



General Purposes Committee

Anderson Room, City Hall
6911 No. 3 Road

Monday, December 17, 2018
4:00 p.m.

Pg. # ITEM

MINUTES

GP-6 *Motion to adopt the **minutes** of the meeting of the General Purposes Committee held on December 3, 2018.*



COUNCILLOR ALEXA LOO

1. **BYLAWS REGULATING MASSAGE PARLOURS**
(File Ref. No. 12-8060-01)

RECOMMENDATION

That staff be directed to review existing bylaws and report back with recommendations aimed to increase restrictions on massage parlour operations, including addressing potential concerns with sex trafficking and money laundering.



COMMUNITY SAFETY DIVISION

2. **ONE-YEAR REVIEW AND BYLAW AMENDMENTS FOR SHORT-TERM RENTALS**

(File Ref. No. 12-8275-09; 12-8060-20-009899/009898) (REDMS No. 5868680 v. 11; 5962960; 5878824; 5878827)

GP-9

See Page **GP-9** for full report

Designated Speaker: Carli Williams

STAFF RECOMMENDATION

- (1) *That Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 9899, to add penalties related to short-term rentals, be introduced and given first, second and third readings;*
- (2) *That Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9898, to reinstate a provision to allow a 5-room bed and breakfast business at 13333 Princess Street, be introduced and given first reading; and*
- (3) *That staff be instructed to report back on a licencing program, including an analysis of resources for its implementation, to regulate boarding and lodging in order to create a public registry.*



3. **APPLICATION FOR A NEW LIQUOR PRIMARY LIQUOR LICENCE FROM MONSTER L KARAOKE LTD, AT 8400 ALEXANDRA ROAD UNIT 130**

(File Ref. No. 12-8275-30-001) (REDMS No. 6038880)

GP-21

See Page **GP-21** for full report

Designated Speaker: Carli Williams

STAFF RECOMMENDATION

- (1) *That the application from Monster L Karaoke Ltd., for a new Liquor Primary Liquor Licence to operate a karaoke lounge establishment, at premises located at 8400 Alexandra Road Unit 130, with liquor service, be supported for:*
 - (a) *a new Liquor Primary Liquor Licence with primary business focus of entertainment, specifically a karaoke lounge with total person capacity of 50 occupants; and*

- (b) *liquor service hours for Monday to Sunday, from 9:00 AM to 2:00AM;*
- (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 application and the hours of liquor service with the conditions as listed above;*
 - (b) *the total person capacity set at 50 occupants is acknowledged;*
 - (c) *Council's comments on the prescribed criteria (Section 71 of the Liquor Control and Licencing Regulations) are as follows:*
 - (i) *the impact of additional noise and traffic in the area of the establishment was considered;*
 - (ii) *the potential impact on the community was assessed through a community consultation process;*
 - (iii) *given that this is a new business, there is no history of non-compliance with this establishment;*
 - (d) *as the operation of a licenced establishment may affect nearby residents, businesses and property owners, the City gathered the views of the community through a community consultation process as follows:*
 - (i) *residents, businesses and property owners within a 50 metre 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 subject property 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 and concerns;*
 - (e) *Council's comments on the general impact of the views of residents, businesses and property owners are as follows:*
 - (i) *the community consultation process was completed within 90 days of the application process; and*
 - (ii) *that based on the number of letters sent and no opposed responses received, Council considers that the approval of this application is acceptable to the majority of the residents, businesses and property owners in the area and the community.*



FINANCE AND CORPORATE SERVICES DIVISION

4. **SISTER CITY ADVISORY COMMITTEE FOUR-YEAR ACTIVITY PLAN (2019-2022)**

(File Ref. No. 01-0100-30-SCIT1-01) (REDMS No. 6027517)

GP-27

See Page GP-27 for full report

Designated Speaker: Mike Romas

STAFF RECOMMENDATION

- (1) *That the staff report titled “Sister City Advisory Committee Four-Year Activity Plan (2019-2022)”, dated November 23, 2018, from the Manager, Customer Service, be received for information; and*
- (2) *That the 2019-2022 Sister City Advisory Committee Program Activity budget of \$239,050 be referred to the budget process for consideration.*



COMMUNITY SERVICES DIVISION

5. **RICHMOND LAWN BOWLING CLUBHOUSE SITE AND PROGRAM UPDATE**

(File Ref. No. 06-2052-25-LBOW1) (REDMS No. 6030445 v. 54; 6036730; 6045609)

GP-49

See Page GP-49 for full report

Designated Speakers: John Thibodeau & Gregg Wheeler

STAFF RECOMMENDATION

- (1) *That Council direct staff as to the preferred location for the lawn bowling greens, as described in the staff report titled “Richmond Lawn Bowling Clubhouse Site and Program Update,” dated November 29, 2018, from the Director, Recreation Services and the Senior Manager, Capital Buildings Project Development;*
- (2) *That Council direct staff as to the preferred site for the Richmond Lawn Bowling Clubhouse, as described in the staff report titled “Richmond Lawn Bowling Clubhouse Site and Program Update,” dated November 29, 2018, from the Director, Recreation Services and the Senior Manager, Capital Buildings Project Development;*

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ITEM

- (3) *That Council direct staff as to the preferred program for the Richmond Lawn Bowling Clubhouse, as described in the staff report titled “Richmond Lawn Bowling Clubhouse Site and Program Update,” dated November 29, 2018, from the Director, Recreation Services and the Senior Manager, Capital Buildings Project Development.*

☐

ADJOURNMENT

☐



General Purposes Committee

Date: Monday, December 3, 2018

Place: Anderson Room
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au
Councillor Carol Day
Councillor Kelly Greene
Councillor Bill McNulty
Councillor Linda McPhail
Councillor Harold Steves
Councillor Michael Wolfe

Absent: Councillor Alexa Loo

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

MINUTES

It was moved and seconded

That the minutes of the meeting of the General Purposes Committee held on November 21, 2018, be adopted as circulated.

CARRIED

COUNCILLOR CAROL DAY

1. **ONLINE VOTING RECORD REFERRAL**

(File Ref. No.)

Councillor Day spoke to the potential for the City to implement an online voting record, noting that it would be a great way to engage with the public and build public confidence. Councillor Day remarked that a Council Voting Record is an easy-to-use tool for members of the public wishing to see how members of Council voted on a particular matter.

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It was moved and seconded

That staff be directed to examine options and the feasibility for a public registry of City Council member voting records and report back.

The question on the motion was not called as in reply to queries from Committee, Claudia Jesson, Manager, Legislative Services, commented on the City of Vancouver's online voting record software. She stated that Vancouver City Council's votes are recorded electronically and this data is then utilized when generating the Council Voting Record spreadsheet.

Discussion then took place on the feasibility of a Council Voting Record and the following **amendment motion** was introduced:

It was moved and seconded

That the motion be revised to read as follows:

That staff be directed to examine feasible options for a public registry of City Council member voting records and report back.

The question on the amendment motion was not called and discussion took place on who determines feasibility.

The question on the amendment motion was then called and it was **DEFEATED ON A TIE VOTE** with Mayor Brodie, Cllrs. McPhail, McNulty and Steves opposed.

Discussion then ensued and the following Committee comments were noted:

- Council's voting record is currently published on the City's website by way of Council and Committee Minutes pages;
- costs to maintain an online voting registry, including program, hardware, software and staff costs should be examined as Council and Committee meet nearly every Monday, Tuesday and Wednesday;
- an online voting registry would allow the public to have a one-stop-shop, identifying key issues in the City and how Council voted on them;
- Council determines the feasibility of any option presented for consideration; and
- an online voting registry may be helpful, however the integration of minutes as part of any registry should also be examined as minutes provide context as to why a vote went a certain way.

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

General Purposes Committee
Monday, December 3, 2018

COMMUNITY SAFETY DIVISION

2. **HOUSEKEEPING AMENDMENTS FOR TRAFFIC BYLAW NO. 5870; PARKING (OFF-STREET) REGULATION BYLAW NO. 7403**
(File Ref. No. 12-8060-20-00570/007403/009957/009958; 12-8060-0) (REDMS No. 6012365; 6033588; 6033578)

In reply to queries from Committee, Susan Lloyd, Manager, Parking Enforcement, Animal Control and Administration advised that (i) any proposed new on-street pay parking in Bridgeport Village will be brought forward for Council consideration and (ii) the proposed bylaws would allow for 8620/8660 Beckwith Road to become a monthly permitted parking lot.

It was moved and seconded

That the following bylaws, introducing pay parking to manage parking demand in the Bridgeport area, be introduced and given first, second and third readings:

- (1) *Traffic Bylaw No. 5870, Amendment Bylaw No. 9957; and*
- (2) *Parking (Off-Street) Regulation Bylaw No. 7403, Amendment Bylaw No. 9958.*

CARRIED

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:20 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, December 3, 2018.

Mayor Malcolm D. Brodie
Chair

Hanieh Berg
Legislative Services Coordinator



City of Richmond


Report to Committee

To: General Purposes Committee
From: Cecilia Achiam,
General Manager, Community Safety
Re: One Year Review and Bylaw Amendments for Short-term Rentals


Date: November 26, 2018
File: 12-8275-09/Vol 01

Staff Recommendation

1. That Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 9899, to add penalties related to short-term rentals, be introduced and given first, second and third readings;
2. That Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9898, to reinstate a provision to allow a 5-room bed and breakfast business at 13333 Princess Street, be introduced and given first reading; and
3. That staff be instructed to report back on a licencing program, including an analysis of resources for its implementation, to regulate boarding and lodging in order to create a public registry.


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

Att. 1

REPORT CONCURRENCE			
ROUTED TO	CONCURRENCE	REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS:
Law	<input checked="" type="checkbox"/>		CT
Policy Planning	<input checked="" type="checkbox"/>		
Economic Development	<input checked="" type="checkbox"/>		
		APPROVED BY CAO	
			

Staff Report

Origin

During the March 27, 2017 Council meeting, the following staff referrals were made:

- 1) *That:*
 - a. *the information regarding tax requirements including whether a hotel tax should apply to short-term rentals provided in this report be received for information; and*
 - b. *staff be directed to engage the Province of British Columbia to discuss regulatory changes to the Provincial Sales Tax in regards to the Municipal and Regional District Tax, including the definition of accommodation providers;*
- 2) *That staff conduct a one-year review of the City's proposed short-term rental regulation, and include issues surrounding a requirement for the operator of the short-term rental to be the owner of the property and report back to Council; and*
- 3) *That staff consider options and report back on the issue of short-term rentals for multi-family dwellings.*

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.

Findings of Fact

Issues related to short-term rentals were discussed at several meetings of Council in 2017. In consideration of the issues related to regulation of short-term rentals, Council considered the following impacts:

- **Effect on Rental Housing Stock** – residential units offered for short-term rental can decrease the availability of long term rentals.
- **Land Use Conflicts** – short-term rentals may have a number of impacts on residential neighbourhoods, including parking and noise.
- **Level Playing Field** – Hotels pay taxes and fees whereas short-term rentals are not subject to the same regulations.
- **Health, Fire and Safety** – Hotels must comply with certain building and fire code standards whereas short-term rentals are located in houses or strata lots and not subjected to the same requirements.
- **Economic Benefits** – Short-term rentals can provide economic benefits to residents and the local economy.

In consideration of the impacts and benefits of short-term rentals, Council established the following principles to guide the development of regulations:

- Preserve affordable long-term housing;
- Provide opportunities for revenue to assist in home ownership;
- Continue to enable sport hosting and cultural exchanges; and
- Prohibit illegal hotel operations and “party houses”.

As a result, staff were directed to limit short-term rentals to boarding and lodging and bed and breakfast businesses, as already permitted in Richmond Zoning Bylaw No. 8500. Staff were further directed to enhance regulations related to bed and breakfasts and strengthening the enforcement against illegal operations.

In order to implement these changes, there were a number of changes to the regulations for bed and breakfast businesses, including the addition of buffer distances, allowing only owner-operators and limiting the number of rooms to three in the ALR. There were also increases made to the penalties for operating a bed and breakfast outside of the regulations. A summary of all of the changes adopted in 2017 plus those proposed in this report is provided in Attachment 1.

