



City Council

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

**Monday, September 27, 2021
7:00 p.m.**

Pg. # ITEM

MINUTES

1. *Motion to:*

- | | |
|----------------|--|
| CNCL-12 | (1) <i>adopt the minutes of the Regular Council meeting held on September 13, 2021; and</i> |
| CNCL-19 | (2) <i>adopt the minutes of the Special Council meeting held on September 20, 2021.</i> |



AGENDA ADDITIONS & DELETIONS

COMMITTEE OF THE WHOLE

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



- 3. Delegations from the floor on Agenda items.**

PLEASE NOTE THAT FOR LEGAL REASONS, DELEGATIONS ARE NOT PERMITTED ON ZONING OR OCP AMENDMENT BYLAWS WHICH ARE TO BE ADOPTED OR ON DEVELOPMENT PERMITS/DEVELOPMENT VARIANCE PERMITS – ITEM NO. 19.

4. *Motion to rise and report.*



RATIFICATION OF COMMITTEE ACTION

CONSENT AGENDA

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

RECOMMENDATIONS FROM COMMITTEE WILL APPEAR ON THE REVISED COUNCIL AGENDA, EITHER ON THE CONSENT AGENDA OR NON-CONSENT AGENDA DEPENDING ON THE OUTCOME AT COMMITTEE.

CONSENT AGENDA HIGHLIGHTS

- Receipt of Committee minutes
- Energy Poverty Reduction Toolkit for Low Income Households and their Service Providers
- Hospital Wait Times for Responding Richmond RCMP Members
- Recommendation to Award Contract 7181Q- Supply and Installation of Conduits and Water Service Pipes Using Trenchless Technology and Other Related Civil Works
- E-Scooter Pilot Project-Recommendation to Award Contract for Shared System
- Sanitary Sewer Repairs – 8000 Block Capstan Way
- Green Fleet Action Plan - 2020 Progress Report
- Application by No. 6 Investments Ltd. for a Strata Title Conversion at 2020 No. 6 Road and 14133 Burrows Road
- Land use applications for first reading (to be further considered at the Public Hearing on October 18, 2021):
 - 2110, 2115, 2120, 2125, 2150, 2155, 2160, 2165, and 2170 - 8766 McKim Way – Temporary Commercial Use Permit (City Vancouver Academy Inc. – applicant)
- 2022 Lulu Awards in Urban Design-Schedule and Categories

Council Agenda – Monday, September 27, 2021

Pg. #

ITEM

- Board of Education of School District No. 38 (Richmond) 2021-2022 Eligible School Site Proposal

5. *Motion to adopt Items No. 6 through No. 16 by general consent.*

☐

Consent
Agenda
Item

6. **COMMITTEE MINUTES**

That the minutes of:

CNCL-51 (1) the **General Purposes Committee** meeting held on September 20, 2021;

(2) the Community Safety Committee meeting held on September 21, 2021 (distributed separately);

(3) the Public Works and Transportation Committee meeting held on September 21, 2021 (distributed separately); and

CNCL-54 (4) the **Planning Committee** meeting held on September 22, 2021; and
be received for information.

☐

Consent
Agenda
Item

7. **ENERGY POVERTY REDUCTION TOOLKIT FOR LOW INCOME HOUSEHOLDS AND THEIR SERVICE PROVIDERS**

(File Ref. No. 10-6125-01) (REDMS No. 6468955)

CNCL-58

See Page CNCL-58 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

That the stakeholder engagement and community activation program outlined in the staff report titled “Energy Poverty Reduction Toolkit for Low Income Households and their Service Providers”, dated August 24, 2021, from the Director, Sustainability and District Energy, be endorsed.

☐

Consent
Agenda
Item

8. **HOSPITAL WAIT TIMES FOR RESPONDING RICHMOND RCMP MEMBERS**

(File Ref. No.)

COMMUNITY SAFETY COMMITTEE RECOMMENDATION

That a letter be sent from the Mayor to the Provincial Minister of Health expressing concern regarding the continuing hospital wait times for mental health related incidents requiring Richmond RCMP members to remain in hospital.



Consent
Agenda
Item

9. **RECOMMENDATION TO AWARD CONTRACT 7181Q - SUPPLY AND INSTALLATION OF CONDUITS AND WATER SERVICE PIPES USING TRENCHLESS TECHNOLOGY AND OTHER RELATED CIVIL WORKS**

(File Ref. No. 02-0775-50-7181) (REDMS NO. 6713641)

CNCL-63

See Page CNCL-63 for full report

PUBLIC WORKS AND TRANSPORTATION COMMITTEE RECOMMENDATION

- (1) *That Contract 7181Q – “Supply and Installation of Conduits and Water Service Pipes using Trenchless Technology and Other Related Civil Works” for an initial three year term estimated at \$4,548,000 exclusive of taxes, with an option to renew for one further two-year term for a maximum of five years, be awarded to Ulmer Contracting Limited;*
- (2) *That staff be authorized to extend the contract for the final two years of the five year contract; and*
- (3) *That the Chief Administrative Officer and General Manager, Planning and Development, be authorized to execute the above contract.*



Council Agenda – Monday, September 27, 2021

Pg. # ITEM

Consent
Agenda
Item

10. **E-SCOOTER PILOT PROJECT-RECOMMENDATION TO AWARD CONTRACT FOR SHARED SYSTEM**

(File Ref. No. 02-0775-50-7204) (REDMS No. 6678187)

CNCL-66

See Page CNCL-66 for full report

PUBLIC WORKS AND TRANSPORTATION COMMITTEE RECOMMENDATION

- (1) *That Contract 7204P - Provision of Public E-Scooter Share Pilot Project be awarded to Lime Technology, Inc.;*
- (2) *That the City enter into an agreement up to three years in length with Lime Technology, Inc. based on the terms as outlined in the staff report titled “E-Scooter Pilot Project –Recommendation to Award Contract for Shared System” dated July 27, 2021 from the Director, Transportation; and*
- (3) *That the Chief Administrative Officer and General Manager, Planning and Development, be authorized to negotiate and execute the above agreement on behalf of the City.*



ADDITIONAL PUBLIC WORKS AND TRANSPORTATION COMMITTEE RECOMMENDATION

That a letter be sent to the Attorney General requesting a review of the legislation that excludes people under the age 18 from renting electric scooters and electric bicycles and having access to alternate forms of transportation in the community.



Consent
Agenda
Item

11. **SANITARY SEWER REPAIRS – 8000 BLOCK CAPSTAN WAY**

(File Ref. No.) (REDMS No. 6676069)

CNCL-79

See Page CNCL-79 for full report

PUBLIC WORKS AND TRANSPORTATION COMMITTEE RECOMMENDATION

That funding of \$800,000 from the Sanitary Sewer Reserve Fund for the sanitary sewer repairs in the 8000 Block of Capstan Way be approved and that the Consolidated 5 Year Financial Plan (2021-2025) be amended accordingly.



Consent
Agenda
Item

12. **GREEN FLEET ACTION PLAN - 2020 PROGRESS REPORT**

(File Ref. No. 01-0340-03-01) (REDMS No. 6710838)

CNCL-82

See Page **CNCL-82** for full report

**PUBLIC WORKS AND TRANSPORTATION COMMITTEE
RECOMMENDATION**

- (1) *That the staff report titled “Green Fleet Action Plan-2020 Progress Report” dated August 19, 2021, from the Interim Director, Public Works Operations, be endorsed; and*
- (2) *That the City join the West Coast Electric Fleets Diamond Lane pledge, thereby allowing application for additional funding opportunities from the Province of British Columbia’s Go Electric Fleets program.*



Consent
Agenda
Item

13. **APPLICATION BY NO. 6 INVESTMENTS LTD. FOR A STRATA
TITLE CONVERSION AT 2020 NO. 6 ROAD AND 14133 BURROWS
ROAD**

(File Ref. No. SC 21-932318) (REDMS No. . 6723825 v. 6)

CNCL-94

See Page **CNCL-94** for full report

PLANNING COMMITTEE RECOMMENDATION

- (1) *That the application for a Strata Title Conversion by No. 6 Investments Ltd. for the property located at 2020 No. 6 Road and 14133 Burrows Road be approved on fulfilment of the following conditions within 180 days of the date of this resolution:*
 - (a) *Payment of all City utility charges and property taxes up to and including the current year;*
 - (b) *Receipt of a written report or letter from a registered Architect, Engineer, or similarly qualified professional reviewing compliance with the current building code on life and fire safety matters, and completion of any works deemed necessary to address code compliance to the satisfaction of the Director of Building Approvals;*
 - (c) *Registration of a flood indemnity covenant on title identifying a minimum flood construction level of 3.0 m GSC;*

- (d) *Registration of a legal agreement on title to ensure that landscaping planted along a 3.0 m wide ALR buffer (as measured from the south property line) not be abandoned or removed. The legal agreement is to identify the ALR buffer area and indicate that the property is potentially subject to impacts of noise, dust and odour resulting from agricultural operations since it is located across from a lot which is in the ALR;*
- (e) *Registration of a legal agreement on title identifying that no separate sales of strata lots are permitted unless the strata lots are separated by a demising wall;*
- (f) *Registration of a legal agreement on title granting right of first refusal of the sale of any strata lot, or lots as the case may be, to the tenant occupying the lot or lots;*
- (g) *Receipt of a Letter of Credit in the amount of \$10,000 for the provision of on-site improvements, including a pedestrian pathway between 2020 No. 6 Road and the sidewalk; restriping of the accessible parking spaces to meet current Bylaw requirements; and a new pathway, bicycle parking, and landscaping in front of 14133 Burrows Road; and*
- (h) *Submission of appropriate plans and documents to the City (i.e., Strata Plan Surveyor's Certificate, Application to Deposit, Form T, etc.) and execution of the same by the Approving Officer within 180 days of the date of a Council resolution; and*
- (2) *That the City, as the Approving Authority, delegate to the Approving Officer the authority to execute the strata conversion plan on behalf of the City, as the Approving Authority, on the basis that the conditions set out in Recommendation 1 have been satisfied.*



Council Agenda – Monday, September 27, 2021

Pg. # ITEM

Consent
Agenda
Item

14. **APPLICATION BY CITY VANCOUVER ACADEMY INC. FOR AN EXTENSION TO A TEMPORARY COMMERCIAL USE PERMIT AT UNITS 2110, 2115, 2120, 2125, 2150, 2155, 2160, 2165, AND 2170 - 8766 MCKIM WAY**

(File Ref. No. TU 20-890760) (REDMS No. 6736411 v. 2)

CNCL-117

See Page CNCL-117 for full report

PLANNING COMMITTEE RECOMMENDATION

- (1) *That the application by City Vancouver Academy Inc. for an extension to Temporary Commercial Use Permit (TU 20-890760) for the property at Units 2110, 2115, 2120, 2125, 2150, 2155, 2160, 2165 and 2170 - 8766 McKim Way to permit education use (limited to an independent school offering grades 10 to 12) be considered until September 8, 2022; and*
- (2) *That this application be forwarded to the October 18, 2021 Public Hearing at 7:00 p.m. in the Council Chambers of Richmond City Hall.*



Consent
Agenda
Item

15. **2022 LULU AWARDS IN URBAN DESIGN-SCHEDULE AND CATEGORIES**

(File Ref. No. 01-0083-09) (REDMS No. 6718903)

CNCL-133

See Page CNCL-133 for full report

PLANNING COMMITTEE RECOMMENDATION

That Council endorse the Richmond Urban Design Awards Program as outlined in the report titled, “2022 Lulu Awards in Urban Design – Proposed Schedule and Categories” dated August 30, 2021 from the Director, Development.



Council Agenda – Monday, September 27, 2021

Pg. # ITEM

Consent
Agenda
Item

16. **BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 38 (RICHMOND) 2021-2022 ELIGIBLE SCHOOL SITE PROPOSAL**
(File Ref. No. 08-4040-01) (REDMS No. 6733229)

CNCL-138

See Page CNCL-138 for full report

PLANNING COMMITTEE RECOMMENDATION

- (1) *That the Board of Education of School District No. 38 (Richmond) 2021-22 Eligible School Site Proposal resolution, as outlined in the staff report titled “Board of Education of School District No. 38 (Richmond) 2021-22 Eligible School Site Proposal”, dated August 24, 2021 from the Director, Policy Planning, be accepted; and*
- (2) *That the Board of Education of School District No. 38 (Richmond) undertake consultation with development stakeholders to inform them of the process to review and implement potential changes to the School Site Acquisition Charge rates resulting from the 2021-22 Eligible School Site Proposal.*



CONSIDERATION OF MATTERS REMOVED FROM THE CONSENT AGENDA

PUBLIC DELEGATIONS ON NON-AGENDA ITEMS

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

Susan Mottahedeh, Richmond Youth Education Centre Tree Planting Project to commemorate the unmarked graves discovered at the Kamloops residential school.

18. *Motion to rise and report.*



PUBLIC ANNOUNCEMENTS AND EVENTS

NEW BUSINESS

BYLAWS FOR ADOPTION

- | | | |
|-----------------|--|--------------------------|
| CNCL-147 | Single-Use Plastic and Other Items Bylaw No. 10000
Opposed at 1 st /2 nd /3 rd Readings – None. | <input type="checkbox"/> |
| CNCL-152 | Notice of Bylaw Violation dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10063
Opposed at 1 st /2 nd /3 rd Readings – None. | <input type="checkbox"/> |
| CNCL-153 | Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No. 10064
Opposed at 1 st /2 nd /3 rd Readings – None | <input type="checkbox"/> |
| CNCL-155 | Housing Agreement (9700,9720 and 9800 Williams Road), Bylaw No. 10252
Opposed at 1 st /2 nd /3 rd Readings – None | <input type="checkbox"/> |
| CNCL-156 | Soil removal & Fill Deposit Regulation Bylaw 8094, Amendment Bylaw No. 10293
Opposed at 1 st /2 nd /3 rd Readings – None | <input type="checkbox"/> |

Council Agenda – Monday, September 27, 2021

Pg. # ITEM

DEVELOPMENT PERMIT PANEL

19. RECOMMENDATION

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

- CNCL-157** (1) *That the **minutes** of the Development Permit Panel meeting held on September 15, 2021, and the **Chair's report** for the Development Permit Panel meetings held on October 15, 2020 be received for information; and*
- CNCL-161** (2) *That the recommendations of the Panel to authorize the issuance of a Development Permit (DP 19-855200) for the property at 6091 and 6111 Dyke Road be endorsed, and the Permits so issued.*

☐

ADJOURNMENT

☐



Regular Council

Monday, September 13, 2021

Place: Council Chambers
Richmond City Hall

Present: Mayor Malcolm D. Brodie
Councillor Chak Au
Councillor Carol Day (by teleconference)
Councillor Andy Hobbs
Councillor Alexa Loo (by teleconference)
Councillor Bill McNulty (by teleconference)
Councillor Linda McPhail (by teleconference)
Councillor Harold Steves (by teleconference)
Councillor Michael Wolfe (by teleconference)

Corporate Officer – Claudia Jesson

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

RES NO. ITEM

MINUTES

- R21/15-1 1. It was moved and seconded
That:
- (1) *the minutes of the Regular Council meeting held on July 26, 2021, be adopted as circulated;*
 - (2) *the minutes of the Regular Council meeting for Public Hearings held on September 7, 2021, be adopted as circulated; and*
 - (3) *the Metro Vancouver 'Board in Brief' dated July 30, 2021, be received for information.*

CARRIED



Regular Council
Monday, September 13, 2021

PRESENTATION

Jordan Oye, Chair, Richmond Public Library Board and Susan Walters, Chief Librarian, with the aid of a PowerPoint presentation (Copy on File, City Clerk's Office), presented the Library's 2020 Annual Report, and highlighted the following:

- fostered learning interactions and focused on online programming;
- an online library card for residents was created resulting in an increase in digital circulation;
- new protocols were put in place to welcome people physically back in the building;
- friendly phone calls and deliveries reduced some of the isolation experienced by homebound residents;
- to ease some financial burden the library temporarily cancelled late fines for books in 2020 and permanently removed them in 2021; and
- new and innovative ways were discovered to meet the needs of the community.

Mayor Brodie noted that since no members of the public were present at the meeting, a motion to resolve into Committee of the Whole to hear delegations from the floor on Agenda items and to rise and report (Items No. 2 to 4) would not be necessary.

CONSENT AGENDA

- R21/15-2 5. It was moved and seconded
 That Items No. 6 through No. 8 be adopted by general consent.

CARRIED



**Regular Council
Monday, September 13, 2021**

6. COMMITTEE MINUTES

That the minutes of:

- (1) the General Purposes Committee meeting held on September 7, 2021;*
- (2) the Finance Committee meeting held on September 7, 2021;*
- (3) the Planning Committee meeting held on September 8, 2021;*

be received for information.

ADOPTED ON CONSENT

7. SOIL REMOVAL & FILL DEPOSIT REGULATION BYLAW NO. 8094, AMENDMENT BYLAW 10293

(File Ref. No. 12-8080-12-01; 12-8060-20-010293) (REDMS No. 6723930, 6723931)

That Soil Removal & Fill Deposit Regulation Bylaw No. 8094, Amendment Bylaw 10293 be introduced and given first, second, and third readings.

ADOPTED ON CONSENT

8. HOUSING AGREEMENT BYLAW NO. 10252 TO PERMIT THE CITY OF RICHMOND TO SECURE AFFORDABLE HOUSING UNITS AT 9700, 9720 AND 9800 WILLIAMS ROAD

(File Ref. No. 12-8060-20-010252; 08-4057-05) (REDMS No. 6692776; 6720376; 6676670)

That Housing Agreement (9700, 9720 and 9800 Williams Road) Bylaw No. 10252, to permit the City to enter into a Housing Agreement substantially in the form attached hereto, in accordance with the requirements of Section 483 of the Local Government Act, to secure the Affordable Housing Units required by Rezoning Application RZ 15-700431, be introduced and given first, second and third readings.

ADOPTED ON CONSENT



Regular Council
Monday, September 13, 2021

9. **APPLICATION BY PAUL ATWAL FOR REZONING AT 9631 PATTERSON ROAD FROM SINGLE DETACHED (RS1/E) TO SITE SPECIFIC SINGLE DETACHED (ZS30) - PATTERSON ROAD**

(File Ref. No. 12-8060-20-010287; RZ 20-906575) (REDMS No. 6722488 V. 3C; 6728085; 6718117; 280279)

See Page 4 for action on this matter.

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

9. **APPLICATION BY PAUL ATWAL FOR REZONING AT 9631 PATTERSON ROAD FROM SINGLE DETACHED (RS1/E) TO SITE SPECIFIC SINGLE DETACHED (ZS30) - PATTERSON ROAD**

(File Ref. No. 12-8060-20-010287; RZ 20-906575) (REDMS No. 6722488 V. 3C; 6728085; 6718117; 280279)

R21/15-3

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10287 to create the “Single Detached (ZS30) – Patterson Road” zone, and to rezone 9631 Patterson Road from the “Single Detached (RS1/E)” zone to the “Single Detached (ZS30) - Patterson Road” zone, be introduced and given first reading.

The question on the motion was not called as discussion took place on the tree management plan, and in reply to queries from Committee, staff noted that (i) the Building Permit was issued as if the subdivision would be approved, (ii) the tree retention would have been reviewed through the Building Permit process, (iii) any rezoning applications directly adjacent to a highway requires Ministry of Transportation and Infrastructure approval, (iv) preliminary approval is granted initially and then final approval is issued prior to final adoption, and (v) the proposed application comes with a covenant that requires the house to be up to the Canadian Mortgage and Housing Corporation standards to address noise.

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



Regular Council
Monday, September 13, 2021

PUBLIC ANNOUNCEMENTS

Mayor Brodie announced that the revised funding for the 2022 Policy 3712 City Grant Program and other Operating grants was approved and funded from the COVID-19 Safe Restart Grant received from the Province.

Mayor Brodie announced that Mr. Kush Panatch was appointed to the Advisory Design Panel for the remainder of a two-year term to expire on December 31, 2022.

BYLAWS FOR ADOPTION

R21/15-4

It was moved and seconded

That the following bylaws be adopted:

Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10192

Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No. 10193

Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10194

Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10202

Richmond Zoning Bylaw 8500, Amendment Bylaw 9044

CARRIED

R21/15-5

It was moved and seconded

That Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9974 be adopted.

CARRIED

Opposed: Cllr. Day



Regular Council
Monday, September 13, 2021

R21/15-6

It was moved and seconded

That Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 10035 be adopted.

CARRIED

Opposed: Cllrs. Day

Steves

Wolfe

DEVELOPMENT PERMIT PANEL

R21/15-7

10. It was moved and seconded

(1) *That the minutes of the Development Permit Panel meeting held on August 11, 2021 and August 25, 2021 and the Chair's report for the Development Permit Panel meetings held on October 15, 2020 and March 10, 2021, be received for information; and*

(2) *That the recommendations of the Panel to authorize the issuance of:*

(a) *a Development Variance Permit (DV 19-872522) for the property located at 8240 No. 5 Road; and*

(b) *a Development Permit (DP 17-768763) for the property located at 5751 Francis Road;*

be endorsed, and the Permits so issued.

CARRIED

ADJOURNMENT

R21/15-8

It was moved and seconded

That the meeting adjourn (7:46 p.m.).

CARRIED



**City of
Richmond**

Minutes

**Regular Council
Monday, September 13, 2021**

Certified a true and correct copy of the
Minutes of the Regular meeting of the
Council of the City of Richmond held on
Monday, September 13, 2021.

Mayor (Malcolm D. Brodie)

Corporate Officer (Claudia Jesson)



**Special Council
Monday, September 20, 2021**

Place: Council Chambers
Richmond City Hall

Present: Mayor Malcolm D. Brodie
Councillor Chak Au
Councillor Carol Day
Councillor Andy Hobbs
Councillor Alexa Loo (by teleconference)
Councillor Bill McNulty (by teleconference)
Councillor Linda McPhail (by teleconference)
Councillor Harold Steves (by teleconference)
Councillor Michael Wolfe (by teleconference)

Corporate Officer – Claudia Jesson

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

RES NO. ITEM

COMMUNITY BYLAWS DIVISION

1. 10100 SEVERN DRIVE – APPEAL OF ORDER TO COMPLY

(File Ref. No.: 12-8080-05) (REDMS No. 6672592 v. 2; 6662493; 6681403; 6674197)

Staff provided a memorandum on-table (attached to and forming part of these minutes as Schedule 1), and reviewed the appeal, noting that (i) Bylaw staff were recently on-site and noted that some unsightly items have remained on the property such as two derelict (unlicensed or inoperable) vehicles and pallets, (ii) one derelict vehicle is permitted to remain in the property, and (iii) the shipping container on the property can be removed in a separate action.



Special Council
Monday, September 20, 2021

RES NO. ITEM

Edward Wong, applicant, 10100 Severn Drive, referenced his submission, (attached to and forming part of these minutes as Schedule 2), spoke on his application, noting that (i) effort has been made in the time provided for remediation and the backyard has been cleared of items, (ii) there is sentimental value to the vehicles on the property and effort will be made to either insure them or properly dispose of one vehicle, (iii) the shipping container will only be on-site temporarily until external storage arrangements can be made, and (iv) the applicant intends to retain the pallets in the backyard for fencing materials.

Discussion ensued with regard to (i) historical unsightly complaints made on the subject site, (ii) incremental improvements to clear the property, (iii) the time required to fully complete the remediation, (iv) options to remove the shipping container on-site, and (v) removal of the pallets and installing fencing on the property.

Mayor Brodie advised that the applicant will need to take action on the remaining items on the property, such as the derelict vehicles and pallets, in order to comply with the order. In reply to queries, Mr. Wong noted that additional time is required to complete such actions.

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

SP21/6-1

It was moved and seconded

That the appeal for the Order to Comply issued for contraventions of Unsightly Premises Regulation Bylaw No. 7162 related to the property at 10100 Severn Drive be adjourned until October 4, 2021.

CARRIED

Opposed: Cllrs. Day
Hobbs
McPhail

ADJOURNMENT

SP21/6-2

It was moved and seconded

That the meeting adjourn (4:50 p.m.).

CARRIED



Special Council
Monday, September 20, 2021

RES NO. ITEM

Certified a true and correct copy of the
Minutes of the Special meeting of the
Council of the City of Richmond held on
Monday, September 20, 2021.

Mayor (Malcolm D. Brodie)

Corporate Officer (Claudia Jesson)



City of
Richmond



Schedule 1 to the Minutes of the Special meeting of Richmond City Council held on Monday, September 20, 2021.

Memorandum

Community Safety Division
Community Bylaws

To: Mayor and Councillors **Date:** September 20, 2021

From: Mark Corrado **File:** 09-5350-00/Vol 01
Manager, Community Safety Policy and Programs

Re: **September 20 , 2021 Inspection Update on 10100 Severn Drive - Appeal of Order to Comply**

At today's Special Council meeting, Council will be considering the appeal of an order to comply (the "Order") issued to the property owner of 10100 Severn Drive for contraventions of Unsightly Premises Regulation Bylaw No. 7162 (the "Bylaw"). Council heard a presentation at a Special Council meeting on July 19, 2021, from the property owner's son that he needed more time in order to comply with the Bylaw and Council agreed to provide an extension to September 20, 2021.

In order to provide Council with most up to date information of the site conditions of the property, bylaw enforcement staff attended the property on the morning of September 20, 2021. Pictures from this inspection are attached to this memorandum.

As shown in the pictures, there has been some change on the property since the meeting on July 19, 2021 such as the removal of one derelict vehicle and one container as well as some boxes in the driveway. However, the property remains in non-compliance with the Bylaw due to:

- Two derelict vehicles in the front driveway (one vehicle was removed and towed). One vehicle is completely inaccessible and barely visible.
- Several stacks of pallets in the back yard, along the fence, at the back of the house plus additional pallets in the driveway;
- Carport has stacks of boxes of books and newspaper
- One shipping container remains in the driveway
- Piles of discarded items stored under tarps in the backyard.

This site has a long history of unsightly premise complaints and throughout that history would lapse into non-compliance after each partial clean up. Considering the condition of the property, the number of complaints received and the extensions of time already afforded to the property owner, it remains the recommendation of staff that the appeal of the Order is denied. Denying the appeal and upholding the Order will give the City of Richmond the authority to remove all the discarded material and bring the property in full compliance with the Bylaw. Many of the discarded items to be removed are recyclable and the City will ensure that they are recycled and not thrown in the garbage.

September 20, 2021

- 2 -

While upholding the Order to Comply will allow the City to clean the site and leave it compliant with Unsightly Premises Regulation Bylaw No. 7162, the presence of the containers/bins is in non-compliance with Richmond Zoning Bylaw No. 8500. Following consideration of the appeal of the Order, staff will begin formal enforcement measures to have the containers/bins removed.

Staff from Community Bylaws will be at the Special Council meeting later today to answer further questions on this matter.



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

Att. Pictures from September 20, 2021 Inspection

pc: SMT
Clay Adams, Director, Corporate Communications

10100 Severn Drive Inspection Photos – September 20, 2021

One Annacis Waste Disposal Bin (#AC-304) on the driveway (Second Disposal Bin has been removed along with the discarded materials on the driveway)







One derelict vehicle visible in the carport (Second derelict vehicle covered up and is inside the carport. The third one has been removed and towed.)



Pallets and discarded materials (books/newspapers) in the backyard on the South East Corner – (Some discarded materials have been reduced/pallets remains the same)





Pallets in the backyard on the South West corner (discarded materials have been removed/pallets remains the same)



Pallets and discarded materials (plastic and tarps) on the North East Corner (remains the same)





Pallets in the backyard stacked on the fence on the North Side (remains the same)



Pallets, Plastic containers (Plastic and books inside) and stones in the backyard on the North West Corner (remains the same)





Pallets in the backyard on the West side (remains the same)



Wide Angle shot of the North and West side of the backyard



Wide Angle shot of the North and South side of the backyard



Letter to the Appeal Hearing

To the Mayor and Councillors:

I have done my best to comply with the Order and have kept the property tidy despite the long hot Summer with the help of my brother and my mom.

The bin load full of papers have been hauled away by Annacis Waste Disposal Company and unloaded at Cascades Recovery Recycling.

The old 1982 Datsun 310 on the driveway has also been hauled away and scrapped. Since this old car has been scrapped, the other 2 vehicles that are licensed and insured are 2005 Buick Allure and 2005 Pontiac Montana.

I've checked with ICBC and I was informed that vehicles on single family detached home properties are not required to be insured except those parked on Strata unit properties.

The new recent photos show that the backyard is tidy and neat and to remain in this condition at all times in order not to allow anyone especially the upstairs tenant from complaining to the City again.

I still need the final bin and is covered with an olive green tarp that is less conspicuous and seems to blend with the trees and landscape.

The tarp covering over the bin was suggested to me by a neighbour and friend in the neighbourhood.

I hope the series of pictures show that the property is in satisfactory condition.

I wish for Closure on this case and file that had lingered on without closure since November 22, 2019 despite efforts to tidy up the back yard.

I hope that the case and file closure in this appeal will be granted.

Regards,
Edward Ken Wong



SEP 20 2021
CITY CLERK'S OFFICE

History of Complains in this Neighbourhood

Complains to the City began in this neighbourhood about 10 years by the Barrons family against several, about 8 homes for various alleged bylaw infractions. They were selling their 2 homes in the area on Swansea and Gower Street and they wanted to tidy up the neighbourhood homes in order to try to get the most money in the sale of their properties.

There seems to be a neighbourhood conflict with the Barrons regarding rat and mice problem which probably came from the garbage bin shed at the Frasersview Care Lodge which they used to own. I did check up on the garbage shed once years ago and Wayne Barron saw me and he was extremely upset and angry at me.

