



City Council

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

**Monday, April 8, 2019
7:00 p.m.**

Pg. # ITEM

MINUTES

1. Motion to:

- | | |
|----------------|---|
| CNCL-12 | (1) adopt the minutes of the Regular Council meeting held on March 25, 2019; |
| CNCL-28 | (2) adopt the minutes of the Special Council meeting held on March 25, 2019; |
| CNCL-30 | (3) receive for information the Metro Vancouver 'Board in Brief' dated March 29, 2019. |



AGENDA ADDITIONS & DELETIONS

PRESENTATION

Marie Fenwick, Manager, Museum and Heritage Services to present the Museum and Heritage Services Year in Review.



COMMITTEE OF THE WHOLE

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

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3. Delegations from the floor on Agenda items.

PLEASE NOTE THAT FOR LEGAL REASONS, DELEGATIONS ARE NOT PERMITTED ON ZONING OR OCP AMENDMENT BYLAWS WHICH ARE TO BE ADOPTED OR ON DEVELOPMENT PERMITS/DEVELOPMENT VARIANCE PERMITS – ITEM NO. 23.

4. *Motion to rise and report.*

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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
- Museum and Heritage Services Year in Review 2018
- 2015–2020 Seniors Service Plan: Active and Healthy Living - 2018 Update
- Boating BC Association's Request for Preserving Access to Waterways
- #Allonboard Campaign Resolution
- Sister City Advisory Committee Updates to Terms of Reference and Policies and Procedures
- UBCM Community Emergency Preparedness Fund
- Amendments to the Council Procedure Bylaw in Relation to Agenda Preparation and Distribution
- Annual Development Cost Charges Imposition Bylaw Amendment
- Acceptance of Cash at City Hall

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- Land use applications for first reading (to be further considered at the Public Hearing on May 21, 2019):
 - 11640 Williams Road – Rezone from Single Detached (RS1/E) Zone to Compact Single Detached (RC2) Zone (Maryem Ahbib – applicant)
- Community Information Sessions on Development, Affordable Housing, Transportation and Sustainability in The City

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

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6. **COMMITTEE MINUTES**

That the minutes of:

- CNCL-42 (1) *the **Parks, Recreation and Cultural Services Committee** meeting held on March 26, 2019;*
- CNCL-49 (2) *the **General Purposes Committee** meeting held on April 1, 2019;*
- CNCL-56 (3) *the **Finance Committee** meeting held on April 1, 2019;*
- CNCL-60 (4) *the **Planning Committee** meeting held on April 2, 2019; and*
- CNCL-70 (5) *the **Council/School Board Liaison Committee** meeting held on March 6, 2019;*

be received for information.

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7. **MUSEUM AND HERITAGE SERVICES YEAR IN REVIEW 2018**

(File Ref. No. 11-7000-01) (REDMS No. 6139176 v. 3)

CNCL-73

See Page CNCL-73 for full report

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

- (1) *That the Museum and Heritage Services Year in Review 2018, as presented in the staff report titled “Museum and Heritage Services Year in Review 2018” dated March 4, 2019, from the Director, Arts, Culture and Heritage, be received for information; and*
- (2) *That the Museum and Heritage Services Year in Review 2018 be circulated to Community Partners and Funders for their information.*

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Consent
Agenda
Item

8. **2015–2020 SENIORS SERVICE PLAN: ACTIVE AND HEALTHY LIVING - 2018 UPDATE**

(File Ref. No. 07-3400-01/2019) (REDMS No. 6140099 v. 4)

CNCL-114

See Page CNCL-114 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

- (1) *That the staff report titled, “2015–2020 Seniors Service Plan: Active and Healthy Living – 2018 Update” dated March 11, 2019, from the Manager, Community Social Development, be received for information; and*
- (2) *That the 2015–2020 Seniors Service Plan: Active and Healthy Living – 2018 Update be distributed to key stakeholders and posted on the City website.*



Consent
Agenda
Item

9. **BOATING BC ASSOCIATION’S REQUEST FOR PRESERVING ACCESS TO WATERWAYS**

(File Ref. No. 11-7200-01) (REDMS No. 6080291 v. 13)

CNCL-142

See Page CNCL-142 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

- (1) *That the staff report titled “Boating BC Association’s Request for Preserving Access to Waterways,” dated March 7, 2019, from the Director, Parks Services, be received for information; and*
- (2) *That the City support the Boating BC Association’s revised UBCM resolution “Public Access to Waterways” and that staff be directed to communicate the City’s support through correspondence to Boating BC.*



Consent
Agenda
Item

10. **#ALLONBOARD CAMPAIGN RESOLUTION**

(File Ref. No. 07-3000-01) (REDMS No. 6137602 v. 2)

CNCL-150

See Page CNCL-150 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

That the #AllOnBoard Campaign resolution, as proposed in Attachment 1 of the staff report titled “#AllOnBoard Campaign Resolution” dated March 13, 2019 from the Manager of Community Social Development be endorsed, requesting that:

- (1) *TransLink work with the Provincial Government to secure funding to provide free transit for children and youth (0-18 years) and a sliding fee scale for low-income individuals;*
- (2) *TransLink consider modifying fare evasion ticketing practices;*
- (3) *the Provincial and Federal Governments be requested to provide sufficient resources to address existing and projected ridership demand; and*
- (4) *that the resolution be forwarded for consideration at the 2019 Lower Mainland Government Management Association of BC (LMGMA) convention and subsequent Union of BC Municipalities (UBCM) convention, as well as to the Federation of Canadian Municipalities.*



Consent
Agenda
Item

11. **SISTER CITY ADVISORY COMMITTEE UPDATES TO TERMS OF REFERENCE AND POLICIES AND PROCEDURES**
(File Ref. No. 01-0100-30-SCIT1-01) (REDMS No. 6157000)

CNCL-243

See Page CNCL-243 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That the updates to the Sister City Advisory Committee Terms of Reference be approved; and*
- (2) *That the updates to the Sister City Advisory Committee Policies and Procedures be approved.*



Consent
Agenda
Item

12. **UBCM COMMUNITY EMERGENCY PREPAREDNESS FUND**
(File Ref. No. 09-5126-01) (REDMS No. 6118791 v. 7)

CNCL-256

See Page CNCL-256 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That the application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for up to \$25,000 in grant funding to support the Emergency Operations Centres & Training for Emergency Programs be endorsed;*
- (2) *That the application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for up to \$150,000 in grant funding to support the Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning be endorsed;*

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- (3) *That should the funding application be successful, the Chief Administrative Officer and the General Manger, Community Safety and the General Manager, Engineering and Public Works be authorized to execute the agreements on behalf of the City of Richmond with the UBCM; and*
- (4) *That should the funding application be successful, the 2019-2023 Five Year Financial Plan Bylaw be adjusted accordingly.*



Consent
Agenda
Item

13. **AMENDMENTS TO THE COUNCIL PROCEDURE BYLAW IN RELATION TO AGENDA PREPARATION AND DISTRIBUTION**

(File Ref. No. 12-8060-20-010015) (REDMS No. 6152012)

CNCL-259

See Page CNCL-259 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

That Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10015, which introduces amendments relating to agenda preparation and distribution including an update to Section 3.3.1 (d) to read as follows:

“Special Council Meetings – at least five business days preceding each such meeting, if possible, or in accordance with the Community Charter”;

be introduced and given first, second and third readings.



Consent
Agenda
Item

14. **ANNUAL DEVELOPMENT COST CHARGES IMPOSITION BYLAW AMENDMENT**

(File Ref. No. 12-8060-20-0010003) (REDMS No. 6136902 v. 2)

CNCL-263

See Page CNCL-263 for full report

FINANCE COMMITTEE RECOMMENDATION

- (1) *That the proposed Development Cost Charges Imposition Bylaw No. 9499, Amendment Bylaw No. 10003 be introduced and given first reading; and*
- (2) *That the staff report titled “Annual Development Cost Charges Imposition Bylaw Amendment” dated March 1, 2019 from the Director, Finance, be endorsed as the basis for public consultation in establishing the amended Development Cost Charge Imposition Bylaw.*



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Consent
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Item

15. **ACCEPTANCE OF CASH AT CITY HALL**
(File Ref. No. 03-1240-01) (REDMS No. 6153746 v. 3)

CNCL-268

See Page CNCL-268 for full report

FINANCE COMMITTEE RECOMMENDATION

That the maximum cash amount accepted at City Hall be limited to less than \$10K per transaction (Option 3).

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Consent
Agenda
Item

16. **APPLICATION BY MARYEM AHBIB FOR REZONING AT 11640 WILLIAMS ROAD FROM THE “SINGLE DETACHED (RS1/E)” ZONE TO THE “COMPACT SINGLE DETACHED (RC2)” ZONE**
(File Ref. No. 12-8060-20-0010007; RZ 18-841000) (REDMS No. 6126528 v. 2; 2243859; 6127512)

CNCL-274

See Page CNCL-274 for full report

PLANNING COMMITTEE RECOMMENDATION

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10007, for the rezoning of 11640 Williams Road from the “Single Detached (RS1/E)” to the “Compact Single Detached (RC2)”, be introduced and given First Reading.

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Consent
Agenda
Item

17. **COMMUNITY INFORMATION SESSIONS ON DEVELOPMENT, AFFORDABLE HOUSING, TRANSPORTATION AND SUSTAINABILITY IN THE CITY**
(File Ref. No. 08-4040-01) (REDMS No. 6119670 v. 2; 6125954; 6125681 v. 2)

CNCL-292

See Page CNCL-292 for full report

PLANNING COMMITTEE RECOMMENDATION

- (1) *That staff be directed to proceed with the implementation of the proposed Community Information Session Program as described in the report titled “Community Information Sessions on Development, Affordable Housing, Transportation and Sustainability in the City” from the Director, Development; and*
- (2) *That staff report back following the last session each year to provide a summary of the events including any feedback received.*

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CONSIDERATION OF MATTERS REMOVED FROM THE
CONSENT AGENDA

NON-CONSENT AGENDA ITEMS

PLANNING COMMITTEE
Councillor Linda McPhail, Chair

18. **AGRICULTURAL LAND RESERVE NON-FARM USE APPLICATION BY THE CITY OF RICHMOND TO HOST THE FARM FEST AT THE GARDEN CITY LANDS ON AUGUST 10, 2019, LOCATED AT 5555 NO. 4 ROAD**
(File Ref. No. AG 19-855989) (REDMS No. 6146187 v. 14)

CNCL-319

See Page CNCL-319 for staff memorandum

CNCL-320

See Page CNCL-320 for full report

PLANNING COMMITTEE RECOMMENDATION

Opposed: Cllr. McNulty

That the Agricultural Land Reserve Non-Farm Use application by the City of Richmond to host the Farm Fest at the Garden City Lands on Saturday, August 10, 2019, located at 5555 No. 4 Road, be endorsed and forwarded to the Agricultural Land Commission for approval.



19. **ESTABLISHMENT OF UNDERLYING ZONING FOR PROPERTIES DEVELOPED UNDER LAND USE CONTRACTS 016, 021, 085, 086, 091, 103, 127, AND 139 (EAST OF NO. 4 ROAD)**
(File Ref. No. 08-4430-03-09; 12-8060-20-009987/9988/9989/9990/9991/9992/9993/9994) (REDMS No. 5999278; 6111040; 6111072; 6111079; 6111083; 6111086; 6111151; 6139812; 6111108)

CNCL-331

See Page CNCL-331 for full report

PLANNING COMMITTEE RECOMMENDATION

Note: Cllr. McPhail was not present for Part (7) due to her declaring a conflict of interest under Section 100 of the *Community Charter*.

- (1) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9987, to establish underlying zoning for the property developed under Land Use Contract 016, be introduced and given first reading;*

- (2) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9988, to establish underlying zoning for the property developed under Land Use Contract 021, be introduced and given first reading;*
- (3) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9989, to establish underlying zoning for the properties developed under Land Use Contract 085, be introduced and given first reading;*
- (4) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9990, to establish underlying zoning for the property developed under Land Use Contract 086, be introduced and given first reading;*
- (5) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9991, to establish underlying zoning for the property developed under Land Use Contract 091, be introduced and given first reading;*
- (6) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9992, to establish underlying zoning for the properties developed under Land Use Contract 103, be introduced and given first reading;*
- (7) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9993, to establish underlying zoning for the properties developed under Land Use Contract 127, be introduced and given first reading; and*
- (8) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9994, to establish underlying zoning for the properties developed under Land Use Contract 139, be introduced and given first reading.*



20. UPDATE ON SALVAGE OF BUILDING MATERIALS AND STRUCTURAL RELOCATION OF HOUSES

(File Ref. No. 12-8060-20-010013; 12-8360-01) (REDMS No. 6124047 v. 17; 6149353)

CNCL-402

See Page CNCL-402 for full report

PLANNING COMMITTEE RECOMMENDATION

Opposed to Part (2): Cllr. Loo

- (1) *That Richmond Building Regulation Bylaw 7230, Amendment Bylaw No. 10013, which adds Section 5.4.3 and Section 12.1.2, identified in the report titled “Update on Salvage of Building Materials and Structural Relocation of Houses” dated March 19, 2019 from the Director, Building Approvals, be introduced and given first reading; and*
- (2) *That staff explore options to:*
 - (a) *provide incentives to salvage building materials, including opportunities to relocate houses; and*

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- (b) *discourage disposal of salvageable building material from demolition sites through an increase of fees.*

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PUBLIC DELEGATIONS ON NON-AGENDA ITEMS

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

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CNCL-411

David Patterson, Director, and Karen Garcia, Territory Manager, Donor Relations, **Canadian Blood Services**, to speak on engaging the Richmond community to donate blood and support hospital patients in need

22. *Motion to rise and report.*

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RATIFICATION OF COMMITTEE ACTION

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PUBLIC ANNOUNCEMENTS AND EVENTS

NEW BUSINESS

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DEVELOPMENT PERMIT PANEL

23. RECOMMENDATION

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

CNCL-420

- (1) *That the **Chair's report** for the Development Permit Panel meetings held on February 27, 2019, be received for information; and*
- (2) *That the recommendation of the Panel to authorize the issuance of a Development Permit (DP 18-825006) for the property at 9455 and 9533 Bridgeport Road be endorsed, and the Permit so issued.*

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ADJOURNMENT

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Regular Council

Monday, March 25, 2019

Place: Council Chambers
Richmond City Hall

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

Corporate Officer – David Weber

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

RES NO. ITEM

MINUTES

- R19/5-1 1. It was moved and seconded
That:
- (1) *the minutes of the Regular Council meeting held on March 11, 2019, be adopted as circulated;*
 - (2) *the minutes of the Special Council meeting held on March 11, 2019, be adopted as circulated; and*
 - (3) *the minutes of the Regular Council meeting for Public Hearings held on March 18, 2019, be adopted as circulated.*

CARRIED



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COMMITTEE OF THE WHOLE

- R19/5-2 2. It was moved and seconded
That Council resolve into Committee of the Whole to hear delegations on agenda items (7:01 p.m.).

CARRIED

3. Delegations from the floor on Agenda items

Item No. 13 – Translink Transit Network Review – Forthcoming Consultation

Nathan Davidowicz, Richmond resident, commented on the forthcoming TransLink consultation, and was in support of a 24-hour extension of transit service to Vancouver International Airport. Also, he expressed that the City should encourage TransLink to increase transit service in the city.

Item No. 9 – Accelerating Local Action On Climate Change: Community Energy & Emissions Plan (CEEP) Renewal and Item No. 10 – Options For An Online Council Member Voting Record

Sam McCulligh, Richmond resident, expressed support for the City declaring a climate emergency and encouraged other municipalities to pursue action on climate change. Also, he was of the opinion that the proposed online Council member voting record would simplify the process to view voting records and expressed support for its implementation.

Item No. 9 – Accelerating Local Action On Climate Change: Community Energy & Emissions Plan (CEEP) Renewal

Stephanie Si, Richmond resident, expressed support for the City declaring a climate emergency and spoke on the adoption of recycling programs in local businesses and encouraged promoting action to address climate change.



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Item No. 16 – Investing In Canada Infrastructure Program - CleanBC Communities Fund

With the aid of a visual presentation (copy on-file, City Clerk's Office), Don Flintoff, 6071 Dover Road, commented on the application process for the CleanBC Communities Fund, expressing that the Lulu Island Energy Company Ltd. should be the primary applicant for the grant instead of the City.

Item No. 9 – Accelerating Local Action On Climate Change: Community Energy & Emissions Plan (CEEP) Renewal

De Whalen, 13631 Blundell Road, referenced her submission (attached to and forming part of these minutes as Schedule 1), and expressed support for the City declaring a climate emergency and encouraged that action be taken to protect ecosystems along the Fraser River.

- R19/5-3 4. It was moved and seconded
That Committee rise and report (7:20 p.m.).

CARRIED

CONSENT AGENDA

- R19/5-4 5. It was moved and seconded
That Items No. 6 through No. 19 be adopted by general consent.

CARRIED

6. **COMMITTEE MINUTES**

That the minutes of:

- (1) *the Community Safety Committee meeting held on March 12, 2019;*
- (2) *the General Purposes Committee meeting held on March 18, 2019;*
- (3) *the Planning Committee meeting held on March 19, 2019; and*



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- (4) *the Public Works and Transportation Committee meeting held on March 20, 2019;*
be received for information.

ADOPTED ON CONSENT

7. RCMP MONTHLY ACTIVITY REPORT – JANUARY 2019

(File Ref. No. 09-5375-02) (REDMS No. 6101011 v. 6)

- (1) *That the report titled “RCMP Monthly Activity Report – January 2019”, dated February 19, 2019, from the Officer in Charge, Richmond RCMP Detachment, be received for information; and*
- (2) *That a letter be written to the RCMP National Headquarters requesting an update on the status of the Tier 3 Auxiliary program.*

ADOPTED ON CONSENT

8. CONFERENCE APPROVAL REQUEST

(File Ref. No. 05-1850-01) (REDMS No. 6153734)

- (1) *That Councillor Kelly Greene and Councillor Carol Day be approved to attend the Columbia Institute’s Civic Governance Forum as set out in the email dated March 14, 2019 with mileage commensurate with City mileage allowances; and*
- (2) *That staff report back with policy options on Council travel, conferences and related procedures.*

ADOPTED ON CONSENT



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**9. ACCELERATING LOCAL ACTION ON CLIMATE CHANGE:
COMMUNITY ENERGY & EMISSIONS PLAN (CEEP) RENEWAL**

(File Ref. No. 10-6125-07-02) (REDMS No. 6137917; 6134827; 6136115; 6134863; 6134864; 6134866; 6150491)

- (1) That the public consultation program defined in the report titled “Accelerating Local Action on Climate Change: Community Energy & Emissions Plan (CEEP) Renewal” from the Director, Engineering dated February 27, 2019, to gain feedback from residents and stakeholders regarding the recommended revised greenhouse gas (GHG) reduction target and revised climate action strategies and measures consistent with and in response to the UN’s Intergovernmental Panel on Climate Change report, be endorsed;*
- (2) That the City of Richmond declares and confirms a climate emergency; and*
- (3) That staff report back on:*
 - (a) a specific statement in conjunction with the City’s Community Energy and Emissions Plan;*
 - (b) the consideration of more energy and emissions targets and more often; and*
 - (c) strategies for enforcement relating to the City’s bike lanes.*

ADOPTED ON CONSENT

**10. OPTIONS FOR AN ONLINE COUNCIL MEMBER VOTING
RECORD**

(File Ref. No. 01-0105-01) (REDMS No. 6107525 v. 4, 6118822)

That Option 3 (voting record built as an add-on to an existing City database) with funding from the Council Contingency account as per the staff report titled “Options for an Online Council Member Voting Record,” dated February 26, 2019, from the Director, City Clerk’s Office, be approved.

ADOPTED ON CONSENT



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**11. RICHMOND HERITAGE COMMISSION 2018 ANNUAL REPORT
AND 2019 WORK PROGRAM**

(File Ref. No. 01-0100-30-HCOM1-01) (REDMS No. 6133813 v. 2)

- (1) *That the Richmond Heritage Commission 2018 Annual Report, as presented in this staff report, be received for information; and*
- (2) *That the Richmond Heritage Commission 2019 Work Program, as presented in this staff report, be approved.*

ADOPTED ON CONSENT

**12. ADVISORY COMMITTEE ON THE ENVIRONMENT 2018 ANNUAL
REPORT AND 2019 WORK PROGRAM**

(File Ref. No. 01-0100-30-ACEN1-01) (REDMS No. 6124817 v. 1)

- (1) *That the Advisory Committee on the Environment 2018 Annual Report, as presented in this staff report, be received for information; and*
- (2) *That the Advisory Committee on the Environment 2019 Work Program, as presented in this staff report, be approved.*

ADOPTED ON CONSENT

**13. TRANSLINK TRANSIT NETWORK REVIEW – FORTHCOMING
CONSULTATION**

(File Ref. No. 01-0154-04) (REDMS No. 6125994 v. 3)

- (1) *That TransLink's proposed transit network changes, as described in the attached report titled "TransLink Transit Network Review - Forthcoming Consultation" dated February 21, 2019 from the Director, Transportation, be endorsed for the purpose of public consultation; and*
- (2) *That staff be directed to report back on the results of the public consultation and TransLink's final decisions regarding the proposed service changes.*

ADOPTED ON CONSENT



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**14. TRANSLINK 2019 CAPITAL COST-SHARE PROGRAM –
SUPPLEMENTAL APPLICATIONS**

(File Ref. No. 01-0154-04) (REDMS No. 6125295 v. 3)

That the submission of transit-related projects for cost-sharing as part of the TransLink 2019 capital cost-share programs as described in the report titled “TransLink 2019 Capital Cost-Share Program – Supplemental Applications” dated February 12, 2019 from the Director, Transportation, be endorsed.

ADOPTED ON CONSENT

15. PROVINCIAL PESTICIDE USE PERMIT RENEWAL APPLICATION

(File Ref. No. 10-6160-07-01) (REDMS No. 6126419 v. 5; 6131932)

That the comments regarding a provincial Pesticide Use Permit application to manage invasive cordgrass outlined in the report titled “Provincial Pesticide Use Permit Renewal Application”, dated February 12, 2019 from the Director, Engineering, be endorsed for submission to the provincial Ministry of Forests, Lands, Natural Resource Operations and Rural Development.

ADOPTED ON CONSENT

**16. INVESTING IN CANADA INFRASTRUCTURE PROGRAM -
CLEANBC COMMUNITIES FUND**

(File Ref. No. 10-6600-10-01 Xr: 03-1087-19-02) (REDMS No. 6123192 v. 6)

- (1) That the submission to the Investing in Canada Infrastructure Program - British Columbia - Green Infrastructure - Climate Change Mitigation - CleanBC Communities Fund requesting funding of up to \$6.2 million for the Oval Village DEU Sewer Heat Recovery Implementation project, as outlined in the report titled “Investing in Canada Infrastructure Program - CleanBC Communities Fund” dated February 20, 2019, from the Director, Engineering, be endorsed;*



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- (2) *That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to enter into funding agreements with the government for the aforementioned project should it be approved for funding, as outlined in the report titled “Investing in Canada Infrastructure Program - CleanBC Communities Fund” dated February 20, 2019, from the Director, Engineering; and*
- (3) *That, upon receipt of the funding for the aforementioned project, the City transfer the full funding amount to Lulu Island Energy Company Ltd., which is wholly owned by the City of Richmond, to deliver the aforementioned project as directed by Lulu Island Energy Company Ltd. Board of Directors; and*
- (4) *That the submission to the Investing in Canada Infrastructure Program - British Columbia - Green Infrastructure - Climate Change Mitigation - CleanBC Communities Fund be copied to Richmond MPs and MLAs.*

ADOPTED ON CONSENT

17. 2019 CLOTHES WASHER REBATE PROGRAM

(File Ref. No. 03-1000-05-211) (REDMS No. 6120486 v. 4)

- (1) *That the City of Richmond partner with BC Hydro to the end of 2019 to offer a combined rebate of \$100 for both spring and fall campaigns, equally cost shared between BC Hydro and the City, for the replacement of inefficient clothes washers with new high efficiency clothes washers; and*
- (2) *That the Chief Administrative Officer and General Manager, Engineering and Public Works, be authorized to execute an agreement with BC Hydro to implement the Clothes Washer Rebate Program.*

ADOPTED ON CONSENT



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18. DIKE MASTER PLAN – PHASES 3 AND 5 REPORT

(File Ref. No. 10-6045-09-01) (REDMS No. 6121273 v. 6; 6153799)

That the “Dike Master Plan - Phase 3 Final Report” and “Dike Master Plan - Phase 5 Final Report” as attached in the staff report titled “Dike Master Plan – Phases 3 and 5 Report,” dated February 21, 2019 from the Director, Engineering, be endorsed for the purposes of capital project and development planning.

ADOPTED ON CONSENT

19. FLOOD PROTECTION MANAGEMENT STRATEGY 2019 – PUBLIC AND STAKEHOLDER ENGAGEMENT

(File Ref. No. 10-6060-04-01) (REDMS No. 6123036 v. 9)

That the public and key stakeholders be engaged as identified in the staff report titled “Flood Protection Management Strategy 2019 – Public and Stakeholder Engagement” from the Director, Engineering, dated February 21, 2019.

ADOPTED ON CONSENT

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

NON-CONSENT AGENDA ITEMS

PLANNING COMMITTEE

Councillor Linda McPhail, Chair

**20. APPLICATION BY WING KUEN BECKY CHAN FOR REZONING
AT 11120 GRANVILLE AVENUE FROM “AGRICULTURE (AG1)”
TO A SITE SPECIFIC AGRICULTURE ZONE TO PERMIT A
LARGER HOUSE SIZE**

(File Ref. No. RZ 19-850784) (REDMS No. 6141869; 3651855; 6146720)



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R19/5-5

It was moved and seconded

That staff be directed to bring forward to the next Council meeting an appropriate bylaw for first reading allowing the rezoning of 11120 Granville Avenue from “Agriculture (AG1)” to a site specific agriculture zone to permit a house up to 500m² in floor area.

The question on the motion was not called as discussion ensued with regard to (i) the potential for the application to set a precedent if approved, (ii) the timeline of the application submission and the applicant’s proposed reduction in house size from the original application, and (iii) the City’s policy guidelines to consider applications to increase house size in agricultural areas.

The question on the motion was called and it was **DEFEATED** with Cllrs. Day, Greene, McNulty, Steves and Wolfe opposed.

R19/5-6

It was moved and seconded

That the application for the rezoning of 11120 Granville Avenue from “Agriculture (AG1)” to a Site Specific Agriculture Zone, to permit a house up to 500 m² in floor area, be denied.

CARRIED

Opposed: Mayor Brodie

Cllrs. Au

Loo

McPhail

21. APPLICATION BY CLIVE ALLADIN FOR REZONING AT 22260 RIVER ROAD FROM “AGRICULTURE (AG1)” TO A SITE SPECIFIC AGRICULTURE ZONE TO PERMIT A LARGER HOUSE SIZE

(File Ref. No. RZ 19-851176; 12-8060-20-010017) (REDMS No. 6120465 v. 2; 6151990; 6151494; 6152036; 6146584)

R19/5-7

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10017, for the rezoning of 22260 River Road from “Agriculture (AG1)” to Agriculture (ZA5) – River Road (Hamilton)”, be introduced and given first reading.



Regular Council
Monday, March 25, 2019

The question on the motion was not called as discussion ensued with regard to the area required to accommodate the applicant's proposed accessibility features and the net buildable area of the subject site excluding the portions considered to be Environmentally Sensitive Areas and Riparian Management Areas.

The question on the motion was then called and it was **DEFEATED** with Cllrs. Day, Greene, Steves, McNulty and Wolfe opposed.

R19/5-8

It was moved and seconded

That the application for the rezoning of 22260 River Road from "Agriculture (AG1)" to a Site Specific Agriculture Zone, to permit a house up to 500 m² in floor area, be denied.

CARRIED

Opposed: Mayor Brodie
Cllrs. Au
Loo
McPhail

PLANNING AND DEVELOPMENT DIVISION

22. GEORGE MASSEY CROSSING – PRELIMINARY PRINCIPLES, GOALS AND OBJECTIVES

(File Ref. No. 10-6350-05-08) (REDMS No. 6150496 v. 3)

R19/5-9

It was moved and seconded

That a letter be sent to the Minister of Transportation and Infrastructure requesting that their work on the George Massey Crossing project include:

- (1) *the incorporation of the comments as detailed in the staff report titled "George Massey Crossing – Preliminary Principles, Goals and Objectives" dated March 19, 2019 from the Director, Transportation;*



Regular Council
Monday, March 25, 2019

- (2) *request to Ministry staff to work with Richmond staff in any work to define the scope of the project and develop potential crossing options including potential interim solutions, and*
- (3) *request to Ministry staff to work with Richmond staff in any work to define the scope of the short-term improvements at the Steveston Highway interchange.*

The question on the motion was not called as discussion ensued with regard to providing Richmond's feedback on the George Massey Crossing project to the Ministry of Transportation, including the development of ancillary crossing infrastructure and transit options for areas south of the Fraser River.

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

BYLAWS FOR ADOPTION

R19/5-10

It was moved and seconded

That the following bylaws be adopted:

Credit Card Payment Service Fee Bylaw No. 9536, Amendment Bylaw No. 9963

Revenue Anticipation Borrowing (2019) Bylaw No. 9997

CARRIED

R19/5-11

It was moved and seconded

That Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9948 be adopted.

CARRIED

Opposed: Cllr. Wolfe



Regular Council
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DEVELOPMENT PERMIT PANEL

- R19/5-12 23. It was moved and seconded
- (1) *That the minutes of the Development Permit Panel meetings held on February 27, 2019 and March 13, 2019 and the Chair's report for the Development Permit Panel meetings held on February 27, 2019, be received for information; and*
 - (2) *That the recommendations of the Panel to authorize the issuance of a Development Permit (DP 18-818762) for the property at 13100 Smallwood Place be endorsed, and the Permit so issued.*

CARRIED

ADJOURNMENT

- R19/5-13 It was moved and seconded
That the meeting adjourn (9:02 p.m.).

CARRIED

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

Mayor (Malcolm D. Brodie)

Corporate Officer (David Weber)

CityClerk

Schedule 1 to the Minutes of the Regular meeting of Richmond City Council held on Monday, March 25, 2019.

ON TABLE ITEM

Date: MARCH 25 2019
Meeting: COUNCIL (OPEN)
Item: #9

From: De Whalen <de_whelen@hotmail.com>
Sent: Monday, 25 March 2019 10:53
To: MayorandCouncillors; CityClerk
Subject: City of Richmond Motion on Climate Emergency
Attachments: Motion on Climate Emergency by Richmond Council.docx

Greetings Mayor and Councillors and City Clerk's Office:

Would you kindly add this letter of support, below and attached, from Fraser Voices to Council's package for tonight's Council meeting? I will be there this evening to speak to it if needed. Thank you,

*Fraser Voices
c/o 1028 51A Street, Delta, B.C V4M 2X8
Richmond Council,
City of Richmond
6911 No. 3 Road, Richmond, B.C. V6Y 2C1*

March 24, 2019

Re: Motion by Richmond Council on Climate Emergency

Fraser Voices supports the motion by Richmond Council to declare a state of climate emergency as major climate changes could seriously impact the globally significant ecosystems of the Fraser River, a Canadian Heritage River which supports the largest salmon runs in the world.

As Richmond, Vancouver, and Delta are located in the lower Fraser delta, we have a responsibility to recognize and advocate protection of the largest estuary on North America's Pacific Coast. The estuary and surrounding watershed support Canada's largest populations of wintering waterfowl, shorebirds and birds of prey with global and local recognition:

- the most significant Important Bird Area (IBA) in Canada*
- the highest designation site under the Western Hemispheric Shorebird Reserve Network*
- designations of four provincial Wildlife Management Areas*
- an international RAMSAR site under the International Convention on Wetlands*

The Fraser River habitats are at risk from numerous stressors. Increased water temperatures will affect the hydrology and cause mortalities of salmon. Scientists who made submissions to the 2012 Commission of Inquiry into the Decline of Sockeye Salmon in the Fraser River, raised concerns about the effects of warmer air and water temperatures. They addressed concerns about early melting snowpack and increased water runoff impacting the life cycle of salmon.

Southern Resident Killer Whales are listed as endangered under the Species at Risk Act and the Department of Fisheries and Oceans includes climate change under the list of threats to their survival:

"Exposure to toxic spills, interactions with fisheries and aquaculture, and climate change are other human-related threats that may negatively impact the Southern Resident Killer Whale population."⁽¹⁾

Under the Climate Change Emergency strategy, hopefully measures can be taken to protect the interactive, interdependent ecosystems of the Fraser River and Salish Sea.

Sincerely,





Susan Jones, Director and Secretary of Fraser Voices

Note: Fraser Voices was formed in January, 2016, and incorporated as a registered society on September 9, 2017. Members and supporters from Fraser Voices and other groups work together, locally, nationally and internationally, to secure protection of the globally-significant natural resources of the Fraser River in British Columbia.

ⁱⁱ⁽¹⁾ *Killer Whale (Northeast Pacific Southern Resident Population), Department of Fisheries and Oceans*
<http://www.dfo-mpo.gc.ca/species-especes/profiles-profils/killerWhalesouth-PAC-NE-epaulardsud-eng.html>

De Whalen
604.230.3158

"Small acts, when multiplied by millions of people, can quietly become a power no government can suppress, a power that can transform the world." Howard Zinn

"You can't undo the past. You don't have to feel guilty about the past. You don't even have to apologize for the past. All you have to do is say YES. Yes, this happened. We can start there." Richard Wagamese on Reconciliation.

Fraser Voices
c/o 1028 51A Street, Delta, B.C V4M 2X8

Richmond Council,
City of Richmond
6911 No. 3 Road, Richmond, B.C. V6Y 2C1
March 24, 2019

Fraser Voices



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"Exposure to toxic spills, interactions with fisheries and aquaculture, and climate change are other human-related threats that may negatively impact the Southern Resident Killer Whale population."¹

Under the Climate Change Emergency strategy, hopefully measures can be taken to protect the interactive, interdependent ecosystems of the Fraser River and Salish Sea.

Sincerely,

A handwritten signature in black ink, appearing to read "Susan Jones", is written over a horizontal line.

Susan Jones, Director and Secretary of Fraser Voices

Note: Fraser Voices was formed in January, 2016, and incorporated as a registered society on September 9, 2017. Members and supporters from Fraser Voices and other groups work together, locally, nationally and internationally, to secure protection of the globally-significant natural resources of the Fraser River in British Columbia.

¹ Killer Whale (Northeast Pacific Southern Resident Population), Department of Fisheries and Oceans
<http://www.dfo-mpo.gc.ca/species-especes/profiles-profil/killerWhalesouth-PAC-NE-epaulardsud-eng.html>



**Special Council
Monday, March 25, 2019**

Place: Anderson Room
Richmond City Hall

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

Corporate Officer – David Weber

Call to Order: Mayor Brodie called the meeting to order at 4:00 p.m.

RES NO. ITEM

COMMUNITY SAFETY DIVISION

1. **APPEAL OF BUSINESS LICENCE REJECTION FOR LULU BED AND BREAKFAST – 9371 BECKWITH ROAD**
(File Ref. No.: 12-8275-09) (REDMS No. 6119487, 6152814, 6145683)

Lucas Li, owner 9371 Beckwith Road, spoke on the application, noting that he has declared the property at 9371 Beckwith Road as his primary residence and that he has an investment property in Vancouver.

SP19/3-1

It was moved and seconded

That the decision to reject the application for a business licence for Lulu Bed and Breakfast at 9371 Beckwith Road be upheld.

The question on the motion was not called as discussion ensued with regard to the City's requirements for a bed and breakfast business licence.



Special Council
Monday, March 25, 2019

RES NO. ITEM

In reply to queries from Council, staff noted that the property is owned by a corporation and the application meets all license conditions except that the property is not registered as being owned by an individual registered owner. Staff added that the applicant has the option to transfer ownership to himself and re-submit an application or pursue a site specific rezoning for the subject property.

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

Discussion ensued with regard to the City's application process for a bed and breakfast business licence, and as a result, the following **referral motion** was introduced:

SP19/3-2

It was moved and seconded

That staff review the bed and breakfast business license application process, specifically the screening process for owners of multiple properties.

CARRIED

ADJOURNMENT

SP19/3-3

It was moved and seconded

That the meeting adjourn (4:14 p.m.).

CARRIED

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

Mayor (Malcolm D. Brodie)

Corporate Officer (David Weber)

For Metro Vancouver meetings on Friday, March 29, 2019

Please note these are not the official minutes. Board in Brief is an informal summary. Material relating to any of the following items is available on request from Metro Vancouver. For more information, please contact Greg.Valou@metrovancouver.org or Kelly.Sinowski@metrovancouver.org

Metro Vancouver Regional District

Engagement for the Regional Industrial Lands Strategy

APPROVED

The Board approved the scope of the consultation for the Regional Industrial Lands Strategy and authorized staff to proceed with the engagement process as presented.

Regional Industrial Lands Strategy: Survey of Industrial Users

RECEIVED

As part of developing the Regional Industrial Lands Strategy, a series of white papers, reports, and other deliverables are under development. In 2018, the Task Force expressed interest in better understanding the issues and challenges facing industrial users and tenants in the region.

The Board received for information the results of a survey of industrial users undertaken as part of the Regional Industrial Lands Strategy project.

Economic Value of Industrial Lands to the Metro Vancouver Region

RECEIVED

The Board received for information a consultant report on the economic value of industrial lands to the Metro Vancouver Region.

Intervistas completed a study on the economic impact of Metro Vancouver's industrial lands to the regional, provincial, and national economy. The report considers interdependencies with non-industrial lands and activity, the importance of industrial activity in diversifying the economy, alternative industrial land locations outside of the region, and the consequences of an insufficient supply of industrial lands in the region.

The study concludes that industrial lands provide the foundation for a significant amount of the region's total economic activity, with a disproportionately large amount of employment, and wages above the regional average. Industrial lands serve both an important regional role and, as a facilitator of trade-enabling activities, a critical national role. The extent to which these activities can be moved elsewhere will vary by sector and may be limited. The potential effects of a lack of industrial land on the regional economy, while difficult to ascertain, will also vary by sector and will likely be negative for the region as a whole.

Metro Vancouver's 2018 Zero Waste Conference**RECEIVED**

The Board received a report with an overview of Metro Vancouver's Eighth Annual Zero Waste Conference, titled "A Future without Waste: The Journey to A Circular Economy," which was held on Thursday, November 8 and Friday, November 9, 2018 at the Vancouver Convention Centre.

The focus of the 2018 Zero Waste Conference was to highlight Canadian leadership on important issues of waste prevention and the circular economy while providing opportunities from governments, businesses and innovators from around the globe, which are continuing to break ground and serve as inspiration to push harder in terms of lasting solutions that will lead to a future without waste.

2018 Regional Create Memories Not Garbage Campaign Results**RECEIVED**

The Board received for information a report with a summary of the results of the 2018 regional holiday waste reduction campaign, "Create Memories, Not Garbage."

The campaign supports the waste reduction objectives in the Integrated Solid Waste Management Plan. The 2018 campaign was in market from September 24, 2018 to January 15, 2019. The objectives were to: raise awareness of the needless amount waste produced over the holiday season; encourage audiences to celebrate in ways that produce less waste; and, to reduce the amount of waste produced in Metro Vancouver during the holiday season over the long term.

Consideration of the Village of Anmore's Amended Regional Context Statement**APPROVED**

The Board accepted the Village of Anmore's amended Regional Context Statement as submitted to Metro Vancouver on January 11, 2019.

The Village of Anmore sought to amend its Regional Context Statement to include the Anmore Green Estates site within the Urban Containment Boundary and to designate it as General Urban.

Village Council has also submitted a formal request to the GVS&DD Board seeking support to become a member of the Greater Vancouver Sewerage and Drainage District and to connect the 51 existing residential units of Anmore Green Estates to the regional sewerage system. The requested sewer connection via Port Moody is intended to address the environmental and public health concerns related to the development's failing septic sewage treatment system, and not to provide excess servicing capacity that could accommodate additional development.

Office Development in Metro Vancouver's Urban Centres – 2018 Update**APPROVED**

The Board:

- a) received for information the consultant report;
- b) endorsed the recommendations for Metro Vancouver as set out on page 5 of the report, with the addition of the following:

- 8. Further to recommendations #2, #4, and #5, specifically outline the tools and best practices member municipalities can utilize to foster a greater share of office development in Regional City Centres; and
 - 9. Metro Vancouver to take a leadership role in targeting a greater proportion of office development across all Regional City Centres and prepare a robust strategy to assist municipalities in meeting the employment targets in regional context statements, through a review of Regional Growth Strategy policy measures."; and
- a) distributed the report to member jurisdiction Councils for information.

Lougheed Corridor Land Use and Monitoring Study – Final Report**RECEIVED**

Metro Vancouver led the Lougheed Corridor Land Use and Monitoring Study in partnership with TransLink, the Cities of Coquitlam, Port Coquitlam, Pitt Meadows and Maple Ridge, as well as invited representation from the Katzie, Kwantlen and Kwikwetlem First Nations, the Agricultural Land Commission, and Ministry of Transportation and Infrastructure.

The Board received the report for information.

The 2018 Regional Parking Study – Key Findings**RECEIVED**

The Board received the Parking Study report for information and resolved to write letters to share the key findings of the 2018 Regional Parking Study and Technical Report to the Mayors' Council on Regional Transportation, the TransLink Board of Directors, and the Councils of member jurisdictions.

Food Flow: Agri-food Distribution in Metro Vancouver – Scope of Work**RECEIVED**

The Board received for information a report about a project being undertaken by Regional Planning that will define the extent of the agri-food distribution system and the connections to land use policy and transportation infrastructure that are necessary for "food flow" – the movement of food supply across the Metro Vancouver region.

The extent of the regional "food flow" is not widely known. Staff have embarked on a study to define the location of agri-food distribution businesses and their connections to land use policy and transportation infrastructure.

The first phase of work compiled existing data on the agri-food distribution system. The 2019 work will focus on interviews with the private sector. The results of the study will be used to improve understanding and inform various regional and municipal planning processes.

2019 Agricultural Land Use Planning Policy Forum**RECEIVED**

The Board received for information a report about the BC Agricultural Land Use Planning Policy Lab and Metro Vancouver's role in co-hosting a one-day policy forum.

Metro Vancouver is co-hosting a forum on April 3, 2019 with the University of Northern B.C. to bring experts together to focus on agriculture land use planning solutions to protect B.C.'s farmland. The forum is the first step to establish a "policy lab" in B.C. A policy lab is a neutral, expert-centred space for analyzing issues and designing solutions that address intractable policy problems. The April policy forum will build capacity and enhance understanding of the policies that impact agricultural land use in the Lower Mainland, as well as gauge interest in an ongoing provincial policy lab and the future activities/topics that are most beneficial to participants.

Belcarra Regional Park – Belcarra South Recommended Static Landscape Display and Interpretive Feature**APPROVED**

The Board, in accordance with the MVRD Board resolution dated November 24, 2017, approved the recommended non-residential public use of Cabin 1, located in Belcarra Regional Park south picnic area, as a static landscape display and interpretative park feature illustrating historical uses of the site.

At its November 24, 2017 meeting, the MVRD Board directed staff to investigate uses for Cabin 1, and to report back to the Board. Staff have completed a heritage study on the Belcarra Cabins and identified potential uses for Cabin 1. The Belcarra Cabins Heritage Study completed in 2017 was taken into consideration, and a variety of other precedent heritage buildings in other parks were reviewed.

Metro Vancouver staff reviewed the precedent study with the Village of Belcarra staff in March 2018 and discussed potential options and preliminary cost factors. With all factors and studies considered, the recommended use for Cabin 1 is as a static landscape display building without public access, to be viewed from the exterior.

Campbell Valley Regional Park – Public Engagement and Management Plan Update**APPROVED**

The Board authorized staff to proceed with the public engagement process as presented in the report.

Metro Vancouver is undertaking an update to the management plan for Campbell Valley Regional Park. Staff anticipate the first round of public and stakeholder engagement will occur between June and October 2019.

The proposed stakeholder and public engagement on the Campbell Valley Regional Park Management Plan Update will ensure that the final management plan is broadly supported and reflective of regional parks users' input. The update will test stakeholder, First Nations, partner, and public current values, interests, concerns and desires for the park and also evaluate items identified for action in the previous management plan and subsequent review.

George Massey Crossing Project – Next Phases**RECEIVED**

The Board received for information the report with an update on the next phases for the George Massey Crossing project.

The Province, through the Ministry of Transportation and Infrastructure, initiated engagement with Metro Vancouver, TransLink, municipalities, and First Nations on the George Massey Crossing project. The Province will use the regional, municipal and First Nation plans, priorities and input to inform the development, assessment and evaluation of the options for the George Massey Crossing. The provincial engagement will be conducted in three phases with the target of a completed business case by November 2020.

Fraser Basin Council – Annual Report to Metro Vancouver**RECEIVED**

In 2018, the MVRD Board approved a three-year Contribution Agreement with the Fraser Basin Council. Under the agreement, the Fraser Basin Council is required to submit an annual report to Metro Vancouver by January 31 of each year. The Board received the report for information.

Non-member Attendance at Board and Committee Meetings Policy Revision**APPROVED**

The Board approved the revised Non-member Attendance at Board and Committee Meetings Policy, as presented.

The Non-member Attendance at Board and Committee Meetings Policy sets out the practice associated with non-member attendance and participation at Board and Committee meetings. Recently, staff was directed to review and clarify the practice associated with how non-members are authorized to attend closed meetings.

Electoral Area A 2019 By-Election**APPROVED**

The Board appointed Klara Kutakova as Chief Election Officer and Kelly Hardy as Deputy Chief Election Officer for the 2019 by-election for the office of Regional Director for MVRD Electoral Area A, and authorized release of up to \$80,000 from the Electoral Area General Reserve, if necessary, to be used for the administration of the unbudgeted 2019 by-election for the office of Director of Electoral Area A.

Review of the Federal Gas Tax Fund Expenditures Policy**RECEIVED**

The Board received for information a report with an overview of the process to review the MVRD Board's Federal Gas Tax Fund Expenditures Policy.

The Metro Vancouver Board adopted the Federal Gas Tax Expenditures Policy in 2016 that sets out the process through which the Board considers and approves expenditures from the Federal Gas Tax Fund (Greater Vancouver Regional Fund) for regional transportation projects proposed by TransLink. At its

October 26, 2018 regular meeting, the MVRD Board adopted a resolution directing staff to undertake a review of the Federal Gas Tax Fund Expenditures Policy, in consultation with TransLink and the Union of British Columbia Municipalities, and to report back to the Finance and Intergovernment Committee in 2019 with findings and, where appropriate, recommendations.

Key Climate Change Developments Since the Adoption of the Climate 2050 Strategic Framework

**RECEIVED
REFERRED**

At its March 15, 2019 meeting, the Climate Action Committee expressed concerns about the ability for greenhouse gas reduction targets identified in Climate 2050 and the Province's CleanBC to combat climate change impacts identified in the Intergovernmental Panel on Climate Change (IPCC) special report on the impacts of global warming. Members discussed accelerating Climate 2050 actions and subsequently amended the recommendation as presented above in underline style.

The Board received for information the report and directed staff to report back with recommendations to align Metro Vancouver's Climate 2050 Strategic Framework and Roadmaps with the 2018 Intergovernmental Panel on Climate Change special report on global warming, and to report back with recommended changes to Climate 2050 Strategic Framework targets, including interim targets.

Climate 2050 Roadmaps Development Process and Engagement Approach

RECEIVED

Climate 2050 is an overarching climate action strategy that describes Metro Vancouver's role in taking action on climate change, and provides strategic direction on how Metro Vancouver can integrate climate change considerations into decisions and policies affecting the region. The Roadmaps development process will use an engagement approach that will provide a platform for Metro Vancouver to engage with the public and stakeholders and to explore potential integration of climate resilience and greenhouse gas reduction efforts with various partners and its member jurisdictions.

Staff will provide additional details on the overall engagement approach and on the engagement plans for individual Roadmaps in upcoming Climate Action Committee meetings.

The Board received the report for information.

Consultation on a Cannabis Production Emission Regulation for Metro Vancouver

**RECEIVED
REFERRED**

The Board received the report for information and referred the report back to the Climate Action Committee for more information. Furthermore, the Board resolved to write a letter to Health Canada requesting that they actively enforce federal regulations regarding the prevention of odours from federally-licensed cannabis producers.

Metro Vancouver's Electric Vehicle Public Outreach Programs**RECEIVED**

Using research that identifies key barriers to EV uptake, Metro Vancouver has designed three public EV outreach programs to increase EV ownership in the region, using messaging that is integrated with existing incentives aimed at reducing the upfront cost of vehicles and charging infrastructure. Metro Vancouver's EV programs will also integrate messaging to support the incoming provincial ZEV Standard, which will increase EV supply to meet market demand. As part of the Climate 2050 Transportation Roadmap, staff will be identifying EV outreach campaigns as a current strategic approach to reducing transportation-related GHG emissions in the region, and will be considering the long term evolution of these programs to reflect a rapidly changing transportation landscape.

The Board received the report for information.

Staff Appointments for the Purpose of Serving Summons under the Offence Act**APPROVED**

The Board appointed, for the purpose of serving summons under section 28 of the Offence Act for alleged violation of MVRD air quality management bylaws, all Metro Vancouver staff currently appointed as officers under the Greater Vancouver Regional District Air Quality Management Bylaw No. 1082, 2008.

Delegations Received at Committee March 2019**RECEIVED**

The Board received for information summaries of delegations to committees.

Regional Planning Committee

- Roderick Louis

Finance and Intergovernment Committee

- Wayne Wright, Metro Vancouver Nominee, Vancouver Airport Authority Board of Directors, and Anne Murray, Vice President of Airline Business Development and Public Affairs, Vancouver Airport Authority; and

Climate Action Committee

- Alex Boston, Executive Director, Renewable Cities - SFU Wosk Centre for Dialogue

MVRD Freedom of Information Bylaw No. 1284, 2019**APPROVED**

The Board gave first, second and third reading to Metro Vancouver Regional District Freedom of Information Bylaw No. 1284, 2019; then passed and finally adopted said bylaw.

GVWD Development Cost Charges Options Update**RECEIVED**

At the Metro Vancouver District Boards Special Meetings held on November 30, 2018 and December 7, 2018, Board Directors requested additional information on pursuing GVWD development cost charges to offset household impact of an increasing water rate.

The Greater Vancouver Water District Act currently does not include the legal authority to implement a Development DCC program for the regional water utility service. A request from the Board to the Province for legislative changes to amend the GVWD Act to permit DCCs will be required to enable a water DCC program. This report provides additional information on the process and key considerations that will be involved in exploring the implementation of GVWD DCCs for growth projects within the Water District.

The Board received the report for information.

Seymour Salmonid Society – 2018 Annual Report**RECEIVED**

Under the terms of the Contribution Agreement with GVWD, the Seymour Salmonid Society is required to submit an annual report on its activities to Metro Vancouver. The Society achieved the goals set out in the Contribution Agreement and operated successfully in 2018. The Seymour Salmonid Society 2018 Annual Report meets the requirements of the Contribution Agreement.

The Board received for information a report that contains the Seymour Salmonid Society's 2018 Annual Report.

Award of Amendment to Construction Contract RFP No. 18-048, Second Narrows Water Supply Tunnel – Burrard Inlet Crossing**APPROVED**

The Board approved award of the amended scope within Second Narrows Park in an amount of \$19,899,602 (exclusive of taxes) to Traylor-Aecon General Partnership resulting from Request for Proposal No. 18-048, Second Narrows Water Supply Tunnel - Burrard Inlet Crossing.

Delegations Received at Committee March 2019**RECEIVED**

The Board received for information a summary of a delegation to the Water Committee from James Peters of ShowerPot.

GVWD Freedom of Information Bylaw No. 251, 2019**APPROVED**

The Board gave first, second and third reading to Greater Vancouver Water District Freedom of Information Bylaw No. 251, 2019, then passed and finally adopted the bylaw.

Greater Vancouver Sewage and Drainage District

Bylaw 181 Update and Commercial Waste Hauler Licensing Bylaw Overview

**RECEIVED
APPROVED**

On February 22, 2019, the Board referred recommendations related to two bylaws before the Minister of Environment and Climate Change Strategy back to the Zero Waste Committee for more information. The proposed updates to Bylaw 181 modernize a bylaw that has not been changed since 1996 and aim to increase waste diversion, increase transparency, and ensure a level playing field for facilities managing recyclable material and municipal solid waste in the region.

The Commercial Waste Hauler Licensing Bylaw establishes a licensing program for commercial waste haulers collecting mixed municipal solid waste. Under the bylaw, these haulers apply for an annual \$100 license with a series of requirements including ensuring that recycling containers are provided wherever mixed municipal solid waste is collected. Implementing the Commercial Waste Hauler Licensing Bylaw will help advance waste diversion in the region and assist in the collection of the Generator Levy.

The Board received the report for information and resolved to send a letter to the Minister of Environment and Climate Change Strategy requesting that the Minister approve the GVS&DD Commercial Waste Hauler Licensing Bylaw No. 307, 2017 and the GVS&DD Solid Waste and Recyclable Material Regulatory Amending Bylaw No. 309, 2017.

Generator Levy Overview

RECEIVED

The Board received a report with additional information on the Tipping Fee Bylaw and Generator Levy.

The Generator Levy was approved by the Board in November 2017, and has been in place since January 2018. This report provides an overview of the Tipping Fee Bylaw and the Generator Levy. The Generator Levy is an important tool in advancing waste diversion in the region and ensuring a cost effective and equitably funded regional solid waste system.

Solid Waste Regulatory Framework Correspondence Update

RECEIVED

The Board received a summary of correspondence that was emailed to Zero Waste Committee members, as well as a letter of support to from the David Suzuki Foundation to the Minister of Environment and Climate Change Strategy.

Mixed Waste Processing Pilot

APPROVED

Representatives of the cement industry have communicated to Metro Vancouver that cement kilns provide a unique opportunity to divert a portion of the municipal solid waste stream.

In addition, over the years, various businesses have come forward promoting technologies that claim to effectively recover materials from municipal solid waste for various uses, including use as a fuel source.

The Board authorized engaging a consultant to assist in the design of a pilot project, financial model, and procurement process for the purpose of processing municipal solid waste for the recovery of materials and/or fuel, and directed staff to report back to the Board with the concept plan and procurement model for the implementation of the pilot project.

Waste-to-Energy Facility Second Pass Superheater Replacement Project Contract Award APPROVED

The Board authorized award to Covanta Burnaby Renewable Energy, ULC, for the construction of the second pass superheater replacement project at the Metro Vancouver Waste-to-Energy Facility at a cost of \$5,484,000 (including PST, but excluding GST), under the terms and conditions of existing Contract 98106.

Staff Appointments for the Purpose of Serving Summons under the Offence Act APPROVED

The Board appointed, for the purpose of serving summons under section 28 of the Offence Act for alleged violation of GVS&DD solid waste bylaws, all Metro Vancouver staff currently appointed as officers under the Greater Vancouver Sewerage and Drainage District Municipal Solid Waste and Recyclable Material Regulatory Bylaw No. 181, 1996

Support for the Village of Anmore's Membership in the Greater Vancouver Sewerage and Drainage District APPROVED

The Board:

- a) supported the Village of Anmore's application to the Province of British Columbia for membership in the Greater Vancouver Sewerage and Drainage District (GVS&DD), and
- b) agreed to provide sewerage services to the Village of Anmore subject to the following conditions:
 - i. that the Province grants GVS&DD membership to the Village of Anmore;
 - ii. that the Metro Vancouver Regional District Board resolves that the Village of Anmore's request for regional sewerage services meets the provisions of Metro 2040: Shaping Our Future;
 - iii. that the existing agreement between the Village of Anmore, the City of Port Moody and the GVS&DD to service Eagle Mountain Middle School be terminated and the Village of Anmore enter into a servicing agreement with the City of Port Moody to convey Anmore wastewater through Port Moody infrastructure; and
 - iv. that an appropriate flow-based billing protocol be developed and implemented to facilitate annual GVS&DD servicing levies.

**Award of Phases 2 and 3, Construction and Post-Construction Management
Services: Annacis Island Wastewater Treatment Plant Outfall System Project****APPROVED**

The Board approved the award of Phase 2 Construction and Phase 3 Post-Construction for an amount of up to \$11,614,673.25 (exclusive of taxes) to the Phase 1 consultant, Hatch Corporation, for Construction Management Services on the Annacis Island Wastewater Treatment Plant Outfall System Project.

**Award of Contract Resulting from Tender No. 18-304: Annacis Island Wastewater
Treatment Plant Secondary Clarifier Upgrades Construction****APPROVED**

The Board approved the award of a contract in the amount of \$17,771,000 (exclusive of taxes) to NAC Constructors Ltd. resulting from Tender No. 18-304: Annacis Island Wastewater Treatment Plant Secondary Clarifier Upgrades Construction.

Staff Appointments for the Purpose of Serving Summons under the Offence Act**APPROVED**

The Board appointed for the purpose of serving summons under Section 28 of the Offence Act for alleged violation of GVS&DD liquid waste bylaws, all Metro Vancouver and City of Vancouver staff currently appointed as officers under the Greater Vancouver Sewerage and Drainage District Sewer Use Bylaw No. 299, 2007.

2019 Regional Unflushables Campaign – Update**RECEIVED**

The Board received for information a report summarizing the 2019 Unflushables campaign.

Now in its third year, the campaign will continue with the creative materials and approaches that have proven successful in previous campaigns. These include reaching residents in relevant locations for this topic, such as washrooms and public works events, and using a humorous tone. The campaign will include advertising through online channels (YouTube, display ads) and social media (Facebook, Twitter, Instagram), updated videos and campaign web page, posters in washrooms in various locations and engagement at public events.

North Shore Wastewater Treatment Plant Indicative Design**RECEIVED**

The Board received a report that addresses recent inquiries specific to the level of treatment and technology selection for the new North Shore Wastewater Treatment Plant.

Delegations Received at Committee March 2019**RECEIVED**

The Board received for information summaries of delegations to committees.

Zero Waste Committee

- Steve Bryan, Director, Waste Management Association of BC
- Ken Carrusca, Vice President, Environment and Marketing (Western Region), Cement Association of Canada

Liquid Waste Committee

- James Peters, ShowerPot

GVS&DD Freedom of Information Bylaw No. 324, 2019

APPROVED

The Board gave first, second and third reading to Greater Vancouver Sewerage and Drainage District Freedom of Information Bylaw. No. 324, 2019, then passed and finally adopt it.

Metro Vancouver Housing Corporation

Energy Management Update - Metro Vancouver Housing

RECEIVED

The Board received for information a report that outlines the Options Analysis process that has been established to inform MVHC energy efficiency investments and summarizes the financial benefits and GHG emissions reductions that have been realized. MVHC projects completed since 2016 under the Energy Management Program are expected to yield a life-cycle net present value of \$1,186,413 and an annual reduction in GHG emissions of 258,156 kg CO₂e.

MVHC Freedom of Information Resolution

APPROVED

The Board adopted the Metro Vancouver Housing Corporation Freedom of Information Resolution for the Administration of the Freedom of Information and Protection of Privacy Act.

A review of the Freedom of Information Bylaws was identified as a priority of the Finance and Intergovernment Committee in its 2019 Work Plan. The Bylaws were reviewed against the statutory requirements, against the Local Government Management Association Manual, and compared with bylaws in other member municipalities. The revisions are intended to bring the Metro Vancouver Bylaws and MVHC Resolutions into compliance with the recent legislation and local government practices, to provide greater flexibility to the program and a more user-friendly bylaw for staff and the public.



Parks, Recreation and Cultural Services Committee

Date: Tuesday, March 26, 2019

Place: Anderson Room
Richmond City Hall

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

Also Present: Councillor Carol Day

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

MINUTES

It was moved and seconded

That the minutes of the meeting of the Parks, Recreation and Cultural Services Committee held on February 26, 2019, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

Wednesday, April 24, 2019, (tentative date) at 4:00 p.m. in the Anderson Room

COMMUNITY SERVICES DIVISION

1. **MUSEUM AND HERITAGE SERVICES YEAR IN REVIEW 2018**

(File Ref. No. 11-7000-01) (REDMS No. 6139176)

Marie Fenwick, Manager, Museum and Heritage Services presented a brief video (copy on file, City Clerk's Office) with highlights from the 2018 Museum and Heritage Services Year in Review. An additional video (copy on file, City Clerk's Office) depicting the Zylmans family's journey to Canada was also presented to Committee. Ms. Fenwick noted that the video was developed as a part of the Animating History workshop where students create a stop motion animation based on Richmond history.

In reply to questions from Committee, Ms. Fenwick advised that (i) the 2018 Museum and Heritage Services Year in Review video will be available on the City's website and YouTube channel and provided to community groups including Tourism Richmond and heritage societies, (ii) a variety of City departments and staff are involved in the development of interpretive signage and museum and heritage services staff work with the planning and parks departments on its development, (iii) a report regarding the Richmond Museum model is anticipated to come forward in May, and (iv) the artifacts from the Phoenix Netloft have been consolidated into the three collection storage warehouses maintained by the City, two located on River Road and one on Shell Road, and staff worked with real estate to expand the City's existing footprint in the warehouses to accommodate.

Committee also commended all the volunteers involved in the restoration of the Steveston Interurban Tram in 2018.

It was moved and seconded

- (1) *That the Museum and Heritage Services Year in Review 2018, as presented in the staff report titled "Museum and Heritage Services Year in Review 2018" dated March 4, 2019, from the Director, Arts, Culture and Heritage, be received for information; and*
- (2) *That the Museum and Heritage Services Year in Review 2018 be circulated to Community Partners and Funders for their information.*

CARRIED

2. **2015–2020 SENIORS SERVICE PLAN: ACTIVE AND HEALTHY LIVING - 2018 UPDATE**

(File Ref. No. 07-3400-01/2019) (REDMS No. 6140099 v. 4)

Debbie Hertha, Seniors Coordinator and Heather Muter, Program Manager, Social Development acknowledged the importance of the various partnerships between the City and community partners including associations, societies, and other organization in delivering programs in 2018.

Parks, Recreation & Cultural Services Committee
Tuesday, March 26, 2019

In response to queries from Committee, Ms. Hertha and Ms. Muter commented that (i) a number of volunteer opportunities are available for seniors including Music Works and a number of outreach programs and the Minoru Senior's Society and Minoru Place Activity Centre actively recruit volunteers for a number of them, (ii) there are a variety of programs with joint senior and youth involvement including the youth technology program and also a number of community centres and associations work with neighbouring Richmond schools to provide intergenerational programs and opportunities, (iii) there are currently 285 seniors accessing the recreation fee subsidy program, which represents 30% of the total program and staff are monitoring and reviewing the volume of program participation and potential impact, and (iv) the Minoru Seniors Legacy Stories Public Art project is available through the City's website and the Minoru Centre for Active Living website.

John Woolgar, Manager, Aquatic and Arena Services, in reply to questions regarding the Minoru Centre for Active Living Seniors Centre advised that to date there has been an increased membership of 34%, approximately 500 visits per day, up from 300 visits per day average of the previous facility, and 100% revenue increase in the cafeteria.

In further response to Committee's questions, Ms. Hertha and Ms. Muter remarked that (i) the City is still in partnership with the falls prevention program and staff refer those at risk or in need of services to Vancouver Coastal Health, (ii) in terms of health and safety for seniors, there are workshops offered through the Minoru Place Activity Centre and the Seniors Advisory Committee on fraud and scam prevention working with the RCMP and the Canadian Revenue Agency as well as free legal clinics through Seniors First, and (iii) staff work with a number of other organizations to provide information regarding programs for seniors in other languages.

Discussion then took place on (i) providing designated parking for motorcycles, mopeds, electric bicycles, and other personal electric vehicles at Minoru Centre for Active Living, and (ii) fraud protection and awareness programs for seniors.

Ms. Hertha and Ms. Muter, in reply to queries from Committee, advised that (i) there are a number of programs offered through the City and its partners which target men's health, (ii) staff work in consultation with Vancouver Coastal Health to identify locations in the City where seniors feel isolated, (iii) staff utilize partnerships between schools and other community partners in recruiting participants for intergenerational programs and it can be challenging to recruit a sufficient number of youth to participate, and (iv) a report on seniors housing is anticipated to come forward in late spring.

Parks, Recreation & Cultural Services Committee
Tuesday, March 26, 2019

It was moved and seconded

- (1) *That the staff report titled, “2015–2020 Seniors Service Plan: Active and Healthy Living – 2018 Update” dated March 11, 2019, from the Manager, Community Social Development, be received for information; and*
- (2) *That the 2015–2020 Seniors Service Plan: Active and Healthy Living – 2018 Update be distributed to key stakeholders and posted on the City website.*

CARRIED

3. BOATING BC ASSOCIATION’S REQUEST FOR PRESERVING ACCESS TO WATERWAYS

(File Ref. No. 11-7200-01) (REDMS No. 6080291 v. 13)

In reply to queries from Committee, Paul Brar, Manager, Parks Programs remarked that the marina located on Shelter Island, Royal City Marina as well as the marina at Tom-Mac Shipyard are the only boating infrastructure locations currently located close to the East Richmond/Hamilton area. In response to further questions regarding the Hamilton area development Jamie Esko, Manager, Parks Planning, Design and Construction advised that there is currently a waterfront park planned for the area where there is a potential for some recreational water based access to be designated.

It was noted that Gilbert Beach, the Gilbert Road access, should be added to the inventory list of public and private boating infrastructure in Richmond listed in attachment 2 of the staff report.

In further response to queries from Committee, Mr. Brar commented that the Imperial Landing Dock is quite popular from May until October and is promoted on a number of regional and provincial boating sites as it is one of a few transient moorage stops along the Fraser River. Mr. Brar further noted that a parking meter installed on site provides usage information for the dock and a report is anticipated to come forward in July regarding the transient moorage areas and fishing activities at Imperial Landing.

In reply to additional questions from Committee, Mr. Brar advised that (i) marina rent increases in Richmond have typically been consistent with increases in land prices, (ii) Boating BC’s revised UBCM resolution will be submitted by the Township of Esquimalt, and (iii) staff are actively reviewing changes to boating infrastructure in Richmond due to the Dike Master Plan infrastructure for any potential to add waterfront activity infrastructure.

Discussion took place regarding the Gilbert Road access point and staff noted that this location did not appear on an initial inventory scan and will be revisited.

Parks, Recreation & Cultural Services Committee
Tuesday, March 26, 2019

It was moved and seconded

- (1) *That the staff report titled “Boating BC Association’s Request for Preserving Access to Waterways,” dated March 7, 2019, from the Director, Parks Services, be received for information; and*
- (2) *That the City support the Boating BC Association’s revised UBCM resolution “Public Access to Waterways” and that staff be directed to communicate the City’s support through correspondence to Boating BC.*

CARRIED

4. COMMUNITY GARDENS UPDATE

(File Ref. No. 11-7200-20-CGAR1/2019) (REDMS No. 6058928 v. 11)

In reply to queries from Committee, Emily Sargent, Acting Coordinator, Leisure Services and Mr. Brar clarified that:

- complaints received about community gardens are usually addressed by Richmond Food Security Society (RFSS) who ensure that the sites remain clean and address any issues;
- there is currently a one to three year waiting list for a plot depending on the preferred sites listed by the applicant and there is typically a 15-20% turnover each year for those who do not renew;
- the waitlist for a community garden plot is managed by RFSS who follow up yearly with those on the waitlist to provide a status update;
- there is no maximum time period in which a space can be rented as long as the plot is renewed yearly;
- the bee colonies currently near the Terra Nova, South Dyke, and Paulik Neighbourhood Park community gardens are all still alive and are managed by community partners;
- the plots at the Garrett Wellness Centre as well as Gilbert (South Dyke) will be made available by the spring and construction of the proposed plots on the Garden City Lands is anticipated to begin in the fall after Farm Fest; and
- signage was increased last year at the community gardens as a way to deter and mitigate theft issues.

Discussion then took place on identifying other locations for additional community garden spaces including the Gardens development on Steveston Highway and No. 5 Road and direction was given to staff to provide an update on the status of the Gardens Agricultural Park garden plots.

5.

Parks, Recreation & Cultural Services Committee
Tuesday, March 26, 2019

It was moved and seconded

That the staff report titled "Community Gardens Update," dated March 7, 2019, from the Director, Parks Services, be received for information.

CARRIED

COUNCILLOR HAROLD STEVES

The Chair advised that a referral regarding the reorganization of Steveston based heritage organizations would be considered as Item No. 5.

5. REORGANIZATION OF STEVESTON HERITAGE ORGANIZATIONS

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

The Chair distributed materials to Committee, (attached to and forming part of these minutes as Schedule 1), and spoke to a proposed referral to review the governance of Steveston Heritage sites as well as potentially establishing an overall Board. The Chair further remarked that the Britannia Heritage Shipyard should include water based recreational activities similar to the previously run Parks Afloat Program and introduced the following **referral motion**

It was moved and seconded

That governance of Steveston Heritage sites be reviewed to consider:

- (1) the establishment of an overall Steveston Heritage Sites Board including London Farm, Britannia Shipyard, Steveston Museum, and Gulf of Georgia Cannery Societies, with possible representation from the Heritage Advisory Committee;*
- (2) the responsibility of the Steveston Historical Society be expanded to include the Steveston Tram and Branscombe House; and*
- (3) the responsibility of the Britannia Heritage Shipyard Society be expanded to include the Phoenix Net Loft and new moorage float, Imperial Landing Float, Garry Point Pilings, and Scotch Pond.*

The question on the referral motion was not called as discussion ensued regarding the possible inclusion of other Richmond based groups.

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

6. MANAGER'S REPORT

None.

Parks, Recreation & Cultural Services Committee

Tuesday, March 26, 2019

In response to questions from Committee regarding a referral on the Marpole Rail Bridge, Ms. Esko advised that a report regarding the matter is anticipated to come forward later this year.

In reply to queries from Committee regarding the public consultations on the Canadian Chinese Museum, Ms. Fenwick noted that staff has contacted the province and had an initial meeting and staff will provide more information as the project develops.

In reply to questions from Committee regarding the damaged trees outside the Richmond Nature Park, Todd Gross, Director, Parks Services remarked that there has been a consolidated effort between parks City staff, engineering City staff and the Ministry of Transportation and Infrastructure (MOTI) to alleviate damning issues and flooding in that area. Mr. Gross further noted that staff are waiting to see how much water movement occurs by spring and develop a longer term solution on how to mitigate water issues in the area.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:21 p.m.).

CARRIED

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

Councillor Harold Steves
Chair

Amanda Welby
Legislative Services Coordinator



General Purposes Committee

Date: Monday, April 1, 2019

Place: Anderson Room
Richmond City Hall

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

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

AGENDA ADDITIONS

It was moved and seconded

That "Graduated Licensing Program for Motorcycles" be added to the agenda as Item No. 8.

CARRIED

MINUTES

It was moved and seconded

That the minutes of the meeting of the General Purposes Committee held on March 18, 2019, be adopted as circulated.

CARRIED

General Purposes Committee
Monday, April 1, 2019

COMMUNITY SERVICES DIVISION

1. 2018 RICHMOND FILM OFFICE ANNUAL REPORT

(File Ref. No. 11-7000-01) (REDMS No. 6131835 v. 4)

In reply to questions from Committee, Jodie Shebib, Film and Major Events Liaison advised that (i) staff have reached out for one on one meetings with individuals who have voiced concern regarding the number of filming days in Steveston and staff are open to holding a community meeting in the near future, (ii) an effort is made to balance the number of applications accepted in one location and work with merchants to ensure impact to business is minimal, (iii) staff work closely with the Steveston Merchants Association who have assisted in working with specific merchants, (iv) the office operates on cost recovery for staffing and revenue, generated through rentals and cost recoveries, goes back to the site where filming is held, and (v) currently the film office is comprised of 1.5 staff members.

Discussion took place regarding film revenue distribution and in response to queries from Committee, Andrew Nazareth, General Manager, Finance and Corporate Services noted that the revenues for specific City departments are distributed to those departments. Mr. Nazareth further clarified that permit revenue is allotted back to the film office and covers the administration costs for the film office.

In further reply to questions regarding revenue distributed to specific sites, Jane Fernyhough, Director, Arts, Culture and Heritage Services, remarked that film revenue from rentals for the Britannia Shipyards is directed into the capital account to be used specifically at the site and for other sites, funds go directly into the operating account for that site. It was noted that staff would provide specific information regarding the cost to run the film office including the specific break down of revenue allocation and operating cost of the film office.

Ms. Shebib, in further response to Committee's queries, clarified that (i) the Community Affairs group is led through Creative BC and the BC Film Commissioner, (ii) an inventory of studios is available on the Creative BC website and the second studio in Richmond is anticipated to open in late spring, and (iii) one of the biggest assets in the city are the merchants and residents and filming is successful in Richmond due to community support.

It was moved and seconded

That the staff report titled "2018 Richmond Film Office Annual Report", dated March 12, 2019, from the Director, Arts, Culture and Heritage Services, be received for information.

CARRIED

2.

General Purposes Committee
Monday, April 1, 2019

2. **PROPOSED PLAN FOR MAJOR EVENTS AND PROGRAMS IN 2020**
(File Ref. No. 11-7400-01) (REDMS No. 6149279 v. 2)

Discussion took place on the option to refer the proposed 2020 Major Events Plan back to staff for further analysis and re-evaluation including the option to reduce the scale of events and a proposed referral motion was distributed to Committee (copy on file, City Clerk's office.) Further comments regarding a review of the composition of the Major Events Committee were made and Councillor Steves noted his resignation from the Major Events Committee.

In response to questions from Committee, Bryan Tasaka, Manager, Major Events and Film, advised that (i) each event can be gauged from the number of attendees the economic impact however an economic impact study can be explored, (ii) the City provides assistance to some events as the community organizer requires additional involvement to deliver the scope of the event, (iii) the cost savings of scaling back multiday events would be minimal as rental expenses for those events are amortized over the multiple days, and (iv) RCMP costs are covered through the operating budget.

Discussion further ensued regarding (i) event evaluations, (ii) completion of an economic impact study, (iii) re-evaluation of all proposed events including reviewing the scope, frequency, and focus of each event, and (iv) further input from the Major Events Committee.

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

It was moved and seconded

That the Proposed Plan for Major Events and Programs in 2020 be referred back to staff for further review and re-evaluation including:

- (1) Council comments in terms of an evaluation of the various events held by the City;***
 - (2) sponsorship potential;***
 - (3) re-evaluation of the various events and budget; and***
 - (4) completion of an economic impact study;***
- and report back to the General Purposes Committee.***

CARRIED

3. **#ALLONBOARD CAMPAIGN RESOLUTION**
(File Ref. No. 07-3000-01) (REDMS No. 6137602 v. 2)

It was moved and seconded

That the #AllOnBoard Campaign resolution, as proposed in Attachment 1 of the staff report titled “#AllOnBoard Campaign Resolution” dated March 13, 2019 from the Manager of Community Social Development be endorsed, requesting that:

3.

General Purposes Committee

Monday, April 1, 2019

- (1) *TransLink work with the Provincial Government to secure funding to provide free transit for children and youth (0-18 years) and a sliding fee scale for low-income individuals;*
- (2) *TransLink consider modifying fare evasion ticketing practices;*
- (3) *the Provincial and Federal Governments be requested to provide sufficient resources to address existing and projected ridership demand; and*
- (4) *that the resolution be forwarded for consideration at the 2019 Lower Mainland Government Management Association of BC (LMGMA) convention and subsequent Union of BC Municipalities (UBCM) convention, as well as to the Federation of Canadian Municipalities.*

The question on the motion was not called as discussion took place on fare evasion ticketing practices and as a result, the following **amendment motion** was introduced:

It was moved and seconded

That Part 2 of the motion be amended as follows:

TransLink modify fare evasion ticketing practices

DEFEATED

Opposed: Mayor Brodie
Cllrs. Au
Loo
McNulty
McPhail
Steves

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

COMMUNITY SAFETY DIVISION

4. **SISTER CITY ADVISORY COMMITTEE 2018 YEAR IN REVIEW**

(File Ref. No. 01-0100-30-SCIT1-01) (REDMS No. 6148338 v. 2)

It was moved and seconded

That the staff report titled "Sister City Advisory Committee 2018 Year in Review", dated March 14, 2019, from the Manager, Customer Services be received for information.

CARRIED

General Purposes Committee

Monday, April 1, 2019

5. **SISTER CITY ADVISORY COMMITTEE UPDATES TO TERMS OF REFERENCE AND POLICIES AND PROCEDURES**

(File Ref. No. 01-0100-30-SCIT1-01) (REDMS No. 6157000)

It was moved and seconded

- (1) *That the updates to the Sister City Advisory Committee Terms of Reference be approved; and*
- (2) *That the updates to the Sister City Advisory Committee Policies and Procedures be approved.*

CARRIED

6. **UBCM COMMUNITY EMERGENCY PREPAREDNESS FUND**

(File Ref. No. 09-5126-01) (REDMS No. 6118791 v. 7)

It was moved and seconded

- (1) *That the application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for up to \$25,000 in grant funding to support the Emergency Operations Centres & Training for Emergency Programs be endorsed;*
- (2) *That the application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for up to \$150,000 in grant funding to support the Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning be endorsed;*
- (3) *That should the funding application be successful, the Chief Administrative Officer and the General Manager, Community Safety and the General Manager, Engineering and Public Works be authorized to execute the agreements on behalf of the City of Richmond with the UBCM; and*
- (4) *That should the funding application be successful, the 2019-2023 Five Year Financial Plan Bylaw be adjusted accordingly.*

The question on the motion was not called as, in response to questions from Committee Jason Ho, Manager, Engineering Planning and Norman Kotze, Manager, Emergency Programs clarified that (i) the application process requires the endorsement of Council, and (ii) a flood risk assessment was last completed in 2010.

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

FINANCE AND CORPORATE SERVICES DIVISION

General Purposes Committee

Monday, April 1, 2019

7. AMENDMENTS TO THE COUNCIL PROCEDURE BYLAW IN RELATION TO AGENDA PREPARATION AND DISTRIBUTION

(File Ref. No. 12-8060-20-010015) (REDMS No. 6152012)

The Chair spoke to a minor amendment to Section 3.3.1 (d) of the proposed Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10015 to include the words “if possible.” The Chair remarked that a Special Council meeting can be called on 24 hours’ notice by the Mayor or any two members of Council and distribution of an agenda at least five days prior may not be possible.

In reply to queries from Committee, David Weber, Director, City Clerk's Office noted that a special meeting is any Council meeting that is outside of the regular Council meeting schedule and requiring a unanimous vote to hold a special meeting could not be considered as it would be contrary to the *Community Charter*.

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

It was moved and seconded

That Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10015, which introduces amendments relating to agenda preparation and distribution including an update to Section 3.3.1 (d) to read as follows:

“Special Council Meetings – at least five business days preceding each such meeting, if possible, or in accordance with the Community Charter”;

be introduced and given first, second and third readings.

CARRIED

COUNCILLOR KELLY GREENE

8. GRADUATED LICENSING PROGRAM FOR MOTORCYCLES

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

Councillor Kelly Greene spoke to correspondence received from the District of Kitimat regarding the implementation of a Graduated Licensing Program for motorcycles and introduced the following **referral motion**:

It was moved and seconded

That the correspondence from the District of Kitimat dated March 25, 2019 requesting a letter of support for the implementation of the Graduated Licensing Program for Motorcycles be referred to staff for analysis.

CARRIED

General Purposes Committee
Monday, April 1, 2019

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:02 p.m.).

CARRIED

Certified a true and correct copy of the
Minutes of the meeting of the General
Purposes Committee of the Council of the
City of Richmond held on Monday, April
1, 2019.

Mayor Malcolm D. Brodie
Chair

Amanda Welby
Legislative Services Coordinator



Finance Committee

Date: Monday, April 1, 2019

Place: Anderson Room
Richmond City Hall

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

Call to Order: The Chair called the meeting to order at 5:03 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the Finance Committee held on March 4, 2019, be adopted as circulated.

CARRIED

FINANCE AND CORPORATE SERVICES DIVISION

1. **2018 ANNUAL PROCUREMENT REPORT**

(File Ref. No. 02-0600-01) (REDMS No. 6137000 v. 7)

In response to questions from Committee, Jerry Chong, Director, Finance and David Aarons, Manager, Purchasing advised that (i) the 2018 statement of financial information report to Council will include information on payments to vendors in excess of \$25,000, (ii) the rebate from the purchasing card program will go into the overall finance division to cover procurement cost, and (iii) specialized services are typically contracted.

Finance Committee
Monday, April 1, 2019

It was moved and seconded

That the staff report titled “2018 Annual Procurement Report”, dated March 18, 2019 from the Director of Finance, be received for information.

CARRIED

2. 2018 ANNUAL DEVELOPMENT COST CHARGES REPORT

(File Ref. No. 03-1070-04-01) (REDMS No. 6140048 v. 3)

It was moved and seconded

That the staff report titled, “2018 Annual Development Cost Charges Report,” dated March 8, 2019 from the Director, Finance be received for information.

CARRIED

3. ANNUAL DEVELOPMENT COST CHARGES IMPOSITION BYLAW AMENDMENT

(File Ref. No. 12-8060-20-0010003) (REDMS No. 6136902 v. 2)

In reply to queries from Committee, Venus Ngan, Manager Treasury and Financial Services clarified that (i) the Development Cost Charges (DCC) Imposition Bylaw is approved by the Province for a four year period and minor consumer price index (CPI) amendments to the DCC Bylaw only require Council approval, (ii) every four years the Bylaw undergoes a major amendment to review costs and growth estimates, which is then submitted to the Province for approval and the City is in year two of their current DCC Bylaw, and (iii) other cities have not revised their DCC rates for 2019 however the 2.9% proposed increase is in line with the CPI of Vancouver and is in compliance with provincial legislation.

It was moved and seconded

(1) *That the proposed Development Cost Charges Imposition Bylaw No. 9499, Amendment Bylaw No. 10003 be introduced and given first reading; and*

(2) *That the staff report titled “Annual Development Cost Charges Imposition Bylaw Amendment” dated March 1, 2019 from the Director, Finance, be endorsed as the basis for public consultation in establishing the amended Development Cost Charge Imposition Bylaw.*

CARRIED

Finance Committee

Monday, April 1, 2019

4. ACCEPTANCE OF CASH AT CITY HALL

(File Ref. No. 03-1240-01) (REDMS No. 6153746 v. 3)

Cindy Szutu, Utility and Tax Project Manager and Ivy Wong, Manager, Revenue highlighted 2018 statistics, noting that 30 cash transactions exceeded \$10,000 or approximately 1% of the \$10 million in total collected in cash and 2% of the total financial transactions at City Hall. Ms. Szutu and Ms. Wong further remarked that the recommended less than \$10,000 cash per transaction would align with Financial Transactions and Reports Analysis Centre of Canada (FINTRAC) \$10,000 cash threshold for suspicious transactions and provide opportunities for customers to pay for utility bills and property taxes at key times.

In reply to queries from Committee, Ms. Szutu and Ms. Wong advised the following:

- staff are not required to report to FINTRAC as the City is a voluntary reporting entity;
- FINTRAC declarations for transactions over \$10,000 are manually submitted for review when possible however, due to peak busy periods this may be after the transaction has occurred;
- picture identification is required for cash transaction and this information is provided to FINTRAC where appropriate;
- if a cash limit is approved, a customer paying for multiple accounts would be restricted to the \$10,000 amount;
- staff make every effort to be vigilant and recognize individuals attempting to pay for multiple accounts in cash in separate visits to City Hall; and
- if the maximum cash accepted at City Hall were to be limited to \$7000 it would capture approximately 90-95% of all residential property tax bills however there may be individuals who wish to pay for metered utility bills during the same transaction which may put them over the \$7000 limit.

Discussion took place on other possible limit amounts for cash payments accepted at City Hall and as a result of the discussion, the following motion was introduced:

It was moved and seconded

That the maximum cash amount accepted at City Hall be limited to less than \$10K per transaction (Option 3).

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

Finance Committee
Monday, April 1, 2019

It was moved and seconded

That the maximum cash amount accepted at City Hall be limited to less than \$7000 per transaction.

The question on the amendment motion was not called as discussion ensued regarding the impact on residents if cash transactions are limited. In response to further questions from Committee, Ms. Szutu and Ms. Wong noted that some customers prefer to pay for bills and services at City Hall in cash.

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

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

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:31 p.m.).

CARRIED

Certified a true and correct copy of the
Minutes of the meeting of the Finance
Committee of the Council of the City of
Richmond held on Monday, April 1, 2019.

Mayor Malcolm D. Brodie
Chair

Amanda Welby
Legislative Services Coordinator



Planning Committee

Date: Tuesday, April 2, 2019

Place: Anderson Room
Richmond City Hall

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

Also Present: Councillor Michael Wolfe

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

MINUTES

It was moved and seconded
That the minutes of the meeting of the Planning Committee held on March 19, 2019, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

April 16, 2019, (tentative date) at 4:00 p.m. in the Anderson Room

PLANNING AND DEVELOPMENT DIVISION

1. **APPLICATION BY MARYEM AHBIB FOR REZONING AT 11640 WILLIAMS ROAD FROM THE “SINGLE DETACHED (RS1/E)” ZONE TO THE “COMPACT SINGLE DETACHED (RC2)” ZONE**
(File Ref. No. 12-8060-20-0010007; RZ 18-841000) (REDMS No. 6126528 v. 2; 2243859; 6127512)

Staff reviewed the application, noting that the proposed development will include a secondary suite on each new lot and that the application complies with the City’s Affordable Housing Strategy.

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10007, for the rezoning of 11640 Williams Road from the “Single Detached (RS1/E)” to the “Compact Single Detached (RC2)”, be introduced and given First Reading.

CARRIED

2. **AGRICULTURAL LAND RESERVE NON-FARM USE APPLICATION BY THE CITY OF RICHMOND TO HOST THE FARM FEST AT THE GARDEN CITY LANDS ON AUGUST 10, 2019, LOCATED AT 5555 NO. 4 ROAD**
(File Ref. No. AG 19-855989) (REDMS No. 6146187 v. 14)

Discussion ensued with regard to the Event Committee’s review of the 2019 Farm Fest event and the site’s legal address. Staff noted that a Garden City Road address can be assigned to the site.

It was moved and seconded

That the Agricultural Land Reserve Non-Farm Use application by the City of Richmond to host the Farm Fest at the Garden City Lands on Saturday, August 10, 2019, located at 5555 No. 4 Road, be endorsed and forwarded to the Agricultural Land Commission for approval.

CARRIED

Opposed: Cllr. McNulty

Planning Committee
Tuesday, April 2, 2019

3. MARKET RENTAL HOUSING POLICY AND APPROACHES FOR RESIDENTIAL RENTAL TENURE ZONING

(File Ref. No. 08-4057-08; 12-8060-20-010014) (REDMS No. 6106126 v. 11; 6059335; 6150120)

Staff reviewed the proposed Market Rental Housing Policy and approaches for residential rental tenure zoning, highlighting key elements of the Market Rental Housing Policy such as the 1:1 replacement policy for existing rental housing, tenant relocation plan, and a 40% minimum allocation for family-friendly units in the development unit mix. Also, staff briefed Committee on the proposed three steps to implement residential rental tenure zoning, which includes (i) rezoning existing purpose-built rental housing, (ii) establishing a mandatory market rental requirement in all existing high-density apartment rental zones, and (iii) undertaking further analysis and consultation with the public and stakeholders on the feasibility of a mandatory requirement.

Discussion ensued with regard to (i) options to incentivize the development of market rental units, (ii) options to increase the portion of a development's unit mix allocated to family units, (iii) opportunities to conduct stakeholder consultation, (iv) a review of market rental policies in other cities such as Seattle, (v) options to apply the 1:1 rental replacement policy on all residential developments, and (vi) development of market rental units near schools with low enrolment.

In reply to queries from Committee, staff noted that (i) 2016 Census data along with public consultation was used to develop the Market Rental Housing Policy, (ii) the proposed approaches for residential rental tenure zoning will not affect stratified units, (iii) the City has received a number of inquiries and two applications to develop market rental projects, and (iv) the proposed bylaw is designed to protect the existing purpose-built rental units.

John Roston, 12262 Ewen Avenue, referenced his submission (attached to and forming part of these minutes as Schedule 1), and spoke on protecting existing purpose-built market rental units. He expressed that increasing the rental supply will be required to support future demand and that developers of market rental projects are able to make a profit by not utilizing high-end finishes.

Dana Westermarck, 6168 London Road, spoke against the implementation of the proposed residential tenure zoning, expressing that existing regulations are sufficient to protect existing market rental properties. Also, he expressed that the proposed residential tenure zoning may constrain potential development of new market rental projects and that the City should consult with industry stakeholders prior to consideration of new related policies.

Planning Committee
Tuesday, April 2, 2019

It was moved and seconded

- (1) *That the staff report titled “Market Rental Housing Policy and Approaches For Residential Rental Tenure Zoning” from the Manager, Policy Planning, dated March 25, 2019, be referred back for public consultation; and*
- (2) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 10014 (Residential Rental Tenure) to amend the zoning for 60 parcels with purpose-built rental housing be brought back at a future date.*

The question on the motion was not called as discussion ensued with regard to the City conducting public consultation on the matter including consultation with industry stakeholders such as the Urban Development Institute.

