



General Purposes Committee

Anderson Room, City Hall
6911 No. 3 Road

Monday, November 20, 2017
4:00 p.m.

Pg. # ITEM

MINUTES

GP-4 *Motion to adopt the minutes of the meetings of the General Purposes Committee held on November 6, 2017 and November 14, 2017.*



COMMUNITY SERVICES DIVISION

1. **MINORU PLACE ACTIVITY CENTRE REUSE OPTIONS**
(File Ref. No. 06-2345-20-MINO1) (REDMS No. 5514772 v.13; 5521863)

GP-24

See Page GP-24 for full report

Designated Speakers: Jane Fernyhough and Jamie Esko

STAFF RECOMMENDATION

- (1) *That the recommended option, Option 1: Community Education and Arts Space, be approved as the preferred reuse of the Minoru Place Activity Centre as detailed in the staff report titled "Minoru Place Activity Centre Reuse Options," dated October 31, 2017, from the Interim Director, Parks and Recreation; and*

- (2) *That the recommended option, Option 1: Community Education and Arts Space, be considered as part of the Minoru Park Vision Plan, as detailed in the staff report titled “Minoru Place Activity Centre Reuse Options,” dated October 31, 2017, from the Interim Director, Parks and Recreation.*



2. **2018 AGE-FRIENDLY COMMUNITIES GRANT SUBMISSION**

(File Ref. No. 07-3400-01) (REDMS No. 5621510 v.3)

GP-188

[See Page GP-188 for full report](#)

Designated Speaker: Kim Somerville

STAFF RECOMMENDATION

- (1) *That the application to the Union of British Columbia Municipalities (UBCM) 2018 Age-friendly Communities Grant Program for \$25,000 in the Age-friendly Assessments, Action Plans and Planning Category be endorsed; and*
- (2) *That, should the funding application be successful, the Chief Administrative Officer and a General Manager be authorized to enter into agreement with the UBCM for the above mentioned project and the 5-Year Financial Plan (2018-2022) be updated accordingly.*



COMMUNITY SAFETY DIVISION

3. **PROPOSED TAXATION FRAMEWORK FOR CANNABIS PRODUCTS**

(File Ref. No. 12-8000-01) (REDMS No. 5657159 v. 2)

GP-206

[See Page GP-206 for full report](#)

Designated Speaker: Cecelia Achiam

STAFF RECOMMENDATION

That the comments summarized in the staff report titled, “Proposed Taxation Framework for Cannabis Products”, dated November 16, 2017 be approved for submission to the federal government.



FINANCE AND CORPORATE SERVICES DIVISION

4. **ELECTION RESERVE AND ADVANCE PLANNING FOR THE 2018 ELECTION**

(File Ref. No. 12-8125-80-01) (REDMS No. 5490268 v.2)

GP-223

See Page GP-223 for full report

Designated Speaker: David Weber

STAFF RECOMMENDATION

- (1) *That a divisional-voting approach to the 2018 election, which is consistent with the current Civic Election Administration and Procedure Bylaw, and as generally described in the staff report dated November 3, 2017 from the Director, City Clerk's Office, be approved; and*
- (2) *That the following additional level requests be considered as part of the 2018 budget process:*
 - (a) *a one-time additional level request in the amount of \$130,000 for the 2018 election, and*
 - (b) *an ongoing additional level request in the amount of \$45,000 to increase the annual Election Reserve transfer for the 2018 election and for future elections.*



5. **AMENDMENTS TO LOCAL ELECTION CAMPAIGN FINANCING LEGISLATION**

(File Ref. No. 12-8125-80-01) (REDMS No. 5653439 v.2)

GP-235

See Page GP-235 for full report

Designated Speaker: David Weber

STAFF RECOMMENDATION

That the staff report dated November 8, 2017, titled "Amendments to Local Election Campaign Financing Legislation" from the Director, City Clerk's Office, be received for information.



ADJOURNMENT





General Purposes Committee

Date: Monday, November 6, 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 4:02 p.m.

ADDITIONS AND DELETIONS

It was moved and seconded

That "Funding for Richmond Hospital Acute Care Tower" be added to the agenda as Item No. 5.

CARRIED

MINUTES

It was moved and seconded

That the minutes of the meeting of the General Purposes Committee held on October 16, 2017, be adopted as circulated.

CARRIED

ENGINEERING AND PUBLIC WORKS DIVISION

General Purposes Committee

Monday, November 6, 2017

1. **BRAZILIAN ELODEA MANAGEMENT: MARINER'S VILLAGE
(11291 - 11491 7TH AVE)**

(File Ref. No. 10-6160-07-01) (REDMS No. 5574535 v. 10)

Peter Russell, Senior Manager, Sustainability and District Energy, provided Committee with an update in regards to recent actions taken by the City:

- mapping of the area to understand depth and surface area is to be completed;
- staff received an opinion from a certified applicator on the use of herbicide as the Integrated Pest Management Regulation restricts the use of herbicides in bodies of water such as this;
- staff met with Val Miller, Chair of the Inter-Ministry Invasive Species working group, and a risk assessment started in 2014 by the Province is expected to be completed this fall;
- the working group is exploring further mechanical excavation and obtaining a pesticide use permit internally; and
- the Province intends to bring options and costing of removal to the community for consultation in February 2018.

Committee spoke to the concerns of residents of Mariner's Village noted in correspondence distributed on table (copy on file, City Clerk's Office) and expressed concern over the Ministry's management of the infestation.

In response to queries from Committee, Mr. Russell commented that (i) the situation is unprecedented and only one other occurrence has been noted in B.C., (ii) staff are actively working with the Province to find a solution, (iii) staff have assessed that the elodea in the pond is currently under control and continue to monitor areas that have the potential to spread, (iv) there could be an opportunity this fall to investigate if the site can be contained and water levels dropped, as the pond is ground water fed, to see if the infestation can be managed by the colder weather, (v) there was a resolution introduced by Squamish at UBCM to ban the sale of invasive species and has been put forward by the Inter-Ministry Invasive Species working group, and (vi) public engagement and consultation by the provincial government will help the issuance of a permit for herbicide application as there is the ability to appeal.

It was moved and seconded

That a letter be sent to the BC Ministry of Forests, Lands and Natural Resource Operations, with copies to Richmond MLAs, to request their immediate involvement and the allocation of appropriate funding to manage Brazilian elodea infestations in Richmond.

The question on the motion was not called as Committee heard from two public delegations on the matter.

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Chris Allnut, resident of Mariner's Village, noted that he has recently witnessed water going over the berm and is of the opinion that it would be advantageous to deal with the infestation now rather than waiting until February as the biomass will have increased.

Michael Krygier, strata council president at Mariner's Village, stated that the strata council is willing to cooperate with any activities required to eliminate this infestation.

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

Direction was given to staff to provide Council with regular updates regarding the Brazilian Elodea infestation.

COMMUNITY SAFETY DIVISION

2. APPLICATION FOR A NEW LIQUOR PRIMARY LIQUOR LICENCE – LUCKY 9 BOWLING CENTRE LTD, DOING BUSINESS AS: MONKEY 9 BREW PUB, 180-14200 ENTERTAINMENT BLVD.

(File Ref. No. 12-8275-30-001) (REDMS No. 5559386 v. 3)

It was moved and seconded

- (1) That the application from Lucky 9 Bowling Centre Ltd., doing business as, Monkey 9 Brew Pub, for a new Liquor Primary Liquor Licence to operate a brew pub, at premises located at 180-14200 Entertainment Blvd. be supported for:*
 - (a) a new Liquor Primary Liquor Licence with the primary business focus on food and liquor service with total person capacity of 200 persons (145 indoor and 55 patio);*
 - (b) an outdoor bounded patio with capacity of 55 persons;*
 - (c) liquor service hours from Monday to Sunday, from 10:00 AM to next day 2:00 AM.*
- (2) That a letter be sent to Liquor Control and Licensing Branch advising that:*
 - (a) Council supports the applicant's new Liquor Primary Liquor Licence and the hours of liquor service with the conditions as listed above;*
 - (b) the total person capacity at 145 persons indoor and 55 persons for the outdoor patio is acknowledged;*
 - (c) Council's comments on the prescribed criteria (section 71 of the Liquor Control and Licensing Regulations) are as follows:*
 - (i) the impact of noise and traffic in the vicinity of the*

3.

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- establishment was considered;*
- (ii) the general impact on the community was assessed through a community consultation process; and*
 - (iii) given that this is a new business, there is no history of non-compliance with this operation;*
 - (d) As the operation of a licenced establishment may effect nearby residents, businesses and property owners, the general impact assessment was conducted through the City's community consultation process as follows:*
 - (i) residents, businesses and property owners within a 50 meter radius of the establishment were notified by letter. The letter provided information on the application with instructions on how to submit comments or concerns; and*
 - (ii) signage was posted at the establishment and three public notices were published in a local newspaper. The signage and public notice provided information on the application with instructions on how to submit comments or concerns.*
 - (e) Council's comments on the general impact of the views of residents, businesses and property owners as follows:*
 - (i) the community consultation process was completed within 90 days of the application process;*
 - (ii) the comments and views of residents, businesses and property owners received through the community consultation process were assessed; and*
 - (iii) the concerns of residents, businesses and property owners received through the community consultation process could be mitigated by existing Bylaws;*
 - (f) Council recommends the approval of the licence for the reasons that this new application of the liquor primary license is acceptable to the majority of the residents, businesses and property owners in the area and the community.*

The question on the motion was not called as discussion took place in regards to adjusting the hours of liquor service and the following **amendment** to Part (1)(c) was introduced:

It was moved and seconded

That the liquor service hours be from Monday to Sunday, from 11:30 AM to next day 1:00 AM.

The question on the amendment motion was not called as discussion ensued in regards to other establishments in the area and their operating hours.

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

The question on the main motion was then called and it was **CARRIED** with Cllrs. Au, Day, and Steves opposed.

PLANNING AND DEVELOPMENT DIVISION

3. ADVANCEMENT OF PARTIAL FUNDING FOR THE CANADA LINE CAPSTAN STATION

(File Ref. No. 10-6525-07-04-05) (REDMS No. 5547299 v. 12)

It was moved and seconded

- (1) That up to \$3.5 million be approved for the advancement of funds to TransLink to initiate design work for the new Canada Line Capstan Station including \$1,097,817 for Preliminary Design with the balance to be for Detailed Design; and*
- (2) The 5-Year Financial Plan (2018-2022) reflects this accordingly.*

CARRIED

FINANCE AND CORPORATE SERVICES DIVISION

4. 2018 COUNCIL AND COMMITTEE MEETING SCHEDULE

(File Ref. No. 01-0105-01) (REDMS No. 5494360 v. 2)

Discussion took place regarding the three options outlined in the staff report and whether there was a need to cancel meetings the week of the UBCM convention.

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

It was moved and seconded

That the 2018 Council and Committee meeting schedule as shown in Attachment 2 to the staff report dated October 2, 2017, from the Director, City Clerk's Office, be approved with the following revisions included:

- (1) That in order to accommodate the August meeting break and the December holiday season,*
 - (a) the Regular Council meetings (open and closed) of August 13, August 27 and December 24, 2018 be cancelled;*

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- (b) *the Public Hearing of August 20, 2018 be rescheduled to September 4, 2018 at 7:00 p.m. in the Council Chambers at Richmond City Hall;*
- (2) *That in order to adjust the "fifth week" in January 2018,*
 - (a) *the Regular Council meetings (open and closed) of January 8 and January 22, 2018 be rescheduled to January 15 and January 29, 2018 respectively, with all January Committee meetings readjusted accordingly; and*
 - (b) *the Public Hearing of January 15, 2018 be rescheduled to January 22, 2018 at 7:00 p.m. in the Council Chambers at Richmond City Hall.*

CARRIED

5. **FUNDING FOR RICHMOND HOSPITAL ACUTE CARE TOWER**

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

Discussion ensued in regards to the urgent need for a new acute care tower at Richmond Hospital and the following **motion** was introduced:

It was moved and seconded

That a letter be sent to the Premier, the B.C. Minister of Health, and B.C. Minister of Finance, with copies to the Leader of the Opposition, Leader of the B.C. Green Party, Richmond MLAs, and the Richmond Hospital Foundation, stressing the urgency of a new acute care tower for the Richmond Hospital including the funding commitment in 2018.

CARRIED

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:41 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Monday, November 6, 2017.

Mayor Malcolm D. Brodie
Chair

Amanda Welby
Legislative Services Coordinator



Special General Purposes Committee

Date: Tuesday, November 14, 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 Bill McNulty
Councillor Linda McPhail
Councillor Harold Steves

Absent: Councillor Alexa Loo

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

DELEGATION

Chris Back, 3900 Richmond Street, read from his submission regarding a sanitary sewer replacement and laneway construction project between Richmond Street and Broadway Street (attached to and forming part of these minutes as Schedule 1 including a petition from residents) and offered the following additional comments:

- a large number of affected residents are in attendance today in support;
- City staff held consultations with residents last Thursday and Friday to discuss the potential of a laneway after sanitary sewer work has been completed;
- the majority of residents would like the lane returned to a green space rather than be paved;
- he has reviewed the City's Lane Policy and is of the opinion that the proposed paving of the lane is in contradiction to it; and

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Tuesday, November 14, 2017

- that the affected residents be consulted after the sanitary sewer system repair.

In response to questions from Committee, Mr. Back stated that both the increase in traffic and loss of green space are major concerns for residents and that the paving of the lane would result in lost backyard space for children in the area.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:13 p.m.).

CARRIED

Certified a true and correct copy of the
Minutes of the meeting of the General
Purposes Committee of the Council of the
City of Richmond held on Tuesday,
November 14, 2017.

Mayor Malcolm D. Brodie
Chair

Amanda Welby
Legislative Services Coordinator

November 14, 2017

Re: City of Richmond Sanitary Sewer Replacement and Laneway Plan

Dear Richmond City Council,

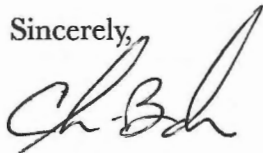
The residents who live on the south side of Richmond Street and the north side of Broadway street, between No. 1 Rd and 2nd Avenue in Steveston, are not in favour of a laneway being constructed behind our properties.

The following pages contain signatures from the affected residents indicating their request to City Council to reconsider the development of a laneway behind our homes. Of the 36 homes that will be directly affected by the proposed laneway, the following pages contain signatures from 32 of those residents. Of the four residents who have not signed this document, two of the homes appear to be vacant, one is a renter and we were unable to contact the landlord, and one family is currently away on vacation until the end of the month. So, in fact, we have unanimous agreement from those "available" that we do not want a laneway.

Our reasons for not wanting a laneway have been outlined for you in our meeting with City Council on November 14th, 2017. A summary of these reasons can also be found on the attached pages that follow the signatures.

If you have any questions, or would be willing to discuss further, please do not hesitate to call me at 778-874-1809. You are also welcome to email me at cbacka12@gmail.com.

Sincerely,



Chris Back

Table 1

Printed Name	Address	Signature
Chris Back	3900 Richmond St	Ch. Back
Rita L. Inwin	3899 Broadway St.	Rita Inwin
Maria Gonzalez	3879 Broadway St	M. G.
Nick Rizzo	3839 Broadway St.	N. Rizzo
ANTHONY CHIU	3831 BROADWAY	Anthony Chiu
KENT GOODHEW	3811 BROADWAY	Kent Goodhew
Qiew Gu Zhang	3751 Broadway	Q. Gu Zhang
SHERLEY DAVIDAL	11780 2ND AVE	S. Davidal
Nelson Chiu	3760 Richmond St.	Nelson Chiu
JASON PENG	3780 Richmond St.	Jason Peng
Steve Houghton	3804 Richmond St	Steve Houghton
Leslie Lucow	3830 Richmond St	Leslie Lucow
ALEX CHANG.	3840 Richard St.	Alex Chang
Satin Grewal	3886 Richmond St	Satin Grewal
Alan Carruthers	3880 Richmond St	Alan Carruthers
V. Albanese	3888 Richmond St	V. to Albanese
FRANCO MIGUEL	3858 Richmond St	Franco Miguel
MOIRA LANGLEY	3820 RICHMOND ST.	M. Langley
RICH FOWLER	3846 RICHMOND ST	Rich Fowler
Li Duan	3852 Richmond St.	Li Duan
VINCENT MORGAN	3731 BROADWAY	Vincent Morgan



Chris Back <cbacka12@gmail.com>

Steveston Sewer replacement

2 messages

David Toews <david.toews@colteran.ca>
To: cbacka12@gmail.com

Sun, Nov 12, 2017 at 1:28 AM

Hello Chris,

We live at 11760 - 2nd Avenue. We are currently out of town so couldn't attend the meetings on Thursday and Friday, but I did speak on the phone with the Engineer about their plans. We don't know what responses the City gave to your questions regarding the paved laneway, but we are definitely in agreement with you that we would prefer not to have an alley. In fact, we would be very happy to look after the restoration of our own landscaping if that helps in getting the City to agree.

We don't expect to be back in Richmond till the 22nd so can't be at a meeting with the Mayor but please use our name and address to confirm that we are behind any option that allows us not to have an alley behind our property.

Regards,

David & Elsie Toews

11760 - 2nd Avenue

Richmond, B.C.

[250-787-5825](tel:250-787-5825)

david.toews@colteran.ca

Chris Back <cbacka12@gmail.com>
To: David Toews <david.toews@colteran.ca>

Sun, Nov 12, 2017 at 1:24 PM

Thanks for the email David. I was just about to email you.

We have a meeting with City Council on Tuesday at 4:00. A number of us will be there and we will present our arguments. I will include you on future emails and will forward you the email I sent last night.

So far, I have 27 of 36 homes signed on the petition, and the others are only because I have not yet spoken with them (not home, etc.) I will print your email and include it with the petition form as your "electronic" signature.

We will do our best to change their minds on this.

Chris

[Quoted text hidden]

Introductions

- Thank the Mayor and Council Members for agreeing to hear from us
- Who I am, where I live
- Who else is with us today
- Many of the other residents would have liked to be here
 - Could not attend due to time (work day)
 - Some are elderly and unable to get down here easily
 - Some are out of town for vacation or work

Issue at hand

- Received a letter last Wednesday indicating the need to replace the sewer system behind our homes (emergency)
- We are very grateful that the City is taking action on this
- However, we were also informed that a laneway would be installed afterwards
- Collectively we are not happy about this
- We fully recognize this is not our land, but we are the ones who live here and have chosen to live here, so please hear us out

Our Arguments:

1. We heard from City staff that putting a laneway in and moving garage access to the backs of our homes has always been in the city plan
 - This is not feasible, as this is not how our community has been designed
 - Most of the homes have garages and large driveways that fit 4 cars out front because that's where the road is
 - Our homes have been set back on the property
 - Many of our homes are new, recently moved into, and one with a foundation that was just poured in the last couple of weeks (with garage out front of course)
 - In general, homes in this area will not need to be replaced for 25 years or more
 - My house was built 9 years ago and butts right up against the current short laneway - so why wasn't it done then
2. There are three homes close to No. 1 Rd who already have laneway access
 - They are also not supportive of the laneway as they do not want through traffic in this area
3. There is no need or desire by any of us to have rear lane access

Our Arguments:

1. Bedrooms in our homes have typically been designed at the rear of homes to avoid traffic noise and lights including headlights
 - A laneway will bring people and vehicles, which results in noise and headlights
 - I can't imagine the noise back there on busy Steveston weekends like Canada Day!
2. Rear lanes invite another point of access for criminal activity, including theft and drugs - particularly if the lane is not lit
 - Safety is a significant issue with the families (like yours)
 - Many of us have small kids
 - Even if crime statistics do not support increased crime in lanes, there is still a perception of less security, which I can tell you, is causing a lot of stress for local residents - in particular some of the more elderly residents
3. The loss of bonus footage everyone is currently enjoying will negatively impact quality of life
 - Most of us bought our properties with the understanding that the space was ours to use
 - And again, we recognize that we do not own the space
4. Most of us have small lots
 - All homes will have a significant negative impact as a result of the rear lane
 - For some it will be utterly devastating given how far back the homes are set

Our Arguments:

1. We have spoken with a very reputable real estate agent in Steveston and confirmed that there will be a negative impact to property values
 - Yes, many of us have benefited from the rise in value over the years
 - But there are numerous new homes with new owners that have just moved in
2. Traffic and speeding is a concern
 - People already speed down Richmond St and Broadway St to get away from traffic on No. 1 Rd; this will just provide another opportunity
 - Vehicles will get backed-up along the lane trying to exit onto No. 1 Rd, creating idling, exhaust and noise disturbance while we try to enjoy our backyards peacefully
3. We as a society are cognizant of our "green space", as we all know how challenging it is to maintain with the amount of development occurring
 - Here is an opportunity to maintain green space where many families spend their time
 - Where many gardens are built - I for one have raspberries, blueberries, and strawberries in that area and have grown many different foods over the years

Our Arguments:

1. An interview on CBC Radio in 2015 discussed the environmental benefits of lawns. According to Alan White, the "Ontario representative for the Canadian Nursery Landscape Association," healthy lawns benefit our social, urban, and global environment in a number of ways:
 - They neutralize carbon emissions from cars
 - Lawns can "moderate temperatures as much as 10 to 20 degrees," a significant factor as cities become more densified and contain more and more heat-absorbing concrete
 - Turf grass turns carbon dioxide into oxygen ("an average 2500 square foot lawn produces enough oxygen for about 4 people every day"), and filters our air
 - I estimated that the space that will be used for an asphalt laneway is equivalent to about 12,000 sq ft, or enough lawn space to produce oxygen for almost 20 people per day
 - Lawns can "mitigate stormwater runoff and redirect it back into the landscape" instead of it flooding and they can also act as a "filter of that water going back to our aquifers"
 - We do not want to lose this for an asphalt lane that none of the residences will use and essentially has no purpose...
- Which brings me to the question of **why** the City is motivated to put in a lane

City's Lane Policy dates back to 2000

1. Support development of lanes for: Better traffic management (pg 2)
 - Richmond St and Broadway St are not busy
 - A lane is not required to divert traffic from No. 1 Rd
2. Official Community Plan reads: "Manage traffic flow for efficient and convenient travel while enhancing neighbourhood livability by requiring lanes **parallel** to major roads..." (pg 2)
 - This is not parallel to No. 1 Rd
3. "The policy would apply to those parcels outside of the City Centre designated Neighbourhood Residential which **front**: a major arterial road" (pg 5)
 - Our homes do not front a major arterial road
4. "In terms of safety and supporting traffic flow, cars should not travel directly from a lane to a major road or vice versa but rather enter a local or collector road first. In this way the change in speed is accomplished gradually and the number of potential points of conflict are reduced and focused." (pg 6)
 - The proposed lane would enter directly onto No. 1 Rd, which contradicts the policy and creates a safety hazard

In 2000 when policy was written it cost \$600/m to develop a lane

- I am sure this cost/m is much higher now
- Why are taxpayers paying for a lane that doesn't make sense and that no one wants?

We did confirm with the chief engineer that the rear lane is not a requirement to service the sewage line

City's Lane Policy (dating back to 2000)

On page 3 of the policy it lists 5 benefits of lane development:

1. Increased safety through reducing conflicting traffic movements
 - This lane development runs parallel to both Richmond and Broadway streets
 - It does not help traffic as both of these streets are not busy
2. Improved accommodation of pedestrians, cyclists and transit
 - Again this lane runs parallel to Richmond and Broadway streets so no benefit
 - And in fact creates an additional risk for pedestrians, cyclists and traffic on No. 1 Road
3. Improved appearance of streets due to a continuous boulevard with street trees along the major roads and the relocation of garages to the rear of the property thereby increasing the front yard green space
 - All homes have garages out front and room for 4 cars including all the recent new builds
 - This community has already been designed for frontage parking and many of the homes are newer, so it will take decades to redevelop
4. Enhanced traffic flow and road capacity due to the reduction of potential conflicts from cars entering or exiting from driveways to major roads
 - The lane actually adds another unnecessary access to No. 1 Road and again, all our garages and parking are out front
 - More risk is created for pedestrians, vehicles and cyclists on No. 1 Road
5. Increased pedestrian and cycling route options
 - Adding a lane that runs parallel between Richmond and Broadway does nothing to increase pedestrian and cycling routes, in fact an additional point of exit onto No. 1 Road just adds risk to drivers and pedestrians
 - We can't imagine the additional chaos this will create during Canada day and Salmon festival celebrations

Conclusions:

We have done our best to connect with all residents.

I was advised that there would be one speaker today and there was no need for everyone to come but as you can see many still came as they are very upset at what has transpired

There are 36 homes directly affected by this plan. We managed to get 32 residents to sign this form all agreeing that we do not want a lane. Of the other 4 homes, 2 appear to be vacant, one is a renter and we were unable to get a hold of the landlord, and one family is away on vacation until the end of the month

What we all agree on is that we shouldn't be spending a significant amount of tax dollars for a rear lane that nobody wants!

We are also unclear on what the City's motivation is to install a laneway

We recognize that the sewer system has failed and has to be replaced immediately, but we ask you to reconsider what happens after it has been repaired

We are more than happy to continue these discussions with you, to maintain our homes and the community that all of us have come to love!



GP - 20



GP - 21



GP - 22



GP - 23



City of Richmond

Report to Committee

To: General Purposes Committee
From: Serena Lusk
Interim Director, Parks and Recreation
Re: Minoru Place Activity Centre Reuse Options

Date: October 31, 2017
File: 06-2345-20-MINO1/Vol
01

Staff Recommendation

1. That the recommended option, Option 1: Community Education and Arts Space, be approved as the preferred reuse of the Minoru Place Activity Centre as detailed in the staff report titled "Minoru Place Activity Centre Reuse Options," dated October 31, 2017, from the Interim Director, Parks and Recreation; and
2. That the recommended option, Option 1: Community Education and Arts Space, be considered as part of the Minoru Park Vision Plan, as detailed in the staff report titled "Minoru Place Activity Centre Reuse Options," dated October 13, 2017, from the Interim Director, Parks and Recreation.

Interim Director, Parks and Recreation
(604-233-3344)

Att. 3

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Department	<input checked="" type="checkbox"/>	
Project Development	<input checked="" type="checkbox"/>	
Community Safety	<input checked="" type="checkbox"/>	
Transportation Planning	<input checked="" type="checkbox"/>	
Development Applications	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: CS	APPROVED BY CAO

Staff Report

Origin

At the December 21, 2016, Parks, Recreation and Cultural Services Committee meeting, Council made the following referral:

That staff prepare options for the future use of the Minoru Place Activity centre located at 7660 Minoru Gate, and report back in 2017 as described in the staff report titled "Minoru Park Vision Plan Phase One: Facilities Planning," dated December 1, 2016, from the Senior Manager, Parks.

At the April 25, 2017, Parks, Recreation and Cultural Services Committee meeting, a delegation from the Richmond Adult Ballet spoke on their space needs. The Committee made the following referral motions:

- 1. That the presentation from Richmond Adult Ballet be received for information; and*
- 2. That staff consider programming space for Richmond Adult Ballet in the Minoru Place Activity Centre and report back.*

At the May 1, 2017, General Purposes Committee meeting, Council approved the following recommendations:

- 1. That upon completion and opening of the new Minoru Centre for Active Living, the existing Minoru Aquatic Centre located 7560 Minoru Gate in Minoru Park be decommissioned and demolished, and that the project be submitted for consideration in the 2018 capital budget; and*
- 2. That any future use of the existing Minoru Aquatic Centre and/or the Minoru Place Activity Centre sites located at 7560 Minoru Gate and 7660 Minoru Gate respectively be considered as part of the Minoru Park Vision Plan and be subject to Council approval.*

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

- 2.3. Outstanding places, programs and services that support active living, wellness and a sense of belonging.*
- 2.4. Vibrant arts, culture and heritage opportunities.*

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

- 7.2. Well-informed and sustainable financial decision making.*

The purpose of this report is to review City and community stakeholder space needs and to recommend an appropriate reuse for the Minoru Place Activity Centre.

Analysis

The City has completed or is in the process of completing a number of planning initiatives to address the shifting and growing needs for community facilities (Attachment 1 – Community Facility Planning Initiatives). The City Centre Area Plan provides strategic guidance for the location of numerous future facilities and Council has established a set of priority projects for the next 10 years. More detailed planning is currently underway to address immediate and long-term needs for arts and culture, affordable housing and social services in the City. At the same time, the Minoru Park Vision Plan is being developed to recommend short and medium term improvements to the park and to guide future decision-making. Each of these initiatives informs the evaluation of a future use for the Minoru Place Activity Centre once the current programs relocate to the Minoru Centre for Active Living.

The recommendation for reuse of the existing building also takes into consideration the current building condition, the cost to upgrade and adapt it for reuse, and the suitability of any particular use to that location and that building. The options evaluated in this report are City facility needs that have been previously identified and those identified by community stakeholders.

City Facility Needs

The following table describes City facility needs previously identified by staff, that are a priority in the city centre but do not have designated locations:

Facility Type	Proposed Size	Proposed Location	Desired Proximities
Richmond Museum	50,000 sq. ft.	Arts District (City Centre).	Near transit; Suits co-location with other facilities i.e. visual and performing arts centre; Main Library.
Visual and Performing Arts Centre	45,000 sq. ft.	Arts District (City Centre).	Near transit; Suits co-location with other facilities i.e. Museum; Main Library.
City Centre Main Library	75,000 sq. ft.	City Centre.	Near transit; Suits co-location with other facilities i.e., a community centre or visual and performing arts centre.
Community Arts Program and Education Space	20,000 sq. ft.	Cultural Precinct in Minoru Park or Arts District (City Centre)	Suits co-location with other facilities i.e., Cultural Centre, community recreation space, or visual and performing arts centre.
Gateway Theatre Expansion	50,000 sq. ft.	Gateway Theatre	At the existing location.

Facility Type	Proposed Size	Proposed Location	Desired Proximities
Affordable Housing	Varies (Storeys is 110,000 sq. ft.)	City-wide	Near transit, child care, schools, community centres.
Community Police Station	4,500 sq. ft.	City Centre.	Replacement of existing City Centre Community Police Station; standalone building with visible storefront, sufficient parking, public and secured entrances and access to arterial roads.

Several of the uses above have specific requirements related to their programs and operations that would be best served by a purpose built facility. The main library, museum, visual and performing arts centre all promote public assembly on a large scale and require large volume spaces. They also have significant environmental control, storage and workspace needs. None of these requirements can be met by the Minoru Place Activity Centre building and are not being evaluated as potential options.

Affordable housing is also an unsuitable use for the existing building and is not being evaluated.

Community Space Needs

A series of consultation sessions were held with 13 community stakeholder groups and four staff groups in June 2017. The purpose of the sessions was to review the current functions and space uses and to solicit views on unmet space needs (Attachment 2 – Minoru Place Activity Centre Consultation Summary).

The following is a short summary of the space needs identified by category.

Arts and Culture Organizations

- Arts education spaces – dance, pottery, to supplement those activities at the Arts Centre;
- Exhibition space for local artists;
- Space for the Gateway Academy;
- Artist studio spaces; and
- Performance space.

Sport and Recreation Groups

- Saw the potential to use the building for programs at peak times on a rental basis;
- Identified need for rental space by other community groups, i.e. Vancouver Coastal Health; and
- Sports Council identified the need for additional storage space.

Social and Health Services Providers

- Desire for service hubs in the city centre with complementary services in one location. A youth services hub was one of the needs identified;
- Services for a variety of clientele; e.g., different age groups and service needs (including vulnerable or at-risk clients);
- Identified the need for office space, counseling areas and meeting/class rooms;
- Can share lobby/reception space; and
- Many stated a requirement for separation between uses including secured (lockable) spaces.

Minoru Place Activity Centre Building Assessment

A detailed building analysis report has been completed to assess the building for its potential to be repurposed. A team was retained to complete an assessment of the structural, mechanical, electrical, roof, building envelope and code compliance. Cost estimates to upgrade the building and renovate it for the recommended use have been prepared. The full Minoru Place Activity Centre Building Analysis Report is included as Attachment 3.

The following is a summary of the building assessment findings:

Maintenance/Replacement Costs

If the building were to continue to be occupied for up to 10 years, maintenance or replacement of the major building systems would be required. This includes architectural (e.g., windows, roofing), mechanical (e.g., HVAC, plumbing) and electrical (e.g., lighting, fire alarm) systems.

Building Design

The size of the building and some existing building features were designed specifically for the activity centre programs. The building has a large expanse of glazing on the east side that captures natural light and makes the activities within the building visible from the surrounding park. The 3,541 square foot activity room/gym has a hard wood sprung floor and a stage. The kitchen is a commercial kitchen added in 1989 with an adjacent cafeteria space.

Given the condition of the building and its particular design, it is recommended that rather than committing to a substantial capital investment to upgrade the building for long-term use, the City invest only in the upgrades required to extend its use for up to 10 years and select an interim use that will not require extensive changes to the building. This approach presents the opportunity to address immediate space needs while planning for future facilities that will be more programmatically and operationally optimal.

Minoru Place Activity Centre Reuse Options

The options for reuse that were generated through the review of the City's corporate facility needs and the community stakeholder consultation, have been evaluated against several factors to determine their suitability for interim use of the Minoru Place Activity Centre.

The options generated by the community stakeholder consultation that have been evaluated were those that indicated the need for specific types of space and a sustained need for space. For example, the sports and recreation consultation indicated that there was a need for only occasional meeting and/or office rental space.

The evaluation factors are:

- Building Size – Is the building's 16,700 square foot floor area adequate for the use?
- Building Configuration – Do the interior layout, flooring and building systems generally suit the required functions in order to minimize the capital and operating expenditures? Does the proposed use benefit from the unique features of the building?
- Location – Does the location suit the uses and the intended users?
- Compatibility – Is the proposed use compatible with the established and proposed future uses in the Arts and Culture precinct of Minoru Park? Does it have any synergies with other established uses that would benefit the intended users or the users of other services in the area?
- Operational Efficiency – Can the operations of the use be coordinated with the operations of the other nearby facilities (Culture Centre and Library) or will the use operate independently?
- Parking – Will the use generate the need for additional parking stalls?

The tables below further detail the evaluation factors and comments for each reuse option.

Option 1: Community Arts Program and Education Space – Recommended	
Factor	Evaluation Comments
Building Size	15% smaller than desired size previously identified to meet long term needs.
Building Configuration	Generally suitable with some reconfiguration of internal partitions required. Gym space with sprung floor particularly suitable for dance programs. No requirement for kitchen/cafeteria facilities.
Location	Yes.
Compatibility	Yes.
Operational Efficiency	Yes.
Parking Requirement	Yes – 44 additional stalls.

Option 2: Space for Gateway Academy	
Factor	Evaluation Comments
Building Size	Would require less than 10% of the space.
Building Configuration	Gym space with sprung floor particularly suitable for musical theatre programs. No requirement for kitchen/cafeteria facilities.
Location	Yes.
Compatibility	Yes, there could be some sharing of space if Option 1 is chosen.
Operational Efficiency	Somewhat. Gateway Theatre operations are in the park albeit the northern end.
Parking Requirement	Yes – 44 additional stalls.

Option 3: Community Police Station	
Factor	Evaluation Comments
Building Size	Would require just 20% of the space, could share with other uses.
Building Configuration	Generally suitable with some reconfiguration of internal partitions required. Would not use the unique building features.
Location	Yes.
Compatibility	No – internally focussed uses that would not benefit from or contribute to this location.
Operational Efficiency	No – independent.
Parking Requirement	Yes – 5 additional stalls.

Option 4: Social and Health Services Office and Meeting Space	
Factor	Evaluation Comments
Building Size	Yes.
Building Configuration	Somewhat suitable – Reconfiguration and addition of internal partitions required, potential requirement for an additional building entry. Would not use the unique building features.
Location	Yes.
Compatibility	No – internally focussed uses that would not benefit from or contribute to this location.
Operational Efficiency	No – independent.
Parking Requirement	Yes – 47 additional stalls.

Recommendation

Option 1: Community Arts Program and Education Space

It is recommended that Council endorse Option 1: Community Arts Program and Education Space as the interim reuse of the Minoru Place Activity Centre. With minimal upgrades to the building systems and aesthetics, the Arts Centre could expand its programs, meet community need, reduce waitlist numbers and better accommodate resident art groups. With minimal upgrades the building is expected to remain functional for the next five to 10 years.

Based on preliminary assessment, this proposed reuse is estimated to generate the need for an additional 44 parking spaces based on the City's parking bylaw using the Indoor Recreation Classification. The following is a breakdown of the parking required:

- 2 stalls per 100m² gross area - $1,555/100 = 15.5 \times 2 = 32$ stalls
- Staff allowance of $16 \times .75$ stalls = 12 stalls
- Total parking = 44 stalls

This represents new parking demand in Minoru Park since it will service expanded services not presently accounted for in the parking counts for the park. This additional parking could be accommodated by enlarging the existing parking lot south of the existing aquatic centre and/or implementing strategies for better managing the use of the existing parking in Minoru Park, which will be developed through the Minoru Park Vision Plan.

This option is the closest fit with the configuration of the existing building and it is also the best fit within the context of that part of Minoru Park. It will mean that the building will continue to be open and available to the public, will generate more public use of the surrounding park and could augment any cultural event use of the plaza (e.g., the Children's Festival). In addition, there are strong synergies between the programs and operations at the Cultural Centre and the proposed Community Arts Program and Education space.

It is also recommended that planning start immediately for a new facility in this area that complements the City Centre location, as well as Minoru Park Master Plan, currently underway. A capital request for advanced planning of a replacement facility will be submitted for the 2018 budget cycle.

Financial Considerations

The cost to complete the necessary upgrades to the existing aged building systems is \$1.1M which could be phased in over a 10 year period as needed. These costs are required in order to keep the building functioning for any use.

The cost to adapt it for the recommended Option 1: Community Arts and Education Space is estimated to be an additional \$2.6M. The Operational Budget Impact is estimated at \$500,000 for building operations and administrative costs. Program costs for instructors and supplies are expected to be offset by revenue.

In comparison, the capital cost of a full building upgrade for long term use is estimated at \$7.6M and a new, purpose-designed building of a similar size is estimated to be \$12.2M.

The Operational Budget Impact would be similar for the full building upgrade or for a new purpose-designed building.

Advanced planning costs for a new a facility has been estimated at \$350,000. A capital request will be submitted for Council consideration in the Five Year Capital Plan.

Financial Impact

Upon Council approval of the recommended option, a capital submission for \$440,000 will be provided for consideration in the 2018 Capital Budget process for detailed design with a second capital submission in 2019 for \$3.26 M for implementation for a total of \$3.7M to complete the work required for the reuse of Minoru Place Activity Centre.

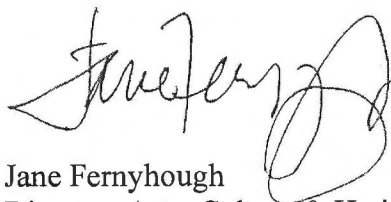
A separate capital submission for \$350,000 will also be submitted in 2019 for advanced planning for a new facility.

The Operating Budget Impact is estimated at \$500,000. This would have a tax impact of approximately 0.25 per cent, anticipated to start in late 2019.

Conclusion

The building assessment for the Minoru Place Activity Centre concludes that while the building has been kept in good repair, the major building systems are reaching the end of their life cycles. The option proposed in this report, to minimize the capital investment in adapting the building for reuse versus fully renewing and renovating the building, is based on a review of space needs, the building's context and the costs to improve the building.

Of the immediate and long-term space needs identified, only some are suitable for the Minoru Place Activity Centre and in that publicly oriented location. The recommended option, Option 1: Community Arts Program and Education Space addresses a number of immediate space needs and will allow the City to plan for more suitable, purpose-built facilities to meet long term needs.



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- Att. 1: Community Facility Planning Initiatives
2: Minoru Place Activity Centre Consultation Summary
3: Minoru Place Activity Centre Building Analysis Report

Major Facilities Planning1. Approved Major Facilities Projects

Council approved funding for advanced planning and design for five priority projects from 2016 to 2026. This included the Lawn Bowling Clubhouse which is the only one of the five projects to be located in Minoru Park. It is anticipated to remain in the northern area of the park in proximity to the lawn bowling fields.

2. Civic Facilities in the City Centre Area Plan (CCAP)

- a. Community-level facilities are encouraged in high amenity, village-centre locations with easy pedestrian and cycling access and convenient parking. Facilities may include:
 - i. Four (4) community centres distributed to serve the City Centre's north, south, east, and west quadrants and neighbouring communities. Of these, construction of the south community centre is complete and the north community centre has been approved through rezoning as part of a future Capstan Village development. The CCAP does not anticipate the two (2) remaining community centres will be required until sometime after 2030.
 - ii. A combination of branch libraries and lending services located in proximity to each village centre.
 - iii. Key city facilities are encouraged where they will contribute towards the establishment of prominent, high-amenity hubs, such as the "Sport Excellence and Wellness Hub" emerging around the Richmond Olympic Oval. Facilities may include:
- b. Bridgeport & Aberdeen Villages "**Cultural Hubs**": A riverfront museum and visual and performing arts centre designed to contribute towards a vibrant arts and entertainment district.
- c. Lansdowne Village "**Centre of the Centre**": A new main library, together with major public event and open space, designed to support the area around Lansdowne Station as the heart of Richmond's downtown.
- d. Brighthouse Village "**Civic Precinct**": A high amenity civic promenade linking No. 3 Road with Minoru Park via the City Hall and Richmond School District lands, both of which are designated for high-rise, high density, mixed use development.

Minoru Park has not been specifically identified as a location for further civic facilities in the CCAP. The City Hall and Richmond School District lands have also not been specifically identified but the development potential of these properties will allow for the addition or expansion of major civic facilities in the future.

Related Studies and Planning Activities

There are a number of strategies and planning activities that are underway: the Arts Strategy Update, Cultural Facility Needs Assessment, Affordable Housing Strategy update and Social Development Strategy. These strategies and planning activities will provide greater clarity on facility types and their specific requirements to assist with future space allocation and long term planning for facility development.

Community Facility Planning Initiatives

1. Arts and Culture

In 2017 Council approved funding for an Arts Strategy Update and a Cultural Facilities Needs Assessment. The Cultural Facilities Needs Assessment will determine the best types and balance of facilities and programming to support and meet the needs of the community as well as provide an analysis of the current use of facilities and spaces for artistic activities in Richmond. The Cultural Facilities Needs Assessment will provide a vital tool for the City, particularly given the high rate of property development in the City Centre and related opportunities for developer-funded amenity spaces. Expected completion date for these studies is June 2018.

2. Affordable Housing

Housing affordability remains a critical issue in Richmond. In 2016, the vacancy rate of all housing types in Richmond was 0.9%, which is much lower than a healthy rate of 3% and places pressure on rental rates. The City recognizes that a diverse range of housing choices is an essential part of a well-planned and liveable community. The updated Affordable Housing Strategy will continue to secure a balance of built low-end market rental units (80 – 100 annual target) and cash-in lieu developer contributions (\$1.5 million annual target), which will help position the City to capitalize on partnership opportunities for the development of affordable housing (e.g. Storeys project).

Through the Affordable Housing Strategy update consultation, it was also learned that there continues to be a strong interest for projects to be in close proximity to transit and other community amenities including, child care, schools and community centres, with a focus on the priority groups in need, including; families, low-moderate income earners, persons with disabilities, seniors and vulnerable populations.

3. Social Development

Strengthening Richmond's social infrastructure is identified as a strategic direction in Richmond's 2013 – 2022 Social Development Strategy, "Building our Social Future." Recommended actions include preparing an enhanced policy framework for securing community amenities (e.g. space for City services, space for lease to community agencies) through the rezoning process; establishing a clear, consistent City policy framework for assisting community agencies to secure program and office space; and implementing the City Centre Area Plan Policy of exploring opportunities to establish multi-use, multi-agency community service hubs in appropriate locations in the City Centre, as well as other space throughout Richmond. Also recommended is developing a database of space needs, currently underway under the auspices of Richmond Community Services Advisory Committee member agencies.

Minoru Park Vision Plan Context

The approach to planning for the future of the southeast corner of Minoru Park is informed by the Council approved Vision & Guiding Principles. The concept development that is currently underway is being organized around a framework of three distinct but interrelated districts within the park: the Lakes District, the Active Living District and the Arts and Culture District. These are based on the existing major uses and the objective is to build on and augment them.

Community Facility Planning Initiatives

The Arts and Culture District, in the southeast corner of the park, is envisioned to become an exciting and colourful hub of community cultural events and art displays. It will be a place where community talent is showcased and local residents are inspired to get creative and participate in artful expression. It will continue to host events such as the Children's Art Festival and will celebrate and amplify the function of the Cultural Centre. The design of the surrounding spaces and infrastructure will allow for the expansion of the range and frequency of programs and events (e.g., a dedicated, covered performance/event space).

The Minoru Park Vision Plan will also address a number issues and considerations, some of which affect the whole park and some that are particularly relevant to the Arts and Culture District:

- Additional neighbourhood park services are required to address the needs of the rapidly redeveloping neighbourhoods served by Minoru Park. The population within a 400 metre radius of the park is approximately 20,000 and is expected to double by 2041;
- Improvements to pedestrian and cyclist access to and through the park are required to address substandard and unsafe conditions. This includes the creation of a strong east-west link between the new Minoru Centre for Active Living and the Cultural Centre;
- Protect the park's heritage and significant trees;
- Develop a public art program that celebrates and strengthens the park's identity and character; and,
- Reduce the negative impacts of surface parking and avoid the generation of additional parking demand.

