



Finance Committee

Anderson Room, City Hall
6911 No. 3 Road

Monday, October 2, 2017

Immediately following the General Purposes Committee meeting

Pg. # ITEM

MINUTES

FIN-4 *Motion to adopt the **minutes** of the meeting of the Finance Committee held on September 5, 2017.*



FINANCE AND CORPORATE SERVICES DIVISION

1. **PERMISSIVE EXEMPTION (2018) BYLAW NO. 9730**
(File Ref. No. 03-0925-02-01) (REDMS No. 5416138)

FIN-6

See Page FIN-6 for full report

Designated Speaker: Ivy Wong

STAFF RECOMMENDATION

That Permissive Exemption (2018) Bylaw No. 9730 be introduced and given first, second and third readings.



2. **CONSOLIDATED FEES BYLAW NO. 8636, AMENDMENT BYLAW NO. 9729**

(File Ref. No. 03-1240-01) (REDMS No. 5538168 v. 1A)

FIN-45

See Page FIN-45 for full report

Designated Speaker: Ivy Wong

STAFF RECOMMENDATION

That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9729 be introduced and given first, second and third readings.



3. **APPOINTMENT OF EXTERNAL FINANCIAL AUDITOR**

(File Ref. No. 03-0905-01) (REDMS No. 5549980)

FIN-89

See Page FIN-89 for full report

Designated Speaker: Cindy Gilfillan

STAFF RECOMMENDATION

That KPMG LLP be appointed as the external financial auditor for the City of Richmond for a five-year period, beginning with the 2017 fiscal year that ends December 31, 2017 through to the 2021 fiscal year that ends December 31, 2021.



4. **AMENDMENTS TO THE 5 YEAR CONSOLIDATED FINANCIAL PLAN (2017-2021) BYLAW 9663**

(File Ref. No. 03-0970-01) (REDMS No. 5535260 v. 3)

FIN-92

See Page FIN-92 for full report

Designated Speaker: Jerry Chong

STAFF RECOMMENDATION

That the 5 Year Consolidated Financial Plan (2017-2021) Bylaw 9663, Amendment Bylaw 9757, which incorporates and puts into effect the changes as outlined in the staff report titled “Amendments to the 5 Year Consolidated Financial Plan (2017-2021) Bylaw 9663” dated September 5, 2017 from the General Manager, Finance Corporate Services, be introduced and given first, second and third readings.



Pg. #

ITEM

ADJOURNMENT





Finance Committee

Date: Tuesday, September 5, 2017

Place: Anderson Room
Richmond City Hall

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

Call to Order: The Chair called the meeting to order at 4:28 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the Finance Committee held on June 5, 2017, be adopted as circulated.

CARRIED

RICHMOND OLYMPIC OVAL CORPORATION

1. **RICHMOND OLYMPIC OVAL CORPORATION – 2ND QUARTER
2017 FINANCIAL INFORMATION**

(File Ref. No.) (REDMS No. 5517332)

It was moved and seconded

That the report on Financial Information for the Richmond Olympic Oval Corporation for the second quarter ended June 30, 2017 from the Controller of the Richmond Olympic Oval Corporation be received for information.

CARRIED

Finance Committee
Tuesday, September 5, 2017

FINANCE AND CORPORATE SERVICES DIVISION

2. FINANCIAL INFORMATION – 2ND QUARTER JUNE 30, 2017

(File Ref. No. 03-0905-01) (REDMS No. 5472579 v. 4)

It was moved and seconded

That the staff report titled, “Financial Information – 2nd Quarter June 30, 2017”, dated August 11, 2017 from the Director, Finance be received for information.

The question on the motion was not called as in reply to queries from Committee, staff advised that although 2016 RCMP vacancies were filled, retirements and other staffing changes resulted in a favourable variance as a result of new vacancies. Also, discussion took place on gaming revenue and it was noted that the increase in gaming revenue is primarily due to decreased BC Lottery Corporation facility operating expenses.

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

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:35 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Finance Committee of the Council of the City of Richmond held on Tuesday, September 5, 2017.

Mayor Malcolm D. Brodie
Chair

Hanieh Berg
Legislative Services Coordinator



City of Richmond

Report to Committee

To: Finance Committee

Date: September 6, 2017

From: Jerry Chong
Director, Finance

File: 03-0925-02-01/2017-
Vol 01



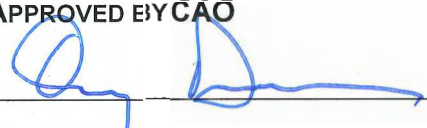
Re: **Permissive Exemption (2018) Bylaw No. 9730**

Staff Recommendation

That Permissive Exemption (2018) Bylaw No. 9730 be introduced and given first, second and third readings.

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

Att. 2

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

Staff Report

Origin

Permissive exemptions are provided to various properties in accordance with Sections 220 and 224 of the *Community Charter* and Council Policy 3561.01, which has been consistently applied since 1977. The exemption bylaw must be adopted by October 31 of each year to be effective for the following year.

This report supports Council's 2014-2018 Term Goal #7 Strong Financial Stewardship:

Maintain the City's strong financial position through effective budget processes, the efficient and effective use of financial resources, and the prudent leveraging of economic and financial opportunities to increase current and long-term financial sustainability.

- 7.1. *Relevant and effective budget processes and policies.*
- 7.2. *Well-informed and sustainable financial decision making.*
- 7.3. *Transparent financial decisions that are appropriately communicated to the public.*

Analysis

Owners of exempted properties in 2017 were contacted and verified of their eligibility for exemptions in the coming year. Changes to the 2018 bylaw are listed in Attachment 1. Changes, new applications and requests are highlighted below:

Willow Early Care and Learning Centre

The City owned property at 650-5688 Hollybridge Way was leased to Atira Women's Resource Society in 2017 to be operated as a child care facility.

As a NPO and a tenant of City property, Atira Women's Resource Society qualifies for a permissive exemption under Council Policy 3561- Property Tax Exemptions and is included in Bylaw 9730.

Private Schools

Historically, the Province of BC gave all private schools a statutory tax exemption on the footprint of the school building and left the playgrounds and parking areas taxable. The City has always provided permissive exemptions for private school playgrounds based on the number of pupils registered in the school. In late 2015, the Province of BC changed the legislation to provide a 100% statutory exemption for all private school lands making permissive exemptions for schools unnecessary.

Due to administrative reasons, staff had agreed with BC Assessment in leaving private schools unchanged in the City's 2016 and 2017 permissive exemption bylaws. This gave BC

Assessment time to visit all the private schools and to accurately code them with the necessary exemptions. With this project completed, private schools are deleted from Bylaw 9730.

Aga Khan Foundation Canada

Representatives of the Aga Khan Foundation Canada approached staff with a request to increase the 2018 permissive exemption allowed for their property at 4000 May Drive. Upon review of the application and recognizing the fact that their permissive exemption was adjusted in 2017 to the maximum allowed under Council Policy 3561, no adjustments were made to the 2018 Permissive Exemption Bylaw.

As part of the review, staff ensured that the No. 5 Road backlands met farming requirements. There were no significant changes to the farming activity on these properties since the prior year.

Financial Impact

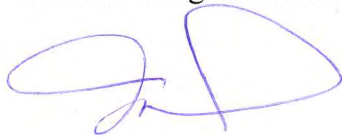
Property tax exemptions impact the City's finances by reducing the total assessed value of properties subject to taxation. This results in the City recovering the shortfall through tax increases to general taxpayers.

Church properties represent the largest number of permissively exempted properties and account for approximately \$523,000 in direct municipal taxes waived in 2017. Exempted non-City owned properties account for approximately \$110,000 in waived taxes and City owned or leased properties account for approximately \$2.29 million.

Permissive exemptions impact both municipal and other agencies' taxes. If any City owned or leased properties are not provided with a permissive exemption, the City would need to increase annual municipal taxes in order to pay property taxes to the other taxing agencies.

Conclusion

Permissive exemptions are granted by Council annually to qualifying organizations that provide social benefit to the Community. Bylaw 9730 will provide tax exemptions in accordance with Provincial legislation and Council Policy.



Ivy Wong
Manager, Revenue
(604-276-4046)

IW:gjn

- Att. 1: Updates to the 2018 Permissive Exemption Bylaw
2: Permissive Exemption (2018) Bylaw No. 9730

ROLL NO	ORGANIZATION NAME	CIVIC ADDRESS	ADDITIONS
083-218-000	Willow Early Care and Learning Centre	Unit 650– 5688 Hollybridge Way	Schedule G

ROLL NO	ORGANIZATION NAME	CIVIC ADDRESS	DELETIONS
001-870-000	Choice School For Gifted Children	20451 Westminster Highway	Schedule C
001-871-004	Choice School For Gifted Children	20411 Westminster Highway	Schedule C
024-279-000	Cornerstone Evangelical Baptist Church of Vancouver	12011 Blundell Road	Schedule C
025-243-080	Muslim School of B.C.	12300 Blundell Road	Schedule C
099-076-081	Richmond Christian School	5240 Woodward Road	Schedule C
030-887-000	Richmond Christian School	10260 No. 5 Road	Schedule C
025-151-060	Richmond Jewish Day School	8760 No. 5 Road	Schedule C
099-300-034	St. Joseph the Worker School	4451 Williams Road	Schedule C



Permissive Exemption (2018) Bylaw No. 9730

The Council of the City of Richmond enacts as follows:

PART ONE: RELIGIOUS PROPERTIES PERMISSIVE EXEMPTION

- 1.1 Pursuant to Section 224(2)(f) of the Community Charter, the religious halls and the whole of the parcels of land surrounding the religious halls shown on Schedule A are considered necessary to an exempt building set apart for public worship, and are hereby exempt from taxation for the 2018 year.
- 1.2 Pursuant to Section 224(2)(f) of the Community Charter, the portions of the parcels of land and improvements surrounding the religious halls shown on Schedule B are considered necessary to an exempt building set apart for public worship, and are hereby exempt from taxation for the 2018 year.
- 1.3 Notwithstanding Sections 1.1 and 1.2 of this bylaw, no additional exemption from taxation pursuant to Section 224(2)(f) will be granted to any parcel of land for which an associated building is not exempted by the British Columbia Assessment Authority pursuant to Section 220(1)(h) of the Community Charter.

PART TWO: TENANTED RELIGIOUS PROPERTIES PERMISSIVE EXEMPTION

- 2.1 Pursuant to Section 224(2)(g) of the Community Charter, the portions of land and improvements shown on Schedule C are hereby exempt from taxation for the 2018 year.

PART THREE: CHARITABLE AND RECREATIONAL PROPERTIES PERMISSIVE EXEMPTION

- 3.1 Pursuant to Section 224(2)(a) of the Community Charter, the whole of the parcels of land shown on Schedule D are hereby exempt from taxation for the 2018 year.
- 3.2 Notwithstanding Section 3.1 of this bylaw, no additional exemption from taxation pursuant to Section 3.1 of this bylaw will be granted to any parcel of land for which an associated building is not exempted by the British Columbia Assessment Authority pursuant to Section 220(1)(i) of the Community Charter.
- 3.3 Pursuant to Section 224(2)(a) and Section 224(2)(j) of the Community Charter, the whole of the parcels of land and improvements shown on Schedule E are hereby exempt from taxation for the 2018 year.

- 3.4** Pursuant to Section 224(2)(a) and Section 224(2)(k) of the Community Charter, the whole of the parcels of land and improvements shown on Schedule F are hereby exempt from taxation for the 2018 year.
- 3.5** Pursuant to Section 224(2)(a) of the Community Charter, the whole or portions of the parcels of land and improvements shown on Schedule G are hereby exempt from taxation for the 2018 year.
- 3.6** Pursuant to Section 224(2)(i) of the Community Charter, the whole or portions of land and improvements shown on Schedule H are hereby exempt from taxation for the 2018 year.
- 3.7** Pursuant to Section 224(2)(d) of the Community Charter, the whole or portions of land and improvements shown on Schedule I are hereby exempt from taxation for the 2018 year.

PART FOUR: MISCELLANEOUS PROVISIONS

- 4.1** Schedules A through I inclusive, which are attached hereto, form a part of this bylaw.
- 4.2** Permissive Exemption Bylaw 9575 is here by repealed in its entirety.
- 4.3** This Bylaw is cited as **“Permissive Exemption (2018) Bylaw No. 9730.**

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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

MAYOR

CORPORATE OFFICER

PLACE OF PUBLIC WORSHIP PROPER & HALL

SCHEDULE A to BYLAW 9730

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	MAILING ADDRESS
Bakerview Gospel Chapel (067-375-002) 8991 Francis Road	PID 009-294-902 Lot 135 Except: Parcel B (Bylaw Plan 87226) Section 21 Block 4 North Range 6 West New Westminster District Plan 23737	Bakerview Gospel Chapel 10260 Algonquin Drive Richmond, B.C. V7A 3A4
Beth Tikvah Congregation and Centre Association (099-358-999) 9711 Geal Road	PID 003-644-391 Lot 1 Except: Firstly: Part Subdivided by Plan 44537 Secondly: Part Subdivided by Plan LMP47252 Section 26 Block 4 North Range 7 West New Westminster District Plan 17824	Beth Tikvah Congregation and Centre Association 9711 Geal Road Richmond, B.C. V7E 1R4
Brighthouse United Church Hall (064-046-009) 8151 Bennett Road	PID 006 199 631 Lot 362 of Section 16 Block 4 North Range 6 West New Westminster District Plan 47516	Congregation of the United Church of BC 8151 Bennett Road Richmond, B.C. V6Y 1N4
Canadian Martyrs Parish (094-145-000) 5771 Granville Avenue	PID 003-894-266 Lot 610 Section 12 Block 4 North Range 7 West New Westminster District Plan 58494	Roman Catholic Archbishop of Vancouver 5771 Granville Avenue Richmond, B.C. V7C 1E8
Christian and Missionary Alliance (082-148-009) 3360 Sexsmith Road	PID 003-469-247 Lot 23 Except: Firstly: the East 414.3 Feet Secondly: the South 66 Feet, and Thirdly: Part Subdivided by Plan 33481 Sections 27 and 28 Block 5 North Range 6 West New Westminster District Plan 3404	North Richmond Alliance Church 3360 Sexsmith Road Richmond, B. C. V6X 2H8
Christian Reformed Church of Richmond (072-496-000) 9280 No. 2 Road	PID 018-262-767 Lot 2 of Section 30 Block 4 North Range 6 West New Westminster District Plan LMP9785	Christian Reformed Church of Richmond 9280 No. 2 Road Richmond, B.C. V7E 2C8

PLACE OF PUBLIC WORSHIP PROPER & HALL

SCHEDULE A to BYLAW 9730

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	MAILING ADDRESS
Church in Richmond (083-953-080) 4460 Brown Road	PID 028-628-110 Lot 7 Section 33 Block 5 North Range 6 West New Westminster District Plan 3318 Part S 1/2, Except Plan 24362, Exp 24381	Church in Richmond 4460 Brown Road Richmond BC V6X 2E8
Conference of The United Mennonite Churches of B.C. (080-792-000) 11571 Daniels Road	PID 004 152 832 Lot 323 of Section 25 Block 5 North Range 6 West New Westminster District Plan 57915	Conference of Mennonites in B.C. c/o Peace Mennonite Church 11571 Daniels Road Richmond, B.C. V6X 1M7
Convention of Baptist Churches of B.C. (071-191-006) 8140 Saunders Road	PID 007-397-216 Lot 123 Section 28 Block 4 North Range 6 West New Westminster District Plan 44397	Convention of Baptist Churches of B.C. 8140 Saunders Road Richmond, B.C. V7A 2A5
Emmanuel Christian Community Society (02-050-053) 10351 No. 1 Road	PID 011-908-106 Lot 13 Block A Section 34 Block 4 North Range 7 West Except Plan 53407 New Westminster District Plan 710	Emmanuel Christian Community Society 10351 No. 1 Road Richmond, B.C. V7E 1S1
Fujian Evangelical Church (025-172-004) 12200 Blundell Road	PID 025-000-047 Lot 1 Section 19 Block A North Range 5 West New Westminster District Plan LMP49532	Fujian Evangelical Church 12200 Blundell Road Richmond, B.C. V6W 1B3
Gilmore Park United Church (097-837-001) 8060 No. 1 Road	PID 024-570-541 Strata Lot 1 Section 23 Block 4 North Range 7 West New Westminster District Strata Plan LMS3968	Congregation of the Gilmore Park United Church 8060 No. 1 Road Richmond, B.C. V7C 1T9
I Kuan Tao (Fayi Chungder) Association (084-144-013) 8866 Odlin Crescent	PID 025-418-645 Lot 30 Section 33 Block 5 North Range 6 West new Westminster District Plan LMP54149	I Kuan Tao (Fayi Chungder) Association #2100, 1075 West Georgia Street Vancouver, B.C. V6E 3G2

SCHEDULE A to BYLAW 9730

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	MAILING ADDRESS
Immanuel Christian Reformed Church (062-719-724) 7600 No. 4 Road	PID 003-486-486 Parcel One Section 14 Block 4 North Range 6 West New Westminster District Reference Plan 71292	Immanuel Christian Reformed Church 7600 No. 4 Road Richmond, B.C. V6Y 2T5
Johrei Fellowship (084-786-000) 10380 Odlin Road	PID 003-485 757 East Half of Lot 4 Except: Part Subdivided by Plan 79974; Section 35 Block 5 North Range 6 West, New Westminster District Plan 5164	Johrei Fellowship Inc. 10380 Odlin Road Richmond, B.C. V6X 1E2
Lansdowne Congregation Jehovah's Witnesses (061-569-073) 1014 Westminister Highway	PID 003-578-356 Lot 107 Section 12 Block 4 North Range 6 West New Westminster District Plan 52886	Trustees of the Lansdowne Congregation Jehovah's Witnesses c/o Doug Ginter 43-8120 General Currie Road Richmond, B.C. V6Y 3V8
Lutheran Church Hall (061-166-000) 6340 No. 4 Road	PID 010-899-294 Parcel 1 of Section 11 Block 4 North Range 6 West New Westminster District Plan 77676	Our Saviour Lutheran Church of Richmond BC 6340 No. 4 Road Richmond, B.C. V6Y 2S9
Meeting Room (025-166-010) 8020 No. 5 Road Property owner registered as Gabe Csanyi, Jonathan Csanyi, Wayne Coleman, Bruce Anstey	PID 016-718-739 Lot A Section 19 Block 4 North Range 5 West New Westminster District Plan 86178	Meeting Room Attn: Jonathan Csanyi 9034 187 Street Surrey, BC V4N 3N4
North Richmond Alliance Church (063-418-009) 9140 Granville Avenue	PID 017-691-842 Lot 1 (BF53537) Section 15 Block 4 North Range 6 West New Westminster Plan 7631	North Richmond Alliance Church 9140 Granville Avenue Richmond, B.C. V6Y 1P8
Our Saviour Lutheran Church of Richmond (061-166-000) 6340 No. 4 Road	PID 010-899-294 Parcel 1 of Section 11 Block 4 North Range 6 West New Westminster District Plan 77676	Our Saviour Lutheran Church of Richmond 6340 No. 4 Road Richmond, B.C. V6Y 2S9