He also owned the home on Gower Street which is on the back of our house overlooking our backyard. This was where the series of complains began by the Barrons.

Sad that the Barrons are a tragic family as I've heard that he has been a mental recluse, his son, Kevin committed suicide and the other son, Jeff was in and out of the mental institution, and both sons were drug addicts.

Despite our efforts to clean up the back yard, another habitual complainer is the Duplex tenant upstairs overlooking our backyard.

Many tenants have come and gone over the years but Mrs. Terri Buller-Taylor and her husband, Robert and family were there for 22 years ago. Their 2 kids when they were young played ball and broke the fence many times until I can no longer repair it anymore.

The kids have grown up and since moved away but the fence is still broken and Mrs. Terri Buller-Taylor have never acknowledged that her 2 kids broke the fence but her husband, Robert did acknowledge and apologise to my mom that their kids did broke the fence.

Ever since the new owners of the duplex bought the property in 2016 at a peak price, they were not willing to spend any money on repairs to the complex as former tenants have told me. So, they have not been willing to share the cost of the new fence. Wayne Barron did pay his share of our back fence in 1998.

Unlike her husband, Robert is a very nice and friendly person, Mrs. Terri Buller-Taylor is not a nice and friendly person and seem rather intolerant. She has never ever mentioned about the backyard issue to my mom, the property owner, but instead complained directly to the city numerous times.

There is also the next-door neighbour, Eliza Ko and husband, Vincent Li, who did admit to me that they complained once to the city but not in this current case. They have owned the house since 2012.

As I had suffered series of setbacks in my career and personal life, and a few family businesses loses too, my anxiety condition may have been affected by these setbacks that caused the hoarding problem of books, magazines and newspapers.

I have tried to remedy the problem and this time I feel that I may be succeeding after many attempts. I will maintain my mom's property as neat and tidy as possible so as to not cause some intolerant, unforgiving individuals in the neighbourhood to complain to the city against us.

I need to move on to better things soon and I hope the Mayor and Councillor are understanding and compassionate in this case under appeal and grant a closure.



CNCL - 37







CNCL - 40









CNCL - 44



James & Sons
604-554-7286
2310 15th Ave

James & Sons
604-554-7286
2310 15th Ave







CNCL - 48



Future 10100 Severn Drive House Renovation, Extension and Seismic Reinforcement Project



Before



After

Potential future Upgrade to house: Renovation and extension for rental affordable rental units at the back and new roof supported by columns and beams for seismic reinforcement.

I did the design early this year as a dream incentive to tidy up the property and move on to better things.



General Purposes Committee

Date: Monday, September 20, 2021

Place: Council Chambers
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au
Councillor Carol Day
Councillor Andy Hobbs
Councillor Alexa Loo (by teleconference)
Councillor Bill McNulty (by teleconference)
Councillor Linda McPhail (by teleconference)
Councillor Harold Steves (by teleconference)
Councillor Michael Wolfe (by teleconference)

Call to Order: The Chair called the meeting to order at 4:52 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the General Purposes Committee held on September 7, 2021, be adopted as circulated.

CARRIED

DELEGATION

1. With the aid of a PowerPoint presentation (copy on-file, City Clerk's Office), Jerry Dobrovolny and Sean Galloway, Metro Vancouver provided an overview of the draft Metro 2050 regional growth strategy update, and spoke on the following:
 - regional population projections;
 - development of efficient and compact communities;

General Purposes Committee
Monday, September 20, 2021

- alignment of the draft regional growth strategy with regional transportation plans;
- developing responses to housing affordability and climate change; and
- the engagement process with stakeholders.

ENGINEERING AND PUBLIC WORKS DIVISION

2. ENERGY POVERTY REDUCTION TOOLKIT FOR LOW INCOME HOUSEHOLDS AND THEIR SERVICE PROVIDERS

(File Ref. No10-6125-01) (REDMS No. 6468955)

Staff reviewed the tool kit and corrected that that the Poverty Reduction Plan noted in the staff report will be presented to Council in late Fall 2021.

Discussion ensued with regard to (i) the cost to develop the tool kit, (ii) consultation with local stakeholders, (iii) options to retro fit rental properties for energy efficiency, and (iv) options to utilize tool kits previously developed in other cities.

In reply to queries to Committee, staff noted that current programs to support lower income individuals will remain in place.

It was moved and seconded

That the stakeholder engagement and community activation program outlined in the staff report titled “Energy Poverty Reduction Toolkit for Low Income Households and their Service Providers”, dated August 24, 2021, from the Director, Sustainability and District Energy, be endorsed.

CARRIED

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:20 p.m.).

CARRIED

General Purposes Committee
Monday, September 20, 2021

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Monday, September 20, 2021.

Mayor Malcolm D. Brodie
Chair

Evangel Biason
Legislative Services Associate



Planning Committee

Date: Wednesday, September 22, 2021

Place: Council Chambers
Richmond City Hall

Present: Councillor Linda McPhail, Chair
Councillor Alexa Loo, (by teleconference)
Councillor Carol Day (entered at 4:08 p.m. by teleconference)
Councillor Bill McNulty
Councillor Harold Steves (by teleconference)

Also Present: Councillor Andy Hobbs
Councillor Chak Au (by teleconference)
Councillor Michael Wolfe (by teleconference)

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

MINUTES

It was moved and seconded

That the minutes of the meeting of the Planning Committee held on September 8, 2021, be adopted as circulated.

CARRIED

1. **APPLICATION BY NO. 6 INVESTMENTS LTD. FOR A STRATA TITLE CONVERSION AT 2020 NO. 6 ROAD AND 14133 BURROWS ROAD**

(File Ref. No. SC 21-932318) (REDMS No. 6723825 v. 6)

It was moved and seconded

(1) *That the application for a Strata Title Conversion by No. 6 Investments Ltd. for the property located at 2020 No. 6 Road and 14133 Burrows Road be approved on fulfilment of the following conditions within 180 days of the date of this resolution:*

(a) *Payment of all City utility charges and property taxes up to and including the current year;*

Planning Committee
Wednesday, September 22, 2021

- (b) Receipt of a written report or letter from a registered Architect, Engineer, or similarly qualified professional reviewing compliance with the current building code on life and fire safety matters, and completion of any works deemed necessary to address code compliance to the satisfaction of the Director of Building Approvals;*
 - (c) Registration of a flood indemnity covenant on title identifying a minimum flood construction level of 3.0 m GSC;*
 - (d) Registration of a legal agreement on title to ensure that landscaping planted along a 3.0 m wide ALR buffer (as measured from the south property line) not be abandoned or removed. The legal agreement is to identify the ALR buffer area and indicate that the property is potentially subject to impacts of noise, dust and odour resulting from agricultural operations since it is located across from a lot which is in the ALR;*
 - (e) Registration of a legal agreement on title identifying that no separate sales of strata lots are permitted unless the strata lots are separated by a demising wall;*
 - (f) Registration of a legal agreement on title granting right of first refusal of the sale of any strata lot, or lots as the case may be, to the tenant occupying the lot or lots;*
 - (g) Receipt of a Letter of Credit in the amount of \$10,000 for the provision of on-site improvements, including a pedestrian pathway between 2020 No. 6 Road and the sidewalk; restriping of the accessible parking spaces to meet current Bylaw requirements; and a new pathway, bicycle parking, and landscaping in front of 14133 Burrows Road; and*
 - (h) Submission of appropriate plans and documents to the City (i.e., Strata Plan Surveyor's Certificate, Application to Deposit, Form T, etc.) and execution of the same by the Approving Officer within 180 days of the date of a Council resolution; and*
- (2) That the City, as the Approving Authority, delegate to the Approving Officer the authority to execute the strata conversion plan on behalf of the City, as the Approving Authority, on the basis that the conditions set out in Recommendation 1 have been satisfied.*

CARRIED

Planning Committee
Wednesday, September 22, 2021

2. **APPLICATION BY CITY VANCOUVER ACADEMY INC. FOR AN EXTENSION TO A TEMPORARY COMMERCIAL USE PERMIT AT UNITS 2110, 2115, 2120, 2125, 2150, 2155, 2160, 2165, AND 2170 - 8766 MCKIM WAY**

(File Ref. No. TU 20-890760) (REDMS No. 6736411 v. 2)

It was moved and seconded

- (1) *That the application by City Vancouver Academy Inc. for an extension to Temporary Commercial Use Permit (TU 20-890760) for the property at Units 2110, 2115, 2120, 2125, 2150, 2155, 2160, 2165 and 2170 - 8766 McKim Way to permit education use (limited to an independent school offering grades 10 to 12) be considered until September 8, 2022; and*
- (2) *That this application be forwarded to the October 18, 2021 Public Hearing at 7:00 p.m. in the Council Chambers of Richmond City Hall.*

CARRIED

Cllr. Day entered the meeting (4:08 p.m.)

3. **2022 LULU AWARDS IN URBAN DESIGN-SCHEDULE AND CATEGORIES**

(File Ref. No. 01-0083-09) (REDMS No. 6718903)

Staff reviewed the 2022 Lulu Awards, noting that two new award categories are proposed- Universal Design and Innovation and Ecological Design and Innovation.

Sharon MacGougan, President, Garden City Conservation Society, Richmond, referred to her submission (attached to these minutes as Schedule 1), noting that she expressed support of the Awards.

Discussion ensued with regard to: development of the award categories and consideration of awards for small and large scale developments.

It was moved and seconded

That Council endorse the Richmond Urban Design Awards Program as outlined in the report titled, "2022 Lulu Awards in Urban Design – Proposed Schedule and Categories" dated August 30, 2021 from the Director, Development.

CARRIED

4. **BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 38 (RICHMOND) 2021-2022 ELIGIBLE SCHOOL SITE PROPOSAL**

(File Ref. No. 08-4040-01) (REDMS No. 6733229)

Staff reviewed the proposal and spoke on School enrollment and residential growth estimates.

3.

Planning Committee
Wednesday, September 22, 2021

Discussion ensued regarding (i) Review of School Site Acquisition Charges, (ii) Provincial funding, (iii) Consultation of Community Stakeholders.

It was moved and seconded

- (1) *That the Board of Education of School District No. 38 (Richmond) 2021-22 Eligible School Site Proposal resolution, as outlined in the staff report titled "Board of Education of School District No. 38 (Richmond) 2021-22 Eligible School Site Proposal", dated August 24, 2021 from the Director, Policy Planning, be accepted.*
- (2) *That the Board of Education of School District No. 38 (Richmond) undertake consultation with development stakeholders to inform them of the process to review and implement potential changes to the School Site Acquisition Charge rates resulting from the 2021-22 Eligible School Site Proposal.*

CARRIED

5 MANAGER'S REPORT

New Building Approvals Staff

Zohreh Mahdiar was introduced as the Manager, Plan Review.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:26 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Planning Committee of the Council of the City of Richmond held on Wednesday, September 22, 2021.

Councillor Linda McPhail
Chair

Raman Grewal
Legislative Services Associate



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** August 24, 2021
From: Peter Russell **File:** 10-6125-01/2020-Vol
Director, Sustainability and District Energy 01
Re: **Energy Poverty Reduction Toolkit for Low Income Households and their Service Providers**

Staff Recommendation

That the stakeholder engagement and community activation program outlined in the staff report titled "Energy Poverty Reduction Toolkit for Low Income Households and their Service Providers", dated August 24, 2021, from the Director, Sustainability and District Energy, be endorsed.

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

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Community Social Development	<input checked="" type="checkbox"/>	
Finance	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

Council adopted the Community Energy and Emissions Plan (CEEP) in January 2014, which included strategies and actions to achieve citywide greenhouse gas (GHG) emissions reduction commitments expressed in Richmond's Official Community Plan (Bylaw 9000). Council endorsed greenhouse gas emission reduction targets within eight Strategic Directions in January 2020 to guide the completion of an updated CEEP in 2021, including a final round of public consultation. The recommended actions within the CEEP support a deeper emission reduction target of 50 per cent below the 2007 levels by 2030, and net-zero carbon emissions by 2050.

This report outlines a stakeholder engagement and activation program to support low-income households and reduce community-wide greenhouse gas emissions in alignment with *CEEP Strategy 14: Engage the Community on Climate Action*. The program's purpose is to create a resource toolkit, in collaboration with participating non-profit organizations, to assist low-income households in reducing their energy expenses and reduce community greenhouse gas emissions.

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

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

This report supports Council's Strategic Plan 2018-2022 Strategy #8 An Engaged and Informed Community:

Ensure that the citizenry of Richmond is well-informed and engaged about City business and decision-making.

This report also supports Action 6 in the City's Social Development Strategy (2013-2022):

Support and encourage community-based initiatives that promote independence and reduce the cost of living for low income households (e.g. community gardens, community kitchens, low income resource directory, social enterprises, and community-based life skills workshops).

Analysis

Energy Poverty in Richmond

Energy poverty is caused by a combination of factors including lack of income, high energy costs and the energy efficiency of the building. Energy poverty is commonly estimated by assessing the budget amount a household spends on fuels and electricity. Low and moderate-

income households that spend more than six per cent of their net income on home energy services¹ are defined as being in energy poverty.

A recent report based on the 2016 census custom tables for energy poverty using household constructs², identified Richmond as having a higher proportion of low-income households living in energy poverty. Recognizing that the data utilized to prepare the report may not present a complete picture of needs within the community, staff sought to better understand the challenges of energy poverty faced by low-income households in Richmond. Staff conducted informational interviews with executive directors from Richmond based non-profit organizations that work directly with residents living on low income. Through these discussions, it was identified that many of the households supported by these organizations exhibit energy poverty issues, (e.g. high home energy and transportation costs) and that the development of an energy poverty reduction toolkit would be beneficial as it would help reduce the cost of living for these community members.

Additionally, residents living on low income were asked two questions related to energy poverty during community engagement for the development of the poverty reduction plan, which will be brought forward to Council in late Fall 2020. Of the 123 residents who participated in the engagement, 69 residents were aware of their monthly home energy costs and 46 of these residents reported spending more than six per cent of their net income on home energy costs. Participants were also asked to identify conditions in their homes that may indicate increased home energy costs (e.g. mold, cold drafts and inadequate heating systems) and 82 respondents indicated one or more of these conditions being present in their homes.

As the preliminary indicators identify the need for the City to continue to engage on this issue, the proposed Energy Poverty Reduction Toolkit for Low Income Households and their Service Providers, (“the Toolkit”) will work with non-profit community organizations and residents to determine the specific needs and resources required to help low-income households reduce their energy costs. At the conclusion of the Toolkit program, Richmond will have an engagement model and tools that may continue to be used to engage community members on future initiatives related to social well-being and advancing low-carbon solutions.

Energy Poverty Reduction Toolkit

Staff are proposing to create a Toolkit that focuses on providing resources to reduce the impacts of energy poverty to low-income households and their service providers. The Toolkit will be co-created with non-profit sector leaders to build organizational capacity, as well as identify and understand the types of energy poverty-related resources and incentives needed to support low-income households that they support. Staff expect that the Toolkit will provide clarity on identifying energy poverty, effective ways to engage with low-income households, and a comprehensive set of resources for these households. This project will also give the City insight into retrofit opportunities for existing buildings to reduce carbon emissions per the Community Energy & Emissions update that is underway.

¹ Energy services defined as the cost to heat, cool and power a home / apartment.

² Report prepared by the Canadian Urban Sustainability Practitioners.

If endorsed, staff will work jointly with Social Capital Strategies to develop the stakeholder engagement and community activation program needed to create the Toolkit. Social Capital Strategies specializes in providing strategic communication services to a range of clients across Canada (and the United States), including: non-profit organizations, government agencies, academic institutions and progressive corporations. The majority of funding needed for this project has been secured by Social Capital Strategies and the Canadian Urban Sustainability Practitioners (CUSP)³ to support this program through utility and agency funding from BC Hydro and the Ivey Foundation.

Development of the proposed Toolkit will use a community engagement and activation approach that seeks to build capacity in the non-profit sector and help low-income households take action to lower their energy expenses and reduce carbon emissions. The Toolkit engagement model is based on the City of Boston's Greenovate Leaders Program and the City of Vancouver's Community Climate Leaders Program, also supported by Social Capital Strategies. Boston's Greenovate Leaders Program began in 2017 and was successfully implemented in eight neighborhoods at risk from the impacts of climate change. One-hundred and forty community climate leaders engaged more than 2,000 residents to develop a Toolkit of resources including a dialogue and event planning guide to assist people in flood preparation, renewable energy alternatives, reducing food waste and preparing for climate change impacts such as extreme weather events. Social Capital Strategies and CUSP are also supporting a similar program in Vancouver with appropriate adaptations for their context. Components from each of these programs will be integrated, as appropriate, to facilitate consultation and develop Richmond's Toolkit which will support low-income households experiencing energy poverty.

With successful implementation of the program, Richmond will also have a process framework that can be used for future community-based low-carbon energy initiatives, depending on the outcomes of this project.

Program Delivery

City staff will manage the Toolkit program jointly with Social Capital Strategies and will support them when engaging local non-profit sector leaders in development of the Toolkit. Table 1 outlines the four phases of this initiative, anticipated to be delivered over a 14-18 month period. Staff plan to issue a call to interested partners to participate in the program from Richmond's established non-profit sector. After interested participants have confirmed their involvement, a series of interviews will be conducted and workshops will be created to develop the Toolkit. If endorsed, staff will issue a single source contract with Social Capital Strategies and initiate the program. Staff will be considering honorariums as to recognize the time, expertise and commitment needed to implement a successful program to boost commitment.

³ The CUSP network connects stakeholders and provides added capacity to support collective reach and impact. Members of the CUSP include municipal sustainability practitioners from Canada's 17 leading cities, including the City of Richmond.

Table 1 - Energy Poverty Reduction Toolkit Program Implementation Outline

Phase and Timeline	Description
Phase 1: Discovery and Design	<ul style="list-style-type: none"> ▪ Clarify objectives and audiences; ▪ Interview key stakeholders; and ▪ Refine approach based on feedback.
Phase 2: Develop Toolkit and Training	<ul style="list-style-type: none"> ▪ Tailor engagement materials for the audience; and ▪ Produce interview guide for gathering feedback. ▪ Develop a draft and final Energy Poverty Toolkit ▪ Update Council on outcomes of the project
Phase 3: Program Implementation	<ul style="list-style-type: none"> ▪ Develop and facilitate training resources non-profit sector for leaders using the Toolkit; and ▪ Revise toolkit based on feedback.
Phase 4: Evaluation and Case Study	<ul style="list-style-type: none"> ▪ Evaluate the program via surveys and online interviews; and ▪ Create a summary report on key outcomes.

Financial Impact

The total cost to deliver the proposed program is \$97,000. Social Capital Strategies and the Canadian Urban Sustainability Practitioners Network have secured funding to support this program with \$48,450 from BC Hydro and \$18,550 from the Ivey Foundation. The City's contribution will be \$30,000, which will be funded from the current approved operating budget if endorsed.

Conclusion

Motivating and enabling residents to take their own actions to reduce GHG emissions has been identified in the City's Community Energy and Emissions Plan. The Toolkit initiative described in this report focuses on co-creating tools for organizations with established connections to local households experiencing energy poverty. Staff recommend that the Energy Poverty Reduction Toolkit for Low Income Households and their Service Providers be endorsed. If endorsed, a stakeholder engagement and community activation program will be launched that targets the specific needs for low income households experiencing energy poverty.



Peter Russell, BAsC, MSc, MCIP RPP
 Director, Sustainability and District Energy
 (604-276-4130)



City of Richmond

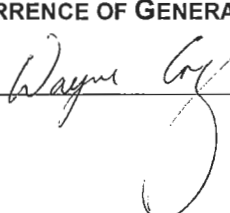


Report to Committee

To: Public Works and Transportation Committee
From: Lloyd Bie, P. Eng.
Director, Transportation
Date: July 20, 2021
File: 02-0775-50-7181/Vol
01
Re: **Recommendation to Award Contract 7181Q - Supply and Installation of
Conduits and Water Service Pipes using Trenchless Technology and Other
Related Civil Works**

Staff Recommendation

1. That Contract 7181Q – “Supply and Installation of Conduits and Water Service Pipes using Trenchless Technology and Other Related Civil Works” for an initial three year term estimated at \$4,548,000 exclusive of taxes, with an option to renew for one further two-year term for a maximum of five years, be awarded to Ulmer Contracting Limited;
2. That staff be authorized to extend the contract for the final two years of the five year contract; and
3. That the Chief Administrative Officer and General Manager, Planning and Development, be authorized to execute the above contract.

Lloyd Bie P. Eng.
Director, Transportation
(604-276-4131)

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance	<input checked="" type="checkbox"/>	 Acting GM
Purchasing	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Engineering	<input checked="" type="checkbox"/>	
Roads & Construction	<input checked="" type="checkbox"/>	
Water Services	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

Contract 7181Q (*Supply and Installation of Conduit & Water Service Pipes Using Trenchless Technology and Other Related Civil Works*) uses horizontal directional drilling methods (trenchless technology) to install conduits and water service pipes in various configurations on an as-needed basis. The current contract between the City and Ulmer Contracting Limited expired on August 9, 2021 and is currently being extended on a month-to-month basis.

Following the completion of a Request for Quotations process to identify a qualified civil contractor, staff recommend that Ulmer Contracting Limited be awarded the new contract.

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

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

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

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

Accountable, transparent, and responsible financial management that supports the need of the community into the future

5.3 Decision-making focuses on sustainability and considers circular economic principles.

This report supports Council's Strategic Plan 2018-2022 Strategy #6 Strategic and Well-Planned Growth:

Leadership in effective and sustainable growth that supports Richmond's physical and social needs.

6.3 Build on transportation and active mobility networks

Analysis

The City has been using trenchless technology to install City infrastructure since 2000. In some applications, trenchless technology is more efficient, safer and cost-effective when compared to open cut or trench digging. It also has less impact to the environment and the general public compared to open cut or trench digging.

Procurement Process

A competitive procurement process was undertaken to identify the most qualified and experienced contractor to supply and install conduits and water service pipes using trenchless technology and other related civil works. The contract term will be for three years with the option to renew for an additional two years to a maximum of five years total.

A Request for Quotations (RFQ) was posted on BC Bid by the City on June 3, 2021. One submission was received from Ulmer Contracting Limited.

Transportation staff have evaluated the submission and have determined Ulmer Contracting offers good value and has the experience and equipment required to meet the needs of multiple City departments who utilize these services.

The proposed rates for the new contract represent good value when compared against previous contract rates. Pricing for the initial three year term of the contract will remain unchanged. Any proposed changes to the rates for the fourth and fifth year will be communicated by the contractor to the City for consideration. Pricing adjustments beyond the initial term of the contract will require justification and be supported by cost data based on industry price indices.

The scope of the contract includes the supply and installation of electrical and communications conduit, junction boxes, vaults, concrete pole bases, concrete controller and UPS bases, water service pipes, and other related civil and electrical works.

Financial Impact

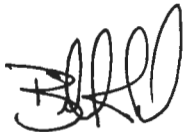
The proposed contract will be funded from multiple Council approved budgets. The amount of \$1,516,000 is an estimate for Year 1 or \$4,548,000 for the initial three year term. The actual work will be defined and issued on an "as required" basis. Table 1 provides the estimated value of the contract by City department for Year 1.

Table 1: Estimated Value of Contract by Department for Year 1

Department	Value	%
Transportation	\$725,000	47.8%
Roads & Construction	\$362,500	23.9%
Water Services	\$362,500	23.9%
Parks	\$66,000	4.4%
Total	\$1,516,000	100%

Conclusion

Ulmer Contracting Limited, has been the City's drilling contractor since 2004 and has provided the City with quality and cost-effective services over this period of time. Staff recommend that Contract 7181Q be awarded to Ulmer Contracting Limited and that staff be authorized to extend the contract for the final two years of the five year contract. Staff further recommend that the Chief Administrative Officer and General Manager, Planning and Development, be authorized to execute the above contract.



Bill Johal
Supervisor, Traffic Signal Systems
(604-276-4298)
BJ:jc



City of Richmond

Report to Committee

To: Public Works and Transportation Committee
From: Lloyd Bie, P.Eng.
Director, Transportation
Date: July 27, 2021
File: 02-0775-50-7204/Vol
01
Re: **E-Scooter Pilot Project – Recommendation to Award Contract for Shared System**

Staff Recommendation

1. That Contract 7204P - Provision of Public E-Scooter Share Pilot Project be awarded to Lime Technology, Inc.;
2. That the City enter into an agreement up to three years in length with Lime Technology, Inc. based on the terms as outlined in the staff report titled "E-Scooter Pilot Project – Recommendation to Award Contract for Shared System" dated July 27, 2021 from the Director, Transportation; and
3. That the Chief Administrative Officer and General Manager, Planning and Development, be authorized to negotiate and execute the above agreement on behalf of the City.

Lloyd Bie, P.Eng.
Director, Transportation
(604-276-4131)
Att. 4

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Parks Services	<input checked="" type="checkbox"/>	 Acting GM
Recreation and Sport Services	<input checked="" type="checkbox"/>	
Business Licences	<input checked="" type="checkbox"/>	
Law	<input checked="" type="checkbox"/>	
Purchasing	<input checked="" type="checkbox"/>	
Sustainability	<input checked="" type="checkbox"/>	
Risk Management	<input checked="" type="checkbox"/>	
Engineering	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

At its June 28, 2021 meeting, Council endorsed the implementation of an e-scooter pilot program for a period of up to three years that will allow the operation of privately-owned and shared e-scooters on selected roadways and cycling facilities in the city. On July 12, 2021, provincial Cabinet approved an Order in Council designating Richmond as a pilot community within the Province of BC's Electric Kick Scooter Pilot Project. On July 26, 2021, amendments to Traffic Bylaw No. 5870 and Public Parks and School Grounds Regulation Bylaw No. 8771 received adoption thereby permitting the legal operation of e-scooters in Richmond per the parameters of the bylaws.

This report recommends the award of a contract up to three years in length to Lime Technology, Inc. (Lime) to operate a public shared e-scooter and e-bike system as a pilot project.

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

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

2.2 Policies and practices support Richmond's sustainability goals.

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

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

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

This report supports Council's Strategic Plan 2018-2022 Strategy #6 Strategic and Well-Planned Growth:

Leadership in effective and sustainable growth that supports Richmond's physical and social needs.

6.3 Build on transportation and active mobility networks.

Analysis

Request for Proposals (RFP) to Operate Shared E-Scooter System

An RFP for the development and operation of a pilot public e-scooter share program was issued by the City on April 29, 2021 with a closing date of May 26, 2021. Seven proposals were received. The proposals were evaluated by a staff team from Transportation and Parks per the following evaluation criteria identified in the RFP:

- compliance with provincial requirements,
- proponent qualifications and past projects,
- implementation and operations plan,
- device specifications, maintenance and security plans,
- parking and right-of-way management,
- user experience and safety,
- marketing and communications plan,
- technology and data sharing,
- consumer protection plan,
- circular economy and sustainability practices, and
- value added services offered to the City.

Award of Contract

Following the proposal evaluation process (Table 1), staff recommend that Lime be awarded a contract to serve as the public e-scooter system owner and operator for a pilot project term of 18 months with an option to renew, upon mutual agreement of both parties, for an additional 18 months (i.e., the maximum allowable term of the provincial pilot program). As Lime's proposal includes the provision of e-bikes as a value added service, staff further recommend that the contract also permit Lime as the owner and operator of a public e-bike system for the same pilot project term. In this owner/operator role, Lime will:

- manage, fund and maintain the operations;
- assume the financial, operational and liability risks associated with the system;
- establish and maintain any infrastructure associated with geo-fenced parking stations;
- operate and optimize e-scooter and e-bike redistribution; and
- be responsible for sales, education, marketing, and customer service.

Table 1: Summary of RFP Evaluation Results

Score	Bird Canada Inc.	Lime Technology, Inc.	Neuron Mobility (Canada) Limited	Roll Technologies Inc.	Superpedestrian Canada Ltd.	ZIP Dockless Inc.
Total	73.5%	89.1%	76.5%	57.0%	54.6%	38.5%

Note: A proposal from Boaz Bikes was not evaluated as the proposal was non-compliant with the Province of BC e-scooter device requirements.

The City will provide support to the pilot program in the forms of:

- access to City lands including streets and paved pathways for the operation of the devices;
- in-kind support primarily comprised of staff support for the station siting process; and
- monitoring system performance during the pilot period.

Staff recommend that the Chief Administrative Officer and General Manager, Planning and Development, be authorized to negotiate and execute the agreement on behalf of the City.

Proposed Shared E-Scooter and E-Bike System

Lime is the largest and most experienced provider of micromobility services in the world and operates in more than 170 cities worldwide. Lime was the first dockless shared micromobility

company in Canada, launching in 2018. Within Canada, the company currently operates in Kelowna, North Vancouver (e-bikes only), Edmonton, and Ottawa. For Richmond, Lime proposes a comprehensive pilot program designed to safely introduce new sustainable mobility options for the community to encourage reduced private vehicle use and complement transit, cycling and walking trips.

The proposed pilot program will run without any capital or operating funding required from the City. Consistent with shared e-scooter and e-bike systems in other North American cities, the operator will pay an annual licensing fee plus a per device administrative fee. The funds generated will be used to compensate for staff time and any materials required (e.g., signage). The operator will also provide a security deposit and obtain general commercial liability insurance.

