



City Council

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

**Monday, May 27, 2019
7:00 p.m.**

Pg. # ITEM

MINUTES

1. *Motion to:*
- CNCL-9 (1) *adopt the minutes of the Regular Council meeting held on May 13, 2019;*

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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.*

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RATIFICATION OF COMMITTEE ACTION

CONSENT AGENDA

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

CONSENT AGENDA HIGHLIGHTS

- Receipt of Committee minutes
- Potential for Richmond Fire-Rescue Personnel to Perform Basic Paramedic Duties
- 2019 – 2020 Richmond RCMP Detachment Annual Performance Plan – Community Priorities
- 2018 Climate Action Revenue Incentive Program and Corporate Carbon Neutral Progress Report
- Integrating Circular Economy Criteria Into City Procurements
- Speculation and Vacancy Tax
- Richmond Community Services Advisory Committee Non-Profit Social Service Agency Space Needs Review
- Land use applications for first reading (to be further considered at the Public Hearing on June 17, 2019):
 - 7464, 7480, 7500, 7520, 7540, 7560/7580 and 7600 No. 1 Road – Rezone from RS1/E and RD1 to RTM2 (1132865 BC Ltd. – applicant)
 - 5428 Chemainus Drive – Rezone from RS1/E to RS2/B (Gursher S. Randhawa – applicant)
- Vancouver Fraser Port Authority Applications to National Trade Corridors Fund
- Amendment To Parking (Off-Street) Regulation Bylaw No. 7403 to Revise Definition Of City Property
- Works and Services Cost Recovery Bylaw Amendment

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



Pg. # ITEM

Consent
Agenda
Item

6. COMMITTEE MINUTES

That the minutes of:

- CNCL-21 (1) the **Community Safety Committee** meeting held on May 14, 2019;
be received for information.

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Consent
Agenda
Item

7. POTENTIAL FOR RICHMOND FIRE-RESCUE PERSONNEL TO
PERFORM BASIC PARAMEDIC DUTIES

(File Ref. No.) (REDMS No. 6156213 v. 3)

CNCL-29

See Page CNCL-29 for full report

COMMUNITY SAFETY COMMITTEE RECOMMENDATION

- (1) *That the staff report titled “Potential for Richmond Fire-Rescue Personnel to Perform Basic Paramedic Duties” dated April 23, 2019 be received for information; and*
- (2) *That a letter be written to the Province, requesting an update be provided on the Auditor General’s audit regarding “Access to Emergency Health Services Within the Province of British Columbia.”*

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Consent
Agenda
Item

8. 2019 – 2020 RICHMOND RCMP DETACHMENT ANNUAL
PERFORMANCE PLAN – COMMUNITY PRIORITIES

(File Ref. No. 09-5000-01) (REDMS No. 6154208 v. 3)

CNCL-33

See Page CNCL-33 for full report

COMMUNITY SAFETY COMMITTEE RECOMMENDATION

That the priorities listed in the staff report titled “2019-2020 Richmond RCMP Detachment Annual Performance Plan – Community Priorities”, dated April 11, 2019, from the Officer in Charge, Richmond RCMP, be endorsed for inclusion in the Richmond Detachment Fiscal Year 2019-2020 (April 1, 2019 to March 31, 2020) RCMP Annual Performance Plan.

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Pg. # ITEM

Consent
Agenda
Item

9. **2018 CLIMATE ACTION REVENUE INCENTIVE PROGRAM AND CORPORATE CARBON NEUTRAL PROGRESS REPORT**

(File Ref. No. 10-6125-01) (REDMS No. 6171365 v. 2)

CNCL-40

[See Page CNCL-40 for full report](#)

GENERAL PURPOSES COMMITTEE RECOMMENDATION

That, in accordance with Provincial requirements, the Climate Action Revenue Incentive Program Report and Carbon Neutral Progress Report be posted on the City's website for public information.



Consent
Agenda
Item

10. **INTEGRATING CIRCULAR ECONOMY CRITERIA INTO CITY PROCUREMENTS**

(File Ref. No. 10-6000-00) (REDMS No. 6167654 v.6)

CNCL-69

[See Page CNCL-69 for full report](#)

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That the work plan outlined in the staff report titled, "Integrating Circular Economy Criteria into City Procurements", dated March 20, 2019 from the Senior Manager, Sustainability and District Energy, be endorsed; and*
- (2) *That expenditures in the amount of \$150,000 be approved, with funding from the Carbon Tax provision, and that the 5-Year Financial Plan (2019-2023) be amended accordingly.*



Consent
Agenda
Item

11. **SPECULATION AND VACANCY TAX**

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

CNCL-80

[See Page CNCL-80 for full report](#)

GENERAL PURPOSES COMMITTEE RECOMMENDATION

That a letter be written to the Premier, appropriate ministers, Leader of the Opposition, Leader of the Third Party and local MLAs, requesting that the Province remit the money collected from the Speculation and Vacancy Tax to the cities for the sole purpose of affordable housing.



Consent
Agenda
Item

12. **RICHMOND COMMUNITY SERVICES ADVISORY COMMITTEE
NON-PROFIT SOCIAL SERVICE AGENCY SPACE NEEDS REVIEW**
(File Ref. No. 01-0100-30-RCSA1-03) (REDMS No. 6126961 v. 5)

Recommendations will be considered at the Open Planning Committee meeting.

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Consent
Agenda
Item

13. **APPLICATION BY 1132865 BC LTD FOR REZONING AT 7464, 7480,
7500, 7520, 7540, 7560/7580 AND 7600 NO. 1 ROAD FROM “SINGLE
FAMILY DETACHED (RS1/E)” AND “TWO UNIT DWELLING
(RD1)” TO “MEDIUM DENSITY TOWNHOUSE (RTM2)**
(File Ref. No. RZ 17-794287; 12-8060-20-009983) (REDMS No. 6065565 v. 3; 6067594)

Recommendations will be considered at the Open Planning Committee meeting.

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Consent
Agenda
Item

14. **APPLICATION BY GURSHER S. RANDHAWA FOR REZONING AT
5428 CHEMAINUS DRIVE FROM THE “SINGLE DETACHED
(RS1/E)” ZONE TO THE “SINGLE DETACHED (RS2/B)” ZONE**
(File Ref. No. RZ 19-850544; 12-8060-20-010028) (REDMS No. 6159780)

Recommendations will be considered at the Open Planning Committee meeting.

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Consent
Agenda
Item

15. **VANCOUVER FRASER PORT AUTHORITY APPLICATIONS TO
NATIONAL TRADE CORRIDORS FUND**
(File Ref. No. 01-0140-20-PMVA1) (REDMS No. 6148884 v. 3)

Recommendations will be considered at the Open Public Works and Transportation Committee meeting.

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Consent
Agenda
Item

16. **AMENDMENT TO PARKING (OFF-STREET) REGULATION
BYLAW NO. 7403 TO REVISE DEFINITION OF CITY PROPERTY**
(File Ref. No. 10-6455-00) (REDMS No. 6157470 v. 4; 6139378)

Recommendations will be considered at the Open Public Works and Transportation Committee meeting.

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Consent
Agenda
Item

17. **WORKS AND SERVICES COST RECOVERY BYLAW AMENDMENT**

(File Ref. No. 10-6000-01) (REDMS No. 6142786 v. 4)

Recommendations will be considered at the Open Public Works and Transportation Committee meeting.



CONSIDERATION OF MATTERS REMOVED FROM THE
CONSENT AGENDA

NON-CONSENT AGENDA ITEMS

COMMUNITY SAFETY COMMITTEE

Councillor Bill McNulty, Chair

18. **COMMUNITY BYLAWS MONTHLY ACTIVITY REPORT – MARCH 2019**

(File Ref. No. 12-8060-01) (REDMS No. 6165081)

CNCL-81

See Page CNCL-81 for full report

COMMUNITY SAFETY COMMITTEE RECOMMENDATION

Opposed to Parts (2) and (3): Cllr. Loo

- (1) *That the staff report titled “Community Bylaws Monthly Activity Report – March 2019”, dated April 18, 2019, from the General Manager, Community Safety, be received for information;*
- (2) *That the City conduct more assertive enforcement of short-term rentals, including issuance of multiple tickets, and proactive enforcement; and*
- (3) *That staff explore hiring additional Bylaw staff to:*
 - (a) *actively investigate every short-term rental and bed and breakfast listing in Richmond;*
 - (b) *increase parking enforcement; and*

*(c) increase dog enforcement;
and report back.*



GENERAL PURPOSES COMMITTEE

Mayor Malcolm D. Brodie, Chair

19. **RICHMOND LAWN BOWLING CLUBHOUSE PROGRAM OPTIONS**
(File Ref. No. 06-2052-25-LBOW1) (REDMS No. 6168707 v. 41)

CNCL-88

[See Page CNCL-88 for full report](#)

GENERAL PURPOSES COMMITTEE RECOMMENDATION

Opposed: Cllrs. Day, Greene, Steves, and Wolfe

- (1) *That Program Option 3 be approved, as outlined in the staff report titled “Richmond Lawn Bowling Clubhouse Program Options,” dated April 26, 2019, from the Director, Recreation and Sport Services and the Acting Director, Facilities;*
- (2) *That the additional amount of \$1.30 million, as described in the staff report titled “Richmond Lawn Bowling Clubhouse Program Options,” dated April 26, 2019, from the Director, Recreation and Sport Services and the Acting Director, Facilities, be funded by the Rate Stabilization Fund (\$1.21 million) and the Richmond Lawn Bowling Club (\$90,000), and the Consolidated 5 Year Financial Plan (2019-2023) be amended accordingly; and*
- (3) *That staff be directed to work with the Richmond Lawn Bowling Club to discuss arrangements with other groups for community needs for the new building.*



PUBLIC ANNOUNCEMENTS AND EVENTS

NEW BUSINESS

BYLAWS FOR ADOPTION

- CNCL-103** Unsightly Premises Regulation Bylaw No. 7162, Amendment
Bylaw No. 9819
Opposed at 1st/2nd/3rd Readings – None.

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- CNCL-107** Municipal Ticket Information Authorization Bylaw No. 7321, Amendment
Bylaw No. 9820
Opposed at 1st/2nd/3rd Readings – None.

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- CNCL-109** Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122,
Amendment **Bylaw No. 9821**
Opposed at 1st/2nd/3rd Readings – None.

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- CNCL-112** Development Permit, Development Variance Permit and Temporary
Commercial and Industrial Use Permit Procedure Bylaw No. 7273,
Amendment **Bylaw No. 10031**
Opposed at 1st/2nd/3rd Readings – None.

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ADJOURNMENT

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Regular Council

Monday, May 13, 2019

Place: Council Chambers
Richmond City Hall

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

Corporate Officer – David Weber

Absent: Mayor Malcolm D. Brodie

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

RES NO. ITEM

MINUTES

R19/8-1 1. It was moved and seconded
That:

- (1) *the minutes of the Regular Council meeting held on April 23, 2019, be adopted as circulated;*
- (2) *the minutes of the Special Council meeting held on April 23, 2019 and May 6, 2019, be adopted as circulated; and*
- (3) *the Metro Vancouver 'Board in Brief' dated April 26, 2019, be received for information.*

CARRIED



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AGENDA ADDITIONS & DELETIONS

R19/8-2

It was moved and seconded

That Item No. 16 – “Signage Improvements for Rezoning and Development Projects” be removed from the Consent Agenda.

CARRIED

PRESENTATION

Liesl Jauk, Manager Arts Services, presented the 2018 Arts Services Year in Review video.

COMMITTEE OF THE WHOLE

R19/8-3

2. It was moved and seconded

That Council resolve into Committee of the Whole to hear delegations on agenda items (7:08 p.m.).

CARRIED

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

R19/8-4

4. It was moved and seconded

That Committee rise and report (7:09 p.m.).

CARRIED

CONSENT AGENDA

R19/8-5

5. It was moved and seconded

That Items No. 6 through No. 17, with the removal of Item No. 16, be adopted by general consent.

CARRIED

2.



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6. COMMITTEE MINUTES

That the minutes of:

- (1) the Parks, Recreation and Cultural Services Committee meeting held on April 24, 2019;*
 - (2) the General Purposes Committee meeting held on May 6, 2019;*
 - (3) the Finance Committee meeting held on May 6, 2019;*
 - (4) the Planning Committee meeting held on May 7, 2019;*
- be received for information.*

ADOPTED ON CONSENT

7. ARTS SERVICES YEAR IN REVIEW 2018

(File Ref. No. 11-7000-01) (REDMS No. 6156917 v. 2; 6163555)

That the Arts Services Year in Review 2018 as presented in the staff report titled, "Arts Services Year in Review 2018," dated March 29, 2019, from the Director, Arts, Culture and Heritage Services, be circulated to the Community Partners and Funders for their information.

ADOPTED ON CONSENT

8. DRAFT RICHMOND ARTS STRATEGY 2019-2024

(File Ref. No. 11-7000-01) (REDMS No. 6158128; 6163410)

- (1) That the Draft Richmond Arts Strategy 2019-2024, included as Attachment 1 of the staff report titled "Draft Richmond Arts Strategy 2019-2024," dated April 2, 2019, from the Director, Arts, Culture and Heritage Services, be adopted for the purpose of seeking stakeholder and public feedback on the strategy; and*
- (2) That the Final Richmond Arts Strategy 2019-2024, including the results of the stakeholder and public feedback, be reported back to the Parks, Recreation and Cultural Services Committee.*

ADOPTED ON CONSENT



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**9. STRENGTHENING THE UNSIGHTLY PREMISES REGULATION
BYLAW RELATED TO VACANT HOMES**

(File Ref. No. 12-8060-02-01; 12-8060-20-009819/9820/9821) (REDMS No. 6129635 v. 3; 5717742; 6152819; 6152828)

- (1) *That Unsightly Premises Regulation Bylaw No. 7162, Amendment Bylaw No. 9819, to strengthen the City's approach to unsightly properties and vacant homes, be introduced and given first, second and third readings;*
- (2) *That Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No. 9820, to increase fines for unsightly properties, be introduced and given first, second and third readings; and*
- (3) *That Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 9821, to add additional ticketing authority, be introduced and given first, second and third readings.*

ADOPTED ON CONSENT

10. DRAFT RICHMOND HOMELESSNESS STRATEGY 2019–2029

(File Ref. No. 08-4057-11-01) (REDMS No. 6153845 v. 3; 6168719)

- (1) *That the Draft Richmond Homelessness Strategy 2019–2029, as outlined in Attachment 1 of the staff report titled “Draft Richmond Homelessness Strategy 2019–2029”, dated April 12, 2019, be approved for the purpose of seeking public feedback on the Draft Strategy; and*
- (2) *That the final Richmond Homelessness Strategy, including a summary of public feedback received, be reported back to General Purposes Committee.*

ADOPTED ON CONSENT

11. 2018 CONSOLIDATED FINANCIAL STATEMENTS

(File Ref. No. 03-1200-05) (REDMS No. 6168681 v. 2; 6168895; 6172261)

That the City's audited consolidated financial statements for the year ended December 31, 2018 be accepted.

ADOPTED ON CONSENT



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12. APPLICATION BY PAUL DOROSHENKO FOR A ZONING TEXT AMENDMENT TO THE “INDUSTRIAL RETAIL (IR1)” ZONE TO PERMIT A DISTILLERY AT 5800 CEDARBRIDGE WAY

(File Ref. No. 12-8060-20-010022; ZT 18-815709) (REDMS No. 5981442; 6157113)

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10022, for a Zoning Text Amendment to the “Industrial Retail (IR1)” zone to permit “microbrewery, winery and distillery”, as a site-specific use and limited to one establishment, at 5800 Cedarbridge Way, be introduced and given first reading.

ADOPTED ON CONSENT

13. AMENDMENT TO HERITAGE ALTERATION PERMIT (HA 18-818536) FOR 3711 AND 3731 CHATHAM STREET AND STEVESTON VILLAGE HERITAGE CONSERVATION GRANT PROGRAM APPLICATION BY THE RICHMOND HOSPITAL/HEALTHCARE AUXILIARY

(File Ref. No. HA 18-818536) (REDMS No. 6162947 v. 2)

- (1) That an amendment to the Heritage Alteration Permit (HA 18-818536) for foundation replacement work at 3711 and 3731 Chatham Street, which was issued on May 14, 2018, be approved; and*
- (2) That a grant request of \$150,000 to the Richmond Hospital/Healthcare Auxiliary be approved under the Steveston Village Heritage Conservation Grant Program to assist with the foundation replacement work for the heritage protected building located at 3711 and 3731 Chatham Street and disbursed in accordance with Council Policy 5900.*

ADOPTED ON CONSENT



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14. **APPLICATION BY IBI GROUP ARCHITECTS (CANADA) INC. TO AMEND SCHEDULE 2.10 OF OFFICIAL COMMUNITY BYLAW 7100 (CITY CENTRE AREA PLAN), CREATE THE “LIGHT INDUSTRIAL AND OFFICE (ZI19) – BRIDGEPORT VILLAGE (CITY CENTRE)” ZONE, AND REZONE THE SITE AT 9520 BECKWITH ROAD FROM THE “SINGLE DETACHED (RS1/F)” ZONE TO THE “LIGHT INDUSTRIAL AND OFFICE (ZI19) – BRIDGEPORT VILLAGE (CITY CENTRE)” ZONE**

(File Ref. No. 12-8060-20-009931/010019/010034; RZ 18-821103) (REDMS No. 6156129 v. 6; 6166391; 6157112; 6157109; 6157114; 6157177; 5870814; 6186172; 6186068; 6166391)

- (1) *That Official Community Plan Amendment Bylaw 10019, to amend Schedule 2.10 of Official Community Plan Bylaw 7100 (City Centre Area Plan) to change the “Specific Land Use Map: Bridgeport Village – Detailed Transect Descriptions” to provide a maximum density of 1.85 floor area ratio (FAR) and a maximum of 60% of the net floor area for non-industrial uses within the “General Urban (T4) Area B – Industrial Reserve: Limited Commercial” designation for 9520 Beckwith Road, be introduced and given First Reading;*
- (2) *That Official Community Plan Amendment Bylaw 10034, to amend Schedule 2.10 of Official Community Plan Bylaw 7100 (City Centre Area Plan) to amend the term “Industrial Reserve” in Appendix 1 – Definitions to require that all office use within the “Industrial Reserve: Limited Commercial” area be limited to one strata lot or one air space parcel per storey or a minimum floor area of 1,858m² (20,000ft²) where the total development density exceeds that in the underlying Transect; and amend the term “Village Centre Bonus” in Appendix 1 – Definitions, to require that all office use within the Village Centre Bonus (VCB) floor area be limited to one strata lot or one air space parcel per storey or a minimum floor area of 1,858m² (20,000ft²) where the VCB exceeds 1.0 FAR, be introduced and given First Reading;*
- (3) *That Bylaw 10019 and Bylaw 1034, having been considered in conjunction with:*
 - (a) *the City’s Financial Plan and Capital Program; and*
 - (b) *the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;*



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

- (4) That Bylaw 10019 and Bylaw 10034, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, are hereby found not to require further consultation;*
- (5) That Richmond Zoning Bylaw 8500, Amendment Bylaw 9931, to create the "Light Industrial and Office (ZI19) – Bridgeport Village (City Centre)" zone, and to rezone 9520 Beckwith Road from the "Single Detached (RS1/F)" zone to the "Light Industrial and Office (ZI19) – Bridgeport Village (City Centre)" zone, be introduced and given First Reading; and*
- (6) That staff be directed to conduct public consultation with property owners, the development community and general public regarding whether potential restrictions on stratification and airspace subdivision of office space should be considered, and report back.*

ADOPTED ON CONSENT

15. APPLICATION BY EVERNU DEVELOPMENTS FOR REZONING AT 11540 RAILWAY AVENUE FROM THE “SINGLE DETACHED (RS1/E)” ZONE TO “ARTERIAL ROAD THE TWO-UNIT DWELLINGS (RDA)” ZONE

(File Ref. No. 12-8060-010030; RZ 18-819258) (REDMS No. 6162976; 6163247)

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10030, for the rezoning of 11540 Railway Avenue from the “Single Detached (RS1/E)” zone to “Arterial Road Two-Unit Dwellings (RDA)” zone, be introduced and given First Reading.

ADOPTED ON CONSENT

16. SIGNAGE IMPROVEMENTS FOR REZONING AND DEVELOPMENT PROJECTS

(File Ref. No. 08-4100-01; 12-8060-20-010004/010005) (REDMS No. 6118110 v. 2; 6165828; 6122871; 6137680; 6137679)

Please see Page 8 for action on this matter.



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17. DEVELOPMENT NOTIFICATION REQUIREMENTS AND SERVICE LEVELS

(File Ref. No. 01-0105-06-01; 12-8060-20-010031) (REDMS No. 6088524; 6164384; 5776334)

- (1) *That the proposed updates to the format of the Public Hearing, Development Permit Panel and Board of Variance meeting notices and mailed notices, as outlined in the staff report dated April 2, 2019 from the Director, City Clerk's Office, be endorsed;*
- (2) *That the opportunity to subscribe to email notifications for development notices be provided to members of the public as an enhanced level of service;*
- (3) *That staff bring forward the appropriate bylaw amendments and/or Council policies to implement and to recover costs for an expanded level of service in relation to development notices in accordance with Option 3, as outlined in the staff report dated April 2, 2019; and*
- (4) *That Richmond Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw No. 10031, to make various housekeeping amendments, be introduced and given first, second and third readings.*

ADOPTED ON CONSENT

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

**16. SIGNAGE IMPROVEMENTS FOR REZONING AND
DEVELOPMENT PROJECTS**

(File Ref. No. 08-4100-01; 12-8060-20-010004/010005) (REDMS No. 6118110 v. 2; 6165828; 6122871; 6137680; 6137679)

It was moved and seconded

- (1) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 10004, respecting changes to rezoning signs, be introduced and given first reading; and*



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- (2) *That Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw 10005, respecting changes to Development Permit and Development Variance Permit signs and to add Temporary Use Permit signs, be introduced and given first reading.*

The question on the motion was not called as discussion ensued regarding the proposed rezoning, development permit, development variance permit and temporary use permit signage. It was noted that the signs should be further improved to engage the public; for instance, it was suggested that (i) the City's phone number be displayed in larger font size, (ii) a general description of the proposed project be provided as opposed to technical planning language, (iii) renderings of the proposed project be provided, (iv) additional colours be utilized aside from red and blue, and (v) information on when the project will be considered at a Public Hearing be further highlighted. As a result of the discussion, the following **referral motion** was introduced:

R19/8-6

It was moved and seconded

That the staff report titled "Signage Improvements for Rezoning and Development Projects" from the Director, Development dated April 10, 2019 be referred back to staff to further refine the proposed sign specifications.

The question on the referral motion was not called as in response to comments, Wayne Craig, Director, Development, provided the following information with regard to the proposed signage improvements:

- simple language will be utilized as best as possible to be reader-friendly;
- the proposed sign template will include a section for project milestones, which will highlight the date of Public Hearings, Development Permit Panel meetings, and Public Information meetings;
- renderings will be required for all Development Permit projects as they address form and character of planned developments; renderings will be in colour and provide a perspective drawing of the proposed project;
- the consistent use of background colours of red and blue have made the signs easily recognizable by the public as being associated with a development project;



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- staff can examine the inclusion of a City logo on development project signs;
- renderings are not required for all signage as drawings are not required for all permits; for instance, a development variance permit may not involve a specific building design feature if the variance is being sought for a fence;
- new information such as a Public Hearing date will be added to the sign in the form of a sticker; the use of a white background could allow the new information to stand out from other information already provided on the sign.