SCHEDULE A to BYLAW 9730

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	MAILING ADDRESS
The Public School of Vancouver Archdiocese (067-043-063) 8251 St. Albans Road	PID 010 900 691 Lot 15 Except: Firstly: Part Dedicated as Road on Plan 20753, Secondly: Part Subdivided by Plan 58438; Section 21 Block 4 North Range 6 West New Westminster District Plan 3238	Catholic Independent Schools of Vancouver Archdiocese St. Paul's Roman Catholic Parish 8251 St. Alban's Road Richmond, B.C. V6Y 2L2
Richmond (Bethel) Mennonite Church (030-869-001) 10160 No. 5 Road	PID 017 945 054 Lot A (BF302986) Section 31 Block 4 North Range 5 West New Westminster District Plan 35312	B.C. Conference of the Mennonite Brethren Churches 10200 No. 5 Road Richmond, B.C. V7A 4E5
Richmond Chinese Evangelical Free Church (025-162-005) 8040 No 5 Road	PID 004-332-695 South 100 feet West Half Lot 1 Block "A" Section 19 Block 4 North Range 5 West New Westminster District Plan 4090	Richmond Chinese Evangelical Free Church Inc. 8040 No. 5 Road Richmond, B.C. V6Y 2V4
Richmond Chinese Alliance Church (102-369-073) 10100 No. 1 Road	PID 003-898-474 Lot 68 Section 35 Block 4 North Range 7 West New Westminster District Plan 31799	Christian and Missionary Alliance (Canadian Pacific District) 107 – 7585 132 nd Street Surrey, B.C. V2W 1K5
Richmond Faith Fellowship (085-780-002) 11960 Montego Street	PID 010-267-930 Lot A Except: Parcel E (Bylaw Plan LMP22889), Section 36 Block 5 North Range 6 West New Westminster District Plan 17398	Northwest Canada Conference Evangelical Church 11960 Montego Street Richmond, B.C. V6X 1H4
Richmond Gospel Hall (098-373-006) 5651 Francis Road	PID 008-825-025 Lot 45 Except: Parcel A (Statutory Right of Way Plan LMP11165) Section 24 Block 4 North Range 7 West New Westminster District Plan 25900	Congregation of the Richmond Gospel Hall 5651 Francis Road Richmond, B.C. V7C 1K2

SCHEDULE A to BYLAW 9730

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	MAILING ADDRESS
Richmond Pentecostal Church (060-300-000) 9300 Westminster Highway	PID 024-957-828 Parcel C Section 10 Block 4 North Range 6 West New Westminster District Plan 48990	Pentecostal Assemblies of Canada 9300 Westminster Highway Richmond, B.C. V6X 1B1
Richmond Presbyterian Church (094-627-007) 7111 No. 2 Road	PID 009-213-244 Lot 110 of Section 13 Block 4 North Range 7 West New Westminster District Plan 24870	Trustees of Richmond Congregation of Presbyterian Church 7111 No. 2 Road Richmond, B.C. V7C 3L7
Richmond Sea Island United Church (082-454-062) 8711 Cambie Road	PID 011-031-182 Lot 3 Sections 27 and 28 Block 5 North Range 6 West New Westminster District Plan 4037	Congregation of the Richmond United Church of Canada 8711 Cambie Road Richmond, B.C. V6X 1K2
The Salvation Army Richmond (066-497-000) 8280 Gilbert Road	PID 001-234-684 Lot "L" (Y24736) of Section 20 Block 4 North Range 6 West New Westminster District Plan 10008	Governing Council of the Salvation Army Canada West 8280 Gilbert Road Richmond, B.C. V7C 3W7
South Arm United Church Hall (plus Annex - Pioneer Church) (047-431-056) 11051 No. 3 Road	PID 015-438-562 Parcel E (Explanatory Plan 21821) of Lots 1 and 2 of Parcel A Section 5 Block 3 North Range 6 West New Westminster District, Plan 4120 Except: Firstly; Part Subdivided by Plan 29159 AND Secondly: Parcel "D" (Bylaw Plan 79687)	Congregation of the South Arm United Church of Canada 11051 No. 3 Road Richmond, B.C. V6X 1X3
St. Edward Anglican Church (081-318-001) 10111 Bird Road	PID 018-436-994 Parcel 1 Block B Section 26 Block 5 North Range 6 West New Westminster District Reference Plan LMP12276	Parish of St. Edward, Bridgeport 1410 Nanton Avenue Vancouver BC V6H 2E2

SCHEDULE A to BYLAW 9730

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	MAILING ADDRESS
Steveston Congregation of Jehovah's Witnesses (102-520-003) 4260 Williams Road	PID 006-274-382 Parcel "A" (Reference Plan 17189) Lot 1 of Section 35 Block 4 North Range 7 West New Westminster District Plan 10994	Steveston Congregation of Jehovah's Witnesses Attn: Richard Barton 3831 Barmond Avenue Richmond, B.C. V7E 1A5
Steveston United Church (087-640-000) 3720 Broadway Street	PID 010-910-336 Parcel A Section 3 Block 3 North Range 7 West New Westminster District Reference Plan 77684	Trustees of Steveston Congregation of United Church of Canada 3720 Broadway Street Richmond, B.C. V7E 4Y8
Subramaniya Swamy Temple (025-161-000) 8840 No. 5 Road	PID 000-594-261 Parcel B (Explanatory Plan 10524) Lot 3 Section 19 Block 4 North Range 5 West New Westminster District Plan 5239	Subramaniya Swamy Temple of B.C. 8840 No. 5 Road Richmond, B.C. V6Y 2V4
Trinity Pacific Church (076-082-008) 10011 No. 5 Road	PID 007-178-204 Lot 297 Except Parcel B (Bylaw Plan 79916) Section 36 Block 4 North Range 6 West New Westminster District Plan 35779	Trinity Pacific Church 10011 No. 5 Road Richmond, B.C. V7A 4E4
United Church Hall (082-454-062) 8711 Cambie Road	PID 011-031-182 Lot 3 of Sections 27 and 28 Block 5 North Range 6 West New Westminster District Plan 4037	Congregation of the Richmond United Church of Canada 8711 Cambie Road Richmond, B.C. V6X 1K2
Vancouver International Buddhist Progress Society (082-265-053) 6670 – 8181 Cambie Road	PID 018-553-532 Lot 53 Section 28 Block 5 North Range 6 West New Westminster District Plan LMS 1162 together with an interest in the common property in proportion to the unit entitlement of the strata lot.	Vancouver International Buddhist Progress Society 6680 – 8181 Cambie Road Richmond, B.C. V6X 3X9

PLACE OF PUBLIC WORSHIP PROPER & HALL

SCHEDULE A to BYLAW 9730

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	MAILING ADDRESS
Walford Road Gospel Church (081-608-000) 9291 Walford Street	PID 012-734-756 Lot 21 of Blocks 25 and 26 Section 27 Block 5 North Range 6 West New Westminster District Plan 2534	Holy Spirit Association For The Unification Of World Christianity 9291 Walford Street Richmond, B.C. V6X 1P3

**PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP**

SCHEDULE B to BYLAW 9730

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
Aga Khan Foundation Canada (The Ismaili Jamatkhana and Centre) (084-310-003) 4000 May Drive	PID 029-176-263 Lot A Section 34 Block 5 North Range 6 West New Westminster District Plan EPP32741	Aga Khan Foundation Canada (The Ismaili Jamatkhana and Centre) 4000 May Drive Richmond, B.C.	100% of footprint of building 60,000 sq. ft. for parking	Remainder of land not exempted	100%	0%
Assumption of the Blessed Virgin Mary Ukrainian Catholic Church (098-394-005) 8700 Railway Avenue Manse	PID 011-070-749 Parcel "One" (Explanatory Plan 24522) of Lots "A "and "B" Plan 4347 and Lot 26 of Plan 21100 Section 24 Block 4 North Range 7 West New Westminster District	Ukrainian Catholic Episcopal Corp. of MB 5180 Cantrell Road Richmond, B.C. V7C 3G8	97.65% 2,031.18 m ²	2.35% 48.82 m ²	75.6% of Manse Building 302.59 m ² 100% of Religious Hall	24.4% of Manse Building 97.64 m ²
Bethany Baptist Church (000-821-001) 22680 Westminster Highway (Site Area 5.295 acres)	PID 018-604-897 Lot 1 Except: Part Dedicated Road on Plan LMP18317; Section 2 Block 4 North Range 4 West New Westminster District Plan LMP9648	Bethany Baptist Church 22680 Westminster Highway Richmond, B.C. V6V 1B7	42% 8,999.7 m ² 2.224 acres	58% 12,427.9 m ² 3.071 acres	100%	0%

**PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP**

SCHEDULE B to BYLAW 9730

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
BC Muslim Association (025-243-080) 12300 Blundell Road (Site Area 4.78 Acres)	PID 011 053 569 Lot 5 Except: Part Subdivided by Plan 33568; Block "A" Section 19 Block 4 North Range 5 West New Westminster District Plan 4090	BC Muslim Association 12300 Blundell Road Richmond, B.C. V6W 1B3	43.6% 8,440 m ² 2.086 acres	56.4% 10,903.97 m ² 2.694 acres	100%	0%
Canadian Martyrs Parish (094-145-000) 5771 Granville Avenue	PID 003-894-266 Lot 610 Section 12 Block 4 North Range 7 West New Westminster District Plan 58494	Roman Catholic Archbishop of Vancouver 5771 Granville Avenue Richmond, B.C. V7C 1E8	93% 9,034.3 m ² 2.23 acres	7% 680 m ² 0.17 acres	100%	0%
Church of Latter Day Saints (074-575-000) 8440 Williams Road (Site Area 2.202 acres)	PID 009 210 890 Lot 2 Section 33 Block 4 North Range 6 West New Westminster District Plan 24922	Corp. of the President of the Lethbridge Stake of the Church of Jesus Christ of Latter-Day Saints c/o LDS Church Tax Division #502 - 7136 50 E. North Temple Street Salt Lake City, Utah, 84150- 2201	90.8% 8,093.7 m ² 2.00 acres	9.2% 817.5 m ² 0.202 acres	100%	0%

**PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP**

SCHEDULE B to BYLAW 9730

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
Cornerstone Evangelical Baptist Church (024-279-000) 12011 Blundell Road Church Parking	PID 002-555-310 South Half of South West Quarter Section 18 Block 4 North Range 5 West New Westminster District Except: Firstly: Part Dedicated Road on Plan 87640 Secondly: Parcel E (Bylaw Plan LMP4874) Thirdly: Parcel F (Bylaw Plan LMP12615) Fourthly: Part on SRW Plan 21735	Cornerstone Evangelical Baptist Church of Vancouver 7890 No. 5 Road Richmond, B.C. V6Y 2V2	10% 5,158.4 m ²	90% 46,426.6 m ²	100%	0%
Dharma Drum Mountain Buddhist Association (025-222-030) 8240 No. 5 Road Manse	PID 003-740-315 Lot 23 Section 19 Block 4 North Range 5 West New Westminster District Plan 55080	Dharma Drum Mountain Buddhist Association 8240 No. 5 Road Richmond, B.C. V6Y 2V4	34.8% 3,384 m ² 0.836 acres	65.2% 6,333 m ² 1.565 acres	71.8% 729.75 m ²	28.2% 286.33 m ²
Fraserview Mennonite Brethren (080-623-027) 11295 Mellis Drive (Site Area 2.79 Acres)	PID 000 471 780 That portion of Lot 176 Section 25 Block 5 North Range 6 West New Westminster District Plan 53633	BC Conference of the Mennonite Brethren Churches 11295 Mellis Drive Richmond, B.C. V5X 4K2	71.7% 8,077 m ² 1.996 acres	28.3% 3,180.3 m ² 0.794 acres	100%	0%

**PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP**

SCHEDULE B to BYLAW 9730

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
India Cultural Centre of Canada (024-908-040) 8600 No 5 Road Manse & Parking	PID 004-328-850 Lot 19 Section 19 Block 4 North Range 5 West New Westminster District Plan 39242	India Cultural Centre of Canada 8600 No 5 Road Richmond, B.C. V6Y 2V4	43.9% 21,778.93 m ²	56.1% 27,828.07 m ²	Remaining portion of Building	100% of Manse 103.87 m ²
International Buddhist Society (046-195-007) 9160 Steveston Highway Manse The land under the taxable improvements situated on this property shall also be assessed as taxable.	PID 026-438-160 Section 3 Block 3 North Range 6 West New Westminster District Plan BCP19994 Parcel 1	International Buddhist Society 9160 Steveston Highway Richmond, B.C. V7A 1M5	36.5% 16,458.69 m ²	63.5% 28,622.31 m ²	83.2% of remaining hall 3,132.4 m ² 0% of farm buildings	16.8% of hall used for Manse and dining 632.0 m ² 100% of farm buildings
Ling Yen Mountain Temple (030-901-000) 10060 No. 5 Road (Site Area 4.916 Acres) Manse	PID 025-566-806 Lot 42 Except: Part Dedicated Road on Plan LMP22689, Section 31 Block 4 North Range 5 West New Westminster District Plan 25987	Ling Yen Mountain Temple 10060 No. 5 Road Richmond, B.C. V7A 4C5	27.7% 5,502.6 m ² 1.36 acres	72.3% 14,391.7 m ² 3.556 acres	50.6% 1,199.3 m ²	49.4% 1,171.8 m ²

**PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP**

SCHEDULE B to BYLAW 9730

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
Nanaksar- Gurdwara- Gursikh Temple (002-822-001) 18691 Westminster Highway (Site Area 14.88 Acres) Manse	PID 023 751 878 Lot 1 Section 6 Block 4 North Range 4 West New Westminster District Plan 33029	Nanaksar-Gurdwara- Gursikh Temple 18691 Westminster Highway Richmond, B.C. V6V 1B1	16% 9,619.5 m ² 2.377 acres	84% 50,597.7 m ² 12.503 acres	86.9% of Manse 2,925.05 m ² 100% of Religious Hall	13.1% of Manse 441.29 m ²
Parish of St. Alban's (Richmond) (964-132-000) 260 St. Alban's Road Manse	PID 013-077-911 Parcel One Section 16 Block 4 North Range 6 West New Westminster District Reference Plan 80504	Parish of St. Alban's (Richmond) 7260 St. Alban's Road Richmond, B.C. V6Y 2K3	91.6% 4,464.1 m ²	8.4% 406.9 m ²	0% of Manse 100% of Religious Hall	100% of Manse 83.6 m ²
Parish of St. Anne's - Steveston, B.C. (097-615-002) 4071 Francis Road Religious Hall Commercial Use	PID 002-456-320 Lot 2 of Section 23 Block 4 North Range 7 West New Westminster District Plan 70472	Parish of St. Anne's 4071 Francis Road Richmond, B.C. V7C 1J8	99.2% 3,067.86 m ²	0.8% 24.14 m ²	97.8% 1,090.66 m ²	2.2% 24.14 m ²
Peace Evangelical Church (025-231-041) 8280 No. 5 Road Manse	PID004-099-303 Lot 24 Section 19 Block 4 North Range 5 West New Westminster District Plan	Peace Evangelical Church 8280 No. 5 Road Richmond, B.C. V6Y 2V4	34.4% 3,614.3 m ² 0.893 acres	65.6% 6,892.7 m ² 1.703 acres	100% of Religious Hall 0% of Manse	100% Manse

**PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP**

SCHEDULE B to BYLAW 9730

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
Richmond Alliance Church (047-535-044) 11371 No. 3 Road (Site Area 2.5 acres)	PID 004 113 331 South Half of 14 Section 5 Block 3 North Range 6 West New Westminster District Plan 4120	Christian and Missionary Alliance (Canadian Pacific District) 11371 No. 3 Road Richmond, B.C. V7A 1X3	80% 8,077.5 m ² 1.996 acres	20% 2,030.5 m ² 0.504 acres	100%	0%
Richmond Baptist Church (065-972-089) 6560 Blundell Road Manse and Parking	PID 006-457-118 Lot 43 Section 19 Block 4 North Range 6 West New Westminster District Plan 30356	Richmond Baptist Church 6640 Blundell Road Richmond, B.C. V7C 1H8	57% 1,151.4 m ²	43% 868.6 m ²	0% of Manse	100% of Manse 106.84 m ²
Richmond Baptist Church (066-062-000) 6560 Blundell Road Manse and Parking	PID 033-732-193 Section 19 Block 4 North Range 6 West New Westminster District Plan 71422 Parcel A	Richmond Baptist Church 6640 Blundell Road Richmond, B.C. V7C 1H8	Portion of land not under church	Land under manse	0% of Manse 100% of Religious Hall	100% of Manse
Richmond Pentecostal Church (060-287-008) 9260 Westminster Highway Manse and Parking	PID 004-140-125 Lot A Section 10 Block 4 North Range 6 West New Westminster District Plan 13172	Pentecostal Assemblies of Canada 9260 Westminster Highway. Richmond, B.C. V6X 1B1	30% Paved parking area behind building 652.2 m ²	70% Non- parking area 1,521.8 m ²	0%	100%

**PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP**

SCHEDULE B to BYLAW 9730

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
Richmond Pentecostal Church (060-300-000) 9300 Westminster Highway	PID 024-957-828 Lot 107 Section 10 Block 4 North Range 6 West New Westminster District Plan 64615	Pentecostal Assemblies of Canada 9300 Westminster Highway Richmond, B.C. V6X 1B1	58.7% 8,093.7 m ² 2 acres	51.3% 5,690.3 m ² 1.4 acres	100%	0%

**PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP**

SCHEDULE B to BYLAW 9730

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
The Science of Spirituality Eco Centre (045-488-098) Civic address: 11011 Shell Road Farm Land	PID 015-725-871 Parcel F (Reference Plan 2869) Section 2 Block 3 North Range 6 West New Westminster District Except: Part Dedicated Road on Plan LMP4152 PID 013-082-566 North Easterly 5 and 1/5 th Square Chains Section 2 Block 3 North Range 6 West New Westminster District Except: Part Dedicated Road by Plan LMP54152 PID 015-342-433 Parcel D (Explanatory Plan 1980) Section 2 Block 3 North Range 6 West New Westminster District PID 015-725-880 Parcel "G" (Reference Plan 2870) Section 2 Block 3 North Range 6 West New Westminster District	Science of Spirituality SKRM Inc. 9100 Van Horne Way Richmond, B.C. V6X 1W3	50% 385 m ²	50% 385 m ²	100%	0%

**PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP**

SCHEDULE B to BYLAW 9730

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
The Shia Muslim Community of British Columbia (024-941-069) 8580 No. 5 Road (Site Area 9.8 acres)	PID 004-884-850 Lot 20 Section 19 Block 4 North Range 5 West New Westminster District Plan 39242	The Shia Muslim Community of British Columbia 8580 No. 5 Road Richmond, B.C. V6Y 2V4	38.1% 15,117.2 m ² 3.736 acres	61.9% 24,512.8 m ² 6.064 acres	100%	0%
South Arm United Church (047-431-056) 11051 No. 3 Road (Site Area 6.42 acres)	PID 015 438 562 Parcel "E" (Explanatory Plan 21821) of Lots 1 and 2 of Parcel "A" Section 5 Block 3 North Range 6 West New Westminster District Plan 4120 EXCEPT: FIRSTLY: Part Subdivided by Plan 29159 AND SECONDLY: Parcel "D" (Bylaw Plan 79687)	Congregation of the South Arm United Church of Canada 11051 No. 3 Road Richmond, B.C. V7A 1X3	31.6% 8,093.7 m ² 2 acres	68.4% 17,496.3 m ² 4.42 acres	100%	0%
St. Gregory Armenian Apostolic Church of BC (018-330-000) 13780 Westminster Highway	PID 002-946-068 Lot "A" (RD 190757) Section 8 Block 4 North Range 5 West New Westminster District Plan 12960	Armenian Apostolic Church of British Columbia 13780 Westminster Highway Richmond, B.C. V6V 1A2	95% 2,505.15 m ²	5% 131.85 m ²	100%	0%

**PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP**

SCHEDULE B to BYLAW 9730

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
St. Joseph The Worker Parish (099-300-034) 4451 Williams Road (Site Area 8.268 acres) 3.26 and 5.00 acres	PID 010 887 725 Parcel "C" (Explanatory Plan 8670) of Lots 3 and 4 Except: Part Subdivided by Plan 30525; Section 26 Block 4 North Range 7 West New Westminster District Plan 3139	Roman Catholic Archbishop of Vancouver St. Joseph the Worker Parish 4451 Williams Road Richmond, B.C. V7E 1J7	38.8% (School portion exempted under Schedule C) 9,397.07 m ² 2.32 acres	61.2% 14,838.13 m ² 3.67 acres	60% 635.4 m ²	40% 423.6 m ²
St. Monica's Parish (040-800-004) 12011 Woodhead Road (Site Area 1.60 acres) Manse and Hall	PID 024-840-319 Lot A Section 31 Block 5 North Range 5 West New Westminster District Plan LMP47203	Roman Catholic Archbishop of Vancouver St. Monica's Parish 12011 Woodhead Road Richmond, B.C. V6V 1G2	Note: The land under the manse is exempt; the manse itself is not exempt. 73.35% 4,744.33 m ² 1.17 acres	Note: The land under the manse is exempt; the manse itself is not exempt. 26.65% 1,723.67 m ² 0.43 acres	0% of Manse 100% of Religious Hall	100% of Manse 196.8 m ²
St. Paul's Roman Catholic Parish (067-043-063) 8251 St. Alban's Road (Site Area 4.77 acres)	PID 010 900 691 Lot 15 Except: Firstly: Part Dedicated as Road on Plan 20753, Secondly; Part Subdivided by Plan 58438; Section 21 Block 4 North Range 6 West New Westminster District Plan 3238	Catholic Independent Schools of Vancouver Archdiocese St. Paul's Roman Catholic Parish 8251 St. Alban's Road Richmond, B.C. V6Y 2L2	52.5% 10,112.8 m ² 2.5 acres	47.5% 9,133.2 m ² 2.27 acres	100%	0%

**PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP**

SCHEDULE B to BYLAW 9730

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
Steveston Buddhist Temple (087-401-000) 4360 Garry Street (Site Area 4.53 acres)	PID 001 235 265 Lot 132 Except: Firstly: Part Road on Plan LMP20538, Secondly: Part Subdivided by Plan LMP25471, Section 2 Block 3 North Range 7 West New Westminster District Plan 40449	Steveston Buddhist Temple 4360 Garry Street Richmond, B.C. V7E 2V2	44.15% 8,093.7 m ² 2 acres	55.85% 10,238.56 m ² 2.53 acres	100%	0%
Thrangun Monastery Association (025-193-000) 8140 No. 5 Road Manse	PID 027-242-838 Lot A Section 19 Block 4N Range 5W New Westminster District Plan BCP32842	Thrangun Monastery Association 8140 No. 5 Road Richmond, B.C. V6Y 2V4	0% of land beneath the dormitory 59.55% 11,421.8 m ² 2.82 acres	100% of land beneath the dormitory 40.45% 7,759.2 m ² 1.92 acres	76.3% 2,060.1 m ²	23.7% 639 m ²
Thrangun Monastery Association (025-193-000) & (025-202-011) - Combined 8140/8160 No. 5 Road	PID 027-242-838 Lot A Section 19 Block 4N Range 5W New Westminster District Plan BCP32842	Thrangun Monastery Association 8140 No. 5 Road Richmond, B.C. V6Y 2V4	59.55% 11,421.8 m ² 2.82 acres	40.45% 7,759.2 m ² 1.92 acres	100% of the shed used to store religious artefacts	0%

**PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP**

SCHEDULE B to BYLAW 9730

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
Towers Baptist Church (070-101-000) 10311 Albion Road (Site Area 2.148 acres) Manse	PID 000 565 318 Parcel "A" Except Part on Plan 32239 Section 26 Block 4 North Range 6 West New Westminster District Plan 22468	New Wineskins Society 10311 Albion Road Richmond, B.C. V7A 3E5	78.9% 7,002.4 m ² 1.73 acres	21.1% 1,872.6 m ² 0.418 acres	0% of Manse 100% of Religious Hall	100% Manse 162.6 m ²
Trinity Lutheran Church Hall (064-438-000) 7100 Granville Avenue Manse and Hall	PID 025-555-669 Section 17 Block 4 North Range 6 West Plan BCP3056 Parcel A	Trinity Lutheran Church – Richmond 7100 Granville Avenue Richmond, B.C. V6Y 1N8	87.09% 6,012.32	12.91% Manse 891.68 m ²	0% of Manse 100% of Religious Hall	100% of Manse 142.5 m ² 0% of Religious Hall
Vancouver International Buddhist Progress Society (082-304-006) 8271 Cambie Road (Site Area 0.757 acres)	PID 00-316-002 9 Section 28 Block 5 North Range 6 West Plan 7532	Vancouver International Buddhist Progress Society 6680 – 8181 Cambie Road Richmond, B.C. V6X 3X9	76% 2,322.58 m ²	24% 740.42 m ²	N/A	N/A

**PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP**

SCHEDULE B to BYLAW 9730

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
Vancouver International Buddhist Progress Society (082-265-059) 6680 – 8181 Cambie Road Manse	PID 018-553-591 Strata Lot 59 Section 28 Block 5 North Range 6 West New Westminster District Plan Strata Plan LMS1162	Vancouver International Buddhist Progress Society 6680 – 8181 Cambie Road Richmond, B.C. V6X 3X9	89.45% 1,182.05 m ²	11.55% 139.4 m ²	0% of Manse Remaining Religious Hall	100% Manse 139.4 m ²
Vancouver International Buddhist Progress Society (082-265-060) 6690 – 8181 Cambie Road	PID 018-553-605 Strata Lot 60 Section 28 Block 5 North Range 6 West New Westminster District Plan Strata Plan LMS1162	Vancouver International Buddhist Progress Society 6680 – 8181 Cambie Road Richmond, B.C. V6X 3X9	Included in Above Calculation	Included in Above Calculation	Included in Above Calculation	Included in Above Calculation
Vedic Cultural Society of BC (025-212-021) 8200 No 5 Road	PID 011-053-551 South Half Lot 3 Block A Section 19 Block 4 North Range 5 West New Westminster District Plan 4090	Vedic Cultural Society of BC 8200 No 5 Road Richmond, B.C. V6Y 2V4	88% 8,883.6 m ²	12% 1,211.4 m ²	99.1% 2,144.6 m ²	0.9% 18.9 m ²

SCHEDULE C to BYLAW 9730

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	TENANTS MAILING ADDRESS
(057-614-000) 200 – 7451 Elmbridge Way	PID 007-501-129 Lot 87 Section 5 Block 4 North Range 6 West New District Plan 36964	That portion of the property occupied by the Richmond Emmanuel Church	Richmond Emmanuel Church 200 – 7451 Elmbridge Way Richmond, B.C. V6X 1B8
(136-467-527) 3211 Grant McConachie Way	PID 009-025-103 Lot 58 Sections 14, 15, 16, 17, 20, 21, 23 and 29 Block 5 North Range 7 West New Westminster District Plan 29409	That portion of the property occupied by Vancouver Airport Chaplaincy	Vancouver Airport Chaplaincy Box 32362 Domestic Terminal RPO Richmond, B.C. V7B 1W2

SCHEDULE D to BYLAW 9730

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	OWNER/HOLDER'S MAILING ADDRESS
(086-938-001) 11820 No. 1 Road	PID 001 431 030 Lot 2 Section 2 Block 3 North Range 7 West NWD Plan 69234	Anavets Senior Citizens Housing Society #200 - 951 East 8th Avenue Vancouver, B.C. V5T 4L2

**CHARITABLE, PHILANTHROPIC & OTHER
NOT-FOR-PROFIT – COMMUNITY CARE OR
ASSISTED LIVING**

SCHEDULE E to BYLAW 9730

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	OWNER/HOLDER'S MAILING ADDRESS
(058-885-000) 6531 Azure Road	PID 003 680 100 Lot 525 Section 7 Block 4 North Range 6 West NWD Plan 25611	Development Disabilities Association 100 – 3851 Shell Road Richmond, B.C. V6X 2W2
(067-321-001) 8400 Robinson Road	PID 009 826 386 Lot 80 Except: Part Subdivided by Plan 81951, Section 21 Block 4 North Range 6 West NWD Plan 12819	Development Disabilities Association 100 – 3851 Shell Road Richmond, B.C. V6X 2W2
(099-371-000) 4811 Williams Road	PID 004 864 077 Lot 4 Section 26 Block 4 North Range 7 West NWD Plan 17824	Greater Vancouver Community Service Society 500 – 1212 W. Broadway Vancouver, B.C. V6H 3V1
(080-622-000) 11331 Mellis Drive	PID 004 107 292 Lot 175 Section 25 Block 5 North Range 6 West NWD Plan 53633	Pinegrove Place Mennonite Care Home Society of Richmond 11331 Mellis Drive Richmond, B.C. V6X 1L8
(082-199-000) 9020 Bridgeport	PID 002-672-855 Block 5 North Range 6 West New Westminster District Plan 60997 Parcel B, Section 27/28, REF 60997	0952590 BC Ltd. Richmond Lion's Manor 400 – 13450 102 nd Avenue Surrey BC V3T 0H1
(099-561-000) 9580 Pendleton Road	PID 003 751 678 Lot 450 Section 26 Block 4 North Range 7 West NWD Plan 66281	Richmond Society for Community Living 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(064-762-037) 303 – 7560 Moffatt Road	PID 014-890-305 Strata Lot 37 Section 17 Block 4 North Range 6 West New Westminster District Strata Plan NW3081	Richmond Society for Community Living 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5

SCHEDULE E to BYLAW 9730

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	OWNER/HOLDER'S MAILING ADDRESS
(087-058-109) 9 – 11020 No. 1 Road	PID 013-396-901 Strata Lot 9 Section 2 Block 3 North Range 7 West New Westminster District Strata Plan NW2952	Richmond Society for Community Living 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(103-370-125) 5635 Steveston Highway	PID 004-866-029 Lot 910 Section 36 Block 4 North Range 7 West New Westminster District Plan 56866	Richmond Society for Community Living 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(097-575-028) 4333 Francis Road 22 - 35	PID 003-887-022 Lot 890 Section 23 Block 4 North Range 7 West New Westminster District Plan 66590	Richmond Society for Community Living 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(090-515-105) 5862 Dover Crescent	PID 023-648-058 Strata Lot 105 Section 1 Block 4 North Range 7 West New Westminster District Strata Plan LMS2643	Riverside Children's Centre Developmental Disability Association 100 – 3851 Shell Road Richmond, B.C. V6X 2W2
(065-571-000) 6260 Blundell Road	PID 005 146 135 Lot "A" (RD135044) Section 19 Block 4 North Range 6 West New Westminster District Plan 48878	Rosewood Manor Richmond Intermediate Care Society 6260 Blundell Road Richmond, B.C. V7C 5C4
(089-830-129) 5500 Andrews Road, Unit 100	PID 023-684-801 Strata Lot 129 Section 12 Block 3 North Range 7 West New Westminster District Strata Plan LMS2701	Treehouse Learning Centre Richmond Society for Community Living 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5

Bylaw 9730
 CHARITABLE, PHILANTHROPIC & OTHER
 NOT-FOR-PROFIT – COMMUNITY CARE OR
 ASSISTED LIVING

SCHEDULE E to BYLAW 9730

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	OWNER/HOLDER'S MAILING ADDRESS
084-988-041 10411 Odlin Road	PID 017-418-780 Lot 141 Section 35 Block 5 North Range 6 West New Westminster District Plan LMP942	Turning Point Recovery Society Suite 260 – 7000 Minoru Blvd. Richmond, BC V6Y 3Z5

SCHEDULE F to BYLAW 9730

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	OWNER/HOLDER'S MAILING ADDRESS
(094-282-297) 7251 Langton Road	PID 003 460 525 Lot 319 Section 13 Block 4 North Range 7 West NWD Plan 49467	Richmond Legion Senior Citizen Society #800 – 7251 Langton Road. Richmond, B.C. V7C 4R6

SCHEDULE G to BYLAW 9730

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	OWNER/HOLDER (MAILING ADDRESS)
(057-572-000) Unit 100 – 5671 No. 3 Road	PID 003-698-009 Lot 34 Section 5 Block 4 North Range 6 West Plan 32827	That portion of the property occupied by the Richmond Centre for Disabilities	Richmond Centre for Disabilities 100 – 5671 No. 3 Road Richmond, B.C. V6X 2C7
(067-813-000) 8660 Ash Street	PID 017-854-997 Lot C Section 22 Block 4 North Range 6 West Plan 2670	Exempting that portion of the property occupied by the Richmond Family Place	Richmond Family Place 8660 Ash Street Richmond, B.C. V6Y 2S3
(093-050-002) 1011 Blanshard Drive	PID 019-052-685 Lot 2 Section 10 Block 4 North Range 7 West New Westminster District Plan LMP19283	100% that is occupied by Society of Richmond Children's Centres	Terra Nova Children's Centre Society of Richmond Children's Centres 110 – 6100 Bowling Green Road Richmond, B.C. V6Y 4G2
(084-195-000) 4033 Stolberg Street	PID 028-745-540 Section 34 Block 4 North Range 6 West New Westminster District Plan BCP49848 Air Space Parcel 3	100% that is occupied by Society of Richmond Children's Centres	West Cambie Child Care Centre Society of Richmond Children's Centres 110 – 6100 Bowling Green Road Richmond, B.C. V6Y 4G2
(057-600-003) 650-5688 Hollybridge Way	PID 030 085 489 Section 5 Block 4 North Range 6 West NWD Plan EPP65030 Air Space Parcel 1	100%	Willow Early Care and Learning Centre Atira Women's Resource Society #201 – 190 Alexander Street, Vancouver, B.C. V6A 1B5

SCHEDULE G to BYLAW 9730

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	OWNER/HOLDER (MAILING ADDRESS)
(056-610-001) 8911 Westminster Highway	PID 017 240 107 Lot 1 Sections 3 and 4 Block 4 North Range 6 West NWD Plan LMP 00069	100%	Canadian Mental Health Association 7351 Elmbridge Way Richmond, B.C. V6X 1B8
(059-905-125) 8300 Cook Road	PID 023 800 496 Strata Lot 125 Section 9 Block 4 North Range 6 West new Westminster District Strata Plan LMS2845 together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on form 1	100% that is occupied by Society of Richmond Children's Centres	Cook Road Children's Centre Society of Richmond Children's Centres 110 – 6100 Bowling Green Road Richmond, B.C. V6Y 4G2
(011-892-000) 23591 Westminster Highway	Lot B Section 36 Block 5 North Range 4 West New Westminster District Plan BCP46528	That portion of the property occupied by Richmond Children's Centres	Cranberry Children's Centre Society of Richmond Children's Centres 23591 Westminster Highway Richmond, B.C.
(094-391-000) 7611 Langton Road	PID 004 700 368 Lot 11 Section 13 Block 4 North Range 7 West NWD Plan 19107	100%	Development Disabilities Association 100 – 3851 Shell Road Richmond, B.C. V6X 2W2
(064-810-001) 7000 Minoru Boulevard	PID 018 489 613 Lot 1 Section 17 Block 4 North Range 6 West NWD Plan LMP 12593	100% of land and improvements leased to Richmond Caring Place as indicated in LMP 12594	Richmond Caring Place 140 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5

SCHEDULE H to BYLAW 9730

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	OWNER/HOLDER (MAILING ADDRESS)
(057-902-804) 2005 – 6111 River Road	PID 027-090-434 Lot 8 Section 6 Block 4 North Range 6 West New Westminster District Plan BCP30383	That portion of the property occupied by Canadian Sport Institute Pacific Society	Canadian Sport Institute Pacific Society 2005 – 6111 River Road Richmond, BC V7C 0A2
(097-842-000) 4780 Blundell Road	PID 001-145-801 Lot 2 Block 4 North Range 7 West New Westminster District Plan 3892	That portion of the property occupied by Girl Guides of Canada	Girl Guides of Canada 4780 Blundell Road Richmond, B.C. V7C 1G9
(051-521-010) 1151 Dyke Road	PID 014-924-781 Dedicated Park Plan 565772		Girl Guides of Canada 1476 West 8th Avenue Vancouver, BC V6H 1E1
(083-465-000) 7411 River Road	PID 007 206 518 Lot "N" Except: Part Subdivided by Plan 35001, Fractional Section 6 and of Sections 5, 7 and 8 Block 4 North Range 6 West and of Fractional Section 32 Block 5 North Range 6 West New Westminster District Plan 23828 (see R083-466-000, R083-467-000, R083-467-505 for remainder)	That portion of the property occupied by Navy League of Canada National Council	Navy League of Canada National Council c/o Richmond/Delta Branch Box 43130 Richmond, B.C. V6Y 3Y3
(083-218-000) 7400 River Road (Unit 140)	PID 003-752-534 Lot 20 Section 32 Block 5 North Range 6 West New Westminster District Plan 40727	That portion of the property occupied by Richmond Gymnastics Association	Richmond Gymnastics Association Unit 140 – 7400 River Road Richmond B.C. V6Y 2C1

