax Distribution

Based on the 2014 Revised Roll, the 2014 calculated tax rates, assessment ratios, folio counts, tax distribution and tax ratios are as follows:

Table 3 – Breakdown of 2014 Assessments and Tax Distribution

2014 Assessments and Tax Distribution					
	Tax Rates	Assessment Ratio	Folio Count	Tax Distribution	Tax Ratio
Class 01 - Residential	2.249560	79.63%	67,186	54.36%	1.00
Class 02 - Utilities	39.912450	0.04%	119	0.45%	17.74
Class 04 - Major Industry	13.715270	0.23%	27	0.94%	6.10
Class 05 - Light Industry	7.286820	3.76%	620	8.32%	3.24
Class 06 - Business	7.286820	16.12%	6,793	35.64%	3.24
Class 08 - Seasonal/Rec	2.160690	0.17%	445	0.11%	0.96
Class 09 - Farm	12.602530	0.05%	679	0.18%	5.60
Total	N/A	100.00%	75,869	100.00%	N/A

For comparison purposes, the 2013 assessment ratios and tax distributions is provided in Table 4.

Table 4 – Breakdown of 2013 Assessments and Tax Distribution

2013 Assessments and Tax Distribution					
	Tax Rates	Assessment Ratio	Folio Count	Tax Distribution	Tax Ratio
Class 01 - Residential	2.12246	81.13%	65,585	53.87%	1.00
Class 02 - Utilities	39.91246	0.04%	111	0.52%	18.80
Class 04 - Major Industry	14.42822	0.21%	26	0.95%	6.80
Class 05 - Light Industry	8.13367	3.46%	623	8.79%	3.83
Class 06 - Business	7.62851	14.89%	6,428	35.54%	3.59
Class 08 - Seasonal/Rec	1.96366	0.22%	449	0.14%	0.93
Class 09 - Farm	12.25825	0.05%	680	0.19%	5.78
Total	N/A	100.00%	73,902	100.00%	N/A

- The proposed 2014 residential tax rate increase is \$0.1271 for every \$1000 of assessment. This increase is required due to the lower average assessment value and Council's approved overall tax increase for 2014. When average assessment values decrease from prior year, the City must adjust the prior year's tax rates higher in order to collect the same amount of taxes in the current year. Once that adjustment is made, rates are then adjusted for the announced tax increase.
- The number of residential folios increased by 1,601 units from 65,585 in 2013 to 67,186 in 2014. New growth in residential value increased by \$1.076 billion. Of this amount, a portion of the value is due to residential projects that are still under construction and not yet included in the folio count. As a result of the new growth, tax distribution for the residential class increased by 0.49% from 53.87% in 2013 to 54.36% of total taxes.
- In 2014, the province's school tax credit for class 5 – Light Industry will be completely phased out, making it more costly for light industries to operate. Historically, Richmond's tax rates for class 5 properties were slightly higher than the rates for class 6 – Business. With the elimination of the tax credit and a higher tax rate, many businesses with class 5 assessment will be appealing to BC Assessment for a class change. To minimize potential tax losses to the City as a result of future tax appeals and to recognize the fact that City services provided to both classes are similar, class 5 and class 6 tax rates are purposely adjusted to be the same rate by shifting approximately \$250,000 in taxes from class 5 to class 6. This change will put the City in line with other comparator municipalities who also set the same rates for class 5 and class 6.
- Total tax burden for class 6 - Business increased by 0.1% to 35.64% in 2014. Aside from the \$250,000 tax shift from class 5 to class 6, there was also new growth of 365 folios to this class in 2014. The resulting tax ratio is 3.24, a reduction of .35 from prior year's ratio.

- Appendix 1 (attached) provides the various 2013 tax rates for the comparator group. Richmond's tax rates were consistently in the middle or amongst the lowest in comparison to the group. Comparing 2014 rates with Appendix 1, Richmond should be able to maintain the favourable tax position relative to the comparator group.

### **Financial Impact**

Property tax rates provided in Bylaw 9131 will generate the approximate \$184 million in municipal taxes (subject to subsequent appeal settlements in 2014) necessary to balance the 2014 budget.

### **Conclusion**

Richmond's property tax rates have consistently remained in the middle or amongst the lowest in the comparator group. The proposed rates in Bylaw 9131 will generate the necessary taxes to balance the 2014 budget and to maintain the current level of service.



Ivy Wong  
Manager, Revenue  
(604-276-4046)

IW:gjn

Att. 1: 2013 Tax Rate Comparison

## 2013 Tax Rate Comparison - Sorted by Class 01 - Residential

Municipalities	Class 01 - Residential	Class 02 - Utilities	Class 04 - Major Industry	Class 05 - Light Industry	Class 06 - Business	Class 08 - Recreation Non-Profit	Class 09 - Farm
Delta	3.3150	39.9922	33.8031	10.6329	10.6329	7.2122	17.5923
Coquitlam	3.0560	40.0000	29.1984	13.5994	13.7554	14.7395	17.2428
Surrey	2.3791	33.0182	11.4101	6.2556	6.9880	2.2950	2.5857
Burnaby	2.2419	34.3515	44.9518	9.4612	9.4612	1.4799	9.4612
Richmond	2.1225	39.9125	14.4282	8.1337	7.6285	1.9637	12.2583
Vancouver	1.8950	36.3614	32.9809	8.2042	8.2042	1.8159	1.8159

## 2013 Tax Rate Comparison - Sorted by Class 02 - Utilities

Municipalities	Class 01 - Residential	Class 02 - Utilities	Class 04 - Major Industry	Class 05 - Light Industry	Class 06 - Business	Class 08 - Recreation Non-Profit	Class 09 - Farm
Coquitlam	3.0560	40.0000	29.1984	13.5994	13.7554	14.7395	17.2428
Delta	3.3150	39.9922	33.8031	10.6329	10.6329	7.2122	17.5923
Richmond	2.1225	39.9125	14.4282	8.1337	7.6285	1.9637	12.2583
Vancouver	1.8950	36.3614	32.9809	8.2042	8.2042	1.8159	1.8159
Burnaby	2.2419	34.3515	44.9518	9.4612	9.4612	1.4799	9.4612
Surrey	2.3791	33.0182	11.4101	6.2556	6.9880	2.2950	2.5857

## 2013 Tax Rate Comparison - Sorted by Class 04 - Major Industry

Municipalities	Class 01 - Residential	Class 02 - Utilities	Class 04 - Major Industry	Class 05 - Light Industry	Class 06 - Business	Class 08 - Recreation Non-Profit	Class 09 - Farm
Burnaby	2.2419	34.3515	44.9518	9.4612	9.4612	1.4799	9.4612
Delta	3.3150	39.9922	33.8031	10.6329	10.6329	7.2122	17.5923
Vancouver	1.8950	36.3614	32.9809	8.2042	8.2042	1.8159	1.8159
Coquitlam	3.0560	40.0000	29.1984	13.5994	13.7554	14.7395	17.2428
Richmond	2.1225	39.9125	14.4282	8.1337	7.6285	1.9637	12.2583
Surrey	2.3791	33.0182	11.4101	6.2556	6.9880	2.2950	2.5857

## 2013 Tax Rate Comparison - Sorted by Class 05 - Light Industry

Municipalities	Class 01 - Residential	Class 02 - Utilities	Class 04 - Major Industry	Class 05 - Light Industry	Class 06 - Business	Class 08 - Recreation Non-Profit	Class 09 - Farm
Coquitlam	3.0560	40.0000	29.1984	13.5994	13.7554	14.7395	17.2428
Delta	3.3150	39.9922	33.8031	10.6329	10.6329	7.2122	17.5923
Burnaby	2.2419	34.3515	44.9518	9.4612	9.4612	1.4799	9.4612
Vancouver	1.8950	36.3614	32.9809	8.2042	8.2042	1.8159	1.8159
Richmond	2.1225	39.9125	14.4282	8.1337	7.6285	1.9637	12.2583
Surrey	2.3791	33.0182	11.4101	6.2556	6.9880	2.2950	2.5857



## 2013 Tax Rate Comparison - Sorted by Class 06 - Business

Municipalities	Class 01 - Residential	Class 02 - Utilities	Class 04 - Major Industry	Class 05 - Light Industry	Class 06 - Business	Class 08 - Recreation Non-Profit	Class 09 - Farm
Coquitlam	3.0560	40.0000	29.1984	13.5994	13.7554	14.7395	17.2428
Delta	3.3150	39.9922	33.8031	10.6329	10.6329	7.2122	17.5923
Burnaby	2.2419	34.3515	44.9518	9.4612	9.4612	1.4799	9.4612
Vancouver	1.8950	36.3614	32.9809	8.2042	8.2042	1.8159	1.8159
Richmond	2.1225	39.9125	14.4282	8.1337	7.6285	1.9637	12.2583
Surrey	2.3791	33.0182	11.4101	6.2556	6.9880	2.2950	2.5857

## 2013 Tax Rate Comparison - Sorted by Class 08 - Recreation Non-Profit

Municipalities	Class 01 - Residential	Class 02 - Utilities	Class 04 - Major Industry	Class 05 - Light Industry	Class 06 - Business	Class 08 - Recreation Non-Profit	Class 09 - Farm
Coquitlam	3.0560	40.0000	29.1984	13.5994	13.7554	14.7395	17.2428
Delta	3.3150	39.9922	33.8031	10.6329	10.6329	7.2122	17.5923
Surrey	2.3791	33.0182	11.4101	6.2556	6.9880	2.2950	2.5857
Richmond	2.1225	39.9125	14.4282	8.1337	7.6285	1.9637	12.2583
Vancouver	1.8950	36.3614	32.9809	8.2042	8.2042	1.8159	1.8159
Burnaby	2.2419	34.3515	44.9518	9.4612	9.4612	1.4799	9.4612

## 2013 Tax Rate Comparison - Sorted by Class 09 - Farm

Municipalities	Class 01 - Residential	Class 02 - Utilities	Class 04 - Major Industry	Class 05 - Light Industry	Class 06 - Business	Class 08 - Recreation Non-Profit	Class 09 - Farm
Delta	3.3150	39.9922	33.8031	10.6329	10.6329	7.2122	17.5923
Coquitlam	3.0560	40.0000	29.1984	13.5994	13.7554	14.7395	17.2428
Richmond	2.1225	39.9125	14.4282	8.1337	7.6285	1.9637	12.2583
Burnaby	2.2419	34.3515	44.9518	9.4612	9.4612	1.4799	9.4612
Surrey	2.3791	33.0182	11.4101	6.2556	6.9880	2.2950	2.5857
Vancouver	1.8950	36.3614	32.9809	8.2042	8.2042	1.8159	1.8159



## Annual Property Tax Rates (2014) Bylaw No. 9131

The Council of the City of Richmond enacts as follows:

- (a) Parts 1 through 6 excluding Part 3, pursuant to the *Community Charter*; and
- (b) Part 3 pursuant to section 100 of the *Municipalities Enabling and Validating Act*.

### **PART ONE: GENERAL MUNICIPAL RATES**

#### **1.1 General Purposes**

- 1.1.1 The tax rates shown in column A of Schedule A are imposed and levied on the assessed value of all land and improvements taxable for general municipal purposes, to provide the monies required for all general purposes of the **City**, including due provision for uncollectible taxes, and for taxes that it is estimated will not be collected during the year, but not including the monies required under bylaws of the **City** to meet payments of interest and principal of debts incurred by the **City**, or required for payments for which specific provision is otherwise made in the *Community Charter*.

#### **1.2 City Policing, Fire & Rescue and Storm Drainage**

- 1.2.1 The tax rates shown in columns B, C & D of Schedule A are imposed and levied on the assessed value of all land and improvements taxable for general municipal purposes, to provide monies required during the current year for the purpose of providing policing services, fire and rescue services and storm drainage respectively in the City, for which other provision has not been made.

### **2. PART TWO: REGIONAL DISTRICT RATES**

- 2.1 The tax rates appearing in Schedule B are imposed and levied on the assessed value of all land and improvements taxable for hospital purposes and for Greater Vancouver Regional District purposes.

### **PART THREE: TRUNK SEWERAGE RATES**

**3.1** The tax rates shown in Schedule C are imposed and levied on the assessed values of all land only of all real property, which is taxable for general municipal purposes, within the following benefitting areas, as defined by the Greater Vancouver Sewerage & Drainage District:

- (a) Area A, being that area encompassing those portions of sewerage sub-areas and local pump areas contained in the Lulu Island West Sewerage Area of the Greater Vancouver Sewerage and Drainage District as shown on the current plan of the Lulu Island West Sewerage Area; and
- (b) Area B, being that area encompassing Sea, Mitchell, Twigg and Eburne Islands, which is that part of the **City** contained in the Vancouver Sewerage Area of the Greater Vancouver Sewerage and Drainage District as shown on the current plan of the Vancouver Sewerage Area; and
- (c) Area C, being that part of the **City** contained in the Fraser Sewerage Area of the Greater Vancouver Sewerage and Drainage District as shown on the current plan of the Fraser Sewerage Area,

and the total amount raised annually is to be used to retire the debt (including principal and interest) incurred for a sewage trunk system, which includes the collection, conveyance and disposal of sewage, including, without limiting the generality of the foregoing, forcemain sewers and their pumphouses and such ancillary drainage works for the impounding, conveying and discharging the surface and other waters, as are necessary for the proper laying out and construction of the said system of sewerage works, provided however that land classified as "Agriculture Zone" in Section 14.1 of the **Zoning Bylaw**, is exempt from any tax rate imposed or levied pursuant to this Part.

### **PART FOUR: GENERAL PROVISIONS**

#### **4.1 Imposition of Penalty Dates**

4.1.1 All taxes payable under this bylaw must be paid on or before July 2, 2014.

#### **4.2 Designation of Bylaw Schedules**

4.2.1 Schedules A, B and C are attached and designated a part of this bylaw.

**PART FIVE: INTERPRETATION**

5.1 In this bylaw, unless the context otherwise requires:

<b>CITY</b>	means the City of Richmond.
<b>ZONING BYLAW</b>	means the Richmond Zoning Bylaw 8500, as amended from time to time.

**PART SIX: PREVIOUS BYLAW REPEAL**

6.1 Annual Property Tax Rates Bylaw No. 9007 is repealed.

**PART SEVEN: BYLAW CITATION**

7.1 This Bylaw is cited as “**Annual Property Tax Rates (2014) Bylaw No. 9131**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
MAYOR

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

**SCHEDULE A to BYLAW NO. 9131**

<b>PROPERTY CLASS</b>	<b>COLUMN A GENERAL PURPOSES</b>	<b>COLUMN B POLICING SERVICES</b>	<b>COLUMN C FIRE &amp; RESCUE</b>	<b>COLUMN D STORM DRAINAGE</b>	<b>TOTAL</b>
1. Residential	1.33947	0.48760	0.37252	0.04997	2.24956
2. Utilities	23.76537	8.65117	6.60935	0.88656	39.91245
4. Major Industry	8.16659	2.97283	2.27120	0.30465	13.71527
5. Light Industry	4.33885	1.57944	1.20667	0.16186	7.28682
6. Business / other	4.33885	1.57944	1.20667	0.16186	7.28682
8. Recreation / non profit	1.28656	0.46834	0.35780	0.04799	2.16069
9. Farm	7.50402	2.73164	2.08693	0.27994	12.60253

**SCHEDULE B to BYLAW NO. 9131**

<b>PROPERTY CLASS</b>	<b>REGIONAL DISTRICT</b>
1. Residential	0.05701
2. Utilities	0.19953
4. Major Industry	0.19383
5. Light Industry	0.19383
6. Business/other	0.13967
8. Rec/non profit	0.05701
9. Farm	0.05701

**SCHEDULE C to BYLAW NO. 9131**

<b>AREA</b>	<b>RATES</b>
A, B, & C	Sewer Debt Levy (land only) 0.00231



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** April 17, 2014

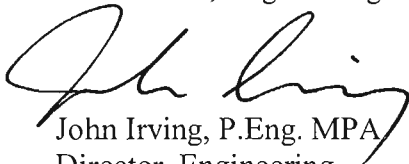
**From:** John Irving, P.Eng. MPA  
Director, Engineering

**File:** 10-6600-10-03/2014-  
Vol 01

**Re:** River Green District Energy Utility Service Area Bylaw No. 9134

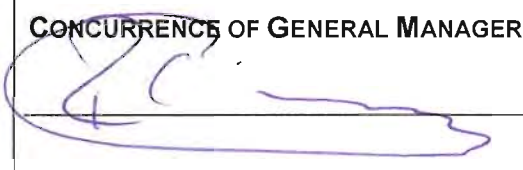


### Staff Recommendation

The River Green District Energy Utility Service Area Bylaw No. 9134, presented in the "River Green District Energy Utility Service Area Bylaw No. 9134" report dated, April 17, 2014, from the Director, Engineering be introduced and given first, second and third reading.



John Irving, P.Eng. MPA  
Director, Engineering  
(604-276-4140)

Att. 1

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

## Staff Report

### Origin

As directed by Council in 2011, the City and Corix Utilities Inc. entered into a Memorandum of Understanding (MOU) to develop a district energy utility business and infrastructure plan to service the River Green development and the Richmond Olympic Oval area. For discussion purposes this has been referred to as the River Green District Energy Utility (RGDEU).

Based on the successful completion of Phase I (Due Diligence Phase) of the MOU, Council endorsed the following staff recommendations on July 22, 2013 to proceed to the Business & Infrastructure Agreement phase of the MOU:

*“That*

- 1. Staff be authorized to negotiate the business and infrastructure agreements with Corix Utilities Inc. for the River Green District Energy Utility under terms outlined in the memorandum of understanding between the City and Corix Utilities Inc, dated February 17, 2011;*
- 2. Staff be authorized to proceed with the preparation of the River Green District Energy Utility Phase 1 Service Area Bylaw based on the conceptual service area detailed in Attachment 4 to the staff report titled “River Green District Energy Utility”, dated June 27, 2013;*
- 3. Temporary and permanent energy centre site locations detailed in Attachment 4 to the staff report titled “River Green District Energy Utility”, dated June 27, 2013 be endorsed for the purposes of developing the Agreement and Bylaw under recommendations 1 and 2; and*
- 4. Staff be authorized to prepare a strategy to provide interim district energy services within City Centre Area but outside of the Phase 1 service area.”*

This report pertains to items #2 and #4 above. This opportunity directly aligns with Council’s Term Goals:

- 8.1. Continued implementation and significant progress towards achieving the City’s Sustainability Framework, and associated targets.
- 8.4. Review opportunities for increasing sustainable development requirements for all new developments, including consideration of increasing requirements for sustainable roof treatments (e.g. rooftop gardens, sola panels, etc.) and increasing energy security (e.g. use of local renewable energy sources, use of district energy systems, etc.).

### Analysis

#### Development Activity

Phase 1 of the proposed RGDEU service area includes a range of mixed-use or multi-family residential buildings. Current developers include: Onni, Cressey, Intracorp, Amacon, Aspac and Polygon. Final occupancy for most projects is expected within the next 3+ years but the first phases of Polygon’s (Carrera) and Onni’s (Riva) projects have already begun construction, with

anticipated occupancy in the summer of 2015. Anticipated occupancy for the above projects is summarized in Table 1.

Table 1: Development Timing in RGDEU Service Area

	<b>Anticipated Occupancy</b>
<b>Onni</b> (Riva)	2015 (Summer)
<b>Polygon</b> (Carrera)	2015 (Summer)
<b>Cressey</b> (Cadence)	2016
<b>Intracorp</b> (River Park Place)	2016
<b>Amacon</b> (Tempo)	2016
<b>Aspac</b> (Parcel 9 & 12)	2016/2017

### Proposed Bylaw and Service Area

Building on the Alexandra DEU Service Area Bylaw, a bylaw has been prepared for Phase 1 of the River Green DEU (Attachment 1). The Phase 1 service area defined in the bylaw includes all active developments in the Oval Village area as outlined above. As directed by Council, to consider interim DE services outside of the Phase 1 service area, an additional, non-contiguous site is also proposed to be included in the service area. Staff have been working with Polygon to provide heat and hot water services for their Carrera development located along Minoru Boulevard. As other developments emerge in the neighbourhood, staff will bring to Council options for expansion of the RGDEU service area boundary. To leverage economies of scale and realize the long-term social, economic and environmental benefits of the DEU, expansion to service future development is a key opportunity.

Benefits of scale relate to:

- Increasing distribution piping efficiency
- Balancing energy demand and load requirements across a broader customer base
- Maximizing potential for introducing waste heat as an energy source
- Facilitate fuel switching
- Increasing energy security and reliability of service
- Reducing greenhouse gas emissions

### Proposed Rate Structure

The rate structure in the draft bylaw represents the blended rate that is equal to or lower than conventional energy costs (called the “business as usual” (BAU) costs that represent conventional baseboard and natural gas heating systems) for the same level of service. The BAU costs of energy for space heating and hot water heating are estimated to be between \$8.00 and \$9.00 per m<sup>2</sup>/yr (\$80-\$90 per MWh). Details on the BAU costs are provided in Attachment 2. For RGDEU, the rate structure will be refined once costs have been confirmed through the design and engineering phase. Staff will bring forward an amendment to the bylaw with a revised rate structure recommendation for Council’s consideration in early 2015. The rate in the bylaw is consistent with energy rate assumptions that were used for the purposes of business planning to determine the viability of DE in the River Green.



consistent with energy rate assumptions that were used for the purposes of business planning to determine the viability of DE in the River Green.

### Staffing

The Chair of Lulu Island Energy Company will be considering additional staffing requirements as a result of the adoption of this bylaw. DEU in Richmond was established on the basis that all capital and operating costs will be recovered through revenues from user fees, making the DEUs financially self-sustaining over the long term. An estimated 0.3 - 0.5 FTE staff demand is anticipated to manage contracts and support implementation of RGDEU Phase 1 infrastructure. Due to ongoing growth and expansion of the Alexandra District Energy Utility (ADEU), implementation of DEU-ready buildings at the Building Permit stage, administration requirements to manage the establishment and management of Lulu Island Energy Company, and addressing business developing opportunities for DEU (e.g. Minoru Park new City facilities, City Centre north), the need for an additional staff member has been identified.

### Stakeholder Consultation

Staff have been in contact and discussions with RGDEU developers and landowners throughout the due diligence and business and infrastructure agreements process with Corix. Staff also provide regular updates on RGDEU and ADEU through the Richmond Urban Development Institute (UDI) Liaison Committee. Meetings were held in January and February 2014 to review the draft Service Area Bylaw and Service Agreement with developers. The development community had a number of questions mostly related to the energy costs to end users and who will have the control over the setting customer rates. Other questions of concerns were identified are summarized in Table 1. Staff are confident that stakeholder concerns have been addressed in the proposed bylaw.

Table 1: Summary of Stakeholder Input

<b>Question/Concern</b>	<b>Response</b>
What will be the cost to the end users?	The cost to the customers will be less than or equal to conventional system energy costs based on the same level of service.
Who will have the control over the rates?	Rates will be reviewed and determined by Council on yearly basis, consistent with current practice with ADEU.
The bylaw and servicing agreement requires that developers will be responsible to acquire easements from a third party if DE pipes cross properties. This should be the responsibility of the utility provider or City, not the developer.	The City modeled this provision on similar agreements currently used by other municipal DEU's and BC Hydro and Fortis. The City prefers that all servicing is provided through the fronting street, not across property lines. It may occur that pipes cross property lines and it is a good utility practice to ensure this provision is included in contracts. However, the City anticipates that it will be an extremely rare occurrence, if it occurs at all. A landowner would be required to obtain this easement through RZ or DP considerations no matter what the circumstances (similar to access rights for road, water, and sewer). Staff have changed the approach to indicate that the City would assume responsibility to acquire the easement but the developer assume the cost in response to developer concerns.

Question/Concern	Response
Can the City exclude properties west of the Oval as part of the Service Area Bylaw?	These lands were rezoned by the City and then sold some time ago. As the DEU was not planned at this time, the Title did not reflect DEU connection and DE-ready building requirements like recently approved buildings. However, in 2008, a Memorandum of Understanding was executed between the City and the landowner committing both parties to work together to assess the feasibility of a district energy utility for their developments. The landowner entered into the agreement based on the understanding that all developments in the area should have the same "level playing field" and connect to RGDEU. Since these lands have rezoning completed, we will not be able to connect them to RGDEU without their inclusion in the bylaw. Therefore, staff recommend maintaining these lands in the Service Area Bylaw.

### Financial Impact

Adoption of the Bylaw and subsequent execution of the RGDEU agreements with Corix Utilities Services Ltd will commit the City to the development of the first phase of the DEU. A separate staff report presented options for Council to consider with respect to financial implications of entering into an agreement with Corix.

### Conclusion

Establishment of the DEU's in the City represent one of the most significant advancements to date towards meeting the City's sustainability and GHG reduction goals. Staff recommend that the River Green District Energy Utility Bylaw No. 9134 be introduced and given first, second and third reading to facilitate the implementation of phase 1 of the RGDEU.



Peter Russell  
Senior Manager, Sustainability and District Energy  
(604-276-4130)

PR:pr

- Att. 1: River Green District Energy Utility Bylaw No. 9134  
2: District Energy Rate Structure and User Cost Assumptions



City of  
Richmond

## Bylaw 9134

### River Green District Energy Utility

WHEREAS the *Community Charter* empowers the municipality to provide any service that the Council considers necessary or desirable.

WHEREAS the City of Richmond (the “City”) wishes to establish a service for the purpose of providing energy for space and domestic water heating and, when available, space cooling, to multi-family, residential, commercial, institutional and industrial buildings located within the City’s municipal boundaries as more particularly detailed in Schedule A to this Bylaw.

NOW THEREFORE the Council of the City of Richmond enacts as follows:

1. **Name of Bylaw.** This Bylaw shall be known and cited for all purposes as “River Green District Energy Utility Bylaw No. 9134.”
2. **Defined terms.** All capitalized terms used in this Bylaw and the schedules hereto have the meanings given in Schedule B to this Bylaw.
3. **Establishment.** Council hereby authorizes the design, construction, installation, operation, maintenance, repair, and management of a district energy utility system for the generation, storage, transmission, and distribution of energy for the space heating and domestic water heating at any Designated Property within the Service Area, including potential for such district energy utility system to be expanded to include space cooling services.
4. **Ownership of DEU.** Ownership of the DEU, including any expansion or extension of the DEU, is to remain vested in the City or the Service Provider, and their respective successors and assigns, and is not to pass to any Owner, or other person who has an interest in a Designated Property, and, despite any attachment or annexation to a Designated Property or other real property, the Distribution System, Service Connections, Meter Sets and Heat Exchangers are not to become part of a Designated Property or other real property.
5. **Mandatory Use of DEU.** Subject to the Service Provider providing Services pursuant to this Bylaw, each Owner of a new building proposed for construction or under construction within the Service Area after the date of enactment of this Bylaw, for which the City's Building Regulation Bylaw requires submission of a building permit application or issuance of final inspection notice permitting occupancy, to any one of which the Owner, as at the date of enactment of this Bylaw, is not yet entitled, will connect to and utilise the DEU for internal space heating and domestic hot water, and when available, space cooling, in accordance with the terms and conditions of this Bylaw.
6. **Permissive Use of DEU.** An Owner of an existing building located either inside the Service Area, or located outside the Service Area but within the City of Richmond, may apply to the City Engineer to utilize the DEU, and if:

- (a) the City Engineer is of the opinion that the DEU is capable of servicing the building that is the subject of the application;
- (b) the City Engineer is of the opinion that servicing the building is necessary or desirable; and
- (c) the Owner enters into an agreement with the City, in form and substance satisfactory to the City Engineer and City Solicitor, undertaking, among other matters, to wholly or partially, in the City's sole discretion, fund the capital cost of extending the DEU outside the Service Area to the Owner's building in an amount and at a time determined by the City Engineer;

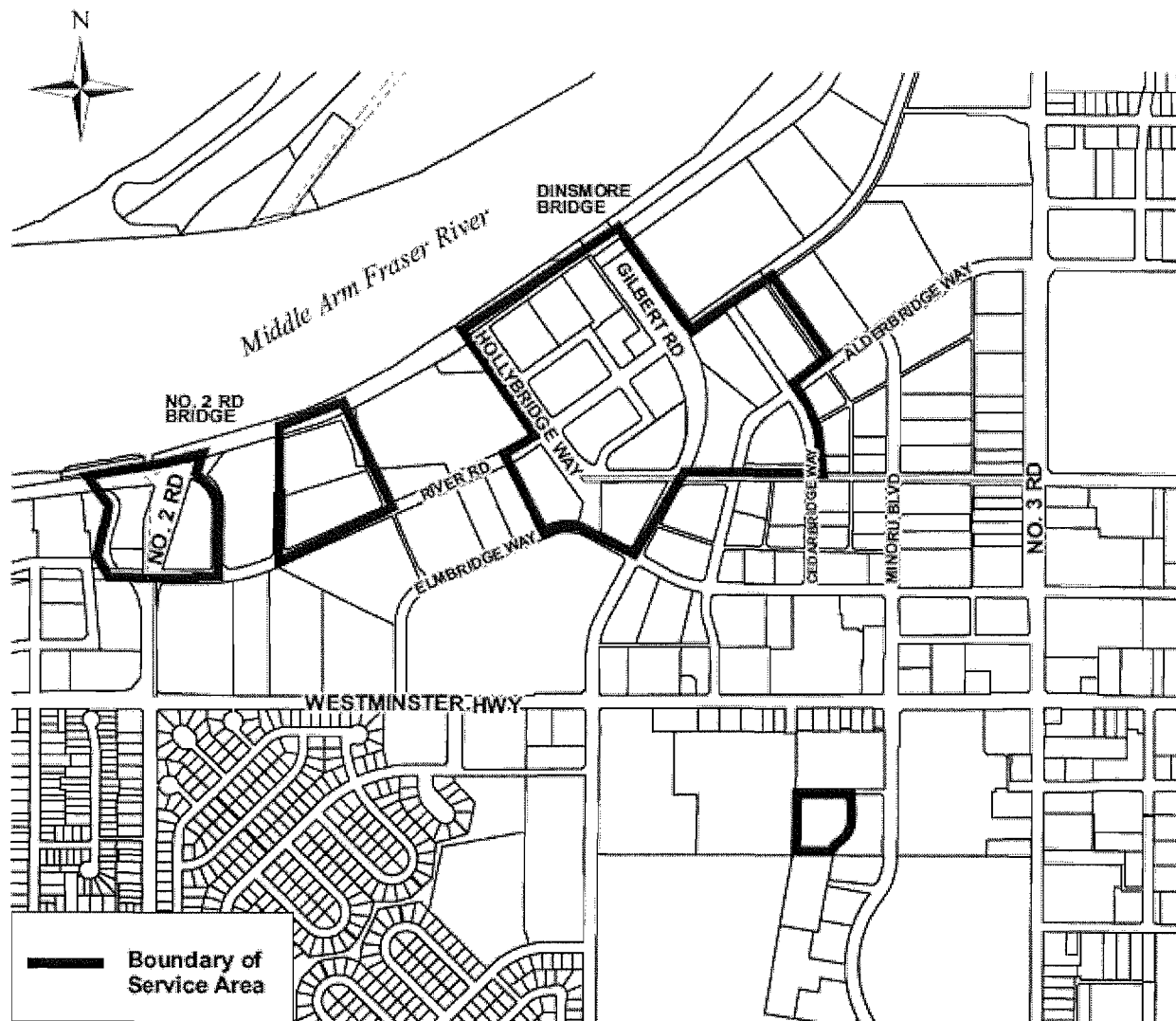
the City Engineer may approve the application, in which case the Owner must utilize the DEU in accordance with the terms and conditions of this Bylaw.

- 7. **General Terms and Conditions.** The Services shall be provided and used in accordance with the terms and conditions described in Schedule B to this Bylaw.
- 8. **Rates and Charges.** The rates and charges payable in respect of the Services shall be those described in Schedule D to this Bylaw, which shall be based on the cost of providing, maintaining and expanding the Services and which may be different for different Designated Properties based upon the use, capacity and consumption of those Designated Properties. Unless otherwise indicated or advised by the Service Provider, all rates, charges and fees payable under this Bylaw are payable to the Service Provider.
- 9. **Operation.** The City may operate the DEU and provide the Services directly, or through one or more other Service Providers.
- 10. **Access.** The City authorizes its officers and employees and the officers, employees, agents, servants, contractors and subcontractors of the Service Provider to enter onto any property or into any building applying for, connecting or connected to or using the Services or required to apply for connect to and use the Services to connect or disconnect the Services and to inspect and determine whether all regulations, prohibitions and requirements contained in this Bylaw and the General Terms and Conditions are being met, or for any other related purpose which the Service Provider requires.
- 11. **Security.** The City authorizes its officers and employees and the officers and employees of the Service Provider to require persons applying for, connecting or connected to or using the Services to provide security with respect to the Services in an amount determined by the City or the Service Provider, in accordance with the General Terms and Conditions.
- 12. **Discontinuance.** The City or the Service Provider may discontinue providing the Service to a person or property in accordance with and for the reasons specified in the General Terms and Conditions, including because of:
  - (a) unpaid fees or taxes in relation to the Services;



## SCHEDULE A

### Boundaries of Service Area



## SCHEDULE B

### GENERAL TERMS AND CONDITIONS

#### PART 1: INTERPRETATION

##### 1.1 Definitions

Unless the context indicates otherwise, in this Bylaw and in the schedules referred to herein the following words have the following meanings:

- (a) **“back-billing”** has the meaning given in Section 12.2 of these General Terms and Conditions;
- (b) **“building”** means any multi-family residential, commercial, institutional and industrial buildings, and includes new and existing buildings described in Sections 5 and 6 of the Bylaw;
- (c) **“building mechanical system”** means a DEU-compatible mechanical system, including an internal space heating and cooling and domestic water heating distribution system, for a building located on Designated Property that is to receive the Services;
- (d) **“Bylaw”** means the River Green District Energy Utility Bylaw No. 9134 to which these General Terms and Conditions are attached and form part of;
- (e) **“City Engineer”** means the individual appointed by Council from time to time to be the General Manager of the Engineering and Public Works Department of the City, or his or her designate;
- (f) **“City Solicitor”** means the individual appointed by Council from time to time to be the City Solicitor of the Law Division of the City, or his or her designate;
- (g) **“Cooling”** means the energy transferred from the DEU through the Distribution System for the purpose of lowering the ambient air temperature in a Designated Property;
- (h) **“Council”** means the Council of the City of Richmond;
- (i) **“Customer”** means an Owner of a Designated Property who is being provided with the Services or who has filed an application for Services with the Service Provider that has been approved by the Service Provider;
- (j) **“Delivery Point”** means the outlet of the Heat Exchanger;
- (k) **“Designated Property”** means the building(s) to which this Bylaw applies pursuant to Sections 5 and 6 of the Bylaw;
- (l) **“DEU”** means the district energy generation and utility system referred to in Section 3 of the Bylaw and consists collectively of the Distribution System, the material, machinery, equipment and fixtures forming part of the Energy exchange

system used for the purpose of heating or cooling the fluid that flows through the Distribution System and the Service Connections and all equipment including the pressure vessels, conduits, pipes, valves, lines, pumps, Heat Exchangers and Meter Sets together with all fluid, ancillary appliances and fittings necessary to provide Energy to Designated Properties in the Service Area and all additions thereto and replacements thereof as such system is expanded, reduced or modified from time to time;

- (m) **“Director, Building Approvals”** means the individual so appointed by Council from time to time, or his or her designate;
- (n) **“Distribution System”** means the system of fluid pipes, fittings and ancillary components used for distributing fluid for the purposes of providing Energy to Designated Properties in the Service Area including all additions thereto and replacements thereof and the system of fluid pipes connecting the Distribution System to the Service Connection including all additions thereto and replacements thereof;
- (o) **“Energy”** means heated fluid and cooled fluid;
- (p) **“General Terms & Conditions”** means these general terms and conditions as amended from time to time by the Council of the City of Richmond;
- (q) **“Gross Floor Area”** means the total area of all horizontal floors, measured to the outer building limits, including all uses and all areas giving access such as corridors, hallways, landings, foyers, staircases and stairwells, and includes enclosed balconies and mezzanines, enclosed porches or verandas, elevator shafts and accessory buildings, except those used for parking;
- (r) **“Heat Exchanger”** means the equipment including ventilation systems and electrical pumps installed at a Designated Property to transfer Energy from the DEU to the Designated Property;
- (s) **“Heating”** means the energy transferred for the purpose of raising the ambient air or domestic hot water temperature in a Designated Property;
- (t) **“Meter Set”** means an assembly of metering and ancillary equipment, including Heat Exchangers, that measure the amount of Energy consumed by a Customer;
- (u) **“Owner”** means a person who owns, occupies, or controls a parcel of real property with a building thereon, and includes a registered owner, an owner under agreement, an occupier of Crown land, a cooperative association incorporated or continued under the *Cooperative Association Act* of British Columbia, a strata corporation established or continued under the *Strata Property Act* of British Columbia and an owner of a freehold estate in a Strata Lot;
- (v) **“Person”** or **“person”** means any individual, corporation, limited-liability company, partnership, firm, joint venture, association, trust, or other entity or organization, including a government authority;



- (w) **“Rates”** means, collectively, the fixed monthly charges, capacity charges and volumetric charges specified in Schedule D (Rates and Charges) for Services, as amended from time to time;
- (x) **“Service Area”** means the area in the City of Richmond as delineated in the boundaries map attached as Schedule A hereto or such portions thereof as may be designated by the Council and such other areas as may be added from time to time by the Council;
- (y) **“Service Related Charges”** include, but are not limited to, the fees specified in Schedule C (Fees), the rates and charges specified in Schedule D (Rates and Charges), GST, PST and all other taxes applicable to the Services;
- (z) **“Services”** means the delivery of Energy from and through the DEU to a Delivery Point and through a Meter Set for use in a Designated Property, and any service provided in connection with the DEU, including but not limited to providing a Service Connection, re-activating existing Service Connections, transferring an existing account, changing the type of Services provided, or making alterations to existing Service Connections, Heat Exchangers or Meter Sets;
- (aa) **“Services Agreement”** has the meaning given in Section 3.1 of these General Terms and Conditions;
- (bb) **“Service Connection”** means that portion of the DEU extending from the Distribution System to the Delivery Point;
- (cc) **“Service Provider”** means such Person or Persons appointed, contracted or otherwise engaged by Council to operate, maintain and manage the DEU on behalf of the City, and to provide the Services to Customers in accordance with the terms and conditions of this Bylaw, including its successors, assigns, officers, employees, servants, agents and contractors; and
- (dd) **“Strata Lot”** has the meaning given in *Strata Property Act*.

## **PART 2: APPLICATION REQUIREMENTS**

### **2.1 Application for Services**

An Owner of a Designated Property that must utilize the DEU pursuant to Section 5 of the Bylaw, and an Owner of a Designated Property seeking the Services pursuant to Section 6 of the Bylaw, must apply to the Service Provider for the Services at least 120 days before the date the Owner requires the Services.

### **2.2 Required Documents**

An Owner applying for Services may be required to sign an application form and a Services Agreement provided by the Service Provider.

**2.3 Separate Properties**

If an Owner is requesting Services from the Service Provider at more than one Designated Property, then the applicant will be considered a separate Customer for each Designated Property.

**2.4 Required References**

The Service Provider may require an applicant for Services to provide reference information and identification acceptable to the Service Provider.

**2.5 Refusal of Application**

The Service Provider may refuse to accept an application for Services for any of the reasons listed in Section 15 below (Discontinuance of Services and Refusal of Services).

**PART 3: AGREEMENT TO PROVIDE SERVICE****3.1 Services Agreement**

“Services Agreement” means an agreement between the Service Provider and a Customer for the provision of Services, whether such agreement is:

- (a) in the form of a written application of the Customer for Services that has been approved by the Service Provider and that is deemed to include the terms and conditions specified in this Bylaw; or
- (b) the Service Provider’s standard services agreement signed by the Customer.

**3.2 Term**

A Services Agreement between a Customer and the Service Provider will commence on the later of:

- (a) either the date the Customer’s application is approved by the Service Provider under Section 3.1(a) above; or
- (b) the date indicated in the Service Provider’s standard services agreement, or if none, the date that the standard services agreement is signed by the Customer,

and will continue until the Services Agreement is terminated either in accordance with the terms of the Services Agreement or the terms of this Bylaw.

**3.3 Customer Status**

An Owner becomes a Customer of the Service Provider on the earlier of:

- (a) the date that the term of the Services Agreement commences under Section 3.2 above; or
- (b) the date that the Service Provider commences the provision of Services to the Owner’s Designated Property.

**3.4 No Assignment/Transfer**

A Customer may not transfer or assign a Services Agreement without the written consent of the Service Provider.

**PART 4: Connecting for services****4.1 Service Connection**

Subject to Section 4.5 below, the Service Provider will serve each Designated Property with one Service Connection. Each Designated Property will be installed with its own Meter Set.

**4.2 Installation of Service Connection by Service Provider**

The Service Provider will:

- (a) together with the Director, Building Approvals, designate the location of the Heat Exchanger, Meter Set and Service Connection on the Designated Property and determine the amount of space that must be left unobstructed around them to ensure sufficient and safe access thereto;
- (b) supply and install the Heat Exchanger and Meter Set upon payment of the applicable installation fees set out in Schedule C (Fees) to this Bylaw; and
- (c) supply and install the Service Connection from the DEU to the Delivery Point on the Designated Property using the route which is the most suitable to the Service Provider upon payment of the applicable installation fees set out in Schedule C (Fees) to this Bylaw.

**4.3 Installation of Service Connection by Customer**

An Owner or Customer may make an application to the Service Provider requesting prior written approval for the Owner or Customer, at its sole cost and expense, to:

- (a) supply and install the Heat Exchanger and Meter Set; and/or
- (b) supply and install the Service Connection from the DEU to the Delivery Point on the Designated Property using the route which is the most suitable to the Service Provider,

and the Service Provider, may, in its sole discretion:

- (c) approve such application subject to the Service Provider being satisfied with the design, materials, equipment, location and installation of the Heat Exchanger, Meter Set and Service Connection; and
- (d) waive or reduce payment of the applicable installation fees set out in Schedule C (Fees) to this Bylaw.

#### **4.4 Customer Requested Routing**

If a Customer requests:

- (a) that its piping or Service Connection enter the Designated Property at a different point of entry or follow a different route from the point or route designated by the Service Provider; and/or
- (b) that the Heat Exchanger or Meter Set be installed at a different location from the location designated by the Service Provider,

then, provided that:

- (c) the Customer pays the Service Provider in advance for all additional costs as advised by the Service Provider to install the Heat Exchanger, Meter Set and Service Connection in accordance with the Customer's request; and
- (d) the Service Provider is satisfied that approving the Customer's request will not have an adverse effect on the operations of the DEU or create any other undesirable consequences, including but not limited to public health and safety concerns,

the Service Provider may accept the request. If the request is accepted, the Service Provider may either approve the requested routing or entry point or installation locations as originally requested or may, with the Customer's agreement, modify the requested routing or entry point or installation locations.

#### **4.5 Additional Service Connections**

A Customer may apply to the Service Provider for one or more additional Service Connections at a Designated Property, which additional Service Connections may be provided at the sole discretion of the Service Provider. If the Service Provider agrees to install the additional Service Connection, the Service Provider may charge the Customer, in addition to the service connection installation fee set out in Schedule C (Fees), the actual full cost (including overhead costs) for the Service Connection installation. The Service Provider will bill each additional Service Connection from a separate meter and account.

#### **4.6 Site Preparation**

Customers will be responsible for all necessary site preparation including but not limited to clearing building materials, construction waste, equipment, soil and gravel piles over the proposed service line route, to standards established by the Service Provider. The Service Provider may recover from Customers any additional costs associated with delays or site visits necessitated by inadequate or substandard site preparation.

#### **4.7 Easement, Statutory Right of Way and Section 219 Covenant**

- (a) An Owner of a Designated Property that is to receive Services under this Bylaw must sign and deliver to the Service Provider a Section 219 covenant and statutory right of way to be registered against title to the Designated Property in

favour of the City, in the form or forms supplied by the Service Provider, for the installation, operation, maintenances and related services on the Designated Property of all necessary facilities for supplying the Services to the Designated Property. Each such Section 219 covenant and statutory right of way will have priority over any other financial encumbrances registered against title to the Designated Property; and

- (b) If one or more privately-owned intervening properties are located between the Designated Property and the DEU, then the Customer will be responsible for all costs of obtaining licenses, statutory rights of way, easements, leases or other agreements, the form and content of which shall be as determined in the sole discretion of the City, for non-exclusive access to, on, over and under such properties in favour of the City, for the purposes of performing installation, operation, maintenances and related services on each intervening property of all necessary facilities for supplying the Services to the Designated Property.

#### **4.8 Maintenance by Service Provider**

Subject to Section 4.9 below, the Service Provider will maintain the Service Connection, Heat Exchanger and Meter Set.

#### **4.9 Maintenance by Customer**

Each Customer and Owner of Designated Property must maintain and repair the mechanical systems in all buildings on their Designated Properties, to the Delivery Points, including:

- (a) keeping the building mechanical systems free of foreign material so as to prevent fouling of the Heat Exchangers; and
- (b) treating all fluids in the building mechanical system sufficiently to prevent corrosion of the Heat Exchangers.

#### **4.10 Service Calls**

A Customer or Owner may apply to the Service Provider to temporarily interrupt service to a Designated Property by closing the appropriate valves or by such other means as the Service Provider may find appropriate.

#### **4.11 Damage**

The Customer must advise the Service Provider immediately of any damage to the Service Connection, Heat Exchanger or Meter Set.

#### **4.12 No Obstruction**

A Customer must not construct or allow to be constructed any permanent structure which, in the sole opinion of the Service Provider, obstructs access to a Service Connection, Heat Exchanger or Meter Set.

**4.13 Removal of Service Connection**

If the supply of Services to a Customer's Designated Property is discontinued or terminated for any reason then, the Service Provider may, but is not required to, remove the Service Connection from the Customer's Designated Property.

**PART 5: HEAT EXCHANGERS, METER SETS AND METERING****5.1 Installation**

In order to provide the Services and bill a Customer for Energy delivered, the Service Provider will install one or more Heat Exchangers and Meter Sets on a Customer's Designated Property. The technical specifications of all Heat Exchangers and Meter Sets will be determined by the Service Provider. Unless approved by the Service Provider, all Heat Exchangers and Meter Sets will be installed at locations chosen by the Service Provider.

**5.2 Measurement**

The quantity of Energy delivered to a Designated Property will be metered using apparatus approved by the Service Provider. The amount of Energy registered by the Meter Set during each billing period will be converted to megawatt hours and rounded to the nearest one-tenth of a megawatt hour.

**5.3 Testing Meters**

A Customer may apply to the Service Provider to test a Meter Set, and the Service Provider will notify such Customer of the date and time the test is to occur, and the Customer is entitled to be present for the test. If the testing indicates that:

- (a) the Meter Set is inaccurate in its measurement by 10% or more, then:
  - (i) the Customer is entitled to return of the meter testing fee paid pursuant to Section 8.1 (Fees for application) below;
  - (ii) the cost of removing, replacing and testing the Meter Set will be borne by the Service Provider subject to Section 17.4 (Responsibility for Heat Exchanger and Meter Set) below; and
  - (iii) the Service Provider will estimate the resulting billing overpayment or shortfall, and settle with the Customer accordingly, provided any such settlement will not extend beyond 12 months before the month in which the test takes place.

**5.4 Defective Meter Set**

If a Meter Set ceases to register, then the Service Provider will estimate the volume of Energy delivered to the Customer according to the procedures set out in Section 11.7 (Incorrect Register) below.

### **5.5 Protection of Equipment**

The Customer must take reasonable care of and protect all Heat Exchangers, Meter Sets and related equipment on the Customer's Designated Property. The Customer's responsibility for expense, risk and liability with respect to all Heat Exchangers, Meter Sets and related equipment is set out in Section 17.4 (Responsibility for Heat Exchanger and Meter Set) below.

### **5.6 No Unauthorised Changes**

No Heat Exchangers, Meter Sets or related equipment will be installed, connected, moved or disconnected except by the Service Provider's authorized employees, contractors or agents or by other Persons acting with the Service Provider's written permission.

### **5.7 Removal of Equipment**

If the supply of Services to a Customer's Designated Property is discontinued or terminated for any reason then, the Service Provider may, but is not required to, remove the Heat Exchanger, Meter Set and related equipment from the Customer's Designated Property.

### **5.8 Customer Requested Alterations**

A Customer may apply to the Service Provider to remove, relocate or alter a Meter Set, Heat Exchanger or related equipment servicing a Designated Property, which removal, relocation or alteration may be provided at the sole discretion of the Service Provider. If the Service Provider agrees to remove, relocate, or alter the Meter Set, Heat Exchanger or related equipment, then in addition to the provisions of section 9.4 (Basis of Fees):

- (a) the Service Provider will give the Customer an estimate of the cost; and
- (b) if any of the changes to the Heat Exchanger, Meter Set or related equipment require the Service Provider to incur ongoing incremental operating and maintenance costs, the Service Provider may recover these costs from the Customer through the billing process established by this Bylaw.

## **PART 6: DEU EXPANSIONS AND EXTENSIONS**

### **6.1 Expansion and Extension**

The City may make extensions and expansions of the DEU in accordance with system development requirements.

## **PART 7: ACCESS**

### **7.1 Access to Designated Property**

The Customer must provide free access to, and the Service Provider and its authorized officers, employees, agents, servants, contractors and subcontractors have the right of entry, at any reasonable time and except in the case of emergency, upon reasonable notice, onto a Customer's Designated Property, for the purpose of reading, testing, repairing or removing Service Connections, Meter Sets, Heat Exchangers and ancillary

equipment, turning Energy on or off, completing system leakage surveys, stopping leaks, examining pipes, connections, fittings and appliances and reviewing the use made of Energy delivered to the Customer, to inspect and determine whether all regulations, prohibitions and requirements contained in this Bylaw and in any Services Agreement are being met, or for any other related purpose which the Service Provider requires.

## **7.2 Access to Equipment**

The Customer must at all reasonable times and except in the case of emergency, upon reasonable notice, provide clear access to the Service Provider's equipment including the equipment described in section 7.1 above.

# **PART 8: APPLICATION AND SERVICE CONNECTION INSTALLATION FEES**

## **8.1 Fees for applications and installations**

Each person who submits an application and/or requests any installation for purposes of receiving Services under this Bylaw must pay the applicable fees set out in Schedule C, Fees.

## **8.2 Waiver of Application Fee**

The application fee will be waived by the Service Provider if Services to a Customer are reactivated after they were discontinued for any of the reasons described in Section 14.2 (Right to Restrict) below.

## **8.3 Reactivation Fees**

If Services are terminated

- (a) for any of the reasons described in Section 15 (Discontinuance of Service and Refusal of Services) of this bylaw; or
- (b) to permit a Customer to make alterations to their Designated Property,
- (c) and the same Customer or the spouse, employee, contractor, agent or partner of the same Customer requests reactivation of Services to the Designated Property within 12 months of the date of Services termination, then the applicant for reactivation must pay the greater of:
- (d) the costs the Service Provider incurs in de-activating and re-activating the Services; or
- (e) the sum of the applicable minimum Rates and charges set out in Schedule D (Rates and Charges) which would have been paid by the Customer between the time of termination and the time of reactivation of Services.

## **8.4 Identifying Meter Sets**

If a Customer requests the Service Provider to identify the Meter Set that serves the Customer's Designated Property after the Meter Set was installed, then the Customer will



pay to the Service Provider the costs the Service Provider incurs in re-identifying the Meter Set where:

- (a) the Meter Set is found to be properly identified; or
- (b) the Meter Set is found to be improperly identified as a result of Customer activity, including but not limited to:
  - (i) a change in the legal civic address of the Designated Property; or
  - (ii) renovating or partitioning the Designated Property.

## **PART 9: RATES, CHARGES, FEES AND OTHER COSTS**

### **9.1 Rates Payable**

Each Customer must pay to the Service Provider the applicable Rates for the Services as specified in Part 1 of Schedule D (Rates and Charges), as amended from time to time.

### **9.2 Excess demand fee**

Pursuant to section 19.1(f), a building permit applicant must pay to the Service Provider the excess demand fee set out in Part 2 of Schedule D (Rates and Charges).

### **9.3 Electrical pump costs**

Where a Heat Exchanger installed on a Designated Property is operated by one or more electrical pumps, the Customer must pay all costs of electricity consumed by the electrical pumps for the proper operation of the Heat Exchanger.

### **9.4 Basis of Fees**

- (a) The fees specified in Schedule C (Fees) shall be estimated fees based on the cost of providing, maintaining and expanding the Services and may be different for each Designated Property based upon the use, capacity and consumption of each Designated Property.
- (b) Where an Owner, Customer or other person is to have work done or Services received at cost, all fees payable shall be payable in advance before commencement of the work.
- (c) After completion of the work, the Service Provider will notify the Owner, Customer or other person of the actual cost.
- (d) If the actual cost is more than the estimated cost, the Owner, Customer or other person will be liable for and must pay the Service Provider the shortfall within 30 days after demand by the Service Provider.
- (e) If the actual cost is less than the estimated cost, the Service Provider will refund to the Owner, Customer or other person the excess, except that if the Customer owes any money under this Bylaw at that time, the Service Provider may apply the excess against such debt.

**PART 10: SECURITY FOR PAYMENT OF BILLS****10.1 Security Deposit**

If a Customer cannot establish or maintain credit to the satisfaction of the Service Provider, then the Customer may be required to provide a security deposit in the form of cash or an equivalent form of security acceptable to the Service Provider, the amount of which shall not:

- (a) be less than \$50; and
- (b) be greater than an amount equal to the estimate of the total bill for the two highest consecutive months' consumption of Energy by the Customer.

**10.2 Interest**

The Service Provider will pay interest to a Customer on a security deposit at the rate and at the times specified in the Schedule C (Fees). Subject to Section 10.5 (Application of Deposit), if a security deposit in whole or in part is returned to the Customer for any reason, the Service Provider will credit any accrued interest to the Customer's account at that time. No interest is payable on:

- (a) any unclaimed deposit left with the Service Provider after the account, for which security was obtained, is closed; and
- (b) a deposit held by the Service Provider in a form other than cash.

**10.3 Refund of Deposit**

When the Customer pays the final bill, the Service Provider will refund any remaining cash security deposit plus any accrued interest to the Customer, or will cancel the equivalent form of security and provide evidence of such cancellation upon request by the Customer.

**10.4 Unclaimed Refund**

If the Service Provider is, despite reasonable efforts, unable to locate the Customer to whom a cash security deposit is repayable, and the cash security deposit remains unclaimed 10 years after the date on which it first became refundable, the deposit, together with any interest accrued thereon, will be forfeit and will become the absolute property of the Service Provider.

**10.5 Application of Deposit**

If a Customer's bill is not paid when due, the Service Provider may apply all or any part of the Customer's security deposit and any accrued interest thereon toward payment of the bill. Even if the Service Provider utilizes the security deposit, the Service Provider may, under Section 15 (Discontinuance of Services and Refusal of Services) below, discontinue Services to the Customer for failure to pay for Services on time.

**10.6 Top-Up of Deposit**

If a Customer's security deposit is utilized by the Service Provider for payment of an unpaid bill, the Customer must replenish the security deposit before the Service Provider will reconnect or continue providing Services to the Customer.

**10.7 Failure to Provide Security Deposit**

Failure to provide a security deposit acceptable to the Service Provider may, in the Service Provider's discretion, result in discontinuance or refusal of Services as set out under Section 15 (Discontinuance of Service and Refusal of Service).

**PART 11: BILLING****11.1 Basis for Billing**

The Service Provider will bill the Customer in accordance with the Customer's Services Agreement and this Bylaw, for the amount of each fee, rate or charge that the Customer is responsible for paying for receipt of and in relation to the Services.

**11.2 Form of Bill**

Each bill sent to a Customer by the Service Provider for Services provided will include:

- (a) the amounts of any fees, rates and charges, costs and taxes thereon, that are due and payable to the Service Provider;
- (b) the date when the bill is due and payable;
- (c) acceptable places and methods of payment; and
- (d) the number of megawatt hours of heat energy supplied to the Heat Exchanger and Meter Set.

**11.3 Meter Measurement**

The Service Provider will measure the quantity of Energy delivered to a Customer using a Meter Set and the starting point for measuring delivered quantities during each billing period will be the finishing point of the preceding billing period.

**11.4 Multiple Meters**

For a Customer who has more than one Meter Set on their Designated Property, each Meter Set will be billed separately.

**11.5 Estimates**

If the Service Provider is not able to obtain a meter reading for any reason, the Service Provider may estimate the Customer's meter readings for billing purposes.

**11.6 Estimated Final Reading**

If a Services Agreement is terminated, the Service Provider may estimate the final meter reading for final billing.

**11.7 Incorrect Register**

If any Meter Set has failed to measure the delivered quantity of Energy correctly, then the Service Provider may estimate the meter reading for billing purposes, subject to Section 12 (Back-Billing).

**11.8 Bills Frequency**

The Service Provider may bill a Customer as often as the Service Provider considers necessary but generally will bill on a quarterly basis.

**11.9 Bill Due Dates**

The Customer must pay the bill for Services on or before the due date shown on each bill.

**11.10 Adjustment for Partial Period**

The Service Provider may pro rate the amount due from a Customer for a partial billing period, on a daily basis.

**11.11 Historical Billing Information**

Customers who request historical billing information may be charged the cost of processing and providing the information.

**PART 12: BACK-BILLING****12.1 When Required**

The Service Provider may, in the circumstances specified herein, charge and demand, and the Service Provider may collect or receive, from Customers for the Services received, a greater or lesser compensation than that specified in bills to the Customers, provided that in the case of a minor adjustment to a Customer's bill, back-billing treatment may not be applied.

**12.2 Definition**

Back-billing means the re-billing by the Service Provider for Services rendered to a Customer on account of a discovery that the original billings are either too high (overbilled) or too low (under-billed). The discovery may be made by either the Customer or the Service Provider. The cause of the billing error may include any of the following non-exhaustive reasons or any combination thereof:

- (a) stopped meter;
- (b) metering equipment failure;
- (c) missing meter now found;
- (d) switched meters;
- (e) double metering;
- (f) incorrect meter connections;

- (g) incorrect use of any prescribed apparatus respecting the registration of a meter;
- (h) incorrect meter multiplier;
- (i) the application of an incorrect rate;
- (j) incorrect reading of meters or data processing; and
- (k) tampering, fraud, theft or any other criminal act.

### **12.3 Re-Billing Basis**

Where metering or billing errors occur, the consumption and demand will be based upon the records of the Service Provider for the Customer, or the Customer's own records to the extent they are available and accurate, or if not available, reasonable and fair estimates may be made by the Service Provider. Such estimates will be on a consistent basis with Designated Properties and buildings of a similar kind, or according to the Services Agreement.

### **12.4 Tampering/Fraud**

If there are reasonable grounds to believe that the Customer has tampered with or otherwise used the Service Provider's Services in an unauthorized way, or there is evidence of fraud, theft or other criminal acts, or if a reasonable Customer should have known of the under-billing and failed to promptly bring it to the attention of the Service Provider, then:

- (a) the extent of back-billing will be for the duration of the unauthorized use, subject to the applicable limitation period provided by law, and the provisions of Sections 12.7 (Under-Billing) to 12.10 (Changes in Occupancy), below, will not apply;
- (b) the Customer is liable for the direct administrative costs incurred by the Service Provider and the City in the investigation of any incident of tampering, including the direct costs of repair, or replacement of equipment; and
- (c) under-billing resulting from circumstances described above will bear interest computed at the rate and at the times specified in Schedule C (Fees) until the amount under-billed is paid in full.

### **12.5 Remediating Problem**

In every case of under-billing or over-billing, the cause of the error will be remedied as soon as possible, and the Customer will be promptly notified of the error and of the effect upon the Customer's ongoing bill.

### **12.6 Over-billing**

In every case of over-billing, the Service Provider will credit the Customer's account with all money incorrectly collected for the duration of the error, subject to the applicable limitation period provided by law. Simple interest on such over-billed amount, computed at the rate and at the times specified in Schedule C (Fees), will also be credited to the Customer's account.

**12.7 Under-billing**

Subject to Section 12.4 (Tampering/Fraud) above, in every case of under-billing the Service Provider will back-bill the Customer for the shorter of

- (a) the duration of the error;
- (b) six months; or
- (c) as set out in the Services Agreement between the Customer and the Service Provider, if any.

**12.8 Terms of Repayment**

Subject to Section 12.4 (Tampering/Fraud) above, in all cases of under-billing, the Service Provider will offer the Customer reasonable terms of repayment. If requested by the Customer, the repayment term will be equivalent in length to the back-billing period. The repayment will be interest free and in equal instalments corresponding to the normal billing cycle. However, delinquency in payment of such instalments will be subject to the usual late payment charges.

**12.9 Disputed Back-bills**

Subject to Section 12.4 (Tampering/Fraud), if a Customer disputes a portion of a back-billing due to under-billing based upon either consumption, demand or duration of the error, then the Service Provider will not threaten or cause the discontinuance of Services for the Customer's failure to pay that portion of the back-billing, unless there are no reasonable grounds for the Customer to dispute that portion of the back-billing. The undisputed portion of the bill will be paid by the Customer and the Service Provider may threaten or cause the discontinuance of Services if such undisputed portion of the bill is not paid.

**12.10 Changes in Occupancy**

Subject to Section 14.4 (Tampering/Fraud), where changes of occupancy have occurred, the Service Provider will make a reasonable attempt to locate the former Customer who has been under-billed or over-billed. If, after a period of one year, such Customer cannot be located, then the applicable under-billing or over-billing will be cancelled.

**PART 13: LATE PAYMENT AND RETURNED CHEQUE CHARGES****13.1 Late Payment Charge**

If the amount due for Services or any Service Related Charges on any bill has not been received in full by the Service Provider on or before the due date specified on the bill, and the unpaid balance is \$15 or more, then the Service Provider may include the late payment charge specified in Schedule C (Fees) in the next bill to the Customer.

**13.2 Returned Cheque Charge**

If a cheque received by the Service Provider from a Customer in payment of a bill is not honoured by the Customer's financial institution for any reason other than clerical error, then the Service Provider may include a charge specified in Schedule C (Fees) in the next

bill to the Customer for processing the returned cheque, whether or not the Service has been disconnected in accordance with the provisions of the Bylaw and these General Terms and Conditions.

### **13.3 Collection as Taxes**

Any amount due from a Customer to the Service Provider for Services or any Service Related Charges that remains unpaid by December 31 of the year in which the amount became due, will be added to the property taxes for the Designated Property in question and collected in the same manner and with the same remedies as property taxes.

## **PART 14: INTERRUPTION OF SERVICE**

### **14.1 Regular Supply**

The Service Provider will use its reasonable efforts to provide the constant delivery of Energy and the maintenance of unvaried temperatures.

### **14.2 Right to Restrict**

The Service Provider may require any of its Customers, at all times or between specified hours, to discontinue, interrupt or reduce to a specified degree or quantity, the use of Energy for any of the following purposes or reasons:

- (a) in the event of a temporary or permanent shortage of Energy, whether actual or believed to exist or anticipated by the Service Provider;
- (b) in the event of a breakdown or failure of the DEU;
- (c) to comply with any legal requirements;
- (d) to make repairs or improvements to any part of the DEU;
- (e) in the event of fire, flood, explosion or other emergency to safeguard Persons or property against the possibility of injury or damage; or
- (f) for any other reason that the Service Provider considers necessary.

### **14.3 Notice**

The Service Provider will, to the extent practicable, give notice of any service limitations under Section 14.2 (Right to Restrict) to its Customers by:

- (a) newspaper, radio or television announcement; or
- (b) in accordance with Section 21.1 (Service of Notices).

### **14.4 Failure to Comply**

If, in the opinion of the Service Provider, a Customer has failed to comply with any requirement under Section 14.2 (Right to Restrict), then the Service Provider may, after providing notice to the Customer in the manner specified in Section 21.1 (Service of Notices), discontinue Services to the Customer.

**PART 15: DISCONTINUANCE OF SERVICES AND REFUSAL OF SERVICES****15.1 Discontinuance With Notice and Refusal Without Notice**

Subject to applicable federal, provincial, and local government laws, statutes, regulations, bylaws, orders and policies, the Service Provider may discontinue Services to a Customer with at least 48 hours written notice to the Customer, or may refuse Services for any of the following reasons:

- (a) the Customer has failed to pay the bill for Services and/or Service Related Charges on or before the due date;
- (b) the Customer or applicant has failed to furnish adequate security for billings by the specified date;
- (c) the Customer or applicant has failed to pay the bill for Services and/or Service Related Charges in respect of another Designated Property on or before the due date;
- (d) the Customer or applicant occupies the Designated Property with another occupant who has failed to pay the bill for Services and/or Service Related Charges or furnish adequate security in respect of another Designated Property which was occupied by that occupant and the Customer at the same time;
- (e) the Customer or applicant is in receivership or bankruptcy, or operating under the protection of any insolvency legislation and has failed to pay any outstanding bills for Services and/or Service Related Charges;
- (f) the Customer has failed to apply for Services;
- (g) the Customer has failed to ensure that there is an adequate supply to the Designated Property of electricity required to operate the Heat Exchanger electrical pumps, whether by failure to pay utility bills or otherwise howsoever, with the result that electricity to the Designated Property has been reduced or interrupted and the proper operation all Heat Exchangers have been negatively affected; or
- (h) land or a portion thereof on which the Service Provider's facilities are, or are proposed to be, located contains contamination which the Service Provider, acting reasonably, determines has adversely affected or has the potential to adversely affect the Service Provider's facilities, or the health or safety of its workers or which may cause the Service Provider to assume liability for cleanup and other costs associated with the contamination. For the purposes of this Section, "contamination" means the presence in the soil, sediment or groundwater of special waste or another substance in quantities or concentrations exceeding criteria, standards or conditions established by the British Columbia Ministry of Water, Land and Air Protection or as prescribed by present and future laws, rules, regulations and orders of any other legislative body, governmental agency or duly constituted authority now or hereafter having jurisdiction over the environment.



**15.2 Discontinuance or Refusal Without Notice**

Subject to applicable federal, provincial and local government laws, statutes, regulations, bylaws, orders and policies, the Service Provider may discontinue without notice or refuse the supply of Energy or Services to a Customer for any of the following reasons:

- (a) the Customer or applicant has failed to provide reference information and identification acceptable to the Service Provider, when applying for Services or at any subsequent time on request by the Service Provider;
- (b) the Customer has defective pipe, appliances, mechanical systems or Energy fittings in the Designated Property;
- (c) the Customer uses Energy in such a manner as in the Service Provider's opinion:
- (d) may lead to a dangerous situation; or
- (e) may cause undue or abnormal fluctuations in the temperature of Energy in the DEU;
- (f) the Customer fails to make modifications or additions to the Customer's equipment which have been required by the Service Provider to prevent the danger or to control the undue or abnormal fluctuations described under paragraph (c);
- (g) the Customer breaches any of the terms and conditions upon which Services are provided to the Customer by the Service Provider;
- (h) the Customer fraudulently misrepresents to the Service Provider its use of Energy or the volume delivered;
- (i) the Customer vacates the Designated Property that is receiving the Services; or
- (j) the Customer stops consuming Energy at the Designated Property.

**PART 16: TERMINATION OF SERVICE AGREEMENT****16.1 Termination by the Service Provider**

Subject to applicable federal, provincial and local government laws, statutes, regulations, bylaws, orders and policies, the Service Provider may terminate a Services Agreement by giving the Customer at least 48 hours written notice if Services are discontinued under Section 15 (Discontinuance of Services and Refusal of Services).

**16.2 Continuing Obligation**

The Customer is responsible for, and must pay for, all Energy delivered to the Customer's Designated Property until the Services Agreement is terminated and is responsible for all damage to and loss of Heat Exchangers, Meter Sets or other equipment of the Service Provider on the Designated Property.

**16.3 Effect of Termination**

Termination of a Services Agreement does not release the Customer from any obligations under the Services Agreement which expressly or by their nature survive the termination of the Services Agreement;

**16.4 Sealing Service Connection**

After the termination of Services to a Designated Property and after a reasonable period of time during which a new Customer has not applied for Services at the Designated Property, the Service Provider may seal off the Service Connection to the Designated Property.

**PART 17: LIMITATIONS ON LIABILITY****17.1 Responsibility for Delivery of Energy**

The Service Provider, and the City if the City is not the Service Provider, and their respective elected officials, directors, officers, employees, servants, contractors, representatives and agents are not responsible or liable for any loss, damage, costs or injury (including death) incurred by any Customer or any Person claiming by or through the Customer caused by or resulting from, directly or indirectly, any discontinuance, suspension or interruption of, or failure or defect in the supply or delivery or transportation of, or refusal to supply, deliver or transport Energy, or provide Services, unless the loss, damage, costs or injury (including death) is directly attributable to the gross negligence or wilful misconduct of the Service Provider or the City if the City is not the Service Provider, and their respective elected officials, directors, officers, employees, servants, contractors, representatives and agents provided, however, that the Service Provider and the City if the City is not the Service Provider, and their respective elected officials, directors, officers, employees, servants, contractors, representatives and agents are not responsible or liable for any loss of profit, loss of revenues, or other economic loss even if the loss is directly attributable to the gross negligence or wilful misconduct of the Service Provider or the City if the City is not the Service Provider, or their respective elected officials, directors, officers, employees, servants, contractors, representatives and agents.

**17.2 Responsibility Before and After Delivery Point**

The Customer is responsible for all expense, risk and liability for:

- (a) the use or presence of Energy, being delivered from the DEU to a Customer's Designated Property, before it passes the Delivery Point in the Customer's Designated Property;
- (b) the use or presence of Energy, being returned from a Customer's Designated Property to the DEU, after it passes the Delivery Point in the Customer's Designated Property; and
- (c) the Service Provider-owned and City-owned facilities serving the Customer's Designated Property,

if any loss or damage caused by or resulting from failure to meet that responsibility is caused, or contributed to, by the act or omission of the Customer or a Person for whom the Customer is responsible.

### **17.3 Responsibility After Delivery Point**

The Customer is responsible for all expense, risk and liability with respect to the use or presence of Energy being delivered to the Customer's Designated Property after it passes the Delivery Point.

### **17.4 Responsibility for Heat Exchanger and Meter Set**

The Customer is responsible for all expense, risk and liability with respect to all Heat Exchangers, Meter Sets or related equipment at the Customer's Designated Property unless any loss or damage is:

- (a) directly attributable to the negligence of the Service Provider, its employees, contractors or agents; or
- (b) caused by or resulting from a defect in the equipment. The Customer must prove that negligence or defect.

For greater certainty and without limiting the generality of the foregoing, the Customer is responsible for all expense, risk and liability arising from any measures required to be taken by the Service Provider to ensure that the Heat Exchangers, Meter Sets or related equipment on the Customer's Designated Property are adequately protected, as well as any updates or alterations to the Service Connection(s) on the Customer's Designated Property necessitated by changes to the grading or elevation of the Customer's Designated Property or obstructions placed on such Service Connection(s).

### **17.5 Customer Indemnification**

The Customer will indemnify and hold harmless the Service Provider, and the City if the City is not the Service Provider, and their respective employees, contractors and agents from all claims, loss, damage, costs or injury (including death) suffered by the Customer or any Person claiming by or through the Customer or any third party caused by or resulting from the use of Energy by the Customer or the presence of Energy in the Customer's Designated Property, or from the Customer or Customer's employees, contractors or agents damaging the Service Provider's or the City's facilities.

## **PART 18: OFFENCES UNDER BYLAW**

### **18.1 Offence**

A person who:

- (a) violates any provision of this Bylaw, or does any act or thing which violates any provision of this Bylaw, or suffers or allows any other person to do any act or thing which violates any provision of this Bylaw;
- (b) neglects to do or refrains from doing anything required to be done by any provision of this Bylaw; or

- (c) fails to comply, or suffers or allows any other person to fail to comply, with an order, direction, or notice given under any provision of this Bylaw,

is guilty of an offence against this Bylaw and liable to the penalties imposed under this Section.

### **18.2 Fine for offence**

Every person who commits an offence against the Bylaw and these General Terms and Conditions is punishable on conviction by a fine of not less than \$250.00 and not more than \$10,000.00 for each offence, except that:

- (a) a person who commits an offence under section 4.9 that results in fouling of the Heat Exchangers is liable to a fine of not less than \$2000.00 for each offence; and
- (b) a person who fails to comply, or suffers or allows any other person to fail to comply, with an order, direction, or notice given under any provision of the Bylaw and these General Terms and Conditions is liable to a fine of not less than \$500.00 for each offence.

### **18.3 Fine for continuing offence**

Each day that an offence continues is a separate offence.

### **18.4 Tampering with DEU**

A person must not tamper, interfere with, damage, or destroy any part of the DEU.

## **PART 19: BUILDING PERMIT REQUIREMENTS FOR DEU COMPATIBLE BUILDING MECHANICAL SYSTEMS**

### **19.1 Building Permit Application**

A person who applies, under the Building Regulation Bylaw, for a permit that is to authorize the installation or alteration of a building mechanical system must include in, or submit with, the application:

- (a) an acknowledgment signed by the Owner that the building is located on a Designated Property;
- (b) a duly signed section 219 covenant and a statutory right of way in accordance with section 4.7, to be registered against title to the Designated Property prior to building permit being issued;
- (c) mechanical and other plans and documentation as the City Engineer may require, signed or certified by the registered professional responsible for design of the building mechanical system;
- (d) a certificate signed by the Service Provider, acting as the City's agent for this limited purpose, that the specifications, design, mechanical and other plans relating to the building mechanical system are compatible with the DEU;

- (e) an energy modelling report, signed by the registered professional who is responsible for design of the building mechanical system, estimating the:
  - (i) peak heat energy demand for space heating;
  - (ii) peak heat energy demand for domestic hot water;
  - (iii) combined peak heat energy demand for any uses other than space heating and domestic hot water; and
  - (iv) hour by hour consumption of energy;
- (f) a cheque in the amount of:
  - (i) the excess demand fee as specified in Part 2 of Schedule D; and
  - (ii) the service connection installation fee, as specified in Schedule C (Fees); and
  - (iii) building permit application DEU review fee, as specified in Schedule C (Fees). For certainty, the building permit application DEU review fee shall, notwithstanding section 9.4, be a fixed fee and not an estimated fee;
- (g) the proposed location of the Heat Exchanger and Meter Set, certified by the Service Provider as approved;
- (h) the proposed location of Distribution System components in or on the Designated Property, certified by the Service Provider as approved;
- (i) the proposed location of the Delivery Points, certified by the Service Provider as approved;
- (j) the proposed schedule for installation or alteration of the building mechanical system;
- (k) the proposed commencement date for the delivery of Energy by the Service Provider to the Heat Exchanger and Meter Set; and
- (l) such other information as the Service Provider or City Engineer may require.

## **19.2 Submission of copy of application**

An applicant must submit a copy of the building permit application to the City Engineer.

## **19.3 Approval of Energy modelling report**

The report submitted under section 19.1(e) is subject to approval by the City Engineer.

## **19.4 Approval of Locations - General**

The location of each of the:

- (a) Heat Exchanger and Meter Set, submitted under section 19.1(g);
- (b) Distribution System components in or on the Designated Property, submitted under section 19.1(h); and
- (c) Delivery Points, submitted under section 19.1(i);

is subject to approval by the Director, Building Approvals and City Engineer.

#### **19.5 Approval of schedule**

The proposed schedule for installation or alteration of the building mechanical system is subject to approval by the City Engineer.

#### **19.6 Design of building mechanical system**

The design of the building mechanical system is subject to approval by the City Engineer following certification by the Service Provider under section 19.1(d).

#### **19.7 Approval of building permit**

The building permit is subject to approval by the:

- (a) Director, Building Approvals under the Building Regulation Bylaw; and
- (b) Director, Building Approvals and City Engineer under the Bylaw and these General Terms and Conditions.

#### **19.8 No work before permit issuance**

A person must not begin to install or alter a building mechanical system until the Director, Building Approvals has issued the building permit.

#### **19.9 Signed Services Agreement required**

No building permit for a building mechanical system will be issued until a Services Agreement has been signed relating to the Designated Property.

### **PART 20: DESIGN AND INSTALLATION OR ALTERATION OF BUILDING MECHANICAL SYSTEM**

#### **20.1 Integration with DEU**

The design and installation or alteration of the building mechanical system must integrate the building mechanical system and DEU in a manner that enables the building mechanical system to derive the most benefit possible from the DEU and the DEU to operate at peak efficiency.

#### **20.2 Prohibited components and primary source**

A building mechanical system must utilize the DEU for not less than 100%, or such other lesser quantity as approved by the City Engineer, of all the annual space heating and domestic water heating requirements, and when available, space cooling requirements, for a building on a Designated Property as determined in the energy modelling report

required under section 19.1(e). An Owner must not itself perform, provide, install or realize, nor allow any other Person to perform, provide, install or realize any other system to provide primary domestic hot water and Heating to any building on the Designated Property, and must not allow or consent to any other Person supplying or distributing primary domestic hot water and Heating to any building on the Designated Property, except that:

- (a) a person who is altering an existing building may retain components otherwise prohibited under this section 20.2 to the extent permitted by the Director, Building Approvals under the Building Regulation By-law or by the Director, Building Approvals and City Engineer under this By-law;
- (b) unless pre-approved in writing by the City Engineer, in-suite gas fireplaces are not permitted; and
- (c) unless pre-approved in writing by the City Engineer, gas make-up air units are not permitted.

### **20.3 Scheduling**

An applicant must:

- (a) ensure that installation of the building mechanical system proceeds in accordance with the schedule approved under section 19.5, and any changes to the schedule approved under this section 20.3; and
- (b) advise the Director, Building Approvals and City Engineer within 24 hours of any proposed changes to the schedule for installation or alteration of the building mechanical system, which proposed changes are subject to approval by the Director, Building Approvals and City Engineer.

### **20.4 Service Provider's scheduling**

To the extent the City Engineer and Service Provider consider it necessary, convenient, or financially prudent, the Service Provider will co-ordinate its schedule for construction of any Distribution System components, Heat Exchangers and Meter Sets for a Designated Property with the applicant's schedule for installation or alteration of the building mechanical system.

### **20.5 Approval of installation or alteration of work**

Completion of the installation or alteration of a building mechanical system is subject to approval by the Director, Building Approvals and City Engineer under this Bylaw.

### **20.6 No occupancy allowed**

An Owner is not entitled to final building inspection allowing occupancy under the Building Regulation Bylaw for a building on a Designated Property until the City Engineer has given approval under section 20.5, and the Owner has paid the Service Provider all applicable fees and charges in accordance with section 9.4.

**PART 21: MISCELLANEOUS AND GENERAL PROVISIONS****21.1 Service of Notices**

All written notices to be given under this Bylaw may be:

- (a) sent via registered mail to the Customer's billing address or the to address of the Owner shown on the assessment roll prepared pursuant to the Assessment Act;
- (b) if the notice refers to real property, by posting it on the real property;
- (c) delivered by hand to the addressee thereof;
- (d) sent by facsimile or e-mail to the addressee thereof,

and any such notice given as aforesaid will be deemed to have been given, in the case of delivery by hand, when delivered, in the case of facsimile transmission or e-mail, when a legible facsimile or e-mail is received by the recipient if received before 5:00 p.m. on a day other than a Saturday, Sunday or statutory holiday in the Province of British Columbia or Canada (a “**business day**”), or on the next business day if such facsimile or e-mail is received on a day which is not a business day or after 5:00 p.m. on a business day, in the case of delivery by registered mail, , on the date received, and in the case of posting on property, at the time of posting. In the event of discontinuance of postal service due to strike, lockout, labour disturbance or otherwise, notices shall be delivered by hand or facsimile transmission or e-mail.

**21.2 Notice of Violation**

An inspector or official of the City, or a by-law enforcement officer, may give notice to any person ordering or directing that person to:

- (a) discontinue or refrain from proceeding with any work or doing anything that contravenes this Bylaw; or
- (b) carry out any work or do anything to bring a building mechanical system into conformity with this Bylaw,

within the time specified in such notice.

**21.3 Unauthorised Sale, Supply or Use**

Unless authorized in writing by the Service Provider, a Customer will not sell or supply the Energy supplied to it by the Service Provider to other Persons or use the Energy supplied to it by the Service Provider for any purpose other than as specified in the Services Agreement and this Bylaw.

**21.4 Taxes**

The rates and charges specified in the applicable Schedules hereto do not include any local, provincial or federal taxes, assessments or levies imposed by any competent taxing authorities which the Service Provider may be lawfully authorized or required to add to its normal levies, rates and charges or to collect from or charge to the Customer.



**21.5 Conflicting Terms and Conditions**

Where anything in this Bylaw conflicts with the provisions of another bylaw adopted by the City or conflicts with special terms or conditions specified under a Services Agreement, then the terms or conditions specified under this Bylaw govern.

**21.6 Authority of Agents of the Service Provider**

No employee, contractor or agent of the Service Provider has authority to make any promise, agreement or representation not incorporated in this Bylaw or in a Services Agreement, and any such unauthorized promise, agreement or representation is not binding on the Service Provider.

**21.7 Additions, Alterations and Amendments**

This Bylaw and its Schedules may be added to, cancelled, altered or amended by Council from time to time.

**SCHEDULE C****Fees**

<b>Bylaw Section</b>	<b>General Terms and Conditions Section</b>	<b>Application</b>	<b>Fee</b>
6		Application for voluntary use of energy utility system	BY ESTIMATE
	4.1	Service Connection Installation Fee	BY ESTIMATE
	4.4	Customer requested routing	BY ESTIMATE
	4.9	Service call during Service Provider's normal business hours	\$150.00
	4.9	Service call outside Service Provider's normal business hours	\$400.00
	5.3	Application for meter test	\$400.00
	5.8	Application to remove, relocate, or alter energy transfer station or distribution system extension servicing	\$400.00
	8.3	Reactivation fee	BY ESTIMATE
	8.4	Re-identification of Meter Set	BY ESTIMATE
	9.2	Application for service to Designated Property	No charge
	10.2 & 12.6 & 12.4(c)	Interest on security deposit and over-billed amounts and under-billed amounts	Bank of Canada prime rate minus 2% per annum payable monthly
	13.1	Late Payment Charge	\$100.00
	13.2	Cheque returned to the Service Provider	\$100.00
	19.1	Building permit application DEU review fee charged in addition to building permit application fee under Building Regulation Bylaw.	2% of the Building Permit fee

## **SCHEDULE D**

### **Rates and Charges**

#### **PART 1 - RATES FOR SERVICES**

The following charges, as amended from time to time, will constitute the Rates for Services:

- (a) capacity charge - a monthly charge of \$0.07 per square foot of gross floor area;  
and
- (b) volumetric charge – a monthly charge of \$0.00 per megawatt hour of Energy  
returned from the Heat Exchanger and Meter Set at the Designated Property.

#### **PART 2 - EXCESS DEMAND FEE**

Excess demand fee of \$0.14 for each watt per square foot of the aggregate of the estimated peak heat energy demand referred to in section 19.1(e) (i), (ii), and (iii) that exceeds 6 watts per square foot.

### **District Energy Rate Structure and User Cost Assumptions**

DEU's in Richmond includes master metering for each building. The DEU service provider would read the meters and send a monthly or quarterly bill to the strata council or property management company, which in turn would distribute the charge to individual unit owners based on unit square footage (unit entitlement). This charge would likely be embedded in the general strata fee. This is the same method that is currently used for Alexandra DEU energy billing.

It is possible to provide individual unit metering, but the cost can exceed \$5,000 per unit. For this reason, unit level metering has not been pursued. Regardless of cost, there is also more limited value in providing individual metering for heat energy from a DEU system in a multi-tenant building for the following reasons:

- Once the DEU is constructed, there is almost no marginal cost to providing additional heating to a building, the capital and operating cost recovery needs remain the same month to month through high demand periods in winter and low demand in the spring and fall. Therefore there is little opportunity or need to vary the rate with demand.
- Space heating is a more general commodity within a building than other energy demands. Heat is transferred between units and common spaces and is never fully contained at the supply point. Measurements in existing multi-family buildings in Vancouver have shown that as much as 70% of the total heating requirements in a building can be supplied from the common spaces through air flow to the individual units. Individual metering then becomes a less meaningful measure of individual benefit.
- A given multi-family building will almost always have a uniform insulation and heating system design and this will be the most significant factor that determines the energy usage for heating throughout the building's life. Occupant behaviour is a factor as well, but the primary opportunity to create energy savings is with the design and construction of the building. Master metering of the building provides equity between buildings and recognises the benefits of more efficient building designs.

### *Establishing "Business as Usual" Customer Rates*

In the absence of this DEU proposal and Council's DE-Ready Building requirements at rezoning, typical multi-unit residential buildings would be built with electrical baseboard heaters for in-suite heating, gas fired make-up air units for common space heating and gas fired boilers for hot water heating. This is referred to as a Business as Usual (BAU) scenario as is the basis for comparing DEU costs with conventional utility, energy and maintenance costs. The BAU cost that the end user would have to pay would consist of utility bills, strata maintenance fees which would include energy plant operation and maintenance, commodity costs for hot water heating and common space heating (e.g. electricity and natural gas), and unit purchase price which would include a cost for the energy plant (see below).

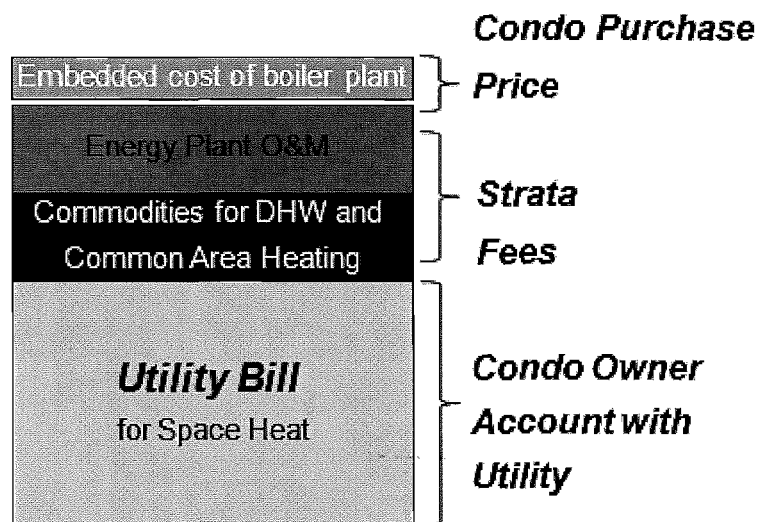
The capital and operating costs for BAU heating systems have historically been lower than any other available technology, however for many reasons electrical heating systems are becoming less attractive and are not considered to be a sustainable energy system because:

- Electricity rates are likely to rise dramatically in BC, as much as 33% in the next four years.
- Peak electricity demand in BC is currently met with imported fossil fuel generated power, which increases greenhouse gas emissions and reliance on a depleting resource. This is one of the key reasons for the existence of BC Hydro's Power Smart program which is designed to reduce electrical demand wherever possible.
- Electricity is high grade power that is most effectively applied to high grade uses (i.e. lighting, appliances). Heating and cooling requires only low grade power that can be more efficiently supplied by district energy systems with renewable energy sources such as sewer heat recovery.

**Business as Usual Cost for  
Energy = \$80-90/MWh**  
(today's costs)

*User pays more than just utility  
bill for supply of thermal energy*

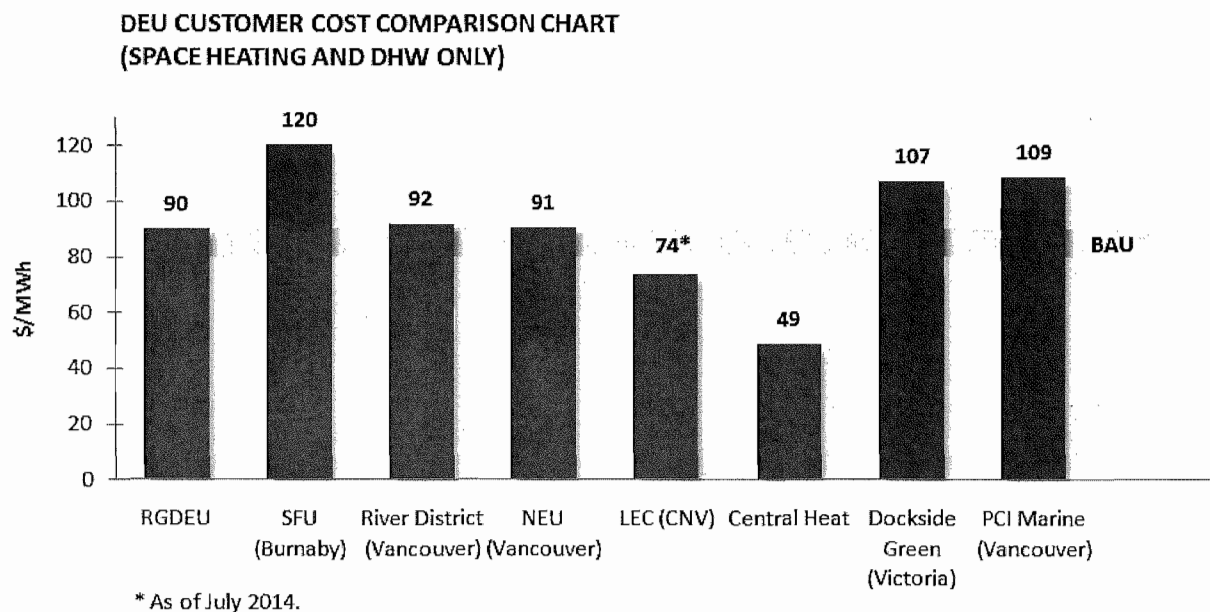
*Std industry cost for comparing  
DEU to conventional systems.*



The BAU cost to the consumer for space heating and hot water heating in a multi-unit residential building has been estimated to be between \$80 - \$90/MWh annually, based on the independent studies performed by Compass Resource Management, Associated Engineering and Pacific Institute for Climate Solutions. This number equates to \$8.00 – \$9.00 per m2 annually. Actual consumers in multi-unit residential buildings will experience a range of costs depending on the building condition, amenities and fuel costs.

DEU cost to the customer necessary to support the proposed business case is between \$88 and \$90 per m2 annually, which is the same as the BAU cost of \$8.00 – \$9.00 per m2 annually. The business plan for DEUs in Richmond, consistent with the City's approach to ADEU, assumes an annual rate adjustment of 4% calculated as a 2% increase above the estimated 2% CPI.

A comparison of RGDEU and other DEUs in the region is included below, highlighting RGDEU's competitiveness with other DEU's as it relates to customer rates.





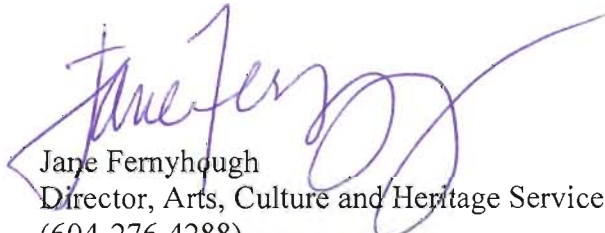
# City of Richmond

## Report to Committee

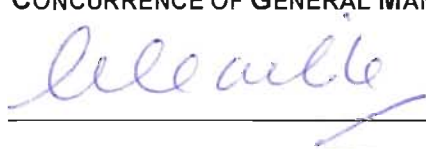

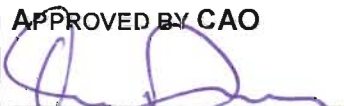
**To:** Planning Committee **Date:** April 3, 2014  
**From:** Jane Fernyhough **File:** 11-7000-01/2014-Vol  
Director, Arts, Culture and Heritage Services 01  
**Re:** UNESCO World Heritage Designation for Steveston

### Staff Recommendation

That \$20,000 be allocated from Council Contingency to prepare a submission for National Historic Site designation for Steveston Village as outlined in the report titled "UNESCO World Heritage Designation for Steveston," dated April 3, 2014 from the Director, Arts, Culture and Heritage Services.

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

Att. 2

REPORT CONCURRENCE		
<b>ROUTED TO:</b>  Finance Division Policy Planning	<b>CONCURRENCE</b>  <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<b>CONCURRENCE OF GENERAL MANAGER</b>  
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b>  	<b>APPROVED BY CAO</b>  

## **Staff Report**

### **Origin**

At the Planning Committee meeting held on December 3, 2013, the following referral was made:

*That staff explore the possibility of an UNESCO designation for Steveston Village and report back.*

This report provides information on the process for submitting an application to UNESCO for World Heritage Designation.

### **Findings of Fact**

#### *World Heritage Sites*

The World Heritage List consists of cultural and natural heritage resources that the UNESCO World Heritage Committee considers as having outstanding universal value. In Canada there are thirteen designated sites, two of which are historic districts: Historic District of old Québec and Old Town Lunenburg. (Attachment 1)

In order to be considered for UNESCO World Heritage status a site must be on the home country's Tentative List. As of January 2014 there are seven sites on Canada's Tentative List (Attachment 2). In an effort to manage its workload, the World Heritage Committee has set limits on the pace of inscription for countries that are already well represented on the World Heritage List. With thirteen World Heritage Sites, Canada is considered to be well represented. Therefore, the World Heritage Committee has indicated it will limit the examination of future Canadian candidate sites to a maximum of one per year.

UNESCO World Heritage Site status requires that a site have in place a management regime and management plan adequate to ensure the continued protection of the values that led to its inscription.

The protocol in Canada is that in order to be on Canada's tentative list for nomination as a World Heritage Site, the site must first be designated a Canadian National Historic Site.

#### *Canadian National Historic Sites*

There are currently three designations of national significance in Steveston:

- Britannia Shipyard National Historic Site, designated in 1991;
- Gulf of Georgia Cannery National Historic Site, designated in 1976; and,
- Fishing industry on the West Coast National Historic Event, designated in 1976.

Nominations for National Historic Sites must respond to one of the following four criteria:

1. illustrate an exceptionally creative achievement in concept and design, technology and/or planning, or a significant stage in the development of Canada; or
2. illustrate or symbolize in whole or in part a cultural tradition, a way of life or ideas important in the development of Canada; or
3. be most explicitly and meaningfully associated or identified with one or more persons who are deemed of national historic significance; or



4. be most explicitly and meaningfully associated or identified with one or several events that are deemed of national historic significance.

National Historic Site status is largely honorific, conveying no significant obligations.

## **Analysis**

### *National Historic Site Process*

The preparation of a nomination requires the following components:

- Obtain a Council resolution supporting the nomination;
- Develop an understanding of the nomination criteria, providing an overview of existing historic research to support a case for approval, including examination of successful nominations for other National Historic districts, rationale for the proposed boundaries, a list of resources, historic and contemporary maps and photos;
- Obtain advice from Parks Canada staff;
- Obtain community input and support; and
- Prepare the final nomination paper.

A nomination has greater possibility of success, and a faster approval, if it demonstrates an understanding of the criteria, provides references to historic sources, has made a convincing case and can demonstrate public support.

### Community Consultation Process

In lieu of obtaining the owners' consent, a resolution of the municipality is required when a nomination is submitted for a historic district (versus an individual property when consent of the owner is required.) Public input could be obtained through a community committee, meetings with community groups and an open house.

A proponent committee could act as an advisor to review the process, reports and help garner community support. It should consist of community leaders and representatives of local groups.

### Federal Review and Decision

Upon receipt of a nomination, Parks Canada historians review it for completeness, visit the site, meet with local people and conduct any additional research needed. The nomination is then placed on the agenda of the Historic Sites and Monuments Board which meets twice a year. It can take up to one year to get on the Board's agenda. The Board's recommendations are forwarded to the Minister of the Environment for official approval. It can take up to a year for the Minister to sign his/her agreement with the Board's recommendation. An official announcement is made with a press release or an event. The Minister announced Vancouver Chinatown's National Historic Site status in October 2011, 2 ½ years after the nomination was submitted.

### Policy Implications and Monitoring

National Historic site status is 'honorific' only - meaning that the Federal government does not apply any additional regulations and it does not compel Richmond to enact any additional regulations. Parks Canada advises that National Historic Sites are subject to periodic review to ensure that they are "reasonably maintained".

### Tasks and Costs

Professional and administrative tasks include research, analysis, writing, assembling Proponent Committee and scheduling meetings, organizing the public open house(s) and meetings with other community groups. There are a number of hard costs such as publicity, displays and handouts for public consultation and printing of drafts of the nomination and final versions.

### Funding Sources

There are no known funding sources to assist with the preparation of an application for National Historic Site status.

### Current Legal Status

Although it is not necessary that Steveston be a Heritage Conservation Area, the fact that it is adds to the strength of a nomination in that it demonstrates that it has already been recognized at the local level, that boundaries have been established and that conservation by-laws and guidelines are in place. The proposed boundaries for a National Historic Site may not necessarily be contiguous with a Heritage Conservation Area; they need to capture what is nationally significant.

A recent example of an historic district applying for National Historic Site status is Vancouver's Chinatown. Vancouver City Council agreed to seek World Heritage Site status for Chinatown in 2008. The National Historic Sites nomination report was forwarded to The Historic Sites and Monuments Board in 2009 and the Minister of the Environment signed the agreement in 2011. It is not yet on Canada's Tentative List.

The key issues for the possible commemoration of Steveston will be the site's historical associations, authenticity, integrity and sense of place; specifically, how well it rates in those categories.

It is estimated that preparation of the nomination for National Historic Site status would cost up to \$20,000 for a consultant, community awareness campaign plus administrative staff time.

### *UNESCO World Heritage Site Process*

In order to be on Canada's Tentative List to be considered a UNESCO World Heritage Site the site must first be designated a National Historic Site and then make it onto Canada's Tentative List. It is estimated by UNESCO that preparing the nomination usually involves at least two years' work and often many years. Pimachiowin Aki is one example in Canada that took five years, boxes of nomination documentation and several million dollars and has been sent back for further research.

Benefits of preparing a World Heritage nomination:

- provides a chance to understand and present to the international community;
- provides an opportunity to critically review the known values of a property/district and assess its relationship to global natural and cultural themes;
- provides an opportunity to test, challenge and improve the adequacy of the property/district's protection, conservation and management, including the protection of its setting; and,

- provides a chance to engage and support communities and stakeholders in the protection, conservation and management of the property/district; and recognize the range of interests, sometimes including conflicting interests, and seek ways of effectively addressing the various interests.

Benefits of acquiring World Heritage status:

- improved conservation levels;
- good tool for public learning and engagement; and
- could enhance promotional advantage and 'branding effect'.

Challenges of preparing a World Heritage nomination:

- costs involved in nomination process (several million dollars to date for Pimachiowin Aki); and
- length of time to prepare a nomination.

Challenges of acquiring World Heritage status:

- costs and responsibilities associated with World Heritage status. (Information from England in 2009 estimated up to 400,000 British pounds for the bid and 150,000 pounds annually to maintain a property);
- ongoing management regime and management plan adequate to ensure the continued protection of the values that led to its inscription; and
- specific reports and impact studies are required each time exceptional circumstances occur or work is undertaken which may have an effect on the state of conservation of the property or district.

Pursuing National Historic Site status would involve the community in discussions of the history, both physical and social, of the area and what is significant and valuable to the community as well as bringing national attention on the significance of Steveston to the history and development of Canada. Once that status is achieved preparation of a nomination for UNESCO World Heritage designation could be considered at that time.

Should Council decide to pursue National Historic Site status, up to \$20,000 for a consultant to research, manage the community process and prepare the submission and for the community awareness promotional campaign plus administrative staff would be required.

### **Financial Impact**

For the preparation of the nomination, \$20,000 could be allocated from Council Contingency. Funding would be used to hire a consultant to research and manage the process and prepare the submission and for the community awareness campaign.

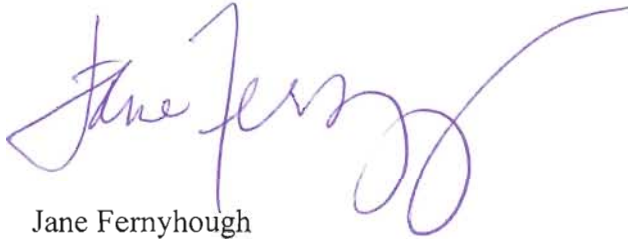
### **Conclusion**

Preparing a nomination for UNESCO World Heritage designation is a lengthy and costly process and first requires that a site be designated a National Historic Site in order to be placed on Canada's Tentative List.

April 3, 2014

- 6 -

It is recommended that funds be allocated to proceed with the preparation of the nomination for National Historic Site status for the Village of Steveston. The process will facilitate a community dialogue on the historic significance of the Village to Richmond and Canada and, once attained, promote that significance to the country. A UNESCO World Heritage nomination could be considered at that time.



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

Att. 1 – Canada's Existing World Heritage Sites  
Att. 2 – Canada's Tentative List

Canada's Existing World Heritage Sites

Kluane/Wrangell – St. Elias/Glacier Bay/Tatshenshini-Alsek (Yukon and British Columbia)

SGang Swaay (British Columbia)

Nahanni national Park Reserve (Northwest Territories)

L'Anse aux Meadows National Historic Site (Newfoundland and Labrador)

Head-Smashed-In Buffalo Jump (Alberta)

Dinosaur Provincial Park (Alberta)

Wood Buffalo National Park (Alberta and Northwest Territories)

Canadian Rocky Mountain Parks (Alberta and British Columbia)

Historic District of Old Québec (Quebec)

Gros Morne National Park (Newfoundland and Labrador)

Old Town Lunenburg (Nova Scotia)

Waterton-Glacier International Peace Park (Alberta)

Miguasha National Park (Quebec)

The Rideau Canal (Ontario)

Joggins Fossil Cliffs (Nova Scotia)

Landscape of Grand Pré (Nova Scotia)

Red Bay Basque Whaling Station (Newfoundland and Labrador)

Canada's Tentative List

Áísínai'pi (Writing-On-Stone) (Alberta)

Pimachiowin Aki (Manitoba and Ontario)

Gwaii Haanas (British Columbia)

Ivvavik / Vuntut / Herschel Island (Qikiqtaruk) (Yukon Territories)

The Klondike (Yukon Territories)

Mistaken Point (Newfoundland and Labrador)

Quttinirpaaq (Nunavut)



# City of Richmond

## Report to Committee

**To:** Planning Committee **Date:** March 28, 2014  
**From:** Cathryn Volkering Carlile  
General Manager, Community Services **File:**  
**Re:** **Approval to Replace Housing Agreement (10820 No. 5 Road) Bylaw No. 8937 with Termination of Housing Agreement (10820 No. 5 Road) Bylaw No. 9118, Housing Agreement (10820 No. 5 Road) Bylaw No. 9119, and Market Rental Housing Agreement (10820 No. 5 Road) Bylaw No. 9123**

### Staff Recommendations

1. That Termination of Housing Agreement (10820 No. 5 Road) Bylaw No. 9118 be introduced and given first, second, and third readings to authorize the termination, release and discharge of the Housing Agreement entered into pursuant to Housing Agreement (10820 No. 5 Road) Bylaw No.8937 and the repeal of Housing Agreement (10820 No. 5 Road) Bylaw No.8937.
2. That Housing Agreement (10820 No. 5 Road) Bylaw No. 9119 be introduced and given first, second, and third readings to permit the City to enter into a Housing Agreement substantially in the form attached thereto, in accordance with the requirements of s. 905 of the Local Government Act, to secure the affordable rental housing units required by Zoning Text Amendment No. 14-656053 and Development Application No. 13-641796.
3. That Market Rental Housing Agreement (10820 No. 5 Road) Bylaw No. 9123 be introduced and given first, second, and third readings to permit the City to enter into a Market Rental Housing Agreement substantially in the form attached thereto, in accordance with the requirements of s. 905 of the Local Government Act, to secure the market rental housing units required by Zoning Text Amendment No. 14-656053 and Development Application No. 13-641796.

Cathryn Volkering Carlile  
General Manager, Community Services  
(604-276-4068)

Att. 4

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

## Staff Report

### Origin

The report and bylaws are consistent with Council's adopted Term Goal #2.5:

*Development of a clearer definition of affordable housing priorities and subsequent utilization of affordable housing funding.*

An application has been received from 0864227 B.C. Ltd. for permission to develop a 5-storey, mixed-use building (Building D – 'The Camellia') with a gross floor area of 10,839.1 m<sup>2</sup> (116,671 ft<sup>2</sup>) including 163 residential rental units with a floor area of 9,231.8 m<sup>2</sup> (99,370 ft<sup>2</sup>) and 10 commercial retail units with a floor area of 1,607.3 m<sup>2</sup> (17,301 ft<sup>2</sup>) located at 10820 No. 5 Road.

'The Gardens' project is a master planned, mixed-use development at the northeast corner of Steveston Highway and No. 5 Road. Building D would be Phase 2 of this overall development, and the residential component (163 apartments) of this building is proposed as 144 market rental housing units and 19 affordable rental housing units.

The rezoning (RZ 08-450659) for this overall development was adopted on July 25, 2011, and secured the 5% affordable housing requirement on all residential uses. The rezoning allowed the Phase 1 affordable housing requirements (7,817.29 ft<sup>2</sup>) to be deferred to later phases, because of the substantial off-site improvements associated with rezoning.

The Development Permit for Phase 1 (DP 10-544504) has been issued and the buildings are under construction.

A Development Permit for Phase 2 (DP 12-599057) was endorsed by Development Permit Panel on August 22, 2012, for the applicant to construct a market condominium building. As a condition of the Development Permit, Housing Agreement (10820 No. 5 Road) Bylaw No.8937 was adopted on October 9, 2012, to secure nine affordable housing units in Phase 2. The applicant withdrew that Development Permit application in order to pursue market rental housing for Phase 2. Because that application has been withdrawn, Termination of Housing Agreement (10820 No. 5 Road) Bylaw 9118 is required to repeal Housing Agreement (10820 No. 5 Road) Bylaw No. 8937.

The applicant is currently proposing a combined Market Rental (144 units) and Low End Market Rental (19 units) building as Phase 2 of the development. A site-specific zoning text amendment (ZT 14-656053) to waive the 5% affordable housing requirement from the 144 market rental units only was granted 1<sup>st</sup> reading at the open Council meeting on March 24, 2014.

The zoning text amendment and new development permit require two bylaws that would secure the following municipal approval requirements:

- Housing Agreement (10820 No. 5 Road) Bylaw No.9119 to secure 19 affordable housing units in Phase 2, which will include 100% of the deferred commitment of affordable housing required to be developed in Phase 1; and



- Market Rental Housing Agreement (10820 No. 5 Road) Bylaw No.9123 to secure all residential units in Phase 2 with the exception of the 19 affordable housing units as market rental units in perpetuity.

### Analysis

The rezoning adopted on July 25, 2011, allowed the affordable housing requirements for Phase 1 to be deferred, given the substantial off-site improvements associated with the rezoning. Consequently, Housing Agreement Bylaw No.8937 secured 9 units (6,755.69 ft<sup>2</sup>) of affordable rental housing in Phase 2 which represented 30% of the deferred Phase 1 requirements plus 5% of the total residential floor area of Phase 2 (i.e., Building D) as summarized in Table 1.

**Table 1: Affordable Housing Commitments from DP 12-599057**

Phase/Building	Total Square Feet	Number of Units
Phase 1: Buildings A & B	7,817.29 ft <sup>2</sup> to be deferred as follows: - 30% or 2,345.19 ft <sup>2</sup> to Phase 2 - 70% or 5,472.10 ft <sup>2</sup> to Phase 3	to be provided in Phase 2: Building D and Phase 3.
Phase 2 (Lot C): Building D	2,345.19 ft <sup>2</sup> Phase 1 deferment + 4,410.50 ft <sup>2</sup> required for Building D = 6,755.69 ft <sup>2</sup>	9
Phase 3 (Lot D): Buildings E1 & E2	5,472.10 ft <sup>2</sup> Phase 1 deferment + 5% of gross residential floor area, to be confirmed upon receipt of Development Permit for Phase 3.	To be determined
Phase 4 (Lot E): Building F	5% of gross residential floor area, to be confirmed upon receipt of Development Permit for Phase 4.	To be determined

The applicant's new development application involves a mixed-use development that includes 163 residential rental units (64 studios, 89 one-bedroom units, and 10 two-bedroom units). Proposed changes to the existing affordable housing commitments and a new commitment to market rental housing are summarized in Table 2.

**Table 2: Proposed Affordable Housing and Market Rental Housing Commitments**

Phase/Building	Total Square Feet	Number of Units
Phase 1: Buildings A & B	AH = 7,817.29 ft <sup>2</sup> deferred to Phase 2	Phase 1 commitment to be included in Phase 2: Building D
Phase 2: Building D	AH = 100% of Phase 1 AH requirement of 7,817.29 ft <sup>2</sup> ; 8,013 ft <sup>2</sup> provided  Balance of units secured as market rentals in perpetuity = 91,357 ft <sup>2</sup>	19 affordable rentals with aging-in- place features 144 secured market rentals with aging-in-place features; 3 meet Basic Universal Housing requirements
Phase 3: Buildings E1 & E2	AH = 5% of gross residential floor area, to be confirmed upon receipt of Development Permit for Phase 3.	8 projected affordable rentals that meet Basic Universal Housing requirements; type and size are indicated in Table 4 below
Phase 4: Building F	AH = 5% of gross residential floor area, to be confirmed upon receipt of Development Permit for Phase 4.	8 projected affordable rentals that meet Basic Universal Housing requirements; type and size are indicated in Table 4 below

The applicant's new proposal presents several advantages over their previous affordable housing commitments on the subject site:

1. The applicant's current DP 13-641796 for Phase 2 of 98.62 m<sup>2</sup> (726.25 m<sup>2</sup>– 627.63 m<sup>2</sup>; or 8,013 ft<sup>2</sup>) will provide more affordable housing floor area than previously proposed in DP

12-599057. This represents 100% of the Affordable Housing requirements deferred from Phase 1, rather than the 30% previously agreed upon. Thus, the City will receive more affordable housing units (19 versus 9) in the short term than formerly agreed to by the applicant. These 19 units will be Low End of Market Rental (LEMR) units.

2. The applicant's current Phase 2 proposal includes 18.18 m<sup>2</sup> (744.43 m<sup>2</sup> - 726.25 m<sup>2</sup>; or 196 ft<sup>2</sup>) more affordable housing floor area than was required in Phase 1, which Townline has agreed will not be credited to subsequent phases of the Gardens development but is provided by the applicant as a supplemental affordable housing contribution to the City (see Table 2).

As per the City's Affordable Housing Strategy, the proposed Housing Agreement for the 19 affordable housing units in Phase 2:

- restricts the annual household incomes for eligible occupants and specifies that the units must be made available at low end market rent rates in perpetuity,
- includes provisions for annual adjustment of the maximum annual household incomes and rental rates in accordance with City requirements, and
- specifies that occupants of the affordable housing units subject to the Housing Agreement shall enjoy full and unlimited access to and use of all on-site indoor and outdoor amenity spaces.

**Table 3: Affordable Housing Units Proposed for Phase 2**

Phase	Unit Type	No. of Units	Max. Rent	Total Household Income	Min. Unit Size (ft <sup>2</sup> )	Avg. Unit Size (ft <sup>2</sup> )	Total Amount (ft <sup>2</sup> )
Phase 2 (Lot C) Building D	Studio	17	\$850	\$34,000 or less	400	406	4,055
	1 Bedroom	2	\$950	\$38,000 or less	535	554	1,661
	Sub-Total	19				-	8,013

3. While the currently proposed 19 affordable housing units in Phase 2 are predominantly smaller units, the applicant has agreed that the affordable housing units to be provided in Phases 3 and 4 will be larger units constructed to the City's Basic Universal Housing standards and appropriate for families, according to the following schedule that will be secured through a No Development Covenant on the affected Parcels:

**Table 4: Affordable Housing Units Proposed for Phases 3 and 4**

Phase	Unit Type	No. of Units	Max. Rent	Total Household Income	Min. Unit Size (ft <sup>2</sup> )	Avg. Unit Size (ft <sup>2</sup> )	Total Amount (ft <sup>2</sup> )
Phase 3 (Parcel D) Buildings E1 & E2	2 Bedroom	4	\$1,162	\$46,500 or less	860	867	3,468
	3 Bedroom	4	\$1,437	\$57,500 or less	980	1000	4,000
	Sub-Total	8				-	7,468
Phase 4 (Parcel E) Building F	Accessible 1 Bedroom	1	\$950	\$38,000 or less	535	650	650
	2 Bedroom	4	\$1,162	\$46,500 or less	860	880	3,520
	3 Bedroom	3	\$1,437	\$57,500 or less	980	1001	3,003
	Sub-Total	8				-	7,173

The applicant has agreed to the terms and conditions of the agreement to terminate the housing agreement referred to in Housing Agreement (10820 No. 5 Road) Bylaw No.8937. The applicant has also agreed to the terms and conditions of the Housing Agreement (Attached, Bylaw 9119, Schedule A), and to register notice of the Housing Agreement on title to secure the 19 affordable rental housing units.

### Market Rental Housing Considerations

The market rental housing component of Phase 2 comprises 91,357 ft<sup>2</sup> constituting 144 apartments: 47 studios, 87 one-bedroom units, and 10 two-bedroom units.

This section briefly restates the more detailed comments that Affordable Housing staff provided in the zoning text amendment report brought forward by Development Applications with regard to policy considerations and project specifics for removing the 5% affordable housing requirements from the 144 market rental housing units.

The primary goal of the Affordable Housing Strategy is to focus on the housing needs of low to moderate income households. The Strategy does not specifically address market rental housing nor does the City have a formal market rental policy. However, the Strategy does acknowledge the importance of preserving and maintaining existing and new rental housing stock in Richmond.

The City has reviewed requests to waive the affordable housing requirements for market rental projects on a case-by-case basis. To date, only one such proposal has been approved. It is not a precedent for the consideration of the applicant's proposal, because the origin and nature of the two requests differ in several key respects outlined here:

<b>14000 &amp; 14088 Riverport Way</b> <ul style="list-style-type: none"> <li>• trigger: rezoning from dormitory to apartment use, and to allow reduced parking</li> <li>• use and density given for market rentals</li> <li>• waiver: \$213,823 cash-in-lieu required on one Lot</li> </ul>	<b>Townline Gardens Phase 2 (Lot C)</b> <ul style="list-style-type: none"> <li>• trigger: switch from condo to market rental</li> <li>• density given for affordable housing</li> <li>• waiver: 5% built units (4,568 ft<sup>2</sup> required on Lot C)</li> </ul>
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The applicant's request to waive the affordable housing requirements for the 144 market rental housing units within Building D of Phase 2 merits support for the following reasons:

1. Metro Vancouver estimates that the demand for market rental housing in Richmond amounts to 170 units each year. The applicant's 144 purpose-built market rental units would achieve 85% of this annual target and add welcome diversity to housing options outside of the City Centre.
2. The vacancy rate in Richmond purpose-built apartment rental housing was 2.7% in 2013 and averaged 1.6% for the decade between 2003 and 2012. Increasing the supply of market rental adds options for those who do not choose or are not able to enter into the homeownership market housing. As tenants with middle and high incomes are attracted to the upgraded amenities of new constructed condo-quality market rental units, pressure is relieved over time on rent rates within the older stock where low and modest income renters reside.
3. The applicant's proposal includes 17 LEMR studios and also 47 market rate studios which are not readily available in typical new developments and which will be comparatively affordable due to size. According to CMHC's Fall 2013 Rental Report Market, Richmond has a total of 219 purpose-built studio apartments. Despite the addition of 23 units to the market since 2012, the studio vacancy rate in 2013 continued a trend from prior years as the lowest of any unit type at 2.3%. The vacancy rate has been 0% twice in the past five years.

Since demand for studios continues to outpace supply, the average rent increased from \$749 in 2012 to \$796 in 2013. A monthly rent of \$796 is affordable to someone paying 30% of an annual income of \$31,840. The 2006 Census counted 2,515 one-person renter households in Richmond with an income of less than \$30,000.

To date, the City has secured 34 studios through housing agreements. Seven were secured as LEMR units through the Interim Affordable Housing Strategy. Twenty-five market rental units (Riverport), one LEMR unit, and one subsidized unit have been secured through the Affordable Housing Strategy.

4. The 144 market rental housing units proposed in Phase 2 will be subject to a separate legal agreement registered on title in the Land Title Office that ensures these units cannot be stratified and must remain market rental housing units in perpetuity.

The applicant has agreed to the terms and conditions of the attached Market Rental Housing Agreement (Attached, Bylaw 9123, Schedule A), and to register notice of the Market Rental Housing Agreement on title to secure usage of the 144 apartments as market rental housing units.

Approval of the applicant's request should not be regarded as a precedent for future requests to waive affordable housing requirements. Such requests will continue to be evaluated on a case-by-case basis on their own merits and in accordance with the Affordable Housing Strategy objectives current at the time of application.

Staff are aware that there is increased interest among developers to provide market rental housing. Further policy research will be conducted so that the Affordable Housing Strategy can

be updated to reflect how market rental provision can best complement the delivery of affordable housing to meet Richmond's estimated housing needs.

In summary, staff recommend that

1. That Termination of Housing Agreement (10820 No. 5 Road) Bylaw No. 9118 be introduced and given first, second, and third readings to authorize the termination, release and discharge of the Housing Agreement entered into pursuant to Housing Agreement (10820 No. 5 Road) Bylaw No.8937 and the repeal of Housing Agreement (10820 No. 5 Road) Bylaw No.8937;
2. Housing Agreement (10820 No. 5 Road) Bylaw No. 9119 be introduced and given first, second, and third readings to permit the City to enter into a Housing Agreement that would secure 19 affordable rental housing units; and
3. Market Rental Housing Agreement (10820 No. 5 Road) Bylaw No. 9123 be introduced and given first, second, and third readings to permit the City to enter into a Market Rental Housing Agreement to secure 144 market rental housing units.

### **Financial Impact**

None.

### **Conclusion**

In accordance with Section 905 of the Local Government Act, adoption of Bylaw No. 9118, Bylaw No. 9119, and Bylaw No. 9123 is required to permit the City to enter into the housing agreements which, together with the housing covenants, will act to secure the 19 affordable housing units and 144 market rental housing units that are proposed in association with Zoning Text Amendment Application No. 14-656053 and Development Permit Application No. 13-641796.

It is recommended that the above noted Bylaws be introduced and given first, second, and third readings. Following the adoption of the Bylaws, the City will be able to execute the Agreements and arrange for notice of the two new housing agreements to be filed in the Land Title Office.



