



City Council

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

**Monday, April 9, 2018
7:00 p.m.**

Pg. # ITEM

MINUTES

1. *Motion to:*

- (1) *adopt the minutes of the Regular Council meeting held on March 26, 2018 (distributed previously); and*
- (2) *receive for information the Metro Vancouver 'Board in Brief' dated March 23, 2018.*

CNCL-10

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AGENDA ADDITIONS & DELETIONS

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.

4. *Motion to rise and report.*



RATIFICATION OF COMMITTEE ACTION

CONSENT AGENDA

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

CONSENT AGENDA HIGHLIGHTS

- Receipt of Committee minutes
- Richmond Canada 150 Storm and Sanitary Sewer Access Cover Design Concepts
- Draft 2018-2021 Volunteer Management Strategy
- 2017 Richmond Film Office Annual Report
- Proposed Amendment to Public Health Protection Bylaw No. 6989 Regarding Smoking and Vapour Product Use
- Annual Development Cost Charges Bylaw Amendment
- Housing Agreement Bylaw No. 9850 to Permit the City of Richmond to Secure Affordable Housing Units at 9211/9251/9271/9291 Odlin Road (Polygon Berkeley)
- Land use applications for first reading (to be further considered at the Public Hearing on May 22, 2018):
 - 3551, 3571, 3591, 3611, and 3631 Sexsmith Road – Rezone from RS1/F to RCL4 (Polygon Development 218 Ltd. – applicant)
- Proposed Official Community Plan (City Centre Area Plan) Amendment at 6551 No. 3 Road (Richmond Centre South Redevelopment Plan) – Request to Endorse an Applicant-Led Public Consultation Process

5. *Motion to adopt Items No. 6 through No. 14 by general consent.*



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Consent
Agenda
Item

6. COMMITTEE MINUTES

That the minutes of:

- CNCL-21 (1) the **Parks, Recreation and Cultural Services Committee** meeting held on March 27, 2018;
- CNCL-27 (2) the **General Purposes Committee** meeting held on April 3, 2018;
- CNCL-42 (3) the **Finance Committee** meeting held on April 3, 2018; and
- CNCL-44 (4) the **Planning Committee** meeting held on April 4, 2018;
- be received for information.*



Consent
Agenda
Item

7. RICHMOND CANADA 150 STORM AND SANITARY SEWER ACCESS COVER DESIGN CONCEPTS

(File Ref. No. 11-7000-09-20-100) (REDMS No. 5768549)

CNCL-103

See Page CNCL-103 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

That the four artwork concepts for storm and sanitary sewer access covers as detailed in the staff report titled “Richmond Canada 150 Storm and Sanitary Sewer Access Cover Design Concepts,” dated March 7, 2018, from the Director, Arts, Culture and Heritage Services, be endorsed.



Consent
Agenda
Item

8. DRAFT 2018-2021 VOLUNTEER MANAGEMENT STRATEGY

(File Ref. No. 05-1875-01) (REDMS No. 5753189 v.13)

CNCL-109

See Page CNCL-109 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

- (1) *That the recommended draft 2018-2021 Volunteer Management Strategy presented as Attachment 1 within the staff report titled “Draft 2018-2021 Volunteer Management Strategy,” dated March 13, 2018, from the General Manager, Community Services, be endorsed for the purpose of seeking stakeholder feedback on the Strategy;*
- (2) *That the final 2018-2021 Volunteer Management Strategy, including the results of the stakeholder consultation, be reported back to the Parks, Recreation Cultural Services Committee at a later date.*



Consent
Agenda
Item

9. **2017 RICHMOND FILM OFFICE ANNUAL REPORT**

(File Ref. No. 08-4150-09-01) (REDMS No. 5715218 v.4)

CNCL-188

See Page CNCL-188 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE
RECOMMENDATION

- (1) *That the staff report titled “2017 Richmond Film Office Annual Report”, dated March 7, 2018, from the Director, Arts, Culture and Heritage Services, be received for information; and*
- (2) *That a communications plan be developed and implemented to provide ongoing information to the public about the level of filming activity within Richmond and its benefits to the community.*



Consent
Agenda
Item

10. **PROPOSED AMENDMENT TO PUBLIC HEALTH PROTECTION
BYLAW NO. 6989 REGARDING SMOKING AND VAPOUR
PRODUCT USE**

(File Ref. No. 12-8060-20-009830) (REDMS No. 5548809 v. 26)

CNCL-194

See Page CNCL-194 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That Public Health Protection Bylaw No. 6989, Amendment Bylaw No. 9830, be introduced and given first, second, and third readings, as detailed in the staff report titled “Proposed Amendment to Public Health Protection Bylaw No. 6989 Regarding Smoking and Vapour Product Use,” dated March 16, 2018, from the General Manager, Community Services;*
- (2) *That \$25,000 be approved from the Council Community Initiatives Account for the creation and production of public educational materials to inform the public and organizations on the changes to Richmond’s smoking prohibitions, as detailed in the staff report titled “Proposed Amendment to Public Health Protection Bylaw No. 6989 Regarding Smoking and Vapour Product Use,” dated March 16, 2018, from the General Manager, Community Services;*

- (3) *That the 5 Year Financial Plan (2018-2022) be amended accordingly to reflect the foregoing recommendations, as detailed in the staff report titled “Proposed Amendment to Public Health Protection Bylaw No. 6989 Regarding Smoking and Vapour Product Use,” dated March 16, 2018, from the General Manager, Community Services;*
- (4) *That all affiliated community organizations that use public parks and school grounds be informed by letter of the foregoing recommendations, as detailed in the staff report titled “Proposed Amendment to Public Health Protection Bylaw No. 6989 Regarding Smoking and Vapour Product Use,” dated March 16, 2018, from the General Manager, Community Services; and*
- (5) *That Richmond School District No. 38 be informed by letter of the foregoing recommendations, as detailed in the staff report titled “Proposed Amendment to Public Health Protection Bylaw No. 6989 Regarding Smoking and Vapour Product Use,” dated March 16, 2018, from the General Manager, Community Services.*



Consent
Agenda
Item

11. **ANNUAL DEVELOPMENT COST CHARGES BYLAW AMENDMENT**

(File Ref. No. 03-0900-01; 12-8060-20-009844) (REDMS No. 5771258 v. 3; 5773198)

CNCL-231

See Page CNCL-231 for full report

FINANCE COMMITTEE RECOMMENDATION

- (1) *That the proposed Development Cost Charges Imposition Bylaw No. 9499, Amendment Bylaw No. 9844 be introduced and given first reading; and*
- (2) *That the report titled “Annual Development Cost Charges Bylaw Amendment” dated March 13, 2018 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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12. **HOUSING AGREEMENT BYLAW NO. 9850 TO PERMIT THE CITY OF RICHMOND TO SECURE AFFORDABLE HOUSING UNITS AT 9211/9251/9271/9291 ODLIN ROAD (POLYGON BERKELEY)**

(File Ref. No. 08-4057-05; 12-8060-20-009850) (REDMS No. 5782536; 5771223)

CNCL-238

See Page CNCL-238 for full report

PLANNING COMMITTEE RECOMMENDATION

That Housing Agreement (9211/9251/9271/9291 Odlin Road) Bylaw No. 9850 be introduced and given first, second and third readings to permit the City to enter into a Housing Agreement substantially in the form attached hereto, in accordance with the requirements of section 483 of the Local Government Act, to secure the Affordable Housing Units required by the Rezoning Application RZ 17-778596.



Consent
Agenda
Item

13. **APPLICATION BY POLYGON DEVELOPMENT 218 LTD. FOR REZONING AT 3551, 3571, 3591, 3611, AND 3631 SEXSMITH ROAD FROM SINGLE DETACHED (RS1/F) TO RESIDENTIAL/LIMITED COMMERCIAL (RCL4)**

(File Ref. No. 12-8060-20-009836; RZ 17-778835) (REDMS No. 5741270; 5773064)

CNCL-263

See Page CNCL-263 for full report

PLANNING COMMITTEE RECOMMENDATION

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9836, which makes minor amendments to the “Residential/Limited Commercial (RCL4)” zone specific to 3551, 3571, 3591, 3611, and 3631 Sexsmith Road and rezones 3551, 3571, 3591, 3611, and 3631 Sexsmith Road from “Single Detached (RS1/F)” to “Residential/Limited Commercial (RCL4)”, be introduced and given first reading.



Consent
Agenda
Item

14. **PROPOSED OFFICIAL COMMUNITY PLAN (CITY CENTRE AREA PLAN) AMENDMENT AT 6551 NO. 3 ROAD (RICHMOND CENTRE SOUTH REDEVELOPMENT PLAN) – REQUEST TO ENDORSE AN APPLICANT-LED PUBLIC CONSULTATION PROCESS**

(File Ref. No. CP 16-752923) (REDMS No. 5779435 v. 4)

CNCL-323

See Page CNCL-323 for full report

PLANNING COMMITTEE RECOMMENDATION

That staff be authorized to oversee an applicant-led public consultation process with respect to possible changes to the City Centre Area Plan arising from the proposed Richmond Centre South Redevelopment Plan.



CONSIDERATION OF MATTERS REMOVED FROM THE
CONSENT AGENDA

NON-CONSENT AGENDA ITEM

GENERAL PURPOSES COMMITTEE

Mayor Malcolm D. Brodie, Chair

15. **APPLICATION BY ONNI DEVELOPMENT (IMPERIAL LANDING) CORP. FOR A ZONING TEXT AMENDMENT AT 4020, 4080, 4100, 4180, 4280 AND 4300 BAYVIEW STREET (FORMERLY 4300 BAYVIEW STREET) TO AMEND THE “STEVESTON MARITIME MIXED USE (ZMU12)” ZONE AND THE “STEVESTON MARITIME (ZC21)” ZONE**

(File Ref. No. RZ 13-633927, 12-8060-20-009062/9063) (REDMS No. 5770905 v. 2)

CNCL-357

See Page CNCL-357 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

Opposed: Cllrs. Day and Steves

- (1) *That the additional information identified in the staff report dated March 12, 2018, titled “Application by Onni Development (Imperial Landing) Corp. for a Zoning Text Amendment at 4020, 4080, 4100, 4180, 4280 and 4300 Bayview Street (formerly 4300 Bayview Street) to Amend the “Steveston Maritime Mixed Use (ZMU12)” Zone and the “Steveston Maritime (ZC21)” Zone” from the Director of Development be received for information; and*
- (2) *That the Application by Onni Development (Imperial Landing) Corp. for a Zoning Text Amendment at 4020, 4080, 4100, 4180, 4280 and 4300 Bayview Street (formerly 4300 Bayview Street) to amend the “Steveston Maritime Mixed Use (ZMU12)” Zone and the “Steveston Maritime (ZC21)” Zone be considered at the May 22, 2018 Public Hearing provided that the \$5.5 million amenity contribution be directed to be used for the Steveston Community Centre as provided in Rezoning Consideration #6.*



PUBLIC ANNOUNCEMENTS AND EVENTS

NEW BUSINESS

BYLAWS FOR ADOPTION

CNCL-375 Housing Agreement (3328 Carscallen Road and 3233 and 3299 Sexsmith Road) **Bylaw No. 9772**
Opposed at 1st/2nd/3rd Readings – None.



CNCL-396 Water Use Restriction Bylaw No. 7784, Amendment **Bylaw No. 9774**
Opposed at 1st/2nd/3rd Readings – None.



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CNCL-411

Traffic Bylaw No. 5870, Amendment **Bylaw No. 9816**
Opposed at 1st/2nd/3rd Readings – None.

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ADJOURNMENT

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For Metro Vancouver meetings on Friday, March 23, 2018

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 - Parks

MVRD Regional Park Land Disposition Agreement and Surrender of Sublease**APPROVED**

As part of the City of Abbotsford's withdrawal from the MVRD regional parks function, Metro Vancouver will sell and transfer, for nominal consideration, its interests in certain regional park lands and trails to the City of Abbotsford. The terms include a payment of \$1,050,000 to the City of Abbotsford which represents a return of park reserve fund contributions and transitional funding.

The Board:

- a) approved the MVRD Regional Park Land Disposition Agreement between the Metro Vancouver Regional District and the City of Abbotsford for the sale and transfer of certain regional park land and trails to the City of Abbotsford,
- b) approved the Surrender of Sublease between the Metro Vancouver Regional District, as Subtenant, and the Fraser Valley Regional District, as Sublandlord, to surrender the Sublease dated April 3, 2012 between the Subtenant and the Sublandlord,
- c) authorized the Chief Administrative Officer, on behalf of the Metro Vancouver Regional District, to enter into, execute and deliver both the Land Disposition Agreement and the Surrender Agreement;
- d) authorized staff to execute and deliver all such other agreements, instruments and documents as may be necessary to effect completion of the transactions contemplated by the Land Disposition Agreement and by the Surrender Agreement.

MVRD Regional Parks Service Reimbursement Agreement**APPROVED**

On February 23, 2018 the MVRD Board gave first, second and third reading to Amending Bylaw 1260 that initiates the withdrawal of the City of Abbotsford as a participant in the Regional Parks function. With the withdrawal of the City of Abbotsford from the MVRD Regional Parks service anticipated to be implemented on April 27, 2018, the City of Abbotsford will be responsible for their proportionate share of the costs associated with the 2018 MVRD Regional Parks service from January 1, 2018 to April 27, 2018.

MVRD will invoice the FVRD in the amount of \$281,520 representing the City of Abbotsford's proportionate costs in the MVRD regional parks function in 2018 for the period from January 1, 2018 to April 27, 2018. This amount will be collected as 'other revenue' in 2018 which will result in a

corresponding reduction in the tax requisitions to be apportioned to the remaining participating members.

The Board approve the MVRD Regional Parks Service Reimbursement between the Metro Vancouver Regional District and Fraser Valley Regional District and authorized the Chief Administrative Officer, on behalf of Metro Vancouver Regional District, to enter into, execute and deliver the MVRD Regional Parks Service Reimbursement Agreement.

Amended 2018 Regional Parks Budget and 2018 - 2022 Financial Plan

APPROVED

On February 23, 2018 the MVRD Board gave first, second and third reading to Amending Bylaw 1260 that initiates the withdrawal of the City of Abbotsford as a participant in the Regional Parks function.

The operational changes associated with the adoption of this Bylaw anticipated to occur on April 27, 2018, including the reduction in parks in the regional system and the withdrawal of the City of Abbotsford as a participant. This requires amendments to both the 2018 Regional Parks Budget and the 2018 – 2022 Financial Plan.

The MVRD Board approved the revised 2018 Regional Parks Budget as presented and endorsed the updated Regional Parks 2018 – 2022 Financial Plan.

Regional Parks Acquired Building Management Program – Special Meeting Summary

RECEIVED

The Board received for information a report summarizing a special meeting regarding the Regional Parks Acquired Building Management Program.

On June 7, 2017, staff led a discussion of building management and retention to provide the Regional Parks Committee an opportunity to discuss and provide direction to staff. This included:

- That the program should provide direction for all acquired buildings on regional parks sites;
- its principles should follow the Regional Parks Plan 2016 Vision of protecting natural areas and connecting people to nature;
- it should prevent future acquired building issues through an evaluation of a buildings age, designation, uses and condition; and
- provide direction for future building management.

The Acquired Building Management Program should apply to all existing and future acquired buildings, including both heritage and non-heritage designated buildings.

Metro Vancouver Regional District Disposition of Parkland within the Boundaries of the City of Abbotsford Bylaw No. 1256, 2018**APPROVED**

As part of the City of Abbotsford's withdrawal from the MVRD regional parks function, a bylaw was given three readings at the January 26, 2018 MVRD Board meeting, seeking disposal of and transfer of interests or rights and associated built assets in or with respect to Matsqui Trail Regional Park, portions of Sumas Mountain Interregional Park, and Glen Valley Regional Park.

Through the alternative approval process, no Elector Response Forms opposing the adoption of the Bylaw were received by the established deadline of March 12, 2018. As such, elector approval of the Bylaw has been obtained through the alternative approval process.

The Board passed and finally adopted Metro Vancouver Regional District Disposition of Parkland within the Boundaries of the City of Abbotsford Bylaw.

Metro Vancouver Regional District

Community Works Fund – 2018 Projects**APPROVED**

The Community Works Fund is delivered to all local governments in British Columbia through a direct annual allocation to support local eligible priorities. In April 2016, the MVRD endorsed the distribution of the Community Works Fund to areas within Electoral Area A based on population.

The Board approved funding from the Electoral Area A Community Works Fund for the following projects:

- Pedestrian and cycling improvements to the Wesbrook Mall and University Boulevard intersection up to \$424,925
- Green infrastructure to mitigate storm water impacts from climate change up to \$138,575

Electoral Area A Building Inspection Function Review**APPROVED**

The Greater Vancouver Regional District Electoral Area A Building Administration Bylaw was adopted in July 2006 and has not been amended since its adoption. Staff have identified a number of potential revisions, including language revisions, permit fees and timelines, and the bylaw service area that staff believe would improve the building inspection function for Electoral Area A. In addition, recent Provincial legislation (Bill 3 – 2015 Building Act) intended to create consistency of technical requirements for buildings across the Province is gradually introducing regulations that necessitate a review of the bylaw.

The Board directed staff to review the Electoral Area A building administration bylaw, including updating regulations, permit fees and service area boundaries.

Consultation Feedback Report: Proposed Amendments to the Non-Road Diesel Engine Emission Regulation Bylaw**RECEIVED**

Diesel particulate matter (DPM) emissions are a leading air quality threat to human health in Metro Vancouver, while also contributing to climate change and visibility impairment. In 2012, Metro Vancouver introduced the Metro Vancouver Regional District (MVRD) Non-Road Diesel Engine Emission Regulation Bylaw to target higher polluting non-road diesel engines as an initiative to improve air quality in the region.

There is need for an updated approach that changes the low-use registration requirements to improve compliance and the efficiency of the system, while maintaining the intent of reducing the use of higher polluting non-road diesel engines.

The Board received for information a report summarizing the feedback received by Metro Vancouver during the consultation on proposed amendments to the Greater Vancouver Regional District Non-Road Diesel Engine Emission Regulation Bylaw.

Electric Vehicle Charging Infrastructure Bylaws and Requirements**RECEIVED**

The Board received for information a report about existing municipal bylaws and policies within Metro Vancouver requiring electric vehicle charging infrastructure in new developments.

To support electric vehicle adoption, it will be critical to ensure widespread availability of charging infrastructure, especially in new multi-family residential developments. To date, six member jurisdictions (Richmond, Port Coquitlam, Vancouver, District of North Vancouver, City of North Vancouver and West Vancouver) have adopted requirements for electric vehicle charging infrastructure to be installed in new residential, and in some cases commercial, building developments.

2017 Canadian Zero Emissions Vehicle Survey in Metro Vancouver**RECEIVED**

The Board received for information a report with on research conducted in 2017 to understand the preferences and characteristics of the next wave of buyers of plug-in electric vehicles, which will be used to inform current and future work to increase the adoption of electric vehicles in Metro Vancouver.

Agricultural Land Soil Investigation Results**APPROVED**

Metro Vancouver and the Agricultural Land Commission initiated a study to investigate the land use outcomes of ALC applications for the placement of fill in the Agricultural Land Reserve. All fill ALC applications in the Metro Vancouver region from 2006-2016 were reviewed and evaluated by a soil consultant.

The Board agreed to send a letter to the BC Minister of Agriculture requesting that the 11 recommendations, as noted in the report, be considered as part of the review to revitalize the Agricultural Land Reserve and the Agricultural Land Commission, and will forward the report to Metro Vancouver member local jurisdictions.

Transit-Oriented Affordable Housing Study Phase 2: Exploring New Supportive Tools**RECEIVED**

The Board received for information a report summarizing Transit-Oriented Affordable Housing Study Phase 2. This phase will advance information and knowledge to practitioners and decision-makers about the effectiveness and applicability of a set of tools to catalyze the construction of transit-oriented affordable rental housing units on a much wider scale in the Metro Vancouver region. The proposed tools are intended to consider addressing the construction and land cost components of development of this form of housing. It is anticipated that the study findings will be communicated widely to federal, provincial, and regional stakeholders, and may recommend a proposed implementation approach on tools deemed effective and viable.

Centres and Corridors Literature Review and Case Studies – Urban Centres and Frequent Transit Development Areas Policy Review**RECEIVED**

The Board received a report with an overview of two reports commissioned by Regional Planning.

“Assessing Metro Vancouver’s Growth Overlays: Review of the Literature on Centres and Corridors as a Regional Planning Concept” (Literature Review), and “Assessing Metro Vancouver’s Growth Overlays: Peer Jurisdiction Assessment” (Case Studies).

Implementation of the Regional Food System Action Plan**RECEIVED**

The Board received for information a report about the implementation of the Regional Food System Action Plan. Going forward, Metro Vancouver will convene two meetings annually of local government staff to provide an ongoing forum for peer to peer knowledge exchange and to advance Action Plan implementation.

TransLink Application for Scope Change to Approved October 2017 Application for Federal Gas Tax Funding from the Greater Vancouver Regional Fund**APPROVED**

TransLink is seeking approval for a scope change to one project previously approved as part of the October 2017 GVRF application. The Board previously approved \$7.29 million in GVRF funding towards the purchase of seven 40-foot hybrid buses for 2019 expansion. The proposed scope change is to procure five 60-foot hybrid buses in lieu of the seven 40-foot hybrid buses for the same amount of GVRF funding of \$7.29 million – there is no financial implication to the proposed scope change. The 60-foot hybrid buses

will be part of a fleet of 60-foot buses serving four new B-Line routes as part of the Phase One Investment Plan implementation.

TransLink's application is consistent and supportive of the MVRD Board's established policies on regional growth management, air quality management, and climate protection. Each 60-foot hybrid bus emits about 20% fewer greenhouse gases, nitrogen oxides, and particulates than an equivalent 40-foot diesel bus on a seated passenger-km basis. The four new B-Line routes serve high demand and rapidly developing corridors in the region that connect Urban Centres and Frequent Transit Development Areas (Marine Drive in the North Shore; 41st Avenue in Vancouver; Lougheed Highway connecting Pitt Meadows, Maple Ridge, Port Coquitlam, and Coquitlam, and Fraser Highway connecting Langley City and Surrey).

The approved TransLink's requested scope change to 2017 application for Federal Gas Tax funding from the Greater Vancouver Regional Fund, replacing seven 40-foot hybrid buses to be purchased in 2019 with five 60-foot hybrid buses.

Public Engagement Policy

APPROVED

In order to improve engagement processes and create consistency across all Metro Vancouver functions, staff have developed a Public Engagement Policy that outlines Metro Vancouver's approach for the planning and implementation of engagement processes. The policy is aligned with the Metro Vancouver Board Strategic Plan which emphasizes the importance of being accountable, transparent and responsive in order to maintain an effective federation. Metro Vancouver regularly engages with the public and key stakeholders to gather information to influence decision-making. Board approved the Public Engagement Policy.

Board Composition and Voting Structure Options

APPROVED

The Voting Allocation Task Force requested options to consider with respect to changing the voting unit and imposing a cap on the overall number of directors that sit on the Board. For context on this matter, the Task Force also requested information on the capacity to make council and standing committee appointments, as well information on other regional districts' voting strength. The Task Force was presented with three options for consideration to bring forward to the Finance and Intergovernment Committee to recommend to the Board.

The Board will request the Ministry of Municipal Affairs and Housing to amend the Greater Vancouver Regional District Letters Patent as necessary to change the population deemed to be the voting unit from 20,000 to 2,000, and change the maximum number of votes a Director may hold from 5 to 50.

Electoral Area A Official Community Plan

APPROVED

In September 2017, the MVRD Board gave first reading to MVRD Electoral Area A Official Community Plan Bylaw 1250, 2017, and the OCP Bylaw was referred to various agencies, adjacent municipalities and First Nations. Referral comments and additional public feedback have been received and have been incorporated into the OCP Bylaw. In accordance with legislative requirements for adopting an OCP, the Board must consider the OCP Bylaw in conjunction with its financial plan, waste management plan and must refer the OCP Bylaw to the ALC. Once confirmation from the ALC is received that the OCP Bylaw is consistent with the ALC Act, staff will set the date for the public hearing and will notify residents in accordance with legislative requirements

The Board:

a) amended MVRD Electoral Area A Official Community Plan Bylaw 1250, 2017, in Schedule A, Section 5.2, Subsection 29 (Indian Arm), and Subsection 39 (Pitt Lake), in both places, after the phrase “Short-term rentals will be supported, where permitted through”, by adding the phrase “provincial regulations and local”;

b) gave second reading to MVRD Electoral Area A Official Community Plan Bylaw 1250, 2017 as amended;

c) considered the Electoral Area A Official Community Plan in conjunction with Metro Vancouver Regional District’s financial plan and the Greater Vancouver Sewerage and Drainage District’s Integrated Solid Waste and Resource Management Plan;

d) referred the plan to the Provincial Agricultural Land Commission for comment;

e) delegated the holding of the public hearing to the following Board Directors who are appointed to the MVRD Electoral Area Committee:

- Maria Harris
- Karl Buhr
- Kerry Jang
- Ralph Drew
- Michael Smith
- Tom Gill
- Mike Clay

f) appointed Maria Harris as chair of the public hearing and Karl Buhr as vice-chair of the public hearing and set quorum for the public hearing at 3 directors; and

g) directed staff to set the date for the public hearing.

MVRD Non-Road Diesel Engine Emission Regulation Amending Bylaw No. 1262, 2018

RECEIVED

The Board approved the Non-Road Diesel Engine Emission Regulation Amending Bylaw, which includes provisions for low-use engine registration, as well as amendments to improve the administration and clarity of the Bylaw.

Regional Growth Strategy Amendment Bylaw No. 1263 – Hazelmere

APPROVED

The Board initiated the Metro 2040 minor amendment process in response to the City of Surrey's request to amend the regional land use designation for the Hazelmere site, giving first and second reading to an amending bylaw and directing staff to notify affected local governments and to set a public hearing date.

Metro Vancouver Regional District Financial Plan Amending Bylaw No. 1264, 2018

Metro Vancouver Regional District Financial Plan Bylaw No. 1251, 2018 was adopted by the Metro Vancouver Board on October 27, 2017. As there are material changes to the financial plan for Regional Parks due to the withdrawal of the City of Abbotsford, an amendment to the financial plan bylaw is required. Due to the withdrawal of the City of Abbotsford from the Regional Parks function, changes to the budget require that the 2018 – 2022 financial plan bylaw be amended.

The Board approved the amending bylaw.

Proposed Amendments to the Remuneration Bylaw – Amending Bylaw 1265

APPROVED

The Board made amendments to the Greater Vancouver Regional District Regional Board and Committee Remuneration Bylaw to respond to the elimination of the non-taxable status of the 1/3 non-accountable portion of elected official remuneration, and to consider a retiring allowance for directors.

The bylaw amends Board Director remuneration with a one-time adjustment in 2019 to offset the tax impact. A second bylaw amendment includes a retiring allowance for Board directors. This amendment implements changes that are consistent with practices for provincial MLAs and federal MPs, practices in other provinces that apply to local governments, and some local governments within the Metro Vancouver region.

Greater Vancouver Sewage and Drainage District

Iona Island Wastewater Treatment Plant – Project Definition Update

RECEIVED

The Board received for information a report on the work underway to complete the Project Definition Phase for the new Iona Island Wastewater Treatment Plant.

A Project Definition Phase Team consisting of internal Metro Vancouver staff and external consultants and advisors is being assembled. Request for Proposals have been issued for the consultants and advisors and the contract awards are anticipated to be completed by mid-May.

Award of Contract Resulting from RFP No. 18-021: Installation of Front Street Sewer Upgrade

APPROVED

The Front Street Sewer Upgrade work will connect the new Sapperton Pump Station to the New Westminster Interceptor through the Front Street Pressure Sewer, which was completed in 2005 but not yet connected. Completion of this connection represents the final downstream work to enable the new Pump Station to operate in its intended manner.

The Board authorized an award of a contract for an amount up to \$7,358,377 (exclusive of taxes) to JJM Construction Ltd., resulting from RFP No. 18-021 for the Installation of Front Street Sewer Upgrade, and increased the budget for the Sapperton Forcemain Pump Station Connections Construction to \$9,000,000.

2017 Regional Create Memories Not Garbage Campaign Results

RECEIVED

That Board received for information about the 2017 Regional Create Memories Not Garbage Campaign Results. The campaign supports the waste reduction objectives in the Integrated Solid Waste and Resource Management Plan. 2017 was the seventh year of the campaign and the 10th year that Metro Vancouver ran a holiday waste reduction campaign.

2017 Regional Food Scraps Recycling Campaign Results

RECEIVED

The Board received for information a report on the results of the 2017 regional Food Scraps Recycling campaign. The campaign supports the organics disposal ban and objectives established in the Integrated Solid Waste Resource Management Plan. The objective of the 2017 campaign was to increase the amount of food scraps from multi-family homes being diverted to the green bin. The target audience was apartment and condo residents.

Public Engagement Policy**APPROVED**

In order to improve engagement processes and create consistency across all Metro Vancouver functions, staff have developed a Public Engagement Policy that outlines Metro Vancouver's approach for the planning and implementation of engagement processes. The policy is aligned with the Metro Vancouver Board Strategic Plan which emphasizes the importance of being accountable, transparent and responsive in order to maintain an effective federation. Metro Vancouver regularly engages with the public and key stakeholders to gather information to influence decision-making. Board approved the Public Engagement Policy.

Greater Vancouver Water District**Provincial Approval of the Joint Water Use Plan for the Capilano and Seymour Watersheds****RECEIVED**

The Board received for information a report regarding the Provincial approval of the Joint Water Use Plan (JWUP) for the Capilano and Seymour Watersheds and the granting of Conditional Water Licences for the proposed Capilano and Seymour hydropower projects. The JWUP provides Metro Vancouver with regulatory approval and public support for its water supply management activities in the two watersheds. With receipt of the Conditional Water Licence for the proposed Capilano hydropower project, staff will now reassess the feasibility level business case.

Seymour Salmonid Society – 2017 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 2017. The Board received for information the Seymour Salmonid Society's 2017 Annual Report.

Award of Phase B, Detailed Design Engineering Services for the Kennedy Newton Main and Annacis Main No. 5 South**APPROVED**

The Board authorized the award of Phase B, Detailed Design Engineering Services, in the amount up to \$2,599,258 (exclusive of taxes) to the Phase A project consultant, CH2M Hill Canada Limited, for the Kennedy Newton Main and Annacis Main No. 5 South.

Public Engagement Policy**APPROVED**

In order to improve engagement processes and create consistency across all Metro Vancouver functions, staff have developed a Public Engagement Policy that outlines Metro Vancouver's approach for the planning and implementation of engagement processes. The policy is aligned with the Metro Vancouver Board Strategic Plan which emphasizes the importance of being accountable, transparent and responsive in order to maintain an effective federation. Metro Vancouver regularly engages with the public and key stakeholders to gather information to influence decision-making. Board approved the Public Engagement Policy.

Metro Vancouver Housing Corporation

Public Engagement Policy**APPROVED**

In order to improve engagement processes and create consistency across all Metro Vancouver functions, staff have developed a Public Engagement Policy that outlines Metro Vancouver's approach for the planning and implementation of engagement processes. The policy is aligned with the Metro Vancouver Board Strategic Plan which emphasizes the importance of being accountable, transparent and responsive in order to maintain an effective federation. Metro Vancouver regularly engages with the public and key stakeholders to gather information to influence decision-making. Board approved the Public Engagement Policy.



Parks, Recreation and Cultural Services Committee

Date: Tuesday, March 27, 2018

Place: Anderson Room
Richmond City Hall

Present: Councillor Harold Steves, Chair
Councillor Ken Johnston
Councillor Carol Day
Councillor Bill McNulty
Councillor Linda McPhail

Also Present: Councillor Alexa Loo

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 27, 2018, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

April 24, 2018, (tentative date) at 4:00 p.m. in the Anderson Room

Parks, Recreation & Cultural Services Committee
Tuesday, March 27, 2018

COMMUNITY SERVICES DIVISION

1. RICHMOND CANADA 150 STORM AND SANITARY SEWER ACCESS COVER DESIGN CONCEPTS

(File Ref. No. 11-7000-09-20-100) (REDMS No. 5768549)

It was moved and seconded

That the four artwork concepts for storm and sanitary sewer access covers as detailed in the staff report titled "Richmond Canada 150 Storm and Sanitary Sewer Access Cover Design Concepts," dated March 7, 2018, from the Director, Arts, Culture and Heritage Services, be endorsed.

CARRIED

2. COMMUNITY GARDENS UPDATE

(File Ref. No. 11-7200-01) (REDMS No. 5752691 v.16)

In reply to queries from Committee, Paul Brar, Manager, Parks Programs, noted that (i) maintenance of community garden plots is the responsibility of the community gardeners, with the help of the Richmond Food Security Society, (ii) currently all plots are occupied and there is a waiting list, (iii) discussions are ongoing with the Richmond Food Security Society to educate the public and gardeners regarding crop theft, (iv) the Richmond Food Security Society has created a multi-language informational brochure for the public on community garden plots, and (v) building materials for new plots are fundraised by the Richmond Food Security Society or provided through grants and funds.

Mr. Brar advised that staff can examine (i) the potential to work collaboratively with private property owners to develop community gardens on the property, (ii) the use of unused community garden plots on school grounds during the summer months, and (iii) the feasibility of relocating the community gardens proposed at the development at No. 5 Road and Steveston Highway.

In response to queries from Committee, Mr. Brar advised that through (i) staff's analysis of sites for program expansion, the potential to use empty gas station sites can be examined, and (ii) an update of the Terra Nova Rural Park, staff will examine the potential for more community gardens in other areas of the park.

It was moved and seconded

That the community gardens update as outlined in the staff report titled "Community Gardens Update," dated March 13, 2018, from the General Manager, Community Services, be received for information.

CARRIED

2.

Parks, Recreation & Cultural Services Committee
Tuesday, March 27, 2018

3. **DRAFT 2018-2021 VOLUNTEER MANAGEMENT STRATEGY**

(File Ref. No. 05-1875-01) (REDMS No. 5753189 v.13)

In reply to queries from Committee, Angela Rai, Planner 1, noted that (i) each volunteer opportunity has a unique training component based on the type of event or program, and (ii) one of the Volunteer Management strategic initiatives is to provide staff with tools to further train volunteers.

It was suggested that staff implement a standardized training manual across all programs allow to individuals to volunteer for a wide range of events and programs.

In reply to queries from Committee, Ms. Rai advised that the E-Coordinator position include City staff as well as partner organisation staff. Also, she noted that although the City heavily relies on student volunteers, currently there is no collaboration with the School District with regards to recruiting student volunteers.

Discussion took place on the potential for collaboration between the School District and the City's volunteer program and in particular with regard to the School Districts participation in the consultation process.

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

It was moved and seconded

That the Draft 2018-2021 Volunteer Management Strategy be forwarded to the Council/School Board Liaison Committee.

CARRIED

In reply to queries from Committee, Elizabeth Ayers, Manager, Community Services Planning and Projects, advised that the City's Sustainability Department can examine recycling initiatives whereby individuals donate materials to those needing it for other uses.

It was moved and seconded

- (1) ***That the recommended draft 2018-2021 Volunteer Management Strategy presented as Attachment 1 within the staff report titled "Draft 2018-2021 Volunteer Management Strategy," dated March 13, 2018, from the General Manager, Community Services, be endorsed for the purpose of seeking stakeholder feedback on the Strategy; and***
- (2) ***That the final 2018-2021 Volunteer Management Strategy, including the results of the stakeholder consultation, be reported back to the Parks, Recreation Cultural Services Committee at a later date.***

CARRIED

Parks, Recreation & Cultural Services Committee
Tuesday, March 27, 2018

4. **MUSEUM AND HERITAGE SERVICES UPDATE 2017**

(File Ref. No. 11-7000-01) (REDMS No. 5767447)

Discussion took place on informing the School District of various museum and heritage activities in the City and as result of the discussion, the following **motion** was introduced:

- (1) *That the Museum and Heritage Services Update 2017 be forwarded to the Council/School Board Liaison Committee for information; and*
- (2) *That the Museum and Heritage Services Update 2017, as presented in the staff report titled "Museum and Heritage Services Update 2017," dated March 6, 2018, from the Director, Arts, Culture and Heritage, be received for information.*

CARRIED

5. **2017 RICHMOND FILM OFFICE ANNUAL REPORT**

(File Ref. No. 08-4150-09-01) (REDMS No. 5715218 v.4)

In reply to queries from Committee, Jodie Shebib, Film and Major Events Liaison, noted that (i) staff are examining methods to advise the public of various aspects of film production within the city, and (ii) measures are in place for peak filming seasons with regard to sufficient staffing.

It was moved and seconded

- (1) *That the staff report titled "2017 Richmond Film Office Annual Report", dated March 7, 2018, from the Director, Arts, Culture and Heritage Services, be received for information; and*
- (2) *That a communications plan be developed and implemented to provide ongoing information to the public about the level of filming activity within Richmond and its benefits to the community.*

CARRIED

5A. **2020 55+ BC GAMES**

(File Ref. No.)

Discussion took place regarding the 2009 BC Seniors Games hosted in Richmond. As result of the discussion, the following **referral motion** was introduced:

It was moved and seconded

- (1) *That the City of Richmond support the bid of the BC Seniors Games Society and Richmond Sports Council for the 2020 55+ BC Games; and*

Parks, Recreation & Cultural Services Committee
Tuesday, March 27, 2018

- (2) *That the request be forwarded to staff for comment and sources of funding for \$60,000 and report back.*

Discussion ensued and it was highlighted that the outcomes of the games on the community and the athletes was very positive. Also, it was noted that there is minimal financial responsibility for the host city and since Richmond has previously hosted the Games, all the required equipment and other necessities to host are readily available.

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

6. **MANAGER'S REPORT**

(i) *Minoru Park Update*

Alexander Kurnicki, Research Planner 2, provided an update on fences being installed at Minoru Park, noting that (i) an 80-foot high fence behind the baseball backstop is expected to be substantially completed by the end of the first week of April, (ii) a temporary fencing pilot project with two options to reduce conflicts between sports field and track users, and park users is underway, (iii) signage will be installed throughout the park to advise of surrounding activities, (iv) consultation is ongoing with the Richmond Sports Council and Kajaks Track and Field Club for feedback on the pilot project, and (v) the duration of the pilot project will be until early fall.

(ii) *Cherry Blossom Festival*

Jane Fernyhough, Director, Arts, Culture and Heritage Services, highlighted that the Richmond Cherry Blossom Festival will take place on April 8th and a memorandum will be provided to Council with details for the event.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:54 p.m.).

CARRIED

Parks, Recreation & Cultural Services Committee
Tuesday, March 27, 2018

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 27, 2018.

Councillor Harold Steves
Chair

Sarah Kurian
Legislative Services Coordinator



General Purposes Committee

Date: Tuesday, April 3, 2018

Place: Anderson Room
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au
Councillor Derek Dang
Councillor Carol Day
Councillor Ken Johnston
Councillor Alexa Loo (entered at 4:03 p.m.)
Councillor Bill McNulty
Councillor Linda McPhail
Councillor Harold Steves

Call to Order: The Chair called the meeting to order at 4:02 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the General Purposes Committee held on March 19, 2018, be adopted as circulated.

CARRIED

Cllr. Loo entered the meeting (4:03 p.m.).

COMMUNITY SERVICES DIVISION

1. **PROPOSED AMENDMENT TO PUBLIC HEALTH PROTECTION BYLAW NO. 6989 REGARDING SMOKING AND VAPOUR PRODUCT USE**

(File Ref. No. 12-8060-20-009830) (REDMS No. 5548809 v. 26)

General Purposes Committee

Tuesday, April 3, 2018

Serena Lusk, General Manager, Community Services, commented that the proposed amendments would introduce three key changes: (i) ban smoking in public parks and school grounds, which would include public beaches, the dyke, public plazas, playgrounds and sports fields, community centre grounds, and parking lots, (ii) extend the no smoking buffer from the current six metres to nine metres, and (iii) expand the definition where smoking is currently prohibited to include vaping and cannabis use.

In response to queries from Committee, Ms. Lusk advised that (i) a program to renew signage in parks is underway and “no smoking” signs, will be updated to be more clear, (ii) new “no smoking” sign designs will be circulated to Council, (iii) public engagement and education will be focused on and staff are not recommending targeted enforcement at this time, (iv) the amended bylaw would be enforced through the existing contract with Vancouver Coastal Health, (v) further information regarding the collection of fines as a result of enforcement could be provided, (vi) print materials will be available at schools and community centres, as well as through community organizations, and (vii) staff will continue to monitor the public education initiatives and will come back to Council to request any additional services should the need arise.

It was moved and seconded

- (1) *That Public Health Protection Bylaw No. 6989, Amendment Bylaw No. 9830, be introduced and given first, second, and third readings, as detailed in the staff report titled “Proposed Amendment to Public Health Protection Bylaw No. 6989 Regarding Smoking and Vapour Product Use,” dated March 16, 2018, from the General Manager, Community Services;*
- (2) *That \$25,000 be approved from the Council Community Initiatives Account for the creation and production of public educational materials to inform the public and organizations on the changes to Richmond’s smoking prohibitions, as detailed in the staff report titled “Proposed Amendment to Public Health Protection Bylaw No. 6989 Regarding Smoking and Vapour Product Use,” dated March 16, 2018, from the General Manager, Community Services;*

General Purposes Committee

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- (3) *That the 5 Year Financial Plan (2018-2022) be amended accordingly to reflect the foregoing recommendations, as detailed in the staff report titled "Proposed Amendment to Public Health Protection Bylaw No. 6989 Regarding Smoking and Vapour Product Use," dated March 16, 2018, from the General Manager, Community Services;*
- (4) *That all affiliated community organizations that use public parks and school grounds be informed by letter of the foregoing recommendations, as detailed in the staff report titled "Proposed Amendment to Public Health Protection Bylaw No. 6989 Regarding Smoking and Vapour Product Use," dated March 16, 2018, from the General Manager, Community Services; and*
- (5) *That Richmond School District No. 38 be informed by letter of the foregoing recommendations, as detailed in the staff report titled "Proposed Amendment to Public Health Protection Bylaw No. 6989 Regarding Smoking and Vapour Product Use," dated March 16, 2018, from the General Manager, Community Services.*

CARRIED

COMMUNITY SAFETY DIVISION

2. SISTER CITY ADVISORY COMMITTEE 2017 YEAR IN REVIEW

(File Ref. No. 01-0100-30-SCIT1-01) (REDMS No. 5766452 v. 2)

In response to question from Committee, Mike Romas, Program Manager and staff liaison to the Sister City Advisory Committee (SCAC), advised that (i) the SCAC has elected a new chair, (ii) the Sister/Friendship City anniversary milestone commemoration budget is under review, (iii) mutual recognition is received for the annual city-to-city recognition exchange, (iv) Sister City Pierrefonds in Quebec has advised that the Sister City relationship with Richmond will be recognized in some capacity as part of their library expansion project, and (v) staff will bring forward a report outlining the SCAC's 2019-2022 activities.

It was moved and seconded

That the staff report titled "Sister City Advisory Committee 2017 Year in Review", dated March 5, 2018, from the Intergovernmental Relations and Protocol Unit, be received for information.

CARRIED

PLANNING AND DEVELOPMENT DIVISION

3.

General Purposes Committee

Tuesday, April 3, 2018

3. **APPLICATION BY ONNI DEVELOPMENT (IMPERIAL LANDING) CORP. FOR A ZONING TEXT AMENDMENT AT 4020, 4080, 4100, 4180, 4280 AND 4300 BAYVIEW STREET (FORMERLY 4300 BAYVIEW STREET) TO AMEND THE “STEVESTON MARITIME MIXED USE (ZMU12)” ZONE AND THE “STEVESTON MARITIME (ZC21)” ZONE**

(File Ref. No. RZ 13-633927, 12-8060-20-009062/9063) (REDMS No. 5770905 v. 2)

Wayne Craig, Director, Development, distributed and reviewed a detailed site map of the subject site with current and proposed permitted uses (Page 16 of the Supplemental Materials titled “Supplemental GP – ONNI – Attachment 5 (Part 1 of 3)”). Mr. Craig highlighted that the Applicant has agreed to increase the community amenity contribution to \$5.5 million, and further information on the operation of the proposed hotel may be found in correspondence by the Applicant dated March 7, 2018.

In response to questions from Committee, Mr. Craig advised that (i) a legal agreement for required onsite supervision for the proposed hotel could be pursued, (ii) the potential for a permanent apartment on the hotel site can be examined, however this would need to be specified prior to Public Hearing, (iii) the zoning would allow for Maritime Mixed Use (MMU) and the hotel would need to be operated out of buildings 5 and 6, (iv) the Applicant has advised that hotel guest registration packages would include contact information should any issues arise, and (v) the RCMP and Community Bylaws would respond to any noise complaints or disturbances.

Correspondence from residents regarding the proposed hotel was distributed to Committee (attached to and forming part of these minutes as Schedule 1.)

Chris Evans, Executive Vice-President, Onni Group, provided further clarification on the onsite supervision for the proposed hotel as noted in their letter dated March 7, 2018 (Attachment 2 of the staff report). He noted that a dedicated property caretaker is staffed 24-hours a day, Monday to Saturday for the existing rental properties on the subject site and remarked that this role could be expanded to include the proposed hotel operations; however, he also noted that the proposed hotel would provide guests with an emergency phone line, which would be available at all times. Mr. Evans then stated that a covenant or legal notice on title is not desirable as this could hinder the flexibility of the business.

General Purposes Committee

Tuesday, April 3, 2018

In response to queries from Committee, Mr. Evans commented that (i) additional details regarding the operation of the hotel will need to be finalized, including the possibility of a dedicated office for check-ins, (ii) every available avenue will be utilized to advertise available bookings in the proposed hotel, including the use of online hotel booking services, (iii) Onni believes that a market for a small hotel operation in Steveston exists, and (iv) Onni is unable to agree to any legal restrictions on title requiring continuous onsite supervision, however additional correspondence detailing onsite supervision could be provided.

It was moved and seconded

- (1) *That the additional information identified in the staff report dated March 12, 2018, titled "Application by Onni Development (Imperial Landing) Corp. for a Zoning Text Amendment at 4020, 4080, 4100, 4180, 4280 and 4300 Bayview Street (formerly 4300 Bayview Street) to Amend the "Steveston Maritime Mixed Use (ZMU12)" Zone and the "Steveston Maritime (ZC21)" Zone" from the Director of Development be received for information; and*
- (2) *That the Application by Onni Development (Imperial Landing) Corp. for a Zoning Text Amendment at 4020, 4080, 4100, 4180, 4280 and 4300 Bayview Street (formerly 4300 Bayview Street) to amend the "Steveston Maritime Mixed Use (ZMU12)" Zone and the "Steveston Maritime (ZC21)" Zone be considered at the May 22, 2018 Public Hearing.*

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

It was moved and seconded

That the \$5.5 million amenity contribution be directed to be used for the Steveston Community Centre as provided in Rezoning Consideration #6.

CARRIED

It was moved and seconded

That the Applicant is to agree to provide onsite supervision for the hotel in the form acceptable by Council.

The question on the amendment motion was not called as an **amendment** to the main amendment motion was introduced:

It was moved and seconded

That the provision to provide onsite supervision for the hotel be in the form of a registered covenant.

The question on the amendment motion was not called as discussion took place on the appropriate form of assurance for the provision of an onsite supervisor for the hotel.

General Purposes Committee

Tuesday, April 3, 2018

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

The question on the main amendment motion, which now reads,

That the Applicant is to agree to provide onsite supervision for the hotel in the form of a registered covenant.

was not called as discussion further took place on various forms of assurance for the provision of an onsite supervisor for the hotel. As a result, the following **referral motion** was introduced:

That the form of assurance for the provision of an onsite supervisor for the hotel be referred to staff to identify options and report back as soon as possible.

CARRIED

Materials regarding the proposal for a moorage from the BC Packers proposed development plan were distributed (attached to and forming part of these minutes as Schedule 2).

The question on the main motion, as amended, which now reads,

- (1) *That the additional information identified in the staff report dated March 12, 2018, titled "Application by Onni Development (Imperial Landing) Corp. for a Zoning Text Amendment at 4020, 4080, 4100, 4180, 4280 and 4300 Bayview Street (formerly 4300 Bayview Street) to Amend the "Steveston Maritime Mixed Use (ZMU12)" Zone and the "Steveston Maritime (ZC21)" Zone" from the Director of Development be received for information; and*
- (2) *That the Application by Onni Development (Imperial Landing) Corp. for a Zoning Text Amendment at 4020, 4080, 4100, 4180, 4280 and 4300 Bayview Street (formerly 4300 Bayview Street) to amend the "Steveston Maritime Mixed Use (ZMU12)" Zone and the "Steveston Maritime (ZC21)" Zone be considered at the May 22, 2018 Public Hearing provided that the \$5.5 million amenity contribution be directed to be used for the Steveston Community Centre as provided in Rezoning Consideration #6.*

was then called and it was **CARRIED** with Cllrs. Day and Steves opposed.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:09 p.m.).

CARRIED

General Purposes Committee
Tuesday, April 3, 2018

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Tuesday, April 3, 2018.

Mayor Malcolm D. Brodie
Chair

Amanda Welby
Legislative Services Coordinator

TO COUNCIL TEAM

I SENT THIS QUESTION OUT TO RICHMOND CITIZENS AND RECEIVED INTERESTING RESPONSES I
THOUGHT I WOULD SHARE WITH YOU

THANKS CAROL DAY

Hi There

Happy Easter Monday .

FYI Tomorrow at the General purposes Committee 4:00 pm Council will decide if they should send the newest **Onni Proposal** to Public Hearing.

Onni wants to build a 32 unit Hotel in the existing building. the key issue is

" Staff have had numerous discussions with the applicant, but ONNI has not agreed to enter into a legal agreement to secure business operation details regarding :

- * An Assurance that the hotel would be constructed and operated: and
 - * Requiring on- site hotel staff during business hours as indicated in the letter.
-

Many people have trust issues with the ONNI group and my concern is that without clear and legally binding agreements then the purpose of the hotel could change and that worries me.

What do you think ?

Best regards,

Carol Day
Richmond City Councillor

RESPONSES:

Hello Carol,

I attended a council meeting awhile ago (last fall?) when Chris Evans tried to convince council to approve Onni's latest proposal. Never in my years of attending public meetings have I been in a meeting where it felt that NO ONE in the room believed the project's proponent.

Richmond council should be very careful with Onni. Remember Mr. Evans' statement that the hotel would be run as an Airbnb - it sounded like the company will say and do anything to get what they want.

At that meeting, the woman sitting beside me said that she lives across the street from the development. She and her friend were very concerned that their neighbourhood would be ruined by a hotel. She also said that the Starbucks on the corner was supposed to pay into the building's condo reserve fund, but Onni forced the condo owners to forgo Starbucks' debt which was something like \$60,000.

Marion

Hello

I am assuming that the building is on the boardwalk in Steveston

Which building is this?

Sounds like it will be run like an AIRB&B...GHOST OWNER..NO FRONT DESK ETC.

Everything is done on line & the only people who actually visit the units would be the cleaning staff.

Thanks for the info
Vicki

Hi Carol,

Happy Easter to you.

This is not an acceptable proposal:

1. The lack of on site staff 24-7 is going to be a deal breaker in this neighbourhood. Loud drunken parties late at night is the concern. Everyone in the neighbourhood is not going to keep the Onni phone number to call if that happens. They will call the police. Onni is shifting their cost for 24-7 staff to the city by having all of us pay for our police to do what Onni should be doing. Even then, response time to a problem situation is going to be much slower than it should be with on site staff.
2. This is not a B&B with 3 rooms. It is 32 rooms which is large enough for them to afford 24-7 staffing. If Onni is trying to maximize its profit then it's simply a matter of a small increase (under \$10) in the room rental rate.
3. One purpose of an agreement with Onni is to get rid of the empty buildings problem and make sure it doesn't come back. It was the hotel idea that sold the new zoning for the entire site as a solution to the problem. Without a written commitment to build the hotel, there is every possibility that buildings 5 and 6 will remain empty for several years. Onni can then come back and say a hotel isn't feasible and they want the buildings rezoned for general commercial. We will then be back to opposition from the Steveston merchants and the mess we have had.
4. It is the fact that Onni is not getting any commercial revenue from the entire site that gives the city a lever with Onni. It would be a serious mistake to leave any aspect of the rezoning up in the air and have it come back at a time when there is less incentive for Onni to cooperate.

John

Hello Kerry, Carol & Don

I share the sentiments. I don't believe or trust any assurances unless they are willing to put it in writing. City staff and elected officials have a fiduciary duty to Richmond residents first and foremost to hold Onni and any other party accountable and the minimum standard is by written agreement without loopholes.

End of story.

Ken

Hi,

Without a formal legally-binding agreement, ONNI is free to do as they wish.

The current ONNI conditions are:

- to amend the rezoning conditions so that the community amenity contribution is \$5.5 Million.
- on site staff during business hours and an emergency phone line available 24 hours a day. (Business hours are considered

Monday - Friday from 9AM - 5PM and Saturday/Sunday from 10AM - 4PM.)

- other services such as night staffing, drycleaning, laundry, restaurant services, room service or food delivery service. will be contracted out, or off-site thereby increasing local traffic issues.
- **primary booking methods will be via online platforms or by telephone.**

This is a condo operating as an Air B&B, and not a conventional hotel with staff & services. As such, it could be easily converted to condos in the future. The is minimal employment opportunities associated with ONNI's set of conditions (see attachment).

Happy Easter Monday .

D

yes what Don said !!!

I am sure you no my feelings about Onni's business practices. I urge you to be ensure that you have legally binding agreements for everything. Onni will take advantage pf any loopholes.

I have another concern about the hotel. The existing building contains only 16 rental units. Does Onni plan to convert the lower floor to rental units or is the plan to add two more floors on top of the existing building?

I believe Onni already ripped off the provincial government with money that was to be used for affordable housing and some how got away with it because of something in the fine print being missed. I would be very careful with this company.

They must commit in writing so they can be held to their promises.

Thanks for asking

Sandi

Agree with you completely. Don't have to learn the same lesson twice with this group. Best, Lisa

Carol,

I will not be able to make it. Will there be another opportunity to speak on this ?

Thanks for the heads up.

Jim

I am still away.
If I were there I would support your concerns 100%.

Carol,

I absolutely agree with you. Onni is clearly not to be trusted, as proven by their deceptive development plan that started this whole mess in the first place. What can we do to help?
J

Hi Councillor Day,

I think a legally binding agreement should be mandatory.

Overall I am not in favor of a waterfront hotel at all: How many hotels does Richmond need?

There are hotels in farmhouse mansions, hotels in single family homes and now short term rental hotels on the waterfront or a property that was zoned maritime before construction: As far as my opinion is concerned any change in zoning should only happen if the general public feels OMNI has done their due share towards public amenities, it should not be given to them otherwise.

Is this meeting open to the public and to speakers from the public?

Thanks, N

Hi Carol,

I've texted you the same:

1. This is NOT a hotel. It's a block of managed STRs. The precedent is troubling. I would hate for this to be the new hotel model in Richmond.
2. I would not proceed with anything with Onni without a legally binding agreement. They are shady and have difficulty with ethics.

That's my two cents!

Kelly

February 6, 2018

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Referral Response

1. Sheet Piling Beside the Imperial Landing Pier

Sheet pile wall conceptual estimate: \$1.5M – \$2M

Construction of a sheet pile wall along a portion of the north property line of the City-owned water covered Lot H could provide the potential for additional moorage space, provided the City receives approval from the Ministry for the use of their water lot to construct additional floating docks. Prior to 2002, as part of the former B.C. Packer's waterfront infrastructure, there were two floating docks (approximately 5m wide x 60m long) located along this stretch of Imperial Landing, supporting the moorage of fishing vessels for the canneries. These two finger docks were situated parallel to a concrete pier along the west side of the water lot (Attachment 1).

Through the years, both the age and decay of the timber structures, the erosion of the foreshore, and the sedimentation carried down the Fraser River took its toll on these structures. The floating docks and piles had to be removed, and concrete rip-rap was placed along this stretch of dike to minimize further erosion. Consequently, sediment has now accumulated to the point that moorage is no longer possible in this area, unless significant dredging is completed.

Based on comments from the November 27, 2017, PRCS Committee meeting, to recreate a moorage opportunity similar to what previously existed, a sheet pile wall constructed along a portion of Lot H (approximately 125 lineal metres) could provide the necessary stabilization of the foreshore (Attachment 2). This would allow dredging to be done as close to the dike as possible, with depths as deep as the secondary navigational channel, which is approximately -3.5 to -4.0 metres.

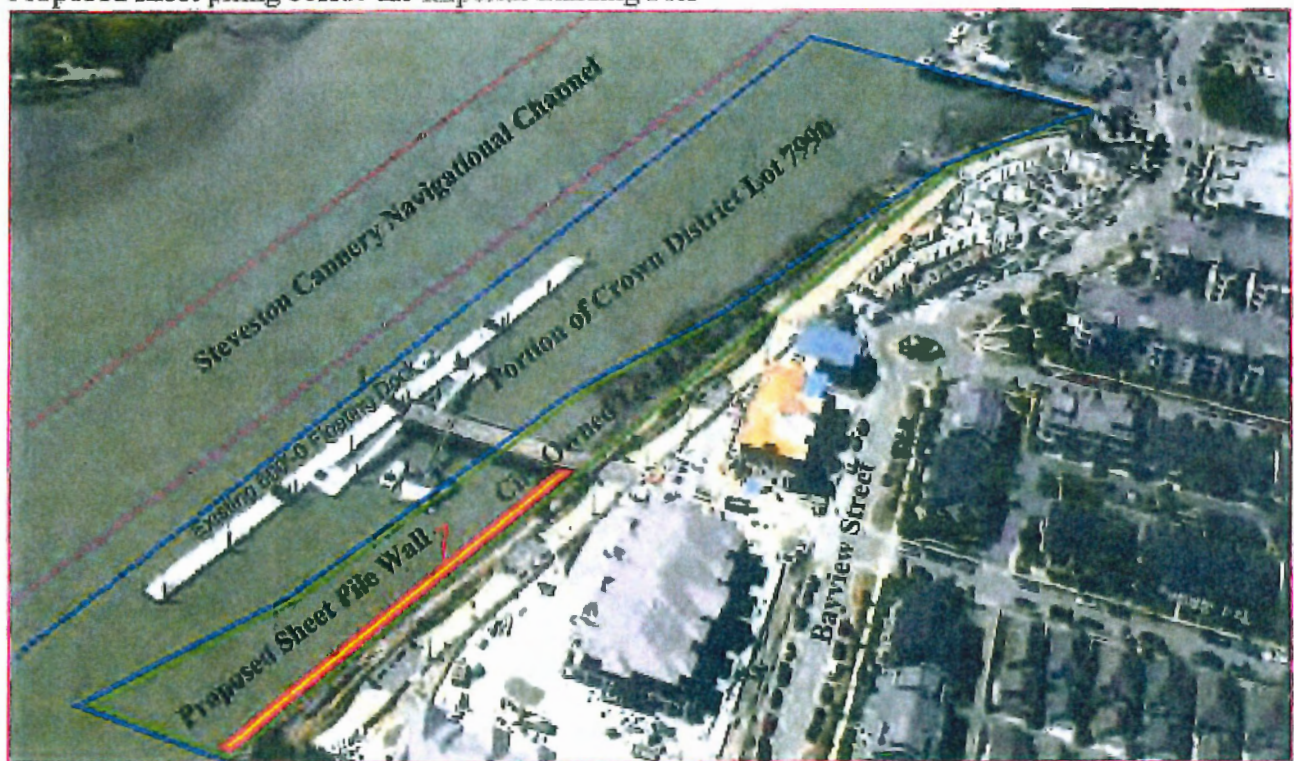
The recent sheet pile wall construction occurring at the Steveston Harbour Authority's operations serves as a guide to the estimated costs for the sheet pile wall, along with conceptual estimates provided by a Marine Engineering Consultant in 2012. The estimated costs range from \$10,000 to \$15,000 per lineal metre of sheet pile wall, depending on the size, material, and structural engineering of the wall required. Additional geotechnical, environmental, and marine structural engineering investigation would be required to confirm the size, layout, and type of wall for this location.

Should Council wish to consider reinstating what previously existed as shown in Attachment 1, this will require the reconstruction of the "finger docks," the piles to secure them, and dredging of the subject area.

Costs associated with the reconstruction of the finger docks and dredging operations are not included in this report. A comprehensive engineering, environmental, and permitting investigation are required to determine an order of magnitude costs for these items.

	Description	Cost
1	Sheet Piling Beside the Imperial Landing Pier.	\$1.5M to \$2M

Proposed sheet piling beside the Imperial Landing Pier



RESIDENTIAL CLUSTER -
SETBACK FROM POND +
ENTERS EDGE - CANNERY
STYLE ARCHITECTURE

PHOENIX POND
+ OUTDOOR
EXHIBIT

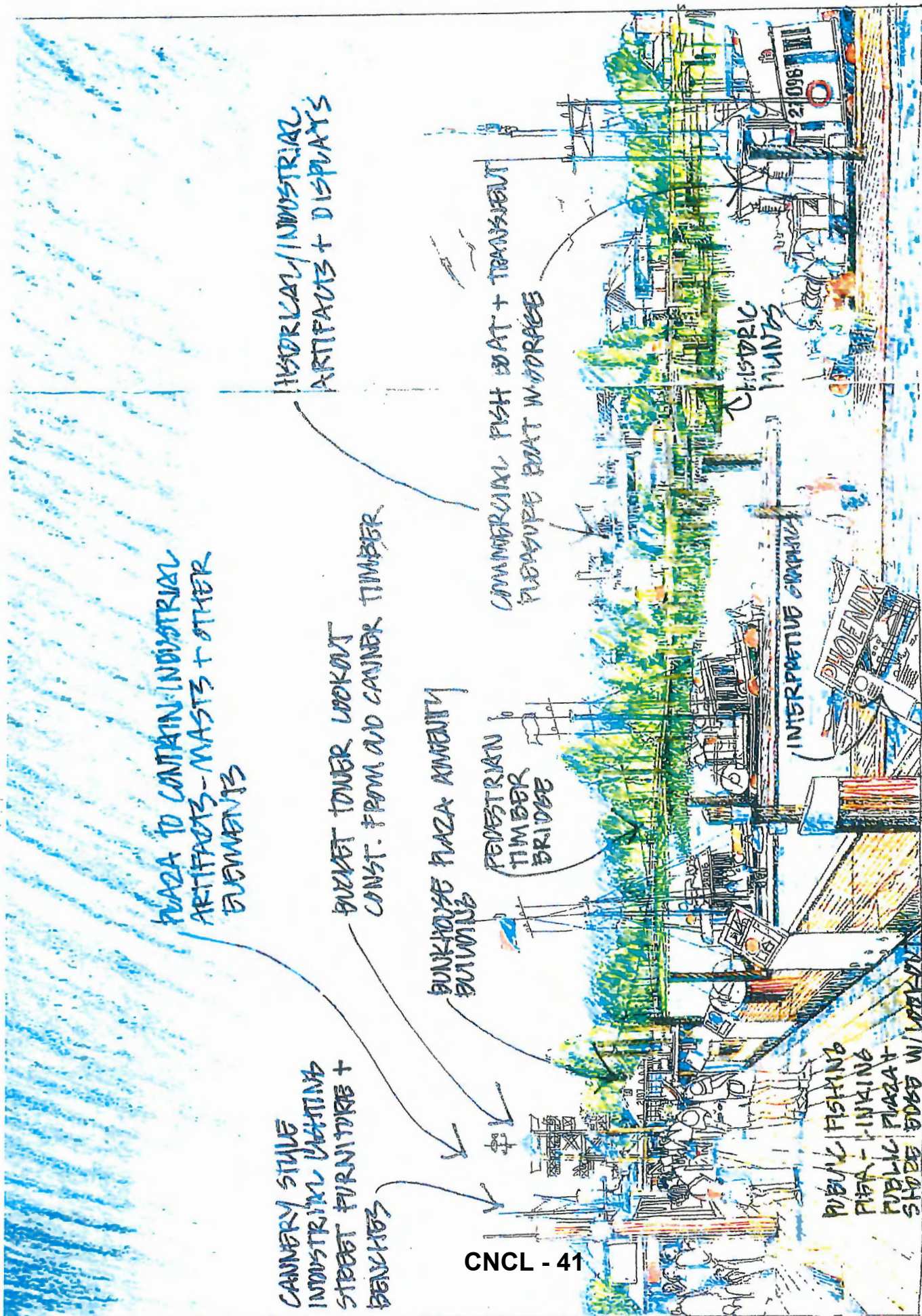
EXISTING
HOUSING

SHOWER
TANK

WORKING EXHIBIT -
FISH BOAT OR
HISTORIC
DISPLAY

PILING
PHOENIX MARSH
+ FLEES -
NATURAL
WALKWAY

HISTORIC NET LOFT
BLDG. RETAINED FOR
CONTINUED INDUSTRIAL
USE





Finance Committee

Date: Tuesday, April 3, 2018

Place: Anderson Room
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au
Councillor Derek Dang
Councillor Carol Day
Councillor Ken Johnston
Councillor Alexa Loo
Councillor Bill McNulty
Councillor Linda McPhail
Councillor Harold Steves

Call to Order: The Chair called the meeting to order at 5:10 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the Finance Committee held on March 5, 2018, be adopted as circulated.

CARRIED

FINANCE AND CORPORATE SERVICES DIVISION

1. ANNUAL DEVELOPMENT COST CHARGES BYLAW AMENDMENT

(File Ref. No. 03-0900-01; 12-8060-20-009844) (REDMS No. 5771258 v. 3; 5773198)

It was moved and seconded

(1) That the proposed Development Cost Charges Imposition Bylaw No. 9499, Amendment Bylaw No. 9844 be introduced and given first reading; and

Finance Committee
Tuesday, April 3, 2018

- (2) *That the report titled "Annual Development Cost Charges Bylaw Amendment" dated March 13, 2018 from the Director, Finance, be endorsed as the basis for public consultation in establishing the amended Development Cost Charge Imposition Bylaw.*

CARRIED

2. 2017 ANNUAL DEVELOPMENT COST CHARGES REPORT

(File Ref. No. 03-1070-04-01) (REDMS No. 5767190; 5767194)

It was moved and seconded

That the staff report titled, "2017 Annual Development Cost Charges Report," dated March 9, 2018 from the Director, Finance be received for information.

CARRIED

3. 2017 ANNUAL PROCUREMENT REPORT

(File Ref. No. 02-0600-01) (REDMS No. 5361537 v. 4)

It was moved and seconded

That the staff report titled "2017 Annual Procurement Report", dated March 19, 2018 from the Director of Finance, be received for information.

CARRIED

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:11 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 Tuesday, April 3, 2018.

Mayor Malcolm D. Brodie
Chair

Amanda Welby
Legislative Services Coordinator



Planning Committee

Date: Wednesday, April 4, 2018

Place: Anderson Room
Richmond City Hall

Present: Councillor Linda McPhail, Chair
Councillor Bill McNulty
Councillor Chak Au
Councillor Alexa Loo
Councillor Harold Steves (entered at 4:19 p.m.)

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 Planning Committee held on March 20, 2018, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

April 17, 2018, (tentative date) at 4:00 p.m. in the Anderson Room

COMMUNITY SERVICES DIVISION

1. **HOUSING AGREEMENT BYLAW NO. 9850 TO PERMIT THE CITY OF RICHMOND TO SECURE AFFORDABLE HOUSING UNITS AT 9211/9251/9271/9291 ODLIN ROAD (POLYGON BERKELEY)**
(File Ref. No. 08-4057-05; 12-8060-20-009850) (REDMS No. 5782536; 5771223)

Planning Committee
Wednesday, April 4, 2018

It was moved and seconded

That Housing Agreement (9211/9251/9271/9291 Odlin Road) Bylaw No. 9850 be introduced and given first, second and third readings to permit the City to enter into a Housing Agreement substantially in the form attached hereto, in accordance with the requirements of section 483 of the Local Government Act, to secure the Affordable Housing Units required by the Rezoning Application RZ 17-778596.

CARRIED

PLANNING AND DEVELOPMENT DIVISION

2. APPLICATION BY POLYGON DEVELOPMENT 218 LTD. FOR REZONING AT 3551, 3571, 3591, 3611, AND 3631 SEXSMITH ROAD FROM SINGLE DETACHED (RS1/F) TO RESIDENTIAL/LIMITED COMMERCIAL (RCL4)

(File Ref. No. 12-8060-20-009836; RZ 17-778835) (REDMS No. 5741270; 5773064)

Suzanne Carter-Huffman, Planner 3, reviewed the application, highlighting that (i) 11 units will be allocated for affordable housing, (ii) the developer will provide a contribution towards the future construction of the Capstan Station, the City's Public Art Fund, and community amenity space in the form of two affordable work-only artist studios, (iii) the proposed development will include frontage improvements and site servicing upgrades, (iv) the proposed development will be District Energy Utility ready, and (v) the proposed building height will be approximately 40.5 metres.

Discussion ensued with regard to increasing the proposed building height and the current building height restrictions under the City Centre Area Plan and Transport Canada regulations.

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9836, which makes minor amendments to the "Residential/Limited Commercial (RCL4)" zone specific to 3551, 3571, 3591, 3611, and 3631 Sexsmith Road and rezones 3551, 3571, 3591, 3611, and 3631 Sexsmith Road from "Single Detached (RS1/F)" to "Residential/Limited Commercial (RCL4)", be introduced and given first reading.

CARRIED

Planning Committee
Wednesday, April 4, 2018

3. **PROPOSED OFFICIAL COMMUNITY PLAN (CITY CENTRE AREA PLAN) AMENDMENT AT 6551 NO. 3 ROAD (RICHMOND CENTRE SOUTH REDEVELOPMENT PLAN) – REQUEST TO ENDORSE AN APPLICANT-LED PUBLIC CONSULTATION PROCESS**

(File Ref. No. CP 16-752923) (REDMS No. 5779435 v. 4)

With the aid of a visual presentation, (Copy on-file, City Clerk's Office), Ms. Carter-Huffman, Planner 3, briefed Committee on the proposed development, highlighting the following:

- the proposed development will be focused on the south side of the mall and will consist of residential units, new streets, open spaces, and expanded retail space;
- the first phase is anticipated in 2019 and will include demolition of the existing parkade and some retail spaces;
- the proposed development will not include a rezoning application since the subject site was previously zoned for high density use;
- the proposed development will include frontage improvements to Minoru Boulevard and No. 3 Road, improvements to cycling lanes, and improved vehicle access through the connection of local streets;
- underground parking is proposed for the site;
- the developer is proposing to allocate 5% of the residential units toward affordable housing, including a mix of family-friendly units;
- a central public plaza is proposed;
- the proposed development will be built to connect a future District Energy Utility;
- completion of the project is expected in 2026; and
- public consultation will include mail notification, newspaper advertisements, a public display inside the current mall, open houses and surveys through Let's Talk Richmond.

Cllr. Steves entered the meeting (4:19 p.m.).

In reply to queries from Committee, staff noted that (i) staff will be consulting with Richmond School District No. 38, (ii) there are no proposed plans to extend the Canada Line, (iii) the proposed parking will be fully underground, (iv) proposed road improvements will include new fully signalized intersections along Minoru Boulevard, and (v) residential parking will include provisions for electric vehicle charging and options for electrical vehicle charging hubs.

Planning Committee
Wednesday, April 4, 2018

It was moved and seconded

That staff be authorized to oversee an applicant-led public consultation process with respect to possible changes to the City Centre Area Plan arising from the proposed Richmond Centre South Redevelopment Plan.

CARRIED

4. **RELEASE OF AGRICULTURAL LAND COMMISSION DECISION – AGRICULTURAL LAND RESERVE NON-FARM USE APPLICATION AT 18791 WESTMINSTER HIGHWAY (AG 14-668409; APPLICANT – NANAKSAR GURDWARA GURSIKH)**
(File Ref. No. AG 14-668409) (REDMS No. 5788439)

Wayne Craig, Director, Development, briefed Committee on the non-farm use application, noting that the Agricultural Land Commission (ALC) has approved the application to allow for overflow parking, with specific conditions and a time limit, and that the City will be working with ALC staff and the applicant to fulfill those conditions.

It was moved and seconded

That the memorandum titled “Release Of Agricultural Land Commission Decision – Agricultural Land Reserve Non-Farm Use Application At 18791 Westminister Highway (Ag 14-668409; Applicant – Nanaksar Gurdwara Gursikh),” dated March 27, 2018, from the Director, Development, be received for information.

CARRIED

Discussion then ensued with regard to the Metro Vancouver Climate 2050 Discussion Paper (attached to and forming part of these minutes as Schedule 1).

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

It was moved and seconded

That the Metro Vancouver Climate 2050 Discussion Paper, dated April 2018, be referred to staff.

CARRIED

5. **MANAGER’S REPORT**

None.

Planning Committee
Wednesday, April 4, 2018

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:29 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Planning Committee of the Council of the City of Richmond held on Wednesday, April 4, 2018.

Councillor Linda McPhail
Chair

Evangel Biason
Legislative Services Coordinator

Schedule 1 to the Minutes of the Planning Committee meeting of Richmond City Council held on Wednesday, April 4, 2018.



Climate 2050 Discussion Paper

April 2018

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CNCL - 49



SERVICES AND SOLUTIONS FOR A LIVABLE REGION

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Climate Change: Our Region's Challenge

Climate Change is both a global challenge and a local challenge, and it is already affecting our planet and our region in profound ways. Meeting the climate challenge requires bold leadership, creative thinking, and extensive collaboration. Cities and regional governments are at the forefront of global action on climate change. Much of the infrastructure as well as policies and initiatives that impact our neighbourhoods and daily lives are managed and coordinated through cities.

Climate projections for the 2050 timeframe include warmer temperatures and more extreme weather events. This region will experience longer, hotter, drier summers, while the fall and winter seasons will be warmer and wetter with decreased snowpack.

In 2008, the MVRD Board adopted a regional target of 80% reduction in greenhouse gas emissions below 2007 levels by 2050. This target was subsequently included in the *Metro 2040 plan* (2011) and the *Integrated Air Quality and Greenhouse Gas Management Plan* (2011).

Metro Vancouver is well positioned to take action on climate change and is already pursuing innovative ways to reduce greenhouse gas emissions from its own operations, and is investing in the climate resilience of its own assets and infrastructure. Through strategic policies and programs, it is supporting its member jurisdictions, businesses, and residents to take their own actions to reduce emissions and adapt to the changing climate.

Proposed Climate 2050 Strategy

Metro Vancouver's 2015 to 2018 Board Strategic Plan places a strong emphasis on climate action, including a strategic direction to incorporate strategies and actions into all Metro Vancouver functions to mitigate and adapt to climate change, and to develop and implement a regional climate action strategy.

The intended purpose of the Climate 2050 strategy is to guide climate change policy and action.

Enhanced policies and actions are needed to protect the region's infrastructure, ecosystems, and people from climate impacts, and achieve meaningful greenhouse gas (GHG) reductions in the region by 2050. All levels of government and the private sector need to explore new approaches to doing business in order to create a robust and resilient low-carbon future.

This discussion paper provides context for the development of the Climate 2050 strategy. It summarizes the impacts that climate change is projected to have on this region, identifies the main sources of GHG emissions, articulates targets adopted by the Metro Vancouver Board, and describes Metro Vancouver's current actions on climate change. It also proposes a vision statement and guiding principles for regional climate action.

Climate Change Impacts in Our Region

Climate change impacts are already visible in our region, and will become more marked in the near future. Even if global greenhouse gas emissions were cut drastically tomorrow, our region – and the rest of the globe – will inherit the impacts of the previous 150 years of human generated GHG emissions, and the climate will continue to change.

Metro Vancouver's Climate Projections Report¹ provides details of the projected impacts of climate change in this region. There is confidence in the projections through to the 2050s. However, projections to 2080 and beyond are more uncertain, because the impacts in the latter part of this century are highly dependent on how successful the global community is at reducing greenhouse gas emissions in the next couple of decades. This underscores the importance of taking action now. (See Appendix 2 for more information on global climate change data and trends).

Climate Change Projections

At its foundation, climate change is projected to drive changes to weather patterns. The “new normal” for the region may be very unlike the past. Climate projections for the 2050 timeframe are described below.

- **Warmer temperatures:** with increasing daytime and nighttime temperatures, there will be more hot summer days and fewer winter days with frost or ice.
- **Longer summer dry spells:** summer rainfall will decline by nearly 20%, with increased likelihood of extended drought periods.
- **Wetter fall and winters:** although on average the total annual rainfall is expected to increase by just 5%, there will be a large increase in rainfall during fall and winter.
- **More extreme precipitation events:** more rain will fall during the wettest days of the year and the frequency of

extreme rainfall events will increase.

- **Decreased snowpack:** the deep spring snowpack in the mountainous watersheds is expected to decrease by over 50% compared to present day.
- **Sea level rise:** in addition to these weather-related changes predicted in our region, warming global temperature will bring a projected 0.5 meters of sea level rise by 2050, which will impact coastal communities in our region.

Anticipated Climate Change Impacts

Across our region, changing weather patterns and sea level rise are expected to impact many regional services and lead to new concerns. Adaptation responses, including significant investment by the public and private sectors, will be required to upgrade our infrastructure, protect our ecosystems, and prepare for the impacts of climate change.

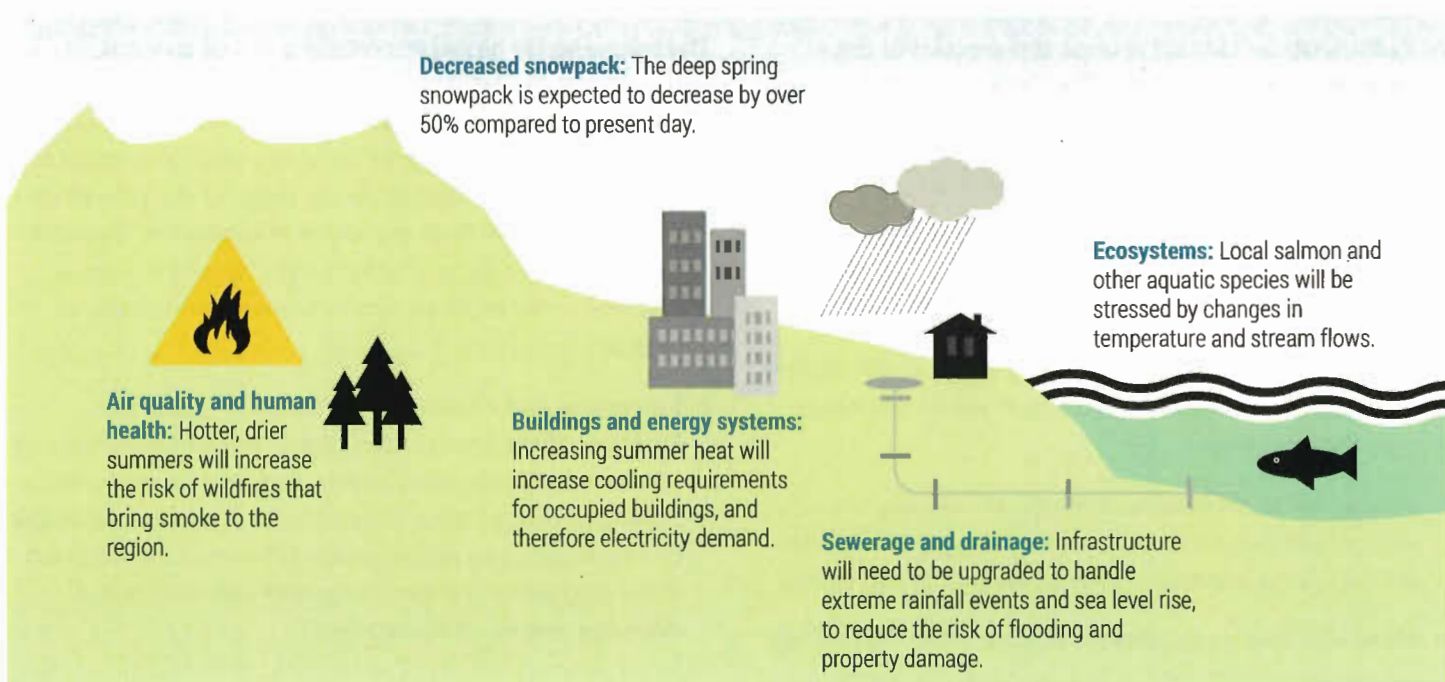
The following list highlights critical areas of concern.

- **Drinking water supply and demand:** Reduced snowpack and hotter, drier summers could put strain on the existing water supply during times of the year when temperatures are high and water is in greatest demand. The risk of landslides affecting water quality in supply reservoirs may increase due to extreme precipitation events.
- **Sewerage and drainage:** Wastewater treatment facilities will be impacted by higher influent volumes and sea level rise, increasing energy required for pumping. Sewers near the Fraser River and the ocean will be at risk of flooding due to sea level rise. Infrastructure will need to be upgraded to maintain current expectations of drainage and flood protection.

¹ [Climate Projections for Metro Vancouver, 2016](#)

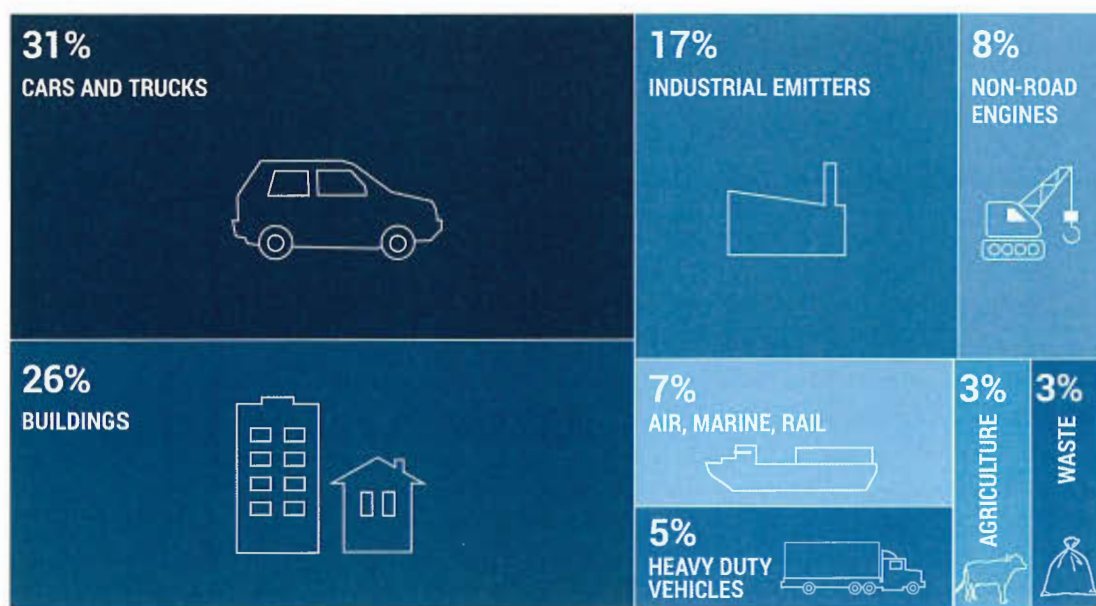
- **Ecosystems and agriculture:** As the climate shifts, it will disrupt the fragile equilibrium in our natural environment. The plants, trees, and animals within the ecosystems that have historically thrived in our region will be impacted.
- **Air quality and human health:** Increases in the number, extent and duration of wildfires will impact air quality in the Lower Fraser Valley. Air pollution expected in the Metro Vancouver region will include smoke from distant fires, and increases in ground-level ozone. Health impacts related to heat stress will also increase in a population not accustomed to higher temperatures.
- **Buildings and energy systems:** Increasing summer heat will increase cooling requirements for occupied buildings, and therefore electricity demand. This in turn will impact the provincial energy infrastructure, which is designed for peak winter demand. Energy efficiency and passive cooling will become increasingly important in buildings, and the business case to build and retrofit to high efficiency standards will improve.
- **Transportation, recreation and tourism:** Warmer winters and less frost may improve road safety and increase the opportunities to walk or cycle year round. However, warmer temperatures will mean less snow in the local mountains, which is a concern for the winter sport recreation industry.
- **Communities and infrastructure – flood risk:** sea level rise, storm surge, more extreme rainfall and changes in river hydrology all combine to increase the risk of flooding in Metro Vancouver communities. Most dikes were built in the 1970s and 1980s, and they were not designed to withstand the level of floods now projected. A major flood in this region could have direct and indirect losses estimated at \$20-30+ billion, four to five times the losses from the Alberta floods of 2013. Flooding presents a risk to people, homes, businesses and infrastructure.

EXAMPLES OF CLIMATE CHANGE IMPACTS



Regional Sources of Greenhouse Gas Emissions

Every five years, Metro Vancouver compiles an emissions inventory which quantifies greenhouse gas emissions from the various sources across the region. Only a small fraction of the emissions are directly associated with the corporate activities of Metro Vancouver and its member jurisdictions. Metro Vancouver has an opportunity to influence regional emissions, particularly through its planning and policy functions, and through its role as a regional forum for its member jurisdictions.



The above figure provides a summary of how different sources contributed to the regional "carbon footprint" (about 15 million tonnes in 2015), based on the Emissions Inventory for the Lower Fraser Valley.²

Regional Greenhouse Gas Reduction Target

In parallel with preparing for the unavoidable impacts of climate change, Metro Vancouver also recognizes its role in driving reductions in regional greenhouse gas emissions, the main cause of climate change. Metro Vancouver can advance our region's leadership in greenhouse gas reduction through innovative urban planning, targeted policy and regulation, and adoption of new low carbon technologies.

Scientists have indicated that the global community must reduce its emissions by 70% from 2010 levels by 2050

In the most recent Intergovernmental Panel on Climate Change (IPCC) report³, scientists have indicated that the global community must reduce its emissions by 70% from 2010 levels by 2050, and emissions levels should be near zero by 2100. This level of reduction is needed to stay within a 2°C rise in global temperature, in order to reduce the risk of catastrophic impacts of climate change.

In 2008, the MVRD Board adopted a regional target of 80% reduction in greenhouse gas emissions below 2007 levels by 2050. This target was subsequently included in the *Metro 2040 plan* (2011) and the *Integrated Air Quality and Greenhouse Gas Management Plan* (2011).

Regional emissions are influenced by policies and actions undertaken by all orders of government, as well as by individual decisions made by businesses and residents. There are some indications that the combined efforts to reduce emissions are having an impact – total greenhouse gas emissions in the region have remained steady for the past decade even in the face of population and economic growth. The challenge in the coming years will be to reduce emissions substantially even as the population and economy continue to grow.

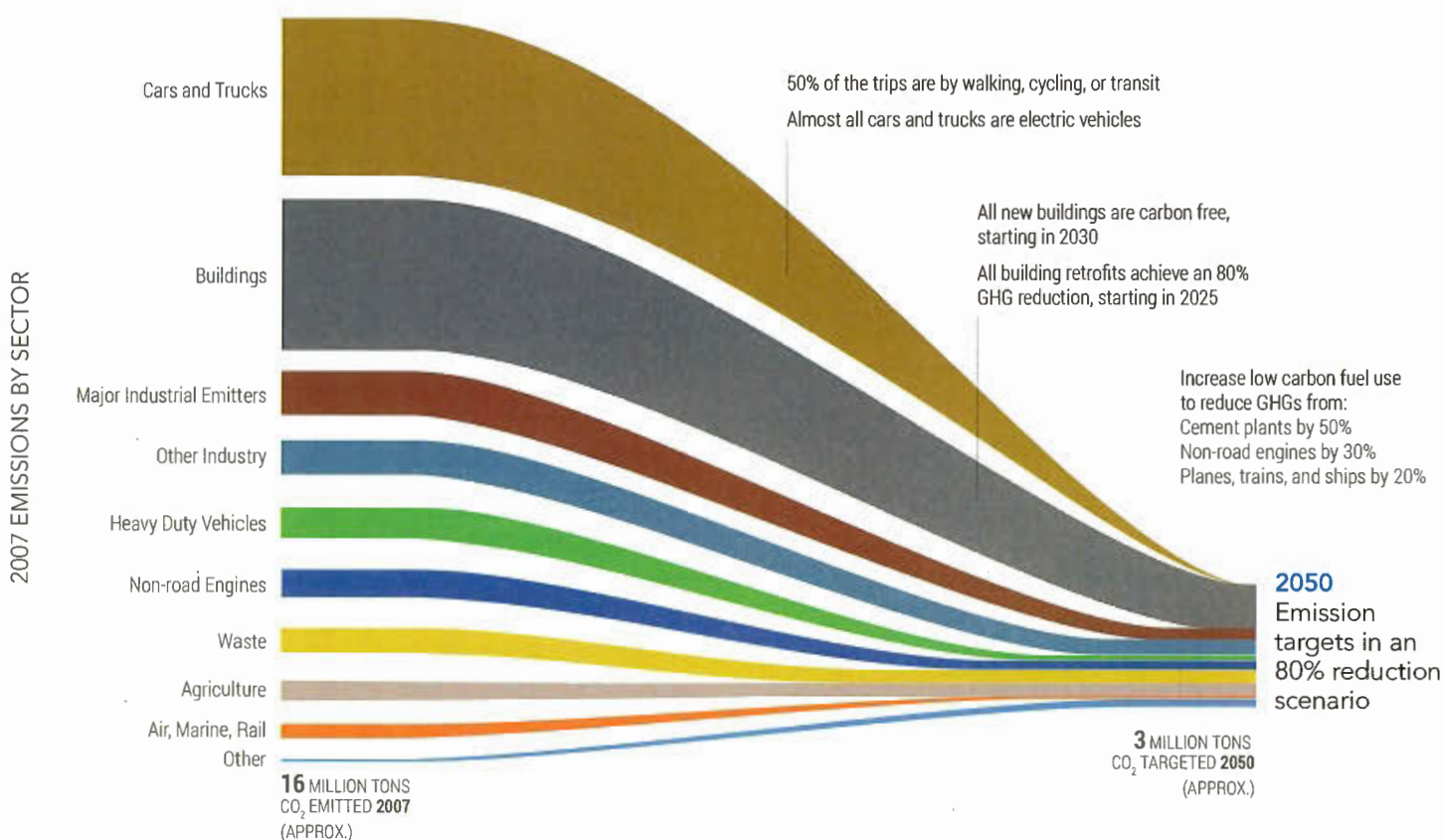


³ [IPCC, 2014: Summary for Policymakers](#)

Getting to 80% by 2050

Reaching the 80% reduction target by 2050 (from 2007 levels) will require unprecedented greenhouse gas emission reductions across most sectors, with some sectors becoming essentially “zero emissions”. In order to illustrate the magnitude and scope of the change necessary to reach an 80% greenhouse gas reduction target, below is one possible scenario demonstrating how the region could reach the greenhouse gas reduction target by 2050.

SCENARIO FOR GETTING TO 80% GHG REDUCTION BY 2050



Metro Vancouver's role in climate change

Metro Vancouver is well positioned to establish policies and take actions that protect the region's infrastructure, ecosystems, and people against climate impacts in our region. Metro Vancouver is pursuing innovative ways to reduce greenhouse gas emissions, and is investing in the climate resilience of its own assets and infrastructure. Through strategic policies and programs, Metro Vancouver is supporting its member jurisdictions, businesses, and residents to take their own actions to reduce emissions and adapt to the changing climate.

Planning for the future of our region is another of Metro Vancouver's core roles. It has become critical to consider climate change in all planning endeavors, because the impacts of climate change are already affecting our region in profound ways and are projected to increase over coming decades. Changes in weather patterns and rising sea level will impact many core regional services, including drinking water supply, liquid waste management, air quality management, and regional parks. Negative impacts on our communities, businesses, agriculture, and transportation systems, as well as disruption to sensitive ecosystems, can also be expected.

Authority and Mandate

Metro Vancouver's 2015 to 2018 Board Strategic Plan places a strong emphasis on climate action, including a strategic direction to incorporate strategies and actions into all Metro Vancouver functions to mitigate and adapt to climate change, and to develop and implement a regional climate action strategy. Metro Vancouver's actions on climate change will fall under the areas of delivery of core services, planning for the future, and acting as a regional forum.

Metro Vancouver's authority and mandate to address climate change flows from several areas of legislation and policy. The *Green Communities Act (Bill 27)*

requires regional growth strategies to include targets for reducing greenhouse gas emissions and proposed policies and actions for achieving those targets. Under the *Environmental Management Act*, Metro Vancouver has the delegated authority to provide the service of air pollution control and air quality management and may, by bylaw, prohibit, regulate and otherwise control and prevent the discharge of air contaminants. Also under the Act, as regulatory instruments Waste Management Plans can address strategic and operational requirements that are specific to a local government's solid waste and liquid waste services such as responding to climate impacts and reducing GHG emissions.

In addition, in 2009, Metro Vancouver signed the *BC Climate Action Charter*, making the voluntary commitment to take actions to become carbon neutral in its corporate operations and reduce community-wide emissions by creating more complete, compact and energy efficient rural and urban communities. Further discussion of Metro Vancouver's role and authority is included within the Issue Area Summaries in Appendix 1.

Current Climate Actions

For more than 15 years, Metro Vancouver has taken a leadership role in the region's response to climate change, and climate actions are embedded in its existing management plans. Many climate-related actions and initiatives have been taken in close collaboration with the member jurisdictions. Metro Vancouver has adopted foundational policies such as those in *Metro 2040*, the regional growth strategy, which sets the vision and land use framework to encourage compact, complete communities and support low carbon forms of transportation like walking, cycling and transit. Metro Vancouver has also delivered a number of regional programs to reduce greenhouse gas emissions from vehicles, buildings, and businesses.

Within the water, liquid waste and solid waste utilities, Metro Vancouver has shown corporate leadership by reducing greenhouse gases from its own operations and recovering resources and energy from its waste streams, as well as planning for the impacts of climate change on our infrastructure.