The Vision Plan will provide short, medium and long term directions for these and the many other considerations and ideas discussed through the staff, stakeholder and community engagement process completed in June of 2017.



City of Richmond
Minoru Place
Activity Centre
Consultation Summary

August, 2017



1.0 Process Overview

The consultant, David Hewko Planning + Program Management, met individually with thirteen external stakeholder groups and four staff groups to ascertain the potential compatibility in a re-purposed Minoru Place Activity Centre. In addition, the consultant reviewed and summarized the comments from one written submission.

Staff groups included: arts and culture, community social development, recreation and, parks and events. The staff groups identified both potentially their own needs or uses as well as offering perspective and insights into what the external stakeholders needs might be.

External stakeholder groups included: Gateway Theatre, Richmond Public Library, City Centre and Thompson Community Associations, Richmond Art Gallery, Richmond Arts Coalition, Vancouver Coastal Health, Caring Place, Richmond Sport Council as well as other groups. Some of the external groups are umbrella organizations such as Caring Place or Richmond Arts Coalition and advocated for broader constituencies. The written submission was provided by the Richmond Chinese Community Society. One key stakeholder group, Richmond Museum Society did not respond to numerous invitations and input was not available.

Most needs expressed by individual groups either exceeded the area of the entire building or only required a small portion. Most groups however were amenable to the idea of sharing space with other groups if their functions and clientele were compatible. This extended to include security and safety, compatibility in terms of standard operating schedule and acoustic separation, as well as the potential for rentals of unused surplus time to other outside users.

As expected, the cumulative needs identified far exceeded available space. Currently in Richmond, there is a severe shortage of affordable B-class and C-class office space and many social agency tenants in particular face eminent eviction for building demolition and redevelopment. The Richmond Community Foundation is currently in the process of updating a 2014-15 study that identified that as many as 18 agencies were either growing and needing more space or, their current tenancy was precarious.

The following is a list of groups that were consulted, the dates the meetings occurred as well as the number of representatives in attendance. City document number 5405516 (v5) includes the names of all individuals invited.

Externals Stakeholder #1:	Gateway Theatre (2 attendees)	June 19
Externals Stakeholder #2:	Richmond Public Library (2 attendees)	June 19
Externals Stakeholder #3:	Richmond Centre for Disability	June 19
Externals Stakeholder #4:	Thompson Community Centre and City Centre Community Associations (5 attendees)	June 19
Externals Stakeholder #5:	Richmond Sports Council (1 attendee)	June 19
Externals Stakeholder #6:	Vancouver Coastal Health (2 attendees)	June 20

Externals Stakeholder #7:	Richmond Caring Place Society (3 attendees)	June 20
Externals Stakeholder #8:	Richmond Art Gallery Association (5 attendees)	June 21
Externals Stakeholder #9:	Friends of the Library (5 attendees)	June 21
Externals Stakeholder #10:	Richmond Arts Coalition (2 attendees)	June 20
Externals Stakeholder #11:	Richmond Fitness and Wellness Board (2)	June 22
Externals Stakeholder #12:	Richmond Community Services Advisory Committee (8 attendees)	June 22
Externals Stakeholder #13:	Richmond Arts Centre Resident Art Groups (20 attendees)	June 22
Staff Session #1:	Arts and Culture (5 attendees)	June 7
Staff Session #2: June 7	Recreation, Sport and Oval (5 attendees)	
Staff Session #3:	Community Social Development (4)	June 8
Staff Session #4:	Parks and Events (2 attendees)	June 8
In addition, one written submission had been received by the City of Richmond as was reviewed:		
External Stakeholder #14:	Richmond Chinese Community Society (written submission)	

Each session was about one hour in duration and the participants were asked the same questions in the left hand column. In some cases, some of the questions were not relevant or applicable and other topics were raised.

2.0 Summaries of Consultation Meetings

1) Name of organization(s)	External Stakeholder Session #1 Gateway Theatre
2) Current location, approximate size (area) and current rent	Minoru Park; 540 seat proscenium theatre, 100-seat studio, support space
3) Current number of members/users and future growth potential	Academy and summer camps have potential to grow and have outgrown the theatre
4) Describe members/clientele (age, residency, etc.)	All ages; academy (more than 300 kids) and summer camps 6-18 years old
5) Schedule of use (season/weekly/daily) and peak times	Academy schedule (3pm-on) conflicts with traditional rehearsal schedule (10-6pm)
6) Special requirements for above (grade-access only, security, etc.)	Theatre specialized, but academy could be anywhere
7) Types of programs, services and activities offered now	Academy classes in speech, acting, improv, musical theatre, etc.
8) Types of programs and services would like to offer but cannot now	Their pressure is in support space, not performance space; if academy was decanted there would be more time for available rentals
9) What types of spaces do you use (gym, stage, multi-purpose, kitchen, meeting, office, storage, other)	Theatre dressing rooms, offices, storage, set construction shop, wardrobe/prop shop. Note: existing stage design considered functionally obsolete
10) Which above need to be dedicated and which can be shared-use spaces	All are specialized, but auditorium is rented out for outside assembly functions
11) Advantages or challenges associated with sharing space; describe compatible uses	Schedule conflicts; acoustic separation
12) What special events (annual, seasonal, etc.) are held and what are requirements	Regular season of plays, special events and rentals (recitals, etc.)
13) Do you need to control access (paid admission, security, etc.)	Yes

- | | |
|---|---|
| 14) How do members/ clientele get to current location (drive, transit, walk) | Theatre-goers drive, academy students some walk or transit; location is isolated at far end of park |
| 15) Number of staff, types of staff | Not discussed |
| 16) Would this be a satellite location, a hub or a single-location and what could be operational challenges | Academy could be in a satellite location like the Minoru Place Activity Centre (no direct interaction required or stage access) |
| 17) Would this be a change of use according to the BC Building Code or zoning bylaws | Academy would still be an assembly function, A1 from A2 could require further fire separation from others |
| 18) How extensive would renovations be for functional adaptive use required, not including lifecycle | Multi-purpose spaces; lighting and acoustic separation; adjacency to storage |
| 19) How compatible would this use be with Minoru Park vision and guiding principles | Would fit within the arts and culture precinct vision |
| 20) Timing, phasing, logistical challenges anticipated | Could move over at any time |

1) Name of organization(s)	External Stakeholder Sessions #2 and #9 Richmond Public Library and Friends of the Library
2) Current location, approximate size (area) and current rent	47,000 sf now in the cultural centre; branch libraries 8-15,000 sf; Friends of the Library have small storage space now need about 700 sf (book sale storage) at a low cost and not necessarily in Minoru Place Activity Centre.
3) Current number of members/users and future growth potential	Library demand expected to grow with population; Richmond Public Library is repositioning itself to meet future needs
4) Describe members/clientele (age, residency, etc.)	All ages and abilities; multi-cultural
5) Schedule of use (season/weekly/daily) and peak times	Peak times after school weekdays; busy all seasons; Friends of the Library annual book sale and volunteer appreciation events
6) Special requirements for above (grade-access only, security, etc.)	One level ideal, but current 2-level situation works
7) Types of programs, services and activities offered now	45,000 volumes; literacy and learning programs running in multiple rooms
8) Types of programs and services would like to offer but cannot now	Would increase 'people space' with more room, plus enhance technology and multi-media offerings
9) What types of spaces do you use (gym, stage, multi-purpose, kitchen, meeting, office, storage, other)	Use own program rooms but also requires access to lecture hall (300, but smaller too) 3-4 times per year; Friends of the Library rents Thompson gym now for annual book sale and for volunteer appreciation events
10) Which above need to be dedicated and which can be shared-use spaces	Library would be interested in occasionally booking gym in Minoru Place Activity Centre
11) Advantages or challenges associated with sharing space; describe compatible uses	Schedule conflicts if booking gym instead of hall in cultural centre; space needs would make it sole occupant if it moved in
12) What special events (annual, seasonal, etc.) are held and what are requirements	3-4 large lectures per year (see 9)
13) Do you need to control access (paid admission, security, etc.)	Materials checkout, patron security

- | | |
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| 14) How do members/ clientele get to current location (drive, transit, walk) | Drive, transit and walk |
| 15) Number of staff, types of staff | Not discussed |
| 16) Would this be a satellite location, a hub or a single-location and what could be operational challenges | Could be footprint for a new main library; could be branch library if main relocates; could be a children/youth annex |
| 17) Would this be a change of use according to the BC Building Code or zoning bylaws | Unchanged A2 assembly function |
| 18) How extensive would renovations be for functional adaptive use required, not including lifecycle | If adapted as a children's/youth annex or long-term as a branch renovations would be extensive |
| 19) How compatible would this use be with Minoru Park vision and guiding principles | Would fit within the arts and culture precinct vision |
| 20) Timing, phasing, logistical challenges anticipated | Long-term, would consider location for branch library if main branch relocated |

1) Name of organization(s)	External Stakeholder Session #4 City Centre and Thompson Community Associations
2) Current location, approximate size (area) and current rent	City Centre 28,000 sf opened in 2015 plus Lang Centre, also using space in local area schools (gyms); Thompson area not available; new community centre in north downtown in planning stages
3) Current number of members/users and future growth potential	Unknown but both see need for childcare (especially pre-schools), youth space and table tennis and Garrett Wellness as well
4) Describe members/clientele (age, residency, etc.)	All ages and abilities; especially emerging needs with new immigrant single-parent households. Having to cut wellness programs to accommodate growing need for youth services
5) Schedule of use (season/weekly/daily) and peak times	Peak times 4-9 pm and weekends, but very busy during daytimes as well
6) Special requirements for above (grade-access only, security, etc.)	Public building with some access and admission controls
7) Types of programs, services and activities offered now	Recreational, educational, health and wellness, some social services referrals
8) Types of programs and services would like to offer but cannot now	Both centres experience peak period demand challenges and would consider renting space; emerging need for older adult daycare and Supreme Court ruling removing daycare from schools creating new demands
9) What types of spaces do you use (gym, stage, multi-purpose, kitchen, meeting, office, storage, other)	Gymnasium, classroom, movement studios, 'wet' studio space (i.e. arts and crafts, birthday parties), office space, storage, kitchen. Noted city-wide shortage of gymnasiums
10) Which above need to be dedicated and which can be shared-use spaces	All spaces could be shared with other users as their primary locations elsewhere would remain
11) Advantages or challenges associated with sharing space; describe compatible uses	Peak period demand times, supply will never meet demand so choices have to be made
12) What special events (annual, seasonal, etc.) are held and what are requirements	None that would impact Minoru Place Activity Centre, except for occasional gym bookings

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| 13) Do you need to control access (paid admission, security, etc.) | Spaces controlled by program instructors; 'chemistry' and compatibility of the co-users would be very important |
| 14) How do members/ clientele get to current location (drive, transit, walk) | Primarily transit and walk, some drive |
| 15) Number of staff, types of staff | Program instructors would travel to this location if programs were delivered here (as with schools where programs are delivered now) |
| 16) Would this be a satellite location, a hub or a single-location and what could be operational challenges | Satellite locations for both. Could also rent space at new Minoru Centre for Active Living if available and affordable |
| 17) Would this be a change of use according to the BC Building Code or zoning bylaws | Unchanged A2 assembly function |
| 18) How extensive would renovations be for functional adaptive use required, not including lifecycle | Given the entities at best would be occasional renters of space, no dedicated renovations would be required, though multi-purpose spaces with sinks and storage space would be favoured |
| 19) How compatible would this use be with Minoru Park vision and guiding principles | As a secondary user, they would fit with vision and mandate. |
| 20) Timing, phasing, logistical challenges anticipated | The community centres despite their expertise in running multi-purpose facilities would not be interested in operating this facility, even as a satellite |

1) Name of organization(s)	External Stakeholder Session #5 Richmond Sport Council
2) Current location, approximate size (area) and current rent	In Minoru park, sport groups will have access to the new Minoru Centre for Active Living: team rooms, event room and bookable multi-purpose spaces as needed. Comment from attendee: demolished 'Pavilion Building' functions have not been adequately accommodated in replacement
3) Current number of members/users and future growth potential	All sport groups are experiencing growth
4) Describe members/clientele (age, residency, etc.)	All ages and abilities, multi-cultural; traditional sports and, new (to west) and emerging sports
5) Schedule of use (season/weekly/daily) and peak times	Year-round
6) Special requirements for above (grade-access only, security, etc.)	Grade access, except for event room at Minoru Centre for Active Living which needed to be elevated
7) Types of programs, services and activities offered now	Each sport runs its own programs; all need on-site storage to do so
8) Types of programs and services would like to offer but cannot now	The demolished Pavilion was a 'community building' largely left alone by the City and if replaced at the Minoru Activity Centre should be left in the hands of users, except for operations and maintenance
9) What types of spaces do you use (gym, stage, multi-purpose, kitchen, meeting, office, storage, other)	Meeting space, activity spaces (dryland training), storage
10) Which above need to be dedicated and which can be shared-use spaces	All spaces would be shared-use except dedicated storage
11) Advantages or challenges associated with sharing space; describe compatible uses	Conflicting demands
12) What special events (annual, seasonal, etc.) are held and what are requirements	Meets, tournaments and events all year-round

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| 13) Do you need to control access (paid admission, security, etc.) | Not discussed |
| 14) How do members/ clientele get to current location (drive, transit, walk) | Most drive, youth use transit |
| 15) Number of staff, types of staff | Coaches |
| 16) Would this be a satellite location, a hub or a single-location and what could be operational challenges | Not discussed |
| 17) Would this be a change of use according to the BC Building Code or zoning bylaws | Unchanged A2 assembly function |
| 18) How extensive would renovations be for functional adaptive use required, not including lifecycle | Nothing above normal renovation, but large occupant load for assemblies in gym would trigger higher water-closet count and more exiting doors |
| 19) How compatible would this use be with Minoru Park vision and guiding principles | Would fit with the sport aspect of the Minoru vision, but has nothing to do with arts and culture |
| 20) Timing, phasing, logistical challenges anticipated | Not applicable |

1) Name of organization(s)	External Stakeholder Session #6 Coastal Health
2) Current location, approximate size (area) and current rent	Mental Health and Addiction Services in multiple current locations; Richmond Home Health also attended but had no comments. Application for youth hub 'Foundry' location that would have gone in Lansdowne mall would have been about 3,000-3,500 sf
3) Current number of members/users and future growth potential	Unknown. Close proximity to high school would increase demand (the high school can't find space or would establish it's own satellite)
4) Describe members/clientele (age, residency, etc.)	Youth, vulnerable street youth. No pattern to volume or demand.
5) Schedule of use (season/weekly/daily) and peak times	Daytime, some evening
6) Special requirements for above (grade-access only, security, etc.)	Separate entrance at grade
7) Types of programs, services and activities offered now	Clinical, counseling, advocacy, support
8) Types of programs and services would like to offer but cannot now	'Foundry' is a provincial branded concept for youth hub and has support of all service provider partners and funders, Grandville Youth Clinic was one of the first in Metro Vancouver region
9) What types of spaces do you use (gym, stage, multi-purpose, kitchen, meeting, office, storage, other)	Offices, clinical, lounge, bathroom, storage. Food possible. Overnight accommodations <u>not</u> envisioned.
10) Which above need to be dedicated and which can be shared-use spaces	Dedicated suite, but could be adjacent to gym with separate locking doors for shared use
11) Advantages or challenges associated with sharing space; describe compatible uses	Other uses would need to be separated: i.e. two separate front doors. Could share gym controlled by other tenant
12) What special events (annual, seasonal, etc.) are held and what are requirements	Not applicable
13) Do you need to control access (paid admission, security, etc.)	Need 'storefront' or grade level access, discrete and safe

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| 14) How do members/ clientele get to current location (drive, transit, walk) | Walk, bicycle or transit |
| 15) Number of staff, types of staff | Core staff and visiting clinicians and physicians |
| 16) Would this be a satellite location, a hub or a single-location and what could be operational challenges | This would be part of a network of youth hubs in the Lower Mainland |
| 17) Would this be a change of use according to the BC Building Code or zoning bylaws | Change of use from A2 assembly occupancy to B2 treatment occupancy. 2-hour rated separate between tenancies would be required unless all B2 |
| 18) How extensive would renovations be for functional adaptive use required, not including lifecycle | Open to conversation about them doing the tenant-improvements (building occupied without lifecycle capital improvements and assumes 10 year life) |
| 19) How compatible would this use be with Minoru Park vision and guiding principles | Not compatible with park or arts and culture, but compatible with Caring Place located across the street |
| 20) Timing, phasing, logistical challenges anticipated | Need is immediate and urgent and would assume space as is. This would be a 'no-cost up-front' solution for the City and recognizing that it would only be a 10-year solution for the Youth Hub |

1) Name of organization(s)	External Stakeholder Session #7 Caring Place
2) Current location, approximate size (area) and current rent	The existing Caring Place model regarded as a success and emulated by other municipalities. The current facility was built in 1994, is 34,000 sf and currently has 14 agencies as tenants. Unfunded plans for expansion including doubling of space. Current facility no debt and is tax exempted keeping rents low. Offering to manage and operate the facility tenanted by NFP social service agencies
3) Current number of members/users and future growth potential	14 tenant organizations, 4-6 staff per entity, plus CP staff
4) Describe members/clientele (age, residency, etc.)	All ages, ethnicities, genders
5) Schedule of use (season/weekly/daily) and peak times	Primarily daytime weekday, but classroom and meeting spaces booked evenings, weekends, etc. (staff person on site)
6) Special requirements for above (grade-access only, security, etc.)	Single entrance, each tenant suite has separate entrance off common corridors; security and personal safety issues
7) Types of programs, services and activities offered now	Clinical, counseling, advocacy, support
8) Types of programs and services would like to offer but cannot now	Extension of what is found currently in Caring Place. Some current tenants need more space and they have a wait list of NFP agencies wanting to get in
9) What types of spaces do you use (gym, stage, multi-purpose, kitchen, meeting, office, storage, other)	Admin office, meeting rooms, classroom, tenant suites (each with possible open office, enclosed offices, files, seating lounge, interview or clinical rooms)
10) Which above need to be dedicated and which can be shared-use spaces	Tenant spaces dedicated, plus bookable meeting rooms and a classroom
11) Advantages or challenges associated with sharing space; describe compatible uses	Caring Place would expect to fill the entire building with NFP agency tenants
12) What special events (annual, seasonal, etc.) are held and what are requirements	Not applicable

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| 13) Do you need to control access (paid admission, security, etc.) | Operates like a mini-mall, with each organization having a storefront and separate lockable access off common corridors |
| 14) How do members/ clientele get to current location (drive, transit, walk) | Drive, transit and a modest few walk or bike |
| 15) Number of staff, types of staff | Minimal front and back-of-house staff (1F/T, 2 P/T); each agency staffing and volunteers varies in size |
| 16) Would this be a satellite location, a hub or a single-location and what could be operational challenges | Satellite to current Caring Place multi-tenant facility occupied by not-for-profit agencies and service providers. There could be operational challenges with two separate locations |
| 17) Would this be a change of use according to the BC Building Code or zoning bylaws | Change of use from A2 assembly occupancy to B2 treatment occupancy. 2-hour rated separate between tenancies would be required unless all B2 |
| 18) How extensive would renovations be for functional adaptive use required, not including lifecycle | Caring Place would only be interested in operating a fully-renovated facility, but would be responsible for operating costs and routine maintenance. Rent structure wouldn't account for capital replacement amortization |
| 19) How compatible would this use be with Minoru Park vision and guiding principles | Not compatible with park or arts and culture, but Caring Place is across the street so precedent there |
| 20) Timing, phasing, logistical challenges anticipated | Caring Place would see some operational inefficiencies (added costs) to overcome managing two separate facilities. Need continues to grow so can be responsive when space is available. Many agencies have demolition clauses in their rental agreements and exist month-to-month.
Nb.: Richmond Caring Place commissioned an Expansion Business Plan in 2012 that defined needs (25,000 sf assignable, space, 35,000 sf gross; cost \$15 million in 2012 dollars) |

1) Name of organization(s)	External Stakeholder Session #8 Richmond Art Gallery Society
2) Current location, approximate size (area) and current rent	Currently located in the Cultural Centre on the ground floor. Estimated from key plan to be 7-8,000 sf in main footprint (common areas and additional support spaces not counted). Operated by NFP society model with paid staff. Rent not discussed.
3) Current number of members/users and future growth potential	Currently have three large gallery exhibition spaces, a program room, 2 offices, a meeting room and a storage vault (too small)
4) Describe members/clientele (age, residency, etc.)	Features world-class abstract artist touring exhibitions patrons are from all of Metro region but primarily Richmond
5) Schedule of use (season/weekly/daily) and peak times	Weekday and weekend, limited hours of operation. Also offer daytime summer camps for children and school tours
6) Special requirements for above (grade-access only, security, etc.)	Environmentally controlled and secured. Alarmed. Vault also specialized and is currently shared with museum (a new storage facility could be off-site)
7) Types of programs, services and activities offered now	Art gallery, education, lectures, corporate events
8) Types of programs and services would like to offer but cannot now	More programs, especially for children. Could occasionally rent multi-purpose rooms in Activity Centre for classes. Could see MPAC being used for local artists, something they do not represent
9) What types of spaces do you use (gym, stage, multi-purpose, kitchen, meeting, office, storage, other)	See #3. Would not be interested in relocating to Minoru Place Activity Centre but could backfill space in Richmond Cultural Centre if someone else leaves. Could occasionally rent classroom space or gym in Minoru Place Activity Centre instead of performance hall in the Cultural Centre
10) Which above need to be dedicated and which can be shared-use spaces	Currently share with Media Lab (part of Arts Centre) and Museum, but has to be similar types of occupancy. No interaction with Archive.
11) Advantages or challenges associated with sharing space; describe compatible uses	Art Gallery should be a separate free-standing building with specialized gallery exhibit spaces or if co-located should be like Anvil Centre in New West
12) What special events are held and what are requirements	Annual series of screenings and artist talks. Seating for up to 300

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| 13) Do you need to control access (paid admission, security, etc.) | Yes |
| 14) How do members/ clientele get to current location (drive, transit, walk) | Drive, transit, walk |
| 15) Number of staff, types of staff | Not discussed, but paid staff is limited (1 full-time) |
| 16) Would this be a satellite location, a hub or a single-location and what could be operational challenges | Main location |
| 17) Would this be a change of use according to the BC Building Code or zoning bylaws | No change in use |
| 18) How extensive would renovations be for functional adaptive use required, not including lifecycle | Renovations to Minoru Place Activity Centre would be cost prohibitive for building that still functionally would not work. Only a dedicated, larger contemporary building could induce them to relocate |
| 19) How compatible would this use be with Minoru Park vision and guiding principles | Compatible with Arts and Culture precinct envisioned for master plan. Arts hub should grow and be reinforced |
| 20) Timing, phasing, logistical challenges anticipated | No timetable discussed |

1) Name of organization(s)	External Stakeholder Session #10 Richmond Arts Coalition
2) Current location, approximate size (area) and current rent	Richmond Arts Coalition is about advocacy and promotion of local artists of all types, and bridging cultural gaps. Envisioned as an 'Artist Career Development Centre' and networking hub. The Arts Coalition would consider assuming the building 'as-is' and with minimum tenant improvements would populate spaces with visual and performance artists in studios and rentable rooms (operated as a new not-for-profit entity). Capitalizing renovations of Minoru Place Activity Centre would make rents unaffordable for artists, instead goal should be 'social return on investment'.
3) Current number of members/users and future growth potential	Unspecified
4) Describe members/clientele (age, residency, etc.)	All local artists, all ages; would also include services and support for artists such as career training and business management
5) Schedule of use (season/weekly/daily) and peak times	Days, evenings, weekends year-round
6) Special requirements for above (grade-access only, security, etc.)	Studio areas locking. One main entrance, with possible separate event entrance for 'black-box' theatre/gym
7) Types of programs, services and activities offered now	No space now; artists are fragmented and distributed throughout the community
8) Types of programs and services would like to offer but cannot now	Artists' workspace, place to sell art, performance space
9) What types of spaces do you use (gym, stage, multi-purpose, kitchen, meeting, office, storage, other)	Artist's gallery-gift shop, exhibition spaces, rentable artist workspaces, music rehearsal and recording spaces, storage, offices. Gym would be converted into a small 'black-box' theatre for multi-use by performers
10) Which above need to be dedicated and which can be shared-use spaces	Workspace studios would be enclosed and rented, all other spaces would be shared and rentable

11) Advantages or challenges associated with sharing space; describe compatible uses	No perceived disadvantages foreseen if Minoru Place Activity Centre had to be shared
12) What special events (annual, seasonal, etc.) are held and what are requirements	Not discussed
13) Do you need to control access (paid admission, security, etc.)	One main entrance with passive security
14) How do members/ clientele get to current location (drive, transit, walk)	Unknown, no business model in place
15) Number of staff, types of staff	Would be volunteer governed, managed and operated, possibly as a cooperative
16) Would this be a satellite location, a hub or a single-location and what could be operational challenges	No location currently. Artists are dispersed in the community
17) Would this be a change of use according to the BC Building Code or zoning bylaws	Change in use from A2 to A1 and A2 may trigger upgrades
18) How extensive would renovations be for functional adaptive use required, not including lifecycle	Arts Coalition suggests it could assume the space 'as-is' and use the building for the remaining ten or so years of remaining service life. Minimal improvements would be made / routine maintenance but couldn't afford lifecycle upkeep
19) How compatible would this use be with Minoru Park vision and guiding principles	Compatible with arts and culture precinct in park
20) Timing, phasing, logistical challenges anticipated	This would also be a 'no-cost up-front' solution for the City and recognizing that it would only be a 10-year solution for local artists

1) Name of organization(s)	External Stakeholder Session #11 Richmond Fitness and Wellness Board
2) Current location, approximate size (area) and current rent	Richmond Fitness and Wellness is an advocacy group and does not deliver programs nor operate or occupy a building now. They typically partner with groups on projects (i.e. Garrett Centre, Vancouver Coastal Health, Library) looking for gaps in services and where they might be able to facilitate a solution. They would <u>not</u> be interested in managing or operating a shared-use or multi-tenant Minoru Place Activity Centre but would participate in governance as a board seat.
3) Current number of members/users and future growth potential	Not-for-profit society board does advocacy work, event coordination and payroll for City pools
4) Describe members/clientele (age, residency, etc.)	All ages and abilities
5) Schedule of use (season/weekly/daily) and peak times	Year-round
6) Special requirements for above (grade-access only, security, etc.)	None
7) Types of programs, services and activities offered now	Planned events such as Walk Richmond, and Heart Wellness and Diabetes Wellness at Garrett Centre
8) Types of programs and services would like to offer but cannot now	Opportunity for growth exists
9) What types of spaces do you use (gym, stage, multi-purpose, kitchen, meeting, office, storage, other)	For their own purposes, they need an office 'home-base' / storage space for promotional literature
10) Which above need to be dedicated and which can be shared-use spaces	Lockable office in a shared building
11) Advantages or challenges associated with sharing space; describe compatible uses	None foreseen
12) What special events (annual, seasonal, etc.) are held and what are requirements	Walk Richmond

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| 13) Do you need to control access (paid admission, security, etc.) | No |
| 14) How do members/ clientele get to current location (drive, transit, walk) | No current location |
| 15) Number of staff, types of staff | Volunteer board members |
| 16) Would this be a satellite location, a hub or a single-location and what could be operational challenges | Office location would be their main and only location |
| 17) Would this be a change of use according to the BC Building Code or zoning bylaws | Office would be interpreted as a D occupancy that may require a 1-hour fire separation between it and A2 uses |
| 18) How extensive would renovations be for functional adaptive use required, not including lifecycle | If the building was sub-divided into all offices, partitions would be added but structural walls would be left intact. Mechanical systems would be more spatial and zonal |
| 19) How compatible would this use be with Minoru Park vision and guiding principles | Office use less compatible in the arts and culture precinct even if all community service organizations |
| 20) Timing, phasing, logistical challenges anticipated | No timetable discussed |

1) Name of organization(s)	External Stakeholder Session #12 and #3 Richmond Community Services Advisory Committee
2) Current location, approximate size (area) and current rent	Service groups are dispersed throughout the community in leased space with multiple groups facing eminent eviction due to redevelopment clauses. Market rents also thought to be unaffordable. Capacity issues were also cited. While many uses and partners were put forward, the consensus at the meeting was the most urgent was a Youth Hub with Addiction Services (especially given proximity to high school) about 5,000 sf needed. Richmond Non-Profit Space Review (sponsored by Richmond Community Foundation) will be able to quantify city-wide space needs but January 2017 report advocated creating 'community service hubs'
3) Current number of members/users and future growth potential	Previous Richmond Community Foundation audit identified 18 agencies city-wide serving 13,000 residents using 150,000 sf (8,400 sf per location); Richmond Centre for Community Living 1,100 clients; Adult daycare has 4 locations with 75 clients per location; Richmond Centre for Disabilities claims hundreds of members; schools are downloading programs to the community due to budget constraints
4) Describe members/clientele (age, residency, etc.)	Youth are from all circumstances; adult daycare clientele are frail elderly; Richmond Centre for Disability clientele are disabled all ages including youth; etc.
5) Schedule of use (season/weekly/daily) and peak times	Predominantly weekdays daytime, but also evenings; youth hub would be busiest after school and evenings
6) Special requirements for above (grade-access only, security, etc.)	Grade-level access of Minoru Place Activity Centre would be ideal
7) Types of programs, services and activities offered now	Counseling, advocacy, medical support and referrals, training and rehabilitation, education, etc.; most facilities have some sort of lounge area to create a safe and welcoming environment for clientele
8) Types of programs and services would like to offer but cannot now	Richmond Community Foundation report indicated most agencies demands are increasing faster than population growth and that space constraints and funding limit how much new demand can be met

9) What types of spaces do you use (gym, stage, multi-purpose, kitchen, meeting, office, storage, other)	Richmond Community Foundation indicated average agency space is about 8,400 sf including offices, counseling/interview rooms, lounge/waiting area, open work areas, activity rooms, storage and some cases a kitchen. Example, Richmond Centre for Disability has 4,500 sf including offices, activity rooms, counseling rooms and support spaces
10) Which above need to be dedicated and which can be shared-use spaces	Each group needs dedicated office/ counseling areas for client privacy, but meeting rooms and classrooms can be shared spaces
11) Advantages or challenges associated with sharing space; describe compatible uses	Only issue discussed was clientele type, such as mixing ages groups or higher risk populations with general population
12) What special events (annual, seasonal, etc.) are held and what are requirements	Not discussed
13) Do you need to control access (paid admission, security, etc.)	Each tenant space should be lockable, building should have a central reception point at entrance
14) How do members/ clientele get to current location (drive, transit, walk)	Most use transit, some walk
15) Number of staff, types of staff	Varies by organization
16) Would this be a satellite location, a hub or a single-location and what could be operational challenges	With many services the autonomous social agencies form a de facto network. A single hub location for youth would create an identifiable address for a broader spectrum of services
17) Would this be a change of use according to the BC Building Code or zoning bylaws	Change of use from A2 assembly occupancy to B2 treatment occupancy. 2-hour rated separate between tenancies would be required unless all B2
18) How extensive would renovations be for functional adaptive use required, not including lifecycle	Given the urgency of the need, the service provider would be open to the tenant doing minimal improvements (building occupied without lifecycle capital improvements and assumes 10 year life)
19) How compatible would this use be with Minoru Park vision and guiding principles	Not compatible with park or arts and culture, but similar function Caring Place is across the street so precedent there
20) Timing, phasing, logistical challenges anticipated	Would assume space as is. This would be a 'no-cost up-front' solution for the City and recognizing that it would only be a 10-year stop-gap solution for youth in need

1) Name of organization(s)	External Stakeholder Session #13 Richmond Arts Centre Resident Arts Groups (RAC, RAGA and Dance)
2) Current location, approximate size (area) and current rent	Occupants of Richmond Cultural Centre second floor spaces. Opinion among attendees was should the Dance organization be relocated to the Minoru Place Activity Centre all space problems for remaining users would be solved. Dance would be amenable to the move if 3-4 studio spaces were available plus desired support space.
3) Current number of members/users and future growth potential	Multiple activities and user groups including drawing and painting, pottery, weaving, dance (currently 2 studios)
4) Describe members/clientele (age, residency, etc.)	Predominantly older adult; except for dance that is 400 female children and youth and an adult program as well
5) Schedule of use (season/weekly/daily) and peak times	Studios daytimes, less evening and weekend use; dance after school weekdays and all day weekends
6) Special requirements for above (grade-access only, security, etc.)	Currently located on 2 nd level; access not an issue providing elevators function
7) Types of programs, services and activities offered now	Each user group schedules activities in 'their' space as demand dictates; City has to program around residual pockets of time (limiting access and usefulness of space); spaces centrally booked by City
8) Types of programs and services would like to offer but cannot now	Each group claims needing more space, but cannot demonstrate need (i.e. drawing schedules 4 hours per week). Solution would be to schedule more times, not make spaces larger)
9) What types of spaces do you use (gym, stage, multi-purpose, kitchen, meeting, office, storage, other)	'Wet' studio space with sink and washable spaces; two dance studios with sprung floors. Dance needs more and larger change rooms. Would like a gallery to display artists' works and an offices
10) Which above need to be dedicated and which can be shared-use spaces	Most arts and crafts spaces cannot be made multi-purpose. Only dance studios can be opened to other uses (but they tend to be booked at all times)
11) Advantages or challenges associated with sharing space; describe compatible uses	Prime time demand exceeds supply

12) What special events (annual, seasonal, etc.) are held and what are requirements	Seasonal and end-of-term recitals. Currently use Cultural Centre performance hall. Need larger space like gym in Minoru Place Activity Centre if flooring improved
13) Do you need to control access (paid admission, security, etc.)	For dance, access controls for safety of young patrons
14) How do members/ clientele get to current location (drive, transit, walk)	Dance: driven or transit; art studios drive and a few walk
15) Number of staff, types of staff	No staff
16) Would this be a satellite location, a hub or a single-location and what could be operational challenges	Minoru Place Activity Centre would be a primary location for one or the other, but functions cannot be duplicated in two locations
17) Would this be a change of use according to the BC Building Code or zoning bylaws	Would continue as an A2 occupancy
18) How extensive would renovations be for functional adaptive use required, not including lifecycle	Dance studios would require acoustic separation, sprung floors and mirror wall in each; arts studios would require sinks, washable surfaces and independent ventilation
19) How compatible would this use be with Minoru Park vision and guiding principles	Very compatible
20) Timing, phasing, logistical challenges anticipated	Dance need is more urgent with wait-listing and turning participants away; arts programs numbers thought to be stable so no eminent action required

1) Name of organization(s)	Staff Session #1 Arts and Culture Staff
2) Current location, approximate size (area) and current rent	Cultural Centre all functions 'bursting at the seams'. Arts Centre has only pottery studio in Richmond, plus dance studios, 2 fabric arts studios and other arts studios. Dance is growing, booking 3-9pm everyday plus weekends as well as more than ½ of available daytime.
3) Current number of members/users and future growth potential	Multi-purpose rooms booked by 10 different groups, leftover dance studio times booked for yoga. In general, need more program spaces, more offices and more storage
4) Describe members/clientele (age, residency, etc.)	Dance younger demographic and some adults; all other programs mostly older adults
5) Schedule of use (season/weekly/daily) and peak times	Studios daytimes, less evening and weekend use; dance after school weekdays and all day weekends
6) Special requirements for above (grade-access only, security, etc.)	No issues identified with location
7) Types of programs, services and activities offered now	Each user group schedules activities in 'their' space as demand dictates; City has to program around residual pockets of time (limiting access and usefulness of space); spaces centrally booked by City
8) Types of programs and services would like to offer but cannot now	City is constrained and unable to offer more programming because residual pockets of time are unattractive or un-salable
9) What types of spaces do you use (gym, stage, multi-purpose, kitchen, meeting, office, storage, other)	Multi-purpose space is most useful, with sink and built-in storage. A gymnasium like what's in Minoru Place Activity Centre would be very useful for more assembly-type functions
10) Which above need to be dedicated and which can be shared-use spaces	In the Minoru Place Activity Centre no spaces should be dedicated to any one group though certain functions such as pottery limit the utility of a space
11) Advantages or challenges associated with sharing space; describe compatible uses	Every group has peak period demands for space, can't provide enough even in another building
12) What special events (annual, seasonal, etc.) are held and what are requirements	Could see events like dance and music recitals, Christmas fairs, craft shows, volunteer appreciation banquets and rentals in a larger space like the gym

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| 13) Do you need to control access (paid admission, security, etc.) | Facility should be controlled by single reception point; bookings could be done centrally from Cultural Centre |
| 14) How do members/ clientele get to current location (drive, transit, walk) | Dance: driven or transit; art studios drive and a few walk |
| 15) Number of staff, types of staff | Likely 1.5 F/T equivalent (one person for all operating hours) |
| 16) Would this be a satellite location, a hub or a single-location and what could be operational challenges | Satellite to Cultural Centre; added staffing |
| 17) Would this be a change of use according to the BC Building Code or zoning bylaws | No, A2 occupancy intact |
| 18) How extensive would renovations be for functional adaptive use required, not including lifecycle | Renovations could be extensive to create modern and functional studio spaces and dance studios |
| 19) How compatible would this use be with Minoru Park vision and guiding principles | Very compatible |
| 20) Timing, phasing, logistical challenges anticipated | Moving City programs out of Cultural Centre and into Minoru Place Activity Centre that staff control would allow City programming to grow as well as create capacity for other users in the existing facility |

1) Name of organization(s)	Session #2 Recreation Staff and Oval
2) Current location, approximate size (area) and current rent	See a city-wide need for more affordable space for all kinds of groups and activities to use. Partners such as Coastal Health, book club (city-centre) and Family Place all need more space/time. Coastal Health currently leases Garrett Wellness Centre from the City (once was an elementary school). Minoru Place Activity Centre would do little for Recreation other than possibly more users over thereby creating more time in other existing facilities. Only recreation need foreseen would be table tennis (daytime mostly) and dryland training for field sports (evenings and off-season). These are a 'nice-to-have' but not critical.
3) Current number of members/users and future growth potential	Health programs such as heart wellness and post-partum have small budgets and cannot afford high rents. City Centre has a de facto youth centre called a 'casual room' (pass \$12 / year) allowing visits of 2-hours at a time for youth to study, hangout, group study, participate in arts or music (popularity and demand is increasing); table tennis players at the Oval pay \$45/month membership
4) Describe members/clientele (age, residency, etc.)	All ages and abilities, including New Canadians
5) Schedule of use (season/weekly/daily) and peak times	A bookable building similar to a community centre or a mini-conference centre would be heavily booked by all types of groups
6) Special requirements for above (grade-access only, security, etc.)	Not discussed
7) Types of programs, services and activities offered now	The City aims to provide 1 sf / resident in space, a standard the City currently meets; sports groups want office space/storage but don't want to pay; do not want to be in competition with community centres for users or revenues
8) Types of programs and services would like to offer but cannot now	From a recreation perspective the type of space available in Minoru Place Activity Centre is not an urgent priority but if available they might book spaces
9) What types of spaces do you use (gym, stage, multi-purpose, kitchen, meeting, office, storage)	Gyms, multi-purpose rooms, meeting rooms, storage and possibly office spaces

10) Which above need to be dedicated and which can be shared-use spaces	All could be shared except offices
11) Advantages or challenges associated with sharing space; describe compatible uses	Compatibility of user groups (i.e. ages, gender, etc.)
12) What special events (annual, seasonal, etc.) are held and what are requirements	Sport events in park might book event rooms or banquet space, but likely most of these needs will be satisfied in the new Minoru Centre for Active Living
13) Do you need to control access (paid admission, security, etc.)	Controlled in space by instructor/program staff
14) How do members/ clientele get to current location (drive, transit, walk)	Drive, transit, bike, walk
15) Number of staff, types of staff	Not discussed. No interest in operating the facility
16) Would this be a satellite location, a hub or a single-location and what could be operational challenges	Satellite location; operational challenges would be staffing costs
17) Would this be a change of use according to the BC Building Code or zoning bylaws	No, still A2 occupancy
18) How extensive would renovations be for functional adaptive use required, not including lifecycle	Assumed renovated to level where spaces would be usable (i.e. sprung floor in studios). Change rooms might be needed
19) How compatible would this use be with Minoru Park vision and guiding principles	Conceptually, recreation and arts are compatible with the cultural precinct
20) Timing, phasing, logistical challenges anticipated	Not discussed. Presumed not to be available for a year after the new Minoru Centre for Active Living opens

1) Name of organization(s)	Session #3 Community Social Development Staff
2) Current location, approximate size (area) and current rent	<p>See a need for a youth-dedicated space with a destination for youth (activities, hang-out) as well as a hub for social services. The City does not operate these types of facilities but there are many partners that could.</p> <p>Also, city has a need for an inner-city drop-in centre for homeless and at-risk populations with services and amenities (kitchen, showers, washer/dryer, counseling and health care) though this location while strategically appropriate may not be compatible with surrounding uses and should not be co-located with youth.</p> <p>Generally, many groups also need office and meeting space (Richmond Community Services Advisory Committee represents over 30 organizations</p>
3) Current number of members/users and future growth potential	Upwards of 15,000 or 10% of the population use some of the community partner services. This will only be increasing as the city continues to grow and the city-centre area in particular
4) Describe members/clientele (age, residency, etc.)	Richmond residents, all ages, abilities, ethnicities
5) Schedule of use (season/weekly/daily) and peak times	Year-round, day and night
6) Special requirements for above (grade-access only, security, etc.)	Grade access for youth or a drop-in centre. An older or older-appearing building is less intimidating
7) Types of programs, services and activities offered now	See #2 above
8) Types of programs and services would like to offer but cannot now	Many partners are in a situation of duress as rents and evictions are increasing and organizations are struggling to find a replacement home, let alone grow
9) What types of spaces do you use (gym, stage, multi-purpose, kitchen, meeting, office, storage, other)	Office and meeting spaces primarily
10) Which above need to be dedicated and which can be shared-use spaces	Each agency would need its own locking space. A youth hub would have a series of locking offices for health professionals

11) Advantages or challenges associated with sharing space; describe compatible uses	Cross-over with other services – most clients have more than one challenge
12) What special events (annual, seasonal, etc.) are held and what are requirements	Not applicable
13) Do you need to control access (paid admission, security, etc.)	Building should be securable (i.e. emergency lockdown)
14) How do members/ clientele get to current location (drive, transit, walk)	Transit, walk
15) Number of staff, types of staff	Specifics not discussed
16) Would this be a satellite location, a hub or a single-location and what could be operational challenges	A hub for clients but satellites for partners; funding fluctuates year-to-year for most service providers
17) Would this be a change of use according to the BC Building Code or zoning bylaws	Change of use from A2 assembly occupancy to B2 treatment occupancy. 2-hour rated separate between tenancies would be required unless all B2
18) How extensive would renovations be for functional adaptive use required, not including lifecycle	Youth Hub may be able to assume space 'as-is' in order to accelerate access and keep rental cost down. This recognizes that this space is only a bridge solution that could last a decade
19) How compatible would this use be with Minoru Park vision and guiding principles	Does not fit the vision, but in the short-term addresses an urgent need
20) Timing, phasing, logistical challenges anticipated	Use would be for the short-term only, but allows the City a decade for planning to determine what ultimately should be on the site

1) Name of organization(s)	Staff Session #4 Parks and Events Staff
2) Current location, approximate size (area) and current rent	New Minoru Center for Active Living will fill most needs in the precinct. Spaces were planned in the complex that can be used by sports, special events and summer camps. Groups book and use the plaza now (i.e. Children's Festival) so new use of Minoru Place Activity Centre should consider the public nature of the plaza. Minoru Place Activity Centre would have limited use for outdoor special events, but multi-purpose spaces, gym and washrooms might be of some use
3) Current number of members/users and future growth potential	Not discussed
4) Describe members/clientele (age, residency, etc.)	Special events and the park itself attract all residents
5) Schedule of use (season/weekly/daily) and peak times	Year-round, days evenings weekends especially
6) Special requirements for above (grade-access only, security, etc.)	Grade would be most useful
7) Types of programs, services and activities offered now	Refer City website
8) Types of programs and services would like to offer but cannot now	Three new plaza areas and being planned as part of new Richmond Centre for Active Living and Minoru Park master planning. Community groups always looking for rentable meeting spaces
9) What types of spaces do you use (gym, stage, multi-purpose, kitchen, meeting, office, storage, other)	As event support space possibly the gym, multi-purpose, meeting, washrooms
10) Which above need to be dedicated and which can be shared-use spaces	No dedicated space needed
11) Advantages or challenges associated with sharing space; describe compatible uses	Will it be available when needed; how far in advance can it be booked and who determines what requests are granted or refused
12) What special events are held and what are requirements	Refer to City website for complete listings

- | | |
|---|--|
| 13) Do you need to control access (paid admission, security, etc.) | Not in the Minoru Place Activity Centre building |
| 14) How do members/ clientele get to current location (drive, transit, walk) | All forms of transportation |
| 15) Number of staff, types of staff | Event volunteers, City staff coordinators and maintenance people |
| 16) Would this be a satellite location, a hub or a single-location and what could be operational challenges | No applicable |
| 17) Would this be a change of use according to the BC Building Code or zoning bylaws | If kept as an A2 occupancy, could be used for events |
| 18) How extensive would renovations be for functional adaptive use required, not including lifecycle | Not discussed |
| 19) How compatible would this use be with Minoru Park vision and guiding principles | Would be beneficial but not in the center of the park |
| 20) Timing, phasing, logistical challenges anticipated | Not discussed |

1) Name of organization(s)	External Stakeholder #14 (written submission) Richmond Chinese Community Society
2) Current location, approximate size (area) and current rent	Submission to the City dated April 2017, requesting about 6-7,000 sf assignable space or about 7,500 to 9,000 sf gross area. Current location is 4,600 sf rentable area at a cost of \$36,000 per year (about \$8/sf). Used for indoor recreation (dance, tai chi, etc.), social functions, office functions
3) Current number of members/users and future growth potential	Not indicated, but stated 'up to 50 normal attendance (weekday)
4) Describe members/clientele (age, residency, etc.)	Majority are city-centre residents
5) Schedule of use (season/weekly/daily) and peak times	Year-round
6) Special requirements for above (grade-access only, security, etc.)	Grade and fully handicapped accessible
7) Types of programs, services and activities offered now	Physical activity and social
8) Types of programs and services would like to offer but cannot now	Limited by current size, seeking 50% larger
9) What types of spaces do you use (gym, stage, multi-purpose, kitchen, meeting, office, storage, other)	Two multi-purpose rooms, a board room, office space, reception area, storage and a kitchen
10) Which above need to be dedicated and which can be shared-use spaces	No indication of willingness to open it to outside users
11) Advantages or challenges associated with sharing space; describe compatible uses	Not discussed in letter
12) What special events (annual, seasonal, etc.) are held and what are requirements	Seasonal fairs and events attended by up to 150 now
13) Do you need to control access (paid admission, security, etc.)	Yes

- | | |
|---|--|
| 14) How do members/ clientele get to current location (drive, transit, walk) | 50% drive, 25% walk |
| 15) Number of staff, types of staff | Not indicated in letter |
| 16) Would this be a satellite location, a hub or a single-location and what could be operational challenges | Main location |
| 17) Would this be a change of use according to the BC Building Code or zoning bylaws | Would continue to be a A2 occupancy |
| 18) How extensive would renovations be for functional adaptive use required, not including lifecycle | Moderate, existing large room sizes seem to meet their program needs |
| 19) How compatible would this use be with Minoru Park vision and guiding principles | Moderately compatible |
| 20) Timing, phasing, logistical challenges anticipated | Letter seemed to indicate a desire to move in sooner than later |

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MINORU PLACE ACTIVITY CENTRE BUILDING ANALYSIS REPORT

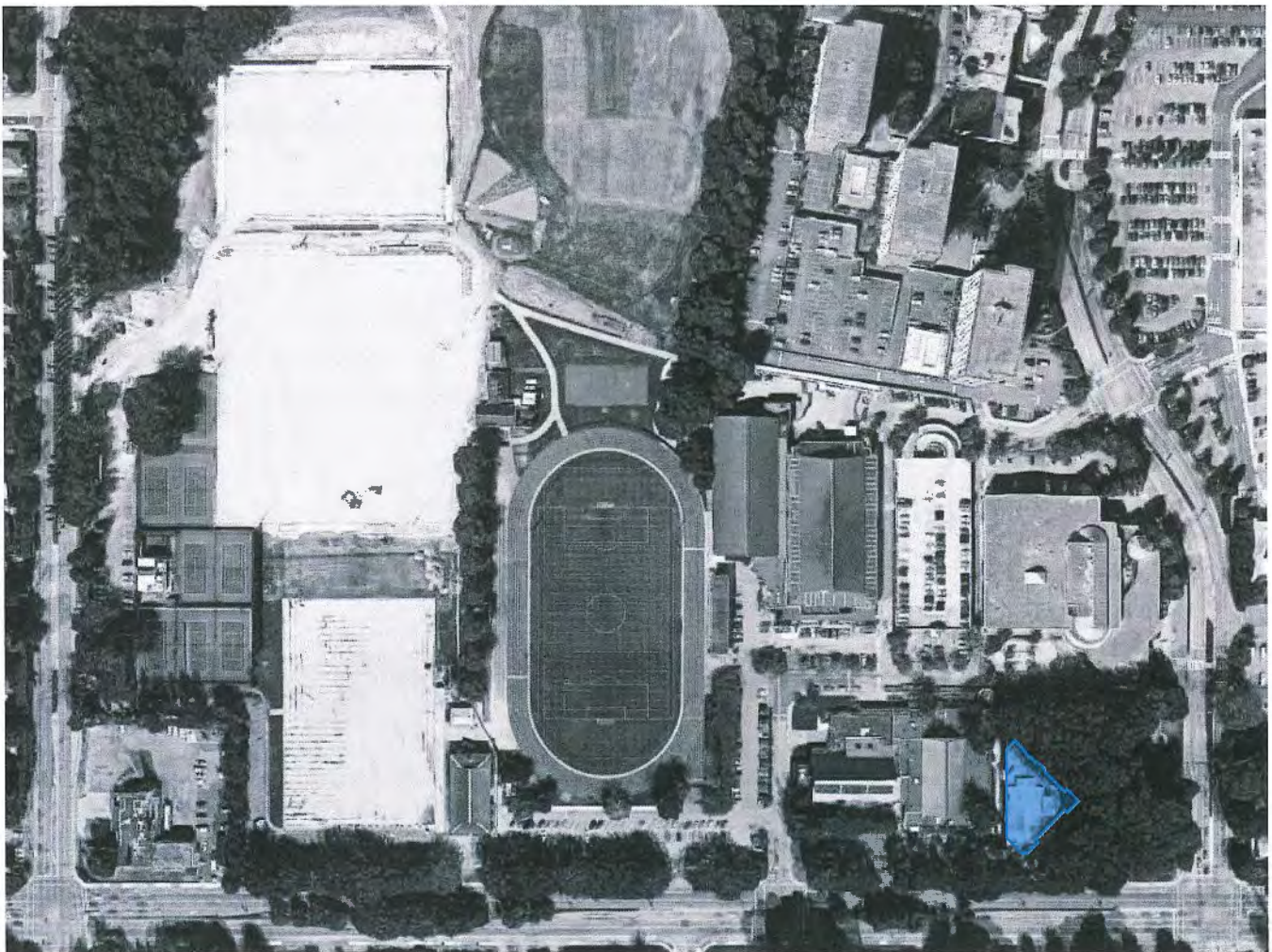
7660 Minoru Gate
Richmond, BC, V6Y 1R9

September 5, 2017

FOR THE ATTENTION OF:

CITY OF RICHMOND

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PART 1: INTRODUCTION



PART 1: INTRODUCTION

1.1 EXECUTIVE SUMMARY

The purpose of this report is to provide a building and cost analysis for the potential of repurposing of the Minoru Place Activity Centre located at the southeast corner of the cultural precinct of Minoru Park. With the imminent departure of the prime tenant to the new purpose built Minoru Centre for Active Living, this study is to investigate the potential for adapting the existing building in order to fill a critical need for additional City programming. From previous reviews and discussions, it has been determined that Arts programming currently represents the greatest spatial and programming need. The addition of space represented by the vacated Minoru Place Activity Centre, would allow the City to better meet the demand for programs such as dance, pottery, media arts, performing arts, and for a community gallery.