The question on the referral motion (Resolution R19/8-6) was then called and it was **CARRIED** with Cllrs. Loo, McNulty and McPhail opposed.

- R19/8-7 18. It was moved and seconded
That Council resolve into Committee of the Whole to hear delegations on non-agenda items (8:14 p.m.).

CARRIED

Nancy Trant, 10100 No. 3 Road, spoke on cycling in Richmond and climate change. Ms. Trant cited concern with the City's bike lanes, and was of the opinion that the City lacks an extensive network of both on-street and off-street cycling routes. She remarked that the City should focus its attention on getting more people out of their vehicles since Richmond is ideal for cycling due to its flat landscape.

Discussion took place and Council requested that staff provide Ms. Trant with information on upcoming cycling improvements and provide Council with an update on the City's cycling network and in particular a bike lane along No. 1 Road.

- R19/8-8 19. It was moved and seconded
That Committee rise and report (8:32 p.m.).

CARRIED



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BYLAWS FOR ADOPTION

R19/8-9

It was moved and seconded

That the following bylaws be adopted:

Development Cost Charges Imposition Bylaw No. 9499, Amendment Bylaw No. 10003

Building Regulation Bylaw No. 7230, Amendment Bylaw No. 10013

Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10015

Annual Property Tax Rates (2019) Bylaw No. 10016

CARRIED

In accordance with Section 100 of the *Community Charter*, Councillor Linda McPhail declared to be in a conflict of interest as her husband has interest in the property, and left the meeting – 8:36 p.m.

R19/8-10

It was moved and seconded

That Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9977 (6260 Graybar Road, ZT 18-841250) be adopted.

CARRIED

ADJOURNMENT

R19/8-11

It was moved and seconded

That the meeting adjourn (8:37 p.m.).

CARRIED



City of
Richmond

Minutes

Regular Council Monday, May 13, 2019

Certified a true and correct copy of the Minutes of the Regular meeting of the Council of the City of Richmond held on Monday, May 13, 2019.

Acting Mayor (Alexa Loo)

Corporate Officer (David Weber)



Community Safety Committee

Date: Tuesday, May 14, 2019

Place: Anderson Room
Richmond City Hall

Present: Councillor Bill McNulty, Chair
Councillor Alexa Loo
Councillor Carol Day
Councillor Kelly Greene
Councillor Harold Steves

Also Present: Councillor Chak Au
Councillor Michael Wolfe

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

MINUTES

It was moved and seconded

That the minutes of the meeting of the Community Safety Committee held on April 9, 2019, be adopted.

CARRIED

DELEGATIONS

1. With the aid of a PowerPoint presentation (copy on-file, City Clerk's Office), Aaron Harnden, representing Royal Canadian Marine Search and Rescue (RCMSR), reviewed 2018 activities, highlighting community engagement events and boating safety awareness.

Discussion ensued with regard to (i) training activities, (ii) RCMSR response times, (iii) volunteer recruitment and activities, (iv) funding support from the Vancouver Airport Authority, and (v) addition of a new vessel and equipment.

Community Safety Committee

Tuesday, May 14, 2019

As a result of the discussion regarding funding for new equipment and responding to incidents near the Vancouver Airport, staff were directed to send a letter of support for RCMSR's funding request from the City to the Vancouver Airport Authority. It was noted that RCMSR will provide information to staff related to the funding request.

Committee commended the RCMSR on their maritime responses and community works.

COMMUNITY SAFETY DIVISION

2. COMMUNITY BYLAWS MONTHLY ACTIVITY REPORT – MARCH 2019

(File Ref. No. 12-8060-01) (REDMS No. 6165081)

Staff reviewed the March 2019 Activity Report noting that (i) Bylaw staff are equipped and trained to respond to dog complaints and shifts typically start at 7:00 a.m., (ii) patrols of various parks are conducted and canvassers will be distributing pamphlets with information highlighting the City's dog regulations to dog owners in the summertime, (iii) Bylaw staff conduct patrols of high traffic public parking areas for parking violations, (iv) the City can take escalating action on short-term rental offenders that include fines and further legal action, and (v) a staff report on short-term lodging and boarding accommodation is forthcoming.

Discussion ensued with regard to (i) increasing patrols of dog off-leash areas, (ii) escalating enforcement of illegal short-term rentals and repeat offenders, (iii) increasing Bylaw staff to respond to short-term rental offenses, (iv) enforcement of illegal ride-sharing services, and (v) parking enforcement in high-traffic areas.

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

It was moved and seconded

That the City conduct more assertive enforcement of short-term rentals, including issuance of multiple tickets, and proactive enforcement.

The question on the motion was not called as discussion ensued with regard to (i) reviewing Bylaw staffing levels, (ii) reviewing a registration process for short-term lodging and boarding accommodation, and (iii) utilizing software technology to track illegal short-term rental listings.

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

Discussion ensued with regard to investigating short-term rental listings, and as a result of the discussion, the following **referral motion** was introduced:

Community Safety Committee
Tuesday, May 14, 2019

It was moved and seconded

That staff explore hiring additional Bylaw staff to:

- (1) actively investigate every short-term rental and bed and breakfast listing in Richmond;*
 - (2) increase parking enforcement; and*
 - (3) increase dog enforcement;*
- and report back.*

The question on the motion was not called as discussion ensued with regard to (i) the allocation of Bylaw staff to the enforcement of parking violations and short-term rentals, (ii) training of Bylaw staff, and (ii) reviewing short-term rental enforcement in other jurisdictions.

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

It was moved and seconded

That the staff report titled “Community Bylaws Monthly Activity Report – March 2019”, dated April 18, 2019, from the General Manager, Community Safety, be received for information.

CARRIED

3. BUSINESS LICENCES QUARTERLY REPORT – FIRST QUARTER 2019

(File Ref. No. 12-8275-01) (REDMS No. 6167688)

Discussion ensued with regard to enforcement of illegal ridesharing services and promoting public awareness of avoiding illegal ridesharing services, including signage in Vancouver Airport.

It was moved and seconded

That the staff report titled “Business Licences Quarterly Report – First Quarter 2019”, dated April 12, 2019, from the General Manager Community Safety be received for information.

CARRIED

Carli Williams, Manager, Community Bylaws and Licencing, noted Richmond recently partnered with the City of Delta and Surrey to conduct a one-day business license enforcement of tradespersons and mobile contractors. She added that 10 Richmond inspectors were dispatched and that approximately 120 licenses were checked. Ms. Williams further noted that a memorandum on the matter will be provided to Council.

Community Safety Committee
Tuesday, May 14, 2019

4. **EMERGENCY PROGRAMS QUARTERLY ACTIVITY REPORT – FIRST QUARTER 2019**

(File Ref. No. 09-5126-01) (REDMS No. 6165079 v. 3)

Discussion ensued with regard to public participation in the workshops related to the Richmond Resilient Communities Program (RRCPP) and options to combine workshops together. Christopher Pattullo, Acting Manager, Emergency Programs, noted various community groups were involved in the workshops.

Cllr. Wolfe left the meeting (4:57 p.m.) and returned (5:00 p.m.).

Discussion then ensued with regard to (i) the potential risks associated with the proposed Liquid Natural Gas plant along the Fraser River, (ii) working with Kwantlen Polytechnic University to analyze public awareness of disaster readiness, and (iii) working with Richmond School District No. 38 on earthquake preparedness and education.

In reply to queries from Committee, Cecilia Achiam, General Manager, Community Safety, noted that staff can look into the earthquake emergency procedures for the Canada Line and the caller identification used in the BC Emergency Alerting System test.

It was moved and seconded

That the staff report titled “Emergency Programs Quarterly Activity Report – First Quarter 2019”, dated April 16, 2019, from the General Manager, Community Safety, be received for information.

CARRIED

5. **POTENTIAL FOR RICHMOND FIRE-RESCUE PERSONNEL TO PERFORM BASIC PARAMEDIC DUTIES**

(File Ref. No.) (REDMS No. 6156213 v. 3)

Discussion ensued with regard to (i) the cost to train Richmond Fire-Rescue staff (RFR) for Emergency Medical Responder (basic paramedic duties) certification, (ii) ensuring timely response for emergency pre-hospital medical care in the city, (iii) the emergency medical service levels provided in other fire departments in the province, and (iv) options to implement training for RFR staff to perform basic paramedic duties.

In reply to queries from Committee, Tim Wilkinson, Fire Chief, Richmond Fire-Rescue, noted that RFR staff can be trained with enhanced medical responder training but will require authorization from the BC Emergency Health Services (BCEHS) to practice the enhanced skills.

Discussion ensued with regard to the Province’s ongoing review of fire departments providing higher levels of medical care, and as a result of the discussion, the following **motion** was introduced:

Community Safety Committee
Tuesday, May 14, 2019

It was moved and seconded

That a letter be written to the Province, requesting an update be provided on the Auditor General's audit regarding "Access to Emergency Health Services Within the Province of British Columbia."

CARRIED

It was moved and seconded

That the staff report titled "Potential for Richmond Fire-Rescue Personnel to Perform Basic Paramedic Duties" dated April 23, 2019 be received for information.

CARRIED

6. RICHMOND FIRE-RESCUE MONTHLY ACTIVITY REPORT – MARCH 2019

(File Ref. No. 09-5000-01) (REDMS No. 6155502)

Fire Chief Wilkinson reviewed the March 2019 activities, noting that the number of fire incidents typically vary each month. He added that RFR have acquired carbon monoxide monitors for RFR staff and that staff will be trained on their use.

It was moved and seconded

That the staff report titled "Richmond Fire-Rescue Monthly Activity Report – March 2019", dated April 8, 2019, from the Fire Chief, Richmond Fire-Rescue, be received for information.

CARRIED

7. FIRE CHIEF BRIEFING

(Verbal Report)

(i) Public Works Open House (May 11)

Fire Chief Wilkinson noted that RFR participated in the Public Works Open House on May 11, 2019 and that the event was well attended.

(ii) Doors Open Richmond (June 1 and 2)

Fire Chief Wilkinson noted that Brighthouse Fire Hall No. 1 will be open for Doors Open Richmond on June 1 and 2, 2019, and will have live demonstrations and activities for families.

Cllr. Steves left the meeting (5:19 p.m.) and returned (5:21 p.m.).

Community Safety Committee
Tuesday, May 14, 2019

8. **RCMP MONTHLY ACTIVITY REPORT – MARCH 2019**

(File Ref. No. 09-5000-01) (REDMS No. 6149871 v. 2)

Will Ng, Superintendent, Officer in Charge, reviewed Richmond RCMP activities, noting that (i) break and enter crimes have decreased, (ii) the methodology to collect data on sexual assaults and offenses have changed and may lead to higher statistics, (iii) mental health related calls have increased, however multiple calls maybe attributed to a few individuals, (iv) the Richmond RCMP have engaged in roadblocks and visible traffic enforcement.

Discussion ensued with regard to (i) targeting break and enter hotspots and engaging in public awareness on property crime, (ii) placing community police stations in higher crime areas and involving the development community to develop the stations, and (iii) improving response rates in the Hamilton area.

In reply to queries from Committee, Supt. Ng noted that Richmond RCMP staff can explore eligibility for a Provincial Situation Table grant and study the relationship between social media dating platforms and sexual offenses.

Discussion ensued with regard to the installation of intersection cameras, and Ms. Achiam noted that the Province is in the process to approve their use and that staff can provide a memorandum on the matter. It was suggested that intersection cameras be added as an item in the next open and closed Community Safety Committee meeting.

It was moved and seconded

That the report titled “RCMP Monthly Activity Report – March 2019”, dated April 10, 2019, from the Officer in Charge, Richmond RCMP Detachment, be received for information.

CARRIED

9. **2019 – 2020 RICHMOND RCMP DETACHMENT ANNUAL PERFORMANCE PLAN – COMMUNITY PRIORITIES**

(File Ref. No. 09-5000-01) (REDMS No. 6154208 v. 3)

Supt. Ng reviewed the Community Priorities of addressing property crime, organized crime, vulnerable persons and road safety, noting that the Richmond RCMP (i) will be targeting to reduce property crime by 5%, (ii) will be targeting various areas of organized crime including drug trafficking and money laundering and will be reviewing methods to disrupt organized crime activities such as through seizure of assets of organized crime, (iii) will be working with Vancouver Coastal Health to implement a Mental Health Action Team with a Youth officer called Foxtrot 80 to respond to mental health related calls, and (iv) will increase traffic enforcement and road safety public awareness.

Community Safety Committee
Tuesday, May 14, 2019

In reply to queries on police presence in the River Rock Casino, Ms. Achiam noted that through an agreement, the River Rock Casino provides funding for four general duty police officers.

Discussion ensued with regard to (i) curtailing money laundering activities, (ii) targeting distracted drivers, and (iii) responding to mental health incidents at the Vancouver Airport.

It was moved and seconded

That the priorities listed in the staff report titled "2019-2020 Richmond RCMP Detachment Annual Performance Plan – Community Priorities", dated April 11, 2019, from the Officer in Charge, Richmond RCMP, be endorsed for inclusion in the Richmond Detachment Fiscal Year 2019-2020 (April 1, 2019 to March 31, 2020) RCMP Annual Performance Plan.

CARRIED

10. RCMP/OIC BRIEFING

(Verbal Report)

(i) Forward deploying members out of Hamilton Fire Station

Supt. Ng noted that the Richmond RCMP will working with RFR to deploy officers from Fire Hall No. 5 in the Hamilton area. He added that the deployment would aid in response times in the area.

(ii) Hamilton proactive patrols at homeless camps

Supt. Ng noted that the Richmond RCMP will be maintaining a high visibility in the homeless camp in the Hamilton area and officers will be periodically checking the wellbeing of the campers.

(iii) High visibility patrols at places of worship

Supt. Ng noted that in response to recent incidents at places of worship, the Richmond RCMP will be conducting special patrols and will maintain a high visibility at local places of worship.

11. MANAGER'S REPORT

None.

ADJOURNMENT

It was moved and seconded

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

CARRIED

Community Safety Committee
Tuesday, May 14, 2019

Certified a true and correct copy of the Minutes of the meeting of the Community Safety Committee of the Council of the City of Richmond held on Tuesday, May 14, 2019.

Councillor Bill McNulty
Chair

Evangel Biason
Legislative Services Coordinator



City of Richmond

Report to Committee

To: Community Safety Committee

Date: April 23, 2019

From: Tim Wilkinson
Fire Chief



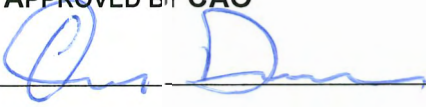
File: 99-Fire Rescue/2019-
Vol 01

Re: **Potential for Richmond Fire-Rescue Personnel to Perform Basic Paramedic Duties**

Staff Recommendation

That the staff report titled "Potential for Richmond Fire-Rescue Personnel to Perform Basic Paramedic Duties" dated April 23, 2019 be received for information.

Tim Wilkinson
Fire Chief
(604-303-2701)

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

Staff Report

Origin

The purpose of this memo is to provide pertinent information to Mayor and Council regarding the resolution of Council, adopted on February 25, 2019 stating:

“That a letter be written to the Minister of Health enquiring about the potential to grant Fire-Rescue personnel the ability to perform basic paramedic duties to support BC Ambulance Service, and to seek funding from the provincial government to train Richmond Fire-Rescue personnel and for the City’s additional operating costs, with copies to the Premier of BC and the Federal Minister of Health.”

A letter was sent as described in the February 25, 2019, resolution of Council on March 18, 2019, from Mayor and Council.

This report speaks to the current state within the Province of BC for fire departments to provide paramedic duties and, further, the ability of Richmond Fire-Rescue to perform basic paramedic duties.

Analysis

The legislation that governs pre-hospital care in British Columbia is as follows:

- Emergency Health Service Act (RSBC 1996) Chapter 182;
- Emergency Medical Assistants Regulation.

The legislation establishes BC Emergency Health Services (BCEHS) as having jurisdiction over ambulance and emergency health services as such RFR staff are designated as Emergency Medical Assistants (EMA) “First Responder”.

The legislation allows BCEHS to collaborate with municipalities in the planning and coordination of the provision of integrated ambulance services, emergency health services, and urgent health services along with the training of emergency medical assistants.

Richmond Fire-Rescue (RFR) can bridge the current First Responder certification to Emergency Medical Responder (basic paramedic duties) for approximately \$850.00 per student through the Canadian Red Cross. This bridging course is five days in duration. RFR employs two hundred and one front line firefighters who would all need to have their training upgraded. The estimated cost of enhanced training is approximately \$170,000 in tuition and a further \$426,000 in staff time to complete the training. Currently there is no structure to fund municipalities.

While staff can be trained to higher levels of medical training without a written agreement with the BCEHS, the fire department would not be allowed to practice the enhanced skills, nor would RFR be dispatched to additional medical events over the current First Responder event types.

Only one fire department (Kitimat Fire Department) within British Columbia operates an ambulance service and three fire departments (Prince George, Delta and West Vancouver) whose staff is trained to Emergency Medical Responder levels.

In February 2019, the provincial Auditor General, Ms. Carol Bellinger, completed an audit regarding “Access to Emergency Health Services within the Province of British Columbia” (Executive Summary Attachment 2). Through this audit, four recommendations were made to improve access to Emergency Health Services:¹

1. BC Emergency Health Services (BCEHS) review its performance management framework to identify additional indicators for timeliness and clinical quality.
2. BCEHS determine an appropriate level of pre-hospital advanced care coverage that considers patient need, and implementation strategies to achieve that level.
3. BCEHS improve transparency and accountability by publicly reporting on its targets and performance.
4. The Ministry of Health work with local governments and BCEHS to ensure that BCEHS can implement a co-ordinated approach to pre-hospital care that results in:
 - Medical oversight, to the extent appropriate, across agencies to ensure that patient care meets acceptable medical standards.
 - Data sharing between agencies to better understand whether patients are getting the right medical interventions at the right time.
 - Signed agreements outlining the roles and responsibilities of fire department, including the level of care provided.
 - Confirmation that first responders are being notified of events where they can best contribute to patient care.

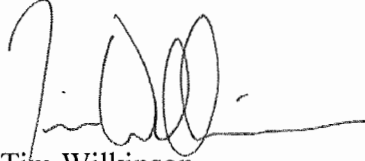
Financial Impact

None.

¹ www.bcauditor.com/sites/default/files/publications/reports/OAGBC_EHS_RPT.pdf

Conclusion

It is staff's opinion that the Auditor General's audit and recommendations may enhance the environment in regards to fire departments providing higher levels of medical care and that a letter could be sent to BC Emergency Health Services requesting Richmond Fire-Rescue be able to upgrade their medical skills and further that the Province fund the training and operating budget impacts.

A handwritten signature in black ink, appearing to read 'Tim Wilkinson', with a long horizontal line extending to the right.

Tim Wilkinson
Fire Chief
(604-303-2701)

TW:js



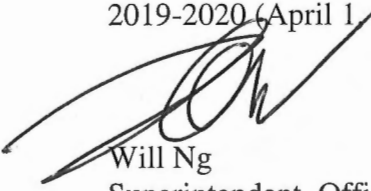
City of Richmond

Report to Committee

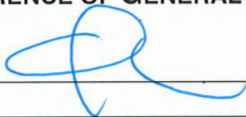

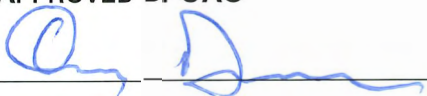
To: Community Safety Committee
From: Will Ng, Superintendent
Officer in Charge, Richmond RCMP Detachment
Date: April 11, 2019
File: 09-5000-01/2019-Vol
01
Re: **2019-2020 Richmond RCMP Detachment Annual Performance Plan –
Community Priorities**

Staff Recommendation

That the priorities listed in the staff report titled “2019-2020 Richmond RCMP Detachment Annual Performance Plan – Community Priorities”, dated April 11, 2019, from the Officer in Charge, Richmond RCMP, be endorsed for inclusion in the Richmond Detachment Fiscal Year 2019-2020 (April 1, 2019 to March 31, 2020) RCMP Annual Performance Plan.



Will Ng
Superintendent, Officer in Charge
(604-278-1212)

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

Staff Report

Origin

The Officer in Charge (OIC) of the Richmond RCMP Detachment (Richmond Detachment) is committed to aligning the RCMP's strategic goals with the City of Richmond's vision "to be the most appealing, livable and well-managed community in Canada", and the RCMP's vision to promote safe communities¹. This report presents Richmond Detachment's Annual Performance Plan (APP) for the 2019-2020 fiscal year (April 1, 2019 to March 31, 2020).

Findings of Fact

Background

The APP delivers planning and performance management to Richmond Detachment and ensures policing initiatives are aligned with City of Richmond and RCMP strategic priorities. The APP allows the OIC to systematically plan, evaluate and manage police resources and operations. It also provides a valuable consultation and reporting mechanism for the City of Richmond, the Commanding Officer of RCMP "E" Division and Detachment staff. At its core, the APP ensures community service delivery as a priority.

Planning

Richmond Detachment annually consults with Council and City staff to identify opportunities for improved service delivery in the community. These consultations assist in providing the framework for a strategically developed plan, which allows for the coordination of policing objectives with the unique needs of the City of Richmond, as well as the RCMP's national, provincial and district initiatives. Measurements, targets and integrated risk assessments for policing initiatives are also created annually to monitor performance and manage opportunities and risks.

Quarterly Performance Review

Every 90 days, Council is updated on the status of the APP. The quarterly report highlights the progress of objectives and policing initiatives, as well as communicates whether planned targets are on-track or off-track. For those targets which are not on-track, an assessment is conducted to determine whether alternative responses are required.

Annual Performance Plan System Features

The Annual Performance Plan is designed to facilitate the best management and administrative practices for Richmond Detachment and provides the foundation for the following strategic planning activities:

- Contract and Aboriginal Policing Community Plans;
- Integrated Risk Management;

¹ [RCMP Mission, Vision and Values](#)

- Unit Level Quality Assurance;
- Performance Management; and
- Performance Improvement.

Analysis

Community Priorities

The community priorities set out in the APP assist the OIC in addressing the objectives identified through the strategic planning process and provide an opportunity to demonstrate accountability to the community. This year involved the engagement of various layers of consultation.

Members of the Richmond RCMP Senior Management Team met with members of Council and community stakeholders to identify current policing priorities. For the 2019-2020 APP, the OIC identified community consultation would be conducted through Town Halls. The Town Halls were held on February 20 and February 21, 2019.

The objectives identified in this document draw from and align with the Richmond Detachment's 2018-2020 Strategic Plan, which was the result of on-going dialogue with Richmond City Council, Detachment employees and community safety stakeholders.²

For the previous year's Annual Performance Plan (April 1, 2018 to March 31, 2019), Council endorsed the following three priorities:

1. Property Crime;
2. Organized Crime – Drug Offences; and
3. Vulnerable Persons Unit (Mental Health, High Risk Missing Persons, Domestic Violence)

After assessing current policing priorities, including emerging community safety issues, and considering the priorities identified through the consultation process, Richmond Detachment is proposing to maintain the previous year's objectives.

This focus will carry forward the Detachment's commitment to these strategic priorities and develop initiatives that promote these objectives. In addition, Richmond Detachment has added Road Safety as a community priority, which will be reported on throughout the 2019-2020 year.