Fleet Size and Deployment Areas

Based on Lime's experience operating in similarly sized markets in Canada and the USA, Lime proposes a two-phase deployment plan. An initial test area will focus on the City Centre bounded by the Middle Arm of the Fraser River, Alderbridge Way, Garden City Road, Blundell Road, and No. 2 Road with a total proposed deployment of 153 e-scooters and 63 e-bikes (Attachment 1). This test area will enable Lime and the City to confirm system use, safety, and assess any operational issues. Starting in City Centre will allow for access to community services and transit, and first/last mile connections.

If operations within the test area are deemed successful, expansion will occur to cover the majority of Richmond's population and key points of interest including but not limited to waterfronts, community centres, and shopping centres (Attachment 2). The deployed fleet will expand up to 500 e-scooters and 200 e-bikes. Overall, 32% of the fleet is anticipated to be focused in the City Centre, 13% allocated to Steveston and the remainder allocated relative to population and area size to provide an equitable fleet distribution across the city. If demand warrants, the distribution can be adjusted and the fleet could ultimately expand up to 1,000 e-scooters and 500 e-bikes.

Parking Locations and Rebalancing

To enable easy access to devices and maintain a tidy fleet, Lime proposes parking corrals in areas of high density and a "lock to" requirement throughout the rest of the city. Around Canada Line stations, in the City Centre, Steveston, and other areas of high ride concentration, Lime will create designated parking corrals typically located within the boulevard or on-street that are equipped with U-shaped bike racks (Attachment 3). In the rest of the service area, riders will be required to lock their e-scooters to a bike rack. Staff will require Lime to provide its own branded bike racks to ensure that public bike racks remain available for all other users. Each Lime vehicle is equipped with a LimeLock, which enables the vehicle to be tethered to fixed structures.

All parking corrals and bike racks in the designated areas will be geo-fenced and riders will only be able to end their rides in a parking corral or at a bike rack. Before riders are able to end a trip, riders are shown guidance regarding proper parking and must actively document that they have parked correctly with a photograph showing the parked vehicle.

Lime will set minimum and maximum quantities of devices to be deployed per zone and continually monitor the distribution of the devices throughout the day. When concentrations exceed the maximum or fall below the minimum, a notification is automatically triggered to rebalance the vehicles. When the maximum number of vehicles has been deployed, the zone disappears from the app and no additional vehicles can be deployed in that zone to avoid overcrowding and clutter.

Lime pledges to resolve a report of a damaged vehicle or one that is parked in a non-compliant manner within 15 minutes and no more than one hour of notification by the public or the City. User incentives within the app encourage riders to move vehicles from less desirable to more desirable locations to reduce an oversupply in certain places, move improperly parked vehicles, or return devices that are outside the service area.

Lime Patrol teams will be deployed as on-the-ground ambassadors in the community, educating the public, proactively responding to parking and rebalancing issues, and providing customer support. Lime Patrol will circulate through dense areas and those with high utilization to rebalance or repark vehicles before they impede pedestrian or vehicle movements.

The City will have the contact details for the Operations Manager, who is the first point of contact and on-call 24/7. A local base of operations will be established to store, repair and recharge devices, and to respond to public concerns.

Devices to be Deployed

The e-scooters meet the Province's legislated requirements. The e-scooters and e-bikes are equipped with GPS, which provides the ability to track the real-time locations of the devices (Attachment 4). The e-scooters feature a seven cm (2.8") colour LCD screen with a speedometer display and can be used to improve rider awareness and behaviour such as notifying riders when they have entered geo-fenced no parking zones. The devices will be deployed between 5:00 am and 7:00 am, and picked between 9:00 pm and midnight to be charged overnight. Ten percent of the fleet will remain on the street for overnight usage.

A helmet will be provided with each vehicle using Lime's on-vehicle helmet lock mechanism. Free helmets will also be distributed at in-person promotional events when permitted. Safety messages will be affixed to the devices to remind riders to wear a helmet, park appropriately and to not ride on the sidewalk. Operations will include COVID-19 protocols (e.g., daily sanitization of devices) that will remain in place until updated guidance is received from B.C.'s Provincial Health Officer.

The GPS capability of the devices will enable geo-fence technology to provide effective low-speed zones consistent with the parameters of the City's bylaws (maximum speed of 20 km/h on roadways and 15 km/h on shared paved pathways). The e-scooter speed can be automatically reduced to a walking speed when the e-scooter is taken into a no-ride zone.

The e-scooters have technology to help determine if a rider is riding on a sidewalk instead of the street based on the vibration of the underlying riding surface. At the end of the ride, the user will be sent an email and/or in-app message that provides educational materials and an image outlining when and where the sidewalk riding occurred. Lime will also implement a progressive

discipline program for those who continually ride on sidewalks, beginning with mandated education and progressing to fines and account deactivation.

Pricing and User Experience

Price will be consistent across Lime's operations in Canada: a \$1.15 unlocking fee to start the trip and then \$0.35 per minute. Daily and monthly passes will be available as well as discounted fares for people enrolled in any federal, provincial, or local subsidy program. The minimum age for users is 18 years old and the app can accommodate multiple rentals of up to four additional devices. Users without smartphones can text a dedicated phone number to access devices and those without credit cards can pay with PayPal or via a prepaid card.

In addition to English and French, Lime's customizable user application is also available in more than 20 languages, including Richmond's top languages of English, Mandarin, Cantonese, and Tagalog. The application automatically adjusts to the language of the user's phone. Lime's 24/7 customer service is available in 39 languages through phone, text, email, social media, and website. Lime reports that the majority of customer issues are responded to within 15 minutes and all issues are addressed in no more than one hour.

Lime or the rider can choose "Training Mode," which allows the rider to reduce their maximum speed to 11 km/h while they become more confident riders. Lime has implemented mandatory first ride Training Mode in Seattle and Rio de Janeiro, and staff recommend that it be implemented in Richmond, as studies have indicated that over one-third of e-scooter crashes happen on a first ride. As impaired riding is also a documented source of crashes, the app can discourage or prevent this behaviour by requiring riders to perform a cognitive task and see advisory messages before unlocking a vehicle between, for example, 10:00 pm and 5:00 am.

When COVID-19 protocols permit, Lime will offer in-person First Ride events, which are recurring, interactive hour-long safety sessions to educate riders on best practices to safely ride and properly park an e-scooter. Lime proposes to partner with local stakeholders to host these events around the city. Lime will offer also monthly First Ride training in partnership with HUB Cycling for users seeking a supervised first trip.

Promotion and Community Engagement

Lime will provide a multi-channel, multilingual marketing campaign during the pilot program. The company proposes to partner with local community groups to identify culturally-appropriate and effective ways of reaching ethnic populations, and business groups to deliver the service in a way that supports local business and reduces potential issues. Incentive partnerships to cross-promote local businesses and connections via Lime will include rider credits if they visit local business districts, discounts and/or special experiences at local businesses if they used Lime to get there, or if they parked correctly in a nearby parking corral. Lime also proposes to partner with Tourism Richmond to create a tourist-focused website that will include safety information and self-guided tours to destinations in Richmond.

Lime will work with TransLink to integrate the services through initiatives such as offering TransLink riders a free connection via Lime e-bike or e-scooter, integrating journey planning and fare payment, and offering a unified low-income pass.

Launch communications and media will include “how to” and key safety and regulatory guidance such as prohibition on riding on sidewalks, how to park, and potential repercussions for non-compliance. The launch will also be used as an opportunity to highlight Richmond regionally as a city where people should consider visiting to explore on an e-bike or e-scooter. Lime will use ride discounts and incentive programs to both increase ridership while simultaneously supporting other community priorities, such as tourism, transit ridership, sustainability and safety. Lime will leverage sustainability-focused events such as Earth Day to provide free rides to new riders to discover the service as part of a pledge to reduce car use.

Monitoring and Performance Measurement

The City will be provided with regular reports to assist in understanding system use and meet provincial monitoring and reporting requirements including data such as:

- number of registered and active users,
- number of rides and devices being used,
- trip start and end points and the route used,
- trip distance and time,
- system usage by time of day and day of week,
- parking corral capacity and number of available devices,
- reported injuries by severity and conflict areas, and
- quarterly user surveys.

A set of key performance indicators will track and evaluate Lime’s overall performance. Staff will meet with Lime regularly to discuss and resolve any operational issues. Indicators include safety information or training offered, share of trips that would otherwise be a car or walking trip, customer service response times, and degree of user compliance with regulations. Lime will conduct quarterly customer surveys to assess user satisfaction.

Circular Economy

Lime anticipates that the e-scooters will have a lifespan of at least five years. As the devices are modular and every component replaceable, the devices typically are not decommissioned due to wear, tear, or standard usage. As vehicles reach the end of their lifespan, Lime states that nearly 100% landfill diversion is achieved with its end of life partners. Globally, Lime reports that more than 96% of the material is recycled.

A fleet management system optimizes field tasks to reduce vehicle kilometres travelled (VKT). The devices are charged with 100% renewable energy and Lime will use e-vans and a fleet of e-cargo bikes to collect, rebalance, and redeploy e-scooters in the more dense areas of the city.

Timeline

Should Council approve the staff recommendation, Lime anticipates being able to launch the system approximately four weeks after contract finalization and execution.

Financial Impact

None. Staff time and resources can be accommodated within existing departmental operating budgets.

Conclusion

The City's participation in the Province's Electric Kick Scooter Pilot Program will support mobility targets and GHG emission and carbon reduction goals consistent with the Official Community Plan and the Community Energy and Emission Plan 2020-2050 Directions. E-scooters and e-bikes can provide an additional travel option that support first/last mile connections to transit and help make it easier for people to leave their car at home more of the time.

Staff recommend that a shared e-scooter and e-bike system be permitted to operate in Richmond on selected roadways and off-street paved pathways as a pilot project with the shared system to be provided by Lime Technology, Inc. at no cost to the City. Overall, the pilot project provides an opportunity for the City and the Province to research, test and evaluate the safety and efficiency of e-scooters and e-bikes to support cleaner and more sustainable transportation. This proposed shared system will replace the City's public bike-share pilot project that ended in March 2020.

Based on staff's evaluation, Lime's proposal will provide the community and the City with the following benefits:

- provision, management, operation, and maintenance of a public e-scooter and e-bike share system at no cost to the City;
- an engaging, easy to use and affordable user model; and
- an adaptable and responsive operations plan.

Acceptance of Lime's proposal will enable the City to explore and evaluate the potential of a public e-scooter and e-bike share system to advance the objective of providing expanded travel choices in support of the City's mobility goals and targets in a cost-effective manner.



Joan Caravan
Transportation Planner
(604-276-4035)



Sonali Hingorani, P.Eng.
Transportation Engineer
(604-276-4049)

JC:jc

Att. 1: Initial Test Deployment Area

Att. 2: Expanded Deployment Areas

Att. 3: Proposed Parkade Locations and Typical Parking Corral Layout

Att. 4: Typical E-Scooter and E-Bike to be Deployed

Initial Test Deployment Area

Image 1.2 - Initial Test Area

Lime's initial test area (green) and recommended parking corrals (blue dots).

Expanded Deployment Areas

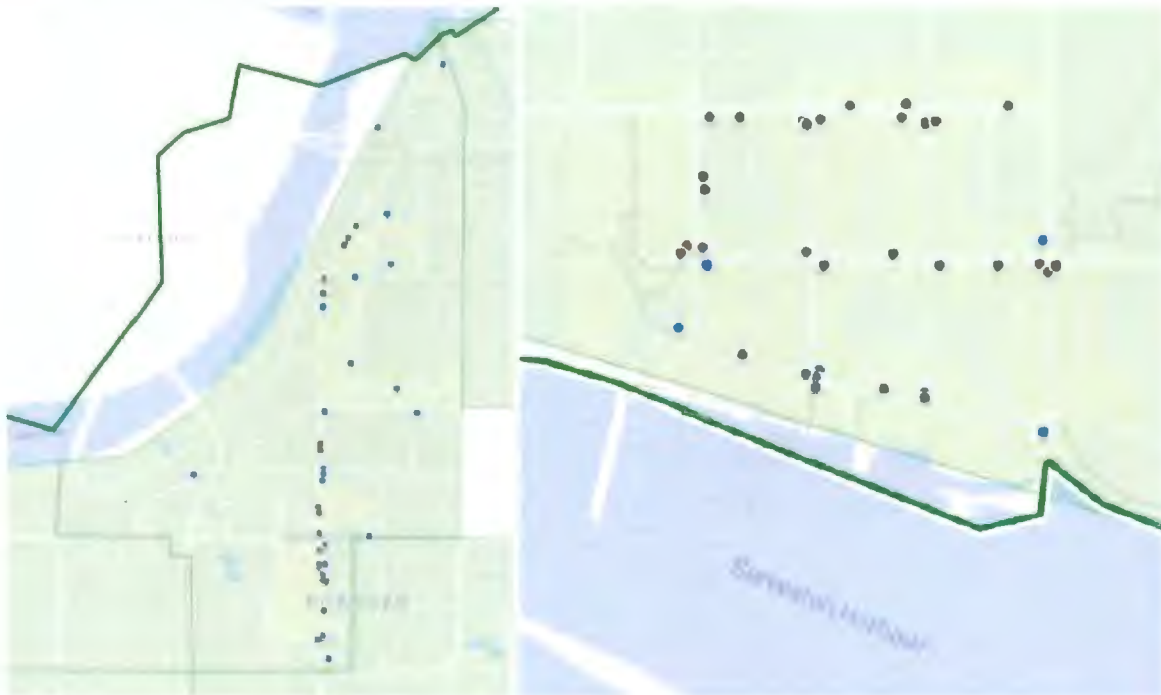
Image I.3 - Deployment Zones



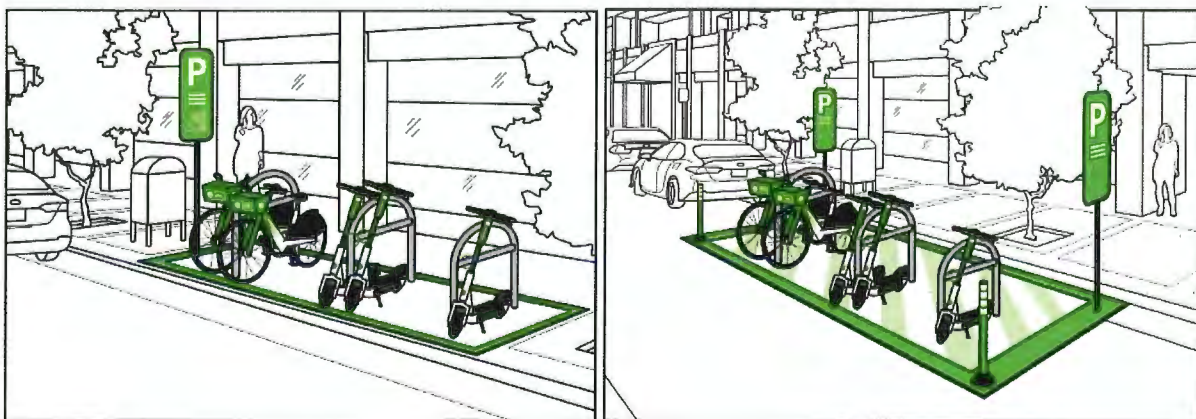
Lime's nine deployment zones ensure coverage of vehicles across Richmond.

Proposed Parkade Locations and Typical Parking Corral Layout

Image I.5 - Suggested Parkade Locations



Lime recommends 2 areas of designated parking corrals. The above maps illustrate both existing bike racks (grey dots) and suggested supplemental corrals (blue dots) which Lime will install.



Typical E-Scooter and E-bike to be Deployed

Designed from the ground up with safety, comfort and sustainability in mind

Lime Gen 4 Integrated E-Scooter

Gross weight: 23.7 kg

Dimensions: 116.4 cm L x 48.6 cm W x 120.5 cm H

Top speed: 24 km/h

Intuitive Handlebar and Display

Throttle, handbrake, warning bell and 7.1 cm digital color display showing vehicle speed and geofencing information, ensuring riders are informed without their phones in hand

Helmet Attachment

On Every Scooter

Wider Footboard

Lower center of gravity and wider footboard for increased rider stability and balance

Reflectors and Lights

Visible from 150 m

Wheels

25 4 cm solid tires tackle the toughest road conditions

Long-Range Battery

Lithium ion battery with 40 km range

Durable kickstand

Redesigned for increased vehicle stability when parked

On-Board Sensors

- To detect tip overs and accurate geofencing

LimeLock

- For securing vehicles to racks and approved images

Strong Aluminum Frame

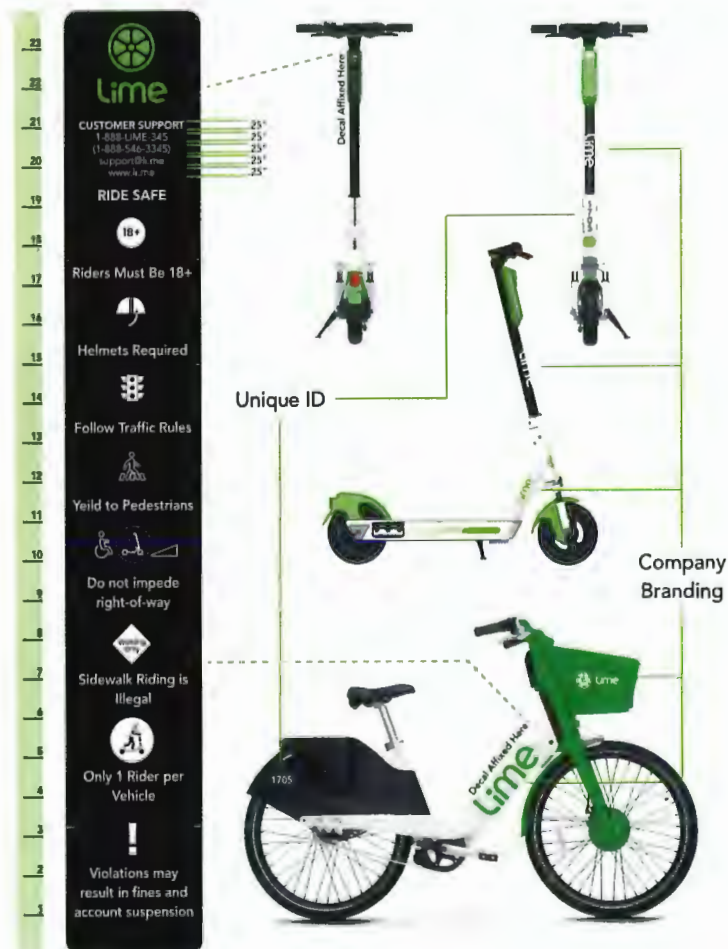
- With IP67 waterproofing against rain or snow

Suspension

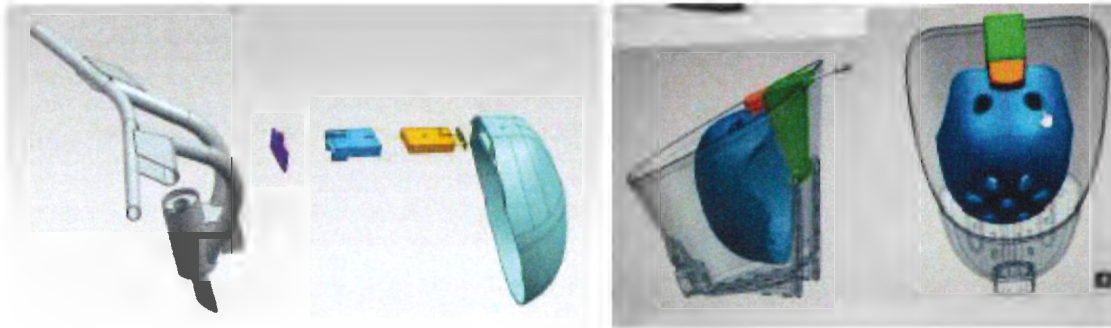
Mountain bike inspired front suspension for a more comfortable ride

Redundant Braking

Front mechanical drum brake, rear electric regenerative brake and stop brake to ensure that riders can effectively stop the vehicle, even on steep slopes



Typical E-Scooter and E-bike to be Deployed



On-Device Helmet Mechanism



City of Richmond

Report to Committee

To: Public Works and Transportation Committee
From: Milton Chan, P.Eng
Director, Engineering
Date: August 20, 2021
File: 10-6050-01/2021-Vol
01
Re: Sanitary Sewer Repairs – 8000 Block Capstan Way

Staff Recommendation

That funding of \$800,000 from the Sanitary Sewer Reserve Fund for the sanitary sewer repairs in the 8000 Block of Capstan Way, be approved and that the Consolidated 5 Year Financial Plan (2021-2025) be amended accordingly.

Milton Chan, P.Eng
Director, Engineering
(604-276-4377)

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Department	<input checked="" type="checkbox"/>	
Sewer & Drainage	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

In May 2021, staff observed ground settlement in the westbound vehicle curb lane on Capstan Way just west of No. 3 Road. Investigation indicated that the settlement was due to a failing gravity sanitary sewer pipe.

The failed section of sanitary sewer was isolated and a temporary bypass system was installed by City forces to provide continuous sewer service to the surrounding properties. A new pipe has been installed that allows regular sewer service to resume.

Staff recommend that funding for the repairs be provided from the Sanitary Sewer Reserve Fund.

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

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

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

Analysis

The City has a failed 350 millimeter diameter gravity sanitary sewer constructed around 1970 that is located under the road in Capstan Way and is approximately 5 metres below ground level.

City forces installed a temporary sanitary sewer bypass system to maintain sewer service to nearby properties. Repair of the sanitary sewer was initiated as there was a high risk of a blockage occurring in the bypass system and a high risk of further failures in the surrounding sanitary sewer system.

In accordance with the City's Procurement Policy (Policy 3104), a contractor was engaged for the repair work and procurement was excluded from normal purchasing practices under an unforeseeable urgent situation or emergency. An engineering consultant and a geotechnical consultant were retained to provide technical support and recommendations to minimise any further settlement and potential impacts to the surrounding area and nearby utilities.

The repair utilized trenchless technologies in order to restore regular sanitary service in a timely manner and to minimize the potential risk of settling and damage to the adjacent large diameter Metro Vancouver sanitary trunk sewers. While the repair was successful, the new pipe is smaller than the original due to the tight physical constraints of the work area. Staff will monitor and inspect the repair to determine its effectiveness and operational impact to the sanitary system. If a larger pipe is required, a Capital Submission will be prepared for Council's consideration as part of the Capital Budget process.

The repair work has been substantially completed and remaining works include final surface restoration and monitoring.

Financial Impact

The total estimated capital cost for the repair of the failed sanitary sewer in the 8000 Block of Capstan Way is \$800,000.

A temporary funding source has been utilized to fund the emergency repair until the Consolidated 5 Year Financial Plan (2021-2025) can be amended with this additional \$800,000 to be funded by the Sanitary Sewer Reserve Fund.

Conclusion

The sanitary sewer system in the 8000 Block Capstan Way failed and a new section of pipe was installed under an emergency situation. Staff are monitoring the effectiveness of the repair to assess if a future capital project is required for the upgrade and replacement of this section of sanitary sewer. Staff recommend that funding for the repair work be provided from the Sanitary Sewer Reserve Fund.



Eric Sparolin, P.Eng.
Manager, Engineering Design and Construction
(604-247-4915)

ES:es



City of Richmond

Report to Committee




To: Public Works and Transportation Committee
From: Suzanne Bycraft
Interim Director, Public Works Operations
Date: August 19, 2021
File: 01-0340-03-01/2021-
Vol 01
Re: **Green Fleet Action Plan - 2020 Progress Report**

Staff Recommendation

1. That the staff report titled "Green Fleet Action Plan – 2020 Progress Report", dated August 19, 2021, from the Interim Director, Public Works Operations, be endorsed.
2. That the City join the West Coast Electric Fleets Diamond Lane pledge, thereby allowing application for additional funding opportunities from the Province of British Columbia's Go Electric Fleets program.

Suzanne Bycraft
Interim Director, Public Works Operations
(604-233-3338)

Att. 2

REPORT CONCURRENCE		
ROUTED TO: Sustainability & District Energy	CONCURRENCE <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER 
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

The City's 2013 Green Fleet Action Plan (GFAP) established a target to reduce greenhouse gas (GHG) emissions from the City's corporate fleet by 20% by 2020. The GFAP outlines 24 action steps in four broad categories of vehicle downsizing and right-sizing, best-in-class replacement, electric vehicle and hybrid vehicle procurement, and maintenance strategies including anti-idling and smart driving techniques. The reduction target of 20% is based on an annual reduction of 2% per year, using 2011 as the baseline year.

This report presents a progress report of actions and results to date; highlighting the City met and exceeded its target by achieving a 28% reduction in fleet GHG related emissions. This is despite an 11% growth in population during 2011-2020. The report provides highlights of the key actions taken to date, as well as outlines next steps to establish a new GHG fleet emissions reduction target.

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

2.1 Continued leadership in addressing climate change and promoting circular economic principles.

2.2 Policies and practices support Richmond's sustainability goals.

Analysis

Background

Corporately, the GFAP is a component of the Corporate Energy and GHG Reduction Program identified in the City's Sustainability Framework. This framework addresses all greenhouse gas emissions and energy use from City operations. Fleet and building related emissions account for the vast majority of corporate GHG emissions, and the reduction of fossil fuel use aligns with broader community targets relating to greenhouse gas reduction, i.e. 33% by 2020 and 80% by 2050, below 2007 levels.

In addition to the GFAP, the City has shown progressive leadership through its Sustainable Green Fleet Policy (Policy 2020). This policy outlines commitments to overall best value vehicle replacement strategies, alternative fuels, high emission standards for equipment and idling reduction alternatives. These plan and policy commitments make the City a leader in its approach to overall corporate fleet management.

The dynamic nature of the City's fleet makes pursuing green technologies challenging given current market limitations on alternative fuel vehicles, particularly of the type needed to support operations. This is due to a large portion of the City's fleet being comprised of non-traditional units such as grass cutting equipment, street sweepers, snow plowing equipment, excavating equipment and trucks with specialized outfitting and supplemental power requirements to meet

operational demands. Reducing GHG emissions, therefore, requires a suite of approaches. The availability of electric vehicle options is expected to expand over time, particularly in light of the BC Zero-Emission Vehicles (ZEV) Act, which mandates automakers meet an escalating percentage of new light-duty ZEV sales and leases, reaching 10% of light-duty vehicle sales by 2025; 30% by 2030 and 100% by 2040. The government of Canada has also announced that it intends to mandate passenger and light duty vehicles sales be 100% ZEV's by 2035, which is an accelerated target from 2040 previously.

Progress on Key Actions

Fleet Size:

The City has reduced its core fleet assets by 2% since 2011, or from 470 units in 2011 to 459 units in 2020. The City also has a complement of non-fuelling assets such as trailers, which has increased from 102 assets in 2011 to 155 in 2020. The City experienced an 11% population growth during 2011 – 2020. Table 1 provides a summary of the City's fleet asset count in relation to its population over the same period.

Table 1 – Asset Count Corporate Fleet Fuelling & Non-Fuelling



Additionally, temporary rental of assets is applied as a practical option used to meet fleet demands over the short term for project-based work without unnecessarily increasing the size of the core fleet.

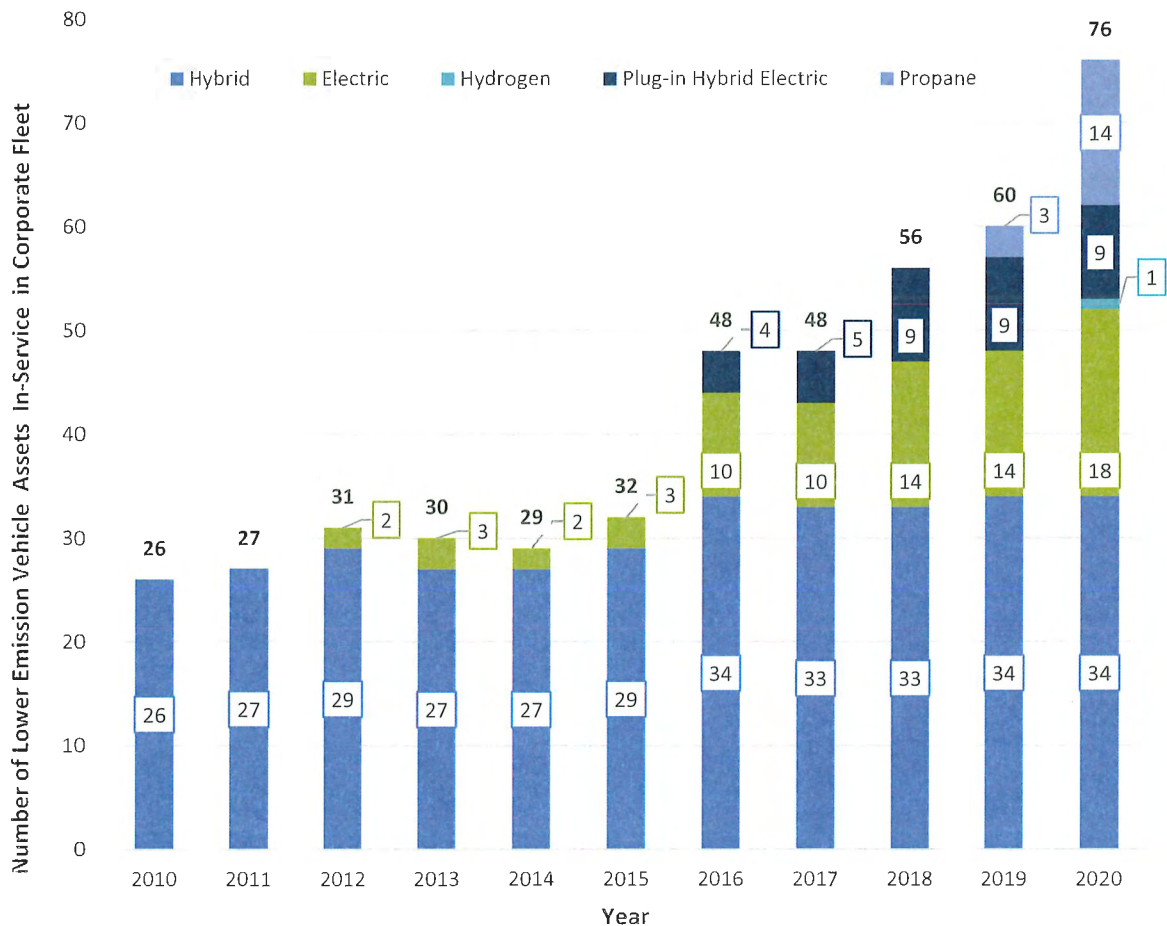
Vehicle Replacements:

At their November 28, 2016 meeting, Council approved a tiered approach to vehicle replacements, as follows:

1. Full electric vehicle
2. Electric vehicle with gasoline backup
3. Hybrid vehicle
4. Most fuel-efficient gasoline vehicle (where electric or hybrid units are not feasible)

Despite marketplace limitations for green technologies, for a large part of the City's fleet, the number of alternative fuel units in the fleet has grown considerably, or nearly triple that of 2010, as shown in Table 2.