Given the age of the facility, the scope of work includes a condition analysis, to report on the current state of the building and systems, and to understand the extent of upgrades required to extend the life of the building for the short term, or bring the facility to current standards for long term continued use.

The City of Richmond has requested a study and preliminary comparative cost analysis to review the following options.

Option A – SHORT TERM FACILITY REUSE

Minimal interior and exterior improvements for conversion to an Arts Centre.

Option B – LONG TERM FACILITY REUSE

Full upgrade of the interior and exterior building with conversion to an Art Centre.

Option C – FACILITY REPLACEMENT

Based on the same size facility and use as an Arts Centre.

BUILDING ASSESSMENT

The building assessment has concluded that the building structure is in reasonable shape and the design for floor loads would support a variety of new uses, however the building is deficient with respect to seismic design, based on current building codes. For a long term building reuse option, this would be rectified by the addition of bracing, shear walls, and / or exterior buttresses to provide lateral support. With a short term solution of repurposing the building, seismic upgrading and the associated cost is not included in the Option.

The mechanical and electrical systems for the building are mostly original and are in need of replacement, if it was decided to extend the life of the building beyond 5 - 10 additional years. This would include the AHU, roof top units, boilers, hot water tank, lighting, DDC, fire alarm system, low voltage system, and PA system. Though some of the mechanical unit replacement could be phased, it would be sensible to replace most of the electrical items during a major renovation of the building.

With respect to the short term reuse option, some of the existing equipment and systems may be relied upon without replacement though it must be understood that the potential of failure and subsequent replacement would be continuing liability. A program of regular assessment should be considered with the approach of retaining the existing equipment and systems. The following list describes the assessment of the major systems of the building based on a short term reuse option.

Mechanical

- > Domestic Hot water system DHWT - This will likely last the next 5-10 years. Piping is aging but unless the operator has more information no major signs of leaking pipes is evident. Plumbing fixtures are original and can be replaced if necessary but likely can last 5-10 more years.
- > HVAC - The built-up indoor air handling units can likely last 5-10 more years. The rooftop A/C units should be replaced now. Pumps should be replaced.
- > Boilers - These are older modular type but can likely last 5-10 more years. Leaking heating water piping is evident and repairs will likely be required and continue to increase in the next 5-10 years.

1.1 EXECUTIVE SUMMARY CONT'D

- > Controls - Pneumatic controls do the bare minimum and do not provide good controllability of the system, however it can likely limp along for the next 5-10 years.
- > Fire Protection - From the report it would seem that the Fire Protection and DHW tank is ok Fire protection is adequate. DHWT is in good shape.

ELECTRICAL

- > Fire Alarm and devices - Fire Alarm system is operational and we think it is reasonable that it will continue to operate for 5-10 years provided its maintenance plan is conducted annually. As for devices such as light-switches and receptacles, there are different version and types throughout the building and the majority are in good condition. It is reasonable to assume that they will last 5-10 years.
- > Exit lighting - The exit signs are not to current code and we recommend that they are upgraded.
- > Emergency lighting - Emergency lighting system is operational and we think it is reasonable that it will continue to operate for 5-10 years provided its maintenance plan is conducted annually.
- > PA - The PA system is outdated and the client would have challenges securing support for the system. We don't think the system would last for 5-10 years.
- > DDC System - Not sure if this is for the Mechanical system DDC or if it is for the IT network headend. The average life for switches and small IT equipment is 7-10 years and the existing equipment seem to be approximately 5 years old. We don't think the system will last 5-10 years.
- > Security - Security systems such as cameras are not current and likely at end of life and we recommend upgrading.

The building envelope has performed reasonably well but is deteriorating. The recommendation for continued long term use, is to replace the cladding, windows and roofing with new assemblies before failure occurs. These new assemblies will serve to reduce energy costs by decreasing the heating and cooling loads. If a short term use of the building is desired, minor repairs and painting is suggested.

ARTS CENTRE USE

We believe that the Arts Centre is very well suited since the program planning will work well with the building and space, would provide the ability to extend existing programming in need, can expand their physical space, and will potentially free up area within the Cultural Centre building for other purposes.

PARKING

ARTS CENTRE: PARKING REQUIREMENTS

If categorized as Indoor Recreation: 2 stalls per 100m² gross area - 1,555/100 = 15.5 x 2 = 32 stalls

Plus - Staff allowance of 16 x .75 stalls = 12 stalls

Total parking = 44 stalls

Based on the requirement from the City to add 28 new stalls to the parking in this area, the total requirement would be 72 stalls. Given the existing 60 stalls dedicated to senior parking, there would be an overall shortfall of 12 stalls.

We have estimated the number of parking stalls required for each use based on the Parking Bylaw, and have found that the parking can be accommodated within the seniors parking area south of the existing Aquatic Centre. Given that acceptance of the parking requirements is at the discretion of the planning department, these calculations would need to be verified.

COST

The Cost Report identifies the total project costs for each of the options including construction, contingencies, professional fees, connection fees and permits, owners management and overhead. The breakdown of the cost options is as follows,

Option A – SHORT TERM FACILITY REUSE	\$3,652,900
Option B – LONG TERM FACILITY REUSE	\$7,868,800
Option C – FACILITY REPLACEMENT	\$12,566,700

END OF EXECUTIVE SUMMARY

1.2 SCOPE OF REPORT

1.3 INVOLVEMENT

In April of 2017, The City of Richmond engaged the services of DGBK Architects to complete a study of the existing Minoru Place Activity Centre. The purpose of this report is to provide a building analysis and costing of the potential for repurposing of the Minoru Place Activity Centre located at the southeast corner of the cultural precinct of Minoru Park.

With the imminent departure of the prime tenant to the new purpose built Minoru Centre for Active Living, the purpose of this study is to investigate the potential for adapting the existing building to fill a critical need for additional City programming. Given the age of the facility, the scope of work includes a condition analysis, in order to report on the current state of the building and systems, and to understand the extent of upgrades required to extend the life of the building for the short term, or bring the facility to current standards for long term continued use.

From previous reviews and discussions, it has been determined that Arts programming currently represents the greatest spatial and programming need. The addition of space represented by the vacated Minoru Place Activity Centre, would allow the City to better meet the demand for programs such as dance, pottery, media arts, performing arts, and for a community gallery.

The City of Richmond has requested a study and preliminary comparative cost analysis to review the following options.

Option A – SHORT TERM FACILITY REUSE

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Option C – FACILITY REPLACEMENT

Based on the same size facility and use as an Arts Centre.

In addition to the above noted scope, we felt it was important to include comments relative to the building site and context, and its relationship to the other components of the cultural precinct. Included in our study, is a brief review of how the continued use might address this relationship, and discussion of how to encourage connection and integration as part of this repurposing. This review notionally addresses the Cultural Centre, adjacent plaza, and surrounding landscape.

EXCLUSIONS & LIMITATIONS

The scope of this Study did not include a full condition assessment of all building components, material testing, or destructive investigations.

Based on the terms of reference for this study, DGBK did not conduct in depth interviews with City of Richmond departmental, or facilities staff. The planning for costing reflects a concept plan developed by City of Richmond Community Services. Should the decision be made to proceed with any of the specific uses included in this report, DGBK would recommend a Functional Program be developed in conjunction with staff and stakeholder consultation.

OWNER / CLIENT

The City of Richmond
Jon Thibodeau, PMP, Capital Buildings Project Development - Engineering & Public Works

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DOCUMENTS PROVIDED

The following background documents were provided to the consultants upon engagement:

- Annotated Concept Planning diagram provided by Community Services.
- Richmond Cultural Centre Annex: Facility Analysis, Urban Arts Architecture & Urban Design, 2015 (55 pages PDF format) Note: report includes VFA Asset Detail Report.
- Asbestos and hazardous materials survey report, Pacific Environmental, 2009 (3 pages PDF format).
- Architectural record drawings for Minoru Gate Seniors Activity Centre, Howard Yano Architects, 1985 (13 pages, PDF format).
- Structural record drawings for Minoru Gate Seniors Activity Centre, Pomeroy Engineering Ltd., 1985 (3 pages, PDF format).
- Mechanical record drawings for Minoru Gate Seniors Activity Centre, Pomeroy Engineering Ltd., 1985 (5 pages, PDF format).
- Electrical record drawings Minoru Gate Seniors Activity Centre, L.P. Gander & Associates Ltd., 1985 (5 pages, PDF format).
- Architectural record drawings for Minoru Gate Seniors Activity Centre: Kitchen / Cafeteria Renovation/Addition, Henry Hawthorn Architect, 1989 (5 pages, PDF format).
- Structural record drawings for Minoru Gate Seniors Activity Centre: Kitchen / Cafeteria Renovation/Addition, Pomeroy Engineering Ltd., 1989 (3 pages, PDF format).

1.4 EXISTING FACILITY OVERVIEW

MINORU PLACE ACTIVITY CENTRE

The Minoru Place Activity Centre (MPAC) is located at 7660 Minoru Gate in Richmond, B.C. set at the South East corner of Minoru Park and across from the existing Minoru Cultural Centre and the existing Aquatic Centre, and within a grove of trees designated a heritage asset. The 1,555m² (16,738 ft²) single story purpose built facility was constructed in 1986. In 1989 an addition and renovation was undertaken to add a commercial kitchen and cafeteria space. The building is classified as a Group A, Division 2, Assembly Occupancy. The facility was constructed to meet the then current 1988 British Columbia Building Code and applicable City of Richmond By-Laws.

FUNCTIONAL ORGANIZATION

MPAC features a triangular plan with the main entry obliquely facing the plaza and Minoru Cultural Centre to the north and a secondary entrance serving the dedicated parking to the northwest. The facility consists of an administrative component comprising offices, reception and meeting room, a large open lounge area, a billiards room, several multi-purpose rooms, a wood working shop, a dividable activity room with stage and dressing areas, a commercial kitchen with cafeteria and washrooms.

BUILDING APPEARANCE

The exterior of the facility is weathered and showing its age and is in moderate to poor condition. The facility still offers spacious, bright, naturally day lit interior spaces, the spatial organization is easily readable, and the facility is well used.

STRUCTURE

Minoru Place is primarily a heavy timber wood frame building with some structural steel columns in the high ceiling activity/stage area. The structure sits on a raft slab with timber pilings. A series of plywood clad sheer walls occur throughout the complex. The building was constructed to allow for the addition of a second level, an elevator shaft and pit having been incorporated into the original design.

BUILDING EXTERIOR

The exterior walls are cavity insulated wood stud framed walls clad in painted cedar siding. The windows, skylights and exterior doors are double glazed aluminium storefront. The flat roof is a built-up membrane and the sloped roofs are either glazing in aluminium frames or prefinished metal.

BUILDING INTERIOR

The interior partitions are wood stud and dry wall. Doors are wood set in pressed steel frames; the interior also features a generous amount of interior glazing. Floor finishes are generally carpet, except for resilient flooring in the kitchen /cafeteria area, wood floor in the activity space and ceramic tile in the washrooms. Ceilings are a mixture of acoustic tiles and exposed wood decking.

BUILDING SERVICES

Electrical Services are located on the main floor within a designated room. Mechanical services are divided between the boiler room on the main level and HVAC in the second level penthouse.

CURRENT FUNCTION AND FUTURE

Currently MPAC offers space for Richmond's population of seniors (those aged 55 plus) to engage in a number of educational, cultural, social and health related activities and programs. The facility features a full-service cafeteria, billiards room, wood working shop, multi-purpose rooms for programs and events and a well-used lounge for reading and socializing. It also offers a variety of daytime out trips by bus, boat and train to special attractions, events and restaurants.

Minoru Place Activity Centre will be vacated once the City of Richmond completes the new Minoru Centre for Active Living, which will address current and future community needs for seniors activities recreation, sport and other activities.

1.4 EXISTING FACILITY OVERVIEW CONT'D

SITE

Minoru Park within the Brighthouse, City Centre Area of Richmond is comprised of a mix of cultural and recreational uses that includes the Minoru Place Activity Centre, The Richmond Cultural Centre (which includes the Richmond Art Gallery, Richmond Museum and Library), Aquatic Centre, Minoru Arenas, Minoru chapel, the park proper, and a variety of sports fields. Currently under construction is Fire Hall No. 1 and Minoru Centre for Active Living, which will house the new Seniors Centre and Aquatic Centre. Minoru Place is located at 7660 Minoru Gate in Richmond, B.C. set at the South East corner of Minoru Park and across from the existing Minoru Cultural Centre and the existing Aquatic Centre. This facility is set within a grove of trees planted in 1925 and designated a heritage asset and as such is given special consideration for preservation. MPAC forms the South end of a cultural precinct, however due to its orientation does not have a clear physical and visual link to the precinct's plaza.

ZONING

The Minoru Place Activity Centre is located in the City of Richmond's Area Plan: 10 City Centre – Brighthouse Village. The building is situated in Minoru Park, which is zoned School and Institutional Use (SI). Applicable permitted uses are as follows: childcare, education, library and exhibit, government services, park and indoor/outdoor recreation.

OCCUPANT LOAD

Referring to the attached Fire Protection and Life Safety Building Code Assessment the building occupancy load can be determined in two ways:

1. Based on floor area ratios and room use designations for an Assembly Occupancy. This yields an occupancy of 924 persons divided equally between males and females
2. Based on current washroom fixture counts of (5) male washroom fixtures, (6) female washroom fixtures and (1) unisex fixture in staff washroom for an occupancy load of 450 person divided into 350 males and 150 females. This method would require signage indicating maximum allowable occupant load for building.

PARKING AND LOADING BYLAW

Minoru Place Activity Centre is located within Parking Zone 2. The parking requirements are from Section 7 of Zoning Bylaw 8500 for common land uses throughout the City.

A few things to note:

- (7.9) Minoru Park benefits from lower City Centre zone 2 parking rate requirements
- (7.2) New uses in new or existing buildings are required to provide parking in compliance with the current bylaw. Existing uses in existing buildings are not required to change their existing parking when the bylaw changes over time
- (7.4.3) Shared parking can be considered if appropriate
- (7.4.4) Up to a 10% parking reduction with transportation demand management measures may be considered if appropriate
- (7.7.1) Per Zoning Bylaw clause 7.7.1, for a property containing two or more uses, the total parking requirements should be the sum of the requirements for each individual use. In cases where the proposed use is unique, or the Bylaw parking requirements are not reflective of the actual parking demand. The parking rates are determined by the Director of Transportation for any uses not listed

PARKING FOR NEW USE

The MPAC currently utilizes 60 stalls dedicated to seniors southwest of the building providing close access to the building. Our calculations for the facility parking needs account for use of these 60 stalls once the new Minoru facility is operational.

We understand that there will be a requirement by the City to provide 28 stalls additional parking stalls to this area to account for an overall parking deficiency in the precinct.

1.4 EXISTING FACILITY OVERVIEW CONT'D

PARKING FOR NEW USE CONT'D

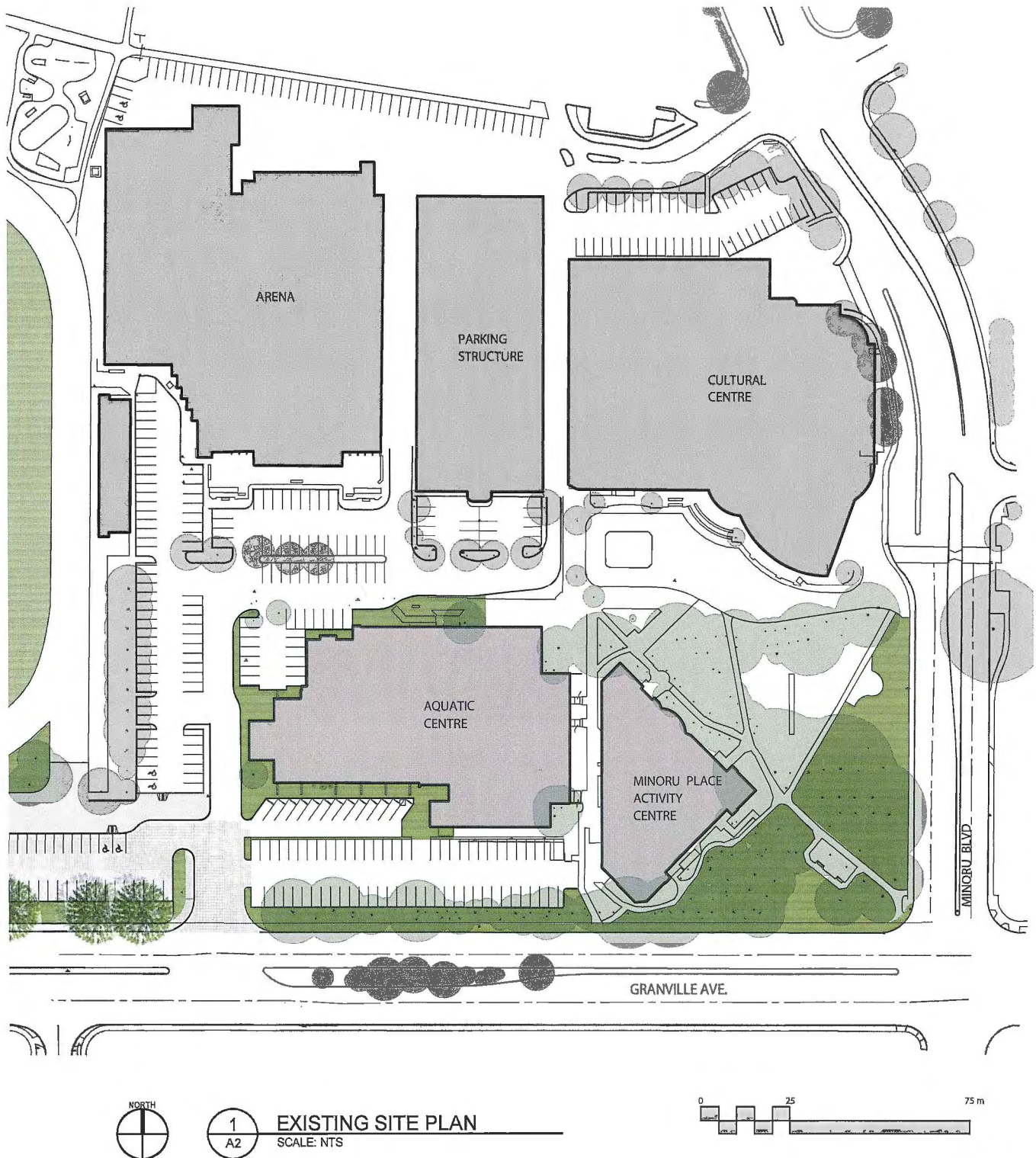
ARTS CENTRE: PARKING REQUIREMENTS

If categorized as Indoor Recreation: 2 stalls per 100m² gross area - $1,555/100 = 15.5 \times 2 = 32$ stalls

Plus - Staff allowance of 16 x .75 stalls = 12 stalls

Total parking = 44 stalls

This would mean there is no impact to satisfy the needs of the facility though there would be a shortfall of 12 stalls in order to accommodate the additional 28 parking stalls to be added. Given the decision to demolish the existing Aquatic Centre once the new facility is operational, it is presumed that there would be space to accommodate this additional parking.





1.5 ASSESSMENT SUMMARIES

The consultant team reviewed available existing building documents, and carried out an on-site review of the building to evaluate the general condition of the facility. Additionally, the team reviewed the building systems and construction to provide input on the potential repurposing of the building, considering the use identified by the City of Richmond.

The full assessment reports by the structural, mechanical, electrical, building code, building envelope, and landscape consultants, are provided within the appendix of this document. Listed below are the fundamental recommendations from each discipline with respect to general upgrades for the facility to bring it to a current working condition and building code compliance.

ARCHITECTURAL

The building interior has been well maintained, is in very good condition and is a comfortable space filled with natural light. Upgrading of floor finishes, millwork and painting would provide a more contemporary look for the building.

STRUCTURAL

1. The main floor is suitable for 4.8 kPa live load, which is suitable for assembly occupancies.
2. The existing building is seismically deficient and any renovations should consider incorporating a seismic upgrade. A seismic upgrade to a life safety performance objective would include:
 - > Plywood shear walls throughout the building. Distribution of the shear walls is important to limit wall-overturning forces on the raft slab and pile foundations.
 - > Connection of the plywood roof diaphragm to the existing and new plywood sheathed interior shear walls.
 - > Upgrade existing plywood shear walls with nailing and anchor bolts.
 - > Add steel perimeter chords and drag struts to connect the roof to the shear walls.
 - > Add additional brace bays and replace the existing steel brace bay on the west elevation of the Activity Room.
 - > Seismic upgrade using external buttress walls may be an effective approach that would require less internal shear walls thus opening up interior planning options.
3. The second floor and supporting columns and foundations are suitable for a future second floor addition. A future second floor addition however would increase the seismic retrofit requirements.
4. The structure is generally post and beam construction. Partition walls that are not used as shear walls can readily be relocated or removed.
5. The main floor is a pile supported structural raft slab, which cannot be readily cut to relocate under slab services. Relocation of under slab services should be avoided.

MECHANICAL

The Minoru Place Activity Centre mechanical system, equipment and components are still original to the building, dating back to the 1985 construction date. While it is possible to reuse much of the existing HVAC and plumbing systems in a repurposed building of similar occupancy, most components have outlived their expected lifespan and will continue to require more and more servicing and/or replacement in the near future. Consideration should be given to replacing the 5 boiler modules, HVAC system, domestic hot water tank, and DDC controls.

ELECTRICAL

The Minoru Senior Centre electrical systems are original to the 1985 building. Overall, the electrical service and distribution is in good order and has the capacity to accommodate the current or similar uses. Further investigation at a detailed design level would be required if a proposed repurposing of the building would increase the loads on the existing system.

The fire alarm system would need to be upgraded for a major renovation. The lighting and switching are original to the building and have reached the end of their expected lifespan, and should be replaced with new energy efficient fixtures. The low voltage systems requires upgrading or replacement. All exit signage will need to be replaced to be code compliant. The PA system needs to be replaced and consideration should be given to installing a security system since none exists at this time.

1.5 ASSESSMENT SUMMARIES CONT'D

With respect to the short term reuse option, some of the existing equipment and systems may be relied upon without replacement but it must be understood that failure and subsequent replacement would be continuing liability. A program of period assessment should be considered with the approach of retaining the existing equipment and systems. The following describes the assessment of the major systems of the building for a short term reuse option.

Mechanical

- > Domestic Hot water system DHWT - This will likely last the next 5-10 years. Piping is aging but unless the operator has more information no major signs of leaking pipes is evident. Plumbing fixtures are original and can be replaced if necessary but likely can last 5-10 more years.
- > HVAC - The built-up indoor air handling units can likely last 5-10 more years. The rooftop A/C units should be replaced now. Pumps should be replaced.
- > Boilers - These are older modular type but can likely last 5-10 more years. Leaking heating water piping is evident and repairs will likely be required and continue to increase in the next 5-10 years.
- > Controls - Pneumatic controls do the bare minimum and do not provide good controllability of the system, however it can likely limp along for the next 5-10 years.
- > Fire Protection - From the report it would seem that the Fire Protection and DHW tank is ok Fire protection is adequate. DHWT is in good shape.

ELECTRICAL

- > Fire Alarm and devices - Fire Alarm system is operational and we think it is reasonable that it will continue to operate for 5-10 years provided its maintenance plan is conducted annually. As for devices such as light-switches and receptacles, there are different version and types throughout the building and the majority are in good condition. It is reasonable to assume that they will last 5-10 years.
- > Exit lighting - The exit signs are not to current code and we recommend that they are upgraded.
- > Emergency lighting - Emergency lighting system is operational and we think it is reasonable that it will continue to operate for 5-10 years provided its maintenance plan is conducted annually.
- > PA - The PA system is outdated and the client would have challenges securing support for the system. We don't think the system would last for 5-10 years.
- > DDC System - Not sure if this is for the Mechanical system DDC or if it is for the IT network headend. The average life for switches and small IT equipment is 7-10 years and the existing equipment seem to be approximately 5 years old. We don't think the system will last 5-10 years.
- > Security - Security systems such as cameras are not current and likely at end of life and we recommend upgrading.

BUILDING ENVELOPE

For a long term reuse of the building, the Minoru Place Senior Centre will require a complete building envelope upgrade if the building's functional lifespan is to be extended whether through continued occupation or repurposing. The major upgrades would include,

1. Remove the existing cladding and re-clad with a rainscreen wall assembly with improved detailing, including, but not limited to, improved air barrier continuity and waterproofing the base of walls.
2. Lower the finished grade, so there is an elevation difference between the finished grade and top of slab-on-grade. Waterproof the slab-on-grade where it extends beyond the building footprint.
3. Replace the windows with new windows of improved rain, air, and thermal resistance.
4. Replace the glazed doors with new doors of improved rain, air, and thermal resistance. Also replace the pressed steel and wood doors with new pressed steel doors to allow for improved detailing.
5. Perform skylight water penetration testing to better confirm the performance of the skylights and the necessary repairs. Alternatively, consider replacing the skylight assemblies.
6. Where existing cladding is being re-clad with a rainscreen wall assembly, improve the waterproof detailing at metal flashings.

1.5 ASSESSMENT SUMMARIES CONT'D

7. The roof requires some remediation and repair, however since any repurposing of the building would require code related seismic upgrades to the roof structure, the opportunity should be taken to install a new roofing system.

BUILDING CODE

The MPAC is in reasonably good condition and well suited to an Arts Centre use. Life Safety and Building Code compliance concerns are minimal and can be addressed at the next renovation phase.

The two primary issues are;

- > a dead end corridor which needs an extension to an exterior door and confirmation of Fire truck access within this Minoru campus of Cultural Buildings (with Richmond Fire Department).
- > A review of the allowable occupant load determined that the building type and exiting is 923 occupants, however based on the number of water closets provided in the building, the allowable occupant load would be 450.

Any renovation should also address issues such as upgrades for full Accessibility for disabled persons. Although mostly compliant at this stage, there are some minor improvements, which would bring the facility into full compliance.

SITE

In any repurposing, it is essential to ensure the protection of the heritage grove of trees located to the North and East of the Minoru Senior Centre. This grove dating back to 1925 is considered a significant city heritage asset. Care will need to be taken during any renovation or rehabilitation of Minoru Place to protect them. This stand of trees is considered in overall good health; however, some consideration will need to be given to the long-term management of this asset. It is understood that any vegetation within one to two meters of the building would need to be removed in with a full building upgrade; option B.

PART 2: FACILITY OPTIONS



PART 2: FACILITY OPTIONS

2.1 INTRODUCTION

As previously noted, this study is to evaluate the potential for repurposing the MPAC to an arts centre. Working with a preliminary sketch from Community Services, we have conducted a review of the existing building and documented the changes required to accomplish the departments planning goals. As we understand it, the sketch reflects the departments intent for providing optimal programmatic use with a minimum of renovation and associated cost. The cost analysis for both Options A, B, and D reflect the planning seen in an arts centre revisions plan. In addition to this criteria the planning has been developed based on, but not limited to, the following criteria.

- *Existing building planning and spatial organization*
- *Quality of space and suitability for new use including views and daylight*
- *Size of facility, size of rooms, ceiling heights, etc.*
- *Occupant load, exiting, and other building code considerations*
- *Number of washrooms required for upgrade*
- *Accessibility within the building*
- *Extent of physical changes required for use*
- *Appropriateness for building and location*
- *Proximity to other facilities in the Cultural Precinct*
- *Relationship to the context*
- *Accessibility for transit, parking, loading*
- *Parking requirements*
- *Security and control*
- *Consideration of need for each program*
- *Surrounding site and ability to improve visibility within the precinct*
- *Benefit to the City of Richmond and to the Public*

BUILDING OPTIONS

Option A – SHORT TERM FACILITY REUSE

This option is based on changing the existing building use to that of an Arts Centre. The plan provided describes the intent for the various spaces and the minimal improvements necessary to provide for the function of these spaces. To be clear, the plan provided to DGBK does not reflect any functional space programming nor meetings with City department or groups to develop the building revisions in a detailed way. The intent of this option is to provide a short term solution (5-10 years) with the minimum expense to maintain the building and alter it for this use.

PROJECT COST - \$3,652,900

Option B – LONG TERM FACILITY REUSE

This option reflects a full upgrade of the interior and exterior of building based on the condition assessment by the consultants, and recommendations for maintaining the current building for the long term. The cost for the interior renovation includes seismic and building service improvements and conversion to an Art Centre to suit the plan used for option A.

PROJECT COST - \$7,868,800

Option C – FACILITY REPLACEMENT

In order to understand the magnitude cost options and value of the existing building, option D compares the cost of providing a new building of the same size, dedicated as the Arts Centre.

PROJECT COST - \$12,566,700



2.2 PLANNING: ARTS CENTRE

We understand that repurposing the building as an arts centre would fulfill an expressed need for expansion of the Visual and Performing Arts program currently provided at the Cultural Centre including Dance, Performing Arts, Media Arts, Community Gallery, and Pottery.

It is a fact that most of these programs are consistently oversubscribed and many children, youth and adults are turned away as a result. Reuse of the existing Minoru Place Activity Centre would assist the City in meeting the current and future demand, and provide an opportunity to expand the range of services offered. Given the buildings' extensive exterior glazing, visibility of the activities inside would increase animation of the precinct and strengthen synergies with Cultural Centre. In addition to dedicated spaces, allowing for multi-purpose spaces would provide flexibility for special events, as well as potential use by local groups and clubs in the community. The planning makes use of the existing office for facility administration, removes the kitchen to provide a larger pottery studio, retains the large central space for dance, encloses the stage to accommodate a green room and change rooms, and provides a community gallery space. The lounge space would be retained and, with the addition of a raised platform, the space would allow for the programming of small performances.

OPTION A – SCOPE OF WORK (the scope of work is based on the existing MPAC plan and reflects the planning to be used for options A, B, and D.

ARCHITECTURAL

The changes and upgrades suggested for this change of use option include:

EXTERIOR - (Ref. LDR Envelope Report)

1. Strip, repair and repaint wood siding.
2. Lower the finished grade, so that there is an elevation difference between the finished grade and top of slab on grade.
3. Remove and/or adjust vegetation that are in close proximity to the exterior walls.
4. Review and correct deficiencies in the 2-ply SBS membrane.
5. Adequately secure all metal flashings
6. Remove and replace failed sealant.
7. Ensure all equipment and fans are well secured to the roof, replace all corroding fasteners, and seal all penetrations.
8. Replace roof hatch hardware and provide a new gasket.
9. Replace any failed window sealed units.
10. Replace canvas canopy at east entry.
11. New glass canopy for north entry.

INTERIOR – (Ref. Arts Centre Plan)

General notes,

- Replace ceiling tiles with new throughout spaces.
- Existing carpet to remain except where change of flooring is noted. Infill matched carpet where necessary at removal of millwork.

1. General Office Area 103
Provide partitions for additional meeting room
 - New door
 - Adjust lighting to suit
 - Paint walls
 - New ceiling tiles throughout
2. Office 106
Remove millwork and sink to convert to office
 - Infill carpet
 - Repair wall and paint room
 - New ceiling tiles throughout
 - Provide walls around counter adjacent to entry vestibule and provide additional lighting.

2.2 PLANNING: ART CENTRE

3. Flex Lobby
 - Remove millwork and fireplace
 - Remove display cabinet
 - Construct a new raised area for performances (one riser high)
 - Provide power in stage and lighting above for minor performances
4. Community Art Gallery 120
 - Remove existing millwork (pool queue holders, display cabinets)
 - Upgrade lighting for gallery use
 - Change flooring to large format porcelain tile
 - Paint walls, mechanical ducting and ceiling
 - Remove millwork on west wall
 - Remove glazing facing the interior corridor and replace with solid wall
 - Remove existing doors and replace with frameless glass doors
 - Provide new solid gypsum board wall 3' in front of exterior glazing to create a window gallery space
5. Visual Arts 125
 - Replace ceiling tiles.
6. Multi-purpose 127
 - Remove folding partition and replace with full height gypsum board partition between rooms 127 and 130 c/w with acoustic separation;
 - Replace ceiling tiles.
7. Media Arts 130
 - Replace ceiling tiles.
8. Workshop 132
 - No work
9. Pottery Studio 134
 - Remove commercial kitchen
 - Including all equipment, counters, storage rooms, shelving, and safety flooring;
 - Maintain Office 137 provide new flooring, ceiling tiles and paint;
 - Remove walls associated with Kitchen, except existing office.
 - Provide new Kiln Room with 2 hr rated gypsum board partitions, sprinklers and fire rated metal doors;
 - Provide new power for 2 electric pottery kilns;
 - Provide ventilation for room.
 - Provide ceiling mounted cord reels for potters wheels (20);
 - Upgrade ceiling tiles;
 - Provide metal storage shelving for pottery supplies and finished work 20' long x24" deep;
 - Provide new resilient flooring throughout demolished Kitchen area;
 - Extend lighting from open area to demolished Kitchen area;
 - Provide new card reader to exterior doors;
 - Provide new double doors from corridor 133 into Pottery Studio with swing into 134; Hardware to allow free exit from corridor into 134 but lockable from 134 to 133.
10. Performing Arts Room 116
 - Remove doors and rolling shutter between 116 and 117 and fill in wall with gypsum board partition;
 - Remove folding partition between 116 and 115 and replace with full height gypsum board partition with - acoustic separation;
 - Paint room for black box theatre use;
 - Provide black out curtains on exterior wall to cover glazing;
 - Provide new exit light to compensate for curtains;
 - Upgrade lighting for light theatrical use.

2.2 PLANNING: ART CENTRE

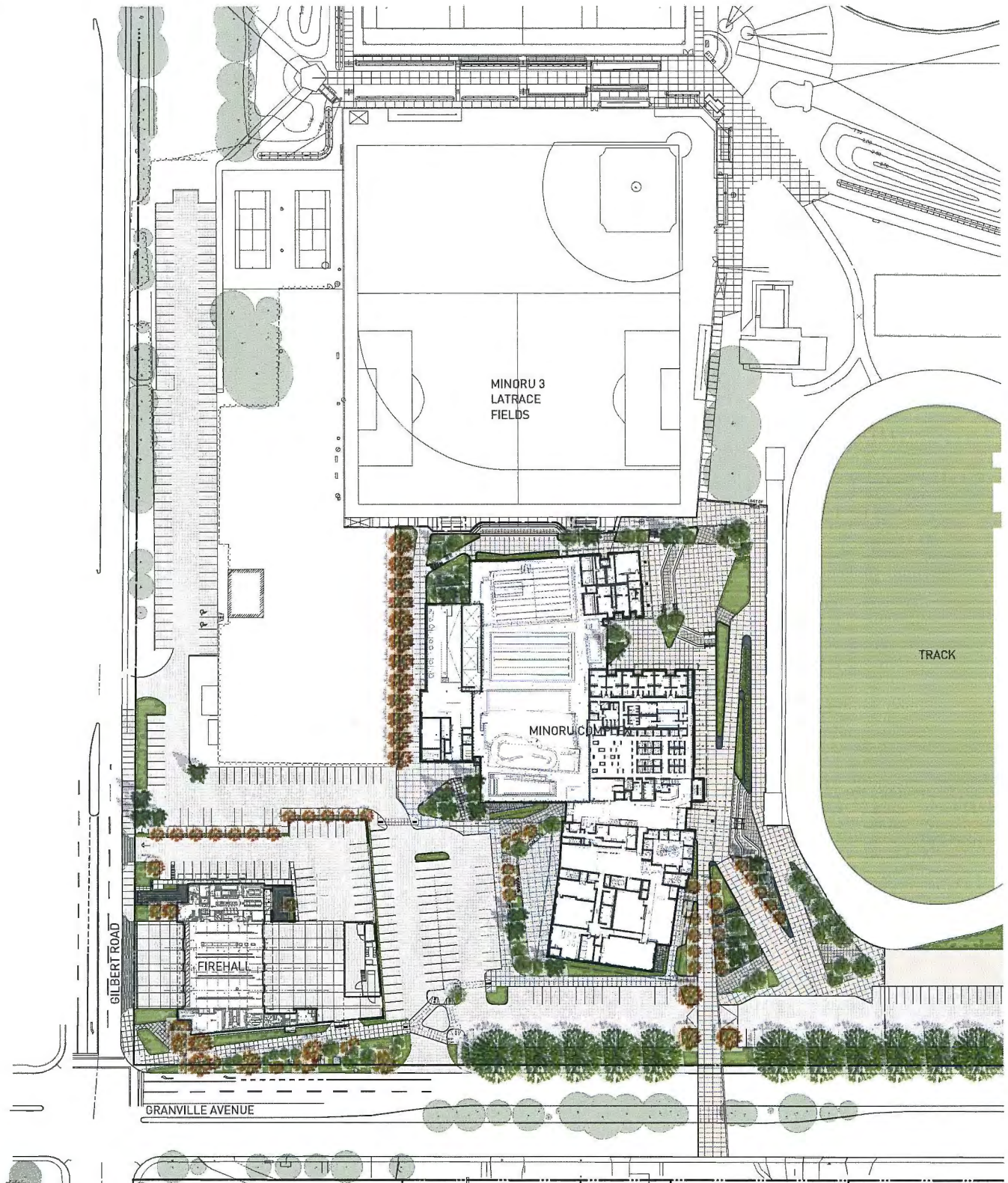
11. Dance Studio 115
 - Remove folding partition between 115 and 114 and replace with full height fixed gypsum board partition with acoustic separation.
12. Dance Studio 114
 - Remove stage curtains and replace with full height fixed gypsum board partition with acoustic separation. Include window to view from 113 to 114.
13. Green Room 113
 - Upgrade upper stage area for use as lounge space.
14. Dressing Rooms 111 & 112
 - Install new millwork counters, mirrors, and hanging rods for costumes.
15. Corridor 119
 - Provide new glazed double doors in corridor with closers and signage to deter access beyond.
16. Corridor 108
 - Provide door between corridor and Coats 110 with access control from front desk.