Along with changes to the rules governing bed and breakfast businesses, staff also undertook a targeted enforcement campaign to identify illegal short-term rentals. Staff resources devoted to enforcement of short-term rentals were temporarily increased in 2017 in order to identify as many addresses as possible and develop a procedure to investigate and enforce all suspected illegal operations. Since that time, the enforcement of illegal short-term rentals is being handled by regular full time staff.

Analysis

Enforcement

Enforcement of illegal short-term rentals in Richmond is both proactive (inspectors look for listings on web sites or follow up on known addresses) and reactive (inspectors responding to specific complaints). In all cases the goal is compliance with all of the City’s bylaws.

Table 1: Enforcement of Illegal Short-term Rentals

Action	2017	2018 Jan-Oct	Total
Number of Addresses identified	289	252	541
Home Inspections	404	670	1074
MTI issued	87	75	162
Order to comply (verbal or written)	286	236	522
Operations that have ceased short-term rental	285	239	524

Since the start of the campaign, staff have identified 541 addresses and issued 162 MTI tickets to illegal short-term rental operations. These statistics are reported monthly to the Community Safety Committee but the full summary of enforcement action from 2017 until the end of October 2018 is noted in Table 1.

Enforcement of illegal short-term rentals is generally more time consuming than other investigations undertaken by staff. Inspectors must attend an address several times in order to collect sufficient evidence to write a ticket or contemplate prosecution in court. There is sufficient staff in Community Bylaws and Licencing to deliver the current level of service as described in this section of the report. Should Council feel that enforcement needs to be increased or if the allowable number of short-term rentals increases, due to either market forces or changes in City regulations, staffing levels should be reconsidered at that time.

Data on Short-Term Rentals

The practice of short-term rentals was brought forward to Council as an emerging issue in 2016. When staff began the analysis, approximately 1,586 short-term rental listings in Richmond were discovered online on numerous websites during the initial analysis in November 2016. The same short-term rentals units were often listed on multiple sites.

Table 2 – Statistics on Short-Term Rental Listings

Annual Average Metrics	
Monthly Number of Listings	610
Monthly Number of Hosts	340
Listings by a Host	1.80
Listing Composition	Private Room: 55% Entire Unit: 42% Shared Room: 3%
Percentage of Listings in ALR	3%
Price per Night (Excludes fees)	Entire Unit: \$148.83 Private Room: \$62.53
Estimated Total Annual Bookings	3,255 (44.4% booking rate)
Forecasted Monthly Listings	620 to 800

There are several on-line platforms that provide listings for short-term rentals. While Airbnb is the site most often referred to in the media, other sites include booking.com, Expedia, VanSky, Craigslist and HomeAway. The City has been using data from Airbnb (the most easily accessible platform) to track trends for short-term rentals in Richmond. Based on Airbnb data, it appears that the number of listings for short-term rentals has stabilized and that it varies throughout the year, roughly correlating to the availability of hotel rooms. In 2018, the average number of short-term rental listings in Richmond is approximately 610. However, during times when hotel rooms are fully booked, the Airbnb listings were as high as 800 (shown in Table 2).

One gap in information is whether a short-term rental listing is legal or not. With the exception of “Entire Unit” listings which are not legal in Richmond, Airbnb does not provide data on whether a listing is for legal short-term rentals (licensed bed and breakfasts or boarding and lodging) or illegal operations. Moving forward, with the recommendations in this report, staff propose to create a licensing requirement that would make it easier to differentiate between legal and illegal operations. Staff are also exploring other platforms for getting listing data from operators other than just Airbnb. This information could then be reported out monthly along with the enforcement data.

Upon review of the 2018 files and investigations that have been completed, approximately two-thirds of short-term rentals investigated by staff have obtained compliance by converting a short-term rental to a long-term tenant (greater than 30 days). In other cases the houses are put up for sale, the owner moves back in or the property owner applies to run a legal bed and breakfast business. Staff will continue to monitor the outcomes of investigations and are working to improve reporting, especially as the number of rooms returned to long-term rental affects the housing supply.

Licensed Bed and Breakfast

As part of the campaign to raise public awareness about the Richmond specific rules governing short-term rentals, staff produced communications material to explain the regulatory regime and options for offering legal short-term rentals. Since the beginning of 2017, the number of licensed bed and breakfasts has increased from 19 to 52. Staff continue to receive applications for additional businesses but most are turned away as there are very few areas in the City that are beyond 500m from an existing business. The locations of the licensed bed and breakfasts are now published directly on the City’s website at <https://map2.richmond.ca/BnB/> for public viewing prior to making an application.

Council established the 500m buffer in 2017 in order to preserve the residential neighbourhood character envisioned in the Official Community Plan for single family zones. At this point, staff are not recommending a change to the 500m buffer between licensed bed and breakfast (B&B) businesses. While most, if not all, of the licensed bed and breakfasts comply with City bylaws, the City still receives complaints from neighbours for issues such as parking and noise. These complaints are investigated by staff who also undertake regular inspections. A reduction in the 500m buffer may lead to more B&B businesses being established and increase nuisance and have a negative impact to area residents.

Enhancement of Enforcement Tools

The bylaw amendments made in 2017 related to short-term rentals also included amendments to the Municipal Ticket Information Authorization (MTI) Bylaw No 7321. This provided enforcement officers with the authority to issue \$1,000 tickets for a variety of offences related to illegal short-term rentals or operating bed and breakfast businesses contrary to the regulations established by Council. Any disputes of these tickets are forwarded to Provincial Court for adjudication; a process which can take longer than a year and involves several court appearances by City staff. A summary of fines issued and collected is shown in Table 3.

Table 3 – Revenue collected from tickets issued to Illegal Short-Term Rentals

Year	Tickets Issued	Revenue Collected
2017	87	\$ 41,800
2018 YTD	75	\$36,000

In order to expand enforcement options and speed up the process of adjudicating any disputes, it is recommended that amendments are made to the Notice of Bylaw Violation Dispute Adjudication Bylaw. Tickets under this bylaw (BVN's) are permitted to include a maximum fine of \$500 and the offences would mirror those in the MTI Bylaw. This would offer the benefit of having escalating fines (\$500 for BVN then \$1000 for MTI) and minimize the time required in Provincial Court.

Housekeeping Changes to Bylaws

Several changes were made to the Zoning Bylaw in 2017 to address the proliferation of illegal short-term rentals. This amendment unintentionally removed zoning provisions to allow up to five bedrooms as part of a bed and breakfast business at a designated heritage home at 13333 Princess Street. This exception (of five bedrooms) was granted by Council in exchange for formal heritage protection as result of negotiations for a heritage restoration project predating the implementation of the Zoning Bylaw amendments in 2017 related to short-term rentals. It was not the intent of the bylaw amendment to remove this exception. Staff recommend reinstating the provision to allow five rooms at this address to restore the original intent of the site specific rezoning.

Consideration for Short-term Rentals in Multi-Family Buildings

Under the current bylaws, the only type of short-term rental that can be legally offered in multi-family buildings is boarding and lodging. This is defined in the Zoning Bylaw as:

“...sleeping unit accommodation, without cooking facilities in the sleeping units, that is supplied for remuneration for not more than 2 boarders, and which may or may not include meal service...”

Similar to bed and breakfast businesses, boarding and lodging is a “hosted” rental and the Zoning bylaw does not allow any other types of residential rentals shorter than 30 days. “Hosted” means that the host of the short-term rental resides at the same home, in addition to the renter(s), and it is an accessory to the primary purpose of residential use. Empty residential units (unhosted) whether they are apartments, basement suites or houses cannot be rented for less than 30 days in the City of Richmond.

In addition to the City bylaw regulations, the Provincial government recently changed the legislation governing strata corporations to give them the authority to set bylaws that prohibit short-term rentals. If they choose to pass a bylaw, stratas were also given the authority to issue fines from the strata corporation to any strata member using their unit as a short-term rental.

Given the concerns about housing affordability, security issues inside condo buildings and the recent change to strata regulations, it is not recommended that the City change its approach to allowing short-term rentals. To provide more certainty for users and better record keeping for the City, staff recommend moving forward with a licencing regime that would clarify the rules for boarding and lodging (hosted rentals only) in multi-family buildings. Richmond's current approach, including expansion of the licencing program to include boarding and lodging, is consistent with recent recommendations from the Hotel Association of Canada and the British Columbia Hotel Association.

Proposed Licencing Program for Boarding and Lodging

While bed and breakfast businesses are permitted in single family zones only, boarding and lodging is permitted in nearly all residential zones including multi-family residents. There is currently no requirement for boarding and lodging to be licenced which poses problems for tracking the locations and verifying legal operations.

It is recommended that staff be directed to bring forward a licencing program specific to boarding and lodging, including bylaw amendments and fees to recover the cost of administering the program. The new program would have to consider that not all types of boarding and lodging are for-profit, for example, sport hosting and cultural exchanges would be exempt. The new program would also set expectations for regular inspections. This will not affect the number of residential units available but it will increase transparency throughout the community around what is permitted related to short-term rentals and provide assurance to visitors that they are staying in legal accommodation.

Additionally, the existence of a short-term rental licencing program would enable the City to pursue agreements with willing internet providers, such as Airbnb, to publish business licence numbers to confirm legal operations. Fees for the licencing program would be set as low as possible in order to encourage compliance while still recovering the costs of inspecting the units and keeping a public registry.

Any licencing program put in place by the City would not exempt individual owners from the requirement to comply with their strata bylaws or renters from getting the permission of the property owner to provide boarding and lodging. The proposed licencing program would simply provide additional transparency without adding any barrier to hosting legal short-term rentals. Any new program would include consultation with key stakeholders including sport hosting and cultural exchange programs.

Consultation with the Province on Tax Requirements and Impact on the Hotel Industry

Staff advised Council through a series of memos earlier this year of their advocacy to senior staff at the Ministry of Finance and changes to the three per cent Municipal and Regional District Tax (MRDT) as part of the 2018 BC Budget. The changes to the MRDT accomplished a number of goals, including enabling on-line platforms to collect taxes, but they did not amend the threshold for collecting the MRDT. Currently, only operators providing four or more rooms are required to remit the tax.

Also in 2018, the Tourism Industry Association of BC and the British Columbia Hotel Association released a paper titled "Developing a Modern Approach to Short-term Rentals in a Digital Economy. In this paper, the associations outlined eight regulatory tools that should be applied to the regulation of short-term rentals. They include:

- Host Registration Fees;
- Platform Registration and Fees;
- Principle Residence Restriction;
- Cap on Usage;
- Health and Safety Standards;
- Reporting;
- Taxation/Levies; and
- Enforcement/Penalties.

The regulatory changes implemented in 2017, plus those proposed in this report, consider the hoteliers feedback and further reinforce the direction from Council on regulation of short-term rentals.

Financial Impact

None.

Conclusion

Several amendments were made to bylaws in 2017 to address the proliferation of short-term rentals. This report provides an update on enforcement activity and recommends bylaw amendments to enhance enforcement provisions and reinstate an unintended change to a site specific zone. Also recommended is Council direction to establish a licencing program for boarding and lodging that will clarify the regulations and allow staff to track the locations.