In reply to queries from Committee, staff noted that the proposed residential tenure zoning will protect existing purpose-built rental units and will not restrict future development of new purpose-built rental units.

The question on the motion was then called and it was **DEFEATED** with Cllrs. McPhail, Loo and Steves opposed.

Discussion ensued with regard to conducting public consultation on the matter, and as a result the following **referral motion** was introduced:

It was moved and seconded

- (1) *That the staff report titled “Market Rental Housing Policy and Approaches For Residential Rental Tenure Zoning” from the Manager, Policy Planning, dated March 25, 2019, be referred back for public consultation; and*
- (2) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 10014 (Residential Rental Tenure) to amend the zoning for 60 parcels with purpose-built rental housing be brought back at a future date.*

CARRIED

4. COMMUNITY INFORMATION SESSIONS ON DEVELOPMENT, AFFORDABLE HOUSING, TRANSPORTATION AND SUSTAINABILITY IN THE CITY

(File Ref. No. 08-4040-01) (REDMS No. 6119670 v. 2; 6125954; 6125681 v. 2)

Suzanne Smith, Program Coordinator, Development, briefed Committee on the upcoming Community Information Sessions that are scheduled to commence on May 2, 2019, noting that the events will be open to the public and that the presentation materials will be available on the City’s website.

Planning Committee
Tuesday, April 2, 2019

It was moved and seconded

- (1) *That staff be directed to proceed with the implementation of the proposed Community Information Session Program as described in the report titled "Community Information Sessions on Development, Affordable Housing, Transportation and Sustainability in the City" from the Director, Development; and*
- (2) *That staff report back following the last session each year to provide a summary of the events including any feedback received.*

CARRIED

5. ESTABLISHMENT OF UNDERLYING ZONING FOR PROPERTIES DEVELOPED UNDER LAND USE CONTRACTS 016, 021, 085, 086, 091, 103, 127, AND 139 (EAST OF NO. 4 ROAD)

(File Ref. No. 08-4430-03-09; 12-8060-20-009987/9988/9989/9990/9991/9992/9993/9994) (REDMS No. 5999278; 6111040; 6111072; 6111079; 6111083; 6111086; 6111151; 6139812; 6111108)

Staff briefed Committee on the establishment of underlying zoning for Land Use Contracts, noting that all Land Use Contracts (LUC) in the city will expire on June 2024. Also, staff noted that the majority of the subject LUCs are in multi-family or commercial/industrial areas and do not face the same redevelopment pressures as LUCs in single family residential areas. Staff added that affected property owners and residents were sent mail notification and that staff have been able to respond to public inquiries on the matter.

There was agreement to deal with Part (7) separately.

It was moved and seconded

- (1) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9987, to establish underlying zoning for the property developed under Land Use Contract 016, be introduced and given first reading;*
- (2) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9988, to establish underlying zoning for the property developed under Land Use Contract 021, be introduced and given first reading;*
- (3) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9989, to establish underlying zoning for the properties developed under Land Use Contract 085, be introduced and given first reading;*
- (4) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9990, to establish underlying zoning for the property developed under Land Use Contract 086, be introduced and given first reading;*
- (5) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9991, to establish underlying zoning for the property developed under Land Use Contract 091, be introduced and given first reading;*

Planning Committee
Tuesday, April 2, 2019

- (6) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9992, to establish underlying zoning for the properties developed under Land Use Contract 103, be introduced and given first reading; and*
- (8) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9994, to establish underlying zoning for the properties developed under Land Use Contract 139, be introduced and given first reading.*

CARRIED

In accordance with Section 100 of the *Community Charter*, Cllr. McPhail declared to be in a conflict of interest as her husband has property interests in Land Use Contract 127, and Cllr. McPhail left the meeting – 5:06 p.m.

Cllr. McNulty assumed the role of Chair – 5:06 p.m.

It was moved and seconded

- (7) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9993, to establish underlying zoning for the properties developed under Land Use Contract 127, be introduced and given first reading.*

CARRIED

Cllr. McPhail returned to the meeting and assumed the role of Chair – 5:07 p.m.

6. UPDATE ON SALVAGE OF BUILDING MATERIALS AND STRUCTURAL RELOCATION OF HOUSES

(File Ref. No. 12-8060-20-010013; 12-8360-01) (REDMS No. 6124047 v. 17; 6149353)

James Cooper, Director, Building Approvals, spoke on policies to encourage the salvaging of building materials from demolition sites and relocating of houses, noting that measures to streamline the relocation application process and public awareness of the City's House Move and Salvage Program have been implemented. He added that the proposed bylaw would extend the time for builders to engage in salvage activities on demolition sites.

Discussion ensued with regard to (i) the demolition and relocation application process, (ii) private companies that engage in house relocation, (iii) incentives to encourage the relocation of houses, (iv) options to increase the fees related to demolition permits, and (v) the process to recycle demolition materials.

Members of Committee have expressed visiting a recycling facility for demolition materials.

In reply to queries from Committee, Mr. Cooper noted that transportation costs associated with relocating a house may be high due to potential obstacles such as power lines and trees in the relocation route. He added that fees related to the issuance of demolition permits must be proportional with the level of service that is provided.

Planning Committee
Tuesday, April 2, 2019

It was moved and seconded

That Richmond Building Regulation Bylaw 7230, Amendment Bylaw No. 10013, which adds Section 5.4.3 and Section 12.1.2, identified in the report titled "Update on Salvage of Building Materials and Structural Relocation of Houses" dated March 19, 2019 from the Director, Building Approvals, be introduced and given first reading.

CARRIED

Discussion ensued with regard to reviewing fees related to the issuance of demolition permits, and as a result, the following **referral motion** was introduced:

It was moved and seconded

That staff explore options to:

- (1) provide incentives to salvage building materials, including opportunities to relocate houses; and*
- (2) discourage disposal of salvageable building material from demolition sites through an increase of fees.*

CARRIED

Opposed: Cllr. Loo

7. MANAGER'S REPORT

Cannabis Regulation

Staff have sent a letter regarding Cannabis Regulation to the Ministry of Agriculture. Staff will update Council once a response is received.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:31 p.m.).

CARRIED

Planning Committee
Tuesday, April 2, 2019

Certified a true and correct copy of the Minutes of the meeting of the Planning Committee of the Council of the City of Richmond held on Tuesday, April 2, 2019.

Councillor Linda McPhail
Chair

Evangel Biason
Legislative Services Coordinator

If you eliminate the Richmond workers who live in Vancouver and the Vancouver workers who live in Richmond, almost 30,000 of Richmond's workers live elsewhere in the Lower Mainland. [<https://www.richmond.ca/shared/assets/Jobs6260.pdf> City of Richmond Website, Jobs in Richmond Hot Facts, Where do people who live in Richmond work? Where do people who work in Richmond come from?]

The vast majority would rather live in Richmond, but they can't find affordable housing. That likely translates into demand today for 15-20,000 market rental housing units before we add in the demand from increases in the population. This huge demand for market rental housing is ignored in the staff report, but we should be trying to meet it by constructing at least 1,500 market rental housing units per year for the next 10 years.

The staff report does mention the 2016 Metro Vancouver report that predicted demand for 14,000 new housing units over 10 years to accommodate increases in the population. It didn't predict that in 2019, there would be a decreasing demand for ownership housing and an exploding demand for rental housing. It's more likely that there will be demand for 10,000 rental units and 4,000 ownership units rather than the other way around as predicted in the report. That is demand for 1,000 rental units per year for 10 years.

Adding the population increase demand to the working in Richmond but unable to live here demand, we should be constructing at least 2,500 market rental housing units per year for the next 10 years. However, there were only 1,800 residential building permits for all types of housing issued in Richmond in 2018. [BC Government, Building Permits by Community] You see the problem. Even if we build nothing but market rental housing for the next 10 years, it will not meet the demand.

The proposed requirement for market rental housing would only apply to developments with over 60 housing units. We need to maximize the number of market rental units in those developments. My suggestion of 60% is reasonable. The developers will claim that they lose money constructing market rental housing. A report done for CMHC in 2016 on the economics of constructing market rental housing showed that you can make money in Vancouver if you avoid high end finishes and construct the units specifically for the rental market. [CMHC, The Economics of New Purpose-Built Rental Housing Development in Selected Canadian Markets] You will not make as much as you would selling high end units to foreign speculators, but you can make money while providing Richmond with the housing it needs.

From: McPhail,Linda
Sent: Tuesday, 2 April 2019 03:42 PM
To: Mah,Cheryl
Subject: Fwd: April 2 Planning Committee - Market Rental Housing Policy

Linda McPhail
Councillor, City of Richmond

www.richmond.ca

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: "John Roston, Mr" <john.roston@mcgill.ca>
Date: 2019-04-01 11:59 AM (GMT-08:00)
To: "McPhail,Linda" <LMcPhail@richmond.ca>
Cc: "Brodie, Malcolm" <MBrodie@richmond.ca>, "Steves,Harold" <hsteves@richmond.ca>, "McNulty,Bill" <BMcNulty@richmond.ca>, "Au,Chak" <CAu@richmond.ca>, "Day,Carol" <CDay@richmond.ca>, "Loo,Alexa" <ALoo@richmond.ca>, "Greene,Kelly" <kgreene@richmond.ca>, "Wolfe, Michael" <MWolfe@richmond.ca>, "Konkin,Barry" <BKonkin@richmond.ca>
Subject: April 2 Planning Committee - Market Rental Housing Policy

Dear Councillor McPhail, Mayor & Councillors,

The staff report "Market Rental Housing Policy And Approaches For Residential Rental Tenure Zoning" to be considered at the April 2 meeting of the Planning Committee outlines a sensible plan for preserving existing market rental housing and requiring additional such housing in new developments that provide more than 60 apartment units.

However the repeatedly mentioned recommendation for a 10% market rental requirement is totally inadequate. It is based on an outdated 2016 report that only takes into account the projected increase in population and households and assumes that the vast majority of these new households will want ownership housing rather than rental housing. It does not take into account the current under 1% vacancy rate that has created a rental crisis which can only be solved by a huge increase in market rental units even if there is no increase in population.

The 2016 report also didn't foresee that in 2019 there would be a decreasing demand for ownership housing and an exploding demand for rental housing. It forecasts demand from 2016 to 2026 for 14,000 housing units in Richmond due to the increase in population with 10,800 of those being for ownership and only 3,200 for rental including 1,200 for market rental. City staff have translated that into demand for only 120 market rental units per year, a ridiculously low figure.

I have been pushing for 60% market rental in these large new developments with more than 60 units. Council required 20% in the Richmond Centre redevelopment claiming that was due to no rezoning being required. The staff recommendation for 10% is totally inadequate and that figure should not be used in the proposed plan.

Council/Board Liaison Committee Public Minutes

**Wednesday, March 6, 2019
9:30 a.m.**

School District Administration Offices 1st Floor Boardroom

Present: K. Hamaguchi, Trustee Chair, SD 38
D. Tablotney, Trustee, SD 38
K. Greene, Councillor, CoR
A. Loo, Councillor, CoR

Also Present: S. Robinson, Deputy Superintendent of Schools, SD 38
F. Geyer Executive Director, Planning & Development, SD 38
K. Somerville, Manager, Community Social Development, CoR
D. Chan, Manager, Transportation Planning, CoR
E. Ayers, Director, Recreation and Sport Services, CoR
M. Corrado, Senior Manager, Community Safety Policy and Programs, CoR
B. Johal, Supervisor - Traffic Signal Systems, CoR
S. Walters, Chief Librarian, Richmond Public Library, CoR
V. Shashikumar, Executive Assistant, SD 38

Regrets: S. Nixon, Trustee, SD 38
R. Uyeno, Secretary Treasurer, SD 38
S. Lusk, General Manager, Community Services, CoR

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

The Chair called the meeting to order at 9:37 am and introductions of attendees occurred.

1. ADOPTION OF AGENDA

It was moved and seconded

***That the Council/Board Liaison Committee agenda for the meeting of
Wednesday, March 6, 2019 be adopted as circulated.***

2. MINUTES

It was moved and seconded

***That the minutes of the meeting of the Council/Board Liaison Committee held
on Wednesday, January 9, 2019 be approved.***

3. STANDING ITEMS

3.1 Traffic Safety Advisory Committee

The Manager, Transportation Planning, CoR briefed attendees about key items that were discussed during the Traffic Safety Advisory Committee meeting held on February 7, 2019, the minutes of which were included in the agenda package.

A concern regarding the parking and traffic situation at Anderson Elementary School was discussed and a number of solutions were proposed including: driver education, installation of signage, and vehicle parking enforcement. It was made clear that Bylaw Officers have no authority to issue tickets on school district property and that other solutions would need to be explored. It was explained that school administration at Anderson Elementary has been very engaged with the parent community in trying to resolve this issue.

Further discussions ensued about traffic situations at several other school sites including Cambie Secondary. The committee agreed to further monitor these situations before taking next steps.

4. BUSINESS ARISING & NEW BUSINESS

4.1 Traffic Safety Advisory Committee – Proposed 2019 initiatives

The Manager, Transportation Planning, CoR spoke to the report that was included in the package and informed the committee that the signage posted in school zones have successfully improved driver awareness.

4.2 Richmond Active Transportation Committee – Proposed 2019 initiatives

The Manager, Transportation Planning, CoR spoke about key initiatives, including the success of the Bike to School Education Program for students. Six elementary schools are currently funded for the program and more schools could potentially be funded through other sources if there are additional interests. Discussions ensued about the benefits of biking, education about safety rules, and the Public Bike Share Pilot Program. Plans for expansion of the project were discussed.

ACTION: The Deputy Superintendent, SD 38 and the Manager, Transportation Planning, CoR to connect and further discuss the Bike to School Education Program for students and the possibility of expanding the program to other schools.

4.3 LRFP Engagement Process

The Executive Director, Facilities and Planning briefed attendees about the next phase of Facilities Planning in which the district is seeking public input on the development of the Long Range Facilities Plan. The public engagement plan was approved by the Board of Education on February 14th and the Let's Talk engagement website launched a public survey to gather information about how members of the public would like to be engaged. This was also discussed at the City-School District Joint meeting. Additional details can be found at:

<https://www.letstalksd38.ca/long-range-facilities-plan-public-consultation>

4.4 Richmond School District Immunization Policy

The Deputy Superintendent, SD 38 spoke about the recent measles outbreak and informed the committee that the district is working closely with Vancouver Coastal Health (VCH) regarding this issue. He indicated that the School District takes direction from VCH on health related matters.

4.5 Staff Wellness – opportunities

Trustee Tablotney, SD 38 inquired about possible discounts at the Richmond Oval or other City recreation facilities for District youth and staff in order to promote wellness in the community.

ACTION: The Director, Recreation and Sports Services, CoR will put together a list of corporate discounts available to district staff. The District staff could promote the corporate offers so as to encourage physical fitness and wellbeing.

4.6 Parking at Anderson Elementary

Discussed under item 3.1

4.7 Health Canada Questionnaire on Cannabis Edibles, Extracts and Topicals

The Senior Manager, Community Safety Policy and Programs spoke to this item and offered to respond to questions.

4.8. Promotion of Library Services for Vulnerable Youth

The Manager, Community Social Development, CoR informed the committee that staff receive referrals for vulnerable youth and explore different ways to create awareness about available services in collaboration with community partners. The library has been supporting this initiative helping in areas of mental health, addiction services and supporting vulnerable youth by organizing workshops.

The Chief librarian spoke to the Richmond Public Library's Strategic plan and highlighted some key initiatives:

- the Richmond Public Library is partnering with the Richmond School District so that every grade 1 child at Richmond receives a library card
- Blundell Community Outreach Program in partnership with Richmond School District and Vancouver Coastal Health
- Making connections with community members from diverse groups such as Station Stretch, Youth Resilience Groups, Youth with Mental Illness, Starting Conversations, LGBTGQ youth, etc.
- Providing volunteering opportunities for youth

The attendees had questions and comments about these initiatives. Councilor Greene discussed a Ministry letter that spoke about mental health in relation to social media, dangers in the digital world as well as other issues. Trustee Tablotney, SD 38 requested that a copy of the letter be provided to the School District.

ACTION: CoR to send a copy of the Ministry letter to the School District.

5. NEXT MEETING

The next meeting is scheduled for Wednesday, May 8th, at 9:30 am.

6. ADJOURNMENT

It was moved and seconded

That the meeting be adjourned at 10:30 am.

CARRIED



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services Committee
Date: March 4, 2019

From: Jane Fernyhough
Director, Arts, Culture and Heritage Services
File: 11-7000-01/2019-Vol 01

Re: **Museum and Heritage Services Year in Review 2018**

Staff Recommendation

1. That the *Museum and Heritage Services Year in Review 2018*, as presented in the staff report titled "Museum and Heritage Services Year in Review 2018" dated March 4, 2019, from the Director, Arts, Culture and Heritage, be received for information.
2. That the Museum and Heritage Services Year in Review 2018 be circulated to Community Partners and Funders for their information.

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

Att. 1

REPORT CONCURRENCE		
ROUTED TO: City Clerk Policy Planning	CONCURRENCE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

On June 11, 2007, Council approved the following vision for Museum and Heritage Services:

Richmond is a city that proudly celebrates its past, present and future. The City's museum and heritage services policies will interpret the unique and dynamic story of where Richmond came from, where it is now, and how it will develop into the future.

This *Museum and Heritage Services Year in Review 2018* highlights the many achievements over the past year that helped to achieve this vision (Attachment 1).

Analysis

With Richmond celebrating Canada's 150th anniversary of Confederation, connecting residents with their history was centre stage in 2017. This dynamic celebration of Richmond's history continued in 2018. Some key highlights include:

- The majority of visitors had positive experiences at Richmond's museums and heritage sites with 87 per cent of respondents to a visitor survey rating their experience four out of five or higher;
- A new focus on place-based cultural tourism initiatives, including the launch of the *Steveston Heritage Experience Tour* and *Winter in the Village*;
- Volunteers contributed over 22,000 hours throughout the City's museums and heritage sites including the new *Artefact Avengers* – specially trained volunteers who assisted with specialized work related to the City's artefact collections;
- The 11th Annual *Doors Open Richmond* event where 15,000 visitors explored 41 sites throughout the City;
- The 16th Annual *Richmond Regional Heritage Fair* where 500 students presented 100 projects celebrating various topics in Canadian History;
- The *Grand Prix of Art* returned with 150 artists plein air painting throughout Steveston Village;
- London Heritage Farm continued to be a popular location for weddings, teas and community events. Approximately 7,850 people visited the farm in 2018;
- Restoration of the Steveston Tram was completed and the site welcomed over 55,000 visitors;
- Over 1,800 objects were assessed and moved out of the Phoenix Net Loft into temporary storage on River Road in preparation for restoration work;
- The final phase of restoration work on the Minoru Chapel was completed in 2018; and
- The Olympic Experience at the Richmond Olympic Oval launched new programs and initiatives leading to a 10 per cent increase in visitation. In 2018, over 34,000 visitors attended the Olympic Experience.

Financial Impact

None.

Conclusion

Richmond is a city that proudly celebrates its past, present and future. The Museum and Heritage Services Year in Review demonstrates the valuable contribution that these services provide to the community.



Marie Fenwick
Manager, Museum and Heritage Services
(604-247-8330)

Att. 1: Museum and Heritage Services Year in Review 2018



CITY OF RICHMOND

Museum and Heritage Services Year in Review 2018

ARTS, CULTURE AND HERITAGE SERVICES



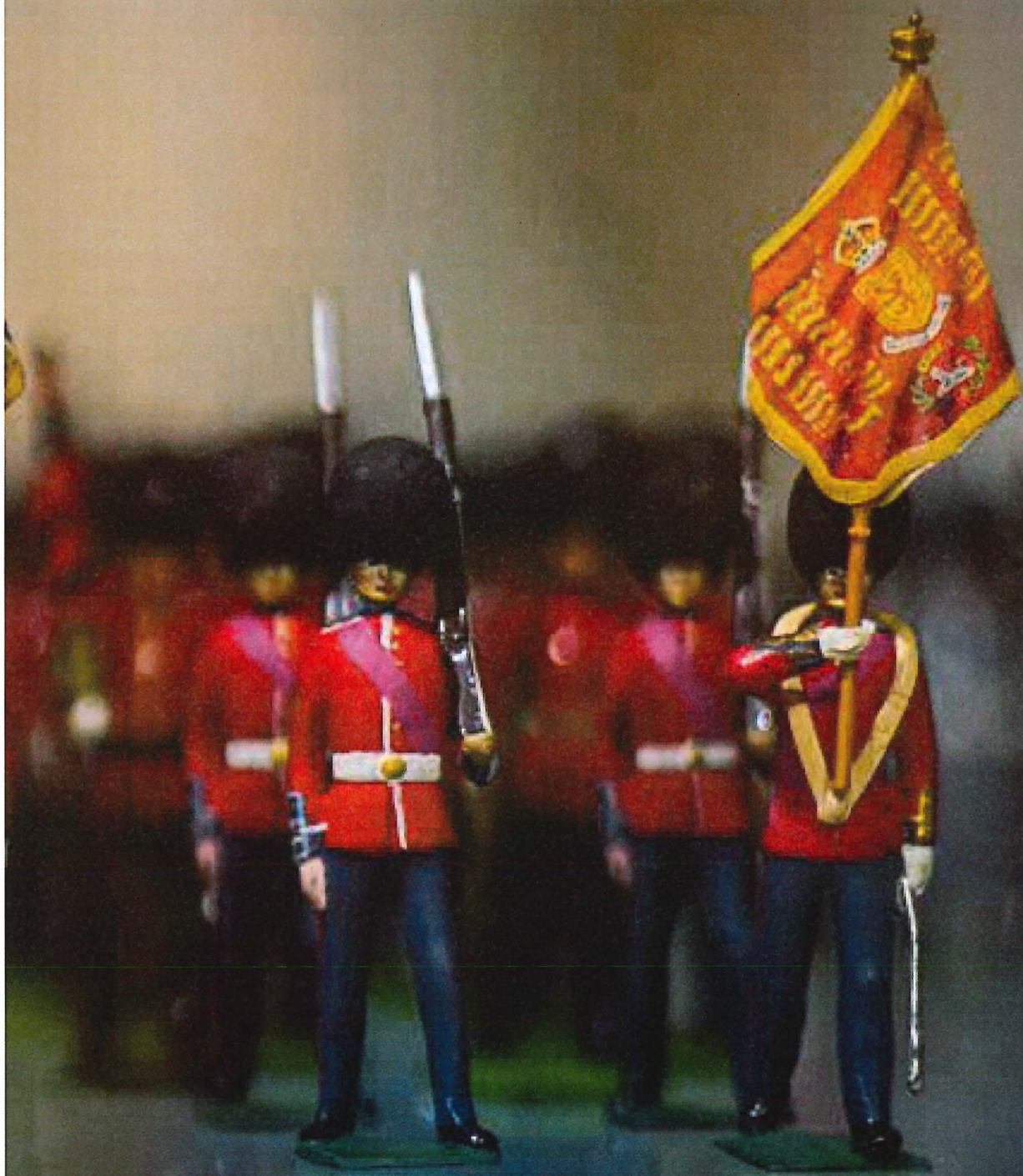
A Doors Open volunteer dresses a participant in a kimono
in the Steveston Japanese Canadian Cultural Centre.
Tharaka Mapalagama



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The Richmond Museum borrowed more than 600 toy soldiers from collector Jim Willis for display in the *Obsessions: Every Collector Has a Story* exhibition.



Introduction

Richmond is a city that proudly celebrates its past, present and future.

While the stewardship of the City of Richmond's heritage resources is led by the Arts, Culture and Heritage Services Department, as this report demonstrates, all City departments contribute to the preservation, restoration and celebration of Richmond's history.

The community is also fully engaged in numerous ways: in leadership roles through the Heritage Commission, Richmond Museum Society, London Heritage Farm Society, Steveston Historical Society and the Britannia Heritage Shipyards Society, and as volunteers and donors.

Through these combined efforts, Richmond residents are able to enjoy an increased sense of civic pride and community connection fostered through awareness of their community's rich history.

Museum and Heritage Services is pleased to present the following year in review that provides a few select highlights from 2018.

Cultural Tourism Development Initiatives

Authentic cultural experiences are valued by locals and tourists alike. Travellers increasingly choose holiday destinations based on the variety and quality of cultural attractions. This place-based cultural tourism is not new to Richmond, with its two National Historic Sites in Steveston—Britannia Shipyards and the Gulf of Georgia Cannery—and several smaller museums, galleries and heritage sites.

In 2018, cultural tourism received a greater focus in program planning and development through the Authentic Steveston initiative. The goal of this initiative is to increase the recognition of Steveston and its heritage sites as significant cultural tourism destinations, and to increase site visits and length of stay by destination tourists across the sites. This will be accomplished by managing, programming and promoting the sites collectively, creating new, place-based interactive experiences and collaborating with community partners and volunteers.

Participants are led on the Steveston Heritage Experience tour by a costumed historical interpreter.





A Heritage Building Light Display illuminated Britannia Shipyards in December during the *Winter in the Village* program.

STEVESTON HERITAGE EXPERIENCE TOUR

The Steveston Heritage Experience Tour was created with the support of a \$20,000 Pacific Authentic Scholarship from Tourism Richmond. This experience was developed as a partnership between Britannia Shipyards, the Steveston Tram, Steveston Museum and the Gulf of Georgia Cannery. Participants are led on a tour by a costumed historical interpreter with stops that include food and beverage tastings at the four historic sites.

Piloted in 2018, the Steveston Heritage Experience will be back in the summer of 2019.

WINTER IN THE VILLAGE


Winter in the Village was piloted in 2018 with the goal of attracting more visitors to Steveston Village outside of the peak summer months. The program included over 25 free or low-cost family activities happening around Steveston Village throughout November and December. Winter in the Village was developed in partnership with the Steveston Merchants Association, Steveston Community Centre, the Gulf of Georgia Cannery and Tourism Richmond.

TOURISM CHALLENGE

Several of Richmond's museums and heritage sites participated in the 2018 Tourism Challenge, a Vancouver tourism industry tradition. During the Challenge, museum and tourism professionals are encouraged to visit museums, attractions, restaurants and hotels throughout Metro Vancouver to learn about local tourism opportunities so they can share this information with visitors to our region.

During the five-week program in late April and May, all of the participating museums and heritage sites in Richmond experienced elevated visitation and social media participation. The Richmond Museum, a first-time participant, saw a five-fold increase in visitation during this period.

“It was great to see how truthful the guide was when speaking on the history and what worker's real lives looked like . . . It really took people back in time.”



A student proudly holds up her story to add to a collaborative paper weaving. This was one of many Heritage Fair activity stations that encouraged visitors to explore some of the stories connected to Richmond's vibrant multicultural community.

My family is... CRAZY & Amazing



Richmond Regional Heritage Fair

Richmond Museum

The Richmond Museum's 2018 interpretive and programming theme was all about collectors and collections—the Museum's exhibition, *Obsessions: Every Collector Has a Story*, outreach exhibits, programs and collections projects all celebrated the fascinating and quirky world of collecting.

The Richmond Museum also marked the 100th anniversary of the end of World War I with a temporary exhibition in the Lobby of City Hall and a successful evening of presentations and lectures in Council Chambers.

EXHIBIT DEVELOPMENT

Obsessions: Every Collector Has a Story

The Richmond Museum's 2018 exhibition, *Obsessions: Every Collector Has a Story*, brings to light the often hidden passions of our collector friends and neighbours, celebrating the stories they tell through their objects.

Eleven collectors are featured in the exhibition with collections varying from boy-band memorabilia to sublime Asian art books, and from theatre and dance costumes to transformer toys, trolls, toy soldiers, rocks and RCMP memorabilia. Many of the collectors wrote their own biographies for the exhibition, sharing what makes them curious, the thrill of the hunt, how they connect to their "people" and a few magical memories.

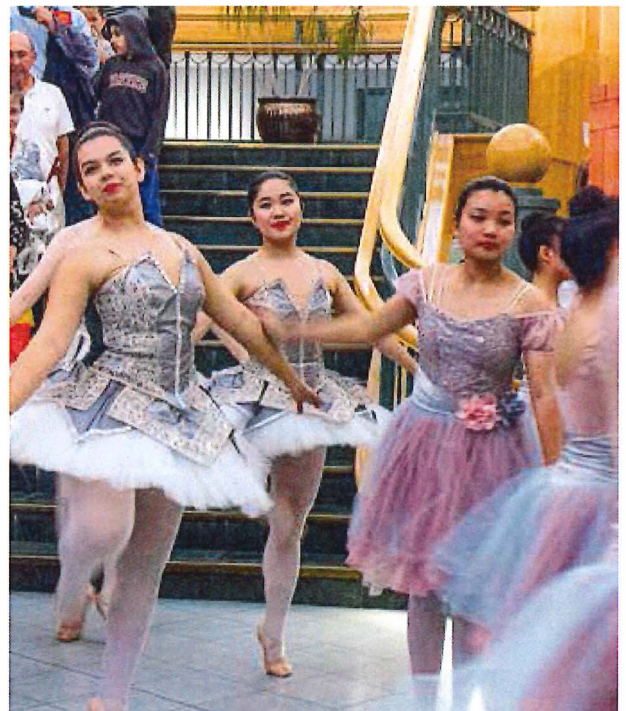
Miss Teacup, a sassy cow who was named in a public contest, acts as a tongue-in-cheek guide and collections expert, providing insights into the types and motivations of collectors.

“
Having this museum
free of charge is so
refreshing since nothing
is free anymore.
Nothing to improve!”

Left: Trolls are featured in the toy collectors' case.

Right: A troupe of young ballet dancers wearing costumes from the Richmond Arts Centre's working costume collection performed at the September 27th opening of *Obsessions*.

Photos: Nera Montiel



“

It was my second time to visit the museum. I really love the historical description of how Canada was developed.

”

Museum visitors are enjoying a variety of hands-on activities that provide a peek into the world of collecting. Visitors can “repair” (magnetic tile) artefacts, use a microscope to identify materials and pests at the Conservation Station, write labels for mystery artefacts, share why they are obsessed with what they collect, read books from the Museum’s collection, curate collections and play I Spy to find 3D printed copies of Miss Teacup Cow hidden throughout the exhibit.

Our Journeys Here

Our Journeys Here celebrated Canada’s 150th anniversary of Confederation by delving into what it means to be Canadian in Richmond today. On display for the first half of 2018, this exhibit looked back to explore Canada’s history based on the experiences of those who were already here, the First Nations Peoples—and the experiences of everyone who has immigrated here more recently, including farmers enticed from Europe, Chinese labourers who paid head taxes, South Asians expelled on the *Komagata Maru* and families looking for a better life for their children.

Nine current Richmond residents shared their unique stories through photographs, objects and quotations with the aim of kick-starting a year-long conversation about what it means to be Canadian today.

The entry of *Our Journeys Here* playfully engages with symbols of our country, past, present and future.
Photo: Phillip Crocker



OUTREACH EXHIBITS

In addition to exhibits in the main gallery, the Richmond Museum curated a number of offsite exhibits:

- **Spring Break Camp Exhibits:** Richmond Cultural Centre and City Hall—Junior Curators aged 6–8 and 9–12 from the Richmond Museum’s two Spring Break Camps created their *Our Journeys Here* exhibitions with staff guidance and support.
- **Stories Typewriters Tell:** Richmond Cultural Centre—this exhibit uses a collection of typewriters to tell the story of how technology has revolutionized employment and workplace functions.
- **Duty, Honour and Izzat:** City Hall—the Richmond Museum was honoured to host the *Duty, Honour and Izzat* temporary exhibition about the valiant and largely forgotten role of the Indian Army in the Great War on the 100th anniversary of the close of World War I. This exhibition was on display in City Hall for Remembrance Day commemorations.
- **Remembrance Day:** City Hall—a small exhibition was created to mark Remembrance Day.
- **Gifts and Awards:** City Hall—the Gifts and Awards exhibit was reinstalled and updated.
- **The Frank Ellis Model Plane Collection:** City Hall—continuing with the collections theme, the City of Richmond’s extensive model plane collection, created by pioneer aviator Frank Ellis, was installed in late November. This collection celebrates aviation and the changes in technologies from early 20th century through the Cold War.

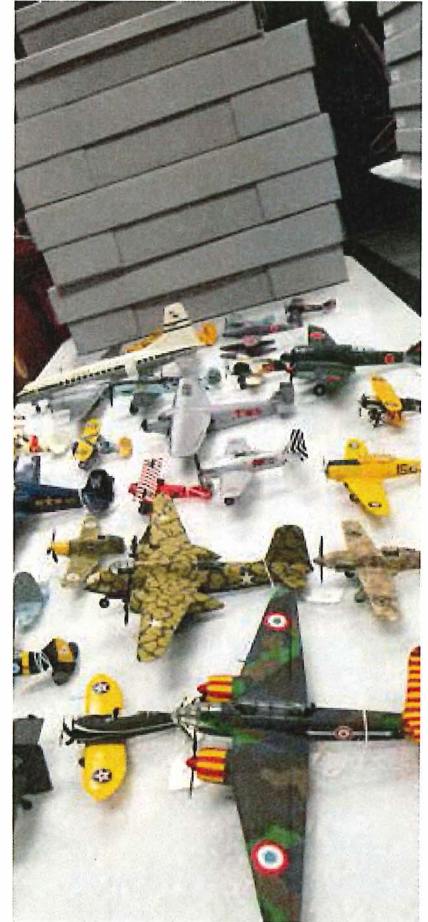
PROGRAMS

The Richmond Museum offers enriching and popular curriculum-based field trips and education kits that encourage students to explore local history while developing inquiry skills. In 2018, 2,489 students participated in Richmond Museum school programs.

Highlights from 2018 included a new *Animating History* storyline based on the Zylmans family’s immigration story, tours of the *Our Journeys Here* exhibition for Grades K–12 and a professional development workshop for teachers.

Children and youth also participate in informal education programs during Spring Break and summer vacation programs.

Free drop-in programs and activities were offered throughout the year including tours of the current exhibitions for ESL learners and new Canadians, a collaborative art project during World Festival, and storytelling activities and crafts inspired by Cantonese opera during Doors Open Richmond. One highlight was the Remembrance Day *Duty, Honour and Izzat* lecture celebrating the contributions of the Indian Army to the Allied effort during the Great War.



City of Richmond Collection planes were selected for display in a City Hall outreach exhibit.

EVENTS

Doors Open Richmond

The 11th Annual Doors Open Richmond was held June 2-3, 2018 showcasing some of the city's finest heritage, arts and cultural sites.

During the Doors Open Richmond weekend, more than 15,000 visitors explored 41 sites. First-time participants included Dr. Art Studio, the Richmond Music School, the Olympic Experience at the Richmond Olympic Oval and the Richmond RCMP.

Doors Open Richmond 2018 was made possible by a partnership between the Richmond Museum Society, the City of Richmond and participating sites.

Five hundred and three volunteers, who contributed 2,387 volunteer hours, ensured another successful Doors Open event.

A Doors Open Richmond volunteer from the Potters' Club shows her work.
Tharaka Mapalagama





Minal, Grade 6, Whiteside Elementary School, presents her project on women's rights in Canada.

Richmond Regional Heritage Fair

The Richmond Museum presented the 16th Annual Regional Heritage Fair on May 11–12, 2018 with an exceptional showcase of history project displays created by Richmond elementary and secondary students. Students research a topic in Canadian history, often a family or local story, develop an inquiry question that stems from their curiosity about that topic and present their findings to the public.

Nearly 500 students from eleven Richmond schools presented their projects at School Fairs. These projects were evaluated and 100 projects were selected for presentation at the Regional Fair.

Program highlights included a field trip to the Olympic Experience, an exclusive workshop at the Richmond Library with award-winning Canadian children's book author, Penny Draper, and a soapstone carving workshop led by Oliver Stone of Studiostone Creative.

The Heritage Fair concluded with an awards ceremony skillfully emceed by Heritage Fair Alumni Students, Gita Manhas and Jaia Manhas. Awards were presented by national, provincial and municipal dignitaries.

Four students were selected to represent Richmond at the BC Provincial Heritage Fair in Squamish.

SPECIAL PROJECTS

Oral Histories

The Richmond Museum continues to document the history of our community through oral history interviews. Two oral histories were conducted in 2018 in support of *Our Journeys Here* and *Obsessions: Every Collector Has a Story* exhibition themes.

The Richmond Museum continues to use excerpts from the oral history collection in educational and interpretive programs and projects, from formal school programs to informal workshops and day camps and from exhibitions to online interpretation.

“
My favourite part of
Heritage Fair is checking
out other projects. I
learned a lot of new
things from them!

”



Visitors shop over 50 vendors at the second annual Britannia Shipyards Heritage Christmas Craft Fair.

Britannia Shipyards National Historic Site

EXHIBIT DEVELOPMENT

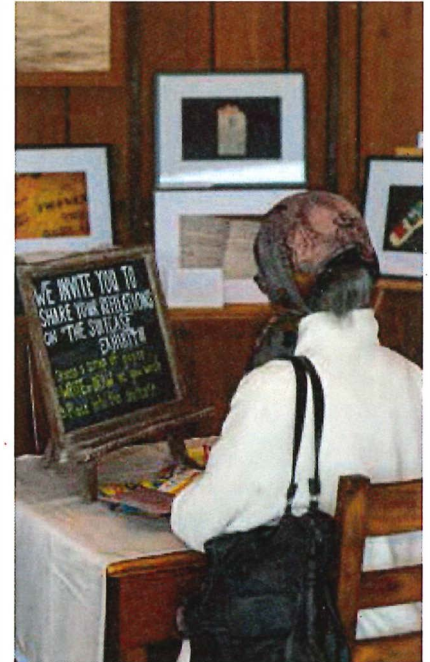
Britannia's Fascinating Waterfront Exhibit

Funded through a BC Museums Association Canada 150 Grant, the Shipyard Office was restored to tell the stories of a busy day at the shipyard. The last remaining outhouse attached to the Shipyard was stabilized and interpreted for visitors to find out more about early sanitation and common diseases of the time. Technology, including wireless iBeacon, iPads, sound recordings and films, enhanced points of interest in the Shipyard Building and on the dock enabling visitors to learn about the cultural history tied to boat construction. These technologies engaged new audiences, communicating the lives of the multicultural community which lived and worked at Britannia.

The Suitcase: Intergenerational Healing Through Traces of the Past

By encouraging a broader understanding of Indigenous Peoples experiences, *The Suitcase: Intergenerational Healing Through Traces of the Past* supported both the recommendations of The Truth and Reconciliation Commission of Canada and the United Nations Declaration on the Rights of Indigenous Peoples.

Artists Lyana Patrick and Ashli Akins co-curated this temporary exhibit which explored Lyana Patrick's journey to understand her Gramma Aloo's life, which began when she received a suitcase filled with her grandmother's sewing patterns, letters and keepsakes. The exhibit reflects Lyana's inspiring journey of healing and reconciliation through her grandmother's story, expressed through a series of framed collage artworks. The main aim of the exhibition was to encourage Indigenous People to share their stories in their own ways. This exhibit offered viewers the opportunity to consider this complicated history and explore the themes of intergenerational healing and reconciliation through the artwork, written word and an invitation to respond actively. Over 2,000 visitors viewed the exhibit which launched as part of Doors Open Richmond.



Visitor contributes her thoughts to *The Suitcase* exhibit.
Joel Bazilik

“

I enjoyed learning the rich history of the area.
Great way to spend the day!

”



A costumed interpreter begins her work in the Manager's House kitchen.
Kai Jacobson

PROGRAMS

Program facilitators engaged 1,500 students in school programs at Britannia Shipyards in 2018. School programs at all of the museums and heritage sites meet the learning standards and curricular competencies of the new provincial curriculum.

Close to 500 visitors participated in registered public tours in 2018. International tour group agencies were introduced to Britannia Shipyards offerings through familiarization tours. The *Culture Makes Communities* tour engaged a wide variety of age groups in learning about history through the senses.

Children's Programs

Britannia Shipyards offers a variety of children's programming throughout the year including:

- Animating History Spring Break Camp—children produce their own stop motion animation on a historical theme.
- *Bricks 4 Kidz: Water Quest*—a Junior Engineering program in which children explore naval engineering by constructing a Lego motorized ship, helm and anchor.

- Britannia Summer Camps—children explore exhibits to discover local history and learn maritime skills through hands-on engagement, storytelling and themed games.
- Mother's Day *Sailor Tea*—mothers and children created sailor shell hearts and then enjoyed a delicious tea.
- Father's Day *Boat and Bagel Fun*—fathers and children built hand-held wooden boats to take home and enjoyed a delicious bagel snack in celebration of Father's Day.
- *Learn to Fish*—in partnership with Fresh Water Fisheries of BC, three programs were offered to 148 participants. In these two-hour sessions, children and youth learned the basics of freshwater fishing including hatchery roles, fish identification, tackle, rod rigging, casting and hands-on fishing.

EVENTS

Summer of Wooden Boats

The Summer of Wooden Boats featured a season of maritime themed activities, demonstrations, tours and waterside programs. Britannia Shipyards opened the dock every weekend in July and August allowing visitors to get up close to historic vessels and partnered with Vancouver Whale Watch to offer a narrated tour of Steveston's waterfront.

Britannia Shipyards also offered boat two rendezvous—the Ex-Forestry Vessel *Squadron* and former Coast Mission Boats.

Richmond Maritime Festival

The 15th Annual Richmond Maritime Festival welcomed over 40,000 visitors on July 28–29, 2018. The event featured both local and visiting wooden boats, live music, food trucks, maritime exhibitors and hands-on activities including kid's boat building and paddle decorating.

The Maritime Festival provided significant volunteer opportunities with 162 event volunteers logging 1,575 hours over the festival weekend.

Grand Prix of Art

The 8th Annual Grand Prix of Art featured 150 artists participating in a "Plein Air" painting art race in Steveston Village on September 22, 2018. Artists were assigned one of 40 locations and given three hours to complete a work of art before returning to Britannia Shipyards for judging and an awards ceremony.

SPECIAL PROJECTS

Artist in Residency

Britannia Shipyards hosted its first artist in residency program in partnership with Richmond Public Art. The artists group, Artist Rendering Tales Collective Inc., was selected based on their capacity to engage public audiences with history through storytelling. They engaged Richmond community members in a variety of workshops riffing on the theme "Tide Water Tales" and animated the site throughout the year.

“

My favourite experience is seeing historical buildings and learning the stories of people and life here.

”



Participants create wooden boats to float in a nearby pool at the Richmond Maritime Festival.



Visitors dressed up as their favourite animal at a summer event.
Amelia

London Heritage Farm

London Heritage Farm continued to offer a range of programs and activities that appealed to a wide range of visitors in 2018.

The Tea Room was open Wednesday through Sunday in July and August, and weekends for the remainder of the year. Tea Room decorations and themed teas enhanced the visitor experience, along with homemade baking, jam, sweets and the site's signature London Lady Tea.

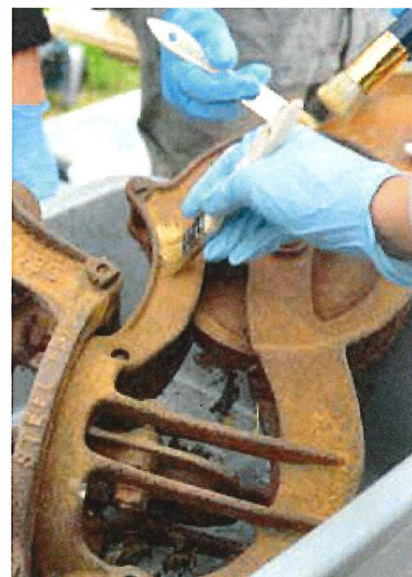
Twenty-three special teas, weddings and other outdoor celebrations took place in the heritage house, south lawn and gazebo area.

School groups participated in tours of the farm house and grounds. The farm collaborates with the Richmond Museum to offer the *Food for Thought* program. Over the summer, the Farm was happy to host a *Young Archaeologists* daycamp, also offered by the Richmond Museum.

Beautiful weather and a new free shuttle service brought families to the Farm for a day of fun at London Family Farm Day. Event highlights included pony rides, farm animals, costume dances, parades, storytelling, wood crafts and children's games. Community partners ensured there was something for everyone—partners included the Vancouver Lace Club, Richmond Spinners and Weavers, local artisans and well known Vancouver costume historian, Ivan Sayers. Bicycle parking was provided on-site by Wheel Watch. Over 1,500 visitors attended Family Farm Day in 2018.

The City and London Heritage Farm Society partnered with the BC Museums Association to host an industrial conservation workshop. Participants came from all over the province to share their experiences and learn about the care of industrial artefacts under the guidance of conservator Andrew Todd.

London Heritage Farm partnered with the Richmond Food Security Society to ensure that the many different types of fruit grown at the Farm were shared with the Richmond Food Bank. The Society also used the fruit to make jams and treats sold in the Tearoom and Gift Shop.



A conservator demonstrates how to use tannic acid to clean and preserve industrial artefacts.



Steveston Museum

The 113 year-old Steveston Museum welcomed 27,727 visitors in 2018. Visitors toured exhibits, participated in programs, mailed items at the post office and received advice from the Tourism Richmond Visitor Centre. An additional 5,281 visitors participated in special events and programs in the Steveston Museum Town Square Park.

The Steveston Museum offered three curriculum-linked educational programs: *Nikkei Returns*, *Treading through Time* and *Sliding through Steveston*. In 2018, 278 students from 13 classes participated in these programs. The new Nikkei Returns school program continued to prove extremely popular with students learning about the historic resiliency exhibited by Steveston's Japanese Canadian population in the face of injustice.

Drama students from Hugh McRoberts Secondary School delivered nine *Steveston Alive!* performances to 154 visitors at five different sites in Steveston Village. These walking tours highlighted global and local historical moments from the year 1917 as seen from the perspective of everyday Stevestonites.

Participants in the second annual *Songs in the Snow* series.
Kai Jacobson



The momentum set by the *Steveston Alive!* continued into August and September. Visitors enjoyed costumed interpretation of Steveston's past with the family-friendly *Steveston Stories* and the more adult oriented *Murder, Mayhem and Morality in Old Steveston*.

Visitors participated in programs at the Steveston Museum during the annual Doors Open weekend over the weekend of June 2–3. Activities included an art display by local artists in partnership with the Lighthouse Collective on the Saturday while an origami expert created both simple and complex folded paper creations for the delight of children and adults alike.

At the *History of Fun in the Sun* program, children aged 6-10 learned about the past ways cultures tried to keep the sun shining and created their own Teru Teru Bozu doll (a Japanese rain/sun doll).

In December, children aged 6-10 enjoyed decorating gingerbread houses, participating in a tradition dating back to 16th century Europe.

“
**My favourite part was
the excellent new (to
me) second building!**
**To be treasured by the
community.**”

Students unpack suitcases and explore hands-on items with Steveston Museum's *Nikkei Returns* school program.





The restored 1220 Tram Car shines on display.
Kari Jacobson

Steveston Tram

The Steveston Tram celebrated its fifth full year in operation welcoming over 55,000 people throughout the year.

Restoration of the Interurban Tram Car 1220 was completed in 2018. A restoration team made up of volunteers, conservators, curators, specialized contractors and City trades worked diligently to preserve original materials and return the car to its appearance from 1912 to 1958.

Restoration work in 2018 focused on:

- Rebuilding the interior bench seats
- Installing the trolley bases and poles
- Installing brass components
- Creating and implementing a maintenance plan

Visitors to the Steveston Tram had the unique opportunity to watch the car restoration over the course of the year. A volunteer appreciation party was held to thank volunteers for the many hours of work they put in to ensuring that the 1220 is restored and preserved.

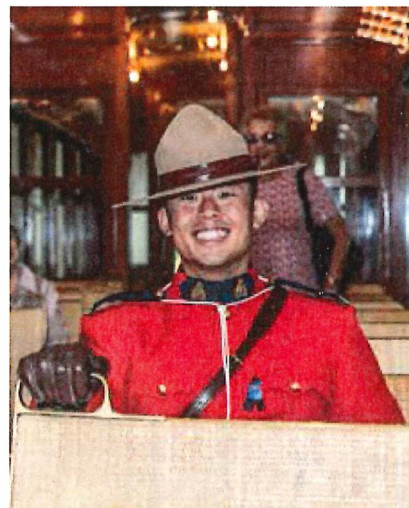
The Steveston Tram celebrated Family Day with a hands-on artefact discovery table, crafts and tours of the Tram Car 1220.

During Spring Break, nearly 2,000 visitors explored the new Mobile Discovery Corner and took part in the Steveston *History Hunters Scavenger Hunt*, where they had to find answers to questions about the Steveston Tram and Steveston Museum.

Visitors took a photographic journey through the restoration process of Tram Car 1220 during the annual Doors Open Richmond.

The Steveston Tram signature event *All Aboard!* celebrated Richmond's transportation heritage with visiting exhibitors, performers and hands-on activities.

The Steveston Tram (and Santa!) brought festive cheer to visitors who attended Winter Tram. Hot chocolate and treats were enjoyed alongside holiday crafts and activities.

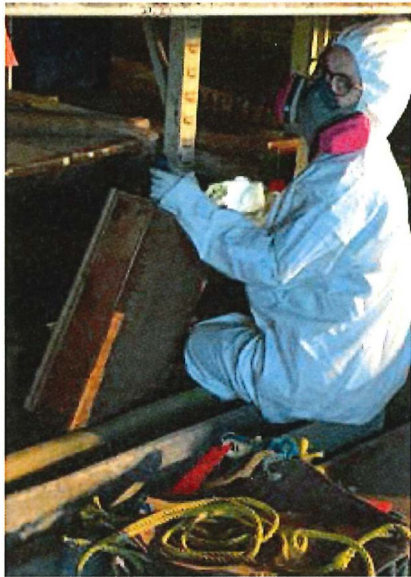


A Mountie and guests enjoyed the restored interior of Tram 1220 at All Aboard!
Tharaka Malapagama

“

Super cool to see a piece of history come back to life.

”



A collections specialist records an object at the Phoenix Net Loft.

Artefact Collections Management and Heritage Restoration Projects

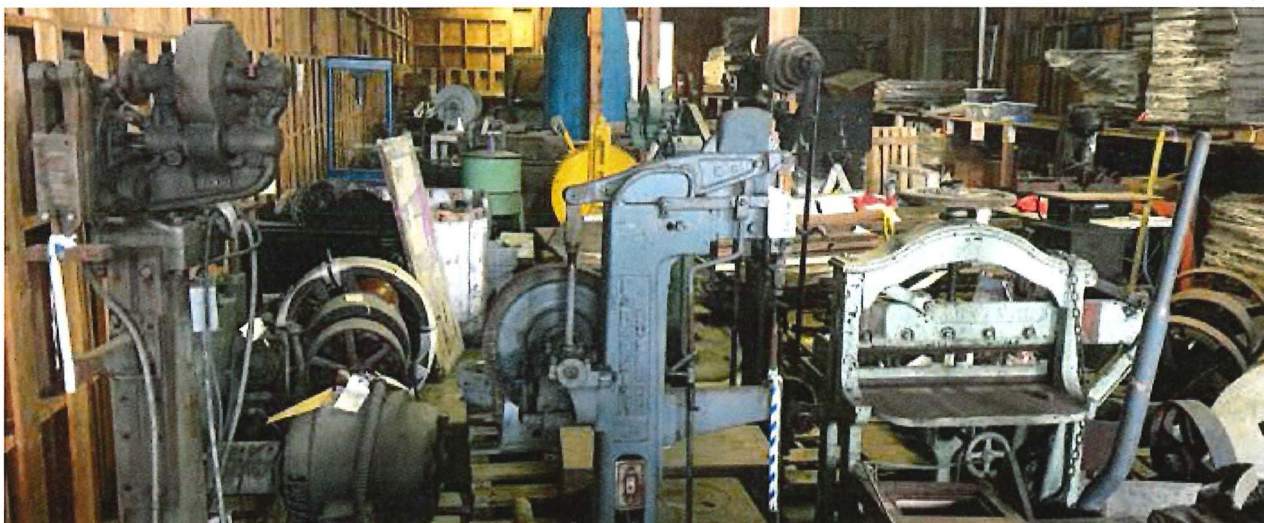
At the core of Richmond Museum and Heritage Services exhibits, programs and events is its collection of over 21,000 artefacts. These artefacts tell the stories, big and small, of Richmond's history.

While information and knowledge can be shared in many ways, Museum and Heritage Services is unique in its ability to engage Richmond residents with their history by bringing them face-to-face with these authentic historical objects, which represent all aspects of life in Richmond including home, work, culture, recreation, faith and community.

In 2018, the Richmond Museum accepted nearly 250 new artefacts to its permanent collections. New artefacts included the Ibtihaj Muhammad Olympic fencer doll from the Barbie Signature Collection. Muhammad competed in Rio 2016 and was the first American Muslim woman to compete in the Olympics wearing a hijab. Other highlights of this year's new acquisitions included an engraver and a grinder from the tool and die shop at Ebco Industries, a traditional Ukrainian shirt worn by a family member of a Richmond community member and a horse cooler or blanket used by a local horse trainer at Minoru track.

In preparation for the restoration work on the Phoenix Net Loft, over 1,800 objects were assessed and moved out of the building. This process involved extensive research and community collaboration. Artefacts with historical value were moved to a new more stable and secure storage location. The next stages of managing this collection will include cataloguing the artefacts and entering them into the City's collections management database.

All objects in the Phoenix Net Loft and Steveston Harbour Authority warehouse were organized and recorded in preparation for moving to a warehouse space.



Minoru Chapel Restoration

The final phase of restoration work at Minoru Chapel took place in 2018 as per the Chapel's conservation plan. The building envelope was assessed for rot and remediation, and a subfloor was installed to support the original fir flooring and to ensure its ongoing preservation. New doors and hardware will be installed to complete this project.



Culture Days

The City played a key role in Culture Days programming both at the Richmond Museum and throughout the heritage sites:

- Building on the Canada 150 multicultural celebrations explored in the *Our Journeys Here* and the national Culture Days theme, programming at the Richmond Museum stayed on beat by highlighting music from around the world. Guest musicians guided visitors through interactive performances where they learned about Indo-Trinidadian music and the mathematic nature of the steelpan drums.
- Visitors discovered what goes on behind the scenes at the Richmond Museum and discovered how staff care for Richmond's material culture, including how artefacts are catalogued, measured and numbered.
- Visitors explored Minoru Chapel, learned about the history of this iconic building, listened to a professional pianist play classical music and made their own stained glass craft.
- The Steveston Tram captured the curious minds of visitors eager to learn about the different tram parts and how they functioned. Restoration volunteers highlighted their work and gave in-depth information about the inner workings of the tram car.
- *At With Love*, From the Steveston Museum, visitors re-discovered the vanishing art of letter writing by creating a letter to a loved one with a pen, typewriter or vintage straight pen dipped in ink.

Rishima and Ravi get the audience involved with their rhythmic Indo-Trinidadian singing and drumming.



Volunteer Management

Richmond's Museum and Heritage Services engages volunteers at many levels, with volunteers contributing over 22,000 hours in museum and heritage programming, conservation and events. Volunteer highlights from 2018 include:

- 610 volunteers who contributed 4,122 hours at the Richmond Museum. Volunteers included three interns from the UBC Faculty of Arts Internship Program who developed an outreach display for the Cultural Centre, accessioned new objects into the collection and assisted with the installation of the exhibition. Four teacher-candidates from the UBC Faculty of Education Community Field Experience Program volunteered 420 hours. Projects included assisting with the Richmond Heritage Fair, school programs and developing activities for the upcoming exhibition's Discovery Area.
- In 2018, a specialized team of twelve volunteers was recruited and trained to conduct assessments of collections on display at sites throughout the city. Known as the Artefact Avengers, the team met on a monthly basis at different sites where they spent the day reviewing and documenting the condition of every artefact on display. This work will help the Collections team to ensure the safety and security of artefacts throughout the city.
- 523 volunteers contributed almost 4,000 hours at Britannia Shipyards. This includes hours contributed by our costumed historical interpreter intern from the UBC Faculty of Arts Internship Program who brought the site to life by giving tours of the Shipyards in costume. Throughout the year, volunteers were involved in various site programs and events. In April, ARTCi co-led our Volunteer Appreciation Tea where volunteers participated in interactive activities, which inspired some of them to volunteer with ARTCi throughout the summer.
- 44 volunteers contributed 1,282 hours to assist with public programs, special events and administration work at the Steveston Museum.
- Six dedicated and specialized restoration volunteers contributed over 375 hours to the Steveston Tram restoration project. Another 80 volunteers supported special events and programs at the Steveston Tram contributing 400 hours of their time.
- London Heritage Farm welcomed over 272 volunteers who dedicated 2,147 hours helping with events and programs, spring and fall cleanup and operations of the site.



A Heritage Fair volunteer prepares to deliver children's activities at the Richmond Cultural Centre.
Tharaka Mapalagama

“

I can confidently tell you that the advice I received by staff at the Richmond Museum will help me with my journey as a young professional and academic, trying to make it in this big scary world!

”



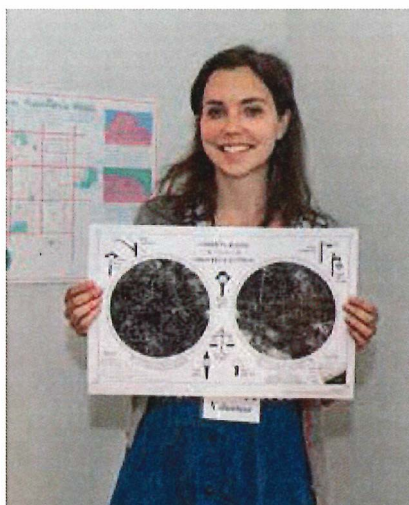
Many events, including Doors Open, were hosted at Branscombe House.
Tharaka Mapalagama

Branscombe House, Minoru Chapel and Terra Nova

The City supported its heritage assets for a variety of programs beyond traditional heritage interpretation.

These include:

- Branscombe House—Artist-in-residence Keely O'Brien held free workshops that introduced local residents to a variety of creative projects, such as garland and lantern making, collage and community mapping. Throughout the year, Keely also facilitated guided walking tours and opportunities for the neighbours to gather and experience their local surroundings in unique and innovative ways. She also generously provided additional community workshops around the city, including Doors Open Richmond, Maritime Festival and Culture Days and worked with local community groups to integrate the arts into their community activities.
- Minoru Chapel hosted 46 weddings and other private gatherings.
- Terra Nova Nature School, housed in the Edwardian Cottage in Terra Nova Rural Park, nurtures children's connection to the land and its history through outdoor play and experiential learning. The school offered preschool, after school and summer programs for hundreds of Richmond children.



Artist-in-residence Keely O'Brien shows artwork featuring street light constellations in Richmond.
Tharaka Mapalagama

Richmond Heritage Commission and Policy Planning

The Richmond Heritage Commission is appointed by Council to advise on heritage-related matters within the City. A core function of the Commission is to provide comment on key City initiatives and projects, such as amendments of the City's heritage policies, updates to the City's heritage inventory, redevelopments of heritage properties or changes to civic-owned heritage resources.

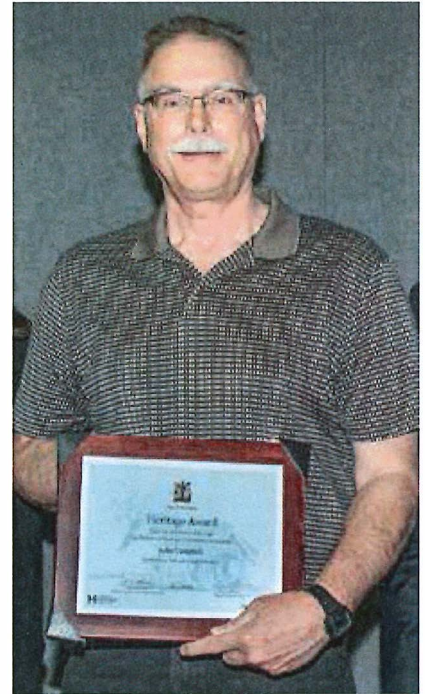
In 2018, the Commission provided feedback on a number of development projects within the Steveston Village Conservation Area. The Commission also reviewed and provided comments on the Steveston Village Heritage Conservation Grant Program update.

The Richmond Heritage Commission continued in its mandate to help build capacity and heritage awareness in the community through events and education and will continue to advance the promotion of heritage throughout the City in the future.

The Richmond Heritage Commission oversaw the nomination process for the Richmond Heritage Awards. The 2018 Richmond Heritage Award recipients are:

- Mr. Reiner Siperko and Mr. Bob Hodder for the retention and re-use of the original concrete murals from the old Gulf and Fraser Fisherman's Credit Union in the new mixed-use development called "The Kimura Building."
- Steveston Historical Society for its annual walking tour vignettes program with Hugh McRoberts Secondary School drama students.
- Mr. John Campbell for his on-going efforts and dedication to develop two social media programs: *Friends of the Richmond Archives* Facebook page and *Outside the Box* blog.

The Richmond Heritage Commission continued its financial support of the Richmond Heritage Fair, the Oral Histories project and Doors Open Richmond 2018. Heritage Commission members were engaged as adjudicators at the Heritage Fair, asking questions and providing feedback to competing students and presenting awards.



John Campbell, Social Media Coordinator for the Friends of the Richmond Archives, was one of four recipients of the 2018 Richmond Heritage Awards. Tharaka Mapalagama



Richmond Museum Spring Break Camp
participants visited the City of Richmond
Archives, March 21, 2018.

Richmond Archives

The City of Richmond Archives is the official repository for the records of the City of Richmond's municipal government. The Archives also acquires records through donation from individuals, families, organizations and private companies.

The Archives' holdings include approximately one kilometre of textual records, 170,000 photographs, 20,000 maps and plans and over 500 sound and moving image recordings. In 2018, the Archives acquired 44 new donations of records from City departments, individuals, companies and community organizations.

There were 1,583 Archives reference requests in 2018. Approximately 29 per cent of research requests originated from City staff in support of corporate functions. The remainder represented a wide variety of research interests and needs, including local businesses, community groups, environmental and property researchers, students, public artists, writers, filmmakers and family historians. The results of this research and collaboration can be seen in presentations, university projects, exhibits, public art projects, displays, magazines, books, newspapers and TV programs locally, nationally and internationally.

Additionally, City of Richmond Archives' volunteers completed almost 1,362 hours of service.

DIGITAL INITIATIVES

In 2018, the Archives' social media channels on Facebook, YouTube, Historypin and the blog *Outside the Box* garnered 34,347 views and 602 new followers, likes and subscribers.

The Archives' web pages and online search database continue to provide 24/7 digital access to our customers. In 2018, the Archives' volunteers scanned 1,519 images as a part of the ongoing digitization program. Also this year, over 500 issues of the *Richmond Review* were added to the online search database. Now every issue of the *Richmond Review* from 1932–1965, approximately 1,700 in total, can be explored online from the comfort of home.

FRIENDS OF THE RICHMOND ARCHIVES

The Friends of the Richmond Archives is a non-profit society established to promote and support the activities of the City of Richmond Archives. At the end of 2018, the society had 218 members.

During the year, the Friends provided funding and volunteers for projects and programs at the Archives, organized the annual Archives Tea and carried out a Community Exhibit program. They participated in various community events, including the Richmond High School 90th Anniversary, Richmond Chinese Community Society Arts and Cultural Festival, Steveston Salmon Festival and Remembrance Day reception at City Hall.

“
The Archives is, for
the record, all kinds of
awesome.”



Front page of the Richmond Review, July 4, 1963.

Olympic Experience at the Richmond Olympic Oval

Richmond is home to North America's first Olympic Museum, located at the Richmond Olympic Oval. The Olympic Experience (ROX) reignites the excitement of the Olympic Games and educates visitors in the science, art, culture and power of sport. The 15,000 square foot interactive exhibition is located on all three levels of the oval.

ROX Program and Event Highlights

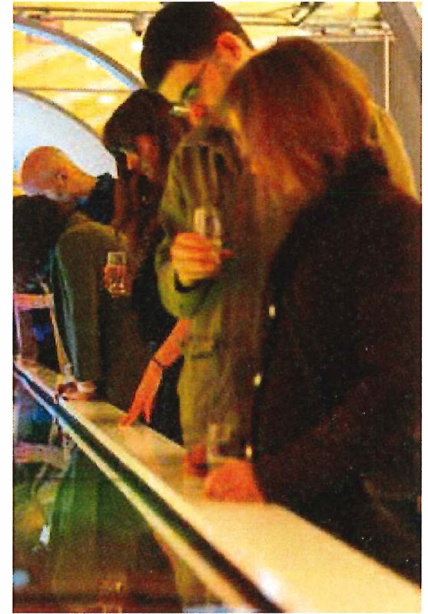
Visits to the ROX continue to grow at a steady rate and exceeded 36,000 visitors in 2018, representing a 20 per cent increase over the previous year. Some of the growth can be attributed to the innovative programming highlighted below:

- The education program, encompassing Olympic Oval sport activities, building tours and Olympic Experience programs hosted thousands of participants in 2018 including 300 youth from Gathering Our Voices aboriginal youth conference.

ROX Volunteers at the Podium Weekend program with Olympian Shallon Olsen.



- To celebrate Family Day on February 13, the Olympic Oval provided free admission for a variety of sport activities and the Olympic Experience museum. There were over 1,300 people in attendance.
- During the 2018 Winter Games, the ROX hosted a viewing party for Olympic Oval members.
- The ROX hosted three different shows (climbing, skiing, outdoor adventure) of the Vancouver International Mountain Film Festival (VIMFF) in February, then in November hosted a Best-of-the-Fest Tour event featuring a selection of the best films from the entire festival.
- For the first time the ROX participated in Doors Open Richmond in June and the National Culture Days celebration in September.
- Over four different Saturdays in the summer, a Podium Weekend program featuring two Olympic Athletes on each day gave visitors the chance for a meet and greet, plus a photo op with the 2010 Olympic podium and replica Olympic medals.
- Seasonal activities were held for holidays including an *Eggstrivia Easter Egg Hunt* and Trick-or-Treating with four-time Olympian Nikola Girke.
- During spring and winter break, promotions were offered giving children free admission (with a paid adult) plus a simulator challenge with the opportunity to win prizes.
- Annual Olympic Day for schools hosted in partnership with the Canadian Olympic Committee activates the whole Olympic Oval and Olympic Experience. There were over a dozen Olympians at the event engaging with students.
- Throughout the summer and fall, the ROX theatre featured a movie series of Hollywood films including classics such as *E.T.* and newer releases like *Ready Player One*.
- The ROX theatre has been opened for complimentary viewing of special sporting events including Olympic Winter Games, World Cup Soccer, Stanley Cup Playoffs and Major League Baseball Playoffs.
- In November, the ROX hosted its first adult-only event, *Night at the Museum: BC Ale Trail Edition* featuring five breweries from the Richmond, New West, Delta, Surrey, BC Ale Trail itinerary.



Attendees enjoyed the touch table exhibit in the ROX at the inaugural Night at the Museum Event.

“

The more I volunteer there, the more I enjoy and love it there.

”

Gulf of Georgia Cannery National Historic Site

The Gulf of Georgia Cannery National Historic Site of Canada is operated by the non-profit Gulf of Georgia Cannery Society on behalf of Parks Canada. While 2017 saw double the usual visitation due to free admission at Parks Canada sites for Canada150, in 2018, the Cannery surpassed the previous attendance record (not including 2017) with 66,000 visitors. Through school and group programs, annual events and public programming, the Cannery shares the story of Canada's west coast fishing history and the significance of the village of Steveston role in the growth of BC's commercial fishing industry from its early beginnings in the late 1800s.

EXHIBITS

The Society produced and premiered a new introductory film in May 2018 with a Canada150 grant from the Province of British Columbia. Ebb & Flow: Turning Points in the History of West Coast Fishing, a 25-minute documentary film, included interviews with members of the local commercial fishing industry, past and present. It is available for viewing both in the Cannery's Boiler House Theatre and online.

In 2018, a new exhibit Pacific Herring: The Fish that Feeds the Coast was installed at the entrance of the permanent Herring Reduction Plant Exhibit. The new entryway features a video by the Hakai Institute Herring Beauty, with panels depicting the significance of the herring fishery to Canada's West Coast and a timeline of the industry from 1876 to present day.

Fishermen's Park in front of the Cannery with July 1 Canada Day crowds.
Gulf of Georgia Cannery Society



SCHOOL AND GROUP PROGRAMS

School and group programs play an important role in the Cannery's mission to preserve and promote the history of Canada's west coast fishing industry. Educational programs feature the big ideas and core competencies found in the newest Social Studies, Science and First Nations Studies in BC's curriculum. Guided tours and other customized programs were offered to groups including English Language Learners, Seniors and Commercial Tours. School and group Programs were delivered to over 9,300 participants in 2018.

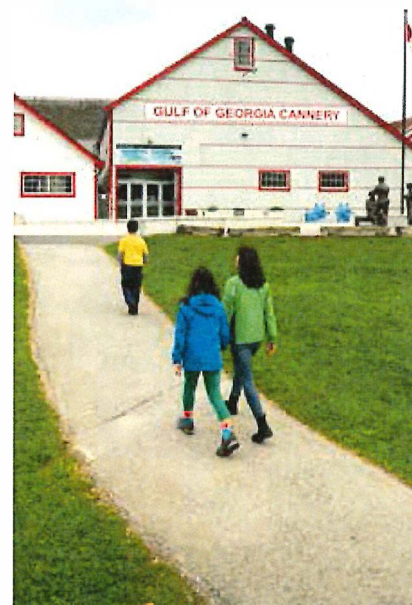
EVENTS

Special events drew over 26,000 visitors to the Cannery in 2018. Annual events such as The Pull of the Net Multicultural Celebration in May, the summertime Music at the Cannery outdoor concerts and the wintertime Cannery Farmers' Market, continued to draw visitors from both within the local community and beyond. Seasonal family events with a unique Cannery/West Coast fishing theme, including Easter at the Cannery and Halloween's The Haunted Sea, attracted young families to the site, along with a new event offered on October 6–Salmon Science Expo–coinciding with the Cannery's Parks Canada free admission day (new for 2018).

Many of the Cannery's annual events were presented in cooperation with local partners and community groups, whose expertise and contributions made the following family-friendly events possible:

- National Indigenous Peoples Day, presented in partnership with Connections Community Services and Pathways Aboriginal Society, is an annual celebration of local Indigenous heritage and culture. In addition to dance and musical performances, story-telling and crafts, a "Bannock Bake-Off" was held for the first time, with the winning recipe chosen by Chef Maluh (Marlene Hale).
- Canada Day, with the City of Richmond and Steveston Salmon Festival, included free admission to the Cannery saw almost 5,000 visitors inside the site.
- *Rivers End Fisher Poets*, with local fisherman Wilfred Wilson and friends, who presented an afternoon of poetry, story and song about life as a west coast commercial fisherman, for the third year in a row.
- Pirate Weekend at the Cannery, presented by Richmond's Shady Isle Pirates, who volunteered their time to entertain kids of all ages with pirate-themed activities, story-telling and song during this popular weekend event.
- The annual Steveston Festival of Trees, presented in partnership with Steveston Merchants Association, saw 14 local groups and merchants in a friendly competition to decorate festive trees on display inside the Cannery for the month of December.

In addition to assisting with public programs, exhibits and collections, the Cannery's special events depend largely on the contribution of volunteers; in 2018, 110 volunteers contributed 3,450 hours to the Society.



The Gulf of Georgia Cannery National Historic Site in Steveston village.
Parks Canada

Visitor Surveys

To better understand our visitors and plan for the future, the Richmond Museum, Britannia Shipyards, the Steveston Tram and Steveston Museum developed a short standardized, digital questionnaire.

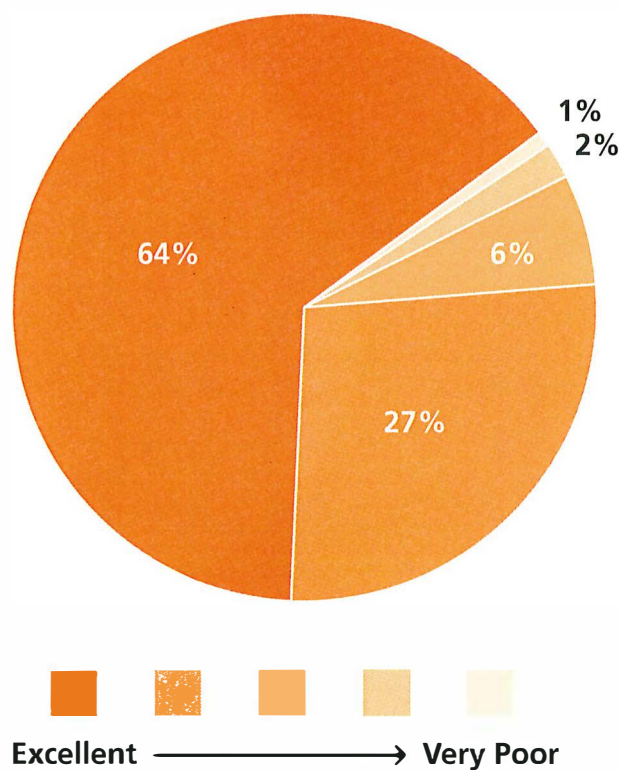
More than 1800 visitor surveys were collected throughout the year, showing the following:

- Responses were overwhelmingly positive
- **91% of visitors rated their experience as a 4/5 or higher**
- **29% of visitors were Richmond residents**
- **30% of visitors were from Metro Vancouver**
- How visitors learned about our sites
- What visitors found most engaging during their visit and what they would like to see more of in future visits

The results of the 2018 surveys will assist with future program and exhibit planning. Visitor surveys will continue in 2019.

VISITOR EXPERIENCE RATINGS

More than 91 percent of visitors rated Museum and Heritage Service facilities as very good or excellent in 2018.

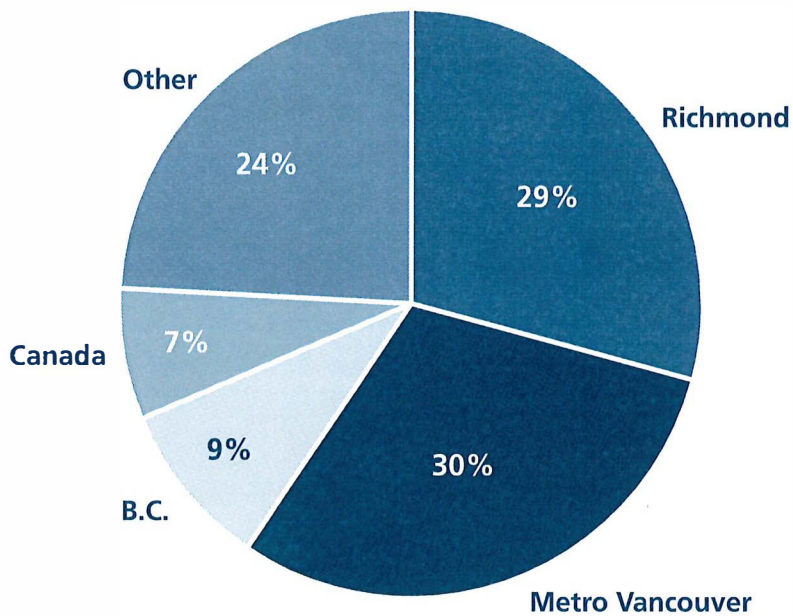


Attendance Statistics

Britannia Shipyards National Historic Site	156,490 visitors
London Heritage Farm	7,850 visitors
Richmond Museum	44,708 visitors
Steveston Tram	55,007 visitors
Steveston Museum	37,200 visitors

PRIMARY RESIDENCE OF VISITORS

Close to 60% of our visitors are from Metro Vancouver (including Richmond) and almost 70% are from British Columbia. Close to one quarter of our visitors are from overseas and the United States.





City of Richmond

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

CNCL - 113



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services Committee
From: Kim Somerville
Manager, Community Social Development
Date: March 11, 2019
File: 07-3400-01/2019-Vol 01
Re: **2015–2020 Seniors Service Plan: Active and Healthy Living - 2018 Update**

Staff Recommendation

1. That the staff report titled, “2015–2020 Seniors Service Plan: Active and Healthy Living – 2018 Update” dated March 11, 2019, from the Manager, Community Social Development, be received for information; and
2. That the 2015–2020 Seniors Service Plan: Active and Healthy Living - 2018 Update be distributed to key stakeholders and posted on the City website.

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

Att. 2

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

Staff Report

Origin

The 2015–2020 Seniors Service Plan: Active and Healthy Living (Seniors Service Plan) was developed to address the needs of an important and growing demographic of residents aged 55+ years. The Seniors Service Plan provides a framework with goals and actions for the planning and development of services and programs to meet the unique and changing needs of Richmond’s seniors population.

The following five strategic directions include items for action and associated timelines for completion:

1. Communication and Awareness — Communication with seniors is timely, effective, and appropriately delivered and received;
2. Responsive and Relevant Services — Programs and services are developed based on best practices, direct consultation and program evaluation to reflect changing needs and priorities;
3. Respect, Inclusion and Sense of Belonging — There is a citywide focus and understanding of seniors’ needs and wants. Seniors are celebrated and recognized as valued community members;
4. Coordinated Service Delivery — The City works with partners including Community Associations and community organizations to ensure services to seniors are coordinated citywide; and
5. Targeted Training and Professional Development — City staff, volunteers, and Community Partners are aware of the most current, evidence-based information related to seniors programs and services.

This report presents the 2015–2020 Seniors Service Plan: Active and Healthy Living - 2018 Update to Council for information.

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

Action 7 – Implement, monitor, and update the Older Adults (Seniors) Service Plan.

This report supports the 2018–2023 Community Wellness Strategy’s Focus Area:

#1: Foster healthy, active and involved lifestyles for all Richmond residents with an emphasis on physical activity, healthy eating and mental wellness.

This report supports the 2019–2024 Recreation and Sport Strategy’s Focus Areas:

#2: Engaged Community: Recreation and sport opportunities are accessible, inclusive and support the needs of a growing and diverse population in Richmond.

#3: Physical Literacy and Sport for Life: Richmond residents have the fundamental movement skills, competence, confidence and motivation to move for a lifetime.

This report also supports the 2015–2020 Seniors Service Plan Direction #4: Coordinated Service Delivery:

The City works with partners including Community Associations and community organizations to ensure services to seniors are coordinated citywide.

Analysis

The 2015–2020 Seniors Service Plan: Active and Healthy Living - 2018 Update (Attachment 1) highlights the progress made towards the five strategic directions and the achievement of numerous outcomes and actions.

The Seniors Service Plan showcases the important role the City and Community Partners play by working together to meet the needs of an increasing number of seniors and to support them to remain healthy, active, engaged and connected in their communities.

Highlighted Achievements for 2018

The following highlights some of the 2018 achievements:

Direction #1: Communication and Awareness

- Seniors were kept aware, knowledgeable and connected through various technology classes;
- A variety of education and information workshops were offered at community centres across Richmond and focused on prevention, future planning and empowering seniors; and
- Seniors who may not visit community centres were connected with programming through targeted community outreach.

Direction #2: Responsive and Relevant Services

- An Age-Friendly grant was received to create a Dementia-Friendly Community Action Plan that focused on the inclusion of people living with dementia;
- Intergenerational programming connected all ages through a variety of events and activities including a grandparents and youth cooking class and knitting lessons taught by seniors; and
- Meaningful volunteer opportunities continued to provide seniors with ways to share their experiences and knowledge and to be active, productive members of the community.

Direction #3: Respect, Inclusion and Sense of Belonging

- Improved access and a reduction of barriers to programs and services were provided through partnerships with various community organizations to deliver free seniors legal clinics and library resources to the homes of seniors 55+ and residential facilities;
- Supported outreach programming delivered by the City, several Community Associations/Societies and organizations such as the Alzheimer Society of B.C. and Vancouver Coastal Health provided 291 at-risk, frail and isolated seniors in Richmond an opportunity to connect to their communities; and
- Seniors were celebrated and acknowledged through arts and culture opportunities including the Minoru Seniors Legacy Stories Public Art Project and the Together Public Artwork displayed in front of the new Minoru Centre for Active Living.

Direction #4: Coordinated Service Delivery

- Partnerships between the City, Community Associations/Societies and other organizations continued to ensure services to seniors were coordinated city-wide;
- Over 70,000 seniors 55+ years participated in registered programs in City facilities including community centres, parks, and the Richmond Cultural Centre; and
- Swimming opportunities for seniors continued to be popular with a total of 7,071 55+ swim passes sold and used 284,719 times. In addition, there were 10,200 drop-in swim uses by seniors 55+ years.

Direction #5: Targeted Training and Professional Development

- The Richmond Seniors Advisory Committee and Minoru Seniors Society Board continued to offer seniors in Richmond an opportunity to keep informed and aware of current information related to seniors programs, services and various civic matters;
- The annual Positive Aging Campaign featured images and quotes of seniors with younger generations and were displayed at City Hall and various community centres in Richmond; and
- City and Association/Society staff and volunteers who work with seniors were kept informed and knowledgeable through regular monthly meetings, targeted connections through outside networks and attendance at various educational conferences.

The 2018 highlights show the progress towards the achievement of actions outlined in the 2015–2020 Seniors Service Plan: Active and Healthy Living. The five strategic directions in the Seniors Service Plan continue to provide a framework that guides the planning and development of programs and services that address the needs of an important and growing population of those aged 55+ years in Richmond.

A summary of the progress made on the Seniors Service Plan actions is available in Attachment 2.

Financial Impact

None.

Conclusion

The City and Community Partners continue to work collaboratively to address the service needs of seniors in Richmond and achieve progress towards the 2015–2020 Seniors Service Plan: Active and Healthy Living.

The City is committed to the health and well-being of seniors in Richmond and towards furthering the vision for the City to be a nurturing, connected community that promotes healthy and active aging.



Debbie Hertha
Seniors Coordinator
(604-276-4175)

- Att. 1: 2015–2020 Seniors Service Plan – 2018 Update
2: 2015–2020 Seniors Service Plan – Status of Actions

City of Richmond

2015–2020 Seniors Service Plan: Active and Healthy Living

2018 Update

Community Services Division



Introduction

The 2015–2020 Seniors Service Plan was developed to address the service needs of the important and growing demographic of those aged 55+ years living in Richmond. The goal of the plan is to ensure that effective, meaningful and appropriate services, programs and opportunities are provided to seniors and acts as a guide for those who work with seniors in Richmond. The plan was developed collecting best-practice information from other jurisdictions in Canada, exploring related research, and conducting extensive community consultations with seniors, key stakeholders and community partners. The framework of the 2015–2020 Seniors Service Plan (see page 2) consists of five strategic directions, with associated objectives, outcomes and items for actions.

This 2018 Update showcases the progress made towards the actions in the 2015–2020 Seniors Service Plan: Active and Healthy Living. The City of Richmond, Community Associations/Societies and other Community Partners continued to develop and improve programs and services to meet the needs of the growing number of diverse seniors in Richmond. These vital partnerships resulted in numerous benefits to the community of Richmond.

Seniors were involved and engaged through accessible and relevant programs, events and activities offered throughout the community. The needs of at-risk, frail and isolated seniors were met through specialized outreach programming, bus transportation, programs and services offered in other languages and programs delivered on-site to where seniors live and gather. Ensuring participation of all seniors was met by various mediums including technology training, informational workshops, presentations and displays at existing events around the city. Seniors were given many opportunities to share their skills and knowledge through purposeful intergenerational and volunteer opportunities and recognized and celebrated through special events and activities.

The progress made in 2018 through collaboration and partnerships between the City, Community Associations/Societies and other Community Partners supported the vision of the 2015–2020 Seniors Service Plan for the City of Richmond to be a nurturing, connected community that promotes healthy and active aging.

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2015–2020 Seniors Service Plan Framework



1

Communication and Awareness

OBJECTIVE: Communication with seniors is timely, effective and appropriately delivered and received.

OUTCOMES:

- Increased awareness and knowledge among seniors and their families (e.g. under informed seniors, caregivers, diverse populations, frail, isolated, etc.) of programs and services available.
- Promotional materials for family focussed events encourage participation of seniors.
- Improved knowledge of health and wellness benefits.

Seniors and their families informed about programs and services available

- **Move for Health Week:** Promotional materials for this family event held in May 2018, depicted photos that encouraged participation from all age groups including seniors. Move for Health Week increased awareness of ways seniors can stay active through offering more than 20 free programs at various community centres in Richmond with an opportunity to book a one-on-one consultation with a certified fitness specialist to customize a personalized plan to get active.
- **WHAM (Wellness, Health and More) Seniors Fair:** 100 participants attended this informative seniors fair in August 2018, delivered in partnership by Richmond Cares, Richmond Gives, City of Richmond, West Richmond Community Association and Vancouver Coastal Health.
- **Summer WESTFest Family Fair:** Seniors Services staff were invited to host an information table at this annual family event held in August 2018. This opportunity was successful and staff were able to connect and engage with attendees of all ages and inform them of the wide range of programs and services available for seniors in Richmond.



move for HEALTH IS ...

taking a yoga class, because it helps me get 150 minutes of physical activity every week!

Move for Health Week
Saturday, May 12 – Friday, May 18, 2018

Try 3 or more of **50+ FREE** or **LOW COST** activities throughout the week, and enter to win one of 10 \$50 Gift Cards for any City of Richmond recreation facility.

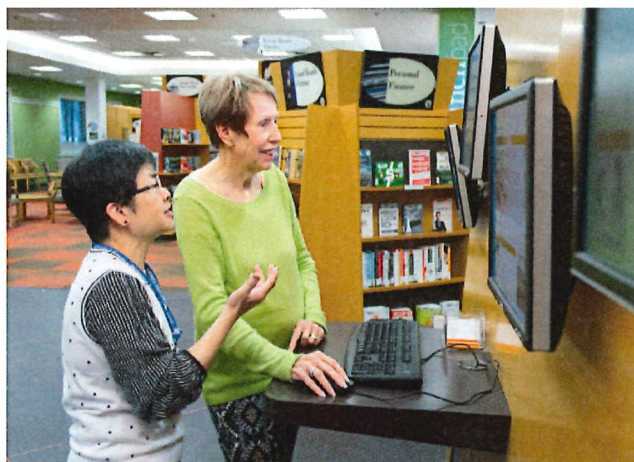
www.richmond.ca/moveforhealth



Increased awareness and knowledge to improve safety, health and well-being

Keeping seniors aware and knowledgeable through Digital Literacy

- Digital Literacy courses helped to support seniors to access information, register for programs and increase social connections with others utilizing a number of forms of technology.
- A total of 49 Digital Literacy sessions at the Richmond Public Library introduced 592 seniors to the latest technology devices with sessions offered in English, Cantonese and Mandarin.
- Smart Phones, Tablets and Laptops: Learn from Youth sessions were offered free of charge at several community centres and allowed seniors to meet one-on-one with youth to learn about text messaging, applications (Apps), Global Positioning Systems (GPS) and Skype.

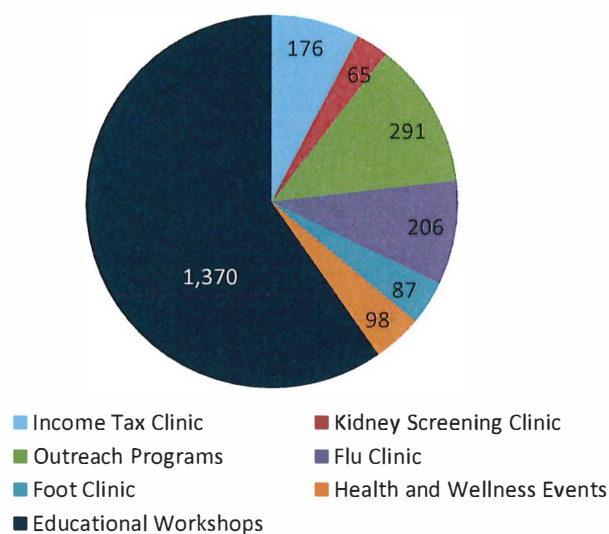


Education and Information Workshops equip seniors with information, resources and tools they need to stay safe, healthy, well and connected in the community for as long as possible.