Dena Kae Beno  
Affordable Housing Coordinator  
(604-247-4946)

DKB: jdb

- Att. 1 - Site Plan, 10820 No. 5 Road
- Att. 2 - Termination of Housing Agreement (10820 No. 5 Road) Bylaw No.9118
- Att. 3 - Housing Agreement (10820 No. 5 Road) Bylaw No.9119
- Att. 4 - Market Rental Housing Agreement (10820 No. 5 Road) Bylaw No. 9123



**Termination of Housing Agreement (10820 No. 5 Road)  
Bylaw No. 9118**

The Council of the City of Richmond enacts as follows:

1. The Mayor and City Clerk for the City of Richmond are authorized to:
  - (a) execute agreements to terminate the housing agreement referred to in Housing Agreement (10820 No. 5 Road) Bylaw No. 8937 (the "Original Housing Agreement");
  - (b) cause Notices and other charges registered at the Land Title Office in respect to the Original Housing Agreement to be discharged from title;
  - (c) execute such other documentation required to effect the termination of the Original Housing Agreement;
2. To repeal Housing Agreement (10820 No. 5 Road) Bylaw No.8937.
3. This Bylaw is cited as **"Housing Agreement (10820 No. 5 Road) Bylaw No. 9118"**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

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

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



**Housing Agreement (10820 No. 5 Road) Bylaw No. 9119**

The Council of the City of Richmond enacts as follows:

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

PID: 028-631-561

Lot C Section 31 Block 4 North Range 5 West NWD  
EPP 12978

2. This Bylaw is cited as **“Housing Agreement (10820 No. 5 Road) Bylaw No. 8937”**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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

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

\_\_\_\_\_  
MAYOR

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

Schedule A

to Housing Agreement (10820 No. 5 Road) Bylaw 9119

HOUSING AGREEMENT BETWEEN THE CITY OF RICHMOND AND TOWNLINE  
GARDENS INC.



**HOUSING AGREEMENT**  
**(Section 905 *Local Government Act*)**

**THIS AGREEMENT** is dated for reference the 12th day of March, 2014.

**BETWEEN:**

**0864227 B.C. LTD., (Inc. No. 0864227),**  
a company duly incorporated under the laws of the Province of British  
Columbia and having its registered office at 120 – 13575 Commerce  
Parkway, Richmond, British Columbia, V6V 2L1

(the “Owner” as more fully defined in section 1.1 of this  
Agreement)

**AND:**

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

(the “City” as more fully defined in section 1.1 of this Agreement)

**WHEREAS:**

- A. Section 905 of the *Local Government Act* permits the City to enter into and, by legal notation on title, note on title to lands, housing agreements which may include, without limitation, conditions in respect to the form of tenure of housing units, availability of housing units to classes of persons, administration of housing units and rent which may be charged for housing units;
- B. The Owner is the registered owner of the Lands (as hereinafter defined);
- C. As a condition of adopting Zoning Text Amendment Bylaw 9112 (ZT14-656053), the Owner is required to register the City’s Housing Agreement to secure at least nineteen (19) Affordable Housing Units (as hereinafter defined), being constructed on the Lands in perpetuity and to also provide that the Owner shall not apply for subdivision by way of strata plan of all or any portion of the Lands; and
- D. The Owner and the City wish to enter into this Agreement (as herein defined) to provide for affordable housing on the terms and conditions set out in this Agreement,

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

## ARTICLE 1 DEFINITIONS AND INTERPRETATION

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

- (a) **"Affordable Housing Unit"** means a Dwelling Unit or Dwelling Units designated as such in accordance with a building permit and/or development permit issued by the City and/or, if applicable, in accordance with any rezoning consideration applicable to the development on the Lands and includes, without limiting the generality of the foregoing, the Dwelling Unit charged by this Agreement;
- (b) **"Agreement"** means this agreement together with all schedules, attachments and priority agreements attached hereto;
- (c) **"City"** means the City of Richmond;
- (d) **"CPI"** means the All-Items Consumer Price Index for Vancouver, B.C. published from time to time by Statistics Canada, or its successor in function;
- (e) **"Daily Amount"** means \$100.00 per day as of January 1, 2009 adjusted annually thereafter by adding thereto an amount calculated by multiplying \$100.00 by the percentage change in the CPI since January 1, 2009, to January 1 of the year that a written notice is delivered to the Owner by the City pursuant to section 6.1 of this Agreement. In the absence of obvious error or mistake, any calculation by the City of the Daily Amount in any particular year shall be final and conclusive;
- (f) **"Dwelling Unit"** means a residential dwelling unit or units located or to be located on the Lands whether those dwelling units are lots, parcels, or parts or portions thereof, and includes single family detached dwellings, duplexes, townhouses, auxiliary residential dwelling units, rental apartments and includes, where the context permits, an Affordable Housing Unit;
- (g) **"Eligible Tenant"** means a Family having a cumulative annual income of:
  - (i) in respect to a bachelor unit, \$34,000 or less;
  - (ii) in respect to a one bedroom unit, \$38,000 or less;
  - (iii) in respect to a two bedroom unit, \$46,500 or less; or
  - (iv) in respect to a three or more bedroom unit, \$57,500 or less

provided that, commencing July 1, 2013, the annual incomes set-out above shall, in each year thereafter, be adjusted, plus or minus, by adding or subtracting therefrom, as the case may be, an amount calculated that is equal to the Core Need Income Threshold data and/or other applicable data produced by Canada Mortgage Housing Corporation in the years when such data is released. In the event that, in applying the values set-out above, the rental increase is at any time greater than the rental increase permitted by the *Residential Tenancy Act*, then the increase will be reduced to the maximum amount permitted by the *Residential Tenancy Act*. In the absence of obvious error or mistake, any calculation by the City of an Eligible Tenant's permitted income in any particular year shall be final and conclusive;

- (h) **"Family"** means:
  - (i) a person;
  - (ii) two or more persons related by blood, marriage or adoption; or
  - (iii) a group of not more than 6 persons who are not related by blood, marriage or adoption
- (i) **"Housing Covenant"** means the agreements, covenants and charges granted by the Owner to the City (which includes covenants pursuant to section 219 of the *Land Title Act*) charging the Lands registered on \_\_\_\_ day of \_\_\_\_\_, 20\_\_, under number \_\_\_\_\_, as it may be amended or replaced from time to time;
- (j) **"Interpretation Act"** means the *Interpretation Act*, R.S.B.C. 1996, Chapter 238, together with all amendments thereto and replacements thereof;
- (k) **"Land Title Act"** means the *Land Title Act*, R.S.B.C. 1996, Chapter 250, together with all amendments thereto and replacements thereof;
- (l) **"Lands"** means the following lands and premises situate in the City of Richmond and any part, including a building or a portion of a building, into which said land is Subdivided:  
  
 PID: 028-631-561  
  
 Lot C Section 31 Block 4 North Range 5 West NWD Plan EPP12978
- (m) **"Local Government Act"** means the *Local Government Act*, R.S.B.C. 1996, Chapter 323, together with all amendments thereto and replacements thereof;
- (n) **"LTO"** means the New Westminster Land Title Office or its successor;
- (o) **"Owner"** means the party described on page 1 of this Agreement as the Owner and any subsequent owner of the Lands or of any part into which the Lands are

Subdivided, and includes any person who is a registered owner in fee simple of an Affordable Housing Unit from time to time;

- (p) **“Permitted Rent”** means no greater than:
- (i) \$850.00 a month for a bachelor unit;
  - (ii) \$950.00 a month for a one bedroom unit;
  - (iii) \$1,162.00 a month for a two bedroom unit; and
  - (iv) \$1,437.00 a month for a three (or more) bedroom unit,

provided that, commencing July 1, 2013, the rents set-out above shall, in each year thereafter, be adjusted, plus or minus, by adding or subtracting therefrom, as the case may be, an amount calculated that is equal to the Core Need Income Threshold data and/or other applicable data produced by Canada Mortgage Housing Corporation in the years when such data is released. In the event that, in applying the values set-out above, the rental increase is at any time greater than the rental increase permitted by the *Residential Tenancy Act*, then the increase will be reduced to the maximum amount permitted by the *Residential Tenancy Act*. In the absence of obvious error or mistake, any calculation by the City of the Permitted Rent in any particular year shall be final and conclusive;

- (q) **“Real Estate Development Marketing Act”** means the *Real Estate Development Marketing Act*, S.B.C. 2004, Chapter 41, together with all amendments thereto and replacements thereof;
- (r) **“Residential Tenancy Act”** means the *Residential Tenancy Act*, S.B.C. 2002, Chapter 78, together with all amendments thereto and replacements thereof;
- (s) **“Strata Property Act”** means the *Strata Property Act* S.B.C. 1998, Chapter 43, together with all amendments thereto and replacements thereof;
- (t) **“Subdivide”** means to divide, apportion, consolidate or subdivide the Lands, or the ownership or right to possession or occupation of the Lands into two or more lots, strata lots, parcels, parts, portions or shares, whether by plan, descriptive words or otherwise, under the *Land Title Act*, the *Strata Property Act*, or otherwise, and includes the creation, conversion, organization or development of “cooperative interests” or “shared interest in land” as defined in the *Real Estate Development Marketing Act*;
- (u) **“Tenancy Agreement”** means a tenancy agreement, lease, license or other agreement granting rights to occupy an Affordable Housing Unit; and
- (v) **“Tenant”** means an occupant of an Affordable Housing Unit by way of a Tenancy Agreement.

## 1.2 In this Agreement:

- (a) reference to the singular includes a reference to the plural, and *vice versa*, unless the context requires otherwise;
- (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
- (c) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
- (d) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
- (e) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced, unless otherwise expressly provided;
- (f) the provisions of section 25 of the *Interpretation Act* with respect to the calculation of time apply;
- (g) time is of the essence;
- (h) all provisions are to be interpreted as always speaking;
- (i) reference to a "party" is a reference to a party to this Agreement and to that party's respective successors, assigns, trustees, administrators and receivers. Wherever the context so requires, reference to a "party" also includes an Eligible Tenant, agent, officer and invitee of the party;
- (j) reference to a "day", "month", "quarter" or "year" is a reference to a calendar day, calendar month, calendar quarter or calendar year, as the case may be, unless otherwise expressly provided; and
- (k) where the word "including" is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word "including".

## ARTICLE 2

### USE AND OCCUPANCY OF AFFORDABLE HOUSING UNITS

- 2.1 The Owner agrees that each Affordable Housing Unit may only be used as a permanent residence occupied by one Eligible Tenant. An Affordable Housing Unit must not be occupied by the Owner, the Owner's family members (unless the Owner's family members qualify as Eligible Tenants), or any tenant or guest of the Owner, other than an Eligible Tenant.
- 2.2 Within 30 days after receiving notice from the City, the Owner must, in respect of each Affordable Housing Unit, provide to the City a statutory declaration, substantially in

the form (with, in the City Solicitor's discretion, such further amendments or additions as deemed necessary) attached as Appendix A, sworn by the Owner, containing all of the information required to complete the statutory declaration. The City may request such statutory declaration in respect to each Affordable Housing Unit no more than once in any calendar year; provided, however, notwithstanding that the Owner may have already provided such statutory declaration in the particular calendar year, the City may request and the Owner shall provide to the City such further statutory declarations as requested by the City in respect to an Affordable Housing Unit if, in the City's absolute determination, the City believes that the Owner is in breach of any of its obligations under this Agreement.

- 2.3 The Owner hereby irrevocably authorizes the City to make such inquiries as it considers necessary in order to confirm that the Owner is complying with this Agreement.

### **ARTICLE 3**

#### **DISPOSITION AND ACQUISITION OF AFFORDABLE HOUSING UNITS**

- 3.1 The Owner will not permit an Affordable Housing Unit Tenancy Agreement to be subleased or assigned.
- 3.2 The Owner shall not apply for stratification (subdivision by way of strata plan) of all or any portion of the Lands.
- 3.3 The Owner must not rent, lease, license or otherwise permit occupancy of any Affordable Housing Unit except to an Eligible Tenant and except in accordance with the following additional conditions:
- (a) the Affordable Housing Unit will be used or occupied only pursuant to a Tenancy Agreement;
  - (b) the monthly rent payable for the Affordable Housing Unit will not exceed the Permitted Rent applicable to that class of Affordable Housing Unit;
  - (c) the Owner will not require the Tenant or any permitted occupant to pay any fees, contingency reserve fees or any extra charges or fees for use of any common areas, facilities or amenities, or for sanitary sewer, storm sewer, water, other utilities, property or similar tax; provided, however, an Owner may charge the Tenant the Owner's cost, if any, of providing to the Affordable Housing Unit cablevision, telephone, other telecommunications, gas, or electricity fees, charges or rates;
  - (d) the Owner shall not make any rule which would restrict the Tenant or any other permitted occupant of an Affordable Housing Unit from using and enjoying any common areas, facilities or amenities situated on the Lands;

- (e) the Owner will attach a copy of this Agreement to every Tenancy Agreement;
- (f) the Owner will include in the Tenancy Agreement a clause requiring the Tenant and each permitted occupant of the Affordable Housing Unit to comply with this Agreement;
- (g) the Owner will include in the Tenancy Agreement a clause entitling the Owner to terminate the Tenancy Agreement if:
  - (i) an Affordable Housing Unit is occupied by a person or persons other than an Eligible Tenant;
  - (ii) the annual income of an Eligible Tenant rises above the applicable maximum amount specified in section 1.1(g) of this Agreement;
  - (iii) the Affordable Housing Unit is occupied by more than the number of people the City's building inspector determines can reside in the Affordable Housing Unit given the number and size of bedrooms in the Affordable Housing Unit and in light of any relevant standards set by the City in any bylaws of the City;
  - (iv) the Affordable Housing Unit remains vacant for three consecutive months or longer, notwithstanding the timely payment of rent; and/or
  - (v) the Tenant subleases the Affordable Housing Unit or assigns the Tenancy Agreement in whole or in part,

and in the case of each breach, the Owner hereby agrees with the City to forthwith provide to the Tenant a notice of termination. Except for section 3.3(f)(ii) of this Agreement [*Termination of Tenancy Agreement if Annual Income of Tenant rises above amount prescribed in section 1.1(g) of this Agreement*], the notice of termination shall provide that the termination of the tenancy shall be effective 30 days following the date of the notice of termination. In respect to section 3.3(f)(ii) of this Agreement, termination shall be effective on the day that is six (6) months following the date that the Owner provided the notice of termination to the Tenant;

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

3.4 If the Owner has terminated the Tenancy Agreement, then the Owner shall use best efforts to cause the Tenant and all other persons that may be in occupation of the

Affordable Housing Unit to vacate the Affordable Housing Unit on or before the effective date of termination.

#### **ARTICLE 4 DEMOLITION OF AFFORDABLE HOUSING UNIT**

4.1 The Owner will not demolish an Affordable Housing Unit unless:

- (a) the Owner has obtained the written opinion of a professional engineer or architect who is at arm's length to the Owner that it is no longer reasonable or practical to repair or replace any structural component of the Affordable Housing Unit, and the Owner has delivered to the City a copy of the engineer's or architect's report; or
- (b) the Affordable Housing Unit is damaged or destroyed, to the extent of 40% or more of its value above its foundations, as determined by the City in its sole discretion,

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

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

#### **ARTICLE 5 DEFAULT AND REMEDIES**

- 5.1 The Owner agrees that, in addition to any other remedies available to the City under this Agreement or the Housing Covenant or at law or in equity, if an Affordable Housing Unit is used or occupied in breach of this Agreement or rented at a rate in excess of the Permitted Rent or the Owner is otherwise in breach of any of its obligations under this Agreement or the Housing Covenant, the Owner will pay the Daily Amount to the City for every day that the breach continues after forty-five (45) days written notice from the City to the Owner stating the particulars of the breach. For greater certainty, the City is not entitled to give written notice with respect to any breach of the Agreement until any applicable cure period, if any, has expired. The Daily Amount is due and payable five (5) business days following receipt by the Owner of an invoice from the City for the same.
- 5.2 The Owner acknowledges and agrees that a default by the Owner of any of its promises, covenants, representations or warranties set-out in the Housing Covenant shall also constitute a default under this Agreement.



## ARTICLE 6 MISCELLANEOUS

### 6.1 Housing Agreement

The Owner acknowledges and agrees that:

- (a) this Agreement includes a housing agreement entered into under section 905 of the *Local Government Act*;
- (b) the City may file notice of this Agreement in the LTO against the title to the Lands; and
- (c) if notice of this Agreement is filed in the LTO as a notice under section 905 of the *Local Government Act* prior to the Lands having been Subdivided, and as it is the intention of the City and the Owner that this Agreement is, once separate legal parcels are created and/or the Lands are Subdivided, to charge and secure only the legal parcels or Subdivided Lands which contain the Affordable Housing Units, then the City Solicitor shall be entitled, without further City Council approval, authorization or bylaw, to partially discharge this Agreement accordingly and to cause the release of the notice of this Agreement from those portions of the Lands which do not contain any Affordable Housing Units. The Owner acknowledges and agrees that notwithstanding a partial discharge of this Agreement, this Agreement shall be and remain in full force and effect and, but for the partial discharge, otherwise unamended.

### 6.2 Modification

Subject to section 6.1 of this Agreement, this Agreement may be modified or amended from time to time, by consent of the Owner and a bylaw duly passed by the Council of the City and thereafter if it is signed by the City and the Owner.

### 6.3 Management

The Owner covenants and agrees that it will furnish good and efficient management of the Affordable Housing Units and will permit representatives of the City to inspect the Affordable Housing Units at any reasonable time, subject to the notice provisions in the *Residential Tenancy Act*. The Owner further covenants and agrees that it will maintain the Affordable Housing Units in a good state of repair and fit for habitation and will comply with all laws, including health and safety standards applicable to the Lands. Notwithstanding the foregoing, the Owner acknowledges and agrees that the City, in its absolute discretion, may require the Owner, at the Owner's expense, to hire a person or company with the skill and expertise to manage the Affordable Housing Units.

#### 6.4 Indemnity

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

- (a) any negligent act or omission of the Owner, or its officers, directors, agents, contractors or other persons for whom at law the Owner is responsible relating to this Agreement;
- (b) the construction, maintenance, repair, ownership, lease, license, operation, management or financing of the Lands or any Affordable Housing Unit or the enforcement of any Tenancy Agreement; and/or
- (c) without limitation, any legal or equitable wrong on the part of the Owner or any breach of this Agreement by the Owner.

#### 6.5 Release

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

- (a) construction, maintenance, repair, ownership, lease, license, operation or management of the Lands or any Affordable Housing Unit under this Agreement; and/or
- (b) the exercise by the City of any of its rights under this Agreement or an enactment.

#### 6.6 Survival

The obligations of the Owner set out in this Agreement will survive termination or discharge of this Agreement.

#### 6.7 Priority

The Owner will do everything necessary, at the Owner's expense, to ensure that this Agreement, if required by the City Solicitor, will be noted against title to the Lands in priority to all financial charges and encumbrances which may have been registered or are pending registration against title to the Lands save and except those specifically approved in advance in writing by the City Solicitor or in favour of the City, and that a notice under section 905(5) of the *Local Government Act* will be filed on the title to the Lands.

## 6.8 City's Powers Unaffected

This Agreement does not:

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

## 6.9 Agreement for Benefit of City Only

The Owner and the City agree that:

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

## 6.10 No Public Law Duty

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

## 6.11 Notice

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

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

And to: City Solicitor  
City of Richmond  
6911 No. 3 Road  
Richmond, BC V6Y 2C1

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

**6.12 Enuring Effect**

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

**6.13 Severability**

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

**6.14 Waiver**

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

**6.15 Sole Agreement**

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

**6.16 Further Assurance**

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

#### 6.17 **Covenant Runs with the Lands**

This Agreement burdens and runs with the Lands and every parcel into which it is Subdivided in perpetuity PROVIDED HOWEVER it is the intention of the City and the Owner that this Agreement, once separate legal parcels are created and/or the Lands are Subdivided, is to charge and secure only the legal parcels or Subdivided Lands which contain the Affordable Housing Units. All of the covenants and agreements contained in this Agreement are made by the Owner for itself, its personal administrators, successors and assigns, and all persons who after the date of this Agreement, acquire an interest in the Lands.

#### 6.18 **Equitable Remedies**

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

#### 6.19 **No Joint Venture**

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

#### 6.20 **Applicable Law**

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

#### 6.21 **Deed and Contract**

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

#### 6.22 **Joint and Several**

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

#### 6.23 **Limitation on Owner's Obligations**

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

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

**0864227 B.C. LTD.**

by its authorized signatory(ies):

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

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

**CITY OF RICHMOND**

by its authorized signatory(ies):

Per: \_\_\_\_\_  
Malcolm D. Brodie, Mayor

Per: \_\_\_\_\_  
David Weber, Corporate Officer

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

## Appendix A to Housing Agreement

### STATUTORY DECLARATION

<b>CANADA</b>	)	<b>IN THE MATTER OF A</b>
	)	<b>HOUSING AGREEMENT WITH</b>
<b>PROVINCE OF BRITISH COLUMBIA</b>	)	<b>THE CITY OF RICHMOND</b>
	)	<b>("Housing Agreement")</b>

TO WIT:

I, \_\_\_\_\_ of \_\_\_\_\_, British Columbia, do solemnly declare that:

1. I am the owner or authorized signatory of the owner of \_\_\_\_\_ (the "Affordable Housing Unit"), and make this declaration to the best of my personal knowledge.
2. This declaration is made pursuant to the Housing Agreement in respect of the Affordable Housing Unit.
3. For the period from \_\_\_\_\_ to \_\_\_\_\_, the Affordable Housing Unit was occupied only by the Eligible Tenants (as defined in the Housing Agreement) whose names and current addresses and whose employer's names and current addresses appear below:

*[Names, addresses and phone numbers of Eligible Tenants and their employer(s)]*

4. The rent charged each month for the Affordable Housing Unit is as follows:
  - (a) the monthly rent on the date 365 days before this date of this statutory declaration: \$\_\_\_\_\_ per month;
  - (b) the rent on the date of this statutory declaration: \$\_\_\_\_\_; and
  - (c) the proposed or actual rent that will be payable on the date that is 90 days after the date of this statutory declaration: \$\_\_\_\_\_.
5. I acknowledge and agree to comply with the Owner's obligations under the Housing Agreement, and other charges in favour of the City noted or registered in the Land Title Office against the land on which the Affordable Housing Unit is situated and confirm that the Owner has complied with the Owner's obligations under the Housing Agreement.

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

DECLARED BEFORE ME at the City of )  
\_\_\_\_\_, in the Province of British )  
Columbia, this \_\_\_\_\_ day of )  
\_\_\_\_\_, 20\_\_\_\_. )  
)  
)  
)  
\_\_\_\_\_)  
A Commissioner for Taking Affidavits in the )  
Province of British Columbia )

\_\_\_\_\_  
DECLARANT



## PRIORITY AGREEMENT

In respect to a Housing Agreement (the "Housing Agreement") made pursuant to section 905 of the *Local Government Act* between the City of Richmond and **0864227 B.C. LTD.** (the "Owner") in respect to the lands and premises legally known and described as:

PID: 028-631-561

Lot C Section 31 Block 4 North Range 5 West NWD Plan EPP12978

(the "Lands")

**PARALLEL LEGION SDN BHD** (the "Chargeholder") is the holder of a Mortgage and Assignment of Rents encumbering the Lands which Mortgage and Assignment of Rents were registered in the Lower Mainland LTO under numbers BB331040, as modified by CA2697080, and BB331041, respectively ("the Bank Charges").

The Chargeholder, being the holder of the Bank Charges, by signing below, in consideration of the payment of Ten Dollars (\$10.00) and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged and agreed to by the Chargeholder), hereby consents to the granting of the covenants in the Housing Agreement by the Owner and hereby covenants that the Housing Agreement shall bind the Bank Charges in the Lands and shall rank in priority upon the Lands over the Bank Charges as if the Housing Agreement had been signed, sealed and delivered and noted on title to the Lands prior to the Bank Charges and prior to the advance of any monies pursuant to the Bank Charges. The grant of priority is irrevocable, unqualified and without reservation or limitation.

**PARALLEL LEGION SDN BHD**

by its authorized signatory(ies):

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

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

## PRIORITY AGREEMENT

In respect to a Housing Agreement (the "Housing Agreement") made pursuant to section 905 of the *Local Government Act* between the City of Richmond and **0864227 B.C. LTD.** (the "Owner") in respect to the lands and premises legally known and described as:

PID: 028-631-561

Lot C Section 31 Block 4 North Range 5 West NWD Plan EPP12978

(the "Lands")

**TA DEVELOPMENT ONE (CANADA) LTD.** (the "Chargeholder") is the holder of a Mortgage and Assignment of Rents encumbering the Lands which Mortgage and Assignment of Rents were registered in the Lower Mainland LTO under numbers BB1134744 and BB1134745, respectively ("the Bank Charges").

The Chargeholder, being the holder of the Bank Charges, by signing below, in consideration of the payment of Ten Dollars (\$10.00) and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged and agreed to by the Chargeholder), hereby consents to the granting of the covenants in the Housing Agreement by the Owner and hereby covenants that the Housing Agreement shall bind the Bank Charges in the Lands and shall rank in priority upon the Lands over the Bank Charges as if the Housing Agreement had been signed, sealed and delivered and noted on title to the Lands prior to the Bank Charges and prior to the advance of any monies pursuant to the Bank Charges. The grant of priority is irrevocable, unqualified and without reservation or limitation.

**TA DEVELOPMENT ONE (CANADA) LTD.**

by its authorized signatory(ies):

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

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

## PRIORITY AGREEMENT

In respect to a Housing Agreement (the "Housing Agreement") made pursuant to section 905 of the *Local Government Act* between the City of Richmond and **0864227 B.C. LTD.** (the "Owner") in respect to the lands and premises legally known and described as:

PID: 028-631-561

Lot C Section 31 Block 4 North Range 5 West NWD Plan EPP12978

(the "Lands")

**HSBC BANK CANADA** and **CANADIAN WESTERN BANK** (together, the "Chargeholder") is the holder of a Mortgage and Assignment of Rents encumbering the Lands which Mortgage and Assignment of Rents were registered in the Lower Mainland LTO under numbers CA2578488 and CA2578489, respectively ("the Bank Charges").

The Chargeholder, being the holder of the Bank Charges, by signing below, in consideration of the payment of Ten Dollars (\$10.00) and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged and agreed to by the Chargeholder), hereby consents to the granting of the covenants in the Housing Agreement by the Owner and hereby covenants that the Housing Agreement shall bind the Bank Charges in the Lands and shall rank in priority upon the Lands over the Bank Charges as if the Housing Agreement had been signed, sealed and delivered and noted on title to the Lands prior to the Bank Charges and prior to the advance of any monies pursuant to the Bank Charges. The grant of priority is irrevocable, unqualified and without reservation or limitation.

### **HSBC BANK CANADA**

by its authorized signatory(ies):

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

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

### **CANADIAN WESTERN BANK**

by its authorized signatory(ies):

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

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



**Market Rental Housing Agreement (10820 No. 5 Road) Bylaw No. 9123**

The Council of the City of Richmond enacts as follows:

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

PID: 028-631-561

Lot C Section 31 Block 4 North Range 5 West NWD  
EPP 12978

2. This Bylaw is cited as **“Market Rental Housing Agreement (10820 No. 5 Road) Bylaw No. 9123”**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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

\_\_\_\_\_  
MAYOR

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

Schedule A

to Market Rental Housing Agreement (10820 No. 5 Road) Bylaw 9123

MARKET RENTAL HOUSING AGREEMENT BETWEEN THE CITY OF RICHMOND  
AND TOWNLINE GARDENS INC.

**HOUSING AGREEMENT**  
**(Section 905 *Local Government Act*)**

**THIS AGREEMENT** is dated for reference the 12th day of March, 2014.

**BETWEEN:**

**0864227 B.C. LTD., (Inc. No. 0864227),**  
a company duly incorporated under the laws of the Province of British  
Columbia and having its registered office at 120 – 13575 Commerce  
Parkway, Richmond, British Columbia, V6V 2L1

(the “Owner” as more fully defined in section 1.1 of this  
Agreement)

**AND:**

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

(the “City” as more fully defined in section 1.1 of this Agreement)

**WHEREAS:**

- A. Section 905 of the *Local Government Act* permits the City to enter into and, by legal notation on title, note on title to lands, housing agreements which may include, without limitation, conditions in respect to the form of tenure of housing units;
- B. The Owner is the registered owner of the Lands (as hereinafter defined);
- C. As a condition of adopting Zoning Text Amendment Bylaw 9112 (ZT14-656053), the Owner is required to register the City’s Housing Agreement to secure at least one hundred and forty-four (144) Dwelling Units, (as hereinafter defined), being constructed on the Lands for market rental purposes in perpetuity and to also provide that the Owner shall not apply for subdivision by way of strata plan of all or any portion of the Lands; and
- D. The Owner and the City wish to enter into this Agreement (as hereinafter defined) to provide the Dwelling Units (as hereinafter defined) on the terms and conditions set out in this Agreement.

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

## ARTICLE 1 DEFINITIONS AND INTERPRETATION

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

- (a) **"Agreement"** means this agreement together with all schedules, attachments and priority agreements attached hereto;
- (b) **"City"** means the City of Richmond;
- (c) **"Dwelling Unit"** means a residential dwelling unit or units located or to be located on the Lands;
- (d) **"Housing Covenant"** means the agreements, covenants and charges granted by the Owner to the City (which includes covenants pursuant to section 219 of the *Land Title Act*) charging the Lands registered on the \_\_\_\_ day of \_\_\_\_, 2011 under number \_\_\_\_\_, as it may be amended or replaced from time to time;
- (e) **"Interpretation Act"** means the *Interpretation Act*, R.S.B.C. 1996, Chapter 238 together with all amendments thereto and replacements thereof;
- (h) **"Land Title Act"** means the *Land Title Act*, R.S.B.C. 1996, Chapter 250 together with all amendments thereto and replacements thereof;
- (i) **"Lands"** means the following lands and premises situate in the City of Richmond and any part, including a building or a portion of a building, into which said land is Subdivided:  
  
PID: 028-631-561  
  
Lot C Section 31 Block 4 North Range 5 West NWD Plan EPP12978
- (j) **"Local Government Act"** means the *Local Government Act*, R.S.B.C. 1996, Chapter 323 together with all amendments thereto and replacements thereof;
- (k) **"LTO"** means the New Westminster Land Title Office or its successor;
- (l) **"Market Rent"** means the amount of rent that a willing tenant would pay to a willing landlord for the rental of a comparable unit with comparable amenities in a comparable location for a comparable period of time;

- (m) **"Owner"** means the party described on page 1 of this Agreement as the Owner and any subsequent owner of the Lands or of any part into which the Lands are Subdivided, and includes any person who is a registered owner in fee simple of a Dwelling Unit from time to time;
- (n) **"Real Estate Development Marketing Act"** means the *Real Estate Development Marketing Act*, S.B.C. 2004, Chapter 41 together with all amendments thereto and replacements thereof;
- (o) **"Residential Tenancy Act"** means the *Residential Tenancy Act*, S.B.C. 2002, Chapter 78 together with all amendments thereto and replacements thereof;
- (p) **"Strata Property Act"** means *Strata Property Act* S.B.C. 1998, Chapter 43 together with all amendments thereto and replacements thereof;
- (q) **"Subdivide"** means to divide, apportion, consolidate or subdivide the Lands, or the ownership or right to possession or occupation of the Lands into two or more lots, strata lots, parcels, parts, portions or shares, whether by plan, descriptive words or otherwise, under the *Land Title Act*, the *Strata Property Act*, or otherwise, and includes the creation, conversion, organization or development of "cooperative interests" or "shared interest in land" as defined in the *Real Estate Development Marketing Act*;
- (r) **"Tenancy Agreement"** means a written tenancy agreement, lease, license or other agreement granting rights to occupy a Dwelling Unit for a term; and
- (s) **"Tenant"** means an occupant or occupants of a Dwelling Unit by way of a Tenancy Agreement. A Tenant does not include the Owner or the Owner's family members or any guest of the Owner.

## 1.2 In this Agreement:

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



- (f) the provisions of section 25 of the *Interpretation Act* with respect to the calculation of time apply;
- (g) time is of the essence;
- (h) all provisions are to be interpreted as always speaking;
- (i) reference to a "party" is a reference to a party to this Agreement and to that party's respective successors, assigns, trustees, administrators and receivers. Wherever the context so requires, reference to a "party" also includes an Eligible Tenant, agent, officer and invitee of the party;
- (j) reference to a "day", "month", "quarter" or "year" is a reference to a calendar day, calendar month, calendar quarter or calendar year, as the case may be, unless otherwise expressly provided; and
- (k) where the word "including" is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word "including".

## ARTICLE 2

### USE AND OCCUPANCY OF DWELLING UNITS

- 2.1 Notwithstanding that the Owner may be otherwise entitled, the Owner agrees that each of the one hundred and forty-four (144) Dwelling Units being constructed on the Lands may only be:
- (a) occupied by a Tenant pursuant to a Tenancy Agreement and that no Dwelling Unit may be occupied by the Owner, the Owner's family members or any guest of the Owner; and
  - (b) used for the provision of housing at Market Rent in perpetuity in accordance with this Agreement.
- 2.2 Notwithstanding that the Owner may be otherwise entitled, the Owner shall not apply for stratification (subdivision by way of strata plan) of all or any portion of the Lands.
- 2.3 The Owner will not cause or permit the beneficial or registered title to any of the Dwelling Units to be sold or otherwise transferred, other than pursuant to a Tenancy Agreement, unless title to the Lands is sold or otherwise transferred to the same beneficial and legal owner.
- 2.4 Within 30 days after receiving a request in writing from the City, the Owner or its property manager shall provide the City with a statutory declaration in the form attached as Appendix A confirming that all Dwelling Units are being used for the provision of housing at Market Rent in accordance with this Agreement.

- 2.5 The Owner will not permit a Tenancy Agreement to be subleased or assigned unless the proposed Tenant enters into a new Tenancy Agreement with the Owner.
- 2.6 The Owner shall not rent, lease, license or otherwise permit occupancy of any Dwelling Unit except to a Tenant and the Dwelling Unit will be used or occupied only pursuant to a Tenancy Agreement.
- 2.7 The Owner shall not apply for stratification (subdivision by way of strata plan) of all or any portion of the Lands.

### **ARTICLE 3 DEMOLITION OF A DWELLING UNIT**

- 3.1 The Owner will not demolish a Dwelling Unit unless:
  - (a) the Owner has obtained the written opinion of a professional engineer or architect who is at arm's length to the Owner that it is no longer reasonable or practical to repair or replace any structural component of the Dwelling Unit, and the Owner has delivered to the City a copy of the engineer's or architect's report; or
  - (b) the Dwelling Unit is damaged or destroyed, to the extent of 40% or more of its value above its foundations, as determined by the City in its sole discretion,and, in each case, a demolition permit for the Dwelling Unit has been issued by the City and the Dwelling Unit has been demolished under that permit.
- 3.2 Following demolition, the Owner will use and occupy any replacement Dwelling Unit in compliance with this Agreement and the Housing Covenant both of which will apply to any replacement Dwelling Unit to the same extent and in the same manner as those agreements apply to the original Dwelling Unit, and the Dwelling Unit must be approved by the City as a Dwelling Unit in accordance with this Agreement.

### **ARTICLE 4 DEFAULT AND REMEDIES**

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

- 4.2 The Owner agrees that damages may be an inadequate remedy for the City for any breach by the Owner of its obligations under this Agreement and the Owner agrees that the City is entitled to seek and obtain an order for specific performance, or a prohibitory or mandatory injunction, in order to compel performance by the Owner of its obligations under this Agreement.

## **ARTICLE 5 MISCELLANEOUS**

### **5.1 Housing Agreement**

The Owner acknowledges and agrees that:

- (a) this Agreement includes a housing agreement entered into under section 905 of the *Local Government Act*;
- (b) the City may file notice of this Agreement in the LTO against the title to the Lands; and
- (c) if notice of this Agreement is filed in the LTO as a notice under section 905 of the *Local Government Act* prior to the Lands having been Subdivided, and as it is the intention of the City and the Owner that this Agreement is, once separate legal parcels are created and/or the Lands are Subdivided, to charge and secure only the legal parcels or Subdivided Lands which contain the Dwelling Units, then the City Solicitor shall be entitled, without further City Council approval, authorization or bylaw, to partially discharge this Agreement accordingly and to cause the release of the notice of this Agreement from those portions of the Lands which do not contain any Dwelling Units. The Owner acknowledges and agrees that notwithstanding a partial discharge of this Agreement, this Agreement shall be and remain in full force and effect and, but for the partial discharge, otherwise unamended.

### **5.2 Modification**

Subject to section 5.1 of this Agreement, this Agreement may be modified or amended from time to time, by consent of the Owner and a bylaw duly passed by the Council of the City and thereafter if it is signed by the City and the Owner.

### **5.3 Management**

The Owner covenants and agrees that it will furnish good and efficient management of the Dwelling Units. The Owner further covenants and agrees that it will maintain or cause to be maintained the Dwelling Units in a good state of repair and fit for habitation and will comply with all laws, including health and safety standards applicable to the Lands. Notwithstanding the foregoing, the Owner acknowledges and agrees that the

City, in its absolute discretion, may require the Owner, at the Owner's expense, to hire a person or company with the skill and expertise to manage the Dwelling Units.

#### 5.4 **Indemnity**

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

- (a) any negligent act or omission of the Owner, or its officers, directors, agents, contractors or other persons for whom at law the Owner is responsible relating to this Agreement;
- (b) the construction, maintenance, repair, ownership, lease, license, operation, management or financing of the Lands or any Dwelling Unit or the enforcement of any Tenancy Agreement; and/or
- (c) without limitation, any legal or equitable wrong on the part of the Owner or any breach of this Agreement by the Owner.

#### 5.5 **Release**

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

- (a) construction, maintenance, repair, ownership, lease, license, operation or management of the Lands or any Dwelling Unit under this Agreement; and/or
- (b) the exercise by the City of any of its rights under this Agreement or an enactment.

#### 5.6 **Survival**

The obligations of the Owner set out in this Agreement will survive termination or discharge of this Agreement.

#### 5.7 **Priority**

The Owner will do everything necessary, at the Owner's expense, to ensure that this Agreement, if required by the City Solicitor, will be noted against title to the Lands in priority to all financial charges and encumbrances which may have been registered or are pending registration against title to the Lands save and except those specifically approved

in advance in writing by the City Solicitor or in favour of the City, and that a notice under section 905(5) of the *Local Government Act* will be filed on the title to the Lands;

#### 5.8 **City's Powers Unaffected**

This Agreement does not:

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

#### 5.9 **Agreement for Benefit of City Only**

The Owner and the City agree that:

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

#### 5.10 **No Public Law Duty**

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

#### 5.11 **Notice**

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

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

And to: City Solicitor  
City of Richmond  
6911 No. 3 Road  
Richmond, BC V6Y 2C1

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

#### **5.12 Enuring Effect**

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

#### **5.13 Severability**

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

#### **5.14 Waiver**

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

#### **5.15 Sole Agreement**

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

#### 5.16 Further Assurance

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

#### 5.17 Covenant Runs with the Lands

This Agreement burdens and runs with the Lands and every parcel into which it is Subdivided in perpetuity PROVIDED HOWEVER it is the intention of the City and the Owner that this Agreement, once separate legal parcels are created and/or the Lands are Subdivided, is to charge and secure only the legal parcels or Subdivided Lands which contain the Dwelling Units. All of the covenants and agreements contained in this Agreement are made by the Owner for itself, its personal administrators, successors and assigns, and all persons who after the date of this Agreement, acquire an interest in the Lands.

#### 5.18 Equitable Remedies

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

#### 5.19 Limitation on Owner's Obligations

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

#### 5.20 No Joint Venture

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

#### 5.21 Applicable Law

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

#### 5.22 Deed and Contract

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

5.23 **Joint and Several**

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

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

**0864227 B.C. LTD.**

by its authorized signatory(ies):

Per: \_\_\_\_\_

Per: \_\_\_\_\_

**CITY OF RICHMOND**

by its authorized signatories:

Per:

\_\_\_\_\_  
Malcolm D. Brodie, Mayor

\_\_\_\_\_  
David Weber, Corporate Officer

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





## PRIORITY AGREEMENT

In respect to a Housing Agreement (the "Housing Agreement") made pursuant to section 905 of the *Local Government Act* between the City of Richmond and **0864227 B.C. LTD.** (the "Owner") in respect to the lands and premises legally known and described as:

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Lot C Section 31 Block 4 North Range 5 West NWD Plan EPP12978

(the "Lands")

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The Chargeholder, being the holder of the Bank Charges, by signing below, in consideration of the payment of Ten Dollars (\$10.00) and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged and agreed to by the Chargeholder), hereby consents to the granting of the covenants in the Housing Agreement by the Owner and hereby covenants that the Housing Agreement shall bind the Bank Charges in the Lands and shall rank in priority upon the Lands over the Bank Charges as if the Housing Agreement had been signed, sealed and delivered and noted on title to the Lands prior to the Bank Charges and prior to the advance of any monies pursuant to the Bank Charges. The grant of priority is irrevocable, unqualified and without reservation or limitation.

**PARALLEL LEGION SDN BHD**

by its authorized signatory(ies):

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

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

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**TA DEVELOPMENT ONE (CANADA) LTD.** (the "Chargeholder") is the holder of a Mortgage and Assignment of Rents encumbering the Lands which Mortgage and Assignment of Rents were registered in the Lower Mainland LTO under numbers BB1134744 and BB1134745, respectively ("the Bank Charges").

The Chargeholder, being the holder of the Bank Charges, by signing below, in consideration of the payment of Ten Dollars (\$10.00) and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged and agreed to by the Chargeholder), hereby consents to the granting of the covenants in the Housing Agreement by the Owner and hereby covenants that the Housing Agreement shall bind the Bank Charges in the Lands and shall rank in priority upon the Lands over the Bank Charges as if the Housing Agreement had been signed, sealed and delivered and noted on title to the Lands prior to the Bank Charges and prior to the advance of any monies pursuant to the Bank Charges. The grant of priority is irrevocable, unqualified and without reservation or limitation.

**TA DEVELOPMENT ONE (CANADA) LTD.**

by its authorized signatory(ies):

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

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

## PRIORITY AGREEMENT

In respect to a Housing Agreement (the "Housing Agreement") made pursuant to section 905 of the *Local Government Act* between the City of Richmond and **0864227 B.C. LTD.** (the "Owner") in respect to the lands and premises legally known and described as:

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Lot C Section 31 Block 4 North Range 5 West NWD Plan EPP12978

(the "Lands")

**HSBC BANK CANADA** and **CANADIAN WESTERN BANK** (together, the "Chargeholder") is the holder of a Mortgage and Assignment of Rents encumbering the Lands which Mortgage and Assignment of Rents were registered in the Lower Mainland LTO under numbers CA2578488 and CA2578489, respectively ("the Bank Charges").

The Chargeholder, being the holder of the Bank Charges, by signing below, in consideration of the payment of Ten Dollars (\$10.00) and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged and agreed to by the Chargeholder), hereby consents to the granting of the covenants in the Housing Agreement by the Owner and hereby covenants that the Housing Agreement shall bind the Bank Charges in the Lands and shall rank in priority upon the Lands over the Bank Charges as if the Housing Agreement had been signed, sealed and delivered and noted on title to the Lands prior to the Bank Charges and prior to the advance of any monies pursuant to the Bank Charges. The grant of priority is irrevocable, unqualified and without reservation or limitation.

### **HSBC BANK CANADA**

by its authorized signatory(ies):

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

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

### **CANADIAN WESTERN BANK**

by its authorized signatory(ies):

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

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



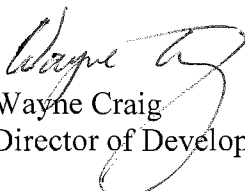
# City of Richmond

## Report to Committee Planning and Development Department

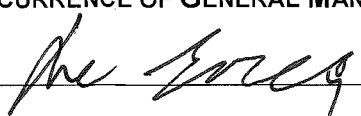
**To:** Planning Committee  
**From:** Wayne Craig  
Director of Development  
**Date:** March 24, 2014  
**File:** RZ 13-650094  
**Re:** Application by Kulwant K. Bhullar for Rezoning at 11440 and  
11460 Seabrook Crescent from Two-Unit Dwellings (RD1) to Single Detached  
(RS2/C)

### Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9133, for the rezoning of 11440 and 11460 Seabrook Crescent from "Two-Unit Dwellings (RD1)" to "Single Detached (RS2/C)", be introduced and given first reading.

  
Wayne Craig  
Director of Development

CL:blg  
Att.

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Affordable Housing	<input checked="" type="checkbox"/>	

## Staff Report

### Origin

Kulwant K. Bhullar has applied to the City of Richmond for permission to rezone the property at 11440 and 11460 Seabrook Crescent from “Two-Unit Dwellings (RD1)” to “Single Detached (RS2/C)”, to permit the property to be subdivided to create two (2) lots (**Attachment 1**). There is currently a duplex on the property, which will be demolished. A preliminary subdivision plan associated with this development proposal is included in **Attachment 2**.

### Findings of Fact

A Development Application Data Sheet providing details about the development proposal is attached (**Attachment 3**).

### Surrounding Development

Existing development immediately surrounding the subject site is as follows:

- To the north and west, immediately across Seabrook Crescent, are dwellings on large lots zoned “Single Detached (RS1/E)”.
- To the east and south, are dwellings on large lots zoned “Single Detached (RS1/E)”.

### Related Policies & Studies

#### 2041 OCP Designation

There is no Area Plan for this neighbourhood. The 2041 OCP land use designation for the subject site is “Neighbourhood Residential”. The proposed rezoning and subdivision is redevelopment is consistent with this designation.

#### Lot Size Policy 5434

The subject property is located within the area governed by Lot Size Policy 5434, adopted by City Council in 1990, and amended in 1991 and 2006 (**Attachment 4**). The Lot Size Policy permits properties on specific sections of Williams Road, No. 5 Road, and Steveston Highway to rezone and subdivide to compact lots, and permits the majority of lots within the Policy area to subdivide in accordance with the “Single Detached (RS1/E)” zone.

The subject site contains duplex. The zoning amendment provisions of Richmond Zoning Bylaw 8500 indicate that the Lot Size Policy does not apply to a rezoning application on a site that contains a duplex and that is intended to be subdivided into no more than two (2) lots.

This redevelopment proposal would result in a subdivision to create two (2) lots; each approximately 18 m wide and between 435 m<sup>2</sup> to 453 m<sup>2</sup> in area.

Potential exists for other large-sized lots in the area that contain a duplex to redevelop in a similar manner.

### Affordable Housing Strategy

For single-family rezoning applications, Richmond's Affordable Housing Strategy requires a secondary suite within a dwelling on 50% of new lots created through rezoning and subdivision, or a cash-in-lieu contribution of \$1.00/ft<sup>2</sup> of total building area towards the City's Affordable Housing Reserve Fund.

The applicant proposes to provide a legal secondary suite in the dwelling on one (1) of the two (2) lots proposed at the subject site. To ensure that the secondary suite is built to the satisfaction of the City in accordance with the City's Affordable Housing Strategy, the applicant is required to enter into a legal agreement registered on Title, stating that no final Building Permit inspection will be granted until the secondary suite is constructed to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw. Registration of the legal agreement is required prior to final adoption of the rezoning bylaw. This agreement will be discharged from Title (at the initiation of the applicant) on the lot where the secondary suite is not required by the Affordable Housing Strategy after the requirements are satisfied.

Should the applicant change their mind prior to rezoning adoption about the affordable housing option selected, a voluntary contribution to the City's Affordable Housing Reserve Fund in-lieu of providing the secondary suite will be accepted. In this case, the voluntary contribution would be required to be submitted prior to final adoption of the rezoning bylaw, and would be based on \$1.00/ft<sup>2</sup> of total building area of the single detached dwellings to be constructed (i.e., \$5,257).

### **Public Input**

There have been no concerns expressed by the public about the development proposal in response to the placement of the rezoning sign on the property.

### **Staff Comments**

#### Background

The subject property is located on the east side of Seabrook Crescent, between Seabay Road and Williams Road. This proposal is to rezone the subject property to enable the creation of two (2) medium-sized lots from an existing large lot containing a duplex, with the resulting lots being similar in width to other lots in the immediate surrounding area.

#### Trees & Landscaping

A Tree Survey and Certified Arborist's Report have been submitted by the applicant. The Survey and Report identify one (1) bylaw-sized Plum tree on the subject property. The report identifies tree species, assesses the condition of the tree, and provides recommendations on tree retention and removal relative to the development proposal. The proposed Tree Retention Plan is shown in **Attachment 5**.

The City's Tree Preservation Coordinator has reviewed the Arborist's Report, conducted an on-site visual tree assessment, and concurs with the Arborist's recommendations to remove the bylaw-sized Plum tree (Tree # 1) on the subject property due to very poor condition, extensive decay, and signs of failure.

Consistent with Council policies, the applicant has agreed to plant and maintain two (2) trees on each of the proposed lots, for a total of four (4) trees (minimum 6 cm deciduous caliper or 3 m high conifer). Suitable native and non-native tree species for planting on the proposed lots include Cornelian Cherry (*Cornus mas*), Weeping Nootka Cypress (*Chamaecyparis nootkatensis pendula*), Pacific Dogwood (*Cornus nuttalli*), and Paper Birch (*Betula papyrifera*), as recommended by the project arborist and the City's Tree Protection division staff.

To ensure that two (2) trees are planted and maintained on the proposed south lot, the applicant is required to submit a landscaping security in the amount of \$1,000 (\$500/tree) prior to final adoption of the rezoning bylaw. Further information on the landscaping security for the (2) trees to be planted and maintained on the proposed corner lot (north lot) is described below.

#### Preliminary Architectural Elevation Plans & Landscape Plan

To illustrate how the future corner lot interface will be treated, the applicants have submitted preliminary architectural plans of the proposed building elevations (**Attachment 6**). Prior to final adoption of the rezoning bylaw, the applicant is required to register a legal agreement on Title to ensure that the building design for the proposed corner lot is generally consistent with the attached architectural elevation plans. Future Building Permit plans must comply with all City regulations, and staff will ensure that the plans are generally consistent with the registered legal agreement for building design.

To ensure that two (2) trees proposed by the applicant are planted, and that the front and exterior side yards of the proposed corner lot are enhanced, the applicant must submit the following prior to final adoption of the rezoning bylaw:

- A Landscape Plan and cost estimate, prepared by a registered Landscape Architect, to the satisfaction of the Director of Development.
- A Landscaping Security in the amount of 100% of the cost estimate (including trees, fencing, paving surfaces, and installation costs).

The Landscape Plan must address the following items:

- Include the two (2) trees proposed by the applicant.
- All front yard and exterior side yard areas must be planted with a variety of suitable native and non-native species and a combination of lawn, flower beds, flowering shrubs and ground cover to provide seasonal interest and water permeability (note: continuous hedges are not permitted in the front yard or exterior side yard).
- If individual shrubs are proposed in the front and exterior side yards, they must be of a low height that will not exceed 1.2 m at maturity, and must be located behind any fencing that is proposed.
- If fencing is proposed in the front and exterior side yards, it must be limited to a maximum height of 1.2 m (4 ft.), must be picket, wicket or post-rail rather than solid panel, and should be setback from the front and exterior lot lines if possible. If fencing is proposed, it should incorporate flower beds, flowering shrubs and other low-lying landscaping to provide improved articulation.



Existing Covenants

There is an existing covenant registered on title of the subject lot, which restricts the use of the property to a duplex (i.e., BE036856), which must be discharged from title by the applicant prior to final adoption of the rezoning bylaw.

Flood Management

Prior to final adoption of the rezoning bylaw, the applicant is required to register a flood indemnity covenant on title. The minimum flood construction level is a minimum of 0.3 m above the highest elevation of the crown of Seabrook Crescent.

Existing Utility Right-of-Way

There is an existing 3 m wide utility right-of-way (ROW) registered on Title that runs east-west along the south property line of the subject property. The applicant has been advised that no encroachment into the ROW is permitted. This includes no building construction, planting of trees, placement of fill and non-cast-in-place retaining walls above 0.9 m in height.

Site Servicing & Vehicle Access

There are no servicing concerns with the proposed rezoning.

Vehicle access to the proposed south lot is to be from Seabrook Crescent to the west. Vehicle access to the proposed corner lot (north lot) must be located to comply with the Residential Lot (Vehicular) Access Regulation Bylaw No. 7222 (i.e. 12 m to 15 m from the curb at the corner).

Subdivision and Building Permit Stage

At subdivision stage, the applicant is required to pay servicing costs and pre-payment of the current year's property taxes.

At Building Permit stage, the applicant will be required to complete the following service connection works:

- Construct a sanitary sewer connection complete with an inspection chamber within the City boulevard along the west side of the subject site, from the common property line of the proposed lots to the south property line, and connect to the existing sanitary sewer.

**Analysis**

The subject site is located in an established residential area consisting mainly of single detached housing.

This development proposal is consistent with the zoning amendment provisions of Richmond Zoning Bylaw 8500, which permit a rezoning application on a site that contains a duplex and that is intended to be subdivided into no more than two (2) lots.

Potential exists for other large-sized lots in the area that contain a duplex to redevelop in a similar manner.

### **Financial Impact**

None.

### **Conclusion**

This rezoning application to permit subdivision of an existing large lot containing a duplex into two (2) medium-sized lots complies with applicable policies and land use designations contained within the OCP, and with Richmond Zoning Bylaw 8500.

The list of rezoning considerations is included in **Attachment 7**, which has been agreed to by the applicant (signed concurrence on file).

On this basis, staff recommends support for the application. It is recommended that Zoning Bylaw 8500, Amendment Bylaw 9133 be introduced and given first reading.



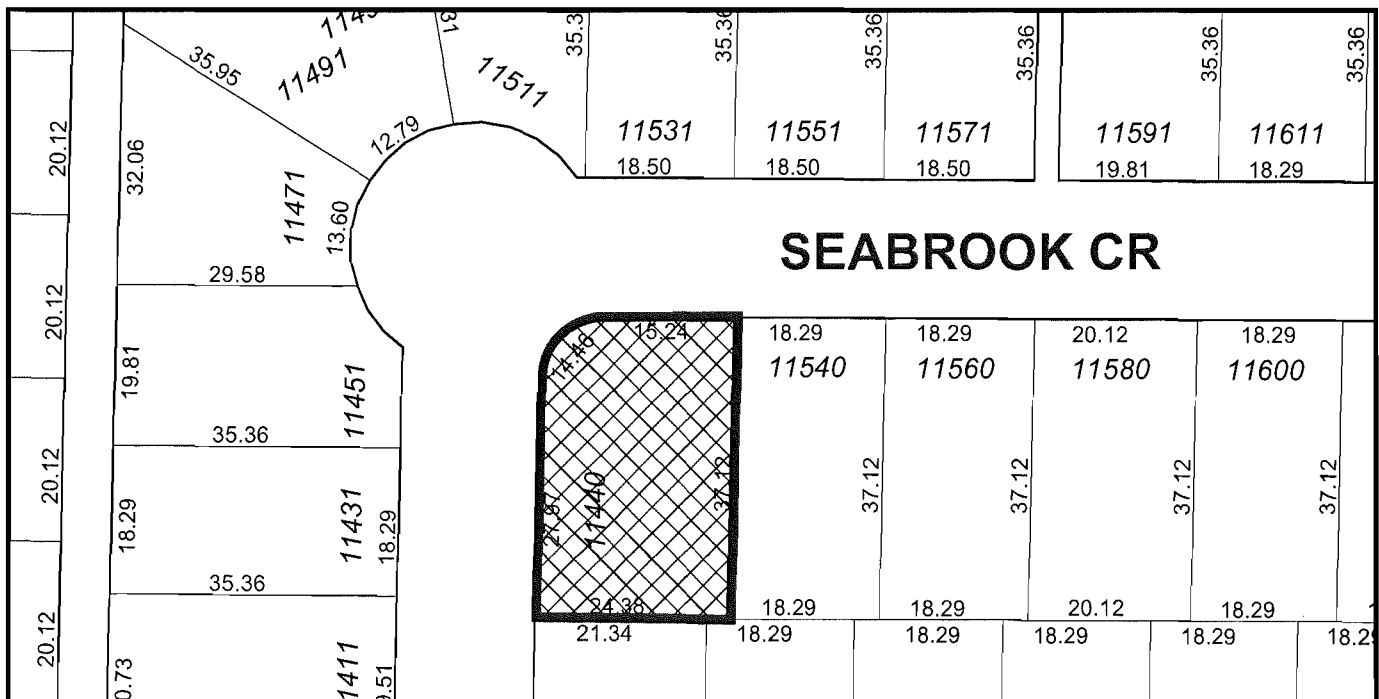
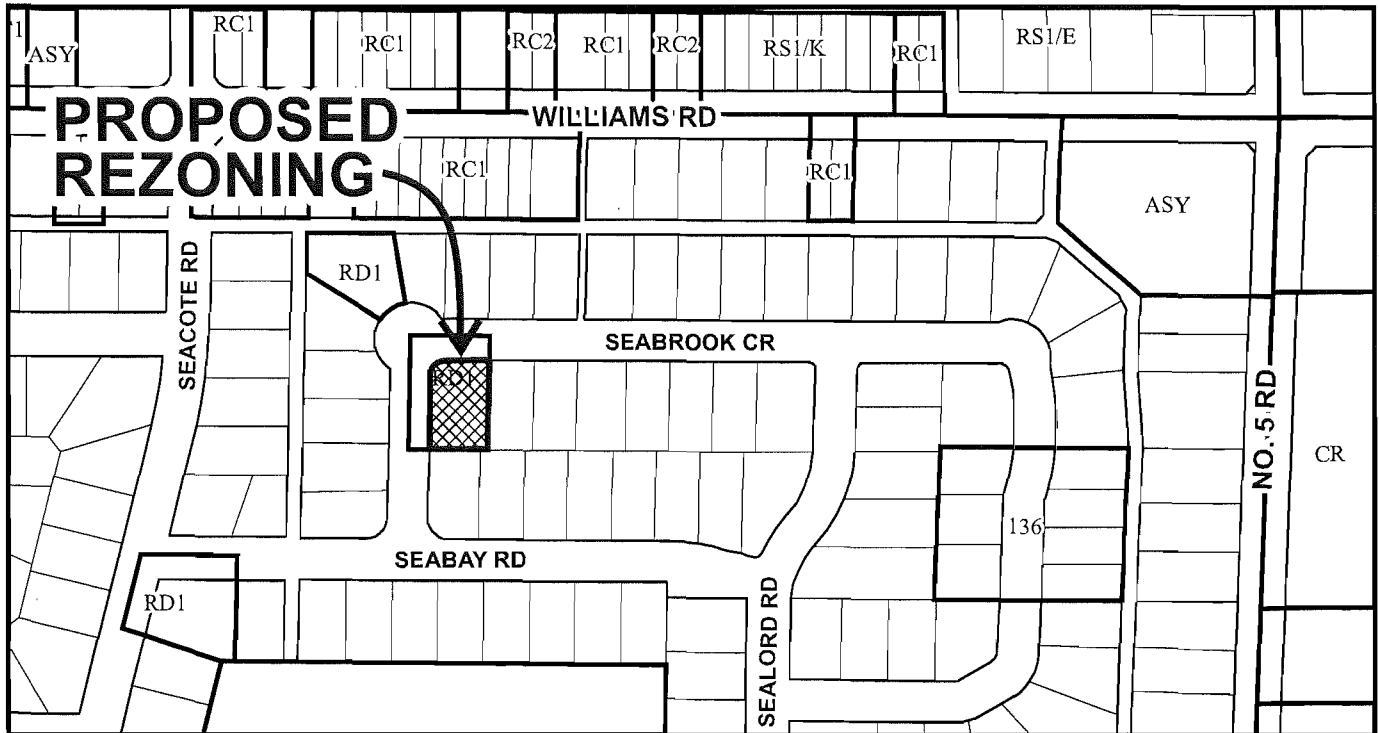
Cynthia Lussier  
Planning Technician  
(604-276-4108)

CL:blg

- Attachment 1: Location Map/Aerial Photo
- Attachment 2: Preliminary Subdivision Plan
- Attachment 3: Development Application Data Sheet
- Attachment 4: Lot Size Policy 5434
- Attachment 5: Proposed Tree Retention Plan
- Attachment 6: Preliminary Architectural Elevation Plans
- Attachment 7: Rezoning Considerations Concurrence



# City of Richmond



## RZ 13-650094

CNCL - 253

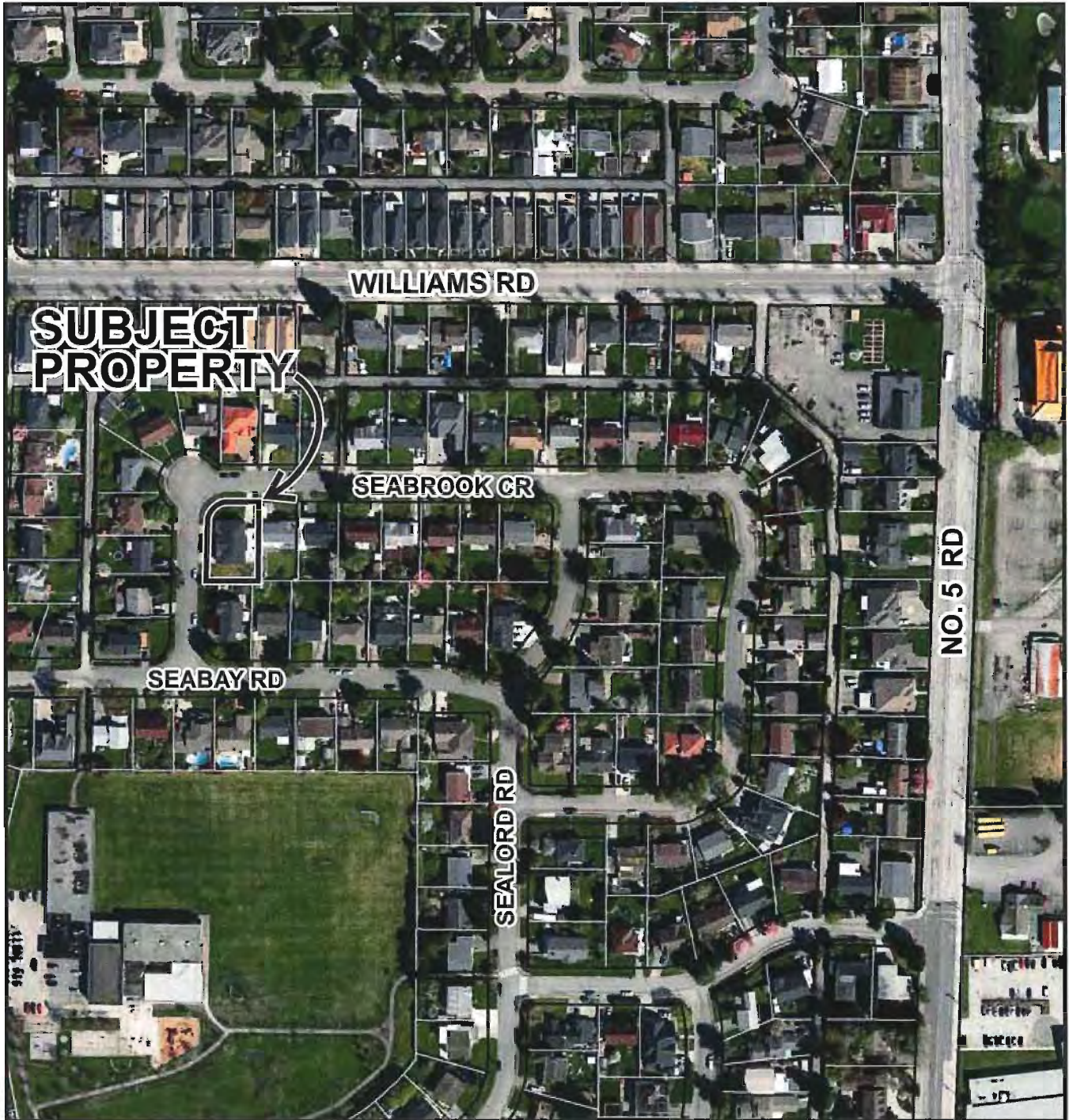
Original Date: 03/24/14

Revision Date:

Note: Dimensions are in METRES



City of  
Richmond



RZ 13-650094

Original Date: 03/24/14

Revision Date:

Note: Dimensions are in METRES

CNCL - 254

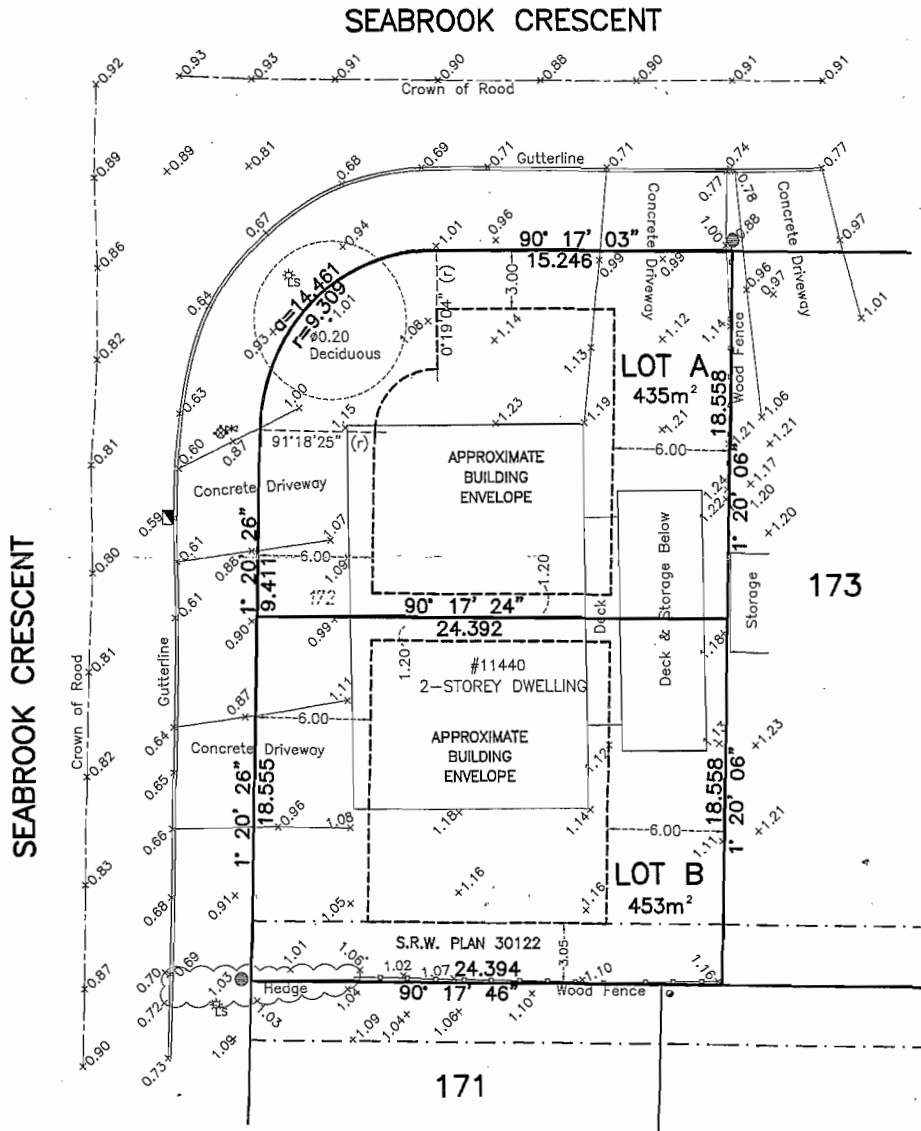
# TOPOGRAPHIC SURVEY OF LOT 172 SECTION 36 BLOCK 4 NORTH RANGE 6 WEST NEW WESTMINSTER DISTRICT PLAN 30121

#11440 SEABROOK CRESCENT,  
RICHMOND, B.C.  
P.I.D 002-524-503

SCALE: 1:250



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



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J. C. Tam and Associates  
Canada and B.C. Land Surveyor  
115 - 8833 Odlin Crescent  
Richmond, B.C. V6X 3Z7  
Telephone: 214-8928  
Fax: 214-8929  
E-mail: office@jctam.com  
Website: www.jctam.com  
Job No. 5305  
FB-236 P48  
Drawn By: TH

## LEGEND:

- denotes power pole
- ⊙ denotes round catch basin
- denotes catch basin
- ⋈ denotes water valve
- ⬠ denotes fire hydrant
- LS denotes lamp standard

## NOTE:

Elevations shown are based on City  
of Richmond HPN Benchmark network.  
Benchmark: HPN #191,  
Control Monument 02H2453  
Located at S edge traffic island  
at River Road & Seabrook Crescent  
Elevation = 1.664 metres

**CERTIFIED CORRECT:**  
LOT DIMENSION ACCORDING TO  
FIELD SURVEY.

*Johnson C. Tam*  
JOHNSON C. TAM, B.C.L.S.

**CNCL 255**





**RZ 13-650094**

**Attachment 3**

Address: 11440/11460 Seabrook Crescent

Applicant: Kulwant K. Bhullar

Planning Area(s): Shellmont

	Existing	Proposed
<b>Owner:</b>	Kulwant Kaur Bhullar	To be determined
<b>Site Size (m<sup>2</sup>):</b>	888 m <sup>2</sup> (9,558 ft <sup>2</sup> )	Proposed north lot – 435 m <sup>2</sup> (4,682 ft <sup>2</sup> ) Proposed south lot – 453 m <sup>2</sup> (4,876 ft <sup>2</sup> )
<b>Land Uses:</b>	One (1) two-unit dwelling	Two (2) single detached dwellings
<b>OCP Designation:</b>	Neighbourhood Residential	No change
<b>Zoning:</b>	"Two-Unit Dwellings (RD1)"	"Single Detached (RS2/C)"

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max. 0.55	Max. 0.55	none permitted
Lot Coverage – Building:	Max. 45%	Max. 45%	none
Lot Size (min. dimensions):	360 m <sup>2</sup>	435 m <sup>2</sup> to 453 m <sup>2</sup>	none
Setback – Front & Rear Yards (m):	Min. 6 m	Min. 6 m	none
Setback – Interior Side Yard (m):	Min. 1.2 m	Min. 1.2 m	none
Setback – Exterior Side Yard (m):	Min. 3 m	Min. 3 m	none
Height (m):	2 ½ storeys	2 ½ storeys	none

Other: Tree replacement compensation required for loss of bylaw-sized trees.



# City of Richmond

# Policy Manual

Page 1 of 2

Adopted by Council: February 19, 1990  
 Amended by Council: November 18, 1991  
 Amended by Council: October 16, 2006

**POLICY 5434**

File Ref:

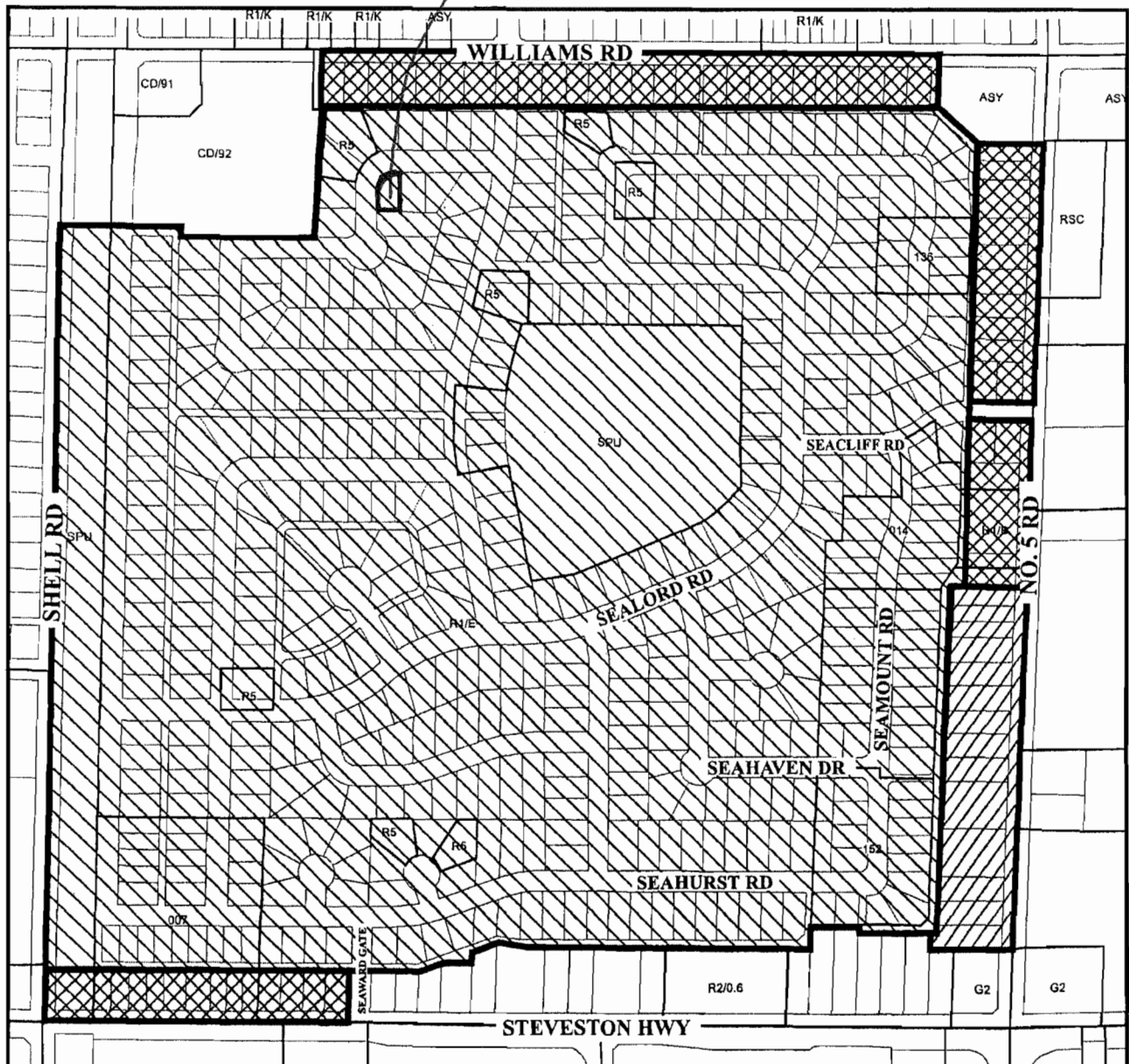
SINGLE-FAMILY LOT SIZE POLICY IN QUARTER-SECTION 36-4-6

**POLICY 5434:**

The following policy establishes lot sizes in a portion of Section 36-4-6, within the area bounded by **Steveston Highway, Shell Road, No. 5 Road, and Williams Road**:

1. That properties within the area bounded by Shell Road, Williams Road, No. 5 Road, and Steveston Highway, in a portion of Section 36-4-6, be permitted to subdivide in accordance with the provisions of Single-Family Housing District (R1/E), with the exception that:
  - a) Properties fronting on Williams Road from Shell Road to No. 5 Road, properties fronting on Steveston Highway from Seaward Gate to Shell Road, and properties fronting on No. 5 Road from Williams Road to approximately 135 m south of Seacliff Road to rezone and subdivide in accordance with the provisions of Single-Family Housing District (R1-0.6) or Coach House District (R/9) provided that vehicle accesses are to the existing rear laneway only. Multiple-family residential development shall not be permitted in these areas.
  - b) Properties fronting on No. 5 Road from Steveston Highway to approximately 135 m south of Seacliff Road be permitted to subdivide in accordance with the provisions of Single-Family Housing District, Subdivision Area B (R1/B) provided that vehicle accesses are to the existing rear laneway only.
2. This policy, as shown on the accompanying plan, is to be used to determine the disposition of future rezoning applications in this area, for a period of not less than five years, unless changed by the amending procedures contained in the Zoning and Development Bylaw.

SUBJECT SITE



Subdivision permitted as per **R1/E** (18 m wide lots)



Subdivision permitted as per **R1-0.6 or R/9**  
(access to lane only) (No Multiple-family residential development  
is permitted.



Subdivision permitted as per **R1/B**



## Policy 5434 Section 36-4-6

Adopted Date: 02/19/1990

Amended Date: 11/18/1991  
10/16/2006



# TOPOGRAPHIC SURVEY OF LOT 172 SECTION 36 BLOCK 4 NORTH RANGE 6 WEST NEW WESTMINSTER DISTRICT PLAN 30121

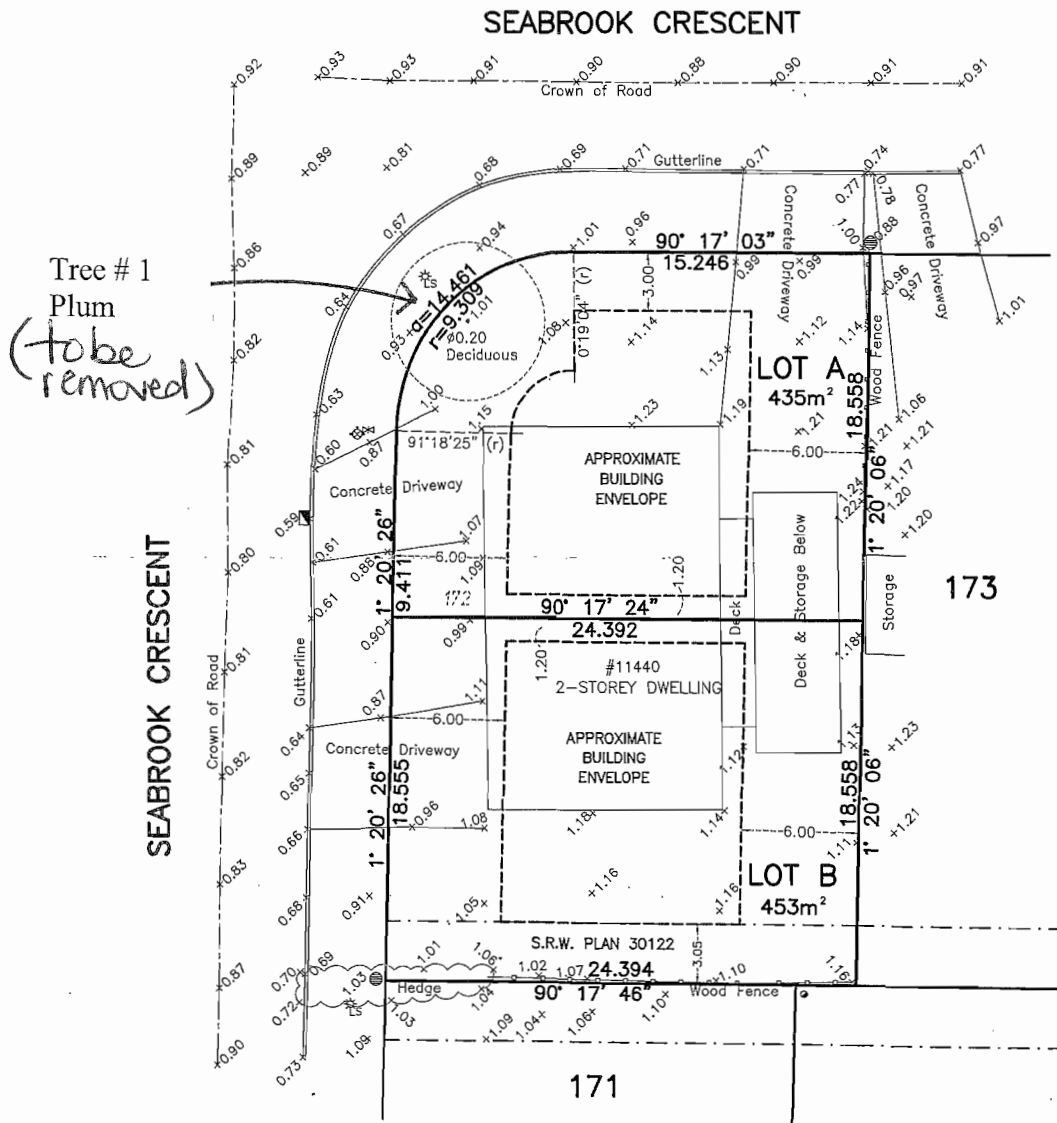
#11440 SEABROOK CRESCENT,  
RICHMOND, B.C.  
P.I.D. 002-524-503



SCALE: 1:250

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

Proposed  
Tree Retention  
Plan



## Suitable Replacement Trees

- Cornelian Cherry (*Cornus mas*)
- Weeping Nootka Cypress (*Chamaecyparis nootkatensis pendula*)
- Pacific Dogwood (*Cornus nuttalli*)
- Paper Birch (*Betula papyrifera*)

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115 - 8833 Odlin Crescent  
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Telephone: 214-8928  
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E-mail: office@jctam.com  
Website: www.jctam.com  
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FB-236 P48  
Drawn By: TH

## LEGEND:

- denotes power pole
- denotes round catch basin
- denotes catch basin
- denotes water valve
- denotes fire hydrant
- LS denotes lamp standard

## NOTE:

Elevations shown are based on City  
of Richmond HPN Benchmark network.  
Benchmark: HPN #191,  
Control Monument 02H2453  
Located at S edge traffic island  
© Riverside Dr. & Featherstone Way  
Elevation 1.00 Metres

**CERTIFIED CORRECT:**  
LOT DIMENSION ACCORDING TO  
FIELD SURVEY.

*Johnson C. Tam*  
JOHNSON C. TAM, B.C.L.S.  
SEPTEMBER 27th, 2013

DWG No. 5305-TOPO

CNCL 259

NTS

Preliminary  
Elevation Plans  
- Corner lot -



WEST ELEVATION

CNCL - 260

Note: all plans  
at Building Permit  
stage must comply  
with City Regulations



NORTH ELEVATION



## Rezoning Considerations

Development Applications Division  
6911 No. 3 Road, Richmond, BC V6Y 2C1

**Address:** 11440/11460 Seabrook Crescent

**File No.:** RZ 13-650094

**Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9133, the applicant is required to complete the following:**

1. Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any on-site works conducted within the tree protection zone of the trees to be retained. The Contract should include the scope of work to be undertaken, including: the proposed number of site monitoring inspections, and a provision for the Arborist to submit a post-construction assessment report to the City for review.
2. Submission of a Landscape Plan for the proposed corner lot prepared by a Registered Landscape Architect (to the satisfaction of the Director of Development), along with a Landscape Security based on 100% of the cost estimate prepared by the Registered Landscape Architect (including trees, any fencing, paving surfaces, and installation costs). The Landscape Plan must address the following items:
  - Include two (2) trees proposed by the applicant (minimum 6 cm calliper or 3.5 m high conifer);
  - All front yard and exterior side yard areas must be planted with a variety of suitable native and non-native species and a combination of lawn, flower beds, flowering shrubs and ground cover to provide seasonal interest and water permeability. Suitable trees include Cornelian Cherry (*Cornus mas*), Weeping Nootka Cypress (*Chamaecyparis nootkatensis pendula*), Pacific Dogwood (*Cornus nuttalli*), and Paper Birch (*Betula papyrifera*). (Note: continuous hedges are not permitted in the front and exterior side yards)
  - If individual shrubs are proposed in the front and exterior side yards, they must be of a low height that will not exceed 1.2 m at maturity, and must be located behind any fencing that is proposed.
  - If fencing is proposed in the front and exterior side yards, it must be limited to a maximum height of 1.2 m (4 ft.), must be picket, wicket or post-rail rather than solid panel, and should be setback from the front and exterior lot lines if possible. If fencing is proposed, it should incorporate flower beds, flowering shrubs and other low-lying landscaping to provide improved articulation.
3. Submission of a Landscaping Security in the amount of \$1,000 (\$500/tree) to ensure that two (2) trees are planted and maintained on the proposed south lot (minimum 6 cm calliper or 3.5 m high conifer).
4. Discharge of the existing covenant registered on title of the subject lot, which restricts the use of the property to a duplex (i.e., BE036856).
5. Registration of a flood indemnity covenant on title of the subject lot.
6. Registration of a legal agreement on title to ensure that the building design for the proposed corner lot at future development stage is generally consistent with the preliminary architectural plans of the proposed building elevations included as **Attachment 6** to this report.
7. Registration of a legal agreement on title of the subject lot to ensure that no final Building Permit inspection is granted until a secondary suite is constructed on one (1) of the two (2) future lots, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.

**Note:** Should the applicant change their mind about the Affordable Housing option selected prior to final adoption of the Rezoning Bylaw, the City will accept a voluntary contribution of \$1.00 per buildable square foot of the single-family developments (i.e. \$5,257) to the City's Affordable Housing Reserve Fund in-lieu of registering the legal agreement on Title to secure a secondary suite.

**At Subdivision\* and Building Permit\* stage, the applicant must complete the following:**

- Payment of servicing costs and pre-payment of the current year's property taxes;
- Construction of a sanitary sewer connection complete with an inspection chamber within the City boulevard along the west side of the subject site, from the common property line of the proposed lots to the south property line, and connect to the existing sanitary sewer.
- Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Division at 604-276-4285.

**Note:**

- \* This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- 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

---

Date



**Richmond Zoning Bylaw 8500  
Amendment Bylaw 9133 (RZ 13-650094)  
11440/11460 Seabrook Crescent**

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

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **"SINGLE DETACHED (RS2/C)"**.

P.I.D. 002-524-503

Lot 172 Section 36 Block 4 North Range 6 West New Westminster District Plan 30121

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 9133"**.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER REQUIREMENTS SATISFIED

ADOPTED

\_\_\_\_\_  
MAYOR

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

CITY OF RICHMOND
APPROVED by <i>BL</i>
APPROVED by Director or Solicitor <i>ml</i>



# City of Richmond

## Report to Committee Planning and Development Department

**To:** Planning Committee

**Date:** April 10, 2014


**From:** Wayne Craig  
Director of Development

**File:** RZ 12-610011

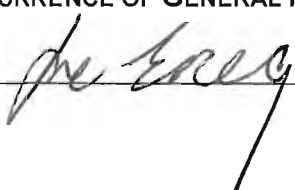
**Re:** Application by Pinnacle International (Richmond) Plaza Inc. for Rezoning at 3200, 3220, 3240, 3300, and 3320 No. 3 Road and 3171, 3191, 3211, 3231, 3251, 3271, 3291, 3331, and 3371 Sexsmith Road from "Single Detached (RS1/F)" to "Residential/Limited Commercial and Artist Residential Tenancy Studio Units (ZMU25) - Capstan Village (City Centre)" and "School & Institutional Use (SI)"

### Staff Recommendation

1. That Richmond Zoning Bylaw 8500, Amendment Bylaw 9135, to amend the Richmond Zoning Bylaw 8500 to create "Residential/Limited Commercial and Artist Residential Tenancy Studio Units (ZMU25) - Capstan Village (City Centre)" and for the rezoning of 3200, 3220, 3240, 3300, and 3320 No. 3 Road and 3171, 3191, 3211, 3231, 3251, 3271, 3291, 3331, and 3371 Sexsmith Road from "Single Detached (RS1/F)" to "Residential/Limited Commercial and Artist Residential Tenancy Studio Units (ZMU25) - Capstan Village (City Centre)" and "School & Institutional Use (SI)", be introduced and given first reading.
2. That the Conceptual Parks Plan for the Neighbourhood Park, as described in the report, dated April 10, 2014, from the Director of Development, be approved.

  
Wayne Craig  
Director of Development

WC:spc  
Att.

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Arts, Culture & Heritage	<input checked="" type="checkbox"/>	
Affordable Housing	<input checked="" type="checkbox"/>	
Community Social Development	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Law	<input checked="" type="checkbox"/>	
Engineering	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	

## Staff Report

### Origin

Pinnacle International (Richmond) Plaza Inc. has applied to the City of Richmond for permission to rezone lands at 3200, 3220, 3240, 3300, and 3320 No. 3 Road and 3171, 3191, 3211, 3231, 3251, 3271, 3291, 3331, and 3371 Sexsmith Road from "Single Detached (RS1/F)" to "Residential/Limited Commercial and Artist Residential Tenancy Studio Units (ZMU25) - Capstan Village (City Centre)" and "School & Institutional Use (SI)" to permit the construction of a four-phase, high-rise, high density, mixed use development and City park in the City Centre's Capstan Village area (Attachments 1 & 2). The proposed rezoning is consistent with City Centre Area Plan (CCAP) policy for Capstan Village (Attachment 3) and includes the following key features:

- a) A combined total floor area of 126,575 m<sup>2</sup> (1,362,491 ft<sup>2</sup>) in the development's four phases, including:
  - 98,008 m<sup>2</sup> (1,054,984 ft<sup>2</sup>) of residential; and
  - 28,567 m<sup>2</sup> (307,507 ft<sup>2</sup>) of hotel, retail, office, and public amenity uses;
- b) Approximately 1,128 dwelling units (to be confirmed through the Development Permit review and approval process for each of the subject development's four phases), including:
  - +/- 1,048 market units;
  - +/- 63 affordable housing units secured with a Housing Agreement, as per standard City policy (i.e. 5% of residential floor area); and
  - 17 subsidized affordable housing units for professional artists secured with a Housing Agreement (in addition to the 5% affordable housing provided with respect to standard City policy);
- c) Early Childhood Development (ECD) Hub, constructed at the developer's sole cost to a turnkey level of finish, including 1,428 m<sup>2</sup> (15,376 ft<sup>2</sup>) of indoor space for child care for 81 children and community amenity services, together with outdoor play space;
- d) 10,199 m<sup>2</sup> (2.52 ac) of park and public open space, constructed at the developer's sole cost, including:
  - 6,715 m<sup>2</sup> (1.66 ac) City-owned neighbourhood park adjacent to the future location of the Capstan Canada Line Station;
  - 1,674 m<sup>2</sup> (0.41 ac) of additional City-owned park space along the No. 3 Road frontage of the development site; and
  - 1,810 m<sup>2</sup> (0.45 ac) of publicly-accessible trails and greenways.
- e) Public art; and
- f) Road network and engineering improvements, including the extension of Hazelbridge Way.

### Findings of Fact

A Development Application Data Sheet providing details about the development proposal is attached (Attachment 4), together with Conceptual Development Plans (Attachment 5).



**Surrounding Development**

- To the North: Sea Island Way, a designated Provincial highway, and highway-oriented commercial properties designated for future development with high-rise, high density, hotel, office, and accessory retail uses.
- To the East: Sexsmith Road and a transitional area (mostly vacant) designated for medium/high density residential development and a neighbourhood park, including the recently rezoned, 5-phase “Concord Gardens” development (RZ 06-349722) and the former Translink park-and-ride lot.
- To the South: Abutting the subject site is 8677 Capstan Way, a smaller property owned by the subject developer, Pinnacle International, which was recently rezoned to “Residential / Limited Commercial (RCL4)” to permit a 200-dwelling, high-rise development (RZ 10-544729 / DP 12-604012). South of that lies Capstan Way, low density commercial uses zoned “Auto Oriented Commercial (CA)” and designated for high-rise, high density, mixed use development, and the recently approved, 3-phase, Polygon “Avanti” development zoned “High Rise Apartment (ZHR 12) Capstan Village (City Centre)” (RZ 11-59198 / DP 12-612510).
- To the West: No. 3 Road and low density, automobile-oriented commercial uses that are currently subject to a rezoning application by Yuanheng Seaside Developments for high-rise, high density, residential, hotel, retail, office, and public amenity uses (RZ 12-603040).

**Related Policies & Studies**

Development of the subject site is affected by the City Centre Area Plan (CCAP) and other City policies (e.g., affordable housing). An overview of these considerations, together with the developer’s proposed response, is provided in the “Staff Comments” and “Analysis” sections.

**Consultation**

- a) Neighbouring Properties (Orphaned Lot): The area bounded by No. 3 Road, Sea Island Way, Sexsmith Road, and Capstan Way is comprised of the subject site, Pinnacle International’s approved 200-unit residential project at 8677 Capstan Way (RZ 10-544729 / DP 12-604012), and four lots owned by Concord Pacific (Attachment 6), including:
- Two contiguous lots forming a large site at the corner of No.3 Road and Capstan Way designated for high density, mixed use development and the future extension of Hazelbridge Way;
  - One small lot fronting No. 3 Road designated for park (and included on the City’s Development Cost Charge program for park acquisition and construction); and
  - One small lot at the corner of Sea Island Way and Sexsmith Road designated for high density, mixed use development.

Concord was consulted both during the rezoning of Pinnacle’s site at 8677 Capstan Way and the subject rezoning review regarding possible ways to improve development coordination between their lands and those of Pinnacle (e.g., consolidation), but Concord indicated that any such action would be premature. In light of this, based on staff’s review of alternative conceptual development options prepared by Pinnacle for Concord’s lands, staff concluded

that Concord's large site can reasonably be developed in a manner consistent with the CCAP (regardless of the future extension of Hazelbridge Way), but its small lot at the Sea Island Way/Sexsmith Road corner is considered to be "orphaned" because it cannot achieve the density permitted under the CCAP with a stand-alone project. Based on this, staff recommend and Pinnacle has agreed that, prior to rezoning adoption, a "no development" covenant will be registered restricting Development Permit issuance for Pinnacle's proposed lot located adjacent to the "orphaned" lot until:

- Pinnacle's proposed adjacent lot is consolidated with the "orphaned" lot;
- Concord transfers the density from the "orphaned" lot to another Capstan Village location (e.g., Concord's large site at the corner of No. 3 Road and Capstan Way), as permitted under CCAP policy (i.e. a comprehensively planned "development site" may be comprised of non-contiguous properties); OR
- If neither of the above options prove to be feasible for reasons of timing or otherwise, through the DP design review and approval processes for Pinnacle's lot, additional legal agreements are registered and features are incorporated into the design to facilitate the future development of the "orphaned" lot to the City's satisfaction (e.g., shared vehicle access and service uses, off-site parking, land set aside for possible future consolidation).

b) Advisory Design Panel (ADP): Due to the complexity and prominence of the proposed development, the subject rezoning application was considered on a preliminary basis at the ADP meeting on February 19, 2014 (Attachment 7). The Panel members commended the developer's team on a well-considered, well-presented project and were supportive of the application moving forward to Planning Committee. Some issues identified by ADP members for attention on a phase-by-phase basis at Development Permit stage include:

- **Architecture**: Design development with respect to tower expression, sunlight penetration to podium courtyards, streetscape expression and related features of the Early Childhood Development (ECD) Hub and ARTS units, and colour palette;
- **Landscape**: Design development with respect to opportunities for a unique urban environment, special landscape opportunities (e.g., urban forest), and enhanced pedestrian access to/from the future Capstan Canada Line Station; and
- **Sustainability**: A more detailed energy strategy including, if possible, higher performance.

c) School District and Vancouver International Airport: City policies regarding consultation with the Richmond School District No. 38 and Vancouver International Airport only apply to rezoning applications proposing an amendment to the Official Community Plan (OCP) or an Area Plan. As the subject rezoning application is consistent with the OCP and City Centre Area Plan (CCAP), no consultation with these parties is required. (Note that, as a courtesy, information regarding the subject rezoning will be provided to both parties for information purposes only.)

d) Ministry of Transportation and Infrastructure (MOTI): As the subject site is within 800 m of a Provincial highway (i.e. Sea Island Way), the rezoning application was referred to MOTI. Preliminary approval was granted for one year as of March 19, 2014. Final approval will include a review of the Servicing Agreement design, as indicated in the attached Rezoning Considerations (Attachment 8).

**Public Input**

Signage is posted on-site to notify the public of the subject rezoning application. At the time of writing this report, no correspondence regarding the application had been received. The statutory Public Hearing will provide local property owners and other interested parties with opportunity to comment on the application.

**Staff Comments**

Based on staff's review of the subject application, including the developer's engineering capacity analysis, preliminary Transportation Impact Analysis (TIA), conceptual park design, and affordable housing proposal, staff are supportive of the subject rezoning, provided that the developer fully satisfies the Rezoning Considerations set out in Attachment 8. In addition, staff note the following:

- a) Neighbourhood Park Design: The City Centre Area Plan (CCAP) requires that the developer provides for the establishment of a new Neighbourhood Park along the No. 3 Road frontage of the subject rezoning site. The developer's proposed voluntary Neighbourhood Park (land and construction) contribution is approximately 0.67 ha (1.66 ac) in size and strategically located next to the proposed future Capstan Canada Line Station, making it an important feature of the downtown's expanding open space network. The Conceptual Parks Plan for the subject rezoning site, including the proposed Neighbourhood Park, together with trails, greenways, and related public open space features, was developed in consultation between Richmond Parks staff and the developer. (Attachment 8, Schedule I)

In brief, the Neighbourhood Park is envisioned as:

- An "urban square" providing an all-season, all-weather, 24/7, open space focus for the local community inviting people to gather, socialize, relax, play, eat, and pass through;
- An outdoor community venue for public art and related activities supportive of City Centre Area Plan (CCAP) objectives for Capstan Village's establishment as a focus for the arts; and
- A flexible, child-friendly public open space accommodating a variety of regular and special events and programs in an environment that is safe and welcoming;
- A combination of hard surface plazas, lawn, trees, decorative plantings, water features (e.g., water play, drinking fountain), varied seating opportunities (e.g., benches, seating walls, picnics tables, movable chairs), weather protected areas and features (e.g., for rain, wind, sun), play equipment, and infrastructure for events, performances, activities, and displays (e.g., power sources, lighting, temporary shelter); and
- An integrated urban open space, the design and use of which are coordinated with and complementary to public use and enjoyment of the proposed future Capstan Canada Line Station, fronting pedestrian-oriented commercial uses, nearby residential, and local community amenities (e.g., the developer's proposed Early Childhood Development Hub and Artist Residential Tenancy Studio (ARTS) units).

The implementation of the proposed Conceptual Parks Plan and the developer's voluntary contributions proposed as part of the subject rezoning application are an important step towards establishing public open space amenities critical to the livability of Capstan Village and a robust

public open spaces network for all City Centre residents. To date, public consultation has not been sought with respect to the Conceptual Parks Plan or its initial phase of implementation. Public consultation will be undertaken with respect to future phases of park and open space design and construction as opportunities arise (e.g., in coordination with Canada Line station design review).

As part of the subject rezoning application staff are seeking Council's approval of the Conceptual Parks Plan for the Neighbourhood Park. (Attachment 8, Schedule I)

## Analysis

Pinnacle International has made application to rezone a 4.26 ha (10.5 ac) site in Capstan Village, comprised of 14 single family lots (all of which are vacant, with the exception of an existing sales centre), to permit the construction of a four-phase, high-rise, high density, mixed use development containing +/-1,128 dwellings and 28,567 m<sup>2</sup> (307,507 ft<sup>2</sup>) of hotel, retail, office, and public amenity uses, together with City park space. The City Centre Area Plan (CCAP) designates the subject site and the surrounding area for pedestrian/transit-oriented, medium and high density, residential and mixed-use development, with an emphasis on projects that support City objectives for funding the construction of the future Capstan Canada Line Station and the area's growth as the hub of a new "arts district". The subject rezoning is notable for being the fourth application proposing to contribute funding towards Capstan Station's construction and for facilitating the establishment of a new neighbourhood park, Early Childhood Development (ECD) Hub, and subsidized housing for professional artists (over and above the City's standard affordable housing policy). This, together with the subject development's large size and "gateway" location near the busy No. 3 Road/Sea Island Way intersection and proposed Canada Line station, will make it an important part of the emerging Capstan Village area. Moreover, staff's review of the subject application shows it to be consistent with City policy and supportive of CCAP objectives for Capstan Village, as per the following.

- a) **Capstan Canada Line Station:** The CCAP's Capstan Station (density bonus) funding strategy seeks to raise approximately \$25 million for the construction of the Capstan Canada Line Station by providing a 0.5 floor area ratio (FAR) residential density bonus to Capstan Village developer's who voluntarily contribute towards the Capstan Station Reserve at a rate of \$7,800 per dwelling unit (September 2010 rate, to be adjusted annually as per the Consumer Price Index). Based on a City agreement with TransLink, construction of the station is expected to begin within 15 years if adequate funding can be secured. The subject development is consistent with Richmond's station funding strategy in regard to voluntary developer contributions to the Capstan Station Reserve, together with requirements for the developer's provision of additional public open space and a transit-oriented transitional parking strategy, as follows:

- **Estimated Capstan Station Reserve Contribution:** As per City policy, the developer proposes to voluntarily contribute approximately \$8,798,400 towards station construction (secured through "no build" covenants on title), to be paid on a phase-by-phase basis to the Capstan Reserve prior to Building Permit issuance, as follows:

Phase	Lot	No. of Dwelling Units <i>Estimate to be confirmed at Building Permit stage</i>	Capstan Station Reserve Voluntary Contribution <i>* Preliminary estimate based on \$7,800/unit</i>
1	1	405	\$3,159,000
2	2	451	\$3,517,800
3	3	181	\$1,411,800

Phase	Lot	No. of Dwelling Units <i>Estimate to be confirmed at Building Permit stage</i>	Capstan Station Reserve Voluntary Contribution <i>* Preliminary estimate based on \$7,800/unit</i>
4	4	91	\$709,800
<b>TOTAL</b>		<b>1,128</b>	<b>\$8,798,400</b>

\* September 2010 rate. Actual applicable rates shall be determined, on a phase-by-phase basis, as per the Zoning Bylaw in effect at the time of Building Permit\* approval.

- **Transit-Adaptive Parking Strategy:** The Zoning Bylaw requires that, prior to the Capstan Canada Line Station being operational, all Capstan Village developments must include parking strategies that satisfy higher “Parking Zone 2” requirements at their initial stages and, through subsequent phases, transition towards lower “Parking Zone 1” requirements. The developer proposes to comply with this Bylaw requirement by:
  - Over-supplying (99) parking spaces at Pinnacle International’s approved residential project at 8677 Capstan Way (DP 12-604012) in anticipation of sharing with Phase 1 of the subject development (i.e. as per legal agreements registered on title);
  - Over-supplying parking in the subject development’s first phase in the form of a 250-space commercial parking facility, including 125 spaces secured through legal agreement for general public use, and utilizing that extra parking to facilitate a:
    - 50% reduction in visitor parking for each of the project’s four phases (i.e. as per existing Zoning Bylaw shared parking provisions); and
    - 250 space reduction in commercial parking for the project’s final phase (i.e., 250 of the total parking spaces required in the final phase are pre-built in the first phase); and
  - Incorporating Transportation Demand Management (TDM) measures to reduce the total number of parking spaces required on the subject site phases (i.e. as per existing Zoning Bylaw provisions allowing for reductions of up to 10%), including the developer’s voluntary contribution of the following:
    - 6 car-share parking spaces, equipped with 2 electric vehicle (EV) quick-charge (240 V) charging stations, within the public parking facility;
    - Cash-in-lieu (\$280,000) for transit shelters and pedestrian mobility enhancements (e.g., special crossings), as determined to the sole satisfaction of the City;
    - 2 City-owned EV quick-charge (240 V) charging stations for public use along the dedicated north-south street near the proposed neighbourhood park; and
    - Street frontage improvements adjacent to all proposed parks.

Land Use	Rate*	Phase				Total
		1	2	3	4	
<b>Residential</b>	<b>Varies</b>	<b>473</b>	<b>529</b>	<b>210</b>	<b>105</b>	<b>1,317</b>
• ARTS Units (17)	0.81/unit	14	0	0	0	14
• Affordable Units (+/-63)	0.81/unit	11	12	19	10	52
• Market (+/-1,048)	1.00/unit	375	436	158	79	1,048
• Visitor (+/-1,128 units)	0.18/unit	73	81	33	16	203
<b>Non-Residential</b>	<b>Varies</b>	<b>-</b>	<b>41</b>	<b>-</b>	<b>577</b>	<b>618</b>
• ECD Hub	32 required	-	32	-	0	32
• Retail (Levels 1 & 2)	3.38/100 m <sup>2</sup>	-	9	-	84	93

Land Use	Rate*	Phase				Total
		1	2	3	4	
· Office (Above Level 2)	2.30/100 m <sup>2</sup>	-	0	-	455	455
· Hotel (+/-100 rooms)	0.38/room	-	0	-	38	38
<b>SUB-TOTAL</b>	<b>Varies</b>	<b>473</b>	<b>570</b>	<b>210</b>	<b>682</b>	<b>1,935</b>
· Commercial/Public Parking Facility	-	+250	-	-	-	+250
· Commercial parking reduction	-	-	-	-	-250	-250
· 50% resident visitor parking reduction	-	-36	-40	-16	-8	-100
· Shared parking pre-built through DP 12-604012**	-	-99	-	-	-	-99
<b>TOTAL REQUIREMENT</b>	<b>Varies</b>	<b>588</b>	<b>530</b>	<b>194</b>	<b>424</b>	<b>1,736</b>

\* Based on "Parking Zone 1" and incorporating 10% Transportation Demand Management (TDM) reductions, except with respect to market resident parking (as per the proposed ZMU25 zone).

\*\* Pinnacle's approved residential project at 8677 Capstan Way over-supplied parking (99 spaces secured with a legal agreement) in anticipation of sharing with Phase 1 of the subject development.

- **Public Open Space Contribution:** As per the Capstan Station Bonus (CSB) policy and at no cost to Richmond, the developer proposes to voluntarily transfer 0.68 ha (1.683 ac) of land to the City in a combination of fee simple lots and statutory right-of-ways for public open space use at a rate of 5.74 m<sup>2</sup>/ dwelling unit (Attachment 8, Schedule C). The land transferred will, in part, be consolidated with lands being transferred to the City by the developer for neighbourhood park purposes (see below) and will be designed and constructed at the developer's sole cost as generally shown in the Conceptual Parks Plan (Attachment 8, Schedule I). As per the Capstan Station Bonus policy and the development's proposed site specific zone, "Residential/Limited Commercial and Artist Residential Tenancy Studio Units (ZMU25) - Capstan Village (City Centre)", the developer will be able to calculate buildable floor area on the lands transferred to the City, including the fee simple portion. (Note that neither the proposed land transfer nor its design/construction for park purposes is identified on the City's Development Cost Charge (DCC) program, so these items will not be eligible for DCC credits.)

Capstan Station Bonus (CSB) Public Open Space Features*		CSB Voluntary Public Open Space Contribution**	
		Fee Simple	SRW
A.	Neighbourhood Park (excluding DCC park)	3,326 m <sup>2</sup> (0.82 ac)	nil
B.	No. 3 Road Greenway	1,674 m <sup>2</sup> (0.41 ac)	nil
C.	Sea Island Greenway (Lot 4 SRW)	nil	670 m <sup>2</sup> (0.17 ac)
D.	Neighbourhood Park Trail (Lot 4 SRW)	nil	503 m <sup>2</sup> (0.12 ac)
E.	Mid-Block Trail (Lot 1 SRW)	nil	637 m <sup>2</sup> (0.16 ac)
Sub-Total		5,000 m <sup>2</sup> (1.23 ac)	1,810 m <sup>2</sup> (0.45 ac)
<b>TOTAL</b>		<b>6,810 m<sup>2</sup> (1.68 ac)</b>	

\* CSB public open space features are NOT eligible for Development Cost Charge (DCC) credits for park acquisition or park development; however, as per CCAP policy and the proposed ZMU25 zone, the developer may use the area of CSB public open space features for density calculation purposes.

\*\* The developer must provide public open space in compliance with the provisions of the proposed ZMU25 zone. If the combined total number of dwellings on Lots 1, 2, 3, and 4 exceeds 1,186, additional public open space shall be required. (No adjustment shall be made if the number of dwellings is less than 1,186.)

- b) Neighbourhood Park: The CCAP proposes that the neighbourhood park needs of Capstan Village's anticipated residents, workers, and visitors are served through the establishment of a network of small parks (i.e. one within each quarter of a quarter-section), each of which is to have a distinct, yet complementary, program of uses and related features. Based on this, the subject development is required to provide for 0.34 ha (0.84 ac) of one such park (i.e. 72% of the designated neighbourhood park in the affected quarter of a quarter-section, based on the proportion of land owned by the developer within that area), which park is intended for a combination of socializing, children's play, gathering, passive recreation, and transit plaza-related activities (e.g., seating, food vendors, buskers). This space will be consolidated with a portion of the park land the developer proposes to transfer to the City with respect to the Capstan Station Bonus (described above) to provide for a combined effective neighbourhood park space of 0.67 ha (1.66 ac). (Note: The remaining 28% of the CCAP designated neighbourhood park (i.e. 0.33 ac / 0.13 ha) will be secured through the City's standard rezoning processes with respect to the remaining properties within the affected quarter of a quarter-section, all of which belong to a single owner, as shown in Attachment 6).

Prior to rezoning adoption, the subject developer will enter into a Servicing Agreement for the design and construction of the neighbourhood park, together with the contiguous lands that the developer proposes to transfer to the City with respect to the Capstan Station Bonus policy, as generally illustrated in the Conceptual Parks Plan (Attachment 8, Schedule I). In brief, this will include:

- **East portion**: Permanent improvements across approximately 50% of the park (adjacent to the proposed north-south street), including site preparation, raising the finished grade of the park to meet that of the proposed north-south street, pedestrian paths and plaza areas, lighting, site furniture, play features, lawn, planting, trees, rain garden and/or alternate eco-amenity features, and related infrastructure and features; and
  - **West portion** - Temporary improvements across approximately 50% of the park (adjacent to No. 3 Road and the future Canada Line station), including grading and site preparation, a lawn for informal play, pathways, and related features and furnishings. (Permanent park improvements are discouraged in this location until they can be coordinated with the design and development of the transit station, Capstan Village's residential community is better established, and future residents are able to participate in the park planning process.)
- c) Village Centre Bonus (VCB) Amenity Contribution: The CCAP designates the portion of the subject site situated north of the proposed Hazelbridge Way extension as a VCB area for the purpose of encouraging voluntary developer contributions towards child care and other community amenities. The VCB permits a density bonus of 1.0 FAR for commercial uses only (i.e. no residential) if a developer constructs at least 5% of the bonus floor area as turnkey community amenity space to the City's satisfaction.

The subject developer proposes to take full advantage of the bonus commercial density made available through the VCB for retail, office, and hotel, most of which will be constructed in the development's final phase at the corner of No. 3 Road and Sea Island Way where it will enjoy a high degree of exposure to passing motorists and Canada Line riders and have good proximity to the future transit station and park amenities. In addition, the developer proposes to design and construct to a turnkey level of finish, at the developer's sole cost, 5% of the

project's maximum permitted VCB density bonus floor area as a 1,428 m<sup>2</sup> (15,376 ft<sup>2</sup>), City-owned (i.e. air space parcel), Early Childhood Development (ECD) Hub in the project's second phase. Staff are supportive of the developer's proposal because it is consistent with VCB policy and will make a significant contribution towards ensuring that the needs of Capstan Village's anticipated population will have convenient and timely access to important services. In brief, the developer's voluntary contribution will provide for:

- ***Early Childhood Development (ECD) Hub Goals:***

- To provide a one-stop service centre for families, providing them with supports including licensed child care for approximately 81 children, early childhood development programs, and family strengthening and wellness services.
- To help enhance children's readiness for school and help families connect with each other and access community services.
- To serve as a focal point for the emerging Capstan Village community.
- To assist in economic development by supporting working families.

- ***Project Management:*** Prior to adoption of the subject rezoning, a legal agreement shall be registered on title restricting Development Permit issuance for the development's second phase until the developer:

- Submits a voluntary cash-in-lieu contribution equivalent to 5% of the estimated construction value of the ECD Hub towards the City's project management costs;
- Submits an additional voluntary cash-in-lieu contribution equivalent to 10% of the estimated construction value of the ECD Hub for consultant costs (e.g., space programming, architecture, landscape, electrical, mechanical) if the developer requests and the City agrees (at the City's sole discretion) that the City will manage the design and construction of the facility's tenant improvements;
- Designs the 1,428 m<sup>2</sup> (15,376 ft<sup>2</sup>) ECD Hub to the satisfaction of the City, as generally described in the Early Childhood Development (ECD) Hub – Terms of Reference (Attachment 8, Schedule E) and providing for, among other things:
  - i. A functional, licensable, fully-finished child care facility including at least 836 m<sup>2</sup> (8,999 ft<sup>2</sup>) of indoor program space and at least 855 m<sup>2</sup> (9,203 ft<sup>2</sup>) of contiguous outdoor program (play) area located at the building's podium roof level (which shall not be situated higher than the fourth floor above finished grade);
  - ii. A fully finished "storefront space" of at least 465 m<sup>2</sup> (5,005 ft<sup>2</sup>) for early childhood, family support, and related programs, which space shall front onto and be directly accessible from the subject development's proposed north-south street and on-site parking designated for the exclusive use of the ECD Hub;
  - iii. Secure, dedicated vertical circulation connecting the child care level with the "storefront space", including a large elevator able to accommodate multi-passenger strollers; and
  - iv. Parking, bike storage, loading, garbage/recycling facilities, and related features secured for the exclusive use of the ECD Hub and its visitors, staff, guests, and related activities on a 24-hour/day basis, except as otherwise determined to the sole satisfaction of the City; and
- Enters into any and all legal agreements required to transfer the completed, turnkey ECD Hub facility to the City as an air space parcel and provide for its operation, in perpetuity, to the satisfaction of the City.



d) City Centre “Arts District”: The proposed development is situated within the CCAP’s designated “arts district”, the intent of which is to foster the growth of the arts in Richmond and the City Centre by encouraging the establishment of a focus for arts facilities, events, support services, studio spaces, and complementary uses and endeavours in a location offering strong regional linkages and proximity to the city’s rapidly growing downtown and public amenities. The subject development is consistent with the CCAP’s “arts district” policy, as follows:

- ***Outdoor Community Venue***: The proposed neighbourhood park and transit plaza are envisioned as a performance and celebration venue for Capstan Village. Park features proposed in regard to this objective may include, but are not be limited to, a stage, performance/gathering plaza, large lawn, public art, food service, special lighting, and audio/visual capabilities.
- ***Public Art***: As per City policy, Pinnacle proposes a voluntary developer contribution of at least \$879,653 towards public art (i.e. current City rate, but this will be adjusted on a phase-by-phase basis to reflect the rates in effect upon the date of Development Permit issuance). Prior to rezoning adoption, the developer shall prepare a Public Art Plan for the subject site and its immediate surroundings to the satisfaction of the City, including themes, costs, and, as appropriate, opportunities to coordinate public art projects within funding contributions from other sources (e.g., future developer contributions). As per the subject development’s Rezoning Considerations (Attachment 8), “no development” covenants shall be registered on title to restrict Development Permit issuance on a phase-by-phase basis until the developer enters into legal agreements and posts security to facilitate the implementation of the Plan to the satisfaction of the City.
- ***ARTS Units***: The subject development is the second in Capstan Village to propose affordable housing for professional artists (over and above Richmond’s standard affordable housing policy requirements) in the form of Artist Residential Tenancy Studio (ARTS) units. (The area’s first ARTS units are currently under construction as part of the initial phase of “Concord Gardens”, RZ 06-349722 / DP 12-611486.) Many practicing artists have low household earning potential and, just as with other household types, require affordable housing options; however, conventional housing may not be well suited to the special needs of those artists who work from home. The developer’s proposal is consistent with CCAP objectives for an emerging “arts district” in Capstan Village and offers the opportunity for Richmond and its arts community to benefit from an innovative housing option that marries the City’s successful affordable housing policy with a developer-funded model for the creation of arts-supportive residential studio dwellings. More specifically, the developer proposes to:
  - Provide 1,394 m<sup>2</sup> (15,000 ft<sup>2</sup>) of habitable space incorporating 17 ARTS units (i.e. 5 bachelor units, 7 one-bedroom units, and 5 two-bedroom units);
  - Locate the ARTS units at grade along the Hazelbridge Way and Sexsmith Road frontages of the development’s first phase where they will contribute to a lively streetscape and provide continuity with the ARTS units at “Concord Gardens”;
  - Design and construct the ARTS units to a turnkey level of finish, at the sole cost of the developer, to the satisfaction of the City;
  - Provide loft-style units with high ceilings, durable finishes, and flexible designs that are able to accommodate a broad range of arts uses (e.g., painting, pottery, dance,

- choreography, non-amplified music, composing, conducting, arranging, recording, writing, media arts, photography, printmaking, and carving);
- Retain ownership of the units and be solely responsible for their management;
  - Comply with City objectives for affordable (low end market rental) housing, as generally defined by the City's Affordable Housing Strategy and secured with a standard Housing Agreement, EXCEPT in addition:
    - i. At least one resident of each ARTS unit must satisfy the criteria of a "professional artist" (i.e. Canada Council defines this as a person who, among other things, has specialized training, is recognized by his/her peers, and has maintained an independent professional practice for at least three years); and
    - ii. The ARTS units shall be treated as bachelor units for the purposes of determining applicable maximum monthly unit rents and household incomes, regardless of actual unit size, configuration, number of bedrooms, or other features. This effectively makes the ARTS units "subsidized" housing because the minimum size of an ARTS unit is proposed to exceed that of a conventional bachelor unit in order to provide for necessary studio space.
- e) Affordable Housing: The subject developer proposes to provide approximately 80 affordable housing units, secured via a Housing Agreement(s) registered on title, including 63+ affordable (low end market rental) housing units as per the City's Affordable Housing (5%) Strategy, together with the 17 Artist Residential Tenancy Studio (ARTS) units described above.

The developer proposes to construct the 17 ARTS units in the project's first phase and entirety of the 1,428 m<sup>2</sup> (15,376 ft<sup>2</sup>) Early Childhood Development (ECD) Hub in the second phase. This creates a significant financial burden for the developer at the front end of the project. To help address this situation, the developer proposes to defer a portion of the project's standard affordable housing to its third and fourth phases. While this will result in those later phases containing more than 5% affordable housing, staff are supportive of the developer's proposal because:

- It will facilitate the early delivery of the Early Childhood Development (ECD) Hub (i.e. well in advance of the developer fully utilizing the Village Centre Bonus and triggering the ECD Hub/community amenity space requirement);
- The project's first phase will include 6.4% affordable housing (i.e. 4.0% ARTS units plus 2.4% standard affordable housing units); and
- The affordable housing units in the project's third and fourth phases will be satisfactorily dispersed and have ample access to residential amenities.