Carli Williams, P.Eng.
Manager, Community Bylaws and Licencing
(604-276-4136)

Att. 1: Summary of Adopted and Proposed changes to Bylaws Related to Short Term Rentals

Bylaw Changes adopted in 2017

Bylaw change	Highlight
Enhance Existing Bed and Breakfast business regulations	<ul style="list-style-type: none"> • B&B must be operated by property owner or an immediate family member (spouse, child or spouse's child) • Property owner must be an individual, and not a corporation • B&B must be principal residence of owner-operator and operator must provide annual verification of residency as part of licence renewal process • B&B operators must notify neighbours of the operation and provide contact information as condition of licence • B&B's limited to maximum 3 rooms with 2 guests maximum per room • Explicitly prohibit B&Bs in homes with secondary suites, granny flats or coach houses, or with boarding and lodging • Encourage B&B operators to carry adequate liability and property damage insurance in the Richmond B&B Code of Conduct
Enhance Regulations Related to Short-Term Rentals	<ul style="list-style-type: none"> • Add explicit prohibition of "short-term rental" (less than 30 days) of Dwelling Units • Require site specific rezoning for "agri-tourism accommodation" in Agricultural Land Reserve (ALR)
Increase Fines and Penalties	<ul style="list-style-type: none"> • Add rental for less than 30 days without a Licence as an offence for ticketing • Increase daily Municipal Ticketing fines related to B&B's from \$250 to \$1,000 per offence • Increase the maximum fine for conviction for an Offence under the Business Licence Regulations through prosecution in Court from \$2,000 to \$10,000
500m buffer between B&B's	<ul style="list-style-type: none"> • Mitigate over commercialization of single family residential neighbourhood

Proposed changes

Expand Penalties	Add penalties for illegal short term rentals to the Notice of Bylaw Violation Dispute Adjudication Bylaw
Housekeeping Changes	Restore intent of site specific zone
Investigate Licencing Program for Boarding and Lodging	<ul style="list-style-type: none"> • Licence/register locations providing boarding and lodging • Ensure operators have permission of strata and owner • Recover fees to fund inspection program • Provide transparently for neighbourhoods and tourists



**Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122,
Amendment Bylaw No. 9899**

The Council of the City of Richmond enacts as follows:

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

“Richmond Zoning Bylaw No. 8500, as amended;”.
2. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended, is further amended by adding, the table in Schedule A attached to and forming part of this Bylaw to Schedule A of Bylaw No. 8122 as a new “Schedule – Richmond Zoning Bylaw No. 8500”.
3. This Bylaw is cited as “**Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 9899**”.

FIRST READING

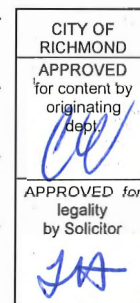
SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER



Schedule - Richmond Zoning Bylaw No. 8500							
Designated Bylaw Contraventions and Corresponding Penalties							
A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
Richmond Zoning Bylaw No. 8500	Period of Time from Receipt (inclusive)		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
	Bed and Breakfast – stay exceeding 30 days 1.4.2 \$250	1.4.5	No	\$ 250.00	\$ 200.00	\$ 300.00	n/a
	Bed and Breakfast - not operator's principal residence	5.5.3	No	\$ 500.00	\$ 450.00	\$ 525.00	n/a
	Bed and Breakfast - operator not owner or family member	5.5.3A	No	\$ 500.00	\$ 450.00	\$ 525.00	n/a
	Bed and Breakfast - excess guest rooms	5.5.5	No	\$ 500.00	\$ 450.00	\$ 525.00	n/a
	Bed and Breakfast - excess guest capacity	5.5.5A	No	\$ 500.00	\$ 450.00	\$ 525.00	n/a
	Bed and Breakfast - excess guest room capacity	5.5.6	No	\$ 500.00	\$ 450.00	\$ 525.00	n/a
	Bed and Breakfast - excess signage	5.5.8	No	\$ 250.00	\$ 200.00	\$ 300.00	n/a
	Dwellings – rentals for less than 30 days	5.20.1	No	\$ 500.00	\$ 450.00	\$ 525.00	n/a



**Richmond Zoning Bylaw No. 8500
Amendment Bylaw No. 9898
(ZS11 London Landing Amendment)**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. Richmond Zoning Bylaw No. 8500, as amended, is further at Part 15.11 [Single Detached Heritage (ZS11) – London Landing (Steveston)] by deleting and replacing subsection 5.11.11.1 with the following:

“1. A **bed and breakfast use** may have up to five (5) **guest** rooms, is limited to accommodation of a maximum of ten (10) **guests** at one time, and may have two (2) **facia** signs each with a maximum dimension of 0.6m by 1.2 m.”.
2. This Bylaw is cited as “**Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9898**”.

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED by <i>CW</i>
APPROVED by Director or Solicitor <i>JA</i>

CITY OF RICHMOND
APPROVED



To:	General Purposes Committee	Date:	November 27, 2018
From:	Carli Williams, P.Eng. Manager, Community Bylaws and Licencing	File:	12-8275-30-001/2018- Vol 01
Re:	Application for a New Liquor Primary Liquor Licence From Monster L Karaoke Ltd, at 8400 Alexandra Road Unit 130.		

Staff Recommendation

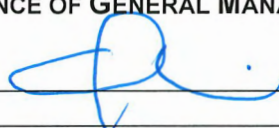

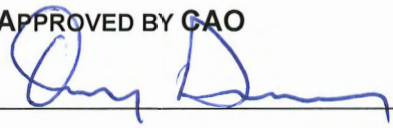
1. That the application from Monster L Karaoke Ltd., for a new Liquor Primary Liquor Licence to operate a karaoke lounge establishment, at premises located at 8400 Alexandra Road Unit 130, with liquor service, be supported for:
 - a) A new Liquor Primary Liquor Licence with primary business focus of entertainment, specifically a karaoke lounge with total person capacity of 50 occupants;
 - b) Liquor service hours for Monday to Sunday, from 9:00 AM to 2:00AM.
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 application and the hours of liquor service with the conditions as listed above;
 - b) The total person capacity set at 50 occupants is acknowledged;
 - c) Council's comments on the prescribed criteria (Section 71 of the Liquor Control and Licencing Regulations) are as follows:
 - i. The impact of additional noise and traffic in the area of the establishment was considered;
 - ii. The potential impact on the community was assessed through a community consultation process;
 - iii. Given that this is a new business, there is no history of non-compliance with this establishment.
 - d) As the operation of a licenced establishment may affect nearby residents, businesses and property owners, the City gathered the views of the community through a community consultation process as follows:
 - i. Residents, businesses and property owners within a 50 metre 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 subject property 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 and concerns.
- e) Council's comments on the general impact of the views of residents, businesses and property owners are as follows:
 - i. The community consultation process was completed within 90 days of the application process; and
 - ii. That based on the number of letters sent and no opposed responses received, Council considers that the approval of this application is acceptable to the majority of the residents, businesses and property owners in the area and the community.



Carli Williams, P.Eng.
 Manager, Community Bylaws and Licencing
 (604-276-4136)

Att. 1

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

Staff Report

Origin

The Provincial Liquor and Cannabis Regulation Branch (LCRB) issues licences in accordance with the *Liquor Control and Licensing Act* (the Act) and the Regulations made pursuant to the Act.

This report deals with an application to the LCRB and the City of Richmond by Monster L Karaoke Ltd., for a new Liquor Primary Liquor Licence to:

- operate, Monday to Sunday, 9:00 AM to 2:00 AM next day;
- permit a total person capacity of 50 occupants;
- operate a karaoke establishment with liquor service.

The City is given the opportunity to provide written comments by way of a resolution to the LCRB with respect to the proposed Liquor Primary application. Regulatory criteria a local government must consider are:

- the location of the establishment;
- the proximity of the establishment to other social or recreational facilities and public buildings;
- the person capacity and hours of liquor service of the establishment;
- the impact of noise on the community in the immediate vicinity of the establishment; and
- the impact on the community if the application is approved.

This report supports Council's 2014-2018 Term Goal #8 Supportive Economic Development Environment:

8.1. Richmond's policies, programs, and processes are business-friendly.

Analysis

Location of the Establishment

The applicant is proposing to operate a karaoke Box Room entertainment establishment with food service and a Liquor Primary Liquor Licence. The establishment is located at 8400 Alexandra Road Unit 130. This property is zoned Auto-Oriented Commercial (CA) –with the following permitted uses relevant to this application: liquor primary establishment; recreation, indoor; and restaurant.

The operator has recently purchased an existing karaoke establishment operating without a liquor licence and has no history in the City of Richmond. The primary focus of this establishment will be to operate as a karaoke establishment with food service and a Liquor Primary Liquor Licence from 9:00 AM to 2:00 AM. The target market for this business will be adults primarily between the ages of 20 to 35 and cater to the general public and community of the surrounding area and residents living in Richmond.

Proximity of the Establishment to Other Social, Recreational and Public Building

There are no schools, parks or other public buildings within 500 metres of proposed location for Monster L Karaoke Ltd.

Person capacity and Hours of Liquor Service of the Establishment

The applicant is proposing to operate Monster L Karaoke Ltd with an occupant load of 50 persons. The applicant's proposed operating hours of liquor service under the Liquor Primary Liquor Licence are Monday to Sunday, 9:00 AM to next day 2:00 AM which is consistent with the City's Policy 9400.

The Impact of noise on the Community in the Immediate Vicinity of the Establishment

The establishment is located on a 2 building parcel with a number of permitted uses such as retail, general; health service, minor and a number of restaurants. It is staff's belief that no noticeable increase in noise would be present if the liquor primary licence application is supported.

The Impact on the Community if the Application is Approved

The community consultation process for reviewing applications for liquor related licences is prescribed by the Development Application Fees Bylaw 8951 which under Section 1.8.1 calls for:

1.8.1 Every **applicant** seeking approval from the **City** in connection with:

- (a) a licence to serve liquor under the *Liquor Control and Licensing Act and Regulations*;

must proceed in accordance with subsection 1.8.2.

1.8.2 Pursuant to an application under subsection 1.8.1, every **applicant** must:

- (b) post and maintain on the subject property a clearly visible sign which indicates:
 - (i) type of licence or amendment application;
 - (ii) proposed person capacity;
 - (iii) type of entertainment (if application is for patron participation entertainment); and
 - (iv) proposed hours of liquor service; and
- (c) publish a notice in at least three consecutive editions of a newspaper that is distributed at least weekly in the area affected by the application, providing the same information required in subsection 1.8.2(b) above.

The required signage was posted on October 24, 2018 and three advertisements were published in the local newspaper, on October 25, 2018, November 1, 2018 and November 8, 2018.

In addition to the advertised signage and public notice requirements, staff sent letters to residents, businesses and property owners within a 50 metre radius of the new establishment. On October 25, 2018, a total of 236 letters were mailed out to residents, businesses and property owners. The letter provided information on the proposed liquor licence application and contained instructions to comment on the application. The period for commenting for all public notifications ended November 24, 2018.

As a result of the community consultative process described, the City received no responses.

Other Agency Comments

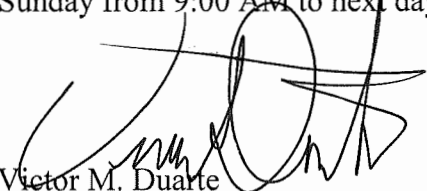
As part of the review process, staff requested comments from other agencies and departments such as Vancouver Coastal Health, Richmond R.C.M.P., Richmond Fire-Rescue and Building Approvals. These agencies and departments generally provide comments on the compliance history of the applicant's operations and premises. No concerns were expressed from any of the agencies or departments regarding this application.

Financial Impact

None

Conclusion

The results of the community consultation process of Monster L Karaoke Ltd.'s proposed Liquor Primary Licence application was reviewed based on the LCRB criteria. The analysis concluded no responses were received from the public and there should be no noticeable potential impact from noise and no significant impact to the community. Further, no concerns were raised from City departments or other agencies. Staff therefore, recommend approval of the application from Monster L Karaoke Ltd. to operate a Liquor Primary Licence with liquor service Monday to Sunday from 9:00 AM to next day 2:00 AM, with an occupant load of 50 persons.