Community centres partnered with various health professionals, local Physicians and Pharmacists, businesses and non-profit organizations to deliver free workshops. Many workshops offered in 2018 focused on prevention, future planning and empowering seniors including:

- Hard Conversations: Driving & Family Dynamics
- Transit Safety for Seniors
- Natural Ways to Improve Sleep
- Life Saving Self-Defense
- Navigating the Housing Dilemma
- Art Therapy For Mindfulness
- Retirement Preparation 101
- Pride Goes Before the Fall

55+ Participation in Health, Wellness and Information Opportunities in Richmond

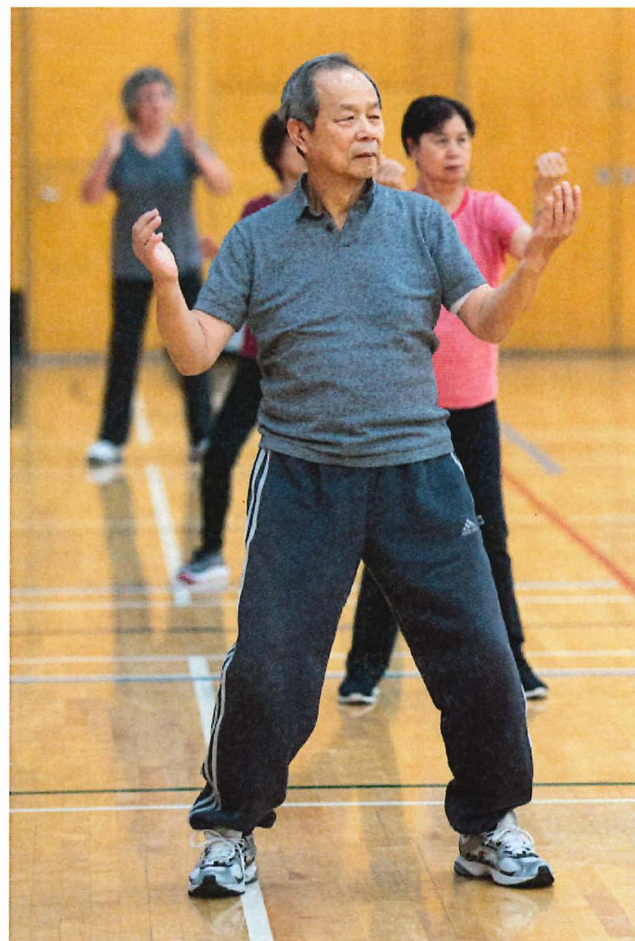


Reaching those who speak languages other than English

Community centres offered a variety of programs targeted to seniors with diverse backgrounds. Programs in 2018 focused on physical activity, wellness and educational opportunities for seniors offered in different languages including:

- Osteofit for Better Bones (Cantonese/Mandarin)
- iPhones and iPads (Cantonese)
- Spanish Conversation
- English Tutoring for Beginners
- Japanese Tablet Club
- Sit and Be Fit (Cantonese/Mandarin)
- Medication Management (Cantonese)
- French for Travellers
- Yoga in Japanese

English Language Exchange: a unique 8-week program offered at City Centre Community Centre offered participants a chance to use phrases and interactive conversations in themed visits to the shopping mall, grocery store, fitness centre and other informal group environments.



Outreach to where Seniors Live and Gather

- Library staff reached out to 397 seniors in their homes and where they socialize to provide programming and information about library services including Kiwanis Towers, South Arm United Church and Minoru Residence.
- Seniors Services staff continued collaboration with Cedarwood Seniors Independent Housing operated by Metro Vancouver Housing Corporation to support the Housing Coordinator to organize programs and services for their frail and isolated residents. Information sessions included presentations by key community partners including Richmond Cares, Richmond Gives, CHIMO Community Services, Minoru Seniors Society, Richmond RCMP, Richmond Fire Department, **CNCL - 123** Skills for Seniors and PriceSmart Pharmacy.

Presentations, Information Displays & Tours to Inform the Public of Richmond Senior Services

- Tour and information session for Langara Gerontology Students at Minoru Place Activity Centre.
- Displays at iCON Chinese Health Forum (interCultural Online Health Network) on Chronic Disease Management, Summer WestFest at West Richmond Community Centre, 4th Annual Forever Young 55+ 8K at Richmond Olympic Oval and Summer Wellness, Health and More (WHAM) Information Fair at West Richmond Community Centre.
- Presentation to Langara Recreation Leadership Students and at Cedarwood Independent Seniors Housing as part of Metro Vancouver pilot project on Community Wellness.



2

Responsive and Relevant Services

OBJECTIVE: Programs and services are developed based on best practices, direct consultation and program evaluation to reflect changing needs and priorities.

OUTCOMES:

- The needs of underserved segments of the seniors population (e.g. men, hard-to-reach) are met through the offering of a wide range of program and service opportunities.
- Intergenerational understanding among program participants and the community is enhanced.
- Programs and services reflect the diversity of the seniors demographic group (e.g. function, age, ethnicity).
- A wide range of volunteer opportunities are provided to support seniors to be active, productive members of the community.

Dementia-Friendly Community Action Plan

An Age-friendly Communities grant of \$25,000 was received from the Union of BC Municipalities (UBCM) to create a Dementia-Friendly Community Action Plan for Richmond that focuses on the inclusion of people living with dementia, ensuring support and accessibility for all residents. The plan also furthers actions in the 2015–2020 Age-Friendly Assessment and Action Plan for Richmond. The Dementia-Friendly Community Action Plan will be completed and presented to Council in 2019.

Project activities included:

- A Working Group & Stakeholder Committee meetings.
- An Online survey and community engagement through LetsTalkRichmond.ca.
- Focus groups organized for both staff and the public including two groups specifically offered for caregivers.
- One focus group included a Walking Interview component led by two people living with dementia who identified barriers in the built environment during a short walk in the city centre area.

- A Community Forum invited the public to learn about dementia-friendly communities and listen to a project update, speakers and presentations, and visit community information and resources tables.
- To ensure accessibility, focus groups were offered in various locations throughout Richmond and bus transportation and translation was offered to those who were unable participate otherwise. In addition, printed copies of the survey were emailed, mailed or hand delivered upon request for those unable to access it online.



Here's your opportunity

to share your thoughts and ideas on how to make Richmond a Dementia-Friendly Community.

June 4–July 1, 2018

Visit LetsTalkRichmond.ca



Connecting with Hard-to-Reach Populations

Targeted Programming Increases Men's Connection with their Community

Community centres offered a variety of programs for men aged 55+ years including:

- Just for Men – Health Talks
- Just for Men – Feed that Inner Chef Cooking Classes
- Just for Men Sessions
- Hanging with the Guys Social



Vancouver Coastal Health (VCH) Support Men's Health

Minoru Seniors Society received grant funding from Vancouver Coastal Health (VCH) to develop and expand the men's group, *Hanging with the Guys*, offered at Minoru Place Activity Centre. A total of 37 men participated in the project with 25 men taking part in the group for the first time. Participants continued to meet throughout the year with a goal of developing a regular group at the centre. The Minoru Seniors Society was awarded a second grant to further the work that was undertaken.

Intergenerational Programming Creates Understanding Among Participants

- **Micromoon Fest at West Richmond Community Centre** was offered for the first time as an intergenerational summer outdoor activity. The event attracted over 100 participants, many of which were seniors, and included 20 drummers who are seniors that entertained participants of all ages.
- **Seniors Knitting Group at South Arm Community Centre** donated money to the South Arm Youth Camping Trip and books for pre-school and out-of-school care groups.
- **Learn from a Senior Knitting Lessons at West Richmond Community Centre** had youth construct simple projects including headbands and purses with the help of a senior. Sessions were free with a Youth Facility Pass.
- **Book Buddies at South Arm Community Centre** had volunteer seniors go into the pre-school (bi-weekly) to read to the children.
- **Sharing Farm Social Club**, a project of the Sharing Farm Society, brought seniors and youth together in a farm setting to harvest vegetables for the Richmond Food Bank.
- **Grandparents and Youth Cooking Class at City Centre Community Centre** was offered in partnership with Family Services of Greater Vancouver and connected grandparents and youth while creating nutritious meals together.



UBC Pharmacy Students

In order to fulfil community placement requirements, 2nd year UBC Pharmacy Students were placed at Minoru Place Activity Centre in the Wellness Connections program, an 8-week outreach program targeting at-risk, vulnerable and isolated seniors in the community. The students provided one-on-one support for participants, encouraging full participation in gentle exercise, social activities and a shared meal. This partnership was overwhelmingly positive: Wellness Connections participants enjoyed the relationships built with the students and the students appreciated the opportunity to learn about the needs of seniors and the positive impact of community level outreach programming.

"The program allowed me to understand the social needs of the senior population and how community organized health promotion programs could really make a difference. I could definitely apply the skills that I gained here at Minoru such as communication skills with the seniors in my future practice as a Pharmacist."

2nd Year UBC Pharmacy Student

Programs and Services Reflect the Diversity and Changing Needs for Seniors in Richmond



Minoru Centre for Active Living

The new Minoru Centre for Active Living (MCAL) will open in 2019 replacing and expanding the functions of the existing Minoru Place Activity Centre (Seniors Centre) as a centre of excellence for active living and wellness for residents of all ages.

In 2018, public consultation and engagement was completed with community partners, current facility users and members of the community, which resulted in new program initiatives and refinement of existing programs and services designed to meet identified needs of a diverse and growing population of seniors. Seniors programs and services will continue to be offered in partnership with the Minoru Seniors Society (MSS) with key elements including expanded hours of operation (early mornings, evenings and weekends), a new and specialized wellness room

caregiver support programs, expanded and specialized dance and arts offerings, drop-in opportunities and potential for joint programming with the Aquatics and Fitness Programs.

Other features of the 33,000 sq. ft. Seniors Centre include:

- Fireside Lounge
- Billiards Room
- Cafeteria and commercial kitchen, with bistro for the general public
- Multipurpose rooms of varying sizes
- Music Room
- Woodworking Shop
- Arts Studio
- Wellness Room



Snapshot of 55+ Volunteers in the City

In 2018, 236 volunteers aged 55+ years volunteered throughout the city.

Minoru Place Activity Centre had 206 volunteers contribute 36,237 hours of services in 86 opportunities in 2018.

Countless others contributed hours volunteering through many opportunities in Richmond including Council appointed Advisory Boards, Community Association and Society Boards and Special Events.

Fitness Classes for a range of physical abilities:

Community facilities offered a variety of specialized programs for seniors with limited mobility and/or frailty including:

- Nordic Pole Walking for Chronic Conditions
- Indoor Walking Group
- Balance and Falls Prevention
- Chair Yoga
- Indoor Cycling for those with Parkinson's
- Dance Variety for Better Mobility
- Floor Curling
- Stay Strong for Life

Volunteer Opportunities Provide Seniors with a Way to Share their Experience and Knowledge

Music Works brought younger, active seniors together with isolated and vulnerable seniors and provided meaningful volunteers opportunities at West Richmond Community Centre including roles as program hosts, drumming and ukulele mentors. Seniors who participated in ukulele groups volunteered in outreach programs leading sing-a-longs and teaching sessions at Friday Night Live at Minoru Place Activity Centre, Steveston Farmer's Market and several community centres and residences for seniors in Richmond.



3

Respect, Inclusion and Sense of Belonging

OBJECTIVE: There is a citywide focus and understanding of seniors' needs and wants. Seniors are celebrated and recognized as valued community members.

OUTCOMES:

- Seniors' needs are met by a range of culturally appropriate and relevant programming.
- Diverse seniors have a conduit to share their knowledge and skills within the community.
- City buildings have welcoming spaces to support unstructured gatherings.
- Improved access and reduction of barriers for frail and isolated seniors (e.g. transportation to community programs, Recreation Fee Subsidy Program).
- Consistency in terminology, that is reflective of this segment of the population, is established.
- Seniors are positively portrayed in all City promotional material and communications.
- An informed community that respects the contributions and needs of seniors.

Improved Access and Reduction of Barriers

Recreation Fee Subsidy Program: As of July 1, 2018, adults including seniors 55 years and over became eligible for subsidy under the revised Recreation Fee Subsidy Program. For 2018, a total of 214 out of 1,013 or 21 per cent of total applicants were seniors.

Accessible Collections at Richmond Public Library included large print books, audiobooks or collections with adjustable text size were available to those with learning, physical or visual disabilities and who cannot access conventional print material. Books, magazines and newspapers were in accessible formats for customers with print disabilities. Customers could also receive these in the mail or electronically on their computers and other devices.

A new self-serve **Library book dispenser** was launched at Hamilton Community Centre ensuring all residents including seniors and those with limited mobility have better access to the latest books seven days a week.

Tech Buddies, a Richmond Public Library program, provided one-on-one technology learning for seniors, facilitated by seniors, for those who may not be able to participate in the library's in-branch digital literacy programs. In 2018, 10 senior volunteers facilitated 21 sessions with 99 seniors in attendance.



Home Delivery Services brought library resources to 37 customers in their homes, residential facilities or hospitals who are unable to visit the library due to disability, illness or injury. Books and other resources were also delivered to staff for programming and use by multiple residents.

Seniors Legal Clinics were offered at Minoru Place Activity Centre, in partnership with Seniors First BC, to seniors who are not able to access legal help elsewhere due to low income or other barriers.

Community Leisure Transportation (CLT) services supported a number of year-round trips and tours for seniors and provided participants with safe and supported opportunities to visit various locations with their peers. CLT Bus transportation services offered various user groups in the community the use of a bus for programs or out trips including various Community Centre Association Societies, Richmond Chinese Community Society, Richmond Cares, Richmond Gives and seniors housing organizations such as Lions Park and Rosewood Manor.

A total of 5,990 passengers aged 55+ years participated in CLT trips in 2018 with the highest number of passengers being 800 in July. A Shopping Bus service was also offered by the CLT program to various buildings in Richmond with a high concentration of seniors which totalled 1,207 passengers in 2018.

"Loneliness is as bad for your health as smoking 15 cigarettes a day."

American Psychologist, Julianne Holt-Lunstad, Brigham Young University in Provo, Utah

Decreasing Social Isolation and Building Community Connections

Outreach Programming

Music and wellness outreach programs continued to offer 291 at-risk, frail and isolated seniors in Richmond a safe and supported opportunity to re-integrate back into the community with most offering specialized programming, lunch and transportation. Programs are jointly delivered by the City, West Richmond Community Association, Steveston Community Society, East Richmond Community Association, Minoru Seniors Society, South Arm Community Association, Alzheimer Society of B.C. and Richmond Addiction Services Society in various languages to reduce barriers in Richmond including:

- Wellness Connections (English/Cantonese/Mandarin)
- Music Works for Wellness – Movement and Social, Drumming and Ukulele
- Iki Iki Social (English/Japanese)
- Minds in Motion



Opportunities for Regular Social Gatherings

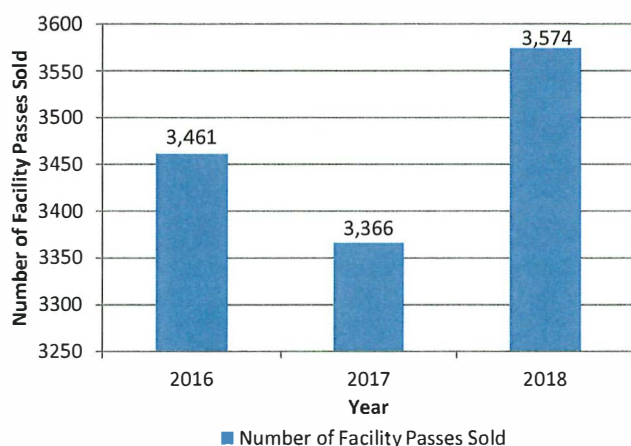
Community facilities offered a variety of opportunities to promote social connectedness including:

- Book Clubs
- Pet Visiting
- Coffee Clubs & Groups
- Movie Matinees
- Seniors Community Kitchens & Cooking Classes
- Crib and Coffee
- Scrabble Social
- Ted Talks
- Current Events & Coffee
- Special Event Dinners

55+ Facility Pass Usage in Richmond

Annual Facility Passes provide seniors with access to a variety of activities at community centres across Richmond. The pass provides participants with ample opportunities to meet their peers on a regular basis including activities such as Woodworking, Tai Chi, Drama Group, Book Club and Ukulele Circle.

55+ Facility Passes Sold per Year in Richmond

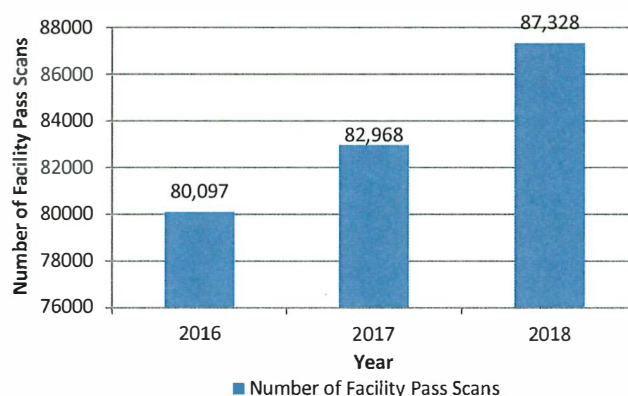


Facility pass usage and passes sold for seniors 55+ years increased at all community centres citywide. The increase may be attributed to:

- An increase in the number of seniors 55+ years in Richmond

- Passes purchased in anticipation of the opening of the new Minoru Centre for Active Living
- An increase in the variety and number of 55+ Facility Pass programs and services offered by community centres

55+ Facility Pass Usage per Year in Richmond



Culturally Appropriate and Relevant Programming

Community centres offered a range of inclusive events and programs for seniors including:

- Nikkei Japanese Seniors Luncheons
- Diwali and Vaisakhi Celebrations
- Mid-Autumn Celebration
- Chinese New Year
- Christmas Around the World
- Annual Rainbow Social (Pride Week)

Celebrating and Honouring Seniors

- Seniors Week was celebrated across the city with 605 participants who attended over 14 programs and events.
- Minoru Seniors Society offered a complimentary event for members over 90 years. There were 118 participants including caregivers.
- The City recognized National Seniors Day on October 1, 2018 by highlighting seniors' valuable contributions to families, workplaces, communities and society.

Celebrating and Acknowledging the Contributions of Seniors through Arts and Culture Opportunities

Community facilities offered a variety of arts and music programs including:

- Digital Storytelling
- Photo Walks
- Finding the Voice Within Workshop
- Celebrate the Music of the 1950's
- Amateur Writers
- Peking Opera
- Poetry Appreciation
- Line Dancing
- Artist Workshop
- Paint Night
- Woodcarving
- Memoir Writing

Minoru Seniors Legacy Stories Public Art Project – Looking Back, Looking Forward

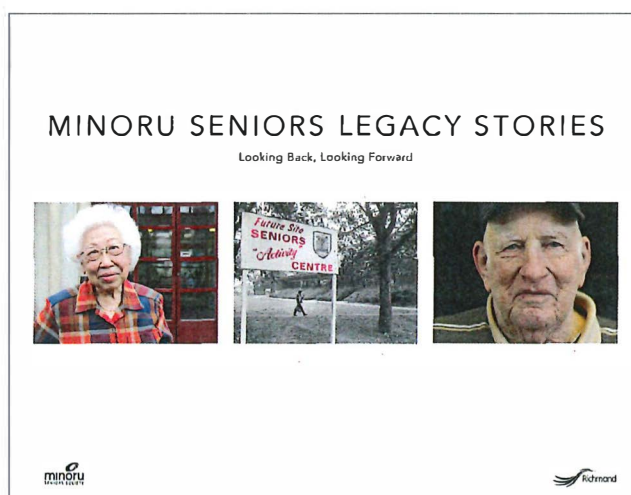
Artist, Catrina Megumi Longmuir and City Public Art staff, together with seniors at the Minoru Place Activity Centre, created a legacy for the Centre by gathering stories, creating collages, art and digital media/film pieces through workshops and one-to-one sessions. In advance of the upcoming move to the Minoru Centre for Active Living, this project documented the history and impact of the Minoru Seniors Society as told by its members. The Minoru Seniors Legacy Stories was unveiled to the public in 2018 featuring a 30 minute digital film including nine digital stories and over 60 portraits and biographies that were captured through the year-long Artist in Residence project.

Quotes from Legacy Project participants:

"Feeling blessed to be a part of this Legacy."

"Thank you for giving me the chance to document my pride in our Centre and in particular the Minoru Amateur Writers Group. I will treasure the DVD of the experience and so will my family I am sure."

"This has been a special experience."



Seniors Recognized and Valued Through *Together* Public Artwork

A new large-scale public artwork has been installed outdoors in front of the Minoru Centre for Active Living. The work by David Jacob Harder is called *Together*, and it is composed of 300 silhouettes, which include over 100 local seniors. The elements in steel are combined to form the shape of an adult and child. In the process of creating the work, the artist photographed community members who currently use the Minoru Precinct facilities including the Minoru Place Activity Centre, Minoru Aquatic Centre and Minoru Park as they were involved in a wide variety of activities. David spent several days meeting and getting to know several local seniors, their stories and through his photographs, hundreds of Richmond seniors are represented throughout the artwork. The piece is about community and the transference of knowledge from one generation to the next.

4

Coordinated Service Delivery

OBJECTIVE: The City works with partners including Community Associations and community organizations to ensure services to seniors are coordinated citywide.

OUTCOMES:

- Improved collaboration, information sharing, and transparency among partners to bring a coordinated and collaborative response to service delivery.
- Service delivery is enhanced through standardized referral processes and defined parameters on service boundaries.

Citywide Wellness Clinics

Monthly Wellness Clinics continued to be offered at eight locations throughout Richmond and reached 5,592 seniors through drop-in blood pressure checks and blood glucose testing, appointment based holistic health services including Shiatsu, Reflexology, and hand and foot treatments.

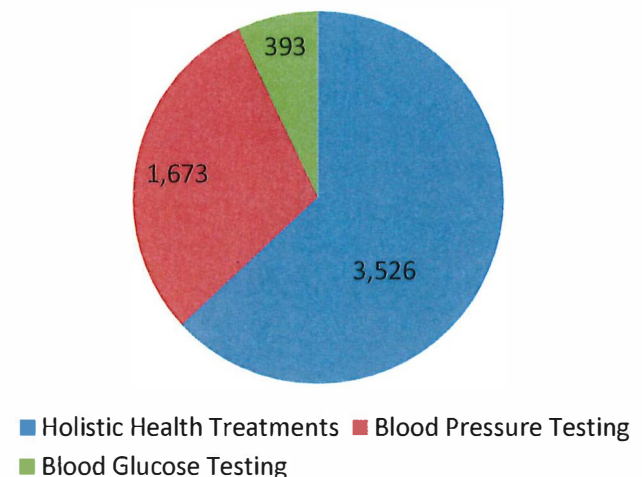
Kidney Screening Clinic

In 2018, Kidney Screening was added as a pilot program to Wellness Clinics. Launched in partnership with Hamilton Community Association, East Richmond Community Association, Kidney Foundation of Canada and Chinese Renal Association, the pilot program hosted 65 seniors at East Richmond Hall. Staff are planning to expand to other sites in 2019.

"Your clinic yesterday was, without a doubt, the best clinic I've done! After doing these screening clinics for a year now I'm convinced that the success of the day is solely attributable to community leadership. Thank you so much for making this day such a success, your hospitality and your commitment to health and wellness."

Kathy McIntyre, Kidney Foundation of Canada, BC & Yukon Branch

55+ Wellness Clinic Participants by Service Type in Richmond



New Staff at the Library

A Community Programmer and Head of Seniors Services were hired in 2018 to provide services to seniors at the Richmond Public Library.

Training for 55+ Cyclists

A bicycle road training course for seniors was offered free of charge to 16 participants through a partnership between HUB Cycling, City of Richmond Transportation Department and the Minoru Seniors Society. This five-hour course provided both in class and on the road instruction. It was designed for seniors who already ride to learn safety tips, build skills and gain confidence navigating Richmond streets, and to promote healthy and active aging.

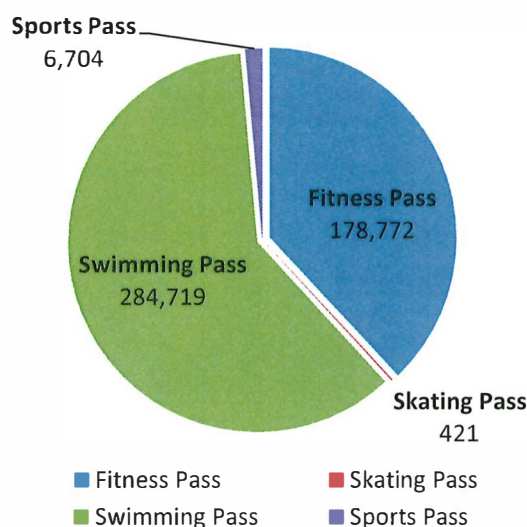


Spotlight on Swim Opportunities for 55+

In 2018, 7,071 55+ swim passes were used 284,719 times in addition to 10,200 swim drop-ins, which included:

- **Joint Replacement Recovery Classes (orientation and weekly classes):** A post-operative recovery program was offered at Watermania Pool and Steveston Outdoor Pool in the summer, to improve range of motion and muscular strength following total hip or knee replacement.
- **Women Only Swims:** A safe and welcoming environment was provided for women and girls only on Saturday evenings at Watermania Pool.
- **Aquafit Classes:** A variety of classes were offered ranging from low intensity for those with arthritis and other chronic conditions to high intensity. Examples of classes included Aqua Joints, Low Impact Aqua and Move to Improve.
- **Other Swim Opportunities:** Included Senior/Adult Length Swims, Adult Lessons and Public Swimming.

55+ Recreation Pass Usage by Pass Type in Richmond



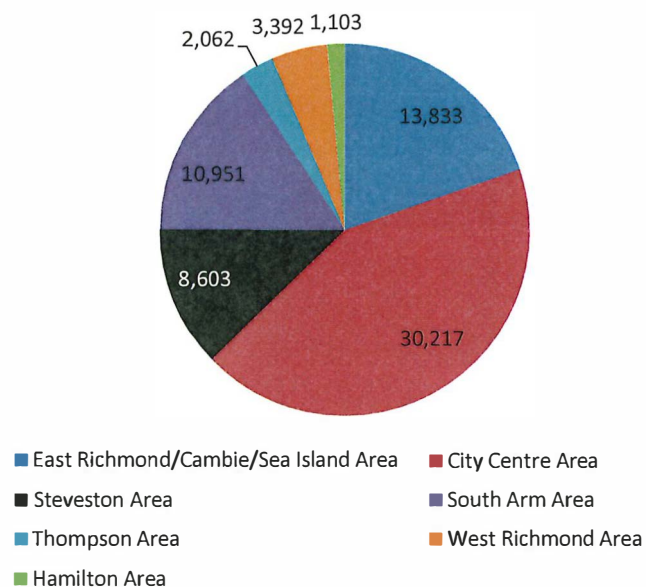
5,980 55+ fitness passes were used 178,772 times in 2018.



Coordination and Collaboration Enhances Service Delivery to Seniors

Every year, the City and Community Associations/ Societies work with other organizations such as Richmond Cares, Richmond Gives, Alzheimer Society of B.C. and Vancouver Coastal Health to deliver a variety of programs and services to seniors 55+ years. Over 70,000 seniors 55+ years participated in registered programs across Richmond in City facilities including community centres, parks and the Richmond Cultural Centre. In addition, 55+ programming was also offered at other City facilities including Aquatic Centres and Arenas through various recreation passes.

55+ Registered Program Participation by Location in Richmond



Locations in Richmond

East Richmond/ Cambie/Sea Island Area	<ul style="list-style-type: none"> • Cambie Community Centre • East Richmond Community Hall • Henry James Cambie Secondary School • Richmond Nature Park • Sea Island Community Centre
City Centre Area	<ul style="list-style-type: none"> • City Centre Community Centre • Minoru Place Activity Centre • Richmond City Hall • Richmond Cultural Centre
Steveston Area	<ul style="list-style-type: none"> • Japanese Canadian Cultural Centre • Steveston Community Centre • Steveston Martial Arts Centre • Steveston Park
South Arm Area	<ul style="list-style-type: none"> • South Arm Community Centre
Thompson Area	<ul style="list-style-type: none"> • Thompson Community Centre
West Richmond Area	<ul style="list-style-type: none"> • West Richmond Community Centre
Hamilton Area	<ul style="list-style-type: none"> • Hamilton Community Centre

Community Partners:

Associations and Societies who have a dedicated Seniors Coordinator and delivered 55+ programs and services include:

- City Centre Community Association
- East Richmond Community Association
- Hamilton Community Association
- Minoru Seniors Society
- South Arm Community Association
- Steveston Community Society
- Thompson Community Association
- West Richmond Community Association

Minoru Place Activity Centre 2018 Highlights

- 104 members over 90 years of age
- 340 volunteers contributed 27,740 hours
- 17,394 meals served in the full-service cafeteria
- 57,241 member visits

5

Targeted Training and Professional Development

OBJECTIVE: City staff, volunteers and community partners are aware of the most current, evidence-based information related to seniors programs and services.

OUTCOMES:

- Roles and responsibilities in the delivery of services for staff and community partners are clear and defined.
- An informed, knowledgeable staff, volunteer and community partner team to serve seniors.
- A coordinated seamless, consistent approach of service delivery at all civic facilities.
- Staff and community hold positive perceptions of seniors, reducing stereotypes and ageism.

Opportunities for Volunteering and Civic Involvement

Seniors Advisory Committee: The Seniors Advisory Committee considers and evaluates issues referred by City Council, City staff and members of the community. The committee also initiates studies on matters deemed to be of concern to seniors and will submit information, options and recommendations to City Council as necessary and when requested. Members are given the opportunity to participate in training and education opportunities through guest speakers, external committees and groups as well as attendance at educational events and public forums to learn the latest trends and research on seniors.



Minoru Seniors Society (MSS): The Minoru Seniors Society is a registered non-profit society, working out of Minoru Place Activity Centre, whose mission is to deliver innovative and exceptional programs and services for seniors. Board members keep informed through ongoing goal-setting based on emerging priorities and participation in an annual board development session that included preparing for the move to the new Minoru Centre for Active Living.

Reducing Stereotypes and Ageism

Positive Aging Campaign

The annual Positive Aging Campaign showcases positive images of seniors focussing on their talents, contributions and participation in the community. The Campaign theme for 2018 was *Positive Aging through an Intergenerational Lens* featuring images and quotes of seniors with younger generations. The campaign images were displayed at City Hall, Minoru Place Activity Centre and various community centres in Richmond.



Q: When asked: What does positive aging mean to you?

A: Children in Richmond answered ...
 Learning new things. *Ryan, 6*
 To be loved. *Dima, 5 years*
 To keep active and doing the activities we enjoy. *Meleah, 10*
 Having a great attitude. *Tara, 14*
 To keep playing while growing. *Carlos, 5*

National Seniors Day – October 1, 2018
 Independence – Participation – Care – Self Fulfillment – Dignity



Q: When asked: What are some of your favourite activities to do with younger people in your life?

A: Seniors in Richmond answered ...
 Speaking with my granddaughter and seeing pictures of my great-grandson. *Barbara, 97*
 Running and playing together. *Shirley, 91*
 Exploring all of the parks, playgrounds and trails together. *Cindy, 62*
 Getting out and enjoying life through their eyes. *John, 67*

National Seniors Day – October 1, 2018
 Independence – Participation – Care – Self Fulfillment – Dignity



Q: When asked: What are some of your favourite activities to do with older people in your life?

A: Children in Richmond answered ...
 I love playing Ping Pong together. *Jet, 11*
 Running around and walking to the park. *Erica, 10*
 Making up games together. *Ryan, 6*
 We play board games. Grandma wins! *Melody, 12*

National Seniors Day – October 1, 2018
 Independence – Participation – Care – Self Fulfillment – Dignity



Informed and Knowledgeable Team to Serve Seniors

- **Community Based Seniors Services (CBSS) Leadership Council:** City staff participated in quarterly meetings to gain an understanding of best practices of other organizations in BC providing community based services and programs for seniors. The Provincial Leadership Council originated from the Raising the Profile Project—a project aimed at raising the profile and celebrating the value of community based seniors' services in BC.
- **27th Annual John K. Friesen (Gerontology) Conference:** *From Isolation to Inclusion.* Seniors Advisory Committee members (volunteers) and staff attended the two day educational conference and received updates on the latest trends and issues in senior's social isolation and loneliness.

- **Diversity Symposium: Exploring Pathways to Inclusion for Diverse Communities.** This symposium was attended by Seniors Advisory Committee members (volunteers) and City staff to gain a better understanding of emerging practices and ways to reduce barriers and build community among diverse groups.
- **Seniors Coordinator Meetings:** City of Richmond staff and Community Association and Society staff who work with seniors in Richmond meet monthly to inform each other on best practices, safety and risk issues, programming and service initiatives, latest trends and research as well as education and training opportunities. This meeting is also an opportunity for staff to network and receive social support from their peers who also work with seniors.

• Educational Opportunities & Resources:

Information about seniors is shared through a larger network of those who work with seniors in the city to ensure they are knowledgeable and informed and aware of the most current, evidence-based information related to seniors programs and services. Examples of topics circulated in 2018 included: Seniors Advocate updates and reports, social isolation/loneliness, networking opportunities, webinars on current issues and trends and training opportunities. The larger network includes:

- City of Richmond and Community Association and Society staff who work with seniors;
- Community Associations and Societies;
- Richmond Seniors Advisory Committee;
- Vancouver Coastal Health Falls Prevention Network; and
- Vancouver Coastal Health Keeping Seniors Well Reference Group.



Conclusion

The 2018 Seniors Service Plan Update highlights the progress made in 2018. This update demonstrates the City and Community Associations' and Societies' commitment to ensure effective, meaningful and appropriate services, programs and opportunities are provided to seniors. The plan also acts as an important framework and guide for those who work with seniors in Richmond.

The City of Richmond and its Community Partners continued to advance a number of new initiatives and expanded and improved existing programs and services in order to meet the needs of a growing and diverse population of seniors in Richmond. Staff will continue to measure and monitor the implementation of the 2015–2020 Seniors Service Plan in 2019 highlighting the progress made.

The work completed in 2018, through many important partnerships and collaborations, helped to support the vision of the 2015–2020 Seniors Service Plan for the City of Richmond to be a nurturing, connected community that promotes healthy and active aging.



City of Richmond

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richmond.ca

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2015–2020 Seniors Service Plan: Active and Healthy Living Status of Actions

The following information depicts the progress of the individual actions identified in the 2015–2020 Seniors Service Plan: Active and Healthy Living to December 31, 2018.

Legend:

Timeline

- *Short Term* (0–3 years)
- *Medium Term* (4–6 years)
- *Long Term* (7–10 years)
- *Ongoing*

Status

- *Significant Progress*: 50% or more of the work has been completed to address this Action.
- *In Progress*: There has been some progress towards addressing this Action, but more work remains.
- *Work Not Begun*: Work towards achieving this Action has not been initiated.
- *Ongoing*: Work towards this action is on-going.

Direction #1 – Communication and Awareness		
Action	Timeline	Status
1.1 Develop and implement a promotion and communication plan.	Short Term	Completed
1.2 Translate appropriate City materials.	Short Term	Completed
1.3 Develop and implement a benefits-based engagement campaign.	Medium Term	In Progress
Direction #2 – Responsive and Relevant Services		
2.1 Increase the proportion of Arts, Culture, and Heritage programs.	Medium Term	Significant Progress
2.2 Review and assess the proportion of outreach programming for seniors.	Short Term	Completed
2.3 Develop and implement a tailored consultation approach to gather feedback from underserved seniors.	Short Term	Completed
2.4 Expand intergenerational programming.	Short Term	Completed
2.5 Form a committee to establish a functional segmentation approach in service delivery.	Medium Term	In Progress
2.6 Create a welcoming environment for seniors at family and community events.	Medium Term	In Progress
2.7 Continue to implement and expand civic engagement opportunities to orient seniors to City operations.	Medium Term	In Progress
2.8 Expand the scope and range of volunteer opportunities creating more long-term volunteer options.	Medium Term	Significant Progress
Direction #3 – Respect, Inclusion, and Sense of Belonging		
3.1 Maintain and improve a program planning and service delivery process with a lens on diversity.	Medium Term	In Progress

Action	Timeline	Status
3.2 Continue to partner with programs (e.g., Community Action Ambassadors) to serve as a bridge between seniors and information, resources, services and programs.	Ongoing	Ongoing
3.3 Explore and respond to opportunities to increase dedicated space available for seniors to socialize and gather in City buildings.	Ongoing	Ongoing
3.4 Work with Community Associations to expand outreach to vulnerable populations.	Short Term	Completed
3.5 Incorporate the needs of low-income seniors in subsidy and pricing to enhance access to programs.	Short Term	Completed
3.6 Create consistency in terminology to address seniors across the City.	Short Term	Completed
3.7 Incorporate images that are representative of the diversity of seniors and portray a positive image of aging in all promotional and communication materials.	Medium Term	Significant Progress
3.8 Launch an educational campaign to combat stereotypes and ageist attitudes.	Medium Term	Significant Progress
Direction #4 – Coordinated Service Delivery		
4.1 Develop a Communication Plan for the dissemination and adoption of the Seniors Service Plan citywide.	Short Term	Completed
4.2 Work with healthcare Community Partners on the development of a scope of practice for seniors service providers in the City.	Long Term	In Progress
4.3 Develop a network among key stakeholders, community partners and the City that focuses and advances a systems view of service delivery.	Medium Term	In Progress
4.4 Make pertinent research data and information available to Community Partners upon request.	Short Term	Completed
Direction #5 – Targeted Training and Professional Development		
5.1 Develop a scope of practice for the Senior Services Team staff.	Medium Term	In Progress
5.2 Offer information sessions to community partners on the service needs of seniors.	Medium Term	In Progress
5.3 Implement professional development training to staff, volunteers, and partners on the needs of seniors.	Ongoing	Ongoing
5.4 Provide educational opportunities to staff, volunteers and partners to dispel myths and stereotypes of seniors and aging.	Short Term then Ongoing	Completed



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services Committee
From: Todd Gross
Director, Parks Services
Re: Boating BC Association's Request for Preserving Access to Waterways

Date: March 7, 2019
File: 11-7200-01/2019-Vol 01

Staff Recommendation

1. That the staff report titled "Boating BC Association's Request for Preserving Access to Waterways," dated March 7, 2019, from the Director, Parks Services, be received for information; and
2. That the City support the Boating BC Association's revised UBCM resolution "Public Access to Waterways" and that staff be directed to communicate the City's support through correspondence to Boating BC.

Todd Gross
Director, Parks Services
(604-247-4942)

Att. 2

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

Staff Report

Origin

At the November 28, 2017, Parks, Recreation and Cultural Services Committee Meeting, staff received the following referral:

That correspondence dated October 26, 2017 from the Boating BC Association be referred to staff for response.

At the June 26, 2018, Parks, Recreation and Cultural Services Committee Meeting, staff received the following referral:

That staff:

- (1) consider the Union of British Columbia Municipalities resolution made by the District of North Saanich regarding protecting and enhancing the waterfront;*
- (2) an inventory of existing boating infrastructure be carried out;*
- (3) the Waterfront Strategy be updated; and report back.*

The purpose of this report is to respond to the aforementioned referrals.

Analysis

The Boating BC Association (“Boating BC”) is a network of qualified professionals from all sectors of the boating industry. Its mandate is to advocate for and represent the boating industry to all levels of government to ensure that waterways are both safe and accessible.

Boating BC is concerned that an increasing number of small marinas, waterside recreational businesses, and boating infrastructures have been unable to remain in operation due to the pressures of rising land value and densification near waterfronts. Boating BC believes that public access to waterways is integral for a population’s quality of life, especially in urban environments.

Union of British Columbia Municipalities (UBCM) Resolution – Recreational Boating Access Infrastructure

In September 2018, Boating BC, via the District of North Saanich, put forward the following motion “Recreational Boating Access Infrastructure” to the UBCM:

Whereas recreational boating is part of the fabric of many BC communities, contributes to the quality of life and is an important economic and recreational activity;

And whereas there is an ongoing decline in boating access infrastructure, and marinas and public boat launches are being removed to make way for development and community amenities:

Therefore be it resolved that UBCM's coastal and lakeshore member communities incorporate existing boating access infrastructure into community planning and identify areas in which there may be potential to add boating infrastructure to their longer-term community plans.

Boating BC's correspondence to the City dated October 26, 2017 (Attachment 1), and its subsequent presentation to the Parks, Recreation and Cultural Services Committee Meeting on June 26, 2018, were to generate awareness and support for this UBCM resolution.

This motion "Recreational Boating Access Infrastructure" was not passed at UBCM. It was perceived that each community was responsible for addressing their boating infrastructures within community planning processes.

Revised UBCM Resolution – Public Access to Waterways

Boating BC has revised its original resolution to be more encompassing and applicable to a broader range of municipalities. This new resolution, re-titled "Public Access to Waterways," reads as follows:

Whereas access to public waterways in many coastal, lakeshore and riverfront communities, contributes to the quality of life and fabric of these communities, and are an important means for boating, kayaking, fishing and a host of other water-related activities;

And whereas there is an ongoing decline to such access points because of development and creation of community amenities:

Therefore, be it resolved that UBCM's coastal, lakeshore and riverfront member-communities consider incorporating existing public access points into community planning and identify areas in which there may be potential to add public access provisions to their longer-term community plans.

Boating BC's revised resolution places a greater emphasis on waterside access by not only boats but also personal watercraft, fishing activities, and other water-related activities. Boating BC is currently in the process of generating awareness and support for this new resolution, which they hope to bring forward to UBCM in September 2019, via the City of Esquimalt.

As the City of Richmond is an island community at the mouth of the Fraser River that places a high value on public access to the waterfront, it is recommended that the City support the revised UBCM resolution "Public Access to Waterways" and that staff be directed to communicate this support through correspondence to Boating BC.

Inventory of Existing Boating Infrastructure

Within the City's municipal boundaries, there are numerous public and private points of waterfront access for recreational boaters. An inventory of public and private boating infrastructure can be found in Attachment 2.

There are a total of 16 public and private points of boating access in the City. City-owned assets include Britannia Shipyards National Historic Site, Scotch Pond, Imperial Landing Dock, and McDonald Beach Boat Launch. The City also has lease agreements with John M. S. Lecky UBC Boathouse, the Navy League of Canada, and the Richmond Yacht Club for operations on the Middle Arm of the Fraser River.

A new point of direct public access to the Middle Arm waterfront will be the Hollybridge Pier, which is projected to open in early 2020, with the gangway and float system to be added at a later date. Public uses envisioned for the Hollybridge Pier and Float could include recreational boating activities.

Future public waterfront access is envisioned as part of the City Centre Area Plan along the Middle Arm between the Dinsmore Bridge and Cambie Road, where the City is planning for a destination waterfront park and increased recreational use of the water.

City of Richmond's Waterfront Strategy and Parks and Open Space Strategy

On February 9, 2009, Council endorsed the *2009 Waterfront Strategy: Redefining Living on the Edge* ("Waterfront Strategy") as the long-term planning resource for managing Richmond's waterfront. The Waterfront Strategy established the following vision for Richmond's waterfront

Richmond will be a community that celebrates its rich past and recognizes the full potential of its island legacy – a dynamic, productive, and sustainable world-class waterfront.

The vision aims to position Richmond's waterfront as dynamic, productive, sustainable, and world-class through the following five Strategic Directions:

1. Working together.
2. Amenities and legacy.
3. Thriving eco-systems and community.
4. Economic vitality.
5. Responding to climate change and natural hazards.

Boating BC's revised UBCM resolution to protect public access to waterways is consistent with "Strategic Direction 2 – Amenities and Legacy," which has a goal to create a world-class waterfront experience of vibrancy, excitement, and beauty through a series of linked destinations, landmarks, programs, and activities that promote and celebrate Richmond's island city legacy.

Additionally, Strategic Direction 2, Key Objective 6 addresses “Blueway Programs,” which has the following goal:

To promote the public uses of the water with water-based transportation, maritime festivals, community programs, and infrastructure to support festivals, regattas, and individual recreational boat uses.

Furthermore, protection of public access to waterways is supported by the City’s 2022 Parks and Open Space Strategy, which was endorsed by Council on October 15, 2013. Outcome #1 of the focus area “Blue Network – Transforming and Celebrating Our Waterfront and Waterways” articulates the following goal:

The recreational and ecological values of the waterfront and waterways are celebrated and protected.

As the spirit and intent of Boating BC’s resolution to protect public access to waterways is consistent with the goals and outcomes identified the City’s Waterfront Strategy and the Parks and Open Space Strategy, updates to those strategies are not necessary at this time.

Recommended Actions

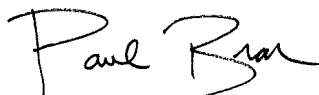
The City places a high value on public access to the waterfront, and is seen by Boating BC as a municipal leader in this area. It is recommended that the City support the revised UBCM resolution “Public Access to Waterways” and that staff be directed to communicate this support through correspondence to Boating BC.

Financial Impact

None.

Conclusion

As an island city, the City of Richmond’s waterfront is an important community asset. Staff recommend supporting Boating BC’s revised resolution “Public Access to Waterways” as it is consistent with the vision and long-term objectives set forth in the City’s Waterfront Strategy and Parks and Open Space Strategy. Staff will continue to research and explore opportunities to further expand public access to the waterfront as part of community planning processes.



Paul Brar
Manager, Parks Programs
(604-244-1275)

- Att. 1: Correspondence from Boating BC dated October 26, 2017
2: Inventory of Public and Private Boating Infrastructure in Richmond

Schedule 2 to the Minutes of the
Parks, Recreation & Cultural
Services Committee meeting of
Richmond City Council held on
Tuesday, November 28, 2017.

October 26, 2017

BOATINGBC

Councillor Harold Steves
6911 No 3 Road
Richmond, BC
V6Y 2C1

Re: Access to waterways in British Columbia

Dear Councillor Steves,

On behalf of Boating BC, I am writing to share information and request your support to protect what is left of access points to waterways across British Columbia. Boating BC has been the voice of recreational boating in B.C. since 1957 and is comprised of over 300 member businesses from all sectors of our industry. Our mandate is to provide information and remove barriers for boaters and businesses while ensuring our waterways are both safe and accessible.

In British Columbia, recreational boating accounts for nearly \$1.3 billion of the province's GDP and supports nearly 17,000 jobs provincially. Across Canada, recreational boating contributes about \$5.6 billion to Canada's GDP. With 27,000 km of coastline and thousands of lakes and rivers, British Columbia is most definitively a maritime destination, and recreational boating remains an important part of the culture and economy in many communities including Victoria, Nanaimo, Kelowna and West Vancouver, just to name a few.

Over the past 10 years, as waterfront property prices have risen exponentially, we have seen an ongoing decline of boating access infrastructure. Marinas and public boat launches are being removed to make way for real estate developments and other community amenities, and where there are existing marinas, lease rates are increasing at nearly the same rate as land values. As a result, there are fewer and fewer safe public access points for domestic and visiting boaters to access waterways. The net effect of this trend is a decline in economic spin-off opportunities for local communities and, in some cases, an increase in safety risks as boaters are forced to travel longer distances to reach boat launches and go through dangerous waterways to reach their boating destination.

By way of example, the District of West Vancouver closed the Ambleside Boat launch in October, 2016 without explanation or an alternative access point. Since that time, boaters have been forced to launch in alternative communities – as far away as Sunset Marina, Cates Park or Vanier Park – and travel, unnecessarily, across shipping lanes or the more dangerous waters of Point Atkinson in order to enjoy the waters and fishing off of Ambleside.

In Nanaimo, the Nanaimo Port Authority, which manages leases on behalf of the federal government, has applied methodology resulting in foreshore lease rate increases between 60 and 125 per cent along Newcastle Channel. Such substantial increases would be extremely difficult for any business to absorb, and pose a significant threat to the affected marina operators.

These are just two of the many examples in relation to a concerning trend being played out across our province.

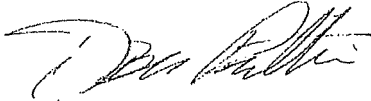
We are writing today to formally request that Council direct staff to do an inventory of existing boating infrastructure within your municipal boundaries, pass a motion that protects the remaining public boat launches in your community and to commission a study of existing private access points within your jurisdiction and incorporate those into your long-term community plans.

Unlike many other boating destinations in Canada and around the world, boating in B.C. is a year-round activity. Countless numbers of jobs are directly and indirectly related to the marine industry and there exists a strong connection between the tourism sector and ours.

Ensuring British Columbians and visitors have easy access to our waterways is critical for B.C. in order to prevent erosion of the industry, to continue to maintain recreational boating as a strong economic staple, and to uphold our maritime culture and boating lifestyle, which is central to who we are.

I would be happy to discuss this issue personally at any time or meet with you at your convenience. I can be reached at 250.893.0055 - I look forward to hearing from you.

Sincerely,



Don Prittie
President
Boating BC Association

Boating BC Association

Inventory of Public and Private Boating Infrastructure in Richmond

Asset Name	Public/Private	Location	Notes
Britannia Shipyards National Historic Site	Public	5180 Westwater Dr, Richmond, BC	A City-owned dock used for special events, moorage of heritage vessels, and site-specific programming.
Imperial Landing Dock	Public	4310 Bayview St, Richmond, BC	A City-owned dock used for special events and transient moorage. The fee is \$1 foot /day, for a maximum of three days.
McDonald Beach Boat Launch	Public	3500 McDonald Rd, Richmond, BC	Boat launch is open during park hours with day parking of \$12.
Scotch Pond	Public	12011 Seventh Ave, Richmond, BC	Moorage at the City-owned site is managed by the Scotch Pond Heritage Co-op.
Decksider Marina	Private	3500 Cessna Dr, Richmond, BC	A private marina located on the Middle Arm of the Fraser River.
Great Canadian Marina	Private	8831 River Rd, Richmond, BC	A private marina located on the Middle Arm of the Fraser River.
John M.S. Lecky UBC Boathouse	Private	7277 River Rd, Richmond, BC	A private facility, used for practice by the UBC rowing team. The facility is available for event rental and private functions.
Milltown Marina & Boatyard	Private	9191 Bentley St, Vancouver, BC	A private marina and boatyard with launch and haul out infrastructure. Located on the Middle Arm of the Fraser River.
Navy League Dock	Private	7411 River Rd, Richmond, BC	A private dock used by the Richmond branch of the Navy League of Canada for cadet training vessels. The organization has a water lot lease agreement with the City for the dock.
Richmond Marina	Private	8191 River Rd, Richmond, BC	A private marina located on the Middle Arm of the Fraser River.
Richmond Yacht Club	Private	7471 River Rd, Richmond, BC	The moorage is for members of the yacht club. The club has a water lot lease agreement for dock use from the City and the Vancouver Fraser Port Authority.
Shelter Island Marina & Boatyard	Private	6911 Graybar Rd, Richmond, BC	A commercial marina with a marine travelift for launching larger vessels.
Skyline Marina Enterprises	Private	8031 River Road, Richmond, BC	A private marina located on the Middle Arm of the Fraser River.
Steveston Harbour Authority (SHA)	Private	12740 Trites Rd, Richmond, BC	A public boat launch located off Dyke Rd. The fee is \$12 for launching and day parking. Moorage is managed by the SHA. D17 Priority is given to commercial fishing vessels.
Tom-Mac Shipyard	Private	17011 River Rd, Richmond, BC	A small shipyard catering to commercial vessels.
Vancouver Marina	Private	8211 River Rd, Richmond, BC	A private marina located on the Middle Arm of the Fraser River.



City of Richmond

Report to Committee

To: General Purposes Committee
From: Kim Somerville
Manager, Community Social Development
Date: March 13, 2019
File: 07-3000-01/2019-Vol
01
Re: #AllOnBoard Campaign Resolution

Staff Recommendation

That the #AllOnBoard Campaign resolution, as proposed in Attachment 1 of the staff report titled "#AllOnBoard Campaign Resolution" dated March 13, 2019 from the Manager of Community Social Development be endorsed, requesting that:

1. TransLink work with the Provincial Government to secure funding to provide free transit for children and youth (0-18 years) and a sliding fee scale for low-income individuals;
2. TransLink consider modifying fare evasion ticketing practices;
3. The Provincial and Federal Governments be requested to provide sufficient resources to address existing and projected ridership demand; and
4. That the resolution be forwarded for consideration at the 2019 Lower Mainland Government Management Association of BC (LMGMA) convention and subsequent Union of BC Municipalities (UBCM) convention, as well as to the Federation of Canadian Municipalities.

Kim Somerville
Manager, Community Social Development
(604-247-4671)
Att. 4

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

CNCL - 150

Staff Report

Origin

At the Regular Council Meeting of Monday, February 25, 2019, Council received a delegation from the Richmond Poverty Response Committee regarding the “#AllOnBoard” Transit Campaign. Delegates requested that Council endorse the Campaign’s resolution to make the transit fare system more equitable for children, youth and low income individuals (Attachment 2). The following referral motion was passed:

That the #AllOnBoard Transit Campaign be referred to staff for analysis and to bring back recommendations in one month.

This report supports the following Social Development Strategy action:

5.2 Support initiatives to help individuals and families move out of poverty, specifying the roles that the City and other partners and jurisdictions can play in pursuing viable solutions (e.g. job readiness programs, affordable housing measures).

Findings of Fact

#AllOnBoard Campaign

The #AllOnBoard Campaign was initiated by a representative of the Single Mothers’ Alliance B.C., a member organization of the B.C. Poverty Reduction Coalition (BCPRC), of which the Richmond Poverty Response Committee (RPRC) is also a member. The #AllOnBoard Campaign, hosted by the BCPRC, has three main goals:

- To eliminate transit fees for children and youth aged 5 to 18 years (children aged 4 years and under currently ride free);
- Reduce transit fares on a sliding scale for all low-income people, regardless of age; and
- Change fare evasion ticketing practices by:
 - immediately eliminating fare evasion ticketing for all minors;
 - ceasing to withhold BC Drivers’ Licenses or vehicle insurance from those unable to pay fare evasion fines;
 - allowing low-income adults to provide community service as an alternative to paying fines; and
 - lowering fare evasion fines.

The #AllOnBoard Campaign has approached several municipalities to endorse a draft resolution. Other than the municipality named, the wording of the resolution proposed by the RPRC at the February 25 Council Meeting is the same as that proposed to other municipalities. To date, the Cities of Port Moody, Vancouver and New Westminster have endorsed this resolution with minor amendments.

Documentation provided by the RPRC (Attachment 2) includes a 2016 report prepared by the Social Planning Council of Winnipeg, “Affordable Transit Pass Programs for Low Income Individuals: Options and Recommendations for the City of Winnipeg”. The report includes a description of transit subsidies provided by a number of Canadian cities and regions. A summary table profiling the programs, including the type and amount of discount, eligibility, funding source, cost and number of users is included (Attachment 2, Appendix A). Nineteen jurisdictions are identified as providing some form of subsidy, ranging from 22% to 100% discount. One of the resulting learnings and recommendations is:

All of these “affordable” subsidized programs (usually ~50% discount) still found in their evaluations that the cost is too high for many, so a sliding scale may be a useful addition; this was recently approved and will soon be implemented in the City of Calgary, with the proposed discount ranging from 50-95% off the cost of an adult monthly pass.”

Subsequent to the preparation of this report, Calgary Transit introduced a Low Income Monthly Pass on a sliding scale based on income. Those with the lowest income will pay \$5.30 for a monthly pass in 2019 (Attachment 3).

Related TransLink Actions

At the July 26, 2018 public meeting of the Mayors’ Council on Regional Transportation, TransLink’s Vice President of Transportation Planning and Policy presented the report “Transit Fare Review: Final Recommendations, July 2018”. The recommendations addressed a number of topics, including three addressing user discounts (Attachment 4):

1. *Maintain existing age-based discounts;*
2. *Create separate rider classes for children, youth and seniors; and*
3. *Work with the Provincial Government to explore expanded discounts for low-income residents, children and youth.*

With respect to the latter recommendation, further comments are included in the Review’s Summary of Key Recommendations:

While not within the transportation-focused mandate of TransLink, the Review finds that expanding discounts for low-income residents is a worthwhile social policy objective. The Review recommends that TransLink and BC Transit work under the leadership of the Provincial Government in the context of the BC Poverty Reduction Strategy to explore available funding, priorities, and opportunities to expand discounts for low-income transit riders, as well as children and youth, across British Columbia.

The Review identifies Implementation Approaches which, with respect to user discounts, includes to “Work with the Provincial Government to identify potential funding and priorities for potential expansion of discounts for low income residents, children and youth”.

Following consideration of the Review's Final Recommendations, the Mayors' Council on Regional Transportation resolved to:

- 1. Endorse the policy recommendations proposed in the Transit Fare Review;*
- 2. Direct staff to develop an implementation plan consistent with the approach described in the final report; and*
- 3. Receive this report.*

BC Poverty Reduction Strategy

Based on the endorsed Transit Fare Review implementation approach, the next step regarding user discounts would most likely depend on the Provincial response. However, no subsidies to TransLink for user discounts or fare elimination were introduced in the 2019 Provincial budget or in "TogetherBC: British Columbia's Poverty Reduction Strategy" released on March 18, 2019. Four references to transportation are found in the Strategy; the 2017 introduction of a monthly \$77 transportation supplement for persons with disabilities; the elimination of tolls on the Port Mann and Golden Ears bridges; and overall investment in transit throughout the Province, including HandyDART service improvements. The Province also eliminated a rule whereby income assistance applicants were required to sell a vehicle if worth over \$10,000 in order to qualify.

The Province has described "TogetherBC" as "the beginning of government's efforts to end poverty", indicating that additional policies remain under development, noting that "enhanced investments in affordable transportation", as recommended in community consultations, have not yet been attained.

Previous City Actions

On January 14, 2019, Richmond City Council considered a request from the RPRC to approve a proposed resolution from the BCPRC calling on the provincial government to ensure that its forthcoming BC Poverty Reduction Plan will be "Accountable, Bold and Comprehensive". The BCPRC's Plan includes several recommendations under each of these three headings. The "Comprehensive" section includes a request of the province to "Develop a comprehensive poverty reduction plan with short, medium and long-term actions in seven policy areas". One of these policy areas, "Equity: Address the needs of those most likely to be living in poverty" includes "Provide free transit for children 0 – 18 years of age and a low-income transit pass for adults". Following consideration of this request, Council resolved:

- 1. That the BC Poverty Reduction Coalition's proposed Municipal Resolution, "Call for the ABC Plan for an Accountable, Bold and Comprehensive poverty reduction plan for British Columbia," be endorsed; and*
- 2. That the resolution be sent to the Premier, the Minister of Social Development and Poverty Reduction, Richmond Members of the Legislative Assembly, Richmond Members of Parliament and the Leader of the Opposition.*

Previously, in February 2017, Richmond City Council had considered a report by the Richmond Community Services Advisory Committee on “Municipal Responses to Child and Youth Poverty”. This RCSAC report noted the absence of transit fee reductions for low income families as a significant policy gap. The RCSAC report also commended the actions identified in a report prepared by Vibrant Surrey, “THIS is How We End Poverty in Surrey”. The acronym THIS represents four poverty reduction pillars including transportation as one of the cornerstones identified in community consultations (Transportation, Housing, Income and Supports). The RCSAC also recommended that the City advocate for a provincial Poverty Reduction Strategy with targets and timelines.

In providing the RCSAC report to the Province, Council reiterated its request that the province prepare a Poverty Reduction Strategy as Richmond had previously endorsed resolutions for submission to the UBCM to that effect, most recently on May 24, 2016. Earlier that year, Council had also advocated for the elimination of additional bus pass fees for Persons with Disabilities introduced by the Province (April 11, 2016).

Analysis

#AllOnBoard Campaign Motion

The motion proposed by the #AllOnBoard campaign (Attachment 2) begins with three preamble clauses containing valid assertions; essentially, that (1) lack of transportation is a barrier to accessing medical care, labour market participation and social inclusion; (2) individuals directly affected have communicated these impacts to the City; and (3) that non-profits supported by the City assist clients with transit expenses. With respect to the latter point, Richmond Family Place, Richmond Youth Services Agency, Avia Employment, Family Services of Greater Vancouver (Richmond Office), Richmond Addiction Services and Touchstone Family Association all report assisting clients with transit costs.

Following the preamble, two key clauses propose advocacy actions. These are described below, followed by a brief analysis.

- (1) BE IT RESOLVED THAT the City would endorse the #AllOnBoard Campaign; the City write a letter to the TransLink Mayors' Council on Regional Transportation, the Board of Directors of TransLink, the Ministry of Municipal Affairs and Housing and the Ministry of Social Development and Poverty Reduction asking TransLink to work with the provincial government to finalize and secure funding, and develop a plan for free public transit for minors (aged 0-18), and reduced price transit based on a sliding scale using the Market Basket Measure for all low-income people regardless of their demographic profile as soon as possible...*

Given the enormous impact of mobility on all aspects of societal participation, including the ability to access employment, staff consider that transportation, subsidized as described, would be an appropriate poverty reduction strategy. It is also important to consider the significant financial and societal costs resulting from barriers to employment, affordable housing, healthcare and opportunities for inclusion.

While free transit for children and youth would not be limited to those in low-income circumstances, a universal rather than targeted approach is recommended so as to avoid the stigmatization resulting from a two-tiered application process or type of pass that would be particularly detrimental to children, youth and those parents seeking such assistance. In addition to overcoming stigma for vulnerable children, youth and families, the following broader societal goals identified for the U-Pass system (U-Pass Review Final Report, Urban Systems, May 4, 2005) would also apply to providing universal access for children and youth:

- Increased transit ridership;
- Reduced automobile traffic;
- Reduced greenhouse gas emissions;
- Cost savings for those using transit; and
- Developing a transit culture.

These points illustrate that a number of social, environmental and financial sustainability goals would be met by such a policy direction, with increasing benefits over time as future generations are raised as transit users.

As TransLink's mandate is to provide a predominantly self-funded transit system, free transit for children and youth as well as a sliding fee scale for low income adults would require significant funding sources. To fund the latter proposal, the 2018 Transit Fare Review proposes that this be resourced by the provincial government as part of the BC Poverty Reduction Strategy. However, as indicated above, transit fee reductions were not included in the recently introduced Strategy.

In addition to the subsidization required to make up for the cost of foregone fares, another significant financial impact would be the need for additional transit capacity should ridership increase substantially from this policy change. For example, introduction of the U-Pass program for post-secondary students resulted in higher than anticipated ridership increases and is a factor in the 99 B-Line bus corridor becoming the busiest route in Canada and the United States. For this reason, staff are recommending an additional clause (Attachment 1), requesting that senior governments finance transit capacity expansion commensurate with the increased ridership anticipated to result from the recommended policy changes, as well as to address existing demand given that many TransLink routes are already subject to overcrowding (TransLink 2017 Transit Service Performance Review).

- (2) THAT the City write a separate letter to the Mayor's Council on Regional Transportation asking them to 1) require that TransLink adopt a poverty reduction/equity mandate in order to address the outstanding issue of lack of affordability measures to ensure those who need public transit the most can access the essential service, and 2) to request the Mayors' Council on Regional Transportation and TransLink immediately and without delay amend existing by-laws and cease ticketing all minor for fare evasion as the first step towards the full implementation of free transit for children and youth 0 – 18, unlink ICBC from fare evasion for youth and adults, and introduce options, including allowing low-income adults to access community service as an alternative to the financial penalty of a fare evasion ticket; and lower the ticket price substantially...*

This clause includes a number of actions related to fare evasion fines. While provincial resources would be required for TransLink to adopt a broader poverty reduction/equity mandate, it is within their mandate to change fare evasion ticketing practices, specified in a proposed wording amendment to the motion (Attachment 1). #AllOnBoard proposes that TransLink cease fining children and youth for fee evasion. If transit is made free for these age groups, ceasing to ticket them would be consistent with the new policy direction; however, as provincial support for the former has not yet been received, modifying the wording from “immediately and without delay” to “consider amending” is proposed.

The second proposed action, to cease blocking access to a driver’s license or vehicle insurance as a consequence of unpaid fines, is also consistent with a poverty reduction approach. As mobility is often essential to locating affordable housing, and finding and securing employment, further restricting mobility only serves to exacerbate barriers. The third proposal, to allow low-income adults the option of offering community service instead of fine payment, is a constructive alternative. Lowering the fine for fare evasion would also be reasonable; the fine fare of \$173, increasing to \$213 if not paid within 180 days or \$273 if not paid within 366 days, is beyond the reach of low-income individuals and families to pay.

The final two clauses propose that the resolution be forwarded to the 2019 Lower Mainland Government Management Association of BC and the subsequent 2019 Union of BC Municipalities (UBCM) Convention. The amended resolution (Attachment 1) adds the Federation of Canadian Municipalities Convention to the list of recipients.

Financial Impact

There is no financial impact.

Conclusion

Access to health care, education, employment and housing is often dependent on mobility. Access to nature, recreation, cultural activities and meaningful relationships are also vitally important for physical, mental and social health. While some are fortunate to have these close at hand, for many, distance and the commensurate cost of transportation comes between them and a range of opportunities. Higher housing costs in proximity to urban centres, resulting in those with lower incomes moving to areas with fewer amenities and travelling greater distances to access the same, exacerbates the need for affordable transit.

As the proposed #AllOnBoard Campaign motion contains proposals to support poverty reduction in immediate, practical ways by removing barriers to life’s necessities and opportunities, and to support children and youth through a universal transit access program with wide-ranging and long-term social, environmental and economic benefits, staff recommend its endorsement with the additions proposed in Attachment 1, requesting that TransLink receive sufficient funding to address current and future ridership demand.



Lesley Sherlock
Social Planner
(604-276-4220)

March 13, 2019

- 8 -

- Att. 1: Proposed #AllOnBoard Resolution
2: Richmond Poverty Response Committee submission
3: Calgary Transit Low Income Monthly Pass
4: TransLink Transit Fare Review: Final Recommendations, July 2018

City of Richmond**Notice of Motion: #AllOnBoard Campaign (Proposed Revisions to Attachment 1 Motion in Bold)**

WHEREAS the City of Richmond has recognized and has demonstrated over the past years its commitment to the health and well-being of its residents, and lack of transportation is one of the most common reasons for missing medical appointments and a significant barrier to social inclusion and labor market inclusion for low income adults and youth; and

WHEREAS the #AllOnBoard Campaign, concerned agencies in **Richmond** and through-out Metro Vancouver, and directly impacted youth and adult community members have brought to the attention of the City of Richmond the direct harm that is brought to them through the bad credit ratings they develop due to fare evasion ticketing. Those living below the poverty line have brought forward that they cannot afford to pay the \$173 fines received individually, or the resulting accrued 'TransLink debt' from many unpaid fines; and

WHEREAS the City of Richmond and other municipalities contribute to charities and non-profits which then out of necessity subsidize transit tickets for those who cannot afford to access crucial social services provided in the City of Richmond and other municipalities, and sometimes pay off 'TransLink debt' and fare evasion fines to TransLink and external collection agencies;

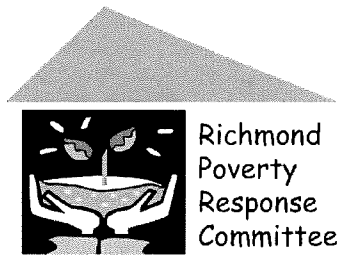
BE IT RESOLVED THAT the City of Richmond endorse the #AllOnBoard Campaign; the City write a letter to the TransLink Mayor's Council on Regional Transportation, the Board of Directors of TransLink, the Ministry of Municipal Affairs and Housing and the Ministry of Social Development and Poverty Reduction asking TransLink to work with the provincial government to finalize and secure funding, and develop a plan that will provide free public transit for minors (aged 0-18), and reduced price transit based on sliding scale using the Market Basket Measure for all low-income people regardless of their demographic profile as soon as possible; and

THAT the City write a separate letter to the Mayor's Council on Regional Transportation asking them to 1) **request that** Translink **consider adopting** a poverty reduction/equity mandate **regarding fare evasion fines** in order to address the outstanding issue of lack of affordability measures to ensure those who need public transit the most can access the essential service, and 2) request the Mayor's Council on Regional Transportation and TransLink **to consider amending** existing by-laws and cease ticketing all minors for fare evasion as the first step towards the full implementation of free transit for children and youth 0-18, unlink ICBC from fare evasion for youth and adults, and introduce options, including allowing low-income adults to access community services as an alternative to the financial penalty of fare evasion ticket; and lower the ticket price substantially; and

THAT the Provincial and Federal Governments be requested to provide sufficient resources to TransLink to address existing and projected ridership demand including estimated increases resulting from these policy changes; and

THAT the resolution regarding support for the #AllOnBoard Campaign be forwarded for consideration at the 2019 Lower Mainland Government Management Association of BC (LMGMA) convention and subsequent Union of BC Municipalities (UBCM) convention, **as well as to the Federation of Canadian Municipalities;**

AND THAT the #AllOnBoard forthcoming research report containing evidence and testimonials in support of the #AllOnBoard Campaign be included in the submission to the LMGMA once available.



Delegation to Richmond City Council February 25, 2019

My name is Phil Dunham and I live in Steveston. Don Creamer and I are speaking on behalf of the Richmond Poverty Response Committee or PRC.

We are here to ask City Council to approve the **#All On Board transit campaign** resolution tonight, which is to endorse the campaign and advocate to the Mayors' Council and the BC government to implement the following improvements to the transit fare system:

- Free transit for 0-18 years
- Sliding scale fares for low-income individuals
- Changes to Translink fines program

Free transit for children and youth will 'raise-a-rider' and develop enthusiastic transit users over time.

Sliding scale fares will give disadvantaged residents access to public amenities that we all pay for.

And changes to the transit fines programs can mean local non-profits won't have to use grant funds to pay their clients' fines.

New Westminster, Port Moody and Vancouver have all approved resolutions in support of #AllOnBoard.

The campaign is now pushing forward in Burnaby, North Vancouver, Port Coquitlam, Delta and White Rock. Richmond could be next!

Now Don Creamer will speak on his experience with fines.

Thank you,

Phil Dunham
On behalf of
Richmond PRC

cc. De Whalen,
Chair, Richmond PRC
H 13631 Blundell Road
Richmond V6W1B6
C 604.230.3158

City of Richmond

Notice of Motion: #AllOnBoard Campaign

WHEREAS the City of Richmond has recognized and has demonstrated over the past years its commitment to the health and well-being of its residents, and lack of transportation is one of the most common reasons for missing medical appointments and a significant barrier to social inclusion and labour market inclusion for low income adults and youth; and

WHEREAS the #AllOnBoard campaign, concerned agencies in Vancouver and through-out Metro Vancouver, and directly impacted youth and adult community members have brought to the attention of the City of Richmond the direct harm that is brought to them through the bad credit ratings they develop due to fare evasion ticketing. Those living below the poverty line have brought forward that they cannot afford to pay the \$173 fines received individually, or the resulting accrued 'TransLink debt' from many unpaid fines; and

WHEREAS the City of Richmond and other municipalities contribute to charities and non-profits which then out of necessity subsidize transit tickets for those who cannot afford to access crucial social services provided by the City of Richmond and other municipalities, and sometimes pay off 'TransLink debt' and fare evasion fines to TransLink and external collection agencies;

BE IT RESOLVED THAT the City of Richmond endorse the #AllOnBoard Campaign; the City write a letter to the TransLink Mayors' Council on Regional Transportation, the Board of Directors of TransLink, the Ministry of Municipal Affairs and Housing and the Ministry of Social Development and Poverty Reduction asking TransLink to work with the provincial government to finalize and secure funding, and develop a plan that will provide free public transit for minors (aged 0-18), and reduced price transit based on a sliding scale using the Market Basket Measure for all low-income people regardless of their demographic profile as soon as possible; and

THAT the City write a separate letter to the Mayors' Council on Regional Transportation asking them to 1) require TransLink adopt a poverty reduction/equity mandate in order to address the outstanding issue of lack of affordability measures to ensure those who need public transit the most can access the essential service, and 2) to request the Mayors' Council on Regional Transportation and TransLink immediately and without delay amend existing by-laws and cease ticketing all minors for fare evasion as the first step towards the full implementation of free transit for children and youth 0-18, unlink ICBC from fare evasion for youth and adults, and introduce options, including allowing low-income adults to access community service as an alternative to the financial penalty of a fare evasion ticket; and lower the ticket price substantially; and

THAT the resolution regarding support for the #AllOnBoard Campaign be forwarded for consideration at the 2019 Lower Mainland Government Management Association of BC (LMGMA) convention and subsequent Union of BC Municipalities (UBCM) convention

AND THAT the #AllOnBoard forthcoming research report containing evidence and testimonies in support of the #AllonBoard Campaign be included in the submission to the LMGMA once available.



Research conducted by Peter Greenwell

Fare Evasion Fines and Enforcement: TriMet, Portland and King County Metro Transit, Seattle
CONFIDENTIAL

Summary

In Metro Vancouver, we took fare evasion fines and enforcement out of the court system in 2012, through amendments to the South Coast Transportation Authority Act. The non-court based alternative enforcement mechanisms included: non-renewal of drivers' licenses, referral to debt collectors, and barring from the transit system. In 2016 the Province of Alberta fare evasion and jay walking fines were also removed from the criminal system. In 2015, in Alberta, a tragic situation occurred when Barry Stewart chose five days in jail instead of paying \$287 in fare evasion and jay walking tickets¹ and then died in remand. In 2018 both TriMet (Portland) and King County Metro Transit (Seattle)² decriminalized fare evasion. Importantly these two transit systems are also making significant changes to the level of fare evasion fines and the process and objectives of the enforcement mechanisms being implemented.

After the completion of audits³ on their fare evasion citation programs, considering effectiveness and cost-recovery, both TriMet and King County Metro Transit concluded their existing fare evasion and enforcement procedures were not cost-effective and, in addition, were punitive to particular population groups. The King County Audit said Metro Transit "cannot determine whether its model of fare enforcement makes sense, in terms of costs and outcomes, or identify ways to improve it." Both transit systems elected to establish, with extensive community discussions and research of approaches in other USA cities, programs that had multiple resolution options in a non-court based framework. Portland and Seattle, working under State and County policies on equity and social justice, are implementing reforms that TransLink is not currently considering. TriMet and Metro Transit's approaches are discussed below.

TriMet, Portland

Portland's regional transit system⁴, TriMet, has a seven member Board of Directors that is appointment by the Governor of Oregon. The General Manager answers to the Board of Directors. There is a necessary but indirect relationship with City of Portland and Tri-County governments. TriMet's electronic card is called the HOP Fastpass. Since 2010, TriMet has been going through a process of simplifying their fare structure, first by ending their zone system, and then re-setting fare levels at the same level for Honored Citizens (seniors, disabled and veterans) and youth.

TriMet issues approximately 20,000 fare evasion tickets per year⁵. The agency completes an annual fare evasion survey; and in 2017 the estimated fare evasion rate was 13.1 percent. This percentage is high compared with other transit systems and represented a challenge for TriMet fare enforcement.

¹ News article here: <https://www.cbc.ca/news/canada/edmonton/alberta-bill-proposes-end-to-arrests-for-transit-fare-jaywalking-scofflaws-1.3534395>

² Washington DC Council voted to support the *Fare Evasion Decriminalization Act 2018*, November 13, 2018 <http://lms.dccouncil.us/Download/38590/B22-0408-CommitteeReport1.pdf>

³ Portland had a third-party independent audit completed, and Seattle's was an internal audit

⁴ TriMet operates in three different counties and numerous cities: <https://trimet.org/pdfs/taxinfo/trimetdistrictboundary.pdf>

⁵ In a September, 2018 Appellate Court decision, not specifically related to fare evasion, but deemed to be applicable, the issue of checking for fares evasion without probable cause, was deemed unconstitutional, as the process lacked reasonable suspicion.

Research conducted by Peter Greenwell

Repeat violations (i.e. getting caught with either no fare or improper fare more than once in the two years of data) comprise 25.5% of all enforcement incidents.

In 2017 TriMet had a third-party independent review conducted which revealed a growing fare evasion rate, as well as a need for a fare enforcement regime that included both opportunities to make consequences less punitive, while maintaining an effective incentive for riders to pay fares. The independent review considered the fare enforcement practices used by other transit systems including Dallas, Los Angeles, Minneapolis, New York, Phoenix, Buffalo, and San Francisco.

Beginning July 1, 2018 TriMet rolled out, in conjunction with the implementation of a low-income fare program, a revised fare evasion enforcement plan. TriMet's previous fine was similar to TransLink's fare evasion ticket, with a \$175 fine per infraction. State legislation was enacted to allow TriMet to hold fare evasion citations for 90 days⁶, to allow for alternative dispute resolution, before the citation was registered with the Court. The new system is a hybrid system that provides adults, riding without a valid fare, with three options:

1. Fine
2. Community service
3. Enrollment in the Low income/Honored Citizen program

If completed within 90 days, the citation is not referred to the Court system. If it is not resolved, then it continues to be referred to Court.⁷ Currently, citations are issued on paper. TriMet is in the final stages of testing the filing of electronic citations. Currently, all citations are tracked in a database, but that information is manually entered from the citation form to a database.

It should be noted an appeal process, regarding proof of payment only, is available for citations issued for non-payment. Essentially a passenger is given a second chance to produce proof of payment (for example, when a monthly employee pass was paid for but forgotten and not shown at the time of the citation). There is no appeal for extenuating circumstances. If the citation is resolved within the 90 days, then administratively it is referred to the Court system.

Tiered fines

There were extensive discussions before fine levels were determined, to find a balance between effective deterrence without being punitive. This discussion was informed by empirical research undertaken by Dr. Brian Renauer, Criminal Justice Policy Research Institute, Portland State University, on

TriMet will modifying their fare checking process. The issue does not come up with non-police security. Full report here: <https://trimet.org/meetings/board/pdfs/2018-11-14/ord-351.pdf>

⁶ The violation statute (ORS 153.054) used to say that the citing officer "shall cause" the citation to be delivered to the court. Oregon changed the statute so now it says that except as provided in ORS 267.153 (which is where the administrative fine option is outlined). So TriMet has the clear authority to not file until after 90 days, and not file at all if the person resolved administratively. *Knight versus Spokane*, Washington State Court ruling from the 1970's, a ticket must be served within 3 days of issuance (this addressed graft issue with officers 'issuing' tickets, but paid to them directly, and then not filed with Court).

⁷ Los Angeles opted for an completely internal system for adjudicating citations, without referral to court system, and has had difficulties with compliance enforcement

Research conducted by Peter Greenwell

compliance results and efficacy of 'get tough policies.' The fine structure approved is tiered⁸ based on the number of fare evasion violations:⁹

- First offense: \$75
- Second offense: \$100
- Third offense: \$150
- Fourth offense and beyond: \$175 (no reduction options available)

Community Service

TriMet has developed relationships with five larger agencies that already had an established relationship with the Court system, for the completion of community service hours, see list here:

<https://trimet.org/citation/communityservice/>. A person that receives a citation must register with one of the five agencies, complete the required hours, and have the agency report back to TriMet within 90 days of the citation being issued, to avoid a referral of the citation to the Court system. An adult fare evader may have the option to complete community service in lieu of a fine:

- First offense: 4 hours (\$18.75/hour in-kind service)
- Second offense: 7 hours (\$14.28/hour in-kind service)
- Third offense: 12 hours (\$12.50/hour in-kind service)
- Fourth offense and beyond: 15 hours (\$11.66/hour in-kind service)

Low income/Honored Citizen Program enrollment

TriMet will waive the fare evasion citation if an adult rider meets ALL of the following criteria:

- Eligible for, but not enrolled in, TriMet's low income fare program (July 2018) or the agency's Honored Citizen program, <https://trimet.org/citation/programs/>
- Successfully enroll in the low income or Honored Citizen program during the 90-day stay period.
- Load a minimum of \$10 on their reloadable HOP Fastpass™ fare card during the 90-day stay period.

Qualification for the Honored Citizen HOP is handled through verification by third parties (non-profit agencies and other government departments/agencies). It is a two year qualification period, the same as Seattle's Metro Transit. A person must go to the TriMet's downtown ticket centre with the verification, to have their photo taken, and have a HOP card printed for them at that time. Resolution of a ticket through these options is only available to adults for fare evasion citations, and not when other violations (such as behavior) of the TriMet Code have been committed.

King County Metro Transit, Seattle

Fare enforcement on King County Metro Transit¹⁰ started in 2010. Currently, the RapidRide lines are the only bus lines in the Metro Transit system with fare enforcement¹¹. On the regular buses, much like in

⁸ Calgary Transit also has a tiered fine system, but at much higher rates, \$250 (1st fine), \$500 (2nd) and \$750 (3rd)

⁹ If paid during the 90-day stay period

¹⁰ Metro Transit has 1/3 of the County workforce, and is being elevated from a Division of the Transportation Department, to its own department.

¹¹ Starting March, 2019 no Metro Transit busses will run through the downtown transit tunnel, Sound Transit light rail only. Most busses will be rerouted onto the 3rd Street transit corridor, where all busses, including non-RapidRide, will be subject to proof of payment enforcement

Research conducted by Peter Greenwell

Metro Vancouver, operators may ask for proof of payment, but do not enforce payment and do not issue tickets for fare evasion¹².

King County Metro Transit contracts with Securitas, the same private company used by Sound Transit, for fare enforcement officers. Sound Transit runs the regional light rail system. Metro Transit adopted the same fare enforcement practices used on Sound Transit. Metro Transit operates in a different policy environment than TransLink; they have their own *Service Guidelines* – similar to TransLink's *10-Year Vision* – and in addition they operate within the *King County 2016-2022 Equity and Social Justice Strategic Plan*, which outlines the need to consider the equity impacts of County services. Metro Vancouver's *Metro 2040*, does not have explicit social equity or social sustainability goals.

In 2016 the Securitas enforcement officers checked almost 300,000 passengers, or about 1.4 percent of RapidRide ridership. Of those 300,000 checks, officers encountered 9,352 instances where riders could not show proof of payment. Depending on the number of times a person has been encountered by officers without valid proof of payment or deceitful behavior, officers can:

- issue a verbal warning
- a \$124 fine¹³, or
- recommend a misdemeanor to Metro Transit Police (adults only)

Almost 19,000 people received penalties between 2015 and 2017. Of those people, 99 individuals (0.5 percent) received a total of 1,589 penalties or six percent of all penalties in this time period. One person received 53 penalties over two years. The majority of this group are people of color, people who experienced housing instability during this time, or both. An Auditor's report on the existing fare evasion system found that about 10% of people given warnings were homeless or experiencing housing instability, 25% of citations were given to this group of people, and nearly 30% of misdemeanors were to this category of people¹⁴.

The table below details the approximate cost of the past fare evasion ticket system for various activities¹⁵.

¹² Practice in Seattle, a bus operator might provide a transfer to a non-paying person, so that if a fare inspector is on the bus, the rider will have 'proof of payment' – to prevent situation where the rider says the bus driver let me on, but not having proof.

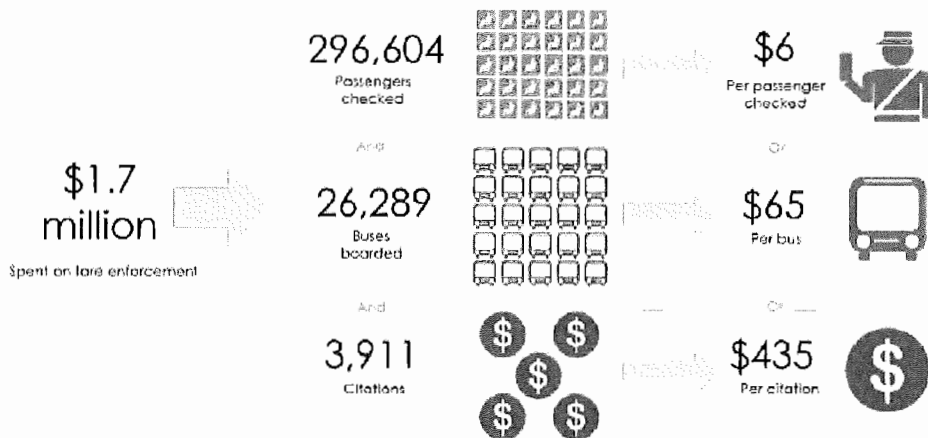
¹³ Under State Law, Theft in 3rd Degree (theft of services) which is a criminal gross misdemeanor, as there is a real value being stolen, and could be referred to the County Prosecutor

¹⁴ During interviews, officers stated they try to use their discretion in enforcement with individuals they encounter frequently or who may be experiencing housing instability, but their tools were limited and their primary task is fare evasion enforcement.

¹⁵ From staff report to King County Executive, September 8, 2018

Research conducted by Peter Greenwell

RapidRide fare enforcement costs on per-unit basis for 2016.



According to the King County Executive, the past process was intended to provide a deterrent to fare evasion, however, a King County Auditor's Office report found that most infractions went unresolved.

The District Court estimated that processing fare evasion tickets cost more than \$343,760 in staff time in 2016, with only \$4,338—about 1.3 percent—recovered in payments to the county. The District Court began charging Transit for the remainder of its ticket processing costs. With Metro Transit expanding fare enforcement to additional RapidRide lines, these costs were expected to increase. By 2025 Metro Transit has plans to increase the RapidRide bus lines from six lines to 19 lines, and 26 lines by 2040.

In early 2017 there was an internal review of fare enforcement. The fare evasion citation is a civil infraction such as a red light infraction. Reviewed infractions to look for trends with race, geography and looked at ways to address/prevent (for example, parking a police vehicle near a transit stop with frequent evasion boarding). Officers rotate through the system so everyone should have the same ticketing profile, couldn't find any statistically significant trends amongst the officers. The position of Quality Assurance Supervisor was created, to review all complaints, uses of force and look for any undesirable trends.

On September 8, 2018 the King County Council approved Ordinance 2018-0377 to amend the *King County Code*, to replace the existing infraction system for fare evasion on RapidRide buses and replace it with an alternative resolution process. The Ordinance directs the creation of an internal Metro Transit process, where customers will have several options for resolution of any fare violation. The intent is to provide offenders with an option to resolve the citation, outside of court, and not face debt collection and subsequent penalties. The new system will allow for several options for resolution—an opportunity to mitigate a fine by early payment, allow for community service in lieu of a fine, or provide for the ability to administratively cancel a fine. Estimated that January, 2019 will be when new tickets will be issued.¹⁶

¹⁶ In the transition period Metro Transit has stopped referring adult citations to prosecutor (youth citations have not been referred for two years with an additional warning given before ticketing). Currently doing a Title 6 check (compliance with the Civil Rights Act), which is why the program is likely not in place until January, 2019.

Research conducted by Peter Greenwell

The following transit fare evasion penalties and resolution for use by Metro King County Transit on the RapidRide busses have every step based on 'a fresh start.' Two people have been hired to administer the program, one person is responsible for outreach – job is to connect with violators and explain/work through the prevention and/or resolution steps. The proposed fines and resolutions are:

\$50 Infraction

WITHIN 30 DAYS

- Paying infraction = fine halved

WITHIN 90 DAYS (TBD)

- LIFT enrollment the fine is waived
- 4 hours Community Service the fine is waived. On the back of the infraction form is a certification form to be filled out and signed by the agency where hours completed, a self-addressed stamped envelope is provided.
- Add \$25 stored value to ORCA Lift the fine is waived (limited to once per year)
- Add \$50 to ORCA the fine is waived (limited to once per year)
- Appealed to
 - 1st – Metro Adjudicator¹⁷
 - 2nd – Mitigation Panel¹⁸

IF UNRESOLVED AFTER 90 DAYS

The ticketed person's name would be added to the "Pending Suspension" list. The next failure to pay, results in a 30 day suspension per unresolved infraction. After 30 days, the infraction is considered to be resolved. The link that is maintained to the Court system¹⁹ is that non-payment of a fare during a suspension could have transit police either issue a ticket for criminal trespass, ask the rider to disembark the bus (under the County Code's *RideRight* can have civil or criminal charges depending on infraction) or take the person to jail. A 30 day suspension can be issued anytime during the 365 days.

¹⁷ The new position of Metro Adjudicator, within Transit Security, was created with the goal of engaging people in violation with resolution options.

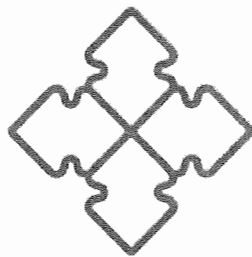
¹⁸ The final step is an appeal to the Mitigation Panel (an existing process used for suspensions). The Mitigation Panel has five members representing: Transit Security, Operations, Diversity, Customer Service and ParaTransit.

¹⁹ Los Angeles Metro Transit brought both fare evasion/enforcement and parking tickets in-house:
<https://www.metro.net/about/transit-court/>, including an inability to pay waiver,
http://media.metro.net/about_us/transit_court/images/waiver_transitcourt_declaration_inability_to_pay.pdf

Affordable Transit Pass Programs for Low Income Individuals: Options and Recommendations for the City of Winnipeg

Markus Beveridge – Practicum Student

July 22, 2016



Social Planning Council
of Winnipeg

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INTRODUCTION

Accessible and affordable transportation for low-income individuals and families has been demonstrated to create economic and social benefits for not only those experiencing low income, but for society as a whole. A majority of Canadian cities have either fully implemented, or are piloting, affordable public transit passes for people living in low-income. Winnipeg currently has discount pass options for seniors and in September, 2016, will be implementing a UPASS program for students. These two discount programs recognize that cities can play an important role in meeting the transportation needs of people with fixed or lower incomes.

Winnipeg considered implementing an affordable transit pass (ATP) program in 2010. At the time, Transit Finance Manager Carrie Erickson wrote, “a transit system that is accessible to all Winnipeggers is an important contributor to employment and economic opportunity” (Kives, 2010). On March 24, 2010, Winnipeg City Council voted in favour of a motion to consider low income and off-peak passes, “after the implementation of Winnipeg Transit’s Fare Collection System Update Project to provide for the review and development of intergovernmental partnerships as well as technical, financial, and administrative support systems that may be necessary” (City of Winnipeg, 2010).

There are various types of affordable transit initiatives being employed in Canada and internationally. The two primary reasons that these are implemented are to increase public transit use and/or to make transit more affordable (Serebrisky et al., 2009). This report is concerned with the latter, focusing especially on initiatives targeted at helping low-income individuals and families. The current types of programs being used include indirectly and directly targeted discounts. Indirect programs such as family passes and off-peak passes are universal, but operate under the implicit assumption that these will be utilized most by those with low incomes. Direct programs have eligibility restricted to those with low incomes, such as reduced transit tickets and reduced monthly passes. Some jurisdictions even have free transit, which may be either universal or needs based.