Phase	Lot	Village Centre Bonus Amenity (ECD Hub) 5% of max. Village Centre Bonus	Affordable Housing <i>Habitable Floor Area (% of Residential Floor Area)</i>		
			ARTS Units	Standard Affordable Housing Units	Total
1	1	-	1,393.5 m <sup>2</sup> (4%)	843.8 m <sup>2</sup> (2.4%)	2,237.3 m <sup>2</sup> (6.4%)
2	2	1,428 m <sup>2</sup> (15,376 ft <sup>2</sup> )	-	979.9 m <sup>2</sup> (2.5%)	979.9 m <sup>2</sup> (2.5%)
3	3	-	-	1,980.4 m <sup>2</sup> (12.6%)	1,980.4 m <sup>2</sup> (12.6%)
4	4	-	-	1,026.6 m <sup>2</sup> (12.9%)	1,026.6 m <sup>2</sup> (12.9%)
<b>TOTAL</b>		<b>1,428 m<sup>2</sup> (15,376 ft<sup>2</sup>)</b>	<b>1,393.5 m<sup>2</sup> (1.4%)</b>	<b>4,830.7 m<sup>2</sup> (5.0%)</b>	<b>6,224.2 m<sup>2</sup> (6.4%)</b>

f) **Infrastructure Improvements:** The City requires the coordinated design and construction of private development and City infrastructure with the aim of implementing cost-effective means by which to meet the needs of the City Centre's rapid growth. In light of this, staff recommend, and the developer has agreed, to the following:

- **Road Network Improvements:** As per the CCAP, at the developer's sole cost the subject development shall provide for various road dedications and statutory right-of-ways, the extension of bike routes, sidewalk and greenway improvements, and the installation of related amenities (e.g., transit shelters, pedestrian crossings). The detailed design of the required road works, generally as shown in the attached "Preliminary Functional Roads Plan" (Attachment 8, Schedule H), shall be completed to the satisfaction of the City prior to rezoning adoption. (Additional detailed design may be required on a phase-by-phase basis with respect to frontage improvements requiring coordination with on-site, private development.) The developer's construction of the required improvements shall be phased over four Servicing Agreements (SA) secured with Letters of Credit, as set out in the attached Rezoning Considerations. (Attachment 8, Schedules F and G) In brief, the improvements shall proceed as follows:

SA	SA Timing	Required SA Road Network Improvements
#1	Prior to rezoning adoption	<ul style="list-style-type: none"> <li>• Hazelbridge Way &amp; north-south street (excluding sidewalk/boulevard adjacent to the frontages of Phases 2, 3 &amp; 4)</li> <li>• Sexsmith Road adjacent to Phase 1</li> <li>• All neighbourhood park frontages</li> </ul>
#2	Prior to Phase 2 DP issuance	<ul style="list-style-type: none"> <li>• Hazelbridge Way &amp; north-south street sidewalk/boulevard adjacent to Phase 2</li> <li>• Sexsmith Road adjacent to Phase 2</li> </ul> <p><i>NOTE – Via the Phase 2 DP, the "private road" linking Sexsmith Road &amp; the north-south road will be designed &amp; secured with the DP Landscape Letter of Credit</i></p>
#3	Prior to Phase 3 DP issuance	<ul style="list-style-type: none"> <li>• Sexsmith Road adjacent to Phase 3</li> </ul>
#4	Prior to Phase 4 DP issuance	<ul style="list-style-type: none"> <li>• North-south street sidewalk/boulevard adjacent to Phase 4</li> <li>• Frontage improvements along No. 3 Road and Sea Island Way</li> </ul>

- **Engineering Improvements:** The developer shall be responsible for the design and construction of required water, storm sewer, and sanitary sewer upgrades and related public and private utility improvements, as determined to the satisfaction of the City. The design of all required engineering improvements shall be completed to the satisfaction of the City prior to rezoning adoption. The developer's construction of the required improvements shall be phased over four Servicing Agreements (SA) secured with Letters of Credit, as set out in the attached Rezoning Considerations. (Attachment 8, Schedules F and G) Prior to rezoning adoption, the developer will enter into the first Servicing Agreement, which shall include:
  - **Water:** 100% of water upgrades required with respect to the subject development shall be designed and constructed through the developer's first Servicing Agreement. (Note: To address potential water quality issues on a temporary basis until the developer's final phase is constructed, the developer shall be responsible for the design and construction, at the developer's sole cost, of an interim automatic flushing system, together with all costs related to the system's maintenance, operation, and removal, as determined to the satisfaction of the City through the Servicing Agreement and related processes.)

- *Storm Sewer*: Full upgrades between the proposed cul-de-sac and the south side of Capstan Way.
- *Sanitary Sewer*: Full upgrades works between the proposed cul-de-sac and the new Capstan Way sanitary pump station on the north side of Capstan Way.

g) Other Sustainable Development Measures: The CCAP encourages the coordinated planning of private development and City infrastructure with the aim of advancing opportunities to implement environmentally responsible services. Areas undergoing significant change, such as Capstan Village, are well suited to this endeavour. In light of this, staff recommend and the developer has agreed to the following:

- ***District Energy Utility (DEU)***: The developer will design and construct 100% of the subject development to facilitate its connection to a DEU system (which utility will be constructed by others), commencing with the project's first phase.
- ***Leadership in Energy and Environmental Design (LEED)***: The CCAP requires that all rezoning applications greater than 2,000 m<sup>2</sup> in size demonstrate compliance with LEED Silver (equivalency) or better, paying particular attention to features significant to Richmond (e.g., green roofs, urban agriculture, DEU, storm water management/quality). The developer has agreed to comply with this policy and will demonstrate this on a phase-by-phase basis through the City's standard Development Permit and Servicing Agreement design and approval processes.
- ***Flood Management Strategy***: The CCAP encourages measures that will enhance the ability of developments to respond to flood plain management objectives and adapt to the effects of climate change (e.g., sea level rise). To this end, the Plan encourages City Centre developers to build to the City's recommended Flood Construction Level of 2.9 m GSC and minimize exemptions, wherever practical. The developer has agreed to comply and, in addition, proposes to raise the elevation of new streets within the development (e.g., Hazelbridge Way) and the eastern half of the neighbourhood park above existing grade to enhance the climate adaptability of those features and their relationships with fronting residential, commercial, and community amenity uses.
- ***Aircraft Noise Sensitive Development (ANSD)***: The subject site is situated within ANSD "Area 3", which permits all ANSD uses (i.e. residential, child care, hospital, and school) provided that a restrictive covenant is registered on title, acoustics reports are prepared at Development Permit and Building Permit stages identifying appropriate noise attenuation measures and confirming their implementation, and various building design features are incorporated, including air conditioning or equivalent. The required covenant(s) will be registered prior to rezoning adoption, and other requirements will be satisfied prior to Development Permit and Building Permit issuance, as required. (Attachment 8)
- ***Tree Protection***: Richmond's Tree Protections Bylaw aims to sustain a viable urban forest by protecting trees with a minimum diameter of 20 cm (DBH (i.e. 1.4 m above grade) from being unnecessarily re-moved and setting replanting requirements. The developer has agreed to comply with this City policy. Moreover, due to the complexity of the subject development's phasing of private construction and City infrastructure, prior to rezoning adoption, in coordination with the Servicing Agreement review and approval processes, the developer will submit a Comprehensive Tree Protection and Replacement Plan for the

entirety of the subject site (both on and off site), prepared by an appropriate professional, which Plan shall include, among other things:

- A phasing strategy for on- and off-site tree protection, removal, and replacement, including tree removal occurring due to pre-loading and site preparation prior to Development Permit issuance;
- Tree protection and survival security requirements;
- Tree compensation, including voluntary developer contributions to the City's Tree Compensation Fund for replacement trees elsewhere within the City; and
- Legal agreement(s) required to facilitate the multi-phase implementation of the Plan.

h) Form of Development: The developer proposes to construct a high-rise, high density, mixed use development and City park on a large site near the future Capstan Canada Line Station and prominent No. 3 Road/Sea Island Way "gateway" to Richmond's City Centre. As per the CCAP, through the proposed rezoning, the subject site will be subdivided with new streets, parks, and trails to create smaller blocks that are more appropriately scaled and configured for pedestrian/transit-oriented urban development. Likewise, the developer's proposed form of development, which is a combination of articulated streetwall buildings and towers, generally conforms to the CCAP and its Development Permit (DP) Guidelines and is well-suited to the demands and opportunities of the site. In particular, the development has successfully demonstrated:

- A strong urban concept providing for a high-density, pedestrian-friendly environment;
- Variations in building height and massing contributing towards skyline interest, sun access to usable rooftops, and upper- and mid-level views across the site for residents and neighbours;
- A mid-rise building typology that aims to break the streetwall into a series of coordinated, yet distinct, buildings, providing for visually engaging streetscapes, a human scale, and opportunities for interesting community amenity and retail identities at grade; and
- Strong public open space and on-site landscape strategies, especially with respect to the neighbourhood park.

Development Permit (DP) approval to the satisfaction of the Director of Development for the first phase of the subject development (i.e. south of Hazelbridge Way), including the ARTS units and public parking facility, will be required prior to rezoning adoption. Additional DP applications will be considered on a phase-by-phase basis for the development's subsequent three phases (i.e. one per phase). In general, at DP stage, design development is encouraged regarding, but not limited to, the following items:

- ***Conditions of Adjacency***:
  - Canada Line interfaces with commercial uses, residential uses (i.e. dwelling units, private outdoor amenity space, and shared indoor/outdoor amenity spaces), and public park and open space; and
  - As per legal agreements proposed to be registered on title prior to rezoning adoption, the developer must demonstrate, to the satisfaction of the City, that:

- i. On a phase-by-phase basis, the proposed building design and construction adequately address aircraft noise and potential on- and off-site development impacts (e.g., view blockage, traffic noise, overlook, shading);
- ii. Development coordination between the “orphaned” lot at 3131 Sexsmith Road and the adjacent portion of the subject site is resolved (i.e. through property consolidation, rezoning of the “orphaned” lot by its owner, or legal agreements and development measures incorporated into Pinnacle’s development);
- iii. The shared use of resident amenities between the subject development’s third and fourth phases is appropriately accommodated; and
- iv. The shared use of resident amenities and parking between the subject development’s first phase and the Pinnacle’s previously approved project at 8677 Capstan Way (RZ 10-544729 / DP 12-604012) is appropriately accommodated;

- ***Urban Design and Site Planning:***

- The mitigation of parking and loading impacts on the development’s streetscapes;
- Sunlight penetration to the neighbourhood park, other public open spaces, and residential outdoor amenity space (e.g., podium courtyards);
- Variations in tower heights, configurations, and orientations taking into account skyline interest and coordination with development elsewhere within Capstan Village;
- Way-finding, particularly with respect to the:
  - i. Public Parking facility (phase 1);
  - ii. Early Childhood Development (ECD) Hub (phase 2);
  - iii. Future Capstan Canada Line Station; and
  - iv. Capstan Village’s emerging network of ARTS units, public art, public open space linkages, and related features (all phases); and
- As per the attached Rezoning Considerations and legal agreements proposed to be registered on title prior to rezoning adoption, the developer must demonstrate, to the satisfaction of the City, that public art planning and implementation is appropriately coordinated with the design and construction of private development and public infrastructure;

- ***Architectural Form and Character:***

- “Gateway” character at the prominent No. 3 Road/Sea Island Way corner;
- Streetwall form and articulation, with special attention to the:
  - i. “Crescent” facades defining the cul-de-sac (phases 2, 3, and 4);
  - ii. Establishment of a special character along the frontages of the ARTS units (phase 1) and the “private street” (phases 3 and 4); and
  - iii. Neighbourhood park interfaces with proposed commercial uses (phases 2 and 4);
- Tower and rooftop forms and articulation;
- Materials, finishes, and colours;
- Commercial signage strategy;
- As per the attached Rezoning Considerations and phasing covenants that are to be registered on title prior to rezoning adoption, the developer must demonstrate, to the satisfaction of the City, that the building design and related features satisfy detailed functional and streetscape objectives (e.g., universally accessible, welcoming, pedestrian-friendly, visually engaging, high quality) for the proposed:
  - i. ARTS units (phase 1); and

ii. Early Childhood Development (ECD) Hub (phase 2);

• ***Landscape and Open Space Design:***

- The establishment of a special character along the “private street”;
- Podium rooftop designs that maximize opportunities for green roofs and attractive, useable, accessible outdoor amenity spaces for residents (e.g., urban agriculture with appropriate service access and support features, children’s play space, active recreation uses); and
- As per the attached Rezoning Considerations and phasing covenants that are to be registered on title prior to rezoning adoption, the developer must demonstrate, to the satisfaction of the City, that the detailed designs of publicly-accessible greenways and trails provide for a high-amenity public open space environment and are appropriately coordinated with the design and construction of private development and public infrastructure, including the:
  - i. Mid-Block Trail (phase 1);
  - ii. Neighbourhood Park Trail (phase 2);
  - iii. Sea Island Way Greenway and No. 3 Road Greenway (phase 4);

• ***Affordable Housing:***

- As per covenants that are to be registered on title prior to rezoning adoption, the developer must demonstrate, to the satisfaction of the City, that, on a phase-by-phase basis and within each phase:
  - i. The amount of affordable housing is satisfactory;
  - ii. Affordable housing units are dispersed;
  - iii. A mix of units types is provided that is appropriate to anticipated household needs; and
  - iv. Affordable housing residents are provided with suitable access to indoor and outdoor resident amenities and other features (e.g., parking);

• ***Accessible Housing:***

- Barrier-free access is provided to all residential lobbies from fronting streets and throughout all on-site circulation and resident indoor and outdoor amenity spaces; and
- A portion of the development’s dwelling units shall be designed in compliance with Richmond’s Basic Universal Housing standards, the minimum number of which shall be as follows or as per the OCP at the time of DP issuance, whichever is greater:
  - i. 100% of affordable housing units (all phases);
  - ii. 1 ARTS unit (phase 1); and
  - iii. 15% market dwelling units (all phases); and

• ***Crime Prevention Through Environmental Design (CPTED):***

- Among other things, special attention should be paid to the design of the:
  - i. Public Parking facility (phase 1);
  - ii. Early Childhood Development (ECD) Hub (phase 2); and
  - iii. Public park, trails, and open spaces (all phases).

- i) Site Specific Zone: Under the CCAP, the subject rezoning site is designated for a maximum density of 2.5 FAR south of Hazelbridge Way and 3.5 FAR north of Hazelbridge Way,

including a 0.5 FAR density bonus with respect to the Capstan Canada Line Station. Capstan Village sites such as this would typically be rezoned to a standard zone incorporating Capstan Station Bonus provisions (i.e. “Residential/Limited Commercial / RCL4” or “RCL5” zones). Instead, in the case of the subject development, a site specific zone, “Residential / Limited Commercial and Artist Residential Tenancy Studio Units (ZMU25) - Capstan Village (City Centre)”, is proposed because it is better suited to the unique aspects of the proposed project, including site specific:

- Variations in land use and density across the development’s four phases, including:
    - Density bonusing for the developer’s provision of the:
      - i. Early Childhood Development (ECD) Hub;
      - ii. Artist residential tenancy studio (ARTS) units; and
      - iii. Public parking facility; and
    - Density provisions with respect to the developer’s dedication of CCAP-designated “minor streets” and the transfer of “non-DCC” fee-simple park to the City (i.e. areas not identified on the Development Cost Charge program that, under the CCAP, the developer may use for density calculation purposes and effectively increase the maximum permitted density on the buildable portion of the subject); and
  - Parking provisions necessary to satisfy existing Zoning Bylaw requirements for Capstan Village with respect to multi-phase developments (i.e. transitions from higher “Parking Zone 2” rates to lower “Parking Zone 1” rates), as determined to the satisfaction of the City through the developer’s transportation impact analysis and parking study.
- j) Development Phasing: Legal agreements will be registered on the development site and density bonusing is written into the subject site’s proposed site specific zone, “Residential / Limited Commercial and Artist Residential Tenancy Studio Units (ZMU25) - Capstan Village (City Centre)”, to ensure that the phasing of public works and amenities (e.g., the construction of roads, park, affordable housing, Early Childhood Development Hub) are appropriately coordinated with the developer’s market housing and commercial uses, as set out in the proposed “Phasing Key Plan” and “Phasing Summary Table”. (Attachment 8 / Schedules F & G)
- k) Community Planning: As per CCAP policy, the developer proposes to voluntarily contribute \$323,873, based on \$0.25/ft<sup>2</sup> of maximum buildable floor area (as per ZMU25, the subject site’s proposed site specific zone), to the City’s community planning reserve fund.

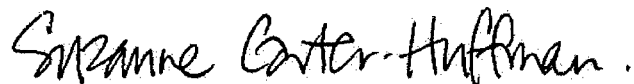
### **Financial Impact or Economic Impact**

As a result of the proposed development, the City will take ownership of developer contributed infrastructure assets such as road works, waterworks, storm sewers, sanitary sewers, street lights, street trees, and traffic signals. The anticipated operating budget impact for the ongoing maintenance of these new infrastructure assets is estimated to be \$21,500 annually and will be considered as part of the 2015 and subsequent operating budgets as the works are constructed and turned over to the City.



**Conclusion**

The subject development is consistent with Richmond's objectives for the subject property and Capstan Village, as set out in the CCAP, the funding strategy for the construction of Capstan Station, and related City policies and objectives. In addition, the proposed project's form and character, Early Childhood Development (EDC) Hub, subsidized and affordable housing, public art, and public park and open space will enhance the establishment of Capstan Village as a high-amenity, transit-oriented, urban community. On this basis, it is recommended that Zoning Bylaw 8500, Amendment Bylaw 9135 be introduced and given first reading.

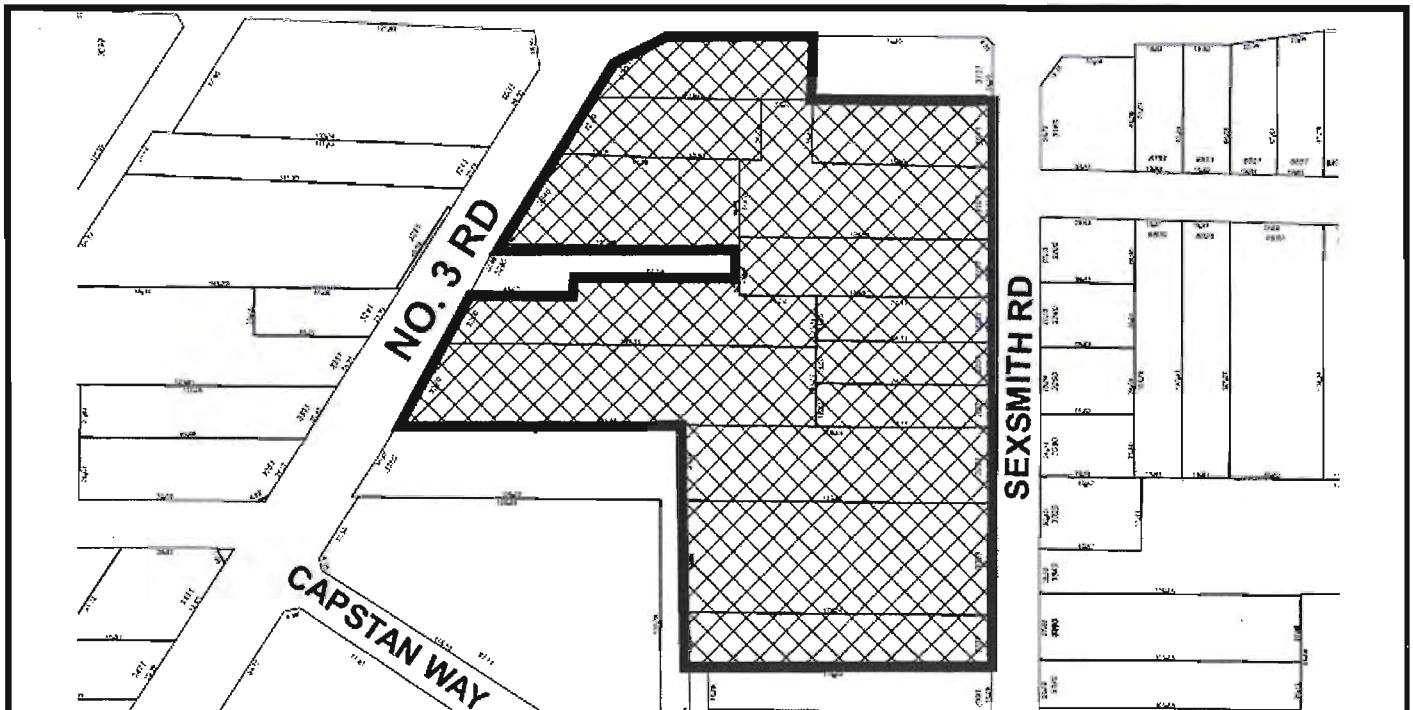
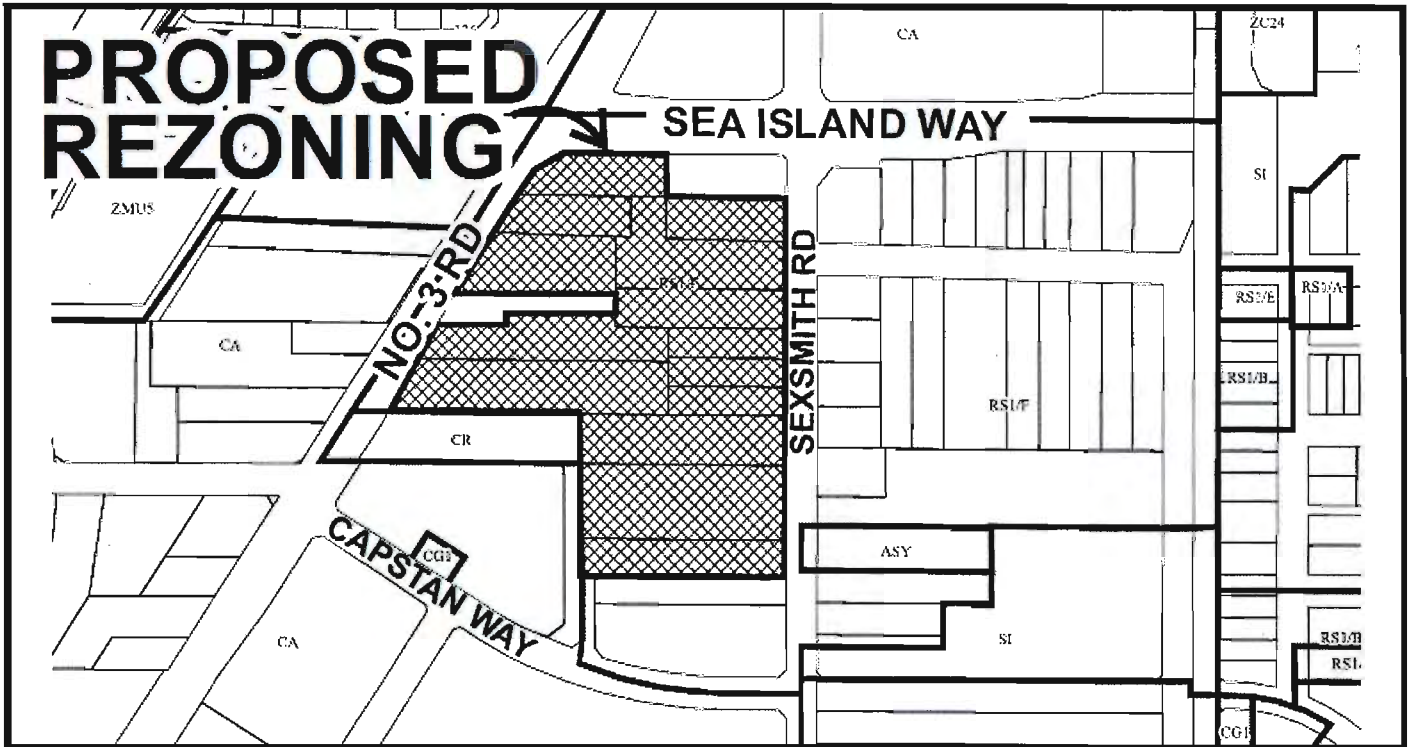


Suzanne Carter-Huffman  
Senior Planner/Urban Design

SPC:cas

**Attachments:**

1. Location Map
2. Aerial Photograph
3. City Centre Area Plan (CCAP) Specific Land Use Map: Capstan Village (2031)
4. Development Application Data Sheet
5. Conceptual Development Plans
6. Neighbouring Properties (Orphaned Lot)
7. Advisory Design Panel Minutes, February 19, 2014 (Excerpt) – Preliminary Review
8. Rezoning Considerations Concurrence, including the following schedules:
  - A. Preliminary Subdivision Plan
  - B. Preliminary Statutory Right-of-Way Plan
  - C. Capstan Station Bonus – Public Open Space (Fee Simple & SRW) Location Map
  - D. ARTS Units: Supplementary Development Permit Requirements
  - E. Early Childhood Development (ECD) Hub – Terms of Reference
  - F. Phasing Key Plan – Engineering, Roads & Parks (3 pages)
  - G. Phasing Summary Table
  - H. Preliminary Functional Roads Plan – Interim & Ultimate (2 pages)
  - I. Conceptual Parks Plan



RZ 12-610011

Original Date: 03/05/14

Revision Date:

Note: Dimensions are in METRES





RZ 12-610011

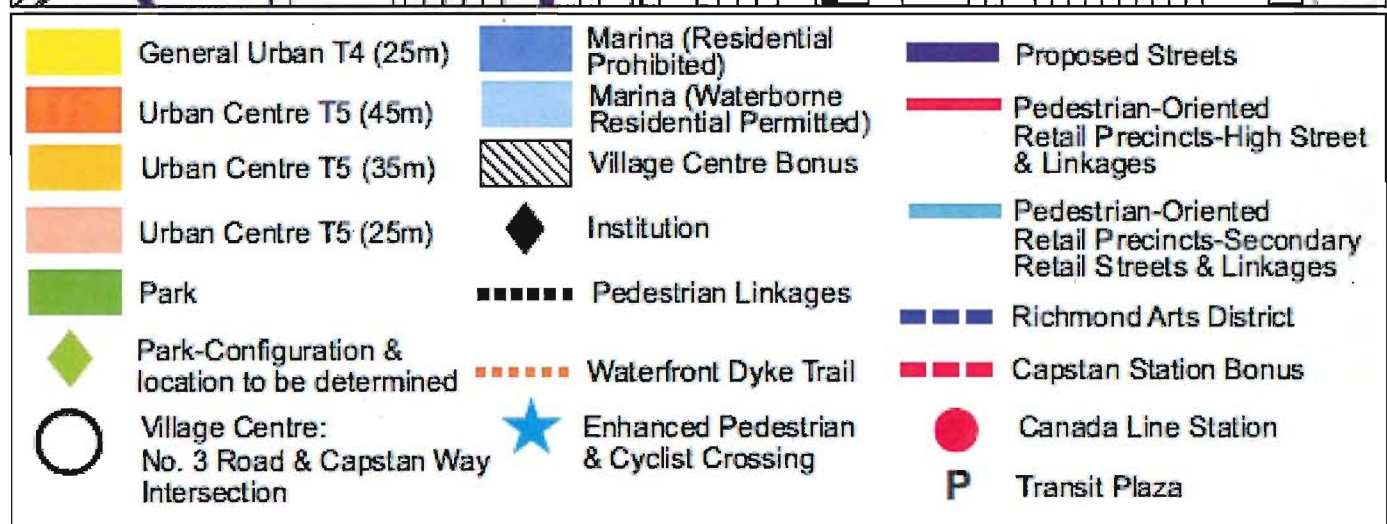
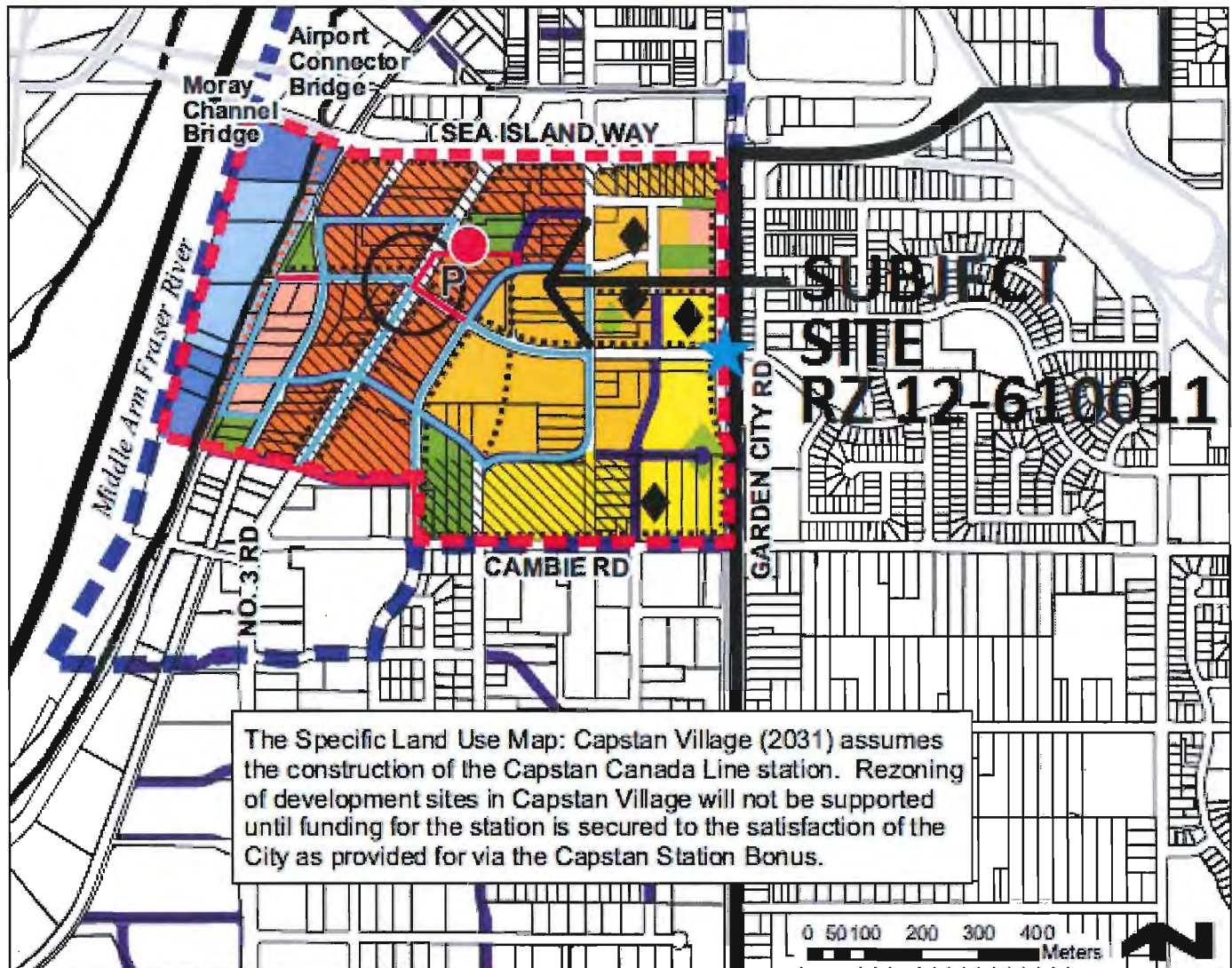
Original Date: 04/03/14

Revision Date:

Note: Dimensions are in METRES



## Specific Land Use Map: Capstan Village (2031)

Bylaw 6841  
2013/02/12



# City of Richmond

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

## Attachment 4

# Development Application Data Sheet

**RZ 12-610011**

Address: 3200, 3220, 3240, 3300 & 3320 No. 3 Road &  
3171, 3191, 3211, 3251, 3271, 3291, 3331 & 3371 Sexsmith Road

Applicant: Pinnacle International (Richmond) Plaza Inc.

Planning Area: City Centre (Capstan Village)

Floor Area Gross: 131,275.4 m<sup>2</sup> (estimate) Floor Area Net: 126,575.4 m<sup>2</sup>

	Existing	Proposed
<b>Owner</b>	<ul style="list-style-type: none"> <li>Pinnacle International (Richmond) Plaza</li> </ul>	<ul style="list-style-type: none"> <li>No change</li> </ul>
<b>Site Size</b>	<ul style="list-style-type: none"> <li>Gross site: 42,591.8 m<sup>2</sup> (10.5 ac)</li> </ul>	<ul style="list-style-type: none"> <li>"Net Development Site": 39,203.2 m<sup>2</sup> (9.7 ac)</li> </ul>
<b>Land Uses</b>	<ul style="list-style-type: none"> <li>Large single-family residential lots (vacant)</li> </ul>	<ul style="list-style-type: none"> <li>High-rise apartment &amp; commercial</li> <li>Artist Residential Tenancy Studio (ARTS) units</li> <li>Early Childhood Development (ECD) Hub</li> <li>Park</li> <li>Road</li> </ul>
<b>OCP Designation</b>	<ul style="list-style-type: none"> <li>Mixed Use</li> <li>Park</li> </ul>	<ul style="list-style-type: none"> <li>No change</li> </ul>
<b>City Centre Area Plan (CCAP) Designation</b>	<ul style="list-style-type: none"> <li>Urban Centre T5 (35 m &amp; 45 m) (2.0 FAR)</li> <li>Village Centre Bonus (1.0 FAR)</li> <li>Capstan Station Bonus (0.5 FAR)</li> <li>Park</li> <li>Pedestrian Linkages</li> <li>Proposed Streets</li> </ul>	<ul style="list-style-type: none"> <li>No change.</li> <li>CCAP permits: <ul style="list-style-type: none"> <li>100% of net site area to be used for residential density (39,204.5 m<sup>2</sup>); &amp;</li> <li>73% of net site to be used for Village Centre Bonus density (28,568.5 m<sup>2</sup>)</li> </ul> </li> </ul>
<b>Zoning</b>	<ul style="list-style-type: none"> <li>Single Detached (RS1/F)</li> </ul>	<ul style="list-style-type: none"> <li>Residential / Limited Commercial &amp; Artist Residential Tenancy Studio (ARTS) Units (ZMU25) – Capstan Village (City Centre)</li> </ul>
<b>Net Floor Area</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Non-Residential: 28,567.4 m<sup>2</sup> <ul style="list-style-type: none"> <li>95% Commercial: 27,139.0 m<sup>2</sup></li> <li>5% ECD Hub: 1,428.4 m<sup>2</sup></li> </ul> </li> <li>Residential: 98,008.0 m<sup>2</sup> <ul style="list-style-type: none"> <li>94% Market units: 91,783.8 m<sup>2</sup></li> <li>5% Affordable housing: 4,830.7 m<sup>2</sup></li> <li>1% ARTS units: 1,393.5 m<sup>2</sup></li> </ul> </li> <li>Total: 126,575.4 m<sup>2</sup></li> </ul>
<b>Number of Units</b>	<ul style="list-style-type: none"> <li>Nil (vacant)</li> </ul>	<ul style="list-style-type: none"> <li>Market units: +/-1,048</li> <li>Affordable housing: +/-63 <ul style="list-style-type: none"> <li>Approx. 20% 1-BR, 60% 2-BR &amp; 20% 3-BR</li> </ul> </li> <li>ARTS units: 17 <ul style="list-style-type: none"> <li>Approx. 30% Bach, 40% 1-BR &amp; 30% 2-BR</li> </ul> </li> <li>Total: +/-1,128</li> </ul>
<b>Accessible Housing</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Basic Universal Housing (BUH): <ul style="list-style-type: none"> <li>100% affordable housing units</li> <li>1 ARTS unit</li> <li>15% market residential units</li> </ul> </li> <li>Aging in Place Features: 100% units</li> </ul>

<b>Aircraft Noise Sensitive Development</b>	<ul style="list-style-type: none"> <li>• ANSD "Area 3": Moderate Aircraft Noise Area (All land uses may be considered) <ul style="list-style-type: none"> <li>- Restrictive covenant(s), acoustic reports, noise mitigation, mechanical ventilation &amp; air conditioning capability or equivalent are required</li> </ul> </li> </ul>
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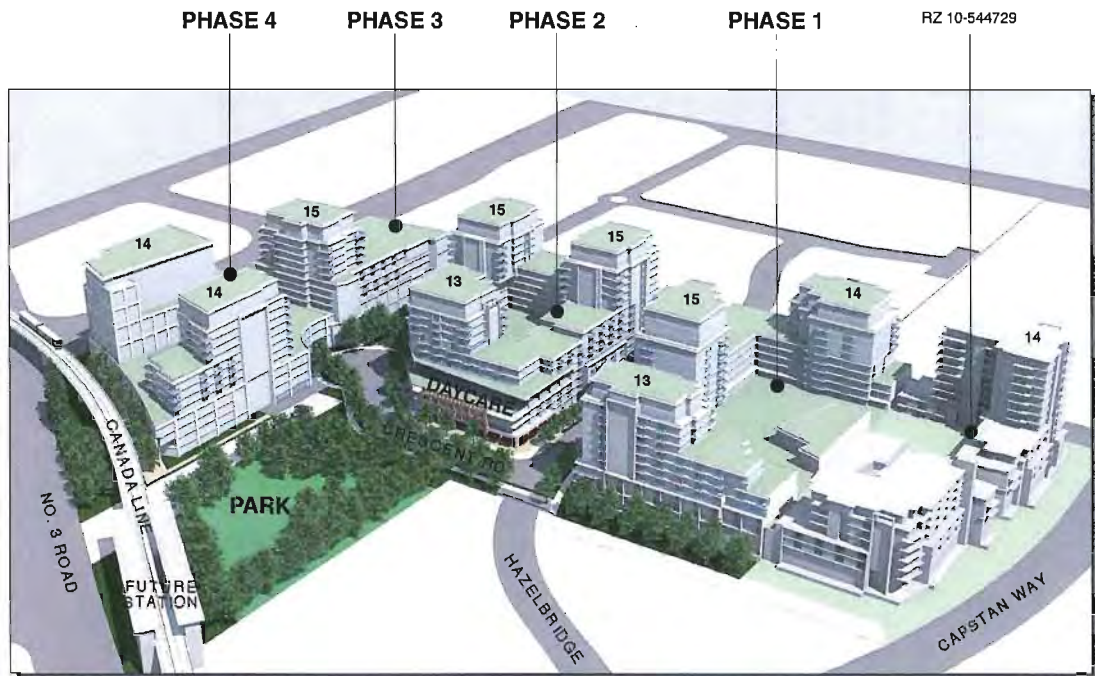
On Future Subdivided Lots	New Site Specific "ZMU25" Zone	Proposed Development	Variance
Net Floor Area Ratio (FAR)	<ul style="list-style-type: none"> <li>• Residential: 2.5</li> <li>• Village Centre Bonus: 1.0</li> </ul>	<ul style="list-style-type: none"> <li>• Residential: 2.5</li> <li>• Village Centre Bonus: 1.0</li> </ul>	<ul style="list-style-type: none"> <li>• None permitted</li> </ul>
Buildable Floor Area (Max.)	<ul style="list-style-type: none"> <li>• Residential (R): 98,008.0 m<sup>2</sup>, including Artist Residential Tenancy Studio (ARTS) units &amp; affordable housing</li> <li>• Non-residential (NR): 28,567.4 m<sup>2</sup>, including Early Childhood Development (ECD) Hub</li> <li>• Total: 126,575.4 m<sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Lot 1: (R) 35,144.1 m<sup>2</sup> &amp; (NR) Nil</li> <li>• Lot 2: (R) 39,194.5 m<sup>2</sup> &amp; (NR) 1,688.5 m<sup>2</sup></li> <li>• Lot 3: (R) 15,732.2 m<sup>2</sup> &amp; (NR) Nil</li> <li>• Lot 4: (R) 7,937.2 m<sup>2</sup> &amp; (NR) 26,878.9 m<sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li>• None permitted</li> </ul>
Lot Coverage (Building)	<ul style="list-style-type: none"> <li>• Max. 90%, excluding areas granted via a statutory right-of-way for road or park</li> </ul>	<ul style="list-style-type: none"> <li>• 90%</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
Lot Size (Min.)	<ul style="list-style-type: none"> <li>• Lot 1: 9,000 m<sup>2</sup></li> <li>• Lot 2: 8,800 m<sup>2</sup></li> <li>• Lot 3: 3,200 m<sup>2</sup></li> <li>• Lot 4: 7,000 m<sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Lot 1: 9,131 m<sup>2</sup></li> <li>• Lot 2: 8,936 m<sup>2</sup></li> <li>• Lot 3: 3,429 m<sup>2</sup></li> <li>• Lot 4: 7,175 m<sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
Setback @ Canada Line	<ul style="list-style-type: none"> <li>• For dwellings, amenity space &amp; child care): 20.0 m, but may be 10.0 m based on an approved DP</li> <li>• Other uses: 6.0 m, but may be 3.0 m based on an approved DP</li> </ul>	<ul style="list-style-type: none"> <li>• For dwellings, amenity space &amp; child care): 10.0 m minimum</li> <li>• Other uses: 3.0 m minimum</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
Setback @ Road & Park	<ul style="list-style-type: none"> <li>• 6.0 m, but may be 3.0 m based on an approved DP</li> </ul>	<ul style="list-style-type: none"> <li>• 3.0 m minimum</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
Setback @ Interior Side Yard	<ul style="list-style-type: none"> <li>• 6.0 m, but may be 0.0 m based on an approved DP</li> </ul>	<ul style="list-style-type: none"> <li>• 0.0 m minimum</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
Setback for Parking Below Grade	<ul style="list-style-type: none"> <li>• 0.0 m</li> </ul>	<ul style="list-style-type: none"> <li>• 0.0 m</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
Height	<ul style="list-style-type: none"> <li>• North of Hazelbridge Way: 47 m GSC</li> <li>• South of Hazelbridge Way: 35 m, but may be 47 m GSC based on an approved DP</li> </ul>	<ul style="list-style-type: none"> <li>• Varies (47 m GSC maximum)</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
Off-Street Parking Spaces (Min.) • Residents (R) • Affordable & ARTS unit residents (A) • Visitors (V)	<p>"Zone 1" @ build-out:</p> <ul style="list-style-type: none"> <li>• (R) 0.9 spaces/unit*</li> <li>• (A) 0.81 spaces/unit*</li> <li>• (V) 0.18 spaces/unit**</li> </ul> <p>* Includes approved transportation demand management (10%) reduction ** 50% Visitor may be shared with Commercial</p>	<ul style="list-style-type: none"> <li>• (R) +/- 1,048 spaces</li> <li>• (A) +/- 66 spaces</li> <li>• (V) +/- 103 spaces</li> <li>• Sub-total: +/- 1,217 spaces*</li> </ul> <p>* Includes 99 pre-approved spaces @ 8677 Capstan Way</p>	<ul style="list-style-type: none"> <li>• None</li> </ul>
Off-Street Parking Spaces (Min.) • Commercial (C) • Early Childhood Development Hub (ECD)	<p>"Zone 1" @ build-out:</p> <ul style="list-style-type: none"> <li>• (C) varies with specific use*</li> <li>• (ECD) 32 spaces</li> </ul> <p>* Transportation demand management (10%) reduction permitted</p>	<ul style="list-style-type: none"> <li>• (C) +/- 586 spaces*</li> <li>• (ECD) 32 spaces</li> <li>• Sub-total: 618 spaces</li> </ul> <p>* 250 spaces secured via a SRW on Lot 1, including 125 for general public use</p>	<ul style="list-style-type: none"> <li>• None</li> </ul>
Off-Street Parking – • Total Spaces	<ul style="list-style-type: none"> <li>• To be confirmed on a DP-by-DP basis</li> </ul>	<ul style="list-style-type: none"> <li>• +/- 1,835 spaces*</li> </ul> <p>* Includes 99 pre-approved spaces @ 8677 Capstan Way</p>	<ul style="list-style-type: none"> <li>• None</li> </ul>
Tandem (Resident) Parking Spaces	<ul style="list-style-type: none"> <li>• Permitted</li> </ul>	<ul style="list-style-type: none"> <li>• To be determined</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>

On Future Subdivided Lots	New Site Specific "ZMU25" Zone	Proposed Development	Variance
Amenity Space – Indoor	<ul style="list-style-type: none"> <li>2 m<sup>2</sup>/unit</li> <li>Approx. 2,256 m<sup>2</sup>, based on 1,128 units</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>
Amenity Space – Outdoor (OCP) & Landscaping (CCAP)	<ul style="list-style-type: none"> <li>OCP: 6.0 m<sup>2</sup>/unit</li> <li>CCAP: 10% net site</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>
Capstan Station Bonus – Park Requirement	<ul style="list-style-type: none"> <li>5.74 m<sup>2</sup> per unit or 6,810.4 m<sup>2</sup>, whichever is greater</li> </ul>	<ul style="list-style-type: none"> <li>Fee simple: 5,000.4 m<sup>2</sup> (1.23 ac)</li> <li>SRW: 1,810.0 m<sup>2</sup> (0.45 ac)</li> <li>Total: 6,810.4 m<sup>2</sup> (1.68 ac)</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>

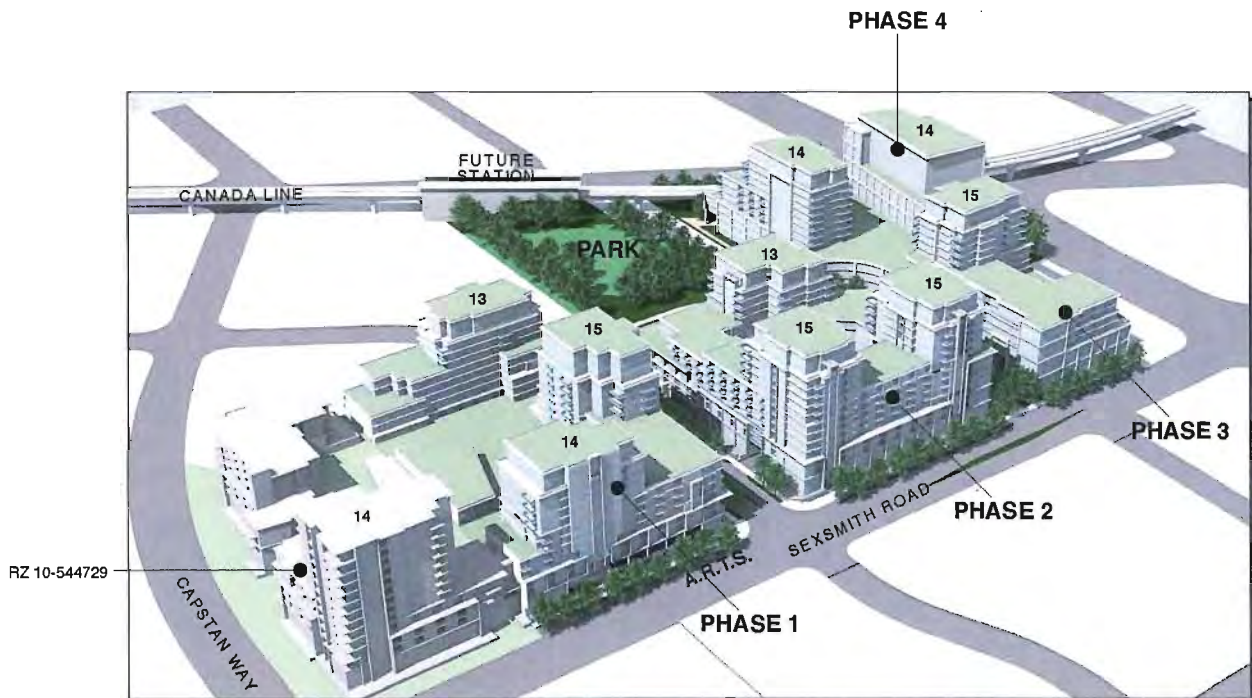
Other: Tree replacement compensation required for the loss of any significant trees.



**Attachment 5**  
Conceptual Development Plans



Aerial View from Southwest (Capstan & No 3)



Aerial View from Southeast (Capstan & Sexsmith)

Massing Concept

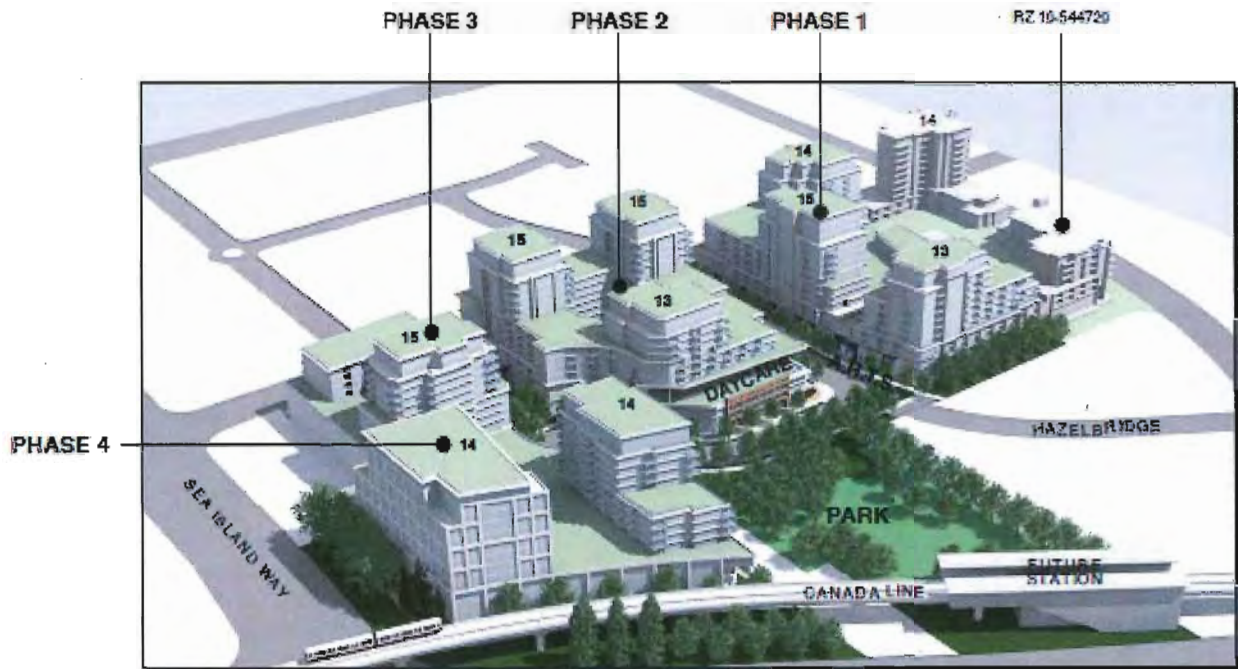
Rezoning Application  
Capstan Village  
City of Richmond

PINNACLE INTERNATIONAL  
BINGHAM HILL ARCHITECTS

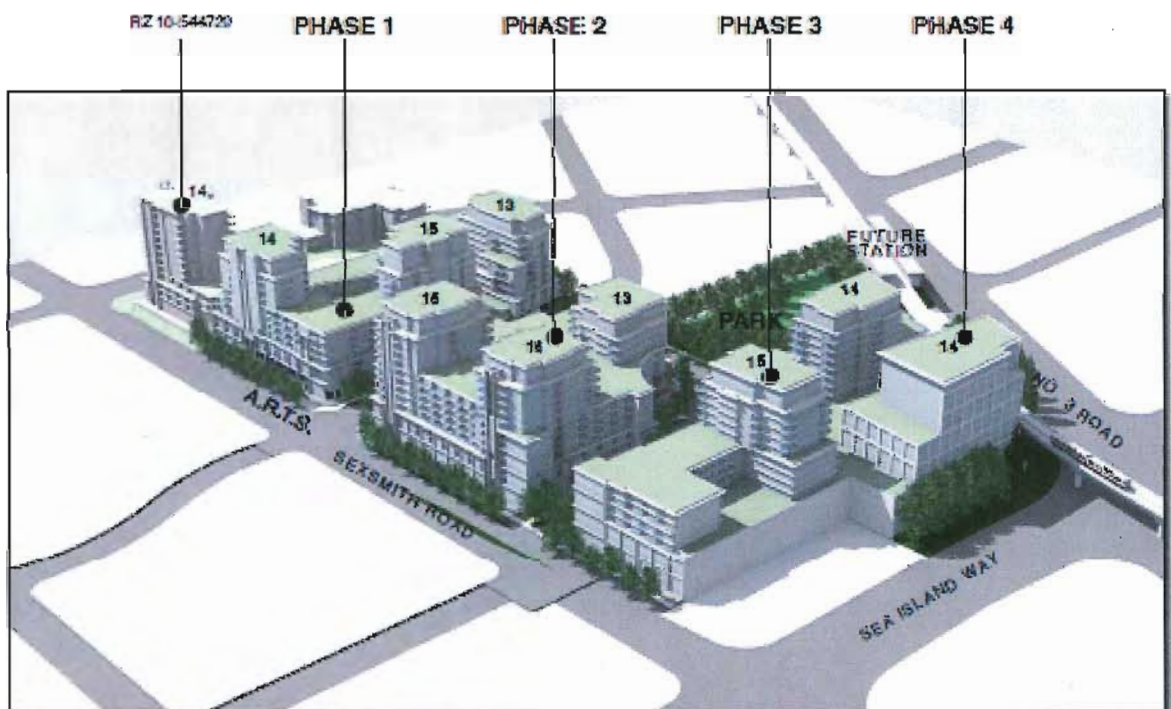
CNCL - 290



**Attachment 5**  
Conceptual Development Plans



Aerial View from Northwest (No 3 & Sea Island)



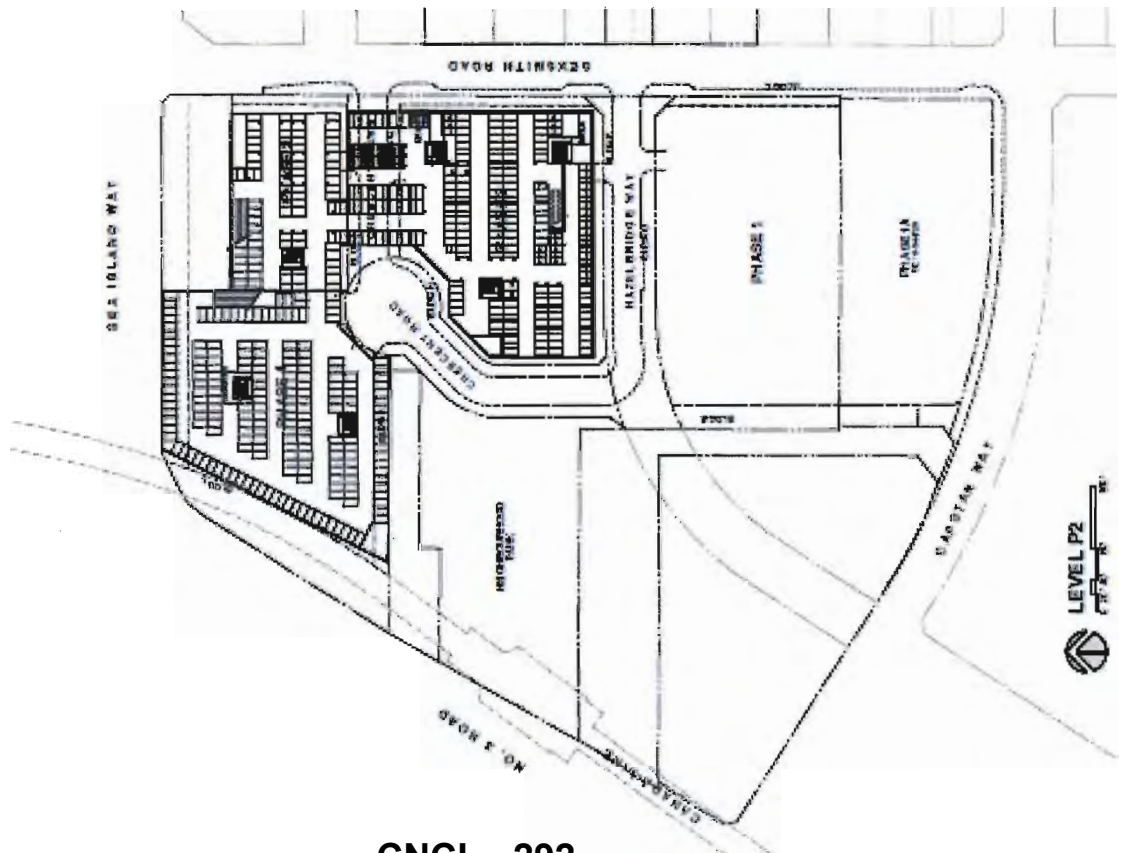
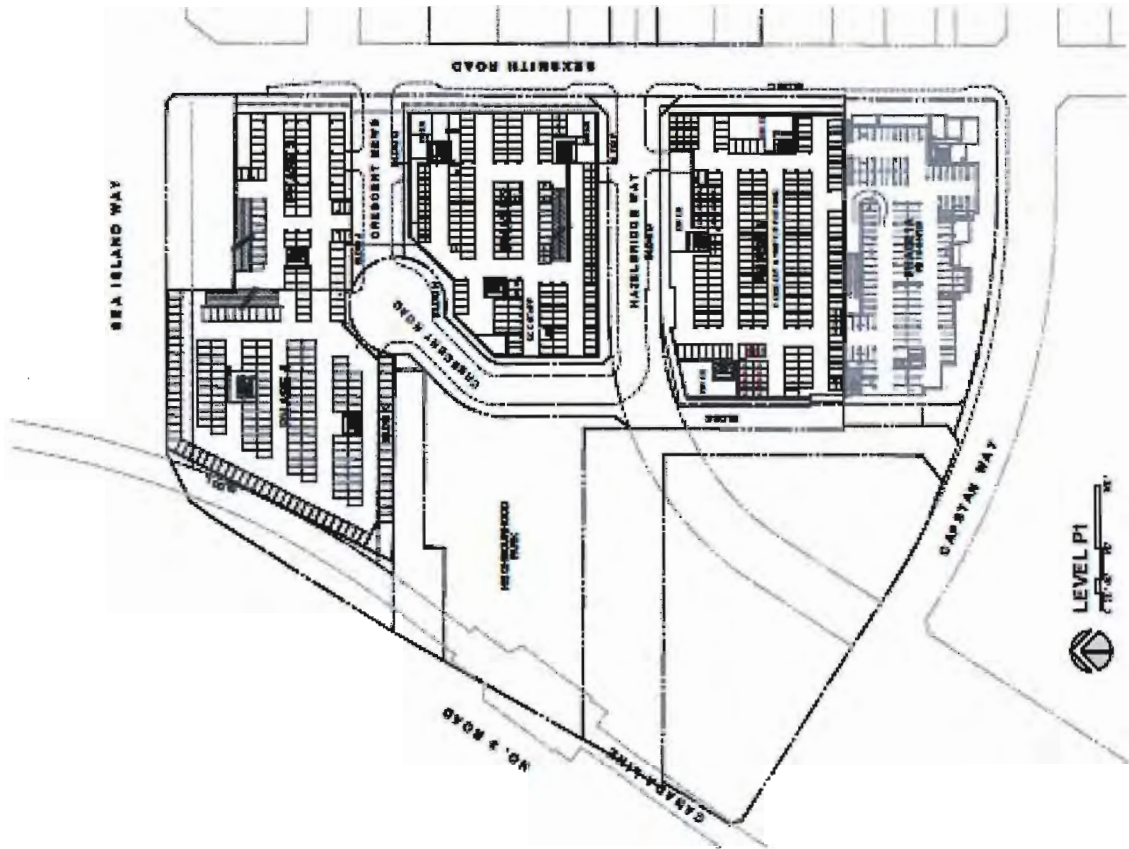
Aerial View from Northeast (Sexsmith & Sea Island)

Massing Concept

Rezoning Application  
Capstan Village  
City of Richmond

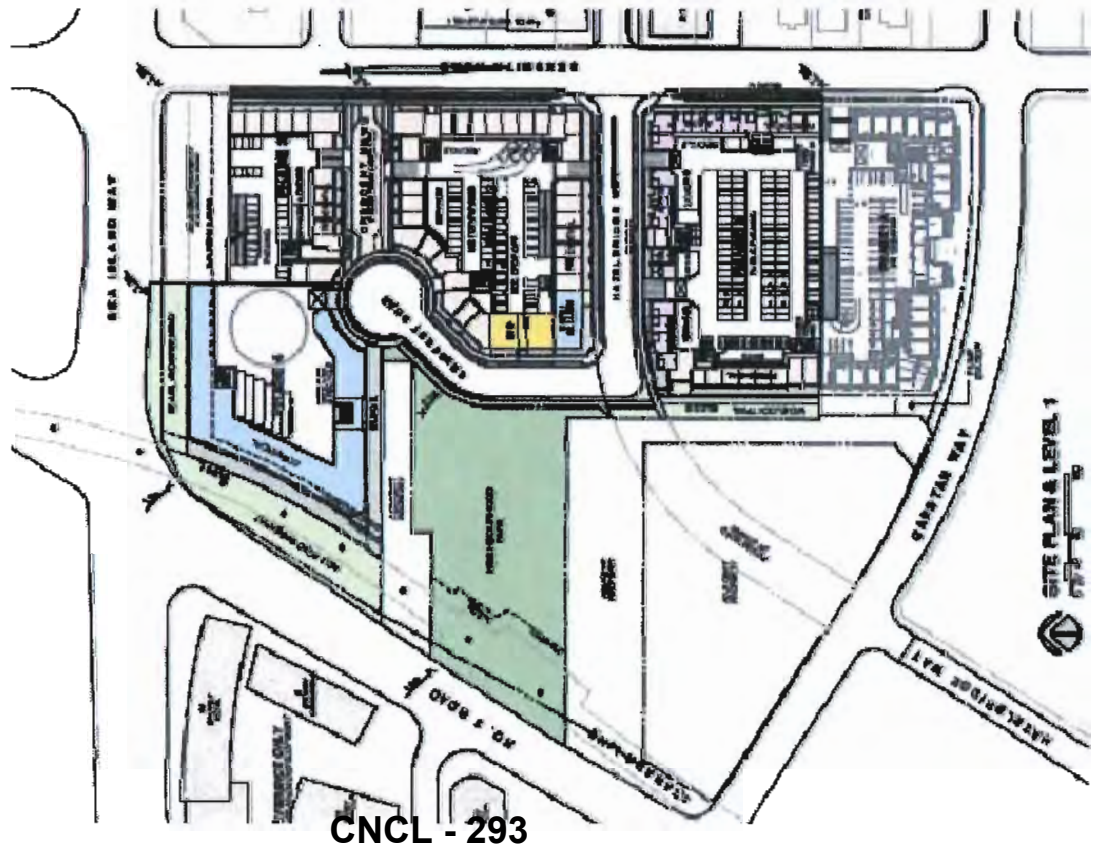
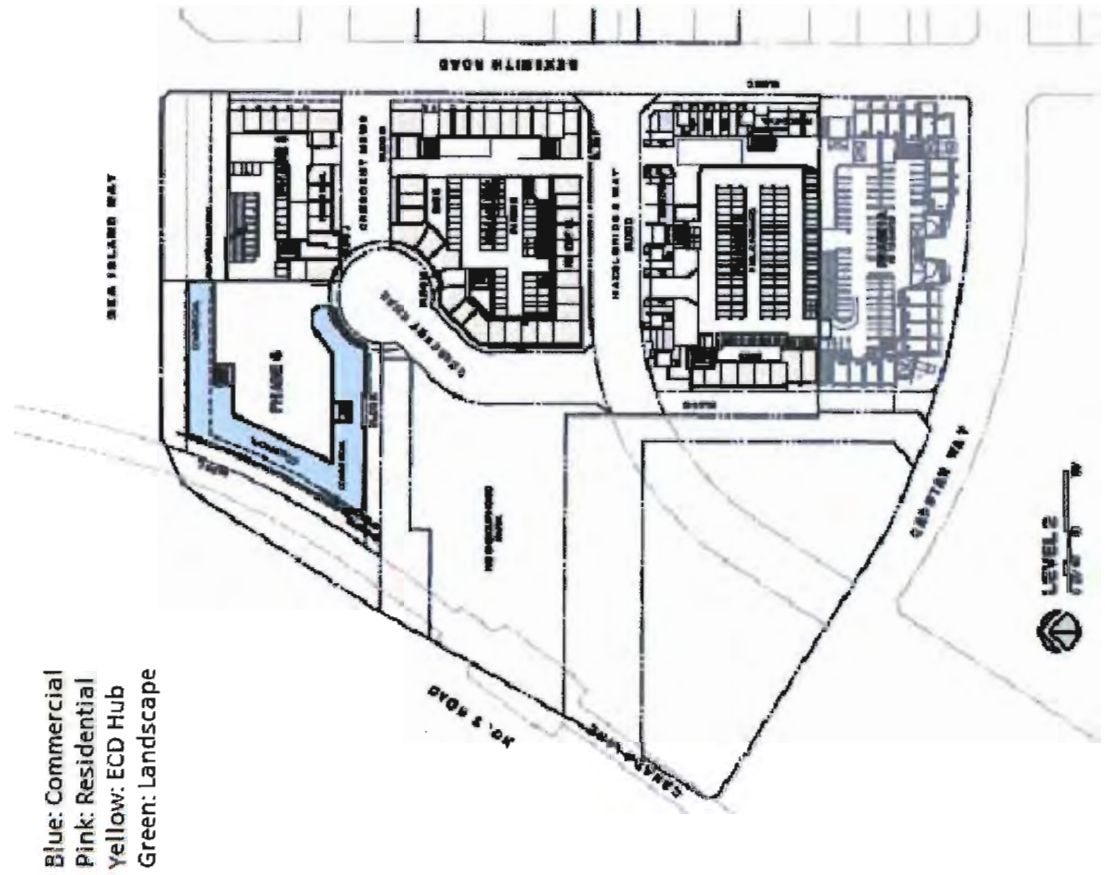
PINNACLE INTERNATIONAL  
BINGHAM HILL ARCHITECTS

CNCL - 291

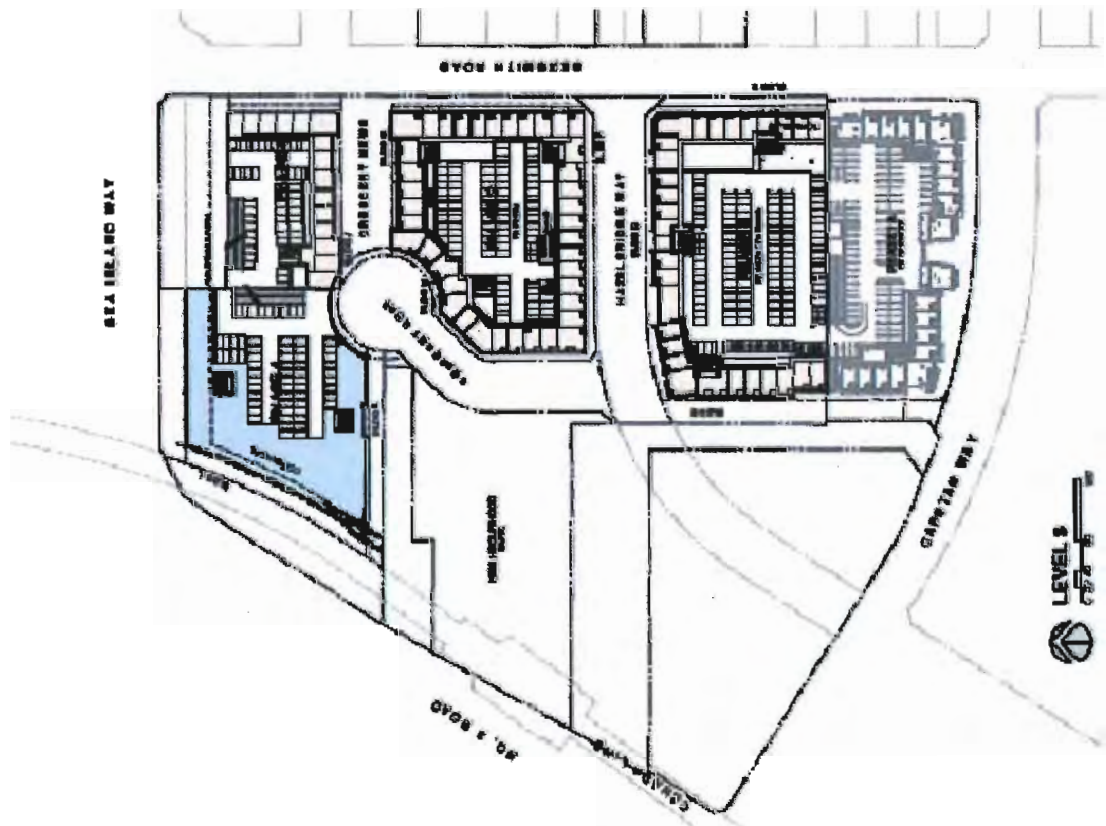
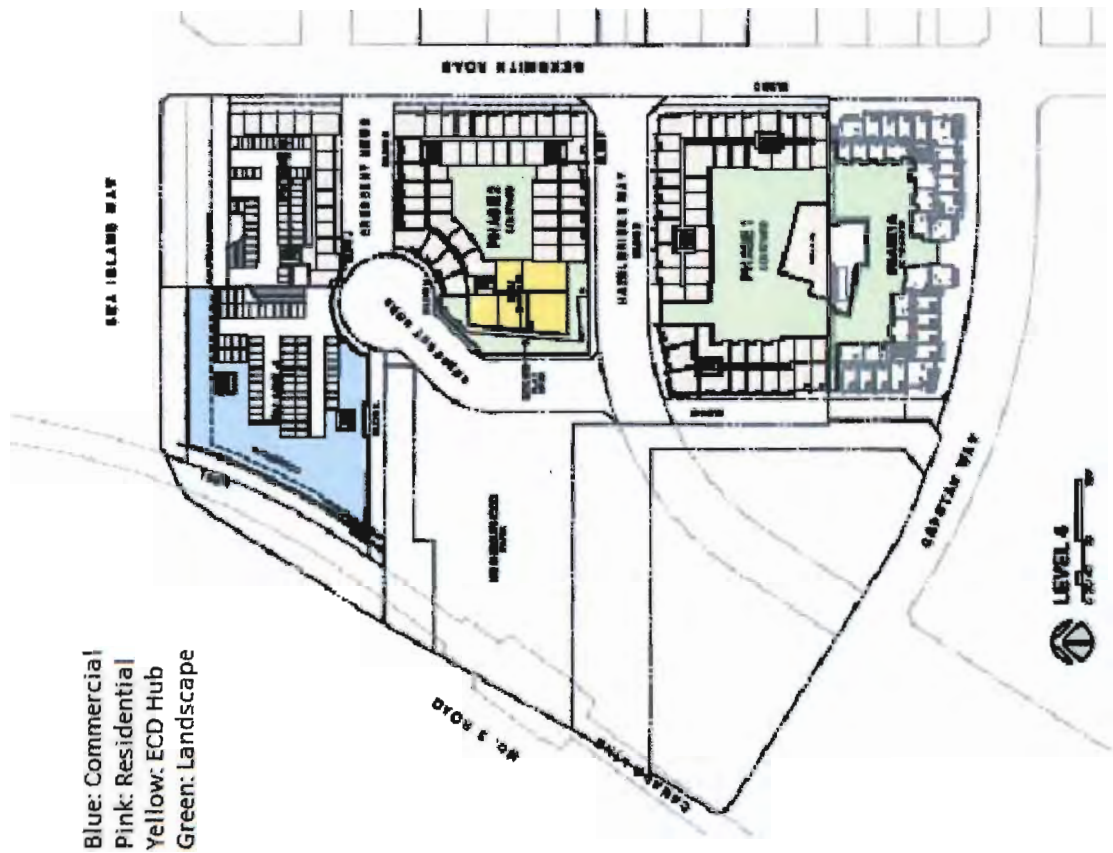


CNCL - 292





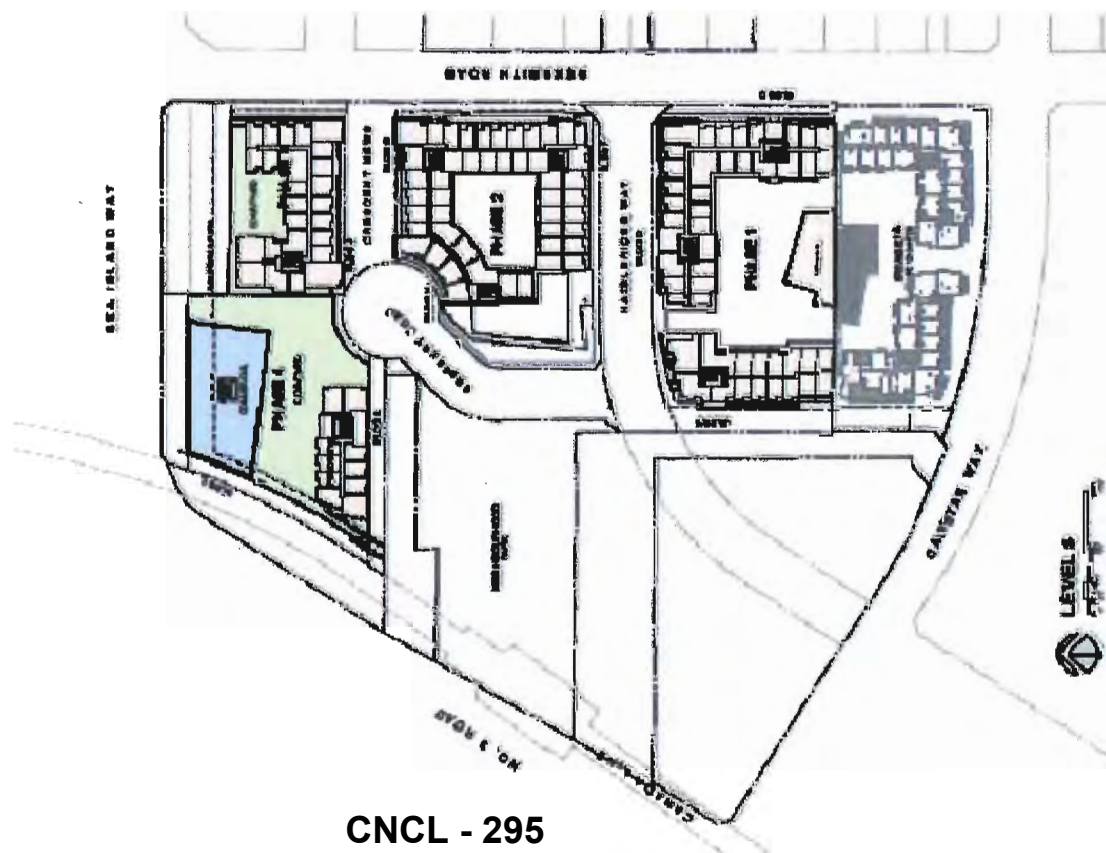
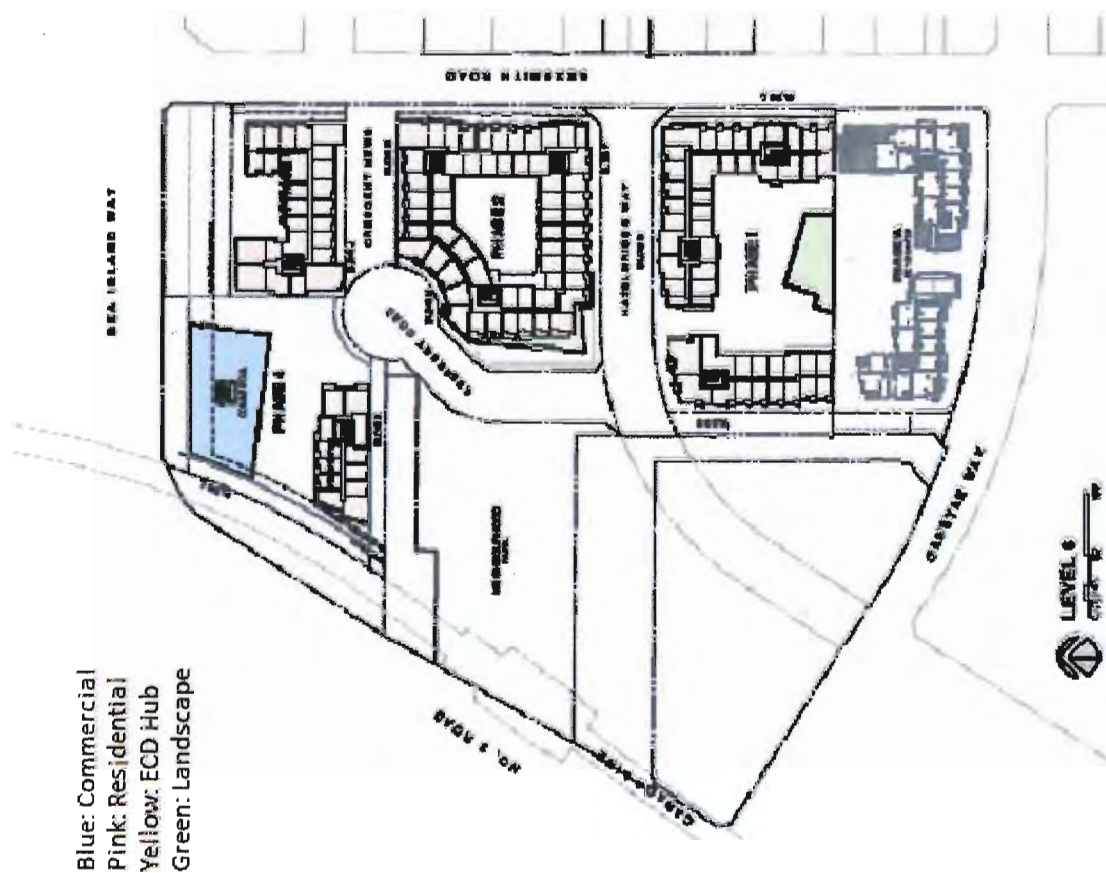
CNCL - 293



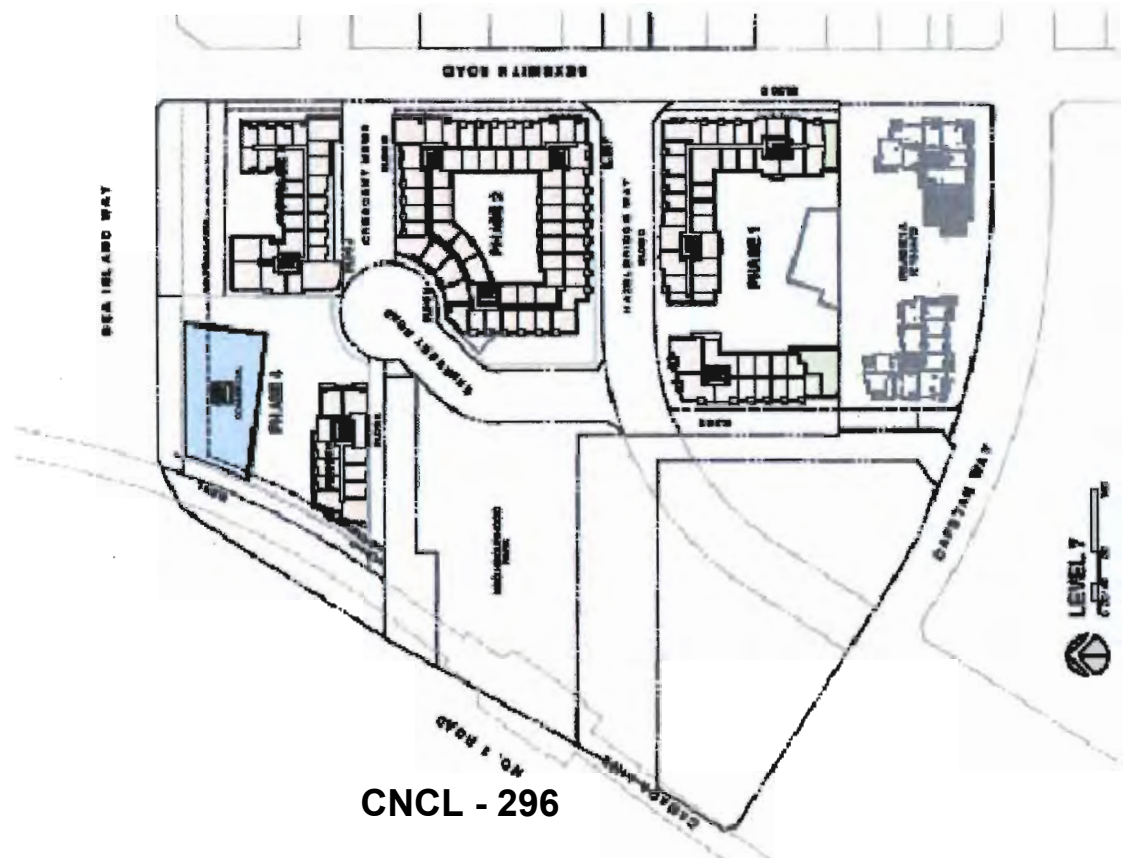
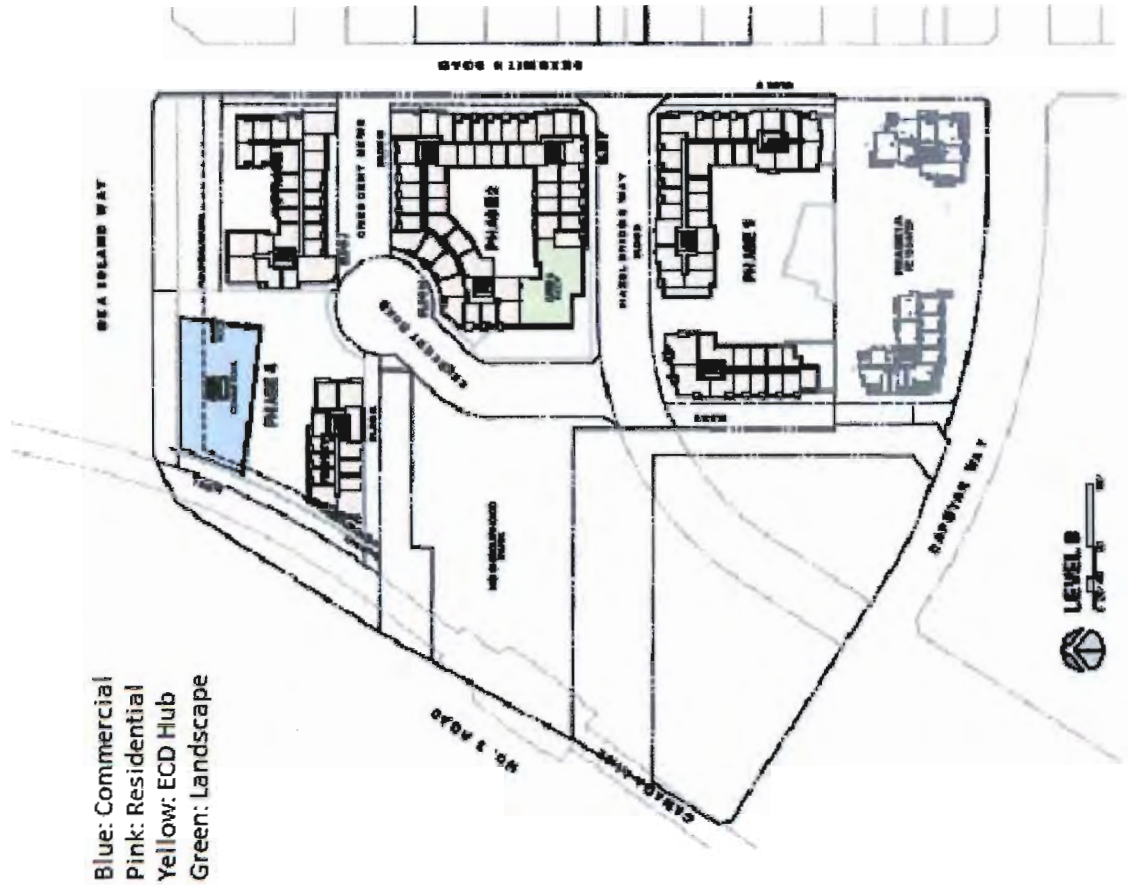
CNCL - 294



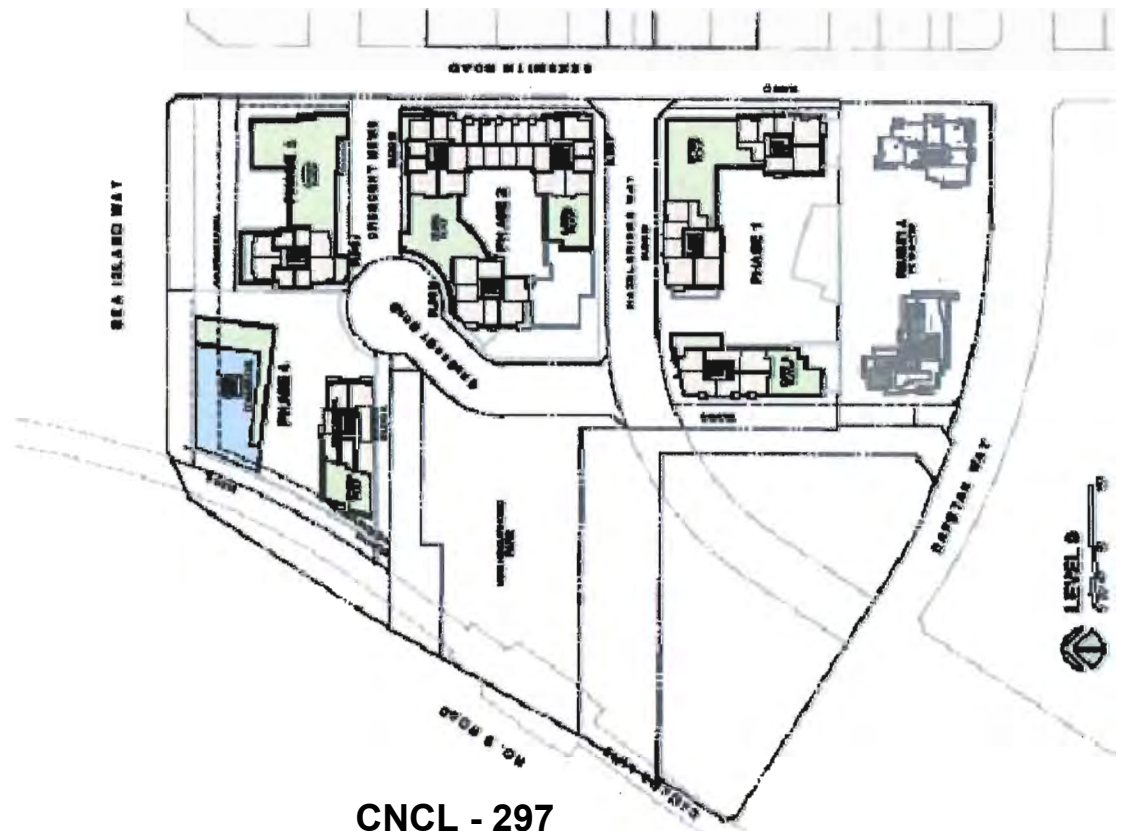
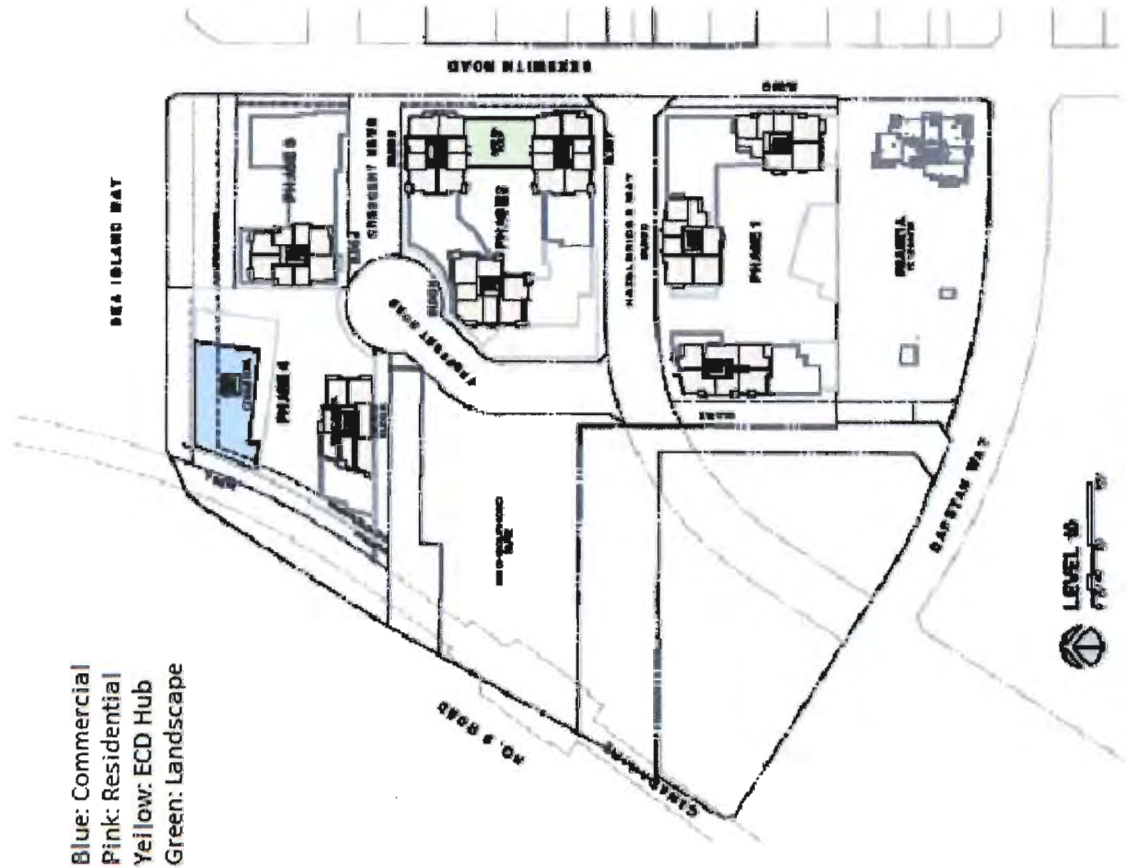
# Attachment 5 Conceptual Development Plans



CNCL - 295



CNCL - 296



CNCL - 297

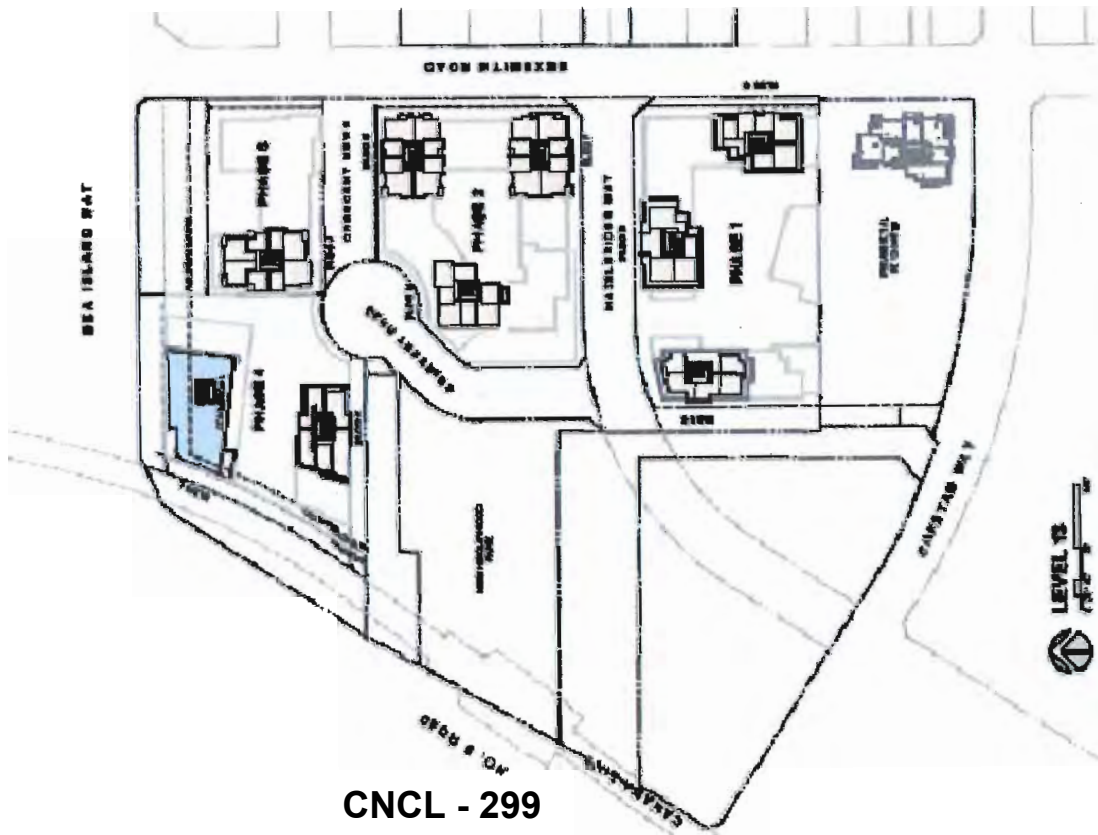


# **Attachment 5** Conceptual Development Plans



CNCL - 298





**Attachment 5**  
Conceptual Development Plans

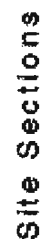




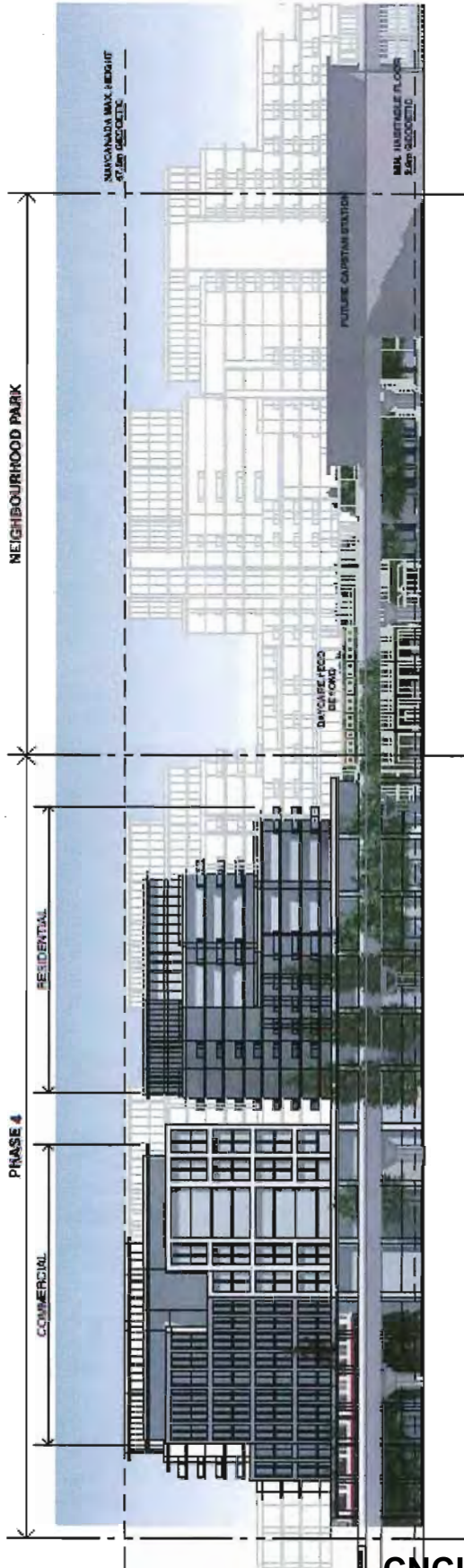
**Attachment 5**  
Conceptual Development Plans



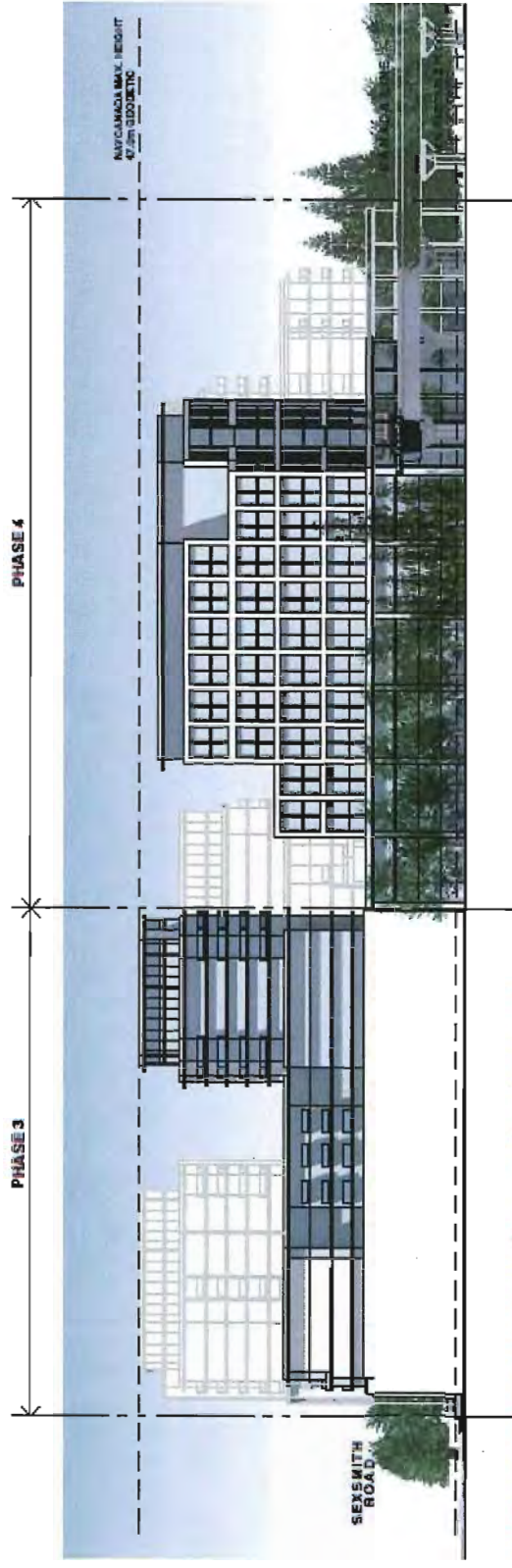
CNCL - 301







WEST ELEVATION (No. 3 Road)



NORTH ELEVATION (Sea Island Way)

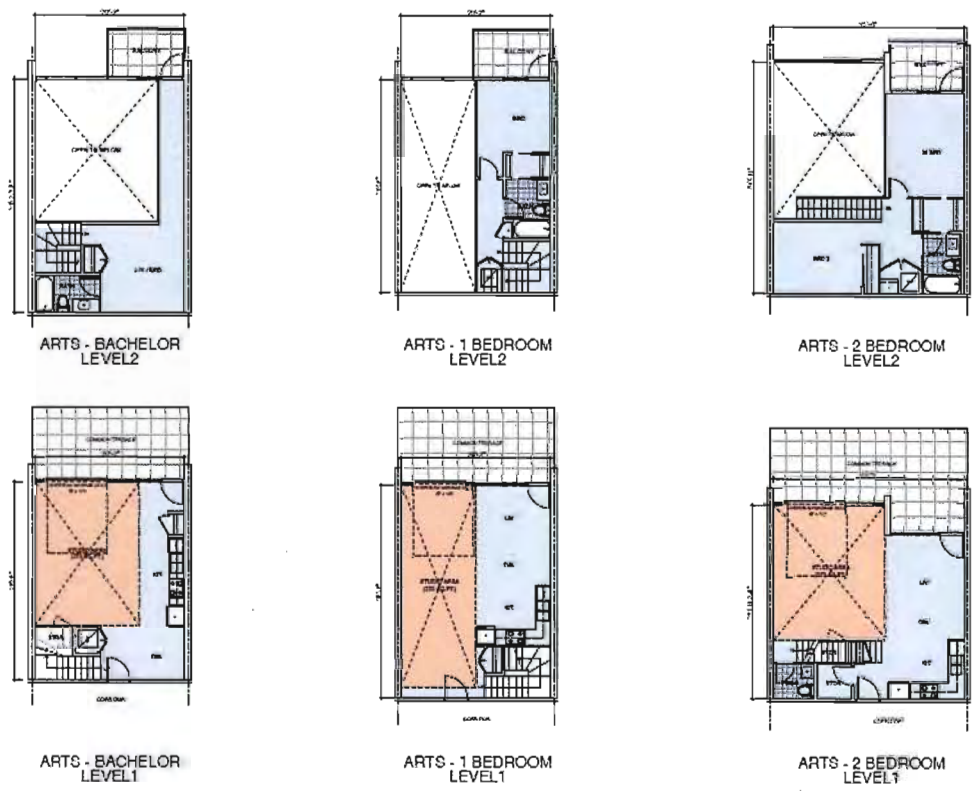
## Attachment 5

### Conceptual Development Plans



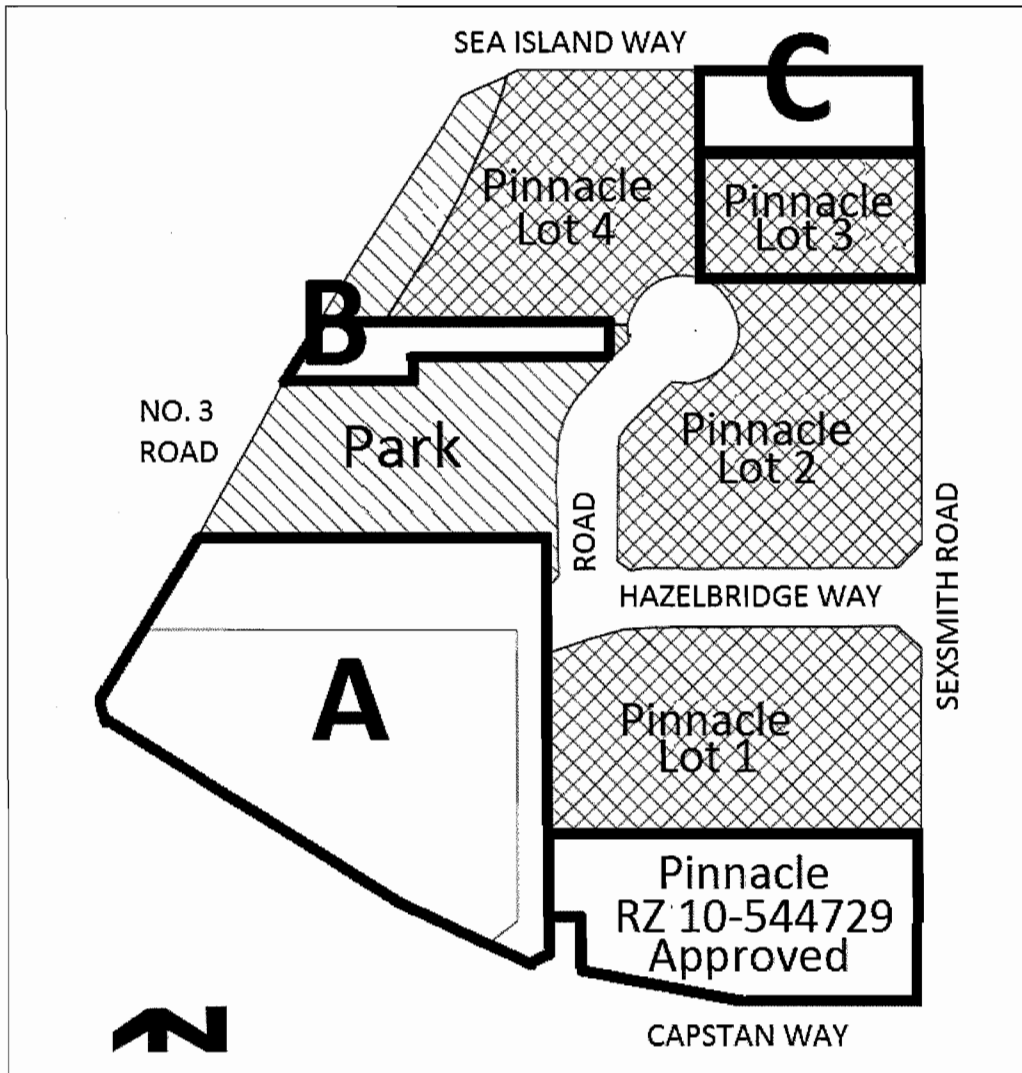


# **Attachment 5** **Conceptual Development Plans**



View To ARTS units facing Sexsmith Road

CNCL - 305



- A**     **3360 No. 3 Road & 8511 Capstan Way:** This 1.58 ha (3.91 ac), corner site is large enough to accommodate high density development in a manner consistent with the CCAP.
- B.**     **3280 No. 3 Road:** This 0.16 ha (0.4 ac), mid-block lot belongs to the same owner as “A”, is designated under the CCAP for park, and is included on the City’s Development Cost Charge (DCC) park acquisition program. Its development and compensation can, thus, be managed through the City’s standard development and land acquisition processes (e.g., dedication and DCC credits).
- C.**     **3131 Sexsmith Road:** This 0.20 ha (0.51 ac), corner lot belongs to the same owner as “A” and “B”. It is considered to be “orphaned” because it is designated for high density development, but is too small to achieve this in a form consistent with CCAP objectives. To address this, Pinnacle International has agreed that, prior to adoption of the subject rezoning, a “no development” covenant will be registered on “Pinnacle Lot 3” restricting Development Permit (DP) issuance for that lot until it is consolidated with “C”, the owner of “C” transfers the density elsewhere (i.e. through rezoning of “A”), or, if those options are not feasible, through the DP approval process for “Pinnacle Lot 3”, additional legal agreements are registered on “Pinnacle Lot 3” and related features are incorporated to facilitate the future development of “C” to the City’s satisfaction.



**3. RZ 12-610011– 4-PHASE, HIGH DENSITY, HIGH RISE, MIXED USE DEVELOPMENT, INCLUDING A NEW PARK AND ROADS, NEAR THE FUTURE CAPSTAN CANADA LINE STATION**

**APPLICANT:** Pinnacle International (Richmond) Plaza Inc.

**PROPERTY LOCATION:** 3200, 3220, 3240, 3300 & 3320 No 3 Road & 3171, 3191, 3211, 3231, 3251, 3271, 3291, 3331 & 3371 Sexsmith Road

**Applicant's Presentation**

John Bingham, Bingham Hill Architects, and Peter Kreuk, Durante Kreuk Ltd., presented the project and answered queries from the Panel on behalf of the applicant.

**Panel Discussion**

*Comments from the Panel were as follows:*

- a very significant project; glad to see the area being developed;
- would like to see utility ROW planning during the master planning stage as the City develops the District Energy System serving the area;
- LEED Equivalent Checklist shows that the proposed development is aiming for three energy points; would like to see a more detailed strategy to achieve the three energy points, e.g. whether through the mechanical system, building envelope or a combination of both, in the applicant's next presentation to the Panel;
- well-done and thought-out project;
- massing is fantastic; like the south-facing courtyards which allow good sunlight penetration;
- appreciate most the cross sections; they show that the project is complex and a lot has been put on the property;
- appreciate the minimal asphalt surface and a lot of greens on the proposed development;
- hope that the project's LEED Silver equivalency target will be achieved; hope higher LEED levels can be targeted for future phases;
- good massing and setbacks; reconsider colour palette; colours shown in the character sketch of the architecture (i.e., shades of yellow, red and blue) are not appropriate for the size of the buildings;
- the proposed project is huge, terrific and exciting;
- packages provided by the applicant are understandable; great presentation by the applicant;

- Phase 2 courtyard is too enclosed; sunlight penetration is adequate but can be further enhanced; density to the south of the courtyard could be better placed on top of the tower;
- pedestrian movement from the future Capstan Canada Line Station is heavily oriented towards Crescent Mews; pedestrian thrust is lacking towards Hazelbridge Way; heavy pedestrian movement is expected through Hazelbridge Way, the Concord Gardens project and the park beyond;
- landscape design is conventional; would like to see one palette design throughout the project;
- consider further treatment to the tower façade such as introducing breaks to enhance the tower expression;
- framed element on the daycare facility facing the park is a dominant feature; consider further design development;
- architectural drawings provided by the applicant to the Panel are easy to understand; great presentation by the applicant;
- applicant is advised not to underestimate the challenges on the ARTS edge treatment; grade connection needs more careful thought; grade change along Hazelbridge Way will help the permeability of the road surface and enhance the accessibility of the entries to the ARTS units;
- consider further design development to the Neighbourhood Park in view of the expected heavy pedestrian traffic through the Park;
- location of the daycare facility may be appropriate; however, it has a tall edge; edge conditions and guardrail requirements can be onerous and pose great challenges;
- understand the consolidation challenges between the subject development and the proposed development across Sexmith Road; look at the relationship of Crescent Road and Patterson Road; traffic planning needs to consider ways to control access from Crescent Mews to Patterson Road, e.g., adding a traffic signal on Sexmith Road;
- urban forest provides a good solution to animate the edge of the Park and helps the corner plaza; also provides a good buffer between the proposed development and vehicular traffic along Sea Island Way;
- consider CPTED issues in the type of lighting to be used in the proposed development;
- security of children in the daycare facility should be considered in the design of the Phase 2 courtyard;
- look at emergency vehicles' ingress to and egress from the proposed development;

- applicant should ensure that all entrance ways to the development are well illuminated to provide guidance and direction to pedestrians;
- applicant provided a good snapshot of what to expect from the proposed development;
- distribution of affordable housing units in the proposed development is mitigated by the provision of the daycare facility and the ARTS corridor;
- appreciate the assurance of City staff to look into the aging-in-place requirements and accessibility needs of disabled residents in the proposed development;
- consider needs of young parents using strollers in the design of the pedestrian walkways and pathways on the commercial areas and towards the future Capstan Canada Line Station; also, look at opportunities to enhance the accessibility from the podium and courtyards to the street level;
- ensure continuous universal access along the grade change between the floor of the artist studios and the street level; and
- clarify ramping of vehicular entries and exits on the proposed development; not clear in the drawings.



City of  
Richmond

## Rezoning Considerations

Development Applications Division  
6911 No. 3 Road, Richmond, BC V6Y 2C1

**Address:** 3200, 3220, 3240, 3300 & 3320 No. 3 Road & 3171, 3191, 3211, 3231, 3251, 3271, 3291, 3331 & 3371 Sexsmith Road

**File No.:** RZ 12-610011

**Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9135, the developer is required to complete the following:**

1. Provincial Ministry of Transportation & Infrastructure Approval.
2. Registration of a Subdivision Plan for the subject site, to the satisfaction of the City.

Prior to the registration of a Subdivision Plan, the following conditions shall be satisfied:

- 2.1. Road: Dedication of 5,529.0 m<sup>2</sup> (1.366 ac) for road purposes as per the Preliminary Subdivision Plan (**Schedule A**), including:
  - a) 20.4 m wide strip of land for the extension of Hazelbridge Way, together with 4.0 m x 4.0m corner cuts at all intersections; and
  - b) 20.4 m wide strip of land for a new North-South Street, together with a 19.0 m radius cul-de-sac bulb and 4.0 m x 4.0 m corner cuts at all intersections.

NOTE: These dedications are required in respect to designated CCAP “minor streets” and are ineligible for DCC (road acquisition) credits; however, they can be used for the purpose of calculating the maximum permitted floor area on the net buildable portion of the subject site (as specifically provided for via the subject development’s proposed site specific zone).

- 2.2. Park: Transfer of 8,389.0 m<sup>2</sup> (2.073 ac) to the City as fee simple for park and related purposes. The primary business terms of the required land transfers shall be to the satisfaction of the Manager, Real Estate Services, the City Solicitor, and the Director of Development. All costs associated with the land transfers shall be borne by the developer. The lands to be transferred, as indicated on the Preliminary Subdivision Plan (**Schedule A**), are comprised of:

- a) 3,388.6 m<sup>2</sup> (0.837 ac) for the Neighbourhood Park; and

NOTE: This land transfer is required in respect to designated CCAP “park” and shall be eligible for DCC credits based on the lesser of the development’s DCCs payable for park acquisition, a City-approved appraisal, and the value identified on the DCC program.

- b) 5,000.4 m<sup>2</sup> (1.236 ac) for additional park, including:
  - 3,326.4 m<sup>2</sup> (0.822 ac) for additional Neighbourhood Park space contiguous with the Neighbourhood Park referenced in Section 2.2(a) (above); and
  - 1,674.0 m<sup>2</sup> (0.414 ac) for No. 3 Road Greenway located north of the Neighbourhood Park referenced in Section 2.2(a) (above).

NOTE: This land transfer is required in respect to CCAP and Zoning Bylaw requirements for the Capstan Station Bonus and is ineligible for DCC (park acquisition) credits; however, it can be used for the purpose of calculating the maximum permitted floor area on the net buildable portion of the subject site (as specifically provided for via the subject development’s proposed site specific zone).

- 2.3. Lot Consolidation and Subdivision: In addition to two (2) City-owned, fee simple lots for park purposes, as per the Preliminary Subdivision Plan (**Schedule A**), consolidation and subdivision to create four (4) lots for the purpose of the subject development, including:
- a) Lot 1 (south lot): 9,131.0 m<sup>2</sup> (2.256 ac);
  - b) Lot 2 (middle lot): 8,936.0 m<sup>2</sup> (2.208 ac);
  - c) Lot 3 (northeast lot): 3,429.0 m<sup>2</sup> (0.847 ac); and
  - d) Lot 4 (northwest lot): 7,175.0 m<sup>2</sup> (1.773 ac).
- 2.4. No Separate Sale: Registration of legal agreements on the four (4) lots created for the purpose of the subject development, as per the Preliminary Subdivision Plan (**Schedule A**), requiring that the lots may not be sold or otherwise transferred separately without prior approval of the City, to ensure that legal agreement and business terms related to financial, legal, development, and other obligations assigned to each of the lots as a result of the subject rezoning are transferred and secured to the satisfaction of the Director of Development and City Solicitor.
- 2.5. Public Rights of Passage: Registration of Statutory Right-of-Ways (SRW), as per the Preliminary Statutory Right-of-Way Plan (**Schedule B**), to facilitate public access and related landscaping and infrastructure, including:
- a) Sexsmith Sidewalk 3.7 m wide right-of-way along the subject site's entire Sexsmith Road frontage (i.e. Lots 1, 2, and 3) for sidewalk widening.
    - The right-of-way shall provide for:
      - 24 hour-a-day, universally accessible, public access in the form of sidewalk and related landscape features accommodating pedestrians and cyclists, which may include, but may not be limited to, lighting, furnishings, street trees and planting, decorative paving, and innovative storm water management measures, to the satisfaction of the City;
      - Public art;
      - Public access to fronting residential, commercial, public open space, and other on-site uses;
      - Emergency and service vehicle access, City bylaw enforcement, and any related or similar City-authorized activities;
      - City utilities, traffic control (e.g., signals), and related equipment;
      - The owner-developer's ability to close a portion of the right-of-way to public access to facilitate maintenance or repairs to the right-of-way or the fronting uses, provided that adequate public access is maintained and the duration of the closure is limited, as approved by the City in writing in advance of any such closure;
      - Design and construction, via a Servicing Agreement\*, at the sole cost and responsibility of the developer, as determined to the satisfaction of the City; and
      - Maintenance at the sole cost of the owner-developer, except for paved sidewalk areas and City streetlights, street trees, and furnishings.
    - The right-of-way shall not provide for:
      - Driveway crossings (except at the intersection with the Private Road right-of-way);
      - Vehicle access, except as described above; or
      - Building encroachments above or below the finished grade of the right-of-way.
- NOTE: This right-of-way is NOT eligible public open space with respect to CCAP and Zoning Bylaw public open space requirements for the Capstan Station Bonus.
- b) Sea Island Greenway: 10.0 m wide right-of-way (670.0 m<sup>2</sup> / 0.166 ac) along the subject site's entire Sea Island Way frontage (Lot 4) for the establishment of a landscaped greenway accommodating pedestrian and bike activity.

- The right-of-way shall provide for:
  - 24 hour-a-day, universally accessible, public access in the form of paved walkway, off-street bike path, and related landscape features, which may include, but may not be limited to, lighting, furnishings, street trees and planting, decorative paving, and innovative storm water management measures, to the satisfaction of the City;
  - Public art;
  - Public access to fronting commercial, public open space, and other on-site uses;
  - Emergency and service vehicle access, City bylaw enforcement, and any related or similar City-authorized activities;
  - City utilities, traffic control (e.g., signals), and related equipment;
  - The owner-developer's ability to close a portion of the right-of-way to public access to facilitate maintenance or repairs to the right-of-way or the fronting uses, provided that adequate public access is maintained and the duration of the closure is limited, as approved by the City in writing in advance of any such closure;
  - Design and construction, via a Development Permit\* or Servicing Agreement\*, at the sole cost and responsibility of the developer, as determined to the satisfaction of the City; and
  - Maintenance at the sole cost of the owner-developer, except for paved sidewalk areas and City utilities, streetlights, street trees, and furnishings.
- In addition, the right-of-way shall provide for:
  - Building encroachments located fully below the finished grade of the right-of-way, provided that such encroachments do not conflict with the design, construction, or intended operation of the right-of-way (e.g., tree planting, accessible grades, underground utilities), as specified in a Development Permit\* or Servicing Agreement\* approved by the City.
- The right-of-way shall not provide for:
  - Driveway crossings;
  - Vehicle access, except as described above; or
  - Building encroachments above the finished grade of the right-of-way.

NOTE: This right-of-way is required in respect to CCAP and Zoning Bylaw public open space requirements for the Capstan Station Bonus.

- c) Neighbourhood Park Trail: 6.0 m wide right-of-way (503.0 m<sup>2</sup> / 0.124 ac) along the south side of Lot 4 to provide for pedestrian and bicycle movements along the north edge of the ultimate Neighbourhood Park consolidation (as set out in the City Centre Area Plan), linking between No. 3 Road and the cul-de-sac bulb at the north end of the dedicated North-South Street.
- The right-of-way shall provide for:
    - 24 hour-a-day, universally accessible, public access in the form of combined walkway/off-street bike path and related landscape features, which may include, but may not be limited to, lighting, furnishings, street trees and planting, decorative paving, and innovative storm water management measures, to the satisfaction of the City;
    - Public art;
    - Public access to fronting commercial, residential, public open space, and other on-site uses;
    - Emergency and service vehicle access, City bylaw enforcement, and any related or similar City-authorized activities;
    - The owner-developer's ability to close a portion of the right-of-way to public access to facilitate maintenance or repairs to the right-of-way or the fronting uses, provided that adequate public access is maintained and the duration of the closure is limited, as approved by the City in writing in advance of any such closure;
    - Design and construction, via a Development Permit\*, at the sole cost and responsibility of the developer, as determined to the satisfaction of the City; and
    - Maintenance at the sole cost of the owner-developer, except as otherwise determined via the Development Permit\* approval process.