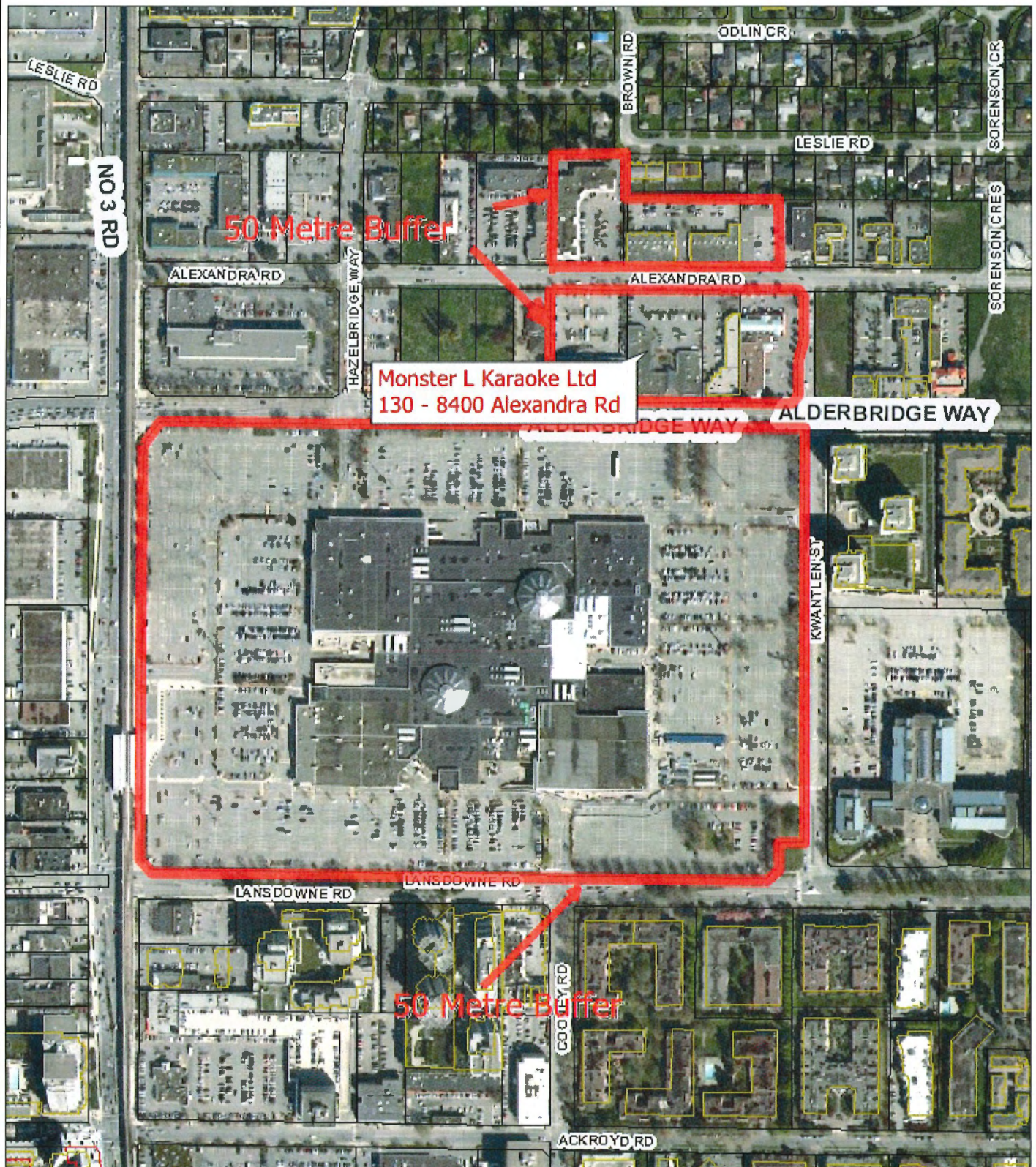


Victor M. Duarte
Supervisor, Business Licences
(604-276-4389)

VMD:vmd

Att. 1: Arial Map with 50 metre buffer area

City of Richmond Interactive Map



214.1 0 107.07 214.1 Meters

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

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THIS MAP IS NOT TO BE USED FOR NAVIGATION



City of Richmond

Report to Committee

To: General Purposes Committee

Date: November 23, 2018

From: Mike Romas
Manager, Customer Service

File: 01-0100-30-SCIT1-
01/2016-Vol 01

Re: **Sister City Advisory Committee Four Year Activity Plan (2019-2022)**

Staff Recommendation

That:

- 1) the report titled "Sister City Advisory Committee Four Year Activity Plan (2019-2022)", dated November 23, 2018, from the Manager, Customer Service, be received for information; and,
- 2) the 2019-2022 Sister City Advisory Committee Program Activity budget of \$239,050 be referred to the budget process for consideration.

Mike Romas
Manager, Customer Service
(604-204-8663)

Att. 1

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

Staff Report

Origin

The Richmond Sister City Advisory Committee (SCAC) currently has a Two Year Activity Plan (2017-2018) which concludes on December 31, 2018. As Council terms are now four years, the SCAC will provide four year plans to align with Council terms starting in 2019.

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 demographic, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.

2.4 Vibrant arts, culture and heritage opportunities.

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

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

5.1. Advancement of City priorities through strong intergovernmental relationships.

Background

The specific objectives of the Sister City Program are:

- To establish and maintain relationships with designated Sister/Friendship Cities that are meaningful and sustained through on-going activity;
- To develop a broad base of activity for Sister/Friendship City relationships in which many people and organizations in the community participate through planned and ongoing contact; and
- To engage the Richmond community and the Sister/Friendship Cities in projects and exchanges that promote cultural awareness and joint learning opportunities.

The City of Richmond has had a Sister City relationship with Pierrefonds, Quebec since 1967, Wakayama, Japan since 1973 and Xiamen, China since 2012. The City of Richmond formed a Friendship City relationship with Qingdao, China in 2008.

Summary of 2017-2018 SCAC Activity Plan

The SCAC completed an active 2017-2018 program which was supported with a Program Activity Budget of \$43,500 and the annual Sister City Program (SCP) Administration Operating Budget of \$11,000. Some of the SCAC activities during this period included:

- Celebrated Sister and Friendship City relationship milestones
 - Xiamen, China – 5 years (2017)
 - Qingdao, China – 10 years (2018)
 - Wakayama, Japan – 45 years (2018)
- (2017) 36 Richmond Secondary students participated in the school exchange with students in Wakayama, Japan.
- (2017) Shared Canada 150 greetings with Sister and Friendship Cities.
- (2018) 30 Wakayama students participated in the school exchange with students in Richmond.
- (2018) Participated in the Steveston Canada Day Parade with entry of more than 100+ participants.
- (2018) Supported Steveston Judo Club members (15) to travel to Wakayama.
- (2018) Hosted unofficial delegations from Wakayama and Taiwan.

The next four year plan (2019-2022) offers many opportunities to further develop and strengthen our Sister/Friendship City relationships through official visits and student, sport and cultural exchanges.

2019-2022 Goals and Focus of the SCAC

In accordance with the SCP Objectives, the primary focus for the proposed SCP activities with Richmond's sister cities and friendship cities will be to foster activities with the Richmond community and its sister/friendship cities in projects and youth exchanges that promote cultural awareness and joint learning opportunities.

The proposed SCAC 2019-2022 Program Activity Budget is \$239,050, along with the annual SCP Administration Operating Budget of \$11,000. This proposed activity budget was recently endorsed by the SCAC for presentation to Council (Attachment 1).

Sister/Friendship City Anniversary Milestones

The SCAC is proposing an allocation of \$750 to be used in commemorating some or all of the following anniversary milestones:

- Pierrefonds – 2022 will be the 55th Anniversary
- Xiamen – 2022 will be 10th Anniversary

Pierrefonds

In 2002 the City of Pierrefonds ceased to be a separate municipality and instead became a borough of Montreal. Following a period of inactivity, the SCAC initiated discussions in 2018 with the office of the Mayor of Pierrefonds, regarding their interest in retaining and developing an active Sister City relationship. The SCAC reported that there appears to be strong interest from Pierrefonds to plan future activities with Richmond, including the opening of a new library and interest from the Mayor and Council to visit Richmond. These activities are reflected in the attached 2019-2022 program activities and budget.

Wakayama

The City, through the SCAC, has contributed financially each year to support the very successful annual Wakayama/Richmond student exchange program. This year marks the 38th year for the Wakayama/Richmond student exchange. Since its inception, Richmond has had approximately 500 participants in this program. The exchange has immense cultural significance for the students of Richmond as past students have travelled back to Japan to visit new friends while a number of teachers who facilitate this program also participated in their youth. In 2019, 36 Richmond students will be participating in the cultural exchange between Wakayama and Richmond.

This program is proposed to continue for the 2019-2022 period with an annual contribution of up to \$10,000.

Xiamen and Qingdao

One of the challenges in nurturing the relatively new China relationships is the emphasis of their government officials to initiate business related activities, as opposed to community and educational type of activities. For this reason, the SCAC plans to foster more youth related sport and cultural exchange initiatives to allow community relationships to develop.

The SCAC wishes to continue to host a Sister-Friendship Cities Table Tennis Tournament every second year. The two day tournament was first held at the Richmond Olympic Oval in 2016. The SCAC invited teams from Qingdao and Xiamen to send high school students to Richmond to compete with our local students. Teams from Qingdao, Xiamen, Wakayama and Pierrefonds were invited to the event in 2017 and 2018 but all cities declined participation citing budget restrictions. The SCAC continues to pursue this event for 2019 and is proposing an annual contribution of \$5,000/per participating City for this event. In addition, the SCAC is proposing to provide \$7,500 to support the Steveston Judo Club who will be hosting a group of 15 students from Qingdao in 2019.

Annual Salmon Festival and Canada Day Parade

Each year the SCAC organizes community members to join them in marching in the Canada Day Parade. The SCAC is proposing an annual allocation of \$2,500 towards the cost of flags, banners, t-shirts and multi-cultural giveaways that are used for this event.

Arts & Culture Initiatives

The SCAC is proposing several new arts and culture initiatives including:

- Art exchanges – art show exchanging a collection of works by local artists from sister/friendship cities.
- Photo exchange – photographers from Richmond and Sister/Friendship Cities to share landscape pictures of their community. Option to include 3D Lithophanes printing and gallery viewing.

- Richmond Public Library – coordinate sharing of books and a bookmark exchange.

The Richmond School Board has reviewed and endorsed the SCAC Four Year Activity Plan (Attachment 2).

Financial Impact

The SCP has had an annual Administration Operating Budget of \$11,000, which is part of the City's annual base budget. The 2019-2022 Administration Operating Budget remains at \$11,000 annually.

The SCAC 2014-2016 Program Activity Budget of \$220,000 was funded from surplus from the 2013 budget. The 2017-2018 SCAC Program Activity budget was \$56,500. It is being recommended that the 2019-2022 Sister City Advisory Committee Program Activity budget of \$239,050 be referred to the budget process for consideration.

Conclusion

The Sister City Program is a valued and long-standing City initiative. The program is supported by the Sister City Advisory Committee, a dedicated group of community volunteers who are committed to achieving the SCP goals. The approval of the 2019-2022 Four Year Plan will set clear direction for the Sister City Advisory Committee to maintain robust and meaningful Sister and Friendship City relationships.



Mike Romas
Manager, Customer Service
(604-204-8663)

MR:mr

Att. 1: Four Year (2019-2022) Activity Plan Budget

Att. 2: Four Year (2019-2022) Activity Plan

Sister City Advisory Committee Four Year (2019 – 2022) Activity Plan Budget

The next four year (2019 – 2022) offers many opportunities to further develop and strengthen our Sister/Friendship City relationships through official visits, student, sport and cultural exchanges.

An activity budget allocation of \$239,050 is proposed for this period. The following sections provide budget information for engagement activities that the SCAC plans to carry out for 2019 - 2022.

Richmond Sister City Advisory Committee Four Year (2019 -2022) Program Activity Budget

SUMMARY OF 2019 – 2022 SCAC PROGRAM ACTIVITY BUDGET

Annual Program Activities	2019	2020	2021	2022
Educational Activities				
• Student exchanges	\$12,000	\$22,000	\$22,000	\$22,000
• Non-visit classroom exchange				
Sports Activities				
• Team/Athlete exchanges	\$22,500	\$20,000	\$25,000	\$10,000
• Table Tennis event				
Art & Cultural Activities				
• Art exchanges				
• Photo exchange/display	\$19,000	\$20,000	\$17,000	\$12,000
• Richmond Public Library book club and bookmark exchange				
Canada Day Parade	\$2,500	\$2,500	\$2,500	\$2,500
Annual City-to-City Recognition	\$1,200	\$1,200	\$1,200	\$1,200
Anniversary Milestones				
• Pierrefonds				\$750
• Xiamen				
Total SCAC Program Activity Budget	\$57,200	\$65,700	\$67,700	\$48,450
Administration Operating Budget	\$11,000	\$11,000	\$11,000	\$11,000
TOTAL	\$68,200	\$76,700	\$78,700	\$59,450



Sister City Advisory Committee

Four Year Activity Plan Proposal
2019 - 2022

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2018 Sister City Advisory Committee Members:

Chair

Lisa MacNeil

Vice-Chairs

Ed Gavstie
Glenn Kishi
Helen Quan
Eden Jiang Zhang
Melissa Zhang

Members

Allen Chan
Charan Gill
Ihsan Malik

Kim Ng

Razzak Paracha

School Board

Donna Sargent

Sister City Advisory Committee

Mandate: to provide advice to and assist the City in the promotion of the City's culture and values, delivery of the Sister City Program and the pursuit of the City's specific goal to establish and sustain cultural and educational ties with approved Sister/Friendship Cities.