Metro Vancouver has established regional climate projections to inform planning for major infrastructure projects that will be impacted by climate change over the coming decades. The climate projections will be revised at regular intervals, to ensure that decisions that might be impacted by climate change are informed by the best available information for the region. Further discussion of Metro Vancouver's current climate actions is included within the Issue Area Summaries in Appendix 1.

ADAPTING TO CLIMATE CHANGE	REDUCING GREENHOUSE GASES
REGIONAL PLANNING AND COORDINATION Support residents, businesses and member jurisdictions in preparing for the changing climate.	PROGRAMS, POLICIES AND REGULATIONS Reduce GHG emissions from residents, businesses and institutions.
PLANNING, DESIGN AND INVESTMENT Ensure Metro Vancouver's operations and assets are resilient to the changing climate.	GHG MANAGEMENT AND ENERGY EFFICIENCY Reduce GHG emissions from Metro Vancouver's operations and assets.

Participation in Climate Action Networks

Metro Vancouver is connected with international organizations with a focus on local government climate action including [ICLEI – Local Governments for Sustainability](#) and [UN-Habitat’s Cities and Climate Change Initiative](#). These are in addition to Metro Vancouver’s membership with the [Federation of Canadian Municipalities \(FCM\)](#), which provides a convening forum for discussion and programs and support for municipalities planning for climate action. Two FCM initiatives that are relevant for Metro Vancouver are the Partners for Climate Protection Program and the Municipalities for Climate Innovation Program.

Metro Vancouver and local member municipalities also have a variety of connections to effective local government climate action initiatives, including: [BC Municipal Climate Leadership Council](#); [BC Regional Adaptation Collaborative Program](#); [Global Covenant of Mayors for Climate & Energy](#); and [Renewable Cities](#).

Vision Statement

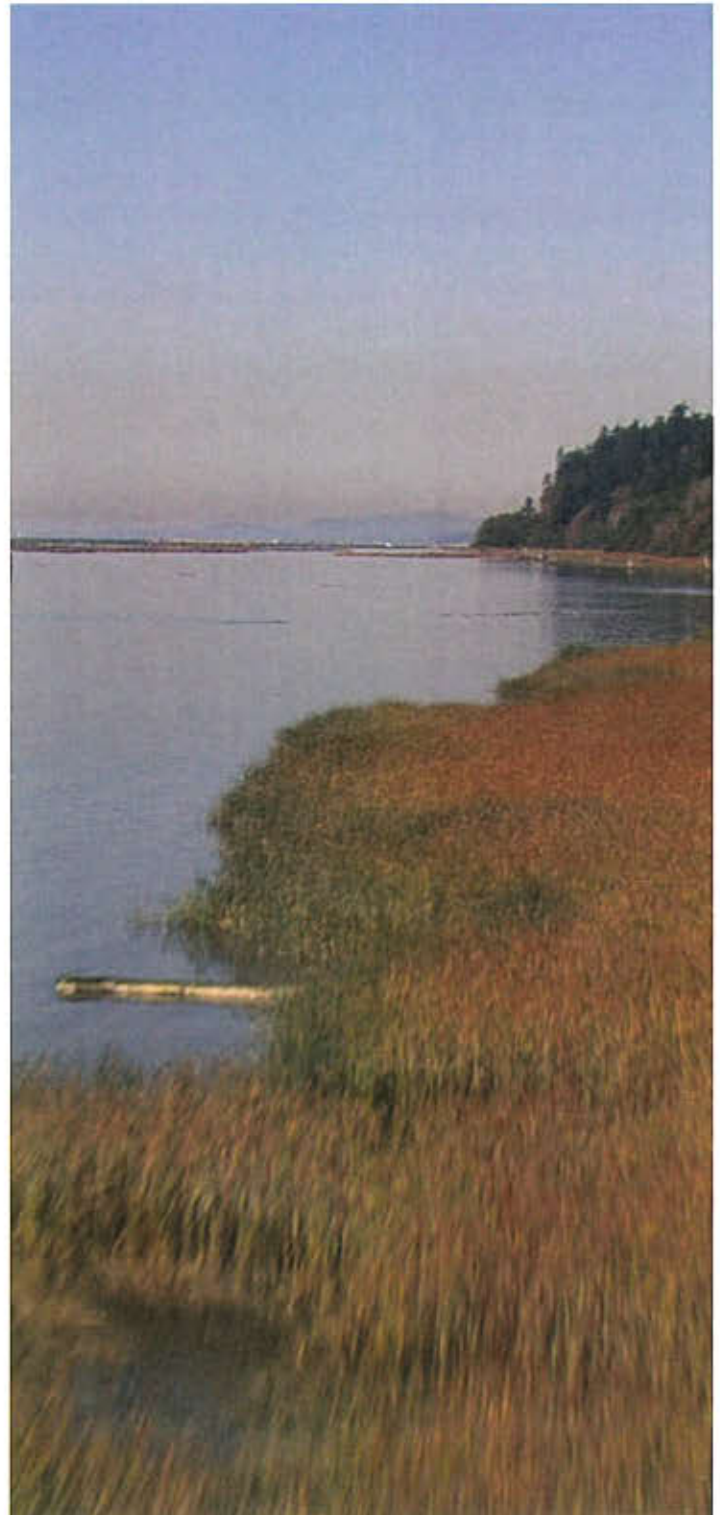
Metro Vancouver has played a leadership role in the region's response to climate change over the past 15 years. Metro Vancouver's vision statement for Climate 2050 embodies the need for our region to both reduce emissions of greenhouse gases and prepare for the changes from a warming climate.

Climate 2050's vision statement recognizes direction from Metro Vancouver's 2015 to 2018 Board Strategic Plan to incorporate strategies and actions into all Metro Vancouver functions to mitigate and adapt to climate change.

CLIMATE 2050 VISION STATEMENT

Metro Vancouver demonstrates bold leadership in responding to climate change

- Ensuring our infrastructure, ecosystems, and communities are resilient to the impacts of climate change
- Pursuing a regional target of 80% reduction in greenhouse gas emissions from 2007 levels by 2050.



Guiding Principles

To guide the Climate 2050 Strategy, the following principles have been identified that reflect Metro Vancouver's mandate and role and the specific climate challenges of our region. These principles are based on the United Nations-Habitat principles for local-level climate action, which were established to encourage consistent and comparable approaches to developing effective climate action planning by local and regional governments around the world.⁴



THE CLIMATE 2050 STRATEGY IS:

- **Ambitious** – Demonstrate global and local leadership by ambitiously tackling our local climate challenges.
- **Dynamic** – Evolve our approach to respond to new information, support innovation, and take advantage of opportunities.
- **Evidence-based** – Inform decision-making with the most current scientific knowledge and local understanding to assess vulnerability and emissions.
- **Relevant** – Design actions to respond to Metro Vancouver's unique challenges and opportunities and deliver local benefits.
- **Comprehensive** – Undertake climate actions across Metro Vancouver's functions and support actions across sectors and communities.
- **Integrated** – Ensure actions are integrated with other municipal and regional policy priorities and are coordinated with Provincial and Federal initiatives.
- **Fair** – Seek solutions that equitably address the risks of climate change, share the costs and benefits of action, and support a livable and affordable region, including responsibility to future generations.
- **Actionable** – Propose actions that can realistically be implemented given Metro Vancouver's mandate, finances and capacities; if necessary evaluate changes to mandate.
- **Inclusive & Collaborative** – Involve Metro Vancouver's members, strategic partners and communities in the planning and implementation of the Climate 2050 Strategy.
- **Transparent & Verifiable** – Follow an open decision-making process, and set goals that can be measured, reported, verified, and evaluated.

⁴ The United Nations-Habitat principles were generated through a robust, global, multi-stakeholder process including climate action NGOs, academics, engineering and planning associations, and public agencies, and have been endorsed by multiple global organizations including ICLEI-Local Governments for Sustainability, UCLG (United Cities and Local Governments), and FCM (Federation of Canadian Municipalities), among many others. See: <http://e-lib.iclei.org/wp-content/uploads/2016/02/Guiding-Principles-for-City-Climate-Action-Planning.pdf>

Conceptual Framework

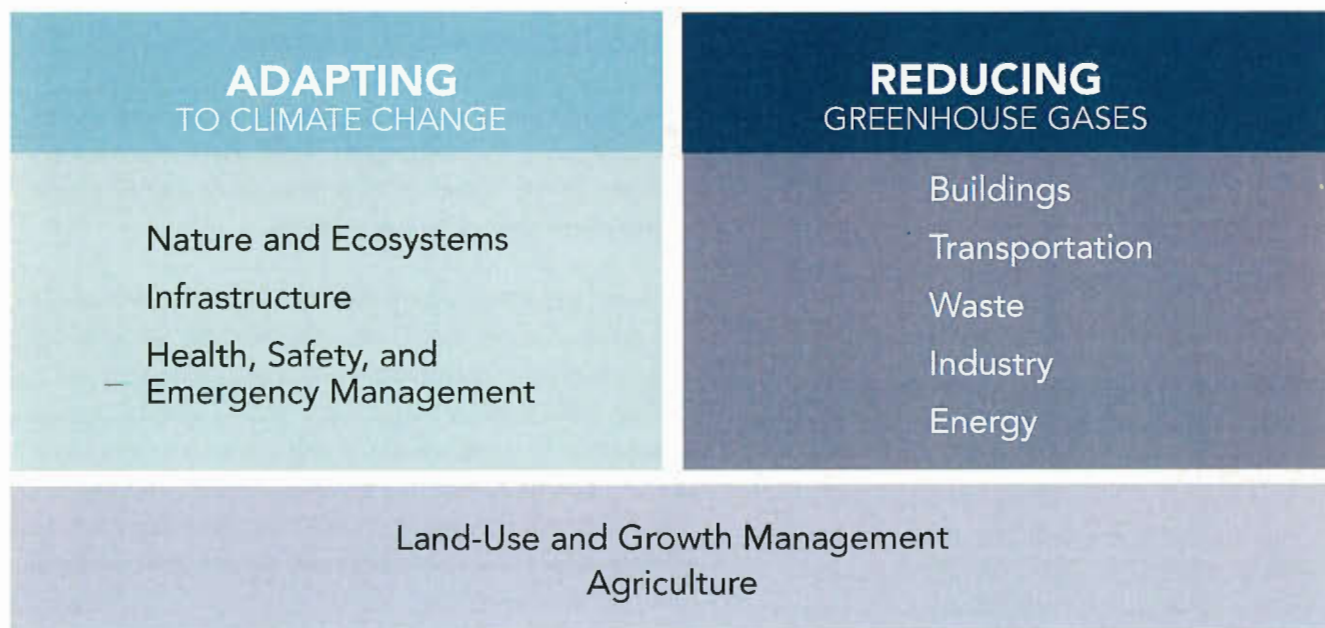
Issue Areas

The Climate 2050 Strategy will be organized around ten Issue Areas, intended to provide logical groupings of climate actions, while recognizing the range of climate change-related initiatives and specific circumstances in Metro Vancouver's populous and diverse region. In some cases, two issue areas may apply to a given activity. For example, progressive waste management also offers opportunities to generate low carbon, renewable energy.

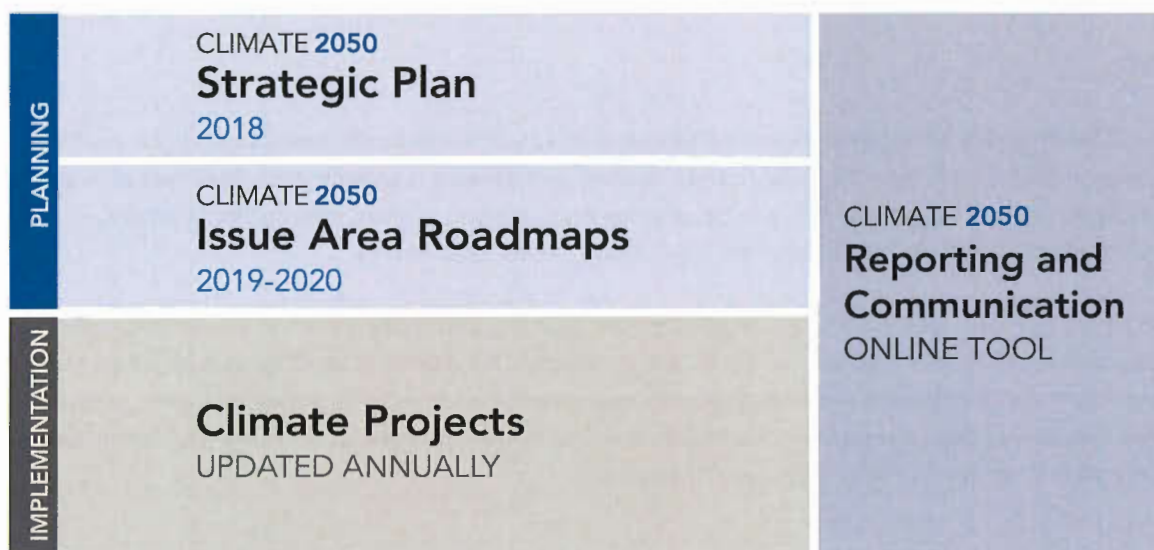
Three Issue Areas are primarily related to adapting to climate change, and these reflect the functions and responsibilities under Metro Vancouver's mandate that will be significantly impacted by changing weather patterns and sea level rise. Five Issue Areas are primarily related to reducing greenhouse gases, and reflect the major emissions sources in the region and opportunities for low carbon alternatives. Two additional Issue Areas, Land-Use and Growth Management, and Agriculture, cut across both climate adaptation and mitigation.

The Climate 2050 strategy will establish a framework to develop and implement dynamic Roadmaps for future climate action by Metro Vancouver, organized around the Issue Areas.

The Issue Areas are shown below, and further descriptions of each Issue Area can be found in Appendix 1.



Framework of the Climate 2050 Strategy



THE FOUR COMPONENTS OF THE CLIMATE 2050 STRATEGY WILL BE:

Climate 2050 Strategic Plan: The Strategic Plan sets out the 30-year vision for Metro Vancouver's climate policies and actions, lays out guiding principles, and describes a dynamic approach. It will include a discussion of the roles and responsibilities of Metro Vancouver and others as they relate to climate change. The Plan will also include summaries for each of the key issue areas that will form the foundation for the development of the Issue Area Roadmaps (see below). The aim is for the Strategic Plan to be finalized in 2018.

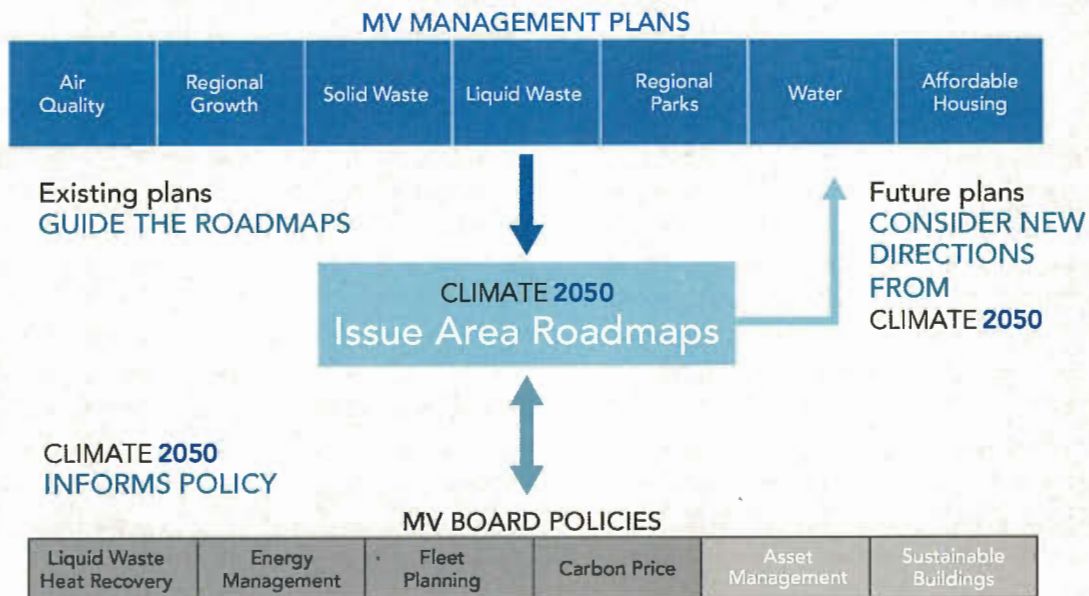
Climate 2050 Issue Area Roadmaps: The Issue Area Roadmaps will set out how Metro Vancouver will achieve the 30-year vision of a resilient, low carbon region. They will outline in more detail the regional and corporate goals, strategies, actions, and performance metrics for each Issue Area. Over time, the Roadmaps will evolve dynamically in response to new technologies and innovation, policies of senior governments, or other emerging factors. The Issue Area Roadmaps will be consulted on and developed in

2019 and 2020, following adoption of the Climate 2050 Strategic Plan.

Climate Projects: The roadmaps will guide the development of specific climate projects for Metro Vancouver. Projects will be identified and approved through regular annual work plans, budgets, and 5-year financial plans. Staff will report to the Metro Vancouver standing committees and Boards to seek guidance and approval for major Climate Projects.

Climate 2050 Reporting and Communication Tool: All of the above components of the Climate 2050 Strategy will be supported by an online reporting and communication tool. This dynamic hub for climate actions will feature illustrative examples of current actions from both Metro Vancouver and its members, facilitate sharing of best practices, provide feedback opportunities, contain background and reference materials, and report on targets and measures.

Relationships to Other Plans and Policies



Climate 2050 will be closely linked to Metro Vancouver's other plans and policies. Once the Climate 2050 Strategic Plan is adopted, its vision and guiding principles will inform the development of Issue Area Roadmaps that will guide actions and projects across the organization. The Roadmaps will build on climate actions that have already been adopted in the existing management plans while also proposing new directions that can be considered in future management plans, consistent with the respective authorities for each. The Roadmaps may also propose revisions or implementation actions for existing climate related policies, or the development of new Board policies that can help guide decision-making around specific climate related issues impacting the organization.

Dynamic Approach: a living, breathing plan

Recognizing the magnitude of the climate challenge, the evolving nature of climate science, and the need for policy responses to be adaptive, a dynamic approach is needed in the development and implementation of Climate 2050.

The Roadmaps will be developed with a five-year planning horizon, but they can be updated more often if opportunities or approaches arise that can accelerate progress towards the goals. These time frames are intended to synchronize with annual budget and work plan

cycles and five year financial plans. Performance metrics will be identified in the Roadmaps to track progress towards the goals.

In addition, the Climate 2050 Reporting and Communication Tool will be a dynamic online hub that will contain the most up to date information on the implementation of the Climate 2050 Strategic Plan, as well as information on key actions of others, including member jurisdictions.

Roles and Responsibilities of Other Orders of Government

The **Provincial Government** adopted the BC Climate Leadership Plan in 2016 and has established a new BC Climate Solutions and Clean Growth Advisory Council to advise on future climate policy. The Provincial government sets transportation policy that affects Provincial roads and highways, as well as energy policy (including the mandate of BC Hydro). It has established the Provincial carbon tax, it sets building standards through the building code, and it regulates certain industries key to reducing emissions. It also collects tax revenue for large infrastructure investments such as transit, roads, bridges and dikes.

The **Federal Government** adopted the Pan-Canadian Framework on Clean Growth and Climate Change as the national climate change plan. It has jurisdiction over policies to set standards and regulate the design and manufacture of many products that directly or indirectly contribute greenhouse gas emissions (e.g., vehicles, appliances, buildings, industrial and commercial equipment). It is responsible for regulating emissions on Federal lands, including ports, airports, and rail corridors, and shipping lanes. The Federal government has also set a national carbon price to help drive down greenhouse gas emissions, and established several funding mechanisms related to the Pan-Canadian Framework, including the Clean Energy Fund, the Green Municipal Fund, the Clean Growth Hub, and the Low Carbon Economy Fund.

First Nations in the Metro Vancouver region provide services to their communities that will be impacted by climate change. A number of First Nations in the region have adopted sustainability and/or land use plans that include their response to climate change. The Tsawwassen First Nation is a member jurisdiction and has similar authority and powers as other member jurisdictions with respect to climate change.

Member Jurisdictions are also taking actions to ensure their communities are adapting to climate change and reducing GHG emissions. Many have adopted climate action plans. They are using their land-use planning authority to encourage the growth of compact communities and investments in transit and cycling infrastructure that enables low carbon transportation. They are also responsible for enforcing the building code and can adopt the BC Energy Step Code to encourage lower carbon buildings. Members have a key role in preparing for the impacts of climate change, including investments in stormwater infrastructure and dikes, and responding to emergencies such as flooding in their communities. All of the municipalities in Metro Vancouver have shown leadership by signing the *BC Climate Action Charter* for local governments.

TransLink is responsible for long-term investments in transit and regional road and bridge infrastructure that enable low carbon transportation options. It is also responsible for regional transportation demand management programs that encourage residents to choose low carbon forms of transportation. Through its management of and investment in the transit fleet it can also reduce greenhouse gas emissions from transit vehicles.

The **major energy utilities** in the region (BC Hydro and Fortis BC) are responsible for energy supply and distribution. They are responsible for policies and infrastructure investments that will increase the supply of low carbon energy to the region. They administer energy conservation incentives to encourage residents and businesses to reduce their energy demand and indirectly reduce greenhouse gas emissions. Energy utilities will also play a key role in ensuring that our energy infrastructure is resilient to the impacts of climate change both inside and outside the region.

Summary

The Climate 2050 strategy will be an overarching climate action strategy for Metro Vancouver.

It will outline Metro Vancouver's vision and goals to both reduce greenhouse gas emissions and adapt to climate impacts. It will describe Metro Vancouver's role in taking action on climate change, and provide strategic direction on how to integrate climate change considerations in all decisions and policies.

The Climate 2050 strategy will establish a framework to develop and implement dynamic roadmaps for future climate action by Metro Vancouver, and will facilitate learning and sharing of best practices with our members and others.

Transparency and collaboration is a guiding principle for the Climate 2050 process. Metro Vancouver is committed to an open decision-making process, and to setting goals that can be measured, reported, and evaluated. In addition to working closely with its member jurisdictions,

Metro Vancouver recognizes that businesses, residents, and other stakeholders have a critical role in achieving climate goals. The next step in the Climate 2050 process will be engagement with key stakeholder groups, including but not limited to member jurisdictions, First Nations, Provincial Government, Federal Government, TransLink, and the energy utilities.

While Metro Vancouver has been undertaking climate action planning and responses for over 15 years, more comprehensive and strategic action is needed to continue on and enhance the improvement trajectory it has started on.

Addressing the challenge of climate change requires bold leadership, creative thinking, and extensive collaboration.

All levels of government, as well as the private sector, will need to explore new approaches to doing business in order to create a robust and resilient low-carbon society.

YOUR FEEDBACK ON THE CLIMATE 2050 DISCUSSION PAPER

Metro Vancouver welcomes and invites feedback to inform the development of the Climate 2050 Strategic Plan. This Discussion Paper includes many of the elements that will be included in the Strategic Plan. Although feedback on any content in the Discussion Paper is appreciated, Metro Vancouver is specifically seeking comments on the following;

BACKGROUND INFORMATION AND CONTEXT

Which background information do you think is most important to understanding the context and rationale for taking action to address climate change? Were there any key pieces of information missing? (page 5)

VISION STATEMENT

Please provide any feedback on the Vision. Does it reflect the level of response to climate change you expect from Metro Vancouver? (page 13)

GUIDING PRINCIPLES

Please provide any feedback on the Guiding Principles. Do they reflect the criteria that Metro Vancouver should consider when evaluating climate goals, strategies and actions? (page 14)

ISSUE AREAS

Do the issue areas reflect logical and comprehensive groupings of climate goals, strategies, and actions you would expect Metro Vancouver to undertake? Are they properly described? Have we missed any issue areas or would you combine some issue areas? (page 15)

STRATEGIC PRIORITIES

What do you see as the strategic priorities in the issue areas you are most familiar with?

Note that there will be future engagement opportunities on the specific goals, strategies and actions that will form Issue Area Roadmaps (as described on page 16). Climate 2050 is intended as a dynamic, evolving climate action strategy that will be responsive to innovation, new ideas and emerging technologies over the next 30 years.

You have the following opportunities to provide feedback: online feedback forms, open comments to a dedicated email account, participation in a public dialogue or stakeholder forum, and direct feedback to Metro Vancouver staff. Details about consultation events will be posted on the [Climate 2050](#) webpage. Feedback may be provided by email at Climate2050@metrovancover.org or by telephone through 604-432-6200.

Comments and suggestions will be compiled into a summary report for consideration by the Metro Vancouver Board, and will be made publically available in Fall 2018. To ensure your comments are fully considered please provide feedback before June 30, 2018.

Thank you for taking the time to provide your valuable feedback. For more information, visit metrovancover.org and search Climate 2050, or call 604-432-6200.



APPENDIX 1: Issue Area Summaries

This Appendix contains ten Issue Area Summaries, which are intended to provide logical groupings of climate actions, while recognizing the range of climate change-related initiatives and specific circumstances in Metro Vancouver's populous and diverse region. Each Issue Area Summary includes the following information:

Introduction

- Describes the how the activities within the Issue Area contribute to GHG emissions and/or are impacted by climate change, and describes some of the potential opportunities to reduce GHG emissions and/or respond to impacts.

Metro Vancouver's role and authority

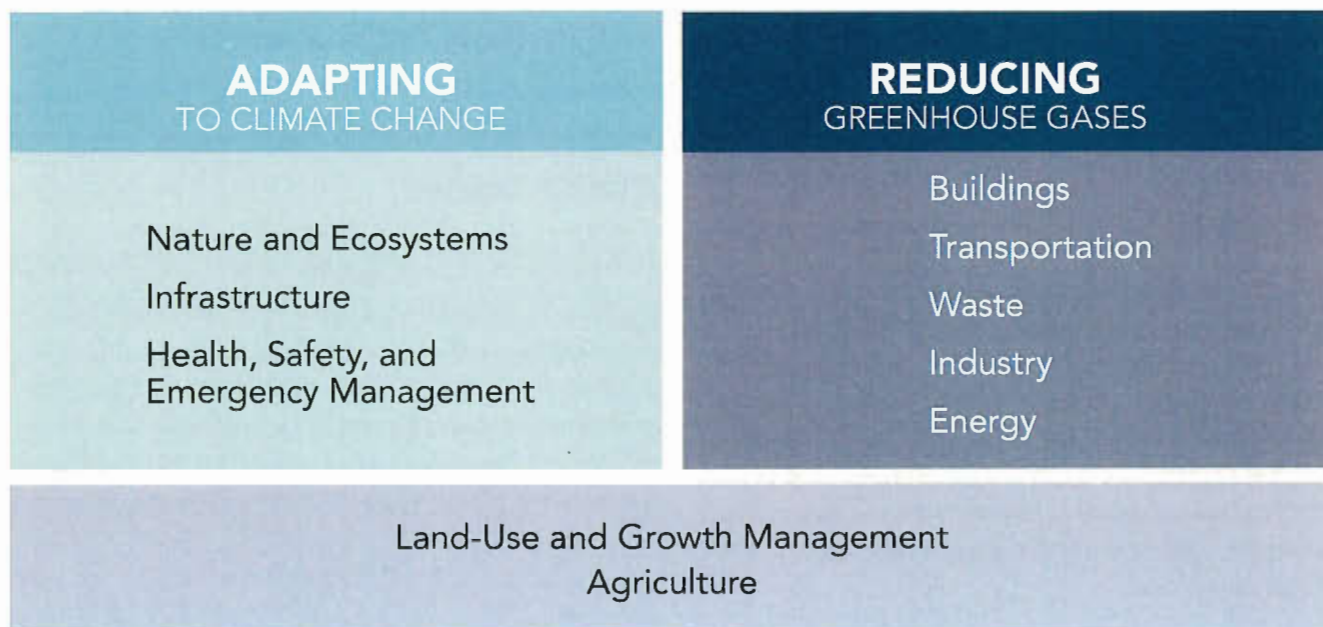
- Describes Metro Vancouver's legislated authority and regional government roles, as they relate to reducing GHG emissions and responding to the impacts of climate change.

Metro Vancouver's current climate actions

- Provides a few examples of the current climate actions that Metro Vancouver is taking in this Issue Area. This list is intended to be illustrative, (to support dialogue), and is not meant to be comprehensive.

Current climate actions of other orders of governments and key stakeholders.

- Provides a few examples of the current climate actions that other orders of government and key stakeholders are taking in this Issue Area. This list is intended to be illustrative, (to support dialogue), and is not meant to be comprehensive.





ADAPTATION ISSUE AREA NATURE AND ECOSYSTEMS

Nature and Ecosystems

Metro Vancouver is a region with a rich and diverse natural environment that provides essential ecosystem services including stormwater management, pollination, flood management, and cooling that addresses urban heat island effects. Forests and wetlands and other ecosystems contribute to the regulation of the global climate by removing and storing carbon dioxide from the atmosphere.

However, the health of these ecosystems is deteriorating and is vulnerable to further degradation, especially with a changing climate. Many species and ecosystems in the region are at risk of being impacted or displaced entirely due to climate change because they cannot adapt fast enough. Metro Vancouver is building ecological resilience by conserving habitat as part of the regional parks network, and considering ecosystems in decision making.

Metro Vancouver's Authority and Role

Under the *Local Government Act*, Metro Vancouver develops and stewards *Metro Vancouver 2040: Shaping our Future (Metro 2040)*, the regional growth strategy, which sets a regional policy framework for containing and directing growth, protecting important lands, and supporting the efficient provision of urban infrastructure. Containing urban growth helps protect important lands for conservation and recreation, agricultural and rural uses, which also provide valuable ecosystem services.

Metro Vancouver delivers local government services to Electoral Area A, which includes Barnston Island and communities along Howe Sound, Indian Arm and the west side of Pitt Lake, and this role includes managing the ecosystems in these largely rural areas. Metro Vancouver manages the region's water supply areas, which comprise large tracts of natural areas and sensitive ecosystems that are essential for maintaining the quantity and quality of the region's drinking water.

Metro Vancouver develops regional datasets (e.g., sensitive ecosystems, land cover, carbon storage, agricultural land use) that are used to monitor regional ecological health in the face of climate change and inform decision-making.

Metro Vancouver's *Ecological Health Plan* identifies Metro Vancouver's roles in protecting and enhancing ecological health in relationship to delivery of core utility services and functions. Metro Vancouver, through its actions, also supports the efforts of its members, residents, and environmental organizations to protect and enhance local ecosystems.

Metro Vancouver operates a system of regional parks and greenways. The system comprises approximately 14,500 hectares of land, including 23 regional parks, 5 greenways, 3 regional park reserves, and 2 ecological conservancy areas. Through the regional parks system, Metro Vancouver helps to protect important natural areas and provides opportunities for the region's residents and visitors to connect with, enjoy and learn about nature and ecology. Metro Vancouver invests in a re-vegetation program in its regional parks which restores degraded sites, enhances biodiversity, and promotes ecosystem resilience.

Examples of Metro Vancouver's current climate actions

URBAN FOREST CLIMATE ADAPTATION FRAMEWORK

Metro Vancouver conducted a study in 2016 to identify the climate risks facing urban forests, assess regional vulnerability of the existing urban forest and develop guidelines for building resilience and maximizing the adaptation benefits of urban trees. The information informs urban forest planning and climate adaptation strategies.



GROW GREEN GUIDE

Metro Vancouver, in collaboration with UBC Botanical Garden, developed the Grow Green Guide – an online resource for residents to grow eco-friendly lawns and gardens. The website recommends plants that are suitable for this region, and are waterwise, non-invasive, and support biodiversity.

IMPROVING ECOLOGICAL HEALTH AND CARBON SEQUESTRATION POTENTIAL AT BURNS BOG

Metro Vancouver, in partnership with the University of Victoria, is testing ways to enhance ecological recovery in coastal bogs that have been damaged by clearing for agriculture. This study is examining the potential for peat restoration at Burns Bog, with potential to reduce methane emissions and restore the bog's ability to sequester carbon.

INVASIVE SPECIES MANAGEMENT

Metro Vancouver actively controls priority invasive species within our watersheds, regional parks and other Metro Vancouver lands. Metro Vancouver also supports region-wide efforts to manage invasive species by coordinating the Regional Planning Advisory Committee - Invasive Species Subcommittee, and working with partners to develop locally-relevant best management practices and educational materials.

SUSTAINABILITY INNOVATION FUNDS

The Metro Vancouver Board created the Sustainability Innovation Funds to provide financial support for innovative projects that contribute to the region's sustainability. Three separate funds exist, for projects in the areas of liquid waste, water, and the broader MVRD mandate. The funding criteria includes partnerships with member jurisdictions, academia, and community groups. These funds have supported a number of ecosystem enhancement and education projects including the Grow Green Guide and the Burns Bog projects mentioned above, as well as the Roof to Creek Natural Drainage and Habitat Learning Landscape at Kanaka Creek Regional Park.

Examples of climate actions of others

FEDERAL GOVERNMENT PROGRAMS

Federal responsibility includes protection and management of all marine species, most fish species, migratory birds, nationally significant wildlife areas (e.g., Alaksen and Widgeon Valley), recovery strategies for endangered species, research on wildlife issues of national importance, and international wildlife treaties and issues.

INTEGRATED STORMWATER MANAGEMENT PLANNING

Most member jurisdictions of Metro Vancouver have initiated Integrated Stormwater Management Planning (ISMP) for watersheds in their community. These plans aim to incorporate drainage, environment, and land use planning functions within a watershed in order to address potential stormwater impacts on a community.

GREEN SHORES INITIATIVE

The Green Shores Initiative of the Stewardship Centre for BC promotes practices that restore and protect the natural shoreline in developed areas. Shoreline restoration and protection approaches can benefit ecosystems, and help maintain the beauty of shorelines for communities; they can also be a cost-effective way to address sea level rise.

MUNICIPAL NATURAL ASSETS INITIATIVE

The Municipal Natural Assets Initiative (MNAI) provides scientific, economic and municipal expertise to support and guide local governments in identifying, valuing and accounting for natural assets in their financial planning and asset management programs, and in developing leading-edge, sustainable and climate resilient infrastructure.



ADAPTATION ISSUE AREA INFRASTRUCTURE

Infrastructure

Local government infrastructure is foundational to the region's economy and its residents' quality of life. The reservoirs, pipes, pumps, treatment plants, roads, power lines, dikes, and other built infrastructure provide essential services such as drinking water, sewage treatment, stormwater drainage, solid waste disposal, the transportation network, and energy to residents and businesses. The region's water, wastewater and drainage infrastructure is vulnerable to anticipated climate change impacts such as increasing frequency of extreme precipitation events that will increase localized flooding and may overwhelm sewer systems, and heat and drought that will challenge the drinking water system.

Incorporating climate change considerations into local government infrastructure planning, design and operation can help maintain these essential services in the face of climate impacts. By considering climate change, local governments can invest in actions that improve infrastructure and contribute to the overall resilience of the region. By jointly considering climate risks with other physical risks such as seismic events, local government may be able to find cost efficiencies and more effective approaches to infrastructure upgrades.

In addition, the construction and operation of infrastructure contributes to greenhouse gas emissions in the region. Innovation in infrastructure design, upgrades, and operation can significantly reduce greenhouse gas emissions.

Metro Vancouver's Authority and Role

Metro Vancouver plans, designs, builds, operates and maintains utility infrastructure for its member jurisdictions. This infrastructure provides services related to drinking water, wastewater, drainage, and solid waste. These services are provided through two legal entities: the

Greater Vancouver Water District and Greater Vancouver Sewerage & Drainage District.

The funds to build, operate and maintain this regional infrastructure are primarily provided through a fee system with Metro Vancouver's member jurisdictions. In order for Metro Vancouver to cost-effectively plan and optimize the value of its infrastructure investments, it is necessary to anticipate and prepare for the impacts of climate change.

Examples of Metro Vancouver's Current Actions

DESIGNING FOR SEA LEVEL RISE

When designing new infrastructure or upgrading existing infrastructure, Metro Vancouver considers the specific climate change impacts projected for the region, such as sea level rise and increasing storm surge for a variety of existing and future low-lying utility assets. For example, anticipated sea level changes have been taken into account in designing the new North Shore Wastewater Treatment Plant, where all critical equipment is placed above projected flood levels. The same considerations are designed into the upgrades to the Annacis Island Wastewater Treatment Plant. Infrastructure replacement and renewal provides opportunities to adapt to anticipated climate changes.

SEWERAGE AREA VULNERABILITY ASSESSMENTS

Metro Vancouver has completed vulnerability assessments for two of its five sewerage areas: the Vancouver Sewerage Area (2008) and the Fraser Sewerage Area (2009).

These vulnerability assessments help Metro Vancouver understand and plan for the impacts of climate change on sewerage infrastructure including sewage collection systems and wastewater treatment plants.



DESIGNING DRAINAGE AND SEPARATED SEWERS FOR FUTURE PRECIPITATION

Metro Vancouver works with its member jurisdictions to study anticipated rainfall changes due to climate change and then translate this information into criteria for assessing and designing regional drainage and municipal stormwater systems. Using new data and sophisticated techniques, Metro Vancouver is currently updating the future rainfall scenarios in Climate Change (2050) Adjusted IDF Curves: Metro Vancouver Climate Stations. This updated information can guide the separation of combined sewers that convey sewage and stormwater in the same pipe and the design of new storm sewers for the climate change adjusted rainfall requirements.

COMPREHENSIVE REGIONAL WATER SYSTEM PLAN

Metro Vancouver is developing a Comprehensive Regional Water System Plan that outlines a strategy to the start of the next century including enhanced resilience to climate change. Vulnerability assessments indicate that phased storage upgrades will be required to account for factors such as reduced snowpack and hotter, drier summers. The timing and scope of upgrades have been developed for a range of plausible future climate scenarios.

WATER CONSERVATION AND REUSE

Metro Vancouver delivers drinking water to member jurisdictions for distribution to homes and business. Significant regional and local government efforts are planned or underway to limit non-essential use of treated drinking water (including changes to lawn watering regulations in the regional Drinking Water Conservation Plan). Conservation will become even more important as the summer climate becomes hotter and drier. Opportunities for reuse of greywater and rainwater are also being considered by Metro Vancouver and local governments to reduce the need for potable water. Minimizing waste of drinking water improves the region's water resiliency by allowing for additional supply capacity to cope with impacts from a changing climate.

METRO VANCOUVER'S WATER CONSERVATION CAMPAIGNS

The "We Love Water" conservation campaign promotes mindful and responsible use of drinking water, reducing stress on the region's drinking water infrastructure. Residents are encouraged to use a little less water by adopting simple habits around their homes, while increasing their awareness and pride in the region's water system.

Examples of climate actions of others

LOCAL GOVERNMENT CLIMATE ADAPTATION PLANS

Various member jurisdictions have developed climate adaptation plans that include actions to improve the resilience of their infrastructure. A few examples of infrastructure-related actions in the plans include:

CITY OF VANCOUVER'S CLIMATE ADAPTATION STRATEGY (2012)

- minimize rainfall related flooding and associated consequences;
- implement an Integrated Stormwater Management Plan;
- separate combined sewers;
- complete a coastal flood risk assessment and develop a city-wide sea level rise adaptation response; and
- update flood-proofing policies including Flood Construction Levels.

CITY OF SURREY'S CLIMATE CHANGE ADAPTATION STRATEGY (2013)

- reach consensus on a regional approach to flood management;
- update planning and development standards for floodplains; and
- deliver proactive climate analysis and management practices for city infrastructure.



ADAPTATION ISSUE AREA INFRASTRUCTURE

DISTRICT OF NORTH VANCOUVER'S CLIMATE CHANGE ADAPTATION STRATEGY (2017)

- ensure critical municipal functions are served by robust power systems and provide alternatives where systems are vulnerable; and
- increase the resilience of municipal assets to more frequent and severe extreme weather and sea level rise.

LOWER MAINLAND FLOOD MANAGEMENT STRATEGY

The Fraser Basin Council is facilitating the Lower Mainland Flood Management Strategy (LMFMS) initiative to better protect communities along the lower Fraser River and south coast from a major flood. Participants include the federal and provincial governments, local governments and non-governmental entities in the region. The costs of recovering from a major flood event far outweigh the costs of implementing effective flood mitigation, showing the critical importance of a regional strategy and major investments in flood mitigation. The LMFMS will include a regional flood strategy and recommendations for action, including cost-sharing options for flood mitigation.

SURREY'S COASTAL FLOOD ADAPTATION STRATEGY

The City of Surrey is developing a Coastal Flood Adaptation Strategy to explore the impacts of climate change on Surrey's coastline and the long-term adaption options available to the City. Land use and managed retreat from high-risk areas are being considered.



Health, Safety, & Emergency Management

Climate change is expected to increase health and safety risks for people living and working in the region. All orders of government will need to enact policies and implement projects to reduce exposure to these risks, as well as to increase capacity to respond to emergency situations.

Climate change will likely increase the frequency and/or severity of extreme events such as storms, flooding, mudslides, heat waves, and wildfires. More frequent and severe extreme events will increase a range of health and safety risks such as:

- injury and death from heat related illnesses, including to outdoor workers;
- respiratory illnesses associated with wildfire smoke or increased smog formation; and
- increased risk to life, safety and health due to flooding or precipitation.

In addition, rising temperatures could change the incidence and types of diseases that are present in the region.

These changes will place additional burdens on the regional health care and emergency management systems. Furthermore, the impacts of climate change are not felt equally. Some populations are more vulnerable than others. For example, the very young, the elderly, or people with underlying health issues can be more vulnerable to heat or smoke exposure. Lower income and homeless people will likely have fewer options to protect themselves from extreme weather events and have few resources to recover from their impacts.

Local governments can help mitigate risks to health and safety and build resilience through increased emergency management planning and response services. Businesses and residents will also need to better prepare for emergencies related to extreme weather events.

Metro Vancouver's Authority and Role

Metro Vancouver works with and represents member jurisdictions through the Integrated Partnership for Regional Emergency Management (IPREM). IPREM was formed to coordinate regional emergency management planning activities between the Provincial government and local government.

Metro Vancouver is directly responsible for emergency planning and response in Electoral Area A, which includes the University Endowment Lands and other unincorporated areas of the regional district.

Metro Vancouver provides emergency planning and response services to manage risk associated with its regional water and liquid waste functions and has an emergency management plan and emergency response plans that are designed to address, and respond to, flood risk, wildfire, and other natural hazards; all MV Emergency Plans are updated annually based on the latest hazard, risk and vulnerability information available.

Metro Vancouver protects its employees' health and safety through its Safety, Security and Emergency Management program, as required under the Workers Compensation Act.

Under authority in the *Environmental Management Act*, Metro Vancouver monitors air quality in the region and notifies the public when air quality has deteriorated due to, for example, smoke from wildfires or elevated levels of ground-level ozone.



Examples of Metro Vancouver's Current Climate Actions

AIR QUALITY MANAGEMENT

Air quality data is available to the public in real time, via the online tool airmap.ca, which provides the latest air quality and weather data from the Lower Fraser Valley air quality monitoring network. Metro Vancouver issues air quality advisories and bulletins to advise residents when air quality deteriorates in communities in the region. These actions help the public respond and take precautionary measures to minimize exposure during degraded air quality events. Metro Vancouver has also partnered with the Province of BC and other agencies to provide meteorological data to facilitate emergency response and help improve emergency planning. This data is also helpful in tracking the impacts of climate change in all areas of the province.

DISASTER DEBRIS MANAGEMENT PLAN

The Regional Engineers Advisory Committee, with support from IPREM, released the Joint Municipal Regional Disaster Debris Management Operational Plan for Metro Vancouver region and members in 2017. The Plan will enable the member jurisdictions to collaborate and coordinate the efforts, resources, and communications specific to disaster debris, to maintain continuity and recover from emergencies in the region.

FLOOD RISK PLANNING FOR BARNSTON ISLAND

Metro Vancouver is planning for flood risk on Barnston Island, which falls within Electoral Area A. Risk is managed through emergency preparedness education and through restrictive covenants at the time of issuance of new building permits.

WILDFIRE PREVENTION

The probability of human-caused wildfires in the water supply areas is low due to restrictions on public access, fuels management in interface areas and fire prevention regulations which limit operational activities during fire

season. However there is increasing probability of fires in these forested areas due to warmer temperatures and less precipitation during the dry season.

Examples of climate actions of others

MANAGING URBAN HEAT ISLAND EFFECTS

Buildings, roads and other infrastructure in urban areas trap more heat than open land and vegetation, creating "heat islands". A number of member jurisdictions are addressing urban heat island effects. For example, the City of Surrey is increasing tree canopy coverage and the use of alternative paving surfaces in parking lots, as well as increasing the use of high albedo (i.e., lighter-coloured, reflective) surfaces on buildings and paving materials.

VULNERABILITY MAPPING

Vancouver Coastal Health and the Fraser Health Authority are working with researchers at UBC to map areas where vulnerable populations intersect with the impacts of a changing climate (e.g., heat, flooding and air quality).

EXTREME HEAT RESPONSE PLANNING

The health authorities and the BC Centre for Disease Control are assisting local municipalities in extreme heat response planning, to help ensure vulnerable populations receive needed assistance and to identify infrastructure that can help communities keep cool during these kinds of events. For example, the Surrey Fire Service is tasked with building community capacity to respond effectively in an emergency. It is reviewing and supporting implementation of the Surrey-White Rock Extreme Heat Response Plan, looking at gaps in emergency prevention and response, and ensuring emergency response capacity keeps pace with the need for services, all with consideration of increasing climate impacts.



CITY OF VANCOUVER ADAPTATION STRATEGY

The City of Vancouver adopted an adaptation strategy in 2012. Health- and safety-related actions under the strategy include developing a policy for back-up power for city operations and exploring the potential for providing air conditioned spaces in non-market housing. To help implement the strategy, the City also hired a Chief Resiliency Officer in 2017.



Buildings

Buildings generate greenhouse gas (GHG) emissions from burning fossil fuels, primarily natural gas, for space and water heating. The GHG emissions from buildings are second only to transportation, accounting for approximately one third of all regional GHG emissions.

Buildings can reduce GHG emissions through improvements to energy efficiency, energy recovery, and by switching to low carbon energy systems (e.g., electric heat pumps, solar, renewable natural gas). Local governments can reduce emissions from new residential and commercial buildings through building code and development policy that encourages more energy efficient design and the use of low carbon energy. Encouraging or requiring building and home owners to take actions to reduce GHG emissions when retrofitting existing buildings is a major challenge. Actions taken today to reduce building GHG emissions will have a long-term impact because buildings are long-lived assets; many that exist today will still be here in 2050.

Local government policy and industry leadership has resulted in a number of buildings in the region achieving net zero certification, meaning these buildings produce as much energy as they use.

Climate change will increase the incidence of extreme heat events, increase average summer temperatures and the need to cool buildings. Governments, utilities, and building owners need to consider how this will impact building design and energy use, and in response, modify policy and planning for energy demand, and building management. Increased risk of flooding due to climate change needs to be considered in the design and siting of new buildings and the retrofit of existing buildings. Also see the Land-Use and Growth Management Issue Area for further discussion of land-use planning for climate impacts.

Metro Vancouver's Authority and Role

Metro Vancouver derives its authority to develop programs, policies and regulations to address emissions from buildings from two pieces of legislation.

- B.C.'s *Environmental Management Act* gives the Metro Vancouver Regional District the authority to "provide the service of air pollution control and air quality management and, for that purpose, the board of the regional district may, by bylaw, prohibit, regulate and otherwise control and prevent the discharge of air contaminants". Under this authority, Metro Vancouver develops and implements plans, policies, regulations and projects that improve air quality and reduce greenhouse gas emissions.
- Metro Vancouver administers Boilers and Process Heaters Emission Regulation Bylaw 1087, which regulates small to medium-sized industrial, commercial and institutional boilers and process heaters. It requires that all natural gas or propane fired units greater than 3 MW and less than 50 MW and all biomass fired units less than 50 MW must be registered with Metro Vancouver and operated with proper emissions control. The bylaw includes emission limits on common air contaminants, and sets out monitoring and reporting requirements. Application of this bylaw controls emissions of the air contaminants from specified boilers and heaters in buildings.

Metro Vancouver Housing Corporation (MVHC) manages a portfolio of 49 housing sites which emit 2000 tonnes of GHGs annually. It is responsible for the operation and maintenance of the buildings, as well as renewal, which provides opportunities to reduce energy use and GHG emissions. MVHC is currently constructing 230 LEED Gold housing units in the City of Vancouver and is planning another redevelopment in the City of Surrey which will also be designed to reduce GHG emissions.



In addition, Metro Vancouver's *Integrated Air Quality and Greenhouse Gas Management Plan* includes actions to support residents and businesses to reduce GHG emissions from buildings.

Examples of Metro Vancouver's current climate actions

STRATA ENERGY ADVISOR PROGRAM

Metro Vancouver will launch a strata energy advisor program in 2018 to reduce GHG emissions from residential strata (condo) buildings in the region. This program provides energy advisor services to strata councils and property managers to reduce energy consumption and greenhouse gas emissions from strata buildings. Program participants will have access to free energy assessments and professional advisors as they undertake energy upgrades to their buildings.

RATEOURHOME.CA

Metro Vancouver launched RateOurHome.ca in 2016 to provide public education on home energy and promote home energy labelling. By providing home energy information during the design, construction and sale of new and existing homes, labelling gives home sellers and buyers a tool to make more informed decisions about home energy performance. By supporting voluntary public disclosure of home energy labels, RateOurHome.ca is enabling the reduction of greenhouse gas emissions in detached houses and townhomes.

LEED PLATINUM HEAD OFFICE BUILDING

In 2017, Metro Vancouver relocated to a new head office in Burnaby. The building's design is certified LEED Platinum (core and shell), and the building is expected to produce significantly fewer GHG emissions and have lower operating costs than a conventionally-designed building of similar size.

METRO VANCOUVER HOUSING CORPORATION ENERGY MANAGEMENT

MVHC incorporates energy efficiency and GHG emissions reductions into its building maintenance and renewal projects. Since 2016, MVHC has completed energy efficiency upgrades of space heating boilers, domestic hot water heaters, furnaces, laundry equipment, lighting systems, and water fixtures. These improvements are expected to reduce MVHC annual GHG emissions by approximately 10% (225 tonnes CO₂e/year).

SUSTAINABLE BUILDING AND INFRASTRUCTURE POLICY

Metro Vancouver is developing a Sustainable Building and Infrastructure Policy to help ensure sustainability objectives (including GHG emissions reduction) are included in the design of Metro Vancouver's buildings and infrastructure, as well as major renovation projects.

SUSTAINABILITY INNOVATION FUNDS

The Metro Vancouver Board created the Sustainability Innovation Funds to provide financial support for innovative projects that contribute to the region's sustainability. Three separate funds exist, for projects in the areas of liquid waste, water, and the MVRD mandate. The funding criteria includes partnerships with member jurisdictions, academia, and community groups. The Strata Energy Advisor and RateOurHome.ca initiatives described above have received funding under this program.



GHG REDUCTION ISSUE AREA BUILDINGS

Examples of climate actions of others

BC ENERGY STEP CODE

The *BC Energy Step Code* is a voluntary provincial standard enacted in April 2017 that provides an incremental and consistent approach to achieving more energy-efficient buildings that go beyond the requirements of the base *BC Building Code*. It does so by establishing a series of measurable, performance-based energy-efficiency requirements for construction that builders can choose to build to, and communities may voluntarily choose to adopt in bylaws and policies. A number of Metro Vancouver municipalities have already adopted specific steps of the *BC Energy Step Code* into their own bylaws.

BOMA BEST

BOMA BEST Sustainable Buildings certification recognizes excellence in energy and environmental management and performance in commercial real estate. The program is managed by the Building Owners and Managers Association of Canada (BOMA Canada) and is delivered by the eleven Local BOMA Associations throughout Canada. There are more than 250 BOMA BEST certified buildings in Metro Vancouver.

HOME AND BUSINESS ENERGY INFORMATION WEBSITES AND ADVISORS

Energy Save New West (City of New Westminster), Energy Save Richmond (City of Richmond), and BC Energy Coach are online portals that provide residents and businesses access to information, advisors and incentives to help them complete energy upgrades to their homes and businesses.

UTILITY INCENTIVES

BC Hydro and Fortis BC offer a variety of incentives for home owners and businesses to improve the energy efficiency of their buildings. Energy efficiency improvements can reduce GHG emissions while saving home and business owners' money. Some energy efficiency improvements also have the co-benefit of improving the thermal comfort of buildings (i.e., warmer in the winter and cooler in the summer) and/or the indoor air quality through better ventilation systems.

CLIMATE SMART

Climate Smart helps businesses and non-profits learn how to measure and reduce their carbon footprints. The training program incorporates classroom learning, web-based software, and one-on-one support. They work with small and medium-sized businesses, providing training and user-friendly web-based software to measure GHG emissions and plan projects that reduce emissions.



Transportation

Transportation emissions come from the movement of goods, materials and people, whether by land, air, or sea. In this region, transportation is the single largest source of greenhouse gas (GHG) emissions, accounting for 42% of the regional total.

Within the transportation sector, the dominant emission contributor is cars and light trucks. Today, there are 1.4 million cars and trucks operating across the Metro Vancouver region, travelling 19 billion kilometres in a year. Collectively, these vehicles emit more than 4.7 million tonnes of greenhouse gases in 2015, which is nearly one-third of the regional total. Achieving our targets in this sector will require making walking, biking and transit easier and more attractive, and transitioning the remaining kilometres to zero emission vehicles.

In 2011, about 70% of the region's trips were made in personal motor vehicles, accounting for 77% of the total kilometres travelled. Non-motorized modes (walking and cycling) accounted for 13% of trips in 2011, while making up only 2% of the kilometres travelled. Transit use accounted for 14% of trips and 20% of kilometres travelled. Significant effort will need to be made to shift kilometres travelled to non-vehicular modes to reduce emissions.

Metro Vancouver can play a significant role through the Regional Growth Strategy (see Land Use and Growth Management Issue Area). A key challenge is that although land use changes are impactful in reducing greenhouse gas emissions, they require a long time horizon to result in significant change. By 2050, even with a significant shift towards walking, biking and transit, vehicles are forecast to still be responsible for a majority of kilometres travelled in this region. To achieve significant GHG reductions, transitioning to zero emission vehicle technology is essential, and there are only two vehicle lifetimes between now and 2050 to do so.

GHG emissions from goods movement is dominated by heavy duty trucks which account for 5% of total regional emissions, or about 750,000 tonnes annually. These vehicles range from small cube vans delivering goods purchased online, to large semi-trailer trucks hauling containers from the port. Emissions from heavy trucks have declined slightly over the past decade. Additionally, there are promising zero emission technologies on the horizon for different vehicle classes. The movement of goods into, out of, and across our region has historically increased as the economy has grown. This poses a particular challenge for achieving greenhouse gas reduction targets while maintaining business competitiveness.

Planes, trains and ships collectively account for 7% of the region's total greenhouse gas emissions. Emissions from aircraft have remained relatively constant in the past decade, while emissions from the rail sector have declined slightly. The marine sector has recorded the highest growth of the goods movement sectors and is projected to keep growing over the next few decades. Unlike on-road vehicles, zero emissions technology for these sectors is at a much more nascent stage of development, although there are some promising advances in renewable fuels.

Also see the Land-Use and Growth Management Issue Area for further discussion of transportation planning for climate impacts.



Metro Vancouver's Authority and Role

Metro Vancouver derives its authority to develop programs, policies and regulations to address transportation emissions from two pieces of legislation:

- B.C.'s *Environmental Management Act* gives the Metro Vancouver Regional District the authority to "provide the service of air pollution control and air quality management and, for that purpose, the board of the regional district may, by bylaw, prohibit, regulate and otherwise control and prevent the discharge of air contaminants". Under this authority, Metro Vancouver develops and implements plans, policies, regulations and projects that improve air quality and reduce greenhouse gas emissions.
- The *Local Government (Green Communities) Statutes Amendment Act, (Bill 27)* 2008 made it clear that addressing greenhouse gas emissions is, in part, the responsibility of local government by requiring that regional growth strategies include targets for reducing greenhouse gas emissions, and by giving local government more powers to help them reduce greenhouse gas emissions, conserve water and energy, and work towards creating more compact and sustainable communities. Metro Vancouver's role is to develop and steward Metro Vancouver 2040: Shaping our Future (the regional growth strategy), which contains regional greenhouse gas reduction targets, as well as actions which facilitate increased use of transit, multiple-occupancy vehicles, walking, and cycling.

In addition, the MVRD Board has approval authority over the use of Federal Gas Tax funds (Greater Vancouver Regional Fund) transferred to the region. TransLink is the sole eligible recipient of these funds (approximately \$130 million per year is transferred to the region), and must submit an application describing how the proposed investments support *Metro 2040* and the *Integrated Air Quality and Greenhouse Gas Management Plan*.

Metro Vancouver's *Integrated Air Quality and Greenhouse Gas Management Plan* is an example of a management plan that includes actions to reduce GHG emissions from various sectors.

Examples of Metro Vancouver's Current Actions

ELECTRIC VEHICLE OUTREACH CAMPAIGNS

Lack of awareness of electric vehicles is a key barrier to adoption. Since 2014, Metro Vancouver has been addressing this barrier through the development and delivery of EV-related outreach campaigns. These include *Emotive: The Electric Vehicle Experience*, a public outreach campaign that raises awareness of electric vehicles throughout BC. Metro Vancouver also develops outreach programs targeted at specific audiences that are facing questions related to EVs and EV charging. *EVcondo.ca* is a web resource aimed at strata councils, property managers and residents dealing with EV charging in multi-family dwellings. *EVWorkplace.ca* is aimed at encouraging employers to consider providing EV charging for staff.

FLEET PLANNING AND ACQUISITION POLICY

The Metro Vancouver Board adopted this policy in 2016 to enable Metro Vancouver's fleet to transition to low carbon vehicles. This policy involves setting a Low Emissions Vehicle Standard for each vehicle class on an annual basis which ranks vehicle technologies. The Standard ranks vehicle technologies based on their greenhouse gas emissions and establishes a Gold, Silver and Bronze standard for each year. The Policy allows for the purchase of the highest standard possible that meets operational needs while taking into account lifecycle costs.

TRANSIT-ORIENTED AFFORDABLE HOUSING STUDY

In 2017, Metro Vancouver, in partnership with BC Housing, BC Non-Profit Housing Association, TransLink and Vancity, completed a study to expand the region's understanding



of the constraints and opportunities related to building new rental housing, particularly affordable housing for households earning less than \$50,000 per year, in transit-oriented locations across the region. One of the key findings is that renter households, especially those earning less than \$50,000, are more likely to use transit. This finding points to a transit ridership value proposition for accommodating affordable rental housing in transit-oriented locations.

REGIONAL PARKING STUDY

Metro Vancouver and TransLink are jointly undertaking research on residential parking demand and supply in select apartment buildings across the region. This research will help inform municipal and developer practices on appropriate parking requirements, in particular in sites located close to the Frequent Transit Network. The project will be completed in 2018.

SUSTAINABILITY INNOVATION FUNDS

The Metro Vancouver Board created the Sustainability Innovation Funds to provide financial support for innovative projects that contribute to the region's sustainability. Three separate funds exist, for projects in the areas of liquid waste, water, and under the broader umbrella of the MVRD mandate. The funding criteria includes partnerships with member jurisdictions, academia, and community groups. Since 2014, a number of transportation-related projects have received funding, including: the Smart Drive Challenge, Transit Oriented Affordable Housing Fund, and DC Fast Charger Demonstration at Metro Tower 3.

Examples of climate actions of others

ELECTRIC VEHICLE CHARGING BYLAWS

A number of member jurisdictions are adopting bylaws that require new developments to have electric vehicle charging infrastructure in a certain percentage of stalls. City of Vancouver led the way with adoption of an EV charging requirement in 20% of stalls in multi-family dwellings in 2011. Since that time, District of North Vancouver, City

of Richmond, District of West Vancouver, City of North Vancouver and City of Port Coquitlam have adopted EV charging requirements. In 2017, City of Richmond became the first municipality in Canada to require that 100% of parking stalls in new residential developments feature an outlet for EV charging, followed by the City of Port Coquitlam and the City of Vancouver in 2018.

CAR SHARE PARKING INCENTIVES

A number of member jurisdictions have innovative measures to facilitate the increased use of car shares in new developments. Some municipalities have made it a mandatory requirement in certain areas or under certain zoning (for example, City of Vancouver in Southeast False Creek, or District of North Vancouver in Seylenn). Other municipalities encourage car share stalls by providing incentives, typically in the form of reduced off-street parking requirements (for example, City of New Westminster and City of Richmond).

TRANSLINK

TransLink operates several programs which invest in measures to reduce greenhouse gas emissions. The TransLink Tomorrow program explores new transportation options for Metro Vancouver, many of which could lead to reductions in greenhouse gas emissions. Some recent climate-related projects include a three-month electric bus trial, a trial vanpool program and mobility hubs that combine driving, transit, and car share. TransLink's TravelSmart outreach program engages with businesses, schools, seniors and newcomers to promote and facilitate smarter travel options.

PROVINCE OF BC ELECTRIC VEHICLE PROGRAMS

The Provincial Government has invested millions into a variety of electric vehicle programs. These programs mostly focus on providing funding incentives towards the purchase of vehicles or charging stations. The Province also manages the Electric Vehicles & HOV Lanes program, which allows EV owners to obtain a decal which enables single occupant travel in HOV lanes.



Waste

Decomposition of organic waste in landfills and wastewater treatment plants produces methane, which is a potent greenhouse gas (GHG) with 25 times the global warming impact of carbon dioxide. Additionally, the fossil fuels used to manufacture, transport, and ultimately dispose of the goods consumed in the region produce GHG emissions; these emissions are sometimes referred to as embodied emissions.

Programs supported or implemented by Metro Vancouver and its partners to reduce, reuse, and recycle waste (including organics diversion from households and businesses) marks a shift from thinking about the waste as an end product toward seeing waste as a potential resource. Efforts to constrain the total amount of waste ending up at regional facilities should reduce both direct and embodied GHG emissions. In 2017, Metro Vancouver achieved a 62% diversion rate from landfill, which was primarily achieved by a reduction of organics going to landfill.

The next level waste strategy is the transition to a circular economy, which is essential if economic growth is to be sustained. Planetary processes and systems are being pushed to their limits as supplies of non-renewable resources and regenerative capacity of renewable resources are exhausted. Shifting from the traditional take-make-waste throughput model of economic production to a take-make-reuse circular model means retaining the value of products, materials, and resources in the economy through closed production and consumption loops. The transition to a circular economy is consistent with a low-carbon, low-waste economy as a result of increased use of renewable energy and the more efficient use of resources throughout the supply chain of products.

Diverting organics from landfills and capturing methane at waste management facilities can be an effective GHG

reduction strategy. The captured gas can be upgraded to renewable natural gas, and used to directly replace natural gas.

This issue area focusses on approaches and technologies to reduce GHG emissions generated from waste, while the Energy Issue Area explores opportunities such as the use of biogas, biosolids and waste heat to replace fossil fuels and offset GHG emissions elsewhere.

Metro Vancouver's Authority and Role

Metro Vancouver is responsible for long term planning and implementation of waste management in the region. Metro Vancouver's Integrated Solid Waste and Resource Management Plan was approved by the Province in 2011. Goals include Reducing the Waste Generated by households, and an aspirational target to divert 80% of the region's waste away from disposal by 2020.

Waste management activities by Metro Vancouver and its member jurisdictions includes solid waste collection and disposal, organics diversion, and recycling of papers, plastics, glass, and other materials. Metro Vancouver enforces disposal bans for organics and recyclable materials, where the hauler must pay a surcharge of 50% on the cost of disposal if a waste load contains excessive amounts of recyclable materials.

Metro Vancouver owns and operates a Waste to Energy facility that recovers energy and metals from solid waste. In addition, Metro Vancouver has five wastewater treatment plants that produce and use significant amounts of energy, and which produce residual biosolids that need to be managed.



Examples of Metro Vancouver's current climate actions

DIVERSION OF ORGANICS AND WOOD WASTE

Metro Vancouver's organics and wood waste diversion activities, which include the operation of processing facilities, enforcement of disposal bans, and development of public education campaigns, have resulted in:

- over 400 thousand tonnes per year of organics (yard trimmings, food scraps, food-soiled papers) diverted away from landfills, and into composting or digestion facilities; and
- over 230 thousand tonnes per year of clean wood diverted away from landfills, and into recycling as products or fuel.

LANDFILL GAS CAPTURE PROJECT (COQUITLAM)

Metro Vancouver manages a landfill gas collection system at the closed Coquitlam landfill, which captures and destroys methane that is still being generated by the buried waste. The initial landfill gas collection system was designed and constructed in 1993, and an upgrade was completed in 2012 including the installation of new extraction wells and pipes to collect and transport the gas to a flare. The gas contains approximately 50% methane, and destruction of this gas reduces the GHGs emitted from the landfill.

USE OF BIOSOLIDS AS BIOCOVER/BIOFILTER

Biosolids (residual material from wastewater treatment) can be combined with other material and used as a landfill biocover or biofilter that reduces fugitive emissions of methane. Metro Vancouver is a partner on biocover and biofilter pilot projects at a number of landfills in the province, using biosolids from Metro Vancouver wastewater treatment plants. This can be a cost effective approach to reducing GHG emissions at smaller landfills that are not required to have active gas collection systems under provincial regulations, but which can still be a significant source of GHG emissions.

NATIONAL ZERO WASTE COUNCIL

The National Zero Waste Council (NZWC) is a leadership initiative bringing together governments, businesses and non-government organizations to advance waste prevention in Canada. The Council was founded by Metro Vancouver in collaboration with the Federation of Canadian Municipalities in 2013. The mission of the Council is to act collaboratively with business, government and the community, at the national and international level, as an agent of change for waste prevention and reduction in the design, production and use of goods. This will involve aligning actions and policies in Canada with global best practices and to identify the opportunities to advance the transition to a circular economy.

ZERO WASTE CONFERENCE

Metro Vancouver has hosted an annual Zero Waste Conference. Eliminating waste and creating value are essential pillars in a new way of doing business and developing policy; this represents the new norm for addressing waste in every facet of our lives. The Zero Waste Conference has grown in size and in profile as the venue to discuss waste prevention and the opportunities for establishing circular economy systems in Canada.

METRO VANCOUVER'S SOLID WASTE CAMPAIGNS

Metro Vancouver delivers public campaigns aimed to influence behaviours and reduce emissions through waste reduction (Create Memories Not Garbage, Love Food Hate Waste) and waste diversion (Food Scraps Recycling).



Examples of climate actions of others

PROVINCIAL LANDFILL GAS MANAGEMENT REGULATION

This regulation requires landfill gas management systems to capture and destroy at least 75% of the methane produced at large municipal solid waste landfills. This regulation effectively drives the design, installation and operation of landfill gas management systems that results in the reduction of a significant amount of GHGs from many landfills in the Province.

VANCOUVER LANDFILL GAS CAPTURE PROJECT

In 2012 the City of Vancouver completed a project to upgrade the landfill gas collection system at its landfill in Delta. This was one of the largest individual GHG reduction projects in the Metro Vancouver region. The project resulted in over 430,000 tonnes of carbon offset credits that were allocated amongst member municipalities. These credits helped Metro Vancouver and its member municipalities balance most of the emissions from their operations between 2012 and 2014, and achieve carbon neutrality in 2015.

OTHER LANDFILL GAS CAPTURE PROJECTS

There are a number of closed landfills in the region that are owned by member municipalities and private companies. Some of these landfills have implemented gas collection systems that either flare or directly use the methane-containing gas as a source of clean energy (e.g., to heat greenhouses), which helps reduce GHG emissions in the community.



Industry

The region's relatively small but diverse manufacturing sector (e.g., cement production, food processing, metal fabrication, chemical manufacturing, forest products, and petroleum refining) and construction industry combine to contribute approximately 25% of the region's total greenhouse gas (GHG) emissions. These emissions are generated from burning fossil fuels and industrial processes (17%), non-road engines such as generators and construction equipment (8%), and other smaller sources. GHG emissions from commercial transportation (light and heavy duty vehicles, air, rail and marine vessels) are included under the Transportation Issue Area.

In the Metro Vancouver region, industrial facilities primarily generate GHG emissions from burning natural gas, propane and fuel oil to produce heat for industrial processes, and to a lesser extent, to heat buildings. In addition to burning fuel, cement production processes are a major source of industrial carbon dioxide emissions. The region's two cement plants are the largest industrial point sources in Metro Vancouver and account for more than 10% of the region's GHG emissions (approximately 1.6 million tonnes).

Since 2000, GHG emissions from the industrial sector have fallen by 43%. This reduction is largely due to the closure of BC Hydro's Burrard Thermal Generating Plant. Aside from this major electricity generation facility, GHG emissions from other industrial sectors have remained relatively stable over the last two decades. The challenge in reducing industrial emissions will be in identifying and supporting solutions that are cost-effective while minimizing impacts on industry competitiveness.

Metro Vancouver can look to a variety of strategies to achieve industrial GHG emissions reductions such as: targeted incentive and education programs, green procurement, advocacy, pilot projects/ demonstrations, regulations that encourage process emissions reduction,

improvement in energy efficiency, energy recovery, and moving to less carbon-intensive sources of energy. These activities would increase the production and use of low carbon, renewable energy alternatives and stimulate product and process innovations. A key consideration in the design of these approaches will be how to best activate and leverage industry's own innovation, resources and expertise that can address specific technological and economic constraints. Metropolitan areas in Europe, like Rotterdam and Helsinki, offer interesting examples of how the application of circular economy principles coupled with greater collaboration of governments, businesses and academic/research institutions can generate new economic opportunities while achieving reductions in greenhouse gas emissions and/or increasing community resiliency in the face of climate change.

With consideration of the location of industrial facilities, there are opportunities for targeted GHG emissions reduction projects that are coordinated with Metro Vancouver's own operations and assets (e.g., waste heat recovery or increasing the use of biosolids residuals from wastewater treatment as a renewable fuel). In some cases, this could mean development of specific partnerships and agreements with industrial firms (see also the Energy Issue Area).

Metro Vancouver's Authority and Role

B.C.'s *Environmental Management Act* gives the Metro Vancouver Regional District the authority to "provide the service of air pollution control and air quality management and, for that purpose, the board of the regional district may, by bylaw, prohibit, regulate and otherwise control and prevent the discharge of air contaminants". Under this authority, Metro Vancouver develops and implements plans, policies, regulations and projects that improve air quality and reduce greenhouse gas emissions.



GHG REDUCTION ISSUE AREA INDUSTRY

Under the authority delegated within EMA, Metro Vancouver establishes air quality regulations and administers a system of permits to manage the nature and quantity of air emissions from large industrial and commercial emitters of air contaminants, under *Air Quality Management Bylaw No. 1082*. There are more than 150 industrial facilities that operate under the requirements of a Metro Vancouver air emissions permit in the region, and thousands of other sources authorized under emission regulations.

Metro Vancouver is also responsible for reducing emissions from its own industrial facilities, such as its wastewater treatment plants and waste to energy facility. Metro Vancouver works closely with partners to increase the reuse of its residuals (waste products) and generate energy resources like biogas and waste heat by other industrial facilities (also see Energy Issue Area).

Metro Vancouver's *Integrated Air Quality and Greenhouse Gas Management Plan* includes strategies and actions to reduce GHG emissions from various industry sectors.

Examples of Metro Vancouver's current climate actions

NATIONAL INDUSTRIAL SYMBIOSIS PROGRAM (NISP)

Metro Vancouver is funding a National Industrial Symbiosis Program (NISP) pilot in the region, which facilitates business-to-business opportunities for unused or under-utilized resources of one business to be connected to another business. This process, referred to as "industrial symbiosis", can reduce both solid waste and GHG emissions. One example is a greenhouse business co-locating with rendering facility so that it can use its waste heat to reduce its use of natural gas for heating and reusing carbon dioxide to promote vegetative growth. The NISP pilot has received funding under the Sustainability Innovation Fund, which was created by the Metro Vancouver Board to provide financial support for innovative projects that contribute to the region's sustainability.

SMALL BUSINESS ENERGY ASSESSMENTS

With funding from the LiveSmart BC: Small Business Program, Metro Vancouver facilitated 300 small businesses to improve their energy efficiency and reduce their energy costs. Metro Vancouver hired a company to provide businesses with free energy advisor services and better access to efficient technologies and incentives. Business energy assessments were delivered in 15 Metro Vancouver municipalities to 14 business sectors. Of the 300 businesses that participated more than 30 completed upgrades leading to energy savings and GHG emission reductions.

CORPORATE ENERGY MANAGEMENT

In 2014, the Metro Vancouver Board approved a Corporate Energy Management Policy that commits the organization to continuously improving energy performance in its operations including its own large industry-like facilities, and to continuously improving the efficiency with which it produces, generates, and recovers energy. Projects and initiatives that emanate from this policy result in the reduction of corporate GHG emissions related to energy use.

Examples of climate actions of others

BC GOVERNMENT GREENHOUSE GAS INDUSTRIAL REPORTING AND CONTROL (GGIR&C) ACT (2015)

Under the GGIR&C Act, the B.C. government introduced the Greenhouse Gas Emission Reporting Regulation, the Greenhouse Gas Emission Control Regulation, and the Greenhouse Gas Emission Administrative Penalties and Appeals Regulation.

BC AND FEDERAL GOVERNMENT INNOVATIVE CLEAN ENERGY (ICE) FUND

The B.C. government's ICE Fund is designed to support the Province's energy, economic, environmental and GHG emissions reduction priorities, and to advance B.C.'s clean energy sector. The Fund helps develop solutions to make B.C.'s major industries cleaner, more efficient



and more competitive in global markets. In 2017, the Province expanded this program, announcing a \$40 million partnership with the Government of Canada, under the Pan-Canadian Framework on Clean Growth and Climate Change, to support the development of pre-commercial clean energy projects and technologies over a three year period. The funding comes from the ICE Fund and the SD Tech Fund, managed by Sustainable Development Technology Canada.

FEDERAL LOW CARBON ECONOMY (LCE) FUND

The Government of Canada's \$2 billion Low Carbon Economy Fund was established to support greenhouse gas and clean energy projects. The LCE Fund is expected to support the implementation of the Pan-Canadian Framework on Clean Growth and Climate Change by leveraging investments in projects that will generate clean growth and reduce GHG emissions. The Fund is split into two parts. The Low Carbon Economy Leadership Fund provides \$1.4 billion to provinces and territories that have adopted the Pan-Canadian Framework, to help them deliver on commitments to reduce greenhouse gas emissions. Over \$500 million is available for the Low Carbon Economy Challenge, which will fund projects that will leverage ingenuity to reduce emissions and generate clean growth.

CAP AND TRADE (ONTARIO, QUEBEC, CALIFORNIA)

A Cap and Trade system is an economic tool that aims to reduce GHG emissions from the highest emitting sectors such as cement plants, electricity producers, oil and gas industry, etc. It is a flexible market mechanism that encourages the implementation of the most cost-effective GHG reduction projects and allows for trading of GHG credits among facilities covered under the cap and trade system. Ontario and Quebec are participating in the Western Climate Initiative's cap and trade regime that also includes California.

LOWER CARBON CEMENT

In 2011, the cement industry introduced a new lower carbon Contempra cement which reduces CO₂ emissions by 10%, while producing concrete with equivalent strength and durability as concrete produced with regular Portland cement. The lower carbon cement is prepared by intergrinding regular clinker (the main ingredient in cement) with up to 15% limestone, which is 10% more than in regular Portland cement.



Energy

Energy is essential to provide the services the region depends upon. Currently, much of this energy comes from fossil fuel sources that emit greenhouse gases (GHGs) when burned. There are numerous opportunities to generate renewable and low carbon energy in our communities, and to pursue energy efficiency measures wherever possible.

Residents and businesses use energy to heat buildings and water, fuel vehicles, and power industrial processes. Metro Vancouver uses energy to provide essential services to the region: electricity is used to treat and pump drinking water and wastewater; natural gas is used to heat its buildings; and gasoline and diesel are the most common fuels for most vehicles used across the region. Using fossil fuel energy such as gasoline, diesel, propane, and natural gas results in GHG emissions.

Fortunately, grid electricity in British Columbia has very low GHG emissions because it is primarily generated by hydroelectric dams. Switching from fossil fuel-based energy sources to electricity and low carbon fuels provides a significant opportunity to decarbonize our region's energy system. Investing in local low carbon energy systems such as renewable natural gas, waste heat recovery, solar, and heat pumps can support business development, job creation and energy self-sufficiency while reducing GHG emissions. Eliminating sources of energy waste (e.g., heated/cooled air leakage from buildings) and improving energy efficiency (e.g., through equipment upgrades and process improvements) should be an integral part of reducing energy-related GHG emissions.

Recovering energy from waste streams produces a renewable and clean energy that can replace fossil fuel use or electricity. Metro Vancouver has a number of opportunities to capture waste heat from its utility processes, solid waste management facilities, and liquid waste collection system. Recovered heat can be used

to generate electricity or in district energy systems that provide energy to buildings for space heating and water heating. Metro Vancouver currently produces renewable natural gas at several of its wastewater treatment plants, which displaces the use of fossil fuels for operation of these facilities. There is potential to produce additional renewable natural gas or other biofuels at its facilities. Through its policies and programs, Metro Vancouver can also support other projects in the region that generate renewable, low carbon energy.

Metro Vancouver's Authority and Role

Metro Vancouver provides utility services – drinking water, wastewater treatment and solid waste management – through two legal entities, the Greater Vancouver Water District and Greater Vancouver Sewerage & Drainage District. The Greater Vancouver Water District Act gives Metro Vancouver the authority to generate, transmit and sell clean, renewable hydroelectricity from water flowing in its drinking water system. Some of Metro Vancouver's facilities provide renewable electricity to the grid through agreements with BC Hydro. The wastewater treatment process produces biogas – a clean renewable fuel – that is in turn used to provide heat and electricity to the wastewater treatment plant, displacing natural gas and grid electricity that would otherwise have to be purchased.

To support the development of low-carbon district energy systems in the region, Metro Vancouver enables its member jurisdictions to access waste heat from raw sewage and treated effluent through the Liquid Waste Heat Recovery Policy.

Metro Vancouver's *Corporate Energy Management Policy* commits the organization to continuously improving energy performance in its operations, and to continuously improving the efficiency with which it produces, generates, and recovers energy.



Examples of Metro Vancouver's current climate actions

CORPORATE ENERGY MANAGEMENT

In 2014, the Metro Vancouver Board approved a Corporate Energy Management Policy that commits the organization to continuously improving energy performance in its operations including its own large industry-like facilities, and to continuously improving the efficiency with which it produces, generates, and recovers energy. Projects and initiatives that emanate from this policy result in the reduction of corporate GHG emissions related to energy use.

BIOGAS RECOVERY (LULU ISLAND WASTEWATER TREATMENT PLANT)

Metro Vancouver has approved a project to build a facility at its Lulu Island Wastewater Treatment Plant that will capture biogas and upgrade it to pipeline quality renewable natural gas for sale to FortisBC. This renewable natural gas will be used in the region to replace natural gas from fossil fuel sources.

EFFLUENT HEAT RECOVERY (NORTH SHORE WASTEWATER TREATMENT PLANT)

At Metro Vancouver's new North Shore Wastewater Treatment Plant, heat will be extracted from treated effluent and transferred to a hot water loop that will distribute the energy to buildings served by Lonsdale Energy Corporation, a district energy provider in the City of North Vancouver. The effluent heat recovery facility will achieve GHG emissions reductions by displacing the use of natural gas in boilers. The system will be operational in 2021.

WASTE-TO-ENERGY FACILITY

Metro Vancouver's Waste-to-Energy Facility, located in Burnaby, processes approximately 260,000 tonnes of the region's solid waste each year, generating 170,000 MWh of electricity and recovering 7,000 tonnes of ferrous metals annually. Metro Vancouver is also exploring opportunities to use heat from the Waste-to-Energy Facility in nearby district energy systems.

CARBON PRICE POLICY FOR USE IN DECISION-MAKING

Metro Vancouver has adopted a price of \$150 per tonne of CO₂-equivalent to account for GHG emissions in its decision-making, in particular when choosing between different options during the early stages of a project. The policy is expected to enable some additional clean energy projects because their lower GHG emissions are valued financially.

CAPILANO ENERGY RECOVERY FACILITY

Metro Vancouver's Capilano Energy Recovery Facility uses a turbine to generate electricity from the treated drinking water that is returning from the higher elevation Seymour Capilano Filtration Plant to the lower elevation Capilano distribution system. The electricity generated is used to offset a portion of the power requirements for the Capilano Raw Water Pump Station.

SUSTAINABILITY INNOVATION FUNDS

The Metro Vancouver Board created the Sustainability Innovation Funds to provide financial support for innovative projects that contribute to the region's sustainability. Three separate funds exist, for projects in the areas of liquid waste, water, and under the broader umbrella of the MVRD mandate. The funding criteria includes partnerships with member jurisdictions, academia, and community groups. Since 2014, a number of energy-related projects have received funding, including: Barnston/Maple Ridge Pump Station Energy Recovery, Genomics Approach to Anaerobic Digestion Optimization, Microwave-enhanced Advanced Oxidation Process Sludge Destruction Project, and the Regional Park Solar Powered Conversion Project.



Examples of climate actions of others

ORGANIC WASTE BIOFUEL FACILITY (SURREY)

The City of Surrey is implementing a facility that will process organic waste from households and other sources into renewable natural gas, which will fuel the City's natural gas-powered waste collection vehicles and its growing fleet of natural gas-powered operations service vehicles. It will also provide a renewable fuel source for the new District Energy System that will heat and cool Surrey's City Centre. Taking this step will significantly reduce the City's corporate carbon footprint. The facility will also produce a high-end compost product for use in agricultural and landscaping applications.

SEWAGE HEAT RECOVERY (SOUTHEAST FALSE CREEK NEIGHBOURHOOD ENERGY UTILITY)

The City of Vancouver's Southeast False Creek Neighbourhood Energy Utility uses waste thermal energy captured from sewage to provide space heating and hot water to buildings in the area. This recovered energy reduces GHG emissions associated with heating those buildings by more than 60 percent. The utility began operation in 2010 and now serves 395,000 square metres of residential, commercial, and institutional space, with further expansions planned over time to serve new developments.



Land-Use and Growth Management

The Metro Vancouver region is growing rapidly. Over a million more residents and over 500,000 additional jobs are anticipated over the next 30 years. The location of new homes, businesses and institutions strongly influences both greenhouse gas (GHG) emissions and exposure to risks associated with climate change.

Land use decisions determine where residents live, work, shop and play. Sprawling urban development increases GHGs as residents are likely to be mostly or entirely dependent on automobiles to get around. These car trips, which tend to have single occupants, increase vehicle use and greenhouse gas emissions. Metro Vancouver and its member municipalities are working to reduce GHGs by focusing growth in a network of transit-oriented urban centres and building compact, complete communities that offer amenities close to home. Focused growth reduces emissions by supporting low carbon transportation such as walking, cycling and public transit. Actions in this Issue Area are complementary to those contained in the *Transportation Issue Area*.

Where and how the region accommodates growth also determines how much residents, businesses and infrastructure are exposed to physical risks associated with climate change, such as flood risk from rising seas and rivers. Land use planning is an important tool for directing growth away from higher risk areas and enabling communities to adapt to changing conditions. For buildings and other infrastructure that remain in flood-prone areas, protection such as dikes may need to be built or upgraded to mitigate increasing climate risk (see *Infrastructure Issue Area*), and additional resources may need to be allocated to emergency response planning (see *Health, Safety and Emergency Management Issue Area*).

Metro Vancouver's Authority and Role

Metro Vancouver develops and stewards the regional growth strategy, *Metro Vancouver 2040: Shaping our Future (Metro 2040)*, which is the collective vision for how our region will accommodate growth into the future. Changes to the regional growth strategy require approval from the MVRD Board. Through *Metro 2040*, Metro Vancouver strives to contain growth within the Urban Containment Boundary, which has the benefits of reducing development in some flood prone areas, protecting conservation and recreation, agricultural and rural lands, and managing infrastructure costs. *Metro 2040* also encourages land use and transportation infrastructure that improves the region's ability to withstand climate change impacts and natural hazard risks.

Metro Vancouver plays a key role as a regional forum for regional land use planning issues and challenges. As local government climate adaptation plans advance, the region will play a role in sharing information and lessons learned across member jurisdictions.

Metro Vancouver is the local government for Electoral Area A. In this role, it provides key services – including land-use planning, emergency planning and assessing natural hazard risks – for residents of Barnston Island and communities along Howe Sound, Indian Arm and the west side of Pitt Lake. The area has approximately 500 properties and includes over 250 permanent residents.



ADAPTATION + GHG REDUCTION ISSUE AREA

LAND-USE AND GROWTH MANAGEMENT

Examples of Metro Vancouver's current climate actions

REGIONAL LONG RANGE GROWTH SCENARIOS

In collaboration with member jurisdictions, TransLink and other stakeholders, Metro Vancouver is using a scenario planning approach to consider key drivers and disruptors that will impact the region into the future. The project will consider the region's land use planning framework in the context of a changing climate and consider policy responses.

MANAGING FLOOD RISK IN ELECTORAL AREA A

Metro Vancouver establishes flood construction levels and adaptive construction approaches to flooding for Barnston Island, communicates flood preparedness information to residents and plans for major flood events. Also see the Health, Safety and Emergency Management Issue Area

FREQUENT TRANSIT CORRIDOR STUDIES

To support the planning and implementation of transit infrastructure on the North Shore, in 2016-17, Metro Vancouver worked with TransLink, the City of North Vancouver, the District of North Vancouver, the District of West Vancouver, Squamish First Nation and the Province of BC on a frequent transit corridor study. The study advanced ongoing efforts to direct growth and integrate land use and transportation planning on the North Shore and provided partners with information on planning and designing transportation corridors across municipal boundaries to support future transit investments.

Examples of climate actions of others

LAND USE AND TRANSPORTATION PLANNING ON THE EVERGREEN LINE

The Evergreen Line extension to the SkyTrain system, connecting Coquitlam City Centre through Port Moody to Lougheed Town Centre, opened in late 2016. The City of Coquitlam and Port Moody are both planning around transit stations along the Evergreen Line to provide supportive densities and a mix of land uses that will allow more people to live and work near high quality transit service, leveraging a major public transportation investment and reducing greenhouse gas emissions relative to alternative forms of development.

BC FLOOD HAZARD AREA LAND USE MANAGEMENT GUIDELINES

The Province of BC recently updated its Flood Hazard Area Land Use Management Guidelines. The updated guidelines incorporate sea level rise into the determination of building setbacks and flood construction levels in coastal areas.

DISTRICT OF NORTH VANCOUVER CLIMATE CHANGE ADAPTATION STRATEGY

Through its Climate Change Adaptation Strategy, the District of North Vancouver has identified a need to create and implement a Coastal Hazard Development Permit Area to protect people, property, and foreshore ecosystems from coastal flood impacts.

CITY OF VANCOUVER COASTAL FLOOD RISK ASSESSMENT

In 2014 the City of Vancouver commissioned a Coastal Flood Risk Assessment to better understand flooding risk and subsequently updated their Building Bylaw to include floodplain standards and requirements for floodplain areas.



Agriculture

Similar to other regions of the world, climate change is having an impact on agriculture in the Metro Vancouver region. The combination of mild climate, fertile soils and a robust agricultural industry can keep this region food secure even as agricultural productivity declines in other food growing parts of the world due to a changing climate and limited access to fresh water. Protecting agricultural land and enhancing local food production are important elements of the resilience strategy for the region.

Climate models predict there will be both positive and negative consequences for agriculture. Rising average temperatures shifts the types of crops that can be grown and decreases heating costs for greenhouses. At the same time, rising temperature may introduce and exacerbate pest and disease problems. Changes in the seasonal precipitation patterns could limit water supply during the growing season putting increased stress on crops and livestock.

Less certain is the increased frequency and impact of extreme events such as heat waves and flooding on crop damage and productivity. Heat waves may also increase demand and costs for cooling livestock barns and for refrigerated crop storage. Rising sea levels can compromise access to irrigation water from the Fraser River, and storm surges may require dikes and other coastal flood protection measures to prevent agricultural land from flooding.

Agriculture both contributes greenhouse gases (GHG) and creates opportunities to build resilience and help communities adapt to climate change. Around 3% of the regional GHG emissions come from agriculture, primarily methane from livestock and manure, nitrous oxide (N₂O) from the application of fertilizer and soil management, and carbon dioxide from burning fossil fuels to heat the greenhouses and operate farm equipment.

Federal and Provincial governments are leading research and helping farmers transition to farm practices that reduce GHG emissions. Improvements in livestock feed and manure handling can reduce methane, while changes in soil management practices can reduce the release of N₂O. Alternative fuels, such as biofuels, can be used to run farm equipment, heat greenhouses and lower carbon emissions.

Less well understood is the contribution agricultural land makes to climate resiliency. Securing local food production can ensure that at least some of the food consumed by residents is accessible year round and during emergency situations. Equally important is the role agricultural land plays in providing ecosystem services. Nutrient and organic matter recycling on agricultural land supports regional efforts to compost organic waste. Agricultural land also provides habitat to wildlife; both resident species and migratory birds use the Fraser delta as a major stopover on the Pacific Flyway. Other examples are helping communities manage river water levels and extreme precipitation events through groundwater infiltration and flood management. Agricultural soils may play a substantial role in carbon sequestration, which can maintain soil productivity over the long term.

Metro Vancouver's Authority and Role

Metro Vancouver develops and stewards the regional growth strategy *Metro Vancouver 2040: Shaping our Future* (Metro 2040), which is the collective vision for how our region is going to accommodate growth into the future. Through *Metro 2040* Metro Vancouver strives to contain growth within the Urban Containment Boundary. *Metro 2040* policies support provincial policies to protect agricultural lands.

Metro Vancouver adopted a Regional Food System Strategy (RFSS) in 2011 and a Regional Food System



ADAPTATION + GHG REDUCTION ISSUE AREA

AGRICULTURE

Action Plan in 2016 to show what actions at the municipal and regional district level can support a sustainable, resilient and healthy food system. An important feature of the Action Plan is the identification of new ways for local governments to collaborate on food security, emergency planning and adaptation to climate change.

Examples of Metro Vancouver's current climate actions

AGRICULTURAL LAND USE INVENTORY

Metro Vancouver partnered with the BC Ministry of Agriculture to complete the Agricultural Land Use Inventory 2016 Update, which will identify changes to the region's agricultural landscape over the last five years. The data collected on land use and crop cover can inform decisions on promoting the viability of the agriculture industry, understanding agricultural water demand and the role agricultural land plays in providing essential ecosystem services.

AGRICULTURE AWARENESS GRANTS

Metro Vancouver provides agriculture awareness grants each year to non-profit organizations to assist communities educate school-aged children and public about the importance of local food and agricultural production in the region.

AGRICULTURAL LAND PROTECTION

Metro Vancouver established a memorandum of understanding with the Agricultural Land Commission to strengthen ongoing collaboration and support for common goals including a defensible Agricultural Land Reserve and an Urban Containment Boundary as defined by *Metro 2040*. Protecting agricultural land and containing urban growth and development are important for both reducing GHG emissions and adapting to a changing climate.

Examples of climate actions of others

BC AGRICULTURE & FOOD CLIMATE ACTION INITIATIVE

Funded by the Governments of Canada and British Columbia, the Climate Action Initiative is delivering industry led climate adaption programs throughout BC. This collaborative approach has led to a suite of regional adaption strategies (including the Delta Agricultural Adaptation Strategy below) and guidance on farm practices and climate change adaption for producers. The focus of the work is on adapting to agriculture's water future, preparing for extreme weather events, addressing emerging pest challenges and managing for farm-level resilience

DELTA AGRICULTURAL ADAPTATION STRATEGY

In 2013 the City of Delta participated in a Delta Adaptation Strategy that identified potential impacts on agricultural production in four priority impact areas: 1) increasing coastal flood risk; 2) changing hydrology (effects on water supply & salinity levels); 3) increasing amount & variability of precipitation (excess winter & spring moisture); and 4) increasing variability & extreme conditions. Several actions resulted from the Delta Adaptation Strategy including a study on the economic impacts of a storm surge flood event, on-farm emergency planning and a communication strategy to promote farming in Delta.



RENEWABLE NATURAL GAS FROM AGRICULTURE

Through its purchase of renewable natural gas, Fortis BC is supporting agricultural operations to develop renewable natural gas projects. For example, Seabreeze Dairy Farm in Delta combines anaerobic digestion and a biogas upgrading plant to produce high-quality biomethane, or Renewable Natural Gas, from the manure of the farm's dairy cows along with organic waste from the Metro Vancouver area. FortisBC operates the interconnection facility at this project, monitoring gas quality and connecting this source of Renewable Natural Gas to customers. The byproducts created as a result of this process includes hygienic bedding for the cows and a nutrient rich digestate which becomes fertilizer for growing crops to feed the cows, creating a sustainable loop of food, waste and energy. This project creates 45,000 gigajoules (GJ) of Renewable Natural Gas, which is enough to heat about 500 homes for a year.

APPENDIX 2: Climate Change Data and Trends

Increasing levels of greenhouse gas emissions are warming our planet and driving climate change. How do scientists know this? This appendix provides a snapshot of some of the key data points and observed trends related to global climate change. References and links are provided to key sources of information, which provide more in-depth data, trends, and scientific analysis.