Table 2 – Number of Lower Emissions Vehicle Assets



Staff note that the initial purchase cost of electric vehicles remains higher than their gasoline counterparts, however, the total cost of ownership over the vehicle lifecycle is comparable. Attachment 1 provides a lifecycle comparison of six fleet units with details of purchase price, fuel economy, costs and emissions profile data. Total cost of ownership for electric vehicles is expected to improve over time as these vehicles become more mainstream and cost-comparable in the vehicle market.

Alternative Fuels:

The City actively evaluates and pursues alternative fuel options where feasible pending development of the electric vehicle market and as part of fuel diversification:

- Propane Pilot - A propane pilot program was initiated in 2020, where fourteen high use light duty pick up trucks were outfitted with propane systems, running 90% on propane and 10% on gasoline. A propane filling station was also installed at the Works Yard. This initiative resulted in an average 12% reduction in GHG emissions per kilometre travelled, and saved an estimated 50 tonnes of CO₂e. Staff will continue to look for opportunities to expand the program for high use vehicles where the return on investment and savings in GHG are advantageous.
- Hydrogen – Supported by grant funding through the Clean BC Heavy-Duty Vehicle Efficiency Program, the City outfitted three heavy-duty diesel-fueled units with hydrogen fuel cell enhancements. The system works by converting distilled water to hydrogen. No currently observable improvements in fuel efficiency or a reduction in GHG emissions has been noted to date. Staff will, however, continue to evaluate hydrogen for broader application in the City's medium and heavy duty fleet in alignment with provincial and federal actions in this regard where there are demonstrated emissions and/or fuel efficiency gains.

In 2021, the City purchased its first Hydrogen Fuel Cell Vehicle, a 2020 Toyota Mirai. The vehicle fuel cell converts compressed liquid hydrogen to electricity to power the vehicle. The by-product is water or H₂O, therefore is zero emissions. The lack of fuelling infrastructure remains a barrier to expansion of hydrogen fuel options at this time.

- Biodiesel – diesel fuel purchased by the City contains 5% biodiesel content. While renewable fuels and compressed natural gas are also evaluated periodically, neither are being considered further at this time due to a lack of cost benefit and/or lack of alignment with circular economy principles. Instead, other emerging fuel technologies including electric and hydrogen are being evaluated.

Maintenance/Management Strategies:

The City incorporates a number of strategies to manage and maintain its fleet in an effective manner. Proper vehicle maintenance, fleet training/education programs and robust systems are used to track information as part of effective fleet management. Driving and optimum maintenance

practices have been shown to save up to 25%¹ of emissions. Example key programs, initiatives and systems currently in place and actively applied include:

- Vehicle asset management system
- Fleet training program
- Idle reduction and awareness programs (includes retrofits/anti-idling technology)
- Automatic vehicle location units (GPS) on 72 units
- Robust fuel management system (fuel security and consumption/idling data)
- Continuous improvement, including actively reviewing emerging technologies

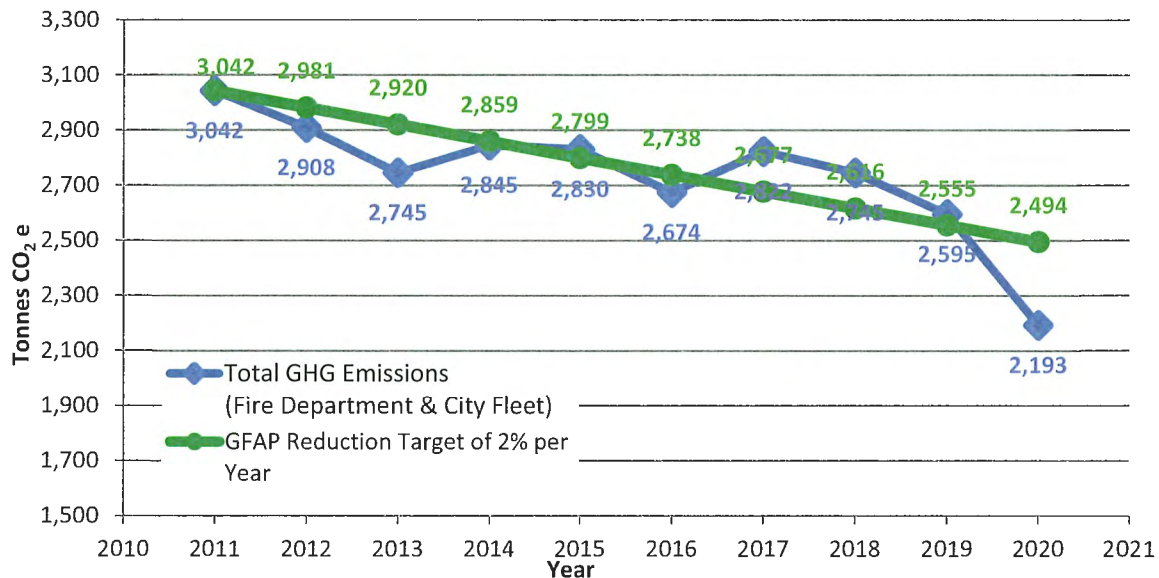
The City's progressive approach to management of its fleet and policy/plan commitments led to the City obtaining a platinum rating in 2016 from E3 Fleet (Energy, Environment and Excellence). This program, operated by the Fraser Basin Council, monitors and measures fleet efficiency against best practise criteria, including policy commitments. Richmond was the first City in Canada to achieve platinum rating, noting it as the "highest mark of achievement for fleet management in Canada".

Results to Date

These actions have led to the City meeting and exceeding its GHG emissions reduction target by achieving a 28% reduction in emissions as shown in Figure 2 below. Staff note that to achieve consistency in GHG inventories under the Climate Action Rebate Incentive Program, only maintenance-related emissions are considered.

The decline in emissions, particularly in the 2020 year, was likely impacted by COVID-19. While in some cases there was less driving of the corporate fleet due to staff working from home and attending meetings virtually, there were other circumstances leading to greater use of fleet assets, such as the launch of the community ambassador program and policies limiting staff to two people per vehicle. These impacts are not directly quantifiable, however, the overall outcome was a reduction in fuel consumption and emissions output from the City's Fleet.

¹Source: Natural Resources Canada Fuel Efficient Driving Techniques: <https://www.nrcan.gc.ca/energy-efficiency/transportation-alternative-fuels/personal-vehicles/fuel-efficient-driving-techniques/21038>

Figure 2: City of Richmond GHGs Percentage from 2011 Baseline Year

Funding Opportunities via BC Clean Energy Go Electric Program for EV Infrastructure

The City has invested in installing electric vehicle infrastructure for both the community and corporate fleet. The number of public and corporate charging ports has grown to 36 in 2020 (18 for each). A detailed list of the current and planned public and corporate stations is shown in Attachment 2.

Continued investment in both public and corporate charging infrastructure will be needed to meet future charging needs. The City will continue to take advantage of funding opportunities through provincial and federal grants, where feasible to increase the EV charging network overall. To date, the City has received funding commitments totalling \$860,000 from Natural Resources Canada (NRCan) to support public and corporate electric vehicle infrastructure installation projects.

To qualify for additional funding opportunities for zero emission vehicles and charging infrastructure, the BC Clean Energy Go Electric Program requires organizations to participate in the West Coast Electric Fleets pledge. There are four levels to this program:

1. On-Ramp (commitment to evaluate zero emission vehicles).
2. Highway (commitment to 3% zero emission vehicles annually).
3. Express Lane (commitment to 10% zero emission vehicles annually).
4. Diamond Lane (commitment to above 10% zero emissions vehicles annually).

Staff recommend adopting the Diamond Lane pledge, with the commitment to replace above 10% zero emission vehicles for all new corporate passenger fleet vehicle procurements. This is considered achievable with new ZEV's being introduced into the marketplace in the passenger vehicle category. In 2020, three passenger vehicles were replaced, with one ZEV unit (or 33%). In 2021, one of eight passenger fleet vehicle replacements will be ZEV (or 12.5%). This pledge can be revisited annually to consider a higher ZEV procurement goal and potential expansion

into other vehicle categories (e.g. light duty pickups) as the ZEV market expands. The pledge is non-binding but demonstrates the City's commitment to emissions reduction. Through this program, the City can continue to leverage further grant opportunities that are not available to those that do not take the pledge.

Next Steps

To align with the City's Community Energy and Emissions Plan, staff will begin work on preparing an updated GFAP to achieve the 2030 target of reducing emissions by 50% from 2007 levels. This will include continuation of existing green fleet actions (i.e. idle reduction strategies, fleet training program, expanding GPS on additional units, vehicle procurement strategies, alternative fuel vehicles, etc.) as well as new actions designed to help ensure the City remains a leader in overall greening of its corporate vehicle fleet.

Staff will report to Council for appropriate approvals on a new, proposed Green Fleet Action Plan once prepared.

Financial Impact

None

Conclusion

This report presents a progress report on the City's 2013 Green Fleet Action Plan, which set a target to reduce its corporate fleet greenhouse gas emissions by 20% by 2020. Through the implementation of numerous strategies outlined in the GFAP, the City achieved a 28% decrease in total fleet emissions. While COVID-19 impacts may have contributed to the more significant emissions reduction in 2020, the City's actions have nonetheless had a positive impact on fleet vehicle emissions reduction, leading to achieving and exceeding the City's 2020 target.

Installation of electric vehicle charging infrastructure, for both public and corporate vehicle charging, is underway and will continue in accordance with Council funding approvals, with funding opportunities pursued from senior levels of government, where available. To maximize the City's ability to apply for these funding opportunities, it is recommended that the City join the West Coast Electric Fleets Diamond Lane pledge. This is a non-binding commitment for the City to replace above 10% zero emission vehicles for all new corporate passenger fleet vehicle procurements annually.

Staff will begin work on an updated Green Fleet Action Plan with the goal of achieving the 2030 target of reducing emissions by 50% from 2007 levels in alignment with the City's Community Energy and Emissions Plan. This updated plan will be presented to Council for consideration and approvals upon completion.



Dinos Ramos
Operations Coordinator, Fleet and Environmental Programs
(604-233-3302)

August 19, 2021

- 9 -

DR:dr

Att. 1: Gasoline vs. Electric Vehicle Total Cost of Ownership Comparison

Att. 2: Current and Planned Public and Corporate EV Charging Station Locations Owned and
Operated by the City

Gasoline vs. Electric Vehicle Total Cost of Ownership Comparison

	2002 Chevrolet Cavalier	2004 Dodge Neon	2008 Honda Civic Hybrid	2012 Chrysler 200	2018 Chevrolet Bolt BEV ¹	2018 Chevrolet Volt PHEV ¹
Purchase Price	\$17,647	\$18,094	\$27,296	\$19,529	\$44,919	\$37,559
Actual Fuel Economy	11.05 L/ 100 km	11.85 L/ 100 km	8.17 L/ 100 km	11.44 L/ 100 km	20.1 kWh/ 100 km	1.71 L/ 100 km
Fuel/Energy Used Per Year based on 15,000 km Driven	1,675.5 L	1,777.5 L	1,225.5 L	1,716 L	3,015 kWh	256 L
GHG Emissions/Year	4.77 T CO ₂ e	5.06 T CO ₂ e	3.49 T CO ₂ e	4.88 T CO ₂ e	0.0901 T CO ₂ e	0.73 T CO ₂ e
GHG Emissions for 10 Years	47.73 T CO ₂ e	50.63 T CO ₂ e	34.91 T CO ₂ e	48.88 T CO ₂ e	0.901 T CO ₂ e	7.3 T CO ₂ e
Fuel Cost²	\$21,548	\$23,108	\$19,463	\$22,308	\$3,015	\$3,334
Cost of Maintenance for 10 Years	\$15,031	\$16,638	\$15,931	\$16,150	\$7,492	\$13,456
Total Cost of Ownership for 10 Years	\$54,226	\$57,840	\$62,690	\$58,078	\$55,426	\$51,015

¹Cost net of \$5,000 rebate from the BC Clean Energy Vehicles (CEV) Point of Sale Incentive Program

²Cost of Fuel/Electricity for 10 years based on \$1.30/L for gasoline and \$0.10/kWh for electricity

Current and Planned Public and Corporate EV Charging Station Locations Owned and Operated by the City

Public Stations:

Station Location	Address	No. of Ports (Parking Stalls)	Type of Station	
			Level 2	Level 3
Existing Public EV Charging Stations				
City Hall	6911 No. 3 Rd	2	✓	
City Works Yard	5599 Lynas Ln	2	✓	
Firehall 1	6960 Gilbert Rd	2	✓	
Firehall 3	9660 Cambie Rd	2	✓	
Thompson Community Centre	5151 Granville Ave	2	✓	
Steveston Community Centre	4111 Moncton St	2	✓	
Cambie Community Centre	12800 Cambie Rd	2	✓	
Minoru Centre for Active Living	7191 Granville Ave	4	✓	
SUBTOTAL		18		
Planned Public EV Charging Stations				
City Hall	6911 No. 3 Rd	1		✓
City Hall	6911 No. 3 Rd	2	✓	
Richmond Oval	6111 River Rd	1		✓
Richmond Oval	6111 River Rd	2	✓	
King George Park	4100 No. 5 Rd	1		✓
King George Park	4100 No. 5 Rd	2	✓	
Richmond Ice Centre	14140 Triangle Rd	1		✓
Richmond Ice Centre	14140 Triangle Rd	2	✓	
Steveston Tennis Courts	4151 Chatham St	2	✓	
West Richmond Community Centre	9180 No. 1 Rd	4	✓	
Britannia Heritage Ship Yards	5180 Westwater Dr	2	✓	
Garden City Park	6620 Garden City Rd	2	✓	
Minoru Park (Arenas)	7551 Minoru Gate	4	✓	
South Arm Community Centre	8880 Williams Rd	2	✓	
Blundell Park	6468 Blundell Rd	2	✓	
Hamilton Community Centre	5140 Smith Dr	2	✓	
RCMP City Centre Community Police Office	6931 Granville Ave	2	✓	
SUBTOTAL		34		
TOTAL CURRENT & PLANNED		52		

Corporate Stations:

Station Location	Address	No. of Ports (Parking Stalls)	Type of Station	
			Level 2	Level 3
Existing Corporate EV Charging Stations				
City Hall	6911 No. 3 Rd	2	✓	
City Works Yard	5599 Lynas Ln	6	✓	
City Hall Annex	6900 Minoru Blvd	8	✓	
RCMP Headquarters	11411 No. 5 Rd	2	✓	
SUBTOTAL		18		
Planned Corporate EV Charging Stations				
City Hall	6911 No. 3 Rd	1		✓
City Works Yard	5599 Lynas Ln	2		✓
City Works Yard	5599 Lynas Ln	20	✓	
City Hall Annex	6900 Minoru Blvd	22	✓	
Firehall 1	6960 Gilbert Rd	2	✓	
Firehall 2	11011 No. 2 Rd	4	✓	
Firehall 3	9660 Cambie Rd	4	✓	
RCMP Headquarters	11411 No. 5 Rd	2	✓	
RCMP City Centre Community Police Office	6931 Granville Ave	2	✓	
SUBTOTAL		59		
TOTAL CURRENT & PLANNED		77		



To: Planning Committee

Date: September 9, 2021

From: Wayne Craig
Director of Development

File: SC 21-932318

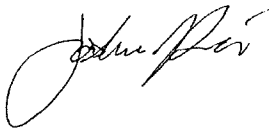
Re: **Application by No. 6 Investments Ltd. for a Strata Title Conversion at
2020 No. 6 Road and 14133 Burrows Road**

Staff Recommendation

1. That the application for a Strata Title Conversion by No. 6 Investments Ltd. for the property located at 2020 No. 6 Road and 14133 Burrows Road be approved on fulfilment of the following conditions within 180 days of the date of this resolution:
 - a. Payment of all City utility charges and property taxes up to and including the current year.
 - b. Receipt of a written report or letter from a registered Architect, Engineer, or similarly qualified professional reviewing compliance with the current building code on life and fire safety matters, and completion of any works deemed necessary to address code compliance to the satisfaction of the Director of Building Approvals.
 - c. Registration of a flood indemnity covenant on title identifying a minimum flood construction level of 3.0 m GSC.
 - d. Registration of a legal agreement on title to ensure that landscaping planted along a 3.0 m wide ALR buffer (as measured from the south property line) not be abandoned or removed. The legal agreement is to identify the ALR buffer area and indicate that the property is potentially subject to impacts of noise, dust and odour resulting from agricultural operations since it is located across from a lot which is in the ALR.
 - e. Registration of a legal agreement on title identifying that no separate sales of strata lots are permitted unless the strata lots are separated by a demising wall.
 - f. Registration of a legal agreement on title granting right of first refusal of the sale of any strata lot, or lots as the case may be, to the tenant occupying the lot or lots.
 - g. Receipt of a Letter of Credit in the amount of \$10,000 for the provision of on-site improvements, including a pedestrian pathway between 2020 No. 6 Road and the sidewalk; restriping of the accessible parking spaces to meet current Bylaw

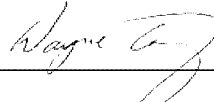
requirements; and a new pathway, bicycle parking, and landscaping in front of 14133 Burrows Road.

- h. Submission of appropriate plans and documents to the City (i.e., Strata Plan Surveyor's Certificate, Application to Deposit, Form T, etc.) and execution of the same by the Approving Officer within 180 days of the date of a Council resolution.
2. That the City, as the Approving Authority, delegate to the Approving Officer the authority to execute the strata conversion plan on behalf of the City, as the Approving Authority, on the basis that the conditions set out in Recommendation 1 have been satisfied.



for
Wayne Craig
Director of Development
(604-247-4625)

WC:jr
Att. 7

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER	
	Acting GM

Staff Report

Origin

No. 6 Investments Ltd. (Director: Wayne Grafton) has applied to the City of Richmond for permission to facilitate the Strata Title Conversion of two existing industrial buildings at 2020 No. 6 Road and 14133 Burrows Road into a total of 25 strata title lots. A location map and aerial photograph are provided in Attachment 1. The draft strata plans are shown in Attachment 2.

Findings of Fact

The subject site is located in an established industrial area in the Bridgeport Area Plan and is zoned “Light Industrial (IL).”

Development immediately surrounding the subject site is as follows:

- To the North: An unopened road right-of-way and the rail right-of-way.
- To the East: A property zoned “Light Industrial (IL)” with vehicle access from Burrows Road.
- To the West: Properties zoned “Light Industrial (IL)” with vehicle access from No. 6 Road.
- To the South: A property zoned “Agriculture (AG1)” and located in the Agricultural Land Reserve, with vehicle access from Burrows Road.

The subject site consists of a single property containing two buildings, each of which has its own civic address. 2020 No. 6 Road is located on the west side of the site, was constructed in 2019, and has a floor area of 5,474 m² (58,925 ft²). 14133 Burrows Road is located on the east side of the site, was constructed in 2003, and has a floor area of 3,528 m² (37,976 ft²). These buildings are currently occupied by four industrial warehouse tenants, two in each building. The proposed Strata Title Conversion would create 25 strata lots as shown in Attachment 2 and facilitate the separation of operating expenses for the tenants. A letter from the applicant outlining the proposal is provided in Attachment 3.

The two buildings are separated by a parking and loading area in the centre of the site, which can be accessed via driveway crossings to both No. 6 Road and Burrows Road. Parking is located along the north property line, along the west property line, between the two buildings, and in front of 14133 Burrows Road. In total there are 122 parking spaces and 25 loading spaces. Three of the parking spaces are accessible, and are spread across the property in different locations to provide convenient access to each building. The existing parking and loading provided significantly exceeds the Richmond Zoning Bylaw 8500, which only requires 68 parking spaces. Minor changes to the parking area are proposed to accommodate larger van accessible spaces and a pedestrian pathway between 2020 No. 6 Road and the sidewalk.

Fifteen Class 2 bicycle parking spaces are provided on the north side of 2020 No. 6 Road, adjacent to the drive aisle. Although bicycle parking is not required for industrial uses, the applicant has agreed to add Class 2 bicycle parking in front of 14133 Burrows Road to ensure visitors to both buildings have access to bike racks.

The front and exterior side yards include landscaped setbacks between the property lines and parking areas consistent with Richmond Zoning Bylaw 8500. The 3.0 m landscape setback along No. 6 Road includes a variety of trees, shrubs and groundcovers. These were recently planted as part of the construction of the building in 2019.

The 3.0 m landscape setback along Burrows Road contains shrubs and groundcovers, but no trees. The setback is encumbered by a statutory right-of-way (SRW) for utilities, which prohibits tree planting.

Minor changes to the landscaping are proposed. The perimeter landscaping along No. 6 Road would be impacted by a proposed pedestrian pathway connecting the sidewalk to the building. A large lawn area in front of 14133 Burrows Road would be improved with a 1.5 m wide pathway between the sidewalk and new trees. The new bicycle rack would also be located in this area. A concept plan showing the proposed improvements is provided in Attachment 4. In order to ensure that the works are completed, the applicant is required to provide a Letter of Credit or cash security in the amount of \$10,000 in association with the Strata Title Conversion.

Analysis

City of Richmond Council Policy 5031 (Strata Title Conversion Applications – Commercial and Industrial) outlines Council's Policy in determining how staff process Strata Title Conversion applications for three or more proposed strata lots (Attachment 5). The applicant has submitted all of the necessary information required by Policy 5031.

- Both buildings were recently constructed. City records show that 2020 No. 6 Road was constructed in 2019, and 14133 Burrows Road was constructed in 2003, and had interior and exterior renovations at the time 2020 No. 6 Road was constructed.
- Staff received a letter from Ted Murray Architect Inc. outlining the current condition of the buildings, which is provided in Attachment 6. The letter states that both buildings were constructed in compliance with the BC Building Code in force at the time, and building life expectancy is 50 to 75 years due to their recent construction and good maintenance. A follow-up report or letter is required prior to registration of the strata plans confirming that there are no significant Building Code deficiencies. Any deficiencies are to be completed to the satisfaction of the Director of Building Approvals prior execution of the strata plan.
- The addition of pathways to both buildings and enhanced landscaping in front of 14133 Burrows Road will have minor impacts the existing landscaped area.
- There are four occupancies in the existing buildings and no changes to the existing demising walls are proposed at this time. The owner's intention is to create 25 strata lots with each existing tenant occupying several of the proposed strata lots as shown in Attachment 2. A legal agreement is required to be registered on title identifying that no separate sales of the strata lots are permitted unless the strata lots are separated by demising walls. Any future separation of units and construction of demising walls will be subject to the Building Permit process and the current B.C. Building Code.
- There are currently four tenants occupying the buildings. The owner does not intend to sell any strata units at this time. The owner provided a letter to each tenant to read and

sign, copies of which are provided in Attachment 7. The letters indicate that the existing tenants have no objections to the application, and staff have not received any additional correspondence.

- The owner has indicated that they have no intention to sell any of the proposed strata lots at this time and should in the future they decided to sell any of the strata lots that current tenants would be granted the first right of refusal to purchase their unit. To secure the applicant's commitment, staff are recommending a legal agreement securing existing tenants right of first refusal of the sale of any strata lot, or lots as the case may be, to the tenant occupying the lot or lots be registered on Title of the property.
- The subject site is located in an area with a Flood Construction Level (FCL) of 3.0 m GSC. A restrictive covenant must be registered on title as part of the document registration package, the purpose of which is to address public awareness and identify a minimum FCL of 3.0 m GSC. This will apply to all future construction.
- The subject site is located across Burrows Road from a property in the Agricultural Land Reserve (ALR). A legal agreement must be registered on title as part of the document registration package, the purpose of which is secure maintenance of the 3.0 m landscape setback as a buffer, and to address public awareness of the potential impacts of agricultural activities such as noise, dust, and odour.

In light of this, staff support the proposed Strata Title Conversions subject to:

- a) Payment of all City utility charges and property taxes up to and including the current year.
- b) Receipt of a written report or letter from a registered Architect, Engineer, or similarly qualified professional reviewing compliance with the current building code on life and fire safety matters, and completion of any works deemed necessary to address code compliance to the satisfaction of the Director of Building Approvals.
- c) Registration of a flood indemnity covenant on title identifying a minimum flood construction level of 3.0 m GSC.
- d) Registration of a legal agreement on title to ensure that landscaping planted along a 3.0 m wide ALR buffer (as measured from the south property line) not be abandoned or removed. The legal agreement is to identify the ALR buffer area and indicate that the property is potentially subject to impacts of noise, dust, and odour resulting from agricultural operations since it is located across from a lot which is in the ALR.
- e) Registration of a legal agreement on title identifying that no separate sales of strata lots are permitted unless the strata lots are separated by a demising wall.
- f) Registration of a legal agreement on title granting right of first refusal of the sale of any strata lot, or lots as the case may be, to the tenant occupying the lot or lots.
- g) Receipt of a Letter of Credit in the amount of \$10,000 for the provision of on-site improvements, including a pedestrian pathway between 2020 No. 6 Road and the sidewalk; restriping of the accessible parking spaces to meet current Bylaw requirements; and a new pathway, bicycle parking, and landscaping in front of 14133 Burrows Road.

- h) Submission of appropriate plans and documents to the City (i.e., Strata Plan Surveyor's Certificate, Application to Deposit, Form T, etc.) and execution of the same by the Approving Officer within 180 days of the date of a Council resolution.

Financial Impact

None.

Conclusion

No. 6 Investments Ltd. has applied to convert two existing industrial buildings at 2020 No. 6 Road and 14133 Burrows Road into a total of 25 strata lots. The application complies with Council Policy 5031, and existing tenants have not raised objection to the proposal. Staff have no objection to the application and recommend approval of the Strata Title Conversion.