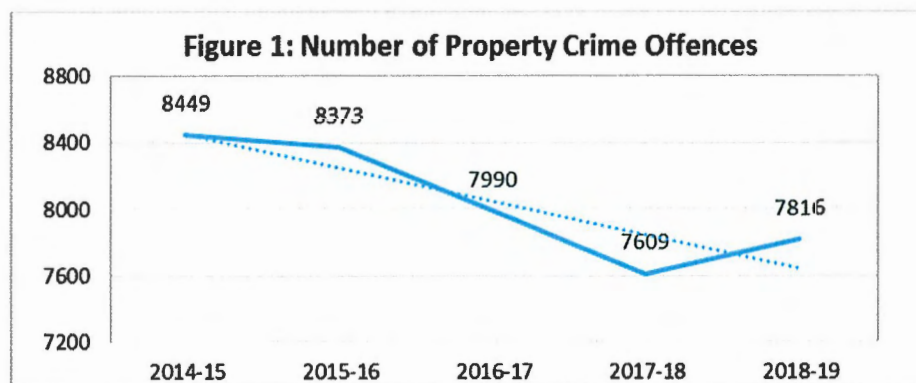
For this year's Annual Performance Plan (April 1, 2019 to March 31, 2019), the OIC is proposing the following four priorities:

1. Property Crime;
2. Organized Crime – Drug Offences;
3. Vulnerable Persons Unit (Mental Health, High Risk Missing Persons, Domestic Violence); and
4. Road Safety.

² Endorsed, Community Safety Committee, December 13, 2018.

1.) Property Crime

Property crime offences have been trending downwards since 2014 (Figure 1). In order to maintain these reductions and effectively target this priority, several elements will be employed. These measures include a crime reduction strategy built on intelligence led criminal analysis, the management of prolific offenders and proactive policing initiatives. Richmond Detachment will continue to promote collaborations with stakeholders such as Crown Counsel, local businesses and partner policing agencies, which are instrumental in identifying and targeting multi-jurisdictional offenders. There will also be a strong focus on promoting crime prevention initiatives in the community, including Block Watch.



Richmond Detachment remains committed to applying an inclusive focus on reducing overall property crime offences in the city. In the 2018-2019 year, there was a statistically high number of residential break and enters. Numerous initiatives were implemented, including targeted surveillance and enforcement, which resulted in significant arrests. In order to continue to develop these strategies, Richmond Detachment has chosen to reduce the number of residential break and enters as its target objective.

For the fiscal year 2019-2020 (April 1, 2019 to March 31, 2020), the Richmond Detachment will focus on:

- i. A five per cent reduction in the number of residential break and enters, using 2018-2019 as the baseline year.

2.) Organized Crime

A strong correlation exists between property crime and drug abuse as persons who suffer from drug addiction will often commit property crimes in order to fund their addictions. By addressing each of these community priorities, Richmond Detachment aims to have a multi-faceted approach to crime reduction. Drugs pose a serious threat to community safety and the drug crisis, which has been affecting British Columbia in recent years, puts drug users, first responders and the public at risk.

In 2018, the issue of money laundering in Lower Mainland casinos received significant media and political attention, with organized crime being at the centre of these discussions.⁴ Although the scope of money laundering investigations is somewhat outside that of local detachments, Richmond Detachment is committed to disrupting organized crime by targeting drug trafficking. Drug trafficking remains a significant source of revenue for local and transnational organized crime groups. Richmond Detachment aims to combat organized crime in the community by focusing on drug seizures, drug trafficking investigations, proactive gang patrols and education programs, such as the widely supported DARE program (Drug Abuse Resistance Education).

Richmond Detachment remains committed to the policing initiatives which are in place to target organized crime. This fiscal year Richmond Detachment will explore additional opportunities to expand on these initiatives.

For the fiscal year 2019-2020 (April 1, 2019 to March 31, 2020), Richmond Detachment will focus on:

- i. Establishing new programs to combat organized crime and money laundering.

3.) Vulnerable Persons

Richmond Detachment continues to experience significant numbers of mental health related calls for service, which have been trending upwards for the last five years. There were 1,847 mental health related calls for service in the 2018-2019 fiscal year, marking a 31 per cent increase from the previous year. Police officers continue to devote considerable time to finding both immediate and long-term solutions for those who, as a result of a mental health and/or addiction, commit crimes and/or generate calls for service.

The BC Non Profit Housing Association indicated in a report titled *2017 Homeless Count in Metro Vancouver* that the population of individuals experiencing homelessness in Richmond between 2014 (38) and 2017 (70) showed an 84 per cent increase. This report also noted that 53 per cent of overall respondents identified having a problem with addiction, while 38 per cent had a mental illness.⁵

Richmond Detachment has taken on a leadership role in enhancing the collaboration of support services by bringing stakeholders together to find viable solutions to assist vulnerable clients. There is continued participation in collaborative working groups addressing vulnerable clients such as those with mental health and/or addiction issues, dementia and other complex challenges, including homelessness. The ultimate goal of these initiatives is to provide assistance and intervention programs to clients with the long term goal of stability and safety in the community. These collaborative approaches provide a multi-faceted response to a complex social problem.

⁴ The issue received significant public attention after the release of "Dirty Money: An independent Review of Money Laundering in BC Casinos conducted for the Attorney General of British Columbia" by Peter German

⁵ B.C. Non-Profit Housing Association and M. Thomson Consulting. (2017). *2017 Homeless Count in Metro Vancouver*. Prepared for the Metro Vancouver Homelessness Partnering Strategy Community Entity. Burnaby, BC: Metro Vancouver.

<http://www.metrovancouver.org/services/regional-planning/homelessness/resources/Pages/default.aspx>

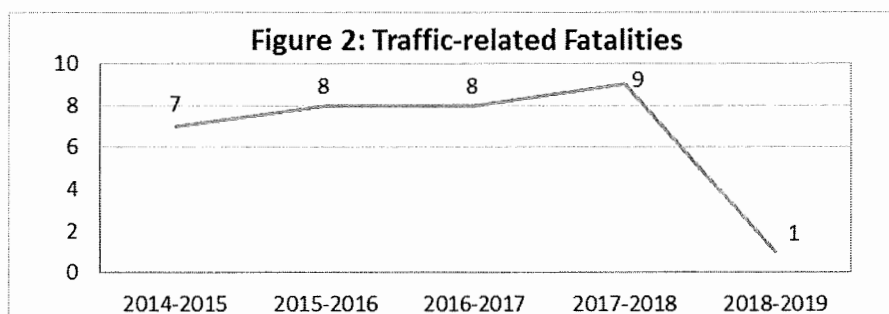
In 2019, the opportunities for this approach will grow significantly as Richmond Detachment is working collaboratively with Vancouver Coastal Health to implement a Mental Health Action Team, which will be named Foxtrot 80. This initiative will facilitate a joint response to police calls in Richmond involving a mental health component and will be comprised of a mental health nurse and an RCMP officer. Richmond Detachment has identified this enhanced service delivery model as a key priority to address vulnerable persons in the community and is committed to deploying this program operationally within this fiscal year.

For the fiscal year 2019-2020 (April 1, 2019 to March 31, 2020), the Richmond Detachment will focus on:

- i. Full implementation of a frontline Mental Health car.

4.) Road Safety

The 2018-2019 fiscal year marked a safer year on Richmond roads than the previous year. There were notable reductions in traffic-related fatalities (89 per cent see Figure 2), pedestrian injuries (29 per cent) and total traffic collisions (eight per cent).⁶



Richmond Detachment is committed to maintaining this trend through the development of a comprehensive road safety strategy built on intelligence-led analysis, engagement of community policing volunteers, public education campaigns and proactive enforcement. Richmond Detachment will continue to promote collaborations with stakeholders including ICBC. There will also be a strong focus on community policing initiatives, such as Speed Watch, by increasing public awareness and including the use of social media.

A number of measures have been implemented over the last year to promote safe roads and improve service delivery. These initiatives include the creation of a dedicated traffic enforcement team within the Road Safety Unit (RSU), which has contributed to a significant increase in the number of enforcement actions. RSU's mandate is to provide strategic, intelligence-led enforcement of traffic related statutes, focussing on harm reduction to reduce fatal and serious injury collisions. Data analysis has indicated that speed is a significant causal factor in motor vehicle accidents in Richmond and increases injury and fatality rates. RSU will maintain a strong focus on speed enforcement.

⁶ Projections used for current fiscal year.

injury collisions. Data analysis has indicated that speed is a significant causal factor in motor vehicle accidents in Richmond and increases injury and fatality rates. RSU will maintain a strong focus on speed enforcement.

Richmond Detachment aims to target road safety enforcement for the fiscal year 2019-2020 (April 1, 2019 to March 31, 2020) and will focus on:

- i. A two per cent increase in road safety enforcement.⁷

Financial Impact

None.

Conclusion

Richmond Detachment has identified the following Community Priorities for the 2019-2020 APP (April 1, 2019 to March 31, 2020):

1. Property Crime;
2. Organized Crime;
3. Vulnerable Persons; and
4. Road Safety.

The targeted activities as described in this Plan will include offender management, proactive policing initiatives, enhanced officer visibility and crime reduction initiatives through community education, engagement and partnerships as well as intervention, prevention and intelligence-led policing.



Edward Warzel
Manager, RCMP Administration
(604-207-4767)

EW: mf

⁷ Road safety enforcement includes Violation Tickets, Notice and Orders and Written Warnings. Comparison using the average of the last three fiscal years.



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** April 18, 2019
From: Peter Russell **File:** 10-6125-01/2019-Vol
Senior Manager, Sustainability and District 01
Energy
Re: **2018 Climate Action Revenue Incentive Program and Corporate Carbon
Neutral Progress Report**

Staff Recommendation

That, in accordance with Provincial requirements, the Climate Action Revenue Incentive Program Report and Carbon Neutral Progress Report be posted on the City's website for public information.

Peter Russell
Senior Manager, Sustainability and District Energy
(604-276-4130)

Att. 3

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

Staff Report

Origin

The City of Richmond is committed to maintaining carbon neutral corporate operations, first achieved in 2013. The purpose of this report is to update Council on the 2018 corporate greenhouse gas (GHG) emissions and on the City's carbon neutrality strategy and activities.

Background

In September 2008, Council signed the BC Climate Action Charter, voluntarily committing the City to annual corporate GHG emissions reporting and to achieving carbon neutral operations. In 2013, Richmond City Council adopted the *"Towards Carbon Neutrality: Implementation Strategy,"* which put in place an effective framework, defined by four key steps, for meeting carbon neutrality commitments: measure, reduce, compensate (or offset) and report.

Key mechanisms identified in the 2013 strategy to address the need for compensation included assessing and quantifying beyond "business as usual" corporate activities that reduce GHG emissions and the implementation of the Richmond Carbon Market (RCM) program to purchase offsets from Richmond-based projects.

The City is reducing GHG emissions through the implementation of the 2013 Green Fleet Action Plan, Energy Management Program (for buildings and infrastructure), and other initiatives. To meet the City's community commitment of 33% reduction from 2007 levels by 2020, Council has endorsed a 20% GHG emissions reduction target for Fleet by 2020 from 2011 levels and a 65% reduction for corporate buildings by 2020 from 2007 levels.

Analysis

The City has achieved carbon neutral operations for the past five reporting years (2013-2017). Based on this year's review and findings, the City will be eligible to achieve carbon neutral corporate operations for the 2018 calendar year. Due to the City's completion of several emissions reduction projects since 2013, the City is carrying forward a surplus of verified emission credits. As per Provincial reporting protocol, this surplus has been allocated to future reporting years. Based on the continued work to reduce fleet and corporate building related emissions, the continued diversion of community organics from the waste stream, and the ongoing accumulation and preservation of select verified emission credits, staff are projecting that carbon neutral operations will be maintained indefinitely.

2018 Corporate Carbon Emissions and Offsets

For 2018, staff anticipate that the City will again be eligible for a "Level 3 Achievement of Carbon Neutrality" through the Climate Action Recognition Program. A formal announcement is expected from the Province at the Union of British Columbia Municipalities' annual conference later this year. It is estimated that the City will carry forward approximately 7,566 tonnes of GHG (tCO₂e) emission offsets for use in future reporting years.

The reported corporate emissions adhere to the BC Ministry of Environment's reporting methodology, and include GHG reductions resulting from the City's purchase of renewable natural gas. The 2018 total includes GHG emissions associated with traditional municipal

services, including those that are contracted out (e.g. community recycling collection). Corporate emissions in 2018 were approximately 17% lower than in 2007. This reduction was achieved despite an increase in population of approximately 20% and corresponding increases in corporate services that are associated with this growth.

Through the replacement of aging facilities with less GHG emission intensive infrastructure and the continued operational improvements at key facilities, it is anticipated that emissions at corporate buildings will continue to be reduced as planned projects are implemented over the coming few years.

Table 1: 2018 Corporate Emission Sources

	Tonnes CO₂e	Quantification Method
Emissions from services delivered directly by the City	6,713	Derived from metered energy consumption and associated GHG emissions from stationary sources (buildings, lighting, and pumps – except police services energy use) and corporate mobile sources (fleet – except construction related fuel use) used directly by the City
Emissions from contracted services delivering services on the City's behalf	1938	The BC government standard methodology and guidance for estimated contracted emissions. Fuel usage values and Option 3 (Vehicle/Equipment Type and Hours of Usage) were used to determine the contracted emissions value.
TOTAL	8651	

2018 Corporate and Community Carbon Credits (Offset Projects)

In accordance with BC Government Carbon Neutral protocols, the City completed the necessary reporting, quantification and verification of one corporate project outside of the City's traditional services boundary.

- **Diverted Organics Credits:** Emission credits from diverted household organic waste contributed significantly to offsetting the City's corporate emissions footprint in 2018. The estimated total diverted organics for 2018 corresponds to 6,267 tonnes of avoided GHG emissions, which represents 72% of the City's 2018 total corporate emissions.
- **Sun Hor Lum Conservation Area Credits:** The City will also be achieving emissions credits for the 2011 purchase and preservation of the Sun Hor Lum Conservation Area in Northeast Richmond. Preserving this natural habitat and ensuring that the land was not developed for agricultural purposes preserves the carbon stored in the peat soil. By completing required analysis and quantification of the carbon storage and sequestration benefits that the Sun Hor Lum Conservation Area provides the City and region, the City of Richmond will be claiming 3,244 tonnes of avoided GHG emissions for the period of time the City has owned the site, between 2012 and 2018. The carbon storage and sequestration benefits that were quantified as part of the City's due diligence and conservation management planning are in addition to the ecological benefits that the City and region enjoy from the preservation of this ecosystem. It is believed that this work will

help to inform other jurisdictions in the region on the importance of conserving and enhancing this type of ecosystem. After 2018 the City will be able to claim emissions credit for the carbon sequestration that the Sun Hor Lum Conservation provides, if the area is preserved and maintained in its natural state.

Richmond Carbon Market

Council endorsed the Richmond Carbon Market (RCM) program in 2017. The program is designed to reduce GHG emissions and build community resilience by re-investing Climate Action Revenue Incentive Program funds in Richmond-based emissions reduction projects.

After quantifying the first project with Pacific Gateway Hotel in 2017, the City of Richmond solicited project plan submissions for a second time from local businesses. Three proponents submitted project plans for Council consideration in early 2018; Pacific Gateway Hotel for its building energy efficiency project completed in 2015, Lafarge Canada for its asphalt recycling operations at Mitchell Island, Richmond in 2016, and Panevo Services for upcoming energy efficiency and equipment upgrade projects in Richmond. Council approved the execution of purchase and transfer agreements with each of the proponents, and transfer and purchase agreements were completed with Pacific Gateway Hotel and Lafarge Canada. These credits were used by the City to offset corporate emissions for the 2017 reporting year. Panevo Services remains a potential participant in the RCM program, but has yet to complete the necessary project identification and development work to execute a transfer and purchase agreement due to implementation delays.

The City remains committed to identifying potential community partners with quantifiable GHG emissions reduction projects through the RCM program as it has been an effective tool.

Table 2: Anticipated Emission Credits (Offsets)

Offsets	Tonnes CO₂e	Quantification Method
Household Organic Waste Composting – Municipally Collected	6,267*	BC Government Option 1 GHG Reduction Projects reporting method.
Sun Hor Lum Conservation Area preservation (2012-2018)	3,244	BC Government Option 2 GHG Reduction Projects reporting methods
Surplus GHG emission credits from 2017 Reporting Year	6,705	As per BC Government reporting protocol.
Total projected credits	16,216*	
Estimated surplus carry forward for 2019	7,566	

* Current estimates, project data to be confirmed by Metro Vancouver

Public Reporting

Staff will carry out public reporting on the City's website (Climate Action Charter related reports Attachments 1-3) and highlight the report through social media and public engagement activities throughout the year. Staff will continue to use the City's Richmond Carbon Market as a means to engage Richmond business to develop potential credits, and promote its general objectives to the business community to encourage greater awareness and focus on overall community GHG emissions reductions.

Financial Impact

None.

Conclusion

The City of Richmond is a leader amongst BC municipalities through its innovative corporate projects and programs to reduce community and corporate GHG emissions. Through the continued and strategic implementation of the *Towards Carbon Neutrality – Implementation Strategy*, the City has focused on completing projects that maximize the reduction of natural gas and fuel use by City operations. The City is well positioned to maximize corporate and community benefits of transitioning towards a low carbon community and maintain carbon neutral corporate operations in the long term.



Peter Russell
Senior Manager, Sustainability & District Energy
(604-276-4130)

MD:md

- Att. 1: Carbon Emissions Provincial Reporting Worksheet - 2018
- Att. 2: Climate Action Revenue Incentive Public Report - 2018
- Att. 3: Contracted Emissions Estimates (Hired Equipment and Cascade) - 2018

Local Government Name:	The City of Richmond
Year:	2018
Contact Information:	
Name:	Andrew Nazareth
Position:	General Manager of Finance and Corporate Services
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Stationary Emission Sources:			
Building and Infrastructure Fuel	Unit of Measure	Quantity	Emissions (tCO₂e)
Electricity	KWH	39,161,338.53	417.85
Natural Gas	GJ	77,761.15	3,877.95

Mobile Emission Sources: Estimated				
Vehicle Class	Vehicle Fuel	Unit of Measure	Quantity	Emissions (tCO₂e)
Light Duty Vehicle	Gasoline	L	34,138	76.13
Light Duty Vehicle	Diesel	L	441	1.16
Light Duty Truck	Gasoline	L	216,229	489.33
Light Duty Truck	Diesel	L	7,743	20.31
Heavy Duty Truck	Gasoline	L	246,695	529.41
Heavy Duty Truck	Diesel	L	353,092	919.10
Off Road Vehicle	Gasoline	L	18,232	39.51
Off Road Vehicle	Diesel	L	107,642	310.44
Off Road Vehicle	Propane	L	20,523	31.58
Marine	Gasoline	L	32	0.07
Light Duty Truck - Contractor	Gasoline	L	10,724	24.27
Heavy Duty Truck - Contractor	Diesel	L	533,289	1,388.15
Heavy Duty Truck - Contractor	Natural Gas	GJ	38	1.90
Estimated Contractor	Diesel/Gas	L	-	523.20

Total Emissions (all Sources)	8,650.34
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Credits: Estimated			
Organic Waste Diversion	Baseline	Estimated tonnes	Estimated credits
Diverted Household Organic	7,783	20,466	6,267
Diverted Organic Waste (Waste Drop off Service)	4,709	4,500	0
2017 Surplus Carbon Credits			6,705
NE Bog Forest Conservation (Cumulative savings 2012-2018)			3,244
Total Estimated Credits			16,216.30

Total Estimated Balance	7,565.97
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Climate Action Revenue Incentive (CARIP) Public Report for 2018

Local Government:

City of Richmond

Report Submitted by:

Peter Russell

Senior Manager, Sustainability & District Energy

prussell2@richmond.ca

Phone: 604-276-4130



The City of Richmond has completed the 2018 Climate Action Revenue Incentive Program (CARIP) Public Report as required by the Province of BC. The CARIP report summarizes actions taken in 2018 and proposed for 2019 to reduce corporate and community-wide energy consumption and greenhouse gas emissions (GHG), as well as general sustainability related initiatives.

April 18, 2019

General Information

Name of Local Government	City of Richmond
Member of Regional District (RD)	Metro Vancouver
Regional Growth Strategy (RGS) in region	Yes
Population	219,000

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1. GENERAL REPORT INFORMATION

This 2018 Climate Action Revenue Incentive Program (CARIP) Public Report documents the actions that the City of Richmond has taken corporately and in the community to support the reduction of greenhouse gas (GHG) emissions and energy use, as well as other sustainability related initiatives. The actions are separated into seven main categories; Broad Planning, Buildings and Lighting, Energy Generation, Greenspace/Natural Resource Protection, Solid Waste, Transportation, Water and Wastewater, and Climate Adaptation. There is also an Innovative Actions category, which the City has inputted items. The categories are further divided into community and corporate related actions, with general climate action questions at the beginning of each category.

This report encompasses a majority of the action items that the City is involved in support of GHG emissions and energy use reduction, but does not cover all sustainability related initiatives that the City conducts or supports. The report represents a “snapshot” of City activities in the past year, and proposed actions for 2019.

2. BROAD PLANNING ACTIONS

Broad Planning refers to high level planning that sets the stage for GHG emissions reductions, including plans such as Official Community Plans, Integrated Community Sustainability Plans, Climate Action Plans or Community Energy Emissions Plans. Land use planning that focuses on Smart Growth principles (compact, complete, connected, and centred) plays an especially important role in energy and GHG reduction. Summarized below are the City of Richmond’s responses to the Provincial inquiries regarding broad planning issues, and summary of initiatives conducted in 2018 and planned in 2019.

General Questions - Broad Planning	
What is (are) your current GHG reduction target(s)?	GHG reduction targets of 33% by 2020, and 80% by 2050, below 2007 levels. Reduce energy use by 10%.
Are you familiar with your local government's community energy and emissions inventory (e.g. CEEI or another inventory)?	Yes
What plans, policies or guidelines govern the implementation of climate mitigation in your community? <ul style="list-style-type: none"> Community Energy and Emissions Plan Integrated Community Sustainability Plan Community-Wide Climate Action Plan Official Community Plan Regional Growth Strategy Other: Ecological Network Management Plan, Riparian Response Strategy, Invasive Species Action Plan 	Yes Yes Yes Yes Yes Yes
Does your local government have a corporate GHG reduction plan?	Yes

Community-Wide Broad Planning Actions Taken in 2018	
	Council approved amendments to both the OCP and Zoning Bylaw to allow and regulate secondary suites in zones that allow two-unit dwellings (duplexes).
	OCP policies were updated to encourage zero emissions development and identify planned future Step Code considerations.
	The OCP and Area Plans were revised to reference the BC Energy Step Code as requirements in the Building Regulation Bylaw to help reduce community GHG emissions.
	The Zoning Bylaw was amended to include floor area exemptions for green building systems installed within the principal building, to encourage more renewable energy system development.
	Council adopted bylaw amendments to limit the maximum size of a dwelling on land in the ALR and limit the number of dwellings to 1 per parcel, to help preserve land for agriculture.
	Continued to implement OCP and CCAP policies as new development applications are processed which direct the majority of Richmond's urban growth to the City Centre, near major transit stations, and along arterial roads.
Community-Wide Broad Planning Actions Proposed for 2019	
	Investigate the City's single-family lot size policy to explore other multi-family ground oriented housing forms (e.g., duplex, triplex, row housing), and tools that could be used to address affordability in Richmond's single family neighbourhoods.
	Work with YVR's proposed Airport Zoning Regulations (AZR) to ensure consideration is given to maximizing energy efficiency through increased density in the City Centre area.
	Continue to implement OCP and CCAP policies as new development applications are processed which direct the majority of Richmond's urban growth to the City Centre, near major transit stations, and along arterial roads.
Corporate Broad Planning Actions Taken in 2018	
	Continued to advance District Energy Utility ready and connected development in the West Cambie, City Centre, and Oval Village neighbourhoods.
	Consulted regularly with Richmond's Small Home Builders Group and the Urban Development Institute when preparing new community building related sustainability initiatives.
Corporate Broad Planning Actions Proposed for 2019	
	Continue to regularly review and monitor the OCP and various Area Plans, and work with Sustainability staff to incorporate policies that target community GHG emissions reductions.
	Continue to consult with Richmond's Small Home Builders Group and the Urban Development Institute when preparing new community building related sustainability initiatives.