Global Average Temperature

The planet's average surface temperature has risen about 1.1°C since 1880, based on measurements made on land and at sea (Figure 1).¹ Most of that warming has occurred in the past 35 years, with polar regions experiencing greater

warming than the more temperate regions.² Sixteen of the seventeen warmest years on record have occurred since 2001. Scientific research has shown this change is driven primarily by increased carbon dioxide and other human-made greenhouse gas emissions into the atmosphere.^{3,4} Although the global atmospheric concentrations of carbon dioxide have varied over the millennia, since the industrial revolution in the mid-1700s it has increased to unprecedented levels (Figure 2).⁵

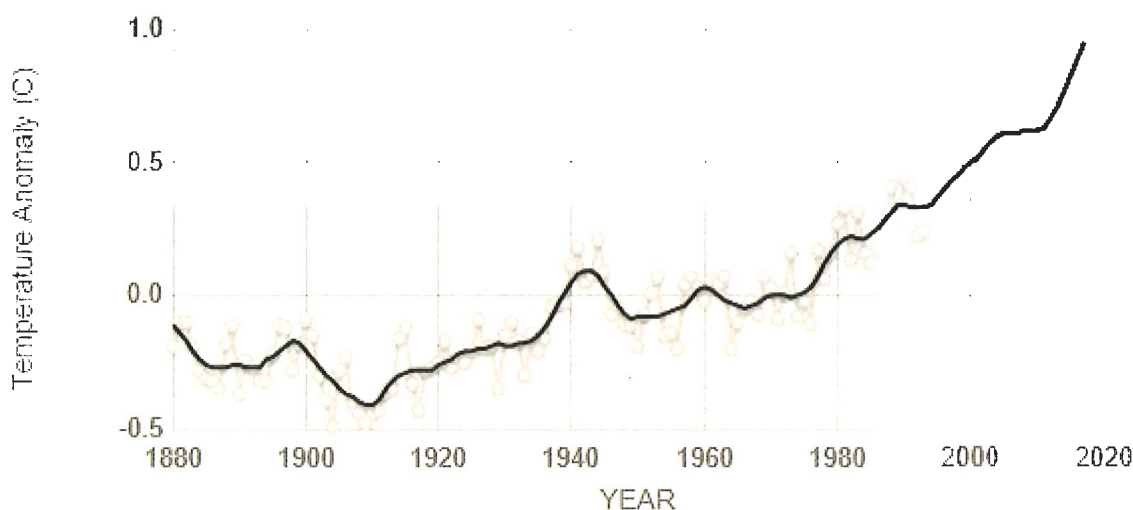


Figure 1. Global surface temperature change (land and ocean, compared to 1951-1980 average)

SOURCE: CLIMATE.NASA.GOV

- 1 <https://climate.nasa.gov/vital-signs/global-temperature/>
- 2 <https://www.climate.gov/news-features/understanding-climate/climate-change-global-temperature>
- 3 <https://climate.nasa.gov/evidence/>
- 4 http://www.ipcc.ch/pdf/assessment-report/ar5/wg1/WG1AR5_SPM_FINAL.pdf
- 5 <https://climate.nasa.gov/evidence/>

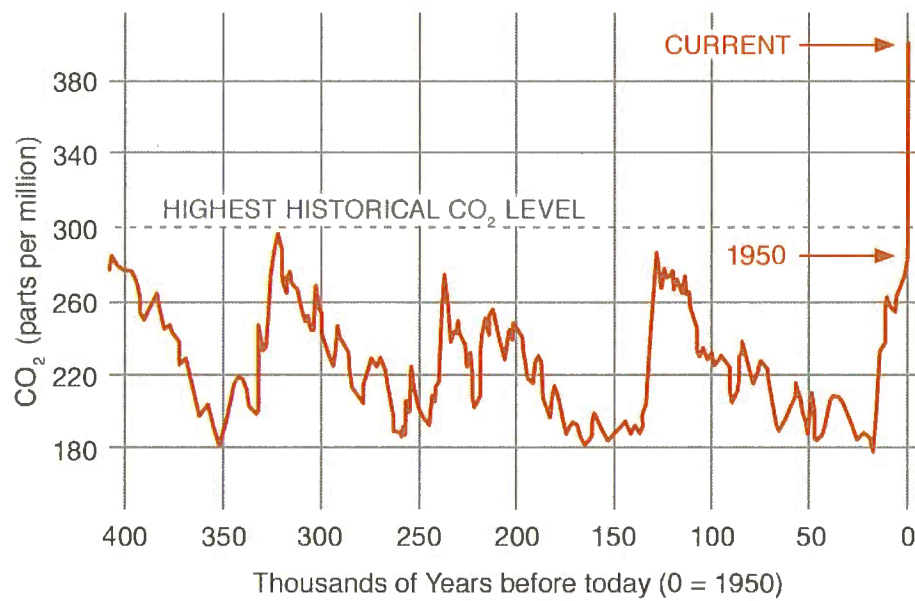


Figure 2. Global atmospheric concentrations of carbon dioxide over the past 400,000 years

(CREDIT: VOSTOK ICE CORE DATA/J.R. PETIT ET AL.; NOAA MAUNA LOA CO₂ RECORD.)

Changing Global Climate System

Scientists have projected that increasing global temperatures would cause a number of significant changes to the global climate system. Some of these changes, such as declining global snow and ice cover and rising sea levels, are happening gradually as temperatures rise. Other changes are a consequence of amplified climate instability, for example the increasing frequency and intensity of extreme weather events such as heat waves, heavy precipitation, and storms. Below is a description of three of the expected changes to earth systems caused by rising global temperatures: sea level rise, decreased snow and ice cover, and extreme weather events.

SEA-LEVEL RISE

As the climate warms, sea levels are rising worldwide (Figure 3).⁶ Higher global temperatures contribute to sea-level rise in two ways. First, as ocean temperatures increase, seawater expands and the overall volume of oceans increases. Second, higher temperatures accelerate the

melting of glaciers and ice caps, also increasing the volume of the oceans.

Globally, sea levels have risen at an average rate of 1.8 mm per year from 1961 to 2003 and approximately 20 cm since 1880. Sea levels are expected to rise by an additional 30 to 120 cm by the year 2100.⁷

Coastal regions face several risks from rising seas. Higher sea levels will flood unprotected low lying areas such as islands and coastal river deltas. Wave action combined with higher sea levels will make more land vulnerable to coastal erosion.⁸ Moreover, in the next several decades, storm surges and high tides combined with sea level rise will further increase flooding risk. In some coastal areas, groundwater and/or surface water will be contaminated with sea water as sea levels rise. This could impact the water available for irrigation and drinking water.

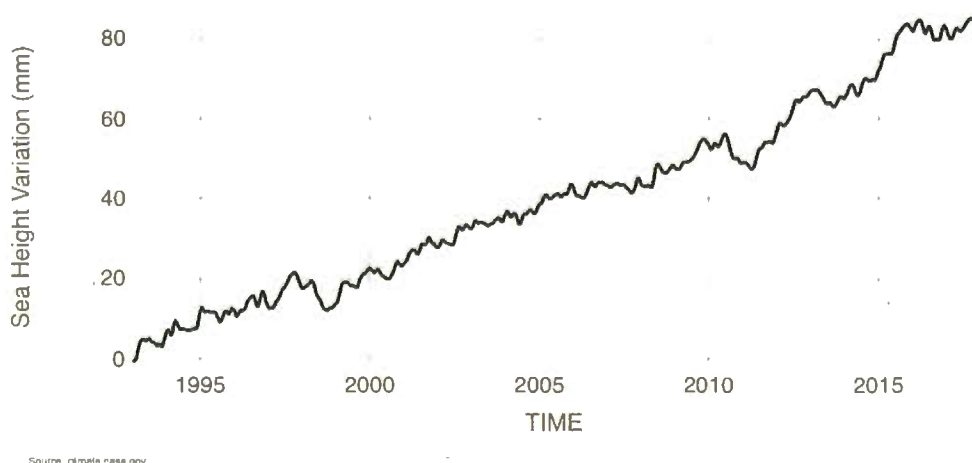


Figure 3. Sea Level Rise from 1993 to Present

⁶ <https://climate.nasa.gov/vital-signs/sea-level/>

⁷ <https://climate.nasa.gov/evidence/>

⁸ https://www.ipcc.ch/pdf/assessment-report/ar5/wg3/ipcc_wg3_ar5_summary-for-policymakers.pdf

DECREASED SNOWPACK/SNOW COVER

Snow and ice cover helps regulate the climate by reflecting incoming solar energy back into space. Over the next century, water contained in glaciers, ice caps and annual snowpack are expected to continue to decline. With less snow cover and a decrease in the amount of reflected sunlight, the ground absorbs four to six times as much heat.

Monitored snowpack levels in western North America are decreasing, with record lows observed throughout the United States (Figure 4).⁹ Since 1955, average snowpack has declined on average by 14 percent including areas in California, Oregon, and Washington, with some sites

recently experiencing snow-free periods for the first time ever.¹⁰ Glaciers have been retreating at least since the 1960s and mountain snow cover has declined on average in both the Northern and Southern hemispheres.¹¹

The decline of glaciers and annual snowpack will reduce freshwater availability in regions supplied by meltwater, where more than one sixth of the world population currently lives. Rapid melting snowpack can also lead to springtime flooding and lower river and reservoir levels in the late summer. Changes in melting patterns and reduced stream flow will also affect hydro-electric power generation that is reliant on the water that is supplied through melting snowpack.

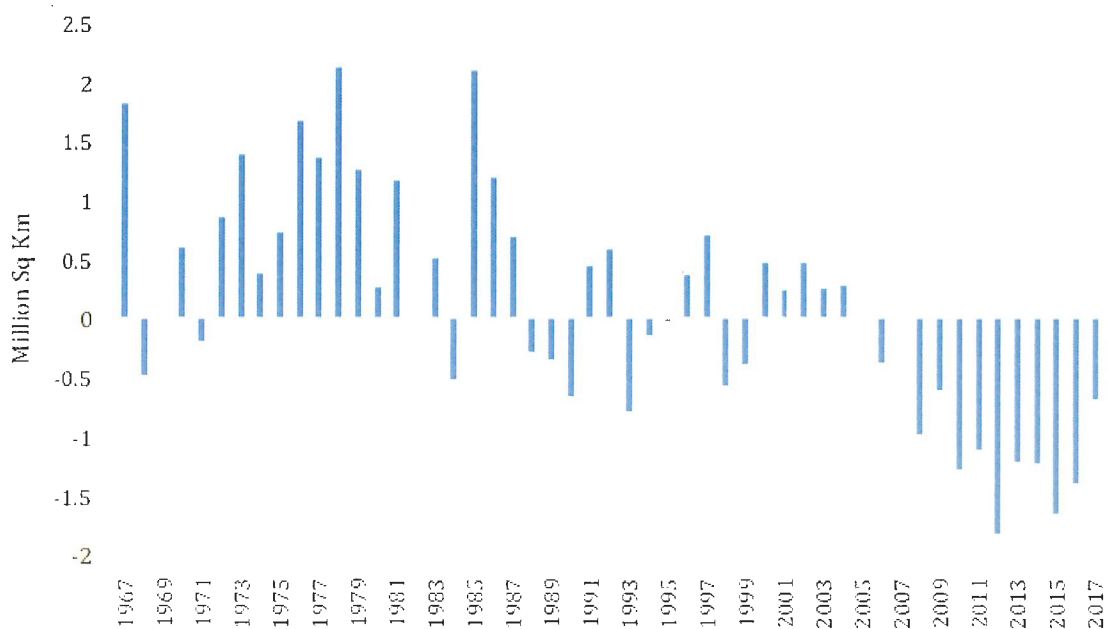


Figure 4 North American snow cover compared to 1981-2010 average

SOURCE: RUTGERS UNIVERSITY GLOBAL SNOW LAB¹²

9 https://climate.rutgers.edu/snowcover/chart_anom.php?ui_set=1&ui_region=namgnld&ui_month=6
 10 <https://blog.epa.gov/blog/2015/06/the-importance-of-snowpack/>
 11 http://nsidc.org/cryosphere/sotc/snow_extent.html
 12 https://climate.rutgers.edu/snowcover/chart_anom.php?ui_set=1&ui_region=namgnld&ui_month=6

EXTREME WEATHER EVENTS

Climate change is increasing the frequency and intensity of extreme weather events. Climate-change-related risks from extreme weather events are already considered moderate to high with 1°C of warming and those risks are expected to increase as temperatures continue to rise.¹³ International agencies that are tracking extreme events are already observing an increase (Figure 5).¹⁴ Scientists are increasingly able to evaluate the contribution of climate change to specific extreme events.¹⁵

Although there has been a slight increase in the frequency or duration of droughts over the last 50 years, scientists expect climate change to increase the intensity and duration of droughts to increase after 2050, especially if global GHG emissions do not decline.^{16 17} Less snow and a lack of moisture in the ground increases the likelihood and prevalence of wildfires and dry spells. Longer dry spells and drought in the summer months also increase wildfire risk.

Scientists are studying how the frequency and severity for floods will change due to climate change.¹⁸ Globally, the amount of damage caused by extreme weather events, including flooding, is increasing dramatically – both from the number of events and the increasing value of the built environment.¹⁹ In BC, flood risk is exacerbated by sea level rise, particularly during events such as king tides and storm surges.

Climate-related weather extremes and shifting temperature patterns can put stress on ecosystems, disrupt food production and water supply, damage infrastructure and urban settlements, lead to loss of life, and have consequences for population health.²⁰ These interrelated challenges pose a particular threat to cities with aging infrastructure such as water and sewage systems, roads, bridges, and energy grids. Governments, including municipalities, are spending more on climate change adaptation to protect essential services, with costs rising from \$4 billion globally in 2010 to \$25 billion in 2014.²¹

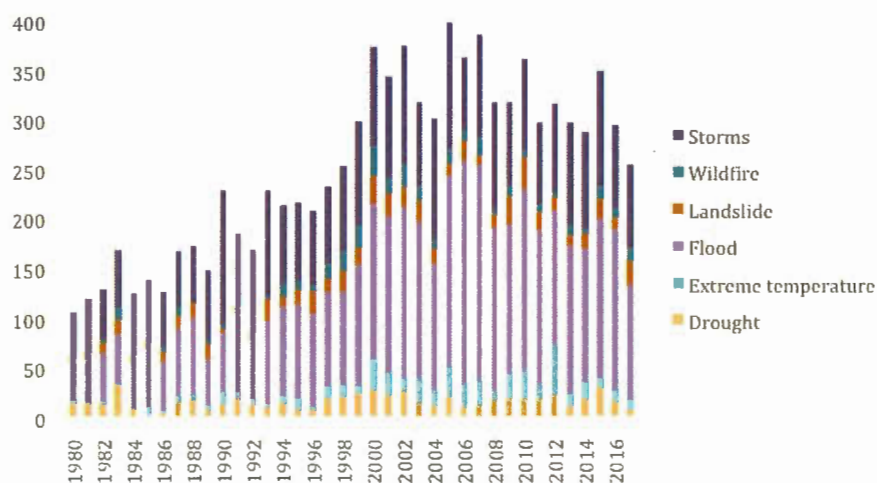


Figure 5. Reported Extreme Weather-related natural disaster events 1980-2017²²

¹³ http://www.ipcc.ch/pdf/assessment-report/ar5/wg2/ar5_wgll_spm_en.pdf

¹⁴ <https://ourworldindata.org/natural-catastrophes>

¹⁵ <https://e360.yale.edu/features/pinning-wild-weather-on-climate-change-scientists-are-upping-their-game> Yale Environment 360

¹⁶ <https://rmets.onlinelibrary.wiley.com/doi/pdf/10.1002/joc.3875>

¹⁷ <https://svs.gsfc.nasa.gov/cgi-bin/details.cgi?aid=4270>

¹⁸ <https://www.earth-syst-dynam-discuss.net/esd-2017-59/esd-2017-59.pdf>

¹⁹ http://www.iisd.org/sites/default/files/publications/adaptation_can_infrastructure.pdf

²⁰ http://www.ipcc.ch/pdf/assessment-report/ar5/wg2/ar5_wgll_spm_en.pdf

²¹ <https://nca2014.globalchange.gov/report/sectors/urban>

²² Data Source: EMDAT (2017): OFDA/CRED International Disaster Database <https://ourworldindata.org/natural-catastrophes>



City of Richmond

Report to Committee

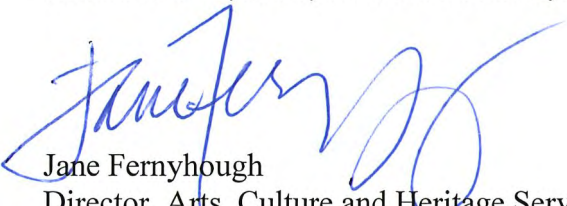
To: Parks, Recreation and Cultural Services Committee
Date: March 7, 2018

From: Jane Fernyhough
Director, Arts, Culture and Heritage Services
File: 11-7000-09-20-100/Vol 01

Re: **Richmond Canada 150 Storm and Sanitary Sewer Access Cover Design Concepts**



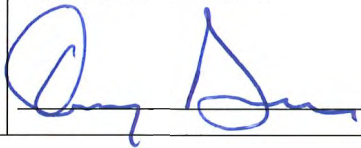
Staff Recommendation

That the four artwork concepts for storm and sanitary sewer access covers as detailed in the staff report titled "Richmond Canada 150 Storm and Sanitary Sewer Access Cover Design Concepts," dated March 7, 2018, from the Director, Arts, Culture and Heritage Services, be endorsed.



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

Att.1

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

Staff Report

Origin

On April 28, 2014, Council endorsed the public art program for integrating artwork on sanitary sewer and storm drainage access chamber covers. The Cover Stories Artist Call was then issued to solicit submissions for creative designs for the City's cast-iron sewer covers.

On March 9, 2015, Council endorsed the implementation of the public art program for integrating artwork on sanitary sewer and storm drainage manhole covers and approval of the first four recommended concept designs by Caroline Dyck, Greg Allen, Jeff Porter and Susan Pearson.

On November 28, 2016 Council endorsed the Canada 150 Celebrations Public Art Plan as the guiding plan for public art opportunities in support of Canada 150 celebrations and major event programming in 2017. On April 4, 2017, the Richmond Canada 150 Steering Committee supported the Richmond Canada 150 artist designed sewer covers as an addition to the projects presented in the Plan.

The purpose of this report is to provide Council with information regarding the Richmond Canada 150 Storm and Sanitary Sewer Access Cover Design Call to Artists, the results of the selection process to identify artist designs for integration with sanitary and storm sewer covers, and recommendations for incorporating the designs into fabrication of new sewer covers.

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.

2.3. *Outstanding places, programs and services that support active living, wellness and a sense of belonging.*

2.4. *Vibrant arts, culture and heritage opportunities.*

This report supports Council's 2014-2018 Term Goal #4 Leadership in Sustainability:

Continue advancement of the City's sustainability framework and initiatives to improve the short and long term livability of our City, and that maintain Richmond's position as a leader in sustainable programs, practices and innovations.

4.2. *Innovative projects and initiatives to advance sustainability.*

Background

The City of Richmond is committed to healthy watercourses, and protecting the water in our sloughs, ditches and the Fraser River. A key element of watercourse protection is proper management of storm and sanitary water, each of which has a separate sewer system.

Sanitary sewers direct waste water from sinks and toilets to a treatment plant. At the treatment plant, many different organic and chemical processes are used to make the water safe for discharge to the Fraser River and the Salish Sea. The City owns, maintains and operates much of the sanitary sewer infrastructure; however, it is integrated into a region-wide system that connects to several Waste Water Treatment Facilities which are owned, maintained and operated by Metro Vancouver.

Storm sewers prevent flooding by directing the rainwater falling on streets, sidewalks and outdoor spaces into drainage systems that flow directly to the Fraser River. As storm water is not treated, it is important that only clean rain water enter storm drainage network. Harmful chemicals found in soapy water from car washing and pesticides from lawns can harm the ecosystems connected to the storm drainage system.

In 2016, 200 cast-iron sewer covers were ordered featuring the four winning designs (50 of each). To date, approximately 60 covers have been installed throughout the City on sidewalks with high pedestrian visibility in the City Centre and Steveston—including one on a boardwalk at Britannia Shipyards National Historic Site. Additional covers are to be installed as replacements for worn covers and as new streets are constructed along with new development.



Cover Stories, Susan Pearson, Richmond, 2016

Analysis

Richmond Canada 150 Storm and Sanitary Sewer Access Cover Design Call to Artists

On November 7, 2017, the Public Art Terms of Reference for the Richmond Canada 150 Storm and Sanitary Sewer Access Cover Design Call to Artists was posted on the City website and distributed widely through the Richmond Arts and Culture eBlast, the City Facebook page and direct emails to artists on the Richmond Public Art Program database; and through local arts organizations including the BC Alliance for the Arts, instant coffee and the Richmond Arts Coalition.

The three themes established for the Richmond Canada 150 Celebrations were used to inform the artist call for the sewer access covers, as follows:

- **History, Culture, Diversity**

Artwork to reflect Richmond's rich tapestry of cultures, recognizing the original First Nations residents, early European settlers and the immigrants from a multiplicity of cultures that have since made their homes here.

- **Fraser River, Working River**

Artwork to explore Richmond's vital relationship to the Fraser River and reflect on the development of Lulu Island with the key industries of fisheries, agriculture, shipping and other fields.

- **Agricultural Sustainability**

Artwork to celebrate Richmond's relationship to the land, from the first inhabitants, to farmers who recognized and nurtured the bounty of the region's rich delta soils, to recent food security initiatives and innovation in urban agriculture.

The call attracted 93 submissions from 66 artists by the closing date of December 7, 2017. These included 58 BC artists, four Alberta artists and four artists from other Canadian provinces. Two Richmond artists submitted designs for this opportunity.

Artist Selection Process

Following the administrative procedures for artist selection for civic public art projects, a five person selection panel met on February 22, 2018 to review the artist submissions. The panel was comprised of:

- Amy Poon, Richmond community representative;
- Cody Lecoy, Vancouver artist;
- Jeff Porter, art professional and previous sewer cover artist;
- Susan Pearson, artist and previous sewer cover artist; and
- Ron Hyde, Richmond resident, historian and writer.

Trevor Brien and Sean Brien, representatives from the sewer cover supplier, Westview Sales, served as technical advisors. City staff from the Public Art Program and the Sewerage and Drainage Department were available to answer questions from the panel.

Proposals were evaluated on artistic merit, appropriateness to the goals of the artist call and feasibility to translate into a cast-iron sewer cover. The panel was asked to review the 93 artist submissions and recommend artists or artist teams to be considered for the Canada 150 Storm and Sanitary Sewer Access Cover Design artist opportunity.

Following a thorough review and discussion of the merits of all the artist submissions, the panel unanimously recommended two finalists and two runner-ups for each of the two types of sewer cover commissions. Subject to staff review, the selection panel recommended that all four be selected for the sewer cover commissions. The recommended artists are:

- Derek Michael Besant, Calgary
- James Harry, Richmond
- Corina Hanson, Vancouver
- Yuting (Christine) Wei, Vancouver

The recommended artist designs for the Richmond Canada 150 Storm and Sanitary Sewer Access Cover Design Call to Artists are shown in Attachment 1.

Recommendations for Implementation

Based on the recommendations from the selection panel, and to provide representation of a wide diversity of themes, including culture, environment, sustainability and industry, staff are recommending that sewer access covers be created from all four of the designs. This will provide two sets of covers (two storm and two sanitary covers) for placement on streets and sidewalks throughout the city.

Staff will work with the selected artists and the current fabricator and supplier of the sanitary and storm water access covers, Westview Sales Limited, to refine and translate the four recommended artist designs into production molds for fabrication.

Financial Impact

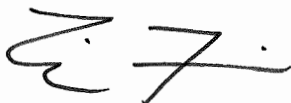
Westview Sales Limited will sponsor the additional costs for creating the unique molds, coordination and labour. There will be no additional costs for the decorative manhole covers above the existing purchasing programs. The total public art budget for artist fees is \$10,000 funded out of approved Public Art Program capital budgets.

Conclusion

The Canada 150 Storm and Sanitary Sewer Access Cover Design competition represents an opportunity to engage a large cross section of artists of various backgrounds and creative practices. Incorporating art into functional objects and as part of the public realm is an affordable, high-impact method of integrating the arts into everyday life.

The sewer access cover project builds on other programs for successfully integrating art with civic infrastructure, such as utility box wraps, drainage pumps stations and the district energy utility, at a low cost.

Integration of public art with sewer access covers is consistent with the vision and strategic direction of the Richmond Arts Strategy, to broaden the diversity of arts experiences and opportunities, and supports the Council Term Goal to build culturally rich public spaces across Richmond through a commitment to strong urban design, investment in public art and place making.

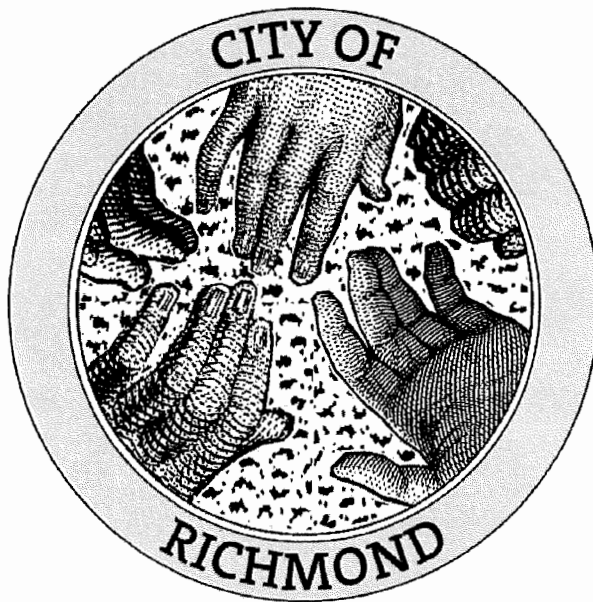


Eric Fiss
Public Art Planner
(604-247-4612)

Att. 1: Recommended Richmond Canada 150 Sewer Access Cover Designs

Recommended Richmond Canada 150 Sewer Access Cover Designs

Sanitary



Reaching Out, Derek Michael Besant



Fraser River, Working River, Yuting (Christine) Wei

Storm



The Pollinator, Corina Hanson



Seven Generations, James Harry



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services
Committee

Date: March 13, 2018

From: Serena Lusk
General Manager, Community Services

File: 05-1875-01/2018-Vol
01

Re: Draft 2018-2021 Volunteer Management Strategy

Staff Recommendation

1. That the recommended draft 2018-2021 Volunteer Management Strategy presented as Attachment 1 within the staff report titled "Draft 2018-2021 Volunteer Management Strategy," dated March 13, 2018, from the General Manager, Community Services, be endorsed for the purpose of seeking stakeholder feedback on the Strategy.
2. That the final 2018-2021 Volunteer Management Strategy, including the results of the stakeholder consultation, be reported back to the Parks, Recreation Cultural Services Committee at a later date.

Serena Lusk
General Manager, Community Services
(604-233-3344)

Att. 2

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

Staff Report

Origin

The City has had a long tradition of involving volunteers in its programs, services, and events. Through working with volunteers, the City is able to provide an increased scope and variety of activities, and maximize service provision across the community where financial resources may otherwise be limited. Yet the impact of providing volunteer opportunities goes much further than being able to offer more programs, services, and events to the community. Volunteering can be a life changing experience, as many people involved in it find a sense of community connectedness, accomplishment, and pride. Volunteers contribute to community development, vibrancy, and legacy building, while often gaining numerous personal benefits themselves.

In 2007, the City of Richmond adopted its first Volunteer Management Strategy. The Strategy was developed to guide the actions for creating a centralized volunteer management system in preparation for the 2010 Olympics and as a legacy intended to serve the City and its partners well into the future. The 2018-2021 Volunteer Management Strategy: Engaging and Supporting Volunteers for a Vibrant, Connected City (2018-2021 VMS) is an update to the original 2007-2012 Volunteer Management Strategy: Building the Volunteer Spirit! (2007-2012 VMS).

The purpose of this report is to present the draft 2018-2021 VMS, which provides direction and guidance to enhance the City's volunteer management system. This report outlines the findings from the research, the Strategy's development process, and the strategic initiatives and actions that emerged as a result of the research and consultation process. Upon Council's endorsement of the draft Strategy, staff will seek further comment from the community partners and affiliate organizations who utilise the City's volunteer management system, and report back to Council at a later date.

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.

2.1. *Strong neighbourhoods.*

2.2. *Effective social service networks.*

2.3. *Outstanding places, programs and services that support active living, wellness and a sense of belonging.*

2.4. *Vibrant arts, culture and heritage opportunities.*

This report supports Council's 2014-2018 Term Goal #5 Partnerships and Collaboration:

Continue development and utilization of collaborative approaches and partnerships with intergovernmental and other agencies to help meet the needs of the Richmond community.

5.2. *Strengthened strategic partnerships that help advance City priorities.*

Analysis

Background

The 2007-2012 VMS was largely a success as it guided the City in developing and implementing the City's volunteer management system. The City accomplished most of the desired outcomes outlined in the Strategy, and as a result, has more than tripled the number of available volunteer opportunities since 2011. Although the intended life of the Strategy expired in 2012, its objectives and goals remained relevant for several years after and provided direction to advance and evolve the City's volunteer management system.

The significant increase in volunteer hours and opportunities, as displayed in Table 1 below, attests to the success of the City's volunteer management system. There has been consistent and continued growth year after year in the number of volunteer opportunities offered, the number of volunteers registered in the system, and the number of hours contributed by volunteers to the community post 2010 Olympic Games. The greater number and scope of major events (e.g. Ships to Shore, Richmond World Festival, etc.), are major contributing factors to the increase in volunteer opportunities and hours. There have been additional services and programs developed over the past six years that the City and partner organizations were able to offer and include volunteers in. These numbers also reflect the increased number of staff who realize the value of the volunteer management system and use the *I Can Help* system to track and report hours.

The strategic initiatives outlined within the 2018-2021 VMS will continue to expand the available volunteer opportunities and engage volunteers, further increasing the volunteer hours contributed to the community.

Table 1 – Active Volunteers, Volunteer Hours, and Opportunities

Active Volunteers, Volunteer Hours, and Opportunities*	2011	2017	Increased Amount
Number of Active Volunteers	1,261	2,244	983
Number of Volunteer Hours	31,581	96,016	64,435
Number of Volunteer Opportunities	266	854	588

* These figures capture volunteer hours and opportunities held at the Oval only through Sport Hosting initiatives. Other Oval and Richmond Olympic Experience interactive museum opportunities and hours are collected through another system and are above and beyond the values reported in Table 1.

Although a financial contribution of volunteer hours can be calculated (minimum \$1.44 million annually), there is an immeasurable benefit of community connectedness, vibrancy, legacy building, and wellness achieved through providing volunteer opportunities.

In 2017, staff decided to assess and re-develop priorities to ensure the continued enhancement of volunteer management practices and to ensure these priorities supported the goals within the updated Community Wellness Strategy and Recreation and Sport Strategy. The 2018-2021 VMS focuses on supporting volunteers in their development and achievement of their personal goals, as well as further supporting City, partner, and affiliate staff who work closely with volunteers.

Developing the Updated Strategy

Developing the updated 2018-2021 VMS involved conducting an analysis of the City's accomplishments of the actions and goals set out in the 2007-2012 VMS, followed by a review of best practices in volunteer management.

The next steps consisted of collecting data on the experiences of those involved in volunteerism, both as volunteers and staff who support volunteers. An online survey was administered to volunteers within the City's volunteer management system database and to partner boards of directors; 351 volunteers participated in this survey. Two adult focus groups were conducted (which included many seniors) and one youth focus group was conducted.

Staff also participated in one of three additional focus groups to provide insight into their experiences with the volunteer management system. Staff from across the City, the Richmond Olympic Oval, community associations, and partner or affiliated organizations contributed feedback.

The survey and focus groups collected feedback regarding what works well in the current volunteer management system, further supports that would be helpful, challenges faced, and user experiences with the software system.

Outcomes

The data suggest that the City's volunteers are a largely satisfied and dedicated group that have many skills and much knowledge to contribute to the community. The top three reasons for volunteering, as reported by the City's volunteers, are giving back to the community, meeting new people, and connecting to the community. The data indicate that volunteers value opportunities to connect with neighbours and people they would not otherwise encounter, de-stress and engage in activities unrelated to work, and to be part of community and legacy building through the many City/partner events. For some, volunteering allows for the opportunity to share their skills with the community, while for others, it allows them to develop new skills including technical, leadership, management, and planning skills.

The staff that work with and support volunteers (termed eCoordinators) report that they see great value in the City's volunteer management system. They appreciate that the centralized system enables them to easily recruit and communicate with volunteers, initiate a systematic screening process, and track volunteer hours. They also value the support and guidance provided by the City's Volunteer Development Coordinator.

While the survey and focus group results suggest a high level of satisfaction with the overall volunteer management system, there are opportunities to enhance the system and provide volunteers with further supports to reach their personal goals. Key findings are highlighted below:

- 83 per cent of survey respondents indicate there are sufficient opportunities to volunteer through the City or its partners, yet 56 per cent report there are other skills they would like to utilise during their volunteer experience or other types of volunteering in which they would like to participate;
- Volunteers indicate they would like more leadership opportunities, as well as those of a cultural or linguistic nature;
- Youth tend to receive less training, support, and recognition compared to adults;
- Volunteers report that they have more positive experiences during events and programs when staff are organized and consider their needs;
- Staff who work with volunteers would like additional support resources to help with technical troubleshooting of the software system, recruiting and training volunteers, and supporting volunteers' needs;
- A number of suggestions were made for improvements to the online volunteer management system, *I Can Help*. Some of the suggestions reflect staff training issues, while other suggestions indicate issues with the software system itself; and
- In order to provide consistency and excellence in volunteer management, staff working with volunteers would like further support to increase their capacity, whether that be in the form of online resources, further support from the City's Volunteer Development Coordinator, or mentorship from their colleagues.

The analysis of the data resulted in the development of five strategic initiatives with actions to achieve desired outcomes. The five strategic initiatives identified as priorities for the 2018-2021 VMS are presented with their associated actions in Table 2 below.

Table 2 – 2018-2021 VMS Strategic Initiatives

Strategic Initiative 1: eCoordinator (staff) Capacity Building
1. Develop online support resources for eCoordinators.
2. Facilitate bi-monthly eCoordinator workshops.
3. Leadership development of eCoordinators.

Strategic Initiative 2: Volunteer Capacity Building
1. Develop a continuum of volunteer mentorship and leadership opportunities and assist with volunteers creating their own opportunities.
2. Offer volunteer development opportunities for a wide range of ages, skill levels, and interest areas.
3. Create inclusive volunteer opportunities.
Strategic Initiative 3: Volunteer Appreciation
1. Develop recognition protocol with partners.
2. Host volunteer recognition event(s) with partner organizations.
3. Recognize volunteers throughout the year.
Strategic Initiative 4: Promotion, Awareness, and Communications
1. Develop and implement a volunteer promotion, awareness and communication plan for internal and external audiences.
2. Collaborate with Richmond Cares, Richmond Gives to promote volunteerism and resource sharing as appropriate.
Strategic Initiative 5: Software System Improvements
1. Update the software system processes to be more intuitive and user-friendly.
2. Re-develop the website layout.
3. Develop expectations of system users.
4. Develop advanced software training for eCoordinators.

These five initiatives complement each other to advance volunteer management practices and improve various aspects of the volunteer experience. The 2018-2021 VMS specifies the actions and the intended outcomes. With the implementation of these strategic initiatives and actions, the 2018-2021 VMS aims to ensure that:

- Richmond is a connected, vibrant city;
- Volunteers are engaged in their community through a variety of meaningful volunteer opportunities; and
- City and partner organizations deliver a variety of programs, services, and events with the involvement of volunteers.

Unique to the 2018-2021 VMS, is the inclusion of a logic model, and implementation and outcomes evaluation plan. The logic model and the implementation and outcomes evaluation plan are frameworks to monitor and assess the effectiveness of actions, and to ensure progress is made towards achieving the desired outcomes and objectives. These frameworks will help ensure the success of the Strategy, as well as the advancement of volunteer management practices for the City and its partner organizations.

Next Steps

The draft 2018-2021 VMS presented in Attachment 1 outlines key volunteer management priorities to be addressed by the City and its partners over the next four years. In terms of process, staff recommend that the draft 2018-2021 VMS be endorsed for the purpose of seeking stakeholder feedback on the Strategy, then report back with the revised Strategy.

The proposed process for advancing the 2018-2021 VMS is outlined in Table 3 below.

Table 3 – 2018-2021 VMS Implementation Process

Date	Process
March 2018	Gain Council's endorsement of the draft 2018-2021 VMS for the purpose of seeking stakeholder feedback.
April 2018	Distribute the draft 2018-2021 VMS to partner organizations for comment. <ul style="list-style-type: none"> ▪ Consultations will be conducted with current users of the City's volunteer management system (Attachment 2 provides a list of current users). ▪ Consultations will also be conducted with groups such as Richmond Sports Council's various sports organizations and others who provide programs and services in conjunction with the City of Richmond.
May 2018	Assess comments and revise the Strategy.
May 2018	Present the revised 2018-2021 VMS to Council.

This process is an opportunity to:

- Collect and incorporate partners' feedback into the 2018-2021 VMS;
- Promote the strategic initiatives within the 2018-2021 VMS; and
- Engage in dialogue about further enhancement of the volunteer management system.

Financial Impact

None at this time.

Most actions within the five strategic initiatives do not require additional funding. The initiatives aim to re-prioritize and re-structure much of the good work that is ongoing.

Should current resources not be able to be re-allocated to cover any additional costs, then a request will be made through the annual budget process.

Conclusion

Volunteers play a vital role in generating community connectedness and vibrancy in the City of Richmond. The City and its partners rely heavily on volunteers to support the delivery of many events, services, and programs to the community. This updated 2018-2021 Volunteer Management Strategy recognizes the important contributions that volunteers make, and in return, this Strategy prioritizes volunteers and promotes positive, meaningful volunteer experiences. The

March 13, 2018

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strategic initiatives and actions within the Strategy will ensure that volunteerism thrives in Richmond well into the future.



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- Att. 1: 2018-2021 Volunteer Management Strategy: Engaging and Supporting Volunteers for a Vibrant, Connected City
2: List of Partner Organizations to be Consulted

City of Richmond

2018–2021

Volunteer Management Strategy

Engaging and Supporting Volunteers for a Vibrant, Connected City



Acknowledgements

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1. Executive Summary

Volunteering can be a life changing experience, as many people involved in it find a sense of community connectedness, accomplishment, and pride. Volunteers contribute to community development, vibrancy, and legacy building, while often gaining numerous personal benefits themselves.

In 2007, the City of Richmond adopted its first Volunteer Management Strategy. The Strategy was developed to guide the actions for creating a centralized volunteer management system in preparation for the 2010 Olympic Winter Games and as a legacy intended to serve the City and its partners well into the future. The Strategy helped increase the capacity of the City and partner organizations in their delivery of programs, services, and events with volunteers' involvement.

The *2018–2021 Volunteer Management Strategy: Engaging and Supporting Volunteers for a Vibrant, Connected City* is an update to the original 2007 Strategy and focuses on supporting volunteers in their development and achievement of their personal goals as well as further supporting City, partner, and affiliate staff who work closely with volunteers.

Developing the updated 2018–2021 Volunteer Management Strategy first involved conducting an analysis of the City's accomplishments of the actions and goals set out in the original Strategy followed by a review of best practices in volunteer management. The next steps comprised of collecting data on the experiences of those involved in volunteerism, both as volunteers and staff who support volunteers. An online survey was administered to volunteers within the City's volunteer management system database and to partner boards of directors. Several focus groups were conducted with volunteers and staff.

The key findings are listed below:

- 83 per cent of survey respondents indicate there are sufficient opportunities to volunteer through the City or its partners, yet 56 per cent say there are other skills they would like to utilise during their volunteer experience or other types of volunteering that they would like to participate in;
- Volunteers indicate they would like more leadership opportunities, as well as those of a cultural or linguistic nature;
- Youth tend to receive less training, support, and recognition compared to adults;
- Volunteers from the focus groups report that it is important for staff coordinating volunteer events and programs to be organized and considerate of their needs, as it contributes to a positive experience and is a sign of respect;



- Staff who work with volunteers would like additional support resources to help them with technical troubleshooting of the software system, recruiting and training volunteers, and supporting volunteers' needs;
- There were a number of suggestions made for improvements to the online volunteer management system, *I Can Help*. Some of the suggestions reflect staff training issues while others indicate issues with the software system itself both in the presentation of the site and with the programmed functions of the software;
- In order to provide consistency and excellence in volunteer management, staff working with volunteers need further supports to increase their capacity whether that be in the form of online resources, further support from the City's Volunteer Development Coordinator, or mentorship from their colleagues.

The analysis of the data resulted in the development of three objectives and five strategic initiatives with actions to achieve desired outcomes. The objectives of this updated Strategy are to ensure that 1) *Richmond is a connected, vibrant city*, 2) *volunteers are engaged in their community through a variety of meaningful volunteer opportunities*, and that 3) *the City and partner organizations deliver a variety of programs, services, and events with the involvement of volunteers*. The five strategic initiatives identified as priorities are:

1. eCoordinator (staff) capacity building;
2. Volunteer capacity building;
3. Volunteer appreciation;
4. Promotion, awareness, and communications;
5. Software system improvements.

Within these strategic initiatives are a total of 18 actions to achieve the desired outcomes. The 2018–2021 Volunteer Management Strategy specifies these actions and incorporates a logic model and implementation and evaluation plans to ensure the outcomes are met. The logic model and the implementation and outcomes evaluation plans are frameworks to monitor and assess the effectiveness of actions and to ensure progress is made towards achieving the desired outcomes and objectives.

Volunteers play a vital role in generating community connectedness and vibrancy in the City of Richmond. The City of Richmond and its partners rely heavily on volunteers to support the delivery of many events, services, and programs to the community. This updated Volunteer Management Strategy recognizes the important contributions that volunteers make and in return, this Strategy prioritizes volunteers and promotes positive, meaningful volunteer experiences. The strategic initiatives and actions outlined in this document support volunteers by developing opportunities for them as well as building capacity in the staff that work with volunteers. This Strategy supports volunteer participation in events and programs across the City and through partner organizations to ensure volunteerism thrives in Richmond well into the future.

2. Introduction

Volunteering is a form of citizenship and an essential part of community building. Volunteers donate their time as an investment in their community¹ and in return, report gaining many benefits. There are numerous reasons for volunteering; many individuals who volunteer cite feeling a need to give back to their community as well as it being a fun and rewarding experience.

While volunteerism provides numerous benefits to the volunteer, volunteers also play a vital role in supporting the delivery of many programs, services, and events offered by the City of Richmond and its partners. There are over 10,000 volunteers currently registered through the City of Richmond's volunteer management system. On average, volunteers provide approximately 92,000 hours of service annually.

The *2018–2021 Volunteer Management Strategy: Engaging and Supporting Volunteers for a Vibrant, Connected City* (2018–2021 VMS) is an update to the *2007–2012 Volunteer Management Strategy: Building the Volunteer Spirit!* (2007–2012 VMS) and focuses on engaging volunteers and enabling them to reach their goals. The Strategy also focuses on providing the supports for City, partner, and affiliate² staff who work closely with volunteers.



¹ CNIB. (2017). *Strengthening Communities Through Volunteer Program Development: Culture of Volunteerism – Manual*, 1–33.

² The City of Richmond offers volunteer management services to its partners and a number of affiliated organizations. The Community Associations operating out of the City's community centres are examples of City partners; the Sharing Farm Society and Gulf of Georgia Cannery Society are examples of affiliated organizations. From here onward, for simplicity in language, this document will refer to both partner and affiliate organizations as partners or partner staff.

3. Background

In 2007, the City of Richmond adopted its first Volunteer Management Strategy (VMS). The Strategy was developed to guide the creation of a centralized volunteer management system and hiring of a Volunteer Development Coordinator in preparation for the 2010 Olympic Winter Games. This Strategy has been successful as a legacy for the City of Richmond and its partners in guiding volunteer management into the future. A number of actions were identified that led to the implementation of a centralized online volunteer management system. There were also actions that supported capacity building for volunteers and developing various accompanying resources for those working with volunteers. Numerous actions were identified that aimed to address partner synergies, training of City and partner staff on best practices in working with volunteers, providing technical support, and providing support for and recognition of volunteers.

Thirty actions emanated from five strategic directions set forth in the 2007–2012 VMS with over 100 expected outcomes as a result of those actions. The City has accomplished most of these actions and achieved many of the desired outcomes. The City has modernized its volunteer management system with the number of opportunities for volunteers doubling and the number of volunteer hours contributed to the community tripling since 2011.

The 2007–2012 VMS is largely a success. Although the original Strategy recognizes the importance of volunteer and staff capacity building, the updated 2018–2021 VMS continues to prioritize this area with the primary objective of engaging and further developing supports for volunteers within the City and its partner organizations.



4. Volunteerism

Volunteerism is defined as an act of willingly providing a service without pay usually within one's community, yet volunteering goes much deeper than this definition, as many who are involved in it report life changing experiences. The top three reasons for volunteering as reported by the City's volunteers are giving back to the community, meeting new people, and connecting to the community. However, volunteers report many reasons for volunteering and gain many benefits from doing so. Volunteering provides opportunities to connect with neighbours and people they would not otherwise encounter, de-stress and engage in activities unrelated to work, and be part of community and legacy building through the many City events. For some, volunteering allows them to provide their skills to the community while for others, it allows them to develop new skills such as technical, leadership, management, and planning skills. Volunteering is an opportunity to set examples for the younger generation as well as get to know them. Overall, volunteers experience a deeper feeling of connection to the community, ownership over community development, and a certain pride in their accomplishments.

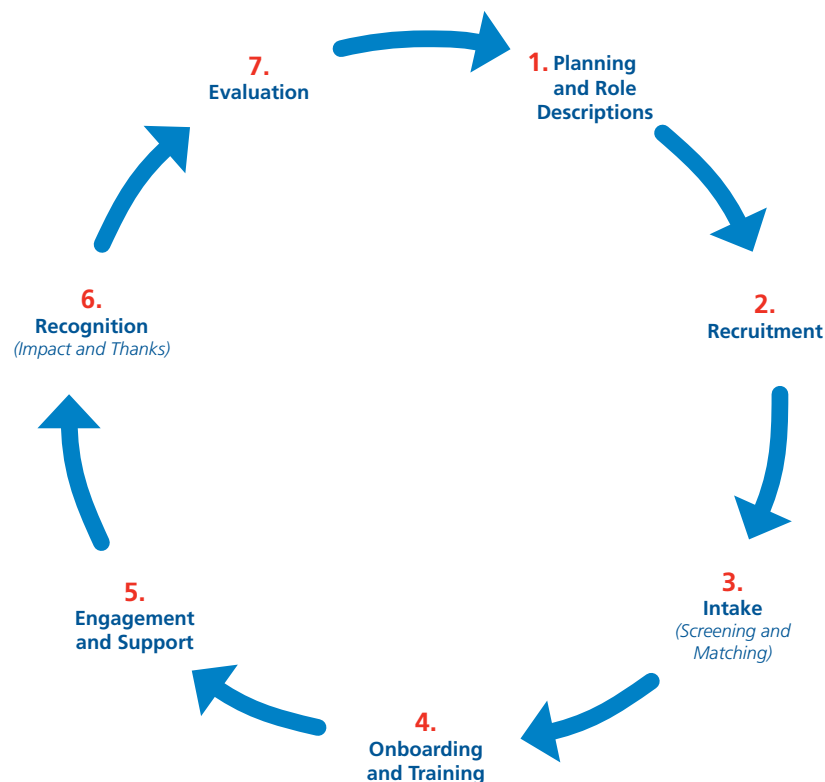
4.1 Trends and Shifts in Volunteer Practices

Until recently, much of the literature regarding best practices in volunteer management was focused on how to recruit and retain volunteers. The emphasis on volunteer management was centred upon the organization itself and how volunteers could support the organization in achieving its mission. There has been a shift away from an organization-focused, recruiting-centred approach to a much more volunteer-centred approach whereby volunteers are considered partners and supported in reaching their goals.



Figure 1 below, illustrates the critical stages involved in volunteer management. It is a continuous cycle requiring planning, investment, and monitoring to ensure volunteers remain engaged. Weakness or failure of any of the stages breaks the cycle and risks volunteers resigning or finding opportunities elsewhere.³

Figure 1: Cycle of Volunteer Management



The critical elements within the Cycle of Volunteer Management are already integrated into the City's volunteer management practices, as the model was adopted as part of the original Strategy. The model continues to serve as a platform from which the updated Strategy's initiatives and actions emanate.

While all the components of the cycle are critical to volunteer management success, succession planning is essential to maintaining a healthy force of volunteers to aid in the delivery of City and partner events and programs. Most of the volunteer hours for the City of Richmond are contributed by few individuals, youth and older adults. Youth tend to stop volunteering once in postsecondary education or once they have entered the workforce. Older adults sometimes face health challenges or physical barriers to continuing volunteering. Ensuring that all elements of the cycle are incorporated into volunteer management practices, will help recruit and engage younger volunteers and retain them well into the future.⁴

³ CNIB. (2017). Strengthening Communities Through Volunteer Program Development: Culture of Volunteerism – Manual, 1–33.

⁴ CNIB. (2017). Strengthening Communities Through Volunteer Program Development: Culture of Volunteerism – Manual, 1–33.

Today's Volunteers

Developing the 2018–2021 Volunteer Management Strategy (2018–2021 VMS) involved conducting an extensive literature review and identifying best practices in volunteer management. This section identifies the best practices in volunteer management, which formed the basis of the Strategy's research questions as well as informed the strategic initiatives within this Strategy.

The research conducted on volunteerism can be synthesized to describe volunteers and their needs. Three themes emerge: volunteers can be described as goal oriented; wanting to make a difference; and needing to feel appreciated. The established best practices in volunteer management can be categorized under these three themes to support volunteers and address their needs. These best practices are categorized and listed below.

Best Practices in Volunteer Management

1. Volunteers are goal oriented.

- Support volunteers in reaching their personal goals – get to know them.
- Offer skills development/training opportunities.
- Offer opportunities to utilise different skill sets.
- Offer short-term and long-term opportunities.
- Offer non-traditional opportunities – e.g. online/tech-based.
- Support volunteers in creating their own experience.
- Incorporate volunteers into planning processes.

2. Volunteers want to make a difference.

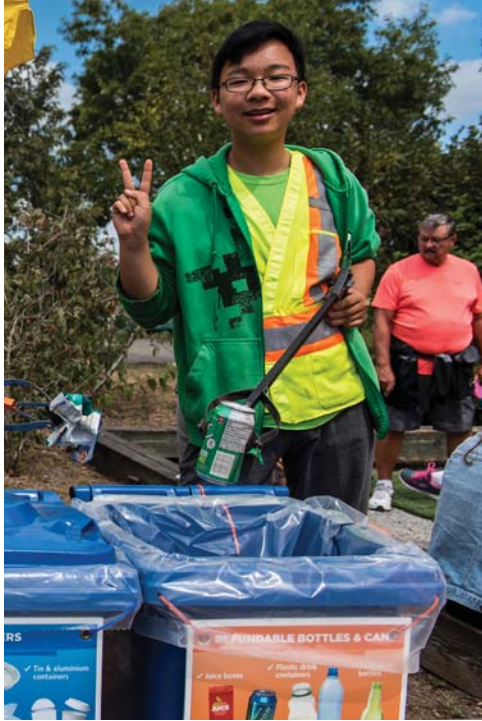
- Offer meaningful volunteer opportunities.
- Create a two-way relationship/partnership.
- Communicate the impact of their contributions.
- Provide clearly written job descriptions so the goals, vision, potential impact, and expectations are understood.
- Give and receive feedback.

3. Volunteers want to be appreciated.

- Recognize/thank volunteers.
- Recognize individual social responsibility (informal volunteering).
- Provide opportunities for personal or professional development.
- Ask volunteers to contribute to program planning.
- Communicate the impact of their contributions.

Looking forward, the updated 2018–2021 VMS aims to take volunteer management practices to the next level by focusing on the volunteers' needs and experiences and using these best practices as foundational building blocks of the 2018–2021 Strategy. The updated Strategy also prioritizes staff capacity building to ensure consistency and excellence across the board in volunteer management.





4.2 Volunteerism in Richmond

Volunteering through the City and Partner Organizations

The City of Richmond has long been engaging with volunteers in a variety of ways. The City offers various programs, services, and events to its residents often including volunteers in the delivery of them. These opportunities span all departments within the City. Volunteer opportunities range from participating in a single event, to involvement with regularly occurring programs, to volunteering on a board of directors.

The majority of the City's volunteer opportunities are provided through the Community Services Division, as there are numerous programs and events through sports, recreation, parks, arts, culture, heritage, and community social development that are enhanced with the involvement of volunteers.

Many of the volunteer opportunities within the Community Services Division are offered through partner organizations/associations. These organizations/associations are comprised of volunteer boards of directors that are also largely responsible for developing the opportunities in which volunteers are involved. These organizations often rely on volunteers to support the delivery of certain programs and events. These organizations/associations are the main users of the City's volunteer management system and rely on the system to recruit volunteers. Partner organization staff working with volunteers receive training and support from the City's Volunteer Development Coordinator (VDC).

The City's Emergency Social Services and Environmental Programs are departments that also heavily involve volunteers in their services. Emergency Social Services provides opportunities for and relies on volunteers to help educate the public on emergency preparedness and deliver services during emergency response situations.

Environmental Programs offers several volunteer program opportunities such as the Green Ambassadors program; volunteers act as environmental stewards and engage the community at events about waste diversion and other relevant environmental issues. Other City departments involve volunteers in events and service delivery from time to time as required.

The City's Volunteer Development Coordinator (VDC) is responsible for supporting all the different departments involved with volunteers by ensuring efforts are coordinated throughout the City. The City also provides these volunteer management services to a number of partner and affiliated organizations within the community.

Both the Richmond Public Library and Richmond RCMP utilise the City of Richmond's volunteer management services. The Richmond Public Library provides a variety of volunteer opportunities, which are often utilized by new immigrants seeking Canadian volunteer experiences and developing language skills. The Richmond RCMP has a community policing volunteer program as well as volunteer opportunities through the Block Watch program.

The Richmond Olympic Oval and Richmond Olympic Experience interactive museum provide a number of events- and sports-related opportunities for volunteering. The City also supports the recruitment of volunteers for certain special events held at the Oval.

Periodically, other community groups request that the City help recruit volunteers for specific events.

Other Volunteer Opportunities within Richmond

Volunteer opportunities are available through many other organizations across the City. Sports associations tend to recruit their own volunteers, as many volunteers are family members of the athletes. Religious institutions also utilise volunteers by drawing upon their membership. Volunteering through a child's school or activities as well as with professional associations are very common. Informal volunteering such as helping a neighbour and micro volunteering (e.g. signing a petition) are now recognized forms of volunteerism as well.

Richmond Cares Richmond Gives (RCRG) is a non-profit organization that ensures Richmond's charitable sector has the resources it needs to make a meaningful impact in the community. It connects individuals interested in volunteering with organizations of a social service nature for longer term volunteer experiences. Many of the City's partner and affiliated organizations promote volunteer opportunities through RCRG as well as through the City's volunteer website.

RCRG offers training to volunteers and staff who work closely with volunteers. Their training involves courses on best practices as well as on specific areas of volunteer management. The City of Richmond and RCRG have had a good working relationship for many years and support each other in the promotion of volunteerism in Richmond. An example is RCRG's Youth Leadership program that the City and the VDC support on an annual basis. The City and partner organizations also utilise RCRG's training and resources as appropriate.



For both RCRG and City of Richmond partners, approximately 70 per cent of volunteer hours/opportunities recorded are in community programs and services whereas about 30 per cent are events-based. However, volunteer opportunities are not duplicated, as the opportunities through the City and partners tend to be in recreation, parks, arts, heritage, culture, and community development, whereas the opportunities through RCRG tend to be in the social services sector. This per centage breakdown has evolved over the past five years, as volunteers have taken on a larger role in supporting community programs.

Among the City, RCRG, and the many organizations within Richmond that offer volunteer opportunities, there is a great variety of opportunities in which residents can be involved. Opportunities and services complement one another by providing a range of options for volunteers. All these organizations that work with volunteers play a critical role generating community connectedness among Richmond residents as well as developing Richmond's legacy.



5. The 2018–2021 Volunteer Management Strategy and City Objectives

The Volunteer Management Strategies were developed within the Community Services Division, yet the Strategies aim to support volunteerism across all City divisions and the broader community.

The Vision

The City of Richmond's vision is *to be the most appealing, livable, and well-managed community in Canada*.

A vision statement for the 2007–2012 VMS was developed to guide the objectives and actions emanating from the Strategy.

2007–2012 VMS Vision

Richmond's Parks, Recreation, and Cultural Services, connects people with volunteer opportunities, leads and sustains a strong volunteer spirit.

The objectives and actions set forth in the updated Strategy aim to continue to foster a strong volunteer spirit within the community. However, the updated Strategy prioritizes its focus on the support and capacity building of volunteers to increase a sense of community connectedness.





Considering the City's vision, the vision of the 2007–2012 VMS, and the re-direction of priorities for the updated Strategy, the vision for the 2018–2021 VMS is that:

Richmond engages, supports, and connects people through volunteer opportunities, which contribute to Richmond being a livable, appealing, and vibrant city.

City Strategies

The 2018–2021 VMS supports goals as well as responds to specific actions identified within a number of City strategies. The City of Richmond has an Official Community Plan (OCP). The OCP is a legally required City bylaw that enables City Council to plan, co-ordinate and manage the City's sustainability, social, economic and land use interests, over the long term (e.g. 2041). The OCP reflects the overall values of the community by establishing a City vision, goals and objectives for future sustainability, development and servicing, and policies and urban design guidelines to achieve the vision.

The OCP recognizes the importance of developing a vibrant community. Within that is providing opportunities to connect with neighbours, feel a sense of belonging, and engage in lifelong learning. Maximizing volunteer involvement in the delivery of parks, recreation, and wellness programs and services is specifically acknowledged in the OCP. The 2018–2021 VMS contributes to developing a vibrant City, as it supports volunteers' involvement in many avenues of community development and legacy building.

The 2018–2021 VMS also supports the objectives within the *Community Wellness Strategy 2017–2022* and the *Building Our Social Future – A Social Development Strategy for Richmond 2013–2022*. The Community Wellness Strategy 2017–2022 is currently being developed to guide the actions across the Community Services Division. Volunteerism supports the Community Wellness Strategy's Focus Area 2: *Enhance physical and social connectedness within and among neighbourhoods and communities*. Volunteers report gaining a deeper sense of connectedness to their community through volunteer activities. They find that volunteering allows them to meet people they would not otherwise get to meet, understand their community and neighbourhood needs better, and become invested in and gain a sense of pride in being a part of developing their community. The 2018–2021 VMS aims to further promote and enable these outcomes as well as provide capacity building support to volunteers to reach their goals. In turn, these actions will support the Community Wellness Strategy's objectives of a healthy, connected, and engaged community.

Strategic Direction 6 from the Social Development Strategy (SDS) supports community engagement and volunteerism. The SDS recognizes that volunteering is one of the most fundamental acts of citizenship and philanthropy in society and is a primary contributor to building a strong community. Through working with volunteers,

the City is able to provide an increased scope and variety of activities, and maximize service provision across the community where financial resources may otherwise be limited. The SDS and the 2018–2021 VMS complement each other as the SDS is committed to implementing and monitoring the 2018–2021 VMS, collaborating and establishing partnerships and engaging and empowering the community, while the 2018–2021 VMS contributes to developing an inclusive, engaged, and caring community.

Other City strategies to which the 2018–2021 VMS relates include:

- 2017–2022 Intercultural Strategic Plan;
- Arts Strategy (under development);
- Emergency Social Services Plan (under development);
- 2007 Museum & Heritage Strategy;
- Recreation and Sport Strategy (under development);
- Richmond Library Strategic and Long Range Plan 2014–2018;
- Richmond Sport Hosting Strategy 2016–2020;
- Seniors Service Plan 2015–2019;
- Youth Service Plan 2015– 2020;
- Britannia Shipyards National Historic Site Strategic Plan 2014–2018.

The 2018–2021 VMS prioritizes volunteer capacity building and providing meaningful volunteer opportunities for volunteers to connect to their community. The initiatives and actions set forth in the Strategy all aim to improve the experiences of volunteers and help them reach their goals. Ultimately, this Strategy supports the objectives within the various City strategies and lays the foundation for continuous volunteerism and community development well into the future.

6. Developing the Updated Strategy (2018–2021)

The 2007–2012 Volunteer Management Strategy (2007–2012 VMS) guided the actions surrounding volunteerism for the City and its partners. Much was accomplished as a result of the Strategy and many of the objectives remain relevant today in guiding volunteer management practices for the City and partner organizations.

As a first step in developing the 2018–2021 Volunteer Management Strategy (2018–2021 VMS), a current state analysis was conducted. The 30 actions and 100 outcomes set forth in the 2007–2012 VMS were assessed for completion, success, and relevancy to current issues facing volunteer management.

The next steps comprised of researching best practices in volunteer management and collecting data on the experiences of those involved in volunteerism, both as volunteers and the staff who support volunteers. An online survey was administered to all volunteers within the City's volunteer management system database as well as to partner boards of directors. Focus groups were conducted with volunteers and staff who work with volunteers (termed eCoordinators⁵).

The analysis of the data contributed to the development of five strategic initiatives with 18 actions to achieve specific outcomes. The objectives, strategic initiatives, and actions are discussed in Sections 8 and 9. Although the strategic initiatives differ from the original Strategy, the actions and desired outcomes in the update complement and support the original Strategy's goals and major objectives.



⁵ eCoordinators are trained City and partner staff who use their own facility/program staff portal of the City volunteer management system.

7. Data Analysis Highlights

This section briefly describes the major themes that emerged from the survey and focus groups with volunteers and eCoordinators. For an in depth analysis of the data and detailed methodologies, please refer to Appendix A, B, and C.

7.1 Survey Highlights

The survey data suggest that the City's volunteers are a dedicated group that have many skills and significant knowledge to contribute to the community. The survey results indicate a high level of satisfaction with the overall volunteer experience; however, there are key themes that stand out.

Eighty-three per cent of respondents indicate there are sufficient opportunities to volunteer through the City or its partners, yet 56 per cent say there are other skills they would like to utilise during their volunteer experience or other types of volunteering that they would like to be doing. Forty-six per cent of volunteers indicate they would like to use their fluency in another language in their volunteer opportunities and 31 per cent would like to use their cultural knowledge. Respondents indicate they have a wide variety of other skills and knowledge to offer while volunteering. These findings suggest there needs to be a greater variety of volunteer opportunities developed, including those of a cultural and linguistic nature.





Experiences and volunteer goals differ slightly among age groups. Preliminary discussions with eCoordinators suggested that youth only want to acquire hours to graduate. The youth survey and focus group data suggest otherwise. Many youth value skills development and gain feelings of community connectedness from volunteer opportunities. Youth also indicate that they have other skills to offer while volunteering and would like to be involved in other types of volunteering opportunities. Seventy-six per cent of youth feel they have leadership skills and that they would like more leadership opportunities. Many also have language skills, technology skills, and art skills that they would like to utilise. These findings suggest that youth want a greater variety of opportunities and more meaningful experiences.

Additionally, the survey indicates that youth feel they receive a lesser amount of support, training, and recognition for their volunteer activities compared to adults. Youth were the least likely group to report being recognized or thanked for their work; 74 per cent of youth report being thanked whereas over 83 per cent of adults report being thanked for volunteering. There are also fewer youth compared to adults who report that staff makes them feel like a valued partner to the organization.

The data from the survey indicate that volunteers desire a greater variety of volunteer opportunities, especially of a leadership nature and that greater investment into youth volunteers is needed. Youth also require further support, training, and recognition for their volunteer activities.

7.2 Volunteer Focus Group Highlights

Three focus groups were held to explore opportunities and issues that were highlighted through the online survey. A major theme that emerged through the volunteer focus groups is that volunteers want their needs to be considered and taken care of. As they donate their time and efforts to the community, they feel there needs to be reciprocity from staff. Volunteers' requests while volunteering are relatively simple. Below is a list of suggested ways staff can ensure positive experiences when planning and organizing volunteer events or other opportunities:

- Clear communication;
- Clearly defined roles and expectations;
- Well organized events/programs;
- Physical needs considered (bathroom breaks, food, clothing);
- Consistency of treatment among different events/organizations;
- Feedback provided regarding impact made;
- Respected as partners by staff yet differentiated from staff roles
- Feel as if a part of the event;
- Actively involved (not standing around);
- Appreciation for time donated.

In summary, volunteers want to feel appreciated and respected. Being organized and considerate of their needs contributes to a positive experience and demonstrates respect.

Youth had a few unique experiences that differed from adults. Some of the youth report not feeling adequately prepared for their assigned duties. They said that they would like more training and mentorship. Some youth report that they had been assigned leadership roles yet not truly granted authority when in these roles, which they found frustrating. Other youth cited that they felt underappreciated at times.

The focus group participants also had some suggestions for the online volunteer management system (*I Can Help*) to make it more intuitive and user-friendly:

- Post all opportunities at once (e.g. dates for annual and large events are known by City staff well in advance – volunteers would like to plan in advance);
- Filter opportunities based on requirements (e.g. age or experience);
- Remove past volunteer opportunities promptly;
- Provide better key word search ability;
- Create different sections based on type of opportunity (e.g. events, short-term, long-term);
- Ensure the *I Can Help* calendar of opportunities and individual profiles are up to date;
- Ensure consistency in hours recording;
- Have only one contact person.

Some of the issues presented above are a result of the software's program structure and others are due to staff training. There are opportunities to work with the software provider to streamline the software system as well as further the training and understanding of the system for the eCoordinators.

The main theme that emerged from both the youth and adult focus groups is that the little things matter. The way a volunteer is treated impacts their experience and determines whether they will return to volunteer at future programs or events.

7.3 eCoordinator Focus Group Highlights

Three focus groups involving 20 eCoordinators were held to gain their perspectives on the volunteer management system. Most of the eCoordinators report that they see great value in the City's volunteer management system. They like that the system is centralized, which makes the ability to recruit multiple volunteers and communicate with them en masse simple. eCoordinators appreciate that they can easily direct interested volunteer candidates to the *I Can Help* website to initiate the recruitment process. The system allows for systematic





procedures and screening across departments/organizations such as for the police information check, which eCoordinators find helpful. eCoordinators also appreciate that volunteer hours can be tracked and approved easily. The shared system is also recognized as being cost effective.

The analysis of the focus group discussions suggests that eCoordinators need support in the following areas:

1. Volunteer support/capacity building and retention;
2. Volunteer recognition;
3. Software system training/understanding.

There is inconsistency in the level of awareness and integration of best practices in volunteer management among eCoordinators. The eCoordinators that invest in volunteers and prioritize volunteer management best practices report good volunteer retention. However, not all organizations have the capacity to develop a volunteer program and are largely reactive in their volunteer management practices. Some organizations have difficulty recruiting and retaining appropriate volunteer candidates. In contrast, a few organizations struggle with having too many keen volunteers and would like support in developing additional appropriate opportunities.

Volunteer recognition can also be challenging. There are varying budgets among the partner organizations and thus some organizations are limited financially on how volunteer appreciation can be shown. Being responsive to volunteers' suggestions and supporting their goals are other ways that volunteers feel appreciated. However, staff capacity is a limiting factor once again.

Most of the eCoordinators report that the software system is slow and not user friendly. The eCoordinators have managed to navigate the system with the Volunteer Development Coordinator's (VDC) help, yet often lack understanding about certain functions or procedures. Part of the confusion over procedures is that different organizations have different needs. To address this issue, the VDC trains each eCoordinator individually. However, the individualized training sometimes results in a lack of understanding of the system as a whole. Additionally, more experienced eCoordinators expressed the need for further advanced training on the software system so that they can analyze their own data related to volunteer management. Ongoing and advanced training is provided to eCoordinators to increase their knowledge and capacity but due to the turnover of eCoordinator staff, the eCoordinators have differing levels of proficiency with the system.

In summary, eCoordinators need extra support, training, and resources to excel in volunteer management and provide volunteers with consistent, positive experiences. The challenges and obstacles faced by eCoordinators range from recruiting and training volunteers, to understanding legal liabilities, to supporting volunteers' needs, to technical troubleshooting of the software system. eCoordinators suggest having access to a number of support resources would give them independence, especially at times when the VDC is unavailable.

The following is a list of support resources suggested by the eCoordinators:

- Software manual with frequent troubleshooting tips;
- Manual of policies and protocols to guide decision making (e.g. legal requirements, liabilities, how to manage disruptive volunteers, guidelines with suggested practices such as providing food to volunteers);
- A resource on etiquette, customer service, and shared expectations;
- A checklist for organizing events or programs considering volunteers' needs (e.g. bathroom breaks, snacks, clothing);
- Resources for orienting and training volunteers;
- Resources on how to develop leadership opportunities and enhance volunteers' opportunities.

eCoordinators request that this information be accessible in a centralized online system. They suggest that the above items be presented in a variety of formats such as formal manuals with visuals (e.g. screenshots), checklists, toolkits, video tutorials, an online bulletin board where questions can be asked and answered, and a FAQs page, as appropriate to the material being presented.

eCoordinators also stated that meetings led by the VDC are valuable, as these are great forums to learn best practices and learn from each other. Some eCoordinators would like these meetings more often or for longer, to allow more learning from and sharing with each other, and help them evolve as leaders.

The analysis of the focus group discussions suggests that supporting eCoordinators and building their capacity will in turn help promote positive, engaging experiences for volunteers.



8. Objectives

The analysis of the research from the best practices, survey, and focus groups leads to the development of three objectives, which are the major long-term goals of the Strategy.

Objective 1: Richmond is a connected, vibrant city.

Objective 2: Volunteers are engaged in their community through a variety of meaningful volunteer opportunities.

Objective 3: The City and partner organizations deliver a variety of programs, services, and events with the involvement of volunteers.

These objectives drive the development of the strategic initiatives and actions (detailed in Section 9). At the end of the Strategy's intended life, the objectives should be achieved through the effective implementation of the strategic initiatives and actions.

Objectives 1, 2, and 3 are interrelated and dependent upon each other. Figure 2 below, is a high level diagram that illustrates the relationships and the key components required to achieve the objectives. The diagram also depicts the foundational piece upon which the objectives rely, as well as anticipated outcomes at a high level. Outcomes are the incremental changes or benefits that contribute to the achievement of the objectives.

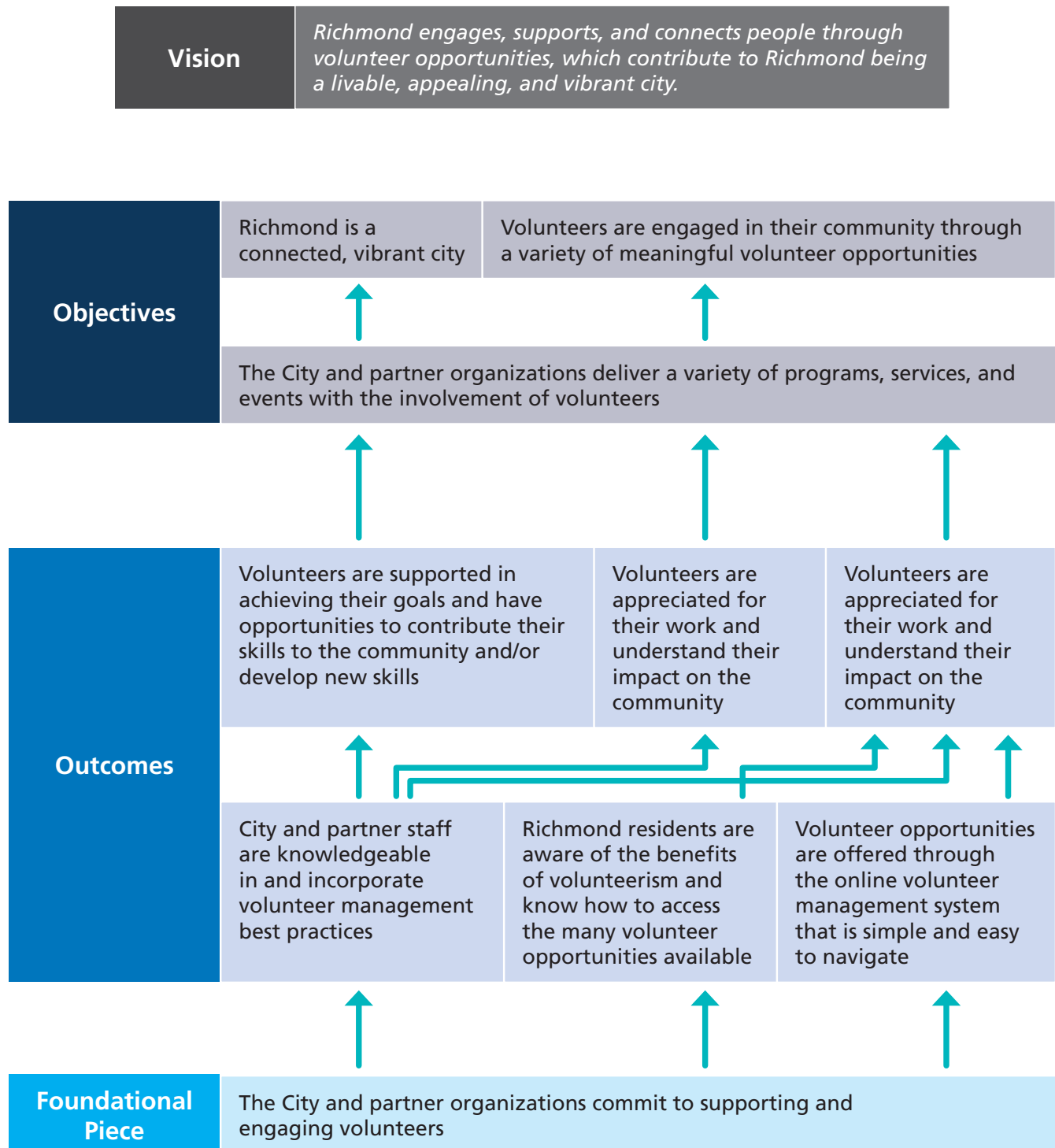
Objectives 1 and 2 are placed at the top of the diagram, as they prioritize the volunteer and the community. Objective 3 addresses the needs of the City and partner organizations in their program and event delivery and is considered a secondary priority and thus, placed below Objective 1 and 2. Objective 3 is also a precondition for achieving Objectives 1 and 2; when the City and its partners are able to deliver a variety of programs, services, and events, volunteers' involvement in them promote further community engagement, connectivity, and vibrancy.

Section 9 details the strategic initiatives, actions, and outcomes that support the achievement of the three objectives.



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Figure 2: Objectives and Key Components



9. Strategic Initiatives

Five strategic initiatives have been identified as priorities for the 2018–2021 VMS:

1. eCoordinator capacity building;
2. Volunteer capacity building;
3. Volunteer appreciation;
4. Promotion, awareness, and communications;
5. Software system improvements.

These strategic initiatives were developed based on the themes emanating from the survey and focus group research and established best practices in volunteer management. Each of these initiatives complement and build upon the goals and objectives defined in the original Strategy.

This Strategy prioritizes Strategic Initiatives 1 and 2, which aim to build capacity and develop opportunities that support and engage volunteers. However, all five strategic initiatives are necessary to improve the volunteer experience and take volunteer management practices to the next level.

9.1 Strategic Initiatives, Actions, and Outcomes

This section describes each strategic initiative in detail. Actions to attain each strategic initiative are outlined and the desired outcomes emanating from the actions are identified.



Strategic Initiative 1: eCoordinator Capacity Building

eCoordinators are the first point of contact with volunteers and largely impact the volunteer's experience. Building capacity in eCoordinators will foster leaders in volunteer management who effectively support volunteers in having meaningful, positive experiences. This involves providing training and support resources for eCoordinators as well as developing eCoordinators as leaders.

Online resources will be developed that provide information and guidance to eCoordinators as well as set standards and support the development of volunteers. Resources will be designed for beginner to advanced eCoordinators and will include policies, recommended procedures, etiquette/customer service, standards, volunteer training, expectations of volunteers, software troubleshooting, and other volunteer management resources. The resources will consider the unique needs of City staff and partner staff and will be relevant to all eCoordinators in their various roles and specific relationships with volunteers. These materials will be presented in online documents that will be accessible through the eCoordinators' account. Resource materials will include a manual with screen shots of technical procedures, eCoordinator orientation and expectations, a FAQs page, and an event toolkit/checklist. These resources are not meant to be an exhaustive list but simply a place to start, with the intention that they will evolve over time with updated versions and additional resources added as required.

eCoordinator workshops will be held bi-monthly. These workshops are to provide updates and a forum to share knowledge and resources as well as provide leadership development opportunities for eCoordinators.

eCoordinator Capacity Building

Actions	Desired Outcomes	Objective(s)
<ol style="list-style-type: none"> Develop a centralized online resource centre for eCoordinators. To include (but not limited to): <ul style="list-style-type: none"> • Policies; • Procedures; • Event toolkit/checklist; • Expectations; • Etiquette/customer service; • Software troubleshooting. Implement bi-monthly eCoordinator workshops. <ul style="list-style-type: none"> • Meetings to provide updates and a forum to share knowledge, resources, discuss common issues, and mentor one-another. Develop leadership opportunities for eCoordinators. 	<p>Resources are available to support eCoordinators' in their work with volunteers.</p> <p>eCoordinators share ideas and resources, and mentor each other.</p> <p>eCoordinators develop as leaders and become champions for volunteerism.</p>	<p>Volunteers are engaged in their community through a variety of meaningful volunteer opportunities.</p> <p>Richmond is a connected, vibrant city.</p>

Strategic Initiative 2: Volunteer Capacity Building

Strategic Initiative 2 aims to build volunteer capacity by developing a continuum of volunteer leadership development opportunities through mentorships and connecting individuals to appropriate opportunities in an area of their interest. These opportunities will help develop volunteers' potential and provide opportunities to utilize their skills and foster growth.

Initiative 1 and 2 are closely linked to one another, as building capacity in eCoordinators affects volunteer capacity building. As eCoordinators are enabled to integrate best practices in volunteer management and become leaders, they will be able to provide the support for volunteers and engage them through a variety of mentorship and leadership opportunities.

The Volunteer Development Coordinator will work with eCoordinators to develop volunteer mentorship opportunities and opportunities of a leadership nature. eCoordinators will also support volunteers in creating their own volunteer experience (considering whether a proposed volunteer initiative is in alignment with the organization's goals). The City will offer training or skills development workshops for volunteers. This includes working with its partner boards of directors to deliver board development and information sessions.

Within this initiative, is also ensuring there is an array of volunteer opportunities suitable to meet the needs of different groups of people in Richmond. This involves developing more opportunities for families with children, corporate or group volunteer opportunities, and opportunities for persons with physical or developmental disabilities. Training staff on how to best connect volunteers who have additional needs to appropriate volunteer opportunities will need to be addressed.

It should be acknowledged that organizations may have limited capacity to implement all components of Strategic Initiative 2. The intention behind this initiative is that organizations work to expand and enhance their volunteer programs where possible and as appropriate to build volunteer capacity.

Volunteer Capacity Building

Actions	Desired Outcomes	Objective(s)
<ol style="list-style-type: none"> 1. Develop volunteer leadership opportunities and support volunteers in creating their own volunteer experiences. 2. Offer volunteer development opportunities for a wide range of ages, skill levels, and interest areas. 3. Create inclusive volunteer opportunities especially for students, families with children, corporations and groups, and people with special needs. 4. Connect individuals to appropriate opportunities in an area of interest. 	<p>eCoordinators have the support, capacity, and tools to initiate, develop, and offer a continuum of volunteer leadership development opportunities.</p> <p>Volunteers feel their needs are considered and met.</p> <p>Volunteer development workshops and training courses are offered.</p> <p>There are a variety of inclusive volunteer opportunities.</p> <p>Volunteers are able to provide their skills and leadership to the community through these opportunities.</p> <p>Volunteers have positive experiences.</p>	<p>Volunteers are engaged in their community through a variety of meaningful volunteer opportunities.</p> <p>Richmond is a connected, vibrant city.</p>



Strategic Initiative 3: Volunteer Appreciation

It is essential that all volunteers are thanked for their volunteer efforts. Volunteers who feel appreciated are more likely to continue to donate their time to the community. There are a variety of ways to make volunteers feel appreciated that range from a simple 'thank you' from staff to large scale recognition events. Strategic Initiative 3 aims to develop the processes to recognize the contributions that volunteers make and ensure recognition is appropriate to the different volunteer demographics.

The City will work with partner organizations to develop recognition protocol and generate a variety of recognition ideas for varying budgets. A budget request will be submitted to support City recognition initiatives and activities. Because investing in individuals is considered a form of appreciation, funds should also be considered for specialized volunteer training and development opportunities such as first aid training or leadership development courses.

The City will continue to celebrate volunteers during National Volunteer Recognition Week as well as organize recognition events for volunteers. While the City will take the lead on major recognition events, such events are to be coordinated with partner organizations. One major event will be an annual recognition event hosted by the City and its partners to officially recognize and celebrate the contributions that volunteers made in the preceding year. The City will also incorporate volunteer recognition at other City events and feature exceptional and unique volunteers on the *I Can Help* website.

Volunteer Appreciation

Actions	Desired Outcomes	Objective(s)
1. Develop recognition protocol with partners that identifies recognition activities and roles of the City and partner organizations.	The City and partner organizations recognize volunteers in a variety of ways.	Volunteers are engaged in their community through a variety of meaningful volunteer opportunities.
2. Plan and execute an annual volunteer recognition event(s) in conjunction with partner organizations.	Volunteers feel their efforts are appreciated and understand their impact.	The City and partner organizations deliver a variety of programs, services, and events with the involvement of volunteers.
3. Recognize volunteers throughout the year.	There is good volunteer retention/ volunteers continue to invest in their community.	
4. Develop and submit a budget request with funding rationale to support volunteer development and recognition events and activities.	Resources and capacity are available to provide recognition to volunteers.	

Strategic Initiative 4: Promotion, Awareness, and Communications

Ensuring there are sufficient volunteers who are able and appropriately skilled to be a part of the various programs and events is paramount to the sustainability of Richmond's volunteer management system. Research conducted to inform the Richmond Community Wellness Strategy indicates that there are many Richmond residents who are interested in volunteering but do not know how to find opportunities. Additionally, the volunteer survey data found that recent immigrants were underrepresented in volunteer activities. Strategic Initiative 4 will contribute to more effective promotion of the benefits of volunteering and increased awareness of how to access the opportunities available.

The City will develop a plan to guide the further promotion of volunteering benefits, promotion of the *I Can Help* website, and outreach to Richmond residents. Awareness and communications on how, where, and what the process is to become a volunteer will be conveyed during the promotion, outreach, and engagement initiatives. Target markets comprise of newcomers, students, families with children, and corporations. This plan will include promotions via the City website, social media, volunteer fairs, and outreach through other community organizations. Promotion, awareness, and communication of volunteer opportunities via local schools are essential as well, as many programs rely on student volunteers.

The City will work with Richmond Cares Richmond Gives (RCRG) to further promote volunteerism in Richmond and share volunteer resources as appropriate. The City will also explore further synergies with other Richmond-based organizations to promote additional volunteer opportunities and resource sharing.

In order for eCoordinators to become true leaders and champions of volunteerism, they require the support from their managers and colleagues. As part of Strategic Initiative 4, the VDC will engage with City management and partner boards of directors to create better awareness and understanding of the existing volunteer programs and management system. This increased internal awareness aims to promote further support for and enhancement of the volunteer programs.

Promotion, Awareness, and Communications

Actions	Desired Outcomes	Objective(s)
<ol style="list-style-type: none"> Develop and implement a volunteer promotion, awareness, and communications plan for internal and external audiences. <ul style="list-style-type: none"> Actions to include in the plan: <ul style="list-style-type: none"> Promoting the <i>I Can Help</i> website and opportunities; Creating awareness of benefits of volunteering; Communicating the process of becoming a volunteer and services available. Work with RCRG to promote volunteerism and share volunteer resources as appropriate. Explore further synergies with other Richmond-based organizations to promote additional volunteer opportunities and resource sharing. 	<p>Greater awareness of volunteer opportunities in Richmond.</p> <p>Greater internal awareness of and support for volunteer programs and the volunteer management system.</p> <p>An array of volunteer opportunities are promoted and offered throughout Richmond.</p> <p>The number of volunteers registered in the database increases.</p> <p>There is an increased number of volunteers available and participating in various opportunities throughout Richmond.</p>	<p>Volunteers are engaged in their community through a variety of meaningful volunteer opportunities.</p> <p>The City and partner organizations deliver a variety of programs, services, and events with the involvement of volunteers.</p> <p>Richmond is a connected, vibrant city.</p>



Strategic Initiative 5: Software System Improvements

Browsing and navigating the *I Can Help* website is often the first experience in the process of becoming a volunteer for the City of Richmond or one of its partner organizations; this experience sets the impression for future interactions. A well-designed, well-laid out website with up-to-date opportunities and information will help volunteers easily find and apply for opportunities, which contribute to the overall volunteer experience. An effective system will also better enable eCoordinators to recruit, screen, train, and communicate with volunteers as well as expand their volunteer program.

The Volunteer Development Coordinator (VDC) is responsible for the volunteer management system and the training of eCoordinators on it. The VDC will work with the software provider to make processes more intuitive and user friendly. There will also be a re-development of the website layout.

Areas of the software system to be addressed include:

- The ability of filtration and search options for volunteer opportunities;
- Potential future technological advancements – e.g. app development, new ways of tracking and inputting volunteer hours, communication methods between volunteers and eCoordinators;
- Organizing the site by opportunity type – e.g. short-term, long-term;
- Re-developing how the opportunities are posted – e.g. by date versus title.

Further discussions with eCoordinators and the VDC are required to identify improvement areas related to the software. Implementing the suggestions is dependent upon feasibility of the software program and will require conversations with the software provider. As enhancements are made to the system, this initiative assumes there will be continuous dialogue among its users to find other opportunities for improvements and to be continuously striving to update this service.

As part of ensuring a well-functioning website, the VDC will continue to develop and implement a streamlined training program for eCoordinators. eCoordinators are currently provided one-on-one tailored training on how to use the system for their volunteer management needs. While this approach is effective for beginner eCoordinators, experienced eCoordinators indicate they want to take advantage of the full analytical functions the system offers.

The VDC will develop a two-tiered training system. The first level training is largely in place and includes partner-specific training and support considering the unique needs of the organization. It will also include a standardized orientation to the software system and user expectations, with regularly scheduled refreshers. The first level training

standards will incorporate such items as defining who is responsible for updating and removing opportunities, protocol around updating volunteers' schedules, and inputting volunteer hours. The aim of these actions is to ensure that the system is up to date and easy for volunteers to navigate. The goal of the second level training is to include training on the broader applications and capabilities of the system. Some of the software training is to occur in a classroom setting where eCoordinators can practice procedures and benefit from broader discussions.

Software System Improvements

Actions	Desired Outcomes	Objective(s)
<ol style="list-style-type: none"> 1. Work with the software provider to re-develop the <i>I Can Help</i> website to make processes more intuitive and user friendly: <ul style="list-style-type: none"> • Increase ability of filtration and search options for volunteer opportunities; • Increase speed of software processing. 2. Re-organize the <i>I Can Help</i> website layout to make the user experience more intuitive: <ul style="list-style-type: none"> • Organize the site by opportunity type – e.g. short-term, long-term; • Re-develop how the opportunities are posted – e.g. by date vs. title. 3. Leverage technology innovation to deliver exceptional service – e.g. app development, new ways of tracking and inputting volunteer hours, communication methods between volunteers and eCoordinators. 4. Develop and implement expectations and standards for system users: <ul style="list-style-type: none"> • Define who is responsible for updating and removing opportunities; • Define protocol around updating volunteers' schedule; • Define protocol for scheduling and hours tracking; • Provide clear explanations of recruitment processes for volunteers. 5. Develop 2-tiered training for eCoordinators on the software system: <ul style="list-style-type: none"> • First level training to include standard orientation, user expectations, and partner-specific training; • Second level training to include broader applications and capabilities of the system. 	<p>The volunteer management software interface is updated and modernized.</p> <p>eCoordinators are aware of and abide by the expectations of them when using the system.</p> <p>eCoordinators receive additional training on the system.</p> <p>The system is simpler and easier to navigate for volunteers.</p> <p>eCoordinators have increased capacity and ability to navigate and understand the system as a whole.</p> <p>eCoordinators are able to analyze their own data and use the information to expand their volunteer program.</p>	<p>The City and partner organizations deliver a variety of programs, services, and events with the involvement of volunteers.</p>

9.2 Evaluation Logic Model

Logic models identify the inputs and actions required to achieve desired outcomes and objectives. The logic model on the following page presents the information in Section 9.1 and 9.2 in a different way from the Table of Outcomes and Actions, displaying participant involvement, timelines, and relationships. Outcomes are divided into short-, medium-, and long-term outcomes and illustrate relationships and pre-conditions among them.

The logic model illustrates the actions and outcomes at a very high level. Indicators of success for each of the strategic initiatives are described in Section 9.3 and provide further detail on how and when the initiatives will be evaluated for completion and success.



Evaluation Logic Model



Short term outcomes relate to the early changes intended as a result of the Strategy's actions. Medium term outcomes depict the next level of change as a result of the Strategy's actions as well as the achievements of the short term outcomes. Longer term outcomes are the ultimate changes/benefits the Strategy is intending to impact.

9.3 Implementation and Outcomes Evaluation Plan

The success of any strategy is founded upon implementing the initiatives and actions as described in the strategy. An Implementation and Outcomes Evaluation Plan, in table format provided below, tracks the progress and evaluates the success of strategic initiatives and the strategy as a whole. The implementation evaluation plan provides the framework to monitor and assess whether initiatives and actions are implemented as intended. The outcomes evaluation plan provides a framework to assess the effectiveness of the actions and determines if objectives have been met.

Key indicators are developed as measurements of success. The key indicators measure the short-, medium-, and long-term outcomes either directly or indirectly through proxy measures. Evaluation questions aim to collect information regarding the key indicators and are administered via survey or interviews to the appropriate participants at specific points in time. The feedback identifies successes and gaps. Identification of gaps will then aid in the re-development of inputs and actions so that the desired outcomes can be achieved. There is an assumption that multiple iterations and continuous involvement of actions will be required.



Strategic Initiative 1: eCoordinator Capacity Building

OUTCOMES: support resources available; sharing of ideas and resources; mentorship; leaders developed.

Evaluation	Evaluation Questions	Key Indicators	Data Sources/ Methods	Timing of Evaluation
Implementation Evaluation	To what degree is the variety of resources adequate?	The number of new resources available.	VDC reporting	Evaluate annually
	To what degree is the frequency of workshops adequate?	Important topics are addressed at the workshops throughout the year.	Survey eCoordinators	
		The number of eCoordinators that have received training on best practices.	VDC reporting	
Outcomes Evaluation	How well do the resources address the identified concerns of the eCoordinators?	The degree to which eCoordinators report that many of their problems can be answered within a resource document.	Survey eCoordinators	Evaluate after first year of implementation then every year thereafter
	How effective/helpful are the resources?	VDC is contacted less for problem solving issues.	VDC reporting	
	How beneficial or informative are the eCoordinator meetings?	The degree to which eCoordinators report their level of knowledge increased after meetings.	Survey eCoordinators	Pre/post surveys for eCoordinator meetings
	How adequate are the training and supports for eCoordinators on best practices in volunteer management?	The degree to which volunteers feel adequately trained and supported.	Survey volunteers	Conduct evaluation with volunteers after major events/ programs and training
	How well are eCoordinators' leadership skills being developed?	The degree to which volunteers feel like a partner.	Survey volunteers	Evaluate after the three year period
		The degree to which volunteers feel their needs are considered and met while volunteering.	Survey volunteers	
		The degree to which volunteers report that volunteer events and programs are well organized and managed.	Survey volunteers	

Strategic Initiative 2: Volunteer Capacity Building

OUTCOMES: eCoordinators have support, capacity, and tools to initiate, develop, and offer a continuum of volunteer leadership programs and development opportunities; volunteer development workshops and training courses are offered, a variety of inclusive opportunities are available; volunteers provide leadership and skills through opportunities.

Evaluation	Evaluation Questions	Key Indicators	Data Sources/ Methods	Timing of Evaluation
Implementation Evaluation	To what degree is there interest in developing volunteer leadership opportunities within the various City departments and partner organizations?	The number of eCoordinators the VDC worked with to develop leadership/mentorship opportunities.	VDC reporting	Evaluate after first year of implementation then every year thereafter
	To what degree are there volunteer opportunities for different demographics and abilities?	The number of opportunities available to a broad spectrum of the population.	Demographic analysis of opportunities – VDC/eCoordinator reporting	
	To what degree are volunteers provided mentorship or development opportunities to advance their skills?	The number of new leadership/mentorship opportunities available to volunteers.	Survey eCoordinators	
		The percentage of eCoordinators' time devoted to mentorship and leadership development for volunteers.	Survey eCoordinators	
		The number of volunteers that are progressing to more advanced roles.	Survey eCoordinators	
		The number of volunteers who participate in leadership opportunities.	VDC reporting	
		The number of volunteer training/development opportunities offered.	VDC reporting	
		The number of volunteers that participate in skills development training.	VDC reporting/ eCoordinator reporting	
	To what degree are volunteers supported to create their own volunteer experiences.	The number of volunteers who propose and develop volunteer led opportunities.	VDC reporting/ eCoordinator reporting	

Evaluation	Evaluation Questions	Key Indicators	Data Sources/ Methods	Timing of Evaluation
Outcomes Evaluation	How adequate are the leadership and mentorship opportunities for volunteers?	The degree to which eCoordinators feel they have the tools, capacity, and support to implement the leadership and mentorship programs.	Survey eCoordinators	Evaluate after first year of implementation then every year thereafter
	To what degree is there a variety of suitable opportunities available?	An increase in the number of volunteers who feel there are adequate mentorship and leadership opportunities available.	Survey volunteers	
		The degree to which different groups and segments of the population feel there are suitable opportunities for their needs and interests.	Survey volunteers/ survey Richmond residents (e.g. needs assessment)/outreach through community groups	
		An increase in number of volunteers who feel their skills are being utilised.	Survey volunteers	
		The degree to which volunteers feel supported to achieve their goals.	Survey volunteers	
		An increase in the number of volunteers who feel like a valued partner.	Survey volunteers	
		An increase in the number of volunteers who report having meaningful volunteer experiences.	Survey volunteers	
		The number of volunteers who continue to volunteer year after year.	VDC reporting	
		The City and partners report having enough skilled volunteers to operate their programs and events.	Survey eCoordinators	

Strategic Initiative 3: Volunteer Appreciation

OUTCOMES: volunteers recognized in a variety of ways; volunteers feel appreciated and understand impact; volunteers continue to invest in the community/good retention; funds and capacity available to recognize volunteers.