- In addition, the right-of-way shall provide for:
  - Building encroachments, provided that such encroachments do not conflict with the design, construction, or intended operation of the Neighbourhood Park Trail (e.g., tree planting, pedestrian access), as specified in a Development Permit\* approved by the City, including building encroachments situated:
    - i. Fully below the finished grade of the right-of-way; and
    - ii. Above the finished grade of the right-of-way, limited to pedestrian weather protection, architectural appurtenances, and signage, provided that such encroachments do not project more than 3.0 m into the right-of-way or as otherwise determined to the satisfaction of the City as specified in an approved Development Permit\* and there is a clear distance of at least 2.3 m between the finished grade of the right-of-way and the underside of the encroachment.
- The right-of-way shall not provide for:
  - Driveway crossings;
  - Vehicle access, except as described above; or
  - City utilities.

NOTE: This right-of-way is required in respect to CCAP and Zoning Bylaw public open space requirements for the Capstan Station Bonus.

- d) Mid-Block Trail: 10.0 m wide right-of-way (637.0 m<sup>2</sup> / 0.157 ac) along the west side of Lot 1, south of Hazelbridge Way, for the extension of the approved landscaped trail for pedestrians and bikes (provided by the developer, as per RZ 10-544729 and DP 12-604012)

- The right-of-way shall provide for:
  - 24 hour-a-day, universally accessible, public access in the form of combined walkway/off-street bike path and related landscape features, which may include, but may not be limited to, lighting, furnishings, street trees and planting, decorative paving, and innovative storm water management measures, to the satisfaction of the City;
  - Public art;
  - Public access to fronting residential, public open space, and other on-site uses;
  - Emergency and service vehicle access, City bylaw enforcement, and any related or similar City-authorized activities;
  - City utilities, traffic control (e.g., signals), and related equipment;
  - The owner-developer's ability to close a portion of the right-of-way to public access to facilitate maintenance or repairs to the right-of-way or the fronting uses, provided that adequate public access is maintained and the duration of the closure is limited, as approved by the City in writing in advance of any such closure;
  - Design and construction, via a Development Permit\*, at the sole cost and responsibility of the developer, as determined to the satisfaction of the City; and
  - Maintenance at the sole cost of the owner-developer, except as otherwise determined via the Development Permit\* approval process.
- The right-of-way shall not provide for:
  - Driveway crossings;
  - Vehicle access, except as described above; or
  - Building encroachments above or below the finished grade of the right-of-way.

NOTE: This right-of-way is required in respect to CCAP and Zoning Bylaw public open space requirements for the Capstan Station Bonus.

- e) Private Road: 20.4 m wide right-of-way along the entire north side of Lot 2, including widening as required to provide for vehicle movements where the SRW intersects with public streets, connecting Sexsmith Road with the cul-de-sac bulb at the north end of the dedicated North-South Street.
- The right-of-way shall provide for:
    - 24 hour-a-day, public access for pedestrians (to universally accessible standards), bicycles, and general purpose vehicle traffic;
    - Public access to fronting residential, commercial, public open space, and other on-site uses;
    - Emergency and service vehicle access, City bylaw enforcement, and any related or similar City-authorized activities;
    - Special design treatments and landscape features including, but not limited to, lighting, furnishings, street trees and planting, decorative paving, and innovative storm water management measures, to the satisfaction of the City;
    - Public art;
    - Traffic control (e.g., signals) and related equipment;
    - The owner-developer's ability to close some or all of the right-of-way to public access in the event of an emergency (e.g., structural failure of the road) with the approval of the City;
    - The owner-developer's ability to close some or all of the right-of-way to vehicles for special events with pre-approval in writing from the City;
    - The owner-developer's ability to close a portion of the right-of-way to public access to facilitate maintenance or repairs to the Private Road or the fronting uses, provided that adequate public access is maintained and the duration of the closure is limited, as approved by the City in writing in advance of any such closure;
    - Design and construction at the sole cost and responsibility of the developer, to the satisfaction of the City, via an approved Development Permit\* (secured via the Landscape Letter of Credit) and Building Permit\*; and
    - Maintenance at the sole cost of the owner-developer, to the satisfaction of the City.
  - In addition, the right-of-way shall provide for:
    - A maximum of two (2) driveway crossings, including one (1) on its south side and one (1) on its north side, the designs of which must be to the satisfaction of the Director of Transportation and Director of Development, as specified in a Development Permit\* approved by the City; and
    - Building encroachments, provided that such encroachments do not conflict with the design, construction, or intended operation of the Private Road (e.g., tree planting, vehicle weight restrictions), as specified in a Development Permit\* approved by the City, including building encroachments situated:
      - i. Fully below the finished grade of the right-of-way; and
      - ii. Above the finished grade of the right-of-way, limited to pedestrian weather protection, architectural appurtenances, and signage, provided that such encroachments do not project more than 2.0 m into the right-of-way or as otherwise determined to the satisfaction of the City as specified in an approved Development Permit\* and there is a clear distance of at least 2.3 m between the finished grade of the right-of-way and the underside of the encroachment.
  - Furthermore, the right-of-way shall provide for:
    - Loading for large trucks (i.e. WB-17), smaller trucks, and other vehicles (i.e. passenger drop-off, garbage/recycling vehicle pick-up) in the form of a lay-by parallel to and north of the vehicle travel portion of the right-of-way. In addition to being available to Lot 2 (upon which lot the right-of-way shall be registered) and the general public, the loading lay-by is expressly provided to accommodate loading for Lot 3 and 3131 Sexsmith Road (the latter of which is situated north of Lot 3 and will be accessed via Lot 3's driveway along the north side of the subject right-of-way).



- The right-of-way shall not provide for:
  - City utilities.

NOTE: This right-of-way is NOT eligible public open space with respect to CCAP and Zoning Bylaw public open space requirements for the Capstan Station Bonus.

2.6. Additional Public Rights of Passage: Registration of a Statutory Right-of-Way (SRW) to facilitate public access and related landscaping and infrastructure, including:

- a) ARTS Terraces: A right-of-way of varying width along the entire Sexsmith Road and Hazelbridge Way frontages of the Artist Residential Tenancy Studio (ARTS) Units and related areas on Lot 1, the size and configuration of which shall be confirmed to the satisfaction of the City via the Development Permit\* review and approval processes for Lot 1.
  - The right-of-way shall provide for:
    - 24 hour-a-day, public access for pedestrians (to universally accessible standards) in the form of stairs, ramps, walkways and related landscape features, which may include, but may not be limited to, lighting, furnishings, trees and planting, decorative paving, and innovative storm water management measures, to the satisfaction of the City;
    - Public art;
    - Public access to fronting ARTS Units, common residential lobbies, and other on-site uses;
    - Emergency and service access, City bylaw enforcement, and any related or similar City-authorized activities;
    - The owner-developer's ability to close a portion of the right-of-way to public access to facilitate maintenance or repairs to the right-of-way or the fronting uses, provided that adequate public access is maintained and the duration of the closure is limited, as approved by the City in writing in advance of any such closure;
    - Design and construction, via a Development Permit\*, at the sole cost and responsibility of the developer, as determined to the satisfaction of the City; and
    - Maintenance at the sole cost of the owner-developer.
  - In addition, the right-of-way shall provide for:
    - A maximum of 2 driveway crossings along Hazelbridge Way;
    - Building encroachments, provided that any such encroachments are located fully below the finished grade of the right-of-way or a minimum of 2.5 m clear above the right-of-way and they do not conflict with the design, construction, or intended public amenity or operation of the right-of-way, as specified in a Development Permit\* approved by the City; and
    - Movable furnishings and planting, displays of artworks, and related features, activities, and events (e.g., art openings) within the right-of-way on a temporary and/or permanent basis provided that public access is not impeded and the features enhance the intended public amenity and operation of the right-of-way as specified in a Development Permit\* approved by the City.
  - The right-of-way shall not provide for:
    - Driveway crossings along Sexsmith Road; and
    - City utilities, traffic control (e.g., signals), or related equipment.

NOTE: This right-of-way is NOT eligible public open space with respect to CCAP and Zoning Bylaw public open space requirements for the Capstan Station Bonus.

2.7. Utility Right-of-Way: Registration of Statutory Right-of-Way (SRW) on Lot 4 for City utilities to facilitate the installation of an automatic watermain flushing system, including infrastructure, kiosks, and City operations and maintenance, to address potential water quality issues on a temporary basis until the developer's construction of Lot 4 and its connection to the City's water system. The details of the automatic flushing system and the required utility right-of-way shall be determined, prior to rezoning adoption, through the City's standard Servicing Agreement processes. All works relating to the installation, operation, maintenance, and future removal of the automatic flushing system, including the reinstatement of City roads and related improvements and the discharge of this utility right-of-way, shall

be at the developer's sole cost. (No Development Cost Charge credits shall apply.) No encroachments shall be permitted below or above the required utility right-of-way.

3. Driveway Crossings: Registration of a legal agreement(s) on title requiring that vehicle access to the subject site shall be limited to:
  - 3.1. Statutory Rights-of-Ways (SRW): Those driveway crossings contemplated and expressly permitted by statutory right-of-way granted by the owner to the City and registered on title, which locations shall be limited to:
    - a) Private Road SRW: Four driveway crossings, including:
      - One at Sexsmith Road;
      - One at the cul-de-sac bulb at the north end of the dedicated North-South Street;
      - One mid-block, south side, providing access to parking and related activities on Lot 2; and
      - One mid-block, north side, providing access to parking and related activities on Lot 3, together with access to the adjacent orphaned lot at 3131 Sexsmith Road (as per legal agreement(s) required to be registered on title) and to Lots 2 and 4 via internal parkade connections (as per cross access requirements registered on title).
    - b) ARTS Terraces SRW: Two driveway crossings along the south side of Hazelbridge Way providing access to residential, residential visitor, commercial, and public parking and related service activities (e.g., loading, garbage, recycling, service vehicles) on Lot 1, together with access to 8677 Capstan Way via internal parkade connections for residential and residential visitor parking and related service activities (as per legal agreements registered on title with respect to the subject development and RZ 10-544729).
 

NOTE: Some or all of the Public (250 space) Parking facility on Lot 1 may share access with other parking and/or service uses on Lot 1 and/or 8677 Capstan Way provided that parking security for residents, ease of public use of the Public Parking facility, ease of service vehicle operation for Lot 1 and 8677 Capstan Way, and related issues are fully resolved to the satisfaction of the City (which may include special design features, operational requirements, and/or legal agreement(s) on title) as determined via an approved Development Permit\* for Lot 1.
  - 3.2. Elsewhere: Driveway crossings along each of the following road frontages:
    - a) One at Hazelbridge Way, north side, providing access to parking and related activities on Lot 2; and
    - b) One at the cul-de-sac bulb at the end of the dedicated North-South Street at Lot 4.
4. Cross Access – Vehicle Access: Registration of a cross access agreement(s), statutory right-of-way(s), and/or alternative legal agreement(s) on title over vehicular and pedestrian circulation and related areas on various lots, as per the Preliminary Subdivision Plan (**Schedule A**), as determined to the satisfaction of the City, including:
  - 4.1. On Lot 1: Agreements in favour of 8677 Capstan Way:
    - a) Allowing for access for parking, garbage, recycling, loading, and related purposes including, as determined to the satisfaction of the City, shared garbage, recycling, loading, and/or related facilities, effective upon final Building Permit\* inspection granting occupancy for Lot 1, in whole or in part, or as otherwise secured via RZ 10-544729;
    - b) Facilitating the closure of the City-approved Sexsmith Road driveway at 8677 Capstan Way, as per legal agreement(s) registered on title by the developer of 8677 Capstan Way (then 3391 and 3411 Sexsmith Road) via RZ 10-544729; and
    - c) Securing the “no building” will be permitted on Lot 1, restricting Building Permit\* issuance for a building, in whole or in part, until the developer demonstrates satisfactory operation of the shared access, as determined at the sole discretion of the City.

NOTE: A reciprocal agreement(s) is registered on the title of 8677 Capstan Way (via RZ 10-544729), which provides for, among other things, 99 parking spaces on 8677 Capstan Way for the exclusive use of Lot 1 and the closure of the interim Sexsmith Road driveway at 8677 Capstan Way upon the completion of alternate access via Lot 1 (which works shall be undertaken at the sole cost of the developer, secured with a Letter of Credit held by the City). Any development on Lot 1 shall fully utilize the 99 spaces secured on 8677 Capstan Way for this purpose.

NOTE: “No development” will be permitted on Lot 1, restricting Development Permit\* issuance for a building on Lot 1, in whole or in part, until parking, access, and circulation requirements are satisfactorily designed and secured, as determined at the sole discretion of the City.

- 4.2. On Lots, 2, 3, and 4: Agreements facilitating shared vehicle and pedestrian use of the permitted driveway crossings and associated circulation by residents, commercial uses, visitors, and the general public, and garbage/recycling and service uses with respect to the Lots 2, 3, and 4, together with the adjacent orphaned lot at 3131 Sexsmith Road, as determined to the satisfaction of the City on a phase-by-phase basis via the City’s standard Development Permit\* and Building Permit\* approval processes.

NOTE: “No development” will be permitted, restricting Development Permit\* issuance for a building (in whole or in part), on a phase-by-phase basis, until access and circulation requirements are satisfactorily designed and secured, as determined at the sole discretion of the City.

5. Cross Access – Shared Resident (Indoor and Outdoor) Amenity Space Access: Registration of a cross access agreement(s), statutory right-of-way(s), and/or alternative legal agreement(s) on title over resident (indoor and outdoor) amenity spaces provided as per OCP and City Centre Area Plan (CCAP) policy, together with related pedestrian circulation and associated areas/uses on various lots, as per the Preliminary Subdivision Plan (**Schedule A**), as determined to the satisfaction of the City, including:

- 5.1. On Lot 1: Agreements in favour of 8677 Capstan Way, allowing for the unrestricted use of indoor and outdoor (rooftop) resident amenity spaces at Lot 1 by the residents of 8677 Capstan Way, including unrestricted use by the occupants of the affordable housing units secured at 8677 Capstan Way through a Housing Agreement (which access shall comply with the City-approved business terms of that Housing Agreement), as determined to the satisfaction of the City through the Development Permit\* approval processes for Lot 1.

NOTE: A reciprocal agreement(s) is registered on the title of 8677 Capstan Way (through RZ 10-544729 and DP 12-604012), which provides for, among other things, the unrestricted use of indoor and outdoor (rooftop) resident amenity spaces at 8677 Capstan Way by the residents of Lot 1 (including unrestricted use by the occupants of the affordable housing units secured at Lot 1 through a Housing Agreement).

- 5.2. On Lot 3: Agreements in favour of Lot 4, allowing for the unrestricted use of indoor and outdoor resident amenity spaces at Lot 3 by the residents of Lot 4, including unrestricted use by the occupants of the affordable housing units secured at Lot 4 through a Housing Agreement (which access shall comply with the City-approved business terms of the Housing Agreement), as determined to the satisfaction of the City through the Development Permit\* approval processes for Lot 3.

- 5.3. On Lot 4: Agreements in favour of Lot 3, allowing for the unrestricted use of indoor and outdoor residential amenity spaces at Lot 4, including unrestricted use by the occupants of the affordable housing units secured at Lot 3 through a Housing Agreement (which access shall comply with the City-approved business terms of the Housing Agreement). For the purposes of this agreement, in addition to amenities provided for the exclusive resident use, resident amenities shall include any commercial amenities (e.g., hotel pool, fitness centre, landscaped decks) provided and secured on Lot 4 as shared commercial-resident amenities in lieu of the developer’s provision of some or all independent resident amenity spaces, as determined to the satisfaction of the City through the Development Permit\* approval processes for Lot 4.

6. Flood Construction: Registration of a flood indemnity covenant(s) on title, as per Flood Plain Designation and Protection Bylaw, Area “A” (i.e. minimum flood construction level of 2.9 m geodetic).

7. **Aircraft Noise:** Registration of an aircraft noise sensitive use covenant(s) on title, as applicable to sites with aircraft noise sensitive uses. On a phase-by-phase basis, prior to each Development Permit\* and Building Permit\* issuance, the owner-developer shall submit a report(s) and/or letter(s) of assurance prepared by an appropriate registered professional, which demonstrate that the interior noise levels and thermal conditions comply with the City's Official Community Plan and Noise Bylaw requirements. 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

8. **View Blockage, Canada Line, Traffic Noise, and Other Development Impacts:** Registration of a restrictive covenant(s) on title, to the satisfaction of the City:
- 8.1. **Potential Impacts:** Identifying that distant views from the subject site's private dwellings, common residential spaces, commercial uses, and other spaces may be obstructed and other development impacts may occur, including without limitation, Canada Line impacts (e.g., noise, overlook), increased shading, increased overlook, reduced privacy, increased ambient noise, and increased ambient night-time light potentially caused by or experienced as a result of, in whole or in part, development on the lands and future development on or the use of surrounding properties;
  - 8.2. **Mitigation:** Requiring that the owner-developer agrees to design and construct all buildings and improvements on the lands in a manner that anticipates the potential impacts and seeks to mitigate them (e.g., the building envelope must be designed to prevent noise penetrating indoor residential spaces in excess of the City's Noise Bylaw), as per a report prepared prior to rezoning adoption by an appropriate registered professional and confirmed on a phase-by-phase basis prior to Development Permit and Building Permit issuance, via subsequent reports and/or letters of assurance, to the satisfaction of the City; and
  - 8.3. **Notification:** Requiring that the owner-developer notifies all initial purchasers of the potential development impacts.

**NOTE:** Potential Canada Line development impacts may be addressed via a separate covenant, if so determined to the satisfaction of the City.

9. **District Energy Utility (DEU):** Registration of a restrictive covenant and/or alternative legal agreement(s), to the satisfaction of the City, securing the owner's commitment to connect to District Energy Utility (DEU), which covenant and/or legal agreement(s) will include, at minimum, the following terms and conditions:
- 9.1. No building permit will be issued for a building on the subject site (i.e. on a lot created through consolidation and subdivision as per Section 2.3, as per the Preliminary Subdivision Plan, **Schedule A**) 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;
  - 9.2. If a DEU is available for connection, no final building inspection permitting occupancy of a building will be granted until the building is connected to the DEU and the owner enters into a Service Provider Agreement on terms and conditions satisfactory to the City and grants or acquires the Statutory Right-of-Way(s) and/or easements necessary for supplying the DEU services to the building;
  - 9.3. If a DEU is not available for connection, then the following is required prior to the earlier of subdivision (stratification) or final building inspection permitting occupancy of a building:
    - a) The City receives a professional engineer's certificate stating that the building has the capability to connect to and be serviced by a DEU;
    - b) The owner enters into a covenant and/or other legal agreement to require that the building connect to a DEU when a DEU is in operation.

- c) The owner grants or acquires the Statutory Right-of-Way(s) and/or easements necessary for supplying DEU services to the building; and
- d) If required by the Director of Engineering, the owner provides to the City a letter of credit, in an amount satisfactory to the City, for costs associated with acquiring any further Statutory Right of Way(s) and/or easement(s) and preparing and registering legal agreements and other documents required to facilitate the building connecting to a DEU when it is in operation.

10. **Capstan Station Bonus:** Registration of a restrictive covenant(s) and/or alternative legal agreement(s), to the satisfaction of the City, securing that “no building” will be permitted on the subject site and restricting Building Permit\* issuance for the subject site, in whole or in part, until the developer, on a phase-by-phase basis, contributes to the Capstan station reserve or as otherwise provided for via the Zoning Bylaw.

10.1. **Capstan Station Reserve:** Preliminary estimated developer contributions are as indicated in the following table; however, the actual value of developer contributions may vary (based on the actual number of dwelling units in each phase) and shall be determined, on a phase-by-phase basis, as per the Richmond Zoning Bylaw in effect at the date of Building Permit\* approval.

Phase	Lot	No. of Dwelling Units <i>Estimate to be confirmed at Building Permit* stage</i>	Capstan Station Reserve Voluntary Contribution <i>** Preliminary estimate based on \$7,800/unit</i>
1	1	405	\$3,159,000
2	2	451	\$3,517,800
3	3	181	\$1,411,800
4	4	91	\$709,800
<b>TOTAL</b>		1,128	\$8,798,400

\*\* September 2010 rate. Actual applicable rates shall be determined, on a phase-by-phase basis, as per the Zoning Bylaw in effect at the time of Building Permit\* approval.

10.2. **Public Open Space:** As per CCAP policy with respect to the Capstan Station Bonus, bonus provisions contained within ZMU25 require that the developer grants to the City, via a statutory right-of-way, air space parcel, or fee simple, as determined at the sole discretion of the City, rights of public use over a suitably landscaped area of the site for park and related purposes at a rate of 5.74 m<sup>2</sup> per dwelling unit or 6,810.4 m<sup>2</sup>, whichever is greater. (**Schedule C**) The developer proposes to provide the following public open space prior to rezoning adoption. If the combined total number of dwellings on Lots 1, 2, 3, and 4 exceeds the current estimate and the developer is, therefore, required to provide additional public open space to satisfy the provisions of the Bonus, that additional open space will be secured to the satisfaction of the City prior to Development Permit\* issuance in respect to the development's final phase or as otherwise determined to the satisfaction of the City.

Capstan Station Bonus (CSB) Public Open Space Features**		CSB Voluntary Public Open Space Contribution***	
		Fee Simple	SRW
A.	Neighbourhood Park (excluding DCC park)	3,326.4 m <sup>2</sup>	nil
B.	No. 3 Road Greenway	1,674.0 m <sup>2</sup>	nil
C.	Sea Island Greenway (Lot 4 SRW)	nil	670.0 m <sup>2</sup>
D.	Neighbourhood Park Trail (Lot 4 SRW)	nil	503.0 m <sup>2</sup>
E.	Mid-Block Trail (Lot 1 SRW)	nil	637.0 m <sup>2</sup>
Sub-Total		5,000.4 m <sup>2</sup>	1,810.0 m <sup>2</sup>
<b>TOTAL</b>		6,810.4 m <sup>2</sup> (1.683 ac)	

\*\* CSB public open space features are NOT eligible for Development Cost Charge (DCC) credits for park acquisition or park development; however, as per the ZMU25 zone, the developer may use the area of CSB public open space features for density calculation purposes.

\*\*\* The developer must provide public open space in compliance with the provisions of the ZMU25 zone. If the combined total number of dwellings on Lots 1, 2, 3, and 4 exceeds 1,186, additional public open space shall be required. (No adjustment shall be made if the combined total number of dwellings is less than 1,186.)

11. Transitional Parking and Transportation Demand Management (TDM) Measures: City acceptance of the developer's offer to voluntarily provide for improvements and cash-in lieu contribution(s) to facilitate specific transitional parking and TDM measures in Capstan Village. The voluntary developer contribution of the specified transitional parking and TDM measures shall be taken into consideration by the City on a Development Permit\*-by-Development Permit\* basis in respect to Zoning Bylaw provisions allowing for a relaxation of up to 10% with regard to the development's minimum parking requirements (applicable to all uses except resident parking for market residential units and parking for the Early Childhood Development (ECD) Hub). Transitional parking and TDM measures shall include the following:

NOTE: The specified transitional parking and TDM measures shall be provided by the developer in addition to OCP and Zoning Bylaw requirements in effect at the time of Development Permit\* issuance on a phase-by-phase basis.

- 11.1. Public Parking: Prior to Development Permit\* issuance for Lot 1, the developer shall provide for 250 parking spaces for shared residential/commercial use on Lot 1, as per the subject site's ZMU25 zone. More specifically, the Public Parking facility on Lot 1 shall provide for the following to the City's satisfaction, as determined via the Development Permit\* review and approval processes for Lot 1.

NOTE: The ZMU25 zone provides for a:

- 250 space reduction in the minimum number of required on-site non-residential parking spaces on Lot 4 on the basis that businesses on Lot 4 and their workers, guest, clients, and visitors will have use of the 250 Public Parking spaces on Lot 1; and
- 50% reduction in the minimum required number of on-site residential visitor parking spaces on Lots 1, 2, 3, and 4 on the basis that visitors will have unrestricted access to hourly/short-term parking (shared with Lot 4 non-residential parking, as permitted under the Zoning Bylaw) in a portion of the 250 Public Parking spaces on Lot 1.

NOTE: In addition to the features listed below, the parking facility shall accommodate car-share parking spaces and related requirements, as set out in the "Car-Share Parking" requirements below.

- a) 50% of the facility's 250 parking spaces shall be secured via legal agreement on title for general public use (i.e. unassigned spaces). These unassigned parking spaces shall be made available to the general public on a short-term/hourly basis (i.e. no monthly or longer terms):
  - At a rate that does not exceed that of local City-operated on-street parking; and
  - For a daily duration equal to or greater than that of transit operations within 400 m (5 minute walk) of the lot or as otherwise determined to the satisfaction of the City.
- b) 50% of the facility's 250 parking spaces may be designated for and/or used by specific businesses or other users as determined by the owner-operator (i.e. assigned spaces), to the satisfaction of the City. These assigned spaces shall:
  - On an interim basis, be made available to the residents of Lots 1, 2, and 3, on a first-come-first-served basis, for resident parking purposes (e.g., rented, leased). If, on a phase-by-phase basis, parking demand does not exhaust the supply of assigned spaces, the developer-operator may make the surplus spaces available to the general public on an hourly basis (based on the same terms as the unassigned spaces) and/or a monthly basis, provided that any such arrangements do not compromise the intended availability of the spaces for the interim use of residents of Lots 1, 2, and 3 or the ultimate use of the spaces with respect to Lot 4, as set out in the Zoning Bylaw and further described below.
  - Upon construction of Lot 4, in whole or in part, Lot 4 non-residential development shall exercise priority over the assignable parking spaces and may secure them for its exclusive use (i.e. by rent, lease, and/or and alternate arrangement). If following the completion of Lot 4, the supply of assigned parking spaces exceeds Lot 4's demand, the developer-operator may make the surplus spaces available to the general public on an hourly basis (based on the same terms as the unassigned spaces) or longer term basis (e.g., monthly, annually).

- c) The 250 parking spaces must be:
    - Located on Lot 1 where they provide for convenient, attractive, and universally-accessible pedestrian access to the future Capstan Canada Line station, Early Childhood Development (ECD) Hub (Lot 2), and nearby existing and proposed commercial and residential uses; and
    - Consolidated in one location within Lot 1 or as otherwise determined at the sole discretion of the City and secured with legal agreement(s) on title via an approved Development Permit\* for Lot 1.
  - d) Some or all of the Public (250 space) Parking facility on Lot 1 may share driveway access with other parking and/or service uses on Lot 1 and/or 8677 Capstan Way provided that parking security for residents, ease of public use of the Public Parking facility, ease of service vehicle operation for Lot 1 and 8677 Capstan Way, and related issues are fully resolved to the satisfaction of the City (which may include special design features, operational requirements, and/or legal agreement(s) on title) as determined via an approved Development Permit\* for Lot 1.
  - e) The facility shall provide for parking space sizes/types/distribution, safe pedestrian/vehicle access, and related features (e.g., interior and exterior signage, electric vehicle (EV) charging stations) in compliance with Zoning Bylaw and OCP requirements.
  - f) Design, construction, maintenance, operation, and liability with respect to the 250 parking spaces and related facilities and areas (e.g., driveways, pedestrian access) shall be at the sole cost and responsibility of the developer, to the City's satisfaction.
  - g) "No development" shall be permitted on Lot 1, restricting Development Permit\* issuance for a building on Lot 1, in whole or in part, until the developer,;
    - Designs the parking facility to the satisfaction of the City via the Development Permit\* review and approval process for Lot 1; and
    - Secures the parking facility for its intended use via a statutory right-of-way(s) registered on title and/or other legal agreements, to the City's satisfaction. This may include, but will not be limited to, the registration of legal agreement(s) requiring that the parking spaces may not be sold or otherwise transferred separately without the prior approval of the City, to ensure that the intended use of the facility is not compromised.
  - h) "No occupancy" shall be permitted on Lot 1, restricting final Building Permit\* inspection granting occupancy for a building on Lot 1, in whole or in part, until the required parking facility is completed to the satisfaction of the City and has received final Building Permit\* inspection granting occupancy.
- 11.2. Car-Share Parking: Prior to Development Permit\* issuance for Lot 1, the developer shall provide for parking for 6 car-share vehicles within the designated Public Parking facility on Lot 1 (as described above), together with electric vehicle (EV) charging stations, to the satisfaction of the City. More specifically, the "car-share parking" requirements for Lot 1's Public Parking facility shall include the following.
- a) The 6 car-share spaces shall be consolidated on the ground floor of Lot 1's Public Parking facility, adjacent to the facility's vehicle entrance, and provide for safe, convenient, universally-accessible pedestrian access.
  - b) The car-share spaces shall be equipped with 2 electric vehicle (EV) quick-charge (240 V) charging stations for the exclusive use of the car-share vehicles (or as otherwise determined by the City), which charging stations shall be situated to provide for convenient use by vehicles parked in any of the 6 car share spaces.
  - c) The car share spaces (like the Public Parking facility) shall be available to the general public on a daily basis, the duration of which shall be equal to or greater than that of transit operations within 400 m (5 minute walk) of the lot or as otherwise determined by the City.

- d) Users of the car-share spaces shall not be subject to parking fees, except as otherwise determined at the sole discretion of the City.
  - e) “No development” shall be permitted on Lot 1, restricting Development Permit\* issuance for a building on Lot 1, in whole or in part, until the developer:
    - Designs the Public Parking facility to provide for the 6 car-share spaces and related requirements to the satisfaction of the City via the Development Permit\* review and approval process for Lot 1; and
    - Secures the 6 car-share spaces and related features for the intended use via a statutory right-of-way(s) registered on title and/or other legal agreements, to the City’s satisfaction.
  - f) “No occupancy” shall be permitted on Lot 1, restricting final Building Permit\* inspection granting occupancy for a building on Lot 1, in whole or in part, until the required 6 car-share spaces and related features are completed to the satisfaction of the City and have received final Building Permit\* inspection granting occupancy.
- 11.3. Transit Shelters: Prior to rezoning adoption, the developer shall submit a cash-in-lieu contribution towards 2 City Centre-type transit shelters valued at \$60,000.
- 11.4. Pedestrian Mobility Enhancements: Prior to rezoning adoption, the developer shall submit a cash-in-lieu contribution for pedestrian-related infrastructure improvements (e.g., special pedestrian crossing) valued at \$220,000.
- 11.5. Electric Vehicle (EV) Charging Stations: Prior to rezoning adoption, the developer shall provide for 2 EV quick-charge (240 V) charging stations for the use of the general public along the dedicated North-South Street near the frontage of the City-owned Neighbourhood Park, which EV charging stations shall be owned and maintained by the City or its designate, as determined at the sole discretion of the City. More specifically, as determined to the satisfaction of the Director of Development, Director of Engineering, and Director of Transportation, the developer shall be responsible for:
- a) Design of the EV charging stations;
  - b) Construction of pre-ducting (via the City’s standard Servicing Agreement\* process, secured via a Letter of Credit); and
  - c) Cash-in-lieu contribution for the completion of construction of the EV charging stations (by others).
- 11.6. Park Frontage Works: Prior to rezoning adoption, the developer shall provide for the design and construction of improvements along the No. 3 Road and Sea Island Way frontages of the proposed City-owned Neighbourhood Park and No. 3 Road Greenway, to the City’s satisfaction. More specifically, as determined to the satisfaction of the Director of Development, Director of Transportation, Director of Engineering, and Senior Manager, Parks, the developer shall be responsible for:
- a) For the Neighbourhood Park (existing 3300 and 3320 No. 3 Road):
    - Design and construction of temporary frontage improvements, at the developer’s sole cost via the City’s standard Servicing Agreement\* process (secured via a Letter of Credit), the design of which shall provide for safe, convenient, and attractive circulation by pedestrians and cyclists in coordination with temporary park improvements (also the responsibility of the developer via a Servicing Agreement\*) within the adjacent Neighbourhood Park. Required improvements may include, but may not be limited to, an asphalt walkway, ground cover, planting, and trees. (Development Cost Charge credits shall not apply.)
    - Cash-in-lieu contribution for the design and construction of ultimate frontage improvements, the value of which shall be determined, to the satisfaction of the City, based generally on the standard established along the west side of No. 3 Road, south of Capstan Way, in coordination with the recent construction of the Canada Line. (Development Cost Charge credits shall not apply.)



## b) For the No. 3 Road Greenway (existing 3200, 3220, and 3240 No. 3 Road):

- Enter into legal agreement(s) restricting Development Permit\* issuance for a building on Lot 4, in whole or in part, until the developer enters into the City's standard Servicing Agreement\* (secured via a Letter of Credit) for the design and construction of frontage works, the design of which shall be generally consistent with the standard established in coordination with the recent construction of the Canada Line south of Capstan Way, taking into account City objectives for the ultimate design of the Neighbourhood Park, transit plaza development to be undertaken in coordination with the future Capstan Canada Line station, and City objectives for "gateway" development, public art, and related features in the vicinity of the No. 3 Road and Sea Island Way intersection. (Development Cost Charge credits shall not apply.)

12. Tandem Parking: Registration of a legal agreement(s) on title on all lots, as per the Preliminary Subdivision Plan (**Schedule A**), ensuring that:

- 12.1. Resident Parking: Where two parking spaces are provided in a tandem arrangement for the use of resident parking, as per the Zoning Bylaw, both parking spaces must be assigned to the same dwelling unit; and
- 12.2. Elsewhere: Tandem parking shall be prohibited for all other purposes including, but not limited to, parking for residential visitors, commercial uses, child care, and community amenity uses.

13. Affordable Housing: The City's acceptance of the developer's offer to voluntarily contribute affordable housing, the terms of which voluntary contribution shall include registration of the City's standard Housing Agreement(s) to secure affordable housing units, the combined habitable floor area of which shall comprise at least 5% of the subject development's total residential building area, excluding the floor area of ARTS units. More specifically, "no development" will be permitted on Lots 1, 2, 3, or 4, restricting Development Permit\* approval, until the developer, on a lot-by-lot basis, makes provisions for the construction of affordable housing on each of the 4 lots, at the sole cost of the developer, to the satisfaction of the City, secured via the City's standard Housing Agreement(s) registered on title. The form of the Housing Agreement(s) is to be agreed to by the developer and the City prior to adoption of the subject rezoning; after which time, changes to the Housing Agreement(s) will only be permitted for the purpose of accurately reflecting the specifics of the Development Permit\* for each lot and other non-material amendments resulting thereof and made necessary by Development Permit\* approval requirements, to the satisfaction of the Director of Development and Manager, Community Social Development. The terms of the Housing Agreement(s) shall indicate that they apply in perpetuity and provide for, but are not limited to, the following:

- 13.1. The required minimum floor area of the affordable housing on each of the 4 lots shall be equal to a minimum of 4 affordable housing units, the combined habitable floor area of which affordable housing units shall comprise at least 5% of the total residential building area on the lots (exclusive of ARTS units) and shall be distributed on a lot-by-lot basis as follows:

Phase	Lot	Max. Permitted Residential Floor Area under ZMU25 (excluding ARTS units)	Minimum Affordable Housing Requirement	
			Habitable Floor Area Requirement**	Lot-by-Lot Distribution of Habitable Floor Area
1	1	33,750.6 m <sup>2</sup>	1,687.5 m <sup>2</sup> (5%)	843.8 m <sup>2</sup> (2.5%) ***
2	2	39,194.5 m <sup>2</sup>	1,959.7 m <sup>2</sup> (5%)	979.9 m <sup>2</sup> (2.5%) ****
3	3	15,732.2 m <sup>2</sup>	786.6 m <sup>2</sup> (5%)	1,980.4 m <sup>2</sup> (12.6%)
4	4	7,937.2 m <sup>2</sup>	396.9 m <sup>2</sup> (5%)	1,026.6 m <sup>2</sup> (12.9%)
Total		96,614.5 m <sup>2</sup>	4,830.7 m <sup>2</sup> (5%)	4,830.7 m <sup>2</sup> (5%)

\*\* 5% of lot-by-lot "Max. Permitted Residential Floor Area under ZMU25 (excluding ARTS units)".

\*\*\* For Phase 1/Lot 1, the combined total floor area of affordable housing and ARTS units represents 6.4% of residential floor area.

\*\*\*\* At Phase 2/Lot 2, in addition to affordable housing, the developer shall provide for an Early Childhood Development (ECD) Hub, as per legal agreements registered in title. (See Section 14 for ECD Hub requirements.)

- 13.2. The number of affordable housing units, together with their types, sizes, unit mix, rental rates, and occupant income restrictions shall be in accordance with the City's Affordable Housing Strategy and guidelines for Low End Market Rental housing (unless otherwise agreed to by the Director of Development and Manager, Community Social Development), as follows:

Unit Type	Minimum Unit Area	Maximum Monthly Unit Rent**	Total Maximum Household Income**
Bachelor	37 m <sup>2</sup> (400 ft <sup>2</sup> )	\$850	\$34,000 or less
1-Bedroom	50 m <sup>2</sup> (535 ft <sup>2</sup> )	\$950	\$38,000 or less
2- Bedroom	80 m <sup>2</sup> (860 ft <sup>2</sup> )	\$1,162	\$46,500 or less
3-Bedroom	91 m <sup>2</sup> (980 ft <sup>2</sup> )	\$1,437	\$57,500 or less

\*\* May be adjusted periodically, as provided for under adopted City policy.

- 13.3. Occupants of the affordable housing units shall, to the satisfaction of the City (as determined prior to Development Permit\* approval), enjoy full and unlimited access to and use of all on-site indoor and outdoor amenity spaces provided as per OCP and City Centre Area Plan (CCAP) policy. In addition, residents of the affordable housing units shall enjoy the following:

- Lot 1: Unrestricted use of indoor and outdoor (rooftop) residential amenity spaces at 8677 Capstan Way, which spaces are to be provided by the developer in respect to RZ 10-544729 and DP 12-604012 for future shared use with the residents of Lot 1, as per legal agreement(s) on title;
- Lot 3: Unrestricted use of indoor and outdoor residential amenity spaces at Lot 4, which spaces are to be provided by the developer for the shared use of the residents of Lots 3 and 4, secured via legal agreement(s) on title; and
- Lot 4: Unrestricted use of indoor and outdoor residential amenity spaces at Lot 3, which spaces are to be provided by the developer for the shared use of the residents of Lots 3 and 4, secured via legal agreement(s) on title.

- 13.4. Parking, "Class 1" bike storage, and related electric vehicle (EV) charging stations shall be provided for the use of affordable housing occupants as per the Richmond Official Community Plan and Zoning Bylaw at no additional charge to the affordable housing occupants (i.e. no monthly rents or other fees shall apply for the casual, shared, or assigned use of the parking spaces, bike storage, EV charging stations, or related facilities by affordable housing occupants), which features may be secured via legal agreement(s) on title, as determined to the satisfaction of the City.

- 13.5. The affordable housing units, all related uses (e.g., parking, garbage/recycling, hallways and circulation, amenities), and associated landscaped areas shall be completed to a turnkey level of finish, at the sole cost of the developer, to the satisfaction of the Director of Development and Manager, Community Social Development.

- 13.6. Final Building Permit\* inspection granting occupancy for any building, in part or in whole, on any of Lots 1, 2, 3, or 4 shall not be granted until the required affordable housing units on the affected lot are completed to the satisfaction of the City and have received final Building Permit\* inspection permitting occupancy.

14. **ARTS Units:** The City's acceptance of the developer's offer to voluntarily contribute "artist residential tenancy studio (ARTS) units", the terms of which voluntary contribution shall include the registration of the City's standard Housing Agreement to secure 17 affordable housing units in the form of ARTS units, as defined by the subject rezoning application's proposed "Residential/Limited Commercial (ZMU25) – Capstan Village (City Centre)" zone, as follows:

- The combined habitable floor area of the 17 ARTS units (i.e. net of common areas and uses occurring outside the units such as parking, garbage/recycling areas, hallways, and amenity spaces) shall comprise at least 1,393.5 m<sup>2</sup> (15,000 ft<sup>2</sup>) and shall, together with parking and related uses, be located on Lot 1.
- The ARTS units will be managed under the guidelines as set out under the City's Affordable Housing Strategy and guidelines for Low End Market Rental housing, including provisions for occupants of the

ARTS units subject to the Housing Agreement to not be subject to strata, maintenance, or parking fees, and to enjoy full and unlimited access to and use of all on-site indoor and outdoor amenity spaces (including unrestricted use of indoor and outdoor (rooftop) residential amenity spaces at 8677 Capstan Way, which spaces are to be provided by the developer in respect to RZ 10-544729 and DP 12-604012 for future shared use with the residents of Lot 1, as per legal agreement(s) on title), EXCEPT, in addition to income eligibility, at least one of the residents of each ARTS unit must satisfy the criteria of a “professional artist” as defined by the Canada Council for the Arts. While this definition may change from time to time:

- a) The Canada Council (2011) definition of a “professional artist” is an artist who:
  - Has specialized training in the field (not necessarily in academic institutions);
  - Is recognized as such by his or her peers; and
  - Is committed to devoting more time to artistic activity, if financially feasible; and
- b) To meet the Canada Council (2011) definition of a “professional visual artist”, one must also have:
  - Produced an independent body of work;
  - Had at least 3 public presentations of work in a professional context over a 3-year period; and
  - Maintained an independent professional practice for at least 3 years.

- 14.3. The terms of the Housing Agreement(s) shall indicate that they apply in perpetuity and provide for a specified number of ARTS units, together with their types and sizes, rents, and household incomes, as indicated below. Applicable rental rates and occupant income restrictions shall generally be in accordance with the City’s Affordable Housing Strategy and guidelines for Low End Market Rental housing (unless otherwise agreed to by the Director of Development and Director, Arts, Culture, and Heritage Services), EXCEPT that for the purposes of interpreting the City’s standard Housing Agreement, all ARTS units, regardless of type, size, configuration, or other features, shall be treated as “bachelor” units.

Unit Type	Number of Units	Minimum Unit Area	Maximum Monthly Unit Rent**	Total Maximum Household Income**
ARTS bachelor	5	74 m <sup>2</sup> (797 ft <sup>2</sup> )	\$850	\$34,000 or less
ARTS 1-bedroom	7	74 m <sup>2</sup> (797 ft <sup>2</sup> )	\$850	\$34,000 or less
ARTS 2-bedroom	5	91 m <sup>2</sup> (980 ft <sup>2</sup> )	\$850	\$34,000 or less

\*\* May be adjusted periodically as provided for under adopted City policy.

- 14.4. The ARTS units shall be designed and constructed to be durable and flexible in order that they may accommodate a broad range of arts uses and related activities, as permitted under the ZMU25 zone. As determined to the satisfaction of the City, unit features should include, but may not be limited to:
- a) Street-oriented, town housing units (as generally defined by the Zoning Bylaw), each of which shall be situated at the first storey of the building (in part or in whole), front directly onto Sexsmith Road or Hazelbridge Way, and provide for direct public access (i.e. without the need for the public to pass through a shared indoor circulation area, such as a corridor, elevator, stair, or lobby);
  - b) A minimum habitable floor elevation of 2.9 m geodetic;
  - c) Good daylighting (especially of the double-height space) and sunlight controls/shading;
  - d) Natural and mechanical ventilation (including, but not limited to, compliance with OCP Aircraft Noise Sensitive Development policies for Area 3: Moderate Aircraft Noise Area);
  - e) Mechanical and electrical flexibility (including flexible lighting options in the double height space);
  - f) Measures incorporated into the individual ARTS units (including appropriate siting and orientation) to ensure that permitted arts-related activities carried out within the units will not materially impact neighbouring residents (on site or off) by way of noise, vibration, smoke, dust, odours, heat, glare, or electrical or radio disturbances detectable beyond the ARTS units;

- g) Highly durable, resilient materials used for all floors, walls, sinks, and countertops;
- h) Direct access from interior double height spaces to outdoor space via double-height doors;
- i) Provisions for the permanent or temporary display outdoors of a limited amount of artwork produced on the premises;
- j) Interceptors in all sink drains;
- k) Convenient access to loading for large and heavy items;
- l) Units wired for communication/high speed data/cable; and
- m) Additional requirements, as set out in the “ARTS Units: Supplementary Development Permit Requirements” (**Schedule D**).

14.5. Parking, “Class 1” bike storage, and related electric vehicle (EV) charging stations shall be provided for the use of ARTS units occupants as per the Richmond Official Community Plan and Zoning Bylaw at no additional charge to the ARTS units occupants (i.e. no monthly rents or other fees shall apply for the casual, shared, or assigned use of the parking spaces, bike storage, EV charging stations, or related facilities) and secured via legal agreement(s) on title.

14.6. The ARTS units, all related uses (e.g., parking, garbage/recycling, hallways and circulation, amenities), and associated landscaped areas shall be completed to a turnkey level of finish, at the sole cost of the developer, to the satisfaction of the Director of Development, Manager, Community Social Development, and Director, Arts, Culture, and Heritage Services.

14.7. Final Building inspection permitting occupancy for a building on Lot 1, in whole or in part, shall not be granted until the ARTS units and all related uses and areas (e.g., ARTS units’ parking, residential amenity spaces) are constructed to the satisfaction of the City and have received final Building Permit inspection permitting occupancy.

15. Early Childhood Development (ECD) Hub: The City’s acceptance of the developer’s offer to voluntarily contribute an Early Childhood Development (ECD) Hub, the terms of which voluntary contribution shall include the developer’s transfer of 1,428.4 m<sup>2</sup> of indoor floor area (together with related outdoor program space, parking, and related features) in the form of an air space parcel on Lot 2, constructed at the developer’s sole cost to a turnkey level of finish to the satisfaction of the City, for use as child care, community amenity space, and minor health service, as provided for under the subject rezoning application’s proposed “Residential/Limited Commercial (ZMU25) – Capstan Village (City Centre)” zone. More specifically, prior to rezoning adoption, as determined to the satisfaction of the City, the developer shall enter into legal agreements and/or provide other security in accordance with **Schedule E** (e.g., option to purchase) requiring that:

15.1. “No development” shall be permitted on Lot 2, restricting Development Permit\* issuance for a building on Lot 2, in whole or in part, until the developer:

- a) Submits a cash-in-lieu contribution towards the City’s project management costs for the ECD Hub for design development through to Provincial licensing approval, based on 5% of the total construction value of the facility and related spaces and uses as verified by an independent quantity surveyor to the satisfaction of the City. In addition, if the developer elects to have the City manage the design and construction of the ECD Hub’s tenant improvements and the City at its sole discretion agrees, then the developer will provide the City with an additional cash contribution, based on 10% of the total construction value of the facility, for consultant costs (e.g., space programming, architecture, landscape, electrical, mechanical).
- b) Designs the ECD Hub to the satisfaction of the City, as generally described in the Early Childhood Development (ECD) Hub – Terms of Reference (**Schedule E**) and providing for, among other things:
  - A functional, licensable, fully-finished child care facility including at least 836 m<sup>2</sup> of indoor program space and at least 855 m<sup>2</sup> of contiguous outdoor program (play) area located at the

building's podium roof level (which shall not be situated higher than the fourth floor above finished grade);

- A fully finished “storefront space” of at least 465 m<sup>2</sup> for early childhood, family support, and related programs, which space shall front onto and be directly accessible from the subject development's dedicated North-South Street and on-site parking designated for the exclusive use of the ECD Hub;
- Secure, dedicated vertical circulation connecting the child care level with the “storefront space”, including a large elevator able to accommodate multi-passenger strollers; and
- Parking, bike storage, loading, garbage/recycling facilities, and related features secured for the exclusive use of the ECD Hub and its visitors, staff, guests, and related activities on a 24-hour/day basis, except as otherwise determined to the sole satisfaction of the City.

15.2. “No building” shall be permitted on Lot 2, restricting Building Permit\* for a building on Lot 2, in whole or in part, until the required ECD Hub and related features are incorporated in the Building Permit\* drawings and specifications, generally as determined via the rezoning (RZ 12-610011) and Development Permit\* processes, to the satisfaction of the City.

15.3. “No occupancy” shall be permitted on Lot 2, restricting final Building Permit\* inspection granting occupancy for a building on Lot 2, in whole or in part, until the required ECD Hub and related features (e.g., parking, loading, service facilities, landscaping) are completed to the satisfaction of the City and have received final Building Permit\* inspection granting occupancy.

16. **Public Art:** City acceptance of the developer's offer to voluntarily contribute towards Public Art, the terms of which voluntary developer contribution shall include:

16.1. Prior to Rezoning Adoption: The developer shall provide for the following:

- a) Submit a Public Art Plan for the entirety of the subject site, prepared by an appropriate professional and based on the Richmond Public Art Program, City Centre Public Art Plan, and any relevant supplementary public art and heritage planning undertaken by the City for Capstan Village, to the satisfaction of the Director of Development and Director, Arts, Culture, and Heritage Services (including review(s) by the Public Art Advisory Committee and presentation for endorsement by Council, as required by the Director, Arts, Culture, and Heritage Services). The value of the developer's public art contribution (which shall form a key basis for the required Public Art Plan) shall be at least \$879,653, based on a rate of at least \$8.28/m<sup>2</sup> (\$0.77/ft<sup>2</sup>) for residential uses and \$4.41/m<sup>2</sup> (\$0.41/ft<sup>2</sup>) for non-residential uses and the maximum permitted buildable floor area under the subject site's ZMU25 zone, excluding affordable housing, ARTS units, and the Early Childhood Development (ECD) Hub, as determined on a lot-by-lot basis, as follows:

Phase	Lot	Estimated Floor Area as per ZMU25 Zone***	Public Art Exemptions****	Applicable Developer Contribution Rates*	Min. Public Art Voluntary Developer Contributions**
1	1	(R) 35,144.1 m <sup>2</sup>	(R) 2,237.3 m <sup>2</sup>	\$8.28/m <sup>2</sup> (100% residential)	\$272,468
2	2	(R) 39,194.5 m <sup>2</sup> (NR) 1,688.5 m <sup>2</sup>	(R) 979.9 m <sup>2</sup> (NR) 1,428.4 m <sup>2</sup>	\$8.28/m <sup>2</sup> for residential (R) & \$4.41/m <sup>2</sup> for non-residential (NR) or the current City rate at the time of Development Permit* approval, whichever is greater	\$317,564
3	3	(R) 15,732.2 m <sup>2</sup>	(R) 1,980.4 m <sup>2</sup>		\$113,865
4	4	(R) 7,937.2 m <sup>2</sup> (NR) 26,878.9 m <sup>2</sup>	(R) 1,026.6 m <sup>2</sup>		\$175,756
<b>TOTAL</b>		(R) 98,008.0 m <sup>2</sup> (NR) 28,567.4 m <sup>2</sup>	(R) 6,224.2 m <sup>2</sup> (NR) 1,428.4 m <sup>2</sup>	Varies	\$879,653

\* Rates do not apply to affordable housing units, ARTS units, or Early Childhood Development (ECD) Hub.

\*\* Estimates based on maximum permitted floor area under the subject site's ZMU25 zone. Actual contributions may be greater, as determined prior to Development Permit\* issuance on a lot-by-lot basis.

\*\*\* (R) means residential and (NR) means non-residential.

\*\*\*\* Includes affordable housing, ARTS units, and the Early Childhood Development (ECD) Hub.

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- b) Enter into legal agreement(s) registered on title for the multi-phase implementation of the City-approved Public Art Plan.
- 16.2. “No Development”: The developer shall enter into legal agreements registered on title requiring that “no development” shall be permitted, restricting Development Permit\* issuance on a lot-by-lot (phase-by-phase) basis, until the developer:
- a) Enters into any additional legal agreement(s) required to facilitate the multi-phase implementation of the City-approved Public Art Plan, which may require that, prior to entering into any such additional agreement, a Detailed Public Art Plan is submitted by the developer for the lot (phase) and/or an artist is engaged, to the satisfaction of the City (as generally set out in the legal agreement entered into and the Public Art Plan submitted prior to rezoning adoption); and
  - b) Submits a Letter of Credit or cash (as determined at the sole discretion of the City) with respect to the applicable lot (phase) of the Plan’s implementation, the value of which contribution shall be at least the value indicated for the applicable lot (phase) in the table above.

NOTE: If the Plan requires that a voluntary developer contribution with respect to a particular lot (phase) exceeds the value in the above table with the understanding that the developer is “pre-paying” with respect to a future phase or phases, the “pre-paid” portion will be credited towards future voluntary developer contribution(s) as set out in the Plan.

- 16.3. “No Occupancy”: The developer shall enter into legal agreements registered on title requiring that “no occupancy” shall be permitted, restricting final Building Permit\* inspection granting occupancy of the building (exclusive of parking), in whole or in part, on a lot or phase for which the City-approved Public Art Plan requires the developer’s implementation of a public artwork until:
- a) The developer, at its expense, commissions an artist or artists to conceive, create, manufacture, design, and oversee or provide input about the manufacturing of the public artwork, and causes the public artwork to be installed on City property or, if expressly permitted by the City, within a statutory right-of-way on the developer’s lands secured for rights of public passage, public art, and related purposes, in accordance with the City-approved Public Art Plan;
  - b) The developer, at its expense and within thirty (30) days of the date on which the public art is installed, executes and delivers to the City a transfer of all of the developer’s rights, title, and interest in the public artwork to the City if on City property or to the subsequent Strata or property owner if on Private property (including transfer of joint world-wide copyright) or as otherwise determined to be satisfactory by the City Solicitor and Director, Arts, Culture, and Heritage Services;

Note: It is the understanding of the City that the artist’s rights, title, and interest in the public artwork will be transferred to the developer upon acceptance of the artwork based on an Agreement solely between the developer and the artist. These rights will in turn be transferred to the City, subject to approval by Council to accept the donation of the artwork.

- c) The developer, at its expense, submits a final report to the City promptly after completion of the installation of the public art in respect to the City-approved Public Art Plan, which report shall, to the satisfaction of the Director of Development and Director, Arts, Culture, and Heritage Services, include:
  - Information regarding the siting of the public art, a brief biography of the artist(s), a statement from the artist(s) on the public art, and other such details as the Director of Development and Director, Arts, Culture, and Heritage Services may require;
  - A statutory declaration, satisfactory to the City Solicitor, confirming that the developer’s financial obligation(s) to the artist(s) have been fully satisfied;
  - The maintenance plan for the public art prepared by the artist(s); and

- Digital records (e.g., photographic images) of the public art, to the satisfaction of the Director of Development and Director, Arts, Culture, and Heritage Services.

17. Tree Protection and Replacement:

17.1. Prior to Rezoning Adoption: The developer shall provide for the following:

- a) Submit a Comprehensive Tree Protection and Replacement Plan for the entirety of the subject site, prepared by an appropriate professional based on City tree protection policy with respect to existing significant trees, both on-site and off-site (i.e. City-owned trees within existing or proposed dedicated roads) to the satisfaction of the Director of Development, Senior Manager, Building Approvals, and Senior Manager, Parks. The Plan shall include, among other things:
  - An up-to-date tree inventory and arborist's report;
  - A phasing strategy for tree protection, removal, and replacement, including among other things:
    - Tree removal occurring due to pre-loading and site preparation prior to Development Permit\* issuance for the affected lot (phase);
    - Tree protection fencing and related requirements; and
    - Tree Survival Security requirements; and
  - Tree compensation, including recommended voluntary developer contributions to the City's Tree Compensation Fund for the planting of replacement trees elsewhere within the City.
- b) Enter into legal agreement(s) registered on title for the multi-phase implementation of the City-approved Comprehensive Tree Protection and Replacement Plan.
- c) Submit a Contract entered into between the developer and a Certified Arborist for supervision of any on-site works conducted within the required tree protection zone of the trees to be retained, on a permanent and/or interim basis as set out under the City-approved Comprehensive Tree Protection and Replacement Plan. (The Contract should include the scope of work to be undertaken, including the proposed number of site monitoring inspections and provision for the Arborist to submit a post-construction assessment report to the City for review.)
- d) Install appropriate tree protection fencing around all trees to be retained as part of the development prior to any construction activities occurring on-site (including building demolition) or as otherwise determined to the satisfaction of the City based on the City-approved Comprehensive Tree Protection and Replacement Plan.

17.2. "No Development": Development Permit\* issuance will be restricted until the developer, on a lot-by-lot (phase-by-phase) basis, fulfills the provisions of the City-approved Comprehensive Tree Protection and Replacement Plan to the satisfaction of the City.

18. Phasing: Registration of a restrictive covenant(s) and/or alternative legal agreement(s), to the satisfaction of the City, securing that "no development" will be permitted on the subject site and restricting Development Permit\* issuance (together with various Building Permit\* and occupancy restrictions, as determined to the satisfaction of the City), until the developer satisfies the following:

18.1. General Requirements: Development must proceed on the following basis:

- a) The subject development shall include a maximum of four phases, the comprehensive design and development of each of which shall be addressed by one Development Permit\* (i.e. four in total), unless otherwise determined to the satisfaction of the Director of Development;
- b) The construction of phases shall proceed in order from south to north as generally illustrated in the Phasing Key Plan (**Schedule F**);
- c) Development Permit\* issuance, Building Permit\* issuance, and construction of sequential phases (e.g., Phases 1 and 2) may proceed concurrently, but a later phase may not advance, in whole or in



- part, to final Building Permit\* inspection granting occupancy ahead of an earlier phase, EXCEPT for Phase 4, which may advance ahead of Phase 3.
- d) “No development” will be permitted on Lot 3, restricting Development Permit\* issuance for a building (in whole or in part), until, as determined at the sole discretion of the City, the developer:
- With respect to 3131 Sexsmith Road:
    - Provides for the comprehensive development of Lot 3 and the adjacent orphaned lot at 3131 Sexsmith Road (i.e. via property consolidation, rezoning\*, and submission of a Development Permit\* application), to the satisfaction of the City; or
    - Registers any and all necessary legal agreements on title to facilitate the independent development of 3131 Sexsmith Road (by others), as determined to the satisfaction of the Director of Development, Director of Engineering, Director of Transportation, and Senior Manager, Parks, which may include, but may not be limited to:
      - i. Statutory right-of-ways and/or alternate legal agreements in favour of 3131 Sexsmith Road to permit access for vehicles, bikes, and pedestrians, loading, waste removal, emergency services, and/or parking; and
      - ii. Covenant(s) restricting Development Permit\* and/or Building Permit\* issuance for a portion of Lot 3, as determined to the City’s satisfaction, to allow for its comprehensive development with 3131 Sexsmith Road (e.g., via subdivision and consolidation or some alternate means satisfactory to the City).
  - With respect to resident amenity space, provides for shared resident (indoor and outdoor) amenity space for the unrestricted use of the residents of Lot 4 (including the residents of affordable housing units secured with a Housing Agreement), to the satisfaction of the City, as per legal agreements registered on title as per Section 5 (above).
- e) “No development” will be permitted on Lot 4, restricting Development Permit\* issuance for a building (in whole or in part), until, as determined at the sole discretion of the City, the developer provides for shared resident (indoor and outdoor) amenity space for the unrestricted use of the residents of Lot 3 (including the residents of affordable housing units secured with a Housing Agreement), to the satisfaction of the City, as per legal agreements registered on title (as per Section 5 (above).
- f) “No building” will be permitted on a phase-by-phase basis, restricting Building Permit\* issuance for a building, in whole or in part (exclusive of parking), until any and all necessary additional legal agreements have been registered on title as determined to the satisfaction of the Director of Development, Director of Engineering, Director of Transportation, and Senior Manager, Parks, which may include, but may not be limited to:
- Agreements relating 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; and
  - Right-of-ways, as determined via the subject development’s Servicing Agreement\*, Development Permit\*, or other approval processes, for corner cuts for traffic signal equipment and related rights of public passage.
- g) “No occupancy” shall be permitted on a phase-by-phase basis, in whole or in part (excluding parking), restricting Final Building Permit\* inspection granting occupancy until the following have been satisfied:
- All indoor residential amenity space, affordable housing units, ARTS units, community amenity space (Early Childhood Development (ECD) Hub), Public Parking facility, and publicly-accessible on-site open space required in respect to the phase (as determined via an issued Development Permit\*) must receive Final Building Permit\* inspection granting occupancy; and



- All road, engineering, and park improvements for which the developer is required to enter into a Servicing Agreement\* must be complete to the satisfaction of the City (i.e. Certificate of Completion issued), EXCEPT as specifically provided for in this phasing covenant.

18.2. Phase-by-Phase Requirements: The developer must provide for the phase-by-phase design and construction of specific features to the satisfaction of the City, as per the Phasing Key Plan for Engineering, Transportation, and Parks (**Schedule F**) and Phasing Summary Table (**Schedule G**).

19. Community Planning: City acceptance of the developer's voluntary contribution in the amount of \$323,873 (i.e. \$0.25/ft<sup>2</sup> of maximum permitted buildable floor area as per the proposed ZMU25 zone, excluding affordable housing and ARTS units) to future City community planning studies, as set out in the City Centre Area Plan.
20. Development Permit (DP)\*: The submission and processing of a Development Permit\* for Lot 1 (Phase 1) completed to a level deemed acceptable by the Director of Development.
21. Servicing Agreement (SA): Enter into a Servicing Agreement\* for the design and construction, at the developer's sole cost, of full upgrades across the subject site's street frontages, together with various engineering, transportation, and parks works.

Except as expressly provided for and in compliance with the subject development's phasing covenant and related legal agreement(s) registered on title, to the satisfaction of the Director of Development, Director of Engineering, Director of Transportation, Senior Manager, Parks, and Manager, Environmental Sustainability:

- Prior to rezoning adoption, all works identified via the subject development's SA\* must be secured via a Letter(s) of Credit;
- No phasing of off-site works shall be permitted and all works shall be completed prior to final Building Permit\* inspection granting occupancy of the first building on the subject site (exclusive of parking), in whole or in part, EXCEPT as expressly provided for via phasing covenant(s) registered on title and/or alternate security as determined to the sole satisfaction of the City via the City's Servicing Agreement\* standard design and approval processes; and
- Development Cost Charge (DCC) credits may apply.

Servicing Agreement\* works will include, but may not be limited to, the following:

21.1. Engineering SA\* Requirements:

- All water, storm, and sanitary upgrades determined via the Capacity Analysis processes are to be addressed via this SA\* process.
- Any permitted phasing of off-site works will be confirmed during the SA\* stage. The scope of phasing shall be to the satisfaction of the City and at its sole discretion. The first phase of off-site works shall be completed prior to final Building Permit\* inspection granting occupancy for the first building on the subject site (exclusive of parking), in whole or in part.
- The City requires that the proposed design and related calculations are included on the SA\* design drawing set.

As per the completed capacity analyses and related studies, the City accepts the developer's recommendations as follows:

a) **Sanitary Sewer Upgrades**:

- *Sanitary Gravity Sewer*: The development site has no sanitary service. The developer is responsible to construct the sanitary sewer listed below to service the development. The developer is solely responsible for this work; there will be no latecomer program available.
  - Sexsmith Road north of Patterson Road
    - Approximately 45m of 200mm diameter at 0.50% (45m is measured from the center line of Patterson Road to 5m north of the north property line of 3171 Sexsmith Road). An appropriately sized manhole is required at the northern end of the upgraded pipe.

- Sexsmith Road - Patterson Road to Capstan Way
    - Approximately 117m of 375mm diameter at 0.50%
    - Approximately 156m of 450mm diameter at 0.50%
  - Capstan Way @ Sexsmith Road to tie-in to proposed Sanitary Pump Station
    - Approximately 71m of 450mm diameter at 0.50%
    - Approximately 39m of 450mm diameter at 0.50%
    - Approximately 30m of 525mm diameter at 0.50%
    - Approximately 14m of 600mm diameter at 0.50%
  - The developer is responsible for constructing sanitary sewers within the proposed roads dedications (North-South Street and Hazelbridge Way) as required to service the development, the Neighbourhood Park and future development(s). The sanitary sewers are to be sized to the greater of a) 200 mm and b) OCP size and connect to the system on Sexsmith Rd; sizing calculations are to be included in the Servicing Agreement design.
  - The exact length of the sanitary sewers and location of the manholes are to be finalized during the Servicing Agreement design. The developer is required to abandon the existing sanitary sewer system (remove pipes) that is being replaced by the proposed sanitary sewer system. The developer is solely responsible for all the upgrade requirements.
- *New Sanitary Pump Station:* The developer is responsible for the design and construction of the new Capstan sanitary pump station, if it has not already been built by others. The pump station shall be located approximately 125 m west of the Capstan Way and Sexsmith Road intersection. The new sanitary pump station is intended to service all the developments on the east side of No. 3 Road within the existing Skyline sanitary catchment. The new Capstan sanitary catchment boundaries are No. 3 Road, Cambie Road, Garden City Road, and Sea Island Way. The sanitary pump station services a significant area of development. While design and construction of the pump station will be a requirement of any development within the catchment area served by the proposed Capstan Way sanitary pump station, the City's objective is to have an equitable distribution of costs to the benefiting properties to the extent possible using available tools such as latecomer agreements or developer cost sharing agreements. If the new pump station is built by others, the developer may be responsible for contributing towards the new pump station.

**b) Storm Sewer Upgrades:**

- *Sexsmith Road Frontage:* The developer is responsible to construct the storm sewer listed below to service the development. The developer is solely responsible for this work; there will be no latecomer program available.
  - Sea Island Way to Patterson Rd - approximately 65m of 600mm diameter
  - Patterson Road to Hazelbridge Way - approximately 95m of 900mm diameter
  - Hazelbridge Way to Capstan Way - approximately 155m of 1050mm diameter
  - Capstan Way to south on intersection - approximately 25m 1200mm diameter
  - The developer is required to build a temporary storm sewer transition to connect the proposed storm sewer to the existing twin system south of Capstan Way. The developer is also required to build a temporary storm sewer transition from the proposed manhole at the Sexsmith Road and Capstan Way intersection to connect to the existing twin storm sewer system south of Capstan Way.
  - Abandon/remove the existing storm sewer system (remove pipes/infill ditches) that is being replaced by the proposed storm sewer system.
- The required frontage improvements along Sea Island Way will impact the existing drainage in the area. It is the developer's responsibility to determine the alterations and upgrade required to accommodate the road improvements and to coordinate with MOTI.
- *No. 3 Road Frontage:* The developer is responsible to upgrade the existing storm sewer from existing manhole STMH9443 (near property line of 3200/3220 No. 3 Rd) to the south property line of 3320 No. 3 Road with a length of approximately 165m to a min. 600 mm diameter. An

appropriately sized manhole is required at the south end of the upgraded pipe. The development is not permitted to connect to this system.

- *Proposed Road Dedications (North-South Street and Hazelbridge Way):* The developer is responsible to construct storm sewers to the greater of a) 600 mm and b) OCP size and connect to the system on Sexsmith Rd; sizing calculations are to be included in the Servicing Agreement design.

**c) Water Upgrades:**

- Using the OCP Model, there is 80 L/s available at 20 psi residual along Sexsmith Road, just south of Sea Island Way, 112 L/s available at 20 psi residual fronting 3331 Sexsmith Road and 602 L/s available at 20 psi residual along No 3 Road. Based on the developer's proposed rezoning, the subject site requires a minimum fire flow of 220 L/s.
- The developer is responsible to upgrade the existing 150 mm diameter watermain to minimum 300mm diameter along Sexsmith Road from Sea Island Way to Capstan Way and connect to the existing system on Capstan Way. The upgrade may need to be extended due to the required offsite improvements.
- The developer is responsible to construct a 300mm diameter watermain along the proposed road dedications (North-South Street and Hazelbridge Way). To temporarily address water quality issues until Lot 4 is connected to the dead end main, the developer's consultant had proposed to install an automatic flushing system. The automatic flushing system complete with its kiosk shall be located in a utility right of way within Lot 4. The details of the automatic flushing system and its required utility right of way shall be determined through the servicing agreement. The following works relating to the automatic flushing system shall be at the developer's cost:
  - Supply and installation cost of the automatic flushing system (complete with a dechlorination system designed specifically for the automatic flushing device) and registration of the required utility right of way. No encroachment under the required utility right of way is allowed.
  - Supply and installation of a water meter to monitor water consumption of the automatic flushing system. The City shall charge the developer of the water consumed by the automatic flushing system.
  - Operations of the system (e.g., setting controls, etc.) shall be done by City crews (at developer's cost).
  - Maintenance of the proposed automatic flushing system shall be done by City crews (at developer's cost).
  - Future removal of the automatic flushing system and future discharge of the required utility right of way.
- A hydrant at the dead end watermain shall be required. Another hydrant at the southwest corner of the future intersection of Private Road and Sexsmith Road shall be required for by-pass supply to Lot 4 in case of a breakdown at the dead-end watermain. Details of the by-pass design shall be finalized through the Servicing Agreement\* design.
- The location of the site service for Lot 3 will be verified thru the SA\* process to minimize water quality issues.
- Once the developer has confirmed the building design at the Building Permit\* stage, the developer must submit fire flow calculations signed and sealed by a professional engineer based on the Fire Underwriter Survey to confirm that there is adequate available flow.

**d) Private Utilities:**

- The developer shall provide private utility companies with right-of-ways to accommodate their equipment (i.e. above ground private utility kiosks, vista, transformers, etc.) and such equipment

shall be located and designed to minimize potential impacts on the public realm. It is the responsibility of the developer to contact the private utility companies to learn of their requirements.

e) **Encroachments:**

- Registration of right-of-way agreements for private utilities, street trees, sidewalk encroachments, and/or other requirements, as determined via the SA\* review and approval processes to the satisfaction of the Director of Development, Director of Engineering, Director of Transportation, and Senior Manager, Parks.

21.2. Transportation SA\* Requirements:

- A final Traffic Impact Analysis (TIA), including a comprehensive, detailed road and traffic management design for all phases of the subject development, subject to final functional design approval by the Director of Transportation, must be completed prior to SA\* approval for any transportation-related SA\* works. (For the Preliminary Functional Roads Plan, see **Schedule H.**) The works described within such a comprehensive TIA and plan will include, but may not be limited to, the following:
  - a) **Frontage Works:** The design and construction of the following improvements, together with any additional improvements that may be necessary subject to the outcome of the TIA, as determined at the sole discretion of the City.
    - *Hazelbridge Way:* The developer is responsible for the design and construction of the following cross-section between Sexsmith Road and the west boundary of the subject site, to the satisfaction of the City:
      - Min. 2.0 m wide concrete sidewalk;
      - 1.5 m wide landscaped boulevard, incorporating street trees @ 6.0 m on centre or as otherwise directed by the City, some combination of groundcover and decorative planting, City Centre streetlights, benches and furnishings, pedestrian crossings and decorative paving, and a minimum 1.5 m wide continuous trench for tree planting and to facilitate innovative storm water management measures aimed at improving the quality of run-off and reduce the volume of run-off entering the storm sewer system;
      - 0.15 m wide curb;
      - 12.2 m wide vehicular driving/parking surface;
      - 0.15 m wide curb;
      - 1.5 m wide landscaped boulevard, incorporating street trees @ 6.0 m on centre or as otherwise directed by the City, some combination of groundcover and decorative planting, City Centre streetlights, benches and furnishings, pedestrian crossings and decorative paving, and a minimum 1.5 m wide continuous trench for tree planting and to facilitate innovative storm water management measures aimed at improving the quality of run-off and reduce the volume of run-off entering the storm sewer system; and
      - Min. 2.0 m wide concrete sidewalk.

**NOTE:** The construction of Hazelbridge Way is included in the City's Development Cost Charge (DCC) program.

- *North-South Street:* The developer is responsible for the design and construction of the following cross-section between Hazelbridge Way and the cul-de-sac at the north end of the subject road, to the satisfaction of the City:
  - Min. 2.0 m wide concrete sidewalk;
  - 1.5 m wide landscaped boulevard, incorporating street trees @ 6.0 m on centre or as otherwise directed by the City, some combination of groundcover and decorative planting, City Centre streetlights, benches and furnishings, pedestrian crossings and decorative paving, and a minimum 1.5 m wide continuous trench for tree planting and to facilitate innovative storm water management measures aimed at improving the quality of run-off and reduce the volume of run-off entering the storm sewer system;

- 0.15 m wide curb;
  - 12.2 m wide vehicular driving/parking surface;
  - 0.15 m wide curb;
  - 1.5 m wide landscaped boulevard, incorporating street trees @ 6.0 m on centre or as otherwise directed by the City, some combination of groundcover and decorative planting, City Centre streetlights, benches and furnishings, pedestrian crossings and decorative paving, and a minimum 1.5 m wide continuous trench for tree planting and to facilitate innovative storm water management measures aimed at improving the quality of run-off and reduce the volume of run-off entering the storm sewer system; and
  - Min. 2.0 m wide concrete sidewalk.
- *Cul-de-Sac @ North-South Street:* The developer is responsible for the design and construction of the following cross-section at the cul-de-sac at the north end of the North-South Street, to the satisfaction of the City:
- Min. 2.0 m wide concrete sidewalk;
  - 1.5 m wide landscaped boulevard, incorporating street trees @ 6.0 m on centre or as otherwise directed by the City, some combination of groundcover and decorative planting, City Centre streetlights, benches and furnishings, pedestrian crossings and decorative paving, and a minimum 1.5 m wide continuous trench for tree planting and to facilitate innovative storm water management measures aimed at improving the quality of run-off and reduce the volume of run-off entering the storm sewer system;
  - 0.15 m wide curb; and
  - 15.0 m radius vehicular driving surface.
- *Sexsmith Road:* The developer is responsible for the design and construction of the following Interim Cross-Section, to the satisfaction of the City, taking into consideration the following Ultimate Cross-Section in the design and construction of those road works. The developer is required to design and construct improvements from the south limit of the development site to the north limit of the development site, together with a transition between those improvements and the existing condition to the south and the north of the development site (at a minimum 20:1 taper rate), to the satisfaction of the City.

Interim Cross-Section: From west to east -

- 2.0 m wide concrete sidewalk;
- 0.6 m wide buffer strip, incorporating permeable paving (i.e. granite sets), pedestrian lighting, decorative planting, and furnishings;
- 2.0 m wide bike path (i.e. asphalt with a 0.15 m wide concrete band along both sides);
- 1.5 m wide landscaped boulevard, incorporating street trees @ 6.0 m on centre or as otherwise directed by the City, some combination of groundcover and decorative planting, City Centre streetlights, benches and furnishings, pedestrian crossings and decorative paving, and a minimum 1.5 m wide continuous trench for tree planting and to facilitate innovative storm water management measures aimed at improving the quality of run-off and reduce the volume of run-off entering the storm sewer system;
- 0.15 m wide curb;
- 2.5 m wide southbound parking lane;
- 3.3 m wide southbound vehicle travel lane;
- 3.3 m wide left-turn lane and landscaped median;
- 3.3 m wide northbound vehicle travel lane; and
- Minimum 1.0 m wide shoulder (temporary).

Ultimate Cross-Section: From west to east, beyond the 3.3 m wide northbound vehicle travel lane (i.e. beginning with the replacement of the temporary minimum 1.0 m wide shoulder) -

- 2.5 m wide northbound parking lane;
- 0.15 m wide curb;

- 1.5 m wide landscaped boulevard, incorporating street trees @ 6.0 m on centre or as otherwise directed by the City, some combination of groundcover and decorative planting, City Centre streetlights, benches and furnishings, pedestrian crossings and decorative paving, and a minimum 1.5 m wide continuous trench for tree planting and to facilitate innovative storm water management measures aimed at improving the quality of run-off and reduce the volume of run-off entering the storm sewer system;
- 2.0 m wide bike path (i.e. asphalt with a 0.15 m wide concrete band along both sides);
- 0.6 m wide buffer strip, incorporating permeable paving (i.e. granite sets), pedestrian lighting, decorative planting, and furnishings; and
- 2.0 m wide concrete sidewalk.

*No. 3 Road:* The developer is responsible for designing and constructing works behind the existing east curb to coordinate with and generally match the standard of existing frontage works south of Capstan Way, EXCEPT as required to appropriately coordinate with the design and construction of fronting City park, as determined to the satisfaction of the City.

- *Sea Island Way:* The developer is responsible for accommodating MOTI requirements and designing/constructing frontage works within the road right-of-way with greenway improvements within a Statutory Right-of-Way registered on title for park purposes. Behind the curb (from north to south), improvements shall include –
  - 3.0 m wide landscaped boulevard, incorporating street trees @ 6.0 m on centre or as otherwise directed by the City, some combination of groundcover and decorative planting, streetlights, and a continuous trench for tree planting and to facilitate innovative storm water management measures aimed at improving the quality of run-off and reduce the volume of run-off entering the storm sewer system;
  - 2.0 m wide bike path (i.e. asphalt with a 0.15 m wide concrete band along both sides);
  - 0.6 m wide buffer strip, incorporating permeable paving (i.e. granite sets), pedestrian lighting, decorative planting, and furnishings;
  - 2.0 m wide concrete sidewalk; and
  - Some combination of groundcover, decorative planting, trees, and landscape features, to the satisfaction of the City, as determined via an approved Development Permit\*.
- b) **Traffic Signals:** The design and construction of the following improvements, together with any additional improvements that may be necessary subject to the outcome of the TIA, as determined at the sole discretion of the City.
  - *Signal Upgrade @ Hazelbridge/Seixsmith Intersection:* Installation of a new traffic signal to facilitate the intersection's conversion from three legs to four including, but not limited to, the following:
    - Signal poles, controller, bases, and hardware;
    - Pole bases, street light luminaires, and fittings (to match City Centre/Capstan Village standards);
    - Detection conduits (i.e. electrical and communication) and signal indications, and communications cable, electrical wiring, and service conductors; and
    - Accessible Pedestrian Signals (APS) and illuminated street name sign(s).
- c) **Streetlights:** The design and construction of the following improvements, together with any additional improvements that may be necessary subject to the outcome of the TIA, as determined at the sole discretion of the City.
  - *Hazelbridge Way:* Both sides of the street –
    - Pole colour: Grey
    - Roadway lighting @ back of curb: Type 7 (LED), including 1 street luminaire and duplex receptacles, BUT excluding pedestrian luminaires, banner arms, flower basket holders, and irrigation.
    - Pedestrian lighting: N/A

- *North-South Street*: Both side of the street –
  - Pole colour: Grey
  - Roadway lighting @ back of curb: Type 7 (LED), including 1 street luminaire and duplex receptacles, BUT excluding pedestrian luminaires, banner arms, flower basket holders, and irrigation.
  - Pedestrian lighting: N/A
- *Sexsmith Road*: West side of the street –
  - Pole colour: Grey
  - Roadway lighting @ back of curb: Type 7 (LED), including 1 street luminaire and duplex receptacles, BUT excluding pedestrian luminaires, banner arms, flower basket holders, or irrigation.
  - Pedestrian lighting (to be installed between the sidewalk and bike path): Type 8 (LED), including 2 pedestrian luminaires (set perpendicular to the direction of travel) and duplex receptacles, BUT excluding banner arms, flower basket holders, and irrigation.
- *No. 3 Road*: East side of the street –
  - Pole colour: Grey
  - Roadway lighting @ back of curb: N/A.
  - Pedestrian lighting: Type 8 (LED), including 2 pedestrian luminaires, duplex receptacles, banner arms, flower basket holders, and irrigation.
- *Sea Island Way*: South side of the street –
  - Pole colour: Grey
  - Roadway lighting @ back of curb: As determined to the satisfaction of MOTI.
  - Pedestrian lighting (to be installed between the sidewalk and bike path): Type 8 (LED), including 2 pedestrian luminaires (set perpendicular to the direction of travel), BUT excluding duplex receptacles, banner arms, flower basket holders, and irrigation.

### 21.3. Parks SA\* Requirements:

- a) The subject, multi-phase, mixed use development provides for a network of public parks and open spaces as generally illustrated in the Conceptual Parks Plan (**Schedule I**), including:
  - City-owned park (i.e. Neighbourhood Park and No. 3 Road Greenway), which will be:
    - Designed and constructed at the developer's sole cost via the City's standard SA\* processes (secured via SA\* Letter(s) of Credit); and
    - Phased as provided for via a covenant registered on title prior to rezoning adoption; and
  - Publicly-accessible open space secured for public use via statutory right-of-ways on private property (i.e. Neighbourhood Park Trail, Mid-Block Trail, and Sea Island Greenway), which will be:
    - Designed and constructed at the developer's sole cost via the City's standard Development Permit processes (secured via DP\* Landscape Letter(s) of Credit); and
    - Phased to coincide with the design and construction of the private lots upon which the various public open space right-of-ways are registered.
- b) Prior to rezoning adoption, the developer is required to enter into a Servicing Agreement for the design and construction of the first phase of the 6,715 m<sup>2</sup> City-owned Neighbourhood Park located between No. 3 Road and the dedicated North-South Street, including a City-approved phasing and budget strategy, to the satisfaction of the Senior Manager, Parks, Director of Development, Director of Transportation, Director of Engineering, and Manager, Environmental Sustainability. The Neighbourhood Park, including this initial phase of park improvements, is generally illustrated in the Conceptual Parks Plan (**Schedule I**). In brief, the initial Neighbourhood Park improvements shall include, to the satisfaction of the City:
  - East portion (approximately 50%) - Permanent improvements across 3,326.4 m<sup>2</sup> of the park, including site preparation, raising the finished grade of the park to meet that of the dedicated North-

South Street, pedestrian paths and plaza areas, lighting, site furniture, play features, lawn, planting, trees, rain garden and/or alternate eco-amenity features, and related infrastructure and features.

NOTE: No DCC credits shall apply because the improvements shall be made to lands transferred to the City with respect to the Capstan Station Bonus and, thus, must be “suitably landscaped” at the sole cost of the developer as per the ZMU25 zone.

- West portion (approximately 50%) - Temporary improvements including grading and site preparation, a lawn for informal play, pathways, and related features and furnishings.

NOTE: No DCC credits shall apply because the required works are temporary and, thus, are not included in the City’s current DCC program.

- c) Street frontages are outside the scope of the park improvements and, therefore, are described under this document’s Transportation SA\* Requirements.

NOTE: The street frontages must be designed and constructed in coordination with the park and, as determined to the satisfaction of the City, elements identified along those frontages under the Transportation SA\* Requirements may be varied via the SA\* detailed design processes to better achieve the inter-related objectives of the City’s parks, transportation, engineering, and related interests.

**For Phase 1 (Lot 1), prior to a Development Permit\* being forwarded to the Development Permit Panel for consideration, the developer is required to:**

1. Legal Agreements on Title: Satisfy the terms of all legal agreements registered on title prior to rezoning adoption (RZ 12-610011) with respect to the Development Permit\*, which shall include, but may not be limited to, the following:
  - 1.1. Affordable Housing: Submission of unit numbers, designs, unit mix and distribution, and related features, together with any required modifications or additions to legal agreements registered on title prior to rezoning adoption, to the satisfaction of the City.
  - 1.2. ARTS Units: Submission of unit numbers, designs, unit mix and distribution, and related features, together with any required modifications or additions to legal agreements registered on title prior to rezoning adoption, to the satisfaction of the City.
  - 1.3. Aircraft Noise Sensitive Uses: Submission of a report prepared by an appropriate registered professional, which demonstrates that the interior noise levels and thermal conditions comply with the City’s Official Community Plan (OCP) requirements for Aircraft Noise Sensitive Development.
  - 1.4. View Blockage, Canada Line, and Other Potential Development Impacts: Submission of a report prepared by an appropriate registered professional, which demonstrates that the interior noise levels and thermal conditions comply with the City’s Official Community Plan (OCP) requirements for Aircraft Noise Sensitive Development.
  - 1.5. Transitional Parking and TDM Measures: Submission of a design for the 250-space Public Parking facility on Lot 1, including required “car-share parking” facilities, together with any required modifications or additions to legal agreements registered on title prior to rezoning adoption, to the satisfaction of the City. Enter into a Servicing Agreement\* (secured via a Letter of Credit) for temporary improvements along the No. 3 Road frontage of the Neighbourhood Park.
  - 1.6. Public Art: Submission of a detailed Public Art Plan, together with the registration of legal agreement(s), Letter(s) of Credits, and other measures facilitating its phased implementation, to the satisfaction of the City.
2. Additional Requirements: Discharge and registration of additional right-of-way(s) and/or legal agreement(s), as determined to the satisfaction of the Director of Development, Director of Transportation, Director of Engineering, and Senior Manager, Parks.



**For Phase 1 (Lot 1), prior to Building Permit\* issuance, the developer is required to complete various requirements, which include, but may not be limited to, the following:**

1. Legal Agreements on Title: Satisfy the terms of all legal agreements registered on title prior to rezoning adoption (RZ 12-610011) and Development Permit\* issuance with respect to the Building Permit\*, which shall include, but may not be limited to, the following:
  - 1.1. Affordable Housing: Incorporation of the required amenity features in the Building Permit\* drawings and specifications as determined via the rezoning (RZ 12-610011) and Development Permit\* processes to the satisfaction of the City.
  - 1.2. ARTS Units: Incorporation of the required amenity features in the Building Permit\* drawings and specifications as determined via the rezoning (RZ 12-610011) and Development Permit\* processes to the satisfaction of the City.
  - 1.3. Aircraft Noise Sensitive Uses: Submission of a letter of assurance prepared by an appropriate registered professional, which confirms that noise mitigation and related measures identified via the Development Permit\* approval processes have been incorporated satisfactorily in the Building Permit\* drawings and specifications.
  - 1.4. View Blockage, Canada Line, and Other Potential Development Impacts: Submission of a letter of assurance prepared by an appropriate registered professional, which confirms that development impact mitigation and related measures identified via the Development Permit\* approval processes have been incorporated satisfactorily in the Building Permit\* drawings and specifications.
  - 1.5. Capstan Station Bonus: Submission of the voluntary developer contribution to the Capstan Station Reserve or as otherwise provided for in the Zoning Bylaw, as per the restrictive covenant(s) and/or legal agreement(s) registered on title and the Richmond Zoning Bylaw in effect at the date of Building Permit\* issuance.
  - 1.6. District Energy Utility (DEU): Submission of an energy modelling report, demonstration that the building is designed with the capability to connect to and be serviced by a DEU, and registration of legal agreement(s) on title to facilitate DEU service.
2. Accessible Housing: Incorporation of accessibility measures in the Building Permit\* drawings and specifications as determined via the rezoning (RZ 12-610011) and Development Permit\* processes (e.g., Basic Universal Housing units, Aging in Place features).
3. Construction Traffic Management Plan: Submission of a Construction Parking and Traffic Management Plan to the Transportation Division. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.
4. 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 Division at 604-276-4285.

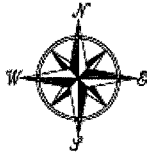
**NOTE:**

- \* Items marked with an asterisk require 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.

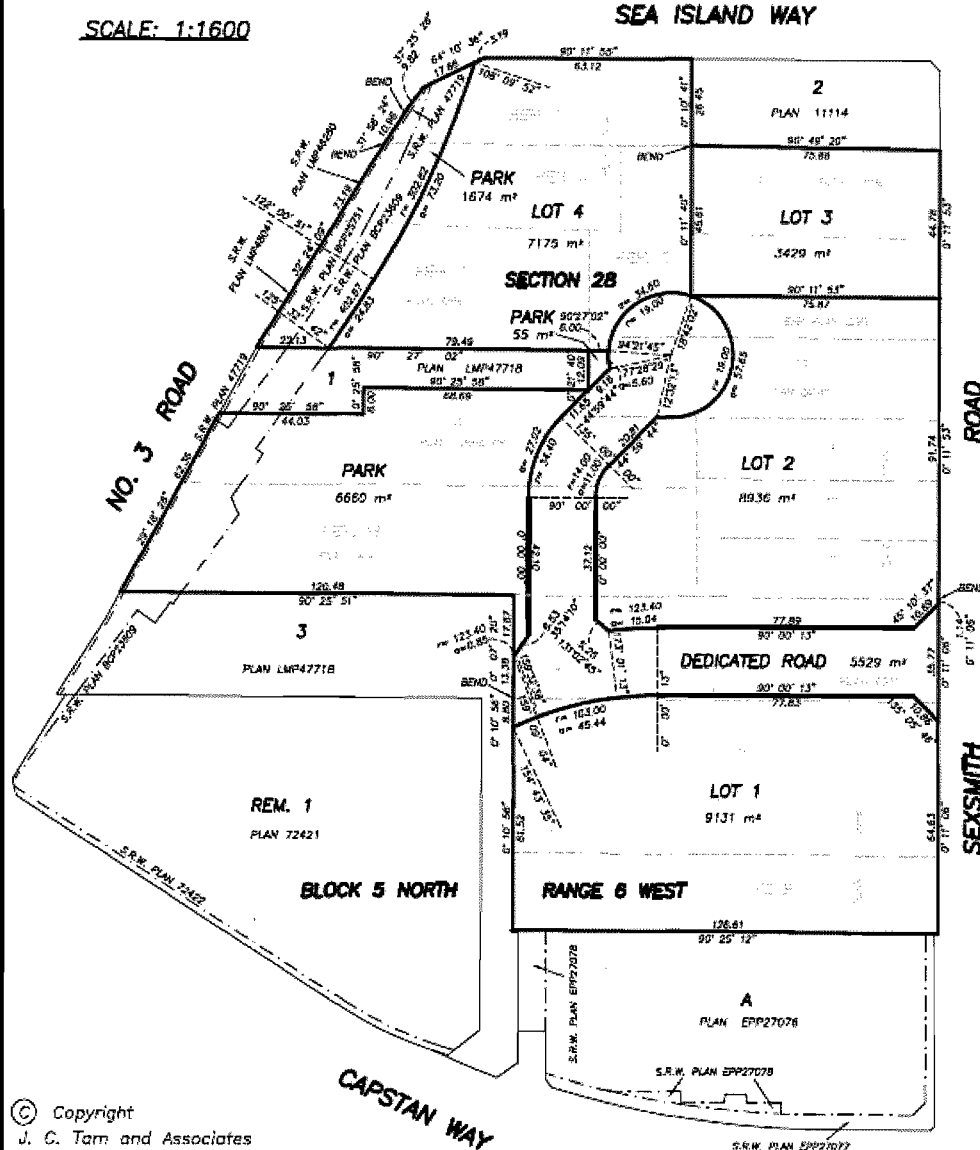
SIGNED COPY ON FILE

\_\_\_\_\_  
Signed\_\_\_\_\_  
Date

**SKETCH PLAN OF PROPOSED SUDDIVISION OF PART OF  
SECTION 28 BLOCK 5 NORTH RANGE 6 WEST  
NEW WESTMINSTER DISTRICT**



**SCALE: 1:1600**

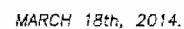


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J. C. Tam and Associates  
Canada and B.C. Land Surveyor  
115 - 8833 Odlin Crescent  
Richmond, B.C. V6X 3Z7  
Telephone: 214-8928  
Fax: 214-8929  
E-mail: office@jctam.com  
Job No. 4270  
Drawn By: KA

**DWG No. 4270-2014-PRO-SUB-SKETCH**

MARCH 18th, 2014.

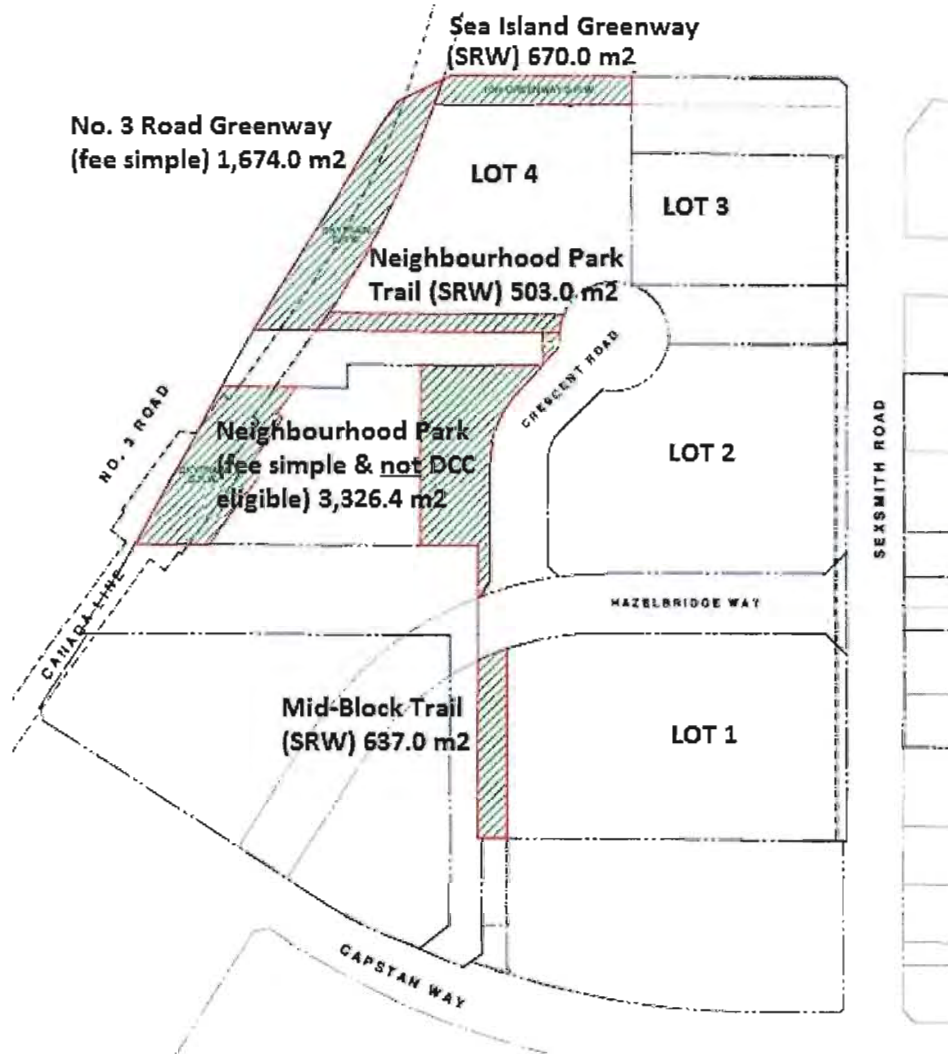
## Preliminary Statutory Right-of-Way Plan



Initial:

# SCHEDULE C

## Capstan Station Bonus – Public Open Space (Fee Simple & SRW) Location Map



Capstan Station Bonus (CSB) Public Open Space Features**		CSB Voluntary Public Open Space Contribution***	
		Fee Simple	SRW
A.	Neighbourhood Park (excluding DCC park)	3,326.4 m <sup>2</sup>	nil
B.	No. 3 Road Greenway	1,674.0 m <sup>2</sup>	nil
C.	Sea Island Greenway (Lot 4 SRW)	nil	670.0 m <sup>2</sup>
D.	Neighbourhood Park Trail (Lot 4 SRW)	nil	503.0 m <sup>2</sup>
E.	Mid-Block Trail (Lot 1 SRW)	nil	637.0 m <sup>2</sup>
Sub-Total		5,000.4 m <sup>2</sup>	1,810.0 m <sup>2</sup>
<b>TOTAL</b>		6,810.4 m <sup>2</sup> (1.683 ac)	

\*\* CSB public open space features are NOT eligible for Development Cost Charge (DCC) credits for park acquisition or park development; however, as per the ZMU25 zone, the developer may use the area of CSB public open space features for density calculation purposes.

\*\*\* The developer must provide public open space in compliance with the provisions of the ZMU25 zone. If the combined total number of dwellings on Lots 1, 2, 3, and 4 exceeds 1,186, additional public open space shall be required. (No adjustment shall be made if the combined total number of dwellings is less than 1,186.)

**CNCL - 343**

Initial: \_\_\_\_\_



**City of  
Richmond**

## **Supplementary Development Permit Requirements**

Community Services Department  
6911 No. 3 Road, Richmond, BC V6Y 2C1

*Prepared by City of Richmond January 16, 2013*

**RZ 12-610011**

**Pinnacle International (Richmond) Plaza Inc.**

**ARTS Units: Outline Specifications and Design Guidelines**

### Division 6 Woods and Plastics

#### Architectural Woodwork

- Cabinets – robust durable materials, heavy duty hardware
- Countertop – stain resistant, highly durable, resilient (consider Low VOC Materials LEED Credit 4.4)
- Door Frames – durable materials, resilient to impact of large, heavy materials and equipment
- Screens, Blinds and Shutter - solar control - provide light coloured sunlight rollers/shading with percentage of transparency dependent on orientation.

### Division 7 Thermal and Moisture Protection

#### Building envelope

- The building envelope to meet the requirements of ASHRAE 90.1 2007 prescriptive requirements and in addition all glazing values must meet the minimum requirements, below, or approved equivalent.

### Division 8 Doors and Windows

#### Entrances and Storefronts

- Commercial grade
- Direct access from interior double height spaces to outdoor space via over-height and double-width doors.

#### Windows

- Consistent with LEED Credits 8.1 and 8.2

#### Hardware

- Commercial grade locks and door sets

#### Glazing

- Tempered or laminated glass in Work Areas, as required by code
- Overall glazing u-value including frame to be less than: 0.4 Btu/hr-sq.ft-F
- Solar heat gain factor SHGF of 0.40
- Visible Light Transmittance of not less than 75.0

### Division 9 Finishes

#### General

- General Material criteria: high impact resistance, traffic resistance, stain resistance and exceptional longevity.

- Maintenance Criteria: requires only simple cleaning processes (e.g. soap & water), surface finish easily made good (e.g. Hi-Traffic Acrylic Floor Finish mopped on); hi volume use with minimal impact.
- Repair Criteria: requires only basic interventions (e.g. one person with mortar patching/grinding equipment) to repair cracking, gouging, or other forms of more severe/accidental wear. Repairs contribute to the character of the material/finish; do not necessitate wholesale replacement or refinishing; and are cost effective to do.
- Replacement Criteria: easily stripped, prepped and re-installed with minimum of structural, substrate intervention and expeditious timeline to facilitate re-lease and minimal loss of income. Any replacement must be low-tech and cost effective.

#### Ceilings

- Smooth white paint finish on drywall or concrete

#### Flooring

- Sealed polished concrete in Work Studio Space and Living/Dining/Kitchen. (Concrete flooring with smooth trowel finishing, Class A finish per CSA A23.1 with spray concrete penetrating sealer).
- Low pile carpet in Bedroom (e.g. Berber)
- Resilient Flooring in Bathroom
- Low VOC Flooring (LEED Credit 4.3)

#### Wall Finishes

- Walls within work studio space to have plywood or sheet metal backing to a height of 10'-0" for attachment of equipment and shelving. Living/Dining/Kitchen walls to have plywood or sheet metal backing as required for fixtures and fittings.
- Provide column free space for the Work & Exhibition space. Columns in the Work & Exhibition space may be located along the perimeter of the rooms with consultation and agreement of the City of Richmond.
- Low VOC adhesives and sealants (LEED Credit 4.1)

#### Paints and Coatings

- Low VOC paints and coatings (LEED Credit 4.2)
- Museum white paint colour on walls throughout

### Division 10 Specialties

#### Identification Devices

Directories – special directory for identification of artists in ARTS Units

Exterior signage – information about program and sponsorship of ARTS Units

Exterior display

- Provisions for the permanent or temporary display outdoors of a limited amount of artwork produced on the premises.

### Division 12 Furnishings

Art – Public art to be integrated with unit exterior under Public Art Program agreements

### Division 15 Mechanical

#### Plumbing Fixtures and Equipment

- Kitchen sink and the powder room sink to be commercial grade and equipped with grease interceptors (all sinks to be 16 gauge or lower)
- Provide one (1) tamper proof, non-freezing type of hose bib on the exterior of each pair of ARTS unit (9 in total).

- Plumbing should include rough-in only for easy installation of slop sinks in Work Area if needed.

#### Air Distribution

- Natural and mechanical ventilation (including, but not limited to, compliance with the City's Official Community Plan Aircraft Noise Sensitive Development policies for Area 3: Moderate Aircraft Noise Area).
- The base building is to provide fresh air and exhaust air systems, likely with multiple louvers around the perimeter walls (or provide other similar acceptable type of system).
- Provide operable windows (motorized if not accessible) for exterior facing spaces to provide additional ventilation.
- All spaces need to provide venting via the outside wall while providing a self-contained ventilation system in the ART unit.

#### Heating, Ventilating and Air Conditioning Equipment

- Provide central heating and cooling units that utilize good design practice to ensure appropriate acoustic performance. The areas are to have individually controlled HVAC systems for each room or group of similar rooms with the capability of being controlled, consistent with LEED Credits 6.2, and 7.1.
- Each Arts Unit shall be metered separately for electricity.
- There will be one gas meter for the 17 ARTS Units.

#### Division 16 Electrical

- Electrical flexibility (including flexible lighting options in the double height space) consistent with LEED Credit 6.1.
- Units wired for communication/high speed data/cable.
- Provide adequate electrical service for the intended uses. CDP distribution panel to be located within the Electrical Room. The location of the panel to be coordinated with the layout of the City space, specifically within the City's electrical room. This distribution panel is intended to accommodate all of the requirements of the ARTS Unit.
- The Base Building shall provide emergency power service as required by code.



# **Early Childhood Development Hub Terms of Reference**

## **RZ 12-610011**

*For Pinnacle International (Richmond) Plaza Inc - Prepared by City of Richmond, March 14, 2014*

### **1. Intent**

The Early Childhood Development Hub facility must:

- a) Have a total indoor floor area equivalent to 5% of the proposed Village Centre Bonus (VCB) floor area or as otherwise determined to the satisfaction of the City;
- b) Provide both space for licensed child care programs, and early childhood and family support programs ;
- c) Provide a space for children between the ages of birth and 12 years old (Note that the age range may be adjusted as determined through consultation with the City and operator);
- d) Provide space for families and children utilizing the early childhood and family support programs;
- e) Satisfy the minimum recommended sizes of the Vancouver Coastal Health Design Resource for Child Care Facilities for the child care component of the facility (or the applicable City policy in effect at the time the facility is to be developed);
- f) Be capable of being licensed by Community Care Facilities and/or other relevant licensing policies and/or bodies at the time of the facility's construction and in accordance with applicable Provincial Child Care Regulations;
- g) On an ongoing basis, be both functioning and fully operational, to the satisfaction of the City (see "Performance" under Development Processes/Considerations);
- h) Provide functional space to meet the City Centre Area Plan Village Centre objectives for non-residential uses such as a community hub for early childhood development where a continuum of services can be provided; and
- i) Be designed, developed and operated within the spirit of the City's Child Care Development Policy (#4017) which states that:
  - The City of Richmond acknowledges that quality and affordable child care is an essential service in the community for residents, employers, and employees.
  - To address child care needs, the City will plan, partner and, as resources and budgets become available, support a range of quality, affordable child care facilities, spaces, programming, equipment, and support resources.
  - To develop City child care policies and guidelines, and use Council's powers and negotiations in the development approval process, to achieve child care targets and objectives.

### **2. Development Processes/Considerations**

- a) Operator involvement –
  - The indoor floor plan and the outside play area for the child care facility and for the associated early childhood development and family support area should be developed in collaboration with the operator or its representative, as determined by the City.
  - An operator should be secured prior to the design process beginning.
  - To ensure the facility is satisfactory for a child care space and other ECD Hub programming and related purposes and will be a viable operation, the operator should have input into:
    - Space needs and design;
    - Operation and functioning of the facility;
    - Maintenance;
    - Fittings and finishes;
    - Equipment; and
    - Related considerations.
- b) Child Care Licensing Officer involvement – The application of the Provincial Child Care Regulations can vary based on the local Child Care Licensing Officer's interpretation of programs needs; it is therefore essential that the Licensing Officer be involved with the design and development of the facility from the outset.
- c) Performance – As a condition of Development Permit, to ensure the facility will, on an ongoing basis, be both functioning and operational to the satisfaction of the City, the developer will be required, in consultation with the City, operator, and other affected parties, to define a standard of performance and the measures necessary to safeguard that those standards will be achievable (e.g., responsibility for maintenance).

### 3. Facility Description

- a) General Considerations - As noted above (see Intent), the facility must satisfy all City of Richmond, licensing, and other applicable policies, guidelines, and bylaws as they apply at the time of development.

**For reference purposes** - The minimum space recommended for a child care facility allowing for up to 81 children of various ages (infants to 12 years of age), exclusive of space peripheral to the primary function of the facility, such as parking, elevators and stairs, etc.:

- Indoor activity space – 836 m<sup>2</sup> (9,000 ft<sup>2</sup>)
- Outdoor activity space – 855 m<sup>2</sup> (9,200 ft<sup>2</sup>)

Early Childhood Development and Family Support Programming requires:

- Indoor activity space – 465 m<sup>2</sup> (5,000 ft<sup>2</sup>)

*It is important to note that the above sizes are subject to change based on a number of factors, including policy developments, changes in licensing requirements or the design guidelines, community needs, advice of the operator, and/or other considerations.*

- b) Access - Safe, secure, and convenient access for children, staff, and parents is key to the viability of an ECD Hub. As the child care component will be located above the ground floor, special attention will be required to how the facility is accessed (e.g., by foot, by car, in an emergency), the distance travelled, convenience, and related considerations. Where determined necessary, the City may require that the facility is equipped with special features designed to address the challenges of locating a child care facility in a high-density, mixed-use development including, but not limited to:
- A dedicated, over-sized elevator capable of accommodating triple child strollers, large groups of people, and landscape materials (to be transported to the roof deck play area);
  - Parking and loading features required with respect to the ECD Hub entirely on-site and shall include, but may not be limited to, the following:
    - i. 16 parking spaces for the exclusive use of the ECD Hub for short-term parking purposes (e.g., drop-off/pick-up, program vehicle, activity/event parking) consolidated in one location on the building's ground floor with direct (indoor), universally-accessible access for pedestrians between the parkade and the "storefront space" (i.e. 1 standard space, 1 handicapped space, 7 pairs of "shared" handicapped spaces);
    - ii. 16 secured parking spaces consolidated in one location (including at least 1 handicapped space) for the exclusive use of the ECD Hub for long-term parking purposes (e.g., staff);
    - iii. "Class 2" bike storage for 12 bikes (including 6 bikes with attached bike trailers) co-located with the ECD Hub's short-term (ground floor) parking;
    - iv. "Class 1" bike storage in the form of a secure bike room for 10 bikes (equipped with a 120V duplex outlet for electric vehicle (EV) charging) co-located with the ECD Hub's long-term parking; and
    - v. 1 SU-9 loading space for the exclusive use of the ECD Hub, which space may be shared with other uses on-site if:
      - 1 additional parking space is co-located with the ECD Hub's short-term (ground floor) parking for the exclusive use of the ECD Hub for loading purposes for vans and smaller vehicles; and
      - Legal agreements are registered on title to secure adequate access in favour of the ECD Hub for shared use of on-site SU-9 loading spaces, to the satisfaction of the City, as determined via the Development Permit\* design, review, and approval processes;
  - A dedicated garbage room in close proximity to the garbage collection area equipped with a mop sink, hose bib and floor drain; and
  - Private/secured entry from the fronting public street and private/secured entry from the parkade.
- c) Outdoor Space - The outdoor play space for the child care space must be:
- Provided with covered and open play areas;

- Fully equipped with play structures and other apparatus that meet the requirements of Licensing authorities and are to the satisfaction of the operator and City of Richmond;
  - Landscaped with a combination of hard and soft play surfaces, together with appropriate fencing and access (taking into account the challenges of locating a facility on a rooftop) to provide for a wide variety of activities including, but not limited to, the use of wheeled toys, ball play, and gardening;
  - Situated with good access to sunlight for at least three hours per day at winter solstice, two hours of which should occur during typical playtimes 9:30 a.m. to 11:30 a.m. or 1:30 p.m. to 4:00 p.m.
  - Located where it is protected from noise pollution (e.g., from traffic, transit, construction) and ensures good air quality (e.g., protect from vehicle exhaust, restaurant and other ventilation exhausts, noxious fumes);
  - Situated where it is immediately adjacent to and directly accessible (visually and physically) to the indoor child care space;
  - Safe and secure from interference by strangers and others;
  - Situated to avoid conflict with nearby uses (e.g., residential); and
  - If multiple age groups of children are to be accommodated within the space, demised with fencing and be tailored to meet the various developmental needs of the ages of children being served.
- d) Noise Mitigation – Special measures should be incorporated to minimize ambient noise levels both indoors and outdoors (e.g., incorporating a roof over part of the outdoor play space to help create an area of reduced aircraft noise, etc.).
- e) Height Above Grade – The facility is not to be located above the fourth floor of the project, except where this is determined to be to the satisfaction of the City.
- f) Natural light & ventilation – The facility's indoor spaces (with the exception of washrooms, storage, and service areas) must have operable, exterior windows offering attractive views (near or far) and reasonable privacy/overlook, as determined through Richmond's standard development review process.
- g) The associated early childhood development and family support space planned at grade should have an active presence on the street, e.g., support spaces should be placed away from the front windows and spaces such as a multi-purpose room, lounge and reception should be visible.

#### 4. Level of Finish

The ECD Hub must be turnkey and ready for immediate occupancy upon completion (with the exception of loose furnishings, toys, and related items). This includes, but is not limited to, the following requirements:

- Finished floors installed (vinyl and/or carpet);
- Walls and ceiling painted;
- Window coverings installed (curtains or blinds);
- A commercial kitchen with fire suppression and servery kitchens fully fitted out, including major appliances (e.g., stove/ovens, refrigerators, microwaves) and cabinets;
- Washrooms fully fitted out, including sinks, toilets, and cabinets;
- Wired for cablevision, internet, phone, and security;
- Non-movable indoor cabinets, including cubbies;
- All outdoor landscaping, including all permanently mounted play equipment and furnishings;
- Operable, exterior windows; and
- Noise attenuation to the satisfaction of the City.

#### 5. Tenure

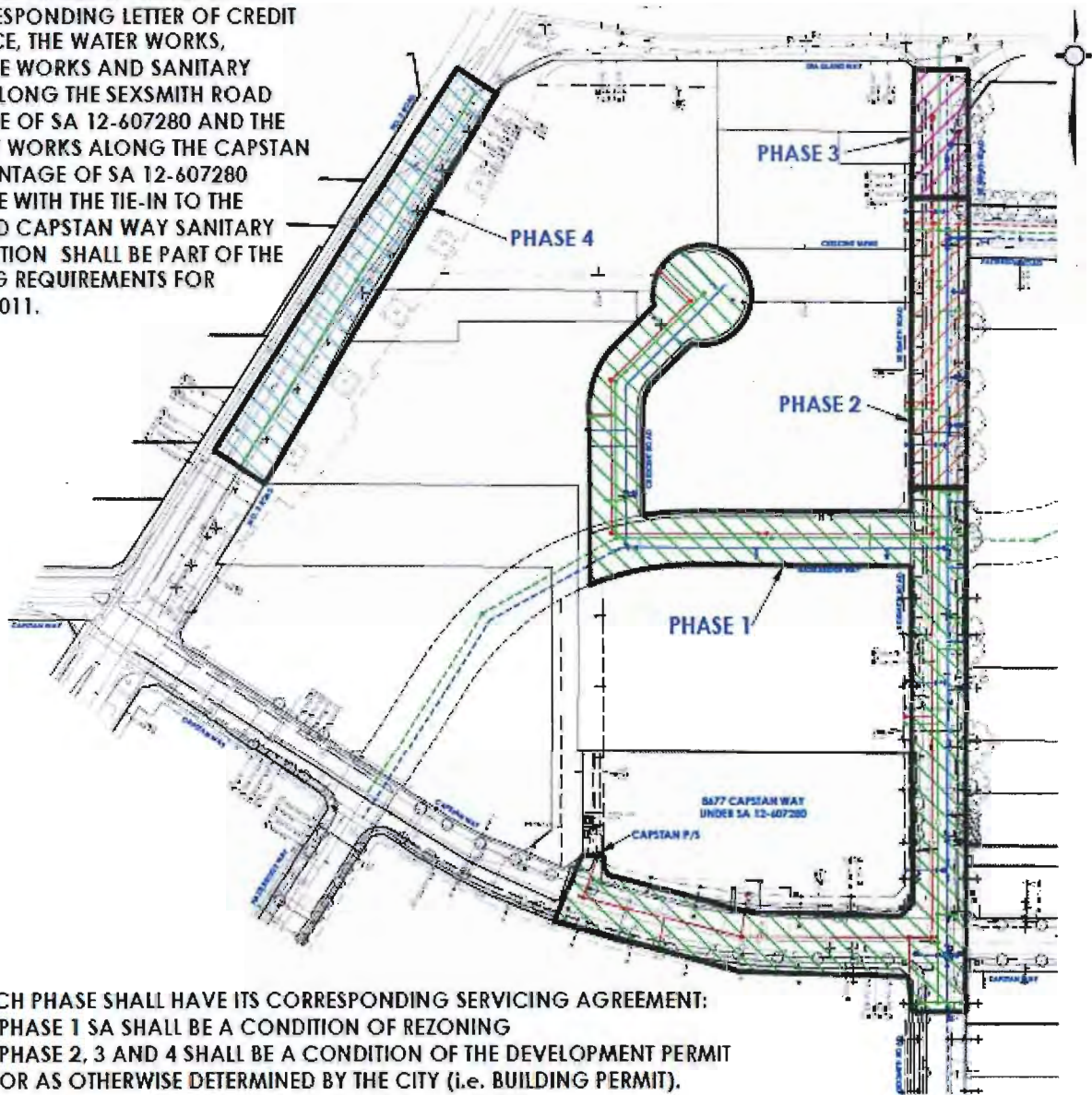
Parcel: Air space parcel  
Ownership: Developer transfers ownership to the City

#### 6. Legal

As a condition of completing the pending rezoning, legal documents will be required to secure the ECD Hub facility contribution, including a "no-development" covenant, an option to purchase, a Letter of Credit, and/or other measures as determined to the satisfaction of the City.

THE REQUIRED FRONTAGE IMPROVEMENTS ALONG SEA ISLAND WAY WILL IMPACT THE EXISTING DRAINAGE IN THE AREA. IT IS THE DEVELOPER'S RESPONSIBILITY TO DETERMINE THE ALTERATIONS AND UPGRADES REQUIRED TO ACCOMMODATE THE ROAD IMPROVEMENTS AND TO COORDINATE WITH MOTI.

UNTIL SA 12-607280 IS FINALIZED AND ITS CORRESPONDING LETTER OF CREDIT IS IN PLACE, THE WATER WORKS, DRAINAGE WORKS AND SANITARY WORKS ALONG THE SEXSMITH ROAD FRONTAGE OF SA 12-607280 AND THE SANITARY WORKS ALONG THE CAPSTAN WAY FRONTAGE OF SA 12-607280 COMPLETE WITH THE TIE-IN TO THE PROPOSED CAPSTAN WAY SANITARY PUMP STATION SHALL BE PART OF THE REZONING REQUIREMENTS FOR RZ 12-610011.

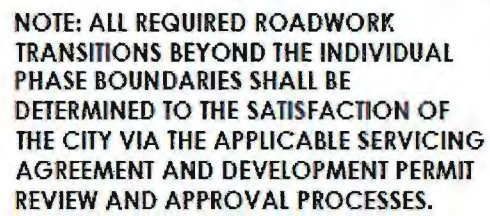


1. EACH PHASE SHALL HAVE ITS CORRESPONDING SERVICING AGREEMENT:
  - a. PHASE 1 SA SHALL BE A CONDITION OF REZONING
  - b. PHASE 2, 3 AND 4 SHALL BE A CONDITION OF THE DEVELOPMENT PERMIT OR AS OTHERWISE DETERMINED BY THE CITY (i.e. BUILDING PERMIT).
2. ALL WATERWORKS SHALL BE CONSTRUCTED AS PART OF PHASE 1 SA

**City of Richmond**



## Phasing Key Plan - ROADS



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**SCHEDULE F**  
Phasing Key Plan - PARKS



- A** **Prior to rezoning adoption:** Servicing Agreement & Letter of Credit for Neighbourhood Park improvements, including 50% permanent works (east half) & 50% temporary works (west half)
- B** **Prior to Phase 1 Development Permit issuance:** DP design & Landscape Letter of Credit for the Mid-Block Trail SRW (i.e. extension of trail improvements initiated through RZ 10-544729)
- C** **Prior to Phase 4 Development Permit issuance:** DP design & Landscape Letter of Credit for the Neighbourhood Park Trail SRW & Sea Island Way Greenway SRW
- D** **Prior to Phase 4 Development Permit issuance:** Servicing Agreement & Letter of Credit for the No. 3 Road Greenway

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**SCHEDULE G**  
Phasing Summary Table

\*\* Occupancy refers to final Building Permit (BP) inspection granting occupancy for the applicable phase in whole or in part, exclusive of parking.