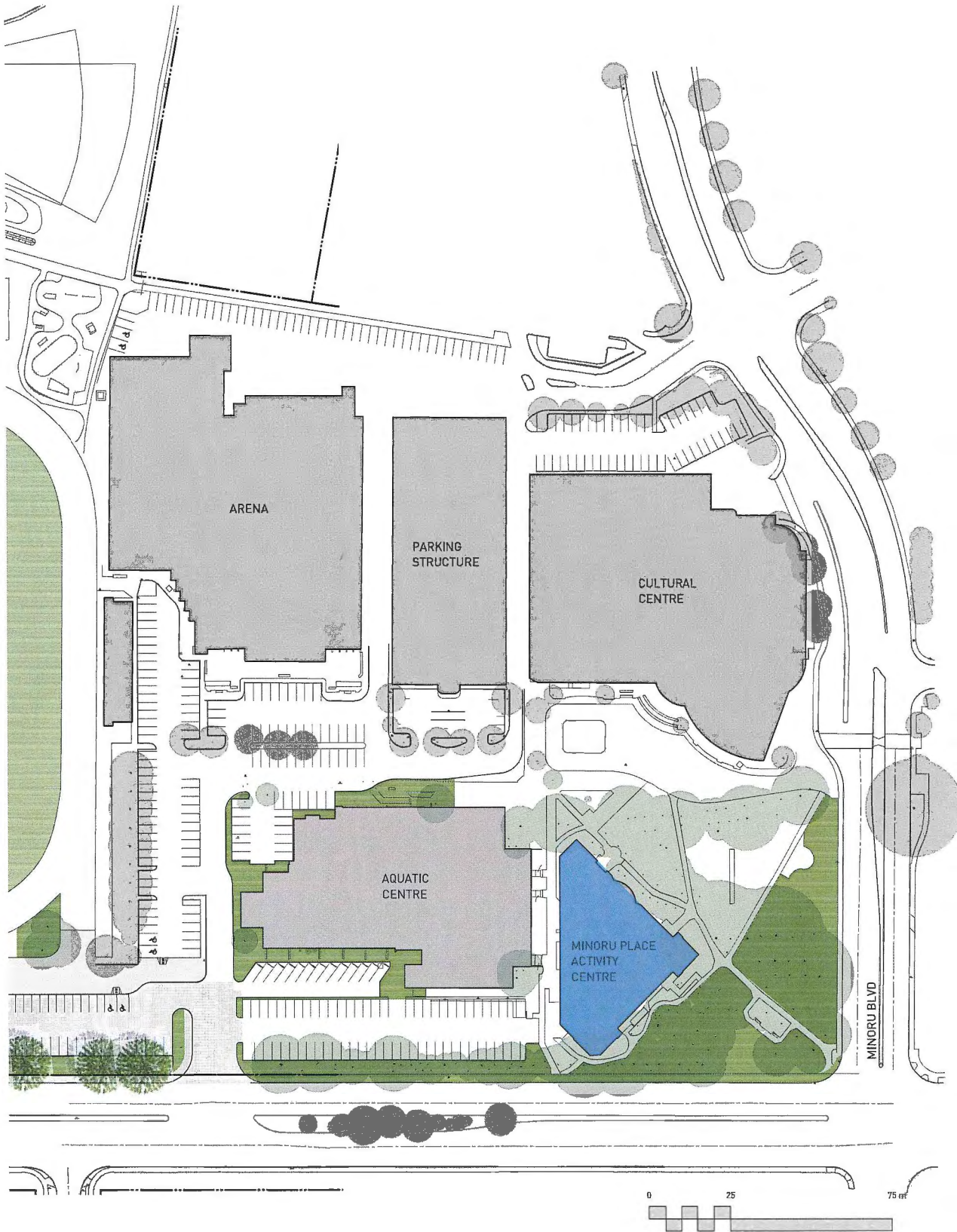
ADVANTAGES

1. Synergies with existing Art Gallery, arts programming, and functions in Cultural Centre.
2. Expansion of arts programming courses.
3. Provision of a much-needed Community Art Gallery.
4. Location is well suited to the other cultural facilities.
5. Unique facility within the City of Richmond.
6. Retention of gymnasium space allowing for expansion of popular programs such as dance.
7. Relatively little interior replanning.
8. Minimal building system upgrades.
9. Existing space is well suited to many programming activities.
10. Proximity to social and recreational activities within Minoru Park.

DISADVANTAGES

1. Difficulty in providing new washroom facilities (structural constraints).
2. Poor connections and visibility of facility within Cultural Precinct.





2.3 SITE & CONTEXT

When designing any new building, the site and context are integral components of the design and planning response. With respect to the repurposing of the Minoru Place Activity Centre, consideration of site and context are not only important for the facility, but critical to the area, given its location within the cultural precinct at Minoru and relationship to the other major facilities that make up this public asset.

Minoru Park, within the Brighthouse area of Richmond, is comprised of a mix of cultural and recreational uses that includes the Minoru Place Activity Centre, The Richmond Cultural Centre (which includes the Richmond Art Gallery, Richmond Museum and Library), Aquatic Centre, Minoru Arenas, Minoru chapel, the park proper, and a variety of sports fields. Currently under construction is Fire Hall No. 1 and Minoru Centre for Active Living, which will house the new Seniors Centre and Aquatic Centre.

We have studied the area around the Minoru Place Activity Centre and have documented observations that admittedly go beyond the scope of this study though regardless, we feel compelled to put forward to add to the conversation that we know has already been initiated within the City regarding the masterplan for Minoru park and the important facilities within.

Any repurposing of Minoru Place Activity Centre, will need to address a number of issues regarding the facilities visibility and relationship to the park as a whole, to the new Minoru Centre for Active Living to the East and most importantly to the Cultural Centre to the North, across the plaza.

VISIBILITY

With respect to the existing planning, the building is well situated, and the location and shape of the building well considered. It provides visibility to the Cultural Centre and into the plaza from the Minoru Boulevard, and from the corner of Granville Avenue and Minoru Boulevard. From the corner of this street, access runs at a 45 degree angle to enter into the plaza and to the entry of the Minoru Place Activity Centre building. The high canopy of the heritage tree grove allow this unobstructed view however, the bushes and covered walkways become visual barriers both from the street and from the facility to the plaza.

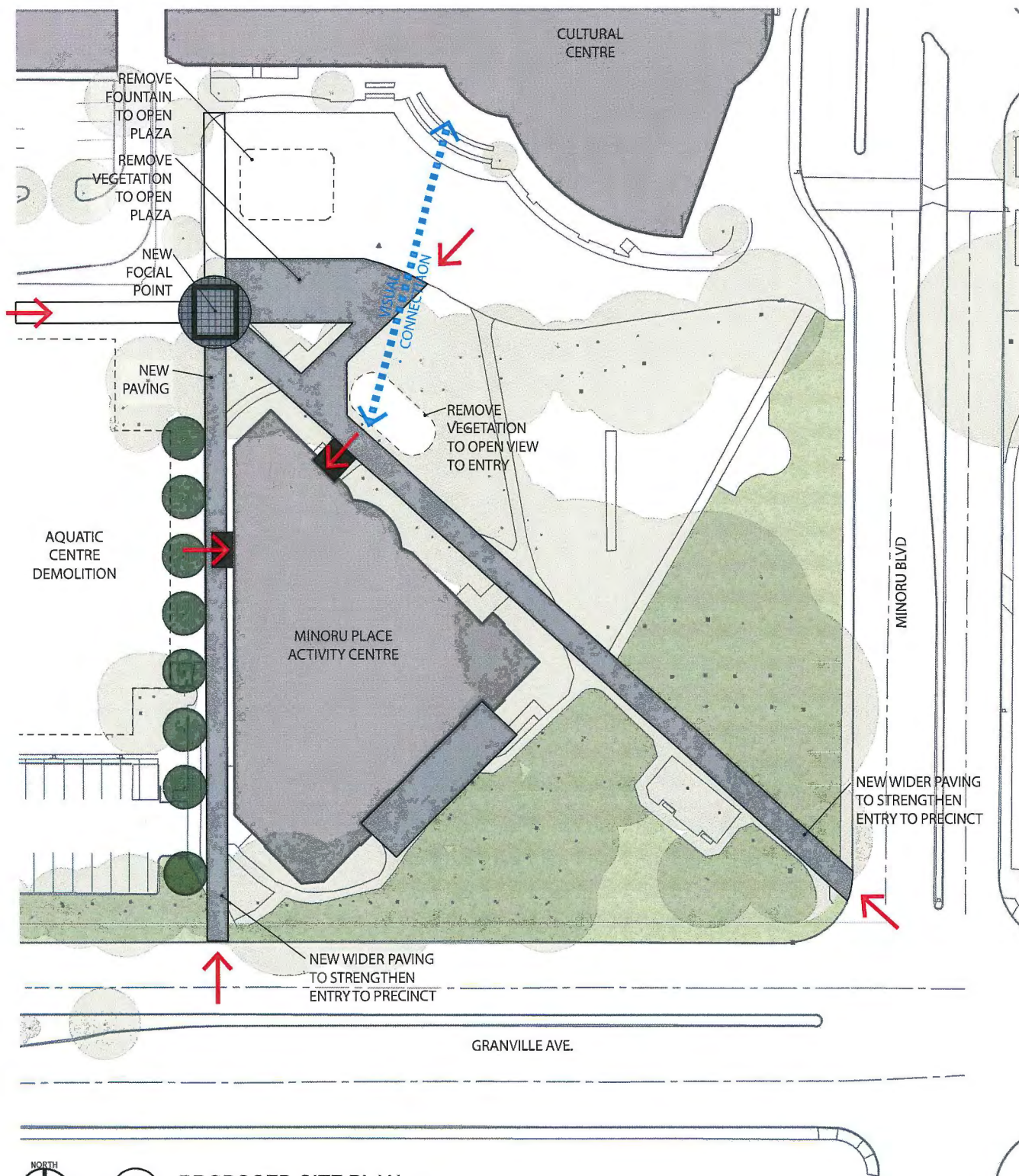
ENTRY

From within the central plaza, views of the Minoru Place Activity Centre entry are obstructed by the bushes, creating a disconnect and diminishing the opportunity to capitalize on the activity of the plaza and interaction between the Cultural Centre and Minoru Place Activity Centre. We recommend correcting this by removing this landscape to reinforce the visual and physical relationship that would highlight the new use.

We would recommend that this connection could be highlighted and strengthened as a more significant entry into the precinct and to the Minoru Place Activity Centre from the corner. This could be accomplished with a wider walkway, use of paving stones, lighting poles or bollards. We note that the access paths for the new Minoru Centre for Active Living are clear and directive. Echoing some of those same design elements and materials should be considered as a way to provide cohesion overall and a relationship to the major components of the precinct.

ARRIVAL

The current arrival point into the plaza from the west visually and physically blocks the plaza. We would recommend removal of the central fountain to provide a more flexible and functional plaza space as well as some of the shrubs and bushes around that obscure views to the Minoru Place Activity Centre and entry point into the plaza from the south west corner.



1
A2

PROPOSED SITE PLAN

SCALE: NTS

2.3 SITE & CONTEXT CONT'D

SITE IMAGES



View of west walkway indicating need to update and highlight the building entry.



View of plaza showing open space limited by the central fountain.

2.3 SITE & CONTEXT CONT'D

SITE IMAGES



View from plaza to MPAC showing lack of visibility to building entry and indirect pathway.



View from west side of MPAC showing visibility obscured by bushes and covered walkway.

PART 3: CONCLUSION



PART 3: CONCLUSION

3.1 FACILITY ASSESSMENT

EXISTING BUILDING UPGRADES

As outlined in the body of the Report, the existing Minoru Place Activity Centre, continues to be a well used facility and, given its age, has stood up remarkably well over the past 31 years. The building appears to have been well maintained, and although the interior space is in very good condition, the exterior is understandably beginning to deteriorate due to years of exposure. Given the age of materials, detailing and construction technology of the day, and type of construction, the upgrades suggested by the building envelope consultant are consistent with expectations. Since there are no indications that the envelope has been compromised to the point of internal damage, the building framing has been protected. If the building is to be retained for new use, we would recommend that the envelope be fully addressed, i.e., replacement of cladding, glazing, and roofing, to provide a consistent and effective building shell.

The building frame is in very good condition, meets current structural design loads, and would still suit the addition of a second floor, as was planned for at the time of design. The building structure is seismically deficient but rated as low-medium risk. Continued use of the building should consider a program to upgrade the building's bracing during any planned renovations. The extent of implementation is typically a factor of the magnitude of renovation and should be based on a discussion between the City and Authority Having Jurisdiction.

One structural issue of note, is the construction of the building slab and foundation. Since the building is a raft slab on piles, the entire ground floor slab acts as a diaphragm to stiffen the building. Since the continuity of this diaphragm is integral to the structure, any modifications made by cutting the slab for new services, would need to be done with careful attention to repair the slab afterwards. Given this, the addition of washrooms would be more costly than with a typical structure.

The consultants have noted the building mechanical and electrical systems are largely original to the building and have reached the end of their expected life. For the mechanical systems, this would include the boilers, AHU unit, condenser, roof top units, domestic hot water tank, and DDC. The electrical equipment would include lighting, emergency lighting, exit lights, fire alarm, PA, and incoming fibre. It was also noted that the building does not have a security intrusion system nor any functioning surveillance. These should be provided with any of the building upgrades or replacement facility.

While replacement of electrical components would make sense with any internal renovations, some of the mechanical roof top unit upgrades might be phased over time.

Given that the building is still in use today, without any of the upgrades recommended in the condition assessment, the cost for implementation of all the work can be thought of as the ultimate refurbishment of the building. As such, the list of upgrades could be prioritized and /or the work scaled down to as little as deemed necessary at this time. Special consideration is needed regarding the seismic risk identified in the structural report.

The decision for retention of the building must weight the factors of upgrade or replacement costs, OBI's, and potential revenue, with value of the community asset, expansion of City programming, and speed of providing these services.

SHORT TERM UPGRADES

The building is well suited to an Arts Centre and although the cost of upgrades are approximately \$4M, the benefit of the Short Term Reuse, Option A, is that the City would have a functioning facility in place while planning for a replacement within the next 5 - 10 years.

PART : COST REPORT





PROJECT COST ESTIMATE

SUMMARY OF THREE (3) OPTIONS		Option A: Minimal Interior & Exterior Improvements + Conversion to Arts Centre		Option B: Full Upgrade of Interior & Exterior + Conversion to Arts Centre		Option C: New Build Replacement Dedicated as an Arts Centre	
A. LAND COST		Excluded		Excluded		Excluded	
B. CONSTRUCTION		\$1,530,000		\$4,141,000		\$7,306,000	
C. CONTINGENCIES		\$584,500		\$1,582,000		\$2,332,100	
D. PROFESSIONAL FEES		\$253,600		\$686,700		\$1,060,300	
E. CONNECTION FEES & PERMITS		\$180,000		\$190,000		\$415,000	
F. OWNERS MANAGEMENT & OVERHEAD		\$79,200		\$214,500		\$361,500	
G. SOFT COST CONTINGENCY (5% of Items D to F)		\$25,600		\$54,600		\$91,800	
SUB-TOTAL (Excluding FF&E)		\$2,652,900		\$6,868,800		\$11,566,700	
H. FURNISHINGS, FITTINGS & EQUIPMENT (Allowance of B + C)		\$1,000,000		\$1,000,000		\$1,000,000	
SUB-TOTAL (Including FF&E)		\$3,652,900		\$7,868,800		\$12,566,700	
I. GST (Excluded)		Excluded		Excluded		Excluded	
J. TOTAL PROJECT COST (Excluding Finance Charges & GST)		\$3,652,900		\$7,868,800		\$12,566,700	

Concept Scope:

SUMMARY OF THREE (3) OPTIONS

- To assess and analyze the viability of repurposing the existing Minoru Seniors Centre for other uses.
- To produce high level range of costs to bring the existing facility to current code requirements resulting from change of use, and bring the facility up to a "good condition" standard. To also produce high level range of costs to complete a Tenant Improvement to deliver the desired function.

Basis of Estimate:

- Scope of work defined in DGBK "Minoru Arts Centre List of Work 17.08.22", "MPAC", & "Scope of work images_reduced"
- Scope of work defined in "01 Minoru Assessment Reports - All"

Exclusions:

- Unforeseen existing building conditions
- A specialist HazMat consultant should be engaged to provide an assessment report and costing
- Accelerated schedule, phasing or restricted working hours
- Decanting and moving (if any)
- Items identified as "Excluded"



PROJECT COST ESTIMATE

Option A: Minimal Interior & Exterior Improvements + Conversion to Arts Centre			TOTAL
A. LAND COST			Excluded
1 Land			Excluded
2 Legal Fees			Excluded
B. CONSTRUCTION			\$1,530,000
Upgrade Existing Building to Current Standards (Base Build)			
1 Structural; structural upgrades and seismic upgrading excluded	16,738 SF	Excluded	Excluded
2 Architectural; mandatory code upgrades (change of use), no seismic upgrades (Base Build)	16,738 SF	\$29/ft ²	485,000
3 Mechanical; mandatory code upgrades (change of use), no seismic upgrades (Base Build)	16,738 SF	\$4/ft ²	67,000
4 Electrical; mandatory code upgrades (change of use), no seismic upgrades (Base Build)	16,738 SF	\$5/ft ²	84,000
5 Allowance for select demolition of existing interiors to suit base build; re-purpose	16,738 SF	\$5/ft ²	84,000
6 Allowance for HazMat removal (HazMat report not received)	16,738 SF	\$4/ft ²	67,000
Total Upgrade Existing Building to Current Standards (Base Build)	16,738 SF	\$47/ft²	\$787,000
Tenant Improvement (T.I.'s) to Convert Base Build to Art Space			
7 Tenant Improvements to convert Base Build to Art Studio Space (Basic)	16,738 SF	\$25/ft ²	418,000
Total T.I.'s to Convert Base Build to Finished Art Space	16,738 SF	\$25/ft²	\$418,000
8 Allowance for On Site Utility Upgrades	Allow		125,000
9 Allowance for on Site Works / Site Development / Green Spaces / Landscaping / Parking	Allow		200,000
10 Off Site Works / Infrastructure	Is		Excluded
C. CONTINGENCIES			\$584,500
1 Design Contingency (Design & Program Changes)	15.00%		229,500
2 Escalation Contingency (Assumed 3 years to Mid-Point of Construction)	9.25%		162,800
3 Post Tender Change Order Contingency	10.00%		192,200
D. PROFESSIONAL FEES			\$253,600
1 Architectural	6.50%		137,400
2 Structural	1.25%		26,400
3 Mechanical	1.50%		31,700
4 Electrical	1.00%		21,100
5 Quantity Surveying	0.30%		6,300
6 Other Consultants and Disbursements (Civil, Geotech, LEED, Envelope etc)	1.45%		30,700
E. CONNECTION FEES & PERMITS			\$180,000
1 Development Cost Charges	Is		Not Required
2 Building Permits	Is		30,000
3 Allowance for Utility Connection Fees (Hydro, Terasen, Telus etc)	Is		150,000
F. OWNERS MANAGEMENT & OVERHEAD			\$79,200
1 Owners Project Management Fee	1.50%		31,700
2 Owners Planning and Administrative Cost	1.00%		21,100
3 Project Insurance	1.00%		21,100
4 Project Commissioning, Move-In	0.25%		5,300
G. SOFT COST CONTINGENCY (5% of Items D to F)			\$25,600
SUB-TOTAL (Excluding FF&E)			\$2,652,900
H. FURNISHINGS, FITTINGS & EQUIPMENT (Allowance)			\$1,000,000
SUB-TOTAL (Including FF&E)			\$3,652,900
I. GST (Excluded)			Excluded
J. TOTAL PROJECT COST (Excluding Finance Charges & GST)			\$3,652,900

Concept Scope:

Option A: Minimal Interior & Exterior Improvements + Conversion to Arts Centre

- To assess and analyze the viability of repurposing the existing Minoru Seniors Centre for other uses.
- To produce high level range of costs to bring the existing facility to current code requirements resulting from change of use, and bring the facility up to a "good condition" standard. To also produce high level range of costs to complete a Tenant Improvement to deliver the desired function.

Basis of Estimate:

- Scope of work defined in DGBK "Minoru Arts Centre List of Work 17.08.22", "MPAC", & "Scope of work images_reduced"
- Scope of work defined in "01 Minoru Assessment Reports - All"

Exclusions:

- Unforeseen existing building conditions
- A specialist HazMat consultant should be engaged to provide an assessment report and costing
- Accelerated schedule, phasing or restricted working hours
- Decanting and moving (if any)
- Items identified as "Excluded"



September 1, 2017

PROJECT COST ESTIMATE

Option B: Full Upgrade of Interior & Exterior + Conversion to Arts Centre			TOTAL
A. LAND COST			
1 Land			Excluded
2 Legal Fees			Excluded
B. CONSTRUCTION			
	Area	\$/SF	\$4,141,000
Upgrade Existing Building to Current Standards (Base Build)			
1 Structural; mandatory code upgrades (change of use), including seismic (Base Build)	16,738 SF	\$90/ft ²	1,506,000
2 Architectural; mandatory code upgrades (change of use), including seismic (Base Build)	16,738 SF	\$65/ft ²	1,088,000
3 Mechanical; mandatory code upgrades (change of use), including seismic (Base Build)	16,738 SF	\$8/ft ²	134,000
4 Electrical; mandatory code upgrades (change of use), including seismic (Base Build)	16,738 SF	\$6/ft ²	100,000
5 Allowance for select demolition of existing interiors to suit base build; re-purpose	16,738 SF	\$5/ft ²	84,000
6 Allowance for HazMat removal (HazMat report not received)	16,738 SF	\$4/ft ²	67,000
Total Upgrade Existing Building to Current Standards (Base Build)	16,738 SF	\$178/ft²	\$2,979,000
Tenant Improvement (T.I.'s) to Convert Base Build to Art Space			
7 Tenant Improvements to convert Base Build to Art Studio Space (Basic)	16,738 SF	\$50/ft ²	837,000
Total T.I.'s to Convert Base Build to Finished Art Space	16,738 SF	\$50/ft²	\$837,000
8 Allowance for On Site Utility Upgrades	Allow		125,000
9 Allowance for on Site Works / Site Development / Green Spaces / Landscaping / Parking	Allow		200,000
10 Off Site Works / Infrastructure	Is		Excluded
C. CONTINGENCIES			\$1,582,000
1 Design Contingency (Design & Program Changes)	15.00%		621,200
2 Escalation Contingency (Assumed 3 years to Mid-Point of Construction)	9.25%		440,500
3 Post Tender Change Order Contingency	10.00%		520,300
D. PROFESSIONAL FEES			\$686,700
1 Architectural	6.50%		372,000
2 Structural	1.25%		71,500
3 Mechanical	1.50%		85,800
4 Electrical	1.00%		57,200
5 Quantity Surveying	0.30%		17,200
6 Other Consultants and Disbursements (Civil, Geotech, LEED, Envelope etc)	1.45%		83,000
E. CONNECTION FEES & PERMITS			\$190,000
1 Development Cost Charges	Is		Not Required
2 Building Permits	Is		40,000
3 Allowance for Utility Connection Fees (Hydro, Terasen, Telus etc)	Is		150,000
F. OWNERS MANAGEMENT & OVERHEAD			\$214,500
1 Owners Project Management Fee	1.50%		85,800
2 Owners Planning and Administrative Cost	1.00%		57,200
3 Project Insurance	1.00%		57,200
4 Project Commissioning, Move-In	0.25%		14,300
G. SOFT COST CONTINGENCY (5% of Items D to F)			\$54,600
SUB-TOTAL (Excluding FF&E)			\$6,868,800
H. FURNISHINGS, FITTINGS & EQUIPMENT (Allowance)			\$1,000,000
SUB-TOTAL (Including FF&E)			\$7,868,800
I. GST (Excluded)			0%
J. TOTAL PROJECT COST (Excluding Finance Charges & GST)			\$7,868,800

Concept Scope:

Option B: Full Upgrade of Interior & Exterior + Conversion to Arts Centre

- To assess and analyze the viability of repurposing the existing Minoru Seniors Centre for other uses.
- To produce high level range of costs to bring the existing facility to current code requirements resulting from change of use, and bring the facility up to a "good condition" standard. To also produce high level range of costs to complete a Tenant Improvement to deliver the desired function.

Basis of Estimate:

- Scope of work defined in DGBK "Minoru Arts Centre List of Work 17.08.22", "MPAC", & "Scope of work images_reduced"
- Scope of work defined in "01 Minoru Assessment Reports - All"

Exclusions:

- Unforeseen existing building conditions
- A specialist HazMat consultant should be engaged to provide an assessment report and costing
- Accelerated schedule, phasing or restricted working hours
- Decanting and moving (if any)
- Items identified as "Excluded"



September 1, 2017

PROJECT COST ESTIMATE

Option C: New Build Replacement Dedicated as an Arts Centre			TOTAL
A. LAND COST			Excluded
1 Land			Excluded
2 Legal Fees			Excluded
B. CONSTRUCTION			\$7,306,000
New Build Replacement (same size)			
1 New Build Arts Centre; including raft slab/piling, site preparation, site development etc	16,738 SF	\$429/ft ²	7,181,000
2 Allowance for On Site Utility Upgrades	Allow		125,000
3 Off Site Works / Infrastructure	Is		Excluded
C. CONTINGENCIES			\$2,332,100
1 Design Contingency (Design & Program Changes)	15.00%		1,095,900
2 Escalation Contingency (Assumed 3 years to Mid-Point of Construction)	9.25%		777,200
3 Post Tender Change Order Contingency	5.00%		459,000
D. PROFESSIONAL FEES			\$1,060,300
1 Architectural	11.00%		530,100
2 Structural	5.50%		120,500
3 Mechanical	1.25%		144,600
4 Electrical	1.50%		96,400
5 Quantity Surveying	1.00%		28,900
6 Other Consultants and Disbursements (Civil, Geotech, LEED, Envelope etc)	0.30%		139,800
E. CONNECTION FEES & PERMITS			\$415,000
1 Development Cost Charges	Is		225,000
2 Building Permits	Is		40,000
3 Allowance for Utility Connection Fees (Hydro, Terasen, Telus etc)	Is		150,000
F. OWNERS MANAGEMENT & OVERHEAD			\$361,500
1 Owners Project Management Fee	1.50%		144,600
2 Owners Planning and Administrative Cost	1.00%		96,400
3 Project Insurance	1.00%		96,400
4 Project Commissioning, Move-In	0.25%		24,100
G. SOFT COST CONTINGENCY (5% of Items D to F)			\$91,800
SUB-TOTAL (Excluding FF&E)			\$11,566,700
H. FURNISHINGS, FITTINGS & EQUIPMENT (Allowance)			\$1,000,000
SUB-TOTAL (Including FF&E)			\$12,566,700
I. GST (Excluded)			0%
J. TOTAL PROJECT COST (Excluding Finance Charges & GST)			\$12,566,700

Concept Scope:

Option C: New Build Replacement Dedicated as an Arts Centre

- To assess and analyze the viability of repurposing the existing Minoru Seniors Centre for other uses.
- To produce high level range of costs to bring the existing facility to current code requirements resulting from change of use, and bring the facility up to a "good condition" standard. To also produce high level range of costs to complete a Tenant Improvement to deliver the desired function.

Basis of Estimate:

- Scope of work defined in DGBK "Minoru Arts Centre List of Work 17.08.22", "MPAC", & "Scope of work images_reduced"
- Scope of work defined in "01 Minoru Assessment Reports - All"

Exclusions:

- Unforeseen existing building conditions
- A specialist HazMat consultant should be engaged to provide an assessment report and costing
- Accelerated schedule, phasing or restricted working hours
- Decanting and moving (if any)
- Items identified as "Excluded"

SEPTEMBER 1, 2017



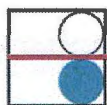
MINORU SENIORS CENTRE

STRUCTURAL ASSESSMENT REPORT

**BUSH, BOHLMAN
& PARTNERS LLP**

Submission by: Clint Low P. Eng., Struct. Eng., MStructE, FEC
1550 – 1500 West Georgia Street,
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Submission to: Peter Sickert
DGBK Architects
950-1500 West Georgia St
Vancouver BC V6G 2Z6

**MINORU SENIORS CENTRE STRUCTURAL ASSESSMENT REPORT****➤ BACKGROUND**

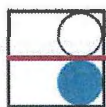
The existing building located in the Minoru Civic Centre complex on Granville Street in Richmond was constructed in 1985 and is a triangular shaped single storey structure. A cafeteria addition was added to the building in 1989.

The building construction is a pile supported raft slab on grade floor with a tongue and groove timber plank decking on glulam timber frame flat roof supported by timber and steel posts. The building is clad with wood siding. The roof is torch on SBS with built up slopes to drains. Generally the building timber structure is exposed to view on the interior. The building structure appears well maintained and in good condition.

➤ EXISTING BUILDING STRUCTURE

The following description of the building structural systems is based on structural information noted on the original building structural drawings dated July 1985, the addition drawings dated November 1989, and observations during a site visit on April 18, 2017:

- Building foundations consist of timber piles supporting a structural raft slab on grade with thickenings over the piles. Pile capacity is not noted on the original drawings. Pile capacity for the addition is noted as 175 kN (40 Kips). Piles do not appear to be anchored to the raft slab for uplift forces.
- The main floor is generally a 150mm thick structural concrete slab on grade supported by the pile foundations. The slab is thickened to 200mm below the activity room stage, in the shops area, and at the cafeteria addition. The slab was placed over 6 mil poly sheet as a vapour barrier over 150mm of sand base. The slab is thickened locally over the piles to act as pile caps. There is a 600mm deep perimeter grade beam supporting the exterior wall and providing frost protection.
- The main roof is flat consisting of 13mm thick plywood over 38mm tongue and groove plank decking spanning about 1500mm between glulam joists. The glulam joists are generally 130mm wide x 380mm deep and span about 6m between lines of glulam girder beams that are supported by round glulam posts. The glulam girders are generally 175mm wide x 532mm deep. Posts are 250mm diameter turned glulam. Posts sit on steel bases and have fabricated steel saddles supporting the glulam girder beams.
- The roof steps up 1260mm over the Activity room to achieve a higher ceiling height. Here the roof structure consists of 225mm wide x 1100mm deep glulam beams spaced at 2.8m centres that clear span 17m across the Activity room. The glulams support 13mm plywood on 64mm deep tongue and groove plank decking. The depth of the glulams varies from 912 at the Activity roof edges to 1100mm at mid-span to create roof slopes.
- There is a small mechanical penthouse sitting on the main roof just east of the Activity room that is constructed from plywood over 38 x 286mm wood joists supported on wood stud bearing walls.
- The original building structural drawings indicate that the main roof was designed as a future second floor.



- Exterior stud walls are 38 x 140mm wood studs at 400 centres sheathed with 13mm plywood. Walls are anchored to the foundation with 5/8" diameter bolts at 2'-6" centres.
- Lateral wind and seismic loads are resisted by a series of plywood shear walls and a steel brace bay in the west exterior wall of the Activity room.
- There are several roof skylights that are framed from aluminum mullion sections.
- There is a wheelchair access ramp and storage shed on concrete pad added to the south side of the building.

➤ SITE OBSERVATIONS AND CONDITION ASSESSMENT

A site visit was carried out on April 18, 2017 to review the condition of the building and confirm details shown on the original structural drawings. The site visit was a visual observation only. No detailed investigative testing, inspection, or measurement has been carried out.

Generally the building is in good condition and appears to have been well maintained. Site observations were:

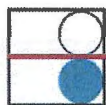
1. The building structure is generally as noted on the design drawings.
2. There are no visible signs of settlement or structural distress.
3. Timber framing exposed on the interior is in good condition. One split was observed in a beam in the Multi-purpose room that is likely due to drying shrinkage.
4. The floor slab is generally covered in carpet but it generally appears level.
5. The roof is in fair condition and appears to drain well.
6. There is a variety of rooftop mechanical equipment. Some of the equipment anchorage appears inadequate.
7. Building wood siding is in need of cleaning and painting. No rot or signs of water ingress was observed.
8. There appears to have been some settlement of adjacent grade relative to the pile supported building. Several door thresholds have a 30mm differential settlement step.
9. The kitchen walk-in cooler/freezer is flush with the surrounding floor however there is no indication on the original drawings of a slab recess to allow insulation below the freezer. There was no sign of freezing issues with the surrounding floor.
10. The steel brace bay connections at the Activity room west wall will not meet capacity design requirements of current codes.
11. The perimeter edge of the raft slab is exposed. This creates a cold bridge to interior floor space.
12. Staff stated that they are not aware of any issues with the building structure performance.

➤ STRUCTURAL ANALYSIS

The roof design has been checked for current snow loads and the main roof has been checked for use as a future floor. A high level seismic assessment has been carried out. The analysis confirms the following:

Main Roof design: The roof is capable of supporting the current Richmond design snow loads including snow drift and is capable of supporting a future second floor loading with a live load of 2.4 kPa (50 psf) which would be suitable for office type occupancy.

Activity Room Roof design: The Activity Room roof is capable of supporting current design snow loads and snow drift loads that would result from a future second floor addition.



Columns and foundations: Building columns and pile foundations are capable of supporting a future second floor addition having a 2.4 kPa live load.

Main Floor: The main floor structural pile supported slab appears to be designed for a 4.8 kPa (100 psf) live load. This is suitable for assembly, office, or retail type occupancies.

Seismic: The building structure has some seismic deficiencies particularly related to plywood shear wall anchorage, weak steel brace connections, and inadequate foundations for overturning and uplift forces. The building structure is rated low-medium risk. The underlying soils are soft and may be subject to liquefaction under strong ground shaking. Horizontal ground movement due to liquefaction may break timber piles and piles may plunge through a liquefied soil. Under those conditions, the raft slab is an important element that will provide bearing support to float the building on the surface crust soil and tie the building together. However, large differential settlement can be expected post-earthquake which will likely make the building unusable. A geotechnical consultant would be able to quantify liquefaction risks and mitigation options.

➤ RENOVATION CONSIDERATIONS

1. The main floor is suitable for 4.8 kPa live load which is suitable for assembly occupancies.
2. The existing building is seismically deficient and any renovations should consider incorporating a seismic upgrade. A seismic upgrade to a life safety performance objective will include:
 - Add plywood shear walls throughout the building. Distribution of the shear walls is important to limit wall overturning forces on the raft slab and pile foundations.
 - Connection of the plywood roof diaphragm to the existing and new plywood sheathed interior shear walls.
 - Upgrade existing plywood shear walls with nailing and anchor bolts.
 - Add steel perimeter chords and drag struts to connect the roof to the shear walls.
 - Add additional brace bays and replace the existing steel brace bay on the west elevation of the Activity Room.

Seismic upgrade using external buttress walls may be an effective approach that would require less internal shear walls thus opening up interior planning options.

3. The second floor and supporting columns and foundations is suitable for a future floor addition. A future floor addition would increase the seismic retrofit requirements.
4. The structure is generally post and beam construction. Partition walls that are not used as shear walls can readily be relocated or removed.
5. The main floor is a pile supported structural raft slab which cannot be readily cut to relocate under slab services. Relocation of under slab services should be avoided.



APPENDIX 1 - PICTURES



Picture 1 - Exposed Timber Roof Framing



Picture 2 - Glulam Beams Clearspan Activity Room



Picture 3 - Roof in Fair Condition – Drains Well. There are several Rooftop Units.



Picture 3 - Mechanical Penthouse with adjacent roof step over Activity Room



Picture 4 - Aluminum Framed Skylights



Picture 5 - Building Exterior in Fair Condition – requires cleaning and painting



Picture 5 - Ground settlement at several door thresholds. Edge of raft slab exposed creating a cold bridge.



Picture 6 - Storage building added at south elevation

Minoru Senior Centre

Mechanical Assessment Report

Prepared for:

DGBK Architects

950-1500 West Georgia Street,

Vancouver, BC, V6G 2Z6

Prepared by:

Rocky Point Engineering Ltd.

#102 – 211 E. Georgia Street

Vancouver, BC V6A 1Z6



Project # 17211-V

May 5, 2017

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1.0 Purpose of the Report

The intent of this report is to review the existing buildings plumbing, mechanical and fire protection systems and comment on their suitability and impact for future renovation. The report will provide an evaluation of the current condition of the mechanical systems and proposed options for upgrading systems with possible repurposing of the Senior Centre.

2.0 Existing Conditions

2.1 Mechanical Systems

The current mechanical systems consist of a Hydro Therm boiler model with five modules which serves air handling unit coils, reheat coils, perimeter baseboard radiation and the domestic hot water tank. Each modules capacity is 300,000 BTUH input for a total capacity of 1,500,000 BTUH or 1,500 MBH. The building is currently ventilated by two indoor heating only air handling units zoned roughly east and west. There are two split air condition unit serving the office with remote condensing unit located on the roof.



Figure 1 – Existing Boilers



Figure 2 – Existing indoor AHU



Figure 3 – Existing outdoor Split Condensing



Figure 4 – Existing rooftop unit

2.2 Plumbing Systems

The incoming combined fire/cold water main is currently a 150Ø pipe terminating in the water entry room at the north of the building. The water entry room contains the fire station and the domestic water station c/w water meter and PRV assemblies. A 65Ø cold water main feeds the 60 US Gallon indirect hot water tank with an immersion heater capacity of 250 BTUH input located in the Boiler Room. There are 25Ø domestic hot water (DHW) and 12Ø domestic hot water recirculation (DHW) pipes from the Boiler Room which distributes to various fixtures through the ceiling of the main floor.



Figure 5 – Existing indirect DHW heater/tank

A 100Ø sanitary main leaves the building and connects to the municipal sewer north of the building.

A 150Ø storm main leaves the building and connects to the municipal storm east of the building.

The building does not have any perimeter drain tiles.

A gas meter located outside the building provides gas service to the boilers. The 25Ø gas main feeds the boiler along with the fireplace.

2.3 Fire Suppression System

The building is fully sprinklered. A fire department Siamese connection is located on the north wall of the building.

2.4 Control System

The existing control system consists of pneumatic electric controls in each room to control the baseboard heaters along with night setback thermostat located in the space.

3.0 Condition Assessment

3.1 HVAC Systems

The HVAC system at Minoru is aged and are original to the building. Over the years, several rooftop units were added along with several split AC units were provided to the main air handling system to provide cooling. All of the equipment have out-lived its expected lifespan. Full replacement of the HVAC system is recommended.

The existing modular boiler plant has out-lived its expected lifespan as well. The boiler efficiencies are likely less than its designed efficiency of 80%. It is recommended the boilers be replaced with high-efficiency condensing type boilers that are over 95% efficient.

There is evident of water staining on the insulation of the heating water piping.

The various zone pumps appear to have been replaced over time.

3.2 Plumbing System

The existing central plumbing distribution piping is original to the building. The domestic hot water heater and tank appears to have been replaced within the last 5 years and is in reasonable condition. It is recommended to replace the domestic water tank with a separate high efficiency hot water heater and storage tank to suit the new building use. This separates the domestic water generation from the boiler water allowing the boiler to shut down during the summer months.

The plumbing fixtures are original to the building. Any new work would require the fixtures be replaced with new fixtures.

3.3 Fire Protection System

The existing fire protection system is in good shape. Any renovations can reuse the existing sprinkler system with modifications as required.

3.4 Control System

All new DDC controls with new room thermostats, occupancy sensors, etc. is recommended for the building. The existing control valves will be replaced with new DDC controlled valves and be tied into the new thermostat and sensors. The DDC system will be specified to meet City of Richmond controls standards.

4.0 Building Reuse

4.1 Recommendation

The mechanical systems at Minoru Senior Centre are original to the building. Many of the existing equipment is also original to the building. While it is possible to reuse much of the existing HVAC, plumbing system for a repurposed building that has a similar occupancy, they have outlived their expected lifespan and would like continue to require more and more servicing and or replacement over the life of the repurposed building.



Smith + Andersen

338 - 6450 Roberts Street Burnaby British Columbia
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ELECTRICAL INVESTIGATION REPORT

FOR

RICHMOND CULTURAL CENTRE ANNEX

7660 MINORU GATE,

RICHMOND, BC

OUR PROJECT NUMBER:

17188.001.E

DATE:

2017-04-28 (ISSUE FOR OWNERS REVIEW) – REV 0

LIMITS OF LIABILITY ASSOCIATED WITH THIS DOCUMENT

1. HAZARDOUS MATERIALS

- 1.1. It is understood that hazardous materials may be present (e.g. asbestos, mould, PCB's, etc.) within the existing building. The identification of and abatement recommendations with respect to hazardous materials is outside the scope of services provided by Smith + Andersen.

2. THIRD PARTY USE

- 2.1. Any use that a third party makes of this document, or reliance on or decisions to be based on it, are the responsibility of such third party. Smith + Andersen accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based upon this document.

3. GENERAL LIMITS

- 3.1. The review of existing installations was general in nature and limited to casual, visual observation without removal of ceilings, chases, destructive testing or dismantling. The review was not exhaustive and was performed to acquire a general understanding of the condition of existing systems. Very limited existing drawings were made available for the review of existing systems.
- 3.2. This document has been prepared solely for the use of the **CLIENT** and its design team associated with the **PROJECT**. The material contained in this document reflects Smith + Andersen's best judgement in light of the information available at the time of preparation. There is no warranty expressed or implied. Professional judgement was exercised in gathering and assessing information. The recommendations presented are the product of professional care and competence and cannot be construed as an absolute guarantee.
- 3.3. Where equipment sizing is provided it should be considered order-of-magnitude only as the project details that may affect systems have not been established or finalized.

1. INTRODUCTION

- 1.1. The investigated area is in a multi-use building (Administration, Circulation and Open Lounge, Program Rooms, Stage and Back of House, Food Services and Washrooms and Services).
- 1.2. The floor area investigated is approximately 16,738 square feet, single-story facility, shown on Figure 1.
- 1.2.1. The scope of the investigation is to determine the feasibility of improving the existing services to suit the current needs in an environmentally sustainable way. The scope of electrical review is determining the ability to provide adequate electrical service, telecommunication service and life and safety measurements.

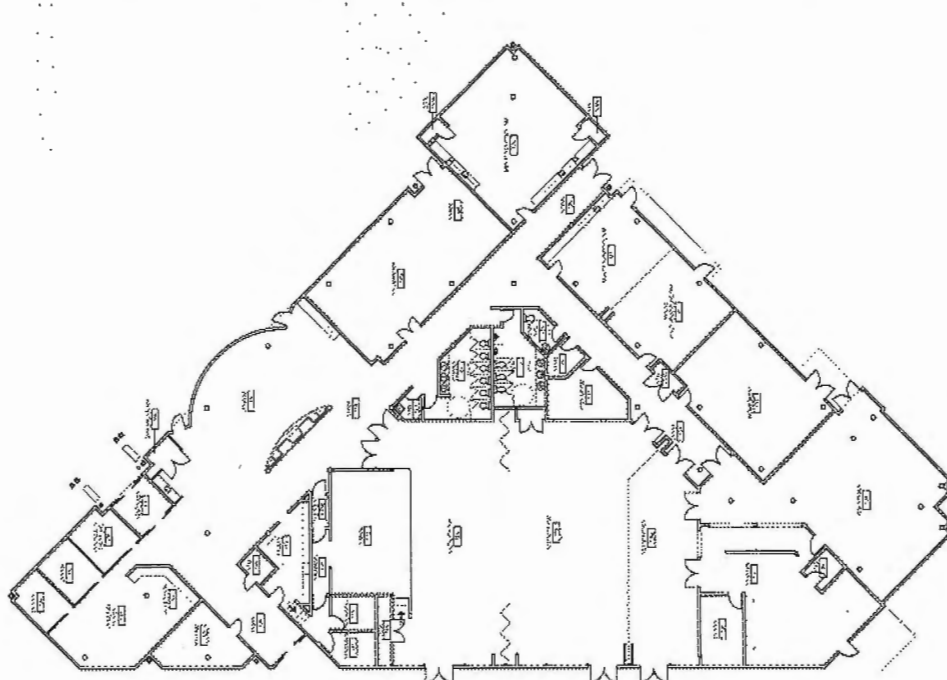


Figure 1 – Key Plan

2. INCOMING SERVICES AND POWER DISTRIBUTION

- 2.1. The building has a 3-phase, 4-wire, 800A service (120/208V) terminating on a main switchboard located in the main electrical room. The main switchboard and the service panel are shown in Figure 2 and Figure 3, respectively.
- 2.2. It's not foreseen that an upgrade to the electrical service will be required, since the

distribution equipment located throughout the building and on the roof (panel boards and disconnect switches) is in good condition.



Figure 2 – Building Main Switchboard 800A



Figure 3 – Service panels

3. FIRE ALARM

- 3.1. The building has a conventional four zone fire alarm system with an annunciator at the main entrance. Bells, manual pull stations, sprinklers and smoke detectors are currently installed.
- 3.2. The fire alarm system is expected to require modifications and replacements to fire alarm devices to suit site conditions and compliance with code standards:
 - .1 The fire alarm panel (Mircom Series 200), the annunciator and the manual pull stations shall be upgraded to code.

Smith + Andersen

Electrical Investigation Report
Richmond Cultural Centre Annex
17188.001.E

2017-04-28
Rev 0
Page 6

4. LIGHTING

- 4.1. In general, lighting and emergency lighting should be replaced, as some are from old models and have passed their life-expectancy.
- 4.2. Exit lights shall be replaced and upgraded to meet code standards.
- 4.3. All switching should be replaced.

5. LOW VOLTAGE SYSTEMS

- 5.1. A twisted pair telecommunications service is provided to the building. All structural cables are CAT 5E.
- 5.2. Incoming patching of fiber service shall be redone.
- 5.3. APC Surge Protector needs to be replaced.
- 5.4. Two 24 port switches are in good shape.
- 5.5. There is an intrusion panel and an earthquake recorder in the electrical room.
- 5.6. PA system needs to be updated and replaced.

6. SECURITY SYSTEM

- 6.1. No security system in place. It is expected that the tenant is responsible for their own security system.

FIRE PROTECTION AND LIFE SAFETY
BUILDING CODE ASSESSMENT

MINORU PLACE ACTIVITY CENTRE
7660 MINORU GATE, RICHMOND, BC

1.0 BUILDING CODE SUMMARY

This Building Code Assessment Report summarizes the fire protection and life safety building code concepts of the 2012 British Columbia Building Code (BCBC) as applicable to the overall condition of the existing Minoru Place Activity Centre (The Project) located at 7660 Minoru Gate, Richmond, BC, including all recent renovations, alterations, and additions.