Jordan Rockerbie
Planner 1
(604-276-4092)

JR:js

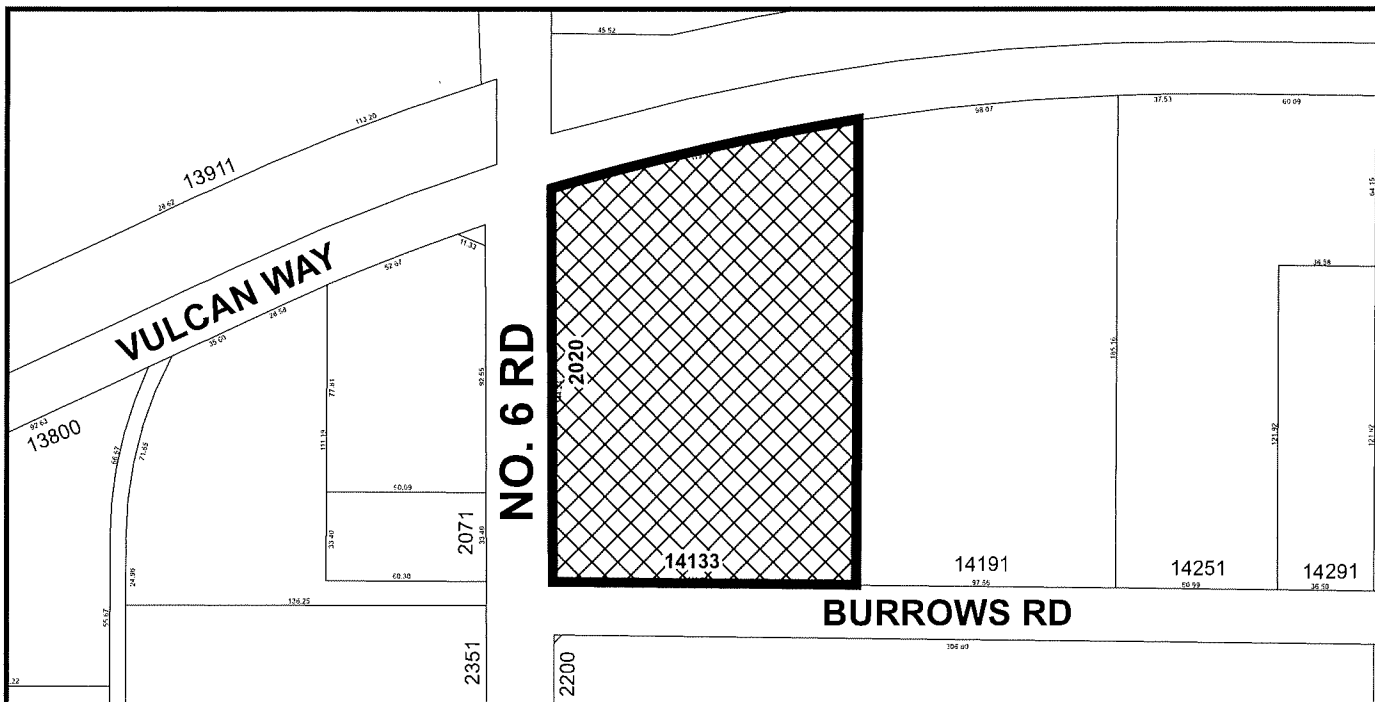
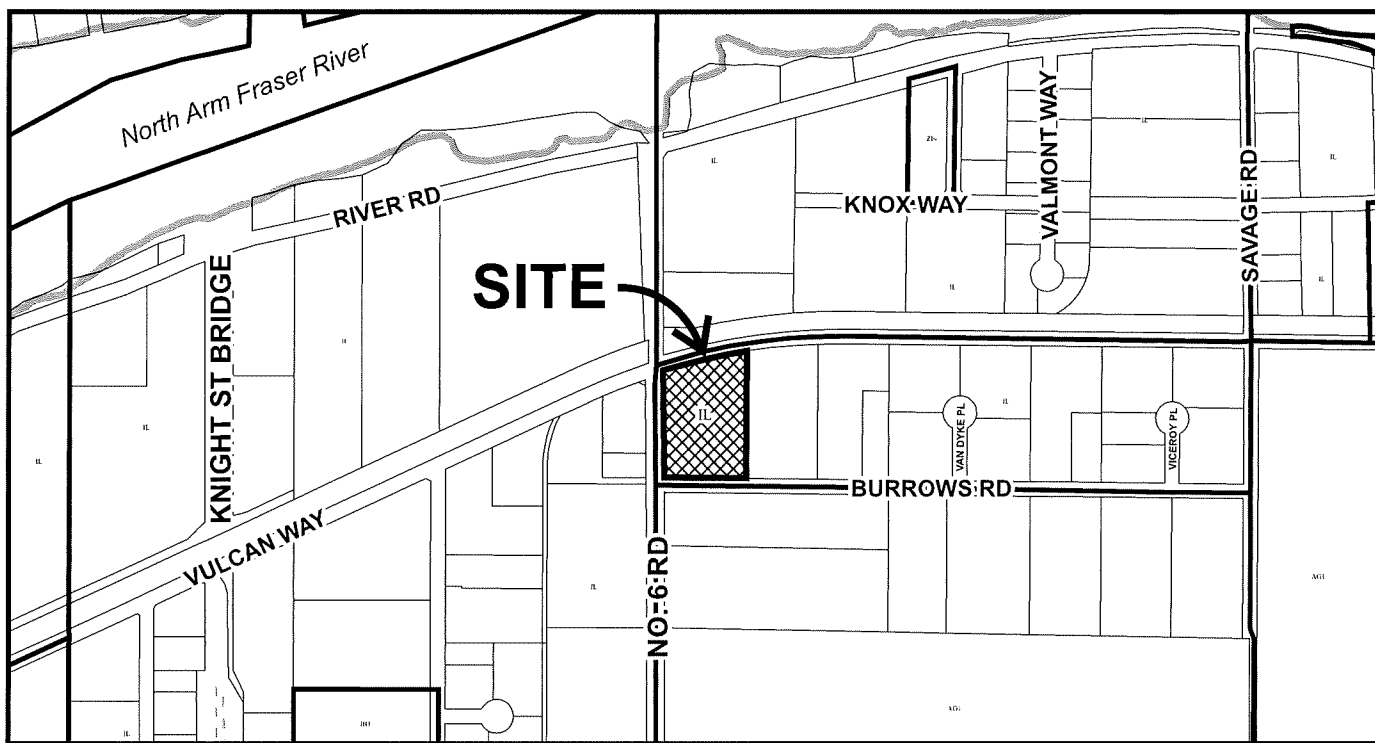
Attachments

- Attachment 1: Location Map and Aerial Photo
- Attachment 2: Draft Strata Subdivision Plans
- Attachment 3: Letter from the applicant
- Attachment 4: Site Improvements Concept Plan
- Attachment 5: Policy 5031: Strata Title Conversion Applications – Commercial and Industrial
- Attachment 6: Letter from the Architect
- Attachment 7: Tenant Notification and Correspondence



City of Richmond

ATTACHMENT I



SC 21-932318

Original Date: 07/02/21

Revision Date:

Note: Dimensions are in METRES



City of
Richmond



SC 21-932318

Original Date: 07/02/21

Revision Date:

Note: Dimensions are in METRES

STRATA PLAN OF LOT A SECTION 21 BLOCK 5 NORTH RANGE 5 WEST NWD PLAN EPP100080

BCGS 92G.015

SHEET 1 OF 3 SHEETS
STRATA PLAN EPS8591

ATTACHMENT 2

CITY OF RICHMOND

SCALE 1:400

10 0 10 20

ALL HORIZONTAL GROUND-LEVEL DISTANCES ARE IN METRES

THE INTENDED PLOT SIZE OF THIS PLAN IS
SHOWN IN METRES BY 5 METRES IN HEIGHT (0-5)Z
WHICH IS NOTED AT THE SCALE SHOWN.

THIS PLAN LIES WITHIN THE JURISDICTION OF THE
APPROVING OFFICER FOR THE CITY OF RICHMOND

LEGEND:

- INDICATES CONTROL MONUMENT FOUND
- INDICATES STANDARD IRON POST FOUND
- SL INDICATES STRATA LOT
- CP INDICATES COMMON PROPERTY
- LCP INDICATES LIMITED COMMON PROPERTY
- MECH INDICATES MECHANICAL
- ELEC INDICATES ELECTRICAL
- TYP INDICATES TYPICAL
- P INDICATES PARKING STALL
- L INDICATES LOADING DOCK
- S INDICATES STAIRS



INTEGRATED SURVEY AREA NO. 18

CITY OF RICHMOND, NAD83/CGRS84/08BC/14W90

GRID BEARINGS ARE DERIVED FROM OBSERVATIONS BETWEEN
GEODETIC CONTROL MONUMENTS 78H4508 AND 78H4482 AND
ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 18,
(12° WEST LONGITUDE).

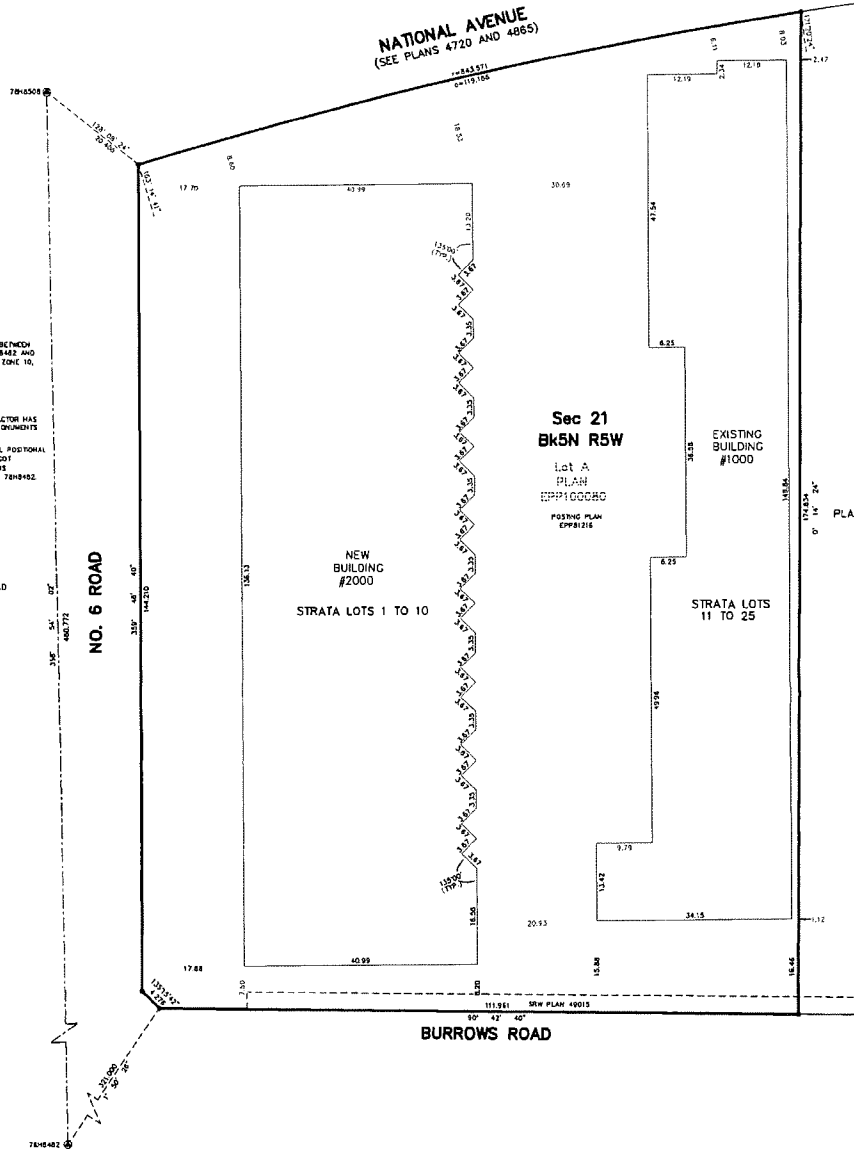
THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL
DISTANCES UNLESS OTHERWISE SPECIFIED.
TO COMPUTE GRID DISTANCES, HORIZONTAL
GROUND-LEVEL DISTANCES BY THE AVERAGE
CORRECTION FACTOR OF 0.999999, THE AVERAGE FACTOR HAS
BEEN DETERMINED BASED ON GEODETIC CONTROL MONUMENTS
78H4508 AND 78H4482.

THE UTM COORDINATES AND ESTIMATED HORIZONTAL POSITIONAL
ACCURACY ACHIEVED ARE DERIVED FROM THE UNADJUSTED
PUBLISHED COORDINATES AND STANDARD DEVIATIONS
FOR GEODETIC CONTROL MONUMENTS 78H4508 AND 78H4482.

CIVIC ADDRESSES:

BUILDING #1000 - #14133 BURROWS ROAD
(S.L. 11 TO 25) RICHMOND, B.C.

BUILDING #2000 - #20222 NO. 6 ROAD
(S.L. 1 TO 10) RICHMOND, B.C.



BURROWS ROAD

EXISTING BUILDING #1000 INCLUDED IN THIS STRATA PLAN
HAS BEEN PREVIOUSLY OCCUPIED

THE BUILDING INCLUDED IN THIS STRATA PLAN HAS NOT BEEN
PREVIOUSLY OCCUPIED, AS TO BUILDING CONTAINING
STRATA LOTS 1 TO 10.

THE BUILDING INCLUDED IN THIS STRATA PLAN HAS BEEN
PREVIOUSLY OCCUPIED, AS TO BUILDING CONTAINING
STRATA LOTS 11 TO 25.

NOTES:

- PURSUANT TO SECTION 88 OF THE STRATA PROPERTY ACT,
STRATA LOT BOUNDARIES ARE TAKEN TO:
- (1) THE OUTSIDE FACE OF EXTERIOR BUILDING WALLS AND COMMON PROPERTY
SIDE OF WALLS ADJACENT TO COMMON PROPERTY AREAS.
- (2) THE CENTERLINE OF WALLS BETWEEN STRATA LOTS.

ALL STRATA LOT ANGLES ARE MULTIPLES OF 45° UNLESS SHOWN OTHERWISE

NAD83/CGRS84/08BC/14W90 UTM ZONE 18 COORDINATES			
TABLET	NORTHING	EASTING	ABSOLUTE ACCURACY
78H4508	5,448,571.878	494,853.187	0.032
78H4482	5,448,091.182	494,882.409	0.032

PARKING STALLS, LOADING DOCKS AND STAIRS ARE LIMITED COMMON
PROPERTY FOR USE OF THE STRATA LOTS
INDICATED (SEE P.4-1, L.2, S.3)

LIMITED COMMON PROPERTY HEIGHT DELIMITER STATEMENT
ALL LOT AREAS ARE DENIED AS TO HEIGHT BY
THE VERTICAL UNIT OF THE ASSOCIATED STRATA LOT

THE BUILDINGS SHOWN HEREON ARE
WITHIN THE EXISTING BOUNDARIES OF
THE LAND THAT IS THE SUBJECT OF THE
STRATA PLAN.

THIS PLAN LIES WITHIN THE
METRO VANCOUVER REGIONAL DISTRICT.

THE FIELD SURVEY REPRESENTED BY THIS PLAN
WAS COMPLETED BY J. STEPHEN CAMPBELL, BOLS (#712)
ON THE 28th DAY OF NOVEMBER, 2020

HATSON PECK & TOPLISS
SURVEYORS & ENGINEERS

#120 - 11120 HORSBURGH WAY
RICHMOND, B.C. V7A 5H7
PH: 604-270-8331
FAX: 604-270-4137
CADFILE: 18667-008-STRATA-001.DWG

R-20-18667-STRATA

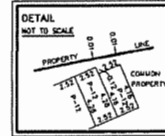
GROUND FLOOR

SCALE 1:250



SHEET 1 OF 5 SHEETS

STRATA PLAN EPS6591



NATIONAL AVENUE

NO. 6 ROAD

BURROWS ROAD

MATSON PECK & TOPLISS
SURVEYORS & ENGINEERS
J320 - 11120 HORSESHOE WAY
RICHMOND, B.C. V7A 9K7
PH. 804-270-9235
FAX. 804-270-4127
CADFILE: 19867-008-STRATA-001.DWG
R-20-18667-STRATA

NOTE:
ALL STRATA LOT ANGLES ARE MULTIPLES OF 45°
UNLESS SHOWN OTHERWISE

J. STEPHEN CAMPBELL, M.O. (P12)
THIS SECOND DAY OF NOVEMBER, 2000

CNCL - 103

DETAIL - L.C.P. FOR STRATA LOTS 1 TO 5

SHEET 3 OF 5 SHEETS

STRATA PLAN EPS6591

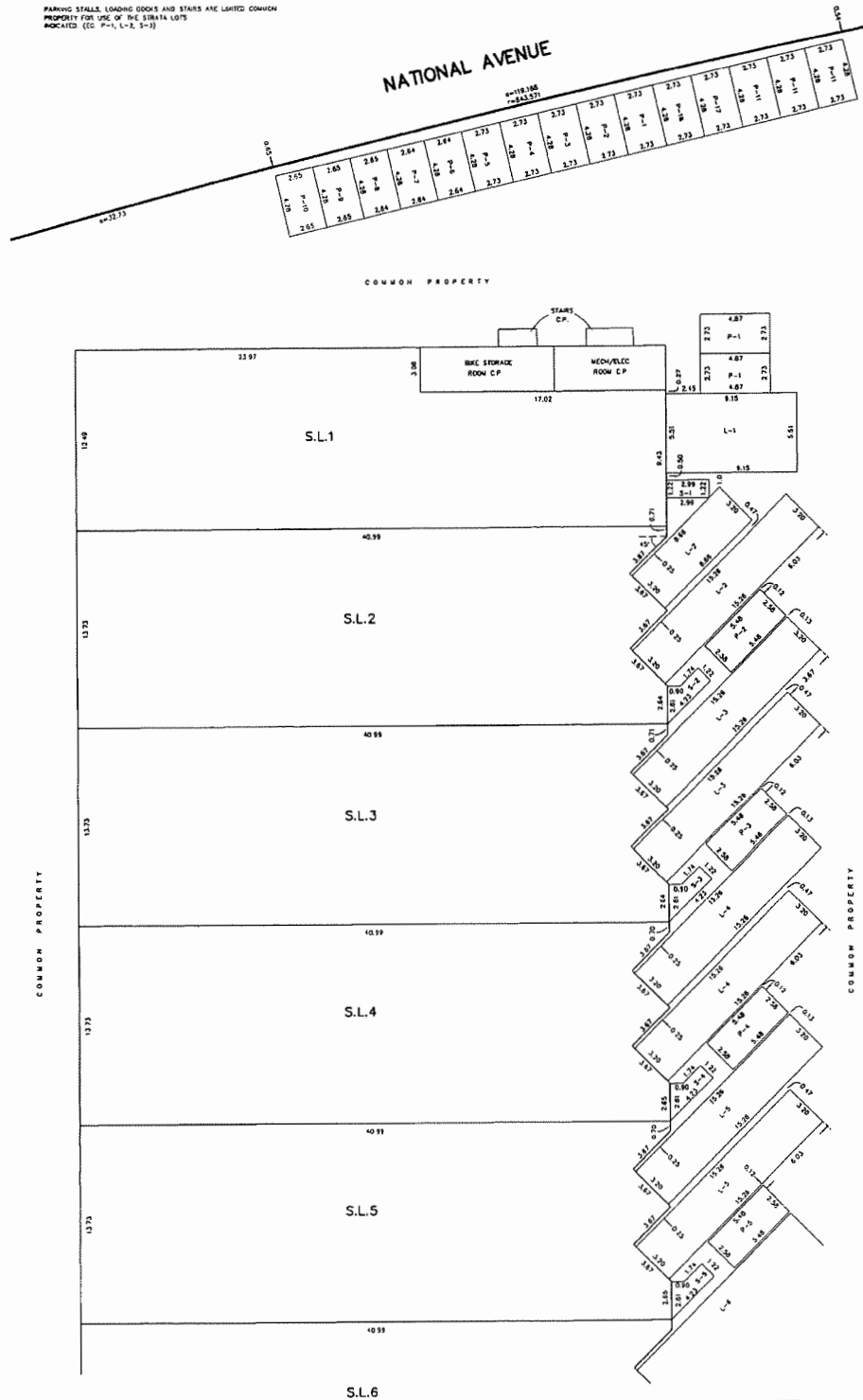
SCALE 1:150

ALL DISTANCES ARE IN METRES



LEGEND:

P INDICATES PARKING STALL
L INDICATES LOADING DOOR
S INDICATES STAIRS
PARKING STALLS, LOADING DOORS AND STAIRS ARE LIMITED COMMON
PROPERTY FOR USE OF THE STRATA LOTS
INDICATED (SEE P-1, L-1, S-1)



MATSON PECK & TOPLISS
SURVEYORS & ENGINEERS
2020 - 11120 HORNEDOWE WAY
RICHMOND, B.C. V6X 3K7
PH: 604-270-9331
FAX: 604-270-4137
CADFILE: 18667-000-STRATA-001.DWG
R-20-18667-STRATA

NOTE:
ALL STRATA LOT AND L.C.P. ANGLES ARE MULTIPLES OF 15°
UNLESS SHOWN OTHERWISE

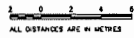
J. STEPHEN CAMPBELL, BOLS (P112)
THIS 23RD DAY OF NOVEMBER, 2020

DETAIL - L.C.P. FOR STRATA LOTS 6 TO 10

SHEET 4 OF 5 SHEETS

STRATA PLAN EPS6591

SCALE 1:150

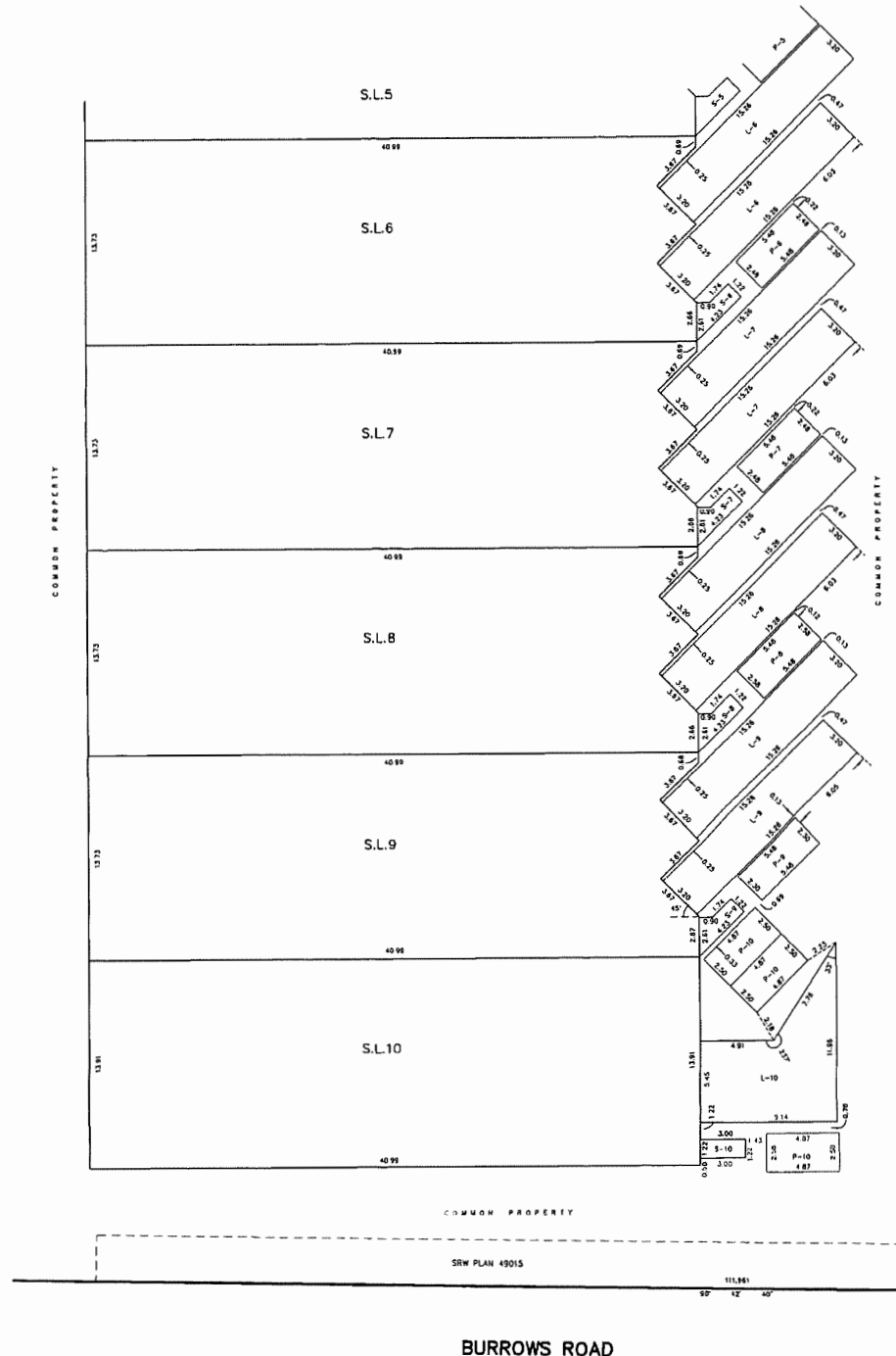


ALL DISTANCES ARE IN METRES

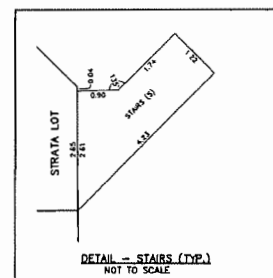
LEGEND:

- P INDICATES PARKING STALL
- L INDICATES LOADING DOCK
- S INDICATES STAIRS

PARKING STALLS, LOADING DOCKS AND STAIRS ARE LIMITED COMMON PROPERTY FOR USE OF THE STRATA LOTS INDICATED (EG. P-1, L-2, S-3)



BURROWS ROAD



MATSON PECK & TOPLESS
SURVEYORS & ENGINEERS
#100 - 11130 HORSFORD RD
RICHMOND, B.C. V7A 5H7
PH: 604-270-9331
FAX: 604-270-9337
CADFILE: 18667-008-STRATA-2012.DWG

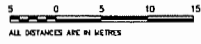
NOTE:
ALL STRATA LOT AND L.C.P. ANGLES ARE MULTIPLES OF 45°
UNLESS SHOWN OTHERWISE.

J. STEPHEN CAMPBELL, BOLS (#112)
THIS 23RD DAY OF NOVEMBER, 2020

R-20-18667-STRATA

CROSS SECTIONS

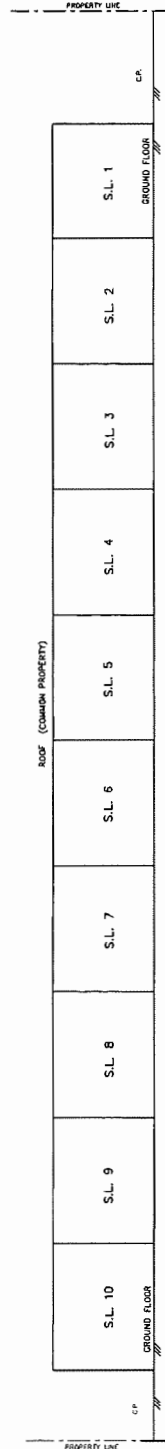
SCALE 1:250



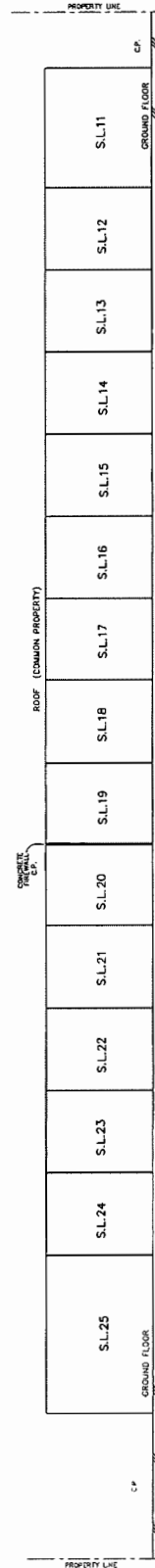
SHEET 5 OF 5 SHEETS

STRATA PLAN EPS6591

CROSS SECTION A - A' NEW BUILDING #2000



CROSS SECTION B - B' EXISTING BUILDING #1000



MATSON PECK & TOPLISS
SURVEYORS & ENGINEERS
A100 - 11130 HORSERIDGE WAY
RICHMOND, B.C. V7A 5H7
PH: 604-270-9231
FAX: 604-270-4127
CADFILE: 18447-001-STRATA-001.DWG
R-20-18667-STRATA

A. STEPHEN CAMPBELL, BOLS (#113)
THIS 23RD DAY OF NOVEMBER, 2020

No. 6 Investments Ltd

September 8, 2021

CITY OF RICHMOND
PLANNING AND DEVELOPMENT DIVISION
ATTN: JORDAN ROCKERBIE
RICHMOND, BC V6Y 2C1

RE: PROPOSED STRATA TITLE CONVERSION AT 14133 BURROWS ROAD AND 2020 No. 6 ROAD PID: 003-477-894, LOT 26 EXCEPT: PARCEL 2 (BYLAW PLAN LMP16417) SECTION 21 BLOCK 5 NORTH RANGE 5 WEST NEW WESTMINSTER DISTRICT PLAN 49396 (THE "LANDS") OWNED BY No. 6 INVESTMENTS LTD (THE "APPLICANT")

In addition to the documents previously provided for the Proposed Strata Title Conversion, please be advised of the following:

- The main purpose of stratifying the property into 25 Strata Lots is to separate operating expenses that are borne by the Tenants who occupy the space, specifically Property Taxes.
- Parking stalls, loading docks, and stairs will be allocated to the Strata Lots as Limited Common Property as per the Strata Plan prepared by Matson Peck & Topliss (see attached).
- Strata Lots are not intended to be sold in the short term.
- Tenants will have right of first refusal if and when Strata Lots are sold in the future.