Wakayama 45th Anniversary
Tree Planting Ceremony

2017 – 2018 Achievements

- ✓ Hosted delegations from Japan & Taiwan
- ✓ Celebrated sister city relationship milestones
 - Wakayama, Japan – 45 years (2018)
 - Qingdao, China – 10 years (2018)
 - Xiamen, China – 5 years (2017)
- ✓ 66 Richmond high school students participated in school exchange with students from Wakayama, Japan
- ✓ Supported Steveston Judo Club members (15) to travel to Wakayama
- ✓ Participated in 2018 Canada Day Parade with entry of more than 100+ participants
- ✓ Shared Canada 150 greetings with Sister & Friendship Cities
- ✓ Researched potential friendship cities for future consideration



2018 Canada Day Parade

2019 – 2022 Activity Goals

- ✓ Celebrate harmonious relationship with Pierrefonds
- ✓ Build on current relationships with sister/friendship cities
- ✓ Increase # of school visits
- ✓ Explore non-visit activities and showcase innovative programs around the city
- ✓ Consider activities for ALL age groups
- ✓ Begin path towards twinning with a Friendship city

Sister City

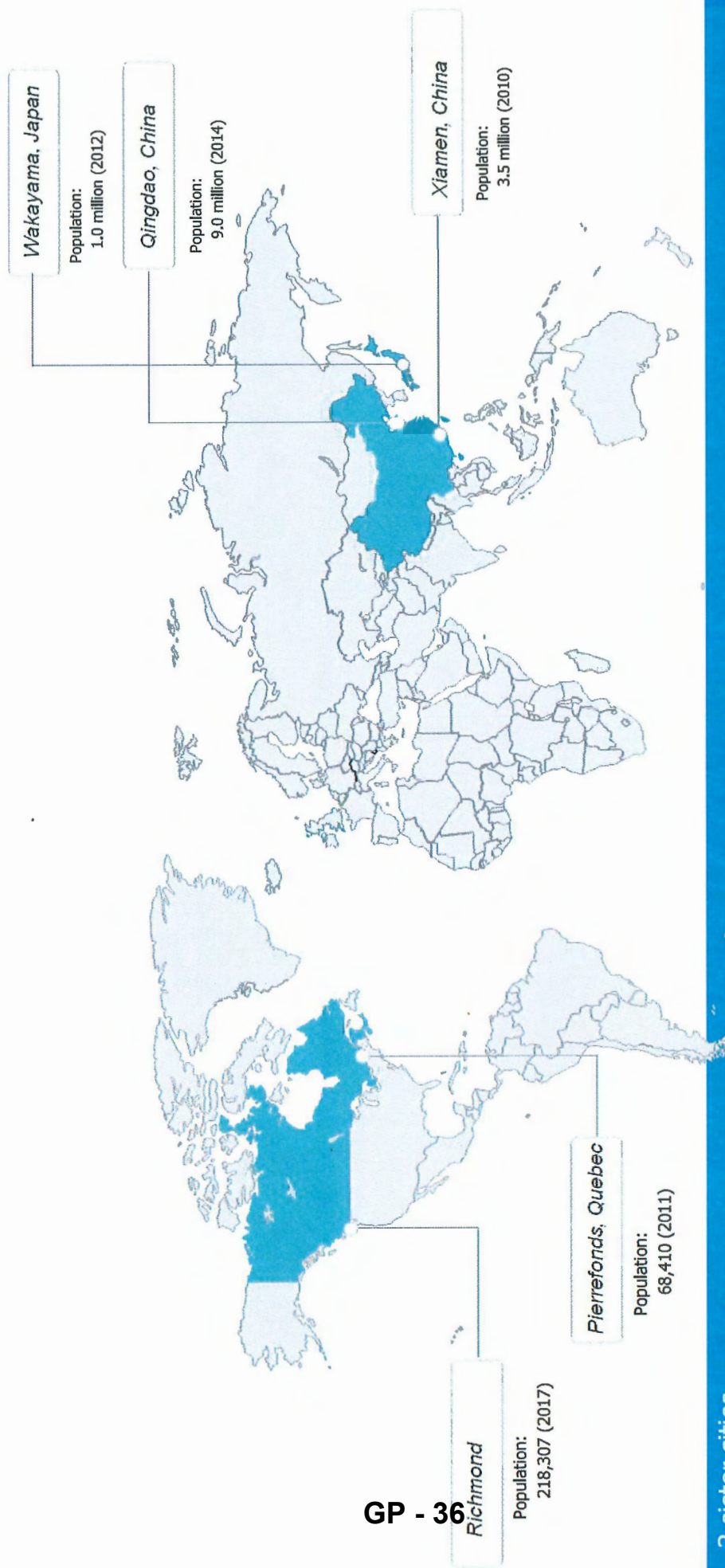
a city that is linked to another,
usually for the purposes of
cultural exchange

GP - 35

Friendship City

less formal relationship than
sister city

Definition



3 sister cities
Pierrefonds, Quebec | Wakayama, Japan | Xiamen, China

1 friendship city
Qingdao, China

Activity Summary

Outbound Activity

		2019	2020	2021	2022
Annual Base Program Activities (Visit)					
Education	Wakayama	Wakayama	Wakayama	Wakayama	Wakayama
			Pierrefonds (Pilot)	Pierrefonds	Pierrefonds
	Sports	Steveston Judo Club	Xiamen Youth Rugby	Steveston Kendo Club	Hockey Tournament
Sports	Table Tennis		Steveston Kendo Club	Table Tennis	
Annual Base Program Activities (Non-Visit)					
Annual "state of the city" letter		X	X	X	X
		X	X	X	X
		X	X	X	X
SCAC Annual Summary		X	X	X	X
		X	X	X	X
		X	X	X	X
Canada Day Parade		X	X	X	X
		X	X	X	X
		X	X	X	X
Art/Culture & Education		X	X	X	X
		X	X	X	X
		X	X	X	X
Relationship Activities					
Annual City-to-City Recognition		X	X	X	X
Anniversary Milestones					Pierrefonds (55 years) Xiamen (10 years)
City Council/Delegation Visits				to be scheduled	
Activity Plan Relationship Review					X
Future Twinnings					
Explore new Sister City Relationship		X	X		

Budget Summary

GP - 38

	2019	2020	2021	2022
Annual Base Program Activities				
Education	\$12,000	\$22,000	\$22,000	\$22,000
Sports	\$22,500	\$20,000	\$25,000	\$10,000
Art/Culture	\$19,000	\$20,000	\$17,000	\$12,000
Canada Day Parade	\$2,500	\$2,500	\$2,500	\$2,500
Relationship Activities				
Annual City-to-City Recognition	\$1,200	\$1,200	\$1,200	\$1,200
Anniversary Milestones				\$750
City Council/Delegation Visits				
Administration				
Administration Costs	\$11,000	\$11,000	\$11,000	\$11,000
SUBTOTAL (year total)	\$68,200	\$76,700	\$78,700	\$59,450
GRAND TOTAL	\$283,050			

Education

Student Exchanges

<div> <div>Pierrefonds</div> <div>GP - 39</div> <div>Wakayama</div> <div>Xiamen</div> <div>Qingdao</div> </div> <div>inbound & outbound</div>	<p>✓ Student exchanges include opportunities to inbound/outbound to sister/friendship cities</p> <ul style="list-style-type: none"> • Continue annual exchanges with Wakayama, Japan • Explore school exchanges to Montreal (Pierrefonds) & China (Qingdao & Xiamen) <ul style="list-style-type: none"> ○ 2018/2019 school year: no current school exchanges planned to Montreal. ○ Pilot Montreal (Pierrefonds) visit in 2019/2020 school year 	<p>Budget Breakdown:</p> <ul style="list-style-type: none"> • \$500 per student participant • up to maximum \$10,000 for each student exchange
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Education

NEW! Non-visit Activities

<p>GP - 40</p> <p>Pierrefonds Wakayama Xiamen Qingdao</p> <p>up to 1 activity annually</p>	<p>✓ Non-visit activities to engage students & teachers</p> <ul style="list-style-type: none"> • Pilot sharing of lesson plans with educator in sister city <ul style="list-style-type: none"> ◦ 2019: Art lesson plans targeting elementary school aged children 	<p>Budget Breakdown:</p> <ul style="list-style-type: none"> • \$2,000 per activity – cover costs of supplies and shipping costs
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Sports

Sport Exchanges

<p>GP - 41</p> <p>Pierrefonds Wakayama Xiamen Qingdao</p> <p>up to 2 activities annually inbound & outbound</p>	<ul style="list-style-type: none"> ✓ Sport exchanges open to ALL age groups ✓ Competitions or Skills Clinics ✓ Inbound activities: <ul style="list-style-type: none"> ▪ February 2019: Steveston Judo Club - Qingdao ▪ 2019 & 2021: Table Tennis Tournament ▪ 2021: Steveston Kendo Club - Wakayama ▪ 2022: Richmond Hockey Tournament ✓ Outbound activities: <ul style="list-style-type: none"> ▪ July/August 2020: Xiamen Youth Rugby ▪ 2020: Steveston Kendo Club 	<p>Budget Breakdown:</p> <ul style="list-style-type: none"> • \$500 per participant • up to maximum \$10,000 for each sport exchange
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Art & Culture

NEW! Art Exchanges

<div><div>GP - 42</div><div>Pierrefonds</div><div>Wakayama</div><div>Xiamen</div><div>Qingdao</div></div> <div>up to 1 activity biannually inbound</div>	<p>✓ Art show exchanging a collection of works by local artists from sister/friendship city</p> <ul style="list-style-type: none">▪ 3 - 30 pieces of art shown at City Hall▪ Art could be:<ul style="list-style-type: none">○ Traditional○ Modern○ Visual○ Photography	<p>Budget Breakdown:</p> <ul style="list-style-type: none">• Shipping• Opening Night activities for larger show including art show program, appetizers & drinks
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Art & Culture

NEW! 3D Lithophanes Photo Show

GP - 43

Pierrefonds

Wakayama

Xiamen

Qingdao

pilot in 2020

- ✓ Photographers from Richmond & Sister Cities to share landscape pictures of their community. All photos will be gathered to create a photo show. Photo show will visit each community participating.
- ✓ 2019 show to feature high school students from local photography classes & include senior photo club
- ✓ 3D Lithophanes Photo Show to have a gallery opening night
- ✓ Credit to Richmond Public Library for recommendation to print photos as 3D Lithophanes

3D Lithophanes -

<https://www.instructables.com/id/Lithophanes-How-to-3D-Print-your-photos/>

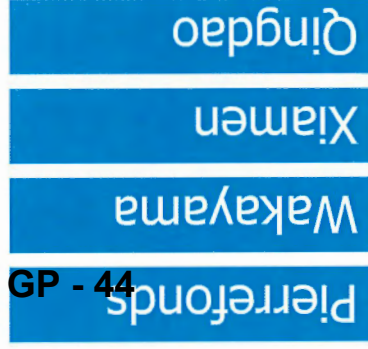
Budget Breakdown:

- Funds to cover printing, in case sister cities do not have access to 3D printers
- Shipping costs
- Light panels (TBC)
- Opening Night function

Art & Culture

NEW! Richmond Public Library - Book Club

GP - 44



**1 book club program
yearly**
inbound & outbound

Launch various programs to coordinate sharing of information with sister city libraries. The activity plan would be to continue or expand on successful activities:

✓ 1 Book, up to 4 Cities book club (annually) with

various audiences:

- Adults
- Seniors
- Youth

✓ Bookmarks to be exchanged with sister city libraries to commemorate milestone anniversary celebrations in 2022

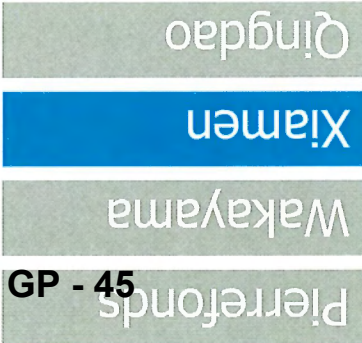
- local artists to design OR leverage city street banner artwork