The Project was originally constructed as a Senior's Centre in 1985. A single storey cafeteria addition was added in 1989. The building is a single story of wood frame construction on top of a raft slab of cast in place concrete.

Only one renovation was done since 1985.

The Project is provided with a fire alarm system and is also protected by an automatic sprinkler system.

The Project Building is located within a cultural precinct of civic buildings on civic land in Richmond, BC. Fire Department response is via internal laneways accessed off Minoru Boulevard and Granville Street.

This report is intended to identify features of the existing building that do not comply with Part 3 of the BCBC and assess whether and to what extent these differences may affect proposed uses for the building. This report should be read in conjunction with reports provided by the architectural, mechanical, electrical, and structural consultants.

This report is based on a review of existing architectural drawings in conjunction with a site review of the building conducted by our office on Friday, April 23, 2017. It is noted that some of the service rooms were not available for review at the time of our site visit.

2.0 INTRODUCTION

2.1 Project and Building Description

The existing original building was constructed in 1985 and has undergone one addition in that time. The building is one level with a building area (footprint) of approximately 1555 m². The building is constructed of combustible wood construction with a fire alarm system and full sprinklers.

2.1.1

2.1.2 Building Characteristics Summary

Building area: 1,555 m² (approximately)
Building height: 1 storey above grade⁽¹⁾
Occupancy: Assembly (Group A, Division 2)
High building: No
Construction: Combustible
Sprinklered: Yes
Standpipe system: No
Fire alarm system: Yes

2.2 Objectives of Building Code Assessment

The objectives of this report are:

- to outline the relevant and significant applicable requirements of Division B, Part 3 of the BCBC to the existing building and
- to assess the Project and the general existing conditions of the building relative to the BCBC to determine whether and to what extent existing features that do not comply and should be upgraded.

2.3 Applicable Building Code

The applicable building code for the Project is the 2012 BCBC. All references refer to Division B, Part 3 of the BCBC unless otherwise noted.

2.4 Approach to Building Code Compliance

As outlined in Appendix Note A-1.1.1.2., "Application to Existing Buildings," it is not intended that the BCBC be used to enforce the retrospective application of new requirements to existing buildings. Although the BCBC does not give specific guidelines to determine which conditions are required to be upgraded, Appendix Note A-1.1.1.2. implies that the experienced judgment of both the designer and the Authorities Having Jurisdiction should be used to determine if the cost of the upgrading is justified in relation to the improved safety for each respective deficiency. Accordingly, in developing an upgrading program, consideration has to be given to the difficulty of upgrading certain deficiencies due to the existing construction.

Renovations and additions to the existing building (all new construction) are required to be designed and constructed to comply with the current applicable building code requirements. However, provided the level of life safety and building performance that already exists in the building will not be decreased, existing conditions may be retained as otherwise permitted by Article 1.1.1.2.

2.5 Limitation of Liability

This report was prepared by DGBK Architects. The material provided in this report is based on DGBK's best judgment in light of the information available to DGBK at the time of preparation. Any use of this report by third parties, or any reliance on or decisions to be made based on it are the responsibility of the third parties. DGBK accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report.

3.0 BUILDING CODE CONCEPTS

This assessment is based on the potential to rehabilitate the Project or occupy existing building with similar occupancy type..

3.1 Fire Department Provisions

3.1.1 Fire Department Response Point and Access Route

- **Applicable Building Code Requirements**

In accordance with Sentence 3.2.5.4.(1), the building is required to be provided with access routes for Fire Department vehicles to the principal entrance. These access routes are required to be designed in accordance with Article 3.2.5.6. (a minimum 6 m clear width, 12 m turning radius, etc.).

In accordance with Sentence 3.2.5.5.(1), the Fire Department principal entrance is required to be located no less than 3 m, nor more than 15 m from the closest portion of the Fire Department access route.

In accordance with Clauses 3.2.5.5.(2)(a) and (c), the Fire Department access route is required to be designed such that a Fire Department pumper vehicle can be located adjacent to the required hydrant(s) referred to in Article 3.2.5.15. with an unobstructed path of travel of not more than 45 m for firefighters from the vehicle to the building.

Fire Department exterior access to above-grade storeys via openings in a building's facade are required to be provided by at least one unobstructed window or access panel for each 15 m of wall in each wall required to face a street.

- **Assessment of Existing Conditions**

It is assumed that Fire Department response is directed to the Minoru Place Activity Centre via the internal service road within Minoru Park that runs between the existing Cultural Centre and the Senior's centre. This appears to be a wide paved pedestrian pathway that allows only service vehicles and fire trucks.

Access from the nearest portion of the Fire Department access route is available from Minoru Blvd. as well as Granville Street with Granville being closer. The laneway provides access to a drive aisle providing access to surface parking and loading facilities for the adjacent civic buildings that surround the Project Building within Minoru Park.

Fire Department access to the Project is an existing condition of the site. It is recommended the fire safety plan for the Project Building be reviewed with the Richmond Fire Department (RFD) to ensure clear response and direction to the Project is provided and maintained.

3.2 Project Construction and Structural Fire Protection Requirements

Subsection 3.2.2. specifies construction and structural fire protection requirements to prevent fire spread and collapse caused by the effects of fire.

- **Applicable Building Code Requirements**

In accordance with Article 3.2.2.27, a building containing a Group A, Division 2 major occupancy is permitted to be constructed of combustible or non-combustible construction to a maximum area of 2,400 m² for a one-storey building which is sprinklered and has no basement.

- **Assessment of Existing Conditions**

The existing building is constructed of combustible wood frame construction and wood roof decking. The building area is 1,555 m² and, therefore, would meet the maximum building area permitted for a sprinklered building. However, the building is served by a drive aisle, but is remote from the nearest street as defined by the BCBC. It is our assumption that this was in compliance with the applicable building code at the time of construction.

The existing structure appears to be of combustible construction and was deemed to comply with the applicable requirements of the NBC/BCBC when constructed. The building contains a concrete slab on grade raft floor. Stair access is provided within the electrical room to roof top mechanical equipment.

3.3 Other Construction Requirements

The following sections outline other required fire separations within the building and Project area.

3.3.1 Exits

- **Applicable Building Code Requirements**

In accordance with Sentence 3.4.2.1.(1), every floor area intended for occupancy is required to be provided with access to two exits.

In accordance with Sentence 3.4.4.1.(1), exit corridors are required to be separated from the remainder of the building by a fire separation having a ¾-hour fire-resistance rating.

- **Assessment of Existing Conditions**

The existing corridors within the building are egress corridors and are not required to be rated from the spaces they serve. The egress corridors are considered to be corridors used by the public and not Public Corridors (building is single suite).

The travel distance to an exit is compliant with 3.4.2.5 (45m) in this sprinklered building.

The ground floor is provided with three exterior doors serving the internal egress corridors. There are also multiple exit doors leading directly to the exterior from the assembly rooms within the facility.

Existing exit capacity is sufficient for the assembly uses provided and intended from the existing rooms.

One corridor is a dead-end corridor and needs to be rectified as it is presently non-compliant according to 3.3.1.9.7 (longer than 6m) and would not have been compliant when it was closed off as part of the 1989 cafeteria addition.

This dead end corridor is a serious condition, which would not allow safe exiting from the building in an emergency.

The boiler room exist directly onto the internal egress corridor with door swinging in as required.

We note that due to the high occupant load of the building and the possible immobility of seniors, it is our opinion that dead-end corridor presents a significant life safety issue for the building.

3.3.2 Service Room Containing Fuel-Fired Appliance

- **Applicable Building Code Requirements**

In accordance with Sentence 3.6.2.1.(1), a service room containing a fuel-fired appliance is required to be separated from the remainder of the building by a 1 hour fire separation. The boiler room falls under this description.

In accordance with Table 3.1.8.4, a door for the service room requires a ¾-hour fire-protection rating. In accordance with Article 3.1.8.7., duct penetrations or transfer openings require fire damper protection with a ¾-hour fire-protection rating.

- **Assessment of Existing Conditions and Recommendation**

Further investigation needs to be done to determine whether the constructed assembly is a 1.0 hr assembly.

It is noted that the Boiler Room door is on a closer however the door and closer need to be investigated for ¾ hr rating.

3.3.3 Emergency Power

- **Applicable Building Code Requirements**

See Electrical Portion of this report.

3.4 Firestopping for Service Penetrations

- **Applicable Building Code Requirements**

In accordance with Sentence 3.1.9.1.(1), service penetrations of required fire separations are required to be sealed with a listed firestop system that provides an F-rating not less than the fire-protection rating required for closures when tested in accordance with ULC-S115, "Fire Tests of Firestop Systems."

- **Assessment of Existing Conditions and Recommendation**

Firestopping of any service penetrations was not investigated as material composition of firestop material could not be ascertained without laboratory testing. Firestopping primarily required in Boiler Room walls and penetrations to roof top enclosure
Any penetrations through fire separations identified in the report are required to be firestopped.

3.5 Exiting and Egress

3.5.1 Minimum Number of Exits and Travel Distance

- **Applicable Building Code Requirements**

In accordance with Sentence 3.4.2.1., every floor area throughout the Project is required to be served by a minimum of two exits.

In accordance with Clauses 3.4.2.5.(1)(c) and (f), a maximum travel distance of a 45 m is permitted where the floor area is protected by an automatic sprinkler system.

In accordance with Sentence 3.3.1.13.(3), doors in a means of egress are required to be operable with a single motion.

- **Assessment of Existing Conditions**

Travel distance to an exit appears to conform to the required 45 m for a sprinklered building on the ground floor.

Fire Safety Plans were provided at several locations identifying exit/egress locations.

The travel distance to an exit is compliant with 3.4.2.5 (45m) in this sprinklered building.

The ground floor is provided with three exterior doors serving the internal egress corridors. There are also multiple exit doors leading directly to the exterior from the assembly rooms within the facility.

Existing exit capacity is sufficient for the assembly uses provided and intended from the existing rooms.

One corridor is a dead-end corridor and needs to be rectified as it is presently non-compliant according to 3.3.1.9.7 (longer than 6m) and would not have been compliant when it was closed off as part of the 1989 cafeteria addition.

This dead end corridor is a serious condition, which would not allow safe exiting from the building in an emergency.

The boiler room exist directly onto the internal egress corridor with door swinging in as required as per 3.6.2.6.1.

We note that due to the high occupant load of the building and the possible immobility of seniors, it is our opinion that dead-end corridor presents a significant life safety issue for the building. A number of doors to the offices/service rooms are provided with separate dead bolts and door handles. Panic hardware is provided at the three exits from the ground floor as well as exits from assembly rooms to exterior.

3.5.2 Headroom Clearance

- **Applicable Building Code Requirements**

In accordance with Article 3.4.3.4., doorways are required to have a clear height of 2030 mm and the remainder of the building is required to have a clear height of not less than 2050 mm.

- **Assessment of Existing Conditions**

The headroom clearance in all areas of the building is in compliance. The service space above the Boiler room is not intended for general occupancy and some of the low headroom conditions around equipment is consistent with service rooms and other industrial occupancies where it is not reasonable to maintain headroom around equipment.

3.5.3 Lighting Levels in Means of Egress

- **Applicable Building Code Requirements**

In accordance with Article 3.2.7.1., exits are required to be equipped to provide illumination to an average level of not less than 50 lx (minimum value of 10 lx) at floor or tread level and at angles and intersections at changes of level where there are stairs or ramps.

- **Assessment of Existing Conditions**

Refer to electrical assessment report.

3.5.4 Emergency Lighting

- **Applicable Building Code Requirements**

In accordance with Sentence 3.2.7.3.(1), emergency lighting to an average illumination level of not less than 10 lx at floor or tread level is required within the principal routes providing access to exit within an open floor area and service rooms. The minimum value of illumination in these areas is not permitted to be less than 1 lx.

In accordance with Article 3.2.7.4., the emergency power for the emergency lighting is required upon failure of the regular power to automatically assume the electrical load for minimum 30-minute duration.

- **Assessment of Existing Conditions**

Refer to electrical assessment report.

3.5.5 Exit Signs

- **Applicable Building Code Requirements**

In accordance with Article 3.4.5.1., exit signs are required based on the building type and occupant load. That exceeds 150 persons.

- **Assessment of Existing Conditions and Recommendation**

Exit signage is observed at the ends of the corridors and over the exterior exit doors from assembly occupancy rooms.

The exit signs are not the currently required green pictogram type however the existing red EXIT text signs are acceptable until a major renovation is being considered. As described in exiting section a single dead end corridor exists. This is non-compliant and needs to exit to the exterior and be supplied with an additional exit sign when rectified.

3.6 Fire Alarm and Detection System

3.6.1 Fire Alarm System

- **Applicable Building Code Requirements**

In accordance with Sentence 3.2.4.1.(1), the Project Building is required to be provided with a fire alarm system.

- **Assessment of Existing Conditions and Proposed Design**

The Project appears to be provided with a stand-alone fire alarm system. The system monitors general building alarms, which are triggered by sprinkler flow switches and pull stations. An annunciator panel is located at the Fire Department Response Point at the main building entry. Pull stations were observed through the building. It was not confirmed if the fire alarm system was remotely monitored.

Refer to the electrical assessment report for further information.

3.6.2 Audible Signal Devices

- **Applicable Building Code Requirements**

In accordance with Article 3.2.4.19., audible signal devices are required to:

- be installed so that the alarm signal is clearly audible throughout the floor area in which they are installed,
- emit a three-pulse temporal sound pattern as defined in Clause 4.2 of International Standard ISO 8201, "Acoustics-Audible emergency evacuation signal," and
- provide a sound pressure level of not more than 110 dBA and not less than 10 dBA above the ambient noise level without being less than 65 dBA.

- **Assessment of Existing Conditions and Proposed Design**

Refer to electrical assessment report.

3.6.3 Emergency Power for Fire Alarm System

- **Applicable Building Code Requirements**

In accordance with Article 3.2.7.8., the required emergency power supply for the fire alarm system is required to be capable of providing supervisory power for not less than 24 hours and immediately following that period, emergency power under full load for not less than 30 minutes.

- **Assessment of Existing Conditions**

Refer to the electrical assessment report.

3.7 Portable Fire Extinguishers

- **Applicable Building Code Requirements**

In accordance with Sentence 3.2.5.16.(1) and NFPA 10, handheld fire extinguishers are required to be conspicuously mounted throughout the floor area such that all areas of the Project are within a 23.3 m travel distance to an extinguisher.

- **Assessment of Existing Conditions**

Fire extinguishers were observed at the floor level throughout the building. A review of existing fire extinguishers should be part of the regular maintenance of the building.

3.8 Health Requirements

Applicable Building Code requirements

In accordance with section 3.7.2.2 the Project building is required to have a sufficient number of male and female water closets to meet table 3.7.2.2a specifically related to Assembly type occupancies. The existing occupant count is 923 occupants based on floor area ratios and room name designations. The occupant genders are expected to be equal numbers of males and females and would therefore determine that the following number of water closets be required:

Male water closets: 8 Water closets (462 males) or 6 water closets and 2 urinals

Female water closets: 14 water closets (462 females)

In addition, a single Toilet Room is required.

Assessment of existing conditions

The Project Building currently has the following number of fixtures:

Male Water closets: 5

Female Water closets : 6

Staff Washroom – 1

Based on the Floor area ratio of Occupant Load calculation the building is presently deficient in Washroom facilities. While this is not a life safety concern it is nevertheless non-compliant with the current BCBC.

Another approach could have been utilized at the time of Building Permit application in 1985, namely making application with the programmed number of planned users for the space which would then determine the acceptable number of washroom fixtures. There was no evidence of signage posted in the Project Building describing the maximum number of occupants allowed in the facility. The existing fixture count would allow for a total of 450 occupants – 300 male and 150 female.

The single staff washroom is not adequately sized for a Toilet Room.

3.9 Section 3.8 – Building Requirements for Persons with Disabilities

- **Applicable Building Code Requirements**

Consistent with 3.8.2.1 access shall be provided to areas of the project building according to its present occupancy and use. Primarily A2 assembly spaces, the project building should provide access to each type of public facility in the building. The public washrooms in the building shall be designed for accessibility.

A toilet room should be provided in addition to the accessible multi stall public men's and women's washrooms.

- **Assessment of Existing Conditions**

The Minoru Place Activity Centre presently provides access to all public room spaces and has full access to at least one main entrance. HC parking is provided as part of the full parking complement to the Richmond cultural enclave, which contains this project building. As a one storey building on grade there are no barriers to access for persons with disabilities to the building public spaces. There is also be full access to administrative occupancies of the building. Handicapped Accessible public washrooms are provided with accessible toilet stalls. The Building Code requirement for a toilet room came into existence after the construction of the Minoru Place Activity Centre and one does not presently exist within the building. A staff washroom in the proximity of the HC accessible public washrooms in the building is of insufficient size to be a universal toilet room.

There exists some minor non-compliances related to this section 3.8 and they can easily be rectified at time of renovation. These are :

1. Accessible counter height at administration desk
2. Mirrors in washrooms to have tilted section
3. Faucets to have lever handles

General Condition/Additional Items

Consistent with an assembly occupancy, various floor areas have become used for storage throughout the building. A review of the floor area is recommended to ensure adequate egress width is provided for quick access to exit in emergency conditions. Various table and chair arrangements are possible within this high use Assembly Occupancy and staff should be trained to ensure adequate egress routes are provided between furniture and temporary installations.

4.0 CONCLUSION

This assessment report has outlined the general existing conditions of the existing life safety systems at the Minoru Place Activity Centre. This report is based on a visual review of the complex in conjunction with a review of available drawings. No testing of life safety systems was conducted in conjunction with the preparation of this report nor was any destructive testing done to any materials or assemblies.

Prepared by: **DGBK Architects**

Building Enclosure Condition Assessment

Minoru Place Seniors' Centre
7660 Minoru Gate, Richmond, BC



Presented to:

DGBK Architects

Suite 950–1500 West Georgia Street
Vancouver, BC V6G 2Z6

Attention: Mr. Peter Sickert

LDR | ENGINEERING
GROUP

480 – 6400 Roberts Street, Burnaby

May 19, 2017
Project No. 17-081

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APPENDICES

APPENDIX A	STANDARD INTERPRETATION OF LDR REPORT
APPENDIX B	ELEVATIONS INDICATING RESULTS AND LOCATIONS OF MOISTURE CONTENT SURVEY
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1.0 INTRODUCTION**1.1 TERMS OF REFERENCE AND SCOPE OF SERVICES**

LDR Engineering Group (LDR) was retained by DGBK Architects to conduct a building enclosure condition assessment (BECAs) at Minoru Place Seniors' Centre, 7660 Minoru Gate, Richmond, BC. The assessment was performed in general conformance with our proposal dated March 16, 2017, and authorized March 30, 2017.

1.2 PROFESSIONAL LIMITATIONS

LDR's building enclosure condition assessment focused on assessing the current building enclosure performance of the complex. The review does not include observations of all locations throughout the complex. LDR reviewed a representative sample of typical details. The selection of details for review was based on LDR's previous experience with similar construction. LDR does not claim to have uncovered all the deficiencies or defects during this review. Some of the deficiencies noted in this report could also exist in other areas. Other deficiencies may not have been reported, and consequently not observed by LDR.

The information presented in this report is a review of the current condition at the site, within the terms of reference and limitations outlined in our proposal. We have been asked to make opinions based solely on the sampling of existing components. Consequently, further investigation or additional testing may change our current opinions.

No investigative method can completely eliminate the possibility of obtaining partially imprecise or incomplete information—it can only reduce the possibility to an acceptable level. Professional judgment was exercised in gathering and analyzing the information obtained and in the formulation of the conclusions. Like all professional persons rendering advice, we do not act as absolute insurers of the conclusions we reach, but we commit ourselves to care and competence in reaching these conclusions.

LDR has prepared this report solely for the use of the client. This report should be read in its entirety. LDR accepts no responsibility for damages suffered by third parties as a result of decisions or actions based on this report. LDR has not reviewed life-safety, structural components, environmental, and indoor air quality issues in our investigation. Our scope of services does not include for review of potential health concerns related to the presence of mould.

Please also refer also to our Standard Interpretation of LDR Report in Appendix A. These instructions form an integral part of this report and must be included with any copies of this report.

1.3 BUILDING DESCRIPTION

The site plan (from Howard Yano Architects, dated 1985) and aerial view (from Google Maps) of the complex are shown in Figure 1 and Figure 2, respectively. A project north is used to refer to each elevation, as shown in Figure 1 and Figure 2.

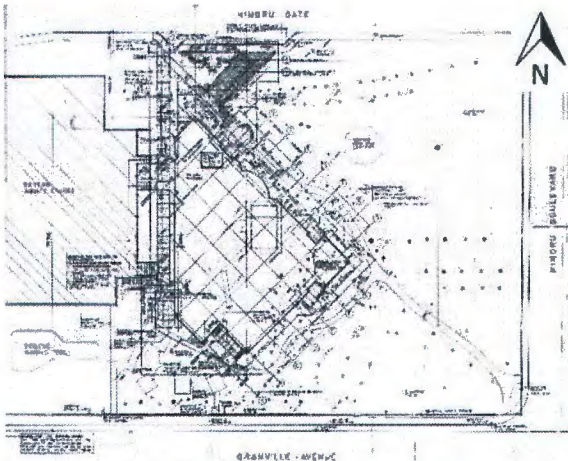


Figure 1 – Site Plan (from Howard Yano Architects).



Figure 2 – Aerial View (from Google Maps).

Various building elevations are shown from Figure 3 to Figure 7.



Figure 3 – Partial View of North-east Elevation.



Figure 4 – Partial View of West Elevation.



Figure 5 – Partial View of South-west Elevation.



Figure 6 – Partial View of North-west Elevation.



Figure 7– Partial View of South-east Elevation.

1.4 DOCUMENTS REVIEWED

Documentation (related to the building enclosure) provided by DGBK Architects for our reference is listed in Table 1 below.

Table 1 – Documentation Provided

Description	Author	Date
Architectural Drawings	Howard Yano Architects	July 1985
Architectural Drawings	Henry Hawthorn Architect	December 1989
Richmond Cultural Centre Annex – Facility Analysis	Urban Arts Architecture and Urban Design	September 2015

The original building is a single-storey wood-framed constructed circa 1986. Based on the provided documentation, an addition was constructed at the south-west corner approximately four years after original construction.

2.0 OBSERVATIONS, DISCUSSION, AND RECOMMENDATIONS

This section includes a description of relevant building enclosure items, observations, deficiencies, and recommendations. Deficiencies are not intended to be a complete list, but are a representative sample that should serve to illustrate the severity and extent of problems. They reflect a focused review of issues, which in our experience, are known for failure.

Deficiencies were assessed based on:

- Items that have resulted in, or have potential to result in water ingress.
- Items that may reduce serviceability and/or add to maintenance.
- Deviations from reasonable levels of workmanship.

Fieldwork was conducted on April 7, 2017. At the time of our investigations it was raining or overcast, and the temperature was approximately 12°C. We accessed both the interior, roof, and exterior of the building. Our investigation included a visual review of the key building envelope assemblies, as well as a moisture content survey of the cladding. No exploratory openings or probe holes were made.

2.1 EXTERIOR WALLS (FIELD OF WALL)

The exterior walls are primarily clad in painted horizontal cedar siding (Figure 8). The wall assembly, from exterior to interior is indicated on Architectural Drawing A8 (Figure 9) and through visual observation to be:

The exterior wall assembly, based on architectural drawings, and visual observation is:

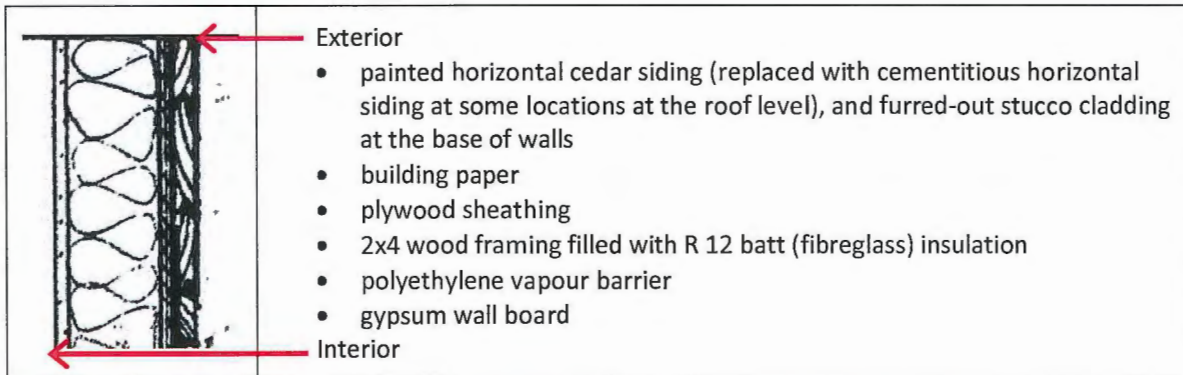


Figure 8 – Painted horizontal cedar siding

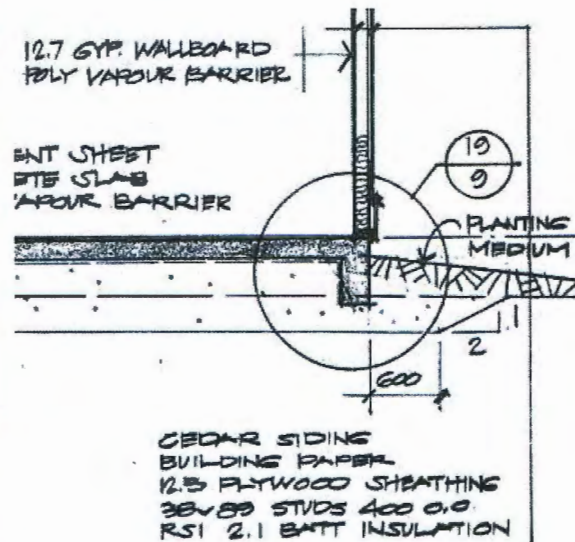


Figure 9 – Exterior wall assembly with horizontal cedar siding (from Howard Yano Architects).

The wall assembly design, from a rain resistance point of view, is known as a “concealed barrier”. In this design, the building paper behind the cladding is considered to be the primary moisture barrier as some incidental moisture is expected to leak past the siding. However, the majority of the water is meant to be deflected by the exterior surface of the siding and the design does not incorporate an intentional drainage path to the exterior.

Water ingress past the moisture barrier may enter the building, causing obvious inconvenience to occupants. Additionally, many of the materials inboard of the building paper are intolerant of water. Interior finishes may be damaged, and continued wetting of wood components in the wall can cause fungal growth and the wood to decay. The fungal growth may be unhealthy to occupants, and the wood decay may advance to the point where the structural capacity of the wood is decreased significantly.

This type of wall design was common for multi-unit residential buildings in the Lower Mainland at the time Minoru Place Seniors' Centre was constructed. Over the past few decades, the performance of such construction in weather-exposed conditions (e.g. minimal overhangs, few surrounding buildings or other cover, increased height, exposed east and south elevations, proximity to the ocean, elevation of the site) in the Lower Mainland has been very poor. Consequently, the City of Vancouver Building By-Law has not allowed this type of construction since 1996. The 2012 British Columbia Building Code highly recommends the use of rainscreen walls, but does allow the design professional to use judgment depending on the climate of the region.

Observations and Discussion

1. The wood framed exterior walls bear on the concrete slab on grade. This is shown on the architectural drawings and was verified on site (Figure 10 and Figure 11). The architectural drawings indicate an elevation difference between the finished grade and top of slab on grade; however, at many locations the finished grade is near the top of the slab. The current building code indicates foundation walls shall be not less than 150mm above the finished grade. We observed that water ingress was occurring at the base of wall at multiple locations (Figure 12).



Figure 10 – Typical base of wall finished grade near the top of the slab on grade.

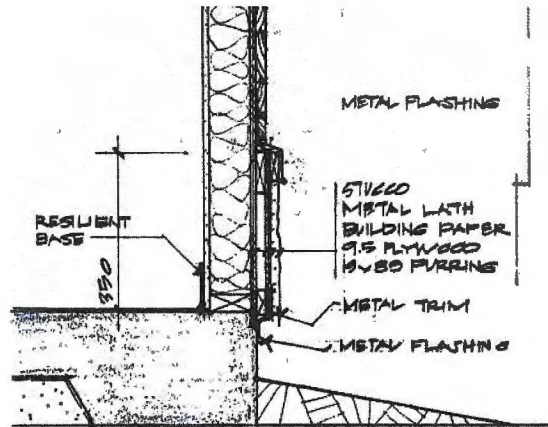


Figure 11 – Typical base of wall (from Howard Yano Architects).



Figure 12 – Typical water ingress at the base of wall.

2. We observed microbial growth and other signs of water ingress in the sprinkler room. We suspect the source of the water ingress is poor detailing at the glass canopy to wall interface next to the main entrance on the north-east elevation.



Figure 13 – Suspect detailing at the glass canopy to wall interface next to the main entrance on the north-east elevation.



Figure 14 – Signs of water ingress in the sprinkler room, below the glass canopy to wall interface on the north-east elevation.

3. The metal base plate at exterior columns appears to be only shop painted. This is less durable than galvanization.



Figure 15 – Typical base of exterior column.

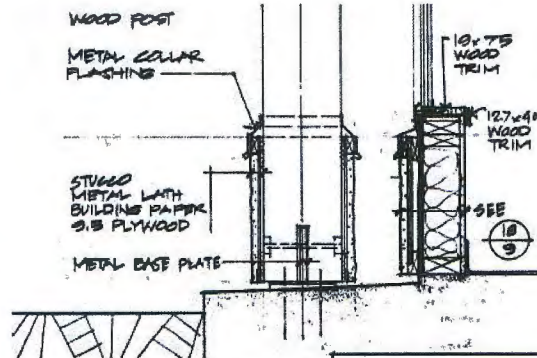


Figure 16 – Typical base of exterior column (from Howard Yano Architects).

4. At some locations, such as the exterior columns, the top of the slab on grade is exposed and there is no waterproofing membrane at the wall upturns (Figure 15 and Figure 16).
5. The paint finish on the horizontal cedar siding and metal flashing is delaminating and damaged in many areas.



Figure 17 – Delaminating paint on metal flashing.



Figure 18 – Delaminating paint finish on the horizontal cedar siding.

6. The horizontal cedar and cementitious horizontal siding are stained at various locations. In addition, at many locations the horizontal cedar siding is deteriorated and/or has elevated moisture content.



Figure 19 – Stained horizontal cedar siding.



Figure 20 – Stained cementitious horizontal siding at the roof.



Figure 21 – Deteriorated horizontal cedar siding above window head flashing.



Figure 22 – Deteriorated horizontal cedar siding.



Figure 23 – Elevated moisture content and deterioration of horizontal cedar siding.

7. The joints at the cementitious horizontal siding are sealed, at some of the locations the sealant has failed.



Figure 24 – Failed sealant at joint in the cementitious horizontal siding.

8. At the base of the wall, the stucco stop is corroding at various locations.



Figure 25 – Corroding stucco stop at the base of wall.

9. The soft landscaping (vegetation) is in close proximity to the building on most elevations. Vegetation holds moisture against the walls and reduces drying capacity, resulting in increased staining and deterioration at these locations.



Figure 26 – Vegetation in close proximity to the exterior wall and staining on the cladding.



Figure 27 – Vegetation in close proximity to the exterior walls.

10. From the interior, we observed that the vapour barrier is not continuous at various locations, and it is unclear if there is a defined air barrier.



Figure 28 – Discontinuous vapour barrier.

Recommendations

1	Remove the existing cladding and re-clad with a rainscreen wall assembly with improved detailing, including, but not limited to, improved air barrier continuity and waterproofing the base of walls.
2	Lower the finished grade, so there is an elevation difference between the finished grade and top of slab-on-grade. Waterproof the slab-on-grade where it extends beyond the building footprint.
3	Remove and/or adjust vegetation that are in close proximity to exterior walls.

2.2 EXTERIOR WALL PENETRATIONS

Penetrations through the exterior walls are critical from a water resistance perspective. Since they are more complicated to address in design and construction than the field of the wall, they are often prone to water ingress. The most common penetrations are windows and doors. In addition, there are other penetrations such as vents and exterior lights.

2.2.1 WINDOWS

Observations and Discussion

1. The windows at Minoru Place appear to be the original aluminum framed, double glazed windows. There are two types of windows: aluminum-framed windows with rolled-in glazing stops, and aluminum-framed storefront windows.



Figure 29 – Aluminum-framed windows with rolled-in glazing stops.



Figure 30 – Aluminum-framed storefront window.

2. The operable vents are a casement style. Many of the operable vents were difficult to open, close, and/or lock, and require adjustments. Some windows were missing or had broken handles or hardware.



Figure 31 – Casement opening vent.



Figure 32 – Broken window hardware.

3. The mitred corners of aluminum frames are mechanically fastened together and caulked with small joint sealant. Mitred corners are generally difficult to seal during the manufacturing process. In addition, it is hard to maintain the sealant during the service life of the window; therefore, water ingress through the mitred corners is a common problem contributing to wood decay below the bottom corners of the windows. At some locations, remedial sealant has been installed overtop of the mitred locations; however, this sealant does not extend into the mitred corners within the glazing pocket. We observed failed/de-bonded sealant (both original and remedial) at the mitred corners at various locations. Based on discussions with the occupants, the weep holes have recently been cleaned due to water build up in the condensation tracks. If water build up occurs within the condensation track, and the sealant has failed at the mitred corners, this may result in water ingress into the wall assembly below.
4. Some of the insulating glazing units (IGUs) were found to be failing. Many of the IGUs are original, but we found various units that have been replaced. Both the replaced and original IGUs were found to be failing.



Figure 33 – Failed IGU.



Figure 34 – Failed IGUs

5. The sealant around windows appear to be failing.



Figure 35 – Failed sealant around window.

6. Some of the gaskets have shrunk.



Figure 36 – Shrunken gasket at a window.

Recommendations

4	Replace the windows with new windows of improved rain, air, and thermal resistance. These will likely be thermally broken aluminum or fibreglass framed windows with low-e coated, argon filled, IGUs. At all locations, the replacement of windows/doors is to include improved detailing (e.g. new sealants, and rain screen design with sub-sill waterproofing membrane).
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2.2.2 DOORS

Observations and Discussion

1. The doors at Minoru Place are glazed swing and automatic sliding doors which are located within the storefront assemblies. There are also hinged pressed steel doors at various locations.



Figure 37 – Glazed swing door.



Figure 38 – Pressed steel door.



Figure 39 – Glazed automatic sliding door.

2. One of the doors to the rooftop mechanical room is constructed of wood. These doors are not meant to be fully exposed, and as such the wood door slab is deteriorating.



Figure 40 – Wood door slab at the mechanical room.

3. Poor detailing at the interface between door and cladding at some locations resulted in water ingress. We observed water ingress at the mechanical room door head.



Figure 41 – Water ingress at mechanical room door head.

4. Many of the doors do not have overhang (i.e. completely exposed) and these doors have low water penetration resistance.



Figure 42 – Exposed pressed steel door.



Figure 43 – Exposed doors at the storefront system.

5. Some doors do not have a metal threshold, and some metal threshold fasteners are corroding.



Figure 44 – Corroding fasteners at door threshold (typical).

6. The detailing at the sill of the doors is suspect, and water at some of the doors was noted.



Figure 45 – Water ingress at door sill.

7. Many of the doors do not incorporate gasketing, or the gasketing is damaged.



Figure 46 – No gasket around the door and daylight is visible through the door slabs.



Figure 47 – No gasket around the door.

Recommendations

5	Replace the glazed doors with new doors of improved rain, air, and thermal resistance. These will likely be thermally broken aluminum framed with low-e coated, argon filled, IGUs. Also replace the pressed steel and wood doors with new pressed steel doors to allow for improved detailing. For pressed steel doors not under cover, canopies or large metal head flashings can be considered. At all locations, the replacement of doors is to include improved detailing (e.g. new sealants and rain screen design with sub-sill waterproofing membrane).
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2.2.3 SKYLIGHTS

Observation and Discussion

1. The skylights (i.e. located over occupied space) at Minoru Place are pressure-plate aluminum glass skylights (Figure 48). Glass canopies (i.e. located over exterior space) are T-bar aluminum glass canopies (Figure 49).



Figure 48 – Pressure-plate aluminum glass skylight.



Figure 49 – T-bar aluminum-framed glass canopy.

2. Some of the fasteners at skylights appear to be corroding.



Figure 50 – Corroding fasteners at skylight (typical).

3. There is moisture staining adjacent to and below the skylight at the multipurpose room at north-east side of the building.



Figure 51 – Signs of water ingress at skylight.



Figure 52 – Signs of water ingress at skylight.

4. The detailing is a suspect at the interface between the glass canopy to wall interface, at all locations.



Figure 53 – Poor detailing at glass canopy to wall interface and deterioration of horizontal cedar siding.

Recommendations

6	Perform skylight water penetration testing to better confirm the performance of the skylights and the necessary repairs. Alternatively, consider replacing the skylight assemblies.
7	In conjunction with the wall rehabilitation, remove and replace glass canopies with a new assembly with improved performance and detailing.

2.2.4 MISCELLANEOUS PENETRATIONS

Observation and Discussion

At most locations, there is no sealant around wall penetrations, such as scupper drain and hose bib.



Figure 54 – Wall penetration (typical).



Figure 55 – Wall penetration (typical).

Recommendations

8	Install new sealant at transitions between dissimilar materials and penetrations (e.g. windows, doors, vents, lights, hose bib, scupper drains).
---	--

2.2.5 METAL FLASHING

Metal flashing is a common element used to waterproof around wall penetrations and over changes in the wall planes, and therefore is included in this section as well.

1. Metal flashings seams at Minoru Place were not adequately detailed or sealed. Rather than having s-lock seams, the metal flashing is only overlapped.



Figure 56 – Metal flashing seam unsealed and only overlapped.

2. Metal flashings do not incorporate end dams.



Figure 57 – Metal flashing at the door head does not incorporate an end dam. Water runoff can cause deterioration of the siding.

3. At many locations, the metal flashing is back sloped towards the building.



Figure 58 – Back sloped metal flashing at a window head.

Recommendations

9	Where existing cladding is being re-clad with a rainscreen wall assembly, improve the waterproof detailing at metal flashings through the use of proper waterproofing membranes, adequate slope, appropriate metal flashing connections, sealant at joints and interfaces, and end dams/ saddles at terminations.
---	---

2.3 ROOF

Observation and Discussion

1. The original main roof was a built-up low-sloped roofing according to the architectural drawings, and has been replaced with torch-applied roofing membrane. Steep sloped roofing was originally cedar shingle according to architectural drawings, but these have been replaced with standing seam metal roofs (Figure 59 to Figure 62).



Figure 59 – Low-sloped roof.

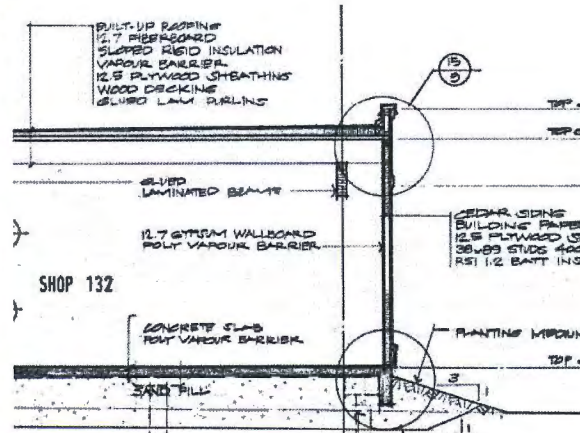


Figure 60 – typical roof assembly (from Howard Yano Architects).



Figure 61 – Standing seam metal sloped roof.

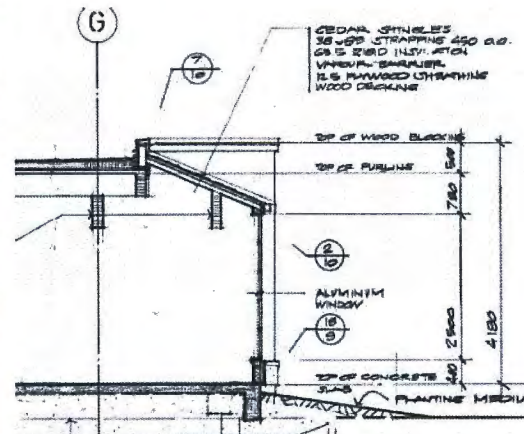


Figure 62 – Original cedar shingle roof (from Howard Yano Architects).

2. We could not confirm the age of the roofs. It appears that the roof is not all the same age, and there are possible two dates of installation. Based on our review, it is likely the remaining service of the roofs is between 5 and 10 years. We recommend the roofing should be reviewed again within the next 5 years.
3. We observed fish mouths and excessive bleed out in the torch-applied roofing membrane. At some locations, the roofing membrane is not well adhered, has failed seams, being cut/damaged by the metal flashing, or has exposed edges (Figure 63 to Figure 69).



Figure 63 – Fish mouth in the roofing membrane.



Figure 64 – Roofing membrane bleed out.



Figure 65 – Roofing membrane not well adhered.



Figure 66 – Failed roofing membrane seams.



Figure 67 – Metal flashing cutting into the roofing membrane.



Figure 68 – The roofing membrane not extending into door rough opening and has exposed edge.



Figure 69 – Exposed edge of roofing membrane.

4. Ponding water at various locations on the roof, including at scupper drains.



Figure 70 – Ponding water within the field of roof where pavers are obstructing drainage.



Figure 71 – Ponding water adjacent to scupper drain.

5. We observed debris and/or moss growth. At some locations, the debris and/or moss growth is restricting drainage.



Figure 72 – Debris between roof pavers and obstructed drainage.



Figure 73 – Moss growth on the roofing membrane (typical).

6. At some locations, the metal flashing on the parapet is not well-secured and the attachment of roof parapet metal flashing is questionable.



Figure 74 – Roof parapet metal flashing not well-secured.

7. At various locations, the paint on the metal flashing is delaminating.



Figure 75 – Delaminating paint at metal flashing.

8. At various saddle interfaces, there is exposed self-adhered membrane which is deteriorating due to UV degradation. Detailing at saddle interfaces are suspect.



Figure 76 – Suspect saddle interface and exposed self-adhered membrane.

9. At some locations, the extraction fans are not well secured, and/or have unsealed fasteners.



Figure 77 – Extraction fan not well secured



Figure 78 – Unsealed fasteners at extraction fan.

10. On top of the mechanical room, roof vents are in close proximity to roof edge. This makes effective roofing membrane detailing more difficult.



Figure 79 – Roof vent in close proximity to the roof parapet.

11. The roof access hatch has corroded hinges and hardware, and seal is damaged and is no longer effectively secured in place.



Figure 80 – Roof access hatch.

12. The roof penetrations rely on a single line of defence (i.e. sealant or a storm collar). Where possible, it is recommended to incorporate two lines of defence.



Figure 81 – Roof access vent relies on single sealant.

13. The fasteners securing electrical cables are corroding.



Figure 82 – Corroded fasteners at electrical cables.

Recommendations

10	Review and correct deficiencies in the 2-ply SBS membrane.
11	Adequately secure all metal flashings.
12	Remove and replace failed sealant.
13	Improve detailing at roof penetrations, ensuring all incorporate two lines of defence.
14	Ensure all equipment and fans are well secured to the roof, replace all corroding fasteners, and seal all penetrations.
15	Replace roof hatch hardware and provide a new gasket.
16	As part of regular maintenance, remove debris and ensure the drains are cleaned, ponding water is removed/minimized, and the drainage is not restricted.
17	During the wall and door rehabilitation, improve the transition detailing to the roofs.
18	During our review, we did not have access to the metal roofs. However, based on our experience, we recommend that the sloped metal roofing be replaced at the same time as the exterior wall rehabilitation, with improved detailing.

3.0 TESTING

3.1 Wood Moisture Content Survey

A survey of the moisture content of the horizontal cedar siding was conducted on April 7, 2017. The main purpose of a moisture content survey was to determine if there is a systemic problem of elevated moisture content and/or decay of the horizontal cedar siding. Note that since our review did not include a destructive testing, we only measured the moisture content of the siding, not the sheathing behind the siding, which would have required us to drill holes through the siding. The moisture content survey was still informative in that the moisture content within the wood was measured (not at the painted wood surface), so elevated readings do give an indication of whether the wood is being saturated and not drying easily.

Methodology

The moisture meters used were a Delmhorst BD-2100 (serial # 45296).

Note that each reading is only a measure of the moisture content of the horizontal cedar siding at a discrete location, at the time the reading is taken. The moisture content can vary dramatically just a few feet away, as water ingress is generally concentrated at certain locations. We typically take moisture readings at locations where, based on our experience, water is prone to enter behind the cladding, where evidence suggests that water may have penetrated the cladding (i.e. staining, moss growth), and/or where occupants report a problem. Included are readings taken at random locations to establish a baseline.

Interpretation

The moisture content readings have been colour- and shape-coded according to the following criteria:

- *Green (circle) - Wood moisture content reading 19.0% and lower*
Moisture contents in this range for wood are not elevated. The wood in this case has typically reached moisture equilibrium with its surroundings. Wood is generally considered immune to fungal growth in this moisture content range.
- *Yellow (pentagon) - Wood moisture content reading from 19.1% to 27.9%, inclusive*
At locations with moisture contents in this range, it is probable that water may be entering behind the cladding. Some decay fungi remain active at these moisture levels. These are areas of concern.
- *Red (square) - Wood moisture content reading 28.0% and above*
At locations with moisture contents in this range, it is likely that water is entering behind the cladding. These are areas of greatest concern, as decay fungi can germinate and propagate.