3. BUILDINGS AND LIGHTING ACTIONS

Low-carbon buildings use the minimum amount of energy needed to provide comfort and safety for their inhabitants and tap into renewable energy sources for heating, cooling and power. These buildings can save money, especially when calculated over the long term. This category also includes reductions realized from energy efficient street lights and lights in parks or other public spaces. Below are the City of Richmond's responses to the Provincial inquiries regarding building and lighting initiatives conducted in 2018 and planned for 2019.

General Questions - Building and Lighting	
The Province has committed to taking incremental steps to increase energy-efficiency requirements in the BC Building Code to make buildings net-zero energy ready by 2032. The BC Energy Step Code--a part of the BC Building Code--supports that effort	
Is your local government aware of the BC Energy Step Code ?	Yes
Is your local government implementing the BC Energy Step Code ?	Yes

Community-Wide Building and Lighting Actions Taken in 2018	
	Adopted parking standards for new residential buildings requiring 100% of new residential parking spaces to be supplied with EV charging infrastructure, a first in North America.
	Continued consultation with the City's construction sector stakeholders regarding local implementation of the BC Energy Step Code Policy for Part 3 and 9 buildings. Bylaws were adopted in September 2018 to enact the Step Code in Richmond.
	Continued with the following EnergySave Richmond suite of programs. <ul style="list-style-type: none"> Richmond Carbon Market program, which supports community based GHG emissions reduction projects through facilitation and funding; Mailing incentives to residents with property tax letters.
	Supported implementation of the Cool It! Climate education program in 20 Richmond Grades 4-7 classrooms.
Community-Wide Building and Lighting Actions Proposed for 2019	
	Update the City's implementation of the BC Energy Step Code, with the application of the step code to hotels and potentially increasing the requirements to step 3 for single family homes.
	Continue to implement EnergySave Richmond suite of programs. <ul style="list-style-type: none"> Climate Smart program for businesses. Water and energy saving programs. Richmond Carbon Market program to Richmond businesses as needed.
	Implement electric vehicle direct current fast charging stations in the City and EV residential parking standard requirements for new buildings, to further encourage the use of electrical vehicles.

Corporate Building and Lighting Actions Taken in 2018	
	Completed the upgrade of the building automation systems at Fire Hall No.4 and No.5 to reduce energy use, improve building performance monitoring, improve overall occupant comfort, and better manage equipment schedules.
	Secured funding for Phase 3 of the City of Richmond street lighting conversion project, with the replacement of approximately 1,000 less energy efficient street light fixtures with new more efficient LED technology.
	Continued to work towards achieving key targets in the City's High Performance Building Policy for new and existing facilities, with focus on energy efficiency, reduced resource use, and environmental sustainability.
Corporate Building and Lighting Actions Proposed for 2019	
	Complete major mechanical upgrades at Richmond Ice Centre and Library Cultural Centre.
	Complete lighting retrofits at Watermania Aquatic Centre and Thompson Community Centre.
	Complete recreational lighting improvements at Hugh Boyd and Steveston Park North tennis courts.
	Complete Phase 3 of the street lighting conversion project, replacing approximately 1,000 inefficient street light fixtures with more efficient LED fixtures.
	Complete the upgrade of the building automation systems at the Community Safety Building to reduce energy use, improve building performance monitoring, improve overall occupant comfort, and better manage equipment schedules.
	Continued to work towards achieving key targets in the City's High Performance Building Policy for new and existing facilities, with focus on energy efficiency, reduced resource use, and environmental sustainability.

4. ENERGY GENERATION ACTIONS

A transition to renewable or low-emission energy sources for heating, cooling and power supports large, long-term GHG emissions reductions. Renewable energy including waste heat recovery (e.g. from biogas and biomass), geo-exchange, micro hydroelectric, solar thermal and solar photovoltaic, heat pumps, tidal, wave, and wind energy can be implemented at different scales, e.g. in individual homes, or integrated across neighbourhoods through district energy or co-generation systems. Below are the City of Richmond's responses to the Provincial inquiries regarding energy generation, and summary of initiatives conducted in 2018 and planned in 2019.

General Questions - Energy Generation	
Is your local government developing, or constructing a <ul style="list-style-type: none"> • district energy system • renewable energy system • none of the above 	Yes Yes
Is your local government operating a <ul style="list-style-type: none"> • district energy system • renewable energy system • none of the above 	Yes Yes
Is your local government connected to a district energy system that is operated by another energy provider?	No
Are you familiar with the 2018 List of Funding Opportunities for Clean Energy Projects Led by First Nations and Local Governments?	Yes

Community-Wide Energy Generation Actions Taken in 2018 + Additional Actions	
	Continued to expand and connect the Alexandra District Energy Utility (ADEU) to new customers in the West Cambie neighbourhood. In 2018, 260 meters of new distribution piping were installed, and 240,000 ft ² of residential floor space were connected to the system. Total space now connected to ADEU = over 1,400,000 ft ² of residential space and over 335,000 ft ² non-residential space.
	Completed the design of the next phase of ADEU's geoexchange capacity expansion. Once in operation, this will almost double the existing renewable heating and cooling capacity to the West Cambie neighbourhood.
	Continued to develop and operate the Oval Village District Energy Utility (OVDEU) in the Oval Village area. Through-out 2018, the OVDEU had 8 connected buildings receiving energy. This totals 1,892,000 ft ² and over 1,600 apartment units.
	Worked with a private utility partner to develop plans and complete due diligence, feasibility analysis, and implementation plan for the design, finance, construction and operation of a City Centre District Energy Utility (CCDEU) which would encompass the entire city centre core.
	Created an interim servicing strategy in the City Centre area requiring developments to provide on-site low carbon energy generation plants designed for interconnection with the future City Centre District Energy Utility (CCDEU). To-date, six developments have been committed, totalling approximately 4,451,000 ft ² . These developments are currently working through various stages of the development process and are estimated to obtain occupancy between 2021-2023.
	Continued to implement DEU infrastructure and developments using dedicated DEU operating funds and capital program, financed through ratepayer funds.

Community-Wide Energy Generation Actions Proposed for 2019	
	Continue to connect buildings and expand the ADEU distribution system as development requires. Three new residential buildings (480,000 ft ²) are scheduled for connection in 2019-2020.
	The pipes and vault connections that will allow for the future installation of the new geoexchange fields at ADEU will be installed.
	Continue Oval Village District Energy Utility construction and planning in partnership with a private utility partner, with continuous operational improvement and the design for a third interim energy centre.
	Design and planning for the upcoming connection of four new developments with a total of over 1,000,000 ft ² of building gross floor area to the OVDEU system.
	Continue securing on-site low carbon energy generation plants designed for interconnection with the future CCDEU system. Development schedules indicate that seven applicable developments in the City Centre will go through rezoning in 2019. The seven developments are estimated to total approximately 1,910,000 ft ² .

Corporate Energy Generation Actions Taken in 2018	
	Secured funding to complete major equipment replacement and upgrades at Thompson Community Centre, including the revitalization of the geo-exchange field on-site.
Corporate Energy Generation Actions Proposed for 2019	
	Continue to target renewable energy integration, a key component of the City's High Performance Building Policy, during design and development of new corporate facilities.
	Complete the installation of photovoltaic system at the new Fire Hall No.1 to offset electrical demand.
	Complete the mechanical upgrades at the Cultural Centre, which includes the integration of highly efficient heat pump technology.

5. GREENSPACE/NATURAL RESOURCE PROTECTION ACTIONS

Greenspace/Natural Resource Protection refers to the creation of parks and greenways, boulevards, community forests, urban agriculture, riparian areas, gardens, recreation/school sites, and other green spaces, such as remediated brownfield/contaminated sites as well as the protection of wetlands, waterways and other naturally occurring features. Below are the City of Richmond responses to the Provincial inquiry regarding "greenspace" management in the City, and summary of community initiatives conducted in 2018 and planned in 2019.

General Questions - Greenspace	
Does your local government have urban forest policies, plans or programs?	Yes
Does your local government have policies, plans or programs to support local food production?	Yes

Community-Wide Greenspace Actions Taken in 2018	
	Planted 518 trees on City streets as a result of urban redevelopment agreements.
	Partnership with Tree Canada to secure grant funding from local businesses. Volunteer tree planting events included: TD Tree Days <ul style="list-style-type: none"> • Terra Nova Rural Park • 171 Volunteers • 790 trees and shrubs planted IKEA Tree Plant <ul style="list-style-type: none"> • Garden City Lands • 20 volunteers • 900 shrubs Siemens Tree Plant <ul style="list-style-type: none"> • Garden City Lands • 9 volunteers • 300 trees BC Hydro Community Tree Plant <ul style="list-style-type: none"> • Richmond Nature park, Rideau Neighbourhood Park, Paulik Park • 37 large trees
	Updated the City's Riparian Response Strategy, which has formalized the City's designated Riparian Management Areas in the Zoning Bylaw.
	Updated the City's Watercourse Protection and Crossing Bylaw and other related Bylaws, which have streamlined reviews of single family development applications based on a City lead stewardship approach. These updates have bolstered the mechanisms for City staff to better address non-compliance activities within riparian areas.
	Enhanced approximately 1.0 ha (10,000 m ²) of disturbed riparian habitat with native plantings through residential, commercial and industrial development approvals.
Community-Wide Greenspace Actions Proposed for 2019	
	Continue work on Phase 2 updates of the Riparian Response Strategy to better address multifamily, commercial and industrial development impacts adjacent to riparian areas.
	Complete the initial development of Wildlife Sensitive Design Guidelines aimed at achieving partnerships in the agricultural and development communities with the goal of achieving more wildlife friendly development throughout both urban and rural areas of the City.

Corporate Greenspace Actions Taken in 2018	
	Completed the GIS inventory of parks assets including trees in parks and other City-owned lands and road right-of ways.
	Planted 1,756 trees in City parks.
	Completed the Middle Arm Waterfront Park Brownfield Remediation Study to identify Areas of Concern on 28 acres of industrial properties that will be developed as the Lulu Island Waterfront Park beginning in 2024.
	Opened the 4 acre Aberdeen Neighbourhood Park, which includes a large number of trees, a pollinator meadow, native planting and a rain garden.
	Completed the upgrades to a 100 metre section of the Middle Arm Waterfront Greenway that includes native, riparian planting along the dike face and dike crest, and separated cycling and pedestrian paths.
	Completed a 250 metre section of the Gilbert Road Greenway that includes a mixed use trail and tree planting.
Corporate Greenspace Actions Proposed for 2019	
	Complete the City Tree Management Strategy that will set direction for the Canopy Growth Model, for implementation of new urban street tree standards and for a preventative maintenance program for all trees on City-owned land.
	Begin implementation of the Canopy Growth Model for tree planting in parks that were identified in the 2017 Lidar data as being low in canopy coverage.
	Complete Phase 1 of the 1.5 acre Capstan Village Park.
	Complete the construction of Phase 1 of the 6 acre Alexandra Neighbourhood Park that will include a wetland, a 2 acre meadow and 82 trees.
	Complete the improvements to 6 acres of London Steveston Park including the planting of 285 trees.
	Complete the initial development of a habitat banking strategy to address habitat offsets required as part of the City's climate adaptation/flood mitigation strategies.

6. SOLID WASTE ACTIONS

Reducing, reusing, recycling, recovering and managing the disposal of the residual solid waste minimizes environmental impacts and supports sustainable environmental management, greenhouse gas reductions, and improved air and water quality. Below are the City of Richmond responses to the Provincial inquiries regarding solid waste management in the City, and summary of initiatives conducted in 2018 and planned in 2019.

General Questions - Solid Waste	
Does your local government have construction and demolition waste reduction policies, plans or programs?	Yes
Does your local government have organics reduction/diversion policies, plans or programs?	Yes

Community-Wide Solid Waste Actions Taken in 2018 + Additional Actions	
	Served over 165,000 residents at the Richmond Recycling Depot, providing drop off recycling for materials such as small & large appliances, batteries, lights, cell phones, paint and solvents, Styrofoam, plastic bags and added flexible plastic packaging as a new item.
	Installed 22 new public space recycling containers that are of newer design and implemented standard signage guidelines.
	Completed approximately 90 community engagement activities, including Recycling Depot tours, information sessions, workshops and outreach displays at community events.
	Developed outreach materials for the Green Ambassadors to increase recognition of the program at community events.
	Promoted recycling and environmental initiatives through the Green Ambassadors program and participating in 24 special events, and volunteering 3,210 hours.
	Introduced the Recycling Challenge Game and online supply ordering tool to provide residents with access to more tools to improve recycling efforts.
	Provided over 250 recycling stations at 76 special events to improve waste diversion.
	Published user-friendly commercial and multi-family development guidelines to assist in design of garbage and recycling spaces to support increased diversion.
	Completed the "Let's Recycle Correctly" campaign to engage with residents directly to increase awareness of the importance of proper recycling.
	Introduced the House Moving and Salvage Program to promote opportunities for moving or salvage of the home rather than demolition.

Community-Wide Solid Waste Actions Proposed for 2019	
	Expand items at the Recycling Depot to include upholstered furniture, electronics, propane tanks, butane cylinders, tires, smoke and CO alarms, fire extinguishers, motor oil and antifreeze and lead acid batteries.
	Extend days of operation at the Recycling Depot from five to six days per week.
	Expand the Large Item Pick Up program from four to six items per year and add tires as an eligible item.
	Develop and implement a communication plan and campaign to achieve 80% waste diversion.
	Design and implement a one month awareness campaign in partnership with the Richmond School District for recycling and collection of flexible plastic packaging from participating schools.
	Raise awareness on the issues of marine plastics and how to reduce plastic litter in Richmond. Research and stay current on policies and actions around the world.
	Incorporate Green Ambassador program information on the City's website to increase program recognition.

Corporate Solid Waste Actions Taken in 2018 + Additional Actions	
	Supported Community Services department with their Annual Purge Event to properly recycle paper, small appliances, batteries, electronics and hazardous materials.
	Updated signage on existing recycling containers and installed recycling stations at new City facilities to represent the materials accepted in the recycling program.
	Increased awareness of recycling options and provided tips for staff through the We Recycle campaign on the intranet.
Corporate Solid Waste Actions Proposed for 2019	
	Develop a series of reduce, reuse, recycle workshops to provide staff with information on opportunities to reduce their carbon footprint.
	Continue to install recycling containers with standard signage to ensure consistency for staff at all City facilities.
	Conduct visual audits at all major City facilities and provide feedback relating to their recycling and waste management.
	Participate in review of purchasing policies in relation to enhancing circular economy concepts.

7. TRANSPORTATION ACTIONS

Transportation actions that increase transportation system efficiency emphasize the movement of people and goods, and give priority to more efficient modes, e.g. walking, cycling and public transit, can contribute to reductions in GHG emissions and more livable communities. Below are the City of Richmond responses to the Provincial inquiries regarding transportation system management in the City, and summary of initiatives conducted in 2018 and planned in 2019.

General Questions - Transportation	
Does your local government have policies, plans or programs to support: <ul style="list-style-type: none"> • Walking • Cycling • Transit Use • Electric Vehicle Use • Other (please specify) 	Yes Yes Yes Yes Yes
Does your local government have a Transportation Demand Management (TDM) strategy (e.g. to reduce single-vehicle occupancy trips, increase travel options, provide incentives to encourage individuals to modify travel behaviour)?	Yes
Does your local government integrate its transportation and land use planning?	Yes

Community-Wide Transportation Actions Taken in 2018	
	Facilitated expansion of car-sharing services in Richmond.
	Facilitated two workshops and several electric vehicle outreach displays to provide information of electric vehicles and charging infrastructure for residents.
Community-Wide Transportation Actions Proposed for 2019	
	Continue to facilitate additional car-sharing service hubs in other areas of Richmond.
	Increase workshops and outreach displays for staff and the public to provide information of electric vehicles and charging infrastructure. Develop volunteers and train the trainer sessions to be able to offer more outreach support.

Corporate Transportation Actions Taken in 2018	
	Initiated a capital project to expand public electric vehicle charging stations, including level III charging stations that are owned and operated by the City.
	Completed feasibility study at four major City sites to determine electrical capacity for all parking stall to be potentially electrified to support EV expansion.
	Increased membership of car-sharing services for corporate use by 33 users.
	Installed seven EV charging stations for Fleet and public use.
	Replaced 7 Internal combustion type vehicles with 4 fully Electric Chevy Bolt and 3 plug in Hybrid Volts as part of Fleet replacement plan.
	Purchased smaller more fuel-efficient pick up trucks for fleet replacements.
	Installed 42 dedicated shore power trickle chargers in the Works Yard to charge onboard batteries on Fleet vehicles, helping to avoid unnecessary idling or the use of diesel generators.
	Prepared Auntie Idle newsletters for Staff to promote new technologies, programs and tips on anti-idling techniques and the operation of City of Richmond's Vehicle Procedures, Policies and Expectations.

Corporate Transportation - Actions Proposed for 2019	
	Expand electric vehicles charging stations for fleet vehicles at City facilities using current infrastructure and explore future expansion requirements.
	Support technical aspects of new installations for DC Fast charge and Level 2 dual port electric vehicle charging stations.
	Explore and install an automatic stop and start idle timer on Fleet vehicles so units can be automatically triggered by low battery voltage, applying the service brake or user restart requests to reduce idling, fuel consumption and wear on engine and vehicle components.
	Upgrade and install the infrastructure to support up to 32 ports total (Level 2) on a power share basis at the City Hall annex location.
	Complete installation of approximately 10 propane conversion kits on high use City trucks and a propane fuelling station at Works yard as part of the Propane Pilot program to reduce GHG emissions and increased fuel savings.
	Continue to expand on-going training of operational staff and new hires in fuel efficient and safe driving techniques to reduce idling, fuel consumption and care of the City's Fleet.
	Install a Solar EV ARC for electric vehicle charging.
	Promote and expand membership for Car-sharing program for corporate use.
	Install solar panels on larger work vehicles to charge auxiliary batteries used for lighting.
	Continue to replace gas combustion engines with plug-in, Hybrid or 100% electric passenger vehicles as technology and charging infrastructure become available.
	Start to explore electric and hybrid trucks as replacements for the City's pickup truck Fleet.

8. WATER AND WASTEWATER ACTIONS

Managing and reducing water consumption and wastewater is an important aspect of developing a sustainable built environment that supports healthy communities, protects ecological integrity, and reduces GHG emissions. Below are the City of Richmond responses to the Provincial inquiry regarding water and wastewater management in the City, and summary of initiatives conducted in 2018 and planned in 2019.

General Questions - Water Conservation	
Does your local government have water conservation policies, plans or programs?	Yes

Community-Wide Water and Wastewater Actions Taken in 2018 + Additional Actions	
	Issued 728 toilet rebates to homeowners that replaced old toilets with a low-flush toilet to reduce residential water use. The total incentive paid to homeowners through this program in 2018 was \$72,800.
	Partnered with BC Hydro in spring and fall 2018 to provide a clothes washer rebate program to reduce home water use and electricity. To date, 914 rebates have been issued to homeowners who replace their less efficient (water and electricity) washer for a new efficient model at a total cost of \$66,300 to the City. It is estimated that this program achieved annual savings in water and energy of 3,442,000 litres per year and 88,110 kilowatt hours per year, respectively.
	Installed usage meters under the Volunteer Multi-Family Water Meter Program in 146 complexes (comprising 9,119 multi-family dwelling units) including 61 apartment complexes (6,577 units) and 85 townhouse complexes (2,542 units). It is mandatory for new multi-family residences to have a water meter. A total of 46% of multi-family units in Richmond are water metered.
	Assessed and helped to reduce water waste at single-family homes by providing notification on properties with consumption greater than 250 m3 quarterly.
	Reduced water pressure during from October to May to reduce the volume of leakage and extend the life of our water infrastructure. In 2017, the City introduced a new timer-based pressure management program during off-peak hours in the summer months, further reducing leakage volume and extending the life of water infrastructure.
	Sold 108 rain barrels through the City's Rain Barrel Program to Richmond residents, to help promote the use of rain water for gardening purposes and reduce the use of potable water in gardens.
	Hosted a series of Works on Wheels bus tours for the public to learn about water and wastewater infrastructure maintained by the City.

Community-Wide Water and Wastewater Actions Proposed for 2019	
	Continue the volunteer Multi-Family water meter program.
	Continue the toilet rebate program (\$100,000 in funding for 2018).
	Continue offering the water saving kits to homeowners with a newly installed water meter.
	Continue to participate in the clothes washer rebate joint program in May/June and October/November with BC Hydro in 2018 (pending Council approval).
	Continue the City's Rain Barrel Program and promote the use of rain water for gardening and irrigation purposes.
	Distribute, if necessary, educational brochures on water restrictions, describing the stages and what they entail.
	Maintain updated water conservation information on the City's website for public use.
	Continue to organize and host the Public Works Open House for the public to learn about all of Richmond's operations and sustainable programs.
	Continue to host Project WET, an interactive elementary school program that teaches classes about water consumption, conservation, quality and supply.
	Continue to provide community events with the portable drinking fountains to encourage tap water consumption.
	Deploy a universal Fixed Based Network for water meter reading in order for leaks to be identified earlier and to decrease manual reading of water meters.

Corporate Water and Wastewater Actions Taken in 2018 + Additional Actions	
	Participated in the Metro Vancouver Regional Engineers Advisory Committees. The meetings revolve around networking with other municipalities and discussing initiatives, progresses, updates in policies and results.
	Implemented a timer-based pressure management program to decrease system pressures during off-peak hours in the summer months to reduce water loss to system leakage.
	Initiated grease management pilot projects to combat fats, oils, and grease buildup in the sanitary system.
	Participated in Metro Vancouver's local government working group in the Regional Assessment of Residential Water Metering project to assess the costs and benefits of water metering and share Richmond's experience and expertise with regards to successes in water metering.
Corporate Water and Wastewater Actions Proposed for 2019	
	Continue to take part in the Metro Vancouver Regional Engineers Advisory Committees.
	Coordinate with the Metro Vancouver Residential Indoor and Outdoor Uses of Water Monitoring Study.

9. CLIMATE ADAPTION ACTIONS

This section of the CARIP survey is designed to collect information related to the types of climate impacts local governments are experiencing and how they are being addressed. Below are the City of Richmond responses to the Provincial inquiries regarding climate change adaption, and summary of initiatives conducted in 2018 and planned in 2019.

Please identify the THREE climate impacts that are most relevant to your Local Government.	
<ul style="list-style-type: none"> • Warmer winter temperatures reducing snowpack • Changing temperatures influencing species migration and ecosystem shifts • Sea level rise and storms causing coastal flooding and/or erosion 	
In 2018 has your local government addressed the impacts of a changing climate using any of the following?	
Risk and Vulnerability Assessments	Yes
Risk Reduction Strategies	Yes
Emergency Response Planning	Yes
Asset Management	Yes
Natural/Eco Asset Management Strategies	Yes
Infrastructure Upgrades (e.g. stormwater system upgrades)	Yes
Beach Nourishment Projects	No
Economic Diversification Initiatives	Yes
Strategic and Financial Planning	Yes
Cross-Department Working Groups	Yes
Official Community Plan Policy Changes	Yes
Changes to Zoning and other Bylaws and Regulations	Yes
Incentives for Property Owners (e.g. reducing storm water run-off)	Yes
Public Education and Awareness	Yes
Research	Yes
Mapping	Yes
Partnerships	Yes

Climate Change Adaptation Actions Taken in 2018

Please elaborate on key actions and/or partnerships your local government has engaged in to prepare for, and adapt to a changing climate. Add links to key documents and information where appropriate.