Evaluation	Evaluation Questions	Key Indicators	Data Sources/ Methods	Timing of Evaluation
Implementation Evaluation	To what degree are there adequate methods of volunteer appreciation?	The number of eCoordinators involved in developing recognition protocol.	VDC reporting	Evaluate after first year of implementation then every year thereafter
	To what degree are all volunteers being recognized?	A major recognition event is held annually.	VDC reporting	
		The number of smaller recognition actions/events held at multiple times throughout the year.	VDC reporting	
	To what degree do partner organizations have the capacity and resources to recognize volunteers in an appropriate and meaningful way?	The number of partner organizations formally recognizing volunteers.	VDC reporting	
		The amount of funding/ resources allotted to recognition activities.	VDC reporting	
Outcomes Evaluation	How appropriately are volunteers being recognized?	The degree to which volunteers report that they feel appreciated and formally recognized for their contributions.	Survey volunteers	Evaluate after major events/ programs Evaluate annually
		Recognition events are well attended by volunteers.	Survey eCoordinators/ VDC reporting	
		Recognition events and actions are well received by volunteers.	Survey volunteers	
		eCoordinators and the VDC report the funds are adequate for recognition activities/ events.	VDC reporting/ interview/survey eCoordinators	

Strategic Initiative 4: Promotions, Awareness, and Communications

OUTCOMES: Greater awareness of volunteer opportunities; variety of opportunities offered throughout Richmond; increased number of volunteers registered in the database; increased number of volunteers available and participating in opportunities; increased internal awareness of volunteer programs and management system.

Evaluation	Evaluation Questions	Key Indicators	Data Sources/ Methods	Timing of Evaluation
Implementation Evaluation	To what degree are Richmond residents aware of the volunteer opportunities available?	The number of volunteer outreach events held (e.g. volunteer fairs, outreach to specific organizations).	VDC reporting	Evaluate after event held Evaluate annually
	To what degree are Richmond residents aware of the benefits of volunteering?	The number of people in attendance at outreach events.	VDC reporting/ eCoordinator reporting	
		The number of methods through which volunteerism is promoted.	VDC reporting	
		The number of ways <i>I Can Help</i> is promoted.	VDC reporting	
		The number of phone or email inquiries regarding volunteering.	VDC reporting/ eCoordinator reporting	
		The number of registered active volunteers reporting hours.	VDC reporting	
	To what degree are internal management and staff aware of volunteer programs and the volunteer management system?	The number of partner organizations/City departments who have received information regarding volunteer programs.	VDC reporting	
Outcomes Evaluation	To what degree have partner synergies generated additional volunteer opportunities?	The number of additional volunteer opportunities generated within each year.	VDC reporting	Evaluate after first year of implementation then every year thereafter
		The increase in variety of volunteer opportunities.	VDC reporting	

Evaluation	Evaluation Questions	Key Indicators	Data Sources/ Methods	Timing of Evaluation
	Do City and partner staff have enough and qualified volunteers to help deliver programs/services/events?	<p>The degree to which eCoordinators report they have adequate numbers of and qualified volunteers to deliver programs and events.</p> <p>The degree to which eCoordinators report feeling supported in their work to expand their volunteer program.</p>	<p>Survey/interview eCoordinators</p> <p>Survey eCoordinators</p>	



Strategic Initiative 5: Improved Software System User Experience

OUTCOMES: software interface is updated and modernized; system is simpler and easier to navigate; eCoordinators receive additional training on the system; eCoordinators able to navigate and understand the system as a whole; eCoordinators able to manipulate data and expand their volunteer program; volunteers utilise the *I Can Help* system to find and participate in opportunities.

Evaluation	Evaluation Questions	Key Indicators	Data Sources/ Methods	Timing of Evaluation
Implementation Evaluation	To what degree have the suggested changes been made to the software processes?	The number of software changes made.	VDC reporting	Evaluate after initial changes made Evaluate annually
	To what degree have the suggested changes been made to the website layout?	The number of website design changes.	VDC reporting	
	To what degree are eCoordinators familiar with the expectations of them while using the site?	The number of eCoordinators who have received training on expectations and protocols.	VDC reporting	
	To what degree is there participation in advanced training for experienced eCoordinators?	The number of eCoordinators who participated in advanced software training.	VDC reporting	
Outcomes Evaluation	How easy or complicated is navigating the website?	The degree to which eCoordinators report understanding how the software system works.	Survey eCoordinators	Evaluate after first year of implementation then every year thereafter
	To what degree has the website improved?	A decrease in number of technical support queries for the VDC.	VDC reporting	
		The website is kept up to date.	VDC reporting	

Evaluation	Evaluation Questions	Key Indicators	Data Sources/ Methods	Timing of Evaluation
		<p>The degree to which eCoordinators report the ability to maximize the software program capabilities and assess their data.</p> <p>The degree to which volunteers report easily being able to navigate the system, apply for opportunities, and understand the process involved in obtaining a volunteer opportunity.</p>	<p>VDC reporting eCoordinator survey/ interviews</p> <p>Volunteer surveys</p>	



10. Summary and Concluding Remarks

Volunteers play a vital role in generating community connectedness and vibrancy to the city of Richmond. The City of Richmond and its partners rely heavily on volunteers to support the delivery of programs, services, and events to the community. The important contributions that volunteers make to life in Richmond are recognized within this updated Volunteer Management Strategy.

The 2018–2021 Volunteer Management Strategy prioritizes the volunteer. The Strategy aims to provide the framework to support volunteers in reaching their goals and better engage them through a variety of opportunities so that they have positive, meaningful experiences, and an increased sense of community connectedness. The strategic initiatives and associated actions outlined in this document support volunteers by developing opportunities for them as well as building capacity in the staff that work with volunteers. This Strategy provides the framework to implement and monitor actions to ensure volunteerism thrives in Richmond well into the future.



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APPENDIX A:

An Analysis of the Volunteer Survey Results

The City's volunteers were surveyed to gain insight into their volunteer experience and to identify areas that could be better supported by City staff. The survey was administered to the volunteers registered through the *I Can Help* website and to partner organization boards of directors. Results indicate a high level of satisfaction with a few areas in need of further development.

The Respondents: Our Volunteers

The survey was emailed to all volunteers registered in the City's database with the exception of a few groups. The users from the RCMP Community Police Offices and Block Watch Program were not included in the survey because they are newly registered to the system and therefore it was determined they not be included.

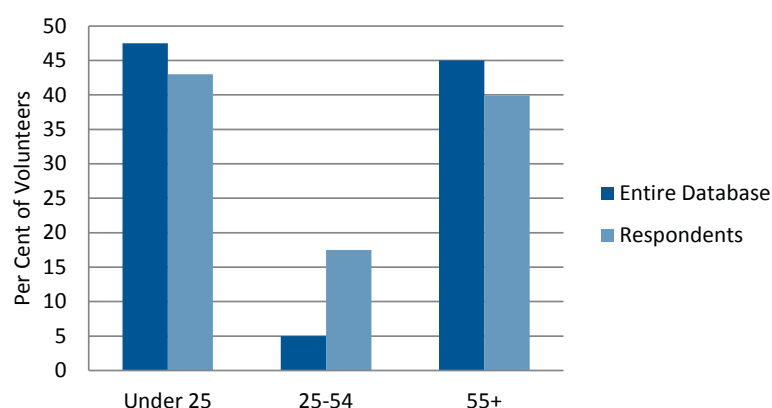
Eleven thousand seven hundred ninety volunteers received the email invitation to participate in the survey. Three hundred fifty-one volunteers responded to the survey with 78 per cent completing all the questions. Volunteers currently active in the system consist of approximately 2,200 to 2,300 individuals. Over 90 per cent of the respondents are part of this active group participating through the City or partner organizations within the past three years. Thus, if considering the active volunteer group, the response rate is approximately 12 per cent.

The respondent group has a similar demographic make-up to the volunteers in the entire database.⁶ Youth under 25 years of age make up 43 per cent of the respondents; 18 per cent of respondents are between the ages of 25 and 54; and seniors, 55 years and over, represent 38 per cent.⁷ Persons identifying as female over-represent the volunteers at 66 per cent of the respondents; 29 per cent are male; 0.4 per cent is gender non-conforming; 1.5 per cent is undecided on their gender identity.

⁶ Many seniors are sensitive about their age so do not provide this information in their profile. The data represented in the graph, assumes those who did not specify their age as older than 55 years. Thus, there may be a margin of error in this assumption.

⁷ Some respondents preferred not to indicate their personal information.

Age Profile of Volunteers



People who do not work represent the highest number of volunteers, which mostly consists of retirees and students without jobs. There are approximately the same number of volunteers who work part time as there are people who work full time.

Of the adult volunteer group, there is a wide variety of living arrangements. Some people live alone while others live with a spouse, with and without children, and some live with a parent. Single parents are least likely to volunteer.

Fifty-four per cent of volunteers are immigrants and 82 per cent were born outside of Richmond. The survey indicates that the likelihood of volunteering increases with time lived in Canada and in Richmond.

Richmond's volunteers speak many languages. Ninety-two per cent of volunteers speak English in the home. Cantonese and Mandarin are the second and third most often spoken languages of the volunteers, which is similar to Richmond's population as a whole.⁸

The City of Richmond offers a number of types of experiences in which people can volunteer. The City also offers volunteer management services to several community partner and affiliate organizations. Volunteers tend to volunteer at multiple locations and events – they do not volunteer with just one. The majority of volunteers volunteer with at least one of the eight community centres (65 per cent). City-wide events and 'other' City opportunities are also highly popular (29 per cent and 18 per cent respectively).⁹ Minoru Place Activity Centre, Richmond Public Library, and the Richmond Olympic Oval are also some of the more popular places for volunteering according to the respondents. With the exception of Minoru Place Activity Centre being more popular for seniors, all sites/organizations appeal to volunteers of all ages.

⁸ The 2016 Census indicates 44.8 per cent of Richmond residents' mother tongue is a Chinese language, which include Cantonese and Mandarin. Twenty-nine per cent of the respondents speak Cantonese and 24 per cent speak Mandarin but not necessarily as their mother tongue.

⁹ Respondents could select multiple places where they volunteer.

Twenty-six per cent of the volunteers surveyed do all their volunteering through the City’s volunteer management system. Volunteering with a religious institution and sports groups are the most popular types of volunteering outside of the City’s opportunities. However, respondents indicate a wide range of other types of organizations with which they also volunteer.

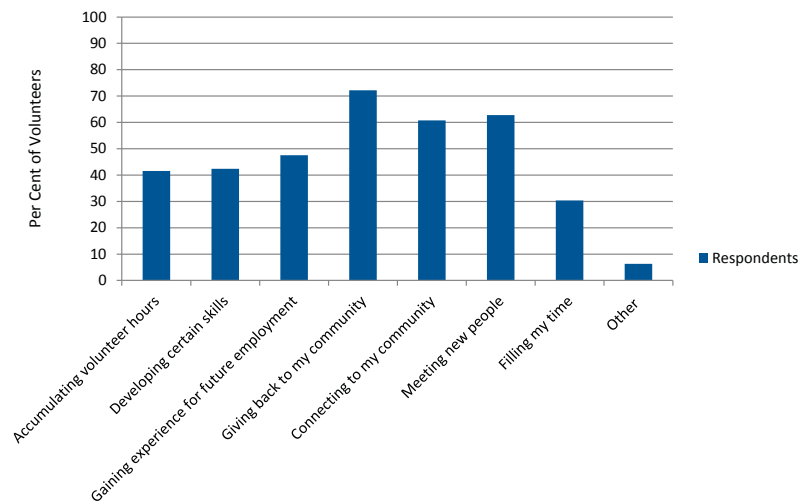
About a quarter of respondents volunteer a few times a year and another quarter volunteer about once a week. Seniors volunteer the most frequently; 28 per cent of seniors volunteer more than once a week. Youth also have a relatively high frequency of volunteering; 24 per cent volunteer about once a week. Forty-five per cent of respondents indicate that they would like to volunteer more often but do not have the time. Twenty-eight per cent indicated that there are not enough opportunities that suit their interest. Physical limitations are a barrier to volunteering more often for a few of the respondents.

The data indicate that Richmond’s volunteers are a diverse group with varying skills, abilities, and interests. Although the City and partners offer a wide variety of opportunities, it is important to provide a range of volunteer experiences to help meet everyone’s goals.

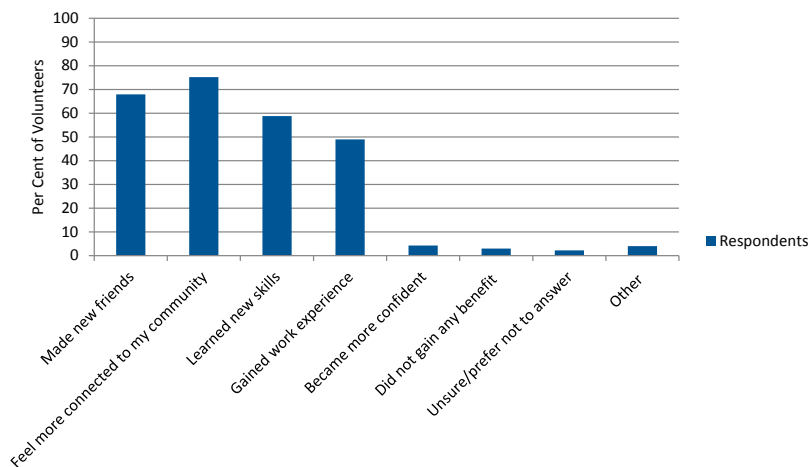
An Analysis of the Volunteer Experience

The City’s and partner organizations’ volunteers are a largely satisfied group who enjoy volunteering and find many personal benefits from doing so. The top three reasons for volunteering are giving back to the community, meeting new people, and connecting to the community. Several respondents indicate they had been helped by volunteers in the past and feel it is their duty to pay it forward. Other respondents say volunteering is fun and rewarding.

Reasons for Volunteering



Benefits Experienced from Volunteering



Although 83 per cent of respondents indicate there are sufficient opportunities to volunteer through the City or its partners, 56 per cent say there are other skills they would like to utilise during their volunteer experience or other types of volunteering that they would like to be doing. Forty-six per cent of volunteers indicate they would like to utilise their fluency in another language in their volunteer opportunities and 31 per cent want to utilise their cultural knowledge. Respondents also indicate they have a wide variety of other skills and knowledge they have to offer while volunteering. These findings suggest there needs to be a greater variety of volunteer opportunities developed, including those of a cultural and linguistic nature.

A small percentage of volunteers did not like their volunteer experience or felt underappreciated. Some people indicate they have physical barriers to participating in certain volunteer activities and a few respondents feel their lack of English proficiency is a barrier to engaging in volunteer activities. A few people indicate that they would like to participate in volunteer activities that are on weekends and evenings but find there are limited opportunities that meet their schedules. There are also some young people who are eager to volunteer but cannot because most opportunities specify a minimum age of 15 years.

Youth

Experiences and volunteer goals differ slightly among age groups. Many youth volunteer to accumulate a specific number of hours as mandated to graduate from high school. There is an assumption by some staff that youth only want to acquire hours to graduate and that they are not interested in gaining much more from volunteering. The data suggest otherwise.

Although youth need volunteer hours to graduate, many view volunteering as a way to gain valuable work experience and skills for future employment as well as giving back to the community and meeting new people. Eighty-seven per cent of youth (under 25 years) indicate that there are enough opportunities to volunteer. However, 68 per cent of youth indicate that there are other skills that they would like to be using while volunteering and 61 per cent indicate there are other types of volunteering that they would like to be doing. Seventy-six per cent of youth feel they have leadership skills and that they would like more leadership opportunities. Many also have fluency in another language, technology skills, and art skills that they would like to utilise. Some youth volunteers want more short-term opportunities while just as many want long term commitments. They want more opportunities to participate in events as well as helping others in the community.

These findings suggest that youth want meaningful volunteer experiences. They have unique skills that they want to utilise and are interested in participating in a variety of activities – some of which the City and partners do not currently offer. There is an opportunity for the City and partners to develop different types of opportunities for youth to enhance their skills, learn in an area of their interest, and help youth fulfil their personal goals.

Adults

Adults (25 years and over) also want meaningful experiences while volunteering. They want to give back to their community, connect to their community, and meet new people. Ten per cent of those aged 25 to 54 indicate there are few volunteer opportunities whereas only five per cent of seniors (55 plus) find there are few volunteer opportunities.

Adults between the ages of 25 and 54 want to utilise their skills in different opportunities from what is currently being offered; 61 per cent would like to do other types of volunteering and 69 per cent want to utilise other skills. Fifty-seven per cent of seniors would like to do other types of volunteering and about half (49 per cent) want to use other skills. Adults, regardless of age, want volunteer experiences that help people and also want to be involved in events. There are about as many adults who want short-term opportunities as there are who want long-term commitments. Adult volunteers have diverse skillsets and interests and indicate a variety of areas in which they want to volunteer that are not currently being offered. One clear message from all age groups is that they want leadership opportunities in their volunteer experiences.

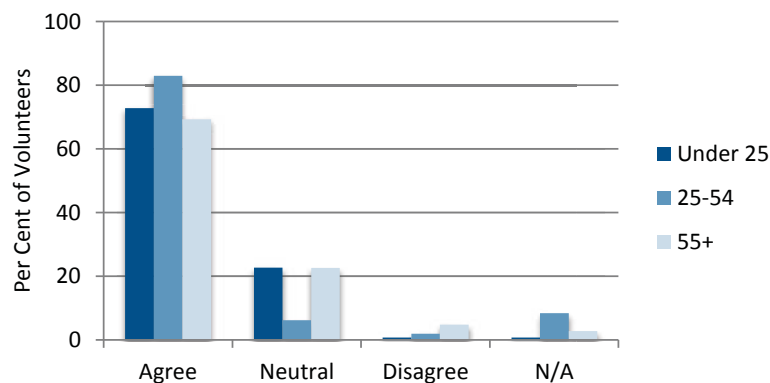
Comparison of Experiences by Age

The different age groups have different experiences and satisfaction with volunteering. Across all age categories, volunteers understand the importance of the work they do and that the volunteer work gives them a sense of accomplishment. All age groups could potentially have more decision-making in their volunteer roles; less than 70 per cent of all respondents indicate they are involved in decisions regarding their volunteer experiences. Seniors report the least ability to make decisions (only 55 per cent). Volunteer opportunity role descriptions also appear to be lacking in detail. Only about 70 per cent of youth and seniors found that the opportunity descriptions provide most of the information they needed to know; 79 per cent of those aged 25 to 54 found the descriptions provide the needed information.

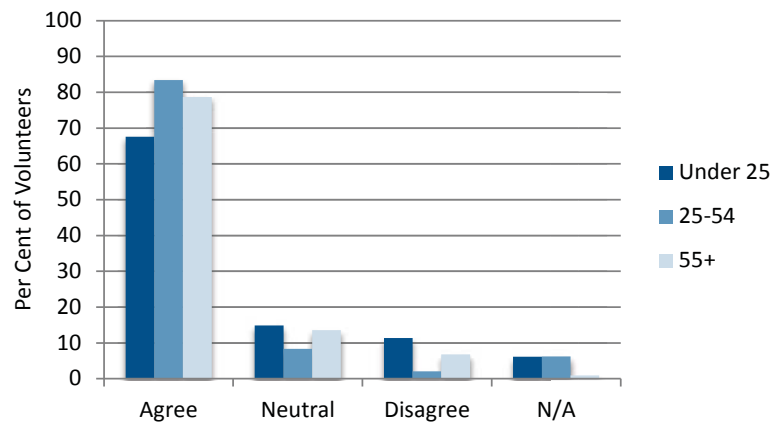
Overall, youth report having a lesser amount of support, training, and recognition for their volunteer activities compared to adults. Youth were least likely to report being recognized or thanked for their work; 74 per cent of youth report being thanked whereas over 83 per cent of adults report being thanked for volunteering. There are also fewer youth who report that staff makes them feel like a valued partner to the organization.

The graphs below show a comparison among age groups along several areas of satisfaction with volunteering.

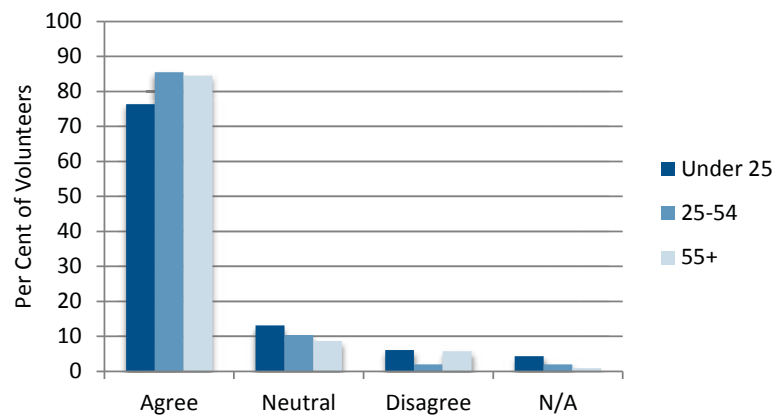
Ability to Achieve Personal Goals Through the Volunteer Opportunities Available



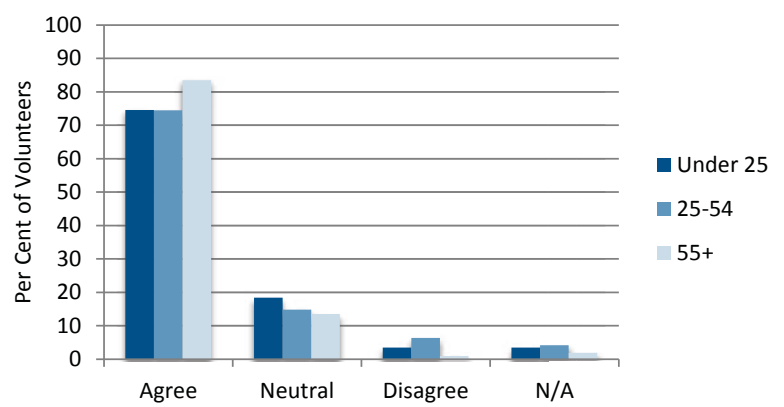
Staff Communicate the Impact Made as a Volunteer



Feel Like a Valued Partner to the Organization



Have Support and Training



The Volunteer Management System

Individuals who want to volunteer with the City or one of the partner organizations create an account through the City's volunteer management website, *I Can Help*. Volunteers set up a profile and indicate the type of volunteering in which they are interested. The site lists various opportunities and the City and partner staff can also directly email current opportunities to volunteer candidates who have expressed an interest in their area.

Police information checks, reference requests, and interviews for volunteer opportunities are often a requirement for many of the positions. However, this is not always the case, which qualitative feedback suggests causes confusion.

Respondents were asked to indicate the degree of simplicity or complication of setting up a profile, completing a Police Information Check, submitting references, and applying for positions. Over 80 per cent of respondents indicate that the process is simple. There are very little variations in responses to these questions among the different age groups. Despite there being a relatively low number of people who find the process complicated, the data suggests there are possible actions that could be taken to simplify the process and/or explain the process better.

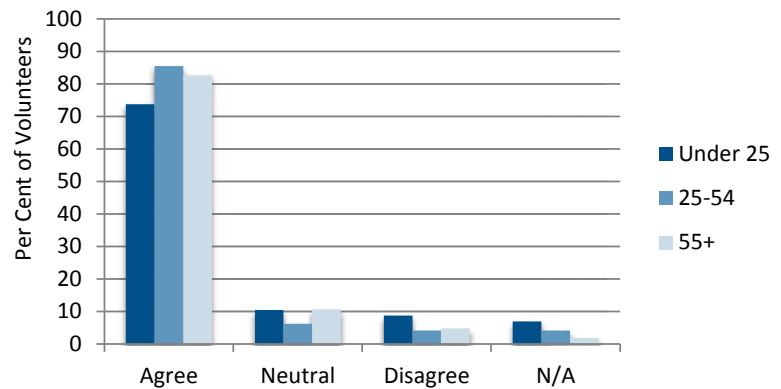
Recognizing Volunteers

The City hangs a banner to recognize volunteers during National Volunteer Recognition Week. Other recognition activities are decided by the individual organization or event organizers, as a consensus on set actions has not been reached. Seventy-nine per cent of volunteers said they received recognition or thanks from someone at the organization.¹⁰ Although this is a relatively high number, 100 per cent of the volunteers should be thanked for their service to the community.

Respondents indicate they want a simple 'thank you' from a staff person. In addition to being thanked in person, a few other recognition actions are identified and they vary slightly by age. In order of preference, youth prefer to receive a certificate, to be given swag such as t-shirts or lanyards, and to be thanked by staff in person. Adults aged 25 to 54 want to be invited to opportunities for personal or professional development and to be thanked in person (tied for number one); given a certificate (ranked second); and thanked in written form, given complementary food/refreshments, and asked to contribute to planning volunteer activities (tied for third spot). Seniors want to be thanked by staff in person, invited to a recognition event, and given complementary meals/refreshments. There are opportunities to provide customized and appropriate recognition to the volunteers who dedicate themselves to helping the community.

¹⁰ Ten per cent of volunteers indicated they neither agree nor disagree with the statement that someone had thanked them or given them recognition for their volunteer services. Five per cent selected 'unsure.'

Received Recognition or Thanks from Someone at the Organization



Conclusion

The survey data suggest that the City's volunteers are a dedicated group that have many skills and much knowledge to contribute to the community. While the survey results indicate a high level of satisfaction with the overall volunteer experience, there are opportunities for improvement. Many of the City and partner organizations' programs, activities, and events heavily rely on volunteers' service. In return, our volunteers deserve the best support available and there are actions that the City and its partners can take to further support volunteers in achieving their goals.

APPENDIX B:

An Analysis of the Volunteer Focus Groups

Focus groups provide nuanced information and insight into various issues. Further context and a fulsome story are revealed when used to supplement quantitative data. Several issues emerged from the volunteer survey data and served as basis for the questions asked and areas to be explored during the volunteer focus groups.

Three focus groups were conducted with volunteers: one with youth and two with adults. The survey data results indicate that youth have slightly different volunteer experiences and goals than adults and thus the two age groups were separated into different focus groups. Twenty adults participated between two focus groups. The ages of the adults ranged from 33 to 83 with the majority of participants being over 55.

The guiding questions for both the youth and adult focus groups included the following:

- What positive benefits have you experienced from volunteering with Richmond and/or its partners?
- What are your expectations while volunteering and are they being met?
- What opportunities are there for improvement to the system?
- How could the volunteer software system and communications processes be improved?

The groups provided much insight into the City's volunteer management system. Across all groups, volunteers report gaining valuable and unexpected benefits from their experiences. However, they also have suggestions of ways to improve the system and its processes.

Benefits Gained from Volunteering

Youth

The youth reported gaining many positive benefits from volunteering. First and foremost they said volunteering is fun and the most important factor for volunteering. They value meeting new people, especially of different ages and backgrounds as it broadens their ideas about the world. Volunteering could also be challenging, especially when working with children, but also engaging and entertaining.

Although Richmond students are required to obtain a specific number of volunteer hours in order to graduate, the youth see many positives from volunteering beyond accumulating hours.

Teamwork skills are honed in the volunteer environment while working with people whom they have never met. The youth reported that leadership opportunities help them develop skills such as planning, execution, teambuilding, taking initiative, leadership, responsibility, and coordination. The unique experiences had while volunteering are also helpful when writing university applications. While there are many positive personal benefits received from volunteering, youth also take pleasure in helping the community.

Adults

There are many reasons why adults volunteer and many benefits they receive from doing so. Many participants indicate they enjoy giving back to their community. One participant expressed that his volunteering is a way to show his appreciation to Canada. As an immigrant, he reports hearing rhetoric regarding immigrants being a burden on society. His volunteering is a way he shows the country he is an asset and that he gives back.

Volunteers also report that volunteering provides them the opportunity to meet people they would not otherwise encounter, de-stress and engage in activities unrelated to work, and be part of legacy building through the many City events. Volunteering is an opportunity to set examples for the younger generation as well as get to know them. For some, volunteering allows them to provide their skills to the community while for others, it allows them to develop new skills such as technical, leadership, management, and planning skills. Overall, volunteers find that they receive a deeper feeling of connection to the community, ownership over community development, as well as gain a certain pride in their accomplishments.

Expectations

A major theme that emerged through the volunteer focus groups is that volunteers want their needs to be considered and taken care of. As they donate their time and efforts to the community, they feel there needs to be some reciprocity from staff. Volunteers' requests while volunteering are relatively simple. Below is a list of expected actions from staff when organizing events or other opportunities:

- Clear communication;
- Clearly defined roles and expectations;
- Well organized events/programs;
- Physical needs considered (bathroom breaks, food, clothing);
- Consistency of treatment among different events/organizations;
- Feedback provided regarding impact made;
- Respected as partners by staff yet differentiated from staff roles;
- Feel as if a part of the event;
- Actively involved (not standing around);
- Appreciation for time donated.

Volunteers want respect and being organized and considerate of their needs contributes to a positive experience and demonstrates respect.

Opportunities for Improvement

All volunteers in the focus groups were largely satisfied with their experiences. “You are pretty good,” as one volunteer phrased it. The volunteers who participated in the focus groups have donated thousands of hours collectively over the years, so had they been dissatisfied, they would not have continued to volunteer for the City or its partners. Some volunteers reported some disappointing or frustrating experiences in the past but had found other better organized and well-run opportunities and so volunteer within these areas.

Youth

The youth had a few unique experiences that differed from the adults. Some of the youth reported not feeling adequately prepared for their assigned duties. They said that in some circumstances they would like more training and mentorship. Many youth volunteer opportunities involve working with young children, which can be challenging for a person of any age. The youth feel that mentorship on how to manage young children as well as for other unique situations would be helpful. Youth reported that they are sometimes not seen as authority figures yet given leadership roles in certain opportunities. They want to be backed up by staff in their decision making. Some volunteers suggest that always having two people for the same task would be beneficial so that they could have peer support and consult each other when needing to make decisions. Some other youth cite that they feel underappreciated at times.

All Participants

The main theme that emerged from both the youth and adult focus groups is that the little things matter. The way a volunteer is treated impacts their experience and determines whether they will return or not to volunteer for that organization’s program or event.

The first point of contact is through the volunteer opportunity application itself. Many volunteers report these opportunities are vague and do not provide the needed specifics or expectations. Having clear expectations laid out in the opportunity description allows people to determine if the opportunity is a good fit. This information was cited as particularly important for youth in the preparation for their interviews.

Some of the City’s partners go through an extensive recruitment process before volunteers can volunteer with the organization. This is in place to protect vulnerable populations with which those organizations work. However, some volunteers expressed their frustration in this lengthy process – particularly youth. Volunteers would like to be able to sign up for an opportunity and volunteer relatively soon after; they find the delay frustrating. It was also suggested that reference requests be conducted at the end of the recruitment process, as this is cited to be discouraging in the initial phases.

Some of the participants expressed frustration over the orientation sessions prior to an event. Some orientations are conducted several days before the actual event to go over details and assignments. Volunteers get frustrated when the orientation session lasts less than the time it takes to commute to the meeting, as they feel it is a waste of their time.

The volunteers are a highly skilled group with much experience. They would like the coordinators of events to match their skills and goals to their assigned task and where appropriate, involve them in the planning process. They also want their roles to be clearly differentiated from paid staff.

Many of the volunteers told of experiences where there was a lack of communication over what was expected during the opportunity such as where to meet for the event and to whom they should be reporting, whether they would be inside or outside (as how to dress is important), whether or not they would be provided food, and often what the specifics are of the assigned task. Other volunteers reported that sometimes there is duplication in communication as there may be too many points of contact and repeated information in emails. Several volunteers reported that their assigned tasks turned out to be very different from what was indicated on the posted opportunity description. Other organizational items seem to get forgotten at times such as scheduling volunteers bathroom breaks and a conclusion of duties with a sign out process and an acknowledgement of service.

A few of the participants spoke of experiences where they felt the volunteer coordinator was disrespectful or lacked etiquette. Sometimes there appears to be a lack of communication as to why volunteers are asked to do something in a particular way, leading to frustration. The adults felt that any disorganization and oversight are largely due to inexperienced leaders leading the event or program.

Some volunteers were aware of training and development opportunities available to them while others were not. All participants expressed a desire to be informed of such opportunities.

Overall, the participants want respect for their time that they donate to the community. They indicate that clear, accurate communication, and thoughtfulness into their needs goes a long way to making their volunteer experience a positive one. These issues and expectations identified by volunteers are relatively simple to accommodate and are achievable with further training and capacity building of staff who work with volunteers.

The Online System

The City uses the website *I Can Help* as the portal for volunteer activity. Potential volunteers create an account and can indicate their preferred type of volunteering. They can apply to the opportunities posted on the website. Depending on the opportunity, police information checks could be required as well as going through an interview process.

Both youth and adult focus group participants indicate that some changes could be made to the system to make it more user-friendly. There was a suggestion to require volunteers to have one extensive police information check conducted so that volunteers would be eligible for all the volunteer opportunities.

The following section lists the suggestions made by participants on how to make the system more user-friendly:

- Post all opportunities at once (e.g. annual and large events are known by City staff well in advance – volunteers would like to plan in advance);
- Be able to filter opportunities based on requirements (e.g. age or experience);
- Create a cancellation feature online;
- Remove past opportunities;
- Better key word search ability;
- Create different sections based on type of opportunity (e.g. events, short-term, long-term);
- Ensure volunteer profiles are up to date – remove past opportunities;
- Ensure the calendar is linked and reflects the registered opportunities;
- Ensure cancelled events are reflected in the calendar;
- Have confirmations of opportunities come from *I Can Help* (as opposed to the coordinator);
- Consistency in hours recording;
- Have only one contact person.

Some of the issues identified above may be due to the system's structure and others are due to the eCoordinators' actions. There are opportunities to discuss streamlining the software system with the provider and improving service through further training for eCoordinators.

Summary

Richmond's volunteers cumulatively donate thousands of hours each year to the community, contributing to community vibrancy, and supporting the City and its partners in delivering high quality programs and events. There are some simple actions that can be taken by staff to ensure our volunteers feel valued and taken care of and so that volunteers will continue to donate their time and skills for years to come.

APPENDIX C:

An Analysis of the ECoordinator Focus Groups

The City of Richmond provides volunteer management services to City and partner staff as well as to staff from some affiliated organizations.¹¹ The services include training and supporting those staff (termed eCoordinators) who work closely with volunteers. There are approximately 43 individuals designated as eCoordinators representing 20 partner organizations and several departments within the City. Technical training and support on how to recruit volunteers, train and manage volunteers, and support volunteers' needs are provided by the Volunteer Development Coordinator (VDC).

All eCoordinators were invited to participate in one of three focus groups.¹² Eighteen eCoordinators attended and provided insight into the volunteer management system. Feedback was given on what works well in the current volunteer management system, what further supports would be useful, what challenges they face, and their experiences with the software system.

Benefits of the Volunteer Management System

Most of the eCoordinators report that they find great value in the City's volunteer management system. They like that the system is centralized, which makes the ability to recruit multiple volunteers and communicate with them en masse simple. eCoordinators appreciate the ability to easily direct interested volunteer candidates to the *I Can Help* website to initiate the recruitment process. The system allows for systematic procedures and screening across departments/organizations, such as for the police information check, which eCoordinators find helpful. They also appreciate that volunteer hours can be tracked and approved easily. Furthermore, the shared system is recognized as being cost effective.

Some eCoordinators find the software system simple to learn. All report receiving excellent training and support from the VDC. As each organization has different needs and uses the software system slightly differently, the VDC tailors the training and support to the unique needs of that organization. eCoordinators also appreciate having one dedicated person, the VDC, to troubleshoot system issues.

¹¹ From here on, for simplicity of language, partner organization staff and affiliate organization staff will be referred to as partner organizations or partner staff.

¹² The RCMP and Block Watch volunteer program eCoordinators were not invited to participate in the focus groups because they only recently started to use the City's volunteer management services.

A few of the eCoordinators reported that they do not use the City's volunteer management system very often. Some organizations utilise volunteers infrequently and call upon their small base of volunteers as needed. Seniors tend not to use the online system so the eCoordinators that work with senior volunteers do not always use the *I Can Help* system. This suggests that further promotion of the benefits of a centralized system to some eCoordinators as well as to the public could be conducted.

Further Support for eCoordinators

eCoordinators indicate they could benefit from additional support related to the full spectrum of volunteer management. Current challenges range from technical troubleshooting of the software system, to recruiting and training volunteers, to understanding legal liabilities, and to supporting volunteers' needs. Currently, the VDC provides the eCoordinators with individualized support upon request but eCoordinators suggest having access to a number of support resources would give them independence, especially at times when the VDC is unavailable.

The following is a list of support resources as requested by the eCoordinators:

- Software manual with frequent troubleshooting tips;
- Manual of policies to affirm decision making (e.g. legal requirements, liabilities, how to manage disruptive volunteers, suggested practices/protocol such as providing food to volunteers);
- A resource on etiquette, customer service, and shared expectations;
- A checklist when organizing events or programs considering volunteers' needs (e.g. bathroom breaks, snacks, clothing);
- Resources for training volunteers and providing them introductory information;
- Resources on how to develop leadership opportunities and enhance volunteers' opportunities;

eCoordinators recommend that this information be accessible in a centralized online system. They suggest that the above items be presented in a variety of formats such as formal manuals, checklists, toolkits, screenshots, video tutorials, FAQs page, and an online bulletin board as appropriate to the material being presented.

eCoordinators value the regular eCoordinator meetings led by the VDC, as they are great forums to learn best practices and learn from each other. Some eCoordinators would like these meetings more often or for longer, where the focus could be learning from and sharing with each other. Finding the time for additional meetings can be a challenge for some eCoordinators.

Although there is training available to eCoordinators through Richmond Cares Richmond Gives, not all eCoordinators have participated in it and eCoordinators feel that training and resources developed for the City context would allow them to take their volunteer support to the next level.

Some of the more experienced eCoordinators would like advanced training on the software system so that they can analyze their own data related to volunteer management.

These requests of supports and resources are relatively easy to implement. Providing the eCoordinators with these additional resources and supports will greatly impact and improve the experiences of volunteers, making the volunteer experiences more organized and with volunteers' needs considered.

Challenges

Many of the eCoordinators report having great success in recruiting the needed volunteers for their programs and events, while others have greater challenges. Finding enough volunteers with the right experience for a specific time of day (especially during normal working hours) can be difficult. eCoordinators have noticed that when unable to provide enough quality opportunities, volunteers become disengaged and find other organizations or opportunities with which to volunteer. Succession planning is an issue as eCoordinators report that youth volunteers tend to stop volunteering once in university, new immigrants tend to stop volunteering once employment is found, and older adults sometimes face health challenges that suddenly become barriers to volunteering, all factors affecting the pool of available candidates. While providing good customer service and quality opportunities is a foundational piece in volunteer retention, there is a need for further marketing of volunteer opportunities and outreach to increase the database of volunteers upon which to draw.

Some eCoordinators are more easily able to recruit appropriate volunteers than others. The survey data indicate a highly skilled population of volunteers exists within the City's database, but that some eCoordinators have difficulty tapping into the recourse. This factor suggests that the eCoordinators who are more proficient in volunteer management best practices reap the benefits of being able to recruit volunteers.

Some eCoordinators feel that they have to compete for volunteers during major events. For example, there are multiple events delivered by the City and partner organizations on Canada Day. Many eCoordinators often use incentives such as food or small gifts to recruit volunteers, but not all organizations have the funds to do this. Volunteer recruitment challenges can result in some organizations not being able to offer certain programs or reducing their programs.

Some organizations struggle with having too many keen volunteers and not enough opportunities. City Centre Community Centre and the Richmond Public Library– Brighthouse (RPL) cite this issue. RPL reported that many of their volunteers want to take on roles with responsibility and leadership, especially new immigrants. Many new immigrants use volunteering as a way to gain Canadian work experience. They need consistent, long-term opportunities with responsibility. Volunteering for events does not provide the right experience for resume-building for adults. RPL is struggling with developing these opportunities.

The organizations that invest into volunteers and prioritize volunteer management best practices, report good volunteer retention and see the benefits to volunteers as well as in their programs/events. Less exciting volunteer opportunities such as event set-up and take-down are easier to fill when volunteers are valued as a partner to staff. However, not all organizations are able to provide sufficient staff time to develop a volunteer program and are largely reactive to volunteer management, and thus have difficulty recruiting and retaining the appropriate volunteer candidates. This suggests that there could be further supports to aid those partners with few resources to develop a more robust volunteer management program.

Volunteer recognition can also be challenging. There are varying budgets among the partner organizations and thus some organizations are limited financially on how volunteer appreciation can be shown. For those organizations that work with hundreds of volunteers annually, writing thank you cards or printing certificates can be labour intensive and costly. Receiving volunteers' feedback and responding to it, as well as sitting down with volunteers to discuss their goals are other ways that volunteers feel appreciated. However, staff capacity is a limiting factor once again.

From the discussions emanating from the eCoordinator focus groups, it is clear that there are many eCoordinators who are aware of best practices in volunteer management and incorporate them into their work with volunteers. Those that do reap the benefits; they easily recruit and retain experienced volunteers and provide high quality programs and events to the public with volunteer involvement. Inexperienced eCoordinators need further supports to increase their capacity whether that be in the form of online resources, further support from the VDC, or mentorship from their colleagues. The City has a role in facilitating this needed capacity building.

The Software System

Volunteers locate and apply for volunteer opportunities through a City-operated website called *I Can Help*, which is a software system provided by Samaritan. eCoordinators use this system to post opportunities, recruit volunteers, communicate with volunteers, and track volunteer hours.

The eCoordinators have managed to navigate the system with the VDC's help, yet often lack understanding about certain functions or procedures. Part of the confusion over procedures is that different organizations have different needs. The VDC trains each coordinator slightly differently to address their unique organizational needs. There is a lack of understanding of the system as a whole as some groups need to use certain parts of the system while others do not. While the VDC is a great support to overcome these challenges, online resources with common troubleshooting tips could help remedy confusion as well as further training on the system for eCoordinators once they are proficient with the basics. In addition, the eCoordinators report that the software system is slow at times and could be more user friendly.

Some eCoordinators are aware of other software systems being used by other jurisdictions and feel these systems are better. The City has selected Samaritan as the software provider due to privacy and liability reasons. However, there could be better communication to the users about why the current system is the preferred choice for the City's needs and individuals' privacy as well as further training on how to use the system.

Volunteer opportunities currently appear by alphabetical order. eCoordinators try to label their opportunity posting with letters at the front of the alphabet so that their opportunity will be seen first by volunteers, essentially competing with colleagues for visibility. Feedback from eCoordinators suggests that there needs to be a restructuring of the website and re-organization of opportunities by date or type of event/program.

Additional suggestions include having the website enabled for 'auto-translate' and provide a larger font option for enhanced readability for those with sight impairment.

Using *I Can Help* for purposes other than recruiting volunteers was suggested. The site could include some basic training resources for volunteers as well as a place to profile and appreciate them.

Some of the suggestions from the eCoordinators reflect training issues while others indicate issues with the software system itself both in the presentation of the site and with the programmed functions of the software. Further training and resources need to be offered to eCoordinators and discussions with Samaritan regarding site layout and functionality needs to occur.

Summary

The eCoordinators provided much insight into the current volunteer management system. Many of their suggestions can be easily implemented and will likely have a positive impact on the way they manage and support volunteers. Having well supported and trained staff will ultimately enable volunteers to have more meaningful volunteer experiences and enable them to reach their goals.



City of Richmond

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List of Community Partner Organizations to be Consulted

The organizations listed below are current users of the City's volunteer management system. These organizations use the City's volunteer management system to recruit, screen, train, and communicate with volunteers for their events, programs, and services. Organization staff also attend training and information sessions provided by the City.

Aquatic Advisory Board
Britannia Heritage Shipyard Society
Cambie Community Association
City Centre Community Association
East Richmond Community Association
Gulf of Georgia Cannery Society
Hamilton Community Association
London Heritage Farm Society
Minoru Seniors Society
RCMP Block Watch
RCMP Community Police Programs
Richmond Animal Protection Society
Richmond Arenas Community Association
Richmond Arts Coalition
Richmond Fitness and Wellness Society
Richmond Food Security Society
Richmond Garden Club
Richmond Museum Society
Richmond Nature Park Society
Richmond Olympic Oval
Richmond Public Library Board
Sea Island Community Association
South Arm Community Association
Steveston Community Society
Steveston Historical Society
The Sharing Farm Society
Thompson Community Association
West Richmond Community Association



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services
Committee

From: Jane Fernyhough
Director, Arts, Culture and Heritage Services

Re: 2017 Richmond Film Office Annual Report

Date: March 7, 2018

File: 08-4150-09-01/2018-
Vol 01

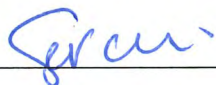


Staff Recommendations

1. That the staff report titled "2017 Richmond Film Office Annual Report", dated March 7, 2018, from the Director, Arts, Culture and Heritage Services, be received for information; and
2. That a communications plan be developed and implemented to provide ongoing information to the public about the level of filming activity within Richmond and its benefits to the community.

CM Fernvick

Per:

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

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Division Economic Development Corporate Communications	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

In 2007, Council adopted an official Richmond Film Strategy, which resulted in the establishment of a dedicated film office. One of the key mandates of the Richmond Film Office is to provide a “one stop shop” resource for film productions, as well as provide centralized services to Richmond businesses and residents affected by filming.

The purpose of this report is to provide an overview of the 2017 film activity in the City, as well as to advise of early indicators for 2018.

Background

The Major Events and Film section oversees the production of major events and facilitates filming activities in Richmond; the Richmond Film Office is a function within that section. The office processes filming applications, provides permits for filming activity on City-owned properties and assists with location scouting within the City. Staff facilitates all City services required for filming and coordinates invoicing for those services; the most common services include policing, staff liaisons, location rentals and use of city streets.

A core initiative of the Richmond Film Office is to liaise with film industry and community stakeholders on film-related matters in order to promote the growth of Richmond’s Film Sector. The key objective of these efforts is to attract production crews to shoot on location in Richmond on both public and private property.

This report supports Council’s 2014-2018 Term Goal #8 Supportive Economic Development Environment:

Review, develop and implement plans, policies, programs and practices to increase business and visitor appeal and promote local economic growth and resiliency.

8.2. Opportunities for economic growth and development are enhanced.

Analysis

This past year was another busy year for filming in Richmond with a considerable amount of revenue and number of filming days. In contrast to 2015 and 2016, the focus for 2017 was episodic television with a lower volume of feature films working in the City.

The productions filmed in Richmond for 2017 included:

- **Feature Films:** Ollie (Predator), Hard Powder, Psych the Movie, Overboard and Skyscraper.
- **TV:** Arrow, Beyond, Colony, Frequency, Hit the Road, Ice, iZombie, Legends of Tomorrow, Life Sentence, Lost in Space, One of a Kind, Once Upon a Time, Siren, Supernatural, The Crossing, The Hunt, The Magicians, Travellers and Unreal.

- **Commercials:** Air Canada, Toyota, Coast Capital Savings, Entyvio Pharmaceutical, Jaguar/Land Rover, Lucky Charms, Loblaws and Entyvio Pharmaceutical.

Filming Revenue

\$391,725 in service and location charges were processed through the Richmond Film Office in 2017. The breakdown of revenue was as follows:

- \$138,679 in location rental fees (e.g., parks, heritage buildings, etc.);
- \$50,146 in street use and parking fees (revenue to Transportation and Bylaws);
- \$60,234 in various cost recoveries (e.g., staff time cost recovery, fire hydrant permits, special effects permits, etc.);
- \$86,497 to the Richmond RCMP Detachment; and
- \$56,169 to the Richmond Film Office for administration fees.

Total: \$391,725.00

As per the *Community Charter*, the City bills on a cost recovery basis for the majority of charges, however location rentals are billed at market rate.

Film revenue collected by the City in 2017 is lower than in 2016 mainly due to a City owned lot which was previously used for set builds not being available and renovations at two popular heritage sites (Britannia Shipyards and Minoru Chapel). However, the filming market remains strong in Richmond with at least two privately owned warehouses being converted into studio space for regular film activity and one city owned property being used as a studio temporarily.

A notable loss for Steveston in 2017 is the departure of the ABC television series *Once Upon a Time*. The show has shifted plots in its seventh season and the new setting is Seattle, which is now filmed elsewhere in Metro Vancouver. *Once Upon a Time* was a major player in the Richmond film market and filmed over 100 episodes in Steveston over six seasons. A number of shows express interest in filming in Steveston Village, and two (*Siren* and *The Crossing*) filmed regularly between July and December. Those shows have yet to air and potential renewals will be determined towards the summer.

Richmond continues to be a popular location due to its variety of locations, generally cooperative merchants and residents and the support of Council.

Filming Days

Filming activity by total number of days:

Year	Filming Days		Comments
	Shoot Days	Prep/Wrap/ Hold Days	
2017	205	253	Included several major features filming for short periods of time in the City, and numerous TV productions.
2016	276	291	Included one major feature filming on location in Steveston Village, one feature filming on a property owned by the City and numerous on location film and TV productions.
2015	189	380	Included two major blockbuster films which filmed on a property owned by the City and numerous other film and TV productions.
2014	133	65	Included numerous feature films and TV productions.
2013	147	52	Included one major blockbuster film which required a month of preparation.

Within Richmond, there are many non-City owned locations used for filming including Steveston Harbour Authority, YVR, Metro Vancouver and the Gulf of Georgia Cannery. These locations and other private property owners are not obligated to report revenue or filming days to the City. As a courtesy, film production companies generally alert the Richmond Film Office regarding filming to ensure compliance with bylaws, to avoid any traffic or other conflicts in the area, and so that the filming can be included in City records.

In 2017, there were 158 days of filming managed by staff on City-owned property, 30 days of filming on Metro Vancouver property and 17 filming days at YVR.

Economic Benefits of Filming

Each year the Canadian Motion Picture Association releases economic impact studies for at least one production filmed in BC. In 2017, a report on the impact of the Metro Vancouver filmed production "Arrow" was released. Highlights from that report include:

- 7,087 full time jobs created over five seasons
- \$360.8 million in direct production expenditures (within BC)
- \$4.3 million in wages for local crew and labour each season
- \$27.9 million on goods and services

While Arrow is not a regularly re-occurring show in Richmond, it does film in the city a few times each season. The report is a good example of the impact one local show can have on our economy.

According to Creative BC data, film production expenditures in BC were over \$2.7 billion in 2017, an increase of over \$500 million from 2016. In Richmond, beyond the revenue generated from City and public properties, filming continues to contribute significant direct and indirect revenue to local businesses and land owners.

Metro Vancouver has 2.5 million square feet of studio space and in 2017 virtually all of it was rented out to film productions. Productions are actively seeking warehouse space and converting them into temporary and permanent studios for filming. In 2017, at least two temporary warehouse conversions and one permanent warehouse studio conversion were constructed in Richmond.

The film sector is a major employer in the City with over \$27 million in wages earned by residents employed in 2016 (2017 data is unavailable). Film production unions are predicting higher numbers for 2017 as a result of increased filming activity in Metro Vancouver.

Forecast and Initiatives

The Canadian dollar remains low when compared to its American counterpart. The low dollar is a major incentive for American studios to film in Canada as the cost of producing becomes more cost effective. Film production in Metro Vancouver is at capacity in most areas and there is no indication of any slowdown occurring. There are several examples of productions previously working in other jurisdictions relocating to Metro Vancouver for both economic and practical reasons.

Staff continue to work strategically with Creative BC, neighboring municipalities and film industry representatives on a variety of initiatives including:

1. Ongoing involvement with the Community Affairs Task Force, a group comprised of municipal staff, union representatives and studio representatives dedicated to the discussion of matters affecting the community as a whole.
2. In an effort to be more user friendly to productions, staff are working with municipal counterparts towards streamlined regulations, fees and bylaws. A project is currently being brought forward by the Metro Vancouver Regional Prosperity Initiative regarding a form of centralised permitting processes. Staff have participated in one information session and concerns from several municipalities were raised about this initiative. The main issue raised was the potential misconception and challenges of implementing a “central permit”. Each municipality will still need to work directly with productions to ensure availability of locations, proper insurance requirements, staffing requirements, intellectual property matters, street parking and other City specific matters. Staff will continue to monitor the project and ensure it aligns with the City’s best interests.
3. Education initiatives for the public and industry professionals. Staff recently partnered with the Richmond Chamber of Commerce to produce an educational lunch event called “Big Screen Big Impact”, which featured a “fireside chat” format with some of the film industry’s biggest local players. The panel included Sandi Cooper, BC Film Commissioner; Kathy Gilroy, Producer, Once Upon a Time; Peter Mitchell, Chair of the

Motion Picture Industry Association of BC and president of North Shore Studios and Kendrie Upton, Director, Directors Guild of Canada BC. As a result of this event the film office has made additional contacts working in the City of Richmond, including a newly established Chinese language film studio.

Staff also participated as a guest speaker at local post-secondary film courses including BCIT and Vancouver Film School. The attendees at these courses are currently training to become film professionals, often in the locations departments and reaching out to them on matters such as filming protocols on location has proved very valuable.

Financial Impact

None.

Conclusion

Filming has increased steadily over the past few years and will continue to be busy in 2018. Filming is an important economic industry in the City. The financial impact through employment and fees for locations is significant and beneficial to the City.



Jodie Shebib
Film and Major Events Liaison
(604-247-4689)



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** March 16, 2018
From: Serena Lusk **File:** 12-8060-20-009830
General Manager, Community Services
Re: **Proposed Amendment to Public Health Protection Bylaw No. 6989 Regarding Smoking and Vapour Product Use**

Staff Recommendation



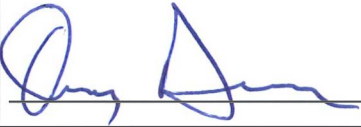
1. That Public Health Protection Bylaw No. 6989, Amendment Bylaw No. 9830, be introduced and given first, second, and third readings, as detailed in the staff report titled "Proposed Amendment to Public Health Protection Bylaw No. 6989 Regarding Smoking and Vapour Product Use," dated March 16, 2018, from the General Manager, Community Services;
2. That \$25,000 be approved from the Council Community Initiatives Account for the creation and production of public educational materials to inform the public and organizations on the changes to Richmond's smoking prohibitions, as detailed in the staff report titled "Proposed Amendment to Public Health Protection Bylaw No. 6989 Regarding Smoking and Vapour Product Use," dated March 16, 2018, from the General Manager, Community Services;
3. That the 5 Year Financial Plan (2018-2022) be amended accordingly to reflect the foregoing recommendations, as detailed in the staff report titled "Proposed Amendment to Public Health Protection Bylaw No. 6989 Regarding Smoking and Vapour Product Use," dated March 16, 2018, from the General Manager, Community Services;
4. That all affiliated community organizations that use public parks and school grounds be informed by letter of the foregoing recommendations, as detailed in the staff report titled "Proposed Amendment to Public Health Protection Bylaw No. 6989 Regarding Smoking and Vapour Product Use," dated March 16, 2018, from the General Manager, Community Services; and
5. That Richmond School District No. 38 be informed by letter of the foregoing recommendations, as detailed in the staff report titled "Proposed Amendment to Public Health Protection Bylaw No. 6989 Regarding Smoking and Vapour Product Use," dated March 16, 2018, from the General Manager, Community Services.

Serena Lusk
General Manager, Community Services
(604-233-3344)

Att. 5

March 16, 2018

- 2 -

REPORT CONCURRENCE		
ROUTED To: Communications Community Bylaws Community Safety Finance Law	CONCURRENCE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <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

At the July 20, 2017, Parks, Recreation and Cultural Services Committee meeting, staff received the following referral:

That staff investigate ways to implement expanded smoking prohibitions in Richmond public parks and school grounds and report back to Council.

This report responds to the above referral.

This report supports Council's 2014-2018 Term Goal #1 A Safe Community:

Maintain emphasis on community safety to ensure Richmond continues to be a safe community.

- 1.1. *Policy and service models that reflect Richmond-specific needs.*
- 1.3. *Improved perception of Richmond as a safe community.*

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.

- 2.3. *Outstanding places, programs and services that support active living, wellness and a sense of belonging.*

Analysis

Background

Smoking is the leading cause of preventable death in British Columbia, and is a known health risk to both users and bystanders. No level of exposure to second-hand smoke has been deemed safe, even in outdoor settings. Discarded cigarette butts are also harmful to the environment, increase maintenance costs for parks and public spaces, and are the number one cause of fire in Richmond.

Vapour products, which are handheld, electronic devices that heat a variety of substances such as nicotine, flavourings, cannabis or other ingredients to create a vapour for inhalation or release into the air, have also been identified as a public health concern due to unregulated ingredients and the potential health impact of vapour on users and bystanders. Vapour product use also creates confusion as to where smoking is permitted.

Additional research on smoking and vapour product use can be found in Attachment 1.

Provincial Legislation and Enforcement

On September 1, 2016, the new *Tobacco and Vapour Products Control Act* (the "Act") and the *Tobacco and Vapour Control Regulation* (the "Regulation") came into effect, whereby vapour products are treated in the same manner as tobacco products. Under the Act and Regulation, tobacco and vapour products use is prohibited on school properties, indoor public spaces, workplaces, residential common areas, transit shelters, and within 6 metres of a doorway, window, or air intake of any building, structure, vehicle or any other place that is fully or substantially enclosed and accessible to the public.

The Ministry of Health is responsible for the administration of the Act and Regulation, while Vancouver Coastal Health is tasked with enforcing the Act and Regulation in Richmond.

Municipal Legislation and Enforcement

The City's Public Health Protection Bylaw No. 6989 currently prohibits smoking inside buildings that are open to the public, vehicles for hire, vehicles with underage occupants, customer service areas, within 3 metres of an enclosed or partially enclosed transit or taxi shelter, within 6 metres of a transit or taxi sign, customer service area, or a doorway, window, air intake, or opening of any building, and in or within 25 metres of any playground or outdoor sport facility. Although the smoking of cannabis is already prohibited under the existing bylaw, vapour product use is not.

The City contracted Richmond Health Services (a provincial government agency operating under the umbrella of Vancouver Coastal Health) to provide the City's primary enforcement component for smoking control provisions in the Public Health Protection Bylaw No. 6989, augmented by the City's Community Bylaws Department and the RCMP.

Stronger Smoking Regulations at the Municipal Level

Local governments are empowered to establish more stringent regulations regarding the use of tobacco and vapour products in workplaces, and public spaces. In 2008, Richmond was one of the first jurisdictions in Metro Vancouver to prohibit smoking in outdoor sport facilities and playgrounds. Since that time, a growing appetite for smoke-free outdoor public spaces has emerged.

Jurisdictions such as Port Moody (2008), White Rock (2009), Vancouver (2010), Coquitlam (2010, 2016), Surrey (2011), Metro Vancouver (2012), Lions Bay (2012), Delta (2015), Abbotsford (2017), and Port Coquitlam (2018), have implemented site-wide smoking bans in its respective parks (Attachment 2). The more recent amendments also include vapour products in such smoking prohibitions in accordance with the Act and Regulation.

Jurisdictions such as Anmore (2008), Belcarra (2008), Pitt Meadows (2008), Port Moody (2008), Surrey (2008), White Rock (2008), Maple Ridge (2014), North Vancouver (2014, 2015), New Westminster (2015), Abbotsford (2017), and Port Coquitlam (2018), have also implemented no-smoking buffers of 7 metres or greater around transit shelters and signs, customer service areas,

playgrounds, sport fields, off-leash dog areas, food concessions, and doors, windows, air intakes or other building openings (Attachment 2).

Proposed Bylaw Amendments

In reviewing Public Health Protection Bylaw No. 6989, staff considered the recommendations of Vancouver Coastal Health, the Canadian Cancer Society (BC & Yukon), the Heart and Stroke Foundation of Canada (BC & Yukon), and the British Columbia Lung Association, as well as the smoking regulations implemented in other jurisdictions. It was determined that the bylaw is no longer consistent with the Act and Regulation, and is no longer sufficient to provide the level of public health protection recommended by health authorities.

In order to prevent smoking rates from rising, support the efforts of those who wish to quit smoking, and protect the public's rights to clean air, the following amendments are recommended:

- an increase of the no-smoking buffer around:
 - enclosed or partial enclosed transit or taxi shelters from 3 metres to 9 metres; and
 - transit or taxi signs or posts, customer service area, or door, window, air intake or opening of any building from 6 metres to 9 metres;
- the prohibition of smoking in all public parks and school grounds, as defined in the Public Parks and School Grounds Regulation Bylaw No. 8771, which includes greenways, trails, beaches, golf courses, playing fields, and any buildings intended for public recreational use such as swimming pools, arenas, recreation centres, piers and heritage sites;
- the expansion of the definition of "Smoke or Smoking" to include a specific reference to cannabis to provide clarity, and vapour products of all types regardless of whether they contain tobacco, nicotine or cannabis; and
- the addition of related definitions of "Activated e-Cigarette", "e-Cigarette", "e-Substance", "Public Park", and "School Ground" to provide clarity.

The proposed amendments to Public Health Protection Bylaw No. 6989 are provided in Attachment 3. A redline summary of such amendments are provided in Attachment 4.

Although smoking is already prohibited on school grounds, the inclusion of school grounds in the proposed bylaw amendments will provide an additional level of clarity to members of the public who are unfamiliar with provincial legislation and local school district policy.

A letter of endorsement for the proposed amendments from the Clean Air Coalition of BC, on behalf of the Heart and Stroke Foundation of Canada (BC & Yukon), the British Columbia Lung Association, and the Canadian Cancer Society (BC & Yukon), is provided in Attachment 5.

Benefits of Proposed Bylaw Amendments

Benefits of the proposed amendments include:

- protection of the public from involuntary exposure to the detrimental effects of second-hand smoke;
- support for individuals who want to quit smoking by eliminating triggers;
- denormalization of smoking and vapour product use to deter youth from engaging in such activities;
- reduction of litter associated with smoking, which will subsequently reduce maintenance costs;
- protection of birds and other wildlife from cigarette butts, which can be fatal if ingested; and
- reduction of wildfire risk.

Enforcement Approach and Public Compliance

Two approaches for seeking the public's compliance with the proposed amendments will be implemented as follows:

1. *Public Education (Priority)*

The initial focus will be on a public education campaign to achieve compliance through promotion and increased public awareness of the new smoking and vapour product use prohibitions, with enforcement as a secondary option if necessary. Bylaw enforcement officers who patrol or are already attending to incidents in public parks and school grounds will continue to monitor for bylaw violations. Individuals caught smoking or engaging in vapour product use on a repeated basis, or in a harmful or risky manner may be issued a fine. Under this approach, bylaw enforcement services will remain at existing levels.

2. *Enforcement*

The majority of activities in public parks occur during the evenings and weekends when most enforcement personnel are not on duty. In order to implement an enforcement-focused approach, additional bylaw enforcement officers will be required to monitor and enforce the new smoking and vapour product use prohibitions on a regular basis during peak park usage hours. The cost to provide such additional enforcement services is estimated at \$100,000 per year. Due to its high cost and to allow the public time to adjust to the new bylaw provisions, this approach, if required, will be secondary and support the Public Education approach identified above. If increased bylaw enforcement services are later required beyond current

levels, a funding source will need to be identified at that time for the additional costs incurred.

No changes are required in respect of the violations and fines provisions for smoking in outdoor public spaces. Municipal Ticket Information Authorization Bylaw No. 7321 currently provides an escalating fine mechanism to deter repeat offences, as well as fines for absent or deficient signage.

Excerpt from Schedule B 9 of the Municipal Ticket Information Authorization Bylaw No. 7321

PUBLIC HEALTH PROTECTION BYLAW 6989		
Column 1	Column 2	Column 3
Offence	Bylaw Section	Fine
Smoking where prohibited – First offence	6.1.1, 6.3.1	\$150
Smoking where prohibited – Second offence	6.1.1, 6.3.1	\$500
Smoking where prohibited – Third or subsequent offence	6.1.1, 6.3.1	\$1,000
Permitting or allowing smoking	6.1.2	\$1,000
Failure to post no smoking sign	6.1.2	\$1,000
Deficient no smoking sign	6.2	\$1,000
Person removing or destroying required sign	6.2.5	\$200

Communication Strategy

If the proposed amendments to the Public Health Protection Bylaw No. 6989 are approved, the public will be notified of the expanded prohibitions through a number of methods including:

- press releases and public notices at City Hall;
- information on the City's website;
- letters to various community organizations that are affiliated with City parks;
- notices on community bulletin boards in parks;
- updated park signage;
- commercial and public sign templates on the British Columbia Lung Association's website;
- information at the City's annual Public Works Open House;
- educational print materials; and
- a public service announcement (PSA) video.

The cost for the creation and production of educational print materials and a PSA video to inform the public and organizations of the proposed bylaw changes is estimated at \$25,000.

Affiliated Community Organizations

As a condition of use, all community groups who are allotted outdoor sports facilities or operate programs in public parks and school grounds are expected to act in accordance with City bylaws. A notification will be sent to such groups informing them of the expanded prohibitions on smoking and vapour product use.

Park Signage

The City is currently in the process of finalizing designs for its Wayfinding and Parks Identification (WPI) system, whereby existing park and trail signage will be replaced with a more unified, iconography-based approach. The first phase of installation is expected to begin in 2018. Under the WPI system, bylaw information will be posted on monolith park identification signage, which are to be located at the main entrances of each park. If the proposed bylaw amendments are approved prior to final printing, information about smoking and vapour use prohibitions can be incorporated into these signs at no additional cost.

There are 500 stand-alone bylaw signs also installed throughout public parks and school grounds in strategic and high traffic areas. No-smoking or vaping decals can be produced and affixed to existing signs at a cost of approximately \$8,000. Alternatively, these signs can also be replaced at a production and installation cost of approximately \$25,000. Due to the good condition of the existing signs and minor content change required, staff recommend that decals be used at this time. Signs will be replaced due to damage, deterioration or additional content change on an as needed basis.

Commercial and Public Signage

Under the existing bylaw, individuals who own, control or manage a business, premise, customer service area, taxi, or building that is open to the public are responsible for posting and maintaining signage that notifies the public of the smoking prohibitions applicable to that area. Currently, the British Columbia Lung Association provides free templates for no-smoking signs on their websites, which are tailored to the requirements of various jurisdictions in Metro Vancouver. Individuals can use these templates to print or order manufactured signs from a supplier of their choosing.

Staff will proceed with warnings before issuing signage-related citations in order to allow businesses sufficient time to comply with the new requirements.

Financial Impact

The cost to update existing park signage to reflect the proposed bylaw amendments is estimated at \$8,000. Funding for these signs will be accommodated through the Parks Identity Signage Program, which was approved by Council on December 11, 2017, as part of the 2018 Capital Budget, and included in the 5 Year Financial Plan (2018-2022).

A one-time funding amount of \$25,000 is requested from the Council Community Initiatives Account for the creation and production of educational print materials, and a PSA video, to inform the public and organizations of the changes to Richmond's smoking prohibitions. If the abovementioned request is approved by Council, the 5 Year Financial Plan (2018-2022) will be amended accordingly.

Conclusion

Smoking and vapour product use in outdoor public spaces presents a serious health risk to both users and bystanders, while posing an environmental and fire hazard for the City. The proposed amendments to the Public Health Protection Bylaw No. 6989 will enhance the use, enjoyment and safety of Richmond's parks, school grounds, and public spaces by protecting the public from the harmful health effects of second-hand smoke and promoting a healthy, clean environment for the community.



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- Att. 1: Research on Smoking and Vapour Product Use
2: Chart of Smoking-Related Bylaws in Metro Vancouver
3: Public Health Protection Bylaw No. 6989, Amendment Bylaw No. 9830
4: Redline Summary of Changes to Public Health Protection Bylaw No. 6989
5: Letter of Endorsement from the Clean Air Coalition of BC, on behalf of the Heart and Stroke Foundation of Canada (BC & Yukon), the British Columbia Lung Association, and the Canadian Cancer Society (BC & Yukon)

Research on Smoking and Vapour Product Use

Effects of Smoking

Smoking is a known risk factor for a number of serious health conditions such as cancer, cardiovascular disease, chronic respiratory conditions and dental decay. It is the leading cause of preventable disease and illness in British Columbia,¹ and is associated with more than 6,000 deaths in the province each year.² Furthermore, the U.S. Surgeon General has indicated that there is no safe level of exposure to second-hand smoke, even in outdoor settings.³ Although it varies from situation to situation, research indicates that the fine particulate matter in second-hand smoke can generally still be detected at more than 7 metres from its source,⁴ and even present as far as 9 metres from a burning cigarette.⁵ Second-hand smoke contains more than 4,000 chemicals – 70 of which are known to cause cancer.⁶

Additionally, cigarette butts pose a significant danger to wildlife, are harmful to the environment, are unsightly, increase maintenance costs for parks and public spaces, and pose a serious, yet preventable, fire hazard. They are regularly reported as the most littered item in British Columbia,⁷ and are the number one cause of fire in Richmond.⁸

¹ “Vancouver Coastal Health & Fraser Health Data Summary Sheets: Tobacco Use.” *My Health My Community*, Vancouver Coastal Health, Fraser Health and University of British Columbia, 2016, <http://www.myhealthmycommunity.org/Results/DataSheets.aspx>.

² “Growing municipal support for smoke-free places highlights inequality in provincial tobacco legislation.” *Canadian Cancer Society*, 17 Jan. 2017, <http://www.cancer.ca/en/about-us/for-media/media-releases/british-columbia/2016/copy-of-bc-preventing-cancer-with-hpv-announcement/?region=bc>.

³ U.S. Department of Health and Human Services. *The Health Consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General*. Atlanta, GA: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, Coordinating Center for Health Promotion, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, 2006.

⁴ Copes, Ray, and Jo Rekart. “Environmental Tobacco Smoke in Indoor and Outdoor Public Places.” *Provincial Health Services Authority*, 8 June 2006. <http://www.bccdc.ca/pop-public-health/Documents/Environmental%20Tobacco%20Smoke%20in%20Indoor%20and%20Outdoor%20Public%20Places%20%282006%29.pdf>.

2012 Resolutions Committee. “Resolutions to be Considered at the 2012 Annual Convention.” *2012 Annual Convention*. Victoria, British Columbia: Union of BC Municipalities, 25-28 Sept. 2012.

⁵ Outdoor Smoke and Vape-Free Places: Q&A, March 2017.” *Canadian Cancer Society: Take Action*, Canadian Cancer Society, 2017.

⁶ “Outdoor Smoke and Vape-Free Places: Q&A, March 2017.” *Canadian Cancer Society: Take Action*, Canadian Cancer Society, 2017.

⁷ “Plastic bags and cigarette butts: new data from TD Great Canadian Shoreline Cleanup finds perception “butts” reality.” *The Official Blog*, Great Canadian Shoreline Cleanup, 28 Oct. 2008, <https://canadianshorelinecleanup.wordpress.com/2008/10/22/plastic-bags-vs-cigarette-butts/>.

“Outdoor Smoke and Vape-Free Places: Q&A, March 2017.” *Canadian Cancer Society: Take Action*, Canadian Cancer Society, 2017.

⁸ “The world is not your ashtray urges Richmond Fire-Rescue.” *City of Richmond*, 1 Aug. 2017, <https://www.richmond.ca/newsevents/city/cigarettefires2017Aug01.htm>.

Carlson, Paula. “Richmond ablaze with cigarette butts.” *Richmond News*, 1 Aug. 2017, <http://www.richmond-news.com/news/richmond-ablaze-with-cigarette-butts-1.21538921>.

Fennell, Don. “Tossed butts leading cause of Richmond fires.” *Richmond Sentinel*, 1 Aug. 2017, <http://www.richmondsentinel.ca/Lateststories/617/tossed-butts-leading-cause-of-richmond-fires>.

Effects of Vapour Product Use

The use of vapour products such as e-cigarettes in workplaces and public spaces has also been identified as a public health concern due to unregulated ingredients and the potential health impact of vapour on users and bystanders. Assessments of the chemical compounds used in vapour products indicate that there is potential cytotoxicity in some solutions, that the aerosol produced by vapour products typically contain some carcinogenic compounds and other toxicants (potentially in levels as high as those found in smoke produced by cigarettes), and that the size of particulates produced by vapour products are similar to those of conventional cigarettes.⁹ Although the long-term health effects of vapour products are presently unknown, Health Canada, the World Health Organization and the U.S. Federal Drug Administration have issued warnings against e-cigarette use, particularly by adolescents and pregnant women.¹⁰ Vapour product use also creates public confusion as to where smoking is permitted.

Smoking Statistics in British Columbia

The majority of British Columbians (aged 12 and over) do not smoke, and British Columbia has consistently maintained the lowest smoking rate of all the provinces and territories.¹¹ Between 2010 and 2014, this smoking rate decreased from 17.4 per cent to 14.3 per cent.¹²

Excerpt from Statistics Canada Table 105-0501, Catalogue No. 82-221-X.

Smokers by sex, provinces and territories (population aged 12 and over who reported being a current smoker).¹³

	Smoking Rate (% / per cent)				
	2010	2011	2012	2013	2014
British Columbia	17.4	15.8	14.5	16.2	14.3
Alberta	22.7	21.7	21.6	20.3	19.0
Saskatchewan	22.8	23.8	20.0	22.8	20.5
Manitoba	18.8	20.0	20.1	19.2	16.3
Ontario	19.3	19.4	19.0	18.1	17.4
Quebec	23.3	21.0	23.8	21.4	19.6
New Brunswick	22.5	21.7	23.7	21.8	20.9
Nova Scotia	23.2	21.8	23.7	21.1	22.1
Prince Edward Island	23.6	21.0	21.9	19.3	19.7
Newfoundland and Labrador	23.0	20.4	26.1	20.1	21.7
Yukon	27.9	29.3	29.4	25.9	26.2
Northwest Territories	41.7	34.9	35.8	33.2	33.3
Nunavut	54.4	59.7	54.3	59.0	62.0

⁹ World Health Organization. "Electronic nicotine delivery systems." *Conference of the Parties to the WHO Framework Convention on Tobacco Control*. Moscow, Russia: WHO Framework Convention on Tobacco Control, 13-18 Oct. 2014.

¹⁰ "Outdoor Smoke and Vape-Free Places: Q&A, March 2017." *Canadian Cancer Society: Take Action*, Canadian Cancer Society, 2017.

¹¹ "Smokers, by sex, provinces and territories (Percent)." *Statistics Canada*, 7 March 2016.

<https://www.statcan.gc.ca/tables-tableaux/sum-som/l01/cst01/health74b-eng.htm>.

¹² "Smokers, by sex, provinces and territories (Percent)." *Statistics Canada*, 7 March 2016.

<https://www.statcan.gc.ca/tables-tableaux/sum-som/l01/cst01/health74b-eng.htm>.

¹³ "Smokers, by sex, provinces and territories (Percent)." *Statistics Canada*, 7 March 2016.

<https://www.statcan.gc.ca/tables-tableaux/sum-som/l01/cst01/health74b-eng.htm>.

According to surveys conducted in 2014 by My Health My Community (a non-profit partnership between Vancouver Coastal Health, Fraser Health and the eHealth Strategy Office at the University of British Columbia), Richmond also has a significantly lower proportion of daily or occasional adult (18+) smokers in comparison to Vancouver, Metro Vancouver and the overall Vancouver Coastal Health region.

Excerpt from Vancouver Coastal Health Table 1.

Proportion of survey respondents aged 18+ years by indicator who reported being daily or occasional smokers.¹⁴

	Richmond	Vancouver	Metro Vancouver	Coastal Urban	Coastal Rural	Vancouver Coastal Health
Smoking Rate (% / per cent)	7.8	12.1	10.6	8.4	9.7	10.6

While the smoking of cannabis is already prohibited under the City's existing bylaw, the anticipated legalization of cannabis on July 1 by the federal government may contribute to increased smoking of all types (tobacco, cannabis and vapour product use) in public outdoor spaces, which increases the risk to the public of involuntary exposure to second-hand smoke. In order to prevent smoking rates from rising, support the efforts of those who wish to quit smoking, and protect the public's rights to clean air, strong bylaw provisions are necessary for the continual protection of public health.

Call for Stronger Smoking Regulations

In 2012, the Union of B.C. Municipalities passed Resolution B92 in support of comprehensive provincial outdoor tobacco legislation, which included recommendations to the provincial government that smoking be banned in customer service areas, in parks, on playgrounds, on beaches, at public events, and at least 7.5 metres from the aforementioned areas, and from doors, windows and air intakes of public buildings.¹⁵ Although the Province elected to provide a lesser "baseline of protection across the province", it encouraged municipalities to continue to promote healthy living and to provide smoking bylaws that fit their community.¹⁶

As of December 2016, approximately 71 communities in British Columbia have implemented smoking policies that are more restrictive than provincial legislation.¹⁷

¹⁴ "Vancouver Coastal Health & Fraser Health Data Summary Sheets: Tobacco Use." *My Health My Community*, Vancouver Coastal Health, Fraser Health and University of British Columbia, 2016, <http://www.myhealthmycommunity.org/Results/DataSheets.aspx>.

¹⁵ 2012 Resolutions Committee. "Resolutions to be Considered at the 2012 Annual Convention." *2012 Annual Convention*. Victoria, British Columbia: Union of BC Municipalities, 25-28 Sept. 2012.

¹⁶ Ministry of Health. *Provincial Response to the Resolutions of the 2012 Union of British Columbia Municipalities Convention*, January 2013. Ministry of Community, Sport and Cultural Development.

¹⁷ Non-Smokers' Rights Association. *Non-Smokers' Rights Association Smoke-Free Laws Database*, <http://database.nonsmokersrights.ca>.

				Throughout Entire Park (Site-Wide)				Playgrounds & Sport Fields		School Grounds		e-Cigarettes & Vapour Products	
Jurisdiction (Type)	# by Size	Pop.	Bylaw (Year Changed)	Smoking Prohibitions			No Smoking Buffer (Paraphrased)	No Smoking in Parks					
Current Bylaw													
Richmond (City)	4	207,773	Public Health Protection Bylaw No. 6989 (2015)		X		3 m within: <ul style="list-style-type: none">enclosed or partially enclosed transit/taxi shelter (s. 6.1.1(d)) 6 m within: <ul style="list-style-type: none">transit/taxi sign (s. 6.1.1(e))any door, window, air intake or building opening (s. 6.1.1(f))customer service area (s. 6.1.1(h))	6.3.1 No person shall light a cigarette, cigar, pipe or other smoking equipment, smoke or use tobacco in any other manner, on or within twenty-five (25) metres of any outdoor sport facility or playground. "Outdoor Sport Facility" means City owned natural and synthetic turf sports fields, ball diamonds, stadiums, track and field facilities, lawn bowling greens, golf courses, horseshoe pitching pits, lacrosse boxes, tennis courts and outdoor swimming pools. "Playground" means City owned playground equipment, including the surrounding playground safety surfacing. "Public Park" means any public parks, boulevards, greenways, playgrounds, paths, trails, beaches, golf courses and playing fields, as well as any buildings or structures designated or intended for public recreational use including swimming pools, arenas, recreation centres, sports courts, docks, piers, heritage sites or other facilities, that are under the custody, care, management and/or jurisdiction of the City, and which are made available by the City for public access "Smoke or Smoking" means to inhale, exhale, burn or carry a lighted cigarette, cigar, pipe, hookah pipe or other lighted smoking equipment that burns tobacco or other weed or substance.					

Throughout Entire Park (Site-Wide)
Playgrounds & Sport Fields
School Grounds
e-Cigarettes & Vapour Products

Jurisdiction (Type)	# by Size	Pop.	Bylaw (Year Changed)	Smoking Prohibitions				No Smoking Buffer (Paraphrased)	No Smoking in Parks
Other Jurisdictions									
Metro Vancouver	-	2,463,431	Regional Parks Regulation Bylaw No. 1177, 2012 (2012)	X	X			N/A	6.1 No person shall smoke except in an area designated by posted notice as allowing smoking.
Abbotsford (City)	6	141,485	Smoking Regulation Bylaw No. 2694-2017 (2017)	X	X	X	X	7 m within: <ul style="list-style-type: none">entrance, air intake, or window of a public building (s. 3(b))	3. No person shall Smoke: (c) in or upon any Outdoor Public Space, Park or Youth Park. "E-Cigarette" means the following: (a) a product or device, whether or not it resembles a cigarette, containing an electronic of battery-powered heating element capable of vapourizing an e-substance for inhalation or release into the air; or (b) a prescribed product or device similar in nature or use to a product or device described in Paragraph (a). "E-Substance" means a solid, liquid, or gas; that: (a) on being heated, produces a vapour for use in an e-cigarette, regardless of whether the solid, liquid or gas contains nicotine, and (b) is not a controlled substance within the meaning of the Controlled Drugs and Substances Act, S. C. 1996. "Outdoor Public Space" means an outdoor children's playground, playing field, sports venue, stadium, or sports facility, located on land owned by the City, or School District #34, and open to the public from time to time for viewing, performing or participating in play, sports activities, competitions or other scheduled and unscheduled events.

				Throughout Entire Park (Site-Wide)				Playgrounds & Sport Fields		School Grounds		e-Cigarettes & Vapour Products	
Jurisdiction (Type)	# by Size	Pop.	Bylaw (Year Changed)	Smoking Prohibitions				No Smoking Buffer (Paraphrased)	No Smoking in Parks				
									<p>"Smoke or Smoking" means the inhaling, exhaling, burning or carrying of a lighted cigarette, cigar, pipe, hookah pipe, Vapour Product or other lighted Smoking equipment that burns tobacco or any other plant or substance.</p> <p>"Vapour Product" means the following:</p> <p>(a) an E-Cigarette;</p> <p>(b) an E-Substance; or</p> <p>(c) a cartridge for, or a component of, an E-Cigarette.</p> <p>"Park" has the same meaning as defined in the City's Parks Bylaw, 2016.</p> <p>"Youth Park" has the same meaning as defined in the City's Parks Bylaw, 2016.</p>				
Anmore (Village)	21	2,322	Anmore Smoking Control Bylaw No. 448-2008 (2008)					7.5 m within: <ul style="list-style-type: none">doorway, window or air intake of a place of public assembly (s. 4(b))	N/A <p>"Smoke or Smoking" means inhaling, exhaling, burning or carrying of a lighted cigar, cigarette, pipe or other smoking equipment of tobacco, or any other weed or plant.</p>				
Belcarra (Village)	23	618	Smoking Control Bylaw 285, 1998 (2008)		X			7.5 m within: <ul style="list-style-type: none">doorway, window or air intake of a place of public assembly (s. 3.2)playground or public gathering place (s. 3.3)	3.3 Smoking is prohibited on playing fields and within 7.5 metres of playgrounds and other public places where children gather or play, and prohibited in public gathering places where people sit or stand together in close proximity. <p>"Smoke or smoking" means, inhaling, exhaling, burning or carrying of a lighted cigar, cigarette, pipe or other smoking equipment of tobacco, or any other weed or plant.</p>				

Throughout Entire Park (Site-Wide)
Playgrounds & Sport Fields
School Grounds
e-Cigarettes & Vapour Products

Jurisdiction (Type)	# by Size	Pop.	Bylaw (Year Changed)	Smoking Prohibitions				No Smoking Buffer (Paraphrased)	No Smoking in Parks
Bowen Island (Municipality)	20	3,580	N/A					N/A	N/A
Burnaby (City)	3	238,728	N/A					N/A	N/A
Coquitlam (City)	5	147,619	Smoking Control Bylaw No. 3037, 1996 (2010, 2016)	X	X		X	N/A	<p>3.1 A person must not Smoke, use an E-Cigarette, or hold an Activated E-Cigarette:</p> <p>3.1.4 in any Park;</p> <p><i>"Activated E-Cigarette"</i> means an E-Cigarette in which an E-Substance is being vaporized;</p> <p><i>"E-Cigarette"</i> means a product or device, whether or not it resembles a cigarette, containing an electronic or battery-powered heating element capable of vapourizing an E-Substance for inhalation or release into the air;</p> <p><i>"E-Substance"</i> means a solid, liquid or gas that, on being heated, produces a vapour for use in an E-Cigarette, regardless of whether the solid, liquid or gas contains nicotine;</p> <p><i>"Park"</i> means any land dedicated as a park or parkland or any other land used for leisure or recreation which the City owns or controls by means of title, lease, license or other legal instrument, and is within the jurisdiction of the City;</p> <p><i>"Smoke"</i> or <i>"Smoking"</i> means to inhale, exhale, burn, or carry a lighted cigarette, cigar, pipe, hookah pipe, or other lighted smoking equipment that burns tobacco or other weed or substance;</p>

Throughout Entire Park (Site-Wide)
Playgrounds & Sport Fields
School Grounds
e-Cigarettes & Vapour Products

Jurisdiction (Type)	# by Size	Pop.	Bylaw (Year Changed)	Smoking Prohibitions				No Smoking Buffer (Paraphrased)	No Smoking in Parks
Delta (City)	8	101,997	Delta Smoking Regulation Bylaw No. 7481, 2015 (2015)	X	X		X	N/A	<p>3.1 The Director of Parks, Recreation and Culture may designate areas in parks and open spaces or on municipal lands where smoking may be permitted.</p> <p>4.4 No person shall smoke, carry or possess a lit cigarette, cigar or pipe, or burn tobacco or plant material in any manner, or, use an electronic smoking device:</p> <p>(a) within the areas of a park or municipal land.</p> <p><i>"park or municipal land"</i> means play areas, play lots, playgrounds, play fields, trails, public squares, walkways, open spaces and other places including recreation or cultural facilities which are owned, possessed or operated by Delta and which are used, reserved or dedicated for public purposes;</p> <p><i>"smoke"</i> or <i>"smoking"</i> means the inhaling, exhaling, burning or carrying of a lighted cigarette, cigar, pipe or other lighted smoking equipment burning tobacco or any other weed or substance, but does not include smoking by actors as part of a stage or theatrical performance.</p>

				Throughout Entire Park (Site-Wide)				Playgrounds & Sport Fields		School Grounds		e-Cigarettes & Vapour Products	
Jurisdiction (Type)	# by Size	Pop.	Bylaw (Year Changed)	Smoking Prohibitions				No Smoking Buffer (Paraphrased)	No Smoking in Parks				
Langley (City)	16	27,283	Smoking Regulation Bylaw No. 2792 (2010, 2016)				X	3 m within: <ul style="list-style-type: none">door, window or air intake (s. 4(1)(c))customer service area (s. 4(1)(e))	N/A “Electronic Smoking Device” means a vaporizer or inhalant-type device or a component of such a device, that contains a power source and heating element designed to heat a substance and produce a vapour intended to be inhaled by the user of the device directly through the mouth; “Smoke” or “Smoking” means burn or carry a lighted cigarette, cigar, pipe, electronic smoking device, hookah pipe or other lighted smoking equipment that burns tobacco.				
Langley (Township)	7	122,415	N/A					N/A	N/A				
Lions Bay (Village)	22	1,325	Park Regulations Bylaw 448, 2012 (2012)	X				N/A	11.6 No person shall smoke in any park or trailway. “Park” means a park or parkland or any real property or interest therein within the Village held or used for pleasure or recreation uses of the public and includes the land held under any lease, including the foreshore and land covered by water granted to the Village by her Majesty the Queen and designated W-2 under Zoning and Development Bylaw No. 520, 2017, and including the forest inside the Village boundary.				

Throughout Entire Park (Site-Wide)
Playgrounds & Sport Fields
School Grounds
e-Cigarettes & Vapour Products

Jurisdiction (Type)	# by Size	Pop.	Bylaw (Year Changed)	Smoking Prohibitions			No Smoking Buffer (Paraphrased)	No Smoking in Parks
Maple Ridge (City)	10	85,653	Maple Ridge Smoking Regulation Bylaw No. 6968-2013 (2014)		X	X	X	<p>7.5 m within:</p> <ul style="list-style-type: none"> Enclosed or partially enclosed transit/taxi shelter (s. 5.1.4) customer service area (s. 5.1.7) door, window, air intake, or building opening (s. 5.1.8) <p>5.1 A person shall not Smoke:</p> <p>5.1.9 On any Swimming Beach or in a wading or swimming pool;</p> <p>5.1.10 Within the areas of municipal park, or playground where there are playing fields, picnic areas, food concessions or children's play equipment present, or organized fitness activities taking place;</p> <p>5.1.12 On the grounds of any municipal recreational facility, including skate board parks;</p> <p>5.1.13 Within seven point five (7.5) metres of those places outlined in sub sections 5.1.9, 5.1.10, 5.1.11, or 5.1.12 of this bylaw.</p> <p>"e-cigarette" means a cylinder-shaped device made of stainless steel or plastic. It is similar in appearance, use and sometimes taste to a cigarette but it contains no tobacco and does not produce smoke. It consists of a battery powered atomizer that vaporizes in a chemical liquid containing propylene glycol or vegetable glycerine, flavourings, and other chemicals such as formaldehyde and acetone. The cartridge may or may not contain nicotine.</p> <p>"Smoke" or "Smoking" means to inhale, exhale, burn, or carry a lighted cigarette, e-cigarette, cigar, pipe, hookah pipe, or other lighted smoking equipment that burns tobacco or other weed or substance.</p>

Throughout Entire Park (Site-Wide)
Playgrounds & Sport Fields
School Grounds
e-Cigarettes & Vapour Products

Jurisdiction (Type)	# by Size	Pop.	Bylaw (Year Changed)	Smoking Prohibitions				No Smoking Buffer (Paraphrased)	No Smoking in Parks
									<i>"Swimming Beach"</i> means any beach that is so designated by sign as a beach used for swimming or sunbathing.
New Westminster (City)	11	73,771	Smoking Control Bylaw No. 6263, 1995 (2015)		X	X		7.5 m within: <ul style="list-style-type: none"> door, window, air intake, or building opening (s. 3(p)) 15 m within: <ul style="list-style-type: none"> outdoor sports field, skate park, playground, stadium, picnic area, water park, pool, or off-leash dog area (s. 3(q)) 	3. No person shall smoke: (q) within 15 metres of an outdoor sports field, skate park, playground, lacrosse box, lawn bowling green, stadium, picnic area, water park, wading pool, swimming pool or off-leash dog area within a City park. <i>"smoke or smoking"</i> includes inhaling, exhaling, burning or carrying of a lighted cigar, cigarette, pipe or other lighted smoking equipment of tobacco or any other weed or plant.