Budget Breakdown:

- Sister Cities to participate in Richmond Public Library book club program
- Bookmarks: printing & distribution

Art & Culture

NEW! Richmond Public Library - Assets

 <p>2019 exchange inbound</p>	<p>✓ Sister City Libraries to coordinate exchange of assets (ex. recordings from Xiamen Public Library)</p> <ul style="list-style-type: none">• explore opportunities with other Sister/Friendship Cities	<p>Budget Breakdown:</p> <ul style="list-style-type: none">• costs involved to bring assets into Richmond Public Library
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Milestone Celebrations

Occurring in 2022

<div> <div>Pierrefonds</div> <div>Wakayama</div> <div>Xiamen</div> <div>Qingdao</div> </div> <p>2 milestone celebrations</p>	<p>✓ Two major milestones will be celebrated in 2022</p> <ul style="list-style-type: none"> • Pierrefonds: 55 year anniversary - plaque • Xiamen: 10 year anniversary - congratulatory note from Mayor 	<p>Budget Breakdown:</p> <ul style="list-style-type: none"> • Pierrefonds: \$750
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Canada Day Parade

Participation in Steveston Salmon Festival

<div data-bbox="747 1701 1112 2047">GP - 47 Pierrefonds Wakayama Xiamen Qingdao</div>	<div data-bbox="673 745 771 1680">✓ Sister City Advisory Committee members participate in Steveston Salmon Festival Canada Day parade</div> <div data-bbox="673 451 714 714">Budget Breakdown:</div> <div data-bbox="714 147 852 714"><ul style="list-style-type: none">• T-shirts for parade participants• Parade entry decorations• Handouts to parade attendees</div>
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Administration

Operational & Relationship Activities

<div> <div>Pierrefonds</div> <div>Wakayama</div> <div>Xiamen</div> <div>Qingdao</div> </div>	<ul style="list-style-type: none"> ✓ Annual administrative costs ✓ Annual City to City gift - \$300/city ✓ Letters between Mayors - annual "state of the city" letter ✓ Exchanges of City Annual Reports 	<p>Budget Breakdown:</p> <ul style="list-style-type: none"> • \$11,000 annually administrative costs • \$1,200 annually for city to city gifts
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City of Richmond

Report to Committee

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

Date: November 29, 2018
File: 06-2052-25-
LBOW1/Vol 01

Jim V. Young, P. Eng.
Senior Manager, Capital Buildings Project
Development

Re: **Richmond Lawn Bowling Clubhouse Site and Program Update**

Staff Recommendations

1. That Council direct staff as to the preferred location for the lawn bowling greens, as described in the staff report titled "Richmond Lawn Bowling Clubhouse Site and Program Update," dated November 29, 2018, from the Director, Recreation Services and the Senior Manager, Capital Buildings Project Development;
2. That Council direct staff as to the preferred site for the Richmond Lawn Bowling Clubhouse, as described in the staff report titled "Richmond Lawn Bowling Clubhouse Site and Program Update," dated November 29, 2018, from the Director, Recreation Services and the Senior Manager, Capital Buildings Project Development; and
3. That Council direct staff as to the preferred program for the Richmond Lawn Bowling Clubhouse, as described in the staff report titled "Richmond Lawn Bowling Clubhouse Site and Program Update," dated November 29, 2018, from the Director, Recreation Services and the Senior Manager, Capital Buildings Project Development.



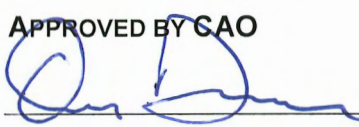
E. Ayers

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

Jim V. Young

Jim V. Young, P. Eng.
Senior Manager,
Capital Buildings Project Development
(604-247-4610)

Att. 5

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

Staff Report

Origin

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

At the General Purposes Committee meeting on May 22, 2018, staff presented the report titled, “Major Facilities Phase 2 – Richmond Lawn Bowling Program Plan and Site” and received the following referral:

That the report be referred back to staff to provide revised options for site locations and building size.

The purpose of this report is to address the referral and obtain Council approval of a location and configuration for the lawn bowling greens, and site and program option for the replacement of the Richmond Lawn Bowling Clubhouse.

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

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

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

This report supports Council’s 2014-2018 Term Goal #6 Quality Infrastructure Networks:

Continue diligence towards the development of infrastructure networks that are safe, sustainable, and address the challenges associated with aging systems, population growth, and environmental impact.

6.1. Safe and sustainable infrastructure.

6.2. Infrastructure is reflective of and keeping pace with community need.

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.

9.2. Effective engagement strategies and tools.

Analysis

Background

The Richmond Lawn Bowling Clubhouse was constructed in 1963 and is located in the northeast corner of Minoru Park. The clubhouse is an approximately 1,920 sq. ft., one-storey, pan-abode style building that consists of a multipurpose room, washrooms, kitchen, lockers, and interior and exterior storage.

The clubhouse supports two regulation-sized, lawn bowling greens which are maintained by the City. The natural grass greens were replaced in 2009 with two artificial turf greens which allow the club members to play year-round, weather permitting. The greens are inspected annually and are due for replacement as early as 2019, as they are nearing their end of life which is typically 10 to 12 years.

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

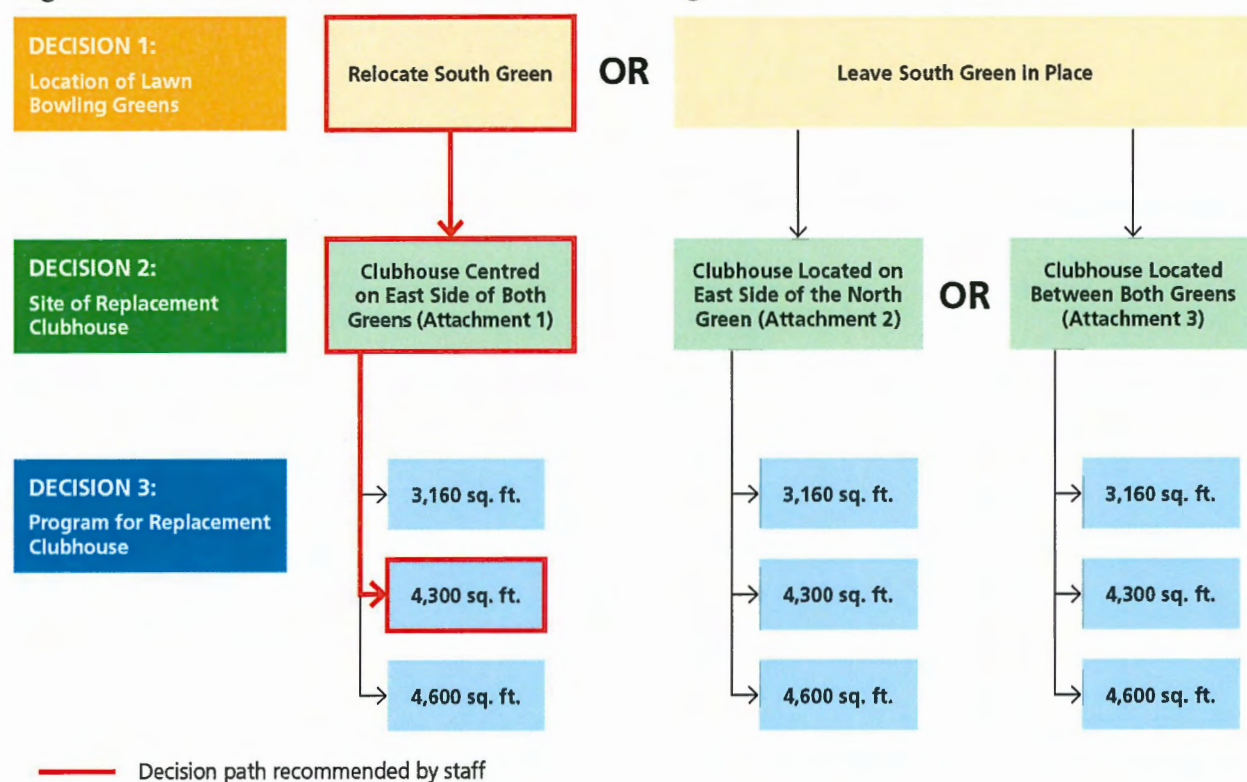
The Club has hosted Provincial and National level tournaments including the 2015 National Senior Triples which drew teams from across Canada. The Richmond Sport Hosting Office worked with the club to secure and host this tournament as it benefitted tourism in Richmond. On average, five National tournaments are awarded annually to clubs across Canada along with eight Provincial tournaments. The Club would like to continue to host tournaments in the future and has a dedicated group of volunteers willing to bring tournaments to Richmond.

The size and amenities within the existing clubhouse have made it challenging for the Club to accommodate their membership, and has limited the number of Provincial and National level tournaments they are able to host.

Decisions Required

A number of inter-related decisions are required by Council to move the Richmond Lawn Bowling Clubhouse replacement forward. The decision tree, outlined in Figure 1 on the next page, provides an overview of the decisions required, the options for each, and the decisions recommended by staff. The decision tree is intended to provide a picture of the options to guide Council through the decision making process. The details regarding each option outlined in this report follow the decision tree and include important considerations associated with each decision.

Figure 1: Decision Tree for Richmond Lawn Bowling Greens and Clubhouse



Program and Site Review Process

To address the May 22, 2018, referral from the General Purposes Committee, a staff review was conducted. In addition to regular consultations with the Richmond Lawn Bowling Club's Building Committee (the "Building Committee"), the program and site review included:

- Review of the draft Minoru Park Vision Plan;
- Analysis of an Arborist Report for the lawn bowling site;
- Crime Prevention Through Environmental Design (CPTED) analysis of proposed building locations;
- Industry research and analysis of membership trends and projections by province; and
- Review of best practices site visits, feedback from open houses and consultation with the Building Committee completed prior to the referral.

The program and site review confirmed the following key considerations:

- Connectivity to both lawn bowling greens;
- Proximity to the parking lot;
- Impacts to green space, trees and Minoru Lakes;
- Impact on neighbours;
- Alignment with the draft Minoru Park Vision Plan; and
- Pedestrian access and circulation through and around Minoru Park.

Location of Lawn Bowling Greens

As a result of the site review, the location of the lawn bowling greens was discussed from which a new option emerged to relocate the south green to the north side of the existing lawn bowling site, as shown in Attachment 1.

The cost for relocation was not part of the \$4.0 million project budget approved by Council as part of the 2018 Capital Building Program. However, the estimated cost of \$980,000 could be submitted for Council consideration through the 2019 Capital Budget process within the Minoru Park Lakes Renewal project, with funding from Parks Development Cost Charges. Replacement of the artificial turf surfaces will be funded from the turf replacement fund as they are at the end of their lifecycle.

Staff recommend relocating the south green to the north side of the existing lawn bowling site as it will create a unified lawn bowling hub with the clubhouse and lawn bowling greens fully integrated on the site. The relocation supports the draft Minoru Park Vision Plan by connecting Gollner Avenue to the Minoru Lakes via a significant pedestrian pathway. It also allows for additional informal park space to be created in the area currently occupied by the south lawn bowling green. The opportunities and challenges associated with relocating the green are further outlined below.

Opportunities

- Eliminates the need for an ancillary service building;
- Reduces the site footprint to achieve a less fragmented lawn bowling venue and more efficient site layout, where the clubhouse and greens are fully integrated;
- Strengthens the relationship between the clubhouse and both of the greens, resulting in increased service levels and quality of play, which have been identified as high priorities for the Club;
- Eases the flow and improves sightlines between each of the greens as the full length of both greens would face each other in the centre;
- Provides opportunity for park space to be utilized by the Club for outdoor social functions as an extension of the clubhouse;
- Improves functionality of the underutilized northeast area of Minoru Park towards Westminster Hwy;
- Enhances pedestrian connections from Gollner Avenue to Minoru Lakes and Richmond Hospital, as illustrated in the City Centre Area Plan and draft Minoru Park Vision Plan; and
- Allows for redevelopment of the area currently occupied by the south lawn bowling green into informal park space with improved visual and physical connections to the lakes, as well as pathways, additional tree planting, seating and picnic spaces.