	Continued work on Dike Master Plan Phases 3, 4, and 5 which provide the long term planning strategies for dike improvements.
	Continued detailed design of the South dike raising project from Gilbert Rd to No.3 Rd.
	Initiated detailed design of the South dike raising project from No.3 Rd to Finn Slough excluding the frontage of 13911 Garden City Road.
	Initiated work on the Flood Protection Management Strategy 2019.
	Initiated the Drainage Pump Station Condition Assessment.
	Initiated evaluation of soil densification strategies for flood protection infrastructure.
	Completed Dike Master Plan Phase 2.
	Completed a drainage pump station upgrade.
	Raised 125m of dike.

Climate Change Adaptation Actions Proposed for 2019

	Complete the Steveston Island Flood Protection Investigation to evaluate flood protection alignments and options for the South Dike.
	Complete the Flood Protection Management Strategy 2019.
	Complete Dike Master Plan Phases 3, 4, and 5.
	Complete the Drainage Pump Station Condition Assessment.
	Commence construction of the South Dike raising from Gilbert Rd to No 3 Rd.
	Commence testing for soil densification technologies.
	Upgrade 5 drainage pump stations and re-construct 1 drainage pump station.
	Complete construction of the South dike raising project from Gilbert Rd to No.3 Rd.

The following are key resources that may be helpful to your local government in identifying climate impacts, as well as, strategies, actions and funding to deal with them. For those resources that you have used, please indicate whether they were useful in advancing your work in climate change adaptation?

Indicators of Climate Change for British Columbia	Haven't Used
Plan2Adapt	Haven't Used
Climate Projections for Metro Vancouver	Useful
Climate Projections for the Capital Region	Haven't Used
Climate Projections for the Cowichan Valley Regional District	Haven't Used
Province of BC's BC Adapts Video Series	Haven't Used
Preparing for Climate Change: Implementation Guide for Local Governments	Haven't Used
Public Infrastructure and Engineering Vulnerability Committee's (PIEVC)	Haven't Used
Sea Level Rise Adaptation Primer	Haven't Used
BC Regional Adaptation Collaborative Webinars	Haven't Used
Retooling for Climate Change	Haven't Used
Water Balance Model	Haven't Used
Water Conservation Calculator	Haven't Used
Funding:	
National Disaster Mitigation Program (NDMP)	Haven't Used
Community Emergency Preparedness Fund (CEPF)	Haven't Used
Municipalities for Climate Innovation Program (MCIP)	Useful
Climate Adaptation Partner Grants (FCM)	Haven't Used
Infrastructure Planning Grants (MAH)	Haven't Used
Federal Gas Tax Fund	Useful

10. INNOVATIVE ACTIONS

This section provides the opportunity to showcase an innovative *Corporate and/or Community-Wide* GHG reduction and/or climate change adaptation activity that your local government has undertaken. Below is summary of two of the innovated initiatives that the City implemented in 2018.

Community-Wide Innovation Action

- The Dike Master Plan sets a goal of increasing the height of Richmond's 49 km long dike system to 4.7m in order to adequately prepare and adapt for future conditions caused by climate change. The 4.7m dike elevation is derived from a 200-year flood elevation of 2.9m, a freeboard of 0.6m above the 200-year flood standard, a 1m allowance for sea level rise, and a 0.2m allowance for geologic subsidence through the year 2100. The Dike Master Plan further requires that the structural design of the upgraded diking system be able to accommodate a further lift to 5.5m to accommodate possible additional sea level rise in future years. The City will be considering habitat offset and enhancement opportunities through the works associated with the Dike Master Plan.

Corporate Innovation Action

- All new staff orientation sessions also include a session on Green Fleet Driving techniques and our Green Fleet Policy.
- All new drivers are assessed by our Fleet training officer and are required to study and sign off on the requirements defined in our Driver's program, which includes everything outlined in the course materials before they can operate a City owned vehicle.
- Monthly analytic reports are produced to identify idling levels of vehicles and these figures are used to educate and also to find innovative methods of reducing idling on high idling units, for instance solar panels, LED Lighting and auxiliary power.

11. PROGRAMS, PARTNERSHIPS AND FUNDING OPPORTUNITIES

Local governments often rely on programs, partnerships and funding opportunities to achieve their climate action goals. Please share the names of programs and organizations that have supported your local government's climate actions by listing each entry in the box below separated by a forward slash (e.g. program1/program2).

Mitigation

Mitigation Programs, Partnerships and Funding

- The City received \$750,000 from the Federation of Canadian Municipalities' to complete the Cultural Center equipment renewal and GHG emissions reduction project.
- The City entered into a \$100,000 funding agreement with BC Hydro to support the new Building Energy Specialist position following the implementation of the BC Energy Step Code.
- The City received \$19,800 from BC Hydro in 2018 as a part of an ongoing partnership to provide Air Tightness Training and Blower Door Testing programs for builders as they adapt to the new BC Energy Step Code requirements.
- The Provincial organization Trans Link: provides funding support towards cycling education and promotion initiatives including Bike to Work/School Week, cycling education courses for elementary students, cycling education courses for adults, and community bike ride.
- The Provincial organization Trans Link: provides capital funding on a 50-50 cost-share basis for the construction of pedestrian and cycling-related infrastructure including way finding, and for the upgrade of existing bus stops to become fully accessible.
- BikeBC (Ministry of Transportation & Infrastructure): provides capital funding on a 50-50 costshare basis for the construction of cycling-related infrastructure.
- ICBC: provides funding support towards the construction of pedestrian-related infrastructure including pathways and crosswalks.

Adaptation

Adaptation Programs, Partnerships and Funding

- Partnered with Emily Carr University to establish a new 2,500 m² pollinator meadow at Terra Nova Rural Park.
- Worked with the Richmond Butterflyway Rangers who are responsible for planting pollinator patches in 21 locations throughout Richmond, including City Hall.
- The City received federal and provincial funding from the National Disaster Mitigation Program for the Flood Mitigation Strategy Update, which consists of three projects: Dike Master Plan Phase 3, Flood Management Strategy Update and Pump Station Condition Assessment.
- The City received federal and provincial funding from the National Disaster Mitigation Program for the Steveston Island Flood Risk Investigation Project.
- The City received funding from UBCM for Dike Master Plan Phase 5.

12. CONCLUSION

This report highlights a wide range of initiatives that the City is undertaking to continue to advance sustainability corporately and in the community, with focus on reducing greenhouse gas emissions, and energy and resource use. This report does not encompass all of the sustainability related initiatives and actions that the City is involved in, but simply provides a “snapshot” of some of the key areas and work that the City has completed and is planning on completing. These efforts help to position the City as a leader in our region and beyond. The City has set aggressive sustainability targets on a range of fronts, including for greenhouse gas emissions reduction and waste diversion. The City will continue to pursue best practices and innovation to achieve its sustainability related goals, which are recognized as critical to Richmond’s Vision of “being the most appealing, livable and well-managed community in Canada”.

CARIP/Carbon Neutral Progress Report Reporting Year 2018

Supporting Documentation Contracted Emissions Template

LOCAL GOVERNMENT
City of Richmond 6911 No. 3 Road Richmond, BC V6Y 2C1
PROJECT DESIGNATE
Levi Higgs, Principal Consultant, Agile Energy Management Direct 604-788-4538 LeviHiggs@AgileEM.ca
RATIONALE
<p>An estimation methodology for hired equipment contractor emissions is being utilized for 2018, as actual emissions for some contracts over \$25,000 have not provided fuel usage values.</p> <p>The City has identified four main contract areas that deliver traditional municipal services:</p> <ol style="list-style-type: none"> 1. Cascades Recovery Inc. and Supersave Disposal provide recycling depot container collection and recycling services; 2. Sierra Waste Services provide residential solid waste and recycling services; 3. Maple Leaf Disposal provides waste and recycling collection services at City facilities; 4. Smithrite (GFL) provides waste collection services at the Public Works Yard; 5. Waste Connections provide waste and recycling collection services for special events; and 6. Individual Hired Equipment. <p>Contractor emissions associated with the delivery of traditional municipal services by Sierra Waste Services, Supersave Disposal, Maple Leaf, Waste Connections, and Smithrite have been included in our mobile fleet emissions reporting spreadsheet, as fuel usage and vehicle type information was provided for 2018. Contractor emissions associated with the delivery of services by Cascades Recovery and Hired Equipment were estimated by from total kilometers and hours driven, respectively.</p> <p>The hired equipment contracted emissions, with the exception of equipment used outside of the defined traditional service boundaries or for construction rather than maintenance activities, is listed in the table below by traditional service area.</p> <p>Option 3 is the estimation methodology used:</p> <ol style="list-style-type: none"> 1. Hired equipment records sorted to exclude out of scope contracts; 2. City equipment operating records assessed to determine average consumption factors in litres per charge hour or kilometers driven for each equipment family; 3. Consumption factors used to estimated fuel consumption for contractor or hired equipment; 4. BC GHG emissions factors applied to calculate GHG emissions.

CONTRACTED EMISSIONS	
Option 3: Vehicle/Equipment Type and Kilometers or Hours of Usage	
Traditional Service Area	Estimated Annual GHGs (tonnes)
Drinking, Storm and Wastewater	409
Solid Waste Collection, Transportation and Diversion	7.3
Roads and Traffic Operations	85.5
Parks, Recreation, Arts, and Cultural Services	16.9
Corporate Operations	4.5
Total	523.2



City of Richmond

Report to Committee

To: General Purposes Committee
From: Peter Russell, MCIP RPP
Senior Manager, Sustainability and District
Energy

Date: March 20, 2019
File: 10-6000-00/Vol 01

Jerry Chong, CPA CA, Director, Finance

Re: Integrating Circular Economy Criteria into City Procurements

Staff Recommendation

1. That the work plan outlined in the staff report titled, "Integrating Circular Economy Criteria into City Procurements", dated March 20, 2019 from the Senior Manager, Sustainability and District Energy, be endorsed.
2. That expenditures in the amount of \$150,000 be approved, with funding from the Carbon Tax provision, and that the 5-Year Financial Plan (2019-2023) be amended accordingly.

Peter Russell, MCIP RPP
Senior Manager, Sustainability and District Energy
(604-276-4130)

Jerry Chong, CPA CA
Director, Finance
(604-276-4064)

Att. 3

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

Staff Report

Origin

This report is in response to a referral from the February 21, 2019 Public Works and Transportation Committee Meeting, which requested:

That staff review the City's current purchasing practices for ways to support the circular economy.

Background

Sustainable Procurement at the City

Council originally adopted an Environmental Purchasing Policy and guide to increase the use of environmentally-sound products and services in 2000. In 2015, the City rescinded the Environmental Purchasing Policy by consolidating sustainability related objectives within a revised Purchasing Policy. A Purchasing Guidelines document was issued in November 2015 to provide staff with general guidance on incorporating Policy principles into practice. The current approach to purchasing goods, services and construction services by City staff is directed by the following Council policies and guidelines:

- Bylaw 8215 –Officer and General Manager (2007)
- Policy 3104 - Procurement Policy
- Policy 3709 - Financial Signing Authorities Policy
- City of Richmond - Purchasing Guidelines and Procedures (Nov 2015)
- Policy 2020 - Sustainable Green Fleet Policy (acquisition criteria)
- Policy 2307 - Sustainable “High Performance” Building Policy – City Owned Facilities
- Capital Projects Ranking Criteria Model
- A number of City plans and policies also support circular economy objectives, a summary can be found in Attachment 1.

City Achievements

The City has undertaken many sustainable initiatives which have incorporated circular economy consideration, including:

- **Recycling Depot:** The City continues to introduce new services and programs as part of our goal to achieve 80% waste diversion by 2020, such as the most recent expansion of materials accepted at the City's Recycling Depot, which commenced in January, 2019.
- **Organic Waste Processing Service:** Enviro-Smart provides organic recycling services for the City. The City receives back 3,000 kg/year of finished product as defined in the agreement the City holds with the company for using on civic projects and parks.
- **Residential Solid Waste & Recycling Collection:** The City's current solid waste and recycling programs are arguably among those leading the region, with 78% waste diversion achieved for single-family residential waste. The City's contractor uses a mix of propane and diesel which will reduce emissions by up to 45% CO₂e per litre of mix fuel consumed.

- **Demolition Waste and Recyclable Materials Bylaw No 9516:** This Bylaw outlines the target of 70% waste diversion from landfill to increase reuse and recycling of waste from single-family home demolition. The City also encourages homeowners to post their houses on the City's House Moving and Salvage List prior to applying for a demolition permit.
- **Green Buildings:** The City receives credits for "Recycled Content" and "Regional Materials" in the Leadership in Energy and Environmental Design® (LEED) rating system for new civic buildings per Sustainable "High Performance" Building Policy.
- **District Energy:** The City's Lulu Island Energy Company's Alexandra District Energy Utility uses geo-exchange technology for heating and cooling connected buildings. The Oval District Energy Utility intends to harvest heat from the Gilbert Rd sewer forcemain to heat buildings.
- **Corporate Hazardous Materials Management Program:** The City's Corporate Hazardous Materials Management Program (HMMP) identifies legal requirements that apply to the Hazardous Materials used by the City in its operations, and the best management practices that should be followed to reduce risks associated with hazardous materials.
- **Waste Heat Recovery:** The City currently operates sewer heat recovery equipment at the Gateway Theatre and aims to expand this approach through the Lulu Island Energy Company's Oval Village District Energy Utility. The new Minoru Centre for Active Living recovers heat from the pool facilities for heating community use space within the building.
- **Resource Recovery:** The City worked closely with Metro Vancouver to complete an Integrated Resource Recovery Strategy for the Lulu Island Wastewater Treatment Plant to assess available resources, such as heat and nutrients that can be economically recovered.
- **Concrete and Asphalt Recycling:** The City's annual paving program already includes 10% recycled asphalt products. Richmond is also leading, in partnership with the National Zero Waste Council, a pilot certification program for asphalt and concrete pavement products as a tool to build confidence in product quality and to increase the use of these products.
- **Richmond Sustainable Event Guide and Toolkit:** The City developed a Sustainable 7 Step Quick Guide and Toolkit to benefit events through the planning cycle, as well as reduce the environmental, social and economic impacts of events.
- **National Zero Waste Council pilot – Increase diversion rate of wood from construction, renovation and demolition (CR&D):** Staff are participating in the working group to reduce the disposal of CR&D wood waste at the landfill with a focus on alternatives uses such as energy regeneration, recycling, reuse or reduction.
- **Capital Projects Ranking Criteria:** Staff use the Capital Ranking Criteria Model to assess risk management, social, environmental and economic criteria to support decision making.

Circular Economy Definition

The Ellen MacArthur Foundation, an emerging and respected thought leader working to accelerate the transition to a circular economy, defines the circular economy as "an economic and industrial system that is restorative and regenerative by design, and which aims to keep

products, components and materials at their highest utility and value at all time.” Looking beyond the current take-make-waste extractive industrial model, a circular economy aims to redefine growth, focusing on positive society-wide benefits. Underpinned by a transition to renewable energy sources, the circular model builds economic, natural, and social capital. A number of best practice resources are available, a summary can be found in Attachment 2.

Trade Agreements

Trade agreements impact municipal government in British Columbia and commit government entities to a comprehensive set of rules for public procurements that are meant to promote open procurement practices; that include:

- a) the Canadian Free Trade Agreement (CFTA) (2017)
- b) the Canada-European Union Comprehensive Economic Trade Agreement (CETA) (2017).
- c) the New West Partnership Trade Agreement (NWPTA) (2010).

The Canadian Free Trade Agreement lists a number of expressly prohibited practices that conflict with the open procurement obligations. These include specific prohibitions against preference for local goods, services, or suppliers; to scheduling events in tendering process or specifying requirements or delivery schedules that limit participation of suppliers; to providing selective information to suppliers to create an unfair advantage; to using registration or qualification systems that create unnecessary obstacles to participation.

Scale of City Procurement Activities

The Purchasing Department at the City is responsible for facilitating the procurement of an extremely wide range of goods, services and construction-related services. The overall expenditure can be broadly segmented into five general categories (Table 1), where certain categories potentially offer greater opportunities for circularity in their specifications, use and disposal than other categories.

Table 1 - Overall expenditure segmented into general areas of corporate operations

	Examples
Construction	Road construction, utility infrastructure works, paving, building renovations, demolition, pools, roofing projects, replacement of mechanical systems, parks projects
Professional services	Engineering design, architectural services, consulting, HR related services, event management services
Fleet	Vehicles, vehicle rentals and heavy equipment
Maintenance, Repairs and Operations (MRO)	General materials for public works and parks, park operations, furniture and office management services, office supplies, janitorial supplies, repair and preventative maintenance services, equipment.
IT	Software licenses and hardware, IT maintenance and support services, IT equipment

Analysis

There are important considerations for developing circular economy criteria in the City procurement policy considering the information above, summarized as follows:

- The City's current policy is effectively delivering sustainability projects;
- The City's procurement process and policy would benefit from clear guidelines, toolkits and indicators in order to realize circular economy outcomes;
- The City needs to be cognizant of its obligations as they relate to procurements that are detailed within the relevant Trade Treaties,
- Each procurement area of the City has unique issues, costs and opportunities that can enable circularity in the procurement of goods and services;
- Circular economy considerations in procurement policies can accelerate the transition towards more sustainable patterns of consumption and production.

The City's procurements also outlined above are proof that purchases support the City's sustainability goals. The City, however, does not have a common approach in the procurement process for achieving circular economy outcomes, common circular economy elements in the procurement processes could include:

- Supporting economic and ecosystem regeneration
- Sourcing lower impact materials
- Resource efficiency maximization and waste generation reduction (life cycle product or service considerations)
- Reducing GHG emissions, energy use and harmful chemicals
- Designing out waste and pollution

Recommended approach for integrating circular economy elements in the City policy

Multiple approaches and innovative solutions can enhance circularity in the City procurement policy and practices. Further definition of specific circular economy cost considerations, criteria, guidelines, standards, toolkits and indicators will lead the City to sustainable results. Staff also reviewed best practices of other leading cities (Attachment 3) to inform the approach below. The inclusion of circular economy elements in the City procurement policy for circular economy outcomes requires collaboration and dialogue with all the City departments to build structural capacity to develop a common approach for circular practices in the purchases of goods, services and construction-related services. The recommended work plan below incorporates best processes to identify cost considerations, guidelines, standards, toolkits and indicators:

1. Assess procurement processes in the Construction, Professional Services, Fleet, MRO and IT areas for:
 - a. establishing a well-defined framework that integrates circular economy criteria specific to Richmond activities and procurements;
 - b. developing indicators for measuring results and impacts (e.g. GHG emissions, materials and resources, job training opportunities, product and service lifecycle, etc.).
 - c. assessing cost implications for circular economy considerations.

2. Initiate an interdepartmental engagement program to identify innovative solutions and specifications based on circular economy criteria and anticipated cost considerations.
3. Initiate external stakeholder engagement with vendors and local businesses to:
 - a. inform vendors of the City's circular economy initiatives and expectations for their participation;
 - b. identify and explore opportunities among stakeholders along the entire supply chain for products, services and solutions that address circular economy criteria;
 - c. promote potential partnerships and work closer with industry that could interact and exchange with staff market knowledge and solutions providers.

After one year, staff will report back with a set of procurement policy enhancements with circular economy criteria supported by costing information, guidelines, toolkits and indicators to implement the policy.

Financial Impact

The cost to develop the proposed approach is estimated at \$150,000. This cost includes technical support for assessing the procurement process, undertaking the internal and external engagement processes, assessing financial and cost/benefit impacts as well as a temporary coordination staff member to manage the project. If approved by Council, funding can be provided from the Carbon Tax provision, requiring an amendment to the 5-Year Financial Plan (2019-2023).

Conclusion

Without change, the current overdraft approach to the world's finite natural resource bank will mean a lack of ability to support future population growth in a sustainable manner. Governments and businesses have already started to include circularity requirements in the corporate procurement decisions. Sustainable procurement is about "internalising the externalities" and leading by example. It is about driving behaviour change by the City taking the lead and showing what can be done. The recommended work plan and commitment to return to Council with policy revisions will build a unified approach in all City procurements.



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David Aarons
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mb:MB

Attachment 1 – City’s polices, plans and strategies

The City of Richmond is a recognized leader in many sustainability-focused areas ranging from robust waste management programs, to leading district energy initiatives, and greenhouse gas emissions reduction programs designed to achieve carbon neutral operations. Richmond City Council has adopted policies and plans to undertake a number of initiatives which directly align with the circular economy agenda. These policies and plans include:

- **Resilient Economy Strategy:** The Strategy purpose is to retain fundamental sectors of the Richmond economy and grow sectors well suited to Richmond’s infrastructure, workforce and other labour assets. It was developed with an emphasis on actions that can be undertaken by the City; enable a diversified economy while focusing on Richmond’s growth potential industries, and concentrate on implementing a few high priority initiatives.
- **Community Energy and Emissions Plan (CEEP):** It is a strategic plan that furthers Richmond’s efforts to manage energy use and reduce community carbon emissions. It defines the municipality’s role— working in partnership with others—in facilitating energy efficiency in the community, developing local energy sources, and reducing the greenhouse gas (GHG) emissions that form our “carbon footprint.” An energy strategy will assist Richmond in achieving the sustainable community vision defined in its 2041 Official Community Plan (OCP).
- **Ecological Network Management Strategy:** The Ecological Network (EN) is the long-term ecological blueprint for the collaborative management and enhancement of the natural and built environments throughout the city, within neighbourhoods, and across land-uses and development types in order to achieve ecologically connected, livable and healthy places in which residents thrive. In support of that vision, the Ecological Network Management Strategy (the Strategy) outlines detailed actions and initiatives developed under four focus areas: Green Infrastructure and Development, Vegetation, Habitat and Wildlife, Parks and Public Spaces and Stewardship and Collaboration.
- **Green Fleet Action Plan:** The City has been implementing sustainable fleet management initiatives for more than 10 years. Through Richmond’s Green Fleet Action Plan, the City has targeted the fleet to expand on this ongoing shift towards “green” operations, which includes applying strategies to purchase vehicles that have lower emissions and explore options to cut fuel consumption. When Richmond developed the Green Fleet Action Plan as a key opportunity to reduce GHG emissions by making changes to its fleet vehicle program, a few key goals were identified: reduce GHG emission, improve fuel efficiency and reduce fuel cost, and continue to provide enhanced City services and maintain service excellence.
- **Smart Cities:** The City of Richmond has developed a transformative and ground-breaking proposal for the Smart Cities Challenge. It will minimize community impacts from major disasters, while also enhancing our quality of life in day-to-day activities. Working together with other levels of government and the private and academic sectors, the City will integrate their mutual technology and data to protect the island city against the impacts of climate change emergency response, integrate communications and strengthen community resilience.