Jurisdiction (Type)	# by Size	Pop.	Bylaw (Year Changed)					No Smoking Buffer (Paraphrased)	No Smoking in Parks
				Throughout Entire Park (Site-Wide)	Playgrounds & Sport Fields	School Grounds	e-Cigarettes & Vapour Products		
North Vancouver (City)	13	52,794	Smoking Regulation Bylaw, 1998 No. 7026 (2014, 2015)		X	X	X	7.5 m within: <ul style="list-style-type: none"> building, transit/taxi stop, or transit/taxi shelter (s. 2(d)) outdoor customer service areas (excluding existing outdoor customer service areas for licensed liquor establishments) (s. 2(e)) door, window, air intake, or building opening (s. 2(f)) children's play equipment, playground, playing field, beach, food concession, picnic area, skateboard park or City trail (s. 3(a)) area of park or municipal property being used for a public event or permit activity, except for 	3. A person must not smoke in or within 7.5 metres of: <ol style="list-style-type: none"> children's play equipment or a playground, playing field (if other persons are present), Swimming Beach, food concession, picnic area, skateboard park in a Park or City trail; any part of a Park or other municipal property that is being used for any public event or activity that the City has authorized by the issuance of a permit with the exception of public walkways providing a public thoroughfare through the site; public plazas identified in Schedule "A". <p>"City Trail" means a paved or unpaved path for pedestrian and/or cyclist and wheeled mobility aid use that may be in parks, on streets or on other public lands.</p> <p>"Park" means any real property owned or occupied by the City for the purpose of pleasure, recreation or community use by the public, including but not limited to dedicated parks and Beaches, but does not include any City land leased to a third party;</p> <p>"Smoke" or "Smoking" means to purposely inhale or exhale smoke from or burn or carry, a lighted cigarette, cigar, pipe, e-cigarette or other lighted smoking equipment burning tobacco or any other weed or substance, but does not apply to the ceremonial use of tobacco in connection with a traditional aboriginal cultural activity;</p>

Throughout Entire Park (Site-Wide)
Playgrounds & Sport Fields
School Grounds
e-Cigarettes & Vapour Products

Jurisdiction (Type)	# by Size	Pop.	Bylaw (Year Changed)	Smoking Prohibitions			No Smoking Buffer (Paraphrased)	No Smoking in Parks
							<ul style="list-style-type: none"> public walkways (s. 3(b)) municipal recreation building (s. 3(c)) Jack Loucks Court plaza and Rogers Plaza (s. 3(d)) 	"Swimming Beach" means an area adjacent to the shore of the ocean or other body of water that is used for swimming;
North Vancouver (District)	9	86,602	Smoking Regulation Bylaw 7792, 2010 (2010)		X	X	6 m within: <ul style="list-style-type: none"> building, transit/taxi stop, transit/taxi shelter, transit vehicle (except if that person is alone) (s. 3 (d)) outdoor customer service area (s. 3(e)) door, window, air intake, or building opening (s. 3(f)) children's play equipment, playground, playing field (if no other people are present), swimming beach, food concession, picnic area or 	4. A person must not smoke in or within 6 metres of: <ol style="list-style-type: none"> children's play equipment or a playground, playing field (if other persons are present), Swimming Beach, food concession, picnic area or skateboard park in a Park; any part of a Park or other municipal property that is being used for any public event or activity that the District has authorized by the issuance of a permit; Lynn Valley Village or Maplewood Farm. <p>"Park" means any real property owned or occupied by the District for the purpose of pleasure, recreation or community use by the public, including but not limited to dedicated parks, Swimming Beaches and Maplewood Farm, but does not include any District land leased to a third party;</p> <p>"Smoke" or "Smoking" means to purposely inhale or exhale smoke from or burn or carry, a lighted cigarette, cigar, pipe, hookah pipe, or other lighted smoking equipment that burns tobacco or other weed or substance, but does not</p>

				Throughout Entire Park (Site-Wide)				Playgrounds & Sport Fields		School Grounds	e-Cigarettes & Vapour Products
Jurisdiction (Type)	# by Size	Pop.	Bylaw (Year Changed)	Smoking Prohibitions				No Smoking Buffer (Paraphrased)		No Smoking in Parks	
Port Coquitlam (City)	12	61,187	Smoking Control Bylaw, 2018, No. 4037 (2018)	X	X	X	X	7.5 m within: <ul style="list-style-type: none"> public building entrance, window or air intake vent (s. 4.1) transit stop or shelter 		<p>4. A person may not smoke:</p> <p>4.3 in any City park, sports venue, playground or outdoor public space;</p> <p>4.4 on a City street when used as part of an outdoor public event or when contrary to paragraphs (a), (b) or (f);</p> <p>5. This Bylaw does not apply to:</p> <p>5.1 ceremonial use of tobacco in relation to a traditional First Nation's cultural activity;</p> <p>5.2 smoking by an actor as part of a stage or theatrical performance to which the public is invited.</p> <p>"e-cigarette" means:</p> <p>(a) a product or device, whether or not it resembles a cigarette, containing an electronic or battery-powered heating element capable of vapourizing an substance for inhalation or release in the air, or</p> <p>(b) a prescribed product or device similar in nature or use to a product or device described in paragraph (a)</p> <p>"e-substance" means a solid, liquid or gas, that:</p> <p>(a) upon being heated, produces a vapour for use in an e-cigarette, whether or not the solid, liquid or gas contains nicotine; and</p> <p>(b) is not a controlled substance within the meaning of the Controlled Drugs and Substances Act, S.C 1996.</p> <p>"outdoor public space" means any outdoor area owned, controlled, or</p>	

				Throughout Entire Park (Site-Wide) Playgrounds & Sport Fields School Grounds e-Cigarettes & Vapour Products				Smoking Prohibitions	No Smoking Buffer (Paraphrased)	No Smoking in Parks
Jurisdiction (Type)	# by Size	Pop.	Bylaw (Year Changed)							
										<p>operated by the City that is open to the public or to which the public is customarily admitted or invited, and includes any:</p> <ul style="list-style-type: none"> (a) children's playground; (b) playing field, sports venue, stadium, or sports facility; (c) City trail; (d) outdoor recreational facility; (e) utility easement; (f) City street when used as part of an outdoor public event. <p>"outdoor public event" means any public event where the public is invited to gather on any outdoor area of City owned, controlled or operated property, including any park, public square or street, including, but not limited to:</p> <ul style="list-style-type: none"> (a) a market, contest, festival, celebration, fair, exhibition or concert; (b) an outdoor public event on any City owned, controlled or operated property that is leased to a third party; or (c) any event for which a City rental or use permit is required. <p>"park" means any real property owned or occupied by the City for the purpose of pleasure, recreation or community use by the public, including, but not limited to dedicated parks, but does not include any City land leased to a third party;</p> <p>"smoke" or "smoking" means the inhaling, exhaling, burning, or carrying of a lighted cigarette, cigar, pipe, hookah pipe, e-cigarette or other smoking equipment that burns tobacco, cannabis, hops, lettuce, comfrey, motherwort, honeyweed, catnip, lily, sage, wireweed</p>

				Throughout Entire Park (Site-Wide)					
				Playgrounds & Sport Fields					
				School Grounds					
				e-Cigarettes & Vapour Products					

				Throughout Entire Park (Site-Wide)				Playgrounds & Sport Fields		School Grounds	e-Cigarettes & Vapour Products
Jurisdiction (Type)	# by Size	Pop.	Bylaw (Year Changed)	Smoking Prohibitions				No Smoking Buffer (Paraphrased)		No Smoking in Parks	
Surrey (City)	2	543,940	Parks, Recreation and Cultural Facilities Regulation Bylaw, 1998, No. 13480 (2011) Surrey Public Health Smoking Protection Bylaw No. 16694 (2008)	X	X		X	7.5 m within:		19.1 No person shall smoke within a park except in an area designated and posted for such purpose by the General Manager. "Activated e-cigarette" means an e- cigarette in which an e-substance is being vapourized. "e-cigarette" means the following: (a) a product or device, whether or not it resembles a cigarette, containing an electronic or battery-powered heating element capable of vapourizing an e-substance for inhalation or release into the air; (b) a product or device similar in nature or use to a product or device described in clause (a). "e-substance" means a solid, liquid or gas that, on being heated, produces a vapour for use in an e-cigarette, regardless of whether the solid, liquid or gas contains nicotine. "Smoke" or "Smoking" means to inhale, exhale, burn or carry: (a) a lighted cigarette, cigar, pipe, hookah pipe or other lighted smoking equipment that burns tobacco or other weed or substance; or (b) an activated e-cigarette.	

				Throughout Entire Park (Site-Wide) Playgrounds & Sport Fields School Grounds e-Cigarettes & Vapour Products				Smoking Prohibitions	No Smoking Buffer (Paraphrased)	No Smoking in Parks
Jurisdiction (Type)	# by Size	Pop.	Bylaw (Year Changed)							
Vancouver (City)	1	653,046	Park Board Smoking Regulation Bylaw (2010) Health Bylaw No. 9535 (2014)	X	X		X	<ul style="list-style-type: none"> 6 m within: <ul style="list-style-type: none"> door, window, air intake, or building opening (s. 2.2(e)) customer service area (s. 2.2(h)) (e-cigarettes are included in smoking buffer provisions, but not in parks prohibition)	3.1 A person must not smoke: <ul style="list-style-type: none"> (a) in a park; (b) on a seawall or beach in a park; (c) in a building in a park, except in a caretaker's residence; (d) in a customer service area in a park; (e) in a vehicle for hire in a park; (f) on public transit in a park; or (g) in an enclosed or partially enclosed shelter in a park where people wait to board a vehicle for hire or public transit. "smoke" or "smoking" means to inhale, exhale, burn, or carry a lighted cigarette, cigar, pipe, hookah pipe, or other lighted smoking equipment that burns tobacco or other weed or substance;	

				Throughout Entire Park (Site-Wide) Playgrounds & Sport Fields School Grounds e-Cigarettes & Vapour Products					
Jurisdiction (Type)	# by Size	Pop.	Bylaw (Year Changed)	Smoking Prohibitions			No Smoking Buffer (Paraphrased)	No Smoking in Parks	
West Vancouver (District)	14	40,923	Smoking Regulation Bylaw No. 4607, 2009 (2009)		X		6 m within: <ul style="list-style-type: none"> enclosed or partially enclosed transit/taxi shelter (s. 5.1.4) customer service area (s. 5.1.7) door, window, air intake, or building opening (s. 5.1.8) beach or pool (s. 5.2.5) playing fields, picnic areas, food concessions, children's play equipment or organized fitness activities in a park or playground (s. 5.2.5) municipal building (s. 5.2.5) municipal recreation facility and skateboard parks (s. 5.2.5) 	5.2 A person shall not smoke: <ul style="list-style-type: none"> 5.2.1 on any swimming beach or in a wading or swimming pool; 5.2.2 within the areas of a Municipal park, or playground where there are playing fields, picnic eating areas and picnic areas, food concessions or children's play equipment present, or organized fitness activities taking place; 5.2.4 on the grounds of any municipal recreation facility, including skate board parks; or 5.2.5 within six (6) metres of those places outlined in section 5.2.1, 5.2.2, 5.2.3 or 5.2.4. <p>"smoke" or "smoking" means to inhale, exhale, burn, or carry a lighted cigarette, cigar, pipe, hookah pipe, or other lighted smoking equipment that burns tobacco or other weed or substance;</p> <p>"swimming beach" includes the sand, rocks and logs adjacent to those areas designated as swimming or bathing beaches by the District;</p>	



**Public Health Protection Bylaw No. 6989,
Amendment Bylaw No. 9830**

The Council of the City of Richmond enacts as follows:

1. **Public Health Protection Bylaw No. 6989**, as amended, is further amended by:
 - (a) deleting subsection 6.1.1(d) and replacing it with the following:

“(d) in, or within nine (9) metres of, an enclosed or partially enclosed shelter where persons wait to board a **vehicle for hire** or public transit;”
 - (b) deleting subsection 6.1.1(e) and replacing it with the following:

“(e) within nine (9) metres of a sign post or sign indicating where persons wait to board a **vehicle for hire** or public transit;”
 - (c) deleting subsection 6.1.1(f) and replacing it with the following:

“(f) within nine (9) metres measured on the ground from a point directly below any point of any opening into any **building** including any door or window that opens or any air intake;”
 - (d) deleting subsection 6.1.1(h) and replacing it with the following:

“(h) within nine (9) metres of the perimeter of a **customer service area**.”
 - (e) deleting section 6.3 and replacing it with the following:

“PART 6.3: PUBLIC PARK, SCHOOL GROUND AND OUTDOOR RECREATION REGULATIONS

6.3.1 A person must not **smoke**:

 - (a) in a **public park** or **school ground**; or
 - (b) on or within twenty-five (25) metres of any **outdoor sport facility** or **playground**.”

- (f) adding the following definition to section 8.1 in alphabetical order:

**“ACTIVATED
E-CIGARETTE** means an **e-cigarette** in which an **e-substance** is being vapourized.

E-CIGARETTE means:

- (a) a product or device, whether or not it resembles a cigarette, containing an electronic or battery-powered heating element capable of vapourizing an **e-substance** for inhalation or release into the air; or
- (b) a product or device similar in nature or use to a product or device described in paragraph (a).

E-SUBSTANCE means a solid, liquid or gas that, on being heated, produces a vapour for use in an **e-cigarette**, regardless of whether the solid, liquid or gas contains nicotine.

PUBLIC PARK means a Public Park described in the **City’s Public Parks and School Grounds Regulation Bylaw No. 8771**, as amended or replaced from time to time.

SCHOOL GROUND means a School Ground described in the **City’s Public Parks and School Grounds Regulation Bylaw No. 8771**, as amended or replaced from time to time.”

- (g) deleting the following definitions in section 8.1 and replacing it with the following definition in alphabetical order:

“SMOKE OR SMOKING means to inhale, exhale, burn or carry:

- (a) a lighted cigarette, cigar, pipe, hookah pipe or other lighted smoking equipment that burns tobacco, cannabis or other weed or substance; or
- (b) an **activated e-cigarette**.”

2. This Bylaw is cited as “**Public Health Protection Bylaw No. 6989, Amendment Bylaw No. 9830,**” and is effective May 1, 2018.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF
RICHMOND

APPROVED
for content by
originating
Division

APPROVED
for legality
by Solicitor

MAYOR

CORPORATE OFFICER

Redline Summary of Changes to Public Health Protection Bylaw No. 6989

SUBDIVISION SIX: SMOKING CONTROL AND REGULATION

PART 6.1: AREAS OF SMOKING PROHIBITION

6.1.1 A person must not **smoke**:

- (a) in a **building**, other than:
 - (i) a **dwelling unit**;
 - (ii) a hotel or motel room or suite designated for **smoking** by an **operator**; or
 - (iii) enclosed **premises**:
 - A. that are not open to the public; and
 - B. where the only occupants of the **building** are the owner or owners of the **business** carried on in the **building**;
- (b) in a **vehicle for hire**, other than in Class J (rental vehicles) and Class M (tow trucks);
- (c) in a **vehicle** when any other occupant of the **vehicle** is under the age of nineteen (19) years of age;
- (d) in, or within ~~three (3)~~nine (9) metres of, an enclosed or partially enclosed shelter where persons wait to board a **vehicle for hire** or public transit;
- (e) within ~~six (6)~~nine (9) metres of a sign post or sign indicating where persons wait to board a **vehicle for hire** or public transit;
- (f) within ~~six (6)~~nine (9) metres measured on the ground from a point directly below any point of any opening into any **building** including any door or window that opens or any air intake;
- (g) in a **customer service area**; or
- (h) within ~~six (6)~~nine (9) metres of the perimeter of a **customer service area**.

...

PART 6.3: OUTDOOR SPORT FACILITY REGULATIONS

6.3.1 A person must not **smoke**:

- (a) In a **public park** or **school ground**; or
- (b) No person shall light a cigarette, cigar, pipe or other smoking equipment, **smoke** or use tobacco in any other manner, on or within twenty-five (25) metres of any **outdoor sport facility** or **playground**.

...

SUBDIVISION EIGHT: INTERPRETATION

PART 8.1 In this bylaw, unless the context otherwise requires:

...

ACTIVATED E-CIGARETTE means an **e-cigarette** in which an **e-substance** is being vapourized.

E-CIGARETTE means:

(a) a product or device, whether or not it resembles a cigarette, containing an electronic or battery-powered heating element capable of vapourizing an **e-substance** for inhalation or release into the air; or

(b) a product or device similar in nature or use to a product or device described in paragraph (a).

E-SUBSTANCE means a solid, liquid or gas that, on being heated, produces a vapour for use in an **e-cigarette**, regardless of whether the solid, liquid or gas contains nicotine.

PUBLIC PARK means a **Public Park** described in the **City's Public Parks and School Grounds Regulation Bylaw No. 8771**, as amended or replaced from time to time.

SCHOOL GROUND means a **School Ground** described in the **City's Public Parks and School Grounds Regulation Bylaw No. 8771**, as amended or replaced from time to time.

SMOKE OR SMOKING means to inhale, exhale, burn or carry:

(a) a lighted cigarette, cigar, pipe, hookah pipe or other lighted smoking equipment that burns tobacco, **cannabis** or other weed or substance; or

(b) an **activated e-cigarette**.



**BRITISH COLUMBIA
LUNG ASSOCIATION**



February 13, 2018

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

Re: Support for Strengthening the City of Richmond Public Health Protection Bylaw

Dear Mayor Brodie and Councillors:

On behalf of the Clean Air Coalition of BC, we are pleased to endorse your proposed amendments to the Public Health Protection Bylaw that would strengthen smoking regulations, including prohibiting smoking and vapour products in public parks, school grounds and outdoor recreation sites, as well as increasing buffer zones to nine metres. Strong smoking regulations can significantly benefit communities. Regulations can protect against secondhand smoke, provide positive role modelling and reduce litter of discarded cigarette butts.

The evidence is clear that there is no safe level of exposure to second-hand smoke. Exposure can trigger asthma attacks, irritation to the eyes, skin, nose and throat, and most significantly, increases the risk of acute cardiac events and the risk of developing lung cancer and other lung diseases. Outdoor smoke-free spaces are important as studies demonstrate tobacco smoke can be just as toxic outdoors as indoors. Research on hospitality patios and entrances to office buildings show that levels of particulate matter can be high, as far as nine metres from a burning cigarette.

Cigarette litter also poses a health and environmental risk. Many people who smoke cigarettes routinely dispose of their cigarette butts on the ground. This litter not only poses a potential fire hazard for the city, especially during its dry period in the summer, but are also toxic to birds and other small animals.

Benefits of smoke-free places are that they provide positive role modelling and support people who want to quit smoking by eliminating social triggers. Children and youth who do not see others smoking or vaping will be less likely to view these as normal social behaviors, and thereby are less likely to start themselves. For those who do smoke, evidence supports that restrictions help users cut back or quit as well as help former smokers avoid relapse.

Support for outdoor smoke-free spaces is strong with more than 70 communities in BC with tobacco bylaws with greater protections than BC's *Tobacco and Vapour Products Control Act*. Until all British Columbians are protected through provincial legislation, British Columbians look to municipalities to continue to lead the way by developing or strengthening their own community bylaws.

We believe all British Columbians have the right to equitable access to clean air and positive role modelling. We encourage all BC municipalities to follow your lead and implement comprehensive outdoor smoke and vape-free bylaws that protect residents and their families from secondhand smoke exposure.

Again thank you for the opportunity to provide endorsement of your proposed Public Health Protection Bylaw amendments.

Sincerely,



Adrienne Bakker
CEO, BC & Yukon
Heart & Stroke



Chris Lam
President & CEO
BC Lung Association



Andrea Seale
Executive Director
Canadian Cancer Society
BC and Yukon



City of Richmond

Report to Committee

To: Finance Committee

Date: March 13, 2018

From: Jerry Chong
Director, Finance

File: 03-0900-01/2018-Vol
01

Re: Annual Development Cost Charges Bylaw Amendment

Staff Recommendation

1. That the proposed Development Cost Charges Imposition Bylaw No. 9499, Amendment Bylaw No. 9844 be introduced and given first reading; and
2. That the report titled "Annual Development Cost Charges Bylaw Amendment" dated March 13, 2018 from the Director, Finance, be endorsed as the basis for public consultation in establishing the amended Development Cost Charge Imposition Bylaw.

FOR: Jerry Chong
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"/>	
Affordable Housing	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Engineering	<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

The Ministry's Development Finance Review Committee (DFRC), through its Development Cost Charges (DCC) Best Practice Guide, recommends that major amendments to the DCC bylaw be completed at least once every five years, and minor amendments to the DCC bylaw be made annually to reflect changes in the DCC program costs.

The City completed a major DCC review in 2016/2017, which included a comprehensive review and update on the costs and growth projection assumptions of the DCC program. The resulting DCC Imposition Bylaw No. 9499 was adopted and was effective on May 8, 2017.

The purpose of this staff report is to propose a minor DCC bylaw amendment where, in accordance with the Development Cost Charges Bylaw Approval Exemption Regulation, B.C. Reg. 130/2010, the City's city-wide DCC rates will be updated by the 2017 Vancouver Consumer Price Index (VCPI) at an increase of 2.2%.

This report supports Council's 2014-2018 Term Goal #7 Strong Financial Stewardship:

Maintain the City's strong financial position through effective budget processes, the efficient and effective use of financial resources, and the prudent leveraging of economic and financial opportunities to increase current and long-term financial sustainability.

7.1. Relevant and effective budget processes and policies.

7.2. Well-informed and sustainable financial decision making.

7.3. Transparent financial decisions that are appropriately communicated to the public.

Analysis

Feedback from the 2016/2017 Major DCC Update

One of the primary issues raised by the development industry during the last major DCC bylaw update in 2016/2017 was that they would rather see gradual annual increases in DCC rates instead of a one-time compounded DCC rates when a major DCC amendment takes place.

During the last major DCC update, staff responded to the development industry's concerns and proposed a going-forward mitigation measure whereby the City will complete minor DCC amendments annually to ensure that DCC rates are increased at a predictable, reasonable and gradual pace to mitigate DCC rate increases in future major DCC amendments.

Proposed DCC Rates Amendment

Staff recommend that the City's DCC rates be increased by 2.2%, being the 2017 VCPI as published by Statistics Canada, from the current level, where:

- The proposed rate of increase is permitted under the Development Cost Charges Bylaw Approval Exemption Regulation, B.C. Reg. 130/2010.
- The magnitude of increase is consistent with the annual increase of other types of municipal fees and rates which are also updated annually by CPI adjustment.
- The proposed increase meets the intent of smoothing the DCC rates by implementing incremental increases in DCC rates on a periodic basis until the next major DCC update.
- This approach is consistent with the DFRC's best practice guide and it will address the development industry's expressed concerns about compounded inflationary impact to future major DCC amendments.
- The following table summarizes the proposed changes to the City's city-wide DCC rates by development type:

	Unit	Current DCC Rates (2017)	Proposed DCC Rates (2018)	Proposed Increase (\$)
Single Family	per lot	\$39,494.10	\$40,362.97	\$868.87
Townhouse	per ft ²	\$21.48	\$21.95	\$0.47
Apartment	per ft ²	\$22.61	\$23.11	\$0.50
Commercial/Institutional	per ft ²	\$14.52	\$14.84	\$0.32
Light Industrial	per ft ²	\$11.33	\$11.58	\$0.25
Major Industrial	per acre	\$97,716.39	\$99,866.15	\$2,149.76

Other Considerations

- Staff also reviewed the changes in the main cost drivers of the City's DCC program during this minor DCC amendment process. The 2017 Vancouver Construction Price Index as published by Statistics Canada was 7.0% and the 2017 Richmond Detached Home Price Index was 7.1%.
- It is conservatively estimated that if a more detailed cost adjustment method is used in this minor DCC amendment, it could result in a proposed increase of DCC rates by at least 7% in the current year.
- Since this is the first year following the previous DCC major bylaw update in 2017, staff is recommending that the detailed cost adjustments to the DCC program be reviewed and updated at a future year when cost increases become permanent or substantial to warrant a more detailed minor DCC amendment.

Next Steps

If the Development Cost Charges Imposition Bylaw No. 9499, Amendment Bylaw No. 9844 (Attachment 1) receives first reading, 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, Let's Talk Richmond 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

The effective date of the amendment bylaw is to be set on or after May 8, 2018 to ensure compliance with the Development Cost Charges Bylaw Approval Exemption Regulation, B.C. Reg. 130/2010 which requires that the bylaw changes the amount of one or more development cost charges once in a 12 month period after the date of the adoption of the bylaw.

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 a period of one year from the effective date of the adopted DCC bylaw.

To qualify for in-stream protection (i.e. in order for the development 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.

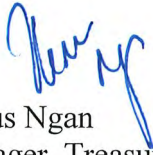
For in-stream applications to be grandfathered, the subdivision must be completed within 12 months after the bylaw is adopted. For in-stream precursor applications, the building permit related to these applications must be issued within 12 months of the effective date of the bylaw in order for the grand-fathering provision to be applicable.

Financial Impact

The proposed bylaw will increase DCC rates by 2.2% across all development types. The amount of increase will depend on the amount of new development activities and the types of development activities upon the effective date of the bylaw. The DCC collected will provide funding to pay for the cost of the proposed capital infrastructure works to support growth, such as parkland purchase, park development, traffic improvements and engineering infrastructures.

Conclusion

It is recommended that the proposed Development Cost Charges Imposition Bylaw No. 9499, Amendment Bylaw No. 9844 be approved by Council and this staff report is to be used as a basis for public consultation before final adoption of the DCC amendment bylaw.



Venus Ngan
Manager, Treasury and Financial Services
(604-276-4217)

Att. 1: Development Cost Charges Imposition Bylaw No. 9499, Amendment Bylaw No. 9844



City of
Richmond

Bylaw 9844

**DEVELOPMENT COST CHARGES IMPOSITION BYLAW NO. 9499,
AMENDMENT BYLAW NO. 9844**

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. 9844**" and is effective May 8, 2018.

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

Richmond Zoning Bylaw 8500											
Description	Standard Zones	Site Specific Zones	Site Specific Mixed Use Zones (1)	Road Works	Drainage Works	Water Works	Sanitary Sewer	Parks Acquisition	Parks Development	Total DCC	Units for each column
Agricultural	AG, CR, GC	ZA		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Marina (2)	MA										
Single Family	RS, RC, RCH, RD, RI, RE, RCC	ZS, ZD		\$16,005.88	\$ 7,222.16	\$ 1,091.53	\$ 2,568.13	\$ 7,749.20	\$ 5,726.07	\$40,362.97	per lot
Townhouse	RTL, RTM, RTH, RTP	ZT		\$ 7.67	\$ 3.11	\$ 0.71	\$ 1.68	\$ 5.05	\$ 3.73	\$ 21.95	per sq. ft. of DU
Apartment	RAL, RAM, RAH	ZLR, ZHR	ZR, RCL, ZMU, CS, ZC	\$ 9.42	\$ 2.21	\$ 0.74	\$ 1.72	\$ 5.19	\$ 3.83	\$ 23.11	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	\$ 11.43	\$ 2.15	\$ 0.28	\$ 0.65	\$ 0.19	\$ 0.14	\$ 14.84	per sq. ft. of BA
Light Industrial (4)	IB, IL, IR, IS	ZI		\$ 8.17	\$ 2.15	\$ 0.28	\$ 0.65	\$ 0.19	\$ 0.14	\$ 11.58	per sq. ft. of BA
Major Industrial	I			\$42,673.51	\$ 42,743.74	\$ 3,915.22	\$ 9,211.71	\$ 760.22	\$ 561.75	\$99,866.15	per acre of gross site area
Institutional	AI, SI, ASY, HC	ZIS		\$ 11.43	\$ 2.15	\$ 0.28	\$ 0.65	\$ 0.19	\$ 0.14	\$ 14.84	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: Planning Committee **Date:** March 21, 2018
From: Kim Somerville
Manager, Community Social Development **File:** 08-4057-05/2018-Vol
01
Re: **Housing Agreement Bylaw No. 9850 to Permit the City of Richmond to
Secure Affordable Housing Units at 9211/9251/9271/9291 Odlin Road (Polygon
Berkeley)**



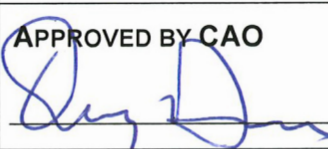
Staff Recommendation

That Housing Agreement (9211/9251/9271/9291 Odlin Road) Bylaw No. 9850 be introduced and given first, second and third readings to permit the City to enter into a Housing Agreement substantially in the form attached hereto, in accordance with the requirements of section 483 of the *Local Government Act*, to secure the Affordable Housing Units required by the Rezoning Application RZ 17-778596.

Per 

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

Att. 2

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

Staff Report

Origin

The purpose of this report is to recommend that Council adopt Housing Agreement Bylaw No. 9850 (Attachment 1) to secure approximately 995.1 m² (10,711 ft²) or 13 affordable housing units in the proposed development located at 9211-9291 Odlin Road (Attachment 2).

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.

This report supports Council's 2014-2018 Term Goal #3 A Well-Planned Community:

Adhere to effective planning and growth management practices to maintain and enhance the livability, sustainability and desirability of our City and its neighbourhoods, and to ensure the results match the intentions of our policies and bylaws.

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

Strategic Direction #1: Expand Housing Choices

This report and bylaw follows the guidelines of the West Cambie Area Plan, under the Alexandra Neighbourhood Implementation Strategy. The area plan outlines the specific Affordable Housing Requirements for developments in the area, which specifically offers Density Bonusing to developers where they build affordable housing with their development. This policy in the West Cambie Area plan mirrors the 2007 Affordable Housing Strategy.

The applicant, Polygon Berkeley House Ltd. applied to the City for permission to rezone 9211/9251/9271/9291 Odlin Road from Single Detached (RS1/F) to a site specific zone in order to construct two, four to six storey multi-family apartments. The development features a total of 265 dwellings units, inclusive of the 13 secured LEMR units. The development will be constructed over two phases, with seven units in the first phase and six units in the second phase.

On January 22, 2018 the rezoning application received third reading at Public Hearing (RZ 17-778596). The proposed Housing Agreement Bylaw for the subject development (Bylaw No. 9850) is presented as attached. It is recommended that the Bylaw be introduced and given first, second and third reading. Following adoption of the Bylaw, the City will be able to execute the Housing Agreement and arrange for notice of the agreement to be filed in the Land Title Office.

Analysis

The subject rezoning application involves a development consisting of approximately 256 market dwelling units, which includes 13 affordable rental housing units. The affordable units

will be delivered in two phases with six units in Phase 1 and seven units in Phase 2. The affordable housing units are anticipated to be delivered as follows:

Unit Type	Affordable Housing Strategy Requirements				Project Targets (2)
	Min. Permitted Unit Area	Max. Monthly Unit Rent (1)	Total Max. Household Income (1)	Basic Universal Housing	# of Units
1-BR	50 m ² (535 ft ²)	\$975	\$34,650 or less	2	2
2- BR	69 m ² (741 ft ²)	\$1,218	\$46,800 or less	0	11
TOTAL				2	13

The Housing Agreement restricts the annual household incomes for eligible occupants and specifies that the units must be made available at low-end market rental rates in perpetuity. The Housing Agreement also specifies that occupants of the affordable housing units shall have unlimited access to all on-site indoor and outdoor amenity spaces as well as the required affordable housing parking spaces. No additional charges (e.g. administrative fees) shall be passed on to the tenant above the maximum allowable rent. The applicant has agreed to the terms and conditions of the attached Housing Agreement, and to register notice of the Housing Agreement on title to secure the 13 affordable rental housing units.

Financial Impact

None.

Conclusion

In accordance with the *Local Government Act* (Section 483), adoption of Bylaw No. 9850 is required to permit the City to enter into a Housing Agreement, which together with the Housing Covenant will act to secure 13 affordable rental units that are proposed in association with Rezoning Application RZ 17-778596.



Joyce Rautenberg
Affordable Housing Coordinator
(604-247-4916)

- Att. 1: Bylaw No. 9850, Schedule A
2: Map of Subject Property



Housing Agreement (9211/9251/9271/9291 Odlin) Bylaw No. 9850

The Council of the City of Richmond enacts as follows:

1. The Mayor and City Clerk for the City of Richmond are authorized to execute and deliver a housing agreement, substantially in the form set out as Schedule A to this Bylaw, with the owner of the lands located at 9211/9251/9271/9291 Odlin and legally described as:

PID: 012-030-830	East half lot 26 Block "A" Section 34 Block 5 North Range 6 West New Westminster District Plan 1224
PID: 011-654-066	West half lot 25 except: Part subdivided by Plan 85360, Block A Section 34 Block 5 North Range 6 West New Westminster District Plan 1224
PID: 003-888-975	South half of the east half lot 25 except: Parcel "A" (Explanatory Plan 11474); Block "A" of Section 34 Block 5 North Range 6 West New Westminster District Plan 1224
PID: 016-036-344	Lot 1 Section 34 Block 5 North Range 6 West New Westminster District Plan 85360

This Bylaw is cited as "**Housing Agreement (9211/9251/9271/9291 Odlin) Bylaw No. 9850**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER



Schedule A

To Housing Agreement (9211/9251/9271/9291 Odlin) Bylaw No. 9850

HOUSING AGREEMENT BETWEEN POLYGON BERKELEY HOUSE LTD. AND THE
CITY OF RICHMOND

HOUSING AGREEMENT

(Section 483 *Local Government Act*)

THIS AGREEMENT is dated for reference _____, 2018,

BETWEEN:

POLYGON BERKELEY HOUSE LTD. (INC. NO. BC0938970), a company duly incorporated under the laws of the Province of British Columbia and having its registered office at 20th Floor, 250 Howe Street, Vancouver, British Columbia, V6C 3R8

(the "**Owner**" as more fully defined in section 1.1 of this Agreement)

AND:

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

(the "**City**" as more fully defined in section 1.1 of this Agreement)

WHEREAS:

- A. Section 483 of the *Local Government Act* permits the City to enter into and, by legal notation on title, note on title to lands, housing agreements which may include, without limitation, conditions in respect to the form of tenure of housing units, availability of housing units to classes of persons, administration of housing units and rent which may be charged for housing units;
- B. The Owner is the owner of the Lands (as hereinafter defined); and
- C. The Owner and the City wish to enter into this Agreement (as herein defined) to provide for affordable housing on the terms and conditions set out in this Agreement,

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

ARTICLE 1 DEFINITIONS AND INTERPRETATION

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

- (a) "**Affordable Housing Strategy**" means the Richmond Affordable Housing Strategy approved by the City on May 28, 2007, and containing a number of

{251654-503079-00876981;4}

Housing Agreement (Section 483 *Local Government Act*)
Address
Application No. RZ 17-769242
Rezoning Consideration No.11

5510843

recommendations, policies, directions, priorities, definitions and annual targets for affordable housing, as may be amended or replaced from time to time;

- (b) **"Affordable Housing Unit"** means a Dwelling Unit or Dwelling Units designated as such in accordance with a building permit and/or development permit issued by the City and/or, if applicable, in accordance with any rezoning consideration applicable to the development on the Lands and includes, without limiting the generality of the foregoing, the Dwelling Unit charged by this Agreement;
- (c) **"Agreement"** means this agreement together with all schedules, attachments and priority agreements attached hereto;
- (d) **"Building A"** means a six-storey high-density, residential development to be constructed on the Lands as part of Phase 1 of the Development;
- (e) **"Building B"** means a six-storey high-density, residential development to be constructed on the Lands as part of Phase 2 of the Development;
- (f) **"Building Permit Building A"** means the building permit authorizing construction of Building A on the Lands, or any portion(s) thereof;
- (g) **"Building Permit Building B"** means the building permit authorizing construction of Building B on the Lands, or any portion(s) thereof;
- (h) **"City"** means the City of Richmond;
- (i) **"CPI"** means the All-Items Consumer Price Index for Canada published from time to time by Statistics Canada, or its successor in function;
- (j) **"Daily Amount"** means \$100.00 per day as of January 1, 2009 adjusted annually thereafter by adding thereto an amount calculated by multiplying \$100.00 by the percentage change in the CPI since January 1, 2009, to January 1 of the year that a written notice is delivered to the Owner by the City pursuant to section 6.1 of this Agreement. In the absence of obvious error or mistake, any calculation by the City of the Daily Amount in any particular year shall be final and conclusive;
- (k) **"Development"** means a two-phase, high-rise, high-density, mixed-use residential and commercial development to be constructed on the Lands;
- (l) **"Development Permit"** means the development permit authorizing development of the Lands, or any portion(s) thereof;
- (m) **"Director of Development"** means the individual appointed to be the chief administrator from time to time of the Development Applications Division of the City and his or her designate;
- (n) **"Dwelling Unit"** means a residential dwelling unit or units located or to be located on the Lands whether those dwelling units are lots, strata lots or parcels, or parts or portions thereof, and includes single family detached dwellings, duplexes, townhouses, auxiliary residential dwelling units, rental apartments and strata lots in

a building strata plan and includes, where the context permits, an Affordable Housing Unit;

(o) **"Eligible Tenant"** means a Family having a cumulative annual income of:

- (i) in respect to a bachelor unit, \$34,650 or less;
- (ii) in respect to a one-bedroom unit, \$38,250 or less;
- (iii) in respect to a two-bedroom unit, \$46,800 or less; or
- (iv) in respect to a three or more bedroom unit, \$58,050 or less

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

(p) **"Family"** means:

- (i) a person;
- (ii) two or more persons related by blood, marriage or adoption; or
- (iii) a group of not more than 6 persons who are not related by blood, marriage or adoption;

(q) **"Housing Covenant"** means the agreements, covenants and charges granted by the Owner to the City (which includes covenants pursuant to section 219 of the *Land Title Act*) charging the Lands, dated for reference _____, 2018, and registered under number CA _____, as it may be amended or replaced from time to time;

(r) **"Interpretation Act"** means the *Interpretation Act*, R.S.B.C. 1996, Chapter 238, together with all amendments thereto and replacements thereof;

(s) **"Land Title Act"** means the *Land Title Act*, R.S.B.C. 1996, Chapter 250, together with all amendments thereto and replacements thereof;

(t) **"Lands"** means Lot A, Section 34, Block 5 North, Range 6 West, New Westminster District, Plan EPP81073 and including a building or a portion of a building, into which said land(s) is or are Subdivided;

(u) **"Local Government Act"** means the *Local Government Act*, R.S.B.C. 2015, Chapter 1, together with all amendments thereto and replacements thereof;

- (v) “**LTO**” means the New Westminster Land Title Office or its successor;
- (w) “**Manager, Community Social Development**” means the individual appointed to be the Manager, Community Social Development from time to time of the Community Services Department of the City and his or her designate;
- (x) “**Owner**” means the party described on page 1 of this Agreement as the Owner and any subsequent owner of the Lands or of any part into which the Lands are Subdivided, and includes any person who is a registered owner in fee simple of an Affordable Housing Unit from time to time;
- (y) “**Permitted Rent**” means no greater than:
 - (i) \$975.00 a month for a one-bedroom unit; and
 - (ii) \$1,218.00 a month for a two-bedroom unit,

provided that, commencing January 1, 2019, the rents set-out above shall be adjusted annually on January 1st of each year this Agreement is in force and effect, by a percentage equal to the percentage of the increase in the CPI for the period January 1 to December 31 of the immediately preceding calendar year. In the event that, in applying the values set-out above, the rental increase is at any time greater than the rental increase permitted by the *Residential Tenancy Act*, then the increase will be reduced to the maximum amount permitted by the *Residential Tenancy Act*. If there is a decrease in the CPI for the period January 1 to December 31 of the immediately preceding calendar year, the permitted rents set-out above for the subsequent year shall remain unchanged from the previous year. In the absence of obvious error or mistake, any calculation by the City of the Permitted Rent in any particular year shall be final and conclusive;

- (z) “**Phase 1**” means the first phase (of a maximum of two phases) of construction on the Lands, which phase will comprise Building A of the Development to be constructed on the Lands;
- (aa) “**Phase 2**” means the second phase (of a maximum of two phases) of construction on the Lands, which phase will comprise Building B of the Development to be constructed on the Lands;
- (bb) “**Phase 1 Affordable Housing Units**” means those Affordable Housing Units to be constructed within Building A, comprising of at least 4,756 ft² or 45% of the required affordable housing habitable floor area for the Development, whichever is greater, in accordance with the Development Permit, Building Permit Building A, and the Housing Covenant;
- (cc) “**Phase 2 Affordable Housing Units**” means those Affordable Housing Units to be constructed within Building B, comprising of at least 5,955 ft² or 55% of the required affordable housing habitable floor area for the Development, whichever is greater, in accordance with the Development Permit, Building Permit Building B, and the Housing Covenant;

- (dd) **"Real Estate Development Marketing Act"** means the *Real Estate Development Marketing Act*, S.B.C. 2004, Chapter 41, together with all amendments thereto and replacements thereof;
- (ee) **"Residential Tenancy Act"** means the *Residential Tenancy Act*, S.B.C. 2002, Chapter 78, together with all amendments thereto and replacements thereof;
- (ff) **"Strata Property Act"** means the *Strata Property Act* S.B.C. 1998, Chapter 43, together with all amendments thereto and replacements thereof;
- (gg) **"Subdivide"** means to divide, apportion, consolidate or subdivide the Lands, or the ownership or right to possession or occupation of the Lands into two or more lots, strata lots, parcels, parts, portions or shares, whether by plan, descriptive words or otherwise, under the *Land Title Act*, the *Strata Property Act*, or otherwise, and includes the creation, conversion, organization or development of "cooperative interests" or "shared interest in land" as defined in the *Real Estate Development Marketing Act*;
- (hh) **"Tenancy Agreement"** means a tenancy agreement, lease, license or other agreement granting rights to occupy an Affordable Housing Unit; and
- (ii) **"Tenant"** means an occupant of an Affordable Housing Unit by way of a Tenancy Agreement.

1.2 In this Agreement:

- (a) reference to the singular includes a reference to the plural, and *vice versa*, unless the context requires otherwise;
- (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
- (c) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
- (d) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
- (e) any reference to any enactment is to the enactment in force on the date the Owner signs this Agreement, and to subsequent amendments to or replacements of the enactment;
- (f) the provisions of section 25 of the *Interpretation Act* with respect to the calculation of time apply;
- (g) time is of the essence;
- (h) grammatical variations of words and expressions (capitalized or not) which are defined in this Agreement shall be construed in like manner;

- (i) all provisions are to be interpreted as always speaking;
- (j) reference to a "party" is a reference to a party to this Agreement and to that party's respective successors, assigns, trustees, administrators and receivers. Wherever the context so requires, reference to a "party" also includes an Eligible Tenant, agent, officer and invitee of the party;
- (k) reference to a "day", "month", "quarter" or "year" is a reference to a calendar day, calendar month, calendar quarter or calendar year, as the case may be, unless otherwise expressly provided; and
- (l) where the word "including" is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word "including".

ARTICLE 2 USE AND OCCUPANCY OF AFFORDABLE HOUSING UNITS

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

{251654-503079-00876981;4}

Housing Agreement (Section 483 *Local Government Act*)
Application No. RZ 17-769242
Rezoning Consideration No. 11

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- (c) occupy, nor permit any person to occupy any Dwelling Unit in Building A or any portion of Building A and the City will not be obligated to permit occupancy of any Dwelling Unit in Building A or any portion of Building A until all of the following conditions are satisfied:
 - (i) the Phase 1 Affordable Housing Units and related uses and areas have been constructed to the satisfaction of the City;
 - (ii) the Phase 1 Affordable Housing Units have received a permit granting occupancy; and
 - (iii) the Owner is not otherwise in breach of any of its obligations under this Agreement or any other agreement between the City and the Owner in connection with the development of the Lands; and
- (d) occupy, nor permit any person to occupy any Dwelling Unit in Building B or any portion of Building B and the City will not be obligated to permit occupancy of any Dwelling Unit in Building B or any portion of Building B until all of the following conditions are satisfied:
 - (i) the Phase 2 Affordable Housing Units and related uses and areas have been constructed to the satisfaction of the City;
 - (ii) the Phase 2 Affordable Housing Units have received a permit granting occupancy; and
 - (iii) the Owner is not otherwise in breach of any of its obligations under this Agreement or any other agreement between the City and the Owner in connection with the development of the Lands.

ARTICLE 3 DISPOSITION AND ACQUISITION OF AFFORDABLE HOUSING UNITS

- 3.1 The Owner will not permit an Affordable Housing Unit Tenancy Agreement to be subleased or assigned.
- 3.2 If this Housing Agreement encumbers more than one Affordable Housing Unit, then the Owner may not, without the prior written consent of the City Solicitor, sell or transfer less than five (5) Affordable Housing Units in a single or related series of transactions with the result that when the purchaser or transferee of the Affordable Housing Units becomes the owner, the purchaser or transferee will be the legal and beneficial owner of not less than five (5) Affordable Housing Units.
- 3.3 If the Owner sells or transfers one (1) or more Affordable Housing Units, the Owner will notify the City Solicitor of the sale or transfer within 3 days of the effective date of sale or transfer.
- 3.4 The Owner must not rent, lease, license or otherwise permit occupancy of any Affordable Housing Unit except to an Eligible Tenant and except in accordance with the following additional conditions:

- (a) the Affordable Housing Unit will be used or occupied only pursuant to a Tenancy Agreement;
- (b) the monthly rent payable for the Affordable Housing Unit will not exceed the Permitted Rent applicable to that class of Affordable Housing Unit;
- (c) the Owner will allow the Tenant and any permitted occupant and visitor to have full access to and use and enjoy all on-site common indoor and outdoor amenity spaces;
- (d) the Owner will not require the Tenant or any permitted occupant to pay any move-in/move-out fees, strata fees, strata property contingency reserve fees or any extra charges or fees for use of any common property, limited common property, or other common areas, facilities or amenities, including without limitation parking, bicycle storage, electric vehicle charging stations or related facilities, or for sanitary sewer, storm sewer, water, other utilities, property or similar tax; provided, however, that if the Affordable Housing Unit is a strata unit and the following costs are not part of strata or similar fees, an Owner may charge the Tenant the Owner's cost, if any, of providing cable television, telephone, other telecommunications, gas, or electricity fees, charges or rates;
- (e) the Owner will attach a copy of this Agreement to every Tenancy Agreement;
- (f) the Owner will include in the Tenancy Agreement a clause requiring the Tenant and each permitted occupant of the Affordable Housing Unit to comply with this Agreement;
- (g) the Owner will include in the Tenancy Agreement a clause entitling the Owner to terminate the Tenancy Agreement if:
 - (i) an Affordable Housing Unit is occupied by a person or persons other than an Eligible Tenant;
 - (ii) the annual income of an Eligible Tenant rises above the applicable maximum amount specified in section 1.1(o) of this Agreement;
 - (iii) the Affordable Housing Unit is occupied by more than the number of people the City's building inspector determines can reside in the Affordable Housing Unit given the number and size of bedrooms in the Affordable Housing Unit and in light of any relevant standards set by the City in any bylaws of the City;
 - (iv) the Affordable Housing Unit remains vacant for three consecutive months or longer, notwithstanding the timely payment of rent; and/or
 - (v) the Tenant subleases the Affordable Housing Unit or assigns the Tenancy Agreement in whole or in part,

and in the case of each breach, the Owner hereby agrees with the City to forthwith provide to the Tenant a notice of termination. Except for section 3.4(g)(ii) of this

Agreement, the notice of termination shall provide that the termination of the tenancy shall be effective thirty (30) days following the date of the notice of termination. In respect to section 3.4(g)(ii) of this Agreement, termination shall be effective on the day that is six (6) months following the date that the Owner provided the notice of termination to the Tenant;

- (h) the Tenancy Agreement will identify all occupants of the Affordable Housing Unit and will stipulate that anyone not identified in the Tenancy Agreement will be prohibited from residing at the Affordable Housing Unit for more than thirty (30) consecutive days or more than forty-five (45) days total in any calendar year; and
 - (i) the Owner will forthwith deliver a certified true copy of the Tenancy Agreement to the City upon demand.
- 3.5 If the Owner has terminated the Tenancy Agreement, then the Owner shall use best efforts to cause the Tenant and all other persons that may be in occupation of the Affordable Housing Unit to vacate the Affordable Housing Unit on or before the effective date of termination.

ARTICLE 4 DEMOLITION OF AFFORDABLE HOUSING UNIT

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

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

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

ARTICLE 5 STRATA CORPORATION BYLAWS

- 5.1 This Agreement will be binding upon all strata corporations created upon the strata title Subdivision of the Lands or any Subdivided parcel of the Lands.
- 5.2 Any strata corporation bylaw which prevents, restricts or abridges the right to use the Affordable Housing Units as rental accommodation will have no force and effect.

{251654-503079-00876981;4}

Housing Agreement (Section 483 *Local Government Act*)
Application No. RZ 17-769242
Rezoning Consideration No. 11

5510843
5782597

- 5.3 No strata corporation shall pass any bylaws preventing, restricting or abridging the use of the Affordable Housing Units as rental accommodation.
- 5.4 No strata corporation shall pass any bylaw or approve any levies which would result in only the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit (and not include all the owners, tenants, or any other permitted occupants of all the strata lots in the applicable strata plan which are not Affordable Housing Units) paying any extra charges or fees for the use of any common property, limited common property or other common areas, facilities, or indoor or outdoor amenities of the strata corporation.
- 5.5 No strata corporation shall pass any bylaws or approve any levies, charges or fees which would result in the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit paying for the use of parking, bicycle storage, electric vehicle charging stations or related facilities, notwithstanding that the strata corporation may levy such parking, bicycle storage, electric vehicle charging stations or other related facilities charges or fees on all the other owners, tenants, any other permitted occupants or visitors of all the strata lots in the applicable strata plan which are not Affordable Housing Units; provided, however, that the electricity fees, charges or rates for use of electric vehicle charging stations are excluded from this provision.
- 5.6 The strata corporation shall not pass any bylaw or make any rule which would restrict the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit from using and enjoying any common property, limited common property or other common areas, facilities or amenities of the strata corporation, including parking, bicycle storage, electric vehicle charging stations or related facilities, except, subject to section 5.5 of this Agreement, on the same basis that governs the use and enjoyment of any common property, limited common property and other common areas, facilities or amenities of the strata corporation, including parking, bicycle storage, electric vehicle charging stations and related facilities, by all the owners, tenants, or any other permitted occupants of all the strata lots in the applicable strata plan which are not Affordable Housing Units.

ARTICLE 6 DEFAULT AND REMEDIES

- 6.1 The Owner agrees that, in addition to any other remedies available to the City under this Agreement or the Housing Covenant or at law or in equity, if an Affordable Housing Unit is used or occupied in breach of this Agreement or rented at a rate in excess of the Permitted Rent or the Owner is otherwise in breach of any of its obligations under this Agreement or the Housing Covenant, the Owner will pay the Daily Amount to the City for every day that the breach continues after forty-five (45) days written notice from the City to the Owner stating the particulars of the breach. For greater certainty, the City is not entitled to give written notice with respect to any breach of the Agreement until any applicable cure period, if any, has expired. The Daily Amount is due and payable five (5) business days following receipt by the Owner of an invoice from the City for the same.
- 6.2 The Owner acknowledges and agrees that a default by the Owner of any of its promises, covenants, representations or warranties set out in the Housing Covenant shall also constitute a default under this Agreement.

ARTICLE 7 MISCELLANEOUS

7.1 Housing Agreement

The Owner acknowledges and agrees that:

- (a) this Agreement includes a housing agreement entered into under section 483 of the *Local Government Act*;
- (b) where an Affordable Housing Unit is a separate legal parcel the City may file notice of this Agreement in the LTO against the title to the Affordable Housing Unit and, in the case of a strata corporation, may note this Agreement on the common property sheet; and
- (c) where the Lands have not yet been Subdivided to create the separate parcels to be charged by this Agreement, the City may file a notice of this Agreement in the LTO against the title to the Lands. If this Agreement is filed in the LTO as a notice under section 483 of the *Local Government Act* prior to the Lands having been Subdivided, and it is the intention that this Agreement is, once separate legal parcels are created and/or the Lands are subdivided, to charge and secure only the legal parcels or Subdivided Lands which contain the Affordable Housing Units, then the City Solicitor shall be entitled, without further City Council approval, authorization or bylaw, to partially discharge this Agreement accordingly. The Owner acknowledges and agrees that notwithstanding a partial discharge of this Agreement, this Agreement shall be and remain in full force and effect and, but for the partial discharge, otherwise unamended. Further, the Owner acknowledges and agrees that in the event that the Affordable Housing Unit is in a strata corporation, this Agreement shall remain noted on the strata corporation's common property sheet.

7.2 No Compensation

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

7.3 Modification

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

7.4 Management

The Owner covenants and agrees that it will furnish good and efficient management of the Affordable Housing Units and will permit representatives of the City to inspect the Affordable Housing Units at any reasonable time, subject to the notice provisions in the *Residential Tenancy Act*. The Owner further covenants and agrees that it will maintain the Affordable

Housing Units in a good state of repair and fit for habitation and will comply with all laws, including health and safety standards applicable to the Lands. Notwithstanding the foregoing, the Owner acknowledges and agrees that the City, in its absolute discretion, may require the Owner, at the Owner's expense, to hire a person or company with the skill and expertise to manage the Affordable Housing Units.

7.5 Indemnity

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

- (a) any negligent act or omission of the Owner, or its officers, directors, agents, contractors or other persons for whom at law the Owner is responsible relating to this Agreement;
- (b) the City refusing to issue a development permit, building permit or refusing to permit occupancy of any building, or any portion thereof, constructed on the Lands;
- (c) the construction, maintenance, repair, ownership, lease, license, operation, management or financing of the Lands or any Affordable Housing Unit or the enforcement of any Tenancy Agreement; and/or
- (d) without limitation, any legal or equitable wrong on the part of the Owner or any breach of this Agreement by the Owner.

7.6 Release

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

- (a) construction, maintenance, repair, ownership, lease, license, operation or management of the Lands or any Affordable Housing Unit under this Agreement;
- (b) the City refusing to issue a development permit, building permit or refusing to permit occupancy of any building, or any portion thereof, constructed on the Lands; and/or
- (c) the exercise by the City of any of its rights under this Agreement or an enactment.

7.7 Survival

The obligations of the Owner set out in this Agreement will survive termination or discharge of this Agreement.

7.8 Priority

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

7.9 City's Powers Unaffected

This Agreement does not:

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

7.10 Agreement for Benefit of City Only

The Owner and the City agree that:

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

7.11 No Public Law Duty

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

7.12 Notice

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

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

And to: City Solicitor
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

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

7.13 Enuring Effect

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

7.14 Severability

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

7.15 Waiver

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

7.16 Sole Agreement

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

7.17 Further Assurance

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

7.18 Covenant Runs with the Lands

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

7.19 Equitable Remedies

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

7.20 No Joint Venture

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

7.21 Applicable Law

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

7.22 Deed and Contract

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

7.23 Joint and Several

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

7.24 Limitation on Owner's Obligations

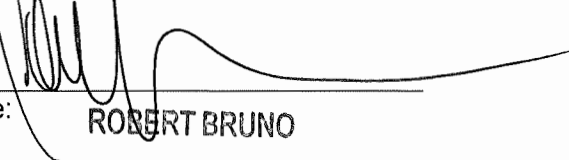
The Owner is only liable for breaches of this Agreement that occur while the Owner is the registered owner of the Lands provided however that notwithstanding that the Owner is no longer the registered owner of the Lands, the Owner will remain liable for breaches of this Agreement that occurred while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

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

**POLYGON BERKELEY HOUSE LTD. (INC.
NO. BC0938970)**

by its authorized signatory(ies):

Per: 
Name: G. SCOTT BALDWIN

Per: 
Name: ROBERT BRUNO

CITY OF RICHMOND

by its authorized signatory(ies):

Per: _____
Malcolm D. Brodie, Mayor

Per: _____
David Weber, Corporate Officer

CITY OF RICHMOND
APPROVED for content by originating dept. 
APPROVED for legality by Solicitor 
DATE OF COUNCIL APPROVAL

**Appendix A
to Housing Agreement**

STATUTORY DECLARATION

CANADA)	IN THE MATTER OF HOUSING AGREEMENT
)	WITH THE CITY OF RICHMOND
PROVINCE OF BRITISH COLUMBIA)	("Housing Agreement")
)	
)	

TO WIT:

I, _____ of _____, British Columbia, do solemnly declare that:

1. I am the owner (the "**Owner**") or authorized signatory of the Owner of _____ (the "Affordable Housing Unit"), and make this declaration to the best of my personal knowledge.
2. This declaration is made pursuant to the Housing Agreement in respect of the Affordable Housing Unit.
3. For the period from _____ to _____, the Affordable Housing Unit was occupied only by the Eligible Tenants (as defined in the Housing Agreement) whose names and current addresses and whose employer's names and current addresses appear below:

[Names, addresses and phone numbers of Eligible Tenants and their employer(s)]
4. The rent charged each month for the Affordable Housing Unit is as follows:
 - (a) the monthly rent on the date 365 days before this date of this statutory declaration: \$_____ per month;
 - (b) the rent on the date of this statutory declaration: \$_____; and
 - (c) the proposed or actual rent that will be payable on the date that is 90 days after the date of this statutory declaration: \$_____.
5. I acknowledge and agree to comply with the Owner's obligations under the Housing Agreement, and other charges in favour of the City noted or registered in the Land Title Office against the land on which the Affordable Housing Unit is situated and confirm that the Owner has complied with the Owner's obligations under the Housing Agreement.

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

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

A Commissioner for Taking Affidavits in the)
Province of British Columbia)

DECLARANT

PRIORITY AGREEMENT

THE BANK OF NOVA SCOTIA (the "**Chargeholder**") is the holder of the following Mortgages and Assignments of Rents (and any related extensions thereof):

- Mortgage no. CA5802473 (extended by CA6182661) and Assignment of Rents CA5802474 (extended by CA6182662); and
- Mortgage no. CA6182661 (extension of CA5802473) and Assignment of Rents CA6182662 (extension of CA5802474);

all registered in the Land Title Office (collectively, the "**Bank Charges**") against title to the Lands (as further defined and legally described in the agreement to which this priority agreement is attached), as applicable.

The Chargeholder, being the holder of the Bank Charges, by signing the Form C General Instrument attached hereto as Part I, in consideration of the payment of Ten Dollars (\$10.00) and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged and agreed to by the Chargeholder) hereby consents to the granting of this Housing Agreement and hereby covenants that this Housing Agreement shall bind the Bank Charges in the Lands, and shall rank in priority upon the Lands, over the Bank Charges as if the Housing Agreement had been registered prior to the Bank Charges and prior to the advance of any monies pursuant to the Bank Charges. The grant of priority is irrevocable, unqualified and without reservation or limitation.

THE BANK OF NOVA SCOTIA

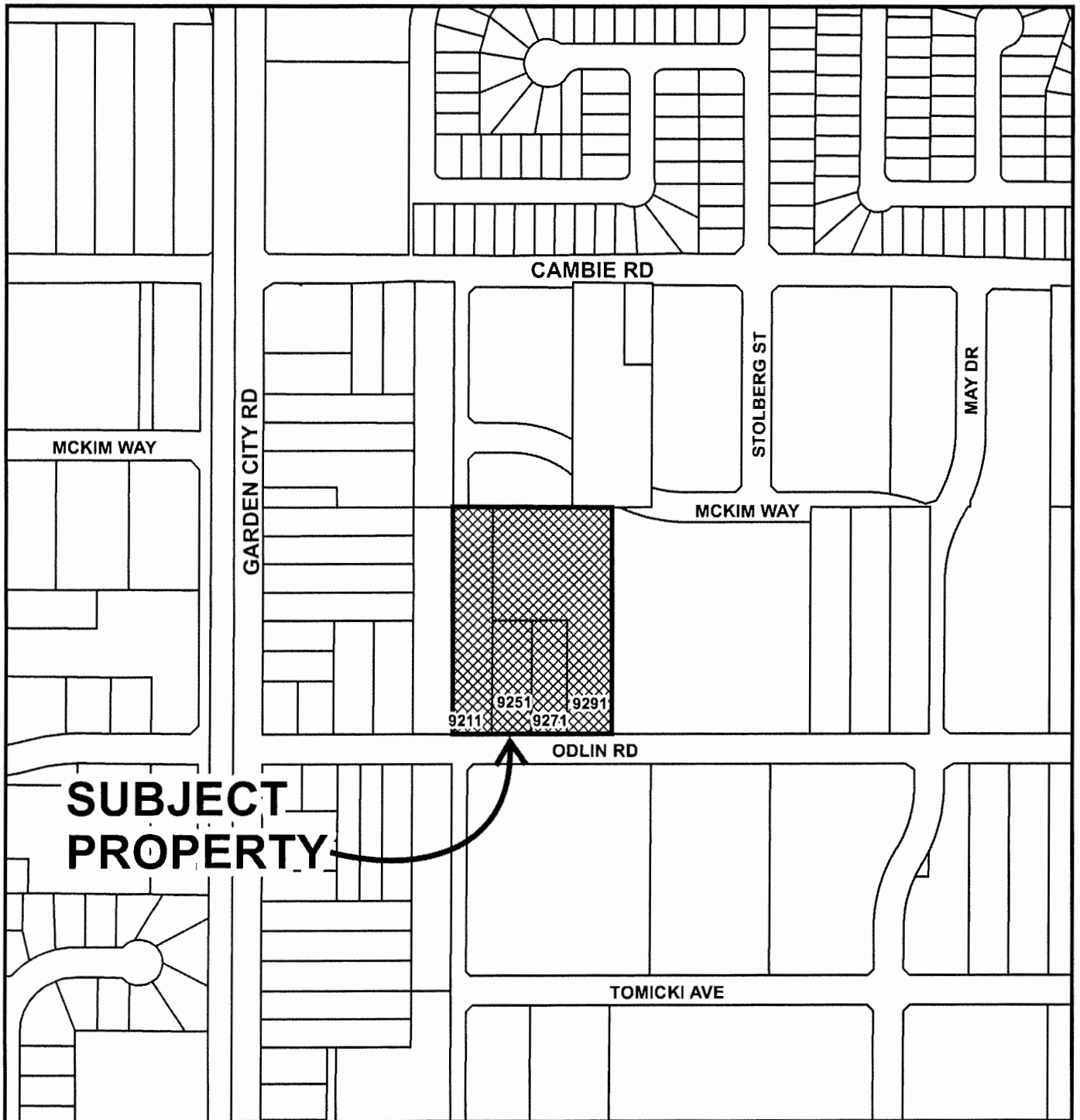
by its authorized signatory(ies):

Per: _____
Name:

Per: _____
Name:



City of
Richmond



**SUBJECT
PROPERTY**



9211, 9251, 9271
& 9291 Odlin Rd
Bylaw 9850
GNCL - 262

Original Date: 03/21/18

Revision Date:

Note: Dimensions are in METRES



City of Richmond

Report to Committee

To: Planning Committee
From: Wayne Craig
Director, Development

Date: March 14, 2018
File: RZ 17-778835

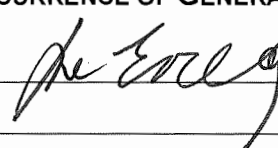
Re: Application by Polygon Development 218 Ltd. for Rezoning at 3551, 3571, 3591, 3611, and 3631 Sexsmith Road from Single Detached (RS1/F) to Residential/Limited Commercial (RCL4)

Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9836, which makes minor amendments to the "Residential/Limited Commercial (RCL4)" zone specific to 3551, 3571, 3591, 3611, and 3631 Sexsmith Road and rezones 3551, 3571, 3591, 3611, and 3631 Sexsmith Road from "Single Detached (RS1/F)" to "Residential/Limited Commercial (RCL4)", be introduced and given first reading.


Wayne Craig
Director, Development

WC:sch
Att. 8

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Arts, Culture & Heritage Affordable Housing	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	

Staff Report

Origin

Polygon Development 218 Ltd. has applied to the City of Richmond for permission to rezone lands in the City Centre's Capstan Village area at 3551, 3571, 3591, 3611, and 3631 Sexsmith Road (Attachments 1, 2 & 3), from "Single Detached (RS1/F)" to "Residential/Limited Commercial (RCL4)", to permit a 16,329 m², (175,759 ft²), high-rise development containing 157 market dwellings, 11 affordable (low-end of market rental) units (secured in perpetuity with a Housing Agreement and covenant registered on title), and 72 m² (779 ft²) of community amenity space in the form of two rentable-affordable-work studios for professional artists (secured with a legal agreement registered on title).

An amendment is proposed to the "Residential/Limited Commercial (RCL4)" zone to permit the calculation of density on land the developer is required to dedicate for public open space purposes. This amendment is consistent with existing City Centre Area Plan (CCAP) policy with respect to public open space and road dedications that are not identified for land acquisition purposes in Richmond's Development Cost Charge (DCC) program.

Road and engineering improvements required with respect to the subject development including the eastward extension of Brown Road to Sexsmith Road will be designed and constructed at the developer's sole cost through the City's standard Servicing Agreement processes (secured with a Letter of Credit).

Voluntary developer contributions towards the future construction of the Canada Line's Capstan Station will be submitted by the developer prior to Building Permit issuance, based on the rate in effect at the time of Building Permit issuance, as per City policy.

Findings of Fact

A Development Application Data Sheet providing details about the subject development proposal is attached. (Attachment 4)

Subject Site Existing Housing Profile

The subject properties are vacant.

Surrounding Development

The subject site is an 8,273 m² (89,044 ft²) rectangular parcel of land comprised of five vacant, unsewered, single-family lots.

To the North: Adjacent to the site is "Union Square", a low-rise, strata commercial mall that, like the subject site, is designated under the CCAP for medium density residential buildings and a limited amount of complementary commercial and other uses.

To the South: Adjacent to the site is "Continental Shopping Centre", a low-rise, strata commercial mall that is designated under the CCAP for medium density, mixed use development. In addition, along this frontage of the subject site, the developer is required to extend Brown Road to Sexsmith Road as part of the CCAP's "major street" network.

To the West: Three recently completed, residential towers (Polygon "Avanti"), which development provided for a portion of Brown Road and a mid-block walkway.

To the East: Sexsmith Road, beyond which is a very large, predominantly vacant area (comprising a church, several single-family homes, and open fields) that is designated under the CCAP for medium density residential buildings and a limited amount of complementary commercial and other uses.

Related Policies & Studies

Development of the subject site is regulated by the Official Community Plan (OCP), City Centre Area Plan (CCAP), and other City policies (e.g., affordable housing). An overview of these considerations is provided in the “Analysis” section of this report.

OCP Aircraft Noise Sensitive Development (ANSD) Policy:

The subject site is located within ANSD “Area 2”, which permits consideration of all aircraft noise sensitive land uses (except single family dwellings) provided that the building design satisfies City standards (e.g., central air conditioning system or an acceptable alternative is installed) and potential purchasers are made aware potential noise conditions. Prior to rezoning adoption, a legal agreement will be registered on title requiring that the developer satisfies all City requirements related to noise attenuation. A preliminary report has been submitted by the developer, prepared by a qualified acoustic professional, indicating that the development can be designed and constructed in compliance with the applicable ANSD standards.

NAV Canada Building Height:

Transport Canada regulates maximum permitted building heights in City Centre locations that may impact airport operations. The developer has submitted a letter, prepared by a BCLS registered surveyor, confirming that the development’s proposed maximum building height does not exceed applicable Transport Canada regulations.

Floodplain Management Implementation Strategy:

City Centre buildings are required to comply with Richmond Flood Plain Protection Bylaw 8204. Prior to rezoning adoption, a flood indemnity covenant will be registered on title.

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 signs on the property.

Should the Planning Committee endorse this application and Council grant 1st 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*.

Ministry of Transportation and Infrastructure (MOTI)

The subject development was referred to MOTI because it is located within 800 m (2,625 ft.) of Sea Island Way, which is a Provincial Limited Access Highway. MOTI has granted preliminary approval for the subject application. Final approval is required prior to rezoning adoption.

Analysis

The developer has applied to rezone the subject site to permit a 16,329 m², (175,759 ft²), 13-storey development including 157 market dwellings, 11 affordable (low-end of market rental) units (secured in perpetuity with a Housing Agreement registered on title), two affordable, work studios for professional artists, the extension of Brown Road to Sexsmith Road, and public open space improvements. This proposal is consistent with current OCP and CCAP policies applicable to the subject site, with the exception of an increase in maximum permitted building height, for which a zoning variance is proposed.

1. City Centre Area Plan (CCAP) Compliance

- a) Capstan Station Bonus (CSB): Developments that make use of the density bonus provisions of the Capstan Station Bonus (i.e. 0.5 floor area for residential uses) must:
- Contribute funds towards the future construction of the Capstan Canada Line Station, based on the total number of units and Council-approved contribution rate in effect at the time of Building Permit (BP) issuance (i.e. \$8,562.97 per unit, which rate is in effect until September 30, 2018, plus applicable annual rate increases); and
 - Provide publicly-accessible open space at a rate of at least 5 m² (54 ft²) per dwelling, based on total dwelling units.

Staff support the subject development on the basis that it satisfies all applicable CSB requirements. More specifically, prior to rezoning adoption, the developer shall:

- Register legal agreements on title to secure a voluntary BP-stage contribution of at least \$1,438,579 (adjusted for applicable rates) for station construction; and
- Provide 1,217 m² (13,101 ft²) of publicly-accessible open space (in a combination of dedication and Statutory Right of Way), which contribution is 24% larger than the CSB minimum open space requirement and is comprised of a plaza and pocket park fronting Brown Road, greenway improvements along Brown Road and Sexsmith Road, and widening of an existing mid-block trail constructed by the neighbouring development, Polygon “Avanti”. (Attachment 5)

- b) Arts District: Capstan Village is part of the CCAP’s designated “Arts District”, the aim of which is to support Richmond’s arts community and public enjoyment of the arts by fostering a concentration of public and private arts, culture, and heritage uses, facilities, and amenities. To date, developers have supported the Plan’s “Arts District” objectives through the provision of various affordable arts spaces (e.g., live/work and work-only studios) and public art.

Staff support the subject development on the basis that it will contribute towards the vitality and amenity of Capstan Village’s emerging arts community and residential neighbourhood at no cost to the City. More specifically, prior to rezoning adoption, the developer shall:

- Submit a voluntary cash contribution (\$141,925) to the City for the creation and management of public art, as determined to the City’s satisfaction; and
- Register legal agreements on title to secure the developer’s provision of 72 m² (779 ft²) of community amenity space (in perpetuity) in the form of two affordable Rentable-Affordable-Work (RAW) studios for professional artists (i.e. “Brown

Road Studios”). Details of the developer’s proposal are set out in Schedule C to the attached Rezoning Considerations (Attachment 8).

The proposed Rentable-Affordable-Work (RAW) studios for professional artists are modelled on four affordable, work-only artist studios previously approved by Council and under construction as part of Capstan Village’s “Concord Gardens” development (ZT 15-700276 / DP 15-700800). In both developments:

- The studios and related uses (e.g., parking, bike storage, shared visitor parking, and waste management facilities) will be constructed, owned, operated, and maintained by the developer, at no cost to the City;
- The studios will be rented on the basis of an annual lease (with an open-ended term) at a City-approved rate of \$2.46/m² (\$0.75/ft²) per month, which rate shall increase annually based on Consumer Price Index or as otherwise determined to the satisfaction of the City;
- Studio tenants shall not be subject to strata, maintenance, parking, or other fees over and above the City-approved monthly unit rents (except for private utilities);
- Tenants must meet financial eligibility requirements (generally as set out in Richmond’s Affordable Housing Strategy) and satisfy the definition of a “Professional Visual Artist” (Attachment 8); and
- Tenants shall be selected by the City from a list of applicants pre-qualified by the developer based on City-approved eligibility criteria.

Staff support the developer’s proposal as the studios will contribute towards:

- Capstan Village’s concentration of arts uses and a better connected local network of arts facilities and public art;
- More walkable streets and public open spaces animated by visually engaging, pedestrian-oriented uses, artworks, and activities (e.g., outdoor art displays within the public open space Statutory Right of Way area adjacent to the studios);
- An expanded inventory of affordable, flexible, well-sized and designed work spaces suitable for a variety of visual arts activities (as demonstrated by operating/approved work-only, art studios located elsewhere in the region); and
- Facilities suitable to meeting the needs of lower income professional artists, as determined based on a clear set of tenant eligibility criteria, including professional qualifications and annual household incomes as per the City’s Affordable Housing Strategy with respect to tenant income levels for Subsidized Rental and Low End Market Rental housing.

2. Proposed Zoning Amendment & Requested Variance

To facilitate the subject development and provide for voluntary developer contributions in compliance with CCAP policy (i.e. affordable housing, Capstan Station Bonus, and community amenity space), the applicant has applied for the subject site to be rezoned from “Auto-Oriented Commercial (CA)” to “Residential/Limited Commercial (RCL4)”, a standard zone expressly intended for use in Capstan Village’s higher density, high-rise areas. In addition, to accommodate site specific conditions, the developer has proposed the following:

- a) Zoning Amendment: A minor, site-specific amendment to the “Residential/Limited Commercial (RCL4)” zone to permit the calculation of density on a 294 m² (3,165 ft²) strip of land along the site’s Brown and Sexsmith Road frontages that staff recommend for dedication for public open space purposes.

Staff support the proposed amendment to the RCL4 zone on the basis that it is consistent with CCAP policy and City practice. More specifically:

- The CCAP permits public open space features to be dedicated without any loss of buildable floor area where such features:
 - i. Are not identified on Richmond’s Development Cost Charge program; and
 - ii. Provide for enhanced public open space function; and
 - The affected portion of the subject site:
 - i. Is not identified on Richmond’s Development Cost Charge program; and
 - ii. Will provide for enhanced public open space function through:
 - Approximately 294 m² (3,165 ft²) of additional public open space area over and above the development’s minimum Capstan Station Bonus public open space requirement, based on the City-approved rate of 5 m² (54 ft²) per dwelling and 168 units;
 - Enhanced greenway features; and
 - Unrestricted City use to accommodate future public open space, mobility, and engineering needs.
- b) Zoning Variance: An increase in maximum permitted building height from 35 m (115 ft.) to approximately 41 m (133 ft.) to accommodate habitable area, elevator and mechanical penthouse space, and roof articulation.

Staff support the proposed height increase on the basis that it will contribute towards height variation in the local area (i.e. nearby towers vary in height from 35 m / 115 ft. to 45 m / 148 ft.) and a more appealing urban environment. More specifically, the requested height increase improves the applicant’s ability to attractively develop the subject site with a single tower (rather than two), which will in turn help provide for:

- Increased tower separation to existing and future neighbours, including 45 m (149 ft.) minimum to Polygon’s “Avanti” towers (to the west) and 35 m (115 ft.) to the subject site’s north property line (as opposed to the CCAP’s 35 m / 115 ft. minimum tower-to-tower spacing);
- Reduced shading and overlook of neighbouring residential developments;
- Increased publicly-accessible open space (i.e. 24% more than the minimum required under the Capstan Station Bonus open space policy), including the planting of three specimen-size replacement trees; and
- Community amenity space at grade in the form of two rentable-affordable-work (RAW) studios for professional artists that be designed and operated (by the subject developer) to enhance the public use and enjoyment of the development’s proposed on-site public open space.

3. Housing

- a) Affordable Housing: The subject rezoning application was submitted on July 18, 2017. Rezoning applications, such as the subject application, which were submitted prior to Council approval of amendments to the City's Affordable Housing Strategy on July 24, 2017, are grandfathered under the City's previous affordable housing built unit requirement (i.e., 5% of total residential floor area), provided that the applicable rezoning bylaw receives first reading of Council prior to July 24, 2018.

The developer proposes to design and construct 11 low-end-of-market rental (LEMR) units, to a turnkey level of finish, at the developer's sole cost, comprising at least 816 m² (8,788 ft²) of habitable space, based on 5% of the development's total maximum residential floor area (as per the proposed RCL4 zone).

Occupants of the LEMR units will enjoy full use of all on-site indoor and outdoor residential amenity spaces, which, together with parking, bike storage, and related features, will be provided by the owner/operator at no additional charge to the affordable housing occupants.

Through the Development Permit review processes, staff will work with the developer to engage a non-profit operator to manage the development's required LEMR units. More information regarding potential arrangements will be provided through the Development Permit staff report and DP Considerations.

Staff support the developer's proposal, which is consistent with City policy. Prior to rezoning adoption, a Housing Agreement and Housing Covenant will be registered on title requiring that the developer satisfies all City requirements.

Unit Type (1)	Affordable Housing Strategy Requirements			Project Targets (3)	
	Min. Permitted Unit Area	Max. Monthly Unit Rent (2)	Total Max. Household Income (2)	% of Units	# of Units
Bachelor	37 m ² (400 ft ²)	\$811	\$34,650 or less	10%	1-2
1-BR	50 m ² (535 ft ²)	\$975	\$38,250 or less	30%	3-4
2- BR	69 m ² (741 ft ²)	\$1,218	\$46,800 or less	30%	3
3-BR	91 m ² (980 ft ²)	\$1,480	\$58,050 or less	30%	3
TOTAL	816.4 m² (8,787.9 ft²)	Varies	Varies	100%	11

- (1) All units (except any 2-storey townhouses) shall meet Richmond Basic Universal Housing (BUH) standards or better.
 (2) Denotes the Council-approved rates as of July 24, 2017. Rates may be adjusted periodically, as per City policy.
 (3) Project Targets will be confirmed to the City's satisfaction through the Development Permit* process.

- b) Dwelling Unit Mix: The OCP and CCAP encourage the development of a variety of unit types and sizes supportive of the diverse needs of Richmond's population including, but not limited to, households with children.

The developer's proposed unit mix includes 4% bachelor (7 units), 10% 1-bedroom (17 units), 67% 2- bedroom (112 units), and 19% 3-bedroom (32 units).

- c) Accessibility: Richmond's Official Community Plan (OCP) seeks to meet the needs of the city's aging population and people facing mobility challenges by encouraging the development of accessible housing that can be approached, entered, used, and occupied by persons with physical and/or sensory disabilities.

Staff support the developer's proposal, which is consistent with City policy and includes:

- Barrier-free lobbies, common areas, and amenity spaces;
- Aging-in-place features in all units (e.g., grab bar blocking and lever handles); and
- 19% Basic Universal Housing (BUH) units (i.e. 32 of 168 total units), including 13% of market units (i.e. 21 of 157 units) and 100% of affordable housing units (i.e. 11 units). (Note: The developer will be utilizing the Zoning Bylaw's BUH floor area exemption of 1.86 m² / 20 ft² per BUH unit.)

4. Transportation

The CCAP requires the expansion of Capstan Village's street, bike, and pedestrian networks and encourages developer contributions towards funding of the Capstan Canada Line Station through the Capstan Station Bonus. In addition, the Zoning Bylaw provides reduced parking rates for developments that satisfy the station funding provisions of the Capstan Station Bonus and permits further rate reductions for developments that incorporate transportation demand management measures.

Staff support the developer's proposal, which satisfies all City requirements. All off-site transportation improvements required with respect to the subject development will be designed and constructed at the developer's sole cost through the City's standard Servicing Agreement processes (secured with a Letter of Credit). Key transportation improvements to be provided by the developer include:

- a) The eastward extension of Brown Road to Sexsmith Road, together with pedestrian greenway and off-street bike path improvements;
- b) The installation of a special crosswalk (complete with downward lighting) at the intersection of Brown Road and Sexsmith Road;
- c) Completion of the protected bike route along Brown/Sexsmith from Cambie Road to Carscallen Road via the construction of interim on-street bike lane improvements north of the subject site (which improvements will not displace existing on-street parking);
- d) Improvements to an existing mid-block, multi-use trail along the subject site's west side (i.e. widening, lighting, and landscape features); and
- e) To minimize potential pedestrian/cycling conflicts along Brown and Sexsmith Roads, shared driveway access to the subject site via the neighbouring development on the subject site's west side (Polygon "Avanti"), which access was secured via that adjacent development's earlier City approval processes (RZ 11-591985 and DP 12-612510).

5. Site Servicing Improvements

The developer shall be responsible for the design and construction of required water, storm sewer, and sanitary sewer upgrades and related public and private utility improvements, as determined to the satisfaction of the City. The developer's design and construction of the required improvements shall be implemented through the City's standard Servicing Agreement (SA) process, secured with a Letter of Credit, as set out in the attached Rezoning Considerations (Attachment 8). Prior to rezoning adoption, the developer will enter into the Servicing Agreement, which generally shall include road works, together with water, drainage, and sanitary sewer upgrades along all street frontages.

6. Sustainability

The CCAP encourages the coordination of private and City development and infrastructure objectives with the aim of advancing opportunities to implement environmentally responsible buildings, services, and related features. Staff support the developer's proposal, which provides for the following:

- a) District Energy Utility (DEU): The developer will design and construct 100% of the subject development to facilitate its future connection to a DEU system, which may include an owner supplied and installed central energy plant to provide heating and cooling to the building and transfer of the energy plant to the City, all at no cost to the City.
- b) Leadership in Energy and Environmental Design (LEED): The CCAP requires that all rezoning applications greater than 2,000.0 m² (21,527.8 ft²) in size meet LEED Silver (equivalency) or better, paying particular attention to features significant to Richmond (e.g., green roofs, urban agriculture, DEU, storm water management/quality). The developer has agreed to comply with this policy. A LEED Checklist is attached (Attachment 6). Design development will be undertaken through the Development Permit process.
- c) Electric Vehicle (EV) Facilities: Richmond's Zoning Bylaw includes minimum rates for the provision of EV charging equipment for residential parking (i.e. 100% equipped with Level 2 charging or better) and Class 1 bike storage (i.e. shared charging based on one 120V duplex outlet for each 10 bikes). The developer's proposal complies with the City's requirements. Prior to adoption of the rezoning bylaw, a legal agreement will be registered on title securing the required EV facilities.

7. Tree Retention and Replacement

The applicant has submitted a Certified Arborist's Report; which identifies on-site and off-site (City) tree species, assesses tree structure and condition, and provides recommendations on tree retention and removal relative to the proposed development. The City's Tree Preservation Coordinator and Parks Arborist have reviewed the Arborist's Report and support the Arborist's findings. Based on this, staff recommend and the developer has agreed to the following, as set out in the attached Rezoning Considerations. (Attachment 8)

- a) On-Site Tree Removal and Replacement: The developer shall submit \$40,000 (Letter of Credit) to secure the developer's removal and replacement of 27 existing bylaw-size trees with 53 replacement trees on the subject site, including:
 - \$25,000 for the 2:1 replacement of 25 existing bylaw-size trees with 50 replacement trees (based on \$500 per replacement tree), as determined to the City's satisfaction through the developer's Development Permit process; and
 - \$15,000 for the replacement of two mature Rock Elms (calipers of 143 cm and 120 cm) with three specimen trees in the development's proposed plaza and pocket park fronting Brown Road, as determined to the City's satisfaction through the developer's Servicing Agreement process;
- b) Off-Site City-Owned Trees: The developer shall submit \$9,100 to the City's Tree Compensation Fund with respect to the removal of 12 trees and one hedge that will be impacted by the extension of Brown Road to Sexsmith Road, which funds shall be used by the City for the planting of replacement trees elsewhere within Richmond; and

- c) Neighbouring Tree Protection and/or Replacement: The developer shall install tree protection fencing and retain an Arborist to ensure the health and safety of 10 existing trees on the neighbouring property south of the subject site (3779 Sexsmith Road / “Continental” shopping centre) and 8 existing trees on the neighbouring property north of the subject site (8388 Capstan Way / “Union Square” shopping centre). Note, however, with respect to the “Union Square” trees, if the owner and developer agree that the 8 existing trees can be removed and replaced (at the developer’s cost), prior to rezoning adoption, a legal agreement shall be registered on title requiring that the developer receives a Tree Removal Permit and submits a Letter of Credit to ensure that the necessary tree replacement is complete prior to occupancy of the subject development.

8. Community Planning

As per CCAP policy, the developer proposes to voluntarily contribute \$41,743 towards future City community planning studies, based on \$2.69/m² (\$0.25/ft²) and 15,512 m² (166,971 ft²), the maximum permitted buildable floor area under the proposed “Residential/Limited Commercial (RCL4)” zone, excluding affordable housing and community amenity space (i.e. affordable work-only artist studios).

Effective February 19, 2018, Richmond City Council adopted changes to the City Centre Area Plan for the purpose of increasing the “community planning” contribution rate to \$3.01/m² (\$0.28/ft²); however, applications received prior to February 19, 2018 (including the subject rezoning application, which was submitted on July 18, 2017) will be grandfathered under the previous contribution rate of \$2.69/m² (\$0.25/ft²), provided that any such application receives first reading of its Rezoning Bylaw prior to February 19, 2019.

9. Development Phasing

The developer does not propose to phase the design or construction of the development (i.e. one Development Permit application and one Building Permit application). Prior to rezoning adoption, legal agreements will be registered on title with respect to affordable housing, the proposed affordable work-only studios, public open space, District Energy Utility (DEU), and all works subject to the project’s Servicing Agreement requiring that such features shall be completed and ready for occupancy prior to first (market residential) occupancy of the building.

10. Built Form and Architectural Character

The developer proposes to construct a high-rise, high density, mixed use development fronting Brown and Sexsmith Roads, within walking distance of a new 1.7 ha (4.2 ac) park (“Avanti Park”), a recently approved City community centre and Early Childhood Development Hub, the existing Aberdeen Canada Line Station, and the future Capstan Canada Line Station. The proposed development is consistent with CCAP policy for the provision of land (via a combination of dedication and Statutory Rights of Way) to facilitate required transportation and public open space improvements. The proposed form of development, which combines articulated streetwall building elements and a single tower, generally conforms to the CCAP’s Development Permit Guidelines. More specifically, the development has successfully demonstrated:

- a) A strong urban concept contributing towards a high-density, high-amenity, pedestrian-oriented environment, comprising a variety of dwelling types (including townhouse and

apartment units), community amenity space in the form of two storefront-type rentable-affordable-work (RAW) studios, and public plaza, pocket park, and mid-block walkway;

- b) Variations in massing contributing towards streetscape interest, solar access to usable rooftops, and upper- and mid-level views across the site for residents and neighbours;
- c) An articulated building typology with a distinct identity and human scale;
- d) Sensitivity to future and existing residential neighbours (e.g., Polygon “Avanti”), by accommodating the development within a single tower at the site’s southeast corner where it serves to maximize tower spacing and will minimize shading and overlook;
- e) A coordinated approach to recently approved adjacent development (i.e. Polygon “Avanti”) with respect to shared driveway design, mid-block trail improvements, and fronting townhouse units; and
- f) Opportunities to contribute towards a high amenity public realm, particularly along Brown Road at the proposed plaza and pocket park.

In addition, prior to adoption of the rezoning bylaw, a legal agreement will be registered on title to notify future residents of view and other potential impacts that may arise as a result of surrounding development and/or proximity to the development’s proposed art studios (Brown Road Studios) and public open space activities.

Development Permit (DP) approval, to the satisfaction of the Director of Development, will be required prior to rezoning adoption. At DP stage, design development is encouraged with respect to the following items.

- a) Skyline: With respect to the developer’s requested height variance, particular attention will be paid through the DP process to articulation of the tower and the treatment of its roof to ensure that it effectively conceals rooftop equipment, contributes to an attractive and varied skyline, and provides for appealing views from taller neighbouring buildings.
- b) Residential Livability: The design of townhouses along the mid-block trail, internal corner units, and other aspects of the development will be reviewed and refined to address potential livability impacts arising from overlook or other factors.
- c) Brown Road Studios: Opportunities will be explored through the design of these units and the related public plaza, pocket park, and built form to contribute towards Capstan Village’s emerging “Arts District” and the creation of an animated, adaptable, and pedestrian-friendly streetscape.
- d) Capstan Station Bonus Public Open Space: The size and location of the project’s proposed public open space proposed satisfies the CCAP requirements and RCL4 rates. (Attachment 5) Information is required regarding the area’s programming and landscaping to ensure they satisfy City objectives with respect to the planting of specimen replacement trees, coordination with the proposed rentable-affordable-work (RAW) studios, and the interface with adjacent development (Polygon “Avanti”) along the mid-block trail and shared driveway.
- e) Common Amenity Spaces: The proposed indoor and outdoor common amenity spaces satisfy OCP and CCAP DP Guidelines rates, as indicated in the attached Data Sheet (Attachment 4). More information is required with respect to the programming, design, and landscaping of these spaces to ensure they will satisfy City objectives. As part of this

review, the developer's proposed use of inaccessible/extensive green roofs will be considered, together with potential opportunities for creating more usable rooftop areas.

- f) Private Amenity Spaces: The City has adopted guidelines for the provision of private outdoor space for residential uses. An assessment of proposed private amenity areas will be undertaken through the Development Permit process.
- g) Accessibility: Through the Development Permit process the design and distribution of accessible units and common spaces and uses will be refined.
- h) Sustainability: A LEED Checklist is attached. (Attachment 6) Opportunities to better understand and enhance the building's performance in coordination with its architectural expression will be explored through the Development Permit process.
- i) Emergency Services: Through the Development Permit process, Fire Department response points, an addressing plan, and related provisions for firefighting will be addressed.
- j) Crime Prevention through Environmental Design (CPTED): The City has adopted policies intended to minimize opportunities for crime and promote a sense of security. A CPTED checklist and plans demonstrating surveillance, defensible space, and related measures will be reviewed through the Development Permit process.
- k) Parking and Loading: A draft functional plan showing internal vehicle circulation, truck manoeuvring, and related features has been provided and will be finalized through the DP process. Prior to adoption of the rezoning bylaw, a legal agreement will be registered on title to ensure that parking provided for the use of affordable housing occupants and residential visitors will not be configured in a tandem arrangement.
- l) Waste Management: A draft waste management plan has been submitted and will be finalized through the DP process.

11. Existing Legal Encumbrances

Development of the subject site is not encumbered by existing legal agreements on title.

Financial Impact or Economic Impact

As a result of the proposed development, the City will take ownership of developer contributed assets constructed to City standards, such as road works, waterworks, storm sewers, sanitary sewers, street lights, street trees, and bike lanes. The anticipated Operating Budget impact for the ongoing maintenance of these assets is \$8,892. This will be considered as part of the 2019 Operating Budget.

Conclusion

Polygon Development 218 Ltd. has applied to the City of Richmond for permission to rezone lands in the City Centre's Capstan Village area at 3551, 3571, 3591, 3611, and 3631 Sexsmith Road, from "Single Detached (RS1/F)" to "Residential/Limited Commercial (RCL4)", to permit a 16,329 m², (175,759 ft²), high-rise development containing 157 market dwellings, 11 affordable (low-end of market rental) units (secured in perpetuity with a Housing Agreement and covenant registered on title), and 72 m² (779 ft²) of community amenity space in the form of two rentable-affordable-work studios for professional artists (secured with legal agreements registered on title). A proposed amendment to the RCL4 zone will, if approved, permit the calculation of density on part of the subject development's required road dedication, as per current City Centre Area Plan (CCAP) policy. An analysis of the developer's proposal shows it to be well designed and consistent with the CCAP's development, livability, sustainability, and urban design objectives. On this basis, it is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 9836, be introduced and given first reading.