Features & Amenities	Phased Voluntary Developer Contributions	Prior to Rezoning Adoption (RZ 12-610011)	Prior to Development Permit (DP) Issuance	Prior to Occupancy**
<b>PHASE 1 – All features, amenities &amp; voluntary developer contributions identified with respect to Phase 1 must be satisfied, as follows:</b> <b>NOTE: The developer shall be required to enter into Servicing Agreement #1 (secured via a Letter (s) of Credit) prior to rezoning adoption (RZ 12-610011).</b>				
a. ARTS units	100% (turnkey level of finish)	Legal agreement on title	City-approved DP design	Complete
b. Affordable housing	Lot 1 – 100% (turnkey level of finish)	Legal agreement on title	City-approved DP design	Complete
c. Residential amenity space	Lot 1 – 100% of indoor & outdoor space	Legal agreement on title	City-approved DP design	Complete
d. Neighbourhood Park (CCAP park/City-owned)	Temporary improvements (i.e. relocation of temporary field secured via RZ 10-544729) will be designed & constructed within roughly 50% of the Neighbourhood Park. (Non-DCC item)	Servicing Agreement #1 & Letter of Credit	n/a	Complete
e. Neighbourhood Park (Capstan Station Bonus park space/City-owned)	100% of the additional City-owned park space forming roughly 50% of the Neighbourhood Park will be designed & constructed	Servicing Agreement #1 & Letter of Credit	n/a	Complete
f. Mid-Block Trail (SRW)	100%	Legal agreement on title	City-approved DP design & DP landscape Letter of Credit	Complete
g. MOTI improvements	All applicable MOTI requirements, as determined to the City's satisfaction	City-approved functional road design, Servicing Agreement #1 & Letter of Credit	n/a	Complete
h. Sexsmith Road (City-owned) & Sexsmith sidewalk widening (SRW)	Capstan Way to north side of Hazelbridge Way & transitions	City-approved functional road design, Servicing Agreement #1 & Letter of Credit	n/a	Complete
i. Hazelbridge Way (City-owned)	100%, except traffic island & north sidewalk & boulevard	City-approved functional road design, Servicing Agreement #1 & Letter of Credit	n/a	Complete
j. North-South Street (City-owned)	100%, except sidewalk & boulevard along the east side & at the bulb	City-approved functional road design, Servicing Agreement #1 & Letter of Credit	n/a	Complete
k. Traffic signals	Upgrade @ Sexsmith Road & Hazelbridge Way	City-approved functional road design, Servicing Agreement #1 & Letter of Credit	n/a	Complete

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Features & Amenities	Phased Voluntary Developer Contributions	Prior to Rezoning Adoption (RZ 12-610011)	Prior to Development Permit (DP) Issuance	Prior to Occupancy**
l. Transitional parking & TDM measures	Pre-ducting for EV charging stations along the Neighbourhood Park frontage of the North-South Street	City-approved design, Servicing Agreement #1 & Letter of Credit	n/a	Complete
m. Transitional parking & TDM measures	Temporary frontage improvements along No. 3 Road frontage of the Neighbourhood Park (& cash-in-lieu contribution for the future installation of ultimate frontage improvements to the City's satisfaction)	City-approved functional road design, Servicing Agreement #1 & Letter of Credit (& cash-in-lieu contribution)	n/a	Complete
n. Transitional parking & TDM measures	Construction of a Public Parking facility containing 250 parking spaces, together with provisions for interim residential use	Legal agreement on title	Legal agreement & City-approved DP design for Phase 1	Complete
o. Transitional parking & TDM measures	Parking for 6 car share vehicles & EV charging stations, to be located with the Public Parking facility (above)	Legal agreement on title	Legal agreement & City-approved DP design for Phase 1 & Letter(s) of Credit	Complete
p. On-site parking, bike storage & EV charging	Compliance with current OCP & Zoning Bylaw requirements	Legal agreement on title	City-approved DP design & legal agreements (as determined to the City's satisfaction)	Complete
q. Cross Access	Comprehensive parkade development facilitating vehicle & pedestrian circulation for Lot 1 & 8677 Capstan Way (as per RZ 10-544729)	Legal agreement on title	City-approved DP design & legal agreement (& security, as determined by the City)	Complete
r. District Energy Utility	DEU-ready design & construction	Legal agreement on title	City-approved DP design	Complete
s. Engineering	As per Phasing Key Plan – Engineering, generally including: - Water: 100% (No phasing permitted) - Storm: Cul-de-sac to Capstan Way - Sanitary: Cul-de-sac to Capstan pump station	Servicing Agreement #1 & Letter of Credit	n/a	Complete
t. Additional Engineering Requirements	Additional works arising through Development Permit, Servicing Agreement & Building Permit processes for Lot 1	Legal agreement on title	To be determined to the City's satisfaction. May include Servicing Agreement, Letter of Credit &/or other requirements.	Complete
u. Public art	Lot 1 – 100% of developer requirements for the City-approved Public Art Plan with respect to Lot 1	Legal agreement on title	Detailed Public Art Plan, Letter of Credit or cash &/or legal agreements, as applicable by phase	Complete



Features & Amenities	Phased Voluntary Developer Contributions	Prior to Rezoning Adoption (RZ 12-610011)	Prior to Development Permit (DP) Issuance	Prior to Occupancy**
<b>PHASE 2 – All features, amenities &amp; voluntary developer contributions identified with respect to Phase 1 must be satisfied, together with the following:</b> <b>NOTE: The developer shall be required to enter into Servicing Agreement #2 (secured via a Letter (s) of Credit) prior to Development Permit issuance for Phase 2 (Lot 2) or as otherwise determined at the sole discretion of the City (e.g., Building Permit issuance for Phase 2 / Lot 2).</b>				
a. ECD Hub	100% (turnkey level of finish)	Legal agreement on title	City-approved DP design	Complete
b. Affordable housing	Lot 2 – 100% (turnkey level of finish)	Legal agreement on title	City-approved DP design	Complete
c. Residential amenity space	Lot 2 – 100% of indoor & outdoor space	Legal agreement on title	City-approved DP design	Complete
d. Neighbourhood Park (CCAP park/City-owned)	Park improvements, as determined to the satisfaction of the City, the construction cost of which to the developer shall not exceed the development's DCCs (for park construction) payable for Lot 2. (DCC-eligible item.)	Legal agreement on title	To be determined to the City's satisfaction. May include public consultation processes, Servicing Agreement #2 & Letter of Credit	Complete
e. MOTI improvements	All applicable MOTI requirements, as determined to the City's satisfaction	City-approved functional road design & legal agreement on title	Servicing Agreement #2 & Letter of Credit	Complete
f. Sexsmith Road (City) & Sexsmith sidewalk widening (SRW)	Hazelbridge Way to north side of Patterson Road & transitions	City-approved functional road design & legal agreement on title	Servicing Agreement #2 & Letter of Credit	Complete
g. Hazelbridge Way (City-owned)	Lot 2 frontage improvements (e.g., sidewalk & boulevard)	City-approved functional road design & legal agreement on title	Servicing Agreement #2 & Letter of Credit	Complete
h. North-South Street (City-owned)	Lot 2 frontage improvements (e.g., sidewalk & boulevard)	City-approved functional road design & legal agreement on title	Servicing Agreement #2 & Letter of Credit	Complete
i. Private Road (SRW)	Lot 2 multi-modal connection between Sexsmith Road & the North-South Street	City-approved functional road design & legal agreement on title	City-approved DP design & DP landscape Letter of Credit	Complete
j. Transitional parking & TDM measures	Interim use of the Public Parking facility constructed in Phase 1 for, in part, residential use	Legal agreement on title	Legal agreement & City-approved DP design for Phase 2	Complete
k. On-site parking, bike storage & EV charging	Compliance with current OCP & Zoning Bylaw requirements	Legal agreement on title	City-approved DP design & legal agreements (as determined to the City's satisfaction)	Complete
l. Cross Access	Comprehensive parkade development facilitating vehicle & pedestrian circulation for Lots 2, 3 & 4	Legal agreement on title	City-approved DP design & legal agreement (& security, as determined by the City)	Complete
m. District Energy Utility	DEU-ready design & construction	Legal agreement on title	City-approved DP design	Complete

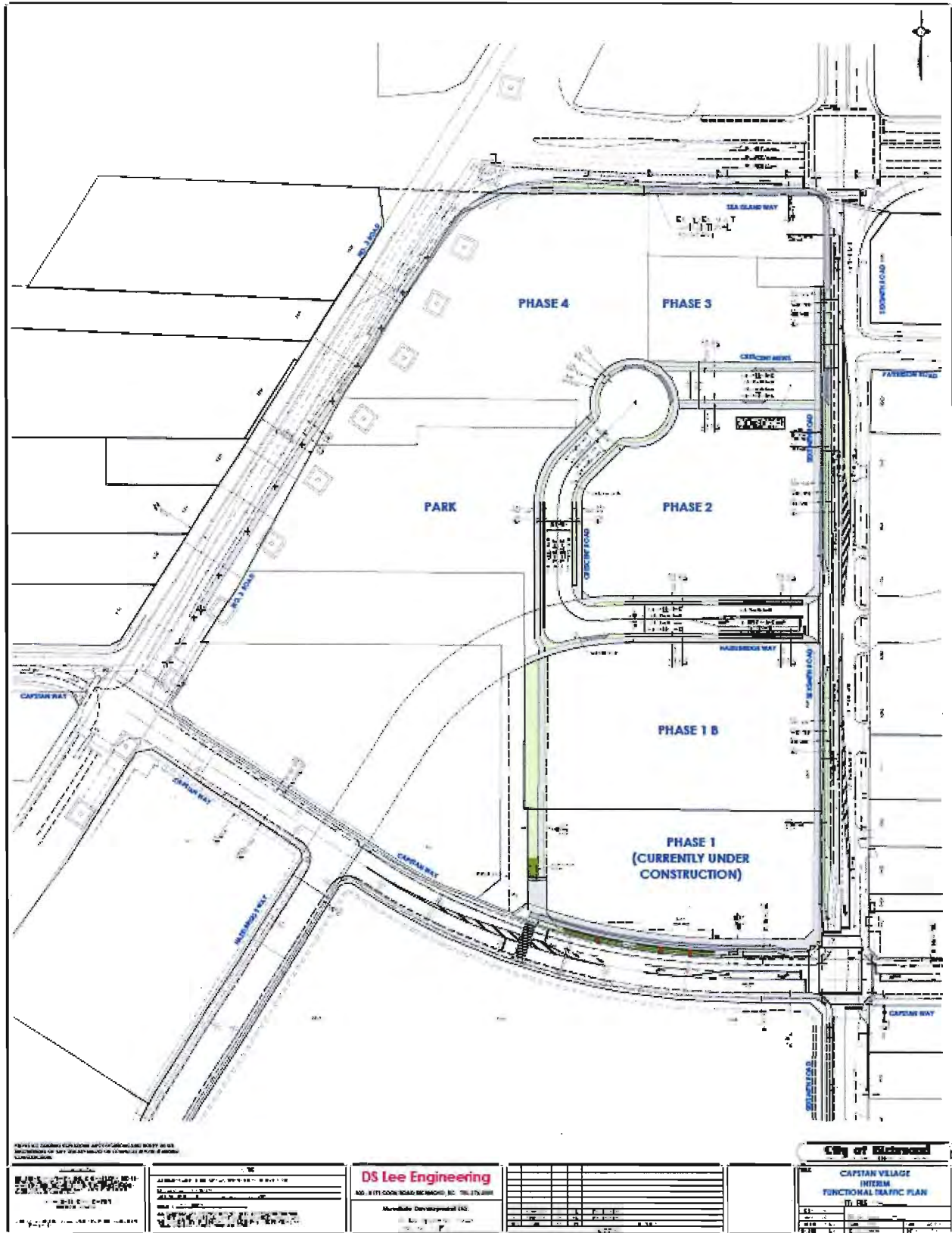
Features & Amenities		Phased Voluntary Developer Contributions	Prior to Rezoning Adoption (RZ 12-610011)	Prior to Development Permit (DP) Issuance	Prior to Occupancy**
n.	Engineering	As per Phasing Key Plan – Engineering	Legal agreement on title	Servicing Agreement #2 & Letter of Credit	Complete
o.	Additional Engineering Requirements	Additional works arising through Development Permit, Servicing Agreement & Building Permit processes for Lot 2	Legal agreement on title	To be determined to the City's satisfaction. May include Servicing Agreement #2, Letter of Credit &/or other requirements.	Complete
p.	Public art	Lot 2 – 100% of developer requirements for the City-approved Public Art Plan with respect to Lot 2	Legal agreement on title	Detailed Public Art Plan, Letter of Credit or cash &/or legal agreements, as applicable by phase	Complete
<b>PHASE 3 – All features, amenities &amp; voluntary developer contributions identified with respect to Phases 1 &amp; 2 must be satisfied, together with the following:</b> <b>NOTE:</b> The developer shall be required to enter into Servicing Agreement #3 (secured via a Letter (s) of Credit) prior to Development Permit issuance for Phase 3 (Lot 3) or as otherwise determined at the sole discretion of the City (e.g., Building Permit issuance for Phase 3 / Lot 3). <b>NOTE:</b> If Phase 4 proceeds ahead of Phase 3 (as per the terms of the phasing covenant registered on title prior to rezoning adoption), at the sole determination of the City, prior to Development Permit issuance and/or occupancy for Phase 4, various features, amenities & voluntary developer contributions identified with respect to Phase 3 including, but not limited to, various things identified with respect to Servicing Agreement #3, may be required to be undertaken in addition to those identified for Phase 4.					
a.	3131 Sexsmith Road (orphaned lot)	Development Permit issuance is restricted for Lot 3, in whole or in part, until development is coordinated with 3131 Sexsmith Road to the City's satisfaction	Legal agreement on title	To be determined to the City's satisfaction prior to DP issuance. May include legal agreement(s), security &/or other measures, as determined to the City's satisfaction.	Complete
b.	Affordable housing	Lot 3 – 100% (turnkey level of finish)	Legal agreement on title	City-approved DP design	Complete
c.	Residential amenity space	Lot 3 – 100% of indoor & outdoor space (to be shared with Lot 4)	Legal agreement on title (including shared use by Lot 4 residents)	City-approved DP design	Complete
d.	Neighbourhood Park (CCAP park/City-owned)	Park improvements, as determined to the satisfaction of the City, the construction cost of which to the developer shall not exceed the development's DCCs (for park construction) payable for Lot 3. (DCC-eligible item.)	Legal agreement on title	To be determined to the City's satisfaction. May include public consultation processes, Servicing Agreement #3 & Letter of Credit	Complete
e.	MOTI improvements	All applicable MOTI requirements, as determined to the City's satisfaction	City-approved functional road design & legal agreement on title	Servicing Agreement #3 & Letter of Credit	Complete
f.	Sexsmith Road (City-owned) & Sexsmith sidewalk widening (SRW)	North of Patterson Road	City-approved functional road design & legal agreement on title	Servicing Agreement #3 & Letter of Credit	Complete

Features & Amenities	Phased Voluntary Developer Contributions	Prior to Rezoning Adoption (RZ 12-610011)	Prior to Development Permit (DP) Issuance	Prior to Occupancy**
g. Transitional parking & TDM measures	Interim use of the Public Parking facility constructed in Phase 1 for, in part, residential use	Legal agreement on title	Legal agreement & City-approved DP design for Phase 3	Complete
h. On-site parking, bike storage & EV charging	Compliance with current OCP & Zoning Bylaw requirements	Legal agreement on title	City-approved DP design & legal agreements (as determined to the City's satisfaction)	Complete
i. Cross Access	Comprehensive parkade development facilitating vehicle & pedestrian circulation for Lots 2, 3 & 4	Legal agreement on title	City-approved DP design & legal agreement (& security, as determined by the City)	Complete
j. District Energy Utility	DEU-ready design & construction	Legal agreement on title	City-approved DP design	Complete
k. Engineering	As per Phasing Key Plan – Engineering	Legal agreement on title	Servicing Agreement #3 & Letter of Credit	Complete
l. Additional Engineering Requirements	Additional works arising through Development Permit, Servicing Agreement & Building Permit processes for Lot 3	Legal agreement on title	To be determined to the City's satisfaction. May include Servicing Agreement #3, Letter of Credit &/or other requirements.	Complete
m. Public art	Lot 3 – 100% of developer requirements for the City-approved Public Art Plan with respect to Lot 3	Legal agreement on title	Detailed Public Art Plan, Letter of Credit or cash &/or legal agreements, as applicable by phase	Complete
<b>PHASE 4 – All features, amenities &amp; voluntary developer contributions identified with respect to Phase 1, 2 &amp; 3 must be satisfied, together with the following:</b> <b>NOTE:</b> The developer shall be required to enter into Servicing Agreement #4 (secured via a Letter (s) of Credit) prior to Development Permit issuance for Phase 4 (Lot 4) or as otherwise determined at the sole discretion of the City (e.g., Building Permit issuance for Phase 4 / Lot 4). <b>NOTE:</b> If Phase 4 proceeds ahead of Phase 3 (as per the terms of the phasing covenant registered on title prior to rezoning adoption), at the sole determination of the City, prior to Development Permit issuance and/or occupancy for Phase 4, various features, amenities & voluntary developer contributions identified with respect to Phase 3 including, but not limited to, various things identified with respect to Servicing Agreement #3, may be required to be undertaken in addition to those identified for Phase 4.				
a. Affordable housing	Lot 4 – 100% (turnkey level of finish)	Legal agreement on title	City-approved DP design	Complete
b. Residential amenity space	Lot 4 – 100% of indoor & outdoor space (to be shared with Lot 3)	Legal agreement on title (including shared use by Lot 3 residents)	City-approved DP design	Complete
c. Neighbourhood Park (CCAP park/City-owned)	Park improvements, as determined to the satisfaction of the City, the construction cost of which to the developer shall not exceed the development's DCCs (for park construction) payable for Lot 4. (DCC-eligible item.)	Legal agreement on title	To be determined to the City's satisfaction. May include public consultation processes, Servicing Agreement #4 & Letter of Credit	Complete
d. No. 3 Road Greenway (City-owned)	100% (Non-DCC item)	Legal agreement on title	City-approved design, Servicing Agreement #4 & Letter of Credit	Complete

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Features & Amenities	Phased Voluntary Developer Contributions	Prior to Rezoning Adoption (RZ 12-610011)	Prior to Development Permit (DP) Issuance	Prior to Occupancy**
e. Sea Island Greenway (SRW)	100%	Legal agreement on title	City-approved DP design & DP landscape Letter of Credit	Complete
f. Neighbourhood Park trail (SRW)	100%	Legal agreement on title	City-approved DP design & DP landscape Letter of Credit	Complete
g. MOTI improvements	All applicable MOTI requirements, as determined to the City's satisfaction	City-approved functional road design & legal agreement on title	Servicing Agreement #4 & Letter of Credit	Complete
h. North-South Street (City-owned)	Lot 4 frontage improvements (e.g., sidewalk & boulevard)	Legal agreement on title	Servicing Agreement #4 & Letter of Credit	Complete
i. Transitional parking & TDM measures	Frontage improvements along the No. 3 Road & Sea Island Way frontages of the City-owned No. 3 Road Greenway (park)	Legal agreement on title	City-approved design, Servicing Agreement #4 & Letter of Credit	Complete
j. Transitional parking & TDM measures	Use of the Public Parking facility constructed in Phase 1 for, in part, assigned non-residential use	Legal agreement on title	Legal agreement & City-approved DP design for Phase 4	Complete
k. On-site parking, bike storage & EV charging	Compliance with current OCP & Zoning Bylaw requirements	Legal agreement on title	City-approved DP design & legal agreements (as determined to the City's satisfaction)	Complete
l. Cross Access	Comprehensive parkade development facilitating vehicle & pedestrian circulation for Lots 2, 3 & 4	Legal agreement on title	City-approved DP design & legal agreement (& security, as determined by the City)	Complete
m. District Energy Utility	DEU-ready design & construction	Legal agreement on title	City-approved DP design	Complete
n. Engineering	As per Phasing Key Plan – Engineering	Legal agreement on title	Servicing Agreement #4 & Letter of Credit	Complete
o. Additional Engineering Requirements	Additional works arising through Development Permit, Servicing Agreement & Building Permit processes for Lot 4	Legal agreement on title	To be determined to the City's satisfaction. May include Servicing Agreement #4, Letter of Credit &/or other requirements.	Complete
p. Public art	Lot 4 – 100% of developer requirements for the City-approved Public Art Plan with respect to Lot 4	Legal agreement on title	Detailed Public Art Plan, Letter of Credit or cash &/or legal agreements, as applicable by phase	Complete

**SCHEDULE H**  
Preliminary Functional Roads Plan - Interim



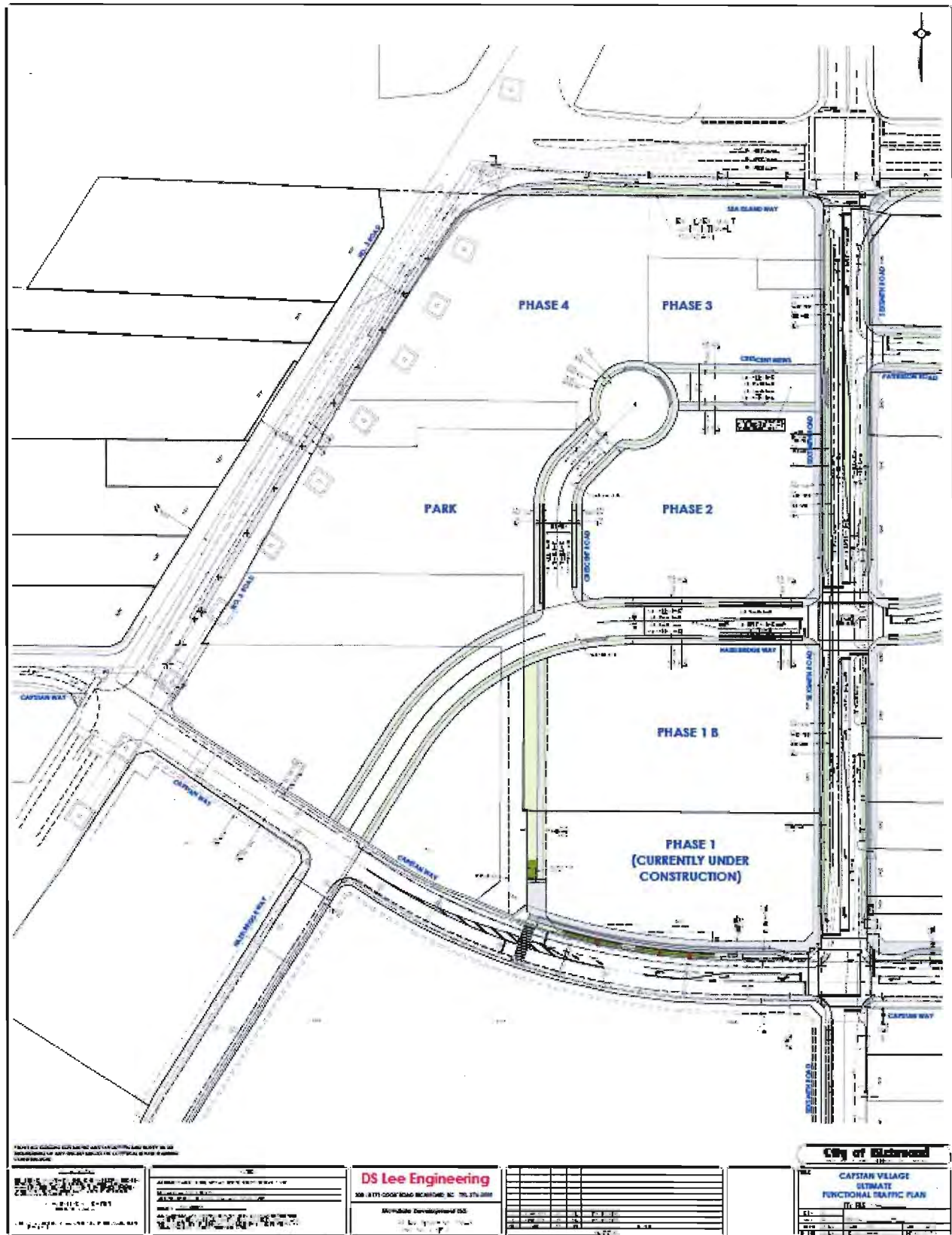
**NOTE:** The detailed design of the **Private Road** (right-of-way) shall be determined to the satisfaction of the City via the Development Permit\* review and approval processes for Lot 2.

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**SCHEDULE H**  
Preliminary Functional Roads Plan - Ultimate

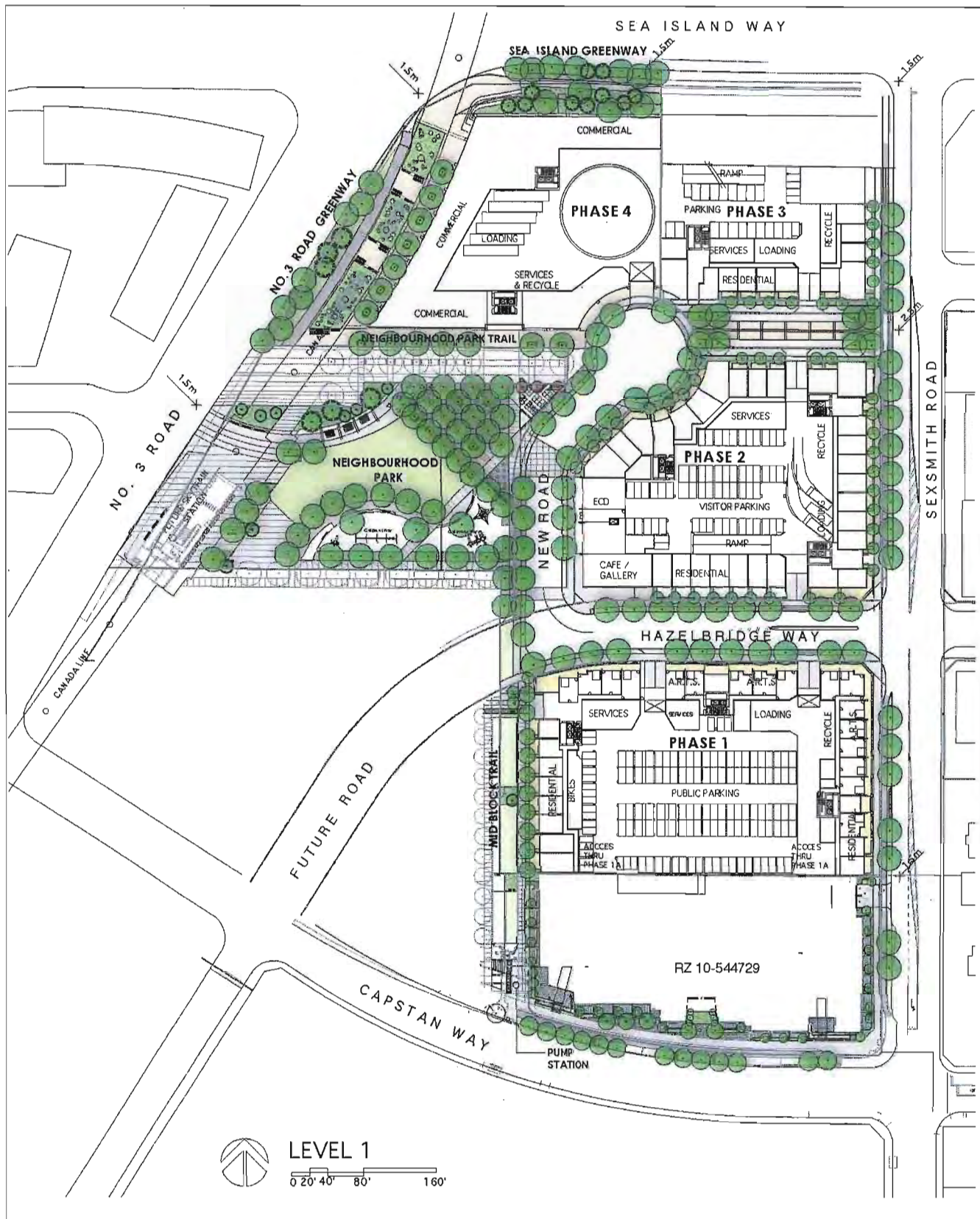


**NOTE:** The detailed design of the **Private Road** (right-of-way) shall be determined to the satisfaction of the City via the Development Permit\* review and approval processes for Lot 2.

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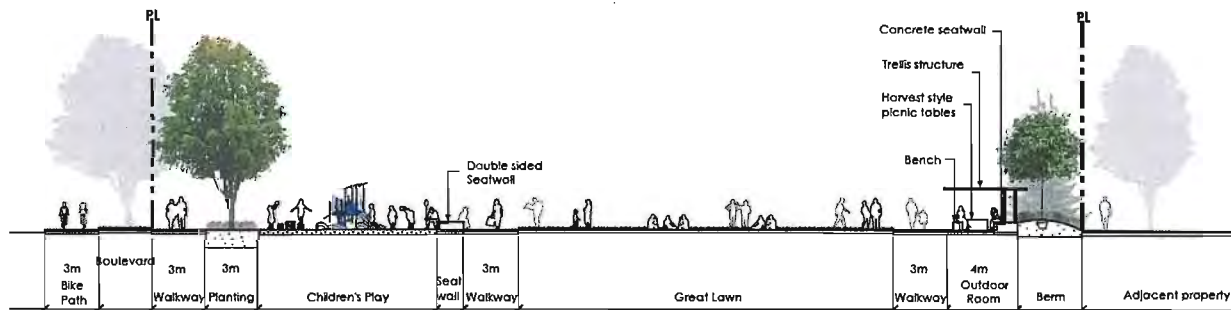
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**Conceptual Parks Plan (RZ 12-610011)**

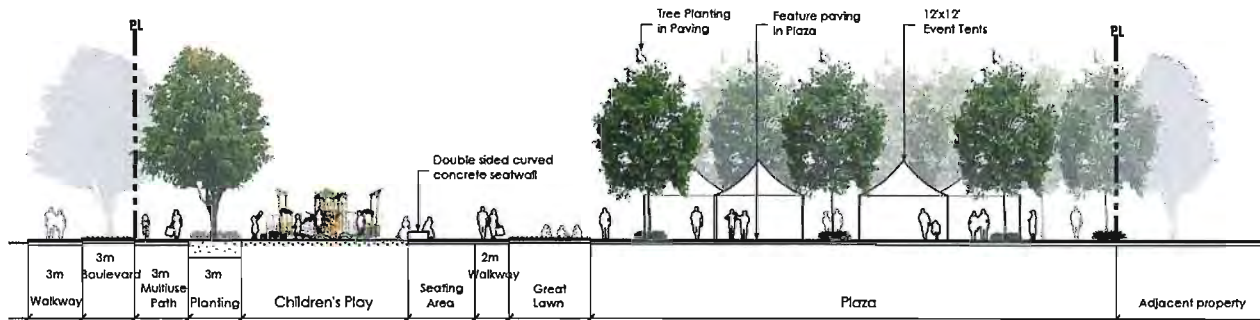




**Conceptual Parks Plan (RZ 12-610011)**



Neighbourhood Park - West Portion (looking west)



Neighbourhood Park - East Portion (looking west)

**NEIGHBOURHOOD PARK - DETAILS**



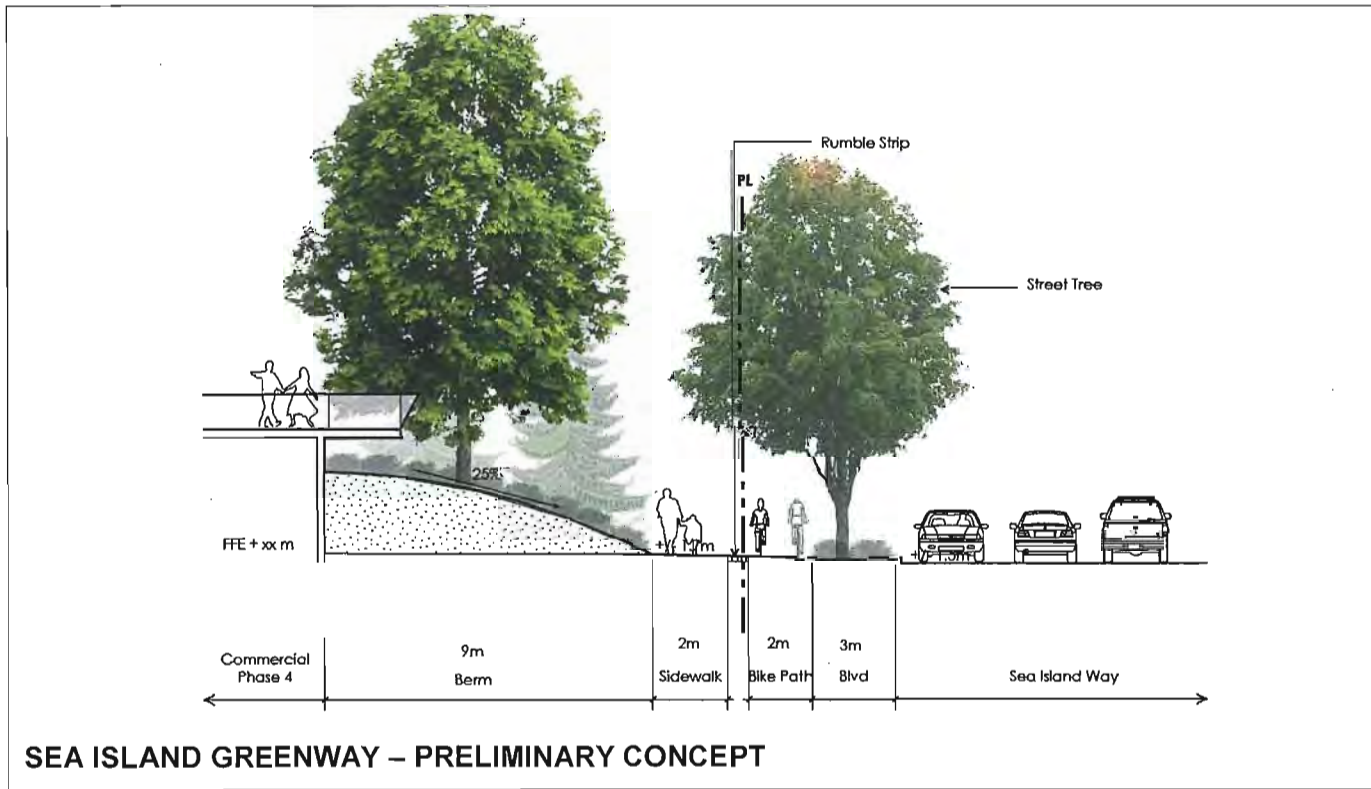
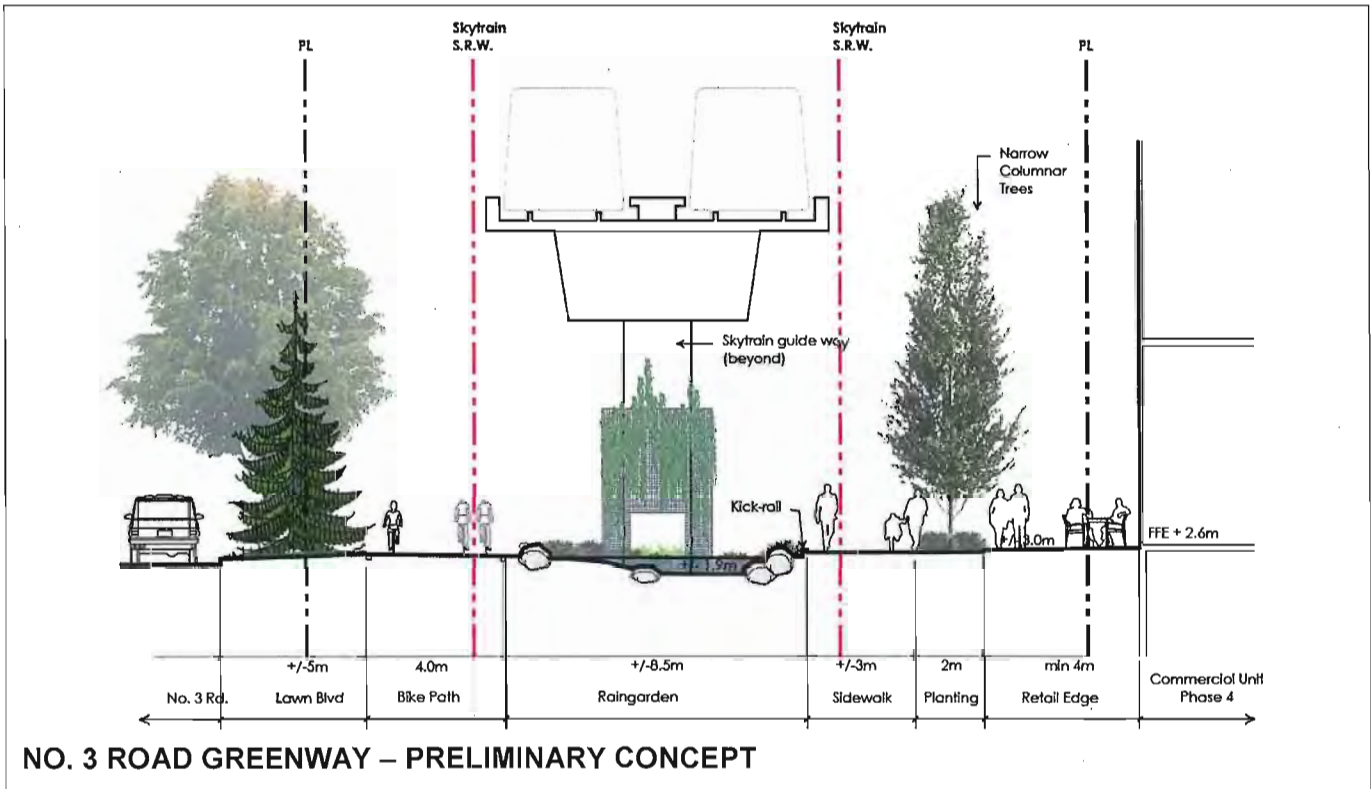
## **NEIGHBOURHOOD PARK**

Highlights of the Conceptual Parks Plan for the Neighbourhood Park include:

1. **Urban Plazas/Squares:** Two hard surface spaces will form the backbone of an exciting, urban space. The main plaza, shaded with trees, will function as the common ground where neighbourhood residents can meet and socialize, enjoy the outdoors, and participate in a variety of programmed events. It will be constructed of high quality materials and built for durability and practicality. The second plaza area will be located at the southwest end of the park. Its association with the future Capstan Canada Line station and the anticipated retail and commercial uses of the future development site to the south will lead to a lively urban space, since pedestrian volumes in this area would be expected to be high.
2. **Lawn:** An open lawn space will be developed for informal play and sunning. It will be large enough so that it may host a range of outdoor activities, and its location between the two plaza spaces will extend the range of activities and events.
3. **Trees:** A mix of tree types will be planted to provide shade, colour, and seasonal interest.
4. **Landscape Features:** These will include earthworks, specimen trees, rain gardens and ornamental planting beds.
5. **Pedestrian Pathways:** A network of pathways and circulation routes will be developed to bring people in to, out from and through the park. This is especially important due to the park's position as at a crossroad linking the future Capstan Canada Line station with residences in the surrounding neighbourhood.
6. **Playground:** A range of traditional play equipment to those more informal and natural in materials and character will be provided for neighbourhood children. It will complement the services to be provided by a licensed child care centre that is included in the proposed development project.
7. **Site Furniture:** The park will contain a variety of benches and seating edges, tables, trellises and trash receptacles to support life within the park.
8. **Public Art:** Works of public art will be commissioned and placed to enliven the park and contribute towards a sense of place, ownership and identity for local residents and visitors.
9. **Infrastructure:** The plan will specify the infrastructure necessary for the efficient and effective operation and maintenance of the park including, but not limited to, lighting, irrigation, storm drainage, power, and water.

NOTE: Only City and private utilities required to facilitate public enjoyment of the Neighbourhood Park, as determined to the sole satisfaction of the City, shall be permitted within the bounds of the City-owned lot secured via the subject rezoning application for Neighbourhood Park purposes.

Conceptual Parks Plan (RZ 12-610011) – Details





**Richmond Zoning Bylaw 8500  
Amendment Bylaw 9135 (RZ 12-610011)  
3200, 3220, 3240, 3300, and 3320 No. 3 Road and 3171, 3191, 3211,  
3231, 3251, 3271, 3291, 3331, and 3371 Sexsmith 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 Section 20.25 thereof the following:

**“20.25 Residential / Limited Commercial and Artist Residential Tenancy Studio Units  
(ZMU25) – Capstan Village (City Centre)**

**20.25.1 Purpose**

The **zone** accommodates artist residential tenancy studio (ARTS) units and high-rise apartments within the **City Centre**, plus a limited amount of **commercial use** and compatible **secondary uses**. Additional **density** is provided to achieve, among other things, **City** objectives in respect to the **City Centre** arts district, **affordable housing units**, **child care**, amenity, **commercial use**, and the Capstan Canada Line station.

**20.25.2 Permitted Uses**

- artist residential tenancy studio (ARTS) units
- **child care**
- **congregate housing**
- **housing, apartment**
- **housing, town**
- **live/work dwelling**

**20.25.3 Secondary Uses**

- **amenity space, community**
- **animal grooming**
- **boarding and lodging**
- **broadcast studio**
- **community care facility, minor**
- **education, commercial**
- **government service**
- **health service, minor**
- **home-based business**
- **hotel**
- **library and exhibit**
- **liquor primary establishment**

- **manufacturing, custom indoor**
- **office**
- **park**
- **parking, non-accessory**
- **private club**
- **recreation, indoor**
- **religious assembly**
- **restaurant**
- **retail, convenience**
- **retail, general**
- **retail, second hand**
- **service, business support**
- **service, financial**
- **service, household repair**
- **service, personal**
- **studio**
- **vehicle rental, convenience**
- **veterinary service**

#### **20.25.4 Permitted Density**

1. The maximum **floor area ratio** is 1.2, together with an additional 0.1 **floor area ratio** provided that it is entirely used to accommodate **amenity space**.
2. Notwithstanding Section 20.25.4.1, the reference to “1.2” is increased to a higher **floor area ratio** of “2.5”, provided that:
  - a) the **site** is located in the Capstan Station Bonus Map area designated by the **City Centre Area Plan**;
  - b) the **owner** pays a sum into the **Capstan station reserve** as specified in Section 5.19 of this bylaw;
  - c) the **owner** grants to the **City**, via a statutory **right-of-way, air space parcel**, or fee simple, as determined at the sole discretion of the **City**, rights of public use over a suitably landscaped area of the **site** for **park** and related purposes at a rate of 5.74 m<sup>2</sup> per **dwelling unit** or 6,810.4 m<sup>2</sup>, whichever is greater;
  - d) prior to occupancy of the **building**, the **owner**:
    - i. provides within the **building** not less than four **affordable housing units** and the combined **habitable space** of the total number of **affordable housing units** would comprise at least 5% of the total residential **building** area, excluding the **building** area of artist residential tenancy studio (ARTS) units; and

- ii. enters into a **housing agreement** with respect to the **affordable housing units** and registers the **housing agreement** against title to the **lot**, and files a notice in the Land Title Office; and
  - e) prior to occupancy of any **building** within the area shown cross-hatched and indicated as “A” in Section 20.25.4, Diagram 2, the **owner**:
    - i. provides within the area shown cross-hatched and indicated as “A” in Section 20.25.4, Diagram 2, not less than 17 artist residential tenancy studio (ARTS) units and the combined **habitable space** of the total number of artist residential tenancy studio (ARTS) units would comprise at least 1,393.5 m<sup>2</sup>; and
    - ii. enters into a **housing agreement** with respect to the artist residential tenancy studio (ARTS) units and registers the **housing agreement** against title to the **lot**, and files a notice in the Land Title Office.
3. If the **owner** of a **lot** has paid a sum into the **Capstan station reserve** and provided a suitably landscaped area of the **site** for **park** and related purposes, **affordable housing units**, and artist residential tenancy studio (ARTS) units under Section 20.25.4.2, Sub-Sections (b), (c), (d), and (e) respectively, an additional 1.0 **density bonus floor area ratio** is permitted, provided that:
- a) the **lot** is located in the Village Centre Bonus Area designated by the **City Centre Area Plan**;
  - b) the **owner** uses the additional 1.0 **density bonus floor area ratio** only for non-residential purposes, which non-residential purposes shall provide, in whole or in part, for **convenience retail uses** (e.g., large format grocery store; drug store), **minor health services**, pedestrian-oriented **general retail**, or other **uses** important to the viability of the Village Centre as determined to the satisfaction of the **City**;
  - c) the **owner** uses a maximum of 49% of the **gross floor area** of the **building**, including the additional 1.0 **density bonus floor area ratio** (i.e. the **gross floor area** of the additional **building** area), for non-residential purposes;
  - d) the **owner** grants to the **City**, via **air space parcel**, at least 5% of the additional 1.0 **density bonus floor area ratio** (i.e. the **gross floor area** of the additional **building** area) or 1,428.4 m<sup>2</sup>, whichever is greater, for **child care**, **community amenity space**, and **minor health service**, to the satisfaction of the **City**, and locates the entirety of the area granted to the **City** within the area shown cross-hatched and indicated as “B” in Section 20.25.4, Diagram 2; and
  - e) the **owner** provides 250 **parking spaces** for shared **commercial/residential use** and grants rights of public use over 50% of the **parking spaces**, secured via a statutory **right-of-way**, **air space parcel**, or alternative means, as determined at the sole discretion of the **City**, within the area shown cross-hatched and indicated as “A” in Section 20.25.4, Diagram 2.
4. For the area within the **City Centre** shown cross-hatched in Section 20.25.4, Diagram 1, notwithstanding Section 20.25.4.2, the reference to “2.5” is increased to a higher **floor**

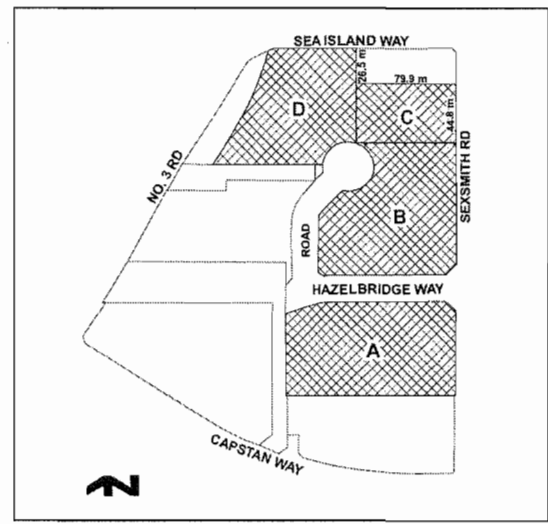
**area ratio** of “3.418” and, notwithstanding Section 20.25.4.3, the reference to “1.0” is increased to a higher **floor area ratio** of “1.462”, provided that the:

- b) **owner** complies with the conditions set out in Sections 20.25.4.2(a), (b), (c), and (d) and Sections 20.25.4.3(a), (b), (c), (d), and (e);
- c) **owner** dedicates not less than 5,529.0 m<sup>2</sup> of land to the **City** as **road**;
- d) **owner** transfers not less than 5,000.4 m<sup>2</sup> of land to the **City** as fee simple for **park** purposes, which shall include a suitably landscaped area of the **site** transferred by the **owner** to the **City** in compliance with Section 20.25.4.2(c), provided that such area is transferred to the **City** as fee simple;
- e) maximum total combined **floor area** for the **site** shall not exceed 126,575.4 m<sup>2</sup>, of which the **floor area** of residential **uses** shall not exceed 98,008.0 m<sup>2</sup> and the **floor area** of other **uses** shall not exceed 28,567.4 m<sup>2</sup>; and
- f) maximum **floor area** for the areas shown cross-hatched and indicated as “A”, “B”, “C”, and “D” in Section 20.25.4, Diagram 2, shall not exceed:
  - i. for “A”: 35,144.1 m<sup>2</sup> for residential **uses**, including at least 843.8 m<sup>2</sup> of **habitable space** for **affordable housing units**, and nil for other **uses**;
  - ii. for “B”: 39,194.5 m<sup>2</sup> for residential **uses**, including at least 979.9 m<sup>2</sup> of **habitable space** for **affordable housing units**, and 1,688.5 m<sup>2</sup> for other **uses**;
  - iii. for “C”: 15,732.2 m<sup>2</sup> for residential **uses**, including at least 1,980.4 m<sup>2</sup> of **habitable space** for **affordable housing units**, and nil for other **uses**; and
  - iv. for “D”: 7,937.2 m<sup>2</sup> for residential **uses**, including at least 1,026.6 m<sup>2</sup> of **habitable space** for **affordable housing units**, and 26,878.9 m<sup>2</sup> for other **uses**.

**Diagram 1**



**Diagram 2**



5. There is no maximum **floor area ratio** for non-accessory parking as a principal use.

### 20.25.5 Permitted Lot Coverage

1. The maximum **lot coverage** for the areas shown cross-hatched and indicated as “A”, “B”, “C”, and “D” in Section 20.25.4, Diagram 2, is 90% for **buildings** and **landscaped** roofs over **parking spaces**.

### 20.25.6 Yards & Setbacks

1. Minimum **setbacks** shall be:
  - a) for Canada Line **setbacks**, measured to a **lot line**:
    - i. for **dwelling units**, **amenity space**, and **child care**: 20.0 m, but may be reduced to 10.0 m if a proper interface is provided as specified in a Development Permit approved by the **City**; and
    - ii. for other **uses**: 6.0 m;
  - b) for **road** and **park setbacks**, measured to a **lot line** or the boundary of an area granted to the **City**, via a statutory **right-of-way** or **air space parcel**, for **road** or **park** purposes: 6.0 m, but may be reduced to 3.0 m if a proper interface is provided as specified in a Development Permit approved by the **City**;
  - c) for **interior side yard setbacks**, measured to a **lot line** or the boundary of an area granted to the **City**, via a statutory **right-of-way** or **air space parcel**, for **road** or **park** purposes: 6.0 m, but may be reduced to 0.0 m if a proper interface is provided as specified in a Development Permit approved by the **City**; and
  - d) for parking situated below finished grade, measured to a **lot line**: 0.0 m.

### 20.25.7 Permitted Heights

1. The maximum **building height** shall be:
  - a) 47.0 m geodetic north of Hazelbridge Way; and
  - b) 35.0 m south of Hazelbridge Way, but may be increased to 47.0 m geodetic if a proper interface is provided with adjacent **buildings** and areas secured by the **City**, via statutory **right-of-way**, **air space parcel**, fee simple, or other means as determined to the satisfaction of the **City**, for **park** purposes, as specified in a Development Permit approved by the **City**.
2. The maximum **height** for **accessory buildings** is 5.0 m.
3. The maximum **height** for **accessory structures** is 12.0 m.

### 20.25.8 Subdivision Provisions

1. The minimum **lot** area for the areas shown cross-hatched and indicated as “A”, “B”, “C”, and “D” in Section 20.25.4, Diagram 2, shall be:
  - a) for “A”: 9,000 m<sup>2</sup>;
  - b) for “B”: 8,800 m<sup>2</sup>;
  - c) for “C”: 3,200 m<sup>2</sup>; and
  - d) for “D”: 7,000 m<sup>2</sup>.

### 20.25.9 Landscaping & Screening

1. **Landscaping** and **screening** shall be provided according to the provisions of Section 6.0.

### 20.25.10 On-Site Parking and Loading

1. On-site **vehicle** and bicycle parking and loading shall be provided according to the provisions of Section 7.0, EXCEPT that for the purpose of minimum number of **parking spaces**:
  - a) **City Centre** Parking Zone 1 rates shall apply;
  - b) the minimum on-site parking requirements for **town housing**, **apartment housing**, and mixed **commercial/residential uses** shall not be less than 1.0 space for residents per **dwelling unit**; and
  - c) Artist residential tenancy studio (ARTS) units shall be treated as **affordable housing units**.
2. Notwithstanding Section 20.25.10.1, if the **owner** has provided:
  - a) **child care**, **community amenity space**, and **minor health service** within the area shown cross-hatched and indicated as “B” in Section 20.25.4, Diagram 2, under Section 20.25.4.3(d), the minimum combined total number of **parking spaces** for the **uses** shall be 32, all of which shall be located within area “B”; and
  - b) 250 **parking spaces** for shared **commercial/residential use** within the area shown cross-hatched and indicated as “A” in Section 20.25.4, Diagram 2, and granted rights of public use over 50% of the **parking spaces** under Section 20.25.4.3(e):
    - i. the minimum combined total number of **parking spaces** required for non-residential **uses** within the area shown cross-hatched and indicated as “D” in Section 20.25.4, Diagram 2, shall be reduced by 250; and
    - ii. the minimum number of residential visitor **parking spaces** within the areas shown cross-hatched and indicated as “A”, “B”, “C”, and “D” in Section 20.25.4, Diagram 2, may be reduced by 50%.



## 20.25.11 Other Regulations

1. For the purposes of this bylaw, arts residential tenancy studio unit or ARTS unit:
    - a) means a **dwelling unit** providing space for sleeping, living, washrooms, and **kitchen**, together with space designed to facilitate the use of the **dwelling** for arts-related **home-based business** purposes including painting, pottery, dance, choreography, non-amplified music, composing, conducting, arranging, recording, writing, media arts, photography, print making, or carving;
    - b) shall be **town housing**;
    - c) shall have a minimum **habitable space** of 74.0 m<sup>2</sup>, of which at least 25.0 m<sup>2</sup>, provided as one contiguous space, shall have a minimum clear height of 4.5 m measured from the surface of the finished floor to the surface of the finished ceiling.
  2. Signage must comply with the City of Richmond's *Sign Bylaw No. 5560*, as it applies to **development** in the Downtown Commercial (CDT1) **zone**.
  3. **Telecommunication antenna** must be located a minimum 20.0 m above the ground (i.e., on a roof of a **building**).
  4. 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. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it:
    - 2.1. **RESIDENTIAL / LIMITED COMMERCIAL AND ARTIST RESIDENTIAL TENANCY STUDIO UNITS (ZMU25) – CAPSTAN VILLAGE (CITY CENTRE).**

That areas shown cross-hatched and indicated as “A” on “Schedule “A” attached to and forming part of Bylaw No. 9135”.
    - 2.2. **SCHOOL & INSTITUTIONAL USE (SI).**

That areas shown hatched and indicated as “B” on “Schedule “A” attached to and forming part of Bylaw No. 9135”.

## 20.25.11 Other Regulations

1. For the purposes of this bylaw, arts residential tenancy studio unit or ARTS unit:
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Those areas shown cross-hatched and indicated as "A" on "Schedule "A" attached to and forming part of Bylaw No. 9135".
    - 2.2. **SCHOOL & INSTITUTIONAL USE (SI).**

Those areas shown hatched and indicated as "B" on "Schedule "A" attached to and forming part of Bylaw No. 9135".

3. This Bylaw may be cited as **“Richmond Zoning Bylaw 8500, Amendment Bylaw 9135”**.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

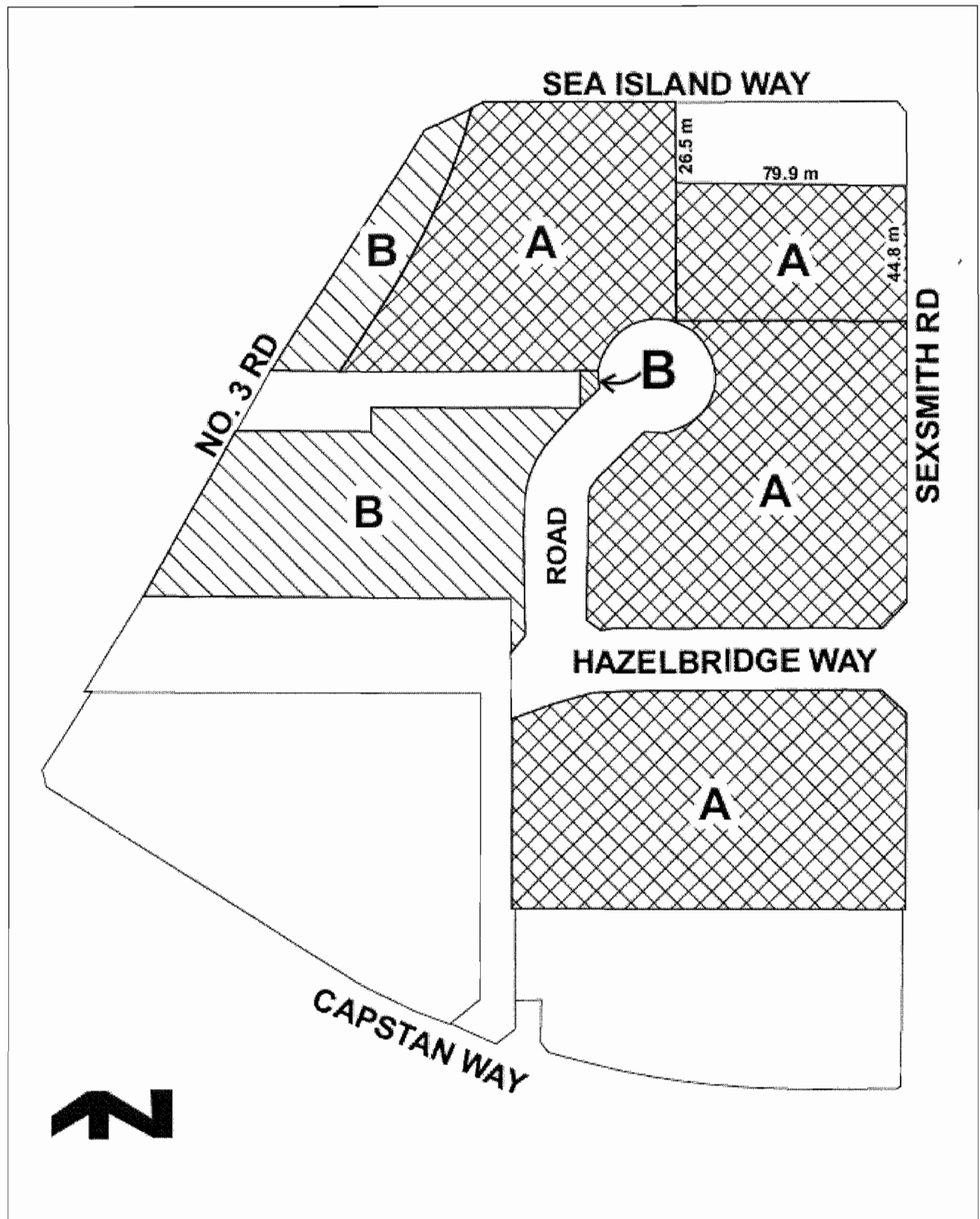
MINISTRY OF TRANSPORTATION AND  
INFRASTRUCTURE APPROVAL

ADOPTED

\_\_\_\_\_  
MAYOR

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








# City of Richmond

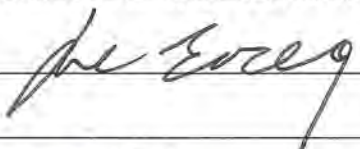


## Report to Committee

**To:** Public Works and Transportation Committee  
**From:** Victor Wei, P. Eng.  
Director, Transportation  
**Date:** April 3, 2014  
**File:** 01-0140-20-TCAN1-  
01/2014-Vol 01  
**Re:** Proposed Railway-Roadway Grade Crossings Regulations and Standards

### Staff Recommendation

1. That a letter be sent to the federal Minister of Transport and to Transport Canada as a formal comment in response to the pre-publication of the proposed Grade Crossings Regulations in the *Canada Gazette*, Part I, on February 8, 2014:
  - (a) requesting that the specification of a maximum time limit of five minutes that a moving train may block any at-grade roadway crossing be included in the proposed Grade Crossings Regulations; and
  - (b) reiterating the previous Council resolution of July 23, 2012 that the proposed Grade Crossings Standards be revised to be engineering guidelines to allow for a risk-based approach that provides flexibility to address any identified safety concerns and, if the proposed Standards are implemented, a dedicated program be established by Transport Canada to provide adequate funding support to municipalities for any upgrades required from the new Standards.
2. That a copy of the above letter be sent to all Richmond Members of Parliament and Lower Mainland municipalities affected by the proposed Regulations and Standards for support of the above request.

  
Victor Wei, P. Eng.  
Director, Transportation  
(604-276-4131)  
Att. 2

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Engineering Roads & Construction Parks	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

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## Staff Report

### Origin

At the July 23, 2012 Council meeting, Council considered a report on Transport Canada's development of Canadian Railway-Roadway Grade Crossings Standards (the Standards) and associated Railway-Roadway Grade Crossings Regulations (the Regulations) that would enable enforcement of the standards. The Regulations would apply to all public and private grade crossings on federally-regulated rail lines and govern the grade crossing owners (i.e., road authorities, beneficiaries and railway companies) who share ownership of these crossings.

The report identified that compliance with the proposed standards could materially impact City resources as information from Transport Canada at that time indicated that the City is the responsible road authority for nearly 60 public grade crossings in Richmond. Hence, Council resolved to send a letter to the Minister of Transport requesting that:

- a) the proposed Standards be revised to be engineering guidelines, to allow for a risk-based approach that provides flexibility to address any identified safety concerns in light of limited financial resources and technical constraints; and
- b) a dedicated program be established to provide adequate funding support for any upgrades required to meet the new guidelines.

On February 8, 2014, Transport Canada published the proposed Regulations and Standards. The public and other stakeholders now have 90 days to submit comments (i.e., deadline is May 9, 2014). Staff recommend that the City provide formal comments to Transport Canada reiterating the above Council resolution and outlining the City's concerns with the proposed Regulations and Standards.

### Findings of Fact

#### Responsibility of Roadway Authority

The proposed Regulations and Standards can be viewed at [www.gazette.gc.ca](http://www.gazette.gc.ca) > Proposed Regulations > *scroll to* Department of Transport – Proposed Regulations: Grade Crossing Regulations. In summary, the added responsibilities for the City would comprise:

- gathering and documenting information to be shared with the railway authority, which includes roadway specifications, traffic volumes and safe stopping distance;
- conducting safety reviews that are targeted towards recurring unsafe occurrences at a grade crossing and must be conducted within a reasonable time of being made aware of the occurrence;
- funding the construction and installation of any warranted upgrades identified by a safety review that are within the road right-of-way; and
- notifying landowners of sightline requirements over the owner's land.

With respect to the elements of a public<sup>1</sup> grade crossing, a road authority is responsible for the following requirements of the Regulations:

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<sup>1</sup> Railway authorities are responsible for the elements of a private grade crossing.



- (i) the design, construction and maintenance of a road approach;
- (ii) traffic control devices, except for a stop sign that is installed on the same post as a railway crossing sign;
- (iii) the design of a crossing surface; and
- (iv) sightlines within the land on which the road is situated and over land in the vicinity of the grade crossing, including the removal of trees and brush that obstruct the sightlines.

Table 1 summarizes the different timelines identified by the proposed Regulations for road authorities to meet the two levels of standards (basic and full) for all existing public grade crossings. Works that entail the upgrade of an existing crossing or the construction of a new crossing must meet the full standards at the time of construction.

**Table 1: Timelines for Proposed Standards for Existing Crossings**

Timeline	Standards to be Met	
Immediately (Upon Coming into Force)	BASIC	<ul style="list-style-type: none"> <li>road crossing surface width (vehicular travel surface and shoulders)</li> <li>depth and width of flangeway</li> </ul>
Within 5 Years (of Coming into Force)	FULL	<ul style="list-style-type: none"> <li>road and pathway crossing surface dimensions</li> <li>minimum/maximum depth/width of flangeway and field side gaps</li> <li>minimum/maximum wear limits of top of rail and crossing surface</li> <li>traffic control devices: stop, stop/railway crossing ahead, advisory speed tab, prepare to stop at railway crossing, traffic signal</li> <li>information sharing</li> <li>sightlines</li> <li>warning system: lights, warning time, circuits</li> </ul>

### Blocked Crossings

Currently, the *Canadian Rail Operating Rules* pursuant to the *Railway Safety Act* prohibit a stopped train or switching operations from obstructing a public grade crossing for more than five minutes when vehicular or pedestrian traffic requires passage across it. However, there is no comparable existing regulation with respect to moving trains (i.e., there is no maximum time limit that a moving train can block a crossing). To address the issue of prolonged blockage at crossings by moving trains, the proposed Regulations instead first restricts the scope of grade crossings to be considered by listing several qualifying conditions that must be met, which are:

- (a) the average annual daily traffic at the grade crossing is 2,000 or more and there is no other road crossing within three kilometres of the crossing surface, measured along the line of railway, that crosses the line of railway;
- (b) the public grade crossing is located in a municipality or other organized district where:
  - (i) there are two or fewer main roads that pass through it, or provide access into or egress out of it, and that cross the line of railway at grade, and
  - (ii) there is no other road crossing within three kilometres of the crossing surface, measured along the line of railway, that crosses the line of railway; or
- (c) the public grade crossing is the primary access for emergency services.

Then, only if the crossing meets the above criteria, a municipality may declare in a resolution and issue notice to the Minister of Transport and the railway company that the obstruction of the grade crossing creates a safety concern, upon which the railway company and the road authority

must collaborate to resolve the safety concern within 90 days. If an agreement cannot be reached within the 90 day period, the road authority must notify the Minister of Transport.

### Whistling Cessation

The proposed Regulations include enforceable anti-whistling requirements such that when the Regulations come into force, authorities will be prohibited from enacting anti-whistling at grade crossings that do not meet the specified standards with respect to warning systems and signage.

### **Analysis**

Staff acknowledge the worthy goal of the proposed Regulations to improve public safety at railway-roadway grade crossings but have concerns regarding the potential costs to municipalities of complying with the proposed Standards as well as issues not fully addressed, namely:

- the prescription of standards versus guidelines plus the need to upgrade existing public crossings within the specified time frame without any financial considerations; and
- the lack of a maximum time limit that a moving train may block a roadway causing delays, frustration, and potential safety consequences of other road users, including trucks.

These concerns are shared by a number of municipalities across Canada and staff have continued to participate in discussions with Transport Canada regarding the proposed Regulations and Standards through the aegis of the Federation of Canadian Municipalities (FCM). Transport Canada also recognizes that the proposed Regulations and Standards are crafted from a legal perspective and lack clarity with respect to their practical application in the field. The agency is therefore in the process of developing a manual for road authorities that will provide interpretation and guidance.

### Standards versus Guidelines

As stated in the previous report, staff recommend that the proposed Regulations be introduced as guidelines rather than standards to allow for a risk-based approach that provides flexibility for road authorities to address any identified safety concerns. Compliance with the proposed Standards is likely to create an additional burden for the City and, given limited resources, may displace other municipal priorities as discussed in more detail in the following sections.

### Preliminary Assessment of Existing Public Grade Crossings

Based on information supplied by Transport Canada in 2012 and staff knowledge, there are 39 active public at-grade crossings in Richmond, all of which (30 roadway crossings and nine pedestrian crossings) are used by CN Rail (see Attachment 1 for their locations). Of the 30 roadway crossings, the City shares responsibility with the Ministry of Transportation & Infrastructure for one crossing (Alderbridge Way-Highway 91 just east of Shell Road) and the remaining 29 are wholly within the jurisdiction of the City. While the two pedestrian crossings at the south end of the Horseshoe Slough Trail and the pedestrian crossing for the Bath Slough Trail are all signed as private, the three crossings have been deemed public as the City has signed the trails (i.e., the path is maintained by a road authority and is designed for public use). The 11 at-grade crossings along CP Rail's former Van Horne spur in north Richmond have been



discontinued and as such are no longer within the purview of the proposed Regulations and Standards. All remaining crossings are private and thus not the responsibility of a road authority.

Staff conducted site visits to all 39 crossings to assess on a preliminary basis whether or not the existing conditions comply with both the basic Standards (to be met on Day 1 as per Table 1) and the full Standards (to be met within five years) that fall within the responsibility of road authorities. Attachment 2 details the existing conditions and deficiencies at each location, which are summarized below.

- **Road Approaches and Shoulders (Day 1):** The proposed basic Standards require a 0.5 m shoulder beyond the travelled surface of the road or trail. Site visits indicate that 10 of the 30 roadway crossings and all nine pedestrian crossings require shouldering (see Figure 1 for an example). With respect to flangeways (i.e., the gap in a road surface that allows the wheel flange of a rail vehicle to pass as shown in Figure 2), only six crossings (three road and three pedestrian) appear to be in poor condition and require maintenance (i.e., removal of accumulated debris). For all other crossings, the flangeways appear in fair to good condition.



**Figure 1: Shouldering Needed**



**Figure 2: Flangeways**

Site visits indicate that the asphalt of the road approaches for the majority of road crossings (23 of 30) is in good or fair condition. The remaining seven crossings need repaving due to cracked and broken pavement. Of the nine pedestrian crossings, the three crossings that have a paved surface require repaving and four of the six crossings with crushed limestone require additional fill.

**Table 2: Responsibilities of City and CN Rail for Repaving**

City Responsibility	CN Rail Responsibility
<ul style="list-style-type: none"> <li>• public notices</li> <li>• traffic management</li> <li>• saw cut, remove and dispose of road crossing to a typical width of 6 m</li> <li>• reinstate asphalt road to thickness of top of ties to top of rails, typically 180 mm</li> <li>• supply rail seal materials</li> </ul>	<ul style="list-style-type: none"> <li>• replace ties and/or rails as required</li> <li>• supply and install additional rail ballast as required</li> <li>• compact ballast material and grade rail</li> <li>• install rail seal materials</li> <li>• provide track protection to City crews</li> </ul>

The City has a long-standing relationship with CN Rail regarding the regular repaving of road approaches at grade crossings. The City and CN Rail share the costs based on jurisdiction and responsibility with the average unit cost for only the City portion being \$2,200 per track meter based on the costs of the last five projects completed. Table 2 identifies the breakdown of responsibilities between the two authorities.

- Sightlines (within 5 Years): Per Table 1, the basic Standards do not identify any requirements for sightlines. The full Standards do not apply to roadway crossings with warning systems (lights and bells) and gates (five crossings). For roadway crossings with warning systems but without gates (11 crossings), roadway crossings with stop signs (10 crossings) or pedestrian crossings (eight crossings), sightlines requirements must be met from the stop position of the vehicle or individual to approaching railway equipment. For roadway crossings without warning systems or stop signs (four crossings), additional sightlines are required (i.e., from the stopping sight distance to the stop position of the vehicle).

Staff's preliminary assessment indicates that 26 crossings (23 road and three pedestrian) have sightline issues, the majority of which (22 of 26) are due to overgrowth of vegetation within the sightline area. The remaining four road crossings, three on Vulcan Way and one on Bridgeport Road east of Viking Way, are all located on spur lines and have sightline issues due to buildings situated within the sightline area. More detailed assessments (i.e., sightline calculations) at these four crossings as well as discussion with CN Rail as to the actual train movements on the spur lines will be undertaken to confirm whether or not there is a sightline concern and, if so, what level of warning system is warranted.

- Warning Systems (within 5 Years): the full Standards identify a formula to determine whether or not a warning system is needed based on the speed of the train, the average annual daily railway movements and the average annual daily traffic of vehicles using the crossing. Warning systems would not be required for the pedestrian crossings in Richmond due to the combination of a low train speed and only one set of tracks at each crossing. Of the 15 roadway crossings without warning systems, the combined low volume of daily railway and vehicle traffic indicates that it would be unlikely that any crossing would need to be upgraded based on rail and vehicle movements. However, as discussed above, sightline requirements may still necessitate upgraded warning systems. More detailed assessments (i.e., traffic volume counts and train speeds) will be undertaken to confirm whether or not a warning system is warranted based on rail and traffic volumes.
- Traffic Control Devices (within 5 Years): As shown in Table 1, the basic Standards do not identify any requirements for traffic control devices. With respect to the full Standards, stop signs may be necessary at the four roadway crossings where there is no stop sign and sightline issues exist (two crossings on Vulcan Way, one on Viking Way and one on Rice Mill Road leading to BC Ferries site). All four roadway crossings are located on local or collector roads where the installation of a stop sign would not unduly impact traffic movements. Additional signage (e.g., stop/railway crossing ahead) would not be required as the railway crossing sign and/or stop sign are visible within the stopping sight distance. Although not required by the Standards, the City's practice is to also install a stop bar; 16 road crossings are lacking stop bars while six crossings have stop bars that need refreshing. Two of the 29 roadway crossings and six of the nine pedestrian crossings lack railway crossing signage, which is the responsibility of the railway authority. Stop signs are not required at pedestrian crossings.

In summary, the majority (34 of 39) of public road and pedestrian crossings in Richmond do not meet the basic and/or full Standards. However, the vast majority of the deficient crossings (30 of 34) require only remedial work (i.e., repaving, shouldering, signage, pavement markings, trimming of vegetation) to comply with the Standards. Only the four road crossings that have sightline issues due to a building located within the sightline area have potentially major deficiencies.



As shown in Table 3, the preliminary cost estimate to address the outstanding minor deficiencies is in the order of \$0.8 million, of which \$570,000 would be required to meet the Standards on Day 1 of coming-into-force. The worst-case scenario of installing a warning system with gates to address the sightline issues due to a building at four crossings is estimated at \$1.6 million, for a total estimate cost of \$2.4 million.

**Table 3: Estimated Cost to Address Deficiencies**

Timing	Cost Item	Est. Cost
Day 1	Repaving/Shouldering: road/path approach including flangeways • 12 road & 9 pedestrian crossings	\$570,000
In 5 Years	Sightlines: vegetation trimming • 19 road & 3 pedestrian crossings	\$220,000
	Signage: stop signs • 4 road crossings	\$2,000
	Pavement Markings: stop bar • 22 road crossings	\$4,000
	<b>Subtotal: Minor Deficiencies</b>	<b>\$796,000</b>
In 5 Years	Sightlines: warning system with gates • 4 road crossings	\$1,600,000
	<b>Total</b>	<b>\$2,396,000</b>

#### Potential Impact to City of Upgrades to meet Proposed Regulations and Standards

Of the proposed Standards, meeting the sightline requirements is the one area that could have significant cost implications for road authorities. The proposed Regulations and Standards are silent on the process for determining how the costs to install an advanced warning system to meet sightline requirements would be shared between rail and road authorities. Should the two authorities be unable to agree on cost apportionment, the agencies can apply to the Canadian Transportation Agency (CTA), which has the authority to resolve disputes. The CTA assesses each situation on a case-by-case basis and gives consideration to factors such as relative rail versus road movements, which agency can more easily accommodate any required changes, and what measures would have the overall least impact to society (e.g., the net impact of requiring the railway company to reduce the speed of approaching trains may be less than requiring the installation of a warning system with gates).

Transport Canada administers the Grade Crossing Improvement Program (GCIP), which is an existing fund that supports the implementation of safety improvements at crossings. Transport Canada funds up to 50 per cent of the eligible costs under the program with the remaining 50 per cent divided amongst the involved authorities (typically roadway and railway). If the involved authorities cannot agree on the percentage split of the remaining costs, they can apply to the CTA for a determination. The Agency makes its decision based on the merits of each case, following submissions from the authorities involved.

While the GCIP has been recently undersubscribed (i.e., \$1 million unallocated in 2013), FCM has advised Transport Canada that increased funding may be necessary to help municipalities meet the full Standards within the prescribed five year period. Staff recommend that Council reiterate the need for Transport Canada to establish a dedicated program to provide adequate funding support to municipalities for any upgrades required to meet the proposed Standards.

### Crossings Blocked by Moving Trains

Since the start of the consultation process on the proposed Regulations and Standards led by Transport Canada, municipalities across Canada have consistently voiced (through FCM) a preference for a maximum time limit (between five and 10 minutes) that a moving train can block a crossing for reasons of public safety (e.g., need for emergency vehicle access) and negative impacts on the local road network (e.g., congestion and delays, particularly for goods movement). That preference was rejected by railway companies plus Transport Canada deemed that there is insufficient evidence that a blanket 10-minute rule is required. Transport Canada has further advised that the clause is intended to address safety concerns only and not the impacts to other travel modes. However, blockages of long duration may encourage drivers to engage in risky manoeuvres such as U-turns on two lane roads.

As noted earlier, the proposed clause contains qualifying conditions that would in effect eliminate virtually all crossings in most urban areas from consideration, as the threshold distance of three kilometres between crossings is measured along the railway line and most crossings are spaced closer than that. The clause does not take into account the configuration of the local road network where the detour for motorists may be much greater than three kilometres.

In addition, the clause does not identify any recourse for road authorities after they have notified the Minister of Transport that a blockage concern could not be resolved with the railway company. While Transport Canada has advised that a guideline similar to the whistling cessation process will be developed, a guideline lacks certainty and authority.

Given the shared concern of roadway authorities regarding blocked crossings, Transport Canada initiated a short-term project in December 2013 to examine measures to mitigate risky behaviour by road users at blocked crossings. The study comprises a literature review of railway operational reasons for blocking crossings, road user behaviour at blocked crossings and countermeasures to avoid risk taking behaviour. Both FCM and City staff are participating on the project steering committee, which is chaired by Transport Canada's Rail Safety Directorate and also includes representatives from the Railway Association of Canada. Staff recently received a draft of the final report, which identifies the following potential countermeasures outside of grade separation of the crossing:

- use of communications technologies and/or changeable message systems to provide real-time information on expected blockages and wait times, and alternate routes;
- pre-emption of traffic signals to clear traffic through the crossing;
- linkage of emergency service providers with rail traffic control centre to display crossings either blocked or potentially blocked, and also the nearest clear crossings; and
- shorter trains, track circuit upgrades and revised train schedules.

As the City has received concerns from local businesses regarding the negative impact of blocked crossings, particularly in the East Richmond area, a notice was published in the March 5 and 19, 2014 editions of the City Page of the Richmond Review advising the public of the proposed railway-roadway grade crossing regulations and, in particular, the lack of a maximum time that a moving train can block a crossing. The public and business owners were encouraged to review the proposed regulations and provide feedback directly to Transport Canada, particularly if they have been negatively impacted by a blocked crossing.



Based on discussions with staff of other Greater Vancouver municipalities, there is consensus that a maximum time limit for blocked crossings is preferred that would, for consistency, match the existing maximum time limit of five minutes for stopped/switching trains. From the perspective of a road authority, a crossing is occupied whether the train is moving or stopped, and thus the maximum time limit should be the same for both types of operations.

**Financial Impact**

None.

Should the proposed Standards as written come into force, staff estimate the potential costs could range from an average of \$40,000 per crossing to address minor deficiencies (i.e., shouldering, repaving, trimming of vegetation, signage, and pavement markings) and up to \$400,000 per crossing to address sightline deficiencies due to buildings, or a total cost of approximately \$2.4 million over the five years (approximately \$480,000 per year) allowed to meet the proposed Standards. Any such funding needs would be submitted to Council via the capital and operating budget process and compete with other City priorities.

**Conclusion**

Transport Canada is currently seeking feedback from stakeholders and the public regarding its proposed Canadian Railway-Roadway Grade Crossings Regulations and Standards. Staff support the intent of the Regulations to increase public safety at grade crossings but advise that compliance with the Standards may carry considerable financial impacts. In addition, the proposed Regulations do not satisfactorily address the issue of blocked crossings by moving trains. Both concerns are shared by municipalities across Canada as FCM has continued to facilitate discussions with Transport Canada on these issues. Staff recommend that the City provide formal comments to the Minister of Transport and Transport Canada regarding these key concerns.

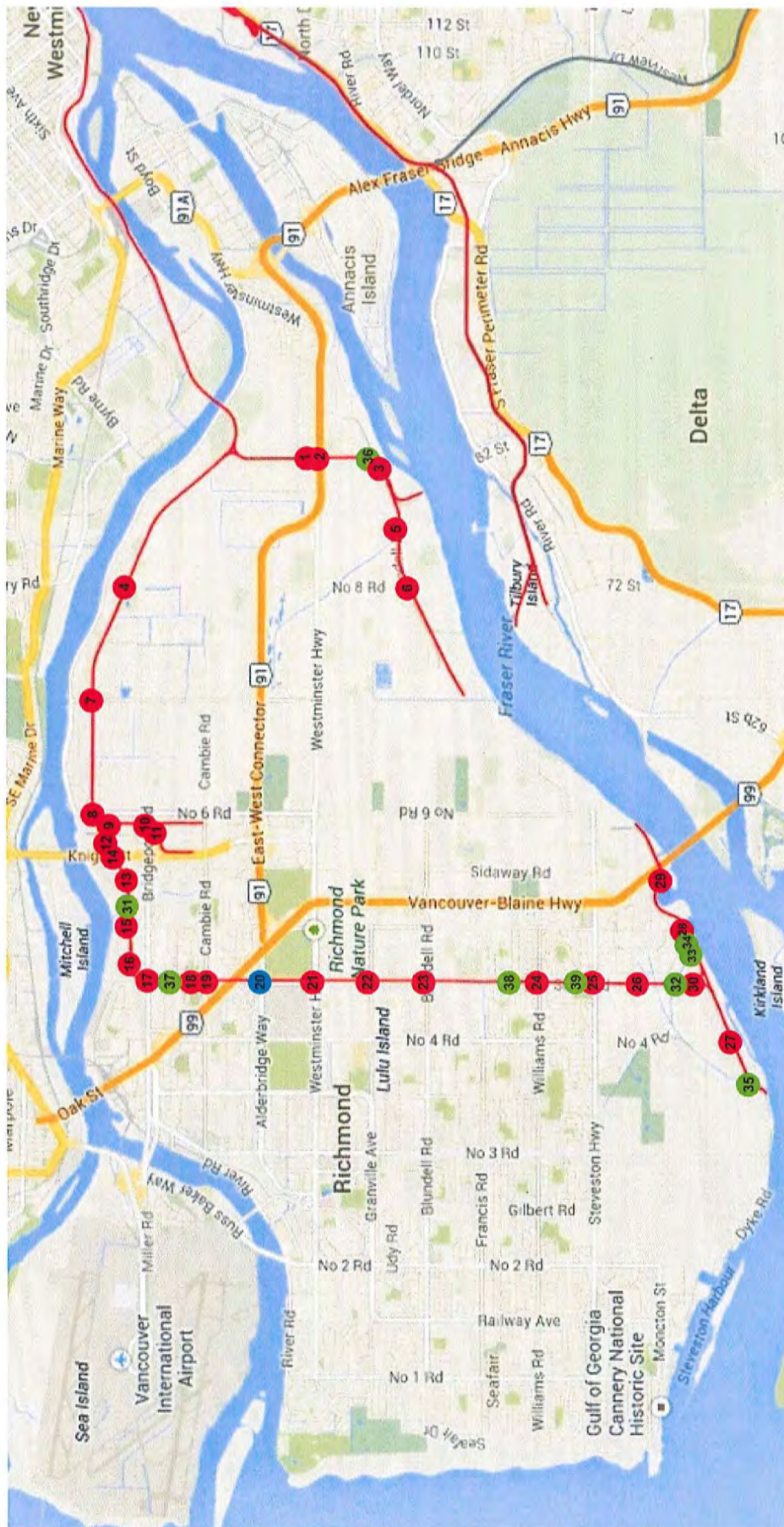


Joan Caravan  
Transportation Planner  
(604-276-4035)

JC:jc

Att. 1: CN Rail Public At-Grade Crossings in Richmond  
Att. 2: Condition of Existing 39 Public At-Grade Crossings

# CN Rail Public At-Grade Crossings in Richmond



CNCL - 384



## Condition of Existing 39 Public At-Grade Crossings

Location	Road or Trail?	Warning System	Sightlines		Traffic Control Devices			Road/Trail Approach				Meets Standards?	Level of Deficiency
			Issue?	Due To	Railway Xing Sign	Stop Sign	Stop Bar	Surface Condition	Width (m)	Shoulder Needed?	Flangeway Condition		
1	WESTMINSTER HWY - N of Hwy 91	Lights & Bells	No	N/A	Yes	N/A	No	Poor	9.0	Yes	Good	X	Minor
2	WESTMINSTER HWY - S of Hwy 91	Lights & Bells	Yes	Vegetation	Yes	N/A	No	Good	9.0	Yes	Good	X	Minor
3	NO 9 ROAD	Stop	Yes	Vegetation	Yes	Yes	Yes	Good	7.3	Yes	Fair	X	Minor
4	NO. 8 ROAD - N	Stop	Yes	Vegetation	Yes	Yes	Yes but faded	Good	5.0	Yes	Good	X	Minor
5	NELSON RD - S	Stop	Yes	Vegetation	Yes	Yes	Yes but faded	Fair	11.3	No - C&G	Fair	X	Minor
6	NO 8 ROAD - S	Lights, Bells & Gates	N/A	N/A	Yes	N/A	Yes but faded	Good	15.0	No - C&G	Good	✓	N/A
7	NO 7 ROAD	Stop	Yes	Vegetation	Yes	Yes	No	Fair	7.5	Yes	Good	X	Minor
8	NO 6 ROAD	Lights & Bells	Yes	Vegetation	Yes	N/A	Yes but faded	Poor	14.5	No - C&G	Fair	X	Minor
9	VULCAN WAY - W of No. 6 Rd	None	Yes	Building	Yes	No	No	Good	25.2	No - C&G	Fair	X	Major
10	BRIDGEPORT ROAD	Lights & Bells	Yes	Building	Yes	N/A	No	Good	14.5	No - C&G	Good	X	Major
11	VIKING WAY	None	Yes	Vegetation	No	No	No	Good	11.4	No - C&G	Fair	X	Minor
12	VULCAN WAY - E of Knight St Bridge	Stop	Yes	Building	Yes	Yes	No	Poor	8.3	Yes	Fair	X	Major
13	VULCAN WAY - W of Knight St Bridge	None	Yes	Building & Vegetation	No	No	No	Good	14.8	Yes	Good	X	Major
14	FRONTAGE RD btwn Vulcan Way	Lights & Bells	No	N/A	Yes	N/A	No	Poor	6.7	Yes	Fair	X	N/A
15	NO 5 ROAD - N	Stop	Yes	Vegetation	Yes	Yes	Yes	Poor	19.6	Yes	Fair	X	Minor
16	SIMPSON RD	Stop	Yes	Vegetation	Yes	Yes	Yes	Fair	14.0	Yes	Fair	X	Minor
17	BRIDGEPORT ROAD	Lights, Bells & Gates	N/A	N/A	Yes	N/A	Yes	Good	15.0	No	Fair	✓	N/A
18	BAMFIELD GATE ROAD	Lights & Bells	Yes	Vegetation	Yes	N/A	Yes	Poor	10.8	No - C&G	Good	X	Minor
19	CAMBIE RD	Lights, Bells & Gates	N/A	N/A	Yes	N/A	Yes	Good	18.0	No - C&G	Fair	✓	N/A
20	ALDERBRIDGE WAY	Lights, Bells & Gates	N/A	N/A	Yes	N/A	Yes	Good	35.0	No - C&G	Fair	✓	N/A

CNCL - 385

## Condition of Existing 39 Public At-Grade Crossings

Location	Road or Trail?	Warning System	Sightlines		Traffic Control Devices			Road/Trail Approach				Meets Standards?	Level of Deficiency
			Issue?	Due To	Railway Xing Sign	Stop Sign	Stop Bar	Surface Condition	Width (m)	Shoulder Needed?	Flangeway Condition		
21	WESTMINSTER HWY	Lights, Bells & Gates	N/A	N/A	Yes	N/A	Yes	Good	20.0	No - C&G	Fair	✓	N/A
22	GRANVILLE AVE	Lights & Bells	Yes	Vegetation	Yes	N/A	No	Good	7.6	No	Good	✗	Minor
23	BLUNDELL ROAD	Lights & Bells	Yes	Vegetation	Yes	N/A	No	Poor	9.2	Yes	Poor	✗	Minor
24	WILLIAMS ROAD	Lights & Bells	Yes	Vegetation	Yes	N/A	No	Good	13.5	No - C&G	Good	✗	Minor
25	STEVESTON HWY	Lights & Bells	Yes	Vegetation	Yes	N/A	Yes	Good	13.5	No - C&G	Poor	✗	Minor
26	HAMMERSMITH GATE	Lights & Bells	Yes	Vegetation	Yes	N/A	Yes but faded	Good	14.4	No - C&G	Good	✗	Minor
27	NO 4 ROAD	Stop	Yes	Vegetation	Yes	Yes	No	Good	5.0	No	Poor	✗	Minor
28	NO 5 ROAD - S	Stop	Yes	Vegetation	Yes	Yes	No	Good	12.0	No	Poor	✗	Minor
29	RICE MILL RD to BC Ferries	None	Yes	Vegetation	Yes	No	No	Good	15.5	No	Good	✗	Minor
30	SHELL RD (north of Dyke Road)	Stop	Yes	Vegetation	Yes	Yes	Yes but faded	Good	12.0	No	Good	✗	Minor
31	BATH SLOUGH TRAIL	None	No	N/A	No	N/A	N/A	Poor	2.0	Yes	Fair	✗	Minor
32	HORSESHOE SLOUGH TRAIL - N	None	No	N/A	No	N/A	N/A	Fair	2.0	Yes	Fair	✗	Minor
33	HORSESHOE SLOUGH TRAIL - W	None	No	N/A	No	N/A	N/A	Poor	2.0	Yes	Fair	✗	Minor
34	HORSESHOE SLOUGH TRAIL - E	None	No	N/A	No	N/A	N/A	Poor	2.0	Yes	Fair	✗	Minor
35	SOUTH DYKE TRAIL - Crown Packaging	None	Yes	Vegetation	No	N/A	N/A	Poor	2.0	Yes	Poor	✗	Minor
36	MC MILLAN WAY - South End	None	Yes	Vegetation	No	N/A	N/A	Fair	4.5	Yes	Poor	✗	Minor
37	BIRD RD	None	Yes	Vegetation	Yes	N/A	N/A	Poor	2.0	Yes	Poor	✗	Minor
38	ATHABASCA Drive	None	No	N/A	Yes	N/A	N/A	Poor	3.0	Yes	Fair	✗	Minor
39	SEALORD RD	None	No	N/A	Yes	N/A	N/A	Poor	3.0	Yes	Good	✗	Minor

CNCL 386





# City of Richmond

## Report to Committee

**To:** Public Works and Transportation Committee

**Date:** February 6, 2014

**From:** John Irving, P.Eng. MPA  
Director, Engineering

**File:** 10-6125-25-017/Vol 01

**Re:** Bath Slough Revitalization Initiative

### Staff Recommendation

That Option 1– Proceed with the Bath Slough Revitalization Initiative on a Pilot Basis, as presented in the report titled “Bath Slough Revitalization Initiative”, dated February 6, 2014, from the Director, Engineering, be endorsed.

John Irving, P.Eng. MPA  
Director, Engineering  
(604-276-4140)

Att: 2

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Communications	<input checked="" type="checkbox"/>	
Community Social Development	<input checked="" type="checkbox"/>	
Community Recreation Services	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Public Works	<input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

The purpose of this report is to present a strategy for environmental enhancement and community stewardship, focused on the Bath Slough catchment in the Bridgeport neighbourhood. Several factors converge in this area that makes the location ideal for a focused stewardship initiative. The proposed initiative directly supports the Ecological Network (EN) endorsed by Council as part of the 2041 OCP (Chapter 9) and the more detailed Ecological Network Management Strategy under consideration by Council for public consultation.

The Bath Slough Revitalization Initiative is broad based and supports a range of Council Term Goals across several sectors that include:

- **Community Social Services** Goal #2.9  
*Encourage the development of community volunteer programs and strategies;*
- **Sustainability** Goal #8.1  
*Continued implementation and significant progress towards achieving the City's Sustainability Framework;*
- **Community Wellness** Goals #10.3 and #10.4  
*Create urban environments that support wellness, Continued emphasis on the development of the City's parks and trails system), and;*
- **Waterfront Enhancement** Goal #12.3  
*Consider day-lighting more sloughs in the City.*

### Background

Waterways form an integral part of Richmond's history, in a unique way among lower mainland municipalities. Before the European settlement, Lulu Island was crisscrossed with watercourses, wetlands and sloughs. Sloughs provided the earliest avenues of travel into the heart of the island and were also important habitats for a myriad of organisms, including the juveniles of all five species of Pacific Salmon. Bath Slough forms part of a historical watercourse complex that stretched across Lulu Island. Today, its catchment area spans over 750 hectares of industrial, agricultural and residential land in the Bridgeport area (Figure 1).

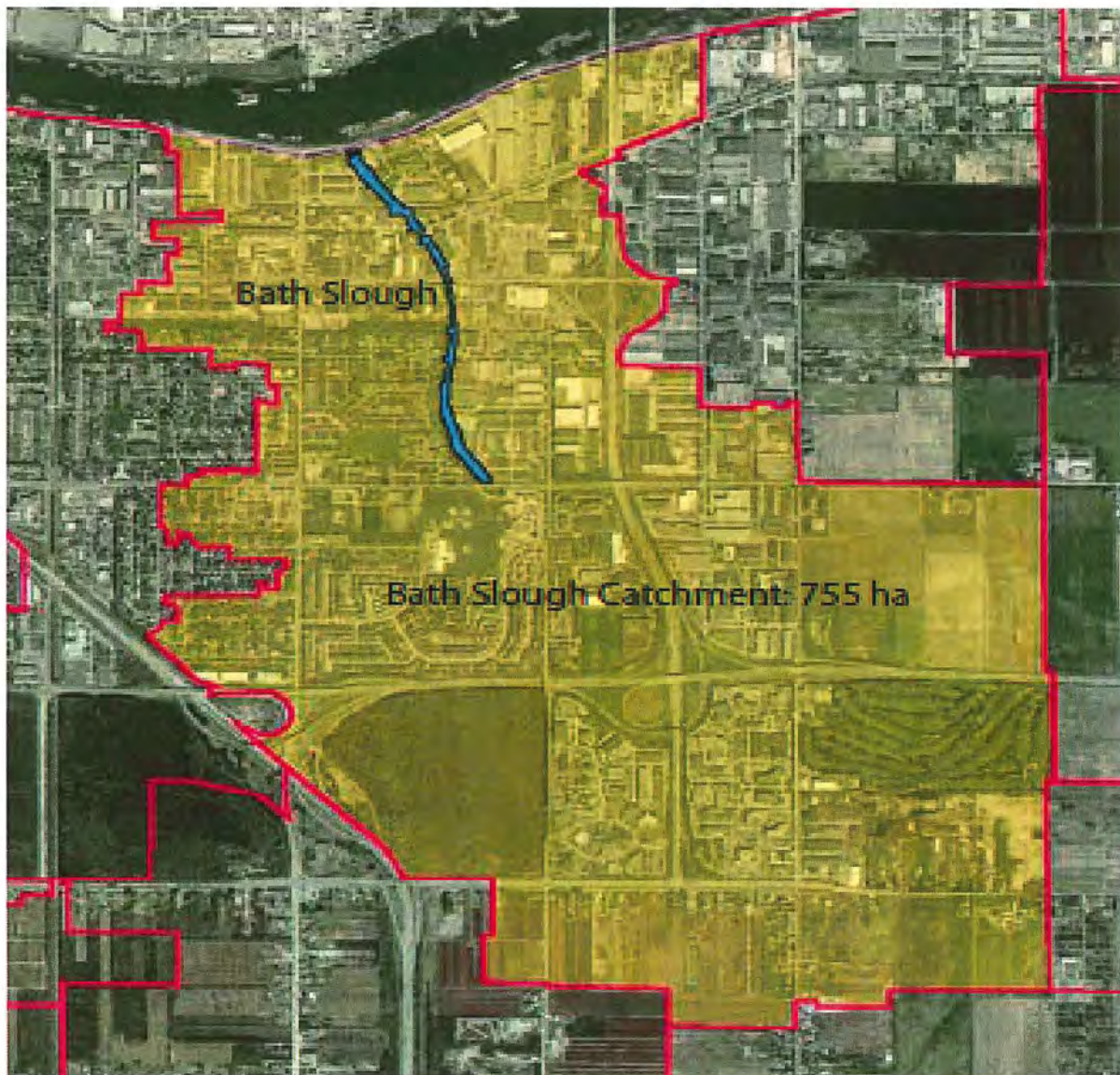


Figure 1: Bath Slough Catchment Area, 2014

With development accelerating in Richmond, a significant decision was made in 1973 to not enclose Bath Slough and to retain some of the natural form and character of the waterway. The form of the remaining watercourse today is similar to before industrial development, and it retains a character distinct from adjacent agricultural watercourses. Enhancement and restoration activities started as early as 1980 with the objective to preserve natural features while “preserving the slough’s function as a drainage canal and providing both a recreation corridor and an aesthetic buffer between land uses”. Volunteer planting efforts in the late 1980s were the earliest community driven enhancement projects and were successful, if modest in scope.

Since the completion of trail construction along the slough in the early 1990s marking the beginning of full community access, little stewardship of the area has taken place. Surrounding



properties have enhanced the trail network somewhat through redevelopment but this has been done in a discontinuous fashion. The combination of infrastructure issues and limited community engagement has led to degradation of the corridor through illegal dumping, poor water quality, vandalism and infestations of invasive plant species.

The drainage pump station for Bath Slough is due to be replaced in 2014 as part of ongoing capital projects. As with other upgraded pump stations, the new pump station will be both an attractive central feature and community amenity, focusing interest in the area. Combined with ongoing dike trail upgrades and new residential development in adjacent areas, the pump station redevelopment sets the stage for revitalization in the neighbourhood. Bath Slough is well-situated as a greenway for public recreation and transportation, connecting the Cambie Community Centre and surrounding neighbourhoods with the Bridgeport retail and industrial operations and the Fraser River Shoreline.

The City has recently experienced great success in promoting community stewardship and engagement of the public on environmental topics. The annual REaDY Summit has grown to be a significant event in the City, driven by an enthusiastic and informed core of High School youth volunteers. The City's Earth Day Events are diverse, well supported and are expanded by year-round events engaging community and corporate participants.

Earth Day 2012 was held adjacent to Bath Slough at King George Park, which provided an excellent opportunity to reintroduce enhancement and stewardship activities in the Bath Slough area. In the summer of 2012, Environmental Sustainability staff built on this momentum by implementing a program of industrial stewardship, targeted at the major industrial operators in the area. Outreach materials were created and staff conducted 96 individual business visits, with the specific goal of increasing awareness of the City's Pollution Prevention Bylaw (Attachment 1).

Finally, students from the Richmond Green Ambassadors program volunteered in the summer of 2012 and spring of 2013 to conduct a storm drain marking program on hundreds of catch basins throughout the neighbourhood. Under the guidance of the City's Environmental Sustainability team, they successfully marked the entire Bath Slough catchment area.

To provide context for the revitalization of the Bath Slough corridor, staff commissioned the preparation of the Bath Slough Restoration Plan in 2012. The Plan outlines several priority strategies for enhancement of the slough, including:

1. Increasing riparian tree cover,
2. Selectively controlling invasive plant species,
3. Strengthening the identity of Bath Slough,
4. Improving the use of Bath Slough as a greenway,
5. Addressing riparian encroachment issues, and;
6. Assessing bank stability.

Recent outreach activities that have been undertaken by staff to industrial tenants in the area, combined with discussions with businesses and new stewardship activities engaging the

Richmond Green Ambassadors has indicated a groundswell of community interest in Bath Slough. Ideal outcomes include community groups and volunteers taking ownership of the area and participating in hands-on work to improve it, and industrial and commercial tenants taking pride in their setting and encouraging their employees and clients to be engaged.

Following the adoption of the EN strategy as part of the 2041 OCP, Sustainability staff have been developing the Ecological Network Management Strategy to guide the preservation and enhancement of the City's natural assets. The EN was adopted as part of the 2041 OCP Update. A central component of the EN is the concept of improved or restored connectivity between ecologically significant areas. In the case of Bath Slough, the corridor has the potential to link the important habitats of the Fraser River foreshore to the interior of the island, including the King George park area and nearby Richmond Nature Park. The revitalization of Bath Slough presents a rare opportunity to further the goals of the EN in an area already largely under City jurisdiction. The initiative also directly supports Council goals for active transportation and GHG reduction.

### **Analysis**

Initiatives promoting the restoration of natural systems in the urban context have proven to have wide-ranging community benefits beyond enhancing habitats. Concepts such as watercourse day-lighting and adopt-a-stream programs capture public imagination and draw residents into stewardship activities. In Richmond, natural enhancements at Terra Nova Park and the Nature Park provide popular engagement and education opportunities. Place-based environmental enhancement and stewardship initiatives have the potential to draw in sponsorship and corporate support and provide for leveraged funding. Richmond is endowed with many natural areas and has an opportunity in Bath Slough to create a unique urban enhancement and stewardship program that will revitalize a community amenity and further the goals of the Ecological Network. Increased ownership by the community and industrial tenants provides an opportunity to recreate a sense of place and long term stewardship.

A draft Vision / Concept Plan graphic for the Initiative is provided in Attachment 2. The Bath Slough Revitalization Initiative is envisioned to consist of several inter-related elements designed to target different user groups and constituents, such as;

- ***Community Mapping:*** A critical element to developing a robust long-term stewardship program is to understand clearly the community's views on the Bath Slough corridor, including how they use it and their priorities for enhancement in the area. Community mapping workshops are an important method to gauge the opinion of local residents and engage them in dialogue. These workshops would consist of drop-in sessions held in partnership with the Cambie Community Centre and Secondary School and facilitated by staff. Participants would identify areas that are significant to them with the assistance of maps and graphics. Staff propose that this be a first step to launching the Initiative as it provides important supporting information to define the program.
- ***Ongoing Capital and Operational Projects:*** This initiative would provide more specific context for the direction of engineering upgrades and maintenance in the corridor. Currently, the Bath Slough Pump Station Upgrade design includes opportunities to

stabilize the slough banks and improve water quality within the lower reaches of the slough. Preliminary investigations are also underway through the Parks Department for the lower reach of the slough to: seek formal permission to establish a public right of way; apply for a railway crossing permit for the slough trail; and determine options for a bridge repair or replacement.

- **Public Stewardship Events:** Staff will seek to implement an ongoing program of volunteer engagement in the slough catchment consisting of public stewardship and education events. These events would be targeted projects taking place under the “Partners in Parks” umbrella. The Bath Slough Restoration Plan outlines methods for restoration; these consist broadly of invasive plant removal and native species plantings.
- **Industrial Stewardship & Outreach:** The Bath Slough catchment is highly industrialized area, with over 70% of land zoned for industrial uses. The Industrial Stewardship program involves direct onsite outreach to clients by staff, supported by educational resources targeting the most common industrial operations found in the area. This program would ideally expand to include all industrial tenants in the catchment.
- **Special Events:** The Bath Slough initiative presents an ideal opportunity to host dedicated events such as future Earth Day related celebrations. As yet the City does not have a significant event celebrating World Rivers Day, held on the last Sunday in September. Situated as it is at the mouth of British Columbia’s largest river, Richmond is in an excellent position to host a Rivers Day event centred on a revitalized Bath Slough.

The above projects represent focus areas for the Bath Slough Revitalization Initiative but should not be considered a comprehensive list; projects will be scoped and prioritized by a coordinated team of staff members.

#### Consideration of Other Sloughs

Staff also considered other major sloughs in the City and evaluated their relative suitability for stewardship initiatives as compared to Bath Slough.

- **Agricultural context:** Other significant sloughs in the City such as Woodward, Horseshoe and Hartnell are more closely associated with agricultural areas and function as both drainage and irrigation features. The immediate adjacency of agricultural properties means that enhancement options for these sloughs are more limited.
- **Adjacent communities:** Adjacency to residential areas and ideally a community centre is considered significant to the development of stewardship as these provide an existing constituency from which community volunteers can be drawn. Other sloughs in the City are in agricultural areas with significantly less population density, making it more challenging to recruit volunteers.
- **Access considerations:** Pedestrian and public access are important to developing a community stewardship initiative as these provide for easy and safe implementation for enhancement projects and public events. Other sloughs have less public access overall

compared to Bath Slough. Some areas of Bath Slough are currently closed to the public due to infrastructure considerations; this will be considered in planning the Initiative and proposed activities will be limited to areas open to the public. Increased engagement in the slough can provide assistance and support in resolving these issues.

- **Supporting Context:** Synergies with the launch of this initiative at the same time as the capital project for the Bath Slough pump station replacement provides significant opportunities for potential water quality improvements and bank stabilization. As described above a restoration plan that is already in place for Bath Slough includes these types of actions as priority strategies.

All of the above factors support the launch of a revitalization program at Bath Slough as a starting point for future stewardship. The success of the pilot initiative will produce important knowledge applicable to other sloughs in the City.

#### *Staff Steering Group*

Multiple City divisions will be involved in a successful Bath Slough Revitalization Initiative. An internal steering group is proposed including but not limited to:

- Parks
- Engineering Operations
- Sustainability
- Community Recreation
- Corporate Communications
- Sewerage & Drainage

#### Options for consideration

##### **Option 1 (Recommended) – Proceed with the Bath Slough Revitalization Initiative on a Pilot Basis:**

Under this option, staff would convene the proposed staff steering group, who would further develop the work plan and timeline and outline priority projects for the launch of the initiative. The launch period would extend through October 2014. Staff would report back to Council on the Initiative's progress once initial meetings have been held in spring 2014, both internally and with the community.

This approach is considered to provide a strong foundation to community environmental enhancement and stewardship that builds upon current opportunities with existing Capital and Operations projects and their integration with community based initiatives.

##### **Option 2 (Not Recommended) – Alternative slough initiative:**

The general concepts presented in this report are applicable to other sloughs in the City. Should Council decide on this option staff would consider the specific environment of the selected area and report back with options for implementation.

Option 2 is not recommended. The synergistic opportunities for the remaining sloughs do not provide the breadth of opportunities already existing in the Bath Slough community.

**Option 3 (Not Recommended) – Do not proceed with the initiative at this time.**

This option does not capitalize upon existing opportunities for slough revitalization, community engagement and community stewardship and is therefore not recommended.

**Financial Impact**

None at this time. All activities highlighted above would occur within existing Capital and Operating budgets. Over time, it is envisioned that increased focus on the slough's health will highlight opportunities for new capital projects, which will be identified in future budgets for Council consideration. In addition, there are many opportunities to leverage external funds from private businesses and other levels of government. To date, staff have successfully secured \$6,400 from the TD Friends of the Environment Foundation to support environmental enhancement and stewardship activities in 2014.

**Conclusion**

Staff are seeking Council's endorsement for the proposed Bath Slough Revitalization Initiative and the raising of awareness of the City's Ecological Network Management Strategy through the Initiative. Constituent components of the Initiative will include coordination of community stewardship events/collaborations, Capital and Operations Projects, environmental enhancement opportunities and the establishment of an internal Bath Slough Steering Group. The intent of this Initiative is to build upon existing environmental enhancement and stewardship projects and opportunities in the Bath Slough that collectively instill a sense of place within the community.

Should Council approve the report and Option 1 for implementation, staff will report back on the results of the pilot initiative.



Lesley Douglas, B.Sc., R.P.Bio.  
Manager, Environmental Sustainability  
(604-247-4672)



Andrew Appleton  
Environmental Coordinator  
(604-276-4216)

LD:aa

Att. 1: Industrial Stewardship Outreach Materials

Att. 2: Draft Bath Slough Restoration Initiative Vision Graphic





# Prevent storm drain pollution

Storm drains in this area connect directly  
to **Bath Slough** and the **Fraser River**.

Only clean rain water may enter the storm  
drain system. It's a good idea, and it's the law.

For more information visit:

[www.richmond.ca/envirostewardship](http://www.richmond.ca/envirostewardship)



CNCL - 395





## Legislation

Any person or business responsible for contamination of the City stormwater drainage system will be charged for the cost of cleanup, and could be held liable under the following environmental legislation:

- Federal Fisheries Act
- Meat Inspection Act
- Fish Inspection Act
- BC Hazardous Waste Regulation
- BC Environmental Management Act
- Richmond By-laws No. 8441 and No. 8475

## More Information

**Environment Canada**  
[www.ec.gc.ca/pollution/](http://www.ec.gc.ca/pollution/)

**Canadian Food Inspection Agency:**  
[www.inspection.gc.ca](http://www.inspection.gc.ca)

**BC Ministry of Environment**  
604-582-5200

**City of Richmond Environmental Sustainability Services**  
Tel: 604-276-4694  
[www.richmond.ca/services/Sustainable/environment/about.htm](http://www.richmond.ca/services/Sustainable/environment/about.htm)

**Metro Vancouver Wastewater Regulations**  
[www.metrovancouver.org/services/wastewater/sources/Pages/default.aspx](http://www.metrovancouver.org/services/wastewater/sources/Pages/default.aspx)

**RCBC Recycle Hotline**  
Tel: 604-276-4345

In the event of an accidental spill to the environment immediately contact the Provincial Emergency Program (PEP) at 1-800-663-3456, in the event that the chemical is flammable, toxic, corrosive or has other hazardous properties, also call the Richmond Fire Department immediately at 911.

If you witness a spill, or anything being washed down the stormdrain, please contact the City of Richmond By-laws Inquiries and Complaints:  
Tel: 604-276-4345



**City of Richmond**

6911 No. 3 Road, Richmond, BC V6Y 2C1  
[www.richmond.ca](http://www.richmond.ca)



# Meat and Seafood Processing

Protect our Aquatic Environment by Preventing Stormwater Contamination



Environmental Services  
[www.richmond.ca](http://www.richmond.ca)





## Protect our Environment

Richmond's spectacular estuarine location—at the point where the Fraser River meets the Pacific Ocean—means that the island city is located within one of the most productive ecosystems in the world. Our community relies on a healthy and diverse landscape to maintain biological diversity and a resilient natural environment. Richmond's inland and foreshore provide a host of ecosystem services – fundamental life supports for humans and a wide variety of plants and animals.

Bath Slough is a semi-natural waterway that flows directly to the Fraser River. The slough is an ecologically important natural area and a community asset in the Cambie neighbourhood. The slough and its riparian areas provide important biodiversity values and ecosystem services. These values are recognized through City-designated Riparian Management Areas (RMA) and Environmentally Sensitive Areas (ESA), protecting the slough's unique ecological values for future generations.

Protecting the ecological and recreational value of the slough depends on actions on both private and public land. Storm drains in your area connect directly to Bath Slough and the Fraser River, and have historically been a significant source of water pollutants.

The City of Richmond is raising local awareness of impacts on Bath Slough in order to increase protection of the slough: for the fish, birds, and invertebrates that inhabit it, and for the people of Richmond to enjoy. Our goal is to assure Bath Slough is a prominent, healthy watercourse for future generations.

## Remember

Storm drains on the street and in your parking lot flow directly to streams bearing fish. Nothing but clean rain water should go down those drains.



## Best Management Practices

If not managed properly, waste and wastewater from industrial fish and meat processing operations pose a serious risk to Richmond's aquatic environment. The detergent and organic components of the waste have a high "biological oxygen demand" that suffocate aquatic life in the area.

In order to protect Richmond's storm drainage system, aquatic environment and the Fraser River Estuary, industries should observe best management practices, including the following:

- Know where your storm drains are and whether they connect to the sanitary sewer or storm system.
- Ensure all wastewater is screened and disposed of in the sanitary sewer, as permitted.
- Undertake any rinsing/washing in a wash bay connected to a sanitary sewer with approval from Metro Vancouver, if required.
- Do not let wastewater or any other substance other than clean rain water enter the storm drains.
- Sweep outdoor areas instead of hosing down. Hosing off pavement carries harmful pollutants directly to the stormdrain system and fish bearing streams.
- Keep all outdoor waste and equipment storage areas clean, secure and out of the rain. Secondary containment may be required for storage of some pollutants.

## Spill Prevention

- All Spills must be cleaned up or contained to prevent them from entering the stormwater drainage system

### To help prevent spills:

- Waste containers should be kept secure, tidy and out of the rain. Secondary containment may be required for storage of polluting substances
- Use "dry" cleanup methods, such as a rag, damp mop or broom.
- Never hose a spill into the street, gutter or storm drain.
- Develop a spill response plan: Have a spill response kit equipped with absorbent materials that are appropriate for offal and other waste produced by your facility.
- Ensure all employees and maintenance workers are aware of their important role in preventing stormwater contamination.





## Spill Prevention

Discharge of wastewater containing concrete, stone and tile fines, or chemicals used to wash or finish these materials, must be contained to prevent them from draining to streets, lanes or other areas where it may reach the stormwater drainage system.

Any person or business responsible for contamination of the City stormwater drainage system will be charged for the cost of cleanup, and could be held liable under the following environmental legislation:

- Federal Fisheries Act
- BC Hazardous Waste Regulation
- BC Environmental Management Act
- Richmond By-laws No. 8441 and No. 8475

**CNCL - 398**



## More Information

**Environment Canada**  
[www.ec.gc.ca/pollution/](http://www.ec.gc.ca/pollution/)

**BC Ready-Mix Concrete Association**  
Tel: 604-881-2522

**BC Ministry of Environment**  
Tel: 604-582-5200

**City of Richmond Environmental Sustainability Services**  
Tel: 604-276-4694

[www.richmond.ca/services/Sustainable/environment/about.htm](http://www.richmond.ca/services/Sustainable/environment/about.htm)

**Metro Vancouver Wastewater Regulations**  
[www.metrovancouver.org/services/wastewater/sources/Pages/default.aspx](http://www.metrovancouver.org/services/wastewater/sources/Pages/default.aspx)

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# Concrete, Stone and Tile

Protect our Aquatic Environment by Preventing Stormwater Contamination



Environmental Services  
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## Protect our Environment

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Bath Slough is a semi-natural waterway that flows directly to the Fraser River. The slough is an ecologically important natural area and a community asset in the Cambie neighbourhood. The slough and its riparian areas provide important biodiversity values and ecosystem services. These values are recognized through City-designated Riparian Management Areas (RMA) and Environmentally Sensitive Areas (ESA), protecting the slough's unique ecological values for future generations.

Protecting the ecological and recreational value of the slough depends on actions on both private and public land. Storm drains in your area connect directly to Bath Slough and the Fraser River, and have historically been a significant source of water pollutants.

The City of Richmond is raising local awareness of impacts on Bath Slough in order to increase protection of the slough: for the fish, birds, and invertebrates that inhabit it, and for the people of Richmond to enjoy. Our goal is to assure Bath Slough is a prominent, healthy watercourse for future generations.

## Remember

Storm drains on the street and in your parking lot flow directly to streams bearing fish. Nothing but clean rain water should go down those drains.

## Best Management Practices

Wastes produced from concrete, stone and tile operations pose a serious risk to Richmond's aquatic environment. Concrete slurry and saw cut fines have been contaminating stormdrains and suffocating sea life in the area.

In order to protect Richmond's storm drainage system, valued aquatic environment and the Fraser River Estuary, industries must observe best management practices, including the following:

### At the Construction Site

*\*Be aware of drainage catch basin locations prior to commencing work.*

- Provide catch basin covers, inlet protection or similarly effective containment devices over all nearby catch basins such that runoff from the construction activity does not enter the stormwater drainage system.
- Use drip pans, ground cloths, heavy cardboard or plywood wherever concrete, asphalt, or asphalt emulsion chunks and drips are likely to fall unintentionally, such as beneath extraction points from mixing equipment.
- Concrete delivery and pumping vehicles must not discharge any concrete, slurry, or rinse water into street gutters, stormwater drainages, drainage ditches or onto the paved surface of a roadway or driveway that may lead to the stormwater drainage system.
- Direct aggregate wash water to areas on the construction site where the sediments can filter through the soil, not the stormwater drainage system.
- If wastewater cannot be directed to suitable areas on the construction site, it should be contained, collected and disposed of in an approved manner. Absorbents may be required to contain and collect wastewater.
- During rain events, portable asphalt mixing equipment should be covered by an awning or other similar structures to avoid contact with rainfall.

## Clean-Up

- Designate a wash out area away from stormdrains onsite where application and mixing equipment cleaning should be conducted. This washout area can also be used to contain excess material and slurry.
  - Trucks and equipment should be returned to your facility for washing in a wash bay connected to the sanitary sewer
  - Sweep the pouring area to collect loose aggregate chunks and dust. Do not hose down the area to stormwater drains.
- ### Saw Cutting
- Slurry and sediment from saw cutting operations should be confined to the immediate work area by using berms or diversion structures. Cover or barricade all nearby stormwater drains to prevent any materials from entering the stormwater drainage system.
  - Collect saw-cut slurry in a well contained area and allow it to dry. Dispose of dry slurry in the garbage. Residue from cutting or grinding operations may also be picked up by means of a wet vac or vacuum attachment to the cutting machine.
  - Residue must not be allowed to flow across the pavement, or be left on the surface of the pavement where it may wash to stormdrains. It may be necessary to use a street sweeper or wash down the area and collect the water.
  - Avoid saw cutting operations during rainfall events unless you can contain, capture and dispose of cuttings, sediment and wash water.
  - Consult Metro Vancouver regarding waste water treatment and discharge options to the sanitary sewer system





## Legislation

Any person or business responsible for contamination of the City stormwater drainage system will be charged for the cost of cleanup, and could be held liable under the following environmental legislation:

- Federal Fisheries Act
- Meat Inspection Act
- Fish Inspection Act
- BC Hazardous Waste Regulation
- BC Environmental Management Act
- Richmond By-laws No. 8441 and No. 8475

**CNCL - 400**



## More Information

**Environment Canada**  
[www.ec.gc.ca/pollution/](http://www.ec.gc.ca/pollution/)

**Canadian Food Inspection Agency:**  
[www.inspection.gc.ca](http://www.inspection.gc.ca)

**BC Ministry of Environment**  
 604-582-5200

**City of Richmond Environmental Sustainability Services**

Tel: 604-276-4694  
[www.richmond.ca/services/Sustainable/environment/about.htm](http://www.richmond.ca/services/Sustainable/environment/about.htm)

**Metro Vancouver Wastewater Regulations**

[www.metrovancouver.org/services/wastewater/sources/Pages/default.aspx](http://www.metrovancouver.org/services/wastewater/sources/Pages/default.aspx)

**RCBC Recycle Hotline**

Tel: 604-276-4345

In the event of an accidental spill to the environment immediately contact the Provincial Emergency Program (PEP) at 1-800-663-3456, in the event that the chemical is flammable, toxic, corrosive or has other hazardous properties, also call the Richmond Fire Department immediately at 911.

If you witness a spill, or anything being washed down the stormdrain, please contact the City of Richmond By-laws Inquiries and Complaints:

Tel: 604-276-4345



**City of Richmond**

6911 No. 3 Road, Richmond, BC V6Y 2C1  
[www.richmond.ca](http://www.richmond.ca)



## Food Services

Protect our Aquatic Environment by  
 Preventing Stormwater Contamination



Environmental Services  
[www.richmond.ca](http://www.richmond.ca)



## Protect our Environment

Richmond's spectacular estuarine location—at the point where the Fraser River meets the Pacific Ocean—means that the island city is located within one of the most productive ecosystems in the world. Our community relies on a healthy and diverse landscape to maintain biological diversity and a resilient natural environment. Richmond's inland and foreshore provide a host of ecosystem services – fundamental life supports for humans and a wide variety of plants and animals.

Bath Slough is a semi-natural waterway that flows directly to the Fraser River. The slough is an ecologically important natural area and a community asset in the Cambie neighbourhood. The slough and its riparian areas provide important biodiversity values and ecosystem services. These values are recognized through City-designated Riparian Management Areas (RMA) and Environmentally Sensitive Areas (ESA), protecting the slough's unique ecological values for future generations.

Protecting the ecological and recreational value of the slough depends on actions on both private and public land. Storm drains in your area connect directly to Bath Slough and the Fraser River, and have historically been a significant source of water pollutants.

The City of Richmond is raising local awareness of impacts on Bath Slough in order to increase protection of the slough: for the fish, birds, and invertebrates that inhabit it, and for the people of Richmond to enjoy. Our goal is to assure Bath Slough is a prominent, healthy watercourse for future generations.

## Remember

Storm drains on the street and in your parking lot flow directly to streams bearing fish. Nothing but clean rain water should go down those drains.

## Best Management Practices

It is important to prevent fats, oils, grease and other food service waste from entering stormwater drains as they discharge directly into Bath Slough and then to the Fraser River. Any contaminants, including food waste and “environmentally friendly” cleaning products, may be toxic to aquatic life in this environment.

In order to protect Richmond's storm drainage system, aquatic environment and the Fraser River Estuary, industries must observe best management practices, including the following:

- Know where your storm drains are and whether they connect to the sanitary sewer or storm system.
- Wash water from cooking vent filters, cleaning solutions, waste greases and all other sources must be disposed of through an approved connection to the sanitary sewer system or trucked to an approved disposal facility.
- Do not let any substance other than clean rain water enter stormdrains.
- Undertake rinsing in a wash bay connected to a sanitary sewer.
- Sweep outdoor areas instead of hosing them down. Hosing off of pavement introduces harmful pollutants into the stormdrains.
- Keep all outdoor waste and storage areas clean, secure and out of the rain.
- Waste grease storage may require secondary containment to prevent spills and rain from carrying pollutants down the stormdrain.
- Even “environmentally friendly” cleaning products and organic food wastes cause harm to natural watercourses – rinse them in the sanitary sewer, not the stormdrain.