Family passes, off-peak passes, and reduced ticket programs have undergone little research, but are generally considered impractical due to their significant limitations (Hardman, 2015; Taylor, 2014; Dempster, 2009). It is not advised that these be implemented as standalone programs, although they could perhaps be used to supplement other affordability initiatives. Universal system-wide free transit models are the theoretical ideal, but are typically considered unfeasible for a city with the size and dispersion of Winnipeg (Perone & Volinski, 2003; Volinski, 2012). Needs based free transit could work since it is essentially a subsidy program with a very deep discount, although there was no available research that could be found on such a model. As such, this report will focus on reduced cost monthly passes. These are the most common transit initiatives currently used in Canada to benefit those with low incomes, and they are steadily increasing in number across the nation.

METHODOLOGY & STRUCTURE

Nineteen national affordable transit pass (ATP) programs were found and are each briefly profiled in Appendix A. Fourteen of them are permanent and five are pilots. Fifteen of the programs are municipal (seven with provincial funding and eight without), three are regional, and one is provincial. Of the nineteen ATP programs, nine of them are analyzed in more depth below. Eight of these are permanent and one is a pilot; six are municipal (three with provincial

funding, three without) and three are regional. A review of eight international programs has also been very recently conducted by Toronto Public Health (2015) and is therefore not repeated in this report, but can be found in the list of references.

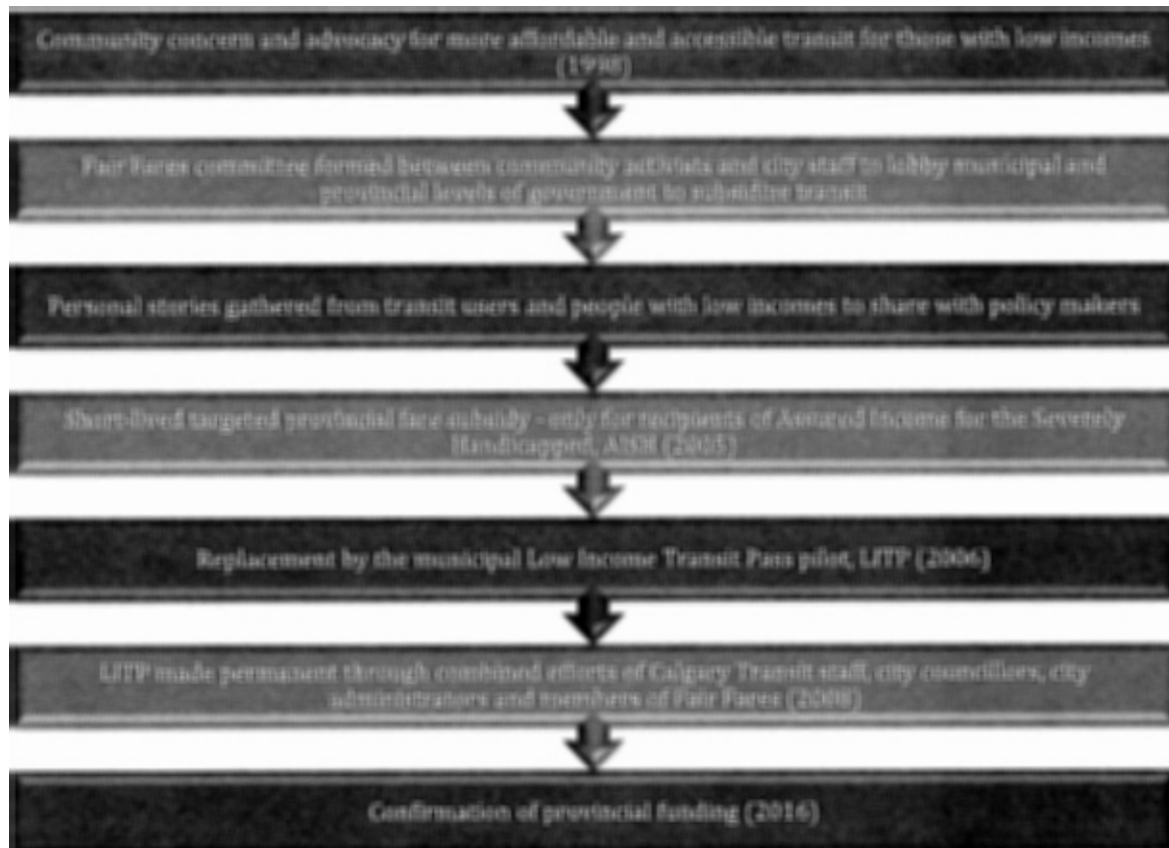
This paper reviews ATP program specifics in the following jurisdictions: City of Calgary, Region of Waterloo, Region of York, Region of Halton, City of Hamilton, City of Windsor, City of Kingston, City of Guelph, and City of Saskatoon. The establishment, funding, operation, challenges encountered, successful strategies, and impact are examined for each (much of which is adapted/updated from a 2012 review conducted by Dempster and Tucs for the City of Toronto). The paper then culminates in a final summary and comparison of all the programs profiled, out of which come brief options and recommendations for the City of Winnipeg.

Note: This review is not wholly comprehensive, it is comprised of all the information that was publicly available at the time of writing; it is meant to give a preliminary understanding of the types of programs already being implemented and a guide to what can be learned from them. For a list of all information sources used for each jurisdiction see Appendix B.

PROFILES: SELECTED CANADIAN ATP PROGRAMS

1. CITY OF CALGARY

1.1 Establishment



1.2 Funding

For the first years of operation the cost of the LITP program was covered by an anticipated surplus in the Calgary Transit budget. During this time, continuation of the program

was reliant on a sustained surplus. When the LITP program was approved as a permanent program in 2008, the municipal tax levy began to cover costs through an allotment to Calgary Transit. The city covered the full \$20 million per year costs until 2016 when the Government of Alberta confirmed \$4.5 million of yearly provincial funding to help supplement the program.

1.3 Operation

Calgary Transit operates the program. Applications for the LITP are accepted at the main transit office. Registration is open to all residents of Calgary 18-64 years old who meet the low-income criteria. With their application, registrants must provide an Income Tax Notice of Assessment (NOA) for all family members 18 years or older in the household. Applicants who are recipients of AISH can provide a Health Benefits stub or a current copy of an official letter stating their eligibility. Patrons who meet the criteria receive a confirmation letter, which they may then use to purchase a pass at any one of four locations. To reduce risk of fraud, registrants' names are maintained in a database, LITP passes have patrons' names on them and are non-transferable, and patrons must reapply annually. The passes were initially priced at just under half the regular adult pass (44%), with eligibility available to those falling below 75% of the before-tax Low Income Cut-Off (LICO). Eligibility has since increased to 100% of before-tax LICO in 2014, and the recent provincial funding has been touted as an opportunity to implement a sliding scale up to 130% of the LICO.

1.4 Challenges Encountered

- Logistical: establishing a benchmark for eligibility
- Financial: determining how the city's cost would vary with different criteria and different pass prices
- Administrative: finding ways to mitigate potential for fraud while still remaining non-stigmatizing and easily accessible

1.5 Successful Strategies

- Long-term community advocacy and involvement; the Fair Fares group continues to play a role in an advisory capacity
- Personal stories from people with low incomes helped councillors and staff appreciate the importance of the program and the barriers that regular prices create
- Studies conducted to assess costs (how many people would switch to the new pass) and appropriate fees (from the perspective of potential clients)

1.6 Impact

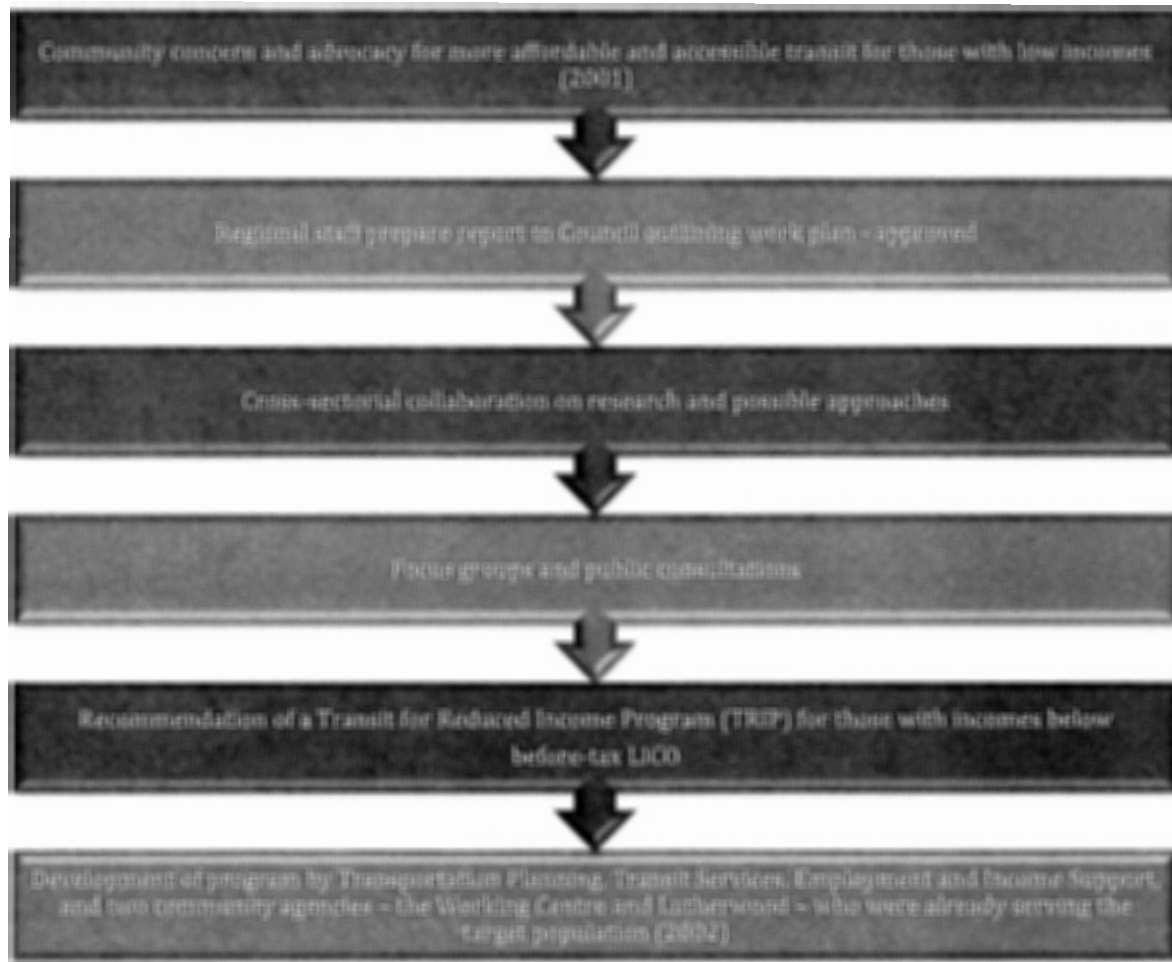
In 2007, the City and Fair Fares collaborated to assess the program impacts. The responses were strongly positive.

Positive
<ul style="list-style-type: none">•99% of respondents agreed that the pass was useful to them•97% agreed that life was better with a pass•55% pointed to financial benefits, 35% to increased mobility, 8% to general assistance, and 5% to reduced stress•90% had more money to buy things, 62% visited family and friends more often, 60% went to medical appointments more often, 59% were able to keep a job, 55% took more training/education classes, 49% found employment/better employment, and 48% volunteered more often

Negative
<ul style="list-style-type: none">•56% of respondents had previously bought a regular pass, 25% had purchased books of tickets, and new patrons only accounted for about 10%

2. REGION OF WATERLOO

2.1 Establishment



2.2 Funding

TRIP funds are allocated to the Employment and Income Support department of Social Services and come from the municipal tax levy and the gas tax revenue allocated to municipalities. Payment is made to Grand River Transit based on the number of passes sold. Administration costs are covered by: Region of Waterloo's Employment and Income Support (general administration), Transportation Planning (usage and projections), Grand River Transit (sales and marketing), and two community agencies, The Working Centre and Lutherwood (application and renewal). The total annual cost of the program in 2015 was \$407,000.

2.3 Operation

The application for TRIP is an honour-based process managed by two community agencies in the region. Applicants do not necessarily need to provide proof of income, as that is left to the discretion of agency staff who regularly work with the targeted demographic and may be well acquainted with the applicants. The program is capped at 2300 patrons, and a ratio of

40% employed to 60% unemployed is sought (although the ratio is quite flexible). Registrants receive a sticker on the back of their transit identification card, after which they can buy a regular adult pass at the discounted price at any main bus terminal. The stickers are valid for one year.

The TRIP price was originally the same as the reduced rate for seniors and students. After review the discount was increased to 44%, largely due to slow uptake and the realization that it was still too expensive for many. Initially restricted to people who were employed, TRIP was also expanded to include people in receipt of OW/ODSP or with other sources of income. TRIP has an advisory committee of those involved in management and administration of the program. Meetings occur every couple of months and provide an opportunity to make necessary changes. The committee also updates TRIP operating principles and procedures every two years.

2.4 Challenges Encountered

- Finding the right formula for price versus number of passes available
- Recognizing the importance of revenue from the fare box for the transit system
- Complexity of application process
- Dealing with the success of the program (ex. long wait lists due to rapidly increased interest)

2.5 Successful Strategies

- Cross-sectorial partnerships including community partners whose work and mandates complements the program
- Consistency in committee membership
- Recognizing the importance of accessibility as well as affordability
- Avoiding stigmatization
- Raising awareness of the necessity of transportation for people with low incomes

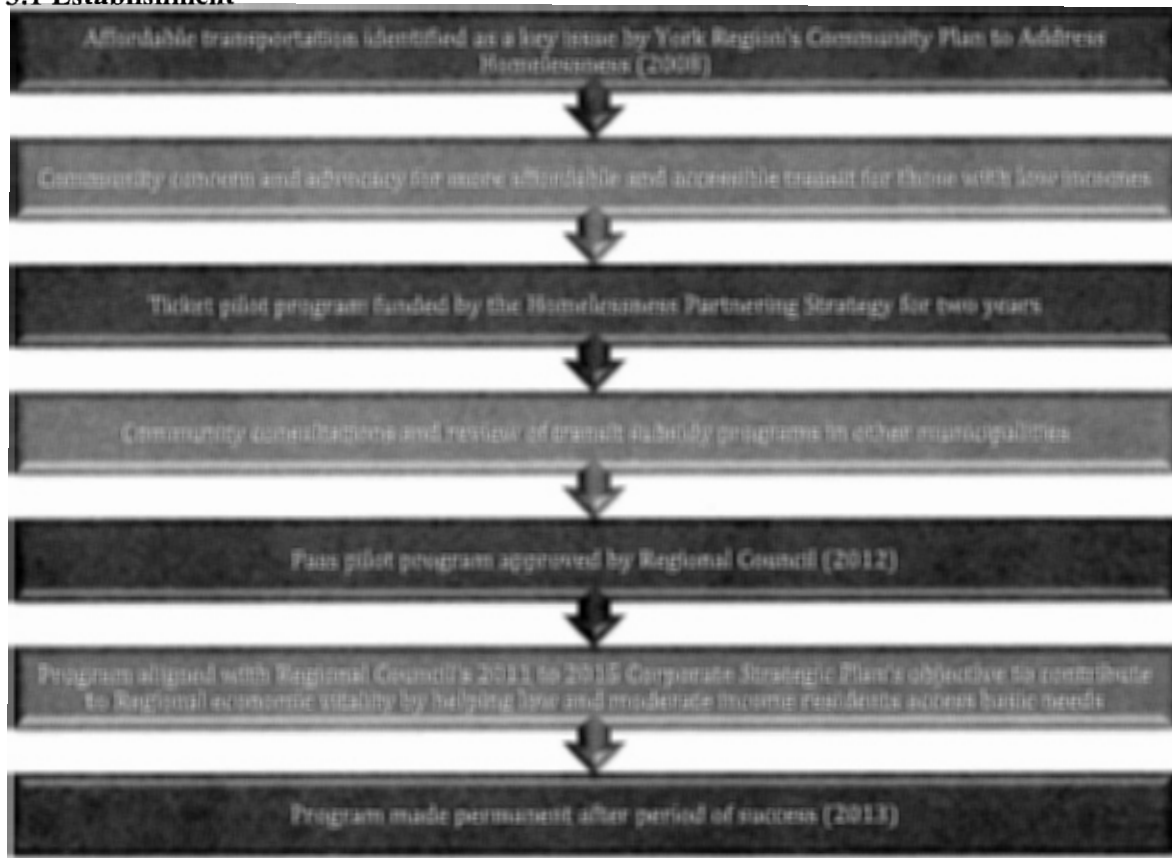
2.6 Impact

Evaluations of TRIP were undertaken in 2004 and 2013, showing that the program was well received and indicating continued benefits.

Positive	Negative	Recommendations
<ul style="list-style-type: none"> • Almost all respondents saw public transit as vital and 99% said access to a reduced monthly pass made a positive difference in their life • Patrons reported increased community inclusion and socialization, as well as increased access to training, volunteer, and employment • 62% of patrons purchased the TRIP pass every month • Patrons relied on the bus much more when they had a TRIP pass (96% of the time) than when they did not have a TRIP pass (41% of the time) 	<ul style="list-style-type: none"> • Many noted that availability of passes was limited, eligibility criteria excluded many that need assistance, and transit service was not always accessible or available • The price of the reduced bus pass is still a significant amount for individuals with low income • TRIP patrons commented that the barriers they face with regard to transportation are in relation to costs (of the bus pass and rising prices), the timing of buses, and the schedules and routes being inconvenient for their travels 	<ul style="list-style-type: none"> • Continue efforts to improve service, with particular attention to diversity and to the needs of people who rely heavily on public transit • Facilitate greater community involvement, specifically including low-income patrons in the design, planning and implementation

3. REGION OF YORK

3.1 Establishment



3.2 Funding

The program had an initial budget of nearly \$1.33 million. With the majority allocated to passes (\$966,000), the remaining funds were allocated to tickets (\$250,000), to administrative expenses like staff and benefits (\$96,400), and to evaluation (\$15,000). The budget in 2014 went down to \$886,000. All the monies are paid to the Community and Health Services Department and are drawn from the York Region Social Assistance Reserve Fund, which is funded mainly through the municipal tax levy.

3.3 Operation

A working group comprised of regional staff members from the Community and Health Services Department (Social Services, Strategic Service Integration and Policy), the Transportation Services Department (Transit, Policy and Planning), and a provincial ODSP representative (York Region Office) was formed in the summer of 2011 to design program specifics. The working group identified a set of principles for the program and considered ways in which to provide support for their target group: OW/ODSP recipients with employment-related criteria.

By focusing on recipients of OW/ODSP, eligibility determination is facilitated through regular OW/ODSP case management processes. Development of a new application process was not required. Patrons are able to purchase transit passes at a 75% discount, and up to 1400 passes are available through the program. Program registrants receive six-months worth of vouchers, to be redeemed at York Transit's main office. Enrolment after six months may be renewed if the registrant has not found a job.

3.4 Challenges Encountered

- Inconsistent funding

3.5 Successful Strategies

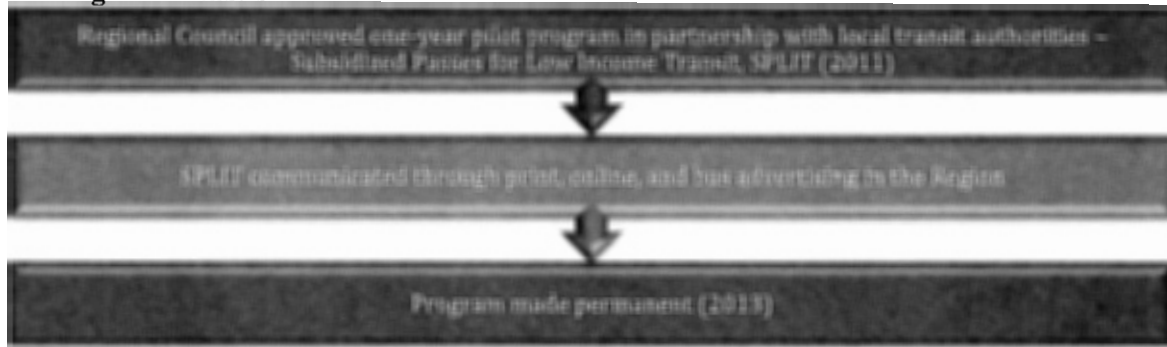
- Alignment with municipal and provincial strategic plans: responding to the transportation needs of all residents was part of Regional Government's broader strategic plan and the Community and Health Services Department's Multi-Year Plan.

3.6 Impact

[Not available]

4. REGION OF HALTON

4.1 Program Establishment



4.2 Program Funding

SPLIT is funded by regional social services but administered by the transit agencies, which have access to a database of eligible participants. Since inception the budget has more than doubled from \$300,000 to \$630,000 in 2014.

4.3 Program Operation

SPLIT covers 50% of monthly transit passes for seniors, students, and adults (including OW/ODSP recipients), respectively, who can demonstrate that their income is within 15% of the LICO (from most recent NOA). Individuals wishing to apply must contact the region by dialling 311 for an eligibility assessment. Upon approval, individuals can then purchase a pass from their local transit authority. Eligibility is reassessed annually.

4.4 Challenges Encountered

[Not available]

4.5 Successful Strategies

- Including para-transit/handi-transit programs and services
- Wide program outreach and communication
- Including both those receiving social assistance as well as those who are not
- Relating the program to municipal strategic plans/directions

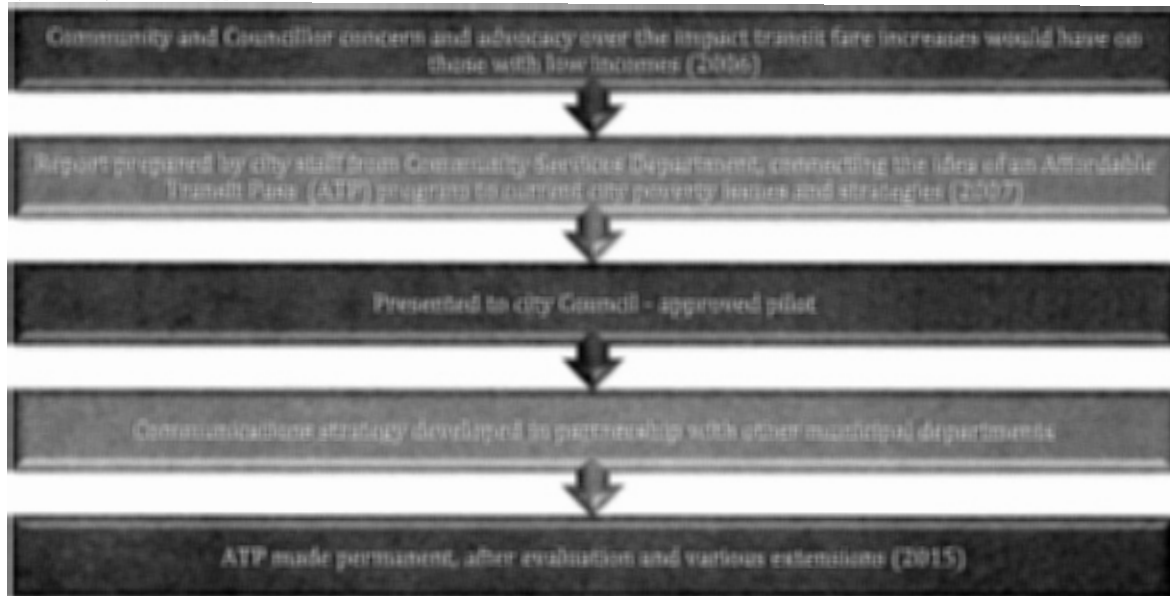
4.6 Impact

Upon completion of the SPLIT pilot, staff participated in a short assessment of the program.

Positive
<ul style="list-style-type: none">•The program has been successful in terms of garnering interest and participation from low-income households and individuals in the Region•Take-up has doubled since the program began

5. CITY OF HAMILTON

5.1 Establishment



5.2 Funding

The report first recommending an ATP in Hamilton suggested that \$500,000 be taken from the Social Services Initiative Reserve to fund a one-year pilot project. That initial budget included monies for administration and staffing, assistance with communication, and program evaluation. Additionally, inclusion of OW/ODSP recipients laid the groundwork for a cost sharing agreement with the province subsidizing OW/ODSP patrons on an 80%-20% ratio (province-municipality). A proposal to make the ATP program more permanent was tabled in the 2011 budget negotiation. The proposal was successful.

For 2012, the ATP budget was approximately \$403,000, including administrative costs. Most of the budget is allocated to the Community Services Department for passes: \$261,000 (500 passes). The total amount includes a provincial contribution of \$102,900. That amount breaks down into \$64,800 for passes and covers half of the administrative costs in the Community Services Department (\$36,300 for staff and \$1,800 for other administration costs). The program budget also includes about \$65,000 allocated to Public Works – Hamilton Street Railway for a ticket agent and other administrative expenses. The total annual cost more recently went down to \$271,000 in 2015.

5.3 Operation

The ATP covers 50% of a regular monthly pass. To be eligible for the program one must be a working full-time, part-time, or casual (but not self-employed) with a family income that falls below after-tax LICO, or one must be a working recipient of OW/ODSP not receiving other transportation subsidies. An Income Tax NOA and four weeks' pay stubs are required with applications. Applications can be made through the Community Services Department and letters of approval are valid for six months. Patrons can purchase passes at the Hamilton Street Railway main ticket office by showing their letter of approval. Letters are signed each time that a pass is

purchased to prevent anyone from purchasing additional passes. The City of Hamilton approves an average of around 600 applicants and the program has capacity for 500 monthly passes. When it does reach full capacity, the ATP program operates on a first-come, first-served basis.

5.4 Challenges Encountered

- Single downtown point of sale
- Slow uptake of program in the first few months

5.5 Successful Strategies

- Connecting the idea of an Affordable Transit Pass Program to municipal poverty issues and strategies
- Development of a communication strategy to increase program uptake
- Community-based poverty group provides periodic feedback and suggestions on the program, and members of the Public Works department are consulted occasionally with respect to program operation

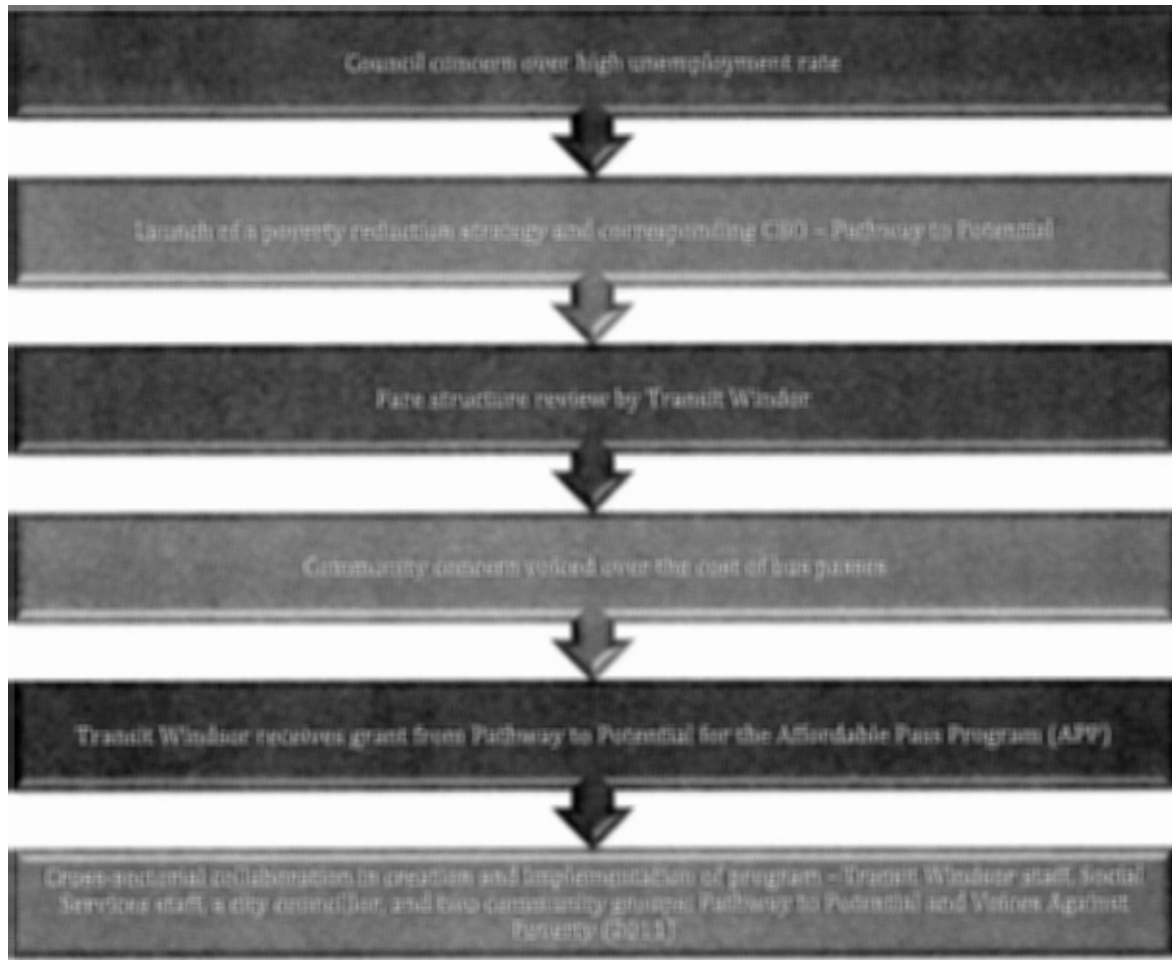
5.6 Impact

Six months into the program there was a telephone survey to evaluate the program.

Positive	Negative
<ul style="list-style-type: none"> • ATP used most often to get to and from work (22%), grocery shopping/running errands etc. (20%) and personal appointments (19%) • Helped patrons feel more independent (97%) • Easier for them to get to work (95%) • Made a difference in the family's budget (91%) • Helped maintain a connection to family and friends (87%) • Easier for them to run errands, schedule appointments, etc. (84%) • Helped them to keep their job (75%) • Many would not have been able to purchase a monthly transit pass without the ATP (73%) 	<ul style="list-style-type: none"> • Only 5% increase in respondents who relied on public transit before versus after the registering in the program • When asked about administrative aspects of the program applicants said they would prefer something other than the single downtown point of sale

6. CITY OF WINDSOR

6.1 Establishment



6.2 Funding

Grant funding from Pathway to Potential covers the fare subsidy and administration costs. The funds are allocated to Transit Windsor. In 2011 program costs were approximately \$125,000, and in 2014 the budget for the program was \$200,000. The hope is that increased ridership through uptake of the APP will offset lost revenue as a result of the pass being discounted; however, this is not the expectation. Since City Council has promised limited tax increases, revenue generation to cover the subsidy and administration of the APP was noted as being critical to its continuation.

6.3 Operation

The initial uptake was slow, as with other similar programs, but the number of applicants increased as awareness of the program rose among eligible applicants interested in taking part in the program. There were 2500 patrons of the program in 2014. Applications are available online and at the Windsor transit terminal and centre. Free assistance completing the application is also

available. Eligibility is based on after-tax LICO and may last 6-12 months depending on the applicant's circumstances. Applicants must provide proof of their combined household income. The APP covers 50% of a regular monthly pass.

6.4 Challenges Encountered

- Slow uptake
- Revenue loss

6.5 Successful Strategies

- Non-confrontational communication between staff
- Exchange of information, knowledge, and experiences amongst stakeholders (inclusive of prospective pass users)

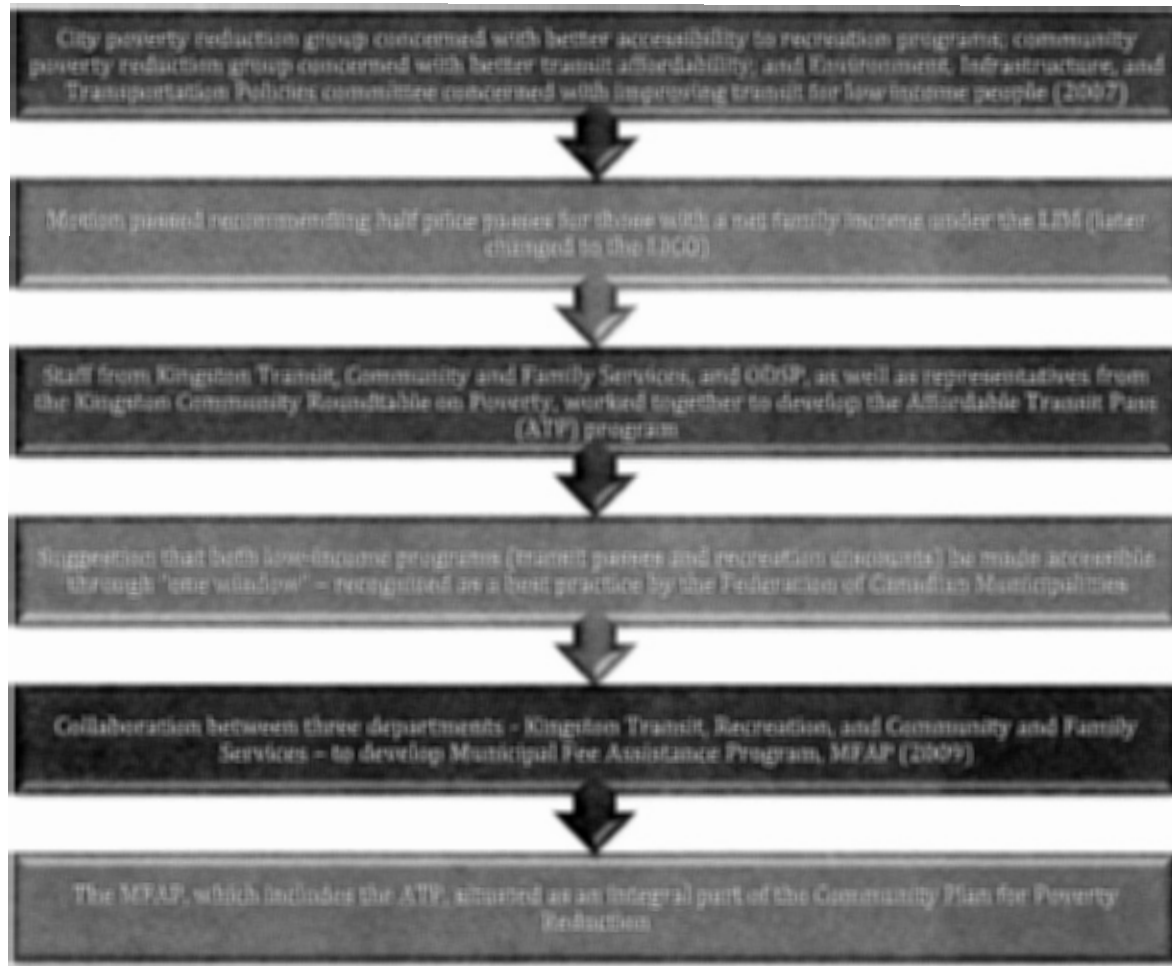
6.6 Impact

Pathway to Potential and Transit Windsor plan to continue to assess the impact of the APP. Anecdotally, impacts have been positive to date.

Positive	Negative	Recommendations
<ul style="list-style-type: none">•New fare box and electronic bus passes, combined with information collected at the time of application, allow for data and information collection that can be used to determine needs, transit deficits, and benefits	<ul style="list-style-type: none">•Transit Windsor is aware that fares have been and remain a barrier for some patrons	<ul style="list-style-type: none">•Provide quality service and increase the accessibility, affordability, and availability of transit services

7. CITY OF KINGSTON

7.1 Establishment



7.2 Funding

The ATP program is funded through municipal taxation. Partners developing the program thought the loss in revenue resulting from the discounted fare might be recovered by increases in ridership. However, even though the program was more successful than anticipated, this cost recovery has still not occurred. The actual cost of the program in 2010 was \$165,000 instead of the estimated \$108,000. Kingston Transit absorbs the cost of the ATP program, other than costs related to administration. The Community and Family Services Department manages the administration costs.

7.3 Operation

The program provides a 35% discount off the price of a monthly transit pass for residents of Kingston, inclusive of adults, children, youth, and seniors in low income households, and OW/ODSP recipients, as measured by the after-tax LICO. The application process is friendly, quick, and simple. Application can be made on a drop-in basis at the Community and Family

Services Department or at a number of alternative locations. There is no cap in regard to the number of passes issued. Eligibility is determined on the spot and reviewed yearly. Once registrants have obtained a card indicating their eligibility they can then purchase a photo ID card and monthly transit pass at City Hall. Subsequent passes can be purchased online, providing a more accessible option for those who have access to technology. Those receiving social assistance may be able to cover all or part of the cost of the reduced transit passes through OW discretionary benefits, depending on their individual circumstances.

7.4 Challenges Encountered

- Administrative approach for the MFAP is unique and entailed considerable learning
- Need to ensure quick implementation of the program and reduce applicants' stress or anxiety
- Municipal departments involved did not commonly work together

7.5 Successful Strategies

- Poverty was one of Council's top concerns, and the province was also concerned with poverty in Ontario
- Good communication across municipal departments – community services staff as bridge
- Access to quality research on best practices, and useful data on potential applicants
- Adapting processes, procedures, and tools developed by others
- Administrative process that is simple and unobtrusive
- Application procedures that can be easily implemented at any service/intake location
- Clear information sharing protocols
- Training for front line staff
- Invaluable input from the Kingston Community Roundtable on Poverty
- The one-window approach reduces the need for multiple applications, and the sharing of income information across several municipal departments.

7.6 Impact

Approximately 2400 households completed MFAP applications during the first two years of operation.

Positive	Negative	Recommendations
<ul style="list-style-type: none"> •80% of households accessing the program were on social assistance while the remaining 20% would be classified as "working poor" •Between Nov 2011 and the launch of the ATP program, 657 individuals purchased at least one monthly discounted transit pass •ATP riders average about 38 trips per month, which is consistent with the regular adult monthly pass riders 	<ul style="list-style-type: none"> •The point was raised that public transit does not always meet the need of city dwellers, inclusive of those who live in low-income households 	<ul style="list-style-type: none"> •People with low incomes may require something in addition to public transit (ex. a car or taxi) given challenges surrounding the accessibility and availability of public transit that may limit the utility of a discount bus pass

8. CITY OF GUELPH

8.1 Establishment



8.2 Funding

The Affordable Bus Pass Program (ABPP) is covered through municipal taxes. In December 2011 City Council passed the next year's operating and capital budgets, also approving a 3.52% tax hike, the ABPP pilot, and reinstatement of bus service on some statutory holidays. The ABPP alone required a tax increase of over 3%, for implementation of the program mid-year. The cost of the program in 2012 was \$135,000.

8.3 Operation

Passes are priced at 50% of the regular bus pass for youth, adults and seniors, respectively. Residents of Guelph are eligible for the program if they are low income, based on the LICO, and experiencing barriers to accessing public transit. Patrons must reapply annually. To avoid a complicated and stressful application process, program designers first committed to developing a person-centred, transparent and reasonable application process. Applications are available at the various locations throughout the city: City Hall, Guelph Transit, Evergreen Seniors Community Centre, and West End Community Centre. Passes can be purchased at the same locations once an approval letter has been received. The program has no cap and had 1800 patrons in 2012.

8.4 Challenges Encountered

- Financial: difficulty estimating cost recovery/loss of revenue, increase in ridership, and change in service requirements
- Workload: no dedicated ABPP staff, more staff time required than was expected, program uptake exceeded forecasts
- Data collection: data collected by three very different means (application forms, sales data from all locations that sell affordable passes, and pass swipes on the buses used by transit to track ridership). Each of these databases is managed by a different team and organized in a different way.

8.5 Successful Strategies

- According to those involved, the ABPP's establishment was without incident, in large part because of the commitment to poverty reduction among council, community organizations, and the public
- Public transit is seen as contributing to Guelph's sustainability
- Examining similar ATP programs in other municipalities
- Proactive marketing of the program to counteract the lag that has been noted in many ATP's between the launch of the program and the widespread use of the pass

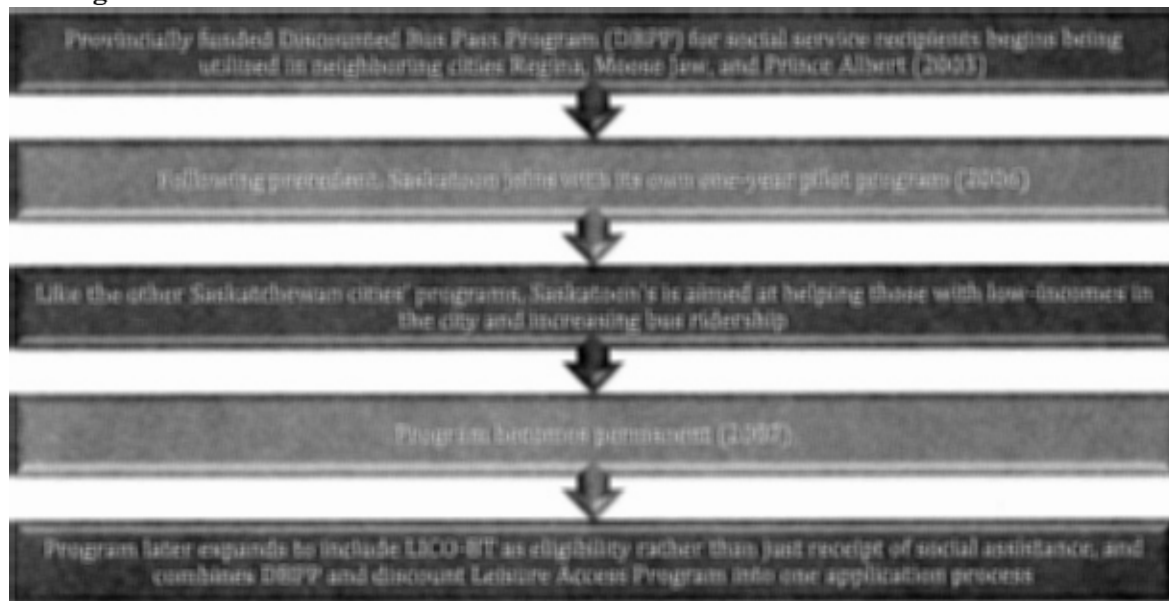
8.6 Impact

In 2013 an evaluation study was performed, indicating many positive results and recommending some areas for further improvements.

Positive	Negative	Recommendations
<ul style="list-style-type: none"> •An estimated 27% of people living below the Low Income Cut-off in Guelph have become users of the ABPP •It has built financial assets by reducing the cost of transit •It has built physical assets by enabling users to get to work, apply for jobs, and access the services they need more consistently •It has built social assets by enabling users to make more trips for a greater variety of reasons and in a more flexible way •Four primary program goals were met: <ul style="list-style-type: none"> •Enabling more residents living with a low income to purchase monthly transit passes •Making a positive impact on the budget of low-income residents •Improving perceptions of overall wellbeing •Improving sense of contribution to community 	<ul style="list-style-type: none"> •The total number of applications has exceeded the original estimate (of 1,800 applications) by 50% •Almost all affordable bus pass users (96%) had used Guelph Transit before entering the program: of the 910 re-applicants who stated that they were transit users prior to the ABPP, 47% were previous subsidized pass holders, 35% used cash and/or tickets, and 19% used a regular bus pass 	<ul style="list-style-type: none"> •Explore extending turn-around times for applications, while maintaining customer focus •Consolidate and rationalize the application and sales databases •Review and streamline the process for analyzing and reporting program data •Create a dedicated program manager position and simplify the program structure •Assign additional staff time to the Service Guelph desk on "Bus Pass Days" •Explore the possibility of having key partners play a larger role in selling passes •Consider an alternate approach to income verification for users who are on ODSP/OW or users whose income is in transition due to recent unemployment, immigration or transition from school to work •Provide a plain language summary of the eligibility criteria and the application process •Create a formalized, transparent appeals process

9. CITY OF SASKATOON

9.1 Program Establishment



9.2 Program Funding

The DBPP is partially funded through the provincial government's Ministry of Social Services, with the remainder from municipal taxes. The province contributed a total of \$1.6 million to programs in the seven largest Saskatchewan cities in 2014: Saskatoon, Regina, Prince Albert, Moose Jaw, North Battleford, Swift Current, and Yorkton.

9.3 Program Operation

The DBPP allows low-income Saskatoon residents the opportunity to purchase a monthly bus pass at a reduced rate. It is part of the Low Income Pass, which combines the DBPP with the subsidized Leisure Access Program into one application process. Eligibility is based on falling below the before-tax LICO or receiving social assistance. If eligible, patrons receive a 22% discount on their monthly bus pass. For low-income residents, application forms are available at all City of Saskatoon leisure centres and at the Customer Service Centre. Applicants must include their NOA and mail the completed application to the Community Development Branch. For social assistance recipients, application forms are available at the Social Services office. The completed forms can be dropped off at Saskatoon Transit to purchase the reduced pass. Patrons are accepted to the program for one year at a time, after which they must be reassessed. The DBPP does not have any cap set on the number of patrons.

9.4 Challenges Encountered

[Not available]

9.5 Successful Strategies

- Similar programs had already been running in neighbouring cities for three years
- Combined low-income subsidies for transport and recreation into one application

9.6 Impact

Since its inception the Saskatoon program has continued to expand.

Positive

- Now includes both receipt of social assistance and LICO-BT as eligibility, to include the "working poor"

SUMMARY & COMPARISON

Program Establishment

The key factors that played a role in establishing the ATP programs profiled are: advocacy on the part of community groups and champions within government; awareness of the importance of transportation for those living on low incomes; and impending change that would make transit less affordable (Dempster & Tucs, 2012). Other important factors include an in-depth study of transportation options, development of committees to assist in operationalizing programs, inter-sectorial collaboration, and justifying the programs through existing municipal and provincial poverty reduction strategies. When analyzing the establishment process of the various programs profiled in this report there seems to be a typical linear trend that they followed. It may be summarized into four phases:

- Phase 1 Impetus & Advocacy – includes public concern and community involvement
- Phase 2 Research & Proposal – includes public consultations and review of similar initiatives
- Phase 3 Development & Implementation – includes multi-sectorial collaboration and a communications strategy
- Phase 4 Evaluation & Expansion – includes the switch from pilot to permanent programs as well as reducing rates/increasing caps/expanding eligibility

Program Funding

Many aspects of funding for affordable transit passes have been explored, such as how programs are funded, fund allocation, administrative costs, and revenue generation or loss. Primary funding for most programs comes from the municipal tax base. With just under half ($n=8$) of the 19 Canadian programs profiled receiving any form of provincial support, funding is an ongoing concern. In some jurisdictions the programs are operated by social service departments, while in others they are run directly by transit authorities. On the one hand, allocating funds to social services may be advantageous in that it allows for an appeal to the province for ongoing support; on the other hand, allocating funds to transit budgets may be advantageous due to reduced potential for caps and cuts (Dempster & Tucs, 2012). The administrative costs for the different programs profiled are variably carried by social services, transit authorities, community agencies, or some combination. Revenue generation or loss is the most difficult aspect to estimate with some communities reporting large increases in ridership (Kalinowski, 2014), and other communities reporting overall revenue loss (Tanasescu, 2007). The key question one must consider: is most of the target group already purchasing transit passes, or will providing the discount lead to increased sales that will offset the cost?

Program Operation

The most salient elements of program operation are the eligibility criteria, the application process, the sale of passes, and the partnerships involved. The most common ATP program eligibility is based on receipt of social assistance and/or falling below the LICO (either before- or after-tax). However, it is important to note that the former may exclude the “working poor” and the latter may be considered inadequate because it is too low and not based on the cost of living (Citizens for Public Justice, 2013). Pilot programs in three municipalities—Mississauga, Guelph, and Kingston—have suggested using the Low Income Measure (LIM) instead. An NOA is the

most common way to assess eligibility, but this may be problematic for those who do not file income tax returns (eg. homeless individuals) and it does not necessarily reflect an individual's current circumstances. The Region of Waterloo has circumnavigated this issue by having community agencies already familiar with the clientele dole out passes through an honour-based system (Dempster, 2009). "One window" eligibility for recreation subsidies and discounted monthly transit passes has been recognized as a best practice as well (Federation of Canadian Municipalities, 2010), and is currently being used by Calgary's Fair Entry program, Kingston's Municipal Fee Assistance program, and Saskatoon's Low Income Pass program. In regards to the sale of passes, processes that are non-stigmatizing are overwhelmingly favoured, with passes that look exactly the same as regular passes. Central sales locations have been found to create accessibility barriers for patrons, but are also beneficial due to having qualified staff and central database systems. Throughout the entirety of program operation, partnerships and collaboration are vital. Consensus and a readiness among leading partners like city councils, transit authorities, social services, and community groups to work together facilitated establishing and continuing the operation of programs.

Challenges Encountered

Challenges encountered by the various programs profiled were logistical, administrative, or financial in nature. Logistical challenges were the most common, for instance establishing a benchmark for eligibility, finding way to mitigate potential for fraud while still remaining non-stigmatizing, and dealing with the complexity of the application process. Administrative challenges were also common, for example training and learning involved with the new program, no dedicated staff for the program, and dealing with long waitlists due to higher uptake than anticipated. Lastly, financial challenges were encountered, such as loss of revenue, inconsistent funding, and finding the right formula for price versus number of passes.

Successful Strategies

Many of the municipalities found creative ways to mitigate the challenges. Analysis reveals that in their establishment ATP programs are most likely to succeed with the support of long-term community advocacy and cross-sectorial partnerships. They were also aided by rigorous research and relevance to current poverty reduction strategies. Accessibility was improved through clear information sharing protocols and using a single, simple and unobtrusive application process. Quick program uptake was ensured through wide communication strategies, and exchange of information amongst stakeholders similarly improved results. Finally, many of the programs strove to be as inclusive as possible, extending eligibility to both those receiving social assistance and those who are not.

Program Impacts: Benefits and Weaknesses

Many pilot programs have developed into permanent programs due to their success. Four of the longer-term programs have undergone formal evaluation (Region of Waterloo, 2013; Taylor Newberry Consulting [Guelph], 2013; City of Hamilton, 2008; HarGroup Management Consultants [Calgary], 2007). In each case, results have been used to support program continuation and/or expansion. The clearest indicator of success is the rise in consistent use of public transit within the low-income population. This trend was seen throughout all jurisdictions profiled, and take-up has even doubled in some of them. Benefits can also be viewed from the perspective of patrons, who considered the programs vital and effective in creating a positive difference in their lives. With the passes, patrons had more money to buy other things, visited

family and friends more often, went to medical appointments more often, took more training/education classes, found employment/better employment, and volunteered more often. Various low-income residents across Canada have had the opportunity to participate in ATP programs, including people on social assistance, people living with disabilities, youth, seniors, and the working poor. Each of these populations has gained valuable financial, physical, social, and quality of life assets as a result:

- Financial assets – reduced cost of transit resulted in more money to provide for other basic needs (eg. food and rent)
- Physical assets – increased mobility enabled users to get to work, apply for jobs, and access the services they need more consistently (eg. training/education and medical appointments)
- Social assets – users were able to make more trips for a greater variety of reasons and in a more flexible way; passes were used most often for getting to and from work, grocery shopping/running errands, and personal appointments, but could also be used to go out to events and community meetings more often
- Quality of Life assets – feeling more independent, improvements in family budget, maintaining connection to family and friends, greater sense of contribution to community, increased social inclusion, and reduced stress

While patrons and others celebrated the numerous benefits of the programs, they made several qualifications, too. Passes are still considered unaffordable for many, even at the reduced rates. Not enough passes are available in jurisdictions with caps, and restrictive eligibility criteria exclude many that require assistance. Furthermore, a greater diversity in types and points of sale is needed, rather than just one or a limited number. These barriers overlap with other limitations surrounding accessibility and availability of public transit. That is to say that the timing of buses and inconvenient schedules/routes can restrict the overall utility of an ATP program, regardless of the rate of discount.

It is important to try to broadly consider the full benefits of such discount transit programs. Most evaluations view the impact in narrow terms of direct benefits reaching only those involved in the programs. However, researchers suggest that a complete and comprehensive cost-benefit analysis considering the wider health, educational, economic, and social impacts of these programs would likely illustrate even greater value than they are currently credited with (Dempster & Tucs, 2012). Consider, for example, instances where vast amounts of money are being spent on social service programs, but the target population remains unable to access them because they lack the money required to take the bus. Such factors must also be addressed in evaluations going forward.

CONCLUSION & RECOMMENDATIONS

Research has identified access to affordable transportation as a significant feature in reducing income inequalities and improving quality of life (Muntaner et al., 2012; Litman, 2012). The growing number of income-based Affordable Transit Pass programs across Canada in recent years attests to the veritable possibility of implementing, continuing, and expanding such programs. This brief review found that nineteen municipalities across Canada have ATP programs in place, and two more are seriously considering implementing soon (Peterborough and Halifax). With this number steadily increasing, clearly it is time for the City of Winnipeg to step up as well. Winnipeg is one of the only major cities in Western Canada that is not currently running a pilot or permanent ATP program. Additionally, all provinces west of Manitoba have some form of provincially subsidized ATP programs. The main recommendation of this report is for the City of Winnipeg to implement its own ATP program, ideally with provincial support and funding. Other key learning and unique recommendations for the development of this ATP are as follows:

- Although the LICO is most common in other jurisdictions, the LIM may be a more appropriate benchmark measure for the target population
- The NOA may not adequately reflect an individual's current circumstances and therefore may not be ideal as the standalone method for assessing eligibility; community agencies familiar with the target population could be given the flexibility to manually override
- All of these "affordable" subsidized programs (usually ~50% discount) still found in their evaluations that the cost is too high for many, so a sliding scale may be a useful addition; this was recently approved and will soon be implemented in the City of Calgary, with the proposed discount ranging from 50-95% off the cost of an adult monthly pass
- Combine the ATP application process with the Recreation Fee Subsidy Program that is already being offered in Winnipeg, as this has been identified as a national best practice
- All possible perspectives and partners (especially relevant community groups and individuals experiencing poverty) should be considered and involved when working out details of program design, planning, implementation, and evaluation
- Ensure that an evaluation plan is developed into the program design, gathering both quantitative and qualitative data from patrons; this has been integral in many of the programs profiled to show areas of success and drive continued improvements

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APPENDIX A: Brief Profile of All Canadian Affordable Transit Pass Programs

Location	Program Name	Discount	Eligibility	Funding	Started	Cost (year)	Cap (n=?)	Users (year)
Calgary	Low Income Monthly Pass	56%	LICO-BT	City & Province	2005	\$20,000,000 (2016)	No	25000 (2016)
Waterloo Region	Transit for Reduced Income Program	44%	LICO-BT, honour-based	City	2002	\$407,000 (2015)	Yes (n=2300)	2300 (2013)
York Region	Transit Fare Subsidies Program	75%	OW/ODSP and working	City	2012	\$886,000 (budget 2014)	Yes (n=1400)	623 (2014)
Halton Region	Subsidized Passes for Low Income Transit	50%	LICO-BT	City	2011	\$630,000 (budget 2014)	No	550 (2016)
Hamilton	Affordable Transit Pass Program	50%	LICO-AT, OW/ODSP, and working	City & Province	2008	\$271,000 (2015)	Yes (n=500)	500 (2012)
Kingston	Affordable Transit Pass	35%	LICO-AT	City	2009	\$165,000 (2010)	No	not found
Guelph	Affordable Bus Pass	50%	LICO	City	2012	\$135,000 (2012)	No	1800 (2012)
Saskatoon	Discounted Bus Pass Program	22%	LICO-BT or social assistance	City & Province	2006	not found	No	not found
Regina	Discounted Monthly Pass	70%	Social assistance	City & Province	2003	not found	No	2250 (2014)
Moose Jaw	Discounted Bus Pass	70%	Social assistance	City & Province	2006	\$54,000 (2014)	No	2400 (2014)
Prince Albert	Reduced Bus Pass	75%	Social assistance	City & Province	2006	\$190,000 (2014)	No	not found
Cornwall	Community Bus Pass	35%	OW/ODSP - first come, first served	City	2009	not found	Yes (n=150)	150 (2012)
Banff	ROAM Low Income Transit Pass	100%	LICO, AISH, or Alberta Seniors benefit	City	2007	not found	No	not found
British Columbia	BC Bus Pass Program	\$45/yr	Low-income seniors and persons with disabilities	Province	1967	not found	No	1200 (2012)
Windsor - Pilot	Affordable Pass Program	50%	LICO-BT, OW/ODSP	City	2011	\$200,000 (budget 2014)	No	2500 (2014)
Moncton - Pilot	Affordable Transit Program	50%	Subsidized tickets provided to community agencies	City	2016	\$22,000 (2016)	not found	not found
Sudbury - Pilot	Affordable Transit Pass Program	50%	LICO-BT, OW/ODSP, and working	City	2016	not found	not found	not found
Mississauga - Pilot	MiWay Affordable Transportation	50%	LIM-AT - first come, first served	City	2016	\$1,300,000 (budget 2016)	Yes (n=2500)	not found
Edmonton - Pilot	Low Income Transit Pass	60%	LICO	City & Province	2017	not found	not found	not found

APPENDIX B: List of All Information Sources by Jurisdiction

City of Calgary

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Entitlement to concessionary public transport and wellbeing: a qualitative study of young people and older citizens in London, UK

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Abstract

Access to transport is an important determinant of health, and concessionary fares for public transport are one way to reduce the 'transport exclusion' that can limit access. This paper draws on qualitative data from two groups typically at risk of transport exclusion: young people (12-18 years of age, n=118) and older citizens (60+ years of age, n=46). The data were collected in London, UK, where young people and older citizens are currently entitled to concessionary bus travel. We focus on how this entitlement is understood and enacted, and how different sources of entitlement mediate the relationship between transport and wellbeing. Both groups felt that their formal entitlement to travel for free reflected their social worth and was, particularly for older citizens, relatively unproblematic. The provision of a concessionary transport entitlement also helped to combat feelings of social exclusion by enhancing recipients' sense of belonging to the city and to a 'community'. However, informal entitlements to particular spaces on the bus reflected less valued social attributes such as need or frailty. Thus in the course of travelling by bus the enactment of entitlements to space and seats entailed the negotiation of social differences and personal vulnerabilities, and this carried with it potential threats to wellbeing. We conclude that the process, as well as the substance, of entitlement can mediate wellbeing; and that where the basis for providing a given entitlement is widely understood and accepted, the risks to wellbeing associated with enacting that entitlement will be reduced.

Key words

UK; Entitlement; Public transport; Young people; Older citizens; Belonging; Social exclusion; Wellbeing

Research Highlights

- Young people (12-18 year-olds) and older people (over-60s) receive free bus travel in London, UK.
- The receipt and enactment of entitlement can contribute to wellbeing by fostering a sense of community belonging.
- Where an entitlement is perceived to be 'earned,' participants also reported that it improved their sense of self-worth.

Introduction

Recent years have seen growing recognition that access to transport is an important determinant of health, including in the UK NICE guidance (NICE, 2008), The Marmot Review (Marmot et al., 2010, pp. 134-136), and transport policy approaches in cities such as London (GLA, 2011, pp. 196-197). In general, however, the multiple connections between transport and health are still far from receiving the policy attention they merit. Transport is normally needed in order to access health services; the goods necessary for health; the work and education that are determinants of health and the social networks that foster a healthy life. Differential access to transport is one of the ways in which health inequalities between people and places are generated (Macintyre et al., 2008), and age is one social factor that influences the risk of 'transport exclusion'. In the UK, for instance, the Social Exclusion Unit (2003, p. 2) cited transport-related problems as restricting young people's capacity to take up education or training opportunities. Young people's exclusion from participation has been variously conceptualised as arising from immobility (Barker et al., 2009; Thomsen, 2004), disempowerment (L. Jones et al., 2000; Kearns & Collins, 2003) or dependency on adults for transport (Barker, 2009; Fotel & Thomsen, 2004; Kullman, 2010). Older people have also been described as particularly at risk of transport-based social exclusion (King & Grayling, 2001, p. 166) or 'transport disadvantage' (Hine & Mitchell, 2001) and consequently of becoming isolated (Titheridge et al., 2009; Wretstrand et al., 2009), with significant numbers of older people reported to face difficulties in getting to health centres, dentists and hospitals (Audit Commission, 2001, p. 30).

Within the London region, a number of policy initiatives have formed part of a broader transport agenda that has, at various points, been more or less explicitly oriented to public health as well as other social goals including reducing dependence on car travel and mitigating the health effects of transport exclusion (Mindell et al., 2004). Concessionary fares for public transport are one approach to addressing transport exclusion, and in London two specific policies relate directly to age-related transport exclusion through the provision of fare exemptions. First, free bus travel for 12-16 year-olds was introduced by the Greater London Authority in September 2005 (TfL, 2007). This concession was subsequently extended in 2006 to include 17 year-olds in full-time education (TfL, 2006, p. 7) and subsequently all 18 (and some 19) year-olds in full-time education or on a work-based learning scheme (TfL, 2010a, pp. 8-9). On its introduction the scheme was explicitly positioned as a way of addressing transport exclusion with a particular emphasis on improving access to education and jobs: as a means "to help young people to continue studying, improve employment prospects and promote the use of public transport" (TfL, 2006, p. 7). Second, the 'Freedom Pass', funded by the 33 local authorities that make up London, is provided to all of those over 65 (or over 60 if born before 1950), entitling them to free transport at any time of day on all bus, underground and tram services and to off-peak travel on many rail services in the Greater London area (London Councils, 2011).

There is a small but growing body of evidence on the positive impact of such concessions on health generally. For older residents, the Freedom Pass was reported to reduce transport exclusion and enhance mental health (Whitley & Prince, 2005), and concessionary bus travel for older people is associated with a reduced risk of obesity (Webb et al., 2011) and with increased likelihood of walking more frequently (Coronini-Cronberg et al., 2012). For young people, concessionary bus travel in London has been reported to contribute to reductions in transport poverty, gains in independence and opportunities for enhancing wellbeing (A. Jones

et al., 2012). In Canada, significant association between transport mobility benefits and quality of life for older Canadians have been identified (Spinney et al., 2009).

However, the relationship between transport and health is not based solely on access to transport. Beyond the instrumental functions of transport for accessing goods and services, which can be enhanced by offering concessionary fares, are the less tangible psycho-social impacts of access to, use of and entitlement to transport. These are mediated in part by the social meanings of particular modes. For instance, in the context of what has been called a 'regime of automobility', in which the private car dominates as the default mode of transport (Sheller & Urry, 2000), those without access to a car report adverse effects on wellbeing from using less-valued alternatives (Bostock, 2001). For older people, driving cessation or lack of access to a car has been widely reported as a threat to wellbeing (Adler & Rottunda, 2006; Davey, 2007). In the UK, as in many other high-income countries, private car use is reported to provide a number of benefits for users, including self-esteem and a sense of autonomy (Goodman et al., 2012; Hiscock et al., 2002). Currently, such benefits are not always provided by public transport access. Bus travel in particular is often positioned as a stigmatised 'other' mode (Ellaway et al., 2003), primarily for use by those with few other options (Root et al., 1996, p. 32).

In this paper, we discuss the relationship between entitlements to concessionary fares, mobility and wellbeing. We focus not on the direct effects of entitlement to concessionary public transport on 'objective' measures of health, illness and disease, but rather on the symbolic meanings of 'entitlement' to public transport, and the implications of this for people's subjective perceptions of their wellbeing in one particular locality (London). Acknowledging that it "may be a somewhat slippery concept" (Cattell et al., 2008, p. 546), we understand 'wellbeing' here as a concept that captures understandings of health "which extend beyond a narrow bio-medically oriented definition of health as 'the absence of disease'" (Airey, 2003, pp. 129-130). Importantly for the present analysis, it is a concept that emphasises the ways that people interpret their own circumstances or social contexts in ways that relate to health (Airey, 2003; Cattell et al., 2008). As Hiscock, Ellaway and colleagues have argued (Ellaway et al., 2003; Hiscock et al., 2002), if policies to wean people off car use are to succeed, the social and cultural associations of public transport need to be addressed. Reducing transport exclusion, and its damaging health effects, entails more than just increasing the provision of or access to transport. In order to optimise use, the mode provided needs to be culturally valued, and capable of enhancing autonomy, self-esteem and social inclusion; providing, in short, the kinds of psychosocial benefits associated typically with private car use. In London, with a relatively good public transport infrastructure, and a policy context in which private car use is actively discouraged, the meanings of public transport, particularly for older people, may be less devalued than has been reported for other settings.

Theoretically, 'entitlement' to a benefit of this kind provided explicitly to address transport exclusion could further stigmatise the groups targeted (Sen, 1995), thus off-setting health gains from concessionary transport with losses from the effects of loss of self-esteem or autonomy. This is likely to be particularly true if the benefit provides access to a mode of transport that is of low relative value. Alternatively, concessionary transport may be intrinsically good for 'wellbeing' simply because it enables participation: a theme echoed in social policy literature that has addressed participation (Jordan, 2012). As well as being a route to social participation, transport also provides a way of *enacting* participation – a theme taken up in recent literature on cycling in particular (Aldred, 2010; J. Green et al., 2012), but

less well addressed in relation to public transport. To explore the symbolic effects of transport entitlement on wellbeing in the context of public transport systems, we examine how two groups entitled to free bus transport in London – young people aged 12-18 and older citizens – understand and value their entitlements, and how this might mediate the relationships between mobility and wellbeing.

Methods

This paper draws on qualitative data collected as part of a larger study examining the public health implications of concessionary transport for young people. Older citizens were included in the study for two reasons. First, those aged 60+ are entitled to a public transport fares concession in London (as discussed above). Second, young people's entitlement to free bus use raised some concerns in the media about possible negative effects on older people's access to bus travel as a result of over-crowding or fear-based exclusion (TfL, 2008). Between February 2010 and April 2012 we spoke to 118 12-18 year-olds and 46 60+ year-olds living in London. Data were generated using a mix of individual, pair and group interviews in order both to access interactions about public transport and also to ensure more private settings. The latter was thought necessary in case participants found groups a difficult place to discuss more sensitive issues such as financial barriers to transport. In-depth interviews (individual, pair or triad interviews) were conducted with 62 young people and 28 older people. These interviews, and 13 focus groups (ten with younger people and three with older people), focussed on the everyday travel experiences of research participants, and their preferences for different modes of transport.

Both younger and older people were recruited primarily from four local areas across London, selected to include a range of public transport provision. Two were inner London areas ('Hammersmith & Fulham' and Islington), with typically denser housing and more abundant public transport options, and two outer London (Havering and Sutton), where public transport is both less abundant and less used (TfL, 2010b). Areas were sampled in this way in order to include accounts from a range of inner and outer London communities characterised by different levels of public transport provision. Within each area participants were recruited purposively to include a range of participants by age, gender, ethnicity, ability, socio-economic status and typical mode of transport, with recruitment continuing until saturation.

Younger participants were recruited primarily via education and activity-based settings (including schools, academies, youth clubs and a pupil referral unit) with 22 participants also recruited from among young Londoners engaged in the 'Young Scientists' programme at the institution leading the study.¹ Excerpts from these accounts are tagged with the identifier 'YS'. Older residents were recruited mainly via community groups, charitable organisations and a local authority event. Harder to reach individuals such as those with visual impairments or aged 90+ proved difficult to recruit, and in these cases (n=3) we used personal networks from within London but outside the local areas listed above. Excerpts from these accounts are tagged with the identifier 'Other'.

Analysis was largely inductive, drawing on principles of the constant comparative method (Strauss, 1987), but informed by concepts from theoretical literatures on entitlement and the determinants of wellbeing. The authors collectively developed coding frameworks and coded data for analysis. When quoting directly from the data we have anonymised all names and other potential identifiers and have tagged all extracts with an identifier for gender (M or F),

area (Inner London [I] or Outer London [O]) and age or age range. Where quotes from two or more participants in a given interview or focus group are given, numbered identifiers for gender (e.g. 'F1') are given before each quote to help the reader differentiate between the individual participants quoted. This study was approved by the LSHTM Ethics Committee.

Findings

Two sets of narratives around the theme of 'entitlement' were evident in the accounts that we generated. In the first set, which we term '*formal entitlements*', the narratives relate to the receipt of statutory "welfare benefit entitlements" (Moffatt & Higgs, 2007, p. 450) – in this instance the entitlement of young and older citizens in London to travel without charge on particular public transport modes. In relation to this theme, participants talked about how and why they considered themselves to be 'entitled' to concessionary use of public buses. In the other set of narratives, which we term '*informal or perceived entitlements*', respondents discussed an interrelated set of ideas relating to their own personal sense of entitlement. Entitlements of this kind have been conceptualised "as a stable and pervasive sense that one deserves more and is entitled to more than others" (Campbell et al., 2004, p. 31; see also Lessard et al., 2011, p. 521). In the present study participants described the ways they understood their and others' 'rights', for want of a better term, to occupy particular, contested spaces on the bus, such as the 'priority seating' areas or the space near the door. Accounts of informal or perceived entitlements were organised by participants primarily in a categorical way – in particular according to age, disability, pregnancy and being accompanied by young children.

The significance of concepts of entitlement to respondents, and the degree to which these were linked to facets of wellbeing, arose inductively from the analysis, rather than being anticipated as an effect of, or explanation for the effects of, free bus travel. The notion of formal entitlements emerged without prompting in interview and focus group discussions with older people as an *in vivo* code, whereas 'informal entitlements' was a useful analytical code to make sense of some otherwise contradictory accounts of the role of bus travel in wellbeing (such as experiencing a bus ride as socially inclusive, but also potentially generating conflict with other passengers). In this sense, 'entitlement' is an explanatory theme which helps make sense of some of the more direct effects of free bus travel reported by younger and older passengers, such as providing accessible transport, enhancing social participation and providing a space for social interaction (J Green et al., in press; A. Jones et al., 2012).

Formal entitlements earned: Older citizens' understandings of their right to free bus travel

Older study participants, discussing why they thought they received free bus travel via their 'Freedom Passes', gave clear and consistent explanations. These revolved around the 'dues' that older Londoners reasoned that they had paid over their lifetimes (cf. Moffatt & Higgs, 2007, p. 458), with free public transport in turn conceptualised as a 'repayment' of sorts. On occasion, this was explicitly framed as an entitlement. As one respondent put it succinctly:

[W]e're entitled to them. We've worked all our life. (F, I, 75-89)

Notably, the Freedom Pass was generally understood as something that older people rightfully 'deserved', even on the odd occasion where people reported feeling 'lucky' to have it:

I know we've paid...our taxes and our dues and all the rest of it, but I still think we're very lucky to have this pass. (F, I, 65-89)

The primary understanding that travel concessions were a return on previous societal contributions was evidenced in some participants' explanations of why others did not deserve the same entitlements. These explanations often mirrored those for why older people did get free travel, in that free bus travel was described as less justified when granted to those they felt had 'not paid their dues'. One group mentioned on occasion was recent immigrants to London (who are eligible for the scheme on the basis of their age):

F1: What I can't understand is...the people who come in [migrate], and they've not paid any of the taxes or insurances like we all have done during my years... And they get bus passes.

F2: Yeah, well that's what I'm against. That's not fair. (I, 75-89)

Criticisms by older respondents of the entitlement of young people to free bus travel were more implicitly articulated in terms of a lack of contribution. Sentiments that young people's concession is undeserved were framed either in terms of a generational unfairness (for example, older participants did not benefit from this concession when they were children themselves or when they were parents of young children) or in terms of the ways in which young people choose to use concessionary travel:

[A]ll my children had to...walk to and from school... I could have killed Ken [Livingstone, former Mayor of London] for giving kids the right to travel on the buses, really and truly... They [young people] do abuse it [free bus travel] they get on, they get off [the buses]. (F, I, 70-74)

Well I used to have to walk to school...now, they get on for two bus stops (F, I, 75-89)

In summary, therefore, older citizens shared a strong and coherent sense of entitlement in relation to their own receipt of free public transport, which was evident in an unproblematic acceptance of their rightful entitlement, and a consequent questioning of that of others. It was understood as part-and-parcel of a wider set of benefits to which they are entitled on the basis of the taxes, insurances and 'dues' that they have paid over the course of their lives.

Formal entitlements as conditional: Young people's understandings of their right to free bus travel

Young people offered a more disparate, and in general more tentative, set of explanations for why they felt they had been granted their free bus travel. For some, and dovetailing with the official rationale for the scheme (TfL, 2006, p. 7), it was about increasing young people's capacity to "stay in education longer" (F, I, 16) and to pursue "extra-curricular activities" (M, O, 14-18). However, there was less consensus across young people's accounts than among the older respondents, and a range of other explanations were given by young people as to why they thought they were granted free bus travel, including the scheme being a means to cut transport-related pollution and it coming into force to help relieve financial pressure on working mothers. The lack of consensus was overtly played out in many of the group discussions, with some explicitly debating both the rationale and the likely effects of the scheme:

M1: I think it [the granting of free travel] could be because some people are lazy, tired, if they're tired they won't go to school. So then the government try and encourage them to go in, and they've got free travel...

M2: But then wouldn't that...defeat the point of...the government fitness thing?
Because if they're trying to encourage people to get fit, why encourage them to take the bus then?

M1: True. (I, 15)

Thus, unlike the explanations given by older people, those from young people as to why they are granted free travel were more varied and were offered with uncertainty, with young people challenging, debating and altering each others' assumptions about the rationale for the concessionary bus travel they received. In addition, nothing in the accounts of young people suggested that, like their older counterparts, they felt that they had *earned* the right to travel without charge. However, as a universal benefit (Goodman et al., in press), entitlement was still understood as *relatively* unproblematic, given it was legitimated largely through socially valued ends such as fostering access to education, rather than as a potentially stigmatised benefit for those in particular need. Young people thus displayed a weaker sense of being entitled to free travel – and did not once conceptualise it explicitly as an 'entitlement' in the way that older people did – but they valued it all the same, with accounts of its benefits universal across our data set.

The fragility of formal entitlements to travel

The weaker sense of entitlement articulated by young people is perhaps most evident in accounts of what happened when they did not have the pass with them because it had been stolen or confiscated (for breaches of the 'Behaviour Code' (TfL, 2010c) – a code of conduct linked to receipt of concessionary bus travel which applies to young people but not to older citizens). As this young man's account of a journey following the theft of his 'Oyster'ⁱⁱ travel pass implies, apart from the transport exclusion that results from a stolen card, there are social risks that can arise from negotiating their rather more fragile entitlement:

[T]he day I was robbed I lost my Oyster. I had a missing [glasses] lens, ...buttons ripped off my shirt and a bruise on my face. And then I tell him [the bus driver] I don't have my Oyster, I got robbed, and he's like 'I've heard all these excuses...' and he was actually swearing at me...and then he kicked me off (M, I, 15-16)

Enacting entitlement, as Sen (1995) describes, can be difficult, and in situations where participants were without their pass, entitlement to use the bus could not be assumed as a 'right', but had to be negotiated. As one respondent put it, if you "just lost it [your pass] that same day you'd have to find a nice caring bus driver or they'll just be like, sorry mate I can't help you" (M, O, 15).

Young people conveyed the fragility of their entitlement in accounts, therefore, in a manner that corresponds both to the conditionality of their particular entitlement (on 'good behaviour') and to the lesser extent to which they felt they had actively earned their passes. While the substance of the entitlement conferred to young people and older citizens is comparable (bus and public transport fare exemptions respectively), it is clear that the conditions in which these entitlements are conferred mediate the status of the entitlement (and how this is in turn enacted) for each group.

Affective formal entitlements: riding the bus and belonging in London

When entitlement was unproblematic, and users had the capabilities to enact that entitlement, a salutogenic function was conferred not just by the receipt of that right, but also the enactment of those rights. Entitlement to free bus travel not only brought an

understanding of the operation of entitlements to the fore for young and old people but also, in turn, this understanding impinged on the sense of belonging (to London as a community or polity) experienced by our participants. The concessions informed the place-based identities (or sense of belonging) that our study participants construct for themselves. Specifically, the concessions engendered an enhanced and significant sense of 'being a Londoner'. As one older person put it:

I guess some other thing that is quite good [about the travel concession], it makes you feel a Londoner. For what it's worth. (F, I, 70-74)

For younger users, often aware that their concession was unusual to their city, this sense of belonging to the city was often stronger, and more explicitly framed as having an effect on wellbeing through fostering pride:

It [the Zip Card scheme]...makes you feel proud [to be a Londoner] because you're at the front of everyone, because you're the ones who have brought in these new schemes that are working and making your life easier... (M, O, 15)

And also you have this mutual understanding of [being...] a Londoner, you're the same as me now. ...And there's...this sense of community in this huge, huge [city.] (F, O, 18)

In part, the enhanced sense of 'being a Londoner' that participants derived from concessionary access to public transport stemmed from the capacity these concessions afforded them to "get to know" (M, I, 12-13) or "learn about" (F, YS, 17) London by travelling widely in it. As one young person put it:

I like it [having the Zip Card] because you feel kind of unique..., and it's only in London. [Y]ou can travel around London because you're a kind of a Londoner, but other people can't. (F, O, 17)

In this respect, many of the younger aged study participants, in particular from the outer London boroughs, recounted exploratory bus journeys they had conducted "up London" (M, O, 13-16) to "the West End" (F, O, 15-16) or even to destinations unknown on account of their being able to travel by bus without charge. Concessionary bus travel, therefore, affords young people a topographical engagement with their urban surroundings which enhances their familiarity with the city by rendering them "more aware of where you're going, how to get to places" (F, O, 14-15).

Beyond evoking a feeling of belonging or a sense of community, the receipt of a transport concession was important to recipients because it indicated to them that they resided in an innovative polity – in a city that is "at the front of everyone" as the young man quoted earlier puts it. Some recipients valued the concession, that is, not only for the belongingness that it implies, but also because it indicated to them that they live in a progressive society:

I've just taken it [concessionary travel] for granted... That's what a civilised society would do (M, Other, 90+)

On occasion, this distinctiveness of London was described in comparison to other settings, in particular by young people. For instance, one focus group participant described how her "cousin [who] lives really far away...just wishes she could have more buses and the free travel...to get around more" (F, O, 14-15). By contrast, for older passengers who shared concessionary fares with other older people in England (Department for Transport, 2012), the referent for 'belonging' was typically more generic than just the city, and instead encompassed a broader sense of societal belonging. Specifically, this was articulated in terms of entitlement to a Freedom Pass being a sign of 'recognition' from the wider polity, and as therefore a positive affirmation of social worth:

[I]t's like [being] an old army veteran or something, you sort of feel, oh, well, I've got a free pass and I'm recognised. [P]eople say, that people who are, women who are older are invisible. And there's a sort of thing, well, I'm being recognised, acknowledged. I'm not being shunted, for once I'm not being shunted I'm being acknowledged. So I think in this way it's...quite important... The Freedom Pass isn't just, I've got a free pass. It does mean a lot of things. (F, I, 70-74)

Thus, entitlement to concessionary bus travel, if understood as resulting from valued, or at least unproblematic, social attributes or needs has potentially beneficial effects on wellbeing through the positive symbolic meanings that attach to that entitlement. Entitlement can, that is, contribute to a user's sense of belonging to a place or society.

However, when entitlement is understood as deriving from less valued social attributes, its enactment may have less positive implications for a sense of self worth. One rare example from accounts of formal entitlement to concessionary public transport suggests this, describing the discomfort felt at times by a Freedom Pass user in the course of using the bus:

[Y]ou do get this impression, from people, that you haven't paid, so you don't deserve a space of your own, you know? I don't take it to heart, I really don't...I just pick that up as...you can see the look on their [other passengers'] faces (F, I, 70-74)

Although such accounts are rare, they do indicate that an understanding of how group-specific entitlements such as concessionary bus travel are perceived by others (and how in turn this shapes attitudes towards recipients) is crucial to the likely health promoting effects (or otherwise) of transport entitlements. Whether the entitlement is constructed as based on valued attributes (contribution to society, ability to take part in education) or on less valued attributes (such as not paying one's way) is likely to change the symbolic meaning of enacting that entitlement, and in turn the psycho-social implications of that enactment. To illustrate, we turn now to the category of less formal or perceived entitlements to particular spaces or seats on the buses discussed by the study participants, which were more likely than formal entitlements to be open to contested claims to legitimacy.

Informal entitlements: Contested claims to occupy space on the bus

Informal entitlements included those to sit at crowded times of day, or to sit in 'priority seats', or to board the bus ahead of others. For older participants, accounts often focussed on the normative expectations these participants hold about getting or being offered a seat on the bus, and on the Goffman-esque social interaction strategies (Goffman, 1966) they employed to signal that they were entitled to a seat:

[T]he schoolchildren.... They're so noisy and well they do give you your seat now because the look we give them, they decide they'd better give you the seat. (F, O, 80-84)

There was no straightforward and mutually-recognised hierarchy of spatial rights on public buses. Rather, a cross cutting hierarchy based on the one hand on 'needs', and on the other 'rights', was articulated through stories of contested claims and difficulties in identifying whose access should be prioritised. A number of scenarios were brought to our attention in which rights to seating and to other passenger space on buses (and here the term 'rights' was often explicitly used) were disputed. These accounts often pertained to the section of the bus opposite the rear (exit) doors where seats are not provided. This is a clear space that is usually occupied by standing passengers during peak travel periods, and by infant buggies, passengers in wheelchairs, pieces of luggage or stowed shopping trolleys belonging to older/less mobile passengers at other times of the day. It is at these non-peak times that

reported problems in terms of a clash of perceived entitlements to space on the bus were repeatedly reported to arise, as in the following example:

Because... people are so unsociable on buses I tend not to get on with my trolley.
...Not because I'm shy, but you get these mums, with their great big four-by-four [wheels] prams and I have been told, "that [her trolley] needs to go!" I have got a letter...from [TfL – London's transport authority] to say that I have as much right as them to be on the bus. (F, I, 70-74)

Given the policy concern that offering concessionary bus travel to young people would reduce older passengers' ability to use the bus, one somewhat surprising finding was that the most frequently reported tension when it came to competing rights claims on the bus was between mothers with buggies and others (including older people with shopping or mobility trolleys and those using wheelchairs) in need of non-seating space. The recourse to external legitimisation for a rights claim, as in the example above of the "letter from TfL", was rare, but it does illustrate the potentially contestable nature of the entitlement to such space. More typical as a way to negotiate disputed rights was a range of subtle gestures deployed by fellow bus passengers to communicate their perceived superior entitlement to space on the bus. While many young people talked about their willingness to offer their seats to "whoever is deserving" (M, I, 15), their accounts on occasion highlighted how the occupation of space on the bus could be a source of dispute. Thus, two young focus group participants described their experience of such interactions between passengers as follows:

F1: [I]t's when you're on the bus and you're sitting down and the old person comes along and they look at you expecting you to stand up.

F2: Yeah, they give you that dirty look.

F1: They give you the look...as if you're supposed to stand up for them. But sometimes you're tired. ...And if that little area...chosen for them [the priority seating area] is full up [then] they come to the back and then start expecting other people to get up.

F2: ...I feel old people feel they have the right to the whole bus. (O, 15-16)

Here again the language of rights, and rights that are perceived as applying in an unequal way, is used explicitly when disputes over space on the bus is discussed. In this instance it is clear that these young people do not share the view that older people should be offered a seat automatically if there is nowhere else to sit: the 'right' derived from a social attribute (age) does not necessarily trump that derived from a 'need' (being tired).

In the abstract, users could construct a hierarchy of claims to space on the bus. Thus, in one interview two of the interviewees articulated their understanding of the hierarchy of bus users that they would give their seat up for – old people, disabled people and pregnant women (M, I, 15) – and similar hierarchies were provided in other accounts. However, in discussions, and in accounts of actual experiences of contested claims, what becomes clear is that this hierarchy is mutable. For instance, in one discussion, some of the participants argued that they "don't feel like [an overweight person] should have a seat as much as...an elderly person or someone with a small child" (F, O, 14-18). At the same time, however, some of the young people we spoke to expressed how they felt very much *subject to* these entitlement claims, rather than in a position to assert their own claims.

The findings also suggested that where entitlement is based overtly on need (rather than rights), enactment of the informal right is recognised as carrying a certain risk of disrespect for either party involved in a given negotiation of space on the bus. For instance, as the discussion above shows, both older and younger respondents referred to the "look" that older

bus users would have to give on occasion in order for a young person to give up their seat. This bore the risk for the older person of having to assert themselves in public, but also for the younger person of having to defer to another passenger in front of their peers, in particular if they were not thanked for their actions:

F1: The elderly people completely disrespect somebody just because they're young. ... [A] lot of the time...there's no verbal abuse but you can just see them looking at people like, you're in my seat...

M1: And then what annoys me is you give up your seat and...they don't even say thank you... They believe they have the right to sit there, that you should just get off, in a sense. (O, 14-18)

Elsewhere, in a group interview conducted with young people, uncertainty around whether or not a fellow bus user was pregnant was described as a potential source of disrespect:

M1: When I do sit down I'll give it up for an old person, a... paralysed person, or disabled [person]

M2: And pregnant people ... because that's the issue. ...If they ask for it [the seat] I'd jump up straightaway but...if I see someone I think is pregnant, I just try and figure it out. ...I just try and study [the person's figure], if you know what I mean, to make sure I don't end up insulting someone. (I, 15-16)

The ambiguity of entitlements based on need and vulnerability implied above meant that less mobile study participants on occasion indicated the important role of outward signifiers of entitlement to their everyday use of public transport. For instance, in an exchange between two older study participants, both over 90, one of them described how:

[E]specially because I've got a walking stick, people are extremely kind, and the kids help you down if necessary, they certainly give way to you once you get on the bus. And ... I don't even have to show my pass sometimes, [even though] I'm supposed to (M, Other, 90+)

Our findings also suggest that the potential for negotiations of space on the bus to generate disrespect and disharmony on occasion became visible when hierarchies of social difference intersected with those of vulnerability, as in this discussion between older bus users in outer London:

F1: They will not move, they will not move.... They don't move, schoolchildren do not *move*...

F2: I've always found they will move....

F3: *I'd have thought* that they would move but it's interesting, I wonder if they would give it to a white woman but not to [a non-white woman]

F4: Yes that's it, that's it. (O, 65-89 [emphasis in speech])

These accounts demonstrate that buses, as a constituent part of the urban public realm, constitute important 'sites' for the enactment of citizenship (see Isin, 2009, p. 370). Within this, they show that a complex set of norms and informal dicta are deployed in the course of everyday bus travel as a means to try to negotiate competing attitudes towards entitlement to sit, or occupy particular spaces, on buses. Importantly, these norms and dicta are mutable and so are contested, with the risks incumbent to this, in the course of bus travel.

Discussion

It is increasingly well established that access to transport is an important determinant of health, and emerging research findings suggest that concessionary fares have a role to play in fostering wellbeing. In this paper, we have explored an important mediator of the relationship between concessionary fares and wellbeing, namely how entitlement to that benefit is understood. We also discuss the conceptual significance of entitlements in relation to public bus travel by younger and older people. In doing so, we have shown how these understandings and deployments of formal and perceived entitlements can be ‘affective’, by which we mean that they can impinge on recipients’ sense of wellbeing as broadly conceived.

Where entitlements are understood as arising from valued aspects of the self (such as contributions to society) they straightforwardly constitute a route to enacting ‘belonging’ and deriving a sense of self-worth. When the rationale for a given entitlement is less easily understood via recourse to societal contribution, and the enactment itself is more fragile (as with entitlements granted to young people), there are possibilities that enactment can be fraught with risks of ‘disrespect’. The main implication of this study is that concessionary public transport has a set of effects on wellbeing that go beyond its effects on levels of physical activity through the elimination and generation of ‘active travel’ journeys (e.g. Besser & Dannenberg, 2005; Webb et al., 2011) and its capacity to mitigate the social isolation that may result from transport exclusion (e.g. King & Grayling, 2001; Spinney et al., 2009; Whitley & Prince, 2005). Though hard to measure, this set of potential health effects warrants attention as it relates to the degree to which often-marginalised groups (here, older citizens and young people) hold and report a sense of belonging (to a place or society) and perceive themselves to be recognised as valued and deserving citizens.

Study participants reported that the entitlement they received was important to them not only because it provided concessionary travel (and in turn facilitated participation in a range of social activities) *but also for symbolic reasons*. Our research suggests that for young people and older citizens alike, receipt of fare concessions on public buses and on the wider public transport network in London respectively signified a belonging to a conurbation (London in this case) and to the citizenry of that conurbation. The concessions were seen to bolster any ‘sense of being a Londoner’ that the recipient might construct for her- or himself, and to contribute “to the strengthening of people’s belonging to and perception of place” (Kearns, 1991: 530).

At the same time, for older recipients, receipt of the concession also brought a valued sense of societal recognition. The concession was understood to be, and presented to us as, a reflection of the entitlement to which older London residents were due on the basis of the contribution that they had made to society over the course of their lives so far. Notably, this sense of earned entitlement was not shared by the younger cohort of study participants.

In terms of outcomes for wellbeing (and in turn health if we see these two concepts “as part of a continuum” (Cattell et al., 2008, p. 546), these two concepts, belonging (or ‘solidarity’) and recognition (or ‘significance’), are component parts of the psychological sense of community construct outlined by Clarke (1973) and reframed in the context of ‘wellbeing’ by Young et al (2004). As Young et al (2004, p. 2629) put it “[s]ense of solidarity refers to sentiments such as feelings of belonging, togetherness, cohesion, and identification

[and...s]ense of significance entails members feeling that they are appreciated as important contributors to the group, thereby developing a sense of achievement, fulfilment and worth.” More recently, both concepts have been identified as key indicators of wellbeing – for example in the New Economics Foundation’s (2009) *National Accounts of Well-being*, ‘trust and belonging’ is included as an indicator of social wellbeing while ‘self-esteem’ is included as an indicator of personal wellbeing.