SCHEDULE H to BYLAW 9730

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	OWNER/HOLDER (MAILING ADDRESS)
(059-477-003) 6133 Bowling Green Road	PID 009 300 261 Lot 26, Except that part in Plan LMP39941 Section 8 Block 4 North Range 6 West New Westminster District Plan 24068	That portion of the property occupied by Richmond Lawn Bowling Club	Richmond Lawn Bowling Club 7321 Westminster Highway Richmond, B.C. V6X 1A3
(082-479-000) 7760 River Road	PID 009 311 998 Lot 2 Except: Firstly; Part Subdivided by Plan 28458; Secondly; Parcel "C" (Bylaw Plan 62679); Thirdly: Parcel G (Bylaw Plan 80333); Sections 29 and 32 Block 5 North Range 6 West New Westminster District Plan 24230	That portion of the property occupied by Richmond Rod and Gun Club	Richmond Rod and Gun Club P.O. Box 26551 Blundell Centre Post Office Richmond, B.C. V7C 5M9
(082-218-000) 7400 River Road (Unit 140)	PID 003-752-534 Lot 20 Section 32 Block 5 North Range 6 West New Westminster District Plan 40727	That portion of the property occupied by Richmond Rod and Gun Club	Richmond Rod and Gun Club P.O. Box 26551 Blundell Centre Post Office Richmond, B.C. V7C 5M9
(059-216-001) 6820 Gilbert Road	PID 017 844 525 Lot A Section 8 Block 4 North Range 6 West, New Westminster District Plan LMP 5323	That portion of the property occupied by Richmond Tennis Club	Richmond Tennis Club 6820 Gilbert Road Richmond, B.C. V7C 3V4
(057-590-001) 5540 Hollybridge Way	PID 007 250 983 Lot 73 Except: Part Subdivided by Plan 48002; Sections 5 and 6 Block 4 North Range 6 West New Westminster District Plan 36115	That portion of the property occupied by Richmond Winter Club	Richmond Winter Club 5540 Hollybridge Way Richmond, B.C. V7C 4N3

SCHEDULE H to BYLAW 9730

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	OWNER/HOLDER (MAILING ADDRESS)
(088-500-046) 2220 Chatham Street	PID 004-276-159 Block 3 N Range 7W Section 4 Parcel D, Except Plan REF 43247, EXP 60417, REF 10984 File NO 1000-14-045	That portion of the property occupied by Scotch Pond Heritage Cooperative	Scotch Pond Heritage Cooperative 3811 Moncton Street Richmond, B.C. V7E 3A0

SCHEDULE I to BYLAW 9730

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	OWNER/HOLDER (MAILING ADDRESS)
(085-643-001) Unit 140-160 11590 Cambie Road	PID 018-844-456 Lot C Section 36 Block 5 North Range 6 West Plan LMP17749 Except Plan BCP 14207	That portion of the property occupied by Richmond Public Library	Richmond Public Library Cambie Branch Unit 150 - 11590 Cambie Road Richmond, B.C. V6X 3Z5
(044-761-005) 11688 Steveston Highway	PID 023-710-047 Lot 1 Section 1 Block 3 North Range 6 West Plan 32147	That portion of the property occupied by Richmond Public Library	Richmond Public Library Ironwood Branch 11688 Steveston Highway, Unit 8200 Richmond, B.C. V7A 1N6
(031-968-086) 1410 Triangle Road IN - 4	PID 023-510-692 Lot 2 Section 33 Block 4 North Range 5 West NWD Plan LMP29486	That portion of the property occupied by City of Richmond	City of Richmond 6911 No. 3 Road Richmond, B.C. V6Y 2C1
(032-969-003) 14300 Entertainment Boulevard	PID 023-672-269 Lot C Section 33 Block 4 North Range 5 West NWD Plan LMP31752	That portion of the property occupied by City of Richmond	City of Richmond 6911 No. 3 Road Richmond, B.C. V6Y 2C1
(057-902-800) 6111 River Road	PID 027-090-434 Lot 8 Section 6 Block 4 North Range 6 West Plan BCP30383	That portion of the property occupied by Richmond Oval Corporation	City of Richmond 6911 No. 3 Road Richmond, B.C. V6Y 2C1
(051-557-060) 12071 No. 5 Road	PID 013-082-531 Section 12 Block 3 North Range 6 West NWD Plan 15624 Parcel A-J, Part NE 1/4, Ref 15624, Ref 8114 File No. 1000-05-021	That portion of the property occupied by Richmond Animal Protection Society	City of Richmond 6911 No. 3 Road Richmond, B.C. V6Y 2C1

SCHEDULE I to BYLAW 9730

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	OWNER/HOLDER (MAILING ADDRESS)
(057-561-001) 5900 Minoru Boulevard	Lot A Section 5 Block 4 North 6 West New Westminster District Plan BCP45912	That portion of the property occupied by City Centre Community Centre	City of Richmond 6911 No. 3 Road Richmond, B.C. V6Y 2C1



City of Richmond

Report to Committee

To: Finance Committee

Date: September 1, 2017

From: Jerry Chong
Director, Finance

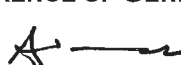


File: 03-1240-01/2017-Vol
01

Re: Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9729

Staff Recommendation

That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9729 be introduced and given first, second and third readings.

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

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Business Licences	<input checked="" type="checkbox"/>	
City Clerk	<input checked="" type="checkbox"/>	
Finance Department	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Recreation Services	<input checked="" type="checkbox"/>	
Engineering	<input checked="" type="checkbox"/>	
Community Bylaws	<input checked="" type="checkbox"/>	
Fire Rescue	<input checked="" type="checkbox"/>	
RCMP	<input checked="" type="checkbox"/>	
Building Approvals	<input checked="" type="checkbox"/>	
Development Applications	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
Intergovernmental Relations & Protocol Unit	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

As part of the City's Long Term Financial Management Strategy Policy 3707, fees and charges are adjusted annually based on projected Vancouver Consumer Price Index increases.

This report supports Council's 2014-2018 Term Goal #7 Strong Financial Stewardship:

- 7.2. *Well-informed and sustainable financial decision making.*
- 7.3. *Transparent financial decisions that are appropriately communicated to the public.*
- 7.4. *Strategic financial opportunities are optimized.*

Analysis

The Vancouver Consumer Price Index (CPI) increase for 2018 is projected to be 2.1%. In the original bylaw, all adjusted fees greater than \$100 are rounded up to the nearest \$1, adjusted fees less than \$100 are rounded up to the nearest \$0.25 and adjusted fees less than \$1 are rounded up to the nearest \$0.05. This minimizes the number of transactions requiring small coinage.

All rates in the attached Amendment Bylaw No. 9729 are effective January 1, 2018 and have been adjusted for the proposed 2.1% increase, with the following changes to the schedules at the request of the respective stakeholders:

- Schedule – Archives & Records
 - Photocopying and printing fees remain unchanged at \$0.35 per page for black and white copies and \$0.50 per page for colour copies. Microfilm printing fees remain unchanged at \$0.35 per page. This ensures that charges do not become unaffordable for the general public.
 - New fees were added for:
 - Scanned electronic copy of paper records - Staff is experiencing increased requests for scanned copies of textual records.
 - Digitization of audio recordings – the new fee will be charged for requests to digitize copies of oral history tapes.
 - All fees for printing photographs have been eliminated as over 12,000 digitized photographs are currently online through the City's Archives website. Customers can either print photographs themselves or send the digital copy for printing at a commercial service provider.

▪ Schedule – Filming Application and Fees

- Instead of the 2.1% CPI increase on the application for filming agreement fee, it is proposed that this fee be adjusted from \$110 to \$200 per filming agreement. This adjustment will bring the rate in line with other municipalities.
- Under other fees:
 - Fees for uses of special effects has been eliminated as the fee is already included in the Schedule - Fire Protection and Safety.
 - Use of a fire hydrant has been revised to include both metered and un-metered water rates.

▪ Schedule – Property Tax Billing Information

- It is proposed that the tax apportionment fee remain unchanged at \$35 per subdivided folio. Keeping the rate at \$35 will bring the fee in line with other municipalities.

▪ Schedule – Sign Regulation

- This amendment bylaw incorporates the changes in the Sign Regulation Bylaw No. 9700, adopted by Council on July 10, 2017.

Financial Impact

Fee increases assist in offsetting the increased costs associated with each respective service. It is estimated that an increase of 2.1% will generate approximately \$205,000 in additional revenue.

Conclusion

That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9729 be introduced and given first, second and third readings.



Ivy Wong
Manager, Revenue
(604-276-4046)

IW:iw



Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9729

The Council of the City of Richmond enacts as follows:

1. The Consolidated Fees Bylaw No. 8636, as amended, is further amended by deleting, in their entirety, the schedules attached to Bylaw No. 8636, as amended, and substituting the schedules attached to and forming part of this Bylaw.
2. This Bylaw comes into force and effect on January 1, 2018.
3. This Bylaw is cited as **"Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9729"**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

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

SCHEDULE – ANIMAL CONTROL REGULATION**Animal Control Regulation Bylaw No. 7932****Cat Breeding Permit Fee****Section 2.2**

Description	Fee
Cat breeding permit for three years	\$41.50

Animal Control Regulation Bylaw No. 7932**Impoundment Fees****Section 8**

Description	Fee
1st time in any calendar year	
Neutered male or spayed female dog	\$47.75
Non-neutered male or unspayed female dog	\$143.00
Dangerous Dog*	\$589.00
2nd time in any calendar year	
Neutered male or spayed female dog	\$94.25
Non-neutered male or unspayed female dog	\$297.00
Dangerous Dog*	\$1,173.00
3rd time and subsequent times in any calendar year	
Neutered male or spayed female dog	\$297.00
Non-neutered male or unspayed female dog	\$589.00
Dangerous Dog*	\$1,173.00
Bird	\$7.00
Domestic farm animal	\$70.75
<i>Impoundment fee also subject to transportation costs</i>	
Other animal	\$35.75
<i>Impoundment fee also subject to transportation costs</i>	

**Subject always to the power set out in Section 8.3.12 of Animal Control Regulation Bylaw No. 7932 to apply for an order that a dog be destroyed.*

Note: In addition to the fees payable above (if applicable), a licence fee will be charged where a dog is not currently licenced.

Animal Control Regulation Bylaw No. 7932
Maintenance Fees
Section 8

Description	Fee
Dog	\$15.00
Cat	\$15.00
Bird	\$4.00
Domestic farm animal	\$35.75
Other animal	\$12.00

Note: For all of the Animal Control Regulation Maintenance Fees, a charge is issued for each day or portion of the day per animal.

SCHEDULE – ARCHIVES AND RECORDS

Archives and Records
Image Reproduction Fees

Description	Fee	Units
<u>Copying Records</u> <i>Note: careful consideration will be given to requests for copying of fragile archival records. The City will not copy records if there is the possibility that an original record could be damaged during the copying process.</i>		
Photocopying and printing (First 4 pages free)	\$0.35 \$0.50	per b+w page per colour page
Scanned electronic copy of a paper record	\$0.10	per b+w or colour page
Microfilm printing	\$0.35	per page
Digitization of audio recording	\$10.00	per audio file
<u>Photograph Reproductions</u> Scanned image (each)	\$18.75	

**Archives
Tax Searches Fees**

Description	Fee
<u>Tax Searches and Printing of Tax Records</u>	
Searches ranging from 1 to 5 years	\$30.50
Each year greater than 5 years	\$7.00

**Archives and Records
Preliminary Site Investigation**

Description	Fee
Active Records Check Survey (per civic address searched)	\$237.00

**Archives
Mail Orders**

Description	Fee
Mail orders	\$7.00

**Archives
Research Service Fee**

Description	Fee	Unit
Commercial Research Service Fee	\$47.00	per hour

Note: Rush orders available at additional cost; discounts on reproduction fees available to students, seniors, and members of the Friends of the Richmond Archives.

SCHEDULE – BILLING AND RECEIVABLES

**Billing and Receivables
Receivables Fees**

Description	Fee
Administrative charges for receivable projects undertaken for arm's length third parties	(20% of actual cost)
Non-Sufficient Fund (NSF) charges	\$35.25

SCHEDULE – BOARD OF VARIANCE**Board of Variance Bylaw No. 9259****Application Fees**

Section 3.1.2(c), 3.2.3

Description	Fee
Application for order under section 901 of <i>Local Government Act</i> [Variance or exemption to relieve hardship]	\$678.00
Application for order under section 901.1 of <i>Local Government Act</i> [Exemption to relieve hardship from early termination of land use contract]	\$678.00
Application for order under section 902 of <i>Local Government Act</i> [Extent of damage preventing reconstruction as non-conforming use]	\$678.00
Fee for notice of new hearing due to adjournment by applicant	\$158.00

SCHEDULE – BOULEVARD AND ROADWAY PROTECTION AND REGULATION**Boulevard and Roadway Protection and Regulation Bylaw No. 6366****Inspection Charges**

Section 11

Description	Fee
Additions & Accessory Buildings Single or Two Family Dwellings over 10 m ² in size; In-ground Swimming Pools & Demolitions	\$179.00
Move-Offs; Single or Two Family Dwelling Construction	\$179.00
Combined Demolition & Single or Two Family Dwelling Construction	\$179.00
Commercial; Industrial; Multi-Family; Institutional; Government Construction	\$237.00
Combined Demolition & Commercial; Industrial; Multi-family; Institutional or Government Construction	\$237.00
Each additional inspection as required	\$89.00

SCHEDULE – BUILDING REGULATION**Building Regulation Bylaw No. 7230****Plan Processing Fees****Section 5.4**

Description	Fee
For a new one family dwelling	\$648.00
For other than a new one family dwelling (a) <i>or (b) 50% to the nearest dollar of the estimated building permit fee specified in the applicable Building Permit Fees in Subsection 5.13.6 and other Building Types to a maximum of \$10,000.00</i> <i>-whichever is greater of (a) or (b)</i>	\$74.25
For a sewage holding tank	\$151.00

Building Regulation Bylaw No. 7230**Building Permit Fees for those buildings referred to in Subsection 5.13.6****Sections 5.2, 5.5, 5.6, 7.2**

Description	Fee
Nil to \$1,000.00 (minimum fee)	\$74.25
Exceeding \$1,000.00 up to \$100,000.00	\$74.25
<i>*per \$1,000.00 of construction value or fraction of construction exceeding \$1,000.00</i> *Plus	\$11.50
Exceeding \$100,000.00 to \$300,000.00	\$1,212.75
<i>**per \$1,000.00 of construction value or fraction of construction exceeding \$100,000.00</i> **Plus	\$11.00
Exceeding \$300,000.00	\$3,412.75
<i>***per \$1,000.00 of construction value or fraction of construction exceeding \$300,000.00</i> ***Plus	\$9.00

Note: The building permit fee is doubled where construction commenced before the building inspector issued a building permit.

Building Regulation Bylaw No. 7230
Building Permit Fees for all Other Building Types
Sections 5.5, 5.9, 5.11, 5.14, 7.2, 11.1, 12.7, 12.9, 12.10

Description	Fee
Nil to \$1,000.00 (minimum fee)	\$74.25
Exceeding \$1,000.00 up to \$100,000.00	\$74.25
<i>*per \$1,000.00 of construction value or fraction of construction exceeding \$1,000.00</i>	*Plus \$11.75
Exceeding \$100,000.00 up to \$300,000.00	\$1,237.50
<i>**per \$1,000.00 of construction value or fraction of construction exceeding \$100,000.00</i>	**Plus \$11.25
Exceeding \$300,000.00	\$3,487.50
<i>***per \$1,000.00 of construction value or fraction of construction exceeding \$300,000.00</i>	***Plus \$9.25

Note: The building permit fee is doubled where construction commenced before the building inspector issued a building permit.

Despite any other provision of the Building Regulation Bylaw No. 7230, the “construction value” of a:

- (a) one-family dwelling or two-family dwelling
- (b) garage, deck, porch, interior finishing or addition to a one-family dwelling or two-family dwelling is assessed by total floor area and deemed to be the following:

Description	Fee	Units
(i) new construction of first storey	\$1,241.00	per m ²
(ii) new construction of second storey	\$1,144.00	per m ²
(iii) garage	\$636.00	per m ²
(iv) decks or porches	\$524.00	per m ²
(v) interior finishing on existing buildings	\$587.00	per m ²
(vi) additions	\$1,241.00	per m ²

Building Regulation Bylaw No. 7230**Building Permit Fees for all Other Building Types (cont.)**

Sections 5.5, 5.9, 5.11, 5.14, 7.2, 11.1, 12.7, 12.9, 12.10

Description	Fee
<u>Building Design Modification Fee</u>	
Plan Review (per hour or portion thereof)	\$133.00
Building Permit Fee for Temporary Building for Occupancy	\$589.00
<u>Re-inspection Fees</u>	
(a) for the third inspection	\$89.00
(b) for the fourth inspection	\$122.00
(c) for the fifth inspection	\$237.00
<i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i>	
<u>Special Inspection Fees:</u>	
(a) during the City's normal business hours	\$133.00
(b) outside the City's normal business hours	\$518.00
<i>*for each hour or part thereof after the first four hours</i>	<i>*Plus \$133.00</i>
Building Permit Transfer or Assignment Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original building permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$74.25
Building Permit Extension Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original building permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$74.25
<u>Building Move Inspection Fee:</u>	
(a) within the City boundaries	\$133.00
(b) outside the City boundaries when travel is by City vehicle	\$133.00
<i>** per km travelled</i>	<i>**Plus \$3.00</i>

Note: Where the building inspector is required to use overnight accommodation, aircraft or ferry transportation in order to make a building move inspection, the actual costs of accommodation, meals and transportation are payable in addition to other applicable fees including salary cost greater than 1 hour.