## Spill Prevention

- All Spills must be cleaned up or contained to prevent them from entering the stormwater drainage system

### To help prevent spills:

- Waste containers should be kept secure, tidy and out of the rain. Secondary containment may be required for storage of polluting substances
- Use “dry” cleanup methods, such as a rag, damp mop or broom.
- Never hose a spill into the street, gutter or storm drain.
- Develop a spill response plan: Have a spill response kit equipped with absorbent materials that are appropriate for offal and other waste produced by your facility.
- Ensure all employees and maintenance workers are aware of their important role in preventing stormwater contamination.





## Spill Prevention

Keep your business clean and organized to prevent spills:

- Develop a spill response plan that includes a spill response kit equipped with absorbent materials appropriate for wastes produced by your facility. Train employees how to use the spill response kit, and proper vehicle washing, chemical usage and waste handling techniques.
- Train employees about best management practices, storm water discharge prohibitions, and wastewater discharge requirements. Ensure all employees are aware of their important role in preventing stormwater contamination.
- Spills of automotive fluids or other hazardous materials must be cleaned up or contained immediately to prevent them from entering the stormwater drainage system
- Any person or business responsible for contamination of the City's stormwater drainage system will be charged for the cost of cleanup, and could be held liable under the following environmental legislation:
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  - BC Hazardous Waste Regulation
  - BC Environmental Management Act
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## More Information

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# Auto Service and Repair

Protect our Aquatic Environment by Preventing Stormwater Contamination



Environmental Services  
[www.richmond.ca](http://www.richmond.ca)



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## Remember

Storm drains on the street and in your parking lot flow directly to streams bearing fish. Nothing but clean rain water should go down those drains.



## Best Management Practices

Automotive service and repair facilities are often where significant amounts of hydrocarbons, metals, coolants, and other pollutants can mix with stormwater runoff.

Wastewater from auto washing, cleaning and detailing operations also contain sediments, chemicals, detergents, oils, and other contaminants, all of which can be harmful to the environment.

In order to protect Richmond's storm drainage system, aquatic environment and the Fraser River Estuary, industries should observe best management practices, including the following:

- Establish a designated, bermed wash area where wash water is directed to an isolated sump connected to the sanitary sewer system or a holding tank for collection by a disposal company.
- Have your oil-water separator and sediment trap inspected and maintained regularly. Remember: separators provide a buffer in the event of spills, but do not "clean" water or make it suitable for discharge to storm drainage systems.
- Wastewater from radiator flushing, steam cleaning, engine shampooing, parts washing, and caustic cleaning operations must be directed to an approved sanitary sewer connection, or where there is proper containment and no risk of spills to the stormwater drainage system.



- Biodegradable, phosphate-free detergents and cleaners are a good option but they still must not be allowed to enter the stormwater drainage system.
- All waste automotive fluids, paints and solvents must be properly recycled and/or disposed of by an approved disposal or recycling company. All containers of new or waste automotive fluids, solvents, paints, cleaners, deodorizers, acids and caustics should be stored in a secure area. Secondary containment may be required.
- Oil filters should be drained and stored separately for recycling.
- Interior and floor drains must have an approved connection to the sanitary sewer system.
- Drip pans should be placed under any leaking vehicle stored or parked on your site to capture fluids. Captured fluids should be disposed of in appropriate waste containers for proper disposal or recycling. Contact the RCBC Recycling Hotline.
- Vehicles, tools and equipment must not be washed in areas where the wastewater flows to stormdrains.
- Sweep parking lots and work areas rather than using water to flush dirt and debris into stormdrains.





## Bath Slough Revitalization Initiative Vision / Concept Plan

**Vision: Revitalized and activated slough corridors, where communities experience the qualities that make Richmond unique.**

### Goal: Engage the Community and Foster Stewardship

- Reduce dumping and vandalism
- Engage residents in special events
- Foster ownership of Sloughs
- Create a culture of Stewardship
- Interpret history

*Walk, cycle and explore  
Amenity features  
Cool and shady*

**"From the Heart of the City  
to the Fraser"**

*Birds and animals  
Flowers and colour  
Hands in the dirt  
Berries and fruits*

### Goal: Strengthen City Infrastructure

- Decrease maintenance costs
- Reduce spills / pollution events
- Decrease sedimentation
- Improve channel stability

*Experiencing water  
Engaging  
infrastructure*

### Goal: Create Diverse and Healthy Habitats

- Reduce invasive species
- Plant trees and create special habitats
- Enhance biodiversity

## Why restore Sloughs?

Sloughs, along with Bogs are the backbone of the natural history of Richmond. Before European settlement sloughs defined the landscape and brought people to the heart of the island. Few sloughs remain following their original course; Bath Slough is a rare opportunity to take the journey in reverse – from the heart of the island to the River. In the incipient years of the City Richmond was to become, Bath Slough was retained in its historical location to preserve its natural values. Now is the time to revitalize and activate this community amenity.



# City of Richmond

## Report to Committee

**To:** Public Works and Transportation Committee **Date:** March 28, 2014  
**From:** John Irving, P.Eng. MPA **File:**  
Director, Engineering  
**Re:** **Richmond Energy Challenge and the Climate Smart Program**

### Staff Recommendation

That, as presented in the attached report titled "Richmond Energy Challenge and the Climate Smart Program", dated March 28, 2014, from the Director, Engineering:

1. Staff's development and implementation of a "Richmond Energy Challenge" for larger private buildings be endorsed, and
2. That the Chief Administrative Officer and the General Manager, Engineering and Public Works be authorized to execute a funding agreement with BC Hydro, and other potential funders, to implement this Challenge.

John Irving, P.Eng. MPA  
Director, Engineering  
(604-276-4140)

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Economic Development	<input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

In November 2012, the City piloted the Climate Smart program to help businesses reduce their energy use and emissions. The City provided \$5000 to leverage funding from the Pacific Carbon Trust, Fortis BC, and participating businesses. This report reviews outcomes of the program.

Building on the success of the Climate Smart pilot, staff propose that Richmond implement an “Energy Challenge” for local businesses and multifamily properties over 2014-2015; the Richmond Energy Challenge will help building owners, managers and operators reduce energy use in their facilities, by providing training, services, tools, and a community of peers. The Challenge is part of the implementation of the City’s 2014 Community Energy and Emissions Plan (CEEP); Action #7 in the CEEP is “promoting building efficiency through outreach and education”. The Challenge supports Council Term Goal #8.1 on Sustainability: “Continued implementation and significant progress towards achieving the City’s Sustainability Framework.”

### Analysis

#### Climate Smart Program - 2013 Pilot Results

The Climate Smart Program is offered in British Columbia by a social enterprise with the purpose of enabling small- and medium-sized enterprises (SMEs) to reduce their greenhouse gas (GHG) emissions while cutting costs and fulfilling their corporate social responsibility objectives.

In 2013, the City of Richmond partnered with Climate Smart, the Pacific Carbon Trust (\$5,000 contribution), and Fortis BC (\$3,000 contribution) to deliver a Program specifically for 10-12 Richmond-based businesses on a 1-year pilot basis. The City of Richmond also contributed \$5,000, and businesses each paid between \$250 and \$1,000 depending on their size.

The City’s Economic Development Office worked with Climate Smart to develop an appropriate communication and recruitment strategy that would engage the local business community. Eleven Richmond-based businesses registered for the Program, representing a cross-section of sectors including manufacturing, logistics, retail, food processing, agriculture, information technology and construction. These businesses collectively represent 1,830 employees, nearly 700,000 square feet of commercial space, and total revenue reported of over \$1.5 billion. The Richmond participant profile represents larger businesses than typical for Climate Smart members region-wide.

As of November 2013, the participation of Richmond businesses had resulted in over 13,000 tonnes of CO<sub>2</sub>e (carbon dioxide equivalent) being inventoried. As part of ongoing engagement with the program, participating businesses are continuing to identify strategies to reduce these emissions. Emissions reduction strategies employed by participants range from behavioral changes (such as encouraging employees to take public transportation and turn off energy consuming devices when not in use) to capital projects (such as warehouse lighting retrofits and gradually replacing fleet vehicles to more fuel efficient models). Other reduction strategies



implemented include increasing the amount of green space at the company's facilities, reducing corporate flights taken, buying carbon offsets, and installing fleet tracking devices to increase efficiencies and reduce fuel consumption. Program-wide, Climate Smart businesses average 4% emission reductions in the first-year and \$397 in projected cost savings per tonne CO<sub>2</sub>e reduced.

Through a post-Program survey conducted by the City, Richmond businesses reported being very satisfied with the Climate Smart Program and the majority indicated they had one or more staff members dedicated to ongoing monitoring of GHG emissions. Eighty-three percent of respondents indicated they would continue using the Climate Smart tool to monitor GHG emissions. The respondents commended the City's involvement in this initiative, and encouraged ongoing participation in local businesses' sustainability efforts.

Businesses report that they value participation in Climate Smart, and participants continue to identify a wide array of GHG emissions reduction opportunities. Unfortunately, the Pacific Carbon Trust and Fortis BC have not renewed support for Climate Smart, and at this time no new funding partners have been identified for the Program. Moving forward, staff propose to support businesses' energy and emissions management through a "Richmond Energy Challenge". Leveraging funding from BC Hydro, and potentially other sources, the Challenge will provide training and resources to help local businesses and multifamily buildings pursue energy upgrades, building on the success of Climate Smart. The Richmond Energy Challenge is described below.

#### Richmond Energy Challenge

Expanding from the City's success with the Climate Smart program and businesses' feedback that City energy programs are valued, staff propose to develop a "Richmond Energy Challenge". The Richmond Energy Challenge supports the Community Energy and Emissions Plan Action #7 (CEEP p. 49) to "promote building efficiency through outreach and education". The Challenge will scale up the City's efforts to engage businesses and multifamily buildings in energy improvements, offering deeper engagement and opportunities for a larger number of buildings to participate.

The Challenge will respond to key barriers and opportunities that impede building owners and businesses from implementing energy improvements to their buildings. Attachment # 1 summarizes the barriers and opportunities to improving building energy performance for pertinent building sectors.

To address key barriers and capitalize on opportunities, the Challenge will provide a range of services to help commercial and multifamily building owners, managers, and operators reduce energy spending and emissions in their facilities, and pursue other green building management practices. The City will recruit building owners and managers into the Challenge, asking that they simply track their energy performance and commit to pursuing strategies to save money and help protect the environment.

The Challenge will be anchored by a "Peer Learning Group", which will convene participating property managers and building operators. The City will work with utilities and industry experts to deliver training and tools for this group, including:

- Training in building energy benchmarking, to track buildings' performance.
- Training in how to access utility energy efficiency programs, and building the business case for upgrades.
- Specialized seminars on energy upgrade opportunities.
- Connection to free/low-cost energy assessments provided by BC Hydro and Fortis BC.
- Ongoing peer support to share good practices in implementing upgrade projects, and provide the social "nudge" to follow through with upgrades.
- Opportunities for bulk procurement.
- Regular networking and mentorship.
- A forum to inform the ongoing development of City policy and programs to reduce energy and emissions in existing buildings.

As part of the Richmond Energy Challenge, the City will recognize participating buildings, and provide "Energy Awards" for high performing buildings.

BC Hydro has offered to provide \$47,875 in funding for the Richmond Energy Challenge and broader efforts to promote upgrades, and has provided funding agreements for the City. Staff have applied to Fortis BC (\$40,500 funding request) for additional support, and are exploring other sources to support the Challenge.


The Richmond Energy Challenge is anticipated to run from September 2014 to September 2015, with recruitment over summer 2014. Staff will provide an interim update on the Challenge to Council during its implementation, and a final report when completed.

### **Financial Impact**

None. Staff estimate that implementing the Challenge will require a total budget of \$88,375. BC Hydro has offered to provide funding for the Richmond Energy Challenge and efforts to promote upgrades, totaling \$47,875. The remaining \$40,500 to implement the Richmond Energy Challenge and associated promotions are pre-existing in the City's 2014 capital budget. Additional funding from Fortis BC and/or other sources may reduce City spending.

### **Conclusion**

Increasing the scale of energy upgrades in Richmond's residential and commercial buildings is critical if Richmond is to achieve the energy and emissions goals articulated in the Official Community Plan and CEEP. The Energy Upgrade Strategy presents a range of actions to catalyze deeper energy improvements in the community. Richmond can build upon and enhance previous efforts, such as its support of Climate Smart, by implementing these actions. The Richmond Energy Challenge represents an important early action in the Energy Upgrade Strategy, and a means of building on the success of the Climate Smart program.



Brendan McEwen  
Manager, Sustainability  
(604-247-4676)  
BM:bm

## Market Analysis of Larger Private Building Segments

This Market Analysis profiles the barriers and opportunities to implementing energy improvements (or “upgrades”) to larger private buildings that will be eligible to participate in the proposed Richmond Energy Challenge. The Market Analysis is based on multiple interviews with utility program administrators, energy service providers, representatives of the building owners and managers industry, and energy service providers, as well as a literature review. It identifies five building segments which might participate in the Richmond Energy Challenge, noting the particular barriers and opportunities to proceeding through energy upgrades for each. Key barriers are summarized in the table below.

The proposed Richmond Energy Challenge is intended to address many of these barriers. Notably, the program will:

- Improve knowledge of existing energy improvement programs and incentives provided by utilities.
- Increase building operators’ and managers’ understanding of energy issues, and ability to implement energy saving projects.
- Reduce the hassles and transaction costs associated with implementing energy upgrades.
- Provide a forum to liaise with members of the building ownership and management industries, to identify how to overcome persistent barriers to energy improvements, including “Hold Barriers” (owners are hesitant to invest in energy improvements when they may sell, or tenants may leave the property); “Split-incentives” (owners pay the cost of energy improvements, while tenants save on energy costs); and a lack of appropriate financing tools.

Barriers	Commercial, Industrial & Institutional			Residential	
	Small & Medium Business	Large, professionally managed buildings	Large Institutions	Condo	Rental Apt.
Knowledge of energy programs	✓			✓	✓
Building operator energy literacy	✓	✓	✓	✓	✓
Hassle / transaction cost	✓	✓	✓	✓	✓
“Hold Barrier” – owner/tenant may leave property	✓	✓		✓	✓
“Split-Incentives” <sup>1</sup>	✓	✓		✓	✓
Lack of appropriate financing tools	✓	✓		?	?

<sup>1</sup> A “split-incentive” refers to conditions where owners must cover capital cost of upgrades, while tenants reaps lower utility bills; in this case, the owner has limited incentive to invest in upgrades. Alternatively, it may refer to a case where an owner/strata pays energy costs, and the occupant has limited incentive to control energy spending.



## Commercial Buildings

This analysis differentiates between smaller businesses with less energy upgrade capacity, and larger businesses with greater capacity. In reality, businesses fall along a spectrum of energy management capacity; the “smaller” and “larger” subsectors are used to highlight conditions at different ends of this spectrum. Across these different segments, there are commonalities, including:

### **A wide variety of building sectors, with individual upgrade needs**

The commercial sector encompasses a wide variety of building types and industries, each with its own energy upgrade opportunities and barriers. Important sectors to address in Richmond include offices; retail; warehousing and logistics; manufacturing; and food services.

### **“Base-building” versus tenanted space upgrades**

Some buildings are owner-occupied, while others include spaces leased to tenants. Energy consumption in buildings with leased space can be divided into two broad sources: “Base-building” and tenanted spaces. The base-building includes common areas, and also often includes common HVAC services that are provided to all building spaces. Owners are billed for base-building costs; however, under the structure of many real estate leases, they will pass some or all of these utility bills through to tenants. Owners and their building management firms are typically responsible for making upgrades that reduce base building energy use costs.

Tenants’ energy costs often include electricity consumption billed for their leased spaces, include lighting and plug-loads; they may also pay for some or all HVAC services for these spaces. It is also important to note that in many leased commercial buildings, tenants occupy an entire building and pay for all costs.

## Smaller Businesses with Less Energy Upgrade Capacity

### **Market description**

Roughly, this segment covers buildings less than 50,000 square feet in size, occupied by small and medium businesses. Smaller businesses will often not have full-time, dedicated property management or buildings operations staff. Where management and operations staff are present, they are typically responsible for a wide range of duties, and frequently have limited experience nor time to devote to upgrade projects.

### **Utility/Provincial Programs**

**LiveSmart BC Small Business Program (expired March 31, 2014)** – Historically, the Province administered the LiveSmart BC Small Business Program. It provided free energy assessments. Utilities provided incentives for energy upgrade measures completed as part of the program. The LiveSmart program expired March 31, 2014.

**Future utility-administered home energy upgrade program** – In late April, BC Hydro and Fortis BC are expected to announce energy efficiency program(s) that will effectively replace the LiveSmart BC Small Business Program. The program(s) will likely feature an energy assessment, and access to utility incentives. Whether multi-fuel assessments will be available, and the depth of assessments required, remains uncertain.





## Key Barriers

**“Hold barriers” due to potentially short-term building tenure** – Many owners anticipate they might sell their property within a few years. Likewise, tenants may leave leased spaces. The potential that owners/tenants may leave the property limits their interest in investing in energy improvements.

**Limited knowledge** – Many small and medium business owners are unaware that energy efficiency incentive programs are available to help reduce emissions.

**Transaction costs & limited staff capacity** – Smaller business owners and managers face multiple demands on their time. They often cannot expend significant time navigating utility programs.

**Split-incentives** – Energy upgrades are hindered in many commercial properties where owners are responsible for upgrades, but tenants pay utility bills. Conversely, in properties where owners pay utility bills, tenants have no incentive to save. “Green lease” terms that align responsibility for energy upgrades with utility payments are required, and/or financing mechanisms that can pass through repayments for capital spent on upgrades under the structure of existing leases.

**Lack of appropriate financing mechanisms** – While various loans and lease financing mechanisms are offered by financial institutions and vendors for commercial upgrades, these products do not address some of the commercial sectors’ key requirements. Notably, existing financing mechanisms:

- **Cannot be readily passed to future building owners** – Many commercial real estate owners anticipate potentially selling their property within a few years. They are often hesitant to finance upgrades whose repayment cannot be readily passed to future owners.
- **Do not address split-incentives** – Financing repayments are not readily passed through to tenants under the structure of many existing leases. Thus, owners hesitate to invest in upgrades that reduce tenants’ utility bill payments, a “split-incentive”.
- **Reduce borrowers’ debt service capacity** – When a business takes on debt it typically reduces their debt service capacity, limiting what they may borrow in the future. Businesses have multiple demands on their limited cash reserves and debt capacity. Thus, they hesitate to finance upgrades.
- **Are not available for smaller projects** – Many upgrade financiers note that they will not finance upgrades of less than \$100,000-\$500,000 in value. Smaller businesses thus may not be able to access financing for upgrades. While some emerging equipment lease services are financing projects for lower values, there remains the need to aggregate projects and serve smaller customer sizes.

For these reasons, few commercial property owners will invest in upgrades with greater than a 2 year simple payback. Financing mechanisms that address these barriers have the potential to significantly increase these investment thresholds, and enable deeper energy upgrades to be realized.

## Key Drivers & Opportunities


**Recognition and awards** – Many commercial building owners and businesses are keen to differentiate their practices, and be recognized for green building achievement. Facilitating existing building rating systems and providing recognition for green building performance can drive better building upgrade practices.

**Tenant improvements** – Tenant improvements at the time of re-leasing spaces present an opportunity to implement more efficient lighting and equipment in tenant spaces.

**Norms and peers’ actions** – Building owners are influenced by peers actions and market norms.



## Small Business Upgrade Process

	Current Process	Existing Barriers	Potential Solutions
	Recruitment - Business schedules assessment	Low knowledge of programs' existence  Low motivation to participate	Increase direct marketing (letters, etc.)  Provide informative indirect marketing  Leverage social norms through "Community based social marketing"
	Business Energy Advisor (BEA) conducts assessment  Report provided to business owner  BEA may provide further assistance to business	Time & hassle of assessment  Difficulty interpreting assessment  Contractor is not involved in assessment, missing a sales opportunity	Simplify assessment  Involve the contractor; use assessment as a sales opportunity
	Business accepts bids from contractors  Contractors visit business to inform quotes  Business chooses best bid	Hassle and uncertainty of procuring contractor  Additional time for contractor visits	Provide pre-approved contractor to reduce hassles  Facilitate bulk procurement of contractors by community organizations, to reduce transaction costs (the "Solarize" model).  Provide technical assistance during procurement
	Businesses may finance upgrades through cash reserves, debt	Many business do not have cash, available debt capacity, or cannot secure financing at good terms  Short (2 year) investment thresholds  Businesses may anticipate selling/moving before term of financing  Split-incentives – owner responsible for upgrade, tenant pays bill	Provide financing tools that: <ol style="list-style-type: none"><li>1. Are available in small amounts</li><li>2. Pass with property/utility meter</li><li>3. May be readily passed through to utility bill paying tenants</li><li>4. Are considered "off balance sheet"</li></ol> "Property Assessed Payment for Energy Retrofits" are a promising model
Upgrades	Contractor implements upgrades	Hassle of coordinating contractors	Provide streamlined, rapid upgrade

**Note:** This process is based on experience with LiveSmart BC program. Future programs may differ.



## Larger Businesses with More Energy Upgrade Capacity

### Market description

Roughly, this segment encompasses buildings greater than roughly 50,000 square feet, which often have more sophisticated ownership, property management and buildings operations. Some of the more energy intensive and/or most valuable properties are served by dedicated energy managers, with sponsorship from utilities. This sector also encompasses building spaces occupied by some large chains that have some energy management expertise serving their various locales.

Energy Service Companies (ESCOs), engineering design firms, contractors, and equipment vendors have established markets providing upgrade services for larger commercial and industrial buildings. These service providers frequently drive upgrade projects and participation in upgrade programs.



### Utility/Provincial Programs

A wide range of utility programs provide incentives and services for upgrades to commercial and industrial buildings. BC Hydro offers the Power Smart Partners program, geared towards larger commercial clients that spend \$50,000 or more per year on electricity. Participants have access to a range of incentives, key account managers that provide advice on appropriate programs, sponsored energy managers, continuous optimization and other programs. Likewise, Fortis BC offers a Custom Design program for upgrade assessments, a range of incentives, and sponsored Energy Specialist positions for qualifying customers.

In recent years, both BC Hydro and Fortis BC have expanded their Energy Manager and Specialist programs across networks of buildings; for example, the Building Owners and Managers Association (BOMA) has an Energy Manager on staff who can support upgrade work for BOMA members.

### Key Barriers

Many of the barriers to upgrades in larger commercial buildings are similar to those facing smaller properties (see subsection above). However, larger properties face relatively less transaction costs, and will have greater capacity to implement upgrades if the barriers listed below are ameliorated.

**“Hold barriers” due to potentially short-term building tenure** – Owners/tenants may sell/leave the property in a few years, limiting their interest in investing in energy improvements.

**Split-incentives** – Energy upgrades are hindered in commercial properties where owners are responsible for upgrades, but tenants pay utility bills.

**Lack of appropriate project financing** – Commercial properties will rarely pursue upgrades with longer than a 2-year simple payback. This is because owners will typically seek to keep cash and debt service capacity available for other uses, and due to “hold barriers” and “split-incentives”. Financing mechanisms are needed that do not reduce debt service capacity and that can pass with the property in future years.



**Need for skill-building and continuous energy optimization** – Larger buildings are complex; significant amounts of energy can be saved through operational improvements. Implementing and maintaining these operational improvements is a challenge for building operators, who need access to training and services.

### Key Drivers & Opportunities

**Established service providers** – Energy service firms and contractors currently serving the commercial market are crucial allies in providing innovative services and driving deeper energy upgrades.

**Higher capacity operations staff** – Management and operations staff in larger buildings typically have more experience and resources to implement upgrade projects. Training and further capacity building can enable further upgrade projects.

**Recognition and awards** – Many commercial building owners and businesses are keen to differentiate their practices, and be recognized for green building achievement.

**Tenant improvements** – Tenant improvements and times of re-leasing spaces present the opportunity to implement upgrades to tenant spaces.

**Norms and peers' actions** – Building owners are influenced by peers' actions and market norms.





## Larger Business & Institutions Upgrade Process

	Current Process	Existing Barriers	Potential Solutions
Ongoing Energy Management	Buildings may benchmark energy performance Ongoing monitoring and optimization of energy use	Lack of building manager/operator training & capacity Limited mandate from ownership	Facilitate training Encourage owners to direct staff to focus on energy savings
Energy Assessment	Owner/manager opts to undertake comprehensive assessment Internal management staff or external consultant provide assessment	Operations staff can be hesitant to facilitate assessments that find range of opportunities for improvement, as this may reflect poorly on their performance	Involve operations and management staff; have them "own" the project
Project Development & Approval	Assessment & business case provided to building owners/managers and/or tenants	Management and operations staff often lack business case development experience and skills Split-incentives – owners & tenants hesitant to negotiate payment of upgrades mid-lease	Provide business case training Green lease education Target assessments & upgrades at re-tenanting
Finance Upgrades	Owners and/or tenants secure financing for upgrades	Many business do not have cash, available debt capacity Short (2 year) investment thresholds Businesses may anticipate selling/moving before term of financing Split-incentives – owner responsible for upgrade, tenant pays bill	Provide financing tools that: 5. Are available in small amounts 6. Pass with property / utility meter 7. May be readily passed through to utility bill paying tenants 8. Are considered "off balance sheet" "Property Assessed Payment for Energy Retrofits" are a promising model
Complete Upgrades, Commissioning	Contractors install upgrades, commission systems	Construction practices may be subpar. Systems commissioning requires skilled practitioners	Facilitate improved commissioning and ongoing energy management & monitoring services

## Institutions – Government, Hospitals, Schools, Higher Education

### Market description

Many public and non-profit institutions own substantial portfolios of buildings in Richmond, with owners including government, hospitals, schools and higher education. Institutions typically own and occupy their properties, and expect have a long tenure on most of these properties.

### Utility / Provincial Programs

Institutions are generally eligible for the same array of programs as larger commercial properties.

### Key Barriers

**Need for skill-building and continuous energy optimization** – Larger buildings are complex; significant amounts of energy can be saved through operational improvements. Implementing and maintaining these operational improvements is a challenge for building operators, who need access to training and services.

### Key Drivers & Opportunities

**Availability of financing tools** – Financing tools, such loans for performance guaranteed energy savings contracts, are relatively well established for large institutions.

**Carbon neutral commitments and environmental responsibility** – Institutions typically lead in commitments to climate action. This includes the public sectors' commitments to achieve carbon neutrality.

**Norms and peers' actions** – Institutions are influenced by peers' actions.





# Multifamily Condominiums

## Market description

BC assessment and census data suggest that as of 2011, there were about 34,000 housing units in stratas (about 50 per cent of Richmond's housing units) of which about 23,000 were apartments with common corridors.<sup>1</sup> Condominiums thus comprise an important market for energy upgrades.

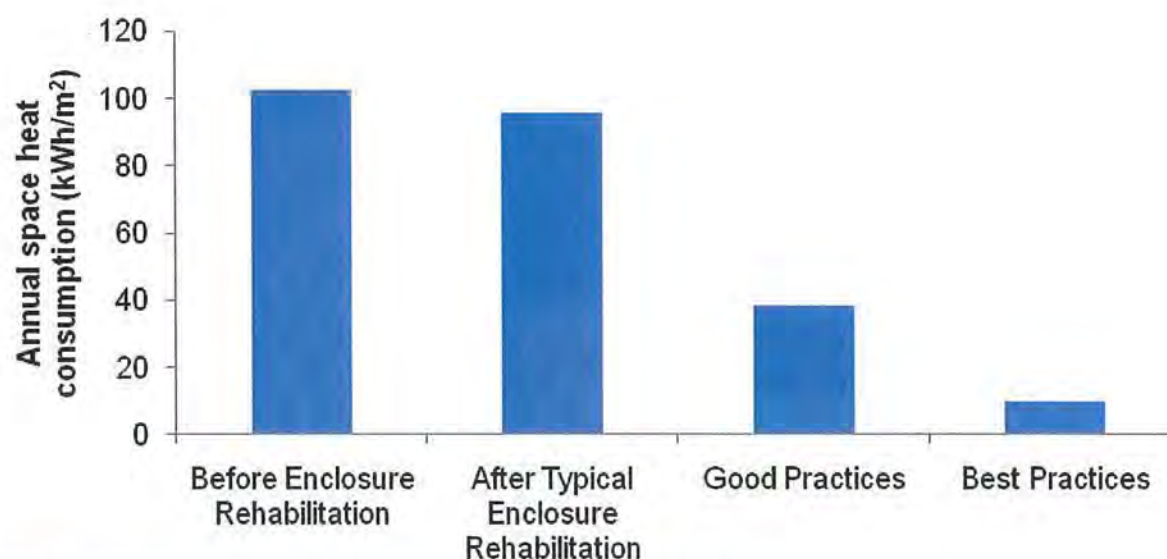
## Base building versus in-suite upgrades

Condominium's energy consumption can be divided into two broad sources: Common energy costs, which are paid via strata fees; and in-suite energy costs, paid by unit owners. Common costs include common area lighting and conditioning, as well as much in-suite heating—many stratas have only one gas account, and do not individually meter unit heating costs such as fireplaces, heated ventilation air, or hotwater. These common sources account for about 70% of unit heating, and represent the greatest opportunities for efficiency improvements.<sup>2</sup> In-suite costs include electric equipment such as baseboard heating, lighting, appliances and plug-load. In-suite upgrades generally require action only by suite owners.



## Rented condominium units

About 23% of condominium units in suburban Metro Vancouver are rentals. Like owner-occupants, owners of rented units have an interest in reducing common strata fees through energy upgrades, but have less interest in reducing energy costs for in-suite energy loads. Coordinating upgrade projects with investor owners can add to transaction barriers.



Multifamily heating consumption, pre and post rehabilitation. Source: RDH 2012.

<sup>1</sup> Of the remaining units, some would be strata townhomes and duplexes with individual heating systems and better served through "home energy upgrade" services described above.

<sup>2</sup> RDH Building Engineering. 2012. *Energy Consumption and Conservation in Mid- and High-Rise Residential Buildings in British Columbia*. Prepared for: CMHC; Province of BC, Homeowner Protection Office; City of Vancouver; BC Hydro; & Fortis BC.

## **Opportunities for deep energy upgrades during building enclosure rehabilitation**

Many multi-unit residential buildings may undergo comprehensive building enclosure rehabilitation to address moisture issues. To date, few buildings in British Columbia have sought to improve the thermal performance of the building enclosure during these renovations. However, they present the potential to achieve deep energy savings. One study found that advanced building remediation efforts could reduce heating and ventilation requirements 60 to 90 per cent.<sup>3</sup>

### **Utility/Provincial Programs**

There is currently no utility sponsored program that provides assessments for multiple fuels (both electricity and natural gas) for condominiums; rather, current programs provide upgrade services for just one fuel type. BC Hydro's residential program offers incentives for electrical equipment upgrades for residential account holders, which can cover activities in units. BC Hydro's Power Smart Partner's Express Program will launch on April 30, 2014; it will facilitate upgrades for common areas of condominium buildings. Fortis BC's Energy Assessment Program facilitates subsidizes audits for condominiums.

### **Key Barriers**

**Difficulty coordinating upgrades amongst stratas** – Convincing a strata to undertake energy upgrades to common spaces presents transaction costs and organizational challenges.

**Hesitancy to invest reserves in upgrades when unit owners may move** – Unit owners face a “hold barrier”—they may resist supporting investing cash reserves in energy upgrades when they may sell the unit. To overcome this challenge, greater buyer recognition of the energy performance of buildings is required or financing provided that is repaid by the strata corporation over time.

**Property managers have limited incentive to develop projects** – Many condominiums are managed by property management firms. While these property managers will typically conduct simple energy upgrades, they have generally do not have direction to develop deep energy upgrade plans.

**Limited financial incentives for unit occupants to conserve energy** – Unit owners frequently do not pay for many sources of heating in their units, including gas fireplaces, heated ventilation air, and hotwater; these are paid via strata councils. Thus incentives for individual units to change behaviour to conserve energy are limited.

### **Key Drivers & Opportunities**

**Opportunities to integrate deeper energy measures into depreciation reports and building enclosure rehabilitation** – A depreciation report help strata corporations plan for the repair, maintenance and replacement of common property. Strata corporations in British Columbia need to obtain depreciation reports every three years, unless a 75% vote of their strata council opts out of the report. Integrating energy considerations in depreciation reports, and in condominiums' subsequent capital plans, has potential to facilitate deeper energy upgrades.

**Peer examples** – Stratas can be influenced by examples of similar buildings that have improved energy performance, reduced net maintenance fees, and increased value of building.

**Use simple in-suite upgrades to drive deeper upgrade activities** – In-suite upgrade opportunities include low-flow water fixtures, appliances, lighting, and other measures. In-suite programs can serve as a gateway for upgrades to base building systems.

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<sup>3</sup> Ibid.



## Condominium Upgrade Process

	Current Process	Existing Barriers	Potential Solutions
Opt to Pursue Upgrades	Strata decides to pursue upgrades to address common energy costs	Limited understanding & motivation to pursue energy improvements	Market directly to condos; document & present benefits at strata meetings
	Service provider promotes upgrade opportunities	Little condo-focused programming	Include energy considerations in depreciation reports
	Strata or property manager makes assessment application (Fortis BC)	Low motivation for property manager to organize project	Provide simple in-suite upgrades to jump-start conversations at strata council about deeper upgrades
Energy Assessment	Strata opts to undertake assessments for gas and/or electricity	No multi-fuel assessment provided by existing programs	Provide multi-fuel assessment
Project Development & Approval	Strata/property manager evaluate assessment and decide on appropriate upgrade scope	Limited understanding of upgrade measures Difficulty organizing strata	Provide assistance & capacity building to help interpret assessment & define project scope
Procure Contractor	Strata/property manager procure upgrade contractor	Limited knowledge of upgrade process; limited trust in contractors	Provide assistance & capacity building to help procure contractors
Finance Upgrades	Strata may fund upgrades through reserves, and/or debt/levies	Strata members wary of additional assessments	Document cash-flow implications of decreasing common utility bills, increased upgrade assessments. Connect with potential financiers
Complete Upgrades, Test Out & Commissioning	Upgrades completed Rebate incentives submitted to utilities		Improved commissioning process could strengthen upgrade performance

# Multifamily Rental Housing

## Market description

Richmond has a relatively small stock of multifamily rental housing. According to an inventory of rental housing developed for Metro Vancouver in 2012, there are about 2,259 rental units at 27 purpose-built rental housing properties in the City of Richmond, and approximately half of these properties may be redeveloped in the near term.<sup>4</sup>

## Utility/Provincial Programs

Currently, no multiple fuel assessment program is available in Richmond. Owners and managers of multifamily rental housing may apply to the BC Hydro Power Smart Partner Express and/or various programs offered by Fortis BC.

BC Hydro, Fortis BC and the industry organization Landlord BC recently introduced a pilot Apartment Energy Incentive Pilot (also called the Multi-Unit Residential Buildings Pilot), which is being offered in various local governments. The program offers multiple fuel assessments, and also compensates owners for upgrades made in tenants' suites. Richmond is not currently participating because of its limited stock of rental apartments relative to other municipalities in the region. The program covers both common area and in-suite upgrades. The program may be available in the future.

## Key Barriers

**Split-incentives** – Currently, owners have limited financial incentive to make upgrades for systems where tenants pay the utility bill. Conversely, tenants have limited incentive to conserve energy from sources provided via common areas.

**Limited knowledge of upgrade opportunities** – Owners and managers have limited knowledge of upgrade opportunities.

**Limited access to capital** – Owners may have limited cash on hand for upgrades.

**Hold barriers** – Owners may anticipate selling the property before energy savings pay off efficiency investments. This is especially a barrier in buildings on parcels that may be redeveloped in the near term.

## Key Drivers & Opportunities

**Peer examples** – Owners may have limited cash on hand for upgrades.

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<sup>4</sup> Coriolis Consulting Corp. 2012. *Metro Vancouver Purpose-Built Rental Housing: Inventory and Risk Analysis*. Prepared for Metro Vancouver.



## Multifamily Rental Upgrade Process

	Current Process	Existing Barriers	Potential Solutions
Opt to Pursue Upgrades	Owner decides to pursue upgrades to address common area & unit energy costs	Limited understanding & motivation to pursue energy improvements Limited marketing to multifamily building owners Owners face split-incentives Low motivation for property manager to organize project	Market directly to owners Include energy considerations in capital planning Provide simple in-suite upgrades to jump-start deeper upgrades
Energy Assessment	Owner opts to undertake assessments for gas and/or electricity	No multi-fuel assessment	Provide multi-fuel assessment
Project Development & Approval	Owner/manager must interpret report Submissions & approval to utilities	Limited understanding of upgrade measures	Provide assistance & capacity building to help interpret assessment & define project scope
Procure Contractor	Owner selects contractor	Limited trust in contractors	Provide assistance & capacity building to help procure contractors
Finance Upgrades	Owner may fund upgrades through reserves, and/or new debt	Owner may face hold barriers, split-incentives	Sponsor in-suite upgrades Consider individual unit metering, with financial protection for tenants Consider financing repayment pass through mechanisms, with financial protection for tenants
Complete Upgrades, Test Out & Commissioning	Upgrades completed Rebate incentives submitted to utilities		Improved commissioning process could strengthen upgrade performance



# City of Richmond

## Report to Committee

**To:** Public Works and Transportation Committee  
**From:** John Irving, P. Eng.  
Director, Engineering  
**Date:** April 3, 2014  
**File:** 10-6000-01/2014-Vol  
01  
**Re:** Richmond's Ecological Network Management Strategy

### Staff Recommendation

That the Ecological Network Management Strategy, as described in the report from the Director, Engineering, titled "Ecological Network Management Strategy – Phase 1" dated April, 2014, be endorsed for the purposes of public consultation.

John Irving, P. Eng.  
Director, Engineering  
(604-276-4140)

Att. 1

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Community Social Development	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
Development Applications	<input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b>	<b>APPROVED BY CAO</b>

## Staff Report

### Origin

On November 19, 2012 Council adopted the *Richmond 2041 Official Community Plan (OCP)*. Chapter 9 of the OCP entitled “Island Natural Environment (an Ecological Network Approach)” provides direct support for the development of an Ecological Network in Richmond through Objective 1: “Protect, enhance and expand a diverse, connected and functioning Ecological Network.”

Several policies provide direction to meet this objective including the identification of a framework to better manage the City’s ecological resources and prioritize possible acquisition, enhancement and protection strategies.

The purpose of this report is to present the *Ecological Network Management Strategy (ENMS)* – Phase 1 (Attachment 1) and a recommended public and stakeholder consultation process. In addition, this report directly relates to the achievement of the following Council 2011-2014 Term Goal #8 Sustainability: 8.1 (*Continued implementation of the City’s Sustainability Framework*).

### Analysis

The ENMS – Phase 1 provides a framework for managing and guiding decisions regarding the City-wide system of natural areas in Richmond and the ecosystem services they provide on City, public and private lands. This Strategy, intended to be opportunistic and collaborative, will set out priority areas, initiatives and projects for the on-going and long-term implementation of the Ecological Network (EN). There are many City actions, initiatives and projects currently underway that are supported by a range of regional and City policies, regulations and plans. The Strategy, when completed, will seek to complement, align and, where appropriate, inform the current planning and regulatory context in order to strengthen and enhance Richmond’s natural spaces.

The Phase 1 Strategy was informed by several consultation sessions with staff across City departments. Through these sessions, the following vision for the EN was developed:

*The Ecological Network is the long-term ecological blueprint for the collaborative management and enhancement of the natural and built environments throughout the City, within neighbourhoods, and across land-uses and development types in order to achieve ecologically connected, livable and healthy places in which residents thrive.* (Part 3 of the ENMS)

Four goals for improving and strengthening the EN overtime guide actions identified in the Strategy:

1. Manage and Enhance our Ecological Assets
2. Strengthen City Green Infrastructure (e.g. drainage, flood mitigation, water filtration, erosion and public amenity)
3. Create, Connect and Protect Diverse and Healthy Spaces
4. Engage through Stewardship and Collaboration



The ENMS is presented in three parts:

- Part 1: What is Richmond's Ecological Network;
- Part 2: Mapping Richmond's Ecological Network; and
- Part 3: Vision, Goals and Strategy Areas

#### Part 1: What is Richmond's Ecological Network?

An Ecological Network is an inter-connected system of natural areas across a landscape that is composed of terrestrial, marine shoreline and marine intertidal areas. In Richmond, areas such as the Richmond Nature Park, Terra Nova, Sturgeon Bank, South Arm Islands are all part of an EN. In addition, an EN encompasses Green Infrastructure, the components of the natural and built environment that provide the essential ecosystem services on which the City depends. These ecosystem services include:

- |                      |                   |
|----------------------|-------------------|
| • drainage           | • habitat         |
| • erosion protection | • cultural values |
| • flood mitigation   | • recreation      |
| • water filtration   | • aesthetics      |

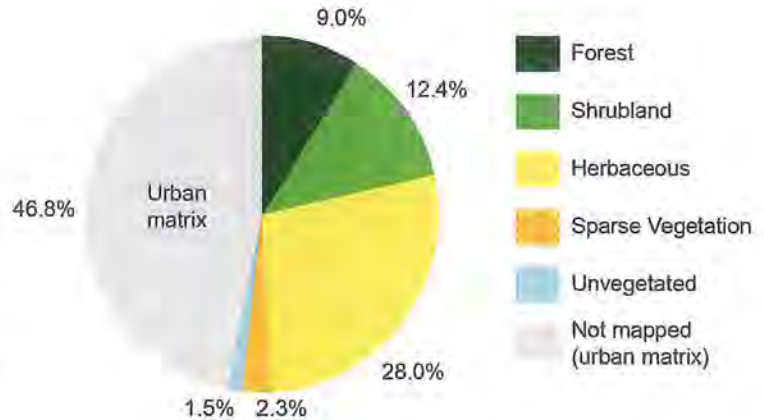
In this manner, an EN consists of all green natural and built features across the City that play a role in delivering ecosystem services.

The Strategy identifies six (6) components that form Richmond's EN:

- **Hubs:** the large natural areas in Richmond (> 10 hectares) that make up the core of the EN
- **Sites:** discrete areas of 0.25 to 10 hectares of natural ecosystems, that provide "stepping stone" connections between hubs
- **Corridors and Connectivity Zones:** linkages between hubs that facilitate the movement of species, water, nutrients, and energy
- **Shoreline and Riparian Areas:** buffers to sensitive watercourses and the edge of the Fraser River. Many also function as wildlife corridors and greenways
- **Parks and Greenways:** most developed parks lack sufficient natural vegetation to be considered hubs or sites, but they still provide ecosystem services and are recognized as high priority sites for various degrees of restoration, especially given that the majority are under City control
- **Matrix:** land lying between the other components of the EN outlined above, encompassing most of the City's land-base, many opportunities exist to restore ecological features and functions through the creation of green infrastructure on this land

## Part 2: Mapping Richmond's Ecological Network

The Strategy includes mapped vegetation distribution, structure, composition and condition from 2009 air photos. A total of 6,841 ha of the City of Richmond's terrestrial land area (inside the high water mark) and another 13,861 ha of its marine and intertidal areas (outside the high water mark) were mapped. Figure 1 identifies vegetation classes and sub-classes.



**Figure 1: Vegetation classes as a percentage of total land area in the City of Richmond (2012)**

Connectivity (the connections between hubs and sites) is key for a robust EN as it ensures that, as in nature, the natural systems within the City remain resilient through movement of biodiversity across the landscape. Two types of connectivity analysis were undertaken to better understand connectivity in Richmond:

1. Corridor Analysis: combined vegetation mapping with existing land use to map how the landscape fosters or impedes the movement of biodiversity, as well to identify potential corridors that could be restored or created through enhancement
2. Circuitscape Analysis: computer modeling based on electrical circuit theory to find the "path of least resistance" between different habitat areas; areas of good habitat represent less resistance to species movement, while those habitats of lower quality represented a higher resistance

These various analyses informed the strategic areas and guided mapping product described in the final part of the EN Management Strategy.

## Part 3: Vision, Goals and Strategy Areas

The vision and goals, described above, informed the EN implementation framework. In order to prioritize and guide future actions, the Implementation Framework includes ten (10) EN strategy areas that were identified based upon vegetation distribution data, land-use, and current and future stewardship and development opportunities. Strategy Areas include:

- |                               |   |
|-------------------------------|---|
| 1. Traditional Neighbourhoods | 6. West Dike                                  |
| 2. City Centre                | 7. Sea Island YVR                             |
| 3. Agriculture                | 8. Iona + Sea Island Conservation Area (SICA) |
| 4. Central Wetlands           | 9. Wildlife Management Areas (WMA) + Marine   |
| 5. Industrial                 | 10. Fraser River                              |

The purpose of the Strategy Areas is four-fold:

- To provide an overview of Richmond's current ecological assets;
- To identify and group the key areas of the City in order to focus future specific actions where most appropriate;
- To provide tailored guidance on how the EN can be strengthened by different vegetation and land-use types within the City; and
- To identify the critical issues, key opportunities and stakeholder considerations that pertain to the enhancement and enrichment of the EN in specific areas.

The strategy areas are identified and included on the new map "Ecological Network Strategy Areas Map" (Figure 2).



Figure 2: Ecological Network Strategy Areas. 2014.



### *Focus Areas*

To organize future actions and consultation, six areas of focus are identified for each strategy area. These areas of focus were selected as they represent opportunities for EN application within the City's planning, development, and operational context:

- Rainwater Management/Infrastructure
- Vegetation/Habitat
- Wildlife
- Parks, Open Space, Public Lands
- Private Development
- Stewardship

### *How does the proposed Strategy affect City lands, Private lands and other Public lands?*

- ***City owned lands:*** The ENMS will approach ecological management on City lands through the lens of collaboration and integration. Rather than creating a series of new policy directives and projects, the Strategy will be selectively integrated with those City structures and frameworks that already exist in order to strengthen and inform them according to the Goals of the Strategy. The Strategy will provide a menu of ecological management tools for a variety of City capital and operation projects and processes such as landscape plantings, stormwater management, dike upgrades, park maintenance, ditch maintenance and community stewardship (e.g. Bath Slough Revitalization Initiative).
- ***Private lands:*** The ENMS will approach ecological management on Private lands by assessing and informing existing policies and regulations that speak to ecological management and land-use, yet could be enhanced in terms of evolving green infrastructure technologies and understandings of the natural environment. Exploring the enhancement of existing tools such as the green roof bylaw, the watercourse protection and crossing bylaw and the ecological aspects of the City's various development permit areas could yield City-wide benefits in terms of ecological connectivity, livability, ecological health and more resilient infrastructure.
- ***Other Public lands:*** Though under the jurisdiction of other agencies, collaborative opportunities exist to establish connectivity between City, Private and Public EN lands. The City currently participates as a member of several multi-jurisdictional agencies such as the YVR Environmental Advisory Committee and Metro Vancouver's Regional Planning Advisory Committee. The ENMS provides for the continuation of this type of participation under the lens of ecological connectivity across jurisdictions. Within this approach, the City can collaborate on projects of regional, provincial and federal natures that would not only enhance the ecological management of Public lands in Richmond, but further connected them with those outside of the City. One significant example of this is the City's role in Metro Vancouver's Regional Green Infrastructure Network.

*How does the proposed Strategy affect Environmentally Sensitive Areas?*

The Ecological Network Management Strategy does not change the current administration of the City's designated Environmentally Sensitive Areas (ESAs) as identified in the recently adopted 2041 OCP. This strategy provides opportunities to explore innovative approaches to protection, enhancement and connectivity of ESAs on public and private lands. Examples include: opportunities to establish connectivity with private ESA lands that are contiguous with the Shell Road corridor; establishment of an urban buffer using native vegetation; and invasive species removal projects on public lands, contiguous with ecologically significant City owned lands.

**Public and Stakeholder Consultation**

In order to develop actions that benefit from wide support, a public and stakeholder consultation program is recommended. The proposed program that provides both educational opportunities (e.g. *What is an Ecological Network?*) and seeks input regarding priority actions, initiatives and projects. The program would include the following three engagement techniques:

- **Digital Engagement:** *Let's Talk Richmond* interactive discussion forum and survey (May-August, 2014).
- **Stakeholder Engagement:** Staff will conduct multi-stakeholder focus groups for Strategy Areas, as identified in Part 3 of the Ecological Network Management Strategy – Phase 1. This engagement will include presentations to formal City Liaison and Advisory Committees as well as applicable agency and organization representatives. Suggested stakeholder questions are listed below. (May-September, 2014).
- **Public Engagement:** The public engagement will focus on building community awareness and education for the EN. The events below represent a suite of potential education opportunities. These could occur in concurrence with larger-scale themed events including:
  - Richmond Pecha Kucha Night “Secrets of the Fraser”- May 2, 2014
  - Public Works Open House – May 24, 2014
  - International Biological Diversity Day - May 22, 2014
  - Rivers to Oceans Week – June 8-14, 2014
  - Culture Days – September 26-28, 2014
  - BC Rivers Day- September 28, 2014

In addition, staff will conduct some public engagement as discrete events, or in conjunction with engagement events associated with the Bath Slough Revitalization Initiative, as appropriate. Public and stakeholder engagement is anticipated to take place between May and October 2014, with a report back to Council in the fall of 2014 on the outcomes of these engagement activities and proposed action plan.

The following questions will guide the stakeholder consultation program:

1. What aspects/features of Richmond's natural landscape/environment/wildlife do you like the most?
2. How would you improve Richmond's natural environment? Are there specific changes you would like to see in the environments where you live/work/play?
3. Have you been involved in any stewardship initiatives in the past (e.g. tree planting, river front clean-up)?
  - How can the City help facilitate increased participation in stewardship and/or education from your sector?
  - How would you like to participate?
4. Which would be the most feasible and/or desirable ecological enhancements in your sector and why? (rain gardens/ stormwater management features, green roofs and walls, natural parks, greenways/ shared streets/ trails for cyclists and pedestrians, native plantings, increase in trees, habitat for birds and pollinators, daylighting of sloughs and riparian areas, riverfront naturalization).
5. What are the greatest environmental challenges in your sector? Can natural areas and ecological enhancements serve to remedy some of these?

The following questions will guide the public consultation program:

1. What are your favourite natural places or environmental features (e.g. plants, wildlife, open spaces, etc) in your neighbourhood? In Richmond?
2. Would you be interested in participating in any stewardship projects/ initiatives (e.g. tree planting, riverfront clean-up, invasive species removal)?
  - If so, what types of projects would you be interested in?
  - If not, what would it take to get you involved?
3. What improvements to the natural areas of Richmond have you seen in the past few years? What would you like to see?
4. Is nature in the city important to you? What aspects of nature in the city do you value the most? (habitat, clean water/ air/ soil, trees, natural areas, recreation/ trails, health benefits, beauty/ aesthetics)
5. What is the biggest challenge to natural areas in your neighbourhood? In Richmond? How can the City help address these?



## Financial Impact

None at this time. Potential costs to implement Ecological Network Management Strategy actions would be addressed through staff time (e.g. stewardship outreach and engagement), while other actions (e.g. acquisitions, infrastructure) would be submitted for Council consideration in future budget processes.

## Conclusion

Richmond's 2041 Official Community Plan has provided strong direction to pursue an EN approach for the management of Richmond's ecological resources. While several policies and plans are currently serving to guide this ecological management, the proposed EN Management Strategy – Phase 1 seeks to provide more clarity for how the broad network can be managed for maximum community benefit. The Ecological Network Management Strategy- Phase 1 sets the stage for the development of an action plan in order to fulfill the goals outlined in the Strategy. A key piece of developing this action plan is the consultation with the stakeholders and members of the public associated with each of the 10 strategy areas. Upon review and finalization of the public and stakeholder consultation results a revised Strategy will be forwarded to Council for adoption.



Lesley Douglas, B.Sc. R.P.Bio,  
Manager, Environmental Sustainability  
(604-247-4672)



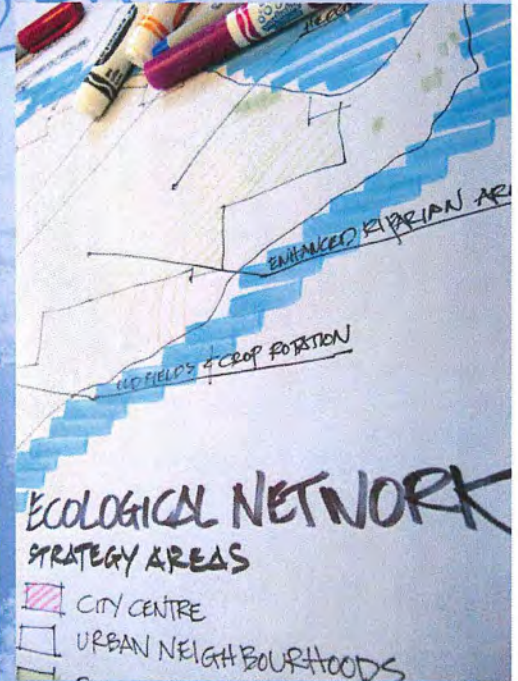
Kaitlin Kazmierowski, M.Sc., MCIP, RPP  
Environmental Coordinator  
(604-247-4661)

KK: ld

Attachment 1 – Richmond's Ecological Network Management Strategy - Phase 1



# Richmond's Ecological Network Management Strategy – Phase 1



April 2014



## Acknowledgements

This document was prepared by the City of Richmond Engineering and Public Works Department - Environmental Sustainability. We would like to acknowledge the contribution of Raincoast Applied Ecology in the development of this report. We would also like to thank the many staff across the City who have provided their insight and expertise into this strategy over the past months.

## Executive Summary

The Ecological Network Management Strategy – Phase 1 provides a framework for managing and guiding decisions regarding the city-wide system of natural areas and the ecosystem services they provide. The Ecological Network (EN) was incorporated into Richmond's Official Community Plan (OCP) in 2012 and is consistent with the draft Metro Vancouver Regional Green Infrastructure Network. The EN is supported by a range of regional and City policies, regulations and plans. It does not aim to create a series of new regulations and policies, but complement and where appropriate, inform the current planning and regulatory context in order to strengthen and enhance the City's natural spaces.

The EN is the inter-connected system of natural areas across Richmond's landscape and is composed of both terrestrial and marine (shoreline and intertidal) areas. In addition, the EN encompasses green infrastructure: the components of the natural and built environment that provide the essential ecosystem services on which the City depends such as drainage, erosion protection, flood mitigation, water filtration, as well as cultural value, recreation and aesthetic beauty. All components of the EN are interconnected components of the same system, linking ecological values and services across the City while creating a unique Richmond identity that links ecology with livability, health, recreation, social and cultural values.

### Vision:

*The Ecological Network is the long-term ecological blueprint for the collaborative management and enhancement of the natural and built environments throughout the City, within neighbourhoods, and across land-uses and development types in order to achieve ecologically connected, livable and healthy places in which residents thrive.*

The EN is composed of five main components: hubs (>10 ha), sites, corridors and connectivity zones, shorelines and riparian areas, and parks and greenways. A quarter of the City's total area, including intertidal and marine areas, is within the EN. Almost two-thirds are large hubs, over half of which are marine and intertidal areas. Most of Richmond's large natural areas (hubs) are either outside of the dike, or within Richmond's Agricultural Land Reserve (approx. 30%). This highlights the importance of collaborative actions with other levels of government to manage the EN.

Four goals were identified for improving and strengthening the EN over time:

- Goal 1: **Manage and Enhance** our Ecological Assets
- Goal 2: **Strengthen** City Infrastructure
- Goal 3: **Create, Connect and Protect** Diverse and Healthy Spaces
- Goal 4: **Engage** through Stewardship and Collaboration

This management strategy and its subsequent phases will be implemented through an opportunistic, integrated and collaborative approach that will maximize current and future land-use and development policies, guidelines, partnerships, City-wide initiatives, and area-specific projects. Plans, projects and processes which collectively implement the EN will demonstrate how this framework for on-the-ground action will be incorporated within the City's planning and development context. Phase 1 of the strategy identifies the key issues, opportunities and stakeholder considerations necessary for a robust consultation process that will ensure a collaborative approach to future implementation.

In consultation with various City departments, ten (10) EN strategy areas were identified based upon vegetation distribution data, land-use, and current and future stewardship and development opportunities:

1. Traditional neighbourhoods
2. City Centre
3. Agriculture
4. Central Wetlands
5. Industrial
6. West Dike
7. Sea Island YVR
8. Iona + Sea Island Conservation Area (SICA)
9. Wildlife Management Areas + Marine
10. Fraser River

The purpose of the strategy areas is four-fold:

- To provide an overview of Richmond's current ecological assets;
- To identify and group the key areas of the City in order to focus future specific actions where most appropriate;
- To provide tailored guidance on how the EN can be strengthened by different vegetation/ land-use types within the City; and
- To identify the critical issues, key opportunities and stakeholder considerations that pertain to the enhancement and enrichment of the EN in specific areas.

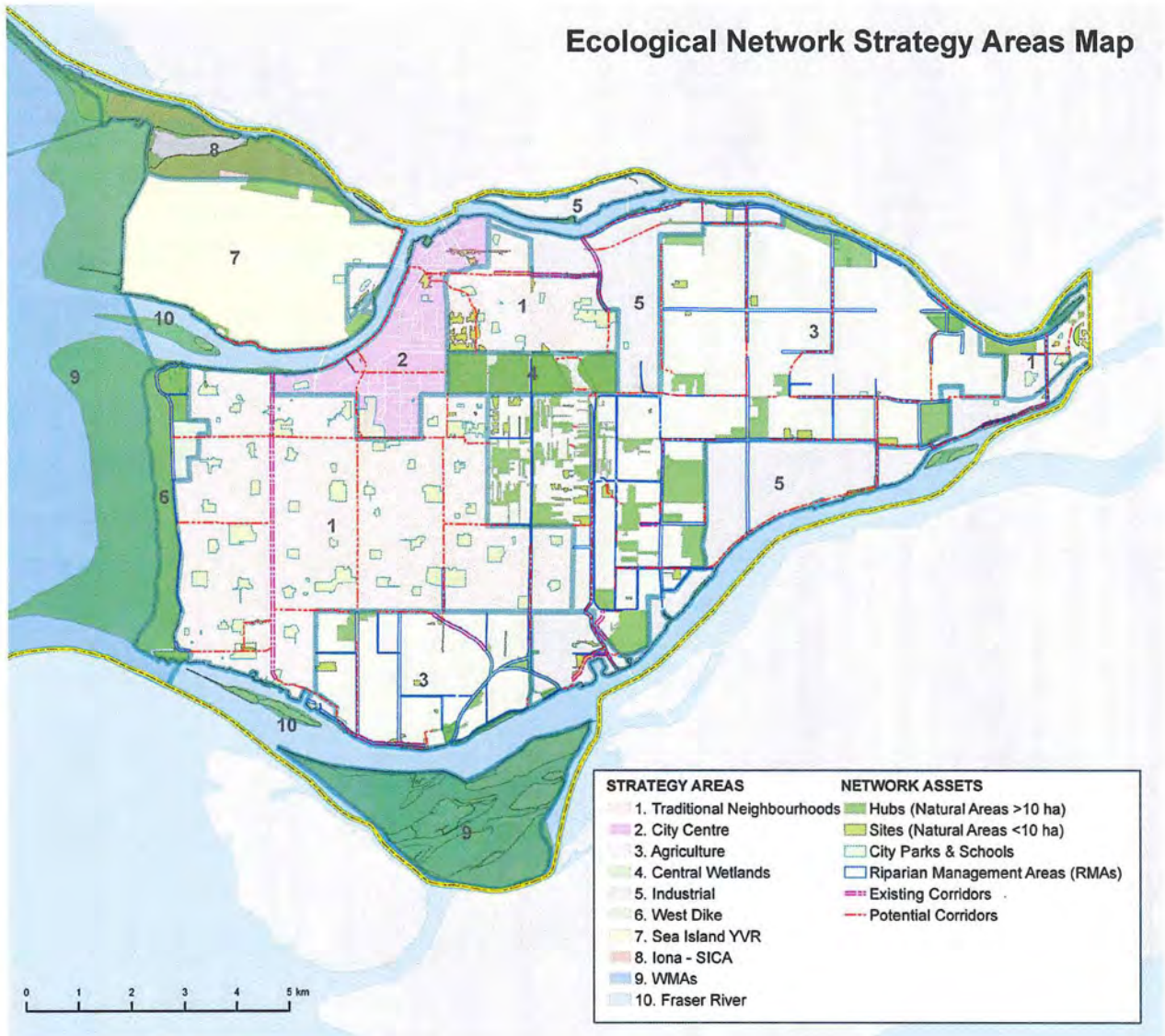
An overview of each area's critical issues, key opportunities and specific stakeholder considerations is included in order to guide the stakeholder and public consultation process that will lead to the development of the second phase of the EN management Strategy; the action plan. To organize future actions and consultation, six areas of focus are identified for each strategy area:

- Rainwater Management/ Infrastructure
- Vegetation/Habitat
- Wildlife
- Parks, Open Space, Public Lands
- Private Development
- Stewardship

These areas of focus were selected as they represent the EN's various areas of application within the City's planning, development, and operational context. These are also the various themes under which future actions can be applied to fulfill the Goals outlined above. Under a framework of Strategy Areas and focus areas, it is clear that the EN has a role to play on public and private lands, in the natural and built environments and as a catalyst for stewardship and community action.

A new map has been developed to guide and support the development of the EN: an Ecological Network Strategies Area Map. This is an on-the-ground guide that not only reflects the current condition of the EN, but identifies priorities in the direction of its long-term evolution via delineation of the 10 strategy areas.





Ecological Network Strategy Areas Map. 2014.

Effective management of Richmond's EN involves protecting and connecting the existing natural areas whenever possible, with incorporating more green infrastructure into developing and redeveloping neighbourhoods. Actions at both the local and City-wide scales are needed to support the EN. This first phase of the Ecological Network Management Strategy provides the context for Richmond's EN, identifies key areas, issues and opportunities within the network and provides guidance on the stakeholder consultation necessary to guide future actions.



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# PART 1

What is Richmond's  
Ecological Network?





## PART 1 – What is Richmond's Ecological Network?

### Introduction

Richmond's neighbourhoods, parks, schools, and roads are interwoven with our natural landscape. Natural areas like Bath Slough, Terra Nova Rural Park, Iona Beach, and Richmond Nature Park are unique and essential parts of the city's landscape. Richmond's residents have a particularly strong connection to the dike trails, foreshore marshes, cottonwood forests, and sloughs which reflect the city's unique location at the mouth of the Fraser River. This system of natural areas—wetlands, forests, shorelines, and old fields - is the basis of the Ecological Network.

### Purpose and Origin

This report identifies and describes Richmond's Ecological Network (EN), and recommends a vision and goals for ensuring that it is connected, protected and enhanced for the long-term. The EN is a tool for managing the system of natural areas and the ecosystem services they provide. It was incorporated into Richmond's Official Community Plan (OCP) in 2012 via Chapter 9: "Island Natural Environment (an Ecological Network approach)". The OCP directly informs and lays the groundwork for this report via a series of objectives and policies that call for the protection, enhancement and expansion of a diverse, connected and functioning EN. It calls for the identification of an EN to provide an innovative framework for the management of Richmond's ecological resources, and provides direction for the establishment of a meaningful and robust EN through: the prioritization of lands; the establishment of clear goals and objectives for EN expansion; the development of new design objectives, policies, principles and operations; the strategic acquisition of lands within the EN; the updating of Riparian Management Area policy and the continued establishment of partnerships, incentives and programs to improve the EN. Chapter 9 of the OCP also speaks to the promotion of Green Infrastructure and ecosystems services as well as the improvement of water, air and soil quality, the protection of Environmentally Sensitive Areas (ESAs) and the development of partnerships for ecological gain.

The principle underlying the use of the EN is that effective management of ecological systems must occur at the city-wide scale. Richmond's EN encompasses the whole city but emphasizes the importance of large natural areas such as provincial Wildlife Management Areas, regional parks, and private lands with significant natural areas such as large wetlands or old fields.

Effective management of Richmond's EN must also balance the goal of protecting the existing natural areas, while incorporating Green Infrastructure into developing and redeveloping neighbourhoods in order to strengthen the City's infrastructure over time.

As stated in the OCP, there are a variety of ways in which a meaningful and robust EN is established and strengthened over time. This report, a direct result of policies set out in the OCP, provides a starting point for identifying and prioritizing areas and actions to establish and expand the EN as a long-term ecological management strategy for the City of Richmond.

### Report Structure

This report is divided into three parts. Part 1 provides an introduction to Richmond's ecological landscape, provides definitions, and summarizes jurisdictions of land management. It provides the context for the development of Richmond's EN. Part 2 describes and assesses the current state of the EN, providing a picture of what we've got and associated mapping and analysis. Part 3 presents a vision for the future of the EN. It provides a vision and a series of goals for the long-term development and implementation of the EN. In this section a Strategic Areas map is presented as well as the strategic areas of focus and their key issues, opportunities and stakeholder considerations. The appendix in the report provides a detailed description of analysis methods for the Circuitscape Mapping.



## What is an Ecological Network?

The EN is the inter-connected system of natural areas across Richmond's landscape. It is composed of both terrestrial and marine (shoreline and intertidal) areas. It includes prominent natural areas such as Richmond Nature Park, Sturgeon Banks and the South Arm Islands WMAs, as well as larger urban parks, the Fraser River foreshore, watercourses, and riparian areas. It also includes old fields, bog forests, and wetlands found in agricultural areas and other private lands with significant natural areas.

Richmond's EN was identified using a science-based approach to mapping and assessment that recognizes the importance of a system of natural areas for protecting ecological features and functions across landscapes. Identification of the EN is a mapping exercise using Geographic Information Systems (GIS) and the principles of landscape ecology, conservation biology and ecosystem services to identify lands and features most critical to an area's long-term ecological health. The EN approach has been used successfully to identify priorities for environmental management in other jurisdictions at both large (e.g., State of Maryland) and small scales (e.g., City of Edmonton, City of Surrey).

## Why an Ecological Network Management Strategy (ENMS) in Richmond?

The EN is a strategic approach to managing Richmond's natural areas. As in nature, no component of the Network exists in isolation, every piece is connected and exerts impacts and influences on surrounding environments. By managing Richmond's natural areas as components of the same Network, synergies between natural and built environments, policies, regulation, and community vision can be identified and addressed in manners that strengthen the Network and ultimately, the ecological health and livability of City. These synergies extend to reflect community values and support a vision of ecology, health, recreation and resilience thus shaping a unique opportunity for a "made in Richmond" holistic approach to land use and liveability. This approach identifies tools and common goals that are mutually supportive, and builds on and connects existing strategies with emerging priorities.

## What Is The Ecological Network Management Strategy?

The ENMS (Phase 1) is a framework that will lead to the development of an action plan for establishing an inter-connected system of natural areas across the Richmond landscape. It is founded upon a suite of EN fundamentals that prioritize integration with existing City initiatives, processes, policies and projects rather than the initiation of anything new.

- Opportunistic pursuits and results. Building upon what is already happening in the City.
- Consistency, alignment and connectivity with existing City initiatives, processes, policies and projects
- Clarity of context and content. The EN builds upon City initiatives, processes, policies and projects that are already in place. Through the alignment, collaboration and integration of City action, the EN represents an opportunistic pathway forward to establish a pragmatic foundation for the preservation, enhancement and connectivity of ecological lands in Richmond.



Figure 1-1



An important part of Richmond's Ecological Network, intertidal wetlands are critical habitat for juvenile fish migrating from the Fraser River system, provide important waterfowl habitat, protect shorelines from erosion by dissipating wave energy, and capture and store carbon in accumulating sediments.

## What are Ecosystem Services?

Woven into the EN is the emerging concept of ecosystem services. Simply put, ecosystem services are the benefits people obtain from ecosystems<sup>1</sup>. In Richmond, examples of ecosystem services include the storage of rainfall in the pond in Garden City Park during storms, foraging habitat for migrating sandpipers in the intertidal mudflats outside the West Dike, the storage of carbon in thousands of years of accumulating plant material in the bog soils of Richmond Nature Park, and the North-East Bog Forest and the pollination of hundreds of hectares of blueberries by native bees and honeybees. Even the recreational value of parks and greenways is a service provided to the residents of Richmond that helps maintain healthy neighbourhoods and increases the livability and land value of the city. Ecosystem services are enhanced through green infrastructure, the physical components of the natural and built environment that provide these services. Green infrastructure is discussed below.



### Building Ecosystem Services into Parks

The City is incorporating the idea of ecosystem services into the design of Richmond's new municipal parks. The large pond in Garden City Community Park is more than a beautiful part of the park landscape; it also stores and filters runoff from the adjacent neighbourhood. The new park in the Cambie West neighbourhood will also incorporate stormwater wetlands, but also hedgerows to provide habitat for songbirds and pollinators like native bees, and trees for filtering air, intercepting rain, and cooling the surrounding neighbourhood.

<sup>1</sup> "Ecosystem services are the benefits people obtain from ecosystems. These include provisioning services such as food and water; regulating services such as flood and disease control; cultural services such as spiritual, recreational, and cultural benefits; and supporting services, such as nutrient cycling, that maintain the conditions for life on Earth" from Millenium Ecosystem Assessment. Ecosystems and Human Well-being: A Framework for Assessment (2003).



## What is Green Infrastructure?

Like other components of the City's infrastructure such as the network of roads and sewers (often referred to as "grey" infrastructure), green infrastructure also provides essential services on which the city depends. Green infrastructure encompasses the components of the natural and built environment that provide the ecosystem services discussed above. Green infrastructure is complimentary to conventional grey infrastructure and is used to advance the resilience and sustainability of Richmond's infrastructure by employing features inherent to the natural world. Watercourses and wetlands are examples of green infrastructure because they can include both natural and constructed features, provide ecosystem services for drainage, erosion protection, flood storage, and water filtration, but also provide cultural values such as recreation and aesthetic value. Some watercourses in Richmond such as Bath Slough are also important as recreation trails and greenways. Other examples of green infrastructure are the constructed wetland at the Richmond Oval that captures and stores roof runoff, bioengineered shorelines along the Sea Island dike, the Railway Greenway which incorporates stormwater wetlands, hedgerows and trees for wildlife habitat, and the large stormwater wetland in Garden City Community Park. Figure 1-2 provides photos of different GI features in Richmond's landscape. Richmond's Green Roof Bylaw and the developing Integrated Rainwater Resource Management Strategy support the development of green infrastructure.



Figure 1-2



Large stormwater pond in Garden City Community Park stores runoff from the surrounding neighbourhood



Diverse hedgerow habitat for birds



Bath Slough Trail and riparian corridor



Community garden for pollinators



Watercourse through agricultural lands

Examples of green infrastructure in the City of Richmond



## Components of the Ecological Network

The EN is composed of five main components that vary in size, condition, and ecological value. Each component is defined below.

**Hubs** include the largest natural areas in Richmond and are generally >10 ha. They are the core of the EN. Hubs are capable of supporting entire and diverse populations of animals and plants and associated ecological functions.

**Sites** are smaller (e.g., 0.25–10 ha), more discrete non-linear areas of natural ecosystems which support smaller or less diverse populations of animals and plants. These lands play an important role in increasing the structural or functional connectivity of the network by providing “stepping stones” as connections between hubs.

**Corridors and Connectivity Zones** provide linkages between hubs that facilitate movement of species, water, nutrients, and energy. Some may be linear corridors that are largely natural and functioning. Others may be zones of connectivity where there is not a single defined route.

**Shoreline and Riparian Areas** provide important buffers to sensitive watercourses and the edge of the Fraser River. These ecosystems are included as part of the EN in recognition of their important role in protecting the function of adjacent aquatic ecosystems. Many shoreline and riparian areas are linear in form and also function as wildlife corridors or greenways.

**Parks and Greenways** often range widely in their naturalness and ecological function. However, as most are under City control, these public lands represent some of the best opportunities for future City-led ecological restoration or enhancement projects. Most developed parks lack sufficient natural vegetation to be considered hubs or sites, but they still provide ecosystem services and are recognized as high priority sites for various degrees of restoration.

**Matrix** is the remainder of the land between the hubs, corridors, and other components of the EN. The Matrix is important because it encompasses most of the land base in the City. It includes many smaller ecological features (see Figure 1-3) and also provides many opportunities to restore ecological features and functions through restoration measures and the creation of green infrastructure. The matrix can contribute to the overall function and health of the EN.



### Greenways for People and Wildlife: Railway Avenue Greenway

By 2016, the Railway Greenway will provide an ecological connection from the Middle Arm of the Fraser River to Steveston, through the heart of Richmond's residential neighbourhoods. Commuters, dog walkers, recreational cyclists, and visitors to Richmond will have a safe, fast, and interesting route through the city. It is anticipated that as the greenway develops, a number of Green Infrastructure components will be implemented, making this an ecologically functional link between the Middle and South Arms of the Fraser River.



Figure 1-3



This semi-natural area in the Bridgeport area is characteristic of many remnant natural areas in the developed part of Richmond's urban Matrix. It is ecologically valuable for songbirds and other urban wildlife species, and contains a small ditched watercourse. There are a variety of opportunities for improving ecological values in the area using green infrastructure approaches: watercourse or wetland creation, tree planting, and invasive species control. Many of these opportunities could be incorporated into the development process.

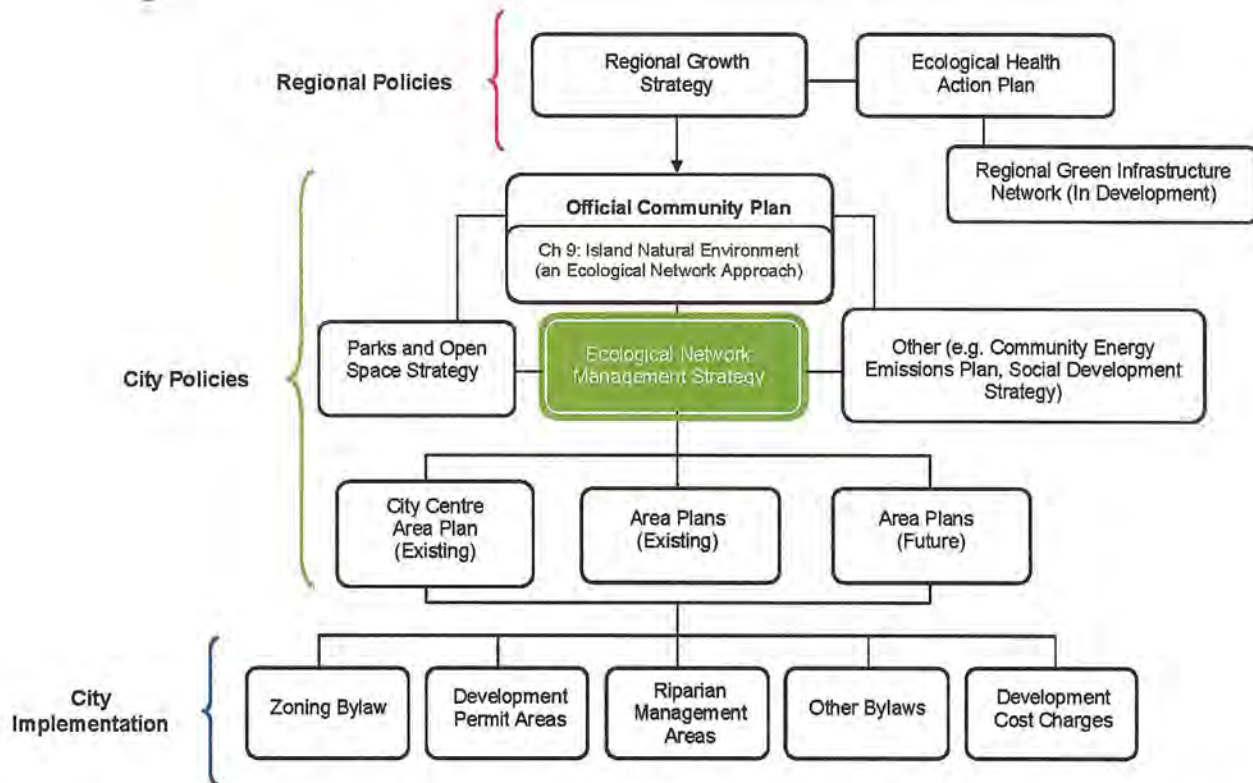


#### **Lansdowne Road Transformation Strategy: High Street Urban Ecology**

A portion of Lansdowne Road was identified in the City Center Area Plan as a key location for a future linear park. The subject area, linking Lansdowne Skytrain station with the Richmond Oval and the Fraser River beyond, is rapidly re-developing from a predominantly industrial area to mixed-use residential neighbourhood with an "art walk" theme. The transformation strategy, currently being developed, has established that the street will be an ecological corridor and seeks to infuse this emerging active transportation corridor with green infrastructure, reflecting its urban context. The use of native plants, constructed wetlands, water features and the capture of rainwater from the roofs and walls of buildings will be used to create a connected urban oasis for residents, a pollinator pathway for insects, and habitat for local wildlife. The fusion of ecology and public art will also be reflected in the construction of these elements in order to broaden the public's understanding of how Green Infrastructure can be used to create community and reflect neighbourhood character.



## Planning Context



The EN approach is currently supported by a range of regional and City policies, regulations and plans outlined briefly below and in more detail in Appendix 1. The EN does not aim to create a series of new regulations and policies, but compliment and where appropriate, inform the current planning and regulatory context in order to strengthen and enhance the City's natural spaces; a goal identified and endorsed by the City in a variety of contexts.

### The Planning Context and Regulatory Framework

#### 2040 Regional Growth Strategy (RGS) (Metro Vancouver)

Guiding sustainable growth in the region, the goals of the RGS must be included in each municipality's Official Community Plan. Goal 3 of the RGS ("Protect the Environment and Respond to Climate Change") contains several strategies that support the EN including the protection and enhancement of natural features and their connectivity.

#### Ecological Health Action Plan (Metro Vancouver)

Metro Vancouver's Ecological Health Action Plan describes how ecological health is incorporated into Metro Vancouver's plans and operations, and proposes 12 projects with associated action items that can be implemented in the next two to five years. Advancing a Regional Green Infrastructure Network in collaboration with regional stakeholders is one of the Action Plan's main projects and is currently in development (see Figure 1-4). This directly supports the EN and provides a unique opportunity for Richmond to serve a role as a key stakeholder in shaping the Regional Network.

### Richmond Council Term Goals (2011-2014)

In addition to the Richmond Council Term Goals associated directly with sustainability, several other goals support component and objectives of the EN including the encouragement of volunteer programs, the creation of urban environments that support wellness and physical activity, and the continuing development of the City's parks and trails system.

### Official Community Plan (OCP)

The OCP guides the City's growth and development through land use designation, policies, guidelines and targets. Chapter 9: Island Natural Environment, establishes guiding policies for the EN and the Green Infrastructure Network. In addition, policies supporting the EN or components thereof can be found in the Open Space and Public Realm section, the Sustainable Infrastructure and Resources section, the Agriculture and Food section and the Climate Change Response section.

### Development Permit Areas (DPA)

Chapter 14 of the OCP contains DP guidelines for five types of environmentally sensitive areas, thus contributing to the quality of ecosystems in the EN. In addition to these, general DP guidelines and those pertaining to various forms of multi-family development often contain provisions relating to vegetation/ tree retention, rainwater collection, stormwater management and forms of green infrastructure.

### Zoning

Bylaw 8500 defines watercourses, parks and landscaping. Watercourse setbacks are not included in the zoning bylaw, however, City parks are permitted in all zones.

### Area Plans

Most area plans refer to the OCP provisions regarding the natural environment. Some plans for neighbourhoods which contain major EN hubs (e.g., the East Cambie plan) contain specific policies regarding natural open space or DP guidelines that incorporate planting configurations and vegetation species that would increase biodiversity (e.g., Blundell Area East Livingston).

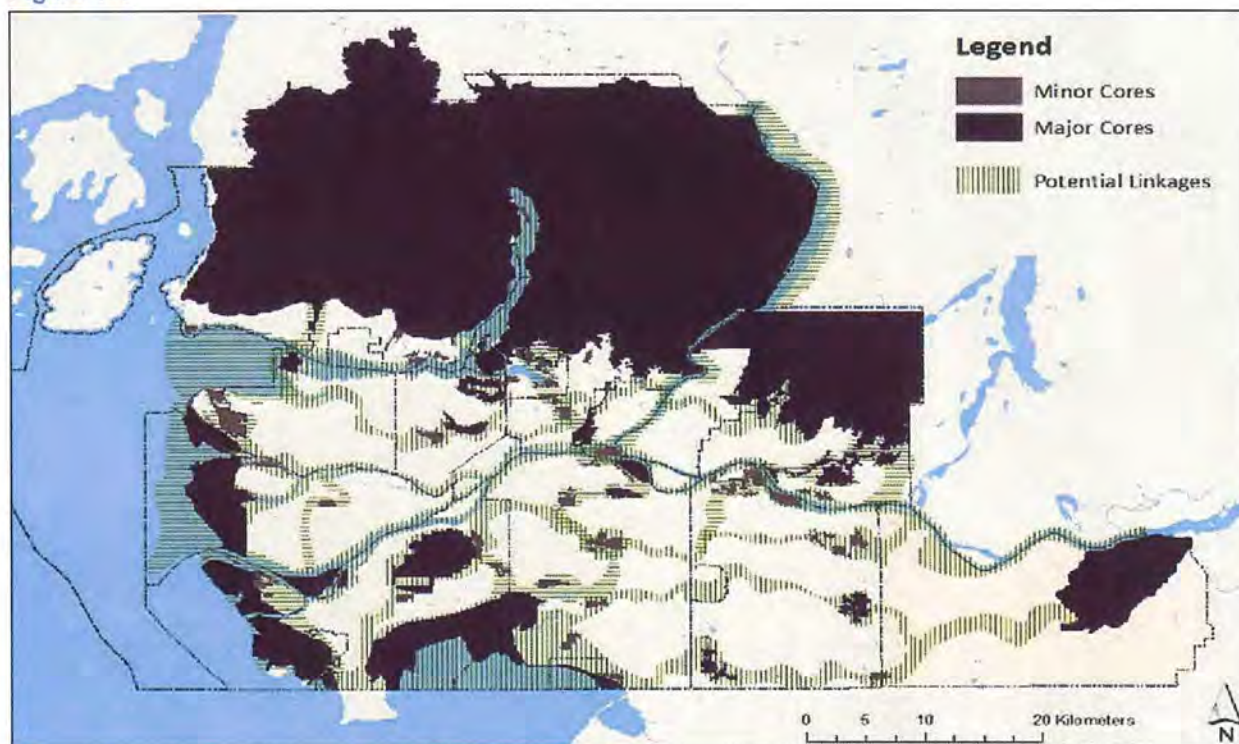


### Hamilton Area Plan: Integrating Ecological Connections into a Neighbourhood Plan

The update of the Hamilton Area Plan was approved in February of 2014. The update provides an opportunity to improve the Queen Canal Greenway via future development. A concept strongly supported through the public consultation process, improvements to the canal would not only contribute to rainwater management and an important trail and natural amenity space, but would serve as an ecological connection between the North and South arms of the Fraser River. The Area Plan update also seeks to create a high street that will integrate creative storm water management systems with pedestrian-friendly mixed-use development. This concept proposes the use of bioswales, rain gardens and engineered wetlands; a true example of green infrastructure improvements being planned for early within a redeveloping neighbourhood.



Figure 1-4



Draft Regional Green Infrastructure Map (Source: Metro Vancouver Draft Strategy Guide for a Regional Green Infrastructure Network, 2013).

### City Centre Area Plan (CCAP)

The CCAP contains a section for Ecology and Adaptability that contains policies supporting interconnected ecological services, green infrastructure opportunities and public education. The Parks and Open Space section of the CCAP speaks to the EN through policies supportive of the integration of ecological zones and greenways into the City Centre.

### Bylaws

While there is no bylaw that specifically addresses the EN, there are several bylaws that support the maintenance and protection of various EN components including the Tree Protection Bylaw, the Pesticide Use Control Bylaw, the Pollution Prevention Bylaw and the Watercourse Protection and Crossing Bylaw (see Appendix for a full list).

### Environmentally Sensitive Area (ESA) Management Strategy

Completed in June 2012 the ESA management strategy introduced the EN concept and served as a guiding document to update the ESA Development Permit guidelines for the recent Richmond 2041 OCP update.

### Riparian Management Areas (RMAs)

In response to Provincial legislation, the City has delineated 5 or 15 metre setbacks from the top of bank of certain watercourses throughout Richmond. No buildings, structures or surface treatments are permitted within the setback, however planting of native species is encouraged. The RMA is currently not supported through Bylaws or Development Permits.

## **2022 Parks and Open Space Strategy (POSS) & Garden City Lands**

The recently adopted 2022 Parks and Open Space Strategy is comprised of seven focus areas, each containing several outcome statements. Each focus area speaks to and supports various facets and components of the EN, with the "Green Network" focus area speaking specifically to the parks and open spaces system contributing significantly to the conservation and enhancement of the EN. This focus area contains three Outcomes, each with associated priority actions, programs and initiatives that support the EN:

1. Nature and natural areas are recognized as fundamental building blocks of a livable and healthy city.
2. The parks and open spaces system includes a range of green spaces that support recreation, social interaction and psychological and spiritual renewal.
3. The parks and open spaces system contributes significantly to the health of the EN.

This final outcome also includes an action to develop park natural areas protection and management guidelines to direct the protection and maintenance of the City's natural areas based on the recommendations of the 2012 ESA Management Strategy. This would ensure that sensitive ecological areas in parks remain protected and managed.

The status of the Garden City Lands will be governed by Council direction of the upcoming Garden City Lands Legacy Landscape Plan. This plan, once approved, will direct the intent for these lands for the future, including EN considerations for the site.

## **Sustainability Framework (In Development)**

The Sustainability Framework is the City of Richmond's high level strategic plan to guide development into a more socially, economically and environmentally sustainable community over the coming decades. The Sustainability Framework defines the characteristics of a more sustainable Richmond; articulates how the City and other partners will pursue a sustainable community; and establishes how we will track our progress towards sustainability. The EN is a key strategy within Richmond's Sustainability Framework.

## **Integrated Rainwater Resources Management Strategy (IRRMS—In Development)**

As a member of the Greater Vancouver Sewerage and Drainage District, Richmond has committed to the stormwater management requirements of the 2010 Metro Vancouver Integrated Liquid Waste Resource Management Plan. The IRRMS will fulfil these commitments and focuses on strategies for utilizing the resources contained in traditional waste streams such as the efficient use of energy, drinking water, nutrients in sewage and the re-use of rainwater after it falls on buildings and the ground. The strategy directly references the EN in its third objective, "Maintain the ecological health of existing habitat areas and provide enhancement opportunities to improve the City's ecological network". It provides recommendations for green infrastructure and habitat enhancements for a variety of land-use types across the City. Moreover, these recommendations focus on many of the challenges the EN seeks to address including decreasing water quality and habitat quality, increase in impervious coverage of new developments, bank erosion and slumping and strengthening infrastructure through the enhancement of green infrastructure measures that increase ecosystem services.

## **Social Development Strategy (2013-2022)**

Richmond's Social Development Strategy was adopted by Council in 2013 and guides decisions and resource allocations on social development matters over the next 10 years. While the strategy does not directly reference the EN, it speaks to the synergies between social development, sustainability, health and creating community partnerships; many of these themes are reflected in the EN and play an important role in creating the healthy ecological communities that increased livability.

## **Dike Master Plan (DMP)**

In response to rising sea levels, the Dike Master Plan (DMP) identifies future dike alignments and flood protection concepts for a 100 year planning horizon. Phase one of the DMP considered the Southern West Dike and the Steveston area, and its recommendations were endorsed by Council in April of 2013. Five strategic directions inform this plan:



1. Working Together
2. Amenities and Legacy
3. Thriving Ecosystems
4. Economic Vitality
5. Responding to Climate Change and Natural Hazards

The plan identifies the creation of a new primary dike alignment using Steveston Island and identifies the potential to create offshore wave mitigating barrier islands along Sturgeon Bank. Both of the concepts have the potential to create large areas of new intertidal and marsh habitat.

### Partners for Beautification

The Partners for Beautification (PFB) program provides opportunities for local residents or groups to “adopt” various components of the City (street, garden, park, tree, trail, portion of the dike, or an Environmentally Sensitive Area) in order to enhance its ecological, recreational and social function as well as build a sense of stewardship and awareness within the community. The Partners for Beautification is facilitated through the Parks Department. Its framework can synergistically support increasing community stewardship, awareness and sense of ownership over the protection and management of the EN.

## Roles and Responsibilities

Responsibility for managing Richmond's EN is shared by several levels of government, First Nations, private citizens, landowners, and stewardship groups. Table 1-1 on the following page summarizes the different roles government, stewardship groups, and others play in the management of the EN.

**Table 1-1: Organizations and Other Groups Involved in the Management of Richmond's Ecological Network**

Component	Roles and Responsibilities
City of Richmond	City of Richmond is responsible for planning and regulating land use including enacting an Official Community Plan (OCP), zoning, regulating land use and buildings, and designating parks and other amenities. Richmond uses Development Permit Areas to protect the natural environment, as well as a Tree Protection Bylaw, a Riparian Management Areas Strategy, and the Parks and Open Spaces Strategy (see Planning Context in Part 3 of this report).
Federal Government	Federal Government has a diverse role in environmental management including fish, species at risk, and migratory birds. Fisheries and Oceans Canada manages fish and fish habitat, including the foreshore of the Fraser River and some inland watercourses. Species at risk are protected by the Species at Risk Act (SARA).
Provincial Government	Provincial Government is responsible for the management of water, wildlife, contaminated sites, and other issues related to maintaining a healthy environment. The BC Ministry of Environment is responsible for the regulation of watercourses and riparian areas through the Water Act and Fish Protection Act (Riparian Areas Regulation). The Ministry of Environment manages the Sturgeon Bank and South Arm Islands Wildlife Management Areas. The Provincial Inspector of Dikes oversees dike maintenance and construction.
First Nations	First Nations have been using Richmond for over 5000 years. The Musqueam First Nation has a small undeveloped reserve on Sea Island, and is resolving land claims within an area that encompasses Richmond.



Component	Roles and Responsibilities
Metro Vancouver Regional District	MV Regional District plays a supporting role in the management of the EN. Its recent "Ecological Health Action Plan" describes a green infrastructure approach and it recently completed a Sensitive Ecosystem Inventory. The Integrated Liquid Waste and Resource Management Plan guides stormwater management. Metro Vancouver Parks manages Iona Beach Regional Park and Don and Lion islands in the Fraser River.
Port Metro Vancouver	Port Metro Vancouver, a corporation established by the Government of Canada in January 2008, owns and manages land and water-based transportation and industrial lands throughout the region, including areas south of No. 8 Road in south Richmond. It has a variety of environmental management policies and programs including the management of some of the roles associated with the now disbanded Fraser River Estuary Management Program (FREMP).
Vancouver International Airport	The Vancouver International Airport (YVR) is owned by Transport Canada. Most of its land base is developed and YVR has environmental management initiatives and policies to manage lands with ecological values.
Private Landowners	Most lands in Richmond are privately owned and include residential areas, commercial and industrial lands, and agricultural lands. Private landowners have a critical role in protecting ecological values in the EN avoiding development in sensitive areas and managing stormwater runoff and water and soil quality.
Farmers	Farmers play an essential role in the management of the EN, and given that roughly 38% of Richmond's land area is within the Agricultural Land Reserve, farming practices influence ecosystem performance and resilience.
Land Stewards	Groups and individuals involved in volunteer-based stewardship of parks and other natural areas play a critical part of the management of the EN. They support restoration and management projects, monitor ecological health, and raise the profile of natural areas conservation.



#### Grauer Lands: Land Acquisition and Partnerships for Stewardship

In 2012, the City of Richmond, in partnership with Ducks Unlimited Canada purchased the largest remaining privately owned land along the Sturgeon Banks. The 51 hectare area is comprised of tidal wetlands, significant for millions of migrating birds, and habitat that plays a crucial role in the life cycle of all five Pacific salmon species as well as Sturgeon, flounder and numerous estuarine species. This partnership represents an important opportunity for Richmond's Ecological Network as it not only secures privately-owned intertidal lands for ecological conservation, but also supports the connection to nearby trails, ensuring that the public will continue to experience the benefits of Richmond's foreshore natural ecology first-hand and inspire further stewardship actions and initiatives.

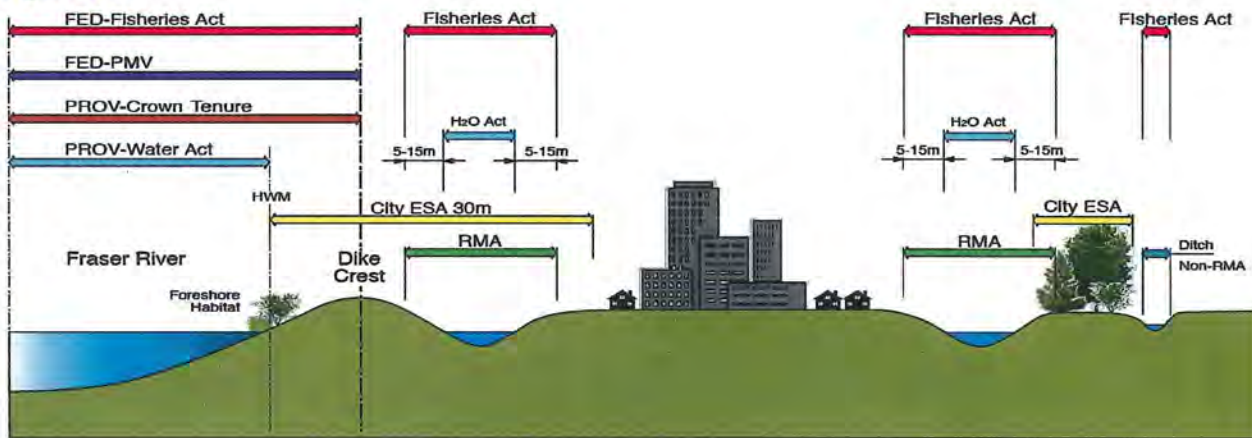
## Foreshore Jurisdictions

The foreshore for the Fraser River and the West Dike is jurisdictionally complex. Key components that influence the management of the EN are summarized below:

- The foreshore and sea- or river-bed outside Richmond's perimeter dike and below the high water mark (under the Land Act referred to as "natural boundary") is owned by the Province of BC (Crown).

- The public is able to use the foreshore; however, this only includes limited rights including navigation, anchoring, mooring, and fishing.
- The Province of BC grants leases for shellfish aquaculture, log storage, moorage, and other activities. It is also responsible for dike management.
- BC's Provincial Inspector of Dikes is responsible for the general supervision of dike maintenance and construction to protect public safety. However, local diking authorities, such as the City of Richmond, are responsible for dike operation and maintenance activities that include inspection and emergency response.
- The federal government owns and manages the water column and is responsible for the management of fish habitat (through Fisheries and Oceans Canada) and navigation (through Transport Canada).
- Port Metro Vancouver regulates marine traffic, owns and manages industrial and port-related lands, and coordinates environmental assessments of foreshore development within its jurisdiction.

Figure 1-5



Foreshore Jurisdiction in Richmond



## Importance of Agriculture Lands for the Ecological Network

Richmond's agricultural lands play a critical role in maintaining the City's environmental values and ecosystem services. Not only are they essential for food production and provide most of the City's green space, but over 30% of EN lands identified by this study are within the Agricultural Land Reserve. These areas include cultivated and natural wetlands, bog forest, remnant forest patches, and old fields. While some of these ecosystems are predominantly natural, most are the result of previous or current agricultural practices. Figure 1-6 depicts the significant role that old field sites play within a mosaic of land-uses in Richmond.



The City of Richmond recognizes the importance of farming. Farmers need to cultivate their lands to be successful, and they face many obstacles to be economically viable, often with few options to avoid farming in ecologically important areas. Examples of farming operations that protect and respect ecological areas and their beneficial services include maintaining headlands and hedgerows to protect habitat, apiculture (bee hives for honey and pollination purposes), the preservation of riparian setbacks around watercourses, and controlling runoff. Farmers often understand the ecological benefits of sound farming practices as they too benefit from clean water, unpolluted soils, and clean air. The Environmental Farm Plan Program (managed by the BC Agriculture Research & Development Corporation) is one way in which farmers can be supported in improving the ecological sustainability of their farming operations.

### Delta Farmland and Wildlife Trust

The Delta Farmland and Wildlife Trust (DF&WT) is a non-profit organization that promotes the preservation of farmland and wildlife habitat through co-operative land stewardship with local farmers in the lower Fraser River delta. Each year the Trust provides local farmers with \$325,000 of cost-sharing funding through stewardship programs including the Grass-land Set-aside Program, the Winter Cover Crop Stewardship Program and the Hedgerow & Grass Margin Stewardship Programs. These programs provide farmers with tools and finances to enhance and sustain the natural areas on their properties that serve as habitat for beneficial insects, birds and wildlife, as windbreaks, as shade for livestock and for erosion control. Fostering these relationships with local farmers is key to ensuring a connected and thriving ecological network where the natural and working landscapes co-exist and support each other.

Complimenting the ecological role of agricultural lands but at a much smaller and often more urban scale, community gardens provide opportunities to integrate food growing into a variety of areas. Community gardens have a range of benefits beyond food production, including recreation and pollinator and songbird habitat. They can also be used to restore green space in brownfield sites.



Figure 1-6



Example of land use mosaic in south Richmond near Highway 1 and the Deas Island Tunnel. Industrial port development is visible along the river and two areas of agricultural old fields (shown as hubs in red) are located in the centre of the photo. Light industry is found on the western (left) flank and a small amount of single family residential occurs on the upper left.





# PART 2

## Mapping Richmond's Ecological Network





## PART 2 – Mapping Richmond's Ecological Network

### Overview

Richmond's EN was identified using a science-based approach to mapping natural and semi-natural vegetation, assessing the size, distribution, and relative value of natural habitats, and examining the potential connections between them. Vegetation was used as the primary indicator of ecological value and function because it is easily mapped from air photos, and its structure, composition, and condition can be used as a surrogate for a broad range of ecological values including biodiversity. A summary of analysis methods are provided in this section. The resultant maps for this Strategy build upon the mapping developed for the EN in the 2041 Official Community Plan (both found in Appendix 2 of this report). These include the EN Management Map (page 9-3 in OCP) and the ESA Development Permit Type Map (page 14-81 in the OCP). Note: The EN mapping undertaken for this Strategy includes the Garden City Lands. All future initiatives for the CGL will ensue in accordance with the *Garden City Lands Landscape Legacy Plan*.

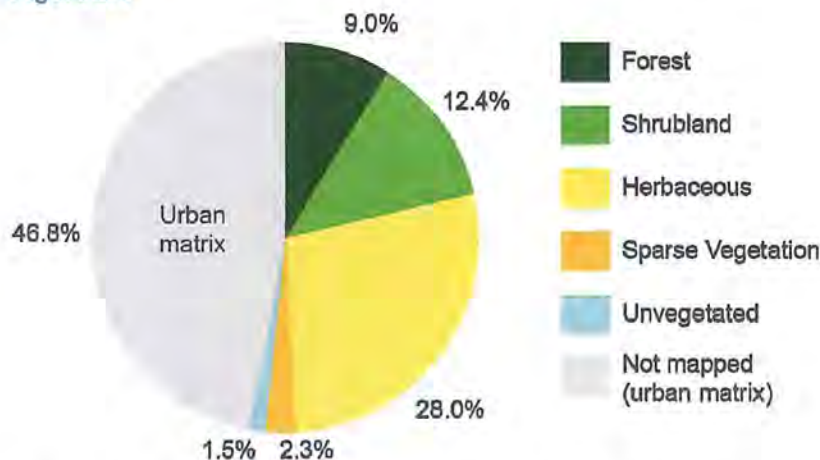
### Mapping of Natural and Semi-Natural Vegetation

Natural and semi-natural vegetation in the City of Richmond was mapped using spring 2009 air photos. Vegetation was divided into five structural classes, and more detailed attributes based on vegetation structure and composition were assigned to each vegetation unit (see Table 2-1 for classification details and Figure 2-3 for examples). Larger wetlands, agricultural fields, and developed vegetation types such as lawns and gardens were also mapped. A limited field review was conducted to verify the accuracy of vegetation mapping.

Key results of the vegetation assessment are summarized in Figure 2-1 and the points below.

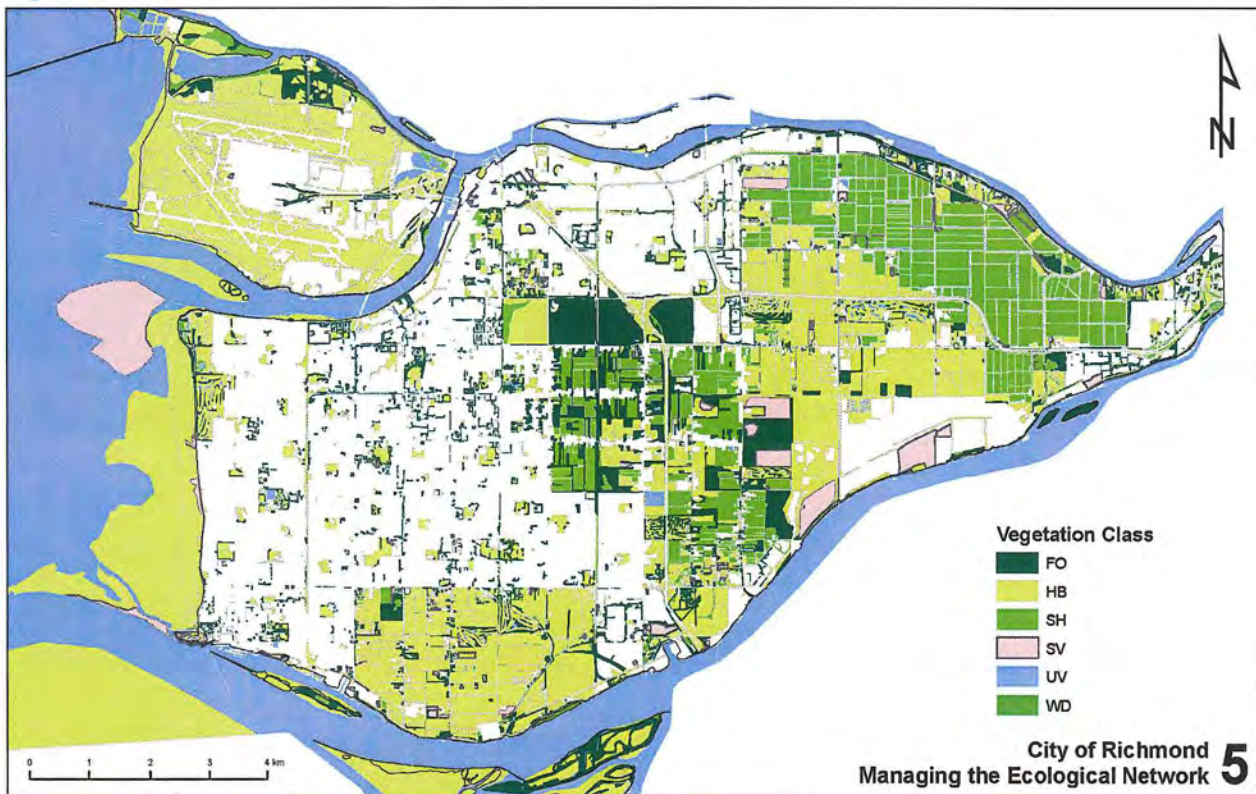
- A total of 6,841 ha of the City of Richmond's terrestrial land area (inside the high water mark) and another 13,861 ha of its marine and intertidal areas (outside the high water mark) were mapped as part of the study. Figure 2-2 summarizes the extent of different vegetation classes in Richmond.
- About 9% of Richmond is forested. Forested plant communities include bog forests composed primarily of shore pine and birch, mature black cottonwood stands along ditches and the banks of the Fraser River, and red alder stands which have regenerated in areas that were previously cleared. Some areas identified as forest are made up of planted ornamental trees and have low naturalness value.

Figure 2-1



Vegetation classes as a percentage of total land area within the City of Richmond.

Figure 2-2



Vegetation mapping for City of Richmond showing the distribution of natural and semi-natural vegetation by class.2012.

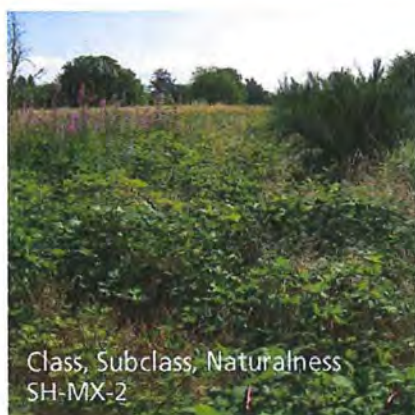
Table 2-1: Vegetation Classes and Subclasses

Class	Subclass
Forest (FO)	Evergreen Forest (FO-EV) Deciduous Forest (FO-DE) Mixed Evergreen-Deciduous Forest (FO-MX)
Shrubland (SH)	Evergreen Shrubland (SH-EV) Deciduous Shrubland (SH-DE) Mixed Evergreen-Deciduous Shrubland (SH-MX)
Herbaceous (HB)	Perennial Graminoid Vegetation (HB-GR) Hydromorphic Rooted Vegetation (HB-HY) Annual Graminoid or Forb Vegetation (HB-AN)
Sparse Vegetation (SV)	Boulder, Cobble, Gravel, Sparse Vegetation (SV-BO) Unconsolidated Material Sparse Vegetation (SV-UC)
Unvegetated (UV)	Unvegetated Unconsolidated Material (UV-UC) Unvegetated Water (UV-WA)



**Table 2-2: Naturalness Values for Richmond's Vegetation**

Naturalness	Definition
5. Natural	Undisturbed by direct human activity.
4. Mainly Natural	Disturbed historically (logged) by sufficient time to restore native species and structure.
3. Semi-natural	Disturbed vegetation; predominantly native species but lacking some species and structures associated with natural vegetation.
2. Altered	Heavily disturbed vegetation that is often a mix of native and non-native species; may be recovering or rapidly changing.
1. Cultural	Vegetation that is regularly maintained.



- Herbaceous vegetation is the dominant vegetation class in Richmond, covering 28% of Richmond's land area. Most of the herbaceous cover is comprised of agricultural fields, rough grass areas that are not actively cultivated, and playing fields and lawn areas in parks. Old fields (abandoned or fallow agricultural lands with a mix of grass and shrub vegetation) are also present.
- Shrub cover accounts for another 12% of Richmond's vegetation. This includes shrub communities in bogs (composed of Labrador tea, bog blueberry, and salal), agricultural fields in cranberry or blueberry production, hardhack and willow thickets in moist sites (such as along watercourses), and areas of Himalayan blackberry and other predominantly non-native shrubs along ditches, railway rights-of-way, roadsides, fence lines, and field margins.



- Only a small area of Richmond's land area (approximately 4%), is covered by sparse vegetation or is unvegetated. Sparse vegetation includes habitats like the sand dunes at Iona Beach. In contrast, 90% of intertidal and marine areas are either sparsely vegetated (e.g., mudflats) or unvegetated (mostly river channel). More natural sparsely vegetated sites include beaches and mudflats while less natural sites include dyke faces and recently cleared development sites.



#### **Old Fields: An Important Part of Richmond's Ecological Network**

The South Coast Conservation Program identified "old fields" as an important ecosystem for biodiversity in the Lower Fraser Valley. Old fields are abandoned or long-term fallow agricultural lands dominated by grasses and shrub species (often forming hedgerows and thickets). They are similar to historic natural prairie, grassland and estuarine salt marsh communities which once had a wider distribution on the South Coast. Richmond's old fields provide habitat for small mammals such as voles on which barn owls and other owls and hawks depend.

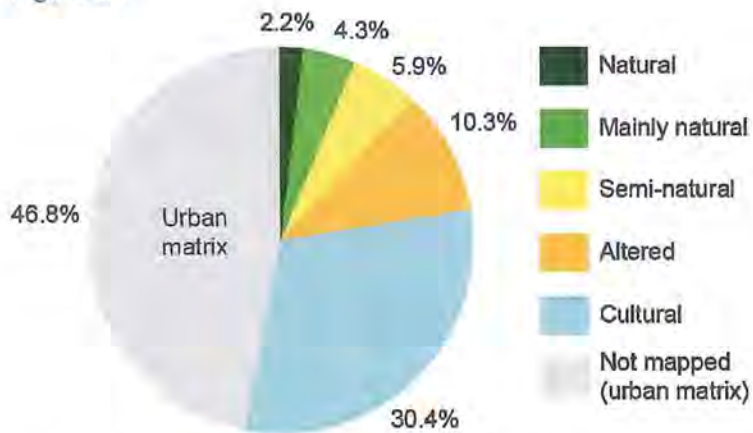
## **Assessing Naturalness**

Vegetation naturalness is an important attribute for assessing ecological function and value, particularly for biodiversity. Naturalness describes how altered a landscape or area is from its natural state. This attribute was assessed on a scale from 1 (least natural) to 5 (most natural) for each unit (see Table 2-2 and Figure 2-3 for examples). For example, maintained non-native shrubs in a landscaped bed in an urban park generally have lower value for biodiversity than native shrub vegetation. Similarly, natural wetland vegetation is indicative of functioning hydrology and water quality relative to constructed landscape ponds without aquatic vegetation.

Key results are shown in Figure 2-4 and described in the following points.

- Of the 20,702 ha of area mapped in Richmond's boundary (land and water), 58% was classified as having some natural characteristics (Naturalness 3, 4, and 5). Only 12% of Richmond's land area has natural or mainly natural characteristics (Naturalness 4 and 5). Most is intertidal wetland, designated as ESA within the OCP.
- Within Richmond's terrestrial land area, approximately:
  - 560 ha (6%) is classified as semi-natural (Naturalness 3);
  - 558 ha (4%) of vegetation is classified as mainly natural (Naturalness 4); and
  - 283 ha (2%) was classified as natural (Naturalness 5).
- Terrestrial areas mapped as mainly natural (Naturalness 4) were predominantly remnant bog forest such as Richmond Nature Park.

Figure 2-4



Naturalness of mapped vegetation as a percentage of total land area within the City of Richmond

- The average naturalness value of Richmond's municipal parks was 1.8 which indicates a general lack of ecological features. Comparatively speaking, this is similar to the park network in the City of Vancouver but lower than City of Surrey.
- Because of Richmond's natural and cultural history (most of Richmond was originally part of the Fraser River delta, and most land was diked to allow for settlement and farming), the only vegetation classified as natural (Naturalness 5) are the foreshore marshes and mudflats on Sturgeon Banks and the western perimeter of Sea Island. Figure 2-4 shows the naturalness values as a proportion of Richmond's land area (including areas not mapped).

## Identifying the Ecological Network

Several analyses using the vegetation mapping, watercourse, shoreline, and park system information were undertaken to identify the components of the EN. The main analysis focused on identifying the largest areas of natural vegetation. These were termed "hubs" because of their essential role in sustaining the EN. Hubs are essential for sustaining urban biodiversity, as well as providing other ecosystem services such as capturing, storing and infiltrating rainfall. Smaller natural areas were called "sites" and connections between EN were called either "corridors" or "connectivity zones" depending on their size and configuration. Shoreline and riparian areas, as well as parks and greenways were added to the EN because of their importance as green space for both biodiversity and people.

### Hubs and Sites

Hubs are areas of vegetation comprised of semi-natural or natural vegetation (naturalness  $\geq 3$ ) and 10 ha in size or greater (see Figure 2-5 for example). Areas that were 10 ha were selected as the size threshold for hubs because they can support populations of many native wildlife species, particularly if there are other natural areas nearby. Sites are areas of semi-natural to natural vegetation (naturalness  $\geq 3$ ) between 0.25 ha and 10 ha in size (see Figure 2-4 for examples).

### Shoreline and Riparian Zones

Shoreline areas (lands within 30 m (landward) of the high water mark) were added to the EN regardless of their land use, vegetation, or naturalness. These areas contribute to the health of the adjacent intertidal zone and provide important habitat for wildlife. Stable shoreline zones help maintain the ecological health of adjacent intertidal marshes and mudflats. They are also important sites to manage during development and redevelopment when ecological features such as riparian vegetation can be protected or restored.

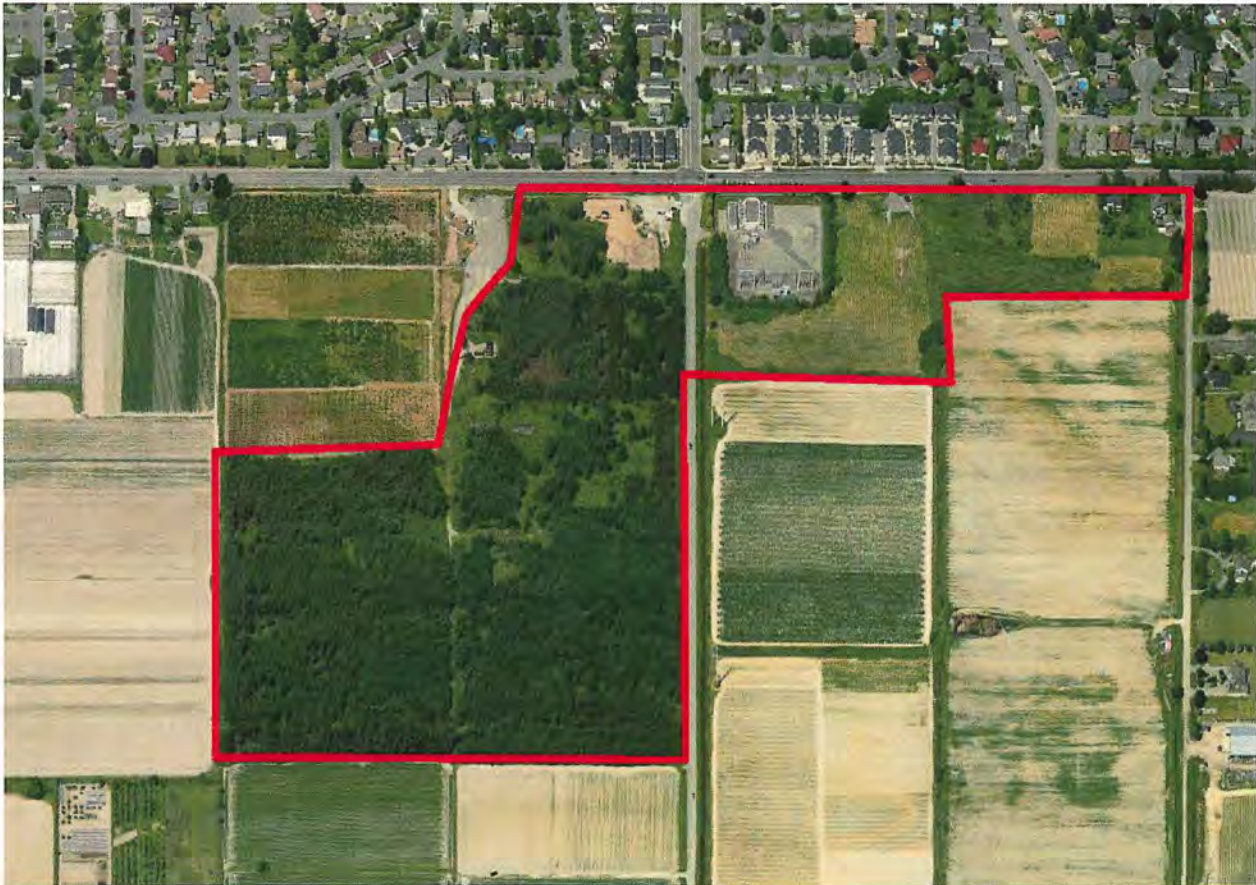


Watercourses and their associated Riparian Management Areas (RMAs; 15 m and 5 m setbacks around selected watercourses in Richmond) are also an important part of Richmond's EN. Riparian areas are recognized as transitional areas between aquatic and terrestrial zones and have a broad range of ecological functions including shading watercourses, filtering runoff, providing nesting and feeding areas for birds and mammals, and acting as wildlife corridors in urban landscapes.

### Parks and Greenways

Public parks and greenways were added to the EN for two reasons. First, they are publically-owned lands which offer opportunities for City-led restoration and enhancement focusing on green infrastructure. The stormwater pond in Garden City Community Park is an example of stormwater-related green infrastructure in an urban park. Second, most of Richmond's public parks and greenways contain only small amounts of natural ecosystems. The City can play a leadership role in EN protection and improvement by further managing some of them for ecological enhancement. Public parks and greenways cover 668 ha, just over 5% of the land area of Richmond. This represents significant opportunity for further hub and site acquisitions and ecological corridor linkages.

**Figure 2-5**



Large Ecological Network Hub (Gilmore-Northwest) in the agricultural area north of Steveston. The 22.9 ha unit encompasses regenerating forest, shrublands, and old fields. While the hub encompasses cultural vegetation, roads, and houses, its large size make it ecologically important.



## Assessing Connectivity within the Ecological Network

Connections between different parts of the EN are essential for creating an inter-connected system. Two complimentary methods were used to assess connectivity within the terrestrial components of the EN: (1) corridor analysis using a landscape impedance model; and (2) landscape permeability using Circuitscape analysis. Both methods assess *potential* areas that allow for the movement of biodiversity through the complex ecological landscape that characterizes Richmond. The main differences are that corridor identification delineates specific routes between each hub in the EN, while the Circuitscape analysis identifies a broader range of routes or movement zones (see Figures 2-7 and 2-8). They are complimentary analyses that assist in understanding how biodiversity may move through the landscape and identifying potential corridors and connectivity zones. It should be noted that both these methods served as tools to aid in understanding the highly complex nature of species movement across a complex landscape; a difficult thing to quantify and display. These connectivity analyses represent one set of tools among several used to develop the EN Assets and Opportunities maps presented in Part 3 of this report; the maps that will serve as guides for future work and enhancements within the EN.



Ecological and recreational connections between east and west components of Richmond Nature Park are reduced by the Highway 99 Corridor (red dashed line).