Attachment 2 - Organizations addressing Sustainable Procurement with circular economy criteria

Several organizations have acknowledged the critical role of public procurement in achieving smart, sustainable and inclusive growth of the business, community and economy, while significantly reducing negative impacts on the environment. Several examples of new strategies, tools and innovative approaches to public procurement with circular economy criteria are emerging to drive change, and include:

- **The Ellen MacArthur Foundation (EMF)** Circular Economy 100 (CE100) programme and publications. The programme provides toolkits and guidelines for how to include Circular Economy criteria in the public procurement of products and services. Cities governments can set criteria in their procurement tendering processes that challenge the market to develop innovative product solutions - from increasing the durability of a product to ensuring that the materials used are non-harmful, repairable, and reusable.
- **The United Nations Environment Programme (UNEP)** publication in 2018 titled “Building Circularity into our Economies through Sustainable Procurement”. The document is part of UNEP has been created as a contribution to – and in close collaboration with the Platform for Accelerating the Circular Economy (PACE), a project accelerator and convening mechanism dedicated to decoupling resource use from economic growth.
- **The International Council for Local Environmental Initiatives (ICLEI)** program named “the Sustainable procurement programme,” which provides a number of initiatives to assist local governments in introducing sustainable procurement policies and processes.
- **The European Commission** publication in 2018 titled “Public Procurement for a Circular Economy”, 2018, which contains a range of good practice case studies as well as guidance on integrating circular economy principles into public procurements to leverage support for a transition to a circular economy.
- **The Smart Cities Stakeholder Platform** publications since 2013 analyzing models and opportunities for implementing public procurement. The publications provide practical advice for public authorities on how to procure in an “innovation-friendly” way. It will help to achieve the most innovative, energy efficient and cost-effective solutions for needs of lower costs, less CO₂ footprint and improvement of operations and services.

Attachment 3 – Examples of best practices in other leading cities

City of London, in line with the City Corporation's core values and in the spirit of the 'four Rs', its Responsible Procurement Strategy aims to ensure every item, service and works project procured leads to reliable outputs and responsible outcomes. It has been made relevant to international, national, regional and organizational policies and regulations, and is radical in terms of the extent of positive change it intends to drive.

Member of the CE100 by EMF, the City of London issued the Responsible Procurement (RP) Strategy 2016 – 2019 which aims to further transform the existing procurement service to a high performing one. The RP Strategy details how City Procurement intends to help the City Corporation strengthen its pursuit of these goals, grouped into three key pillars of Responsible Procurement, with the golden thread of value for money applying throughout:

- *Social Value* – Leveraging service and works contracts to protect and enhance the health and wellbeing of local people and the local environment, providing skills and employment opportunities and promoting the local economy.
- *Environmental Sustainability* – Minimising environmental impacts, promoting animal welfare and improving efficiency throughout the supply chains of all goods, services and works procured by the City Corporation.
- *Ethical Sourcing* – Ensuring that human rights and employment rights are protected throughout the City's supply chains and encouraging responsible business practices.

Working in partnership with businesses, local authorities and social sector organisations, the City Corporation has a commitment to economic and social regeneration in London, with a particular focus on the City and its neighbouring regions. The procurement pillars are broken down into three policy areas, each with a number of specific objectives. Every objective has been expanded upon within the RP Strategy in terms of a brief background to the issue, followed by relevant international, national or corporate regulations and policy, finalized with a concrete commitment as to the actions to be taken to effectively implement the RP Strategy.

City of Portland updated in 2018 its Sustainable Procurement Policy that contributes to the City's social responsibility, local economic development goals, and preservation of natural resources. This Policy demands cleaner, greener, fairer, smarter, and safer products and services procurement activities which range from small scale actions such as buying recycled paper or less-toxic cleaning products, to the retrofitting of public buildings to meet high energy-efficiency standards or developing an electric vehicle fleet.

All City employees shall utilize the City's sustainable procurement guiding principles and follow sustainable procurement best practices when:

- planning and designing projects,
- developing project and operations budgets,
- developing asset management plans,
- writing product and service specifications or standards,
- selecting materials,
- making purchasing or supplier decisions, and

- developing and managing City contracts and price agreements as applicable to their roles and responsibilities and/or to a specific project.

The Sustainable Procurement Guiding Principles in its Policy are the following:

- **Everything is connected.** All life depends on healthy natural systems. Humanity depends on vibrant and fair social systems. Our purchasing decisions impact these systems on all levels.
- **Conserve.** Reuse first. Buy only what we need second. Acknowledge real limits of natural resources.
- **Think in 3D.** Consider all 3 dimensions—environmental, social, and economic— when evaluating options. Look for hidden costs to people and planet not included in the price.
- **Take a Life Cycle Perspective.** All purchases have impacts over the life of the product or service. Think about long-term costs to people, planet, and the City.
- **Provide Fair Opportunities.** Ensure suppliers have a full and fair chance to compete. Promote transparency in decision making and actively mitigate bias.
- **Ensure Health and Safety.** Take precautions. Avoid toxins that recirculate in air, water, soils and materials to harm people and animals.
- **Uphold Accountability.** Reinforce responsibility and ethical behaviour throughout our supply chain, upstream and downstream.
- **Support Innovation.** Increase demand and build market capacity for sustainable solutions. Change the status quo for the better.
- **Full Integration.** Utilize 3D thinking in all planning, purchasing, and contract management practices. Respect the interests of all stakeholders.
- **Lead the Way.** Seek continuous improvement and collaborate with other agencies to make a positive difference. Together, many small actions add up to big change.

As a procurement strategy, the City of Portland’s Sustainable Procurement Policy promotes fiscal responsibility and smart risk management. Long-term, sustainable procurement contributes to the City’s social responsibility, local economic development goals, and preservation of natural resources. Sustainable procurement activities at the City of Portland range from small scale actions such as buying recycled paper or less-toxic cleaning products, to the retrofitting of public buildings to meet high energy-efficiency standards or developing an electric vehicle fleet. With such a large market share public buyers can have a big influence in driving the market towards sustainable solutions. The Policy applies to all types of City-funded procurements and to all City divisions and employees.

In Denmark, the main actors are the Ministry of Environment and Food (MEF) and the local municipalities. Some years ago MEF took the initiative to promote green procurement, and is now expanding the focus to circular procurement. The ministry has established a Partnership for Public Green Procurement, including twelve municipalities, two regions and a water supply company. They have established common goals for increasing green procurement, and several green procurement examples are available, some of which could also be called circular procurement. The partnership accounts for 17% of all public procurement in Denmark, or DKK 50 billion in total. Besides this, circular procurement is a topic of the Forum on Sustainable Procurement – a national network established by MEF to share knowledge and keep procurers from public and private organisations updated on best practice, methods and tools for green procurement. Under the auspices of the forum there is work going on to develop examples of

criteria for the procurement of circular solutions as well as advice on the procurement process. Best practice cases related to procurement to promote the circular economy are shared through a website, newsletters and events. Furthermore, MEF has developed guidelines and tools for Total Cost of Ownership (TCO) for selected product areas. The tools are available on a website where procurers can find green criteria ready to copy and paste into tender documents for a number of product areas. They do not all explicitly state circular procurement, but several of them include circular economy objectives.

In Finland, there is a national focus on public procurement in the fields of clean technology, resource efficiency, circular economy and bioeconomy. The authorities in charge of GPP policies include the Ministry of the Environment, the Ministry of Economic Affairs and Employment and the Ministry of Finance. A government decision in-principle on the promotion of sustainable environmental and energy solutions (clean tech solutions) in public procurement was published on 13 June 2013, which states that in all government procurements, the goal is a comprehensive solution that promotes energy and environmental goals and utilises clean tech solutions in the most economically advantageous way. Although there is no explicit reference to the circular economy in the document, specific attention is paid to sectors such as food and catering, vehicles and transport, construction, energy, services and energy-related products (Finnish Government, 2013). In Finland, cities and municipalities have set their own strategies, in which the circular economy is one pillar. This will increasingly be implemented in their procurement strategies and programmes in the near future. Circular investments and procurement is seen as important in the municipalities' strategies due to the fact that the public sector can, through circular procurement and investments, reach their environmental targets, gain financial benefits, and increase business and employment. The strategies do not, however, always explicitly state circular procurement but rather include circular economy objectives into the broader climate mitigation target. In the strategies, investments in infrastructure and building construction are referred to as a means to increase the reuse and recyclability of materials, and as a reference to the circular economy in the municipality. In addition, many pilot projects that aim at improved circularity of materials and resources have been undertaken in the fields of construction, biogas and catering.

In Sweden, the National Agency for Public Procurement is the central agency that is responsible for public procurement, including aspects related to the circular economy, suggesting criteria to be used for sustainable procurement for all relevant goods and services. SKL Kommentus is another important agency working in this field, but which focuses more on offering municipalities and county councils framework agreements, including recommended environmental criteria and follow-up activities. The Swedish Ministry of the Environment is active in the ongoing dialogue on the circular economy on an EU-wide basis. The National Agency for Public Procurement offers a "criteria wizard", which includes almost 900 suggestions for environmental criteria for all types of goods and services relevant for public procurement. These recommendations for procurement criteria make a distinction between three levels of details and ambition: basic level, advanced level and spearhead level. The National Agency for Public Procurement offers a daily helpdesk service, a tool for life cycle costing (LCC), and has established a national network (Think tank) for innovation procurement.

Hi David,

I'd like to have the following motion added to the next GP meeting:

1)a) To adopt the following resolution from LGLMA and send to UBCM to indicate strong support for additional municipal tools to deal with the housing crisis.

Whereas the Province of British Columbia responded to a housing affordability crisis in 2016 with legislation empowering the City of Vancouver to introduce a surtax on vacant residential properties, resulting in \$38 million in revenues for that community in 2018 and creating a strong disincentive to leaving properties vacant;

And whereas communities across British Columbia face housing affordability pressures, while a portion of the housing supply in all communities remains vacant;

Therefore be it resolved that the UBCM call on the Province of British Columbia to extend the authority to introduce a surtax on vacant residential properties to local governments across British Columbia, providing communities with the discretion to decide whether to introduce an additional tax to discourage vacant and derelict buildings, and encourage the occupancy, maintenance, and improvement of buildings to address housing affordability and public safety.

2)b) Implement a cost-recovery House Boarding Fee to address the ongoing burden on tax payers for vacant and boarded houses. Boarded houses use a disproportionate amount of resources, such as Richmond Fire Rescue, RCMP, Bylaw staff, and more. There were 333 boarded properties in 2018.

Thank you,

Kelly Greene
Richmond City Councillor

(604) 230-9461
6911 No. 3 Road
Richmond, BC
V6Y 2C1



City of Richmond

Report to Committee

To: Community Safety Committee
From: Cecilia Achiam
General Manager, Community Safety

Date: April 18, 2019
File: 12-8060-01/20-Vol01

Re: Community Bylaws Monthly Activity Report – March 2019

Staff Recommendation

That the staff report titled “Community Bylaws Monthly Activity Report – March 2019”, dated April 18, 2019, from the General Manager, Community Safety, be received for information.

Cecilia Achiam
General Manager, Community Safety
(4122)

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

Staff Report

Origin

This monthly report for the Community Bylaws department provides information on Grease, Soils, Property Use, Short-Term Rentals, Pay Parking, Parking Enforcement, Animal Control, Dog Licencing and Public Awareness Initiatives.

Analysis

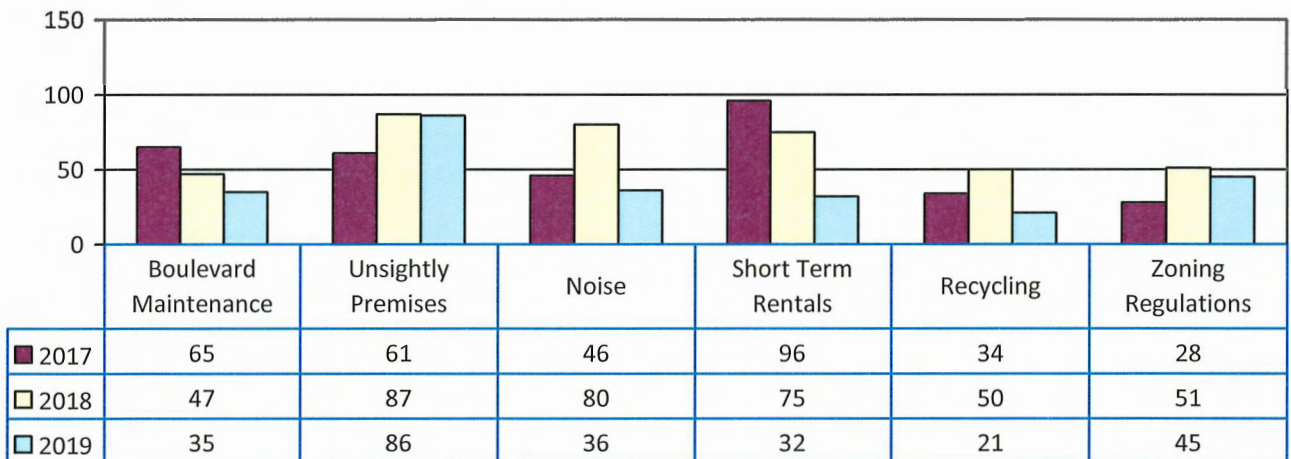
Property Use enforcement matters are divided among several groups in Community Bylaws, Engineering, Business Licencing and Vancouver Coastal Health. Figure 1 shows the calls for service (files opened) by Property Use Inspectors in the Community Bylaws department. Figure 2 shows all other property related enforcement.

Property Use

Property Use Officers investigate property matters based on public complaints as well as conduct proactive enforcement for self-evident infractions such as boulevard obstructions, unsightly properties and short term rentals. This group also responds to complaints and investigates concerns relating to vacant homes and homeless camps.

During the month of March, bylaw officers were deployed to provide daily patrols of homeless camps in the Hamilton area and helped in having two locations cleaned up. Staff were also busy this month attending Provincial court on a number of disputes related to illegal short-term rentals and other zoning violations.

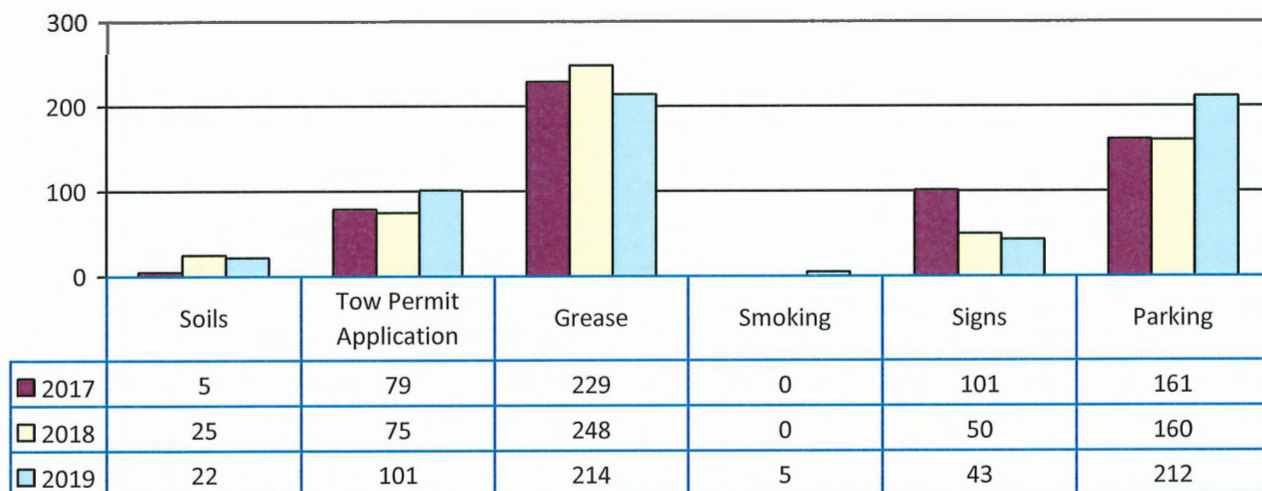
Figure 1: Property Use Calls For Service - March Year-To-Date Comparison



Grease

The Grease Officer remains focused on education and voluntary compliance. During the month of March, the Grease Officer undertook 52 grease-trap inspections which are reflected in the cumulative total shown in Figure 2. Two violation notices were issued for contravention of the Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551.

Figure 2: Other Calls For Service - March Year-To-Date Comparison



Soils

The Soil Bylaw Officer continues to respond to complaints and issues of non-compliance with Soil Removal & Fill Deposit Regulation Bylaw No. 8094. Eight soil files were opened in March. The Officer continues to address issues of non-compliance on 40 properties in addition to monitoring 14 approved sites. There are 17 soil deposit proposals under various stages of review by City staff and/or the ALC. During the month of March, the Soil Bylaw Officer conducted 45 site inspections.

Dog Licencing and Patrols

During the month of March, 615 dogs were licenced. The total amount of dogs licenced to date is 6,207.

Regional Animal Protection Society (RAPS) Officers, conduct monthly rotational patrols of the dykes, parks and school grounds within the City. The following were patrolled during the month of March which resulted in no contraventions of the Animal Control Regulation Bylaw No. 7932 or the Dog Licencing Bylaw No. 7138.

- Steveston Village
- Terra Nova Park
- Hamilton School
- No. 3 Road Off leash Park
- Brighthouse Park
- Minoru Park
- Garden City Park
- Garry Point
- McLean Park
- Steveston Community Park
- West Dyke
- McDonald Beach

Parking

Parking Officers continue to focus on safety and gain compliance through education and ticketing, while conducting their daily scheduled school patrols. For the month of March, Parking Officers attended 45 schools and issued 44 tickets for violations of the Traffic Bylaw No. 5870.

For the month of March, Parking Officers issued 2,645 violations associated with various parking and stopping offences.

Figure 3 reflects monthly and year-to-date parking enforcement activity measured by violation issuance. The corresponding revenue is reflected in Figure 4.

Figure 3: Parking Violations Issuance Comparison

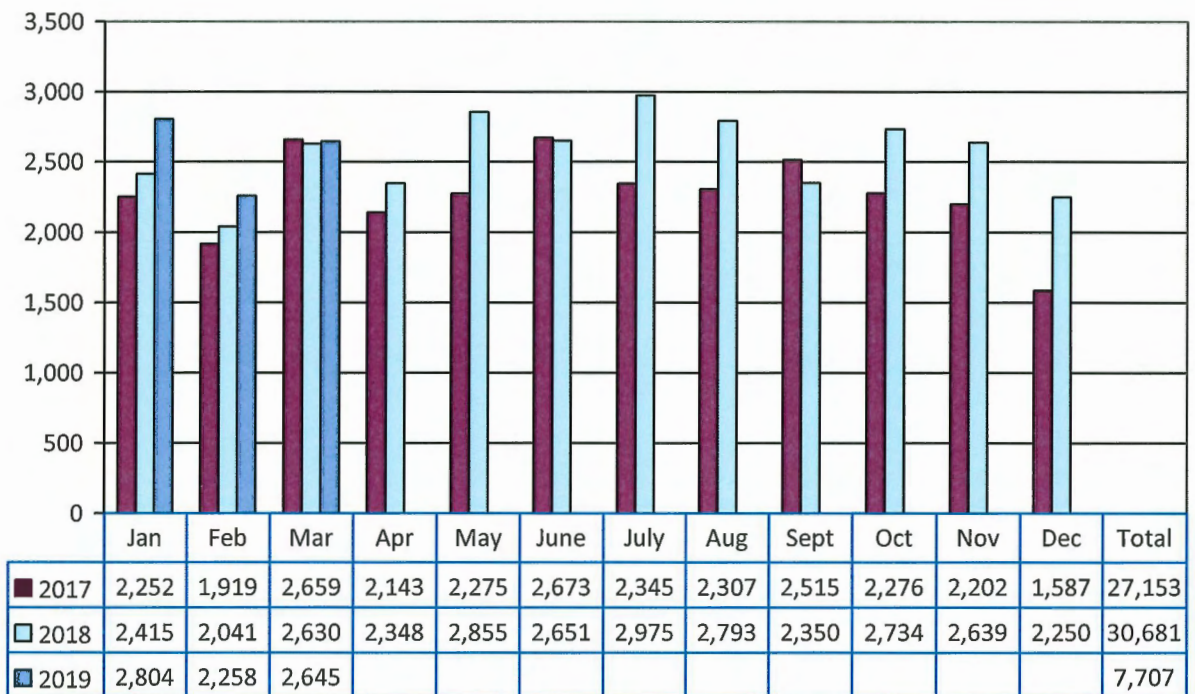
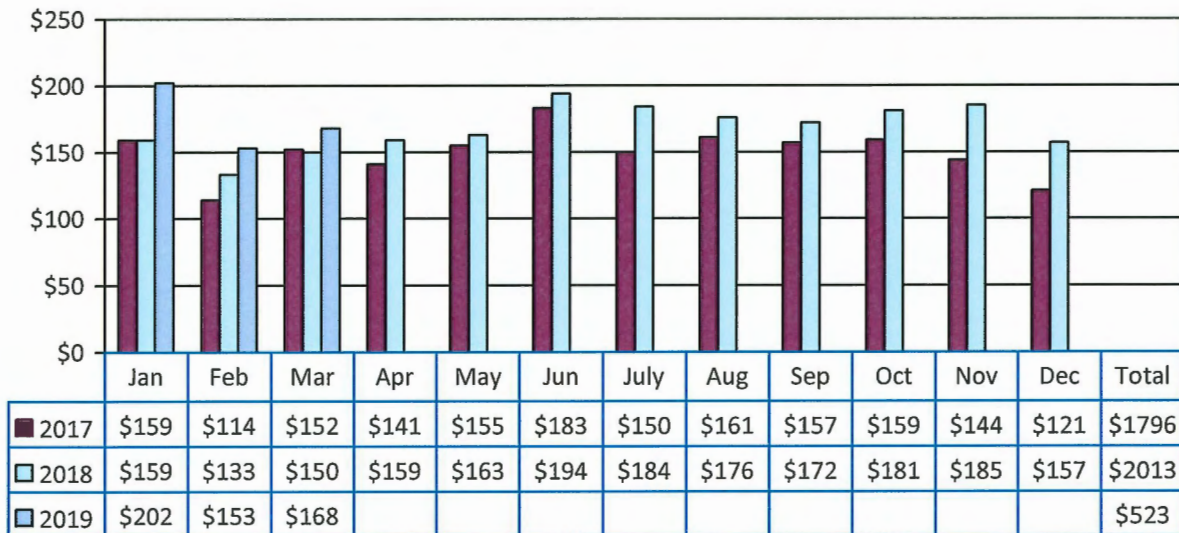


Figure 4: Consolidated Parking Program Revenue Comparison (000's)



All Enforcement Activity

While parking violations make up the majority of tickets issued by City of Richmond bylaw enforcement staff, there are a number of other categories which are of interest to the public. Table 1 shows the number of violations in parking plus those in other categories. The number of tickets issued, in areas other than parking, is not necessarily an indication of staff effort as staff are instructed to pursue compliance as the main goal which sometimes is better served with a warning instead of a ticket.

Table 1: Community Bylaw Violations

Ticket Issuance (BVN's & MTI's)	March	YTD
Short-Term Rental Offences	0	11
Soil Removal & Fill Deposit Offences	1	1
Grease Trap Offences	2	4
Parking & Stopping Offences	2645	7707
Animal Control Offences	6	27
Totals	2654	7750

Adjudication

The adjudication session was held on March 20, 2019, and consisted of five violations in contravention of the Traffic Bylaw No. 5870. The breakdown is as follows:

Table 2: Adjudication Results

City of Richmond Bylaw	Tickets Upheld	Tickets Dismissed
Traffic Bylaw No. 5870	4	1
Totals	4	1

The next adjudication session, scheduled for June 11, 2019, will consist of five violations in contravention of City of Richmond Bylaws.

Revenue

The Community Bylaws Department derives most of its revenue from parking meters, parking permits and parking violations with the remainder of revenue generated from dog licences, false alarm incidents (which are reported at year end only), tow permits and other permits and bylaw fines. These figures are shown in Table 3.