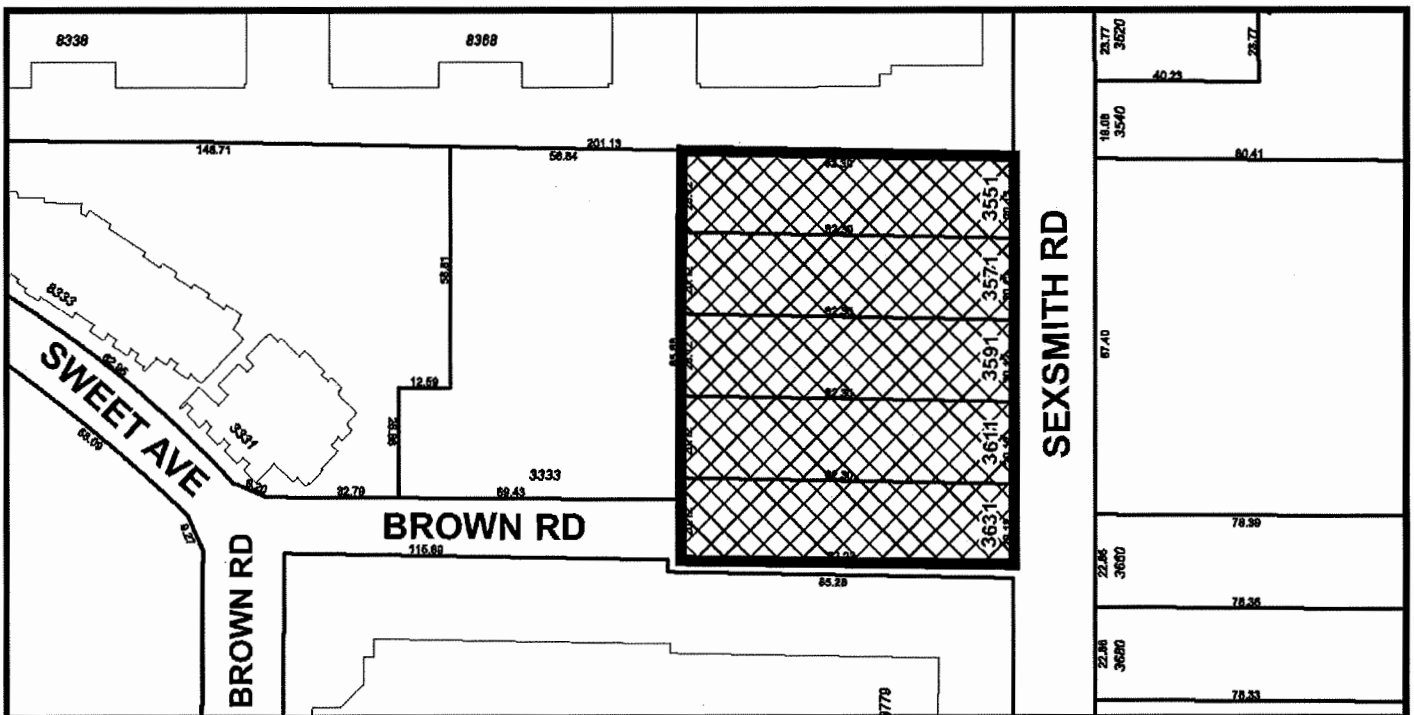
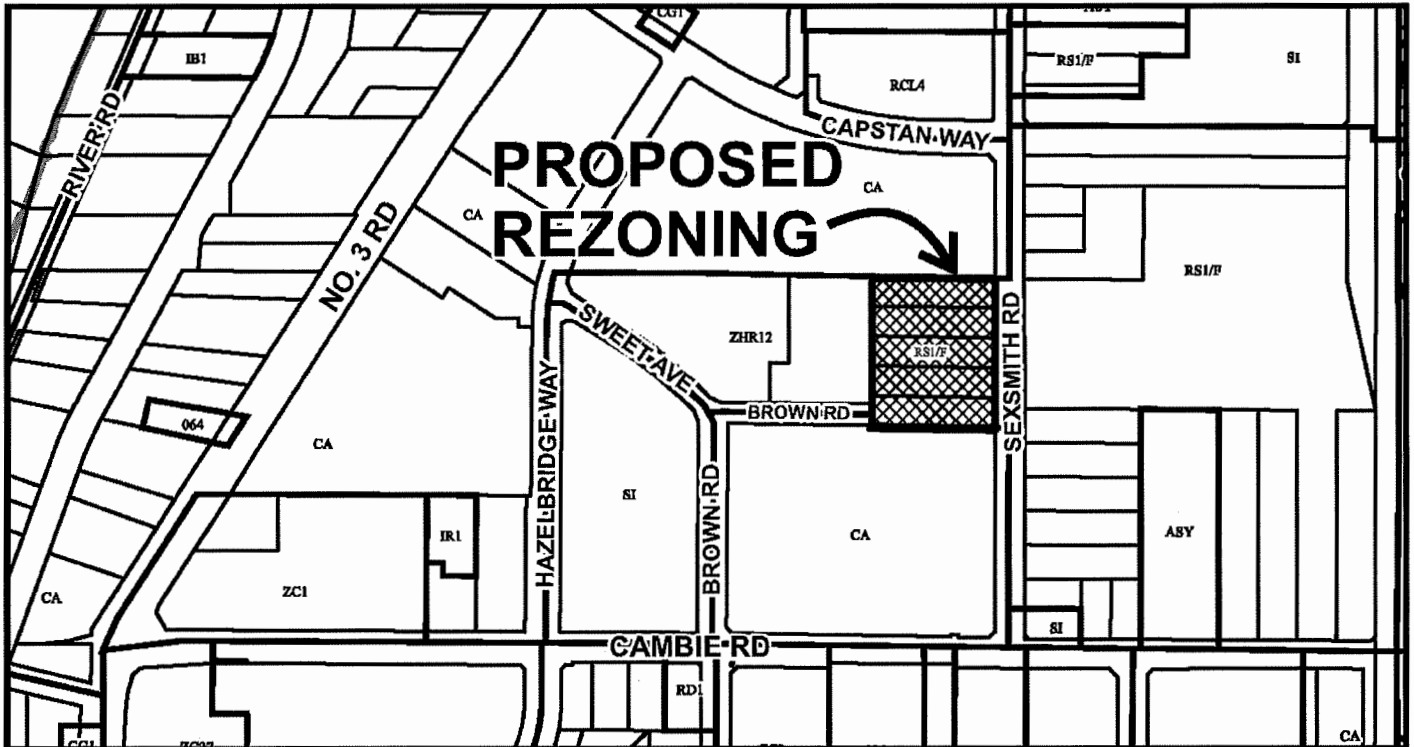


Suzanne Carter-Huffman
Senior Planner / Urban Design

SPC:cas

Attachments:

1. Location Map
2. Aerial Photograph
3. City Centre Area Plan – Specific Land Use Map: Capstan Village (2031)
4. Development Application Data Sheet
5. Capstan Station Bonus – Proposed Public Open Space Contribution
6. LEED Checklist
7. Conceptual Development Plans
8. Rezoning Considerations



RZ 17-778835

Original Date: 08/15/17

Revision Date:

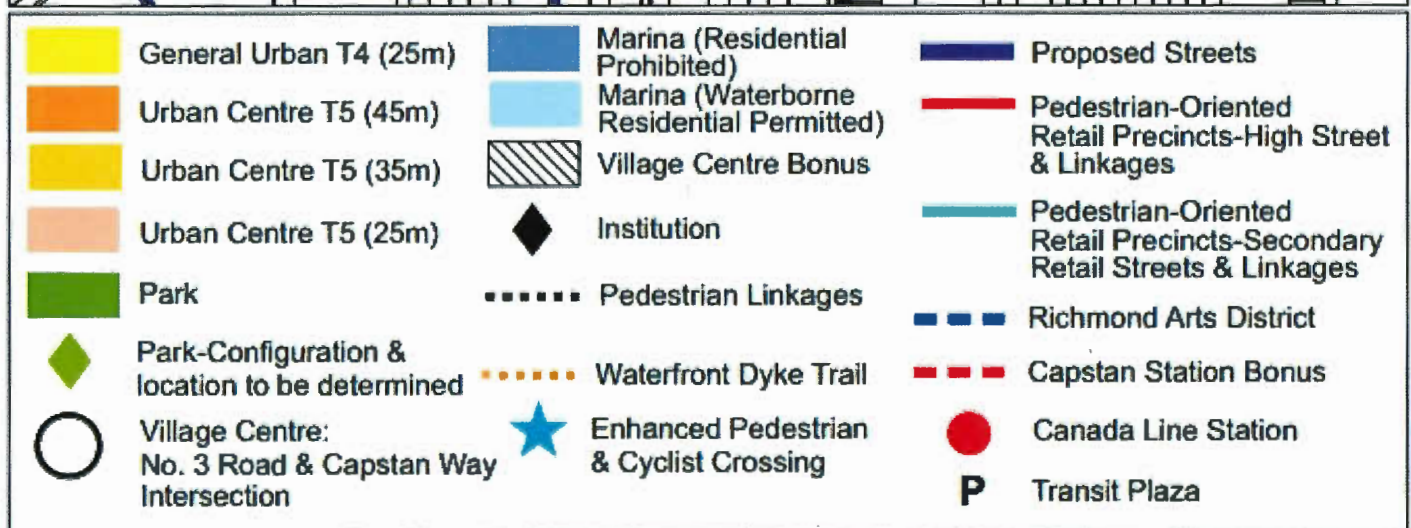
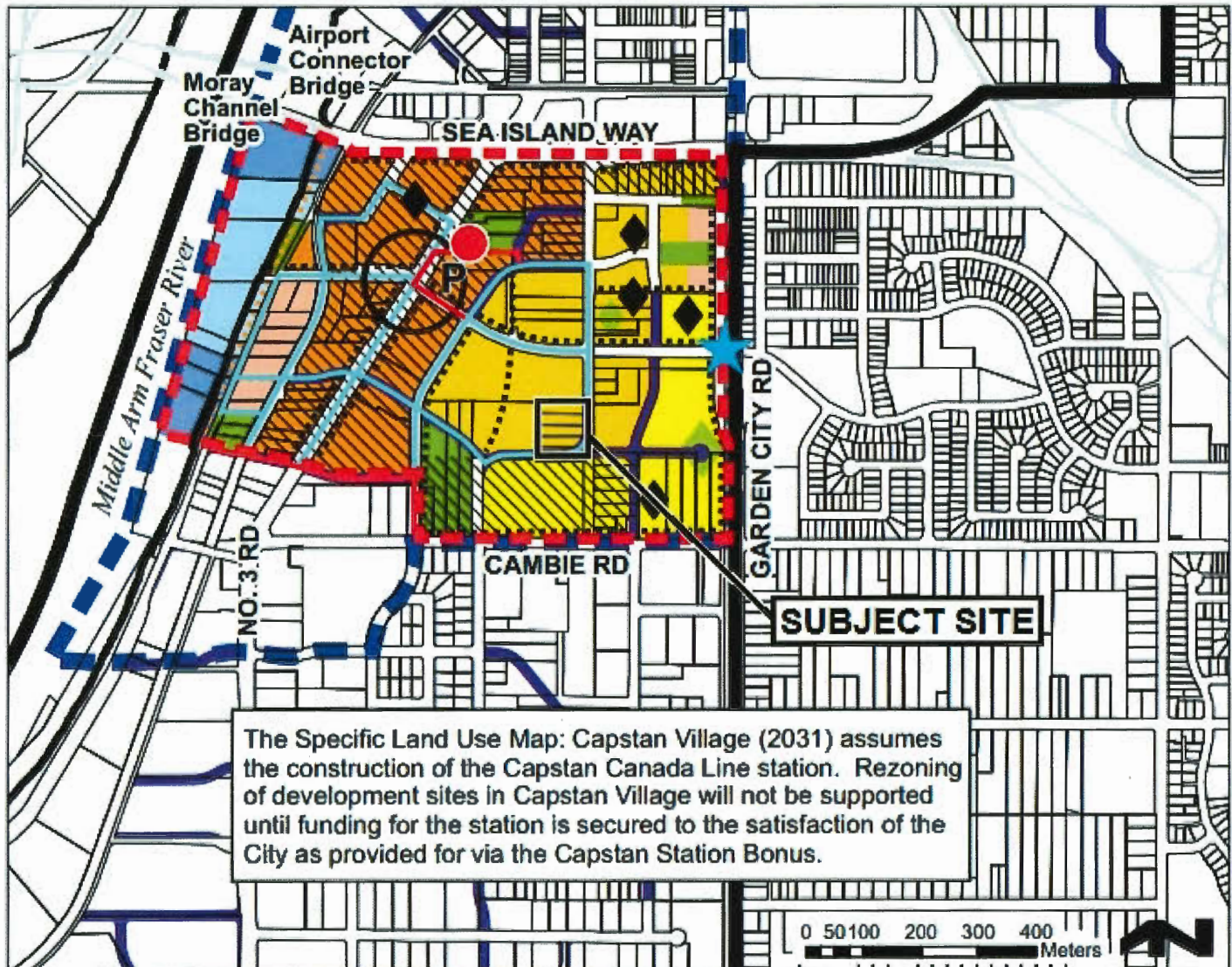
Note: Dimensions are in METRES



	<p>RZ 17-778835</p>	<p>Original Date: 08/15/17 Revision Date: Note: Dimensions are in METRES</p>
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Specific Land Use Map: Capstan Village (2031)

Bylaw 9593
2017/05/08





RZ 17-778835

Attachment 4

Address: 3551, 3571, 3591, 3611, and 3631 Sexsmith Road

Applicant: Polygon Development 218 Ltd Owner: Polygon Fiorella Homes Ltd, Inc. No. 0750635

Planning Area(s): City Centre (Capstan Village)

	Existing	Proposed
Site Area	<ul style="list-style-type: none"> 8,272.5 m² (89,044.4 ft²) 	<ul style="list-style-type: none"> Road: 2,035.1 m² (21,905.6 ft²), including 294.0 m² (3,164.6 ft²) that shall be eligible as Capstan Station Bonus public open space Net site: 6,237.4 m² (67,138.8 ft²)
Land Uses	<ul style="list-style-type: none"> Large lot single family residential 	<ul style="list-style-type: none"> High-rise, multi-family residential
OCP Designation	<ul style="list-style-type: none"> Mixed Use 	<ul style="list-style-type: none"> No change
CCAP Designation	<ul style="list-style-type: none"> Urban Centre T5 (35 m) Proposed Streets 	<ul style="list-style-type: none"> No change
Aircraft Noise Sensitive Development (ANSO) Policy	<ul style="list-style-type: none"> High Aircraft Noise "Area 2" – All uses may be considered, except single family homes. (Covenant, acoustic report, noise mitigation & air conditioning required) 	<ul style="list-style-type: none"> As required
Zoning	<ul style="list-style-type: none"> Single Detached (RS1/F) 	<ul style="list-style-type: none"> Residential/Limited Commercial (RCL4)
Number of Dwelling Units	<ul style="list-style-type: none"> Nil (Vacant lots) 	<ul style="list-style-type: none"> 168 units, including: <ul style="list-style-type: none"> Market housing: 157 Affordable (LEMR) housing: 11
Dwelling Unit Types	<ul style="list-style-type: none"> Nil (Single family homes permitted) 	<ul style="list-style-type: none"> 4% Bachelor (7 units) 10% 1-BR (17 units) 67% 2-BR (112 units) 19% 3-BR (32 units)
Accessible Dwellings	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> 19% (32 units) Basic Universal Housing units: <ul style="list-style-type: none"> Market housing: 13% (21 units) Affordable housing: 100% (11 units) 100% of units include aging-in-place features (e.g., handrails, lever handles & blocking in walls for future grab bar installation)

	Bylaw Requirement	Proposed	Variance
Floor Area Ratio (max.)	<ul style="list-style-type: none"> 2.5 FAR, adjusted to 2.618 FAR (based on reduced site area due to Capstan Station Bonus public open space dedication, as permitted under CCAP for non-DCC eligible road & park) 	<ul style="list-style-type: none"> 2.618 FAR (as per proposed amendments to the RCL4 zone) 	None permitted
Buildable Floor Area	<ul style="list-style-type: none"> Max. 16,328.5 m² (175,758.5 ft²) 	<ul style="list-style-type: none"> 16,328.5 m² (175,758.5 ft²), including: <ul style="list-style-type: none"> Market: 15,512.1 m² (95%) Affordable: 816.4 m² (5%) 	None permitted

Bylaw Requirement		Proposed	Variance
Lot Area	<ul style="list-style-type: none"> Min. 4,000.0 m² (43,055.6 ft²) 	<ul style="list-style-type: none"> 6,237.4 m² (67,138.8 ft²) 	None
Lot Coverage	<ul style="list-style-type: none"> Max. 90%, excluding areas granted via SRW for road or park 	<ul style="list-style-type: none"> 90% 	None
Setback – Road	<ul style="list-style-type: none"> 6.0 m (19.7 ft.) min., but may be reduced to 3.0 m (9.8 ft.) min. based on a proper public realm interface (measured to a property line) 	<ul style="list-style-type: none"> East: 3.0 m (9.8 ft.) min. South: 3.0 m (9.8 ft.) min. (NOTE: The building is permitted to encroach into public open space/plaza SRW area) 	None
Setback – Interior Property Line	<ul style="list-style-type: none"> Nil 	<ul style="list-style-type: none"> West: 4.5 m (14.8 ft.) (NOTE: The building is NOT permitted to encroach into public open space SRW area) North: 0.6 m (2.0 ft.) 	None
Setback – Projections	<ul style="list-style-type: none"> Balconies: 1.0 m (3.3 ft.) max. Architectural features: 0.6 m (2.0 ft.) max Weather protection: To the property line 	<ul style="list-style-type: none"> Balconies: 1.0 m (3.3 ft.) max. 	None
Height	<ul style="list-style-type: none"> 35.0 m (114.8 ft.) max. (measured finished grade) 	<ul style="list-style-type: none"> 40.5 m (132.9 ft.) 	Increase by 5.5 m (18.1 ft.)
Parking Spaces	<ul style="list-style-type: none"> 183 min. total spaces, including: <ul style="list-style-type: none"> 142 Market sp @ 1.0/unit –10% TDM 9 Afford. sp. @ 0.9/unit – 10% TDM 31 Visitor sp. @ 0.2/unit –10% TDM 1 Brown Road Studios sp. 	<ul style="list-style-type: none"> 198 min. total spaces, including: <ul style="list-style-type: none"> 157 Market spaces (1.0/unit) 9 Affordable spaces 31 Visitor spaces 1 Brown Road Studios space 	None
Parking – Accessible Spaces	<ul style="list-style-type: none"> 6 spaces min (2% min) including: <ul style="list-style-type: none"> 2 Market spaces 1 Affordable space 1 Visitor space 1 Brown Road Studios space 	<ul style="list-style-type: none"> 6 spaces min (2% min) including: <ul style="list-style-type: none"> 3 Market spaces 1 Affordable space 1 Visitor space 1 Brown Road Studios space 	None
Parking – Tandem Spaces	<ul style="list-style-type: none"> Legal agreement registered on title to limit tandem parking to Market housing & require that both spaces in a tandem pair of spaces is assigned to the same unit 	<ul style="list-style-type: none"> None proposed 	None
Parking – Small Car Spaces	<ul style="list-style-type: none"> 97 spaces max (50% max) including: <ul style="list-style-type: none"> 78 Market spaces 4 LEMR spaces 15 Visitor spaces NIL Brown Road Studios space 	<ul style="list-style-type: none"> 92 - 97 spaces max, including: <ul style="list-style-type: none"> 73 - 78 Market spaces max. 4 LEMR spaces max. 15 Visitor spaces max. NIL Brown Road Studios space 	None
Off-Street Loading:	<ul style="list-style-type: none"> 1 medium truck (SU-9) space for general loading & waste management vehicles 	<ul style="list-style-type: none"> 1 medium truck (SU-9) space for general loading & waste management vehicles 	None
Class 1 Bikes (Secured)	<ul style="list-style-type: none"> 214 bike spaces min. in bike rooms, including: <ul style="list-style-type: none"> 196 Market spaces @ 1.25/unit 14 Affordable spaces @ 1.25/unit 4 Brown Road Studios spaces 	<ul style="list-style-type: none"> 214 bike spaces min. in bike rooms, including: <ul style="list-style-type: none"> 196 Market spaces @ 1.25/unit 14 Affordable spaces @ 1.25/unit 4 Brown Road Studios spaces 	None
Class 2 Bikes (Unsecured)	<ul style="list-style-type: none"> 37 bike spaces min. @ 0.2/unit (in publicly-accessible racks) 	<ul style="list-style-type: none"> 37 bike spaces (in publicly-accessible racks) 	None
EV (Energized) Charging for Cars (240V or 120V)	<ul style="list-style-type: none"> 100% Market parking spaces 100% Affordable parking space NIL Visitor spaces NIL Brown Road Studios space 	<ul style="list-style-type: none"> 157 (100%) Market parking spaces 9 (100%) Affordable parking spaces NIL Visitor spaces NIL Brown Road Studios space 	None

Bylaw Requirement	Proposed	Variance
EV (Energized) Charging for Class 1 Bikes (120V)	<ul style="list-style-type: none"> 23 min. @ 1 duplex receptacle /10 Class 1 bike spaces per bike room, including: <ul style="list-style-type: none"> 20 Market receptacles 2 Affordable receptacles 1 Brown Road Studios receptacle 	<ul style="list-style-type: none"> 23 min. (120V duplex) receptacles, including: <ul style="list-style-type: none"> 20 Market receptacles 2 Affordable receptacles 1 Brown Road Studios receptacle <p>None</p>
Amenity Space – Indoor	<ul style="list-style-type: none"> 100 m² (1,076 ft²) min. (as per rates typically applied to developments with less than 200 units) 	<ul style="list-style-type: none"> 336 m² (3,617 ft²) based on 2.0 m² (21.5 ft²) / unit (as typically applied to developments with 200 or more units) <p>None</p>
Amenity Space – Outdoor (Excluding extensive green roofs)	<ul style="list-style-type: none"> 1,649.7 m² (17,760.5 ft²), including: <ul style="list-style-type: none"> OCP: 840 m² (9,042 ft²) min. @ 5.0 m² (64.6 ft²), including 50% constructed as children's play space CCAP: 623.7 m² (6,713.9 ft²) min. @ 10% of net site for additional on-site landscape (excluding extensive green roofs) 	<ul style="list-style-type: none"> 1,649.7 m² (17,760.5 ft²), including: <ul style="list-style-type: none"> OCP: 840 m² (9,042 ft²) min., including 50% constructed as children's play space CCAP: 623.7 m² (6,713.9 ft²) min. additional on-site landscape (excluding extensive green roofs) <p>None</p>
Extensive Green Roofs	<ul style="list-style-type: none"> Encouraged on all inaccessible roofs 	<ul style="list-style-type: none"> Proposed on tower and mid-level roofs. The extent & design of these roofs will be refined through the Development Permit process. <p>None</p>

Other: Tree replacement compensation is required for the loss of significant trees (as per Rezoning Considerations).

NOTE: Floor areas are preliminary estimates and are not inclusive of garages. The exact building size shall be determined through Zoning Bylaw compliance review at Building Permit stage.





for Homes

LEED for Homes Mid-rise Pilot Simplified Project Checklist

Builder Name:	Polygon Construction Management
Project Team Leader (if different):	Robin Glover, Polygon Homes
Home Address (Street/City/State):	3551 Sexsmith, Richmond, BC

Project Description:

Building type: Mid-rise multi-family

of stories: 13

of units: 168

Avg. Home Size Adjustment: -9.5

Adjusted Certification Thresholds

Certified: 35.5

Gold: 65.5

Silver: 50.5

Platinum: 80.5

Project Point Total		Final Credit Category Total Points			
Prelim: 53.5 + 6 maybe pts	Final: 9.5	ID: 0	SS: 5	EA: 4.5	EQ: 0
Certification Level		LL: 0	WE: 0	MR: 0	AE: 0
Prelim: Silver	Final: Not Certified	Minimum Point Thresholds Not Met for Final Rating			

date last updated:

last updated by:

Max
PtsProject Points
Preliminary Final

Innovation and Design Process (ID)		(No Minimum Points Required)		Max	Y/Pts	Maybe	No	Y/Pts
1. Integrated Project Planning	1.1	Preliminary Rating		Prereq				
	1.2	Energy Expertise for MID-RISE		Prereq				
	1.3	Professional Credentialed with Respect to LEED for Homes		1	1	0		0
	1.4	Design Charrette		1	0	0		0
	1.5	Building Orientation for Solar Design		1	0	0		0
	1.6	Trades Training for MID-RISE		1	1	0		0
2. Durability Management Process	2.1	Durability Planning		Prereq				
	2.2	Durability Management		Prereq				
	2.3	Third-Party Durability Management Verification		3	3	0		0
3. Innovative or Regional Design	3.1	Innovation #1		1	1	0		0
	3.2	Innovation #2		1	0	0		0
	3.3	Innovation #3		1	0	0		0
	3.4	Innovation #4		1	0	0		0
Sub-Total for ID Category:				11	6	0		0
Location and Linkages (LL)		(No Minimum Points Required)	OR	Max	Y/Pts	Maybe	No	Y/Pts
1. LEED ND	1	LEED for Neighborhood Development	LL2-6	10	0	0		0
2. Site Selection	2	Site Selection		2	0	0		0
3. Preferred Locations	3.1	Edge Development		1	0	0		0
	3.2	Infill	LL 3.1	2	2	0		0
	3.3	Brownfield Redevelopment for MID-RISE		1	0	0		0
4. Infrastructure	4	Existing Infrastructure		1	1	0		0
5. Community Resources/ Transit	5.1	Basic Community Resources for MID-RISE		1	0	0		0
	5.2	Extensive Community Resources for MID-RISE	LL 5.1, 5.3	2	0	0		0
	5.3	Outstanding Community Resources for MID-RISE	LL 5.1, 5.2	3	3	0		0
6. Access to Open Space	6	Access to Open Space		1	1	0		0
Sub-Total for LL Category:				10	7	0		0
Sustainable Sites (SS)		(Minimum of 5 SS Points Required)	OR	Max	Y/Pts	Maybe	No	Y/Pts
1. Site Stewardship	1.1	Erosion Controls During Construction		Prerequisite				
	1.2	Minimize Disturbed Area of Site for MID-RISE		1	1	0		0
2. Landscaping	2.1	No Invasive Plants		Prerequisite				
	2.2	Basic Landscape Design		1	1	0		0
	2.3	Limit Conventional Turf for MID-RISE	SS 2.4	2	1	0		1
	2.4	Drought Tolerant Plants for MID-RISE	SS 2.4	1	0	1		0
	2.5	Reduce Overall Irrigation Demand by at Least 20% for MID-RISE		3	0	0		0
3. Local Heat Island Effects	3.1	Reduce Site Heat Island Effects for MID-RISE		1	0	0		0
	3.2	Reduce Roof Heat Island Effects for MID-RISE		1	0	0		0
4. Surface Water Management	4.1	Permeable Lot for MID-RISE		2	1	1		0
	4.2	Permanent Erosion Controls		1	1	0		0
	4.3	Stormwater Quality Control for MID-RISE		2	0	0		0
5. Nontoxic Pest Control	5	Pest Control Alternatives		2	1	1		0
6. Compact Development	6.1	Moderate Density for MID-RISE		2	0	0		0
	6.2	High Density for MID-RISE	SS 6.1, 6.3	3	0	0		0
	6.3	Very High Density for MID-RISE	SS 6.1, 6.2	4	4	0		4
7. Alternative Transportation	7.1	Public Transit for MID-RISE		2	2	0		0
	7.2	Bicycle Storage for MID-RISE		1	1	0		0
	7.3	Parking Capacity/Low-Emitting Vehicles for MID-RISE		1	1	0		0
Sub-Total for SS Category:				22	14	3		5

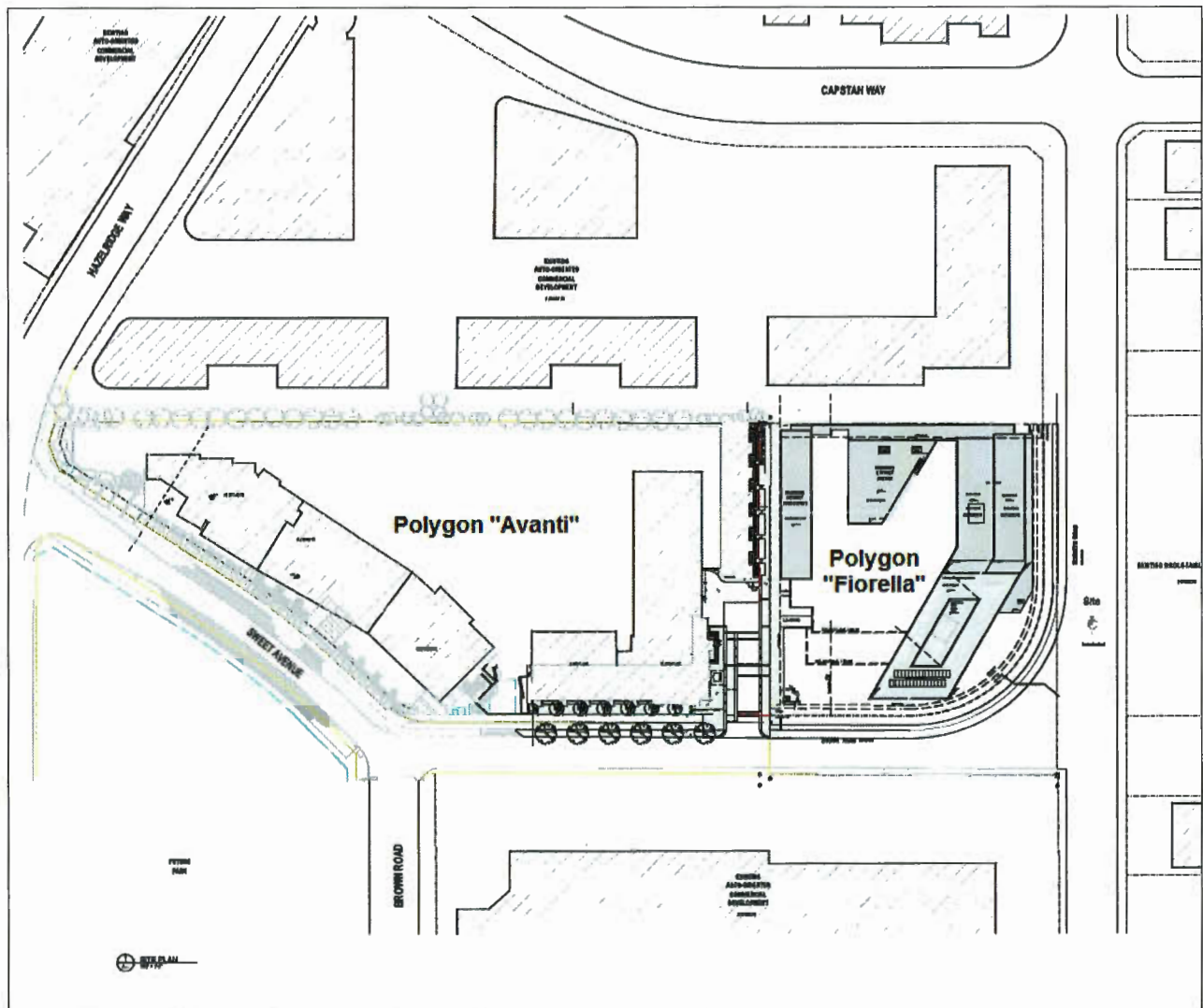
LEED for Homes Mid-rise Pilot Simplified Project Checklist (continued)

				Max Pts	Project Points			
					Preliminary	Final		
Water Efficiency (WE)				(Minimum of 3 WE Points Required)	OR	Max	Y/Pts	Maybe
							No	Y/Pts
1. Water Reuse	2x	1	Water Reuse for MID-RISE			5	0	0
2. Irrigation System	2x	2.1	High Efficiency Irrigation System for MID-RISE	WE 2.2		2	2	0
	2x	2.2	Reduce Overall Irrigation Demand by at Least 45% for MID-RISE			2	0	0
3. Indoor Water Use		3.1	High-Efficiency Fixtures and Fittings			3	2	0
		3.2	Very High Efficiency Fixtures and Fittings			6	2	0
		3.3	Water Efficient Appliances for MID-RISE			2	1	1
Sub-Total for WE Category:						15	7	1
Energy and Atmosphere (EA)				(Minimum of 0 EA Points Required)	OR	Max	Y/Pts	Maybe
							No	Y/Pts
1. Optimize Energy Performance		1.1	Minimum Energy Performance for MID-RISE		Frereq			
		1.2	Testing and Verification for MID-RISE		Frereq			
		1.3	Optimize Energy Performance for MID-RISE		34	4.5	0	4.5
7. Water Heating	2x	7.1	Efficient Hot Water Distribution		2	0	0	0
		7.2	Pipe Insulation		1	0	0	0
11. Residential Refrigerant Management		11.1	Refrigerant Charge Test		Frereq			
		11.2	Appropriate HVAC Refrigerants		1	1	0	0
Sub-Total for EA Category:						38	5.5	0
Materials and Resources (MR)				(Minimum of 2 MR Points Required)	OR	Max	Y/Pts	Maybe
							No	Y/Pts
1. Material-Efficient Framing		1.1	Framing Order Waste Factor Limit		Frereq			
		1.2	Detailed Framing Documents	MR 1.5	1	0	0	0
		1.3	Detailed Cut List and Lumber Order	MR 1.5	1	0	0	0
		1.4	Framing Efficiencies	MR 1.5	3	0	0	0
		1.5	Off-site Fabrication		4	0	0	0
2. Environmentally Preferable Products	2x	2.1	FSC Certified Tropical Wood		Frereq			
	2x	2.2	Environmentally Preferable Products		8	3	0	0
3. Waste Management		3.1	Construction Waste Management Planning		Frereq			
		3.2	Construction Waste Reduction		3	2	0	0
Sub-Total for MR Category:						16	5	0
Indoor Environmental Quality (EQ)				(Minimum of 6 EQ Points Required)	OR	Max	Y/Pts	Maybe
							No	Y/Pts
2. Combustion Venting		2	Basic Combustion Venting Measures		Frereq			
3. Moisture Control		3	Moisture Load Control		1	0	0	0
4. Outdoor Air Ventilation	2x	4.1	Basic Outdoor Air Ventilation for MID-RISE		Frereq			
		4.2	Enhanced Outdoor Air Ventilation for MID-RISE		2	0	2	0
		4.3	Third-Party Performance Testing for MID-RISE		1	0	0	0
5. Local Exhaust	2x	5.1	Basic Local Exhaust		Frereq			
		5.2	Enhanced Local Exhaust		1	1	0	0
		5.3	Third-Party Performance Testing		1	1	0	0
6. Distribution of Space Heating and Cooling	2x	6.1	Room-by-Room Load Calculations		Frereq			
		6.2	Return Air Flow / Room by Room Controls		1	0	0	0
		6.3	Third-Party Performance Test / Multiple Zones		2	0	0	0
7. Air Filtering		7.1	Good Filters		Frereq			
		7.2	Better Filters	EQ 7.3	1	1	0	0
		7.3	Best Filters		2	0	0	0
8. Contaminant Control	2x	8.1	Indoor Contaminant Control during Construction		1	1	0	0
	2x	8.2	Indoor Contaminant Control for MID-RISE		2	1	0	0
	2x	8.3	Preoccupancy Flush		1	1	0	0
9. Radon Protection	2x	9.1	Radon-Resistant Construction in High-Risk Areas		Frereq			
	2x	9.2	Radon-Resistant Construction in Moderate-Risk Areas		1	0	0	0
10. Garage Pollutant Protection		10.1	No HVAC in Garage for MID-RISE		Frereq			
		10.2	Minimize Pollutants from Garage for MID-RISE	EQ 10.3	2	2	0	0
		10.3	Detached Garage or No Garage for MID-RISE		3	0	0	0
11. ETS Control		11	Environmental Tobacco Smoke Reduction for MID-RISE		1	0	0	0
12. Compartmentalization of Units		12.1	Compartmentalization of Units		Frereq			
		12.2	Enhanced Compartmentalization of Units		1	0	0	0
Sub-Total for EQ Category:						21	8	2
Awareness and Education (AE)				(Minimum of 0 AE Points Required)		Max	Y/Pts	Maybe
							No	Y/Pts
1. Education of the Homeowner or Tenant	2x	1.1	Basic Operations Training		Frereq			
	2x	1.2	Enhanced Training		1	0	0	0
		1.3	Public Awareness		1	0	0	0
2. Education of Building Manager	2x	2	Education of Building Manager		1	1	0	0
Sub-Total for AE Category:						3	1	0

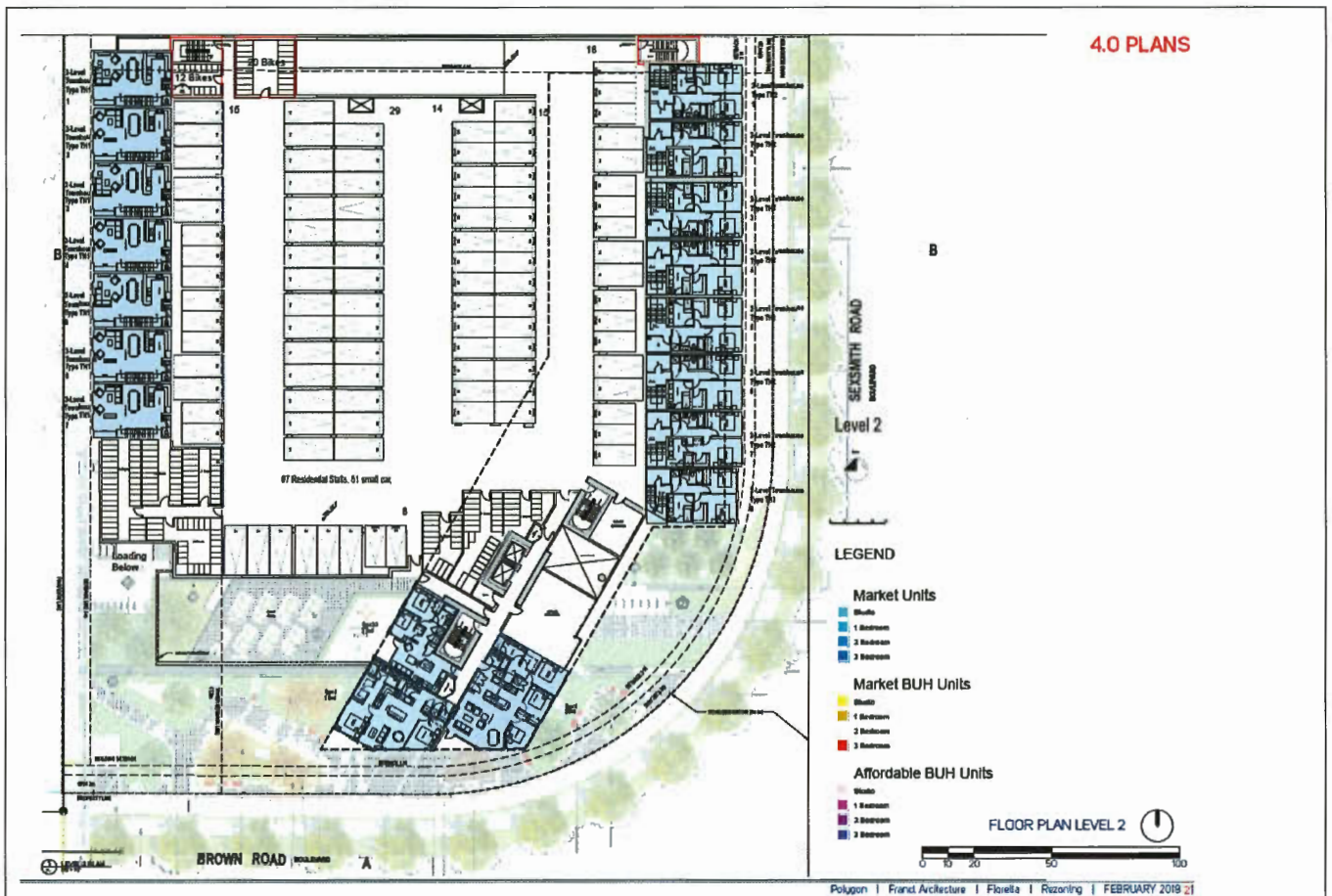
ATTACHMENT 7
Conceptual Development Plans

IORELLA
REZONING SUBMISSION
February 2018

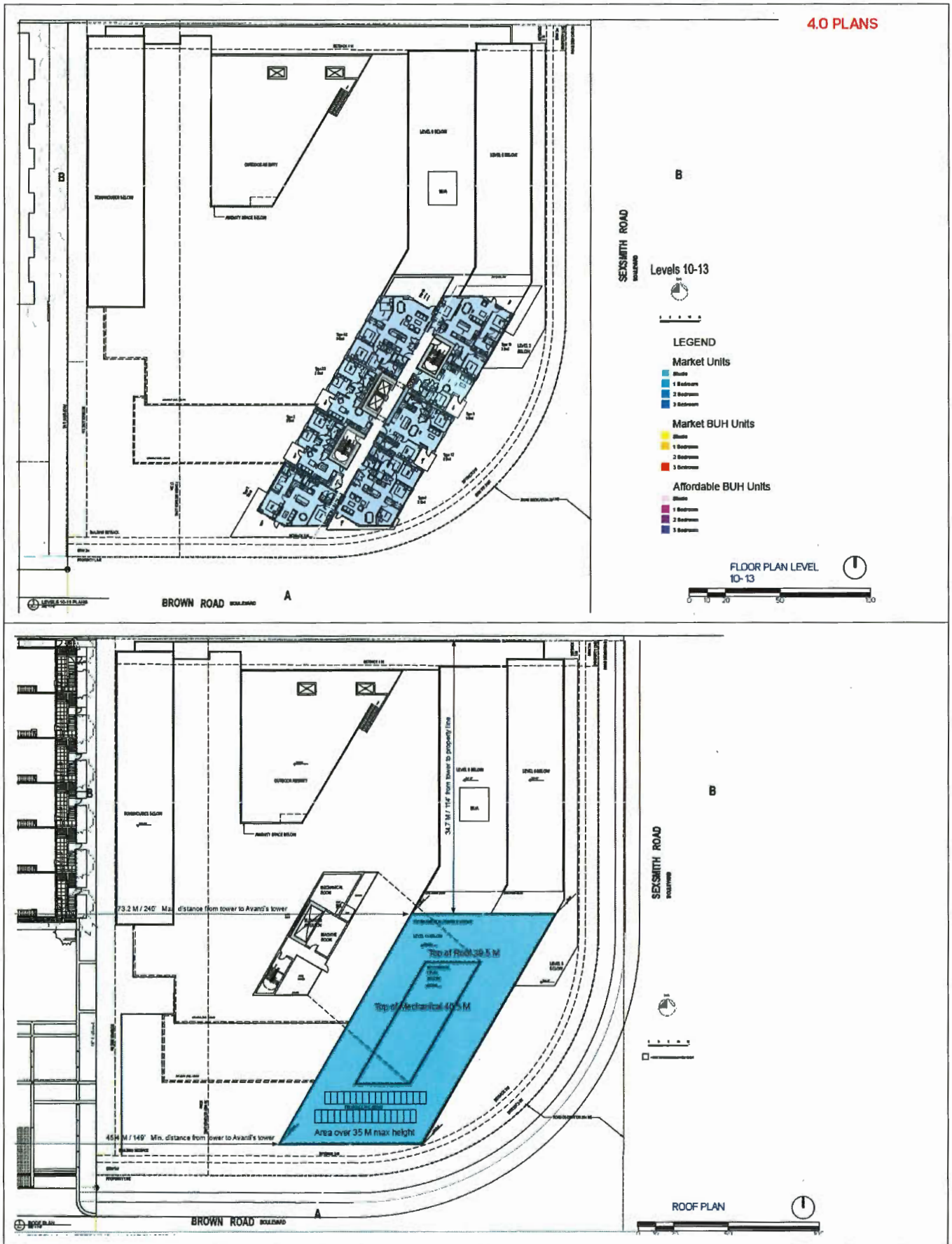
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EAST ELEVATION



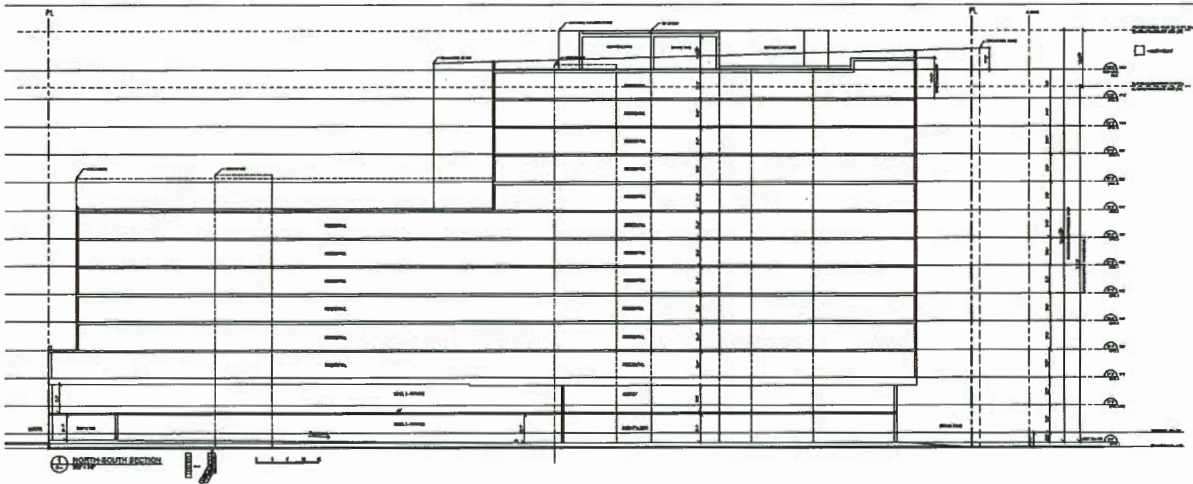
SOUTH ELEVATION



NORTH ELEVATION



WEST ELEVATION ELEVATION



PERSPECTIVE LOOKING SOUTHEAST



PERSPECTIVE LOOKING NORTH



PERSPECTIVE LOOKING NORTHEAST



PERSPECTIVE LOOKING SOUTHWEST



Address: 3551, 3571, 3591, 3611, and 3631 Sexsmith Road

File No.: RZ 17-778835

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9836, the developer is required to complete the following:

1. Ministry of Transportation & Infrastructure (MOTI): Final MOTI Approval must be received.
NOTE: Preliminary MOTI approval is on file (REDMS #5625482) and will expire on October 24, 2018.
2. NAV Canada Building Height: Submit a letter of confirmation from a surveyor assuring that the proposed building heights are in compliance with Transport Canada regulations.
3. Subdivision: Registration of a Subdivision Plan for the subject site, to the satisfaction of the City.

Prior to the registration of a Subdivision Plan, the following conditions must be satisfied:

- 3.1. Road Dedication: Dedication of an irregularly shaped piece of land, at least 2,035.1 m² (21,905.6 ft²) in size, along the subject site's south and east sides for the extension and widening of Brown Road and Sexsmith Road, as shown on the Preliminary Road Dedication & Subdivision Plan (**Schedule A**), including:
 - 3.1.1. Brown/Sexsmith Sidewalk Widening: 294.0 m² (3,164.6 ft²) in the form of a 2.0 m (6.6 ft.) wide strip along the north and east sides of the dedicated area, which may be used for density calculation purposes and included as part of the development's required Capstan Station Bonus public open space contribution, but shall NOT be eligible for Development Cost Charge (DCC) credits; and
 - 3.1.2. Brown/Sexsmith Roadway & Bike Path: The balance of the dedicated area, which shall NOT be used for density calculation purposes or included as part of the development's required Capstan Station Bonus public open space contribution, but may be eligible for Development Cost Charge (DCC) credits.
- 3.2. Lot Consolidation: Consolidation of the remnant lots to provide for one (1) fee simple lot for development purposes, as shown on the Preliminary Road Dedication & Subdivision Plan (**Schedule A**).
4. Public Rights of Passage Statutory Right-of-Ways: Provide publicly-accessible open space to the City, generally as shown on the Preliminary Statutory Right of Ways Plan (**Schedule B**). The ultimate configuration of these open space features shall be confirmed to the satisfaction of the City through the Development Permit* review and approval processes, but the size of each feature shall not be less than the areas indicated below.

NOTE #1: All works required for public access within the required SRW areas shall be included in the Servicing Agreement (SA)* and all maintenance and liability responsibilities must be clearly noted. The design must be prepared in accordance with City specifications and standards and the construction of the works will be inspected by the City concurrently with all other SA* related works. The developer is required to enter into the SA*, secured with a Letter of Credit, prior to final reading of the Rezoning Bylaw.

NOTE #2: The SRW areas shall be lit year-round from dusk to dawn. The lighting shall be owned, operated, and maintained by the property owner. The lighting design and construction shall be subject to the City's Servicing Agreement (SA)*, SA* Letter of Credit, and Development Permit* processes.
- 4.1. Brown Road Studios Plaza & Pocket Park SRW: 680.8 m² (7,328.1 ft²) secured as a landscaped SRW area contiguous with Brown Road and complementary to its designated role in the City Centre Area Plan as part of the "Arts District" and an enhanced pedestrian and cycling route, which SRW area may include, among other things, pedestrian circulation and seating, public art, trees and planting (including a number of specimen trees required as compensation for the developer's removal of two mature Rock Elms from the site), and special landscape features (e.g., accommodation for temporary outdoor art displays, informal performances/events, and gatherings).

4.1.1. The right-of-way shall:

- a) In part satisfy the development's Capstan Station Bonus (CSB) public open space contribution requirement; and
- b) Be secured in coordination with the owner's provision of two (2) street-oriented, affordable, work-only art studios (Brown Road Studios) so that together they can help enhance public use and enjoyment of the streetscape in ways that contribute towards a vibrant "Arts District" on and around the subject site.

4.1.2. The right-of-way shall provide for:

- a) 24 hour-a-day, universally accessible, public access and related landscape features for the use and enjoyment of pedestrians and cyclists, which may include, but may not be limited to, walkways and plaza, lighting, furnishings, trees and planting, decorative paving, and innovative storm water management measures, to the satisfaction of the City;
- b) City utilities, traffic control (e.g., signals), and/or related equipment;
- c) Public art;
- d) Convenient public access to the fronting Brown Road Studios uses;
- e) Emergency and service vehicle access, City bylaw enforcement, and any related or similar City-authorized activities;
- f) The owner's ability to close a portion of the right-of-way to public access to facilitate maintenance or repairs to the right-of-way or the fronting uses, provided that adequate public access is maintained and the duration of the closure is limited, as approved by the City in writing in advance of any such closure;
- g) Design and construction, via a Servicing Agreement (SA)* in coordination with a Development Permit*, at the sole cost and responsibility of the developer, as determined to the City's satisfaction; and
- h) Maintenance at the sole cost of the owner except, as may be determined to the City's sole satisfaction via the Servicing Agreement* review and approval processes:
 - City infrastructure, which may include, but may not be limited to, sidewalks, utilities, streetlights, and/or furnishings; and/or
 - City trees, which may include, but may not be limited to, specimen trees required to be planted by the developer as compensation for the developer's removal of two mature Rock Elms from the site.

4.1.3. In addition, the right-of-way shall provide for the following, provided that public access is not impeded and the features enhance the intended public amenity and operation of the right-of-way area as specified in the Servicing Agreement (SA)* and Development Permit *:

- a) Building encroachments, provided that any such encroachments are:
 - Approved through a Development Permit*, in coordination with a Servicing Agreement* for the design and construction of the right-of-way area;
 - Located within the "Plaza" portion of the right-of-way area;
 - Not in conflict with the required planting of specimen trees within the right-of-way area, as determined to the satisfaction of the City; and
 - Limited to the following features and requirements:
 - a. For awnings, sunshades, and canopies, any such feature shall be located a minimum of 2.5 m (8.2 ft.) clear above the right-of-way area and a minimum of 2.0 m (6.7 ft.) from a property line abutting a public street;
 - b. For structural columns, any such feature shall be located a minimum of 3.0 m (9.8 ft.) from a property line abutting a public street; and
 - c. For habitable portions of the building, balconies, cantilevered roofs, eaves, and similar architectural appendages, any such feature shall be located a minimum of

5.5 m (18.0 ft.) clear above the right-of-way area and a minimum of 3.0 m (9.8 ft.) from a property line abutting a public street;

- b) Movable furnishing and planters;
- c) Temporary outdoor uses ancillary to the production of visual arts within the Brown Road Studios, provided that such uses are conducted within the designated "Plaza" portion of the SRW area (which "Plaza" shall be identified with a plan and its specific form, character, and use shall be approved by the City through the Development Permit* and Servicing Agreement* review and approval processes), including:
 - Display and performance of artworks (excluding amplified music) produced on the premises;
 - Retail display and sale of artworks produced on the premises;
 - Small-scale visual art production and education (e.g., plein air painting);
 - Social and cultural gatherings that the general public is welcome to attend at no cost (e.g., art openings and events); and
 - Complementary uses, signage, and related features; and
- d) Private utilities approved through a Servicing Agreement*.

4.1.4. The right-of-way shall not provide for:

- a) Building encroachments situated below finished grade; or
- b) Driveway crossings.

4.1.5. "No development" shall be permitted on the lot, restricting Development Permit* issuance for any building on the lot, in whole or in part, unless the permit includes the SRW area, to the City's satisfaction.

4.1.6. No Building Permit* shall be issued for a building on the lot, in whole or in part (exclusive of parking), unless the permit includes the SRW area, to the City's satisfaction.

4.1.7. "No occupancy" shall be permitted of the lot, restricting final Building Permit* inspection granting occupancy for any building on the lot, in whole or in part (except for parking), until the SRW area is completed to the satisfaction of the City and has received, as applicable, a Certificate of Completion and/or final Building Permit* inspection granting occupancy.

4.2. Mid-Block Trail SRW: 242.3 m² (2,608.1 ft²) in the form of a 2.9 m (9.5 ft.) wide strip along the entire west side of the development site for the widening of the existing landscaped pedestrian/bike trail established by the adjacent development ("Avanti") at 3333 Brown Road, as per RZ 11-591985.

4.2.1. The right-of-way shall:

- a) In part satisfy the development's Capstan Station Bonus (CSB) public open space contribution requirement; and
- b) Be secured, designed, constructed, and maintained in a manner that complements and is coordinated with that of the existing contiguous SRW areas registered on the neighbouring development at 3333 Brown Road ("Avanti"), as per RZ 11-591985, including one for a combined driveway/public walkway (CA3622515 and CA3622518) and another for a public walkway (CA3622510 and CA3622513), such that the public experience, use, and enjoyment of all three (3) SRW areas is attractive, welcoming, well-lit, safe, universally accessible, well maintained, and effectively "seamless", as determined to the satisfaction of the City.

4.2.2. The right-of-way shall provide for:

- a) 24 hour-a-day, universally accessible, public access in the form of combined walkway/off-street bike path and related landscape features, which may include, but may not be limited to, lighting, furnishings, street trees and planting, decorative paving, and innovative storm water management measures, to the satisfaction of the City;

- b) Public art;
- c) Public access to fronting dwellings and other on-site uses;
- d) Emergency and service vehicle access, City bylaw enforcement, and any related or similar City-authorized activities;
- e) City utilities, traffic control (e.g., signals), and related equipment;
- f) The owner-developer's ability to close a portion of the right-of-way to public access to facilitate maintenance or repairs to the right-of-way or the fronting uses, provided that adequate public access is maintained and the duration of the closure is limited, as approved by the City in writing in advance of any such closure;
- g) Design and construction, via a Servicing Agreement (SA)* in coordination with a Development Permit*, at the sole cost and responsibility of the developer, as determined to the City's satisfaction; and
- h) Maintenance at the sole cost of the owner, except for any City infrastructure (e.g., sidewalks, utilities, streetlights, street trees, and/or furnishings) as determined to the City's sole satisfaction via the Servicing Agreement* review and approval processes.

4.2.3. In addition, the right-of-way shall provide for:

- a) One (1) driveway crossing to enable resident, guest, service, and waste management vehicles to access the subject development from the "Avanti" driveway (secured via CA3622515 and CA3622518).

4.2.4. The right-of-way shall not provide for:

- a) Building encroachments; or
- b) Vehicle access, except as described above.

4.2.5. "No development" shall be permitted on the subject site, restricting Development Permit* issuance for a building, in whole or in part, unless the permit includes the design of the SRW area, to the City's satisfaction.

4.2.6. No Building Permit* shall be issued for a building on the subject site, in whole or in part (excluding parking intended), unless the permit includes the design of the SRW area, to the City's satisfaction.

4.2.7. "No occupancy" shall be permitted of a building on the subject site, restricting final Building Permit* inspection granting occupancy for any building on the subject site, in whole or in part (except for parking), until the SRW area is completed to the satisfaction of the City and has received, as applicable, a Certificate of Completion and/or final Building Permit* inspection granting occupancy.

- 5. Other Right-of-Ways: Registration of additional right-of-ways as required through the subject development's Servicing Agreement (SA)* and/or Development Permit* processes, as determined to the sole satisfaction of the City.
- 6. Driveway Crossings: Registration of a restrictive covenant(s) and/or other legal agreement(s) on title requiring that vehicle access to the subject site shall be limited to one driveway, which shall be located along the subject site's west side and accessed via an existing SRW agreement registered on the neighbouring development ("Avanti") at 3333 Brown Road (CA3622515 and CA3622518).

NOTE: Prior to final reading of the Rezoning Bylaw, the existing SRW agreement registered on 3333 Brown Road (CA3622515 and CA3622518) must be modified to accurately reflect the subject development's proposed driveway dimensions and location.

7. Capstan Station Bonus (CSB): Registration of a restrictive covenant and/or alternative legal agreement, to the satisfaction of the City, securing that “no building” will be permitted on the subject site and restricting Building Permit* issuance for the subject site, in whole or in part, until the developer satisfies the terms of the Capstan Station Bonus (CSB) as provided for via the Zoning Bylaw. More specifically, the developer shall satisfy the following requirements:

- 7.1. Maximum Units: The combined total number of market dwelling units and affordable housing units permitted on the subject site shall be limited to a maximum of 185.

NOTE: Through the rezoning application, the developer has requested 168 units; however, this may be increased at the developer’s discretion through the Development Permit* provided that adequate parking, indoor/outdoor amenity space, bike storage, and related requirements are accommodated to the City’s satisfaction.

- 7.2. Capstan Station Reserve Contribution: Prior to Building Permit* issuance for the subject site, in whole or in part, the developer shall submit a cash contribution to the Capstan Station Reserve. The preliminary estimated value of the required developer contribution is shown in the following table. The actual value of the developer contribution shall be based on the actual number of dwelling units and the City-approved contribution rate in effect at the time of Building Permit* approval.

TABLE 1

Phase	No. of Dwellings <i>Preliminary estimate</i>	CSB Contribution Rate <i>Effective to Sep 30, 2018</i>	CSB Voluntary Contribution <i>Preliminary estimate</i>
1 only	168	\$8,562.97/dwelling	\$1,438,578.90
TOTAL	168	\$8,562.97/dwelling	\$1,438,578.90

- 7.3. CSB Minimum Public Open Space Contribution: Prior to the final reading of the Rezoning Bylaw, granting of at least 925.0 m² (9,956.6 ft²) of publicly-accessible open space to the City, in a combination of dedication and Public Rights of Passage, Statutory Right-of-Way (SRW), based on 5.0 m² (53.82 ft²) per dwelling unit and a maximum of 185 dwellings. More specifically, prior to rezoning adoption the developer shall provide for the following:

TABLE 2

Public Open Space Feature		Tenure	Public Open Space Area	
			Total Area	Eligible CSB Area (1)
A.	Brown/Sexsmith Sidewalk Widening	Road Dedication	294.0 m ² (3,164.6 ft ²)	925.0 m ² (9,956.6 ft ²)
B.	Brown Road Studios Plaza & Pocket Park SRW	SRW	680.8 m ² (7,328.1 ft ²)	
C.	Mid-Block Trail SRW	SRW	242.3 m ² (2,608.1 ft ²)	
TOTAL		Varies	1,217.1 m² (13,100.8 ft²)	925.0 m² (9,956.6 ft²)

- (1) Eligible CSB Area excludes portions of the open space that are required to facilitate on-site (specimen) tree replacement or are occupied by driveways, above-grade utilities, or related uses.

8. Tree Protection and Replacement:

- 8.1. On-Site Tree Removal and Replacement: Submission of Landscape Security (Letter of Credit) in the amount of \$40,000, to secure the developer’s planting and maintenance of 52 replacement trees on the subject site, including:

- 8.1.1. \$25,000 for the 2:1 replacement of twenty-five (25) existing bylaw-size trees with fifty (50) replacement trees with a value of \$500 per replacement tree, which security will be applied towards future tree replacement on the subject site as part of the landscape plan for the Development Permit* (and which security may comprise a portion of the Development Permit landscape Letter of Credit).

NOTE: Minimum tree replacement sizes shall be as per Richmond’s Tree Protection Bylaw No. 8057 Schedule A-3.0.

- 8.1.2. \$15,000 for the replacement of two (2) mature Rock Elms (calipers of 143 cm and 120 cm) within the “Brown Road Studios Plaza and Pocket Park SRW” with three (3) specimen replacement trees with a

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value of at least \$5,000 per replacement specimen tree or as otherwise determined to the City's satisfaction through the Servicing Agreement (SA)* review and approval processes (which security may comprise a portion of the Servicing Agreement* Letter of Credit).

NOTE: The required specimen trees shall be planted within the required "Brown Road Studios Plaza & Pocket Park SRW". Design, construction, and maintenance of features within the SRW area shall be the sole responsibility of the owner; however, through the Servicing Agreement (SA)* review and approval processes, the City may decide, at its sole discretion, that after the conclusion of the SA* maintenance period the specimen trees may be maintained by the City.

8.2. Off-Site City-Owned Trees: Thirteen (13) trees and one (1) hedge will be impacted by the subject development.

8.2.1. Compensation: City acceptance of the developer's offer to voluntarily contribute \$9,100 to the City's Tree Compensation Fund (Account #2336) with respect to the removal of twelve (12) trees and one (1) hedge located along the east frontage of the five (5) subject lots, which funds shall be used by the City for the planting of replacement trees elsewhere within Richmond.

8.2.2. Protection: One (1) existing tree located along the Sexsmith Road frontage of 8388 Capstan Way (i.e. Red Maple / Tree I.D. #386 / 34 cm caliper) is to be retained and protected to the City's satisfaction, which shall include:

- a) Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any work conducted within the tree protection zone of the City street tree 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.

NOTE: The project Arborist must be on-site and supervise any work within or near the Critical Root Zone (CRZ) of the retained tree and Richmond Parks must be notified at least four (4) business days prior to the start of any such work.

- b) Installation of appropriate tree protection fencing around the City tree to be retained as part of the development prior to any construction activities occurring on-site.

NOTE: In the event that, through the Servicing Agreement* process for the new road, the City determines that the one (1) protected City tree cannot be retained or relocated, the developer shall be required to make a cash-in-lieu contribution for the planting of replacement tree(s) elsewhere in Richmond (based on Richmond's standard compensation processes, as determined to the satisfaction of the City Arborist).

8.3. Neighbouring Tree Protection and/or Replacement: Ten (10) trees located on the neighbouring property south of the subject site (3779 Sexsmith Road / "Continental" shopping centre) and eight (8) trees located on the neighbouring property north of the subject site (8388 Capstan Way / "Union Square" shopping centre) are to be retained and protected, which shall include:

- 8.3.1. Installation of appropriate tree protection fencing around all trees to be retained as part of the development prior to any construction activities occurring on-site; and
- 8.3.2. Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any work conducted within the tree protection zone of the neighbouring 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.

HOWEVER, with respect to the eight (8) "Union Square" trees, with the written pre-approval of the "Union Square" owners, as determined to the City's satisfaction, the trees may be removed and replaced by the developer provided that prior to final reading of the Rezoning Bylaw, the developer completes the following:

- 8.3.3. Registration of a legal agreement, secured via a Letter of Credit, and related requirements with respect to the developer's removal and replacement of existing trees and other landscaping at 8388 Capstan Way ("Union Square") along the common property line it shares with the subject site (which agreement

shall be registered prior to any pre-loading of the subject site and/or the removal of any existing trees on the "Union Square" property). Furthermore, the developer shall satisfy the following:

- a) "No development" shall be permitted on the lot, restricting Development Permit* issuance for any building on the lot, in whole or in part, unless a Tree Removal (Non-Development) Permit* is issued to the developer, secured with a Letter of Credit to the City's satisfaction for the removal and replacement of the eight (8) existing trees and associated landscaping on 8388 Capstan Way ("Union Square"), the value of which Letter of Credit shall be based on the approved design indicated in the Development Permit* (as authorized by the "Union Square" owner) and 100% of a sealed cost estimate provided by the developer's Landscape Architect, including labour and 10% contingency;
 - b) "No occupancy" shall be permitted of the lot, restricting final Building Permit* inspection granting occupancy for any building on the lot, in whole or in part (except for parking), until replacement trees and other landscaping have been installed at 8388 Capstan Way ("Union Square") to the satisfaction of the City; and
 - c) Upon installation of the replacement trees and other landscaping to the satisfaction of the City, the value of the Letter of Credit may be reduced to 10% of its original value for a maintenance period of one year. At the end of the one year maintenance period, provided that the condition of the trees and other landscaping are to the satisfaction of the City, the 10% Letter of Credit holdback may be released.
9. **Tandem Parking:** Registration of a legal agreement on title ensuring that where two parking spaces are provided in a tandem arrangement both parking spaces must be assigned to the same dwelling unit. (Parking spaces provided to satisfy Zoning Bylaw parking requirements for affordable housing and residential visitors cannot be provided in a tandem arrangement.)
10. **Electric Vehicle (EV) Charging Infrastructure for Vehicles & "Class 1 Bicycle Storage:** Registration of legal agreement(s) on the lot requiring that the developer/owner provides, installs, and maintains electrical vehicle (EV) charging equipment within the building for the use of building residents and art studio tenants as determined to the satisfaction of the City. More specifically:
- 10.1. Electrical vehicle (EV) equipment shall be provided as indicated in the table below or the City-approved rates in effect at the time of Development Permit* issuance, whichever is greater.

TABLE 3

Electric Vehicle (EV) Charging Equipment by Use	# Units	Vehicle Parking			Class 1 Bike Storage		
		Est. # Parking Spaces (1)	Energized Space (3)		Est. # Bikes (1)	Energized Equipment (4)	
			Min. Rate (2)	Est. EV #		Min. Rate (2)	Est. EV #
RESIDENTS	168	167	100%	167	210	10%	21
▪ Market Units	157	157	100%	157	196	10%	19
▪ Affordable Housing	11	10	100%	10	14	10%	2
VISITORS	(168)	34	N/A	N/A	N/A	N/A	N/A
BROWN ROAD STUDIOS	N/A	1 (5)	N/A	N/A	4	10%	1

- (1) "Est. # Parking Spaces" and "Est. # Bikes" are the estimated minimum numbers required by the development under the Zoning Bylaw. The actual numbers will be confirmed prior to Development Permit* issuance.
- (2) "Min. Rate" for Vehicle Parking and Class 1 Bike Storage are fixed (%) rates. The "Est. EV #" is the product of those fixed rates and the "Est. # Parking Spaces" or "Est. # Bikes", as applicable. The actual numbers will be confirmed prior to Development Permit* issuance.
NOTE: For the Class 1 Bike Storage, the minimum rate shall be understood to mean that, on a bike storage room-by-bike storage room basis, (i) one "Energized Equipment" shall be provided for each 10 bikes, or portion thereof, accommodated in the bike room; and (ii) the required "Energized Equipment" shall be located to facilitate its shared use by multiple (bikes) users of the bike storage room.
- (3) "Vehicle Parking – Energized Space" means all the infrastructure required for the charging of an electric vehicle, including all electrical equipment (including metering), cabling and associated raceways, and connections, with the exception of the Electric Vehicle Supply Equipment (EVSE).
NOTE: 120V OR 240V service shall be permitted, as determined by the developer, at the developer's sole discretion.

- (4) "Class 1 Bike Storage – Energized Equipment" means an operational 120V duplex outlet for the charging of an electric bicycle and all the wiring, electrical equipment, and related features necessary to supply the required electricity for the operation of such an outlet.
- (5) Brown Road Studios tenants shall have shared use of one (1) van-size designated parking/loading space, as per the Brown Road Studios Terms of Reference & Outline Specifications (**Schedule C**).

10.2. "No development" shall be permitted on the lot, restricting Development Permit* issuance for a building on the lot, in whole or in part (exclusive of parking), until the developer provides for the required electric vehicle (EV) charging infrastructure for vehicles and "Class 1" bike storage and related features (e.g., permanent signage to facilitate the intended use of the EV equipment and way-finding, pedestrian access routes, and proportional distribution) to the satisfaction of the City.

10.3. No Building Permit* shall be issued for a building on the lot, in whole or in part (exclusive of parking), until the developer provides for the required electric vehicle (EV) charging infrastructure for vehicles and "Class 1" bike storage and related features as determined through the approved Development Permit* and a letter of confirmation is submitted by the architect assuring that the facilities satisfy the City's objectives and complies with this legal agreement(s).

10.4. "No occupancy" shall be permitted on the lot, restricting final Building Permit* inspection granting occupancy for any building on the lot, in whole or in part (exclusive of parking), until the required electric vehicle (EV) charging equipment for vehicles and "Class 1" bike storage and related features as determined through the approved Development Permit* are completed to the satisfaction of the City and have received final Building Permit* inspection granting occupancy. Notwithstanding the afore mentioned statement, in the event that occupancy of the building on a lot is staged, "no occupancy" shall be permitted of the first stage of building occupancy on a lot, in whole or in part (excluding parking), until 100% of the electric vehicle (EV) charging equipment for vehicles and "Class 1" bike storage and related features required with respect to the lot receive final Building Permit* inspection granting occupancy.

11. District Energy Utility (DEU): Registration of a restrictive covenant and/or alternative legal agreement(s), to the satisfaction of the City, securing the owner's commitment to connect to District Energy Utility (DEU), which covenant and/or legal agreement(s) will include, at minimum, the following terms and conditions:

11.1. No building permit will be issued for a building on the subject site unless the building is designed with the capability to connect to and be serviced by a DEU and the owner has provided an energy modelling report satisfactory to the Director of Engineering;

11.2. If a DEU is available for connection, no final Building Permit inspection granting occupancy of a building will be granted until:

11.2.1. The building is connected to the DEU, which may include the owner's supplied and installed central energy plant to provide heating and cooling to the building, at no cost to the City, or the City's DEU service provider, Lulu Island Energy Company, on the subject site satisfactory to the City;

11.2.2. If the City so elects, the owner transfers ownership of the central energy plant on the site, if any, at no cost to the City, or City's DEU service provider, Lulu Island Energy Company, to the City and/or the City's DEU service provider, Lulu Island Energy Company, on terms and conditions satisfactory to the City;

11.2.3. The owner enters into a Service Provider Agreement with the City and/or the City's DEU service provider, Lulu Island Energy Company, executed prior to subdivision (including Air Space parcel subdivision) or depositing a Strata Plan with LTO on terms and conditions satisfactory to the City; and

11.2.4. The owner grants or acquires all Statutory Right-of-Way(s) and/or easements necessary for supplying the DEU services to the building and the operation of the central energy plant, if any, by the City and/or the City's DEU service provider, Lulu Island Energy Company registered prior to subdivision (including Air Space parcel subdivision) or depositing a Strata Plan with LTO.

11.3. If a DEU is not available for connection, no final Building Permit inspection granting occupancy of a building will be granted until:

11.3.1. The City receives a professional engineer's certificate stating that the building has the capability to connect to and be serviced by a DEU;

- 11.3.2. The owner enters into a covenant and/or other legal agreement to require that the building connect to a DEU when a DEU is in operation, registered prior to Strata or subdivision (including Air Space parcel subdivision);
- 11.3.3. The owner grants or acquires the Statutory Right-of-Way(s) and/or easements necessary for supplying DEU services to the building, registered prior to Strata or subdivision (including Air Space parcel subdivision); and
- 11.3.4. The owner provides to the City a letter of credit, in an amount satisfactory to the City, for costs associated with acquiring any further Statutory Right of Way(s) and/or easement(s) and preparing and registering legal agreements and other documents required to facilitate the building connecting to a DEU when it is in operation.

12. **Affordable Housing:** The City's acceptance of the developer's offer to voluntarily contribute affordable housing, in the form of low-end market rental (LEMR) units, constructed to a turnkey level of finish on the lot at the sole cost of the developer, the terms of which voluntary contribution shall include, but will not be limited to, the registration of the City's standard Housing Agreement and Covenant(s) to secure the affordable housing units. The form of the Housing Agreement and Covenant(s) shall be agreed to by the developer and the City prior to final adoption of the subject rezoning; after which time, only the Housing Covenant(s) may be amended or replaced and any such changes will only be permitted for the purpose of accurately reflecting the specifics of the Development Permit* for the lot and other non-materials changes resulting thereof and made necessary by the Development Permit* approval requirements, as determined to the satisfaction of the Director of Development, and Manager, Community Social Development. The terms of the Housing Agreement and Covenant(s) shall indicate that they apply in perpetuity and provide for, but will not be limited to, the following requirements.

NOTE: Effective July 24, 2017, Richmond City Council adopted changes to the Affordable Housing Strategy such that any development containing more than 60 dwellings must include at least 10% of its total residential building area in the form of LEMR units; EXCEPT that applications received prior to July 24, 2017 (including the subject rezoning application, which was submitted on July 18, 2017) will be grandfathered under the previous built unit requirement of 5% of total residential building area, provided that any such application receives first reading of its Rezoning Bylaw prior to July 24, 2018.

- 12.1. The required minimum floor area of the affordable (LEMR) housing units shall be equal to a combined habitable floor area of at least 816.4 m² (8,787.9 ft²), excluding standard Floor Area Ratio (FAR) exemptions, as determined based on 5% of the subject development's total maximum residential floor area permitted on the lot under the proposed RCL4 zone (i.e. 5% of 16,328.5 m² / 175,758.5 ft²); and
- 12.2. The developer shall, as generally indicated in the table below:
 - 12.2.1. Ensure that the types, sizes, rental rates, and occupant income restrictions for the affordable housing units are in accordance with the City's Affordable Housing Strategy and guidelines for LEMR housing, unless otherwise agreed to by the Director of Development and Manager, Community Social Development;
 - 12.2.2. Achieve the Project Targets for the total number of affordable housing units and unit mix as indicated in the table below or as otherwise determined to the satisfaction of the Manager, Community Social Development through the project's Development Permit* approval processes; and
 - 12.2.3. Design and construct all affordable housing units (except any 2-storey townhouse units) to comply at a minimum with Richmond Zoning Bylaw requirements for Basic Universal Housing (BUH) units. All units must include aging-in-place features, such as lever handles and blocking in walls for the future installation of grab bars by others.

TABLE 4

Unit Type (1)	Affordable Housing Strategy Requirements			Project Targets (3)	
	Min. Permitted Unit Area	Max. Monthly Unit Rent (2)	Total Max. Household Income (2)	% of Units	# of Units
Bachelor	37 m ² (400 ft ²)	\$811	\$34,650 or less	10%	1-2
1-BR	50 m ² (535 ft ²)	\$975	\$38,250 or less	30%	3-4

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Unit Type (1)	Affordable Housing Strategy Requirements			Project Targets (3)	
	Min. Permitted Unit Area	Max. Monthly Unit Rent (2)	Total Max. Household Income (2)	% of Units	# of Units
2- BR	69 m ² (741 ft ²)	\$1,218	\$46,800 or less	30%	3
3-BR	91 m ² (980 ft ²)	\$1,480	\$58,050 or less	30%	3
TOTAL	816.4 m² (8,787.9 ft²)	Varies	Varies	100%	11

(4) All units (except any 2-storey townhouses) shall meet Richmond Basic Universal Housing (BUH) standards or better.

(5) Denotes the Council-approved rates as of July 24, 2017. Rates may be adjusted periodically, as per City policy.

(6) Project Targets will be confirmed to the City's satisfaction through the Development Permit* process.

- 12.3. The affordable housing units shall be dispersed, generally as indicated in the developer's rezoning proposal or as otherwise determined to the City's satisfaction through the Development Permit* review and approval processes.
- 12.4. Occupants of the affordable housing units on the lot shall, to the satisfaction of the City, as determined prior to Development Permit* approval, enjoy full and unlimited access to and use of all on-site indoor and outdoor amenity spaces provided on the lot as per OCP and City Centre Area Plan (CCAP) requirements.
- 12.5. Parking, "Class 1" bike storage, and related electric vehicle (EV) charging equipment shall be provided for the use of affordable housing occupants as per the OCP, Zoning Bylaw, and legal agreements registered on title with respect to the subject rezoning at no additional charge to the affordable housing tenants (i.e. no monthly rents or other fees shall apply for the casual, shared, or assigned use of the parking spaces, bike storage, EV charging equipment, or related facilities by affordable housing tenants), which features may be secured via legal agreement(s) on title prior to Development Permit* issuance or as otherwise determined to the City's satisfaction.
- 12.6. The affordable housing units, related uses (e.g., parking, garbage/recycling, hallways, amenities, lobbies), and associated landscaped areas shall be completed to a turnkey level of finish, at the sole cost of the developer, to the satisfaction of the Manager, Community Social Development.
- 12.7. "No development" shall be permitted on the lot, restricting Development Permit* issuance for any building on the lot, in whole or in part (excluding parking), until the developer, to the City's satisfaction:
- 12.7.1. Designs the lot to provide for the affordable housing units and ancillary spaces and uses;
- 12.7.2. Takes all necessary steps to ensure that the Housing Covenant accurately reflects the specifics of the affordable housing units and ancillary spaces and uses as per the approved Development Permit*; and
- 12.7.3. As required, registers additional legal agreements on title to facilitate the detailed design, construction, operation, and/or management of the affordable housing units and/or ancillary spaces and uses (e.g., parking) as determined by the City via the Development Permit* review and approval processes.
- 12.8. No Building Permit* shall be issued for a building on the lot, in whole or in part (excluding parking), until the developer provides for the required affordable housing units and ancillary spaces and uses to the satisfaction of the City.
- 12.9. "No occupancy" shall be permitted on the lot, restricting final Building Permit* inspection granting occupancy for any building on the lot, in whole or in part (except for parking), until the required affordable housing units and ancillary spaces and uses are completed to the satisfaction of the City and have received final Building Permit* inspection granting occupancy.
13. Brown Road Studios: The City's acceptance of the developer's offer to voluntarily contribute the Brown Road Studios, the terms of which voluntary contribution shall include the developer's design and construction, at the developer's sole cost, of "community amenity space" and related features on the subject site, to a turnkey level of finish, as generally provided for under the subject rezoning application's proposed "Residential/Limited Commercial (RCL4)" zone, for use as two (2) affordable, work-only, art studios and related uses/spaces (e.g., parking, outdoor activity space), all to the satisfaction of the City. More specifically, prior to adoption of the Rezoning Bylaw, as determined to the satisfaction of the City, the developer shall enter into legal agreements and/or provide other security

in accordance with **Schedule C** (Brown Road Studios Terms of Reference & Outline Specifications) requiring, among other things, that:

- 13.1. The gross leasable floor area of the Brown Road Studios (i.e. net of common areas and features situated outside the studio units, such as vehicle/bike parking, loading, garbage/recycling areas, and hallways) shall comprise at least 72.4 m² (779.0 ft²) and, together with parking and related uses/spaces, be fully contained on the subject site.
- 13.2. The Brown Road Studios will be managed, maintained, and operated by the developer/owner in accordance with City-approved guidelines including, but not limited to, provisions that the tenants of the Brown Road Studios shall:
 - 13.2.1. Not be subject to strata, maintenance, parking, or other fees over and above the City-approved monthly unit rents, except as otherwise provided for in **Schedule C** (e.g., private utilities);
 - 13.2.2. Satisfy the criteria of a “professional artist” in accordance with **Schedule C**; and
 - 13.2.3. Satisfy financial eligibility requirements (e.g., total maximum household incomes) in accordance with **Schedule C**.
- 13.3. “No development” shall be permitted on the subject site, restricting Development Permit issuance for any building on the subject site, in whole or in part, until the developer designs the affordable, work-only, art studios and related features (Brown Road Studios) to the sole satisfaction of the City, as generally described in the Brown Road Studios Terms of Reference & Outline Specifications (**Schedule C**) and providing for, among other things:
 - 13.3.1. Two (2) functional, fully-finished, art studios including at least 72.4 m² (779.0 ft²) of gross leasable (indoor) floor area designed as storefront-type units located at the building’s ground floor, fronting onto and directly accessible from Brown Road;
 - 13.3.2. A landscaped, universally-accessible terrace, secured for the use of the art studio tenants and the general public via a Statutory Right-of-Way, across the entire frontage of the art studio units (i.e. “Brown Road Studios Plaza & Pocket Park SRW”);
 - 13.3.3. Parking/loading, bike parking for studio tenants (Class 1), and a room for garbage, recycling (“blue box”), and organic waste carts for the exclusive use of the art studio tenants (i.e. 24-hours/day), together with necessary vehicle and pedestrian access/circulation (which circulation may be shared with the tenants of the subject site’s residential building); and
 - 13.3.4. Loading, garbage/recycling (“blue box”) /organic waste holding/pick-up facilities, visitor parking, bike parking for studio visitors (Class 2), and related features (e.g., vehicle and pedestrian access/circulation) secured for the shared use of the art studio tenants with the tenants of the subject site’s residential building (i.e. 24-hour/day).
- 13.4. “No building” shall be permitted on the subject site (exclusive of parking or publicly-accessible open space), restricting Building Permit* issuance for any building on the subject site (exclusive of parking or publicly-accessible open space), in whole or in part, until the required affordable, work-only, art studios and related features (Brown Road Studios) are incorporated in the Building Permit* drawings and specifications, generally as determined via the subject rezoning (RZ 17-778835) and Development Permit* processes, to the sole satisfaction of the City.

NOTE: Approval of the Director of Arts, Culture, and Heritage Services is required prior to BP* issuance for any building on the subject site (exclusive of parking or publicly-accessible open space), in whole or in part.
- 13.5. “No occupancy” shall be permitted on the subject site (exclusive of parking or publicly-accessible open space), restricting final Building Permit* inspection granting occupancy for any building on the subject site (exclusive of parking or publicly-accessible open space), in whole or in part, until the required affordable, work-only, art studios and related features (Brown Road Studios) are completed to the sole satisfaction of the City and have received final Building Permit* inspection granting occupancy.

NOTE: Approval of the Director of Arts, Culture, and Heritage Services is required prior to final Building Permit* inspection granting occupancy for any building on the subject site (exclusive of parking or publicly-accessible open space), in whole or in part.

14. **Public Art:** City acceptance of the developer's offer to make a voluntary cash contribution of \$141,925 in lieu of providing public art as part of the subject development, the value of which contribution shall be based on the minimum Council-approved contribution rates in effect at the time of writing these Rezoning Considerations and the maximum buildable floor area permitted under the subject site's proposed RCL4 zone, excluding the developer's affordable housing and community amenity space (Brown Road Studios) contributions, as indicated in the table below.

NOTE: As determined to the satisfaction of the City, the developer's cash-in-lieu contribution may be directed by the City, in whole or in part, to public art on City-owned land within the area bounded by Sexsmith Road, Capstan Way, Garden City Road, and Cambie Road (i.e. "East-of-Sexsmith Area"). Moreover, in the event that the developer's contribution is so directed and the developer undertakes development within the East-of-Sexsmith Area, which development contributes towards public art within the East-of-Sexsmith Area, at the City's discretion the developer may be required to prepare a comprehensive Public Art Plan for the East-of-Sexsmith Area based on the developer's two public art contributions (i.e. for RZ 17-778835 and for development within the East-of-Sexsmith Area).

TABLE 5

	Maximum Permitted Floor Area as per RCL4 Zone	Applicable Floor Area After Permitted Exemption (1)	Minimum Contribution Rates (2)	Minimum Voluntary Contribution
Residential	16,328.5 m ² (175,758.5 ft ²)	15,512.1 m ² (166,970.6 ft ²)	\$0.85/ft ²	\$141,925
Brown Road Studios	72.4 m ² (779.0 ft ²)	Nil	N/A	N/A
TOTAL	16,400.9 m² (176,537.5 ft²)	15,512.1 m² (166,970.6 ft²)	Varies	\$141,925

- (1) As per City policy, exemptions include affordable housing and community amenity space (i.e. Brown Road Studios).
 (2) The Council-approved contribution rates in effect at the time of writing these Rezoning Considerations.

15. **Flood Construction:** Registration of a flood indemnity covenant(s) on title, as per Flood Plain Designation and Protection Bylaw, Area "A" (i.e. minimum flood construction level of 2.9 m GSC).
16. **Aircraft Noise:** Registration of the City's standard "mixed use" aircraft noise sensitive use covenant on title to the subject site, as applicable to sites with aircraft noise sensitive uses. The owner-developer shall notify all initial purchasers of the potential aircraft noise impacts. Furthermore, prior to Development Permit* and Building Permit* issuance the owner-developer shall submit a report(s) and/or letter(s) of assurance prepared by an appropriate registered professional, which demonstrates that the interior noise levels and thermal conditions comply with the City's Official Community Plan and Noise Bylaw requirements. The standard required for air conditioning systems and their alternatives (e.g. ground source heat pumps, heat exchangers and acoustic ducting) is the ASHRAE 55-2004 "Thermal Environmental Conditions for Human Occupancy" standard and subsequent updates as they may occur. Maximum interior noise levels (decibels) within dwelling units must achieve CMHC standards follows:

TABLE 6

Portions of Dwelling Units	Noise Levels (decibels)
Bedrooms	35 decibels
Living, dining, recreation rooms	40 decibels
Kitchen, bathrooms, hallways, and utility rooms	45 decibels

17. **View & Other Development Impacts:** Registration of a restrictive covenant(s) on title (accompanied by a report prepared by the architect and other accredited professionals, as applicable), to the satisfaction of the City, requiring that the subject development must be designed and constructed in a manner that mitigates potential development impacts including, without limitation, potential view obstruction, increased shading, increased overlook, reduced privacy, increased ambient noise, increased ambient night-time light, and/or increased public use of fronting streets, sidewalks, and open spaces caused by or experienced as a result of, in whole or in part, development on the lands and future development on or the use of surrounding properties. In particular, the covenant shall notify residential tenants in the subject mixed use building of potential noise and/or nuisance that may arise due to proximity community amenity space on the subject site (i.e. "Brown Road Studios" affordable, work-only art studios) and related uses and activities. The owner-developer shall notify all initial purchasers of the potential development impacts. Furthermore,

prior to each Development Permit* and Building Permit* issuance, the owner-developer shall submit a report(s) and/or letter(s) of confirmation prepared by an appropriate registered professional, which demonstrates that adequate development impact mitigation measures are incorporated into the building design.

18. **Community Planning:** The City's acceptance of the developer's voluntary contribution in the amount of \$41,742.65, towards future City community planning studies, based on \$0.25/ft² and the maximum permitted buildable floor area under the proposed RCL4 zone (excluding affordable housing and community amenity space), as per the City Centre Area Plan and indicated in the table below.

TABLE 7

Use	Maximum Permitted Floor Area as per RCL4 Zone	Applicable Floor Area After Permitted Exemption (1)	Minimum Contribution Rates (2)	Minimum Voluntary Contribution
Residential	16,328.5 m ² (175,758.5 ft ²)	15,512.1 m ² (166,970.6 ft ²)	\$0.25/ft ²	\$41,742.65
Brown Road Studios	72.4 m ² (779.0 ft ²)	Nil	\$0.25/ft ²	Nil
TOTAL	16,400.9 m² (176,537.5 ft²)	15,512.1 m ² (166,970.6 ft ²)	\$0.25/ft²	\$41,742.65

- (1) As per City policy, exemptions include affordable housing and community amenity space (i.e. Brown Road Studios).
 (2) Effective February 19, 2018, Richmond City Council adopted changes to the City Centre Area Plan for the purpose of increasing the "community planning" contribution rate to \$0.28/ft², **EXCEPT** that applications received prior to February 19, 2018 (including the subject rezoning application, which was submitted on July 18, 2017) will be grandfathered under the previous contribution rate of \$0.25/ft², provided that any such application receives first reading of its Rezoning Bylaw prior to February 19, 2019.

19. **Development Permit:** The submission and completion of processing of a Development Permit* to a level deemed acceptable by the Director of Development.
20. **Servicing Agreement (SA)*:** Enter into a Servicing Agreement(s)* for the design and construction, at the developer's sole cost, of full upgrades across the subject site's street frontages, together with various related engineering, transportation, and parks works, all to the satisfaction of the City.

NOTE:

- The developer shall be responsible for ensuring that the approved design is coordinated with works constructed via the City's SA and/or Development Permit processes on neighbouring properties (e.g., Polygon's "Avanti").
- Prior to rezoning adoption, all works identified via the subject development's SA* must be secured via a Letter(s) of Credit. All works shall be completed prior to final Building Permit* inspection granting occupancy of the first building on the subject site (exclusive of parking), in whole or in part.
- Development Cost Charge (DCC) credits may apply.

Servicing Agreement (SA)* works will include, but may not be limited to, the following:

20.1. Engineering Servicing Agreement* Requirements:

20.1.1. Water Works:

- Using the OCP Model, there is 165 L/s of water available at a 20 psi residual at the Sexsmith Road frontage. Based on your proposed development, your site requires a minimum fire flow of 220 L/s. The available flows are not adequate.
- The developer is required to, at the developer's cost:
 - 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.
 - Provide the following since the available flows are not adequate to service the proposed development:
 - Provide approximately 100m of 200mm diameter watermain along the future Brown Road frontage, tied-in to the watermain along the existing Brown Road located west of the proposed site and the required watermain along Sexsmith Way.

- b. Upgrade approximately 190m of the existing 150mm diameter watermain along Sexsmith Road to 200mm diameter from future Brown Road to Capstan Way. Tie-in to the north shall be to the existing watermain along Capstan Way and tie-in to the south shall be to the existing watermain along Sexsmith Road.
 - c. Provide fire hydrants at Sexsmith Road and Brown Road frontages to achieved maximum 75m spacing per City standards.
- c) At developer's cost, the City is to:
- Cut and cap at main the existing water service connections for 3551, 3571, 3611 and 3631 Sexsmith Road.
 - Install a new water service connection for the proposed site at the future Brown Road frontage.
 - Complete all required tie-ins to existing City watermains.

20.1.2. Storm Sewer Works:

- a) The developer is required to, at developer's cost:
- Upgrade the existing twin storm sewers at Sexsmith Road frontage, approximately 100 meters in length, into a single storm sewer system in the middle of Sexsmith Road. Tie-ins to the north and south shall be to the existing storm sewers along the east and west sides of Sexsmith Road. Tie-ins shall be via the use of new manholes. Pipe sizing shall be determined via a capacity analysis in the servicing agreement review.
 - Provide approximately 100 meters of 1200mm diameter storm sewer along future Brown Road frontage. Tie-ins shall be to the storm sewer along the existing Brown Road that is located west of the proposed site and to the required storm sewer along Sexsmith Way.
 - Upgrade the existing 600 storm sewer between manhole STMH137507 which is located at the northwest corner of Cambie Road and Brown Road and manhole STMH2914 which is located at the southwest corner of the same intersection. Pipe sizing shall be determined via a capacity analysis in the servicing agreement review. Tie-ins shall be via the use of appropriately sized manholes. Coordinate with BC Hydro, Telus, Shaw and Fortis BC to relocate (at developer's cost) any of their existing lines which will conflict with the required storm sewer upgrade.
 - Install a new storm service connection complete with an IC at future Brown Road frontage, ROW may be required to accommodate IC.
- b) At developer's cost, the City is to:
- Cut and cap all existing storm sewer service connections at all frontages of the proposed site.
 - Complete all required tie-ins to the existing City drainage system.

20.1.3. Sanitary Sewer Works:

- a) The developer is required to, at developer's cost:
- Provide approximately 195 meters of 300mm diameter sanitary sewer within the roadway along Sexsmith Road from existing manhole SMH56774 located at the intersection of Sexsmith Road and Capstan Way southward to the intersection of Sexsmith Road and future Brown Road.
 - Install a new sanitary service connection complete with an IC at Sexsmith Road frontage, ROW may be required to accommodate IC. Tie-in shall be to the new manhole at the high end of the system.
- b) At developers cost, the City is to:
- Complete all required tie-ins to the existing City sanitary system.

20.1.4. Frontage Improvements:

- a) The developer is required to, at developer's cost:
- Confirm whether the required road upgrades and widening at Sexsmith Road will impact the existing poles and overhead lines along the east side of Sexsmith Road. If required,

coordinate with the private utility companies to relocate or underground (at developer's cost) the existing pole lines to address impacts.

- To locate all above ground utility cabinets and kiosks required to service the proposed development within the development site (see list below for examples). A functional plan showing conceptual locations for such infrastructure shall be included in the staff report and the development process design review. Please coordinate with the respective private utility companies and the project's lighting and traffic signal consultants to confirm the requirements and the locations for the above ground structures. If a private utility company does not require an above ground structure, that company shall confirm this via a letter to be submitted to the City. The following are examples of SRWs that shall be shown in the functional plan and registered prior to SA design approval:
 - a. BC Hydro PMT – 4mW X 5m (deep)
 - b. BC Hydro LPT – 3.5mW X 3.5m (deep)
 - c. Street light kiosk – 1.5mW X 1.5m (deep)
 - d. Traffic signal kiosk – 2mW X 1.5m (deep)
 - e. Traffic signal UPS – 1mW X 1m (deep)
 - f. Shaw cable kiosk – 1mW X 1m (deep) – show possible location in functional plan
 - g. Telus FDH cabinet - 1.1mW X 1m (deep) – show possible location in functional plan
- Pre-duct for hydro, telephone and cable utilities along the Sexsmith Road and future Brown Road frontages.

b) Other frontage improvements as per Transportation's requirements

20.1.5. Streetlights: Provide street lighting along the public street frontages and within the Mid-Block Trail SRW. The following shall be confirmed through the SA* process:

a) Brown Road (North side of street):

- Pole colour: Grey
- Roadway lighting @ back of curb: Type 7 (LED) INCLUDING 1 street luminaire and duplex receptacles, but EXCLUDING any pedestrian luminaires, banner arms, flower basket holders, or irrigation.
- Pedestrian lighting between sidewalk & bike path: Type 8 (LED) INCLUDING 2 pedestrian luminaires set perpendicular to the roadway and duplex receptacles, but EXCLUDING any flower basket holders or irrigation.

b) Sexsmith Road (East side of street):

- Pole colour: Grey
- Roadway lighting @ back of curb: Type 7 (LED) INCLUDING 1 street luminaire and duplex receptacles, but EXCLUDING any pedestrian luminaires, banner arms, flower basket holders, or irrigation.
- Pedestrian lighting between sidewalk & bike path: Type 8 (LED) INCLUDING 2 pedestrian luminaires set perpendicular to the roadway and duplex receptacles, but EXCLUDING any banner arms, flower basket holders, or irrigation.

c) Mid-Block Trail SRW (West side of site / Developer owned & maintained):

- Pole colour: Grey
- Pedestrian lighting: Type 8 (LED) INCLUDING 1 or 2 pedestrian luminaires (as determined via the Servicing Agreement & DP processes), but EXCLUDING any banner arms, flower basket holders, irrigation, or duplex receptacles.

NOTE: The SRW area shall be lit year-round from dusk to dawn. The lighting shall be owned, operated, and maintained by the property owner. The lighting design and construction shall be subject to the City's Servicing Agreement (SA)* (and SA* Letter of Credit), as determined to the City's satisfaction in coordination with the approved Development Permit*.

- d) Brown Road Studios Plaza & Pocket Park SRW (South side of site / Developer owned & maintained):
- Pole colour: Grey
 - Pedestrian lighting: Type 8 (LED) INCLUDING 1 or 2 pedestrian luminaires (as determined via the Servicing Agreement & DP processes), but EXCLUDING any banner arms, flower basket holders, irrigation, or duplex receptacles.

NOTE: The SRW area shall be lit year-round from dusk to dawn. The lighting shall be owned, operated, and maintained by the property owner. The lighting design and construction shall be subject to the City's Servicing Agreement (SA)* (and SA* Letter of Credit), as determined to the City's satisfaction in coordination with the approved Development Permit*.

20.1.6. General Items:

- a) The developer is required to, at developer's cost:
- Provide, prior to start of site preparation works, a geotechnical assessment of preload and soil preparation impacts on the existing utilities fronting or within the development site and provide mitigation recommendations.
 - Provide a pre-preload condition assessment of the surrounding utilities, including sanitary sewers at the northeast corner of the proposed site, storm sewer along the east side of Sexsmith Road, etc. A follow-up post-preload condition assessment of the utilities will be required after site preparation is complete. Any utilities impacted by the site preparation shall be replaced at the Developer's cost.
 - 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.

20.2. Transportation Servicing Agreement* Requirements: The developer shall be responsible for the design and construction of frontage works, which is based on achieving the following road cross-sections (together with tie-ins to conditions beyond the frontages of the subject site), as determined to the City's satisfaction.

20.2.1. Along the entire Brown Road and Sexsmith Road frontages:

Interim Cross-Section: (from north to south along Brown Road and west to east along Sexsmith Road):

- a) 2.0m wide sidewalk (at the new property line) to match the neighbouring sidewalk treatment at Polygon's "Avanti"
- b) 0.5m wide buffer, which shall be paved with 100 mm x 100 mm granite setts (salt & pepper / flame finish) installed on concrete (as determined to the satisfaction of Engineering and Parks), together with City Centre streetlights and furnishings
- c) 1.8m wide bike path, which shall include a 1.5 m wide, machine-laid, asphalt pathway surface with a flush 0.15 m wide concrete band along both sides of the pathway
- d) 2.0m wide landscaped boulevard, incorporating street trees @ 6.0 m on centre or as otherwise directed by the City, some combination of groundcover and decorative planting, City Centre streetlights, benches and furnishings
- e) 0.15m wide curb and gutter
- f) 8.7m wide pavement surface (for a 2.5m wide westbound/southbound parking lane, 6.6m wide vehicle travel lanes). This pavement should be widened to min. 9.9m approaching the Sexsmith Road intersection.

- g) 0.15m wide interim curb and gutter
- h) Remaining right-of-way width be paved as an interim asphalt walkway

Ultimate Cross-Section: The following “ultimate” configuration should be incorporated into the design (referenced from the 2.5m wide westbound/southbound parking lane to south/east):

- a) 9.9m (3 x 3.3m lanes) wide vehicle travel lanes
- b) 2.5m wide eastbound/northbound parking lane
- c) 0.15m wide curb
- d) 2.0m wide landscaped boulevard, incorporating street trees @ 6.0 m on centre or as otherwise directed by the City, some combination of groundcover and decorative planting, City Centre streetlights, benches and furnishings
- e) 1.8m wide bike path, which shall include a 1.5 m wide, machine-laid, asphalt pathway surface with a flush 0.15 m wide concrete band along both sides of the pathway
- f) 0.5m wide buffer, which shall be paved with 100 mm x 100 mm granite setts (salt & pepper / flame finish) installed on concrete (as determined to the satisfaction of Engineering and Parks), together with City Centre streetlights and furnishings
- g) 2.0m wide sidewalk to match the neighbouring sidewalk treatment at Polygon’s “Avanti”

20.2.2. Along Sexsmith Road, from the northern limit of the site to Capstan Way (from west to east):

- a) Maintain the existing curb and gutter along the west side
- b) New 1.8m wide bike path
- c) New 1.2m wide buffer (exact treatment to be determined through the functional design exercise)
- d) 2.5m wide on-street parking
- e) 6.6m wide vehicle travel lanes
- f) Min. 1.5m wide paved shoulder

20.2.3. Installation of a special crosswalk with downward lighting and associated equipment on Brown Road at Sexsmith Road.