Critically, what this paper suggests is that it is not only the *substance* of entitlements that generate health outcomes, as has previously been demonstrated in relation to concessionary travel schemes (Coronini-Cronberg et al., 2012; A. Jones et al., 2012; Webb et al., 2011). In addition, the very act of entitling (or being entitled to) benefits can shape feelings of wellbeing (that can determine health) in and of itself. The very process of entitling individuals and groups impinges upon the wellbeing of entitlement recipients. In this instance, then, we argue that public transport concessions not only mitigate the particular transport-related barriers to social inclusion faced by young and older people discussed in the introduction to this paper, but more broadly that the act of entitlement can serve to mitigate wider forces of social exclusion faced by these groups. In this way, entitlements directed towards younger and older members of the population can act to reduce the feelings of exclusion, disenfranchisement and isolation felt by these groups, and might also act to improve their sense of self-worth.

Conclusion

The provision of concessionary transport is identified as a policy intervention that can support wider strategies to tackle social exclusion. In the UK context this is understood to be primarily by ensuring “that bus travel, in particular, remains within the means of those on limited incomes and those who have mobility difficulties” (Department for Transport, 2012). If the effectiveness of a free bus transport scheme resides in (say) its ability to promote access to goods and services or social inclusion, we suggest that its ‘affectiveness’ relies on how far it shapes the meaning of access and entitlement for its users. Here, where entitlement was understood as based on rights, it could enhance wellbeing. Where it was based on needs and vulnerability, it was more problematic, with social risks of underlining social marginalisation rather than fostering inclusion.

In this paper, we have sought to understand, through qualitative enquiry, the ways that recipients of such transport concessions understand and value the entitlements that they receive. This has suggested that beyond the substance of the entitlements themselves, the process and conditions of entitlement are also important when it comes to considering the effects of a given entitlement on recipients’ wellbeing. In particular, we have found that the relationship between entitlements and wellbeing is mediated by the sense of belonging that receipt of an entitlement confers on the individual. This, in turn, is a function of the nature of a given entitlement: where the entitlement has an ontological fit with a sense of personal entitlement then wellbeing can be enhanced, but where the entitlement is conditional or based on needs, rather than rights, then the rationale behind it is negotiable, and a recipient’s sense of wellbeing can be marginalised in the process of trying to enact that entitlement. This finding suggests that to reduce the risks to wellbeing that can come with enacting entitlements, policy-makers should pay attention to communicating a cogent rationale for a given entitlement so that the wider public better understand why that entitlement has been conferred.

Conflict of interest

None

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ⁱ The 'Young Scientists' programme offers work experience in an academic setting to young people aged 14-18 from schools in deprived parts of London. For further information see: <http://www.lshtm.ac.uk/aboutus/introducing/volunteering/ysp/index.html>.

ⁱⁱ 'Oyster' refers to the plastic card used to access London's transport system; as here, young people often used the term 'Oyster' to refer specifically to their free pass (the 'Zip Card').

Calgary Transit

Low Income Monthly Pass

Read below to find out if you're eligible for a Low Income Monthly Pass. [Click here \(http://www.calgarytransit.com/fares-passes/passes/Low-Income-seniors-yearly-pass\)](http://www.calgarytransit.com/fares-passes/passes/Low-Income-seniors-yearly-pass) for information about the Low Income Seniors Yearly Pass.

City Council approved the cost of a low income monthly pass to be on a [sliding scale](http://calgary.ca/CSPS/CNS/Pages/Neighbourhood-Services/sliding-scale-fare-changes.aspx) (<http://calgary.ca/CSPS/CNS/Pages/Neighbourhood-Services/sliding-scale-fare-changes.aspx>) effective April 2017. Sliding scale is a pricing system that assesses income and assigns a purchase price based on income. The less an applicant earns, the less they will need to pay.

	2018	2019
Band A	\$5.15	\$5.30
Band B	\$36.05	\$37.10
Band C	\$51.50	\$53.00

Eligibility and application for a Low Income Monthly Pass

- Resident of Calgary (proof of address required, PO Boxes, rural route addresses and bank statements are not accepted as proof of residency).
- Meet one of the Fair Entry's eight ways to qualify for this and several other City subsidized programs and services. Find out if you qualify, visit [Fair Entry](http://www.calgary.ca/CSPS/CNS/Pages/Neighbourhood-Services/Programs-and-services-for-low-income-calgarians.aspx). (<http://www.calgary.ca/CSPS/CNS/Pages/Neighbourhood-Services/Programs-and-services-for-low-income-calgarians.aspx>). Download the [Fair Entry application form](http://www.calgary.ca/CSPS/CNS/Documents/Neighbourhood-Services/Fair-Entry-Fee-Reduction-Application.pdf) (<http://www.calgary.ca/CSPS/CNS/Documents/Neighbourhood-Services/Fair-Entry-Fee-Reduction-Application.pdf>).

Where to buy a pass when approved?

If you have already been accepted in the Fair Entry program, find out where you can [buy your pass](http://www.calgarytransit.com/fares-passes/where-buy) (<http://www.calgarytransit.com/fares-passes/where-buy>).

Conditions of Use

- The Low Income Monthly Pass is for the sole use of the registered applicants and is not transferable. It is valid on all Calgary Transit services.
- The pass user must be registered with Calgary Transit and the back of the pass must include the registered users name and registration number to be valid.
- The pass user must have in their possession and be prepared to present valid photo identification upon request while using Calgary Transit.

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- The entire pass must be shown to the operator when boarding the bus and must remain in the possession for the user at all times while on the system.
- Misuse of the Low Income Transit Pass may result in suspension of eligibility and the user may be subject to a fine under the Transit Bylaw 4M81.
- Please note, we don't issue replacement passes for lost or stolen passes.



Calgary Transit Low Income Monthly Pass sliding scale fare changes

The City of Calgary's sliding scale fare structure for the [Calgary Transit Low Income Monthly Pass](#) helps eliminate financial barriers for low income Calgarians so they can more fully participate in the community.

How were the price bands developed for a sliding scale?

Sliding scale is a fare system that assesses income and assigns a purchase price based on income. **The less an applicant earns, the less they will have to pay**, but all who qualify will receive a minimum 50% discount.

To determine the bands, The City looked at the income levels of the current customers and how to provide the most assistance to the most people within the budget.

Then The City studied other income support program benefit systems to see how the bands might impact persons receiving those benefits and also used community input to adjust the bands appropriately.

The majority of current Low Income Monthly Pass customers will pay less than they did in March and everyone who qualifies receives a minimum 50% discount.

When do prices change?

Prices for the Low Income Monthly Pass change each year in January as the discounts are linked to the price of an adult monthly pass, which also changes each year.

What is sliding scale?

Sliding scale is a fare system that assesses income and assigns a purchase price based on income. **The less an applicant earns, the less they will have to pay.**

For the Calgary Transit Low Income Monthly pass, three income categories or bands have been developed. Those earning the least will pay the lowest fare and those earning a bit more will pay higher fares, but all who qualify will receive a discount.

How will people apply for a discounted transit pass based on sliding scale?

Fair Entry will remain the single point of entry for all subsidy programs, including anyone interested in the new sliding scale for Transit's Low Income Monthly Pass. Details on the current application can be found at calgary.ca/fairentry.

How much will a pass cost?

Introduction of a sliding scale will introduce three price bands. For 2019 the prices are: \$5.30, \$37.10 and \$53.00 per month dependent on how much a customer earns.

What if I disagree with my price band?

If you have questions on how your income impacts where you fit in a sliding scale, please contact Fair Entry by calling 311 to speak with Fair Entry staff or email fairentry@calgary.ca.

Who qualifies for sliding scale?

Customers approved for Fair Entry will be eligible to receive a minimum 50% discount based on a sliding scale. The income a customer earns will be assessed to determine the price they will pay for a Low Income Monthly Pass. The Fair Entry qualifications list outlines eight proofs of income a customer can use to qualify. calgary.ca/fairentry.

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Income ranges for three bands by household size. (Ranges updated March 3, 2019)

Household Size	Income Category A \$5.30	Income Category B \$37.10	Income Category C \$53.00
1 person	Less than \$12,960	\$12,961 - \$22,032	\$22,033 - \$25,921
2 person	Less than \$16,135	\$16,136 - \$27,429	\$27,430 - \$32,270
3 person	Less than \$19,836	\$19,837 - \$33,721	\$33,722 - \$39,672
4 person	Less than \$24,083	\$24,084 - \$40,941	\$40,942 - \$48,167
5 person	Less than \$27,315	\$27,316 - \$46,435	\$46,436 - \$54,630
6 person	Less than \$30,806	\$30,807 - \$52,371	\$52,372 - \$61,613
7 person	Less than \$34,299	\$34,300 - \$58,308	\$58,309 - \$68,598

Fair Entry also accepts AISH, Alberta Works and Refugee Assistance Program documents as proof of income. If you are interested in how your income impacts where you fit in the sliding scale, please contact Fair Entry by calling 311 to speak with Fair Entry staff or email fairentry@calgary.ca.

If you are not sure if you would qualify, go to a Fair Entry site, call 311 to speak with Fair Entry staff, or email fairentry@calgary.ca about how you might apply or find other community supports.

What about the seniors transit pass – both regular and low income?

Prices for the senior pass, regular and low income, are not impacted by sliding scale pricing. Details on seniors passes can be found [here](#).

Transit Fare Review: Final Recommendations

July 2018



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Summary of Key Recommendations

The Transit Fare Review was a comprehensive review of the policies guiding how we price transit in Metro Vancouver. Over the course of four major phases, we undertook extensive public and stakeholder consultation, technical analysis, ridership and revenue modelling, best practice research, and prototyping. The result, captured in this report, is a series of recommended policy changes intended to improve the customer experience by making the fare system fairer for more people, while maintaining affordability and ease of understanding for transit riders and while maintaining the same level of fare revenue.

A key policy recommendation from this Review is to eliminate zones and move to station-to-station pricing for rapid transit (e.g. SkyTrain and SeaBus). Pre-paid passes would be updated to reflect this change. Buses would remain a flat fare.

While not within the transportation-focused mandate of TransLink, the Review finds that expanding discounts for low-income residents is a worthwhile social policy objective. The Review recommends that TransLink and BC Transit work under the leadership of the Provincial Government in the context of the BC Poverty Reduction Strategy to explore available funding, priorities, and opportunities to expand discounts for low-income transit riders, as well as children and youth, across British Columbia.

Finally, the Review finds that expanded off-peak discounts have merit and can meaningfully help reduce overcrowding on the system. However, to be most effective these should be targeted to times and locations where overcrowding is most acute. This change would result in lost fare revenue and so would require new funding to implement. Accordingly, the Review recommends launching pilots to study where, when, and how to best implement this change and then to develop a costed business case for approval in a future Investment Plan.

Should the Mayors' Council on Regional Transportation and the TransLink Board endorse these policy recommendations, the project will move into the implementation planning phase. In this phase, TransLink will figure out how best to implement these changes in a way that is cost effective and effectively manages risk. This step includes additional technical work, pilot studies, scoping detailed Compass requirements, and developing a timeline that seeks to introduce any fare policy changes in ways that leverage and build on other concurrent initiatives.

Detailed List of Recommendations

		Current	Recommendation
Distance	Rapid Transit	3 Zones	Station to station pricing (based on km)
	Bus	Flat	No change
	HandyDART	Flat	No change
	West Coast Express	5 Zones	Station to station pricing
Fare Products	Single Tickets	Cash fares and discounted Stored Value fares	No change
	Fare products for frequent Users	Prepaid monthly pass by zone	Prepaid monthly pass by km and explore introducing new flexible products
Transfer Time	Conventional system	Travel for 90 minutes on a single fare	No change
	West Coast Express	Premium fares distinct from conventional system	No change
Service Type	HandyDART	Regular adult fare applies to all passengers	Accept concession fares for eligible customers
	Off-peak discounts	Discounted fares after 6:30pm on weekdays and all day on weekends	Develop a business case for targeted discounts to help reduce overcrowding
Time of Day	Children (age 0-4)	Free	No change
	Youth (age 5-18)	Concession Discount	Explore expanded discounts through discussion with Provincial Government
	Seniors (age 65+)	Concession Discount	No change
	Low-Income	No discount	Explore expanded discounts through discussion with Provincial Government
User Discounts			

Introduction

About the Transit Fare Review

In 2016 TransLink launched a comprehensive four phase review of the way we price transit. We heard that the majority of residents from Metro Vancouver think the current fare system does not work well. This desire for change combined with new technological capabilities offered by Compass set the stage for this comprehensive review of the way we price transit in Metro Vancouver to improve the overall customer experience.

What do we want to achieve?

The goal of the Transit Fare Review is to recommend changes to the fare structure that promote an exceptional customer experience where paying for transit:

- Is simple
- Is fair
- Is affordable
- Helps grow ridership
- Helps improve service by reducing overcrowding

As a result of the recommendations identified through the Transit Fare Review, fares for some trips will go up and fares for other trips will go down. However, the goal is not to increase or decrease TransLink's revenue. Rather, the approach is that any changes would be revenue neutral for TransLink.

How did we get here?

The Transit Fare Review focused on investigating six core components of the regional transit fare structure:

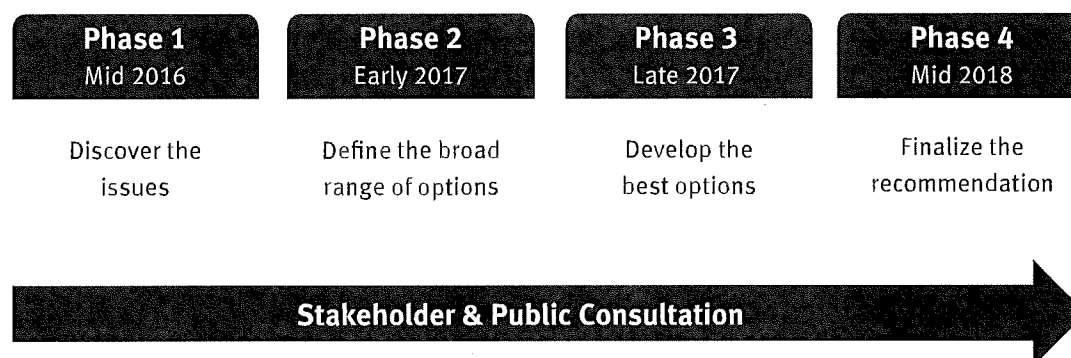
1. **Distance Travelled:** the price you pay depending on how far you travel
2. **Fare Products:** the type of ticket or pass you purchase based on frequency of travel
3. **Transfer Time:** how many minutes you can travel on a single fare
4. **Service Type:** the price you pay depending on what mode of transit you use
5. **Time of Day:** the price you pay depending on what time of day you travel
6. **Discounts:** the reduced fares available to riders based on defined eligibility criteria

Our work was informed by technical analysis, modelling, best practices research, and prototyping of different options, along with extensive consultation with the public, stakeholders, and elected officials through in-person workshops, on-line surveys, and on-line discussion forums. Throughout the process, we received over 66,000 responses from people across Metro Vancouver.

- **In Phase 1**, we heard about concerns, issues and ideas for ways to make the fare structure easier to use, fairer and more affordable.
- **In Phase 2**, we developed broad concepts and asked for input on how fares should vary by distance, time and service type.
- **In Phase 3**, we refined the options and asked about specific proposals for how to price by distance, which types of fare products to offer, and if changes should be made to customer discounts
- **In Phase 4**, we shared our proposed recommendations with the public for input and feedback.

A full record of the public engagement activities of the Fare Review can be found at www.translink.ca/farereview

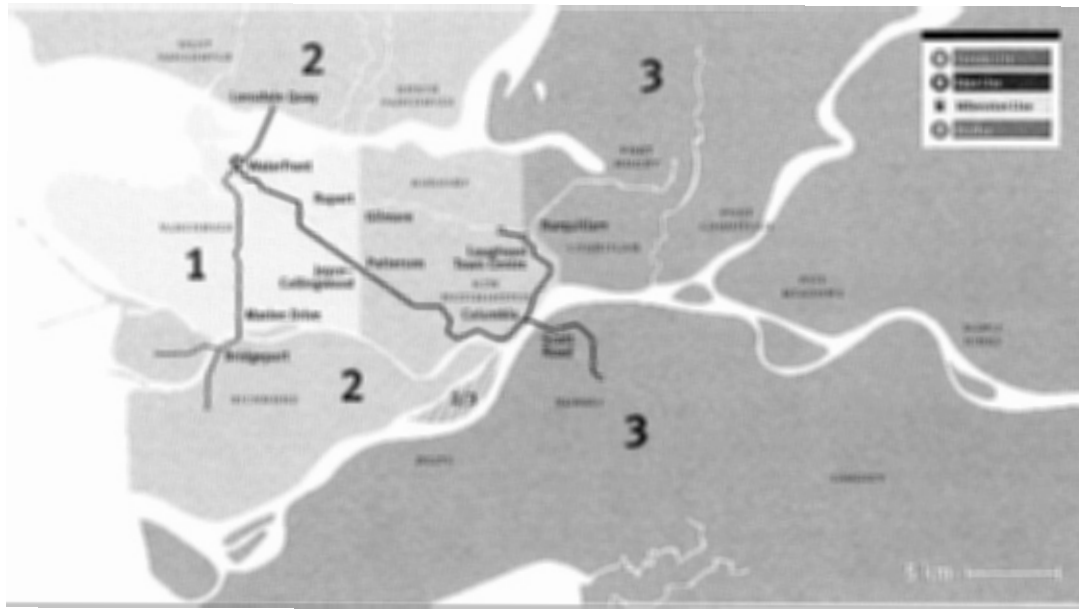
Timeline



Fares by Distance

Current System

The current zone system was adopted in 1984 to roughly approximate distance travelled in a way that was simple to understand and manage without the assistance of a smart card. This three-zone fare structure has been a long-standing source of complaints from residents of Metro Vancouver. Today, about 20% of daily weekday trips pay an arbitrarily higher fare than trips of a similar distance just because they cross a zone boundary. In 2015, zones were eliminated for buses so that all bus trips are charged a one-zone fare regardless of the distance travelled.



Current fare zone system for SkyTrain and SeaBus

Recommendations

1.1 Eliminate zones and shift to pricing by distance between stations on SkyTrain, SeaBus, and future rapid transit. Maintain flat fare on bus.

How would it work?

Under this system, bus fares would continue to be charged a flat rate regardless of the distance or number of transfers made within 90 minutes, the same as today. For SkyTrain and SeaBus trips, fares would be based on how many kilometres you travel. A base fare would cover travel up to five kilometres – or approximately three to four stations. After this base distance, the fare would increase in small increments until a maximum fare is reached, which would occur at around 22 kilometres or 13 to 15 stations.

What's the same as today?

- **Minimum fare:** About the same as a 1-zone fare.
- **Maximum fare:** About the same as a 3-zone fare. People travelling the longest distance on SkyTrain would continue to pay about the same price as they do under the current system.
- **Tapping:** Same as today – tap in and out on SkyTrain and SeaBus, tap in only on bus.
- **Transfers:** No additional fee to transfer between bus, SkyTrain and SeaBus.
- **Bus only fares:** Flat fare similar to today's 1-zone fare for unlimited travel within the 90 minute transfer window.
- **Evening and weekend travel:** Similar to today - off-peak trips pay the equivalent of a 1-zone fare for travel system-wide.

What's different from today?

- **No more zones:** Rapid transit fares are based on the number of kilometres you travel, instead of how many zones you travel through.
- **More gradual price increments:** Prices vary for each pair of stations depending on the distance between them.

Why not price by distance on the bus, too?

Distance-based pricing on bus was considered through the Transit Fare Review but is not currently recommended. We heard that many residents think distance-based fares on buses would make it difficult to predict and calculate fares and might require tapping out, which could discourage bus use. Both of these concerns could be addressed with new technologies currently being tested and deployed in cities around the world. Should the transit network evolve in the future to include more on-demand or flexible bus services, our approach to pricing bus services could be re-evaluated.

Which trips would pay more than today?

- 1-zone trips on SkyTrain that travel long distances within a single zone, for example: trips between Marine Drive and Waterfront or between Sapperton and Gilmore.
- 2-zone trips on SkyTrain that travel long distances across two zones, for example: trips between New Westminster and Waterfront.

Which trips would pay less than today?

- 2-zone trips on SkyTrain that travel just a few stations but that happen to cross a zone boundary, for example: trips between Joyce-Collingwood and Metrotown, Surrey Central and Columbia, or Production Way-University and Burquitlam.
- 3-zone trips on SkyTrain that travel into zones 1 and 3 by only a few stations, for example: trips between Burquitlam and Commercial-Broadway or between Scott Road and Joyce-Collingwood.
- SeaBus trips.

Why are we recommending this?

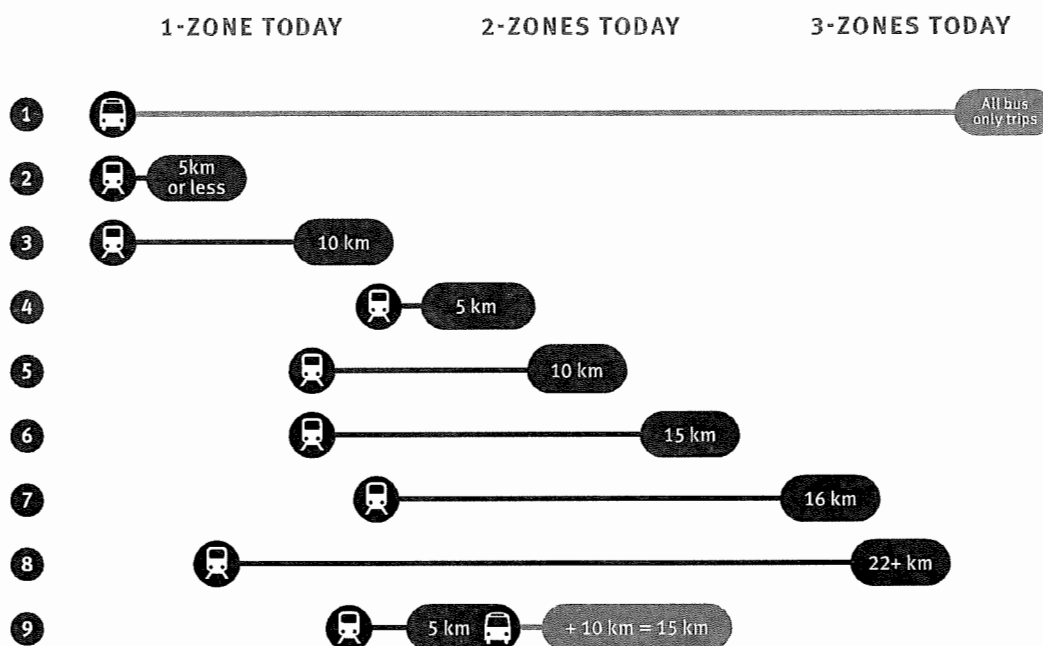
We heard during each phase of the Transit Fare Review that people find the current system unfair, with 73% of respondents saying they would prefer to see a system priced by distance travelled. A structure that prices trips more closely to the actual distance travelled helps address the most common complaints, including the high price of short trips across a zone boundary, steep price jumps across a zone boundary, and the arbitrariness of the zone boundaries.

Compared to the current system, pricing fares by kilometres travelled between stations on SkyTrain and SeaBus:

- Better reflects actual use: trips of the same length on the same mode of transit would pay the same price.
- Allows for more gradual pricing increments: steep jumps in fares across zone boundaries would be replaced by smaller station-by-station increases.

Impact of the distance-based fare structure on different trips

The table below illustrates how the price for various trips would change under the pricing by distance structure. Most fares will stay about the same, while some will increase and some will decrease. The illustrative prices below are for Adult Stored Value fares, and exact prices will be determined at the time of implementation.



SeaBus is considered rapid transit and fares are the same as SkyTrain

	Current Fare	Proposed fare structure change
1	\$2.30	About the same
2	\$2.30	About the same
3	\$2.30	▲ +\$0.75 to +\$1.00
4	\$3.35	▼ -\$1.00 to -\$1.25
5	\$3.35	▼ -\$0.10 to -\$0.25
6	\$3.35	▲ +\$0.25 to +\$0.50
7	\$4.40	▼ -\$0.25 to -\$0.50
8	\$4.40	About the same
9	\$3.35	▼ -\$1.00 to -\$1.25

▼ Decrease in price ▲ Increase in price

1.2 Eliminate zones and shift to pricing by distance between stations on West Coast Express.

Today, fare prices on the West Coast Express are determined by a complex 5-zone fare structure that differs from the rest of the system. We heard from riders and stakeholders, that many find this structure confusing and that we should explore ways to align the way we price West Coast Express with other services.

In order to improve the simplicity of this structure, we recommend starting with communicating fares as station-to-station prices, instead of zones. Under this recommendation, prices for travel between stations would remain the same as today. We then recommend working with West Coast Express riders, stakeholders and partners to explore opportunities to refine this structure to align prices more closely with distance travelled, while ensuring fares remain affordable, help to grow ridership and effectively manage demand.

1.3 Maintain flat fare on HandyDART.

HandyDART fares would continue to be charged a flat fare regardless of distance travelled, the same as it is today.

Fare Products

Current System

Today, there are four ways to pay for single-trip fares which allow unlimited transfers for up to 90 minutes:

- You can pay cash on a bus;
- You can tap a contactless credit card or mobile wallet on card readers;
- You can buy a Compass Ticket from a Compass Vending Machine; or
- You can load Stored Value onto your Compass Card so you can pay-as-you-go at a discounted rate.

In addition to single fares, we also offer Day Passes and Monthly Passes: pre-paid passes that grant unlimited travel within the specified number of zones for a flat fee.

Additional products and passes with specific and limited eligibility that are delivered as partnership programs between TransLink, the Province of BC, and/or other agencies are outside the scope of the Transit Fare Review¹.

Recommendations

2.1 Update pre-paid monthly passes to reflect distance-based pricing structure.

How would it work?

Under a fare by distance structure, monthly passes would continue to offer an unlimited number of trips just like today. Instead of being priced based on the number of zones you can travel, monthly passes would be priced based on trip distance.

For example, a 10km monthly pass would allow an unlimited number of trips that are each 10km in length or less. The passes can be used for trips up to the specified distance anywhere on the system, and are not specific to any particular stations or route. For the occasional trip that exceeds the distance covered by the pass, you would pay the difference for that individual trip using the Stored Value on your Compass Card, similar to today's AddFare for extra zones travelled. Unlimited bus travel is included in all passes.

Similar to today, if you are a frequent transit user you would choose the two rapid transit stations between which you most commonly travel and buy a Monthly Pass to cover that distance. Those who take many different trips during the month would have the option of buying a shorter distance pass and pay add fares for each longer trip taken on SkyTrain, or purchase a long distance pass that covers all their travel if they prefer the convenience and value of an unlimited use pass.

What's the same as today?

- Unlimited SkyTrain and SeaBus trips: Passes continue to offer unlimited trips on SkyTrain and SeaBus based on the distance purchased.
- Unlimited bus trips: All passes continue to offer unlimited bus trips across the system.
- Pay in advance: Customers pay up front for monthly travel.
- Predictable transit costs: One monthly pass to cover all your most frequent transit needs.

¹ These partnership programs include the BC NEXUS Pass, U-Pass BC, and CNIB ID Pass.

What's different from today?

- No more zones: Passes would be valid for all trips up to a certain distance rather than all trips within a specified zone. These distances between stations would be clearly marked on wayfinding maps at stations.
- More options: Choose from pass options that more closely match the distance you frequently travel.

Current Pre-paid Adult Monthly Pass System

Monthly Pass – Zones	1-zone	2-zone	3-zone
Unlimited SeaBus and SkyTrain trips within zone/s	\$95	\$128	\$174

Illustrative Pre-paid Adult Monthly Pass System under Proposed Distance-Based Pricing Structure*

Monthly Pass – Distance	5 km	7 km	10 km	13 km	17 km	20 km or more
Unlimited SeaBus and SkyTrain trips up to the following distances	\$95	\$112	\$127	\$142	\$157	\$174

All passes include unlimited trips up to the specified number of kilometres on the SkyTrain and SeaBus, unlimited bus travel, and unlimited travel system wide on evenings and weekends.

** Pass distances and pricing are for illustration only and are subject to change. Further work will be done to determine the number of passes offered as well as the distance increments to ensure that they are convenient and provide good value to all customers.*

How would monthly fare costs be impacted under the proposed structure?

Most riders take a variety of trips over the course of a month; some trips would cost more and some would cost less. Under the proposed system, we estimate that the majority of riders would spend about the same amount on fares overall. A minority of riders will see an increase or a decrease depending on which trips they do most often. Similar to today, frequent riders would choose their Monthly Pass based on their most common trip, which is the commute trip for the majority of riders. The change in price for this frequent trip would have the biggest impact on riders' overall fare costs for a given month.



Why are we recommending this?

Adapting the current zone-based passes to the future fare by distance structure allows riders to continue using today's well-used and well-liked unlimited pre-paid passes. They offer unlimited travel, good value, predictability of monthly fare costs, and convenience.

What about fare capping?

Fare capping was considered through our review but is not currently being recommended. Fare capping offers a best price guarantee to all riders and does not require a decision to pre-purchase a pass at the beginning of a day or month. However, our analysis showed that the fare cap would need to be set at a higher price than today's pre-paid passes, effectively increasing costs for frequent riders. Given its potential benefits, we will continue to explore how fare capping could be introduced in a cost-effective way for both TransLink and our customers into the future, especially in the context of integrated, multi-modal payment platforms and the emergence of Mobility-as-a-Service (MaaS).

2.2 Increase the flexibility of pre-paid passes.

Currently, TransLink only offers day and monthly pre-paid passes that are currently valid from the beginning to the end of a calendar day or month. In order to provide riders with more choice and convenience, we recommend exploring ways to increase flexibility of prepaid passes, including rolling passes and weekly pre-paid pass options. Rolling passes could start on any day of the month, and last until the same day the following month. This would provide customers with additional flexibility to purchase passes at any time and would help alleviate the crowds at Compass Vending Machines at the beginning of the month when many customers renew their monthly passes. Rolling monthly passes and weekly passes will require additional financial and technical analyses to determine appropriate rates and structure before implementation.

2.3 Align the Concession Monthly Pass structure with the distance-based pricing system.

Today, there is only one flat rate discounted Concession Monthly Passes that is valid for all zones, which means that all concession monthly pass holders are paying the same no matter how many zones they travel. This is a simple way to structure Concession Monthly Passes, but it does not fully capture the fairness benefits provided by the distance-based system. Moving forward, we propose exploring a pricing structure for Concession Monthly Passes that more closely reflect distance travelled, as we already do with Concession cash and Stored Value fares. More work is needed to identify specific discount rates and prices to ensure that affordability for Concession riders is maintained.

Transfer Time

Current System

Metro Vancouver's transit system was designed as an integrated, connected network to transport you from your origin to your destination in the most efficient way possible. This means that trips often involve a connection—or transfer—from one route to another to complete a journey. Transfers allow people to move between and within areas of the region on one fare, and to complete their journeys by using the quickest and most convenient combination of transit service types.

Today, TransLink's fares include a 90-minute transfer period, which allows you to transfer onto other transit services within 90 minutes from the time of first tap in, and allows 120 minutes to complete your journey. Select services, such as West Coast Express, are granted exceptions to the 90-minute transfer time due to the longer travel time and distance.

Recommendations

3.1 Keep the principle of the 90-minute transfer window so riders can continue to transfer for 90 minutes without paying a new base fare on rapid transit. The total fare cost will include the base fare plus distance travelled during the 90-minute period.

Our analysis suggests that 90 minutes is sufficient time to complete the vast majority of one-way trips made in the region and therefore, we are proposing to keep the 90-minute transfer window. However, it's important to note that it will function differently for some trips under a distance-based system than it does today.

Under a distance-based structure, a fare will include a base fare plus a charge for distance travelled. Customers will be able to transfer without having to pay a new base fare if they complete all transfers within a 90-minute window, but the distance portion of their fare will continue to increase as they travel. This is in keeping with the fairness principle that Transit Fare Review respondents told us they'd like to see: a system in which people pay for what they use.

The base fare includes 90 minutes of unlimited transfers on bus, which could include multiple bus journeys or return trips by bus.

Service Type

Current System

Today, there is one integrated fare structure for bus, SkyTrain, and SeaBus. The West Coast Express is a premium service with higher fares and unique zone structure. HandyDART, which provides door-to-door service for customers who are unable to use other service types without assistance, is a flat fare system and does not accept Concession discounts.

Recommendations

4.1 Maintain premium pricing rates on the West Coast Express.

The West Coast Express is a high-speed, limited-stop, commuter-rail service with patterns of use that are distinct from the rest of the transit system. Moving forward, we recommend maintaining premium pricing – including a higher base and maximum fare – on the West Coast Express, recognizing that it is sufficiently fast, convenient, direct, and travels far enough to justify premium pricing relative to the rest of the transit system.

4.2. Recognize Concession discounts on HandyDART as part of on-going efforts to improve the HandyDART experience.

Throughout the Transit Fare Review, stakeholders have told us that fares should be consistent between HandyDART and the conventional transit system. To further align HandyDART fares with the other service types, we would consider recognizing TransLink-offered age-based discounts on HandyDART while implementing other changes outlined in the Custom Transit Service Delivery Review including HandyDART eligibility criteria.

Time of Travel

Current System

Today, if you travel outside of peak times (after 6:30pm on weekdays and all day weekends and holidays) you receive an off-peak discount where you can make any trip for the price of a one-zone fare.

Recommendations

5.1 Expand targeted off-peak discounts and/or rewards to help manage overcrowding on the system, subject to a transportation business case and near-term field study to determine feasibility.

Off-peak discounts can encourage flexible riders to shift their time of travel and help to reduce overcrowding in peak periods. However, providing further discounts to all off-peak travellers results in decreased revenue that needs to be made up for through other funding.

In order to reduce crowding at peak times while having the least impact on peak fares, we recommend offering targeted off-peak discounts and/or rewards. These discounts would be specific to key times – like early morning and mid-day – in geographic areas where overcrowding is most acute.

To ensure that new targeted off-peak discounts are effective, efficient and fair, we require more information on how riders will shift their travel at different times, locations, and travel directions. Pilot projects and field studies should be launched to help build business case alternatives for expanded discounts, which would then be considered for inclusion in future investment plans based on their performance and efficacy.

TransLink is committed to maintaining our existing off-peak discounts until such time that expanded off-peak pricing can be implemented.

Discounts

Current System

Today, there are a range of discounts provided by TransLink and the Province, discussed in further detail in the Phase 3 Discussion Guide. Specific to this review, TransLink offers discounts for children and youth between the age of 5 and 18 and seniors over 65. These discounts were historically provided to customers who were outside traditional working years and assumed to have less ability to afford full-priced fares. Children under the age of 5 travel for free.

Recommendations

6.1 Maintain existing age-based discounts.

TransLink recommends maintaining existing age-based discounts at this time. Scaling back or revoking these discounts could have negative impacts on those who depend on them.

6.2 Create separate rider classes for children, youth and seniors

Today, the same Concession fare product is valid for travel by children (aged 5-12), youth (aged 13-18) and seniors (aged 65+). In recognition that these different age categories often have different travel patterns, behaviours, and transit needs, we are proposing to ultimately move towards the creation of separate rider classes with distinct products to more directly target these different groups. This will allow greater flexibility to offer targeted discounts in the future.

6.3 Work with the Provincial Government to explore expanded discounts for low-income residents, children and youth.

TransLink acknowledges the societal benefits that these discounts would provide. However, social assistance is not within TransLink's mandate, which is to provide an efficient transportation system that is largely self-funded.

To support these benefits through discounts without raising fares for other riders and remaining revenue neutral, additional funding would be required. Recognizing that resources are limited at all levels of government, additional discussions with the Province in the context of the BC Poverty Reduction Strategy will help identify available funding and priorities.

Implementation Approach

Should the Mayors' Council on Regional Transportation and the TransLink Board endorse these policy recommendations, the project will move into the implementation planning phase. In this phase, TransLink will determine how best to implement these changes in a way that is cost effective and effectively manages risk. This step includes additional technical work, pilot studies, scoping detailed Compass requirements, and developing a timeline that seeks to introduce any fare policy changes in ways that leverage and build on other concurrent initiatives. Once this implementation planning phase is complete, we would begin to implement the recommendations according to the timeline that is developed.

The following components will be considered as part of the approach to implementing the recommendations contained in this report:

1. **Work with the Compass Card vendor** to find cost efficiencies for implementation, including coordination with other organizational initiatives and technological changes to maintain an excellent customer experience and minimize complexity.
2. **Prioritize implementing changes** that can be delivered without impacting overall fare revenue. Many of the key recommendations identified through this review can be delivered without impacts to existing fare revenue, including transitioning to distance-based pricing on rapid transit.
3. **Initiate research and pilot studies** for recommendations that require further analysis and/or funding, including expanded off-peak price incentives, and work with the Board and Mayors' Council for inclusion in future investment plans.
4. **Work with the Provincial Government** to identify potential funding and priorities for potential expansion of discounts for low income residents, children and youth.



City of Richmond

Report to Committee

To: General Purposes Committee

Date: March 14, 2019

From: Mike Romas
Manager, Customer Services

File: 01-0100-30-SCIT1-
01/2018-Vol 01

Re: **Sister City Advisory Committee Updates to Terms of Reference and Policies and Procedures**

Staff Recommendation

- 1) That the updates to the Sister City Advisory Committee Terms of Reference be approved; and
- 2) That the updates to the Sister City Advisory Committee Policies and Procedures be approved.

Mike Romas
Manager, Customer Services
(604-204-8663)

Att. 2

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

Staff Report

Origin

The City of Richmond's Sister City Program was established on February 11, 1974 (as the Sister City Twinning Committee) and fosters mutual understanding and meaningful cultural connections with designated Sister/Friendship cities in the interests of Richmond citizens for their common benefit.

This report outlines minor updates to the Sister City Advisory Committee's (SCAC) Terms of Reference and Policies and Procedures documents to align the Sister City Program (SCP) with changes to Council's office terms and other minor cosmetic updates.

Background

The role and purpose of the Richmond SCAC is to provide advice to and assist the City in promoting the City's culture and values, delivering the SCP, and pursuing the City's goal to establish and sustain cultural and educational ties with approved Sister/Friendship Cities. Additionally, the SCAC will advise the City of any economic development, international trade and business opportunities presented to the Committee, or its subcommittees, arising from SCAC activities.

The City of Richmond has had a Sister City relationship with Pierrefonds, Quebec since 1967, Wakayama, Japan since 1973 and Xiamen, China since 2012. The City of Richmond formed a Friendship City relationship with Qingdao, China in 2008.

Analysis

Terms of Reference and Policies and Procedures Updates

Cosmetic changes to the Terms of Reference document include updating the term of the SCAC activity plan from a three year to a four year term to reflect the new term duration for members of Council. Additionally, language in the document was updated to ensure consistency for program naming: Sister City Advisory Committee (SCAC) and Sister City Program (SCP).

Cosmetic changes were also made to the Policies and Procedures document including:

- clarity about what's included in the 4-Year Activity Plan;
- any SCAC travel will be brought forward to Council in a separate report that includes a budget breakdown; and
- updated language about unofficial exchange visits.

An updated Terms of Reference (Attachment 1) and Policies and Procedures (Attachment 2) are attached for your reference.

Financial Impact

None.

Conclusion

The cosmetic changes to the terms of reference and policies and procedures documents align the SCAC program planning process with Council's four year term while updating the language for consistency.

A handwritten signature in black ink, appearing to read "Mike Romas", with a horizontal line drawn underneath the signature.

Mike Romas
Manager, Customer Services
(604-204-8663)

MR:ks

- Att. 1: Sister City Advisory Committee Terms of Reference
- 2: Sister City Advisory Committee Policies and Procedures

RICHMOND SISTER CITY ADVISORY COMMITTEE**TERMS OF REFERENCE**

Original: January 2013
Updated: November 2018

1. Mandate and Responsibilities**1.1 Mandate**

The role and purpose of the Richmond Sister City Advisory Committee (SCAC) is to provide advice to and assist the City in the promotion of the City's culture and values, delivery of the Sister City Program (SCP), and the pursuit of the City's specific goal to establish and sustain cultural and educational ties with approved Sister/Friendship Cities.

The SCAC will advise the City of any economic development, international trade and business opportunities presented to the Committee, or its subcommittees, arising from SCAC activities. All pertinent information, details and contacts in relation to such opportunities will be referred to the City for appropriate action through the City's Economic Development Section, the Economic Advisory Committee, Richmond Chamber of Commerce, Tourism Richmond or other agencies as would be appropriate.

The SCAC will organize SCP related events, including appropriate travel and hosting activities. The SCAC will not directly invite or receive guests from, and will not agree to travel to, Sister/Friendship Cities without the prior direction or approval of the Richmond City Council.

1.2 Responsibilities

In carrying out this mandate, under the guidance and direction of City staff, and in accordance with Program Policies and Procedures, and the 4-Year Activity Plan, the responsibilities of the SCAC shall include:

- Liaising with organizations in the community to encourage participation in Sister City Program activities;
- Working with staff to carry out annual non-visit related base program activities; and,
- Producing an annual meeting schedule and other reports for Council approval as described in Section 5 below.

2. Composition

In accordance with the program objectives, the SCAC shall be comprised of representatives from the municipality, organizations in the community and individual citizens. All members shall be appointed by Council.

2.1 Voting Members

The Sister City Advisory Committee shall be comprised of up to 14 voting members consisting of:

- 13 Richmond citizens, and
- One School Board (non-staff) representative.

2.2 Non-Voting Members

- City Council liaison
- City staff liaison

3. Recruitment, Selection and Appointment

3.1 Recruitment

- Recruitment of citizen appointees shall be in accordance with Council policy and procedures (e.g. the City Clerk's office will place appropriate public advertisements in the media to ask for volunteers).

3.2 Selection

All voting members of the SCAC shall be selected based on one or more of the following criteria:

- Be a Richmond resident or an owner and/or operator of a Richmond based business, who has demonstrated an interest in and commitment to the Sister City Program and/or strengthening international relations generally.
- Represent the demographic diversity of the community.
- Represent knowledge, experience and perspectives of various sectors including arts and culture, sport, education, business and tourism.

3.3 Appointment

All members shall be appointed by Council.

Each new member will be required to obtain a criminal record check.

4. Terms

The 13 Richmond citizen members shall be appointed for two-year terms. Each of these members will be limited to serving on the SCAC for a maximum of four consecutive terms (eight years). Any current member (as of December 2012) who has been on the committee for eight or more consecutive years may not be reappointed for more than one (two-year) term. The SCAC shall have rotating terms to ensure continuity in membership from year to year. Any member that fails to attend meetings on a regular basis may be removed from the Committee.

5. Operation and Process

5.1 Operation

Every year, in January, the SCAC shall elect:

- A Chair, and,
- A Vice Chair for each Sister/Friendship City relationship (e.g. taking lead responsibility for managing existing relationships, which are currently with Wakayama, Japan; Pierrefonds-Roxboro, Quebec; Xiamen, China; and Qingdao, China).

Sub-committees may be formed by the SCAC as necessary, to work on specific tasks set by the SCAC. Sub-committees may be comprised only of Council appointed SCAC members.

5.2 Meetings

- SCAC meetings shall be held a minimum of eight times a year, with a schedule set at the beginning of each year. Any additional meetings may be called by the Chair subject to the availability of a quorum of eight members and with at least 10 working days' advance notice.
- Only Council appointed members, the School Board representative, City Council liaison and City staff may participate directly in the discussion and business of SCAC meetings.
- Meetings shall be held at City Hall.
- Minutes of each SCAC meeting shall be kept by City staff with distribution to all appointed members.
- Any sub-committees shall meet as deemed necessary by the SCAC Chair or Vice-Chairs.
- Public delegations may be invited to attend SCAC meetings.

5.3 Accountability

Based on the 4-Year Activity Plan and budgets, by the end of the first quarter of each year, the SCAC Chair, with the assistance of City staff, shall prepare an annual summary on the Committee's primary activities during the previous year and proposed activities and budgets for the current/upcoming year.

5.4 Communications

- The SCAC shall report to Council through the City staff liaison.
- Where communication is desired with the public in the course of delivering the Sister City Program, all media releases and public communications shall be developed by the City's Corporate Communications unit in coordination with the Sister City Committee, and receive approval from the Senior Manager of Communications or Media Relations before release.

5.5 Decision Making Process

Members of the SCAC shall follow Council decision-making policy and procedures and strive for consensus. Each member is entitled to one vote.

5.6 Conflict of Interest

- SCAC members are drawn from a broad spectrum of community interests. The expectation is that each member will conduct themselves in the best interest of the community.
- If there is a conflict of interest, it will be up to the member to excuse himself or herself from the decision.

6. **Resources**

6.1 Sister City Program Funding

The SCP funding includes:

- The SCAC Annual Operating Fund.
- Program Fund with sufficient funding for all program-related activities including official delegations to and from each Sister/Friendship City (see Program policies). This fund is administered by the City. A Delegation Plan (tied to program objectives) and budget for these trips must be developed and approved at least two months in advance of the visit.

6.2 SCAC Annual Operating Fund

Council will provide an operating budget for the operation of the SCAC, which will include sufficient funding for regular operations, meeting costs and other costs associated with base program activities. This fund will be administered by the SCAC with guidance from City staff.

The SCAC may only incur expenses authorized by Council and/or set out in the Program policies and other City policies and procedures.

City staff support and liaison shall be coordinated through the Chief Administrator's Office.

RICHMOND SISTER CITY ADVISORY COMMITTEE POLICIES AND PROCEDURES

Original: January 2013

Updated: February 2018

1. Existing Sister/Friendship City Relationships

1.1 4-Year Activity Plans

For each existing Sister/Friendship City relationship, a 4-Year Activity Plan shall be developed by the City staff in consultation with the Sister City Advisory Committee (SCAC) and in coordination with staff counterparts in the respective Sister/Friendship Cities. The 4-Year Activity Plan should contain priority goals and actual planned and potential activities for the upcoming 4-year period to achieve these goals.

The 4-Year Activity Plan will include:

- Official Delegations/Visits (Section 1.2)
- Exchanges – currently planned or to be promoted (Section 1.3)
- Non-visit related annual base program activities (Section 1.4)
- Four year estimated budget

The 4-Year Activity Plans and budgets will be updated annually and provided to Council by the SCAC as specified in their Terms of Reference.

1.2 Official Delegations/Visits

Official Delegations/visits will only be referenced in the 4-Year Activity Plan. A separate report will be brought forward to Council detailing the Official Delegation Request/Visit and include a separate budget request.

Definition: An Official Delegation is a visit from or to a Sister/Friendship City involving political representatives from each City and others for a specific purpose related to the Sister City Program (SCP) objectives, individual Sister/Friendship City agreement objectives and 4-Year Activity Plans. The visit may involve multiple days and multiple events including: official meetings with Council, representatives from community organizations and other community leaders to further the relationship (e.g. ratification of agreement and/or 4-Year Activity Plan); site visits; sightseeing; ceremonial dinners; and gift exchanges.

Planning: Under the direction and guidance of City staff, the SCAC will be the primary resource for planning delegations identified and approved by Richmond City Council. Delegation Plans will be produced by the SCAC for each visit, outlining specific purposes (linked to SCP objectives, individual Sister/Friendship City agreements and Activity Plan), associated events, duration and costs. The Delegation Plan together with estimated budget must be approved by Richmond City Council at least two months before the Official Delegation.

Participants: In addition to political representatives, the Official Delegation will include SCAC members and City staff (see table below under ‘Costs’). The Official Delegation may also include local leaders in education, culture, arts, sport, business, science and technology and other sectors actively engaged in supporting the Sister/Friendship City relationship. All participants in official delegations will be subject to the approval of Council.

Frequency: For each Sister/Friendship City, there shall be one visit either to or from the Sister/Friendship City every four years. Visits may be timed around key dates such as agreement anniversary dates and special events in the cities involved. This means that the City of Richmond would send one official delegation to each of its Sister/Friendship Cities every eightyears.

Costs:

	TO Sister/Friendship City	FROM Sister/Friendship City
Official Visit Delegation ¹ (Paid for by City)	<p>A minimum of:</p> <ul style="list-style-type: none"> • City of Richmond Mayor or Acting Mayor; • Two other Members of Richmond City Council or such other number as Council may decide; • City of Richmond Staff Member(s) as designated by the CAO; and • Three SCAC members, as approved by Council. • Any additional persons the SCAC wishes to invite must be approved by Council. • Increased participation by Richmond City Council may be expected for milestone event situations (ie. 40th, 45th, 50th anniversary, etc.). 	<ul style="list-style-type: none"> • City of Richmond Mayor or Acting Mayor; • All Members of Richmond City Council; • City of Richmond Staff Member(s) as appropriate; • All Sister City Advisory Committee voting members; • Up to 20 delegates from the participating Sister City (Richmond will not incur any air travel or hotel accommodation expenses and will only pay for local hosting expenses); and • City of Richmond invited guests.
Budgeted costs for above individuals (Paid for by City) ²	<ul style="list-style-type: none"> • Transportation • Hotel • Meals (not covered by official events) • Gifts 	<ul style="list-style-type: none"> • Meal(s) – e.g. ceremonial dinner • Tour • Presentations • Gifts
TOTAL FUNDS	Funds either taken from SCAC Program Fund or as otherwise directed by Richmond City Council	

¹ Other participants who wish to join any delegation to a Sister/Friendship City must:

- Be recommended by the Sister City Committee by reason that they directly support the objectives of the Sister/Friendship City 4-Year Activity Plan and receive approval from City Council
- Pay for their own costs
- The total Official Delegation may not exceed 20 people.

City funds may not be used to defray costs of spouses or other friends or relations of the official delegation participants nor should Richmond’s Sister/Friendship City be expected to fund the cost of these individuals for dinners or other events where costs are incurred.

² In-kind contributions from organizations in the community may be sought for Official Delegations to the City of Richmond (e.g. hosting a tour or a meal) with the prior approval of Council.

1.1 Exchange (Unofficial) Visits

Definition: Exchange visits do not involve political leaders and are for the purpose of community involvement in the relationship. Exchange visits are promoted and encouraged by the Sister City Advisory Committee (SCAC). Members of the SCAC (and/or any organization they represent) may take a leadership role in developing or running regular or special event exchanges. The City normally has minimal involvement in these visits, unless they are City staff exchanges.

Planning: Typically, organizations in the community take lead responsibility for planning exchange visits and should provide City staff with reasonable advance notice of tour requests and other requested involvement. There are occasions where a delegation request is received by the SCAC and City staff take the lead in planning the exchange visit, as appropriate. Travel by a SCAC member on an exchange visit, as a SCAC member, shall require prior Council approval and shall be at the SCAC member's own cost.

Participants: Types of exchange visits are referenced in the Sister City Program objectives. They may involve individuals and groups of artists, athletes, business person, youth, seniors, and any others interested in relationship building exchanges.

Frequency: Exchanges ensure the on-going vibrancy and community participation in a Sister City relationship and should be encouraged.

Costs: Participating community organizations/individuals are responsible for the exchange visit and costs associated with it. Generally, there should be little or no cost to the City for exchange visits (except in cases of City staff exchanges).

Government Related Visits: Outside of Official Delegation visits and Exchange (unofficial) visits, as described above, all other government-related visits from each sister/friendship city, hosted by the SCAC, shall be pre-approved by the City.

1.2 Annual Base Program Activities (Non-Visit)

The following low-cost, non-trip related activities should occur every year and be included in 4-Year Activity Plans for each Sister/Friendship City relationship:

- Annual 'state of the city' letter between the two Mayors
- Exchanges of the cities' annual reports and city plans by senior staff at the City

Other ideas should be developed and may include:

- Exchanges of children's artwork, letters, or e-mails
- Periodic exchange of interesting newspaper articles that show how society, technology, the environment are changing in the City
- Cultural festivals, movies or presentations that celebrate the culture of the Sister/Friendship City (foreign students or business people from the nation of the Sister/Friendship City can be guest speakers)
- Other city events/communications where it is relevant to feature the Sister/Friendship City

2. Gifts

Purchase of gifts for SCAC related use, funded by the City, will require pre-approval from City staff.

3. SCAC Travel

SCAC members will not engage in any SCP related travel to a Sister/Friendship City unless accompanied by an official of the City.

4. Communications

Where communication is desired with the public in the course of delivering the Sister City Program, all media releases and public communications shall be developed by the City's Corporate Communications unit in coordination with the Sister City Committee and receive approval from the Senior Manager of Communications or Senior Manager of Media Relations before release.

5. New Relationships

5.1 Requests from Other Cities

Requests that involve forming a formal relationship should be made in writing to City Council and may be referred to the Sister City Advisory Committee for review and advice, based on current program activity levels and policies.

5.2 Council Requests

Council may request specific advice from the SCAC on any program related matter, including new sister city relationships. Council may request that the SCAC investigate the forming of a relationship with a Sister/Friendship City in another country. This request could occur following a major review of the program activities and/or at the beginning of a Council's term. Where Council has approved investigation of another Sister/Friendship City relationship, the SCAC will be requested to submit an estimate for any additional funds required in addition to the existing Sister City Program budget. Unless directed by Council to do so, the SCAC is not authorized to initiate any discussion or exploration of a new sister city relationship.

5.3 Type and Number of Relationships

City Council will determine the number of Sister/Friendship relationships.

5.4 Selecting a Sister/Friendship City

The process of selecting a Sister/Friendship City should be based on the assessment process recommended in the 2007 BC Asia Twinning Toolkit produced by the provincial government and Union of BC Municipalities.

5.5 Reaching a Sister/Friendship City Agreement

The process of reaching an agreement with a new Sister/Friendship City should be informed by the recommendations in the 2007 BC Asia Twinning Toolkit and include the following basic steps:

- A formal invitation to the selected candidate to develop a Sister/Friendship City relationship.
- Discussions with the selected partner community to set terms of the relationship.
- Signing the official Sister/Friendship City Agreement.
- The agreement should, at a minimum, cover the following elements: purpose, focus, contacts, delegations, exchanges, subsidiary agreements and review process. New Sister City Agreements will be limited to a five-year term with the option to renew following a review.

6. **Financial Support**

6.1 City of Richmond Sister City Program Funding

The Sister City Program funding includes:

- The SCAC Annual Operating Fund
- Sister City Program Fund

6.2 Sister City Advisory Committee Annual Operating Fund

This funding shall be used for regular operations, meeting costs, gifts and costs associated with exchanges from Sister/Friendship Cities. This funding cannot be carried over to future years.

6.3 **Program Fund**

The Program Fund is set in the City's Annual Operating Budget. Funding will cover the costs of program activities. These include sending Official Delegations to a Sister/Friendship City and hosting Official Delegations from a Sister/Friendship City.. An Official Delegation Plan tied to the program and 4-Year Activity Plan objectives, together with an estimated budget for these visits must be submitted for approval to Richmond City Council prior to release of any funds. These funds can be carried forward from year to year.

6.4 Other Contributions – Financial and In-kind Support

Organizations in the community will be encouraged to participate in the Sister City Program and in doing so, draw upon their own resources, including financial support, staff and volunteers. Any funds raised for the Sister City Program shall be from appropriate sources, directly tied to program activities and pre-approved by Richmond City Council. If approved, the funding can be used to supplement the program or offset costs.

o

6.5 Reporting and Accountability

As per the Sister City Committee Terms of Reference, based on the 4-Year Activity Plans and budgets, by the end of the first quarter of each year the SCAC, with assistance from City staff, shall provide an annual summary on their primary activities during the previous year and proposed activities and budgets for the current/upcoming year.

7. Relationship Review and Termination Policy

Each Sister/Friendship City Relationship will be reviewed by the City, with the Sister City Advisory Committee, every six years to:

- Determine whether outcomes are generally commensurate with inputs
- Track progress towards stated goals and objectives
- Identify opportunities to enhance and improve the arrangements

This review should include both qualitative and quantitative measures. Reviews can be timed around the renewal date in the case of new Sister/Friendship City Agreements or around the development of 4-Year Activity Plans.

The SCAC may recommend termination or non-renewal of a relationship that, despite best efforts, has remained inactive or has unsatisfactory outcomes for the City and community.



City of Richmond

Report to Committee

To: General Purposes Committee
From: Cecilia Achiam,
General Manager, Community Safety
Date: March 15, 2019
File: 09-5126-01/2019-Vol
01
Re: UBCM Community Emergency Preparedness Fund

Staff Recommendation

1. That the application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for up to \$25,000 in grant funding to support the Emergency Operations Centres & Training for Emergency Programs be endorsed;
2. That the application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for up to \$150,000 in grant funding to support the Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning be endorsed;
3. That should the funding application be successful, the Chief Administrative Officer and the General Manager, Community Safety and the General Manager, Engineering and Public Works be authorized to execute the agreements on behalf of the City of Richmond with the UBCM; and
4. That should the funding application be successful, the 2019-2023 Five Year Financial Plan Bylaw be adjusted accordingly.

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

REPORT CONCURRENCE	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: CS
APPROVED BY CAO 	

Staff Report

Origin

Staff are seeking Council endorsement for an application to the Union of British Columbia Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF) for grant funding to build local Emergency Operation Centre (EOC) capacity and, Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning.

Analysis

An EOC is a physical location where representatives come together during an emergency to coordinate response, recovery, resources and support response personnel in the field and coordinate all official communications regarding the emergency.

The City is requesting the maximum CEPF contribution allowance of \$25,000 in EOC improvements and a Flood Risk Assessment of \$150,000.

If the application for this grant funding is successful, the \$25,000 will be used to enhance the equipment for the EOC and for Emergency Programs training. It is imperative for the City to train and exercise staff and volunteers to build and maintain capacity for a coordinated response through the EOC.

The objective to apply for the \$150,000 grant from the Emergency Preparedness Fund is to provide budget relief for flood risk assessment work already budgeted for within the Engineering and Public Works and Emergency Programs Departments. The flood risk assessment studies are being carried out to ensure the City has accurate knowledge of local flood hazards to develop effective strategies to mitigate and prepare for those risks. Ongoing risk and vulnerability assessments are best practice to meet the mandate by the *Local Authority Emergency Management Regulation of the BC Emergency Program Act*.

Section 2(1) of this regulation requires local authorities to prepare emergency plans that reflect *“the potential emergencies and disasters that could affect all or any part of the jurisdictional area for which the local authority has responsibility, and the local authority’s assessment of the relative risk of occurrence and the potential impact on people and property of the emergencies or disasters that could affect all or any part of the jurisdictional area for which the local authority has responsibility.”*

Once completed, recommendations from the Flood Risk Assessment will be used to update the Emergency Management Plan and other relevant response plans.

Financial Impact

None.

Conclusion

As part of the submission process, the Union of British Columbia Municipalities requires confirmation that the Council endorses the application for funding. This project aligns with the City's goals and vision and is well positioned to receive funding through the Community Emergency Preparedness Fund given the program criteria and the expected results of the project if program funding remains available.

Staff recommend the endorsement of the application to the CEPF for grant funding to support an enhanced EOC. The completion of this project will help the City achieve its ambition to be a resilient community.



Norman Kotze
Manager, Emergency Programs
(604-244-1211)

NK:cp



Jason Ho, P.Eng.
Manager, Engineering Planning
(604-244-1281)



City of Richmond

Report to Committee

To: General Purposes Committee

Date: March 20, 2019

From: David Weber
Director, City Clerk's Office

File: 12-8060-20-
010015/Vol 01

Re: **Amendments to the Council Procedure Bylaw In Relation to Agenda Preparation and Distribution**

Staff Recommendation

That Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10015, which introduces amendments relating to agenda preparation and distribution, be introduced and given first, second and third readings.

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

As a result of the Council resolution adopted on March 11, 2019 in relation to Council and Committee agenda distribution, amendments are required to the *Council Procedure Bylaw* to update various deadlines and to authorize the necessary administrative changes.

Analysis

The following amendments to the *Council Procedure Bylaw* are recommended in order to bring effect to the recently adopted resolution on agenda distribution:

- The proposed amendment to Section 3.2 adjusts the report submission deadlines in relation to the new agenda distribution schedule, specifically, the amendments will require reports and other matters to be provided to the City Clerk on the Wednesday prior to the issuance of the agenda, with adjustments made for statutory holidays. Some flexibility is provided, where practical, to include late items as circumstances may dictate.
- The proposed amendment to Section 3.3 provides for Council and Committee agenda distribution to Council members and the public at least five business days before a given meeting. For practical purposes, agenda distribution is planned to occur on Mondays, with adjustments made for statutory holidays, which will in effect be five, six or seven days in advance, depending on the date of the Committee meeting. Supplemental agendas will be distributed to Council members and the public as soon as practical.
- The proposed amendment to Section 14.2.1 updates the bylaw wording in relation to non-agenda delegation requests to Committee in order to align the request deadline to the new agenda distribution deadlines outlined in Section 3.2.

Prior to the adoption of a *Council Procedure Bylaw* or amendment, the City is required to provide notice to the public by way of advertising. It is anticipated that the statutory advertising would proceed during the latter half of April with bylaw adoption being considered at the May 13, 2019 Council meeting.

Financial Impact

None.

Conclusion

Amendments to the *Council Procedure Bylaw* as recommended will align the Bylaw with recent Council direction and will authorize the necessary administrative changes required in relation to the new agenda distribution schedule.



David Weber
Director, City Clerk's Office
(604-276-4098)



Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10015

The Council of the City of Richmond enacts as follows:

1. Council Procedure Bylaw No. 7560, as amended, is further amended at subsection 3.2.1 and 3.2.2 by deleting subsection 3.2.1 and 3.2.2 and replacing it with the following:

“3.2.1 All reports, including those submitted by a **member**, for the agenda of:

- (a) a **Regular Council Meeting**;
- (b) a **Regular Council Meeting for Public Hearings**;
- (c) a **Regular (Closed) Council Meeting**; or
- (d) a **Standing Committee** or **Select Committee** meeting,

must be provided to the **City Clerk** by 5:00 p.m. on the Wednesday prior to the issuance of the relevant agenda, except when a holiday falls on the Friday immediately before the issuance of the relevant agenda, in which case such reports must be provided by 5:00 p.m. on the Tuesday prior to the issuance of the relevant agenda.

- 3.2.2 Notwithstanding the requirements of subsection 3.2.1, the **City Clerk** has the discretion, where practical, to include on an agenda or supplemental agenda for a meeting noted in subsection 3.2.1, a matter or report which is not provided by the time and date specified.”

2. Council Procedure Bylaw No. 7560, as amended, is further amended at Section 3.3 by deleting Section 3.3 and replacing it with the following:

“3.3 Availability of Council and Committee Meeting Agendas

- 3.3.1 The agendas of meetings must be made available to Council members and to the public as follows:

- (a) **Regular Council Meetings** – at least five business days preceding each such meeting;
- (b) **Regular Council Meeting for Public Hearings** – at least five business days preceding each such meeting;
- (c) **Standing Committee Meetings** or **Select Committee Meetings** – at least five business days preceding each such meeting; and

- (d) **Special Council Meetings** – at least five business days preceding each such meeting, if possible, or in accordance with the *Community Charter*.

3.3.2 Supplemental agendas to the agendas noted in subsection 3.3.1 must be made available to **Council members** and to the public as soon as practical.”

2. Council Procedure Bylaw No. 7560, as amended, is further amended at subsection 14.2.1 by deleting subsection 14.2.1 and replacing it with the following:

“14.2.1 A person or organization wishing to address a **standing committee** or a **select committee** as a delegation on an item which is not on an agenda of that committee meeting must advise the committee chair or the **City Clerk** of their request in accordance with the requirements for reports specified in section 3.2.1.

3. This Bylaw is cited as “**Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10015**”.

FIRST READING

SECOND READING

THIRD READING

PUBLIC NOTICE GIVEN

ADOPTED

MAYOR

CITY OF RICHMOND
APPROVED for content by originating dept. <i>DW</i>
APPROVED for legality by Solicitor <i>AC</i>

CORPORATE OFFICER



City of Richmond

Report to Committee

To: Finance Committee

Date: March 1, 2019

From: Jerry Chong, CPA, CA
Director, Finance

File: 03-0900-01/2019-Vol
01

Re: Annual Development Cost Charges Imposition Bylaw Amendment

Staff Recommendation

1. That the proposed Development Cost Charges Imposition Bylaw No. 9499, Amendment Bylaw No. 10003 be introduced and given first reading; and
2. That the staff report titled "Annual Development Cost Charges Imposition Bylaw Amendment" dated March 1, 2019 from the Director, Finance, be endorsed as the basis for public consultation in establishing the amended Development Cost Charge Imposition Bylaw.

Jerry Chong, CPA, CA
Director, Finance
(604-276-4064)

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Economic Development	<input checked="" type="checkbox"/>	
Law	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Engineering	<input checked="" type="checkbox"/>	
Building Approvals	<input checked="" type="checkbox"/>	
Development Applications	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

Development Cost Charges (DCC) are collected by local governments from new developments in order to fund the capital cost of infrastructures, such as parkland purchase, park development, traffic improvements and engineering infrastructures, that are required by growth.

The Ministry's Development Finance Review Committee (DFRC), through its Development Cost Charges Best Practice Guide, recommends minor amendments to the DCC bylaw be made by municipalities annually to reflect general inflationary increase in their DCC program costs.

This staff report proposes an increase of 2.9% to the City's city-wide DCC rates for 2019.

Analysis

Proposed DCC Rates Amendment

During the City's last major DCC update in 2017, the development industry expressed concerns with respect to significant increase in DCC rates due to the compounding effect of cost escalation between major DCC updates. The City therefore proposed to complete minor DCC amendments annually to address the concern.

Under the *Development Cost Charges Bylaw Approval Exemption Regulation, B.C. Reg. 130/2010*, municipalities are permitted to increase DCC rates annually without approval by the Ministry as long as the increase does not exceed the annual average Consumer Price index for Vancouver (VCPI). The exemption is granted by the regulation once a year, for up to four years.

Staff recommend that the DCC Bylaw be amended to include an increase of 2.9% (based on the 2018 actual VCPI as published by Statistics Canada), where:

- The increase is consistent with the DCC regulation in using VCPI as a benchmark for annual rate adjustment.
- The proposed increase meets the development industry's request to have incremental increases in DCC rates on a periodic basis until the next major DCC update.
- The next major DCC update will take place by the sooner of (i) May 2022 (every five years under the DFRC best practice guide), or (ii) when changes in DCC program costs and/or growth assumptions become permanent or substantial that warrant a major amendment.
- The following table summarizes the proposed changes to the City's city-wide DCC rates:

Development Type	Unit	Current DCC Rates (2018)	Proposed DCC Rates (2019)	Proposed Increase (\$)
Single Family	per lot	\$40,362.97	\$41,533.50	\$1,170.53
Townhouse	per ft ²	\$21.95	\$22.59	\$0.64
Apartment	per ft ²	\$23.11	\$23.78	\$0.67
Commercial/Institutional	per ft ²	\$14.84	\$15.27	\$0.43
Light Industrial	per ft ²	\$11.58	\$11.92	\$0.34
Major Industrial	per acre	\$99,866.15	\$102,762.27	\$2,896.12

Next Steps

If first reading of the Development Cost Charges Imposition Bylaw No. 9499, Amendment Bylaw No. 10003 is given, staff will communicate the proposed bylaw rates with the development community (e.g. through Urban Development Institute, Commercial Real Estate Development Association (NAIOP), Greater Vancouver Home Builders' Association, on City's social media platforms and the City's website). Feedback received from the public will be presented to Council for consideration upon second and third readings prior to bylaw adoption.

Under the *Development Cost Charges Bylaw Approval Exemption Regulation, B.C. Reg. 130/2010*, approval from the Ministry is not required for adoption of the proposed amended DCC bylaw. Once the bylaw has been adopted by Council, a copy of the bylaw will be filed with the Ministry.

Implementation Guidelines

Sections 511 and 568 of the *Local Government Act* that provide in-stream protection to subdivision applications and precursor applications (e.g. rezoning application, development permit application, building permit application) for one year from the effective date of the adopted DCC bylaw.

To qualify for in-stream protection (i.e. to be grandfathered to the current DCC rates instead of the new DCC rates in the amended DCC Bylaw), prior to the effective date of the DCC bylaw, the subdivision applications or the precursor applications must have been submitted in satisfactory form to and accepted by the City, and that all application fees have been paid. For in-stream applications to be grandfathered, the subdivision must be completed within 12 months after the bylaw is adopted. For in-stream precursor applications, the building permit related to these applications must be issued within 12 months of the effective date of the bylaw in order for the grand-fathering provision to be applicable.

Financial Impact

The proposed bylaw will increase DCC rates by 2.9% across all development types. The amount of DCC collection will depend on the amount of new development activities and the types of development activities.

Conclusion

The proposed annual DCC rate adjustment allows the City to reflect in the DCC rates the general inflationary increase in the City's DCC program costs. Development Cost Charges Imposition Bylaw No. 9499, Amendment Bylaw No. 10003 is included in this staff report for Council's consideration.



Venus Ngan, CPA, CA
Manager, Treasury and Financial Services
(604-276-4217)



**DEVELOPMENT COST CHARGES IMPOSITION BYLAW NO. 9499,
AMENDMENT BYLAW NO. 10003**

The Council of the City of Richmond enacts as follows:

1. Schedule B of the **Development Cost Charges Imposition Bylaw No. 9499** be deleted and be replaced with Schedule A attached to and forming part of this amendment bylaw.
2. This Bylaw is cited as "**Development Cost Charges Imposition Bylaw No. 9499, Amendment Bylaw No. 10003**" and is effective May 14, 2019.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating dept. 
APPROVED for legality by Solicitor 

SCHEDULE B City-Wide Development Cost Charge

Description	Richmond Zoning Bylaw 8500			Road Works	Drainage Works	Water Works	Sanitary Sewer	Parks Acquisition	Parks Development	Total DCC	Units for each column
	Standard Zones	Site Specific Zones	Site Specific Mixed Use Zones (1)								
Agricultural	AG, CR, GC	ZA		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Marina (2)	MA										
Single Family	RS, RC, RCH, RD, RI, RE, RCC	ZS, ZD		\$16,470.05	\$ 7,431.60	\$ 1,123.18	\$ 2,642.61	\$ 7,973.93	\$ 5,892.13	\$ 41,533.50	per lot
Townhouse	RTL, RTM, RTH, RTP	ZT		\$ 7.89	\$ 3.20	\$ 0.73	\$ 1.73	\$ 5.20	\$ 3.84	\$ 22.59	per sq. ft. of DU
Apartment	RAL, RAM, RAH	ZLR, ZHR	ZR, RCL, ZMU, CS, ZC	\$ 9.69	\$ 2.28	\$ 0.76	\$ 1.77	\$ 5.34	\$ 3.94	\$ 23.78	per sq. ft. of DU
Commercial (3)	CL, CC, CA, CDT, CEA, CG, CN, CP, CV IB, IL, IR, IS	ZC ZI	ZR, RCL, ZMU, CS, ZC	\$ 11.76	\$ 2.21	\$ 0.29	\$ 0.67	\$ 0.20	\$ 0.14	\$ 15.27	per sq. ft. of BA
Light Industrial (4)	IB, IL, IR, IS	ZI		\$ 8.41	\$ 2.21	\$ 0.29	\$ 0.67	\$ 0.20	\$ 0.14	\$ 11.92	per sq. ft. of BA
Major Industrial	I			\$43,911.04	\$ 43,983.31	\$ 4,028.76	\$ 9,478.85	\$ 782.27	\$ 578.04	\$102,762.27	per acre of gross site area
Institutional	AIR, SI, ASY, HC	ZIS		\$ 11.76	\$ 2.21	\$ 0.29	\$ 0.67	\$ 0.20	\$ 0.14	\$ 15.27	per sq. ft. of BA

(1) For site specific mixed-use residential and commercial zones, the development cost charge (DCC) payable shall be calculated separately for each portion of the development. DCC for residential uses are charged at the appropriate multi-family residential rate, and any commercial space is charged at the appropriate commercial rate.

(2) Waterborne residential development permitted under MA zone is exempt from DCC. Any upland buildings in this zone are required to pay the Commercial DCC Rate.

(3) Commercial rate is applicable to all uses permitted in these zones, except for the following, which will be charged the industrial rate: (i) general industrial, (ii) custom indoor manufacturing, (iii) minor utility, (iv) transportation depot, and (v) truck or railroad terminal.

(4) For industrial developments with a mix of commercial and industrial permitted uses (including site-specific industrial zones), the DCC payable shall be calculated separately for each portion of development contained in the building permit or subdivision application in accordance with actual uses. The total payable will be the sum of the DCC for each portion of the development at the applicable DCC rates.



City of Richmond

Report to Committee

To: Finance Committee

Date: March 25, 2019

From: Jerry Chong
Director, Finance

File: 03-1240-01/2019-Vol
01

Re: Acceptance of Cash at City Hall

Staff Recommendation

That the maximum cash amount accepted at City Hall be limited to less than \$10K per transaction (Option 3).

Jerry Chong
Director, Finance
(604-276-4064)

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Corporate Business Service Solutions Law	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	 FOR A NAZARETH
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

At the Finance Committee Meeting held on Monday, March 4, 2019, discussion ensued regarding large cash transactions accepted at City Hall. As a result of the discussion, the following referral was passed: *That staff examine the maximum cash amount that can be used for payments to the City.* This report responds to the referral.

Analysis

“Legal tender” is defined in the *Currency Act* as a tender of payment of money in coins and notes. Legal tender is only limited if the payments in coins are not within a specific denomination (i.e. if a customer would like to pay in nickels, the maximum amount accepted would be five dollars). The Act does not, however, expressly prohibit the implementation of a policy that cash will not be accepted in excess of a stipulated amount. This being the case, the City of Richmond (the “City”) may take the position that it is not required to accept cash and the method of payment must be mutually acceptable to both parties conducting the transaction. Therefore, the City may refuse or limit the amount of cash for payment, without contravening the law. Historically local governments in British Columbia did not limit the amount of cash accepted. In 2019, the City of Vancouver implemented measures to address money laundering through the adoption of a \$10K cash limit per transaction acceptance policy. The *Proceeds of Crime (Money Laundering) and Terrorist Financing Act* established the Financial Transactions and Reports Analysis Centre of Canada (“FINTRAC”) as the independent agency responsible for collecting, analyzing and disclosing information to law enforcement agencies. While there is no legal requirement for local governments to report suspicious large cash transactions, the City is in support of FINTRAC by voluntarily reporting cash payments greater than \$10K. Entities that must report suspicious transactions to FINTRAC include:

- banks and credit unions;
- trust and life insurance companies;
- securities dealers;
- money service businesses;
- agents of the Crown that sell money orders;
- accountants and accounting firms (accountants are exempt when engaging in stipulated activities on behalf of an employer);
- real estate brokers, sales representatives and developers (when carrying out certain activities);
- casinos;
- dealers in precious metals and stones;
- public notaries and notary corporations of British Columbia (when carrying out certain activities on behalf of their clients); and
- for the purposes of suspicious transactions, employees of these reporting entities.

With regards to the maximum cash amount acceptable at City Hall, the following options are available and each has benefits and challenges.

Option 1: Status Quo (No Cash Limit):

The Finance Department's business practices ensures the best customer service available, while maintaining internal controls to identify suspicious large cash transactions. In 2018, \$10.8 million or 2.2% of total property tax and utility fees were paid in cash. Currently, a listing of names, addresses and respective cash payment amounts greater than \$10K is recorded and voluntarily provided to FINTRAC on an annual basis.

Benefits:

1. possibility of deterring customers from making large cash payments when staff request payers to provide government issued photo identification;
2. ability to identify payers and voluntarily report cash payments greater than \$10K to FINTRAC;
3. reduces account adjustments and corrections for any online banking payment errors made by customers and non-sufficient fund ("NSF") cheque payments; and
4. provides the widest range of customer service payment options. Customers who prefer to pay in cash are generally individuals with:
 - difficulty memorizing personal identification numbers (most often elderly who are accustomed to paying in cash);
 - limited English proficiency and not accustomed to writing cheques;
 - preference not to pay the bank service fees associated with cheques;
 - preference not to own a debit or credit card;
 - preference to not incur the 1.75% credit card service fee;
 - preference to pay their remaining property tax balances with cash as the majority of property tax bills exceed debit card daily limits; and
 - bank accounts with financial institutions that do not accept over the counter bill payments and require their customers to pay via online banking. Some customers who are not computer proficient will often withdraw cash from their bank accounts and pay in person at City Hall.

Challenges:

1. risk of theft and robbery;
2. additional insurance premiums required of the City for the volume of cash transactions;
3. risk of accepting counterfeit bills;
4. costs to secure and transport cash deposits via an armoured car service; and
5. since the City is not required to report to FINTRAC, there is no guarantee that the voluntarily reported information will be reviewed on a timely basis.

Option 2: No Cash Acceptance Policy

A no cash acceptance policy may reduce risks associated with accepting cash; however, any policy adopted by Council should be applied consistently throughout City Hall.

The benefits and challenges of not accepting cash are as follows:

Benefits:

1. eliminates the risk of money laundering;
2. reduce risk of theft and robbery;
3. reduce insurance premiums;
4. eliminates risk of accepting counterfeit bills; and
5. may reduce line ups at the tax counters.

Challenges:

1. taxpayers will view this as a reduction of customer service by taking away the cash payment option since not all customers use online banking, cheques, debit and credit cards (this may cause frustration to some customers);
2. a no cash acceptance policy requires advance City wide advertisement (with additional communication costs) to ensure customers are provided with sufficient notification time before due dates;
3. large cultural groups may require additional English translation and transactional services at tax counters;
4. individuals may come into City Hall on the due date with cash and will be at risk of tax penalties, tax sale or lost utility discounts;
5. possible increases of NSF cheque payments or customers making online banking payment errors, whereby additional staff time is required to correct and adjust customer accounts; and
6. may result in increases in debit card fees to the City and credit card fees of 1.75% to the customer.

Option 3: Less than \$10K Cash Limit Per Transaction (Recommended)

A less than \$10K cash limit per transaction policy may strengthen the deterrence of money laundering and maintain customer service as mentioned in Option 1. However, some of the challenges noted in Option 1 may continue.

The benefits and challenges of a less than \$10K cash limit policy are as follows:

Benefits:

1. continues to provide a wide range of customer service payment options with the exception of cash payments equal to \$10K or greater;
2. may reduce cash processing time and line ups at the tax counters;
3. will reduce the amount of cash on premises and associated security risks with large sums of money;
4. reduce risk of money laundering by deterring payers with a restricted cash acceptance level; and
5. no longer need to voluntarily report to FINTRAC as cash transactions accepted will not exceed the \$10K threshold.

Challenges:

1. risk of theft and robbery is not eliminated;
2. risk of accepting counterfeit bills remain for amounts less than \$10K;
3. may reduce the ability to identify possible money laundering; and
4. may result in possible increases in the number of separate cash transactions as some payers may make multiple payments in amounts under the \$10K threshold.

Recommended Option

Since the City is not required to report to FINTRAC or to accept cash, staff recommend Option 3, with implementing a less than \$10K cash limit per transaction. Option 3 allows the City to continue to provide a wide range of customer payment services while continuing to respect customer's cash payment preferences under the \$10K limit. This option will require advance City wide advertisement to ensure customers are provided with sufficient notification time before due dates.

Financial Impact

None.

Conclusion

That that the maximum cash amount accepted at City Hall be limited to less than \$10K per transaction (Option 3) as outlined in this report.



Cindy Szutu
Manager, Utility & Tax Projects
(604-204-8680)

CS:cs



City of Richmond

Report to Committee

To: Planning Committee
From: Wayne Craig
Director, Development

Date: March 26, 2019
File: RZ 18-841000

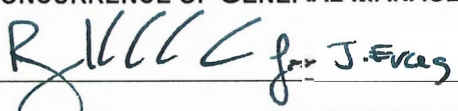
Re: Application by Maryem Ahbib for Rezoning at 11640 Williams Road from the "Single Detached (RS1/E)" Zone to the "Compact Single Detached (RC2)" Zone

Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10007, for the rezoning of 11640 Williams Road from the "Single Detached (RS1/E)" to the "Compact Single Detached (RC2)", be introduced and given First Reading.


Wayne Craig
Director, Development
(604-247-4625)

WC:nc
Att. 6

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Affordable Housing	<input checked="" type="checkbox"/>	 for J. Craig

Staff Report

Origin

Maryem Ahbib has applied to the City of Richmond for permission to rezone 11640 Williams Road from the “Single Detached (RS1/E)” zone to the “Compact Single Detached (RC2)” zone, to permit the property to be subdivided to create two single family lots. Each lot is proposed to have a single detached dwelling with a secondary suite and vehicle access from the rear lane (Attachment 1). The proposed subdivision plan is shown in Attachment 2.

Findings of Fact

A Development Application Data Sheet providing details about the development proposal is provided in Attachment 3.

Subject Site Existing Housing Profile

There is an existing single family dwelling on the property, which will be demolished. The applicant has indicated that the dwelling is currently rented and contains two unauthorized secondary suites; both rented.

Surrounding Development

Development immediately surrounding the subject property is as follows:

To the North: Single family dwellings on lots zoned “Single Detached (RS1/K)” and “Compact Single Detached (RC2)” fronting Williams Road.

To the South: Single family dwellings on lots zoned “Single Detached (RS1/E)” fronting and accessed off of Seabrook Crescent.

To the East: Single family dwellings on lots zoned “Single Detached (RS1/E)” and “Compact Single Detached (RC1, RC2)” fronting Williams Road.

To the West: Single family dwellings on lots zoned “Single Detached (RS1/E)” and “Compact Single Detached (RC1, RC2)” fronting Williams Road.

Related Policies & Studies

Official Community Plan Designation

The 2041 land use designation in the Official Community Plan (OCP) for the subject site is “Neighbourhood Residential.” This designation provides for a range of housing including single family and townhouses. The proposed rezoning and subdivision is consistent with this designation.

Arterial Road Policy

The subject property is designated “Arterial Road Compact Lot Single Detached” on the Arterial Road Housing Development Map. The Arterial Road Land Use Policy requires all compact lot developments to be accessed from the rear lane only. The proposed rezoning and ensuing development are consistent with this Policy.

Prior to final adoption of the rezoning bylaw, the applicant must submit a Landscape Plan, prepared by a Registered Landscape Architect, to the satisfaction of the Director, Development, and deposit a Landscaping Security based on 100% of the cost estimate provided by the Landscape Architect, including installation costs. The Landscape Plan should comply with the guidelines of the Official Community Plan’s (OCP’s) Arterial Road Policy and include any required replacement trees identified as a condition of rezoning.

Richmond Zoning Bylaw 8500/Single-Family Lot Size Policy 5434

The subject property is located in an area governed by Single Family Lot Size Policy 5434 (Attachment 4). The Policy permits the subject property to be rezoned and subdivided in accordance with the provisions of the R1-0.6 or R9 zones, provided that vehicle access is from the rear lane only. These zoning districts are now reflected by the “Compact Single Detached (RC2)” and the “Coach Houses (RCH1)” zones, respectively. The proposed rezoning and subdivision are consistent with this Policy.

Floodplain Management Implementation Strategy

The proposed redevelopment must meet the requirements of the Richmond Flood Plain Designation and Protection Bylaw 8204. Registration of a flood indemnity covenant on Title is required prior to final adoption of the rezoning bylaw.

Public Consultation

A rezoning sign has been installed on the subject property. Staff have not received any comments from the public about the rezoning application in response to the placement of the rezoning sign on the property.

Should the Planning Committee endorse this application and Council grant First Reading to the rezoning bylaw, the bylaw will be forwarded to a Public Hearing, where any area resident or interested party will have an opportunity to comment. Public notification for the Public Hearing will be provided as per the *Local Government Act*.

Analysis

Existing Legal Encumbrances

There are no existing legal encumbrances registered on the title of the subject property.

Transportation and Site Access

Residential Lot (Vehicular) Access Regulation Bylaw No. 7222 restricts vehicle access to properties designated arterial roads to the rear lane only. Vehicle access is proposed from the rear lane via separate driveways to each new lot, consistent with this Bylaw.

Tree Retention and Replacement

The applicant has submitted a Certified Arborist's Report, which identifies on-site and off-site tree species, assesses tree structure and condition, and provides recommendations on tree retention and removal relative to the proposed development. The Report assesses 12 bylaw-sized trees on the subject property, two of which are shared with the neighbouring property to the east; three street trees on City property; and three hedges, one of which is shared with the neighbouring property to the west (Attachment 5). Two trees on site (Tag #8, Mountain Ash, dia. 19"; Tag #18, Douglas fir, dia. 18") are undersized and are recommended to be removed as Tree #8 will be impacted by the demolition of the existing house and both are in poor condition.

The City's Tree Preservation Coordinator has reviewed the Arborist's Report and supports the Arborist's findings, with the following comments:

- Two trees, one Maple (Tag #7, dia. 28") and one Pine (Tag #9, dia. 60") located on the property have been crown raised and are in poor condition. Both will be impacted by the demolition of the existing house and the proposed development and are to be removed and replaced.
- Eight trees (Tags #10 – 17) form a hedgerow on the east side of the property. Six of the trees are Cedars (Tag #10, dia. 63"; Tag #11, dia. 72"; Tag #12, dia. 35"; Tag #13, dia. 55"; Tag #14, dia. 30"; Tag #15, dia. 58"); one is a Western Hemlock (Tag #16, dia. 43"); and one is a Douglas Fir (Tag #17, dia. 61"). These trees are in fair condition and have been crown raised to clear the existing building. However, there is a metal bar imbedded in the stems of Trees #10 and 11, a wood board nailed to the stems of Trees #11 and 14, and a clothesline reel girdling the stem of Tree #17. The existing wood fence adjacent to the east side of the stems of this hedgerow has been cut to accommodate Tree #17 and nailed directly into the stem of the tree. The applicant has noted that the fence will be replaced. In addition, the proposed building would be less than 1 m from each stem and the trees will be impacted by the development. Accordingly, the trees are recommended to be removed and replaced. Two trees (Tag # 10, 17) are joint-owned with the neighbouring property to the east. The applicant has received a Letter of Authorization from the neighbour to remove the two shared trees.
- Two trees (Tags #19, 20) at the back of the property have all been topped for hydro clearance. One Douglas Fir (Tag #19, dia. 29") is in very poor condition and the other tree is dead. Both are to be removed and replaced.
- Replacement trees should be specified at 2:1 ratio as per the OCP.

The City's Parks Department has reviewed the Arborist's Report and supports the Arborist's findings, with the following comment:

- Three Liquidambar trees (Tag #1, dia. 32"; Tag #2, dia. 39"; Tag #3, dia. 30") located on City property are in good health and condition. There are no conflicts with the work. The removal of the driveway letdown and construction of the new portion of the sidewalk should have minimal impact on the closest tree. All three trees are to be retained and protected.

The hedge along Williams Road (Tag #4) is to be removed in accordance with the Arterial Road Policy, which does not permit continuous hedges in the front yard. A hedge on the west side of the property (Tag #5) is proposed to be removed by the applicant. A second hedge on the west side (Tag #6) is shared with the neighbouring property and the applicant has indicated that they intend to remove the hedge. The applicant has obtained a Letter of Authorization from the neighbour to the west to remove the hedge to enable future site development. The applicant has noted that the hedges will be replaced by a fence.

Tree Replacement

The 2:1 replacement ratio would require a total of 24 replacement trees. The applicant has agreed to plant three trees on each lot proposed for a total of six trees. The required replacement trees are to be of the minimum sizes based on the size of the trees being removed as per Tree Protection Bylaw No. 8057.

No. of Replacement Trees	Minimum Caliper of Deciduous Replacement Tree	Minimum Height of Coniferous Replacement Tree
2	6 cm	3.5 m
4	11 cm	6 m

To satisfy the 2:1 replacement ratio established in the OCP, the applicant will contribute \$9,000 to the City's Tree Compensation Fund in lieu of the remaining 18 trees that cannot be accommodated on the subject property after redevelopment.

Tree Protection

Three trees in the City-owned boulevard are to be retained and protected. The applicant has submitted a tree protection plan showing the trees to be retained and the measures taken to protect them during development stage (Attachment 5). To ensure that the trees identified for retention are protected at development stage, the applicant is required to complete the following items:

- Prior to final adoption of the rezoning bylaw, submission to the City of a contract with a Certified Arborist for the supervision of all works conducted within or in close proximity to tree protection zones. The contract must include the scope of work required, the number of proposed monitoring inspections at specified stages of construction, any special measures required to ensure tree protection, and a provision for the arborist to submit a post-construction impact assessment to the City for review.
- Prior to final adoption of the rezoning bylaw, submission of a \$7,000 Tree Survival Security for the three City-owned trees to be retained.

- Prior to demolition of the existing dwelling on the subject site, installation of tree protection fencing around all trees to be retained. Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin Tree-03 prior to any works being conducted on-site, and remain in place until construction and landscaping on-site is completed.

Affordable Housing Strategy

Consistent with the Affordable Housing Strategy, the applicant has proposed to provide a secondary suite in each of the dwellings to be constructed on the new lots, for a total of two suites. Prior to final adoption of the rezoning bylaw, the applicant must register a legal agreement on Title to ensure that no final Building Permit inspection is granted until a secondary suite is constructed on both of the two future lots, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw. The applicant has indicated that each suite is proposed to be a one-bedroom unit. As such, the legal agreement will reflect the requirement for each home to contain a one-bedroom secondary suite.