Sincerely,

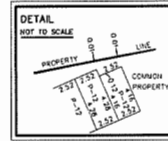


No. 6 Investments Ltd.
H. Wayne Grafton, Sole Director

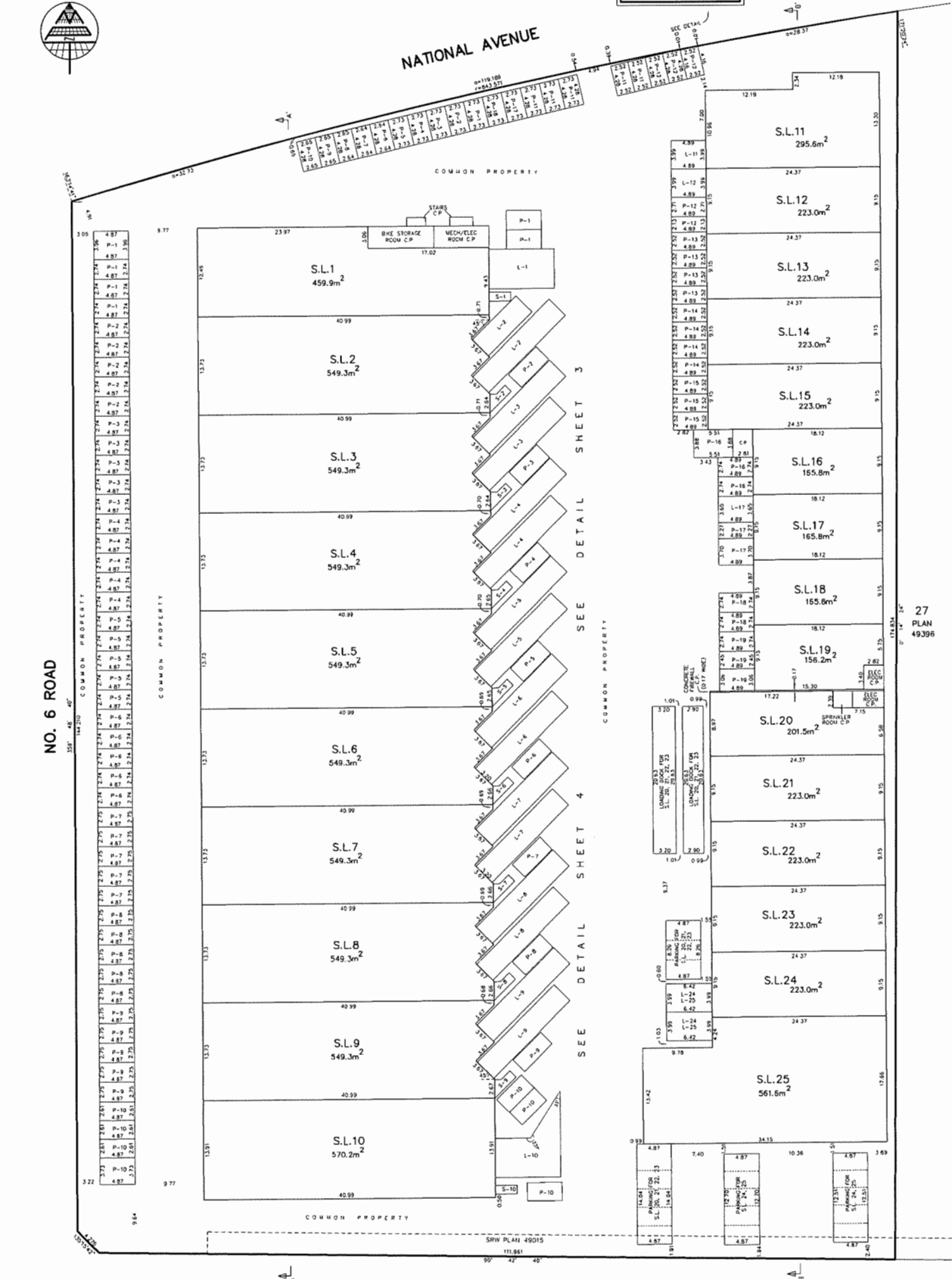
GROUND FLOOR

SCALE 1:250

0 5 10 15
ALL DISTANCES ARE IN METRES



SHEET 2 OF 5 SHEETS
STRATA PLAN EPS6591



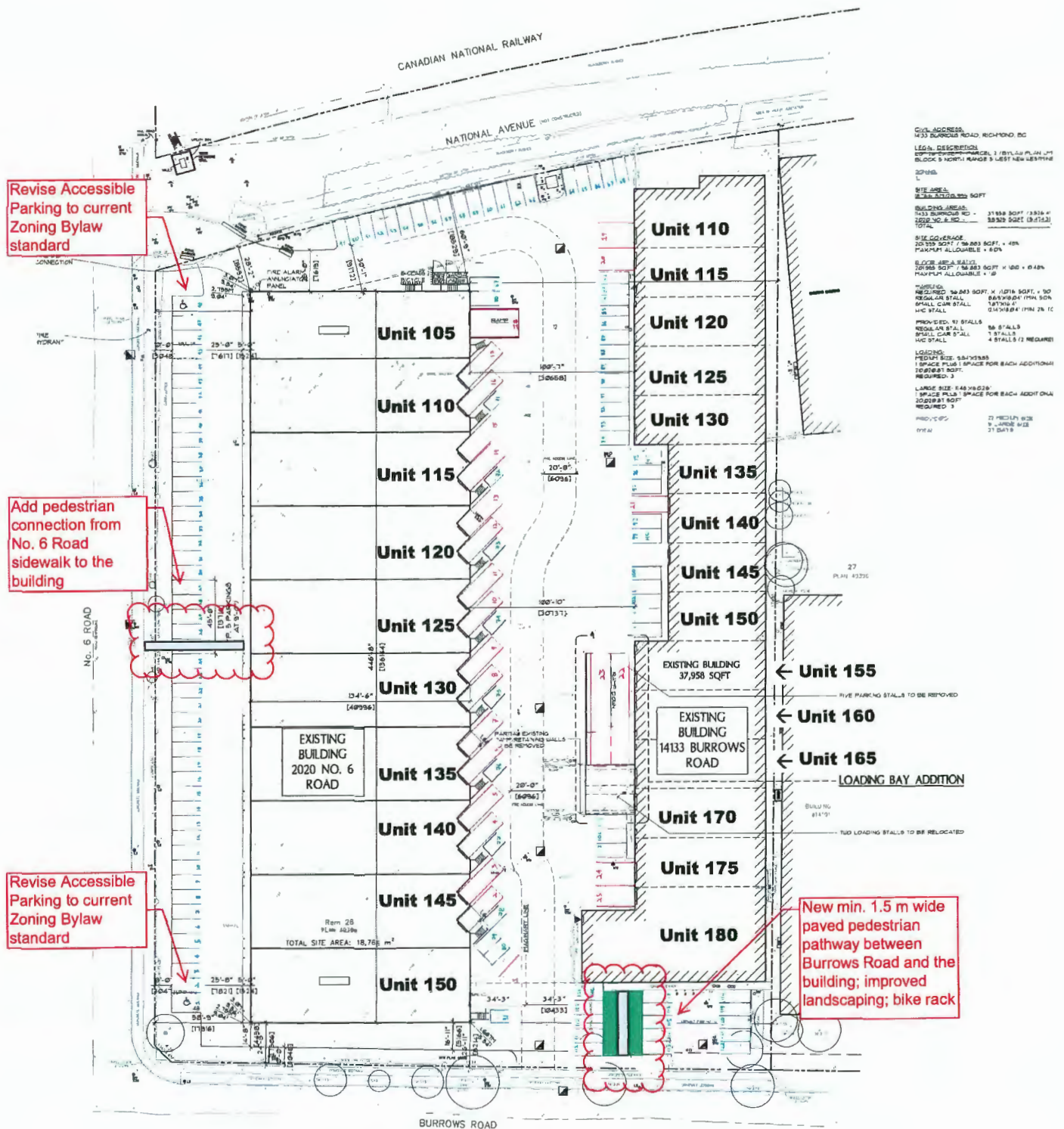
MATSON PECK & TOPLISS
SURVEYORS & ENGINEERS
400 - 11100 HORNESHOE WAY
RICHMOND, B.C. V7A 5H7
PH: 604-270-8331
FAX: 604-270-4137
CADFILE: 18667-008-STRATA-001.DWG
R-20-18667-STRATA

NOTE:

ALL STRATA LOT ANGLES ARE MULTIPLES
UNLESS SHOWN OTHERWISE.

CNCL - 108

J. STEPHEN CAMPBELL, BCLS (P112)
THIS 23RD DAY OF NOVEMBER, 2020





**City of
Richmond**

Strata Title Conversion Applications

Development Applications Department
6911 No. 3 Road, Richmond, BC V6Y 2C1

www.richmond.ca

Tel: 604-276-4000 Fax: 604-276-4052

Commercial and Industrial Policy 5031

It is Council policy that the following matter shall be considered before deciding on any commercial or industrial strata title conversion applications involving three or more strata lots:

1. The life expectancy of the building and any projected major increases in maintenance costs due to the condition of the building. This information shall be supplied by the applicant in the form of a written report in an acceptable form prepared by a registered architect, engineer or similarly qualified professional. The report shall review the building's age, quality, general condition and measure of compliance with current building codes and City bylaws.
2. The impact of the proposal on the existing tenants in terms of their existing leases and their ability to offer to purchase the units they occupy or to relocate into comparable and suitable rental premises if unable to purchase their existing units.
3. The views of the affected tenants as established by a formal canvass by the City staff or agents of the City. A standard form available from the City's Planning and Development Department may be used for this purpose.
4. Any proposals involving upgrading of the buildings or changes affecting open space, landscaping, common facilities, off-street parking and loading spaces. The ownership and management of the off-street parking and loading facilities should be specifically addressed.
5. Any other conditions peculiar to the circumstances of the conversion proposal and requiring special measures to be taken as a condition of approval.
6. All commercial or industrial strata conversion applications must be compatible with the City's bylaws regulating the use and development of the land, and the servicing standards appropriate to the site.



21 01 12

Wayne Grafton
No. 6 Investments Ltd.
20499 Westminster Highway
Richmond, BC
V6V 1B3

Attention: Wayne Grafton,

Re: Strata Application-Strata Plan EPS6591
14133 Burrows Road and 2020 No. 6 Road, Richmond, BC

It is our understanding that there is an application to convert the subject site, which includes two buildings with a Strata Title Conversion.

I am very familiar with both buildings, and as a Registered Professional Architect, I confirm the following:

14133 Burrows Road is a one storey industrial/commercial multi-tenant building, constructed in 2002, 37,976 sq ft in building area, with concrete tilt-up panel walls, a concrete slab floor on grade and steel roof structure and steel decking roof and is fully sprinklered. The building was constructed in conformance with the 1998 British Columbia Building Code and in conformance with the City of Richmond Zoning Bylaw and is provided with all City services by Richmond. The building is in very good condition.

2020 No. 6 Road is a one storey industrial/commercial multi-tenant building, the shell being completed in 2019, 58,925 sq ft in building area, with concrete tilt-up panel walls, a concrete slab floor on grade and steel roof structure and steel decking roof and is fully sprinklered. The building was constructed in conformance with the 2012 British Columbia Building Code and in conformance with the City of Richmond Zoning Bylaw and is provided with all City services by Richmond. The building is in very good condition.

The life expectancy of these buildings is 50 to 75 years.

There are no projected major increases in maintenance costs for these building due to their recent ages and durability of the construction type, subject to a major seismic event.

The owner has confirmed that the proposed Strata Title Conversion will have no impact on the existing tenants and their individual leases in both buildings nor their ability to purchase their subject strata units.

Due to the quality of construction and ongoing maintenance of the buildings and recent construction of 2020 No. 6 Road, there are no proposals for work involving upgrading of the buildings or changes affecting the open space, landscaping, common facilities, off-street

...2

TED MURRAY ARCHITECT AIBC
4168 West 12th Avenue, Vancouver, B.C. V6R 2P6
(604) 734-4050 tma@telus.net

parking and loading spaces on the subject site around the buildings. The site has plenty of on-site parking and loading facilities, which will become limited common property with the Strata Title Conversion.

The undersigned is not aware of any other conditions peculiar to the Strata Title Conversion proposal that would require special measures for conditions of approval.

We trust that the above is as required.

Sincerely,



Ted Murray Architect AIBC CP
Ted Murray architect Inc.



No. 6 Investments Ltd

January 13, 2021

Worldpac Canada Inc. (Store 8275)

Unit 180 – 14133 Burrows Road
Richmond, BC V6V 1K9

RE: Strata Plan EPS6591

We are in the final stages of completing the project at the above-noted address. We would like to inform you that the title of your units will be Strata (S.L. 20, S.L. 21, S.L. 22, S.L. 23, S.L. 24, & S.L. 25). This will ensure that Tenants will pay for their own expenses and no one else's.

For those of you who do not know, this will have no ramifications with regards to your tenancy and only changes how the Landlord, No. 6 Investments Ltd., owns the Property.

Please sign in the space below to indicate you do not take issue with this change.

Retain one copy for your records.

Sincerely,

No. 6 Investments Ltd.

Wayne Grafton

AGREED TO THE ABOVE TERMS BY **Worldpac Canada Inc.**

SIGNATURE: John D. Lyon

DATE: 1/14/2021

NAME: John D. Lyon

No. 6 Investments Ltd

February 3, 2021

EssilorLuxottica Canada Inc – Clearly Division

Unit 105 – 2020 No. 6 Road
Richmond, BC V6V 1P1

RE: Strata Plan EPS6591

We are in the final stages of completing the project at the above-noted address. We would like to inform you that the title of your units will be Strata (S.L. 1, S.L. 2, S.L. 3, & S.L. 4). This will ensure that Tenants will pay for their own operating expenses (as part of their Additional Rent) and no one else's. Operating expenses includes property taxes, management and strata fees, common area water/sewer costs, base building maintenance (does not include Tenant Improvements), common area maintenance, common area utility costs, common area cleaning, and snow removal costs.

For those of you who do not know, this will have no ramifications with regards to your tenancy and only changes how the Landlord, No. 6 Investments Ltd, owns the Property.

Please sign in the space below to indicate you do not take issue with this change.

Retain one copy for your records.

Sincerely,

No. 6 Investments Ltd
Wayne Grafton

AGREED TO THE ABOVE TERMS BY **EssilorLuxottica Canada Inc – Clearly Division**

SIGNATURE: 
NAME: Ibrahim Kamar

DATE: February 3, 2021

No. 6 Investments Ltd

January 13, 2021

Vancouver Tire Chalet Inc
Unit 150 – 2020 No. 6 Road
Richmond, BC V6V 1P1

RE: Strata Plan EPS6591

We are in the final stages of completing the project at the above-noted address. We would like to inform you that the title of your units will be Strata (S.L. 5, S.L. 6, S.L. 7, S.L. 8, S.L. 9, & S.L. 10). This will ensure that Tenants will pay for their own expenses and no one else's.

For those of you who do not know, this will have no ramifications with regards to your tenancy and only changes how the Landlord, No. 6 Investments Ltd, owns the Property.

Please sign in the space below to indicate you do not take issue with this change.


Retain one copy for your records.

Sincerely,

No. 6 Investments Ltd
Wayne Grafton

AGREED TO THE ABOVE TERMS BY **Vancouver Tire Chalet Inc**

SIGNATURE:



DATE:

Jan. 18, 2021

NAME:

Shawn Hebert

20499 Westminster Hwy
Richmond, BC V6V 1B3

ph. 604-270-4737
fax 604-278-3258

No. 6 Investments Ltd

January 13, 2021

Yifeng Cleaning Service Ltd
Unit 150 – 14133 Burrows Road
Richmond, BC V6V 1K9

RE: Strata Plan EPS6591

We are in the final stages of completing the project at the above-noted address. We would like to inform you that the title of your units will be Strata (S.L. 11, S.L. 12, S.L. 13, S.L. 14, S.L. 15, S.L. 16, S.L. 17, S.L. 18, & S.L. 19). This will ensure that Tenants will pay for their own expenses and no one else's.

For those of you who do not know, this will have no ramifications with regards to your tenancy and only changes how the Landlord, No. 6 Investments Ltd, owns the Property.

Please sign in the space below to indicate you do not take issue with this change.

Retain one copy for your records.

Sincerely,

No. 6 Investments Ltd
Wayne Grafton

AGREED TO THE ABOVE TERMS BY **Yifeng Cleaning Service Ltd**

SIGNATURE:



DATE:

13 / 01 / 2021

NAME:

Yongjie Chen



City of Richmond

Report to Committee

To: Planning Committee
From: Wayne Craig
Director, Development
Date: September 7, 2021
File: TU 20-890760
Re: **Application by City Vancouver Academy Inc. for an extension to a Temporary Commercial Use Permit at Units 2110, 2115, 2120, 2125, 2150, 2155, 2160, 2165, and 2170 - 8766 McKim Way**

Staff Recommendation

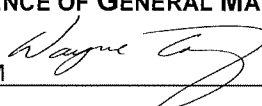
1. That the application by City Vancouver Academy Inc. for an extension to Temporary Commercial Use Permit (TU 20-890760) for the property at Units 2110, 2115, 2120, 2125, 2150, 2155, 2160, 2165 and 2170 - 8766 McKim Way to permit education use (limited to an independent school offering grades 10 to 12) be considered until September 8, 2022.
2. That this application be forwarded to the October 18, 2021 Public Hearing at 7:00 p.m. in the Council Chambers of Richmond City Hall.



for

Wayne Craig
Director, Development
(604-247-4625)

WC:na
Att. 5

REPORT CONCURRENCE
CONCURRENCE OF GENERAL MANAGER
Acting GM 

Staff Report

Origin

City Vancouver Academy Inc. has applied to the City of Richmond for a one year extension to an existing Temporary Commercial Use Permit (TCUP) to allow education use (limited to an independent school offering grades 10 to 12) to be permitted at Units 2110, 2115, 2120, 2125, 2150, 2155, 2160, 2165 and 2170 - 8766 McKim Way (Attachment 1). A Development Application Data Sheet providing details about the proposal is attached (Attachment 2). The subject units at 8766 McKim Way are located in the eastern building (Attachment 3).

On September 8, 2020, Council issued a TCUP to enable the school to operate from the site for a one-year term while the school looked for an appropriately zoned permanent location. If the current extension is approved the permit would be valid for an additional one year period from the original TCUP approval resulting in this TCUP expiring on September 8, 2022.

Background

Richmond Zoning Bylaw 8500 permits “Education” use, including accredited secondary schools, in specific zones (e.g., SI, CDT1, and ASY). The subject sites’ zoning, the “Industrial Limited Retail (ZI2) – Aberdeen Village (City Centre)” zone, does not permit “Education”.

In January 2020, the Ministry of Education performed an inspection of accredited facilities to ensure the school is compliant with all Municipal and Provincial standards before renewing their licence. The school was determined to be operating without appropriate zoning. They subsequently submitted a TCUP application to allow them to operate from the site for one year while they looked to secure a permanent location with appropriate zoning that permits “Education” use. On September 8, 2020, Council issued a TCUP to allow the school to operate from the current location for one year.

The applicant has advised staff that negotiations for an alternative location were underway at the time of the original report but the negotiations fell through. An alternative site has been identified by the applicant, at 5900 No.3 Road, and the applicant has requested an extension to the TCUP in order to allow them to complete required renovations to the building at the new location (Attachment 4).

Findings of Fact

A Development Application Data Sheet providing details about the proposal is attached (Attachment 2).

Surrounding Development

The subject site is located in the City Centre planning area. Development immediately surrounding the subject site is as follows:

- To the North: Across McKim Way, commercial office complex on a property zoned “Industrial Limited Retail (ZI2) – Aberdeen Village (City Centre)”.

- To the South: Property zoned “Industrial Business Park and Religious Assembly (ZI5) – Aberdeen Village (City Centre)” for a place of worship and “Industrial Limited Retail (ZI2) – Aberdeen Village (City Centre)” for a light industrial, retail trade and services building.
- To the East: Office and commercial units on a property zoned “Industrial Limited Retail (ZI2) – Aberdeen Village (City Centre)”.
- To the West: Office and commercial units on a property zoned “Industrial Limited Retail (ZI2) – Aberdeen Village (City Centre)”.

Related Policies & Studies

Official Community Plan/Aberdeen Village

The Official Community Plan (OCP) land use designation for the subject site is “Mixed Employment”. The Aberdeen Village (2031) Specific Land Use Map within the City Centre Area Plan designates the subject site as “General Urban T4 (25 m),” which allows for low to medium density of light industrial, office, and retail services. The OCP allows commercial educational uses (i.e., tutoring schools) but specifically discourages schools offering Kindergarten to grade 12 (K-12) curriculums due to the fact that K-12 programs are aircraft noise sensitive uses.

The OCP allows TCUPs in areas designated “Industrial”, “Mixed Employment”, “Commercial”, “Neighbourhood Service Centre”, “Mixed Use”, “Limited Mixed Use”, and “Agricultural” (outside of the Agricultural Land Reserve), where deemed appropriate by Council and subject to conditions suitable to the proposed use and surrounding area.

The proposed temporary “Commercial” use is consistent with the land use designations and applicable policies in the OCP.

Aircraft Sensitive Noise Development (ASND) Policy

The subject site is located within “Area 1A – Restricted Area” of the Aircraft Noise Sensitive Development (ANSND) Policy, where new aircraft noise sensitive land uses are prohibited, including K-12 schools. This Policy exists to prevent exposure to aircraft noise throughout the range of typical activities offered in K-12 schools, such as outdoor play. While the proposed use is temporary, the school’s activities on the site will be exclusively indoors.

Further information regarding how outdoor play will be accommodated is addressed in the outdoor play space and physical education section of this report.

Building Code issues for the use were addressed through a Tenant Improvement Permit (BP 20-890506) to allow for increased occupant load and other school related requirements for the subject site and associated units. The applicant also provided an acoustical report performed by a professional engineer prior to the issuance of the original TCUP, indicating that the measured indoor sound levels meet the noise criteria set out in the OCP for “living, dining, and

recreation rooms”. Any required upgrades outlined in the Building Permit were also to be completed in order to obtain their Business Licence and secure their accreditation as a school.

Local Government Act

The *Local Government Act* states that TCUPs are valid until the date the Permit expires or a maximum of three years. A TCUP may be granted one extension after which a new TCUP application would be required.

Staff recommend the Permit be extended for one year, as this is a temporary accommodation while the applicant searches for an appropriately zoned site.

Public Consultation

A sign has been installed on the site to advise of the proposal. Should Council endorse the staff recommendation, the application will be forwarded to a future Public Hearing, where any area resident or interested party will have an opportunity to comment. Public notification for the Public Hearing will be provided as per the *Local Government Act*.

Richmond School District No. 38 has been made aware of the Temporary Use Permit application at the subject site. No comments or concerns have been communicated back to staff.

Analysis

The subject units at 8766 McKim Way are located in the eastern building (Attachment 3). The strata management company for the subject site has provided a letter expressing no concerns regarding the extended stay and is aware of the school’s plans for relocation (Attachment 5).

The applicant advises that they have been actively searching for a new location for the school throughout the last year after the first alternative location fell through. They are committed to moving to another facility within one year of the date of issuance of the TCUP. The applicant has provided a letter indicating they have entered into an offer to lease space at 5900 No. 3 Road (Attachment 4). A Building Permit application submission package for tenant improvements at the site is currently being finalized by the applicant and an application made shortly.

Outdoor Play Space and Physical Education

BC Ministry of Education does not have an outdoor play space requirement and there is no such requirement in the *Independent School Act*. However, all BC students are required to take a Physical Education course in grade 10. As the school does not have play space or a gymnasium, the applicant has indicated that arrangements have been made to conduct the school’s physical education requirements at multiple off-site locations. This includes the nearby King George Park at No. 5 Road and Cambie Road, the Olympic Oval, and the Richmond Pro Badminton Center at 5800 Minoru Boulevard. All off-site Physical Education activities organized by the school will have staff supervision.

Parking

Vehicle parking for the “Education” use for secondary schools is required at a rate of one parking space per staff member, plus one parking space for every 10 students.

As per Richmond Zoning Bylaw 8500, the proposed use would require 11 vehicle parking stalls for six staff members and 50 students. 11 vehicle parking stalls are assigned on-site to the school, resulting in compliance with the vehicle parking regulation.

Two Class 1 bicycle parking spaces are required (one space for every three staff members), and 15 Class 2 bicycle parking spaces are required (three spaces for every 10 students). A total of 18 Class 1 bicycle parking spaces are provided to satisfy the Class 1 and Class 2 requirements. The applicant has located the required bicycle parking spaces in a secured room dedicated to the school at the south end of the east building on the subject site.

Financial Impact

None.

Conclusion

City Vancouver Academy Inc. has applied to the City of Richmond for an extension to a Temporary Commercial Use Permit to allow "Education" use in units 2110, 2115, 2120, 2125, 2150, 2155, 2160, 2165 and 2170 – 8766 McKim Way, which is zoned "Industrial Limited Retail (ZI2) – Aberdeen Village (City Centre)". This would permit an education facility (limited to an independent school offering grades 10 to 12) to continue to operate on site until September 8, 2022 while a replacement location is being secured.

The proposed use at the subject property is acceptable to staff on the basis that it is temporary in nature and does not negatively impact current business operations at 8766 McKim Way. Staff recommend that this Temporary Commercial Use Permit (TU 20-890760) extension be issued.



Nathan Andrews
Planning Technician
604-247-4911

NA:blg

Attachments:

- Attachment 1: Location Map and Aerial Photo
- Attachment 2: Development Application Data Sheet
- Attachment 3: Site Plan and Parking Plan
- Attachment 4: Updated Letter from the Applicant
- Attachment 5: Updated Letter from Strata Management Company



City of
Richmond



TU 20-890760
(Unit 2165) main office

Original Date: 01/17/20

Revision Date:

Note: Dimensions are in METRES

Units 2110, 2115, 2120, 2125, 2150, 2155, 2160, 2165, 2170 - 8766 McKim Way

ENCLOSURE 123



TU 20-890760

Attachment 2

Address: Units 2110, 2115, 2120, 2125, 2150, 2155, 2160, 2165, and 2170 – 8766 McKim Way

Applicant: City Vancouver Academy Inc.

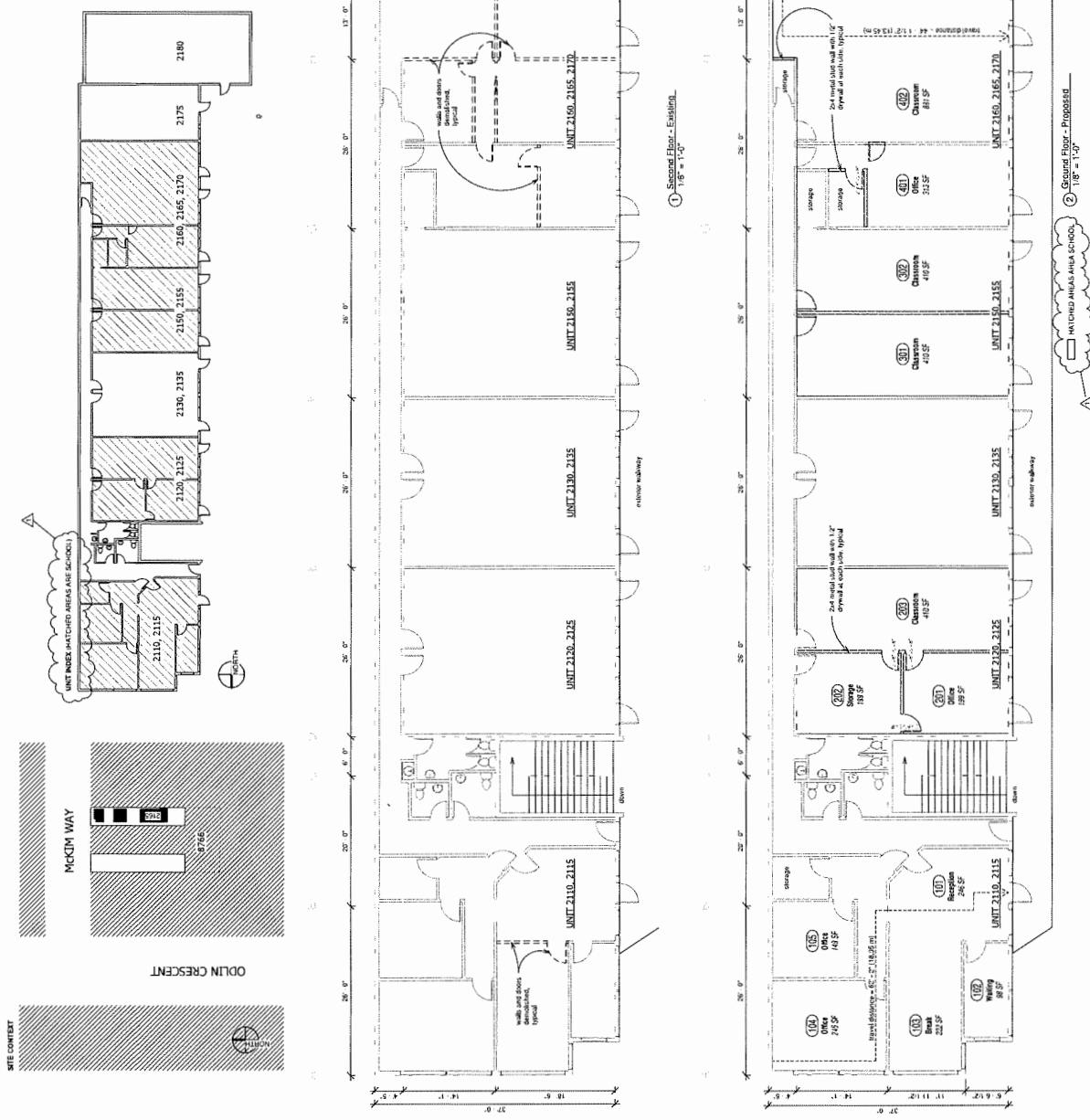
Planning Area(s): City Centre – Aberdeen Village

	Existing	Proposed
Owner:	Bauhinia Learning Centre Ltd.	No change
Combined Unit Size (m²):	348.5 m ²	No change
Land Uses:	Education, Commercial	Education
OCP Designation:	Mixed Employment	No change
CCAP Designation:	General Urban T4 (25m)	No change
Zoning:	Industrial Limited Retail (Z12) – Aberdeen Village (City Centre)	No change

On Development Site	Bylaw Requirement	Proposed	Variance
On-site Vehicle Parking:	11	11	None
On-site Bicycle Parking:	Class 1: 2 Class 2: 15	Class 1: 18 Class 2: 0	None

[illegible]

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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CITY VANCOUVER ACADEMY
move the world

#2165-8766 Mckim Way
Richmond, BC, Canada V6X 4G4
604.278.6811

August 25th, 2021

Dear City of Richmond,

My name is Leo Wang, general manager of City Vancouver Academy Inc. We are an independent high school doing business at 2165-8766 Mckim Way, Richmond, holding a Temporary Commercial Use Permit **TU20-890760**. The expiration date for this permit is September 9th, 2021.

At the time when we applied for this TCUP, we were in process signing a commercial lease agreement with landlord of 8191 Westminster Hwy, Richmond. We were very confident that we would be able to secure that lease by then. But unfortunately, the landlord eventually refused us indicating they had no confidence that our business could survive the Covid-19 pandemic and they did not want to take any risk that we might be unable to pay the rent on time.

We immediately started over looking for another alternative location. We've reached out to landlords / owners of unit 120- 8171 Ackroyd Road, unit N600- 5811 Cooney Road, unit 800- 5951 No.3 Road, unit 1500- 6081 No.3 Road, ect. And after numerous negotiations back and forth, we finally signed an *Offer to Lease* with the landlord of unit 300- 5900 No.3 Road (the Vancity Building).