Moisture content readings are recorded to the first decimal place, as they appear on the moisture meter. Despite poor accuracy, readings over 30.0% are still recorded because they provide a relative idea of moisture content. At moisture content readings greater than 40.0%, the moisture meter will indicate a reading of 40.0%. Such readings are recorded in our drawings as +40.0%.

Results

All moisture content readings are indicated in Appendix C and on building elevations in Appendix B. The following table is a summary of the survey results.

Table 2 – Moisture Content Survey Results (% of total in brackets)

Green	Yellow	Red	Total
5 (26%)	10 (53%)	4 (21%)	19

Of the 19 moisture content readings we took, 14 (74% of readings) were at elevated levels.

4.0 SUMMARY OF RECOMMENDATIONS

The following is a summary of the recommendations made in in Section 2.0 of this report.

Table 3 – Recommendations

Minoru Place Seniors' Centre	
1	Remove the existing cladding and re-clad with a rainscreen wall assembly with improved detailing, including, but not limited to, improved air barrier continuity and waterproofing the base of walls.
2	Lower the finished grade, so there is an elevation difference between the finished grade and top of slab-on-grade. Waterproof the slab-on-grade where it extends beyond the building footprint.
3	Remove and/or adjust vegetation that are in close proximity to exterior walls.
4	Replace the windows with new windows of improved rain, air, and thermal resistance. These will likely be thermally broken aluminum or fibreglass framed windows with low-e coated, argon filled, IGUs. At all locations, the replacement of windows/doors is to include improved detailing (e.g. new sealants, and rain screen design with sub-sill waterproofing membrane).
5	Replace the glazed doors with new doors of improved rain, air, and thermal resistance. These will likely be thermally broken aluminum framed with low-e coated, argon filled, IGUs. Also replace the pressed steel and wood doors with new pressed steel doors to allow for improved detailing. For pressed steel doors not under cover, canopies or large metal head flashings can be considered. At all locations; the replacement of doors is to include improved detailing (e.g. new sealants and rain screen design with sub-sill waterproofing membrane).
6	Perform skylight water penetration testing to better confirm the performance of the skylights and the necessary repairs. Alternatively, consider replacing the skylight assemblies.
7	In conjunction with the wall rehabilitation, remove and replace glass canopies with a new assembly with improved performance and detailing.
8	Install new sealant at transitions between dissimilar materials and penetrations (e.g. windows, doors, vents, lights, hose bib, scupper drains).
9	Where existing cladding is being re-clad with a rainscreen wall assembly, improve the waterproof detailing at metal flashings through the use of proper waterproofing membranes, adequate slope, appropriate metal flashing connections, sealant at joints and interfaces, and end dams/ saddles at terminations.
10	Review and correct deficiencies in the 2-ply SBS membrane.
11	Adequately secure all metal flashings.
12	Remove and replace failed sealant.
13	Improve detailing at roof penetrations, ensuring all incorporate two lines of defence.
14	Ensure all equipment and fans are well secured to the roof, replace all corroding fasteners, and seal all penetrations.
15	Replace roof hatch hardware and provide a new gasket.

Minoru Place Seniors' Centre	
16	As part of regular maintenance, remove debris and ensure the drains are cleaned, ponding water is removed/minimized, and the drainage is not restricted.
17	During the wall and door rehabilitation, improve the transition detailing to the roofs.
18	During our review, we did not have access to the metal roofs. However, based on our experience, we recommend that the sloped metal roofing be replaced at the same time as the exterior wall rehabilitation, with improved detailing.

5.0 CLOSURE

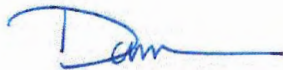
This report was prepared for the exclusive use of our client and their appointed agents, and cannot be used for any other purpose without written consent of LDR Engineering Group.

We appreciate this opportunity to be of service to you. If you have any questions regarding the contents of this report, or if we can assist you further on this project, please contact the undersigned.

Yours truly,

LDR Engineering Group

Prepared by:



Sepideh Daneshpanah, B.Arch.
Building Science Consultant

Reviewed by:



The seal is a circular professional stamp for Christopher D. Black, a Professional Engineer (P.Eng.) in the Province of British Columbia. The seal includes the text "PROFESSIONAL ENGINEER", "PROVINCE OF BRITISH COLUMBIA", "C.D. BLACK", and "# 35763". A handwritten signature and the date "May 19, 2017" are written over the seal.

Christopher Black, M.A.Sc., P.Eng.
Senior Building Science Consultant

APPENDIX A — STANDARD INTERPRETATION OF LDR REPORT

Standard Interpretation of LDR Report

1.0 STANDARD OF CARE

This Report has been prepared in accordance with generally accepted engineering consulting practices in this area. No other warranty, expressed or implied, is made.

2.0 COMPLETE REPORT

All documents, records, data and files, whether electronic or otherwise, generated as part of this assignment are a part of the Report which is of a summary nature and is not intended to stand alone without reference to the instructions given to us by the Client, communications between us and the Client, and to any other reports, writings, proposals or documents prepared by us for the Client relative to the specific site described herein, all of which constitute the Report. In order to properly understand the suggestions, recommendations and opinions expressed herein, reference must be made to the whole of the report. We cannot be responsible for use by any party of portions of the report without reference to the whole report.

3.0 BASIS OF THE REPORT

The Report has been prepared for the specific objectives and purpose that were described to us by the Client. The applicability and reliability of any of the findings, recommendations, suggestions, or opinions expressed in the document are only valid to the extent that there has been no material alteration to or variation from any of the said descriptions provided to us unless we are specifically requested by the Client to review and revise the Report in light of such alteration or variation.

4.0 USE OF THE REPORT

The information and opinions expressed in the Report, or any document forming the Report, are for the sole benefit of the Client. No other party may use or rely upon the report or any portion thereof without our written consent. The contents of the Report remain our copyright property and we authorise only the Client and Approved Users to make copies of the Report only in such quantities as are reasonably necessary for the use of the Report by those parties. Any use which a third party makes of the Report, or any portion of the Report, is the sole responsibility of such third parties. We accept no responsibility for damages suffered by any third party resulting from unauthorised use of the Report.

5.0 INTERPRETATION OF THE REPORT

- a. Nature and Exactness of Descriptions: Classification and identification of building enclosure assessment and engineering estimates have been based on investigations performed in accordance with the standards set out in Paragraph 1. Classification and identification of these factors are judgmental in nature and even comprehensive sampling and testing programs, implemented with the appropriate equipment by experienced personnel, may fail to locate some conditions. All investigations, or building enclosure descriptions, utilizing the standards of Paragraph 1 will involve an inherent risk that some conditions will not be detected and all documents or records summarising such investigations will be based on assumptions of what exists between the actual points sampled. Actual conditions may vary significantly between the points investigated and all persons making use of such documents or records should be aware of, and accept,

this risk. Some conditions are subject to change over time and those making use of the Report should be aware of this possibility and understand that the Report only presents the conditions at the sampled points at the time of sampling. Where special concerns exist, or the Client has special considerations or requirements, the Client should disclose them so that additional or special investigations may be undertaken which would not otherwise be within the scope of investigations made for the purposes of the Report.

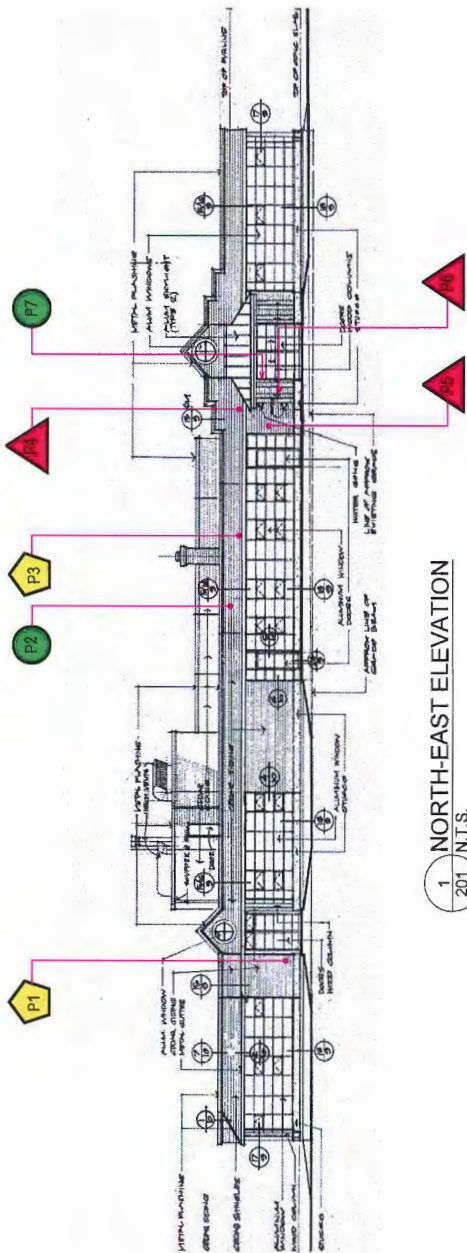
- b. Reliance on Provided Information: The evaluation and conclusions contained in the Report have been prepared on the basis of conditions in evidence at the time of site inspections and on the basis of information provided to us. We have relied in good faith upon representations, information and instructions provided by the Client and others concerning the site. Accordingly, we cannot accept responsibility for any deficiency, misstatement or inaccuracy contained in the report as a result of misstatements, omissions, misrepresentations or fraudulent acts of persons providing information.
- c. To avoid misunderstandings, LDR Engineering Group (LDR) should be retained to work with the other design professionals to explain relevant engineering findings and to review their plans, drawings, and specifications relative to engineering issues pertaining to consulting services provided by LDR. Further, LDR should be retained to provide field reviews during the construction, consistent with building codes guidelines and generally accepted practices. Where applicable, the field services recommended for the project are the minimum necessary to ascertain that the Contractor's work is being carried out in general conformity with LDR's recommendations. Any reduction from the level of services normally recommended will result in LDR providing qualified opinions regarding adequacy of the work.

6.0 ALTERNATE REPORT FORMAT

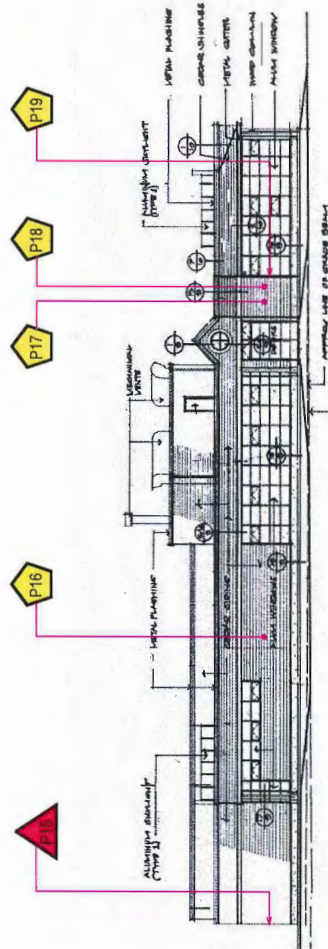
When LDR submits both electronic file and hard copies of reports, drawings and other documents and deliverables, the Client agrees that only the signed and sealed hard copy versions shall be considered final and legally binding.

The Client recognizes and agrees that electronic files submitted by LDR have been prepared and submitted using specific software and hardware systems. LDR makes no representation about the compatibility of these files with the Client's current or future software and hardware systems.

**APPENDIX B — ELEVATIONS INDICATING RESULTS AND LOCATIONS OF
MOISTURE CONTENT SURVEY**



1 NORTH-EAST ELEVATION
201 N.T.S.



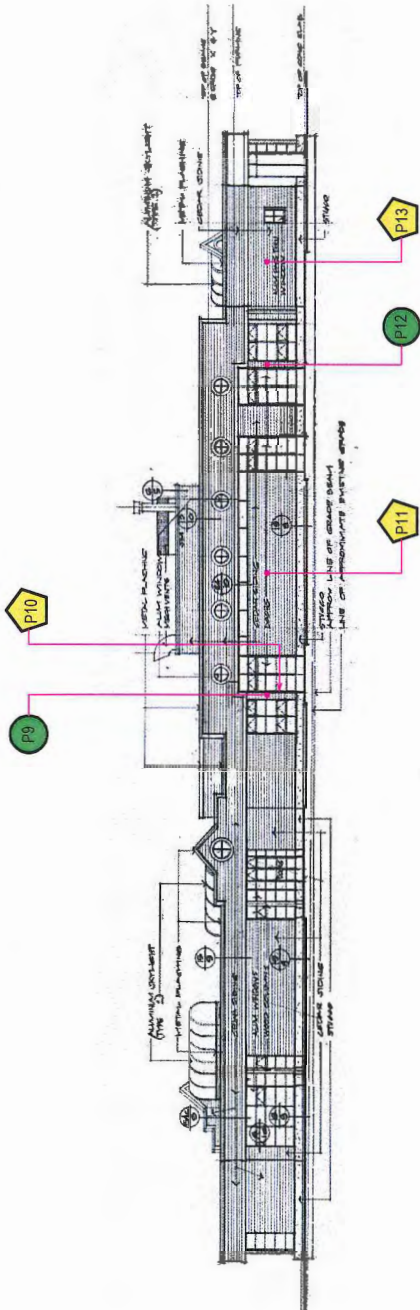
2 SOUTH-EAST ELEVATION
201 N.T.S.



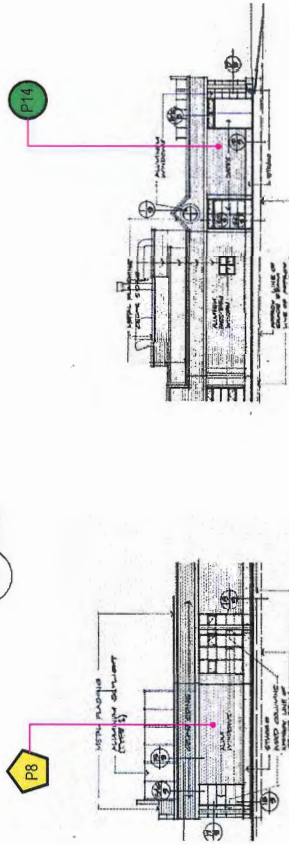
LEGEND: MOISTURE PROBE READINGS

- ↑ ARROW: LEADER DEVOTES LOCATION OF MOISTURE PROBE READING ON WALL PERPENDICULAR TO PAGE
- DOT: LEADER DEVOTES LOCATION OF MOISTURE PROBE READING ON WALL AS SHOWN
- GREEN CIRCLE INDICATES A MOISTURE CONTENT READING 10.5% AND LOWER
- YELLOW PENTAGON INDICATES A MOISTURE CONTENT READING FROM 18.1% TO 27.9% INCLUSIVE
- RED TRIANGLE INDICATES A MOISTURE CONTENT READING OF 28.0% OR GREATER AND/OR LOCATION WITH SIGNIFICANT DECAY/ETTERIORATION

DATE	May 19, 2017
PROJECT	MOISTURE CONTENT SURVEY MINORU PLACE SENIORS' CENTRE RICHMOND, BC
PROJECT NO.	17-081
DATE	DATE
DATE	DATE
TITLE	HORIZONTAL CEDAR SIDING MOISTURE CONTENT RESULTS
SCALE	NOT TO SCALE
FILE NO.	202



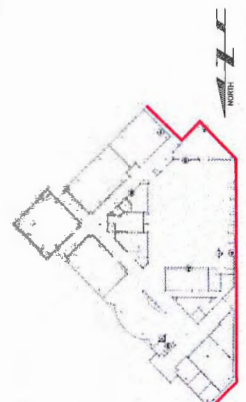
1 WEST ELEVATION
202 N.T.S.



2 NORTH-WEST ELEVATION
202 N.T.S.

3 SOUTH-WEST ELEVATION
202 N.T.S.

- LEGEND: MOISTURE PROBE READINGS**
- *ARROW* LEADER DENOTES LOCATION OF MOISTURE PROBE READINGS ON WALL PERPENDICULAR TO PAGE.
 - *DOT* LEADER DENOTES LOCATION OF MOISTURE PROBE READING ON WALL AS SHOWN.
 - GREEN CIRCLE INDICATES A MOISTURE CONTENT READING 16.0% AND LOWER.
 - YELLOW PENTAGON INDICATES A MOISTURE CONTENT READING FROM 16.1% TO 27.9% INCLUSIVE.
 - RED TRIANGLE INDICATES A MOISTURE CONTENT READING OF 28.0% OR GREATER AND/OR LOCATION WITH SIGNIFICANT DECAY/DETERIORATION.



APPENDIX C — MOISTURE CONTENT SURVEY

Project Name Minoru Place Senior Centre
Project Address 7660 Minoru Gate
 Richmond, BC

May 19, 2017
 Project No. 17-081

Probe No.	MC Colour Code	Elevation	Moisture Content of Wood %	Temperature Corrected Moisture Content %	Cladding Type	NOTES
P1		Northeast	22.5%	24.0%	Cedar Siding	
P2		Northeast	13.0%	14.0%	Cedar Siding	8" above window
P3		Northeast	26.0%	27.7%	Cedar Siding	Above flashing
P4		Northeast	38.0%	40.3%	Cedar Siding	At glass canopy to wall interface
P5		Northeast	34.7%	36.9%	Cedar Siding	
P6		Northeast	38.8%	41.2%	Cedar Siding	In close proximity to door jamb
P7		Northeast	12.2%	13.2%	Cedar Siding	At inside corner (protected by glass canopy)
P8		Northwest	21.9%	23.4%	Cedar Siding	Staining on horizontal cedar siding
P9		West	9.4%	10.2%	Cedar Siding	
P10		West	22.0%	23.5%	Cedar Siding	At trim
P11		West	22.0%	23.5%	Cedar Siding	
P12		West	8.2%	9.0%	Cedar Siding	Protected by small overhang
P13		West	22.1%	23.6%	Cedar Siding	Staining on horizontal cedar siding
P14		Southeast	11.4%	12.3%	Cedar Siding	
P15		Southeast	40.0%	42.4%	Cedar Siding	In close proximity to door jamb
P16		Southeast	18.8%	20.1%	Cedar Siding	
P17		Southeast	20.3%	21.7%	Cedar Siding	
P18		Southeast	17.8%	19.1%	Cedar Siding	
P19		Southeast	19.0%	20.3%	Cedar Siding	
Total	19.00					
Red	4.00	21%				
Yellow	10.00	53%				
Green	5.00	26%				

Tree Stand Assessment

Minoru Place Seniors Centre, Richmond BC

May 1, 2017



Services provided by:

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Introduction

Judith Cowan was retained by DGBK Architects to conduct an assessment of the tree stand located in close proximity to the Minoru Place Seniors Centre at 7660 Minoru Gate, in Richmond BC.

Objective:

To determine the value of the tree stand in relation to future Minoru Plaza redevelopment and to consider the consequences of tree removal.

The purpose of the assessment is to provide information to DGBK Architects on the health and value of the tree stand for consideration as part of the interior renovation planning services they are conducting for the current and long-term use of the Minoru Place Seniors Centre. DGBK has requested tree stand valuation information because poor visibility and wayfinding issues to and from the Seniors Centre, and connectivity with the Cultural Centre Plaza have been highlighted as issues requiring improvement. Although not part of the interior planning work for the Minoru Place Seniors Centre per se, DGBK's feasibility studies have considered the interface between the building interior and exterior spaces, and the shared interface and the circulation routes which connect them (Figure 1). The exterior spaces are comprised of a passive park and Cultural Centre complex which includes the Art Gallery and Library. To this end, DGBK would like to determine the flexibility of realigning or creating new pedestrian circulation routes or expanding the surface area of the plaza, and the likelihood and extent to which the existing stand of trees would require removal or be impacted from construction.

In order to properly weigh risks and tradeoffs for future planning scenarios, a proper valuation of the tree stand in both ecological and social terms was conducted to be used as a device to inform decision-making processes for both DGBK and the City of Richmond.



Figure 1: Minoru Place Seniors Centre is situated at the edge of the existing tree stand in Minoru Park (front entry).



Figure 2: Proximity of individual tree specimens to the entrance and circulation routes leading to the Seniors Centre.

Methodology:

One site visit was conducted on April 23, 2017 by Judith Cowan, ISA Certified Arborist using the ISA's Limited Visual Assessment procedure which is suitable for assessing populations of trees near specified targets (the Minoru Place Seniors Centre) in order to identify obvious defects or specified conditions.¹ Photographs of site and trees were taken and all tree and stand attributes (height, dbh [diameter at breast height], and species) were ocular estimates only. The scope of the assessment did not include tree tagging because the specimens under review comprise part of the City of Richmond's Significant Tree Inventory and have already been tagged with unique identifiers (Figure 5).²

Site and Stand Description:

- The tree stand, Cultural Centre Complex and Minoru Place Seniors Centre are located within Minoru Park which is a 45 acre open space in the centre of Richmond. The park has a classic design and contains a wide range of public amenities including the Cultural Centre Complex, sports fields and facilities, water features and display gardens.
- The tree stand lies to the south and east of the Cultural Centre Complex and associated buildings. Of all the buildings, the Minoru Place Seniors Centre is located closest to the tree stand and has some individual trees within 10m of the building footprint.

¹From *Tree Risk Assessment: Levels of Assessment*, pages 12-20, ISA's Arborist News publication. Accessed on April 27, 2017: <http://www.isa-arbor.com/myaccount/myeducation/resources/2012-april-ceuarb.pdf>

² For more detailed information on the City of Richmond's Significant Tree Inventory contact the City at 604 276-4000.

- The site's elevation is approximately 1.0m above sea level, and no aspect or slope is discernable due to the flat topography. Minoru Park, and Richmond in general, are in the Coastal Douglas Fir, moist and mild subzone (CDFmm) of the Biogeoclimatic Ecosystem Classification (BEC) system. The CDFmm lies in the rainshadow of the Vancouver Island Coast Mountains resulting in warm, dry summers and mild, wet winters and represents the mildest climate in Canada.
- Stand Attributes:
 - Deciduous non-native (ornamental) hardwood species: Chestnut (*Aesculus*), Elm (*Ulmus*), Black locust (*Robinia*) and Oak (*Quercus*). Understorey vegetation is composed primarily of maintained lawn, shrub beds and foundation plantings near buildings.
 - Average tree height: 30-35m height
 - Crown-base height (the lowest portion of the canopy supporting live foliage): 20m height
 - Diameter-at-breast height range (dbh) estimated at ~1.3m height: 30-70cm.
 - Age class: 60 – 80 years (planting of some specimens dates from 1925)
 - Population - ~100 trees
 - The stand as a whole can be described as having an even-age structure, and composed of taller trees (the 'dominants') and slightly smaller trees (the 'co-dominants').
- Defects observed on some trees included (Figure 3 and Figure 4):
 - Mechanical damage at the tree base from lawn mowing equipment (Figure 3 - left),
 - Small cavities between 0-2m height (Figure 3 - centre),
 - Buried root flares from excessive soil placement which may limit air exchange to the root system if the depth of soil is greater than 50mm, and can be an entry point for decay fungi (Figure 3 - right),
 - Longitudinal 1m long seams on lower trunks which may be indicative of decay columns. Pronounced reaction wood over the wound shows that the injuries are not recent (Figure 4),
 - Large branch stubs from previous pruning. Although not specifically a defect, these can become entry points for decay fungi.

Although decay fungi may be present with any type of scarring, wounding or mechanical injury, no decay fungi was noted.



Figure 3: Tree defects (L-R): mechanical injury from mowing equipment, basal cavity, and buried root flare.



Figure 4: Vertical scarring and pronounced wound wood formation could indicate possible internal decay.



Figure 5: The Tree stand forms part of the City's Significant Tree Inventory.

Discussion

The population of trees can be described as an even-aged stand (*i.e.* trees were planted at roughly the same time), and composed of large crowned specimens with broad horizontal and decurrent branching patterns typical for these species. This even-aged forest structure has produced a tree form which is

narrow and elongated as individuals stretch to compete for limited sunlight resources. In general, the canopy of live foliage occurs only in the upper 1/3 of the tree. The average tree spacing is between 2-5m, and this has prevented the development of their natural form and branching habit. Ideal spacing for ornamental shade trees of these species is approximately 20m when considering their mature size at approximately 80 years of age.

Tree density has also influenced tree form on the outer edges of the stand which exhibit imbalanced crowns and a phototropic lean as they try to capture maximum sunlight for photosynthesis (Figure 6). Additionally, routine maintenance pruning has lifted the base of trees crowns through the removal of lower branches likely due for multiple objectives including dead limb removal, improvement of sight lines, safety and clearance to service vehicles.



Figure 6: The phototropic lean exhibited by trees at the stand edge.

Even-aged stands can function as a single unit, and those individual trees within the stand, especially in the centre, have not been exposed to the wind forces nor the sunlight experienced by the edge trees. These are considerations when contemplating the removal of individual specimens for purposes such as enlarging the plaza, reconfiguring pathway alignments to the Minoru Place Seniors Centre, or to accommodate building / park amenity construction projects because they could create tree instability hazards and result in tree part or whole tree failures.

The trees directly surrounding the Minoru Place Seniors Centre occur at the edge of the tree stand under review (Figure 2), and they mark the transition point between parkland space and the buildings comprising the Library and Cultural Centre complex. Therefore targeted removal of individual trees is possible if planned in coordination with other master planning timelines. Prior to any tree removal

decision, an updated tree assessment is recommended using the ISA's more detailed *Basic Level Tree Risk Assessment* (TRAQ) methodology which visually assesses the condition of tree roots, trunks, crowns and branches to determine the risk of part or whole tree failure using a probability and consequence matrix.

Conclusion

Overall, the tree stand is in normal health and no significant defects indicating imminent tree failure were observed on the day of the assessment. The stand is a young forest beginning to mature and individual trees have adapted to the close proximity of neighbouring trees and are now dependent upon each other for stability. To maintain the viability and long-term health of the stand, it is recommended over the course of the next 10 years to selectively thin suppressed co-dominant trees at a rate of no more than two trees per year in order to create canopy gaps, and allow time for the remaining trees to adapt to increased levels of sunlight and wind loads. This will reduce the stand density by 20%.

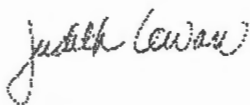
Before this plan is adopted, a revised tree inventory should be undertaken along with a public communication strategy explaining that individual tree removal is routine maintenance to promote the stand's overall health and longevity. Individual tree removal is not mutually exclusive of plaza expansion, or park or building renovation initiatives as long as the two objectives are planned in concert with one another.

Limitations

This Tree Stand assessment is based on site observations noted on the date specified only. The consulting Arborist has endeavored to use her skill, education, and knowledge to provide accurate representation. Every effort has been made to ensure that the opinions expressed are an accurate assessment of the condition of the site and background information provided by DGBK Architects (the 'Client').

Assumptions and conclusions drawn in this report are based on the professional experience of Judith Cowan, ISA Certified Arborist (PN-7314a) and Qualified Tree Risk Assessor (the 'Consultant'). The opinions expressed are also based on documentary research of written information accessed on the City of Richmond's website www.richmond.ca.

The Consultant cannot accept responsibility for any issues or events that have arisen since the date of the inspection and the date the report was written. The Consultant accepts that the report represents professional judgement and that the Consultant's responsibilities are limited to the content of this report.



Judith Cowan
ISA Certified Arborist (# PN-7314a)

DGBK

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Vancouver, BC, V6G 2Z6

t: 604.682.1664
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GP - 187



City of Richmond

Report to Committee

To: General Purposes Committee
From: Kim Somerville
Manager, Community Social Development
Date: October 26, 2017
File: 07-3400-01/2017-Vol
01
Re: 2018 Age-Friendly Communities Grant Submission

Staff Recommendation

1. That the application to the Union of British Columbia Municipalities (UBCM) 2018 Age-friendly Communities Grant Program for \$25,000 in the Age-friendly Assessments, Action Plans and Planning Category be endorsed;
2. That should the funding application be successful, the Chief Administrative Officer and a General Manager be authorized to enter into agreement with the UBCM for the above mentioned project and the 5-Year Financial Plan (2018-2022) be updated accordingly.

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

Att. 2

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Intergovernmental Relations & Protocol Unit Recreation Services Finance	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: CJ	APPROVED BY CAO

Staff Report

Origin

The Ministry of Health has committed an additional \$500,000 in funding for 2018 to support the Age-friendly Communities grant initiative program which assists local governments to prepare for an aging population. Between 2007 and 2017 the Ministry provided \$3.75M to further this initiative. Age-friendly Communities grants have been offered to 144 local governments and 286 plans or projects have been completed or approved for funding. The grant application requires Council resolution indicating support by local government for the proposed project as well as a willingness to provide overall grant management.

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

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

2.1. *Strong neighbourhoods.*

2.2. *Effective social service networks.*

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

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

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

5.1. *Advancement of City priorities through strong intergovernmental relationships.*

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

This reports also supports the 2013-2022 Social Development Strategy Strategic Direction #3 Address the Needs of an Aging Population Action #9:

Support aging in place initiatives and the ongoing development of Richmond as an age-friendly community

9.2 *Collaborating with senior governments, Vancouver Coastal Health and community partners in planning and delivery of programs which help older adults continue to live independently in their community for as long as possible*

9.4 *Striving to ensure that City land use plans, policies and developments support aging in place*

In addition, this report supports the Council adopted 2015-2020 Age Friendly Assessment and Action Plan, Action 2.8 Community Support and Health Services: Exploring the Dementia Friendly Communities Training initiative by Alzheimer's Society of BC.

The Dementia-Friendly Communities initiative exists to support municipalities to become more dementia-friendly through tools, education and partnerships. The City was approached by the Alzheimer's Society of BC as part of their campaign to implement Dementia-Friendly Communities across BC. The initiative was noted in the 2015-2020 Age-Friendly Assessment and Action Plan and aligns with the City's commitment to become more age-friendly by focusing on the inclusion of people living with Dementia.

Analysis

In 2015, the City received Age-Friendly Community Designation for its commitment to becoming an age-friendly community. In an age-friendly community, older adults are supported to live active, socially engaged, independent lives and people of all ages and abilities feel included and valued in their communities. The policies, services and structures related to the physical and social environment of an age-friendly community are designed to help seniors age actively.

The 2018 Age-friendly Communities Grant Program intends to assist local governments in BC to best support aging populations, develop and implement policies and plans, or develop projects that enable seniors to age in place and facilitate the creation and sustainability of age-friendly communities. Grants are available under two streams: Stream 1: Age-friendly Assessments, Action Plans and Planning (up to \$25,000) and Stream 2: Age-friendly projects (up to \$15,000).

Staff have prepared and submitted a grant application for funding under Stream 1: Age-Friendly Assessments, Action Plans and Planning to meet the deadline of November 10, 2017. If successful, the grant will be used to create a Dementia Friendly Community Action Plan for Richmond.

The number of people living with dementia in Richmond increased from 955 in 2005/06 to 1657 in 2014/15. Staff have been increasingly reporting challenges when dealing with patrons with Dementia accessing Community Services programs and services. Alzheimer's Society of BC will also support the project through the provision of training, education and tools at no cost to frontline staff dealing with patrons and families living with dementia.

In addition to staff, the project will involve a number of Community Partners including representation from Community Centre Associations, Alzheimer's Society of BC, Minoru Seniors Society, Vancouver Coastal Health and Richmond Public Library (see page 4 of Attachment 2 for a detailed list).

A Dementia Friendly Community Action Plan will ensure those living with dementia and their families/caregivers are connected, supported and valued through public awareness and understanding, responsive and inclusive programming and well designed, accessible and supportive built environments.

Due to tight timelines UBCM has approved that, a Council resolution of support of the grant application can be provided at a later date.

Should the funding requests be successful, the City would be required to enter into funding agreements with the UBCM. The agreements are standard form agreements provided by senior levels of government and include an indemnity and release in favour of UBCM.

As with any submission to senior governments, there is no guarantee that this application will be successful.

Financial Impact

If successful, the application to UBCM 2018 Age-friendly Communities Grant Program will add \$25,000 to the Community Services Operating Budget.

Conclusion

The 2018 Age-friendly Communities Grant Program is intended to assist and support local governments in BC to develop and implement policies and plans, or undertake projects that enable seniors to age in place and facilitate the creation of age-friendly communities.

Staff have submitted a grant application for \$25,000 to UBCM with the intention of developing a Dementia Friendly Communities Action Plan that will further Action 2.8 outlined in the 2015-2020 Age-Friendly Assessment and Action Plan approved by Council in 2015.

Developing a Dementia-Friendly Plan will further Richmond's commitment to being an Age-Friendly community and ensure all seniors living in Richmond have the most inclusive, welcoming and supportive environment to age in place.



Debbie Hertha
Seniors Coordinator
(604-276-4175)

- Att. 1: Union of BC Municipalities 2018 Age-friendly Communities Grant Program Guidelines
2: Grant Application, Richmond Dementia-Friendly Community Action Plan, submitted November 10, 2017



E-mail: lgps@ubcm.ca
525 Government Street, Victoria, BC, V8V 0A8



AgeFriendlyBC

2018 Age-friendly Communities Grant Program Program & Application Guide

1. Introduction

The Age-friendly Communities grant program is intended to assist local governments in BC to best support aging populations, develop and implement policies and plans, or undertake projects that enable seniors to age in place and facilitate the creation of age-friendly communities.

The Ministry of Health has committed an additional \$0.5 million in funding to the program and grants are now available for 2018 community planning initiatives or community projects.

Formerly under the Seniors' Housing and Support Initiative, which was launched in 2004 through a one-time \$2 million grant from the (now) Ministry of Municipal Affairs & Housing, the Age-friendly Communities program continues to assist local governments to prepare for an aging population.

Between 2007 and 2017, the Ministry of Health provided \$3.75 million to further support the initiative and to incorporate a focus on age-friendly communities. Age-friendly Communities grants have been offered to 144 local governments and 286 plans or projects have been completed or approved for funding.

Age-friendly Communities

In an age-friendly community, the policies, services and structures related to the physical and social environment are designed to help seniors "age actively." In other words, the community is set up to help seniors live safely, enjoy good health and stay involved.

The creation of age-friendly communities in BC builds on findings from the World Health Organization's Age-friendly Cities and the Canadian Age-friendly Rural/Remote Communities Initiative.

The Province of BC, in collaboration with key partners including health authorities, has advanced the age-friendly agenda since 2007 to engage and support local governments in preparing their communities for an aging population. Age-friendly BC (AFBC) is supported by:

1. The Age-friendly Communities grant program, administered by UBCM
2. A range of services to support age-friendly projects, offered by the BC Healthy Communities Society (BCHC Society)
3. A commitment to meet the needs of an aging population and work with partners to ensure people of all ages and abilities feel included and valued in their communities, provided by the Ministry of Health

2. Guiding Principles

The 2018 Age-friendly Communities program is intended to assist local governments in BC to best support aging populations, develop and implement policies and plans, or develop projects that enable seniors to age in place and facilitate the creation and sustainability of age-friendly communities.

Applications should demonstrate a commitment to the following guiding principles:

- Community Driven - Community solutions are based on local priorities and plans
- Catalyst for Action – Community activities are catalysts that enable local governments and community partners, including health authorities, to enhance and improve services for older adults
- Focus on Funding Priorities - Activities are focused on funding priorities with clear outcomes
- Flexible - Required actions differ in each community
- Coordinated - Activities of different levels of government and community partners, including health authorities, are coordinated to avoid duplication among programs and projects
- Sustainable Results – Community activities contribute to improving the lives of older adults over time

3. Eligible Applicants

Eligible applicants are local governments (municipalities and regional districts) in British Columbia. Please see Section 8 for other important information on application requirements.

4. Funding Streams

Under the 2018 Age-friendly Communities program, grants are available under two funding streams:

Stream 1: Age-friendly Assessments, Action Plans & Planning (up to \$25,000)

Stream 2: Age-friendly projects (up to \$15,000)

In order to be eligible for Stream 2, eligible applicants are required to have a completed age-friendly assessment or action plan, or demonstrate that their Official Community Plan, Integrated Sustainability Community Plan, or equivalent, is inclusive of age-friendly planning principles.

Proposed activities under either funding stream should focus on one or more of the eight age-friendly community components:

- | | |
|---|---|
| • Outdoor spaces and buildings | • Social participation |
| • Transportation (including traffic safety) | • Communications and information |
| • Housing | • Civic participation and employment |
| • Respect and social inclusion | • Community support and health services |

Stream 1: Age-friendly Assessments, Action Plans & Planning

The intent of this funding stream is to support local governments to develop or update assessments or plans in order to enable seniors to age in place and facilitate the creation of age-friendly communities. The maximum grant under Stream 1 is \$25,000.00.

Examples of eligible planning activities under this funding stream include:

- Development of a local age-friendly assessment or action plan
- Creation of specific plans and/or policies that address one or more of the eight community components (see Section 4)
- Engagement of seniors in planning activities
- Adding an age-friendly or seniors lens to existing plans or policies, such as:
 - Official Community Plans, Integrated Community Sustainability Plans, or community or neighbourhood plans
 - Zoning and other bylaws (subdivision, snow removal, parking, etc.)
 - Development permit requirements
 - Emergency response, evacuation and/or emergency social services plans
 - Design guidelines
 - Active transportation planning
 - Food security and food systems planning
 - Community planning processes related to social determinants of health (e.g. affordable housing, homelessness, etc.)
 - Development of community health plans

Stream 2: Age-friendly Projects

The intent of this funding stream is to support local governments to undertake local projects that enable seniors to age in place and facilitate the creation of age-friendly communities. The maximum grant under Stream 2 is \$15,000.00.

In order to be eligible for Stream 2, eligible applicants are required to have a completed age-friendly assessment or action plan, or demonstrate that their Official Community Plan, Integrated Sustainability Community Plan, or equivalent, is inclusive of age-friendly planning principles.

Examples of eligible projects under this funding stream include developing new community projects for seniors, such as:

- | | |
|---|---|
| • Support for persons with dementia | • Health literacy and promotion (e.g. workshops, guides, etc.) |
| • Increased community accessibility (transportation, housing, services) | • Chronic disease prevention |
| • Provision of recreation and healthy living activities and/or referral and support to link seniors with recreation and healthy living services | • Injury prevention and community safety (including traffic safety) |
| • Community gardens and healthy eating | • Intergenerational projects |
| | • Promotion of age-friendly business practices |
| | • Prevention of elder abuse |

The 2018 Age-friendly Communities program is not intended to be a capital funding program. However, minor capital expenditures for eligible activities that have a clear and definable benefit to seniors and that are clearly linked to programming for seniors will be considered for funding.

Please note capital costs cannot exceed 40% of the total requested grant (i.e. an application for a \$15,000.00 grant cannot include more than \$6,000.00 in capital costs).

5. Eligible & Ineligible Activities

Eligible Expenditures

Eligible activities are new community planning or community projects that are undertaken by a local government and that address the guiding principles and funding priorities of the program.

Ineligible Expenditures

The following are not eligible activities:

- Development of feasibility studies, business cases, architectural, engineering or other design drawings for the construction or renovation of facilities providing services to seniors, including housing and care facilities
- Fundraising
- Sidewalk construction or improvements or other infrastructure projects

6. Age-friendly BC Community Recognition

All local governments can apply to be recognized as Age-friendly Communities. Once the four criteria (establish a steering committee, pass a council resolution, conduct an age-friendly assessment, and develop and publish an action plan) have been met, the community can apply to be recognized in BC. The completion of these four steps also makes the community eligible for membership in the Pan-Canadian Age-friendly Community Initiative and the World Health Organization Global Network of Age-friendly Cities and Communities.

For more information, please contact:

Sarah Ravlic, Program Coordinator
BC Healthy Communities Society
sarah@bchealthycommunities.ca

7. Support from BC Healthy Communities Society

The BC Healthy Communities (BCHC) Society is a province-wide not-for-profit organization that facilitates the ongoing development of healthy, thriving and resilient communities.

Applicants approved under the 2018 Age-friendly Communities program may be eligible to apply for a range of services to support their project from BCHC Society.

The purpose of this support is to: 1) Engage sector leaders so they can collaboratively prioritize the goals intended to be achieved through their age-friendly community grant; 2) Understand and utilize key capacities and innovative practices that will support community groups to bring their age-friendly initiatives to the next level; and 3) Determine the next wise actions to achieve the community's age-friendly goals.

8. Application Process

The application form is required to be completed by all applicants. A Council or Board resolution, as well as a detailed budget, is required with the application form.

The Council/Board resolution is required to indicate support for the proposed activities and willingness to provide overall grant management.

Applications are due by November 10, 2017, and applicants will be notified of the status of their application within 60 days.

The Evaluation Committee will assess and score all eligible applications based on the guiding principles and funding priorities. Higher application review scores will be given to applications that:

- Demonstrate direct participation of seniors
- Complement the Provincial priorities regarding seniors outlined in Appendix 1
- Include collaboration with health authorities or others partners (e.g. school districts, First Nations or Aboriginal organizations, seniors, senior-serving organizations, community organizations and other local governments)

The committee will also consider the location of each application in order to ensure a balanced representation of projects across the province.

Please note the following important points when preparing your application:

- Only one application per local government will be accepted.
- Funds are for new activities that support age-friendly communities and are not for on-going operations or regular planning activities.
- All funded activities are to take place within the 2018 calendar year.
- The detailed budget must indicate proposed expenditures and align with the proposed activities outlined in the application form. Although additional funding or support is not required, any other grant funding or in-kind contributions should be identified.
- Council/Board resolutions must indicate support by the local government for the proposed project as well as a willingness to provide overall grant management.
- All application information and final reports will be shared with the Ministry of Health and the BCHC Society.

9. Grant Management & Applicant Responsibilities

Notice of Decision

All applicants will receive written notice of the Evaluation Committee's decision as well as the terms and conditions of any grant that is awarded. Grants are awarded in two payments: 70% at the approval of the project and 30% when the project is complete and UBCM has received the required final report and a financial summary.

Applicant Responsibilities

Please note: Grants are awarded to local governments only. When collaborative projects are undertaken with community partners, the local government remains the primary organization responsible for the grant.

Due to this, and in addition to the terms and conditions that will be provided to all successful applicants, approved applicants are responsible for:

- Proper fiscal management, including acceptable accounting records
- Final reports (using UBCM forms) and certification of costs

Final Reports

All funded activities are to take place within the 2018 calendar year, and the final report will be due within 30 days of project completion and no later than January 26, 2019. Applicants are required to complete the final report form, available on the [UBCM website](#).

The certification of costs on the final report must be signed by the local government Chief Financial Officer.

Changes to Funded Activities

Approved applicants are required to advise UBCM of any significant variation from the approved project as described in the completed application form. Approval from UBCM is required in advance for such changes.

Extensions

Please note that all funded activities are required to be completed within the 2018 calendar year and any requests for extensions beyond this date must be in writing and be approved by UBCM.

10. Additional Information

For further information on grants and the application process, please contact:

Union of BC Municipalities

Local Government Program Services
(250) 356-2947 or lgps@ubcm.ca

For further information on age-friendly communities, please contact:

BC Healthy Communities Society

Sarah Ravlic, Program Coordinator
250.590.1845 or sarah@bchealthycommunities.ca
www.bchealthycommunities.ca

For further information on other provincial initiatives, please visit the [Age-friendly BC website](#) or contact:

Ministry of Health:

(250) 952.2574 or AgeFriendlyBC@gov.bc.ca

Provincial Priorities

The following are examples of provincial priorities that may complement age-friendly planning and projects:

Accessibility 2024 (http://www2.gov.bc.ca/assets/gov/government/about-the-bc-government/accessible-bc/accessibility-2024/docs/accessibility2024_update_web.pdf)

In 2014, *Accessibility 2024: Making B.C. the most progressive province in Canada for people with disabilities by 2024* was released. This 10-year action plan is designed around 12 building blocks: inclusive government, accessible service delivery, accessible internet, accessible built environment, accessible housing, accessible transportation, income support, employment, financial security, inclusive communities, emergency preparedness and consumer experience.

Example of an age-friendly assessment/project incorporating accessibility

Sun Peaks Mountain Resort Municipality has committed to being an age-friendly community by providing essential amenities to facilitate walking and skiing around the village, as well as accessible recreation and adaptive sports. (Awarded age-friendly recognition in 2015)

Aging Well (<https://www.healthyfamiliesbc.ca/aging-well>)

Supporting older adults to think about and plan for the future helps them anticipate needs as they age. Knowing where to find the right information if and when they need it is key to planning for a healthy and independent future. Aging Well is an online resource on Healthy Families BC, the Province's health promotion plan to encourage British Columbians to make healthier choices. Aging Well has information, tools and videos on topics including health and wellness (includes healthy eating and physical activity), finance, transportation, housing and social connection - areas of life that are important and interconnected when it comes to healthy aging.

Example of an age-friendly project incorporating planning for a healthy and independent future

Columbia-Shuswap Regional District has engaged the Communities of the South Shuswap in the development of a resource centre to support age-friendly community planning. Services offered through the centre include financial planning, computer literacy training, transportation and health eating programs.

Better at Home (<http://www2.gov.bc.ca/gov/content/family-social-supports/seniors/health-safety/health-care-programs-and-services/better-at-home>)

Better at Home, an innovative non-medical home support program funded by the Province and managed by the United Way of the Lower Mainland, helps seniors with day-to-day tasks so that they can continue to live independently in their own homes and remain connected to their communities. Better at Home services may include transportation to appointments, light housekeeping, light yard

work and home visits. There are currently 67 community-based Better at Home programs across B.C., including six rural and remote pilot sites.