Table 3: Department Revenue by Source

Program Revenue	Budget Mar 2019	Actual Mar 2019	YTD Budget Mar 2019	YTD Actual Mar 2019
Contract Revenue ¹	0	5,000	0	15,000
Filming Revenue	0	6,584	0	10,037
Dog Licences	25,796	28,649	121,851	141,259
Towing Permits	2,316	1,946	6,378	5,228
Other Permits ²	5,502	3,916	15,153	36,407
Other Bylaw Fines ³	6,486	16,050	20,032	24,025
Parking Revenue ⁴	144,957	168,323	415,635	523,355
Total Revenue	\$185,057	\$230,468	\$579,049	\$755,311

¹ Towing Contract with Rusty's

² Newspaper Box and Soil Permit Applications

³ Property Use and Animal Control Violations

⁴ Parking Revenue consists of Parking Meters, Monthly Parking Permits and Parking Enforcement

Financial Impact

None.

Conclusion

Community Bylaws staff strive to maintain the quality of life and the safety of residents through coordinated efforts with other City departments and community partners. Further, all department personnel remain committed to educating the public and promoting a culture of voluntary compliance.



Carli Williams
Manager, Community Bylaws
And Licencing
(604-276-4136)



Susan Lloyd
Manager, Parking Enforcement,
Animal Control And Administration,
Community Bylaws
(604-247-4467)



City of Richmond

Report to Committee

To: General Purposes Committee
From: Elizabeth Ayers
Director, Recreation and Sport Services

Date: April 26, 2019
File: 06-2052-25-
LBOW1/Vol 01

Jim V. Young, P.Eng.
Acting Director, Facilities

Re: Richmond Lawn Bowling Clubhouse Program Options

Staff Recommendation

1. That Council approve Program Option 2, as outlined in the staff report titled "Richmond Lawn Bowling Clubhouse Program Options," dated April 26, 2019, from the Director, Recreation and Sport Services and the Acting Director, Facilities; and
2. That the additional amount of \$800,000, as described in the report titled "Richmond Lawn Bowling Clubhouse Program Options," dated April 26, 2019, from the Director, Recreation and Sport Services and the Acting Director, Facilities, be funded by the Capital Building and Infrastructure Reserve (\$710,000) and the Richmond Lawn Bowling Club (\$90,000), and the Consolidated 5 Year Financial Plan (2019-2023) be amended accordingly.

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

Jim V. Young, P. Eng.
Acting Director, Facilities
(604-247-4610)

Att. 5

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

CNCL - 88

Staff Report

Origin

On March 30, 2016, at the Parks, Recreation and Cultural Services Committee meeting, the Richmond Lawn Bowling Club made a presentation requesting a new clubhouse and pledged \$90,000 towards the cost of a new facility. The Club also annually contributes to the Artificial Turf Replacement Fund, which, as of 2018, amounts to \$102,000 plus an additional \$20,000 expected in 2019.

On December 12, 2016, Council approved a budget of \$2.0 million for the Advanced Planning and Design for Phase 2 Major Facilities Projects, including the Richmond Lawn Bowling Clubhouse. Capital funding in the amount of \$4.0 million (2016 dollars) for the replacement of the Richmond Lawn Bowling Clubhouse was subsequently approved on December 4, 2017.

On December 19, 2018, Council approved that the lawn bowling greens remain in their current location, and that the replacement facility be located between those two greens. Staff also received the following referral:

That staff report back on additional options for the size of the Lawn Bowling Green Clubhouse and program.

The purpose of this report is to address the referral and obtain Council approval of a program option for the Richmond Lawn Bowling Clubhouse replacement facility, as well as a funding source should Council approve a program option that exceeds the \$4.0 million budget. This report will also respond to comments at the General Purposes Committee meeting on December 17, 2018, in relation to the public pathway between the greens, renovating the existing Richmond Lawn Bowling Clubhouse, as well as building the replacement facility over two storeys.

This report supports the following action from the Recreation and Sport Strategy:

Provide inclusive, safe and welcoming facilities and spaces for recreation and sport programs and services.

This report supports the following focus areas from the City of Richmond Community Wellness Strategy 2018-2023:

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

Enhance physical and social connectedness within and among neighbourhoods and communities.

This report supports the following vision and action item in the Seniors Service Plan 2015-2020:

Richmond is a nurturing, connected community that promotes health and active aging.

Explore and respond to opportunities to increase dedicated space available for seniors to socialize and gather in City buildings.

This report supports the following vision and objective in the Richmond Sport Hosting Strategy 2016-2020:

To be the premiere sport hosting community in Canada for provincial, national and international sporting events, while growing and integrating our local sport community.

Maximize new and renovated sport hosting facilities coming online in the City and be flexible to adapt to priorities adopted by Council in the future.

Analysis

Background

The Richmond Lawn Bowling Clubhouse was constructed in 1963 and is located in the northeast corner of Minoru Park. The clubhouse is an approximately 1,920 sq. ft., single-storey, “Pan-Abode” log home style building that consists of a multipurpose room, washrooms, kitchen, lockers, and interior and exterior storage. The clubhouse supports two regulation-sized, artificial turf lawn bowling greens which are maintained by the City.

The Richmond Lawn Bowling Club (the “Club”) has approximately 250 members, with an average age of 65 years old, and projects membership to reach 400 in the next five years. Membership peaked in 2010 with 300 members. The club is responsible for the day-to-day costs of managing the clubhouse while the City of Richmond pays for ongoing building maintenance and utilities. These terms are expected to continue in the replacement facility as the Club’s existing User Agreement with the City of Richmond will be updated in conjunction with the building process.

The Club has hosted provincial and national level tournaments including the 2015 National Senior Triples which drew teams from across Canada. The Club would like to continue to host tournaments in the future and has a dedicated group of volunteers willing to bring tournaments to Richmond. On average, five national tournaments are awarded annually to clubs across Canada along with eight provincial tournaments.

The size and amenities within the existing clubhouse have made it challenging for the Club to accommodate their membership, and has limited the number of provincial and national level tournaments the facility is capable of hosting.

Analysis of Building Configurations

In response to the discussion at the General Purposes Committee meeting on December 17, 2018, staff examined renovation and expansion of the existing clubhouse, as well as building the facility over two floors to minimize footprint. Staff met with the Building Committee to review and elicit feedback on each option.

Renovation and Expansion of Existing Clubhouse – Not Recommended

The existing Richmond Lawn Bowling Clubhouse is a “Pan-Abode” log home structure typically used for simplified, do-it-yourself residential recreational properties. In order to renovate and

expand the existing clubhouse, significant upgrades to the foundation, envelope and building systems would be required in order to meet current building code requirements. This would involve selective demolition and complicated integration of the exterior envelope and building systems, combined with adding a new, expanded structure to meet the recommended program. While possible, the cost of this work is greater than a new build, with project costs in the range of \$4.3 to \$5.9 million (2020 dollars), thus exceeding the budget of \$4.0 million.

Based on the complexity and high costs, as well as the challenges associated with achieving a functional program within the boundaries of the reused structure, this option is not recommended.

An alternative to renovating and expanding the existing structure would be to provide updates to the existing structure only. This could include building components such as windows, doors, flooring, washroom fixtures, kitchen millwork, kitchen appliances, lighting, interior paint, lockers and furniture. This simplified renovation scope would carry an order of magnitude cost of \$700,000 (2020 dollars) but would not result in additional program space and is not recommended.

New Two-Storey Clubhouse – Not Recommended

A two-storey clubhouse would result in a smaller building footprint but additional total square footage due to the requirement for an elevator and stairwells, and potential duplication of program areas on the second floor, such as washrooms and storage areas, thus resulting in increased capital and Operating Budget Impact (OBI). Although the second floor would provide elevated views of the lawn bowling greens, this was not important to the Building Committee as it would impact the ability to conveniently access program areas and conduct the Club's operations in a safe and efficient manner. All program options with this building configuration exceed the budget of \$4.0 million. Costs are estimated to be between \$4.5 and \$5.7 million (2020 dollars).

Based on the high costs of constructing a two-storey clubhouse, the increased OBI when compared to single-storey configurations, as well as the lack of functionality from a program perspective, this option is not recommended.

New Single-Storey Clubhouse – Recommended

A single-storey clubhouse is the most cost-effective building configuration with regards to both capital and OBI, and best meets user needs, as it facilitates the most functional program for users and enables safe and efficient building operations. This option achieves connectivity to both greens by providing effective access and good sightlines, resulting in increased service levels and quality of play, and provides opportunities to improve upon current operational and programmatic challenges experienced with the current Richmond Lawn Bowling Clubhouse. All program options within this building placement meet or exceed the budget of \$4.0 million included in the 2018 Capital Building Program and are estimated to be between \$4.0 and \$5.3 million (2020 dollars).

A single-storey facility is recommended by staff and is strongly preferred by the Richmond Lawn Bowling Club's Building Committee.

Program Review

To address the December 17, 2018, referral from the General Purposes Committee, staff reviewed the proposed program in relation to:

- Demographic trends and projections for the City of Richmond's older adult population;
- Precedent review of 22 lawn bowling clubs in the Metro Vancouver area, including a comparison of facility sizes; and
- Research and analysis of Bowls Canada membership trends and projections by province.

In addition, several meetings were held with the Building Committee to review program and building placement options. The committee confirmed their priorities for the replacement facility are connectivity, access and sightlines to the lawn bowling greens.

While lawn bowling is a valued sport for the adult and older adult populations, key findings of the review, as outlined in Attachment 1, confirmed that significant growth in participation is not anticipated and the proposed program will meet both the current and projected long term needs of the sport.

Proposed Program Options and Costs

As a result of the program review, staff have confirmed that the three program options provided to the General Purposes Committee on December 17, 2018, best meet the needs of the Richmond Lawn Bowling Club while considering the \$4.0 million budget approved by Council.

The proposed program options for a single-storey clubhouse are outlined in Table 1 on the following page, with order of magnitude costs for each and a comparison to the existing Richmond Lawn Bowling Clubhouse areas. A detailed program chart, outlining program room uses, is provided in Attachment 2.

Table 1: Program Options for the Richmond Lawn Bowling Clubhouse

Program Area		Existing Facility	Program Option 1 \$4.0M Meets Budget	Recommended	Program Option 3 \$5.3M Exceeds Budget by \$1.3M
				Program Option 2 \$4.8M Exceeds Budget by \$800K	
		1,920 sq. ft.	3,160 sq. ft.	4,300 sq. ft.	4,900 sq. ft.
1.	Multipurpose Room	970 sq. ft. (approx. 60 people)	1,250 sq. ft. (approx. 125 people)	2,260 sq. ft. (approx. 216 people)	2,500 sq. ft. (approx. 240 people)
2.	Kitchen	150 sq. ft.	200 sq. ft.	250 sq. ft.	300 sq. ft.
3.	Changeroom and Lockers	165 sq. ft. (190 lockers)	350 sq. ft. (approx. 250 lockers)	400 sq. ft. (approx. 275 lockers)	500 sq. ft. (approx. 400 lockers)
4.	Washrooms	175 sq. ft.	350 sq. ft.	350 sq. ft.	400 sq. ft.
5.	Storage	150 sq. ft.	400 sq. ft.	400 sq. ft.	500 sq. ft.
6.	Main Entry	0 sq. ft.	150 sq. ft.	150 sq. ft.	150 sq. ft.
7.	Admin	0 sq. ft.	75 sq. ft.	100 sq. ft.	100 sq. ft.
8.	Circulation and Support – corridors, service areas	310 sq. ft.	385 sq. ft.	390 sq. ft.	450 sq. ft.

In addition to the program areas, an outdoor covered viewing area with seating will be incorporated as part of the new building during detailed design to provide bowlers with a sheltered area to view the greens and gather during Club events.

Program Option 1 (3,160 sq. ft., \$4.0 million) – Not Recommended

Program Option 1 is 65 per cent larger than the current Richmond Lawn Bowling Clubhouse. It is not recommended by staff as it meets current membership needs but does not allow for growth as projected by the Club. Although it better positions the Club to host local tournaments, this option would make it challenging to host provincial and national level tournaments without requiring several temporary structures on-site. The proposed multipurpose room can accommodate up to 125 people seated cafeteria-style which would accommodate functions for local tournaments and the Club's day-to-day operations.

Program Option 1 can be achieved for \$4.0 million (2020 dollars), which meets the budget in the 2018 Capital Building Program.

Program Option 2 (4,300 sq. ft., \$4.8 million) – Recommended

More than two times the size of the existing clubhouse, Program Option 2 provides a larger multipurpose room that will allow the Club to host tournaments and club events with cafeteria-style seating for up to 216 people. For occasional, larger functions, the neighbouring Minoru Centre for Active Living's Main Hall could be utilized as it provides space for approximately 240 people. The sizes of the kitchen, storage room and changeroom have also been increased in this option, the latter which can accommodate approximately 275 lockers. This option could be designed in a way that provides potential for expansion of select program areas, should growth in membership exceed the building capacity.

Program Option 2 is recommended as it meets the current needs of the Club, will accommodate growth in membership, and better positions the Club to attract provincial and national level tournaments.

Program Option 2 can be achieved for \$4.8 million (2020 dollars), which exceeds the budget in the 2018 Capital Building Program by \$800,000.

Program Option 3 (4,900 sq. ft., \$5.3 million) – Not Recommended

Program Option 3 provides the largest program and includes a multipurpose room for up to 240 people seated cafeteria-style, a changeroom with capacity for 400 lockers, and a kitchen that provides ample space for the numerous volunteers that support food services at functions. In addition to Program Options 1 and 2, this program option also includes additional storage for tables, chairs and other Club belongings.

Although this option meets current and future needs, this option provides a higher level of service than membership and overall participation in lawn bowling suggests. This option is not recommended by staff.

Program Option 3 can be achieved for \$5.3 million (2020 dollars), which exceeds the budget in the 2018 Capital Building Program by \$1.3 million. Program Option 3 is the option preferred by the Richmond Lawn Bowling Club as outlined in Attachment 3.

Site Layout

On December 19, 2018, Council approved the replacement clubhouse to be located between the existing lawn bowling greens, similar to the current clubhouse layout. The facility will be configured so that the public pathway between the greens is retained, as shown in Attachment 4, which accomplishes the following:

- Meets the overall needs of park users by providing efficient circulation throughout Minoru Park;
- Provides a functional program to enhance service delivery; and
- Achieves secure and well-organized lawn bowling operations.

This site layout supports the draft Minoru Park Vision Plan by maintaining and enhancing a primary east-west public connection across Minoru Park to the lakes and beyond. A major circulation node exists at the south end of the parking lot at the junction with Gollner Avenue where pedestrians and those arriving in vehicles enter the park. It is also part of a link between destinations adjacent to the park, such as from Richmond Hospital to Minoru Boulevard. This connection between the greens is a distance of 69 metres from the Gollner Avenue park entrance to the lakes crossing.

While a public pathway currently runs adjacent to the existing clubhouse, the Building Committee has raised this as a concern and, therefore, prefers the building to be configured so that there is no public circulation between the greens, as outlined in Attachment 5. Their perspective is that this site layout would provide lawn bowling participants with exclusive use of the area thus leading to smoother operations and a higher level of facility security. However, it would provide a lower level of service for general park users due to diversion of public access around both greens to the main north-south pathway around Minoru Lakes, a distance of 232 metres, or 163 metres more than travelling the more direct route between the greens. The route around the south green presents challenges due to poor sightlines and would result in the removal and replacement of five additional trees and several shrubs to achieve an appropriate path width. This pedestrian diversion around the greens would require new and enhanced connections to be built for an estimated cost of \$80,000.

While the Building Committee's preferred option is possible, the Club's operational concerns will be addressed by staff working with the Club to provide solutions such as temporary closure of the public pathway and temporary fencing and/or outdoor tents during high traffic special events and tournaments.

In both site layouts, the location of the replacement clubhouse would result in approximately four trees being replaced or relocated as follows:

- One medium retention value (Douglas fir) – replaced at a ratio of 2:1; and
- Three high retention value (one Sequoia, two Cherry) – replaced at a ratio of 3:1.

Financial Analysis

Should Council endorse Program Option 2, which exceeds the previously approved budget of \$4.0 million in the 2018 Capital Building Program by \$800,000, the budget would need to be amended. The Richmond Lawn Bowling Club has indicated that they will pledge \$90,000 towards the construction of the replacement clubhouse. Staff recommend that the additional amount be funded by the Capital Building and Infrastructure Reserve (\$710,000), and the contribution from the Richmond Lawn Bowling Club (\$90,000); and that the Consolidated 5 Year Financial Plan (2019-2023) be amended accordingly.

The preliminary Facility Operating Budget Impact (OBI) for the replacement clubhouse is projected to be \$15,000 to \$25,000 (in 2021 dollars) when the facility is anticipated to be operational. The OBI has not been included as part of the Richmond Lawn Bowling Clubhouse project as refinement of the OBI will be developed and submitted to Council for consideration as part of the 2020 Operating Budget.

If the public pathway between the greens is removed, funding to construct new and enhanced connections around the greens to the Minoru Lakes and Richmond Hospital could be submitted for Council consideration through the 2020 Capital Budget process within the Minoru Park Lakes Renewal project, independent of the previously approved \$4.0 million Richmond Lawn Bowling Clubhouse replacement project. The cost for this work is estimated to be approximately \$80,000 and is proposed to be funded through Parks Development Cost Charges. If approved, the proposed aforementioned capital project will be included accordingly in the Consolidated 5 Year Financial Plan (2020-2024).

Construction Cost Escalation and Schedule

The current uncertainty within the local construction market, coupled with industry volatility, has led to difficulties commencing construction projects due to high bids and/or receipt of little interest on tendered projects. Some of the main reasons are noted below. These conditions are anticipated to continue for the foreseeable future.

- Current market conditions are such that there is an overabundance of work so contractors/trades are unwilling to commit to more; and
- Tariffs on various construction-related materials have contributed to significant cost escalation.

Recent discussions with consultants in the building industry have indicated cost escalation is up to 18 per cent in some areas of construction. Staff have included an allowance of 8 per cent cost escalation as recommended by a Professional Quantity Surveyor for costing on the Richmond Lawn Bowling Club replacement facility program options.

Next Steps

Should Council approve the recommended program for the replacement clubhouse, staff will proceed with the design process. Staff will report back with form and character prior to completing the detailed design. Depending on Council's preferred options, Parks staff will design new and/or enhanced public pathway connections from the Gollner Avenue park entrance to the Minoru Lakes crossing in parallel with the facility design process.

With the current timelines for approvals, design and construction, the new facility will not be completed in time for the 2020 55+ Games. Should Council approve this report, the detailed design process can commence and will take approximately six months to complete. Construction is anticipated to take up to one year to complete.

Staff will work with the Club to maintain basic operations during the construction process which may include a temporary construction trailer for on-site administration and a shipping container for storage. The Building Committee supports this in order to achieve the most functional program and building placement for the replacement clubhouse.

Financial Impact

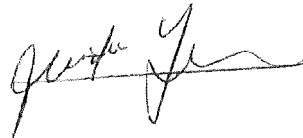
The additional cost of \$800,000 will be funded by the Capital Building and Infrastructure Reserve (\$710,000), and the Richmond Lawn Bowling Club (\$90,000). The total budgeted costs for the Richmond Lawn Bowling Clubhouse replacement project will be increased from \$4.0 million to \$4.8 million and the Consolidated 5 Year Financial Plan (2019-2023) will be amended accordingly.

Conclusion

The proposed program options and building placements for the replacement Richmond Lawn Bowling Clubhouse meet the needs of the Club and support a sport that serves our older adult population. The replacement clubhouse will help to reinvigorate the north portion of the Minoru Park as the Minoru Vision Plan unfolds over the next decade and beyond.



Gregg Wheeler
Manager, Sport and Community Events
(604-244-1274)



Martin Younis
Acting Senior Manager,
Capital Buildings Project Development
(604-204-8501)

- Att. 1: Lawn Bowling Environmental Scan
2: Program Details for the Richmond Lawn Bowling Clubhouse Replacement Facility
3: Letter from Richmond Lawn Bowling Club
4: Site Layout with Pathway Between the Greens Retained
5: Site Layout with Pathway Between the Greens Removed

Lawn Bowling Environmental Scan

Local Demographic Profile for Older Adults

According to the 2016 Statistics Canada census, 32,410 of Richmond's residents are over the age of 65, representing a 25 per cent increase from the 2011 Census and 16 per cent of the total population. City of Richmond projections with Urban Futures Inc. project the older adult population to increase to 43,844 people by 2020, and 52,305 people by 2024.

The City of Richmond's 2015-2020 Seniors Service Plan also highlights the following key findings:

- Projection reports estimate that there will be a 195 per cent increase in seniors living in Richmond by 2036;
- The largest concentration of older residents (almost a quarter) live in the City Centre where the Richmond Lawn Bowling Club is located;
- Seniors in Richmond have the highest life expectancy in Canada and are living an average of 84.9 years, almost four years longer than the national average of 81.

Since the average age of Richmond Lawn Bowling Club members is 65 years old, demographic trends and projections for the City of Richmond's older adult population support the potential growth of lawn bowling participation and have influenced the program for the replacement clubhouse.

Metro Vancouver Clubhouse Comparisons

A review of relevant precedents for the Richmond Lawn Bowling Clubhouse was conducted as part of the process in establishing the proposed program options and building placements. This review included comparisons of lawn bowling clubhouse sizes for 22 lawn bowling facilities across Metro Vancouver. Average clubhouse square footage of the 22 Metro Vancouver clubs surveyed was under 2,500 sq. ft. Of these 22 clubhouses, 16 had one green and five had two greens similar to Richmond, the latter of which were approximately 2,600 sq. ft. in size.

Hosting of National Tournaments

Staff contacted seven other lawn bowling clubs across Canada that have hosted national tournaments in the last four years to see how they managed the large number of participants at their tournament receptions. Each club surveyed addressed hosting their receptions differently. Depending on clubhouse size, number of participants and type of event being hosted, some clubs were able to accommodate the tournament reception in their existing facilities. Others opted to rent local banquet halls, restaurants or community arenas to accommodate their tournament reception needs.

Membership Trends – Richmond Lawn Bowling Club and Bowls Canada

The Richmond Lawn Bowling Club currently has approximately 250 members and reached its peak of 300 members in 2010. The Club projects membership to reach 400 in the next five years. The *Bowls Canada Annual Report 2017-2018*, states that, in the last six years, membership of lawn bowlers across British Columbia was at its lowest in 2017 and has fluctuated by only 86 members, or two per cent overall.

Program Details for Richmond Lawn Bowling Clubhouse Replacement Facility

Program Area	Key Ideas/Uses
Multipurpose Room	Dividable space for group meetings, special events, tournaments and viewing of greens.
Kitchen	Support space to serve and prepare food for tournaments and club events.
Changeroom and Lockers	Accessible change / shower facility; secure lockers to keep personal bowls, shoes and other belongings.
Washrooms	Washrooms to be easily accessible from both greens.
Storage	Folding tables, chairs, tents, BBQ, maintenance equipment and other sundry items.
Main Entry	Foyer and gathering area; space to display trophies and club information.
Admin	Office with one workspace and secure storage for files and records.
Circulation and Support Spaces	Corridors; mechanical, electrical, and communications rooms; janitorial closet.
Outdoor Viewing Decks	Covered outdoor area to provide wide viewing angles and protection from weather elements; includes bench seating.



RICHMOND LAWN BOWLING CLUB
6131 Bowling Green Road
Minoru Park North, Richmond, BC

To:

The City Council
City of Richmond

April 03, 2019

Dear Mayor and Councillors,

We sincerely hope that Mayor Malcolm Brodie and all Councillors would endorse our request for a 5,000 sq. feet new clubhouse to meet our needs.