Our architect is working on drawings and building permit applications. The landlord will sign the final lease agreement with us once our application was approved by the City, we sincerely hope this can be done by the end of October. The landlord will then issue the 2-month notice to vacate letter to current tenants. Fixturing period for our school will be from January to April 2022, which means our school's official move-in date will be May 2022.

Therefore, I am writing this letter, hoping to renew our TUP for another year. Our school's operating condition all remain the same as last year. We successfully maintained all positions and working hours for our teachers and staff. Since B.C. is gradually recovering from the pandemic, I believe our school's future is also promising.

The City's consideration and support to small businesses like our school is greatly appreciated.

Sincerely,

Leo Wang

City Vancouver Academy Inc.



STRATA APPROVAL LETTER (LMS4572)

August 26th, 2021

Dear Sirs / Madam,

RE: TU 20-890760, A Temporary Use Permit renewal application from tenant City Vancouver Academy Inc.

We acknowledge that current tenant of Unit 2110, 2115, 2120, 2125, 2150, 2155, 2160, 2165 and 2170 - 8766 Mckim Way, Richmond, BC V6X 4G4 is trying to renew their temporary commercial use permit with the City of Richmond to allow them to continue doing business as a school for another year.

The owner of above units is Bauhinia Learning Centre Ltd. The tenant's main contact person regarding this matter is Mr. Leo Wang, leo.wang@cityvanacademy.ca, 604-278-6811.

The Strata discussed this matter and reviewed the Offer to Lease document provided by Leo Wang, between City Vancouver Academy Inc. and 1212406 B.C. Ltd.

The Strata has NO particular concern or comment on City Vancouver Academy's renewal application and their plan to stay for another year.

Please feel free to contact me if you have any questions or concern.

Yours truly,

A handwritten signature in black ink, appearing to read "Eric Chung", is written over a light blue horizontal line.

Eric Chung
Property Manager

CITYBASE MANAGEMENT LTD

#400 - 1200 W 73rd Avenue, Vancouver, BC V6P 6G5

Tel: 604-708-8998 Fax: 604-708-9982

Website: www.citybase.ca Email: ericchung@citybase.ca



City of Richmond

Temporary Commercial Use Permit

No. TU 20-890760

To the Holder: CITY VANCOUVER ACADEMY INC.

Property Address: UNITS 2110, 2115, 2120, 2125, 2150, 2155, 2160, 2165 AND
2170 – 8766 MCKIM WAY

Address: C/O LEO WANG
CITY VANCOUVER ACADEMY INC.
2115 – 8766 MCKIM WAY
RICHMOND, BC V6X 4G4

1. This Temporary Commercial Use Permit is issued subject to compliance with all of the Bylaws of the City applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Temporary Commercial Use Permit applies to and only to those lands shown cross-hatched on the attached Schedule "A" and to the portion of the building shown cross-hatched on the attached Schedule "B".
3. The subject property may be used for the following temporary Commercial uses:
Education (limited to an independent school offering grades 10 to 12)
4. This Permit is valid until September 8, 2022.

AUTHORIZING RESOLUTION NO.
DAY OF , .

ISSUED BY THE COUNCIL THE

DELIVERED THIS DAY OF , .

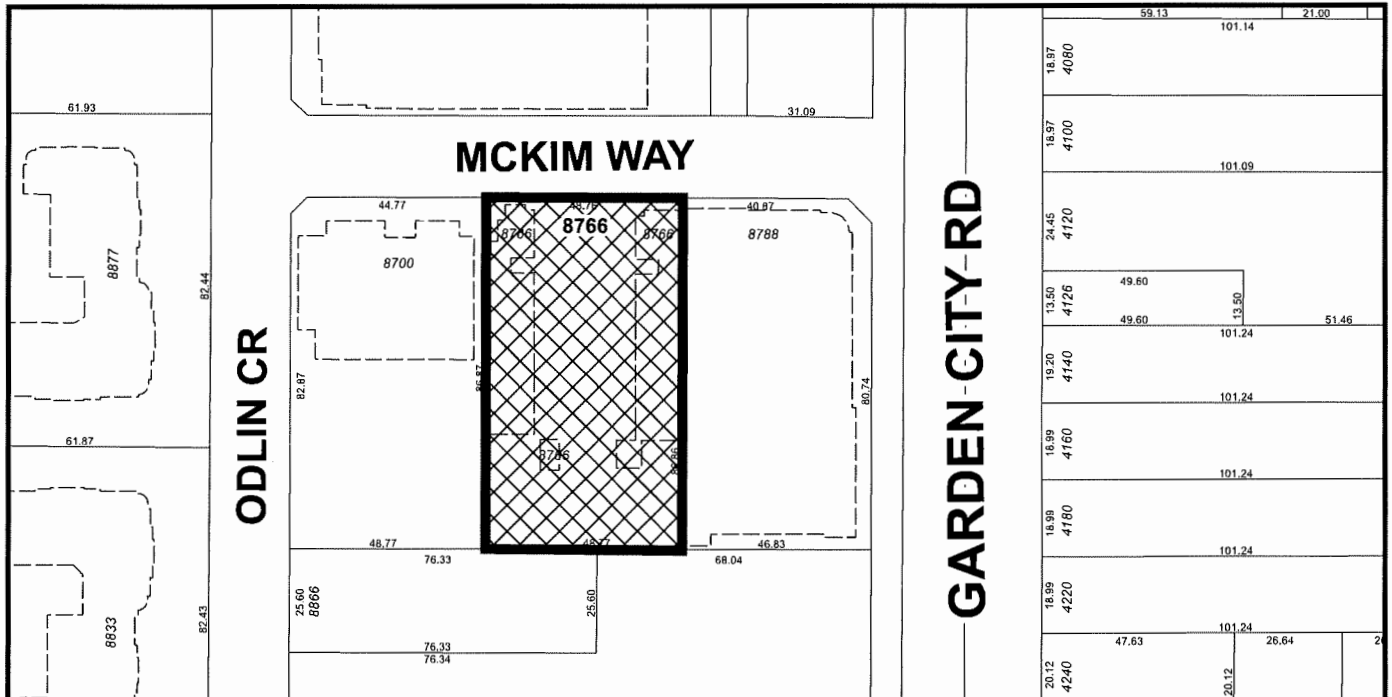
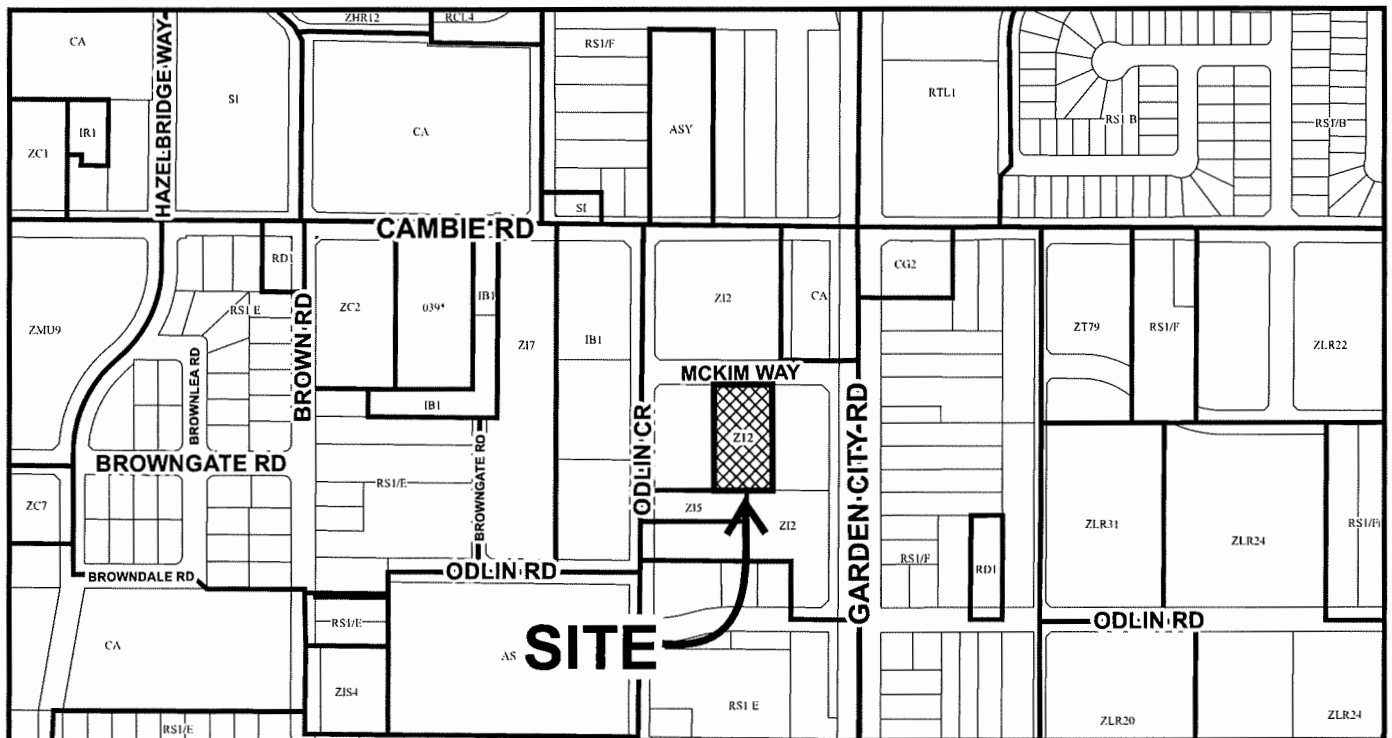
MAYOR

CORPORATE OFFICER



City of Richmond

SCHEDULE "A"



TU 20-890760
(Unit 2165) main office

Original Date: 01/17/20

Revision Date:

Note: Dimensions are in METRES

Units 2110, 2115, 2120, 2125, 2150, 2155, 2160, 2165, 2170 - 8766 McKim Way

ENCL - 130

GENERAL NOTES

ALL WORK TO BE DONE IN ACCORDANCE WITH THE 2014 EDITION OF THE B.C. BUILDING CODE AND ALL APPLICABLE MUNICIPAL ORDINANCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

GENERAL CONTRACTOR TO CHECK AND VERIFY ALL DIMENSIONS AND ELEVATION CURRENT PRIOR TO STARTING WORK. ANY DISCREPANCIES ARE TO BE REPORTED TO ARCHITECT 57 INC. ON CLARIFICATION.

ALL CHANGES TO THE WORK NOT IN ACCORDANCE WITH ANY OF THE CONSULTANT'S COORDINATION SHALL BE THE RESPONSIBILITY OF THE GENERAL CONTRACTOR. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

GENERAL CONTRACTOR TO MAINTAIN ON SITE A COPY OF APPROVED BUILDING PERMIT DRAWINGS AS WELL AS REQUIRED FOR CONSTRUCTION. DRAWINGS, POSTERS, REPORTS FROM THE AUTHORITY HAVING JURISDICTION, CONSULTANT FIELD REPORTS, GENERAL INSTRUCTIONS AND CHANGE ORDERS AT ALL TIMES.

GENERAL CONTRACTOR TO MAINTAIN ACCESS TO THE CENTRE OF THE PARTITION UNLESS DETAIL OTHERWISE ON THE DRAWINGS.

DO NOT SCALE DRAWINGS. LARGER SCALE DRAWINGS PRECISE OVER SMALLER SCALE DRAWINGS.

ALL MATERIALS AND PREPARED COMPONENTS SHALL BE INSTALLED OR USED IN STRICT ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS.

CONTRACTOR SHALL BE RESPONSIBLE FOR ALL SUBMITTAL PERMITS AND FEES. INSPECTIONS. TENANT SHALL APPLY FOR BUILDING PERMIT.

GENERAL CONTRACTOR SHALL COORDINATE WITH LOCAL WORK. TIMES AND ACCESS.

ALL MECHANICAL/LUMBER - ELECTRICAL WORK BY GENERAL CONTRACTOR OR SUBS MUST BE SUBMITTED.

GENERAL CONTRACTOR IS RESPONSIBLE FOR ALL SUBMITTAL PERMIT FEES, INSPECTIONS AND PERMITS.

FINISHES

ALL GYPSUM WALL BOARD TO BE TAPER, FILLED AND SANDER SMOOTH PRIOR TO APPLICATION OF FINISHES.

ALL PAINTED SURFACES ARE TO BE PRIMERED AND PAINTED WITH 3 COMPLETE COATS OF PAINT.

BUILDING CODE ANALYSIS

REFERENCE DOCUMENTS: B.C. BUILDING CODE, 2014 EDITION
B.C. FIRE CODE, 2012 EDITION
B.C. ELECTRICAL CODE, 2012 EDITION
B.C. PLUMBING CODE, 2012 EDITION
B.C. MECHANICAL CODE, 2012 EDITION

CMV ADDRESS

2165-8766 MCKIM WAY, RICHMOND, B.C.

LEGAL DESCRIPTION

STRAIGHT LOT 47 BLOCK 8766 PLAN LK407350-31 RANGE 6W 10 26

GENERAL CONTRACTOR TO CHECK AND VERIFY ALL DIMENSIONS AND ELEVATION CURRENT PRIOR TO STARTING WORK. ANY DISCREPANCIES ARE TO BE REPORTED TO ARCHITECT 57 INC. ON CLARIFICATION.

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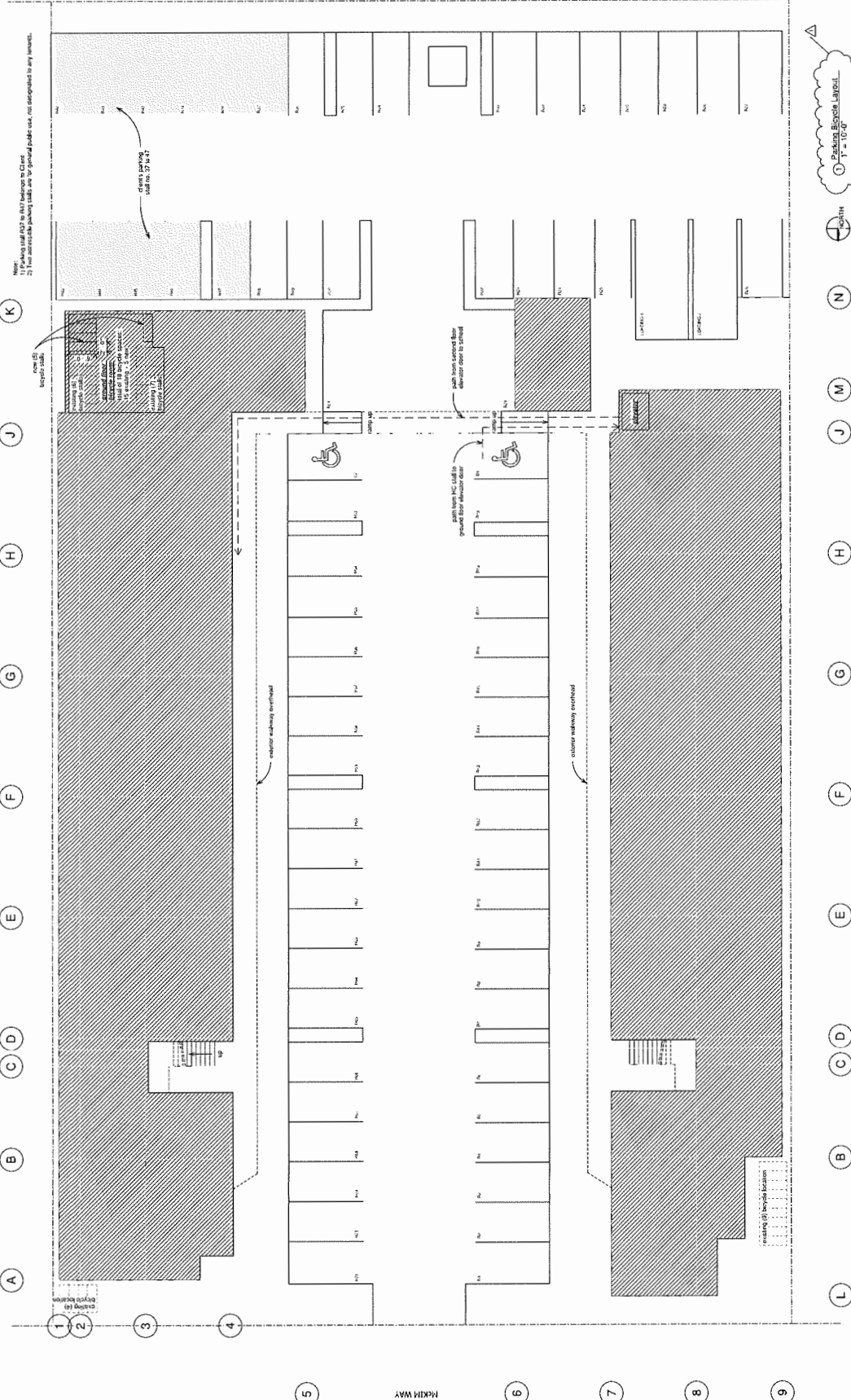
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City of Richmond

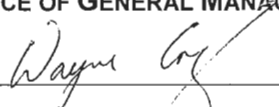


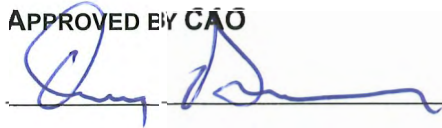
Report to Committee

To: Planning Committee
From: Wayne Craig
Director, Development
Date: August 30, 2021
File: 01-0083-09/2021-Vol
01
Re: 2022 Lulu Awards in Urban Design – Proposed Schedule and Categories

Staff Recommendation

That Council endorse the Richmond Urban Design Awards Program as outlined in the report titled, “2022 Lulu Awards in Urban Design – Proposed Schedule and Categories” dated August 30, 2021 from the Director, Development.

For
Wayne Craig Director,
Development
(604-247-4625)

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER	
 Acting GM	
SENIOR STAFF REPORT REVIEW	INITIALS:
	
APPROVED BY CAO	
	

Staff Report

Origin

On April 14, 2008, Council endorsed the implementation of a biennial Richmond Urban Design Awards Program (the Lulu Awards) in order to enhance urban design principles in Richmond. The first Lulu Awards were presented in 2009 and subsequently in 2011 and 2013. In 2013, a decision was made to go from a two-year awards cycle to a four-year awards cycle in order to increase the number of submissions for the awards. The Lulu Awards is now an event that runs every four years with the last awards presented in 2017.

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

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

2.2 Policies and practices that support Richmond's sustainability goals

This report supports Council's Strategic Plan 2018-2022 Strategy #6 - Strategic and Well-Planned Growth:

Leadership in effective and sustainable growth that supports Richmond's physical and social needs.

6.1 Ensure an effective OCP (Official Community Plan) and ensure development aligns with it.

6.2 "Green" and circular economic growth and practices emphasized.

Analysis

Lulu Awards Program

The Lulu Awards are intended to recognize, celebrate and inspire excellence in urban design in the City of Richmond. Design awards will be given for exceptional projects that represent visionary thinking and "raise the bar" for design excellence. Private and public sector projects are eligible if they are completed up to five years prior to the awards year. Submissions can be made by a project owner, a member of the team that is associated with the project, City of Richmond staff or members of the general public.

Due to COVID-19 Pandemic and associated Public Health Orders, staff recommend that the Lulu Awards originally scheduled for 2021 be deferred to 2022 in order to facilitate a focused, efficient, and robust process. The proposed revised schedule would start with a call for nominations commencing in January 2022, with an award presentation anticipated to occur at a Council meeting in October/November 2022. If the revised schedule is endorsed, the next Lulu Awards Program would be held in 2026.

The current categories are:

- **Buildings:** Residential, mixed-use, commercial, industrial, public and institutional buildings.
- **Open Space:** Landscape innovation, public and institutional open space.

Proposed new sub-categories

Staff have received feedback from members of the public about the importance of universal accessibility and ecological design in developments in the City. In order to create more awareness and encourage innovation in universal design and ecological design, staff recommend the addition of two new sub-categories under Open Space.

Universal Design and Innovation: To promote, encourage and recognize universal design that provide barrier-free access for everyone regardless of age or ability and create truly inclusive and safe open spaces.

Criteria:

- Space is accessible and welcoming to everyone and incorporates design that provides barrier-free access for all forms of disability (physical, sensory, cognitive, mental health).
- Reflects the principles of universal design and is consistent with the City of Richmond's *Enhanced Accessibility Design Guidelines and Technical Specifications*.
- Advances a level of accessibility that goes beyond the BC Building Code requirements.
- Provides innovative solutions to removing typical barriers for persons with disabilities in the built environment.
- Promotes social inclusion through design that reflects the diversity of Richmond's community.
- Promotes a stronger relationship to the public realm, including accessible design features to ensure safe transitions from open spaces to public realm (e.g., roads, parking lots and sidewalks).

Staff discussed the potential introduction of this new award sub-category with the Richmond Centre for Disability (RCD). RCD has advised staff that they support the initiative as a means of promoting and recognizing inclusivity and accessibility.

Ecological Design and Innovation: To promote, encourage and recognize sensitive and regenerative design that responds to the ecological features of the site, its context and supports diverse habitats.

Criteria:

- Provides thoughtful attention to the site's larger context-ecology and hydrology to balance the built environment with the natural environment.
- Advances landscape design that protects, restores and regenerates natural systems, reduces water consumption, preserves water quality, prevents soil erosion, while providing enjoyable and learning environments for people.
- Promotes rewilding and creates a diverse habitat for birds, insects and pollinators that contribute towards more resilient ecosystems.

- Incorporates creative strategies to deal with invasive species.
- Promotes landscape design that increases the capacity of carbon sinks through revegetation.
- Incorporates innovative use of native plant material and/or plants that are regionally adaptive to our climate thus demonstrating a response to climate change.
- Develops innovative tree planting design that overcome urban challenges, thereby reducing the effects of the urban heat island effect and mitigating the effects of heavy rain events.
- Landscape design that fosters environmental stewardship and create healthy ecosystems that uphold the quality of life for present and future generations.

Proposed Award Process

The proposed awards schedule is outlined below:

- January 2022: The call for submissions commences at the beginning of the month.
- February 2022: Submission deadline.
- May 2022: Jury tour and recommendations.
- October/November 2022: Welcoming reception and awards presentation at Council Meeting.

The Jury tour is a critical step in the award process. Moving the awards as proposed would allow the site tours to occur in the spring season (instead of fall/winter), which will allow site landscaping to be evaluated in the right conditions.

The awards are proposed to culminate with a reception and an awards presentation at a Council meeting later in 2022. A specific Council meeting date would be identified subject to scheduling considerations. Should any further changes to the proposed schedule be required in response to the ongoing COVID-19 Pandemic, a staff report outlining any scheduling adjustments would be brought forward to Council for consideration.

Award Promotion

Should Council endorse the revised schedule, Development Applications staff will work with Corporate Communications staff to raise awareness in the community. This may include: issuing a news release, use of the City's website, social media, advertising in local newspapers and mail-outs/emails to members of the design, architecture, landscape architecture, planning, and development industries.

After the awards are announced, the information about the award winning projects would be publicized via the same communication channels, as well as an award presentation at a City Council meeting, as in previous years.

Financial Impact

None. The Awards Program will be accommodated within existing budgets.

Conclusion

Staff recommend that the Lulu Awards Program originally scheduled for 2021 be deferred to 2022 with the four-year awards cycle continuing thereafter.

To support Council's Strategic Plan, staff are also recommending two new sub-categories under Open Space, *Universal Design and Innovation* and *Ecological Design and Innovation*. These new award sub-categories are intended to help create awareness and encourage innovation in universal accessibility and ecological design.

Subject to Council's endorsement of the revised schedule, staff will work with Corporate Communications and Development Community to promote the awards program.



Virendra Kallianpur
Senior Urban Designer
(604-247-4620)

VK: blg



City of Richmond

Report to Committee

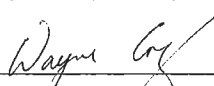

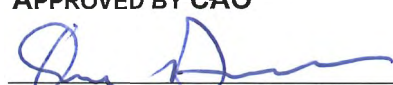
To: Planning Committee **Date:** August 24, 2021
From: John Hopkins **File:** 08-4040-01/2021-Vol
Director, Policy Planning 01
Re: **Board of Education of School District No. 38 (Richmond) 2021-22 Eligible School Site Proposal**

Staff Recommendation

1. That the Board of Education of School District No. 38 (Richmond) 2021-22 Eligible School Site Proposal resolution, as outlined in the staff report titled "Board of Education of School District No. 38 (Richmond) 2021-22 Eligible School Site Proposal", dated August 24, 2021 from the Director, Policy Planning, be accepted.
2. That the Board of Education of School District No. 38 (Richmond) undertake consultation with development stakeholders to inform them of the process to review and implement potential changes to the School Site Acquisition Charge rates resulting from the 2021-22 Eligible School Site Proposal.

John Hopkins
Director, Policy Planning
(604-276-4279)

Att. 2

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Development Applications	<input checked="" type="checkbox"/>	 Acting GM
Parks	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

On June 23, 2021, the Board of Education of School District No. 38 (Richmond) (herein called the Board) approved a resolution in relation to their 2021-22 Eligible School Site Proposal (ESSP). The Board approved 2021-22 ESSP resolution has been forwarded to the City of Richmond for consideration. A copy of the Board's resolution for the 2021-22 ESSP is provided in Attachment 1.

School District staff have confirmed an October 31, 2021 deadline for receipt of City of Richmond comments.

This report supports Council's Strategic Plan 2018-2022 Strategy #6 Strategic and Well-Planned Growth:

Leadership in effective and sustainable growth that supports Richmond's physical and social needs.

Findings of Fact

2021-22 ESSP Resolution and Process with Local Government

The purpose of the ESSP is to identify if the Board plans to acquire new school sites and outline eligible school site requirements for the School District that would also be included in their Five-Year Capital Plan.

A summary of the Board's 2021-22 ESSP resolution is as follows:

- Over the next 10 years (2021 to 2030), it is estimated that there will be approximately 16,740 new development units constructed in the School District that will be home to an estimated 1,668 school age children.
- As a result of this projected growth, one new school site will be required in Lansdowne Village in the City Centre Area Plan. Based on the School District's standards for a new school site, the ESSP identifies a site 1.9 ha (4.7 ac) in size with a land cost of approximately \$75 million. The ESSP also recognizes the potential for a school site being accommodated within a multi-level building in an air space parcel provided that arrangements can be made to share future public open/park space in a suitable nearby location, which would result in a significantly smaller site area compared to the School District's typical standards. School District staff have indicated their Long Range Facilities Plan (LRFP), adopted by the Board in June 2019, recognizes the need for a future school site in the City Centre Area to take into account long-term student population growth beyond 2033.
- To account for development growth and accompanying increase in school age children over the next 10-year period, the Board's LRFP and 2021-22 ESSP includes planned expansions to a number existing schools and a new facility development at land already acquired by the School District (adjacent to Dover Park), which is consistent with and accounted for in the ESSP resolution.

In accordance with the provincial legislation, upon receipt of an ESSP resolution, a local government must either:

- Pass a resolution accepting the ESSP resolution; or
- Respond in writing to the Board that it does not accept the school site requirements for the School District, including the specific site and objections by the local government. In this scenario, a facilitator is appointed by the Province so that the School District and local government can come to an agreement.

School Site Acquisition Charge Rates – Potential Impacts

The School Site Acquisition Charge (SSAC) are funds from new residential development that is collected by the City, on behalf of the School District. These funds, along with residential development information (type, location and number of residential units), is provided regularly to the School District. SSAC rates are established by the Board through a prescribed formula set by the Province, which also establishes maximum SSAC rates that can be charged to new residential development.

School District staff have identified that subject to Council's and the Ministry of Education's consideration of the ESSP, the SSAC Bylaw will be reviewed in winter 2021-22 by the Board and the information contained in the 2021-22 ESSP could result in an increase to the SSAC rates paid by developers for new residential development.

The City of Richmond is not involved in setting the SSAC rates. Any review and change to SSAC rates is undertaken by the School District in accordance with the provincial regulations.

Analysis

Residential Development and School Age Children Projections

The 2021-22 ESSP resolution contains information about projected residential development and associated yield of school age children over the next 10-years. These projections are based on residential development information provided by the City of Richmond to the School District on a regular basis through the transfer of SSAC funds collected by the City. School District staff also assess residential development application activity across the City and consult with the development community on anticipated residential growth as part of the drafting of the ESSP. City staff have reviewed the residential growth projections provided for in the 2021-22 ESSP and confirm they are aligned with projected growth outlined in the Official Community Plan.

Proposed New City Centre School Site

The 2021-22 ESSP accounts for residential development and associated yield of school age children over the next 10 years that is proposed to be accommodated in planned expansions to a number of existing schools and construction of a new school on land owned by the School District at Dover Park. An additional new school site has been identified in the 2021-22 ESSP for Lansdowne Village. The School District has indicated that this new school site is needed to accommodate for long-term growth beyond 2033; therefore it is being included in the 2021-22

ESSP so that SSAC funds can be collected for the potential acquisition to be undertaken within the next 10 years.

Lansdowne Redevelopment

The Final Master Land Use Plan for the proposed Lansdowne redevelopment by Vanprop Investments Ltd. (applicant/developer) and associated amendments to the Official Community Plan/City Centre Area Plan were granted third reading on March 15, 2021. Through the development of the Final Master Land Use Plan, consultation occurred amongst the developer, City staff and the School District. This site is proposed to be developed in a phased approach, which provides for opportunities for a new school site to be secured through this redevelopment. The Lansdowne Final Master Land Use Plan maintains options for the inclusion of the future school on this site. Additionally, City staff will continue to involve the School District in the park planning process to ensure the park plan reflects a potential school on this site.