Site Servicing and Frontage Improvements

At Subdivision stage, the applicant is required to pay the current year's taxes, Development Cost Charges (City and GVS & DD), School Site Acquisition Charge, and Address Assignment Fees, and the costs associated with the completion of the required servicing works and frontage improvements through a City Work Order as described in Attachment 6, including, but not limited to:

- Removal of the existing driveway off Williams Road and reinstatement with a new curb/gutter and an approximately 2.9 m wide concrete sidewalk/boulevard (with new street trees located approximately 0.4 m behind the curb).

At Subdivision stage, the applicant must also pay, in keeping with the Subdivision and Development Bylaw No. 8751, a \$33,288 cash-in-lieu contribution for the design and construction of future lane upgrades by the City as set out in Attachment 6.

Financial Impact or Economic Impact

This rezoning application results in an insignificant Operations Budget Impact (OBI) for off-site City infrastructure (such as roadworks, waterworks, storm sewers, sanitary sewers, street lights, street trees, and traffic signals).

Conclusion

The purpose of this application is to rezone 11640 Williams Road from the "Single Detached (RS1/E)" zone to the "Compact Single Detached (RC2)" zone, to permit the property to be subdivided to create two single family lots. Each lot is proposed to have a single detached dwelling with a secondary suite and vehicle access from the rear lane.

This rezoning application is consistent with the land use designations and applicable policies for the subject property contained in the OCP and Richmond Zoning Bylaw 8500.

March 26, 2019

- 7 -

The list of rezoning considerations is included in Attachment 6, which has been agreed to by the applicant (signed concurrence on file).

It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 10007 be introduced and given First Reading.



Natalie Cho
Planning Technician – Design
(604-276-4193)

NC:rg/blg

Attachments:

- Attachment 1: Location Map and Aerial Photo
- Attachment 2: Proposed Subdivision Plan
- Attachment 3: Development Application Data Sheet
- Attachment 4: Single Family Lot Size Policy 5434
- Attachment 5: Tree Retention Plan
- Attachment 6: Rezoning Considerations



City of Richmond



11553	11557	11571	11577	11591	11599	11611	11617	11631	11633	11651	11653	11671	11677	11691	11697
10.07	10.07	10.08	10.08	10.08	10.08	10.07	10.07	10.07	10.07	10.07	10.07	10.07	10.07	10.06	10.06
WILLIAMS RD															
2	20.12	9.15	9.15	18.29	18.29	18.29	18.29	18.29	9.15	9.15	18.29	21.8			
560	11580	11600	11606	11620	11640	11660	11680	11688	11700	11710	11720	11730			
33.53	33.53	33.56	33.56	33.56	33.53	33.53	33.52	33.52	33.51	33.53	33.53	33.53			
2	20.12	9.15	9.15	18.29	18.29	18.29	18.29	18.29	9.15	9.15	18.29	21.31			
50	19.81	18.29	18.29	18.29	18.29	18.29	18.29	18.29	18.29	18.29	18.29	20.79			



RZ 18-841000

Original Date: 11/26/18

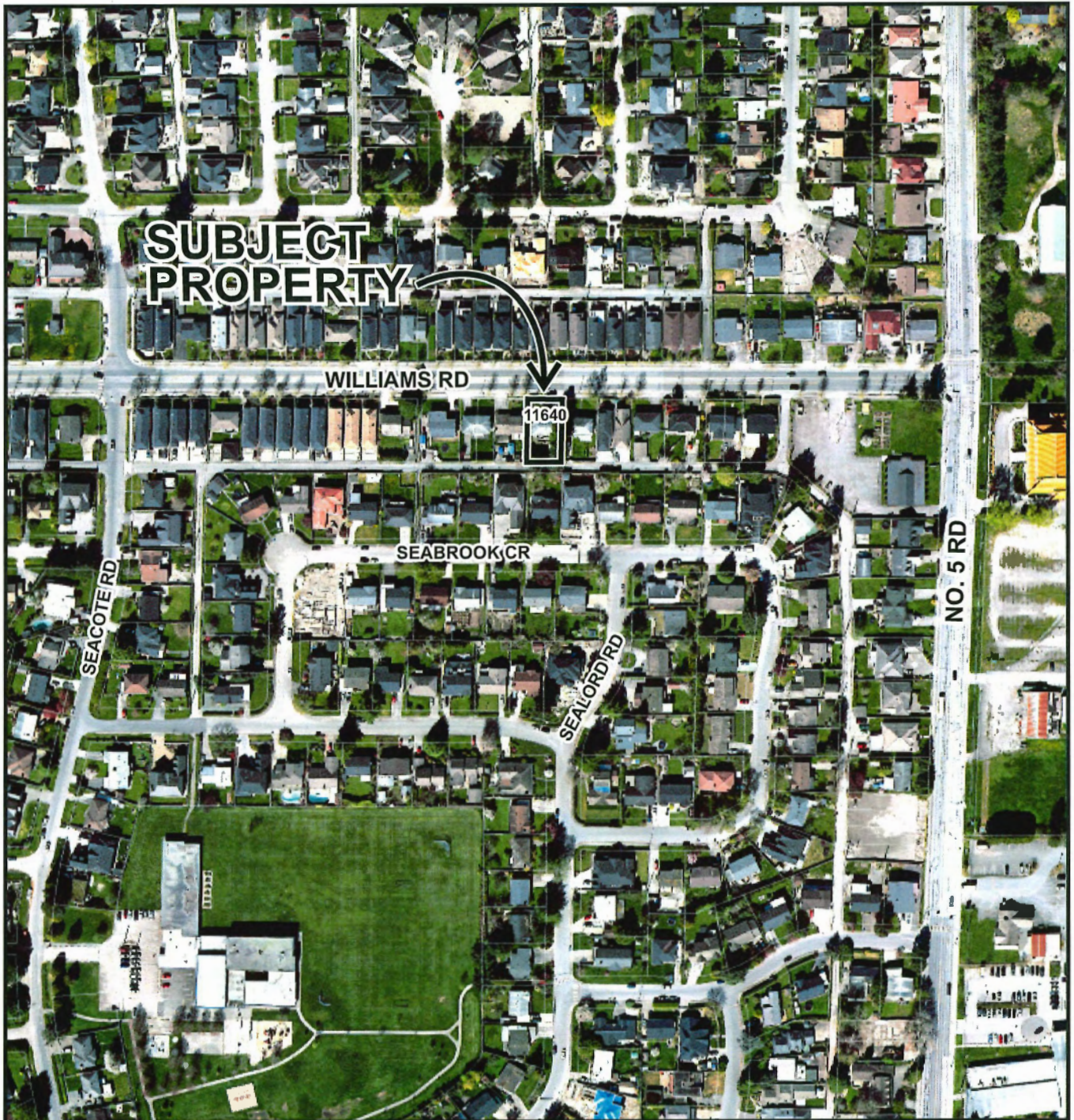
Revision Date: 03/25/19

Note: Dimensions are in METRES

CNCL - 281



City of
Richmond



RZ 18-841000

Original Date: 11/26/18

Revision Date:

Note: Dimensions are in METRES

CNCL - 282

SURVEY PLAN OF LOT 51 SECTION 36 BLOCK 4 NORTH RANGE 6 WEST NEW WESTMINSTER DISTRICT PLAN 28788

=> FOR CITY OF RICHMOND REZONING AND SUBDIVISION APPLICATION PURPOSES

PARCEL IDENTIFIER (PID): 002-754-771

CIVIC ADDRESS
#11640 WILLIAMS ROAD
RICHMOND, B.C.

SCALE 1:125
ALL DISTANCES ARE IN METRES

- LEGEND**
- CB INDICATES CATCH BASIN
 - IC INDICATES INSPECTION CHAMBER
 - MH INDICATES MANHOLE
 - S INDICATES SIGN
 - MF INDICATES MAIN FLOOR
 - R INDICATES ROOF LEVEL
 - (W) INDICATES TOP OF WALL
 - ⊙ INDICATES TREE STUMP
AVERAGE ±0.3

TREE SYMBOLOLOGY

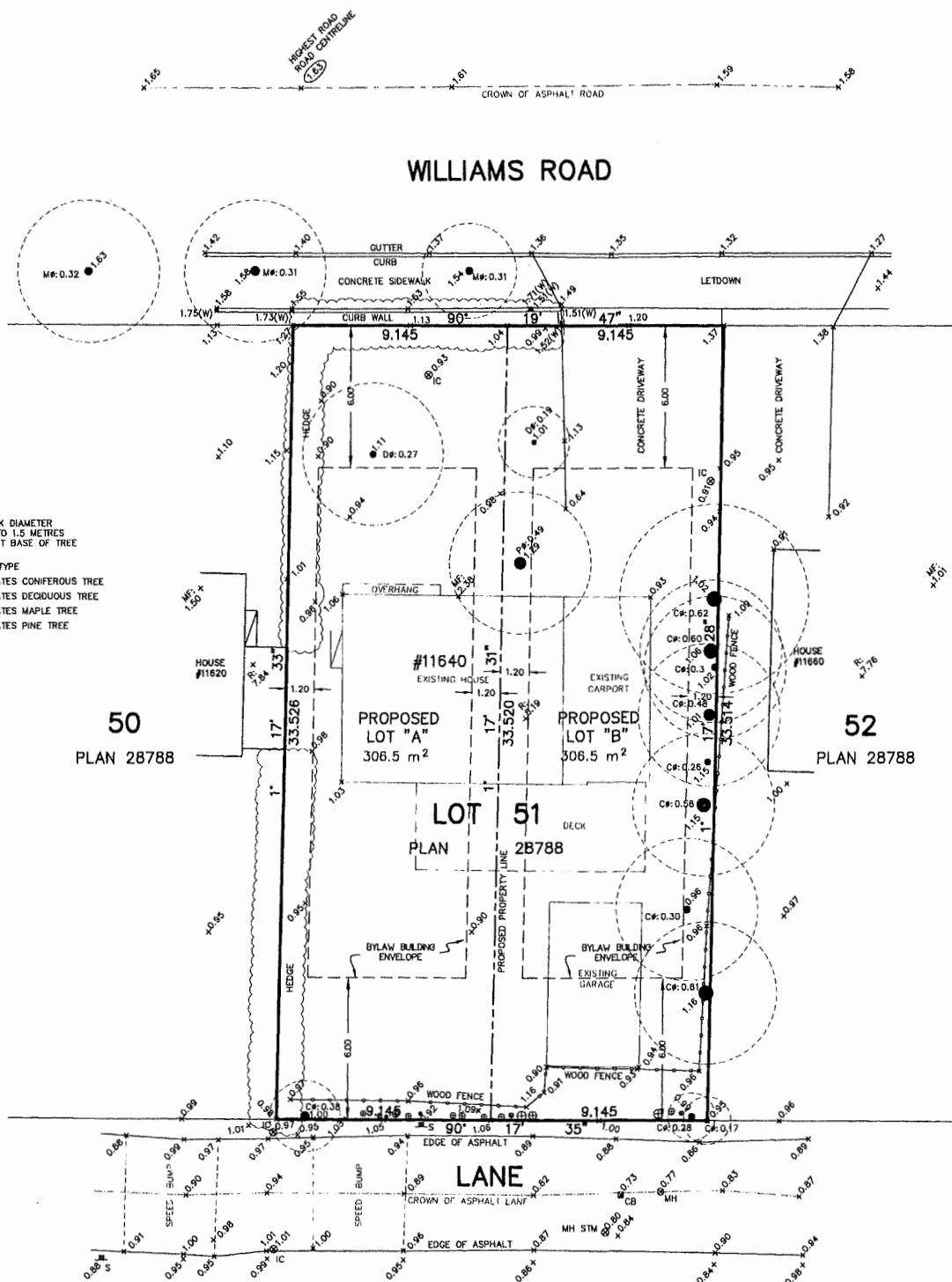
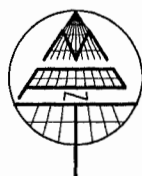
TREE CROWN
TREE TRUNK

⊙ D# 0.30

DENOTES TRUNK DIAMETER
MEASURED 1.2 TO 1.5 METRES
ABOVE GRADE AT BASE OF TREE

DENOTES TREE TYPE

- C INDICATES CONIFEROUS TREE
- D INDICATES DECIDUOUS TREE
- M INDICATES MAPLE TREE
- P INDICATES PINE TREE



NOTES:

ELEVATIONS ARE IN METRES AND ARE DERIVED FROM CITY OF RICHMOND HPN MONUMENT #190 (94H1624) LOCATED ON THE EASTSIDE OF No. 5 ROAD OPPOSITE CENTRELINE OF GRANVILLE AVENUE WITH AN ELEVATION OF 2.353 METRES GEODETIC DATUM.

PROPERTY LINE DIMENSIONS ARE BASED ON LAND TITLE OFFICE RECORDS AND LEGAL FIELD SURVEYS.

ALL TREES AND STUMPS HAVE BEEN PLOTTED AS REQUIRED BY CITY OF RICHMOND BYLAW No.8057.

BUILDING MEASUREMENTS ARE TAKEN TO OUTSIDE FACE OF WALLS.

CNCL - 283

© COPYRIGHT
MATSON PECK & TOPLISS
SURVEYORS & ENGINEERS
#320 - 11120 HORSESHOE WAY
RICHMOND, B.C. V7A 5H7
PH: 604.270.9331
FAX: 604.270.4137
CADFILE: 18851-001-TPG-001.DWG

DATE OF SURVEY: OCTOBER 12, 2018



Joe Collopy
B.C. LAND SURVEYOR

"THIS DOCUMENT IS NOT VALID
UNLESS ORIGINALLY SIGNED
AND SEALED."



RZ 18-841000

Attachment 3

Address: 11640 Williams Road

Applicant: Maryem Ahbib

Planning Area(s): Shellmont

	Existing	Proposed
Owner:	Maryem Ahbib Gurdeep Singh Bagri Kulvir Singh Uppal	To be determined
Site Size (m²):	613.2 m ² (6,600.4 ft ²)	Two lots, each 306.5 m ² (3,299.1 ft ²)
Land Uses:	Single-family residential	No change
OCP Designation:	Neighbourhood Residential	No change
702 Policy Designation:	Compact Single Detached (RC2)	No change
Zoning:	Single Detached (RS1/E)	Compact Single Detached (RC2)
Other Designations:	Arterial Road Compact Single Detached	No change

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max. 0.60 for lot area up to 464.5 m ² plus 0.3 for area in excess of 464.5 m ²	Max. 0.60 for lot area up to 464.5 m ² plus 0.3 for area in excess of 464.5 m ²	none permitted
Buildable Floor Area (m ²):*	Max. 183.9 m ² (1,979.5 ft ²)	Max. 183.9 m ² (1,979.5 ft ²)	none permitted
Lot Coverage (% of lot area):	Building: Max. 50% Non-porous Surfaces: Max. 70% Landscaping: Min. 20%	Building: Max. 50% Non-porous Surfaces: Max. 70% Landscaping: Min. 20%	none
Lot Size:	Min. 270 m ²	306.5 m ²	none
Lot Dimensions (m):	Width: Min. 9.0 m Depth: Min. 24.0 m	Width: 9.1 m Depth: 33.5 m	none
Setbacks (m):	Front: Min. 6.0 m Rear: Min. 6.0 m Side: Min. 1.2 m	Front: Min. 6.0 m Rear: Min. 6.0 m Side: Min. 1.2 m	none
Height:	Max. 2 ½ storeys	Max. 2 ½ storeys	none

* Preliminary estimate; not inclusive of garage; exact building size to be determined through zoning bylaw compliance review at Building Permit stage.



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

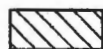
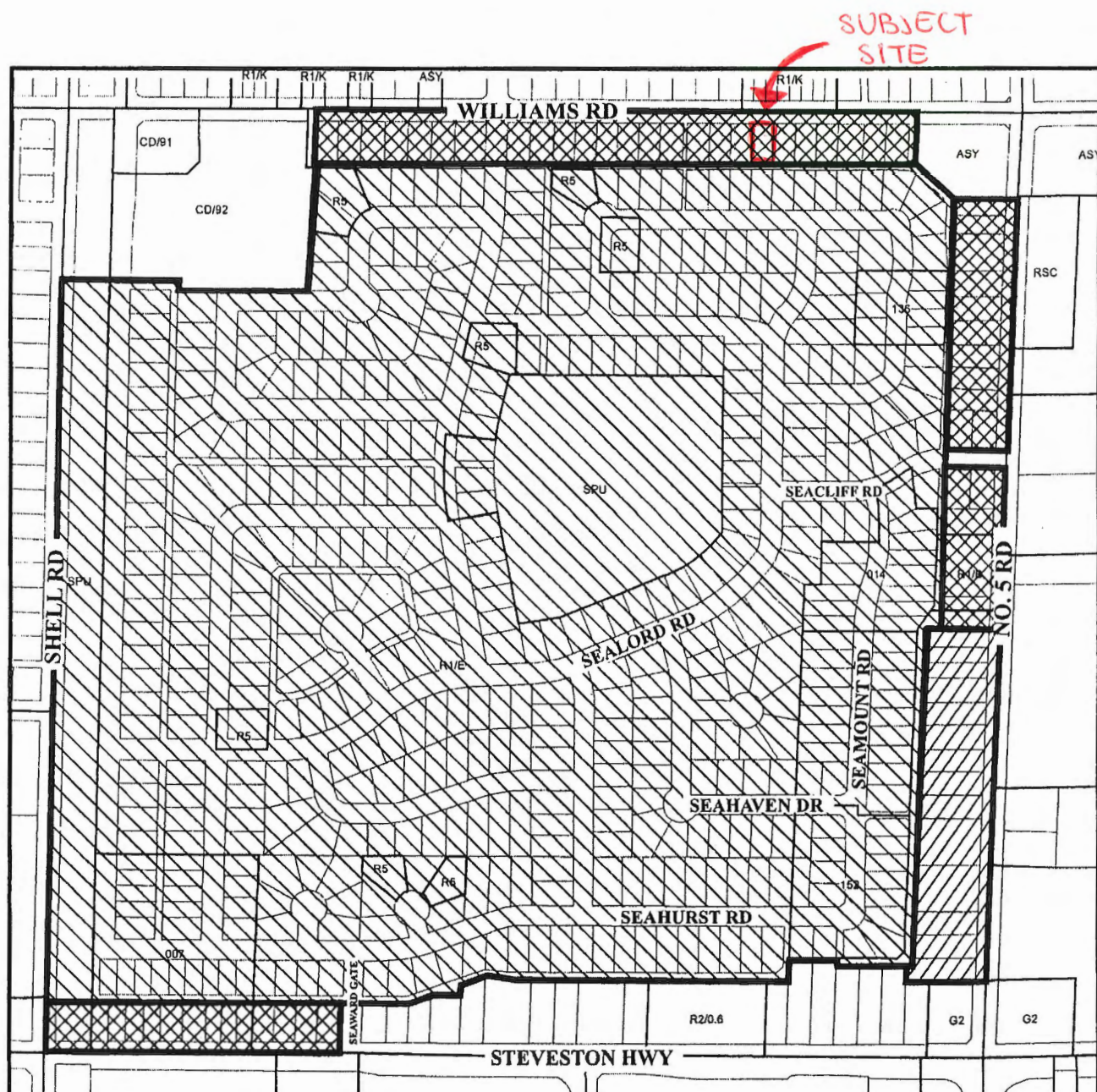
File Ref:

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.



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.)



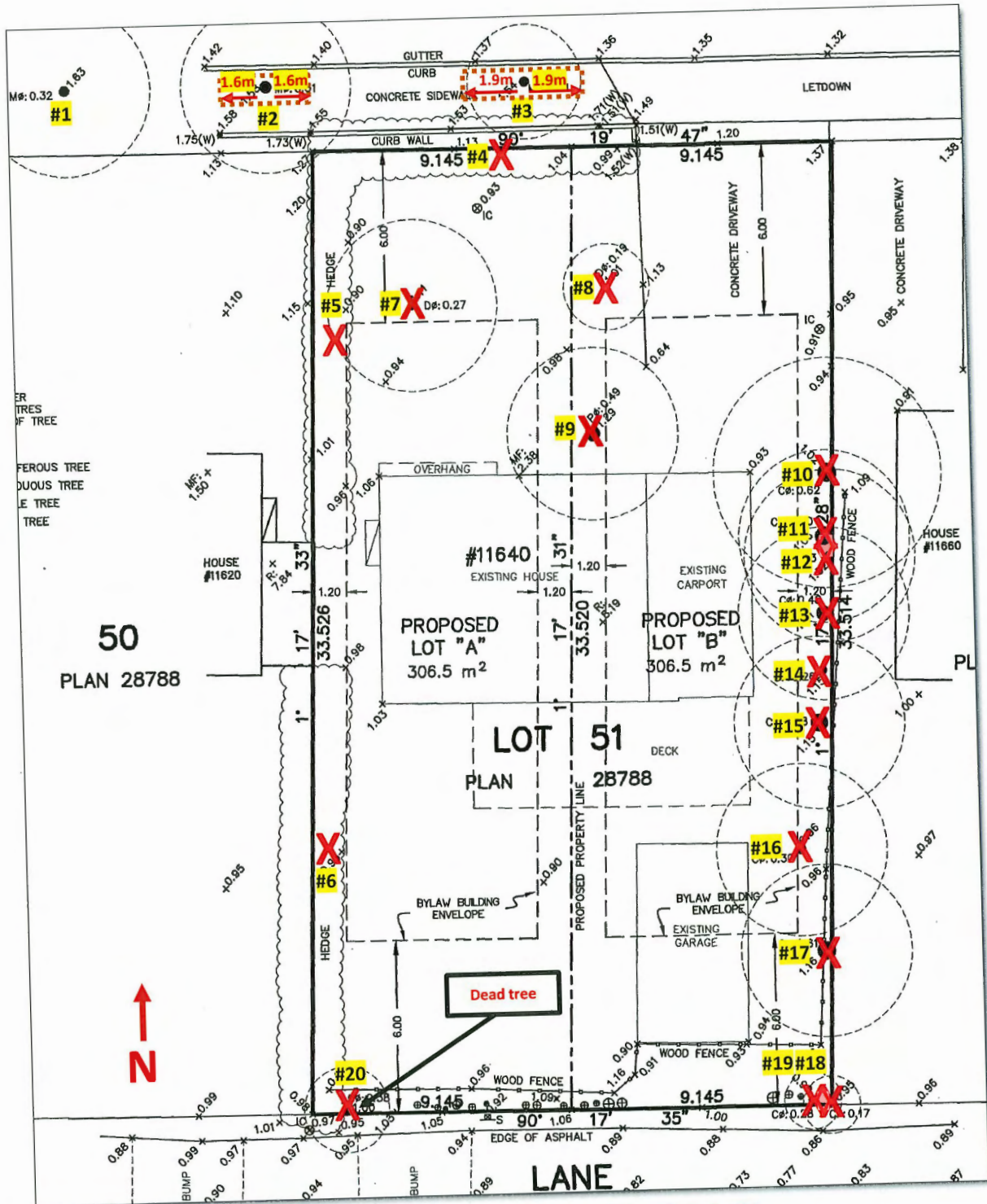
Subdivision permitted as per **R1/B**



Policy 5434 Section 36-4-6

Adopted Date: 02/19/1990

Amended Date: 11/18/1991
10/16/2006



Preliminary Tree Retention & Removal Plan, Scale 1:200



Address: 11640 Williams Road

File No.: RZ 18-841000

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 10007, the developer is required to complete the following:

1. Submission of a Landscape Plan, prepared by a Registered Landscape Architect, to the satisfaction of the Director of Development, and deposit of a Landscaping Security based on 100% of the cost estimate provided by the Landscape Architect, including installation costs. The Landscape Plan should:
 - comply with the guidelines of the OCP's Arterial Road Policy and should not include hedges along the front property line;
 - include a mix of coniferous and deciduous trees;
 - include the dimensions of tree protection fencing as illustrated on the Tree Retention Plan attached to this report; and
 - include the six required replacement trees with the following minimum sizes:

No. of Replacement Trees	Minimum Caliper of Deciduous Tree	or	Minimum Height of Coniferous Tree
2	6 cm		3.5 m
4	11 cm		6 m

If required replacement trees cannot be accommodated on-site, a cash-in-lieu contribution in the amount of \$500/tree to the City's Tree Compensation Fund for off-site planting is required.

2. City acceptance of the developer's offer to voluntarily contribute \$9,000 to the City's Tree Compensation Fund for the planting of replacement trees within the City.
3. 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.
4. Submission of a Tree Survival Security to the City in the amount of \$7,000 for the three trees (Tags #1-3) to be retained.
5. Registration of a flood indemnity covenant on title.
6. Registration of a legal agreement on Title to ensure that no final Building Permit inspection is granted until a secondary suite is constructed on each of the two future lots. The agreement shall stipulate that each secondary suite shall have a minimum of one (1) bedroom, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.

Prior to a Demolition Permit* Issuance, the developer must complete the following requirements:

1. Installation of appropriate tree protection fencing around all trees to be retained as part of the development prior to any construction activities, including building demolition, occurring on-site.

Prior to Building Permit* Issuance, the developer must complete the following requirements:

1. Submission of a Construction Parking and Traffic Management Plan to the Transportation Department. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.
2. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.

At Subdivision* stage, the developer must complete the following requirements:

1. Payment of property taxes up to the current year, Development Cost Charges (City and GVSS & DD), School Site Acquisition Charge, Address Assignment Fees, and any other costs or fees identified at the time of Subdivision application, including servicing costs associated with the following works through a City Work Order:

Water Works:

- a. Using the OCP Model, there is 745 L/s of water available at a 20 psi residual at the Williams Rd frontage. Based on your proposed development, your site requires a minimum fire flow of 95 L/s.
- b. At Developer's cost, the Developer is required to:
 - Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm the development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage Building designs.
- c. At Developer's cost, the City will:
 - Install two new water service connections, off of the existing water main on the Williams Road frontage complete with meter and meter box.
 - Cut and cap, at main, the existing water service connection at the Williams Road frontage.

Storm Sewer Works:

- a. At Developer's cost, the Developer is required to:
 - Provide a 1.5 m-wide right-of-way along the eastern property line extending 8 m south of the north property line, for the existing inspection chamber located onsite that serves 11660 Williams Road.
- b. At Developer's cost, the City will:
 - Install a new storm service connection complete with inspection chamber and dual service leads at the adjoining property line of the newly subdivided lots. The Developer shall provide an additional 1.5 m x 1.5 m utility right-of-way for the inspection chamber, if required.
 - Cut, cap and remove the existing western storm service connection and inspection chamber (STIC48262).
 - Retain the existing eastern storm connection and inspection chamber (STIC100540) to serve 11660 Williams Road.

Sanitary Sewer Works:

- a. At Developer's cost, the City will:
 - Install a new sanitary service connection complete with inspection chamber and dual service leads at the adjoining property line of the newly subdivided lots.
 - Cut and cap, at inspection chamber, the existing sanitary lead at the southwest corner of the subject site. The inspection chamber shall be retained to serve 11620 Williams Road.

Frontage Improvements:

- a. At Developer's cost, the Developer is required to:
 - Remove the existing driveway off Williams Road and reinstate with a new curb /gutter and an approximately 2.9m wide concrete sidewalk/boulevard (with new street trees located approximately 0.4m behind the curb).
 - Pay, in keeping with the Subdivision and Development Bylaw No. 8751, a \$33,288 cash-in-lieu contribution for the design and construction of future lane upgrades by the City as set out below:
 - Asphalt/Pavement (EP.0636) \$10,680
 - Drainage (EP.0637) \$10,680
 - Concrete Curb and Gutter (EP.0638) \$7,316
 - Lighting (EP.0639) \$4,755

- Coordinate with BC Hydro, Telus and other private communication service providers
 - When relocating/modifying any of the existing power poles and/or guy wires within the property frontages.
 - To determine if above ground structures are required and coordinate their locations (e.g. Vista, PMT, LPT, Shaw cabinets, Telus Kiosks, etc.). These should be located onsite.

General Items:

- a. At Developer's cost, the Developer is required to:
 - Enter into, if required, additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering, including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.

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.

Signed

Date



**Richmond Zoning Bylaw 8500
Amendment Bylaw 10007 (RZ 18-841000)
11640 Williams Road**

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

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

P.I.D. 002-754-771

Lot 51 Section 36 Block 4 North Range 6 West New Westminster District Plan 28788

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 10007"**.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

CITY OF RICHMOND
APPROVED by NC
APPROVED by Director or Solicitor [Signature]

MAYOR

CORPORATE OFFICER



City of Richmond

Report to Committee

To: Planning Committee
From: Wayne Craig
Director, Development

Date: March 25, 2019

File: 08-4040-01

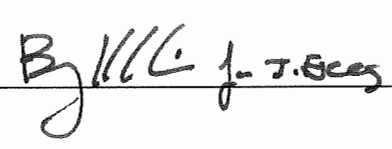


Re: Community Information Sessions on Development, Affordable Housing,
Transportation and Sustainability in the City

Staff Recommendation

1. That staff be directed to proceed with the implementation of the proposed Community Information Session Program as described in the report titled "Community Information Sessions on Development, Affordable Housing, Transportation and Sustainability in the City" from the Director, Development; and
2. That staff report back following the last session each year to provide a summary of the events including any feedback received.


Wayne Craig
Director, Development
(604-247-4625)

WC:ss
Att. 2

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Affordable Housing	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	
Sustainability	<input checked="" type="checkbox"/>	
Corporate Communications	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

On October 20, 2015, the Planning Committee passed the following resolution:

That staff examine options for City staff and Council Members to host periodic public information sessions on topics related to development and affordable housing in the city and report back to the Planning Committee.

The context for this referral includes the stated desire to better engage and inform the public, provide easy to access information related to development in the city, and to do so within the context of a user-friendly City Hall.

In the time since the referral was made, the City has held over 117 Public Information Meetings (Attachment 1) on affordable housing, planning and development related topics, development applications, and sustainability and environmental programs as part of the initial response. This report outlines an ongoing program to engage the public through Community Information Sessions.

The sessions will provide information on planning and development in the city, and on both current and future initiatives. Draft display boards (Attachment 2) have been provided to seek Council's input and direction on the proposed topic areas and content for these sessions, including any additional topic areas to be considered. The dates and times of the sessions are also provided should members of Council wish to attend and participate in the sessions.

Findings of Fact

The City of Richmond routinely provides information to and consults with the public on development applications and new policies and regulations as they are developed. This is done to both comply with *Local Government Act* regulations, to inform the public, and to seek input on proposed changes.

In the past two years (2016 – 2018), the City has held over 117 Public Information Meetings to communicate with the public on a number of proposed policy changes, the introduction of new policy and large scale private and civic projects. Topics included Farmland Housing Regulations, Market Rental Housing, CF Richmond Centre Official Community Plan Amendment, Arterial Road Policy Update, Tree Protection, Single-Family Building Massing, Affordable Housing Strategy, Modular Supportive Housing, Lulu Island Energy Company, Electric Vehicle (EV) charging, Riparian Management Areas, and other sustainability programs. A full list of the meetings is included in Attachment 1. These sessions were led by the Planning and Development, Transportation, Community Social Development, Engineering and Sustainability Departments.

Over the same time frame, an additional 21 developer-led Public Information Meetings (PIM) were held on development applications which were identified as being large in scale, complex in nature or anticipated to generate significant public interest. The list of meetings is included in Attachment 1.

Proposed Community Information Session Details

The following is an outline of the proposed program, format, content and series of sessions through which the City of Richmond is seeking to better inform and engage its community members.

Schedule

The program aims to provide information sessions on an ongoing basis, with meetings to be held every six months. As part of the start-up of the program, four sessions are planned for 2019, beginning with three sessions in the Spring and one in the Fall.

The sessions are portable and will focus on City Hall and Community Centre locations in the first year including City Hall, East Cambie, Hugh Boyd Community Centre and the Richmond Cultural Centre. The proposed line up is outlined below:

2019 Dates and Locations

Community Information Session #1

Wednesday May 2, 2019, 4:00 – 8:00pm
City Hall Atrium
6911 No. 3 Road

Community Information Session #3

Thursday, June 13, 2019, Noon – 4:00pm
Hugh Boyd Community Centre
9200 No.1 Rd

Community Information Session #2

Thursday, May 16, 2019, 4:00 – 8:00pm
East Cambie Community Centre
4111 Jacombs Rd

Community Information Session #4

Thursday, October 24, 2019, 4:00 – 8:00pm
Richmond Cultural Centre
7700 Minoru Gate

Format

The proposed approach to the sessions is proposed to be a drop-in Open House format with display boards supplemented with handout materials (e.g. bulletins on development and affordable housing). The boards will provide information on City plans, policies and initiatives that guide development and speaks to how they are being implemented to address growth and change in the community. Topics include planning and development, affordable housing, transportation and sustainability. This includes a range of initiatives from affordable housing efforts to road network improvements, the phasing out of Land Use Contracts and updates on agricultural land policies. A copy of the draft display boards (Attachment 2), which identify the topic areas and content to be addressed, have been provided for Council's input and direction.

Staff from Development Applications, Policy Planning, Affordable Housing, Transportation and Sustainability Departments will attend the sessions to engage and respond to questions. This format will provide a significant amount of information and an opportunity to speak directly with staff. Information and materials from these sessions will also be shared on the City's website.

Advertisement

In consultation with the Corporate Communications and Marketing team, the Community Information Sessions will be promoted and advertised through the City's website, social media channels and other outlets as appropriate. In addition, posters will be located in City Hall, the Library and Community Centres around the City.

Opportunity for Input

While the intent of the Community Information Sessions is to provide information on topics of interest to the public, participants will be invited to engage and provide comments to staff. The sessions will be attended by City staff to answer any questions and listen to comments. Staff will strive to receive comments and feedback through a variety of means including documenting discussions with residents and a comment form.

Next Steps

Should Committee and Council endorse the proposed program, staff would proceed with implementation. Council direction will be incorporated into the final display boards prior to the first Community Information Session. Regular reporting on the program will be captured through an annual update report.

Financial Impact

None.

Conclusion

This report outlines an ongoing program to engage and inform the public through Community Information Sessions on a range of development, affordable housing, transportation and sustainability topics and initiatives. Dates have been provided for four sessions in 2019 should Council wish to attend and participate. Materials from these sessions will also be made available on the City's website.



Suzanne Smith
Program Coordinator, Development
(604-276-4138)

SS:rg

Attachments:

1. Summary of Public Information Meetings - 2016 – 2018
2. Community Information Sessions - Display Boards

Summary of Public Information Meetings (2016 – 2018)

Department	Project / Topic	# of Meetings	Locations	Dates	Notes
Planning & Development	Arterial Road Policy Update	6	City Hall Thompson CC Steveston CC South Arm CC West Richmond CC City Hall	April 20, 2016 April 23, 2016 April 26, 2016 April 28, 2016 May 2, 2016 May 4, 2016	
	Farm House Size	4	City Hall (3) East Richmond Community Hall (1)	March 2, 2017 February 7, 2018 February 8, 2018 February 15, 2018	2017 (1 open house) 2018 (3 open houses)
	Market Rental Housing	6	City Hall (5) City Centre North CC (1)	January 18, 2018 January 24, 2018 January 30, 2018 February 1, 2018 February 7, 2018 February 13, 2018	These were workshops with various stakeholder groups and the public (2018).
	Tree Bylaw	6	Thompson CC West Richmond CC South Arm CC Steveston CC Cambie CC Hamilton CC	October 27, 2017 November 24, 2017 December 15, 2017 January 18, 2018 February 23, 2018 March 23, 2018	Workshops held in every area of the City - approximately 20 people attended each event on average.
	Richmond Centre	2	Richmond Centre Mall	May 27, 2018 May 31, 2018	
	Steveston Streetscape & Design Guidelines	2	Steveston CC	July 20, 2017 July 22, 2017	

Summary of Public Information Meetings (2016 – 2018)

Department	Project / Topic	# of Meetings	Locations	Dates	Notes
	Lansdowne Mall	2	Lansdowne Mall	February 17, 2018 February 22, 2018	
	Building Massing	7	South Arm CC Steveston CC Hamilton CC City Hall (2) Cambie CC Thompson CC	January 18, 2017 January 24, 2017 February 2, 2017 February 8 & 9, 2017 February 16, 2017 February 23, 2017	2017 (6 open houses plus 1 small builders open house)
		2	3471 Moncton St. & 12060/40 3 rd Ave. & 3560 – 3600 Chatham St.	October 8, 2015 March 9, 2016	Rezone to mixed use commercial / residential in Steveston Village.
		1	10475–10631 No. 5 Rd.	June 22, 2016	Rezone from Single Detached to Medium Density Townhouses.
		1	11671-11691 Cambie Rd.	October 5, 2016	Rezone from Single Detached to Low Density Townhouses.
		2	4360 Garry St.	November 15, 2016 April 25, 2017	Rezone to permit four-storey congregate housing by temple.
		1	9580 & 10060 Gower St.	January 17, 2017	Redevelopment of Fraserview Residential Care Facility.
	Development Application related	5	4020-4300 Bayview St.	February 18, 20, 25, 27, 2017 September 23, 2017	Zoning Text Amend to permit additional commercial uses.
		1	5191–5351 Steveston Hwy.	April 12, 2017	Rezone from Single Detached to Townhouses.
		1	8131 & 8151 Bennett Rd.	April 17, 2017	Rezone for mixed use with church, childcare, rental uses.
		2	5300 No. 3 Rd.	February 17 & 22, 2018	OCP, CCAP Amend to change park orientation and distribution and reorganize density and height.

Summary of Public Information Meetings (2016 – 2018)

Department	Project / Topic	# of Meetings	Locations	Dates	Notes
		2	7300 Elmbridge Way	February 28 & May 10, 2018	BC Housing for 50 units supportive housing on City land.
		2	6551 No. 3 Rd.	May 27 & 31, 2018	Amend CCAP for streets, park and DP guidelines for Richmond Centre.
		1	10140 – 80 No. 1 Rd. & 4051/4068 Cavendish Dr.	June 20, 2018	Rezone Single Detached to Site Specific including Townhouses.
Transportation	Capital Projects Open House	3	Richmond City Hall	April 28, 2016 April 20, 2017 April 28, 2018	Occurs every Spring in conjunction with Engineering's Capital Projects Open House.
Community Social Development	Affordable Housing Strategy	11	Hamilton CC	May 11, 2016	2016 (7 pop-up public engagement sessions; 1 open house; 1 online survey) 2018 (2 open houses; 1 online survey)
			Cambie CC (2)	May 11, 2016 & Jan 31, 2018	
			Steveston CC	May 17, 2016	
	Emergency Shelter Relocation	2	South Arm CC	May 17, 2016	2017 and 2018 (public information sessions)
			Minoru Place Society	May 18, 2016	
			City Centre CC (2)	May 18 2016 & Jan 30, 2018	
	Modular Supportive Housing	11	Minoru Aquatic Centre	May 18, 2016	2018 (2 public information sessions; 8 forums; 1 survey)
			Richmond Cultural Centre	June 28, 2016	
			Richmond Public Library (Ironwood)	September 21, 2017	
			Watermania	November 28, 2018	
			Richmond Public Library City Hall (10)	February 28, 2018 February, April, May, 2018	

Summary of Public Information Meetings (2016 – 2018)

Department	Project / Topic	# of Meetings	Locations	Dates	Notes
Sustainability & District Energy	Capital Projects Open House	3	City Hall	April 28, 2016 April 20, 2017 April 28, 2018	Occurs every Spring.
	Electric Vehicle (EV) Charging	1	City Hall	June 15, 2017	Gain feedback on L3 charging stations; feedback on new 100% EV-ready parking bylaw changes.
	Lulu Island Energy Company	3	City Hall	June 6, 2016 June 19, 2017 June 4, 2018	Annual General Meeting (Special Council Meeting - every year since incorporation in 2013).
	Energy Step Code	12	Various locations	June 29, 2018 July 27, 2017 September 6, 2017 September 27, 2017 October 10, 2017 October 26, 2017 November 16, 2017 March 28, 2018 September 6, 2018 September 20, 2018 October 4, 2018 October 20, 2018	Five information sessions, two workshops and five stakeholder consultation sessions
	Riparian Management Area Updates (Phase 1)	3	Richmond Cultural Centre East Richmond Community Hall Public Hearing	May 7, 2018 May 10, 2018 September 4, 2018	Two public open houses in May 2018 and a Public Hearing in September
Ecological Network Management Strategy					

Summary of Public Information Meetings (2016 – 2018)

Department	Project / Topic	# of Meetings	Locations	Dates	Notes
	Invasive Species Action Month	2	City Hall	May 2017 May 2018	Informative displays and free information relating to invasive species is provided by staff throughout the entire month to promote awareness
	Invasive Species Public Outreach	Various	Various community venues	Annual since 2015, various dates	Staff have been hosting an average of 30 workshops annually including topics on <i>seed saving</i> , <i>the seasonal kitchen</i> , and <i>natural lawn care techniques</i>
	REaDY Summit	3	Hugh Boyd Secondary School (2016/2017) Cambie Secondary School (2018)	Annual since 2012, various dates	REaDY is a youth-led environmental conference for Richmond high school and elementary students and is coordinated in partnership with the Richmond School District, and the David Suzuki Foundation.
	Richmond Sustainability Programs	3	Kwantlen Polytechnic University – Sustainability Week Fair	Annual since 2015, various dates	General information regarding the City's sustainability programs (Corporate, community and district energy programs and ecological issues).
	Public Works Open House	3	Works Yard	May 14, 2016 May 13, 2017 May 12, 2018	
Total (Oct 2015 - Present)		117			

Community Information Sessions

Learn more about Planning and Development, Affordable Housing, Transportation & Sustainability in the City

Welcome

The City of Richmond is holding a series of Community Information Sessions to share information about current and future planning and development, affordable housing, sustainability and transportation initiatives.

The topics for the Information Sessions include:

Planning & Development

Through the development of policies and guidelines for new development the City can ensure new growth meets the needs of the growing community in a manner that is sensitive to existing development.

Transportation

In cooperation with TransLink and other agencies the City seeks to improve the transportation network by expanding opportunities for transit, cycling and walking as well as goods movement.

Affordable Housing

By establishing clear policies and incentives to increase the amount of affordable housing in the city the housing stock can better serve the needs of the growing community.

Sustainability

The City is taking action to make Richmond a sustainable place to call home, for now and years to come. Efforts include energy efficient buildings, district energy and environmental protection.

Progress in these areas puts the City of Richmond on a path towards its vision of being a place where people live, work and prosper in a welcoming, connected, accessible and vibrant community. This includes consideration of the health of the ecosystem and the long term social and economic wellbeing.



Planning and Development at the City of Richmond

Planning and Development

Richmond's Planning and Development Department is responsible for a range of functions aimed at managing the city's future growth. These functions include:

- Preparing the City's Official Community Plan (OCP) and Area Plans;
- Creating long range land use, urban design and environmental policies (e.g. agricultural, industrial, heritage, environmental, flood management);
- Reviewing all development applications (e.g. rezoning, development permits, development variance permits, subdivisions);
- Supporting the City's Advisory Committees on heritage, agriculture and the environment;
- Coordinating the design and installation of infrastructure improvements (e.g. roads, water, drainage and parks) and collecting Development Cost Charges;
- Developing transportation strategies that meet future travel demand in Richmond;
- The planning and functional design of roads and traffic operation controls including traffic signals;
- Reviewing and issuing building permits;
- Administering and enforcing the City's Tree Protection Bylaw.

Provincial Local Government Act

Richmond's powers, duties and functions are enabled by the Province of British Columbia's *Local Government Act* and the *Community Charter*. This set of legislation provides the legal framework and foundation for local governments to represent the interests and respond to the needs of their communities.

Community and Stakeholder Engagement

The Planning and Development Department, and other departments in the city, work closely with the community and other external agencies throughout the planning process. Some of the key stakeholders in Richmond include the Vancouver Airport Authority, the Port of Vancouver, Metro Vancouver, TransLink, Vancouver Coastal Health, the Agricultural Land Commission and the Ministry of Transportation and Infrastructure.



Richmond Planning Framework and Vision

Official Community Plan (OCP)

Planning in Richmond starts with the OCP. An OCP is the community's long range vision for how it plans to evolve over time. It provides the policy framework for growth in Richmond and describes Richmond in the future as:

A place whose greatest assets include:

- *A thriving downtown*
- *A diversified economy*
- *Distinct and connected neighbourhoods*
- *Island shoreline*
- *Productive agricultural lands*

Richmond's OCP functions as a link between the broad concepts of the Metro Vancouver Regional Growth Strategy and the City's objectives.

Future growth in the City is directed towards the City Centre, neighbourhood shopping centres and along Arterial Roads in the community where transit service and proximity to shopping, jobs and services are greater.

Area Plans

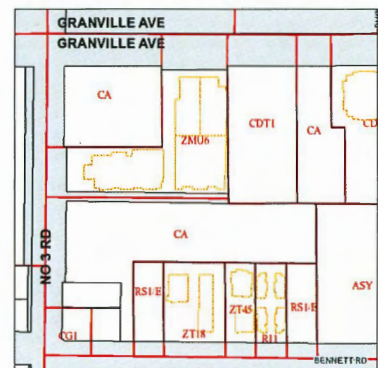
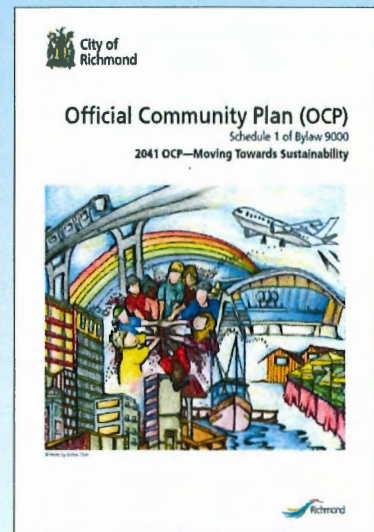
Richmond has a number of Area Plans which provide specific details and development considerations for various parts of the city. These include:

- | | | |
|---------------|-----------------|------------|
| • City Centre | • Blundell | • Thompson |
| • Steveston | • Bridgeport | |
| • Hamilton | • Broadmoor | |
| • East Cambie | • East Richmond | |
| • West Cambie | • Shellmont | |

Richmond Zoning Bylaw

Richmond Zoning Bylaw 8500 regulates the use, density, siting, size and height of buildings and the shape and size of land parcels in the city.

By establishing a clear and efficient system of land use regulation, the Zoning Bylaw helps implement the Official Community Plan. Different zones permit different types of development in support of the overall vision.



Planning and Development

The Life of a Development

The City administers the development of property through a number of permits and processes including Rezoning which involves a change in use or density, Development Permits which address form and character, heritage and environmental considerations, and Building Permits which help ensure life and safety. The flowchart to the right provides an example of a development involving these common types of applications.

Community Benefits of Development

Many community benefits have been achieved through requirements and contributions from development in the City including:

- Major new Parks
 - e.g. Capstan Village Park, Concord Gardens, Middle Arm Waterfront Greenway, Aberdeen Park, the Gardens Agricultural Park, London's Landing
- 7 Child Care Centres
- Major Facilities - 2 Community Centres
- New Office Space
- Affordable Housing Units & Secondary Suites
- Public Art Contributions

In addition to these community wide contributions which contribute to the community's overall well-being and livability, each new development includes frontage improvements and service upgrades including some or all of the following:

- New sidewalks, grass boulevards and trees + irrigation
- Transportation improvements (signal upgrades, bike lanes)
- Funds toward or construction of utility upgrades to support growth including water, sewer, drainage and road.



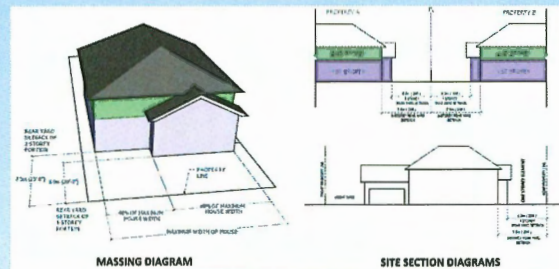
Rezoning Development Flowchart



Policy Planning – Housing

Single Family Building Massing

- The City's Zoning Bylaw regulates the size and shape of homes in the City.
- Two phases of Zoning Bylaw amendments were undertaken in 2015 and 2017 to refine building massing regulations for single family houses.
- Each phase of amendments involved numerous public open houses held by City staff to give residents an opportunity to discuss issues, review options, and provide input.

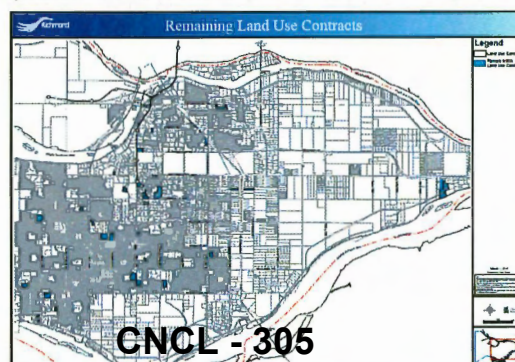


Short Term Rentals

- In Richmond, residents can offer two types of short term rentals (less than 30 days) in their home:
 - **Bed and Breakfasts (B&Bs)** which require a City issued licence. This includes residents who host traditional B&Bs as well as those who are simply renting rooms within their home, such as short term vacation rentals.
 - **Boarding/lodging** which applies when the short term rental involves no more than two people at a time, and this does not require a licence.
- Short term rental of the entire house or residential unit **for less than 30 days** is not permitted under any circumstance.

Land Use Contracts

- Land Use Contracts (LUCs) are a form of zoning regulation. The Province enabled municipalities to use LUCs between 1973 and 1979. Unless discharged, LUCs registered on title during such period remain in place today affecting the use and development rights of the affected properties.
- In 2014, new Provincial legislation was enacted which will terminate all LUCs on June 30, 2024. Municipalities also have the ability to terminate LUCs earlier.
- **First phase:** all Single-Family Land Use Contracts were terminated on November 24, 2016.
- **Second phase:** it is anticipated that all remaining Land Use Contracts (e.g. multi-family, commercial, etc) will remain until June 30, 2024. Underlying zoning regulations are in the process of being phased in by geographical area and must be established by June 30, 2022.



Policy Planning – Housing

Market Rental Housing Policy

- Following consultation on draft policies, the Market Rental Housing Policy was adopted by Council in September 2018. This policy seeks to protect the supply of existing market rental housing, support tenants at the time of redevelopment and encourage the development of new market rental units. See the board Future Initiatives: Planning and Development for further information.

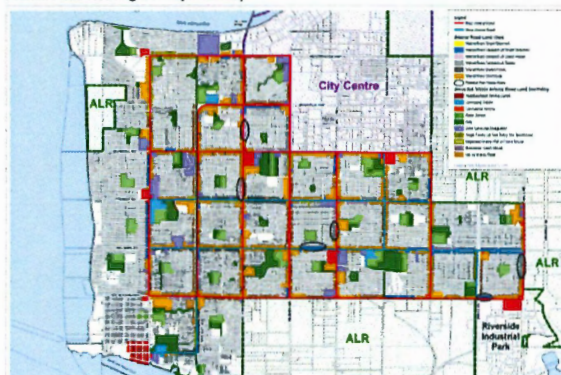
Demolition Waste Recycling and House Moving and Salvage Program

- On March 14, 2016 Council adopted the Demolition and Recyclable Material Bylaw No. 9516 requiring waste and recyclable materials resulting from demolition work to be sent to an approved waste disposal & recycling facility.
- The City encourages homeowners to participate in its House Moving and Salvage Program in an effort to reduce demolition waste, save on demolition and recycling fees, as well as reuse livable houses.

Arterial Road Land Use Policy

- The City's OCP supports densification along its arterial roads where properties are in close proximity to commercial services, public amenities, schools, and transit service.
- The Arterial Road Land Use Policy supports townhouses, row houses, duplexes, triplexes and coach houses along arterial roads with a goal to minimize traffic disruption by ensuring no net increase in driveways.
- In 2016, the City updated the Arterial Road Land Use Policy and introduced additional housing types (e.g., row houses, duplexes, and triplexes), refined the Development Permit Guidelines, and clarified locational guidelines for different types of housing. This update involved several public and stakeholder consultation events.

Arterial Road Housing Development Map



Policy Planning – Heritage and Environment

Heritage

- City's 2041 Official Community Plan establishes the Steveston Village Heritage Conservation Area (HCA) to provide long-term protection to the heritage character of Steveston Village.
- Work with property owners that require a Heritage Alteration Permit to restore and conserve the historic exterior of the building
- In 2009, the City approved the Steveston Village Heritage Conservation Grant Program to provide financial assistance to property owners for conserving the exterior of identified heritage resources.
- The Sakamoto Guidelines were reincorporated within the Steveston Area Plan to strengthen design guidelines for restoring historic buildings in Steveston Village.

5 History Facts of Richmond

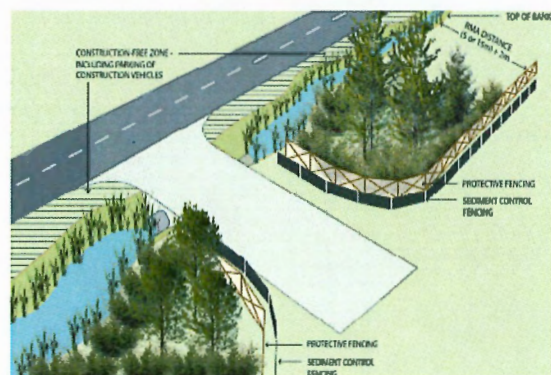
1. It isn't entirely clear where the name "Richmond" came from
2. Richmond was originally home to period waves of First Nations people
3. Richmond is seven years older than Vancouver
4. The first successful flight in Canada was recorded in 1910 on the Minoru Racetrack
5. Richmond is the city with the largest Asian population in North America

Environmentally Sensitive Areas (ESA)

- The ESA Development Permit Area in Richmond has been established since 1991, with ESAs designated in the City's Official Community Plan for the protection of the natural environment, its ecosystems and biodiversity.
- Qualified Environmental Professionals are required for all ESA Development Permits (DPs) to accurately verify the location and condition of designated ESAs as well as to recommend detailed protection and restoration options that will satisfy the City's objectives.

Riparian Management Areas (RMA)

- RMAs were established in consultation with the Department of Fisheries and Oceans Canada.
- Setbacks are assigned to minor (5m) and major (15m) designated streams measured perpendicular from top-of-bank that are to remain free from development unless authorized by the City.
- A Construction Environmental Management Plan completed by a Qualified Environmental Professional is required to demonstrate mitigation measures during development.



Policy Planning – Agriculture and Cannabis

Agricultural Policies

- Agriculture is an important part of the City's history. Today, close to 40% of the City is within the Agricultural Land Reserve (ALR), contributing to our local and regional economy.
- The City has established a number of regulations for residential use of farmland, including a maximum farm home plate, maximum residential setbacks, maximum house size limits, and restrictions on the number of single family dwellings on each agricultural lot.
- In 2018, to further protect farmland, the City introduced more restrictive regulations on the maximum size of houses within the ALR.
- City staff work closely with the Agricultural Land Commission and the Ministry of Agriculture on policy discussions and data exchanges.



Cannabis Regulation

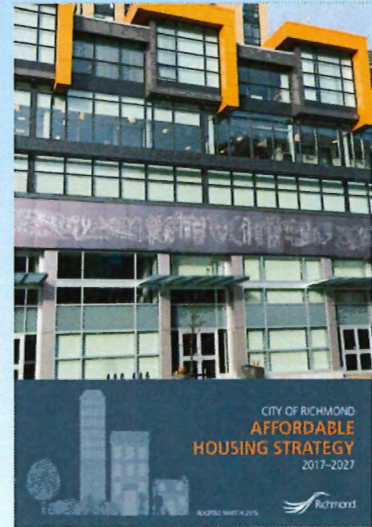
- In 2018, Provincial legislation and amendments to the Zoning Bylaw would prohibit the production of cannabis in an enclosed building or greenhouse.
- City has prohibited the retail sale of cannabis;
- Research and development and production of medicinal cannabis is regulated and limited to industrially zoned areas;
- The City continues to develop and refine policy to regulate this activity.



Affordable Housing

Affordable Housing Strategy (AHS)

- The City is committed to supporting the development of the right mix of housing so that all households of different sizes, ages and incomes have access to housing that meets their needs.
- In March 2018, Council adopted the AHS to guide the City's actions to increase the supply of affordable housing over the next 10 years.
- The AHS supports the development of the right mix of housing using a suite of regulatory tools, including:
 - Housing policy development;
 - Leasing City owned land to non-profit housing providers;
 - Affordable housing funding;
 - Secondary suite requirements in single family developments; and
 - Inclusionary zoning, which requires developers to build **low-end market rental (LEMR)** units within developments that have more than 60 residential units.



Affordable Housing Strategy
2017-2027

Homelessness Strategy

- The latest Homelessness Count estimated that at least 70 Richmond residents are experiencing homelessness, an increase of 84% since 2014. Local service providers estimate the number of individuals experiencing homelessness to be closer to 120.
- The City is in the process of updating the Homelessness Needs Assessment and Strategy, which will help guide the City's actions in addressing the needs of individuals experiencing or at risk of experiencing homelessness.

Richmond House Emergency Shelter

- The relocation and expansion of a new emergency shelter is underway involving:
 - 30 shelter beds that are accessible and inclusive of men and women
 - Expected to be open late Spring 2019
 - Short term emergency shelter that provides onsite services including meals, laundry, showers and connections to appropriate community supports
 - City contributed the land at 12040 Horseshoe Way, valued at \$6 million
 - The new shelter will be operated by The Salvation Army

Affordable Housing: Examples

Since 2007, the City has worked in partnership with senior levels of government, the private sector, and non-profit organizations to create more than 2,000 new affordable housing units. The following projects were developed with City funding, land, policy requirements, or in-kind support:

Temporary Supportive Housing

- 40 shelter-rate rental units for residents exiting the emergency shelter system (modular housing).
- Short to medium term housing that includes supportive services to help tenants move towards self sufficiency.
- The City is contributing land at a nominal rate for 5 years.
- Anticipated opening is April 2019. It will be operated by RainCity Housing.



Atira Apartments at Cadence

- 15 units of shelter-rate housing for single women with children secured through the City's Low End Market Rental Policy
- Medium term housing with on-site programming and subsidized childcare spaces at the neighbouring centre.
- Opened in May 2017. Operated by Atira Women's Resource Society.



Storeys

- 129 affordable rental units for vulnerable households, including those at risk of homelessness.
- Long term housing with a social service hub.
- City contributed the land at a nominal rate and a total of \$19.4 million towards capital costs, municipal fee and development cost charge waivers.
- Opened September 2017. Operated by a non-profit consortium (Coast Mental Health, SUCCESS, Pathways Clubhouse, Tikva Housing Society, and Turning Point Recovery Society).



Kiwanis Towers

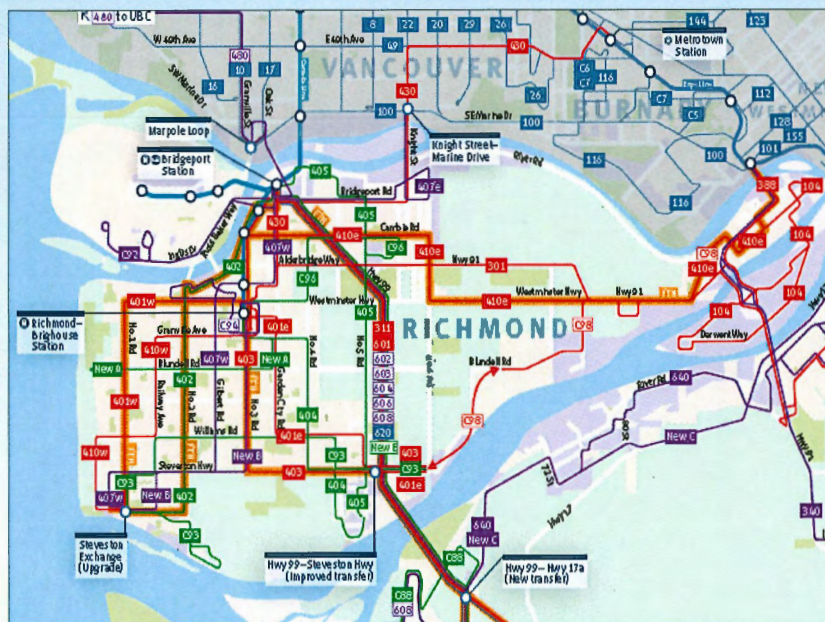
- 296 affordable rental units for low-income seniors.
- City contributed \$24.1 million towards capital costs, municipal fee and development cost charges waivers.
- Opened in July 2015. Operated by Kiwanis International.



Transportation

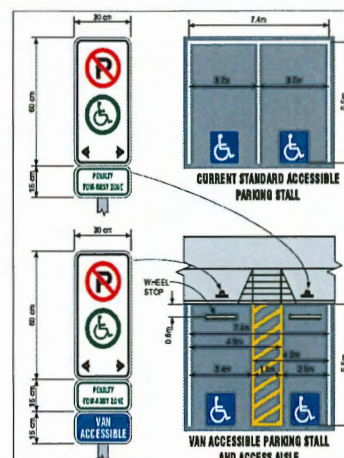
Southwest Area Transport Plan

- TransLink-City partnership to identify transit and infrastructure priorities over the next 10-15 years for Richmond, South Delta and Tsawwassen First Nation
- Developed 2015 -2018, completed in April 2018.
- Improved transit frequency and reliability for local and regional routes.
- Improved transit service to industrial areas, business parks and growing neighbourhoods.



Accessible Van Parking

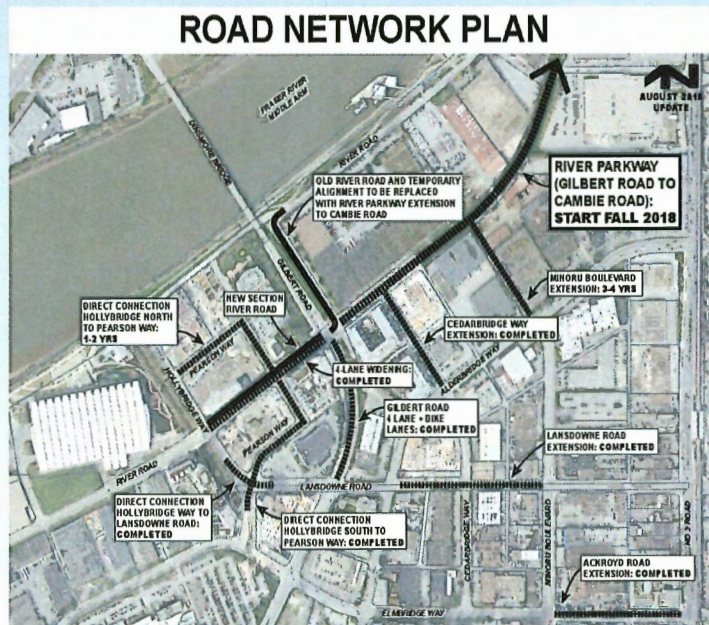
- Update of off-street accessible parking space requirements in Zoning Bylaw.
- Amendments accommodate the increased use of side-loading vans for individuals using wheelchairs and similar mobility devices.
- Adopted in September 2018.



Transportation

River Parkway

- Extension and re-alignment of River Road northeast of Gilbert Road.
- Elimination of interim River Road connection next to Dinsmore Bridge.
- Improve traffic circulation with continuous viable alternate route to No. 3 Road and existing River Road.
- Facilitate the development of the Middle Arm Waterfront Park.
- Initially comprise two-lane road and protected bike lanes with signalized connection at Leslie Road.
- Construction underway with completion in 2020.



Public Bike Share Pilot Program

- Agreement with U-bicycle to operate pilot program at no cost to the City to end of 2019.
- Currently 15 stations and 75 bicycles mainly in the City Centre.
- More bicycles and stations will be phased in approaching the spring/summer peak cycling season.



Sustainability, Environment & Climate Action

Community Energy & Emissions Plan

- The plan defines 34 actions to reduce energy use and reach city-wide greenhouse gas (GHG) emission reduction by 80% by 2050. The plan provides directions for creating compact and complete communities, encouraging active modes of transportation, and increasing energy efficiency in buildings. **Richmond has reduced greenhouse gas emissions by 12% since 2007 despite the same growth in population.**



District Energy Utility

- Richmond's **Lulu Island District Energy Company** is an international leader in district energy systems, which reduce carbon emissions and deliver affordable, reliable heating and cooling for a neighbourhood. Alexandra District Energy Utility project won the International DE Association's Award in 2016.



BC Energy Step Code

- The BC Energy Step Code is a provincial standard that provides an incremental and consistent approach to achieving more energy-efficient buildings in BC. In June 2018, Council adopted the BC Energy Step Code requirements into City's Building Regulation Bylaw for all residential developments.



Electric Vehicle (EV) Charging

- In 2017, Council adopted new "first in North America" (if not the world) requirements that **all** new residential buildings will provide energized outlets capable of providing "Level 2" EV charging for **all residential** parking stalls.



EnergySave Richmond

- Visit www.energy.richmond.ca to learn about training and incentives programs available in Richmond.



Ecological Network Management Strategy

- The Ecological Network is defined as the inter-connected system of natural and semi-natural areas across Richmond's landscape, including terrestrial, marine, and riparian areas. Actions are grouped into four (4) areas: Green Infrastructure & Development, Vegetation, Habitat & Wildlife, Parks & Public Lands, and Stewardship & Collaboration.



Invasive Species Management

- Richmond is a demonstrated leader in invasive species response, and the newly adopted Invasive Species Action Plan formalizes a strategic and risk-based approach to guide and prioritize invasive species management into the future. The Plan sets priorities, establishes a consistent approach, and defines public outreach and engagement commitments.

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Future Initiatives: Planning and Development

Upcoming Projects

In 2019, staff in the Planning and Development Department will be working on a number of projects, including:

Industrial Land Intensification Initiative (ILII)

Richmond has a long and productive history of industrial activity. The Industrial Land Intensification Initiative commenced in 2018 and will continue to explore how the City's policies and bylaws can support the intensification of industrial lands.

Agricultural Viability Strategy Update

The Richmond Agricultural Viability Strategy (2003) is a long-range strategy to ensure that farming in Richmond remains sustainable. An update to the AVS will be undertaken in consultation with the farming community.

Residential Rental Tenure Zoning

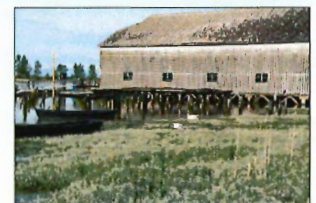
Residential rental tenure zoning is a new power provided by the Province in 2018. It allows cities to use create zones that require all or a portion of multi-family units to be rental tenure only. Richmond will be considering how this zoning tool may be best used to protect existing rental housing and how it may be used to secure rental units in new developments.

Market Rental Housing Policy Update

Richmond City Council adopted a Market Rental Housing Policy in September 2018. At that time, Council also directed staff to explore how the incentives-based policy could be enhanced and what areas of the city are most in need of market rental housing.

Heritage Inventory Update (with Heritage Services)

The Heritage Inventory is a database of important heritage resources in Richmond. The inventory, which includes buildings, trees and other special places, was last updated in 2002.



Future Initiatives: Transportation

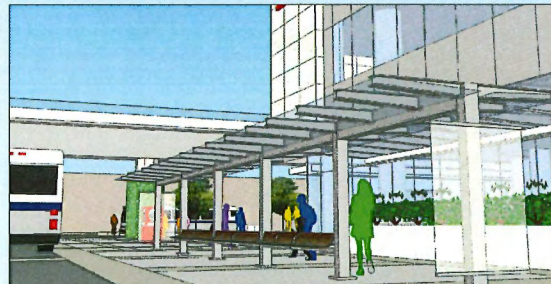
Capstan Station

- Innovative TransLink-City agreement in 2010 to fund the future station
- Voluntary contributions are collected from developers in the nearby catchment area
- Target amount for construction has been reached
- City working with TransLink to develop a preferred station design



Richmond-Brighouse Bus Mall

- Relocation of Scotiabank and demolition of old site
- City has an active Development Permit application that will facilitate construction
- TransLink anticipates commencing construction in 2019 with operation in 2020



Massey Tunnel Crossing Improvements

- Province of BC to develop a new business case by the end of 2020
- City is seeking short-term improvements to Steveston Highway interchange



Mobility Hubs

- Hubs include a mix of travel choices in central location: transit, car-share, bike-share, ride-hailing, EVs
- Seeking to establish city-wide network



Feedback Board

Share your thoughts on the City's successes and future initiatives using the sticky notes and pens below.

Further Information

Richmond welcomes your input and participation.

Information Bulletins

The City has Information Bulletins on a wide variety of topics including but not limited to:

- How to make a Development Application
- Tree Protection
- Electric Vehicle Charging Infrastructure Requirements
- Affordable Housing Strategy
- Market Rental Housing Policy
- Child Care Facilities
- Noise Management
- Riparian Management Areas
- Steveston Village Heritage Conservation Area

Copies are available on the nearby table.

They can also be found on the City's webpage at www.richmond.ca

Policy Documents, Guidelines and Application Forms

All of the plans, policies and guidelines noted in these boards are available online on the City's webpage at www.richmond.ca

Opportunities to be Involved

Please watch for opportunities to be engaged in upcoming projects.

- <https://www.richmond.ca/plandev/planning2/projects.htm>
- communityplanning@richmond.ca
- 604-276-4052





City of Richmond

Memorandum Planning and Development Division

To: Mayor and Councillors
From: Wayne Craig
Director, Development
Date: April 4, 2019
File: AG 19-855989
Re: **Additional Address for the Garden City Lands – 5560 Garden City Road**

At the April 2, 2019 Planning Committee meeting, Committee members considered an Agricultural Land Reserve (ALR) non-farm use application by the City of Richmond to host a Farm Festival at the Garden City Lands on August 10, 2019. During deliberations, there were questions from Committee members to staff regarding the street address of the Garden City Lands, as the Staff Report to Planning Committee indicated a street address of 5555 No. 4 Road.

As pedestrian and vehicular access is from Garden City Road for events such as the Farm Festival, an additional address of 5560 Garden City Road has been assigned. The 5560 Garden City Road address will be used for all publications and advertisements for the upcoming Farm Festival, should the non-farm use application be approved, and for all future events that will be accessed from Garden City Road.

If you have any questions, please contact me directly at 604-247-4625.


Wayne Craig
Director, Development
(604-247-4625)

JH:blg

pc: Paul Brar, Manager, Parks Programs
John Hopkins, Senior Planner
Senior Management Team (SMT)



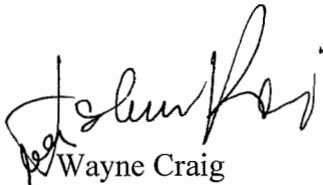
City of Richmond

Report to Committee

To: Planning Committee **Date:** March 20, 2019
From: Wayne Craig
Director, Development **File:** AG 19-855989
Re: **Agricultural Land Reserve Non-Farm Use Application by the City of Richmond to Host the Farm Fest at the Garden City Lands on August 10, 2019, located at 5555 No. 4 Road**

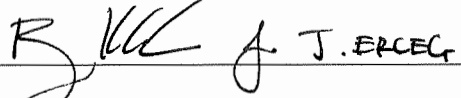
Staff Recommendation

That the Agricultural Land Reserve Non-Farm Use application by the City of Richmond to host the Farm Fest at the Garden City Lands on Saturday, August 10, 2019, located at 5555 No. 4 Road, be endorsed and forwarded to the Agricultural Land Commission for approval.



Wayne Craig
Director, Development

Att. 3

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Major Events & Filming	<input checked="" type="checkbox"/>	

Staff Report

Origin

On March 11, 2019, Council approved funding and the date for the 2019 Farm Fest at the Garden City Lands ("Farm Fest"). The Farm Fest is scheduled to take place on Saturday, August 10, 2019, from 10:00 a.m. to 3:00 p.m. at 5555 No. 4 Road, also known as the Garden City Lands (Attachment 1). The subject property is zoned Agriculture (AG1) and is located within the Agricultural Land Reserve (ALR).

The *Agricultural Land Commission (ALC) Act* permits special events or gatherings to occur on ALR land provided a number of conditions are met, including that no more than 150 people are gathered at one time for the purpose of the event. This regulation is reinforced and interpreted in ALC Policy L-22 "Activities Designated as a Permitted Non-Farm Use: Gathering for an Event in the Agricultural Land Reserve" (Attachment 2). As the Farm Fest is expected to draw over 5,000 visitors, an ALR non-farm use application is required. The non-farm use application requires endorsement by Council as a necessary step in order to be considered by the ALC.

Findings of Fact

The purpose of this report is to seek Council endorsement of the City's ALR non-farm use application (AG 19-855989) to host the Farm Fest on Saturday, August 10, 2019 at 5555 No. 4 Road. The single day event will occupy no more than 1 hectare (2.47 acres) of the 55.2 hectare (136.40 acres) site. Council endorsement is required as a necessary step in the non-farm use application process to the ALC.

The non-farm use application for the 2018 Farm Fest was endorsed by Council on June 11, 2018, and subsequently approved by the ALC on July 17, 2018.

ALC Act – Section 3(4)(k)

Under Section 3(4)(k) of the *ALC Act*, the gathering of an event is permitted in the ALR provided the following conditions are met:

- i. The farm must be located on land classified as a farm under the Assessment Act;
- ii. Permanent facilities must not be constructed or erected in connection with the event;
- iii. Parking for those attending the event must be available on the farm, but must not be permanent nor interfere with the farm's agricultural productivity;
- iv. No more than 150 people, excluding residents and employees of the farm, may be gathered on the farm at one time for the purpose of attending the event;
- v. The event must be of no more than 24 hours duration; and
- vi. No more than 10 gatherings for an event of any type may occur on the farm within a single calendar year.

As the event is expected to draw attendance over the legislated threshold of 150 people, the Farm Fest does not comply with subsection 3(4)(k)(iv) listed above. Consequently, an ALR non-farm use application is required for consideration and approval by Council and the ALC.

Surrounding Development

Table 1: Development Surrounding at 5555 No. 4 Road

Location	Description
North	Multi-family residential and commercial
East	Federal Government Department of National Defence (DND)
South	Multi-family residential
West	Multi-family residential and commercial

2041 Official Community Plan (OCP)

The subject site is designated for “Agriculture” in the 2041 Official Community Plan (OCP), which permits primarily farming, food production and supporting activities, including those activities permitted in the ALR.

Analysis

Project Description

The 2019 Farm Fest was approved by Council on March 11, 2019. The event will feature a marketplace, educational exhibits, agricultural activations, interpretive wagon rides, food vendors, and a small stage.

Festival highlights will include:

- Agricultural demonstrations and displays by local Richmond farmers and Kwantlen Polytechnic University’s Sustainable Agriculture Program;
- Locally grown produce and artisanal products from Richmond farmers and local vendors;
- Community partner displays;
- Bog ecology and conservation education;
- Background music by local artists; and
- An interpreted wagon ride along the perimeter trail showcasing the Garden City Lands.

Event Logistics

The set-up and take-down for the event will be carefully designed to ensure that there are no negative impacts on the site’s agricultural or natural areas. Set-up and take-down will take place one to two days on either side of the event.

The event will be staged on an existing gravel area located at the west side of the site, accessible via Garden City Road (Attachment 3). No permanent structures will be installed.

Public parking will not be available at the site. Event attendees will be encouraged to arrive on foot, by bike, by public transit, or via a free shuttle service from Lansdowne Shopping Centre and the Colonel Sherman Armoury. The free shuttle service is operated by the Minoru Seniors Society using the City’s Community Leisure Transportation (CLT) buses.

Staff Comments

Staff support this one day community event as it promotes agricultural activities. As it exceeds the number of participants permissible under the *ALC Act*, this event requires approval from the ALC. Endorsement from Council is required in order for the ALC to review and consider the City's non-farm use application.

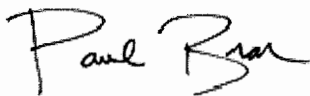
If endorsed by Council, the resolution will be forwarded to the ALC in support of the City's non-farm use application. If Council does not endorse the application, it will not be considered by the ALC. Without Council and ALC approval, the event will not be permitted to take place and will be cancelled.

Financial Impact

None.

Conclusion

As the projected attendance to the 2019 Farm Fest at the Garden City Lands exceeds 150 people, an ALR non-farm use application is required. This application requires endorsement by Council in order to be considered by the ALC. Staff recommend that the ALR non-farm use application for the Farm Fest at the Garden City Lands be endorsed by Council and forwarded to the ALC for consideration.



Paul Brar
Manager, Parks Programs
(604-244-1275)

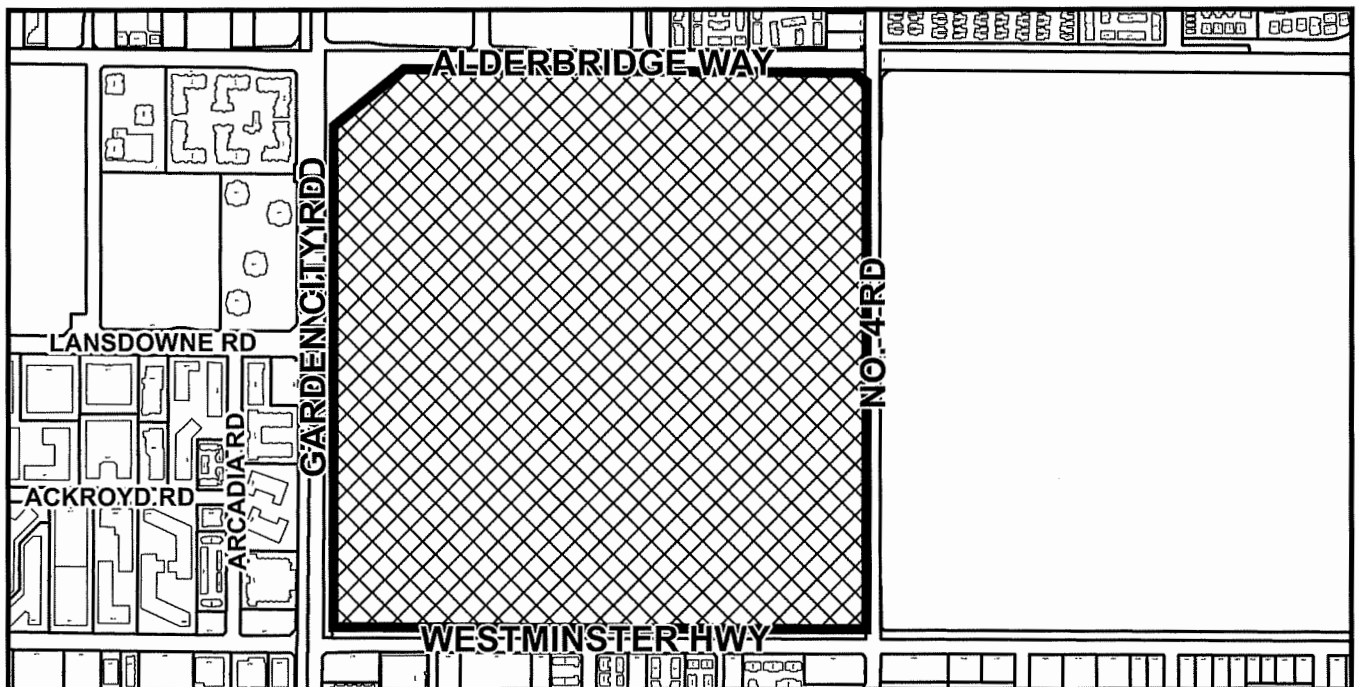
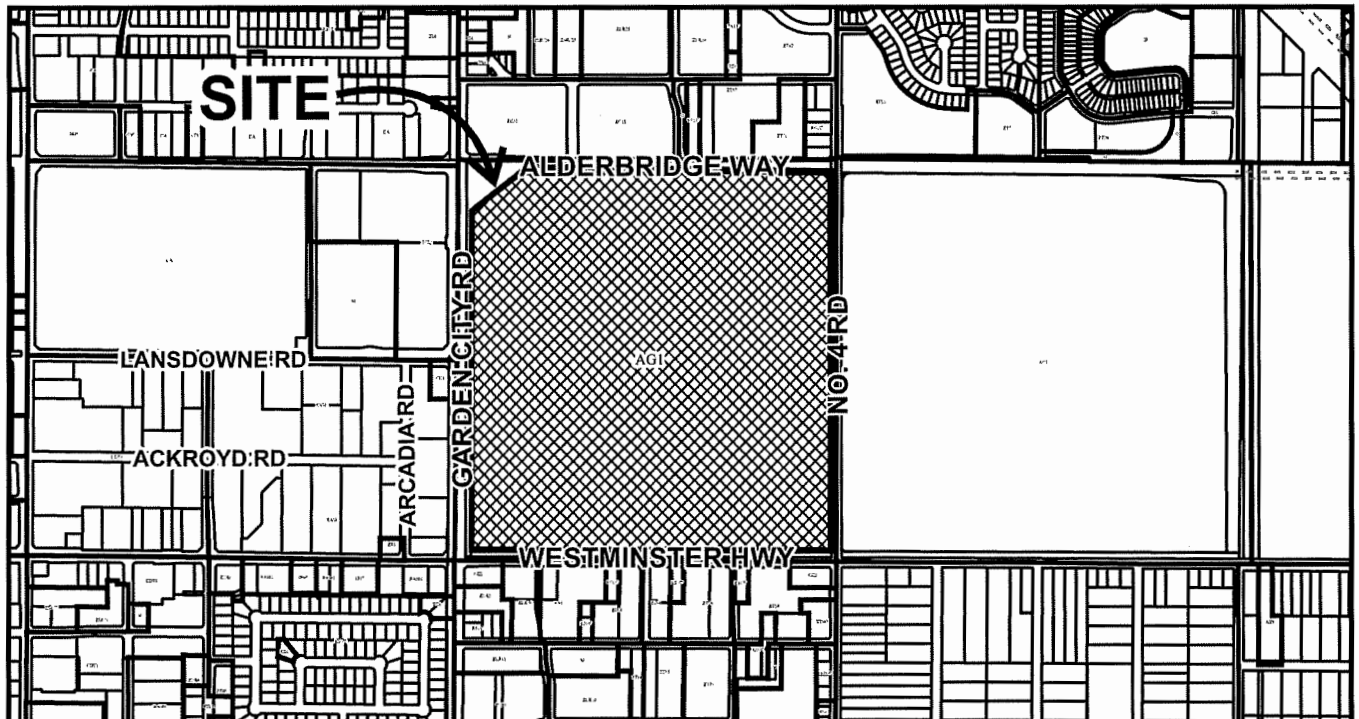


John Hopkins
Planner 3
(604-276-4279)

- Att. 1: Location Map of Subject Property
2: ALC Policy L-22 Gathering for an Event
3: Site Plan for Farm Fest at the Garden City Lands



City of
Richmond



5555 No. 4 Road

Original Date: 12 Mar 2019

Revision Date:

Note: Dimensions are in METRES

CNCL - 324



City of
Richmond




5555 No. 4 Road

Original Date: 12 Mar 2019

Revision Date:

Note: Dimensions are in METRES

CNCL - 325

 <p>Agricultural Land Commission Act</p>	<p style="text-align: right;">Policy L-22 October 2016</p> <p style="text-align: center;">ACTIVITIES DESIGNATED AS A PERMITTED NON-FARM USE: GATHERING FOR AN EVENT IN THE AGRICULTURAL LAND RESERVE ("ALR")</p>
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This policy is intended to assist in the interpretation of the Agricultural Land Commission Act, 2002, including amendments as of September 2014, (the "ALCA") and BC Regulation 171/2002 (Agricultural Land Reserve Use, Subdivision and Procedure Regulation), including amendments as of August 2016, (the "Regulation"). In case of ambiguity or inconsistency, the ALCA and Regulation will govern.

REFERENCE:

Agricultural Land Commission Act, S.B.C. 2002, c. 36, Section 1.

Agricultural Land Reserve Use, Subdivision and Procedure Regulation (BC Reg. 171/2002), the "Regulation", Section 1(4) and Section 3(4).

Section 3(4) The following non-farm uses are permitted in an agricultural land reserve and must not be prohibited by a local government bylaw or, for lands located in an agricultural land reserve that are treaty settlement lands, by a law of the applicable treaty first nation government:

(k) gathering for an event, if all of the following conditions are met:

- i. the farm must be located on land classified as a farm under the Assessment Act;*
- ii. permanent facilities must not be constructed or erected in connection with the event;*
- iii. parking for those attending the event must be available on the farm, but must not be permanent nor interfere with the farm's agricultural productivity;*
- iv. no more than 150 people, excluding residents and employees of the farm, may be gathered on the farm at one time for the purpose of attending the event;*
- v. the event must be of no more than 24 hours duration;*
- vi. no more than 10 gatherings for an event of any type may occur on the farm within a single calendar year.*

Section 1 (4) Definitions:

"gathering for an event" means a gathering of people on a farm for the purpose of attending

(a) a wedding, unless paragraph (c) (ii) applies,

(b) a music festival, or

(c) an event, other than

(i) an event held for the purpose of agri-tourism, or

(ii) the celebration, by residents of the farm and those persons whom they invite, of a family event for which no fee or other charge is payable in connection with the event by invitees.

Section 2(2.4) In subsections (2.1) to (2.3):

(f) gathering for an event, if the event is held only in the lounge referred to in paragraph (b) or the special event area referred to in paragraph (c) of this subsection, and, for this purpose, section 3 (4) (k) does not apply.

INTERPRETATION:

Gathering for an event is a permitted non-farm use in the Agricultural Land Reserve and must not be prohibited by a local government bylaw as long as the event meets the conditions set out in the Regulation.

No more than 150 people may be in attendance and the event must be less than 24 hours in duration.

A maximum of 10 events of any type are permitted within a calendar year on a farm. For example, 5 weddings, 2 music concerts and 3 art shows. Where more than one farm business is being operated from a farm, the maximum 10 events applies. It is recommended that a record of events be maintained by the farmer including type of event, date and number of attendees.

There is no requirement for these events to directly market or promote agricultural products grown on the farm and therefore are not considered agri-tourism events.

People hosting events must make every effort to avoid negative impacts to the use of agricultural land including but not limited to, damage to agricultural land and structures, noise that disturbs animals and livestock, trespass, vandalism, theft and blocking access to adjacent farm businesses.

Events may include weddings, private parties, corporate retreats, music concerts and concert series, music festivals, film and theatrical presentations, art shows, dance recitals, charitable and political fundraising events, dances, and sports events, so long as otherwise compliant with the Regulation. Any event that is not an agri-tourism event falls into this category.

The Regulation allows gathering for events in the ALR provided the land is assessed as "farm" under the *Assessment Act*. If the assessment changes, the use is no longer permitted. The farm may be comprised of one or several parcels of land owned or operated by a farmer as a farm business. The farm parcels should be contiguous or in the same general geographic area.

Permanent facilities must not be constructed or erected for any event activity. Permanent facilities include, but are not limited to: buildings or permanent structures, hard surface parking areas, concrete pads, structural foundations, retaining walls, permanent tents (erected for more than 90 days) and permanent alteration to the landscape (fill, gravel, berms, hills, dugouts, amphitheatres). The conversion of existing buildings and the construction associated with bringing them up to public assembly building code is also deemed as the construction or erection of a permanent facility. If permanent facilities are required, an application and approval of the Commission is necessary.

For the purposes of this policy, parking areas must not be permanent (asphalt, concrete, gravel, etc) and parking must not interfere with the farm's agricultural productivity. All vehicles visiting the farm for the event must be parked on site. To minimize impacting farm land, parking should be along field edges, adjacent to internal farm driveways and roads, and in farm yard areas or immediately adjacent to farm buildings and structures.

Personal family celebrations hosted by the farm owner where no fee is charged continue to be allowed.

This Policy does not apply to agri-tourism activities. See Related Policies.

As per subsection 2.4(f) of the regulation, these conditions do not apply to wineries, cideries, meaderies, breweries and distilleries if the event(s) is held only in the ancillary food and beverage service lounge that has been developed in compliance with section 2(2.4)(b) of the Regulation. Regulation section 3(4)(k) and associated restrictions apply if the event(s) are held outside the lounge area. This means wineries, cideries, meaderies, breweries and distilleries may host an unlimited number of events in their lounge area and an additional 10 events as per section 3(4)(k) held outside the lounge area.

Local governments have the authority to regulate events with regard to structures and building occupancy (including determining if an existing farm building is appropriate for a gathering or requires upgrades for public assembly), parking, lighting, hours of operation, health and safety, noise, access for police, fire and emergency vehicles, etc. Local governments have the authority to require permits for events.

Events in excess of the what is permitted under section 3(4)(k) require an application pursuant to section 20(3) of the Agricultural Land Commission Act and approval of the Commission.

TERMS:

family event means an event attended by

- (a) family members, and
- (b) close personal friends or close business associates of family members

family member with respect to a person means

- (a) parents, grandparents and great grandparents,
- (b) spouse, parents of spouse and stepparents of spouse,
- (c) brothers and sisters,
- (d) children or stepchildren, grandchildren and great grandchildren, and

(e) aunts, uncles, cousins, nephews and nieces

fee or other charge includes a gift in lieu of a fee or charge given in connection with the event

wedding means the ceremony of marriage or a marriage-like ceremony and/or the reception celebration

music festival means concert or concert series no more than 24 hours in duration

Unless defined in this policy, terms used herein will have the meanings given to them in the ALCA or the Regulation.