20.3. **Parks Servicing Agreement* Requirements:** Parks works shall be limited to areas secured through Public Rights of Passage Statutory Right-of-Ways (i.e. Brown Road Studios Plaza & Pocket Park SRW and Mid-Block Trail SRW), which works shall be designed and constructed in coordination with applicable Engineering and Transportation SA* requirements. The design concept for these spaces shall be generally as indicated in the rezoning drawings. More specifically:

20.3.1. For the Mid-Block Trail SRW, the cross-section shall provide for one (1) driveway crossing (as provided for under the proposed SRW agreement), together with the following features (from west to east):

- a) 0.5 m wide buffer, which shall be paved with 100 mm x 100 mm granite setts (salt & pepper / flame finish) or as otherwise determined to the City’s satisfaction, together with City Centre streetlights (as specified in the Engineering SA* requirements) and, as required, bollards or other furnishings;
- b) 2.0 m wide paved walkway, which paving should complement the treatment of the public walkway SRW area on the adjacent Polygon “Avanti” site; and
- c) 0.4 m wide landscape strip, the treatment of which shall be coordinated with that of the fronting development and generally include some combination of groundcover, planting, and hardscape.

20.3.2. For the Brown Road Studios Plaza & Pocket Park SRW, the design shall provide for, among other things:

- a) Planting of at least three (3) specimen replacement trees, as generally set out in the Tree Replacement and Protection requirements of these Rezoning Considerations;
- b) A "Plaza" area, which shall be designated by plan in the SRW agreement and must be designed, maintained, and operated in a manner that contributes towards the viability and public enjoyment of the fronting Brown Road Studios and related outdoor SRW area, as generally set out in these Rezoning Considerations;
- c) An accessible, passive, park-like setting for 24/7 access and enjoyment by the general public; and
- d) The installation of above-grade private utility equipment along the west edge of the SRW area, which equipment, access, and related requirements shall be designed, constructed, and maintained in a manner that minimizes impacts on the visual appearance, appeal, and/or public use and enjoyment of the SRW area.

20.3.3. Design development will be undertaken, to the satisfaction of the City, via the SA* process, in coordination with the Development Permit* (including Advisory Design Panel review/approval).

Prior to a Development Permit* being forwarded to the Development Permit Panel for consideration, the developer is required to:

1. Legal Agreements: Satisfy the terms of legal agreements registered on title prior to rezoning adoption (RZ 17-778835) with respect to the development's Development Permit*.
2. Additional Requirements: Discharge and registration of additional right-of-way(s) and/or legal agreements, as determined to the satisfaction of the Director of Development, Director of Transportation, Director of Engineering, Manager of Real Estate Services, Manager of Community Social Services, and Senior Manager of Parks.
3. Waste Management Plan: As part of the permit drawings, submit a Plan (i.e. drawings and related specifications), to the City's satisfaction, indicating the nature of all waste management-related facilities proposed on the subject site and their compliance with City bylaws and policies, including, but not limited to, carts/bins (e.g., uses, types, and numbers), waste/holding rooms (e.g., uses, locations, sizes, and clear heights), loading facilities (e.g., locations, sizes, and clear heights), pedestrian/vehicle access (e.g., routes and vehicle turning templates), and related features, as required (e.g., signage, janitor sinks, floor drains, lighting, ventilation, safety measures, and door/gate operations).

Prior to Building Permit Issuance, the developer must complete the following requirements:

1. Legal Agreements: Satisfy the terms of legal agreements registered on title prior to rezoning adoption (RZ 15-699647) and/or Development Permit* issuance with respect to the development's Building Permit*.
2. Construction Traffic Management Plan: Submission of a Construction Parking and Traffic Management Plan to the Transportation Department. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.
3. Accessibility: Incorporation of accessibility measures in Building Permit* plans as determined via the Rezoning and/or Development Permit processes.
4. Construction Hoarding: Obtain a Building Permit* for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.

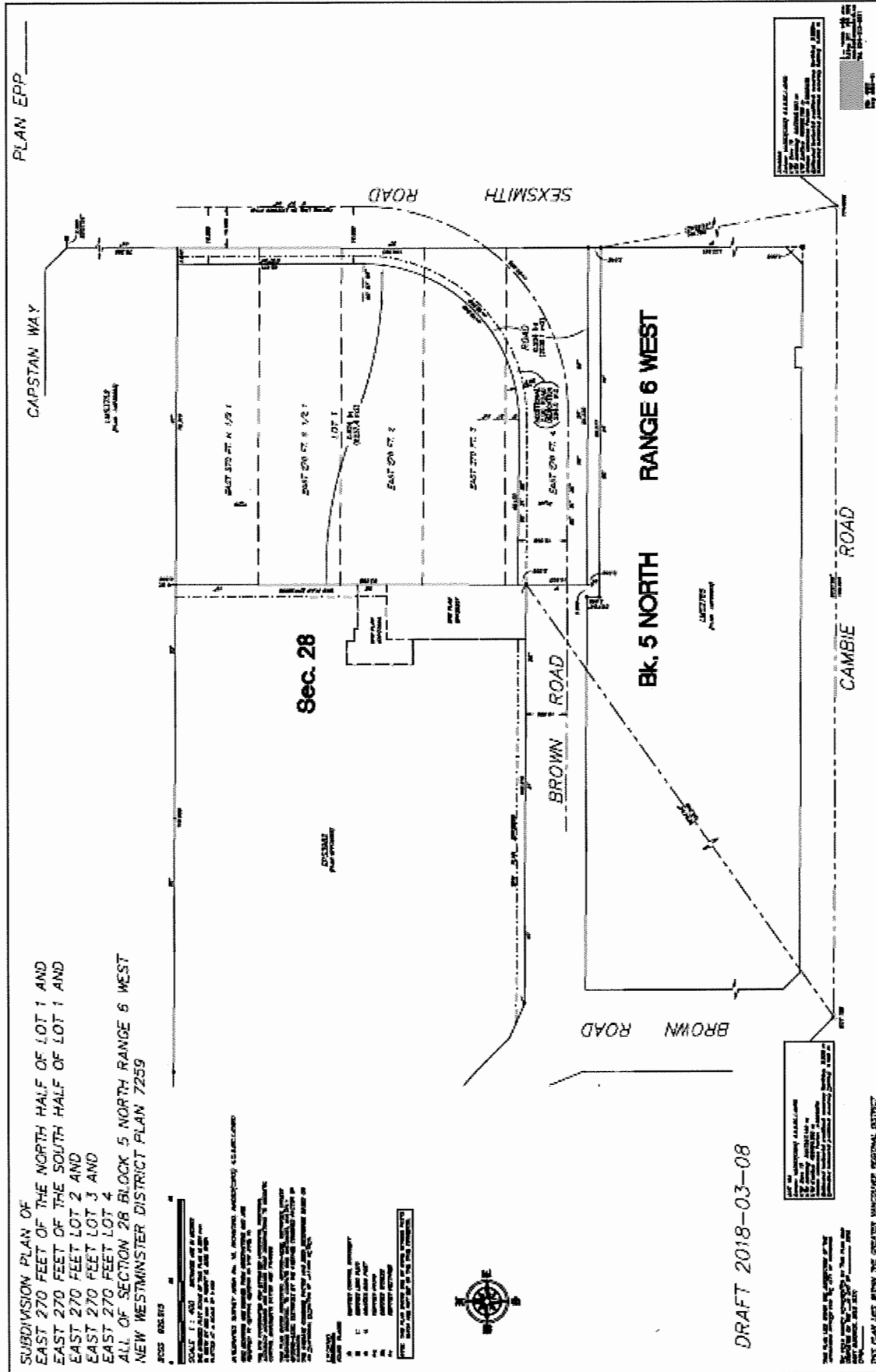
Note:

- * This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act. All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.
The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.
- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

SIGNED COPY ON FILE

Signed _____

Date _____



THIS PLAN LIES WITHIN THE METRO VANCOUVER REGIONAL DISTRICT

Schedule C: Brown Road Studios Terms of Reference & Outline Specifications

Polygon "Fiorella"

Brown Road Studios*Terms of Reference & Outline Specifications***A. Intent**

The developer shall provide, in perpetuity, an affordable, work-only, rental art studio facility for eligible professional visual artists (as defined herein), constructed to a turnkey level of finish at the sole cost of the developer, to the satisfaction of the City, including:

- a) 72.4 m² (779.0 ft²) of gross leasable (indoor) floor area accommodating two (2) street-oriented, universally-accessible, storefront-type art studio units, each of which shall include a work space, 2-piece washroom, slop sink and counter, picture-hanging system, and floor-to-ceiling windows on one or more sides;
- b) outdoor space designated exclusively for the shared use of the occupants of the studio units for public access, art display, informal / formal gatherings, and related activities (i.e. Brown Road Studio Plaza & Pocket Park SRW); and
- c) vehicle storage, loading, and waste management facilities (i.e. as per Zoning Bylaw requirements and related City policies) for the shared use of the studio unit tenants, together with required pedestrian and vehicular access/circulation, including:
 - one (1) van-size parking / loading space (i.e. equivalent in size to a Zoning Bylaw "Handicapped Space");
 - one (1) "Class 1" bicycle room (for four (4) bicycles) equipped with an EV Charging Station (e.g., 120V duplex outlet);
 - one (1) room for garbage, recycling ("blue box"), and organic waste carts; and
 - shared use of the residential building's:
 - i. "Visitor Parking";
 - ii. "Class 2" (outdoor) bicycle storage spaces;
 - iii. Medium-sized truck loading area; and
 - iv. Garbage/recycling ("blue box") /organic waste holding/pick-up facilities.

NOTE: The developer's provision of the vehicle storage, loading, and waste management facilities specified above shall be understood to satisfy all related Zoning Bylaw requirements and City policies with respect to the Brown Road Studios.

B. Studio Uses:

- a) Permitted uses, on a 24/7 basis by or on behalf of the tenant, shall include:
 - production of visual arts only (except as specifically indicated below);
 - indoor uses ancillary to the production of visual arts within the studio units, including:
 - i. visual arts education;
 - ii. indoor display and wholesale / retail sale of visual arts produced on the premises;
 - iii. social and cultural gatherings (e.g., art openings and events);
 - iv. shipping/receiving; and
 - v. storage; and
 - temporary outdoor uses ancillary to the production of visual arts within the Brown Road Studios, provided that such uses are conducted within the designated "Plaza" portion of the SRW area (which "Plaza" shall be identified with a plan and its specific form, character, and use shall be approved by the City through the Development Permit* and Servicing Agreement* review and approval processes), including:
 - i. display and performance of artworks (excluding amplified music) produced on the premises;
 - ii. retail display and sale of artworks produced on the premises;
 - iii. small-scale visual art production and education (e.g., plein air painting);
 - iv. social and cultural gatherings that the general public is welcome to attend at no cost (e.g., art openings and events); and
 - v. complementary uses, signage, and activities.
- b) Prohibited uses, on a 24/7 basis, shall include:
 - residential activities;
 - production of arts other than visual arts, except where undertaken in support of on-site visual arts production (e.g., audio related to video production);
 - welding, glassblowing, use of pottery kilns, and activities involving noxious / toxic fumes / vapors;

- loud noises that may be disturbing to nearby residents; and
- outdoor storage of materials, equipment, or artworks.

C. Studio Tenant Eligibility:

All eligible tenants must satisfy the following criteria:

- a) intend to utilize the Brown Road Studios in compliance with the Studio Uses and related requirements;
- b) meet financial eligibility requirement as per household income guidelines set out under the City's Affordable Housing Strategy for tenants of Subsidized Rental housing or Low End Market Rental housing, which incomes shall be adjusted periodically as per Council-approved policy; and
- c) comply with the definition of a "Professional Visual Artist", meaning an artist who, in the determination of the Director of Arts, Culture and Heritage, at his or her sole discretion:
 - has specialized training in, and makes his/her primary living from, the visual arts (not necessarily in academic institutions);
 - is recognized as such by his or her peers (artists working in the same artistic tradition);
 - is committed to devoting more time to artistic activity, if financially feasible;
 - has a history of public presentation, with at least three (3) public presentations of work in a professional context over a three-year period;
 - has produced an independent body of work;
 - has maintained an independent professional practice for at least three (3) years; and
 - has a practice that falls within Category "A" Professional Artist or such other definition of Professional Visual Artist as promulgated from time to time by the Canada Council for the Arts and approved by the Director of Arts, Culture and Heritage.

D. Studio Rental Terms:

The studio units shall be rented:

- a) solely for visual arts and related purposes, as generally described under "Studio Uses";
- b) on the basis of Council-approved rental rates and terms with the aim of:
 - ensuring the studio units provide "affordable" studio space for eligible tenants, pre-qualified by the owner and approved by the Director, Arts, Culture and Heritage Services (with respect to ensuring that the mix of art practices is supportive of City objectives for a diverse, vibrant, and viable City Centre "arts district"); and
 - support City objectives for fostering a viable, dynamic arts community and the establishment of Capstan Village as an engaging "arts district"; and
- c) on a semi-inclusive basis whereby the rents charged to tenants:
 - secures the full use of the following (i.e. no additional charges shall apply):
 - i. studio units, outdoor space, and vehicle parking / loading (i.e. one space equivalent in size to a Zoning Bylaw "Handicapped Space") and Class 1 bike storage (for 8 bikes) intended for the exclusive use of the studio tenants
 - ii. visitor parking, Class 2 bike storage, and loading, garbage, recycling, and related access / circulation intended for the shared use of the studio facility tenants and the residential building tenants;
 - includes all building administration, maintenance, and repair (i.e. no additional charges shall apply), except for the day-to-day cleaning of the two (2) studio units (which shall be the sole responsibility of the studio unit tenants); and
 - with respect to utilities:
 - i. includes all City utility charges (e.g., water);
 - ii. includes all heating / cooling / air handling (NOTE: The building is required to be "hook-up ready" for a City District Energy Utility (DEU) system and satisfy OCP Aircraft Noise Sensitive Development (ANSO) standards for "Area 2");
 - iii. includes all services provided with respect to common indoor and outdoor spaces including, but not limited to, lighting and electricity provided with respect to the publicly-accessible outdoor space designated for the shared use of the studio occupants (e.g., for art display, gatherings, and related activities); and
 - iv. excludes private utility charges for services used exclusively by the studio tenants (e.g., internet; electricity service to the studio units and an EV bicycle charging stations designated for the exclusive use of the studio occupants, and serving the designated outdoor space).

The terms of the Rental Agreements shall indicate that they apply in perpetuity and provide for the following:

- a) Council-approved rental rate of \$0.75 per square foot, which rate shall be adjusted annually by any increase in the CPI Inflation Index or as otherwise determined to the satisfaction of the City beginning one year after the first date of occupancy of the studio units;
- b) Annual lease with open-ended term.
- c) Maximum of two tenants per studio unit, both of whom must meet the Studio Tenant Eligibility criteria and be identified on the lease agreement.

E. City Responsibility:

The City will be responsible for:

- a) defining and updating the studio tenant eligibility criteria (e.g., financial requirements) on a periodic (e.g., annual) basis;
- b) setting Council-approved rental rates for the studio units and reviewing and updating the rates on a periodic (e.g., annual) basis;
- c) approving the tenant selection procedures(e.g., application form and selection panel identification) to ensure a transparent process; and
- d) selecting tenants from a list of applicants that are pre-qualified by the Developer based on City-approved eligibility criteria (e.g., financial eligibility and meeting definition of artist). Selection will be done via a selection panel or as otherwise determined to the sole satisfaction of the City, and will be based on artistic practice, complementary mix of art forms, lively streetscape and related considerations.

F. Developer Responsibility:

The developer will be responsible, at the developer's sole cost, for the following:

- a) designing and constructing the studio facility and related uses / spaces to a turnkey level of finish;
- b) pre-qualifying potential tenants for review and selection by the City, which shall be based on an open application process and City-approved eligibility criteria including, but not limited to, Studio Tenant Eligibility criteria (e.g., financial eligibility and meeting definition of artist);
- c) renting the two (2) studio units to eligible, City-approved tenants (limited to a maximum of two (2) tenants per studio unit, both of whom must meet the Studio Tenant Eligibility criteria and be identified on the lease agreement); and
- d) maintaining and repairing the studio facility and all related uses and spaces, to the satisfaction of the City, including maintaining and repairing the two (2) studio units (except day-to-day cleaning), outdoor space, vehicle storage, and, as applicable, the uses and spaces the studio facility tenants share with the residential building tenants (e.g., shared visitor parking, Class 2 bike storage, loading, garbage, recycling, and related access / circulation).

G. Studio Facility Tenure:

- a) Ownership: Developer (Polygon); however, the Brown Road Studios may be sold to an alternate owner, provided that the two (2) units are sold as a group and all rights (e.g., parking, waste facilities, access, rental terms) are transferred with the units to the satisfaction of the City.
- b) Legal: Prior to adoption of the pending Zoning Text Amendment, legal agreements must be registered on title to secure the SAS facility contribution (i.e. detailing the form, use, and location of the studio units and easement(s) and/or alternate agreements as required with respect to parking, shared use of loading and access, rents, tenant eligibility criteria, maintenance, and other considerations), together with "no development", "no build", and "no occupancy" covenants, an option to purchase (at a nominal charge), and other measures, all as determined to the satisfaction of the City.
- c) Parcel: Air space parcel

H. Outline Specifications:

The artist studio facility, including two (2) studio units, parking, outdoor space, and related uses / spaces, shall be completed to a turnkey level of finish, at the sole cost of the developer, to the satisfaction of the City. The studio facility

must be designed and constructed to be attractive, universally-accessible, adaptable to a variety of visual arts activities, and durable. Facility features shall include, but may not be limited to, the following:

a) General Requirements

- The studio units shall:
 - i. make a significant contribution towards City Centre Area Plan (CCAP) objectives for the establishment of Capstan Village as a designated Arts District by:
 - diversifying the range of arts activities and opportunities within the Village; and
 - providing a meaningful contribution towards a varied, dynamic, and artful public realm and streetscape;
 - ii. be situated at the residential building's first storey, along the north side of Brown Road;
 - iii. be storefront-type units with:
 - direct pedestrian access to/ from the public sidewalk;
 - individual entry doors;
 - pedestrian weather protection; and
 - integrated address/tenant signage;
 - iv. have large, floor-to-ceiling windows fronting onto the street and publicly-accessible outdoor area(s), which windows shall be designed and constructed to:
 - facilitate window displays of artworks (produced on the premises);
 - allow for public viewing of work underway within the studio units;
 - be operable to facilitate ventilation, access, and opening up the units to the public outdoor space in fair weather for display and work purposes (e.g., in the form of a pair of glazed swing, sliding, or folding doors or the equivalent, to the City's satisfaction); and
 - provide for adequate light control in the form of sun shades, canopies, or alternative measures (because it must be practical for tenants to leave the units' storefront-type display windows uncovered during typical daytime business hours);
 - v. be designed and constructed to ensure that permitted arts-related activities carried out within the units will not impact nearby residents (on-site or off) by way of noise, vibration, smoke, dust, odors, heat, glare, or electrical or radio disturbances (e.g., appropriate siting and orientation, noise mitigation measures);
 - vi. include outdoor space designated exclusively for the shared use of the occupants of the studio units for public access, art display, informal / formal gatherings, and related activities, which space shall be:
 - limited to a universally-accessible, paved, patio-like space with integrated seating (e.g., seating walls) and space for movable furniture (by tenants) and art displays;
 - situated along the frontage of the studio facility, contiguous with the studio unit entrances and large storefront-type windows, with direct access to / from the Brown Road public sidewalk;
 - illuminated to accommodate evening/night-time activities;
 - equipped with power, water, and other features to accommodate temporary use of the space for art production, art display, gatherings and events (e.g., art openings), and related activities; and
 - convenient to and within view of "Class 2" bike storage (i.e. racks for unrestricted public use);
 - vii. incorporate artfully-designed, illuminated (i.e. indirect or back-lit only), address/business signage on the exterior of the studio facility, including:
 - permanent signage identifying the Brown Road Studios, together with information regarding the Studios' program and sponsorship (e.g., pylon / free-standing sign);
 - changeable tenant signage (one per unit) in the form of façade or canopy signs; and
 - directional signage indicating access to on-site Visitor Parking.
- The studio facility shall satisfy minimum requirements to satisfy:
 - i. BC Building Code 2012;
 - ii. City of Richmond Fire Protection and Life Safety Bylaw 8306 – 2008;
 - iii. City of Richmond Building Regulation Bylaw 7230 – 2002;
 - iv. City of Richmond Flood Plain Protection Bylaw 8204 – 2008 with respect to commercial uses (i.e. 0.3 m above the crown of the fronting road);
 - v. City of Richmond's High Performance Building standards; and
 - vi. universal accessibility requirements for tenants and visitors in wheelchairs.
- The studio units shall be designed and constructed to ensure an attractive appearance and cost effectiveness over the long-term by generally satisfying the following criteria:
 - i. for materials: provide for high impact resistance, traffic resistance, and stain resistance, and exceptional longevity;
 - ii. for maintenance: require only simple cleaning processes (e.g., soap and water) and ensure that surface finish is easily made good (e.g., Hi-Traffic Acrylic Floor Finish mopped on) and heavy use has minimal impact;

- iii. for repair: require only basic interventions to repair cracking, gouging, or more severe or accidental wear (e.g., one person with mortar patching / grinding equipment) and ensure that such repairs are readily made invisible or contribute to the "character" of the material / finish (i.e. wholesale replacement or refinishing is not required to maintain an attractive appearance); and
- iv. for replacement: provide for easy, expeditious stripping, prepping, and re-installation (e.g., low-tech, minimum structural or substrate intervention) to, as applicable, minimize tenant disruption, facilitate timely re-lease of unit, and minimize lost income.

b) Studio Unit Dimensions

- The two (2) studio units shall have a combined total (indoor) gross leasable area of at least 72.4 m² (779.0 ft²) ;
- Each studio unit shall have an (indoor) gross leasable area of at least 28 m² (301 ft²).
- Each studio unit shall contain a work space:
 - i. at least 23 m² (248 ft²) in size unobstructed by columns;
 - ii. configured as one contiguous, regularly-shaped (i.e. rectangular) space with a minimum dimension of at least 3.05 m (10 ft); and
 - iii. with a minimum clear height of at least 3.66 m (12 ft) unobstructed by beams, ducts, lighting, sprinkler systems, or other features.

c) Studio Unit Access & Accessibility

- The studio facility shall:
 - i. be fully accessible for tenants and visitors in wheelchairs;
 - ii. be designed to provide for the convenient movement of large, heavy objects by the tenants on a frequent basis, both within the studio units and between the units and the street / sidewalk and parking / loading areas;
 - iii. provide for convenient tenant access to garbage / recycling facilities and the studio facility's Class 1 bike storage room; and
 - iv. provide for convenient, direct, public access to / from the studio units' front doors and the public Brown Road sidewalk and on-site Visitor Parking.

d) Studio Unit Interiors

- All systems and finishes shall be highly durable and be able to withstand the daily rigors of a working studio for the production of arts, crafts, and related activities
- Floors:
 - i. Sealed polished concrete
 - ii. Resilient type flooring, non-slip
- Walls & Ceilings:
 - i. Finished painted drywall (smooth, museum white finish, low VOC paints and coatings)
 - ii. All demising walls shall have a minimum STC (Sound Transmission Class) Rating of 50 or higher
- Doors & Windows:
 - i. Windows and doors shall meet CAN/CSA – A440 (2005) Standards. All doors, metal or wood, shall be solid core.
 - ii. Door hardware shall be commercial grade and shall meet current accessibility and universal design requirements.
 - iii. All main access doors shall be pre-wired for automatic push button operated doors to facilitate future accessibility if required.
 - iv. Overhead door (or equivalent, as determined by the City) at storefront with vision glass panels, min. 2.5 m wide and 3 m high to facilitate the movement of large objects.
 - v. Windows consistent with LEED Credits 8.1 and 8.2.
 - vi. Operable windows to meet ventilation requirements.
 - vii. Window coverings (or equivalent, as determined by the City) to minimize and moderate direct sunlight within the studio interiors.
- Millwork:
 - i. Each unit shall be provided with a:
 - countertop and utility sink, the combined length of which shall be at least 2.44 m (8 ft);
 - 2-piece washroom (i.e. toilet and hand sink); and
 - picture hanging system.
 - ii. Millwork shall comply with residential casework standards.
 - iii. All millwork shall be of plywood carcass construction built to AWMAC standards.
 - iv. Countertop shall be stain resistant, highly durable, and resilient.
 - v. Door frames shall be of durable materials, resilient to impact of large, heavy materials and equipment.

- Plumbing:
 - i. Each unit shall be provided with:
 - Industrial grade stainless steel slop sink with hot and cold water and integral stainless steel counter top.
 - 2-piece washroom including a low flush toilet and a hand sink and faucet (including a faucet aerator to reduce water consumption).
 - ii. Each sink shall be equipped with floor-mounted sediment trap.
 - iii. Each faucet shall be durable, commercial grade with a gooseneck, minimum 180 degree swivel spout, and lever handle(s). In addition, the slop sink faucet shall be equipped with a separate, flexible spray hose and spout (for filling buckets and large pots and cleaning purposes).
 - Electrical / Wiring:
 - i. Four-plug 120 volt outlets at intervals of not more than 1.52 m (5 ft).
 - ii. Units wired for communication/high speed data/cable.
 - Lighting:
 - i. High quality lighting, with daylight correlated colour temperature.
 - ii. Interior fixtures to be dimmable.
 - iii. Track lighting or an alternative lighting system/installation that provides for a combination of movable display and task lights that can be easily relocated within the studio spaces and adjusted (horizontally and vertically, as applicable) by the studio tenants to meet their individual lighting needs.
- e) Signage & Exterior:
- Provide all required interior wayfinding, fire, life safety, and accessibility-related signage.
 - Each unit shall contain a visible building fire safety plan located at its primary exit(s).
 - Business signage shall, as generally determined to the City's satisfaction through the Development Permit* process, be:
 - i. standardized for the two (2) units;
 - ii. integrated into the building design (i.e. not free-standing); and
 - iii. comply with the City's Sign Bylaw.
 - Weather protection shall be provided across the frontages of the studio units to:
 - i. protect the studio interiors from precipitation at the entry doors and light precipitation at the overhead or other large doors; and
 - ii. minimize and moderate direct sunlight within the studio interiors.
- f) Mechanical Systems:
- Plumbing
 - i. Provide, at minimum, one utility sink in each unit, complete with sediment interceptors (all sinks to be 16 gauge or lower). All faucets shall be single lever accessible type.
 - ii. Provide for all shut offs for water valves and clean outs that are readily accessible from inside the unit.
 - iii. Provide for floor drains in bathroom.
 - Heating, Cooling & Air Handling:
 - i. Mechanical and natural ventilation including, but not limited to, compliance with:
 - OCP Aircraft Noise Sensitive Development (ANSO) policies for "Area 3"; and
 - City of Richmond District Energy Utility (DEU) hook-up ready requirements.
 - ii. Air change for each unit with mechanically delivered air exhaust to be ultra-quiet rated.
 - iii. Tempered make up air to each unit.
 - iv. Operable vents to facilitate natural ventilation at the discretion of the occupant.
 - Fire Protection:
 - i. Conform to all standards of NFPA 13 – 1996 standard for the installation of sprinkler systems.
 - ii. Meeting any additional requirements of City of Richmond Fire Protection and Life Safety Bylaw 8306 – 2008.
 - iii. Provide, at occupancy, a single fire extinguisher mounted in each unit.
- g) Electrical Systems:
- All electrical wiring shall make provision for "flexible" indoor lighting options at the discretion of the occupant.
 - Provide battery operated emergency lighting.
 - Units shall be connected to the building fire alarm system and zoned appropriately.
- h) Telecommunications:
- Provide complete telecommunications cables to support telephone, TV, internet, entry phone.
- i) Loading / Waste / Vehicle Areas:
- Provide convenient (i.e. direct indoor or weather-protected outdoor) access to / from the studio units and the loading, garbage, recycling, Visitor Parking, and Class 1 bike storage areas.

- Vehicle storage and loading for the exclusive (shared) use of the studio unit tenants shall be provided in compliance with Zoning Bylaw requirements, including:
 - i. one (1) van-size short-term parking / loading space (i.e. equivalent in size to a Zoning Bylaw "Handicapped Space");
 - ii. four(4) "Class 1" bicycle storage spaces within a secured bike room; and
 - iii. one (1) electric vehicle (EV) charging station (i.e. 120V duplex outlet) serving the bike room.

Initial _____



**Richmond Zoning Bylaw 8500
Amendment Bylaw 9836 (RZ 17-778835)
3551, 3571, 3591, 3611, and 3631 Sexsmith Road**

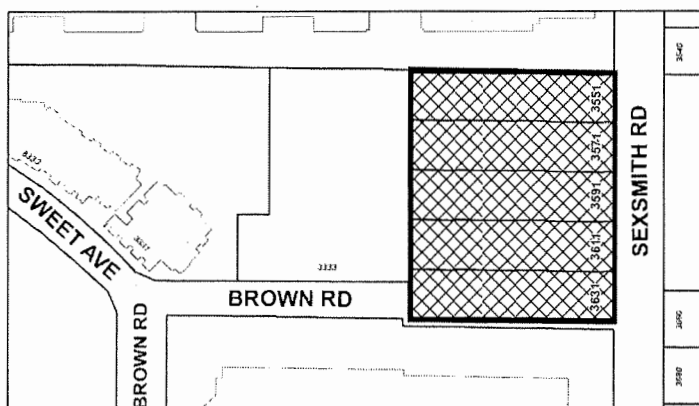
The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. The Zoning Map of the City of Richmond, as amended, is further amended by inserting a new sub-section in section 9.4.4, which sub-section shall be inserted at the end of section 9.4.4 and numbered sequentially, as follows:

“For the net **site** area of the **site** located within the **City Centre** shown on Figure 1 below, notwithstanding Section 9.4.4.4, the maximum **floor area ratio** for the **RCL4 zone** shall be 2.618, provided that the **owner**:

- a) complies with the conditions set out in Section 9.4.4.4; and
- b) dedicates not less than 294.0 m² of the **site** as **road**.

Figure 1



2. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it “**RESIDENTIAL/LIMITED COMMERCIAL (RCL4)**”.

P.I.D. 003-460-754

East 270 Feet of the South Half of Lot 1 Section 28 Block 5 North Range 6 West New Westminster District Plan 7259

P.I.D. 003-898-300

East 270 Feet the North Half Lot 1 Section 28 Block 5 North Range 6 West New Westminster District Plan 7259

P.I.D. 011-106-727

East 270 Feet Lot 2 Section 28 Block 5 North Range 6 West New Westminster District Plan 7259

P.I.D. 011-106-743

East 270 Feet Lot 3 Section 28 Block 5 North Range 6 West New Westminster District Plan 7259

P.I.D. 011-106-751

East 270 Feet Lot 4 Section 28 Block 5 North Range 6 West New Westminster District Plan 7259

3. This Bylaw may be cited as "**Richmond Zoning Bylaw 8500, Amendment Bylaw 9836**".

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

MINISTRY OF TRANSPORTATION AND
INFRASTRUCTURE APPROVAL

ADOPTED

CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 

MAYOR

CORPORATE OFFICER



City of Richmond

Report to Committee

To: Planning Committee

Date: March 23, 2018

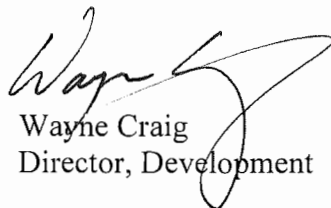
From: Wayne Craig
Director, Development

File: CP 16-752923

Re: Proposed Official Community Plan (City Centre Area Plan) Amendment at 6551 No. 3 Road (Richmond Centre South Redevelopment Plan) – Request to Endorse an Applicant-Led Public Consultation Process

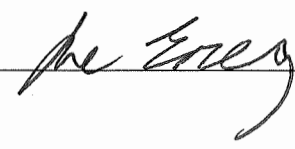
Staff Recommendation

That staff be authorized to oversee an applicant-led public consultation process with respect to possible changes to the City Centre Area Plan arising from the proposed Richmond Centre South Redevelopment Plan.



Wayne Craig
Director, Development

WC:sch
Att. 5

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Affordable Housing	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Engineering	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	

Staff Report

Origin

GBL Architects has applied to the City of Richmond to amend the Official Community Plan (OCP), Schedule 2.10 (City Centre Area Plan), at 6551 No. 3 Road to permit a 2-phase redevelopment of the south end of the Richmond Centre shopping centre, generally to the south of Cook Road and Murdoch Avenue (Attachments 1 & 2). The proposed “Richmond Centre South Development Plan” includes the replacement of the former Sears building, nearby shops, the existing parkade, and adjacent surface parking with a high-rise, urban neighbourhood. The Development Plan comprises approximately 2,000 dwellings, new public streets and outdoor spaces, two levels of underground parking accommodating approximately 4,000 spaces, and 40,900 m² (440,000 ft²) of new retail space, the latter of which represents a net retail increase of approximately 9,290 m² (100,000 ft²).

Rezoning of the subject property is not required.

- 1) The subject (south) lot (6551 No. 3 Road), the mall’s north lot (6060, 6080, and 6088 Minoru Boulevard, which is under separate ownership), and various neighbouring properties were rezoned in the late 1980s to “Downtown Commercial (C7)” (amended to “CDT1” in 2009) to permit high-rise, mixed use development and a density of 3.0 Floor Area Ratio (FAR).
- 2) Richmond Centre’s proposed high-rise, mixed use development is permitted under the subject site’s existing “CDT1” zone. Moreover, the combined total floor area of the proposed development and the portion of the existing mall that is planned to remain on the subject (south) lot is approximately 241,500 m² (2.6 million ft²) or 2.1 FAR, which is significantly lower than the 3.0 FAR permitted under the “CDT1” zone.

Developments that comply with existing zoning typically proceed directly to Development Permit (DP) review. Through the DP process, the City’s ability to secure community amenities, such as affordable housing, is severely compromised because Council does not have the discretionary power of a rezoning application. However, the “Richmond Centre South Development Plan” includes new streets, public spaces, and building features that are not identified in the City Centre Area Plan (CCAP). To rectify this situation, the developer was required to make an application to amend the CCAP. Through the CCAP amendment review process, staff are working with the developer to address community objectives, including those not generally achievable through a stand-alone DP application process.

The purpose of this report is to:

- 1) Provide an overview of the proposed “Richmond Centre South Development Plan” and possible related changes to the CCAP;
- 2) Present the outcome of preliminary consultation with the Advisory Design Panel; and
- 3) Seek Council support for staff to oversee an applicant-led public consultation process with respect to the proposed “Richmond Centre South Development Plan” and CCAP amendments.

Related Policies & Studies

City Centre Area Plan (CCAP)

The subject site is located in the middle of Brighthouse Village. (Attachment 3) The CCAP identifies this area as the traditional heart and civic focus of Richmond's downtown and supports its revitalization with a high density, high-rise, mix of commercial, residential, and civic uses centred on No. 3 Road and the Brighthouse Station transit exchange. More specifically:

- 1) The subject site and properties to its north, south (i.e. City Hall), and east (i.e. east of No. 3 Road) generally share the same high density, high-rise, mixed use designations, including:
 - "Urban Core T6 (45 m)", which permits mixed use or commercial development to a maximum of 3.0 FAR and 45 m (148 ft.) in height;
 - "Village Centre Bonus", which permits commercial uses to a maximum of 1.0 FAR; and
 - "Pedestrian-Oriented Retail Precinct – High-Street & Linkages", which encourages a high concentration of pedestrian-oriented retail, restaurant, and complementary activities at grade along No. 3 Road and other public streets and open spaces; and
- 2) West of the subject site, near Minoru Park, the CCAP encourages medium and high density, mid- and high-rise residential uses, generally designated as:
 - "Urban Centre T5 (25 m)", which permits residential and other uses to a maximum of 2.0 FAR and 25 m (82 ft.) in height; and
 - "Institution", which permits bonus density and increased height for developments which provide community amenity-type uses (e.g., Richmond Kiwanis Senior Citizens Housing Society); and
- 3) Mobility improvements are encouraged, including:
 - The extension of Park Road westward from No. 3 Road to Minoru Boulevard;
 - A new bike lane along No. 3 Road; and
 - Greenway improvements along No. 3 Road and Minoru Boulevard.

Analysis

Applicant's Development Proposal

The proposed "Richmond Centre South Development Plan" envisions the replacement of the former Sears building, nearby shops, the existing parkade, and adjacent surface parking with a high-rise, urban neighbourhood, constructed in two phases and comprising:

- 1) Approximately 2,000 dwellings;
- 2) Approximately 40,900 m² (440,000 ft²) of new retail space, which represents a net retail floor area increase of approximately 9,290 m² (100,000 ft²) over the size of the existing mall;
- 3) Two levels of underground parking accommodating approximately 4,000 spaces for shoppers, visitors, and residents; and
- 4) New public streets and open spaces.

Proposed CCAP Amendment

The origin of the subject CCAP amendment application is the developer's proposal to vary street and development features set out in the Area Plan. Through the CCAP amendment application review process, staff have worked with the developer towards satisfying a number of key City and Area Plan objectives through various proposed developer contributions and related development features. In brief, the "Richmond Centre South Development Plan's" proposed revisions to the CCAP are envisioned as follows and shown in Attachment 4.

1) Mobility Network:

- **Existing CCAP:** The Plan currently requires the extension of Park Road to Minoru Boulevard via Minoru Gate (from No. 3 Road) and the extension of on-street bike lanes along No. 3 Road and Minoru Boulevard.
- **Proposed CCAP Amendment:** The subject development proposes to:
 - a) Satisfy the Plan's existing requirements with respect to the extension of Park Road to Minoru Gate;
 - b) Exceed the Plan's bike lane requirement by providing off-street bike paths along all site frontages (i.e. No. 3 Road, Minoru Boulevard, and a new street along the site's south edge), complemented by end-of-trip facilities on-site; and
 - c) Provide additional community benefits, including:
 - i. A new public street and multi-use path, together with special landscape features, along the south edge of the subject property, fronting onto the City Hall site ("City Hall Street");
 - ii. Smaller, more pedestrian-friendly blocks, which will be achieved by extending Park Road beyond Minoru Gate to Murdoch Avenue and adding a new north-south connection between Park Road and the "City Hall Street";
 - iii. Enhanced street design standards;
 - iv. Car-share facilities; and
 - v. Improved access to/from Brighthouse Station and the future bus mall via:
 - A secured public route through Richmond Centre's Galleria outside normal shopping mall business hours (during transit hours); and
 - No. 3 Road sidewalk, crosswalk, and related improvements along the entire frontage of Richmond Centre (including the subject site and the portion of the mall to its north).

2) Public Open Space Network:

- **Existing CCAP:** The Plan currently requires greenway improvements along the No. 3 Road and Minoru Boulevard frontages of the subject site.
- **Proposed CCAP Amendment:** The subject development proposes to:
 - a) Satisfy the Plan's existing requirements with respect to greenway improvements along the No. 3 Road and Minoru Boulevard frontages of the subject site;
 - b) Provide additional community benefits in the form of:
 - i. A central plaza secured for public use, approximately 0.2 ha (0.5 ac) in size (i.e. roughly twice the size of Lang Park); and
 - ii. Improved pedestrian and cycling linkages with Minoru Park and the Richmond Cultural Centre.

3) Form and Character:

- **Existing CCAP:** The Plan currently requires that parking be screened by non-parking uses, pedestrian-oriented commercial uses front No. 3 Road, and built forms contribute to a varied skyline and livable urban environment.
- **Proposed CCAP Amendment:** The subject development proposes to exceed the Plan's existing requirements by:
 - a) Locating most of the development's required parking (approximately 4,000 spaces) in two underground levels so as to free up the ground plane for public open space, retail, restaurant, residential, and other non-parking uses;
 - b) Extending pedestrian-oriented commercial uses along No. 3 Road, together with the extension of Park Road to Murdoch Avenue and the mall's existing Galleria, thus, providing for a connected, outdoor/indoor pedestrian shopping precinct;
 - c) Designing the proposed public street and multi-use path along the subject site's south edge as a "civic promenade" framed by City Hall on its south and complementary architectural and landscape features on its north; and
 - d) Supporting the development of a distinctive public realm characterized by high quality, pedestrian-oriented retail and residential frontages, slim towers, and enhanced public spaces;

4) Housing:

- **Existing CCAP:** The Plan encourages affordable housing, a diversity of unit types, and accessible housing options; however, as a pre-zoned site, the developer would not be obligated to provide for these things through a Development Permit process.
- **Proposed CCAP Amendment:** The subject development proposes to provide:
 - a) 50% family-friendly, two- and three-bedroom units;
 - b) 25% Basic Universal Housing (BUH) units, together with aging-in-place features (e.g., lever handles and blocking in walls for grab bars) in 100% of units; and
 - c) 5% affordable, low-end-of-market rental (LEMR) housing in the form of two purpose-built rental buildings (one per phase) comprising a total of 150 units (secured in perpetuity with a Housing Agreement prior to adoption of the OCP amendment bylaw).

The developer's proposed affordable housing contribution will be taken into account with respect to the Zoning Bylaw's permitted parking reduction applicable to pre-zoned CDT1 sites (i.e. from 1.5 space/unit to 1.0 space/unit). This is consistent with the Affordable Housing Strategy, which supports parking reductions in transit-oriented locations where it will help to facilitate increased affordable housing developer contributions.

5) District Energy Utility (DEU) Network:

- **Existing CCAP:** The Plan aims to support the development of a cleaner, greener, and healthier downtown and reductions in greenhouse gas (GHG) emissions, but does not set specific directions or targets for the City Centre.
- **Proposed CCAP Amendment:** To set site-specific targets for the subject development.

Staff and the developer are working cooperatively to ensure that the subject development will contribute towards City objectives for the implementation of low carbon (i.e. low/zero GHG emissions) energy systems. Opportunities are being explored for the

developer's provision of a centralized energy plant that is capable of meeting the heating and cooling needs of the subject development and providing future network connections to Richmond's emerging City Centre DEU system. Discussions are on-going with respect to the ownership and operation of the centralized energy plant and related factors. Details will be forthcoming in the final staff report regarding the subject application.

CCAP Amendment Implementation Approach

Following input from the general public and stakeholders, as part of a future staff report regarding the subject application, staff will make final recommendations to Council with respect to recommended developer contributions and related development features. These contributions and features will be secured through site-specific amendments to the CCAP, in the form of an OCP Amendment Bylaw, and OCP Considerations. In short, the:

- 1) OCP Amendment Bylaw will address items specific to the City Centre Area Plan, such as:
 - Changes in the street network and enhanced street design standards;
 - The addition of park, greenway, and off-street bike routes; and
 - New Development Permit Guidelines specific to the subject site;
- 2) OCP Considerations will generally address items to be secured via legal agreements for implementation by the developer, at the developer's sole cost, on a phase-by-phase basis, such as:
 - Land dedications, Statutory Right-of-Ways, and related requirements with respect to road improvements (e.g., new street adjacent to the City Hall property) and public open space features (e.g., central plaza);
 - Transit access improvements (e.g., extended-hours public access through the mall's Galleria and frontage improvements in proximity to Brighthouse Station);
 - Servicing Agreement requirements for the design and construction of street, public open space, and engineering improvements (to be secured with Letters of Credit);
 - Affordable housing, dwelling unit mix, and Basic Universal Housing requirements;
 - Car-share, electric vehicle (EV) charging, end-of-trip cycling facilities, driveway restrictions, parking, and other mobility requirements; and
 - Public art and streetscape improvements.

Public Consultation

It is Council policy (OCP Bylaw Preparation Consultation Policy 5043) that staff will consider consultation with persons, organizations, and authorities that may be affected by the enactment, repeal, or amendment of the Official Community Plan bylaw where the other parties' land use, programming, servicing, transportation, and/or environmental interests may be impacted.

- 1) Public Consultation Process: OCP Amendment Application signs have been installed on the subject property. At the time of writing this report, staff have not received any comments from the public about the subject application in response to the placement of the Application signs. To ensure that the public has adequate opportunity to be informed about the proposed development and possible changes to the CCAP, staff recommend an applicant-led public

consultation process (overseen by staff). The proposed process would be undertaken generally as follows.

- **Step #1** Public Consultation (*Targeted for May 2018*)
- **Step #2** Plan & CCAP Amendment Finalization: Analysis of public input, revision of the Draft Plan and CCAP amendments, and preparation of the CCAP Amendment Bylaw
- **Step #3** Report to Council: To amend the CCAP, including the presentation of the public consultation findings, the final proposed “Richmond Centre South Development Plan”, and the CCAP Amendment Bylaw

2) Proposed Public Consultation Features: The proposed staff-managed / applicant-led public consultation process is targeted for May 2018, and will include a static public display in Richmond Centre mall, together with two open house events (where the developer and City staff will be present) and online at LetsTalkRichmond. More specifically, the proposed public consultation will include the following features. (Dates and times are tentative.)

- **Public Display:** A static display will be prominently located at the east end of Richmond Centre’s Galleria from Tuesday, May 22, 2018 to Sunday, June 3, 2018. The display will include large, full-colour display boards with diagrams, photographs, architectural drawings, and written information.
 - Visitors wishing to provide comments will be directed to a Feedback Form available at the scheduled Open Houses and on LetsTalkRichmond (which may be accessed with a mobile device while viewing the display or online at home).
- **Open Houses:** The developer, together with City staff from Planning, Transportation, Parks, Affordable Housing, Public Art, Sustainability, and Engineering, will be available to answer questions at the Public Display on two dates: Sunday, May 27 (1 p.m. – 4 p.m.) and Thursday, May 31 (6 p.m. – 9 p.m.).
 - Visitors wishing to provide comments will be able to fill out the Feedback Form, either in the form of paper copies at the Open Houses or on LetsTalkRichmond (which may be accessed on a mobile device while at the events or online at home). LetsTalkRichmond business cards will be available to people who want to complete the Feedback Form online at home.
- **Online:** Public Display information and the Feedback Form will be available online at www.LetsTalkRichmond.ca from Tuesday, May 22, 2018 to midnight on Sunday, June 3, 2018.
- **Feedback Forms:** Interested parties will be able to complete a Feedback Form by:
 - Logging onto www.LetsTalkRichmond.ca; or
 - Attending an Open House and completing a paper copy.
- **Advertisements:** Advertising is proposed to include:
 - Print ads in the Richmond News and Richmond Sentinel newspapers;
 - Richmond’s Facebook page and Twitter account; and
 - A news release issued to local media and posted on the City’s website.

- **Direct Mail-Outs:** Information will be sent to tenants and owners of properties located within 100 m (328 ft.) of the subject site to notify them of the Public Display, Open Houses, and feedback opportunities.
- 3) **Advisory Design Panel:** The “Richmond Centre South Development Plan” was presented to the Advisory Design Panel on March 7, 2018. The Panel voted unanimously in support of the application and commended the applicant on the Plan’s features (e.g., affordable, family-friendly, and accessible housing, smaller blocks, underground parking, and a more vibrant public realm). Design development is encouraged with respect to detailed public realm design, sun/shade, and architectural expression. (Attachment 5)
- 4) **Other Stakeholders:** The subject OCP Amendment Application has been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043 and found to not require further consultation.
 - **Richmond School District:** According to OCP Bylaw Preparation Consultation Policy 5043, adopted by Council and agreed to by the School District, OCP amendment applications must be referred to the School District if they have the potential to generate 50 or more additional school-aged children (i.e. equivalent to 295 or more additional multiple-family housing units) over and above the existing OCP. As the subject application does not propose any increase in permitted residential units, it is not required to be referred to the School District. The application will be provided to the School District as a courtesy.
 - **TransLink:** No referral is necessary because the subject OCP amendment application does not:
 - a) Include streets identified as part of TransLink’s Major Road Network (MRN);
 - b) Trigger TransLink’s Adjacent and Integrated Development (AID) requirements with respect to the Canada Line; or
 - c) Involve significant road network changes.

The application and related Transportation Impact Study prepared by the applicant will be provided to TransLink as a courtesy.

Financial Impact or Economic Impact

There is no financial impact associated with the proposed staff-managed / applicant-led public consultation process regarding the “Richmond Centre South Development Plan”.

Conclusion

GBL Architects has applied to the City of Richmond to amend the Official Community Plan (OCP), Schedule 2.10 (City Centre Area Plan), at 6551 No. 3 Road to permit a 2-phase redevelopment of the south end of the Richmond Centre shopping centre with approximately 2,000 dwellings, new public streets and outdoor spaces, two levels of underground parking, and 40,900 m² (440,000 ft²) of new retail space, the latter of which represents a net retail increase of approximately 9,290 m² (100,000 ft²). Rezoning is not required. However, the “Richmond Centre South Development Plan” includes new streets, public spaces, and building features that are not identified in the City Centre Area Plan (CCAP). To rectify this situation, the developer was required to make an application to amend the CCAP. Through the CCAP amendment review

process, staff are working with the developer to address community objectives, including ones that may not be readily achievable through a stand-alone Development Permit application process. To ensure that the public has adequate opportunity to be informed about the proposed development and possible changes to the CCAP, staff recommend an applicant-led public consultation process (overseen by staff).



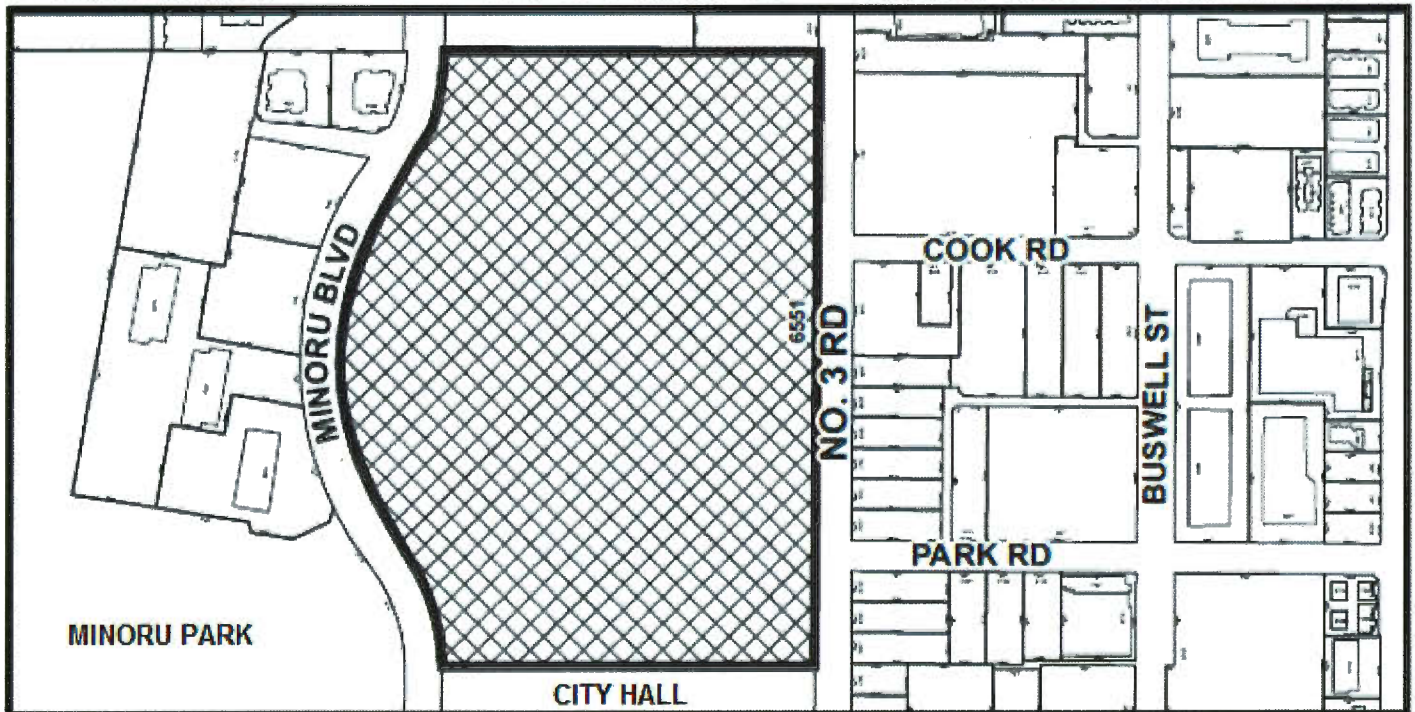
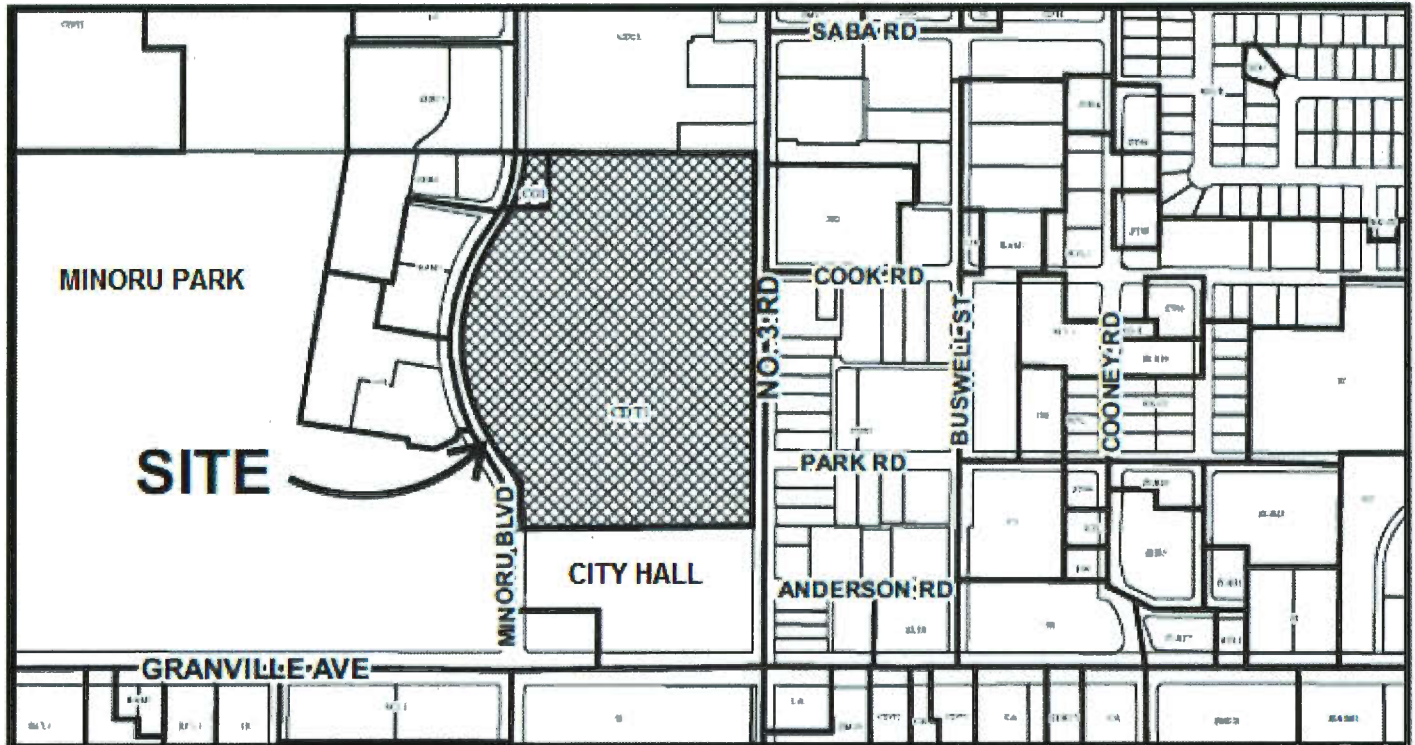
Suzanne Carter-Huffman
Senior Planner / Urban Design

SPC:sch

Attachments:

1. Location Map
2. Site Location & Proposed Phasing Boundaries
3. City Centre Area Plan – Specific Land Use Map: Brighthouse Village (2031)
4. “Richmond Centre South Development Plan” Overview
5. Excerpt of the Advisory Design Panel (ADP) Meeting Minutes Held on March 7, 2018

Attachment 1
Location Map



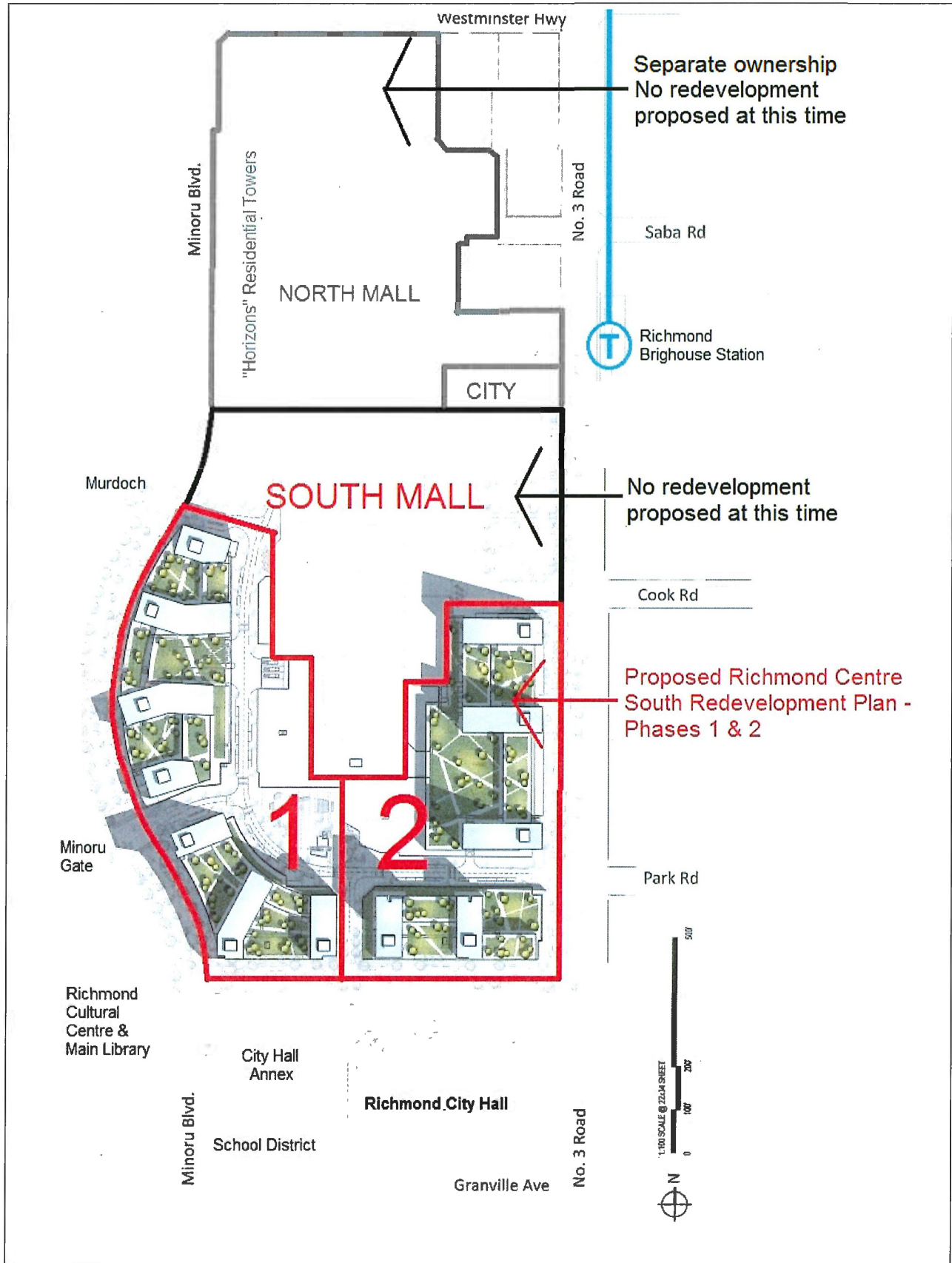
CP 16-752923

Original Date: 03/19/18

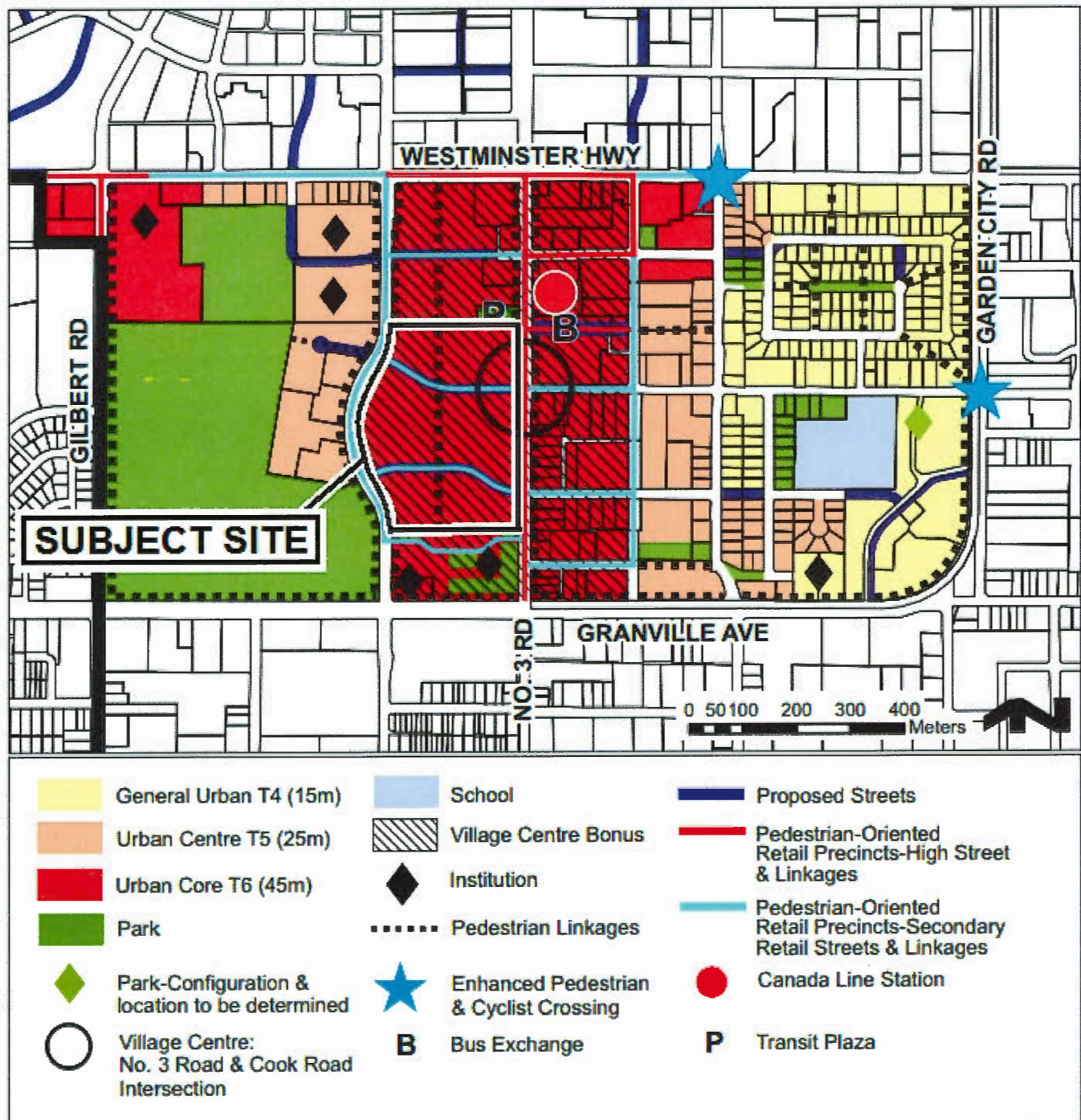
Revision Date:

Note: Dimensions are in METRES

Attachment 2
Site Location & Proposed Phasing Boundaries



Specific Land Use Map: Brighthouse Village (2031)

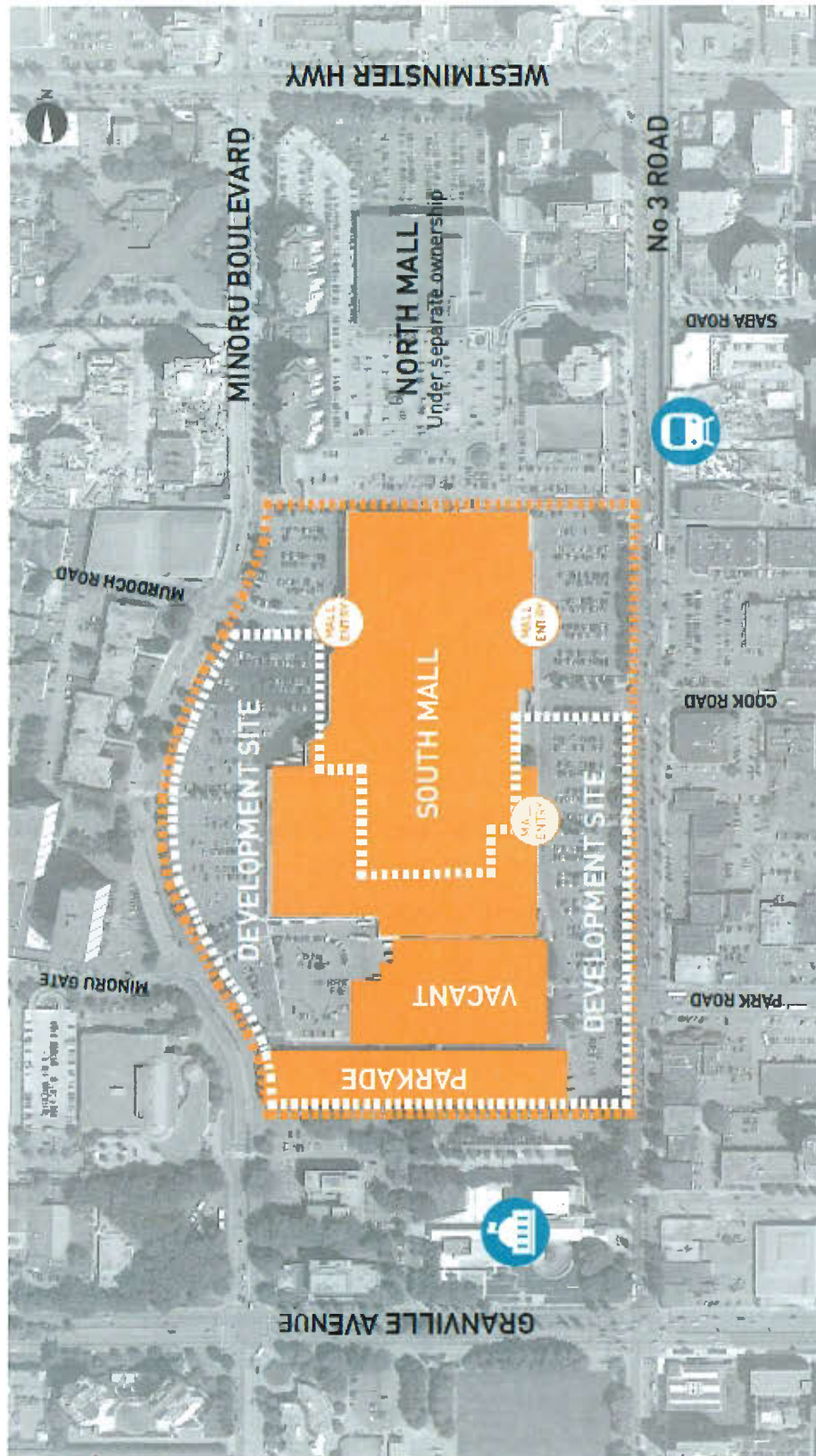


Richmond Centre

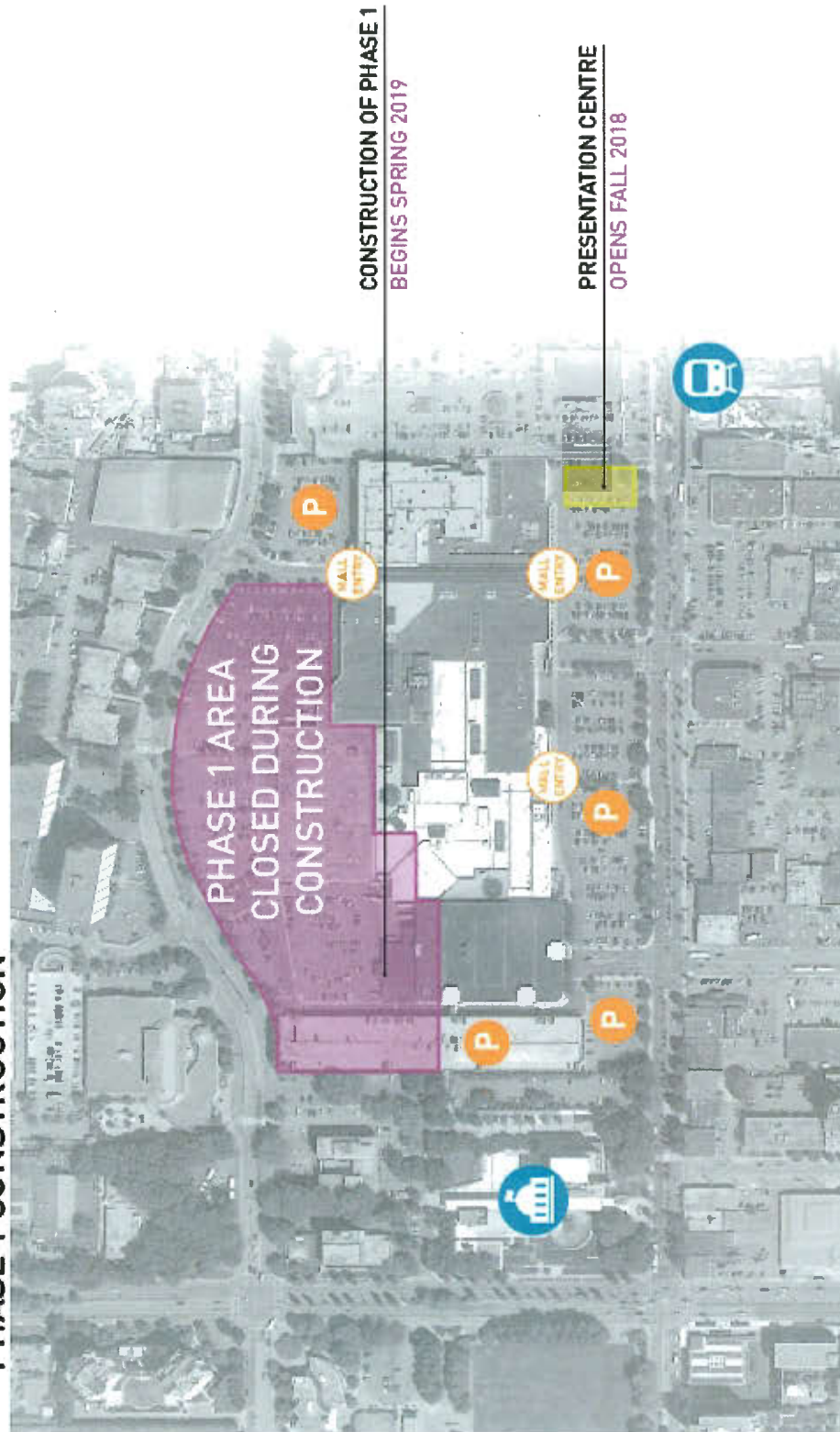


CALLISON|TKL gbl HEWITT
A DESIGN CONSULTANCY OF ARCADIS

RICHMOND CENTRE SOUTH: PROPOSED DEVELOPMENT SITE



CONTINUE TO SERVE THE COMMUNITY DURING CONSTRUCTION PHASE 1 CONSTRUCTION



CONTINUE TO SERVE THE COMMUNITY DURING CONSTRUCTION

PHASE 2 CONSTRUCTION



REZONING IS **NOT** REQUIRED

TODAY

CITY CENTRE AREA PLAN (CCAP)



4.0 FAR

EXISTING CDT1 ZONE



3.0 FAR

PROPOSED DEVELOPMENT



2.1 FAR

PROPOSED CITY CENTRE AREA PLAN CHANGES: 10 OBJECTIVES

#1: More Connected Street Network

TODAY



The CCAP aims to reduce the traffic barrier posed by the existing mall with the westward extension of Park Road.

PROPOSED CHANGE

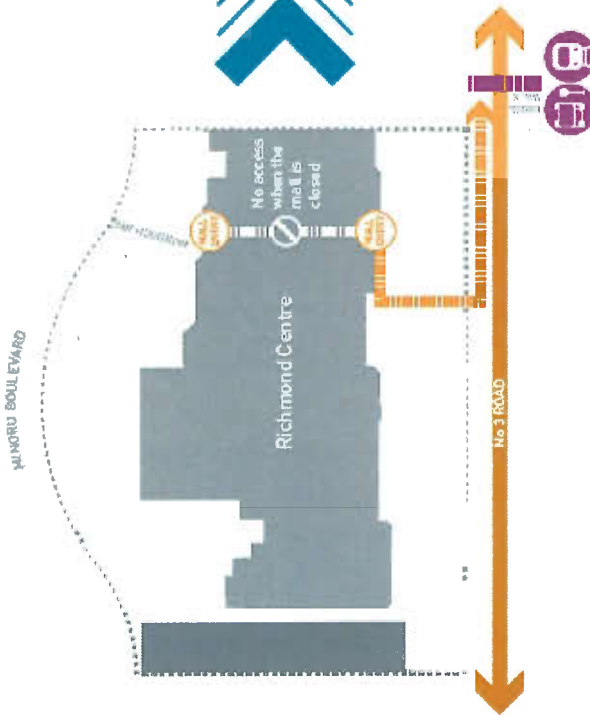


The Richmond Centre South Development Plan proposes to create a more walkable neighbourhood and provide easier pedestrian, bike, and vehicle access to street-fronting shops and apartment buildings by providing smaller city blocks and establishing a connected network of local streets and off-street bike paths.

PROPOSED CITY CENTRE AREA PLAN CHANGES: 10 OBJECTIVES

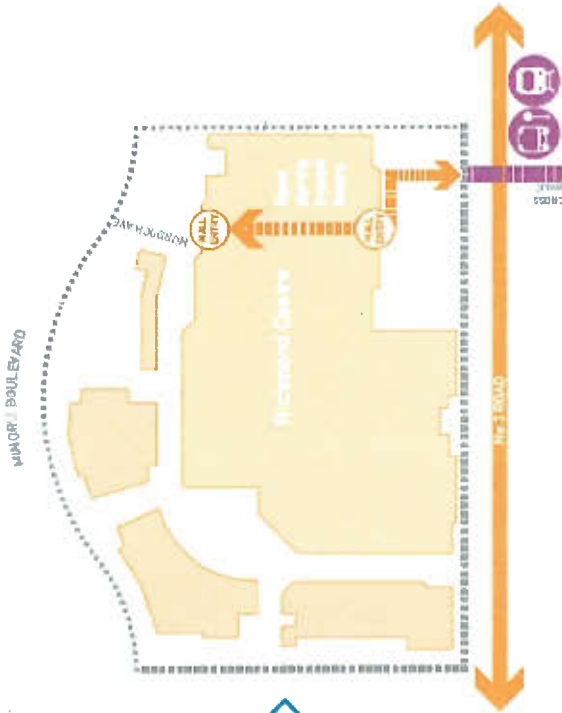
#2: Better Transit Access

TODAY



Pedestrian access to/from Brighthouse Station can be inconvenient when the mall is closed and the No. 3 Road crosswalk near the station is congested.

PROPOSED CHANGE



The Richmond Centre South Development Plan proposes to improve public access to/from buses and the Canada Line by keeping the Galleria open during transit hours, installing rain protection between the Galleria and No. 3 Road, upgrading the No. 3 Road crosswalk, and widening the No. 3 Road sidewalk along the entire frontage of the mall.

PROPOSED CITY CENTRE AREA PLAN CHANGES: 10 OBJECTIVES

#3: Friendlier Streets for Pedestrians & Cyclists

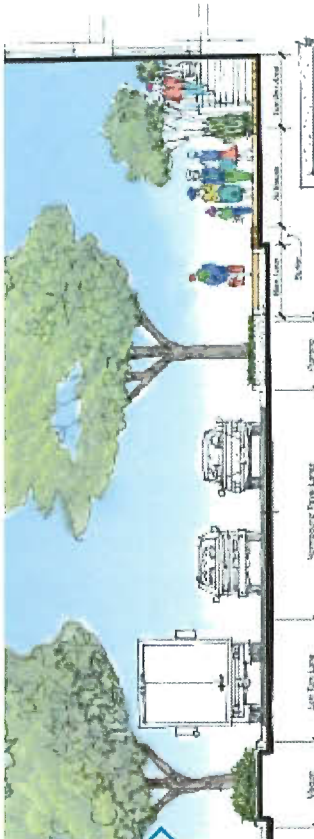
TODAY



Minoru Blvd - Existing condition



PROPOSED CHANGE



Minoru Blvd - Future



No 3 Road - Existing condition



No 3 Road - Future

PROPOSED CITY CENTRE AREA PLAN CHANGES: 10 OBJECTIVES

#3: Friendlier Streets for Pedestrians & Cyclists

TODAY



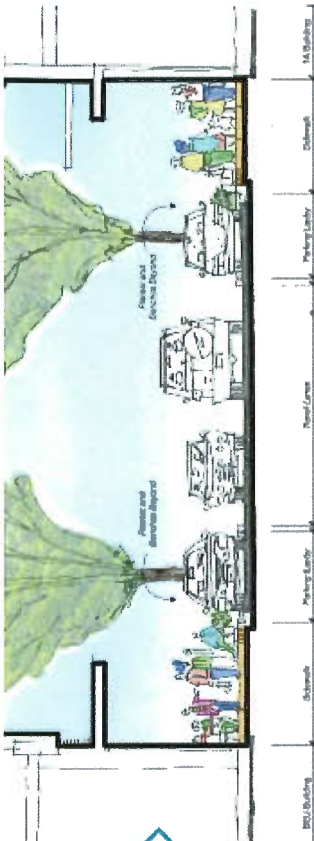
Park Road - Existing condition



City Hall Street - Existing condition

In the City Centre, sidewalks & boulevards occupy only about 40% of a typical local street and even less of a major street, like No. 3 Rd or Minoru Blvd.

PROPOSED CHANGE



Park Road - Future



New City Hall Street - Future

The Richmond Centre South Development Plan aims to create more pedestrian and bike-friendly streets by providing wider sidewalks, off-street bike paths, special landscape features, lighting, and seating.

PROPOSED CITY CENTRE AREA PLAN CHANGES: 10 OBJECTIVES

#4: More Connected Parking Strategy

TODAY



- P Parking
- Richmond Library & Cultural Centre
- Richmond Brighthouse Station
- Richmond City Hall

Unattractive parking lots ring the mall and are a barrier to pedestrians and cyclists, unpleasant in bad weather, and, at times, inconvenient.

PROPOSED CHANGE



- P Main Underground Parking Entry
- Richmond Library & Cultural Centre
- Richmond City Hall
- Richmond Brighthouse Station
- New Park Plaza and Mobility Hub

The Richmond Centre South Development Plan proposes to improve on the current situation with a 2-level underground parking structure with direct vehicle access to No. 3 Road and Minoru Boulevard and "mobility hubs" designed to provide easy access for shoppers and the general public between the mall and parking, car-share vehicles, electric vehicle (EV) charging stations, and secure bike storage.

PROPOSED CITY CENTRE AREA PLAN CHANGES: 10 OBJECTIVES

#5: New Outdoor Shopping Precinct

TODAY



The mall is inwardly focused and contributes little to the amenity of the downtown.

PROPOSED CHANGE



The Richmond Centre South Development Plan proposes to create a more connected, walkable, and attractive indoor/outdoor shopping area characterized by pedestrian-scaled streets lined with shops, small plazas, continuous weather protection, street furnishings, public art, and special architectural and landscape features.

PROPOSED CITY CENTRE AREA PLAN CHANGES: 10 OBJECTIVES

#6: New Outdoor Public Space

TODAY



PROPOSED CHANGE



The mall provides no outdoor public space.

The Richmond Centre South Development Plan proposes to enhance the proposed shopping precinct with a new public plaza, roughly 0.5 acres or twice the size of Lang Park, for relaxation, public gathering, and seasonal events and activities.

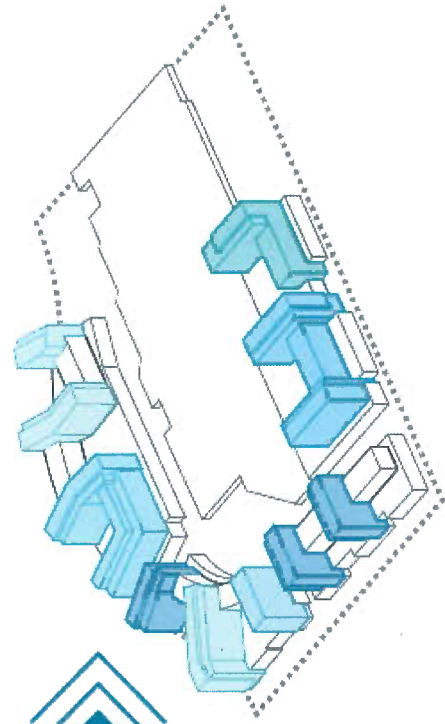
PROPOSED CITY CENTRE AREA PLAN CHANGES: 10 OBJECTIVES

#7: New Architectural Character

TODAY



PROPOSED CHANGE



High-rise area surrounding the mall can largely be characterized as a collection of single- or two-tower developments with varied, individual identities.

The Richmond Centre South Development Plan proposes a cohesive neighbourhood identity characterized by a series of slim, U-shaped towers that fan out along the edges of the mall property like spokes on a wheel to frame the proposed public plaza and shopping street, allow sunlight and views through to public and private spaces, and create sunny rooftop courtyards for residents.

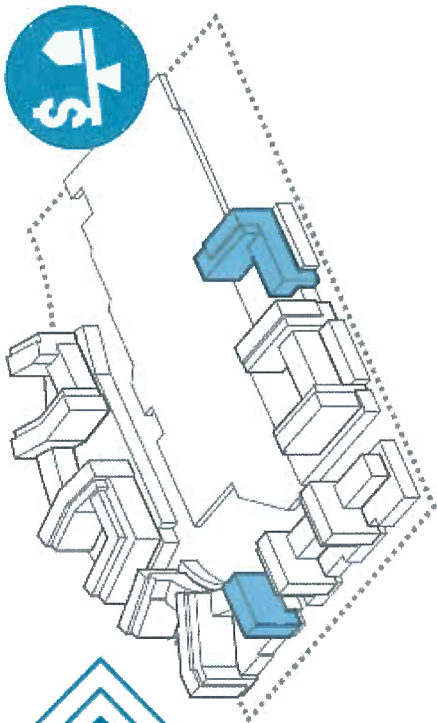
PROPOSED CITY CENTRE AREA PLAN CHANGES: 10 OBJECTIVES

#8: New Affordable Housing

TODAY



PROPOSED CHANGE



The mall and nearby pre-zoned sites that do not require a change to their existing zoning are not obligated to provide affordable housing.

The Richmond Centre South Development Plan proposes approximately 150 dwellings for low-income, workforce households (e.g., retail sales employees, teachers, nurses, etc.) in 2 purpose-built rental buildings suitable for operation by non-profit housing providers.

PROPOSED CITY CENTRE AREA PLAN CHANGES: 10 OBJECTIVES

#9: Housing for a Diverse Downtown Community

TODAY



- The Oval
- Richmond Library & Cultural Centre
- Richmond City Hall
- Minoru Aquatic Centre
- Richmond Brighouse Station
- School
- Minoru Park
- CF Richmond Centre

There is a growing need for new housing near transit, schools, and services that is designed to meet the needs of families with children, seniors, and people with disabilities.

PROPOSED CHANGE



50% FAMILY FRIENDLY DWELLINGS



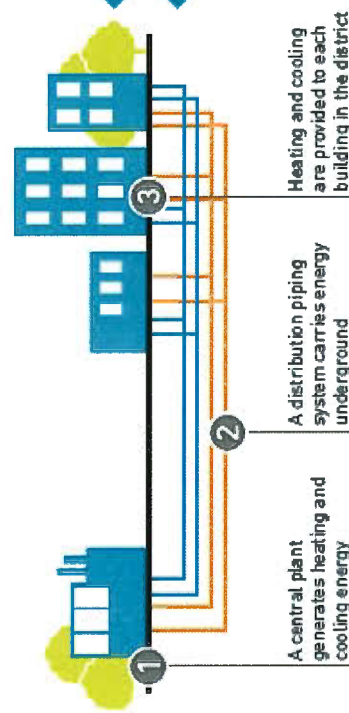
25% BUH UNITS

The Richmond Centre South Development Plan proposes that roughly 50% of dwellings will be family-friendly, 2- or 3-bedroom units and at least 25% of dwellings will meet Richmond's Basic Universal Housing standards (making them suitable for people with wheelchairs and mobility challenges).

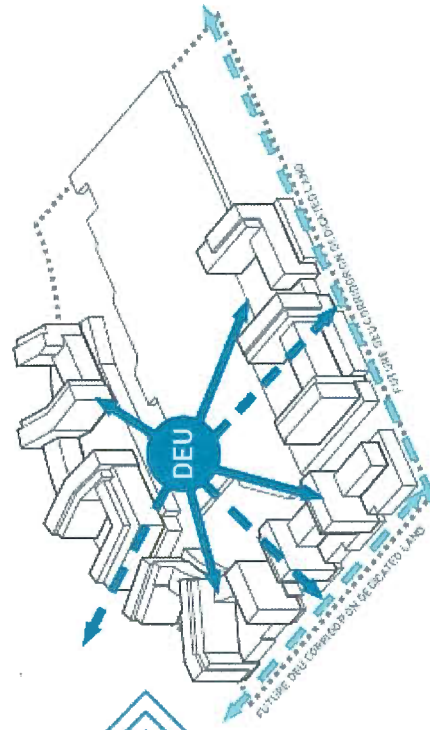
PROPOSED CITY CENTRE AREA PLAN CHANGES: 10 OBJECTIVES

#10: Improved Energy Efficiency

TODAY



PROPOSED CHANGE



New downtown buildings, including buildings proposed by the mall, must be able to hook up to a future City of Richmond District Energy Utility (DEU) for heating and cooling.

The Richmond Centre South Development Plan proposes to fast-track the City's DEU plans by constructing a DEU plant on the mall property to heat/cool the proposed development and connect to a future City system.

EVOLVE WITH THE GROWING RICHMOND COMMUNITY
 TARGETED CONSTRUCTION COMPLETION **LATE 2026**



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Excerpt of the Advisory Design Panel (ADP) Meeting Minutes Held on March 7, 2018

1. CP 16-752923 - OCP AMENDMENT TO PERMIT MIXED USE REDEVELOPMENT OF THE SOUTH PART OF RICHMOND CENTRE SHOPPING CENTRE

ARCHITECT: GBL Architects

PROPERTY LOCATION: 6551 No. 3 Road

Applicant's Presentation

Joey Stevens, GBL Architects, David Chamness, Callison RTKL, and Kris Snider, Hewitt Landscape, presented the project and answered queries from the Panel.

Panel Discussion

Comments from Panel members were as follows:

- appreciate the applicant's intention to incorporate public art into the project; applicant needs to pay attention to the future location of public art and how it facilitates the pedestrian aspect of the project, e.g. wayfinding and differentiation between public versus private realms;
- No. 3 Road is the main public road in Richmond; consider locating public art at the Park Road entrance along No. 3 Road or widening up the area of the pedestrian space to emphasize the publicness of this important corner;
- appreciate the different textures of paving on each block in the proposed development;
- the project will improve the current street network connection; however, controlling the speed of vehicles in the proposed internal streets is a concern; consider installing clearly marked crosswalks in busy areas to enhance pedestrian safety;
- opening of the mall Galleria during transit hours will significantly improve public access to transit;
- applicant should address and not underestimate wayfinding concerns in the underground parkade as it is more challenging to navigate in the parkade than on the ground;
- not supportive of the outdoor sidewalks for the proposed outdoor shopping precinct as it may not provide adequate weather protection for pedestrians during the rainy season;
- appreciate the provision for a public plaza; however, it may not be adequate to serve the needs of the proposed development;
- east-west orientation of some proposed buildings will not provide protection from the cold west winds for pedestrians walking in the vicinity of these buildings;
- appreciate the proposed location of affordable housing units;
- proposed diverse mix of dwellings is well thought out and meets the needs of families with children, seniors and people with mobility challenges;

- the applicant is encouraged to look into the thermo-energy demand of the proposed building forms in order to meet the energy-efficiency requirements of the BC Energy Step Code (as Step Code requirements may make it necessary to reconsider the proposed residential built form concept);
- significant size of the proposed development requires a District Energy Utility (DEU) plant; however, the applicant is advised that advance planning is needed in terms of the plant's location, serviceability, gas connections, location of cooling towers, and other important considerations;
- review proposed floor to floor height of the underground parking levels as it appears too low to accommodate necessary services for the buildings; also ensure adequate provision for space for service corridor considering that a DEU system is proposed for the project;
- required service connections for the size of the project would be massive; two service connections will not be adequate; water stagnation may also pose a challenge due to the magnitude of required services for the proposed towers;
- appreciate the comprehensive package provided by the applicant; however, a sustainability section could have been included in the package considering the size of the project;
- commend the applicant for the package provided to the Panel;
- proposed project has many positives, e.g., replacing the expansive surface parking lots with high-rise towers and amenity roof gardens;
- building lay-out is good in terms of solar aspect; outdoor amenity spaces are well done and usable to residents;
- larger scale plans would be useful for the public presentation of the project; families would be interested to see the project's site context in terms of its location relative to transit, schools, parks and other community amenities;
- proposed towers on the subject site will overlook the north portion of Richmond Centre; consider introducing green treatment to the existing roof;
- appreciate the permeability of the connected street network; hope that the richness of the design and materials of the proposed development will not be lost through the detailing; appreciate the open mall strategy; hope that the applicant will devote necessary resources for public spaces and public interface;
- appreciate the applicant's presentation of the project which is located in an important and central part of Richmond;
- a larger context plan would be helpful for the project's public presentation; statistical data included in the applicant's submission regarding visitors coming to Richmond Centre Mall are useful for designing the project;
- Minoru Park is a major regional destination for people coming from Brighthouse Canada Line station through Richmond Centre; the applicant is advised to acknowledge more the Park destination and give more attention to wayfinding from the northeast surface parking lot to Minoru Park through the Galleria;

- hope that the City's Parks Department will respond to the proposed development through programming Minoru Park in order to serve the broader needs of visitors/users in addition to current active sports uses;
- appreciate the proposed weather protected connection from No. 3 Road to the Galleria; ensure that the canopies along the building face are generous and consider making the weather-protected walkway through the parking lot more ample, e.g., widening it if possible to five meters to provide a more public feel to it;
- appreciate the provision for bicycle parking in the project as there is huge demand for it; will complement bicycle parking at Brighthouse Canada Line station; also appreciate the proposed off-street bicycle paths along No. 3 Road and Minoru Boulevard;
- appreciate the proposed on-site at grade planting and proposed structures to support large trees;
- the applicant is encouraged to install as much as possible a continuous row of street trees along the internal streets especially at the Park Plaza area;
- notice that there are no sight lines to the proposed Park Plaza from public streets, e.g. from the new City Hall street, Minoru Gate and No. 3 Road; applicant is advised not to oversell the Park Plaza as a public space if it is intended to be a commercial space rather than a public/civic space;
- shadow diagrams could have been helpful in determining the extent of park area that will be in shade; concerned that the southwest edge of the park will be in shade for a significant period; applicant could consider locating the gathering space on the northeast side of the plaza where there would be more sun exposure;
- notice that the proposed affordable housing units are segregated in individual buildings/blocks; consider distributing the affordable housing units in different places throughout the residential component of the project to make them less conspicuous;
- agree with comment from the Panel for the applicant to introduce roof planting on the north portion of Richmond Centre; applicant may also consider the alternative of hiring a graphic designer to introduce design/colour on the roof to make it more visually appealing for residents of adjacent high-rise towers on the south side;
- appreciate the applicant having a public art consultant on board for the project; a public art plan is more critical at this stage of the project rather than identifying public art location as all other public art decisions will flow from the public art plan;
- suggest that the applicant clarify the presentation board for public consultation Question 1 (i.e., More Connected Street Network) and break out vehicular, bicycle and pedestrian movements along the proposed network of internal streets;
- consider asking neutral as opposed to leading questions for public consultation;

- for public consultation Question 3 (i.e., Friendlier Streets for Pedestrian and Cyclists), the applicant needs to correct the image and section drawing for new City Hall Street as the photograph is looking east while the section drawing is looking west;
- commend the applicant's presentation of the project which will transform an existing development with vast expanse of surface parking to a pedestrian-friendly community;
- proposed street connections for vehicular and pedestrian circulation are logical from an urban design point of view;
- scale of the main and connecting streets are pedestrian-friendly;
- appreciate the proposed Park Plaza; support the proposal to externalize the shopping experience which is becoming the norm in North America;
- selection of retailers in terms of type and scale is crucial for the proposed development; activating the second floor is important for animating the whole street;
- the northeast corner of the subject development is not well resolved; has the potential to become a gateway into the site from Brighthouse Canada Line station; consider creating a mini plaza to focus attention to this corner and connect to the Galleria; also consider creating a mini plaza at the northwest corner of the site and connect the two mini-plazas through the Galleria to create a loop rather than a destination to the main plaza;
- incorporate images of precedents for the proposed Park Plaza in the presentation board for public display/consultation to help the public visualize the design of the future plaza and its public amenities; also incorporate the connection of the two mini-plazas with the main plaza (i.e, showing a loop) and their connection to transit and other public amenities;
- the proposed Park Plaza lacks visual connection from external public streets; consider shifting the location of the plaza to provide visual connection to the corner of the plaza from City Hall through the north-south connector road (connecting the new City Hall Street to Park Road extension) to encourage more pedestrian traffic from City Hall to the plaza and making it more of a public than a mainly commercial space;
- support the proposed underground parking considering the challenges associated with such proposal in Richmond; the approach is in the right direction towards Richmond becoming a more sustainable city;
- commend the design team and the developer for a significant and well thought out project;
- appreciate the provision for affordable housing in the proposed development; also appreciate the applicant working within the existing City Centre Area Plan (CCAP) guidelines in terms of density and height of towers;

- support Panel comments for the applicant to address the overlook from the proposed high-rise towers onto the north portion of Richmond Centre; consider introducing appropriate architectural and landscaping treatments to the roof of the existing north portion of Richmond Centre;
- appreciate the applicant addressing the pedestrian movement to transit through the Galleria;
- package provided by the applicant lacks details regarding the public realm; significant amount of work and details still needs to be done (e.g., in terms of public realm details, loading, and architectural design) which the Panel would look forward to see when the applicant comes back to the Panel;
- consider larger and more detailed plans for public presentation/consultation for the project and also for future presentation to the Panel;
- recommend a small portion of parking should be used for park-and-ride;
- applicant is advised to give attention to the interface between City Hall and the proposed development; review the proposed location of the loading area and other things happening at the southern edge of the development;
- suggest that the applicant provide more presentation boards and details for the public consultation; agree with Panel comment that vehicular, bicycle and pedestrian circulation on the site should be demonstrated more graphically; applicant is also advised to provide more presentation boards for the public realm; also integrate architectural and landscaping precedents; and
- applicant and City staff are advised to consider installing an iconic art piece at the northeast corner of the site similar to the one at Brentwood Town Centre considering the huge number of people coming into the site from Brighthouse Canada Line station.