The 2021-22 ESSP identifies that a new elementary school with a capacity of approximately 340 students in Lansdowne Village in the City Centre Area Plan will be required. A site size of approximately 1.9 ha (4.7 acres) has been identified in accordance with School District standards and a \$75 million land cost estimate based on current market values is included in the 2021-22 ESSP. The ESSP also recognizes the potential for a school site being accommodated within a multi-level building in an air space parcel provided that arrangements can be made to share future public open/park space in a suitable nearby location, which would result in a significantly smaller site area compared to the School District's typical standards. School District staff have indicated there are ongoing discussions with the developer about options to develop a new school on this site. Any decision to pursue acquisition of a school site in one of the phases of the Lansdowne redevelopment will be determined by the Board and developer.

Review and Changes to the SSAC Bylaw

If the 2021-22 ESSP is accepted by the City of Richmond, the School District will forward it, along with the Five-Year Capital Plan that includes information on the eligible school site, to the Ministry of Education for acceptance. Once this process is complete, the Board will be in a position to review the SSAC rates charged for new residential developments based on the requirements in the provincial legislation, including maximum charges per unit. The current SSAC rates determined by the Board and maximum rates established by the Province is contained in Attachment 2. School District staff have advised that the current values in the 2021-22 ESSP could result in an increase to the per unit SSAC rates subject to review and approval from the Board. The anticipated timing for the review and changes to the SSAC bylaw is in Q1/Q2 2022.

To ensure that the development community is aware of the process around potential changes to the SSAC, including how any changes to the rate would be implemented, City staff recommend that the School District undertake consultation with applicable developer stakeholders. Development stakeholders include, but may not be limited to:

- Urban Development Institute (UDI);
- Greater Vancouver Home Builders Association (GVHBA); and

- Others representatives in the local development community.

School District staff have advised they are supportive of engaging with development stakeholders. School District staff have advised they will be able to coordinate further communication and notification with development stakeholders once a timeframe has been developed for the Board to consider an amendment to the SSAC bylaw.

Financial Impact

None.

Conclusion

This report presents the Board's 2021-22 ESSP to Council for consideration. The 2021-22 ESSP outlines projected residential development over the next 10-years and has identified the need for one new school site in Lansdowne Village in the City Centre. City staff have reviewed the residential development projections and confirm they are consistent with projected growth in the Official Community Plan. School District staff have also advised of a review and potential change to the SSAC rate by the Board, which will impact the development community as SSAC funds are collected from new residential developments. As a result, staff recommend the following:

- That the Board of Education of School District No. 38 (Richmond) 2021-22 Eligible School Site Proposal resolution, as outlined in the report dated August 24, 2021 from the Director, Policy Planning, be accepted.
- That the Board of Education of School District No. 38 (Richmond) undertake consultation with development stakeholders to inform them of the process to review and implement potential changes to the School Site Acquisition Charge rates resulting from the 2021-22 Eligible School Site Proposal.



Kevin Eng
Planner 3
(604-247-4626)

KE:cas

- Att. 1: The Board's Approved Resolution for the 2021-22 ESSP
2: Table Summary of SSAC Rates – Current and Maximum

June 23, 2021

Board Resolution – 2021-22 Eligible School Site Proposal

WHEREAS Section 142 of the *School Act* requires that a Board of Education submit a capital plan to the Minister of Education; and

WHEREAS *Local Government Act* Section 574.2 requires that before a board of education submits the capital plan required under School Act Section 142 it consult with each local government in the school district and, that the board of education and local government make all reasonable efforts to reach agreement on the following:


- a projection of the number of eligible development units to be authorized over the 10 year period that has been specified by the Minister of Education;
- the projection of the number of school age children (as defined in the *School Act*) that will be added to the school district as the result of the eligible development units;
- the approximate size and number of school sites required to accommodate the number of school age children projected as a result of the addition of eligible development units;
- the approximate location and value of the school sites; and,

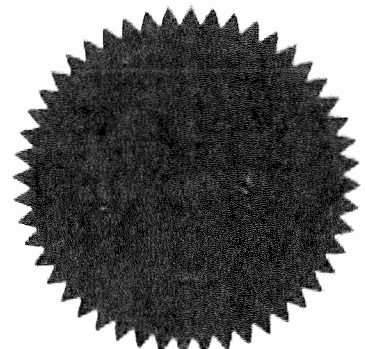
WHEREAS the Board of Education of School District No. 38 (Richmond) has consulted with representatives of the development industry and the City of Richmond on these matters;

IT IS RESOLVED THAT:

- 1) Based on information received from local government, the Board of Education of School District No. 38 (Richmond) estimates that there will be 16,740 new development units constructed in the school district over the next 10 years (Schedule 'A');
- 2) These 16,740 new development units will be home to an estimated 1,668 school age children (Schedule 'A');
- 3) The Board of Education expects that one (1) new school site will be required in the vicinity of Lansdowne Centre in the City Centre Area as well as planned expansions to a number of schools over the next 10 year period to accommodate student growth resulting from new residential development within the school district;
- 4) According to Ministry of Education site standards presented in Schedule 'B', the eligible school site will require approximately two (2) hectares in the City Centre Area; the site is expected to be purchased within 10 years and at current serviced land cost, the land would cost approximately \$75,000,000; and
- 5) The Eligible School Site Proposal be incorporated into the 2022-23 Five-Year Capital Plan and submitted to the Ministry of Education.

I hereby certify this to be a true copy of the resolution for approval of the 2022-23 Eligible School Site Proposal adopted by the Board of Education the 23rd day of June, 2021.


Roy Uyeno, CPA, CGA
Secretary-Treasurer



SCHEDULE 'A' 2021-2030 Projections - Eligible Development and Student Yield (School Age Children)

Table 1 - SCHOOL DISTRICT 38 - ELIGIBLE DEVELOPMENT UNITS (Annual estimate of new units by housing type (10 Year Estimates 2021-2030 based on growth forecasts by City of Richmond)

Form of Housing \ Year	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	10 Year Total
Single Detached	90	90	90	90	90	90	90	90	90	90	900
Row Houses	181	181	181	181	181	181	181	181	181	181	1,810
Low Rise Apartments	180	180	180	180	180	180	180	180	180	180	1,800
High Rise Apartments	1,223	1,223	1,223	1,223	1,223	1,223	1,223	1,223	1,223	1,223	12,230
Total Units	1,674	1,674	1,674	1,674	1,674	1,674	1,674	1,674	1,674	1,674	16,740

Table 2 - PROJECTED SCHOOL AGE YIELD (Age 5-17 population yield estimated from projected Eligible Development Units (EDU students by housing type 2021-2030)

Form of Housing \ Year	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	10 Year Total
Single Detached	59	59	59	59	59	59	59	59	59	59	585
Row Houses	62	62	62	62	62	62	62	62	62	62	615
Low Rise Apartments	16	16	16	16	16	16	16	16	16	16	162
High Rise Apartments	31	31	31	31	31	31	31	31	31	31	306
Total EDU Students	167	167	167	167	167	167	167	167	167	167	1,668

Table 3 - ESTIMATED AVERAGE NEW K-12 STUDENT YIELD RATE FROM NEW HOUSING

Form of Housing \ Year	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Average Yield
Single Detached	0.65	0.65	0.65	0.65	0.65	0.65	0.65	0.65	0.65	0.65	0.65
Row Houses	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34
Low Rise Apartments	0.09	0.09	0.09	0.09	0.09	0.09	0.09	0.09	0.09	0.09	0.09
High Rise Apartments	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025

SCHEDULE 'B' 2021-22 Eligible School Site Proposal (ESSP)

Proposed new school site to be included in the 2022-23 Five-Year Capital Plan

SITE - General Location	City Centre (Lansdowne Area)
Basis of Cost	Estimate
Type of Expansion	New Elementary School
Existing Capacity	0
Long Term Capacity	340 Nominal / 311 Operating
Standard Site Area (Ha)	1.9
Approximate Acres	4.7
Existing Site Area	0
Estimated Cost of Land	\$75,000,000

Notes:

- The site area and cost estimates are based on area standards and current market values.
- There is a potential being explored for a site within the Lansdowne development property which may accommodate a multi level school building in urban air space located on a significantly smaller than standard site area, provided there is shared use of future public open space accommodated adjacent to the proposed school with City of Richmond Parks.
- Eligible School sites which already received capital site acquisition project approval from the Ministry of Education after the original ESSP was submitted in September 2000 to the present are not included in the above table.
- Eligible school site acquisition completions since the inception of the original ESSP include a new elementary site at Dover Park (currently a vacant future school site owned by the school district) and the site acquisition for MacNeill Secondary which opened as a new school in 2003.

ATTACHMENT 2

**Summary Table of School Site Acquisition Charge (SSAC) Rates
Board of Education of School District No. 38 (Richmond)**

Type of Development	Current SSAC Charge (per unit)	Maximum SSAC Charge (per unit) Based on Provincial Regulations
Low Density Development (less than 21 units per hectare)	\$772	\$1,000
Medium Low Density Development (21–50 units per hectare)	\$695	\$900
Medium Density Development (51–125 units per hectare)	\$617	\$800
Medium High Density Development (126–200 units per hectare)	\$540	\$700
High Density Development (more than 200 units per hectare)	\$463	\$600



SINGLE-USE PLASTIC AND OTHER ITEMS BYLAW NO. 10000

WHEREAS Part 2, Division 1, Section 8(3)(j) of the *Community Charter* confers upon the City authority to, by bylaw, regulate, prohibit and impose requirements in relation to the protection of the natural environment;

AND WHEREAS Council deems it desirable to regulate, prohibit and impose requirements in relation the use of single-use plastic and other items;

NOW THEREFORE, the Council enacts as follows:

PART ONE: FOAM CONTAINERS

- 1.1 No Business shall sell or otherwise provide Prepared Food in any Food Service Ware that contains Polystyrene Foam.
- 1.2 Section 1.1 shall not apply to:
- a) a hospital, or any facility licensed as a community care facility under the *Community Care and Assisted Living Act*;
 - b) subject to Section 6.3 of this Bylaw, organizations incorporated and in good standing under the *Society Act*, or registered as a charitable society or organization under the federal *Income Tax Act*; or
 - c) prepared food containers that have been filled and sealed outside the City prior to arrival at the premises or location where the holder of a Licence operates.

PART TWO: PLASTIC STRAWS

- 2.1 No Business shall sell or otherwise provide any Plastic Straws.
- 2.2 Section 2.1 shall not apply in instances where a Business sells or otherwise provides a Plastic Straw to persons with a disability and/or other accessibility needs who request a Plastic Straw.
- 2.3 Part Two does not limit or restrict the sale of straws, including Plastic Straws, intended for use at the customer's home or business, provided that they are sold in packages of multiple straws.

PART THREE: PLASTIC CHECKOUT BAGS

- 3.1 Except as provided in this Bylaw, no Business shall sell or otherwise provide a Plastic Checkout Bag to a customer.
- 3.2 A Business may sell or otherwise provide a Plastic Checkout Bag to a customer only if:
- a) the Plastic Checkout Bag has been returned to the Business for the purpose of being reused by other customers;
 - b) the Plastic Checkout Bag is used for any of the following:
 - i. package loose bulk items such as fruit, vegetables, nuts, grains or candy;
 - ii. package loose small hardware items such as nails or bolts;
 - iii. contain or wrap frozen foods, meat, poultry or fish, whether pre-packaged or not;
 - iv. wrap flowers or potted plants;
 - v. protect prepared foods or bakery goods that are not pre-packaged;
 - vi. contain prescription drugs received from a pharmacy;
 - vii. transport live fish;
 - viii. protect linens, bedding or other similar large items;
 - ix. protect newspapers or other printed material intended to be left at the customer's residence or place of business; or
 - x. protect clothes after professional laundering or dry cleaning.
- 3.3 Part Three does not limit or restrict the sale of bags, including Plastic Bags, intended for use at the customer's home or business, provided that they are sold in packages of multiple bags.

PART FOUR: OFFENCES AND PENALTIES

- 4.1 Any person who:
- a) violates or contravenes any provision of this Bylaw, or who causes or allows any provision of this Bylaw to be violated or contravened;
 - b) fails to comply with any of the provisions of this Bylaw;

- c) neglects or refrains from doing anything required under the provisions of this Bylaw;
or
- d) obstructs, or seeks or attempts to prevent or obstruct a person who is involved in the execution of duties under this Bylaw,

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.

- 4.2 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 or replaced from time to time.
- 4.3 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* in accordance with the *Local Government Bylaw Notice Enforcement Act, SBC 2003, c. 60*, as they may be amended or replaced from time to time.
- 4.4 Any person who gives false information required under this Bylaw is deemed to have committed an infraction of, or an offence against, this Bylaw, and is liable on summary conviction to a penalty of not more than \$2,000 in addition to the costs of the prosecution, and each day that such violation is caused or allowed to continue constitutes a separate offence.

PART FIVE: INTERPRETATION

- 5.1 In this Bylaw, unless the context requires otherwise:

BUSINESS	means any person, organization, or group engaged in a trade, business, profession, occupation, calling, employment or purpose that is regulated under the City's Business Licence Bylaw No. 7360 and includes a person employed by, or operating on behalf of, a Business.
CITY	means the City of Richmond.
FOOD SERVICE WARE	means products used for serving or transporting prepared food or beverages including, but not limited to, plates, cups, bowls, trays, cartons and hinged or lidded containers.
LICENCE	means a business licence issued by the City pursuant to the City's Business Licence Bylaw No. 7360.

PLASTIC CHECKOUT BAG	means any bag made with plastic, including biodegradable plastic or compostable plastic that is: <ul style="list-style-type: none">(a) intended to be used by a customer for the purpose of transporting items purchased or received by the customer from the Business providing the bag; or(b) intended to be used to package take-out or delivery food.
PLASTIC STRAW	means any drinking straw made with plastic, including biodegradable plastic or compostable plastic.
POLYSTYRENE FOAM	means blown polystyrene and expanded and extruded foams composed of thermoplastic petrochemical materials containing a styrene monomer and processed by any technique including, but not limited to, fusion of polymer spheres (expandable bead foam), injection molding, foam molding, and extrusion-blown molding (extruded foam polystyrene).
PREPARED FOOD	means any food or beverage prepared for consumption by a Business at that person's licensed premises or location, using any cooking or food preparation technique. Prepared food does not include any raw uncooked food, including meat, poultry, fish, seafood, eggs or vegetables unless provided for consumption without further food preparation.

PART SIX: GENERAL

- 6.1 If any section, section, paragraph, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this Bylaw.
- 6.2 This Bylaw will come into force and effect six months after adoption, except Part 4 which will come into force and effect 12 months after adoption.
- 6.3 Section 1.2(b) will cease to be of force and effect 18 months after adoption of the Bylaw.

6.4 This Bylaw is cited as "Single-Use Plastic and Other Items Bylaw 10000".

FIRST READING

JUL 22 2019

SECOND READING

JUL 22 2019

THIRD READING

JUL 22 2019

MINISTRY OF ENVIRONMENT AND CLIMATE
CHANGE STRATEGY APPROVAL

MAR 11 2020

ADOPTED



MAYOR

CORPORATE OFFICER



**Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122,
Amendment Bylaw No. 10063**

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 in proper alphabetical order:

“Single-Use Plastic and Other Items Bylaw 10000;”
2. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended, is further amended by adding to the end of the table in Schedule A of Bylaw No. 8122 the content of the table in Schedule A attached to and forming part of this bylaw.
3. This Bylaw is cited as “**Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10063**”.

FIRST READING

JUL 22 2019

SECOND READING

JUL 22 2019

THIRD READING

JUL 22 2019

ADOPTED

MAYOR

CORPORATE OFFICER





**Municipal Ticket Information Authorization Bylaw No. 7321,
Amendment Bylaw No. 10064**

The Council of the City of Richmond enacts as follows:

1. **Municipal Ticket Information Authorization Bylaw No. 7321**, as amended, is further amended in Schedule A by adding in the proper alphabetical order "Single-Use Plastic and Other Items Bylaw No. 10000".
2. **Municipal Ticket Information Authorization Bylaw No. 7321**, as amended, is further amended by adding the following Schedule B 18:

SCHEDULE B 18

SINGLE-USE PLASTIC AND OTHER ITEMS BYLAW NO. 10000

Offence	Section	Fine
Selling or otherwise providing Prepared Food in any Food Service Ware that contains Polystyrene Foam	1.1	\$500.00
Selling or otherwise providing any Plastic Straws.	2.1	\$500.00
Selling or otherwise providing a Plastic Checkout Bag to a customer.	3.1	\$500.00

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3. This Bylaw is cited as "**Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No. 10064**".

FIRST READING

JUL 22 2019

SECOND READING

JUL 22 2019

THIRD READING

JUL 22 2019

ADOPTED



MAYOR

CORPORATE OFFICER



**Housing Agreement (9700, 9720 and 9800 Williams Road)
Bylaw No. 10252**

The Council of the City of Richmond enacts as follows:

1. The Mayor and City Clerk for the City of Richmond are authorized to execute and deliver a housing agreement, substantially in the form set out as Schedule A to this Bylaw, with the owner of the lands legally described as:

PID: 003-606-333 Lot 8 Except: Part Subdivided By Plan 44427, Section 34 Block 4
North Range 6 West New Westminster District Plan 11454

PID: 004-870-620 Lot 9 Except: Part Subdivided By Plan 45409, Section 34 Block 4
North Range 6 West New Westminster District Plan 11454

PID: 003-798-798 Lot 170 Section 34 Block 4 North Range 6 West New Westminster
District Plan 36305

2. This Bylaw is cited as **Housing Agreement (9700, 9720 and 9800 Williams Road) Bylaw No. 10252.**

FIRST READING

SEP 13 2021

SECOND READING

SEP 13 2021

THIRD READING

SEP 13 2021

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept.
<i>Cody Spence</i>
APPROVED for legality by Solicitor
<i>[Signature]</i>

MAYOR

CORPORATE OFFICER



**Soil Removal & Fill Deposit Regulation Bylaw 8094, Amendment
Bylaw 10293**

The Council of the City of Richmond enacts as follows:

1. Soil Deposit and Fill Deposit Regulation Bylaw No. 8094 is hereby repealed.
2. This Bylaw is cited as “**Soil Removal & Fill Deposit Regulation Bylaw 8094, Amendment Bylaw 10293**”.

FIRST READING

SEP 13 2021

SECOND READING

SEP 13 2021

THIRD READING

SEP 13 2021

ADOPTED

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

MAYOR

CORPORATE OFFICER



**Development Permit Panel
Wednesday, September 15, 2021**

Time: 3:30 p.m.

Place: Remote (Zoom) Meeting

Present: John Irving, General Manager, Engineering and Public Works, Chair
Cecilia Achiam, General Manager, Community Safety
Peter Russell, Director, Sustainability and District Energy

The meeting was called to order at 3:30 p.m.

Minutes

It was moved and seconded

That the minutes of the meeting of the Development Permit Panel held on August 25, 2021 be adopted.

CARRIED

1. DEVELOPMENT PERMIT 19-862430

(REDMS No. 6737354) (REDMS No. 6561344)

APPLICANT: CSC Interior Services

PROPERTY LOCATION: 8011 Leslie Road

Development Permit Panel

Wednesday, September 15, 2021

INTENT OF PERMIT:

1. Permit renovations to the existing building at 8011 Leslie Road on a site zoned "Auto Oriented Commercial (CA);" and
2. Vary the provisions of Richmond Zoning Bylaw 8500 to:
 - (a) reduce the minimum side yard setback from 3.0 m to 0 m;
 - (b) permit two small vehicle parking spaces;
 - (c) reduce the required medium on-site loading spaces from 1 to 0;
 - (d) reduce the minimum setback between parking spaces and side lot lines from 1.5 m to 0.8 m; and
 - (e) reduce the minimum setback between parking spaces and the rear lot line from 1.5 m to 0 m.

Applicant's Comments

Linda Valter, Architect, with the aid of a visual presentation (copy on file, City Clerk's office), briefed the Panel on the proposed changes to the existing building for the conversion from office to hotel uses, noting that (i) there will be two additions under the building; however, there will be no changes to the existing building footprint, (ii) existing windows would be rearranged and reduced in size, and (iii) business signage will be installed on the front (i.e., south elevation) of the hotel building.

In addition, Ms. Valter noted that three Japanese Maple trees will be planted in the front yard setback.

Staff Comments

Wayne Craig, Director, Development, reviewed the proposed variances, noting that staff support these variances as (i) majority of the proposed variances are a result of existing conditions in the site, (ii) the provision of two small parking spaces underneath the building would provide more on-site parking spaces, (iii) the proposed loading area for the site does not meet the technical requirements for a medium-size loading area in the Zoning Bylaw; however, the City's Transportation Department had reviewed and supported the proposed loading arrangement and noted its functionality for the intended use of the building, (iv) the proposed landscape setbacks are an improvement to the existing conditions, and (v) no landscaping is proposed along the north property line due to its interface with the service lane of the adjacent development.

Gallery Comments

None.

Development Permit Panel

Wednesday, September 15, 2021

Correspondence

None.

Panel Discussion

In reply to queries from the Panel, Ms. Valter noted that (i) no exterior lighting is proposed along the east and west sides of the building, (ii) low-growth planting is proposed along the landscaped area on the west property line as it is located on an existing City utility corridor, (iii) the existing exterior cladding on the building elevations will be retained, (iv) the new windows will be of the same material as the existing windows that will be replaced, and (v) on-site vehicle and bicycle parking is provided.

Discussion ensued regarding the size of trees proposed to be installed in the front yard setback. As a result of the discussion, staff was directed to work with the applicant for the choice of appropriate tree species to be planted that could grow taller and provide more canopy and shading.

The Panel then expressed support for the project, noting the improvement on the quality of the presentation materials provided by the applicant.

Panel Decision

It was moved and seconded

That a Development Permit be issued which would:

1. *permit renovations to the existing building at 8011 Leslie Road on a site zoned "Auto Oriented Commercial (CA);"* and
2. *vary the provisions of Richmond Zoning Bylaw 8500 to:*
 - (a) *reduce the minimum side yard setback from 3.0 m to 0 m;*
 - (b) *permit two small vehicle parking spaces;*
 - (c) *reduce the required medium on-site loading spaces from 1 to 0;*
 - (d) *reduce the minimum setback between parking spaces and side lot lines from 1.5 m to 0.8 m; and*
 - (e) *reduce the minimum setback between parking spaces and the rear lot line from 1.5 m to 0 m.*

CARRIED

2. **Date of Next Meeting: September 29, 2021**

3.

Development Permit Panel
Wednesday, September 15, 2021

3. Adjournment

It was moved and seconded

That the meeting be adjourned at 3:47 p.m.

CARRIED

Certified a true and correct copy of the
Minutes of the meeting of the
Development Permit Panel of the Council
of the City of Richmond held on
Wednesday, September 15, 2021.

John Irving
Chair

Rustico Agawin
Committee Clerk



City of Richmond

Report to Council

To: Richmond City Council

Date: September 13, 2021

From: Joe Erceg
Chair, Development Permit Panel

File: DP 19-855200

Re: Development Permit Panel Meeting Held on October 15, 2020

Staff Recommendation

That the recommendation of the Panel to authorize the issuance of a Development Permit (DP 19-855200) for the property at 6091 and 6111 Dyke Road be endorsed and the Permit so issued.

Joe Erceg
Chair, Development Permit Panel
(604-276-4083)

SB/KE:blg

Panel Report

The Development Permit Panel considered the following items at its meeting held on October 15, 2020.

DP 19-855200 – ORIS (DYKE ROAD) DEVELOPMENT CORP.
– 6091 AND 6111 DYKE ROAD
(October 15, 2020)

The Panel considered a Development Permit (DP) application to permit the construction of a mixed use development containing 13 dwelling units and approximately 128 m² (1,378 ft²) of commercial space at grade on a site zoned “Commercial Mixed Use – London Landing (Steveston)(ZMU 40)”. A variance is included in the proposal to not require an on-site loading space.

Applicant, Paul Dmytriw, of Oris Development Corp.; Architect, Greg Andrews, of The Andrews Architects, Inc.; and Landscape Architect, Yiwen Ruan, of PMG Landscape Architects, provided a brief presentation, including:

- The form and character of the mixed use four-storey building respond to its location.
- The scale of the building is compatible with existing residential developments to the east and west of the subject site.
- The potential redevelopment of the adjacent property to the north has been considered in the design of the building.
- The building height and massing step down towards the east to provide an appropriate interface with the adjacent residential development to the east.
- On-site parking is located below grade and hidden from the street.
- A 3 m pedestrian walkway along the north property line is proposed to provide pedestrian connection to the courtyard area on the northeast corner of the site and will be part of a future widened public pathway that connects Dyke Road and Princess Street.
- Two elevators are proposed to provide accessibility to the private roof decks of residential units underneath.
- The residential units have been designed and sited to allow natural lighting and ventilation at least on two sides of the building.
- The landscape design for the project respects the environment and maximizes the view to Steveston Harbour to the south with low planting is proposed along the south edge of the building and only one tree will be installed at the southwest corner.
- A landscaped berm provides transition to the Streamside Protection and Enhancement Area (SPEA).
- Saw cut concrete paving treatment is proposed along the west edge of the site and a wood-looking paving treatment is proposed for the 3 m wide pedestrian walkway along the north property line.
- A terraced allan block retaining wall with picket fence on top is proposed along the eastern edge of the property.

- The common outdoor amenity area at the northeast portion of the site has been designed to allow maximum sun exposure and easy access for residents, and the two items of play equipment have multiple play values.
- Trees, shrubs and ornamental grass are proposed to be planted on-site.

In reply to Panel queries, Paul Dmytriw and Greg Andrews advised that: (i) the project's Qualified Environmental Professional (QEP) has advised that Pacific Willow trees could be planted on the SPEA in lieu of the Black Cottonwood trees that were originally proposed to be planted within the SPEA; (ii) surveillance for the courtyard area is provided by residential units along the west and south sides of the courtyard area that overlook the space; (iii) the north and east edges of the courtyard area face the walls of adjacent buildings; (iv) the proposed 3 m wide pedestrian walkway along the north edge of the site will be widened when the adjacent property to the north will redevelop in the future; and (v) the applicant will work with City staff to determine the appropriate size and number of trees that will be planted on the SPEA in lieu of the Black Cottonwood trees.

In reply to a Panel query, staff advised that there is a legal agreement secured through rezoning that the strata management will provide maintenance to the on-site SPEA/Riparian Management Area (RMA).

Staff noted that: (i) the restoration and enhancement works within the on-site SPEA/RMA was determined through the project's QEP report; (ii) restoration and enhancement works for the off-site SPEA/RMA located within the City's Dyke Road allowance are subject to the Servicing Agreement secured at rezoning; (iii) the Servicing Agreements associated with the project include road and frontage improvements along Dyke Road to the west of the subject site including construction of sidewalk, boulevard, and street lighting; (iv) there will be a future on-site public pedestrian walkway within the right-of-way (ROW) along the north edge of the site; (v) a landscaped berm will be installed to secure and enclose the common outdoor amenity area; (vi) staff support the proposed variance to not require an on-site loading space as provision for a loading area lay-by will be incorporated into the Dyke Road frontage improvements to the west of the subject site and will be completed through a Servicing Agreement; and (vii) the proposed variance was identified at rezoning and no concerns were noted.

Seven items of correspondence were submitted to the Development Permit Panel regarding the application.

Staff noted writer, Roy Oostergo's support for the provision of an off-site loading area lay-by for the project along Dyke Road however, Roy Oostergo expressed concern regarding the illegal commercial parking along Dyke Road. Staff added that there is an on-site loading space provided for the existing development to the west of the subject site.

Staff noted that six pieces of public correspondence expressed a common concern regarding the proposed planting of Black Cottonwood trees on the SPEA as they pose potential health and safety risks to residents of neighbouring developments and could give rise to other concerns such as causing the clogging of window screens and air filters.

Staff further noted that in order to address the neighbouring residents' concerns, the project's QEP has advised that an alternative tree species is proposed (i.e., Pacific Willow tree) in lieu of the Black Cottonwood trees and that staff will work with the applicant to ensure that the project's landscape plan will be updated prior to Development Permit issuance.

The Panel expressed support for the project, noting that: (i) the proposed size of residential units is family-friendly; (ii) the form and character of the building provides a good transition from the form and character of developments to the west of the subject site; and (iii) the architectural style of the building successfully breaks down the massing and fits well with its neighbourhood context.

Direction was then given to staff to work with the applicant to: (i) finalize the change of tree species on the SPEA including their location and number; and (ii) clarify the responsibility for maintenance of on-site SPEA and the remaining SPEA located within the City's Dyke Road allowance prior to the application moving forward for Council consideration. In addition, direction was given to Planning Department staff to work with Engineering Department staff regarding the SPEA maintenance arrangements.

Subsequent to the Panel meeting: (i) the project QEP reviewed and revised the proposed tree species; replacing the proposed six Black Cottonwood trees with three Red Alder trees and three Pacific Willow trees which will provide an equivalent ecological function and benefit to the SPEA/RMA; (ii) maintenance of the on-site SPEA is the responsibility of the owner/future strata and a legal agreement has been secured via rezoning; (iii) maintenance of the SPEA in Dyke Road allowance is the responsibility of the City; and (iii) Engineering Department staff reviewed the proposed planting within the SPEA, including provisions for any needed maintenance, and have no concerns.

The Panel recommends the Permit be issued.