Building Regulation Bylaw No. 7230**Building Permit Fees for all Other Building Types (cont.)**

Sections 5.5, 5.9, 5.11, 5.14, 7.2, 11.1, 12.7, 12.9, 12.10

Description	Fee
Provisional Occupancy Inspection Fee (per building permit inspection visit)	\$297.00
Provisional Occupancy Notice Extension Fee	\$471.00
Building Demolition Inspection Fee for each building over 50 m ² in floor area	\$464.00
Sewage Holding Tank Permit Fee	\$297.00
<u>Use of Equivalents Fees:</u>	
(a) each report containing a maximum of two separate equivalents	\$646.00
(b) for each equivalent greater than two contained in the same report	\$266.00
(c) for an amendment to an original report after the acceptance or rejection of the report	\$133.00
(d) for Air Space Parcels (treating buildings as one building)	\$2,305.00

Building Regulation Bylaw No. 7230**Gas Permit Fees**

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.9, 12.10

Description	Fee	Units
Domestic Installation – one family dwelling (a)	\$74.25	per appliance
- <i>whichever is greater (a) or (b)</i> (b)	\$27.75	
Domestic/Commercial/Industrial Installations – two family dwellings , multiple unit residential buildings, including townhouse units)		
(a) appliance input up to 29 kW	\$74.25	
(b) appliance input exceeding 29 kW	\$122.00	
<u>Special Inspection Fees:</u>		
(a) during the City's normal business hours	\$133.00	
(b) outside the City's normal business hours	\$518.00	
<i>*for each hour or part thereof after the first four hours</i> *Plus	\$133.00	

Building Regulation Bylaw No. 7230**Gas Permit Fees (cont.)**

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.9, 12.10

Description	Fee
<u>Re-Inspection Fee:</u>	
(a) for the third inspection	\$89.00
(b) for the fourth inspection	\$122.00
(c) for the fifth inspection	\$237.00
<i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i>	
For a vent and/or gas valve or furnace plenum (no appliance)	\$74.25
<u>Piping alteration – for existing appliances</u>	
First 30 metres of piping	\$74.25
Each additional 30 metres or part thereof	\$27.75
Gas permit transfer or assignment fee (a)	\$74.25
<i>or (b) a fee of 10% to the nearest dollar of the original gas permit fee</i>	
<i>- whichever is greater of (a) or (b)</i>	
Gas permit extension fee (a)	\$74.25
<i>or (b) a fee of 10% to the nearest dollar of the original gas permit fee</i>	
<i>- whichever is greater of (a) or (b)</i>	

Building Regulation Bylaw No. 7230**Plumbing Permit Fees**

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.5, 12.7, 12.9, 12.10

Description	Fee	Units
<u>Plumbing</u>		
(a) installation of each plumbing fixture	\$27.75	
(b) minimum plumbing fee	\$74.25	
(c) connection of City water supply to any hydraulic equipment	\$74.25	
<u>Sprinkler & Standpipes</u>		
(a) installation of any sprinkler system	\$74.25	
<i>*per additional head</i>	<i>*Plus</i> \$3.50	
(b) installation of each hydrant, standpipe, hose station, hose valve, or hose cabinet used for fire fighting (c)	\$74.25	
<i>-whichever is greater of (c) or (d)</i>	(d) \$27.75	per item

Building Regulation Bylaw No. 7230**Plumbing Permit Fees (cont.)**

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.5, 12.7, 12.9, 12.10

Description	Fee	Units
<u>Water Service</u>		
(a) for the first 30 metres of water supply service pipe to a building or structure	\$74.25	
(b) for each additional 30 metres of water supply service pipe to a building and structure	\$27.75	
<u>Sanitary & Storm Sewers: Building Drains & Water Distribution</u>		
(a) for the first 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof	\$74.25	
(b) for each additional 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof	\$27.75	
(c) for the first 30 metres of a rough-in installation for a water distribution system in a multiple unit non-residential building for future occupancy, or part thereof	\$74.25	
(d) for each additional 30 metres of a rough-in installation for a water distribution system in a multiple unit non-residential building for future occupancy, or part thereof	\$27.75	
(e) for the installation of any neutralizing tank, catch basin, sump, or manhole	(f) \$74.25 (g) \$27.75	per item
- whichever is greater of (f) or (g)		
<u>Special Inspections</u>		
(a) during the City's normal business hours	\$133.00	
(b) outside the City's normal business hours or each hour	\$518.00	
*for part thereof exceeding the first four hours	*Plus \$133.00	
<u>Design Modification Fees</u>		
Plan review	\$133.00	per hour
<i>Applicable to Plumbing, Sprinkler & Standpipes, Water Service, and Sanitary & Storm Sewers; Building Drains & Water Distributions</i>		

Building Regulation Bylaw No. 7230**Plumbing Permit Fees (cont.)**

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.5, 12.7, 12.9, 12.10

Description	Fee
<u>Plumbing Re-Inspection Fee</u> (a) for the third inspection (b) for the fourth inspection (c) for the fifth inspection <i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i>	\$89.00 \$122.00 \$237.00
Plumbing Permit Transfer or Assignment Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original plumbing permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$74.25
Plumbing Permit Extension Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original plumbing permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$74.25
Provisional Plumbing Compliance Inspection Fee (per permit visit) Provisional Plumbing Compliance Notice Extension Fee Potable Water Backflow Preventer Test Report Decal	\$151.00 \$237.00 \$24.00

SCHEDULE – BUSINESS LICENCE**Business Licence Bylaw No. 7360****Assembly Use Group 1**

Group 1 – Business Licence Fee assessed by total floor area <i>Except Food Caterers which are assessed a fee in accordance with Group 3</i>		
Square Metres (m²)	(Square Feet) (ft²)	Fee
0.0 to 93.0	(0 to 1000)	\$172.00
93.1 to 232.5	(1001 to 2500)	\$261.00
232.6 to 465.0	(2501 to 5000)	\$450.00
465.1 to 930.0	(5001 to 10000)	\$715.00
930.1 to 1860.1	(10001 to 20000)	\$1,267.00
1860.2 to 2790.1	(20001 to 30000)	\$1,813.00
2790.2 to 3720.2	(30001 to 40000)	\$2,364.00
3720.3 to 4650.2	(40001 to 50000)	\$2,908.00
4650.3 to 5580.3	(50001 to 60000)	\$3,459.00
5580.4 and over	(60001 and over)	\$3,920.00
Food Primary Liquor Licence Fee		\$358.00
Mobile Vendors (Food) Fee (per vehicle)		\$83.25

Business Licence Bylaw No. 7360**Assembly Use Group 2**

Group 2 – Business Licence Fee assessed by Number of Seats	
Seats	Fee
0 to 30	\$541.00
31 to 60	\$1,075.00
61 to 90	\$1,612.00
91 to 120	\$2,150.00
121 to 150	\$2,681.00
151 to 180	\$3,217.00
181 to 210	\$3,750.00
211 and over	\$3,920.00

Business Licence Bylaw No. 7360
Assembly Use Group 3

Group 3 – Business Licence Fee assessed by Number of Employees (including owners)*	
Employees	Fee
0 to 5	\$139.00
6 to 10	\$232.00
11 to 15	\$333.00
16 to 25	\$495.00
26 to 50	\$715.00
51 to 100	\$1,033.00
101 to 200	\$1,456.00
201 to 500	\$2,101.00
501 to 1000	\$3,173.00
1001 and over	\$3,920.00

**For the purpose of assessing a licence fee, two part-time employees are counted as one full-time employee.*

Business Licence Bylaw No. 7360
Residential Use

Residential Use – Business Licence Fee assessed by Number of Rental Units	
Units	Fee
0 to 5	\$166.00
6 to 10	\$256.00
11 to 25	\$434.00
26 to 50	\$705.00
51 to 100	\$1,240.00
101 to 200	\$1,774.00
201 to 300	\$2,310.00
301 to 400	\$2,841.00
401 to 500	\$3,370.00
501 and over	\$3,920.00

Business Licence Bylaw No. 7360
Bed & Breakfast Use

Description	Fee
Bed & Breakfast Business License	\$166.00

Business Licence Bylaw No. 7360
Service Use

Service Use – Business Licence Fee assessed by Number of Employees (including owners)*	
Employees	Fee
0 to 5	\$139.00
6 to 10	\$238.00
11 to 15	\$348.00
16 to 25	\$511.00
26 to 50	\$731.00
51 to 100	\$1,061.00
101 to 200	\$1,488.00
201 to 500	\$2,155.00
501 to 1000	\$3,243.00
1001 and over	\$3,920.00

**For the purpose of assessing a licence fee, two part-time employees are counted as one full-time employee.*

Business Licence Bylaw No. 7360
Mercantile Use

Mercantile Use – Business Licence Fee assessed by total floor area		
Square Metres (m²)	(Square Feet) (ft²)	Fee
0.0 to 93.0	(0 to 1000)	\$139.00
93.1 to 232.5	(1001 to 2500)	\$220.00
232.6 to 465.0	(2501 to 5000)	\$403.00
465.1 to 930.0	(5001 to 10000)	\$676.00
930.1 to 1860.1	(10001 to 20000)	\$1,223.00
1860.2 to 2790.1	(20001 to 30000)	\$1,775.00
2790.2 to 3720.2	(30001 to 40000)	\$2,318.00
3720.3 to 4650.2	(40001 to 50000)	\$2,863.00
4650.3 to 5580.3	(50001 to 60000)	\$3,412.00
5580.4 and over	(60001 and over)	\$3,920.00

Business Licence Bylaw No. 7360
Industrial/Manufacturing Use

Industrial/Manufacturing Use – Business Licence Fee assessed by Number of Employees (including owners)*	
Employees	Fee
0 to 5	\$166.00
6 to 10	\$273.00
11 to 15	\$381.00
16 to 25	\$541.00
26 to 50	\$759.00
51 to 100	\$1,075.00
101 to 200	\$1,504.00
201 to 500	\$2,143.00
501 to 1000	\$3,211.00
1001 and over	\$3,920.00

**For the purpose of assessing a licence fee, two part-time employees are counted as one full-time employee.*

Business Licence Bylaw No. 7360
Vehicle for Hire Businesses

Description	Fee
<u>Vehicle for Hire Business Fee</u>	
Each Vehicle for Hire applicant must pay (1) and (2)*:	
(1) Vehicle for Hire office fee	\$139.00
(2) Per vehicle licence fee*	
<i>based on the number of vehicles</i>	
CLASS "A" Taxicab	\$129.00
CLASS "B" Limousine	\$83.25
CLASS "C" Sightseeing Taxicab	\$129.00
CLASS "D" Airport Taxicab	\$129.00
CLASS "E" Private Bus	\$129.00
CLASS "I" Charter Minibus	\$129.00
CLASS "J" Rental Vehicle	
Group 1	\$16.50
Group 2	\$83.25
CLASS "K" Driver Training Vehicle	\$62.25
CLASS "M" Tow-Truck	\$129.00
CLASS "N" Taxicab for Persons with Disabilities	\$129.00
CLASS "P" Pedicab	\$129.00

Business Licence Bylaw No. 7360
Vehicle for Hire Businesses (cont.)

Description	Fee
<i>*Notwithstanding the per-vehicle licence fees stipulated in Section 2, the maximum licence fee for any Vehicle for Hire business</i>	\$3,920.00
Transferring a Vehicle for Hire Licence within any calendar year	\$48.00
Replacing a Vehicle for Hire Licence plate or decal	\$14.50

Business Licence Bylaw No. 7360
Vending Machine Uses

Description	Fee
<u>Vending Machine Business Licence Fee</u>	
Group 1 (per machine)	\$31.25
Group 2 (per machine)	\$43.50
Group 3 (per machine)	\$9.75
Banking Machine licence fee (per machine)	\$134.00
Amusement Machine licence fee (per machine)	\$31.25

Business Licence Bylaw No. 7360
Adult Orientated Uses

Description	Fee
Adult entertainment establishment licence	\$3,920.00
Casino	\$6,202.00
<u>Body-Painting Studio</u>	
Studio licence	\$3,920.00
Each body-painting employee	\$139.00
<u>Body-Rub Studio</u>	
Studio licence	\$3,920.00
Each body-rub employee	\$139.00
<u>Escort Service</u>	
Escort service licence	\$3,920.00
Each escort employee	\$139.00

Business Licence Bylaw No. 7360
Farmer's Market

Description	Fee
Farmer's market licence	\$139.00

Business Licence Bylaw No. 7360
Licence Transfers, Changes and Reprints

Description	Fee
Requests for comfort letters (includes GST) per address/business	\$62.00
Transferring a licence from one person to another, or for issuing a new licence because of a change in information on the face of such licence, except a change between licence categories or subcategories	\$48.00
Changing the category or subcategory of a licence (a) or (b) the difference between the existing licence fee and the fee for the proposed category or subcategory - whichever is greater of (a) or (b)	\$48.00
Licence reprint	\$11.75

Business Licence Bylaw No. 7360
Off-Leash Permits

Description	Fee
Annual permit	\$119.00

SCHEDULE – COMMUNITY BYLAWS DOCUMENTATION FEES

Community Bylaws Documentation Fees

Description	Fee
Requests for Comfort Letters (+ GST) per civic address & per unit	\$58.50

SCHEDULE – DEMOLITION WASTE AND RECYCLABLE MATERIALS**Demolition Waste and Recyclable Materials Bylaw No. 9516**

Section 4.1

Description	Fee
Application Fee	\$262.00 per waste disposal and recycling services plan submission
Waste Disposal and Recycling Service Fee	\$2.25 per square feet of structure to be demolished

SCHEDULE – DEVELOPMENT APPLICATION FEES**Zoning Amendments No. 8951**

Section	Application Type	Base Fee	Incremental Fee
Section 1.2.1 (a)	Zoning Bylaw Text Amendment	\$1,817.00	Not Applicable
Section 1.2.1 (b)	Zoning Bylaw Designation Amendment for Single Detached (RS)	\$2,309.00	Not Applicable
	No lot size policy applicable Requiring a new or amended lot size policy *plus all associated public notification costs	\$2,885.00	Not Applicable
Section 1.2.1	Zoning Bylaw Designation Amendment for 'site specific zones'	\$3,460.00	For residential portion of development: - \$44.00 per dwelling unit for first 20 dwelling units and \$22.50 per dwelling unit for each subsequent dwelling unit
			For non-residential building area: - \$28.25 per 100 m ² of building area for the first 1,000 m ² and \$17.50 per 100 m ² thereafter
	Zoning Bylaw Designation Amendment for all other zoning districts	\$2,309.00	For residential portion of development: - \$22.50 per dwelling unit for first 20 dwelling units and \$11.75 per dwelling unit for each subsequent dwelling unit For non-residential building area: - \$17.50 per 100 m ² of building area for the first 1,000 m ² and \$6.75 per 100 m ² thereafter
Section 1.2.3	Additional Public Hearing for Zoning Bylaws Text or Designation Amendments	\$870.00	\$870.00 for each subsequent Public Hearing required
Section 1.2.5	Expedited Timetable for Zoning Designation Amendment (Fast Track Rezoning)	\$1,158.00	Not Applicable

Official Community Plan Amendments No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.3.1	Official Community Plan Amendment without an associated Zoning Bylaw Amendment	\$3,460.00	Not Applicable
Section 1.3.2	Additional Public Hearing for Official Community Plan Amendment <i>for second public hearing</i>	\$870.00	\$870.00 for each subsequent Public Hearing required

Development Permits No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.4.1	Development Permit for other than a Development Permit referred to in Sections 1.4.2 and 1.4.3 of the Development Application Fees No. 8951	\$1,733.00	\$576.00 for the first 464.5 m ² of gross floor area plus: - \$119.00 for each additional 92.9 m ² or portion of 92.9 m ² of gross floor area up to 9,290 m ² , plus - \$23.00 for each additional 92.9 m ² or portion of 92.9 m ² of gross floor area over 9,290 m ²
Section 1.4.2	Development Permit for Coach House or Granny Flat	\$1,108.00	Not Applicable
Section 1.4.3	Development Permit, which includes property: (a) designated as an Environmentally Sensitive Area (ESA); or (b) located within, or adjacent to the Agricultural Land Reserve (ALR)	\$1,733.00	Not Applicable
Section 1.4.4	General Compliance Ruling for an issued Development Permit	\$583.00	Not Applicable
Section 1.4.5	Expedited Timetable for a Development Permit (Fast Track Development Permit)	\$1,158.00	Not Applicable

Development Variance Permits No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.5.1	Development Variance Permit	\$1,733.00	Not Applicable

Temporary Use Permits No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.6.1	Temporary Use Permit	\$2,309.00	Not Applicable
	Temporary Use Permit Renewal	\$1,158.00	Not Applicable

Land Use Contract Amendments No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.7.1	Land Use Contract Amendment	\$1,108.00	Not Applicable

Liquor-Related Permits No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.8.2 (a)	Licence to serve liquor under the Liquor Control and Licensing Act and Regulations; or change to existing license to serve liquor	\$583.00	Not Applicable
Section 1.8.5 (b)	Temporary changes to existing liquor licence	\$308.00	Not Applicable

Subdivision and Consolidation of Property No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.9.1	Subdivision of property that does not include an air space subdivision or the consolidation of property	\$870.00	\$119.00 for the second and each additional parcel
Section 1.9.2	Extension or amendment to a preliminary approval of subdivision letter	\$296.00	\$296.00 for each additional extension or amendment
Section 1.9.3	Road closure or road exchange	\$870.00	(In addition to the application fee for the subdivision)
Section 1.9.4	Air Space Subdivision	\$6,778.00	\$167.00 for each air space parcel created
Section 1.9.5	Consolidation of property without a subdivision application	\$119.00	Not Applicable

Strata Title Conversion of Existing Building No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.10.1 (a)	Strata Title Conversion of existing two-family dwelling	\$2,309.00	Not Applicable
Section 1.10.1 (b)	Strata Title Conversion of existing multi-family dwelling, commercial buildings and industrial buildings	\$3,460.00	Not Applicable

Phased Strata Title Subdivisions No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.11.1	Phased Strata Title	\$583.00 for first phase	\$583.00 for each additional phase

Servicing Agreements and Latecomer Fees No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.12.1	Servicing Agreement	Processing fee of \$1,158.00	Subject to Section 1.12.2 of Development Application Fees Bylaw No.8951, an inspection fee of 4% of the approved off-site works and services
Section 1.12.3	Latecomer Agreement	\$5,533.00	Not Applicable

Civic Address Changes No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.13.1	Civic Address change associated with the subdivision or consolidation of property	\$296.00	Not Applicable
	Civic Address change associated with a new building constructed on a corner lot	\$296.00	Not Applicable
	Civic Address change due to personal preference	\$1,158.00	Not Applicable

Telecommunication Antenna Consultation and Siting Protocol No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.14.1	Telecommunication Antenna Consultation and Siting	\$2,309.00	Not Applicable

Heritage Applications No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.15.1 (a)	<u>Heritage Alteration Permit</u> No Development Permit or Rezoning application With Development Permit or Rezoning application	\$253.00 (20% of the total applicable development permit or rezoning fee, whichever is greater)	Not Applicable Not Applicable
Section 1.15.1 (b)	<u>Heritage Revitalization Agreement</u> No Development Permit or Rezoning application With Development Permit or Rezoning application	\$253.00 (20% of the total applicable development permit or rezoning fee, whichever is greater)	Not Applicable Not Applicable