RELATED POLICY:

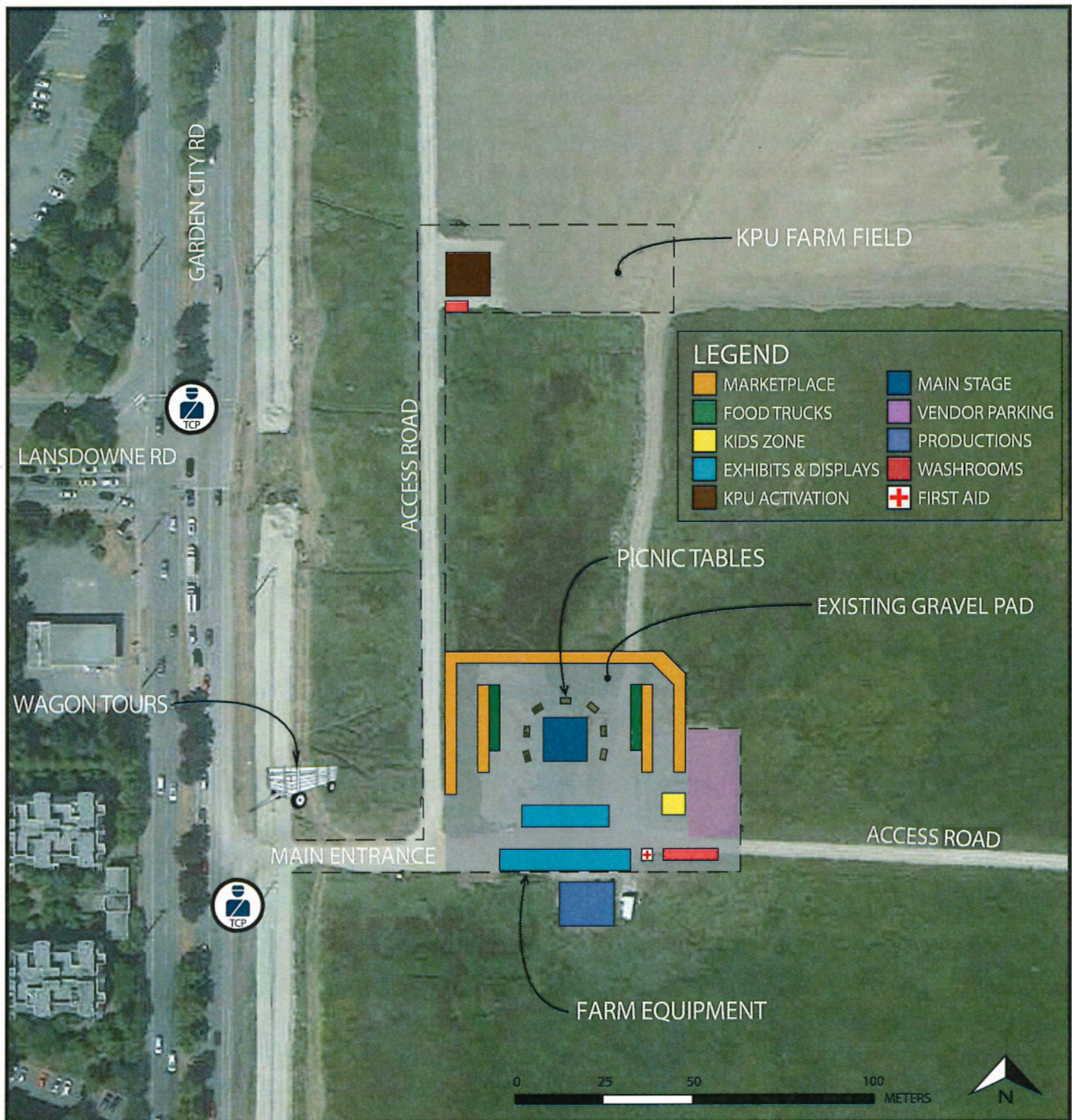
ALC Policy L-04 Activities Designated as a Farm Use: Agri-Tourism Activities in the ALR

ALC Policy L-03: Activities Designated as Farm Use: Wineries and Cideries in the ALR

ALR Policy L-21: Activities Designated as Farm Use: Brewery, Distillery and Meadery in the ALR



City of Richmond



Farm Fest at the Garden City Lands Site Plan - 2019

Original Date: 2019 Mar 12

Revision Date: N/A



City of Richmond

Report to Committee

To: Planning Committee
From: Wayne Craig
Director, Development

Date: March 7, 2019
File: 08-4430-03-09/2019-Vol 01

Re: **Establishment of Underlying Zoning for Properties Developed Under Land Use Contracts 016, 021, 085, 086, 091, 103, 127, and 139 (East of No. 4 Road)**

Staff Recommendation

1. That Richmond Zoning Bylaw 8500, Amendment Bylaw 9987, to establish underlying zoning for the property developed under Land Use Contract 016, be introduced and given First Reading;
2. That Richmond Zoning Bylaw 8500, Amendment Bylaw 9988, to establish underlying zoning for the property developed under Land Use Contract 021, be introduced and given First Reading;
3. That Richmond Zoning Bylaw 8500, Amendment Bylaw 9989, to establish underlying zoning for the properties developed under Land Use Contract 085, be introduced and given First Reading;
4. That Richmond Zoning Bylaw 8500, Amendment Bylaw 9990, to establish underlying zoning for the property developed under Land Use Contract 086, be introduced and given First Reading;
5. That Richmond Zoning Bylaw 8500, Amendment Bylaw 9991, to establish underlying zoning for the property developed under Land Use Contract 091, be introduced and given First Reading;
6. That Richmond Zoning Bylaw 8500, Amendment Bylaw 9992, to establish underlying zoning for the properties developed under Land Use Contract 103, be introduced and given First Reading;
7. That Richmond Zoning Bylaw 8500, Amendment Bylaw 9993, to establish underlying zoning for the properties developed under Land Use Contract 127, be introduced and given First Reading; and

8. That Richmond Zoning Bylaw 8500, Amendment Bylaw 9994, to establish underlying zoning for the properties developed under Land Use Contract 139, be introduced and given First Reading.

Joshua Reis
by Wayne Craig

Director, Development
(604-247-4625)

WC:cl
Att. 5

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Law	<input checked="" type="checkbox"/>	<i>By 11/11/11 of J. F. R. C. L. G.</i>
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS:	APPROVED BY CAO
		<i>Am D</i>

Staff Report

Origin

This report brings forward underlying zoning bylaws for eight of the remaining 29 LUCs (LUCs 016, 021, 085, 086, 091, 103, 127, and 139). The proposed bylaws are applicable to 25 multi-family, commercial, industrial, and agricultural properties east of No. 4 Road (Attachment 1).

The proposed bylaws aim to reflect the specific provisions contained in each LUC, as well as certain standard provisions contained within Richmond Zoning Bylaw 8500 for aspects not anticipated by the LUC. This ensures the underlying zoning bylaws mirror what is contained in the LUCs without granting additional development rights while still acknowledging current zoning norms. After the LUCs expire on June 30, 2024, where there are inconsistencies between the provisions of the proposed bylaws and what actually exists on the subject properties, the provisions for non-conforming uses and buildings under the *Local Government Act* will apply.

This Staff Report and the proposed bylaws are consistent with policies from the 2041 Official Community Plan (OCP), which support exploring alternatives to Land Use Contracts to achieve better land use management over time.

Background

In 2014, the Provincial Government amended the *Local Government Act* to require municipalities to adopt underlying zoning bylaws for all Land Use Contract (LUC) properties by June 30, 2022, and to provide for the termination of all LUCs on June 30, 2024. The amending legislation also established an optional process to enable municipalities, by bylaw, to undertake early termination of LUCs and provided expanded authority to Boards of Variance to hear appeals and grant time extensions to existing property owners for reasons of hardship.

On November 24, 2015, Richmond City Council adopted a set of bylaws that established underlying zoning for 93 separate LUCs that included single-family properties, as well as adopted bylaws to terminate these LUCs effective one year from the date of adoption (i.e., November 24, 2016). After November 24, 2015, there remained 46 LUCs on 85 properties¹ (including approximately 3,000 units) in the City containing multi-family, commercial, industrial, and agricultural uses, which were not subject to the underlying zoning bylaws and early termination bylaws. These remaining LUCs were to be dealt with separately at a later date because they were not subject to the same redevelopment pressures as that of the LUCs that included single-family properties.

Consistent with the *Local Government Act*, City Council must consider bylaws to establish underlying zoning for the properties developed under the remaining LUCs. This involves the standard bylaw reading and adoption process, and includes holding a Public Hearing for all bylaws.

¹ Not including road/railway parcels.

Since the fall of 2017, City Council has adopted underlying zoning bylaws for 16 of the remaining LUCs. These new underlying zones are applicable to 29 properties in the City Centre containing commercial, light industrial, and multi-family residential uses. The approach endorsed by City Council for dealing with the remaining LUCs is as follows:

- Underlying zoning bylaws for the remaining LUCs are to be brought forward separately on the basis of their geographic area (Attachment 2).
- Unlike the approach used for the LUCs that included single-family properties, no early termination bylaws are proposed to be brought forward for the remaining LUCs. Essentially, the existing remaining LUCs will remain effective and continue to govern the use and development of the affected properties until their termination date of June 30, 2024, at which time the underlying zoning will take precedence.

There are now 29 underlying zoning bylaws that must be established, applicable to a total of 48 properties in the City (including approximately 1,295 units).²

Findings of Fact

A Land Use Contract is a contract between a property owner (typically a developer) and a municipality addressing the use and development rights of a property. The LUC regulations are similar to zoning, with the exception that the LUC is registered on the Title of the property and, until recently, agreement from both the property owner and municipality was required to amend or discharge the contract.

The provincial legislation enabling LUCs was in effect for a short period of time between 1973 and 1979 and allowed the ability to create tailor-made development contracts for specific sites. LUCs were also used to control the form and character of buildings and landscaping of sites and, in some cases, included detailed servicing requirements. Typically, the same LUC was registered by a developer against all the properties in a particular subdivision, thereby creating consistent use and development rights for those properties. Unless discharged, LUCs registered during such period remain in place today governing the use and development rights of the affected properties.

LUCs typically include limited development restrictions compared to today's standards. Any reference to a zoning bylaw within a LUC is specific to the zoning bylaw in place at the date of contract execution. Since LUCs are registered on Title and can only be amended or discharged with the property owner's consent, the result is that LUCs have not evolved over time as land use considerations have changed. Properties under the current Richmond Zoning Bylaw 8500 have had multiple amendments over time to address various land issues such as building interface, landscaping, sustainability and overall building form.

² These figures account for a reduction to the number of originally remaining LUCs and affected properties as a result of two properties being rezoned, and a pending rezoning application on six properties.

Related Policies & Studies

Official Community Plan

The 2041 Official Community Plan Land Use Map designations for the subject properties include *Neighbourhood Residential*, *Apartment Residential*, *Agriculture*, *Industrial*, and *Mixed Employment*, which provide for a range of land uses as described in Attachment 3.

The proposed underlying zoning bylaws do not affect the subject properties' potential to redevelop in the future consistent with the land use designations in the Official Community Plan.

Sub-Area Plans

13 of the subject properties also fall under the East Richmond McLennan Sub-Area Plan, Bridgeport Area Plan, and West Cambie Area Plan, with the following land use designations:

- *Agriculture* (as defined in Attachment 3) and *Buffer* (which provides for a landscaped urban-rural buffer adjacent to Highway 99).
- *Industrial* (as defined in Attachment 3).
- *Commercial/Industrial* (undefined).

The proposed underlying zoning bylaws do not affect the subject properties' potential to redevelop in the future consistent with the land use designations in the Area Plans.

OCP Aircraft Noise Sensitive Development Policy

The OCP's Aircraft Noise Sensitive Development Policy identifies that 12 of the subject properties are located in the *Restricted Area (Area 1A)* in which no Aircraft Noise Sensitive Land Uses are permitted (i.e., no residential, school, child care, or hospital uses are permitted), and that two of the subject properties are located in the *Aircraft Noise Notification Area (Area 4)*, in which all Aircraft Noise Sensitive Land Uses may be considered.

The proposed underlying zoning bylaws do not affect the subject properties' designations under the OCP Aircraft Noise Sensitive Development Policy. Any future proposed development on the subject properties would have to comply with the applicable Aircraft Noise Sensitive Development Policy requirements as identified in the OCP as part of any Rezoning, Development Permit or Building Permit applications.

Consistent with the Policy, however, the proposed underlying zoning bylaws for the 12 properties in the *Restricted Area (Area 1A)* have been designed to specifically exclude child care and residential security/operator unit from the list of permitted uses as they are not currently permitted in the LUCs (i.e., properties in LUC 091, 103, and 139).

Ministry of Transportation and Infrastructure (MOTI) Approval

As four of the subject properties under LUCs 085 and 139 are located within 800 m of an intersection of a Provincial Limited Access Highway and a City road, two of the proposed underlying zoning bylaws (Bylaws 9989 and 9994) have been referred to MOTI for preliminary approval. Final approval from MOTI is required prior to final adoption of the underlying zoning bylaws.

Analysis

Staff propose a set of bylaws that introduce underlying zoning for the 25 properties developed under LUCs 016, 021, 085, 086, 091, 103, 127, and 139, located east of No. 4 Road, which are identified and summarized in Table 1.

Attachment 4 contains a series of summary tables that provide a comparison of the regulations under each of the eight LUCs with those of the proposed underlying zone, and includes a map of each LUC. The summary tables in Attachment 4 are for reference purposes only and should not be interpreted as the actual LUC.

Table 1. The 25 Properties Subject to the Proposed Underlying Zoning Bylaws.

LUC #	No. of Properties	Address(es)	No. of Units (Strata & Non-Strata)
016	1	11160 Kingsgrove Avenue	52 strata units
021	1	9151 No. 5 Road	65 strata units
085	2	6440 No. 5 Road 6511 Sidaway Road	N/A
086	1	9071 No. 5 Road	42 non-strata units
091	1	11491 River Road	N/A
103	9	11300 Bridgeport Road 11320 Bridgeport Road 11420 Voyageur Way 11460 Voyageur Way 11520 Voyageur Way 11560 Voyageur Way 11720 Voyageur Way 11751 Voyageur Way 11800 Voyageur Way	18 strata units 24 non-strata units
127	8	6511 Graybar Road 6631 Graybar Road 6660 Graybar Road 6720/6740 Graybar Road 6751/6753/6755 Graybar Road 6760 Graybar Road 6831 Graybar Road 6911 Graybar Road	56 strata units 15 non-strata units
139	2	4511 Shell Road 4631/4651 Shell Road	20 strata units 1 non-strata unit
Totals: 8	25		293

In developing the underlying zoning for the subject properties, staff considered the specific provisions in each individual LUC, as well as the existing land use designations in the OCP for the subject site and adjacent properties within the immediate surrounding area. With the exception of one of the LUCs (LUC 085), staff is not able to use existing commercial or multi-family residential zones in Richmond Zoning Bylaw 8500 as the underlying zones for the seven remaining LUCs due to the very specific provisions contained in each LUC.

For LUC 085 at 6440 No. 5 Road and 6511 Sidaway Road, staff proposes to use the Agriculture (AG1) zone as the underlying zoning (Bylaw 9989) because the LUC served only to deal with one specific aspect of the development of the land that was contrary to the then current agricultural zoning, which additional right was to allow the land on both the west and east side of Highway 99 to each be used as the site of a dwelling. Such dwellings were not otherwise permitted under the agricultural zoning at the time the lot was subdivided and the LUC entered into. Since all other aspects of the zoning bylaw as it evolved are applicable to the properties and since each of the lots can support a dwelling under the current AG1 zoning, there is no need to develop a site-specific zone for this LUC. The proposed AG1 zoning does not provide any additional residential development potential beyond what the LUC provided for.

For the seven remaining LUCs east of No. 4 Road, staff proposes new site-specific zones (summarized in Table 2). The proposed site-specific zones combine both the specific provisions from each LUC, as well as certain provisions contained within Richmond Zoning Bylaw 8500 for aspects not anticipated by the LUC. This ensures the underlying zoning bylaws mirror what is contained in the LUCs without granting additional use and development rights while allowing some flexibility after LUCs expire on June 30, 2024 for landowners to make minor changes to their properties that would be in character with what is permitted on similarly-zoned properties.

Where there are inconsistencies between the provisions of the proposed underlying zones and what actually exists on the subject properties, any continued use and existing development of the land that was lawful under the LUC will be protected in accordance with the provisions for non-conforming uses and buildings under the *Local Government Act* after the LUCs expire on June 30, 2024.

Table 2. Seven New Site-Specific Zones Proposed

LUC	Proposed Bylaw #	Proposed Zone	Site Address(es)	Current Site Condition
016	9987	Town Housing (ZT85) – Kingsgrove Avenue (Shellmont)	11160 Kingsgrove Avenue	Low-density townhouses
021	9988	Low Rise Apartment (ZLR39) – No.5 Road (Shellmont)	9151 No. 5 Road	Low-rise apartments
086	9990	Low Rise Apartment (ZLR40) – No. 5 Road (Shellmont)	9071 No. 5 Road	Low-rise apartments
091	9991	Light Industrial (ZI15) – River Road (Bridgeport)	11491 River Road	Light industrial buildings and structures
103	9992	Light Industrial (ZI16) – Bridgeport Road & Voyageur Way (Bridgeport)	11300, 11320 Bridgeport Road 11420, 11460, 11520, 11560, 11720, 11751, 11800 Voyageur Way	Light industrial buildings and structures
127	9993	Industrial and Marina (ZI17) – Graybar Road (East Richmond)	6511, 6631, 6660, 6720, 6740, 6751, 6753, 6755, 6760, 6831, 6911 Graybar Road	Industrial buildings and structures, pub/liquor store, and marina
139	9994	Light Industrial (ZI18) – Shell Road (West Cambie)	4511, 4631, 4651 Shell Road	Light industrial buildings and structures

Public Consultation and Public Hearing

Since the existing remaining LUCs will remain effective and will continue to govern the use and development of the affected properties until their termination date of June 30, 2024, at which time the proposed underlying zoning will be in place, it is anticipated that the proposed approach will not generate a significant amount of public interest. However, in recognition that affected property owners/tenants may be unaware that their property is governed by a LUC and will likely be unfamiliar with the Provincial requirement for the City to establish underlying zoning for their property, City staff pro-actively mailed an information package to the affected owners and tenants in February with an invitation to contact City staff with any questions they may have about the process. The information package included a cover letter, a map of the affected properties, a brochure containing Frequently Asked Questions (FAQ), and the LUC information phone line and email address to direct inquiries. A sample of the letter, map, and the FAQ brochure is attached (Attachment 5).

Since the information package was mailed out, staff have met with a few of the property owners to further clarify the process involved with establishing the underlying zoning for their property, and no concerns were expressed.

Aside from the mailed information package, the standard bylaw adoption and associated public consultation processes are proposed to be followed. This is consistent with the approach used to establish the first two sets of underlying bylaws for LUC sites containing multi-family, commercial, industrial, and agriculture land uses brought forward for City Centre (North) and

City Centre (South) in 2017 and 2018, and this same approach will be proposed for the remaining underlying zoning bylaws that are subsequently to be brought forward on the basis of their geographic area.

The standard bylaw adoption and public consultation process involves the underlying zoning bylaws being considered at a Planning Committee meeting, bylaw readings by City Council, the publication of the statutory Public Hearing Notice and newspaper ads, and includes the holding of a regular Public Hearing in the Council Chambers. This approach does not require additional financial or human resources beyond that of the standard Rezoning and Public Hearing processes.

Should the Planning Committee endorse this application and Council grant First Reading to the proposed underlying zoning bylaws, the bylaws will be forwarded to a Public Hearing, where any area resident or interested party will have an opportunity to comment. Prior to the Public Hearing at which underlying zoning bylaws are to be considered, a press release will be issued to publicize Council's decision to establish underlying zoning bylaws for the affected properties and to direct further inquiries to the City's LUC webpage, and to the general LUC inquiry email address and phone number.

Following the Public Hearing, Council may consider adoption of those underlying zoning bylaws that do not require any additional approvals (e.g., by the Ministry of Transportation and Infrastructure (MOTI)). For those bylaws that do require additional approvals (i.e., Bylaws 9989, 9994), Council may consider bylaw adoption at a subsequent Council meeting after the required approvals have been granted.

Following adoption of the underlying zoning bylaws, the existing LUCs on the affected properties will remain effective until June 30, 2024, after which time the underlying zoning bylaws will be in place to govern the use and development of the properties.

Financial Impact

None.

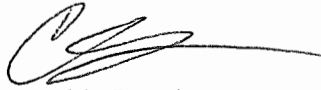
Conclusion

Consistent with the *Local Government Act*, City Council will have to consider bylaws to establish underlying zoning for the properties developed under the remaining LUCs in the city prior to June 30, 2022.

Staff proposes to bring forward the underlying zoning bylaws for the remaining LUCs as separate items on the basis of their geographic area for consideration by Planning Committee, City Council, and at regular Public Hearings in the Council Chambers.

This Staff Report brings forward eight underlying zoning bylaws for 25 multi-family and commercial properties developed under Land Use Contracts 016, 021, 085, 086, 091, 103, 127, and 139 located east of No. 4 Road.

Staff recommends that Richmond Zoning Bylaw 8500, Amendment Bylaws 9987, 9988, 9989, 9990, 9991, 9992, 9993, and 9994, be introduced and given First Reading.

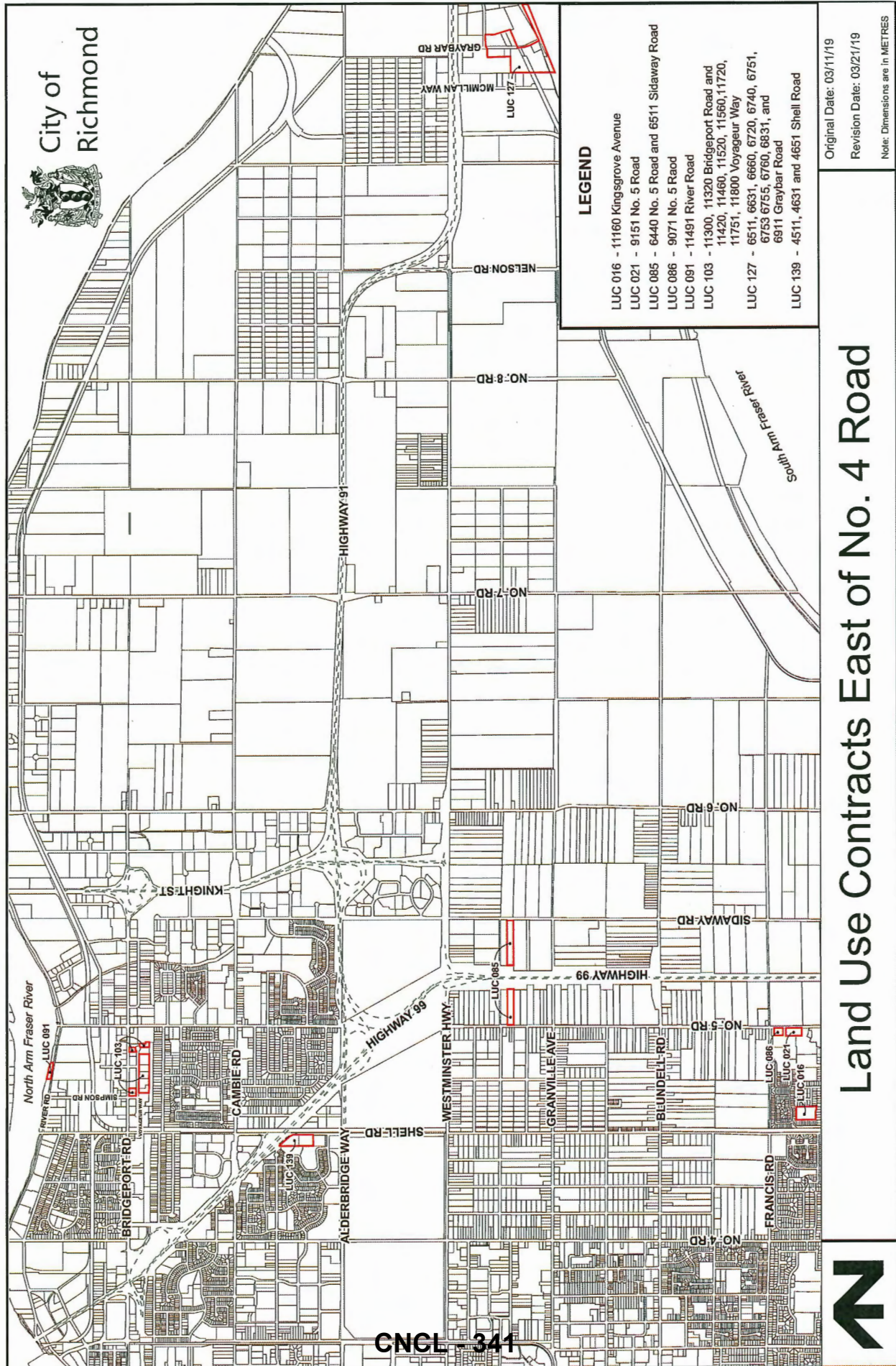


Cynthia Lussier
Planner 1
(604-276-4108)

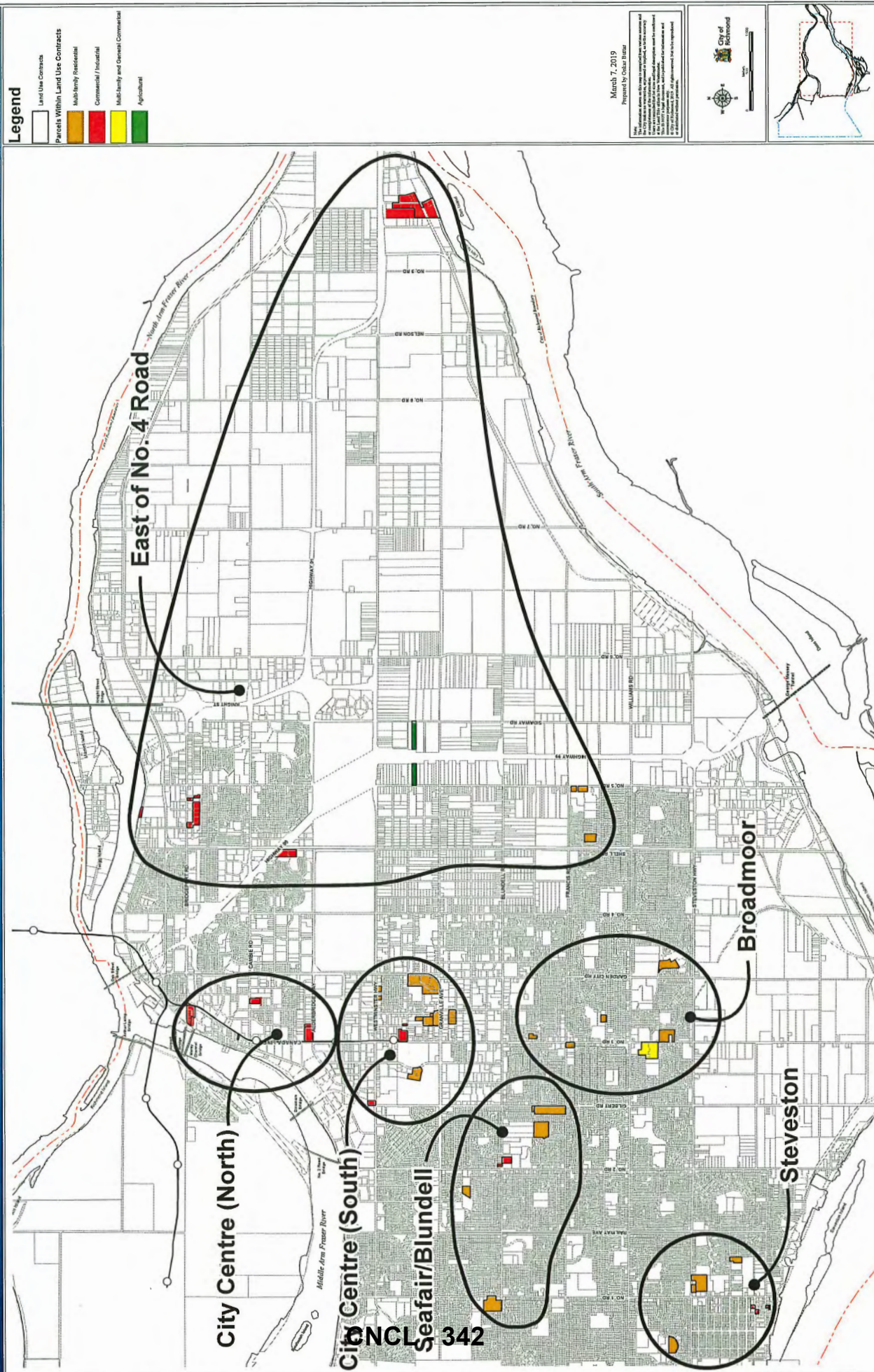
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Attachments:

- Attachment 1: Land Use Contracts East of No. 4 Road
- Attachment 2: Land Use Contracts by Geographic Area
- Attachment 3: 2041 Official Community Plan Land Use Map Definitions
- Attachment 4: Land Use Contract Summary and Comparison Tables
- Attachment 5: Sample of Information Package Sent to Affected Owners/Tenants



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Land Use Map Definitions

Agricultural Land Reserve Boundary

Land within the Agricultural Land Reserve established pursuant to the provisions of the Agricultural Land Commission Act.

Agriculture

Those areas of the City where the principal use is agricultural and food production, but may include other land uses as permitted under the Agricultural Land Commission Act.

Airport

Those areas of the City where the principal uses are airport terminals and facilities, runways and airport-related businesses.

Apartment Residential

Those areas of the City where the principal uses are multiple family housing in the form of townhouses and apartments, which can include housing for seniors (e.g., congregate care; intermediated care; assisted living; etc.).

Commercial

Those areas of the City where the principal uses provide for retail, restaurant, office, business, personal service, arts, culture, recreational, entertainment, institutional, hospitality and hotel accommodation. Marina uses are permitted on the waterfront, in which case retail sales are limited to boats, boating supplies and equipment, and related facilities and services for pleasure boating and the general public. Commercial areas exclude residential uses, except for caretaker accommodation.

Community Institutional

Those areas of the City which are intended for institutions engaged in religious, educational or cultural activities, and may include other uses as permitted under Official Community Plan policies.

Conservation Area

Those natural and semi-natural areas of the City with important environmental values whose protection has been secured by federal, provincial or municipal ownership or legal conservation designation and by a long-term policy commitment by a senior level of government. They include municipal parks with high conservation values, provincial Wildlife Management Areas, the federally managed Sea Island Conservation Area and Metro Vancouver regional parks. Conservation Areas may also be subject to the City's Environmentally Sensitive Area (ESA) Development Permit Guidelines and may be used for recreational, park, agricultural and food production purposes or alternatively have no or limited public access.

Downtown Mixed Use

Those areas in the downtown of the City where high-rise and high density development provides for residential, commercial, industrial, office and institutional uses.

Industrial

Those areas of the City where the principal uses provide for the production, manufacturing, processing, assembling, fabrication, storing, transporting, distributing, testing, cleaning, servicing or repair of goods, materials or things. Industrial includes the operation of truck terminals, docks and railways, and wholesale business activities. Ancillary offices are only permitted to administer the industrial uses. Industrial areas exclude hazardous wastes, retail sales and residential uses, except for caretaker accommodation.

Limited Mixed Use

Those areas of the City which provides a mix of residential, as the predominant use, and limited commercial, industrial, office, institutional or community and pedestrian-oriented uses, as the minority use, intended to enhance the public amenity and livability of the area.

Mixed Employment

Those areas of the City where the principal uses are industrial and stand-alone office development, with a limited range of support services. In certain areas, a limited range of commercial uses are permitted such as the retail sale of building and garden supplies, household furnishings, and similar warehouse goods.

Mixed Use

Those areas of the City which provides for residential, commercial, industrial, office and institutional uses. Marina uses and waterborne housing are permitted on the waterfront, in which case the retail sales is limited to boats, boating supplies and equipment, and related facilities and services for pleasure boating and the general public.

Neighbourhood Residential

Those areas of the City where the principal uses are single family, two-family and multiple family housing (specifically townhouses). Sites abutting section line roads are deemed suitable for institutional uses such as fire halls and other emergency/communication services (e.g., ambulance station; telephone facilities).

Neighbourhood Service Centre

Those areas of the City which are intended to accommodate the retail, restaurant, office, personal service, business, arts, culture, entertainment, recreational, institutional and community facility and service needs of area residents, and may include residential uses.

Park

Those areas of the City where the principal use is public or private recreation, sports, public open space and natural areas, and may include agricultural and food production, recreational/social/cultural facilities and activities or public administration, City works/utilities, emergency services such as fire halls, and school facilities. Parks exclude residential uses, except for caretaker accommodation.

School

Those areas of the City where the principal use is education, such as kindergarten to grade 12, a post secondary college or university and related offices/facilities for school purposes. Schools exclude residential uses, except for caretaker accommodation and dormitories for the specific use of the School buildings only.

Attachment 4

Land Use Contract Summary & Comparison Tables

LUC 016

LUC 021

LUC 085

LUC 086

LUC 091

LUC 103

LUC 127

LUC 139

LAND USE CONTRACT SUMMARY & COMPARISON TABLES

Land Use Contract 016 (11160 Kingsgrove Avenue)

Number of Properties: 1

Number of Units: 52 strata-titled units

Proposed Zone: Town Housing (ZT85) – Kingsgrove Avenue (Shellmont)

The table below is intended to provide a general comparison between the land use contract regulations and the proposed new zone. The table may not include site specific amendments or court orders made since registration of the land use contract.

	LUC 016	ZT85
Permitted Uses	Residential horizontal multiple one-family dwelling units	Permitted Uses <ul style="list-style-type: none">• child care• housing, town Secondary Uses <ul style="list-style-type: none">• boarding and lodging• community care facility, minor• home business
FAR (max)	N/A (As per drawings)	0.29
Lot Coverage (max)	N/A (As per drawings)	<ul style="list-style-type: none">• 15.25% for buildings• 80% for buildings, structures, and non-porous surfaces• A minimum of 20% landscaping with live plant material
Setbacks (min)	N/A (As per drawings)	Diagram 1 (varies per building; 7.6 m to 29.0m)
Building Height (max)	2 storeys (As per drawings)	9.0 m, but containing no more than 2 storeys

Disclaimer: This summary is provided for general public information only and does not form a representation by the City. Any person making a land use, building construction or financial decision should obtain independent advice regarding all applicable regulations.

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LAND USE CONTRACT SUMMARY & COMPARISON TABLES

Land Use Contract 021 (9151 No. 5 Road)

Number of Properties: 1, plus strata-titled units

Number of Units: 65

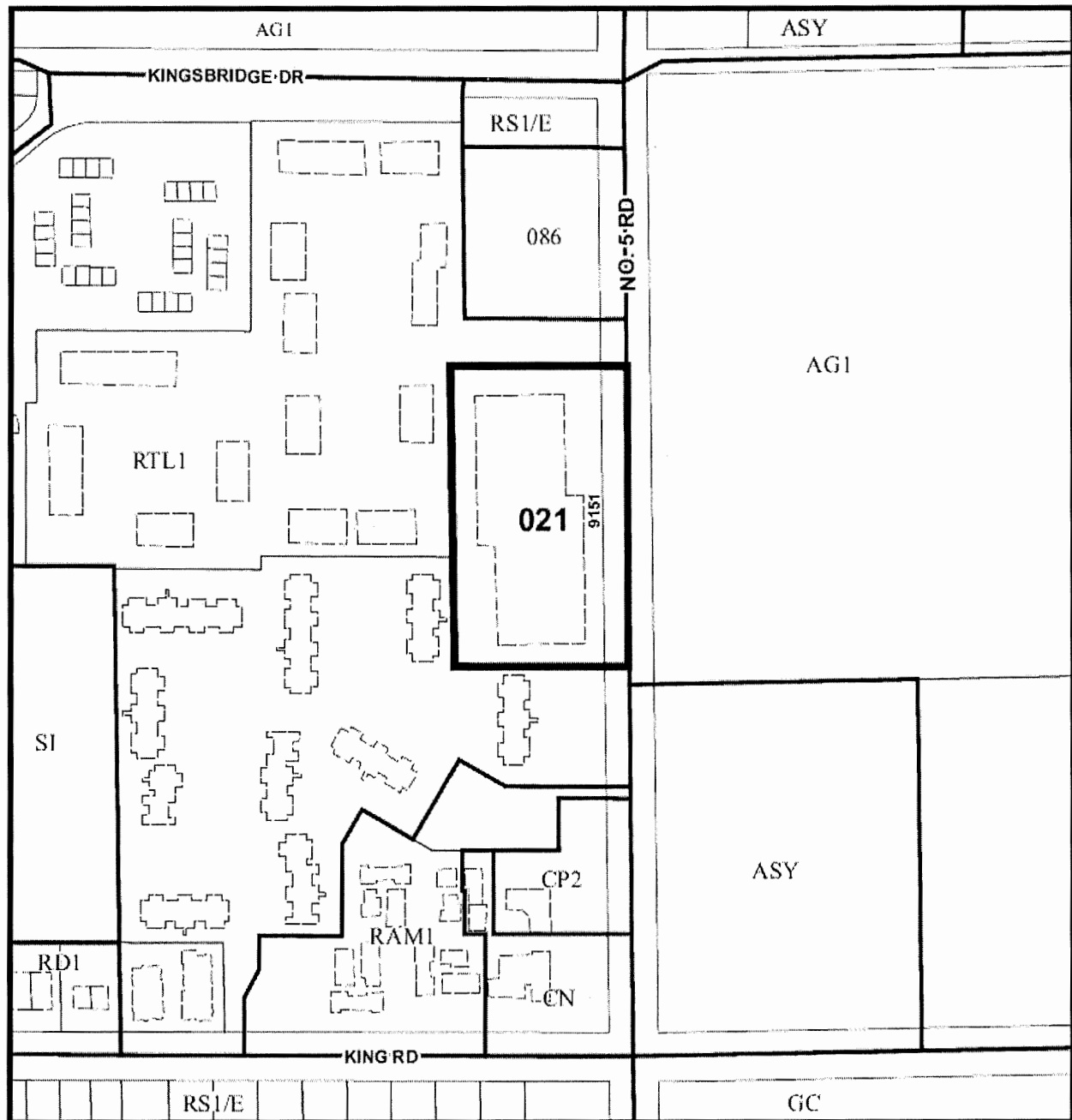
Proposed Zones: **Low Rise Apartment (ZLR39) – No. 5 Road (Shellmont)**

The table below is intended to provide a general comparison between the land use contract regulations and the proposed new zone. The table may not include site specific amendments or court orders made since registration of the land use contract.

	LUC 021	ZLR39
Permitted Uses	Residential apartments	Permitted Uses <ul style="list-style-type: none">• child care• housing, apartment Secondary Uses <ul style="list-style-type: none">• boarding and lodging• community care facility, minor• home business
FAR (max)	N/A (As per drawings)	1.68
Lot Coverage (max)	N/A (As per drawings)	<ul style="list-style-type: none">• 56% for buildings• 80% for buildings, structures, and non-porous surfaces• A minimum of 20% landscaping with live plant material
Setbacks (min)	N/A (As per drawings)	Varies per storey (8.5 m to 15.8 m)
Height (max)	4 storeys, plus a ground floor parking level	<ul style="list-style-type: none">• Buildings: 18.75 m, but containing no more than 4 storeys plus a ground floor parking level• Accessory buildings 5.0 m• Accessory structures 12.0 m

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LAND USE CONTRACT SUMMARY & COMPARISON TABLES



Land Use Contract 021

LAND USE CONTRACT SUMMARY & COMPARISON TABLES

Land Use Contract 085 (6440 No. 5 Road and 6511 Sidaway Road)

Number of Properties: 2

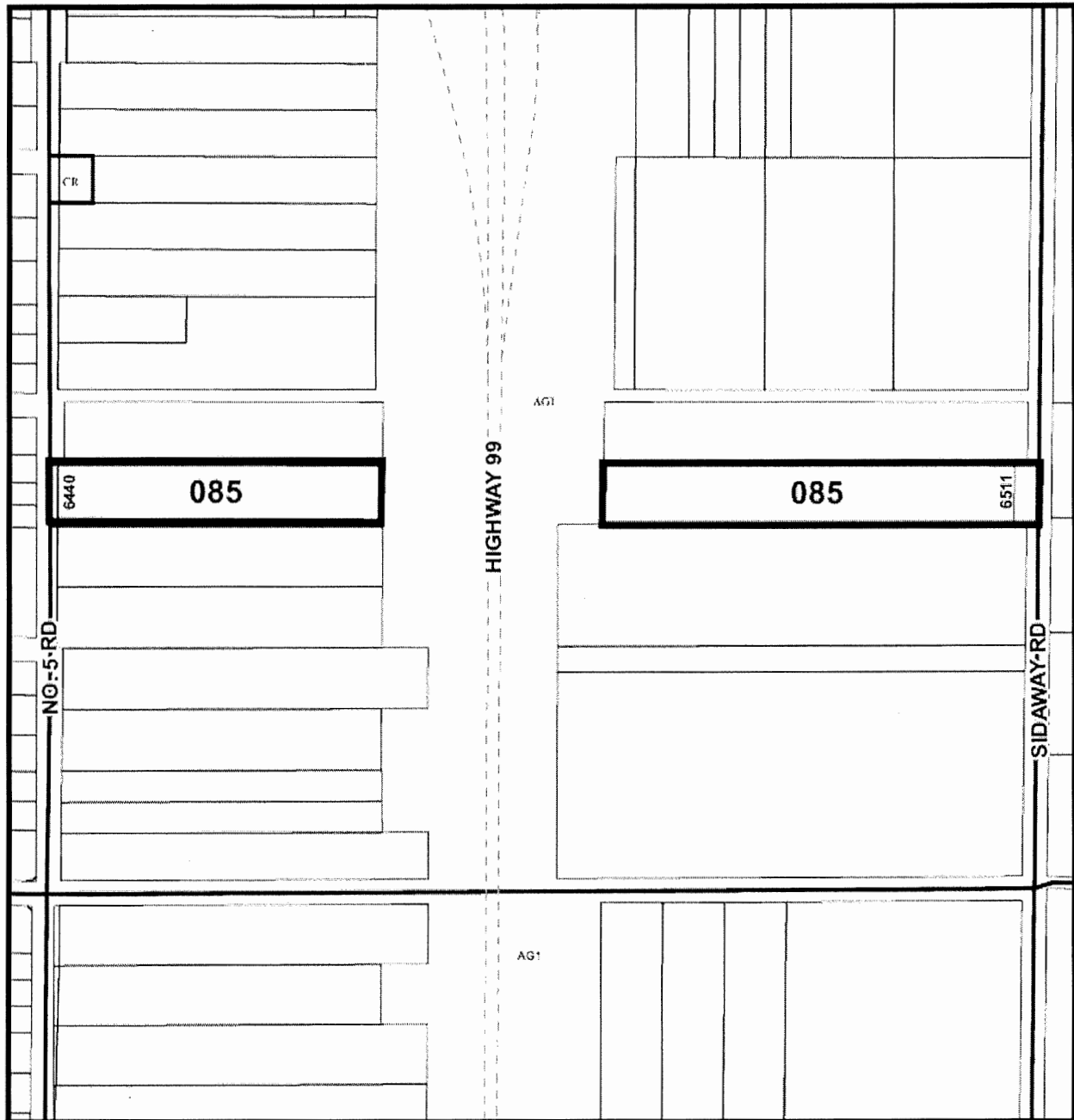
Number of Units: N/A

Proposed Zone: Agriculture (AG1)

The table below is intended to provide a general comparison between the land use contract regulations and the proposed new zone. The table may not include site specific amendments or court orders made since registration of the land use contract.

	LUC 085	AG1
Permitted Uses	As per Agriculture zone	Permitted Uses <ul style="list-style-type: none"> • animal breeding and boarding • animal day care • animal grooming • animal shelter • equestrian centre • farm business • housing, single detached • kennel, hobby dog kennel Secondary Uses <ul style="list-style-type: none"> • agri-tourist operation • boarding and lodging • community care facility, minor • home business • roadside stand • secondary suite • winery, farm based • bed and breakfast Uses that require Provincial Agricultural Land Commission approval <ul style="list-style-type: none"> • utility, major • veterinary clinic
FAR (max)	As per Agriculture zone, except that the two parcels of land, being those lying east and west of Highway 99 may be each used as the site of a dwelling	As per Agriculture zone
Lot Coverage (max)	As per Agriculture zone	As per Agriculture zone
Front Yard Setback (min)	As per Agriculture zone	As per Agriculture zone
Side Yard Setback (min)		
Rear Yard Setback (min)		
Building Height (max)	As per Agriculture zone	As per Agriculture zone

LAND USE CONTRACT SUMMARY & COMPARISON TABLES



Land Use Contract 085

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LAND USE CONTRACT SUMMARY & COMPARISON TABLES

Land Use Contract 086 (9071 No. 5 Road)

Number of Properties: 1

Number of Units: 42

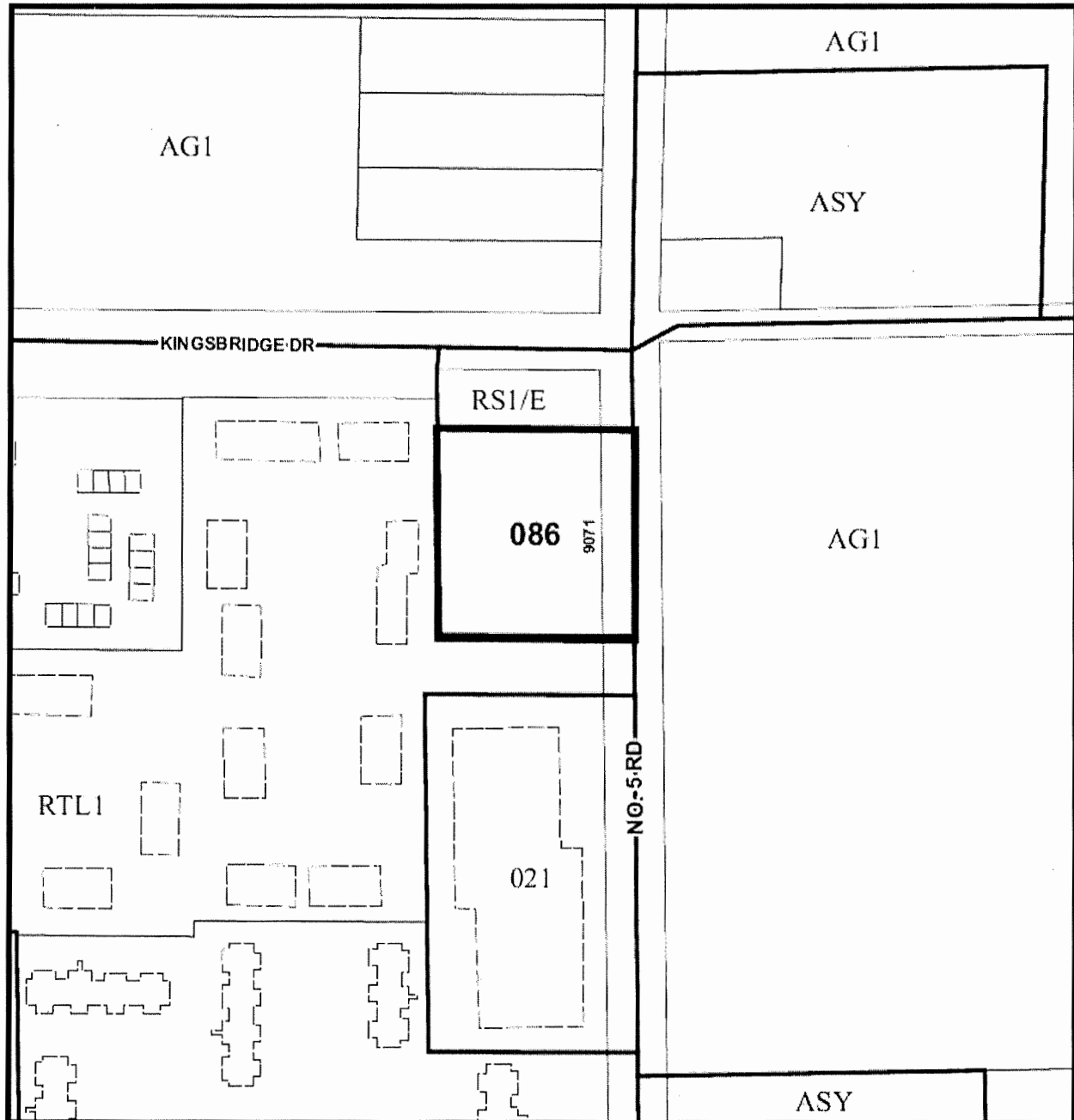
Proposed Zone: Low Rise Apartment (ZLR40) – No. 5 Road (Shellmont)

The table below is intended to provide a general comparison between the land use contract regulations and the proposed new zone. The table may not include site specific amendments or court orders made since registration of the land use contract.

	LUC 086	ZLR40
Permitted Uses	Residential apartments	Permitted Uses <ul style="list-style-type: none"> child care housing, apartment Secondary Uses <ul style="list-style-type: none"> boarding and lodging community care facility, minor home business
FAR (max)	0.70 (As per drawings)	0.70
Lot Coverage (max)	30% (As per drawings)	<ul style="list-style-type: none"> 30% for buildings 80% for buildings, structures and non-porous surfaces A minimum of 20% landscaping with live plant material
Front Yard Setback (min)	N/A (As per drawings)	<ul style="list-style-type: none"> Min. 7.6 m to ground level covered parking Min. 12.1 m to apartment housing
Side Yard Setback (min)		<ul style="list-style-type: none"> Min. 6.0 m to ground level covered parking Min. 7.6 m to apartment housing
Rear Yard Setback (min)		<ul style="list-style-type: none"> Min. 7.6 m to ground level covered parking Min. 10.6 m to apartment housing
Height (max)	4 storeys, including ground level covered parking	<ul style="list-style-type: none"> Buildings: 15.0 m, but containing no more than 4 storeys including ground level covered parking Accessory buildings 5.0 m Accessory structures 12.0 m

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LAND USE CONTRACT SUMMARY & COMPARISON TABLES



Land Use Contract 086

LAND USE CONTRACT SUMMARY & COMPARISON TABLES

Land Use Contract 091 (11491 River Road)

Number of Properties: 1

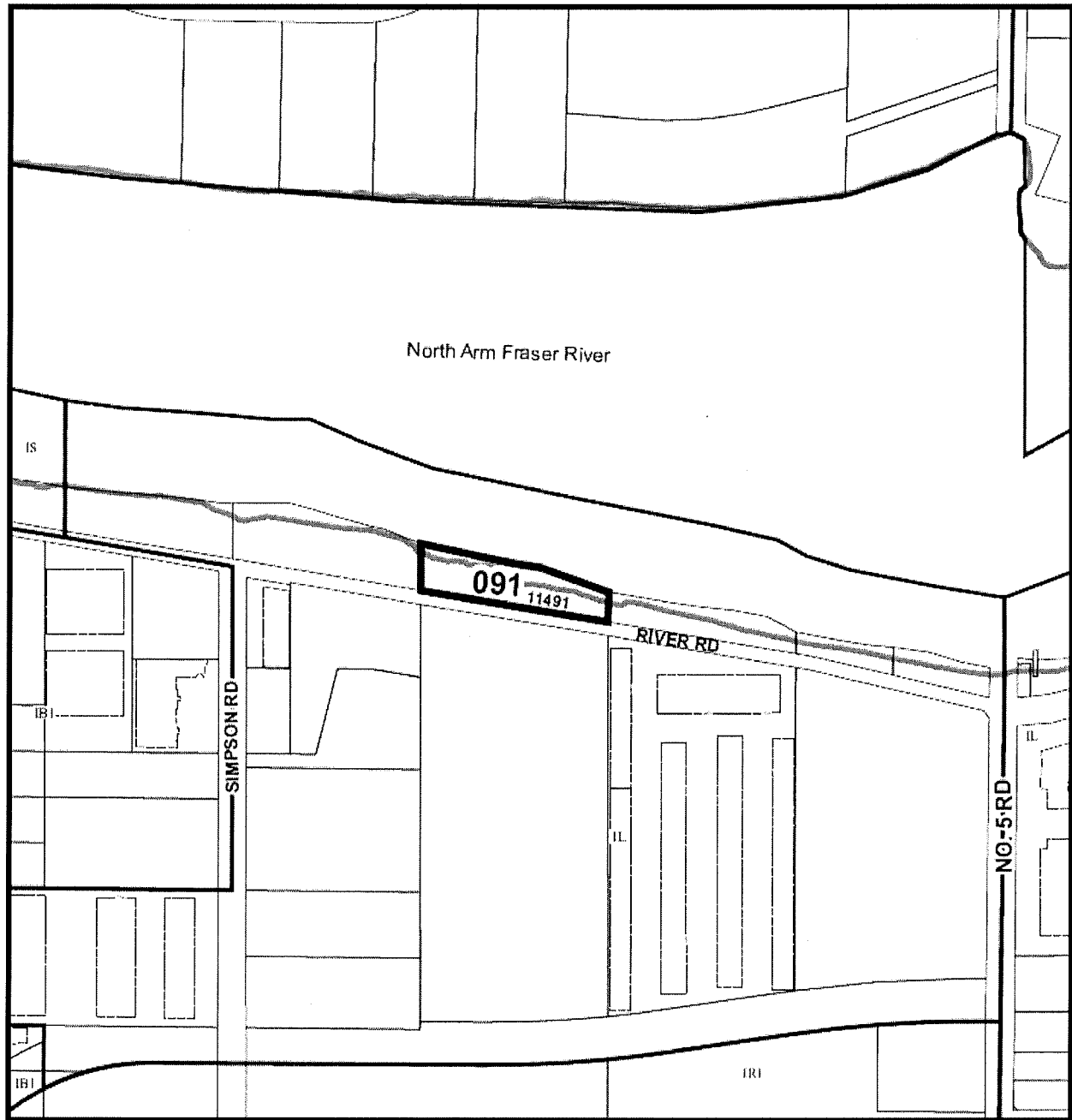
Number of Units: N/A

Proposed Zones: Light Industrial (ZI15) – River Road (Bridgeport)

The table below is intended to provide a general comparison between the land use contract regulations and the proposed new zone. The table may not include site specific amendments or court orders made since registration of the land use contract.

	LUC 091	ZI15
Permitted Uses	<ul style="list-style-type: none"> • Light industry • Heavy industry • Auto towing and storage • Coffee shops • Recreational clubs, gymnasiums, athletic clubs, indoor squash and racquet facilities * • Custom workshops, custom trades and custom services • Municipal works • Public utilities • Health and safety measures • Public administration, when established or maintained by municipal, provincial or federal government • Restaurant * 	<p>Permitted Uses</p> <ul style="list-style-type: none"> • car or truck wash • commercial storage • commercial vehicle parking and storage • contractor service • emergency service • fleet service • government service • industrial, general • industrial, heavy • manufacturing, custom indoor • recreation, indoor * • recycling depot • recycling drop-off • utility, major • utility, minor • vehicle repair • vehicle body repair or paint shop <p>Secondary Uses</p> <ul style="list-style-type: none"> • n/a <p>Additional Uses</p> <ul style="list-style-type: none"> • restaurant *
	* subject to certain restrictions	
FAR (max)	N/A	1.0 ◇
Lot Coverage (max)	N/A	60% ◇
Road setback (min)	7.5 m	7.5 m
Front Yard, Side Yard, Rear Yard Setback (min)	N/A	There is no minimum front yard, side yard or rear yard
Height (max)	N/A	12.0 m ◇
◇ Added consistent with all industrial zones in Richmond Zoning Bylaw 8500		

LAND USE CONTRACT SUMMARY & COMPARISON TABLES



Land Use Contract 091

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LAND USE CONTRACT SUMMARY & COMPARISON TABLES

Land Use Contract 103 (11300, 11320 Bridgeport Road and 11420, 11460, 11520, 11560, 11720, 11751, 11800 Voyageur Way)

Number of Properties: 9, plus strata-titled units

Number of Units: 42

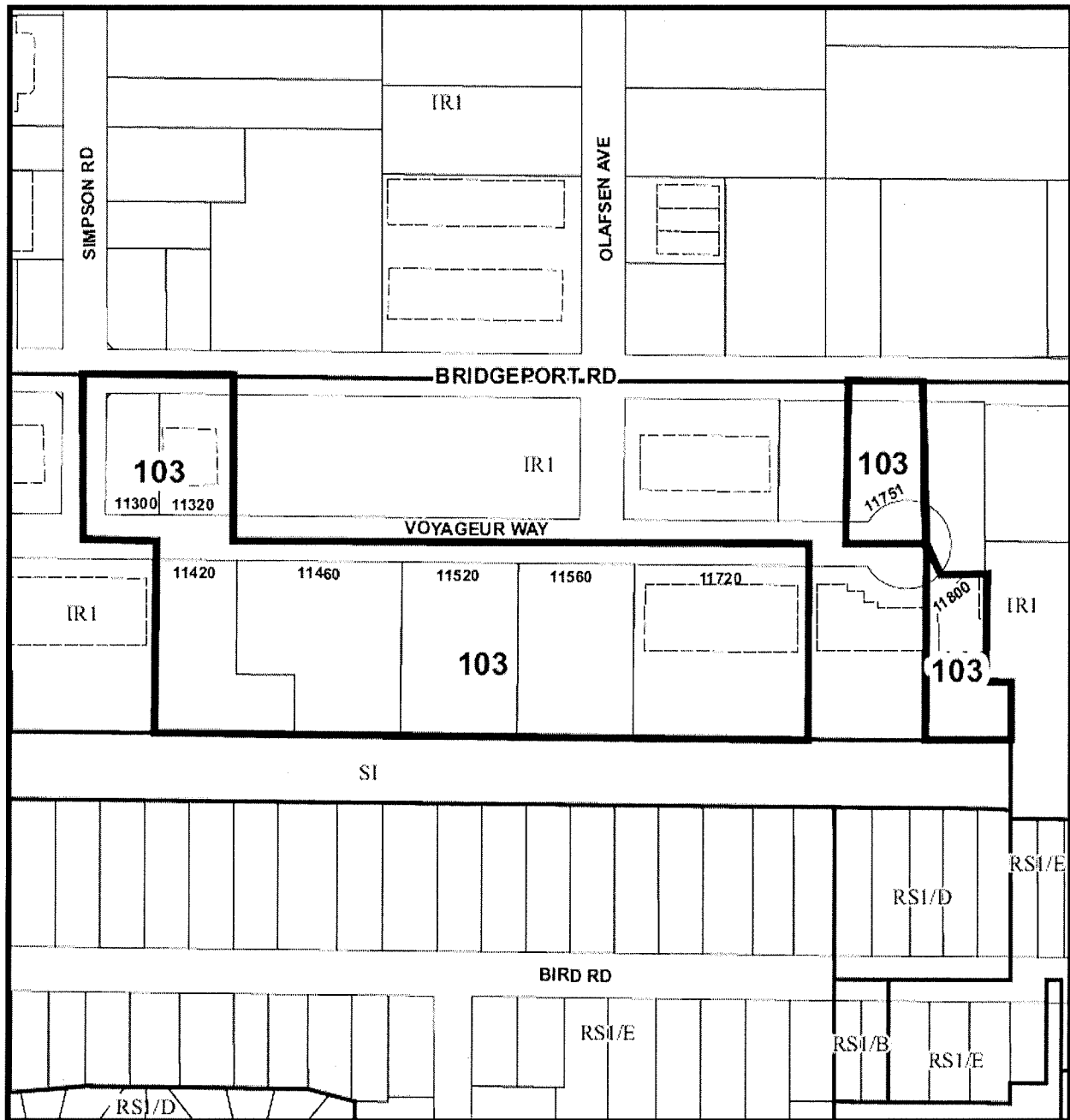
Proposed Zones: Light Industrial (ZI16) – Bridgeport Road & Voyageur Way (Bridgeport)

The table below is intended to provide a general comparison between the land use contract regulations and the proposed new zone. The table may not include site specific amendments or court orders made since registration of the land use contract.

	LUC 103	ZI16
Permitted Uses	<ul style="list-style-type: none"> • Warehousing • Light industry * • Coffee shops • Outdoor storage as a secondary use 	<p>Permitted Uses</p> <ul style="list-style-type: none"> • car or truck wash • commercial storage • commercial vehicle parking and storage • contractor service • equipment, major • equipment, minor • fleet service • industrial, general * • manufacturing, custom indoor • recycling depot • recycling drop-off • restaurant • utility, minor • vehicle repair • vehicle body repair or paint shop <p>Secondary Uses</p> <ul style="list-style-type: none"> • outdoor storage *
	* subject to certain restrictions	
FAR (max)	N/A	1.0 ✧
Lot Coverage (max)	N/A	60% ✧
Road Setback (min)	7.6 m	7.6 m
Front Yard Setback (min)	N/A	There is no minimum front yard, side yard or rear yard
Side Yard Setback (min)		
Rear Yard Setback (min)		
Height (max)	10.0 m, but containing no more than 2 storeys	10.0 m, but containing no more than 2 storeys

✧ Added consistent with all industrial zones in Richmond Zoning Bylaw 8500

LAND USE CONTRACT SUMMARY & COMPARISON TABLES



Land Use Contract 103

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LAND USE CONTRACT SUMMARY & COMPARISON TABLES

Land Use Contract 127

(6511, 6631, 6660, 6720/6740, 6760, 6751/6753/6755, 6831, 6911 Graybar Road)

Number of Properties: 8, plus strata titled units

Number of Units: 67

Proposed Zones: Industrial and Marina (ZI17) – Graybar Road (East Richmond)

The table below is intended to provide a general comparison between the land use contract regulations and the proposed new zone. The table may not include site specific amendments or court orders made since registration of the land use contract.

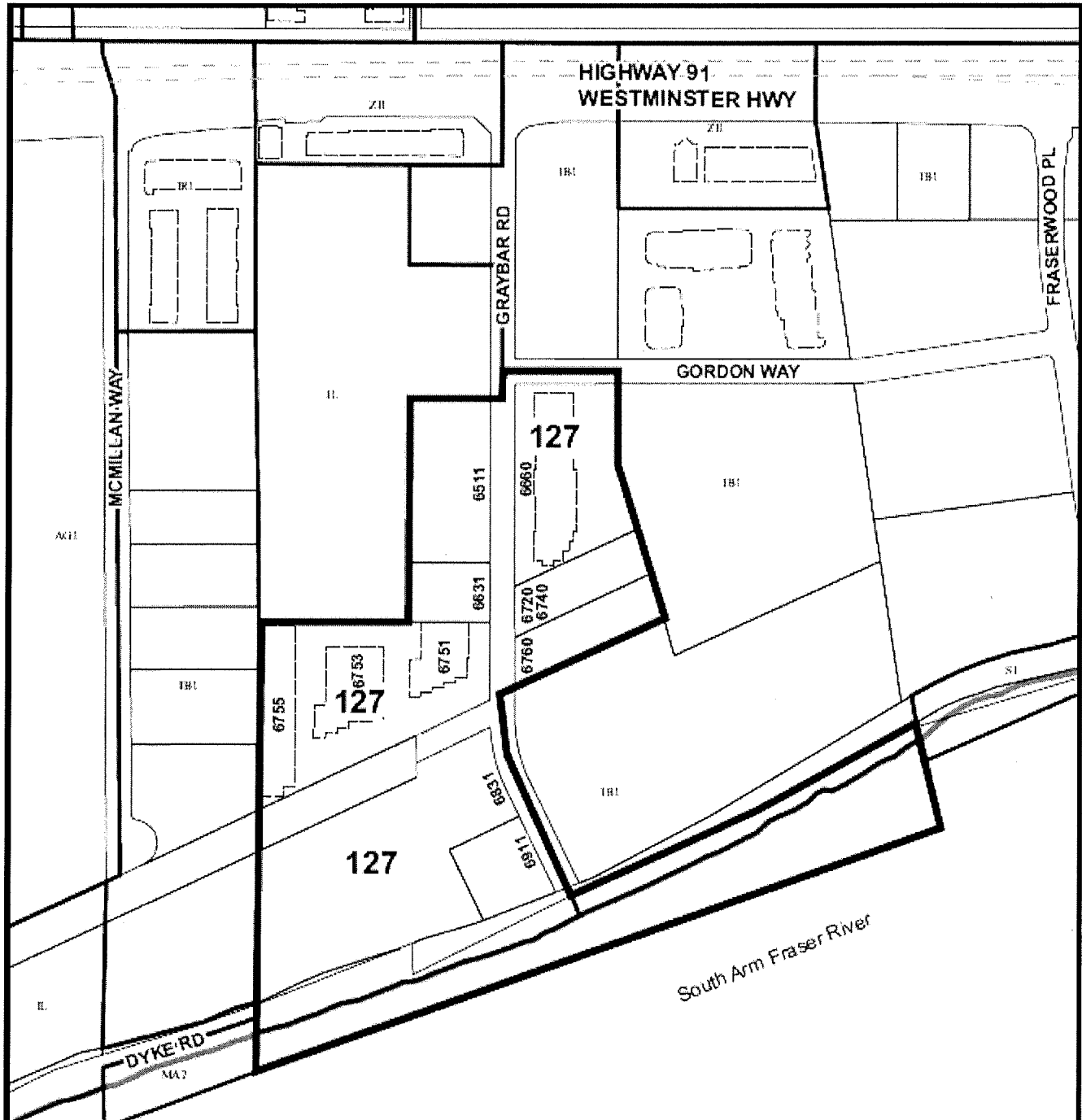
	LUC 127	ZI17
Permitted Uses	<p><u>Area "A":</u> Warehousing Light and heavy industry Outdoor storage as a secondary use</p> <p><u>Area "B":</u> Ship chandlery Sales and service of boats and marine equipment Grocery store * Laundry and dry cleaning Boating club Restaurant Marina pub Recreation facilities Outdoor storage as a secondary use</p> <p><u>Area "C":</u> Floating boat shelter Marina (moorage or storage of watercraft which are not used for living quarters, sale of marine fuel from barges or floats, boat launching, marina manager's office) Minor repairs to watercraft and marine engines Caretaker's residence</p>	<p>Permitted Uses <u>Area "A":</u></p> <ul style="list-style-type: none"> • car or truck wash • child care • commercial storage • commercial vehicle parking and storage • contractor service • equipment, major • equipment, minor • fleet service • industrial, general • industrial, heavy • manufacturing, custom indoor • recycling depot • recycling drop-off • utility, major • utility, minor • vehicle & equipment services, industrial • vehicle repair • vehicle body repair or paint shop <p><u>Area "B":</u></p> <ul style="list-style-type: none"> • grocery store * • marine sales & rentals • marine sales and repair • neighbourhood public house • recreation indoor • recreation outdoor * • restaurant • service, personal *
	* subject to certain restrictions	

LAND USE CONTRACT SUMMARY & COMPARISON TABLES

	LUC 127	ZI17
Permitted Uses con't		Permitted Uses con't <u>Area "C":</u> <ul style="list-style-type: none"> boat shelter * marina marine sales and repair Secondary Uses <ul style="list-style-type: none"> outdoor storage * residential security/operator unit (in area "C")
	* subject to certain restrictions	
FAR (max)	N/A, except that in area "B" a lot with an area of less than 2,000 m ² shall not be used as the site of a building	<u>Areas "A" and "B":</u> 1.0 ◇, except that in area "B" a lot with an area of less than 2,000 m ² shall not be used as the site of a building <u>Area "C":</u> There is no maximum floor area ratio
Lot Coverage (max)	<ul style="list-style-type: none"> N/A in areas "A" and "B" 30% in area "C" Min 10% landscaping with live plant material in areas "A" and "B" 	<ul style="list-style-type: none"> 60% ◇ in areas "A" and "B" 30% in area "C" A minimum of 10% landscaping with live plant material in areas "A" and "B"
Road Setback (min)	<ul style="list-style-type: none"> 7.6 m in area "A" 7.5 m in area "B" 6.0 m in area "C" 	<ul style="list-style-type: none"> 7.6 m in area "A" 7.5 m in area "B" 6.0 m in area "C"
Front Yard Setback (min)	<ul style="list-style-type: none"> N/A in areas "A" and "B" 3.0 m to one side lot line in area "C" 1.8 m for all floating structures to all water lot lines in area "C" 	<ul style="list-style-type: none"> There is no minimum front yard, side yard or rear yard in areas "A" and "B" 3.0 m to one side lot line in area "C" 1.8 m for all floating structures to all water lot lines in area "C"
Side Yard Setback (min)		
Rear Yard Setback (min)		
Height (max)	<ul style="list-style-type: none"> 12.0 m, but containing no more than 3 storeys in area "A" 12.0 m, but containing no more than 4 storeys in area "B" 9.0 m, but containing no more than 2 storeys in area "C" 	<ul style="list-style-type: none"> 12.0 m, but containing no more than 3 storeys in area "A" 12.0 m, but containing no more than 4 storeys in area "B" 9.0 m, but containing no more than 2 storeys in area "C"
◇ Added consistent with all industrial zones in Richmond Zoning Bylaw 8500		

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LAND USE CONTRACT SUMMARY & COMPARISON TABLES



Land Use Contract 127

LAND USE CONTRACT SUMMARY & COMPARISON TABLES

Land Use Contract 139 (4511 and 4631/4651 Shell Road)

Number of Properties: 2, plus strata-titled units

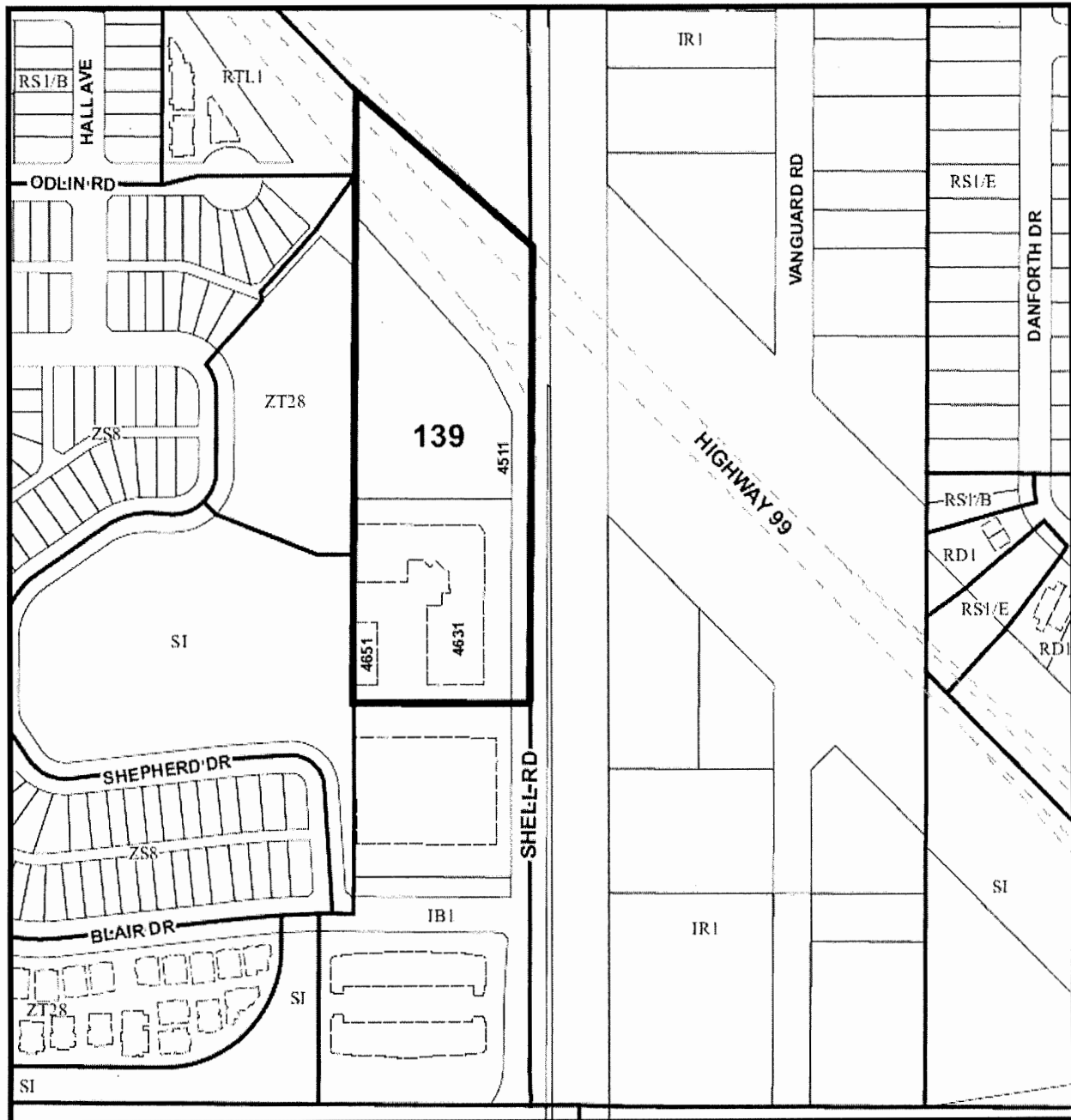
Number of Units: 21

Proposed Zones: Light Industrial (ZI18) – Shell Road (West Cambie)

The table below is intended to provide a general comparison between the land use contract regulations and the proposed new zone. The table may not include site specific amendments or court orders made since registration of the land use contract.

	LUC 139	ZI18
Permitted Uses	Warehousing Light industry Coffee shops Outdoor storage as a secondary use	Permitted Uses <ul style="list-style-type: none"> • car or truck wash • commercial storage • commercial vehicle parking and storage • contractor service • fleet service • industrial, general • manufacturing, custom indoor • recycling depot • recycling drop-off • restaurant • utility, minor • vehicle repair • vehicle body repair or paint shop Secondary Uses <ul style="list-style-type: none"> • outdoor storage *
FAR (max)	N/A	1.0 ◇
Lot Coverage (max)	<ul style="list-style-type: none"> • N/A for buildings • Min 5% landscaping with live plant material 	<ul style="list-style-type: none"> • 60% ◇ for buildings • A minimum of 10% landscaping with live plant material
Road Setback (min)	7.6 m	7.6 m
Front Yard Setback (min)	N/A	There is no minimum front yard, side yard or rear yard
Side Yard Setback (min)		
Rear Yard Setback (min)		
Height (max)	11.0 m, but containing no more than 2 storeys	11.0 m, but containing no more than 2 storeys
◇ Added consistent with all industrial zones in Richmond Zoning Bylaw 8500		

LAND USE CONTRACT SUMMARY & COMPARISON TABLES



Land Use Contract 139

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City of Richmond

ATTACHMENT 5

6911 No. 3 Road,
Richmond, BC V6Y 2C1
www.richmond.ca

February 6, 2019
File: 08-4430-03-09/2019-Vol 01

SAMPLE

Planning and Development Division
Development Applications
Fax: 604-276-4052

Property Owner/Occupant
11160 Kingsgrove Avenue
Richmond BC V7A 3A9

Dear Sir/Madam:

Re: Land Use Contract 016 at 11160 Kingsgrove Avenue, Richmond (*see map on reverse*)

Why am I receiving this letter?

You are receiving this letter because the City of Richmond's records indicate that you own or occupy property that is governed by a Land Use Contract (LUC). All municipalities in BC are required to adopt underlying zoning bylaws for properties governed by LUCs by June 30, 2022 so that there is zoning in place well in advance of the province-wide LUC termination date of June 30, 2024.

This letter and enclosures provides details on what you can do to obtain more information about this process and to determine whether it will affect you.

You're invited to contact City staff

Before underlying zoning bylaws for your property are brought forward to Richmond City Council this spring, you are invited to contact City staff to arrange an informal meeting so that we can answer any questions you may have about this process. City staff can meet with you individually or with a group of owners/occupants from your property. If you are not interested in attending a meeting but would like to obtain more information, you are welcome to contact us by phone or email.

Enclosed is a list of **Frequently Asked Questions** and answers related to LUCs and the establishment of underlying zoning, which you may wish to review in advance of contacting us.

For more information, or to arrange a time to meet, please call 604-204-8626 or email luc@richmond.ca.

If you do not have any questions or concerns, and if you do not want to meet with City staff, then no action is required.

Sincerely,

Cynthia Lussier
Planner 1

CL:cl
Att, 2

6091028

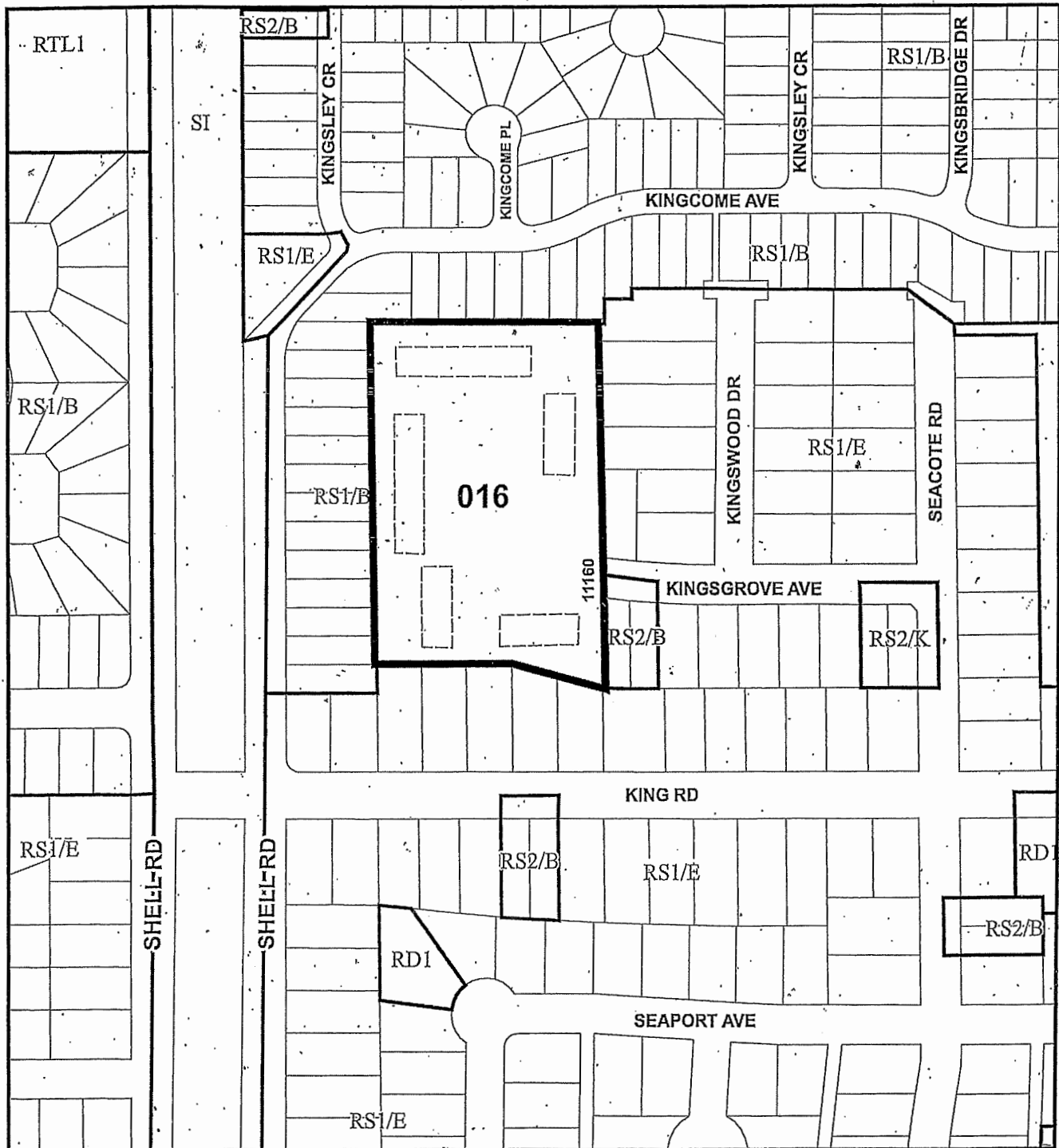
CNCL - 363





City of
Richmond

SAMPLE



Land Use Contract 016
11160 Kingsgrove Avenue

Original Date: 01/10/19

Revision Date: 01/17/19

Note: Dimensions are in METRES

CNCL - 364



List of Frequently Asked Questions

This Frequently Asked Question (FAQ) document provides you with essential background information on Land Use Contracts (LUCs) and the process that the City of Richmond must undertake to establish underlying zoning bylaws prior to the termination of the City's remaining LUCs on June 30, 2024 when all LUCs will be extinguished by Provincial legislation. The FAQs have been organized under the following categories:

1. General Information
2. Underlying Zoning
3. Potential Implications of Underlying Zoning
4. Other Information

SAMPLE

Please take a moment to review this information.

1. General Information

1.1 What is a Land Use Contract?

A Land Use Contract (LUC) is a contract that was typically entered into between the original developer of land and a local government addressing the use and development rights of a property. LUCs, which are similar to zoning regulations, are registered on the title of each property and remain in force today. Until recently, agreement from both the property owner and municipality was required to amend or discharge the contract.

1.2 When were Land Use Contracts used?

The provincial legislation enabling LUCs was in effect for a short period of time during the 1970s and allowed the ability to create tailor-made development contracts for specific sites.

1.3 Do Land Use Contracts continue to affect the use and development rights of a property?

Yes. Even though the legislation that enabled LUCs was repealed in 1978, LUCs still affect the use and development rights of a property until the LUC is terminated.

1.4 Why have Land Use Contracts not changed over time like the City's Zoning Bylaw?

As LUCs are legal contracts registered on the title of the property, LUCs could only be amended or discharged with the property owner's consent. The City's Zoning Bylaw in contrast has had multiple amendments over time to address various land and building issues such as building interface, landscaping, sustainability and overall building form. Bringing the LUC properties under the City's Zoning Bylaw will ensure consistent land use regulations are applied throughout the City.

1.5 How many Land Use Contracts are there in Richmond?

Today, there are 46 separate LUCs remaining in the City of Richmond affecting over 90 properties which include multi-family residential, commercial, industrial, and agricultural properties.

1.6 Why is the City establishing underlying zoning for properties governed by Land Use Contracts?

In 2014, the Province adopted new legislation which will terminate all LUCs in British Columbia by June 30, 2024. The new legislation also requires that local governments establish underlying zoning bylaws for all LUCs prior to June 30, 2022.

2. Underlying Zoning

SAMPLE

2.1 How will the underlying zoning for my property be determined?

City staff reviewed the permitted uses and development regulations in each LUC and compared them to the regulations for those types of uses in the City's current Zoning Bylaw. City staff also reviewed what the zoning is within the immediate surrounding area of the affected LUC to get a sense of whether the proposed underlying zoning is generally consistent with what exists in the area.

Generally speaking, due to the very specific uses and regulations contained within the majority of the LUCs, City staff is not able to use any of the existing zones in the current Zoning Bylaw as the underlying zone for the majority of the affected properties. Specifically:

- For LUCs 016, 021, 085, 086, 091, 103, 127, and 139 - A site-specific zone will need to be created for each LUC. The site-specific zone will generally be designed to reflect the specific uses and regulations contained in the LUC to ensure that the existing uses on the property continue to be permitted without granting additional development rights. Basically, the underlying zoning will generally mirror what is currently contained in the LUC.

However, there is one LUC for which City staff is able to use an existing zone in the current Zoning Bylaw as the permitted uses and development regulations are consistent. Specifically:

- For LUC 085 – the Agriculture (AG1) zone is proposed for the affected properties.

2.2 What will be the process involved with establishing the underlying zoning for my property?

Underlying zoning bylaws for each LUC will be brought forward to Richmond City Council for consideration at a regular Council meeting. The set of underlying zoning bylaws will be introduced and potentially granted first reading.

Subject to granting first reading to the underlying zoning bylaws, a Public Hearing will be held to consider the proposed bylaws. The Public Hearing will provide an opportunity for those who believe that their interest in property is affected by the proposed bylaws to be heard or to present written submissions. Following the Public Hearing, City Council may consider adoption of the bylaws.

2.3 How will I find out about the Public Hearing?

Approximately 10 days prior to the Public Hearing at which the underlying zoning bylaws will be considered, a Notice of Public Hearing and a map will be sent by regular mail to all affected property owners and tenants, in addition to surrounding property owners and tenants.

2.4 How Can I make a Submission to the Public Hearing?

Interested parties may make a presentation to Council in person at the Public Hearing. Written submissions are also accepted and can be sent by regular mail to 6911 No. 3 Road, Richmond, BC, V6Y 2C1 Attn: City Clerk, by Fax to 604-278-5139, or by using the online form found at: www.richmond.ca/cityhall/council/hearings/about. Written submissions may also be delivered in person, in advance of or during the Public Hearing. All submissions become part of the public record.

SAMPLE

3. Potential Implications of Underlying Zoning

3.1 What effect does the underlying zoning have on my property while the Land Use Contract is still in effect?

As long as the LUC remains in place, the underlying zoning will have no effect on a property, and the property may be developed in keeping with the LUC regulations.

3.2 What effect does the underlying zoning have on my property, when the Land Use Contract is terminated?

After June 30, 2024, the LUC is no longer effective on the property. Any new construction must then conform to the zoning established for the property.

3.3 What are some of the key differences between a Land Use Contract and the underlying zoning to be established?

Although the underlying zoning will generally mirror what is contained in the LUC, some key differences are necessary to reflect certain regulations contained within the current Zoning Bylaw for aspects not anticipated by the LUC. This includes the following:

- a) Secondary Uses (subject to certain regulations) – For multi-family residential properties, the proposed underlying zoning will allow a range of secondary uses, including boarding and lodging, and home businesses. For industrial properties, the proposed underlying zoning will allow a residential security/operator unit as a secondary use. For agricultural properties, the proposed underlying zoning will allow a range of secondary uses, including roadside stand, and farm-based winery.
- b) Lot Coverage – The underlying zoning will provide greater detail about the amount of the lot that can be covered with buildings, structures, and other non-porous surfaces, as well as the minimum amount of live plant material.
- c) Floor Area – In addition to any maximum floor area identified in the LUC, the underlying zoning will explicitly identify the maximum floor area ratio (FAR) permitted on the property, which is determined by multiplying the prescribed FAR by the size of the lot.
- d) Building and Structure Height – In addition to storey height, the underlying zoning will identify a maximum dimensional height for buildings and structures.

3.4 What is the implication of the underlying zoning on my property if there are any aspects of my building, structure or lot that does not meet today's zoning regulations?

Existing buildings and structures which were lawfully built will have legal non-conforming protection. The retention of these buildings and structures would include the ability to renovate, subject to certain provisions. All new buildings and structures will have to comply with the underlying zoning regulations in place when a Building Permit application is submitted.

4. How can I obtain other information?

To learn more about obtaining a copy of the LUC registered on title to the affected properties, please go to the BC Land Title and Survey Authority website at <https://ltsa.ca/>.

To learn more about the process the City of Richmond must undertake to establish underlying zoning for LUCs, go to <https://www.richmond.ca/plandev/planning2/projects/LUC.htm>. More information is also available by emailing luc@richmond.ca, or by calling 604-204-8626.

Please note this brochure provides general information only; a property owner may wish to obtain more detailed information about any relevant LUC or proposed zoning bylaw.

SAMPLE

City of Richmond

6911 No. 3 Road, Richmond, BC V6Y 2C1

Telephone: 604-276-4000

CNCL 368



**Richmond Zoning Bylaw 8500, Amendment Bylaw 9987
to Establish Zoning for the Property Developed under
Land Use Contract 016**

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 the following into Section 17 [Site Specific Residential (Town Houses) Zones], in numerical order:

“17.85 Town Housing (ZT85) – Kingsgrove Avenue (Shellmont)”

17.85.1 Purpose

The **zone** provides for **town housing**, and compatible **uses**. This **zone** is for the multiple family residential **property** developed under Land Use Contract 016 on Kingsgrove Avenue.

17.85.2 Permitted Uses

- **child care**
- **housing, town**

17.85.3 Secondary Uses

- **boarding and lodging**
- **community care facility, minor**
- **home business**

17.85.4 Permitted Density

1. The maximum number of **dwelling units** for **town housing** in this **zone** is 52.
2. The maximum **floor area** permitted for a **dwelling unit** is 83.6 m², exclusive of storage space up to a maximum of 1.8 m². A **dwelling unit** shall contain no more than two **bedrooms**.
3. The maximum **floor area ratio** (FAR) is 0.29.