Panel Decision

It was moved and seconded

That CP 16-752923 be supported to move forward to the Planning Committee subject to the applicant giving consideration to the comments of the Panel.

CARRIED



City of Richmond

Report to Committee

To: General Purposes Committee

Date: March 26, 2018

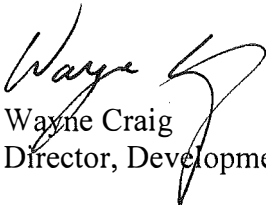
From: Wayne Craig
Director, Development

File: RZ 13-633927

Re: Application by Onni Development (Imperial Landing) Corp. for a Zoning Text Amendment at 4020, 4080, 4100, 4180, 4280 and 4300 Bayview Street (formerly 4300 Bayview Street) to Amend the "Steveston Maritime Mixed Use (ZMU12)" Zone and the "Steveston Maritime (ZC21)" Zone

Staff Recommendation


1. That the additional information identified in the staff report dated March 12, 2018, titled "Application by Onni Development (Imperial Landing) Corp. for a Zoning Text Amendment at 4020, 4080, 4100, 4180, 4280 and 4300 Bayview Street (formerly 4300 Bayview Street) to Amend the "Steveston Maritime Mixed Use (ZMU12)" Zone and the "Steveston Maritime (ZC21)" Zone" from the Director of Development be received for information.
2. That the Application by Onni Development (Imperial Landing) Corp. for a Zoning Text Amendment at 4020, 4080, 4100, 4180, 4280 and 4300 Bayview Street (formerly 4300 Bayview Street) to amend the "Steveston Maritime Mixed Use (ZMU12)" Zone and the "Steveston Maritime (ZC21)" Zone be considered at the May 22, 2018 Public Hearing.



Wayne Craig
Director, Development

WC:sb

Att: 7

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Policy Planning	<input checked="checked" type="checkbox"/>	

Staff Report

Origin

Onni Development (Imperial Landing) Corp. has applied to the City of Richmond to amend the “Steveston Maritime Mixed Use (ZMU12)” zone and the “Steveston Maritime (ZC21)” zone to widen the range of permitted commercial uses in the non-residential spaces on the ground floor of each of the six existing buildings on the subject site at 4020, 4080, 4100, 4180, 4280 and 4300 Bayview Street (Attachment 1).

The application also includes a proposed amendment to the Schedule 2.4 (Steveston Area Plan) of Official Community Plan Bylaw 7100 (OCP) to revise the land use definition of “Maritime Mixed Use” (MMU) to allow additional commercial uses.

On December 18, 2017, the following two motions were carried by Council at the Public Hearing meeting:

Firstly, “That the rezoning considerations for Official Community Plan Bylaw 7100, Amendment Bylaw 9062 and Richmond Zoning Bylaw 8500, Amendment Bylaw 9063 be amended to reflect an amenity contribution of \$5.5 million as estimated by the economic consultants.”

And secondly, “That the Application by Onni Development (Imperial Landing) Corp. for a Zoning Text Amendment at 4020, 4080, 4100, 4180, 4280 And 4300 Bayview Street (Formerly 4300 Bayview Street) to amend the “Steveston Maritime Mixed Use (ZMU12)” Zone and the “Steveston Maritime (ZC21)” Zone be referred back to staff for further discussion with the Applicant and that a potential covenant for the proposed hotel to be operated similar to a traditional hotel be examined.”

This Staff Report addresses the referrals by providing information for Council’s consideration from the applicant (Attachment 2) regarding the increased community amenity contribution and proposed hotel operation. The rezoning considerations have been revised to include the increased amenity contribution amount (Attachment 3).

Existing Bylaws

There are two existing bylaws associated with the zoning text amendment application to amend the OCP/Steveston Area Plan and Zoning Bylaw, as follows:

1. Official Community Plan Amendment Bylaw 9062, to amend the land use definition of “Maritime Mixed Use” by adding a range of commercial uses in Appendix 1 (Definitions) to Schedule 2.4 of Official Community Plan Bylaw 7100 (Steveston Area Plan); and
2. Richmond Zoning Bylaw 8500, Amendment Bylaw 9063, to:
 - Amend the “Steveston Maritime Mixed Use (ZMU12)” zone by widening the range of permitted commercial uses at 4020, 4180, 4280 and 4300 Bayview Street; and

- Amend the "Steveston Maritime (ZC21)" zone by widening the range of permitted commercial uses at 4080 and 4100 Bayview Street.

Bylaws 9062 and 9063 received first reading at Council on July 24, 2017 and were considered at the Public Hearings on October 16, 2017, November 20, 2017, and December 18, 2017. As noted above, the application was referred back to staff. It is recommended that the bylaws be considered again at the Public Hearing on May 22, 2018.

Findings of Fact

The subject site has a long history of various development applications. Staff reports and memos regarding the subject rezoning application were reviewed by:

- Planning Committee at previous meetings on November 19, 2013, April 8, 2014, and May 6, 2014.
- General Purposes Committee at the meeting on July 17, 2017.
- Council at Public Hearing meetings on October 16, 2017, November 20, 2017, and December 18, 2017.

The applicant has proposed a number of different land use and community amenity contribution proposals based on direction from Planning Committee, General Purposes Committee, Council and Public Hearings (Attachment 4).

Please refer to the third referral Staff report dated July 5, 2017 (Attachment 5) for the four staff reports considered by Planning Committee and General Purposes Committee, including information regarding the existing development, previous proposals, consultant reports and public input.

Please also refer to the five memos (Attachment 6) considered by Council at three Public Hearing meetings in the fall of 2017, including information regarding stakeholder consultation, public open house meeting, marina potential, Steveston Hardware, community amenity valuation, and previous amenity contribution proposals.

As noted in the previous staff report, separate from the subject rezoning application, the Official Community Plan and the Steveston Area Plan, and the "Steveston Maritime (ZC21)" zone were amended to allow limited child care use on the subject site in response to a referral received from the General Purposes Committee on June 20, 2016.

Related Policies & Studies

Consultation

A rezoning sign has been installed on the subject property. Should the General Purposes Committee and Council endorse this application, the OCP and zoning bylaws would be forwarded to a Public Hearing; where any area resident or interested party would have an opportunity to comment.

Public notification for the Public Hearing would be provided as per the *Local Government Act*.

Staff have reviewed the proposed Official Community Plan (OCP) and zoning amendments; with respect to the Local Government Act and the City's OCP Consultation Policy No. 5043 requirements, and recommend that this report does not require referral to external stakeholders.

The following table clarifies this recommendation as it relates to the proposed OCP.

OCP Consultation Summary

Stakeholder	Referral Comment (No Referral necessary)
BC Land Reserve Co.	No referral necessary, as the proposed amendment refers to the addition of commercial permitted uses in the Mixed Maritime Area.
Richmond School Board	No referral necessary, as the proposed amendment refers to the addition of commercial permitted uses in the Mixed Maritime Area.
The Board of the Greater Vancouver Regional District (GVRD)	No referral necessary, as the proposed amendment refers to the addition of commercial permitted uses in the Mixed Maritime Area.
The Councils of adjacent Municipalities	No referral necessary, as adjacent municipalities are not affected, and the proposed amendment refers to the addition of commercial permitted uses in the Mixed Maritime Area.
First Nations (e.g., Sto:lo, Tsawwassen, Musqueam)	No referral necessary, as the proposed amendment refers to the addition of commercial permitted uses in the Mixed Maritime Area.
TransLink	No referral necessary, as no transportation road network changes are proposed, and the proposed amendment refers to the addition of commercial permitted uses in the Mixed Maritime Area.
Port Authorities (Vancouver Port Authority and Steveston Harbour Authority)	No referral necessary, as the proposed amendment refers to the addition of commercial permitted uses in the Mixed Maritime Area.
Vancouver International Airport Authority (VIAA) (Federal Government Agency)	No referral necessary, as the proposed amendment refers to the addition of commercial permitted uses in the Mixed Maritime Area.
Richmond Coastal Health Authority	No referral necessary, as the proposed amendment refers to the addition of commercial permitted uses in the Mixed Maritime Area.
Community Groups and Neighbours	No referral necessary, as the proposed amendment refers to the addition of commercial permitted uses in the Mixed Maritime Area.
All relevant Federal and Provincial Government Agencies	No referral necessary, as the proposed amendment refers to the addition of commercial permitted uses in the Mixed Maritime Area.

Richmond Official Community Plan Bylaw 7100, Amendment Bylaw 9062, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, is hereby found to not require further consultation.

School District

This application was not referred to School District No. 38 (Richmond) as no additional residential units are proposed.

Public Input

After the previous staff report was completed on July 5, 2017 to the time of writing this report, 102 pieces of correspondence (Attachment 7) were submitted by members of the public to the City and reviewed through the Public Hearing process. No new public correspondence has been received since the Public Hearing held on December 18, 2017. The correspondence was received from 73 Richmond households, 3 Richmond organizations and 5 items from addresses unknown or located outside of Richmond. Some writers submitted multiple pieces of correspondence. The correspondence received from Richmond residents/business owners indicate 33 writers did not support the proposal, 29 writers supported the proposal, and 11 writers did not indicate whether they supported the proposal, but provided comments. Similar land use concerns were raised by the public and discussed in the previous staff reports and memos.

Analysis

Community Amenity Contribution

At the Public Hearing meeting on December 18, 2017, Council directed that the community amenity contribution be increased to \$5.5 million. In response to direction provided by Council, the application has agreed to revised rezoning considerations (Attachment 3), including a \$5,500,000 voluntary contribution towards the Steveston Community Amenity provision account, with funds dedicated to the eventual improvement of the Steveston Community Centre, at the discretion of Council.

All other aspects of the rezoning considerations (Attachment 2) remain the same as previously agreed to, including:

- Commercial truck activity legal agreement to: prohibit large WB-17 truck access and to limit hours to 7:00 am to 5:00 pm, Monday through Friday; 8:00 am to 5:00 pm on Saturday, and 9:00 am to noon on Sunday (for non-residential uses).
- Commercial parking legal agreement and right of way to secure short term free parking with merchant validation, parking fees in line with rates in the village, and limited assignment of parking spaces. This agreement also secures access to parking for customers and hotel guests.
- Additional eight Class 2 bike storage spaces (e.g. exterior bike racks) onsite.
- Voluntarily contribution in the amount of \$136,206 towards Road Works DCC projects.
- Voluntarily contribution in the amount of \$605 towards Storm Drainage DCC projects.
- Letter of Credit security in the amount of \$15,000 to allow for future traffic calming and truck activity mitigation that may be required in the first 18 months of commercial use.
- Entering into a Servicing Agreement for the design and construction of road improvements to address the proposed increased traffic on Bayview Street as a result of the development. Works include, but may not be limited to: upgrading the No. 1 Road and Bayview Street intersection with raising, bollards and decorative crosswalk; upgrading all crosswalks along Bayview Street; 30 kph posted speed limit signage; and adding bicycle “sharrows” pavement

marking. This agreement also includes adding signage along Bayview Street for “sharrows,” and public parking lot signage.

Hotel Operation

At the Public Hearing meeting on December 18, 2017, Council directed staff to discuss with the applicant a potential covenant for the proposed hotel to be operated similar to a traditional hotel. In response, the applicant has provided additional information (Attachment 2) regarding the hotel operation and associated services. The applicant has also reiterated that while they intend to construct the hotel, they want to retain the current MMU uses permitted in Buildings 5 and 6.

Staff have had numerous discussions with the applicant, but Onni has not agreed to enter into a legal agreement to secure business operation details regarding:

- An assurance that the hotel would be constructed and operated; and
- Requiring on-site hotel staff during business hours as indicated in their letter.

The rezoning considerations (Attachment 3) include a legal agreement to secure parking and access for hotel guests.

In light of the above, the rezoning would allow the ground floor spaces of Buildings 5 and 6 to be used for MMU or a maximum of 32 hotel rooms. Any hotel stay would be limited to a maximum of 90 days within a 12-month period via the proposed zoning. The ground floor area of the buildings could not be used for any other uses, including residential uses. Any use contrary to zoning would result in city land use enforcement by Community Bylaws staff.

Financial Impact or Economic Impact

None.

Conclusion

Onni Development (Imperial Landing) Corp. is requesting that the City allow a wider range of uses on their Maritime Mixed Use (MMU) site to provide commercial uses to serve resident's needs. While the proposal can be considered under the City's 2041 OCP, an amendment to the Steveston Area Plan is required to address the additional uses requested by the applicant.

In response to Council's direction, the applicant has agreed to increase the community amenity contribution to the specified \$5.5 million amount and has provided additional information regarding the proposed hotel operation.

The proposed roadway improvements to enhance pedestrian and cyclist safety would assist in making Steveston a walking, cycling and rolling community. The proposed parking agreement would secure short term free parking with merchant validation, parking fees in line with rates in the village, and limited assignment of parking spaces to address parking concerns. The proposed restrictions on commercial loading hours of operation would limit potential disruption and clarify the enforcement process.

It is recommended that Richmond Official Community Plan Bylaw 7100, Amendment Bylaw 9062 and Richmond Zoning Bylaw 8500, Amendment Bylaw 9063, be forwarded to Public Hearing.



Sara Badyal, M. Arch, MCIP, RPP
Planner 2

SB:rg

Attachment 1: Location Map and Aerial Photo

Attachment 2: Letter from Onni (dated March 7, 2018)

Attachment 3: Revised Rezoning Considerations

Attachment 4: RZ 13-633927 Application History

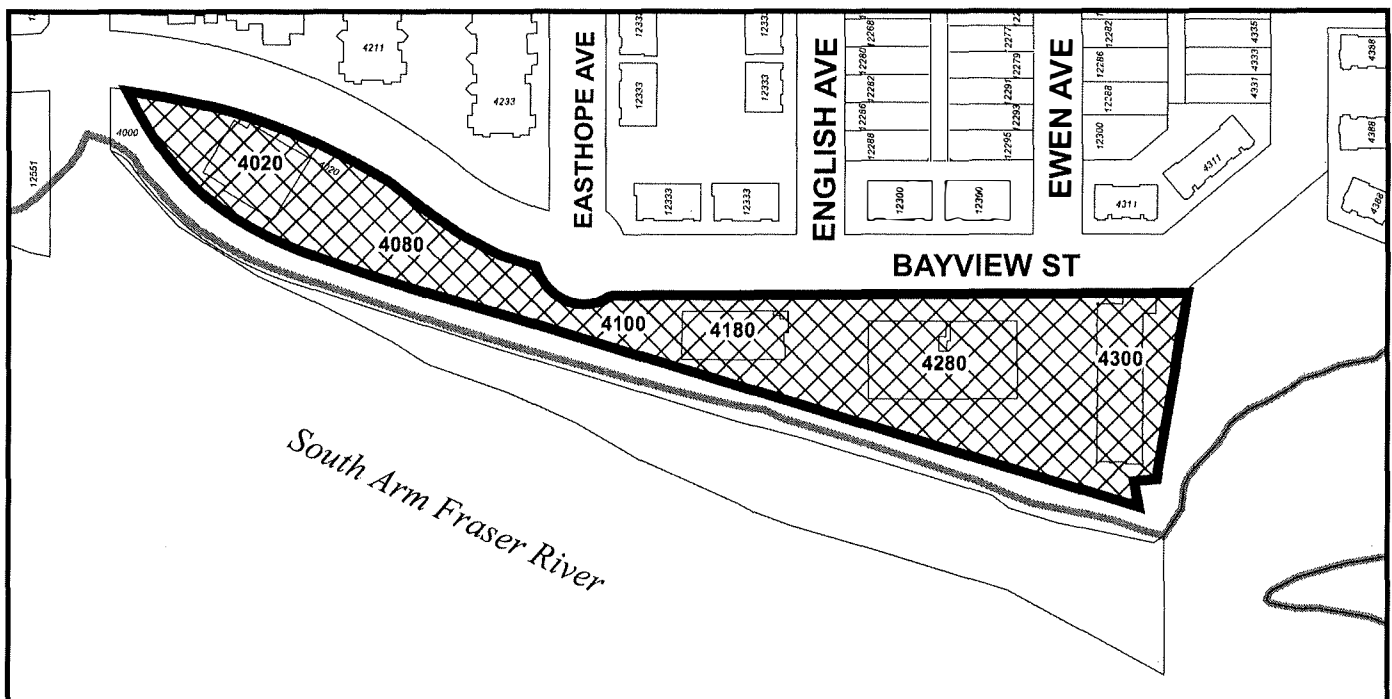
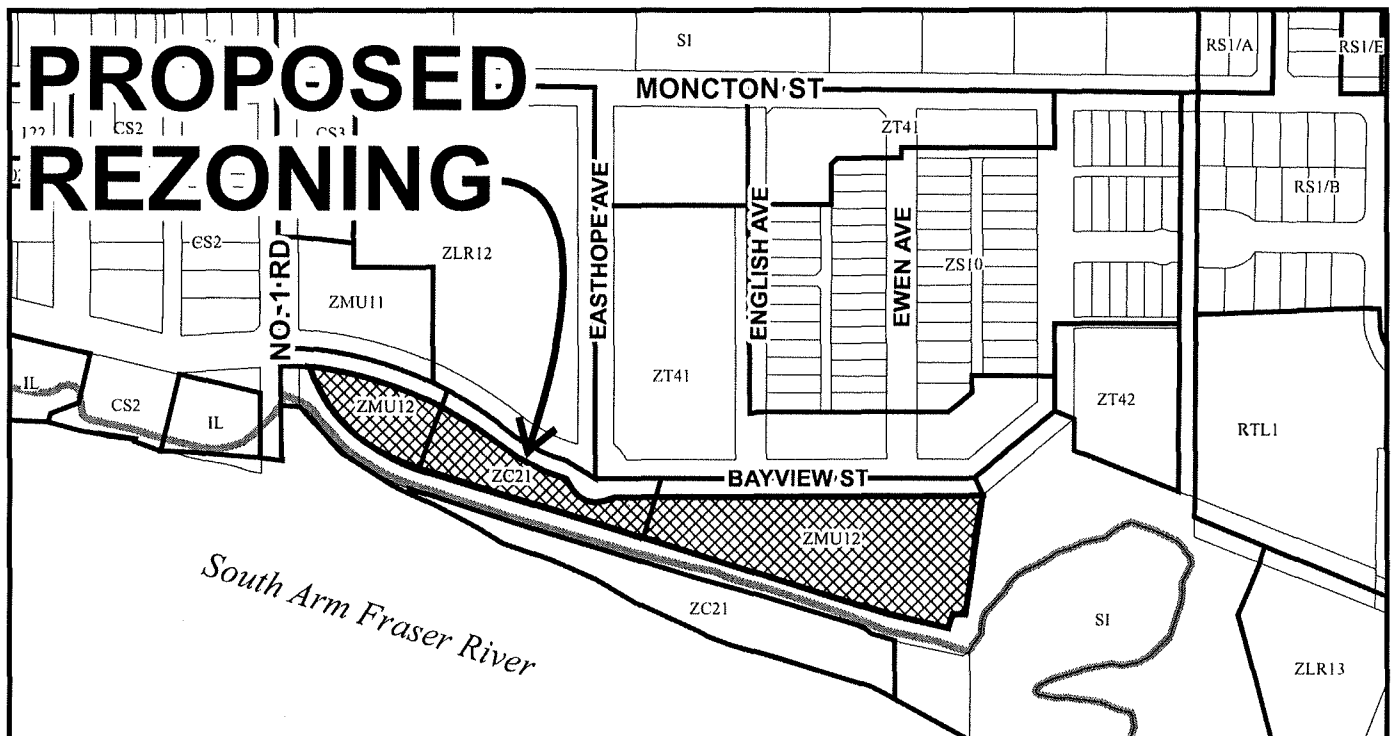
Attachment 5: Staff report to General Purposes Committee dated July 5, 2017 (including attached staff reports dated: April 30, 2014; March 17, 2014; and November 4, 2013)

Attachment 6: Memos to Public Hearing Meetings dated: October 11, 2017; November 14, 2017; November 20, 2017; December 13, 2017; and December 18, 2017

Attachment 7: Public Correspondence (received July 6, 2017 to March 12, 2018)



City of Richmond



RZ 13-633927

Original Date: 03/18/14

Revision Date: 06/14/17

Note: Dimensions are in METRES



City of
Richmond



RZ 13-633927

Original Date: 03/18/14

Revision Date: 06/14/17

Note: Dimensions are in METRES

CNCL - 365

to report dated March 26, 2018



March 7th, 2018

Dear Ms. Sara Badyal,

RE: Official Community Plan Bylaw 7100, Amendment Bylaw 9062 and Richmond Zoning Bylaw 8500, Amendment Bylaw 9063

Please accept this letter in response to the council motion made at public hearing on December 18th in regards to Imperial Landing at 4300 Bayview Street.

Onni would like to amend the rezoning conditions so that the community amenity contribution is \$5.5 Million.

In respect to the operation of the proposed 32 unit hotel, I can confirm that Onni will be operating the hotel. To prevent against any potential nuisances or complaints, there will be on site staff during business hours and an emergency phone line available 24 hours a day. Business hours are considered Monday – Friday from 9AM – 5PM and Saturday/Sunday from 10AM – 4PM. Traditional cleaning and laundry services will be contracted out and provided by an off-site company. Other services such as dry-cleaning for guests will be offered via a pick up/drop off service. Since there will not be traditional restaurant services as part of the hotel, we will be looking to partner with local businesses and restaurants in Steveston Village who could offer room service or food delivery service for guests. The primary booking methods will be via online platforms or by telephone. All contact information for the hotel would be readily available on the hotel web site.

The original rezoning intent was to keep all existing uses and simply add additional land uses. For that reason, similar to all the other buildings, the mixed maritime use will stay in place across the entire site with additional uses getting added in. Onni has every intent of moving forward with the proposed hotel, should it get approved.

I trust this letter addresses any issues raised at the December 18th public hearing. If there are any questions or concerns requiring clarity, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brendan Yee", with a stylized flourish extending to the left.

Brendan Yee
Development Manager, Onni Group

Suite 300 – 550 Robson St.
Vancouver, British Columbia
Canada V6B 2B7

PHONE 604 602 7711
FAX 604 688 7907
onni.com

REAL ESTATE DEVELOPMENT
PROPERTY & CONSTRUCTION MANAGEMENT



Address: 4020, 4080, 4100, 4180, 4280 and 4300 Bayview Street

File No.: RZ 13-633927

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9063, the developer is required to complete the following:

1. Final Adoption of OCP Amendment Bylaw 9062
2. Single site, no subdivision and no stratification requirements - Registration of legal agreement(s) on Title ensuring that:
 - a) The six non-residential air space parcels (Air Space Parcels 1 through 6 of plan EPP26790) are all owned by the same legal entity (both beneficial and legal interest in the six parcels) and prohibiting transfer of less than all six parcels.
 - b) No subdivision of any one or more of the six parcels (including no subdivision by way of strata plan) (consolidation of the six parcels is acceptable).
3. Truck activity - Registration of a legal agreement on Title to: prohibit large delivery trucks of size WB-17 or larger from accessing or entering the site at any given time; and to restrict truck delivery hours of operation for non-residential uses by trucks of maximum SU-9 in size to 7:00 am to 5:00 pm, Monday through Friday; 8:00 am to 5:00 pm on Saturday, and 9:00 am to noon on Sunday. Remedies will include, but without limitation, performance wording to establish a fine amount of \$200 adjusted by CPI annually from the year of rezoning approval per of the restrictions in the agreement payable by the owner.
4. Commercial parking - Registration of a legal agreement on Title including:
 - a) The following covenants:
 - i. Parking garage entry gates are to remain open during business hours of any commercial use on the lands other than hotel. Hotel guests are to be provided with a means to open a closed parking garage entry gate and access commercial parking outside of regular business hours.
 - ii. A maximum of 16 of the total 189 commercial spaces may be assigned to specific businesses. Further the assignment can be on weekdays only, between the hours of 8:30 am and 6:00 pm. The balance of the parking spaces must be unassigned and available by the use of any commercial client or visitor to a residential unit on the site.
 - iii. Free parking for the first two hours of a vehicle parked on site must be provided, which may be provided through a merchant validation for the businesses operating on the site.
 - iv. Pay parking rates are not to exceed the market rate for pay parking in Steveston Village. The pay parking rate may be reviewed and adjusted on an annual basis by the City taking into consideration similar pay parking rates in Steveston Village.
 - b) A statutory right-of-way from the curb on Bayview Street, extending into the parking structure, over an area coincident with the full extent of the underground parking area. The statutory right-of-way will permit the City, City officials and contractors to be on and have access to and egress from the parkade for the purposes of assuring/monitoring compliance with the parking covenant described in 3(a) above. Further, the statutory right of way will permit the City the right to remove or disable any gate that does not comply with the terms of the parking covenant described in 3(a) above.
5. Install an additional eight Class 2 bike storage spaces (e.g. exterior bike racks) on-site to meet the Zoning bylaw requirements for the additional commercial uses.
6. City acceptance of the developer's offer to voluntarily contribute \$5,500,000 towards the Steveston Community Amenity provision account, with funds dedicated to the eventual improvement of the Steveston Community Centre, at the discretion of Council.
7. City acceptance of the developer's offer to voluntarily contribute \$136,206 to go towards development of Road Works DCC projects.

8. City acceptance of the developer's offer to voluntarily contribute \$605 to go towards development of Storm Drainage DCC projects.
9. City acceptance of a Letter of Credit security in the amount of \$15,000 to allow for future traffic calming and truck activity mitigation that may be required after the commercial area is occupied. The Letter of Credit will be held by the City for a period of 18 months after the commercial area is occupied.
10. Enter into a Servicing Agreement* for the design and construction of road improvements to address the proposed increased traffic on Bayview Street as a result of the development. Works include, but may not be limited to:
 - a) Upgrade the No. 1 Road and Bayview Street intersection by raising this intersection and adding bollards similar to No. 1 Road and Moncton Street. As well, install decorative crosswalk surface treatment on all three legs of the intersection, using Duratherm material or equivalent.
 - b) Upgrade crosswalks along Bayview Street:
 - i. At the two midblock crosswalks between No. 1 Road and Moncton Street, provide raised crosswalks.
 - ii. At the three crosswalks at the Easthope Avenue traffic circle, remove a 1.5 m section of the cobble pavers from each end of the crosswalk (near curbs) and replace with an extension of the existing square concrete panels. This will create a 1.5 m wide smooth path at either end of the crosswalks for cyclists. Add a narrow band of the same decorative pavement surface treatment as a border along both sides of each crosswalk to provide consistency between the crossings on Bayview Street.
 - iii. At the six crosswalks at English Avenue and Ewen Avenue, remove all of the raised granite pavers and replace with decorative crosswalk pavement surface treatment, such as Duratherm material, or equivalent.
 - c) Fabricate and install 30 kph posted speed limit signs on Bayview Street from No. 1 Road to Moncton Street, Easthope Avenue, English Avenue, and Ewen Avenue.
 - d) Add pavement marking "sharrows", and signage for bikes on Bayview Street from No. 1 Road to Moncton Street in both directions.
 - e) Fabricate and install public parking signage on Bayview Street in both directions at the two public parking facilities.

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.

to report dated March 26, 2018

RZ 13-633927 Application History

Date	Proposal for Rezoning		Amenity Proposal	Committee Resolution
	ZMU12 Zone	ZC21 Zone		
Report dated Nov 4/13	<ul style="list-style-type: none"> • (existing ZMU12 uses) • Unrestricted MMU Uses: • Education • Manufacturing, custom indoor • Office • Parking, non-accessory • Service, personal • New Uses: • Animal Grooming • Child Care • Education, commercial • Health Service, minor • Library and exhibit • Recreation, Indoor • Restaurant • Retail, convenience • Retail, general • Retail, secondhand • Service, financial • Service, business support • Service, household repair • Service, massage • Veterinary service 	<ul style="list-style-type: none"> • (existing ZC21 uses) • Unrestricted MMU Uses: • Industrial, general • Manufacturing, custom indoor • Office • Parking, non-accessory • New Uses: • Animal Grooming • Child Care • Education, commercial • Health Service, minor • Library and exhibit • Recreation, Indoor • Restaurant • Retail, convenience • Retail, general • Retail, secondhand • Service, financial • Service, business support • Service, household repair • Service, massage • Veterinary service 	<ul style="list-style-type: none"> • \$1,500,000 to Leisure Facilities Reserve Fund • \$136,206 for Road Works DCC projects • \$605 for Storm Drainage DCC projects • \$15,000 traffic calming security • Legal agreement to prohibit WB-17 truck access and limit commercial loading hours. • Legal agreement to ensure parking access • Adding 8 bicycle rack spaces • SA for upgrades to No. 1 Road and Bayview Street intersection, all crosswalks along Bayview Street, speed signage and bicycle "sharrows" 	<p>At November 19, 2013 Planning Committee, referred back for staff to:</p> <ol style="list-style-type: none"> 1) attend the scheduled meeting between the applicant and the Steveston Merchants Association as an observer and provide an update to the Committee; 2) conduct a study and analysis regarding (i) the types and number of mixed maritime and commercial uses that are needed in the area through consultation with the residents, business owners, and business and community organizations in Steveston, (ii) potential implications of specific uses on City facilities and existing businesses in the area, (iii) the suitable proportion and location of mixed maritime and commercial uses on the subject site including the suggestion to confine the commercial use area only in spaces between Easthope Avenue and No. 1 Road, (iv) transportation related items including potential parking fees and truck parking restrictions; (v) the future developments and expected increase in commercial use spaces in the area, and (vi) how the \$1,500,000 voluntary community amenity contribution by the applicant would be allocated to different uses in Steveston; 3) study the possibility of the applicant providing a rental space for a City library on the space allotted for commercial use, having the same size and lease rate as the City library at Ironwood, as a requirement for the subject rezoning application; 4) study the possible location of a maritime museum on the subject site on the space allotted for mixed maritime use; and 5) provide updates to Committee on the marina development.
Report dated March 17/14	Same as previous proposal, except indoor recreation removed	Same as previous proposal, except indoor recreation removed	<p>Same as previous proposal, except:</p> <ul style="list-style-type: none"> • Revised \$1,500,000 to new Steveston Community Amenity Provision Account • Revised legal agreement to prohibit WB-17 truck access, limit commercial loading hours, and include fine mechanism • Revised legal agreement to ensure parking access, 2 hours free parking, reasonable parking pay rates and limit parking space assignment 	<p>At April 8, 2014 Planning Committee, referred back for staff to examine:</p> <ol style="list-style-type: none"> 1) the enhancement of the community amenity contribution, including the possibility of library expansion and marina development; and 2) the legal aspects related to change of use lease provisions suggested by the applicant.
Report dated April 30/14	Same as previous proposal	Same as previous proposal	<p>Same as previous proposal, except:</p> <ul style="list-style-type: none"> • Revised \$2,000,000 to new Steveston Community Amenity Provision Account • Additional 3 options for City lease of space on site 	<p>At May 6, 2014 Planning Committees, referred back for staff to review:</p> <ol style="list-style-type: none"> 1) options to enhance the community amenity contribution; 2) options to determine the preferred type of community amenity contribution; and 3) potential sites for the expansion of the Steveston Library. <p>and report back to a forthcoming General Purposes Committee.</p> <p>and to examine options suggested by Steveston residents and merchants for alternative uses of the Imperial Landing site and report back.</p>

RZ 13-633927 Application History

Date	Proposal for Rezoning		Amenity Proposal	Committee Resolution
	ZMU12 Zone	ZC21 Zone		
Report dated July 5/17	<ul style="list-style-type: none"> • (existing ZMU12 uses) Unrestricted MMU Uses: • Education • Manufacturing, custom indoor • Office • Parking, non-accessory • Service, personal New Uses: restricted to specific buildings as shown on staff report Attachment BB • Health Services, Minor • Hotel (32 rooms & maximum 90 day accommodation) • Indoor recreation • Office • Restaurant • Retail, General • Service, Financial 	<ul style="list-style-type: none"> • (existing ZC21 uses) Unrestricted MMU Uses: • Education • Manufacturing, custom indoor • Office • Parking, non-accessory New Uses: specific to specific buildings as shown on staff report Attachment BB • Grocery Store • Health Services, Minor • Indoor recreation • Office • Restaurant • Retail, General 	<p>Same as March 17/14 proposal, except:</p> <ul style="list-style-type: none"> • Revised \$2,375,000 to new Steveston Community Amenity Provision Account • Additional signage for cyclist "sharrows" and public parking lots. 	<p>At July 17, 2017 General Purposes, referred to the October 16, 2017 Public Hearing.</p> <p>At July 24, 2017 Council, staff directed to:</p> <ol style="list-style-type: none"> 1) consult with stakeholders Steveston 20/20 group, Steveston Merchants Association and Steveston Community Association; 2) provide previous city marina potential materials; 3) dedicate the community amenity contribution to the eventual improvement of the Steveston Community Centre; and 4) continue to discuss the community amenity contribution amount.
Memo dated Oct 11/17	Same as previous proposal	Same as previous proposal	Same as previous proposal	<p>At October 16, 2017 Public Hearing:</p> <ol style="list-style-type: none"> 1) Onni increased the community amenity contribution to \$3,375,000; and 2) Council deferred the application to the November 20, 2017 Public Hearing for further discussion, analysis and information regarding the community amenity contribution.
Memo dated Nov 14/17	Same as previous proposal	Same as previous proposal	<p>Same as previous proposal, except:</p> <ul style="list-style-type: none"> • Revised \$3,562,500 to new Steveston Community Amenity Provision Account 	Both memos were considered at the November 20, 2017 Public Hearing.
Memo dated Nov 20/17	Same as previous proposal	Same as previous proposal	<p>Same as previous proposal, except:</p> <ul style="list-style-type: none"> • Revised \$4,750,000 to new Steveston Community Amenity Provision Account 	At November 20, 2017 Public Hearing, deferred to the December 18, 2017 Public Hearing for further consideration regarding the community amenity contribution.
Memo dated Dec 13/17	Same as previous proposal	Same as previous proposal	Same as previous proposal	Both memos were considered at the December 18, 2017 Public Hearing.
Memo dated Dec 18/17	Same as previous proposal	Same as previous proposal	<p>Same as previous proposal, except:</p> <ul style="list-style-type: none"> • donations offered to two Richmond non-profit organizations (\$500,000 total) 	<p>At December 18, 2017 Public Hearing:</p> <ol style="list-style-type: none"> 1) Council amended the community amenity contribution to \$5,500,000; and 2) referred the application back to staff to review a potential covenant for the proposed hotel to be operated similar to a traditional hotel.



City of Richmond

Bylaw 9062

Richmond Official Community Plan Bylaw 7100 Amendment Bylaw 9062 (RZ 13-633927) 4020, 4080, 4100, 4180, 4280 and 4300 Bayview Street

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. Richmond Official Community Plan Bylaw 7100, as amended, is further amended by:
2. by deleting clause ii. of the existing "Maritime Mixed Use" land use in Appendix 1 (Definitions) to Schedule 2.4 thereof and substituting the following:
 - "ii) General retail, service and hotel uses are accommodated as additional uses in the Maritime Mixed Use Area, between Phoenix Pond and No. 1 Road."
3. This Bylaw may be cited as "**Richmond Official Community Plan Bylaw 7100, Amendment Bylaw 9062**".

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

JUL 24 2017

OCT 16 2017

NOV 28 2017
DEC 18 2017

CITY OF RICHMOND
APPROVED by <i>[Signature]</i>
APPROVED by Director or Solicitor <i>[Signature]</i>

MAYOR

CORPORATE OFFICER



**Richmond Zoning Bylaw 8500
Amendment Bylaw 9063 (RZ 13-633927)
4020, 4080, 4100, 4180, 4280 and 4300 Bayview Street**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. Richmond Zoning Bylaw 8500, as amended, is further amended:
 - (a) by deleting (ZMU12 Permitted Secondary Uses) subsection 20.12.3 and substituting the following:

“20.12.3 A. Secondary Uses

 - **boarding and lodging**
 - **community care facility, minor**
 - **home business**

20.12.3 B. Additional Uses

 - **Health Services, Minor**
 - **Hotel**
 - **Recreation, Indoor**
 - **Restaurant**
 - **Retail, General**
 - **Service, Financial”**
 - (b) by deleting (ZMU12 Other Regulations) clause 20.12.11.4 and substituting the following:

“4. The following permitted uses in this zone shall be restricted to maritime or commercial fishing related uses:

 - a) **industrial, general;**
 - b) **manufacturing, custom indoor; and**
 - c) **parking, non-accessory”**

(c) by inserting the following into (ZMU12 Other Regulations) subsection 20.12.11:

“6. **Minor health service, office, restaurant and financial service uses** are only permitted on the following listed **sites**:

a) P.I.D. 029-108-136

Air Space Parcel 1 Section 11 Block 3 North Range 7 West New Westminster District Air Space Plan EPP26790

b) P.I.D. 029-108-161

Air Space Parcel 4 Section 11 Block 3 North Range 7 West New Westminster District Air Space Plan EPP26790

7. **General retail use**, excluding **grocery store use**, is only permitted on the following listed **sites**:

a) P.I.D. 029-108-136

Air Space Parcel 1 Section 11 Block 3 North Range 7 West New Westminster District Air Space Plan EPP26790

b) P.I.D. 029-108-161

Air Space Parcel 4 Section 11 Block 3 North Range 7 West New Westminster District Air Space Plan EPP26790

8. **Indoor Recreation use** is only permitted on the following listed **sites**:

a) P.I.D. 029-108-161

Air Space Parcel 4 Section 11 Block 3 North Range 7 West New Westminster District Air Space Plan EPP26790

9. **Hotel use** is only permitted on the following listed **sites** and the **hotel use** is restricted to providing the transient public, in return for consideration, lodging in no more than 32 **hotel** rooms and for not more than 90 days in a 12-month period at either or both of the following listed **sites**:

a) P.I.D. 029-108-179

Air Space Parcel 5 Section 11 Block 3 North Range 7 West New Westminster District Air Space Plan EPP26790

b) P.I.D. 029-108-187

Air Space Parcel 6 Section 11 Block 3 North Range 7 West New Westminster District Air Space Plan EPP26790”

(d) by inserting the following into (ZC21 Permitted Additional Uses) subsection 22.21.3.B.:

“• **Grocery Store**

• **Health Services, Minor**

• **Recreation, Indoor**

• **Restaurant**

• **Retail, General”**

- (e) by deleting (ZC21 Other Regulations) clause 22.21.11.1 and substituting the following:
- “1. The following permitted **uses** in this **zone** shall be restricted to **maritime** or commercial fishing related **uses**:
- a) **industrial, general**;
 - b) **manufacturing, custom indoor**; and
 - c) **parking, non-accessory**”
- d) by inserting the following into (ZC21 Other Regulations) subsection 22.21.11:
- “5. **Office, restaurant and general retail uses**, excluding **grocery store use**, are only permitted on the following listed **sites** and shall be located on the **first storey** of any **building**:
- a) P.I.D. 029-108-144
Air Space Parcel 2 Section 11 Block 3 North Range 7 West New Westminster District Air Space Plan EPP26790
 - b) P.I.D. 029-108-152
Air Space Parcel 3 Section 11 Block 3 North Range 7 West New Westminster District Air Space Plan EPP26790
6. **Minor health service, indoor recreation and grocery store uses** are only permitted on the following listed **site** and shall be located on the **first storey** of any **building**:
- a) P.I.D. 029-108-144
Air Space Parcel 2 Section 11 Block 3 North Range 7 West New Westminster District Air Space Plan EPP26790”
2. This Bylaw may be cited as “**Richmond Zoning Bylaw 8500, Amendment Bylaw 9063**”.
- FIRST READING
- PUBLIC HEARING
- SECOND READING
- THIRD READING
- OTHER CONDITIONS SATISFIED
- ADOPTED

JUL 24 2017
OCT 16 2017
NOV 20 2017
DEC 18 2017

CITY OF RICHMOND
APPROVED by SB
APPROVED by Director or Solicitor BK

MAYOR

CORPORATE OFFICER



**Housing Agreement (3328 Carscallen Road and 3233 and 3299
Sexsmith Road) Bylaw No. 9772**

The Council of the City of Richmond enacts as follows:

1. The Mayor and City Clerk for the City of Richmond are authorized to execute and deliver a housing agreement, substantially in the form set out as Schedule A to this Bylaw, with the owner of the lands located at 3328 Carscallen Road and 3233 and 3299 Sexsmith Road and legally described as:

PID: 029-462-932

Lot 2 Section 28 Block 5 North Range 6 West New
Westminster District Plan EPP43707

This Bylaw is cited as **“Housing Agreement (3328 Carscallen Road and 3233 and 3299
Sexsmith Road) Bylaw No. 9772”**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAR 26 2018

MAR 26 2018

MAR 26 2018



MAYOR

CORPORATE OFFICER

Schedule A

To Housing Agreement (3328 Carscallen Road and 3233 and 3299 Sexsmith Road) Bylaw No.
9772

HOUSING AGREEMENT BETWEEN PINNACLE LIVING (CAPSTAN VILLAGE) LANDS
INC. AND THE CITY OF RICHMOND

HOUSING AGREEMENT
(Section 483 Local Government Act)

THIS AGREEMENT is dated for reference February 28, 2018,

BETWEEN:

PINNACLE LIVING (CAPSTAN VILLAGE) LANDS INC. (Inc. No. BC0884962), a corporation pursuant to the *Business Corporations Act* and having an address at 300-911 Homer Street, Vancouver, British Columbia, V6B 2W6

(the "**Owner**")

AND:

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

(the "**City**", as more particularly defined in Section 1.1(e))

WHEREAS:

- A. Section 483 of the *Local Government Act* permits the City to enter into and, by legal notation on title, note on title to lands, housing agreements which may include, without limitation, conditions in respect to the form of tenure of housing units, availability of housing units to classes of persons, administration of housing units and rent which may be charged for housing units;
- B. The Owner is the registered owner of the Lands;
- C. The Owner has applied to the City for a Development Permit to permit the construction of the Development on the Lands; and
- D. The Owner and the City wish to enter into this Agreement to provide for affordable housing on the terms and conditions set out in this Agreement.

NOW THEREFORE in consideration of the matters referred to in the foregoing recitals, the covenants and agreements herein contained and the sum of Ten Dollars (\$10.00) now paid by the City to the Owner and other and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged and agreed to by the parties), the parties hereto hereby covenant and agree as follows:

ARTICLE 1 DEFINITIONS AND INTERPRETATION

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

- (a) **"Affordable Housing Strategy"** means the Richmond Affordable Housing Strategy approved by the City on May 28, 2007, and containing a number of recommendations, policies, directions, priorities, definitions and annual targets for affordable housing, as may be amended or replaced from time to time;
- (b) **"Affordable Housing Unit"** means a Dwelling Unit or Dwelling Units designated as such in accordance with a building permit and/or development permit issued by the City and/or, if applicable, in accordance with any rezoning consideration applicable to the development on the Lands and includes, without limiting the generality of the foregoing, the Dwelling Unit charged by this Agreement;
- (c) **"Agreement"** means this agreement together with all schedules, attachments and priority agreements attached hereto;
- (d) **"Building Permit"** means the building permit authorizing construction on the Lands, or any portion(s) thereof;
- (e) **"City"** means the City of Richmond;
- (f) **"City Solicitor"** means the individual appointed from time to time to be the City Solicitor of the Law Division of the City, or his or her designate;
- (g) **"CPI"** means the All-Items Consumer Price Index for Vancouver, B.C. published from time to time by Statistics Canada, or its successor in function;
- (h) **"Daily Amount"** means \$100.00 per day as of January 1, 2009 adjusted annually thereafter by adding thereto an amount calculated by multiplying \$100.00 by the percentage change in the CPI since January 1, 2009, to January 1 of the year that a written notice is delivered to the Owner by the City pursuant to section 6.1 of this Agreement. In the absence of obvious error or mistake, any calculation by the City of the Daily Amount in any particular year shall be final and conclusive;
- (i) **"Development"** means the mixed-use residential and commercial development to be constructed on the Lands;
- (j) **"Development Permit"** means the development permit authorizing development on the Lands, or any portion(s) thereof;

- (k) **"Director of Development"** means the individual appointed to be the chief administrator from time to time of the Development Applications Division of the City and his or her designate;
- (l) **"Dwelling Unit"** means a residential dwelling unit or units located or to be located on the Lands whether those dwelling units are lots, strata lots or parcels, or parts or portions thereof, and includes single family detached dwellings, duplexes, townhouses, auxiliary residential dwelling units, rental apartments and strata lots in a building strata plan and includes, where the context permits, an Affordable Housing Unit;
- (m) **"Eligible Tenant"** means a Family having a cumulative annual income of:
 - (i) in respect to a bachelor unit, \$34,000 or less;
 - (ii) in respect to a one-bedroom unit, \$38,000 or less;
 - (iii) in respect to a two-bedroom unit, \$46,500 or less; or
 - (iv) in respect to a three or more bedroom unit, \$57,500 or less,

provided that, commencing January 1, 2018, the annual incomes set-out above shall be adjusted annually on January 1st of each year this Agreement is in force and effect, by a percentage equal to the percentage of the increase in the CPI for the period January 1 to December 31 of the immediately preceding calendar year. If there is a decrease in the CPI for the period January 1 to December 31 of the immediately preceding calendar year, the annual incomes set-out above for the subsequent year shall remain unchanged from the previous year. In the absence of obvious error or mistake, any calculation by the City of an Eligible Tenant's permitted income in any particular year shall be final and conclusive;

- (n) **"Family"** means:
 - (i) a person;
 - (ii) two or more persons related by blood, marriage or adoption; or
 - (iii) a group of not more than 6 persons who are not related by blood, marriage or adoption
- (o) **"Housing Covenant"** means the agreements, covenants and charges granted by the Owner to the City (which includes covenants pursuant to section 219 of the *Land Title Act*) charging the Lands, dated for reference _____, 20____, and registered under number CA _____, as it may be amended or replaced from time to time;
- (p) **"Interpretation Act"** means the *Interpretation Act*, R.S.B.C. 1996, Chapter 238, together with all amendments thereto and replacements thereof;
- (q) **"Land Title Act"** means the *Land Title Act*, R.S.B.C. 1996, Chapter 250, together with all amendments thereto and replacements thereof;

- (r) **"Lands"** means those lands legally described as Parcel Identifier 029-462-932, Lot 2, Section 28, Block 5 North, Range 6 West, New Westminster District, Plan EPP43707;
- (s) **"Local Government Act"** means the *Local Government Act*, R.S.B.C. 2015, Chapter 1, together with all amendments thereto and replacements thereof;
- (t) **"LTO"** means the New Westminster Land Title Office or its successor;
- (u) **"Manager, Community Social Development"** means the individual appointed to be the Manager, Community Social Development from time to time of the Community Services Department of the City and his or her designate;
- (v) **"Owner"** means the party described on page 1 of this Agreement as the Owner and any subsequent owner of the Lands or of any part into which the Lands are Subdivided, and includes any person who is a registered owner in fee simple of an Affordable Housing Unit from time to time;
- (w) **"Permitted Rent"** means no greater than:
 - (i) \$850.00 a month for a bachelor unit;
 - (ii) \$950.00 a month for a one-bedroom unit;
 - (iii) \$1,162.00 a month for a two-bedroom unit; and
 - (iv) \$1,437.00 a month for a three (or more) bedroom unit,

provided that, commencing January 1, 2018, the rents set-out above shall be adjusted annually on January 1st of each year this Agreement is in force and effect, by a percentage equal to the percentage of the increase in the CPI for the period January 1 to December 31 of the immediately preceding calendar year. In the event that, in applying the values set-out above, the rental increase is at any time greater than the rental increase permitted by the *Residential Tenancy Act*, then the increase will be reduced to the maximum amount permitted by the *Residential Tenancy Act*. If there is a decrease in the CPI for the period January 1 to December 31 of the immediately preceding calendar year, the permitted rents set-out above for the subsequent year shall remain unchanged from the previous year. In the absence of obvious error or mistake, any calculation by the City of the Permitted Rent in any particular year shall be final and conclusive;

- (x) **"Real Estate Development Marketing Act"** means the *Real Estate Development Marketing Act*, S.B.C. 2004, Chapter 41, together with all amendments thereto and replacements thereof;
- (y) **"Residential Tenancy Act"** means the *Residential Tenancy Act*, S.B.C. 2002, Chapter 78, together with all amendments thereto and replacements thereof;
- (z) **"Strata Property Act"** means the *Strata Property Act* S.B.C. 1998, Chapter 43, together with all amendments thereto and replacements thereof;

- (aa) **"Subdivide"** means to divide, apportion, consolidate or subdivide the Lands, or the ownership or right to possession or occupation of the Lands into two or more lots, strata lots, parcels, parts, portions or shares, whether by plan, descriptive words or otherwise, under the *Land Title Act*, the *Strata Property Act*, or otherwise, and includes the creation, conversion, organization or development of "cooperative interests" or "shared interest in land" as defined in the *Real Estate Development Marketing Act*;
- (bb) **"Tenancy Agreement"** means a tenancy agreement, lease, license or other agreement granting rights to occupy an Affordable Housing Unit; and
- (cc) **"Tenant"** means an occupant of an Affordable Housing Unit by way of a Tenancy Agreement.

1.2 In this Agreement:

- (a) reference to the singular includes a reference to the plural, and *vice versa*, unless the context requires otherwise;
- (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
- (c) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
- (d) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
- (e) any reference to any enactment is to the enactment in force on the date the Owner signs this Agreement, and to subsequent amendments to or replacements of the enactment;
- (f) the provisions of section 25 of the *Interpretation Act* with respect to the calculation of time apply;
- (g) time is of the essence;
- (h) all provisions are to be interpreted as always speaking;
- (i) reference to a "party" is a reference to a party to this Agreement and to that party's respective successors, assigns, trustees, administrators and receivers. Wherever the context so requires, reference to a "party" also includes an Eligible Tenant, agent, officer and invitee of the party;
- (j) reference to a "day", "month", "quarter" or "year" is a reference to a calendar day, calendar month, calendar quarter or calendar year, as the case may be, unless otherwise expressly provided; and

- (k) where the word "including" is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word "including".

ARTICLE 2 USE AND OCCUPANCY OF AFFORDABLE HOUSING UNITS

- 2.1 The Owner agrees that each Affordable Housing Unit may only be used as a permanent residence occupied by one Eligible Tenant. An Affordable Housing Unit must not be occupied by the Owner, the Owner's family members (unless the Owner's family members qualify as Eligible Tenants), or any tenant or guest of the Owner, other than an Eligible Tenant. For the purposes of this Article, "permanent residence" means that the Affordable Housing Unit is used as the usual, main, regular, habitual, principal residence, abode or home of the Eligible Tenant.
- 2.2 Within 30 days after receiving notice from the City, the Owner must, in respect of each Affordable Housing Unit, provide to the City a statutory declaration, substantially in the form (with, in the City Solicitor's discretion, such further amendments or additions as deemed necessary) attached as Appendix A, sworn by the Owner, containing all of the information required to complete the statutory declaration. The City may request such statutory declaration in respect to each Affordable Housing Unit no more than once in any calendar year; provided, however, notwithstanding that the Owner may have already provided such statutory declaration in the particular calendar year, the City may request and the Owner shall provide to the City such further statutory declarations as requested by the City in respect to an Affordable Housing Unit if, in the City's absolute determination, the City believes that the Owner is in breach of any of its obligations under this Agreement.
- 2.3 The Owner hereby irrevocably authorizes the City to make such inquiries as it considers necessary in order to confirm that the Owner is complying with this Agreement.
- 2.4 The Owner agrees that notwithstanding that the Owner may otherwise be entitled, the Owner will not:
- (a) be issued with a Development Permit unless the Development Permit includes the Affordable Housing Units;
 - (b) be issued with a Building Permit unless the Building Permit includes the Affordable Housing Units; and
 - (c) occupy, nor permit any person to occupy any Dwelling Unit or any portion of any building, in part or in whole, constructed on the Lands and the City will not be obligated to permit occupancy of any Dwelling Unit or building constructed on the Lands until all of the following conditions are satisfied:
 - (i) the Affordable Housing Units and related uses and areas have been constructed to the satisfaction of the City;

- (ii) the Affordable Housing Units have received final building permit inspection granting occupancy; and
- (iii) the Owner is no otherwise in breach of any of its obligations under this Agreement or any other agreement between the City and the Owner in connection with the development of the Lands.

ARTICLE 3 DISPOSITION AND ACQUISITION OF AFFORDABLE HOUSING UNITS

- 3.1 The Owner will not permit an Affordable Housing Unit Tenancy Agreement to be subleased or assigned.
- 3.2 If this Housing Agreement encumbers more than one Affordable Housing Unit, then the Owner may not, without the prior written consent of the City Solicitor, sell or transfer less than five (5) Affordable Housing Units in a single or related series of transactions with the result that when the purchaser or transferee of the Affordable Housing Units becomes the owner, the purchaser or transferee will be the legal and beneficial owner of not less than five (5) Affordable Housing Units.
- 3.3 If the Owner sells or transfers one (1) or more Affordable Housing Units, the Owner will notify the City Solicitor of the sale or transfer within 3 days of the effective date of sale or transfer.
- 3.4 The Owner must not rent, lease, license or otherwise permit occupancy of any Affordable Housing Unit except to an Eligible Tenant and except in accordance with the following additional conditions:
 - (a) the Affordable Housing Unit will be used or occupied only pursuant to a Tenancy Agreement;
 - (b) the monthly rent payable for the Affordable Housing Unit will not exceed the Permitted Rent applicable to that class of Affordable Housing Unit;
 - (c) the Owner will allow the Tenant and any permitted occupant and visitor to have full access to and use and enjoy all on-site common indoor and outdoor amenity spaces;
 - (d) the Owner will not require the Tenant or any permitted occupant to pay any move-in/move-out fees, strata fees, strata property contingency reserve fees or any extra charges or fees for use of any common property, limited common property, or other common areas, facilities or amenities, including without limitation parking, bicycle storage, electric vehicle charging stations or related facilities, or for sanitary sewer, storm sewer, water, other utilities, property or similar tax; provided, however, that if the Affordable Housing Unit is a strata unit and the following costs are not part of strata or similar fees, an Owner may charge the Tenant the Owner's cost, if any, of providing cable television, telephone, other telecommunications, gas, or electricity fees, charges or rates;

- (e) the Owner will attach a copy of this Agreement to every Tenancy Agreement;
- (f) the Owner will include in the Tenancy Agreement a clause requiring the Tenant and each permitted occupant of the Affordable Housing Unit to comply with this Agreement;
- (g) the Owner will include in the Tenancy Agreement a clause entitling the Owner to terminate the Tenancy Agreement if:
 - (i) an Affordable Housing Unit is occupied by a person or persons other than an Eligible Tenant;
 - (ii) the annual income of an Eligible Tenant rises above the applicable maximum amount specified in section 1.1(m) of this Agreement;
 - (iii) the Affordable Housing Unit is occupied by more than the number of people the City's building inspector determines can reside in the Affordable Housing Unit given the number and size of bedrooms in the Affordable Housing Unit and in light of any relevant standards set by the City in any bylaws of the City;
 - (iv) the Affordable Housing Unit remains vacant for three consecutive months or longer, notwithstanding the timely payment of rent; and/or
 - (v) the Tenant subleases the Affordable Housing Unit or assigns the Tenancy Agreement in whole or in part,

and in the case of each breach, the Owner hereby agrees with the City to forthwith provide to the Tenant a notice of termination. Except for section 3.4(g)(ii) of this Agreement [*Termination of Tenancy Agreement if Annual Income of Tenant rises above amount prescribed in section 1.1(m) of this Agreement*], the notice of termination shall provide that the termination of the tenancy shall be effective 30 days following the date of the notice of termination. In respect to section 3.4(g)(ii) of this Agreement, termination shall be effective on the day that is six (6) months following the date that the Owner provided the notice of termination to the Tenant;

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

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

ARTICLE 4 **DEMOLITION OF AFFORDABLE HOUSING UNIT**

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

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

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

ARTICLE 5 **STRATA CORPORATION BYLAWS**

- 5.1 This Agreement will be binding upon all strata corporations created upon the strata title Subdivision of the Lands or any Subdivided parcel of the Lands.
- 5.2 Any strata corporation bylaw which prevents, restricts or abridges the right to use the Affordable Housing Units as rental accommodation will have no force and effect.
- 5.3 No strata corporation shall pass any bylaws preventing, restricting or abridging the use of the Affordable Housing Units as rental accommodation.
- 5.4 No strata corporation shall pass any bylaw or approve any levies which would result in only the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit (and not include all the owners, tenants, or any other permitted occupants of all the strata lots in the applicable strata plan which are not Affordable Housing Units) paying any extra charges or fees for the use of any common property, limited common property or other common areas, facilities, or indoor or outdoor amenities of the strata corporation.
- 5.5 No strata corporation shall pass any bylaws or approve any levies, charges or fees which would result in the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit paying for the use of parking, bicycle storage, electric vehicle charging stations or related facilities, notwithstanding that the Strata Corporation may levy such parking, bicycle storage, electric vehicle charging stations or other related facilities charges or fees on all the other owners, tenants, any other permitted occupants or visitors of all the strata lots in the applicable strata plan which are not Affordable Housing Units; provided,

however, that the electricity fees, charges or rates for use of electric vehicle charging stations are excluded from this provision.

- 5.6 The strata corporation shall not pass any bylaw or make any rule which would restrict the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit from using and enjoying any common property, limited common property or other common areas, facilities or amenities of the strata corporation, including parking, bicycle storage, electric vehicle charging stations or related facilities, except, subject to section 5.5 of this Agreement, on the same basis that governs the use and enjoyment of any common property, limited common property and other common areas, facilities or amenities of the strata corporation, including parking, bicycle storage, electric vehicle charging stations and related facilities, by all the owners, tenants, or any other permitted occupants of all the strata lots in the applicable strata plan which are not Affordable Housing Units.

ARTICLE 6 DEFAULT AND REMEDIES

- 6.1 The Owner agrees that, in addition to any other remedies available to the City under this Agreement or the Housing Covenant or at law or in equity, if an Affordable Housing Unit is used or occupied in breach of this Agreement or rented at a rate in excess of the Permitted Rent or the Owner is otherwise in breach of any of its obligations under this Agreement or the Housing Covenant, the Owner will pay the Daily Amount to the City for every day that the breach continues after forty-five (45) days written notice from the City to the Owner stating the particulars of the breach. For greater certainty, the City is not entitled to give written notice with respect to any breach of the Agreement until any applicable cure period, if any, has expired. The Daily Amount is due and payable five (5) business days following receipt by the Owner of an invoice from the City for the same.
- 6.2 The Owner acknowledges and agrees that a default by the Owner of any of its promises, covenants, representations or warranties set-out in the Housing Covenant shall also constitute a default under this Agreement.

ARTICLE 7 MISCELLANEOUS

7.1 Housing Agreement

The Owner acknowledges and agrees that:

- (a) this Agreement includes a housing agreement entered into under section 483 of the *Local Government Act*;
- (b) where an Affordable Housing Unit is a separate legal parcel the City may file notice of this Agreement in the LTO against the title to the Affordable Housing Unit and, in the case of a strata corporation, may note this Agreement on the common property sheet; and
- (c) where the Lands have not yet been Subdivided to create the separate parcels to be charged by this Agreement, the City may file a notice of this Agreement in the LTO against the title to the Lands. If this Agreement is filed in the LTO as a

notice under section 483 of the *Local Government Act* prior to the Lands having been Subdivided, and it is the intention that this Agreement is, once separate legal parcels are created and/or the Lands are subdivided, to charge and secure only the legal parcels or Subdivided Lands which contain the Affordable Housing Units, then the City Solicitor shall be entitled, without further City Council approval, authorization or bylaw, to partially discharge this Agreement accordingly. The Owner acknowledges and agrees that notwithstanding a partial discharge of this Agreement, this Agreement shall be and remain in full force and effect and, but for the partial discharge, otherwise unamended. Further, the Owner acknowledges and agrees that in the event that the Affordable Housing Unit is in a strata corporation, this Agreement shall remain noted on the strata corporation's common property sheet.

7.2 No Compensation

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

7.3 Modification

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

7.4 Management

The Owner covenants and agrees that it will furnish good and efficient management of the Affordable Housing Units and will permit representatives of the City to inspect the Affordable Housing Units at any reasonable time, subject to the notice provisions in the *Residential Tenancy Act*. The Owner further covenants and agrees that it will maintain the Affordable Housing Units in a good state of repair and fit for habitation and will comply with all laws, including health and safety standards applicable to the Lands. Notwithstanding the foregoing, the Owner acknowledges and agrees that the City, in its absolute discretion, may require the Owner, at the Owner's expense, to hire a person or company with the skill and expertise to manage the Affordable Housing Units.

7.5 Indemnity

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

- (a) any negligent act or omission of the Owner, or its officers, directors, agents, contractors or other persons for whom at law the Owner is responsible relating to this Agreement;

- (b) the City refusing to issue a development permit, building permit or refusing to permit occupancy of any building, or any portion thereof, constructed on the Lands;
- (c) the construction, maintenance, repair, ownership, lease, license, operation, management or financing of the Lands or any Affordable Housing Unit or the enforcement of any Tenancy Agreement; and/or
- (d) without limitation, any legal or equitable wrong on the part of the Owner or any breach of this Agreement by the Owner.

7.6 Release

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

- (a) construction, maintenance, repair, ownership, lease, license, operation or management of the Lands or any Affordable Housing Unit under this Agreement;
- (b) the City refusing to issue a development permit, building permit or refusing to permit occupancy of any building, or any portion thereof, constructed on the Lands; and/or
- (c) the exercise by the City of any of its rights under this Agreement or an enactment.

7.7 Survival

The obligations of the Owner set out in this Agreement will survive termination or discharge of this Agreement.

7.8 Priority

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

7.9 City's Powers Unaffected

This Agreement does not:

- (a) affect or limit the discretion, rights, duties or powers of the City under any enactment or at common law, including in relation to the use or subdivision of the Lands;

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

7.10 Agreement for Benefit of City Only

The Owner and the City agree that:

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

7.11 No Public Law Duty

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

7.12 Notice

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

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

And to: City Solicitor
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

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

7.13 Enuring Effect

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

7.14 Severability

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

7.15 Waiver

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

7.16 Sole Agreement

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

7.17 Further Assurance

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

7.18 Covenant Runs with the Lands

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

7.19 Equitable Remedies

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

7.20 No Joint Venture

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

7.21 Applicable Law

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

7.22 Deed and Contract

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

7.23 Joint and Several

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

7.23 Limitation on Owner's Obligations

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

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


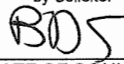
PINNACLE LIVING (CAPSTAN VILLAGE) LANDS INC.
by its authorized signatory(ies):

Per: _____

Name: Michael De Cotiis

Per: _____

Name: _____

CITY OF RICHMOND APPROVED for content by originating dept. 
APPROVED for legality by Solicitor 
DATE OF COUNCIL APPROVAL

CITY OF RICHMOND
by its authorized signatory(ies):

Per: _____
Malcolm D. Brodie, Mayor

Per: _____
David Weber, Corporate Officer

Appendix A to Housing Agreement

STATUTORY DECLARATION

CANADA)	IN THE MATTER OF A HOUSING
)	AGREEMENT WITH THE CITY OF
PROVINCE OF BRITISH COLUMBIA)	RICHMOND
)	("Housing Agreement")

TO WIT:

I, _____ of _____, British Columbia, do solemnly declare that:

1. I am the owner or authorized signatory of the owner of _____ (the "Affordable Housing Unit"), and make this declaration to the best of my personal knowledge.
2. This declaration is made pursuant to the Housing Agreement in respect of the Affordable Housing Unit.
3. For the period from _____ to _____, the Affordable Housing Unit was occupied only by the Eligible Tenants (as defined in the Housing Agreement) whose names and current addresses and whose employer's names and current addresses appear below:

[Names, addresses and phone numbers of Eligible Tenants and their employer(s)]

4. The rent charged each month for the Affordable Housing Unit is as follows:
 - (a) the monthly rent on the date 365 days before this date of this statutory declaration: \$_____ per month;
 - (b) the rent on the date of this statutory declaration: \$_____; and
 - (c) the proposed or actual rent that will be payable on the date that is 90 days after the date of this statutory declaration: \$_____.
5. I acknowledge and agree to comply with the Owner's obligations under the Housing Agreement, and other charges in favour of the City noted or registered in the Land Title Office against the land on which the Affordable Housing Unit is situated and confirm that the Owner has complied with the Owner's obligations under the Housing Agreement.

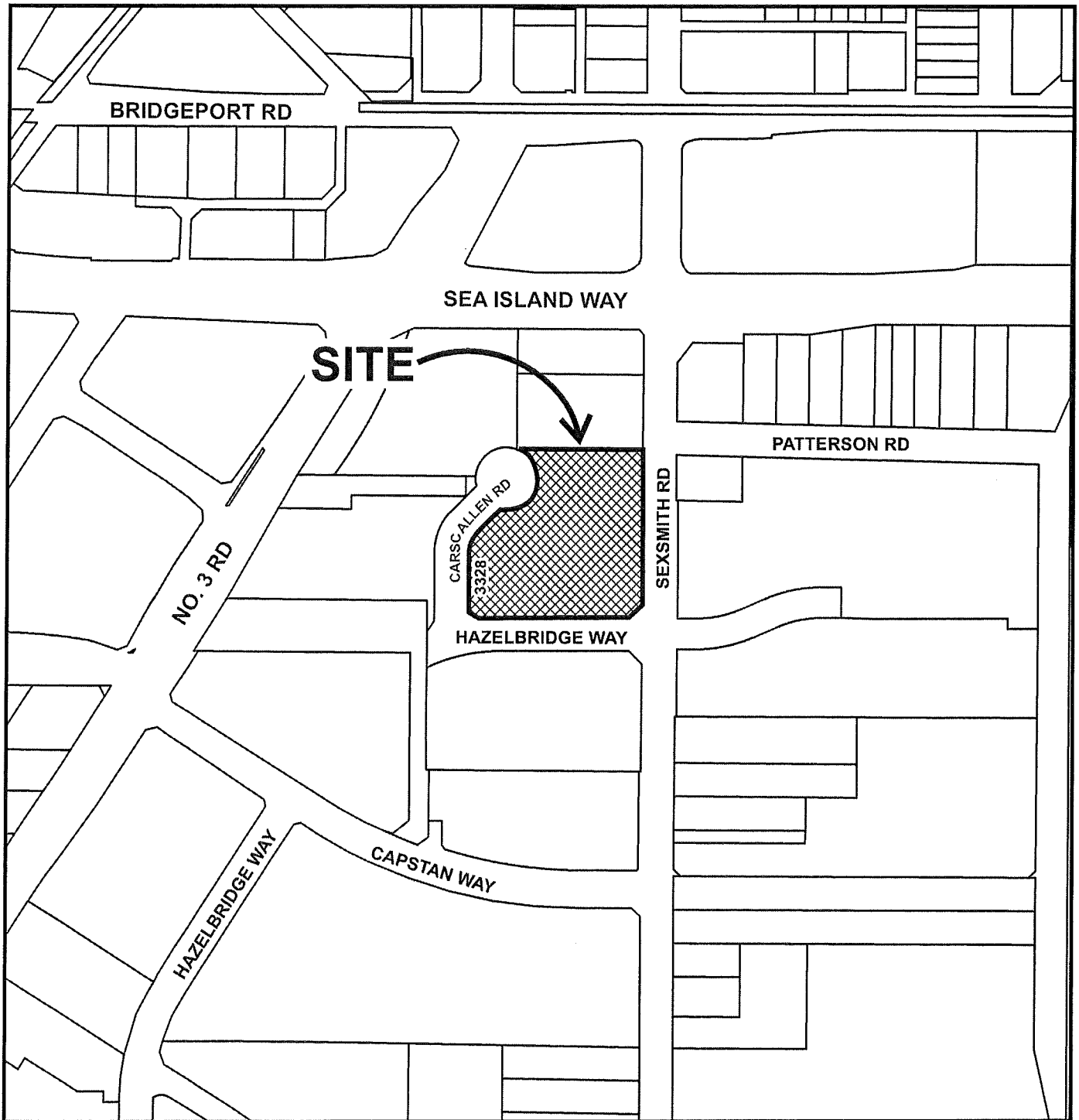
A Commissioner for Taking Affidavits in the Province of British Columbia

)))))))

DECLARANT



City of
Richmond



3328 Carscallen Road
3233/3299 Sexsmith Road
CNCL - 395

Original Date: 02/26/18

Revision Date:

Note: Dimensions are in METRES



**Water Use Restriction Bylaw No. 7784,
Amendment Bylaw No. 9774**

The Council of the City of Richmond enacts as follows:

1. The **Water Use Restriction Bylaw No. 7784**, as amended, is further amended by:
 - a) deleting subsection 1.1.4 and replacing it with the following:

“1.1.4 If no **restriction stage** is in force on May 1st of any year, **Stage 1 Restrictions** come into force on that date without prior declaration of the **Commissioner** or announcement under subsection 1.1.2.”;
 - b) deleting Section 2.1 to Section 2.7, replacing it with the following and renumbering the remaining sections:

“2.1 General Restrictions

2.1.1 All **persons** must comply with the following general restrictions when **Stage 1 Restrictions**, **Stage 2 Restrictions**, **Stage 3 Restrictions** or **Stage 4 Restrictions** are in force, in addition to the specific **water** restrictions set out for each individual **restriction stage**:

- a) all hoses must have an **automatic shut-off device**;
- b) **water** must not be unnecessarily run off on impermeable surfaces such as driveways, curbs, pathways, gutters when **watering** lawns and plants;
- c) artificial playing turf and outdoor tracks must not be **watered** except for a health or safety reason;
- d) hoses and taps must not run unnecessarily; and
- e) irrigation systems must not be faulty, leaking, or misdirected.

2.2 Stage 1 to Stage 4 Restrictions

- 2.2.1 When **Stage 1 Restrictions** are in force, all **persons** must comply with the watering restrictions specified in Schedule A of this bylaw.
- 2.2.2 When **Stage 2 Restrictions** are in force, all **persons** must comply with the watering restrictions specified in Schedule B of this bylaw.

2.2.3 When **Stage 3 Restrictions** are in force, all **persons** must comply with the watering restrictions specified in Schedule C of this bylaw.

2.2.4 When **Stage 4 Restrictions** are in force, all **persons** must comply with the watering restrictions specified in Schedule D of this bylaw.

2.3 Exceptions to Water Use Restrictions

2.3.1 Notwithstanding the activation of any **restriction stage**, the **City** may use **water** and is exempt from the **water** restrictions applicable to that stage, where use of the **water** is needed to carry out activities required for the purpose of protecting public health and safety, including but not limited to:

- a) flushing water mains where a significant health or safety concern is identified;
 - b) washing down public spaces where significant health concerns are raised, or on the recommendation of the local health authority;
 - c) wetting forest and park perimeters or boulevards as part of a fire prevention strategy during extreme hot and dry weather, or on the recommendation of the local fire authority; and
 - d) protection of publicly funded infrastructure such as community playing fields or swimming facilities, on the recommendation of the **General Manager, Engineering & Public Works.**”;
- c) deleting Section heading **PART THREE: PERMITS** and replacing it with **PART THREE: PERMITS AND WATER MANAGEMENT PLANS**;
- d) inserting the following new subsection 3.1.2 and renumbering the remaining subsections:
- “3.1.2 The owner or operator of a newly over-seeded **soil-based playing field** or **sand-based playing field** may, when **Stage 1 Restrictions** or **Stage 2 Restrictions** are in force, apply to the **General Manager, Engineering & Public Works** for a **permit to water** in accordance with the terms and conditions of the **permit**.”;
- e) deleting newly renumbered subsection 3.1.4 and replacing it with the following:
- “3.1.4 The **General Manager, Engineering & Public Works**, upon being satisfied that an applicant qualifies under subsection 3.1.1 or 3.1.2 and has complied with subsection 3.1.3, may issue a **permit** to the applicant and include terms and conditions in respect to the **permit**.”;
- f) deleting newly renumbered subsection 3.1.9 and replacing it with the following:

“3.1.9 When **Stage 1 Restrictions** or **Stage 2 Restrictions** are in force, a **permit** holder may apply for an extension of a **permit** issued for the purpose of subsection 3.1.1(a) or 3.1.2, but such extension must end on or before 42 days from the original date of issue under Section 3.1. A **permit** issued for the purpose of subsection 3.1.1(b) cannot be extended. When **Stage 3 Restrictions** or **Stage 4 Restrictions** are in force, a **permit** holder may not apply for an extension.”;

g) inserting the following new Section 3.2:

“3.2 Water Management Plans

3.2.1 When **Stage 1 Restrictions**, **Stage 2 Restrictions** or **Stage 3 Restrictions** are in force, a **person** who is the owner or operator of lawns or grass boulevards on **public lots**, **golf courses**, **soil-based playing fields**, or **sand-based playing fields** may apply to the **General Manager, Engineering & Public Works** for approval of a **Water Management Plan**.

3.2.2 Applications for approval of a **Water Management Plan** must be accompanied by supporting documents and information as required by the **General Manager, Engineering & Public Works**.

3.2.3 The **General Manager, Engineering & Public Works**, upon being satisfied that an applicant has complied with subsection 3.2.2, may:

- a) approve the **Water Management Plan** in whole or in part;
- b) amend the **Water Management Plan**; or
- c) impose additional commitments, conditions and restrictions as part of the **Water Management Plan**.

3.2.4 Notwithstanding **Stage 1 Restrictions** or **Stage 2 Restrictions** or **Stage 3 Restrictions**, the holder of an approved **Water Management Plan** is authorized to **water** in accordance with the terms and conditions of the approved **Water Management Plan**. Approved **Water Management Plans** do not exempt holders from **Stage 4 Restrictions**.

3.2.5 Termination or suspension of **Water Management Plans**:

- a) The holder of an approved **Water Management Plan** may terminate such plan by notifying the **General Manager, Engineering & Public Works** in writing. Such termination shall be effective on the date specified in the notice or, if no date is specified in the notice, on the date on which the **General Manager, Engineering & Public Works** receives the notice.

- b) The **General Manager, Engineering & Public Works** may terminate or suspend a **Water Management Plan** for noncompliance with any terms and conditions contained within the **Water Management Plan** by notifying the holder of the plan in writing. Such termination or suspension shall be effective at the time such notification is given to the holder of the **Water Management Plan**.
- c) The **General Manager, Engineering & Public Works** may terminate or suspend a **Water Management Plan** for any reason by notifying the owner or operator in writing at least seven (7) days before the termination or suspension date.
- d) In the event of termination or suspension of the **Water Management Plan**, the requirements of the **restriction stage** currently in place shall apply.”;
- h) inserting the following definitions in alphabetical order:

“AESTHETIC WATER FEATURE	means a fountain, pond, or other water feature that primarily serves an aesthetic purpose, but does not include ponds that contain fish.
AUTOMATIC VEHICLE WASH SYSTEM	means either a conveyor vehicle wash or in-bay vehicle wash .
BASIC WASH AND RINSE CYCLE	means a process sequence in an automatic vehicle wash system that consists of a single wash stage followed by a single rinse stage and no additional processes or optional stages, with total water usage being less than 200 litres per vehicle.
CONVEYOR VEHICLE WASH	means a commercial vehicle washing facility where the customer’s vehicle moves through an enclosed conveyance mechanism during the wash.
EDIBLE PLANT	means a plant grown for the purpose of human consumption.
FAIRWAYS	means the part of a golf course between a tee and the corresponding green, but does not include tee areas and greens.
GOLF COURSE	means the greens, tee areas, and fairways that are designed and maintained as playing surfaces for golf, but does not include rough areas or lawns that are not maintained as playing surfaces.
HAND WASH AND SELF-	means a commercial vehicle washing facility where

SERVICE FACILITY

the facility's staff wash the customer's vehicle using spray wands and brushes, or the customer washes their own vehicles with spray wands and brushes.

IN-BAY VEHICLE WASH

means a **commercial** vehicle washing facility where the customer parks the vehicle inside a bay, and the vehicle remains stationary while a spray mechanism moves over the vehicle to clean it.

PUBLIC LOT

means a property zoned for local government, provincial, federal or regional district uses including, but not limited to, dedicated highways, road rights-of-way, park land, schools, college and university uses.

SAND-BASED PLAYING FIELD

means a playing field that is constructed with a highly permeable sand-based root zone, typically 30 to 40 centimetres deep, over a drainage system with drain pipes bedded in gravel, and is designed and maintained to be playable year-round.

SOAKER HOSE

means a garden hose or pipe with small holes that allow water to seep into the ground, to the roots of plants, discharging water through the entire length of its porous surface.

SOIL-BASED PLAYING FIELD

means a playing field that is covered with grass, sod or turf that is designed and maintained to be played upon, or that is used for sporting or other community events and activities, but does not include **lawns, golf courses or sand-based playing fields**.

SPRINKLER

means any device that sprays water in the absence of constant human control, which is attached to a hose or pipe located upon or under the surface of the ground, and excludes **drip irrigation and soaker hoses**.

WATER MANAGEMENT PLAN

means a plan proposed by the owner or operator of a lawn or grass boulevard on **public lots, golf course, soil-based playing field or sand-based playing field** to establish terms for **watering** during the different **restriction stages** to reduce **water** use and is submitted to and approved by the **General Manager, Engineering & Public Works** according to Part 3 of this bylaw.”;

- i) deleting the definitions for **PERSON**, **STAGE 1 RESTRICTIONS**, **STAGE 2 RESTRICTIONS**, **STAGE 3 RESTRICTIONS** and **STAGE 4 RESTRICTIONS** and replacing them with the following definitions:

“PERSON

means any individual but does not include a regional district, the provincial government, or any body appointed or created under an enactment of Canada or British Columbia.

STAGE 1 RESTRICTIONS

means the restrictions on water use specified in Schedule A of this bylaw.

STAGE 2 RESTRICTIONS

means the restrictions on water use specified in Schedule B of this bylaw.

STAGE 3 RESTRICTIONS

means the restrictions on water use specified in Schedule C of this bylaw.

STAGE 4 RESTRICTIONS

means the restrictions on water use specified in Schedule D of this bylaw.”; and

- j) By adding Schedules A through D attached to and forming part of this bylaw as new Schedules A through D of Water Use Restriction Bylaw No. 7784.
2. This Bylaw is cited as **“Water Use Restriction Bylaw No. 7784, Amendment Bylaw No. 9774”**.

FIRST READING

SECOND READING



THIRD READING

ADOPTED

MAR 26 2018

MAR 26 2018

MAR 26 2018

CITY OF RICHMOND
APPROVED for content by originating dept. 
APPROVED for legality by Solicitor 

MAYOR_____
CORPORATE OFFICER

SCHEDULE A to BYLAW NO. 9774

SCHEDULE A to BYLAW NO. 7784

STAGE 1 RESTRICTIONS

Lot	Water Use	Restriction
Residential Lots	Watering lawns	A person may only water at the following times: - Even-numbered civic addresses: on Wednesdays and Saturdays from 4 am to 9 am - Odd-numbered civic addresses: on Thursdays and Sundays from 4 am to 9 am
	Watering new lawns or lawns being treated for the European Chafer Beetle	A permit holder may water outside restricted lawn watering days if in compliance with a permit .
	Watering trees, shrubs, decorative planters, and flowers excluding edible plants	A person may only water from 4 am to 9 am if using a sprinkler . A person may water on any day at any time if using a handheld hose, soaker hose , water container, or drip irrigation .
Non-Residential Lots	Watering lawns	A person may only water at the following times: - Even-numbered civic addresses: on Mondays from 1 am to 6 am and on Fridays from 4 am to 9 am - Odd-numbered civic addresses: on Tuesdays from 1 am to 6 am and on Fridays from 4 am to 9 am
	Watering new lawns or lawns being treated for European Chafer Beetle	A permit holder may water outside restricted lawn watering days if in compliance with a permit .
	Watering trees, shrubs, decorative planters, and flowers (excluding edible plants and turf at turf farms)	A person may only water from 1 am to 9 am if using a sprinkler . A person may water on any day at any time if using a handheld hose, soaker hose , water container, or drip irrigation .
Public Lots	Watering lawns and grass boulevards	Watering is only allowed at the following times, except when watering in accordance with an approved water management plan : - Even-numbered civic addresses: on Mondays and Thursdays from 12 am to 6 am - Odd-numbered civic addresses: on Tuesdays and Fridays from 12 am to 6 am
	Watering new lawns or lawns being treated for the European Chafer Beetle	A permit holder may water outside restricted lawn watering days if in compliance with a permit .

Watering trees, shrubs, decorative planters, and flowers excluding edible plants	Watering is only allowed from 1 am to 9 am if using a sprinkler . Watering is allowed on any day at any time if using a handheld hose, soaker hose , water container, or drip irrigation .
Watering soil-based playing fields	Watering is only allowed from 7 pm to 9 am except: - watering newly over-seeded fields in compliance with a permit ; or - watering in accordance with an approved water management plan
Watering sand-based playing fields	Watering is only allowed from 7 pm to 9 am except: - watering newly over-seeded fields in compliance with a permit ; or - watering in accordance with an approved water management plan
Flushing water mains	Prohibited

SCHEDULE B to BYLAW NO. 9774**SCHEDULE B to BYLAW NO. 7784****STAGE 2 RESTRICTIONS**

Lot	Water Use	Restriction
Residential Lots	Watering lawns	A person may only water at the following times: - Even-numbered civic addresses: on Wednesdays from 4 am to 9 am - Odd-numbered civic addresses: on Thursdays from 4 am to 9 am
	Watering new lawns or lawns being treated for the European Chafer Beetle	A permit holder may water outside restricted lawn watering days if in compliance with a permit
	Watering trees, shrubs, decorative planters, and flowers excluding edible plants	A person may only water from 4 am to 9 am if using a sprinkler . A person may water on any day at any time if using a handheld hose, soaker hose , water container, or drip irrigation .
	Washing impermeable surfaces (sidewalks, driveways, fences, walls, roofs, or other outdoor surfaces)	Prohibited except if: - For the health or safety of any person ; - To prepare the surface for painting, sealing, or similar treatment; - To prevent or control fires; or - For aesthetic cleaning .
	Topping up or filling aesthetic water features	Prohibited
Non-Residential Lots	Watering lawns	A person may only water at the following times: - Even-numbered civic addresses: on Mondays from 1 am to 6 am - Odd-numbered civic addresses: on Tuesdays from 1 am to 6 am
	Watering new lawns or lawns being treated for European Chafer Beetle	A permit holder may water outside restricted lawn watering days if in compliance with a permit
	Watering trees, shrubs, decorative planters, and flowers excluding edible plants and turf at turf farms	A person may only water from 1 am to 9 am if using a sprinkler . A person may water on any day at any time if using a handheld hose, soaker hose , water container, or drip irrigation .
	Watering golf courses	Watering of fairways is allowed on no more than one day in a seven-day period, except if operating under an

Public Lots		approved water management plan .
	Washing impermeable surfaces (sidewalks, driveways, fences, walls, roofs, or other outdoor surfaces)	Prohibited except if: <ul style="list-style-type: none"> - For the health or safety of any person; - To prepare the surface for painting, sealing, or similar treatment; - To prevent or control fires; or - For aesthetic cleaning.
	Topping up or filling aesthetic water features	Prohibited
	Watering lawns and grass boulevards	Watering is only allowed at the following times, except when watering in accordance with an approved water management plan : <ul style="list-style-type: none"> - Even-numbered civic addresses: on Mondays from 1 am to 6 am - Odd-numbered civic addresses: on Tuesdays from 1 am to 6 am
	Watering new lawns or lawns being treated for the European Chafer Beetle	A permit holder may water outside restricted lawn watering days if in compliance with a permit .
	Watering trees, shrubs, decorative planters, and flowers excluding edible plants	Watering is only allowed from 1 am to 9 am if using a sprinkler . Watering is allowed on any day at any time if using a handheld hose, soaker hose , water container, or drip irrigation .
	Watering soil-based playing fields	Watering is allowed on no more than four days in a seven-day period and only from 7 pm to 9 am, except if: <ul style="list-style-type: none"> - watering newly over-seeded fields if in compliance with a permit; or - watering in accordance with an approved water management plan
	Watering sand-based playing fields	Watering is only allowed from 7 pm to 9 am, except if: <ul style="list-style-type: none"> - watering newly over-seeded fields if in compliance with a permit; or - watering in accordance with an approved water management plan
	Flushing water mains	Prohibited
	Operating water play parks and pools	Prohibited except water play parks with user-activated switches.
	Topping up or filling aesthetic water features	Prohibited

SCHEDULE C to BYLAW NO. 9774

SCHEDULE C to BYLAW NO. 7784

STAGE 3 RESTRICTIONS

Lot	Water Use	Restriction
Residential Lots	Watering lawns	Prohibited
	Watering new lawns or lawns being treated for the European Chafer Beetle	A permit holder may water outside lawn watering restrictions if in compliance with a permit issued in Stage 1 or Stage 2 . No new permits shall be issued or renewed.
	Watering trees, shrubs, decorative planters, and flowers excluding edible plants	Prohibited if using a sprinkler or soaker hose . A person may water on any day at any time if using a handheld hose, water container, or drip irrigation .
	Washing impermeable surfaces (sidewalks, driveways, fences, walls, roofs, or other outdoor surfaces)	Prohibited except if: - For the health or safety of any person ; - To prepare the surface for painting, sealing, or similar treatment; or - To prevent or control fires.
	Topping up or filling aesthetic water features	Prohibited
	Topping up or filling pools and hot tubs	Prohibited
	Washing vehicles, boats, trailers and other motive equipment	Prohibited except to clean windows, lights, mirrors, licence plates, and boat engines for safety.
Non-Residential Lots	Watering lawns	Prohibited
	Watering new lawns or lawns being treated for European Chafer Beetle	A permit holder may water outside lawn watering restrictions if in compliance with a permit issued in Stage 1 or Stage 2 . No new permits shall be issued or renewed.
	Watering trees, shrubs, decorative planters, and flowers excluding edible plants and turf at turf farms	Prohibited if using a sprinkler or soaker hose . A person may water on any day at any time if using a handheld hose, water container, or drip irrigation .
	Watering golf courses	Watering of fairways is prohibited except if operating under an approved water management plan
	Washing impermeable surfaces (sidewalks, driveways, fences, walls, roofs, or other outdoor	Prohibited except if: - For the health or safety of any person ; - To prepare the surface for painting, sealing, or

	surfaces)	similar treatment; or - To prevent or control fires.
	Topping up or filling aesthetic water features	Prohibited
	Topping up or filling pools and hot tubs	Prohibited except for pools and hot tubs operating in accordance with written permission issued by an authorized health authority .
	Washing vehicles, boats, trailers and other motive equipment	Prohibited except to clean windows, lights, mirrors, licence plates, and boat engines for safety.
	Commercial vehicle washing	Prohibited except if operating under the following conditions: - Facilities that installed an automatic vehicle wash system before November 1, 2017: operating on a basic wash and rinse cycle only; - Facilities that installed an automatic vehicle wash system after November 1, 2017: operating using a water recycling system that achieves a minimum 60% water recovery rate over the full wash cycle; and - Hand wash and self-service facilities : operating using high-pressure wands or brushes that achieve a maximum flow rate of 11.4 litres per minute.
Public Lots	Watering lawns and grass boulevards	Prohibited
	Watering new lawns or lawns being treated for the European Chafer Beetle	A permit holder may water outside lawn watering restrictions if in compliance with a permit issued in Stage 1 or Stage 2 . No new permits shall be issued or renewed.
	Watering trees, shrubs, decorative planters, and flowers excluding edible plants	Prohibited if using a sprinkler or a soaker hose Watering is allowed on any day at any time if using a handheld hose, water container, or drip irrigation
	Watering soil-based playing fields	Watering is allowed on no more than 3 days in a 7-day period and only from 7 pm to 9 am, except if: - Watering newly over-seeded fields if in compliance with a permit ; or - Operating under an approved water management plan
	Watering sand-based playing fields	Watering is allowed on no more than 5 days in a 7-day period and only from 7 pm to 9 am, except if: - Watering newly over-seeded fields if in compliance with a permit ; or - Operating under an approved water management

		plan.
	Flushing water mains	Prohibited
	Operating water play parks and pools	Prohibited except water play parks with user-activated switches.
	Topping up or filling aesthetic water features	Prohibited
	Topping up or filling pools and hot tubs	Prohibited except for pools and hot tubs operating in accordance with written permission issued by an authorized health authority .
	Washing vehicles, boats, trailers and other motive equipment	Prohibited except to clean windows, lights, mirrors, licence plates, and boat engines for safety.

SCHEDULE D to BYLAW NO. 9774**SCHEDULE D to BYLAW NO. 7784****STAGE 4 RESTRICTIONS**

Lot	Water Use	Restriction
Residential Lots	Watering lawns	Prohibited
	Watering new lawns or lawns being treated for the European Chafer Beetle	All permits issued for lawn watering are revoked.
	Watering trees, shrubs, decorative planters, and flowers and edible plants	Prohibited
	Washing impermeable surfaces (sidewalks, driveways, fences, walls, roofs, or other outdoor surfaces)	Prohibited except if ordered by a regulatory authority having jurisdiction, for a health or safety reason.
	Topping up or filling aesthetic water features	Prohibited
	Topping up or filling pools and hot tubs	Prohibited
	Washing vehicles, boats, trailers and other motive equipment	Prohibited except to clean windows, lights, mirrors, licence plates, and boat engines for safety.
Non-Residential Lots	Watering lawns (mixed-use buildings should follow non-residential lot watering times)	Prohibited
	Watering new lawns or lawns being treated for European Chafer Beetle	All permits issued for lawn watering are revoked.
	Watering trees, shrubs, decorative planters, and flowers and edible plants	Prohibited
	Watering golf courses	Prohibited
	Washing impermeable surfaces (sidewalks, driveways, fences, walls, roofs, or other outdoor surfaces)	Prohibited except if ordered by a regulatory authority having jurisdiction, for a health or safety reason.
	Topping up or filling aesthetic water features	Prohibited

	Topping up or filling pools and hot tubs	Prohibited
	Washing vehicles, boats, trailers and other motive equipment	Prohibited except to clean windows, lights, mirrors, licence plates, and boat engines for safety.
	Commercial vehicle washing	Prohibited
	Watering turf at turf farms	Prohibited
Public Lots	Watering lawns and grass boulevards	Prohibited
	Watering new lawns or lawns being treated for the European Chafer Beetle	All permits issued for lawn watering are revoked.
	Watering trees, shrubs, decorative planters, and flowers including edible plants	Prohibited
	Watering soil-based playing fields	Prohibited
	Watering sand-based playing fields	Prohibited
	Watering artificial turf and outdoor race tracks	Prohibited
	Flushing water mains	Prohibited
	Operating water play parks and pools	Prohibited
	Topping up or filling aesthetic water features	Prohibited
	Topping up or filling pools and hot tubs	Prohibited
	Washing vehicles, boats, trailers and other motive equipment	Prohibited except to clean windows, lights, mirrors, licence plates, and boat engines for safety.



**Traffic Bylaw No. 5870
Amendment Bylaw No. 9816**

The Council of the City of Richmond enacts as follows:

1. **Traffic Bylaw No. 5870**, as amended, is amended further by deleting Schedule C and replacing it with Schedule A attached hereto as the new Schedule C to Bylaw No. 5870.
2. This Bylaw is cited as “**Traffic Bylaw No. 5870, Amendment Bylaw No. 9816**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAR 26 2018

MAR 26 2018

MAR 26 2018

CITY OF RICHMOND
APPROVED for content by originating dept. <i>VW</i>
APPROVED for legality by Solicitor <i>BRB</i>

MAYOR

CORPORATE OFFICER

SCHEDULE A to AMENDMENT BYLAW NO. 9816

SCHEDULE C to BYLAW NO. 5870

SPEED ZONES

**Highways On Which Traffic Is Limited To
60 Kilometres (37.28 Miles) Per Hour**

1. Westminster Highway between No. 4 Road and No. 6 Road.
2. Westminster Highway between Nelson Road and Highway 91.
3. No. 6 Road between Cambie Road and Westminster Highway.
4. Vulcan Way from No. 6 Road to a point 46 metres (50.31 yards) east of the Bath Slough Bridge.
5. Alderbridge Way between No. 4 Road and Shell Road.