Administrative Fees No. 8951**Section 1.16**

Section	Description	Base Fee	Incremental Fee
Section 1.16.1	Change in property ownership or authorized agent	\$296.00	Not Applicable
Section 1.16.2	Change in mailing address of owner, applicant or authorized agent	\$55.75	Not Applicable
Section 1.16.3	Submission of new information that results in any of the following changes: (a) increase in proposed density; or (b) addition or deletion of any property associated with the application	\$296.00	Not Applicable
Section 1.16.4	Approving Officer legal plan signing or re-signing fee	\$61.75 per legal plan	Not Applicable
Section 1.16.5	Site Profile submission	\$61.75 per site profile	Not Applicable
Section 1.16.6	Amendment To or Discharge of Legal Agreement that does not require City Council approval	\$296.00 per legal agreement	Not Applicable
Section 1.16.7	Amendment To or Discharge of Legal Agreement that requires City Council approval	\$1,158.00 per legal agreement	Not Applicable
Section 1.16.8	Additional Landscape inspection because of failure to comply with City requirements	\$125.00 for second inspection	\$125.00 for each additional inspection required
Section 1.16.9	Preparation of Information Letter (Comfort Letter) for general land use	\$72.25 per property	Not Applicable
Section 1.16.10	Preparation of Information Letter (Comfort Letter) for building issues	\$72.25 per property	Not Applicable

SCHEDULE – DOG LICENCING**Dog Licencing Bylaw No. 7138**

Sections 2.1, 2.3

Description	Fee
<u>Dog – Not neutered or spayed</u>	
Normal Fee	\$81.25
Prior to March 1 st of the year for which the application is made	\$58.25
<u>Dog – Neutered or spayed</u>	
Normal Fee	\$35.25
Prior to March 1 st of the year for which the application is made	\$23.50
<i>For seniors who are 65 years of age or older that have paid prior to March 1st of the year for which the application is made</i>	\$11.75
<u>Dangerous Dog – Not neutered or spayed</u>	
Normal Fee	\$290.00
Prior to March 1 st of the year for which the application is made	\$233.00
<u>Dangerous Dog – Neutered or spayed</u>	
Normal Fee	\$233.00
Prior to March 1 st of the year for which the application is made	\$176.00
<i>For seniors who are 65 years of age or older that have paid prior to March 1st of the year for which the application is made</i>	\$87.75
Replacement tag*	\$6.75
<i>*Fee for a replacement tag for each dog tag lost or stolen; or for each dog licence to replace a valid dog licence from another jurisdiction</i>	

SCHEDULE – DONATION BIN REGULATION**Donation Bin Regulation Bylaw No. 9502****Section 2.1**

Description	Fee
Annual Permit Fee	\$106.00 per donation bin
Damage Deposit Fee	\$1,021.00 per donation bin location to a maximum of \$3,000 per permittee

Donation Bin Regulation Bylaw No. 9502**Section 2.2.7**

Description	Fee
Clean-up Fee	Actual Cost

Donation Bin Regulation Bylaw No. 9502**Section 2.4**

Description	Fee
Bin Removal Fee	\$106.00 per donation bin
Bin Retrieval Fee	\$210.00 per donation bin
Storage Fee	\$16.00 per day per donation bin
Disposal Fee	\$83.50 per donation bin disposal

SCHEDULE – EMPLOYMENT AND PAYROLL RECORDS

Description	Fee
Fee per request	\$106.00
Photocopying fees additional	\$0.75 per page \$1.00 per page (double sided)

Note: Employment and/or payroll record requests from Solicitors where such disclosure is authorized.

SCHEDULE – FILMING APPLICATION AND FEES**Filming Application and Fees Bylaw No. 8172****Administration Fees****Section 3**

Description	Fee
Application for Filming Agreement	\$200.00
Film Production Business Licence	\$133.00
Street Use Fee (100 feet/day)	\$55.75

Filming Application and Fees Bylaw No. 8172**City Parks & Heritage Sites****Section 3**

Description	Fee	Units
Major Park		
<i>Per day</i>	\$832.00	
<i>Per ½ day</i>	\$556.00	
Neighbourhood Park		
<i>Per day</i>	\$556.00	
<i>Per ½ day</i>	\$333.00	
<u>Britannia Shipyard</u>		
Filming	\$2,214.00	per day
Preparation & Wrap	\$1,108.00	per day
Per Holding Day	\$556.00	per day
City Employee		
<i>Per regular working hour</i>	\$39.50	
<i>Per hour after 8 hours</i>	\$58.50	
<u>Minoru Chapel</u>		
Filming		
<i>October through June</i>	\$2,767.00	per day
<i>July through September</i>	\$3,321.00	per day
Preparation & Wrap	\$1,108.00	per day
Per Holding Day	\$556.00	per day
City Employee		
<i>Per regular working hour</i>	\$39.50	
<i>Per hour after 8 hours</i>	\$58.50	

Filming Application and Fees Bylaw No. 8172
City Parks & Heritage Sites (cont.)
Section 3

Description	Fee	Units
<u>Nature Park</u>		
Filming	\$1,108.00	per day
Preparation & Wrap	\$556.00	per day
City Employee		
<i>Per regular working hour</i>	\$22.50	
<i>Per hour after 8 hours</i>	\$33.75	
<u>Gateway Theatre</u>		
Filming	\$2,767.00	per day
Preparation & Wrap	\$1,108.00	per day
City Employee		
<i>Per regular working hour</i>	\$37.25	
<i>Per hour after 8 hours</i>	\$55.75	
<u>City Hall</u>		
Filming on regular business days	\$2,214.00	per day
Filming on weekends or statutory holidays	\$1,108.00	per day
Preparation & Wrap	\$1,108.00	per day
City Employee		
<i>Per regular working hour</i>	\$22.50	
<i>Per hour after 8 hours</i>	\$33.75	

Filming Application and Fees Bylaw No. 8172
Other Fees
Section 3

Description	Fee	Units
<u>RCMP (4-hour minimum)</u>		
Per person	\$115.00	per hour
<u>Fire Rescue (4-hour minimum)</u>		
Fire Engine	\$143.00	per hour
Fire Captain	\$98.75	per hour
Firefighter (minimum 3 firefighters)	\$81.00	per hour, per person
<u>Use of Fire Hydrant</u>		
Metered:		
Refundable Deposit	\$340.00	
Consumption Cost	Greater of actual cost or \$218.00	
Un-Metered:		
First day	\$218.00	
Each additional day	\$72.25	

SCHEDULE – FIRE PROTECTION AND LIFE SAFETY**Fire Protection and Life Safety Bylaw No. 8306****Fees & Cost Recovery**

Description	Section	Fee	Units
Permit	4.1	\$24.00	
Permit Inspection, first hour	4.3	\$94.25	
Permit Inspection, subsequent hours or part thereof	4.3	\$59.25	
Attendance – open air burning without permit <i>first hour</i>	4.5.1	\$493.00	per vehicle
Attendance – open air burning without permit <i>subsequent half-hour or part thereof</i>	4.5.1	\$249.00	per vehicle
Attendance – open air burning in contravention of permit conditions <i>first hour or part thereof</i>	4.5.3	\$493.00	per vehicle
Attendance – open air burning in contravention of permit conditions <i>subsequent half-hour or part thereof</i>	4.5.3	\$249.00	per vehicle
Attendance – false alarm – by Fire-Rescue - standby fee – contact person not arriving within 30 minutes after alarm <i>per hour or portion of hour Fire Dept standing by</i>	6.1.4 (b)	\$493.00	per vehicle
Vacant premises – securing premises	9.7.4	Actual cost	
Vacant premises – Richmond Fire-Rescue response	9.7.5 (a)	\$493.00	per vehicle
Vacant premises – additional personnel, consumables and damage to equipment	9.7.5 (b)	Actual cost	
Vacant premises – demolition, clean-up, etc.	9.7.5 (c)	Actual cost	
Damaged building – securing premises	9.8.1	Actual cost	
Display permit application fee, fireworks	9.14.6	\$122.00	
Work done to effect compliance with order in default of owner	14.1.6	Actual cost	
Fire Extinguisher Training	15.1.1 (h)	\$27.25	per person for profit groups
Fire Records (Research, Copying or Letter)	15.1.1 (i)	\$71.00	per address

Fire Protection and Life Safety Bylaw No. 8306
Fees & Cost Recovery (cont.)

Description	Section	Fee
Review – Fire Safety Plan any building	15.1.1 (b)	
Any building < 600 m ² area		\$122.00
Any building > 600 m ² area		\$179.00
High building, institutional		\$237.00
Revisions (per occurrence)		\$59.25
Inspection	15.2.1 (a)	
4 stories or less and less than 914 m ² per floor		\$237.00
4 stories or less and between 914 and 1524 m ² per floor		\$356.00
5 stories or more and between 914 and 1524 m ² per floor		\$589.00
5 stories or more and over 1524 m ² per floor		\$821.00
Inspection or follow-up to an order <i>first hour</i>	15.2.1 (b)	\$94.25
Re-inspection or follow-up to an order <i>subsequent hours or part of hour</i>	15.2.1 (b)	\$59.25
Nuisance investigation, response & abatement	15.4.1	Actual cost
Mitigation, clean-up, transport, disposal of dangerous goods	15.4.2	Actual cost
<u>Attendance – False alarm</u>		
No false alarm reduction program in place	15.5.1	\$356.00
False alarm reduction program in place and participation	15.5.5	No charge
Attendance – false alarm – by bylaw, police or health officers where the intentional or unintentional activation of a security alarm system causes the unnecessary response of an inspector	15.5.10	\$119.00
Caused by security alarm system	15.6.1	\$237.00
Monitoring agency not notified	15.7.1	\$237.00
Alternate solution report or application review	General	\$179.00

SCHEDULE – NEWSPAPER DISTRIBUTION REGULATION**Newspaper Distribution Regulation Bylaw No. 7954**

Section	Application Type	Fee
Section 2.1.3	Each compartment within a multiple publication news rack (MPN) for paid or free newspaper	\$168.00, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution box for paid newspapers	\$83.25, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution box for free newspapers	\$113.00, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution agent for paid or free newspaper	\$278.00, plus applicable taxes, per year
Section 2.4.3	Storage fee for each newspaper distribution box	\$113.00, plus applicable taxes, per year

SCHEDULE – PLAYING FIELD USER FEES**Playing Field User Fees
Natural Turf Field Fees**

Description	Fee	Units
<u>Sand Turf (With Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$39.00	per hour
<i>Mini field</i>	\$19.75	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$31.50	per hour
<i>Mini field</i>	\$16.50	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$11.00	per hour
<i>Mini field</i>	\$6.00	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$23.25	per hour
<i>Mini field</i>	\$11.75	per hour
<u>Sand Turf (No Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$28.25	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$22.50	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$8.25	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$17.50	per hour
<u>Soil Turf (No Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$9.75	per hour
<i>Mini field</i>	\$5.25	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$8.00	per hour
<i>Mini field</i>	\$4.50	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$3.50	per hour
<i>Mini field</i>	\$2.25	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$6.00	per hour
<i>Mini field</i>	\$3.50	per hour

*As per City of Richmond Policy 8701 groups must have a minimum of 60% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.

Playing Field User Fees (cont.)
Artificial Turf Fees

Description	Fee	Units
Richmond Youth Groups*		
<i>Full size</i>	\$23.50	per hour
<i>Mini field</i>	\$11.75	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$39.75	per hour
<i>Mini field</i>	\$20.25	per hour
Commercial/Non-residents (all ages)		
<i>Full size</i>	\$58.00	per hour
<i>Mini field</i>	\$29.50	per hour

**As per City of Richmond Policy 8701 groups must have a minimum of 60% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.*

Playing Field User Fees
Ball Diamonds

Description	Fee	Units
<u>Sand Turf (With Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$25.00	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$20.00	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$7.25	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$15.50	per hour
<u>Sand Turf (No Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$22.50	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$18.50	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$6.75	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$14.25	per hour

Playing Field User Fees
Ball Diamonds (cont.)

<u>Soil Turf (No Lights)</u>		
Commercial (all ages) <i>Full size</i>	\$7.00	per hour
Private or Non-resident (all ages) <i>Full size</i>	\$5.75	per hour
Richmond Youth Groups* <i>Full size</i>	\$2.75	per hour
Richmond Adult Groups* <i>Full size</i>	\$4.75	per hour
<u>Artificial Turf (With Lights)</u>		
Commercial (all ages) <i>Full size</i>	\$62.00	per hour
Private or Non-resident (all ages) <i>Full size</i>	\$62.00	per hour
Richmond Youth Groups* <i>Full size</i>	\$25.00	per hour
Richmond Adult Groups* <i>Full size</i>	\$42.25	per hour

**As per City of Richmond Policy 8701 groups must have a minimum of 60% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.*

Playing Field User Fees
Track and Field Fees and Charges (Facilities at Minoru Park)

Description	Fee	Units
Training Fee – all ages Track and Field Club	\$807.00	per year
Richmond Youth Meets*	\$151.00	per meet
Richmond Adult Meets*	\$235.00	per meet
Private Group Track Meets or Special Events	\$588.00	per day
Private Group Track Meets or Special Events	\$49.75	per hour

**As per City of Richmond Policy 8701 groups must have a minimum of 60% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.*

SCHEDULE – PROPERTY TAX CERTIFICATES FEES**Property Tax Certificate Fees**

Description	Fee
Requested in person at City Hall	\$42.00
Requested through BC Online	\$36.25

SCHEDULE – PROPERTY TAX BILLING INFORMATION

Description	Fee
Tax Apportionment – per child folio	\$35.00
Mortgage Company Tax Information Request – per folio	\$10.50
Additional Tax and/or Utility Bill reprints – per folio/account	\$6.00

SCHEDULE – PUBLICATION FEES**Publication Fees**

Description	Fee
<u>Computer Sections Maps, 24" x 24"</u>	
Individual	\$6.50
CD	\$86.50
Custom Mapping (per hour)	\$69.50
Design Specifications (contents only)	\$110.00
Drafting Standards	\$110.00
<u>Drawing Prints (As-Built)</u>	
A-1 Size, 24" x 36"	\$6.50
B Size, 18" x 24"	\$4.75
<u>GIS Data Requests</u>	
Service fee	\$122.00
First layer*	\$172.00
Each additional layer*	\$59.25
CD or DVD of GIS layers of Municipal works of City of Richmond	\$7,013.00
Single-Family Lot Size Policy, March 1990	\$24.00
Supplemental Specifications and Detail Drawings (contents only)	\$110.00
<u>Street Maps</u>	
Large, 36" x 57"	\$9.25
Small, 22" x 34"	\$6.50
<u>Utility Section Maps, 15" x 24"</u>	
Individual	\$4.75
CD	\$86.50

**Fees are multiplied by the number of sections requested.*

SCHEDULE – RCMP DOCUMENTATION FEES**RCMP Documentation Fees**

Description	Fee
Criminal Record Checks	\$64.50
Volunteer Criminal Record Checks – Volunteering outside the City of Richmond	\$27.75
Volunteer Criminal Record Checks – Volunteering within the City of Richmond	No Charge
Police Certificate (including prints)	\$64.50
Fingerprints	\$64.50
Record of Suspension / Local Records Checks	\$64.50
Name Change Applications	\$64.50
Collision Analyst Report	\$602.00
Field Drawing Reproduction	\$43.50
Scale Drawing	\$125.00
Mechanical Inspection Report	\$258.00
Police Report and Passport Letter	\$64.50
Insurance Claim Letter	\$64.50
Court Ordered File Disclosure	\$64.50
* per page	*Plus \$2.25
**Shipping cost	**Plus \$8.75
Photos 4" x 6" (per photo)	\$3.75
***Shipping cost	***Plus \$8.75
Photos (each laser)	\$2.75
Photos – Burn CD	\$20.50
Video Reproduction	\$49.50
Audio Tape Reproduction	\$47.00

SCHEDULE – RESIDENTIAL LOT (VEHICULAR) ACCESS REGULATION**Residential Lot (Vehicular) Access Regulation Bylaw No. 7222****Administration Fees****Section 2.3**

Description	Fee
<u>Driveway Crossing Application</u>	
Administration/Inspection Fee	\$89.00

SCHEDULE – SIGN REGULATION**Sign Regulation Bylaw No. 9700**

Sections 1.12, 1.14

Description	Fee
Base application fee (non-refundable)	\$80.00 (creditable towards appropriate permit fee)
Fee for home-based sign	\$80.00
Fee based on sign area (awning, banner, canopy, changeable copy, fascia, mansard roof, marquee, projected-image, projecting, under awning/canopy, window signs >25%)	$<15.0\text{m}^2$: \$100 $15.01\text{-}45.0\text{m}^2$: \$200 $>45.01\text{m}^2$: \$350
Fee for new freestanding signs	$< 3.0\text{m}^2$: \$200 $3.01\text{-}9.0\text{m}^2$: \$400 $9.01\text{-}15.0\text{m}^2$: \$600
Fee for temporary construction freestanding/fencing signs	Single/two family: \$100 \$50.00 for each additional 6 months. 3+ family construction: \$200 \$100.00 for each additional 6 months
Freestanding sign relocation fee (on same site)	\$200 (same as base f/s fee)
Permit processing fee for a sign without a permit	2x actual permit fee

SCHEDULE – TREE PROTECTION**Tree Protection Bylaw No. 8057****Permit Fees**

Sections 4.2, 4.6

Description	Fee
Permit application fee	
To remove a hazard tree	No Fee
One (1) tree per parcel during a 12 month period	No Fee
Two (2) or more trees	\$59.25
Renewal, extension or modification of a permit	\$59.25

SCHEDULE – VEHICLE FOR HIRE REGULATION**Vehicle For Hire Regulation Bylaw No. 6900****Permit & Inspection Fees**

Sections 3.7, 6.3

Description	Fee	Units
Transporting of trunks	\$7.00	per trunk
Towing permit	\$59.25	
Inspection fee for each inspection after the second inspection	\$30.50	

SCHEDULE – VISITING DELEGATION, STUDY TOUR AND CITY HALL TOUR**Visiting Delegation, Study Tour and City Hall Tour Bylaw No. 9068**

Section 2.1

Description		Fee
City Hall Tour		\$262.00 plus room rental fee
Visiting Delegation or Study Tour	Up to 2 hours	\$262.00 plus room rental fee
	2 to 4 hours	\$522.00 plus room rental fee
	More than 4 hours	\$1,043.00 plus room rental fee

SCHEDULE – WATER USE RESTRICTION**Water Use Restriction Bylaw No. 7784****Permit Fees****Section 3.1**

Description	Fee
Permit application fee for new lawns or landscaping (s.3.1.1(a))	\$35.75
Permit application fee for nematode applications for European Chafer Beetle control, where property does not have water meter service (s.3.1.1(b))	\$35.75
Permit application fee for nematode applications for European Chafer Beetle control, where property has water meter service (s.3.1.1(b))	NIL

SCHEDULE – WATERCOURSE PROTECTION AND CROSSING**Watercourse Protection and Crossing Bylaw No. 8441****Application Fees**

Description	Fee
<u>Culvert</u>	
Application Fee	\$350.00
City Design Option	\$1,154.00
Inspection Fee	\$23.50
<i>*Per linear metre of culvert</i>	
<u>Bridge</u>	
Application Fee	\$119.00
Inspection Fee	\$233.00

Note: There is no City Design Option for bridges.