Our existing clubhouse is aging. It was built in 1968 with a total area of 1,900 sq. feet (including storage). At that time, it was intended for a maximum capacity of 75 people. Since then, our membership has grown. It is insufficient for our growing membership. At present, we have 280 members and it is still growing. Besides, the senior citizens require more space to move around.

We need a bigger clubhouse for the purposes of :

- a bigger multi-function room for our membership and guests in big events.
- a bigger kitchen to prepare food for tournaments and social events.
- more storage for tools and equipment.
- more lockers and larger locker space for storing members' bowls and shoes.
- an office for administrative and meeting.

Our membership has increased almost 4 times since our club was established. This shows Richmond residents have become more and more interested in lawn bowling.

Most importantly, our members have continuously made some outstanding achievements in both provincial and national levels. This is not just an honor to our Richmond Lawn Bowling Club, but a credit to the City of Richmond. Now we have a golden opportunity to rebuild a clubhouse that would enable us, with the help of Richmond Sport Hosting team, to host such provincial and national events. This for sure will bring economic benefits to the City.

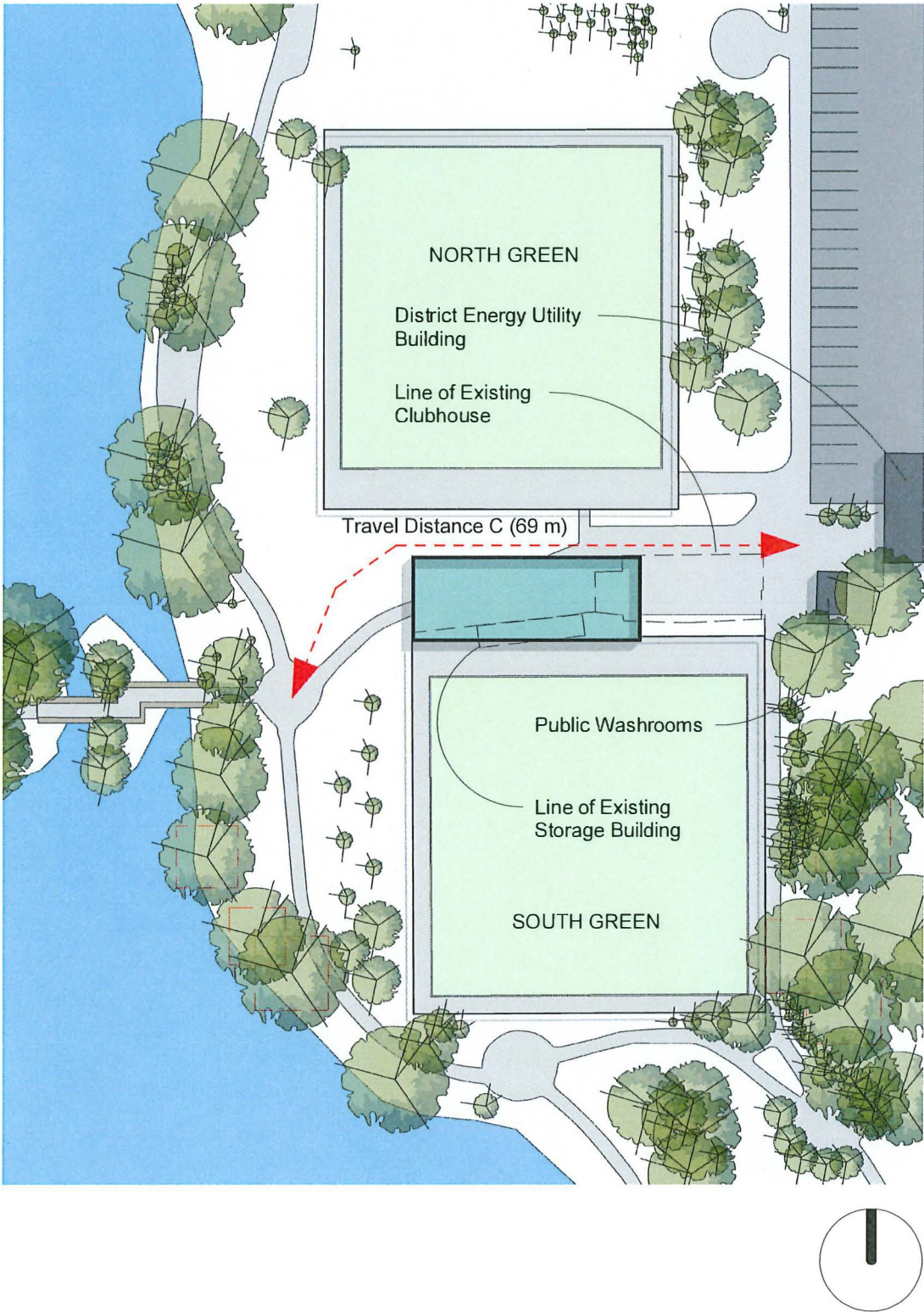
We sincerely wish our Mayor and Councillors to take our request into consideration and we look forward to hearing good news from you.

Regards,

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

Kion Wong (Mr.)
President

Site Layout with Pathway Between the Greens Retained



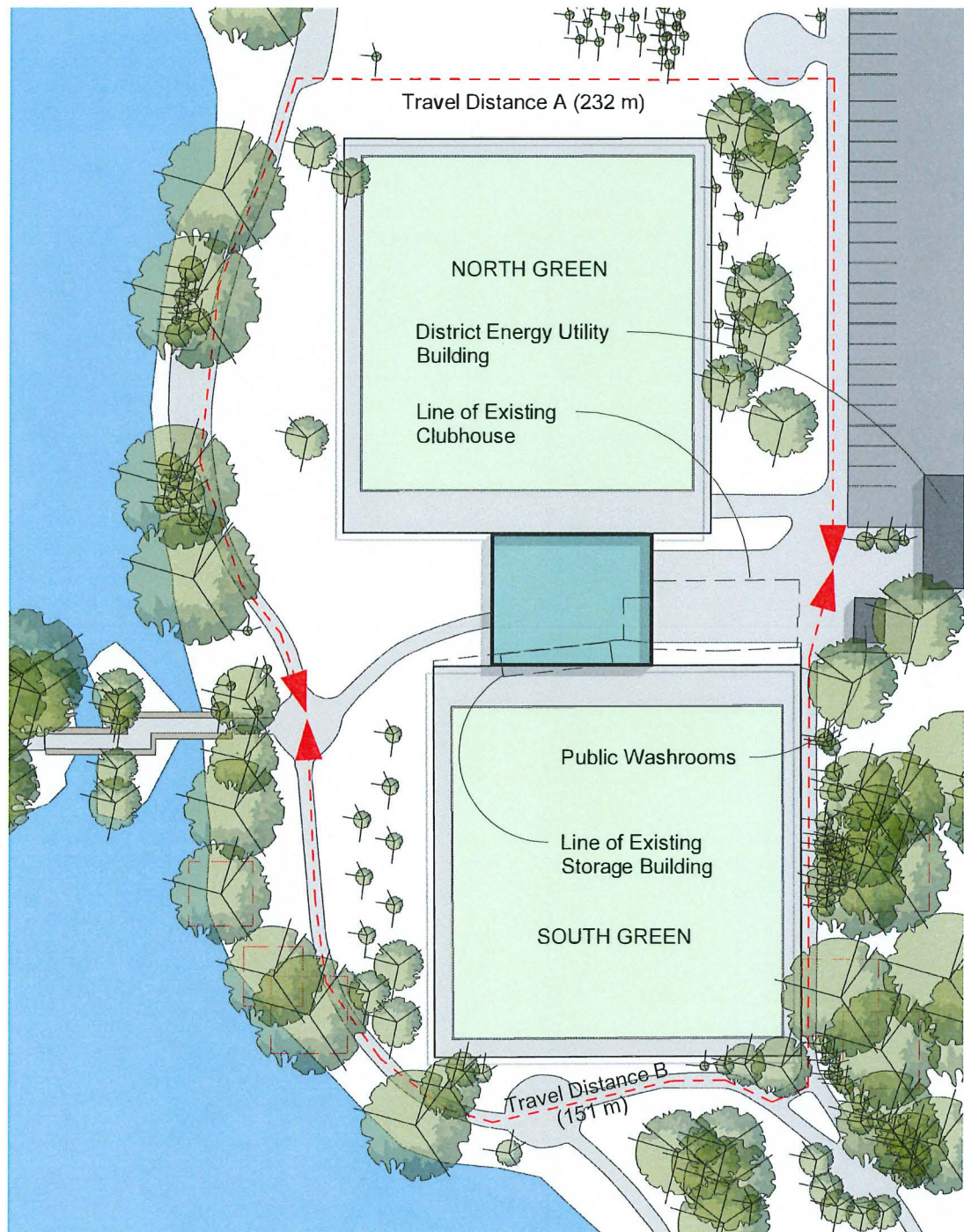
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PROJECT
Richmond Lawn Bowling Clubhouse

DRAWING TITLE
Site Layout Option
CNCL - 101

DATE
April 26, 2019

Site Layout with Pathway Between the Greens Removed





**Unsightly Premises Regulation Bylaw No. 7162,
Amendment Bylaw No. 9819**

The Council of the City of Richmond enacts as follows:

1. *Unsightly Premises Regulation Bylaw No. 7162*, as amended, is further amended by deleting Sections 1.1 and 1.2 and replacing them with the following:

“1.1 Property Owner or Occupier Prohibitions

1.1.1 An owner or occupier of real property must not:

- (a) allow such property to become or remain **unsightly**; or,
- (b) cause or permit **rubbish**, filth, **discarded materials**, or noxious, offensive or unwholesome matter or substances to collect or to accumulate on or around such property.

1.2 Property Owner or Occupier Obligations

1.2.1 The owner or occupier of real property, or their agents, must:

- (a) remove or cause to be removed from the real property, any **rubbish**, or noxious, offensive or unwholesome matter or substance, or any **unsightly** accumulation of **rubbish**, filth, **discarded materials**, or **graffiti**;
- (b) clear or cause such property to be cleared of **unsightly** brush, trees, weeds, or other growth;
- (c) clear or cause such property to be cleared of **noxious weeds**; and
- (d) keep grass trimmed to a height of not more than 20 centimetres.”

2. *Unsightly Premises Regulation Bylaw No. 7162*, as amended, is further amended by inserting the following as new section 1.4:

“1.4 Public Property Prohibition

- 1.4.1 A person must not cause or permit **rubbish**, filth, **discarded materials**, or noxious, offensive or unwholesome matter or substance to collect or to accumulate on or around **public property**.”

3. *Unsightly Premises Regulation Bylaw No. 7162*, as amended, is further amended at Sections 2.1.1 and 2.1.2 by deleting the words and numbers “14 days” and replacing them with “10 days”.
4. *Unsightly Premises Regulation Bylaw No. 7162*, as amended, is further amended at Section 3.1 by inserting the following as new definitions in alphabetical order:

““Abandoned Construction Materials” means an accumulation of construction materials, including but not limited to lumber, siding, insulation, windows, doors, and piping, where there is no apparent or actual construction activity occurring on or in the real property.

“Derelict Fence” means any fence characterized by significant holes, breaks, rot, crumbling, crackling or peeling finish, or rust or any other condition indicating physical decay, neglect, or lack of reasonable maintenance;

“Derelict Vehicle” means any **vehicle** which:

- (a) is not validly insured and/or licenced, if such **vehicle** would be required to be insured, and/or licenced with current validation, to be operated on public roads and/or waterways; or
- (b) is not capable of being moved by its own motive power or is missing parts, including, but not limited to engines, doors, hood, trunk, tires, lights, or windows,

but excludes one such **vehicle** on a piece of real property, which **vehicle** may only be parked or stored on hard surfacing on such property

For the purposes of this definition, a **vehicle** that is not validly insured and/or licensed, as described above, shall be deemed to be not capable of operating under its own motive power unless the owner or occupier of the real property on which it is located is able to demonstrate to the **Manager of Community Bylaws** or a **Bylaw Enforcement Officer** that the **vehicle** is capable of operating under its own motive power.

“Discarded Materials” means discarded materials and substances, including but not limited to **abandoned construction materials**, deteriorated lumber, furniture (not specifically designed for outdoor use), furniture parts, bedding, mattresses, sinks, cabinets, household fixtures, small or large appliances (including but not limited to stoves, refrigerators, and freezers), old newspapers, discarded bottles, **vehicle** parts, tires, wire, rope, abandoned, broken or neglected equipment, and the scattered remains of any such items.

- “Noxious Weed”** means a weed designated to be a noxious weed under the *Weed Control Regulation* BC. Reg. 66/85, as may be amended or replaced from time to time, and includes the seeds of the **noxious weed**.
- “Public Property”** means any real property owned or lease by the **City** and ordinarily accessible to the public, including but not limited to parks, roads, boulevards, sidewalks, and dikes.
- “Unsightly”** means, in addition to its common dictionary meaning and regardless of the condition of other properties in the neighbourhood, real property having any one or more of the following characteristics:
- (a) the accumulation of junk, filth, litter, brush, **discarded materials**, refuse, **rubbish**, garbage, graffiti, and/or **derelict vehicles**;
 - (b) **derelict fence(s)**;
 - (c) landscaping that is dead, characterized by uncontrolled growth or significant lack of maintenance, or is significantly damaged;
 - (d) uncontrolled growth of **noxious weeds**;
 - (e) the condition or appearance of a structure, building, or of real property, or parts thereof, that is characterized by graffiti, holes, breaks, rot, crumbling, cracking, peeling, rusting, or any other evidence of physical decay or neglect or excessive use, or excessive lack of maintenance; or
 - (f) any other similar conditions of disrepair, dilapidation, and deterioration.
- “Vehicle”** means any vehicle propelled otherwise than by muscle power and includes an automobile, truck or other motor vehicle, including a farm implement or equipment, motor home, motorized construction equipment, motorcycle, snowmobile, boat, recreational vehicle, aeroplane, trailer, and any other device which is capable of being driven or drawn.
- “Waste”** means decaying or non-decaying solid and semi-solid wastes, including but not limited to both combustible and non-combustible wastes, such as paper, trash, refuse, cardboard, waste material, cans, wood, glass, broken glass, crates, rags, barrels, boxes, plastic containers, scrap wire, scrap iron, tin and other metal, scrap paving material, discarded appliances, dead animals, yard clippings, dry vegetation, weeds, dead trees, accumulated branches, overgrown vegetation and trees which may harbor insect or rodent infestations

or may become a fire hazard, and piles of earth mixed with any of the above.”.

5. *Unsightly Premises Regulation Bylaw No. 7162*, as amended, is further amended at section 3.1 by deleting the definition of Rubbish and replacing it with the following:

“**“Rubbish”** includes, but is not limited to, **waste**, any **derelict fence**, and any **derelict vehicle**.”.

6. *Unsightly Premises Regulation Bylaw No. 7162*, as amended, is further amended by deleting the last paragraph from Section 4.1 and replacing it with the following:

commits an offence and upon conviction shall be liable to a fine of not less than one thousand dollars (\$1,000.00) and not more than Ten Thousand Dollars (\$10,000.00), in addition to the costs of the prosecution, and where the offence is a continuing one, each day that the offence is continued shall constitute a separate offence.

7. *Unsightly Premises Regulation Bylaw No. 7162*, as amended, is further amended by inserting the following as new section 4.2:

“4.2(a) A violation of any of the provisions identified in this bylaw shall result in liability for penalties and late payment amounts established in Schedule A of the *Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122*, as amended and replaced from time to time; and

(b) A violation of any of the provisions identified in this bylaw shall be subject to the procedures, restrictions, limits, obligations and rights established in the *Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122*, as amended and replaced from time to time, in accordance with the *Local Government Bylaw Notice Enforcement Act*, SBC 2003, c. 60, as amended and replaced from time to time.”.

8. This Bylaw is cited as **“Unsightly Premises Regulation Bylaw No. 7162, Amendment Bylaw No. 9819”**.

FIRST READING

MAY 13 2019

SECOND READING

MAY 13 2019



THIRD READING

MAY 13 2019

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating dept. 
APPROVED for legality by Solicitor 



**Municipal Ticket Information Authorization Bylaw No. 7321,
Amendment Bylaw No. 9820**

The Council of the City of Richmond enacts as follows:

1. **Municipal Ticket Information Authorization Bylaw No. 7321**, as amended, is further amended by deleting schedule B14 and replacing it with Schedule A attached hereto.
2. This Bylaw is cited as “**Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No. 9820**”.

FIRST READING

MAY 13 2019

SECOND READING

MAY 13 2019

THIRD READING

MAY 13 2019

ADOPTED



MAYOR

CORPORATE OFFICER

SCHEDULE B 14**UNSIGHTLY PREMISES REGULATION BYLAW NO. 7162**

Column 1	Column 2	Column 3
Offence	Bylaw Section	Fine
Allow property to become or remain unsightly	1.1.1 (a)	\$1,000
Cause or permit rubbish, filth , discarded materials, or noxious, offensive or unwholesome matter or substance to collect or to accumulate on or around owner's property	1.1.1(b)	\$1,000
Failure to remove or cause to be removed from the real property, any rubbish, or noxious, offensive or unwholesome matter or substance, or any unsightly accumulation of rubbish, filth, discarded materials or graffiti	1.2.1(a)	\$1,000
Failure to clear or cause such property to be cleared of unsightly brush, trees, weeds or other growth	1.2.1(b)	\$500
Failure to clear or cause such property to be cleared of noxious weeds	1.2.1(c)	\$500
Failure to keep grass trimmed to a height of not more than 20 centimetres	1.2.1(d)	\$500
Placing graffiti on walls, fences or elsewhere on or adjacent to a public place	1.3.1	\$1,000
Cause or permit rubbish, filth, discarded materials, or noxious, offensive or unwholesome matter or substance to collect or to accumulate on or around public property	1.4.1	\$1,000
Failure to meet the conditions and/or deadlines specified in an Order to Comply	2.1	\$1,000



**Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122,
Amendment Bylaw No. 9821**

The Council of the City of Richmond enacts as follows:

1. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended, is further amended at Part One – Application by adding the following to section 1.1 in alphabetical order:

“Unsightly Premises Regulation Bylaw No. 7162, as amended;”
2. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended, is further amended by adding the content of the table in Schedule A attached to and forming part of this bylaw as “Schedule - Unsightly Premises Regulation Bylaw No. 7162” to Schedule A of Bylaw No. 8122.
3. This Bylaw is cited as “**Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 9821**”.

FIRST READING

MAY 13 2019

SECOND READING

MAY 13 2019



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SCHEDULE A to BYLAW NO. 9821

Schedule - Unsightly Premises Regulation Bylaw No. 7162 Designated Bylaw Contraventions and Corresponding Penalties							
A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
Unsightly Premises Regulation Bylaw No. 7162	Period of Time from Receipt (inclusive)		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
	Allow property to become or remain unsightly	1.1.1(a)	No	\$ 450.00	\$ 300.00	\$ 500.00	n/a
	Cause or permit rubbish, filth, discarded materials, or noxious, offensive or unwholesome matter or substances to collect or to accumulate on or around owner's property	1.1.1(b)	No	\$ 450.00	\$ 300.00	\$ 500.00	n/a
	Failure to remove or cause to be removed from the real property, any rubbish, or noxious, offensive or unwholesome matter or substance, or any unsightly accumulation of rubbish, filth, discarded materials or graffiti	1.2.1(a)	No	\$ 450.00	\$ 300.00	\$ 500.00	n/a
	Failure to clear or cause such property to be cleared of unsightly brush, trees, weeds or other growth	1.2.1(b)	No	\$ 150.00	\$ 100.00	\$ 200.00	n/a
	Failure to clear or cause such property to be cleared of noxious weeds	1.2.1(c)	No	\$ 150.00	\$ 100.00	\$ 200.00	n/a
	Failure to keep grass trimmed to a height of not more than 20 centimetres	1.2.1(d)	No	\$ 150.00	\$ 100.00	\$ 200.00	n/a
	Placing graffiti on walls, fences, or elsewhere on or adjacent to a public place.	1.3.1	No	\$ 450.00	\$ 300.00	\$ 500.00	n/a

Schedule - Unsightly Premises Regulation Bylaw No. 7162

Designated Bylaw Contraventions and Corresponding Penalties

A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
	Cause or permit rubbish, filth, discarded materials, or noxious, offensive or unwholesome matter or substance to collect or to accumulate on or around public property	1.4.1	No	\$ 450.00	\$ 300.00	\$ 500.00	n/a
	Failure to meet the conditions and/or deadlines specified in an Order to Comply	2.1	No	\$ 450.00	\$ 300.00	\$ 500.00	n/a



**Development Permit, Development Variance Permit and Temporary
Commercial and Industrial Use Permit Procedure Bylaw No. 7273,
Amendment Bylaw No. 10031**

The Council of the City of Richmond enacts as follows:

1. Development Permit, Development Variance Permit And Temporary Commercial And Industrial Use Permit Procedure Bylaw No. 7273, as amended, is further amended at section 12.1 by deleting the definitions of "**City Clerk**", "**Development Permit**", "**Development Variance Permit**", "**General Manager, Urban Development**", "**Manager of Development Applications**", "**Standing Committee**", and "**Temporary Use Permit**", and inserting the following in alphabetical order:

Chief Administrative Officer means the person appointed by **Council** to the position of Chief Administrative Officer and who has been assigned the duties of the position specified by bylaw and in accordance with section 147 of the **Community Charter**.

City Clerk means the Corporate Officer assigned responsibility under section 148 of the *Community Charter*.

Development Permit means a development permit authorized under section 490 of the *Local Government Act*.

Development Variance Permit means a development permit authorized under section 498 of the *Local Government Act*.

Director, Development means the Director, Development in the Planning and Development Department of the **City**, or an alternate.

General Manager, Planning and Development means the General Manager, Planning and Development, of the **City** and his or her respective designates and authorized agents.

Standing Committee means the standing committee of **Council** appointed by the Mayor in accordance with section 141 of the *Community Charter* whose mandate includes community planning and development matters and the consideration of **temporary use permits**.

Temporary Use Permit means a temporary use permit authorized under section 493 of the *Local Government Act*.

2. Development Permit, Development Variance Permit And Temporary Commercial And Industrial Use Permit Procedure Bylaw No. 7273, as amended, is further amended by deleting the term "**Manager of Development Applications**" and replacing it with "**Director, Development**" wherever the term appears in the Bylaw.
3. Development Permit, Development Variance Permit And Temporary Commercial And Industrial Use Permit Procedure Bylaw No. 7273, as amended, is further amended by deleting the term "**General Manager, Urban Development**" and replacing it with "**General Manager, Planning and Development**" wherever the term appears in the Bylaw.
4. Development Permit, Development Variance Permit And Temporary Commercial And Industrial Use Permit Procedure Bylaw No. 7273, as amended, is further amended by deleting section 4.2 and replacing it with the following:

4.2 Quorum and Membership and Chair

4.2.1 The Development Permit Panel:

- (a) comprises any three of the **Chief Administrative Officer** and **General Managers** or their alternates;
 - (b) has a quorum of three; and
 - (c) must, if such member is present, be chaired by the **Chief Administrative Officer**, or be chaired by the member so designated by the **Chief Administrative Officer**.
5. This Bylaw is cited as "**Development Permit, Development Variance Permit And Temporary Commercial And Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw No. 10031**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAY 13 2019

MAY 13 2019

MAY 13 2019

CITY OF RICHMOND
APPROVED for content by originating dept. DW
APPROVED for legality by Solicitor AC

MAYOR

CORPORATE OFFICER