### What is Connectivity?

"Connectivity" is a way of understanding how wildlife and other parts of the ecosystem are able to move through the landscape. We know that many species—birds, fish, amphibians, and mammals, use different habitats for different parts of their lifecycle. We also know that urban landscapes often have poor connectivity because roads, residential areas, and developed parks create fragmented habitats. Building a functioning Ecological Network means strengthening connections using corridors like streams or greenways.

**Corridor Analysis.** An analysis incorporating the permeability (or, conversely, impedance) of Richmond's landscape for the movement of biodiversity was used to identify potential corridors. Vegetation mapping was combined with existing land use, roads, and other data layers to map how the landscape affects biodiversity movement. The analysis delineated paths offering the least resistance (e.g., preferred land cover types for wildlife species, lowest number of barriers) to wildlife movement between hubs. This initial corridor network was then modified and supplemented by removing corridors that were unlikely to function because of length or habitat quality, adjusting corridors to follow existing greenways and riparian corridors where they were in proximity, and adding new corridors where greenways or riparian corridors have been designated. Potential corridors were classified qualitatively according to their function where:

A **functioning corridor** is a linear area of habitat with continuous or near-continuous natural vegetation cover along its length. This type of corridor offers an existing pathway for wildlife movement between hubs.

An **impaired corridor** has some natural vegetation cover along its length but contains significant gaps that are currently compromising its function as a pathway for wildlife movement between hubs. As a result, actual use of the corridor in its current state may be limited. This type of corridor has a high potential for restoration.



A **non-functioning corridor** has little to no natural vegetation along its length and does not function as pathway for wildlife movement between hubs in its current state. Non-functioning corridors were identified based the corridor analysis and are shown where connectivity would significantly benefit the integrity of the EN but is currently lacking. Larger-scale restoration efforts would be required to restore connectivity in these areas.

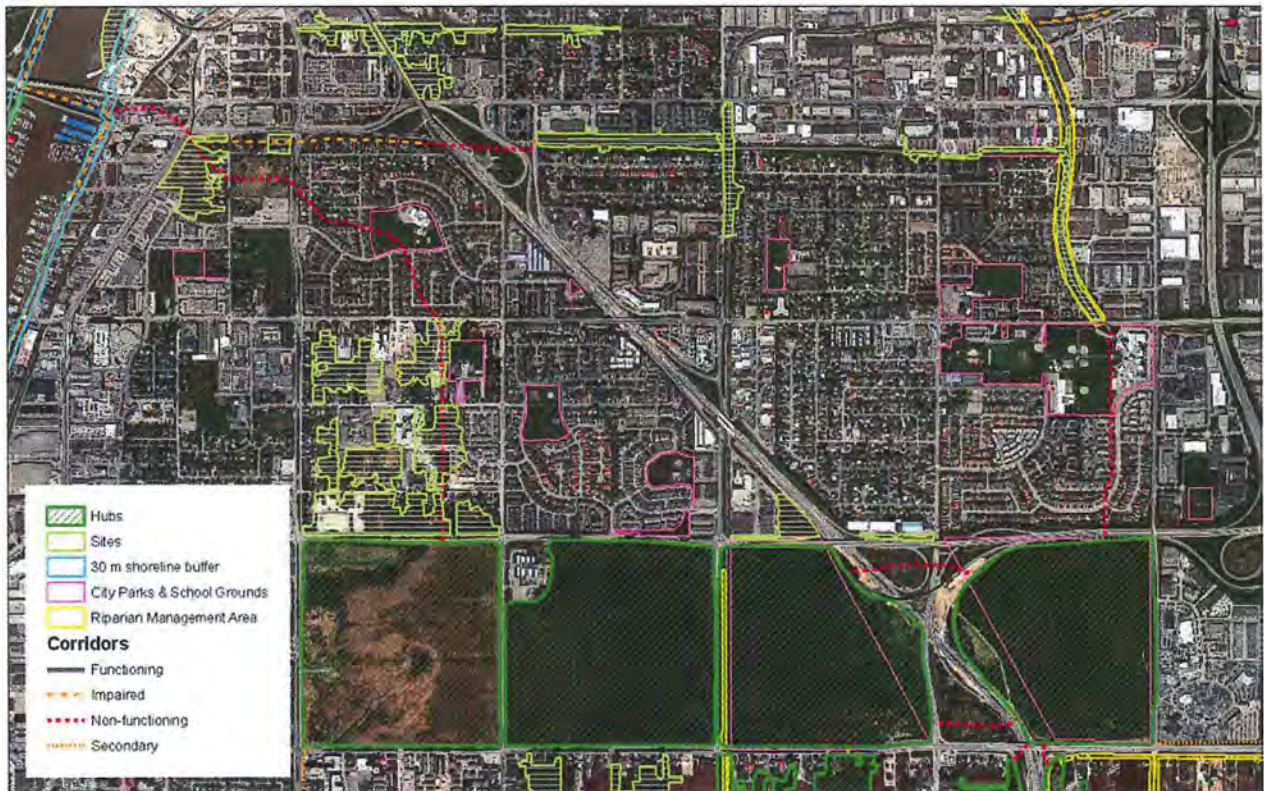
**Figure 2-6**



Examples of corridors and connectivity zones: Bath Slough (left) connects King George Park with the Fraser River through a linear corridor composed of watercourse, shrub and grass areas, and mixed forest. The fairways of Quilchena Golf and Country Club provide a connectivity zone (in orange) which maintains wildlife movement along the West Dike south of Terra Nova Park.



Figure 2-7



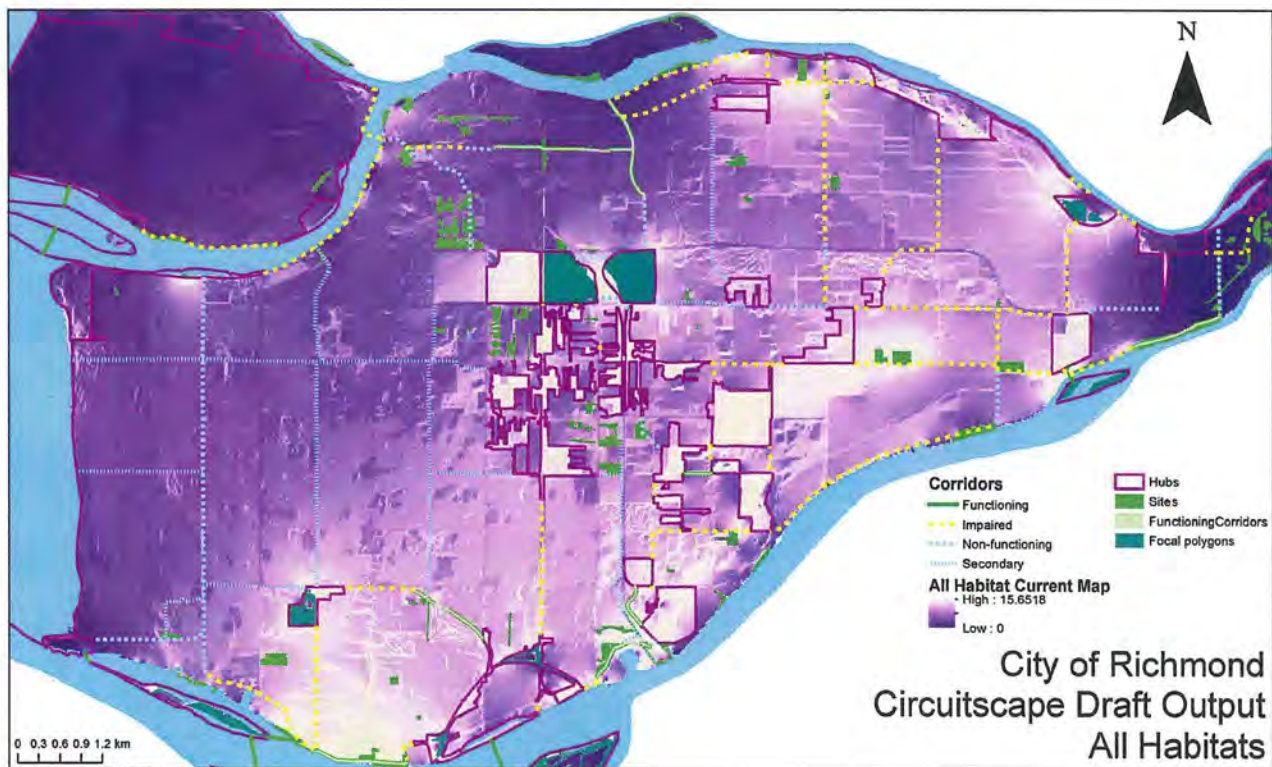
Example of Ecological Network connectivity in north central Richmond including the downtown area. Most of the identified corridors are considered "non-functioning" because of the intensity of urban land use.

**Circuitscape Analysis:** Circuitscape is a computer model that applies the concepts of electrical circuit theory to ecological landscapes. Simulated electrical current, representing the movement of biodiversity, finds the path of least resistance between different habitat areas. Areas of good habitat will have low resistance to the current's movement and areas of poor habitat will have higher resistance which will slow the flow of current, and in extreme cases will block the current all together. Circuitscape analysis was used to model four different habitat types (forest, wetland, shrubland, and old fields), and compared for species with high (e.g., birds) and low (e.g., amphibians) mobility.

Circuitscape has two advantages. Firstly it does not constrain connectivity to a single path or corridor. Current is free to flow anywhere and multiple pathways will often be identified as well as dead ends where a pathway meets resistance and cannot continue. This is more realistic of how biodiversity uses the landscape; mobile wildlife often use a range of possible routes or corridors rather than the single path identified (as in the corridor analysis described previously). Second, the flow of current in Circuitscape is based on the resistance a species encounters as it randomly moves across the landscape. Again, this is more realistic than corridor analysis because side routes or splits in the path are possible. An example of a Circuitscape output map is presented in Figure 2-8. Circuitscape mapping methodology is included in Appendix 3.



Figure 2-8



Example of output from of Circuitscape connectivity analysis. The lighter coloured areas indicate areas of higher connectivity, with darker purple areas indicating low connectivity.2012.

#### Key results of the connectivity analysis:

- The corridor analysis identified 74 km of corridors that were delineated within Richmond's EN. 29 km (39%) of these corridors are located along foreshore areas within the Agricultural Land Reserve. 17 km (23%) of these corridors are located along foreshore areas. Figure 2-8 shows the range of corridors (functioning or non-functioning) in heavily urbanized north-central Richmond.
- 12 km of corridors (17%) mapped in Richmond were identified as functioning and currently provide connectivity between adjacent hubs within the network. 45 km of corridors (60%) were classified as impaired and, while providing some connectivity currently, could be improved with minor restoration and enhancement. 17 km of corridors (23 %) were identified as non-functioning. Non-functioning corridors currently do not provide connectivity but represent opportunities to improve connectivity during large-scale City planning.
- The Circuitscape analysis provided complimentary results but was more difficult to interpret. Figure 2-9 shows an example of the city-wide results for the generalized model (all habitats + high and low dispersers).
- Circuitscape highlighted three important results. First, distance is important for connectivity. Habitat patches that are close together, such as the bog forests, old fields, and forests of central Richmond, are better connected than patches that are more isolated. Second, where there is a well-defined route like Horseshoe Slough, adjacent areas become less important for maintaining connectivity. Three, the residential areas of west and central Richmond have very little in the way of functioning ecological connections which emphasizes the value of the Railway Avenue Greenway and other constructed corridors.

## Summary of Richmond's Ecological Network

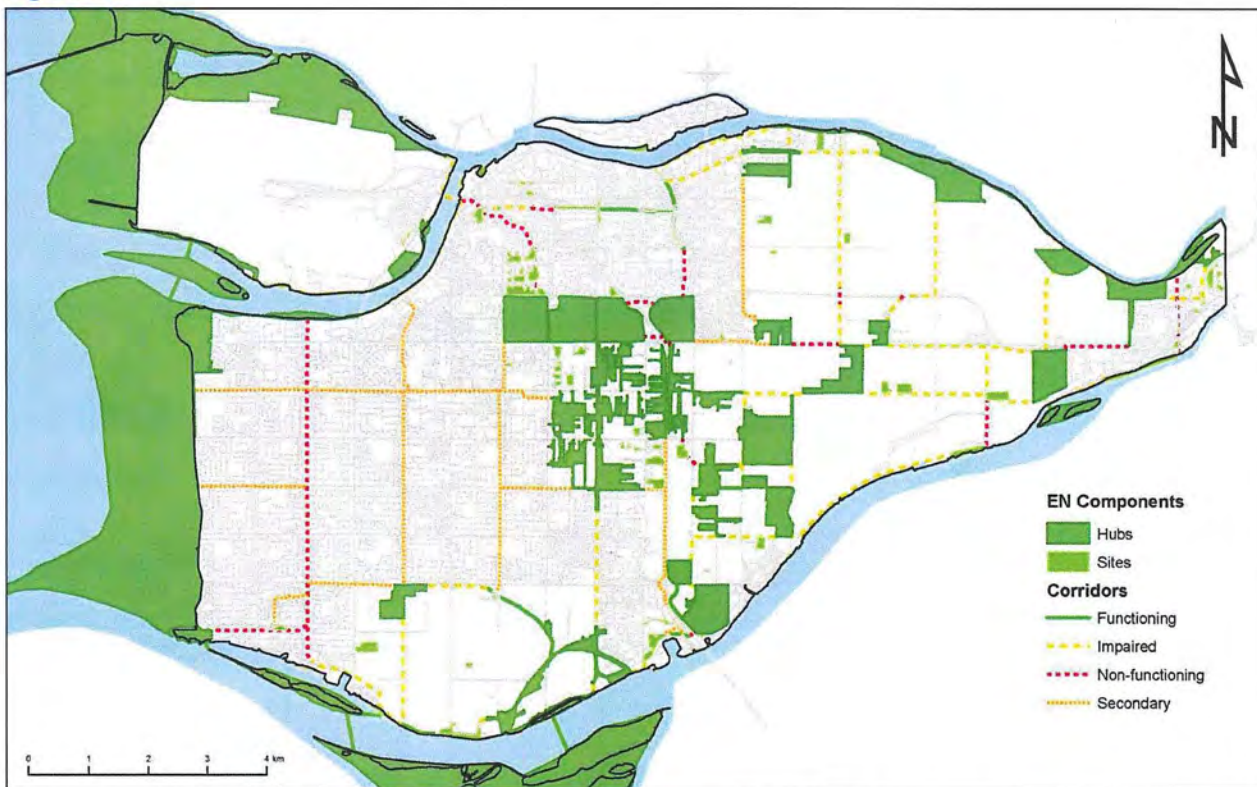
Richmond's EN is shown in Figure 2-9 and summarized in Table 2-3.

### Key points:

- About 23% of the City's total area, including intertidal and marine areas, is within the EN. Almost 2/3rds of the EN is comprised of large hubs, of which over half are marine and intertidal areas. Sites account for <1% of the network, while shoreline and riparian zones make up about 5%.
- A total of 38 hubs and 103 sites were identified in Richmond's EN.
- Hubs range from well-known natural areas such as Richmond Nature Park, Sturgeon Banks and South Arm Islands Wildlife Management Areas, Terra Nova Rural Park, and the Sea Island Conservation Area (SICA), to lesser known areas such as Horseshoe Slough, Northeast Bog Forest, cottonwood forests along River Road, and bog forest areas on either side of Shell Road.
- The five largest hubs within the City of Richmond are Sturgeon Banks (1,025 ha), South Arm Islands (807 ha), Sea Island Southwest (501 ha; predominantly the mudflats west of airport and south of Iona Jetty), Iona Island (269 ha), and Sea Island North (252 ha).
- Most of Richmond's hubs are either outside of the dike (approx. 70%) or within Richmond's Agricultural Land Reserve (approx. 30%). Less than 1% of Richmond's hubs are inside the dike and not in ALR lands. This highlights the importance of Richmond's agricultural areas in contributing to ecological values, especially those which have remained uncultivated and/ or representative of native bog forest environments. It is also an indicator of how few natural areas have been protected within the urban (non-agricultural) areas of Richmond.
- The largest hubs on Lulu Island are along River Road (82 ha; River Road between Kartner Road and Nelson Road), Fraser Lands West (72 ha; west of South Shore port between No. 6 Road and No. 7 Road), Terra Nova (66 ha), and Horseshoe and Finn sloughs (63 ha). With the exception of Terra Nova, all of these hubs are located within the Agricultural Land Reserve.
- Sites are frequently located adjacent to foreshore areas, along watercourses, in agricultural areas, or along transitions between different land use types. Sites include an area in the Cambie West neighbourhood, small foreshore parks such as the off-leash Dog Park (along South Arm of the Fraser River), and Hamilton Highway Park (along Highway 91).
- Concentrations of sites also exist within the Bridgeport, West Cambie, Broadmoor, and Hamilton neighbourhoods of Richmond.
- Connectivity is generally poor because of the intensity of urban or agricultural land use throughout Richmond. Many corridors were classified as non-functioning or impaired. However, the Circuitscape analysis highlighted some areas of better than anticipated connectivity (e.g., central Richmond), as well as areas where connectivity can be improved through the creation of greenways and linear parks.



Figure 2-9



Current state of Richmond's Ecological Network including hubs, sites, parks, shoreline and riparian zones, and corridors.2012.

Table 2-3: Summary of Richmond's Ecological Network Components

Component	Hubs	Sites	Connections <sup>1</sup>	Shoreline and Riparian Zones	Parks and Greenways	Matrix
Definition	Large areas of natural and semi-natural vegetation	Small areas of natural, semi-natural, and semi-modified vegetation	Linear connections or zones of connectivity between hubs, variable width when finally established	Linear strips along dyke areas and watercourses to protect aquatic habitats and other values	City-owned and managed recreation lands, as well as non-City owned schools sites; opportunities for restoration and enhancement	Areas surrounding hubs, sites, and corridors including urban and other modified areas and open water
Size	> 10 ha	0.25–10 ha	30 m wide corridor	30 m buffer inside dyke; 30 m outside dyke; 15 m and 5 m Riparian Management Area buffer	various	n/a
Total Land Area <sup>2</sup>	1,597 ha	178 ha	181 ha	755 ha	667 ha	9,353 ha

Component	Hubs	Sites	Connections <sup>1</sup>	Shoreline and Riparian Zones	Parks and Greenways	Matrix
% of Land Area <sup>2</sup>	13%	1%	1%	6%	5%	74%
Total Intertidal and Marine Area <sup>3</sup>	2,421 ha	31 ha	6 ha	470 ha	47 ha	11,158 ha
% of Intertidal and Marine Area <sup>3</sup>	17%	0.2%	0.0%	3%	0.3%	79%
Total Area of City <sup>4</sup>	4,017 ha	209 ha	187 ha	1224 ha	636 ha	20,510 ha
% of Area of City <sup>4</sup>	15%	0.8%	0.7%	5%	2%	77%
Number	37 hubs	102 sites	84 corridors	-	-	-

<sup>1</sup> Includes functioning, impaired, and non-functioning corridors, and zones of connectivity.

<sup>2</sup> Includes all areas above the high water mark.

<sup>3</sup> Includes all areas below the high water mark.

<sup>4</sup> Includes all areas within the City boundary, including intertidal and marine areas.







A hand-drawn map on a light-colored background, possibly a piece of paper or a digital canvas. The map features several lines and shapes representing different areas. In the top left, there are two markers, one blue and one white. The map includes handwritten text in blue ink: "OLD FIELDS & CROP ROTATION" is written along a line, and "ECOLOGICAL NETWORK" is written in large, bold letters. Below this, "STRATEGY AREAS" is written. A legend at the bottom left shows a box with a diagonal line and the text "CITY CENTRE", and another box with a horizontal line and the text "URBAN NEIGHBOURHOODS". The map also includes some faint, larger text that appears to be "ENHANCED ECOSYSTEM AREAS".

# PART 3

Vision, Goals and  
Strategy Areas

ECOLOGICAL NETWORK  
STRATEGY AREAS

☒ CITY CENTRE

☐ URBAN NEIGHBOURHOODS





## PART 3 – Vision, Goals and Strategy Areas

The Official Community Plan (OCP) states that Richmond's population is expected to increase by 80,000 people by 2041. While the City is preparing to accommodate this growth through infrastructure expansion (e.g., approximately 42,000 new housing units will be needed by 2041) and the updating of Area Plans, the City will also accommodate this growth by enhancing and expanding the natural spaces and green infrastructure that currently make Richmond a healthy, livable City.

The EN has thus far been defined, spatially delineated and assessed in terms of its current components and its current quality. In order for the EN to serve as a relevant and evolving tool for managing Richmond's natural areas, the EN must be future-thinking and set the course for implementation at various scales and through a diverse and flexible set of means. Chapter 9 of the OCP supports this course of action, and the following sections provide the vision, goals and identify the key issues and opportunities that will ensure the EN's continued relevance and strategic implementation.

### EN Vision

*The Ecological Network is the long-term ecological blueprint for the collaborative management and enhancement of the natural and built environments throughout the City, within neighbourhoods, and across land-uses and development types in order to achieve ecologically connected, livable and healthy places in which residents thrive.*

The EN is built upon four primary goals, each one contributing to the achievement of the vision, and each one lending itself to the opportunistic and collaborative approach outlined below.

### Goals

1. **Manage and Enhance our Ecological Assets** – Richmond is home to a unique mix of diverse ecological places; many of which are managed through a range of municipal, provincial and federal levels of jurisdiction. The EN seeks to ensure that these protected areas remain so and are actively monitored and enhanced over time so they continue to provide the ecological services vital to community health.
2. **Strengthen City Infrastructure** – There is vast opportunity to expand the traditional approach to infrastructure in the City through the inclusion of green infrastructure. The EN seeks to not only identify priority areas where the incorporation of green infrastructure into the built environment will enhance building and street performance and efficiency, but also where it will positively contribute to the public realm in terms of ecosystem service provision, education and amenity. Green infrastructure ensures resilience of the built environment while strengthening its connection with the community.
3. **Create, Connect and Protect Diverse and Healthy Spaces** – Complimenting the management and enhancement of our current protected ecological assets (Goal #1), is the need to strategically identify unprotected ecological assets under threat and create a variety of new protected spaces that will be connected to and enrich the existing Network. The EN seeks to identify these areas in a manner that is opportunistic; working with the current and potential function of present ecology, the needs of the community, and future development processes.
4. **Engage through Stewardship and Collaboration** – Central to the continued success of the EN is the community's sense of stewardship over the Network at different scales and levels of participation. The EN seeks to ignite collaboration and stewardship through community involvement and engagement at all levels of EN delivery.

## Implementation Framework

The plan will be implemented through an opportunistic and collaborative approach that will maximize current and future land-use and development policies, guidelines, partnerships, City-wide initiatives, and area-specific projects. Plans, projects and processes which collectively implement the EN demonstrate how this framework for on-the-ground action is incorporated within the City's planning and development context.

In consultation with various City departments, ten (10) EN strategy areas were identified. The strategy areas are based upon vegetation distribution data, land-use, and current and future stewardship and development opportunities. The purpose of the strategy areas is four-fold:

- To provide an overview of Richmond's current ecological assets;
- To identify and group the key areas of the City in order to focus future specific actions where most appropriate;
- To provide tailored guidance on how the EN can be strengthened by different vegetation/ land-use types within the City; and
- To identify the critical issues, key opportunities and stakeholder considerations that pertain to the enhancement and enrichment of the EN in specific areas.

The ten strategy areas are outlined in the following pages. A general description of each area and a statement about the desired outcomes for that strategy area within the context of the EN are provided. In addition, an overview of each area's critical issues, key opportunities and specific stakeholder considerations included in order to guide the stakeholder and public consultation process that will lead to the development of the second phase of the EN management Strategy; the action plan. To organize future actions and consultation, six areas of focus are identified for each strategy area:

- Rainwater Management/ Infrastructure
- Vegetation/Habitat
- Wildlife
- Parks, Open Space, Public Lands
- Private Development
- Stewardship

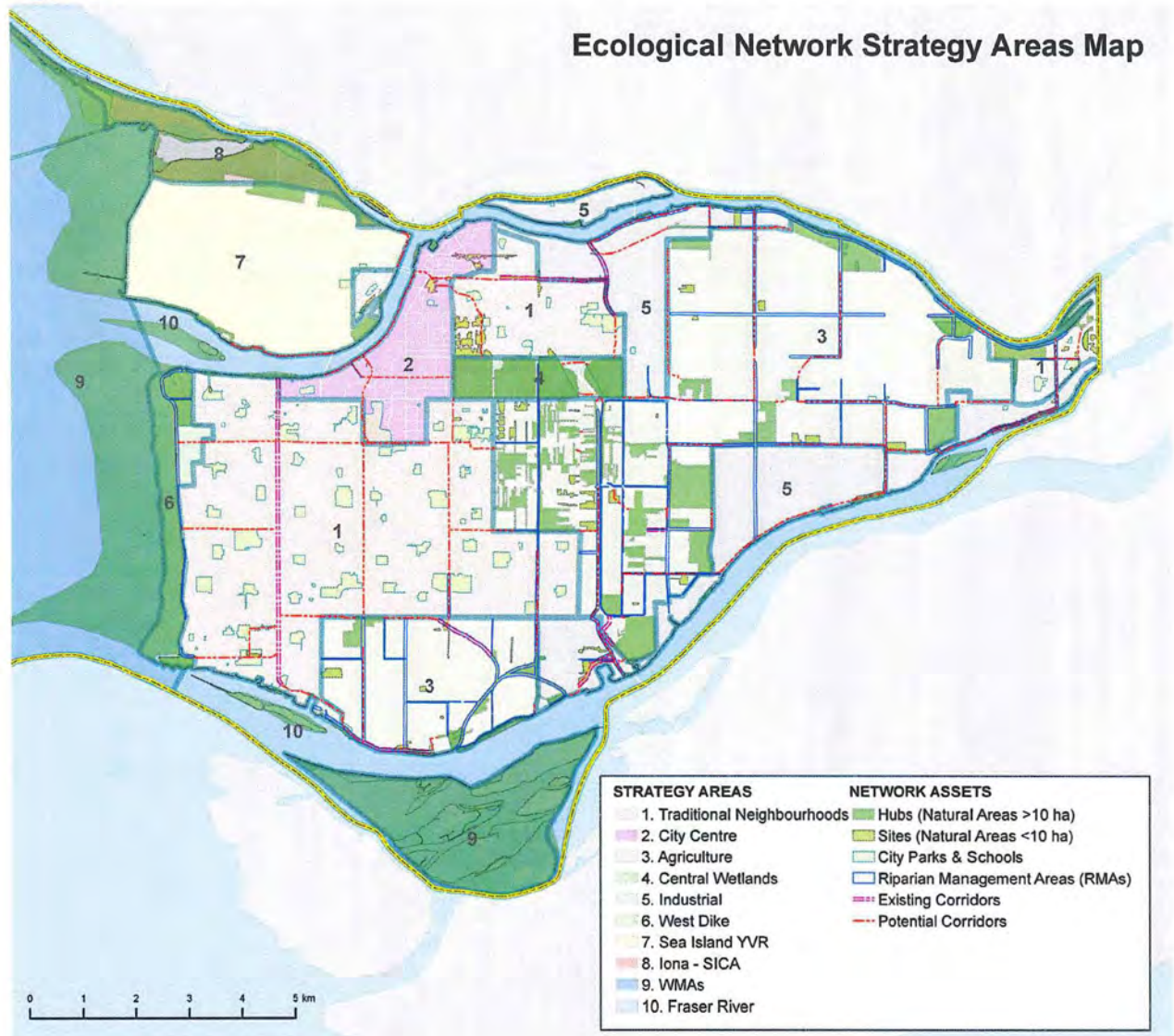
These areas of focus were selected as they represent the EN's various areas of application within the City's planning, development, and operational context. These are also the various themes under which future actions can be applied to fulfill the Goals outlined above. While the application of these areas of focus within each strategy area will vary by land-use, vegetation, City jurisdiction and community, the key message in identifying the components of each of the strategy areas, is that the EN has a role to play on public and private lands, in the natural and built environments and as a catalyst for stewardship and community action.



## Ecological Network Strategy Areas

In direct response to general desire expressed by various City departments for the future management of the EN to be supported by a visual tool, a new mapping product was developed. Figure 3-1 presents an Ecological Network Strategy Areas Map as an on-the-ground guide that not only reflects the current condition of the EN, but identifies priorities in the direction of its long-term evolution via delineation of the 10 strategy areas. The intent is that as the EN is enhanced and expanded, this will be amended to reflect that detail and identify new opportunities.

Figure 3-1



Ecological Network Strategy Areas Map.2014.



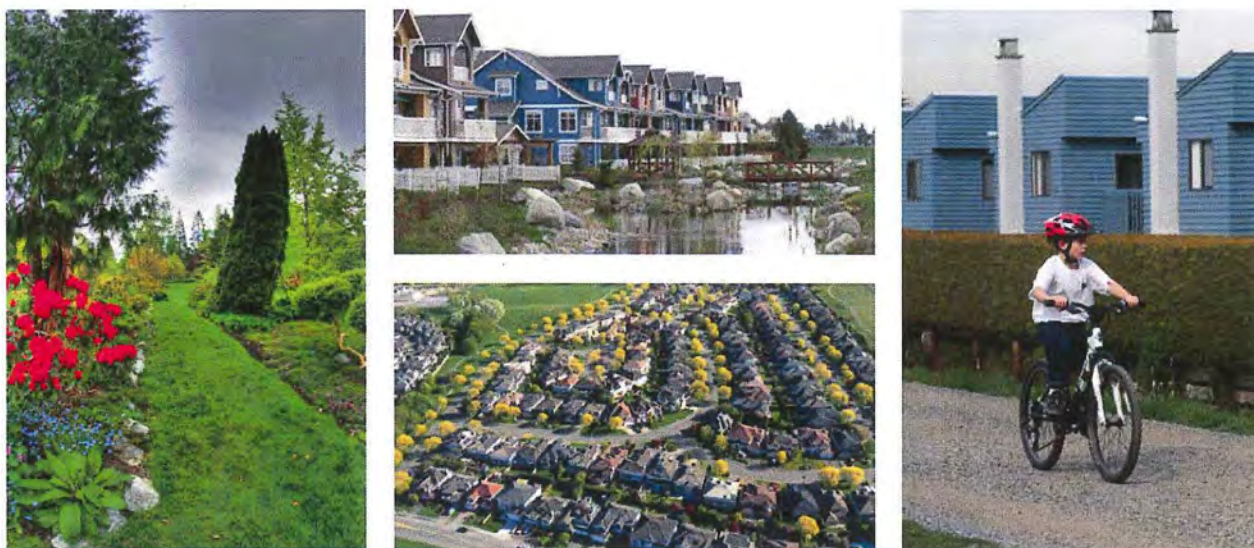


## STRATEGY AREA 1: TRADITIONAL NEIGHBOURHOOD

Richmond's traditional neighbourhoods are comprised primarily of West Richmond, Burkeville, Hamilton, Steveston and portions of the East Cambie, West Cambie and Bridgeport neighbourhoods. West Richmond and Burkeville are primarily single-family residential neighbourhoods, while East and West Cambie and Steveston offer a range of housing types including single-family, townhouses and low-rise building. Over time, under the Hamilton Area Plan, this neighbourhood will become more dense, offering a range of housing types and services. **Ecologically, Richmond's traditional neighbourhoods offer the most opportunity for enhancement as they contain the majority of the City's neighbourhood parks, schools, community centres and backyards; areas ripe for stewardship activities and community engagement.** In addition to these assets, Richmond's traditional neighbourhoods contain key features such as the Railway corridor (West Richmond), the Queen Canal (Hamilton), and Alexandra Greenway (West Cambie). Finally the West Richmond neighbourhood borders on the highly diverse and ecologically valuable West Dike and Sturgeon Bank Wildlife Management Area beyond.







**Desired Outcomes:** Healthy traditional neighbourhoods where neighbourhood parks, school yards and community centres provide spaces for recreation, natural habitat, ecological stewardship and education. These local ecological nodes are connected via an evolving system of trails, greenways, developed urban tree canopies, and ecologically rich back-yard environments that serve as unique areas of rainwater filtration and management. Local residents are well connected to each other via a range of stewardship and education opportunities and feel empowered to be stewards of the natural environment that surrounds their homes, schools and places of work.

<b>Critical Issues</b>	<ul style="list-style-type: none"> <li>• Loss of native and non-native vegetation through ongoing development</li> <li>• Increase in impermeable surfaces (paved lots, driveways)</li> <li>• Riparian Management Area process (awareness raising)</li> <li>• Automobile-centric neighbourhoods and patterns of development (landscape fragmentation, increased impermeable surfaces, decreased walkability)</li> <li>• Invasive species proliferation and loss of native vegetation/ habitat</li> <li>• Inadvertent Encroachment on City-owned lands</li> <li>• Unpermitted tree removal</li> </ul>
<b>Key Opportunities</b>	<p>Naturalization and green infrastructure initiatives in:</p> <ul style="list-style-type: none"> <li>• Backyards</li> <li>• School Sites</li> <li>• Neighbourhood parks &amp; Community Centres</li> <li>• Greenways and pedestrian/ cycling infrastructure &amp; trails</li> <li>• Core stewardship community located here</li> <li>• Large portion borders on the West Dike and Terra Nova</li> <li>• Watercourses</li> <li>• Stormwater management</li> <li>• Maintenance of trees</li> </ul>
<b>Stakeholder Considerations</b>	<ul style="list-style-type: none"> <li>• Residents</li> <li>• Residential developers/ small builders</li> <li>• School District (Green Ambassadors and beyond)</li> <li>• Terra Nova outdoor pre-school</li> <li>• PFB participants</li> <li>• Walk Richmond</li> <li>• Community gardeners</li> <li>• Community Services Advisory Committee</li> </ul>



## STRATEGY AREA 2: CITY CENTRE

Richmond's City Centre is rapidly developing into a high-density mixed-use urban environment characterized by the commercial corridor along No. 3 Road. The area is undergoing a period of rapid development, with significant opportunity for green infrastructure interventions as development takes place. Areas such as the Lansdowne corridor future linear park, and current and future park and habitat enhancement opportunities along the middle arm of the Fraser River, the Lansdowne Mall site, and potentially at Minoru present unique opportunities for green infrastructure integration into the landscape. **Progressive rainwater management strategies, the re-introduction of native vegetation, the provision of appropriate habitat, reduction of the urban heat island effect, and trail and greenway links between pedestrians, cyclists and amenities, are all examples of green infrastructure opportunities.** There is also ample opportunity to engage private developers in the incorporation of various green infrastructure features through the re-development process. The City Centre Area Plan (CCAP) provides additional detail on future parks, greenways and green links, as well as information about connectivity in an urban environment. It serves as an example of how an Area Plan successfully incorporates EN language and concepts.







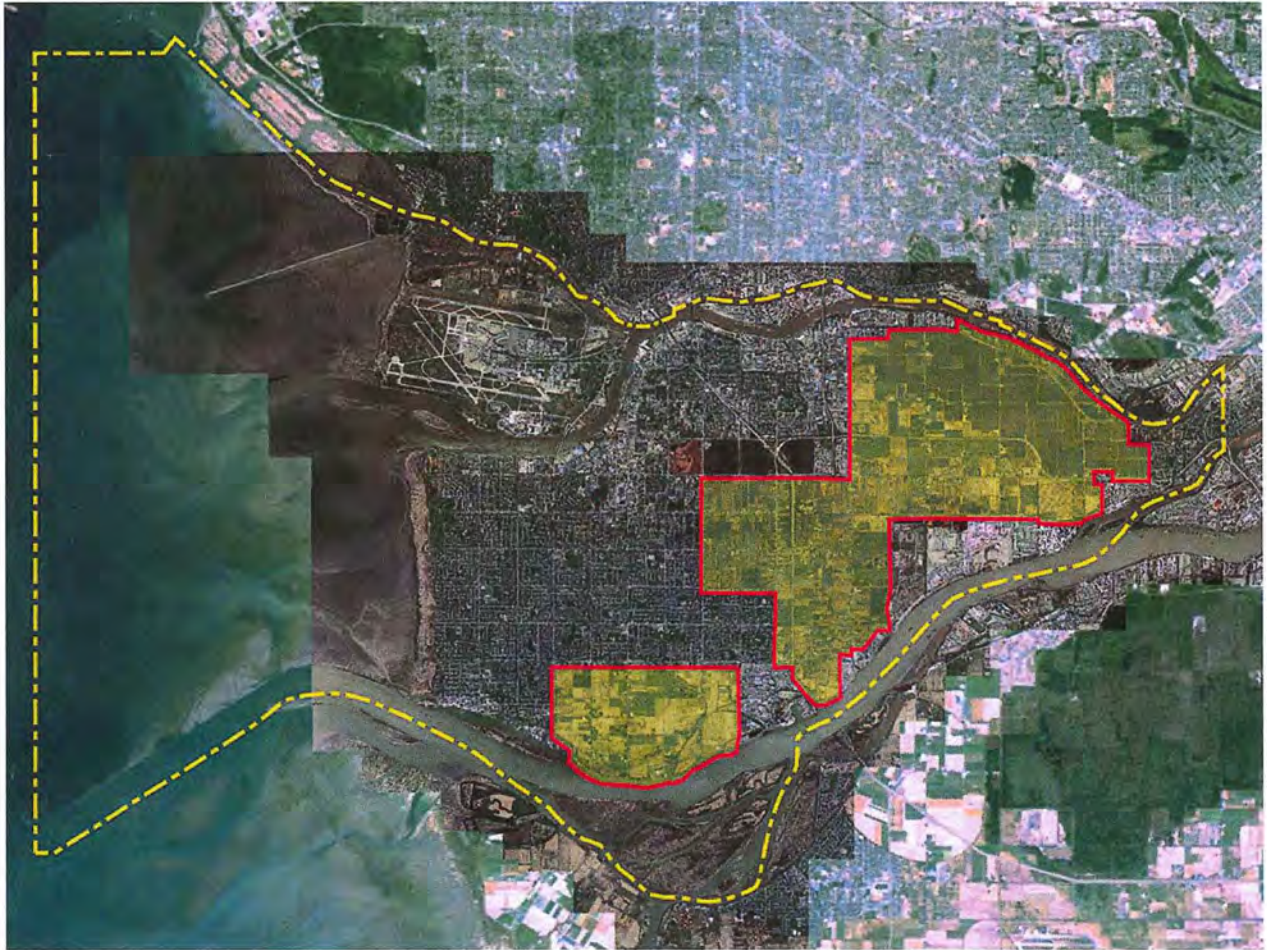
**Desired Outcomes:** The dynamism of a highly urban environment is heightened through the incorporation of ecological function into the urban hardscape with innovative and educational stormwater management features such as swales, rain gardens and engineered wetlands. A continuous tree canopy provides shade, respite and habitat, while continuous landscape elements are composed of native and drought tolerant species. Urban shoreline areas balance recreation with the ecological requirements needed to sustain highly sensitive habitats. Linear parks, urban parks and greenways not only connect pedestrians and cyclists with various amenities, but inherently provide ecological services such as water filtration, air purification, habitat, opportunities for education and natural beauty. Development and EN principles work in tandem to result in the creation of resilient infrastructure and healthy urban environments.

<b>Critical Issues</b>	<ul style="list-style-type: none"> <li>• Loss of native and non-native vegetation through ongoing development</li> <li>• Increase in impermeable surfaces (paved lots, roads, driveways)</li> <li>• Major transit and commercial corridor</li> <li>• Increase in residential development, especially transit oriented development and waterfront development—20,000 new dwellings needed by 2021 (CCAP)</li> <li>• Pre-existing site contamination</li> <li>• Water quality and run-off (including sediment and erosion control for construction projects)</li> </ul>
<b>Key Opportunities</b>	<ul style="list-style-type: none"> <li>• Green infrastructure interventions included at the planning stage</li> <li>• Opportunities for innovative green design requirements</li> <li>• Stormwater Management (IRRMS)</li> <li>• Gradual re-development of large areas with significant civic and public park uses (e.g. Lansdowne)</li> <li>• Increased shoreline ecosystem protection and integration through development</li> <li>• City as a "Living Lab" for green infrastructure trials (e.g. stormwater management innovation)</li> <li>• Partnerships with planning/ architecture/ design programs</li> </ul>
<b>Stakeholder Considerations</b>	<ul style="list-style-type: none"> <li>• First Nations</li> <li>• Residents</li> <li>• Urban Development Institute/ Developers</li> <li>• Local business and organizations (e.g. Chamber of Commerce, Tourism Richmond, Steveston Merchants' Association)</li> <li>• Kwantlen &amp; other academic institutions</li> <li>• Translink</li> </ul>



## STRATEGY AREA 3: AGRICULTURE

Agriculture is a significant land-use within the City of Richmond, yet it does not result in homogeneous vegetation cover or land-use patterns. The Northeastern portion of this area sits atop very moist peat soils and thus comprises of the majority of Richmond's peat-based agriculture (cranberries and blueberries), whereas the central and south western agricultural areas contain field crops, fallow areas, and permitted residential and commercial development. **Key ecological features in the Agriculture Strategy Area include the North-East Bog, a large portion of Richmond's Environmentally Sensitive Areas (ESAs), a significant portion of the City's Riparian Management Areas (RMAs), the majority of Horseshoe Slough and significant shoreline areas along the North and South arms of the Fraser River.** As the majority of the area is privately held and within the Agriculture Land Reserve (ALR), there are limited ecological requirements that the City can place upon such lands, however key initiatives such as Environmental Farm Plans (administered by the BC Agricultural Research & Development Corporation), the exploration of conservation leases, and the encouragement of hedgerow and Riparian Management Areas stewardship will ensure that the ecosystem services inherent to agricultural lands (water filtration and retention, habitat provision, healthy soils) are enhanced and connected to adjacent EN features over time.







**Desired Outcomes:** Agricultural lands play a significant socio-ecological role within the City of Richmond. Farming livelihoods are supported through EN initiatives and contribute to healthy environments while remaining viable. Significant natural habitats are identified and protected via a range of mechanisms including conservation leases, incentives programs and strategic land acquisitions.

<b>Critical Issues</b>	<ul style="list-style-type: none"> <li>• Development that erodes useable farmland and farming livelihoods—(increase in impervious development and/or loss of productive soil)</li> <li>• Loss of Environmentally Sensitive Areas (ESAs)</li> <li>• Impacts to Riparian management Areas (RMAs)</li> <li>• Maintenance of ecologically beneficial habitat areas and ecosystem services that contribute to soil and water health</li> <li>• Inadvertent encroachment onto City land</li> <li>• Management of invasive species</li> <li>• Urban/ industrial/ agricultural interface</li> </ul>
<b>Key Opportunities</b>	<ul style="list-style-type: none"> <li>• Majority of City's ESA sites and hubs are located here and significant number of RMAs</li> <li>• Finding synergies between conventional farming and environmental health (hedgerows, wind throws, clean water/soil)</li> <li>• Several voluntary programs: setback program, hedgerow development, riparian area protection, biodiversity farm plans)</li> </ul>
<b>Stakeholder Considerations</b>	<ul style="list-style-type: none"> <li>• Farmers and farmers associations/institutes</li> <li>• Non-farming residents</li> <li>• User groups (recreational, bird watching, etc.)</li> <li>• Local business</li> <li>• Religious community</li> <li>• Non-profits (e.g. Richmond Food Security Society, Delta Farmland and Wildlife Trust)</li> <li>• Agricultural Advisory Committee</li> <li>• Agriculture Land Commission</li> </ul>



## STRATEGY AREA 4: CENTRAL WETLANDS

Forming the largest in-land contiguous system of EN Hubs in Richmond, the Central Wetlands are comprised of the Richmond Nature Park, the Department of National Defence (DND) lands and the Garden City Lands. These wetlands represent the remaining pieces of what was once the Greater Lulu Island Bog and are characterized by peat soils, bog forest (most prevalent in the Richmond Nature Park) and species such as blueberry, heather, birch, pine, Labrador tea, willow and hemlock as well as a rich communities of mosses, lichens and fungi. The central Wetlands also provide critical habitat to a host of wildlife including the Garter snake, the Pacific Chorus Frog, coyotes, Mule Deer, voles, shrews and a variety of birds of special interest such as Great Blue Heron, Barn Owl and Pileated Woodpecker. **The central wetlands are fragmented, and are threatened by adjacent development, road expansion and invasive species; however, they continue to play a key role in maintaining residual wildlife populations in Richmond.** In addition, the peat soils of these wetlands could serve as significant areas for carbon sequestration if managed and enhanced over time.







**Desired Outcomes:** The Central Wetlands continue to play a significant role in habitat provision, hydrological function and ecosystem services for the City of Richmond. Ecological enhancements, including the removal of invasive species and the management of wildlife ensure that these remnant wetlands remain ecologically productive, serve as reminders of our natural history, and provide areas for on-going education, stewardship and local identity.

<b>Critical Issues</b>	<ul style="list-style-type: none"> <li>• Largest remaining area of the original Greater Lulu Island Bog</li> <li>• Invasive species proliferation</li> <li>• Lack of baseline data for hydrological regime</li> <li>• Fragmentation (road expansion, development, invasive species)</li> <li>• Future status of Department of National Defence lands</li> <li>• Ecological connectivity between the four Central Wetland parcels</li> <li>• Garden City Lands Legacy Landscape Plan</li> </ul>
<b>Key Opportunities</b>	<ul style="list-style-type: none"> <li>• High-profile and unique natural area within the City</li> <li>• City ownership and control of 3 out of 4 parcels</li> <li>• Representative of Richmond's cultural and natural heritage</li> <li>• Stewardship community already active</li> <li>• Largest in-land hubs in the City</li> <li>• Consultation and concept development around the Garden City Lands</li> </ul>
<b>Stakeholder Considerations</b>	<ul style="list-style-type: none"> <li>• Richmond Nature Park Society</li> <li>• Richmond Food Security Society</li> <li>• User groups (bird watchers, passive recreation)</li> <li>• School district</li> <li>• Kwantlen</li> <li>• Residents (target those in adjacent neighbourhoods especially in rapidly developing Cambie/Alexandra neighbourhoods)</li> <li>• Residents (of Richmond)</li> <li>• Department of National Defence</li> </ul>



## STRATEGIC AREA 5: INDUSTRIAL

Industrial areas in the City comprise of a variety of land uses including Industrial/ Office Business Park, Industrial only, and Industrial/ Office/ Limited Retail. In general, impervious paving and coverage tend to dominate these areas with very few pockets of natural or pervious space. Ecologically, Richmond's industrial strategic areas abut extensive portions of the Fraser River, thus creating significant opportunities for ecological management and restoration in addition to those outlined in the ESA DPA for Shoreline and Intertidal areas. **The Industrial strategic area presents an important opportunity for stewardship, restoration and enhancement through the Bath Slough Revitalization Initiative. The initiative builds on the upgrade of the Bath Slough pump-station in 2014 and will revitalize one of Richmond's last remaining sloughs through a series of actions and programs including; invasive species removal, native vegetation planting, and bank stabilization.** In addition, the area provides ample opportunity for the development of green infrastructure interventions such as green roofs, innovative stormwater management measures (especially in managing areas with significant impervious paving), pervious paving, rainwater collection and on-site re-use.







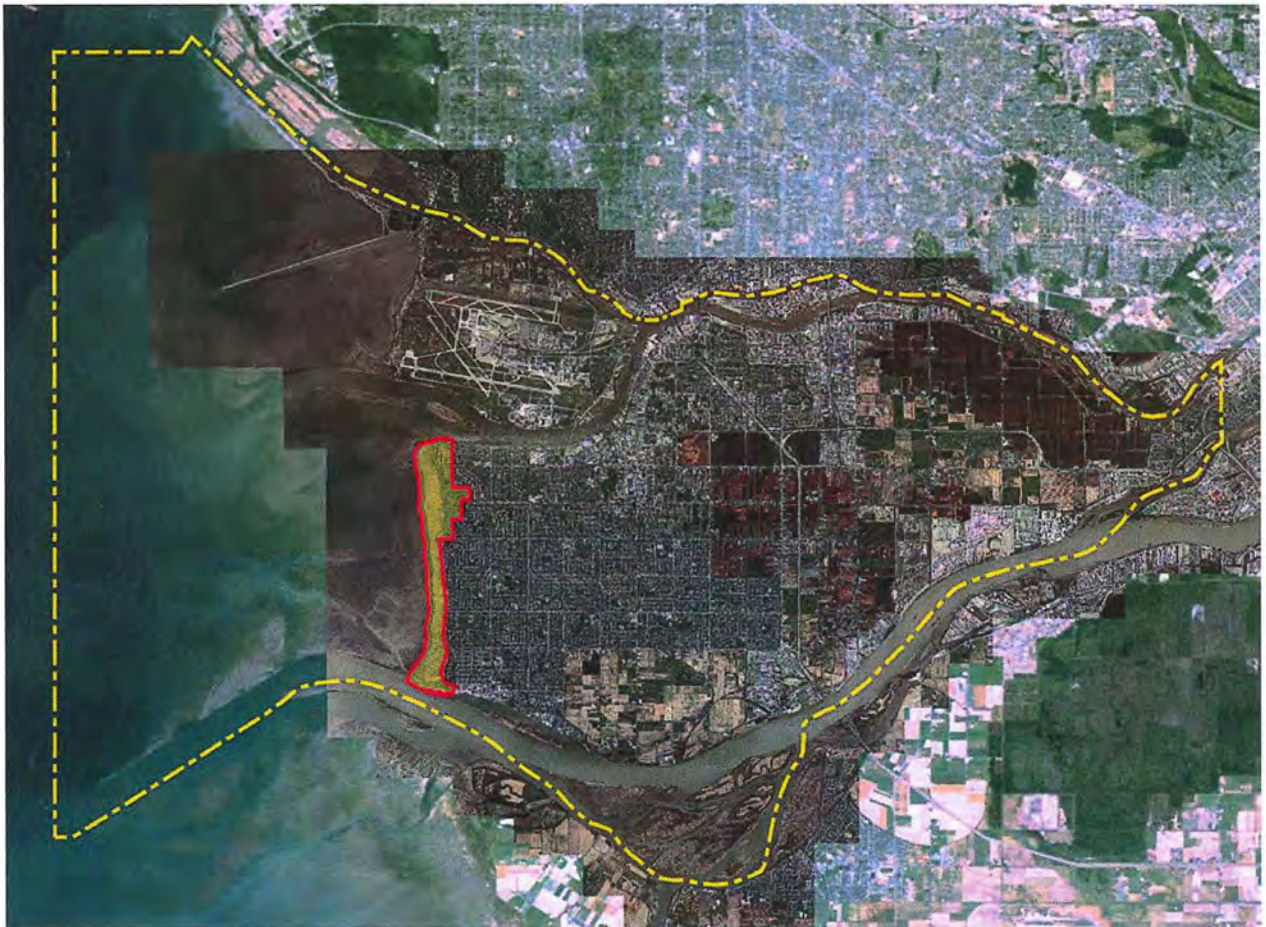
**Desired Outcomes:** Richmond's industrial areas serve as important sources of employment while also serving as important examples of successful and functional green infrastructure integration within industrial, highly altered environments. The shoreline areas abutting the industrial strategic area are enhanced habitat environments, and Bath Slough serves as a premier example of successful habitat and trail amenity enhancement and restoration in the heart of industrial lands. The City's industrial partners feel engaged and have a strong understanding of the role of industrial stewardship in contributing to ecological and community health.

<b>Critical Issues</b>	<ul style="list-style-type: none"> <li>• Habitat loss (i.e. terrestrial and foreshore including RMA and ESA)</li> <li>• Increase in highly impervious areas</li> <li>• Encroachment of materials (storage) onto City Lands</li> <li>• Invasive species</li> <li>• Challenges with contamination, dumping, use of storm drains/storage of hazardous materials</li> <li>• Significant area owned by Port Metro Vancouver</li> </ul>
<b>Key Opportunities</b>	<ul style="list-style-type: none"> <li>• Bath Slough Revitalization Initiative</li> <li>• Extensive opportunity for restoration and green infrastructure interventions</li> <li>• Build upon existing industrial business outreach and engagement work to increase industrial stewardship</li> <li>• Eco-industrial opportunities</li> <li>• Build on Green Ambassadors work (storm drain "fish painting")</li> <li>• Explore partnerships with Port Metro Vancouver (e.g., their Land Use Plan and Sustainability Strategy)</li> </ul>
<b>Stakeholder Considerations</b>	<ul style="list-style-type: none"> <li>• Local business owners</li> <li>• Local residents</li> <li>• DFO (Fisheries and Oceans Canada)</li> <li>• Port Metro Vancouver</li> <li>• Local Economic development groups (e.g. Chamber of Commerce)</li> <li>• Economic Advisory Committee</li> <li>• School District</li> <li>• Railway</li> </ul>



## STRATEGY AREA 6: WEST DIKE

The West Dike is a key location for leisure activities in Richmond and is regularly identified as one of the City's most significant waterfront destinations. As the beauty and aesthetic value of the area derives from its natural values, careful management of the area is required. This unique north-south dike provides an important public amenity while providing community protection at the same time. **The West Dike acts as a transition zone between the extensive foreshore marsh habitats and adjacent inland residential neighbourhoods and park lands.** The area is defined by the adjacent Sturgeon Banks Wildlife Management Area (WMA) and the adjacent Grauer Lands that were recently purchased by the City and Ducks Unlimited. A riparian management area runs along much of the inner flank of the West Dike providing drainage and refuge for waterfowl and other fresh water aquatic species. As research on climate change and sea level rise evolve over time, the City will continue to investigate strategies and solutions that address the needs for dike upgrades and the associated tidal marsh habitats along Sturgeon Banks. Residential developments adjoin much of the west dike and have a direct role to play in its health and connection with the rest of the City.







**Desired Outcomes:** Maximizing the foreshore and riparian habitats and ecosystem services of Sturgeon Bank; maintaining the protection of City infrastructure through ongoing research and innovation; and continued improvement to the dike public amenity. The West Dike is a critical amenity corridor a significant recreational venue. The corridor is managed to accommodate anticipated population increases while implementing management strategies specific to the west dike. The health of the area depends not only on the habitat outside the dike but also the dike itself and the community bordering it. The ecological health of the West Dike is supported through the on-going improvement of upland watercourses and through innovative Best Management Practices such as vegetation and drainage management. On-going engagement with the adjacent community instils a sense of ownership and pride in the community's continued stewardship of the area.

<b>Critical Issues</b>	<ul style="list-style-type: none"> <li>• Important transition zone between foreshore marsh habitat and adjacent residential neighbourhoods</li> <li>• Area of focus for Dike Master Plan</li> <li>• Significant ecological and recreation amenity for the City of Richmond</li> <li>• Climate change and sea level rise</li> <li>• Invasive species (e.g. Japanese Knotweed)</li> <li>• Critical habitat</li> <li>• Riparian Management Areas and Environmentally Sensitive Areas protection</li> </ul>
<b>Key Opportunities</b>	<ul style="list-style-type: none"> <li>• Significant to Richmond's "Island City" identity</li> <li>• High-profile/ high-usage amenity area</li> <li>• Grauer Lands</li> <li>• Large number of community groups/non-profits exist in relation to this area—core stewardship groups</li> </ul>
<b>Stakeholder Considerations</b>	<ul style="list-style-type: none"> <li>• Ducks Unlimited</li> <li>• Terra Nova non-profits (Sharing Farm, Richmond Food Security Society)</li> <li>• Terra Nova Outdoor pre-school</li> <li>• Recreationalists (cycling and walking community)</li> <li>• Partners for Beautification participants</li> <li>• Local residents</li> <li>• Provincial Diking Authority</li> </ul>



## STRATEGY AREA 7: SEA ISLAND – YVR

Situated on Sea Island, Vancouver International Airport (YVR) is the second busiest airport in Canada. Located at the mouth of the Fraser River estuary, the airport is surrounded by large tracts of ecological lands included within the Iona/SICA and Sturgeon Banks WMA strategy area. Vancouver International Airport is owned by Transport Canada and managed by Vancouver Airport Authority.







**Desired Outcomes:** Existing partnerships between the City, YVR and other agencies are built upon and strengthened to address burgeoning ecological challenges and opportunities.

<b>Critical Issues</b>	<ul style="list-style-type: none"> <li>• YVR lands are Federally held</li> <li>• Significant bird habitat</li> </ul>
<b>Key Opportunities</b>	<p>Joint Partnerships:</p> <ul style="list-style-type: none"> <li>• Sea Island Slough revitalization</li> <li>• Collaborate with YVR regarding environmental enhancement initiatives to improve the ecological resiliency of the City's and YVR's lands</li> <li>• Invasive Species Management</li> <li>• Explore partnerships with private land owners</li> </ul>
<b>Stakeholder Considerations</b>	<ul style="list-style-type: none"> <li>• YVR</li> <li>• Canadian Wildlife Service</li> <li>• Local businesses</li> <li>• Vancouver International Airport (YVR) Environmental Advisory Committee</li> </ul>

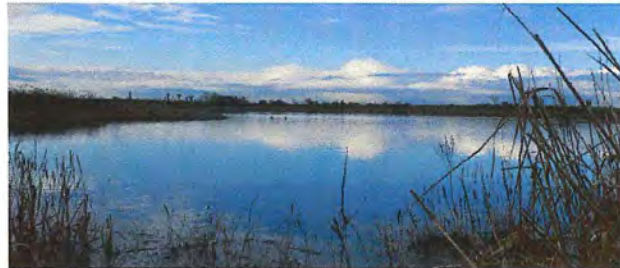


## STRATEGY AREA 8: IONA – SICA (SEA ISLAND CONSERVATION AREA)

The Iona/SICA Strategy Area occupies lands within the jurisdiction of the Canadian Wildlife Service (Sea Island Conservation Area), Metro Vancouver (Greater Vancouver Sewerage & Drainage District and Metro Vancouver Park lands), YVR and the City of Richmond (Macdonald Beach Park). **Bounded by the Fraser River and Macdonald Slough and the foreshore, these estuarine lands, including the Iona Spit, provide a contiguous network of protected habitat that include remnant dune habitat, foreshore and slough marshes, remnant forest patches, upland open fields, saline marshes and open water ponds.** The Metro Vancouver Sewage Treatment Plant lands, the jetty and other leased businesses including log booming and other non conservation activities occur in this area.







**Desired Outcomes:** Ecological resiliency, ecosystem services and green infrastructure functions are enhanced when large, contiguous tracts of land can be assembled and managed with a common ecological goal. The Iona/SICA Strategy Area represents a unique assemblage and Hub of Fraser River riparian, dune, slough and foreshore habitats within different ownership, yet are managed for their overall ecological connectivity. These lands continue to contribute significantly to the community as a public amenity for wildlife viewing and by walkers, dog walkers, horse-back riding, cyclists, bird watchers, botanists and many others due to the unique estuary setting.

<b>Critical Issues</b>	<ul style="list-style-type: none"> <li>• Multiple jurisdictions.</li> <li>• Invasive Species Management</li> </ul>
<b>Key Opportunities</b>	<ul style="list-style-type: none"> <li>• Collaborative environmental enhancement initiatives to establish resiliency of lands within the Ecological Network that have a diversity of tenure</li> <li>• Collaborative initiative to develop connectivity between sites and hubs in this Strategy Area</li> <li>• Collaborative approach to community stewardship and education initiatives</li> </ul>
<b>Stakeholder Considerations</b>	<ul style="list-style-type: none"> <li>• First Nations</li> <li>• YVR</li> <li>• Greater Vancouver District Sanitary Sewer facility</li> <li>• Metro Vancouver Parks</li> <li>• Canadian Wildlife Service</li> <li>• Port Metro Vancouver</li> </ul>



## STRATEGY AREA 9: WILDLIFE MANAGEMENT AREAS (WMAS)

As an estuarine municipality, Richmond is home to two provincially designated Wildlife Management Areas (WMAs), Sturgeon Bank and the South Arm Marshes. These large hub areas provide critical foreshore marshes and island habitat that support a diversity of ecological habitats that are integral to our estuarine island City. **These WMAs are also part of a recently expanded and renamed Ramsar site called the *Fraser River Delta*. This international designation recognizes critical migratory habitat for shorebirds, migrating and wintering waterfowl and critical feeding and rearing for anadromous salmon during their transition between river and marine stages of their life cycle.**







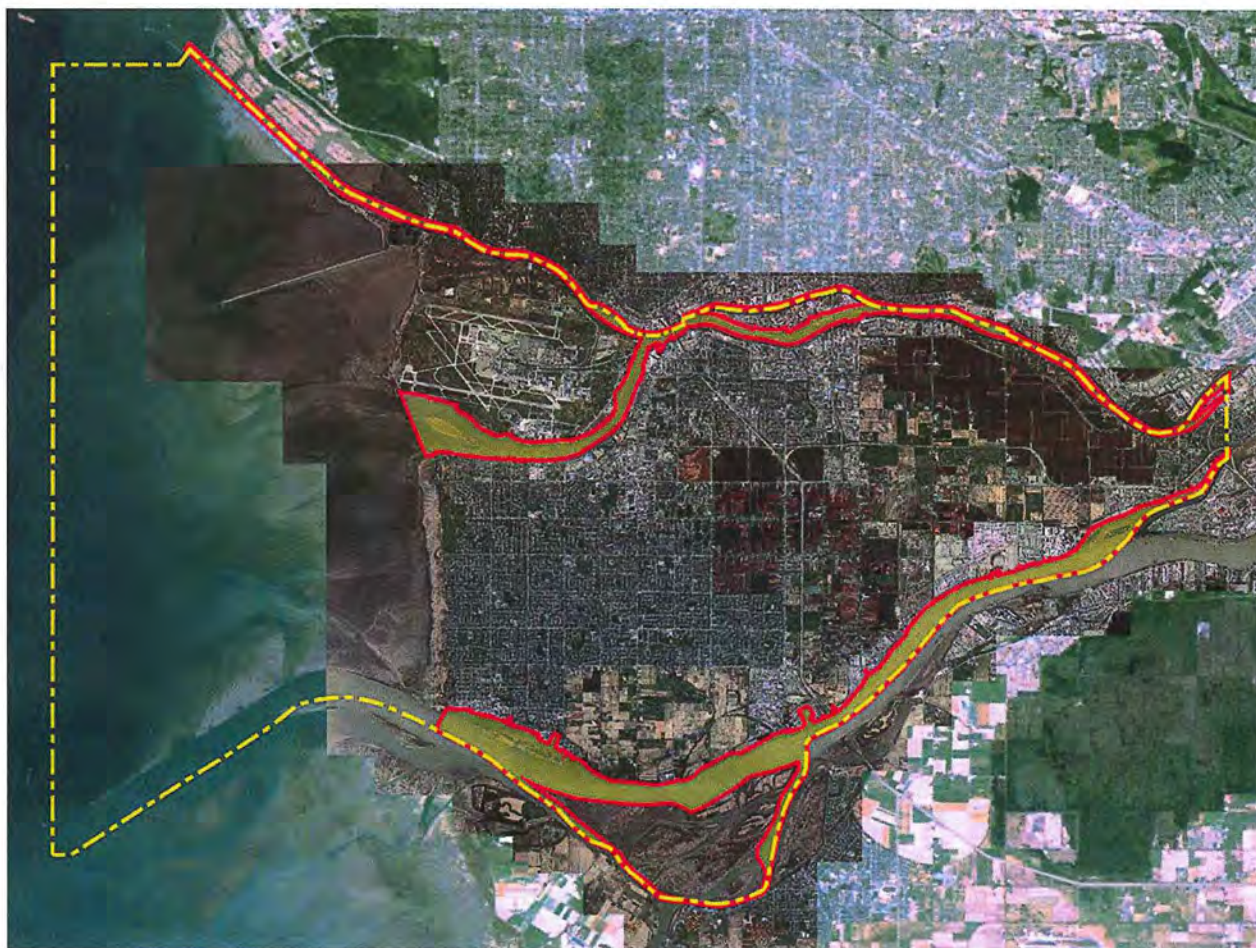
**Desired Outcomes:** The long term ecological resiliency of the WMAs is maintained over time. Retention of the ecological resiliency assures that the WMAs continue to provide the essential wildlife/conservation values and ecosystem services that are critical for the estuary. Expanded linkages with adjacent ecological lands (e.g., Grauer Lands), habitat restoration, enhancement projects and ongoing research within the WMAs continue to support their long term ecological resiliency.

<b>Critical Issues</b>	<ul style="list-style-type: none"> <li>• Sturgeon Banks and South Arm Islands WMAs comprise the largest area of aquatic hub areas in the Ecological Network</li> <li>• Provide critical habitat to a diversity of waterfowl, shorebirds and salmon</li> <li>• Provide valuable ecosystem services for sea level rise and wave dissipation</li> </ul>
<b>Key Opportunities</b>	<ul style="list-style-type: none"> <li>• Wildlife viewing</li> <li>• Nature interpretation</li> <li>• Dike Master Planning</li> <li>• Habitat enhancement</li> <li>• Invasive Species Management</li> <li>• Review of original WMA Management Plans (MFLNRO)</li> <li>• RAMSAR designated – Fraser River Wetland Complex</li> </ul>
<b>Stakeholder Considerations</b>	<ul style="list-style-type: none"> <li>• First Nations</li> <li>• MFLNRO (Ministry of Forests, Lands and Natural Resource Operations)</li> <li>• DFO (Fisheries and Oceans Canada)</li> <li>• Advisory Committee on the Environment</li> <li>• Ducks Unlimited</li> <li>• Port Metro Vancouver</li> <li>• Canadian Wildlife Service</li> </ul>

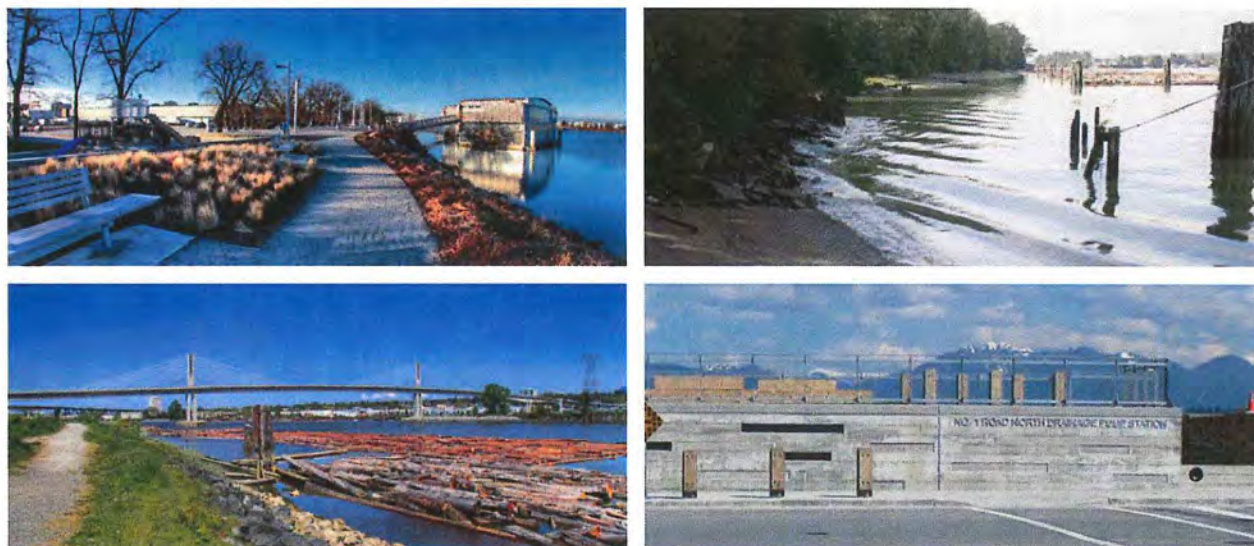


## STRATEGY AREA 10: FRASER RIVER

The Fraser River created the islands that are now Richmond and continues to define the City and its setting. Richmond lacks conventional watersheds; instead it is located at the estuary of the largest river in western Canada. Surrounded by the Fraser and its exceptional natural values, Richmond's EN is inextricably linked to the river. **The Fraser River Strategy Area is defined by extensive wetlands critical for many species, particularly migratory birds. The Fraser River estuary serves as critical habitat for all five species of Pacific Salmon, and the Fraser River itself is one of the largest salmon-bearing rivers in the world.** The 2041 Richmond Official Community Plan (OCP) contains several policies that speak to the need to protect the Fraser River. Some of these are contained in Chapter 9 and pertain to prioritization of the protection and enhancement of the Fraser and West Dike foreshore habitat via assured compliance with established Environmentally Sensitive Area (ESA) setbacks of 30 metres seaward and 30 metres inland of the high water mark, as well as setbacks of 5 or 15 metres from all Riparian Management Areas (RMAs). In addition, Chapter 10 of the OCP, "Open Space and Public Realm", provides guidance in show-casing Richmond's waterfront by linking the river with the community through recreational opportunities as well as by protecting, enhancing and connecting ecological values and public amenities, and providing educational and interpretive programming.







**Desired Outcomes:** The north, south and middle arms of the Fraser are places of high-functioning ecological health, increased water quality, and are valued as Richmond's most important assets with development enhancing the environment and exerting a light-footprint upon the City's most significant ecological asset. The City will use the EN structure to be a responsible steward of the Fraser River. The EN will function to protect and enhance the foreshore and riverine environment while accommodating anticipated development. The EN directions are intended to provide tactical and site-level actions that will guide development on the foreshore.

<b>Critical Issues</b>	<ul style="list-style-type: none"> <li>• The Fraser River is a "Living Working River"</li> <li>• Significant portion of the Ecological Network's hubs and sites within City jurisdiction occur on the Fraser River</li> <li>• Balancing the needs of waterfront activities (development, Port Metro Vancouver lands, industrial uses, the perimeter dike, public amenities, etc.) with high value estuarine habitat</li> </ul>
<b>Key Opportunities</b>	<p>Integration of guideline documents and process related to habitat protection and development of the Fraser River foreshore:</p> <ul style="list-style-type: none"> <li>• Dikes</li> <li>• Stormwater management</li> <li>• Pump station upgrades</li> <li>• ESA Development Permit</li> <li>• RMA process</li> <li>• Tree Bylaw</li> <li>• Perimeter trail network,</li> <li>• Waterfront Strategy: <i>Art on the Edge</i> program</li> </ul>
<b>Stakeholder Considerations</b>	<ul style="list-style-type: none"> <li>• First Nations</li> <li>• Advisory Committee on the Environment</li> <li>• Port Metro Vancouver</li> <li>• DFO (Fisheries and Oceans Canada)</li> <li>• MFLNRO (Ministry of Forests, Lands and Natural Resource Operations)</li> <li>• Fraser Basin Council</li> <li>• Canadian Wildlife Service</li> <li>• Ducks Unlimited</li> <li>• Harbour Commission</li> </ul>

## Next Steps

In order to ensure that the Ecological Network Management Strategy remains a pragmatic and evolving strategic document, the next phase in this work will seek input from a range of stakeholders and the public. This consultation process will inform a forthcoming action plan that will identify and provide strategies for integrating key actions, initiatives and priorities for EN enhancement into City process, and serve as a catalyst for community stewardship.



## Glossary

**Connectivity Zone:** a non-linear area that provides connectivity for biodiversity and other ecological components between habitat patches; for example a large old field may be a connectivity zone between adjacent wetlands but the movement route does not follow a linear feature such as watercourse.

**Corridor:** is a linear feature such a watercourse and adjacent riparian zone that allows the movement of wildlife or other biodiversity components between habitat patches.

**Ecological Network:** is the inter-connected system of natural areas across Richmond's landscape. It is composed of both terrestrial and marine (shoreline and intertidal) areas.

**Ecosystem Services:** "Ecosystem services are the benefits people obtain from ecosystems. These include provisioning services such as food and water; regulating services such as flood and disease control; cultural services such as spiritual, recreational, and cultural benefits; and supporting services, such as nutrient cycling, that maintain the conditions for life on Earth". From Millenium Ecosystem Assessment. Ecosystems and Human Well-being: A Framework for Assessment (2005).

**Environmentally Sensitive Area:** an ecologically important area identified and mapped by the City of Richmond within the Official Community Plan; most are protected as development permit areas.

**Functioning Corridor:** a linear area of habitat with continuous or near-continuous natural vegetation cover along its length. This type of corridor offers an existing pathway for biodiversity to move between habitat patches.

**GIS (Geographic Information System):** a system of organizing, analyzing, and displaying spatial (map) data; it can be thought of as digital map with many layers including features that are points, lines, or shapes.

**Green Infrastructure:** encompasses the components of the natural and built environment that provide ecosystem services such as drainage, water filtration, green space, and wildlife habitat; they are often smaller than components of the EN.

**Green Infrastructure Network (GIN):** a network of natural and built features that are introduced or enhanced across the Richmond landscape over time; the Green infrastructure Network contributes to the connectivity and resiliency of the EN.)

**Greenway:** is a linear corridor for improving environmental quality and outdoor recreation or transportation; the Railway Avenue Greenway is an example in Richmond.

**Highwater Mark:** a line defining the highest elevation of inundation from water under normal tides or floods; it is often the lowest point for rooted woody vegetation; it defines the boundary between the terrestrial and intertidal or marine realms.

**Hub:** a component of the EN that is >10 ha in size and naturalness >3; it may be forest, wetland, or other type of ecosystem; hubs are the most important part of the EN.

**Impaired Corridor:** a linear corridor with some natural vegetation cover along its length but contains significant gaps that are currently compromising its function as a pathway for wildlife movement between hubs. As a result, actual use of the corridor in its current state may be limited. This type of corridor has a high potential for restoration.

**Matrix:** in an EN, the matrix is the developed portion of the landscape (e.g., houses, farms, developed parks) that surrounds the main components of the EN; it also provides some ecological values and ecosystems services and influences the function of the network.



**Non-functioning Corridor:** a linear corridor that has little to no natural vegetation along its length and does not function as pathway for wildlife movement between hubs in its current state. Non-functioning corridors were identified based the least-cost path analysis and are shown where connectivity would significantly benefit the integrity of the EN but is currently lacking. Larger-scale restoration efforts would be required to restore connectivity in these areas.

**Riparian Management Area (RMA):** a 5 or 15 m wide zone (depending on watercourse size and fish habitat value) on both sides of a watercourse (measured from the highwater mark) which is used to maintain watercourse health; RMAs were implemented in response to provincial requirements under the BC Fish Protection Act.

**Riparian Zone:** the land area bordering watercourses or shorelines with distinctive vegetation, topography, and soils related to its proximity to watercourses; riparian zones are important for biodiversity, watercourse health, and other values (shading, bank stabilization, etc.).

**Shoreline Zone:** areas within 30 m of the highwater mark of the Fraser River or the Strait of Georgia; it includes developed and natural areas.

**Site:** a component of the EN between 0.1 and <10 ha in size and naturalness >3; it may be forest, wetland, or other type of ecosystem; sites are important for maintaining connectivity within development landscapes.

**Watercourse:** a water feature with a defined channel formed by the regular movement of water; in Richmond, watercourses are mainly man-made or modified features such as ditches and canals.

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# Appendix 1

Ecological Network—  
Regulatory Context





## Ecological Network – Regulatory Context

Regional Growth Strategy (Metro Vancouver)	<p>Goals 3: Protect the Environment and Respond to Climate Change Impacts</p> <ul style="list-style-type: none"> <li>• Strategy 3.1: Protect Conservation and Recreation lands</li> <li>• Strategy 3.2: Protect and enhance natural features and their connectivity</li> <li>• Strategy 3.3: Encourage land use and transportation infrastructure that reduce energy consumption and greenhouse gas emissions, and improve air quality</li> <li>• Strategy 3.4: Encourage land use and transportation infrastructure that improve the ability to withstand climate change impacts and natural hazard risks.</li> </ul>
Ecological Health Action Plan (Metro Vancouver)	<p>Project 1: Advancing a Regional Green Infrastructure Network</p> <ul style="list-style-type: none"> <li>• Objective: Enhance and expand a Regional Green Infrastructure Network in collaboration with regional stakeholders.</li> </ul> <p>Project 9: Relandscaping Wastewater Treatment Plants</p> <ul style="list-style-type: none"> <li>• Objective: Revegetate industrial sites to enhance biodiversity by focusing on flowering shrubs for pollinators and trees for rainwater detention.</li> <li>• Objective: Show leadership by investing in green infrastructure in industrial areas.</li> </ul>
Council Term Goals (2011-2014)	<p>Priorities:</p> <p>2.9 Encourage the development of community volunteer programs and strategies that build a broad, knowledgeable and keen volunteer base, and that provide positive and meaningful opportunities for volunteers to utilize their talents while helping to provide important services to the community. (Community Social Services).</p> <p>3.6 Develop and integrated strategy for the Steveston Waterfront that blends business and public interest in a manner that allows for continued sustainable development in this area.</p> <p>3.8 Develop a “stay-cation” appeal for the City and region.</p> <p>8.1 Continued implementation and significant progress towards achieving the City's Sustainability Framework and associated targets. (Sustainability)</p> <p>8.2 Continue to advocate for a coordinated regional approach to enhance local food security in Richmond and the region through policy development and initiatives such as community farms. (Sustainability)</p> <p>8.3 Communicate to the public the City's Sustainability goals with detail on how the City is meeting (or exceeding) these goals and how they support Provincial goals.</p> <p>8.4 Review opportunities for increasing sustainable development requirements for all new developments, including consideration of increasing requirements for sustainable roof treatments (e.g., rooftop gardens, solar panels, etc.) and energy security (e.g., use of local renewable energy sources, use of district energy systems, etc.).</p> <p>10.3 Create urban environments that support wellness and encourage physical activity. (Community Wellness)</p> <p>10.4 Continued emphasis on the development of the City's parks and trails system. (Community Wellness)</p>
OCP	<p>Ch 2: Climate Change Response</p> <ul style="list-style-type: none"> <li>• Section 2.3, Objective 1, policy a) protect and enhance Richmond's natural environments to support carbon retention as well as other important ecosystem services (pollution reduction, nutrient generation, habitat).</li> <li>• Section 2.3, Objective 1, policy b) integrate carbon retention objectives into key policies, plans and programs, including but not limited to Parks and open Spaces Strategy, Environmentally Sensitive Areas Management Strategy and land use and development policies.</li> <li>• Section 2.4, Objective 1, policy b) Sustainability staff to lead the integration of climate change adaptation considerations into key policies, plans, programs and services, including land-use and development decision-making, city infrastructure design and management; floodplain management, emergency preparedness, natural ecosystem health, agricultural viability, social development planning and economic development.</li> </ul>



#### Ch 7: Agriculture and Food

- Ensure that land uses adjacent to, but outside of, the ALR are compatible with farming by establishing effective buffers on the non-agricultural lands.
- Designate all parcels abutting, but outside of, the ALR boundary as DPAs with Guidelines for the purpose of protecting farming.
- Minimize conflicts among agricultural, recreation, conservation and urban activities.
- Environment policies explore ways to protect the EN values of agricultural land: encourage the Environmental Farm Program, explore the leasing of lands that have important agricultural values, explore compensation to farmers for the loss of cultivation to maintain key ecological objectives.
- Urban food production policies speak to increasing the number of community gardens, edible landscapes and food bearing trees in open space, and in new and existing residential development.

#### Ch 9: Island Natural Environment (an Ecological Network Approach)

- Objective 1: Protect, enhance and expand a diverse, connected and functioning EN
- Objective 2: Promote green infrastructure and the Green Infrastructure Network (GIN) and their underlying ecosystem services on all lands.
- Objective 3: Proactively implement practices to protect and improve water, air and soil quality
- Objective 4: Develop partnerships for "Ecological Gain".
- Objective 5: Foster Environmental Stewardship.
- Objective 6: Achieve long-term protection for Environmentally Sensitive Areas (ESAs) through the implementation of the 2012 ESA Management Strategy.

#### Ch 10: Open Space and Public Realm

- Objective 5: Strategically expand the range of ecosystem services (e.g., biodiversity and habitat, rain water management, carbon sequestration) integrated within the open space and public realm to strengthen and contribute to the Ecological Network.
- Objective 6: Showcase Richmond's world-class waterfront and enhance the Blue Network (the Fraser River shoreline and estuary, and the internal waterways, the sloughs, canals, and wetlands) for their ecological value, recreational opportunities, and enjoyment.

#### Ch 12: Sustainable Infrastructure and Resources

Objective 1, policy e) encourage the use of collection and drainage systems that harvest rainwater for non-potable water uses, temporarily store rainwater during major storm events and reduce surface contaminants from entering drainage systems.

- Objective 1, policy h) wherever practical, retain open watercourses to provide drainage, and ensure that the watercourse permitting process is followed.
- Objective 1, policy i) integrate drainage with the Ecological Network.
- Section 12.10 Street Trees – speaks to urban forest strategy, coordinated planting, healthy diversity of trees, tree health and retention.

#### DPs

Ch 14 of the OCP provides Development Permit Guidelines from Environmentally Sensitive Areas:

- Intertidal
- Shoreline
- Upland Forest
- Old Fields and Shrublands
- Freshwater Wetlands

The following general guidelines speak to the retention and/or enhancement of the natural environment as part of DP requirements:

- Heritage Preservation (14.2.4, c))
- Site Landscaping (14.2.5, 14.2.5b-c)
- Green Buildings and Sustainable Infrastructure (14.2.10 d)
- Agriculture Land Reserve Landscape Buffers (14.2.14)

The following guidelines contain Sustainability Initiatives that speak directly to tree/ vegetation retention, rainwater collection/retention, naturesscaping and green technology:

- Intensive Residential Guidelines – Granny Flats and Coach Houses (14.3).



	<ul style="list-style-type: none"> <li>• Multiple Family Guidelines (14.4: 14.4.1.F Preservation of Existing Natural Features, 14.4.5 Landscaping and Open Space Design, 14.4.8 Edge Conditions (ESAs and Public Open Space).</li> <li>• Commercial and Commercial/ Mixed Use Guidelines (14.4.1.H Surface Parking Landscaping, 14.5.3 Green Building and Sustainable Infrastructure, 14.5.9 Landscaping and Street Furniture)</li> <li>• Industrial Guidelines (14.6.1.d Adjacent Uses (edge Conditions), 14.6.4 Site Planning and Landscaping)</li> <li>• Marina Guidelines (14.8.1 Environment, 14.8.2 Public Access, 14.8.3 Landscaping).</li> <li>• Broadmoor Neighbourhood Centre Guidelines (14.9.5 Key Pedestrian Corridors, 14.9.8 Green Buildings and Sustainable Infrastructure)</li> </ul>
Zoning	<p>Bylaw 8500 (City of Richmond Zoning Bylaw) defines watercourses but does not delineate setbacks from watercourses. It also defines Parks and Landscaping. Specific park zoning regulations pertain to the location of City parks (permitted in all zones).</p> <p>Specific Landscaping and Screening regulations are found in part 6 of the Bylaw. These speak to the provision and maintenance of vegetation during the development process as well as alternatives to landscaping. Landscaping is most commonly referred to as a screening/ fencing tool.</p>
NPs	<p>Most area plans refer to the OCP for provisions pertaining to the natural environment, while some contain their own specific policies (e.g., Bridgeport Area Plan). For plans that do contain specific policies for the natural environment, these often refer to the provision of parks and recreation. In addition, most plans also contain specific Development Permit guidelines for landscape elements, often referring to tree and ground cover plantings along boulevards, as screening elements and as enhancements in common open space. Some plans provide examples of planting configurations and vegetation species that would enhance biodiversity (e.g., Blundell Area East Livingstone). The East Cambie Plan contains more specific policies regarding natural open space as it includes the Richmond Nature Park.</p>
CCAP	<p>Section 2.5 of the City Center Area Plan provides policies for ecology and adaptability. Specifically, it contains policies to ensure the long-term supply of interconnected ecological service areas, the encouragement of ecological-based amenities, green infrastructure and opportunities for public education and out-reach.</p> <p>Section 2.6 speaks to integrating ecological zones and a system of greenways into the City Centre. It also outlines a Base Level Open Space Standard for parks acquisition and speaks to securing public access on private property for park or greenway purposes. Additional studies recommended include an Urban Forest Strategy update and an Urban Ecology Study. According to the CCAP, 160.3 hectares of open space will be acquired by the City in the City Centre in the period ending in 2031.</p>
Bylaws	<p>Bylaw 6366 – Boulevard &amp; Roadway Protection</p> <p>Bylaw 7174 – Boulevard Maintenance</p> <p>Bylaw 7310 – Public Parks &amp; School Grounds Regulation</p> <p>Bylaw 8057 – Tree Protection</p> <p>Bylaw 8204 – Flood Plain Designation and Protection</p> <p>Bylaw 8441 – Watercourse Protection and Crossing</p> <p>Bylaw 8475 – Pollution Prevention and Clean-up</p> <p>Bylaw 8385 – Green Roofs &amp; Other Options Involving Industrial &amp; Office Buildings Outside the City Centre</p> <p>Bylaw 8514 – Pesticide Use Control</p>
ESA Management Strategy	<p>Completed in June of 2012, the ESA Management Strategy introduced the Ecological Network concept, but focused primarily on the development of Development Permit guidelines for Environmentally Sensitive Areas. These served to update the ESA DP guidelines for the 2041 OCP update.</p>

RMA	The Riparian Areas Regulation Response Strategy was developed in response to the provincial <i>Riparian Areas Regulation</i> (RAR) enacted under Section 12 of the <i>Provincial Fish Protection Act</i> . Riparian management Areas (RMAs) are setback of either 5 or 15 metres from the top of bank of inland watercourses in the City. No building, structure or surface construction is permitted in the RMA, and the RMA cannot be landscaped, however planting of native species within the RMA is encouraged. The RMA is currently not supported by a bylaw or a DP.
POSS	The recently adopted 2022 Parks and Open Spaces Strategy is comprised of seven focus areas, each containing several outcome statements. Each focus area speaks to and supports various facets and components of the Ecological Network, with the "Green Network" focus area speaking specifically to the parks and open spaces system contributing significantly to the conservation and enhancement of the EN. Other focus areas include Health and Wellness, Great Spaces and Experiences, Connectivity, Blue Network, Diversity and Multi-functionality, and Resource Management.





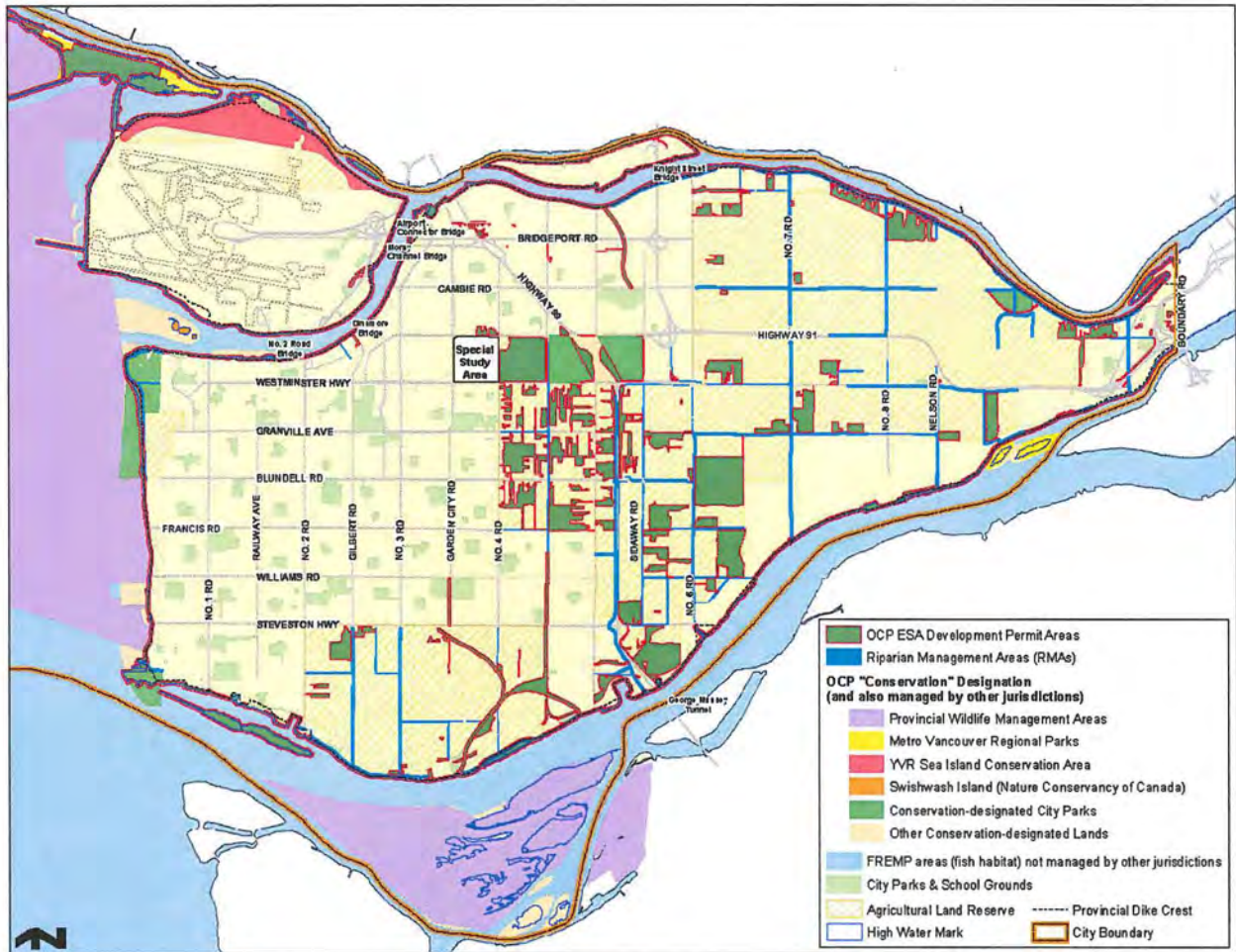
# Appendix 2

Ecological Network Foundation Maps  
from the 2041 Official Community Plan

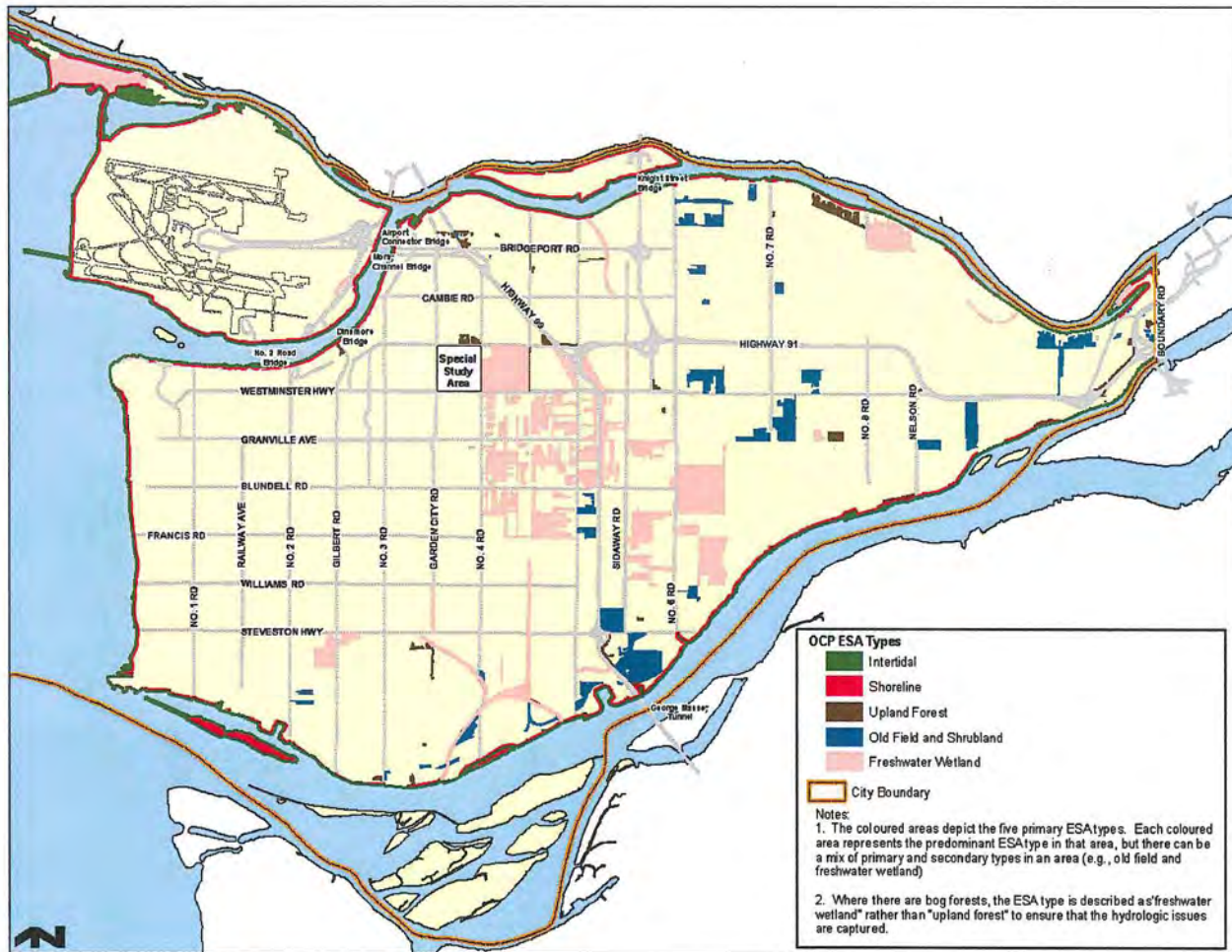








The Ecological Network Management Map. 2012.



ESA Development Permit Type Map, 2012





# Appendix 3

Circuitscape Mapping  
Methodology







## Understanding Habitat Connectivity in Richmond: Circuitscape-based Models

Draft Feb. 13, 2013

### 1. Introduction

This report summarises the methods used by Raincoast Applied Ecology to create habitat connectivity maps for the City of Richmond. Modelling was done in the connectivity software Circuitscape using habitat and landuse maps to identify important areas for species movement.

### 2. Circuitscape

Circuitscape is a connectivity model used to find pathways across a landscape (1). It can be used to model gene flow, habitat quality and for conservation planning. In this application we use it to evaluate habitat connectivity in an urban setting for a variety of habitat types.

Circuitscape is based on electrical circuit theory but applies these concepts to ecological landscapes. The model uses 'focal nodes' to introduce simulated electrical current. Focal nodes are areas identified as having high quality habitat that provides zero resistance to species movement. The rest of the landscape is assigned resistance based on the quality of habitat for the species being modelled. Current is supplied to each focal node while all other focal nodes are grounded. In this way the flow of current across the landscape is modelled between all pairs of focal nodes. The path of current is determined by the resistance it encounters at each point on the landscape. Areas of good habitat will have low resistance and will allow current to flow relatively freely. Areas of poor habitat will have higher resistance which will slow the flow of current and in extreme cases will block the current all together.

Circuitscape has two advantages over the widely use least-cost path methods. Firstly it does not constrain connectivity to a single best pathway. Current is free to flow anywhere and multiple pathways will often be identified as well as dead ends where a pathway meets resistance and cannot continue. Secondly, the flow of current in Circuitscape is based on a 'random-walk' where the species encounters resistance as it randomly moves across the landscape. This is more realistic than in least-cost methods where the species has complete knowledge of the entire landscape and can choose the best route accordingly. Detailed descriptions of the methods and theory underlying Circuitscape can be found in (2) and (3).

### 3. Methods

#### 3.1 Data

Three datasets were used for the analysis:

- i) *Richmond Ecologically Sensitive Areas (ESA)*  
This dataset contains information on the habitat types across much of the vegetated areas of the city. It also identifies areas of high naturalness, defined as hubs of high quality habitat. This was the primary dataset used to create habitat maps for the analysis. Examples of ESA habitat designations include forested wetlands, agricultural row crops, and old fields vegetated with shrubs and grasses.
- ii) *2006 Landuse*  
Areas not included in the ESA layer were added using the 2006 Landuse data. These areas were typically un-vegetated and of low habitat quality. Examples of landuse include commercial developments, industrial areas, and housing.
- iii) *Roads*  
Roads were used as barriers to species movement and were assigned resistances based on road class. Highways and connectors had the highest resistances whereas small lanes and local roads had lower resistances.



### 3.2 Habitat Models

Four different habitat types were modelled. The designation of habitat quality varied between the models depending on the usability of the habitat for the group of species being modelled. A forested wetland for example may provide high quality habitat for one group of species but lower quality habitat for others. By producing multiple habitat models we aimed to identify all areas of importance. Multiple models also allow identification of areas that are important for different groups of species. For each habitat type, two models were created, one for species with high dispersal potentials and one for species with low dispersal potentials. Species with high dispersal potentials are those that can travel most easily across the landscape, large birds for example. Species less able to disperse include smaller birds and small mammals. Poor dispersers would require more intact habitats and could not leapfrog as well between areas of high quality habitat.

The four habitat models were:

- i) *All species*  
This model attempts to give a general representation of habitat quality across all groups of species.
- ii) *Forest*  
This model targets species that rely on forested habitats. Areas of old coniferous, mixed and deciduous forest are prioritized, followed by younger forests, woody areas, and shrub habitats. Example species are cavity nesting birds such as woodpeckers and secondary cavity nesting birds and small mammals.
- iii) *Shrub*  
This model targets species that utilize smaller trees and shrubs as primary habitat. It gives high priority to deciduous and evergreen shrubs, followed by forested areas and areas with graminoid/herbaceous cover. Example species include passerines and small mammals that use shrubs for feeding and nesting.
- iv) *Old Field*  
This model is similar to the shrub model but places increased emphasis on the use of old field sites as productive habitat. Examples of species that could benefit from these areas are small mammals that prefer lower vegetation.
- v) *Wetland*  
This model targets species that require wetland habitat such as bogs, lakes and marshland. Example species are wetland birds and small mammals.

### 3.3 Resistance Maps

In order to model the movement of species across the landscape, Circuitscape requires a resistance map that represents the quality of habitat in every pixel. Pixels with higher resistances represent lower quality habitat. The model will therefore seek paths between pixels with lower resistance since these are the areas that are easiest for species to move through. For each habitat model, resistances were assigned to every habitat type, landuse type, and road category in Richmond to create a single resistance map for each habitat model. The resistances assigned varied depending on the habitat type and dispersal ability being modelled.

### 3.4 Focal Nodes

Focal nodes are the areas of highest quality habitats that are used to start the modelling process. The modelled pathways of species movement radiate out from these nodes and if a suitable path of low resistance is found the nodes will be connected by pathways of suitable habitat. For each model a set of approximately 15 focal nodes were identified. This was done by selecting the polygons with the lowest resistances that also had ESA naturalness values of 4 or 5 (High or Very High naturalness). Geographical distribution was also considered because a spread of focal nodes across the landscape is required to identify all potential pathways. Since the

modelling is done in a pairwise fashion between all pairs of focal nodes, increasing the number of nodes greatly increases the processing time. A balance therefore had to be struck between the distribution and number of nodes. Rules for focal node inclusion were relaxed for the wetland model to include a number of lakes and to ensure geographic spread of focal nodes. All resistance maps were created in Arc GIS 10.1.

### **3.5 Circuitscape Modelling**

All models were run in Circuitscape 3.5.8. Data inputs required for modelling are a map of focal nodes and a map of resistances, both in ASCII format. Circuitscape output was taken into ArcGis 10.1 for display.

## **4. References**

(1) [www.circuitscape.org](http://www.circuitscape.org)

(2) McRae, B.H., B.G. Dickson, T.H. Keitt, and V.B. Shah. 2008. Using circuit theory to model connectivity in ecology and conservation. *Ecology* 10: 2712-2724.

(3) McRae, B.H. and P. Beier. 2007. Circuit theory predicts Gene flow in plant and animal populations. *Proceedings of the National Academy of Sciences of the USA* 104:19885-19890.



## City of Richmond

6911 No. 3 Road, Richmond, BC V6Y 2C1  
Telephone: 604-276-4000  
[www.richmond.ca](http://www.richmond.ca)

**CNCL - 516**





# City of Richmond

## Report to Committee

**To:** Public Works and Transportation Committee

**Date:** April 8, 2014

**From:** John Irving, P.Eng. MPA  
Director, Engineering

**File:** 11-7000-09-20-100/Vol  
01

Jane Fernyhough  
Director, Arts, Culture and Heritage Services

**Re:** Manhole Cover Art Contest and Program

### Staff Recommendation

That the implementation of the public art contest and program for integrating artwork on sanitary sewer and storm drainage manhole covers, as outlined in the report from the Director, Engineering, and Director, Arts, Culture and Heritage Services dated April 8, 2014, be endorsed.

John Irving, P.Eng. MPA  
Director, Engineering  
(604-276-4140)

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

Att. 1

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

## **Staff Report**

### **Origin**

On July 27, 2010, Council endorsed the Public Art Program Policy 8703, which identifies strategies to fully integrate artwork into the planning, design and construction of civic works.

On October 11, 2011, Council endorsed the City Centre Public Art Plan identifying and prioritizing public art opportunities in the City Centre. Integrating public art into infrastructure design, including manhole covers, was identified as an immediate priority.

The purpose of this report is to provide Council with information regarding the Manhole Cover Art Contest and the community outreach opportunities to engage a large cross section of the community of all ages and local artists with a wide range of expertise.

This initiative is in line with Council Term Goal 9.1 Arts and Culture:

*Build culturally rich public spaces across Richmond through a commitment to strong urban design, investment in public art and place making.*

### **Analysis**

#### **Background**

There are over 50,000 storm water and sanitary sewer manhole covers throughout the City, many in highly visible public locations on sidewalks and pedestrian street crossings. The current manhole covers are utilitarian in design, however, manhole covers with a custom design can be purchased at the same price as the standard covers. The City purchases approximately 150 replacement manhole covers each year, which is an opportunity to place decorative manhole covers in strategic locations. By incorporating art into the design of manhole covers there is an opportunity to make these cast iron lids beautiful, informative and unique.

#### **Terms of Reference – Integrated Art on Manhole Covers Art Contest**

The public art Terms of Reference for the Manhole Cover Art Contest (Attachment 1) describes the project description, art opportunity, entry requirements, and selection process.

#### **Artist Selection Process**

Following the administrative procedures for artist selection for civic public art projects, a five person selection panel will convene to review the artist submissions. It is intended for two artist designs to be recommended for the new manhole covers (one storm water and one sanitary), plus honourable mentions for short listed artists. In addition to the two designs recommended for incorporation into the covers, a second category for children aged 12 years and under will be reviewed by the selection panel with two contest winners (not for fabrication) and honourable mentions to be identified.



### Community Engagement

City staff working across departmental sections, including Engineering, Public Works, Environmental Programs, Arts, Culture & Heritage Services, Production, and Corporate Communications, will be instrumental in developing a successful community engagement process for the art contest. City staff have also identified points of contact with arts education programs, including the Richmond School Board and Kwantlen Polytechnic University, to engage school children, emerging artists and designers.

Proposed themes for the artwork contest will reference Richmond's cultural heritage, community identity, and ecological history. The educational messaging of the contest will be to highlight and raise awareness of the importance of keeping our waters clean and the environmental concerns in safely disposing of liquids.

Key civic, arts and cultural events in the spring and summer of 2014 will provide platforms to engage artists of all ages and to educate the public about the important role our storm water and sanitary sewer infrastructure play:

- Project WET, Water Education Team Program, Public Works – May 20 - 22, 2014
- Public Works Open House – May 24, 2014
- Doors Open – June 7-8, 2014
- Culture Days – September 27-28, 2014

The competition will close in early October 2014, followed by a display of all entries online for public feedback and voting for the People's Choice selection. Following the selection panel review of the submissions in Fall 2014, the two recommended artworks will be presented for Council endorsement in early 2015 followed by a public unveiling of all the winners and honourable mentions, including the children's category.

The communications plan to promote the program will include posters, local newspapers, social media, and the City of Richmond website. Additionally, City staff will work with a contract communications designer to create a contest website that will be linked to the City's website. This will allow the public to conveniently submit their designs and application forms and will assist City staff in building audiences.

Social media vehicles will be a focus for the Manhole Cover Art Contest to build community engagement and raise awareness of both public art and the sewerage systems in the City. A public vote using social media will recognize the People's Choice artists to receive honourable mentions.

### Implementation

Staff and the selected artists will work with the current fabricator and supplier of sanitary and storm water manhole covers, Westview Sales Limited, to translate the two winning artist designs into production molds for fabrication. Westview Sales Limited will sponsor the additional costs for creating two unique molds, coordination and labour. There will be no additional costs for the decorative manhole covers above existing purchasing programs.

The focus of the initial program will be to place manhole covers in high visibility locations in the pedestrian oriented Neighbourhood Service Centres and the developing City Centre, either in new locations or replacing existing covers. In the event that existing covers are replaced, they will be recycled and used in other less visible locations around the City.

Staff are currently developing a Steveston Village Public Art Plan, and while the manhole covers to be selected through this contest may be suitable for Steveston, it would be more appropriate to develop a specific manhole cover project unique to Steveston in the future, based on the strategic directions developed in consultation with the Steveston community. Staff will report back to Council in early 2015 on the Steveston Village Public Art Plan.


### **Financial Impact**

The total project budget is \$16,000. This will include selection panel honorariums, website management services, promotional campaign and coordination, artist fees, and material expenses for civic community engagement events. Engineering has allocated \$11,000 for this project from existing funds. The Public Art Program will provide the remaining \$5,000 from the approved 2014 Capital Budget for public art programs

### **Conclusion**

The Manhole Cover Art Contest represents an opportunity to engage a large cross section of artists of all ages and creative practices. Incorporating art into functional objects is an affordable, high-impact method of integrating the arts into everyday life and making art accessible to the public.

The manhole cover project builds on other programs for successfully integrating art with civic infrastructure, such as drainage pumps stations and the district energy utility, and is a low cost opportunity to continue this practice. Integration of public art with manhole covers is consistent with the vision and strategic direction of the Richmond Arts Strategy, to broaden the diversity of arts experiences and opportunities, and supports the Council Term Goal to build culturally rich public spaces across Richmond through a commitment to strong urban design, investment in public art and place making.

  
Lloyd Bie  
Manager, Engineering Planning  
(604-276-4075)

  
per Eric Fiss  
Public Art Planner  
(604-247-4612)

LB:ey

Att. 1: Outline Terms of Reference Document





**City of  
Richmond**

**Public Art**  
Community Services Department  
Arts Services

**Terms of Reference – Manhole Cover Art Contest**  
(Text Copy Version for Production Services to produce public artist call brochure)

**Introduction (front page) – “Cover Stories”**

Thousands of manhole covers are located throughout the city but they tend to get lost in the urban landscape mix. This is your chance to help turn these ordinary cast-iron lids into works of art. Put your pencil to paper and create a design that could be showcased on Richmond's streets for a lifetime.



Figure 1. - Existing Richmond Sanitary and Storm Manhole Covers



Figure 2. Susan Point, Vancouver. (2004)



Figure 3. Artist: Anne Knight, Seattle (1975)

**[Insert relevant organization branding logos, including City of Richmond and Richmond Public Art]**

## **Facts about Richmond's Sewer Systems**

In Richmond, there are two separate sewer systems: sanitary and storm. Sanitary sewers direct waste water from sinks and washrooms to a treatment plant. Storm sewers prevent flooding by directing water from streets, sidewalks and outdoor spaces to drainage systems that go directly to the Fraser River or the ocean. As storm water is not treated, it is important that only clean rain water enter storm drains. Harmful chemicals found in soapy water from car washing and pesticides from lawns can harm the ecosystems connected to the storm drainage system.

## **Context and Themes for the Artwork**

The artwork should reference our cultural heritage in Richmond. You might think about all the pivotal moments in Richmond's history that have shaped our cultural, social and political identities. These may include important historical figures or a key historical event. The artwork may tell a story or have an educational message. Think about how your design can help to establish a sense of place, remembrance and pride for years to come.

**[Insert Richmond archive images of Musqueam First Nations, Chinese and Japanese historical figures, Samuel Brighthouse, Lulu Sweet, fishing industry, farming industry, horse racing, transportation heritage, ecological heritage, Fraser River] Reference Richmond City Archives for further information.]**

## **Eligibility**

The manhole cover art contest is open to anyone who lives in Metro Vancouver. You don't have to be a professional artist to participate in the contest, just have a great imagination.

## **How to Apply**

- Submission deadline is Friday October 3, 2014
- All designs must use the provided templates and be submitted on-line by following the step by step application process at **[Insert website link]**.
- Please do not submit more than two designs per person.
- All submissions must be submitted through the on-line process.

## **Design Considerations**

Designs should be clear and easily transferable to create the mould for the casting process. The selected artists will be required to work with the fabricator to finalize the design before fabrication. The design should have textural elements to prevent pedestrians and bicycles from slipping on the covers. Your design may include some text. Designs should be in black and white and be contained within the dedicated circle area of the attached templates.

### **Selection Process and Artwork Exhibition**

Artist submissions will be uploaded to the City of Richmond Facebook page and will be eligible for selection by the community at large for the on-line People's Choice voting and award.

A five-person jury made up of artists, community representatives and art professionals will review all submissions anonymously. Two designs will be selected to be integrated onto our manhole covers. The two selected artists will each receive \$2,000. People's Choice and Short-Listed honorable mentions will also be given.

\*Special honorable mentions will be presented to school children under the age of 12 years old.

- Short-listed Artists will be announced in November 2014
- Winners and honourable mentions will be announced in January 2015
- Exhibition of Finalists in February 2015
- Installation in July 2015

**Questions? Contact: [publicart@richmond.ca](mailto:publicart@richmond.ca)**

### **Legal Terms and Conditions**

**Consequences of submission and the acceptance of designs:** The City and the selection panel is not obliged to accept any submissions and it may reject all submissions. By submitting a design, each artist will be deemed to: (1) agree with the City that the City will not be responsible for any costs, losses, damages or liabilities incurred by him or her as a result of or arising out of this call for designs; and (2) consent to the display of his or her design at the public exhibition referred to in this call for designs. Employees of the City of Richmond and family members are not eligible to submit designs and; (3) artwork must be original and made by the artist submitting the contest entry. Absolutely no mechanical reproductions of original works are permitted; and (4) artist retains sole copyright to his/her artwork. The City of Richmond will have unlimited reproduction rights to all contest submissions; and (5) Submissions will not be returned to the artist.



22.25" diameter cover  
1" cored hole  
1" type  
18.75" diameter artwork  
area (inside circle)

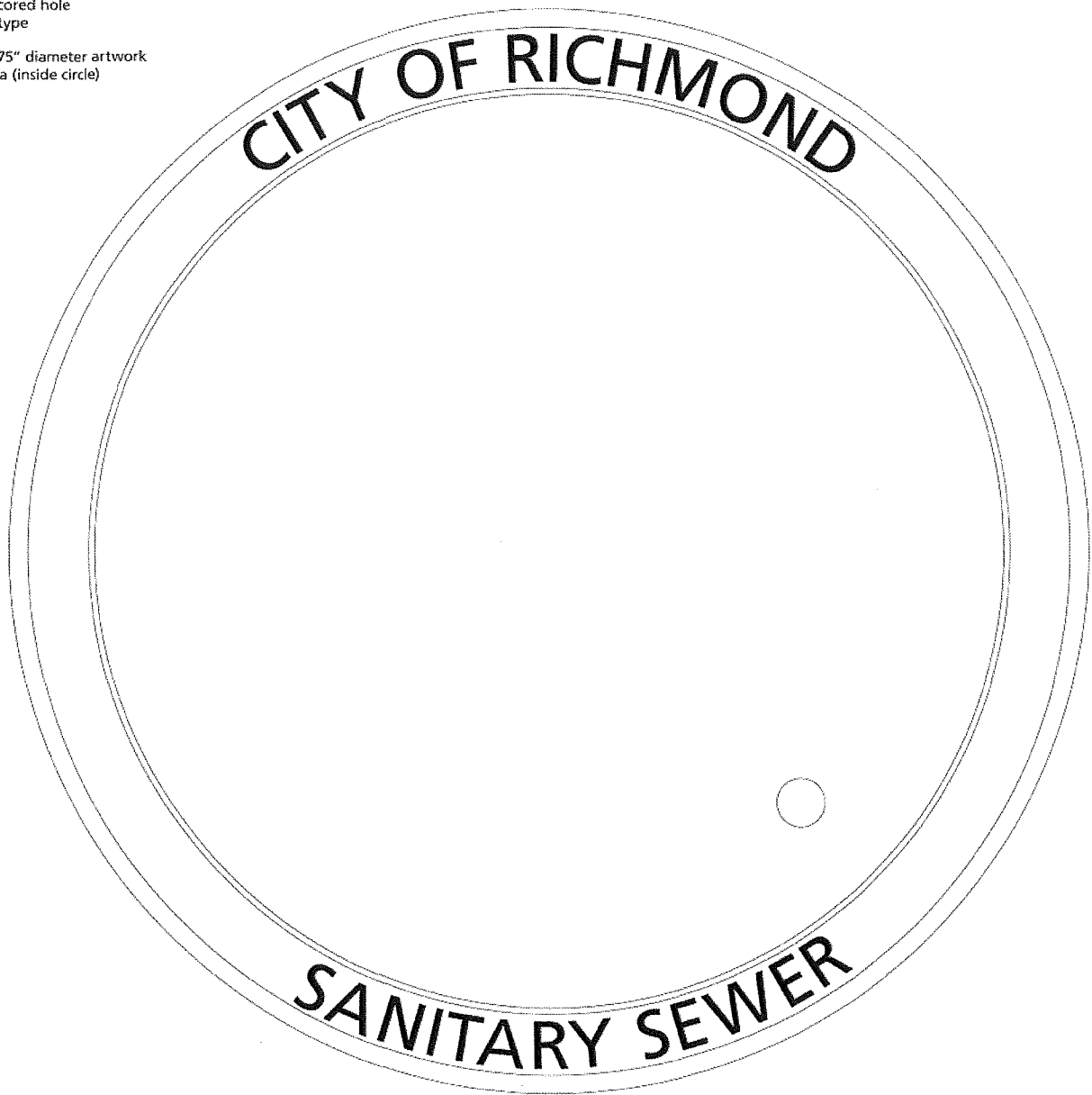


Figure 4. Artist Template

22.25" diameter cover  
1" cored hole  
1" type  
18.75" diameter artwork  
area (inside circle)



Figure 5. Artist Template



**To:** Public Works and Transportation Committee  
**From:** Tom Stewart, ASCT,  
Director, Public Works  
**Re:** **Multi-Material BC Program Implementation**

**Date:** April 15, 2014  
**File:** 10-6370-03-01/2014-  
Vol 01

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**Staff Recommendation**

1. That the Chief Administrative Officer and General Manager, Engineering & Public Works be authorized to negotiate and execute an amendment to or replacement of Contract T.2988, Residential Solid Waste & Recycling Collection Services with Sierra Waste Services Ltd. (in accordance with the April 7, 2014 Staff Report entitled "Multi-Material BC Program Implementation" from the Director, Public Works (the "Staff Report")), to:
  - a) include acquisition, storage, assembly, labelling, delivery, and related tasks for the bags, containers and carts associated with implementation of the program changes and added recycling materials to be collected under the terms of the City's agreement with Multi-Material BC per Section 1, Item a) of the Staff Report;
  - b) remove the processing and marketing components from the scope of work and incorporate other changes described in Section 1, Item b) of the Staff Report, effective May 19, 2014;
  - c) modify the scope of work as described in Section 1, Item c) of the Staff Report to collect glass as a separate recycling stream, newsprint and mixed paper products as one combined stream, and collect an expanded scope of recycling materials as defined by Multi-Material BC as Packaging and Printed Paper for all residents serviced by the City for recycling services under Contract T.2988, effective May 19, 2014;
  - d) add administrative provisions to address the requirements of the contract with MMBC, as described in Section 1, Item d) of the Staff Report;
  - e) revise the annual contract amount to approximately \$6,391,841.26 (depending on contract variables such as required added equipment, inflationary and unit count increases), effective May 19, 2014.
2. That additional funding for the remaining portion of the 2014 Sanitation and Recycling budget be approved at the estimated amount of \$650,000 and that full program funding in the estimated amount of \$1,040,000 be included in the 2015 utility budget process for Council's consideration.

3. That a letter be sent to Allan Langdon, Managing Director of Multi-Material BC (MMBC), expressing concern regarding the negative operational and financial impacts associated with the current designated post-collection site (located in Surrey) for Richmond's recycling materials, and that MMBC be urged to establish a site within closer proximity to Richmond.
4. That staff evaluate options, alternatives and costs associated with addressing the operational and logistical challenges associated with the current designated post-collection site for Richmond, and report back to Council.



Tom Stewart, AScT.  
Director, Public Works  
(604-233-3301)  
Att. 2

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

## Staff Report

### Origin

In November, 2013, Council agreed to join the Multi-Material BC (MMBC) program in order to provide enhanced recycling of paper and packaging materials for single family and multi-family residents, commencing May 19, 2014. This arrangement requires contractual amendments to the City's existing service contract T.2988 with Sierra Waste Services Ltd.

This report provides details on the required contractual amendments and provides a progress update on implementation activities.

### Analysis

As background, the City has engaged Sierra Waste Services Ltd. under Contract T.2988 – Residential Solid Waste and Recycling Collection Services until December 31, 2017. In accepting the incentive offer from MMBC, the City is assuming the role of contractor to MMBC for the collection of recycling materials. However, Sierra Waste Services Ltd. will remain the City's contractor who provides the services on the City's behalf. From the public's perspective, the only apparent service related changes are the separate collection of glass, a change in sorting requirements for newspaper and mixed paper items, and an increase in the range of materials which will be accepted for recycling in both the blue box and blue cart (multi-family) recycling programs.

Contract T.2988 is a multi-service contract for curbside garbage, organics and large item collection services, as well as curbside/blue box and multi-family/blue cart recycling services. It is the curbside and multi-family recycling services components of this contract that are impacted as a result of the City entering into an agreement with MMBC.

#### *1. Summary of Contractual Amendments Required to Contract T.2988*

Changes impacting the City's agreement with Sierra Waste Services Ltd. are in the areas of start up costs, processing and marketing, expansion to the scope of work, and items of a general administrative nature.

- a) Start Up Costs: To meet MMBC's requirements for the separate collection of glass, new receptacles are required for residents with blue box service and new carts are required for multi-family residents. To meet the May 19, 2014 launch date, it is recommended that Sierra Waste Services Ltd. acquire, store, assemble, label and deliver these items on behalf of the City. Delivery will also include related items developed and provided by the City (educational materials, re-usable recycling bags, etc.).

The change in sorting requirements and expanded scope of recycling materials to be added also necessitates that all multi-family recycling carts be re-labelled as part of educating and communicating new program information to residents. It is proposed that Sierra Waste Services also undertake the required cart re-labelling work on the City's behalf. The estimated cost of the start up cost items and associated activities by Sierra Waste Services is up to \$520,000. Funding for these start up costs was previously approved by Council.