City of Richmond

Report to Committee

To: Finance Committee
From: Andrew Nazareth
General Manager, Finance and Corporate
Services
Re: Appointment of External Financial Auditor

Date: September 15, 2017
File: 03-0905-01/2017-Vol
01

Staff Recommendation

That KPMG LLP be appointed as the external financial auditor for the City of Richmond for a five-year period, beginning with the 2017 fiscal year that ends December 31, 2017 through to the 2021 fiscal year that ends December 31, 2021.

Andrew Nazareth
General Manager, Finance and Corporate Services
(604-276-4095)

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

Staff Report

Origin

Pursuant to Section 169 of the Community Charter, Council must appoint an auditor for the municipality.

The City's current auditor, KPMG LLP (KPMG) was appointed as the City's auditor for the fiscal years 2012 – 2016.

Analysis

The contract for financial audit services concluded with the completion of the 2016 financial audit. Staff issued a Request for Proposal (6050P) on the BC Bid website for the provision of audit and consulting services on July 20, 2017.

The audit services relate to the consolidated City, Library and Oval financial statements. Lulu Island Energy Company has previously appointed KPMG as their auditor and is not considered in the scope of this request for proposal.

The audit services will be provided for a maximum of five years, inclusive of a three-year term relating to fiscal years 2017-2019 with the option of two additional one-year renewal terms through to the 2021 fiscal year that ends December 31, 2021.

Proposals were received from the following firms:

- BDO Canada LLP
- KPMG LLP
- MNP LLP

Staff reviewed the proposals and determined that the proposal provided by KPMG meets the City's requirements and offers the best overall value to the City. Their proposal was also the lowest cost proposal.

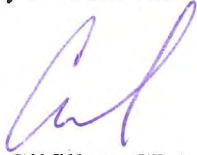
KPMG is the largest public accounting firm in BC, and has the most significant Public Sector and Local Government practice in the Province. Additionally, The City and KPMG have a long standing audit relationship of over 20 years. Their knowledge of our processes, technology and accounting systems has resulted in cost effective and timely services.

Financial Impact

The annual cost for this work is \$64,500 plus tax for fiscal 2017, with a five-year contract value of \$327,700 excluding GST. Funding for these services for fiscal 2017 is available in the 2017 Operating budget and funding for the remaining years of the term is included in the Five-Year Financial Plan.

Conclusion

The City and KPMG have worked effectively together over the previous term of their engagement. Based on the evaluation done by staff and the determination that the KPMG proposal offers the overall best value for the City, staff recommends that KPMG be appointed as the City's auditor for the fiscal years 2017 – 2021.



Cindy Gilfillan, CPA, CMA
Manager, Financial Reporting
(604-276-4077)

CG:cg



City of Richmond

Report to Committee

To: Finance Committee
From: Andrew Nazareth
General Manager, Finance and Corporate Services
Date: September 5, 2017
File: 03-0970-01/2017-Vol 01
Re: Amendments to the 5 Year Consolidated Financial Plan (2017-2021) Bylaw 9663

Staff Recommendation

That the 5 Year Consolidated Financial Plan (2017-2021) Bylaw 9663, Amendment Bylaw 9757, which incorporates and puts into effect the changes as outlined in the staff report titled "Amendments to the 5 Year Consolidated Financial Plan (2017-2021) Bylaw 9663" dated September 5, 2017 from the GM, Finance Corporate Services, be introduced and given first, second and third readings.

Andrew Nazareth
General Manager, Finance and Corporate Services
(604-276-4095)

Att. 4

REPORT CONCURRENCE			
ROUTED TO:	CONCURRENCE	ROUTED TO:	CONCURRENCE
Human Resources	<input checked="" type="checkbox"/>	Public Works	<input checked="" type="checkbox"/>
Administration & Compliance	<input checked="" type="checkbox"/>	Building Approvals	<input checked="" type="checkbox"/>
Information Technology	<input checked="" type="checkbox"/>	Law	<input checked="" type="checkbox"/>
Real Estate Services	<input checked="" type="checkbox"/>	Fire Rescue	<input checked="" type="checkbox"/>
Arts, Culture & Heritage	<input checked="" type="checkbox"/>	RCMP	<input checked="" type="checkbox"/>
Community Social Development	<input checked="" type="checkbox"/>	Policy Planning	<input checked="" type="checkbox"/>
Parks Services	<input checked="" type="checkbox"/>	Transportation	<input checked="" type="checkbox"/>
Recreation Services	<input checked="" type="checkbox"/>		
Engineering	<input checked="" type="checkbox"/>		
		CONCURRENCE OF GENERAL MANAGER	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE		INITIALS: APPROVED BY CAO	

Staff Report

Origin

The 5 Year Consolidated Financial Plan (2017-2021) Bylaw 9663 was adopted on February 14, 2017. Included in the 5 Year Consolidated Financial Plan (5YFP) are the 2017 Capital, Utility and Operating Budgets.

Subsection 165(2) of the Community Charter allows for amendments of the financial plan by bylaw and Section 137(1) (b) directs that the power to amend or repeal must be exercised by bylaw and is subject to the same approval and other requirements, if any, as the power to adopt a new bylaw under that authority. Section 166 states that a council must undertake a process of public consultation regarding the proposed financial plan before it is adopted.

Analysis

Subsequent to the adoption of the 5YFP, new projects, changes to previously established programs and new programs have occurred. Individual staff reports detailing these amendments have been presented to Council for approval.

Also, amendments resulting from additional grant funding and contributions, re-classification of costs or unexpected expenditures are presented in accordance with Policy 3001 - Budget Amendments.

The current expenditure bylaw does not include these amounts and staff recommend that these amendments to the 5YFP be approved. There is **no tax impact** for any of these amendments.

The Council approved changes to the 2017-2021 5YFP presented in order of Council meeting dates, are:

1. a) At the Council meeting on February 27, 2017, Council approved the following:

That funding of \$3,700,000 from the Drainage Improvement Reserve be included as an amendment to the 5 Year Financial Plan (2017-2021) to complete rehabilitation of the drainage box culvert on No. 2 Road from Steveston Highway to London Road.

The 2017 Capital Budget will be increased by \$3,700,000 from the Drainage Improvement Reserve to complete the Drainage Box Culvert Project on No. 2 Rd from Steveston Highway to London Road.

- b) At the Closed Council meeting on March 27, 2017, Council approved a total transfer of \$1,300,000 consisting of \$900,000 from the Affordable Housing Capital Reserve Fund and \$400,000 from the Affordable Housing Operating Reserve Fund towards an Affordable Housing Project.
- c) At the Council meeting on March 27, 2017, Council approved the following:

That the Chief Administrative Officer and the General Manager, Engineering and Public

Works be authorized to execute funding and partnership agreements with the Real Estate Foundation of BC and BC Hydro to develop benchmarking policy analysis and automated utility data exchange capabilities, and that amendments to the 5 Year Financial Plan (2017-2021) Bylaw be brought forward for up to \$155,000 in expenditures, subject to successful grant applications up to \$140,000 to be covered by grant funding and a \$15,000 City contribution from the Carbon Tax Provision.

The 2017 Operating Budget will be increased up to \$155,000 subject to the successful grant funding of \$105,000 from the Real Estate Foundation of BC and \$35,000 from the BC Hydro Community Energy and Emissions Plan Implementation Offer; and \$15,000 funding from the Carbon Tax Provision.

- d) At the Council meeting on April 24, 2017, Council approved the following:

(1) That \$202,300 be allocated from the MRN Provision for MRN road rehabilitation and included as an amendment to the 5 Year Consolidated Financial Plan (2017-2021).

(2) That \$832,500 be allocated from the Gas Tax Provision for Non MRN road rehabilitation and included as an amendment to the 5 Year Consolidated Financial Plan (2017-2021).

The 2017 Capital Budget will be increased by \$1,034,800 for required roadway rehabilitation with \$202,300 funding from the MRN Provision and \$832,500 funding from the Gas Tax Provision.

- e) At the Closed Council meeting on April 24, 2017, Council approved a transfer of \$575,000 from the Capital Building and Infrastructure Reserve for mechanical upgrades to the Community Safety Building.
- f) At the Closed Council meeting on April 24, 2017, Council approved a transfer of \$50,000 from the Property Cost Provision and \$15,000 from lease revenue for a property lease transaction and legal costs totalling \$65,000.
- g) At the Closed Council meeting on May 1, 2017, Council approved a transfer of \$350,000 funding from the General Solid Waste and Recycling Provision for single-family organic materials collection and processing.
- h) At the Council meeting on May 8, 2017, Council approved the following:

That the cost of a temporary full time staff to implement the proposed program estimated to be up to \$110,000.00 funded by the 2017 Building Permits Revenue be included as amendment to the 5 Year Financial Plan (2017-2021).

The 2017 Planning and Development operating budget will be increased by \$110,000 for the cost of a temporary full time staff to implement the new Salvage of Building Materials and Structural Relocation of Houses Program funded from the Building Approvals Department's higher than anticipated 2017 revenue.

- i) At the Council meeting on May 23, 2017, Council approved the following:

(1) That the report titled "Solar Energy Systems Project for Fire Hall No. 1" dated April 9, 2017 from the Director, Engineering, be approved in the amount of \$450,000; and,

(2) That the 5 Year Financial Plan (2017-2021) be amended accordingly.

The 2017 Capital Budget will be increased by \$450,000 to complete the proposed solar PV project and energy storage system with \$400,000 funding from the Gas Tax Provision and \$50,000 funding from the Carbon Tax Provision.

- j) At the Council meeting on May 23, 2017, Council approved the following:

(1) That the air barrier installation training program identified in the report titled "BC Energy Step Code for New Private Buildings" dated April 11, 2017, from the Director, Engineering, be approved with \$60,350 funding from the Carbon Tax Provision; and

(2) That the funding for the air barrier installation training program be included as an amendment to the 5 Year Financial Plan (2017-2021).

The 2017 Operating Budget will be increased by \$60,350 with funding from the Carbon Tax Provision for the air barrier installation training program

- k) At the Council meeting on June 26, 2017, Council approved the following:

(1) That Contract 5856Q Supply and Delivery of Bulk Road Salt 2016/2017 be awarded to Mainroad Maintenance Products LP at the unit rates quoted up to a total estimated contract value of \$650,000 for the term December 8, 2016 through December 7, 2017, with the ability to extend for an additional two one-year periods to a maximum of three years, and that the Chief Administrative Officer and General Manager, Engineering and Public Works, be authorized to approve each annual renewal; and,

(2) That the 5 Year (2017-2021) Financial Plan be amended accordingly.

The 2017 Operating Budget will be increased by \$265,000 with funding from the Sanding and Salting Provision for the supply and delivery of bulk road salt.

- l) At the Closed Council meeting on July 24, 2017, Council approved a transfer of \$175,350 from the General Solid Waste and Recycling Provision for processing organics material

- m) At the Closed Council meeting on July 24, 2017, Council approved a transfer of \$175,000 from the Council Provision for Animal Shelter Operations and Services.

- n) At the Council meeting on July 24, 2017, Council approved the following:

(1) That \$300,000 be allocated to commission a Nikkei Memorial public artwork from

the Council Provision; and

(2) That the City's Five-Year Financial Plan (2017-2021) be amended to include the \$320,000 additional expenditure funded by the Council Provision for \$300,000 and contributions from the Nikkei Memorial Committee for \$20,000.

The 2017 Capital Budget will be increased by net \$300,000 for the Nikkei Memorial Public Art Project with \$300,000 from the Council Provision and \$20,000 from the Steveston Japanese Canadian Cultural Centre Nikkei Memorial Committee which has not been received at the time of writing.

During the year, the 5 Year Consolidated Financial Plan Bylaw may require Capital Budget amendments due to external contributions, re-classification of expenditure budgets or additional expenditures. The amendments are as follows:

2. a) Savings of \$1.3M from the City Centre Community Centre project and the Hamilton Community Centre capital project as well as a transfer of \$2.1M from the Capital Building and Infrastructure Reserve totaling \$3.4M be added to the Major Facilities Phase I Multi Project Contingency and Construction Escalation Contingency for the Minoru Centre for Active Living and Fire Hall No. 1 projects.
- b) i. Increase the scope of existing programs and projects by a total of \$285,354 from external funding received and anticipated to be received from various sources including ICBC, developers, Translink, etc. The Capital Budget is amended as follows:

Table 1: Various Grants and External Sources		(in \$000's)
Capital Programs		Amounts
Roads		\$136
Minor Public Works		60
Watermain Replacement		46
Building Program		36
Drainage		7
Total		\$285

- ii. The Consolidated Financial Plan includes an estimate of \$10,000,000 in Contingent Capital Grants, which may be received throughout the year for various projects. Spending is only incurred if the funds are confirmed. Once the funds are confirmed, the amount is transferred into the applicable capital program as summarized above. The \$285,354 represents funds that have been received and transferred to date.
- c) Increase the 2017 Capital Budget by \$246,000 for the payment to developer for performing Ackroyd/Elmbridge connector road service agreement work which was partially funded by developer contribution.
- d) Consolidate Affordable Housing - West Cambie Capital projects 2012 - 2016 into one project so that combined funding is available in the event of a land acquisition or senior

- government funding opportunities.
- e) Increase City Hall Domestic Water Piping Upgrade project by \$135,000 funded by Appropriated Surplus to complete other related maintenance.
 - f) Transfer \$81,467 and \$20,000 from Buildings Advanced Design capital projects 2010 and 2015 respectively to Buildings Advanced Design capital project 2016.
 - g) Transfer \$100,000 from the PeopleSoft HCM 9.2 Upgrade project to the Digital Strategy Project.
 - h) Increase Parks Advanced Design Capital project by \$20,000 for Minoru Park Facilities Planning consulting with funding from Appropriated Surplus.
 - i) Modify scope of capital project to allow all authorized personnel at the RCMP Detachment to operate the vehicles while on approved City business. The original project scope was only for the RCMP Leadership Team to use the vehicles.
3. Budget Amendment Policy 3001 states that changes to salaries be reported to the Committee. The following amendments will result in no net increase to the 2017 Operating Budget:
- a) Increase the Roads and Construction salary by \$364,970 for 2016/2017 winter snow removal funded by the Sanding and Salting Provision.
 - b) Increase the Community Bylaws salary budget by \$222,768 for three temporary full-time Bylaw Officer 1 positions funded by Bylaw's higher than anticipated 2017 revenue.
 - c) Increase Parks Program's expenditure budget including salaries by \$96,950 for memorial picnic tables and benches funded by the donation revenue.
 - d) Increase the Richmond Fire Rescue budget by \$57,743 for recruitment costs recovered from candidates.
 - e) Increase the Administration and Compliance salary budget by \$168,900 funded by the Salary Provision for various initiatives that are anticipated to be completed in 2017.
 - f) Reallocate \$212,900 from Fiscal operating budget to Corporate Administration to fund two new regular full-time Human Resources positions to meet administrative needs.
 - g) Reallocate \$114,250 within Corporate Administration salary budget for a temporary full-time Project Leader.
 - h) Reallocate \$110,000 within Corporate Administration salary budget for a one year extension of the Systems Analyst position.
 - i) Reallocate \$59,600 within Water operating budget from public works materials to salaries to accommodate after hours service requests.
 - j) Reallocate \$170,000 within Corporate Administration salary budget for a two year temporary full-time Communications Coordinator.
 - k) Reallocate \$50,000 within Roads operating budget from public works materials to salaries to accommodate after hours service requests.
 - l) Reallocate \$30,000 within Facility Management operating budget from public works materials to salaries to accommodate after hours service requests.
 - m) Reallocate \$30,000 within Sanitary Sewer operating budget from public works materials to salaries to accommodate after hours service requests.
 - n) Reallocate \$22,500 within Facility Management salary budget from Facility Maintenance to Paint Program.
4. The Operating and Utility Budgets include estimates for work expected to be funded by User Fee Revenue. The following adjustment aligns the budget to projected levels of activity within

each section and has no tax impact:

- a) Increase the Traffic expenditure budget by \$600,000 to offset receivable income which is projected to exceed original budget estimates.
5. The following amendment represents an administrative change:
- a) On May 1, 2017, the CAO announced a reorganization of the Law & Community Safety (LCS) Division and the Finance & Corporate Services (FCS) Division. The Law section was moved from the LCS Division to the FCS Division and the Business Licences section was moved from the FCS Division to the LCS Division. The LCS Division was subsequently renamed as the Community Safety Division.
 - b) Increase the Storm Drainage budget by \$240,000 for the Box Culvert Preventative Maintenance program funded from the Drainage Improvement Reserve per the approved 2017 Utility Report.
 - c) Increase the Sanitary Sewer Administration budget by \$37,700 for the full-time Grease Inspector funded from the Sewer Levy Stabilization Provision per the approved 2017 Utility Report.
6. Budget Amendment Policy 3001 states that increase in City's expenditures are only permitted where funding is from sources other than taxation and utility fees. The following amendments to the Operating and Utility Budget are funded by external grants, transfer of existing budget resources, or funding from provisions or reserve and has no tax impact:
- a) Increase the Human Resource expenditure budget by \$400,000 for arbitration and legal expenditures funded by the Arbitration Provision.
 - b) Increase the Water Utility expenditure budget by \$200,000 for the Water Dispersal Building Envelope Upgrade funded by the Water Levy Stabilization Provision.
 - c) Increase Major Events' expenditure budget by \$178,000 for Canada 150 events funded by the 2016 Major Events carry forward that resides in the Major Events Provision.
 - d) Increase Community Services expenditure budget by \$122,630 for various renovations at Richmond Ice Centre and Minoru Arena by contributions received in 2016 from Richmond Arenas Community Association (RACA) and from Appropriated Surplus.
 - e) Increase Community Social Development expenditure budget by \$70,600 for program planning for the new Minoru Complex for Active Living funded by the Salary Provision.
 - f) Increase Park's expenditure budget by \$60,000 for Minoru Park Vision Plan Phase One: Facilities Planning funded by Appropriated Surplus.
 - g) Increase the Risk Management expenditure budget by \$31,565 for new initiatives to reduce liability claims funded by the Municipal Insurance Association of British Columbia (MIABC) grant.
 - h) Increase the Sustainability expenditure budget by \$30,000 for additional planned energy assessments funded by the Energy Operating Provision.
 - i) Increase the Building Improvements expenditure budget by \$25,000 for a grant awarded by Federation of Canadian Municipalities.
 - j) Increase the Energy Management expenditure budget by \$22,905 for additional cost related to Solar PV Feasibility Study at Fire Hall No. 1 funded by the Energy Provision.