Example of an age-friendly project incorporating the Better at Home program

District of Invermere created an age-friendly business directory, companion program, monthly luncheons and a mentorship program. The companion program matched seniors with volunteers who will assist with everyday living activities such as shoveling the sidewalk, driving to and from the grocery store or appointments. Business owners and employees were offered training on how their operations can be more age-friendly.

Physical Activity Strategy (<http://www.health.gov.bc.ca/library/publications/year/2015/active-people-active-places-web-2015.pdf>)

The BC Physical Activity strategy is designed to guide and stimulate co-ordinated policies, practices and programs in physical activity that will improve the health and well-being of British Columbians and the communities in which they live, learn, work and play. It aims to foster active people and active places, and its development was guided by key leaders and organizations across the province who worked collectively to determine the best approach to increasing physical activity rates.

Example of an age-friendly project incorporating physical activity

Town of Oliver developed an outdoor fitness park with input from partners including Interior Health, service clubs and seniors groups. The year-round park is well utilized and provides a no-cost opportunity for seniors to be physically active.



AgeFriendlyBC



2018 Age-friendly Communities Grant Program

Phone: 250 356-2947 E-mail: lgps@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

APPLICATION FORM for STREAM 1

Age-friendly Assessments, Action Plans & Planning

Please complete and return this form by **November 10, 2017**. All questions are required to be answered by typing directly in this form.

Applicant Information

Local Government: City of Richmond

Complete Mailing Address: 6911 No. 3 Road,
Richmond BC V6Y 2C1

Contact Person: Debbie Hertha

Position: Seniors Coordinator

Phone: 604-276-4175

E-mail: dhertha@richmond.ca

1. PROJECT INFORMATION

Project title: Richmond Dementia-Friendly Community Action Plan

Proposed project start and end dates: Start: January 22, 2018 End: December 21, 2018

Proposed project budget: \$25,000

2. PROPOSED FOCUS AREA(S) - Please indicate which age-friendly components will be the primary focus of the proposed planning activities:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Outdoor spaces & buildings | <input checked="" type="checkbox"/> Social participation |
| <input type="checkbox"/> Transportation (including traffic safety) | <input type="checkbox"/> Communications and information |
| <input type="checkbox"/> Housing | <input type="checkbox"/> Civic participation and employment |
| <input checked="" type="checkbox"/> Respect & inclusion | <input checked="" type="checkbox"/> Community support & health services |
| | <input checked="" type="checkbox"/> Plan/Assessment dealing with all features |

3. AGE-FRIENDLY ACCOMPLISHMENTS TO DATE AND RECOGNITION. Many BC communities have already completed steps required to be recognized as an age-friendly community. Please indicate below if your community has completed the following:

- ☒ Established an age-friendly advisory or steering committee that includes the active participation of older adults. An existing committee can also take on this mandate.
- ☒ Passed a council or district board resolution to actively support, promote and work towards becoming an age-friendly community. As an alternative, local governments may have chosen to commit to being age-friendly through specific goals, objectives or policies in an official community plan or strategic plan.
- ☒ Conducted an age-friendly assessment in consultation with older adults.
- ☒ Developed and published an action plan.

Can BC Healthy Communities Society contact you to discuss completing Age-friendly Community recognition?

Yes ☒ No ☐

4. DESCRIPTION OF PROPOSED ACTIVITIES - Please describe the specific activities you plan to undertake. Refer to Section 4 of the Program & Application Guide for eligible activities under Stream 1.

The intent of this project is to create a Dementia-Friendly Community Action Plan for Richmond. Specific activities will include:

1. Dementia-Friendly Working Group: comprised of seniors, a person(s) living with dementia, caregivers/family members of those living with dementia, City Staff and representatives from Vancouver Coastal Health (VCH), an Alzheimer Society of B.C. staff and community organizations/partners
2. Literature Review: review of age-friendly and dementia-friendly work globally, in BC and in Richmond. Evaluations of dementia-friendly action plans and activities in other BC municipalities.
3. Marketing, Communication and Distribution Plan Development: posters, email messages, newspaper ads, media releases, social media as well as utilizing existing City tools and those available from project stakeholders. Develop a plan to reach isolated/hard to reach seniors utilizing project stakeholder tools and existing networks/connections.
4. Education/Focus Group Sessions: in partnership with the Alzheimer Society of B.C. to be delivered to internal City staff, frontline Seniors Centre and Community Centre staff and staff and volunteers involved in delivering programs and services
5. Walking Interview: with a person living with Dementia that would lead City staff from departments including Community Services, Engineering, Planning and/or Community Safety.
6. Neighbourhood Meetings: a combination of a focus group, education and information sharing session, these meetings will gather information from seniors, families, caregivers, community organizations and businesses
7. Community Forum to present project findings to the public and utilize a Graphic Recording Artist to collect information to assist in creating an action plan and shared community vision.
8. Evaluation Activities: to determine whether goals were met and to support the creation of an action plan
9. Creation of an Action Plan: utilizing information collected from the working group feedback, literature review, survey results and above activities and events to develop proposed actions with timeframes

5. PROGRAM GOALS & OBJECTIVES - How will the proposed planning activities meet the goals of the 2018 Age-friendly Communities grant program? How will this make your community more age-friendly?

The proposed planning activities will meet the goals of the 2018 Age-friendly Communities grant program by providing valuable information collected from City of Richmond staff and the community that will help to create a Dementia-Friendly Community Action Plan for Richmond. The Action Plan will enable seniors to age in place and facilitate the creation of an age-friendly community in Richmond. The planning activities proposed in this project focus on all of the age-friendly community components with an emphasis on: Outdoor Spaces and Buildings; Respect and Social Inclusion; Social Participation and Community Support and Health Services.

A Dementia-Friendly Action Plan will support the City of Richmond's commitment to become more age friendly by proposing specific actions with timelines that will guide the work towards an Age-Friendly Richmond. An Action Plan will ensure those living with dementia, their families/caregivers as well as all Richmond residents feel supported and connected in their communities with access to tools and resources to age in place independently, safe and with a better sense of inclusion and belonging.

6. INTENDED OUTCOMES & DELIVERABLES - What do you hope the proposed planning activities will achieve? What will be the specific deliverables?

The proposed planning activities are intended to achieve the following:

1. Dementia-Friendly Working Group: guide the project activities, directly participate in the events and activities and contribute to the literature search. The hope is that the group will stay involved with future dementia-friendly and age-friendly activities and assist in the implementation of the action plan
2. Literature Review: the review will help to inform the community and staff engagement activities and strategies and further add to the action plan
3. Marketing, Communication and Distribution Plan: will increase awareness of the project and attendance at activities and events in all areas of Richmond. An intentional distribution plan will help to reach those not actively involved in the community and who may be isolated and to increase attendance at the events.
4. Education/Focus Group Sessions: educate and raise awareness of dementia, inform staff of community needs, help to inform the plan by gathering information and expertise from staff in key departments, help with buy-in and explore how the City can help to address community needs. These will also demonstrate the need for on-going training sessions for other City staff, Community Partners, businesses and the general public
5. Walking Interview: the outcome of this walk would be to highlight to City staff what is and is not dementia friendly in the City to inform their current and future work, to modify existing plans if necessary and help to inform the Action Plan
6. Neighbourhood Meetings: will assist with gathering valuable information from the Richmond community, raise awareness of dementia and show the impact of dementia on the community. Meetings will also provide an opportunity for the larger community and those living with dementia to network and connect. It is hoped that holding meetings in strategic and accessible locations in the City will reach a larger proportion of Richmond's population and assist in the creation of a shared vision for Richmond as a dementia-friendly community.
7. Community Forum: a larger event to present project findings and collect further information to assist in creation of the action plan and overall community vision
8. Evaluation Activities: evaluate whether the goals of the project were met, information for future activities and to support the creation of the action plan

The specific deliverables will include a completed Dementia-Friendly Community Action Plan for Richmond that will include the literature review, findings from the staff and community

engagement activities, evaluation results with proposed actions and directions for implementation and monitoring as well as timelines that will guide future work.

7. COMMUNITY PARTNERS & PARTICIPATION BY SENIORS

- A) Local governments are encouraged to work with their local Health Authority. How will the proposed planning activities include your health authority?

Vancouver Coastal Health is one of the City's major government partners. Staff work closely on a regular basis with various departments within VCH including Community Engagement, Falls Prevention, Home and Community Care, Public Health and Mental Health. In addition, VCH representatives sit on the Richmond Age-Friendly Assessment and Action Plan Steering Committee.

Specific departments from VCH including Community Engagement, Public Health and Primary Care and the Falls Prevention Team will be involved in planning activities through participation on the working group, contribution to the literature review, marketing of the project and providing connections clients (seniors and those living with Dementia), families/caregivers and staff as well as direct involvement and participation with community engagement activities (ie. facilitators and panel presenters at neighbourhood meetings and the community forum).

- B) List all confirmed partners (e.g. school districts, First Nations or Aboriginal organizations, seniors, senior-serving organizations, community organizations and other local governments) that will directly participate in the proposed planning activities and the specific role they will play.

Confirmed partners that will directly participate in the proposed planning activities include the following:

1. Alzheimer Society of B.C.: working group member; resources and staff for education, training, support; access to clients and families/caregivers; resource and promotional materials, research and provincial and municipal specific statistics; marketing and promotion support; panel speakers
2. Minoru Seniors Society (operates Minoru Place Activity Centre - Seniors Centre): working group member; provision of volunteers to assist at events; connections and access to people living with dementia and caregivers/families; in-kind space at new Minoru Centre for Active Living; Community Leisure Transportation Bus Use; staff to attend training and education; marketing and promotions
3. City of Richmond Facility Staff: working group members; marketing and promotions; training and education
4. VCH - Community Engagement, Public Health and Primary Care, Falls Prevention: working group member; in-kind space; connections to staff, seniors and families; marketing and promotions; event and activity planning; education at meetings and forum; panel speakers
5. Richmond Cares, Richmond Gives: working group member, connection to users (seniors, those living with dementia, caregivers) of their Seniors Support Services and Better at Home program; provision of volunteers to assist at events
6. Richmond Public Library: working group member; in-kind space; marketing and promotions
7. Richmond Addiction Services Society: working group member; connections to clients and families; marketing and promotions
8. Richmond Food Bank: working group member; connections to clients and families;

marketing and promotions

9. Cedarwood Non-Profit Seniors Housing (Metro Vancouver Housing Corporation): working group member; connections to residents who are seniors and those living with dementia and their families/caregivers; marketing and promotions

C) Describe any direct participation by seniors in the proposed planning activities.

Seniors will directly participate in the project as participants, staff and/or caregivers as well as assisting as volunteers through the following activities:

- Participation on the Working Group (seniors, those living with dementia and caregivers/family of those living with dementia)
- Attendance as a person living with dementia, volunteer in program/service delivery and/or volunteer helping at Education and Focus Group Sessions
- Person living with dementia to lead and participate in the Walking Interview
- Attendance and/or volunteering at Neighbourhood Meetings and/or Community Forum
- Assistance with completion of evaluation activities
- Volunteering to assist with marketing, communication and distribution plan

8. EVALUATION - What tools will be used to evaluate the completed planning activities? How will this information be used?

Tools that will be used to evaluate the completed planning activities will include the following:

1. A special evaluation session for the working group as well as City staff and volunteers involved in the project
2. Targeted informal discussions with City staff, volunteers, seniors and community organizations about the completed activities and their feedback
3. Feedback forms at seniors activities and events promoting the use of the City of Richmond's online community engagement tool, "Let's Talk Richmond" for any feedback on all aspects of the project
4. Volunteers and staff involved with the project will also be trained to record informal feedback from participants at the activities and events

This information gathered through the above activities will be shared with the working committee and be incorporated into the Action Plan guiding the proposed future actions.

9. IMPACT ON LOCAL GOVERNMENT - List any policies, practices, plans or local government documents that will be developed or amended as a result of the proposed planning activities.

This project will have a positive impact on our local government and the following plans and documents will be updated/amended as a result:

1. Official Community Plan 2041
2. Council Term Goals 2014-2018
3. Richmond Community Wellness Strategy 2018-2023
4. Community Social Development Strategy 2013-2022
5. Seniors Services Plan 2015-2020
6. Age-Friendly Assessment and Action Plan 2015-2020

10. SUPPORT FROM BC HEALTHY COMMUNITIES (BCHC) SOCIETY. Applicants approved under the 2018 Age-friendly Communities grant program may be eligible to apply for a range of services from BCHC Society.

The purpose of this support is to: 1) engage sector leaders so they can collaboratively prioritize the goals intended to be achieved through their age-friendly community grant; 2) understand and utilize key capacities and innovative practices that will support community groups to bring their age-friendly initiatives to the next level; and 3) determine the next wise actions to achieve the community's age-friendly goals.

Would you be interested in additional information to learn more about possible supports from BCHC Society?

Yes ☒ No ☐

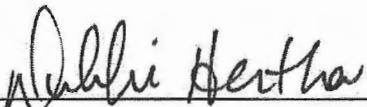
11. ADDITIONAL COMMENTS - Please use this space to add any additional comments.

A report to Council requesting support for the proposed project will be presented at the end of November 2017. If endorsed, a letter will follow shortly.

12. REQUIRED ATTACHMENTS - Please submit the following with your application:

- ☒ Council/Board Resolution – Indicating local government support for the proposed project and a willingness to provide overall grant management
- ☒ Detailed budget

13. SIGNATURE – Applications are required to be signed by the local government applicant. Please note all application materials will be shared with the Province of BC and BCHC Society.


Signature

Debbie Hertha, Seniors Coordinator

Name and Title

Please send the completed Application Form and all required attachments as an e-mail attachment to Local Government Program Services (UBCM) at lqps@ubcm.ca.

If you submit by e-mail, hardcopies and/or additional copies of the application are not required. Please submit your application as either a Word or PDF file(s) and note "2018 Age-friendly" in the subject line.



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** November 16, 2017
From: Cecilia Achiam, MCIP, BCSLA **File:** 12-8000-01/2017-Vol
General Manager, Community Safety 01
Re: **Proposed Taxation Framework for Cannabis Products**

Staff Recommendation

That the comments summarized in the staff report titled, "City of Richmond Submission Regarding Proposed Excise Duty Framework for Cannabis Products", dated November 16, 2017 be approved for submission to the federal government.

Cecilia Achiam, MCIP, BCSLA
General Manager, Community Safety
(604-276-4122)

Att. 2

REPORT CONCURRENCE	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: CJ
APPROVED BY CAO 	

Staff Report

Origin

On November 10, 2017 the federal government published a proposed framework for taxing cannabis products and requested that written comments be submitted by December 7, 2017. The following report outlines the proposed framework presented by the Government of Canada.

This report supports Council's 2014-2018 Term Goal #1 A Safe Community:

Maintain emphasis on community safety to ensure Richmond continues to be a safe community.

This report supports Council's 2014-2018 Term Goal #3 A Well-Planned Community:

Adhere to effective planning and growth management practices to maintain and enhance the livability, sustainability and desirability of our City and its neighbourhoods, and to ensure the results match the intentions of our policies and bylaws.

Analysis

The federal government intends to pass legislation to regulate cannabis by July 1, 2018.

On November 10, 2017 the Government of Canada released a proposed framework for taxation of non-medical cannabis and has invited written comments to be submitted by December 7, 2017 via email to fin.cannabis-taxation-cannabis.fin@canada.ca. Attachment 1 provides the proposed excise duty framework for cannabis products from the Department of Finance Canada. This allows less than one month for written comments to be submitted.

The federal government has proposed a taxation regime that includes a proposed excise duty (duty) and the application of the Goods and Services Tax/Harmonized Sales Tax (GST/HST).

Proposed Federal Excise Duty Framework

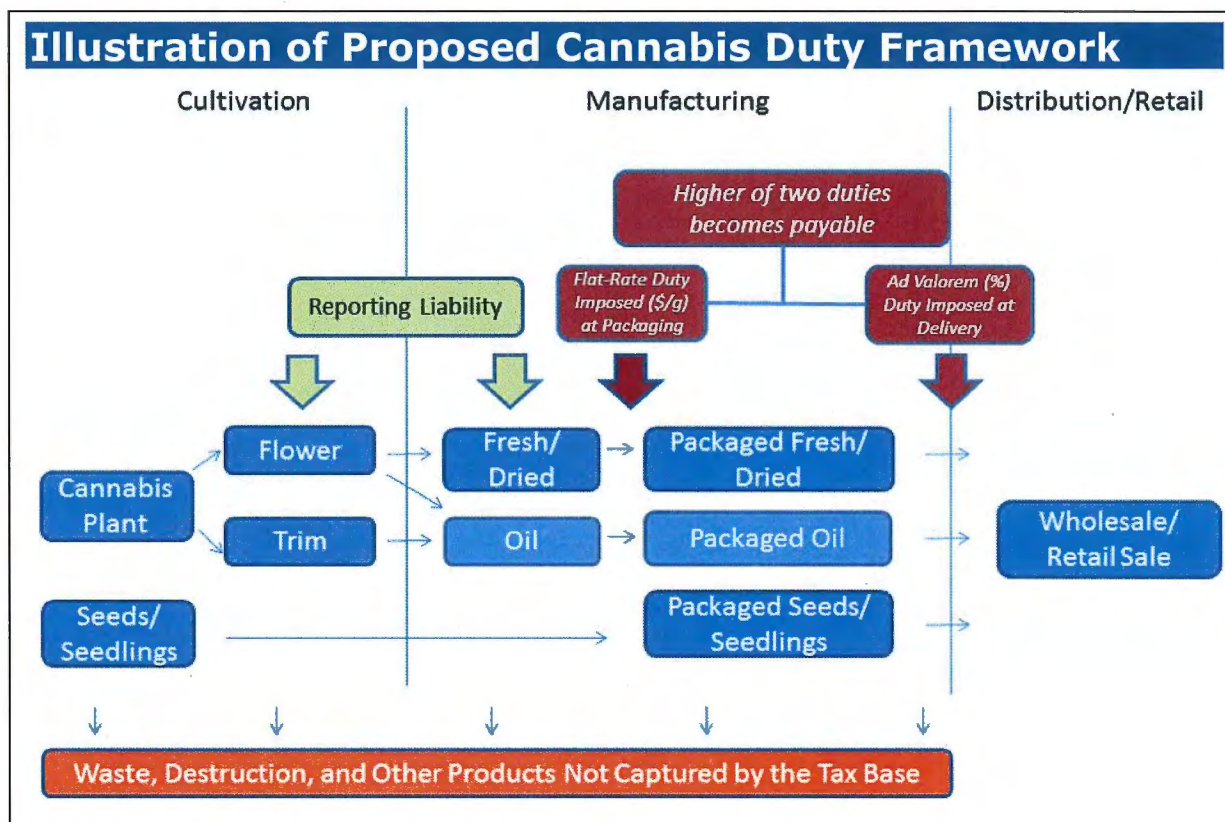
The duty will be applicable to cannabis products which will be available for legal sale, including fresh and dried cannabis, cannabis oils, seeds and seedlings for home cultivation. The framework will be applied to medical cannabis. The duty will be introduced as part of the existing Excise Act, 2001 (Excise Act) that is applied to tobacco, wine and spirits.

The Canada Revenue Agency (CRA) will be tasked with the administration and enforcement of the new duty framework to ensure compliance with administrative rules outlined in the Excise Act. All Health Canada licensed cannabis cultivators and product manufacturers will be required to obtain a cannabis licence from the CRA. As a condition to qualify for the cannabis licence, applicants will be required to qualify for the appropriate licence from Health Canada. See Attachment 1 for the qualification criteria for a cannabis licence.

According to the federal government, the proposed federal excise duty rate would be 50 cents per gram of cannabis, or five per cent of the producer's sale price of the product and this tax room

rate would apply for an agreeing province or territory. Attachment 1 provides a detailed explanation on the application of the tax regime using various scenarios as illustration.

Collectively, the combined duty for cannabis flowering material contained in a final packaged product should not exceed \$1 per gram or 10 per cent of the producer's sale price; whichever is higher. The duty will be paid by the manufacture and not by the consumer.



Source: https://www.fin.gc.ca/n17/data/17-114_1-eng.asp

Goods and Services Tax/Harmonized Sales Tax (GST/HST)

Cannabis product sales will be taxable under the Goods and Services Tax, as is currently the case for medical cannabis products. Unlike the excise duty, GST is paid directly by consumers at the point of sale.

According to the federal government, revenues raised from the proposed taxation regime will be used to help support investments in public education, enforcement, research and other activities integral to an effective system of legalization and regulation of cannabis. The proposed federal excise duty framework will aim to support the Government's purposes for legalizing and regulating cannabis, including restricting youth access and deterring illicit activities.

City of Richmond Comments

Without a full understanding on the regulatory framework for the legalization of cannabis in British Columbia, it is difficult for local government to project the costs associated with enforcement, education and outreach. Furthermore, there has not been any clear indication of whether the federal or the provincial governments will be funding all or some of the additional equipment, training or enforcement costs for public safety from the tax revenues generated from the sale of cannabis. Some municipal operations that would be directly impacted include policing, licencing and bylaw enforcement, youth and community outreach.

The proposed federal excise duty rate would be 50 cents per gram of cannabis, or five per cent of the producer's sale price of the product and this tax room should be shared equally between the federal and provincial-territorial governments. The remaining 50 cents per gram of cannabis, or five per cent of the producer's sale price of the product remains unassigned to the two levels of government at this time. Given the impact on local governments, it would seem reasonable that the majority of the unassigned portion of the collected duty be allocated to local governments for policing, enforcement and community education and outreach.

If endorsed by Council, the following comments will be provided to the Department of Finance Canada as the City of Richmond's input into the proposed taxation framework for cannabis products.

1. The City of Richmond strongly opposes the legalization of non-medical use of cannabis;
2. Local governments should be given a significant share of the federal and provincial revenues from the proposed excise duty to offset extra costs for policing, bylaw enforcement, training, community education and outreach;
3. There has been insufficient time given to respond to the Department of Finance Canada's request for feedback;

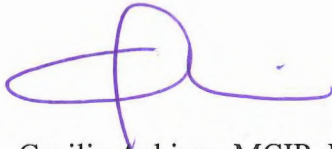
Attachment 2 outlines the resolution passed by Richmond Council on October 23, 2017 in response to the community engagement process carried out by the Province of British Columbia regarding the regulatory framework for the legalization of cannabis in British Columbia. The proposed comments outlined in this report are consistent with the Council resolution from October 23, 2017.

Financial Impact

None.

Conclusion

Summarized above are the proposed comments on the proposed taxation framework for cannabis products to be submitted to the Government of Canada on behalf of the City of Richmond. Staff will prepare a written submission on the City's behalf should these comments be approved by Council.



Cecilia Achiam, MCIP, BCSLA
General Manager, Community Safety
(604-276-4122)

CA:ks

- Att. 1: Proposed Excise Duty Framework for Cannabis Products
2: Council Resolution from October 23, 2017

Government
of CanadaGouvernement
du Canada

Department of Finance Canada

Canada

Proposed Excise Duty Framework for Cannabis Products

1. Introduction and Purpose

The Government of Canada is committed to providing regulated and restricted access to cannabis, to keep it out of the hands of youth and keep profits out of the hands of criminals.

Bill C-45, "an Act respecting cannabis and to amend the *Controlled Drugs and Substances Act*, the *Criminal Code*, and other Acts" (referred to as the "*Cannabis Act*") was introduced in Parliament on April 13, 2017, outlining the framework for legal possession, production, distribution, and sale of cannabis, with an intention to bring this Act into force no later than July 2018 (subject to Parliamentary approval and Royal Assent). As part of the Government's commitment to legalize, regulate, and restrict access to cannabis, it is proposed to introduce a new excise duty framework that imposes duties on cannabis products.

This technical backgrounder seeks to inform Canadians and stakeholders about the proposed federal excise duty framework on cannabis products and to obtain feedback on its design. Canadian stakeholders, businesses and the public are invited to submit feedback as part of the Government of Canada's consultation on the cannabis duty framework on or before December 7, 2017. Written comments should be sent to fin.cannabis-taxation-cannabis.fin@canada.ca.

All measures discussed in this technical backgrounder should be considered as proposals subject to Parliamentary approval.

2. Licensing Background Information

Under the proposed *Cannabis Act*, the federal government will generally be responsible for setting conditions and licensing the cultivation and manufacture of cannabis products while provinces and territories will generally be responsible for regulating their distribution and retail sale (e.g., selecting a retail sales model and detailing requirements for those vendors). In those jurisdictions that have not put in place a regulated retail framework at the time of legalization, individuals would be able to purchase cannabis online from a federally-licensed entity. In addition, adults would be allowed to cultivate cannabis at home (up to four plants per residence) and the current program for access to cannabis for medical purposes would be maintained.

While regulations are still being developed under the proposed *Cannabis Act*, strict packaging and labelling requirements would also apply at the federal level for products destined for the retail market.

In this regard, all products intended for sale to a final consumer at the retail level would be required to be put into their final packaging by a federally-licensed entity and would not be allowed to be altered any further (including repackaging) for the purposes of commercial sale or resale.

For ease of reading, in this technical backgrounder, future licence holders under the proposed *Cannabis Act* are generally referred to as "federal licensees."

3. Overview of Proposed Cannabis Duty Base and Design

Budget 2017 affirmed the Government's commitment to implement a new taxation regime on cannabis and to take steps to ensure that taxation levels remain effective over time.

The proposed federal excise duty framework will aim to support the Government's purposes for legalizing and regulating cannabis, including restricting youth access and deterring illicit activities. This will entail keeping duties low, and working with the provinces and territories to develop and maintain a coordinated cross-country approach to taxation. The new federal excise duty framework is proposed to be in place when cannabis for non-medical purposes becomes available for legal sale.

A new excise duty framework on cannabis is proposed to be introduced as part of the existing *Excise Act, 2001* (the Act), the Act that currently applies excise duties on tobacco, wine, and spirits. The duty will apply to all products available for legal purchase, which will include fresh and dried cannabis, cannabis oils, and seeds or seedlings for home cultivation.¹

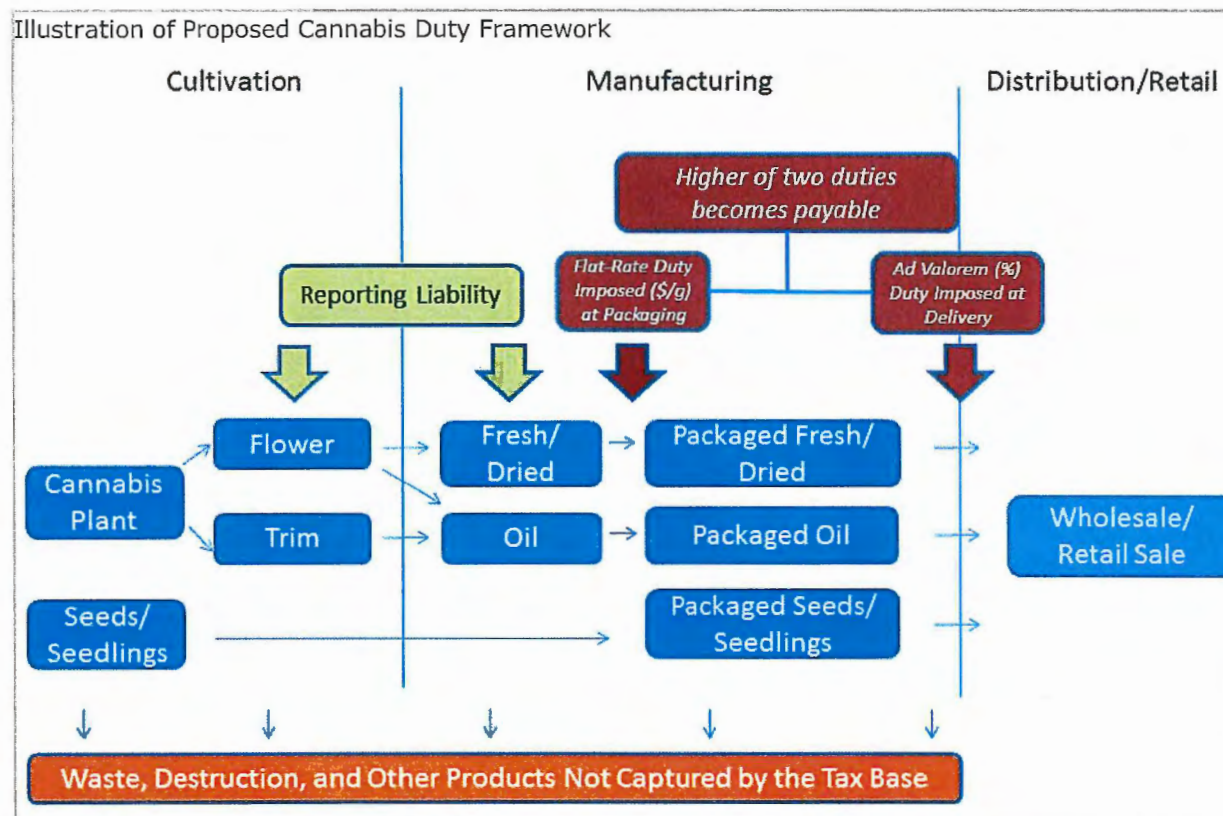
The proposed framework will impose an excise duty that is the higher of a flat rate (e.g., an amount per gram) applied on the quantity of cannabis contained in a final product available for sale, or a percentage (i.e., *ad valorem* rate) of the federal licensee's sale price of the product it has packaged. This approach is intended to provide flexibility in helping support the above-mentioned policy goals by establishing a minimum duty amount for cannabis products while also accounting for changing market conditions and variances in product value and potency. The framework has also been designed to capture a wide variety of products to account for the expansion of available products for sale in the future (e.g., edibles).

The proposed excise duty framework will be applied as follows:

- A flat rate duty will be imposed on the quantity of flowering and non-flowering material (referred to as "flower" and "trim," respectively, in this technical backgrounder) of the cannabis plant, as well as on cannabis seeds and seedlings (in the case of home cultivation).
 - **Flower:** the whole or any part, other than viable seeds, of an inflorescence of a cannabis plant at any stage of development, including the infructescence stage of development.
 - This generally refers to the hairy, sticky, or crystal-covered parts of mature female cannabis plants harvested for their high-potency content.
 - **Trim:** any part of a cannabis plant other than flowers, viable seeds, and a part of the plant referred to in Schedule 2 of the *Cannabis Act*.
 - This generally refers to the plant material, to be used in a cannabis product, after the flowers are removed.
 - **Seedling:** a cannabis plant that has not yet produced flowers, fruits or seeds, or other reproductive structures.
 - This generally refers to clones/immature plants sold for home cultivation purposes.
 - **Seed:** would generally represent a viable cannabis seed sold for home cultivation purposes.

- Generally, the flat rate will be imposed on the quantity of flower/trim packaged for final retail sale or the amount of flower/trim ultimately contained in a manufactured cannabis product (i.e., cannabis oil), at the time of packaging.
 - The flat rate duty will be imposed on a dollar-per-gram basis, or dollar-per-seed/seedling basis in the case of seeds/seedlings.
 - A lower rate per gram will be applied for trim in relation to flower.
 - A product will generally be considered to be “packaged” by a federal licensee when it is in a container intended for sale to a final consumer at the retail level.
- At the time of delivery of a cannabis product from the federal licensee that packaged it to a purchaser (e.g., a provincially-authorized distributor/retailer or final consumer), an *ad valorem* rate will also be imposed on the sale price of the transaction.
- Federal licensees selling to purchasers will be liable to pay the higher of the flat rate or the *ad valorem* rate on the product. The applicable duty will only become payable at the time of delivery to a purchaser.
 - The last federal licensee in the supply chain who packaged the cannabis product for final retail sale will be liable to pay the applicable excise duty.

An illustration of this proposed excise framework within the cannabis supply chain, and the types of products captured in the base, can be seen in the figure below:



4. Treatment of Cannabis for Medical Purposes

Any cannabis products sold under the proposed *Cannabis Act* for medical purposes will be subject to the duty rates and conditions of the excise duty framework, which will become applicable as per the transitional rules section below. Cannabis products that are produced by an individual (or a designated person) for the individual's own medical purposes in accordance with the proposed *Cannabis Act* will not be subject to the excise duty. Seeds and seedlings used in this production will be subject to duty.

5. Duty Rates and Federal-Provincial-Territorial Taxation Coordination

The Government is committed to working with provinces and territories on an ongoing basis to ensure a coordinated cross-country approach to the taxation of cannabis. Provincial and territorial governments will also have a stake in supporting the objectives of cannabis legalization by ensuring any cannabis-specific levies do not lead to prices that may indirectly promote or perpetuate the illicit market. This will mean keeping overall taxes low, with the federal government working with provinces and territories on an ongoing basis to ensure a coordinated approach.

The federal government believes that the total² of federal duty rates and provincial-territorial taxes (or the portion of provincial Crown monopoly mark-ups that are, from a revenue-generating standpoint, similar to a taxation measure) on cannabis products should, subject to modest regional variations to reflect local circumstances, be set at a level of the greater of \$1.00 per gram, or 10 per cent of the sale price of a product, at the outset of legalization. Where provinces and territories agree, coordination could be achieved through the implementation of this level of taxation through federal legislation. Participation in a formalized coordination agreement with the federal government will be the prerogative of provincial and territorial governments.

- This coordinated framework could include a federal rate, with an additional rate in respect of provinces and territories choosing to participate.
- Revenue-sharing would be determined by the actual duty paid by federal licensees in respect of cannabis products intended for the provincial or territorial markets where the products will be sold to the final consumer, less any refunds related to the destruction of duty-paid products intended for those markets.

The proposed federal-only excise duty rates applicable as part of the cannabis excise duty framework can be found in **Table 5.1**, while potential combined federal and additional cannabis excise duty rates (assuming similar rates) as part of a coordinated framework can be found in **Table 5.2**.

Table 5.1: Proposed Federal-Only Excise Duty Rates on Cannabis		
The Higher of the Two Rates Applies		
Cannabis Plant Product	Flat Rate	Ad Valorem Rate
Flower	\$0.50 / gram	5 per cent of the sale price of a cannabis product packaged by a federal licensee to a purchaser.
Trim	\$0.15 / gram	

Seed for home cultivation	\$0.50 / seed	
Seedling for home cultivation	\$0.50 / seedling	
Table 5.2: Potential Combined Federal and Additional Excise Duty Rates on Cannabis		
	The Higher of the Two Rates Applies	
Cannabis Plant Product	Flat Rate	Ad Valorem Rate
Flower	\$1.00 / gram	10 per cent of the sale price of a cannabis product packaged by a federal licensee to a purchaser.
Trim	\$0.30 / gram	
Seed for home cultivation	\$1.00 / seed	
Seedling for home cultivation	\$1.00 / seedling	

For illustrative examples of potential applicable excise duty rates for certain cannabis products (i.e., how the duty flat rate and ad valorem rate interact in practice), please see **Table 5.3** for potential federal-only excise duty liabilities and **Table 5.4** for potential combined federal and additional excise duty liabilities.

Table 5.3: Examples of Proposed Federal-Only Excise Duty and GST/HST Liabilities on Certain Cannabis Products							
Product	Quantity of Dried Cannabis Flower Used¹ (g)	Total Flat Duty at \$0.50/g (\$)	Sale Price Pre-Duty (\$)²	Total Ad Valorem Duty at 5% of Sale Price (\$)	Duty Type Applicable	GST/HST (e.g.,13%) (\$)	Final Price (\$)
Dried cannabis		0.50	8.00	0.40	Flat	1.11	9.61
	1	0.50	11.00	0.55	Ad Valorem	1.50	13.05
Cannabis oil (60 ml bottle)	10	5.00	130.00	6.50	Ad Valorem	17.75	154.25
Cannabis oil (soft gels)	5	2.50	52.50	2.63	Ad Valorem	7.17	62.30

* Totals may not add due to rounding.

¹ Assuming the use of only the flower portion of the cannabis plant. Quantities are illustrative and may not necessarily reflect the actual quantity of cannabis used in the products detailed here.

² Prices are illustrative and assume direct sale from a federal licensee to a final consumer.

Table 5.4: For Illustrative Purposes Only—Examples of Proposed Combined Federal and Potential Additional Excise Duty Liabilities, and GST/HST Liabilities, on Certain Cannabis Products

Product	Quantity of Dried Cannabis Flower Used ¹ (g)	Total Flat Duty at \$1/g (\$)²	Sale Price Pre-Duty (\$)²	Total Ad Valorem Duty at 10% of Sale Price (\$)	Duty Type Applicable	GST/HST (e.g., 13%) (\$)	Final Price (\$)
Dried cannabis		1.00	8.00	0.80	Flat	1.17	10.17
	1	1.00	11.00	1.10	Ad Valorem	1.57	13.67
Cannabis oil (60 ml bottle)	10	10.00	130.00	13.00	Ad Valorem	18.59	161.59
Cannabis oil (soft gels)	5	5.00	52.50	5.25	Ad Valorem	7.50	65.25

* Totals may not add due to rounding.

¹ Assuming the use of only the flower portion of the cannabis plant. Quantities are illustrative and may not necessarily reflect the actual quantity of cannabis used in the products detailed here.

² Prices are illustrative and assume direct sale from a federal licensee to a final consumer.

6. Administration

The Canada Revenue Agency (CRA) will be responsible for administering and enforcing the new cannabis duty framework, including ensuring compliance with the general application and administrative rules contained within the Act.

To promote compliance with the cannabis duty regime, penalty and offence provisions broadly similar to those applying to alcohol and tobacco duties will be put in place.

7. Licensing and Registration Requirements

The proposed legislative framework will require all Health Canada-licensed cultivators and manufacturers of cannabis and cannabis products to obtain a cannabis licence from the CRA. Health Canada-licensed cultivators and product manufacturers will be required to obtain a cannabis licence from the CRA for reporting liability purposes, regardless of whether they have a duty liability.

As a condition to qualify for a cannabis licence from the CRA, applicants will be required to concurrently qualify for the appropriate licence from Health Canada.

In line with the current rules under the Act, and in addition to the above requirement, the specific CRA-related criteria for an applicant to obtain a licence will include the following:

- The applicant is not subject to receivership of its debts;
- The applicant has not acted to defraud her Majesty in the past five years;
- The applicant, if an individual, is at least 18 years of age; and
- The applicant has sufficient financial resources to conduct their business in a responsible manner.

Licensing requirements will also include:

- Submitting a detailed application;
- Submitting supporting documents and information proving sufficient financial resources, including a business plan; and
- Providing acceptable security to cover one full reporting period, with a minimum of \$5,000 and a maximum of \$5 million.

Cannabis licences will be issued for a maximum of two years and will not be automatically renewed. A cannabis licensee will have to re-apply at least 30 days prior to the expiry of their licence.

8. Excise Stamping Requirements

All cannabis products that will be removed from the premises of a federal licensee to enter into the Canadian market will be required to be packaged in a container intended for sale at the retail level and will be required to have an excise stamp. As with the current tobacco stamping program, a stamp will need to be affixed to a product:

- In a conspicuous place on the package;
- In a manner that seals the package (i.e., once the package is opened the stamp cannot be in a condition to be re-used);
- In a manner that the stamp remains affixed to the package after the package is opened; and
- In a manner that does not obstruct any information that is required under an Act of Parliament to appear on the package, including Health Canada warnings.

The issuance of stamps will be administered by the CRA and the stamps will be sold through an authorized provider. With respect to stamping within a coordinated taxation framework between federal, provincial, and territorial governments with potentially different duty rates:

- A cannabis licensee (i.e., the manufacturer who packages a product for final retail sale) would have to apply an excise stamp with an indicator (e.g., colour) of the intended provincial or territorial market.
- Diversion of products intended for consumption in a particular province would be subject to penalties.

The Act will also prohibit the possession or sale of any unstamped cannabis products by a person unless otherwise allowed under circumstances prescribed by regulations. These allowances would include allowances for persons licensed or registered with the CRA and may further include allowances for:

- A person who is transporting the product under circumstances and conditions prescribed by regulations;
- An individual or person who has imported the product under special permit (see section 12: Imports and Exports below), not for final sale to consumers; or
- An individual who has cultivated cannabis and/or manufactured a cannabis product in accordance with personal-use/cultivation limits as provided under the *Cannabis Act*.

9. Reporting Requirements

All cannabis licensees will be required to submit to the CRA a monthly duty and information return. The return will be required to include the following information:

- The quantity of products produced;
- The quantity of cannabis-related inputs used expressed in terms of: whole cannabis plants, cannabis flowers, and trim;
- The quantity of cannabis seeds and seedlings intended for home cultivation market;
- The amount of excise duty payable;
- Inventory details: opening, additions, reductions, and closing; and,
- The quantity of products sent for export under a special permit authorization;

All entities in the supply chain before the duty imposition point will have the same reporting liability.

- Inventory discrepancies or any other product unaccounted for by federal licensees will be subject to the relevant duty applicable under the Act and will become payable immediately by that particular licensee.

10. Coming-into-Force

The cannabis excise duty framework is proposed to generally apply on the date that legal cannabis for non-medical purposes becomes accessible for retail sale. The *Cannabis Act* is proposed to come into force on a day or days to be fixed by order of the Governor in Council. Subject to Parliamentary approval and Royal Assent, the Government has indicated that this is proposed to be no later than July 2018. Some provisions of the Act, such as licensing and stamping requirements, are proposed to come into force earlier to facilitate a smooth transition in the period leading up to legalization.

11. Transitional Rules

Under the current *Access to Cannabis to Medical Purposes Regulations* (ACMPR), licensed producers are expanding production and capacity in anticipation of supplying the cannabis market for both medical and non-medical purposes.

Subject to Royal Assent of the bill implementing the proposed amendments to the Act, on the date that cannabis sales for non-medical purposes become legal, the cannabis duty framework will be implemented to ensure the equal duty treatment of cannabis products destined for the retail market regardless of when that product was produced and/or transported to final distributors/retailers.

- Duty will become payable for federal licensees on any cannabis products they have already delivered in advance of the legalization date for eventual retail sale, with the

exclusion of cannabis previously delivered directly to final consumers through the mail under the ACMPR.

- All cannabis products delivered through the mail under the *Cannabis Act* on or after the date of cannabis legalization for non-medical purposes will be subject to the appropriate duty.
- Administrative information, as well as excise stamps, will be available with sufficient time to facilitate this transitory process.

12. Imports and Exports

Under the proposed *Cannabis Act*, it will be illegal to import into or export from Canada cannabis and cannabis products except under very specific circumstances. Import and export of cannabis or cannabis products for medical and scientific purposes will continue to be allowed with the proper permits issued by the Government. In addition, industrial hemp will be allowed to be imported and exported.

- Any exportation of cannabis for medical or scientific purposes through an authorized permit or licence **will not** be subject to excise duty.
- Any importation of cannabis for medical or scientific purposes through an authorized permit or licence **will** be subject to excise duty, unless duty is not payable or relieved through an approved manner (see below).

13. Non-Dutiable Uses of Cannabis and Cannabis Products

Aside from exports of non-duty paid cannabis, the Act will provide certain circumstances in which non-dutiable uses of cannabis and cannabis products will be permitted. For example:

- Duty will not be payable on cannabis and cannabis products taken for analysis or re-worked/destroyed (in a manner approved by the Minister) by a licensee or by the Minister.
 - This will include product delivered to a person prescribed by regulations for destruction by that person in circumstances prescribed by regulations.
- The legislation will also provide the power to relieve the duty on a product prescribed by regulations, or a product used in a circumstance prescribed by regulations, in the future as appropriate.

14. Application of GST/HST

The Goods and Services Tax/Harmonized Sales Tax (GST/HST) applies to a broad base of goods and services with only limited exceptions. In keeping with the broad-base application of the GST/HST, sales of cannabis products (including seeds and seedlings) will be taxable under the GST/HST (as is currently the case).

Amendments to the GST/HST basic groceries provisions of the *Excise Tax Act* are proposed to ensure that any sales of edible cannabis products permitted in the future would be subject to the GST/HST in the same way as sales of other types of cannabis products. In addition, amendments are proposed to relieving provisions for agricultural products to ensure that sales of cannabis products, including seeds and seedlings, will not be relieved under these provisions.

How to Provide Input

Canadian stakeholders, businesses and the public are invited to submit feedback as part of the Government of Canada's consultation on the cannabis duty framework on or before December 7, 2017.

Closing date: December 7, 2017

Written comments should be sent to:

fin.cannabis-taxation-cannabis.fin@canada.ca

In order to add to the transparency of the consultation process, the Government of Canada may make public some or all of the responses received or may provide summaries in its public documents. Therefore, parties making submissions are asked to clearly indicate the name of the individual or the organization that should be identified as having made the submission.

In order to respect privacy and confidentiality, when providing your submission please advise whether you:

- consent to the disclosure of your submission in whole or in part;
- request that your identity and any personal identifiers be removed prior to publication; and/or
- wish any portions of your submission to be kept confidential (if so, clearly identify the confidential portions).

Information received throughout this submission process is subject to the *Access to Information Act* and the *Privacy Act*. Should you express an intention that your submission, or any portions thereof, be considered confidential, the Government of Canada will make all reasonable efforts to protect this information.

¹ Industrial hemp would not be considered cannabis products and would not be subject to excise duties.

² Before GST/HST and general application provincial sales taxes.