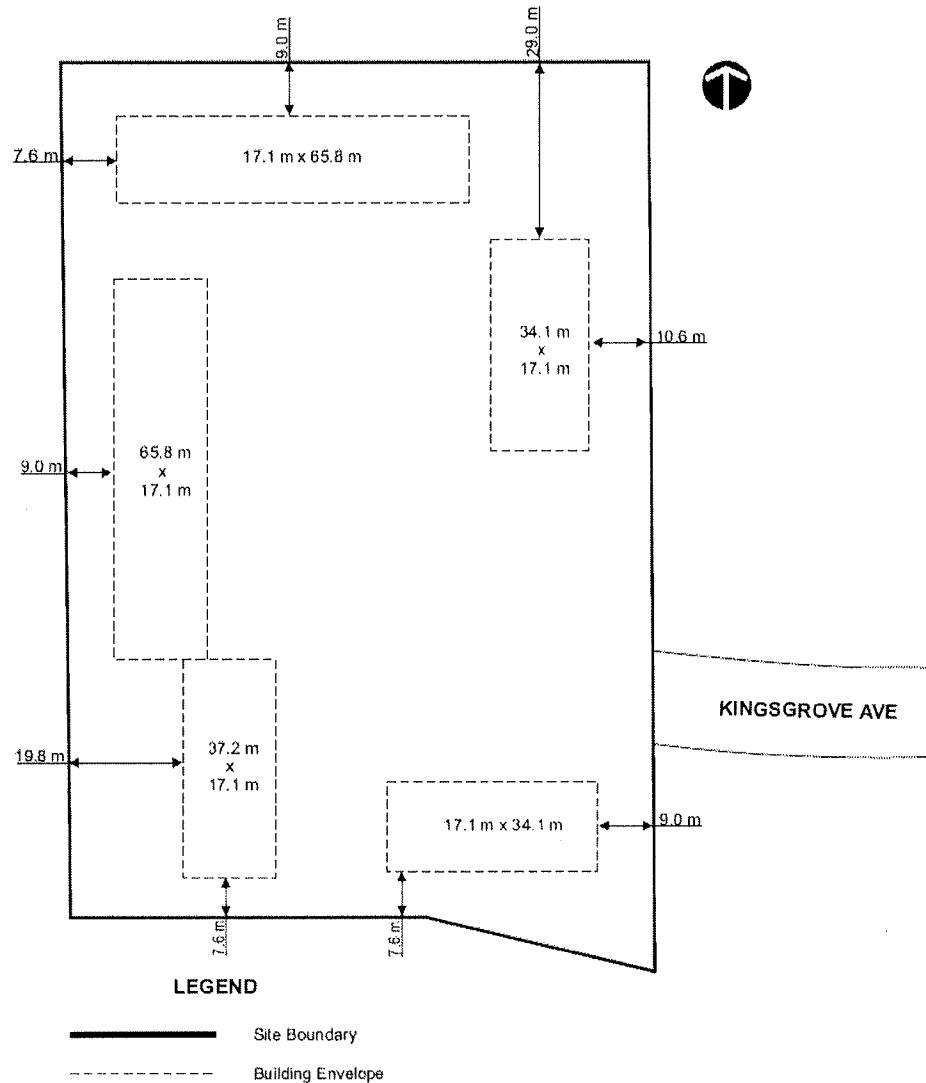
17.85.5 Permitted Lot Coverage

1. The maximum **lot coverage** is 15.25% for **buildings**.
2. No more than 80% of the **lot area** may be occupied by **buildings, structures, and non-porous surfaces**.
3. A minimum of 20% of the **lot area** is restricted to **landscaping** with live plant material.

17.85.6 Yards & Setbacks

- The minimum **yards, setbacks** and **building separation space** shall be as shown in Diagram 1 in Section 17.85.6.1.a).

a) Diagram 1

**17.85.7 Permitted Heights**

- The maximum **height** for **buildings** is 9.0 m but containing no more than 2 **storeys**.

17.85.8 Subdivision Provisions/Minimum Lot Size

- The minimum **lot width** is 150.0 m.
- The minimum **lot depth** is 102.0 m.
- The minimum **lot area** is 14,830 m².

17.85.9 Landscaping & Screening

1. **Landscaping** and **screening** shall be provided in accordance with the provisions of Section 6.0.
2. In addition to Section 17.85.9.1, an outdoor **amenity space** including children's play structures shall be provided on the **site** within 27.7 m of the east **lot line**.
3. Notwithstanding Section 17.85.9.1, a privacy **fence** of not more than 1.8 m in **height** shall be constructed along the north, west and south **property lines**.

17.85.10 On-Site Parking and Loading

1. On-site **vehicle** and bicycle parking and loading shall be provided according to the standards set out in Section 7.0, except that the basic on-site parking requirement shall be a minimum of 1.5 **vehicle parking spaces** per **dwelling unit**.

17.85.11 Other Regulations

1. In addition to the regulations listed above, the General Development Regulations of Section 4.0 and the Specific Use Regulations of Section 5.0 apply. ”
2. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, as amended, is further amended by designating that portion outlined in bold on “Schedule A attached to and forming part of Bylaw 9987” as “**Town Housing (ZT85) – Kingsgrove Avenue (Shellmont)**”.
3. This Bylaw may be cited as “**Richmond Zoning Bylaw 8500, Amendment Bylaw 9987**”.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

ADOPTED

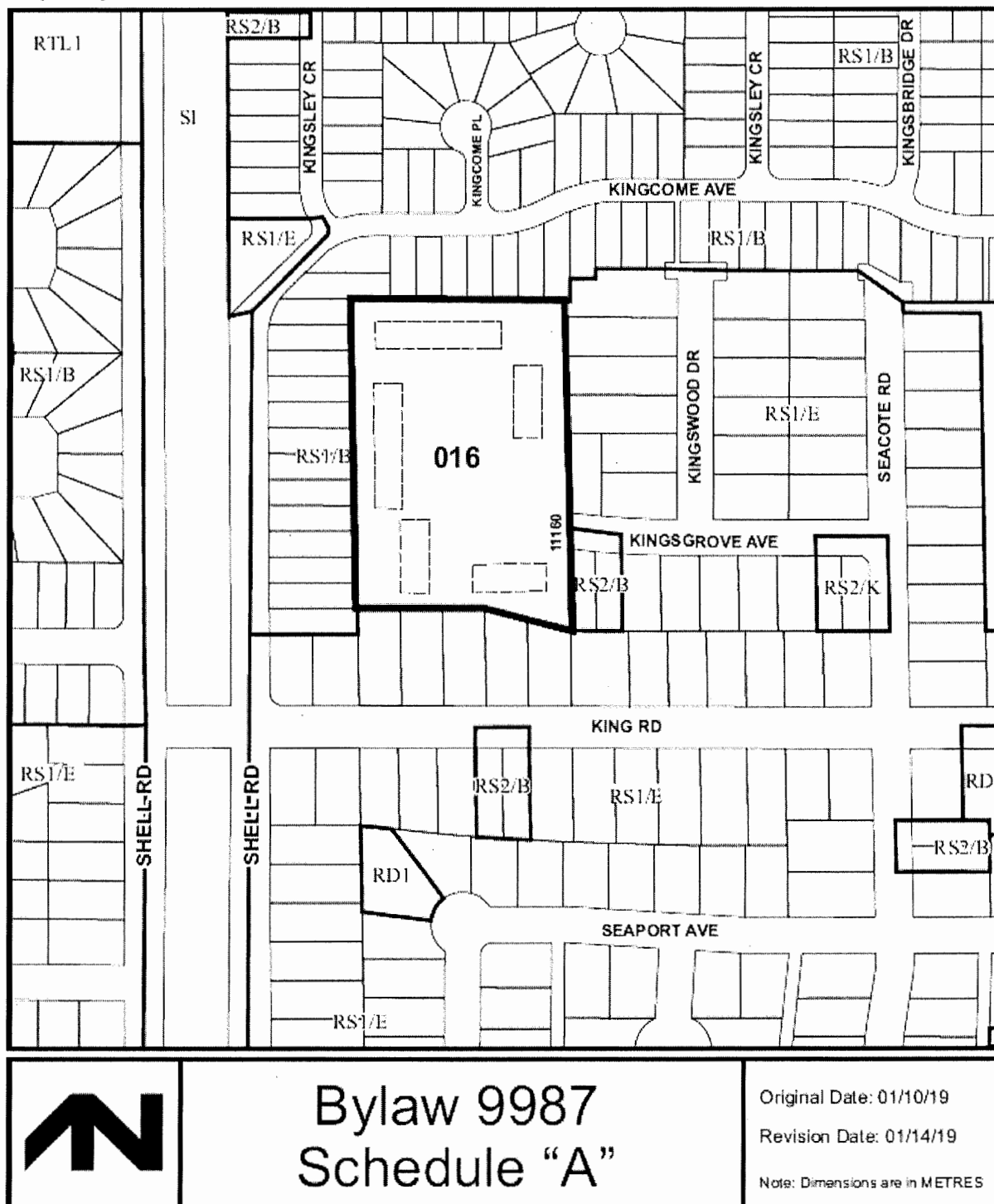
MAYOR_____
CORPORATE OFFICER

CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 

Schedule A attached to and forming part of Bylaw 9987



City of
Richmond



Bylaw 9987
Schedule "A"

Original Date: 01/10/19

Revision Date: 01/14/19

Note: Dimensions are in METRES



**Richmond Zoning Bylaw 8500, Amendment Bylaw 9988
to Establish Zoning for the Property Developed under
Land Use Contract 021**

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 the following into Section 18 [Site Specific Residential (Low Rise Apartment) Zones], in numerical order:

“18.39 Low Rise Apartment (ZLR39) – No. 5 Road (Shellmont)”

18.39.1 Purpose

The **zone** provides for low rise **apartment housing**, and compatible **uses**. This **zone** is for the property developed under Land Use Contract 021 on No. 5 Road in the Shellmont area.

18.39.2 Permitted Uses

- **child care**
- **housing, apartment**

18.39.3 Secondary Uses

- **boarding and lodging**
- **community care facility, minor**
- **home business**

18.39.4 Permitted Density

1. The maximum number of **dwelling units** for **apartment housing** in this **zone** is 74.
2. The maximum number of **buildings** for **apartment housing** is 1.
3. The maximum **floor area ratio** (FAR) is 1.68.

18.39.5 Permitted Lot Coverage

1. The maximum **lot coverage** for **buildings** is 56%.
2. No more than 80% of the **lot area** may be occupied by **buildings, structures, and non-porous surfaces**.
3. A minimum of 20% of the **lot area** is restricted to **landscaping** with live plant material.

18.39.6 Yards & Setbacks

1. For the ground floor parking level:
 - a) the minimum **front yard** and **rear yard** is 8.5 m; and
 - b) the minimum **side yard** is 9.4 m.
2. For **apartment housing**:
 - a) the minimum **front yard** and **rear yard** is:
 - i. 9.7 m to the first floor;
 - ii. 12.0 m to the second floor;
 - iii. 13.4 m to the third floor; and
 - iv. 15.8 m to the fourth floor.
 - b) the minimum **side yard** is:
 - i. 10.6 m to the first floor;
 - ii. 11.8 m to the second floor;
 - iii. 13.1 m to the third floor; and
 - iv. 14.3 m to the fourth floor.

18.39.7 Permitted Heights

1. The maximum **height** for **buildings** is 18.75 m but containing no more than 4 **storeys** plus a ground floor parking level.
2. The maximum **height** for **accessory buildings** is 5.0 m.
3. The maximum **height** for **accessory structures** is 12.0 m.

18.39.8 Subdivision Provisions/Minimum Lot Size

1. The minimum **lot width** is 121.48 m.
2. The minimum **lot depth** is 60.96 m.
3. The minimum **lot area** is 7,413 m².

18.39.9 Landscaping & Screening

1. **Landscaping** and **screening** shall be provided in accordance with the provisions of Section 6.0.

2. In addition to Section 18.39.9.1, a privacy **fence** of not more than 1.8 m in height shall be constructed along the north, west, and south **property lines**.

18.39.10 On-Site Parking and Loading

1. On-site **vehicle** and bicycle parking and loading shall be provided according to the standards set out in Section 7.0, except that the basic on-site parking requirement shall be a minimum of 1.72 **vehicle parking spaces** per unit.

18.39.11 Other Regulations

1. In addition to the regulations listed above, the General Development Regulations of Section 4.0 and the Specific Use Regulations of Section 5.0 apply. ”
2. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, as amended, is further amended by designating that portion outlined in bold on “Schedule A attached to and forming part of Bylaw 9988” as “**Low Rise Apartment (ZLR39) – No. 5 Road (Shellmont)**”.
3. This Bylaw may be cited as “**Richmond Zoning Bylaw 8500, Amendment Bylaw 9988**”.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

ADOPTED

MAYOR

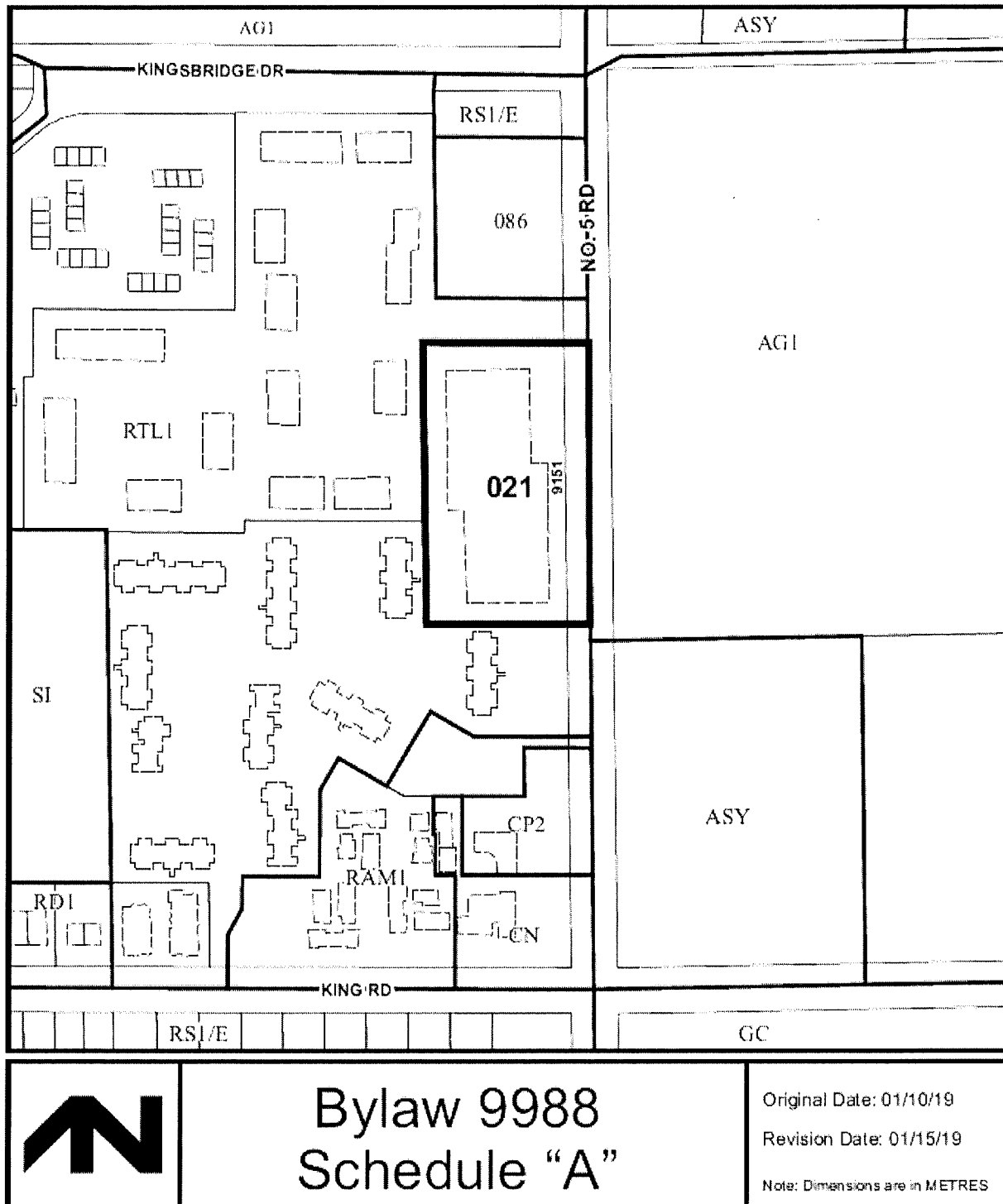
CORPORATE OFFICER



Schedule A attached to and forming part of Bylaw 9988



City of
Richmond



Bylaw 9988
Schedule "A"

Original Date: 01/10/19

Revision Date: 01/15/19

Note: Dimensions are in METRES



**Richmond Zoning Bylaw 8500, Amendment Bylaw 9989
to Establish Zoning for the Properties Developed under
Land Use Contract 085**

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, as amended, is further amended by designating that portion outlined in bold on "Schedule A attached to and forming part of Bylaw 9989" as "**AGRICULTURE (AG1)**".
2. This Bylaw may be cited as "**Richmond Zoning Bylaw 8500, Amendment Bylaw 9989**".

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

MINISTRY OF TRANSPORTATION AND
INFRASTRUCTURE APPROVAL

ADOPTED

MAYOR

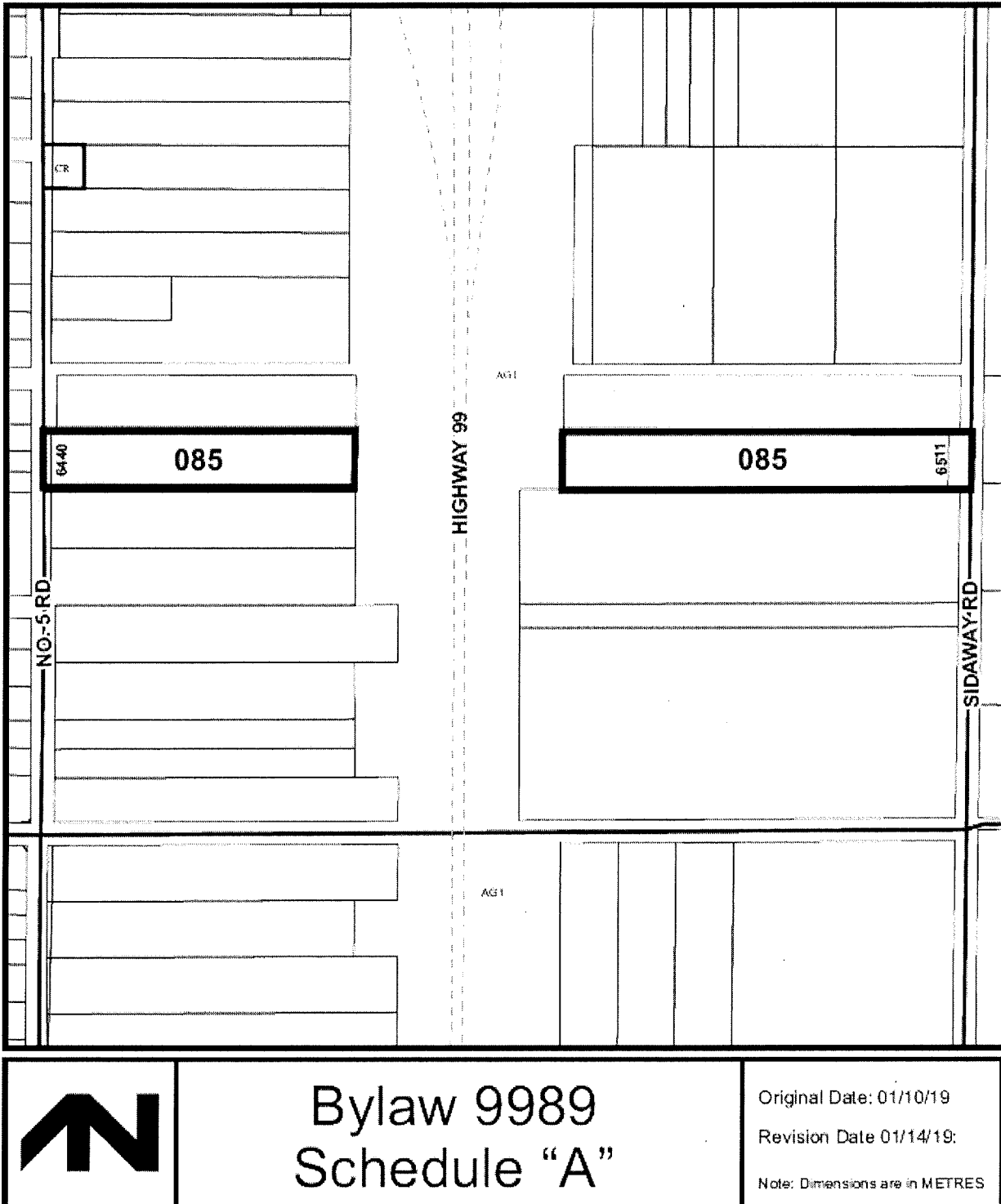
CORPORATE OFFICER



Schedule A attached to and forming part of Bylaw 9989



City of
Richmond





**Richmond Zoning Bylaw 8500, Amendment Bylaw 9990
to Establish Zoning for the Property Developed under
Land Use Contract 086**

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 the following into Section 18 [Site Specific Residential (Low Rise Apartment) Zones], in numerical order:

“18.40 Low Rise Apartment (ZLR40) – No. 5 Road (Shellmont)”

18.40.1 Purpose

The **zone** provides for low rise **apartment housing**, and compatible **uses**. This **zone** is for the property developed under Land Use Contract 086 on No. 5 Road in the Shellmont area.

18.40.2 Permitted Uses

- **child care**
- **housing, apartment**

18.40.3 Secondary Uses

- **boarding and lodging**
- **community care facility, minor**
- **home business**

18.40.4 Permitted Density

1. The maximum number of **dwelling units** for **apartment housing** is 42.
2. The maximum number of **buildings** for **apartment housing** is 1.
3. The maximum **floor area** permitted for a **dwelling unit** containing one **bedroom** is 56 m².
4. The maximum **floor area** permitted for a **dwelling unit** containing two **bedrooms** is 71 m².
5. The maximum **floor area ratio** (FAR) is 0.70, of which 0.006 must be used exclusively to accommodate **amenity space**.

18.40.5 Permitted Lot Coverage

1. The maximum **lot coverage** for **apartment housing** is 30%.
2. No more than 80% of the **lot area** may be occupied by **buildings, structures, and non-porous surfaces**.

3. A minimum of 20% of the **lot area** is restricted to **landscaping** with live plant material.

18.40.6 Yards & Setbacks

1. For ground level covered parking:
 - a) the minimum **front yard** and **rear yard** is 7.6 m; and
 - b) the minimum **side yard** is 6.0 m.
2. For **apartment housing**:
 - a) the minimum **front yard** is 12.1 m;
 - b) the minimum **side yard** is 7.6 m; and
 - c) the minimum **rear yard** is 10.6 m.

18.40.7 Permitted Heights

1. The maximum **height** for **buildings** is 15.0 m but containing no more than 4 **storeys** including ground level covered parking.

18.40.8 Subdivision Provisions/Minimum Lot Size

1. The minimum **lot width** is 70.41 m.
2. The minimum **lot depth** is 55.61 m.
3. The minimum **lot area** is 3,914 m².

18.40.9 Landscaping & Screening

1. **Landscaping** and **screening** shall be provided in accordance with the provisions of Section 6.0.

18.40.10 On-Site Parking and Loading

1. On-site **vehicle** and bicycle parking and loading shall be provided according to the standards set out in Section 7.0, except that the basic on-site parking requirement shall be a minimum of 63 covered **vehicle parking spaces**, of which there shall include a minimum of 10 visitor **parking spaces**.

18.40.11 Other Regulations

1. In addition to the regulations listed above, the General Development Regulations of Section 4.0 and the Specific Use Regulations of Section 5.0 apply. ”

2. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, as amended, is further amended by designating that portion outlined in bold on "Schedule A attached to and forming part of Bylaw 9990" as "**Low Rise Apartment (ZLR40) – No. 5 Road (Shellmont)**".
3. This Bylaw may be cited as "**Richmond Zoning Bylaw 8500, Amendment Bylaw 9990**".

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

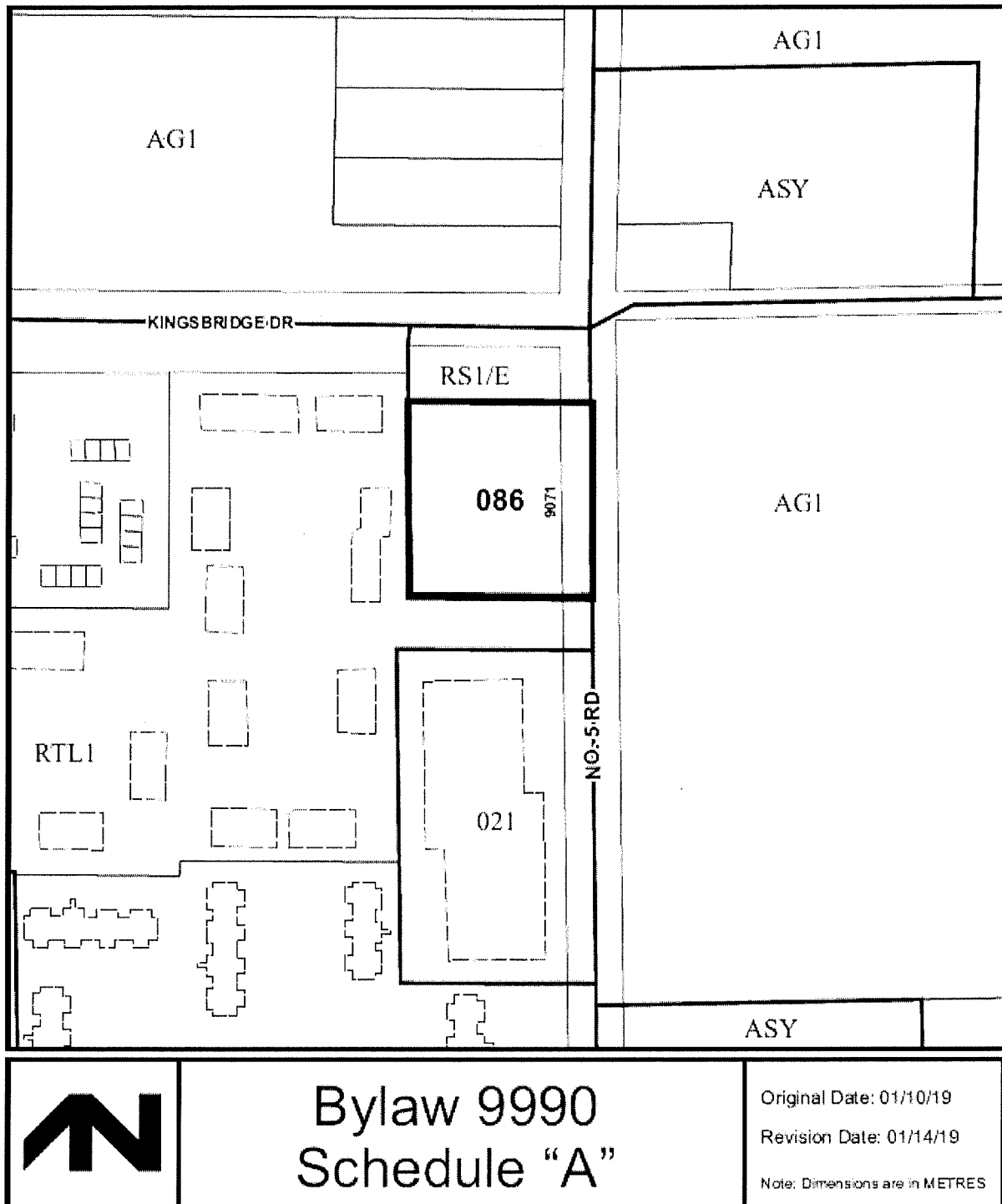
ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 

Schedule A attached to and forming part of Bylaw 9990

City of
Richmond



**Richmond Zoning Bylaw 8500, Amendment Bylaw 9991
to Establish Zoning for the Property Developed under
Land Use Contract 091**

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 the following into Section 23 (Site Specific Industrial Zones), in numerical order:

“23.15 Light Industrial (ZI15) – River Road (Bridgeport)”

23.15.1 Purpose

The **zone** provides for **general industrial**, and compatible **uses**. This **zone** is for the property developed under Land Use Contract 091 on River Road in the Bridgeport area.

23.15.2 Permitted Uses

- car or truck wash
- commercial storage
- commercial vehicle parking and storage
- contractor service
- emergency service
- fleet service
- government service
- industrial, general
- industrial, heavy
- manufacturing, custom indoor
- recreation, indoor
- recycling depot
- recycling drop-off
- utility, major
- utility, minor
- vehicle repair
- vehicle body repair or paint shop

23.15.3 A. Secondary Uses

- n/a

23.15.3 B. Additional Uses

- restaurant

23.15.4 Permitted Density

1. The maximum **floor area ratio (FAR)** is 1.0.

23.15.5 Permitted Lot Coverage

1. The maximum **lot coverage** is 60% for **buildings**.

23.15.6 Yards & Setbacks

1. The minimum **setback** to a public **road** is 7.5 m.
2. There is no minimum **front yard**, **side yard** or **rear yard**.

23.15.7 Permitted Heights

1. The maximum **height** for **buildings** is 12.0 m.

23.15.8 Subdivision Provisions/Minimum Lot Size

1. The minimum **lot width** is 135.94 m.
2. The minimum **lot depth** is 27.4 m.
3. The minimum **lot area** is 3,642 m².

23.15.9 Landscaping & Screening

1. **Landscaping** and **screening** shall be provided in accordance with the provisions of Section 6.0.
2. Notwithstanding Section 23.15.9.1, a **fence** shall be installed along the west **property line**, and such **fence** shall be designed to ensure full and complete **access** to the dyke **right-of-way** as shown outlined on New Westminster District Plan 47179.

23.15.10 On-Site Parking and Loading

1. On-site **vehicle** and bicycle parking and loading shall be provided according to the standards set out in Section 7.0, except that the basic on-site parking requirement for **restaurant** shall be a minimum of 60 **vehicle parking spaces**.

23.15.11 Other Regulations

1. For the purpose of this **zone** (ZI15) only, **indoor recreation** means recreational clubs, gymnasiums, athletic clubs, indoor squash and racquet facilities.
2. **Restaurant** shall be limited to having a maximum of 148 seats and located on the second **storey** only.
3. In addition to the regulations listed above, the General Development Regulations of Section 4.0 and the Specific Use Regulations of Section 5.0 apply. ”

2. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, as amended, is further amended by designating that portion outlined in bold on "Schedule A attached to and forming part of Bylaw 9991" as "**Light Industrial (ZI15) – River Road (Bridgeport)**".
3. This Bylaw may be cited as "**Richmond Zoning Bylaw 8500, Amendment Bylaw 9991**".

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

ADOPTED

_____ _____ _____ _____ _____



MAYOR

CORPORATE OFFICER

Schedule A attached to and forming part of Bylaw 9991



City of
Richmond



Bylaw 9991
Schedule "A"

Original Date: 01/10/19

Revision Date:

Note: Dimensions are in METRES

CNCL - 386



**Richmond Zoning Bylaw 8500, Amendment Bylaw 9992
to Establish Zoning for the Properties Developed under
Land Use Contract 103**

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 the following into Section 23 (Site Specific Industrial Zones), in numerical order:

**“23.16 Light Industrial (ZI16) – Bridgeport Road & Voyageur Way
(Bridgeport)”**

23.16.1 Purpose

The **zone** provides for **general industrial**, and compatible **uses**. This **zone** is for the properties developed under Land Use Contract 103 on Bridgeport Road and Voyageur Way in the Bridgeport planning area.

23.16.2 Permitted Uses

- car or truck wash
- commercial storage
- commercial vehicle parking and storage
- contractor service
- equipment, major
- equipment, minor
- fleet service
- industrial, general
- manufacturing, custom indoor
- recycling depot
- recycling drop-off
- restaurant
- utility, minor
- vehicle repair
- vehicle body repair or paint shop

23.16.3 Secondary Uses

- outdoor storage

23.16.4 Permitted Density

1. The maximum **floor area ratio** is 1.0.

23.16.5 Permitted Lot Coverage

1. The maximum **lot coverage** is 60% for **buildings**.

23.16.6 Yards & Setbacks

1. The minimum **setback** to a public **road** is 7.6 m.
2. There is no minimum **front yard**, **side yard** and **rear yard**.

23.16.7 Permitted Heights

1. The maximum **height** for **buildings** is 10.0 m, but containing no more than 2 **storeys**.

23.16.8 Subdivision Provisions/Minimum Lot Size

1. There are no minimum **lot width**, **lot depth**, or **lot area** requirements.

23.16.9 Landscaping & Screening

1. **Landscaping** and **screening** shall be provided in accordance with the provisions of Section 6.0.
2. In addition to Section 23.16.9.1, **outdoor storage** areas shall be screened from view by a solid **fence** 2.0 m in height from finished **grade**, and no material of any kind shall be piled to a height exceeding 3.0 m from finished **grade**.

23.16.10 On-Site Parking and Loading

1. On-site **vehicle** and bicycle parking and loading shall be provided according to the standards set out in Section 7.0, except that:
 - a) the basic on-site parking requirement shall be 1 **vehicle parking space** for every 2 employees, plus 1 **vehicle parking space** for every **vehicle** customarily used in the operation of the **principal use**; and
 - b) the basic on-site loading requirement shall be:
 - i. 1 **loading space** per 1,858 m² or fraction thereof, of **buildings** and **structures**"; and
 - ii. 1 **loading space** per 1,858 m² or fraction thereof, of outdoor **principal** and **secondary uses**.
2. Notwithstanding Section 23.16.10.1, a **loading space** shall be no smaller in area than 27.8 m²."

23.16.11 Other Regulations

1. The following are prohibited from occurring on **sites** where **outdoor storage** is a **secondary use**:
 - a) **Outdoor storage** of wrecked or salvaged goods and materials;

- b) **Outdoor storage** of food products;
 - c) **Outdoor storage** of goods or materials that are capable of being transmitted above, across or below a land or water surface due to the effects of weather;
 - d) **Outdoor storage** of goods or materials that constitute a health, fire, explosion or safety hazard;
 - e) Producing, discharging or emitting odiferous, toxic, noxious matter or vapours, effluents, heat, glare, radiation, noise, electrical interference or vibrations; or
 - f) Outdoor servicing of **vehicles** or equipment.
2. For the purpose of this **zone** (ZI16) only, **industrial general** excludes the fabricating of metal and metal products.
3. In addition to the regulations listed above, the General Development Regulations of Section 4.0 and the Specific Use Regulations of Section 5.0 apply. ”
2. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, as amended, is further amended by designating that portion outlined in bold on “Schedule A attached to and forming part of Bylaw 9992” as “**LIGHT INDUSTRIAL (ZI16) – BRIDGEPORT ROAD & VOYAGEUR WAY (BRIDGEPORT)**”.
3. This Bylaw may be cited as “**Richmond Zoning Bylaw 8500, Amendment Bylaw 9992**”.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

ADOPTED

MAYOR

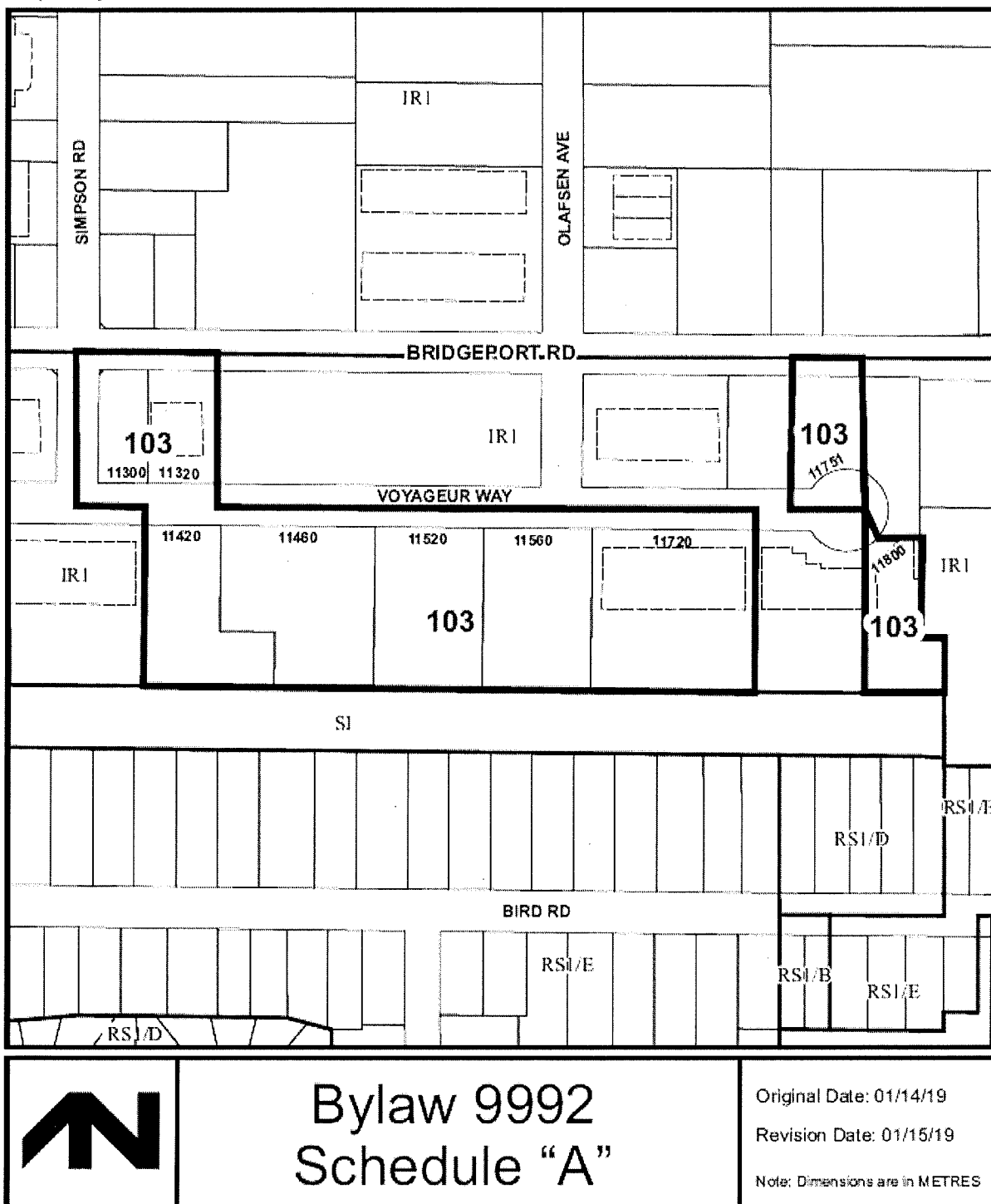
CORPORATE OFFICER



Schedule A attached to and forming part of Bylaw 9992



City of
Richmond





**Richmond Zoning Bylaw 8500, Amendment Bylaw 9993
to Establish Zoning for the Property Developed under
Land Use Contract 127**

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 the following into Section 23 (Site Specific Industrial Zones), in numerical order:

“23.17 Industrial and Marina (ZI17) – Graybar Road (East Richmond)”

23.17.1 Purpose

The **zone** provides for **general** and **heavy industrial uses**, and **marina**, and compatible **uses**. This **zone** is for the properties developed under Land Use Contract 127 on Graybar Road.

23.17.2 Permitted Uses

- boat shelter
- car or truck wash
- child care
- commercial storage
- commercial vehicle parking and storage
- contractor service
- equipment, major
- equipment, minor
- fleet service
- grocery store
- industrial, general
- industrial, heavy
- manufacturing, custom indoor
- marina
- marine sales & rentals
- marine sales and repair
- neighbourhood public house
- recreation, indoor
- recreation, outdoor
- recycling depot

23.17.2 Permitted Uses con't

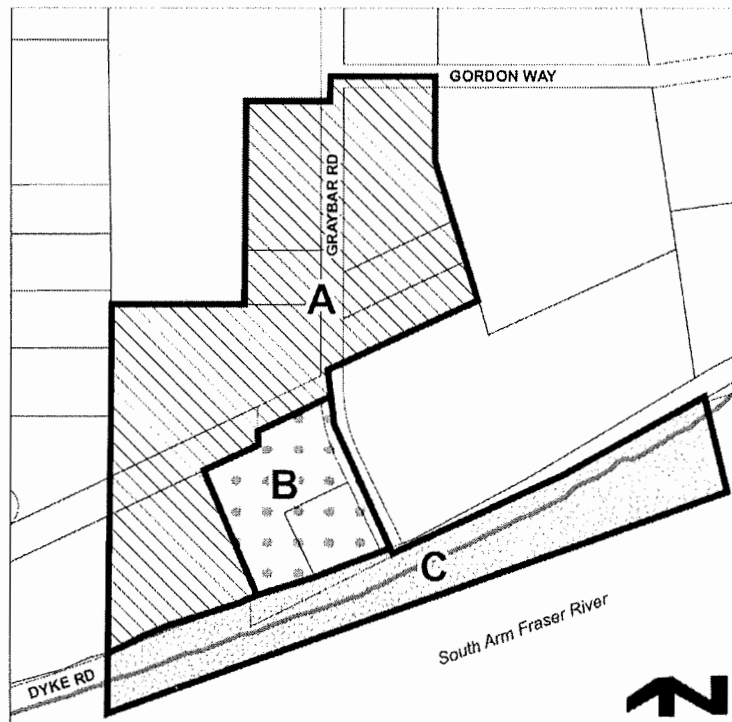
- recycling drop-off
- restaurant
- service, personal
- utility, minor
- vehicle & equipment services, industrial
- vehicle repair
- vehicle body repair or paint shop

23.17.3 A. Secondary Uses

- outdoor storage
- residential security/operator unit

23.17.4 Permitted Density

1. In the areas identified as "A" and "B" on Diagram 1, Section 23.17.4.3, the maximum **floor area ratio** is 1.0, except that in the area identified as "B" on Diagram 1, Section 23.17.4.3, a **lot** with a **lot area** of less than 2,000 m² shall not be used as the site of a **building**.
2. In the area identified as "C", there is no maximum **floor area ratio**.
3. Diagram 1



23.17.5 Permitted Lot Coverage

1. In the areas identified as "A" and "B" on Diagram 1, Section 23.17.4.3, the maximum **lot coverage** is 60% for **buildings**.
2. In the area identified as "C" on Diagram 1, Section 23.17.4.3, the maximum **lot coverage** is 30% for **buildings**.
3. In the areas identified as "A" and "B" on Diagram 1, Section 23.17.4.3, a minimum of 10% of the **lot area** is restricted to **landscaping** with live plant material.

23.17.6 Yards & Setbacks

1. The minimum **setback** to a public **road** is:
 - a) 7.6 m in the area identified as "A" on Diagram 1, Section 23.17.4.3;

- b) 7.5 m in the area identified as "B" on Diagram 1, Section 23.17.4.3; and
 - c) 6.0 in the area identified as "C" on Diagram 1, Section 23.17.4.3.
- 2. In the areas identified as "A" and "B" on Diagram 1, Section 23.17.4.3, there is no minimum **front yard, side yard and rear yard**.
 - 3. In the area identified as "C" on Diagram 1, Section 23.17.4.3:
 - a) for land above the high water mark, the minimum **setback** to one **side lot line** is 3.0 m; and
 - b) the minimum **setback** for all floating **structures** to all water **lot lines** is 1.8 m.

23.17.7 Permitted Heights

- 1. In the area identified as "A" on Diagram 1, Section 23.17.4.3, the maximum **height** for **buildings** is 12.0 m above the elevation of the sidewalk on Graybar Road, but containing no more than 3 **storeys**.
- 2. In the area identified as "B" on Diagram 1, Section 23.17.4.3, the maximum **height** for **buildings** is 12.0 m above the curb elevation of the **road** abutting the **front property line**, but containing no more than 4 **storeys**.
- 3. In the area identified as "C" on Diagram 1, Section 23.17.4.3, the maximum **height** for **buildings** is 9.0 m, but containing no more than 2 **storeys** above **grade**.
- 4. Notwithstanding Sections 23.17.7.1 and 23.17.7.2, rooftop **structures** such as elevator shaft housing, and air conditioning equipment and vents shall not be included in the calculation of maximum **building height**.

23.17.8 Subdivision Provisions/Minimum Lot Size

- 1. There are no minimum **lot width, lot depth, or lot area** requirements.

23.17.9 Landscaping & Screening

- 1. **Landscaping** and **screening** shall be provided in accordance with the provisions of Section 6.0.
- 2. Notwithstanding Section 23.17.9.1, **outdoor storage** areas shall be enclosed by a solid **fence** 2.0 m in height from finished **grade**, and no material of any kind shall be piled to a height exceeding 3.0 m from finished **grade**.

23.17.10 On-Site Parking and Loading

- 1. On-site **vehicle** and bicycle parking and loading shall be provided according to the standards set out in Section 7.0, except that:

- a) in the area identified as "A" on Diagram 1, Section 23.17.4.3, the basic on-site parking requirement shall be 1 **vehicle parking space** for every 2 employees, plus 1 **vehicle parking space** for every **vehicle** customarily used in the operation of the **principal use**.
 - b) in the area identified as "B" on Diagram 1, Section 23.17.4.3, the basic on-site parking requirement shall be 1 **vehicle parking space** per 92 m² of **building** or **structure**, except that it shall be:
 - i. 1 **vehicle parking space** per 92 m² of **building** or **structure**, or any part thereof, used for **marine sales & rentals**, **marine sales and repair**, and **personal service**;
 - ii. 1 **vehicle parking space** per 13.5 m² of **building** or **structure**, or any part thereof, used for **grocery store**; and
 - iii. 1 **vehicle parking space** for every 8 seats or per 9.2 m² of **floor area** in a **building** or **structure**, or any part thereof, whichever is greater, used for **restaurant**, **indoor recreation**, **outdoor recreation**, or **neighbourhood public house**, plus 1 **vehicle parking space** for each 4.5 m² of **building** or **structure** used for **indoor recreation**.
 - c) in the area identified as "C" on Diagram 1, Section 23.17.4.3, the basic on-site parking requirement shall be:
 - i. 1 **vehicle parking space** for every 2 moorage spaces;
 - ii. 1 **vehicle parking space** per 27.8 m² of **building used** for ancillary **office**; and
 - iii. 2 **vehicle parking spaces** for a **residential security/operator unit**.
 - d) in the areas identified as "A" and "B" on Diagram 1, Section 23.17.4.3, the basic on-site loading requirement shall be 1 **loading space** per 1,858 m² or fraction thereof, of **buildings** and **structures**, plus 1 **loading space** per 1,858 m² or fraction thereof, of outdoor **permitted uses**.
2. Notwithstanding Section 23.17.10.1, a **loading space** shall be no smaller in area than 27 m².

23.17.11 Other Regulations

- 1. The following **permitted uses** shall be limited to the area identified as "A" on Diagram 1, Section 23.17.4.3:
 - a) **car or truck wash**
 - b) **child care**
 - c) **commercial storage**
 - d) **commercial vehicle parking and storage**
 - e) **contractor service**
 - f) **equipment, major**
 - g) **equipment, minor**

- h) **fleet service**
 - i) **industrial, general**
 - j) **industrial, heavy**
 - k) **manufacturing, custom indoor**
 - l) **recycling depot**
 - m) **recycling drop-off**
 - n) **utility, minor**
 - o) **vehicle & equipment services, industrial**
 - p) **vehicle repair**
 - q) **vehicle body repair or paint shop**
2. The following **permitted uses** shall be limited to the area identified as "B" on Diagram 1, Section 23.17.4.3:
- a) **grocery store**
 - b) **marine sales & rentals**
 - c) **marine sales and repair**
 - d) **neighbourhood public house**
 - e) **recreation, indoor**
 - f) **recreation, outdoor**
 - g) **restaurant**
 - h) **service, personal**
3. The following **permitted uses** shall be limited to the area identified as "C" on Diagram 1, Section 23.17.4.2:
- a) **boat shelter**
 - b) **marina**
 - c) **marine sales and repair**
4. The following **secondary uses** shall be limited to the area identified as "C" on Diagram 1, Section 23.17.4.3:
- a) **residential security/operator unit.**
5. The following are prohibited from occurring on **sites** where **outdoor storage** is a **secondary use**:
- a) **Outdoor storage** of wrecked or salvaged goods and materials;
 - b) **Outdoor storage** of food products;
 - c) **Outdoor storage** of goods or materials that are capable of being transmitted above, across or below a land or water surface due to the effects of weather;

- d) **Outdoor storage** of goods or materials that constitute a health, fire, explosion or safety hazard;
 - e) Producing, discharging or emitting odiferous, toxic, noxious matter or vapours, effluents, heat, glare, radiation, noise, electrical interference or vibrations; or
 - f) Outdoor servicing of **vehicles** or equipment
6. For the purpose of this **zone** (ZI17) only, **boat shelter** means a floating **structure** used for the parking of boats or other marine vessels.
 7. For the purpose of this **zone** (ZI17) only, **outdoor recreation** means facilities for sports and active recreation primarily conducted on water, but does not include rifle and pistol range or accommodation facilities.
 8. For the purpose of this **zone** (ZI17) only, **personal service** means laundries and dry cleaning.
 9. **Grocery store** in the area identified as "B" on Diagram 1, Section 23.17.4.3 shall be limited to a maximum **gross leasable floor area** of 365 m².
 10. In addition to the regulations listed above, the General Development Regulations of Section 4.0 and the Specific Use Regulations of Section 5.0 apply. "
2. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, as amended, is further amended by designating that portion outlined in bold on "Schedule A attached to and forming part of Bylaw 9993" as "**INDUSTRIAL AND MARINA (ZI17) – GRAYBAR ROAD (EAST RICHMOND)**".
 3. This Bylaw may be cited as "**Richmond Zoning Bylaw 8500, Amendment Bylaw 9993**".

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

ADOPTED

MAYOR

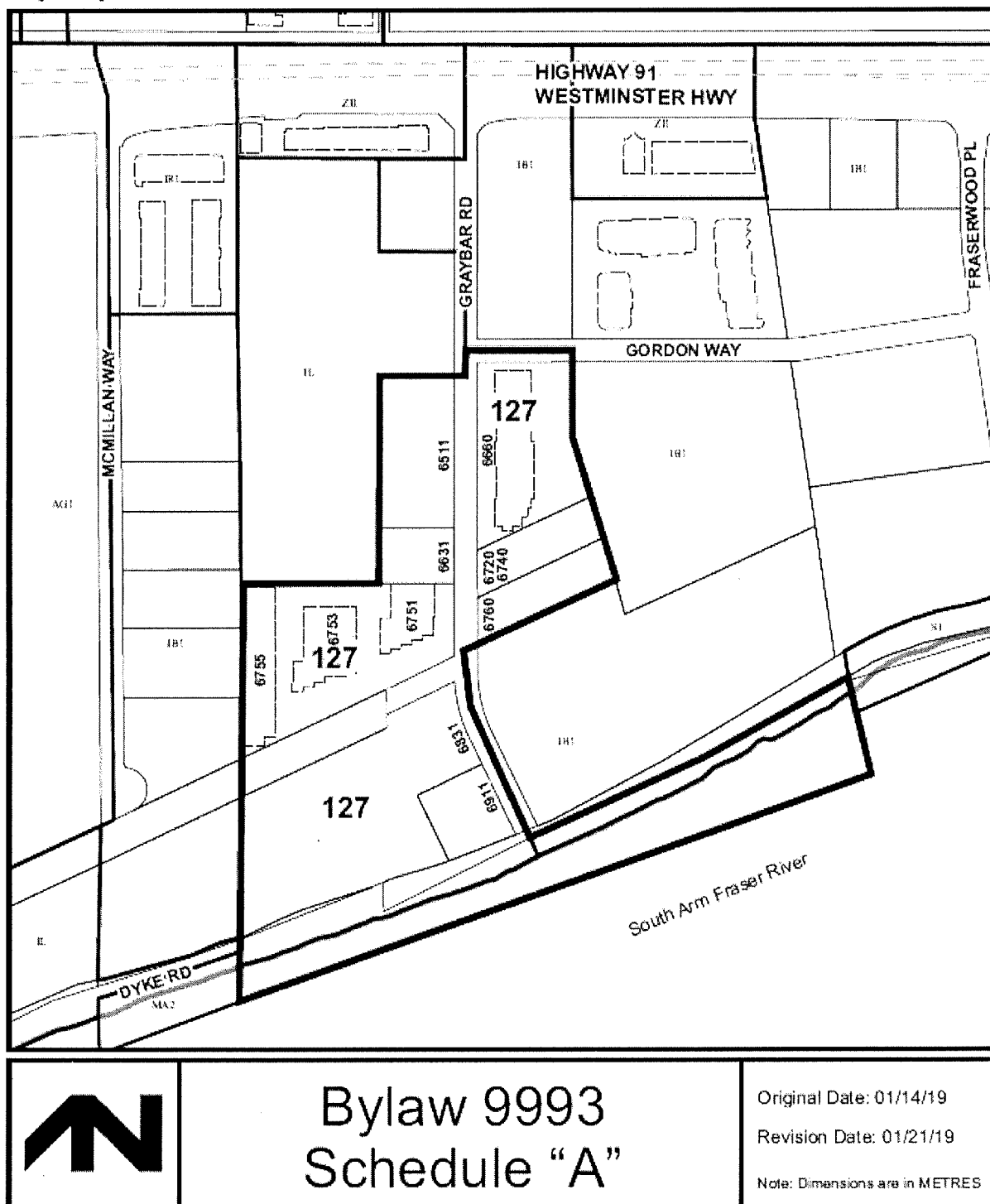
CORPORATE OFFICER

CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 

Schedule A attached to and forming part of Bylaw 9993



City of
Richmond



Bylaw 9993
Schedule "A"

Original Date: 01/14/19

Revision Date: 01/21/19

Note: Dimensions are in METRES



**Richmond Zoning Bylaw 8500, Amendment Bylaw 9994
to Establish Zoning for the Property Developed under
Land Use Contract 139**

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 the following into Section 23 (Site Specific Industrial Zones), in numerical order:

“23.18 Light Industrial (ZI18) – Shell Road (West Cambie)”

23.18.1 Purpose

The **zone** provides for **general industrial**, and compatible **uses**. This **zone** is for the properties developed under Land Use Contract 139 on Shell Road in the West Cambie area.

23.18.2 Permitted Uses

- car or truck wash
- commercial storage
- commercial vehicle parking and storage
- contractor service
- fleet service
- industrial, general
- manufacturing, custom indoor
- recycling depot
- recycling drop-off
- restaurant
- utility, minor
- vehicle repair
- vehicle body repair or paint shop

23.18.3

Secondary Uses

- outdoor storage

23.18.4 Permitted Density

1. The maximum **floor area ratio** is 1.0.

23.18.5 Permitted Lot Coverage

1. The maximum **lot coverage** is 60% for **buildings**.
2. A minimum of 5% of the **lot area** is restricted to **landscaping** with live plant material.

23.18.6 Yards & Setbacks

1. The minimum **setback** to a public **road** is 7.6 m.
2. There is no minimum **front yard**, **side yard** and **rear yard**.

23.18.7 Permitted Heights

1. The maximum **height** for **buildings** is 11.0 m but containing no more than 2 **storeys**.

23.18.8 Subdivision Provisions/Minimum Lot Size

1. There are no minimum **lot width**, **lot depth**, or **lot area** requirements.

23.18.9 Landscaping & Screening

1. **Landscaping** and **screening** shall be provided in accordance with the provisions of Section 6.0.
2. In addition to Section 23.18.9.1, **outdoor storage** areas shall be screened from view by a solid **fence** 2.0 m in height from finished **grade**, and no material of any kind shall be piled to a height exceeding 3.0 m from finished **grade**.

23.18.10 On-Site Parking and Loading

1. On-site **vehicle** and bicycle parking and loading shall be provided according to the standards set out in Section 7.0, except that:
 - a) the basic on-site parking requirement shall be 1 **vehicle parking space** for every 2 employees, plus 1 **vehicle parking space** for every **vehicle** customarily used in the operation of the **principal use**; and
 - b) The basic on-site loading requirement shall be:
 - i. 1 **loading space** per 1,858 m² or fraction thereof, of **buildings** and **structures**; and
 - ii. 1 **loading space** per 1,858 m² or fraction thereof, of outdoor **principal** and **secondary uses**.
2. Notwithstanding Section 23.18.10.1, a **loading space** shall be no smaller in area than 27.8 m².

23.18.11 Other Regulations

1. The following are prohibited from occurring on **sites** where **outdoor storage** is a **secondary use**:
 - a) **Outdoor storage** of wrecked or salvaged goods and materials;

- b) **Outdoor storage** of food products;
- c) **Outdoor storage** of goods or materials that are capable of being transmitted above, across or below a land or water surface due to the effects of weather;
- d) **Outdoor storage** of goods or materials that constitute a health, fire, explosion or safety hazard;
- e) Producing, discharging or emitting odiferous, toxic, noxious matter or vapours, effluents, heat, glare, radiation, noise, electrical interference or vibrations; or
- f) Outdoor servicing of **vehicles** or equipment.

2. In addition to the regulations listed above, the General Development Regulations of Section 4.0 and the Specific Use Regulations of Section 5.0 apply."

2. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, as amended, is further amended by designating that portion outlined in bold on "Schedule A attached to and forming part of Bylaw 9994" as "**Light Industrial (ZI18) – Shell Road (West Cambie)**".

3. This Bylaw may be cited as "**Richmond Zoning Bylaw 8500, Amendment Bylaw 9994**".

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

MINISTRY OF TRANSPORTATION AND
INFRASTRUCTURE APPROVAL

ADOPTED

MAYOR

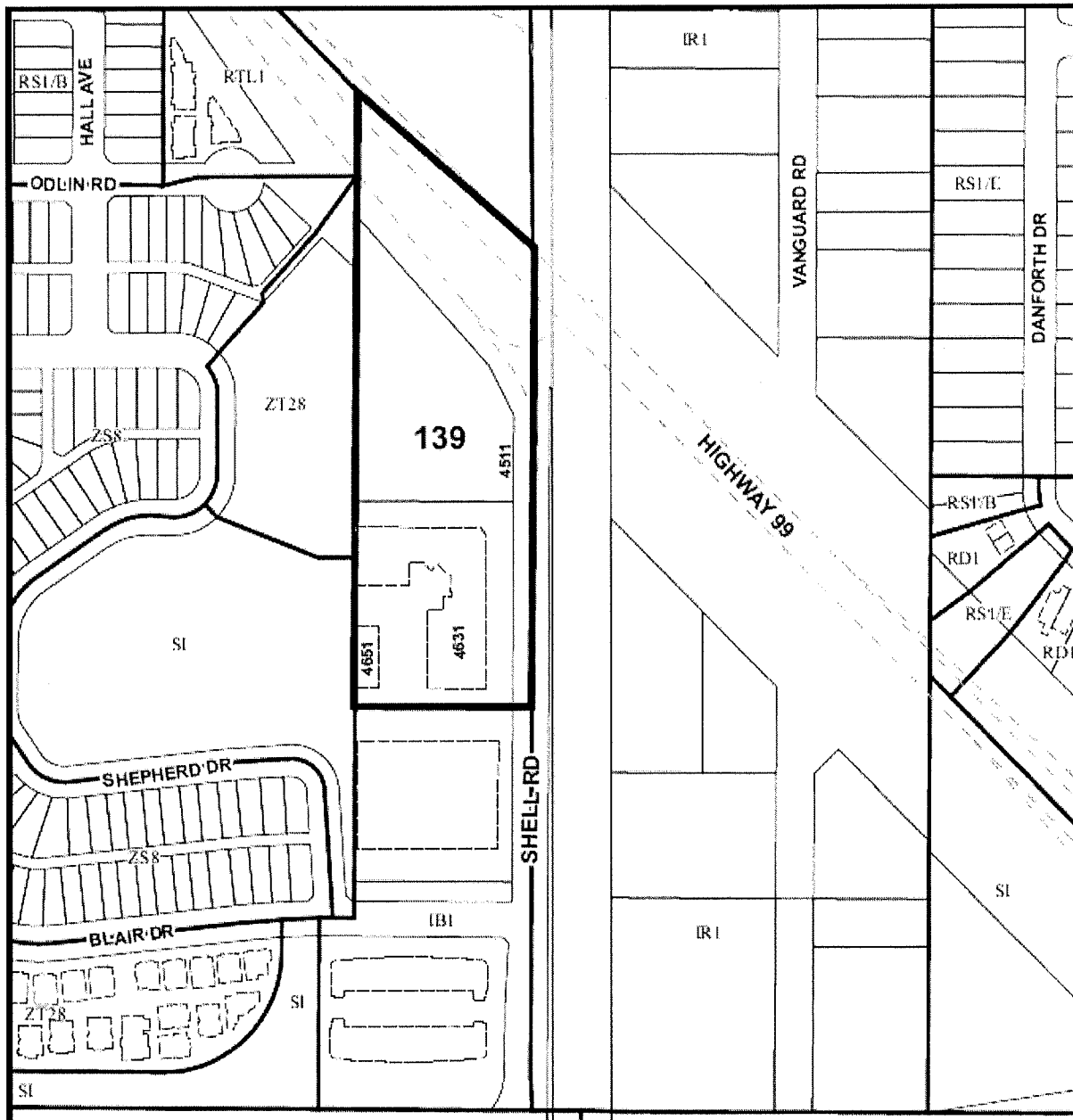
CORPORATE OFFICER

CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 

Schedule A attached to and forming part of Bylaw 9994



City of
Richmond



Bylaw 9994
Schedule "A"

Original Date: 01/14/19

Revision Date:

Note: Dimensions are in METRES

CNCL - 401



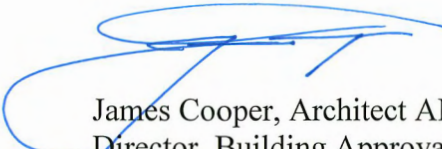
City of Richmond

Report to Committee

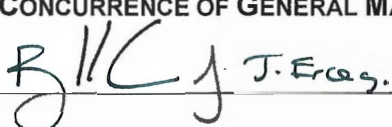

To: Planning Committee
From: James Cooper, Architect AIBC
Director, Building Approvals
Date: March 19, 2019
File: 12-8360-01/2019-Vol
01
Re: Update on Salvage of Building Materials and Structural Relocation of Houses

Staff Recommendations:

1. That Richmond Building Regulation Bylaw 7230, Amendment Bylaw No. 10013, which adds Section 5.4.3 and Section 12.1.2, identified in the report titled "Update on Salvage of Building Materials and Structural Relocation of Houses" dated March 19, 2019 from the Director, Building Approvals, be introduced and given first reading.


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

Att.1

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Development Applications	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
Environmental Programs	<input checked="" type="checkbox"/>	
Law	<input checked="" type="checkbox"/>	
Corporate Communications	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: CJ	APPROVED BY CAO 

Staff Report

Origin

Following Council endorsement of the House Move and Salvage Program at the end of 2017 the following referral was passed:

That Council endorses measures to encourage the relocation of existing houses and salvage of building materials from sites scheduled for demolition, and for staff to report back on progress and achievements.

This report is in response to the above referral to provide information on the measures taken to support Council directives to encourage the relocation of existing houses and salvage of building materials prior to building demolition.

Background

Following Council adoption of the House Move and Salvage Program, staff streamlined the regulatory process, carried out consultation with City departments with a role in permitting house moves, and appointed a House Move and Salvage Coordinator to a temporary position to implement the program as advised by Council.

Findings of Fact

To encourage the public to salvage building materials or relocate existing houses that are scheduled for demolition, the following measures were implemented:

1. A streamlined application process was created for applicants to obtain a “Move a Building” Permit.
 - a. The new application process organizes various department approvals within a singular process, parallel to the application review process of a Demolition Permit. Previously, a permit to relocate a house would require an applicant to submit separate applications to multiple departments (i.e. Transportation, Richmond Fire and Rescue, Engineering, Sustainability and Building) and agencies (i.e. Utilities, Telecommunications) who each had separate application review procedures.
2. Informational and promotional materials have been widely distributed to potential applicants.
 - a. An information pamphlet describing Program benefits and process is distributed to all persons inquiring about demolition permits and is available at the front counter and on the City website.
 - b. The Demolition Permit information pamphlet also references the House Move and Salvage Program as an alternative to demolition.
3. A customized webpage for the House Moving and Salvage Program on the City website was launched in February 2018. (Attachment 1).

- a. The webpage provides the following information:
 - Benefits of moving or salvaging a house vs. demolition;
 - Explanation of the House Moving and Salvage Program;
 - Application form for owners to register their house in the program;
 - Photos, taken by staff, of houses currently available to move or salvage;
 - Information on application process for Move a Building Permit;
 - Application form for Move a Building Permit;
 - Potential fees associated with the Move a Building Permit;
 - Frequently Asked Questions; and
 - Contact information for the House Moving and Salvage Coordinator
 - b. The webpage is available at the following link:
<https://www.richmond.ca/plandev/building/demomoveandsalvage.htm>
4. Public Outreach and regular communication with public stakeholders.
- a. City staff led public outreach through information sessions to major regional house moving companies, the Urban Development Institute (UDI), and the Richmond Small Builders Group to promote the program and share information on potential houses available for relocation.
 - b. The same information has been made available to building materials salvaging companies such as Habitat for Humanity's ReStore, and Surrey New and Used.
 - c. Staff led discussions with the Chief of the Sts'ailes First Nations Group to encourage them to consider relocating and repurposing houses listed on the webpage in order to support affordable housing options.
 - d. The program also established close coordination with the Development Applications Department to identify potential houses that may be made available through Rezoning and Development Permits providing sufficient lead time for marketing for house move prior to demolition.
 - e. Building Approvals has also established coordination with Corporate Communications to further raise public awareness of the program through media releases, posts on social media and other communications.

Positive Reception of House Move and Salvage Program

The House Move and Salvage Program successfully provides a streamlined regulatory process and supporting infrastructure for the public to consider house moving and/or salvaging of building materials as alternatives to demolition.

The Program has been endorsed by two of the main regional house moving companies, Nickel Brothers and Supreme Structural Transport Ltd., who actively use the Program webpage and engage staff on a regular basis on potential opportunities for house moves. The House Move and Salvage Coordinator receives regular inquiries from builders and home owners interested in considering house move as an alternative to demolition. Applicants for demolition permits for houses are regularly registering their houses with the Program; resulting in photographs and contact information of available houses viewable by the public at any given time.

Analysis

During this first year of the program's operation, there have been challenges affecting potential house moving. As expected, structural soundness and whether the building is built on crawlspace determines largely whether a house is a candidate for moving. Other factors encountered include proximity to suitable transportation routes, obstructions such as boulevard trees, access to barge sites, marketability and condition of houses, rising costs of moving and renovations, downturn in single family dwelling construction, insufficient lead times to arrange for moves and lack of storage areas in the City. In addition to above factors, the opinion of industry is that current market conditions are not favorable for whole house salvage, although there is a market for interior items such as cabinets, fixtures, furnaces, water heaters, railings, doors and appliances.

In response to these challenges, Building Approvals staff have continuously refined and augmented the initial process in efforts to improve opportunities for move and salvage. These include:

1. Identifying potential houses for moving sufficiently in advance of scheduled demolition through engaging owners at the development approval and building permit application stages.
2. Including interior photographs of houses available for move or salvage to identify potential interior elements that are readily marketable for salvaging purposes.
3. Continuing to engage building groups and the house moving industry through reviewing and addressing current factors challenging the relocation of houses.
 - a. Staff is currently in discussion with Nickel Brothers and the owner to facilitate a potential house move on Sorrel Drive that is otherwise scheduled for future demolition.

Observable Increased Interest in Relocation of Houses and Salvaging of Building Materials

Staff has observed an attitudinal shift in building culture towards re-use and repurposing as there is growing awareness of alternatives to demolition. Indications include steadily increasing inquiries and interests from builders' groups and the following recent examples.

- Staff mediated a move-onto foundation on a River Road property whereby a house sourced from North Vancouver was moved onto a permanent site. This is indicative of awareness by industry to find an economic solution by reuse of a structurally sound, existing structure to preserve its imbued materials and energy.
- Staff has received a proposal from a builders' group to establish, by their efforts, a depot for storage and free public distribution of building materials sourced from over supply at the end of construction. Although this would be a site that would be administered by the builders' group and not involve City property, staff is in consultation to coordinate efforts with the City's House Move and Salvage Program.

The above noted observations support staff recommendation to continue operation of the House Move and Salvage Program to further encourage the relocation of existing houses and salvaging of building materials. Despite the temporary Coordinator position having expired, the program is now beyond start up and can be administered by current staff.

The increased awareness and attitudinal shift of the building industry toward improved waste management practices is due to Council's foresight in promoting building re-use as well as minimum recycling requirements under the City's Demolition Waste and Recyclable Materials Bylaw 9516. These are measures that support advancement toward a more circular economy whereby resources are used as long as possible in efforts to minimize waste.

Recommended Changes to City of Richmond Building Regulation Bylaw 7230

Staff proposes Richmond Building Regulation Bylaw 7230, Amendment Bylaw 10013 in order to introduce an extended period of time for salvaging of building materials and alternative deconstruction for demolition. Currently, our process requires that a Building Permit is secured within 60 days after notice that it is ready for issuance, with penalties incurred after 30 days of not doing so.

One of the prerequisites for securing the permit for building a house is the removal of the existing structure contributing to an unintended urgency to demolish. In order to promote salvage for material reuse, it is our intention to allow a defined, adequate time period enabling demolition using deconstruction to source reusable materials. It is anticipated that given adequate time, many more opportunities for materials salvage will emerge.

Financial Impact

There is no financial impact.

Conclusion

This report provides information in support of Council's referral to encourage the relocation of existing houses and salvaging of building materials prior to demolition. The relocation of existing houses and salvaging of building materials in lieu of demolition represents the higher levels of recycling of through reuse, making building practices more sustainable.

The House Move and Salvage Program has been in operation for over a year and staff have noted positive changes and increased interest for alternatives to demolition from the public and building community. As program development is complete and operational, the Program has become integrated into the regular function and activities of the Building Approvals Department, requiring less staff time to maintain the web content and respond to inquiries.

The House Move and Salvage Program will continue under the administration of Building Approvals staff along with continued consultation and innovation with stakeholders to encourage house moving and salvage of building materials from existing structures prior to demolition.

Accordingly, staff have identified opportunities within the program to further encourage sustainable building practices. On this basis, staff will recommend the following:

1. That *Richmond Building Regulation Bylaw 7230, Amendment Bylaw 10013* be introduced and given first reading.




Rozina Merchant, P. Eng.
Code Engineer, Building Approvals
(604) 276-4356




Serena Trachta, Architect AIBC
Manager, Building Approvals
(604) 204-8515

JC:rm

Att. 1: Picture of House Moving and Salvage Program Webpage





[Discover Richmond](#)
[Parks, Trails & Cycling](#)
[Recreation & Community Centres](#)
[Sport & Event Hosting](#)
[Arts, Culture & Heritage](#)

[City Hall](#)
[City Services](#)
[Planning, Building & Development](#)
[Sustainability & Environment](#)
[Business & Local Economy](#)
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Demolition, Moving or Salvage Program

Are you planning to demolish your house? Think again.

House Moving and Salvage Program

About

In an effort to minimize the demolition of livable houses as well as expand on the City's Demolition Waste Recycling initiative, the City of Richmond encourages homeowners to post their houses on the City's House Moving and Salvage List for the purpose of offering to move or salvage their house, prior to applying for a demolition permit.



Implementation

Homeowners wishing to demolish their house will be able to list their properties on the City website. This information will be viewable by the public for 60 days and will allow house moving and materials salvaging companies to contact homeowners for potential moving or salvaging opportunities.

See: [House Moving and Salvage Program](#) brochure to find out more information.

[Browse the list of houses available to move](#)

For information on a house, email housemoveandsalvage@richmond.ca.

Post Your House for Move or Salvage

To post your house for move or salvage, please complete the electronic form and waiver [Consent to Disclosure of Information](#) and email it to housemoveandsalvage@richmond.ca

Privacy of Information

The information posted to the City of Richmond's website is public information, and the City of Richmond cannot control or prevent the further distribution or use of such information by those who access the information. Accordingly, we encourage homeowners to consider the detail of information they choose to display about the property and the provided contact information. Any personal information that is collected on this website will be managed in accordance with the Freedom of Information and Protection of Privacy Act. Subject to the City's compliance with the Freedom of Information and Protection of Privacy Act, the City is not responsible for the use of publicly shared information.

Popular Topics

- [Affordable Housing Strategy](#)
- [Official Community Plan](#)

Related Topics

- [City Bylaws](#)
- [Planning Committee](#)
- [Business & Local Economy](#)

Related Links

- [TransLink](#)
- [Canada Line](#)
- [Ministry of Transportation](#)
- [Agricultural Land Commission](#)
- [Metro Vancouver \(GVRD\)](#)
- [BC Building Code](#)
- [Before You Dig](#)
- [Technical Safety BC](#)



**Building Regulation Bylaw No. 7230,
Amendment Bylaw No. 10013**

The Council of the City of Richmond enacts as follows:

1. *Building Regulation Bylaw No. 7230*, as amended, is further amended by:

- a)* adding a new section 5.4.3 as follows:

5.4.3 If a **building permit** for the salvage of building materials has been issued for a property pursuant to subsection 12.1.2, then the time periods set out in section 5.4.1(b) and 5.4.2(b) for a **building permit** application for plan review related to such property may be extended by the **building inspector** for such amount of time as the **building inspector** determines is required to accommodate the salvage activities.

- b)* adding a new section 12.1.2 as follows:

12.1.2 Salvage for **reuse** of building materials from an existing **building** or **structure** that is to be demolished requires a **building permit**. In addition to any other conditions prescribed by this bylaw, the issuance of such a **building permit** will require the applicant to satisfy the same conditions as those required for a **building permit** for demolition, and to submit a certificate, in the form prescribed by the **building inspector**, confirming that all hazardous materials have been removed from the **building** or **structure**. The amount of salvaged material will be considered as contributing to the required recycled content as required by the *Demolition Waste and Recyclable Materials Bylaw 9516*.

- c)* adding the following definition, in alphabetical order, in section 16.1:

REUSE means the use of previously used building materials for the types of use referenced in the **building code**.

2. This Bylaw is cited as “*Building Regulation Bylaw No. 7230, Amendment Bylaw 10013*”.

FIRST READING

SECOND READING

THIRD READING

LEGAL REQUIREMENTS SATISFIED

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept.
<i>[Signature]</i>
APPROVED for legality by Solicitor
<i>BRB</i>

MAYOR

CORPORATE OFFICER



CNCL - 411



City of Richmond

David Patterson, Director of Donor Relations

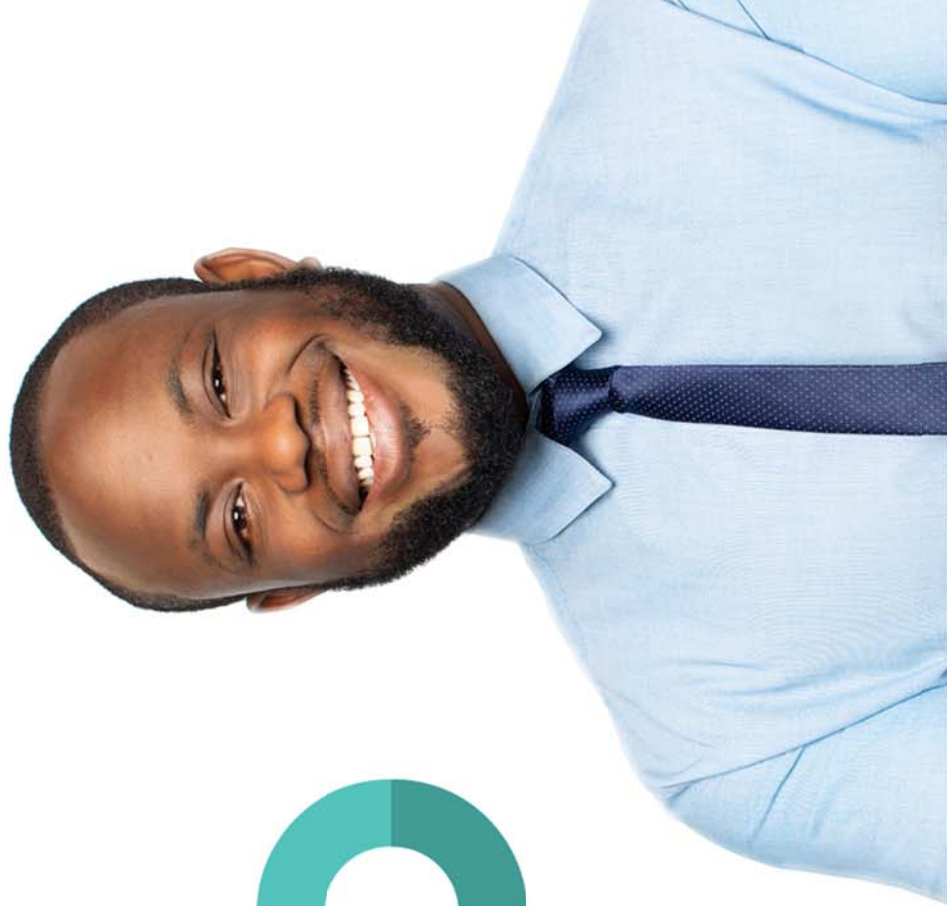
Karen Garcia, Territory Manager

April, 2019





CNCL - 412



**Blood
for Life**

**Plasma
for Life**

**Stem Cells
for Life**

**Organs & Tissues
for Life**

**We need to increase whole blood
donors in Richmond to meet hospital
patients needs.**

**Martin was
diagnosed with 2
rare forms of cancer
shortly after his
30th birthday.**

Martin, Blood Recipient



100+ blood donations

Melanie, Blood Donor



CNCL - 415

Blood Donations in Richmond in 2018

1,290

- Units collected from Richmond blood donation events.

2017: 1900 units
2016: 1600 units

4,586

- Units shipped to Richmond General Hospital
- We also supply:
 - *Cryo Precipitate*
 - *Plasma*
 - *Platelets*

2017: 3600 units
2016: 3300 units

Richmond Blood Donation Events (2019)

3 locations:

St. Paul's Parish:

- April 26
- July 19
- October 11

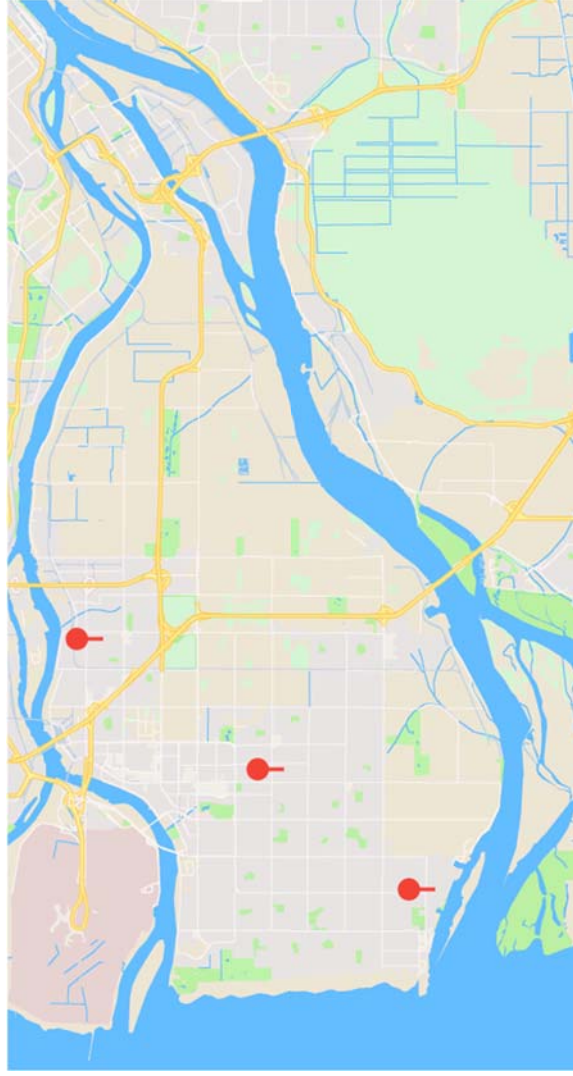
Tomekichi Homma Elementary School:

- June 8
- August 31
- November 23

Peace Mennonite Church:

- June 26
- September 18
- December 11

CNCL - 417



How can you help?

- Overall Advocacy & Support of new donor growth in Richmond,
 - Messaging opportunities in City buildings,
 - School Board support for High school recruitment
 - Support to establish Municipal employees Blood donor Program
- Acknowledgement of National Blood Donor Week in Canada (June 10 to 16)
 - Proclamation from the City of Richmond
 - Council attendance at a media event (June 8 at Tomekichi Homma Elementary) to thank donors and encourage residents to donate

CNCL - 418



Together, we are Canada's lifeline.





City of Richmond

Report to Council

To: Richmond City Council

Date: April 2, 2019

From: John Irving
Chair, Development Permit Panel

File: 01-0100-20-DPER1-
01/2019-Vol 01

Re: Development Permit Panel Meeting Held on February 27, 2019

Staff Recommendation

That the recommendation of the Panel to authorize the issuance of a Development Permit (DP 18-825006) for the property at 9455 and 9533 Bridgeport Road be endorsed, and the Permit so issued.

John Irving
Chair, Development Permit Panel
(604-276-4140)

SB:blg

Panel Report

The Development Permit Panel considered the following item at its meeting held on February 27, 2019.

DP 18-825006 – IBI GROUP ARCHITECTS (CANADA) INC.
– 9455 AND 9533 BRIDGEPORT ROAD
(February 27, 2019)

The Panel considered a Development Permit application to permit the construction of two hotels on sites zoned “Light Industrial, Office and Hotel (ZI10) – Bridgeport Village (City Centre)”. No variances are included in the proposal.

The original Development Permit for the site, including two hotel buildings and one office building was approved by Council on September 11, 2017. This subject Development Permit application will not impact the architectural form and character of the office building approved as of the original Development Permit.

Architect, Martin Bruckner, of IBI Group Architects, Inc., and Landscape Architect, Mark van der Zalm, of van der Zalm Associates Inc. provided a brief presentation, noting:

- A Development Permit was previously issued for the proposed two hotels and the adjacent business centre building; however, the current application is requested to allow design modifications to the two hotel buildings to meet the requirements of the hotels’ operator.
- The proposed modifications to the two hotels include minor changes to the external design of buildings, parking, loading and recycling areas, tree retention and landscaping.
- The Hotel 1 (east hotel) is proposed to increase in height from 9 to 10 storeys, while the height of Hotel 2 (west hotel) remains at 12 storeys.
- While the overall design of the two hotel buildings continues to be similar and the building design differences remain generally the same, the revised design has reduced the use of exposed concrete and metal panels and increased the amount of glazing.
- Lighting elements have been added to the hotel buildings to improve the public realm and enhance the prominence of the buildings; however, lighting levels will be able to be adjusted as a condition of Building Permit issuance.
- Modifications to the original landscaping include, among others: (i) the use of a more reflective paving material for the new north-south road to reduce heat island effect; (ii) additional planting of trees and other plant materials on-site; and (iii) the addition of comprehensive irrigation to the landscape plans.
- The proposal continues to provide, among others, bicycle parking, designated bus layby parking, amenity spaces in the hotels’ interior, Live green roofs which can support small shrubs, a tree retention area which will be enlarged, and lighter grade permeable paving for the parking spaces.

Staff noted that: (i) the Servicing Agreement associated with the original Development Permit includes frontage works to Bridgeport Road and Beckwith Road and design coordination with the north-south road through the site; (ii) the tree retention area on the northeast corner of the site includes the retention of a stand of 10 trees; (iii) the tree retention area is expected to be expanded as part of the rezoning application which is currently under review for 9250 Beckwith Road; (iv) there was consultation with the Ministry of Transportation and Infrastructure (MOTI) as Bridgeport Road is under the administration and control of MOTI; (v) through the construction process, additional permits will be required from MOTI, as well as Kinder Morgan related to jet fuel line; and (vi) the project has been designed to meet LEED Silver version 4 equivalent standards and ready for future connection to a District Energy Utility (DEU) facility.

In response to Panel queries, the design team noted that: (i) a parkade is provided within the business centre in addition to on-site surface parking spaces for shared use between the two hotels and the business centre; (ii) each hotel is self-sufficient in terms of amenities provided; (iii) on-site surface parking spaces and the parkade within the business centre are for shared use between the two hotels and the business centre; (iv) the tree retention area will be protected and monitored during project construction; (v) a sod boulevard, concrete sidewalk, and layered planting of trees and shrubs provide an interface to Bridgeport Road; (vi) no pedestrian access is provided along Bridgeport Road other than the publicly accessible pedestrian walkways on both sides of the main site entry at the new north-south road; (vii) no speed bumps are currently proposed for the 24 ft. wide north-south road as its scored concrete paving treatment provides a traffic calming feature; and (viii) 10 percent of on-site surface parking stalls will be provided with electric vehicle charging.

In response to a Panel query, staff noted that there is no requirement for electric vehicle charging for the subject site as the City's Zoning Bylaw requires the provision of electric vehicle charging only for residential units and not for commercial uses.

Mr. Popazivanov addressed the Panel: (i) requesting clarification regarding the location of the main access to the subject site, noting that both Beckwith Road and Bridgeport Road are currently experiencing heavy vehicular traffic; (ii) expressing concern regarding congestion of Beckwith Road with vehicle parking related to commercial developments in the area; (iii) questioning whether the proposed development is necessary considering the presence of existing hotels in the area; (iv) expressing concern regarding potential to worsen existing vehicular traffic and parking on Beckwith Road; and (v) expressing concern regarding potential shadowing of his property and damage to his property caused by pre-construction activities.

Todd Harris addressed the Panel, expressing concern regarding: (i) the use of Beckwith Road to access the subject site during construction posing a safety concern for pedestrians; (ii) health concern related to airborne dust and other debris generated by construction activities; and (iii) damage to his property such as cracked concrete floors as a result of ground shaking generated by pre-construction activities in the subject site. Mr. Harris: (i) queried whether a sprinkler system could be installed on the subject site to mitigate the impact of dust pollution during project construction especially during the dry season; and (ii) suggested that speed bumps be installed on the proposed north-south road as a traffic calming measure for speeding vehicles accessing the north-south road to get onto Beckwith Road.

In response to the concerns raised by Mr. Popazivanov and Mr. Harris, the Chair advised that their construction-related concerns are covered by relevant City bylaws and outside the jurisdiction of the Panel; however, they could be assisted by appropriate City staff to address their constructed-related concerns.

With regard to vehicular traffic concerns on Beckwith Road and Bridgeport Road, staff noted that: (i) a traffic volume and traffic impact assessment was conducted as part of the original rezoning application for the subject site and the applicant has demonstrated that there is sufficient capacity for adjacent road networks to handle traffic to be generated from the subject site; (ii) there will be improvements on Beckwith Road and Bridgeport Road including road widening along the frontage of the subject site; (iii) the sidewalk along the subject site's Beckwith Road frontage will extend eastward up to the driveway on Airport Gateway Plaza to the east of the subject site; (iv) there are currently no parking restrictions on Beckwith Road; however, the City's parking bylaw prohibits parking in front of private residences for more than three hours during the day; and (v) the City's Community Bylaws Department is aware of parking concerns on Beckwith Road.

With regard to the proposal to install speed bumps on the new north-south road, staff advised they would work with the applicant to ensure that speed bumps will be included in the road design prior to Council consideration of the subject Development Permit application.

With regard to the query regarding access to the subject site, staff advised that all driveway access to the subject site will be from the new north-south road.

With regard to parking concerns on Beckwith Road, staff advised that: (i) 107 surface parking stalls and 70 parking stalls in the parkade within the business centre building are provided for the two hotels; (ii) a total of 436 parking spaces are provided for the overall development, including the office building; and (iii) staff will refer the proposal for a residents' only parking restriction on Beckwith Road to the City's Transportation Division for their consideration.

With regard to potential shadowing on adjacent properties along Beckwith Road, Mr. Bruckner reviewed the shadow impact study provided by the applicant.

The Panel noted that the shadow diagrams may not be accurate and directed staff to review the shadow study and confirm whether the shadows beyond the hotel will not extend beyond Beckwith Road.

In response to a query from the Panel, the project's contractor acknowledged that: (i) access to the hotel sites during construction is from Bridgeport Road; and (ii) the business centre building site is accessed from Beckwith Road during construction.

Correspondence was submitted to the Panel regarding the Development Permit application. Staff summarized the concerns expressed by neighbouring residents, noting that majority of their concerns are related to traffic, parking and construction-related impacts.

The Panel expressed support for the project, noting that: (i) appropriate City staff could assist residents on construction-related impacts; (ii) the developer and contractor are expected to adhere to construction-related bylaws and address construction-related impacts to neighbouring properties; (iii) speed bumps could be installed on the new north-south road as a traffic calming measure; (iv) more accurate shadow diagrams need to be provided by the applicant to address shadowing concerns; (v) parking provision for the proposed development is adequate as confirmed by the traffic study; and (vi) minor changes to the original design of the project including landscaping meet the City's requirements.

In addition, the Panel expressed appreciation for: (i) the form and character of the proposed development; (ii) the proposed colour scheme; (iii) the proposed landscaping including the provision of green roofs; and (iv) the applicant's response to address the City's concerns regarding the proposed development.

Subsequent to the meeting, the applicant provided revised plans: (i) confirming 10 percent of on-site surface parking stalls will be provided with electric outlets able to support electric vehicle charging equipment; (ii) including on-site speed humps, 20km/h speed limit signage and stop signs along the north-south internal road at strategic locations in consultation with City transportation staff; and (iii) corrected shadow analysis confirming that the proposed hotel buildings will not cast shadows on Beckwith Road. In addition: (i) signage has been installed by the City along the full adjacent block of Beckwith Road identifying 3-hour limit for non-resident parking; and (ii) City staff have worked with the applicant to limit to the greatest extent possible the amount of construction traffic proposed to use Beckwith Road during the construction of the adjacent Business Centre Building at 9466 Beckwith Road.

The Panel recommends the Permit be issued.