Financial Impact

The proposed 2017 budget amendments have **no tax impact**. Each of these annual budgets combines to form part of the 2017-2021 5YFP. The 2017-2021 5YFP Amended Bylaw and Amended Capital Program can be found in Attachments 1 - 3.

Table 2 Capital Budget – Summary of Changes (in \$000's)

Capital Budget as at February 14, 2017			\$112,775
1	Drainage Box Culvert Rehab No 2 Rd from Steveston Highway to London Rd	1a	3,700
2	Minoru Complex for Active Living Project Funding	2a	2,123
3	Affordable Housing Project	1b	1,300
4	Post Winter Roads and Paving Remediation Program	1d	1,035
5	Mechanical Upgrade to Community Safety Building	1e	575
6	Solar Energy Systems Project for Fire Hall No. 1	1i	450
7	Nikkei Memorial Public Art Project	1n	300
8	Ackroyd/Elmbridge Connector Road Disbursement	2c	246
9	City Hall Domestic Water Piping Upgrade	2e	135
10	Minoru Park Vision Plan Phase One Facilities Planning	2h	20
11	Project Development Advanced Design Capital Projects Net Transfer	2g	-
12	Information Technology Capital Project Funding Net Transfer	2h	-
13	Affordable Housing Capital Projects Net Transfer	2e	-
14	Vehicles for RCMP Detachment Leadership Team Scope Revision	2j	-
15	Various Grants & External Sources	2b.i	285
16	Contingent External Contributions	2b.ii	(285)
17	Nikkei Memorial Public Art Project External Contribution	1n	20
18	Contingent External Contribution	1n	(20)
Total Amendments			9,884
Total Amended 2017 Capital Budget			\$122,659

Table 3 Operating and Utility Budget – Summary of Changes (in \$000's)

Operating and Utility Budget as at February 14, 2017			\$64,257
Revenue			
1	Traffic Receivable Increases	4a	600
2	3 TFT Bylaw Liaison Officer 1 positions	3b	223
3	Climate Action - Building Energy Program	1c	140
4	House Salvage and Relocation Temporary Staff	1h	110
5	Memorial Benches & Picnic Tables Refurbishment	3c	97
6	New Fire Recruiting Testing Costs	3d	58

7	MIABC Grants	6g	31
8	Solar Energy Minoru Complex	6i	25
9	Lease Legal and Transaction Fees	1f	15
12	Law Reorganization to Finance & Corporate Services from Law & Community Safety	5a	-
13	Business Licences Reorganization to Community Safety from Finance & Corporate Services	5a	-
Total Revenues Amendments			1,299
Expenses			
1	Traffic Receivable Increases	4a	600
2	Human Resources Arbitration and Legal Expenses	6a	400
3	Winter Snow Removal Program	3a	365
4	Single-Family Organics Materials Collection and Processing	1g	350
5	Snow and Ice Salt Supply and Delivery	1k	265
6	Transfer from Drainage Improvement Reserve	5b	240
7	3 TFT Bylaw Liaison Officer 1 positions	3b	223
8	Water Dispersal Upgrades	6b	200
9	Major Events for Canada 150	6c	178
10	Organics Material Processing Options and Proposed Next Steps	1l	175
11	Animal Shelter and Operations	1m	175
12	Administration and Compliance Initiatives	3e	169
13	Climate Action - Building Energy Program	1c	155
14	Richmond Arenas renovations	6d	122
15	House Salvage and Relocation Temporary Staff	1h	110
16	Memorial Benches & Picnic Tables Refurbishment	3c	97
17	New Minoru Complex for Active Living Program Planning	6e	71
18	Lease Legal and Transaction Fees	1f	65
19	BC Energy Step Code For New Private Buildings	1j	60
20	Minoru Park Vision Plan Phase One Facilities Planning	6f	60
21	New Fire Recruiting Testing Costs	3d	58
22	Full-Time Grease Inspector	5c	38
23	MIABC Grants	6g	31
24	Energy Assessment program	6h	30
25	Solar Energy Minoru Complex	6i	25
26	Fire Hall No. 1 Solar PV Feasibility Study	6j	23
27	Various Operating Budget Reallocations	3f-3n	-
28	Law Reorganization to Finance & Corporate Services from Law & Community Safety	5a	-
29	Business Licences Reorganization to Community Safety from Finance & Corporate Services	5a	-
Total Expenditures Amendments			4,285

NET AMENDMENT	(2,986)
Total Amended 2017 Operating and Utility Budget	\$61,271

Conclusion

Staff recommend that Council approve the 2017 Capital, Operating and Utility Budget amendments to accommodate the expenditures within the 5 Year Consolidated Financial Plan Bylaw. The proposed 2017 budget amendments have no tax impact.

As required in Section 166 of the Community Charter, staff will conduct a process of public consultation prior to bylaw adoption, which is anticipated to be November 14, 2017.



Mike Ching, CPA, CMA
Acting Manager, Financial Planning and Analysis
(604-276-4137)

MC:jf

- Att. 1: 5 Year Consolidated Amended Financial Plan (2017-2021)
2: Capital Funding Sources (2017-2021)
3: Capital Program (2017-2021)
4: 5 Year Consolidated Financial Plan (2017-2021) Bylaw 9663, Amendment Bylaw 9757

City of Richmond Consolidated Financial Plan 2017-2021 Revenue and Expenses (in \$000s)					
	2017 Amended	2018 Amended	2019 Amended	2020 Amended	2021 Amended
Revenue:					
Property Taxes	206,490	215,335	223,934	232,430	241,226
User Fees	100,718	104,627	108,251	111,910	115,792
Sales of Services	37,106	36,914	37,437	37,915	38,402
Gaming Revenue	18,088	18,088	18,088	18,088	18,088
Investment Income	14,694	14,694	14,694	14,694	14,694
Payments In Lieu Of Taxes	13,860	14,276	14,704	15,146	15,600
Other Revenue	10,363	10,254	10,545	10,847	11,159
Licenses And Permits	9,688	9,773	10,012	10,216	10,426
Grant Revenue	7,788	7,704	7,824	7,911	8,000
Developer Contributed Assets	31,219	30,610	30,610	30,610	30,610
Development Cost Charges	18,933	22,946	21,167	11,683	10,958
Other Capital Funding Sources	14,819	10,525	10,490	10,463	10,463
	483,766	495,746	507,756	511,913	525,418
Expenses:					
Community Safety	96,176	98,176	100,660	102,977	105,304
Engineering and Public Works	69,571	63,645	64,612	65,508	66,455
Community Services	64,064	58,777	61,063	63,224	64,685
Finance and Corporate Services	26,593	24,408	24,983	25,481	25,963
Fiscal	21,323	17,891	17,838	17,766	17,689
Debt Interest	1,677	1,677	1,677	1,677	1,677
Corporate Administration	10,375	9,702	9,916	10,100	10,288
Planning and Development Services	14,985	13,891	14,249	14,592	14,966
Utility Budget					
Water Utility	41,258	42,458	43,977	45,543	47,179
Sanitary Sewer Utility	30,774	32,117	33,879	35,675	37,611
Sanitation and Recycling	15,591	15,223	15,597	15,917	16,252
Library	9,983	10,177	10,413	10,611	10,812
Richmond Olympic Oval Corporation	15,652	15,949	16,253	16,562	16,877
Lulu Island Energy Company	4,473	3,576	3,637	3,691	3,746
	422,495	407,667	418,754	429,324	439,504
Annual Surplus	61,271	88,079	89,002	82,589	85,914
Transfers:					
Debt Principal	4,578	4,761	4,951	5,149	5,355
Transfer To (From) Reserves	66,584	68,906	71,059	73,298	75,622
Transfer To (From) Surplus	(32,811)	(9,469)	(2,498)	(158)	1,382
Capital Expenditures - Current Year	126,159	126,193	112,740	68,807	74,012
Capital Expenditures - Prior Years	258,261	207,063	178,693	170,137	135,109
Capital Expenditures - Developer Contributed Assets	30,610	30,610	30,610	30,610	30,610
Capital Expenditures - Richmond Public Library	1,274	1,274	1,274	1,274	1,274
Capital Expenditures - Lulu Island Energy Company	609	-	-	-	-
Capital Expenditures - Richmond Olympic Oval Corporation	2,670	-	-	-	-
Capital Funding	(396,663)	(341,259)	(307,827)	(266,528)	(237,450)
	61,271	88,079	89,002	82,589	85,914
Balanced Budget	\$0	\$0	\$0	\$0	\$0
Tax Increase	2.95%	2.98%	2.99%	2.99%	2.98%

CITY OF RICHMOND					
5 YEAR CONSOLIDATED AMENDED FINANCIAL PLAN					
CAPITAL FUNDING SOURCES (2017-2021)					
(In \$000's)					
	2017 Amended	2018	2019	2020	2021
DCC Reserves					
Drainage DCC	-	1,344	-	97	97
Parks DCC	10,097	10,362	10,801	7,757	8,091
Roads DCC	7,008	9,744	8,747	3,005	2,770
Sanitary DCC	1,425	12	1,337	23	-
Water DCC	403	1,484	282	802	-
Total DCC	18,933	22,946	21,167	11,684	10,958
Statutory Reserves					
Affordable Housing	5,035	625	625	625	625
Arts Culture Heritage	893	-	-	-	-
Capital Building and Infrastructure	4,698	-	2,311	-	-
Capital Reserve	28,438	50,400	38,985	13,517	20,416
Capstan Station	-	-	-	-	-
Child Care	120	50	50	50	50
Drainage Improvement	16,021	11,050	11,354	11,393	11,263
Equipment Replacement	4,350	2,596	3,486	2,662	2,110
Neighbourhood Improvement	8	-	-	-	-
Public Art Program	611	100	100	100	100
Sanitary Sewer	6,540	5,383	6,614	5,807	5,070
Waterfront Improvement	-	1,000	-	-	-
Watermain Replacement	6,992	7,483	10,099	6,848	7,317
Total Statutory Reserves	73,706	78,687	73,624	41,002	46,951
Other Sources					
Enterprise Fund	545	550	550	550	550
Grant and Developer Contribution	13,419	10,525	10,490	10,463	10,463
Other Sources	13,531	11,395	6,329	4,582	4,540
Sewer Levy	205	-	-	50	-
Solid Waste and Recycling	300	300	300	300	300
Water Levy	2,020	1,790	280	176	250
Total Other Sources	30,020	24,560	17,949	16,121	16,103
Total Capital Program	122,659	126,193	112,740	68,807	74,012

CITY OF RICHMOND 5 YEAR CONSOLIDATED AMENDED FINANCIAL PLAN CAPITAL PROGRAM (In \$000's)					
	2017 Amended	2018	2019	2020	2021
Infrastructure Program					
Roads	12,655	14,666	13,589	7,419	7,169
Drainage	16,281	11,095	10,055	10,190	10,060
Watermain Replacement	7,331	9,557	9,651	6,920	6,587
Sanitary Sewer	6,200	4,675	7,230	5,110	4,350
Minor Public Works	3,822	3,612	4,904	3,581	3,581
Total Infrastructure Program	46,289	43,605	45,429	33,220	31,747
Building Program	12,049	11,777	8,875	0	7,099
Parks Program					
Parks	5,163	10,225	12,650	2,750	2,900
Parkland Acquisition	4,000	4,000	4,000	4,000	4,000
Total Parks Program	9,163	14,225	16,650	6,750	6,900
Public Art Program	931	600	378	100	100
Land Program					
Land Acquisition	16,000	30,000	20,000	10,000	10,000
Total Land Program	16,000	30,000	20,000	10,000	10,000
Affordable Housing Project	12,035	625	625	625	625
Equipment Program					
Annual Fleet Replacement	3,152	1,944	1,825	1,650	1,981
Equipment	1,275	550	550	550	929
Fire Dept Vehicles	1,903	1,122	1,940	1,238	0
Technology	5,158	3,606	529	562	520
Total Equipment Program	11,488	7,222	4,844	4,000	3,430
Child Care Program	120	50	50	50	50
Internal Transfers/Debt Payment	4,889	8,089	5,889	4,062	4,061
Contingent External Contributions	9,695	10,000	10,000	10,000	10,000
Total Capital Program	122,659	126,193	112,740	68,807	74,012



**5 Year Consolidated Financial Plan (2017-2021) Bylaw 9663
Amendment Bylaw 9757**

The Council of the City of Richmond enacts as follows:

1. Schedule "A", Schedule "B", and Schedule "C" of the 5 Year Consolidated Financial Plan (2017-2021) Bylaw 9663, are deleted and replaced with Schedule "A", Schedule "B", and Schedule "C" attached to and forming part of this amendment bylaw.
2. This Bylaw is cited as **"5 Year Consolidated Financial Plan (2017-2027) Bylaw 9663, Amendment Bylaw 9757"**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

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

SCHEDULE A:

City of Richmond Consolidated Financial Plan 2017-2021 Revenue and Expenses (in \$000s)					
	2017 Amended	2018 Amended	2019 Amended	2020 Amended	2021 Amended
Revenue:					
Property Taxes	206,490	215,335	223,934	232,430	241,226
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Transfer To (From) Surplus	(32,811)	(9,469)	(2,498)	(158)	1,382
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Capital Expenditures - Prior Years	258,261	207,063	178,693	170,137	135,109
Capital Expenditures - Developer Contributed Assets	30,610	30,610	30,610	30,610	30,610
Capital Expenditures - Richmond Public Library	1,274	1,274	1,274	1,274	1,274
Capital Expenditures - Lulu Island Energy Company	609	-	-	-	-
Capital Expenditures - Richmond Olympic Oval Corporation	2,670	-	-	-	-
Capital Funding	(396,663)	(341,259)	(307,827)	(266,528)	(237,450)
	61,271	88,079	89,002	82,589	85,914
Balanced Budget	\$0	\$0	\$0	\$0	\$0
Tax Increase	2.95%	2.98%	2.99%	2.99%	2.98%

SCHEDULE B:

CITY OF RICHMOND					
5 YEAR CONSOLIDATED AMENDED FINANCIAL PLAN					
CAPITAL FUNDING SOURCES (2017-2021)					
(In \$000's)					
	2017 Amended	2018	2019	2020	2021
DCC Reserves					
Drainage DCC	-	1,344	-	97	97
Parks DCC	10,097	10,362	10,801	7,757	8,091
Roads DCC	7,008	9,744	8,747	3,005	2,770
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Total DCC	18,933	22,946	21,167	11,684	10,958
Statutory Reserves					
Affordable Housing	5,035	625	625	625	625
Arts Culture Heritage	893	-	-	-	-
Capital Building and Infrastructure	4,698	-	2,311	-	-
Capital Reserve	28,438	50,400	38,985	13,517	20,416
Capstan Station	-	-	-	-	-
Child Care	120	50	50	50	50
Drainage Improvement	16,021	11,050	11,354	11,393	11,263
Equipment Replacement	4,350	2,596	3,486	2,662	2,110
Neighbourhood Improvement	8	-	-	-	-
Public Art Program	611	100	100	100	100
Sanitary Sewer	6,540	5,383	6,614	5,807	5,070
Waterfront Improvement	-	1,000	-	-	-
Watermain Replacement	6,992	7,483	10,099	6,848	7,317
Total Statutory Reserves	73,706	78,687	73,624	41,002	46,951
Other Sources					
Enterprise Fund	545	550	550	550	550
Grant and Developer Contribution	13,419	10,525	10,490	10,463	10,463
Other Sources	13,531	11,395	6,329	4,582	4,540
Sewer Levy	205	-	-	50	-
Solid Waste and Recycling	300	300	300	300	300
Water Levy	2,020	1,790	280	176	250
Total Other Sources	30,020	24,560	17,949	16,121	16,103
Total Capital Program	122,659	126,193	112,740	68,807	74,012

SCHEDULE C:

CITY OF RICHMOND
5 YEAR CONSOLIDATED AMENDED FINANCIAL PLAN (2017-2021)
STATEMENT OF POLICIES AND OBJECTIVES

Revenue Proportions By Funding Source

Property taxes are the largest portion of revenue for any municipality. Taxes provide a stable and consistent source of revenue for many services that are difficult or undesirable to fund on a user-pay basis. These include services such as community safety, general government, libraries and park maintenance.

Objective:

- Maintain revenue proportion from property taxes at current level or lower

Policies:

- Tax increases will be at CPI + 1% for transfers to reserves
- Annually, review and increase user fee levels by consumer price index (CPI).
- Any increase in alternative revenues and economic development beyond all financial strategy targets can be utilized for increased levels of service or to reduce the tax rate.

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2017.

Table 1:

Funding Source	% of Total Revenue
Property Taxes	49.3%
User Fees	24.0%
Sales of Services	8.9%
Gaming Revenue	4.3%
Investment Income	3.5%
Payments in Lieu Of Taxes	3.3%
Licenses and Permits	2.3%
Grants	1.9%
Other	2.5%
Total Operating and Utility Funding Sources	100.0%

SCHEDULE C (CONT'D):

CITY OF RICHMOND
5 Year Consolidated AMENDED FINANCIAL PLAN (2017-2021)
STATEMENT OF POLICIES AND OBJECTIVES

Distribution of Property Taxes

Table 2 provides the estimated 2017 distribution of property tax revenue among the property classes.

Objective:

- Maintain the City's business to residential tax ratio in the middle in comparison to other municipalities. This will ensure that the City will remain competitive with other municipalities in attracting and retaining businesses.

Policies:

- Regularly review and compare the City's tax ratio between residential property owners and business property owners relative to other municipalities in Metro Vancouver.

Table 2: (Estimated based on the 2017 Completed Roll figures)

Property Class	% of Tax Burden
Residential (1)	55.5%
Business (6)	35.3%
Light Industry (5)	7.1%
Others (2,4,8 & 9)	2.1%
Total	100.0%

Permissive Tax Exemptions**Objective:**

- Council passes the annual permissive exemption bylaw to exempt certain properties from property tax in accordance with guidelines set out by Council Policy and the Community Charter. There is no legal obligation to grant exemptions.
- Permissive exemptions are evaluated with consideration to minimizing the tax burden to be shifted to the general taxpayer.

Policy:

- Exemptions are reviewed on an annual basis and are granted to those organizations meeting the requirements as set out under Council Policy 3561 and Sections 220 and 224 of the *Community Charter*.