Council Resolution from October 23, 2017:

On October 23, 2017, Council adopted the following resolution in response to the community engagement process carried out by the Province of British Columbia regarding the regulatory framework for the legalization of cannabis in British Columbia:

WHEREAS it is important to the City of Richmond to protect the quality of life of its residents and to enact measures to afford such protection, therefore be it RESOLVED:

- 1) *That the comments summarized in the staff report titled, "City of Richmond Submission Regarding Cannabis Legislation and Regulation in BC" and detailed in Table 1, be approved for submission to the Province of British Columbia with the following additions:*
 - a) *that the minimum age to buy, grow, and possess cannabis be 19;*
 - b) *that a copy of the staff report titled, "City of Richmond Submission Regarding Cannabis Legalisation and Regulation in BC" be submitted to the Province along with a letter detailing the following points of clarification:*
 - i. *the City of Richmond strongly opposes the legalization of non-medical use of cannabis;*
 - ii. *that municipalities continue to maintain authority over regulation of land use and zoning as it pertains to cannabis-related land uses;*
 - iii. *the limit for youth personal possession (under age 19) should be 0 grams;*
 - iv. *Provincial regulations should be a minimum and municipalities should be able to impose stricter regulations;*
 - v. *regulations for farm land should be provided;*
 - vi. *municipalities should be given a share of the federal and provincial revenues to offset extra costs;*
 - vii. *there has been insufficient time given to respond to the Province's request for feedback;*
 - viii. *there should be firmer controls on public consumption of cannabis that match public tobacco and alcohol consumption regulations;*
 - ix. *there should be a low tolerance for drug impaired driving for fully licenced (non "new") drivers and zero tolerance for new drivers;*
 - x. *the cultivation, smoking, and use of cannabis and cannabis related products should be prohibited in any place, including residences, where children may reside or be around;*
 - xi. *the maximum number of cannabis plants allowable for personal cultivation should be set by building premises, not by household;*
 - xii. *the legal rights of the landlord (including strata council or owner) to forbid tenants to cultivate, consume, and buy/sell marijuana should be protected;*
 - xiii. *enable the strata council or the building owner to prohibit smoking or cultivation of cannabis in any buildings (such as apartments) with central air ventilation systems; and*
 - xiv. *require any products containing cannabis to be labeled and carry health warnings similar to cigarettes.*

2. *That a letter be sent to the Prime Minister, with copies to the Minister of Justice and Attorney General of Canada, Richmond Members of Parliament, and the federal leader of the official opposition, expressing concern over the inadequate time given to Provincial and Municipal governments to prepare prior to cannabis legalization.*



City of Richmond

Report to Committee

To: General Purposes Committee

Date: November 3, 2017

From: David Weber
Director, City Clerk's Office

File: 12-8125-80-01/Vol 01

Re: Election Reserve and Advance Planning for the 2018 Election

Staff Recommendation

- 1) That a divisional-voting approach to the 2018 election, which is consistent with the current Civic Election Administration and Procedure Bylaw, and as generally described in the staff report dated November 3, 2017 from the Director, City Clerk's Office, be approved.
- 2) That the following additional level requests be considered as part of the 2018 budget process:
 - a) A one-time additional level request in the amount of \$130,000 for the 2018 election, and
 - b) An ongoing additional level request in the amount of \$45,000 to increase the annual Election Reserve transfer for the 2018 election and for future elections.

David Weber
Director, City Clerk's Office
(604-276-4098)

Att. 2

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

Staff Report

Origin

With the General Local and School Election in Richmond less than a year away, it is appropriate to bring forward a report that provides a general overview of the proposed election program for the 2018 election as well as to review aspects of the previous election. In this regard, the report responds to the following Council referral given after the last election (December 8, 2014):

"That staff report back on the election program generally."

This report supports Council's 2014-2018 Term Goal #9 A Well-Informed Citizenry:

Continue to develop and provide programs and services that ensure the Richmond community is well-informed and engaged on City business and decision making.

- 9.1. *Understandable, timely, easily accessible public communication.*
- 9.2. *Effective engagement strategies and tools.*

Findings of Fact

The next General Local and School Elections will be held in all local jurisdictions across BC on October 20, 2018. The General Local and School Election in Richmond is coordinated and administered through the City Clerk's Office in accordance with the requirements of the *Local Government Act*, the *Community Charter* and the City's Bylaws.

The election is funded through an Election Reserve to which an annual transfer of \$117,000 is made. These annual transfers are set aside and kept in the Reserve for use during the election year. In addition to the funding made available through the Election Reserve, costs for some new or enhanced election initiatives introduced for past elections have been provided through Council-approved one-time additional level requests. The election is also supported through existing budgets through the allocation of staff resources to election-related work, most significantly from the City Clerk's Office and Information Technology.

Analysis

As with the last election in 2014, it is proposed that the 2018 General Local and School Election be based on Voting Divisions, meaning that voting places are located within designated neighbourhoods and that residents are required to vote at their designated neighbourhood voting place. This approach is consistent with the current Civic Election Administration and Procedure Bylaw.

The City has utilized the same 34 Voting Divisions for all previous divisionally-based elections. However, for 2018, staff will be looking at the possibility of establishing several new divisions in areas that have experienced population growth and where voter turnout has been very strong. In these areas, there have been some challenges in managing the volume of voters coming through the voting place, which suggests that it may be time to consider establishing a few additional divisions and voting places in order to provide a better experience for the electorate

and a more manageable election operation. If one or more new divisions are warranted, recommendations for such would be brought back to Council for consideration since voting divisions and their boundaries must be established by bylaw.

In addition to the voting opportunities on General Voting Day, opportunities to vote in advance and by mail-in ballot will also be available and residents of many local care facilities will be able to take advantage of special voting opportunities held at their residential care homes. In 2014, the City held 9 advance voting opportunities over 5 days and voting opportunities were provided at 8 local care facilities. A comparable level of service will also be provided in 2018.

A re-assessment of the Election Reserve and the election budget is presented in order to (a) provide ongoing funding for various election program elements which were introduced for past elections but only funded as one-time additional levels; (b) reflect and more fully fund the true staffing costs of the election; and (c) provide for a general increase to the budget where appropriate to cover rising election costs due to growth and inflation.

What follows below is a general description of the main components of the election program. The main components of the election program in terms of the budget can be described under the following categories: (1) Staffing; (2) Advertising, Public Awareness & Engagement; (3) Equipment & Technology; (4) Supplies, Printing, Postage, and Miscellaneous.

Staffing

Staffing is one of the main cost centres for the election. Staffing levels at voting places and staff training programs are established with a view to providing a positive, orderly and efficient experience for the voting public. Voting place staff (those that work at the polling places at the time of voting) are also supported by a staff team in the Election Office in order to deliver a well-organized and legislatively-compliant election.

In 2014, approximately 375 temporary voting place staff were hired and trained to work at the 34 voting places on General Voting Day, at the 9 advance voting opportunities and at various special voting opportunities at local care facilities. In addition to the staff who work at the voting places, a team is assembled and hired to work in the Election Office on a temporary basis in the months leading up to the election. The Election Office positions are often filled by regular City staff whose regular positions are subsequently backfilled by auxiliary or temporary staff. Assignments vary from approximately 4 to 10 months in duration. The work undertaken by the Election Office staff team is further supplemented and supported by the Clerk's Office and IT staff who are assigned to support the election in addition to their usual duties.

Summary of primary activities and program components

Election Office Staff Team

- Recruit approximately 375 temporary voting place staff
- Plan and conduct training for voting place staff using a combination of in-person sessions and workshops, printed training materials and online video resources
- Respond to inquiries and requests from the public, the media and candidates
- Coordinate and prepare all forms of public communication materials, both printed and electronic

- Manage and update the Voters List
- Coordinate ballot production and prepare vote counting machines
- Administer special voting opportunities at care facilities and manage the distribution of mail-in ballots
- Make arrangements for voting place locations and source, organize and deliver all necessary supplies, equipment, signage, instructional materials, voters lists, voting booths, ballot boxes, ballots, etc. required at the various voting places

Voting Place Staff

- Interact directly with the voting public on General Election Day, at advance voting and at special voting opportunities at care facilities
- Set-up the voting places in the morning, administer the vote for the full 12 hours, take down the voting place and report out on the results of the vote
- Ensure that all aspects of the voting process are conducted in strict adherence with legislative requirements

Advertising, Public Awareness and Engagement

A number of well-established public communication elements and newer initiatives make up this category of the election program. At the core is the statutory election advertising that is required to appear in local newspapers and the Voter Cards which are mailed to registered electors to advise them about voting locations, dates and times relative to their neighbourhood voting place.

In addition to these core advertising initiatives, public awareness of the election has also been enhanced during previous election years through a variety of print, electronic and social media communications. For the 2014 election, a temporary Communications employee worked as part of the Election Team to coordinate and manage the advertising and online content, to engage the public through social media, and to liaise with members of the media.

In conjunction with the 2018 local elections in BC, the lower mainland local election officers planning group has been approached by the non-profit organization CIVIX to partner, sponsor and promote the Student Vote program. The Student Vote program is a learning opportunity that has been provided to students in conjunction with 5 federal, 21 provincial and 6 municipal elections since 2003. The program provides participating schools with resource materials, along with posters and election supplies to create an authentic voting experience in the class room that parallels the election that is being held in the broader community. The goals of the program are to teach students about government and the electoral process and to have them engage with the relevant campaigns with the ultimate goal of creating future voters and better understanding of the electoral process amongst youth.

In Richmond, classes in 25 elementary schools and 9 secondary schools participated in the Student Vote program that was offered in conjunction with the May 2017 provincial election.¹ In 2018, Student Vote is planning to develop for the first time, a full program in relation to the local level elections in BC in partnership with local governments and local government election

¹ Further information about Student Vote can be found at www.studentvote.ca. Additional videos are available on Youtube by searching "Student Vote BC 2017"

officers, many of whom have already indicated their support for this and other youth engagement programming.

Summary of primary activities and program components

- Prepare and coordinate legislatively-compliant advertising
- Manage the preparation and distribution of Voter Cards to registered voters
- Prepare all content for the Voters Guide, including candidate profiles, and arrange for printing and distribution of the Guide to all Richmond households
- Prepare content and (along with IT) coordinate upgrade of the Richmond Election “app”
- Manage the social media campaign
- Prepare and update website content relating to the election as the process unfolds
- Liaise with members of the media; prepare and issue news releases as appropriate
- Coordinate all other forms of advertising and public awareness (for example, bus shelter ads, poster campaign, and inter-municipal regional radio campaign).

Equipment and Technology

Automated vote counting machines have been in use locally for approximately 25 years. For 2018, staff will be re-evaluating and likely replacing the now 25-year old vote counting equipment with newer model leased vote-counting equipment. In addition, Richmond will continue to utilize a voters list software system and will look to further develop the popular Richmond Election “app,” a downloadable smartphone application that includes candidate profiles, broadcasts real-time election results, provides voting place location look-ups and general election-related information.

Summary of primary activities and program components

- Prepare and coordinate vote counting machines and electronic tabulation of results
- Update, refresh and launch the Richmond Election “app”
- Manage the Voters List using electronic voters list software system
- Engage the public through social media and website content, including tools such as voters registration confirmation look-up, and “find my voting place” look-up

Supplies, Printing, Postage, and Miscellaneous

The last grouping of components of the election budget covers various miscellaneous administrative and hard-costs associated with staging the election, including ballot production and printing, postage, office supplies and equipment, moving and deliveries, general printing, etc.

Summary of program components and costs

- Postage (for Voter Cards, Voters Guides, and general mailings)
- Ballot printing and general printing (forms, brochures, training materials, signage)
- Voting place supplies, office supplies, courier, moving and delivery expenses
- Inaugural meeting expenses

Update to Election Dates

As a result of Provincial legislative amendments, the date for General Voting Day for civic elections has been changed from the third Saturday in November to the third Saturday in October. All other significant dates, such as the Nomination period dates, are also adjusted accordingly as follows:

- October 20, 2018 – General Voting Day
- September 4, 2018 to September 14, 2018 – Nomination Period

Other election-related dates, such as advance voting days will be determined in due course.

Next Steps

Additional level budget requests relating to the election would be considered by Council as part of the 2018 budget process. If additional level requests are not approved through the budget, then the scope of the election program would be reduced accordingly.

Some consequential matters will require further Council approval in due course – such as the consideration of possible changes to voting division boundaries, the appointment of election officers, and other necessary housekeeping amendments to bylaws resulting from the change in election dates. Other updates on the progress of the election program will be provided over the course of the next year.

Financial Impact

The Election Reserve is the main funding source for the general civic election. The purpose behind the reserve is to spread out the cost and budget impact of the election evenly over the Council term. Currently, the reserve receives an annual transfer of \$117,000, for an accumulated total of \$468,000 in 2018.

The recommended budget for the 2018 civic election is \$643,000. This budget is based on (1) a same-level-of-service approach using the 2014 election as a base, and (2) the addition of two new program enhancements for 2018, namely, participation in the Student Vote initiative (\$15,000) and the increase in the number of voting places on General Voting Day (\$15,000).

The difference between the projected budget and the amount that will be available in the election reserve in 2018 is \$175,000. This amount is recommended to be put forward for consideration as part of the 2018 budget process in the form of a \$130,000 one-time additional level request “top-up” along with a \$45,000 ongoing additional level request to increase the annual transfer to the election reserve. By increasing the annual transfer to the election reserve by \$45,000 starting in 2018 (an increase from \$117,000 annually to \$162,000 annually), the amount that will be accumulated through the election reserve will better correspond to the cost of future elections.

Outlined below is a breakdown of the key components of the 2014 Election program along with their costs in 2014 and the proposed budget for the 2018 election.

Election Budget

			2018 Budget Same-Level of Service
	2014 Budget	2014 Actuals	

Staffing

Voting Place Staff (approx. 375)	\$ 125,500	\$ 142,260	\$ 143,000
Election Office Staff	\$ 120,000	\$ 145,526	\$ 148,000

Advertising, Public Awareness and Engagement

Advertising	\$ 25,000	\$ 19,302	\$ 20,000
Voters Guide	\$ 22,000	\$ 22,235	\$ 25,000
Voter Cards	\$ 20,000	\$ 22,646	\$ 25,000
Election "App", Social media	\$ 18,000	\$ 19,375	\$ 20,000

Equipment and Technology

Automated vote-counting machines	\$ 37,000	\$ 37,495	\$ 55,000
Electronic Voters List software	\$ 55,000	\$ 58,850	\$ 65,000
Miscellaneous equipment, services	\$ 10,000	\$ 2,264	\$ 3,000

Supplies, Printing, Postage, and Miscellaneous

Postage	\$ 50,000	\$ 56,791	\$ 60,000
Ballots	\$ 24,000	\$ 24,246	\$ 25,000
General printing	\$ 10,000	\$ 11,683	\$ 12,000
Supplies	\$ 10,000	\$ 8,174	\$ 9,000
Inaugural Meeting	\$ 3,000	\$ 2,980	\$ 3,000

2018 Same-Level of Service Sub-Total**\$ 613,000**

Proposed Initiatives / Enhancements for 2018

Additional Voting Places (up to 3)	\$ 15,000
Support for Student Vote / youth programming	\$ 15,000

TOTALS**\$ 529,500 \$ 573,827 \$ 643,000****Election Funding****2014 Funding****2018 Funding**

Funding available in Election Reserve*	\$ 351,000	\$ 468,000
One-time allocation in 2014	\$ 182,500	
One-time request (for same level of service in 2018)		\$ 100,000
One-time request (for proposed initiatives in 2018)		\$ 30,000
On-going additional level request to Election Reserve (to provide consistent funding for 2018 and future elections)		\$ 45,000
Total	\$ 533,500	\$ 643,000

*Note: \$117,000 is transferred to the Election Reserve each year between elections

Conclusion

The 2018 election program is outlined generally herein and is proposed to be conducted on a divisional voting basis as currently outlined in the Civic Election Administration and Procedure Bylaw and as was conducted in 2014. The election budget is based on delivering the same-level-of-service as was delivered in 2014, which would include new initiatives added in 2014 but funded at that time on a one-time basis.

For 2018, 2 program enhancements are proposed, namely participation in the Student Vote program and the potential increase in the number of voting divisions.

The election budget additional level requests, which are recommended to be considered as part of the overall budget process, are structured to provide funding for the proposed 2018 election program and to adjust the annual transfer to the Election Reserve so that future elections are more fully funded through the reserve.



David Weber
Director, City Clerk's Office
(604-276-4098)

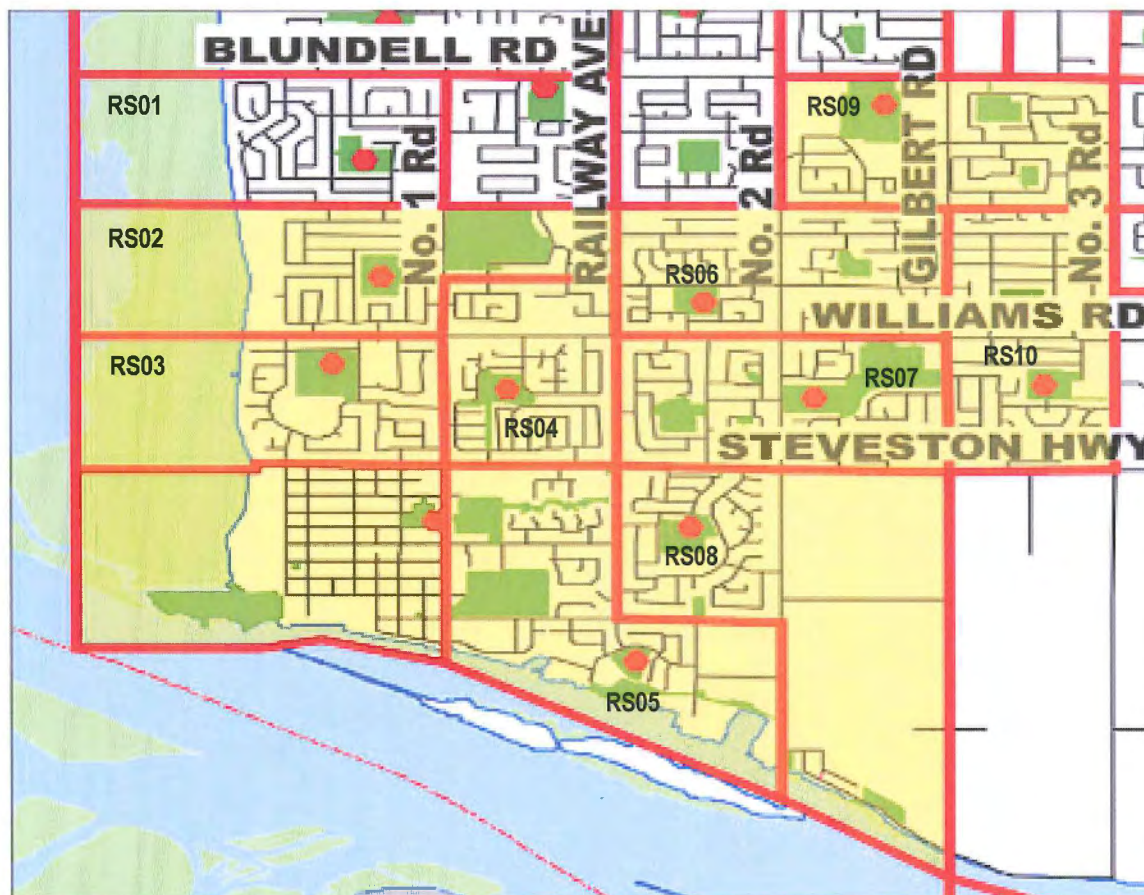
- Att. 1: Current Richmond Voting Divisions (from Civic Election Administration and Procedure Bylaw)
2: Voter Turnout and Ballots Cast – 2008, 2011, 2014 Elections

Current Richmond Voting Divisions Richmond – Centre Area



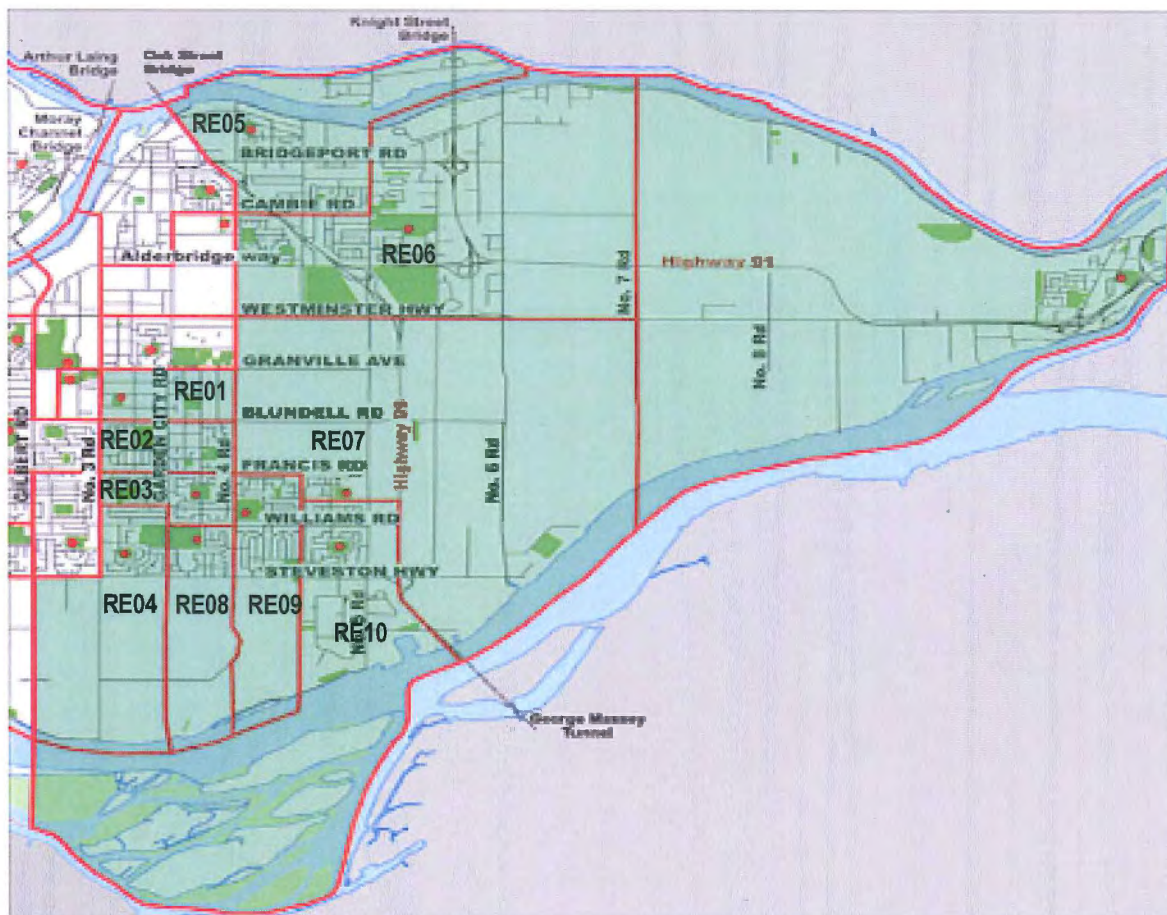
- RC01 [Thompson Elementary School](#)
- RC02 [Quilchena Elementary School](#)
- RC03 [Gilmore Elementary School](#)
- RC04 [Grauer Elementary School](#)
- RC05 [Blair Elementary School](#)
- RC06 [McKay Elementary School](#)
- RC07 [Brighthouse Elementary School](#)
- RC08 [Minoru Place Seniors Centre](#)
- RC09 [Richmond Secondary School](#)
- RC10 [Talmey Elementary School](#)
- RC11 [Tomsett Elementary School](#)
- RC12 [Cook Elementary School](#)
- RC13 [Sea Island Elementary School](#)

Current Richmond Voting Divisions Richmond – Steveston Area



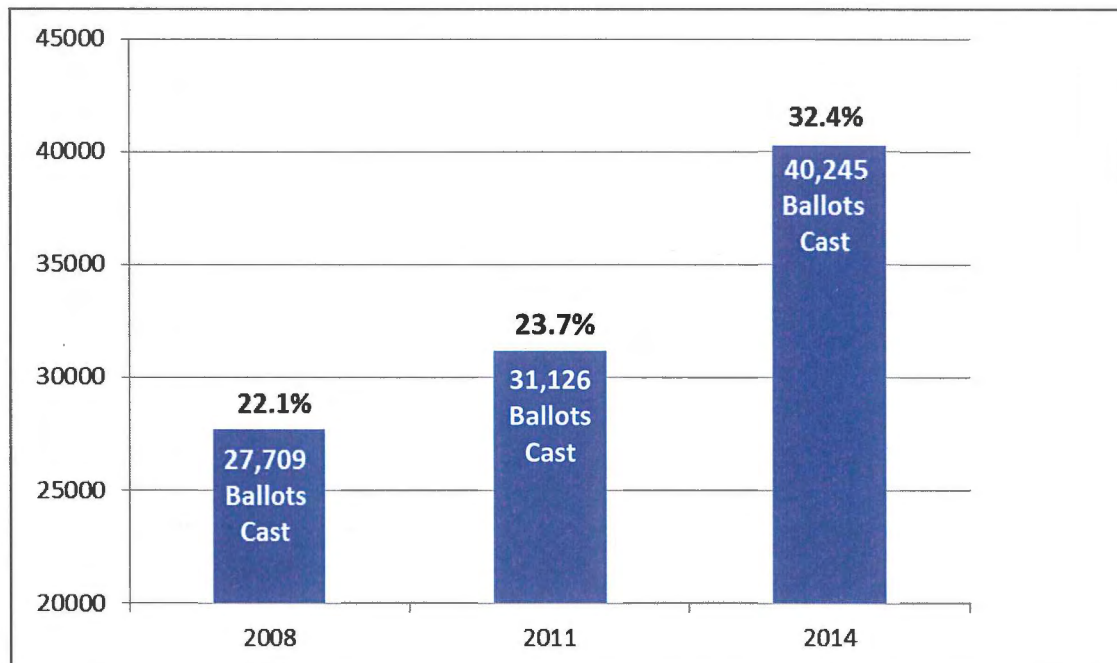
- RS01 [Dixon Elementary School](#)
- RS02 [Manoah Steves Elementary School](#)
- RS03 [Lord Bynq Elementary School](#)
- RS04 [Diefenbaker Elementary School](#)
- RS05 [Homma Elementary School](#)
- RS06 [Wowk Elementary School](#)
- RS07 [Steveston-London Secondary School](#)
- RS08 [Westwind Elementary School](#)
- RS09 [Blundell Elementary School](#)
- RS10 [Maple Lane Elementary School](#)

Current Richmond Voting Divisions Richmond – East Area



- RE01 [General Currie Elementary School](#)
- RE02 [Palmer Secondary School](#)
- RE03 [Walter Lee Elementary School](#)
- RE04 [Bridge Elementary School](#)
- RE05 [Tait Elementary School](#)
- RE06 [McNeely Elementary School](#)
- RE07 [Kingswood Elementary School](#)
- RE08 [Whiteside Elementary School](#)
- RE09 [McNair Secondary School](#)
- RE10 [Woodward Elementary School](#)
- RE11 [Hamilton Elementary School](#)

Voter Turnout and Ballots Cast
2008, 2011, 2014 Elections





City of Richmond

Report to Committee

To: General Purposes Committee

Date: November 8, 2017

From: David Weber
Director, City Clerk's Office

File: 12-8125-80-01/Vol 01



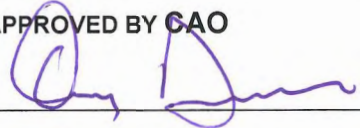
Re: Amendments to Local Election Campaign Financing Legislation

Staff Recommendation

That the staff report dated November 8, 2017, titled "Amendments to Local Election Campaign Financing Legislation" from the Director, City Clerk's Office, be received for information.

David Weber
Director, City Clerk's Office
(604-276-4098)

Att. 1

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

Staff Report

Origin

Since the last civic election in 2014, the *Local Elections Campaign Financing Act* (LECFA) was amended and further legislative amendments were recently introduced in the BC Provincial Legislature. The purpose of this report is to generally describe the changes that were enacted in May 2016 concerning expense limits and to describe the key elements of the proposed changes that were introduced under Bill 15, the *Local Elections Campaign Financing Amendment Act, 2017*. These latest proposed changes focus primarily on contribution limits and other restrictions on campaign contributions.

This report supports Council's 2014-2018 Term Goal #9 A Well-Informed Citizenry:

Continue to develop and provide programs and services that ensure the Richmond community is well-informed and engaged on City business and decision making.

9.1. Understandable, timely, easily accessible public communication.

9.2. Effective engagement strategies and tools.

Analysis

Jurisdiction

Starting with the 2014 local civic elections, campaign financing came under the direct jurisdiction of Elections BC. Accordingly, all campaign financing disclosures for the 2014 election were filed directly with the Provincial body and are currently available in a searchable central database through the Elections BC website. Prior to 2014, campaign financing disclosures were filed locally with each jurisdiction's local Chief Election Officer and made publicly available through local municipal offices and websites.

In addition to their regulatory role, Elections BC also plays an advisory role with regard to specific local election campaign financing concerns and questions and their Compliance Officers are available for consultation through a local elections campaign financing toll-free telephone number. Potential candidates and interested parties need to contact Elections BC directly should they have any specific questions about campaign financing, disclosure documents or how the proposed changes will impact their disclosures.

Campaign Financing Expense Limits - 2016

In May 2016, following public and stakeholder consultations, the Provincial Government enacted legislation that places limits on local government election expenses. The specifics of these rules are provided in the *Local Elections Campaign Financing Act* and the *Local Elections*

Campaign Financing Expense Limit Regulation which can also be found on the Elections BC website along with a number of forms and related guides.¹

Generally speaking, the Act and Regulations establish expense limits for the “campaign period” (which is defined as the 28-day period prior to General Voting Day) based on a per capita formula. For jurisdictions under 10,000 in population, a flat rate applies of \$10,000 for mayoral candidates and \$5,000 for all other candidates.

For jurisdictions over 10,000 in population, including Richmond, Mayoral candidates would have an expense limit of:

- \$1 per capita for the first 15,000 population;
- \$0.55 per capita for the next 15,000 to 150,000 population;
- \$0.60 per capita for the next 150,000 to 250,000 population; and
- \$0.15 per capita thereafter.

All other candidates in jurisdictions over 10,000 in population would have an expense limit of:

- \$0.50 per capita for the first 15,000 population;
- \$0.28 per capita for the next 15,000 to 150,000 population;
- \$0.30 per capita for the next 150,000 to 250,000 population; and
- \$0.08 per capita thereafter.

The population of Richmond is 198,309 according to the most recent official census data figures from May 2016. Using this population figure and the above formulas, the expense limit for the campaign period for a Mayoral candidate in Richmond would be \$118,235. Candidates for the positions of Councillor and School Trustee in Richmond would have a campaign period expense limit of approximately half that amount, or \$59,792.

The expense limit calculations provided above are for the purposes of illustration only and are not official. According to regulation, the specific application of the formula per jurisdiction and the official expense limits based on census data will be determined by Elections BC and announced publicly no later than May 31, 2018. Expense limits would be adjusted in future for inflation and for changes in population over time.

Proposed Amendments to Campaign Financing Contribution Limits - 2017

Over the last several years, there has been public debate and calls by various parties for further legislative changes to restrict campaign contributions at the local government level. At the September 2017 UBCM convention, the issue of campaign financing and restrictions on donations was specifically debated, resulting in the following resolution being endorsed:

¹ While the most current legislation and regulations are available on the Elections BC website, as of the date of this report, many of the campaign financing guides and forms have not yet been updated to reflect the legislative amendments enacted in 2016. Elections BC staff have indicated that these materials will be updated as soon as possible in advance of the 2018 local elections.

Therefore be it resolved that as the provincial government makes changes to provincial campaign finance regulations to limit and restrict campaign donations, the Province also implement reforms to campaign finance regulations for local government, in consultation with UBCM.

On October 30, 2017, the Provincial Government introduced legislation and announced a new set of local level campaign financing reforms. A government backgrounder on *Bill 15 – the 2017 Local Elections Campaign Financing Amendment Act* is attached (Attachment 1).

The key elements of the proposed legislative changes are as follows:

Sources of campaign contributions:

- Campaign contributions from corporations, unions or other organizations are prohibited.
- Campaign contributions can only be made by an “eligible individual” which is defined as an individual who is a Canadian citizen or permanent resident and who is also a BC resident.
- Indirect donations are prohibited, meaning that a corporation, union or other organization, or an ineligible individual, must not provide money or a non-monetary contribution to an eligible individual for the purpose of making a campaign contribution or as consideration for an eligible individual to make a campaign contribution.
- Anonymous contributions over \$50 are prohibited; anonymous contributions of \$50 or less must be from eligible individuals, in other words, corporations, unions or other organizations, or ineligible individuals commit an offence if they make anonymous contributions of any amount.

Campaign Contribution Limits

- Campaign contributions (donations) are capped at \$1,200 per eligible donor per year towards the election campaign of a candidate or towards the election campaign of an elector organization and all of its endorsed candidates. In other words, for donations to slates, one donor’s total contribution to the group as a whole cannot exceed \$1,200 per year.
- From a jurisdictional perspective, a Board of Education/School Trustee election is considered to be a separate election from a Local Government/City Council election, even though the two elections are typically administered and conducted in parallel with each other. Accordingly, an Elector Organization that endorses candidates for positions on a City Council and a School Board is considered for the purposes of the *Local Elections Campaign Financing Act* (LECFA) to be running two separate election campaigns - a municipal election campaign and a board of education campaign. This has several implications with regard to campaign financing and contribution limits, specifically:
 - (1) Elector Organizations are required to file separate disclosures for their municipal campaign and their board of education campaign.
 - (2) Separate campaign accounts are required for each campaign.

- (3) Funds cannot be transferred between the two campaigns.
- (4) When accepting campaign contributions, funds must be designated for either the municipal campaign or the board of education campaign and deposited in the appropriate accounts.
- (5) Each campaign (municipal and board of education) would be eligible to receive a contribution from an eligible individual of up to \$1,200 per year for 2017 and 2018.
- Money provided by a candidate for use in the candidate's own campaign is considered to be a campaign contribution and is also subject to the contribution limit of \$1,200 per year (however, this does not apply to non-monetary property or services provided by a candidate for the candidate's own campaign). Previously, there would have been no monetary limit on the amount a candidate could fund their own election campaign.
- Contribution limits for 2019 and later may be adjusted for inflation by regulation.

Elector Organizations and Endorsed Candidates

- Elector Organizations will not have their own campaign period expense limits. Endorsed candidates must assign a portion of their campaign period expense limits to their Elector Organization to be spent on their behalf. This assignment must be formalized through a "campaign financing arrangement" before the beginning of the campaign period (28 days prior to General Voting Day). A campaign financing arrangement may be amended up to 3 days before General Voting Day to adjust the expense limit amount that the candidate has assigned to the Elector Organization.
- Elector organizations must show in their disclosures how all campaign period expenses were spent vis-à-vis each specific endorsed candidate and these expense amounts should correspond to the amounts assigned by each endorsed candidate. In other words, it is not appropriate for one or more endorsed candidates to assign a portion of their expense limits to their Elector Organization and then have the Elector Organization spend that total amount disproportionately among the endorsed candidates.
- Surplus campaign funds over \$500 of independent candidates must be provided to the local jurisdiction to be held in trust for that candidate's use in the next election; surplus campaign funds of Elector Organizations regardless of the amount are provided to the elector organization to be used as they determine.

Fundraising Functions

- Under the legislation as it currently stands, if a corporation or organization buys one or more tickets to a fundraising function, the entire amount is considered to be a campaign contribution. Under the proposed changes, corporations or organizations may no longer purchase tickets to fundraising functions since contributions from those sources will be prohibited. Only eligible individuals may purchase tickets to fundraising functions.
- Under the legislation as it currently stands, the following rules apply to the purchase of tickets to fundraising functions by individuals:
 - If an individual purchases a ticket to a fundraising function and the price of the ticket is over \$50, then the whole amount is a campaign contribution.

- If an individual purchases a ticket to a fundraising function and the price of the ticket is \$50 or less, then it is not considered to be a campaign contribution.
- If the price of a fundraising function ticket is \$50 or less and an individual purchases \$250 worth of tickets or less, then that amount is also not considered to be a campaign contribution.
- If the price of a fundraising function ticket is \$50 or less and an individual purchases more than \$250 worth of tickets, then the whole amount is a campaign contribution.

Two significant changes to these rules are proposed under the new Bill:

- (1) Only eligible individuals, as defined by the Act, may purchase fundraising function tickets.
- (2) The \$250 threshold described above will be lowered to \$50, meaning that if an eligible individual purchases more than \$50 worth of tickets for a fundraising function, then the whole amount is a campaign contribution. Previously, an individual would have to purchase more than \$250 worth of tickets in order for the amount to be considered a campaign contribution.

Third-Party Advertisers

- Third-party advertisers must also observe expense limits. For Richmond, the directed advertising limit would be 5% of the mayoral limit (approximately \$5,900 given the previously cited population figures).

Application and Retroactivity

- The proposed legislation will apply to all elections and by-elections starting with the 2018 general local elections.
- Once enacted, the changes will apply retroactively to October 31, 2017, meaning that any contributions received prior to that date under the previous rules may be used for the 2018 election and any contributions received on or after October 31, 2017 will be subject to the new legislation.

Bill 15 was introduced and given first reading in the Provincial legislature on October 30, 2017 and second reading on November 8, 2017. It is anticipated that the Bill will progress through the legislative process and be enacted in time for the 2018 General Local and School Elections. Prior to enactment, amendments to the proposed Bill are still possible. City Council, or any interested party, would be able to provide their comment or input on the proposed amendments by sending a letter to the BC Minister of Municipal Affairs and Housing, with a copy to UBCM.

Financial Impact

None.

Conclusion

Local election campaign financing regulations have gone through significant changes since the last civic election cycle and further changes are being considered by the Provincial Government

at this time. The proposed changes will affect political candidates, elector organizations, third-party advertisers and any other participants in the civic political election process. If Council or any other interested party wishes to convey comments to the Provincial Government about the Bill prior to enactment, these can be conveyed to the Minister as appropriate.

A handwritten signature in black ink, appearing to read "David Weber". The signature is fluid and cursive, with the first name "David" written in a larger, more prominent script than the last name "Weber".

David Weber
Director, City Clerk's Office
(604-276-4098)

Att. 1: Provincial Government News Release and Backgrounder on *Bill 15 – The Local Elections Campaign Financing Act, 2017*

British Columbia News

Local election reforms take big money out of politics

<https://news.gov.bc.ca/15744>

Monday, October 30, 2017 2:47 PM

Victoria - Campaign finance reforms announced today by the British Columbia government will limit the influence of big money on local elections, putting people at the centre of community politics and decisions.

"With this legislation, people can be confident that their local and provincial governments will be working for all voters, not just those able to write the largest cheques," said Selina Robinson, Minister of Municipal Affairs and Housing. "Our government has already taken action to get big money out of politics at the provincial level. These amendments will make sure that democracy at the local level works for everyone, not just a select few."

The legislation would ban corporate and union donations, put limits on individual contributions and ban out-of-province donations at the local level.

Contributions for the election campaign of a candidate or elector organization will be limited to \$1,200 per donor per year. One donor's total contributions to the election campaign for an elector organization and all of its endorsed candidates cannot exceed this amount. These changes follow the approach of the proposed provincial Election Amendment Act.

"B.C. local governments have been asking for a ban on corporate and union donations and a cap on contributions to local election campaigns since 2015," said Wendy Booth, Union of British Columbia Municipalities (UBCM) president. "We reaffirmed this request just last month, and appreciate the commitment demonstrated by Minister Robinson to address this issue. The proposed changes will support fairness during campaigns and make running for office more accessible by strengthening the rules for local elections."

The proposed amendments to the Local Elections Campaign Financing Act follow consultations with key stakeholders such as Elections BC and UBCM, which represents B.C.'s 189 local governments and the Islands Trust.

"Elected officials have the privilege and responsibility of representing their citizens, and this legislation helps ensure that campaigning for public office is conducted fairly," said Nils Jensen, mayor of Oak Bay. "The District of Oak Bay has strongly advocated for local elections campaign financing reform. We appreciate Minister Robinson bringing this forward in such a timely fashion. It's clearly in the best interest of candidates and the public—and it's the right thing to do."

The amendments will apply to all local elections starting with the 2018 general local elections and any byelections thereafter, including campaigns for councillors, mayors, electoral area directors and school trustees.

Once passed, the changes will be retroactive to Oct. 31, 2017, the day after the first reading of the legislation. To allow candidates to transition to the new campaign financing framework, contributions allowed under the former rules and received before Oct. 31, 2017, may be used for the 2018 general local elections.

Quick Facts:

- An elector organization in local elections is an organization that endorses candidates in a local election. Elector organizations are often referred to as civic political parties.
- The Local Elections Campaign Financing Act was amended in 2016 to implement expense limits for local elections. These amendments will also come into effect for the 2018 general local elections.

Learn More:

Local Elections Campaign Financing Act: <http://www.bclaws.ca/civix/document/id/complete/statreg/14018>

Election Amendment Act, 2017: <https://www.leg.bc.ca/parliamentary-business/legislation-debates-proceedings/41st-parliament/2nd-session/bills/first-reading/gov03-1>

A backgrounder follows.

Contacts

Ministry of Municipal Affairs and Housing
Media Relations
250 952-0617

Backgrounders

Local Elections Campaign Financing Act amendments

Contributions by individuals (applies to the 2018 general local elections and beyond):

- Restricted to individuals who are residents of British Columbia and who are Canadian citizens or permanent residents.
- Contribution limits are set at \$1,200 for the election campaign of a candidate or elector organization per donor per year. This means that one donor's total contributions to the election campaign for an elector organization and all of its endorsed candidates cannot exceed \$1,200 per year.
- These contribution limits will apply provincewide for the 2018 general local elections.

Union and corporate contributions (applies to the 2018 general local elections and beyond):

- Donations from any corporation, union or other organization to local candidates, elector organizations, third-party advertisers, and assent voting advertisers are prohibited.

Loans (applies to the 2018 general local elections and beyond):

- Loans to candidates, elector organizations, third-party sponsors, and assent-voting advertising sponsors must be from a savings institution at not less than prime rate or from an eligible individual (eligible individuals are those persons who may make contributions). "Assent voting" is generally voting on a bylaw or other matter for which a local government is required to obtain the assent of the electors. Assent voting may also be referred to as a "referendum", but not all referenda are assent voting.
- The amount of a loan provided by an eligible individual to a candidate or elector organization would count toward the contribution limit and therefore cannot exceed \$1,200 per year.

Election advertising sponsors:

- An election advertising sponsor (generally known as a third-party advertiser) is an individual or organization that sponsors election advertising independently of a candidate or elector organization. Third-party advertisers must register with Elections BC, and record and disclose information about contributions and expenditures related to election advertising.
- The legislation will amend the Local Elections Campaign Financing Act with the intention of ensuring that small-scale advertising and individual self-expression (for example, people who put up home-made signs) are not subject to these third-party advertiser rules.
- The amendment ensures the treatment of third-party advertisers in the Local Elections Campaign Financing Act is consistent with the provincial Election Act and is in response to a recent Supreme

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Court of Canada decision.

School trustees (applies to the 2018 general local elections and beyond):

- Board of education trustees are elected as part of general local elections.
- This legislation will apply to candidates for school trustee, just as it does for other candidates seeking locally elected office.

Implementation:

- These changes will be in place for the October 2018 general local elections and beyond.
- Once this legislation is passed, the new rules will be applied retroactively to Oct. 31, 2017, the day after the first reading of the bill.
- To allow candidates to transition to the new campaign financing framework, contributions allowed under the former rules and received before Oct. 31, 2017, may be used for the 2018 general local elections and are not limited to \$1,200.
- However, contributions received on or after Oct. 31, 2017, will be subject to the new rules and are limited to \$1,200.
- If a candidate, elector organization or third-party advertiser becomes aware that they have received a contribution on or after Oct. 31, 2017, that contravenes the new rules, they will have to return that contribution.

Election expense limits (based on 2016 amendments to the Local Elections Campaign Financing Act):

- The 2016 amendments to the Local Elections Campaign Financing Act put in place expense limits for candidates, elector organizations and third-party advertisers. (see details below)
- The cap on expenses follows a consistent formula for all candidates and is generally based on the population of an election area.
- As legislation around expense limits for local elections has already been passed, these changes will be in effect for the 2018 general local elections as well.
- Candidates will need to follow the rules guiding expense limits and, as of Oct. 31, 2017, will need to follow the rules on contribution limits as well.

Expense limits for candidates:

- In communities with a population of fewer than 10,000 people, the expense limit will be \$10,000 for mayoral candidates and \$5,000 for all other candidates.
- In communities with a population of 10,000 or more, expense limits will be determined using a per-capita formula to recognize that the size of the community can affect a candidate's campaign costs.

Expense limits for elector organizations:

- An elector organization will not have its own expense limit. Instead, endorsed candidates will sign over a portion of their expense limit for the elector organization to spend during the campaign period via a campaign financing arrangement (CFA). This approach is to ensure neutrality between endorsed and independent candidates.
- Elector organizations will be required to attribute campaign period expenses to each endorsed candidate.

Expense limits for third-party advertising:

- Under the third-party advertising framework, expense limits will apply to both directed advertising and issue advertising:
 - The limit for directed advertising will be the following:

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- In a community that has a population of fewer than 15,000 people, the directed advertising limit is \$750.
- In a community that has a population of 15,000 people or more, the directed advertising limit will generally be 5% of the mayoral candidate (or candidate) expense limit in the corresponding election area.
- The limit for issue advertising is not easily tied to a specific election area and will be subject to a separate, overall limit of \$150,000.
 - This overall limit will also act as the maximum amount that a third-party advertiser can spend in total (e.g., directed advertising and issue advertising must not exceed \$150,000).