Challenges

- Cost of relocating the south green is a new capital cost for the City;
- New green would encroach onto the adjacent pathway and potentially the upper lake basin which would require redesign of the adjacent pathway, replacement of existing benches and possible modification to the upper lake basin; and

- Requires relocation or replacement of approximately 19 trees:
 - Four high retention value - two relocated and two replaced at a ratio of 3:1;
 - Nine medium retention value (all pines) - all replaced at a ratio of 2:1; and
 - Six low retention value (all pines) - all replaced at a ratio of 2:1.

Relocation of the south green is supported by the Richmond Lawn Bowling Club's Building Committee as well as City staff as it aligns with and creates opportunities to enhance the draft Minoru Park Vision Plan, improves connectivity to both lawn bowling greens and addresses the lack of passive park space within Minoru Park, while meeting the needs of the Richmond Lawn Bowling Club.

Site Selection for the Replacement Clubhouse

In response to the referral from the General Purposes Committee on May 22, 2018, potential building location options were discussed with the Building Committee. Staff also met with the Richmond RCMP to review Crime Prevention Through Environmental Design (CPTED) considerations for various site options which included:

- Opportunities for passive security from parking lot, and neighbouring residential and commercial buildings;
- Increasing pedestrian safety by reducing secluded areas;
- Enhancing sightlines from Gollner Avenue to the Minoru Lakes; and
- Minimizing possible congestion of pedestrians along the pathway intersecting the existing greens.

The site review included a discussion about locating the replacement clubhouse on the east side of the south green, in front of the neighbouring townhomes. It was determined that this option would not meet the site criteria priorities. This option only provides connectivity to the south green, as opposed to both greens, and may result in noise and privacy concerns for the nearby residents especially during tournaments or other Club events. The Building Committee also felt it was too far away from the parking lot.

As a result of the site review, staff recommend locating the replacement Richmond Lawn Bowling Clubhouse centred on the east side of both greens, as illustrated in Attachment 1. This site provides several advantages including being in close proximity to the parking lot and meeting CPTED best practices. In addition, the existing clubhouse can remain in operation while the replacement facility is being constructed, which will allow the Club to continue to use the greens.

Should Council decide not to relocate the south lawn bowling green, or not approve the proposed 2019 Capital Budget for the Minoru Park Lakes Renewal project, the lawn bowling greens can remain in the current location with two site options for the replacement Richmond Lawn Bowling Clubhouse, as outlined in the decision tree on page 4. The first option would be to place the replacement clubhouse on the east side of the existing north green, as shown in Attachment 2. The second option would be for the replacement clubhouse to be built between the two existing greens, as shown in Attachment 3. Although the second option reflects the Building Committee's

preference, this option would cause the pathway connecting Gollner Avenue and the Minoru Lakes to be eliminated and a high retention value Sequoia tree to be removed. It also conflicts with the draft Minoru Park Vision Plan's priority to strengthen pedestrian and visual corridors in and around the lawn bowling greens.

Program and Cost for the Replacement Clubhouse

As a result of the program review, staff have developed three program options for Council's consideration. The program options are outlined in Table 1 below, with order of magnitude costs for each and a comparison to the existing Richmond Lawn Bowling Clubhouse areas. A detailed program chart, outlining program room uses, is provided in Attachment 4.

Table 1: Program Options for the Richmond Lawn Bowling Clubhouse

Program Area		Existing Facility	Option 1 \$3.6M ^{1,2}	<u>Recommended</u> Option 2 \$4.6M ^{1,2}	Option 3 \$5.0M ^{1,2}
			Meets Budget	Exceeds Budget by \$600K	Exceeds Budget by \$1.0M
		1,920 sq. ft.	3,160 sq. ft.	4,300 sq. ft.	4,900 sq. ft.
1.	Multipurpose Room	970 sq. ft. (approx. 60 people)	1,250 sq. ft. (approx. 125 people)	2,260 sq. ft. (approx. 216 people)	2,500 sq. ft. (approx. 240 people)
2.	Kitchen	150 sq. ft.	200 sq. ft.	250 sq. ft.	300 sq. ft.
3.	Changeroom and Lockers	165 sq. ft. (190 lockers)	350 sq. ft. (approx. 250 lockers)	400 sq. ft. (approx. 275 lockers)	500 sq. ft. (approx. 400 lockers)
4.	Washrooms	175 sq. ft.	350 sq. ft.	350 sq. ft.	400 sq. ft.
5.	Storage	150 sq. ft.	400 sq. ft.	400 sq. ft.	500 sq. ft.
6.	Main Entry	0 sq. ft.	150 sq. ft.	150 sq. ft.	150 sq. ft.
7.	Admin	0 sq. ft.	75 sq. ft.	100 sq. ft.	100 sq. ft.
8.	Circulation and Support – corridors, service areas	310 sq. ft.	385 sq. ft.	390 sq. ft.	450 sq. ft.

¹ See Attachment 5 for the building replacement cost breakdown details

² Does not include the cost to relocate the greens (approximately \$980,000), proposed to be funded from Parks Development Cost Charges

The program options include areas not in the existing clubhouse such as administrative space, a main entry foyer and a universal changeroom with shower. The other spaces are updated and expanded to accommodate the current membership, and allow for growth in membership and hosting of tournaments.

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

Program Option 1 (3,160 sq. ft., \$3.6 million) – Not Recommended

Program Option 1 is 65 per cent larger than the current Richmond Lawn Bowling Clubhouse. Although it meets current membership needs and better positions the Club to host Provincial and National level tournaments, Program Option 1 provides little space for membership growth. The proposed Multipurpose Room can accommodate up to 125 people seated cafeteria-style and the neighbouring Minoru Centre for Active Living's Main Hall could be utilized for larger functions as it can provide space for approximately 240 people.

Program Option 1 can be achieved within the budget of \$4.0 million (2019 dollars) approved by Council as part of the 2018 Capital Building Program.

Program Option 2 (4,300 sq. ft., \$4.6 million) – Recommended

It is a clubhouse of approximately 4,300 sq. ft. and is more than two times the size of the existing clubhouse. The proposed program expands on Program Option 1 providing a larger Multipurpose Room that will allow the Club to host tournaments and club events with cafeteria-style seating for up to 216 people. The size of the kitchen, storage room and changeroom have also been increased, the latter which can accommodate approximately 275 lockers. Program Option 2 meets the current needs of the Club, will accommodate growth in membership, and better positions the Club to attract Provincial and National level tournaments.

Program Option 2 can be achieved for \$4.6 million (2019 dollars), which exceeds the budget in the 2018 Capital Building Program by \$600,000. Program Option 2 is recommended by staff.

Program Option 3 (4,900 sq. ft., \$5.0 million) – Not Recommended

Program Option 3 is a clubhouse of approximately 4,900 sq. ft. and reflects the program requested by the Richmond Lawn Bowling Club. It builds on Program Option 2 as follows:

- Larger Multipurpose Room that would allow the club to host events with cafeteria-style seating for up to 240 people, which may occur 8-10 times per year if membership grows and tournaments are hosted;
- Larger changeroom resulting in an increased capacity for lockers from 250 to approximately 400, with the option to expand to 500 lockers in the future;
- Larger Kitchen to service the increased Multipurpose Room capacity and provide space for the large number of volunteers that work to support food services at functions; and
- Additional storage for tables and chairs and other Club belongings.

This option meets current and future needs for the Richmond Lawn Bowling Club and provides a higher level of service than membership suggests, as the Club has experienced minimal growth over the past 10 years. The *Bowls Canada Annual Report 2017-2018*, states that, in the last six years, membership of lawn bowlers across British Columbia was at its lowest in 2017 and has fluctuated by only 86 members, or two per cent overall, further suggesting that this option provides more space than required.

Program Option 3 can be achieved for \$5.0 million (2019 dollars), which exceeds the budget in the 2018 Capital Building Program by \$1.0 million.

Financial Considerations

Council previously approved a budget in the amount of \$2.0 million for Advanced Planning and Design for Major Facilities Projects, as well as \$4.0 million in the 2018 Capital Building Program for the Richmond Lawn Bowling Clubhouse. Furthermore, as part of their presentation to the Parks, Recreation and Cultural Services Committee in March 2016, the Richmond Lawn Bowling Club pledged \$90,000 towards the construction of the replacement clubhouse which will be used towards the project.

Should Council approve a location for the lawn bowling greens, and a site and program for the replacement clubhouse, as outlined in this report, staff will engage an architectural firm to complete design. The estimated cost for this service is typically about 10 per cent to 15 per cent of the construction cost and is included in the project budgets noted in Attachment 5.

Should Council endorse a program option that exceeds the previously approved budget of \$4.0 million in the 2018 Capital Building Program, staff will review the City's funding sources to determine how to fund the additional costs, and include a recommendation for additional funding in the Budget and Form/Character report scheduled for presentation to Council in May 2019.

The preliminary Operating Budget Impact (OBI) for the replacement clubhouse is projected to be \$15,000 to \$25,000 (in 2020 dollars) when the facility is anticipated to be operational, if construction begins in 2019. The OBI has not been included as part of the Richmond Lawn Bowling Clubhouse project as refinement of the OBI will be developed and submitted to Council for consideration as part of the Budget and Form/Character report scheduled for May 2019.

Funding to decommission and relocate the south green could be submitted for Council consideration through the 2019 Capital Budget process within the Minoru Park Lakes Renewal project, independent of the previously approved \$4.0 million Lawn Bowling Clubhouse Replacement project. The cost for this work is estimated to be approximately \$980,000 and is proposed to be funded through Parks Development Cost Charges. Capital funds for the Minoru Bowling Green Artificial Turf Replacement project will likewise be submitted for Council consideration through the 2019 Capital Budget process and have been factored into the estimated cost to relocate the south green. If approved by Council, the proposed aforementioned 2019 capital projects will be included accordingly in the 5 Year Financial Plan (2019-2023).

If the decommissioning and relocation work is not approved by Council, the budgeted costs for the Minoru Park Lakes Renewal project will be reduced accordingly.

Construction Cost Escalation and Schedule

Locally, there are currently difficulties commencing or even completing construction projects due to high bids and/or an inability for contractors to meet schedules. Some of the main reasons are noted below. These conditions are anticipated to continue locally for the short term.

- Current market conditions are such that there is so much work available that Contractors/Trades are over capacity and unwilling to take-on more work.
- There are tariffs on various construction related materials which has contributed to significant cost escalation and contractor availability.

Recent discussions with consultants in the building industry have indicated cost escalation is up to 18%. Staff have included an allowance of 6% cost escalation on the Lawn Bowling Club replacement program options.

Staff will fast-track the design and construction procurement processes in an effort to accommodate the 55+ BC Games scheduled for September 2020 by inviting select design and construction proponents to submit bids. Once bids are received, staff will understand if there is sufficient funding to complete the project and if the contractors can complete the work on a schedule to accommodate the 55+ BC Games. Staff will report back to Council with the findings.

Next Steps

Should Council approve a location for the lawn bowling greens, and site and program for the replacement clubhouse, staff will proceed with the design process. Staff will report back with form and character prior to completing the detailed design. This process would also include design for the relocated green, as well as the informal park space in the area currently occupied by the south lawn bowling green.

Council approved funding in the amount of \$4.0 million to deliver Option 1 as part of the 2018 Capital program. Should Council direct staff to implement either of Options 2 or 3, both of which exceed \$4.0 million, a budget amendment will be required.

Conclusion

The relocation of the south lawn bowling green, and site and program options for the replacement Richmond Lawn Bowling Clubhouse meet the needs of the club and support a sport that serves our older adult population. The replacement clubhouse will help to reinvigorate the north portion of the Minoru Park as the Minoru Vision Plan unfolds over the next decade and beyond.