- b) Processing & Marketing: Under existing Contract T.2988, the City pays Sierra Waste for processing all recycling materials collected and the City is, in turn, paid commodity revenues for the sale of recycling materials based on commodity market pricing. Under the City's agreement with MMBC, MMBC now assumes all rights, revenues, etc. associated with processing and marketing all recycling materials (and have contracted Green By Nature to process and market these materials on their behalf).

As a result of this change:

- i. The processing and marketing aspects of the City's agreement with Sierra Waste Ltd. must be removed and the contractor be compensated for any resulting lost revenue;
- ii. Provisions must be included to address changes by MMBC in the location of the designated processing facility;
- iii. Mechanisms to ensure a transparent and equitable process for the contractor to work with the City to identify alternative processing and marketing arrangements in the event of dissolution of the agreement with MMBC (i.e. MMBC contract stipulates a 180 day termination for convenience clause).

The noted changes result in increased costs to the City for contract compensation and lost opportunity for revenues from the sale of recycling commodities. This is outlined in the Financial Impact section of this report.

- c) Expanded Scope of Work: There are a number of requirements under the MMBC agreement which will result in changes to the scope of work under Contract T.2988:
- i. Newspaper and mixed paper products will be combined into one "Paper Products" stream. This will necessitate that a separate, larger bag be provided to residents for placing all their paper items (replacing the current Blue and Yellow Bags). Existing collection vehicles must be modified to accommodate this combined paper products stream.
  - ii. Glass must now be collected separately. This will require that a new receptacle be provided to residents for separating their glass jars and bottles, and the contractor to modify the collection vehicles and collection process to collect the glass as a separate stream.
  - iii. Additional materials are being added to the program, which requires that additional equipment be added to accommodate the increased volume. A sample list of materials to be added to the program includes the following. A full list per the City's agreement with MMBC is contained in *Attachment 1*:
    - Paper and plastic drink cups
    - Milk cartons (including soy, rice milk and cream cartons)
    - Aseptic containers (soup, broth, sauce, etc. containers)
    - Plastic bakery trays and packaging (plastic egg cartons, deli trays, muffin and sandwich containers, etc.)

- Plastic pill bottles, including vitamins, personal care products, cosmetic containers, etc.
- Plastic pails, such as laundry detergent and ice cream buckets.
- Plastic lids and garden pots, plastic hinged containers (e.g. diaper wipes)
- Food and solvent spray cans, hairspray, deodorant, wax and polish spray cans
- Spiral wound cans (e.g. frozen juice, cookie dough, coffee, nuts)

At this early stage, it is difficult to predict the additional volume which will result from the significantly expanded range of items residents will be able to recycle. It is recommended that flexible and transparent language be incorporated into Contract T.2988 to be conservative but allow for additional equipment if required to meet volume demands.

The noted changes result in increased costs to the City for contract compensation associated with additional equipment requirements. A minimum of two trucks will need to be added, with the ability to add additional equipment or trucks at a rate to be negotiated with Sierra Waste Services Ltd. if required to meet volume demands in order to maintain service levels.

Associated costs are outlined in the Financial Impact section of this report.

- d. Administrative Requirements: The MMBC agreement contains a number of items where it would be prudent for the City to incorporate language in Contract T.2988 to identify avenues to address:
- i. Changes requested by MMBC (which cannot be refused unless technically not feasible to carry out).
  - ii. Compliance with MMBC policies and standards.
  - iii. Contingency planning.
  - iv. Record keeping and reporting requirements.
  - v. Confidentiality requirements.
  - vi. Intellectual property - proprietary rights owned by MMBC.
  - vii. Indemnity and insurance provisions.
  - viii. Service level failure credits.

The language will be structured in a manner that provides for transparency in addressing any potential items impacting cost, without transferring financial risk to the contractor. Any issues which arise that result in increased costs would be reported to Council for consideration.

## 2. *Update on Implementation Activities*

The MMBC program will be launched on May 19, 2014. A key factor that the City was only recently informally notified of (on April 7, 2014) by Green By Nature (the organization selected by MMBC to manage their post-collection system) is that the designated processing site for delivery of Richmond's recycling materials will be the Cascades Recovery Inc. site at 12345 – 104 Avenue in Surrey. This has operational and financial impacts beyond those projected in this report due to longer travel distances and delivery wait times than that currently required since the City's recycling materials are now delivered to Urban Impact on Knox Way in Richmond. This will also have further impacts to the terms and costs of the City's contract with Sierra Waste Services Ltd. beyond that identified in this report. Other impacts include increases emissions associated with longer travelling distances and idling/wait times.

With this information only recently being made available, staff will begin identifying potential alternatives and options for how to most efficiently and cost-effectively manage delivery of the City's recycling materials to the Cascades site. This information will be reported back to Council separately. In the interim, staff recommend that Council express the City's concern to MMBC about the distant location of the designated processing site for Richmond, and urge that MMBC establish a location in closer proximity to the City.

In terms of the May 19, 2014 launch date, a number of measures are underway in an effort to launch the City's program to coincide with the MMBC program implementation timeframe. This will mean three key changes for residents with both blue box and multi-family (blue cart) collection services as outlined below.

### Residents with Blue Box Service

- a) *Newsprint and Paper Products Now Combined:* To accommodate the requirements of MMBC for a single paper stream, residents will be provided with a separate, larger yellow bag in which to place all their newsprint and paper products into a new "Mixed Paper" re-usable plastic bag. Residents may continue to use up any existing supply of blue and yellow bags or may bring these bags to the Recycling Depot to be recycled.
- b) *Separate Collection of Glass Jars and Bottles:* A separate, smaller grey box will be provided for residents to separate glass jars and bottles for recycling. Residents will be asked to place the grey box at curbside, along with their blue box and new yellow "Mixed Paper" bag on their recycling collection day. These receptacles will be emptied into a separate compartment on the recycling truck and returned to be re-used by residents.
- c) *Expanded Materials Accepted for Recycling:* Residents will be asked to place their remaining recycling materials PLUS the additional materials being added by MMBC in their existing blue box. Residents may use a second blue box, if required. Alternatively, taller/larger blue boxes (22 gallons vs. the 16 gallon capacity standard blue box) will be stocked and available at the Recycling Depot, should residents require or wish to use a larger capacity blue box to hold sufficient volumes of their recycling materials.

These items, along with program educational material, are targeted for delivery to residents during the first two weeks of May. Collection of the new items will commence on residents' first collection day during the week of May 19<sup>th</sup>.

*Attachment 2* contains an overview of the program changes for residents with blue box service.

### Residents with Blue Cart Service

The program changes for residents with central recycling services in blue carts (multi-family) will principally mirror that of the blue box program:

- a) *Newsprint and Paper Products Now Combined:* Existing recycling carts currently for "Newsprint" and "Paper Products" will be re-labelled to combine both into "Mixed Paper" cart/s.
- b) *Separate Collection of Glass Jars and Bottles:* A separate (generally smaller) cart will be provided for the separate collection of glass. Consideration of the cart size provided will be based on estimated volumes, available space, etc.
- c) *Expanded Materials Accepted for Container Recycling:* The remaining carts will be re-labelled for all remaining containers PLUS the new items being added through the MMBC program.

These changes will be undertaken commencing the first two weeks in May, with collection of the new materials commencing the week of May 19<sup>th</sup>.

The costs for the receptacles/one-time costs associated with MMBC program launch requirements are addressed in the Financial Impact section of this report.

### **Financial Impact**

**One-Time:** The one-time costs for activities to be undertaken by Sierra Waste Services on the City's behalf (i.e. acquisition and delivery of boxes and carts associated with this implementation) are estimated at \$520,000. Council previously approved these funds from the Sanitation & Recycling provision (Project 41597).

**Operating:** As noted in this report, there are increased annual operating costs impacting the 2014 and future budgets for contracted as well as City costs. Total annual costs (based on 2014 rates and unit count data) are provided in the following table. These amounts will be pro-rated in 2014 to correspond with the planned May 19<sup>th</sup> commencement date of this program. These amounts are exclusive of applicable taxes. As previously noted, these costs do not include the impacts associated with the longer travel distances that will be required for delivery of Richmond's recycling materials to the designated processing site in Surrey. These costs could range anywhere between \$250,000 - \$750,000 annually, depending on whether a consolidation/transfer facility can be arranged, or if multiple additional trucks will need to be added.

**MMBC Revenue:** Under the agreement with MMBC, the City is paid a market clearing price for providing services on behalf of MMBC (\$38.50/unit for blue box service, and \$23.75/unit for multi-family blue cart/central collection service). MMBC may deduct any service level failure

credits and other amounts from their payment, however, none are assumed in the financial analysis which follows.

Recycling Cost Under MMBC Agreement		
Description	Estimated Total Annual	2014 Projected Costs (Start Date May 19, 2014)
<b>Financial Incentive</b>		
MMBC Incentive	(\$2,316,242)	(\$1,440,512)*
<b>Costs</b>		
Additional Cost Items - MMBC		
Net Additional Contract Costs	\$454,409	\$282,605*
City Costs	\$285,000	\$177,247*
Loss of Commodity Revenue	\$300,520	\$186,899*
Total additional Costs – MMBC	\$1,039,929	\$646,751*
<b>Current Recycling Net Fixed Costs</b>	<b>\$2,018,208</b>	<b>\$2,018,208</b>
<b>Total Costs under MMBC Agreement</b> (Total Additional Costs - MMBC plus Current Recycling Net Fixed Costs)	<b>\$3,058,137</b>	<b>\$2,664,959</b>
<b>Net City Costs</b> (MMBC Financial Incentive less Total Costs under MMBC agreement)	<b>\$741,895</b>	<b>\$1,224,447</b>

\* These costs are prorated based on the MMBC program start date of May 19, 2014

Recycling Cost Comparison Under MMBC Agreement vs Existing Next Fixed Cost		
Description	Estimated Total Annual	2014 Projected Costs (Start Date May 19, 2014)
Net City Costs	\$741,895	\$1,224,447
<b>Total Existing Net Fixed Costs</b>	<b>\$2,018,208</b>	<b>\$2,018,208</b>
<b>Variance</b>	<b>(\$1,276,313)<sup>1</sup></b>	<b>(\$793,761)</b>
One Time costs		\$520,000
<b>Net Cost Savings in 2014</b>		<b>(\$273,761)</b>

<sup>1</sup>Based upon estimated volumes of recyclables collected and a local processor identified by MMBC.

As described in the table, by entering into agreement with MMBC, the City incurs additional expenses for contractual change requirements and loss of recycling material revenues. The City in turn receives a financial incentive from MMBC for providing the service on their behalf. The net result is that the City's costs, after the MMBC financial incentive, are expected to be approximately \$740,000 per year, which represents a savings of approximately \$1.27 million annually. Net cost savings in 2014 are modest due to the May 19<sup>th</sup> launch date and one-time implementation costs, or approximately \$273,000. These amounts are consistent with previous staff calculations.



The costs identified above are reflective of program-specific costs for the blue box and multi-family recycling programs. They do not include other recycling programs and services provided by the City or existing staffing/administration costs.

## **Conclusion**

This report highlights the operational, financial and contractual changes required to implement the City's agreement with MMBC effective May 19, 2014. Under this new program, residents will be asked to sort and prepare their recycling materials in a different manner, and will be able to recycle a significantly greater volume of materials. While there are cost increases associated with this new program, the City will receive incentive funding from MMBC through which the City's overall annual costs will be reduced by approximately \$1.27 million over existing costs. Savings in 2014 are not as significant due to the incentive not being received until launch (May 19, 2014) and as a result of start up costs associated with this program. These savings are exclusive of additional costs the City will incur associated with delivery of recycling program materials to the designated post-collection facility in Surrey. This matter will be further reviewed and reported back to Council.

Overall, the packaging and printed paper stewardship program (administered on behalf of industry by MMBC) is a progressive step to enhance producer responsibility programs for a greater range of materials. The City, by entering into agreement with MMBC for this program, will receive incentive funding from industry through MMBC to apply to the cost of operating these and other recycling programs in general. It is also an important step toward advancing waste diversion objectives, as the City and region work to achieve 70% waste diversion by 2015.



Suzanne Bycraft  
Mgr, Fleet & Environmental Programs  
(604-233-3338)

SJB:

- Att. 1: List of Packaging and Printed Paper Items from MMBC Agreement  
2: "To/From" Changes for Residents with Blue Box Service

**Attachment 1****List of Packaging and Printed Paper Items from MMBC Agreement**

<b>Material Type</b>	<b>Examples of PPP Accepted</b>	<b>Examples of PPP Not Accepted</b>
<b>Category 1 – Printed Papers</b>		
Newspapers	Daily and community newspapers	
Newspaper Inserts	Newsprint advertising inserts and flyers	
Magazines	Daily, weekly, monthly magazines; travel or promotional magazines	
Catalogues	Retailer product catalogues; automotive and real estate guides/catalogues	
Telephone Directories	Phone books; newsprint directories	
Other Printed Media	Notepads; loose leaf paper; non-foil gift wrap	
Residential Printed Paper	White or coloured paper for general use, printers and copiers	
Miscellaneous Printed Papers	Blank and printed envelopes; greeting cards	
<b>Category 2 – Old Corrugated Cardboard (OCC)</b>		
Old Corrugated Cardboard	Grocery store/liquor store boxes; pizza boxes	
<b>Category 3 (a) – Other Packaging (containing liquids when sold)</b>		
Paper Cup (hot) (polycoated liner)	Non-foam paper cups	
Paper Cup (hot) (biodegradable liner)	Non-foam paper cups	
Paper Cup (cold) (waxed)	Non-foam paper cups	
Paper Cup (cold) (2-sided polycoated)	Non-foam paper cups	
Polycoated Milk Cartons	Milk, soy, rice milk and cream cartons	
Aseptic Containers	Milk, soy, rice milk, cream, soup, broth and sauce containers, typically about 1 litre in size	
Multi-laminated Paper Packaging	Microwavable paper containers; paper bowls/cups for soup	
<b>Category 3 (b) Other Paper Packaging (not containing liquids when sold)</b>		
Old Boxboard (OBB)	Cereal boxes; shoe boxes; tissue boxes; paper towel and toilet paper tubes; detergent boxes	
Wet Strength Boxboard	Carrier boxes for soft drink containers; some frozen food paper packaging	
Moulded Pulp	Egg cartons; formed coffee take out trays; paper based flower pots	
Kraft Papers	Paper bags	
Polycoated Boxboard	Some frozen food packaging	

## Attachment 1 (Cont'd)

<b>Category 6 – Other Plastic Packaging</b>		
PETE Bottles (non-beverage)	Salad dressing bottles; edible oil bottles; dish soap or mouthwash bottles; window cleaners	
PETE Jars	Peanut butter containers; wide-mouth jars for nuts	
PETE Clamshells	Bakery trays; pre-made fruit and salad packaging; egg cartons	
PETE Trays	Single serve meals; deli and bakery items; housewares and hardware products	
PETE Tubs & Lids	Plastic lids for some containers	
PETE Cold Drink Cups	Take-out drink cups	
HDPE Bottles (non-beverage)	Shampoo bottles; milk jugs; spring water containers; bleach containers; vinegar containers; windshield washer fluid containers; pill bottles	
HDPE Jars	Personal care products; pharmaceuticals, vitamins and supplements containers	
HDPE Pails	Laundry detergent, ice cream pails	Pails for lubricants
HDPE Trays	Single serve meals; deli and bakery items; housewares and hardware products	
HDPE Tubs & Lids	Plastic lids for spreads and dairy containers	
HDPE Planter Pots	Plastic garden pots	
PVC Bottles	Water bottles; travel sized personal and hair care product bottles; household and automotive liquids containers	
PVC Jars	Peanut butter containers	
PVC Trays	Housewares and hardware products	
PVC Tubs & Lids	Plastic lids for some containers	
LDPE Bottles (non-beverage)	Hygienic, cosmetics and hair care	
LDPE Jars	Cosmetic containers	
LDPE Tubs & Jars	Plastic lids for spreads and dairy containers	
PP Bottles (non-beverage)	Butter and margarine containers; translucent squeeze bottles; travel sized personal and hair care product bottles	
PP Jars	Cosmetic containers	
PP Clamshells	Hinged containers e.g. sanitary wipes	
PP Trays	Single serve meals; deli and bakery items; housewares and hardware products	
PP Tubs & Lids	Large yogurt tubs; kitty litter containers; ice cream containers	
PP Cold Drink Cups	Some cold drink cups	

## Attachment 1 (Cont'd)

Material Type	Examples of PPP Accepted	Examples of PPP Not Accepted
PP Planter Pots	Garden planter pots	
PS Bottles (non-beverage)	Pharmaceuticals, vitamin and supplements containers	
PS Clamshells (rigid)	Clear clamshell containers such as berry, muffin and sandwich containers	
PS Trays (rigid)	Clear rigid trays used for deli foods	
PS Tubs & Lids (rigid)	Dairy products tubs and lids	
PS Tubs & Lids (high impact)	Single serve yogurt containers	
PS Cold Drink Cups (rigid)	Clear rigid plastic drink cups	
PS Planter Pots	Some garden pots and trays	
Other <sup>1</sup> Plastic Bottles (non-beverage)	Bottles without a resin code or with resin code #7	
Other Plastic Jars	Jars without a resin code or with resin code #7	
Other Plastic Clamshells	Clamshells without a resin code or with resin code #7	
Other Plastic Trays	Trays without a resin code or with resin code #7	
Other Plastic Tubs & Lids	Tubs & lids without a resin code or with resin code #7	
<b>Category 7 – Metal Packaging</b>		
Steel Cans (non-beverage)	Steel dog food and vegetable cans; metal lids and closures	
Steel Aerosol Cans	Food spray cans	
Spiral Wound Cans (steel ends)	Spiral wound containers for frozen juice, chips, cookie dough, coffee, nuts	
Aluminium Cans (non-beverage)	Cat food and other food cans	
Aluminium Aerosol Cans	Air freshener, deodorant and hairspray containers; food spray cans; wax and polish spray cans	
Aluminium Foil and Foil Containers	Foil wrap; pie plates; aluminium food trays	
<b>Category 8 – Glass Packaging</b>		
Clear Glass Bottles and Jars (non-beverage)	Food containers; ketchup bottles; pickle jars; jam and jelly containers; cosmetic jars	
Coloured Glass Bottles and Jars (non-beverage)	Cooking oils, vinegar bottles, cosmetic containers	

<sup>1</sup> 'Other' plastic packaging is typically: manufactured from a combination of recycled resins; manufactured with a barrier layer; or, lacking a resin code mark

April 15, 2014

- 13 -

Current Blue Box Program



Blue Bag for newsprint



Yellow Bag for paper products

Blue Box for mixed containers code 1, 2, 4 or 5 including glass bottles and jars



Blue Box Program With MMBC Effective May 19, 2014



**MIXED PAPER**  
 SET OUT BY 7:30 A.M. ON COLLECTION DAY

Yes! Include:

- ✓ Newspapers & Flyers
- ✓ Magazines & Catalogues
- ✓ Flattened Cereal Boxes
- ✓ Clean Pizza Boxes
- ✓ Paper Egg Cartons
- ✓ Regular & Glossy Paper
- ✓ Flattened Cardboard & Corrugated Boxes
- ✓ Envelopes & Junk Mail
- ✓ Paper Bags
- ✓ Airplane Books

For a full list, visit [www.richmond.ca/recycle](http://www.richmond.ca/recycle)  
 604-276-4010

Let's Give Our Waste!

Richmond  
 Recycling & Reuse

NEW & LARGER!

Larger Yellow Bag for mixed paper products including newsprint materials



NEW!

Glass bottles and jars to be separated into mini grey box

Existing Remaining Blue Box Items



Plus New Items



Existing Blue Box

OR



OPTIONAL BIGGER BOX!

Larger Blue Box

Example of New Items:

- **NEW** Aerosol cans & caps (food; air fresheners; shaving cream; deodorant; hairspray)
- **NEW** Paper food containers & cartons
- **NEW** Plastic cold drink cups with lids
- **NEW** Plastic containers, trays and caps (bakery & deli products)
- **NEW** Plastic garden pots & trays
- **NEW** Spiral wound paper cans & lids (frozen juice concentrate; potato chips; cookie dough; coffee; nuts; baby formula)





## YOUR EXPANDED BLUE BOX PROGRAM LET'S RECYCLE EVEN MORE!

Let's  
trim  
our  
waste!

Starting the week of May 19th, 2014, residents can recycle more household items using Richmond's Blue Box program. The newly expanded program includes multiple types of plastic containers, paper and plastic drink cups, milk cartons and flower pots, along with many more items.

We've made a few changes for easy recycling:

- Your **NEW** yellow Mixed Paper Recycling Bag is now for all paper products, including newspaper, cardboard and other paper
- Your **NEW** grey Glass Recycling Bin is for glass jars and bottles only
- Your Blue Box is for containers made from plastic, paper, tin and aluminium

**Extra recycling?** A larger Blue Box for containers is available at the Recycling Depot.

Additional Mixed Paper Recycling Bags and Glass Recycling Bins are also available.

Please call 604-276-4010 to order additional supplies, or pick them up at the following locations:

**City Hall:** 6911 No. 3 Road, open Monday to Friday from 8:15 a.m. to 5:00 p.m.

**Richmond Recycling Depot:** 5555 Lynas Lane, open Wednesday to Sunday from 9:00 a.m. to 6:15 p.m.

All newsprint and paper items are combined into a new yellow Mixed Paper Recycling Bag



Glass jars & bottles are now separated into a new grey Glass Recycling Bin



Plastic bottles, tin & aluminium cans plus many new items go in your Blue Box



Environmental Programs Information Line: 604-276-4010  
[www.richmond.ca/recycle](http://www.richmond.ca/recycle)







## USING YOUR EXPANDED RECYCLING SERVICE

The following guide highlights the many items accepted in recycling, how to sort them using the Blue Box, yellow Mixed Paper Recycling Bag and grey Glass Recycling Bin.


### MIXED PAPER RECYCLING BAG – COMBINE ALL NEWSPRINT & PAPER PRODUCTS TOGETHER

ACCEPTED	HOW TO RECYCLE	NOT ACCEPTED
 <ul style="list-style-type: none"> <li>✓ Newspapers, inserts &amp; flyers</li> <li>✓ Flattened cardboard boxes</li> <li>✓ Catalogues &amp; magazines</li> <li>✓ Cereal boxes</li> <li>✓ Clean pizza boxes</li> <li>✓ Corrugated cardboard (small pieces)</li> <li>✓ Envelopes</li> <li>✓ Junk mail</li> <li>✓ Paper bags</li> <li>✓ Paper egg cartons</li> <li>✓ Paper gift wrap &amp; greeting cards</li> <li>✓ Telephone books</li> <li>✓ Writing paper (Note pads, loose leaf paper, white or coloured paper, printed paper, plain &amp; window envelopes, shredded paper.)</li> </ul>	<ul style="list-style-type: none"> <li>• Remove plastic liners/covers</li> <li>• Remove any food residue</li> <li>• Flatten boxes</li> <li>• <b>Place in Mixed Paper Recycling Bag</b></li> <li>• Cardboard is limited to one bundle per week. Bundle size: 3ft x 2ft x 4 in (90cm x 60cm x 10cm)</li> </ul> <p><i>Note: Oversized/excessive amounts of cardboard can be dropped off at the City's Recycling Depot at 5555 Lynas Lane</i></p>	<ul style="list-style-type: none"> <li>✗ Cardboard boxes with wax coating</li> <li>✗ Plastic bags used to cover newspapers/flyers</li> <li>✗ Metallic wrapping paper</li> <li>✗ Ribbons or bows</li> <li>✗ Musical greeting cards with batteries</li> <li>✗ Padded envelopes</li> <li>✗ Plastic or foil candy wrappers</li> </ul>

### BLUE BOX FOR CONTAINERS – INCLUDES EXPANDED MATERIALS FOR RECYCLING

ACCEPTED	HOW TO RECYCLE	NOT ACCEPTED
 <ul style="list-style-type: none"> <li>✓ <b>New!</b> Aerosol cans &amp; caps (food items, air fresheners, shaving cream, deodorant, hairspray)</li> <li>✓ <b>New!</b> Microwavable bowls, cups &amp; lids</li> <li>✓ <b>New!</b> Paper food containers &amp; cartons (ice-cream, milk, liquid whipping cream)</li> <li>✓ <b>New!</b> Plastic cold drink cups with lids</li> <li>✓ <b>New!</b> Plastic containers, trays &amp; caps (bakery containers &amp; deli trays)</li> <li>✓ <b>New!</b> Plastic and paper garden pots &amp; trays</li> <li>✓ <b>New!</b> Spiral wound paper cans &amp; lids (frozen juice, potato chips, cookie dough, coffee, nuts, baby formula)</li> <li>✓ Aluminium cans &amp; lids</li> <li>✓ Aluminium foil &amp; foil containers (foil wrap, pie plates, food trays, etc.)</li> <li>✓ Plastic bottles &amp; caps (food items, condiments such ketchup, mustard &amp; relish, dish soap, mouthwash, shampoos, conditioners, etc.)</li> <li>✓ Plastic jars &amp; lids (margarine, spreads, dairy products such as yogurt, cottage cheese, sour cream, ice cream, etc.)</li> <li>✓ Plastic tubs &amp; lids</li> <li>✓ Tin cans &amp; lids</li> </ul>	<ul style="list-style-type: none"> <li>• Remove labels</li> <li>• Remove food residue</li> <li>• Empty &amp; rinse</li> <li>• <b>Place in Blue Box</b></li> </ul>	<ul style="list-style-type: none"> <li>✗ Aerosol cans that carry a hazardous waste symbol for corrosive, poison or flammable products</li> <li>✗ Aerosol cans that contained waxes, polishes, lubricating oils, solvents, insulating foam, pesticides</li> <li>✗ Ceramic plant pots</li> <li>✗ Containers for motor oil, or vehicle lubricant or wax products</li> <li>✗ Foil-lined cardboard lids from take-out containers</li> <li>✗ Garden hoses</li> <li>✗ Plastic bags &amp; wrap</li> <li>✗ Plastic string or rope</li> <li>✗ Spray paint cans</li> <li>✗ Styrofoam materials</li> </ul>

### GLASS RECYCLING BIN – SEPARATE GLASS JARS & BOTTLES FROM OTHER CONTAINERS

ACCEPTED	HOW TO RECYCLE	NOT ACCEPTED
 <ul style="list-style-type: none"> <li>✓ <b>New!</b> Clear or coloured glass bottles &amp; jars</li> </ul>	<ul style="list-style-type: none"> <li>• Remove labels where possible</li> <li>• Remove food residue</li> <li>• Empty &amp; rinse</li> <li>• <b>Place in Glass Recycling Bin</b></li> </ul>	<ul style="list-style-type: none"> <li>✗ Glasses, dishes, cookware, window glass or mirrors</li> <li>✗ Ceramic products</li> <li>• Lids (place lids in Blue Box)</li> </ul>

For more information on Blue Box program recycling, and tips on how to reduce waste, visit [www.richmond.ca/recycle](http://www.richmond.ca/recycle).



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** March 3, 2014

**From:** David Weber  
Director, City Clerk's Office

**File:** 12-8125-70-01/Vol 01




**Re:** Options for the 2014 General Local Election

### Staff Recommendation

*That:*

- (1) based on the option selected, staff be authorized to take all necessary steps to conduct and make arrangements for the 2014 General Local Election;*
- (2) staff bring forward any appropriate bylaw amendments, as required, pertaining to the 2014 General Local Election; and*
- (3) one-time additional funding be approved from the General Contingency Account, in the amount corresponding to the option selected.*

David Weber  
Director, City Clerk's Office  
(604-276-4098)

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

## Staff Report

### Origin

For the 2011 General Local Election, a number of new initiatives were introduced which were aimed at providing improved information to the voting public and removing barriers to voting. These new initiatives were funded on a one-time additional level basis and were not necessarily intended to become a permanent part of the election program, but were meant to be implemented on a trial basis (a general description and overview of the Richmond Election Program is included as Attachment 1). One of the main initiatives was the “vote anywhere” initiative, which introduced an at-large approach to voting – a departure from the previous divisional voting model.

On November 4, 2013, the General Purposes Committee considered a report on the election program and adopted the following referral motion:

***That the staff report titled “2014 General Local and School Election Program and Budget” be referred back to staff for further analysis on:***

- (1) The Vote Anywhere approach regarding the Surrey experience and others that should be considered;***
- (2) Mall voting;***
- (3) Restructuring the polls with more voting places; and***
- (4) Strategies for the use of social media.***

Information in response to this referral, which provides background information for this report, is detailed in Attachment 2.

The purpose of this report is to present options for the overall format for the 2014 civic election. Divisional voting and at-large voting options are presented for consideration representing different election formats and different levels of service. A proposed budget is included for each of the following options:

Options		Budget
1	Divisional Voting Model – Basic (Same approach as 2008)	\$ 463,500
2	Voting At-Large Model – “Vote Anywhere” but using the established Voting Places	\$ 516,000
3	Voting At-Large Model – 2011 “Vote Anywhere” approach	\$ 557,000
	<b>Additional Program Components</b> (Extra program features which can be added to any of the 3 options)	+ \$ 66,000 (in addition to the base budget for chosen option)



## Analysis

### **Option 1: Divisional Voting Model – Basic (Same approach as 2008)**

This option reflects a “back to basics” approach to the election, using the model used for many years prior to 2011. With this model, Richmond is divided into 34 voting divisions with one designated voting place per division. With very few exceptions, the same divisional boundaries and voting places were used for every election from the time that the automated vote counting machines were first implemented in 1993. Maps of the established voting divisions are shown in Attachment 3.

Divisional voting must be established by bylaw and under this model, electors may only vote on General Voting Day at their designated voting place, which is based on the location of their residence. Under the divisional voting model, there are no legal exceptions that would allow voters to vote outside of their designated voting places. Electors who arrive at the wrong voting place on General Voting Day must be directed to their correct designated voting place in order to vote.

#### Pros / advantages:

- Straight-forward and well-understood by the public
- A proven, stable model with a long history in Richmond
- Less costly to implement than voting at-large
- Simpler to administer and organize as distribution of electors per voting places is more predictable

#### Cons / disadvantages:

- The established divisions may not reflect changes in population distribution
- Does not provide electors with the choice to vote outside of their immediate neighbourhood; voters are restricted to a single voting place

### **Option 2: Voting At-Large Model – “Vote Anywhere” but using the Established Voting Places**

This option is similar to the approach used in 2011, in that voters would be legally permitted to vote at any of the voting places on General Voting Day, except that under this proposed option, only the established voting places would be utilized (see Attachment 4 for a list of established voting places). Locations such as malls, community centres, colleges, and sport facilities would not be used for voting places. Voters could choose to vote at their usual neighbourhood voting place or they could choose to vote at any of the other established neighbourhood voting places.

#### Pros / advantages:

- Provides familiarity in terms of voting place locations
- Provides greater choice and convenience to the voting public

#### Cons / disadvantages:

- Less predictable in terms of staffing and supplying the voting places



- Less predictable in terms of voter turnout at any particular voting place
- More costly than the divisional voting model in terms of technology, staffing and training
- Impact on voter turnout is mixed. While this approach may provide a more convenient voting opportunity for some voters, the benefit of this approach is mainly the increased convenience for those who already intend to vote, with perhaps only a slight impact on voter turnout.

### **Option 3: Voting At-Large Model – the 2011 “Vote Anywhere” approach**

In 2011, the election was conducted using an at-large voting model, which was also referred to as the “vote anywhere” approach. Under this model, electors did not have designated voting places and were permitted to vote at any voting place either close to home in their neighborhoods or when they were in the general community. By removing designated voting divisions, voting places could be located in a mix of conventional locations and non-conventional / higher-traffic locations such as community centres and shopping malls. An average of 41% of voters who voted in 2011 chose to vote at a voting place other than the one that would have been their designated neighbourhood voting place under a divisional voting model. A very modest increase in voter turnout was observed in 2011 (23.74%) in comparison to the previous election (22.1%).

In 2011, Surrey, Coquitlam and Richmond used the voting at-large model. Burnaby and Vancouver ran pilot projects to test the process and the technology in 2011 and plan to fully implement the at-large voting approach for this coming election. Surrey and Coquitlam are planning to continue with the at-large voting model in 2014.

#### Pros / advantages:

- Provides greater choice and convenience to the voting public in terms of voting locations

#### Cons / disadvantages:

- Less predictable in terms of staffing and supplying the voting places
- Somewhat less predictable in terms of voter turnout at any particular voting place
- Most costly of the 3 options presented in terms of technology, staffing and training
- Can present challenges in terms of locating voting places in non-conventional locations such as malls. Increased costs result due to administrative complexity and increased coordination requirements for non-conventional locations
- Impact on voter turnout is mixed. While this approach may provide a more convenient voting opportunity for voters, the benefit of this approach is mainly the increased convenience, with perhaps only a slight impact on voter turnout

**Additional Program Components** (The following extra program features can be added to any of the 3 Options)

Most of the additional election program features listed below were first implemented in 2011 on a one-time additional funding basis.

**(1) The publication of candidate profiles (\$16,000)**

For many election cycles, the City Election Office has mailed a *Voters Guide* to every household in Richmond outlining basic information for voters (for example, a map showing the location of voting places, basic eligibility and identification requirements, hours of voting, etc.).

For the 2011 election, the *Voters Guide* included, for the first time, brief candidate profiles in addition to the regular election information. The profile statements and photographs were submitted by the candidates as part of the nomination process. To ensure consistency and fairness, candidates were required to follow strict submission guidelines.

In 2011, one-time funding in the amount of \$16,000 was approved to cover incremental costs for the printing and additional postage required for the expanded 2011 *Voters Guide*. To continue to provide this in 2014 would require additional one-time funding in the amount of \$16,000.

**(2) Additional Advance Voting Opportunities (\$20,000)**

Advance voting is becoming more and more popular with each election. A total of 4,448 or 14.3% of all ballots cast in 2011 were cast at advance voting opportunities. In comparison, in 2008, 2,942 ballots were cast in advance or 10.6% of all ballots cast.

In 2011, the City offered 9 advance voting opportunities on 5 separate days, which included 3 advance voting opportunities at City Hall and 6 advance voting opportunities at locations out in different areas of the community. This was the first time that advance voting was offered outside of City Hall. Advance voting was offered in Steveston (McMath School), East Richmond (Cambie Community Centre), City Centre (the Library/Cultural Centre, the Richmond Olympic Oval and Kwantlen College) and the South Arm area (McRoberts School).

Prior to the last election, the City typically only offered up to 5 advance voting opportunities. In order to continue to offer an increased number of advance voting opportunities as was done in 2011, including opportunities out in the community, an additional one-time funding amount of \$5,000 per additional voting opportunity beyond 5 would be appropriate. Additional one-time funding in the amount of \$20,000 would cover costs for up to 9 advance voting opportunities.

**(3) Social Media & Election “App” (\$18,000)**

During the last election, the Election Office established a Facebook page in addition to the information and look-up tools available on the City website. For 2014, staff are also exploring the possibility of a downloadable “app” for mobile devices which would provide basic election information on voting opportunities, locations, hours and candidate profiles.

**(4) Discretionary / additional advertising (\$12,000)**

Discretionary advertising would include any advertising that is beyond what is required as a minimum by statute. During the 2011 election period, additional advertising such as newspaper wraps, informal election ads and bus shelter posters were used to reach out to the general public in addition to the minimum required statutory advertisements.

All together, the additional election program components outlined above total \$66,000 in additional one-time costs that do not currently exist in the base election budget.

In terms of the commonalities and difference between the proposed budgets outlined below, certain base election costs are relatively consistent across the board, regardless of the election model that is chosen (for example, statutory advertising, ballot printing, signage printing, supplies, vote counting machine maintenance and programming, voters list management, voter cards and postage, moving and deliveries, and the Voters Guide would all cost the same irrespective of whether the election followed a divisional voting model or an at-large voting model).

Where the main cost variations would be seen, between the different options, is primarily in the staffing levels, training and technology costs. Under the at-large voting approach, as the number of potential voters attending each voting place is much less predictable than under the divisional voting model, it is important to increase staffing levels in order to adequately respond to unexpected crowds. In addition, as there are many more logistical and technology planning activities under the at-large model, election office staffing levels must also be higher.

Where non-conventional voting place locations are used, an even greater level of logistical and administrative coordination is required, increasing those costs even further. Also, under the at-large model, there is an increase to technology requirements at the voting places, which leads to greater computer equipment costs, data/internet connectivity costs, and IT support costs. Finally, because of the greater use of technology under the at-large voting approach, more election day staff must be trained in the proper use of that technology to ensure smooth election day operations.

Other differences in the proposed budgets are due to the inclusion of the additional program components as a potential additional cost on top of each option, namely, the inclusion of the candidate profiles in the Voter's Guide (\$16,000), the continuation of the additional advance voting opportunities (\$20,000), the creation of an election "app" for mobile devices and other social media efforts (\$18,000), and the continuation of an expanded discretionary advertising campaign (\$12,000). The total projected cost of the additional program components would be \$66,000.

**Financial Impact**

<b>Election Program Costs</b>	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>
	Divisional Voting	Voting At-Large	Voting At-Large
	SAME AS 2008 BASIC	“ESTABLISHED” VOTING PLACES	SAME AS 2011 (With Non- Conventional Voting Places)
<b>Base Election Costs</b>			
• Statutory Ads	18,000	18,000	18,000
• Ballot Printing	24,000	24,000	24,000
• Printing and supplies	20,000	20,000	20,000
• Vote counting machines (maintenance and programming services)	32,000	32,000	32,000
• Voters List system, Voter cards, Postage	105,000	105,000	105,000
• Moving, deliveries, general	12,000	12,000	12,000
• Voter's Guide (Basic guide without candidate profiles)	15,000	15,000	15,000
• Voting Day staff	93,500	105,000	126,000
• Training	12,000	25,000	25,000
• Election Office staff (includes staffing contingency)	120,000	130,000	150,000
• Computer equipment/technology	12,000	30,000	30,000
<b>TOTAL</b>	<b>\$ 463,500</b>	<b>\$ 516,000</b>	<b>\$ 557,000</b>
<b>Additional Program Components</b>	<b>Option 1 Plus Additional Components</b>	<b>Option 2 Plus Additional Components</b>	<b>Option 3 Plus Additional Components</b>
• Base Option Cost	463,500	516,000	557,000
• Candidate Profiles in Voter's Guide	16,000	16,000	16,000
• Additional Advance Voting (4)	20,000	20,000	20,000
• Social Media / Election App.	18,000	18,000	18,000
• Discretionary/additional ads	12,000	12,000	12,000
<b>TOTAL with Additional Program Components</b>	<b>\$ 529,500</b>	<b>\$ 582,000</b>	<b>\$ 623,000</b>

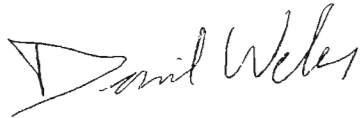
The amount currently available in the base election budget is \$347,000. The amount of additional funding required for each proposed option is detailed in the table below. The source of additional one-time funding may come from the General Contingency Account.

<b>Options</b>		<b>Proposed Budget</b>	<b>Available Budget</b>	<b>One-Time Funding Required</b> (= Proposed minus available budget)
Option 1	Divisional Voting – Basic (2008 approach)	\$ 463,500	\$ 347,000	<b>\$ 116,500</b>
Option 1 <b>Plus</b>	Divisional Voting – Basic <b>Plus</b>	\$ 529,500	\$ 347,000	<b>\$ 182,500</b>
Option 2	Voting At-Large – At Established Places	\$ 516,000	\$ 347,000	<b>\$ 169,000</b>
Option 2 <b>Plus</b>	Voting At-Large – Established Places <b>Plus</b>	\$ 582,000	\$ 347,000	<b>\$ 235,000</b>
Option 3	Voting At-Large – 2011 approach	\$ 557,000	\$ 347,000	<b>\$ 210,000</b>
Option 3 <b>Plus</b>	Voting At-Large – 2011 approach <b>Plus</b>	\$ 623,000	\$ 347,000	<b>\$ 276,000</b>

## Conclusion

Local government elections can be structured in different ways, and varying levels of service can be offered from community to community. One of the most basic differences in approach is divisional voting versus at-large voting. Both approaches have been used in Richmond, with the at-large voting model used in 2011 and the divisional voting model used in 2008 as well as in many years prior. Each approach has advantages and disadvantages as outlined.

For consideration for the 2014 election, options have been presented for both divisional and at-large voting, with and without additional program components. Depending on the fundamental model desired, additional one-time funding will be required with the amount depending on the corresponding level of service. Appropriate bylaw amendments will be brought forward in due course, as required, to implement the option chosen.



David Weber  
Director, City Clerk's Office  
(604-276-4098)

- Attachment 1 – The City of Richmond Election Program
- Attachment 2 – Response to GP Referral of November 4, 2013
- Attachment 3 – Map of Established Voting Divisions
- Attachment 4 – Voting Places for General Local Election (Used for 2008 Election)



## **The City of Richmond Election Program**

### **Governing Legislation and Mandate**

Under the City of Richmond election program, the Director, City Clerk's Office (Corporate Officer) is also designated by bylaw as the City's Chief Election Officer and is therefore responsible for the administration of elections and by-elections for the City of Richmond. Under current legislation, a General Local and School Election must be held on the third Saturday in November every three years for the Offices of Mayor, Councillor, and School Trustee. The next election will be held on November 15, 2014.

In February 2014, the Provincial Government introduced legislation that, once enacted, would extend the term of office to 4 years and change the date of the civic election to the third Saturday in October. If this amendment becomes law as anticipated, then the next general civic election after 2014 would take place in October 2018 and candidates that are elected in 2014 would serve in office for 3 years and 11 months.

The Richmond General Local and School Election is administered in accordance with the provisions of:

- The Local Government Act (Part 3 and 4),
- The Community Charter (Part 4),
- The School Act (Part 4),
- The Civic Election Administration and Procedure Bylaw No.7244, and
- The Election and Political Signs Bylaw No.8713.

For the 2014 election, the BC Provincial Government has proposed and introduced additional new legislation relating to campaign financing.

### **Electors**

For the last local election in 2011, Richmond had 131,082 registered electors. The City, by bylaw, adopts the Provincial Voters List (the Richmond portion) as the Richmond List of Electors, which is the common practice for municipalities across BC. The Provincial Voters List is maintained by Elections BC and draws from numerous federal and provincial government sources to ensure accuracy as much as possible. The City supplements the list by taking advance voter registrations in the period leading up to local elections as well as by providing elector registration opportunities at the time of voting (as required by the Local Government Act).

### **Voting Opportunities**

In 2011, Richmond had 32 voting places open on General Voting Day (from 8:00 am to 8:00 pm), provided 9 advance voting opportunities, 8 "mobile polls" at local care facilities as well as opportunities for mail-in ballots for travellers and people with limited mobility. In total, 31,126 ballots were cast at all voting opportunities combined and the results were counted and tabulated using automated vote counting machines. The automated vote counting technology has been in use in Richmond for 20 years and is a well accepted and efficient technology. Final election

results were broadcast live to the City website following the close of the polls at 8:00 pm, with all results available on-line by 8:45 pm.

### Election Staffing and Training

In order to staff the various voting places, advance voting opportunities and mobile polls, the City Clerk's Office hires and trains approximately 250-275 temporary front-line election staff every election cycle (to fill approximately 350 positions). Many of the most senior temporary election staff (those in charge of the voting places) have extensive experience working elections in Richmond. A rigorous mandatory training program is provided to temporary election staff which includes:

- Elector registration training sessions,
- Vote-counting machine orientations (hands-on training),
- Computer training as appropriate, and
- A "mock election" night used to demonstrate and review election procedures.

In addition to the in-person training sessions, all election staff are provided with detailed election training manuals and are provided access to customized on-line training videos which cover a range of election procedures and processes.

In addition to the approximately 350 front-line election positions, the City Clerk's Office hires several temporary full-time election staff during the election year and opens a public Election Office within City Hall. In addition to the dedicated Election Office staff, a considerable amount of election-related work is undertaken by other staff in the City Clerk's Office with technical support for the election being provided by the IT Division.

### Public Awareness / Advertising / Public Access Tools

Numerous statutorily-required advertisements must be placed in local newspapers at specific points in time leading up to the election in order to notify and inform the public about advance voter registration, the opening of nominations, voting opportunities, and other basic election information. In addition to the statutory advertising, the City Election Office usually places additional advertising and key messaging in local papers, in the form of "newspaper wraps" and other less formal and more visually accessible ads, such as bus stop shelter posters.

In addition to print media, the City Election Office prepares and mails to every Richmond household a *Voters Guide* which includes all the pertinent information needed by voters to find the voting places, to understand the eligibility and identification requirements, how to obtain assistance in advance or at the time of voting, and to find out who is running in the election. For the first time in 2011, the *Voters Guide* also included candidate profiles and candidate photographs, which were submitted by candidates along with their nomination papers. The *Voters Guide* is also available on-line in English, French, Chinese and Punjabi.

All manner of election-related information is also available on the City Website election pages and for the first time in 2011 on the City Election Office Facebook Page. The City website included several electronic database tools to assist voters to find voting places and to check

whether they were registered on the voters list. On General Voting Day, the public could view live election results on the City website as the results are reported from the various voting places. In total in 2011, the election pages on the City website had **67,365** public page views with **16,744** of those page views occurring on General Voting Day.

### Election Day Operations

On General Voting Day and during advance voting opportunities, voters are able to register to vote if necessary immediately before casting a ballot. Voting place election staff, who have received training in election day procedures arrive early at each voting place to set-up equipment and materials and to prepare to receive electors. Each voting place team is supported by City staff stationed at an election call centre at City Hall. The call centre is available for general inquiries by election staff and the public.

If technical problems present themselves at the voting places during voting hours, technical support staff are available and can be dispatched to any voting location to provide assistance. Additional ballots, supplies and other equipment are also available and ready for distribution to the voting places as required. At the end of the evening, when the polls close, memory cards from the automated vote counting machines are transported to election headquarters where the results are downloaded, compiled and published live to the City website.

**Reponse to GP Referral of November 4, 2013**

On November 4, 2013, General Purposes Committee considered a report on the election program and adopted the following referral motion:

***That the staff report titled “2014 General Local and School Election Program and Budget” be referred back to staff for further analysis on:***

- (1) The Vote Anywhere approach regarding the Surrey experience and others that should be considered;***
- (2) Mall voting;***
- (3) Restructuring the polls with more voting places; and***
- (4) Strategies for the use of social media.***

The following information is offered in response to the referral.

**(1) The Vote Anywhere approach regarding the Surrey experience and others that should be considered**

In 2011, Surrey, Coquitlam and Richmond implemented an at-large voting model while Burnaby and Vancouver ran pilot projects to test the process and the technology. For 2014, Surrey and Coquitlam plan to continue with the at-large voting model and Burnaby and Vancouver are planning to fully implement at-large voting for the first time.

Surrey took a somewhat different approach to the implementation of the “vote anywhere” model in 2011 in that they reduced the number of voting places in Surrey from 74 to 52 voting places. In making that reduction, Surrey staff report that they did not receive a significant number of public complaints. They report that the efficiency and accessibility of the at-large model was generally well received by the public. While they are looking to make some small adjustments to the voting place locations based on what they learned in 2011, they are not planning to increase the overall number of voting places above the number used in 2011.

**(2) Mall voting**

In Richmond in 2011, 2 voting places were located in malls (Lansdowne Centre and Aberdeen Centre). Lansdowne mall was the busiest voting place with 1,772 ballots cast (5.7% of total ballots cast) and Aberdeen Centre was the 8<sup>th</sup> busiest voting place with 1,115 ballots cast (3.6% of total ballots cast).

Given the unique location of these voting places, there were many special and challenging logistical arrangements that had to be made, in particular with regard to:

- Hours of operation – The shopping mall hours were not the same as the hours of voting, therefore, special arrangements had to be made for the mall buildings to open early and remain open late with special access and way-finding provided to guide people to the voting areas within the mall;

- Parking – Special reserved parking arrangements had to be made so that election staff who were delivering supplies and ballots during the day would have ready access to the voting place, especially at Aberdeen Centre where finding nearby parking can be very challenging.
- Security – Because the voting places in the malls were anticipated to be very busy and were located in very high traffic areas, additional voting place security personnel (Commissionaires) were hired at additional cost to provide assistance and general security at the shopping mall voting places.
- Way-finding signage – The malls have strict policies on the use of signage at the mall entrances and within the mall, which limited the type of way-finding signage that would normally be utilized by the Election Office to direct voters to the voting place.
- Political signage – There were some challenges with regard to political signage at malls in that mall management was concerned that they had to attend to improperly placed political signage on mall property during the election campaign. In addition, the size and high traffic activity at the malls made it challenging to monitor and enforce the statutory prohibition on political signage and political materials located within 100 metres of the voting place at the time of voting.
- Available space – Not all shopping malls have vacant spaces large enough to house a voting place, so it can be challenging or impossible to secure an appropriately-sized space within a shopping mall that would guarantee an adequate voting environment

### **(3) Restructuring the polls with more voting places**

When vote counting machines were first used in 1993, the largest voting division had just over 2,600 registered electors whereas the smallest divisions had just over 1,100 registered electors. By 2008, the number of registered electors in the largest voting division had grown to over 8,600 while the smaller divisions still only ranged from a maximum of 1,700 to 2,100 registered electors. In other words, the number of registered electors in some voting divisions had increased at a much greater rate than others, to the point where the difference between the smallest to the largest divisions had grown by over 4.5 times.

This in itself does not necessarily warrant the creation of new voting divisions. Most of the time, increases in the number of registered electors served with a voting division can be handled by increasing the staff complement at the voting place. However, if the number of ballots cast in a day is beyond what can comfortably be handled by one election team, even one that has additional staff, then it may be worth examining divisional boundaries to create additional divisions and voting places.

Experience has shown that once the number of ballots cast at a given voting place starts to tip over the 1,000 mark, we begin to experience a significant amount of activity at the voting place, especially where there are many new registrants to process or where voters require assistance with translation. Based on 2008 figures, the following 4 Voting Places are beginning to consistently exceed the upper limit in terms of comfortable numbers of voters in a given day:

- RC01 Thompson Elementary – 178% increase in the number of registered electors between 1993 and 2008 (from 1,918 to 5,335) with 1,093 ballots cast in 2008;



- RS05 Homma Elementary – 140% increase in the number of registered electors between 1993 and 2008 (from 2,397 to 5,750) with 1,382 ballots cast in 2008;
- RE06 Kate McNeely School – 245% increase in the number of registered electors between 1993 and 2008 (from 2,137 to 7,368) with 1,052 ballots cast in 2008; and
- RE01 General Currie School – 276% increase in the number of registered electors between 1993 and 2008 (from 2,297 to 8,628) with 1,248 ballots cast in 2008.

If Council is inclined to stay with the same voting divisions and voting places under the divisional model as was discussed at the November 4, 2013 GP meeting, then it is quite possible to manage these larger voting places by increasing the staffing levels and by turning those voting places into “super-poll” sized voting places. However, if there is some appetite for change, these voting divisions could be re-examined when the new 2014 voters list data becomes available to see whether there is an advantage to re-defining divisional boundaries in these neighbourhoods.

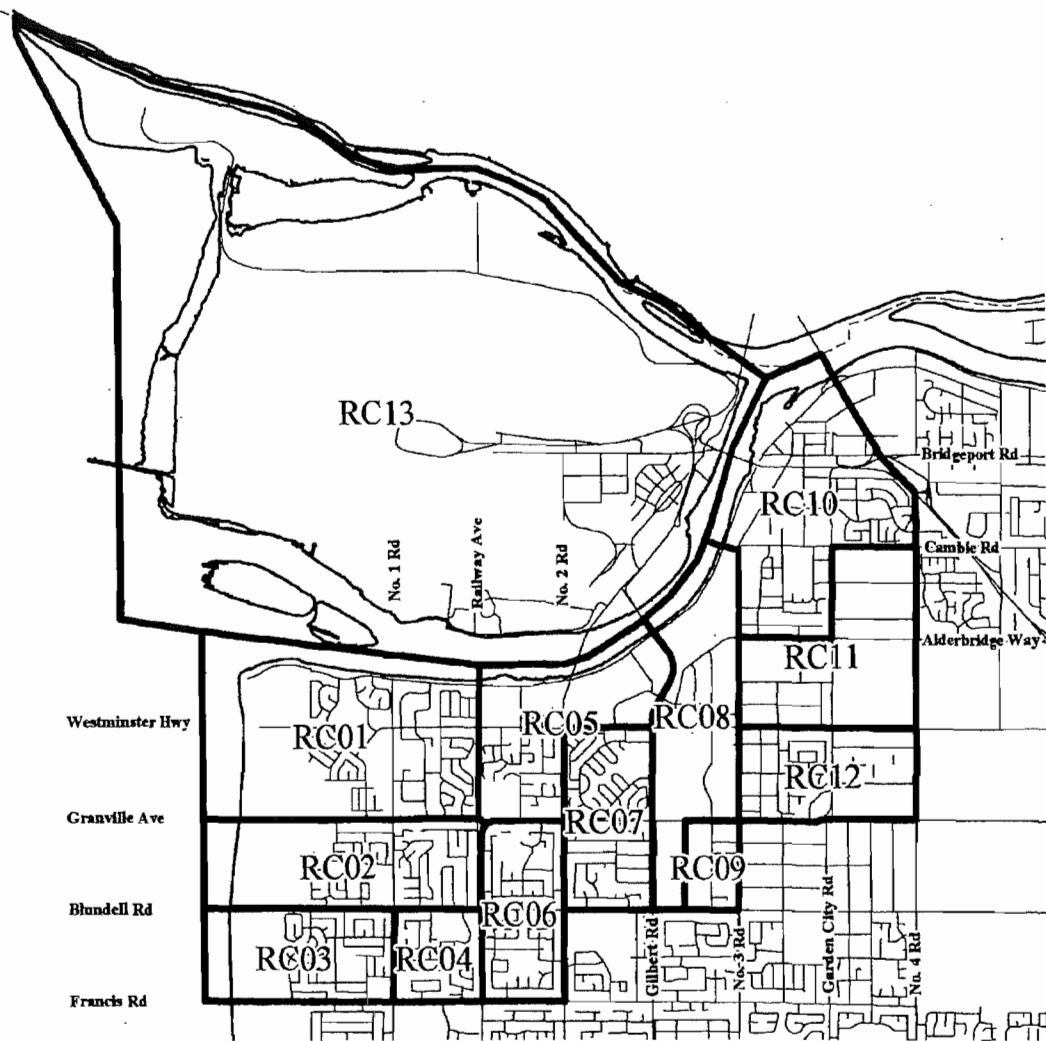
#### **(4) Strategies for the use of social media**

In 2011, a Facebook page was created for the election which was used to distribute key messages and to advertise specific key milestones and events.

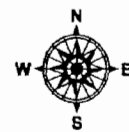
For 2014, staff are exploring the possibility of creating a downloadable “app” which would provide general election event information, voting place location look-up tools, and candidate profile information on smartphones and mobile devices.

The Election Office will work closely with Communications staff to capitalize on any appropriate opportunities to promote the election through social media and traditional media.

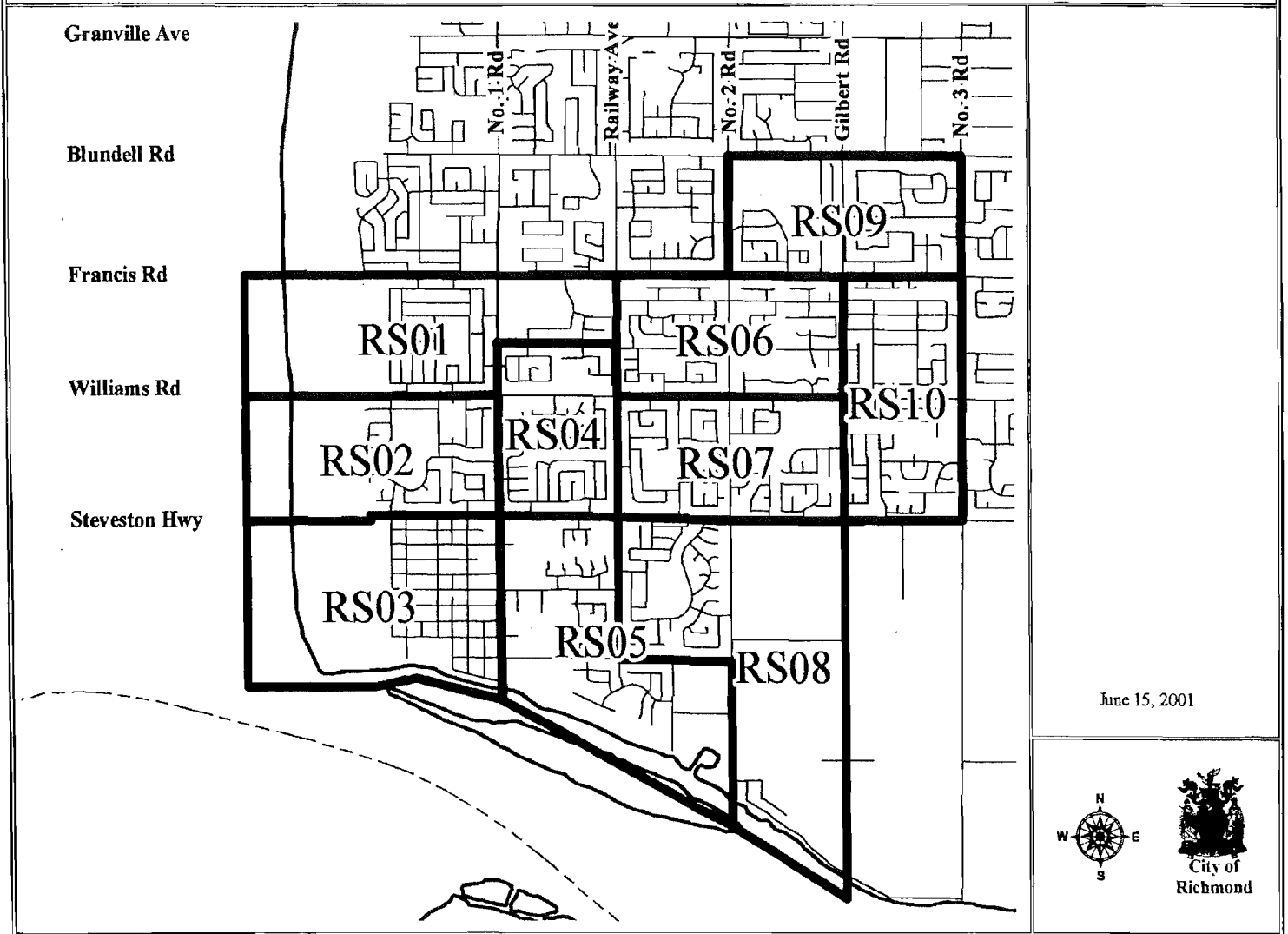
# Civic Voting Divisions - Richmond Centre



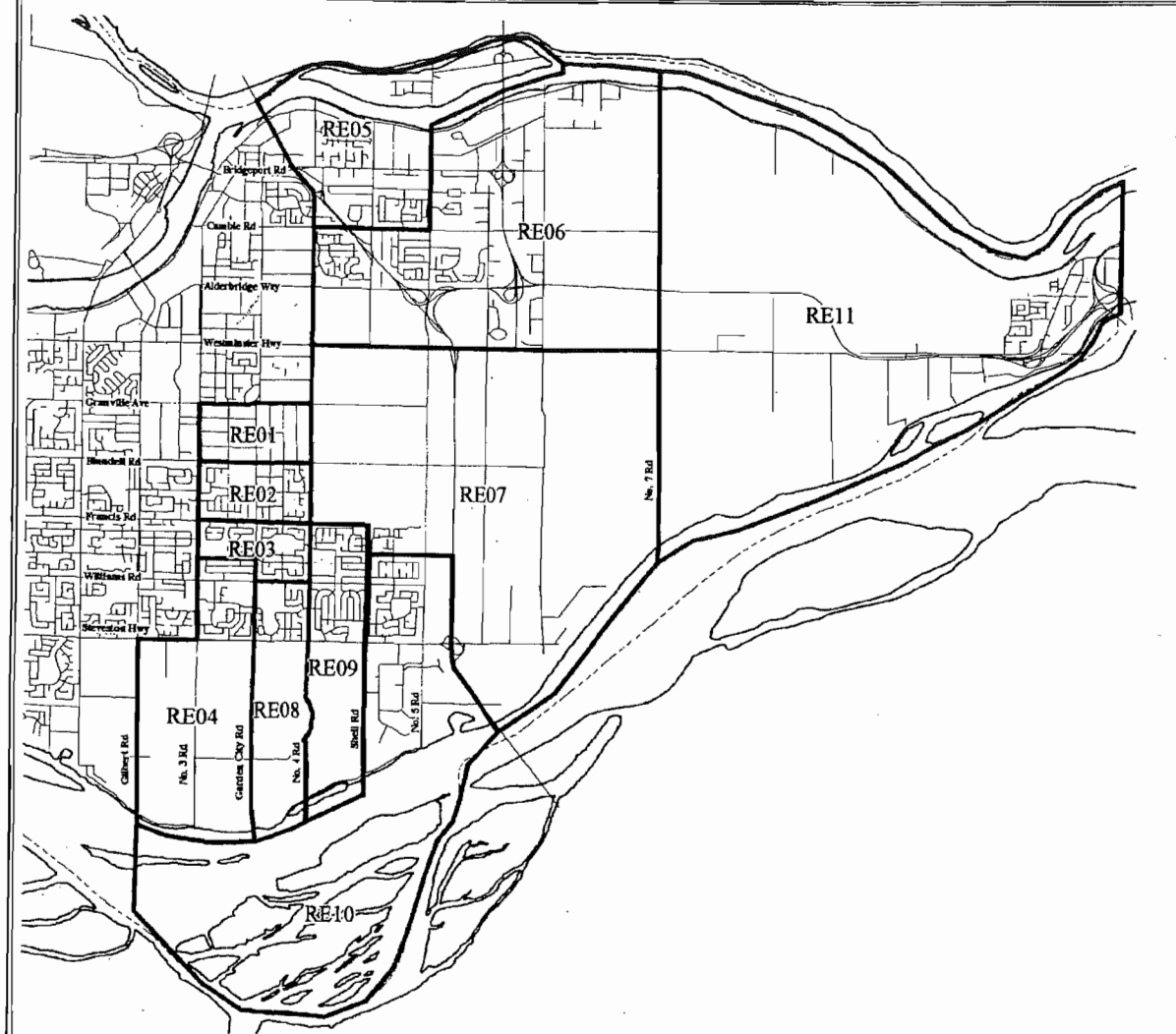
June 15, 2001



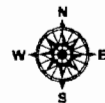
## Civic Voting Divisions - Richmond Steveston



## Civic Voting Divisions - Richmond East



June 15, 2001



## Voting Places for General Local and School Election

### (Used for 2008 Election)

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#### **RICHMOND - CENTRE (RC)**

RC01	Thompson Elementary School	6211 Forsyth Crescent
RC02	Quilchena Elementary School	3760 Moresby Drive
RC03	Gilmore Elementary School	8380 Elsmore Road
RC04	Grauer Elementary School	4440 Blundell Road
RC05	Blair Elementary School	6551 Lynas Lane
RC06	McKay Elementary School	7360 Lombard Road
RC07	Brighthouse Elementary School	6800 Azure Road
RC08	Minoru Place Seniors Centre	7660 Minoru Gate
RC09	Richmond Secondary School	7171 Minoru Boulevard
RC10	Talmey Elementary School	9500 Kilby Drive
RC11	Tomsett Elementary School	9671 Odlin Road
RC12	Cook Elementary School	8600 Cook Road
RC13	Sea Island Elementary School	1891 Wellington Crescent

#### **RICHMOND - EAST (RE)**

RE01	General Currie Elementary School	8220 General Currie Road
RE02	Palmer Secondary School	8160 St. Albans Road
RE03	Walter Lee Elementary School	9491 Ash Street
RE04	Bridge Elementary School	10400 Leonard Road
RE05	Tait Elementary School	10071 Finlayson Drive
RE06	Kate McNeely Elementary School	12440 Woodhead Road
RE07	Kingswood Elementary School	11511 King Road
RE08	Whiteside Elementary School	9282 Williams Road
RE09	McNair Secondary School	9500 No. 4 Road
RE10	Woodward Elementary School	10300 Seacote Road
RE11	Hamilton Elementary School	5180 Smith Drive

#### **RICHMOND - STEVESTON (RS)**

RS01	Dixon Elementary School	9331 Diamond Road
RS02	Manoah Steves Elementary School	10111 Fourth Avenue
RS03	Lord Byng Elementary School	3711 Georgia Street
RS04	Diefenbaker Elementary School	4511 Hermitage Drive
RS05	T.K. Homma Elementary School	5100 Brunswick Drive
RS06	Wowk Elementary School	5380 Woodward Road
RS07	Steveston-London Secondary School	6600 Williams Road
RS08	Westwind Elementary School	11371 Kingfisher Drive
RS09	Blundell Elementary School	6480 Blundell Road
RS10	Maple Lane Elementary School	7671 Alouette Drive





**To:** Richmond City Council  
**From:** Andrew Nazareth  
General Manager, Finance and Corporate Services  
**Date:** April 25, 2014  
**File:** 12-8125-70-01  
**Re:** **Consequential Amendment to Election Bylaw and Appointment of Election Officers for the 2014 General Local and School Election**

In accordance with the GP recommendation of April 22<sup>nd</sup> that:

*staff bring forward any appropriate bylaw amendments, as required, pertaining to the 2014 General Local Election,*

attached for Council consideration on April 28, 2014 is *Civic Election Administration and Procedure Bylaw No. 7244, Amendment Bylaw No. 9141*. If adopted, this bylaw would re-establish voting divisions in Richmond in accordance with Option 1 as described in the staff report dated March 3, 2014 from the Director, City Clerk's Office.

Also, in relation to the 2014 Local Election, Council is required by statute to appoint a Chief Election Officer and Deputy Chief Election Officer. In accordance with the General Manager and Officer Bylaw, the Director, City Clerk's Office is responsible for the administration of civic elections as the Chief Election Officer. All past City elections have been administered through the City Clerk's Office and the current staff have the knowledge and experience to organize and administer the upcoming 2014 General Local Election.

In accordance with the above, the following additional staff recommendations have been included on the Council agenda for consideration on April 28, 2014 immediately after the election-related GP recommendations:

1. *That Civic Election Administration and Procedure Bylaw No. 7244, Amendment Bylaw No. 9141, which re-establishes voting divisions in accordance with Option 1 in the report dated March 3, 2014 from the Director, City Clerk's Office, be introduced and given first, second and third readings; and*
2. *That David Weber be appointed as Chief Election Officer, and that Michelle Jansson be appointed as Deputy Chief Election Officer for the 2014 General Local and School Election.*

Please feel free to contact me (276-4095) or David Weber (276-4098) if you have any questions.

Andrew Nazareth  
General Manager, Finance and Corporate Services



**Civic Election Administration and Procedure Bylaw No. 7244,  
Amendment Bylaw No. 9141**

The Council of the City of Richmond enacts as follows:

1. Civic Election Administration and Procedure Bylaw No. 7244, as amended, is further amended:
  - (a) by deleting the heading “PART THREE: REPEALED” and substituting the following:

“PART THREE: VOTING DIVISION ESTABLISHMENT

    - 3.1 For a General Local Election the **City** is divided into the voting divisions which are shown on Schedules B, C and D, which are attached and form a part of this bylaw.
    - 3.2 The provisions of section 3.1 do not apply to a **by-election**.”
  - (b) by adding Schedule A as attached to this bylaw as Schedule B to Bylaw No. 7244.
  - (c) by adding Schedule B as attached to this bylaw as Schedule C to Bylaw No. 7244.
  - (d) by adding Schedule C as attached to this bylaw as Schedule D to Bylaw No. 7244.
2. This Bylaw is cited as “**Civic Election Administration and Procedure Bylaw No. 7244, Amendment Bylaw No. 9141**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

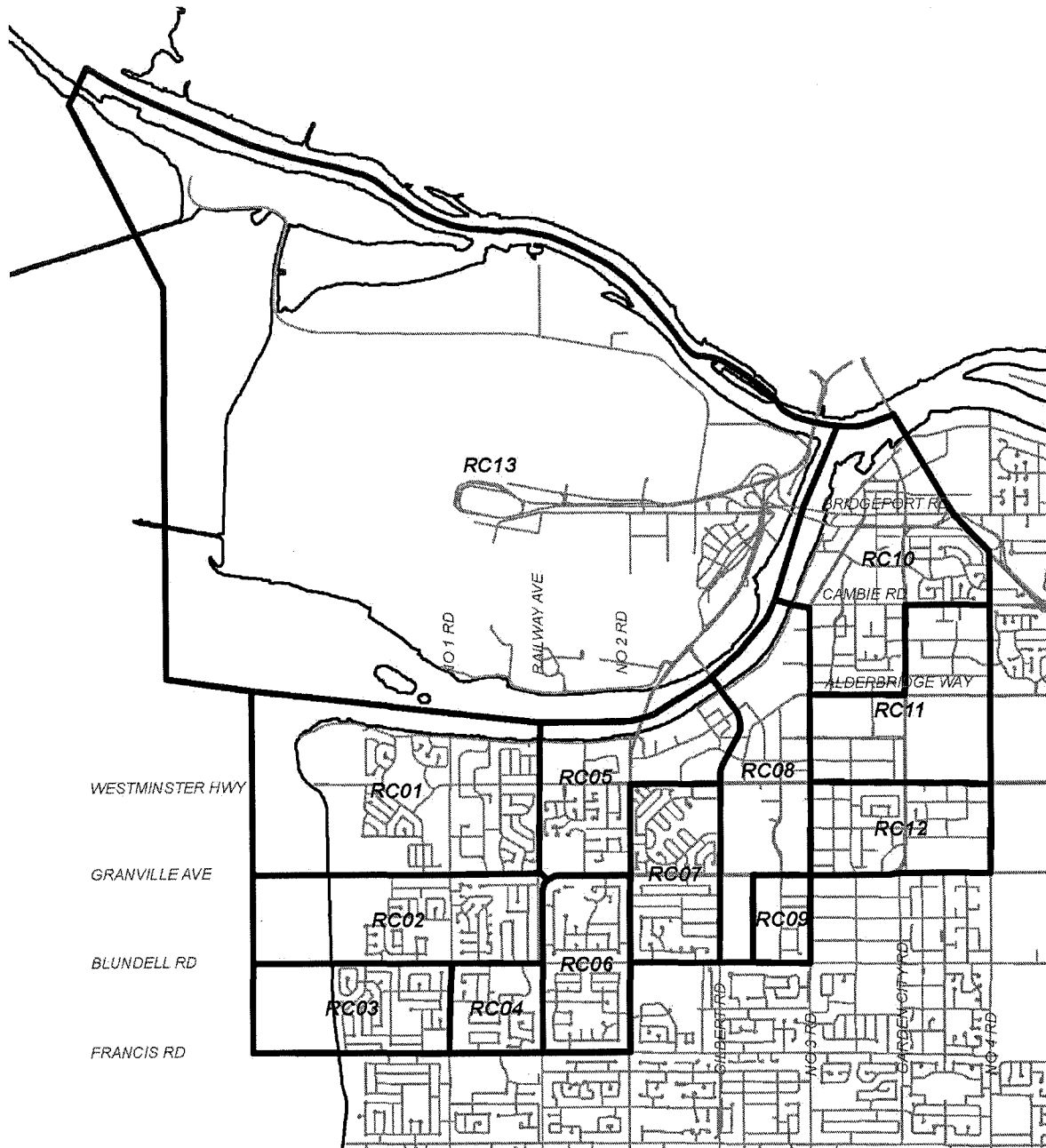
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CITY OF RICHMOND
APPROVED for content by originating dept. 
APPROVED for legality by Solicitor 

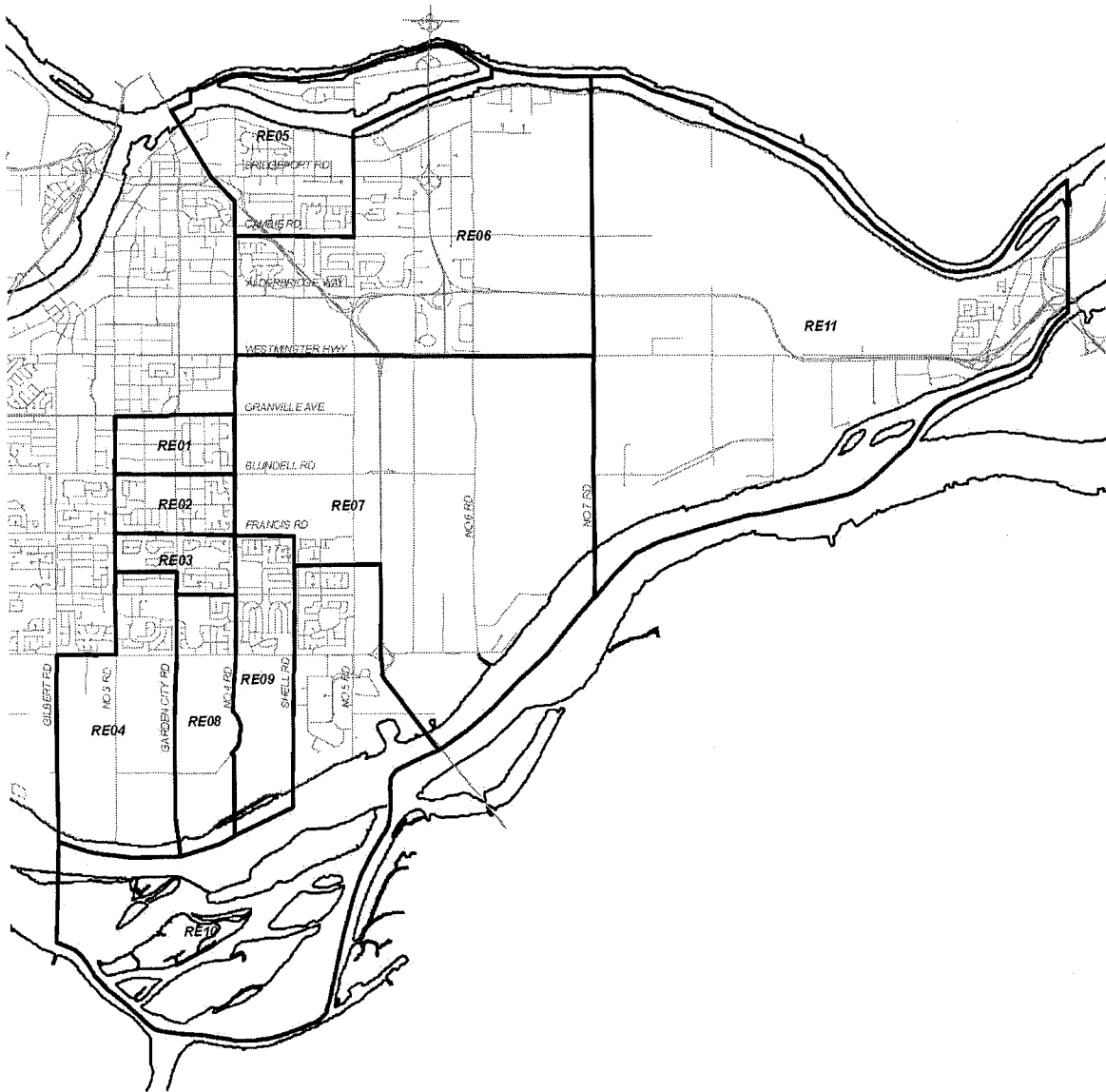
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MAYOR

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CORPORATE OFFICER

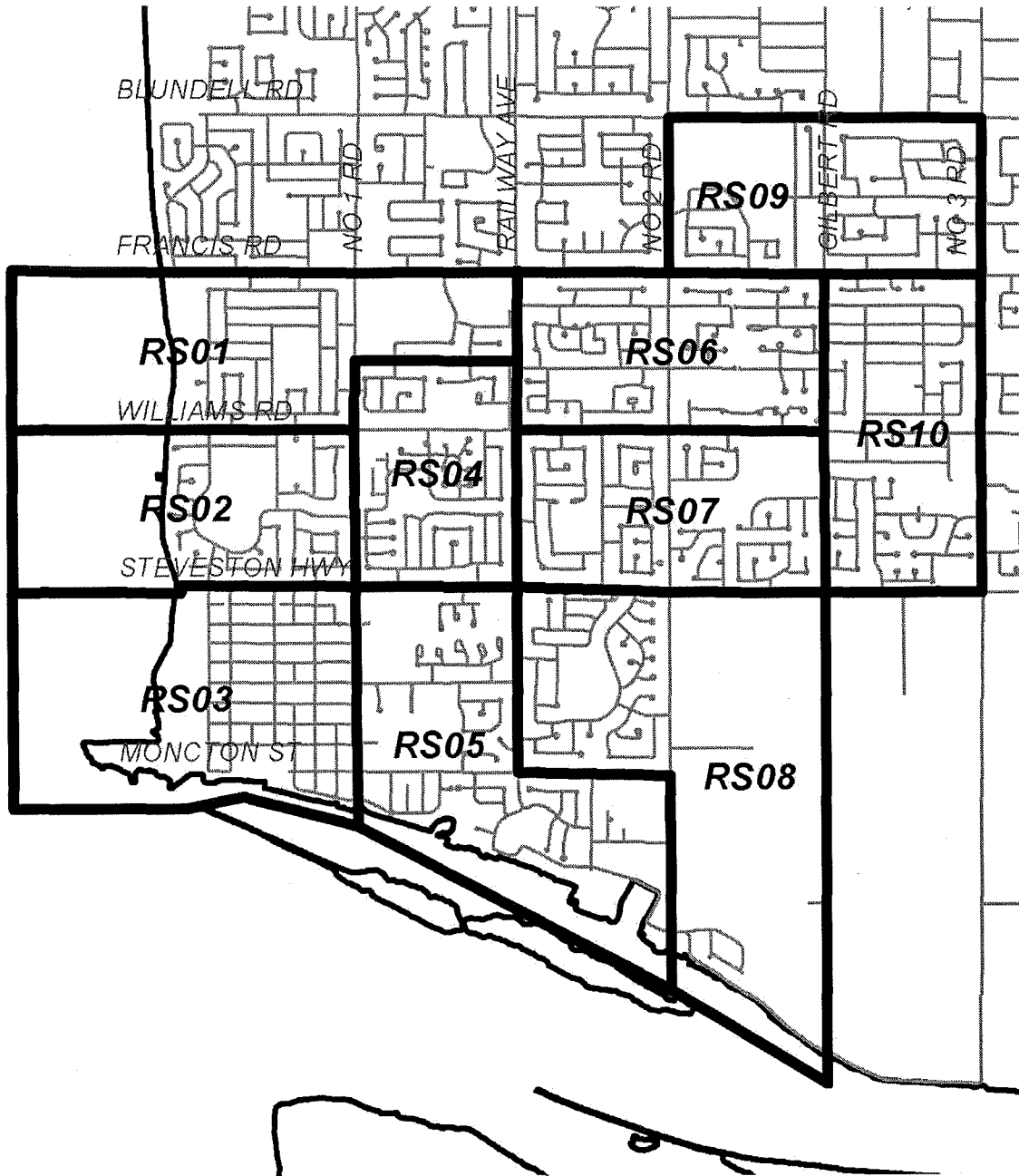
Schedule B to Bylaw No. 7244



Schedule C to Bylaw No. 7244



Schedule D to Bylaw No. 7244







Conversations for  
Responsible  
Economic Development

## Building informed discussion about long-term prosperity on Canada's West Coast

**Fuelling BC's economy: where does our wealth come from?**

*Richmond City Council*

Felicity Lawong



## About CRED

- Growing collection of over 90 business leaders and academics in sectors like real estate, tourism, tech, film and health
- Want to ensure lasting prosperity on BC's west coast: responsible economic development
- Examining the economic costs and benefits of Kinder Morgan's proposal –economic risks have been missing from the conversation
- Want to see a balanced and fact-based discussion



A photograph of a city at night, likely Vancouver, with a purple text box overlaid. The city lights are visible in the background, and the text box contains the question "Why does Trans Mountain matter?".

## Why does Trans Mountain matter?

- Oil sands play important role in Canadian economy



## Why does Trans Mountain matter?

- Oil sands play important role in Canadian economy
- Trans Mountain pipeline would shape regional economy for 40+ years



## Why does Trans Mountain matter?

- Oil sands play important role in Canadian economy
- Trans Mountain pipeline would shape regional economy for 40+ years
- Highly polarized and politicized issue – some players have made heavy investments and have a lot to lose





## Why does Trans Mountain matter?

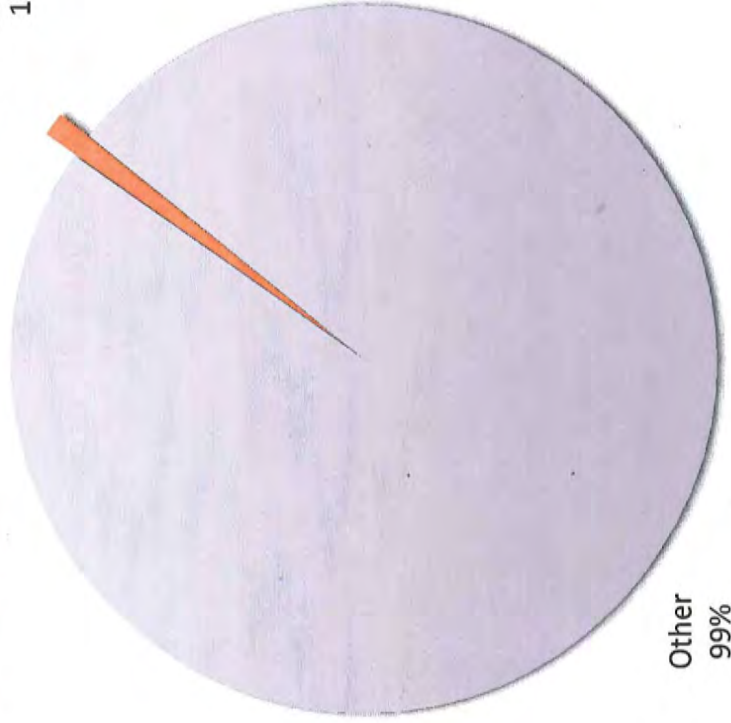
- Oil sands play important role in Canadian economy
- Trans Mountain pipeline would shape regional economy for 40+ years
- Highly polarized and politicized issue – some players have made heavy investments and have a lot to lose
- The stakeholders who most stand to benefit are not the same as those who will assume the majority of risk

## BC economic snapshot: jobs

### Where are the jobs?

CNCL - 570

Mining, oil + gas  
1%



### Biggest employers in BC:

- Construction - 205,000
- Manufacturing - 164,000
- Real estate & dev't - 121,000
- Tourism - 127,000
- Tech - 80,000
- Film - 36,000

Mining, oil & gas: 1% of jobs



## BC economic snapshot: tech

### The technology and digital sector

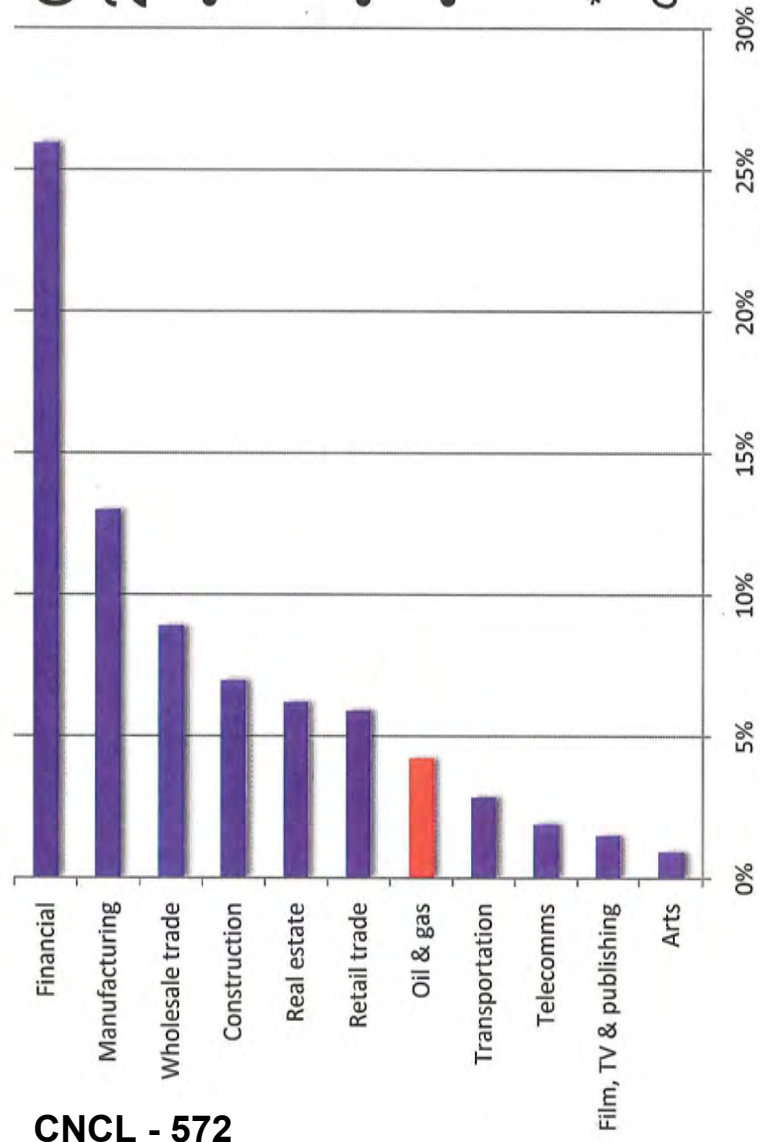
- Employs 80,000+ people— more than forestry, mining, and oil & gas combined
- Contributes more to BC's GDP than any resource-based sector
- Represents 10% of BC's exports
- Tremendous opportunity for growth



# Canadian economic snapshot

## Who's funding our social services?

CNCL - 572



Corporate taxes paid in 2011:

- Financial services – 26%
- Manufacturing – 13%
- Oil & gas – 4.2%\*

*\*Total contribution of conventional oil and oil sands*

Source: Statistics Canada (CANSIM table 180-0003)





## Trans Mountain: the economic benefits

### Project proponents cite the main benefits as

- Jobs
- Tax revenues
- Export markets for upstream oil producers

CNCL - 573





## The economic benefits: jobs

### **Best case jobs scenario**

- 50 new permanent jobs at Westridge terminal
- Approx. 2,000 temporary jobs at peak of construction
- Some indirect and induced jobs

CNCL - 574



## Economic benefits: tax revenues

### **Tax revenues**

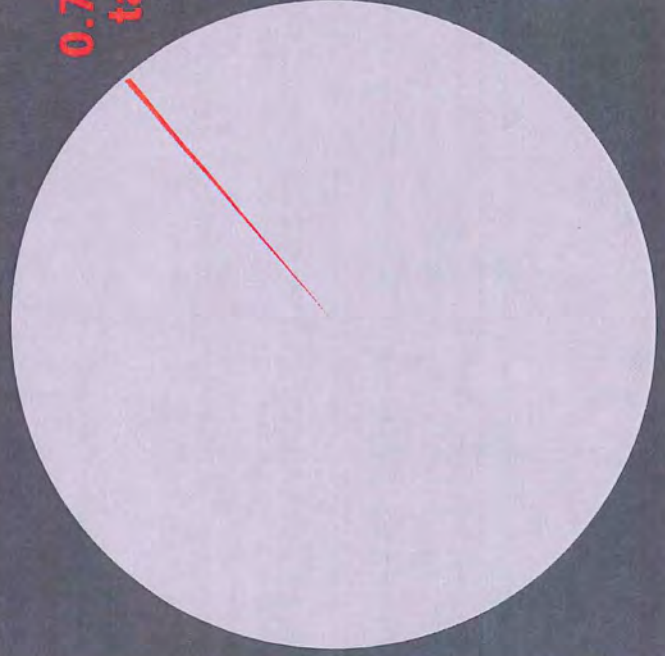
- Inconsistent and shifting estimates
- Proponent's estimates increase each time
- Not verified by independent parties



## Economic benefits: tax revenues

### How much would a new Trans Mountain pipeline contribute to BC's budget?

0.7% of corporate tax revenues



According to one set of numbers, Kinder Morgan expects

- \$9.96m a year to BC
- \$16.67m a year to municipalities



Economic benefits: who are the winners?

**Majority of benefits felt by**

CNCL - 577







Economic benefits: who are the winners?

## Majority of benefits felt by

- Oil producers upstream

CNCL - 578



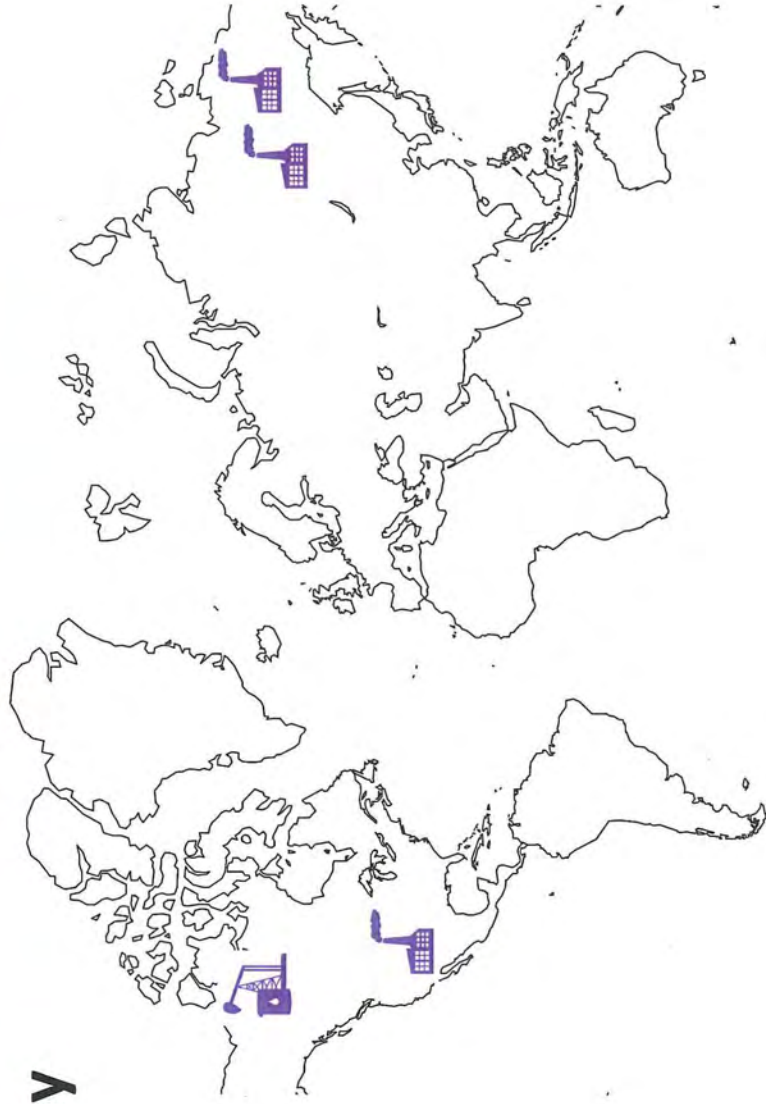




## Economic benefits: who are the winners?

### Majority of benefits felt by

- Oil producers upstream
- Downstream upgraders and refineries

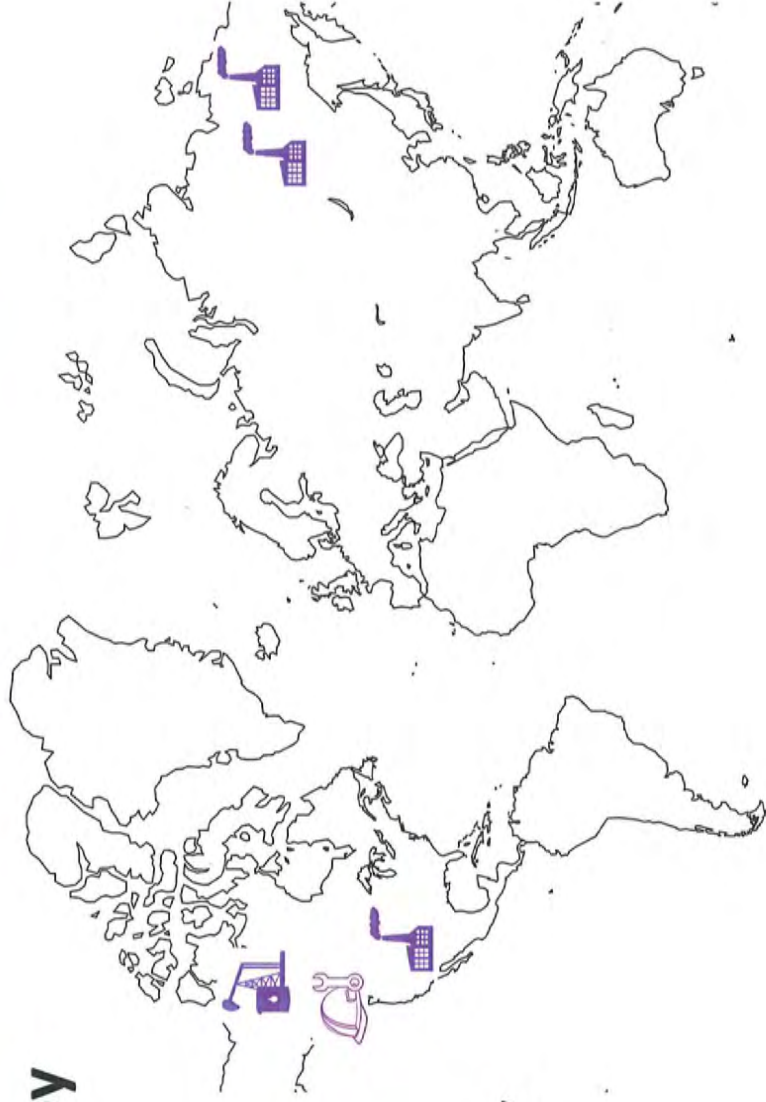


# Economic benefits: who are the winners?

## Majority of benefits felt by

- Oil producers upstream
- Downstream upgraders and refineries

*Some indirect impacts on BC businesses but hard to quantify*







## Economic risks: costs of an incident

### How do you measure the risks?

CNCL - 581

- Risk = probability x consequence
- Consider direct costs of spill cleanup
- Evaluate jobs lost and longer-term economic impacts



## Economic risks: costs of an incident

### The direct costs

- Historical spill costs: Exxon Valdez \$6.3b, Deepwater Horizon \$41.6b+
- Liability capped at \$1.34b for spill in Burrard Inlet or at sea
- High risk that costs above \$1.34b will fall to taxpayers
- Unclear who pays for a spill along the pipeline route





## Economic risks: costs of an incident

### Impact on jobs

CNCL - 583

- Major tanker spill on BC's north coast could lead to 43% job losses in coastal industries (UBC study)
- A major spill along the Washington State coast could adversely affect 165,000 jobs (Gov't study)
- How would a spill on the south coast or along the pipeline route impact jobs? Need more research

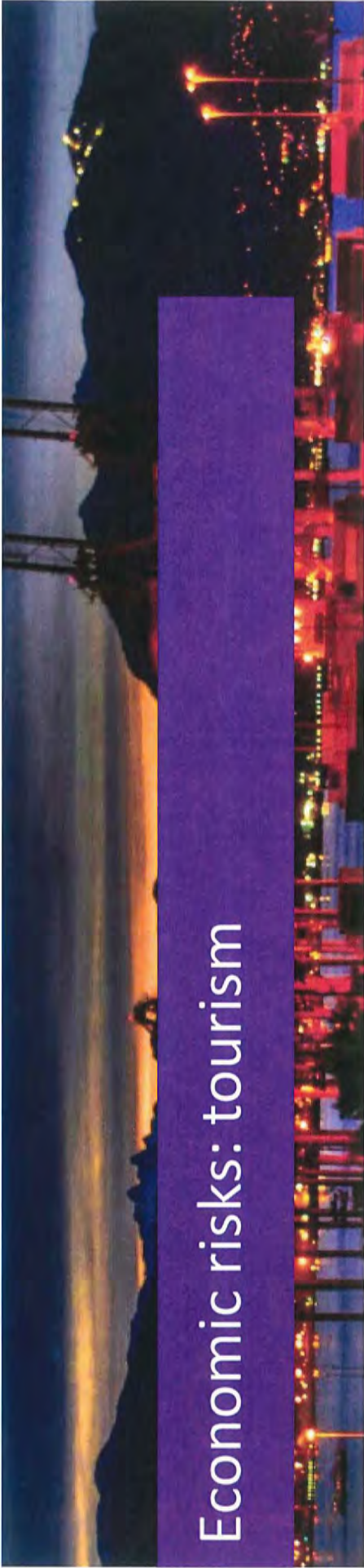




Economic risks: tourism

## **Oil spill impacts in the Gulf of Mexico**

CNCL - 584



Economic risks: tourism

## Oil spill impacts in the Gulf of Mexico

- Deepwater Horizon spill could mean 22,000 job losses and \$8.7b economic impact

CNCL - 585



Source: Canadian Journal of Fisheries and Aquatic Sciences



## Economic risks: tourism

### Oil spill impacts in the Gulf of Mexico

- Deepwater Horizon spill could mean 22,000 job losses and \$8.7b economic impact
- Small businesses hardest hit

CNCL - 586



Source: Bolt Insurance (graphic), Institute for Business and Home Safety, Dun & Bradstreet

## Economic risks: tourism

### Oil spill impacts in the Gulf of Mexico

- Deepwater Horizon spill could mean 22,000 job losses and \$8.7b economic impact
- Small businesses hardest hit
- Perception > impact

CNCL - 587



Source: Louisiana Office of Tourism

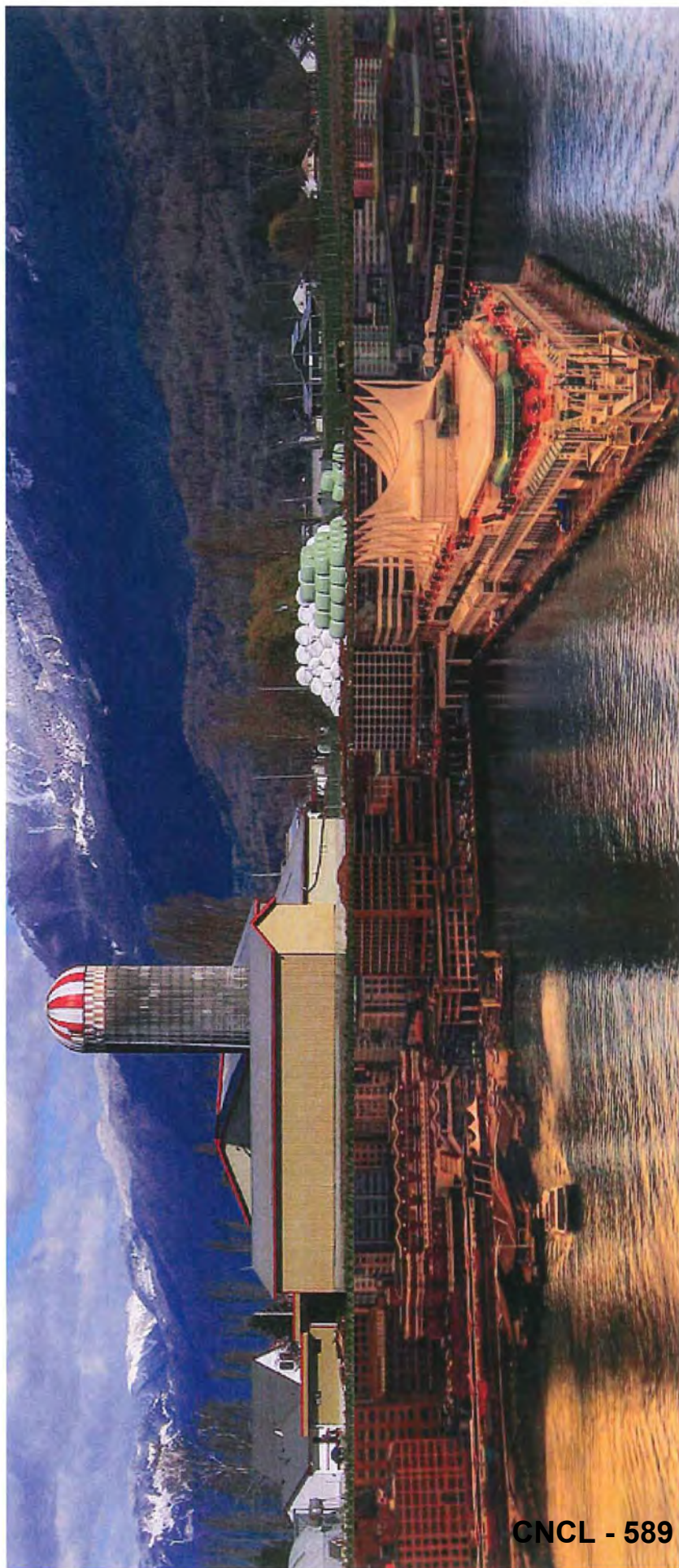


The background of the slide features a photograph of an industrial facility, likely an oil refinery or processing plant, illuminated by numerous lights at night. The facility is situated in a valley, with dark, silhouetted hills or mountains in the background under a twilight sky. A semi-transparent purple rectangular box is overlaid on the left side of the image, containing the title text.

## Weighing the risks & rewards

- Few benefits will be seen by British Columbians
- Most of the risk is held in BC
- Most benefits will be realized by oil sands producers, downstream refineries and the Alberta government
- The likelihood of a major spill is low, but the impacts on the local economy would be catastrophic





CNCL - 589

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[facebook.com/CredBC](https://facebook.com/CredBC)

To contact Felicity:  
[felicitylawong@credbc.ca](mailto:felicitylawong@credbc.ca)



**Termination of Housing Agreement (9340 - 9400 Cambie Road)  
Bylaw No. 9059**

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

1. The Mayor and City Clerk for the City of Richmond are authorized:
  - a) to execute agreements to terminate the housing agreement referred to in Housing Agreement (9340 - 9400 Cambie Road) Bylaw No. 8406 (the "Housing Agreement");
  - b) to cause Notices and other charges registered at the Land Title Office in respect to the Housing Agreement to be discharged from title; and
  - c) to execute such other documentation required to effect the termination of the Housing Agreement.
2. This Bylaw may be cited as **"Termination of Housing Agreement (9340 - 9400 Cambie Road) Bylaw No. 9059"**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAR 24 2014

APR 14 2014

APR 14 2014



\_\_\_\_\_  
MAYOR

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CORPORATE OFFICER



**EXCESS OR EXTENDED SERVICES AND LATECOMER PAYMENT  
INTEREST RATE ESTABLISHMENT BYLAW NO. 6936,  
AMENDMENT BYLAW NO. 9084**

The Council of the City of Richmond enacts as follows:

1. Excess or Extended Services and Latecomer Payment Interest Rate Establishment Bylaw No. 6936 is amended by:

- a) deleting Section 1 and substituting the following:

“1. Except as specified in section 2 of this bylaw, all charges imposed pursuant to section 939(5)(c) of the *Local Government Act*, as amended or replaced from time to time, will have added to them interest at the Prime Rate, as of the date the City issued a certificate of completion for the excess or extended services works, plus three percent (3%). For the purposes of this bylaw, “Prime Rate” means the rate of interest equal to the floating interest rate established from time to time by the Bank of Nova Scotia as the base rate that will be used to determine rates of interest charged by it for Canadian dollar loans to customers in Canada and designated by the Bank of Nova Scotia as its prime rate.”

- b) deleting Section 2 and substituting the following:

“2. All charges imposed pursuant section 939(5)(c) of the *Local Government Act*, as amended or replaced from time to time, for the following excess or extended services works will have added to them interest at the following interest rates:

	PROJECT	INTEREST RATE
(a)	Ryan Road Drainage (completed August 27, 2004 with City funding)	8%
(b)	West Cambie Alexandra Neighbourhood Utility Works (pursuant to a latecomer agreement dated June 25, 2007)	10%
(c)	Elmbridge Way / Alderbridge Way Drainage (pursuant to Servicing Agreement No. 06-333115)	10%
(d)	Stolberg Street Drainage and Sanitary Sewer (pursuant to Servicing Agreement No. 08-434616)	10%
(e)	No. 4 Road Sanitary Sewer (pursuant to Servicing Agreement No. 09-502425)	10%
(f)	Pearson Way Drainage and Sanitary Sewer (pursuant to Servicing Agreements No. 11-5894605 and 11-564833)	10%

c) deleting Section 3 and substituting the following:

“3. For the purposes of sections 1 and 2 of this bylaw:

- (a) the interest rate for a latecomer agreement for excess or extended services is fixed, for the term of the agreement, at the rate established in accordance with section 1 or 2, as applicable; and
- (b) interest is calculated annually and payable for the period beginning on the date when the City issued a certificate of completion for the excess or extended services works, up to the date that the connection to the excess or extended services is made by the benefiting property or the use by the benefiting property begins.”

2. This Bylaw may be cited as “**Excess or Extended Services and Latecomer Payment Interest Rate Establishment Bylaw No. 6936, Amendment Bylaw 9084**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

APR 14 2014

APR 14 2014

APR 14 2014

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

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MAYOR

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CORPORATE OFFICER



**Richmond Zoning Bylaw 8500  
Amendment Bylaw 9113 (ZT 13-650975)  
7117 Elmbridge Way**

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

1. Richmond Zoning Bylaw 8500 is amended by repealing Section 19.7.11.1.
2. This Bylaw may be cited as **“Richmond Zoning Bylaw 8500, Amendment Bylaw 9113”**.

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

ADOPTED

MAR 24 2014

APR 22 2014

APR 22 2014

APR 22 2014

CITY OF RICHMOND
APPROVED by <i>BK</i>
APPROVED by Director or Solicitor <i>W</i>

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MAYOR

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CORPORATE OFFICER







# City of Richmond

## Bylaw 9116

### REVENUE ANTICIPATION BORROWING (2014) BYLAW NO. 9116

The Council of the City of Richmond enacts as follows:

1. Council shall be and is hereby empowered and authorized to borrow upon the credit of the City, from a financial institution, a sum not exceeding \$7,500,000 at such times as may be required.
2. The form of obligation to be given as acknowledgement of the liability shall be \$3,000,000 in the form of standby letters of credit, demand promissory notes or bank overdraft, and \$4,500,000 in the form of leasing lines of credit, bearing the corporate seal and signed by the authorized signing officers for the City, pursuant to Council's banking resolution.
3. All unpaid taxes and the taxes of the current year (2014) when levied or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.
4. Revenue Anticipation Borrowing (2013) Bylaw No. 9020 is hereby repealed.
5. This Bylaw is cited as "**Revenue Anticipation Borrowing (2014) Bylaw No. 9116**".

FIRST READING

APR 14 2014

SECOND READING

APR 14 2014

THIRD READING

APR 14 2014

ADOPTED

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

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MAYOR

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CORPORATE OFFICER



**Richmond Athletic Commission Repeal  
Bylaw No. 9130**

The Council of the City of Richmond enacts as follows:

1. Richmond Athletic Commission Bylaw No. 8035 is hereby repealed.
2. This Bylaw is cited as “**Richmond Athletic Commission Repeal Bylaw No. 9130**”.

FIRST READING

APR 14 2014

SECOND READING

APR 14 2014

THIRD READING

APR 14 2014

ADOPTED

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

\_\_\_\_\_  
MAYOR

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



**Development Permit Panel  
Wednesday, April 16, 2014**

Time: 3:30 p.m.  
Place: Council Chambers  
Richmond City Hall  
Present: Dave Semple, Chair  
John Irving, Director, Engineering  
Lani Schultz, Director, Corporate Planning

The meeting was called to order at 3:37 p.m.

**1. Minutes**

It was moved and seconded

*That the minutes of the meeting of the Development Permit Panel held on Wednesday, March 26, 2014, be adopted.*

**CARRIED**

**2. Development Variance 13-627930**

(File Ref. No.: DV 13-627930) (REDMS No. 4196619)

APPLICANT: Rogers Communications Inc. c/o Standard Land Company Inc.

PROPERTY LOCATION: Highway 99 – Westminster Highway off-ramp

INTENT OF PERMIT:

1. Grant concurrence to the proposed telecommunication antenna monopole installation for the site located on a provincially owned highway road right-of-way (Highway 99 – Westminster Highway off-ramp); and
2. Vary the provisions of Richmond Zoning Bylaw 8500 to increase the maximum height for accessory structures from 20 m to 35 m for a site located on a provincially owned highway road right-of-way (Highway 99 – Westminster Highway off-ramp) for the development of a 35 m tall telecommunication antenna monopole on land zoned “Agriculture (AG1)”.



## **Development Permit Panel**

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#### **Applicant's Comments**

Sam Sugita, Rogers Communications Inc., gave an overview of the proposed telecommunication antenna monopole installation and commented on its design and siting. He noted that the proposed telecommunication antenna monopole is anticipated to improve cellular coverage in the surrounding area.

#### **Panel Discussion**

Discussion ensued with regard to possible alternatives to the proposed monopole design. In reply to queries from the Panel, Mr. Sugita advised that poles made from trees are more susceptible to weathering and therefore is not an appropriate alternative to the current monopole design. Also, he noted that placing the antenna on existing hydro poles would not be possible due to the limitations in the structural design of the hydro poles.

Discussion then ensued with regard to the proposed enclosed compound that would contain supporting equipment for the monopole antenna. In reply to queries from the Panel, Mr. Sugita noted that the proposed compound would be secured using a barbed-wire chain-link fence and screened with cedar hedging.

The Panel raised concerns with the visual aesthetics of the barbed-wire fence and it was noted that the fence could be masked by the cedar hedges or can be removed altogether if required.

#### **Staff Comments**

In reply to queries from the Panel, Wayne Craig, Director, Development, anticipates that the proposed monopole antenna will have no significant impact to wildlife habitat and native vegetation and that all trees on the site will be retained.

#### **Correspondence**

None.

#### **Gallery Comments**

Mark Watanable, 12560 Westminster Highway, raised concern with regard to possible adverse health effects and an increase in noise from the proposed monopole antenna. In response to queries, Mr. Sugita noted that the proposed monopole antenna abides by Health Canada standards and that no significant increase in noise is anticipated since a generator will not be installed.

## Development Permit Panel

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#### Panel Discussion

Discussion ensued with regard to the integration of the proposed monopole antenna into the surrounding landscape. The Panel directed staff to work with the applicant on possible landscaping options to integrate the proposed monopole antenna enclosure in a more aesthetic manner.

#### Panel Decision

It was moved and seconded

*That:*

1. *Richmond City Council grant concurrence to the proposed telecommunication antenna monopole installation for the site located on a provincially owned highway road right-of-way (Highway 99 – Westminster Highway off-ramp); and*
2. *A Development Variance Permit be issued which would vary the provisions of Richmond Zoning Bylaw 8500 to increase the maximum height for accessory structures from 20 m to 35 m for a site located on a provincially owned highway road right-of-way (Highway 99 – Westminster Highway off-ramp) for the development of a 35 m tall telecommunication antenna monopole on land zoned "Agriculture (AG1)".*

**CARRIED**

#### 3. Development Variance 13-634940

(File Ref. No.: DV 13-634940) (REDMS No. 4183696)

APPLICANT: Onni 7731 Alderbridge Holding Corp.

PROPERTY LOCATION: 5311 Cedarbridge Way and 7771 Alderbridge Way

INTENT OF PERMIT: Vary the provisions of Richmond Zoning Bylaw 8500 to further reduce the visitor parking requirement from 0.15 spaces/unit, as per Development Permit (DP 12-615424), to 0.10 spaces/unit for the development located at 5311 Cedarbridge Way and 7771 Alderbridge Way on a site zoned "High Density Low Rise Apartments (RAH2)".

#### Applicant's Comments

Eric Hughes, Onni 7731 Alderbridge Holding Corp., gave a brief overview of the methodologies of the traffic and parking studies related to the application to reduce visitor parking on the proposed development.

## **Development Permit Panel**

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#### **Panel Discussion**

In reply to queries from the Panel, Mr. Hughes advised that the residential developments used for the parking studies were fully occupied.

#### **Staff Comments**

In reply to queries from the Panel, Victor Wei, Director, Transportation advised that the proposed parking rate will not be used as the standard rate for future developments. He noted that requests for reduced parking rates in future developments can be examined on a case-by-case basis.

#### **Panel Discussion**

Discussion ensued with regard to the long term demand for street parking in the surrounding area. In reply to queries from the Panel, Mr. Wei advised that the proposed on-site parking has the capacity to meet demands of the residents, reducing the reliance on street parking.

In reply to queries from the Panel, Mr. Hughes commented on current parking regulations and was of the opinion that the current parking rates do not reflect the current demand for parking. He noted that the proposed development will include an integrated intercom for the two parking garages so visitors can access more parking in the event that there is a shortage of parking in one of the garages.

Mr. Wei commented on the proposed parking rates and transportation options for residents, noting that the reduced rates can meet future demand for parking.

#### **Correspondence**

None.

#### **Gallery Comments**

None.

#### **Panel Discussion**

Discussion ensued with regard to the availability of parking once the development is complete. In reply to queries from the Panel, Mr. Craig, advised that the allocation of parking will be under the direction of the property's management. Mr. Craig added that the Panel could request the developer post a bond to address a future shortfall in visitor parking but details of such an arrangement would require further discussion with the applicant.

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

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**Panel Decision**

It was moved and seconded

*That Development Variance 13-634940, be referred back to staff to examine methods that would secure additional parking capacity for future demand in the proposed development and report back to the April 30, 2014 Development Permit Panel.*

**CARRIED**

**4. Development Permit 14-658462**

(File Ref. No.: DP 14-658462) (REDMS No. 4189380)

APPLICANT: Robert Ciccozzi Architecture Inc.

PROPERTY LOCATION: 7688 Alderbridge Way

INTENT OF PERMIT: Supplement approved DP 12-626615 by permitting construction of a larger amenity building and associated landscaping alterations, than approved under DP 12-626615. All other aspects of the proposed development shall be in compliance with DP 12-626615.

**Applicant's Comments**

Robert Ciccozzi and Shannon Seefeldt, representatives from Robert Ciccozzi Architecture Inc., and Mark Synan, Van der Zalm and Associates, gave a brief overview of the proposed amenity building with respect to (i) urban design, (ii) architectural form and character, and (iii) landscaping and open space design.

**Panel Discussion**

Discussion ensued with regard to the indoor features of the pool and options to integrate the indoor features with outdoor features of the amenity building.

In reply to queries from the Panel, Mr. Ciccozzi noted that the pool area needs to be contained in order to maintain a constant level of humidity.

Discussion then ensued with regard to the design of trusses supporting the amenity roof and options to enhance the exterior roof appearance and associated landscaping. In reply to queries from the Panel, Mr. Craig advised that staff can work with the applicant to refine the landscape design.

**Correspondence**

None.



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**Gallery Comments**

None.

**Panel Decision**

It was moved and seconded

*That a Development Permit be issued to supplement approved DP 12-626615 by permitting construction of a larger amenity building and associated landscaping alterations, than approved under DP 12-626615. All other aspects of the proposed development shall be in compliance with DP 12-626615.*

**CARRIED**

**5. New Business**

None.

**6. Date Of Next Meeting: April 30, 2014**

**7. Adjournment**

It was moved and seconded

*That the meeting be adjourned at 4:24 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, April 16, 2014.

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Dave Semple  
Chair

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Evangel Biason  
Auxiliary Committee Clerk



# City of Richmond

## Report to Council

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<b>To:</b>	Richmond City Council	<b>Date:</b>	April 22, 2014
<b>From:</b>	Dave Semple Chair, Development Permit Panel	<b>File:</b>	01-0100-20-DPER1- 01/2014-Vol 01
<b>Re:</b>	Development Permit Panel Meeting held on April 16, 2014		

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### Staff Recommendation

1. That the recommendation of the Panel to authorize the issuance of:
  - i. a Development Variance Permit (DV 13-627930) for the property at Highway 99 – Westminster Highway off-ramp;be endorsed, and the Permit so issued.
2. That Richmond City Council grant concurrence to the proposed telecommunication antenna monopole installation for the site located on a provincially owned highway road right-of-way (Highway 99 – Westminster Highway off-ramp).

Dave Semple  
Chair, Development Permit Panel

### **Panel Report**

The Development Permit Panel considered the following item at its meeting held on April 16, 2014.

DV 13-627930 – ROGERS COMMUNICATIONS INC. C/O STANDARD LAND COMPANY INC. – HIGHWAY 99 – WESTMINSTER HIGHWAY OFF-RAMP  
(April 16, 2014)

The Panel considered a Development Variance Permit application to vary the provisions of Richmond Zoning Bylaw 8500 for increased accessory structure height on provincially owned highway road right-of-way land zoned “Agriculture (AG1)”. The proposal includes a request for Council to grant concurrence to the proposed telecommunication antenna monopole installation.

Sam Sugita, Rogers Communications Inc., provided a brief presentation regarding the proposed 35 m tall telecommunication antenna monopole to improve cellular coverage.

Staff supported the Development Variance Permit application. In reply to a Panel query, staff advised that the proposal is anticipated to have no significant impact to wildlife habitat and native vegetation and that all trees on the site will be retained.

In response to Panel queries, Mr. Sugita advised that:

- Poles made from trees are more susceptible to wear and tear from the weather and therefore is not an appropriate alternative to the current monopole design.
- Placing the antenna on existing hydro poles would not be possible due to the limitations in the structural design of the hydro poles.
- The proposed compound would be secured using a barbed-wire chain-link fence and screened with cedar hedging.
- The barbed-wire fencing could be masked by the cedar hedges or removed altogether.

Westminster Highway resident, Mr. Mark Watanable, addressed the Panel and raised concern with regard to possible adverse health effects and an increase in noise from the proposed monopole antenna. In response to queries, Mr. Sugita noted that the proposed monopole antenna abides by Health Canada standards and that no significant increase in noise is anticipated since a generator will not be installed.

No correspondence was submitted to the Panel regarding the Development Permit application.

The Panel directed staff to work with the applicant on possible landscaping options to integrate the proposed monopole antenna into the surrounding landscape in an aesthetic manner.

Subsequent to the Panel meeting, the applicant revised the landscaping to include hedge planting around the equipment enclosure and to remove the barbed wire fencing material.

The Panel recommends that the Permit be issued and that Richmond City Council grant concurrence to the proposal.