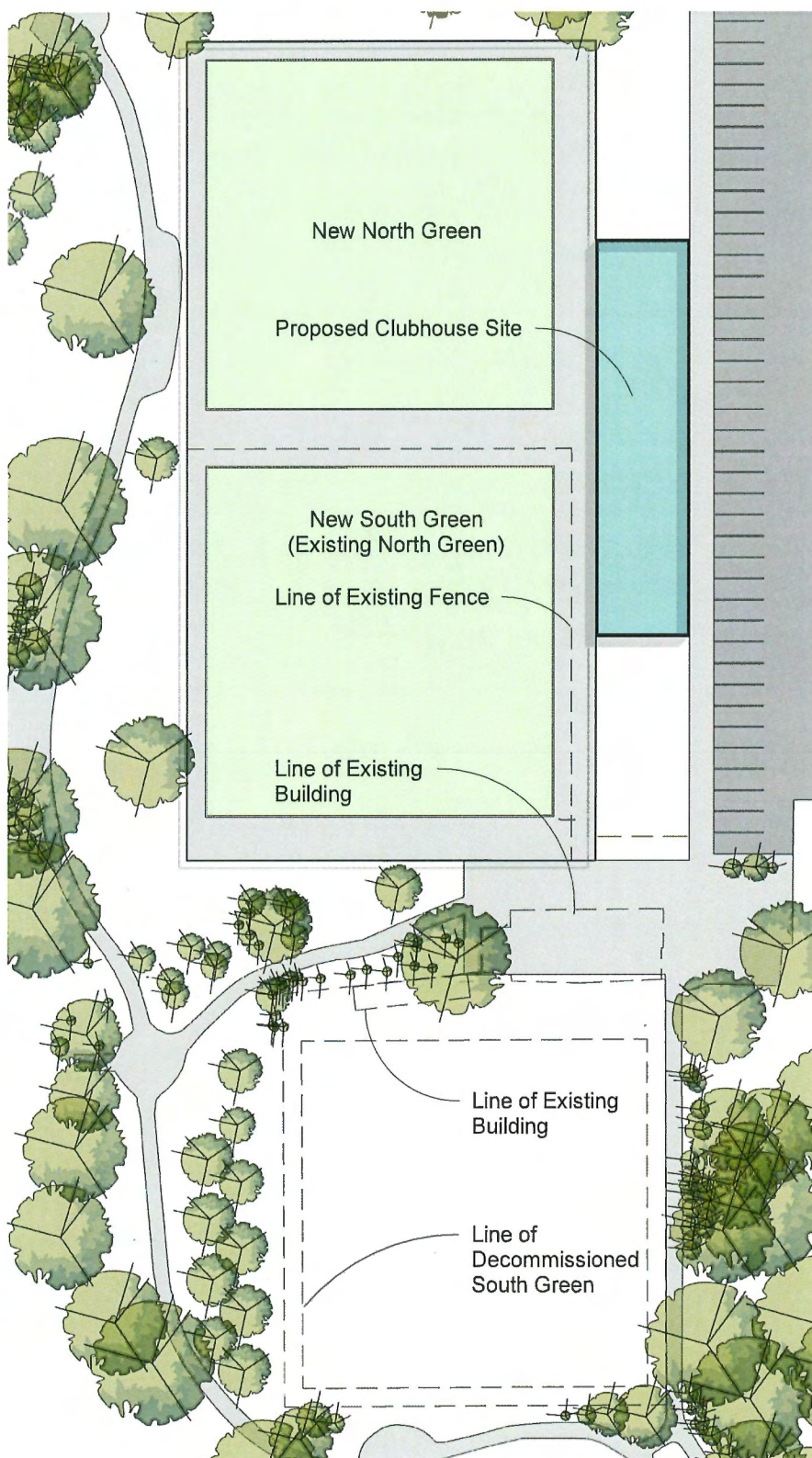
Gregg Wheeler
Manager, Sport and Community Events
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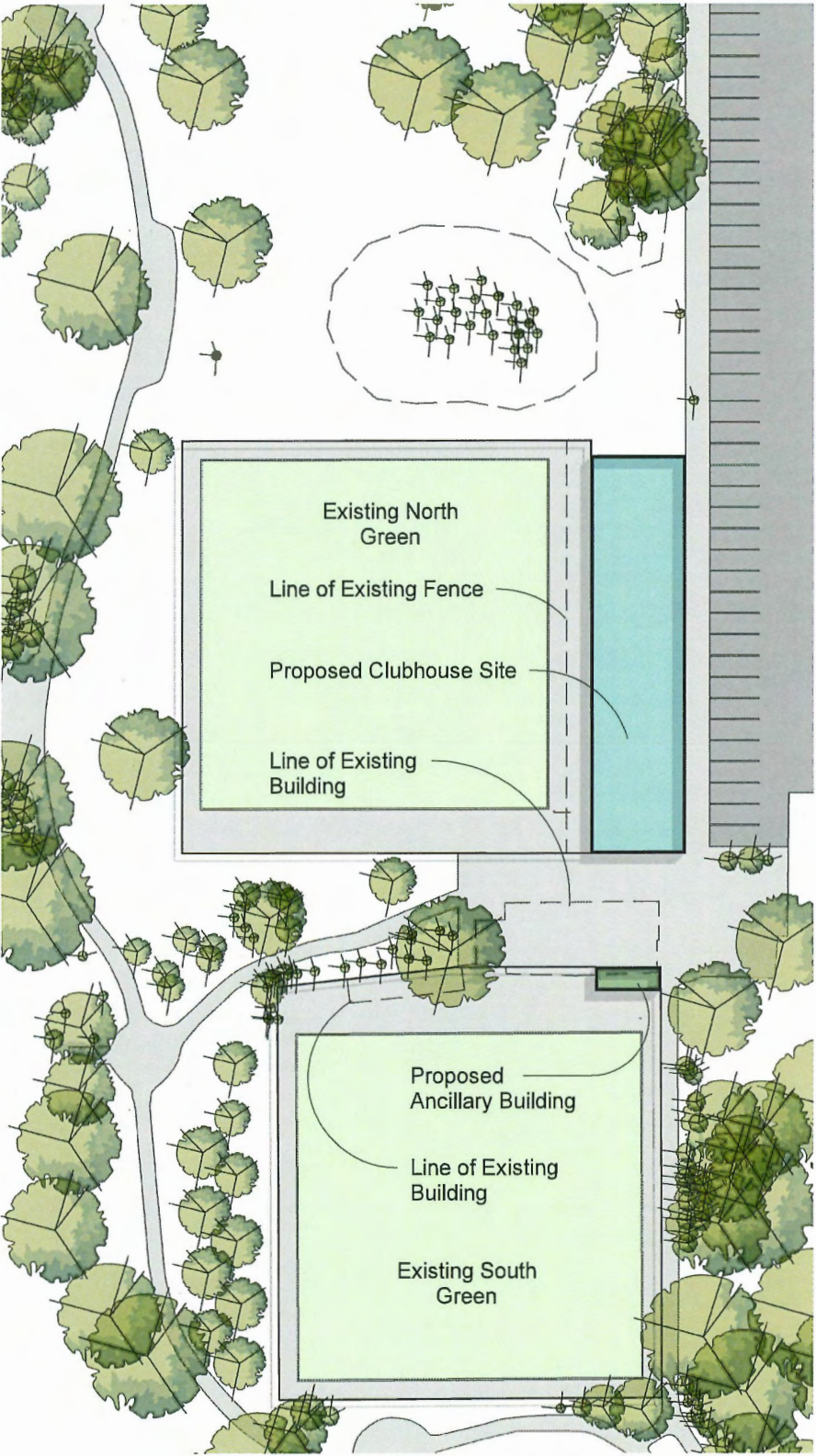
Jon Thibodeau, PMP
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Capital Buildings Project Development
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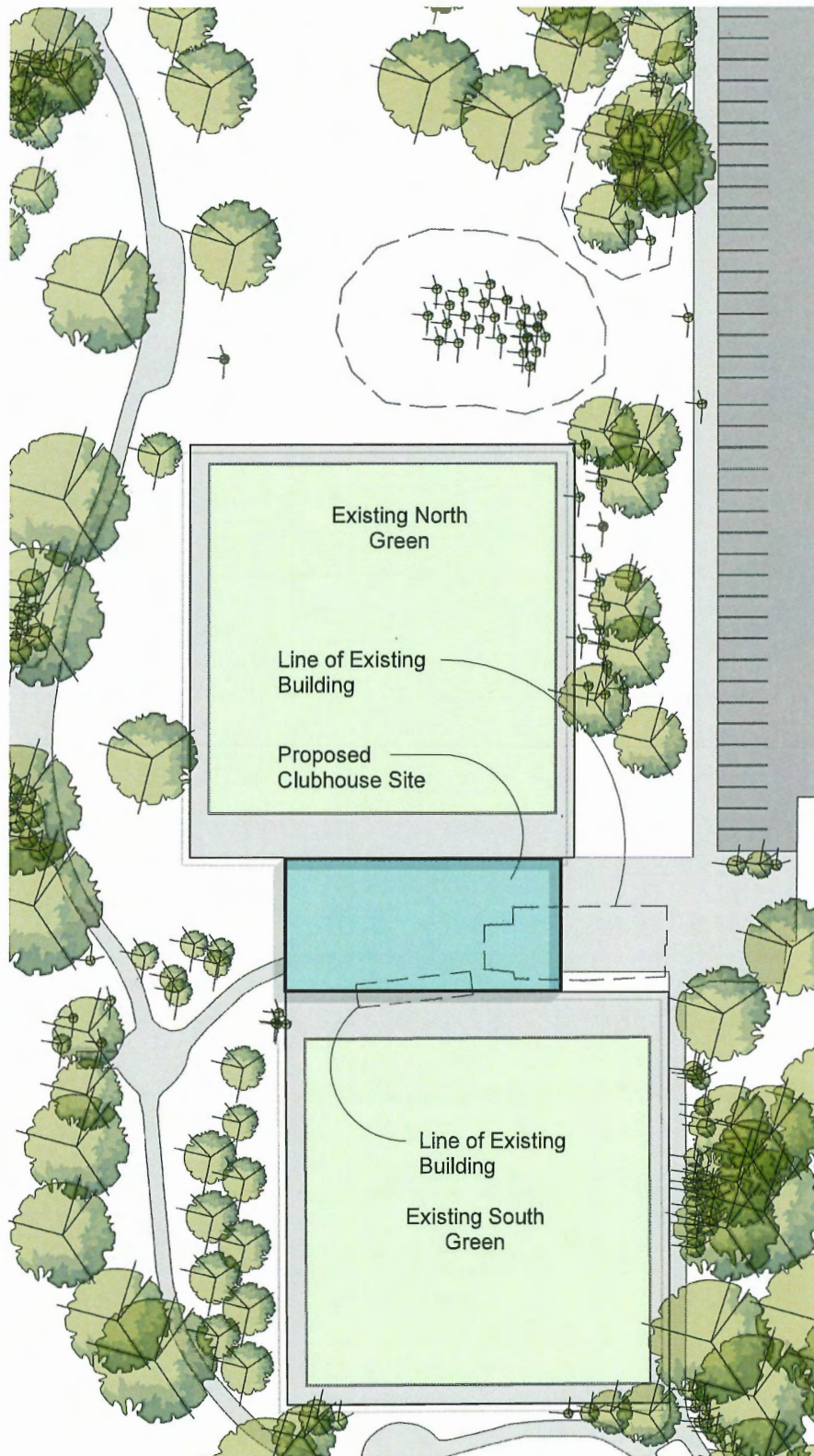
- Att. 1: South Green Relocated
2: South Green Left in Place: Clubhouse Site Option 1
3: South Green Left in Place: Clubhouse Site Option 2
4: Program Details for the Richmond Lawn Bowling Clubhouse
5: Building Project Cost Breakdown

South Green Relocated



South Green Left in Place: Clubhouse Site Option 1



South Green Left in Place: Clubhouse Site Option 2

Program Details for Richmond Lawn Bowling Clubhouse

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

Building Project Cost Breakdown

Cost Element	Option 1 3,160 sq. ft.	Option 2 4,300 sq. ft.	Option 3 4,900 sq. ft.
Design	\$275,000	\$345,000	\$380,000
Site Development	\$315,000	\$315,000	\$315,000
New Building Construction	\$1,571,000	\$2,008,000	\$2,238,000
Offsite Work	None anticipated	None anticipated	None anticipated
Furniture and Equipment	\$110,000	\$140,000	\$152,000
Construction/Design Contingency and Escalation	\$712,000	\$887,000	\$976,000
Soft and Project Costs	\$617,000	\$905,000	\$939,000
Total Building Project Costs	\$3,600,000	\$4,600,000	\$5,000,000